

# COUNCIL AGENDA

## Ordinary Council Meeting

6:00pm, 12 November 2024  
Council Chamber (Level 1), Civic Centre,  
23 Dundebur Road, Wanneroo

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



# PROCEDURE FOR ORDINARY COUNCIL MEETING

## PUBLIC QUESTION AND STATEMENT TIME

The City encourages any members of the public who wish to raise a question to Council to submit this information via the **City's online forms** and/or contact **Council Support on 9405 5000**.

- [Public Question online form](#)

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

### 1. Time Permitted

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

### 2. Protocols

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

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

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

### 3. General Rules

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

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

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

## AUDIO OF COUNCIL PROCEEDINGS

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

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

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

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

- [Audio recordings](#)

# RECORDING AND ACCESS TO RECORDINGS OF COUNCIL MEETINGS POLICY

## Objective

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

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

## Implementation

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

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

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

## Evaluation and Review Provisions

### *Recording of Proceedings*

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

### *Access to Recordings*

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

## COMMONLY USED ACRONYMS AND THEIR MEANING

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



Notice is given that the next Ordinary Council Meeting will be held in the Council Chamber  
(Level 1), Civic Centre,  
23 Dundobar Road, Wanneroo on **Tuesday 12 November, 2024** commencing at **6:00pm**.

B Parker  
Chief Executive Officer  
7 November 2024

## CONTENTS

<b>ITEM 1</b>	<b>ATTENDANCES</b>	<b>1</b>
<b>ITEM 2</b>	<b>APOLOGIES AND LEAVE OF ABSENCE</b>	<b>1</b>
<b>ITEM 3</b>	<b>PUBLIC QUESTION AND STATEMENT TIME</b>	<b>1</b>
<b>ITEM 4</b>	<b>CONFIRMATION OF MINUTES</b>	<b>1</b>
OC01-11/24	MINUTES OF ORDINARY COUNCIL MEETING HELD ON 8 OCTOBER 2024	1
<b>ITEM 5</b>	<b>ANNOUNCEMENTS BY THE MAYOR WITHOUT DISCUSSION</b>	<b>1</b>
<b>ITEM 6</b>	<b>QUESTIONS FROM COUNCIL MEMBERS</b>	<b>1</b>
<b>ITEM 7</b>	<b>PETITIONS</b>	<b>1</b>
	<b>NEW PETITIONS RECEIVED</b>	<b>1</b>
	<b>UPDATE ON PETITIONS</b>	<b>1</b>
<b>ITEM 8</b>	<b>REPORTS</b>	<b>1</b>
	<b>PLANNING AND SUSTAINABILITY</b>	<b>2</b>
	<b>APPROVAL SERVICES</b>	<b>2</b>
PS01-11/24	CONSIDERATION OF PRECINCT 8 - RANCH ROAD LOCAL STRUCTURE PLAN FOLLOWING ADVERTISING	2
PS02-11/24	CONSIDERATION OF AMENDMENTS TO LOCAL PLANNING POLICY 2.5: TELECOMMUNICATIONS INFRASTRUCTURE AFTER ADVERTISING	23
PS03-11/24	CONSIDERATION OF AMENDMENT NO. 213 TO DISTRICT PLANNING SCHEME NO. 2 FOLLOWING ADVERTISING – VARIOUS AMENDMENTS TO FACILITATE REVOCATION OF LOT 201 BREAKWATER DRIVE TWO ROCKS AGREED LOCAL STRUCTURE PLAN NO. 35 AND AMENDMENTS TO LOT 202 BREAKWATER DRIVE, TWO ROCKS AGREED LOCAL STRUCTURE PLAN NO. 53	82
PS04-11/24	CONSIDERATION OF AMENDMENT NO. 219 TO DISTRICT PLANNING SCHEME NO. 2 FOLLOWING ADVERTISING – PART NORMALISATION OF THE WOODVALE AGREED LOCAL STRUCTURE PLAN NO. 64 AREA	122
PS05-11/24	PREPARATION OF AMENDMENT NO. 227 TO DISTRICT PLANNING SCHEME NO. 2 - NORMALISATION OF LAND IN THE LOTS 1001 AND 1002 MARMION AVENUE,	

ALKIMOS AGREED LOCAL STRUCTURE PLAN NO. 60 AND AGORA VILLAGE - TRINITY AT ALKIMOS PT LOT 9005 MARMION AVENUE, ALKIMOS AGREED CENTRE STRUCTURE PLAN NO. 86 AREAS	156
<b>STRATEGIC LAND USE PLANNING &amp; ENVIRONMENT</b>	<b>221</b>
PS06-11/24 CONSENT TO APPROVE DEVELOPER CONTRIBUTION PLAN GROUPED DWELLING INVOICES	221
<b>ASSETS</b>	<b>225</b>
<b>INFRASTRUCTURE CAPITAL WORKS</b>	<b>225</b>
AS01-11/24 TENDER 24137 - PROVISION OF CONSULTANCY SERVICES FOR GIRRAWHEEN HUB PRECINCT REDEVELOPMENT	225
AS02-11/24 ALKIMOS AQUATIC AND RECREATION CENTRE - CONSOLIDATION OF FEDERAL FUNDING AGREEMENTS	235
AS03-11/24 24149 PROVISION OF ARCHITECTURAL AND SPECIALIST CONSULTANCY SERVICES FOR WANNEROO RECREATION CENTRE - NEW SPORTS HUB	239
AS04-11/24 24148 PROVISION OF COST PLANNER SERVICES FOR WANNEROO RECREATION CENTRE - NEW SPORTS HUB	251
<b>STRATEGIC ASSET MANAGEMENT</b>	<b>262</b>
AS05-11/24 FLYNN DRIVE ROAD UPGRADE - STAGE 2 AND 3 - OFFSET PROPOSAL AT EDGAR GRIFFITHS PARK	262
<b>COMMUNITY &amp; PLACE</b>	<b>270</b>
<b>COMMUNITY FACILITIES</b>	<b>270</b>
CP01-11/24 CABRINI PARK MASTER PLAN	270
<b>COMMUNITY SAFETY &amp; EMERGENCY MANAGEMENT</b>	<b>294</b>
CP02-11/24 DOGS REFUGE GROUPS FOR REHOMING	294
CP03-11/24 WALGA NORTH ZONE AND STATE COUNCIL AGENDA - REQUEST TO RAISE A MATTER IN RELATION TO PETS WA CENTRALISED REGISTRATION DATABASE	298
<b>PLACE MANAGEMENT</b>	<b>301</b>
CP04-11/24 DATE OF FUTURE AUSTRALIA DAY CITIZENSHIP CEREMONIES	301
<b>CORPORATE STRATEGY &amp; PERFORMANCE</b>	<b>307</b>
<b>CORPORATE PLANNING PERFORMANCE &amp; IMPROVEMENT</b>	<b>307</b>
CS01-11/24 SERVICE REVIEWS - NEW	307
CS02-11/24 2023/24 QUARTER 4 CORPORATE PERFORMANCE REPORT	315
CS03-11/24 SERVICE REVIEW - CCTV MANAGEMENT REPORT	352
<b>TRANSACTIONAL FINANCE</b>	<b>370</b>
CS04-11/24 FINANCIAL ACTIVITY STATEMENT FOR THE PERIOD ENDED 30 SEPTEMBER 2024	370
CS05-11/24 WARRANT OF PAYMENTS FOR THE PERIOD TO 30TH SEPTEMBER 2024	395
<b>PROPERTY SERVICES</b>	<b>476</b>
CS06-11/24 GOLF COURSES STRATEGIC PLAN REVIEW	476
CS07-11/24 PROPOSED LEASE TO WANNEROO REPERTORY INC. OVER A PORTION OF LOT 521 (21) CIVIC DRIVE, WANNEROO (LIMELIGHT THEATRE)	513
CS08-11/24 PROPOSED LEASE TO WANNEROO SPORTS & SOCIAL CLUB (INC.) OVER RESERVE 27744, 22 CRISAFULLI AVENUE, WANNEROO	547

CS09-11/24	PROPOSED LEASE TO WANNEROO DISTRICT NETBALL ASSOCIATION OVER PORTIONS OF RESERVE 28058 AND RESERVE 44878, KINGSWAY REGIONAL SPORTING COMPLEX	555
<b>COUNCIL &amp; CORPORATE SUPPORT</b>		<b>563</b>
CS10-11/24	PROPOSAL FOR MINOR CHANGE TO WARD BOUNDARY	563
<b>CHIEF EXECUTIVE OFFICE</b>		<b>569</b>
<b>GOVERNANCE &amp; LEGAL</b>		<b>569</b>
CE01-11/24	ORDINARY COUNCIL MEETINGS AND FORUMS OF COUNCIL POLICY	569
CE02-11/24	POLICY REVIEW COMMITTEE TERMS OF REFERENCE	583
CE03-11/24	COUNCIL POLICY FRAMEWORK POLICY	589
CE04-11/24	2024/2025 ANNUAL DELEGATED AUTHORITY REVIEW	597
<b>ADVOCACY &amp; ECONOMIC DEVELOPMENT</b>		<b>762</b>
CE05-11/24	ENTERPRISE FUNDING AGREEMENT WITH CORE INNOVATION HUB TO CONTINUE ACTIVATION OF THE AUSTRALIAN AUTOMATION AND ROBOTICS PRECINCT	762
<b>ITEM 9</b>	<b>MOTIONS ON NOTICE</b>	<b>773</b>
MN01-11/24	CR BEDWORTH - CHANGING PLACES CLARKSON TOWN CENTRE	773
MN02-11/24	CR SMITH - LIFEVAC AND AUTOMATED EXTERNAL DEFIBRILLATOR EQUIPMENT IN COMMUNITY FACILITIES	778
MN03-11/24	CR BEDWORTH - PLAN FOR A WASTE TRANSFER STATION	781
<b>ITEM 10</b>	<b>URGENT BUSINESS</b>	<b>784</b>
<b>ITEM 11</b>	<b>CONFIDENTIAL</b>	<b>784</b>
CR01-11/24	ALKIMOS REGIONAL OPEN SPACE - HIGH PERFORMANCE FACILITY PROPOSAL	784
CR02-11/24	ACQUISITION OF LAND FROM LOT 5 (326) GNANGARA ROAD, LANDSDALE FOR THE WIDENING OF GNANGARA ROAD	784
CR03-11/24	2024 BULK JUNK WASTE COLLECTION SERVICE	784
<b>ITEM 12</b>	<b>DATE OF NEXT MEETING</b>	<b>784</b>
<b>ITEM 13</b>	<b>CLOSURE</b>	<b>784</b>

## **A G E N D A**

*This meeting today is being held on Whadjuk Noongar boodja and we 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**

**Item 2 Apologies and Leave of Absence**

**Item 3 Public Question and Statement Time**

**Item 4 Confirmation of Minutes**

**OC01-11/24 Minutes of Ordinary Council Meeting held on 8 October 2024**

That the minutes of Ordinary Council Meeting held on 8 October 2024 be confirmed.

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

**Item 6 Questions from Council Members**

**Item 7 Petitions**

**New Petitions Received**

**Update on Petitions**

**Item 8 Reports**

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



**Planning and Sustainability**

**Approval Services**

**PS01-11/24      Consideration of Precinct 8 - Ranch Road Local Structure Plan  
Following Advertising**

---

File Ref: 47065V002 – 24/369084  
Responsible Officer: Director Planning & Sustainability  
Attachments: 20

**Issue**

To consider the proposed Precinct 8 – Ranch Road Local Structure Plan (**LSP**) and forward its recommendation to the Western Australian Planning Commission (**WAPC**) for assessment and determination.

<b>Applicant</b>	Rowe Group
<b>Owner</b>	Numerous
<b>Location</b>	Various Lots
<b>Site Area</b>	261.96 ha
<b>MRS Zoning</b>	Urban Deferred/Rural
<b>DPS2 Zoning</b>	Rural

**Background**

The land subject of the East Wanneroo District Structure Plan (**EWDSP**) was identified in the North-West Sub-Regional Planning Framework dated March 2018 as land subject to Urban Expansion. As a result of this, the Department of Planning, Lands and Heritage (**DPLH**) prepared and adopted the EWDSP in August 2021.

The EWDSP provides a long-term vision for urban development in Perth’s north metropolitan corridor and is the culmination of extensive investigations and consultation with community, local and state government, as well as service providers.

The EWDSP is a strategic instrument, guiding future land uses, coordination of major community infrastructure, development of activity centres, distribution of regional open space and the protection of environmental assets. It identifies the obligations to be addressed by subsequent planning stages and provides the basis for preparation of local structure plans. The EWDSP area covers 8,300 hectares of land and includes the following localities (from north to south): a small portion of Pinjar, most of Mariginiup and Jandabup, the eastern part of Wanneroo, Gnangara and south-west Lexia. The district is approximately 25 kilometres north of the Perth Central Business District. It currently has a mix of mainly rural land uses such as market gardens, equestrian activities and rural lifestyle properties surrounding regional parks and wetlands (many with significant environmental values) and some State Forest. A copy of the EWDSP is included as **Attachment 1**.

As set out in the EWDSP, a range of district level matters are identified to be addressed including integrator arterial roads, community facilities and wetland management plans. A District Development Contributions Plan (**DDCP**) is required to be incorporated into District Planning Scheme No.2 (**DPS2**) to facilitate the development and delivery of these district matters. This was approved by Council for community consultation at the 2024 August Ordinary Council Meeting (**OCM**).

The EWDSP area is divided into 28 local precincts. Each Precinct is required to have its own Local Structure Plan (**LSP**) prepared and approved to deliver the outcomes stipulated by the

EWDSP. The Precincts are separated across three stages of development, with the anticipated development front generally expected to move from west to east subject to availability of servicing infrastructure.

On 30 April 2024, Administration accepted submission of the LSP for 'Precinct 8 – Ranch Road of the EWDS' prepared by Rowe Group on behalf of Qube Property Group (**Attachment 2**).

Precinct 8 is identified within the EWDS to be developed as part of Stage 1 (2021 – 2031). A copy of the staging plan contained within the EWDS is included as **Attachment 3**.

During the consultation process of the Precinct 8 LSP (the subject of this report) a number of residents that live in the area provided comment on the proposal raising concerns about a range of issues such as the impact on the environment, increased levels of traffic, noise and pollution and the lack of community facilities, useable parks and open spaces.

In undertaking the planning for a new urban expansion area there are a number of essential matters that will impact some landowners to a greater extent than others. To fairly address the concerns of residents and landowners that may be impacted, it is essential to ensure that the reasons and justifications for any decisions are soundly based on the principles of orderly and proper planning.

It is also acknowledged that urban development at the scale of what is proposed in the EWDS area will be disruptive for current landowners as a result of the works that will occur to make the LSP's for the various precincts realise, including increased traffic as the development progresses through the area in different stages over time.

As outlined further in this report, several key district level matters, including but not limited to groundwater management, wetland and foreshore management, and staging of the East Wanneroo development, remain unresolved. These matters need to be addressed by the DPLH in liaison with the relevant State Agencies prior to the LSP being determined by the WAPC. Once these key issues are resolved the outcomes which impact on the LSP should be subject to further consultation before the matter is considered by the WAPC for determination.

A number of modifications to the LSP documentation are recommended, which are outlined in the Schedule of Modifications included as **Attachment 4**. This is consistent with the WAPC's Structure Plan Framework and the Regulations, which require the Local Structure Plan to be submitted to the WAPC along with a separate document outlining any modifications recommended by the local government.

## **Detail**

### ***Site Context***

The LSP area is located within the locality of Mariginiup, generally bound by Coogee Road to the north, Pinjar Road and Mornington Drive to the west, with Mariginiup Road to the east and Lake Mariginiup to the south.

Precinct 7 is located to the south of the LSP area, with Precinct 15 located to its east and Precinct 9 to its north. Precinct 15 (September 2024) and Precinct 7 (October 2024) have already been presented to Council for consideration and are pending determination by the WAPC.

Surrounding land to the north, east and south is developed for rural purposes and contains remnant vegetation. Land to the west opposite Pinjar Road and Mornington Drive is developed for residential purposes. A location plan is included in **Attachment 5**.

## ***Planning Context and Process***

Usually, an LSP is prepared for land that is already zoned 'Urban' under the Metropolitan Region Scheme (**MRS**) and 'Urban Development' under DPS2. However, in the case of the EWDSP, there are a number of complex zoning and servicing matters that need to be resolved by the WAPC, and other State Government Agencies before Precinct 8 area can be zoned Urban Development in DPS2 and the LSP adopted by the WAPC.

The process has three sequential parts which are discussed below and illustrated in **Attachment 6**:

### **1. District level processes:**

- a) District Structure Plan (EWDSP) approval;
- b) Metropolitan Region Scheme (MRS) Amendments; and
- c) District Development Contributions Plan (DDCP) approval.

An MRS Amendment (1308/41) was approved in 2018 rezoning the majority of the land within Precinct 8 to Urban Deferred. The exception being Lot 5 Mornington Drive, which is zoned Rural under the MRS. Although Administration is still supportive of the structure planning as proposed over Lot 5 (as shown in Attachment 2), a further MRS amendment to zone the land 'Urban' would need to be approved prior to any urban development occurring over any portion of Lot 5. Portions of the site are reserved for 'Parks and Recreation' and designated as a 'Bush Forever Area', largely being Lake Mariginiup (**Attachment 7**).

The DDCP for the entirety of the district structure plan area has been prepared by the WAPC. State Planning Policy 3.6 Infrastructure Contributions requires the following items to be included:

- Acquisition of land and construction of integrator arterial roads;
- Construction of district level community facilities as set out in the Community Facilities Plan;
- Groundwater management systems as described in the District Water Management Strategy (still to be finalised by DPLH); and
- Wetland and foreshore management plans.

The DDCP needs to be adopted as an amendment to DPS2 in order to have effect. The DDCP will require all 'Urban' or 'Industrial' zoned land, to pay contributions in respect of these items. The amendment to DPS2 to adopt the DDCP must be substantially commenced prior to the rezoning of any precinct to Urban or Industrial under the MRS.

Amendment 214 – East Wanneroo District Development Contribution Plan was lodged by the WAPC in December 2023. Amendment 214 intends to provide for equitable sharing of costs of district infrastructure and administrative costs between owners. The items which form part of the DDCP are as follows:

- Acquisition of land and construction of integrator arterial roads;
- Construction of district level community facilities as set out in the Community Facilities Plan set out in the EWDSP; and
- Wetland and foreshore management plans.

Amendment 214 was adopted by Council for advertising at the 13 August 2024 Council Meeting. Noting, however, that the groundwater management systems as described in the District Ground Water Management Strategy, have not been included in the current version of the DDCP as this work remains incomplete by DPLH. It is anticipated that this work will be

completed separately, and the City of Wanneroo (**City**) will receive a further amendment to DPS2 by the end of 2024 to progress this matter.

## **2. Precinct level processes:**

- a) Lifting of Urban Deferment;
- b) Local Scheme Zoning;
- c) Local Structure Plan; and
- d) Local Development Contributions Scheme.

Point b) addresses the rezoning of the land within DPS2 from 'Rural' to 'Urban Development'.

## **3. Subdivision and development approval.**

Subdivision and development applications would then follow from completion of all of the above processes.

In general terms, all district level processes relevant to a precinct, should be completed prior to the formal commencement of any precinct level process and likewise all precinct level processes should be completed prior to subdivision and development within that precinct. However, the EWDSP encourages processes to be undertaken in parallel or concurrently where possible, in line with the principles of orderly and proper planning, which is the intended process in this instance. The MRS amendment, District Developer Contribution Scheme and Ground Water Management considerations are discussed in the comment section of this report.

## **Proposal**

The proposed LSP provides the framework for urban development at a level of detail that builds upon and refines the principles of the EWDSP whilst also remaining flexible in recognition of more detailed stages of planning as part of subdivision design. It proposes the following outcomes:

- Residential zoned land ranging from R30 to R60 in density;
- Public Open Space;
- Parklands (Parks & Recreation Reserve);
- One Primary School with co-located Public Open Space including playing fields;
- A north-south Parklands Link; and
- Road network.

## **Consultation**

### Public Consultation

The LSP (**Attachment 2**) was advertised for public comment for a period of 42 days by means of three signs in the area, an advertisement in Perth Now - Wanneroo and letters to owners and occupiers of land located both within the precinct as well as those within 500 metres of the precinct boundaries. The advertising period commenced on 23 May 2024 and closed on 5 July 2024. A total of 149 submissions were received during this time, with 134 (90%) objecting to the proposal, 7 (5%) in support and 8 (5%) providing comments only.

Key issues that were raised in the submissions included the following:

- Environmental: Concerns were raised about the impact that development facilitated by the proposed LSP will have on the loss of existing Fauna and Flora and destruction of bushland;

- Traffic: Concerns were raised citing the construction of new roads as well as the increase in traffic and its detrimental impact on the area;
- Road widening: Road widening that will be required as part of the future development of the area will have a potential impact on existing development where the demolition of existing structures might be required;
- Amenity: Increased levels of noise, pollution and crime will have a detrimental impact on the amenity of the area;
- Location of POS: Lack of useable open space and undesirable location thereof;
- Community facilities: There are insufficient community facilities and a lack of amenities and services; and
- Character: Loss of the current semi-rural character of the area.

#### Referrals/consultation with Government/Service Agencies

Eight external agencies commented on the proposal outlining varying degrees of conditional, partial and non-support.

The agencies that provided comments are:

- Water Corporation (**Water Corp**) - conditional support;
- ATCO Gas – conditional support;
- Department of Transport (**DoT**) – conditional support;
- Department of Fire and Emergency Services (**DFES**) – non-support;
- Department of Education (**DoE**) – conditional support;
- Department of Water and Environmental Regulation (**DWER**) – non-support;
- Western Power– no comment; and
- Department of Biodiversity, Conservation and Attractions (**DBCA**) – partial support.

A consolidated Schedule of Submissions received, and Administration's response is included as **Attachment 8**.

Further changes to the LSP are anticipated as a result of the requirements of state agencies and implementation of Administration's schedule of modifications (**Attachment 4**). It is recommended that Council request the WAPC undertake readvertising of the LSP prior to it being considered by the Minister to enable all stakeholders to provide further comment on any further changes to the LSP.

## **Comment**

### **Metropolitan Region Scheme Zoning**

Precinct 8 is zoned 'Urban Deferred' and 'Rural' under the MRS and 'Rural' under the City's DPS2.

Schedule 2, cl.16 of the *Planning and Development (Local Planning Scheme) Regulations 2015 (Regulations)* states that a structure plan can be prepared where a scheme identifies the area as suitable for urban development. Scheme zones that can trigger the preparation of a structure plan include Urban Development, Industrial Development, Centre, and Special Use.

In accordance with the Regulations, prior to the endorsement of the proposed LSP all land zoned 'Urban Deferred' must be rezoned to 'Urban' under the MRS and subsequently to 'Urban Development' under DPS2.

Land within Precinct 8 was zoned 'Urban Deferred' as part of the broader MRS Amendment 1308/41 for the EWDSP area, the exception being Lot 5 Mornington Drive, which is zoned

Rural under the MRS. The corresponding Amendment Report outlined requirements to be met prior to lifting the deferment status.

In addition, the EWDSP also identifies issues to be addressed as part of the lifting of urban deferment process. Further advice on information required to satisfy the WAPC that the land is suitable for urban development is outlined in the WAPC's *Lifting of Urban Deferment Guidelines*, November 2019 (the Guidelines).

These requirements predominantly relate to proper planning documents like the EWDSP being adopted, essential servicing being provided or available, a DDCP being adopted, and ground water management being resolved among other requirements.

The proponent has submitted a request to the WAPC to lift the urban deferment of the proposed LSP area (**Attachment 9**) while also seeking a concurrent normalisation of DPS2 to apply the 'Urban Development' zone to the same area. As noted earlier in the report, prior to any urban development occurring over any portion of Lot 5, a further MRS amendment to zone the land 'Urban' would need to be approved.

As stated above, once a LSP is adopted over the land, applications for subdivision and development in accordance with the LSP can be considered which will be problematic if the higher order framework remains incomplete.

### **Alignment with East Wanneroo District Structure Plan**

Under the EWDSP, 'Precinct 8 – Ranch Road' is planned to be a suburban neighbourhood integrated with Parkland and well connected to the Lake Mariginiup foreshore. It also provides for a neighbourhood community facility with playing fields co-located with the proposed primary school.

Administration has assessed the proposed LSP against the relevant required outputs for Precinct 8 as set out in the EWDSP and the relevant planning framework, including *Liveable Neighbourhoods Policy (LN)* and the City's Local Planning Policy 5.3: East Wanneroo (LPP 5.3).

Following the adoption of the EWDSP in August 2021, Administration progressed an amendment to LPP 5.3 which was approved by Council in November 2023. LPP 5.3 provides guidance to proponents regarding the City's consideration of Structure Plans within East Wanneroo. As part of this amendment, a District Sense of Place Statement (**DSOPS**) was developed to aid applicants with establishing a sense of place for their LSP. In addition, specific road cross-sections providing a local interpretation of road reserve widths were established for roads within East Wanneroo. With this in mind, the City's consideration of the proposal also has regard to the proposal's design response to these items.

The boundaries of the proposed LSP generally comply with the Precinct boundaries for Precinct 8 as depicted in the EWDSP (refer Attachment 1), but a variation is proposed as shown in **Attachment 10**, by excluding Lots 2 (264), 41 (252), 42 (252L) and 302 (264L) Pinjar Road from Precinct 8. The above lots were recommended to be included in the Precinct 7 LSP area as per Council's resolution under Item PS04-10 and subsequent advice to the WAPC. Inclusion of these lots within the Precinct 7 LSP area was deemed prudent as these lots will accommodate a sewer pressure main that is necessary to service Precinct 7 (and the broader locality) that must be routed around a natural high point at the western end of Lots 4 & 5 Pinjar Road. The boundary depicted under the EWDSP falls on this high point. As such, additional land to the north within the Precinct 8 area needs to be included to allow for more efficient, effective and integrated planning of servicing infrastructure.

Recommended modification:

That Lots 2 (264), 41 (252), 42 (252L) and 302 (264L) Pinjar Road be excluded from Precinct 8 for the reasons outlined above.

As previously mentioned, the LSP will be required to be submitted to the WAPC along with a separate document outlining any modifications recommended by Council. In some cases, the modifications cannot be addressed until such time as the District Level processes have occurred. Administration has therefore expanded on these particular issues and others pertinent to the assessment of the proposed LSP below.

### **Local Structure Plan Outputs**

#### Residential Areas

Within Precinct 8, the EWDSP provides for a large 'Suburban Neighbourhood' located to the north-west of Lake Mariginiup. The EWDSP states that a Suburban Neighbourhood should be low to medium density with R-Code densities ranging from R5 – R60. The LSP proposes a density range of 30 – R60 for the suburban neighbourhood which falls within the specified EWDSP density ranges. The LSP estimates 2,500 dwellings will be provided within Precinct 8, which just exceeds the 2,300 dwellings targeted in the EWDSP.

The locational criteria proposed as part of the modified application would enable the proponent to establish higher residential densities of between R40-R60 in the locality. The locational criteria currently proposed by the applicant permits the bulk of the precinct's residential area to be developed to a density of up to R60. Whilst this is unlikely to occur, Administration is of the opinion that a more refined locational criteria is required that will facilitate increased housing diversity by establishing more diverse density ranges in line with the intended outcomes of the EWDSP. How this can be achieved is set out in the attached Schedule of Modifications (**Attachment 4**).

It is further suggested that, due to the relative simplicity of the residential area layout, the LSP Map be updated to reflect specific densities instead of requiring an R-Codes plan at subdivision stage.

Recommended modification:

- That the locational criteria for residential densities specified in Part 1 of the LSP be refined to facilitate increased housing diversity.
- That the LSP Map be modified to show specific R-Codes that apply in terms of the locational criteria outlined in Part 1 in lieu of a Residential Density Codes Plan be submitted at subdivision stage.

#### Local Centre

Although the EWDSP identifies the need for a Local Centre for Precinct 8, this has not been included in the proposed LSP.

The proponent states that an analysis by one of the landowners showed that a local centre would struggle to be commercially viable. This analysis has not been provided to the City for review and is not substantiated in the proposal. It is recommended that the LSP Map as well as Part 1 and Part 2 be modified to include a Local Centre site within the Precinct 8 structure plan area in accordance with the relevant provisions and requirements stipulated in State Planning Policy 4.2 - Activity Centres (SPP 4.2). Under Table 1 of SPP 4.2, local centres have

a floorspace threshold of 1,500m<sup>2</sup> Net Lettable Area. It is important that local centres are provided to service the future community.

Recommendation:

- The LSP Map as well as Part 1 and Part 2 of the LSP be modified to include a Local Centre site within the Precinct 8 structure plan area in accordance with the relevant provisions and requirements of State Planning Policy 4.2 - Activity Centres.
- The ultimate locations and boundary configurations with final road designs for the local centre site be determined by the WAPC pending the outcome of an updated Transport Impact Assessment and consideration of relevant matters raised by affected landowners and stakeholders during future consultation.

### Community Facilities

Precinct 8 is expected to provide a Neighbourhood Playing Field and a Pavilion / Community Centre in accordance with the Community Facilities Plan (**Attachment 11**) undertaken by the City of Wanneroo in preparation of the EWDSP.

The proposed primary school is intended to be co-located with playing fields within the adjoining Public Open Space (**POS**) to its north. The recommended minimum size for a neighbourhood sporting POS is 5 ha as per the Parks and Leisure Australia (**PLAWA**) and the East Wanneroo Community Facilities Plan. The POS size of 2.8023 ha includes a small 1:1 year drainage component, leaving an Unrestricted POS size of 2.7631 ha which is too small, with inadequate space for both a senior oval and school facility.

It is proposed in Part 2 of the LSP where it states that the “...*area of public open space totalling 2.8 hectares is provided adjacent to the school site and configured in manner that allows for the provision of a full-size senior oval, changing rooms, cricket practice pitch, multi-use half court and a range of other facilities as listed in Schedule 3 of LPP 4.3*”.

The proposed 2.8 hectare POS is insufficient to accommodate the facilities listed above as well as additional supporting amenities such as car parking, a sporting pavilion, vegetation retention, among other matters. This is especially the case given the presence of the drainage area which reduces the POS area further. As this is the only neighbourhood sporting space provided for in the area, it is important that the site be correctly sized in order to cater for all the community uses that will be required of it.

The Landscape Masterplan shows a portion of the playing field encroaching into the Primary School site. The adequacy and size of the school site is discussed later in this report, however the abovementioned encroachment should not be supported as the school site must be capable of accommodating all of the school infrastructure. This requires the playing field to be wholly located within the POS.

The tapered dimensions of the POS also constrains the primary school and POS site significantly and is not conducive to accommodating all of the required infrastructure needed to support the community use. A rectangular site is therefore required to facilitate an effective layout of facilities.

Recommended modification:

- That the area of the Unrestricted POS (POS 9) adjoining the primary school site be increased to a minimum of 5 ha in size and be reconfigured to a rectangular shape to sufficiently cater for future community needs within Precinct 8.



### Education Facilities

The Precinct 8 LSP provides for one primary school, as required by the EWDSF.

Both *Liveable Neighbourhoods* and the WAPC *Operational Policy 2.4 Planning for School Sites* (OP 2.4) require one government primary school for every 1,500 dwellings. The Local Structure Plan area as proposed is expected to yield in the order of 2,500 dwellings which is 200 more than the 2,300 dwellings targeted in the EWDSF, and thus requires one primary school. In this regard, DoE has advised that: “...*should there be any further increase in the number of dwellings or changes to the density coding or zoning which would result in an increase to the student enrolment demand, the Department reserves the right to review the public school planning at the preparation of any future Structure Plan amendments and/or subdivision and that additional public school site/s may be requested.*”

In terms of the size of the primary school site, the proposed 3.5 hectares with co-located Public Open Space (POS) identified as ‘POS 9’ does not meet the minimum land size requirement under OP 2.4. To align with OP 2.4, an additional 2,500m<sup>2</sup> for childcare services is also required with every new public primary school site identified on new structure plans. Exemptions for childcare services on public school sites could be considered where there is a planned or established childcare services within the vicinity of public school sites. In this instance, however, given there is no nearby land use designated for childcare services, the primary school site is required to have a minimum area of 3.75 ha.

The school site will be bounded by three road frontages primarily with two future Neighbourhood Connectors and an Access Road. The Neighbourhood Connectors would allow for on-street embayment bays and a dual use path within the road reserve adjacent to the school sites, however, the Access Road reserve width on the diagonal road adjacent to the school site on the western side is insufficient. The DoE has requested that the subject road be upgraded to an Access Street B to facilitate embayment parking as this will allow for the safe pick-up and set down of students from both private cars and public transport systems within the road reserve.

Recommended modifications:

- That the primary school site be increased to 3.75 hectares to facilitate the provision of childcare services in accordance with the provisions of OP 2.4.
- That the TIA be updated with the Access Road abutting the primary school site being categorised as Access Road B to facilitate on street embayment parking.

### Open Space

A POS Plan and POS schedule was provided under Part 2 – Explanatory section of the proposed LSP (**Attachment 12**). It is recommended that this be included in Part 1 – Implementation section of the LSP.

Liveable Neighbourhoods requires a minimum contribution of 10% of the gross subdivisible area to be given up free of cost by the subdivider for Public Open Space and may comprise a minimum of eight per cent active and passive recreational purposes where the remaining two per cent (of the overall minimum 10 per cent, or one-fifth) comprises restricted use Public Open Space uses. Restricted open space is open space which is constrained in a way which limits the use of the space for recreational purposes by the general public. This restriction could be a result of a portion of the POS providing a limited drainage function, be subject of service easements, forming part of a cultural heritage site or having significant topographical features.

The proposal satisfies the requirements of LN providing a total of 12.31% POS. In addition to the LN policy, the City's LPP 4.3 is intended to provide a local interpretation of these requirements to ensure the delivery of POS which optimises community benefit. In general terms, the proposed POS distribution is influenced by topography, existing native vegetation and landownership. As a result of these considerations, drainage opportunities have been identified at natural low points in the land to minimise site works where possible and maintain some of the natural topography.

A substantial part of the LSP area is occupied by Mariginiup Lake which is Regional Open Space and does not form part of the 10% POS. Much of the 12.31% POS is provided between the Parklands area around Mariginiup Lake and the adjoining residential land uses to facilitate access and connectivity for use by pedestrians and cyclists that includes a Parkland Link.

Administration has identified that a number of POS sites that do not maximise community benefit and are focused on facilitating drainage. The sizes of POS 4, 7, 11, 16, 19, 20 and 21 render them either unlikely or unable to accommodate the standard design requirements of LPP 4.3. They are also irregularly shaped sites and offer minimal benefit to the community. The overall result being small areas of compromised POS focused on solving surface drainage and that do not provide usable spaces that meet the recreational needs of the community.

Recommended modifications:

- Amalgamation and redesign of POS sites 4, 7, 11, 16, 19, 20 and 21 to provide POS sites that can accommodate the design requirements specified under LPP 4.3; and
- Including the POS Plan and POS Schedule in Part 1 of the LSP.

#### Parkland Links

The EWDSP depicts a range of natural connections that form a network of landscaped spaces providing for leisure, recreation, ecology and biodiversity. These 'Parkland Links' provide connectivity between Lake Gngangara, Lake Jandabup, Lake Mariginiup and Lake Adams. The proposed Parkland Link provides a north south connection between Precincts 7 and 9 of the EWDS from Coogee Road in the north, along Pinelake Trail, through the Parkland Bush Forever area west of Little Mariginiup Lake, to connect with the Precinct 7 Parkland which is proposed to follow the eastern edge of Lake Mariginiup (**Attachment 2**).

The EWDSP does not stipulate a particular way in which the Parkland Links are to be delivered and suggests that they may comprise linear parks or landscaped boulevards.

An opportunity to extend the Parkland Link around the whole circumference of Lake Mariginiup is identified in an Opportunities and Constraints Plan included in the Landscape Strategy that was lodged with the Precinct 8 LSP (**Attachment 13**). This approach will facilitate cyclist and pedestrian movement around the whole of the lake.

Pedestrian and cyclist connections to the north across Coogee Road and across sections of Pinelake Trail can be considered in further detail as part of the future detailed road design stage.

Recommendation:

- To facilitate improved cyclist and pedestrian movement around the whole of Lake Mariginiup, it is recommended that the LSP Map be updated to depict the Parkland Link extending to connect around the whole of this lake.

### Environmental Considerations

The Applicant has provided an Environmental Assessment Report (**EAR**) (**Attachment 14**) commenting on each of the various environmental aspects of the LSP area.

#### *Vegetation and Fauna Management*

The following main concerns relating to vegetation and fauna were raised by the public and agencies during the advertising period:

- Impacts of clearing of high quality bushland, including threatened Black Cockatoo foraging habitat would constitute a significant impact to terrestrial fauna and flora and vegetation values;
- Loss of flora and fauna with its negative effects on mental health, temperature regulation, water retention, soil health, and biodiversity; and
- The proposal does not fully consider the potential regional significance and diversity of the fauna in the area.

The Applicant has provided responses in relation to the above concerns which can be viewed in **Attachment 8**. Administration recognises the environmental challenges in retaining vegetation as a result of land transitioning from rural uses to urban uses. In addition, the reduced sizes and irregular shape of most of the POS sites coupled with their location in proximity to residential land uses and schools which require compliance with bushfire safety requirements greatly reduce their ability to retain significant vegetation.

Part 1– Implementation section of the LSP does not currently include the requirement for Vegetation, Fauna and Construction Environmental Management Plans to be provided at subdivision or development application stage. The above plans are associated with the wetland buffers and foreshore reserves and are to be included in Part 1 of the LSP to outline specific protection measures to manage the range of environmental factors to be considered in progressing subdivision and development within the LSP area.

The EAR provided by the Applicant identifies the areas within the LSP which accommodate the most valuable vegetation in Figure 6. Additionally, Figure 8 of the EAR details the Black Cockatoo habitat. Fauna management will be dealt with at subdivision stage prior to developments occurring. In order to respond to the issues raised by DWER, the following modifications are recommended.

Recommended modification:

- Significant breeding trees identified in the EAR are reflected within the LSP Map and retained in either POS or road reserves.
- That the requirement for the submission of a Vegetation and Fauna Management Plan and Construction Environmental Management Plan at subdivision and development approval stages be included in Part 1 of the LSP.

#### *Wetlands*

The EWDSP requires a ‘foreshore strategy’ and wetland buffer assessment to be undertaken in preparation of an LSP. During the consultation process, DWER raised concern regarding the lack of information in relation how flows from minor and major events will be connected to Lake Mariginiup and Little Mariginiup Lake, consistent with the objectives of the conservation category wetland buffer. The proponent’s response to DWER’s comments is included in **Attachment 9**.

The Department of Biodiversity, Conservation and Attractions Geomorphic Wetland mapping identifies the following lakes as wetlands within the Structure Plan area: UFI (Unique Feature Identifier): 7953 Mariginiup Lake Conservation Category Wetland and UFI: 8161 Little Mariginiup Conservation Category Wetland. Both of these wetlands are reserved for 'Parks and Recreation' under the MRS with appropriate buffers provided.

The EWDSP stipulates that a 'foreshore' strategy' and wetland buffer assessment are required to be undertaken in preparation of an LSP. Whilst the Wetland and Foreshore Management Plan is yet to be finalised by DPLH, the proponent prepared a Wetland and Foreshore Management Strategy which was submitted in support of the LSP. The Foreshore Strategy concludes that the wetland buffer width proposed in the Structure Plan was assessed as being sufficient to avoid or mitigate any future threats to the wetland from the future development of the Structure Plan area.

The Strategy will further aim to facilitate the retention and improvement of the lake environment as well as providing an important public amenity on the edge of an urban environment by addressing the following:

- The retention and management of areas of remnant native vegetation;
- Targeted rehabilitation of degraded areas including Little Mariginiup Lake;
- Provision of public access and amenity; and
- Maintenance and improvement of the north-south Ecological linkage.

Although the LSP has been progressed ahead of finalisation of the Groundwater Investigations, the Wetland and Foreshore Management Plan as well as the District DCP being prepared by DPLH. Administration is aware of the ongoing discussions between the proponent and the DPLH regarding the progression of these matters, Advice received from the DPLH suggests that the LSP can progress ahead of their finalisation.

It is noted that the soil around Lake Mariginiup and Little Mariginiup Lake might be affected by Acid Sulphate, therefore it is suggested that the Acid Sulphate Soil and Dewatering Management Plan that is to be prepared by DPLH be in place prior to lodging development or subdivision applications.

Recommended modification:

- That Part 1 of the LSP is amended to require the Wetland and Foreshore Management Plan as well as the Acid Sulphate Soil and Dewatering Management Plan as prepared by DPLH be in place as prepared by DPLH prior to lodging development or subdivision applications.

### *Bushfire*

The proposed LSP is supported by a Bushfire Management Plan (**BMP**) (**Attachment 15**). The Department of Fire and Emergency Services (**DFES**) online mapping system identifies the majority of the subject site as currently being 'bushfire prone'. A Bushfire Hazard Level (**BHL**) Assessment Report has been prepared and demonstrates how a post development scenario would comply with the requirements of State Planning Policy 3.7 Planning in Bushfire Prone Areas (SPP 3.7).

The bushfire hazards within and adjacent to the subject site are considered readily manageable through standard management responses and compliance with acceptable solutions outlined in the Guidelines and AS 3959-2009 and SPP3.7.

Although a BMP is provided as part of the LSP, an updated BMP will be required at subdivision stage for all land located within a designated bushfire prone area as BAL-ratings might change over time.

Recommended modification:

- The BMP being modified to address matters raised by DFES;
- The BMP be updated to adequately consider the retention of vegetation within POS to ensure adequate tree canopy can be retained; and
- The requirement for a BMP to be provided with any subdivision application lodged for assessment.

### Movement Network

The EWDSP sets out and guides the future road network in all precincts across the EWDSP area to facilitate coordinated development within the target site and its vicinity.

As noted earlier in this report, several public submissions raised concerns about the increased levels of traffic and the impact not only on safety, but also its disruptive impact in terms of noise, dust and pollution. These are addressed in more detail in the Schedule of Submissions (**Attachment 8**).

The Traffic Impact Assessment (**TIA**) provided in support of the Precinct 8 LSP notes that several vehicular connection points are proposed to allow the site to be permeable via all modes of transport and be integrated with both the neighbouring existing and future urban areas (**Attachment 16**). Each access point is intended to accommodate vehicular traffic, as well as pedestrian and cycle movements. The TIA notes:

- Five points of access for vehicles to and from Mornington Drive/Pinjar Road which forms the western boundary of the LSP area, including the upgrades to Ranch Road;
- Two points of access for vehicles to and from Coogee Road, along the northern boundary of the LDP area, including the upgrades to Pinelake Trail;
- One point of access for vehicles along the eastern boundary with an extension/formalisation of the existing Mariginiup Road;
- One point of access for vehicles along the southern boundary with an onward connection to Pinjar Road and possible connections to the wider DSP south of the site; and
- A strong Public Open Space green area and link in the south of the LSP area for pedestrians and cyclists.

It is noted that, although the TIA states that five points of access are provided along Mornington Drive/Pinjar Road, only four of these are identified on the LSP Map (**Attachment 2**). It is therefore suggested that the TIA be updated to clarify the number of access points onto Morning Drive/Pinjar Road.

The TIA further states that, due to the low traffic volume, low speed and residential nature of the Structure Plan area, access street intersections are intended to be constructed as give way. Intersections of the neighbourhood connectors will be controlled by single lane roundabouts.

The design of main points of vehicular access will be considered in line with the level of traffic forecast to use each point of access to ensure they are constructed as appropriate. Depending on the staging of delivery of the LSP, the final details of intersection control will be determined and may change from one stage to the next as the development progresses.

For Precinct 8, the major roads identified in the LSP that will require upgrading are Ranch Road and Pinelake Trail. Coogee Road, which forms the northern boundary of Precinct 8, is shown as a Neighbourhood Connector in the EWDSPP, but is not mentioned in the TIA that was submitted in support of the LSP. The proponent advised that recent discussions with PTA suggest that Coogee Road could also be a Mid-Tier Transit corridor (one possible alignment currently being investigated but with no funding or timeframe attached) with a potential ultimate Mid-Tier road reserve width of 28 to 30m. Coogee Road currently has a 20m carriageway. In this regard it is also noted that results from district traffic modelling for major roads in the EWDSPP is being undertaken by DPLH and is still awaited. That work will serve as input to an updated TIA. The TIA will also need to be updated to address the additional traffic that will be generated by the requirement for a Local Centre within Precinct 8 which is required under the EWDSPP.

Precinct 8 is adjoined by Precinct 9 (Lake Adams) to its north. The Lake Adams precinct is a Rural Residential area comprising 1-2 ha rural residential properties, many of which are used for equestrian purposes. The area includes a series of bridle trail reserves at the rear of rural lots and around parts of Lake Adams. No land use change is proposed for this precinct under the EWDSPP. As a result of their different characteristics, it is acknowledged that careful consideration will have to be given to the interface between Precincts 8 and 9. The design of Coogee Road in particular will be of specific importance, therefore the City will need to collaborate with the developer at detailed design stage to ensure a suitable outcome to facilitate an appropriate interface between Precincts 8 and 9. These matters are dealt with at the design stage. The TIA is to be updated to reference the need to address the road interface of these two precincts sensitively.

The alignment of the major roads is generally consistent with the EWDSPP and only varies in a minor way. As development progresses through the different stages of the 28 EWDSPP precincts, it is acknowledged that there will be increased pressure on the existing road network in terms of increasing traffic volumes on roads or sections of roads that are either not yet constructed or otherwise not yet upgraded to their ultimate standard. Given the fragmented nature of how development may progress, the City may need to consider facilitating the timely construction and/or upgrading of those roads in a coordinated manner to minimise traffic congestion and the impact on residents in the area if issues arise.

Recommended modification:

- That the appropriate road alignment and road classification for all the Precinct 8 roads, including Coogee Road, be established as part of an updated TIA which incorporates a new Local Centre within the LSP area as well as district traffic modelling undertaken by DPLH and that further consultation with all relevant external agencies be undertaken once an updated TIA is provided.
- That the TIA be updated to clarify the number of access points onto Mornington Drive/Pinjar Road.
- The TIA be updated to identify the need to design Coogee Road so as to maintain the rural character of the Lake Adams Special Rural area.

### Road reserves

The EWDSPP also sets out specific road cross sections that vary from the minimum requirements of LN. LPP 5.3 also sets out road cross sections for roads developed within the EWDSPP area that vary the requirements of LN.

LPP 5.3 incorporates a series of cross sections for Other Regional Roads which are derived from the EWDSPP's road planning study undertaken. Additionally, LPP 5.3 further refines the Liveable Neighbourhoods road cross sections providing a local interpretation of each of the

road classifications specifically for East Wanneroo. Road reserve widths are generally increased to permit wider verges facilitating wider footpaths and retention or planting of trees. In the absence of native vegetation within a street, a planting palette has been established requiring particular trees to be planted in each of the road classifications.

Details regarding the road reserve widths are depicted in Tables 4.1 and 4.2 of the TIA (**Attachment 16**). Despite the adopted provisions of the EWDSP and LPP 5.3, the proponent is proposing minimum standard road reserve widths in accordance with LN which is not supported.

Recommendation:

- The TIA be updated to incorporate road reserve widths in accordance with LPP 5.3 and be depicted on an updated LSP Map.

#### Local Development Contribution Plan

No Local Development Contribution Plan is proposed for the Local Structure Plan. The proponent provides the following reasons:

- The 'key' neighbourhood roads (neighbourhood connectors) are equitably distributed and can be delivered by affected landowners either as road extensions or road widening;
- The Structure Plan provides for the equitable distribution of Public Open Space within 'sub-precincts' across the Precinct 8 area; and
- Landowners will provide 'key' (neighbourhood connector) road and open space infrastructure in accordance with the Plan 1 – Structure Plan Map.

Precinct 8 has significantly fragmented landownership that is likely to result in an inequitable distribution of POS across the individual landowners. From the information provided, it is possible that local road networks could be provided through the subdivision process, however there is significant concern regarding the equitable provision the 10% minimum POS across the proposed LSP area.

Although it is possible that a voluntary agreement could be used to coordinate POS provision (rather than a DCP), these arrangements would need to be demonstrated/finalised by the applicant prior to subdivision to ensure that all landowners are required to contribute equally; and that the POS distribution depicted in the LSP can be achieved. The LSP could simply include the requirements for a DCP (or other arrangement) to the satisfaction of the City and WAPC. The biggest risk in the absence of either a DCP or an Agreement is the inequitable distribution and funding of POS across the Precinct 8 LSP area.

A mechanism needs to be specified in the LSP to ensure that all landowners are aware of the arrangement and will contribute equally to shared infrastructure. These arrangements need to be clear and defined from inception, as per the requirements of State Planning Policy 3.6 (SPP3.6).

Notwithstanding that the proponent has argued that a formal cost sharing arrangement is not required to deliver the necessary infrastructure in the precinct, Administration has an opposing view as detailed above. Therefore, it is recommended that the LSP be supported subject to a modification which will require a cost sharing arrangement (DCP, Agreement or otherwise) to facilitate the coordination of required infrastructure.

Recommended modification:

Part 1 of the proposed Precinct 8 Local Structure Plan being amended to require a Local Development Contribution Plan (or other satisfactory arrangement) to facilitate the coordination of required infrastructure between all landowners to the satisfaction of the City of Wanneroo.

### Sense of Place

The applicant has provided a Local Sense of Place Statement (**LSoPS**) in Part 2 of the LSP (**Attachment 17**) in accordance with LPP 5.3.

The LSoPS states that perhaps more than any other environmental feature, the local sense of place within Precinct 8 is defined by Mariginiup Lake and Little Mariginiup Lake with these shallow circular wetlands being surface expressions of the underlying unconfined aquifer that give East Wanneroo much of its uniqueness and identity. It also emphasises that the cultural heritage values of the area should be protected and celebrated.

The LSoPS further notes that pockets of native vegetation complement the wetlands to ultimately create a sense of place that is deeply attached to and enriched by the natural environment. The retention of native vegetation and significant trees, together with the landscaping of streets and open spaces is identified as being important to establish environmental linkages and provide habitat whilst also offering shade.

It is identified that the existing topography will remain an important feature of the Precinct, both for the retention of native vegetation, but also for maintaining the Precinct's distinctive viewing corridors towards Mariginiup Lake and the distant ridge line to the south-west of Lake Jandabup, approximately 4 km to the south of the LSP area.

The LSP, however, does not incorporate any provisions which require the retention of vegetation nor are any trees identified to be retained on the LSP Map. (**Attachment 2**). Given the generality of the items discussed in the LSoPS and lack of any evidence this has carried through to the LSP, it is recommended that Part 1 be updated to incorporate specific requirements that relate to the LSoPS.

This could be achieved by including a requirement to retain mature trees by preparing and implementing a Tree Retention Plan at subdivision or development approval stage. It is also further recommended that **Attachment 2** be updated to designate key areas where vegetation retention is envisaged within the LSP.

Recommended modifications:

- That Part 1 be updated with a requirement to retain mature trees by means of the submission of a Tree Retention Plan and the LSP Map be updated to designate key areas where vegetation retention is envisaged at subdivision or development approval stage; and
- Part 1 be updated to demonstrate implementation of elements of the LSoPS.

### Indigenous Heritage

The LSP notes that a search of the Department of Planning Lands and Heritage's Aboriginal Heritage Inquiry System identified one (1) registered site and one (1) other heritage place within the development precinct:

- a) Aboriginal site 3741 – Lake Mariginiup
- b) 28616 Lake Mariginiup Scarred Tree (Other Heritage Place)



In addition to its listing on the Aboriginal Heritage Inquiry System, Mariginiup Lake is also identified as local heritage site by the City of Wanneroo for its importance as an Aboriginal Site.

Both Lake Mariginiup (3741) and Lake Mariginiup Scarred Tree (28616) are located within existing Parks and Recreation Reserve and are therefore unaffected by the development of the precinct. An Aboriginal Cultural Heritage Due Diligence Assessment (**Attachment 18**) was submitted in support of the LSP and identifies opportunities to celebrate cultural heritage through attractive walking trails, information signs, landscaping and the naming of places.

The report notes that development of Precinct 8 for residential purposes will not be undertaken for many years and will occur in stages subject to service mains supply and land owner initiative. Prior to development individual owners are required to seek a permit pursuant to section 18 of the Aboriginal Heritage Act 1972. During construction phases, individual owners will also be responsible for enabling Aboriginal cultural monitors to survey the site.

Administration is satisfied that the above provisions should ensure adequate protection of Indigenous Heritage sites.

### European Heritage

The LSP notes that a search using the State Heritage Office 'inHerit' portal found no places listed within the State Register of Heritage Places, local government inventories or other lists either within or adjacent to the Structure Plan area.

### Water Management

#### *Local Water Management Strategy*

The LWMS submitted to the City (**Attachment 19**) while incomplete, concludes that it has demonstrated that ground water is able to be appropriately managed to support the proposed Precinct 8 Local Structure Plan (LSP) for the site development.

The Department of Water and Environmental Regulation (DWER), however, does not support the progression of the LSP because several district planning scale matters relating to groundwater management, wetland and foreshore management and staging of development have not been resolved. DWER advises that the LWMS cannot be relied on.

Administration is aware of the work by the DPLH in progressing towards resolving the complete groundwater management issues with DWER. It is understood that a finalised LWMS cannot be provided until such time as the District Groundwater Management Strategy (**DGWMS**) is approved by DWER.

Recommendation:

- That the LWMS is updated and approved by DWER following the DGWMS being approved, and that the City is afforded the opportunity to review the LWMS prior to approval of the LSP.

### Servicing

To lift the Urban Deferment status proponents are required to demonstrate that they have received confirmation from all servicing agencies on the provision of engineering services. To demonstrate that the proposed LSP can be serviced an Engineering Infrastructure Report (**Attachment 20**) has been prepared by the proponent. The utilities referenced above are discussed in further detail below.

### *Sewer Reticulation*

The EWDSP states that the take up of existing servicing capacity will generally be on a first come, first served basis until exhausted. Additional capacity will be added in accordance with the capital works programs of the agencies in response to demand.

Water Corporation owns and maintains the sewerage reticulation system in the vicinity of the site and any connection to the system will need to be designed, approved and constructed in accordance with operation standards.

### *Water Reticulation*

Water Corporation owns and maintains the potable water reticulation system in the vicinity of the site and any connection into the system will need to be designed, approved and constructed in accordance with WC standards.

### *Power Supply*

Western Power owns and operates all electrical supply network assets within the development area and therefore all new electrical supply equipment and cables will need to be installed in accordance with their prescribed standards.

### *Gas*

Existing gas networks are located adjacent to the site on Mornington Drive. Liaison with ATCO Gas is required to confirm whether this existing service is sufficient to service the proposed development.

Reticulated gas is not considered to be an essential service and as such is generally not required as a condition of development. If the Developer wishes to connect to reticulated gas an extension to the nearest high-pressure main will be required.

The need for connection to this utility will be addressed by the developer at subdivision stage.

### *Telecommunications*

Existing communication infrastructure provided by Telstra and NBN is currently available along Pinjar Road, Mornington Drive, Coogee Road, Mariginiup Road, Ranch Road and Pinelake Trail. It is anticipated that that this infrastructure will serve as connection points for the development of the LSP area.

In accordance with Local Planning Policy 2.5: Telecommunications Infrastructure consideration of the demand for telecommunication services should be considered at part of an LSP. The LSP does not consider whether additional telecommunication infrastructure may be required to service the future population of the area. Consideration of the provision of the essential infrastructure ensures that future residents are aware of the potential provision of infrastructure when they chose to purchase a lot and minimise future objections. In this regard the LSP should be required to address the provision of telecommunications infrastructure.

Recommended modification:

- That the LSP be amended to consider the anticipated demand for telecommunications infrastructure and discuss potential locations in which telecommunication towers may be necessary to service the LSP area.

## Conclusion

The LSP for Precinct 8 is generally in accordance with the requirements of the EWDSP but requires significant modification to address outstanding district and precinct level processes. These matters are to be resolved by the relevant State Government Agencies. A range of modifications are recommended to be made in order to bring the LSP in alignment with the requirements of the planning framework. The recommendation of support is on the basis that the City will continue to be engaged with by the DPLH so that the concerns and matters raised are resolved and any significant changes are subject to further consultation with stakeholders.

It is recommended that the proposed Precinct 8 – Ranch Road Local Structure Plan included in **Attachment 2** be supported, subject to the modifications set out in **Attachment 4**.

## Statutory Compliance

Precinct 8 – Ranch Road Local Structure Plan has been processed in accordance with 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
ST-S04 – Integrated Infrastructure and Utility Planning	Low
Accountability	Action Planning Option
Director Planning & Sustainability and Director Assets	Manage

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

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

Risk Title	Risk Rating
ST-S27 – Rising Ground Water	Medium
Accountability	Action Planning Option
Director Planning & Sustainability and Director Assets	Manage

<b>Risk Title</b>	<b>Risk Rating</b>
CO-O22 Environmental Management	Medium
<b>Accountability</b>	<b>Action Planning Option</b>
Director Planning & Sustainability	Manage

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

## **Policy Implications**

The proposed Precinct 8 – Ranch Road Local Structure Plan has been assessed against the provisions of the WAPC's Liveable Neighbourhoods policy, State Planning Policy 3.7 – Planning in Bushfire Prone Areas, District Planning Scheme No.2, the East Wimmeroo District Structure Plan, Local Planning Policy 4.3: Public Open Space and Local Planning Policy 5.3: East Wimmeroo.

## **Financial Implications**

The developer will be subject to the payment of developer contributions at which time a Local and District Development Contributions Plan is approved and is progressed as separate Amendments to DPS2.

The City will be responsible for maintenance of all local roads as a result of the subsequent subdivision of land, Public Open Space and community facilities resulting from the subdivision and development of land.

## **Voting Requirements**

Simple Majority

## **Recommendation**

**That Council: -**

1. Pursuant to clause 19 of the deemed provisions for local planning schemes contained in Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015*, **CONSIDERS** the submissions received in respect to Precinct 8 – Ranch Road Local Structure Plan, as summarised in Administration's response in Attachment 8;
2. Pursuant to clause 15 and subclause 20(2)(e) of the deemed provisions for local planning schemes contained in Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015*, **RECOMMENDS** to the Western Australian Planning Commission that the Precinct 8 – Ranch Road Local Structure Plan included in Attachment 2 and the associated Part 2 and technical appendices be approved subject to:
  - a) the schedule of modifications included as Attachment 4; and
  - b) the underlying Metropolitan Region Scheme and District Planning Scheme No.2 zoning being suitable for urban development.

3. Pursuant to clause 22 of the deemed provisions for local planning schemes contained in Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015*, RECOMMENDS the Western Australian Planning Commission direct the Local Government to:
  - a) Readvertise the Structure Plan in the manner specified by the Commission; and
  - b) Reconsult with relevant external agencies.
4. Pursuant to subclause 20(2) of the deemed provisions for local planning schemes contained in Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015*, PROVIDES a copy of the report on Precinct 8 – Ranch Road Local Structure Plan to the Western Australian Planning Commission, including the summary of submissions included in Attachment 8 and the schedule of modifications included in Attachment 4; and
5. ADVISES the submitters of its decision.

**NOTE – Due to their size, the following attachments have been provided in a separate Attachments document published on the City's Website in the same section as the Agenda - see [Minutes and agendas - Council meeting dates, agendas and minutes - City of Wanneroo](#)**

Attachment 1 - East Wanneroo District Structure Plan	24/375545
Attachment 2 - East Wanneroo Precinct 8 - Ranch Road - Part 1 and LSP Map	24/375563
Attachment 3 - East Wanneroo District Structure Plan - Staging	24/375580
Attachment 4 - Precinct 8 - Schedule of Modifications V4	24/375597
Attachment 5 - Location Plan Precinct 8	24/375603
Attachment 6 - Flow Chart - East Wanneroo Progression	24/375623
Attachment 7 - MRS Map	24/375154
Attachment 8 - Submission Schedule for Council -precinct 8 LSP V6	24/375632
Attachment 9 - Lifting of Urban Deferment	24/375634
Attachment 10 - LSP Boundary Variations	24/375637
Attachment 11 - Community Facilities Plan	24/375640
Attachment 12 - POS Schedule and Plan	24/375643
Attachment 13 - East Wanneroo - Precinct 8 - Ranch Road - Landscape Strategy	24/375667
Attachment 14 - East Wanneroo - Precinct 8 - Ranch Road - Environmental Assessment Report	24/375685
Attachment 15 - East Wanneroo - Precinct 8 - Ranch Road - BMP	24/375690
Attachment 16 - East Wanneroo - Precinct 8 - Ranch Road - TIA	24/375697
Attachment 17 - East Wanneroo - Precinct 8 - Ranch Road - Sense of Place Statement	24/375716
Attachment 18 - Heritage - Due Diligence October 2023	24/375728
Attachment 19 - East Wanneroo - Precinct 8 - Ranch Road - LWMS	24/375743
Attachment 20 - East Wanneroo - Precinct 8 - Ranch Road - Civil Servicing Report	24/375785

---

**PS02-11/24      Consideration of Amendments to Local Planning Policy 2.5:  
Telecommunications Infrastructure After Advertising**

---

File Ref: 4088V02 – 24/322616  
Responsible Officer: Director Planning & Sustainability  
Attachments: 4  
Previous Items: PS02-07/24 - Review of Local Planning Policy 2.5:  
Telecommunications Infrastructure - Ordinary Council -  
16 Jul 2024

**Issue**

To consider proceeding with (or adopting) proposed amendments to Local Planning Policy 2.5: Telecommunications Infrastructure (**LPP 2.5**) following advertising.

**Background**

With technological and societal changes, strong and fast cellular coverage is becoming increasingly vital for the safety and social wellbeing of communities. Residents in the City of Wanneroo (and elsewhere) are becoming more reliant on cellular coverage not just for phone and computer use, but also to connect to other ‘smart’ appliances. However, mobile telecommunications have traditionally not been treated as an essential item of infrastructure considered through the planning process – in contrast to the provision for water, sewer, power or even landline telecommunications infrastructure.

This is presenting issues for the City of Wanneroo (**City**), which is most noticeable when the retrofitting of mobile phone services is sought in established areas. The installation of telecommunications infrastructure is pursued by carriers (e.g., Telstra, Optus, Vodafone) – or separate ‘host providers’ that are corporate entities which install telecommunications infrastructure (such as towers) that carriers can then utilise.

Council has previously adopted Local Planning Policy 2.5: Telecommunications Infrastructure (LPP 2.5) for inclusion within the City’s local planning framework. At a State planning level, the Western Australian Planning Commission (**WAPC**) has also prepared State Planning Policy 5.2: Telecommunications Infrastructure (**SPP 5.2**). LPP 2.5 is prepared in a manner so that it is supplementary to SPP 5.2. Both LPP 2.5 and SPP 5.2 are aimed to balance the need for effective telecommunications services and the roll-out of networks, recognising community interests in protecting the visual character of local areas.

The current version of LPP 2.5 was adopted by Council in August 2017 and was previously due for review in August 2022. However, at its 13 September 2022 meeting (PS02-09/22), Council resolved to extend the review period by a further two years, to 31 August 2024.

Administration has been utilising this two-year period to undertake an extensive review of how the City should respond to increasing demand for telecommunications infrastructure. An outcome of that review identified the need to undertake significant updates to LPP 2.5, to provide planning guidance for telecommunications infrastructure delivery at all stages of the planning and development process. Currently, LPP 2.5 is limited to predominantly establishing the City’s standards for the assessment of development applications for telecommunications infrastructure. Further detail of the updates proposed to LPP 2.5 are detailed in this report.

In its latest version of its ‘Telecommunications in New Developments’ policy, the Commonwealth Government has also expressed its expectation that mobile connectivity in new developments is to be given the same consideration by developers and industry as fixed infrastructure. Administration has undertaken its review of LPP 2.5 recognising this expectation.

Council previously resolved to prepare (initiate) the proposed amendments to LPP 2.5 at its 16 July 2024 Ordinary Council Meeting (PS02-07/24). Council's resolution from that meeting was as follows:

*"That Council, pursuant to Clause 4(1), Clause 4(2) and Clause 5 of the deemed provisions for local planning schemes contained in Schedule 2 of the Planning and Development (Local Planning Schemes) Regulations 2015:*

- 1. PREPARES amendments to Local Planning Policy 2.5: Telecommunications Infrastructure, as contained in Attachment 2; and*
- 2. ADVERTISES the amendments to Local Planning Policy 2.5: Telecommunications Infrastructure for public comment for a period of not less than 21 days."*

As discussed in this report, proposed amendments to LPP 2.5 have now been advertised pursuant to the resolution above.

## Detail

As outlined above, LPP 2.5 currently has a strong focus in establishing the City's standards for the assessment and determination of development applications for telecommunications infrastructure.

The proposed amendments to LPP 2.5 are also intended to:

- Provide a more detailed 'forward planning' approach for telecommunication infrastructure delivery, by providing guidance for structure planning, subdivision and local development plan stages of planning.
- Provide development approval exemptions for telecommunications infrastructure installations in certain zones and on reserves, to encourage host providers to locate where impacts on a surrounding land area may be reduced.

The proposed amendments to LPP 2.5 as advertised are set out in **Attachment 1**. The rationale for the key amendments proposed for LPP 2.5 was provided in Administration's previous report to Council on this matter (refer PS02-07/24).

## Consultation

Prior to drafting amendments to LPP 2.5, Administration hosted a workshop with various stakeholders from the land development industry, telecommunications service providers and officers from other government agencies. Feedback from attendees at the workshop indicated that there is a lack in forward planning guidance for telecommunications infrastructure in local and State planning frameworks.

Administration has noted this (and other) feedback received from the workshop in preparing the proposed amendments to LPP 2.5, which were presented to Council on 16 July 2024 (PS02-07/24). Council at that meeting resolved to advertise draft amendments to LPP 2.5 in accordance with Part 2, Division 2 of the deemed provisions for local planning schemes (deemed provisions) contained in Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015*.

Although the advertising period for local planning policies is a minimum of 21 days, Administration advertised amendments to LPP 2.5 for an extended period from 25 July to 6 September 2024. In this instance, the content and changes proposed for LPP 2.5 warranted the need for additional time for submitters to review and prepare submissions.

The method of advertising the proposed amendments to LPP 2.5 were as follows:

- A notice published in the 25 July 2024 edition of the Perth Now – Wanneroo newspaper;
- A post on the City of Wanneroo's Facebook page on 26 July 2024;
- Uploading the proposed amendments to LPP 2.5 on the City's website and making it available for viewing at the City's Civic Centre; and
- Email correspondence to key stakeholders most affected by the draft amendments. These stakeholders included major developers of land in the City of Wanneroo, planning consultants, telecommunication infrastructure carriers and host providers as well as the Department of Planning, Lands and Heritage (**DPLH**).

Administration received five submissions during the advertising period. Three of the submissions were from the telecommunications industry, which were generally supportive of the policy amendments subject to some suggested modifications. The other two submissions received on behalf of the development industry were less favourable – and considered the policy amendments could pose obstacles in the structure planning and subdivision processes.

A summary of all the submissions received, and Administration's responses, is provided in **Attachment 2**. Key points raised in the submissions are discussed in more detail in the Comment section below.

## Comment

### Visual Impact Assessments

In drafting the policy amendments, Administration was of the opinion that the preparation and submission of a Visual Impact Assessment (**VIA**) with all development applications would be beneficial.

Section 2.4 of the advertised proposed policy amendments, requiring the submission of VIA's, was worded as follows:

*"A Visual Impact Assessment prepared in accordance with the WAPC's Visual Landscape Planning in Western Australia (November 2007) is required to support development applications and local development plans that propose telecommunications infrastructure."*

Coinciding with the above, Schedule 1 of the policy amendments also lists VIA's as information that should be accompanying development applications.

However, the submitters strongly oppose this proposed policy provision as it is currently worded, for the following reasons:

- The wording suggests that an impact assessment prepared by an applicant town planner would be insufficient, and that a VIA should be prepared by expert in a specialised field.
- The preparation of VIA's would add a significant cost and time imposition on carriers and host providers. A VIA can take a long time to prepare because they rely on the availability of a specialised expert.
- In many cases, a formal VIA may be unnecessary – particularly if a telecommunications infrastructure site is situated in a more remote area or well screened by surrounding vegetation.
- Photomontages should be sufficient to demonstrate visual impact without the need for additional reporting through a VIA. VIAs should only be required where the nature of visual impacts is complex or affect sensitive land uses in an unusual way.



On review of the submissions, Administration agrees with the submitters that a VIA to support development applications and local development plans for telecommunications infrastructure may be onerous on prospective applicants in all circumstances. There are instances where photomontages and other information may be sufficient to understand visual impact from a telecommunications infrastructure proposal.

The proposed amendments to LPP 2.5 could be amended so that the preparation of VIA's be limited to where visual impact considerations are more relevant – and cannot be demonstrated through photomontages and other information alone. The need for a VIA arises in areas that are in close proximity to residential development, schools, child care premises, activity centres, rural-residential and landscape enhancement areas – as well as open spaces and foreshores.

It is therefore recommended that Section 2.4 of the policy amendments be modified to clearly prescribe the instances that a VIA is to be provided with a development application. The modified Section 2.4 is proposed to be reworded to the following:

*“A Visual Impact Assessment prepared in accordance with the WAPC’s Visual Landscape Planning in Western Australia (November 2007) shall be required to support development applications for telecommunications infrastructure where situated:*

- *Within 200 metres from any existing residential development, school, childcare premise, community facility, golf course, shop, restaurant/café, tavern or small bar;*
- *On a local scheme reserve for ‘Public Open Space’ or ‘Environmental Conservation’ – or a land parcel that immediately adjoins land reserved for these purposes;*
- *Within 500 metres of a foreshore reserve (on the coast or lake); and/or*
- *Within 500 metres from land zoned Rural Residential or Landscape Enhancement.”*

The above has resulted in various minor consequential modifications elsewhere in the policy amendments. Such modifications are made to:

- Section 2.5, clarifying the instances that a VIA will not be required;
- A new sub-section 5.4.5, which takes provisions out of Section 2.4 relating to VIA submission requirements at the local development plan stage; and
- Schedule 1, to adjust the wording of the development application submission requirements for a VIA to be reflective of the changes to Section 2.4 and Section 2.5.

#### Forward Planning Considerations

The review of LPP 2.5 provides an opportunity to introduce additional guidance for telecommunications infrastructure considerations as part of a structure planning process. One submission from a consultant in particular (acting on behalf of a developer) presented an unfavourable view of the proposed policy provisions pertaining to the structure planning process.

SPP 5.2 already prescribes that consideration should be given to telecommunication services in the preparation of structure plans. However, SPP 5.2 does not provide any detail as to how this is to occur. This is reflective in the Commonwealth Government’s Telecommunications in New Developments policy as outlined in the Background section above.

LPP 2.5 is also limited in its guidance on planning for telecommunications infrastructure at the structure planning stage. With the limited detail currently provided in policy, the City’s existing structure plans contain very little in relation to planning for telecommunications infrastructure sites.

To address this gap, it is recommended that structure planning guidance still be included in LPP 2.5. This guidance would align and emphasise more fully what is currently provided through the State planning framework (namely SPP 5.2). Not including the structure planning guidance in LPP 2.5 would create misalignments with SPP 5.2 – and result in a lost opportunity to improve long-term planning outcomes for telecommunications infrastructure in developing areas.

### Next Steps

Under Clause 4(3)(b) of the deemed provisions, after the expiry of the advertising period for a local planning policy, the local government must resolve to either:

- (i) Proceed with the policy without modification;
- (ii) Proceed with the policy with modification; or
- (iii) Not to proceed with the policy.

As outlined in **Attachment 2**, the submissions received has prompted Administration to consider modifications to the draft policy as advertised. Administration is recommending that Council adopts LPP 2.5, with modification, pursuant to Clause 4(3)(b)(ii) of the deemed provisions.

Administration has prepared a modified draft LPP 2.5 for Council to adopt (refer **Attachment 3**) which incorporates modifications recommended following advertising. Track changes of how the modified draft LPP 2.5 differs from the advertised version is provided in **Attachment 4**.

### **Statutory Compliance**

Amendments to local planning policies can be undertaken pursuant to Part 2, Division 2 of the deemed provisions for local planning schemes, contained in Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015*.

### **Strategic Implications**

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

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

*5.1 - 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**

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

<b>Risk Title</b>	<b>Risk Rating</b>
ST-S23 Stakeholder Relationships	Medium
<b>Accountability</b>	<b>Action Planning Option</b>
Chief Executive Officer	Manage

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

## Policy Implications

The amendment to LPP 2.5 as discussed in this report is being undertaken to achieve the City's objectives of delivering orderly and proper planning.

## Financial Implications

The costs associated with undertaking the amendments to LPP 2.5 can be met from the current Planning and Sustainability operational budget.

## Voting Requirements

Simple Majority

## Recommendation

That Council:-

1. **NOTES** the submissions received to the proposed amendments to Local Planning Policy 2.5: Telecommunications Infrastructure, as summarised with Administration's responses in Attachment 2;
2. Pursuant to Clause 5(1) and Clause 4(3)(b)(ii) of the deemed provisions for local planning schemes contained in Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015*, **PROCEEDS** with amendments to Local Planning Policy 2.5: Telecommunications Infrastructure, as modified after advertising and provided in Attachment 3;
3. Pursuant to Clause 5(1), Clause 4(4) and Clause 87 of the deemed provisions for local planning schemes contained in Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015*, **PUBLISHES** a notice of the amendments made to Local Planning Policy 2.5: Telecommunications Infrastructure;
4. **FORWARDS** a copy of the amended Local Planning Policy 2.5: Telecommunications Infrastructure to the Department of Planning, Lands and Heritage for information; and
5. **ADVISES** submitters of this decision.

Attachments:

1. [Attachment 1 - Draft Amendments to Local Planning Policy 2.5 Telecommunications Infrastructure for Council Member Discussion](#) 23/351485
2. [Attachment 2 - Submissions Schedule - Proposed Amendments to Local Planning Policy 2.5 Telecommunications Infrastructure](#) 24/336013
3. [Attachment 3 - Modified Revisions to Local Planning Policy 2.5: Telecommunications Infrastructure - After Advertising](#) 24/342412
4. [Attachment 4 - Track Changes - Modifications to the Draft Local Planning Policy 2.5: Telecommunications Infrastructure Following Advertising](#) 24/342326



Owner	Planning and Sustainability
Implementation	xxxxxxxxxxxxxx 2024
Next Review	xxxxxxxxxxxxxx 2028

PART 1 – POLICY OPERATION

Policy Development

- This policy is prepared:
- Under the provisions of Part 2, Division 2 of the deemed provisions for local planning schemes (deemed provisions), contained in Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015*; and
  - In conjunction with State Planning Policy 5.2: Telecommunications Infrastructure (SPP 5.2).

Application and Purpose

Mobile network coverage has become vital for the safety and social wellbeing the community. The City acknowledges that the evolution of mobile network technologies (such as the introduction of 5G) impacts on the design, location and amount of telecommunications infrastructure required to provide a desired level of service – and this has perceived positive and negative impacts on the community.

In preparing this Local Planning Policy (Policy), the intent is to address opportunities to improve the planning framework with ‘early planning’ for telecommunications infrastructure – particularly in greenfield areas. This Policy sets out provisions that are aimed to encourage developers, network carriers and host site providers to ‘forward plan’ for telecommunications infrastructure delivery through structure plans, subdivision and local development plans.

Exemptions for development approval for telecommunications infrastructure are set out so as to encourage carriers and host providers to locate infrastructure in certain zones and reserves. The intent being to minimise the impact of large infrastructure on more sensitive areas. Development approval exemptions in this Policy are effective pursuant to Clause 61(1)(b) of the deemed provisions.

This Policy establishes the City’s standards for the assessment and determination of telecommunications infrastructure applications. Similarly, this policy can inform the City’s assessment and recommendation to the WAPC for telecommunications infrastructure proposals on land reserved under the Metropolitan Region Scheme.

This Policy does not apply where works on telecommunication infrastructure are exempt from development approval under the Commonwealth’s *Telecommunications Act 1997 (the ‘Act’)*; such as works that are deemed ‘Low-Impact’ in accordance with the Act and the *Telecommunications (Low-Impact Facilities) Determination 2018*.

Planning and Sustainability  
Local Planning Policy 2.5  
Telecommunications Infrastructure



## Objectives

The objectives of this Policy are to:

1. Facilitate the provision of telecommunications infrastructure in an efficient and environmentally responsible manner to meet community needs;
2. Manage the environmental, cultural heritage, visual and social impacts of telecommunications infrastructure;
3. Support the formulation of structure plans that are responsive to future delivery of telecommunications infrastructure; having regard to anticipated subdivision outcomes, changing technologies and projected customer demands.
4. Promote the dedication of land parcels for telecommunications infrastructure installations through subdivision, in a manner satisfactory to the City from a land management perspective.
5. Provide development approval exemptions for telecommunications infrastructure in certain locations where installations may have less of an impact on the surrounding community.
6. Promote a consistent approach in the preparation, assessment and determination of proposals for telecommunications infrastructure.

## Definitions (Infrastructure Provision)

**Carriers** means a corporate entity that provides wireless mobile communication coverage to its customers.

**Guyed tower** means a tower with telecommunications infrastructure affixed that is supported by guy wires that are permanently anchored.

**Host Provider** means a person or corporate entity that constructs and maintains the infrastructure that carriers require to provide wireless mobile communication coverage to its customers.

**Lattice Tower** means a structure forming a tower – typically with three or four sides – that consists of a network of vertical, horizontal and/or diagonal supports, and used in a manner to support antennas or other equipment associated with telecommunications infrastructure.

**Monopole** means a pylon consisting of a single pole or rod used in a manner to support antennas or other equipment associated with telecommunications infrastructure.

**Pole** collectively means a guyed tower, lattice tower or monopole.



Definitions (Planning Terms)

**Deemed Provisions** means the deemed provisions for local planning schemes, contained in Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015*.

**Local Development Plan** means the same as defined in Clause 46 of the deemed provisions, and as follows:

*means a plan setting out specific and detailed guidance for a future development including one or more of the following —*

- a) site and development standards that are to apply to the development;*
- b) specifying exemptions from the requirement to obtain development approval for development in the area to which the plan relates.*

**Precinct Structure Plan** means the same as defined in Clause 14 of the deemed provisions, and as follows:

*means a plan for the coordination of future subdivision, zoning and development of an area of land.*

**Standard Structure Plan** means the same as defined in Clause 14 of the deemed provisions, and as follows:

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

**Structure Plan** means the same as defined in Clause 14 of the deemed provisions, and as follows:

*means a standard structure plan or a precinct structure plan.*

**Telecommunications Infrastructure** means the same as defined in Schedule 1 of the City of Wanneroo District Planning Scheme No. 2, and as follows:

*means premises used to accommodate the infrastructure used by or in connection with a telecommunications network including any line, equipment, apparatus, tower, antenna, tunnel, duct, hole, pit or other structure related to the network.*





## PART 2 – POLICY PROVISIONS

### 1. Application Requirements

- 1.1 All applications for development approval of telecommunications infrastructure should meet the requirements of Clause 62(1) and Clause 63 of the deemed provisions.
- 1.2 Pursuant to Clause 63(1)(d) of the deemed provisions, **Schedule 1** lists other additional plans and information that the City specifically requires to support development applications for telecommunications infrastructure.

### 2. Policy Measures – Assessment of Development Applications

- 2.1 The City will have due regard to the relevant Policy Measures of Section 5 of SPP 5.2 when assessing development applications for telecommunications infrastructure.
- 2.2 Telecommunications infrastructure (including poles and any 'on-ground' facilities provided) should be finished with non-reflective material in a neutral colour to minimise visual intrusion.
- 2.3 The visual impact of a telecommunications infrastructure proposal should be assessed against the measures in this Policy and SPP 5.2.
- 2.4 A Visual Impact Assessment prepared in accordance with the WAPC's Visual Landscape Planning in Western Australia (November 2007) is required to support development applications and local development plans that propose telecommunications infrastructure.
- 2.5 The City will not require Visual Impact Assessments to support telecommunications infrastructure proposals that are exempt from development approval.

### 3. Community Consultation

- 3.1 Carriers and/or host providers are strongly encouraged to meet with City officers prior to lodgement of any proposal that involves the installation or future planning for telecommunications infrastructure.
- 3.2 The City will advertise development applications for telecommunications infrastructure installations pursuant to Clause 64 of the deemed provisions – by way of the following methods:
  - a) Giving notice to all landowners and/or occupiers of land as follows:
    - Within 500 metres of the proposed telecommunications infrastructure, in instances when a lattice tower or guyed tower is proposed; or

Planning and Sustainability  
Local Planning Policy 2.5  
Telecommunications Infrastructure



- Within 200 metres of the proposed telecommunications infrastructure in all other instances;
- b) Requiring the applicant to erect a sign (or signs) displaying notice of the telecommunications infrastructure application. Signs should be erected in a conspicuous position on the lot subject to the application, and be present for the entire duration of the advertising period;
- c) Displaying the telecommunications infrastructure application (including all accompanying documentation) on the City's website for public viewing; and
- d) Publishing a notice of the telecommunications infrastructure application in a local newspaper.

Pursuant to SPP 5.2, advertising will be carried out for no more than 21 days.

- 3.3 The City may seek to obtain information from various carriers and host providers when advertising a development application.
- 3.4 Advertising requirements for structure planning and local development plan proposals incorporating telecommunications infrastructure are provided within Section 5 of this Policy.

#### 4. Electromagnetic Radiation

Local Government is not responsible for the monitoring and control of radiofrequency electromagnetic energy (RF EME) that emanates or could potentially emanate from telecommunications infrastructure. RF EME is to comply with Australian Radiation Protection and Nuclear Safety Agency (ARPANSA) standards, which is regulated by the Australian Communications and Media Authority (ACMA).

Issues relating to RF EME levels therefore are not deemed to be valid planning considerations when assessing any proposal for telecommunications infrastructure.

#### 5. Forward Planning for Telecommunications Infrastructure

- 5.1 In support of the position made in Section 6.2 of SPP 5.2, this Policy provides additional guidance on how telecommunications infrastructure should be considered in the preparation and assessment of structure plans.



Applying the essence of this SPP 5.2 position, this Policy also provides guidance on how the subdivision and local development planning processes can be utilised in forward planning for telecommunications infrastructure installations.

## 5.2 Structure Planning Requirements

5.2.1 For the purpose of this section of the policy, and unless otherwise advised by the City, a '**structure planning proposal**' includes:

- a) A new 'precinct structure plan' or 'standard structure plan' as defined in Clause 14 of the deemed provisions;
- b) A review of an existing 'precinct structure plan' or 'standard structure plan', undertaken on direction by the City and/or DPLH due to its expiry being imminent; and
- c) An amendment to an existing 'precinct structure plan' or 'standard structure plan' which proposes significant modifications.

5.2.2 Structure planning proposals submitted to the City must be accompanied by sufficient written evidence of consultation with carriers and host providers.

As a minimum, the written evidence of consultation must include or identify the following:

- a) Evidence that direct liaison with persons representing the carriers and host providers has been undertaken;
- b) Details of all existing telecommunications infrastructure (including mapping, carriers and host providers) in the structure plan area – and within one kilometre of the structure plan border.
- c) What the potential change in coverage or service may be as a result of the structure planning proposal – taking into account further subdivision, anticipated land uses, projected population, residential densities and employment, the technologies expected to be deployed and other appropriate assumptions.

5.2.3 Where the submission of consultation evidence outlined in Section 5.2.2 is not adequate, the City may require further information from a proponent pursuant to Clause 17(1)(a)(ii) of the deemed provisions before accepting a structure planning proposal.

Planning and Sustainability  
Local Planning Policy 2.5  
Telecommunications Infrastructure



5.2.4 The consultation with telecommunications carriers outlined in Section 5.2.2 above should then inform the following detail which should be included with a structure planning proposal:

- a) The extent of additional telecommunications infrastructure (or upgrades) within the structure plan area that may be needed to support projected growth and development.
- b) The locations within the structure plan area (which may be general or specific) where additional telecommunications infrastructure installations:
  - Could be suitable from both a coverage and visual impact perspective; and
  - Pursued through the later stages of planning (subdivision and local development plans).
- c) The process of how future subdivision proposals could facilitate the creation of land parcels in which telecommunications infrastructure could potentially be installed (refer Section 5.3 below).
- d) The criteria for local development plans to be prepared to guide and support the installation of telecommunications infrastructure in the structure plan area (refer Section 5.4 below).

5.2.5 The City may liaise with known carriers and host providers during the advertising of any structure planning proposal.

5.3 Subdivision Considerations

The following should be pursued at the subdivision stage of planning, to better ensure the availability of prospective telecommunications infrastructure sites in the future, when needed:

- a) Where informed by structure plan provisions, subdivision proposals should seek to create dedicated land parcels specifically for telecommunications infrastructure installations. These land parcels should:
  - Be of sufficient size and dimension to support a telecommunications infrastructure installation (pole, on-ground ancillary equipment etc);

Planning and Sustainability  
Local Planning Policy 2.5  
Telecommunications Infrastructure



- Provide an adequate land tenure to support the leasing of the telecommunications infrastructure site. This will be via a lease, unless the site is owned by the telecommunications provider; and
  - Facilitate a leased site for the infrastructure, which will involve:
    - Transferring the telecommunications site to the City in freehold (for example, as a small land parcel within a larger public open space area); or
    - Vesting the telecommunications site as Crown land under a Management Order to the City, which will require that the Management Order:
      - Lists 'communications' (or similar) as an 'ancillary use' on Management Orders for the public open space site; and
      - Grants the City power to lease that land, subject to the approval of the Minister for Lands under section 18 of the *Land Administration Act 1997* (WA).
  - Be accessible for vehicles directly via a road frontage, or by other means to the satisfaction of the City (e.g. an access easement capable of supporting safe vehicular access).
- b) As an alternative to creating dedicated land parcels for telecommunications infrastructure, a subdivision proposal should instead demonstrate how infrastructure could be placed on proposed non-residential lots (e.g. on public open space or land for commercial development)
- c) The City may recommend for the preparation of a local development plan as a condition of subdivision approval, for land identified in a structure plan as providing for telecommunications infrastructure. The benefits in preparing a local development plan are identified in Section 5.4.1 below.
- d) Notwithstanding anything in a structure plan, the City will advocate to the relevant State Government authorities at the subdivision stage to secure adequate Management Orders for Crown land sites intended for telecommunications infrastructure, in accordance with the Management Order considerations noted in section 5.3 (a) above.

#### 5.4 Use of Local Development Plans

##### 5.4.1 Local development plans can be prepared to:

- a) Forward plan for telecommunications infrastructure in certain locations, particularly where it is directed by a structure plan; and/or

Planning and Sustainability  
Local Planning Policy 2.5  
Telecommunications Infrastructure



- b) Exempt the need for development approval for the installation of telecommunications infrastructure (where appropriate), pursuant to Item 20 of the table in Clause 61(1)(b) of the deemed provisions.

A local development plan can be prepared by landowners or developers (in consultation with carriers and/or host providers) to nominate acceptable locations within a development site or locality for telecommunications infrastructure – as well as to forward plan its design specifications and access arrangements.

- 5.4.2 Further to Clause 47(d) of the deemed provisions, the City does not consider it orderly and proper for a local development plan to be prepared that exempts development approval for telecommunications infrastructure in the following instances:

- a) For any installation situated on Residential, Mixed Use or Rural-Residential zoned lots – or land designed these zones in a structure plan.
- b) On sites where residential development, schools or childcare premises exist or are planned for.
- c) For any monopole structure that will exceed 30 metres in height from the finished ground level.
- d) For all lattice tower or guyed tower installations, regardless of height.

- 5.4.3 All local development plans prepared to guide development (or redevelopment) of an activity centre must indicate one or more potential locations for telecommunications infrastructure installations. The sites nominated should be:

- a) Suitable for telecommunication carriers and host providers; and
- b) Readily accessible for maintenance, including for vehicles.

- 5.4.4 Any local development plan proposals that incorporate telecommunications infrastructure installations must be advertised by the City in accordance with Clause 50 of the deemed provisions. In addition, the City will advertise to all known carriers and host providers.

## 6. Development Approval Exemptions

- 6.1 Pursuant to Clause 61(1)(b) of the deemed provisions, **Schedule 2** of this Policy outlines telecommunications infrastructure works that are exempt from the requirement for development approval.



- 6.2

Notwithstanding the development approval exemptions for telecommunications infrastructure outlined in **Schedule 2**, the proponent is still required to undertake notification and/or consultation processes in accordance with the Commonwealth’s *Telecommunications Act 1997* (as amended).
- 6.3

The exemptions tabled in **Schedule 2** may be interim, until such time that exemptions are formally introduced into the City’s local planning scheme.

## SCHEDULE 1 – REQUIRED SUPPORTING INFORMATION

Pursuant to Part 2, Section 1.2 of this Policy, and in addition to the information listed in Section 6.3.1 of SPP 5.2, development applications for telecommunications infrastructure should adequately include the following:

- a) Plans and/or graphic representations that demonstrate the following:
  - i) A location plan including notations identifying and describing land uses occurring on surrounding land;
  - ii) A site plan that depicts how the proposed telecommunications infrastructure will be situated on the subject land;
  - iii) An elevation plan that shows the height and appearance of the telecommunications infrastructure;
  - iv) An artist or computer generated impression to scale showing the proposed development and its relationship with the surroundings;
  - v) How the proposed telecommunications infrastructure will be situated in relation to similar existing and proposed infrastructure in surrounding localities; and
  - vi) The extent that telecommunications infrastructure can accommodate for co-location of facilities.
- b) Written descriptions, reports and/or statements that detail the following:
  - i) The subject land on which the telecommunications infrastructure is proposed, including:
    - The physical characteristics of the subject land;
    - The current use of the subject land; and
    - The location of existing (or proposed) access onto and through the subject land.
  - ii) A schedule of materials and colours of the proposed development (including any on-ground infrastructure such as equipment shelters);
  - iii) Any known intentions to expand or modify the development in the future;
  - iv) Screening, fencing and lighting proposed in conjunction with the subject development;
  - v) Existing vegetation to be removed and any proposals for landscaping and/or restoration of any disturbed land;

Planning and Sustainability  
Local Planning Policy 2.5  
Telecommunications Infrastructure



- vi) Any significant environmental constraints on the subject land; and, where relevant, detail on how these constraints will be managed to prevent an unacceptable impact on the environment;
- vii) Timing of works involved in establishing the facility and any arrangements for temporary access and/or changes to existing access facilities during the course of construction;
- viii) A justification for how the proposed height of the telecommunications infrastructure is necessary to provide for appropriate network coverage in the area;
- ix) What (if any) additional facilities are known by the applicant to be under consideration in the locality to meet projected future increases in demand; and
- x) A detailed Visual Impact Assessment prepared by a qualified expert – and prepared pursuant to Section 2.4 of this Policy.

The items listed above may also be supported by plans and/or graphic representation where applicable and appropriate.

- c) Any other supporting documentation should it be specifically requested by the City.



## SCHEDULE 2 – DEVELOPMENT APPROVAL EXEMPTIONS

Zone/Reserve	Exemption Conditions
<b>General Industry Zone</b> <b>Light Industry Zone</b>	<ul style="list-style-type: none"> <li>(a) The development is designed in accordance with the relevant State Planning and Local Planning Policies;</li> <li>(b) The development has a maximum height of 30 metres from the finished ground level;</li> <li>(c) The development does not meet the definition of lattice tower or guyed tower as expressed in this Policy;</li> <li>(d) The proponent has undertaken notification of the proposal in a similar manner to 'low impact facilities' as defined and set out in the Mobile Phone Base Station Deployment Industry Code (C564:2011); and</li> <li>(e) Written notification is provided to the City no less than 30 days prior to the installation of the development, detailing the proposal and outlining how criteria (a), (b), (c) and (d) above have been met.</li> </ul>
<b>Local Scheme Reserves</b>	<ul style="list-style-type: none"> <li>(a) The development is designed in accordance with the relevant State Planning and Local Planning Policies;</li> <li>(b) The maximum height of the development is 30 metres from the finished ground level.</li> <li>(c) The development is on a structure that also provides floodlighting or other compatible service to the reserve.</li> <li>(d) The development does not meet the definition of lattice tower or guyed tower as expressed in this Policy;</li> <li>(e) The proponent has undertaken notification of the proposal in a similar manner to 'low impact facilities' as defined and set out in the Mobile Phone Base Station Deployment Industry Code (C564:2011); and</li> <li>(f) Written notification is provided to the City no less than 30 days prior to the installation of the development, detailing the proposal and outlining how criteria (a), (b), (c), (d) and (e) above have been met.</li> </ul>



**CITY OF WANNEROO**  
**PROPOSED AMENDMENTS TO LOCAL PLANNING POLICY 2.5: TELECOMMUNICATIONS INFRASTRUCTURE**  
**SCHEDULE OF SUBMISSIONS FOLLOWING ADVERTISING**  
*(Advertising 6 September 2024)*

No.	Summary of Submission	Administration Comment	Recommendation
<b>1.</b>	<b>Submitter No. 1 Owner and operator of telecommunications infrastructure</b>		
1.1	The submitter understands that the purpose of the policy amendments is to provide planning guidance for telecommunications infrastructure deployment, especially at the subdivision and structure plan stages. The submitter also understands that the draft amendments also provide development approval exemptions in certain zones.	Noted.	No modification required.
1.2	<p>The submitter has previously participated in discussions with the City of Wanneroo regarding mobile deployment and how it can be encouraged, whilst also minimising adverse impacts to the community. The submitter strongly supports most of the proposed changes and commends Council for proposing these amendments.</p> <p>However, the submitter notes that not all the proposed changes are favourable and request further consideration on these matters. The submitter highlights parts of the draft policy that warrant changes before the policy takes effect.</p>	<p>Detail of the previous engagement that the City of Wanneroo's Administration has had with stakeholders (including the submitter) is detailed in the Comment section of the report.</p> <p>The proposed changes to LPP 2.5 which the submitter does not find favourable are discussed further below.</p>	No modification required.
1.3	The submitter strongly supports Objectives 3 and 4 in the proposed policy amendments. These objectives encourage mobile connectivity to be considered in structure planning – and for suitable land parcels to be reserved for telecommunications use. This is a very positive step to enable connectivity in emerging communities.	<p>The submitter's support for the proposed introduction of these objectives is noted.</p> <p>Objectives 3 and 4 are proposed to be introduced into the policy to:</p> <ul style="list-style-type: none"> <li>• Support the formulation of structure plans that are responsive to future delivery of telecommunications infrastructure; and</li> <li>• Promote the dedication of land parcels for telecommunications infrastructure installations through subdivision.</li> </ul>	No modification required.
1.4	The submitter also strongly supports Objective 5, which allows planning exemptions for certain new mobile facilities. Such exemptions will enable much faster and simpler deployment, in the areas where these exemptions apply.	Noted. Development approval exemptions for telecommunications infrastructure are limited to where certain criteria are met – and only apply in the General Industry and Light Industry zones, as well as on local scheme reserves. These exemptions are prescribed in Schedule 2 of the draft policy.	No modification required.

No.	Summary of Submission	Administration Comment	Recommendation
1.5	<p>The existing policy has an objective to “promote co-location of telecommunications infrastructure wherever possible”, which has been removed from the updated policy.</p> <p>While the submitter notes that co-location is dealt with in State Planning Policy 5.2 and elsewhere (such as the C564:2020 Mobile Phone Base Station Deployment Code), it may nonetheless be useful for Council to reinstate this objective to emphasise the importance of shared infrastructure.</p>	<p>Administration had proposed to delete this objective, as it was noted that Section 2.1 of the draft amendments to LPP 2.5 prescribes that the City is to have due regard to the policy measures in Section 5 of SPP 5.2. One such policy measure in SPP 5.2 is for telecommunications infrastructure to be co-located.</p> <p>Notwithstanding the above, it would not compromise the content of the remainder of the policy if the ‘co-location’ objective from the current policy were to be reinstated.</p>	<p>Draft amendments to LPP 2.5 to be modified to reinstate the following objective from the current policy:</p> <p><i>“Promote co-location of telecommunications infrastructure wherever possible”</i></p>
1.6	<p>The submitter suggests that the definition of ‘Pole’ in the new policy (“collectively means a guyed tower, lattice tower or monopole”) be changed to ‘Tower’. Within the industry, the term ‘Tower’ is used more interchangeably to represent any form of structure (monopole, mast, lattice structure etc.), whereas the term ‘Pole’ only refers to a monopole structure.</p>	<p>Administration is open to making this change in the definitions to align with industry terminology. Administration has also noted that other submitters have raised this point.</p> <p>The use of the word ‘poles’ and ‘pole’ would also need to be adjusted to ‘tower’ in Sections 2.2 and 5.3 of the policy amendments.</p>	<p>Draft amendments to LPP 2.5 be modified as follows:</p> <ul style="list-style-type: none"> <li>• In the definitions, replace the term ‘Pole’ with Tower’;</li> <li>• Replace the use of the word ‘poles’ with ‘towers’ in Section 2.2; and</li> <li>• Replace the use of the word ‘pole’ with ‘tower’ in Section 5.3.</li> </ul>

No.	Summary of Submission	Administration Comment	Recommendation
1.7	<p>The submitter supports Section 2.3 of the proposed policy amendment, which requires proposals requiring a development application (DA) to be assessed for visual impact. All DAs lodged by the submitter include an assessment of the site's visual impact from surrounding viewpoints.</p> <p>However, the submitter does not support Section 2.4, which requires a formal Visual Impact Assessment (VIA) for all DA's – prepared by a 'qualified expert'. The proposed policy wording suggests that an impact assessment prepared by the applicant town planner would not be enough.</p> <p>The submitter is concerned that this adds a significant cost and time imposition on mobile providers. In many cases, a formal VIA will be unnecessary because the site will either have little visual impact (for example, sites located in remote areas or those that are well screened by surrounding vegetation), or computer-generated photomontages should be sufficient to demonstrate the visual impact without the need for additional reporting.</p> <p>The submitter believes that photomontages are a better way to demonstrate visual impact. A formal VIA should only be required as an exception – for example, on sites that are subject to a high level of community sensitivity, or where a substantial visual impact is expected.</p> <p>The submitter requests that Section 2.4 either be removed, or modified to read "if requested by Council", rather than be required to accompany every DA. As a potential compromise, Council might also wish to consider making this a requirement only in residential zones where a facility is in proximity to housing.</p>	<p>Administration received multiple responses to the issue of the draft policy amendments requiring VIA's to accompany all development applications. Further discussion on this issue is provided for in the Comment section of the report (under the sub-section 'Visual Impact Assessments').</p>	<p>Modifications to the draft policy amendments are recommended regarding the submission of Visual Impact Assessments with development applications, as discussed in the Comment section of the report.</p>
1.8	<p>The public notification requirements in Section 3 of the proposed policy amendments are generally accepted. However, a newspaper notice (per 3.2(d)) may not be practical, given many local papers have ceased publication. Council may wish to consider a 'backup' method to meet the requirements of 3.2(d) if a newspaper is unavailable.</p>	<p>If local newspapers were to cease circulating in the City of Wanneroo, then the City can explore adjusting its policies and procedures that guide the advertising of planning proposals.</p> <p>Other (or 'back-up') methods of consultation are already used regularly, as are prescribed in the proposed policy amendments. Such other methods of consultation include the installation of a sign onsite and notification on the 'Have Your Say' section of the City's website.</p>	<p>No modification required.</p>

No.	Summary of Submission	Administration Comment	Recommendation
1.9	The submitter strongly supports the new requirements under Section 5.2 and welcomes the opportunity to comment on structure planning proposals in Wanneroo.	The submitters support for the proposed policy provisions on structure planning requirements for telecommunications infrastructure is noted.	No modification required.
1.10	In accordance with 5.2.5, the submitter would welcome the opportunity to engage more regularly on our deployment activities within City of Wanneroo and would be willing to commit to a regular update meeting. We would also be able to assist Council with the preparation of development standards, or other information as required.	<p>Section 5.2.5 of the draft policy amendments state that the City may liaise with known carriers and host providers during the advertising of a structure planning proposal.</p> <p>Outside the structure planning and policy amendment processes, Administration would also welcome further and ongoing engagement with telecommunication infrastructure host providers.</p>	No modification required.
1.11	<p>The submitter strongly supports the requirement to reserve land in new development areas and is keen to work with both Council and developers to facilitate this.</p> <p>The submitter does note that vesting future telecommunications sites to Council or Crown may take a substantial amount of time, potentially delaying deployment of the telecommunications facility until after the surrounding estate has been developed. The submitter urges Council to consider ways it can fast track this process, or allow mobile providers early access, to minimise any time lag to when the mobile site is constructed.</p>	<p>The purpose of the policy amendments is to set guidance on how the City expects land in new development areas to be set aside for a telecommunications use.</p> <p>The policy amendments are not intended to resolve all the land administration processing issues which host providers may be experiencing. The vesting of land for telecommunications is a process that would involve not just the City, but also State Government. Administration will consider what it can do (outside the policy amendments) to ensure the City's processes are streamlined in this regard.</p>	No modification required.
1.12	The submitter supports the Local Development Plan provisions in Section 5.4.	<p>The submitters support is noted.</p> <p>Section 5.4 of the proposed policy amendments provide guidance on how local development plans can be prepared to:</p> <ul style="list-style-type: none"> <li>• Forward plan for telecommunications infrastructure in certain locations, particularly where it is directed by a structure plan; and</li> <li>• Exempt the need for development approval for the installation of telecommunications infrastructure (where appropriate).</li> </ul>	No modification required.



No.	Summary of Submission	Administration Comment	Recommendation
1.13	The submitter strongly supports addition of new town planning exemptions for mobile infrastructure in certain zones and local scheme reserves as noted in Schedule 2.	Noted. Development approval exemptions for telecommunications infrastructure are limited to where certain criteria are met – and only apply in the General Industry and Light Industry zones, as well as on reserves.	No modification required.
1.14	<p>The submitter has raised an issue with respect to the proposed Local Scheme Reserve development approval exemptions for telecommunications infrastructure.</p> <p>The submitter notes that there may be circumstances where there is no requirement for floodlighting or another ‘compatible service’. As examples, some reserves already have sufficient lighting infrastructure, or the nature of the reserve does not lend itself to lighting. In these instances, a new telecommunications facility may nevertheless be an appropriate use.</p> <p>The submitter suggests that this requirement could be modified to stipulate either of the following:</p> <ul style="list-style-type: none"> <li>• <i>“The development is on a structure that also provides, or is capable of providing, floodlighting or other compatible service to the reserve”.</i> This change would provide increased flexibility in use of the exemption, including in situations where the telecommunications facility is being developed well in advance of other park infrastructure; or</li> <li>• <i>“The development is on a structure that also provides floodlighting or other compatible service to the reserve, or is otherwise supported by City of Wanneroo in accordance with its strategic intent for the area”.</i> This change would allow for new facilities to be deployed in reserves, even if not hosting floodlight infrastructure, providing the proposal was otherwise supported by Council.</li> </ul>	<p>The proposed policy provisions exempt the need for development approval for telecommunications infrastructure in local scheme reserves (e.g. parks) where a range of criteria are met. One criterion is if the telecommunications infrastructure also provides floodlighting or other compatible service to the reserve.</p> <p>The exemption has been proposed through the policy amendments to encourage the shared use of infrastructure within reserves where possible. This is to maximise the usability of the reserve.</p> <p>Where not exempt from development approval, Administration considers the installation of telecommunications infrastructure in reserves (particularly additional poles) should be assessed on a case-by-case basis through the planning process. The likelihood for development approval would be greater if the telecommunications infrastructure is placed or designed appropriately – and if a proponent demonstrates that the installation responds to a need of the surrounding community.</p>	No modification required.
1.15	We also note that references to the Mobile Phone Base Station Deployment Industry Code (C564:2011) should be updated reflecting the most current document, which is the Mobile Phone Base Station Deployment Code (C564:2020).	Administration agrees that the references to the Industry Code in the proposed policy amendments (only found in Schedule 2) should be corrected.	Correct references to the Mobile Phone Base Station Deployment Industry Code (to C564:2020) in Schedule 2 of the policy amendments.

No.	Summary of Submission	Administration Comment	Recommendation
<b>2.</b>	<b>Submitter No. 2 Land developer</b>		
2.1	An objection to the proposed policy amendments.	Noted.	No modification required.
2.2	<p>More consideration or clarification needs to be given to Section 5.3(a) of the policy amendments. What is proposed appears to be prescriptive in its current format and needs to support commercial practicalities in delivering telecommunications infrastructure.</p> <p>It should be clarified if telecommunications sites can remain in private ownerships. By enforcing the transfer/vesting of a telecommunications site it wouldn't be possible to replicate examples where telecommunications infrastructure has been installed on private property. This would delay the delivery of telecommunications infrastructure greatly. Perhaps there should be flexibility in Commercial zoned land (in private ownership) providing for telecommunications infrastructure.</p>	<p>Section 5.3(a) of the policy amendments prescribe 'default' requirements that subdivision proposals should seek to create dedicated land parcels for telecommunications infrastructure, where informed by a structure plan provision.</p> <p>Section 5.3(b) provides an alternative (or flexibility) in allowing subdivision proposals to demonstrate how telecommunications infrastructure could instead be placed on proposed non-residential lots (such as a reserve or Commercial zoned land).</p>	No modification required.
<b>3.</b>	<b>Submitter No. 3 Telecommunications infrastructure industry group</b>		
3.1	<p>The submitter refers to Council's resolution at its July 2024 meeting and welcomes the decision to advertise draft amendments to the existing Local Planning Policy 2.5: Telecommunications Infrastructure (LPP 2.5).</p> <p>The submitter previously participated in the City's Stakeholder Workshop in October 2022, where the City sought to explore potential changes to the Local Planning Policy 2.5: Telecommunications Infrastructure – particularly in relation to strategic planning for such infrastructure.</p>	Noted. Detail of the engagements that the City of Wanneroo's Administration has had with stakeholders (including the submitter) is detailed in the Comment section of the report.	No modification required.
3.2	AMTA supports Objectives 3 and 4 in the draft policy amendments. These objectives encourage mobile connectivity to be considered in structure planning – and for suitable land parcels to be reserved for telecommunications use. This is consistent with the Federal Government's inclusion of mobile infrastructure in the 'Telecommunications in New Developments Policy'.	<p>The submitter's support for the proposed introduction of these objectives is noted.</p> <p>Objectives 3 and 4 are proposed to be introduced into the policy to:</p> <ul style="list-style-type: none"> <li>• Support the formulation of structure plans that are responsive to future delivery of telecommunications infrastructure; and</li> <li>• Promote the dedication of land parcels for telecommunications infrastructure installations through subdivision.</li> </ul>	No modification required.

No.	Summary of Submission	Administration Comment	Recommendation
3.3	The submitter also supports Objective 5 in the draft policy amendments, which allows planning exemptions for certain new mobile facilities. Such exemptions will enable much faster and simpler deployment, in the areas where these exemptions apply.	Noted. Development approval exemptions for telecommunications infrastructure are limited to where certain criteria are met – and only apply in the General Industry and Light Industry zones, as well as on reserves. These exemptions are prescribed in Schedule 2 of the draft policy.	No modification required.
3.4	The submitter suggests that the definition of 'Pole' in the new policy (" <i>collectively means a guyed tower, lattice tower or monopole</i> ") should be changed to 'Tower'. The term 'Tower' is a much more common term used in Federal, State and other local provisions and encapsulates a pole, monopole, mast, lattice structure (etc).	<p>Administration is open to making this change in the definitions to align with industry terminology. Administration has also noted that other submitters have raised this point.</p> <p>The use of the word 'poles' and 'pole' would also need to be adjusted to 'tower' in Sections 2.2 and 5.3 of the draft policy.</p>	<p>Draft amendments to LPP 2.5 be modified as follows:</p> <ul style="list-style-type: none"> <li>• In the definitions, replace the term 'Pole' with 'Tower';</li> <li>• Replace the use of the word 'poles' with 'towers' in Section 2.2; and</li> <li>• Replace the use of the word 'pole' with 'tower' in Section 5.3.</li> </ul>
3.5	<p>The submitter supports proposed policy provisions which require development applications to be assessed for visual impact.</p> <p>However, the submitter does not support the requirement for a formal Visual Impact Assessment (VIA) for any development application without exception. The wording in the proposed policy amendments suggest that a VIA prepared by the applicant town planner would not be sufficient; and that it would need to be prepared by a 'qualified expert'.</p> <p>The submitter is concerned that this would add a significant cost and time imposition on mobile providers. A VIA can take a long time to prepare because they rely on the availability of the expert. Further, in many cases, a formal VIA may be unnecessary. Photomontages should be sufficient to demonstrate visual impact without the need for additional reporting.</p> <p>The submitter requests that the requirements for a formal VIA to be prepared be removed or modified to read "<i>if requested by Council</i>" rather than VIA's to be required to accompany every development application. As a potential compromise, Council might also wish to consider making this a requirement only in residential zones or if the facility is in proximity of housing or other particular areas of sensitivity.</p>	Administration received multiple responses to the issue of the draft policy amendments requiring VIA's to accompany all development applications. Further discussion on this issue is provided for in the Comment section of the report (under the sub-section 'Visual Impact Assessments').	Modifications to the draft policy amendments are recommended regarding the submission of Visual Impact Assessments with development applications, as discussed in the Comment section of the report.

No.	Summary of Submission	Administration Comment	Recommendation
3.6	The public notification requirements in Section 3 of the proposed policy amendments are generally accepted. However, some discretion should be afforded to officers regarding the 500m advertising (for lattice tower/guyed mast) and 200m advertising (for others). Such prescription rarely leads to a well targeted notification process.	<p>Sending letters to landowners and occupiers within certain radii is a preferred method used by the City. This method maximises the prospect that the City is notifying all interested persons in proximity that may be affected by a planning proposal.</p> <p>A more targeted notification process increases the risk that some interested persons are left unaware of a planning proposal, denying their chance to make comment.</p>	No modification required.
3.7	The submitter also notes that a 'newspaper' notice (per Section 3.2(d) of the proposed policy amendments) may not always be practical given many local papers have ceased publication. Council may wish to consider a 'backup' method to meet the requirements of Section 3.2(d) if a newspaper is unavailable.	<p>If local newspapers were to cease circulating in the City of Wanneroo, then the City can explore adjusting its policies and procedures that guide the advertising of planning proposals.</p> <p>Other (or 'back-up') methods of consultation are already used regularly, as are prescribed in the proposed policy amendments. Such other methods of consultation include the installation of a sign onsite and notification on the 'Have Your Say' section of the City's website.</p>	No modification required.
3.8	The submitter generally supports the new requirements under Section 5.2 of the proposed policy amendments. The submitter and their stakeholders would welcome the opportunity to comment on structure planning proposals and to engage more regularly on deployment activities within City of Wanneroo.	<p>The submitters support for the proposed policy provisions on structure planning requirements for telecommunications infrastructure is noted.</p> <p>Outside the structure planning and policy amendment processes, Administration would also welcome further and ongoing engagement with telecommunication infrastructure host providers and the wider industry.</p>	No modification required.
3.9	<p>The submitter supports addition of new town planning exemptions for mobile infrastructure in certain zones as noted in Schedule 2, specifically:</p> <ul style="list-style-type: none"> <li>• New monopoles in the General Industry and Light Industry zone, subject to requirements.</li> <li>• New monopoles on Local Scheme Reserves, subject to requirements including a requirement for the structure to provide floodlighting or other compatible service to the reserve.</li> </ul>	Noted.	No modification required.



No.	Summary of Submission	Administration Comment	Recommendation
<b>4.</b>	<b>Submitter No. 4 Developer and investor of telecommunications infrastructure</b>		
4.1	<p>The submitter has been proactively partnering with property developers and Councils since 2020 to deliver critical and reliable mobile telecommunications solutions nationwide. This approach was unique in the industry as historically planning for telecommunications infrastructure on ‘development’ land was seen as “too hard” and best avoided.</p> <p>Given the significant amount of urban growth planned – and having seen the impact of not planning for mobile telecommunications infrastructure early on – the submitter has built a team that focuses entirely on this opportunity.</p> <p>Having reviewed the proposed policy amendments, the submitter commends the City of Wanneroo on its attempt to update LPP 2.5. The submitter supports the City’s approach in recognising the distinction with the traditional carrier model of deployment and how this might encourage better forward planning of mobile infrastructure.</p>	Noted.	No modification required.
4.2	<p>The use of structure plans to identify both the need for and potential location of future facilities is a positive step towards the smooth deployment of infrastructure in newly developing areas. Recognising the need to work with developers and infrastructure providers in the ‘early planning’ phase and in advance of need is key to achieving the kind of service level customers expect from the mobile networks – whilst minimising land use conflicts and other community concerns. The submitter welcomes the opportunity to comment on future structure plans as they are developed.</p>	Noted.	No modification required.
4.3	<p>In the ‘Application and Purpose’ opening paragraph of the proposed policy amendments, it is agreed that mobile network coverage and connectivity is vital for the safety and social wellbeing of the community. However, mobile network coverage is also vitally important for people working from home, home-based businesses, mobile businesses and businesses generally – as well as education and health providers. These drivers for mobile connectivity should not be understated, as they are significant contributors to jobs and local economies.</p>	Noted.	No modification required.

No.	Summary of Submission	Administration Comment	Recommendation
4.4	The development approval exemptions for new telecommunications infrastructure in General Industry and Light Industry Zones is supported, with compliance with C564:2020 Mobile Phone Base Station Deployment Industry Code being required for such installations.	Noted.	No modification required.
4.5	The use of reserves (which might eventually vest in Council) is supported. However, consideration is needed on how tenure between the provider and the City would work to ensure this pathway is workable and an attractive option. Such processes can become drawn out and onerous if pathways are not clear.	<p>The policy amendments set out a general process and direction for land to be dedicated and vested to support telecommunications infrastructure through initial subdivision of a development area. Having a policy position (as proposed) should assist and provide some clarity of what is expected of relevant stakeholders at subdivision.</p> <p>However, it is not the intention of this planning policy to provide direction on the finer details of land administration arrangements that need to be made with host providers or the State Government. Similarly, the policy is not intended to replace the negotiations that need to occur with relevant parties (such as for tenure, remuneration etc) in order to achieve a fair outcome for the City and its community.</p>	No modification required.
4.6	It may be the case that a reserve is a suitable location for a new facility but no additional lighting or secondary functions are required or necessary. As such, this potential outcome should be further considered.	In those instances, the policy amendments propose that the potential outcomes would then be subject to a more detailed assessment through the development application process.	No modification required.
4.7	The reasons for differing advertising requirements proposed in Section 3.2 of the draft policy amendments are unclear. There is no reason to discriminate between different types of structures and the scope of advertising. Beyond 200 metres from the proposal site, the visual impact from telecommunications infrastructure can diminished significantly regardless of structure type.	Lattice towers and guyed towers generally pose more of a visual impact than monopoles and are becoming a less common feature in urban setting. A more extensive consultation requirement for lattice towers and guyed towers also acts as an incentive for host providers to instead consider using monopoles to support telecommunications infrastructure.	No modification required.

No.	Summary of Submission	Administration Comment	Recommendation
4.8	<p>The submitter does not, in the strongest terms, support the requirement for an expert visual impact assessment (VIA) to be submitted with all development applications. VIAs are very expensive reports and are an unfair and unnecessary impost in most situations.</p> <p>VIAs should only be required where the nature of visual impacts are complex or affect sensitive land uses in an unusual way. VIAs in less sensitive areas or where visual impacts from a proposed structure are fairly typical can be readily dealt with by the development assessment process. The likely impacts of such structures can be well understood through photomontages and other relevant information, which should be more than sufficient.</p> <p>To require VIAs as a mandatory requirement specifically for telecommunications facilities could be construed as discriminatory pursuant to clause 44(1)a of Schedule 3 of the <i>Telecommunications Act 1997 (Cth)</i>, thereby rendering this requirement of no effect.</p>	<p>Administration received multiple responses to the issue of the draft policy amendments requiring VIA's to accompany all development applications. Further discussion on this issue is provided for in the Comment section of the report (under the sub-section 'Visual Impact Assessments').</p> <p>The clause of the <i>Telecommunications Act 1997 (Cth)</i> referred to by the submitter relates to State laws having no effect that discriminate against a particular carrier, class of carriers or carriers generally. This legislation therefore is not considered to impact on the City prescribing a development application submission requirement (for a VIA to be lodged in certain instances) into a non-statutory local planning policy.</p>	<p>Modifications to the draft policy amendments are recommended regarding the submission of Visual Impact Assessments with development applications, as discussed in the Comment section of the report.</p>
<b>5.</b>	<b>Submitter No. 5 Town planning consultant engaged by property developer</b>		
5.1	<p>The submitter is a planning consultant engaged by a developer of multiple housing estates in the City of Wanneroo. The submitter has prepared their submission in their capacity as an established planning and urban design consultancy, with experience in the planning and implementation of structure plans within the City of Wanneroo.</p>	Noted.	No modification required.
5.2	<p>This submission is provided in consideration of the impact the policy amendments will have on future structure planning proposals.</p> <p>The submitter acknowledges the intent of the amendments and the importance of forward planning for key infrastructure. However, the submitter also has concerns with the potential implications on structure planning and its impact to provide meaningful outcomes in greenfield settings.</p>	<p>Through SPP 5.2, the planning framework already provides forward planning consideration for telecommunications infrastructure at the structure planning stage.</p> <p>In this regard, the policy amendments proposed for LPP 2.5 expand and clarify the State Planning Policy position. It is intended that what is proposed for LPP 2.5 will contribute to providing meaningful outcomes in greenfield settings in the longer term.</p>	No modification required.

No.	Summary of Submission	Administration Comment	Recommendation
5.3	<p>This submission is specific to the following matters relevant to the proposed amendments:</p> <p>Private Infrastructure – Unlike other forms of public infrastructure that are considered in the structure planning process, telecommunications are managed and installed by private third parties.</p> <p>Responsibility – Private telecommunication providers are responsible for undertaking their own individual network audits to determine new infrastructure or upgrades. It is counterproductive to shift this responsibility onto developers.</p> <p>Policy Function – There is no guarantee telecommunications companies will be able to provide the required level of detail at the LSP stage. The policy amendments will add a time-consuming layer to the planning process without creating tenable results.</p>	<p>Noted. The submitter provides further discussion on these points in their submission as outlined below.</p>	<p>No modification required.</p>
5.4	<p>The policy amendments are likely to result in significant time delays in the preparation of structure planning proposals and will inevitably delay development timelines. In the context of the current housing supply shortage, this is a particularly relevant consideration.</p>	<p>Administration disagrees with this statement, in that developers (or their consultants) should manage their time when formulating structure planning proposals. Prior to its lodgement with the City, consultants are already able to liaise with multiple stakeholders and work on multiple components of a structure plan proposal simultaneously.</p> <p>Most of the land supply that is currently meeting demand is coming from subdivisions that have been approved for some time. The policy amendments will not compromise the delivery of these lots coming onto the market.</p>	<p>No modification required.</p>



No.	Summary of Submission	Administration Comment	Recommendation
5.5	<p>The submitter considers the requirements for proponents to engage directly with telecommunications providers in the preparation of structure planning proposals as onerous and unnecessary.</p> <p>The submitter appreciates that new infrastructure and upgrades to existing telecommunications infrastructure are required as areas within the City become increasingly urbanised. However, it should be recognised that this infrastructure differs from standard infrastructure items typically considered at the structure planning stage. The key difference being that telecommunications infrastructure is not managed by one, centralised public agency and is instead delivered by an array of various providers.</p>	<p>The preparation of structure plan proposals already relies on a proponent to engage with multiple stakeholders. Therefore, it is unclear as to why engagement with telecommunications providers would be onerous.</p> <p>The differences between the ownership of telecommunications and other forms infrastructure is noted by Administration. The rationale for introducing forward planning requirements into LPP 2.5 is outlined in detail in the Comment section of the report (under the sub-section 'Forward Planning Considerations').</p> <p>Given the provisions already in place in SPP 5.2, consideration and engagement with the telecommunications industry is necessary and should already be occurring to some degree. What the City's policy amendments provide is an expansion and clarity on requirements already in State Planning Policy.</p>	No modification required.
5.6	<p>The policy amendments require proponents to directly engage with carriers and host providers to confirm the extent of additional telecommunications required to inform structure planning proposals. The submitter has concerns that this process will delay the planning process as it is now reliant on private third parties who may not have the necessary referral processes in place to provide pre-lodgement advice, unlike public infrastructure agencies such as Water Corporation and Western Power.</p>	<p>Administration is of the opinion that submitters concerns are unfounded. Administration understands that the telecommunications infrastructure industry (such as host providers) is ready and willing to engage with relevant stakeholders at the structure planning stage. This is evident in other submissions received for the policy amendments (see above).</p>	No modification required.
5.7	<p>It should not be the responsibility of developers to undertake the early planning for telecommunication infrastructure, when telecommunication providers already undertake their own individual network audits to determine whether new infrastructure or upgrades are required. As providers typically undertake these reviews well after structure planning has occurred, there is no guarantee that providers will be able to provide the required level of information required under the policy amendments. As such, the proposed policy amendments will result in an unnecessary and potentially time-consuming step to the planning process.</p>	<p>It is already the responsibility of developers of a subdivision to ensure that purchasers of land have access to essential services – such as water, sewer, power etc.</p> <p>As outlined in the report, telecommunications infrastructure is also emerging as an additional service essential to the community. The policy amendments seek to guide developers toward collaborating with carriers and host providers in ensuring that an adequate telecommunications service can be provided in an emerging area when needed.</p>	No modification required.

No.	Summary of Submission	Administration Comment	Recommendation
5.8	The submitter is of the view that telecommunication infrastructure provision should continue to be determined at the development application stage by the relevant telecommunications providers – when it is known what infrastructure is required. Placing the responsibility onto land developers unnecessarily impedes the structure planning process.	The view of the submitter is noted. However, these views are contrary to the requirements already provided for in Section 6.2 of SPP 5.2.	No modification required.



Owner	Planning and Sustainability
Implementation	12 November 2024
Next Review	12 November 2028

PART 1 – POLICY OPERATION

Policy Development

This policy is prepared:

- Under the provisions of Part 2, Division 2 of the deemed provisions for local planning schemes (deemed provisions), contained in Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015*; and
- In conjunction with State Planning Policy 5.2: Telecommunications Infrastructure (SPP 5.2).

Application and Purpose

Mobile network coverage has become vital for the safety and social wellbeing the community. The City acknowledges that the evolution of mobile network technologies (such as the introduction of 5G) impacts on the design, location and amount of telecommunications infrastructure required to provide a desired level of service – and this has perceived positive and negative impacts on the community.

In preparing this Local Planning Policy (Policy), the intent is to address opportunities to improve the planning framework with ‘early planning’ for telecommunications infrastructure – particularly in greenfield areas. This Policy sets out provisions that are aimed to encourage developers, network carriers and host site providers to ‘forward plan’ for telecommunications infrastructure delivery through structure plans, subdivision and local development plans.

Exemptions for development approval for telecommunications infrastructure are set out so as to encourage carriers and host providers to locate infrastructure in certain zones and reserves. The intent being to minimise the impact of large infrastructure on more sensitive areas. Development approval exemptions in this Policy are effective pursuant to Clause 61(1)(b) of the deemed provisions.

This Policy establishes the City’s standards for the assessment and determination of telecommunications infrastructure applications. Similarly, this policy can inform the City’s assessment and recommendation to the Western Australian Planning Commission (WAPC) for telecommunications infrastructure proposals on land reserved under the Metropolitan Region Scheme.

This Policy does not apply where works on telecommunication infrastructure are exempt from development approval under the Commonwealth’s *Telecommunications Act 1997* (the ‘Act’); such as works that are deemed ‘Low-Impact’ in accordance with the Act and the *Telecommunications (Low-Impact Facilities) Determination 2018*.





Objectives

The objectives of this Policy are to:

1. Facilitate the provision of telecommunications infrastructure in an efficient and environmentally responsible manner to meet community needs;
2. Manage the environmental, cultural heritage, visual and social impacts of telecommunications infrastructure;
3. Support the formulation of structure plans that are responsive to future delivery of telecommunications infrastructure; having regard to anticipated subdivision outcomes, changing technologies and projected customer demands.
4. Promote the dedication of land parcels for telecommunications infrastructure installations through subdivision, in a manner satisfactory to the City from a land management perspective.
5. Provide development approval exemptions for telecommunications infrastructure in certain locations where installations may have less of an impact on the surrounding community.
6. Promote a consistent approach in the preparation, assessment and determination of proposals for telecommunications infrastructure.
7. Promote co-location of telecommunications infrastructure wherever possible.

Definitions (Infrastructure Provision)

**Carriers** means a corporate entity that provides wireless mobile communication coverage to its customers.

**Guyed tower** means a tower with telecommunications infrastructure affixed that is supported by guy wires that are permanently anchored.

**Host Provider** means a person or corporate entity that constructs and maintains the infrastructure that carriers require to provide wireless mobile communication coverage to its customers.

**Lattice Tower** means a structure forming a tower – typically with three or four sides – that consists of a network of vertical, horizontal and/or diagonal supports, and used in a manner to support antennas or other equipment associated with telecommunications infrastructure.

**Monopole** means a pylon consisting of a single pole or rod used in a manner to support antennas or other equipment associated with telecommunications infrastructure.







**Tower** collectively means a guyed tower, lattice tower or monopole.

**Definitions (Planning Terms)**

**Deemed Provisions** means the deemed provisions for local planning schemes, contained in Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015*.

**Local Development Plan** means the same as defined in Clause 46 of the deemed provisions, and as follows:

*means a plan setting out specific and detailed guidance for a future development including one or more of the following —*

- a) site and development standards that are to apply to the development;*
- b) specifying exemptions from the requirement to obtain development approval for development in the area to which the plan relates.*

**Precinct Structure Plan** means the same as defined in Clause 14 of the deemed provisions, and as follows:

*means a plan for the coordination of future subdivision, zoning and development of an area of land.*

**Standard Structure Plan** means the same as defined in Clause 14 of the deemed provisions, and as follows:

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

**Structure Plan** means the same as defined in Clause 14 of the deemed provisions, and as follows:

*means a standard structure plan or a precinct structure plan.*

**Telecommunications Infrastructure** means the same as defined in Schedule 1 of the City of Wanneroo District Planning Scheme No. 2, and as follows:

*means premises used to accommodate the infrastructure used by or in connection with a telecommunications network including any line, equipment, apparatus, tower, antenna, tunnel, duct, hole, pit or other structure related to the network.*



## PART 2 – POLICY PROVISIONS

### 1. Application Requirements

- 1.1 All applications for development approval of telecommunications infrastructure should meet the requirements of Clause 62(1) and Clause 63 of the deemed provisions.
- 1.2 Pursuant to Clause 63(1)(d) of the deemed provisions, **Schedule 1** lists other additional plans and information that the City specifically requires to support development applications for telecommunications infrastructure.

### 2. Policy Measures – Assessment of Development Applications

- 2.1 The City will have due regard to the relevant Policy Measures of Section 5 of SPP 5.2 when assessing development applications for telecommunications infrastructure.
- 2.2 Telecommunications infrastructure (including towers and any 'on-ground' facilities provided) should be finished with non-reflective material in a neutral colour to minimise visual intrusion.
- 2.3 The visual impact of a telecommunications infrastructure proposal should be assessed against the measures in this Policy and SPP 5.2.
- 2.4 A Visual Impact Assessment prepared in accordance with the WAPC's Visual Landscape Planning in Western Australia (November 2007) shall be required to support development applications for telecommunications infrastructure where situated:
  - Within 200 metres from any existing residential development, school, child care premise, community facility, golf course, shop, restaurant/café, tavern or small bar;
  - On a local scheme reserve for 'Public Open Space' or 'Environmental Conservation' – or a land parcel that immediately adjoins land reserved for these purposes;
  - Within 500 metres of a foreshore reserve (on the coast or lake); and/or
  - Within 500 metres from land zoned Rural Residential or Landscape Enhancement.
- 2.5 The City will not require Visual Impact Assessments to support telecommunications infrastructure proposals:
  - That are exempt from development approval;
  - Where the installation does not meet any of the criteria outlined in Section 2.4 above;

Planning and Sustainability  
Local Planning Policy 2.5  
Telecommunications Infrastructure



- Within an area identified through a prior planning process (structure planning or subdivision) as being set aside for telecommunications infrastructure; or
- Where it is satisfactorily demonstrated that view of the proposed installation will be fully concealed from the surrounding area.

### 3. Community Consultation

- 3.1 Carriers and/or host providers are strongly encouraged to meet with City officers prior to lodgement of any proposal that involves the installation or future planning for telecommunications infrastructure.
- 3.2 The City will advertise development applications for telecommunications infrastructure installations pursuant to Clause 64 of the deemed provisions – by way of the following methods:
  - a) Giving notice to all landowners and/or occupiers of land as follows:
    - Within 500 metres of the proposed telecommunications infrastructure, in instances when a lattice tower or guyed tower is proposed; or
    - Within 200 metres of the proposed telecommunications infrastructure in all other instances;
  - b) Requiring the applicant to erect a sign (or signs) displaying notice of the telecommunications infrastructure application. Signs should be erected in a conspicuous position on the lot subject to the application, and be present for the entire duration of the advertising period;
  - c) Displaying the telecommunications infrastructure application (including all accompanying documentation) on the City's website for public viewing; and
  - d) Publishing a notice of the telecommunications infrastructure application in a local newspaper.

Pursuant to SPP 5.2, advertising will be carried out for no more than 21 days.
- 3.3 The City may seek to obtain information from various carriers and host providers when advertising a development application.
- 3.4 Advertising requirements for structure planning and local development plan proposals incorporating telecommunications infrastructure are provided within Section 5 of this Policy.

#### 4. Electromagnetic Radiation

Local Government is not responsible for the monitoring and control of radiofrequency electromagnetic energy (RF EME) that emanates or could potentially emanate from telecommunications infrastructure. RF EME is to comply with Australian Radiation Protection and Nuclear Safety Agency (ARPANSA) standards, which is regulated by the Australian Communications and Media Authority (ACMA).

Issues relating to RF EME levels therefore are not deemed to be valid planning considerations when assessing any proposal for telecommunications infrastructure.

#### 5. Forward Planning for Telecommunications Infrastructure

5.1 In support of the position made in Section 6.2 of SPP 5.2, this Policy provides additional guidance on how telecommunications infrastructure should be considered in the preparation and assessment of structure plans.

Applying the essence of this SPP 5.2 position, this Policy also provides guidance on how the subdivision and local development planning processes can be utilised in forward planning for telecommunications infrastructure installations.

##### 5.2 Structure Planning Requirements

5.2.1 For the purpose of this section of the policy, and unless otherwise advised by the City, a **'structure planning proposal'** includes:

- a) A new 'precinct structure plan' or 'standard structure plan' as defined in Clause 14 of the deemed provisions;
- b) A review of an existing 'precinct structure plan' or 'standard structure plan', undertaken on direction by the City and/or DPLH due to its expiry being imminent; and
- c) An amendment to an existing 'precinct structure plan' or 'standard structure plan' which proposes significant modifications.

5.2.2 Structure planning proposals submitted to the City must be accompanied by sufficient written evidence of consultation with carriers and host providers.

As a minimum, the written evidence of consultation must include or identify the following:

Planning and Sustainability  
Local Planning Policy 2.5  
Telecommunications Infrastructure



- a) Evidence that direct liaison with persons representing the carriers and host providers has been undertaken;
- b) Details of all existing telecommunications infrastructure (including mapping, carriers and host providers) in the structure plan area – and within one kilometre of the structure plan border.
- c) What the potential change in coverage or service may be as a result of the structure planning proposal – taking into account further subdivision, anticipated land uses, projected population, residential densities and employment, the technologies expected to be deployed and other appropriate assumptions.

5.2.3 Where the submission of consultation evidence outlined in Section 5.2.2 is not adequate, the City may require further information from a proponent pursuant to Clause 17(1)(a)(ii) of the deemed provisions before accepting a structure planning proposal.

5.2.4 The consultation with telecommunications carriers outlined in Section 5.2.2 above should then inform the following detail which should be included with a structure planning proposal:

- a) The extent of additional telecommunications infrastructure (or upgrades) within the structure plan area that may be needed to support projected growth and development.
- b) The locations within the structure plan area (which may be general or specific) where additional telecommunications infrastructure installations:
  - Could be suitable from both a coverage and visual impact perspective; and
  - Pursued through the later stages of planning (subdivision and local development plans).
- c) The process of how future subdivision proposals could facilitate the creation of land parcels in which telecommunications infrastructure could potentially be installed (refer Section 5.3 below).
- d) The criteria for local development plans to be prepared to guide and support the installation of telecommunications infrastructure in the structure plan area (refer Section 5.4 below).



Planning and Sustainability  
Local Planning Policy 2.5  
Telecommunications Infrastructure



5.2.5 The City may liaise with known carriers and host providers during the advertising of any structure planning proposal.

5.3 Subdivision Considerations

The following should be pursued at the subdivision stage of planning, to better ensure the availability of prospective telecommunications infrastructure sites in the future, when needed:

- a) Where informed by structure plan provisions, subdivision proposals should seek to create dedicated land parcels specifically for telecommunications infrastructure installations. These land parcels should:
  - Be of sufficient size and dimension to support a telecommunications infrastructure installation (tower, on-ground ancillary equipment etc);
  - Provide an adequate land tenure to support the leasing of the telecommunications infrastructure site. This will be via a lease, unless the site is owned by the telecommunications provider; and
  - Facilitate a leased site for the infrastructure, which will involve:
    - Transferring the telecommunications site to the City in freehold (for example, as a small land parcel within a larger public open space area); or
    - Vesting the telecommunications site as Crown land under a Management Order to the City, which will require that the Management Order:
      - Lists 'communications' (or similar) as an 'ancillary use' on Management Orders for the public open space site; and
      - Grants the City power to lease that land, subject to the approval of the Minister for Lands under section 18 of the *Land Administration Act 1997* (WA).
  - Be accessible for vehicles directly via a road frontage, or by other means to the satisfaction of the City (e.g. an access easement capable of supporting safe vehicular access).
- b) As an alternative to creating dedicated land parcels for telecommunications infrastructure, a subdivision proposal should instead demonstrate how infrastructure could be placed on proposed non-residential lots (e.g. on public open space or land for commercial development).

Planning and Sustainability  
Local Planning Policy 2.5  
Telecommunications Infrastructure



- c) The City may recommend for the preparation of a local development plan as a condition of subdivision approval, for land identified in a structure plan as providing for telecommunications infrastructure. The benefits in preparing a local development plan are identified in Section 5.4.1 below.
- d) Notwithstanding anything in a structure plan, the City will advocate to the relevant State Government authorities at the subdivision stage to secure adequate Management Orders for Crown land sites intended for telecommunications infrastructure, in accordance with the Management Order considerations noted in section 5.3 (a) above.

#### 5.4 Use of Local Development Plans

##### 5.4.1 Local development plans can be prepared to:

- a) Forward plan for telecommunications infrastructure in certain locations, particularly where it is directed by a structure plan; and/or
- b) Exempt the need for development approval for the installation of telecommunications infrastructure (where appropriate), pursuant to Item 20 of the table in Clause 61(1)(b) of the deemed provisions.

A local development plan can be prepared by landowners or developers (in consultation with carriers and/or host providers) to nominate acceptable locations within a development site or locality for telecommunications infrastructure – as well as to forward plan its design specifications and access arrangements.

##### 5.4.2 Further to Clause 47(d) of the deemed provisions, the City does not consider it orderly and proper for a local development plan to be prepared that exempts development approval for telecommunications infrastructure in the following instances:

- a) For any installation situated on Residential, Mixed Use or Rural-Residential zoned lots – or land designed these zones in a structure plan.
- b) On sites where residential development, schools or childcare premises exist or are planned for.
- c) For any monopole structure that will exceed 30 metres in height from the finished ground level.
- d) For all lattice tower or guyed tower installations, regardless of height.

Planning and Sustainability  
Local Planning Policy 2.5  
Telecommunications Infrastructure



5.4.3 All local development plans prepared to guide development (or redevelopment) of an activity centre must indicate one or more potential locations for telecommunications infrastructure installations. The sites nominated should be:

- a) Suitable for telecommunication carriers and host providers; and
- b) Readily accessible for maintenance, including for vehicles.

5.4.4 Any local development plan proposals that incorporate telecommunications infrastructure installations must be advertised by the City in accordance with Clause 50 of the deemed provisions. In addition, the City will advertise to all known carriers and host providers.

5.4.5 The guidance provided in Section 2.4 and Section 2.5 applies in determining whether a Visual Impact Assessment should be prepared to support local development plans that propose telecommunications infrastructure.

## 6. Development Approval Exemptions

6.1 Pursuant to Clause 61(1)(b) of the deemed provisions, **Schedule 2** of this Policy outlines telecommunications infrastructure works that are exempt from the requirement for development approval.

6.2 Notwithstanding the development approval exemptions for telecommunications infrastructure outlined in **Schedule 2**, the proponent is still required to undertake notification and/or consultation processes in accordance with the Commonwealth's *Telecommunications Act 1997* (as amended).

6.3 The exemptions tabled in **Schedule 2** may be interim, until such time that exemptions are formally introduced into the City's local planning scheme.



## SCHEDULE 1 – REQUIRED SUPPORTING INFORMATION

Pursuant to Part 2, Section 1.2 of this Policy, and in addition to the information listed in Section 6.3.1 of SPP 5.2, development applications for telecommunications infrastructure should adequately include the following:

- a) Plans and/or graphic representations that demonstrate the following:
  - i) A location plan including notations identifying and describing land uses occurring on surrounding land;
  - ii) A site plan that depicts how the proposed telecommunications infrastructure will be situated on the subject land;
  - iii) An elevation plan that shows the height and appearance of the telecommunications infrastructure;
  - iv) An artist or computer generated impression to scale showing the proposed development and its relationship with the surroundings;
  - v) How the proposed telecommunications infrastructure will be situated in relation to similar existing and proposed infrastructure in surrounding localities; and
  - vi) The extent that telecommunications infrastructure can accommodate for co-location of facilities.
- b) Written descriptions, reports and/or statements that detail the following:
  - i) The subject land on which the telecommunications infrastructure is proposed, including:
    - The physical characteristics of the subject land;
    - The current use of the subject land; and
    - The location of existing (or proposed) access onto and through the subject land.
  - ii) A schedule of materials and colours of the proposed development (including any on-ground infrastructure such as equipment shelters);
  - iii) Any known intentions to expand or modify the development in the future;
  - iv) Screening, fencing and lighting proposed in conjunction with the subject development;
  - v) Existing vegetation to be removed and any proposals for landscaping and/or restoration of any disturbed land;

Planning and Sustainability  
Local Planning Policy 2.5  
Telecommunications Infrastructure



- vi) Any significant environmental constraints on the subject land; and, where relevant, detail on how these constraints will be managed to prevent an unacceptable impact on the environment;
- vii) Timing of works involved in establishing the facility and any arrangements for temporary access and/or changes to existing access facilities during the course of construction;
- viii) A justification for how the proposed height of the telecommunications infrastructure is necessary to provide for appropriate network coverage in the area;
- ix) What (if any) additional facilities are known by the applicant to be under consideration in the locality to meet projected future increases in demand; and
- x) If required under Section 2.4 and Section 2.5, a detailed Visual Impact Assessment prepared by a qualified expert prepared in accordance with the WAPC's Visual Landscape Planning in Western Australia (November 2007).

The items listed above may also be supported by plans and/or graphic representation where applicable and appropriate.

- c) Any other supporting documentation should it be specifically requested by the City.

## SCHEDULE 2 – DEVELOPMENT APPROVAL EXEMPTIONS

Zone/Reserve	Exemption Conditions
<b>General Industry Zone</b> <b>Light Industry Zone</b>	<ul style="list-style-type: none"> <li>(a) The development is designed in accordance with the relevant State Planning and Local Planning Policies;</li> <li>(b) The development has a maximum height of 30 metres from the finished ground level;</li> <li>(c) The development does not meet the definition of lattice tower or guyed tower as expressed in this Policy;</li> <li>(d) The proponent has undertaken notification of the proposal in a similar manner to 'low impact facilities' as defined and set out in the Mobile Phone Base Station Deployment Industry Code (C564:2020); and</li> <li>(e) Written notification is provided to the City no less than 30 days prior to the installation of the development, detailing the proposal and outlining how criteria (a), (b), (c) and (d) above have been met.</li> </ul>
<b>Local Scheme Reserves</b>	<ul style="list-style-type: none"> <li>(a) The development is designed in accordance with the relevant State Planning and Local Planning Policies;</li> <li>(b) The maximum height of the development is 30 metres from the finished ground level.</li> <li>(c) The development is on a structure that also provides floodlighting or other compatible service to the reserve.</li> <li>(d) The development does not meet the definition of lattice tower or guyed tower as expressed in this Policy;</li> <li>(e) The proponent has undertaken notification of the proposal in a similar manner to 'low impact facilities' as defined and set out in the Mobile Phone Base Station Deployment Industry Code (C564:2020); and</li> <li>(f) Written notification is provided to the City no less than 30 days prior to the installation of the development, detailing the proposal and outlining how criteria (a), (b), (c), (d) and (e) above have been met.</li> </ul>



Owner	Planning and Sustainability
Implementation	<a href="#">12 November</a> 2024
Next Review	<a href="#">12 November</a> 2028

PART 1 – POLICY OPERATION

Policy Development

- This policy is prepared:
- Under the provisions of Part 2, Division 2 of the deemed provisions for local planning schemes (deemed provisions), contained in Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015*; and
  - In conjunction with State Planning Policy 5.2: Telecommunications Infrastructure (SPP 5.2).

Application and Purpose

Mobile network coverage has become vital for the safety and social wellbeing the community. The City acknowledges that the evolution of mobile network technologies (such as the introduction of 5G) impacts on the design, location and amount of telecommunications infrastructure required to provide a desired level of service – and this has perceived positive and negative impacts on the community.

In preparing this Local Planning Policy (Policy), the intent is to address opportunities to improve the planning framework with ‘early planning’ for telecommunications infrastructure – particularly in greenfield areas. This Policy sets out provisions that are aimed to encourage developers, network carriers and host site providers to ‘forward plan’ for telecommunications infrastructure delivery through structure plans, subdivision and local development plans.

Exemptions for development approval for telecommunications infrastructure are set out so as to encourage carriers and host providers to locate infrastructure in certain zones and reserves. The intent being to minimise the impact of large infrastructure on more sensitive areas. Development approval exemptions in this Policy are effective pursuant to Clause 61(1)(b) of the deemed provisions.

This Policy establishes the City’s standards for the assessment and determination of telecommunications infrastructure applications. Similarly, this policy can inform the City’s assessment and recommendation to the [Western Australian Planning Commission \(WAPC\)](#) for telecommunications infrastructure proposals on land reserved under the Metropolitan Region Scheme.

This Policy does not apply where works on telecommunication infrastructure are exempt from development approval under the Commonwealth’s *Telecommunications Act 1997* (the ‘Act’); such as works that are deemed ‘Low-Impact’ in accordance with the Act and the *Telecommunications (Low-Impact Facilities) Determination 2018*.

## Objectives

The objectives of this Policy are to:

1. Facilitate the provision of telecommunications infrastructure in an efficient and environmentally responsible manner to meet community needs;
2. Manage the environmental, cultural heritage, visual and social impacts of telecommunications infrastructure;
3. Support the formulation of structure plans that are responsive to future delivery of telecommunications infrastructure; having regard to anticipated subdivision outcomes, changing technologies and projected customer demands.
4. Promote the dedication of land parcels for telecommunications infrastructure installations through subdivision, in a manner satisfactory to the City from a land management perspective.
5. Provide development approval exemptions for telecommunications infrastructure in certain locations where installations may have less of an impact on the surrounding community.
6. Promote a consistent approach in the preparation, assessment and determination of proposals for telecommunications infrastructure.

6.7. Promote co-location of telecommunications infrastructure wherever possible.

## Definitions (Infrastructure Provision)

**Carriers** means a corporate entity that provides wireless mobile communication coverage to its customers.

**Guyed tower** means a tower with telecommunications infrastructure affixed that is supported by guy wires that are permanently anchored.

**Host Provider** means a person or corporate entity that constructs and maintains the infrastructure that carriers require to provide wireless mobile communication coverage to its customers.

**Lattice Tower** means a structure forming a tower – typically with three or four sides – that consists of a network of vertical, horizontal and/or diagonal supports, and used in a manner to support antennas or other equipment associated with telecommunications infrastructure.

**Monopole** means a pylon consisting of a single pole or rod used in a manner to support antennas or other equipment associated with telecommunications infrastructure.



**Pole Tower** collectively means a guyed tower, lattice tower or monopole.

Definitions (Planning Terms)

**Deemed Provisions** means the deemed provisions for local planning schemes, contained in Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015*.

**Local Development Plan** means the same as defined in Clause 46 of the deemed provisions, and as follows:

*means a plan setting out specific and detailed guidance for a future development including one or more of the following —*

- a) site and development standards that are to apply to the development;*
- b) specifying exemptions from the requirement to obtain development approval for development in the area to which the plan relates.*

**Precinct Structure Plan** means the same as defined in Clause 14 of the deemed provisions, and as follows:

*means a plan for the coordination of future subdivision, zoning and development of an area of land.*

**Standard Structure Plan** means the same as defined in Clause 14 of the deemed provisions, and as follows:

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

**Structure Plan** means the same as defined in Clause 14 of the deemed provisions, and as follows:

*means a standard structure plan or a precinct structure plan.*

**Telecommunications Infrastructure** means the same as defined in Schedule 1 of the City of Wanneroo District Planning Scheme No. 2, and as follows:

*means premises used to accommodate the infrastructure used by or in connection with a telecommunications network including any line, equipment, apparatus, tower, antenna, tunnel, duct, hole, pit or other structure related to the network.*



## PART 2 – POLICY PROVISIONS

### 1. Application Requirements

- 1.1 All applications for development approval of telecommunications infrastructure should meet the requirements of Clause 62(1) and Clause 63 of the deemed provisions.
- 1.2 Pursuant to Clause 63(1)(d) of the deemed provisions, **Schedule 1** lists other additional plans and information that the City specifically requires to support development applications for telecommunications infrastructure.

### 2. Policy Measures – Assessment of Development Applications

- 2.1 The City will have due regard to the relevant Policy Measures of Section 5 of SPP 5.2 when assessing development applications for telecommunications infrastructure.
- 2.2 Telecommunications infrastructure (including ~~poles-towers~~ and any 'on-ground' facilities provided) should be finished with non-reflective material in a neutral colour to minimise visual intrusion.
- 2.3 The visual impact of a telecommunications infrastructure proposal should be assessed against the measures in this Policy and SPP 5.2.
- 2.4 A Visual Impact Assessment prepared in accordance with the WAPC's Visual Landscape Planning in Western Australia (November 2007) ~~is~~shall be required to support development applications ~~and local development plans that propose for~~ telecommunications infrastructure ~~where situated:~~
  - Within 200 metres from any existing residential development, school, child care premise, community facility, golf course, shop, restaurant/café, tavern or small bar;
  - On a local scheme reserve for 'Public Open Space' or 'Environmental Conservation' – or a land parcel that immediately adjoins land reserved for these purposes;
  - Within 500 metres of a foreshore reserve (on the coast or lake); and/or
  - Within 500 metres from land zoned Rural Residential or Landscape Enhancement.
- 2.5 The City will not require Visual Impact Assessments to support telecommunications infrastructure proposals:
  - ~~–~~That are exempt from development approval;
  - Where the installation does not meet any of the criteria outlined in Section 2.4 above;

- Within an area identified through a prior planning process (structure planning or subdivision) as being set aside for telecommunications infrastructure; or
- Where it is satisfactorily demonstrated that view of the proposed installation will be fully concealed from the surrounding area.

### 3. Community Consultation

- 3.1 Carriers and/or host providers are strongly encouraged to meet with City officers prior to lodgement of any proposal that involves the installation or future planning for telecommunications infrastructure.
- 3.2 The City will advertise development applications for telecommunications infrastructure installations pursuant to Clause 64 of the deemed provisions – by way of the following methods:
- a) Giving notice to all landowners and/or occupiers of land as follows:
    - Within 500 metres of the proposed telecommunications infrastructure, in instances when a lattice tower or guyed tower is proposed; or
    - Within 200 metres of the proposed telecommunications infrastructure in all other instances;
  - b) Requiring the applicant to erect a sign (or signs) displaying notice of the telecommunications infrastructure application. Signs should be erected in a conspicuous position on the lot subject to the application, and be present for the entire duration of the advertising period;
  - c) Displaying the telecommunications infrastructure application (including all accompanying documentation) on the City's website for public viewing; and
  - d) Publishing a notice of the telecommunications infrastructure application in a local newspaper.
- Pursuant to SPP 5.2, advertising will be carried out for no more than 21 days.
- 3.3 The City may seek to obtain information from various carriers and host providers when advertising a development application.
- 3.4 Advertising requirements for structure planning and local development plan proposals incorporating telecommunications infrastructure are provided within Section 5 of this Policy.



#### 4. Electromagnetic Radiation

Local Government is not responsible for the monitoring and control of radiofrequency electromagnetic energy (RF EME) that emanates or could potentially emanate from telecommunications infrastructure. RF EME is to comply with Australian Radiation Protection and Nuclear Safety Agency (ARPANSA) standards, which is regulated by the Australian Communications and Media Authority (ACMA).

Issues relating to RF EME levels therefore are not deemed to be valid planning considerations when assessing any proposal for telecommunications infrastructure.

#### 5. Forward Planning for Telecommunications Infrastructure

5.1 In support of the position made in Section 6.2 of SPP 5.2, this Policy provides additional guidance on how telecommunications infrastructure should be considered in the preparation and assessment of structure plans.

Applying the essence of this SPP 5.2 position, this Policy also provides guidance on how the subdivision and local development planning processes can be utilised in forward planning for telecommunications infrastructure installations.

##### 5.2 Structure Planning Requirements

5.2.1 For the purpose of this section of the policy, and unless otherwise advised by the City, a '**structure planning proposal**' includes:

- a) A new 'precinct structure plan' or 'standard structure plan' as defined in Clause 14 of the deemed provisions;
- b) A review of an existing 'precinct structure plan' or 'standard structure plan', undertaken on direction by the City and/or DPLH due to its expiry being imminent; and
- c) An amendment to an existing 'precinct structure plan' or 'standard structure plan' which proposes significant modifications.

5.2.2 Structure planning proposals submitted to the City must be accompanied by sufficient written evidence of consultation with carriers and host providers.

As a minimum, the written evidence of consultation must include or identify the following:

- a) Evidence that direct liaison with persons representing the carriers and host providers has been undertaken;
- b) Details of all existing telecommunications infrastructure (including mapping, carriers and host providers) in the structure plan area – and within one kilometre of the structure plan border.
- c) What the potential change in coverage or service may be as a result of the structure planning proposal – taking into account further subdivision, anticipated land uses, projected population, residential densities and employment, the technologies expected to be deployed and other appropriate assumptions.

5.2.3 Where the submission of consultation evidence outlined in Section 5.2.2 is not adequate, the City may require further information from a proponent pursuant to Clause 17(1)(a)(ii) of the deemed provisions before accepting a structure planning proposal.

5.2.4 The consultation with telecommunications carriers outlined in Section 5.2.2 above should then inform the following detail which should be included with a structure planning proposal:

- a) The extent of additional telecommunications infrastructure (or upgrades) within the structure plan area that may be needed to support projected growth and development.
- b) The locations within the structure plan area (which may be general or specific) where additional telecommunications infrastructure installations:
  - Could be suitable from both a coverage and visual impact perspective; and
  - Pursued through the later stages of planning (subdivision and local development plans).
- c) The process of how future subdivision proposals could facilitate the creation of land parcels in which telecommunications infrastructure could potentially be installed (refer Section 5.3 below).

Planning and Sustainability  
Local Planning Policy 2.5  
Telecommunications Infrastructure



- d) The criteria for local development plans to be prepared to guide and support the installation of telecommunications infrastructure in the structure plan area (refer Section 5.4 below).

5.2.5 The City may liaise with known carriers and host providers during the advertising of any structure planning proposal.

### 5.3 Subdivision Considerations

The following should be pursued at the subdivision stage of planning, to better ensure the availability of prospective telecommunications infrastructure sites in the future, when needed:

- a) Where informed by structure plan provisions, subdivision proposals should seek to create dedicated land parcels specifically for telecommunications infrastructure installations. These land parcels should:

- Be of sufficient size and dimension to support a telecommunications infrastructure installation (~~pele~~tower, on-ground ancillary equipment etc);
- Provide an adequate land tenure to support the leasing of the telecommunications infrastructure site. This will be via a lease, unless the site is owned by the telecommunications provider; and
- Facilitate a leased site for the infrastructure, which will involve:
  - Transferring the telecommunications site to the City in freehold (for example, as a small land parcel within a larger public open space area); or
  - Vesting the telecommunications site as Crown land under a Management Order to the City, which will require that the Management Order:
    - Lists 'communications' (or similar) as an 'ancillary use' on Management Orders for the public open space site; and
    - Grants the City power to lease that land, subject to the approval of the Minister for Lands under section 18 of the *Land Administration Act 1997* (WA).
- Be accessible for vehicles directly via a road frontage, or by other means to the satisfaction of the City (e.g. an access easement capable of supporting safe vehicular access).

Planning and Sustainability  
Local Planning Policy 2.5  
Telecommunications Infrastructure



- b) As an alternative to creating dedicated land parcels for telecommunications infrastructure, a subdivision proposal should instead demonstrate how infrastructure could be placed on proposed non-residential lots (e.g. on public open space or land for commercial development).
- c) The City may recommend for the preparation of a local development plan as a condition of subdivision approval, for land identified in a structure plan as providing for telecommunications infrastructure. The benefits in preparing a local development plan are identified in Section 5.4.1 below.
- d) Notwithstanding anything in a structure plan, the City will advocate to the relevant State Government authorities at the subdivision stage to secure adequate Management Orders for Crown land sites intended for telecommunications infrastructure, in accordance with the Management Order considerations noted in section 5.3 (a) above.

#### 5.4 Use of Local Development Plans

##### 5.4.1 Local development plans can be prepared to:

- a) Forward plan for telecommunications infrastructure in certain locations, particularly where it is directed by a structure plan; and/or
- b) Exempt the need for development approval for the installation of telecommunications infrastructure (where appropriate), pursuant to Item 20 of the table in Clause 61(1)(b) of the deemed provisions.

A local development plan can be prepared by landowners or developers (in consultation with carriers and/or host providers) to nominate acceptable locations within a development site or locality for telecommunications infrastructure – as well as to forward plan its design specifications and access arrangements.

##### 5.4.2 Further to Clause 47(d) of the deemed provisions, the City does not consider it orderly and proper for a local development plan to be prepared that exempts development approval for telecommunications infrastructure in the following instances:

- a) For any installation situated on Residential, Mixed Use or Rural-Residential zoned lots – or land designed these zones in a structure plan.
- b) On sites where residential development, schools or childcare premises exist or are planned for.

Planning and Sustainability  
Local Planning Policy 2.5  
Telecommunications Infrastructure



- c) For any monopole structure that will exceed 30 metres in height from the finished ground level.
- d) For all lattice tower or guyed tower installations, regardless of height.

5.4.3 All local development plans prepared to guide development (or redevelopment) of an activity centre must indicate one or more potential locations for telecommunications infrastructure installations. The sites nominated should be:

- a) Suitable for telecommunication carriers and host providers; and
- b) Readily accessible for maintenance, including for vehicles.

5.4.4 Any local development plan proposals that incorporate telecommunications infrastructure installations must be advertised by the City in accordance with Clause 50 of the deemed provisions. In addition, the City will advertise to all known carriers and host providers.

5.4.5 The guidance provided in Section 2.4 and Section 2.5 applies in determining whether a Visual Impact Assessment should be prepared to support local development plans that propose telecommunications infrastructure.

## 6. Development Approval Exemptions

- 6.1 Pursuant to Clause 61(1)(b) of the deemed provisions, **Schedule 2** of this Policy outlines telecommunications infrastructure works that are exempt from the requirement for development approval.
- 6.2 Notwithstanding the development approval exemptions for telecommunications infrastructure outlined in **Schedule 2**, the proponent is still required to undertake notification and/or consultation processes in accordance with the Commonwealth's *Telecommunications Act 1997* (as amended).
- 6.3 The exemptions tabled in **Schedule 2** may be interim, until such time that exemptions are formally introduced into the City's local planning scheme.



## SCHEDULE 1 – REQUIRED SUPPORTING INFORMATION

Pursuant to Part 2, Section 1.2 of this Policy, and in addition to the information listed in Section 6.3.1 of SPP 5.2, development applications for telecommunications infrastructure should adequately include the following:

- a) Plans and/or graphic representations that demonstrate the following:
  - i) A location plan including notations identifying and describing land uses occurring on surrounding land;
  - ii) A site plan that depicts how the proposed telecommunications infrastructure will be situated on the subject land;
  - iii) An elevation plan that shows the height and appearance of the telecommunications infrastructure;
  - iv) An artist or computer generated impression to scale showing the proposed development and its relationship with the surroundings;
  - v) How the proposed telecommunications infrastructure will be situated in relation to similar existing and proposed infrastructure in surrounding localities; and
  - vi) The extent that telecommunications infrastructure can accommodate for co-location of facilities.
- b) Written descriptions, reports and/or statements that detail the following:
  - i) The subject land on which the telecommunications infrastructure is proposed, including:
    - The physical characteristics of the subject land;
    - The current use of the subject land; and
    - The location of existing (or proposed) access onto and through the subject land.
  - ii) A schedule of materials and colours of the proposed development (including any on-ground infrastructure such as equipment shelters);
  - iii) Any known intentions to expand or modify the development in the future;
  - iv) Screening, fencing and lighting proposed in conjunction with the subject development;
  - v) Existing vegetation to be removed and any proposals for landscaping and/or restoration of any disturbed land;

Planning and Sustainability  
Local Planning Policy 2.5  
Telecommunications Infrastructure



- vi) Any significant environmental constraints on the subject land; and, where relevant, detail on how these constraints will be managed to prevent an unacceptable impact on the environment;
- vii) Timing of works involved in establishing the facility and any arrangements for temporary access and/or changes to existing access facilities during the course of construction;
- viii) A justification for how the proposed height of the telecommunications infrastructure is necessary to provide for appropriate network coverage in the area;
- ix) What (if any) additional facilities are known by the applicant to be under consideration in the locality to meet projected future increases in demand; and
- x) If required under Section 2.4 and Section 2.5, Aa detailed Visual Impact Assessment prepared by a qualified expert—and prepared pursuant to Section 2.4 of this Policy prepared in accordance with the WAPC's Visual Landscape Planning in Western Australia (November 2007).

The items listed above may also be supported by plans and/or graphic representation where applicable and appropriate.

- c) Any other supporting documentation should it be specifically requested by the City.

## SCHEDULE 2 – DEVELOPMENT APPROVAL EXEMPTIONS

Zone/Reserve	Exemption Conditions
General Industry Zone Light Industry Zone	<ul style="list-style-type: none"> <li>(a) The development is designed in accordance with the relevant State Planning and Local Planning Policies;</li> <li>(b) The development has a maximum height of 30 metres from the finished ground level;</li> <li>(c) The development does not meet the definition of lattice tower or guyed tower as expressed in this Policy;</li> <li>(d) The proponent has undertaken notification of the proposal in a similar manner to 'low impact facilities' as defined and set out in the Mobile Phone Base Station Deployment Industry Code (C564:20112020); and</li> <li>(e) Written notification is provided to the City no less than 30 days prior to the installation of the development, detailing the proposal and outlining how criteria (a), (b), (c) and (d) above have been met.</li> </ul>
Local Scheme Reserves	<ul style="list-style-type: none"> <li>(a) The development is designed in accordance with the relevant State Planning and Local Planning Policies;</li> <li>(b) The maximum height of the development is 30 metres from the finished ground level.</li> <li>(c) The development is on a structure that also provides floodlighting or other compatible service to the reserve.</li> <li>(d) The development does not meet the definition of lattice tower or guyed tower as expressed in this Policy;</li> <li>(e) The proponent has undertaken notification of the proposal in a similar manner to 'low impact facilities' as defined and set out in the Mobile Phone Base Station Deployment Industry Code (C564:20112020); and</li> <li>(f) Written notification is provided to the City no less than 30 days prior to the installation of the development, detailing the proposal and outlining how criteria (a), (b), (c), (d) and (e) above have been met.</li> </ul>



**PS03-11/24      Consideration of Amendment No. 213 to District Planning Scheme No. 2 Following Advertising – Various Amendments to Facilitate Revocation of Lot 201 Breakwater Drive Two Rocks Agreed Local Structure Plan No. 35 and Amendments to Lot 202 Breakwater Drive, Two Rocks Agreed Local Structure Plan No. 53**

---

File Ref:	48918 – 24/323753
Responsible Officer:	Director Planning & Sustainability
Attachments:	12
Previous Items:	PS01-03/24 - Amendment No. 213 to District Planning Scheme No. 2 – Various Amendments to Facilitate Revocation of Lot 201 Breakwater Drive Two Rocks Agreed Local Structure Plan No. 35 and Amendment to Lot 202 Breakwater Drive, Two Rocks Agreed Local Structure Plan No. 53 - Ordinary Council - 19 Mar 2024

## Issue

For Council to consider:

- Amendment No. 213 to the City's District Planning Scheme No. 2 (**DPS2**) following a public advertising period; and
- Requesting the Western Australian Planning Commission (**WAPC**) revoke the City of Wanneroo's (**City**) Lot 201 Breakwater Drive, Two Rocks Agreed Local Structure Plan No. 35 (**ASP 35**) and amend Lot 202 Breakwater Drive, Two Rocks Agreed Local Structure Plan No. 53 (**ASP 53**).

## Background

The land subject to proposed Amendment No. 213 to DPS2 (Amendment No. 213) is located to the west of Wanneroo Road and the north and south of Breakwater Drive, Two Rocks. Amendment No. 213 affects an area which is subject to ASP 35 and ASP 53 (subject area).

Both ASP 35 and ASP 53 were prepared to guide the creation of rural lifestyle lots through subdivision. The subject area covers 510.5 hectares; of which 278.5 hectares is affected by ASP 35 and 232 hectares is affected by ASP 53. The land subject to ASP 35 (Seatrees Estate) is fully subdivided. Land in the ASP 53 area (Breakwater Estate) is mostly subdivided, except for a small remaining portion which is currently undergoing subdivisional works.

The locations of ASP 35 and ASP 53, and how they are situated within the subject area, is shown on the plan in **Attachment 1**. A Scheme Map extract of the subject area is provided as **Attachment 2**.

The subject area is largely zoned Rural Residential under DPS2, as shown in **Attachment 2**, except for two conservation sites. The Rural Residential Zone was applied over the subject area through Amendment No. 172 to DPS2, which was gazetted in May 2023. Prior to that, most of the subject area had a Rural Community Zone, a zone that has since been removed from DPS2. Development in the City's Rural Residential Zone is subject to Special Provisions which are contained in Schedule 8 of DPS2, as well as the general provisions provided throughout the Scheme text.

The subject area is also situated within the City's Yanchep-Two Rocks Agreed District Structure Plan No. 43 (**DSP 43**). DSP 43 provides the broad district level planning framework for development of Two Rocks and a portion of the Yanchep localities. The District Structure Plan map is included as **Attachment 3**. DSP 43 has also formed the basis for various local

structure plans to be prepared, including ASP 35 and ASP 53. What is proposed through Amendment No. 213 does not affect DSP 43.

Although Amendment No. 213 does not propose extensive changes to the Scheme Map, it does fall within the City's Scheme normalisation program. Amendment No. 213 has been prepared to facilitate a revocation of ASP 35 and in advance of the October 2025 expiry of ASP 53.

The 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.

Council previously initiated Amendment No. 213 at its 19 March 2024 meeting (PS01-03/24), and made the resolution as outlined in **Attachment 4**. The resolution also outlined how Amendment No. 213 would be presented to a subsequent Council meeting following advertising.

As this report recommends Council support Amendment No. 213, an additional resolution can now also be made to request the WAPC revoke ASP 35 and amend ASP 53.

## Detail

### Amendments to DPS2

The purpose of Amendment No. 213 is to adjust the Scheme Map and text provisions as it relates to Rural Residential zoned land in the Two Rocks locality. Amendment No. 213 as initiated by Council at its 19 March 2024 meeting (including the Scheme (Amendment) Maps) is outlined in **Attachment 5**.

Amendment No. 213 seeks to amend the Scheme Map to apply local scheme reserves over Crown land parcels, which are currently zoned Rural Residential. These Crown land parcels include those set aside for public open space, conservation, drainage, local road, public purposes and community purposes. Amendment No. 213 does not propose to change the Rural Residential zone that already applies over privately-owned Freehold lots.

In addition, Amendment No. 213 will adjust the Special Provisions applicable for the Rural Residential Zone relevant to the subject area. Adjustments to the Special Provisions are intended to:

- Remove redundant provisions, some of which were in place to guide the formulation and content of the structure plans; and
- Ensure that satisfactory development requirements are in place after ASP 35 is revoked and ASP 53 expires.

The key changes proposed to the Special Provisions involve removing provision for building envelopes and aligning land use permissibility in the subject area with that prescribed in the DPS2 Zoning Table for the Rural Residential Zone.

After Council's initiation and prior to advertising, minor modifications were made to the Amendment No. 213 proposal, as required by the Department of Planning, Lands and Heritage (**DPLH**), acting on behalf of the Minister for Planning. The minor modifications relate to the following:

- Applying the 'Environmental Conservation' local scheme reserve over Lot 701 (1) Caraway Loop, Two Rocks – instead of the 'Public Open Space' local scheme reserve. This change aligns with advice received from the Environmental Protection Authority (**EPA**) as discussed in the Consultation section below; and
- Various modifications to the proposed wording for the Special Provisions relating to the subject area.

A Schedule of Modifications received from the DPLH is provided in **Attachment 6**. A track change version outlining the modifications to the Special Provisions – and detail of the modifications to the Scheme (Amendment) Map – is provided in **Attachment 7**.

A revised Amendment No. 213 proposal, incorporating the modifications required by DPLH and as advertised, is provided in **Attachment 8**.

#### Subsequent Revocation of ASP 35 and Amendments to ASP 53

Should the Minister for Planning (**Minister**) approve Amendment No. 213, the WAPC will also need to consider revoking ASP 35 and amending ASP 53.

Any local planning scheme amendment affecting land in structure plan areas requires an accompanying Statement pursuant to the *Planning and Development (Local Planning Schemes) Regulations 2015* (Regulations) and the WAPC's WA Planning Manual: Guidance for Structure Plans. In this case, Amendment No. 213 already includes a Statement to express that ASP 35 should be revoked, DSP 43 will not be affected and for ASP 53 to be amended.

Amendments are needed to the ASP 53 text to ensure that references to DPS2 in the structure plan are correct and that provisions which are no longer aligned to planning legislation are removed. A substantial review of the ASP 53 text or map was not undertaken, given the structure plan is due to expire imminently.

The Statement as previously resolved by Council is included in **Attachment 9**. Similar to the Scheme amendment aspect of the proposal, DPLH required one minor modification to be made to the Statement prior to advertising (also outlined in **Attachment 6**). This was to allow a minor and immaterial word change to a provision in ASP 53.

A revised Statement, incorporating modifications required by DPLH, is provided in **Attachment 10**. An updated track change version of the recommended amendments to the ASP 53 text is provided in **Attachment 11**.

### **Consultation**

In accordance with Council's 19 March 2024 resolution, and pursuant to the Regulations, Amendment No. 213 was referred to the EPA for comment and to the Minister for Planning for approval to advertise.

On 22 April 2024, the EPA determined that a formal assessment under Part IV of the *Environmental Protection Act 1986* was not warranted. The EPA did, however, provide advice that Lot 701 (1) Caraway Loop, Two Rocks should be reclassified to the 'Environmental Conservation' local scheme reserve. This is opposed to the 'Public Open Space' local scheme reserve which Amendment No. 213 originally proposed for Lot 701, as initiated by Council (refer **Attachment 5**).

The DPLH, acting under delegation for the Minister for Planning, approved advertising of Amendment No. 213 on 19 July 2024. Prior to making that decision, DPLH (on delegation by the Minister) directed the City to make minor modifications to the proposal, which are outlined in **Attachment 6** and discussed in the Detail section above.

Administration made the modifications to the Scheme amendment documentation, as directed by DPLH, prior to advertising. Amendment No. 213 was then advertised pursuant to the Regulations for a period between 22 August 2024 and 4 October 2024 by way of the following:

- Publishing a notice of the amendment on the City's website – and uploading the amendment documentation;
- Making the amendment available for public inspection at the City's Civic Centre;
- Publishing a notice in the 22 August 2024 edition of the Perth Now – Wanneroo newspaper;
- Notifying public authorities likely to be affected by the amendment; and
- Letters sent to all landowners and occupiers of rural-residential land affected by Amendment No. 213.

Administration received four submissions during the advertising period, none of which objected to the proposal. All submissions were received from government agencies. No submissions were received from the landowners and occupiers of the rural-residential land. A summary of all the submissions received, and Administration's responses, is provided in **Attachment 12**.

## 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 Amendment No. 213 already includes a Statement in accordance with Regulation 35A(a) (regarding the revocation of ASP 35), Regulation 35A(b) (that ASP 53 will be amended) and Regulation 35A(c) (that there will be no change to DSP 43). The inclusion of a Statement into Amendment No. 213 was resolved by Council at its 19 March 2024 meeting. The Statement incorporating the revisions as required by DPLH is included as **Attachment 10**.

As Amendment No. 213 can now be supported following advertising, Administration will also recommend that Council request the WAPC amend ASP 53 in accordance with the Statement in **Attachment 10**. These considerations will then be made by the WAPC after an approval of Amendment No. 213, pursuant to the Clause 29A(2) of the deemed provisions for local planning schemes (deemed provisions), contained in Schedule 2 of the Regulations.

Similarly, Administration also recommends that a request be made to the WAPC for ASP 35 to be revoked pursuant to Clause 29A(1) of the deemed provisions.

### Key Features of Amendment No. 213 Proposal

Administration's commentary on the key features of the Amendment No. 213 proposal are provided below:

- Currently, there are multiple Crown land parcels in the subject area that are situated in the Rural Residential Zone. Amendment No. 213 proposes to assign these parcels the appropriate local scheme reserve, as shown on the Scheme (Amendment) Map in **Attachment 7** and detailed below:

Land Parcels	Proposed Local Scheme Reserve
<ul style="list-style-type: none"> <li>Lot 14966 (20) Countryside Drive, Two Rocks and</li> <li>Lot 8002 (18) Oregano Drive, Two Rocks</li> </ul>	Public Open Space
<ul style="list-style-type: none"> <li>Lot 14965 (12) Orchard Rest, Two Rocks</li> </ul>	Civic and Community
<ul style="list-style-type: none"> <li>Lot 212 (559) Breakwater Drive, Two Rocks and</li> <li>Lot 213 (558) Breakwater Drive, Two Rocks</li> </ul>	Drainage/Waterway
<ul style="list-style-type: none"> <li>Lot 700 (5) Caraway Loop, Two Rocks</li> </ul>	Public Purposes
<ul style="list-style-type: none"> <li>Lot 1003 (63) Cinnamon Meander, Two Rocks</li> <li>Lot 701 (1) Caraway Loop, Two Rocks</li> <li>Lot 1002 (123) Cinnamon Meander, Two Rocks</li> </ul>	Environmental Conservation
Vanilla Retreat, Majoram Vista, portion Cinnamon Meander and portion Elderberry Link road reserves, Two Rocks	Local Road

Placing the abovementioned land into local scheme reserves recognises the attributes that exist (e.g. quality of vegetation to be retained, Aboriginal heritage etc) as well as recognising how each site is (or is capable of) being used.

- Both ASP 35 and ASP 53 require development on each rural-residential lot to be contained within a defined building envelope. With the revocation of ASP 35 (as recommended) and the imminent expiry of ASP 53, a new mechanism would need to have been formulated to give building envelopes effect.

In preparing Amendment No. 213, it was recognised that the building envelopes are primarily set to minimise risks from karstic features. Building on karstic features can affect building stability and integrity – which in turn affects safety of the structures.

However, karst risks can be managed without the use of building envelopes. This could be achieved by referring to information (such as a geotechnical report) when considering applications for development anywhere on a respective property. Such information could already have been prepared at prior stages of planning and could be reused by a landowner (e.g. through structure planning, subdivision – or through applications for development approval to modify building envelopes). Where a suitable geotechnical investigation does not already exist to support a development application, a landowner may need to engage in a specialist consultant to prepare information that is satisfactory in addressing risks from karstic features.

To ensure continued consideration of risks associated with karstic features during the development application process, a Special Provision is proposed for Rural Residential area No. 19 as follows:

Applications for development approval involving works shall be supported by information that demonstrates to the satisfaction of the local government that:

- The affected land is physically capable of development and geologically suitable for the works proposed; and
- The proposed works will not pose a foreseen and unacceptable impact on karstic features.

The local government may accept the resubmission of information prepared to support a prior planning proposal as a means to meet the requirements of this provision.

- Amendment No. 213 is proposing to remove restrictions in the Special Provisions relating to land use permissibility in the subject area. Currently, land uses capable of approval in the subject area are limited to single houses, home businesses, ancillary dwellings and the keeping of horses. Lifting these restrictions in the Special Provisions will allow land use permissibility to align with that of the Rural Residential Zone as set out in DPS2. The additional uses that will become permissible as a result are all discretionary – meaning that the City is able to consider these uses through the development application process on a case-by-case basis.

Notwithstanding the above, the Special Provisions also currently restrict the ‘Home Store’ use (formerly called a ‘Corner Store’) to Lot 12 Countryside Drive, located on the corner of Countryside Drive and Breakwater Drive, Two Rocks. Amendment No. 213 does not propose to change this.

Further commentary on the key features of the Amendment No. 213 proposal is provided for in Administration’s previous report to Council on this matter (PS01-03/24).

#### Imminent Expiry of ASP 53

As outlined above, ASP 53 is set to expire in October 2025. Most of the 232-hectare land area affected by ASP 53 has been subdivided, except for an 8.8-hectare portion adjoining Breakwater Drive (as shown on **Attachment 1**).

There is a subdivision approval already in place (issued in January 2020) to create seven additional lots in the undeveloped area, which expires in January 2026. The subdivision approval also requires works to ensure the seven lots are serviced (e.g. by road access, power, water etc), prior to the issue of titles. Administration understands that these works are ongoing.

Administration considers that there is sufficient time for the developer to complete the required works and act on their subdivision approval. Should ASP 53 expire in October 2025, the subdivision approval in place still allows for subdivisional works to commence up until to January 2026.

The expiry of ASP 53 may affect subdivision if the current approval is not acted on by January 2026 – and a further subdivision approval is needed. If that becomes evident, the subdivider (in collaboration with Administration) could request the WAPC extend the approval duration of ASP 53 to allow subdivision to be completed in the structure plan area.

## Statutory Compliance

Amendment No. 213 to DPS2 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. 213, the WAPC will revoke and amend the structure plans that apply over the Amendment No. 213 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*.

## 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	Medium
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. 213 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

The costs of preparing and processing Amendment No. 213, as well as preparing the information to assist the WAPC revoke ASP 35 and amend ASP 53, can be met from the current Planning and Sustainability operational budget.

## Voting Requirements

Simple Majority

## Recommendation

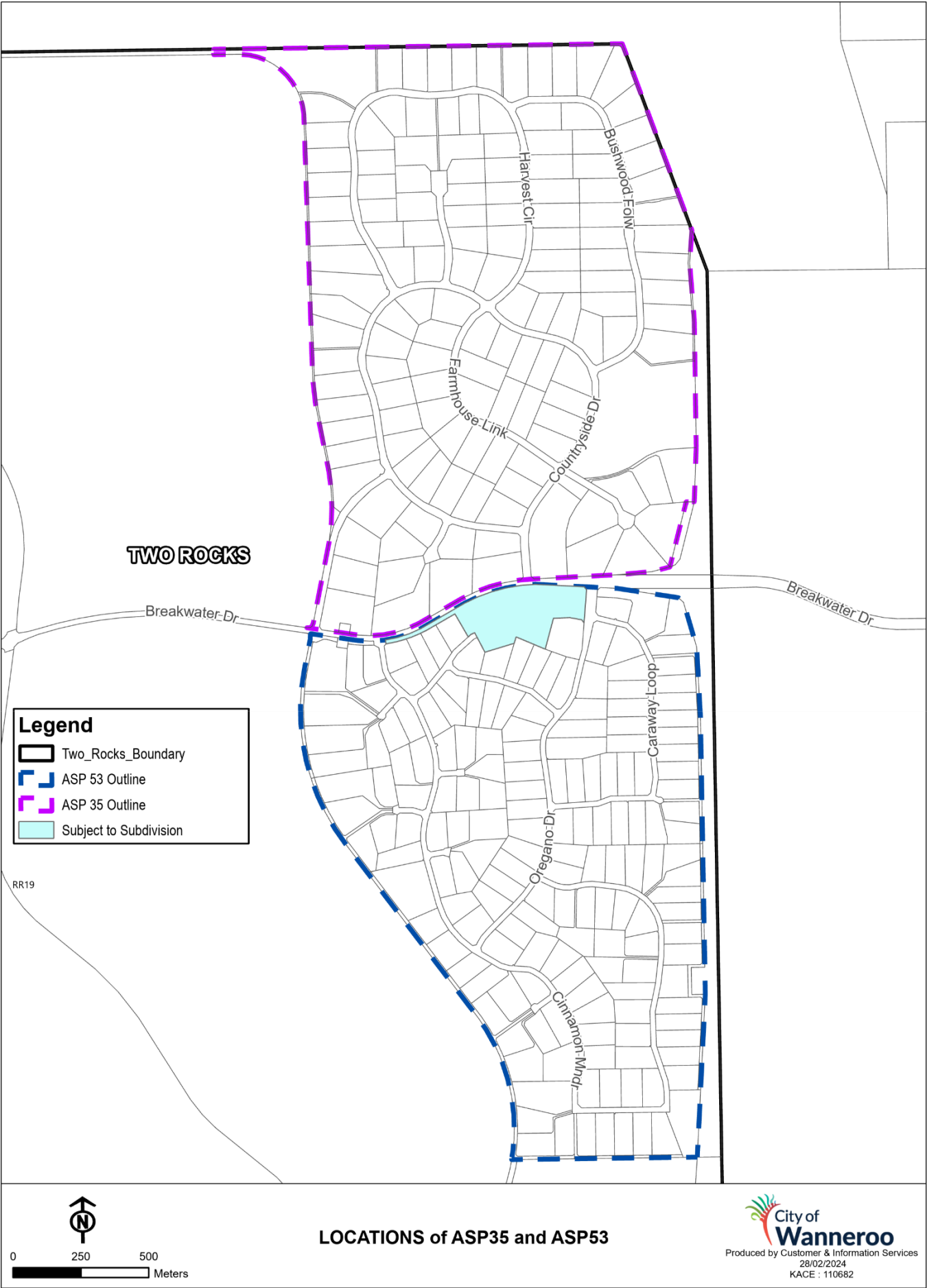
### That Council:-

1. **NOTES** the submissions received in respect of Amendment No. 213 to District Planning Scheme No. 2, as summarised with Administration's responses in Attachment 12;
2. Pursuant to Regulation 50(3)(a) of the *Planning and Development (Local Planning Schemes) Regulations 2015*, **SUPPORTS** Amendment No. 213 to District Planning Scheme No. 2, as advertised and as provided in Attachment 8;
3. **AUTHORISES** the Mayor and the Chief Executive Officer to **SIGN** and **SEAL** Amendment No. 213 to District Planning Scheme No. 2 documents in accordance with the City's Execution of Documents Policy;
4. Pursuant to Regulation 53(1) of the *Planning and Development (Local Planning Schemes) Regulations 2015*, **PROVIDES** the advertised Amendment No. 213 to District Planning Scheme No. 2 to the Western Australian Planning Commission;
5. **REQUESTS** the Western Australian Planning Commission undertake the following, after the Minister for Planning approves Amendment No. 213 to District Planning Scheme No. 2:
  - a) **Amend** the City of Wanneroo's Lot 202 Breakwater Drive, Two Rocks Agreed Local Structure Plan No. 53 in a manner consistent with the Statement provided in Attachment 10 and pursuant to Schedule 2, Clause 29A(2) of the *Planning and Development (Local Planning Schemes) Regulations 2015*; and
  - b) **Revoke** the City of Wanneroo's Lot 201 Breakwater Drive, Two Rocks Agreed Local Structure Plan No. 35, as outlined in the Statement provided in Attachment 10 and pursuant to Schedule 2, Clause 29A(1) of the *Planning and Development (Local Planning Schemes) Regulations 2015*.
6. **ADVISES** submitters of this decision.

### Attachments:

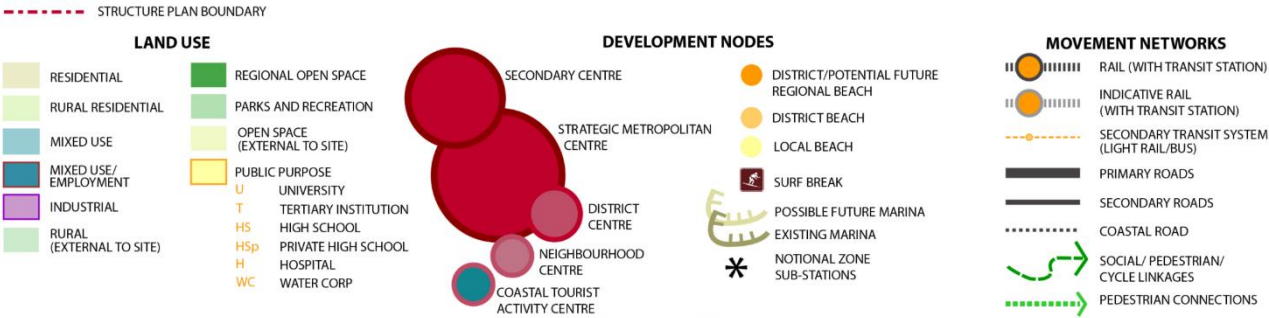
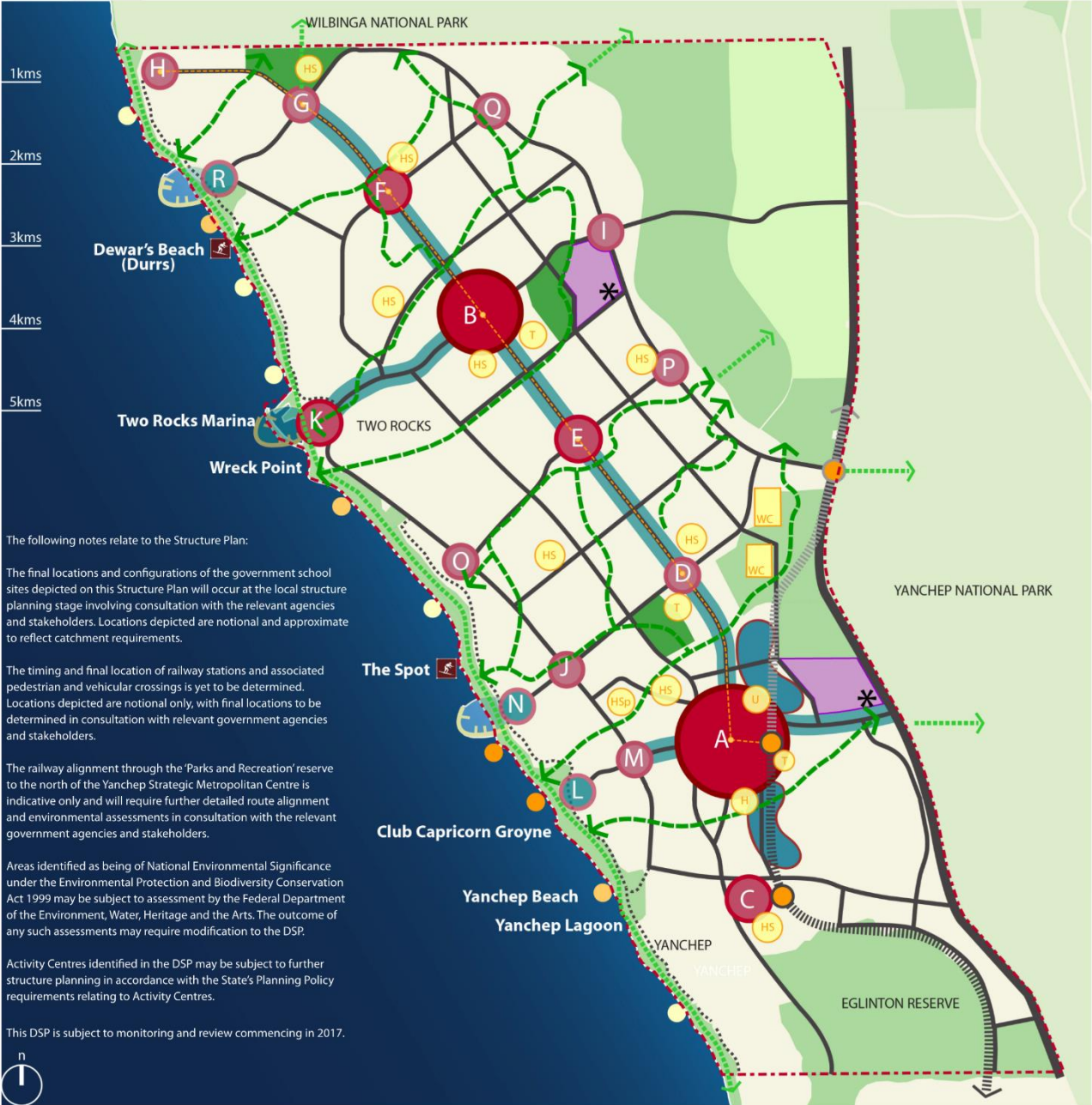
<a href="#"><u>1</u></a>	Attachment 1 - Location Plan of Area Affected by ASP 35 and ASP 53	24/69166
<a href="#"><u>2</u></a>	Attachment 2 - Current Scheme Map Extract - Area Affected by Amendment No. 213 to District Planning Scheme No. 2	24/50587
<a href="#"><u>3</u></a>	Attachment 3 - Yanchep-Two Rocks District Structure Plan Map	24/49767
<a href="#"><u>4</u></a>	Attachment 4 - Council Resolution PS01-03/24 – 19 March 2024 – Amendment No. 213 to District Planning Scheme No. 2	24/347220
<a href="#"><u>5</u></a>	Attachment 5 - Scheme Amendment Proposal as Initiated by Council - Amendment No. 213 to District Planning Scheme No. 2	24/50570
<a href="#"><u>6</u></a>	Attachment 6 - Schedule of Modifications Required by Department of Planning, Lands and Heritage - Amendment No. 213 to District Planning Scheme No. 2	24/223312
<a href="#"><u>7</u></a>	Attachment 7 - Further Demonstration of Modifications Required by Department of Planning, Lands and Heritage - Prior to Advertising of Amendment No. 213 to District Planning Scheme No. 2	24/367411
<a href="#"><u>8</u></a>	Attachment 8 - Revised Scheme Amendment Proposal (As Advertised) - Modified as Required by the Department of Planning, Lands and Heritage - Amendment No. 213 to District Planning Scheme No. 2	24/347259
<a href="#"><u>9</u></a>	Attachment 9 - Initial Regulation 35A Statement as Resolved by Council - Amendment No. 213 to District Planning Scheme No. 2	24/51394
<a href="#"><u>10</u></a>	Attachment 10 - REVISED Regulation 35A Statement - Modified as Required by Department of Planning, Lands and Heritage - Amendment No. 213 to District Planning Scheme No. 2	24/347402
<a href="#"><u>11</u></a>	Attachment 11 - Track Changes - Proposed Amendments to Lot 202 Breakwater Drive Two Rocks Local Structure Plan No. 53 - Supporting Amendment No. 213 to District Planning Scheme No. 2	24/51200
<a href="#"><u>12</u></a>	Attachment 12 - Submission Schedule - Advertising of Amendment No 213 to District Planning Scheme No. 2	24/359778







YANCHEP - TWO ROCKS DISTRICT STRUCTURE PLAN





### **Council Resolution PS01-03/24 – 19 March 2024**

**Amendment No. 213 to District Planning Scheme No. 2 – Various Amendments to Facilitate Revocation of Lot 201 Breakwater Drive Two Rocks Agreed Local Structure Plan No. 35 and Amendment to Lot 202 Breakwater Drive, Two Rocks Agreed Local Structure Plan No. 53**

*That Council:-*

1. *Pursuant to Section 75 of the Planning and Development Act 2005, PREPARES Amendment No. 213 to District Planning Scheme No. 2, to amend the local planning scheme to the extent outlined in Attachment 7;*
2. *Pursuant to Regulation 35A of the Planning and Development (Local Planning Schemes) Regulations 2015, RESOLVES that Amendment No. 213 to District Planning Scheme No. 2 include the Statement as provided in Attachment 9;*
3. *Pursuant to Regulation 34 and Regulation 35(2) of the Planning and Development (Local Planning Schemes) Regulations 2015, RESOLVES that Amendment No. 213 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. 213 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. 213 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. 213 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 required;*
7. *NOTES that prospective submitters will be advised that following the approval of Amendment No. 213 to District Planning Scheme No. 2, the Western Australian Planning Commission will consider:*
  - a) *Revoking the City of Wanneroo's Lot 201 Breakwater Drive, Two Rocks Agreed Local Structure Plan No. 35; and*
  - b) *Amending the City of Wanneroo's Lot 202 Breakwater Drive, Two Rocks Agreed Local Structure Plan No. 53 in a manner consistent with the Statement in Attachment 9; and*
8. *NOTES that a further report will be presented to a future Council Meeting, following advertising of Amendment No. 213 to District Planning Scheme No. 2, seeking resolution in respect to the following:*

- a) ***Whether to support Amendment No. 213 to District Planning Scheme No. 2 (with or without modification) – or not support the amendment;***
- b) ***To provide the advertised Amendment No. 213 to District Planning Scheme No. 2 to the Western Australian Planning Commission; and***
- c) ***Subject to Council supporting Amendment No. 213 to District Planning Scheme No. 2 following advertising, requesting the Western Australian Planning Commission to:***
  - i. ***Revoke the City of Wanneroo's Lot 201 Breakwater Drive, Two Rocks Agreed Local Structure Plan No. 35, pursuant to Clause 29A(1) of the District Planning Scheme No. 2 Deemed Provisions; and***
  - ii. ***Amend the City of Wanneroo's Lot 202 Breakwater Drive, Two Rocks Agreed Local Structure Plan No. 53, pursuant to Clause 29A(2) of the District Planning Scheme No. 2 Deemed Provisions.***

### Amendment No. 213 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. Reclassifying Lot 14965 (12) Orchard Rest, Two Rocks (on DP: 36110) from 'Rural Residential' Zone to 'Local Scheme Reserve – Civic and Community' as shown on the Scheme (Amendment) Map.
2. Reclassifying the following land parcels from 'Rural Residential' Zone to 'Local Scheme Reserve – Public Open Space', as shown on the Scheme (Amendment) Map:
  - Lot 14966 (20) Countryside Drive, Two Rocks (on DP: 36110);
  - Portion Lot 701 (1) Caraway Loop, Two Rocks (on DP: 423437); and
  - Lot 8002 (18) Oregano Drive, Two Rocks (on DP: 422568).
3. Reclassifying Lot 212 (559) Breakwater Drive, Two Rocks and Portion Lot 213 (558) Breakwater Drive, Two Rocks (both on P: 21783) from 'Rural Residential' Zone to 'Local Scheme Reserve – Drainage/Waterway' as shown on the Scheme (Amendment) Map.
4. Reclassifying Lot 1002 (123) Cinnamon Meander, Two Rocks (on DP: 407945) and Lot 1003 (63) Cinnamon Meander, Two Rocks (on DP: 73966) from 'Rural Residential' Zone to 'Local Scheme Reserve – Environmental Conservation', as shown on the Scheme (Amendment) Map.
5. Reclassifying Lot 700 (5) Caraway Loop, Two Rocks (on DP: 423437) from 'Rural Residential' Zone to 'Local Scheme Reserve – Public Purposes' as shown on the Scheme (Amendment) Map.
6. Reclassifying the Vanilla Retreat, Majoram Vista, portion Cinnamon Meander and portion Elderberry Link road reserves in the Two Rocks locality (on DP: 422568 and DP: 423208) from 'Rural Residential' Zone to 'Local Scheme Reserve – Local Road' as shown on the Scheme (Amendment) Map.
7. Deleting the provisions relating to 'RR19' in Schedule 8 (Rural Residential Zone Special Provisions), and replacing those provisions with the following:

NO	DESCRIPTION OF LOCALITY	SPECIAL PROVISIONS
RR19	Lot 201 and Lot 202 Breakwater Drive, Two Rocks (on P: 21783)	<ol style="list-style-type: none"> <li>1) Unless otherwise supported by a structure plan, no subdivision shall occur which will result in an increased number of rural-residential lots.</li> <li>2) Notwithstanding the permissibility of land uses prescribed for the Rural-Residential Zone in Schedule 1 (Zoning Table), Home Store shall only be considered (as an 'A' use) on Lot 12 (3) Countryside Drive.</li> <li>3) Applications for development approval involving works shall be supported by information that demonstrates to the satisfaction of the local government that:               <ul style="list-style-type: none"> <li>• The affected land is physically capable of development and geologically suitable for the works proposed; and</li> </ul> </li> </ol>

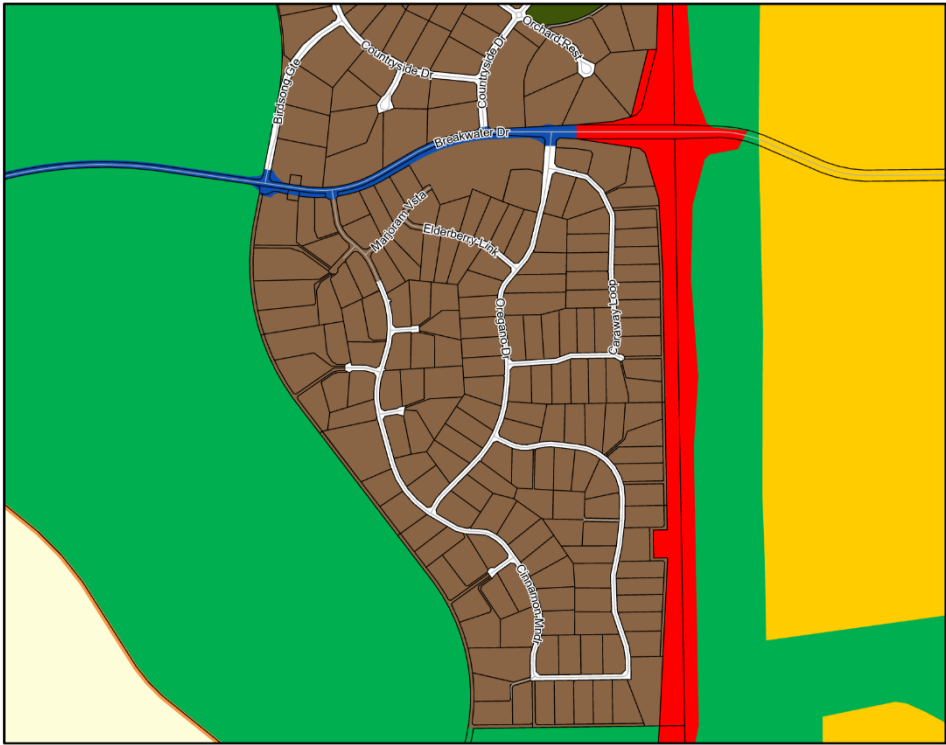
		<ul style="list-style-type: none"> <li>• The proposed works will not pose a foreseen and unacceptable impact on karstic features.</li> </ul> <p>The local government may accept the resubmission of information prepared to support a prior planning proposal as a means to meet the requirements of this provision.</p> <p>4) Appropriate treatment for lots abutting Breakwater Drive shall reinforce the rural character of the area. There is to be no direct lot access onto Breakwater Drive. Building setback to Breakwater Drive is to be 50 metres.</p> <p>5) The local government will only grant approval to the keeping of horses when it is satisfied that the site has been suitably fenced to protect trees and other vegetation requiring protection. Should a horse or horses be kept and damage is being caused to trees and other vegetation by the horse or horses, then local government may require that the horse or horses be removed from the lot until such time as improvements to the satisfaction of the local government have been made to the fencing which is intended to protect the trees and other vegetation. The landowner will be required to rehabilitate, to the satisfaction of the local government, any trees and other vegetation damaged by the keeping of horses on the property.</p> <p>6) The keeping of livestock and poultry for commercial purposes is prohibited.</p> <p>7) Stormwater shall be contained by landowners onsite to the satisfaction of the local government, with drainage systems provided in a manner that avoids impacting on karstic features, natural vegetation, human safety and the structural integrity of development.</p> <p>8) Nutrient attenuating onsite effluent disposal systems shall be required to the satisfaction of the local government. The placement of effluent disposal systems is to avoid impacting on karstic features, buildings and lot boundaries.</p> <p>9) The storage of fuels or other dangerous goods (other than domestic quantities) is not permitted.</p>
--	--	---



CITY OF WANNEROO

DISTRICT PLANNING SCHEME No. 2

AMENDMENT NO. 213



EXISTING ZONE

- LEGEND
- DPS2 ZONES & RESERVES
- ENVIRONMENTAL CONSERVATION

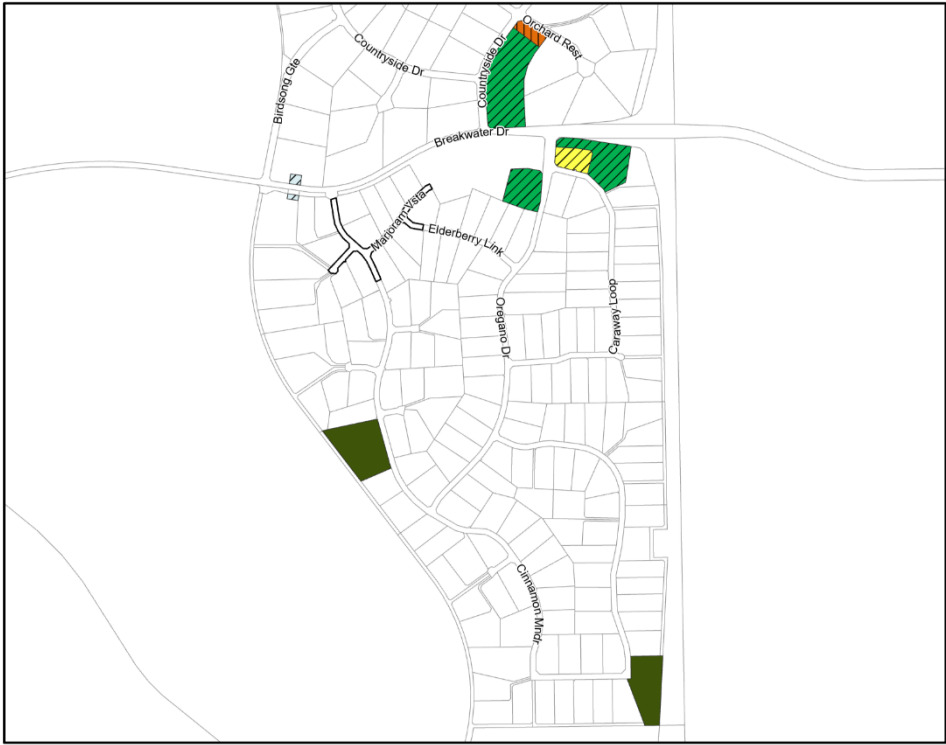
RURAL RESIDENTIAL

URBAN DEVELOPMENT
- MRS RESERVES
- PRIMARY REGIONAL ROADS

OTHER REGIONAL ROADS

PARKS & RECREATION

STATE FOREST



SCHEME (AMENDMENT) MAP

- LEGEND
- LOCAL SCHEME RESERVES
- PUBLIC OPEN SPACE

ENVIRONMENTAL CONSERVATION

PUBLIC PURPOSES

CIVIC & COMMUNITY

LOCAL ROAD

DRAINAGE/WATERWAY

OFFICIAL

## SCHEDULE OF MODIFICATIONS

### CITY OF WANNEROO

#### DISTRICT PLANNING SCHEME NO. 2, AMENDMENT NO. 213

NUMBER	PROPOSED MODIFICATION	JUSTIFICATION
1	Modify the reclassification of Lot 701 Caraway Loop, Two Rocks (Reserve 50707) to replace the Local Scheme Reserve – Public Open Space with the Local Scheme Reserve – Environmental Conservation.	The EPA has recommended this modification and given the remnant vegetation that is on this reserve there is merit in considering this modification.
2	Modify the Description of Locality for RR19 to read: Former Lots 201 and 202 Breakwater Drive, Two Rocks (on P: 21783)	To recognise that Lots 201 and 202 no longer exist and it would be unwieldy to list all of the created lots.
3	Modify Special Provision 2. as follows:  2) Notwithstanding the permissibility of land uses prescribed for the Rural-Residential Zone in Schedule 1 (Zoning Table), the 'Home Store' land use is not permitted (an 'X' use) on all lots – except for Lot 12 (3) Countryside Drive, Two Rocks, where 'Home Store' is considered an 'A' use.	Special provision 2) seeks to limit the land use Home Store to only one lot, Lot 12 (3) Countryside Drive as an 'A' use. The current wording of special provision 2 might be a little vague as Home Store is already an 'A' use in the Rural Residential zone under the zoning table.
4	Modify special provision 4) to add another sentence (underlined in the following for ease of locating the suggested extra sentence):  <ul style="list-style-type: none"> <li>Appropriate treatment for lots abutting Breakwater Drive shall reinforce the rural character of the area. <u>The developer will undertake planting a 15 metre wide landscape buffer along both sides of Breakwater Drive.</u> There is to be no direct lot access onto Breakwater Drive. Building setback to Breakwater Drive is to be 50 metres.</li> </ul>	<p>The original special provision 1d) required the developer to undertake planting a 15m wide landscape buffer along both sides of Breakwater Drive.</p> <p>The remaining lot that is not yet subdivided abuts the southern boundary of Breakwater Drive. The special provision should be retained until that lot has been subdivided.</p> <p>Proposed special provision 4) relates to appropriate treatments along Breakwater Drive and is the logical place to include the retention of the 15m wide landscape buffer along Breakwater Drive.</p>
5	Modify special provision 8) to require effluent disposal systems to also avoid impacting natural vegetation, as follows:  4) Nutrient attenuating onsite effluent disposal systems shall	<p>The original special provision 1b)(xii) is being replaced by proposed special provision 8.</p> <p>Proposed special provision 7 requires drainage systems to avoid impacting karstic features, natural vegetation,</p>

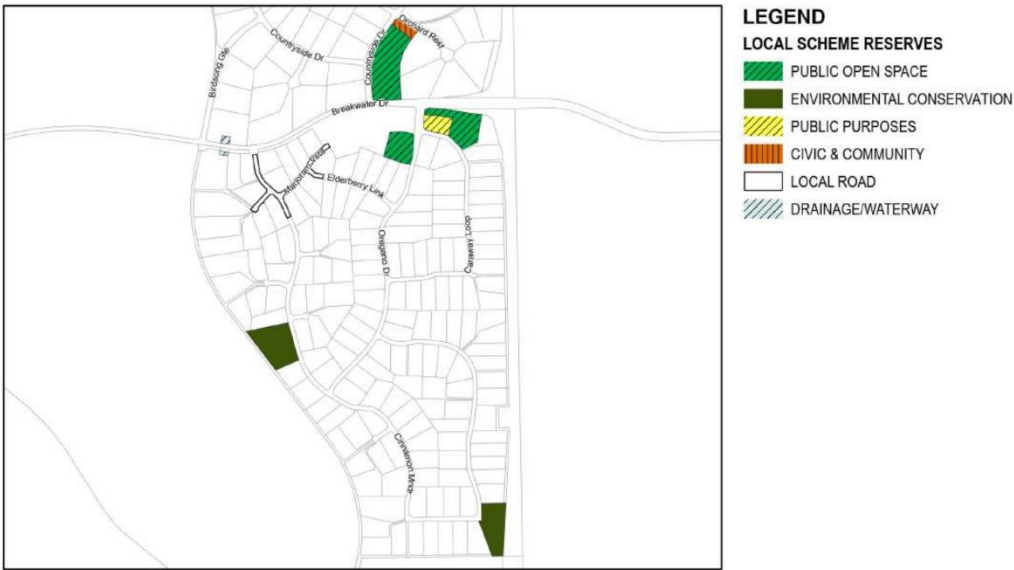
## OFFICIAL

	be required to the satisfaction of the local government. The placement of effluent disposal systems is to avoid impacting on natural vegetation, karstic features, buildings and lot boundaries.	human safety and the structure integrity of development.  There is inconsistency where drainage has to avoid impacting natural vegetation whereas onsite effluent disposal systems do not.
6	<p>In the proposed structure plan modifications to ASP53 replace the word “makes” with the word “contains” in Part 1 Section 2.1 as follows:</p> <ul style="list-style-type: none"> <li>Proposed wording – “Notwithstanding the provisions contained in this structure plan the Scheme also makes provisions, standards and requirements which are applicable to land in the structure plan area.”</li> <li>Recommended wording – “Notwithstanding the provisions contained in this structure plan the Scheme also contains provisions, standards and requirements which are applicable to land in the structure plan area.”</li> </ul>	To improve the readability of the sentence and provide consistency with the remainder of the sentence that states that provisions are contained in the structure plan.

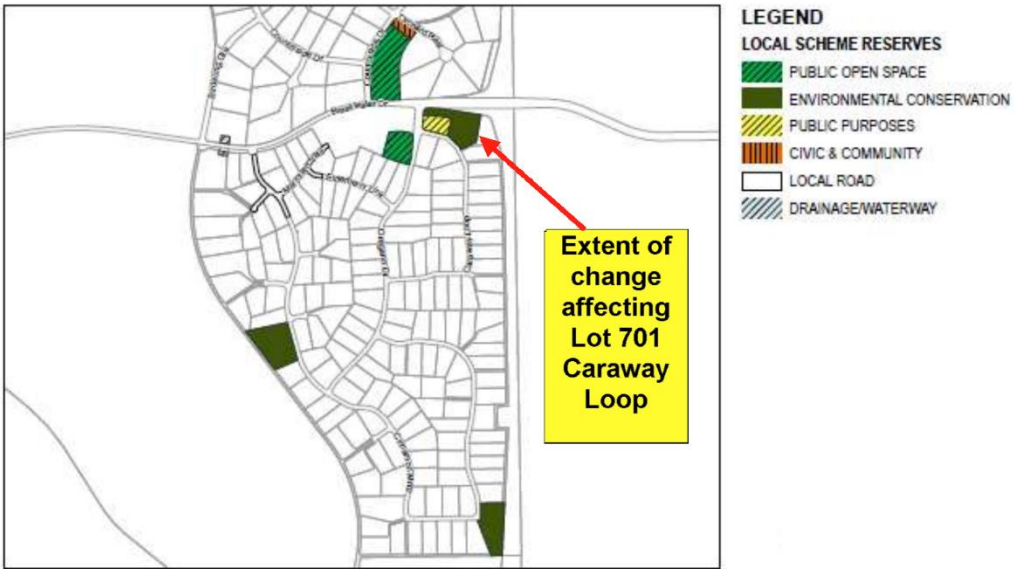
## Track Changes of Special Provision Modifications Required by DPLH

NO	DESCRIPTION OF LOCALITY	SPECIAL PROVISIONS
RR19	<del>Former</del> Lot 201 and Lot 202 Breakwater Drive, Two Rocks (on P: 21783)	<p>1) Unless otherwise supported by a structure plan, no subdivision shall occur which will result in an increased number of rural-residential lots.</p> <p>2) Notwithstanding the permissibility of land uses prescribed for the Rural-Residential Zone in Schedule 1 (Zoning Table), <u>the 'Home Store' land use is not permitted (an 'X' use) on all lots - shall only be considered (as an 'A' use) on except for Lot 12 (3) Countryside Drive, Two Rocks, where 'Home Store' is considered an 'A' use.</u></p> <p>3) Applications for development approval involving works shall be supported by information that demonstrates to the satisfaction of the local government that:</p> <ul style="list-style-type: none"> <li>The affected land is physically capable of development and geologically suitable for the works proposed; and</li> <li>The proposed works will not pose a foreseen and unacceptable impact on karstic features.</li> </ul> <p>The local government may accept the resubmission of information prepared to support a prior planning proposal as a means to meet the requirements of this provision.</p> <p>4) Appropriate treatment for lots abutting Breakwater Drive shall reinforce the rural character of the area. <u>The developer will undertake planting a 15 metre wide landscape buffer along both sides of Breakwater Drive.</u> There is to be no direct lot access onto Breakwater Drive. Building setback to Breakwater Drive is to be 50 metres.</p> <p>5) The local government will only grant approval to the keeping of horses when it is satisfied that the site has been suitably fenced to protect trees and other vegetation requiring protection. Should a horse or horses be kept and damage is being caused to trees and other vegetation by the horse or horses, then local government may require that the horse or horses be removed from the lot until such time as improvements to the satisfaction of the local government have been made to the fencing which is intended to protect the trees and other vegetation. The landowner will be required to rehabilitate, to the satisfaction of the local government, any trees and other vegetation damaged by the keeping of horses on the property.</p> <p>6) The keeping of livestock and poultry for commercial purposes is prohibited.</p> <p>7) Stormwater shall be contained by landowners onsite to the satisfaction of the local government, with drainage systems provided in a manner that avoids impacting on karstic features, natural vegetation, human safety and the structural integrity of development.</p> <p>8) Nutrient attenuating onsite effluent disposal systems shall be required to the satisfaction of the local government. The placement of effluent disposal systems is to avoid impacting on <u>natural vegetation,</u> karstic features, buildings and lot boundaries.</p> <p>9) The storage of fuels or other dangerous goods (other than domestic quantities) is not permitted.</p>

Scheme (Amendment) Map – As Initiated by Council on 19 March 2024



Scheme (Amendment) Map – Modified as Required by DPLH



***Planning and Development Act 2005*****DECISION TO ADVERTISE LOCAL PLANNING SCHEME  
PURSUANT TO SECTION 83A OF PLANNING AND DEVELOPMENT ACT 2005****CITY OF WANNEROO****DISTRICT PLANNING SCHEME NO. 2 – AMENDMENT NO. 213**

At its 19 March 2024 Ordinary Council Meeting, the City of Wanneroo's Council resolved, pursuant to section 75 of the *Planning and Development Act 2005*, to amend the above local planning scheme to the extent outlined in Schedule 1.

Acting as delegate to the Minister for Planning, officers of the Department of Planning, Lands and Heritage required this local planning scheme amendment to be modified for advertising; pursuant to Section 83A(2)(b) of the *Planning and Development Act 2005* and to the extent outlined in Schedule 2.

The required modifications have since been made, with the above local planning scheme now proposed to be amended by:

1. Reclassifying Lot 14965 (12) Orchard Rest, Two Rocks (on DP: 36110) from 'Rural Residential' Zone to 'Local Scheme Reserve – Civic and Community' as shown on the Scheme (Amendment) Map.
2. Reclassifying Lot 14966 (20) Countryside Drive, Two Rocks (on DP: 36110) and Lot 8002 (18) Oregano Drive, Two Rocks (on DP: 422568) from 'Rural Residential' Zone to 'Local Scheme Reserve – Public Open Space', as shown on the Scheme (Amendment) Map.
3. Reclassifying Lot 212 (559) Breakwater Drive, Two Rocks and Portion Lot 213 (558) Breakwater Drive, Two Rocks (both on P: 21783) from 'Rural Residential' Zone to 'Local Scheme Reserve – Drainage/Waterway' as shown on the Scheme (Amendment) Map.
4. Reclassifying the following land parcels from 'Rural Residential' Zone to 'Local Scheme Reserve – Environmental Conservation', as shown on the Scheme (Amendment) Map:
  - Lot 1002 (123) Cinnamon Meander, Two Rocks (on DP: 407945);
  - Lot 1003 (63) Cinnamon Meander, Two Rocks (on DP: 73966); and
  - Portion Lot 701 (1) Caraway Loop, Two Rocks (on DP: 423437).
5. Reclassifying Lot 700 (5) Caraway Loop, Two Rocks (on DP: 423437) from 'Rural Residential' Zone to 'Local Scheme Reserve – Public Purposes' as shown on the Scheme (Amendment) Map.
6. Reclassifying the Vanilla Retreat, Majoram Vista, portion Cinnamon Meander and portion Elderberry Link road reserves in the Two Rocks locality (on DP: 422568 and DP: 423208) from 'Rural Residential' Zone to 'Local Scheme Reserve – Local Road' as shown on the Scheme (Amendment) Map.
7. Deleting the provisions relating to 'RR19' in Schedule 8 (Rural Residential Zone Special Provisions), and replacing those provisions with the following:



NO	DESCRIPTION OF LOCALITY	SPECIAL PROVISIONS
RR19	Former Lots 201 and 202 Breakwater Drive, Two Rocks (on P: 21783)	<p>1) Unless otherwise supported by a structure plan, no subdivision shall occur which will result in an increased number of rural-residential lots.</p> <p>2) Notwithstanding the permissibility of land uses prescribed for the Rural-Residential Zone in Schedule 1 (Zoning Table), the 'Home Store' land use is not permitted (an 'X' use) on all lots – except for Lot 12 (3) Countryside Drive, Two Rocks, where 'Home Store' is considered an 'A' use.</p> <p>3) Applications for development approval involving works shall be supported by information that demonstrates to the satisfaction of the local government that:</p> <ul style="list-style-type: none"> <li>• The affected land is physically capable of development and geologically suitable for the works proposed; and</li> <li>• The proposed works will not pose a foreseen and unacceptable impact on karstic features.</li> </ul> <p>The local government may accept the resubmission of information prepared to support a prior planning proposal as a means to meet the requirements of this provision.</p> <p>4) Appropriate treatment for lots abutting Breakwater Drive shall reinforce the rural character of the area. The developer will undertake planting a 15 metre wide landscape buffer along both sides of Breakwater Drive. There is to be no direct lot access onto Breakwater Drive. Building setback to Breakwater Drive is to be 50 metres.</p> <p>5) The local government will only grant approval to the keeping of horses when it is satisfied that the site has been suitably fenced to protect trees and other vegetation requiring protection. Should a horse or horses be kept and damage is being caused to trees and other vegetation by the horse or horses, then local government may require that the horse or horses be removed from the lot until such time as improvements to the satisfaction of the local government have been made to the fencing which is intended to protect the trees and other vegetation. The landowner will be required to rehabilitate, to the satisfaction of the local government, any trees and other vegetation damaged by the keeping of horses on the property.</p> <p>6) The keeping of livestock and poultry for commercial purposes is prohibited.</p> <p>7) Stormwater shall be contained by landowners onsite to the satisfaction of the local government, with drainage systems provided in a manner that avoids impacting on karstic features, natural vegetation, human safety and the structural integrity of development.</p>

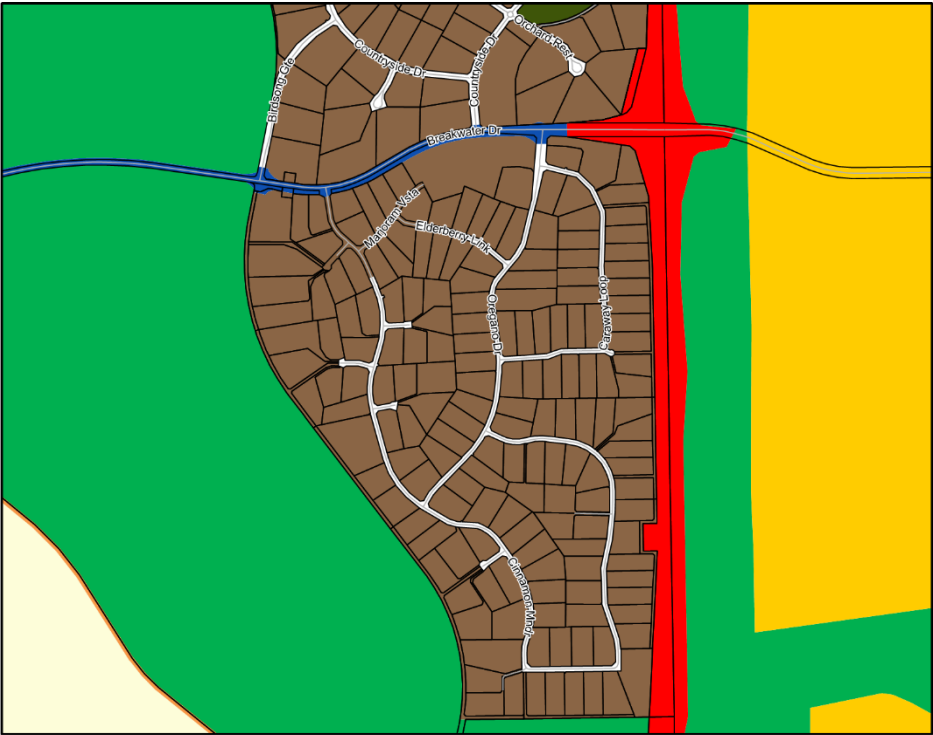
		<div>8) Nutrient attenuating onsite effluent disposal systems shall be required to the satisfaction of the local government. The placement of effluent disposal systems is to avoid impacting on natural vegetation, karstic features, buildings and lot boundaries.</div> <div>9) The storage of fuels or other dangerous goods (other than domestic quantities) is not permitted.</div>
--	--	---



CITY OF WANNEROO

DISTRICT PLANNING SCHEME No. 2

AMENDMENT NO. 213



EXISTING ZONE

- LEGEND
- DPS2 ZONES & RESERVES
- ENVIRONMENTAL CONSERVATION
  - RURAL RESIDENTIAL
  - URBAN DEVELOPMENT
- MRS RESERVES
- PRIMARY REGIONAL ROADS
  - OTHER REGIONAL ROADS
  - PARKS & RECREATION
  - STATE FOREST



SCHEME (AMENDMENT) MAP

- LEGEND
- LOCAL SCHEME RESERVES
- PUBLIC OPEN SPACE
  - ENVIRONMENTAL CONSERVATION
  - PUBLIC PURPOSES
  - CIVIC & COMMUNITY
  - LOCAL ROAD
  - DRAINAGE/WATERWAY

**Amendment No. 213 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 of the *Planning and Development (Local Planning Schemes) Regulations 2015*, the amendment to the above Local Planning Scheme affects the following structure plans:

- Lot 201 Breakwater Drive, Two Rocks Agreed Local Structure Plan No. 35;
- Yanchep-Two Rocks District Structure Plan No. 43; and
- Lot 202 Breakwater Drive, Two Rocks Agreed Local Structure Plan No. 53.

Upon the amendment taking effect:

- a) The approval of the Yanchep-Two Rocks District Structure Plan No. 43 will not be affected.
- b) The approval of the Lot 201 Breakwater Drive, Two Rocks Agreed Local Structure Plan No. 35 is to be revoked.
- c) The Lot 202 Breakwater Drive, Two Rocks Agreed Local Structure Plan No. 53 is to be amended to the extent as follows:

- In the 'Overview' part of the structure plan text:
  - Section 1.0 being deleted and replaced with the following:

*This Structure Plan comprises three separate parts:*

*Part 1 – Implementation*

*Part 2 - Explanatory Report*

*Part 3 - Appendix containing Supplementary Plans and Reports*

- The second paragraph of Section 2.0 being deleted and replaced with the following:

*The site is currently zoned 'Rural' under the Metropolitan Region Scheme and 'Rural Residential' under the City of Wanneroo DPS No. 2.*

*Prior to the approval of Amendment No. 172 to DPS 2, Lot 202 had been zoned "Rural Community". The Special Provisions that were in DPS 2 for the Rural Community Zone required the preparation of a Local Structure Plan to facilitate an environmentally sensitive subdivision that can be effectively integrated with the existing landscape and amenity of the locality.*

- The following words being deleted from the final paragraph of Section 2.0:

*"and in response to and addressing the detailed provisions from the Rural Community Zone set out in Schedule 12 of the Scheme"*

- In Part 1 of the structure plan text, delete Sections 2.1 and 2.2 and replace those sections with the following:
  - 2.1 *Notwithstanding the provisions contained in this structure plan, the Scheme also makes provisions, standards and requirements which are applicable to land in the structure plan area.*
  - 2.2 *Content in the Scheme text is relevant to both the developer and landowners/occupiers of rural-residential lots in the structure plan area.*

The Lot 202 Breakwater Drive, Two Rocks Agreed Local Structure Plan No. 53 is to be amended, to align the provisions of the Scheme and planning legislation. This structure plan should continue to have effect in order to guide subdivision of vacant land which still remains. Zoning and development controls for this area are already incorporated into the Scheme, which will be subject to adjustment through this local planning scheme amendment.

The Lot 201 Breakwater Drive, Two Rocks Agreed Local Structure Plan No. 35 is no longer required as subdivision and associated works in accordance with the structure plan have been completed. Zoning and development controls for this area are already incorporated into the Scheme, which will be subject to adjustment through this local planning scheme amendment.

**Amendment No. 213 to District Planning Scheme No. 2**  
**Statement Pursuant to Regulation 35A of the *Planning and Development (Local Planning Schemes) Regulations 2015***  
**REVISED AS REQUIRED BY DEPARTMENT OF PLANNING, LANDS AND HERITAGE**

Pursuant to Regulation 35A of the *Planning and Development (Local Planning Schemes) Regulations 2015*, the amendment to the above Local Planning Scheme affects the following structure plans:

- Lot 201 Breakwater Drive, Two Rocks Agreed Local Structure Plan No. 35;
- Yanchep-Two Rocks District Structure Plan No. 43; and
- Lot 202 Breakwater Drive, Two Rocks Agreed Local Structure Plan No. 53.

Upon the amendment taking effect:

- a) The approval of the Yanchep-Two Rocks District Structure Plan No. 43 will not be affected.
- b) The approval of the Lot 201 Breakwater Drive, Two Rocks Agreed Local Structure Plan No. 35 is to be revoked.
- c) The Lot 202 Breakwater Drive, Two Rocks Agreed Local Structure Plan No. 53 is to be amended to the extent as follows:

- In the 'Overview' part of the structure plan text:
  - Section 1.0 being deleted and replaced with the following:

*This Structure Plan comprises three separate parts:*

*Part 1 – Implementation*

*Part 2 - Explanatory Report*

*Part 3 - Appendix containing Supplementary Plans and Reports*

- The second paragraph of Section 2.0 being deleted and replaced with the following:

*The site is currently zoned 'Rural' under the Metropolitan Region Scheme and 'Rural Residential' under the City of Wanneroo DPS No. 2.*

*Prior to the approval of Amendment No. 172 to DPS 2, Lot 202 had been zoned "Rural Community". The Special Provisions that were in DPS 2 for the Rural Community Zone required the preparation of a Local Structure Plan to facilitate an environmentally sensitive subdivision that can be effectively integrated with the existing landscape and amenity of the locality.*

- The following words being deleted from the final paragraph of Section 2.0:

*"and in response to and addressing the detailed provisions from the Rural Community Zone set out in Schedule 12 of the Scheme"*

- In Part 1 of the structure plan text, delete Sections 2.1 and 2.2 and replace those sections with the following:
  - 2.1 *Notwithstanding the provisions contained in this structure plan, the Scheme also contains provisions, standards and requirements which are applicable to land in the structure plan area.*
  - 2.2 *Content in the Scheme text is relevant to both the developer and landowners/occupiers of rural-residential lots in the structure plan area.*

The Lot 202 Breakwater Drive, Two Rocks Agreed Local Structure Plan No. 53 is to be amended, to align the provisions of the Scheme and planning legislation. This structure plan should continue to have effect in order to guide subdivision of vacant land which still remains. Zoning and development controls for this area are already incorporated into the Scheme, which will be subject to adjustment through this local planning scheme amendment.

The Lot 201 Breakwater Drive, Two Rocks Agreed Local Structure Plan No. 35 is no longer required as subdivision and associated works in accordance with the structure plan have been completed. Zoning and development controls for this area are already incorporated into the Scheme, which will be subject to adjustment through this local planning scheme amendment.

**LOT 202 BREAKWATER DRIVE, TWO ROCKS**

**LOCAL STRUCTURE PLAN**

**PART 1 - IMPLEMENTATION**

Prepared for

**KINCARDINE HOLDINGS PTY LTD**

By

**MIKE ALLEN PLANNING**

**OCTOBER 2019**

RECORD OF AMENDMENTS MADE TO THE AGREED LOT 202 BREAKWATER DRIVE, TWO ROCKS LOCAL STRUCTURE PLAN

Amendment No.	Summary of the Amendment	Date Approved by WAPC
1	Modifications to the structure plan map and text arising from the following changes to the northern and central portion of the structure plan area: <ul style="list-style-type: none"><li>• Reduction in the area of public open space at the western corner of Breakwater Drive and Oregano Drive from 4.76 ha to 1.7 ha;</li><li>• Reconfiguration of the road through the area; and</li><li>• Four additional lots.</li></ul>	<u>3 October 2019</u>
<u>2</u>	<u>Various amendments to the structure plan text to coincide with Amendment No. 213 to District Planning Scheme No. 2, made pursuant to Clause 29A(2) of the deemed provisions.</u>	



## OVERVIEW

### 1.0 PARTS OF THE STRUCTURE PLAN

This Structure Plan comprises three separate parts:

Part 1 – Implementation

Part 2 - Explanatory Report

Part 3 - Appendix containing Supplementary Plans and Reports

~~Clause 9.8 of the City of Wanneroo District Planning Scheme No. 2 (hereinafter called the Scheme") provides, amongst other things, that a provision, standard or requirements of a Structure Plan approved under Part 9 of the Scheme, shall be given the same force and effect as if it was a provision, standard or requirement of the Scheme. It is hereby provided that such force and effect shall only be given to Part 1 of this Structure Plan. Parts 2 and 3 of this Structure Plan is for explanatory purposes only, providing a descriptive analysis of the background and basis for this Structure Plan.~~

~~Clause 9.8.3 (f) of the Scheme states that where, in the event of there being any inconsistency or conflict between any provision, requirement or standard of the Scheme and any provision requirement or standard of an agreed Structure Plan, the provision, requirement or standard of the Scheme shall prevail.~~

### 2.0 SUMMARY OF STRUCTURE PLAN

The Local Structure Plan refers to Lot 202 Breakwater Drive, Two Rocks (232 ha) being generally bounded by Breakwater Drive to the north, Mitchell Freeway reservation to the east and Parks & Recreation reservations to the west and south.

The site is currently zoned 'Rural' under the Metropolitan Region Scheme and 'Rural Community Residential' under the City of Wanneroo ~~T~~DPS No. 2.

~~Prior to the approval of Amendment No. 172 to DPS 2, Lot 202 had been zoned The specific provisions of the "Rural Community". The Special Provisions that were in DPS 2 for the Rural Community Zone -zone-requires~~ the preparation of a Local Structure Plan to facilitate an environmentally sensitive subdivision that can be effectively integrated with the existing landscape and amenity of the locality.

Detailed environmental, geological and land use capability assessments recently undertaken and contained in Part 3 Appendices conclude that the proposed development can be satisfactorily accommodated on the site without having an adverse impact on the existing and surrounding landscape. The proposed Structure Plan has been carefully designed to have due regard to protecting and enhancing the natural attributes and landscape features of the site.

The Plan proposes subdivision of the land into 173 lots with lot sizes ranging from 1 ha to 2.77 ha, which comprises a density of about 1.46 hectares of gross site area per lot. This Structure Plan document includes significant development requirements arising from the site investigations and management plans ~~and in response to and addressing the detailed provisions for the Rural Community zone set out in Schedule 12 of the Scheme.~~ It also contains controls to regulate building envelopes, tree planting and vegetation protection areas and livestock controls to ensure an appropriate form of development to complement the landscape and land capability. A total of 10.32 hectares of the site has been set aside as public open space to ensure the preservation of significant vegetation and an Aboriginal Heritage site.

## PART 1

### IMPLEMENTATION

#### LOT 202 BREAKWATER DRIVE, TWO ROCKS LOCAL STRUCTURE PLAN

##### Subject Land:

Lot 202 Breakwater Drive, Two Rocks

##### 1.0 AGREED LOCAL STRUCTURE PLAN

PLAN 1 - The Agreed Local Structure Plan

##### 2.0 PROVISIONS, STANDARDS AND REQUIREMENTS

2.1 ~~Notwithstanding the provisions contained in this structure plan, The Scheme also contains~~ provisions, standards and requirements ~~which are~~ applicable to ~~the subject land in the structure plan area. are in accordance with Clause 3.23, Rural Community Zone and Schedule 12 (area RC 1) – Rural Community Provisions.~~

2.2 ~~Content in the Scheme text is relevant to both the developer and landowners/ occupiers of rural-residential lots in the structure plan area. The Special Provisions which are relevant to the future owners of the lots, which will be created by the subdivision of the subject land are 1.1.2 (k) and (l), 1.1.3, 1.2.2, 1.2.3, 1.2.4, 1.2.5 of Schedule 12 of the Scheme.~~

##### 2.3 Building Envelopes:

2.3.1 The location of the building envelopes (to a maximum size of 2000m<sup>2</sup>) shall be as depicted on the Agreed Structure Plan subject to subclause 2.3.2 below.

2.3.2 Further work involving detailed ground penetrating radar surveys shall be earned out by the developer prior to seeking subdivision approval from the Western Australian Planning Commission in the western part of the Property encompassing: Lots 7, Lots 55- 59, 65-76, 87 - 91 ,100 - 123, 125 – 135 and 173 which are located in the phreatic karst environment, to ensure that building envelopes are positioned in known end-stage/post karst terrains where there will be little risk of collapse.

2.3.3 All building envelopes within lots shall be physically identified and clearly pegged prior to the final approval of a Deposited Plan of Survey for each stage of subdivision.

2.3.4 Building envelopes may only be modified subject to the approval of the Council upon an owner producing a certificate from a registered engineer that the area within the modified building envelope is geologically suitable for the construction of a dwelling.

## 2.4 Bushfire Management

Bushfire management will be in accordance with *State Planning Policy 3.7 Planning in Bushfire Prone Areas* and any other relevant requirements including the City of Wannon's Firebreak Notice.

## 2.5 Drainage, Water and Nutrient Management

### 2.5.1 Storm water Management Strategies

For Vadose Karst Environment

(a) The minor storm drainage system for all roads shall be designed to collect and infiltrate or transmit up to a 1 in 5 year storm to all disposal points.

(b) Compensating basins shall be designed to retain water for a period of 72 hours for a 1 in 10 year ARI storm taken as a one off event.

(c) The major storm 1 in 100 year flood shall be accommodated to flow via flood routes to disposal points, with no effect on the building envelopes.

For Phreatic Karst Environment

(a) The minor storm drainage system for all roads shall be designed to collect and infiltrate or transmit a 1 in 10 year storm to the disposal points.

(b) The major storm 1 in 100 year flood shall be accommodated to flow via flood routes to disposal points, with no effect on the building envelopes

### General Requirements

- Infiltrate, at source, the 1 in 1 year ARI event calculated using the Rational Formula.
- Surface water discharge controls to be applied including the provision of kerbed roads in steep areas with soakage occurring in planned and agreed locations reducing the concentration of stormwater run-off to high risk zones.
- Avoid piped drainage where possible.
- Development of exclusion zones to be located a minimum of 30 metres around all road stormwater drainage basins or storage structures.
- Soakwells are to be located no less than 10m from building foundations or lot boundaries in sufficiently deep sandy layers to allow infiltration.
- The retention and planting of native vegetation (other than within strategic firebreaks, road reserve/s, drainage sites and the designated building envelope) to assist in attenuating nutrients generated by fertiliser

applications, waste products and surface runoff.

- The provision of cut-off bunds/swales within lots to prevent any overland flow discharging to road reserves from lots and driveways.

### **2.5.2 Groundwater Quality and Nutrient Management:**

#### *Aerated Treatment Units:*

- Provision of Aerated Treatment Units is required for effluent disposal and these must be located at least 5m from buildings and boundaries and be located within areas of sand, where possible, to avoid the requirement for excavation within limestone.
- Groundwater extraction shall be as per the Department of Water guidelines.
- Irrigation shall be via sprinkler systems.

#### *Monitoring Water Quality, Nutrient Levels and Water Surface Elevation*

- A minimum of four groundwater monitoring bores to be established and monitored quarterly for a period of 24 months for nutrients and reported to the City of Wanneroo.

### **2.5.3 Karst Management Requirements for Drainage and Construction**

The following measures shall be undertaken by the developer for the development of roads within the phreatic karst environment as identified in the Agreed Structure Plan:

#### *2.5.3.1 Developer's responsibilities*

- Utilise Static vibration equipment for the construction of road pavements.
- Ensure construction personnel and machine operators are aware of the potential risks associated with karstic terrain.
- Kerb the roads in steep areas and where necessary so that soakage takes place at planned locations reducing the concentration of stormwater run-off to high risk zones. Roads without kerbing shall be constructed with sufficient crown height to limit the potential catchment area and to direct surface water runoff into table drains on both sides of the road pavement.
- Provide a development (including road pavements) exclusion zone of at least 30m wide around the perimeter of all road stormwater drainage systems or storage structures.
- Undertake geotechnical investigation along proposed road alignments and drainage basins to assess the potential risks prior to construction.

- Areas identified as of high risk shall be avoided by realigning roads and/or building envelopes.
- If the ground penetrating radar shows a substantial sand section (>15m) then no further work will be required. If calcarenite is detected under a particular building envelope, then a minimum of one borehole will be drilled to test for cavities or for calcarenite lying below the water table. If phreatic karst or a cavity is detected then the building envelope will be moved and the testing program will be repeated. Any significant karst features such as caves or sinkholes detected will be delineated and subsequently fenced.
- To undertake Geotechnical investigation consisting of no less than 3 ground penetrating radar probes and/or boreholes within the proposed building envelope prior to the construction to assess the foundation conditions for design of footings on Lots 7, 55 – 59, 65 - 76, 87 – 91, 100-123, 125 – 135 and 173.

To mitigate the potential for groundwater contamination in the phreatic karst environment:

- Avoid concentrated discharge of stormwater where possible.

Drainage should be quarantined from low depressions near the western boundary where dolines and caves are present.

Low depressions are those areas shown on the attached Figure 6 of the Karst Landform Management Plan, Version 5, 11 February, 2007 west of 2.5 m AHD shown as Sinks S3, C3 and C4 and the North-West Sink. Special uses such as fuel and other dangerous goods storage facilities should not be permitted at all within the phreatic karst environment.

## **2.6 Fauna and Vegetation Management**

The developer shall implement the following measures to ensure the protection of the surrounding regionally significant vegetation and the locally significant vegetation:

- Install a standard rural fence at the periphery of the property prior to the commencement of construction activities;
- All machinery shall be cleaned prior to entering the site to minimise the potential spread of dieback;
- All soil and fill material entering the site shall be obtained from a dieback free source;
- Site works which involve the clearing of native vegetation will be clearly delineated and approved by Council prior to the commencement of such works;

Any native tree cleared during construction works shall be replaced with a native sapling to be planted in an appropriate location in the development area;

- Native vegetation cleared during construction activities shall be used to generate on-site chipped mulch material;
- Site residues, such as fallen trees, decaying logs and large rocks shall be retained and used in appropriate locations for provision of fauna habitat;
- Install monitoring plots prior to development commencement within the adjacent regionally significant vegetation to record potential degradation of the bushland. Plots to be monitored annually in spring for a period of two years following commencement of development activities; and
- Install monitoring plots in rehabilitation areas to determine if any further planting and/or weed control is required. The plots will be monitored annually for a period of two years following commencement of development activities.

The following measures will be the responsibility of the residents:

- No vegetation may be cleared for any purpose other than the construction of buildings, driveways, fire breaks and selective clearing to lower fuel areas around buildings.
- Planting of endemic vegetation outside the building envelope.
- The maintenance of drainage bunds within lots.

## **2.7 Water Supply**

The developer shall provide reticulated water supply to each new lot.

## **2.8 Fencing Controls**

Lot perimeter fencing shall be limited to open rural type fencing of a post and rail or post and wire nature to the satisfaction of the City of Wanneroo.

## **2.9 Management of Public Open Space**

The areas of Public Open Space within the Local Structure Plan shall be developed and managed consistent with contemporary landscape practices.

## **2.10 Noise Study**

Prior to seeking subdivision approval from the Western Australian Planning



Commission in respect of the lots abutting the Mitchell Freeway road reserve, the developer shall prepare a Noise Study to examine the noise, impact of the future freeway on those lots and the need for notification to residents and/or implementation of attenuation measures, to the satisfaction of the City of Wanneroo.

#### **2.11 Aboriginal Heritage Management Plan**

The developer shall prepare an Aboriginal Heritage Management Plan for the 3-hectare Public Open Space area and undertake an Aboriginal Heritage Assessment for any areas which have been exposed during the past 17 years prior to the lodgement with the Western Australian Planning Commission of any subdivision application that include the public open space, to the satisfaction of the Department of Indigenous Affairs.

**CITY OF WANNEROO**  
**AMENDMENT NO. 213 TO DISTRICT PLANNING SCHEME NO. 2**  
**SCHEDULE OF SUBMISSIONS FOLLOWING ADVERTISING**  
*(Advertising Closed 4 October 2024)*

No.	Summary of Submission	Administration Comment	Recommendation
<b>1.</b>	<b>Department of Water and Environmental Regulation 8 Davidson Terrace, Joondalup WA 6027</b>		
1.1	The Department of Water and Environmental Regulation has considered the proposal and has no objections and no further comments.	Noted.	No modification required.
<b>2.</b>	<b>Main Roads Western Australia Don Aitken Centre, Waterloo Crescent, East Perth WA 6004</b>		
2.1	Main Roads has no objections to the proposal.	Noted.	No modification required.
<b>3.</b>	<b>Department of Fire and Emergency Services 20 Stockton Bend, Cockburn Central WA 6164</b>		
3.1	The Department of Fire and Emergency Services (DFES) provide general comments on the proposal.	Noted.	No modification required.
3.2	<p>DFES was not presented with documents relating to <i>State Planning Policy 3.7 Planning in Bushfire Prone Areas</i> (SPP 3.7).</p> <p>Given the proposal seeks to rationalise spatial extent of local planning scheme zones and reserves, which may not be considered an intensification of land use, the application of <i>State Planning Policy 3.7 Planning in Bushfire Prone Areas</i> (SPP 3.7) may not be required, in this instance.</p>	<p>In preparing Amendment No. 213, Administration did not prepare an accompanying bushfire management plan or other supporting bushfire documentation for the following reasons:</p> <ul style="list-style-type: none"> <li>Amendment No. 213 does not seek to intensify or increase the development potential of lots already allowed through ASP 35 and ASP 53;</li> <li>Bushfire planning considerations were previously made over the subject area during the formulation of ASP 35 and ASP 53;</li> <li>Bushfire risk for specific lots (or areas) can be considered through future development proposals in the subject area if needed; and</li> <li>Amendment No. 213 does not seek to change existing access roads and emergency access routes.</li> </ul>	No modification required.

No.	Summary of Submission	Administration Comment	Recommendation
3.3	The application of SPP 3.7 is ultimately at the discretion of the decision maker.	This is noted. Although the City has prepared Amendment No. 213 – and Council's resolution to support (or not support) the amendment is pending – the decision-maker for local planning scheme amendments is ultimately the Minister for Planning.	No modification required.
<b>4.</b>	<b>Department of Biodiversity, Conservation and Attractions 4 Australia II Drive Crawley WA 6009</b>		
4.1	The Department of Biodiversity, Conservation and Attractions have assessed the proposal and have no comments to make at this time.	Noted.	No modification required.

---

**PS04-11/24      Consideration of Amendment No. 219 to District Planning Scheme No. 2 Following Advertising – Part Normalisation of the Woodvale Agreed Local Structure Plan No. 64 Area**

---

File Ref:	49826 – 24/323989
Responsible Officer:	Director Planning & Sustainability
Attachments:	9
Previous Items:	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 - Ordinary Council - 18 Jun 2024

**Issue**

For Council to consider:

- Amendment No. 219 to the City of Wanneroo's (**City**) District Planning Scheme No. 2 (**DPS2**) following a public advertising period; and
- Requesting the Western Australian Planning Commission (**WAPC**) amend the Woodvale Agreed Local Structure Plan No. 64 (**ASP 64**).

**Background**

The land subject to proposed Amendment No. 219 to DPS2 (Amendment No. 219) is located in the Woodvale locality. Amendment No. 219 affects land in which ASP 64 currently applies (subject area).

The subject area is largely zoned Urban Development under DPS2 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.

This process of normalising structure plan 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.

Council previously initiated Amendment No. 219 at its 18 June 2024 meeting (PS02-06/24), and made the resolution as outlined in **Attachment 2**. The resolution also outlined how Amendment No. 219 would be presented to a subsequent Council meeting following advertising.

As this report recommends Council support Amendment No. 219 (subject to modifications), an additional resolution can now also be made to request the WAPC amend ASP 64.

## Detail

Amendment No. 219 generally takes the zones, reserves and residential density codes (R-Coding) designated in ASP 64 for the established parts of the subject area – and places those into DPS2. The full extent of the amendments as advertised (including the Scheme (Amendment) Maps) is detailed in **Attachment 3**.

Modifications to the Amendment No. 219 proposal are recommended which are prompted by submissions received during advertising. These modifications are discussed further in the Comment section below.

Of the approximately 26.5 hectares of land in the subject area, only 4.2 hectares will remain in the Urban Development Zone should Amendment No. 219 be finalised. The Urban Development Zone will only be retained in areas which are still to be developed; with ASP 64 also remaining in place to guide subdivision and development outcomes in those undeveloped areas.

Should the Minister for Planning approve Amendment No. 219, the WAPC will also need to consider amending ASP 64 to reflect the changes in DPS2. To facilitate this, and pursuant to the *Planning and Development (Local Planning Schemes) 2015* (Regulations), the Amendment No. 219 proposal already includes a Statement to that effect as provided in **Attachment 4**. The Statement outlines the extent of amendments to the ASP 64 text and structure plan maps, which are demonstrated in **Attachment 5** and **Attachment 6** respectively.

## Consultation

In accordance with Council's 18 June 2024 resolution, and pursuant to the Regulations, Amendment No. 219 was referred to the Environmental Protection Authority (**EPA**) for comment and to the Minister for Planning for approval to advertise.

On 4 July 2024, the EPA determined that a formal assessment under Part IV of the *Environmental Protection Act 1986* was not warranted. The DPLH, acting under delegation for the Minister for Planning, approved advertising of Amendment No. 219 on 30 July 2024. The EPA and DPLH did not direct the City to modify Amendment No. 219 prior to advertising.

Amendment No. 219 was then advertised pursuant to the Regulations for a period between 22 August 2024 and 4 October 2024 by way of the following:

- Publishing a notice of the amendment on the City's website – and uploading the amendment documentation;
- Making the amendment available for public inspection at the City's Civic Centre;
- Publishing a notice in the 22 August 2024 edition of the Perth Now – Wanneroo newspaper;
- Notifying public authorities likely to be affected by the amendment; and
- Letters sent to landowners and occupiers of land that Administration considered would be most affected by the DPS2 amendment (and amendment to ASP 64).

Administration received three submissions during the advertising period, none of which objected to the proposal. All submissions were received from government agencies. A summary of all the submissions received, and Administration's responses, is provided in **Attachment 7**. A key point raised in the submission from Department of Biodiversity Conservation and Attractions (**DBCA**) is discussed in more detail in the Comment section.

## 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, Amendment No. 219 already includes a Statement in accordance with Regulation 35A(b) regarding ASP 64 to be amended. The inclusion of this Statement into Amendment No. 219 was resolved by Council at its 18 June 2024 meeting and is provided in **Attachment 4**.

As Amendment No. 219 can now be supported following advertising, Administration will also recommend that Council request the WAPC amend ASP 64 in accordance with the Statement. These considerations will then be made by the WAPC after an approval of Amendment No. 219, pursuant to the Clause 29A of the deemed provisions for local planning schemes (deemed provisions), contained in Schedule 2 of the Regulations.

### Areas with Conservation Value

The western extent of the subject area provides for reserves that act as a parkland 'edge' (parkland) between urban development and the Yellagonga Regional Park.

Although the vegetation in much of the parkland is now tall and dense in places, the vegetation is mostly regrowth which has been in place for less than 15 years. Therefore, in preparing Amendment No. 219, Administration considered it appropriate that the 'Public Open Space' local scheme reserve be imposed over the parkland, to the extent shown on the Scheme (Amendment) Maps in **Attachment 3** (as advertised). Given that the vegetation is not fully mature, it was initially considered that there may not be the level of environmental attributes that warranted application of the 'Environmental Conservation' local scheme reserve over the parkland.

In its submission on Amendment No. 219, the DBCA stressed its opinion that applying a 'Public Open Space' local scheme reserve over the entire parkland may not be appropriate. Rather, the DBCA advised in its submission that a 'Parks and Recreation' local scheme reserve instead be applied, as they understood that such a reserve type could be used for both conservation and recreational areas. However, the City's DPS2 no longer has a 'Parks and Recreation' local scheme reserve type, as it was removed from DPS2 when Amendment No. 172 was approved in May 2023.

The importance of imposing a local scheme reserve that recognises conservation value was stressed by DBCA, as much of the parkland acts as a wetland buffer to the Wallubuenup Swamp, situated in the Yellagonga Regional Park. The revegetation that has occurred in the parkland is part of a rehabilitation strategy that is intended to improve the ecological value of the adjoining wetland. DBCA considers that the rehabilitated areas already offer a biodiversity and conservation value, and therefore should have a local scheme reservation that protects these areas from future development.

In light of the DBCA's submission, Administration is recommending that a modification to the Amendment No. 219 should be supported to allow parts of the parkland between the dwellings and Wallubuenup Swamp be reclassified to 'Environmental Conservation' local scheme reserve. Areas of parkland which serve to provide more of a recreation function should still be located within the 'Public Open Space' local scheme reserve. A modified Scheme Amendment proposal for Council to consider supporting is provided in **Attachment 8**.

### 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 WA Planning Manual: Guidance for Structure Plans (Structure Plan Guidelines) outline the possibility for the duration of a structure plan to be extended. The Structure Plan Guidelines provide a range of considerations for the WAPC to determine an extension to a structure plan approval period, as listed below:

- The extent of subdivision and/or development uptake in the structure plan area, and whether the plan has been largely implemented.
- The plan's delivery progress based on its set purpose, vision, and objectives, and whether implementation of the plan is aligning with its set targets.
- Government priorities, any applicable planning strategy and policy framework, and whether significant changes to these have occurred since the plan was approved.
- If consultation with the community and key stakeholders should be undertaken to confirm and adjust the direction and next stages of the plan.
- Whether important infrastructure has or will become available, and whether adjustments will need to be made to the plan as a result.

Key reasons that Administration believes that an extension of ASP 64 would not conflict with the above listed considerations are outlined below:

- ASP 64 has largely been implemented. There are now only limited areas in which subdivision and development is yet to occur;
- The objectives of the Residential Zone in ASP 64 have been achieved through existing subdivision and development to date. These objectives need to remain within ASP 64 beyond October 2025 for delivery of ongoing residential development in the remaining parts of the structure plan area; and
- The City's intentions to extend the approval period of ASP 64 were expressed in Scheme amendment documentation made public when Amendment No. 219 was advertised. No submissions were received from affected landowners and occupiers to suggest the approval period for ASP 64 should not be extended.

The WAPC has a specific form (being Form 5D – Application to Extend the Approval of a Structure Plan) that can be used to request the duration of a structure plan be extended. A blank copy of this form is provided in **Attachment 9**. It is recommended that Council note that Administration will complete this form on the City's behalf and forward it to the WAPC for consideration.

### **Statutory Compliance**

Amendment No. 219 to DPS2 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 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 as Council previously resolved 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

<b>Risk Title</b>	<b>Risk Rating</b>
CO-O15 – Project Management	Medium
<b>Accountability</b>	<b>Action Planning Option</b>
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

The costs of preparing and processing Amendment No. 219, as well as preparing the information to assist the WAPC amend ASP 64, can be met from the current Planning and Sustainability operational budget.

## Voting Requirements

Simple Majority

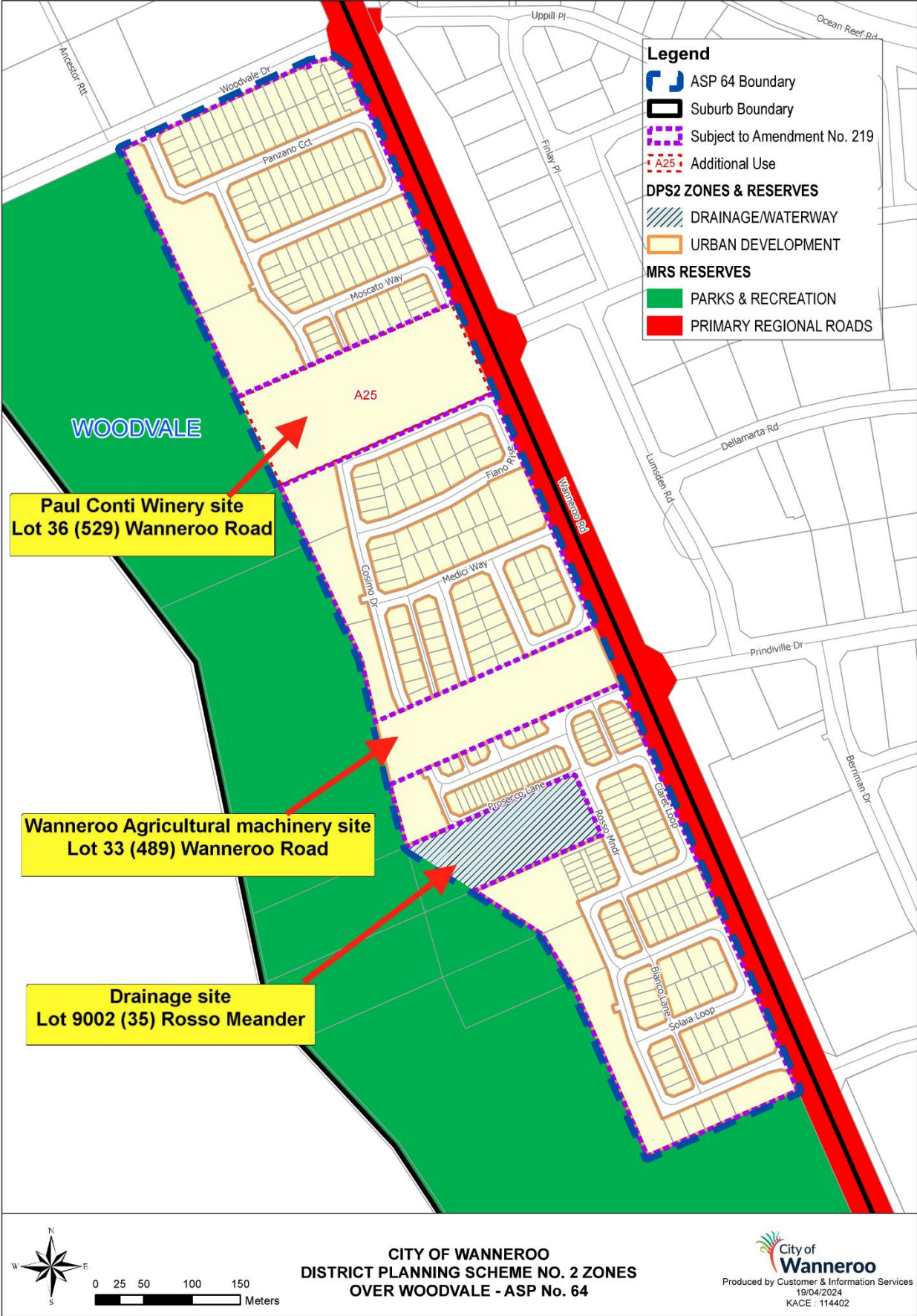
## Recommendation

### That Council:-

1. **NOTES** the submissions received in respect of Amendment No. 219 to District Planning Scheme No. 2, as summarised with Administration's responses in Attachment 7;
2. Pursuant to Regulation 50(3)(b) of the *Planning and Development (Local Planning Schemes) Regulations 2015*, **SUPPORTS** Amendment No. 219 to District Planning Scheme No. 2, as modified following advertising and as provided in Attachment 8;
3. **AUTHORISES** the Mayor and the Chief Executive Officer to **SIGN** and **SEAL** Amendment No. 219 to District Planning Scheme No. 2 documents in accordance with the City's Execution of Documents Policy;
4. Pursuant to Regulation 53(1) of the *Planning and Development (Local Planning Schemes) Regulations 2015*, **PROVIDES** Amendment No. 219 to District Planning Scheme No. 2 to the Western Australian Planning Commission;
5. **REQUESTS** the Western Australian Planning Commission amend the City of Wanneroo's Woodvale Agreed Local Structure Plan No. 64, pursuant to Schedule 2, Clause 29A(2) of the *Planning and Development (Local Planning Schemes) Regulations 2015* and the Statement in Attachment 4, after the Minister for Planning approves Amendment No. 219 to District Planning Scheme No. 2;
6. **NOTES** that Administration will complete the Western Australian Planning Commission's Form 5D to request that the Western Australian Planning Commission consider extending the approval duration of the City of Wanneroo's Woodvale Agreed Local Structure Plan No. 64 to 19 October 2030; and
7. **ADVISES** submitters of this decision.

### Attachments:

<a href="#">1</a>	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
<a href="#">2</a>	Attachment 2 - Council Resolution PS02-06/24 – 18 June 2024 – Amendment No. 219 to District Planning Scheme No. 2	24/345958
<a href="#">3</a>	Attachment 3 - Scheme Amendment Proposal - Amendment No. 219 to District Planning Scheme No. 2	24/129738
<a href="#">4</a>	Attachment 4 - Regulation 35A Statement - Amendment No. 219 to District Planning Scheme No. 2	24/129755
<a href="#">5</a>	Attachment 5 - 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
<a href="#">6</a>	Attachment 6 - Structure Plan (Amendment) Maps - To Support Amendment No. 219 to District Planning Scheme No. 2	24/139008
<a href="#">7</a>	Attachment 7 - Submission Schedule - Amendment No. 219 to District Planning Scheme No. 2	24/366589
<a href="#">8</a>	Attachment 8 - Modified after Advertising - Scheme (Amendment) Proposal - Amendment No. 219 to District Planning Scheme No. 2	24/366493
<a href="#">9</a>	Attachment 9 - Western Australian Planning Commission Form 5D - Application to Extend the Approval of a Structure Plan	22/444361



**Council Resolution PS02-06/24 – 18 June 2024**

**Preparation of Amendment No. 219 to District Planning Scheme No. 2 - Part Normalisation of the Woodvale Agreed Local Structure Plan No. 64 Area**

***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.*



**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

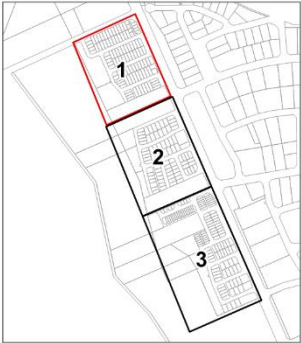
R-CODES

DPS2 ZONES

RESIDENTIAL

LOCAL SCHEME RESERVES

PUBLIC OPEN SPACE





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



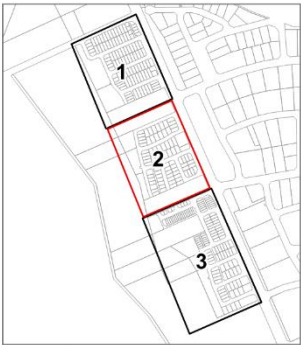
EXISTING ZONE

- 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

DISTRICT PLANNING SCHEME No. 2

AMENDMENT NO. 219



EXISTING ZONE

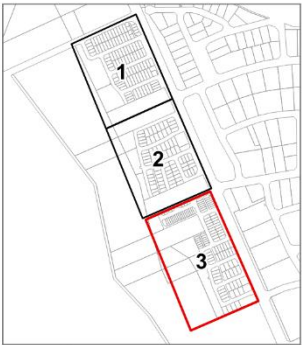
- LEGEND
- DEVELOPMENT CONTRIBUTION AREA
- DPS2 ZONES & RESERVES
- DRAINAGE/WATERWAY
- LIGHT INDUSTRY
- PUBLIC OPEN SPACE
- SERVICE COMMERCIAL
- URBAN DEVELOPMENT
- MRS RESERVES
- PRIMARY REGIONAL ROADS
- PARKS & RECREATION



SCHEME (AMENDMENT) MAP 3

- LEGEND
- R30

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





**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.

# **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**

<b>Amendment No.</b>	<b>Summary of the Amendment</b>	<b>Amendment type</b>	<b>Date approved by WAPC</b>
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 DOW~~DWER;
- 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.

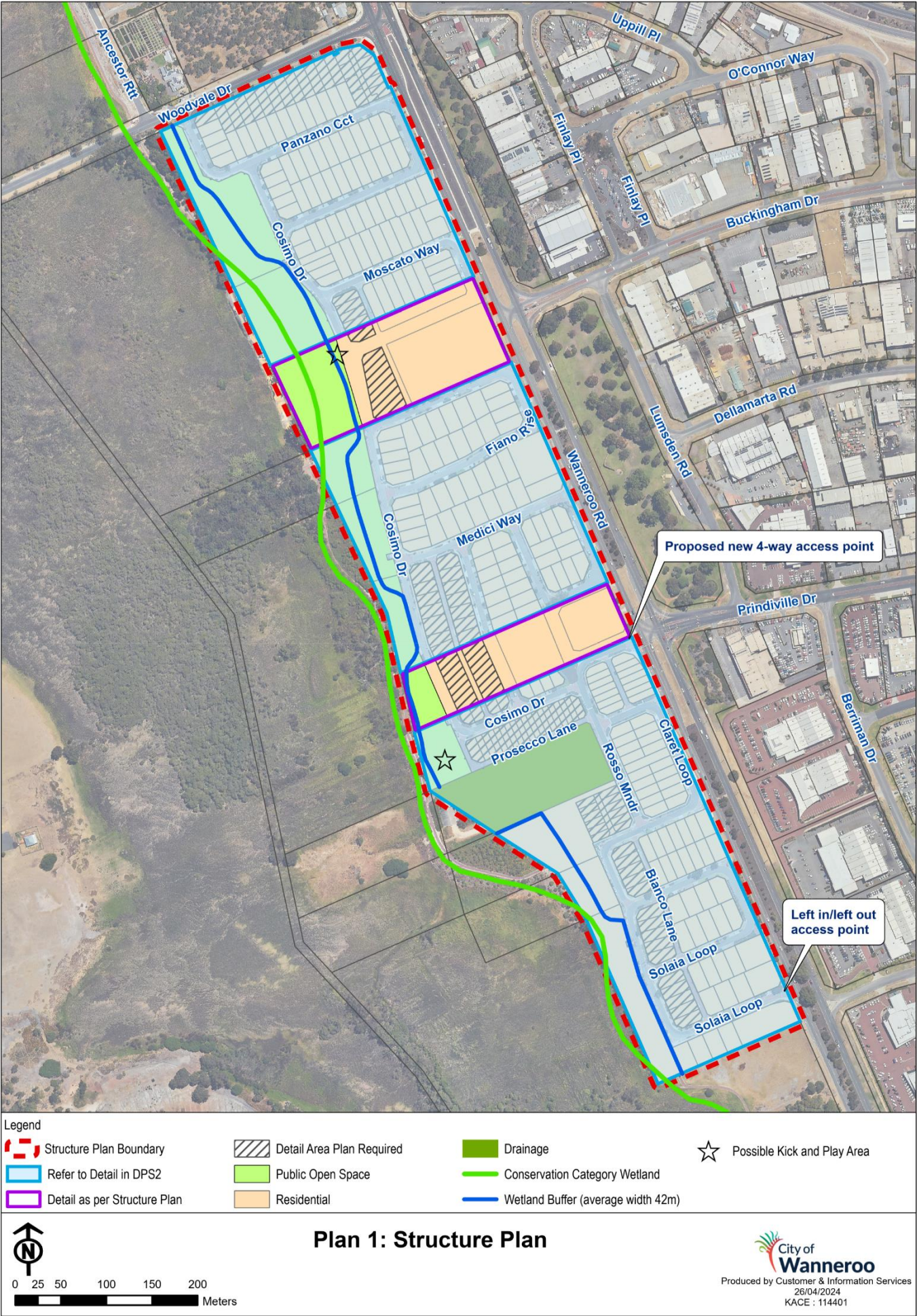
9.32 The provisions of the City of Wanneroo Local Planning Policy 4.19 – Medium Density Housing Standards (R-MD) apply to the structure plan area. ~~In the R50 zone, the R-MD–R60 development standards apply.~~

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

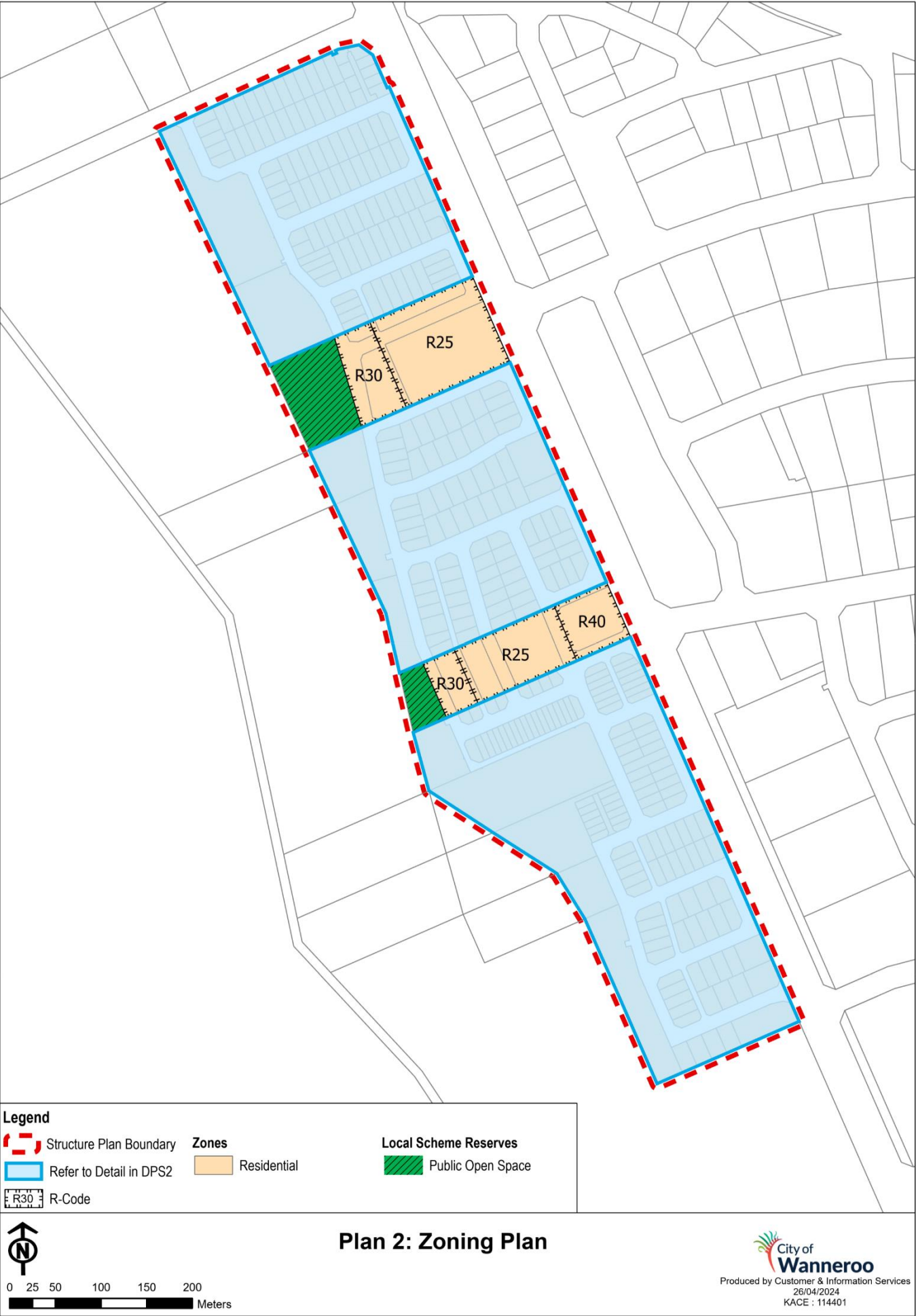
9.54 Landowners shall ensure that Yellagonga Regional Park is not adversely affected by weed invasion or the spread of dieback from their lots. Flora species known to be invasive or environmentally damaging, are not to be used in landscaping projects.

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









**CITY OF WANNEROO**  
**AMENDMENT NO. 219 TO DISTRICT PLANNING SCHEME NO. 2**  
**SCHEDULE OF SUBMISSIONS FOLLOWING ADVERTISING**  
*(Advertising Closed 4 October 2024)*

No.	Summary of Submission	Administration Comment	Recommendation
<b>1.</b>	<b>Department of Water and Environmental Regulation 8 Davidson Terrace, Joondalup WA 6027</b>		
1.1	The Department of Water and Environmental Regulation has considered the proposal and has no objections and no further comments.	Noted.	No modification required.
<b>2.</b>	<b>Main Roads Western Australia Don Aitken Centre, Waterloo Crescent, East Perth WA 6004</b>		
2.1	Main Roads has no objections to the proposal.	Noted.	No modification required.
2.2	Any future applications shall be accompanied with a Transport Impact Assessment in accordance with Transport Impact Assessment Guidelines (August 2016) to determine the impact upon the road network and movement network.	Traffic assessments can be provided to support future subdivision or development applications in the amendment area if required. The Amendment No. 219 proposal does not interfere with or change such requirements.	No modification required.
2.3	Local traffic treatments, and modifications to traffic signals, will require further approval from Main Roads under the Road Traffic Code 2000. Any future proposals for the installation and/or modification of traffic signals must follow Main Roads' Traffic Signal Approvals Policy to obtain approval.	Consideration of traffic treatments and modifications to traffic signals can occur outside the Amendment No. 219 process, if and when required.	No modification required.
2.4	Where alternative access is available, Main Roads' preference is for allotments to not have direct access onto the Primary Regional Road. This position is reflected within Western Australian Planning Commission (WAPC) Development Control Policy 5.1 Regional Roads (Vehicular Access).  No direct access shall be proposed onto Wanneroo Road. Vehicular access shall be achieved by way of laneways, easements, agreed shared access and dedicated roads to those properties adjoining Wanneroo Road.	Vehicular access onto allotments can be considered by the City and Main Roads through subdivision or development application stages of planning. Such considerations can occur outside the Amendment No. 219 process.	No modification required.

No.	Summary of Submission	Administration Comment	Recommendation
2.5	Any future noise sensitive development adjacent to a major transport corridor must implement measures to ameliorate the impact of transport noise and comply with WAPC SPP 5.4.	Noise attenuation measures can be considered by the City and Main Roads through subdivision or development application stages of planning. Such considerations can occur outside the Amendment No. 219 process.	No modification required.
2.6	Waste collection is to be facilitated onsite or occur via the local road network.	The Amendment No. 219 proposal does not modify existing waste collection arrangements, nor does it provide guidance for waste collection into the future.	No modification required.
2.7	Engagement with the Public Transport Authority is recommended regarding location of bus stops and associated assets	Administration can liaise with the Public Transport Authority on the location of bus stops and asset provision if and when the need arises. This can occur outside the Amendment No. 219 process.	No modification required.
2.8	Prior to lodgement of planning proposals Main Roads encourages local government to promote and capitalise on their pre-lodgement consultation service.	Administration is aware of this service that Main Roads offers. Administration can encourage applicants to utilise this service where it may be beneficial.	No modification required.
<b>3.</b>	<b>Department of Biodiversity, Conservation and Attractions 4 Australia II Drive Crawley WA 6009</b>		
3.1	The Department of Biodiversity, Conservation and Attractions (DBCA) provides its advice on the amendment proposal.	Noted.	No modification required.
3.2	<p>The proposed amendment area is adjacent to a section of Yellagonga Regional Park, containing Wallubuenup Swamp which is managed by DBCA.</p> <p>Wallubuenup Swamp is a Conservation Category wetland. Part of the wetland boundary and buffer extend into the reserves proposed to be reclassified to 'Local Scheme Reserve - Public Open Space'.</p>	Noted.	No modification required.

No.	Summary of Submission	Administration Comment	Recommendation
3.3	<p>During the preparation of ASP 64, a wetland management package was formulated. The overall principle of the package is that works undertaken within and adjacent to the structure plan area would improve the ecological values of the adjoining wetland. Those works included a revegetation and weed control program.</p> <p>The rehabilitation works undertaken have transformed the previously cleared and degraded land. DBCA considers that the rehabilitation areas, whilst relatively young and still establishing, could be of conservation value.</p>	<p>The history on the preparation of ASP 64 – as well as the detail of the revegetation and weed control program that has occurred – has been noted.</p> <p>Administration's further response in respect to areas with conservation value is provided in the Comment section of the report.</p>	Refer to the Comment section of the report.
3.4	<p>DBCA has identified that the land parcels proposed to be classified to 'Local Scheme Reserve – Public Open Space' should instead be classified to 'Local Scheme Reserve – Parks and Recreation'.</p> <p>DBCA advises that it is not apparent why the area is being reserved as 'Public Open Space' and not 'Parks and Recreation'. DBCA advises that a reclassification for the purpose of recreation and conservation would assist in providing for the protection of the Conservation Category wetland and buffer areas. This would also recognise the conservation purpose of the reserves, which may fail to be considered if the land is considered 'Public Open Space' and managed as such.</p>	<p>The City's DPS 2 no longer has a 'Parks and Recreation' local scheme reserve, which was removed from the Scheme when Amendment No. 172 was approved.</p> <p>Council could instead consider applying the 'Environmental Conservation' local scheme reserve, where warranted and needed to retain environmental attributes of certain areas affected by Amendment No. 219.</p> <p>Administration's further response in respect to areas with conservation value is provided in the Comment section of the report.</p>	Refer to the Comment section of the report.

**Amendment No. 219 to District Planning Scheme No. 2 Proposal  
Modified Following Advertising**

The City of Wanneroo under and by virtue of the powers conferred upon it in that behalf by the *Planning and Development Act 2005* hereby amends the above local planning scheme by:

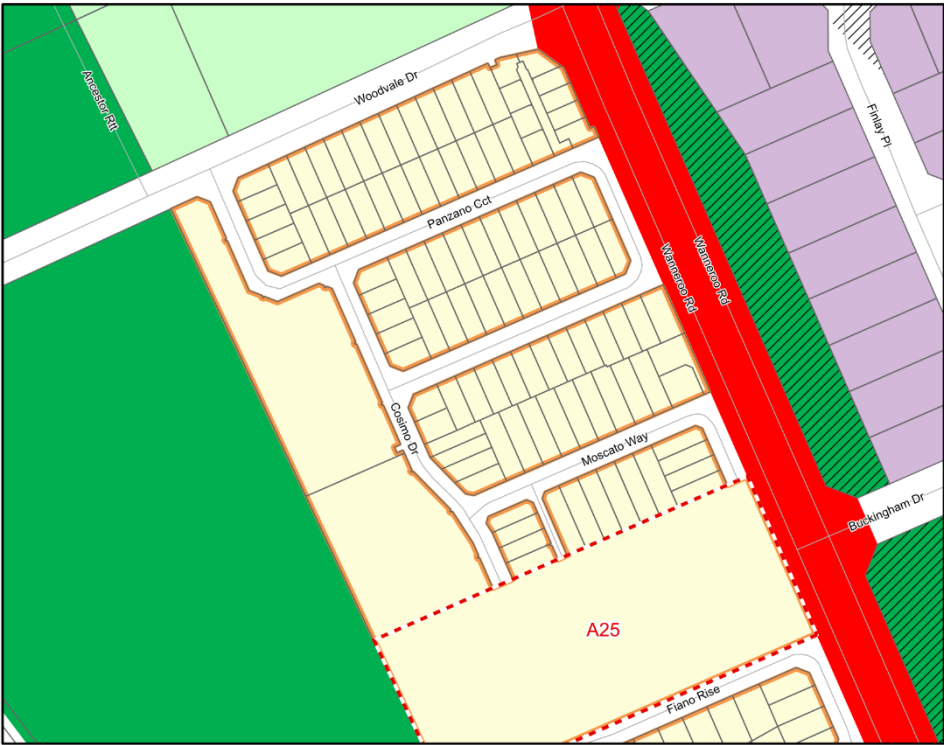
1. Rezoning various residential lots in the Woodvale locality and within the City of Wanneroo's Woodvale Agreed Local Structure Plan No. 64 from 'Urban Development' to 'Residential' (with residential density codings of R25, R30, R40 and R50), as shown on the Scheme (Amendment) Maps.
2. Reclassifying the following from 'Urban Development' Zone to 'Local Scheme Reserve – Public Open Space', as shown on the Scheme (Amendment) Maps:
  - Portion Lot 3000 (2) Panzano Circuit, Woodvale (on DP: 69603);
  - Portion Lot 300 (26) Cosimo Drive, Woodvale (on DP: 413701);
  - Portion Lot 8007 (54) Cosimo Drive, Woodvale (on DP: 73098);
  - Portion Lot 8002 (64) Cosimo Drive, Woodvale (on DP: 72013);
  - Portion Lot 8006 (72) Cosimo Drive, Woodvale (on DP: 406024);
  - Lot 8003 (98) Cosimo Drive, Woodvale (on DP: 414951);
  - Portion Lot 8004 (15) Rosso Meander, Woodvale (on DP: 414951);
  - Portion Lot 61 (5) Rosso Meander, Woodvale (on DP: 411618); and
  - Portion Lot 8001 (19) Solaia Loop, Woodvale (on DP: 68139).
3. Reclassifying the following from 'Urban Development' Zone to 'Local Scheme Reserve – Environmental Conservation', as shown on the Scheme (Amendment) Maps:
  - Portion Lot 3000 (2) Panzano Circuit, Woodvale (on DP: 69603);
  - Portion Lot 300 (26) Cosimo Drive, Woodvale (on DP: 413701);
  - Portion Lot 8007 (54) Cosimo Drive, Woodvale (on DP: 73098);
  - Portion Lot 8002 (64) Cosimo Drive, Woodvale (on DP: 72013);
  - Portion Lot 8006 (72) Cosimo Drive, Woodvale (on DP: 406024);
  - Portion Lot 8004 (15) Rosso Meander, Woodvale (on DP: 414951);
  - Portion Lot 61 (5) Rosso Meander, Woodvale (on DP: 411618); and
  - Portion Lot 8001 (19) Solaia Loop, Woodvale (on DP: 68139).
4. 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

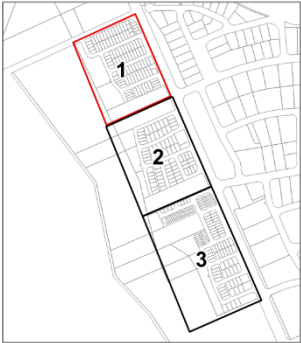
 ADDITIONAL USE
- DPS2 ZONES & RESERVES
- LIGHT INDUSTRY
- PUBLIC OPEN SPACE
- RURAL
- URBAN DEVELOPMENT
- MRS RESERVES
- PRIMARY REGIONAL ROADS
- PARKS & RECREATION



SCHEME (AMENDMENT) MAP 1

- LEGEND
- R30

 R-CODES
- DPS2 ZONES
- RESIDENTIAL
- LOCAL SCHEME RESERVES
- ENVIRONMENTAL CONSERVATION
- PUBLIC OPEN SPACE





CITY OF WANNEROO

DISTRICT PLANNING SCHEME No. 2

AMENDMENT NO. 219



EXISTING ZONE

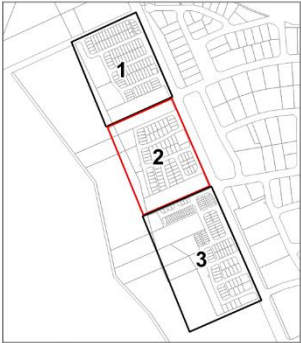
- LEGEND
- A25

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



- LEGEND
- R30

 R-CODES
- DPS2 ZONES
- RESIDENTIAL
- LOCAL SCHEME RESERVES
- ENVIRONMENTAL CONSERVATION
- PUBLIC OPEN SPACE



SCHEME (AMENDMENT) MAP 2

CITY OF WANNEROO

DISTRICT PLANNING SCHEME No. 2

AMENDMENT NO. 219



EXISTING ZONE

- LEGEND
- DEVELOPMENT CONTRIBUTION AREA

DPS2 ZONES & RESERVES

MRS RESERVES
- DRAINAGE/WATERWAY

LIGHT INDUSTRY

PUBLIC OPEN SPACE

SERVICE COMMERCIAL

URBAN DEVELOPMENT

PRIMARY REGIONAL ROADS

PARKS & RECREATION



SCHEME (AMENDMENT) MAP 3

- LEGEND
- R-CODES

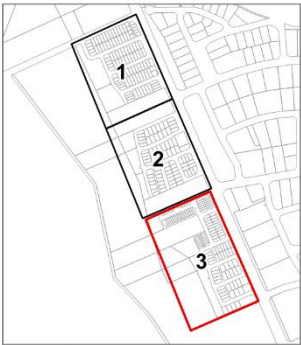
DPS2 ZONES

LOCAL SCHEME RESERVES
- R30

RESIDENTIAL

ENVIRONMENTAL CONSERVATION

PUBLIC OPEN SPACE





## Form 5D

### Application to extend the approval of a Structure Plan



Please print clearly and tick the appropriate boxes.

1. WAPC structure plan number
2. Structure Plan approval date
3. Local Government reference number
4. Structure Plan name (if applicable)

#### 1. Local Government details

Local Government	<input style="width: 980px;" type="text"/>		
Contact person	<input style="width: 300px;" type="text"/>	Position	<input style="width: 150px;" type="text"/>
Postal address	<input style="width: 300px;" type="text"/>	Phone	<input style="width: 150px;" type="text"/>
Town/suburb	<input style="width: 300px;" type="text"/>	Fax	<input style="width: 150px;" type="text"/>
Post code	<input style="width: 300px;" type="text"/>	Email	<input style="width: 150px;" type="text"/>

#### 2. Applicant details

\* The applicant is the person with whom the WAPC will correspond, and if approved, the person to whom the approval will be sent.

Name/Organisation	<input style="width: 980px;" type="text"/>		
Contact person	<input style="width: 300px;" type="text"/>	Position	<input style="width: 150px;" type="text"/>
Postal address	<input style="width: 300px;" type="text"/>	Phone	<input style="width: 150px;" type="text"/>
Town/suburb	<input style="width: 300px;" type="text"/>	Fax	<input style="width: 150px;" type="text"/>
Post code	<input style="width: 300px;" type="text"/>	Email	<input style="width: 150px;" type="text"/>

#### 3. Extension of approval information

1. Proposed length of extension
2. Brief statement of reason(s) why an extension of time is being sought
3. Supporting information (please specify)
4. Any other information/comments

The information and plans provided with this application may be made available by the WAPC for public viewing in connection with the application.

---

**PS05-11/24      Preparation of Amendment No. 227 to District Planning Scheme No. 2 - Normalisation of Land in the Lots 1001 and 1002 Marmion Avenue, Alkimos Agreed Local Structure Plan No. 60 and Agora Village - Trinity at Alkimos Pt Lot 9005 Marmion Avenue, Alkimos Agreed Centre Structure Plan No. 86 Areas**

---

File Ref: 50968 – 24/348413  
Responsible Officer: Director Planning & Sustainability  
Attachments: 9

### **Issue**

For Council to consider initiating Amendment No. 227 to District Planning Scheme No. 2 (**DPS2**), to normalise zoning of land and affected by the following structure plans within the 'Trinity' estate, Alkimos:

- Lots 1001 and 1002 Marmion Avenue, Alkimos Agreed Local Structure Plan No. 60 (**ASP 60**); and
- Agora Village – Trinity at Alkimos Pt Lot 9005 Marmion Avenue, Alkimos Agreed Local Structure Plan No. 86 (**ASP 86**).

### **Background**

The land subject to proposed Amendment No. 227 to DPS2 (Amendment No. 227) is located in the Alkimos locality. Amendment No. 227 affects the land over which ASP 60 and ASP 86 currently apply (subject area).

The DPS2 zoning of the subject area is shown in **Attachment 1**. The subject area is largely zoned Urban Development, with exception of existing school sites which are within the DPS2 'Public Purposes' local scheme reserve. The Urban Development Zone is applied as an interim zone for areas undergoing subdivision and development – and forms the basis for preparing structure plans such as ASP 60 and ASP 86.

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, Commercial or Mixed Use) that is reflective of land use. Any effect that a structure plan has over such areas can also be removed by way of amendment.

This process of normalising structure planned areas is part of the City of Wanneroo's (**City**) 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.

#### Background on Structure Plans in Subject Area

ASP 60 was initially adopted by the Western Australian Planning Commission (**WAPC**) in November 2009 to guide subdivision and development over the subject area. The three plans that support ASP 60 are included as **Attachment 2**. The WAPC has recently granted its approval for ASP 60 to remain in effect until October 2030.

ASP 86 was adopted by the WAPC in May 2012 as a further structure plan within the ASP 60 area to specifically guide subdivision and development within the Agora Village.



The Agora Village is the area identified as a Centre Zone on the 'Agreed Structure Plan Map 60 (Zoning)' map in **Attachment 2**. The Agora Village contains commercial development at its core (located on the corner of Santorini Promenade and Benenden Avenue, Alkimos), which includes small-scale shops, restaurant and office. Surrounding the commercial development, the Agora Village provides for medium-density residential development and a childcare centre. The Structure Plan map from ASP 86 is provided as **Attachment 3**. The entire ASP 86 area (Agora Village) has now been subdivided and full build-out is imminent.

One of the plans that support ASP 60 is a 'Density Codes' map, outlining ranges of residential density (or R-Coding) that would apply over the subject area. Similarly, the Structure Plan map from ASP 86 also provides R-Coding ranges that apply for that structure plan area. Through subsequent subdivisions sought by the developer, R-Code Plans were prepared (and endorsed by the WAPC) that designate precise R-Codings over the lots created within the ASP 60 and ASP 86 areas. A plan that consolidates all the approved R-Code Plans (Consolidated R-Code Plan) is provided in **Attachment 4**.

Although a significant portion of the subject area is proposed to be normalised through Amendment No. 227, ASP 60 will need to remain in place (albeit amended). In particular, ASP 60 will continue to provide a planning framework for land in the subject area that is yet to be subdivided and developed. As the Agora Village is fully subdivided, ASP 86 can be left to expire in October 2025, once the zoning of the land is normalised through Amendment No. 227.

In addition, the subject area is also located within the City's Butler-Jindalee Agreed District Structure Plan No. 39 (DSP 39). DSP 39 provides the broad district level planning framework for development of Butler, Jindalee – as well as parts of the Ridgewood and Alkimos localities. The District Structure Plan map is included as **Attachment 5**. DSP 39 has also formed the basis for various local structure plans to be prepared, including ASP 60 and ASP 86.

DSP 39 also expires in October 2025. As this district-level structure plan is no longer required to guide the formulation of local structure plans, Administration is of the opinion that it does not need renewal and can be left to expire.

## Detail

### Amendments to DPS2

The purpose of Amendment No. 227 is to apply zonings, reserves and R-Codings through DPS2 over the established parts of ASP 60 and ASP 86.

The full extent of the amendments proposed through Amendment No. 227 (including the Scheme (Amendment) Maps) is detailed in **Attachment 6**. The key features of Amendment No. 227 are summarised below:

- The rezoning of established residential lots from 'Urban Development' to 'Residential', with R-Codings that generally correspond to those prescribed in the Consolidated R-Code Plan. As detailed further in the Comment section below, this rezoning will also include single house and grouped dwelling lots that ASP 60 and ASP 86 currently designates 'Service Commercial' and 'Mixed Use' zone.
- The rezoning of Lot 1831 (2) Trethowan Promenade, Alkimos from 'Urban Development' to 'Mixed Use' (R60). The justification for this aspect of the Amendment No. 227 proposal is provided for in the Comment section below.
- The rezoning of existing commercial development sites from 'Urban Development' to 'Commercial' – with R-Codings as previously endorsed by the WAPC at subdivision.
- The rezoning of a portion of the Santorini Promenade road reserve from 'Local Scheme Reserve – Local Road' to Urban Development, located where shown in **Attachment 7**. This portion of road reserve is subject to a permanent closure request, which Council has already supported in principle at its 13 August 2024 meeting (CS04-08/24). Further

discussion on this aspect of the Amendment No. 227 proposal is provided in the Comment section.

- The reclassifying of public open spaces, conservation and public utility sites in the subject area from 'Urban Development' zone to a corresponding 'Local Scheme Reserve'.
- Reclassifying gazetted road reserves within the 'Urban Development' Zone in the subject area to 'Local Scheme Reserve – Local Road'.
- Removing the 'Public Purposes' local scheme reserve over Lot 2018 (101) Santorini Promenade, Alkimos (Alkimos College site). The 'Public Purposes' classification at a local level is redundant, as Lot 2018 is also within the same reserve type under the Metropolitan Region Scheme (MRS).

#### Subsequent Actions to the Structure Plans

Should the Minister for Planning approve Amendment No. 227, the WAPC will also need to consider amending ASP 60. Amendment No. 227 does not require the WAPC's subsequent actions on ASP 86, as this structure plan can be left to expire in October 2025.

Any local planning scheme amendments affecting land in structure planned areas require an accompanying Statement 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). In this case, Amendment No. 227 is proposed to include a Statement to express that ASP 60 will be amended – and for ASP 86 and DSP 39 to not be affected (i.e. not subject to any amendment or revocation). A Statement prepared by Administration is included in **Attachment 8**.

Amendments are needed to the plans and text of ASP 60, to delete or modify various provisions in response to changes in the planning framework arising prior to or on approval of Amendment No. 227. Reflective of the Statement, a tracked change version of the recommended amendments to the ASP 60 text is provided in **Attachment 9**. Recommended amendments to the ASP 60 plans are incorporated into the Statement provided in **Attachment 8**.

#### Land NOT Affected by Amendment No. 227

Amendment No. 227 does not, however, affect the following land in the subject area:

- The Alkimos Primary School site, which is already located in the DPS2 'Public Purposes' local scheme reserve.
- Land already reserved under the MRS for the purposes of 'Railways', 'Primary Regional Roads' and 'Other Regional Roads' where shown in **Attachment 1**.
- Land in the ASP 60 area which is still subject to further subdivision and/or development. This land is identified on the proposed amendments to the ASP 60 mapping incorporated into **Attachment 8**. It is proposed that this undeveloped land remain in the Urban Development Zone so that ASP 60 can continue to apply zoning, R-Codings and built form controls.

#### DPS2 Amendment Classification

Amendment No. 227 to DPS2 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. 227, 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. 227 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. 227 will also need to be referred to the Department of Planning, Lands and Heritage (**DPLH**) 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 DPLH delegated to perform this function by the Minister for Planning. 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 for Planning's delegate being satisfied with the amendment (with or without modifications), Amendment No. 227 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:

- Publishing a notice of the amendment on the City's website – and upload the amendment documentation;
- Making a copy of the amendment document available for public inspection at a place within the district during normal business hours (City's Civic Centre);
- Publishing a notice in a newspaper circulating in the relevant locality (Perth Now Wanneroo);
- Notifying public authorities likely to be affected by the amendment; and
- Advertising 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. 227 (and/or what is proposed for ASP 60 and ASP 86).

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 requirements when amending structure plans following a local planning scheme amendment approval. However, when Amendment No. 227 is advertised, Administration can ensure that potential submitters are also made aware of the City's intentions for ASP 60 to be 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 therefore proposing that Amendment No. 227 include a Statement in accordance with Regulation 35A(b) (that ASP 60 will be amended) and Regulation 35A(c) (that there will be no change to ASP 86 and DSP 39). As outlined above, a Statement has been prepared for Council's consideration and is provided in **Attachment 8**. The amendment to ASP 60 will then be processed by the WAPC following the approval of Amendment No. 227, pursuant to Clause 29A(2) of the deemed provisions.

Normalising established parts of the ASP 60 area would mean that DPS2 would take precedence over the structure plan in prescribing the zoning, residential density and land use. As a result, the subsequent amendment to ASP 60 will recognise that such detail has been inserted into DPS2. The extent of amendments proposed to the structure plan maps and text is detailed in **Attachment 8** and **Attachment 9**.

#### Differences between Structure Plans and Proposed DPS2 Amendment

There are minor differences between what is proposed through Amendment No. 227 and what is currently provided for in ASP 60 and ASP 86. Those differences include:

- The zoning of Lot 1831 (2) Trethowan Promenade, Alkimos. In anticipation that there may have been two developments on Lot 1831, ASP 60 designates a Mixed Use Zone over the northern portion of this lot and a Commercial Zone over the southern portion. However, one childcare centre development has since been approved (but not yet developed) on Lot 1831. As a result, Administration considered it appropriate for only one zone (Mixed Use) to be applied over Lot 1831 through Amendment No. 227.
- In preparing Amendment No. 227, Administration noted that there are nine lots with single house and grouped dwelling development in the ASP 86 Mixed Use Zone and five single house lots in the ASP 60 Business Zone. Amendment No. 227 proposes to apply a Residential Zone over these lots through DPS2, as discussed in more detail in the subsequent sub-section below.

In addition, there are some differences between the R-Coding proposed through Amendment No. 227 and what is shown on the Consolidated R-Code Plan in **Attachment 4**. When preparing Amendment No. 227, it was identified that:

- There were variations to the residential density detail shown on the Consolidated R-Code Plan against the individual R-Code Plans endorsed by the WAPC; and
- Some local development plans stipulate R-Codings of land that are inconsistent with the Consolidated R-Code Plan; which in turn may have guided residential development to an incorrect density coding.

Through Amendment No. 227, Administration has nominated R-Codings on the Scheme (Amendment) Maps in consideration of the Consolidated R-Code Plan as well as the intended outcomes of other previous planning considerations.

#### Proposed Residential Zone in Structure Plan Mixed Use and Business Precincts

As outlined above, there is single house and grouped dwelling development in the subject area outside the ASP 60 and ASP 86 Residential zones, where located as follows:

- Five lots in the ASP 60 Business Zone. The ASP 60 'Plan 2 – Agreed Structure Plan' map in **Attachment 2** shows where the residential lots with the 'Business' zoning designation are located; and
- Nine lots in the ASP 86 Mixed Use Zone. **Attachment 4** also shows where the ASP 86 Mixed Use Zone is situated.

The lots mentioned above are proposed to be zoned Residential in DPS2 through Amendment No. 227. This is discussed further below.

#### *Residential Development in ASP 60 Business Zone*

Although a Business Zone is still referred to in ASP 60, the approval of Amendment No. 172 to DPS2 (Amendment No. 172) in May 2023 removed the Business Zone from the Scheme. Through Amendment No. 172, DPS2 now contains a Service Commercial Zone, which closely aligns to the development intended for the ASP 60 Business zoned areas.

Administration considers that it is unsuitable for a Service Commercial Zone to be applied over residential lots through Amendment No. 227 for the following reasons:

- The lots are occupied by single house residences, which is not a form of development intended for the Service Commercial Zone;
- The lots may be of insufficient size to support businesses capable of approval in the Service Commercial Zone, should redevelopment occur on these lots; and
- The establishment of service commercial development on any of the subject lots could have a significant impact on the amenity of adjoining residential lots.

Following gazettal of Amendment No. 172 to DPS2 – ‘single house’ is not a permitted (or ‘X’) use in the Service Commercial Zone. Therefore, the residential use of these lots will be non-conforming if the ‘Service Commercial’ zoning were to be applied over the single house lots through Amendment No. 227. Development applications for any alterations, repairs or additions to non-conforming uses must undergo a more rigorous planning assessment, which involves the need to advertise any proposal. Furthermore, the City would not be able to approve any new single house development on these lots, as they would be prohibited.

#### *Residential Development in ASP 86 Mixed Use Zone*

The basis for having the Mixed Use zoning in ASP 86 was informed by the Explanatory Report which states the following:

*“It is likely this site will be subdivided into narrow green title lots to accommodate two storey mixed use development with commercial/office on the ground floor with residential on the second floor.”*

None of the single houses or grouped dwellings on lots zoned Mixed Use in ASP 86 actually have commercial or office uses on the ground floor. Therefore, there is potential for land use conflicts to occur if non-residential land uses were to remain permissible. Given that none of the land has incorporated commercial or office uses, it is recommended that this option be removed to reflect the actual form of development.

#### Portion of Santorini Promenade Road Reserve

Amendment No. 227 also proposes to apply the Urban Development Zone over a portion of the Santorini Promenade road reserve, located between the Yanchep rail line and Chico Link, Alkimos. That same portion of road reserve land is subject to a permanent closure and acquisition process initiated by the landowner of the adjoining portion of Lot 9077. The request to close this portion of road reserve is pending determination by the Minister for Lands.

Further detail of the proposed road reserve closure is contained in Administration’s report to the 13 August 2024 Ordinary Council Meeting (CS04-08/24). The extent of the road reserve subject to closure – as well as a subdivision plan showing how the land is intended to support residential development – is provided as **Attachment 7**. The portion of road reserve pending closure is currently situated within the DPS2 ‘Local Scheme Reserve - Local Road’.

The 'Local Road' local scheme reserve is incompatible with residential development. However, the Urban Development zoning as proposed through Amendment No. 227 – together with the planning guidance provided through ASP 60 – will enable residential subdivision to occur.

#### Application of Local Scheme Reserves on Open Spaces

There are numerous Crown land reserves that have been created in the subject area through subdivision for the purpose of providing open space. Amendment No. 227 proposes to apply the 'Public Open Space' or 'Environmental Conservation' local scheme reservation over these Crown Land parcels.

The 'Environmental Conservation' local scheme reserve is being applied over Crown land parcels through Amendment No. 227 where biodiversity and conservation values have been identified. This approach aligns with the objectives for the 'Environmental Conservation' local scheme reserve set out in DPS2 – as well as Action 1.1 of the City's Local Biodiversity Plan which states the following:

*"As part of the structure plan normalisation process, review reserve classifications in approved Local Structure Plans and ensure that Conservation Reserves are properly designated with the Conservation Reserve classification..."*

The 'Public Open Space' local scheme reserve will be applied to spaces that provide a range of active and passive recreational uses – as well as drainage or community facilities. Some of these reserves may be well vegetated with a substantial tree canopy; however, do not provide a level of biodiversity and conservation value that warrants the application of the 'Environmental Conservation' local scheme reserve.

There are some Crown land parcels in the subject area which are proposed to contain both the 'Environmental Conservation' and 'Public Open Space' local scheme reserves. The 'Environmental Conservation' local scheme reserve has been proposed over portions of these land parcels that provide a level of biodiversity and conservation value. In those instances, the remaining portion of such land parcels are proposed to be reserved 'Public Open Space'.

### **Statutory Compliance**

Amendment No. 227 to DPS2 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. 227, the WAPC will amend Lots 1001 and 1002 Marmion Avenue, Alkimos Agreed Local Structure Plan No. 60 pursuant to Clause 29A(2) of the deemed provisions for local planning schemes, provided in Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015*. 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. 227 is being processed noting the guidance for the amendment and revocation of structure plans contained within WAPC-prepared 'WA Planning Manual: Guidance for Structure Plans'.

## Financial Implications

Costs in preparing Amendment No. 227 to DPS2 – and assisting the WAPC in amending ASP 60 – can be met from the current Planning and Sustainability operational budget.

## Voting Requirements

Simple Majority

## Recommendation

That Council:-

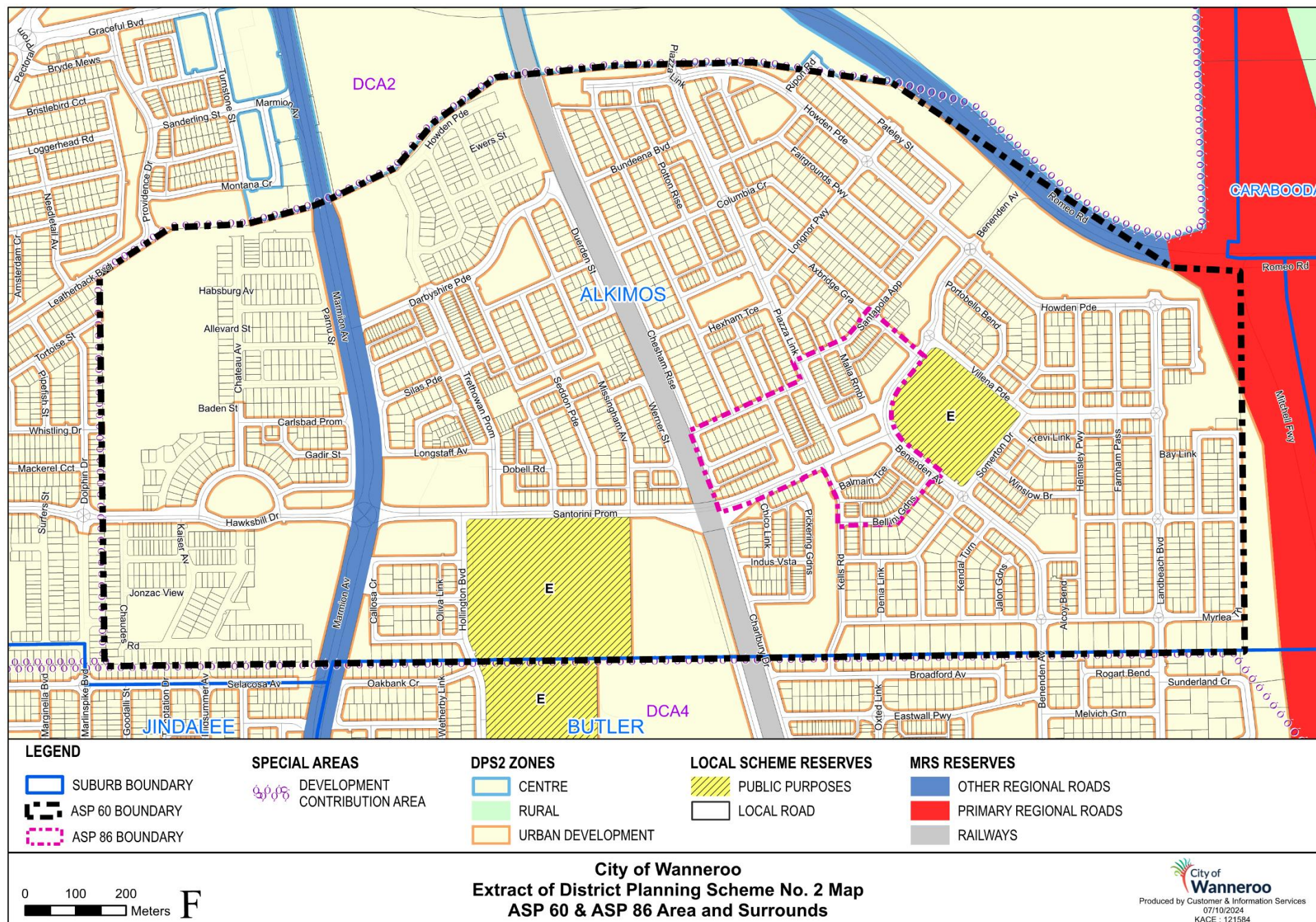
1. Pursuant to Section 75 of the Planning and Development Act 2005, PREPARES Amendment No. 227 to District Planning Scheme No. 2, to amend the local planning scheme to the extent outlined in Attachment 6;
2. Pursuant to Regulation 35A of the Planning and Development (Local Planning Schemes) Regulations 2015, RESOLVES that Amendment No. 227 to District Planning Scheme No. 2 include the Statement as provided in Attachment 8;
3. Pursuant to Regulation 34 and Regulation 35(2) of the Planning and Development (Local Planning Schemes) Regulations 2015, RESOLVES that Amendment No. 227 to District Planning Scheme No. 2 is a standard amendment for the following reasons:
  - a) an amendment to the scheme so that it is consistent with a region planning scheme that applies to the scheme area, other than an amendment that is a basic amendment; and
  - b) an amendment that would have minimal impact on land in the scheme area that is not the subject of the amendment.

4. Pursuant to Section 81 and Section 82 of the Planning and Development Act 2005, REFERS Amendment No. 227 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. 227 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. 227 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. 227 to District Planning Scheme No. 2, the Western Australian Planning Commission will consider amending the City of Wanneroo's Lots 1001 and 1002 Marmion Avenue, Alkimos Agreed Local Structure Plan No. 60 in a manner consistent with the Statement in Attachment 8; and
8. NOTES that a further report will be presented to a future Council Meeting, following advertising of Amendment No. 227 to District Planning Scheme No. 2, seeking resolution in respect to the following:
  - a) Whether to support Amendment No. 227 to District Planning Scheme No. 2 (with or without modification) – or not support the amendment;
  - b) To provide the advertised Amendment No. 227 to District Planning Scheme No. 2 to the Western Australian Planning Commission; and
  - c) Subject to Council supporting Amendment No. 227 to District Planning Scheme No. 2 following advertising, requesting the Western Australian Planning Commission amend the City of Wanneroo's Lots 1001 and 1002 Marmion Avenue, Alkimos Agreed Local Structure Plan No. 60, pursuant to Clause 29A(2) of the deemed provisions for local planning schemes contained in Schedule 2 of the Planning and Development (Local Planning Schemes) Regulations 2015.

*Attachments:*

<a href="#"><u>1</u></a>	Attachment 1 - Scheme Map Extract - Supporting Amendment No. 227 to District Planning Scheme No. 2	24/358295
<a href="#"><u>2</u></a>	Attachment 2 - Structure Plan Maps - Agreed Structure Plan No. 60	24/349641
<a href="#"><u>3</u></a>	Attachment 3 - Structure Plan Map - Agreed Structure Plan No. 86	24/349703
<a href="#"><u>4</u></a>	Attachment 4 - Consolidated R-Code for ASP No. 60 - Alkimos (Updated 15 November 2023)	15/204591
<a href="#"><u>5</u></a>	Attachment 5 - Butler Jindalee District Structure Plan No. 39 Map	24/18909
<a href="#"><u>6</u></a>	Attachment 6 - Scheme Amendment Proposal Maps and Text - Amendment No. 227 to District Planning Scheme No. 2	24/358966
<a href="#"><u>7</u></a>	Attachment 7 - Proposed Road Closure, Land Amalgamation and Subdivision Plan - Portion Santorini Promenade Alkimos -Diversion Road	24/358379
<a href="#"><u>8</u></a>	Attachment 8 - Regulation 35A Statement - Amendment No. 227 to District Planning Scheme No. 2	24/357831
<a href="#"><u>9</u></a>	Attachment 9 - Track Changes - Proposed Amendments to Structure Plan No. 60 - Supporting Amendment No. 227 to District Planning Scheme No. 2	24/357824






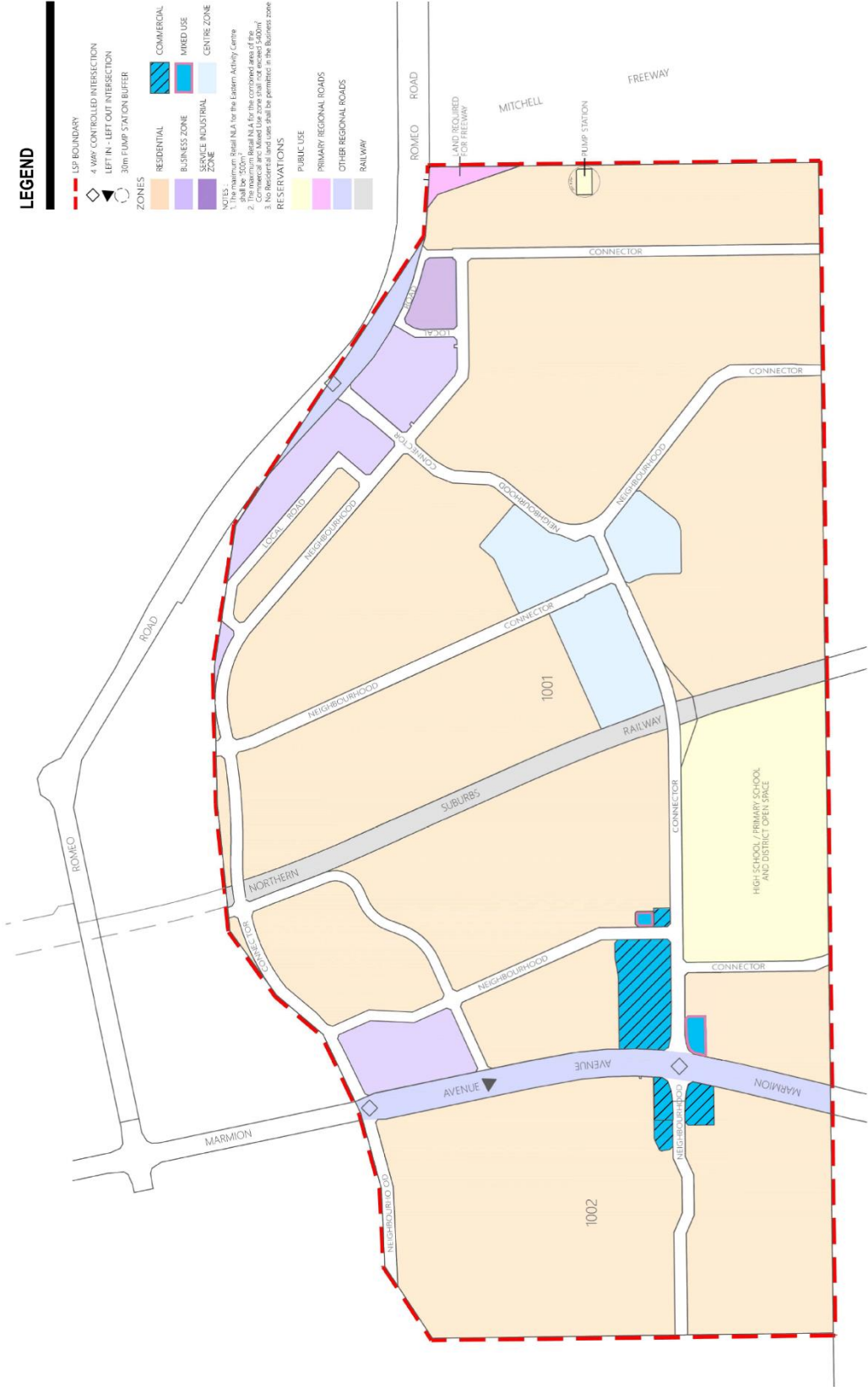




Source:  GRAY & LEWIS  
LAND USE PLANNERS


**plan:** 200102/023C **date:** 11/06/2024 **designed:** \_\_\_\_\_  
**scale:** 1:10,000@A4 | 1:5,000@A2 **grid:** PCS 94 **checked:** RC **drawn:** JB

**Taylor Burrell Barnett Town Planning & Design**  
Level 7, 160 St Georges Terrace, Perth WA 6000  
e: [admin@tbbplanning.com.au](mailto:admin@tbbplanning.com.au)  
p: (08) 9226 4276



Taylor  
Burrell  
Barnett

Taylor Burrell Barnett Town Planning & Design

Level 7, 160 St Georges Terrace, Perth WA 6000

e: admin@tbbplanning.com.au

p: (08) 9226 4276

© COPYRIGHT 2024 BY TAYLOR BURRELL BARNETT. ALL RIGHTS RESERVED.

ALL AREAS AND DIMENSIONS DISPLAYED ARE SUBJECT TO DETAIL SURVEY.

Source:

designed:  
date: 11/06/2024

plans: 20/01/2024D

scale: 1:10,000@A4 | 1:5,000@A2

checked:  
RC

grid: PCG 94

drawn:  
JB

scale: 0 100 200m

GRAY & LEWIS  
LAND USE PLANNERS

Source:

Plan 3 - Agreed Structure Plan 60 (Zoning)

ASP 60 - TRINITY ESTATE, ALKIMOS

A Northern Corridor Developments Ltd Project



## AGREED LOCAL STRUCTURE PLAN

## PLAN 4 - DENSITY CODES

23rd JUNE 2016

23RD JUNE 2016

THE DOCUMENT MAY ONLY BE USED FOR THE PURPOSE FOR WHICH IT WAS COMMISSIONED AND IN ACCORDANCE WITH THE TERMS OF ENGAGEMENT FOR THE COMMISSION. UNAUTHORISED USE OF THIS DOCUMENT IN ANY FORM WHATSOEVER IS PROHIBITED.



**GRAY & LEWIS**  
**LAND USE PLANNERS**

Suite 5, 2 Hardy Street  
South Perth, WA 6151  
T (08) 9474 1722  
F (08) 9474 1172  
perth@graylewis.com.au



LOCATION CONTEXT - AGORA VILLAGE

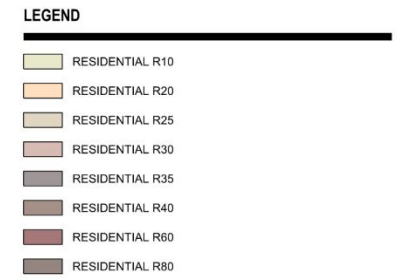


**Plan A - Structure Plan Map**  
ASP 86 -Agora Village - Trinity at Alkimos  
A Northern Corridor Developments Ltd Project

Source: **GRAY & LEWIS**  
LAND USE PLANNERS

plan: 20/012/049  
scale: 1:3000@A4 1:1500@A2  
date: 01/02/2022  
grid: PCG94  
aerial:

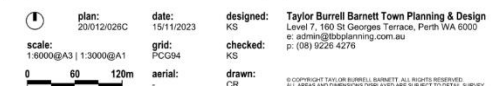
designed: **Burrell Barnett**  
checked: KS  
drawn: CR



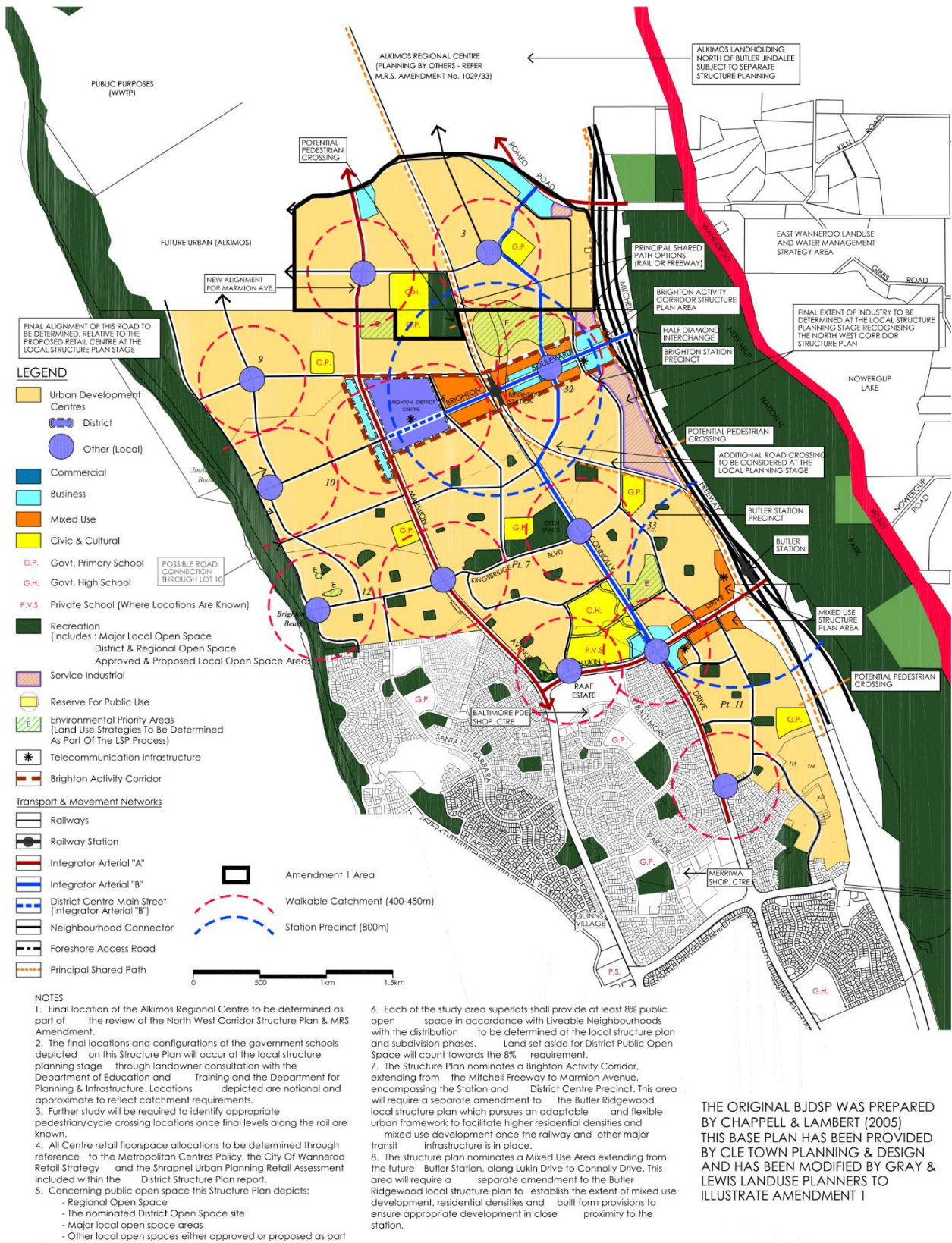
## Consolidated Residential Density Coding Plan

TRINITY ESTATE, ALKIMOS

A Northern Corridor Developments Ltd Project







PLAN 1

22nd January 2016

## Amendment No. 227 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:

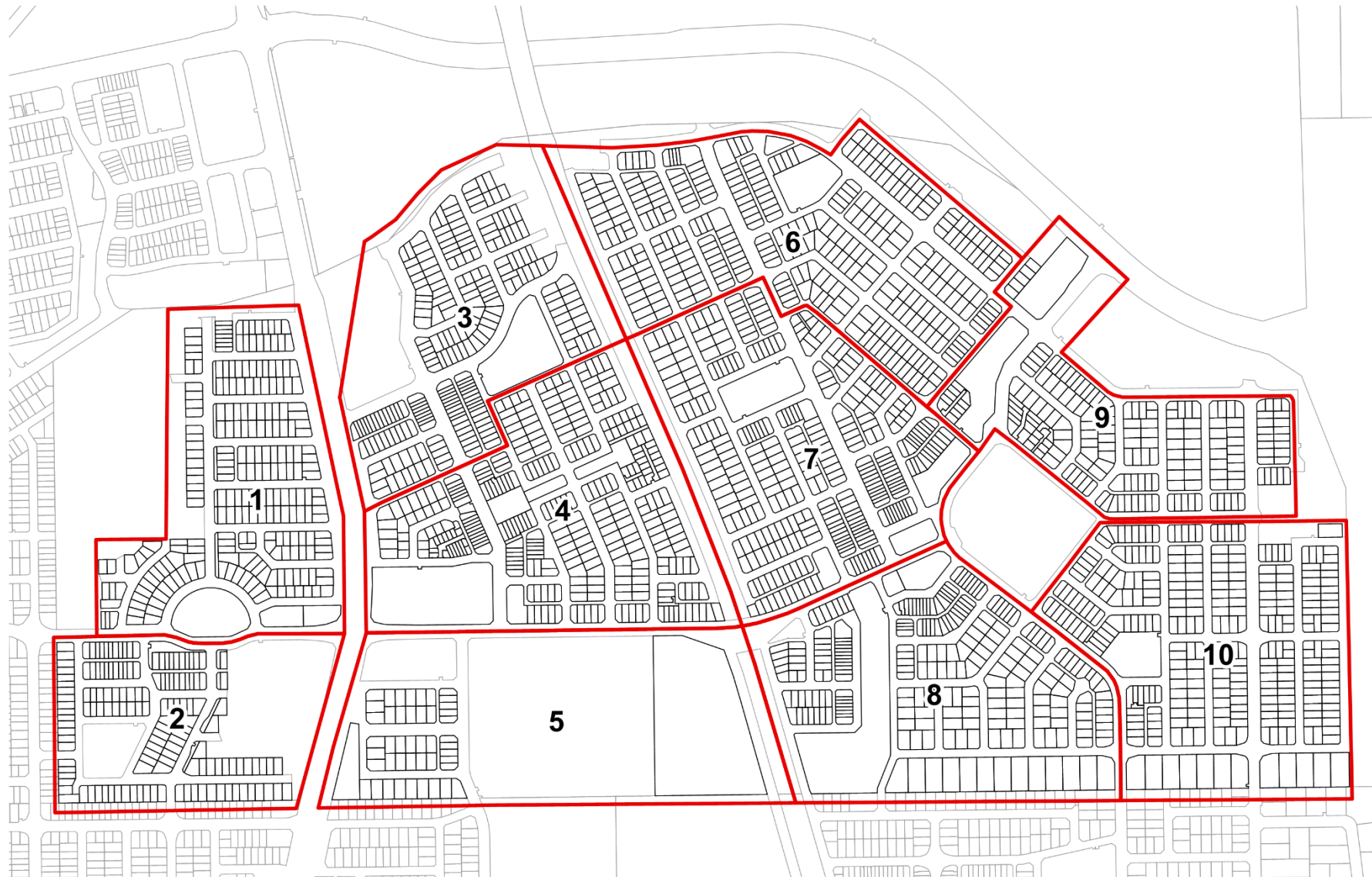
1. Rezoning various residential lots in the Alkimos locality and within the City of Wanneroo's 'Lots 1001 and 1002 Marmion Avenue, Alkimos Agreed Local Structure Plan No. 60' and 'Agora Village - Trinity at Alkimos Pt Lot 9005 Marmion Avenue, Alkimos Agreed Centre Structure Plan No. 86' from 'Urban Development' to 'Residential' (with residential density codings of R10, R20, R25, R30, R35, R40 and R60), as shown on the various Scheme (Amendment) Maps.
  
2. Reclassifying the following land parcels from 'Urban Development' Zone to 'Local Scheme Reserve – Public Open Space', as shown on the various Scheme (Amendment) Maps:
  - Lot 2421 (60) Chateau Avenue, Alkimos (on DP: 427070);
  - Lot 2397 (40) Chateau Avenue, Alkimos (on DP: 424262);
  - Lot 2380 (30) Chateau Avenue, Alkimos (on DP: 422518);
  - Lot 2314 (26) Chateau Avenue, Alkimos (on DP: 420911);
  - Lot 2243 (14) Chateau Avenue, Alkimos (on DP: 420911);
  - Lot 2240 (12) Chateau Avenue, Alkimos (on DP: 405171);
  - Lot 2239 (2) Chateau Avenue, Alkimos (on DP: 405171);
  - Portion Lot 2666 (1) Fontana Loop, Alkimos (on DP: 423243);
  - Lot 2648 (1) Kaiser Avenue, Alkimos (on DP: 427070);
  - Lot 2593 (22) Kaiser Avenue, Alkimos (on DP: 425983);
  - Lot 500 (1) Musica Terrace, Alkimos (on DP: 425983);
  - Lot 2519 (3) Musica Terrace, Alkimos (on DP: 425983);
  - Lot 2520 (5) Musica Terrace, Alkimos (on DP: 425983);
  - Lot 2581 (7) Musica Terrace, Alkimos (on DP: 425983);
  - Lot 1433 (67) Benson Loop, Alkimos (on DP: 404335);
  - Lot 1190 (40) Trethowan Promenade, Alkimos (on DP: 403764);
  - Lot 1432 (54) Benson Loop, Alkimos (on DP: 404335);
  - Lot 1431 (56) Benson Loop, Alkimos (on DP: 404335);
  - Lot 47 (24) Callosa Crescent, Alkimos (on DP: 71790);
  - Lot 2019 (41) Amble Grove, Alkimos (on DP: 416654);
  - Lot 781 (42) Fairgrounds Parkway, Alkimos (on DP: 404929);
  - Lot 931 (1) Grado Way, Alkimos (on DP: 76046);
  - Lot 522 (2) Piazza Link, Alkimos (on DP: 71789);
  - Portion Lot 562 (13) Axbridge Grange, Alkimos (on DP: 408315);
  - Portions Lot 524 (15) Santorini Promenade, Alkimos (on DP: 401052);
  - Portion Lot 520 (40) Howden Parade, Alkimos (on DP: 415097); and
  - Lot 289 (1) Alford Way, Alkimos (on DP: 70578).
  
3. Reclassifying the following land parcels from 'Urban Development' Zone to 'Local Scheme Reserve – Environmental Conservation', as shown on Scheme (Amendment) Maps 1, 7, 8 and 9:
  - Portion Lot 2666 (1) Fontana Loop, Alkimos (on DP: 423243);
  - Portion Lot 562 (13) Axbridge Grange, Alkimos (on DP: 408315);
  - Portion Lot 524 (15) Santorini Promenade, Alkimos (on DP: 401052);
  - Portion Lot 520 (40) Howden Parade, Alkimos (on DP: 415097); and
  - Lot 521 (12) Axbridge Grange, Alkimos (on DP: 403752).

4. Reclassifying the following road reserves in the Alkimos locality from 'Urban Development' Zone to 'Local Scheme Reserve – Local Road', as shown on Scheme (Amendment) Maps 1, 2, 3, 5 and 9:
  - Pantelleria Terrace (on DP: 425989);
  - Denizli Lane (on DP: 425989);
  - Habsburg Avenue (on DP: 425989 and DP: 424262);
  - Kreuzen Way (on DP: 425989);
  - Portion Chateau Avenue (on DP: 420911, DP: 422518, DP: 424262 and DP: 427070);
  - Kimolos Way (on DP: 420911 and DP: 422518);
  - Portion Rogner Way (on DP: 420911);
  - Heviz Lane (on DP: 420911 and DP: 422518);
  - Parnu Street (on DP: 422518 and DP: 424262);
  - Allevard Street (on DP: 422518);
  - Friedrich Way (on DP: 424262 and DP: 427070);
  - Kamení Way (on DP: 427070);
  - Chaudes Road (on DP: 422541, DP: 425086 and DP 425983);
  - Terme Lane (on DP: 422541 and DP: 422542);
  - Andorra Way (on DP: 422541 and DP: 422542);
  - Jonzac View (on DP: 422541 and DP: 422542);
  - Portion of Tide Way (on DP: 422541);
  - Kaiser Avenue (on DP: 422542 and DP: 425086);
  - Gellert Lane (on DP: 425086 and DP: 425983);
  - Ischl Street (on DP: 425086 and DP: 425983);
  - Portion Musica Terrace (on DP: 425983);
  - Loutraki Crescent (on DP: 425983);
  - Bagnoles Way (on DP: 425983 and DP: 427056);
  - Portion Trethowan Promenade (on DP: 420125 and DP 420930);
  - Chevalier Way (on DP: 420125 and DP: 422519);
  - Borlase Way (on DP: 420125, DP: 420930 and DP: 421612);
  - Juniper Loop (on DP: 420930 and DP: 421612);
  - Ewers Street (on DP: 422519);
  - Portion Bowden Parade (on DP: 420930, DP: 421612, DP: 422519);
  - Portion Amble Grove (on DP: 416654); and
  - Portion of Benenden Avenue (on DP: 75169).
5. Rezoning the following lots from 'Urban Development' to 'Commercial (R60)' Zone, as shown on Scheme (Amendment) Maps 1 and 4:
  - Lot 2241 (10) Calsbad Promenade, Alkimos (DP: 423243);
  - Lot 2242 (4) Calsbad Promenade, Alkimos (DP: 423243); and
  - Lot 1446 (12) Longstaff Avenue, Alkimos (on DP: 406821).
6. Rezoning Lot 2020 (15) and Lot 2021 (1) Santorini Promenade, Alkimos (both on DP: 411257) from 'Urban Development' to 'Commercial (R100)' Zone, as shown on Scheme (Amendment) Map 8.
7. Rezoning Lot 1831 (2) Trethowan Promenade, Alkimos (on DP: 412821) from 'Urban Development' to 'Mixed Use (R60)' Zone, as shown on Scheme (Amendment) Map 4.
8. Rezoning the following Crown land parcels for pedestrian accessway from 'Urban Development' to 'Residential' (R30), as shown on Scheme (Amendment) Maps 4 and 8



- Lot 1207 (53) Trethowan Promenade, Alkimos (on DP: 403764);
  - Lot 1814 (76) Santorini Promenade, Alkimos (on DP: 402518); and
  - Lot 562 (283) Benenden Avenue, Alkimos (on DP: 69430).
9. Removing the 'Local Scheme Reserve – Public Purposes' designation over Lot 2018 (101) Santorini Promenade, Alkimos (on DP: 410670) which is located on Scheme (Amendment) Map 5.
  10. Rezoning Lot 1339 (66) Santorini Promenade, Alkimos (on DP: 77093, a Crown land parcel for pedestrian accessway) from 'Urban Development' to 'Residential' (R40), as shown on Scheme (Amendment) Map 7.
  11. Applying the 'Urban Development' Zone over a portion of existing 'Local Scheme Reserve – Local Road' located on the southern verge Santorini Promenade, between Chico Link and the railway reservation, as shown on Scheme (Amendment) Map 8.
  12. Reclassifying Lot 1964 (116) Myrlea Trail, Alkimos (on DP: 75167) from 'Urban Development' zone to 'Local Scheme Reserve – Public Purposes', as shown on Scheme (Amendment) Map 10.

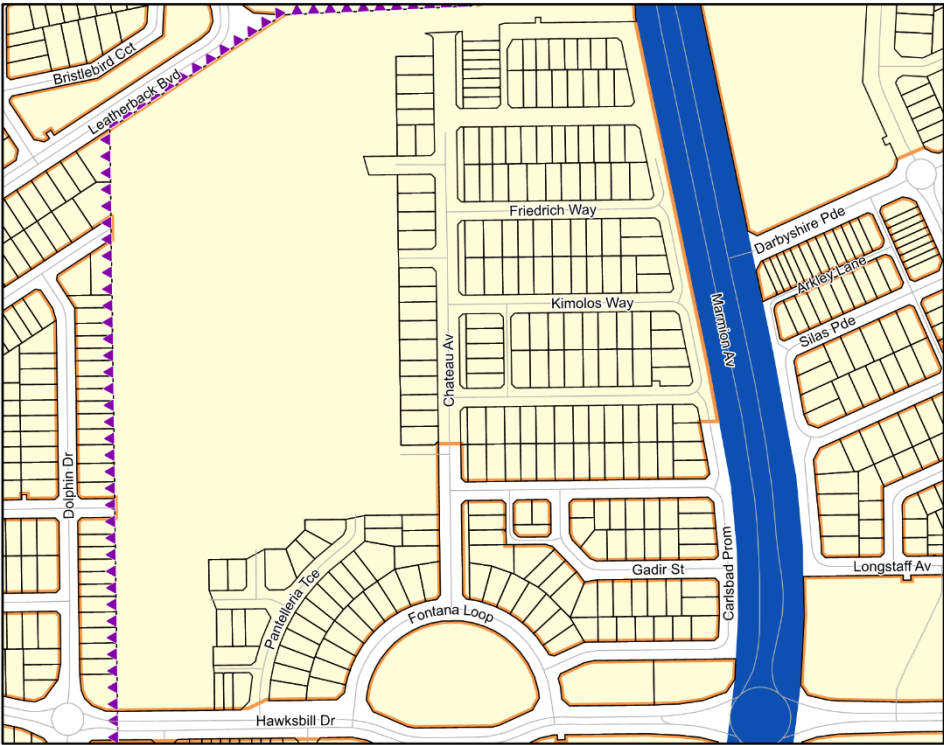
**CITY OF WANNEROO  
DISTRICT PLANNING SCHEME NO. 2  
AMENDMENT NO. 227 - MAP INDEX**



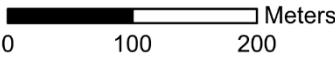
CITY OF WANNEROO

DISTRICT PLANNING SCHEME No. 2

AMENDMENT NO. 227



EXISTING ZONE

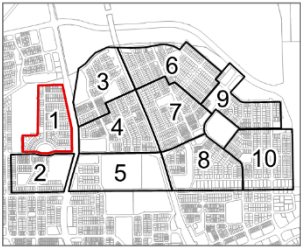


- LEGEND**
- Development Contribution Area
  - DPS2 ZONES & RESERVES**
  - URBAN DEVELOPMENT
  - LOCAL ROAD
  - MRS RESERVES**
  - OTHER REGIONAL ROADS



SCHEME (AMENDMENT) MAP 1

- LEGEND**
- R30 R-CODES
  - DPS2 ZONES**
  - COMMERCIAL
  - RESIDENTIAL
  - LOCAL SCHEME RESERVES**
  - ENVIRONMENTAL CONSERVATION
  - LOCAL ROAD
  - PUBLIC OPEN SPACE

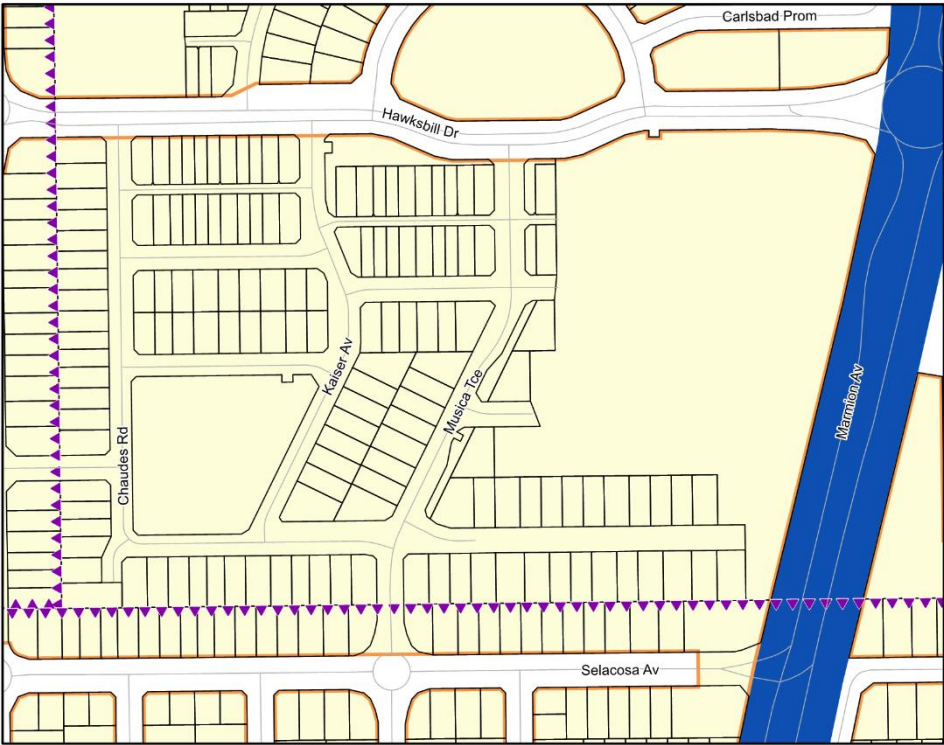




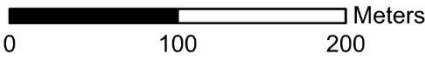
CITY OF WANNEROO

DISTRICT PLANNING SCHEME No. 2

AMENDMENT NO. 227



EXISTING ZONE



- LEGEND**
- Development Contribution Area
  - DPS2 ZONES & RESERVES**
  - URBAN DEVELOPMENT
  - LOCAL ROAD
  - MRS RESERVES**
  - OTHER REGIONAL ROADS



SCHEME (AMENDMENT) MAP 2

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

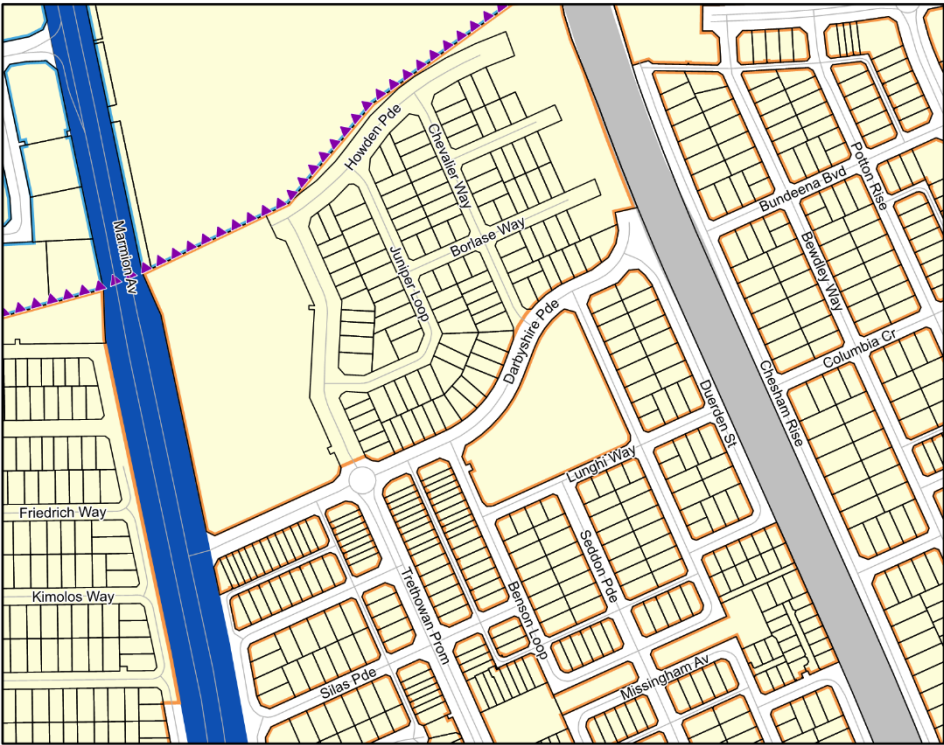


**City of Wanneroo**  
Produced by Customer & Information Services  
30/09/2024  
KACE : 121537

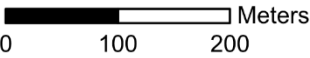
CITY OF WANNEROO

DISTRICT PLANNING SCHEME No. 2

AMENDMENT NO. 227



EXISTING ZONE



- LEGEND**
- Development Contribution Area
  - DPS2 ZONES & RESERVES**
  - CENTRE
  - URBAN DEVELOPMENT
  - LOCAL ROAD
  - MRS RESERVES**
  - OTHER REGIONAL ROADS
  - RAILWAYS



SCHEME (AMENDMENT) MAP 3

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

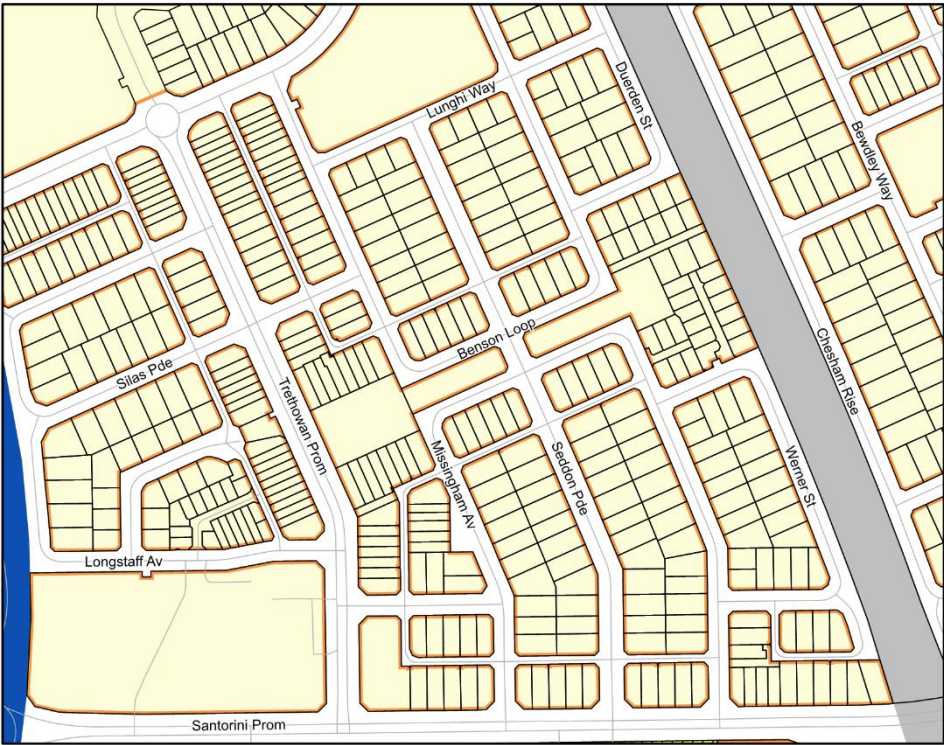




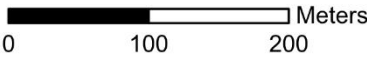
CITY OF WANNEROO

DISTRICT PLANNING SCHEME No. 2

AMENDMENT NO. 227



EXISTING ZONE

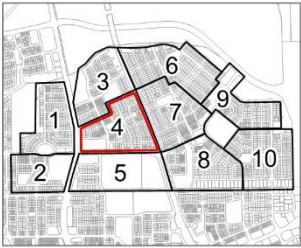


- LEGEND**
- DPS2 ZONES & RESERVES**
- PUBLIC PURPOSES
  - URBAN DEVELOPMENT
  - LOCAL ROAD
- MRS RESERVES**
- OTHER REGIONAL ROADS
  - RAILWAYS



SCHEME (AMENDMENT) MAP 4

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



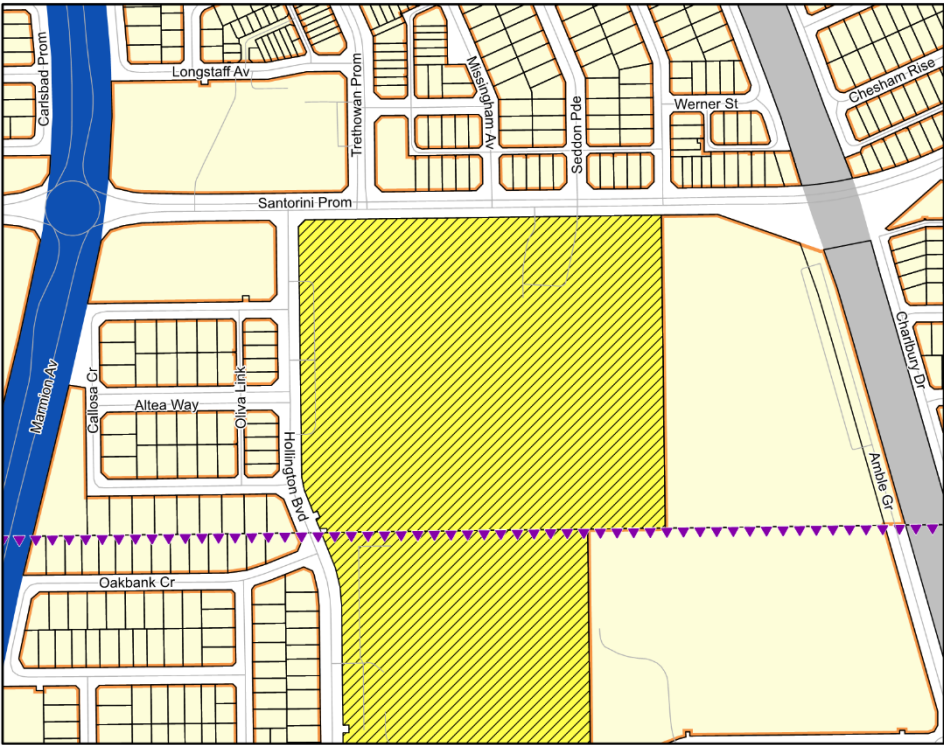
**City of Wanneroo**

Produced by Customer & Information Services  
20/09/2024  
KACE : 121537

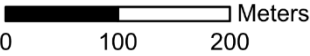
CITY OF WANNEROO

DISTRICT PLANNING SCHEME No. 2

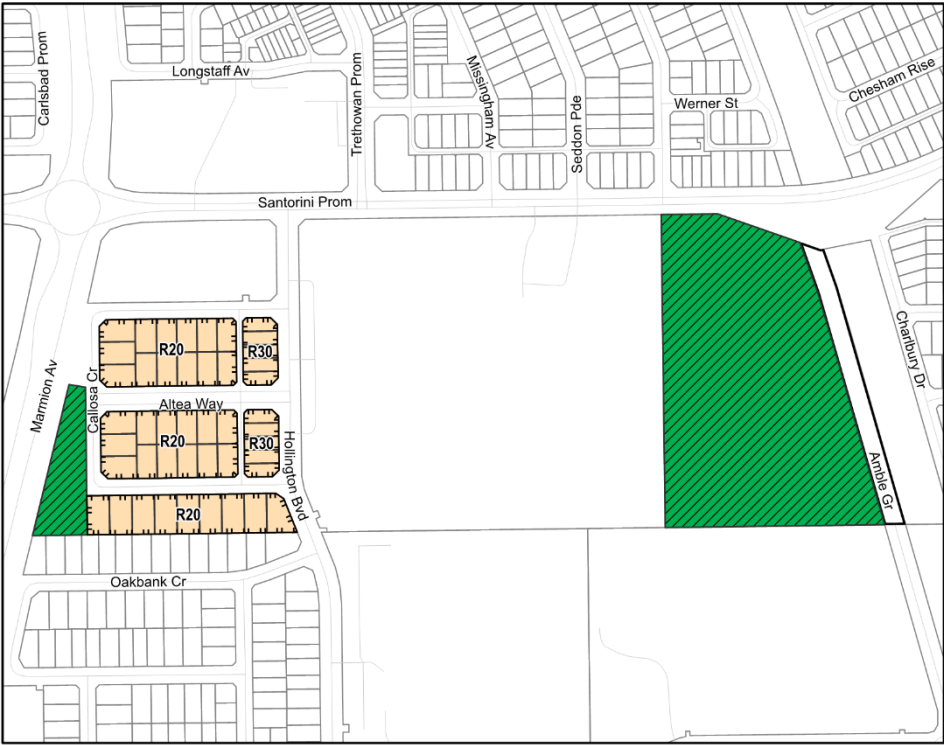
AMENDMENT NO. 227



EXISTING ZONE

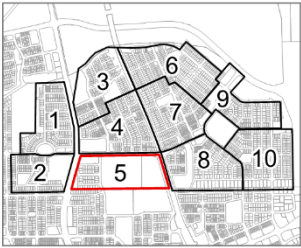


- LEGEND**
- Development Contribution Area
  - DPS2 ZONES & RESERVES**
    - PUBLIC PURPOSES
    - URBAN DEVELOPMENT
    - LOCAL ROAD
  - MRS RESERVES**
    - OTHER REGIONAL ROADS
    - RAILWAYS



SCHEME (AMENDMENT) MAP 5

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



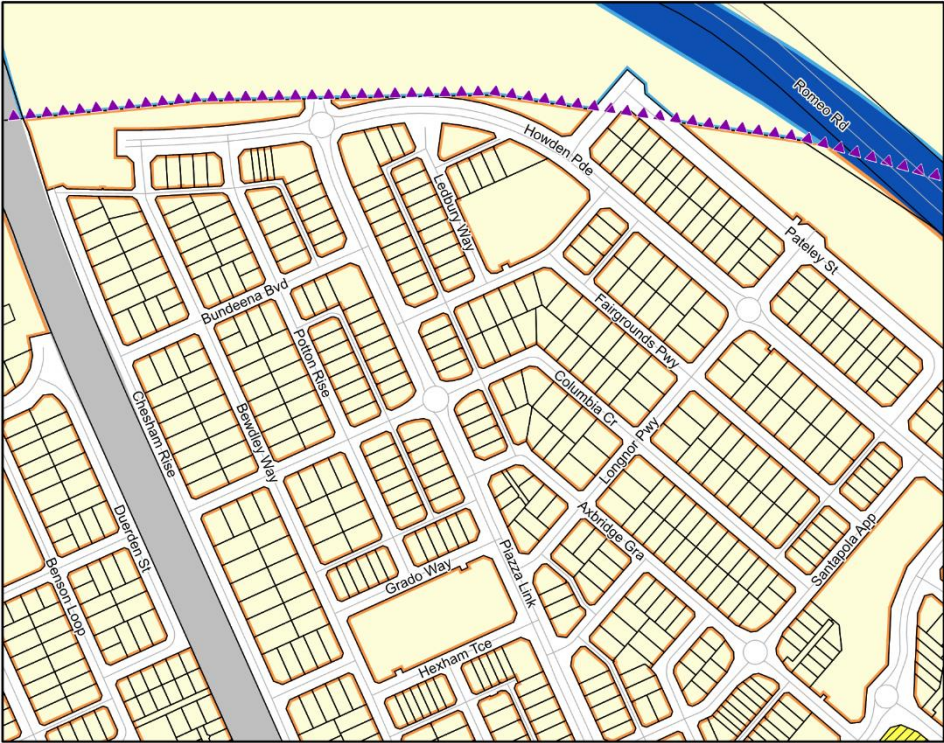
**City of Wanneroo**  
Produced by Customer & Information Services  
20/09/2024  
KACE : 121537



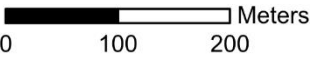
CITY OF WANNEROO

DISTRICT PLANNING SCHEME No. 2

AMENDMENT NO. 227



EXISTING ZONE



LEGEND

Development Contribution Area

DPS2 ZONES & RESERVES

CENTRE

PUBLIC PURPOSES

URBAN DEVELOPMENT

LOCAL ROAD

MRS RESERVES

OTHER REGIONAL ROADS

RAILWAYS



SCHEME (AMENDMENT) MAP 6

LEGEND

R-CODES

DPS2 ZONES

RESIDENTIAL

LOCAL SCHEME RESERVES

PUBLIC OPEN SPACE



City of Wanneroo

Produced by Customer & Information Services

20/09/2024

KACE : 121537



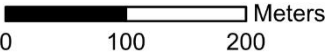
CITY OF WANNEROO

DISTRICT PLANNING SCHEME No. 2

AMENDMENT NO. 227



EXISTING ZONE



- LEGEND**
- DPS2 ZONES & RESERVES**
- PUBLIC PURPOSES
  - URBAN DEVELOPMENT
  - LOCAL ROAD
- MRS RESERVES**
- RAILWAYS



SCHEME (AMENDMENT) MAP 7

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



**City of Wanneroo**

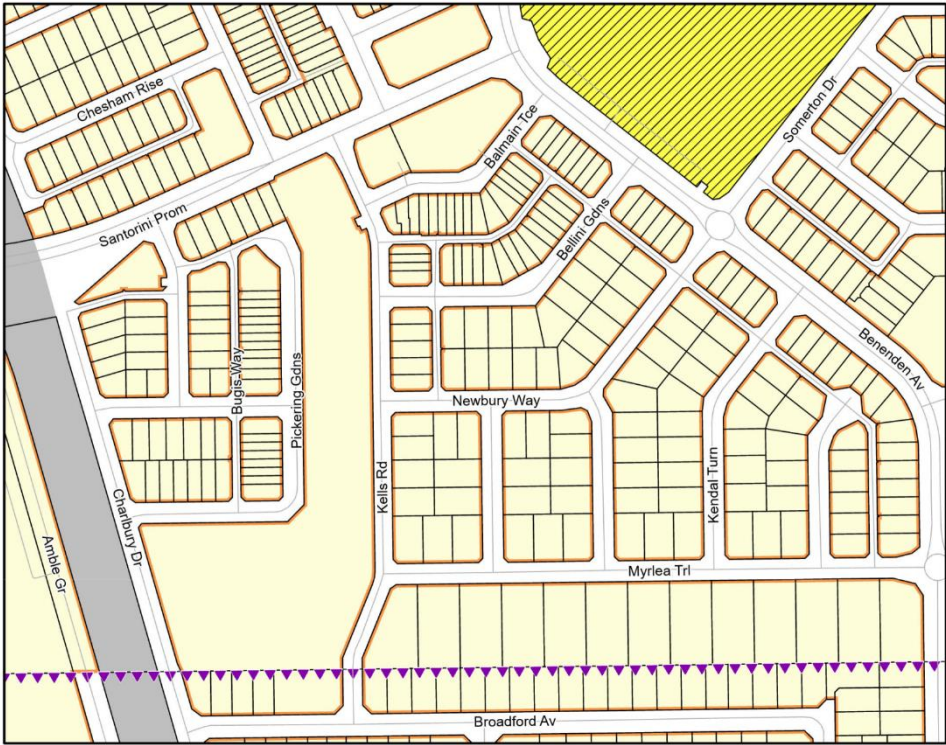
Produced by Customer & Information Services  
20/09/2024  
KACE : 121537



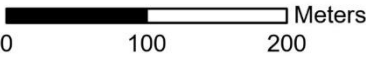
CITY OF WANNEROO

DISTRICT PLANNING SCHEME No. 2

AMENDMENT NO. 227



EXISTING ZONE



- LEGEND**
- Development Contribution Area
  - DPS2 ZONES & RESERVES**
    - PUBLIC PURPOSES
    - URBAN DEVELOPMENT
    - LOCAL ROAD
  - MRS RESERVES**
    - RAILWAYS



SCHEME (AMENDMENT) MAP 8

- LEGEND**
- R30 R-CODES
  - DPS2 ZONES**
    - COMMERCIAL
    - RESIDENTIAL
    - URBAN DEVELOPMENT
  - LOCAL SCHEME RESERVES**
    - ENVIRONMENTAL CONSERVATION
    - PUBLIC OPEN SPACE

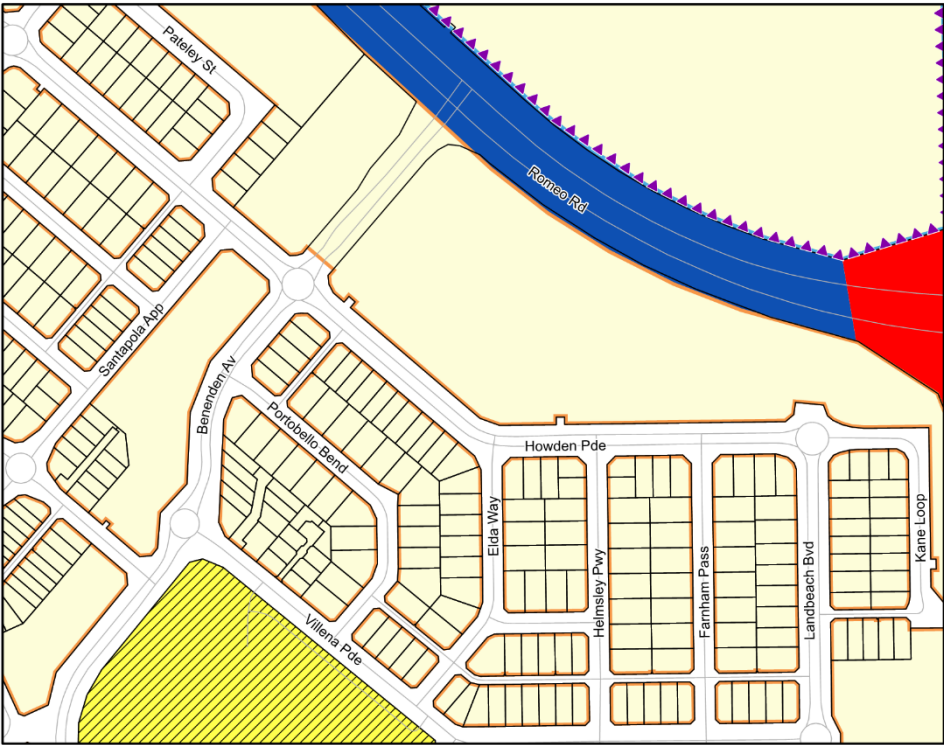


**City of Wanneroo**  
Produced by Customer & Information Services  
09/10/2024  
KACE : 121537

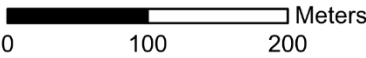
CITY OF WANNEROO

DISTRICT PLANNING SCHEME No. 2

AMENDMENT NO. 227



EXISTING ZONE

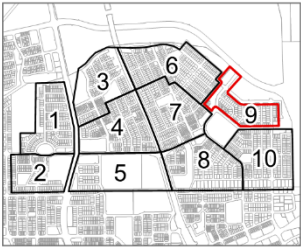


- LEGEND
- Development Contribution Area
- DPS2 ZONES & RESERVES
- CENTRE
- PUBLIC PURPOSES
- URBAN DEVELOPMENT
- LOCAL ROAD
- MRS RESERVES
- PRIMARY REGIONAL ROADS
- OTHER REGIONAL ROADS



SCHEME (AMENDMENT) MAP 9

- LEGEND
- R-CODES
- DPS2 ZONES
- RESIDENTIAL
- LOCAL SCHEME RESERVES
- ENVIRONMENTAL CONSERVATION
- LOCAL ROAD
- PUBLIC OPEN SPACE

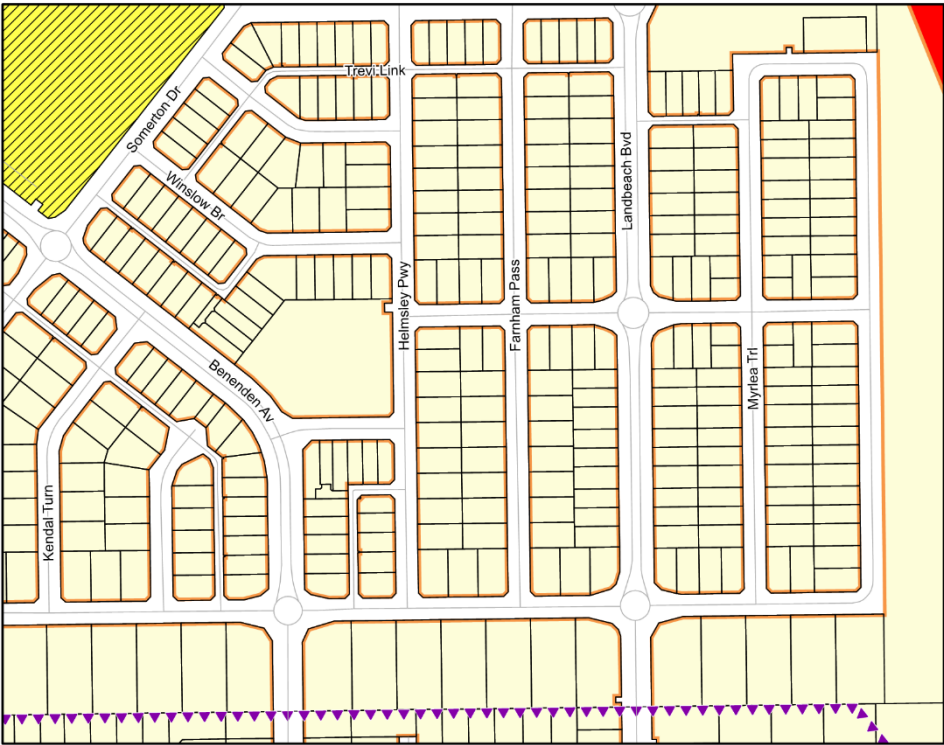




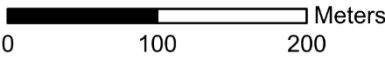
CITY OF WANNEROO

DISTRICT PLANNING SCHEME No. 2

AMENDMENT NO. 227



EXISTING ZONE

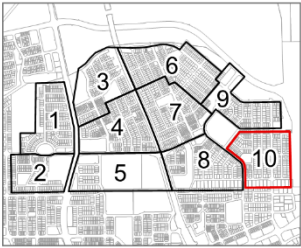


- LEGEND**
- Development Contribution Area
  - DPS2 ZONES & RESERVES**
    - PUBLIC PURPOSES
    - URBAN DEVELOPMENT
    - LOCAL ROAD
  - MRS RESERVES**
    - PRIMARY REGIONAL ROADS



SCHEME (AMENDMENT) MAP 10

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



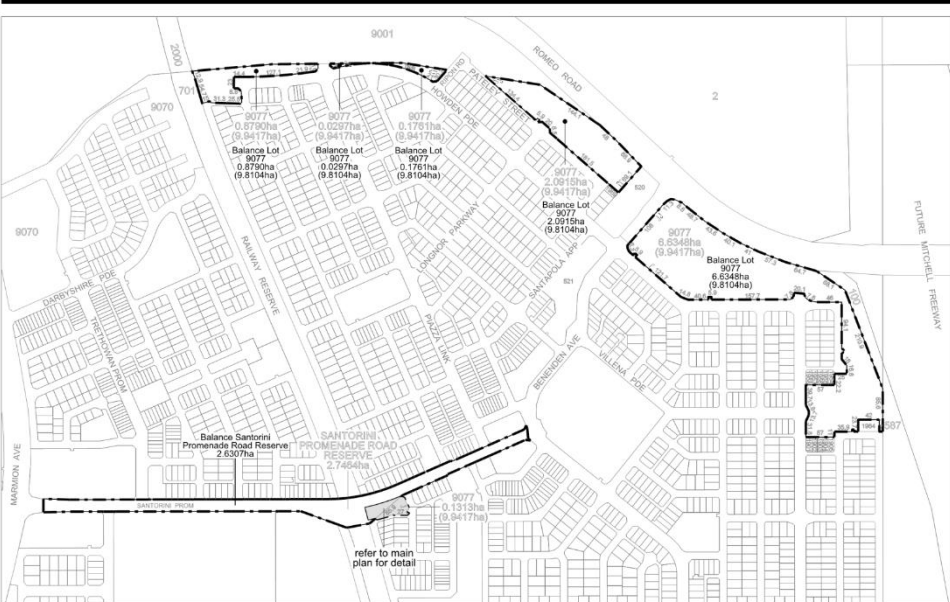
**City of Wanneroo**  
Produced by Customer & Information Services  
20/09/2024  
KACE : 121537







OVERALL SUBDIVISION



LEGEND

- TOTAL APPLICATION AREA

(12.6881ha)
- PORTION OF SANTORINI PROMENADE ROAD RESERVE TO BE AMALGAMATED WITH PROPOSED LOTS

0.1181ha
- PORTION OF SANTORINI PROMENADE ROAD RESERVE TO REMAIN AS ROAD RESERVE

0.0061ha
- SERVICES
- WATER

PIPE
- SEWER

PRESSURE MAIN

CONNECTION

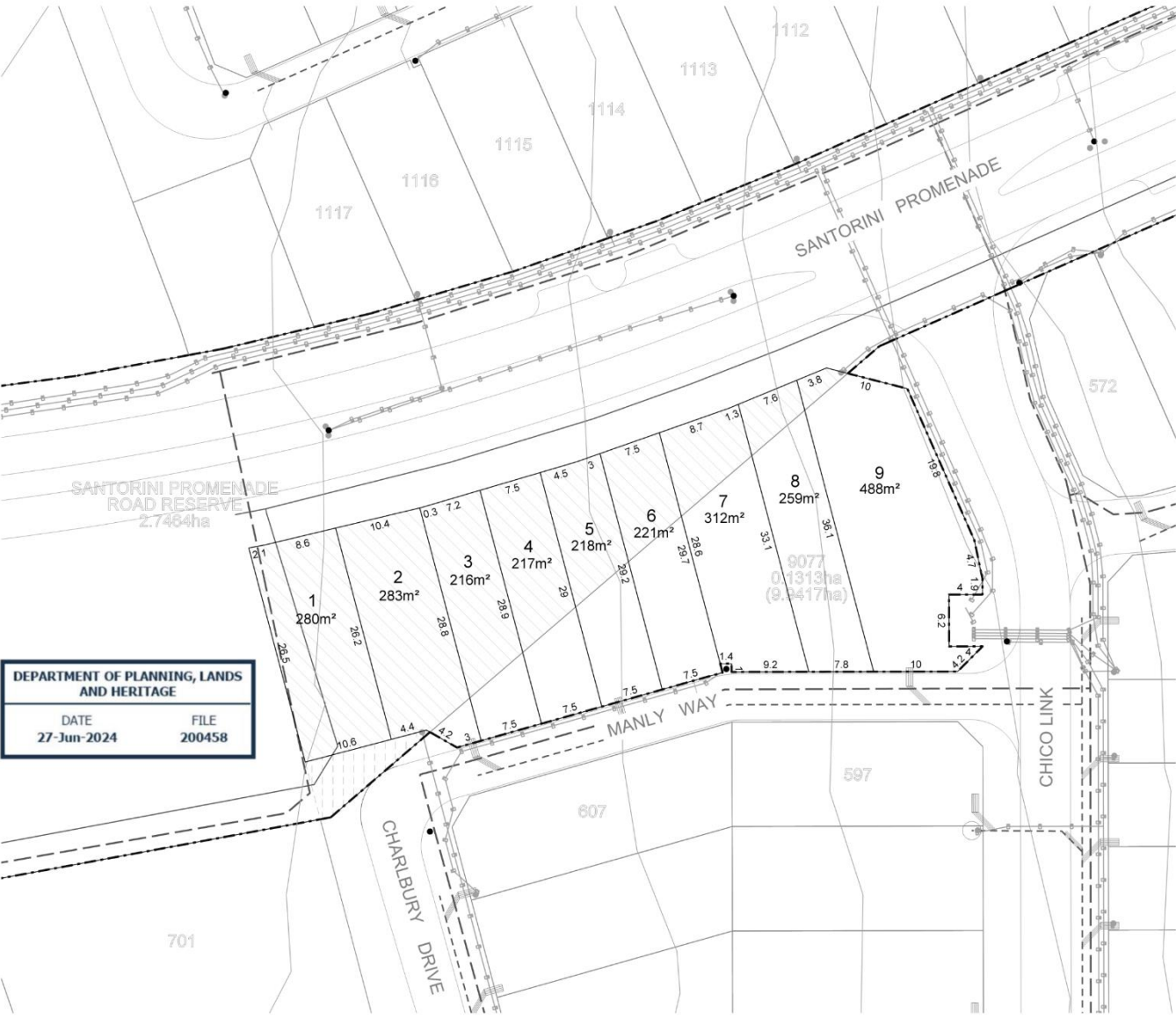
GRAVITY PIPE
- ELECTRICAL

UNDERGROUND DISTRIBUTION LINE

DISTRIBUTION POLE/LIGHT POLE/PILLAR

LOT SUMMARY

LOT YIELD			LOT AREA	
Size	No Lots	% Total Lots	Average Size	% of Total Area
180m <sup>2</sup> - 234m <sup>2</sup>	4	44.44%	218m <sup>2</sup>	34.96%
235m <sup>2</sup> - 319m <sup>2</sup>	4	44.44%	283m <sup>2</sup>	45.47%
450m <sup>2</sup> - 499m <sup>2</sup>	1	11.11%	488m <sup>2</sup>	19.57%
Total Number of Lots				
Minimum Lot Size 216m <sup>2</sup>			Average Lot Size 277m <sup>2</sup>	
Maximum Lot Size 488m <sup>2</sup>			Total Lot Area 2494m <sup>2</sup>	
Balance Lot 9077	1			
Total Number of Lots	10			



**Plan of Amalgamation and Subdivision (Freehold)**  
LOT 9077 HOWDEN PARADE AND PORTION OF SANTORINI PROMENADE  
DEVIATION ROAD RESERVE, ALKIMOS  
A Northern Corridor Developments Ltd Project

plan: 20012/085  
scale: 1:500 @ A3 | 1:250 @ A1  
date: 12/06/2024  
grid: PCG 94  
designed: Taylor Burrell Barnett Town Planning & Design  
checked: KS  
drawn: BR  
Level 7, 160 St Georges Terrace, Perth WA 6000  
e: admin@tbbplanning.com.au  
p: (08) 9226 4276  
© COPYRIGHT DATA ON BURELL BARNETT. ALL RIGHTS RESERVED.  
ALL AREAS AND DIMENSIONS SHOWN ARE SUBJECT TO SURVEY.





**Amendment No. 227 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 of the *Planning and Development (Local Planning Schemes) Regulations 2015*, the amendment to the above Local Planning Scheme affects the following structure plans:

- Butler-Jindalee Agreed District Structure Plan No. 39;
- Lots 1001 and 1002 Marmion Avenue, Alkimos Agreed Local Structure Plan No. 60; and
- Agora Village – Trinity at Alkimos Pt Lot 9005 Marmion Avenue, Alkimos Agreed Local Structure Plan No. 86.

Upon the Local Planning Scheme amendment taking effect:

1. The approval of the Butler-Jindalee Agreed District Structure Plan No. 39 will not be affected.
2. The approval of the Agora Village – Trinity at Alkimos Pt Lot 9005 Marmion Avenue, Alkimos Agreed Local Structure Plan No. 86 will not be affected.
3. The Lots 1001 and 1002 Marmion Avenue, Alkimos Agreed Local Structure Plan No. 60 is to be amended to the extent as follows:

- a) Plan 2: Agreed Structure Plan, Plan 3: Agreed Structure Plan 60 (Zoning) and Plan 4: Density Codes being modified as provided for as Structure Plan (Amendment) Maps in Schedule 1.
- b) Deleting all the provisions in Section 5 of the structure plan text (including all of Section 5.1) and replacing those provisions with the following:

*"In accordance with Clause 27 of the deemed provisions for local planning schemes, contained in Schedule 2 of the Planning and Development (Local Planning Schemes) Regulations 2015 (deemed provisions), a decision-maker for an application for development approval or subdivision approval within the structure plan area is to have due regard to, but is not bound by, this structure plan when deciding the application. A decision-maker is, however, bound to adhere to all provisions contained in the Scheme relevant to the land in this structure plan area."*

- c) Modifying the final sentence in Section 6.0 of the structure plan text to read as follows:

*"All development should be carried out in accordance with the principles outlined in the Agreed Local Structure Plan and the provisions of the Scheme."*

- d) Deleting the final two paragraphs from Section 8.0 of the structure plan text, and replacing that text with the following:

*"Notwithstanding the above, Map 3 and Map 4 also show the extent of the structure plan area where zoning and residential density coding of land is instead provided through the Scheme."*

- e) Modifying Section 9.0 of the structure plan text (prior to Section 9.1) to read as follows:

*“Land within the structure plan area that is yet to be normalised into the local planning scheme is situated within five separate land use precincts as detailed below:*

*Precinct 1: Low to Medium Density Residential  
Precinct 2: Service Commercial  
Precinct 3: Light Industry  
Precinct 4: Commercial  
Precinct 5: Mixed Use”*

- f) Deleting all of Section 9.1 of the structure plan text.
- g) Modifying the title ‘9.2 Precinct 2 Residential – Low to Medium Density Residential’ to ‘9.1 Precinct 1 Low to Medium Density Residential’, and adding the following text immediately below (and prior to the ‘Primary Objectives’):

*“This section relates to the Residential Precinct where shown on Plan 2. In the context of this structure plan, the Residential Precinct does not relate to land which is zoned Residential under the Scheme.”*

- h) Renumbering the following sub-sections in Section 9.2 as detailed below:
- 9.2.1 Primary Objectives – renumbered to 9.1.1;
  - 9.2.2 Strategies – renumbered to 9.1.2; and
  - 9.2.3 Provisions - renumbered to 9.1.3.
- i) Deleting all of sub-section 9.2.4 of the structure plan text (except Table A).
- j) Relocate Table A into a new Section 10.1 as outlined in Item (II) below, modified only to the extent that reference to ‘Clause 6.3.2 A2’ of the Residential Design Codes is replaced with ‘Part B, Clause 5.1.3 C3.2’.
- k) Deleting all of Section 9.3 and Section 9.4 of the structure plan text.
- l) Modifying the title ‘9.5 Precinct 5 Business Zone’ to ‘9.2 Precinct 2 Service Commercial’.
- m) Deleting all of sub-section 9.5.1 of the structure plan text.
- n) Renumbering sub-section 9.5.2 in the structure plan text to 9.2.1.
- o) Replacing the reference to ‘Business Zone’ with ‘Service Commercial Precinct’ in both headings of the table included in sub-section 9.5.2.
- p) Modifying the text in sub-section (i) of the table in sub-section 9.5.2, so that it reads as follows:
- “The objectives for this precinct shall be in accordance with that contained in the Scheme for the Service Commercial Zone, except where a lot shares a boundary with a residential lot.”*
- q) Modifying the text prior to the dot points in sub-section (iv) of the table in sub-section 9.5.2, so that it reads as follows:

*"This Agreed Structure Plan has specific objectives for lots that share a boundary with a residential lot as follows:"*

- r) Replacing the term 'Residential Zone' in the third dot in sub-section (iv) of the table in sub-section 9.5.2 with 'residential development'.
- s) Renumbering sub-section (vi) of the table in sub-section 9.5.2 to sub-section (v) and replacing all references to 'Clause 9.5.2' with 'sub-section 9.2.1'.
- t) Renumbering the following sub-sections in Section 9.5 as detailed below:
  - 9.5.3 Landuse Permissibility – renumbered to 9.2.2;
  - 9.5.5 Local Development Plans – renumbered to 9.2.3; and
  - 9.5.6 Development Controls – renumbered to 9.2.4.
- u) Replacing the term 'Business Zone' in sub-section 9.5.3 with 'Service Commercial Zone'.
- v) Deleting all of sub-section 9.5.4 of the structure plan text.
- w) Modifying the two paragraphs in sub-section 9.5.5 of the structure plan text to read as follows:

*"Local Development Plans shall be required as a condition of subdivision to ensure appropriate interfaces and streetscapes are provided adjoining and adjacent to any residential land.*

*The Local Development Plan for lots in the Service Commercial zone that share a common boundary with residential land shall include:"*

- x) Modifying sub-section 9.5.6 (i) of the structure plan text to read as follows:
 

*"The following provisions apply to any planning application for a lot in the Service Commercial zone that shares a boundary with residential land."*
- y) Modifying the first sentence of sub-section 9.5.6 (iii) of the structure plan text to read as follows:
 

*"Where a lot in the Service Commercial zone shares a boundary with residential land, the maximum gross floor area of any building per lot shall be limited to 800m<sup>2</sup>."*
- z) Modifying the title '9.6 Precinct 6 Service Industrial Zone' to '9.3 Precinct 3 Light Industry'.
- aa) Renumbering the following sub-sections in Section 9.6 as detailed below:
  - 9.6.1 Objectives – renumbered to 9.3.1;
  - 9.6.2 Landuse Permissibility – renumbered to 9.3.2; and
  - 9.6.3 Residential Interface – renumbered to 9.3.3.
- bb) Modifying sub-section 9.6.1 of the structure plan text to read as follows:
 

*"Objectives for this precinct shall be in accordance with those contained in the local planning scheme for the Light Industry Zone."*

- cc) Replacing the term 'Service Industrial Zone' in sub-section 9.6.2 with 'Light Industry Zone'.
- dd) Modifying sub-section 9.6.3 of the structure plan text to read as follows:
- "The Light Industry precinct shall be separated from residential land by a public road."*
- ee) Modifying the title '9.7 Precinct 7 Commercial Zone' to '9.4 Precinct 4 Commercial'.
- ff) Renumbering the following sub-sections in Section 9.7 as detailed below:
- 9.7.1 Landuse Permissibility – renumbered to 9.4.1; and
  - 9.7.2 Density – renumbered to 9.4.2.
- gg) Replacing the structure plan text in Section 9.7 (prior to sub-section 9.7.1) with the following:
- "The Commercial precinct will provide for a wide range of business activities."*
- hh) Modifying the title '9.8 Precinct 8 Mixed Use' to '9.5 Precinct 5 Mixed Use'.
- ii) Modifying Section 9.8 of the structure plan text (prior to sub-section 9.8.1) to read as follows:
- "The Mixed Use precinct will cater for a variety of compatible landuses and provide an intermediate stage between the Residential and Commercial zones."*
- jj) Renumbering the following sub-sections in Section 9.8 as detailed below:
- 9.8.1 Landuse Permissibility – renumbered to 9.5.1; and
  - 9.8.2 Density – renumbered to 9.5.2.
- kk) Introducing a new Section 10.1 titled 'Residential Design Code Variations to R20 Coded Lots', with text provisions as outlined below:
- "Table A sets out variations to the Residential Design Codes that are deemed to comply for single houses on R20 coded lots. The variations apply to both land zoned Residential under the Scheme and the Residential Precinct identified in Plan 2.*
- Development that complies with Table A does not require neighbour consultation and planning approval. The variations set out in Table A are optional not mandatory."*
- ll) Relocating the modified Table A from sub-section 9.2.4 (refer to Item (j) above) into the new Section 10.1.
- mm) Renumbering the existing Section 10.1 titled 'Residential Design Code Variations to R25 to R60 Coded Lots' to Section 10.2, and adding a new second paragraph as follows:
- "Notwithstanding the above, the R-Codes variations specified in LPP 4.19 will only have effect over land coded R60 until either 19 October 2025 or when the variations are removed from LPP 4.19 (whichever comes first)."*

- nn) Introducing a new Section 10.3 titled 'Retail Floorspace Provision' with text provisions as outlined below:

*"The structure plan area provides for two retail areas, being the 'Western Retail Area' and 'Eastern Retail Area' as shown on Plan 2. Maximum retail floorspace in these areas will be in accordance with Table B below:"*

- oo) Adding a new Table B into the newly introduced Section 10.3 as outlined below:

<b>TABLE B - RETAIL FLOORSPACE PROVISION</b>	
<b>Retail Area</b>	<b>Maximum Net Lettable Area (NLA)</b>
Western Retail Area	5400m <sup>2</sup>
Eastern Retail Area	1500m <sup>2</sup>

- pp) Renumbering the following in Section 10 as detailed below:

- Section 10.2 Economic and Employment Strategy – renumbered to 10.4;
- Section 10.3 Geotechnical Assessment Report – renumbered to 10.5;
- Section 10.4 Management Plans – renumbered to 10.6; and
- Section 10.5 Transport Noise – renumbered to 10.7.

- qq) Replacing 'Department of Environmental Conservation' in Section 10.4 with 'Department of Biodiversity, Conservation and Attractions'.

The Lots 1001 and 1002 Marmion Avenue, Alkimos Agreed Local Structure Plan No. 60 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 this Local Planning Scheme amendment. An extension to the approval duration period for this structure plan beyond 19 October 2025 will be considered separately to this proposal.

Zoning, local scheme reserves and residential density codings from Agora Village – Trinity at Alkimos Pt Lot 9005 Marmion Avenue, Alkimos Agreed Local Structure Plan No. 86 will also be placed in the Local Planning Scheme through this Local Planning Scheme amendment. This structure plan will not be amended through this proposal; but rather be left to expire on 19 October 2025.

Butler-Jindalee Agreed District Structure Plan No. 39 will also not be amended through this proposal and will also be left to expire on 19 October 2025.

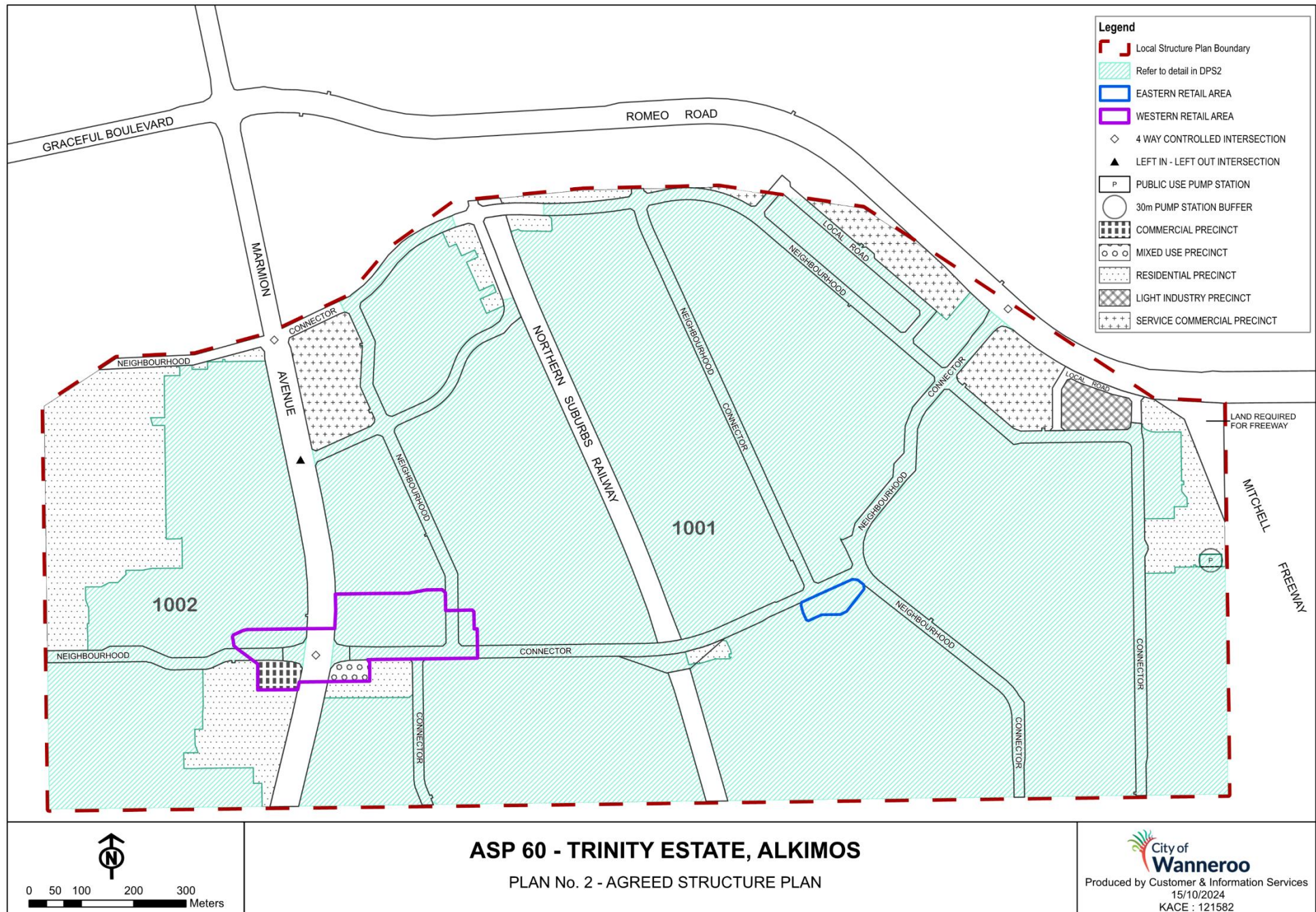




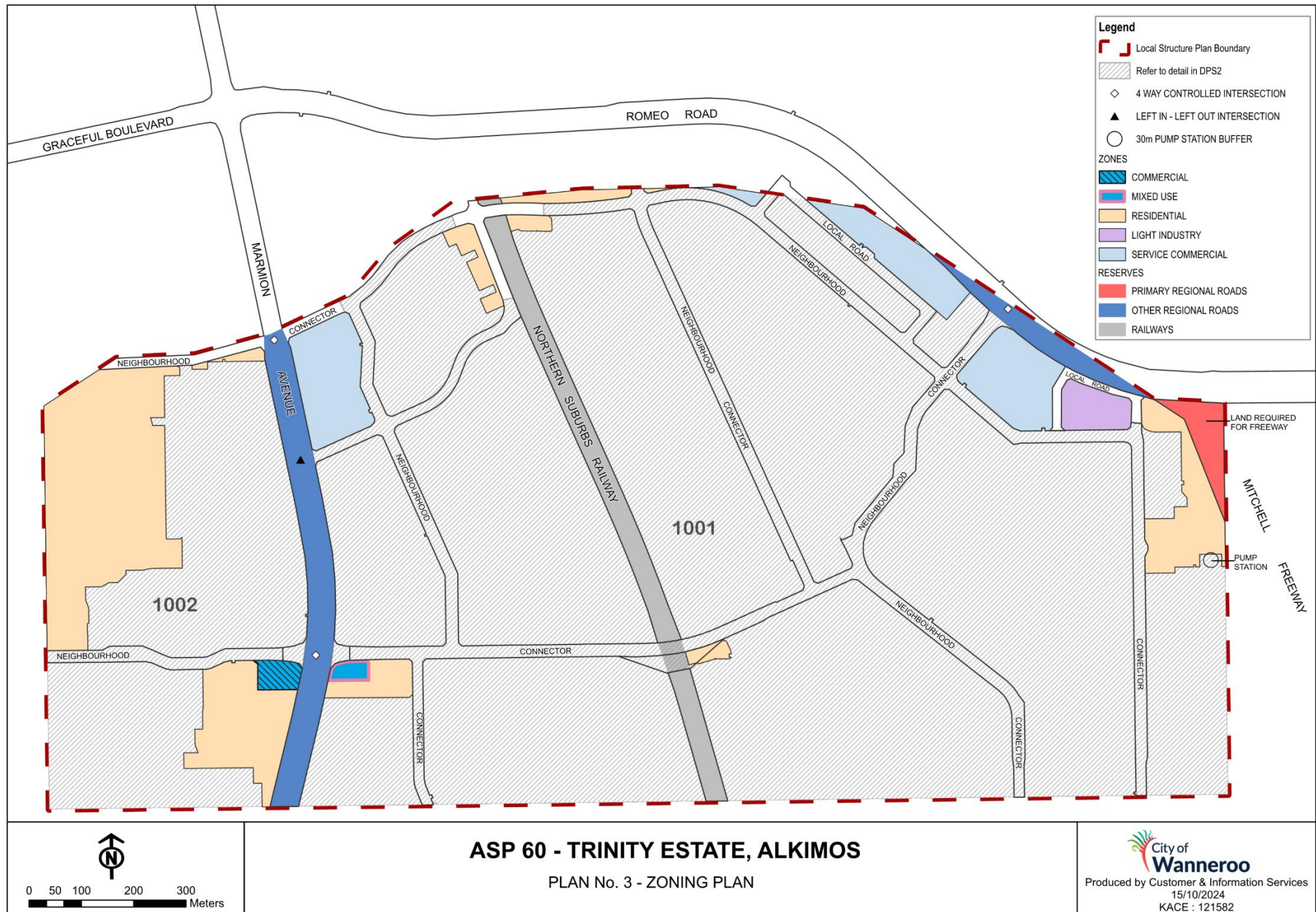
# **SCHEDULE 1**

## **STRUCTURE PLAN (AMENDMENT) MAPS**

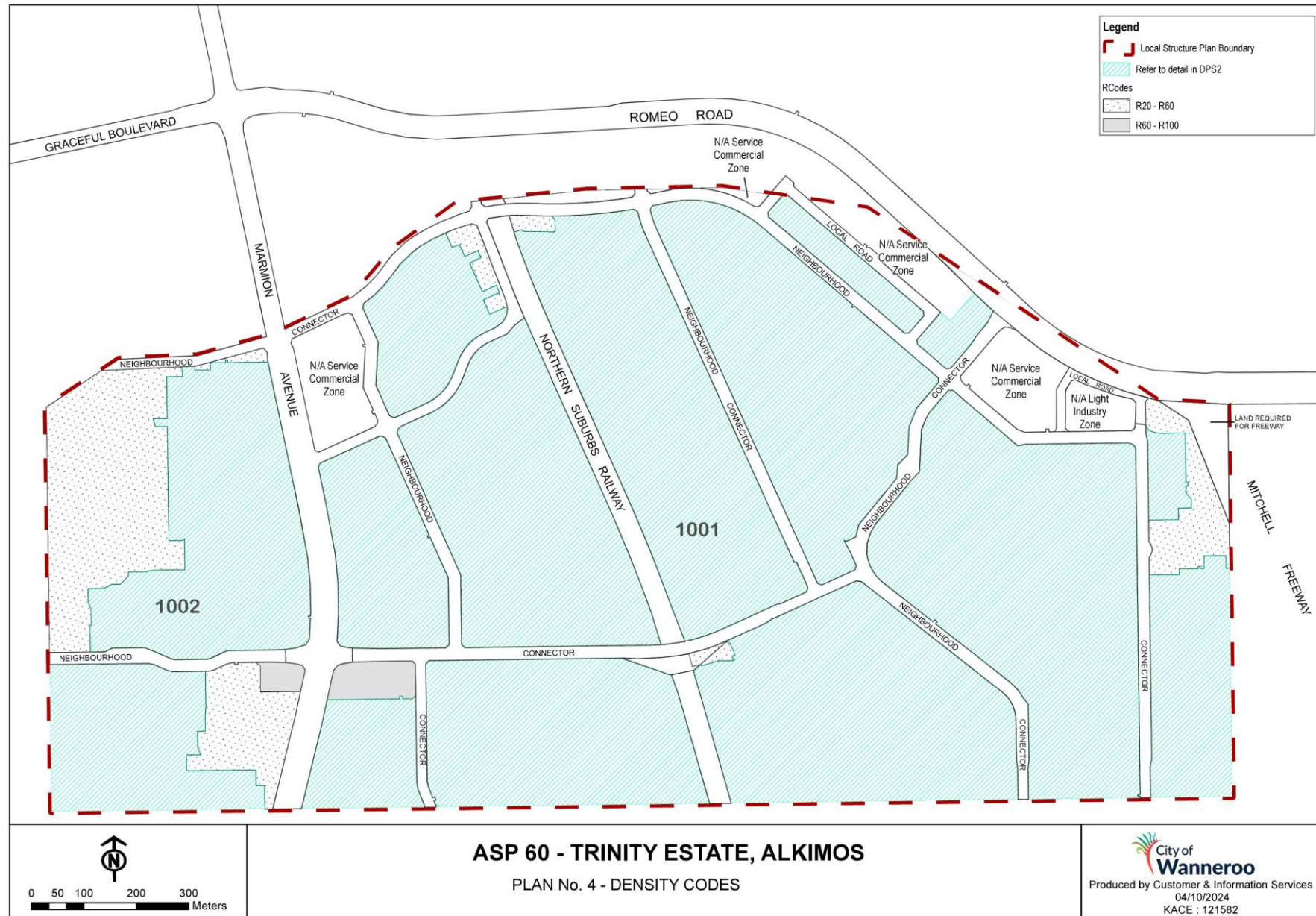
To support subsequent amendment to  
ASP 60 should Amendment No. 227 be  
approved











## PART 1 –IMPLEMENTATION (with Amendments 1-7)

### LOCAL STRUCTURE PLAN

#### LOTS 1001 AND 1002 MARMION AVENUE, ALKIMOS



#### Structure Plan Number 60

Originally adopted by resolution of  
WAPC on 13 November 2009  
And By  
Resolution of the Council of the  
City of Wanneroo on 27 January 2010

Structure Plan File Number : SPN/0238M-3

Gray & Lewis Landuse Planners &  
Taylor Burrell Barnett

November 2021



Amendment 7 (Version 6)



IT IS CERTIFIED THAT AMENDMENT NO. 7 TO ALKIMOS AGREED  
STRUCTURE PLAN NO. 60 WAS APPROVED BY RESOLUTION OF THE  
WESTERN AUSTRALIAN PLANNING COMMISSION ON:

**19 NOVEMBER 2021**

Signed for and on behalf of the Western Australian Planning Commission



an officer of the Commission duly authorised by the Commission pursuant  
to Section 16 of *the Planning and Development Act 2005* for that purpose.

## RECORD OF AMENDMENTS MADE TO THE LOTS 1001 AND 1002 MARMION AVENUE

## ALKIMOS AGREED STRUCTURE PLAN NO. 60

Amendment No.	Summary of Amendment	Amendment Type	Date Approved by WAPC
1.	Variations to Residential Design Code Provisions for R20 and R25 front loaded lots.		19 September 2011
2.	<ul style="list-style-type: none"> <li>• Realigns the neighbourhood connector road structure in the northern and central parts;</li> <li>• Removes a portion of the 'Other Regional Road' reservation for Romeo Road and includes the land in the Residential zone.</li> <li>• Zones an area defined as 'subject to further planning' east of the Northern Suburbs Railway as Residential zone; and</li> <li>• Rationalises the boundary between the Centre and Residential zones east of Marmion Avenue.</li> </ul>		12 December 2014
3.	<u>Map Modifications</u> <ul style="list-style-type: none"> <li>• Extending a neighbourhood connector in the northern part.</li> <li>• Zoning the areas defined as 'subject to further planning' as described below: <ul style="list-style-type: none"> <li>i. An area east of Marmion Avenue and south of a neighbourhood connector to 'Residential' and 'Business' zone.</li> <li>ii. An area south of Romeo Road to 'Business' Zone, 'Residential' Zone and 'Service Industrial' Zone.</li> <li>iii. An area west of Mitchell Freeway to Residential zone with extension of 'environment response housing' to the east.</li> </ul> </li> <li>• Reserving an identified pump station in the east portion as 'Public Use'.</li> </ul>		24 May 2016

Amendment No.	Summary of Amendment	Amendment Type	Date Approved by WAPC
3.	<u>Text Modifications</u> <ul style="list-style-type: none"> <li>Introducing new statutory provisions for the Business and Service Industrial Zone with appropriate landuse controls.</li> </ul>		24 May 2016
4.	<u>Map Modifications</u> <ol style="list-style-type: none"> <li>Removing the Western 'Environment Response Housing' precinct and re-coding it from Residential 'R10' to Residential 'R20-60'.</li> <li>Removing the Western Activity Centre and replacing the 'Centre' zone with 'Commercial' Zone, 'Mixed Use' Zone and 'Residential' Zone.</li> <li>Modifying the alignment of the Neighbourhood Connector west of Marmion Avenue.</li> </ol> <u>Text Modifications</u> <ul style="list-style-type: none"> <li>Introducing landuse controls for the Commercial and Mixed Use zone.</li> <li>Deleting provisions relating to the Western Environmental Responsive Housing and re-numbering provisions for the South Eastern Precinct – Vegetation Protection Area.</li> </ul>		25 May 2016
5.	<u>Map Modification</u> <p>Modifying Note 2 in the Legend on Plan 3 – Zoning Plan from 'The maximum Retail NLA for the combined area of the Commercial and Mixed Use zone shall not exceed 2600m<sup>2</sup>' to 'The maximum Retail NLA for the combined area of the Commercial and Mixed Use zone shall not exceed 5400m<sup>2</sup>'</p> <u>Text Modification</u> <p>Increasing the retail floorspace provision of the Precinct 6 Commercial Zone and the Precinct 7 Mixed Use zone to a combined Retail NLA of 5400m<sup>2</sup>.</p>		5 September 2016

Amendment No.	Summary of Amendment	Amendment Type	Date Approved by WAPC
6.	<p><u>Text Modification</u></p> <p>Replacing references to 'Part 1 – Statutory Report' with 'Part 1 – Implementation'.</p> <p>Introducing provisions to implement the City of Wanneroo Local Planning Policy 4.19:Medium Density Housing Standards (R-MD Codes) to allow for variations to the deemed to comply requirements of the Residential Design Codes to apply to R25 to R60 Coded Lots.</p> <p>Deleting references to R25 Coded Lots under Clause 9.2.4 (as the R-MD Codes will apply instead).</p> <p>Replacing references to 'Detailed Area Plans' with 'Local Development Plans'</p>		21 March 2019
7.	<p><u>Map Modifications</u></p> <p>Change the land use designations of two sites west of Marmion Avenue (Lot 9065), and at the intersection of Hawksbill Drive, from Mixed Use to Commercial on Plan 2 and 3.</p>		19 November 2021
8	<p><u>Map Modifications</u></p> <p>Change the land use designation of part of Lot 46 Hollington Boulevard, Alkimos from Mixed Use to Residential on Plan 2 and 3</p>		30 September 2024
<u>9</u>	<p><u>Various amendments made to the text and maps pursuant to Clause 29A(2) of the deemed provisions, to coincide with Amendment No. 227 to District Planning Scheme No. 2</u></p>		

## PART 1 - IMPLEMENTATION

### 1.0 STRUCTURE PLAN AREA

This Structure Plan shall apply to Lots 1001 and 1002 on deposited plan 61236 being the land shown on the Structure Plan location map (Plan 1).

### 2.0 STRUCTURE PLAN CONTENT

This Structure Plan comprises the:

- Implementation (Part 1);
- Explanatory Report (Part 2 - separate document).

### 3.0 INTERPRETATION

The words and expressions used in this Structure Plan shall have the respective meanings given to them in the Scheme, or where not defined in the Scheme, as set out hereunder:

### 4.0 OPERATION DATE

The Structure Plan comes into effect on the date it is approved by the Western Australian Planning Commission.

### 5.0 RELATIONSHIP WITH THE SCHEME

~~The Agreed Structure Plan has been prepared generally in accordance with Part 9 of the City of Wanneroo District Structure Planning Scheme No 2.~~

~~In accordance with Clause 27 of the deemed provisions for local planning schemes, contained in Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015* (deemed provisions), a decision-maker for an application for development approval or subdivision approval within the structure plan area is to have due regard to, but is not bound by, this structure plan when deciding the application. A decision-maker is, however, bound to adhere to all provisions contained in the Scheme relevant to the land in this structure plan area.~~

#### ~~5.1 Relationship with Butler Jindalee Agreed District Structure Plan~~

~~The Local Structure Plan has been prepared generally in accordance with the Butler Jindalee Agreed District Structure Plan (BJDSP) which was finally adopted by the Western Australian Planning Commission in October 2006.~~

~~In respect to Lots 1001 and 1002, the BJDSP depicts the broad land use — primarily residential together with; two primary school sites, portion of a district high school site and district open space; three local centres; and a service industrial corridor on the eastern boundary of the property. The BJDSP also defines the alignment of the Northern Suburbs Railway; the major road structure including the Mitchell Freeway adjacent to the eastern boundary, Marmion Avenue and Romeo Road and the main neighbourhood connector roads.~~

~~The Local Structure Plan embraces all of the elements set out in Butler Jindalee Agreed District Structure Plan.~~



## 6.0 LOCAL STRUCTURE PLAN

The Local Structure Plan map (Plan 2) outlines the planned pattern of development for the Structure Plan area and depicts the Neighbourhood precincts. All development should be carried out in accordance with the principles outlined in the Agreed Local Structure Plan and ~~as described in clauses 7, 8 and 9 of this document~~ the provisions of the Scheme.

## 7.0 PLANNING PRINCIPLES

The Local Structure Plan has been prepared having regard to the planning principles derived from the Western Australian Planning Commission's operational policy for the assessment of structure plans and subdivision - Liveable Neighbourhoods, together with the City's Smart Growth and the Activity Centres Strategies.

The following planning principles, objectives and strategies have been adopted in the preparation of the structure plan and these shall be implemented as part of the subdivision and development of the structure plan area.

### 7.1 Urban Form Principles

- To create a vibrant, sustainable and interactive community that provides a wide range of residential, recreational, retail, education and mixed use areas within walkable neighbourhoods allowing for a variety of living, employment and leisure opportunities;
- To create an urban form which encourages a wide range of lot and housing types in a variety of density settings enhancing lifestyle and affordability opportunities;
- To provide a well connected movement network which facilitates safe, efficient and pleasant walking, cycling and driving, providing access to public transport systems, local employment, retail and community facilities;
- To provide an integrated approach to the retention of key environmental areas, urban servicing and design of open space; and
- To identify and articulate discernable precincts and neighbourhoods addressing Liveable Neighbourhoods Policy.

### 7.2 Urban Form Elements

Urban Form Elements within the Structure Plan area are guided by key elements contained within Liveable Neighbourhoods:

- Movement Network;
- Housing and Lot Layout;
- Sustainability, Environment and Open Space;
- Community and Schools;
- Infrastructure; and
- Activity Centres & Employment.

### 7.2.1 Movement Network

#### Primary Objectives:

- To provide an interconnected movement network to facilitate convenient and safe linkages for vehicles, cyclists and pedestrians to and throughout the residential areas, activity centres, open space and other areas of interest within or adjoining the development including the location of future railway station;
- To provide a street network and design which creates a pleasant public realm and encourages walking, less reliance on the private car and enhances public transport use; and
- To ensure efficient use of land through the application of Liveable Neighbourhoods road design principles and standards.

#### Strategies:

- To locate neighbourhood connectors and major intersection points generally consistent with the locations depicted in the Structure Plan;
- To create a highly interconnected street network to provide focus on the activity centres with strong links both within and external to the structure plan area, maximising safety, encouraging walking and cycling, supporting public transport and minimising the impact of through traffic;
- To locate a road interface to all areas of public open space, unless it can be demonstrated in a particular instance that an alternative form of interface treatment is appropriate;
- To locate a road interface or at least one side of the railway reserve for emergency access in accordance with Public Transport Authority requirements;
- To design the street network in a way that provides for development orientation toward major roads with the use of rear laneways for lot access;
- To identify a conveniently positioned bus route network providing maximum accessibility in conformance with Public Transport Authority policy;
- To locate a public transport node and access points within the activity centres;
- To design the character of major roads, to provide an environment amenable to pedestrian, cyclists, homes and businesses;
- To design and locate local streets to create safe low vehicle speed environments embracing Liveable Neighbourhood standards for widths, cross sections, truncations, street trees and other matters; and
- To provide for a road network that maximises energy efficiency in accordance with Liveable Neighbourhoods standards.

### 7.2.2 Housing

#### Primary Objectives:

- To ensure the provision of choice and a wide range of housing responsive to community needs and sustainability principles;
- To promote efficient use of land through the appropriate spatial allocation of densities and site design; and
- To realistically reflect the constraints and opportunities posed by landform, topography and major infrastructure in the design of subdivision.

#### Strategies:

- To identify areas of environmental significance within the residential development areas and define precincts with specific provisions to adequately demonstrate how environmental qualities may be protected.
- To provide for generally lower density housing outside the activity centres and other focal areas where higher density housing may be desirable, having regard for the broader locational context of the Structure Plan area.
- To allocate higher residential density codings generally consistent with the Structure Plan and in accordance with the criteria below:
  - along neighbourhood connectors;
  - up to 400 metres of local centres;
  - adjacent to public open space; and
  - other suitable locations as contextually relevant and/or in response to the need to promote diversity.
- To provide for higher densities between R40 and R100 within and around the activity centres.
- To design the road network that allows the creation of residential lots that can be developed in a manner that facilitate passive solar design.
- To support residential design standards which are responsive to site and lot attributes and promote energy efficiency, affordable and flexible building designs.

### 7.2.3 Sustainability, Environment & Open Space

#### Primary Objectives:

- To deliver triple bottom line sustainability outcomes being;
  - Economic - Commercial success for all;
  - Environment – Preservation and response to natural features, energy, water and waste minimisation;
  - Social – A vibrant and safe community.
- To create a range of recreational opportunities within the Structure Plan area including active and passive recreation spaces, integrated bushland

areas within open space, and conservation areas which generally reflect WAPC subdivision policy requirements, and the City of Wanneroo's environmental policy framework;

- To retain a natural landscape character through local vegetation retention, native landscape themes and the reuse of native vegetation;
- To provide for the co-location, integration and sharing of public (district) open space areas and recreation facilities with schools;
- To create an area of quality community open space within the Village Centres (town square);
- To locate open spaces to ensure good pedestrian accessibility and to enhance pedestrian movement opportunities throughout the structure plan area;
- To ensure surveillance of public open space areas to enhance security; and
- To promote passive solar design.

Strategies:

- To provide a minimum of 10% of the gross subdivisible area as POS in accordance with WAPC policy and should achieve the following:
  - A maximum of 5.5 ha for district open space co located with the high school and primary school in the location depicted on the Structure Plan;
  - Provide a practical balance between the protection of local vegetation, community requirements and provision of active and passive parkland;
  - Provide a range of passive 'pocket parks' with a high amenity focus;
  - Provide good connectivity to and through the open spaces and ensure most residents are no more than 450 metres from an open space; and
  - Integration of drainage into multiple use open space to promote best practice water sensitive urban design. This does not preclude the use of basins where appropriate.
- To selectively retain native vegetation in road reserves, public parkland and lower density lots;
- To use native landscape themes where appropriate for public open spaces, street trees and private landscape packages.
- To undertake seed collection and propagation of indigenous plant species within the identified good to pristine quality condition vegetation for rehabilitation of degraded sites and reuse in POS / conservation areas.
- To prepare and implement an Integrated Urban Water Management Plan to incorporate best practice urban water management techniques including, where appropriate, stormwater harvesting, water demand

management (including landscaping, POS, nutrient management) and overall water quality management;

#### 7.2.4 Community and Schools

##### Primary Objectives:

- To create a distinctive and responsive built form that enhances the sense of neighbourhood and community identity, place and character.
- To provide community facilities and services (including retail, education, leisure, health, community centre, recreation child care etc), a variety of housing choice and a legible street network which facilitates community interaction, supports different needs and lifestyles and provides acceptable levels of safety and convenience for all;
- To provide educational facilities and services that meets the needs of the future community;
- To promote efficiency of land use through innovative design and site planning solutions; and
- To promote the co location of educational facilities and services with, and within, areas of active open space and community uses.

##### Strategies:

- To provide two Public Primary School sites, one stand alone (4.0 ha min) and one co located (3.5 ha min); and one High School site co located with the District Open Space within the development area in accordance with the Department of Education and Training requirements and the Butler Jindalee Agreed District Structure Plan provisions.
- To incorporate within the District Open Space, recreational facilities including active playing fields and associated buffers, hard courts, car parking, change rooms and other facilities as proposed by the City and Department of Education and Training and implemented by the City;
- To design and locate all educational facilities to encourage contemporary urban form outcomes. Buildings will be encouraged to address and integrate with the street and be designed to promote multiple use of buildings by the public and safe access by a range of transport modes with a sufficient size, configuration and topography to accommodate the intended use;
- To encourage the sharing of school infrastructure with the broader community through partnerships with local governments, and the developer; and
- To incorporate a public art program reflecting the local, European and Aboriginal culture as well as responding to the natural environment.



### 7.2.5 Infrastructure

#### Primary Objectives:

- To optimise the use of existing infrastructure and assets within and surrounding the site;
- To ensure that community, commercial and employment infrastructure together with roads, rail services and public transport, are provided in an appropriate staged manner as development proceeds; and
- To achieve land use and infrastructure efficiency and sustainability through integrated drainage management, consistent with Liveable Neighbourhoods.

#### Strategies:

- To liaise with all service providers to ensure the efficient and timely provisions of all service infrastructure.
- To provide communications infrastructure to improve local employment opportunities.

### 7.2.6 Activity Centres & Employment

#### Primary Objectives:

- To establish accessible and amenable main street based village centres in accordance with Liveable Neighbourhoods principles to best service the commercial, social and employment needs of the community and act as a focus for community activity and interaction;
- To create a robust urban framework within and around centres which enhances the opportunity for mixed use local based employment and active focal points.

#### Strategies:

- To design main street based village centres in locations central / accessible to their respective catchments in the east and west of the Structure Plan area.
- To promote multimodal access to centres through their location on higher order roads and public transport, pedestrian and cycle routes.
- To maximise on-street parking at centres to enable appropriately reduced private parking, make best use of urban land and encourage alternative modes of transport.
- To incorporate a diversity of land uses within centres consistent with their function under the City's Activity Centres Strategy.
- To incorporate vertical as well as horizontal mixed use integration.

- To concentrate higher residential densities in and around centres to maximise catchment, access to the centres, reduced car dependence and after-hours surveillance and use.
- To provide a range of programs to facilitate local economic development and employment; and
- To finalise the Employment Strategy as well as the implementation of the strategy actions arising from the final report to the satisfaction of the City.

## 8.0 ZONING AND R-CODING

The Zoning Map (Plan 3) delineates and depicts the zone applicable to the structure plan area according to the legend thereon. The R-Code map (Plan 4) delineates and depicts the residential density code applicable to the structure plan area.

Notwithstanding the above, Map 3 and Map 4 also show the extent of the structure plan area where zoning and residential density coding of land is instead provided through the Scheme.

The zones and residential density codes designated under this structure plan apply to the land within it as if the zones and residential density code were incorporated in the Scheme.

All provisions, standards and requirements applicable to the zones and residential density codes in the Scheme shall apply, unless specific provision is made to the contrary in this Structure Plan.

## 9.0 LAND USE PRECINCTS

Land within the structure plan area that is yet to be normalised into the local planning scheme is situated within Eight-five separate land use precincts are identified on the Local Structure Planas detailed below;

- Precinct 1: Activity Centres Commercial / Retail, Mixed Use and Higher Density Residential.
- Precinct 21: Residential—Low to Medium Density Residential.-
- Precinct 3: Environment Responsive Housing.
- Precinct 4: Educational and District Open Space.
- Precinct 52: Business ZoneService Commercial
- Precinct 63: Service IndustrialLight Industry Zone-
- Precinct 74: Commercial Zone
- Precinct 85: Mixed Use Zone

### 9.1 Precinct 1 Activity Centre Commercial / Retail, Mixed Use and Higher Density Residential

There is one Activity Centre Precinct within the Structure Plan area. The activity centre is located in the heart of the eastern cell at the intersection of two neighbourhood connectors and is known as 'Agora Village'.

#### 9.1.1 Objectives:

- The objective of the Activity Centre Precinct is to facilitate the creation of a vibrant centre with a diverse mix of uses including commercial and retail activities as well as leisure, health and community services. More

~~intensive housing is also proposed within and around the activity centres. The creation of a strong public realm based upon more intensive urban design with an emphasis on streetscape amenity to enhance the sense of place is also a fundamental objective in the creation of activity centres.~~

- The land included within the Local Structure Plan boundary is located between the proposed District Centre at Jindalee and the proposed Regional (City) Centre at Alkimos. As such, the activity centre within the Structure Plan area will be relatively small and intimate.

#### **9.1.2 Provisions:**

- Eastern Activity Centre (Agora Village)

The Eastern Activity Centre Precinct is zoned 'Centre'. A separate Centre (Local) Structure Plan is required for the Activity Centre in accordance with Clause 3.13 of the Scheme.

There is an Agreed Local Structure Plan No 86 for the Eastern Activity Centre which was adopted by the City of Wanneroo on the 1 March 2002, and the Western Australian Planning Commission on the 8 May 2012.

Agreed Local Structure Plan No 86 (and any approved amendments) specifies the requirement for the preparation of accompanying Detailed Area Plans to define built form, carparking etc as defined under the provisions of the Scheme.

- Retail Floorspace Provision

The retail floorspace provision within the activity centre is identified on Plan 3.

The maximum Retail Nett Leasable Area's (NLA) is as follows;

— Eastern Centre — 1500m<sup>2</sup> NLA

#### **9.2 9.1 Precinct 21 — Residential — Low to Medium Density Residential**

This section relates to the Residential Precinct where shown on Plan 2. In the context of this structure plan, the Residential Precinct does not relate to land which is zoned Residential under the Scheme.

#### **9.2.1 9.1.1 Primary Objectives:**

- To ensure the provision of choice and a wide range of housing responsive to community needs and sustainability principles having regard also to the broader locational context and adjacent land uses;
- To promote efficient use of land through the appropriate spatial allocation of densities and site design; and
- To realistically reflect the constraints and opportunities posed by planned infrastructure (railway) as well as landform and topography in the subdivision design.

#### **9.2.2 9.1.2 Strategies:**

- To ensure an appropriate mix in lot size and housing forms, a density range from R20 – R60 applies to the whole of the Residential Land Use Precinct. In the detailed subdivision design, lot size will vary depending upon proximity to key design element as generally described below:
  - Provide for generally lower density (R20) traditional housing in areas not directly adjacent to activity centres, school sites, public open space or main connector roads.
  - Allow for higher density (R30-40) housing adjacent to activity

centres, school sites, public open space and main connector roads.

- In the northern transition area on the fringe of the 800 metre radius from the proposed Alkimos Railway Station, higher residential densities (R60) may be supported.
- Strategically located group housing sites may be developed to R60 density.

### **9.2.3-9.1.3 Provisions**

#### Land Use Permissibility

- Land use permissibility within this precinct shall be in accordance with the Residential zone under the scheme.

#### Lot Size/Residential Density

- The Residential Density Code applicable to Residential Land Use Precinct is R20-R60.
- Justification for the variation in densities and lot sizes having regard for the objectives and strategies set out above will be required as part of any subdivision application.
- A Residential Density Code Plan is to be submitted at the time of subdivision to the Western Australian Planning Commission in accordance with the Local Structure Plan. Approval of the Residential Density Code Plan shall be undertaken at the time of determination of the subdivision application by the Western Australian Planning Commission. The approved Residential Density code Plan shall then form part of the Local Structure Plan and shall be used for the determination of future development applications. Variations to the Residential Density Code Plan will require further approval from the Western Australian Planning Commission.
- All higher density single residential lots should be designed with rear laneway access except where lots directly front public open space.

#### Local Development Plans

- Local Development Plans will be required as a condition of subdivision to indicate acceptable development standards for all Residential Development at R30 density and higher with rear laneway access, or for lots directly fronting public open space or other sites as specified by the Western Australian Planning Commission.

### **9.2.4 Residential Design Code Variations to R20 Coded Lots**

~~Table A sets out variations to the Residential Design Codes that are Deemed to Comply for single houses on R20 coded lots.~~

~~Development that complies with Table A does not require neighbour consultation and planning approval. The variations set out in Table A are optional not mandatory.~~



TABLE A – RESIDENTIAL DESIGN CODE VARIATION TABLE		
1. <del>Front Dwelling Setbacks</del>		
Lot Type	Minimum	Average
Front loaded R20 lots as denoted on the Coding Plan approved at the time of subdivision.	2.5 metres	5.0 metres
In determining the acceptable length of any boundary wall pursuant to Clause 6.3.2.A2 of the R-Codes, the front setback shall mean the setback of the dwelling itself on that boundary.		
2. <del>Open Space</del>		
The minimum open space requirement for R20 lots may be reduced from those specified in the R-Codes to a minimum of 40%.		
3. <del>Outdoor Living Area</del>		
The minimum outdoor living area requirement for R20 lots may be reduced from those specified in the R-Codes to a minimum of 25m <sup>2</sup> .		

### 9.3 ~~Precinct 3 – Environment Responsive Housing~~

One area is identified under Precinct 3 for Environment Responsive Housing:  
~~– South Eastern Precinct – Vegetation Protection Area.~~

#### 9.3.1 ~~South Eastern Precinct – Vegetation Protection Area~~

##### 9.3.1.1 ~~Objective:~~

- ~~As part of a negotiated agreement with Department of Environment, Water, Heritage and the Arts (DEWHA) through the assessment of the project under the Environmental Protection Biodiversity Conservation Act (EPBC) there was a requirement to protect existing vegetation, primarily Tuart Trees, along a portion of the south eastern boundary of Lots 1001 and 1002. This objective has been satisfied with the identification of the Environment Responsive Housing Precinct – Vegetation Protection Area. The extent of the vegetation protection area comprises a depth of approximately 50-60 metres and length of approximately 620 metres as shown on the Local Structure Plan.~~

##### 9.3.1.2 ~~Land Use Permissibility~~

- ~~Land use permissibility within this Precinct shall be in accordance with Residential zone under the Scheme.~~

##### Lot Size/Residential Density

- ~~The minimum lot size that is permitted within this Precinct is 1,800m<sup>2</sup>.~~

##### Local Development Plan

- ~~A Local Development Plan will be required for the Vegetation Response Housing Precinct to address:
 
  - ~~Building location and setbacks;~~
  - ~~Vegetation Protection zones;~~
  - ~~Fencing~~
  - ~~Building Design~~
  - ~~Fire Management~~
  - ~~Retaining walls (rear interface).~~~~

## 9.4 Precinct 4 Educational and District Open Space

### 9.4.1 Objective:

• To provide for the co-location of a public high school, district open space and primary school, in a central location with good accessibility. A conceptual plan for the integrated development of the site has been prepared by the City of Wanneroo in conjunction with the Department of Education and Training.

### 9.4.2 Provisions

#### Land Use Permissibility

• Land Use permissibility within this Precinct allows for the development of educational and recreation facilities including a public high school, primary school and District Open Space together with any other associated community facilities as agreed by the City. Development will be subject to the provisions under Part 2 (Reserves) of the Scheme.

#### Land Area Allocation

• The combined area of the site which extends into the Butler Joint Venture land holding to the south is to comprise 23.5 hectares made up as follows:

District Open Space	11.0ha	50%	(5.5ha)	from Lots 1001 and 1002
High school site	9.0ha	50%	(4.5ha)	from Lots 1001 and 1002
Primary school site	3.5ha	100%	(3.5ha)	from Lots 1001 and 1002
			23.5 ha	

Of this site total area, 13.5 hectares is to be provided from Lots 1001 and 1002 and 10 hectares from the landholding to the south. The District Open Space is to form part of the 10% provision of public open space from Lots 1001 and 1002.

**9.5.2 Precinct 52 Business Service Commercial Zone****9.5.1 Business Zones**

~~This Agreed Structure Plan includes a Business zone. Special provisions apply where a Business zone shares a lot boundary with a Residential zone.~~

**9.5.2.1 Objectives:****Business Service Commercial Zone Precinct**

- (i) ~~The objectives for the Business Zone~~this precinct shall be in accordance with ~~that contained in those contained in Clause 3.6 of the City of Wanneroo District Planning Scheme No 2 ('the Scheme')~~ for the Business Service Commercial Zone, except where ~~the a~~ lot shares a boundary with a residential lot ~~zoned Residential on the Agreed Structure Plan.~~
- (ii) Future development shall be in accordance with a Local Development Plan approved by the City of Wanneroo.
- (iii) The Western Australian Planning Commission may impose conditions on any subdivision application requiring lodgement of a Local Development Plan.

**Business Service Commercial Zone Precinct – lots abutting a Residential Zone**

~~(iv) This Agreed Structure Plan has specific the following additional objectives for lots in the Business Zone that share a boundary with a residential a lot in the Residential Zone as follows:~~

- To accommodate smaller scale showrooms, warehouses, trade and professional services, offices and other businesses that provide for the needs of the community.
- To ensure all landuses are compatible with adjacent residential development.
- To facilitate development at a building size, height and scale that ensures an appropriate interface with any adjoining Residential Zoned development.
- To ensure development creates an attractive façade to the street appropriate for the visual amenity of surrounding areas.
- To implement suitable building setbacks and rear building façade treatments that minimise visual impact on the amenity of residential streetscapes.
- Future development shall be in accordance with a Local Development Plan approved by the City of Wanneroo.

~~(vi) Where there is a conflict between Clause 9.2.1 9.5.2 (i) and Clause 9.5.2-9.2.1 (iv), Clause 9.5.2-9.2.1 (iv) shall prevail.~~

**9.5.3-9.2.2 Landuse Permissibility:**

Landuse Permissibility within this precinct shall be in accordance with those contained in the Scheme for the ~~Business-Service Commercial~~ zone.

**9.5.4-Density**

~~A Residential Density Code Plan is to be submitted at the time of subdivision to the WAPC and shall indicate the Residential Density Coding applicable to each lot within the subdivision and shall be consistent with the Structure Plan, and the Residential Density Ranges identified on the Structure Plan.~~

~~Approval of the Residential Density Code Plan shall be undertaken at the time of determination of the subdivision application by the WAPC. The approved Residential Density Code Plan shall then form part of the Structure Plan and shall be used for the determination of future development applications. Variations to the Residential Density Code Plan will require further approval by the WAPC.~~

**9.5.5-9.2.3 Local Development Plans:**

Local Development Plans shall be required as a condition of subdivision to ensure appropriate interfaces and streetscapes are provided adjoining and adjacent to any ~~R~~residential ~~zone~~land.

The Local Development Plan for lots in the ~~Business-Service Commercial~~ zone that share a common boundary with ~~a lot zoned R~~residential ~~land in this Agreed Structure Plan~~ shall include:

- a) A maximum building height limitation of 7 metres;
- b) A minimum rear setback of 5 metres;
- c) Design criteria stipulating treatments for any rear façade facing a Residential zoned lot.

**9.5.6-9.2.4 Development Controls:**

- (i) The following provisions apply to any planning application for a lot in the ~~Business-Service Commercial~~ zone that shares a boundary with ~~a lot in the R~~residential ~~zone land in this Agreed Structure Plan~~.
- (ii) The City of Wanneroo may require lodgement of information or specialised reports as part of any planning application to demonstrate that the development and/or landuse is compatible with surrounding residential landuses, and will not adversely impact on residential amenity.
- (iii) Where a lot in the ~~Business-Service Commercial~~ zone shares a boundary with ~~a lot zoned R~~residential ~~land~~, the maximum gross floor area of any building per lot shall be limited to 800m<sup>2</sup>. The lots may only be capable of achieving a lesser floor area to adequately provide on site carparking, setbacks, and landscaping, however the purpose of the maximum gross floor area is to prevent lots from being amalgamated in the future to accommodate large scale development.



**~~9.6-9.3~~ Precinct ~~63~~ ~~Service Industrial~~ Light Industry Zone****~~9.6.1-9.3.1~~ Objectives:**

Objectives for this precinct shall be in accordance with those contained in ~~Clause 3.12 of the City of Wanneroo District Planning Scheme No 2 ('the Scheme')~~the local planning scheme for the ~~Service Industrial~~ Light Industry ~~Zone~~.

**~~9.6.2-9.3.2~~ Landuse Permissibility:**

Landuse permissibility within this precinct shall be in accordance with those contained in the Scheme for the ~~Service Industrial~~ Light Industry Zone.

**~~9.6.3-9.3.3~~ Residential Interface:**

The ~~Service~~ Light Industry ~~zone-precinct~~ shall be separated from ~~any~~ Residential zone-land by a public road.

**~~9.7-9.4~~ Precinct ~~74~~ Commercial Zone**

The Commercial ~~zone-precinct~~ will provide for ~~a proposed shopping centre and~~ a wide range of business activities.

- ~~• Retail Floorspace Provision~~

~~The maximum Retail Net Lettable Area (NLA) within the combined area of the Commercial and Mixed Use zone shall not exceed 5400m2 as identified on Plan 3.~~

**~~9.7.1-9.4.1~~ Landuse Permissibility:**

Landuse Permissibility within this precinct shall be in accordance with those contained in the Scheme for the Commercial zone.

**~~9.7.2-9.4.2~~ Density**

A Residential Density Code Plan is to be submitted at the time of subdivision to the WAPC and shall indicate the Residential Density Coding applicable to each lot within the subdivision and shall be consistent with the Structure Plan, and the Residential Density Ranges identified on the Structure Plan.

Approval of the Residential Density Code Plan shall be undertaken at the time of determination of the subdivision application by the WAPC. The approved Residential Density Code Plan shall then form part of the Structure Plan and shall be used for the determination of future development applications. Variations to the Residential Density Code Plan will require further approval by the WAPC.

**~~9.8-9.5~~ Precinct ~~85~~ Mixed Use**

The Mixed Use ~~zone-precinct~~ will cater for a variety of compatible landuses and provide an intermediate stage between the Residential and Commercial zones.



~~○ — Retail Floorspace Provision~~

~~The maximum Retail Net Leasable Area (NLA) within the combined area of the Commercial and Mixed Use zone shall not exceed 5400m<sup>2</sup> as identified on Plan 3.~~

**~~9.8.1~~ 9.5.1 Landuse Permissibility:**

Landuse Permissibility within this precinct shall be in accordance with those contained in the Scheme for the Mixed Use zone.

**~~9.8.2~~ 9.5.2 Density**

A Residential Density Code Plan is to be submitted at the time of subdivision to the WAPC and shall indicate the Residential Density Coding applicable to each lot within the subdivision and shall be consistent with the Structure Plan, and the Residential Density Ranges identified on the Structure Plan.

Approval of the Residential Density Code Plan shall be undertaken at the time of determination of the subdivision application by the WAPC. The approved Residential Density Code Plan shall then form part of the Structure Plan and shall be used for the determination of future development applications. Variations to the Residential Density Code Plan will require further approval by the WAPC.

**10.0 GENERAL PROVISIONS**

**10.1 Residential Design Code Variations to R20 Coded Lots**

Table A sets out variations to the Residential Design Codes that are deemed to comply for single houses on R20 coded lots. The variations apply to both land zoned Residential under the local planning scheme and the Residential Precinct identified in Plan 2.

Development that complies with Table A does not require neighbour consultation and planning approval. The variations set out in Table A are optional not mandatory.

<u>TABLE A – RESIDENTIAL DESIGN CODE VARIATION TABLE</u>		
<u>1. Front Dwelling Setbacks</u>		
<u>Lot Type</u>	<u>Minimum</u>	<u>Average</u>
<u>Front loaded R20 lots as denoted on the Coding Plan approved at the time of subdivision.</u>	<u>2.5 metres</u>	<u>5.0 metres</u>
<u>In determining the acceptable length of any boundary wall pursuant to Part B, Clause 5.1.3 C3.2 of the R Codes, the front setback shall mean the setback of the dwelling itself on that boundary.</u>		
<u>2. Open Space</u>		
<u>The minimum open space requirement for R20 lots may be reduced from those specified in the R Codes to a minimum of 40%.</u>		
<u>3. Outdoor Living Area</u>		
<u>The minimum outdoor living area requirement for R20 lots may be reduced from those specified in the R Codes to a minimum of 25m<sup>2</sup>.</u>		

**10.110.2 Residential Design Code Variations to R25 to R60 Coded Lots**

The City of Wanneroo’s ‘Medium Density Housing Standards (R-MD)’ Local Planning Policy 4.19 (R-MD Codes LPP) sets out acceptable variations to the deemed-to-comply provisions of the R-Codes for lots coded R25-R60, except in a situation where an approved Local Development Plan imposing R-Code variations for lots coded R60 or less applies, the variations set out in the R- MD Codes LPP apply to this Local Structure Plan and thereby constitute acceptable development.

Notwithstanding the above, the R-Codes variations specified in LPP 4.19 will only have effect over land coded R60 until either 19 October 2025 or when the variations are removed from LPP 4.19 (whichever comes first).

**10.3 Retail Floorspace Provision**

The structure plan area provides for two retail areas, being the ‘Western Retail Area’ and Eastern Retail Area’ as shown on Plan 2. Maximum retail floorspace in these areas will be in accordance with Table B below:

TABLE B - RETAIL FLOORSPACE PROVISION	
Retail Area	Maximum Net Lettable Area (NLA)
Western Retail Area	5400m <sup>2</sup>
Eastern Retail Area	1500m <sup>2</sup>

**10.210.4 Economic and Employment Strategy**

Preparation of an Economic and Employment Strategy that would integrate at a regional level to the satisfaction of the City Wanneroo within 12 months of the adoption of Lots 1001 and 1002 Marmion Avenue, Alkimos Agreed Structure Plan by the Western Australian Planning Commission.

**10.310.5 Geotechnical Assessment Report**

Prior to final approval of the subdivision (at endorsement of Deposited Plans) by the Western Australian Planning Commission, the developer is to have prepared a Geotechnical Assessment Report to the satisfaction of the City of Wanneroo.

#### **10.410.6 Management Plans**

Management Plans for the management and protection of Conservation Areas shall be prepared in consultation with the Department of Biodiversity, Environment and Conservation and Attractions.

#### **10.510.7 Transport Noise**

Prior to the issuance of subdivision approval, a transport noise assessment is to be prepared and the recommended noise mitigation measures implemented, where relevant, through subdivision design and conditions.

## Strategic Land Use Planning & Environment

### PS06-11/24 Consent to Approve Developer Contribution Plan Grouped Dwelling Invoices

---

File Ref: 5734V009 – 24/376521  
Responsible Officer: Director Planning & Sustainability  
Attachments: 1

#### Issue

To consider the approval of two grouped dwelling Developer Contribution Plan (**DCP**) tax invoices for proposed Lots 1 and 2 Fomiatti Street, Ashby (currently Lot 9634 (10) Fomiatti Street, Ashby), located in East Wanneroo Cell 1.

#### Background

Administration has received a request from a landowner to prepare two tax invoices for proposed grouped dwelling lots on Lot 9634 (10) Fomiatti Street, Ashby. The subject land is located within the East Wanneroo Cell 1 DCP area, where the contributions are calculated based on the grouped dwelling lot potential, as described in Clause 1.6.4(a) of District Planning Scheme No. 2 (**DPS2**).

In this regard, DPS2 requires additional contributions to be paid on larger lots, which is calculated by dividing the proposed lot area by 450 m<sup>2</sup> and then multiplying the dwelling potential by the Cell 1 Infrastructure Cost Per Lot (ICPL currently \$18,019).

Whilst most DCP tax invoices are prepared under delegation by Administration, unfortunately a recent amendment to DPS2 (Amendment 200) inadvertently changed this provision to refer to Council rather than Local Government and removed Administrations delegation to issue this type of tax invoice. At the meeting of Council on 13 August 2024 (report PS01-08/24), Council adopted Amendment No. 225 to DPS2 to change the word 'Council' back to 'Local Government' to re-establish Administrations delegation under this clause (rather than requiring a Council determination). When final approval has been granted by the Minister for Planning, Administration will again have delegation to assess and approve all DCP tax invoices in accordance with the infrastructure cost per lot rates approved by Council through the annual review process. However, until Amendment No. 225 is gazetted, Administration is still required to obtain approval by Council for all grouped dwelling tax invoices.

It should be noted that delegation to Administration is important to ensure the preparation of tax invoices in a timely manner to facilitate the clearance of subdivision conditions by the City of Wanneroo (**City**). If these requests are not processed in a timely manner, then this could lead to delays in the creation of new lots.

#### Detail

In clause 1.6.4 under Schedule 14 in DPS2, Council is required to consider the issuing of grouped dwelling DCP tax invoices.

Clause 1.6.4 under Schedule 14 in DPS2 currently states that where Council identifies land as having the potential or the capability of being developed for grouped dwellings, or any other non-public purpose land uses, the Infrastructure Cost per lot will be charged on the basis that the lot has residential subdivision potential at the time is created by dividing the lot area by 450m<sup>2</sup>.

In accordance with clause 1.10.1 of schedule 14 of DPS2, the local government may, upon receiving any written request from an owner of land in a Cell make an estimate of Infrastructure Costs and issue an estimate to the enquirer which states the rate of contribution of Infrastructure Costs for the subject Cell. All estimates issued by the local government in writing, are valid for a period not exceeding six (6) months from the date of issue.

## Consultation

Nil

## Comment

Approving DCP tax invoices is an operational matter but until such time when Amendment No. 225 is gazetted into DPS2, as per Clause 1.6.4 under Schedule 14 in DPS2, Council is required to approve grouped dwelling DCP tax invoices.

Administration is requesting approval from Council to issue two DCP grouped dwelling invoices. The request is as follows:

- Proposed Lot 1 Fomiatti Street (currently Lot 9634 (10) Fomiatti Street, Ashby), located in East Wanneroo Cell 1, Ashby requires payment on a per lot basis for 7 contributions on its grouped housing potential at the rate of \$18,019, totalling \$126,133.00.
- Proposed Lot 2 Fomiatti Street (currently Lot 9634 (10) Fomiatti Street, Ashby), located in East Wanneroo Cell 1, Ashby requires payment on a per lot basis for 11 contributions on its grouped housing potential at the rate of \$18,019, totalling \$198,209.00.

The two recent requests are referenced in **Attachment 1**.

## Statutory Compliance

The statutory processes are contained within the *Planning and Development (Local Planning Schemes) Regulations 2015* and the relevant clauses of DPS2.

## Strategic Implications

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

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

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

## Risk 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



<b>Risk Title</b>	<b>Risk Rating</b>
ST-S23 Stakeholder Relationships	Medium
<b>Accountability</b>	<b>Action Planning Option</b>
Chief Executive Officer	Manage

<b>Risk Title</b>	<b>Risk Rating</b>
CO - O17 Financial Management	High
<b>Accountability</b>	<b>Action Planning Option</b>
Director Corporate Strategy & Performance	Manage

The above risks relating to the issue contained within this report have been identified and considered within the City's Strategic and Corporate risk registers. The annual review of the DCP assists in addressing the impacts of the strategic risk relating to Long Term Financial Planning as it ensures that appropriate budget monitoring, timing and provisions are considered. The strategic risk relating to stakeholder relationships applies as a key element in the DCP review process to maintain effective engagement with relevant stakeholders. In addition, the Corporate Risk relating to financial management would apply as awareness of financial policies and financial management at unit level will be maintained to promote accountability by business owners and an integrated approach to risk assurance.

### **Policy Implications**

Nil

### **Financial Implications**

Nil

### **Voting Requirements**

Simple Majority

### **Recommendation**

**That Council APPROVES all tax invoices as contained in Attachment 1.**

*Attachments:*

[1](#). Attachment 1 - Retrospective grouped dwelling DCP invoice table 24/376519

Tax Invoice/Quotation or Credit Note Request									Recommendation
Item	Cell	Landowner	Address	Approval	Credits	Contributions	Payable/ Receivable	Comment	It is recommended that Council
1	Cell 1	Endeavour Properties Pty Ltd	12 Duncraig Road, Applecross WA 6153	Proposed Lot 1 on DP423420 has an obligation to contribute towards East Wanneroo Cell 1 DCP. Contributions have been calculated in accordance with Clause 1.6.4(a) under Schedule 14 in DPS 2, where Council is required to approve tax invoices.	N/A	\$126,133.00	Tax Invoice	Lot 1 on DP423420 requires payment on a per lot basis for 7 contributions based on its grouped housing potential at the rate of \$18,019, totalling \$126,133.00.	Approves the preparation of a Tax Invoice to Endeavour Properties Pty Ltd for the amount of \$126,133.00.
2	Cell 1	Endeavour Properties Pty Ltd	12 Duncraig Road, Applecross WA 6153	Proposed Lot 2 on DP423420 has an obligation to contribute towards East Wanneroo Cell 1. Contributions have been calculated in accordance with Clause 1.6.4(a) under Schedule 14 in DPS 2, where Council is required to approve tax invoices.	N/A	\$198,209.00	Tax Invoice	Lot 2 on DP423420 requires payment on a per lot basis for 11 contributions based on its grouped housing potential at the rate of \$18,019, totalling \$198,209.00.	Approves the preparation of a Tax Invoice to Endeavour Properties Pty Ltd for the amount of \$198,209.00.
<b>Net Total</b>					<b>\$ -</b>	<b>\$324,342.00</b>			

## **Assets**

### **Infrastructure Capital Works**

#### **AS01-11/24 Tender 24137 - Provision of Consultancy Services for Girrawheen Hub Precinct Redevelopment**

---

File Ref: 42327 – 24/364329  
Responsible Officer: Director Assets  
Attachments: 2

### **Issue**

To consider Tender No. 24137 for the Provision of Consultancy Services for Girrawheen Hub Precinct Redevelopment.

### **Background**

In late 2021, the City of Wanneroo (**City**) engaged community planners, CCS Strategic, in association with landscape architects REALMstudios, Gresley Abas Architects and NBQSS Quantity Surveyors, to prepare a masterplan for the redevelopment of the Girrawheen Hub Precinct.

Council considered the two masterplan options at its meeting in August 2023 (Item CP01-08/23 refers) and endorsed the Option 2 Concept Plan from the Girrawheen Hub Master Plan for the purpose of undertaking community consultation commencing later in 2023.

At the close of the consultation period, Administration received 33 responses. Of these responses 29 (87.8%) supported the Concept Plan and 4 (12.2%) did not support the concept.

Given the strong level of support for the Concept Plan received during community engagement, Council resolved through CP05-05/24 Girrawheen Hub Redevelopment Concept Plan - Community Engagement Outcomes on 21 May 2024;

*“That Council:*

- 1. NOTES the outcome of the Girrawheen Hub Precinct Concept Design community engagement process;*
- 2. ENDORSES Concept Design Option 2 as the guiding concept for the redevelopment of the Girrawheen Hub Precinct;*
- 3. AUTHORISES the Chief Executive Officer to progress the project to the next phase of design;*
- 4. NOTES that further community consultation will need to be undertaken to inform further design phases including internal design; and*
- 5. NOTES that an advocacy approach is being developed to seek \$20M external funding to support the implementation of the Option 2 Concept Plan.”*

Through Tender 24137 – Provision of Consultancy Services for Girrawheen Hub Precinct Redevelopment, the City is now seeking a design consultant to lead a team in the preparation of concept design for further review and engagement and subsequently onto schematic and detailed design through to construction and completion of the defects liability period.

## Detail

Tender No. 24137 for Provision of Consultancy Services for Girrawheen Hub Precinct Redevelopment was advertised on 31 August 2024 and closed on Tuesday 2 October 2024. Three addenda were issued to extend the closing date and to respond to tender clarifications.

In addition to Architectural services, the Architect is responsible for coordinating a team of specialist consultants including Structural, Civil, Mechanical, Electrical and Hydraulic Engineers, and various other consultant services required for the delivery of the project, preparation of detailed design documentation, tender documentation, Contract Administration and Superintendent services during construction to completion.

Essential details of the proposed contract are as follows:

Item	Detail
Contract Form	Consultancy services
Contract Type	Lump Sum
Contract Duration	48 months
Commencement Date	November 2024
Expiry Date	At conclusion of Construction Defects Liability Period (October 2028)
Extension Permitted	As per conditions of contract
Rise and Fall	Nil

Tender submissions were received from the following companies:

Company (full entity name)	Company (abbreviated name)	Business Address (Suburb)
Bollig Design Group Pty Ltd ATF The BDG Trust	Bollig Design Group	West Perth
Carabiner Architects Pty Ltd	Carabiner	Perth
The Cox Architecture (Aust) Unit Trust	Cox Architecture	Perth
GHD Design Pty Ltd	GHD Design	Perth
Gresley Abas Pty Ltd	Gresley Abas	Perth
Hodge Collard Preston Pty Ltd	Hodeg Collard Preston Architects	West Perth
Mode Design Corporation Pty Ltd	Mode Design	Perth

## Probity Oversight

Oversight to the tender assessment process was undertaken by the City's Strategic Contracts & Procurement Advisor.

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

Item No	Description	Weighting
1	Sustainable (Corporate Social Responsibility) Procurement a. Environmental Considerations 5% b. Buy Local 10% c. Reconciliation Action Plan 5% d. Access & Inclusion 5%	25%
2	Work Health & Safety	5%
3	*Demonstrated organisational experience in the delivery of similar projects in local government environment.	20%
4	*Demonstrated experience of the key personnel in the delivery of similar projects in local government environment.	25%
5	*Demonstrated understanding of the project methodology timelines and scope.	25%

All tenderers must meet the City's minimum requirements (as determined by the City) for each of the qualitative criteria detailed above (\*) in order to be considered for further evaluation.

Pricing is not included in the qualitative criteria and is considered as part of the overall value for money assessment.

All seven tender submissions were deemed as conforming and as such were subject to further evaluation.

### **Evaluation Criteria 1 – Sustainable (Corporate Social Responsibility) Procurement (25%)**

Evidence of Sustainable (Corporate Social Responsibility) Procurement assessment was based on the tenderers' responses provided within the Questionnaires set out in Schedules 3A, 3B, 3C and 3D that were included in the tender documentation.

An assessment was made to determine the ranking based on the tenderers' environmental policy and practices, buy local contributions, as well as commitment to reconciliation and disability access and inclusion.

#### **Sub Criteria a) – Environment Consideration (5%)**

The City is committed to procuring goods and services that have the most positive environmental, social and economic impacts over the entire life cycle of a product or service. The environmental assessment based on tenderers' response to their Environmental policy and practices.

The assessment of this criterion determined the following ranking:

Tenderer	Ranking
Cox Architecture	1
GHD Design	1
Gresley Abas	1
Bollig Design Group	4
Carabiner Architects	4
Hodge Collard Preston Architects	4
Mode Design	4



**Sub Criteria b) – Buy Local (10%)**

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

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

The assessment of this criterion determined the following ranking:

<b>Tenderer</b>	<b>Ranking</b>
Hodge Collard Preston Architects	1
Cox Architecture	2
GHD Design	2
Mode Design	4
Bollig Design Group	5
Gresley Abas	5
Carabiner Architects	7

**Sub Criteria c) – Reconciliation Action Plan (5%)**

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

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

The assessment of this criterion determined the following ranking:

<b>Tenderer</b>	<b>Ranking</b>
Cox Architecture	1
GHD Design	1
Gresley Abas	1
Mode Design	1
Hodge Collard Preston Architects	5
Bollig Design Group	6
Carabiner Architects	6

**Sub Criteria d) – Disability Access & Inclusion (5%)**

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

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

- People with disabilities have the same opportunities as other people to make complaints; and
- People with disabilities have the same opportunities as other people to participate in any employment opportunities.

The assessment of this criterion determined the following ranking:

<b>Tenderer</b>	<b>Ranking</b>
GHD Design	1
Gresley Abas	1
Mode Design	1
Carabiner Architects	4
Cox Architecture	4
Hodge Collard Preston Architects	4
Bollig Design Group Ltd	7

### **Overall Sustainable Procurement Ranking Summary**

An overall assessment of Evaluation Criteria 1 - Sustainable (Corporate Social Responsibility) Procurement has resulted in the following ranking:

<b>Tenderer</b>	<b>Ranking</b>
GHD Design	1
Hodge Collard Preston Architects	1
Cox Architecture	3
Mode Design	4
Gresley Abas	5
Bollig Design Group	6
Carabiner Architects	7

### **Evaluation Criteria 2 - Tenderer's Safety Management Systems (5%)**

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

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

<b>Tenderer</b>	<b>Ranking</b>
Carabiner Architects	1
Cox Architecture	1
GHD Design	1
Mode Design d	1
Bollig Design Group	5
Gresley Abas	6
Hodge Collard Preston Architects	7

### **Evaluation Criteria 3 - Tenderer's relevant organisational experience with achievement of meeting client expectations (20%)**

The tenderer's relevant organisational experience in demonstrating the achievement of meeting client expectations as presented in their tender submission were assessed in order to evaluate their capability to meet the requirements of the contract.

Assessment of this criterion considered the tendering entity's credentials to fulfil the requirements of the contract.

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

<b>Tenderer</b>	<b>Ranking</b>
Carabiner Architects	1
Bollig Design Group	2
Gresley Abas	3
Cox Architecture	3
Hodge Collard Preston Architects	3
GHD Design	6
Mode Design	6

#### **Evaluation Criteria 4 - Demonstrated experience of the key personnel in the delivery of similar projects in local government environment. (25%)**

The tenderer's relevant organisational experience in demonstrating the achievement of meeting client expectations as presented in their tender submission were assessed in order to evaluate their capability to meet the requirements of the contract. Assessment of this criterion considered the tendering entity's credentials to fulfil the requirements of the contract. The assessment of this criterion has resulted in the following ranking:

<b>Tenderer</b>	<b>Ranking</b>
Carabiner Architects	1
Bollig Design Group	2
Hodge Collard Preston Architects	2
Cox Architecture	4
Mode Design	4
Gresley Abas	6
GHD Design	6

#### **Evaluation Criteria 5 - Tenderer's demonstrated understanding of the project methodology, timeline and scope to meet the requirements of the Contract (25%)**

The tenderer's demonstrated understanding of the project methodology, timeline and scope in the achievement of meeting client expectations as presented in their tender submission were assessed in order to evaluate their capability to meet the requirements of the contract. Assessment of this criterion considered the key personnel credentials and experience to fulfil the requirements of the contract. The assessment of this criterion has resulted in the following ranking:

<b>Tenderer</b>	<b>Ranking</b>
Carabiner Architects	1
Bollig Design Group	2
Hodge Collard Preston Architects	2
Gresley Abas	4
Cox Architecture	4
GHD Design	4
Mode Design	4

#### **Overall Qualitative Weighted Assessment and Ranking**

The tenderers' submissions were evaluated in accordance with the selection criteria and were assessed against sustainable procurement, experience, methodology, capacity and resources and safety management systems to undertake the works.

Following the initial assessment the three highest qualitatively ranked tenderers we then invited to present the evaluation panel with the overall qualitative weighted assessment resulted in the following tender ranking:

<b>Tenderer</b>	<b>Ranking</b>
Gresley Abas	1
Bollig Design Group	2
Carabiner Architects	3
Hodge Collard Preston Architects	4
Cox Architecture	5
GHD Design	6
Mode Design	7

### **Price for the Works Offered**

Tender's lump sum pricing resulted in the following ranking:

<b>Tenderer</b>	<b>Ranking</b>
Mode Design Corporation Pty Ltd	1
Hodge Collard Preston Pty Ltd	2
Bollig Design Group Pty Ltd ATF The BDG Trust	3
Gresley Abas Pty Ltd	4
Carabiner Architects Pty Ltd	5
GHD Design Pty Ltd	6
The Cox Architecture (Aust) Unit Trust	7

### **Overall Value for Money Assessment**

Refer to *Confidential Memo 1 (Attachment 1)* for further detail relating to the tenderers lump sum pricing, value for money assessment and further information supporting the recommendation. Carabiner Architects is recommended as the successful tenderer.

### **Consultation**

Community engagement for the project to date has been conducted in accordance with the City's Community Engagement Policy, as will further consultation required as part of the detailed design process.

### **Comment**

The City estimated a cost of \$1.4M for the Provision of Consultancy Services for Girrawheen Hub Redevelopment and five of the seven submissions were below the estimate.

After the completion of the qualitative assessment the three highest scoring submissions, all three submissions were under the \$1.4M cost estimate, were selected for interview and presentation to gather further insight into their understanding of the project and the individual team's capacity and experience in projects of similar nature.

The Girrawheen Hub Redevelopment project key milestones dates for delivery of the design through to construction are as follows:

- Detailed design for Construction Tender - November 2024 to February 2026;
- Construction Tender procurement – February 2026 to April 2026; and
- Construction – May 2026 to October 2027.

During the design stages, an updated cost estimate will be prepared by the appointed Cost Planner that supports the preparation of detailed design documentation (assessment against the allocated construction budget), tender documentation preparation and Contract Administration during construction. Further report to Council will be presented at the key stage(s) of the design progress.

## Statutory Compliance

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

## Strategic Implications

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

*1 ~ An inclusive and accessible City with places and spaces that embrace all*

*1.3 - Facilities and activities for all*

## Risk Appetite Statement

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

## Enterprise Risk Management Considerations

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

Risk Title	Risk Rating
ST- S23 Stakeholder Relationships	Medium
Accountability	Action Planning Option
Chief Executive Officer	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 these risks to support existing management systems.

## Financial and Performance Risk

### Financial Risk

A financial risk assessment was undertaken by Equifax Australasia Credit Ratings Pty Ltd as part of the tender evaluation process and the outcome of this independent assessment advised that Carabiner Architects has been assessed with the financial capacity to meet the requirements of the contract.

### Performance Risk

As of the date of submission, Carabiner Architecture have no history of disputes or claims and have had no notices of default issued. Whilst they have not previously undertaken work with the City, independent reference check provided a positive rating for the tenderers provision of architectural services in multiple projects of this nature.



## Policy Implications

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

## Financial (Budget) Implications

The Girrawheen Hub Precinct Master Plan indicative cost to deliver Option 2 Concept Plan was estimated at \$22.3M inclusive of all demolition and building works, carpark modifications, streetscape reinstatement, landscaping and community garden works.

This also includes cost escalations up to projected completion of construction in 2031, although it is noted that these costings were developed two years ago and therefore the actual cost is likely to be higher given the City's recent experiences with project costs and is likely to be closer to \$30M. An indicative breakdown of this costs is provided below:

Item Description (estimated allocations)	Cost (ex. GST)
Allowance for Provision of Consultancy Services for Girrawheen Hub Precinct Redevelopment, Quantity Surveyor Services, miscellaneous charges, fees or other costs	\$1,650,000
Allowance for Project Costs and Project Management by the City	\$1,400,000
Construction incl. headworks charges, application fees, fit out, contingencies, etc	\$26,950,000
<b>Total</b>	<b>\$30,000,000</b>

The project is currently listed in the City's Capital Works Budget (PR-4335 Girrawheen Hub Precinct Redevelopment) and draft Long Term Financial Plan, which is being reviewed, as shown in the table below:

Year	Description	Asset Renewal Reserve	Grant	Total
2024/25	Engagement & Concept Design	\$100,000	\$0	\$100,000
2025/26	Detailed Design	\$1,000,000	\$0	\$1,000,000
2026/27	Detailed Design, Procurement & Construction	\$1,000,000	\$0	\$1,000,000
2027/28	Construction	\$4,000,000	\$10,000,000	\$14,000,000
2028/29	Construction	\$3,900,000	\$10,000,000	\$13,900,000
	<b>TOTAL</b>	<b>\$10,000,000</b>	<b>\$20,000,000</b>	<b>\$30,000,000</b>

Through a separate Request for Quote 24138 the City has engaged Quantity Surveying services for the project.

The award of tender requires the budget provision including the Quantity Surveyor costs to made as per the funding requirements below to accommodate the detailed design stage for the project.

Description	Budget Funding
Funding Provision required in 2024/25	\$156,000
Funding Provision required in 2025/26	\$954,500
Funding Provision required in 2026/27	\$480,500
Funding Provision required in 2027/28	\$35,000

The Girrawheen Hub Redevelopment is a key project within the City's Advocacy Plan for 2025 and funding is being sought from both Federal and State Governments to support the project to a value of \$20.5M. It is noted that at this stage the construction of this project is dependent on securing external grant funding.

Further budget adjustment will be required to be made for the delivery stage of the project and will form part of future year budget discussions with Council.

## Voting Requirements

Absolute Majority

## Recommendation

That Council:

1. **ACCEPTS** the tender submitted by Carabiner Architects Pty Ltd for Tender No. 24137, for the Provision of Consultancy Services for Girrawheen Hub Precinct Redevelopment for the Fixed Lump Sum Price as identified within Confidential Memo 2 in accordance with the terms and conditions specified in the tender document;
2. **NOTES** the information contained in the Confidential Memo 2 (Attachment 2) will be released via the City's website after a formal letter of Tender Award is issued to the successful tenderer (as per item 1 above);
3. **APPROVES** by **ABSOLUTE MAJORITY** a budget amendment to increase the funding allocation for Project Number PR-4335 Girrawheen Hub Precinct Redevelopment by \$56,000 to funded from the Asset Renewal/Enhancement Reserve to meet the financial requirements for the Detailed Design of the Girrawheen Hub Precinct; and
4. **LISTS** funds for consideration in the future years budget as detailed below to fully undertake the scope of works included in Tender No 24137 and RFQ 24138:
  - \$954,500 in 2025/26;
  - \$480,500 in 2026/27; and
  - \$35,000 in 2027/28.

**These attachments are confidential and distributed under separate cover to all Council Members.**

Attachment 1 - 24137 Girrawheen Hub Redevelopment - Confidential Memo 1	24/390949
Attachment 2 - 24137 Girrawheen Hub Redevelopment - Confidential Memo 2	24/390948

Attachments:

1. Attachment 1 - 24137 Girrawheen Hub Redevelopment - Confidential Memo 1 Confidential
2. Attachment 2 - 24137 Girrawheen Hub Redevelopment - Confidential Memo 2 Confidential

## AS02-11/24 Alkimos Aquatic and Recreation Centre - Consolidation of Federal Funding Agreements

---

File Ref: 40645V016 – 24/374750  
Responsible Officer: Director Assets  
Attachments: 2  
Previous Items: CE01-10/19 - 2019 Federal Election Commitments and Funding Agreements - Ordinary Council - 15 Oct 2019  
AS03-02/24 - Alkimos Aquatic and Recreation Centre - Acceptance of Federal Funding - Ordinary Council - 20 Feb 2024

### Issue

To formally consolidate the Department of Health and Aged Care (**Department of Health**), and the Department of Infrastructure Transport, Regional Development, Communications and the Arts (**DITRDCA**) funding agreements (**Federal Funding Agreements**) for the construction of the Alkimos Aquatic and Recreation Centre (**Project**).

### Background

On 15 October 2019, Council resolved to accept \$5,000,000 in Federal Funding arising from election commitments from the Department of Health (CE01-10/19) for the planning of what was then referred to as the Regional Northern Coastal Suburbs Swimming Pool. Council authorised the Chief Executive Officer to negotiate the terms of agreement on terms acceptable to the City, and to authorise execution in accordance with the City's Execution of Documents Policy.

On 15 January 2021, the City entered into Grant Agreement 4-FJ56DMW with the Commonwealth, represented by the Department of Health (**Department of Health Agreement**). This provided \$5,000,000 (GST exclusive) for the Project under the Department's Female Facilities and Water Safety Stream Program.

All funding under the Department of Health was paid to the City in August 2023.

An additional \$25,000,000 (GST exclusive) in Commonwealth grant funding was subsequently allocated for the Project under the Priority Community Infrastructure Programme, administered by the DITRDCA.

On 20 February 2024 (AS03-02/24), Council resolved to accept the offer of funding from DITRDCA, approved the funding agreement and authorised the Chief Executive Officer to execute that funding agreement. The Agreement was executed on 21 February 2024 (**DITRDCA Agreement**).

To streamline project administration, the Commonwealth proposed that the Department of Health Agreement could be closed, with any of the City's outstanding obligations transferred to the DITRDCA Agreement. This would mean that the City would have a single point of contact in relation to Commonwealth funding.

The February 2024 report noted:

*"The Federal Government has requested that the outstanding reporting obligations of the existing funding agreement for \$5M through the Department of Health's 2019 Female Facilities and Water Safety Stream Program be consolidated into the new DITRDCA agreement, streamlining the future reporting and acquittal requirements for both the City and the Federal Government into one agreement an approach which is welcomed by Administration and has been incorporated into the DITRDCA agreement."*

On 21 February 2024, the City entered into the DITRDCA Agreement, however the consolidation of the two agreements was not formally documented by the Commonwealth at that time.

## Detail

Although the obligations contained in the Department of Health Agreement were incorporated into the DOI Agreement, the consolidation of the two agreements was not formalised by deeds of termination or variation.

The Commonwealth Departments have prepared two Deeds to formally give effect to the consolidation arrangement:

1. **Deed of Mutual Termination** between the City and Department of Health (**Attachment 1**), which will close the Department of Health Agreement and transfer the remaining reporting requirements under that agreement to DITRDCA; and
2. **Deed of Variation** between the City and DITRDCA (**Attachment 2**), which accepts the transfer of the reporting requirements from the Department of Health.

Clause 3.4 of the Deed of Mutual Termination requires the City to provide an independently audited Financial Acquittal Report to the Commonwealth at the completion of the Project, through the DITRDCA, as opposed to the Department of Health. This requirement has been incorporated into the DITRDCA Agreement as an Activity Completion Report as the final reporting requirement in Item E.

The Deed of Variation also includes minor amendments to the way the City is to invite the Commonwealth to Project-related events, and to update the address of the Project site to Koomool Drive, following a name change after consultation between DevelopmentWA and the Traditional Owners.

## Consultation

The Department of Health and DITRDCA have been consulted and have provided the Deed of Mutual Termination and Deed of Variation to the City for execution.

## Comment

Administration welcomes the formal consolidation of the future reporting and acquittal requirements for both the City and the Federal Government into one agreement.

## 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

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

<b>Risk Title</b>	<b>Risk Rating</b>
ST-S23 Stakeholder Relationships	Medium
<b>Accountability</b>	<b>Action Planning Option</b>
Chief Executive Officer	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 these risks to support existing management systems.

## Policy Implications

The funding awards have been managed through the City's Inwards Investment Grants – Management Procedure.

## Financial Implications

The approved funding for the Project is as follows:

<b>Funding Source</b>	<b>Amount</b>
Federal Government (2019)	\$5,000,000
Federal Government (2022)	\$25,000,000
State Government (WA Recovery)	\$10,000,000
City of Wanneroo	\$26,113,624
Developer Contribution Plan (DCP)	\$14,214,588
Changing Places Funding	\$147,592
Community Sport and Recreation Facilities Fund (CSRFF)	\$2,500,000
<b>Total</b>	<b>\$82,975,804</b>

The execution of the Deed of Mutual Termination and Deed of Variation will not impact the Project budget or the funding payable by the Federal Government pursuant to the Department of Health and DITRDCA agreements.

## Voting Requirements

Simple Majority



## Recommendation

### That Council:-

1. **APPROVES** the consolidation of the City's Federal Funding Agreements pursuant to the Deed of Mutual Termination and the Deed of Variation to streamline project administration;
2. **AUTHORISES** the Chief Executive Officer to negotiate the terms of the Deed of Mutual Termination between the City and the Federal Department of Health and Aged Care on terms acceptable to the City;
3. **AUTHORISES** the Chief Executive Officer to negotiate the terms of the Deed of Variation between the City and the Federal Department of Infrastructure Transport, Regional Development, Communications and the Arts on terms acceptable to the City; and
4. **AUTHORISES** the Chief Executive Officer to execute the Deed of Mutual Termination and Deed of Variation.

**These attachments are confidential and distributed under separate cover to all Council Members.**

<i>Attachment 1 - Department of Health - Deed of Mutual Termination</i>	<i>24/379861</i>
<i>Attachment 2 - Department of Infrastructure Transport Regional Development Communication and the Arts - Deed of Variation</i>	<i>24/37934</i>

### Attachments:

- |    |  |                     |
|----|--|---------------------|
| 1. | <i>Attachment 1 - Department of Health - Deed of Mutual Termination</i>  | <i>Confidential</i> |
| 2. | <i>Attachment 2 - Department of Infrastructure Transport Regional Development Communication and the Arts - Deed of Variation</i> | <i>Confidential</i> |

---

**AS03-11/24     24149 Provision of Architectural and Specialist Consultancy Services for Wanneroo Recreation Centre - New Sports Hub**

---

File Ref: 40791V003 – 24/339201  
Responsible Officer: Director Assets  
Attachments: 2  
Previous Items: CP04-06/24 - Wanneroo Recreation Centre Sports Hub - Consultation Outcomes - Ordinary Council - 18 Jun 2024

**Issue**

To consider Tender No. 24149 for the Provision of Architectural and Specialist Consultancy Services for Wanneroo Recreation Centre - New Sports Hub.

**Background**

The Wanneroo Recreation Centre Sports Hub *Report* (CP04-06/24) was considered at the June 2024 OCM, and Council resolved the following:

*“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.”*

As a result of the Council decisions there are now two concurrent projects under progress:

- a) Delivery of the New Sports Hub, located adjacent to the existing Wanneroo Recreation Centre at an estimated cost of \$18.4M; and
- b) Planning and development of a concept for the redevelopment of the existing Wanneroo Recreation Centre as a Community Hub at an estimated cost of \$17.1M.

The concept plan for the development of a single-storey Sports Hub on the adjacent playing field area south of the existing Wanneroo Recreation Centre, Scenic Park (Scenic Drive) was prepared by Gresley Abas Architects in February 2023. The new Sports Hub will accommodate some of the existing users of the existing Wanneroo Recreation Centre and from other facilities within the surrounding precinct.

The City of Wanneroo (**City**) is seeking to appoint a registered architectural practice (the **Consultant**) to provide detailed design, and contract administration services, including architectural and sub-consultant design services, as outlined in this brief, and based on an

existing concept design prepared for the New Sports Hub, located adjacent to the Wanneroo Recreation Centre, Scenic Drive, Wanneroo.

The Development of the New Sports Hub (this **Contract**) comprises only of the delivery of the new Sports Hub. The design process is expected to be completed by June/July 2025 to enable procurement of construction contractor thereafter.

The redevelopment of the Wanneroo Recreation Centre as the Community Hub is being progressed to determine the project requirements in consultation with project Stakeholders and develop a concept plan by end 2025. It is envisaged that key decisions regarding the life (durability) of the existing 50-year-old Recreation Centre and its viability for inclusion within the second stage of the project shall be a key consideration in preparing a concept for the Community Hub.

**Detail**

Tender No. 24149 for the Provision of Architectural and Specialist Consultancy Services for Wanneroo Recreation Centre - New Sports Hub was advertised on 21 September 2024 and closed on 15 October 2024.

In addition to Architectural services, the Architect is responsible for coordinating a team of specialist consultants including Structural, Civil, Mechanical, Electrical and Hydraulic Engineers, and various other consultant services required for the delivery of the project, preparation of detailed design documentation, tender documentation, Contract Administration and Superintendent services during construction to completion.

The Architectural lead design team will work with and alongside the appointed Cost Planner in providing design information for the provision of cost estimates and assessment against the allocated construction budget.

The Tender included provision for three Separable Portions:

- 1. The coordination and development of the detailed design and construction tender documentation for the new facility;
- 2. The provision of and coordination of the design team and specialist services during construction, defects liability period and completion of the new facility; and
- 3. The provision of (architectural) superintendent services, and the provision of and coordination of the design team and specialist services during construction, defects liability period and completion of the new facility.

Four addenda were issued detailing tender clarifications.

Essential details of the proposed contract are as follows:

Item	Detail
Contract Form	Consultancy Services Contract.
Contract Type	Lump Sum
Contract Duration	42 Months (including building construction plus 12 Months DLP)
Commencement Date	Upon receipt of Letter of Award
Expiry Date	Upon completion of DLP and all project closure activities
Extension Permitted	No
Rise and Fall	Nil

Nine tender submissions were received from the following companies:

Full Name	Trading Name	Abbreviations (used in this report)
The Trustee For The Bdg Trust T/A Bollig Design Group Pty Ltd	Bollig Design Group Pty Ltd	Bollig Design Group
Carabiner Architects Pty Ltd	Carabiner Architects Pty Ltd	Carabiner Architects
The Trustee For The Cox Architecture (Aust) Unit Trust T/A Cox Architecture Pty Ltd	Cox Architecture Pty Ltd	Cox Architecture
(A)Pod Pty Ltd – T/A Donovan Payne Architecture	Donovan Payne Architecture	Donovan Payne Architecture
Gresley Abas Pty Ltd	Gresley Abas Pty Ltd	Gresley Abas
Hodge Collard Preston Unit Trust T/A Hodge Collard Preston Architects	Hodge Collard Preston Architects	Hodge Collard Preston
Mode Design Corporation Pty Ltd	Mode Design Corporation Pty Ltd	Mode Design Corporation
Site Architecture Studio Pty Ltd	Site Architecture Studio Pty Ltd	Site Architecture Studio
With Architecture Studio	With Architecture Studio	With Architecture Studio

### Probity Oversight

Oversight to the tender assessment process was undertaken by the City's Contracts Officer.

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

Item No	Description (Criteria)	Weighting
1	Sustainable (Corporate Social Responsibility) Procurement Environmental Considerations 5% Buy Local 10% Reconciliation Action Plan 5% Access & Inclusion 5%	25%
2	*Demonstrated experience of tenderer and key personnel performing the services. Demonstrated relevant experience of consultant – 20% Resources and Capacity – 10% Demonstrated relevant experience of Sub-consultants – 10%	40%
3	*Methodology	25%
4	WHS	10%

All tenderers must meet the City's minimum requirements (as determined by the City) for each of the qualitative criteria detailed above (\*) to be considered for further evaluation.

Pricing is not included in the qualitative criteria and is considered as part of the overall value for money assessment.

All nine tender submissions were received as conforming. None were excluded from further evaluation.

### **Evaluation Criteria 1 – Sustainable (Corporate Social Responsibility) Procurement (25%)**

Evidence of Sustainable (Corporate Social Responsibility) Procurement assessment was based on the tenderers' responses provided within the Questionnaires set out in Schedules 3A, 3B, 3C and 3D that were included in the tender documentation.

An assessment was made to determine the ranking based on the tenderers' environmental policy and practices, buy local contributions, as well as commitment to reconciliation and disability access and inclusion.

#### **Sub Criteria a) – Environment Consideration (5%)**

The City is committed to procuring goods and services that have the most positive environmental, social and economic impacts over the entire life cycle of a product or service. The environmental assessment based on tenderers' response to their Environmental policy and practices.

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

The assessment of this criterion determined the following ranking:

<b>Tenderer</b>	<b>Ranking</b>
Cox Architecture	1
Mode Design Corporation	2
Bollig Design Group	3
Site Architecture Studio	3
Carabiner Architects	5
Donovan Payne Architecture	5
Gresley Abas	5
With Architecture Studio	5
Hodge Collard Preston	9

#### **Sub Criteria b) – Buy Local (10%)**

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

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



The assessment of this criterion determined the following ranking:

<b>Tenderer</b>	<b>Ranking</b>
Site Architecture Studio	1
Cox Architecture	2
Hodge Collard Preston	2
Mode Design Corporation	2
With Architecture Studio	5
Bollog Design Group	6
Gresley Abas	7
Carabiner Architects	8
Donovan Payne Architecture	8

#### **Sub Criteria c) – Reconciliation Action Plan (5%)**

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

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

The assessment of this criterion determined the following ranking:

<b>Tenderer</b>	<b>Ranking</b>
Cox Architecture	1
Gresley Abas	1
Hodge Collard Preston	3
Mode Design Corporation	3
Bollog Design Group	4
Site Architecture Studio	4
With Architecture Studio	4
Carabiner Architects	8
Donovan Payne Architecture	9

#### **Sub Criteria d) – Disability Access & Inclusion (5%)**

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

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

The assessment of this criterion determined the following ranking:

<b>Tenderer</b>	<b>Ranking</b>
Bollig Design Group	1
Donovan Payne Architecture	1
Mode Design Corporation	1
With Architecture Studio	4
Carabiner Architects	5
Cox Architecture	5
Site Architecture Studio	5
Gresley Abas	8
Hodge Collard Preston	8

### **Overall Sustainable Procurement Ranking Summary**

An overall assessment of Evaluation Criteria 1 - Sustainable (Corporate Social Responsibility) Procurement has resulted in the following ranking:

<b>Tenderer</b>	<b>Ranking</b>
Site Architecture Studio	1
Mode Design Corporation	2
Cox Architecture	2
Hodge Collard Preston	4
With Architecture Studio	5
Bollig Design Group	6
Gresley Abas	7
Donovan Payne Architecture	8
Carabiner Architects	9

### **Evaluation Criteria 2 - \*Demonstrated experience of tenderer and key personnel performing the services (40%)**

The tenderer's relevant experience in demonstrating the achievement of meeting client expectations as presented in their tender submission were assessed to evaluate their capability to meet the requirements of the contract. Assessment of this criterion also considered the tenderer's staff resources, vehicles, plant/equipment and workshop support to manage the contract.

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

<b>Tenderer</b>	<b>Ranking</b>
Hodge Collard Preston	1
Bollig Design Group	2
Carabiner Architects	2
Cox Architecture	2
Donovan Payne Architecture	2
Site Architecture Studio	2
Gresley Abas	7
Mode Design Corporation	8
With Architecture Studio	9

### Evaluation Criteria 3 - Methodology (25%)

The tenderer's proposed methodology to deliver the requirements of the contract were assessed as part of this criterion.

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

<b>Tenderer</b>	<b>Ranking</b>
Hodge Collard Preston	1
Cox Architecture	2
Donovan Payne Architecture	2
Carabiner Architects	2
Bollig Design Group	5
Gresley Abas	6
Mode Design Corporation	6
Site Architecture Studio	6
With Architecture Studio	6

### Evaluation Criteria 4 - WHS demonstrated working documents (10%)

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

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

<b>Tenderer</b>	<b>Ranking</b>
Carabiner Architects	1
Cox Architecture	1
Mode Design Corporation	1
Donovan Payne Architecture	4
Site Architecture Studio	5
Bollig Design Group	6
Hodge Collard Preston	6
Gresley Abas	8
With Architecture Studio	9

### Overall Qualitative Weighted Assessment and Ranking

The tenderers' submissions were evaluated in accordance with the selection criteria and were assessed against sustainable procurement, experience, methodology, capacity and resources and safety management systems to undertake the works.

The overall qualitative weighted assessment resulted in the following tender rankings:

<b>Tenderer</b>	<b>Ranking</b>
Hodge Collard Preston	1
Cox Architecture	2
Site Architecture Studio	3
Bollig Design Group	4
Mode Design Corporation	5
Carabiner Architects	6
Donovan Payne Architecture	7
Gresley Abas	8
With Architecture Studio	9

### **Pricing for the Works Offered**

Price assessment has been undertaken by combining the Separable Portions 1 and 3 as the scope for works for the Separable Portion 2 is included in the Separable Portion 3.

The lump sum pricing from each tenderer is ranked below:

<b>Tenderer</b>	<b>Ranking</b>
Hodge Collard Preston	1
Site Architecture Studio	2
Mode Design Corporation	3
Gresley Abas	4
Donovan Payne Architecture	5
Bollig Design Group	6
Carabiner Architects	7
Cox Architecture	8
With Architecture Studio	9

### **Overall Assessment**

The overall assessment for Separable Portions 1 and 3 combined from each Tenderer is ranked below:

<b>Tenderer</b>	<b>Ranking</b>
Hodge Collard Preston	1
Site Architecture Studio	2
Mode Design Corporation	3
Gresley Abas	4
Bollig Design Group	5
Donovan Payne Architecture	6
Carabiner Architects	7
Cox Architecture	8
With Architecture Studio	9

## Overall Value for Money Assessment

The tender submission from Hodge Collard Preston achieved the highest-ranking score within the qualitative assessment and provided the lowest overall lump sum price for separable portions 1 and 3 (combined).

The Confidential Memo (**Attachment 1**) provides further detail relating to the tenderers lump sum pricing, value for money assessment and further information supporting the recommendation.

The tender submission from Hodge Collard Preston was assessed to provide the best outcome for the City and is the recommended tenderer.

## Consultation

Consultation with the community and key stakeholders has been undertaken throughout the project, culminating in the endorsement of the Concept as reported to Council in June 2024 (CP04-06/24).

Consultation and engagement will continue through the detailed design stage with all stakeholders including the external technical stakeholders and sporting and community groups.

## Comment

The New Sports Hub project milestones dates for delivery of the design through to construction are as follows:

- Detailed design for Construction Tender - November 2024 to September/October 2025;
- Construction Tender procurement - September/October 2025 to February 2026; and
- Construction - February/March 2026 to March 2027.

During the design stages, an updated cost estimate will be prepared by the appointed Cost Planner that supports the preparation of detailed design documentation (assessment against the allocated construction budget), tender documentation preparation and Contract Administration during construction. Further report to Council will be presented at the key stage(s) of the design progress.

## Statutory Compliance

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

## Strategic Implications

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

- 1 ~ An inclusive and accessible City with places and spaces that embrace all*
- 1.2 - Valued public places and spaces*

## Risk Appetite Statement

In pursuit of strategic objective goal 1, we will accept a Medium level of risk. The recent pandemic has challenged our previous event delivery, place activation and community



connection processes, and the City accepts that meeting community expectations in a more restrictive environment needs flexibility and innovation if community connection is to develop and grow in contrast to social and individual isolation.

## Enterprise Risk Management Considerations

### Risk 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
Chief Executive Officer	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 these risks to support existing management systems.

## Financial and Performance Risk

### Financial Risk

A financial risk assessment was undertaken by Equifax Australasia Credit Ratings Pty Ltd as part of the tender evaluation process and the outcome of this independent assessment advised that Hodge Collard Preston has been assessed with sound financial capacity to meet the requirements of the contract.

### Performance Risk

The Tender Evaluation Panel considered that Hodge Collard Preston had suitable experience to deliver the projects successfully for the City. They have previously undertaken work with the City providing Design, and Contract Administration/Superintendent services to a high standard.

Independent reference checks have also indicated that the recommended tenderer has provided excellent service, with proactive delivery to its clients, producing quality building outcomes.

Hodge Collard Preston have previously delivered for City of Wanneroo several projects of varying scale including *Warradale Clubroom Upgrade* and are currently involved with the *Heath Park Pavilion* (under construction).

As of the submission date, Hodge Collard Preston have no history of disputes or claims and have had no notices of default issued.

## Policy Implications

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

## Financial (Budget) Implications

As noted at Council Meeting 18 June 2024 (CP04-06/24). The indicative overall project cost to deliver the New Sports Hub was estimated at \$18.4 million inclusive of all project fees, construction works, infrastructure modifications and landscaping. An indicative breakdown of this costs is provided below:

Item Description (estimated allocations)	Cost (ex. GST)
Allowance for Professional fees, miscellaneous charges, fees or other costs	\$1,550,000
Allowance for Project Costs and Project Management City of Wanneroo	\$1,300,000
Construction incl. headworks charges, application fees, fitout, contingencies, etc	\$15,550,000
<b>Total</b>	<b>\$18,400,000</b>

The project is currently listed in the City's Capital Works Budget (PR-4279 Wanneroo Recreation Centre, Wanneroo) and the draft Long-Term Financial Plan, which is being reviewed, as shown in the table below:

Year	Detail	Municipal Funds	Grants	Reserve	Total
2024/25	Detailed design	-	-	\$32,800	<b>\$32,800</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>\$3,082,800</b>	<b>\$18,382,800</b>

A \$5 million grant from the Department of Local Government, Sport, and Cultural Industries is currently being finalised, with the remaining \$13.4 million to be provided by the City.

The listing outlined above does not include the funding required for the redevelopment of the existing Wanneroo Recreation Centre as a Community Hub.

The budget provisions are to be adjusted to accommodate the following services for the project:

- Tender No. 24149 for the Provision of Architectural and Specialist Consultancy Services for Wanneroo Recreation Centre - New Sports Hub;
- Tender No. 24148 for the Provision of Cost Planner Services for Wanneroo Recreation Centre - New Sports Hub; and
- City costs, disbursements, miscellaneous (other) fees, etc.

The award of tender requires the following budget provision costs to be made as per the funding requirements for the current financial year and future years for these activities, excluding all costs associated with the construction:

Description	Budget Funding
Funding Provision required in 2024/25	\$332,800
Funding Provision required in 2025/26	\$550,000
Funding Provision required in 2026/27	\$250,000

Further budget adjustment will be required to be made for the delivery stage of the project and will form part of future year budget discussions with Council.

The Wanneroo Recreation Precinct has been identified as one of the City's top priority advocacy projects and included in the City's Connect Wanneroo 2025 Advocacy Campaign.

## Voting Requirements

Absolute Majority

## Recommendation

### That Council

1. **ACCEPTS** the tender submitted by Hodge Collard Preston Unit Trust T/A Hodge Collard Preston Architects for Tender No. 24149 for the Provision of Architectural and Specialist Consultancy Services for Wanneroo Recreation Centre - New Sports Hub, for the lump sum price as identified within Confidential Memo 2 (Attachment 2) in accordance with the terms and conditions specified in the tender document;
2. **NOTES** the information contained in the Confidential Memo 2 (Attachment 2) will be released via the City's website after a formal letter of Tender Award is issued to the successful tendered (as per item 1 above);
3. **APPROVES** by **ABSOLUTE MAJORITY** a budget amendment to increase the funding allocation for Project Number PR-4279 Wanneroo Recreation Centre, Wanneroo, New Sports Hub by \$300,000.00 to funded from Strategic Project Initiative Reserve into FY24/25 to fund these costs to meet the financial requirements for the Detailed Design; and
4. **LISTS** funds for consideration in the future years budget as detailed below to fully undertake the scope of works included in Tender No 24149, Tender No 24148 and City costs:
  - \$550,000 in 2025/26; and
  - \$250,000 in 2026/27.

**These attachments are confidential and distributed under separate cover to all Council Members.**

Attachment 1 - 24149 Provision of Architectural Consultancy Services for Wanneroo Recreation Centre - New Sports Hub - Confidential Memorandum 1	24/386497
Attachment 2 - 24149 Provision of Architectural Consultancy Services for Wanneroo Recreation Centre - New Sports Hub - Confidential Memorandum 2	24/391061

#### Attachments:

- |    |  |              |
|----|--|--------------|
| 1. | Attachment 1 - 24149 Provision of Architectural Consultancy Services for Wanneroo Recreation Centre - New Sports Hub - Confidential Memorandum 1 | Confidential |
| 2. | Attachment 2 - 24149 Provision of Architectural Consultancy Services for Wanneroo Recreation Centre - New Sports Hub - Confidential Memorandum 2 | Confidential |

---

**AS04-11/24    24148 Provision of Cost Planner Services for Wanneroo Recreation Centre - New Sports Hub**

---

File Ref: 40791V003 – 24/339177  
Responsible Officer: Director Assets  
Attachments: 2  
Previous Items: CP04-06/24 - Wanneroo Recreation Centre Sports Hub - Consultation Outcomes - Ordinary Council - 18 Jun 2024

**Issue**

To consider Tender No. 24148 for the Provision of Cost Planner Services for Wanneroo Recreation Centre - New Sports Hub.

**Background**

The Wanneroo Recreation Centre Sports Hub *Report* (CP04-06/24) was considered at the June 2024 Ordinary Council Meeting, and Council resolved the following:

“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.”*

As a result of the Council decisions there are now two concurrent projects under consideration:

- a) Delivery of the New Sports Hub, located adjacent to the existing Wanneroo Recreation Centre at an estimated cost of \$18.4M; and
- b) Planning and development of a concept for the redevelopment of the existing Wanneroo Recreation Centre as a Community Hub at an estimated cost of \$17.1M.

*It has been proposed that redevelopment of the Wanneroo Recreation Centre as the Community Hub will be subject to on availability of future funding, consultation and scoping confirmation, etc. and is not considered to be within this Tender, to be undertaken at a future stage.*

The concept plan for the development of a single-storey Sports Hub on the adjacent playing field area south of the existing Wanneroo Recreation Centre, Scenic Park (Scenic Drive) was prepared by Gresley Abas Architects in February 2023. The new Sports Hub will accommodate some of the existing users of the existing Wanneroo Recreation Centre and from other facilities within the surrounding precinct.

The City of Wanneroo (**City**) is seeking to appoint a suitably qualified and experienced Cost Planner to support detailed design, tender documentation preparation and Contract Administration during construction for the Wanneroo Recreation Centre – New Sports Hub; as outlined in this brief and based on an existing concept design prepared for a New Sports Hub, located adjacent to the Wanneroo Recreation Centre, Scenic Drive, Wanneroo.

The Development of the New Sports Hub (this **Contract**) comprises only of the delivery of the new Sports Hub. The design process is expected to be completed by June/July 2025 to enable procurement of construction thereafter.

The redevelopment of the Wanneroo Recreation Centre as the Community Hub is being progressed to determine the project requirements in consultation with project Stakeholders and develop a concept plan by end 2025. It is envisaged that key decisions regarding the life (durability) of the existing 50-year-old Recreation Centre and its viability for inclusion within the second stage of the project shall be a key consideration in preparing a concept for the Community Hub.

**Detail**

Tender No. 24148 for the Provision of Cost Planner Services for Wanneroo Recreation Centre - New Sports Hub was advertised on 25 September 2024 and closed on 15 October 2024.

Working with the Architectural lead team of consultants, the appointed Cost Planner will support the preparation of detailed design documentation (assessment against the allocated construction budget), tender documentation preparation and Contract Administration during construction to completion.

The Tender included provision for two separable portions:

- 1. The provision of cost planner services during the detailed design and construction stages for the new facility; and
- 2. The Preparation of Bill of Quantities at 100% detail design for purposes of inclusion within Construction Tender documentation.

Nil addenda were issued detailing tender clarifications.

Essential details of the proposed contract are as follows:

Item	Detail
Contract Form	Consultancy Services Contract.
Contract Type	Lump Sum
Contract Duration	42 Months (including building construction plus 12 Months DLP)
Commencement Date	Upon receipt of Letter of Award
Expiry Date	Upon completion of DLP and all project closure activities
Extension Permitted	No
Rise and Fall	Nil.



Seven tender submissions were received from the following companies:

Full Name	Trading Name	Abbreviations (used in this report)
Canning & Associates Cost Consulting Pty Ltd	Canning & Associates Cost Consulting Pty Ltd	Canning & Associates
Chrysalis Quantity Surveying Pty Ltd	Chrysalis Quantity Surveying Pty Ltd	Chrysalis
The Trustee For Ferreira Family Trust T/A The Cost Collaborative	The Cost Collaborative	The Cost Collaborative
MBMPL Pty Ltd	MBMPL Pty Ltd	MBMPL
Napier & Blakeley Pty Ltd ATF Napier & Blakeley Unit Trust	Napier & Blakeley Pty Ltd	Napier & Blakeley
Rider Levett Bucknall WA Pty Ltd	Rider Levett Bucknall WA Pty Ltd	Rider Levett Bucknall
Turner & Townsend Pty Ltd	Turner & Townsend Pty Ltd	Turner & Townsend

### Probity Oversight

Oversight to the tender assessment process was undertaken by the City's Contracts Officer.

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

Item No	Description (Criteria)	Weighting
1	Sustainable Procurement (Corporate Social Responsibility) Environmental Considerations 5% Buy Local 10% Reconciliation Action Plan 5% Access & Inclusion 5%	25%
2	*Demonstrated experience of tenderer and key personnel performing the services. (Demonstrated relevant experience of consultant)	30%
3	*Methodology, Resources and Capacity	40%
4	WHS	5%

All tenderers must meet the City's minimum requirements (as determined by the City) for each of the qualitative criteria detailed above (\*) to be considered for further evaluation.

Pricing is not included in the qualitative criteria and is considered as part of the overall value for money assessment.

All seven tender submissions were received as conforming. None were excluded from further evaluation.

### **Evaluation Criteria 1 – Sustainable (Corporate Social Responsibility) Procurement (25%)**

Evidence of Sustainable (Corporate Social Responsibility) Procurement assessment was based on the tenderers' responses provided within the Questionnaires set out in Schedules 3A, 3B, 3C and 3D that were included in the tender documentation.

An assessment was made to determine the ranking based on the tenderers' environmental policy and practices, buy local contributions, as well as commitment to reconciliation and disability access and inclusion.

#### **Sub Criteria a) – Environment Consideration (5%)**

The City is committed to procuring goods and services that have the most positive environmental, social and economic impacts over the entire life cycle of a product or service. The environmental assessment based on tenderers' response to their Environmental policy and practices.

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

The assessment of this criterion determined the following ranking:

<b>Tenderer</b>	<b>Ranking</b>
Turner & Townsend	1
MBMPL	1
The Cost Collaborative	3
Chrysalis	4
Rider Levett Bucknall	5
Napier & Blakeley	5
Canning & Associates	7

#### **Sub Criteria b) – Buy Local (10%)**

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

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

The assessment of this criterion determined the following ranking:

<b>Tenderer</b>	<b>Ranking</b>
MBMPL	1
Rider Levett Bucknall	2
Turner & Townsend	2
Canning & Associates	4
The Cost Collaborative	4
Napier & Blakeley	6
Chrysalis	6

#### **Sub Criteria c) – Reconciliation Action Plan (5%)**

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

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

The assessment of this criterion determined the following ranking:

<b>Tenderer</b>	<b>Ranking</b>
Turner & Townsend	1
The Cost Collaborative	2
MBMPL	2
Chrysalis	4
Rider Levett Bucknall	5
Canning & Associates	6
Napier & Blakeley	7

#### **Sub Criteria d) – Disability Access & Inclusion (5%)**

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

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

The assessment of this criterion determined the following ranking:

<b>Tenderer</b>	<b>Ranking</b>
Rider Levett Bucknall	1
Turner & Townsend	2
The Cost Collaborative	2
MBMPL	4
Chrysalis	4
Canning & Associates	6
Napier & Blakeley	7

### **Overall Sustainable Procurement Ranking Summary**

An overall assessment of Evaluation Criteria 1 - Sustainable (Corporate Social Responsibility) Procurement has resulted in the following ranking:

<b>Tenderer</b>	<b>Ranking</b>
MBMPL	1
Turner & Townsend	2
The Cost Collaborative	3
Rider Levett Bucknall	4
Chrysalis	4
Canning & Associates	6
Napier & Blakeley	7

### **Evaluation Criteria 2 - \*Demonstrated experience of tenderer and key personnel performing the services (30%)**

The tenderer's relevant experience in demonstrating the achievement of meeting client expectations as presented in their tender submission were assessed in order to evaluate their capability to meet the requirements of the contract. Assessment of this criterion considered the tendering entity's credentials to fulfil the requirements of the contract. The assessment of this criterion has resulted in the following ranking:

<b>Tenderer</b>	<b>Ranking</b>
Turner & Townsend	1
Rider Levett Bucknall	1
Chrysalis	3
Napier & Blakeley	3
Canning & Associates	5
The Cost Collaborative	6
MBMPL	7

### **Evaluation Criteria 3 - \*Methodology, Resources and Capacity (40%)**

The tenderer's resources as presented in their tender submission were assessed to evaluate their capacity to meet the requirements of the contract. Assessment of this criterion considered the tenderer's staff resources, vehicles, plant/equipment and workshop support to manage the contract.

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

<b>Tenderer</b>	<b>Ranking</b>
Rider Levett Bucknall	1
Turner & Townsend	2
Chrysalis	3
Canning & Associates	3
MBMPL	5
Napier & Blakeley	5
The Cost Collaborative	7

#### **Evaluation Criteria 4 - WHS (5%)**

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

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

<b>Tenderer</b>	<b>Ranking</b>
MBMPL	1
Turner & Townsend	1
Canning & Associates	3
Rider Levett Bucknall	4
Chrysalis	5
Napier & Blakeley	6
The Cost Collaborative	6

#### **Overall Qualitative Weighted Assessment and Ranking**

The tenderers' submissions were evaluated in accordance with the selection criteria and were assessed against sustainable procurement, experience, methodology, capacity and resources and safety management systems to undertake the works.

The overall qualitative weighted assessment resulted in the following tender ranking:

<b>Tenderer</b>	<b>Ranking</b>
Turner & Townsend	1
Rider Levett Bucknall	2
MBMPL	3
Chrysalis	4
Canning & Associates	4
The Cost Collaborative	6
Napier & Blakeley	7

#### **Pricing for the Works Offered**

Assessment under the price criterion has been undertaken based on the services to be provided are Separable Portion 1. A further review of City procurement requirements for the construction tender shall be considered later and as the project design is progressed. Should a *Bill of Quantities* be required to be included within the construction tender; this element of



work would be considered as a variation to the proposed scope recommendation, noting costs within Separable Portion 2 have been provided.

The lump sum pricing for Separable Portion 1 from each tenderer is ranked below:

### Separable Portion 1 (SP1)

Tenderer	Price Ranking (lowest to highest)
The Cost Collaborative	1
Canning & Associates	2
Chrysalis	3
Napier & Blakeley	4
MBMPL	5
Rider Levett Bucknall	6
Turner & Townsend	7

### Overall Value for Money Assessment

Please refer to the Confidential Memorandum 1 (**Attachment 1**) for further detail relating to the tenderer's lump sum pricing, value for money assessment and further information supporting the recommendation.

The tender submission from Rider Levett Bucknall provides the best outcome for the City in accordance with the assessment criteria and weightings as detailed in the Tender Evaluation Plan and is therefore recommended as the successful tenderer.

### Consultation

Consultation with the community and key stakeholders has been undertaken on several occasions throughout the project, culminating in the endorsement of the Concept as reported to Council in June 2024 (CP04-06/24).

Consultation and engagement will continue through the detailed design stage with external technical stakeholders, sporting and community groups, as well as the Strategic Projects Working Group.

### Comment

The New Sports Hub project milestones dates for delivery of the design through to construction are as follows:

- Detailed design for Construction Tender - November 2024 to September/October 2025.
- Construction Tender procurement - September/October 2025 to February 2026.
- Construction - February/March 2026 to March 2027.

During the design stages, an updated cost estimate will be prepared by the appointed Cost Planner that supports the preparation of detailed design documentation (assessment against the allocated construction budget), tender documentation preparation and Contract Administration during construction. Further report to Council will be presented at the key stage(s) of the design progress.

## Statutory Compliance

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

## Strategic Implications

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

*1 ~ An inclusive and accessible City with places and spaces that embrace all*

*1.2 - Valued public places and spaces*

## Risk Appetite Statement

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

## Enterprise Risk Management Considerations

Risk Title	Risk Rating
ST-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
Chief Executive Officer	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 these risks to support existing management systems.

## Financial and Performance Risk

### Financial Risk

An Independent Credit Rating Financial Risk Assessment by Equifax Australasia Credit Ratings Pty Ltd is not required for the recommended Tenderer for Tender 24149.

Given the value of these works is low and that these services are paid for at completion of milestones; the financial risk to the City is low.

### Performance Risk

The Tender Evaluation Panel considered that Rider Levett Bucknall (**RLB**) had suitable experience to deliver the projects successfully for the City. They have previously undertaken work with the City providing cost planner services to an acceptable standard.

RLB have a proven record of being able to manage a substantial number of high value contracts, which enables them to draw on other projects costing data and current market forces.

As of 15 October 2024, Rider Levett Bucknall have no history of disputes or claims and have had no notices of default issued.

### Policy Implications

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

### Financial (Budget) Implications

As noted at Council Meeting 18 June 2024 (CP04-06/24). The indicative overall project cost to deliver the New Sports Hub was estimated at \$18.4 million inclusive of all project fees, construction works, infrastructure modifications and landscaping. An indicative breakdown of this costs is provided below:

Item Description (estimated allocations)	Cost
Allowance for Professional fees, miscellaneous charges, fees or other costs	\$1,550,000
Allowance for Project Costs and Project Management City of Wanneroo	\$1,300,000
Construction incl. headworks charges, application fees, fitout, contingencies, etc	\$15,550,000
<b>Total</b>	<b>\$18,400,000</b>

The project is currently listed in the City's Capital Works Budget (PR-4279 Wanneroo Recreation Centre, Wanneroo) and the draft Long-Term Financial Plan, which is being reviewed, as shown in the table below:

Year	Detail	Municipal Funds	Grants	Reserve	Total
2024/25	Detailed design	-	-	\$32,800	<b>\$32,800</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>\$18,382,800</b>

A \$5 million grant from the Department of Local Government, Sport, and Cultural Industries is currently being finalised, with the remaining \$13.4 million to be provided by the City.

The listing outlined above does not include the funding required for the redevelopment of the existing Wanneroo Recreation Centre as a Community Hub.

The budget provisions are to be adjusted to accommodate the following services for the project:

- Tender No. 24149 for the Provision of Architectural and Specialist Consultancy Services for Wanneroo Recreation Centre - New Sports Hub;
- Tender No. 24148 for the Provision of Cost Planner Services for Wanneroo Recreation Centre - New Sports Hub; and
- City costs, disbursements, miscellaneous (other) fees, etc.

The award of tender requires the following budget provision costs to be made as per the funding requirements for the current financial year and future years for these activities, excluding all costs associated with the construction:

Description	Budget Funding
Funding Provision required in 2024/25	\$332,800
Funding Provision required in 2025/26	\$550,000
Funding Provision required in 2026/27	\$250,000

Further budget adjustment will be required to be made for the delivery stage of the project and will form part of future year budget discussions with Council. Budget adjustments required for the delivery of the scope of this tender have been listed for Council's consideration in the report on Tender 24149.

The Wanneroo Recreation Precinct has been identified as one of the City's top priority advocacy projects and included in the City's Connect Wanneroo 2025 Advocacy Campaign.

### Voting Requirements

Simple Majority

### Recommendation

That Council:-

- ACCEPTS** the tender submitted by Rider Levett Bucknall WA Pty Ltd for Tender No. 24148 for the Provision of Cost Planner Services for Wanneroo Recreation Centre - New Sports Hub, for the lump sum price as identified within Confidential Memo 2 (Attachment 2) in accordance with the terms and conditions specified in the tender document; and
- NOTES** the information contained in the Confidential Memo 2 (Attachment 2) will be released via the City's website after a formal letter of Tender Award is issued to the successful tendered (as per item 1 above).

**These attachments are confidential and distributed under separate cover to all Council Members.**

Attachment 1 - 24148 Provision of Cost Planner Services for Wanneroo Recreation Centre - New Sports Hub - Confidential Memorandum 1	24/387690
Attachment 2 - 24148 Provision of Cost Planner Services for Wanneroo Recreation Centre - New Sports Hub - Confidential Memorandum 2	24/391192

Attachments:

- Attachment 1 - 24148 Provision of Cost Planner Services for Wanneroo Recreation Centre - New Sports Hub - Confidential Memorandum 1 Confidential
- Attachment 2 - 24148 Provision of Cost Planner Services for Wanneroo Recreation Centre - New Sports Hub - Confidential Memorandum 2 Confidential

## Strategic Asset Management

### AS05-11/24 Flynn Drive Road Upgrade - Stage 2 and 3 - Offset Proposal at Edgar Griffiths Park

---

File Ref: 4128V011 – 24/273685  
Responsible Officer: Director Assets  
Attachments: 1

#### Issue

To consider the proposal to undertake the revegetation of 6.06 hectares of degraded parkland adjacent to Edgar Griffiths Park, Wanneroo and 0.33ha at Wallangara Reserve, Neerabup as part of compliance with environmental offset requirements.

#### Background

The City of Wanneroo (**City**) has been advocating for a number of years for the upgrades to Flynn Drive due to the strategic and community benefits. The urgency for road upgrades has grown due to the increased traffic volumes and growing needs of residential and commercial road users. Clearing for the Stage one (1) of the upgrades for Flynn Drive from Wanneroo Road to Tranquil Drive have been completed. Further upgrades from Tranquil Drive to Old Yanchep Road will need to be conducted in stage two (2) and three (3) of the projects. The preliminary plans for the road project (stages 2 and 3) indicated a clearing a total area of 7.3918 hectares.

The City has submitted clearing permit CPS 9981-1 to the Department of Water and Environmental Regulations (**DWER**) and Environment Protection and Biodiversity Conservation Act (**EPBC**) Referral application to Department of Climate Change, Energy, the Environment and Water (**DCCEEW**) to address clearing of 7.3918 hectares of clearing for both stages 2 and 3 of the projects.

Upon review of clearing permit CPS 9981-1 submission DWER indicted that, due to the environmental values that will be impacted by stages 2 and 3 of the Flynn Drive upgrades, an Environmental offset will be required. This action is in response to conditions outlined in the DWER application CPS 9981 and EPBC Referral 2024/09948, related to the clearing of native vegetation necessary for the upgrades to stages 2 and 3 of Flynn Drive, Neerabup.

Following discussions with DWER, an agreement in principle has been reached on an offset proposal which includes revegetation within bare areas of Edgar Griffiths Park, the rehabilitation of degraded areas within Wallangara Reserve (refer **Attachment 1**), and the provision of an area of the City's banked offset in Bindoon. This proposal would provide an ideal solution to mitigate the environmental impact of the Flynn Drive Road upgrades.



## Detail

Clearing of 7.3917 hectares to facilitate the construction of Stage 2 and Stage 3 of Flynn Drive upgrade will impact the following environmental values:

1. The loss of 5.7 hectare of High to Very High-quality foraging resources for the Carnaby's cockatoo and the same amount of Good quality foraging resources for the Forest-Red-tailed (FRT) cockatoo.
  - This environmental value will be offset at the City's banked offset site, Lot 901 Brennan Road, Bindoon. The City will offer 38.46 hectares of high quality Black Cockatoo foraging habitat. In 2016, the City of Wanneroo acquired this land from the Department of Biodiversity Conservation and Attractions (**DBCA**) approximately 32km from Flynn Drive, following the WA Environmental Offset Guidelines (2014). The City banked this land as part of its long-term environmental planning. Through this acquisition, the land is preserved conservation purposes. The Department of Biodiversity, Conservation, and Attractions (DBCA) owns and manages Lot 103 (DP 17335) and Lot 901 (DP 409610) on Brennan Road, Bindoon.
2. The loss of two (2) potential breeding trees with currently unsuitable hollows for the Carnaby's and Forest Red Tailed.
  - The City will install a minimum of two (2) artificial Black Cockatoo hollows at the City's banked offset, Lot 901 Brennan Road, Bindoon.
3. The loss of 0.81 ha of the State listed *Banksia attenuata* woodland over species rich dense shrublands Threatened Ecological Community (**TEC**).
  - The City will offer the revegetation of 0.33 hectares, in addition to the management and establishment of a conservation covenant at Wallangarra Reserve on Lot 8032, DP: 76955 (Unallocated Crown Land) (1.919 hectares), to offset this environmental value. Wallangarra Reserve Lot 8032 is located in the vicinity of Flynn Drive, south of Flynn Drive (refer **Attachment 1**).
4. The loss of 1.06 ha of the Commonwealth listed Banksia Woodlands of the Swan Coastal Plain TEC.
  - The City is proposing to revegetate Area A (2.213 hectares) within degraded areas of Edgar Griffiths Park to offset this environmental value. Edgar Griffiths Park is located approximately 6km from Flynn Drive.
5. The loss of 1.91 ha vegetation from a Bush Forever zoned vegetation and impact on its ecological linkage value.
  - The City is proposing to offset this environmental value by revegetating a total of 3.82ha in Area A and Area B of the degraded areas within Edgar Griffiths Park and convert it to Bush Forever.

The City in liaison with DWER and DCCEEW has proposed the above environmental offset condition triggered by CPS 9981-1 and EPBC referral 2024/09948. The offset proposal has been agreed in principle with DWER only.

An offset discussion is still yet to occur with DCCEEW as the application with DCCEEW is still under assessment. DCCEEW has determined EPBC referral 2024/09948 a-controlled action under s75 of the *EPBC Act 1999*.

## Consultation

Internal and external consultations on offset proposals for Flynn Drive have been undertaken, which have indicated the following:

- Offset sites are likely to be sufficient;
- Offset Area A is a Carnaby tree planting site that will be managed as part of the offset site;
- Offset and natural areas must comply with fire mitigation requirements;
- Revegetation and setting aside more of Edgar Griffiths Park for conservation may compromise the ability to provide the appropriate recreational facilities that may be needed in this area in the future; and
- East Wanneroo Community Infrastructure Plan identifies the facilities in Edgar Griffiths Park as potentially needing upgrades, however they will not impact the revegetation area.

## Comment

The endorsement of the 5-year Revegetation Management Plan is essential to fulfill the environmental offset conditions set by both State and Federal Governments. The Draft Plan has been reviewed by Administration and following Council's endorsement of the change in land use at Edgar Griffiths Park to conservation for the purpose of offsetting Flynn Drive development, the Rehabilitation/ Revegetation Management Plan will be submitted to DWER for approval and integrated into the clearing permit conditions.

Locating the environmental offsets within Crown Land managed by the City, particularly at a strategic site such as Edgar Griffiths Park and Wallangara Reserve, presents several key benefits:

1. Enhanced biodiversity: Through the restoration of degraded areas within the conservation reserve;
2. Improved habitat for endangered species: The planting activities will expand foraging areas for the critically endangered Black Cockatoo species (Carnaby and Forest Red Tail); and
3. Operational efficiency: Concentrating revegetation efforts in a single location will streamline contractor work and reduce costs.

This additional revegetation area within degraded areas of Edgar Griffiths Park will complement the existing bushland at Edgar Griffiths Park, further strengthening the City's conservation efforts.

It is noted that in accordance with the Revegetation Management Plan, the tube stock will be watered in the first summer using a watering truck. No water licence is necessary as the traditional irrigation system is not suitable for such planting due to the height of plants hindering the even spread of water. The analysis and experience from the implementation of revegetation plans at other sites in the City has indicated that the replanting the lost stock is financially more beneficial than the installation of an irrigation system.

The East Wanneroo District Structure Plan (**EWDSP**) designates it as a Neighbourhood Park situated within Precinct 6 of the East Wanneroo District Structure Plan. This Park will perform the same Neighbourhood function as part of the development of the Precinct. Administration recently met with the proponent and their planning consultant of a future Local Structure Plan (**LSP**) for Precinct 6 and it is expected that a LSP will be lodged for the City's consideration in early 2025.

The park currently provides neighbourhood-level facilities, aligned with the East Wannon Community Infrastructure Plan, endorsed in June 2023, which addresses both current and future community infrastructure needs. Any additional infrastructure at Edgar Griffiths Park would complement the existing amenities. Therefore, revegetation would not impede on any future development or use of the site.

Edgar Griffiths Park was initially considered as a potential relocation site for the Wannon BMX Club. However, this proposal was not pursued as the BMX track is being renovated at its existing location, thanks to a \$1 million funding grant from the federal government.

Should Edgar Griffiths Park need to be reconsidered as a suitable location for the BMX track, there will still be opportunities for its establishment outside the proposed revegetation site.

The revegetation efforts will significantly improve the degraded land adjacent to bushland within Edgar Griffiths Park and Wallangara Reserve. The revegetation is a necessary environmental offset to compensate for the loss of Bush Forever sites and the Banksia Threatened Ecological Community (**TEC**). Without this offset, the State and Federal regulators cannot approve the clearing for the Flynn Drive upgrades, preventing the City from proceeding with development of Stages 2 and 3.

This plan represents a critical step toward securing approval and achieving long-term environmental and infrastructural benefits for the City.

Before considering the revegetation of Edgar Griffiths Park and Wallangara as offset options, the City explored more financially favourable approach through the potential acquisition of Lot 8033 (Deposit Plan 73835) and Lot 8031 (DP402319) along Flynn Drive. However, after liaising with the Department of Planning, Lands, and Heritage (**DPLH**) and DWER, it became apparent that these two (2) lots already had conservation covenants in place, making them unsuitable for offsetting the residual environmental impacts of the Flynn Drive upgrade.

Only Lot 8032 (on DP76955), a smaller land parcel within Wallangara Reserve, remains without a conservation covenant and could potentially be transferred to conservation management by the City. However, Lot 8032 alone would not be sufficient to offset the environmental impact of Flynn Drive.

The City's other option was to acquire land outside its district. Discussions with Department of Biodiversity, Conservation and Attractions (DBCA) were initiated to explore land acquisition possibilities. However, the DBCA was unable to secure or commit to purchasing land with the specific environmental values needed for the offset within the required timeframe. The scarcity of land available for environmental offset acquisition in Western Australia, driven by ongoing development, further complicated this process. Regulators are aware of this scarcity and generally encourage rehabilitation efforts over land acquisition, particularly in close proximity to the impacted area.

The revegetation efforts at Edgar Griffiths Park and Wallangara Reserve will cost an estimated \$3,975,600 over a 5-year period as summarised below and will be funded through the Flynn Drive Project (PR- 4347).

It is noted that the banked offset at Lot 901 Brennan Road in Bindoon, does not have financial implications as the land was acquired in 2016 to secure it for permanent environmental protection. The only finance impact would be the installation of 2 Artificial Black Cockatoo Hollows at estimated \$10,000.00. The installation will be funded through the Flynn Drive Project (PR- 4347).

Table 1: Cost of Revegetation at Edgar Griffiths Park (Flynn Drive Offset)

Year 1	Year 2	Year 3	Year 4	Year 5	Total Cost
\$900,800	\$588,000	\$622,400	\$622,400	\$545,000	<b>\$3,278,600</b>

Table 2: Cost of Offset at Wallangara Reserve (Flynn Drive Offset)

Year 1	Year 2	Year 3	Year 4	Year 5	Total Cost
\$246,000	\$ 96,000	\$108,000	\$120,000	\$127,000	<b>\$697,000</b>

## Statutory Compliance

In Western Australia, the clearing of native vegetation is regulated by the *Environmental Protection Act 1986* and *Environmental Protection (Clearing of Native Vegetation) Regulations 2004*.

In addition, when the clearing of native vegetation that has a significant impact on Matter of National Environmental Significance (**MNES**), is regulated by the *Environmental Protection and Biodiversity Conservation (EPBC) Act 1999*.

## Strategic Implications

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

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

4.2 - Manage and protect local Biodiversity

## Risk Appetite Statement

In pursuit of strategic objective goal 4, we will accept a Medium level of risk. The nature of the City being 'pro-growth' means that commercial opportunities will be explored in areas identified for development, potentially challenging perceptions of the City as an environmental steward.

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

Meeting the environmental offset requirements is crucial for the City to comply with the State Government's clearing permit conditions. Failure to do so would jeopardise the City's compliance with these conditions. The proposal to undertake a 6.06-hectare revegetation project within Edgar Griffiths Park will effectively mitigate this risk.

## Policy Implications

Nil

## Financial Implications

The Flynn Drive upgrade to dual carriageway from Wanneroo Road to Old Yanchep Road is funded from Federal and State grants totalling \$37.537m plus \$250,000 in municipal funding.

The project budget includes the environmental offset costs estimated to be \$3,975,600. The actual budget requirement for these revegetation works will be included in the annual budgets funded from the total project budget of \$37.787m as noted above.

## Voting Requirements

Simple Majority

## Recommendation

That Council:-

1. **ENDORSES** the proposed revegetation area of being a maximum of 6.06 hectares of degraded areas within Edgar Griffiths Park, Wanneroo (Reserve 36601) as shown in Attachment 1 (*Wallangara Reserve and Edgar Griffiths Park Revegetation Plan - For Flynn Drive Offset*) to satisfy the Department of Water and Environmental Regulation's environmental offset condition associated with CPS 9981-1 and EPBC referral 2024/09948;
2. **ENDORSES** the proposed revegetation area of being a maximum of 0.33 hectares of degraded area with Wallangara Reserves as show in Attachment 1 (*Wallangara Reserve and Edgar Griffiths Park Revegetation Plan - For Flynn Drive Offset*) to satisfy the Department of Water and Environmental Regulation's environmental offset condition associated with CPS 9981-1;
3. **AUTHORISES** Realignment of lot boundaries 10080 and 10857 at Edgar Griffiths Park (Reserve 36601) to separate conservation areas from Public Open Space (POS);
4. **AUTHORISES** Administration to change land use of Reserve 36601 at Edgar Griffiths Park from Public Recreation to Conservation (post-realignment);
5. **AUTHORISES** Administration to extend bush forever site 470 currently over Edgar Griffiths Park revegetated areas;
6. **AUTHORISES** Administration to submit the offset proposal to the Department of Water and Environmental Regulations for its acceptance and approval;
7. **AUTHORISES** Administration to change Lot 8032 DP 76955 (Wallangara Reserve) from Unallocated Crown Land (UCL) and Conservation reserve managed by the City of Wanneroo; and
8. **NOTES** the proposed revegetation of 6.06 hectares of degraded areas adjacent to Edger Griffiths will be added to PR- 4347.

Attachments:

[1](#). Attachment 1- Wallangara Reserve and Edgar Griffiths Park Revegetation Plan - For Flynn Drive Offset 24/400985



**WALLANGARA RESERVE**  
(Offset Proposal) Lot 8032 Dp 76955  
(Unallocated Crown Land)



Legend Wallangara Reserve

Lot 8032 DP 76955 (UCL)

Reveg Area Lot 8031 & Wallangara





## EDGAR GRIFFITHS PARK



Flynn Drive Offset Proposal – Edgar Griffiths CPS 9981-1 Area A and Area B

## **Community & Place**

### **Community Facilities**

#### **CP01-11/24     Cabrini Park Master Plan**

---

File Ref: 40705 – 24/377997  
Responsible Officer: Director Community & Place  
Attachments: 2

### **Issue**

To consider the proposed updated master plan for Cabrini Park in Marangaroo.

### **Background**

#### **Active Reserve Masterplan**

The City of Wanneroo's (**City**) Active Reserve Masterplan (**ARMP**) was endorsed by Council at its meeting held on 11 October 2016 (CP01-10/16).

The purpose of the ARMP was to:

- Guide the redevelopment of facilities including playing fields, passive park components and supporting infrastructure;
- Identify current usage, future usage and any opportunities or issues that will inform new infrastructure, existing infrastructure upgrades and future management strategies;
- Maximise the flexibility of reserves for active and passive use as well as supporting City events;
- Confirm the needs and feasibility for the development of infrastructure on public open space, and
- Provide an agreed preliminary General Arrangement Concept (**GAC**) for each active reserve.

As a working document, the ARMP report recommendations are required to be assessed against updated priorities and demand analysis before they are implemented, to ensure they continue to meet the of the City and the community.

#### **Cabrini Park**

Cabrini Park (the Park) is located at 19 Marangaroo Drive, Marangaroo (**Attachment 1**). The site comprises of two lots, with the lot boundary running through the playing field, east to west:

- The northern lot is Lot 11777 on Reserve 10659; and
- The southern lot is Lot 9834 on Reserve 35471.

The Park has an overall land area of approximately 3.5ha and is classified as a Neighbourhood Sports Park. The Park is Crown Land vested to the City of Wanneroo for the purpose of public recreation.

Cabrini Park is bounded by residents to the north, east and south. To the west is an Aged Care complex.

The Park is used by senior cricket in the summer and senior soccer during the winter season.



Existing facilities on site include:

- Toilet and kiosk block, constructed in 1980 and does not meet current standards;
- Drink fountain;
- Carpark – 29 bays and 1 accessible bay;
- Playground and shade sails (renewed in 2017);
- Basketball pad;
- Cricket wicket and nets;
- Park benches and bins; and
- Passive recreation floodlighting which do not meet Australian Standards for sports floodlighting.

## Detail

In October 2023, Administration appointed UDLA to review the recommendations of the ARMP in relation to Cabrini Park and prepare an updated Cabrini Park Master Plan (the **Master Plan**).

The key design principles that UDLA were required to keep in mind was that the Master Plan should achieve a development that will continue to act as a long-term training facility and create little disturbance to the existing urban development.

Specifically, the proposed master plan was required to include:

- Two senior sized soccer pitches;
- Upgrade/rebuild the current changerooms to include:
  - Two unisex changerooms (40m<sup>2</sup>) each;
  - One unisex Umpires changerooms (15m<sup>2</sup> inclusive of one shower, one toilet and changing area);
  - Public UAT;
  - Two storerooms (15m<sup>2</sup>);
  - Kiosk (20m<sup>2</sup>); and
  - Design for future stages: Activity Room (100m<sup>2</sup>).
- LED Sports Floodlighting – compliant to AS2560 for large ball sports (100 lux);
- External bin store (15m<sup>2</sup>);
- Lighting to the existing basketball pad;
- Playground and shade sails to remain in current location;
- A barbeque; and
- Connecting path network along Giralt Road.

Administration received the updated Master Plan for Cabrini Park in January 2024, which is included at **Attachment 2**.

As outlined in the Master Plan report, the proposed works at Cabrini Park include:

- Demolishing the existing changerooms and toilet block and constructing a new pavilion to current Australian Standards;
- Upgrading the floodlighting for the active reserve, with new lights meeting Australian Standard AS2560 for large ball sports training;
- Demolishing the existing basketball pad and build a new 3x3 basketball court, including lighting to meet Australian Standards;
- Establishing a barbeque area with tables, seating, shade structure, and a seating wall connecting the space to the basketball court;
- Installing mulch softfall around the play equipment, and partially enclose this area to mitigate the possible dangers associated with the area's proximity to roads;

- Installing a hardscape area on the north side of the playground that is shaded by existing trees. This new hardscape area will improve the Park's accessibility to people in wheelchairs, and provide an area for park users to socialise in the shade;
- Relocating the drink fountain to the covered area to the north of the new pavilion;
- Designing and constructing a new path on the eastern side of the Park, along Giralt Road;
- Replacing the seven existing park benches;
- Installing a new enclosed bin storage area on the eastern side of the proposed pavilion; and
- Design and constructing an informal path network with integrated areas of native planting to encourage better usage of the shade area amongst the existing mature trees.

## Consultation

No community consultation has been undertaken. Subject to Council's endorsement of the Master Plan, community engagement will be conducted in accordance with the City's Community Engagement Policy to seek feedback from the community.

## Comment

The revised Master Plan was developed to ensure that the needs of the community are being met. Following the completion of this Master Plan, there are additional works that are required to be added to the City's Long Term Financial Plan including:

- Demolishing the existing basketball pad and build a new 3x3 basketball court with lighting;
- Adding a barbeque area with tables and seating adjacent to the basketball court;
- Improvements to the playground area; including partially fencing the area;
- Relocating the drink fountain to the covered area at the north of the new pavilion;
- Replacing the seven existing park benches; and
- Installation of a new enclosed bin storage area.

The updated master plan also recommends demolishing and rebuilding the change rooms instead of refurbishing in order to cater for the needs of the resident clubs.

## 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-S23 Stakeholder Relationships	Medium
Accountability	Action Planning Option
Chief Executive Officer	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 these risks to support existing management systems.

## Policy Implications

The City's Local Planning Policy 4.3 Public Open Space was used as the guiding framework for the development of the master plan. The community consultation process will be undertaken as per the City's Community Engagement Policy.

## Financial Implications

The following works are listed on the City's Long Term Financial Plan (**LTFP**) for Cabrini Park, based on the ARMP:

Year	Works Type	Detail	Total
2025/26	Design	Path Network (security lighting)	\$25,000
2026/27	Construction	Path Network (security lighting)	\$365,000
2028/29	Design	Floodlighting	\$37,300
2029/30	Construction	Floodlighting	\$515,700
2029/30	Design	Sports Amenities Building	\$23,000
2030/31	Construction	Sports Amenities Building	\$302,000
2031/32	Construction	Sports Amenities Building	\$430,000
<b>Total</b>			<b>\$1,698,000</b>

The Sports Amenities Building and Floodlighting have been brought forward to commence design in 2026/27 in the draft LTFP for Council's consideration.

Based on the updated master plan, the total revised estimated cost is summarised in the table below:

Item	Cost
Site preparation and demolition	\$87,640
Hardscape	\$237,600
Softscape	\$60,025
Irrigation	\$20,995
Furniture	\$191,200
Lighting	\$226,000
Building Works	\$1,093,600
Preliminaries	\$230,940
Contingencies	\$323,000
Authority Costs and Headworks	\$30,000
Loose furniture and equipment	\$10,000
Professional fees	\$252,000
Escalation	\$194,000
<b>Total</b>	<b>\$2,957,000</b>



## Voting Requirements



Simple Majority

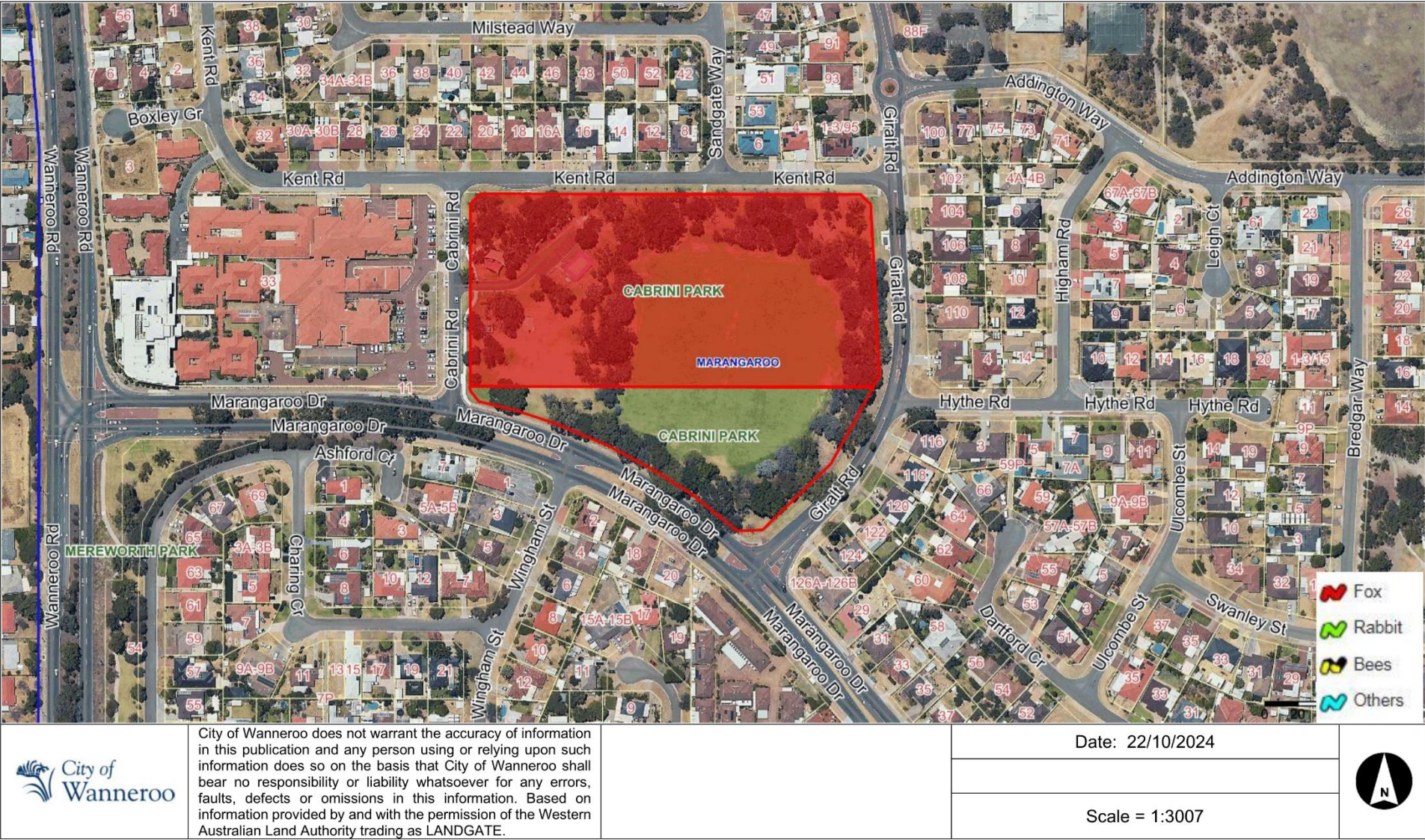
## Recommendation

That Council:-

1. **ENDORSES** the Cabrini Park Master Plan as shown in Attachment 2 of this report, as the guiding document for the future development of Cabrini Park;
2. **ENDORSES** the Cabrini Park Master Plan progressing to community consultation; and
3. **NOTES** that Administration will list the additional individual projects identified within the Master Plan for consideration within the City's Long Term Financial Plan and update the costings for those projects already listed.

*Attachments:*

- |   |   |           |
|---|---|-----------|
| 1  | Attachment 1 - Cabrini Park Aerial            | 24/377973 |
| 2  | Attachment 2 - Cabrini Park Masterplan Report | 24/32702  |







## CABRINI PARK MASTERPLAN REPORT

# UDLA

TABLE 1      EDITION DETAILS

PROJECT NAME	
Title	Cabrini Park Masterplan
Production Date	30th January 2024
Prepared By	UDLA
Author	Stejara Timis
Status	FINAL
UDLA Project Code	WANCP

TABLE 2      DOCUMENT REGISTER

DOCUMENT REGISTER			
Version	Date	Amendments	Prepared By
A	15/12/23	DRAFT REPORT	ST
B	30/01/24	FINAL REPORT	ST

Prepared for: City of Wanneroo



Prepared by: UDLA

**UDLA**

Contact: Scott Lang  
Position: UDLA Director  
Phone: (08) 9336 7577  
Email: dan@udla.com.au

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





**We acknowledge the Whadjuk people as the Traditional Owners of the land on which Cabrini Park site stands 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.**



# CONTENTS



<b>1.0 INTRODUCTION</b>	<b>5</b>
1.1 THE SITE: LOCATION	6
1.2 THE SITE: EXISTING INFRASTRUCTURE	7
1.3 SITE ANALYSIS	8
<b>2.0 STRATEGY</b>	<b>9</b>
2.1 RECOMMENDATIONS	10
2.2 OVERALL PLAN	11
<b>3.0 COST</b>	<b>12</b>
3.1 COST ESTIMATE BY HWA	13
<b>4.0 ANNEXURE</b>	<b>14</b>
4.1 TRADE BREAKUP	15-17



# 1.0 INTRODUCTION



UDLA - CABRINI PARK - MASTERPLAN



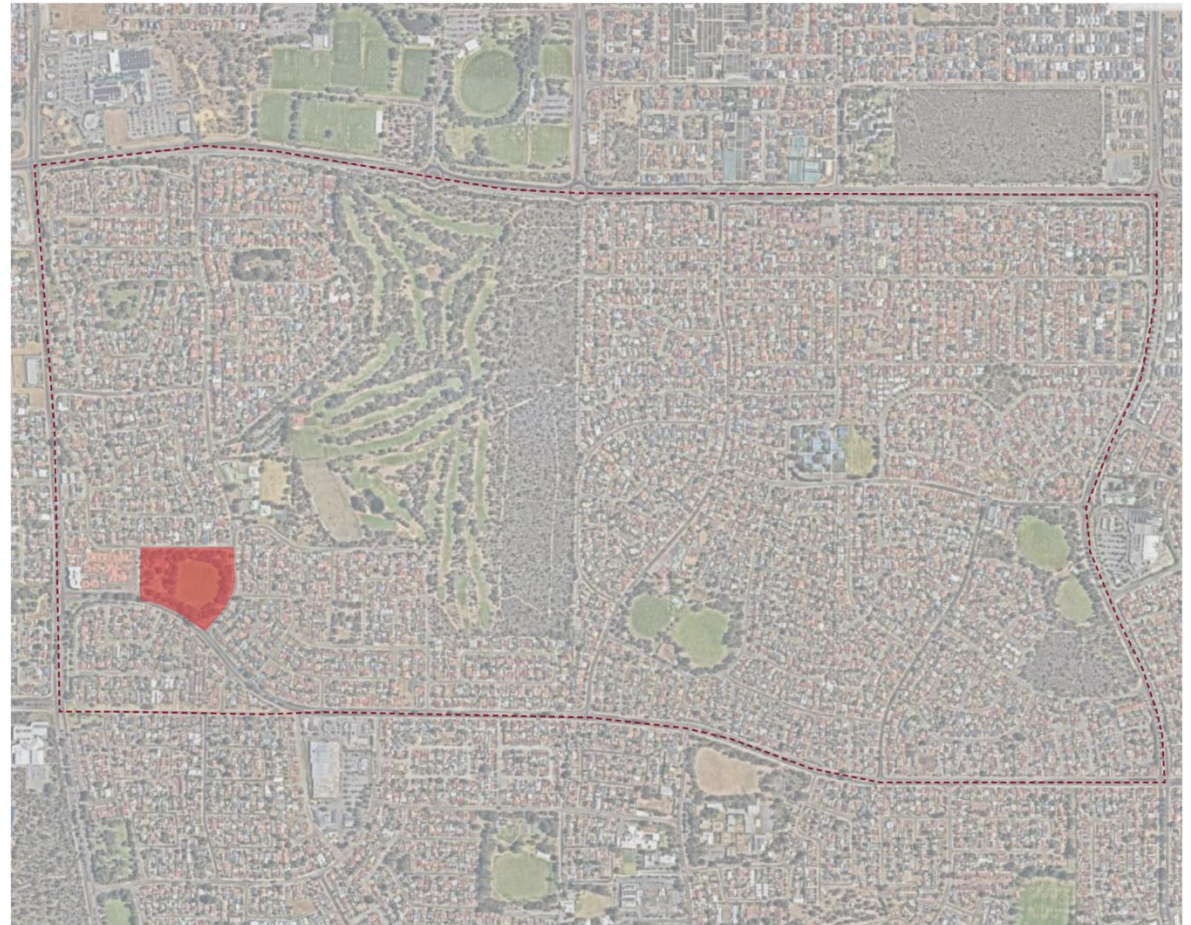
# 1.1 THE SITE: LOCATION

## CABRINI PARK

**Cabrini Park, situated along Marangaroo Drive in Marangaroo, comprises two lots. With an approximate land area of 3.5 hectares, Cabrini Park holds the classification of a Local Park and is Crown Land vested to the City of Wanneroo for public recreation purposes.**

The park is surrounded by residential areas to the north, east, and south, while the western boundary is adjacent to an Italian aged care complex.

In terms of topography, the land has a nine metre fall from the northeastern border to the southwestern border of the reserve. Between the playing field and the car park / change room there is a three-metre elevation change.



SITE IMAGES SOURCE: NEARMAP 2024

## 1.2 THE SITE: EXISTING INFRASTRUCTURE

The existing infrastructure consists of:

- Change rooms toilet block
- Active reserve
- Basketball facility
- Playground facility
- Park benches
- Car park
- Floodlighting
- Water
- Power



SITE IMAGES SOURCE: UDLA



## 1.3 SITE ANALYSIS

### ISSUES AND CONSIDERATIONS

**In accordance with the City of Wanneroo Active Reserves Master Plan and the Project Brief, the following concerns and considerations were identified:**

1. The change rooms and toilet block, constructed in 1980, does not comply with current Australian Standards.
2. The floodlighting for the active reserve does not meet the current Australian Standard AS2560 for large ball sports training.
3. The basketball pad, measuring 9m x 7m, lacks lighting.
4. The playground facilities are in reasonable condition and they will be maintained as is. However, the playground is deemed unsafe due to its proximity to roads and the absence of fencing.
5. During the site visit, it was observed that there is no designated accessible area for wheelchairs users. Currently, they seem to utilize the shaded spot near the playground.
6. The car park, consisting of 30 bitumen-marked bays, includes only one accessible bay.
7. The existing water fountain is in good condition.
8. The footpaths around the park are disconnected - mainly the section along Giralt Road.
9. The seven existing park benches might need replacing.
10. Power services need investigation, particularly for the toilet block and floodlights.
10. There is an insufficient bin area.
11. Hydrozoning of the park has not been undertaken.
12. The trees on site are mature so clearing is not recommended.



AERIAL IMAGE



## 2.0 STRATEGY

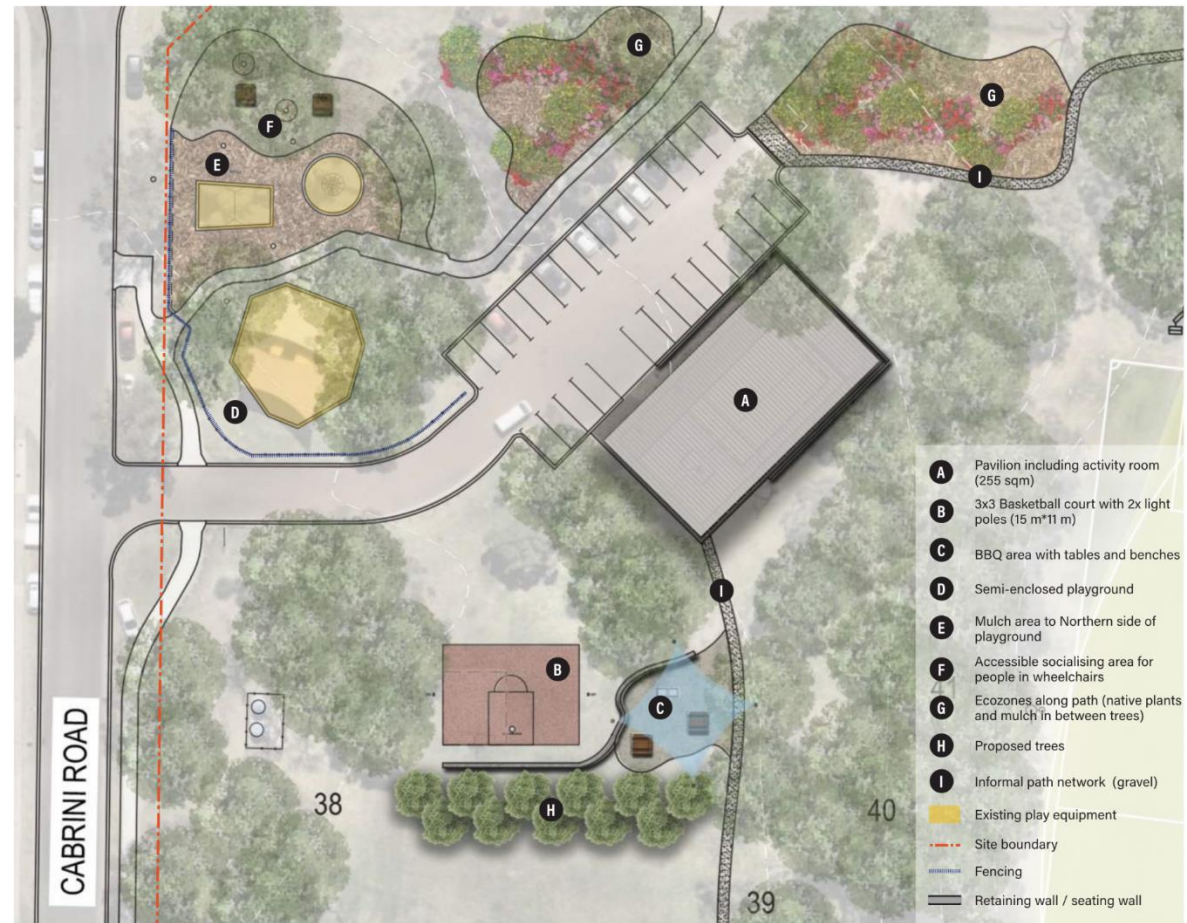


UDLA – CABRINI PARK - MASTERPLAN



## 2.1 RECOMMENDATIONS

1. Demolish change rooms and toilet block and design and construct a new pavilion to current Australian Standards.
2. Upgrade the floodlighting for the active reserve, with new lights meeting Australian Standard AS2560 for large ball sports training.
3. Demolish the existing basketball pad and build a new 3x3 basketball court, including lighting to meet Australian Standards.
4. Establish a BBQ area with tables, seating, shade structure, and a seating wall connecting the space to the basketball court.
5. Install a soft fall mulch area around the play equipment, and partially enclose this area to mitigate the possible dangers associated with the area's proximity to roads.
6. Install a hardscape area on the north side of the playground – an area that is shaded by existing trees. This new hardscape area will improve the park's accessibility to people in wheelchairs, and provide an area for park users to socialise in the shade.
7. Relocate the water fountain to the covered area at the north of the new pavilion.
8. Design and construct a new path on the East side of the park, along Giralt Road.
9. Replace the seven existing park benches.
10. Install a new enclosed bin storage area on the East side of the proposed pavilion.
11. Design and construct an informal path network with integrated areas of native planting to encourage a better usage of the shade area amongst the existing mature trees.



DETAILED PLAN OF PLAY AREA - NTS



2.2 OVERALL PLAN



KEY

A

Pavilion including activity room  
(255 sqm)

B

Path connections along Giralt  
Road

C

3x3 Basketball court with 2x light  
poles (15 m\*11 m)

D

BBQ area with tables and benches

E

Partially fenced playground

F

Mulch area to Northern side of  
playground

G

Floodlights

H

Accessible socialising area for  
people in wheelchairs

I

Existing cricket nets

Ecozones along path (native plants  
and mulch in between trees)

Indicative light cone

Proposed trees

Existing play equipment

Site boundary

Path network (gravel)

Fencing

Retaining wall / seating wall

To be demolished / replaced

N

0m

10m

20m

50m

UDLA

LEVEL 1A, 3-5 JOSEPHSON STREET, FREMANTLE, 6160  
08 9336 7577

CLIENT  
CITY OF WANNEROO

PROJECT  
WNCPC CABRINI PARK MASTERPLAN

DRAWING  
MASTERPLAN - STRATEGY

DRAWING NUMBER  
L000

ISSUE DATE  
30/01/24

REVISION  
B

SCALE  
1:1000 @ A3

DRAWN BY  
ST



# 3.0 COST



UDLA – CABRINI PARK - MASTERPLAN



## 3.1 COST ESTIMATE BY HWA

### FULL ESTIMATE SUMMARY NOTES

As per HWA trade breakup (refer to the annexure at the end of this document), please note the following:

- Preliminary advice including design and costings have not been received from services structural or civil consultants, as such, HWA have priced these trades based upon similar projects. However, cost advice has been received from UDLA for the landscaping components.
- Site infrastructure costs including power upgrades, reticulated fire services, etc. have all been excluded, as the potential requirements are unknown. A nominal amount of \$20,000 has been included for hydraulic headworks, subject to confirmation.
- Loose furniture and equipment has been included at \$10,000 to accommodate fitout of the activity room.
- Design contingency has been included at 10%, while construction contingency has been included at 5%.
- Professional fees have been included at 10%, while separate project management fees have been excluded.
- Escalation has been included for 18 months at 7% based upon AIQS forecast indices.
- Public art, client costs and GST have also been excluded.

### Full Estimate Summary

Trd No.	Trade Description	Trade %	Cost/m2	Sub Total	Mark Up %	Trade Total
	Site Preparation & Demolition	2.96	250.40	87,640		87,640
	Hardscape	8.04	678.86	237,600		237,600
	Softscape	2.03	171.50	60,025		60,025
	Irrigation	0.71	59.99	20,995		20,995
	Furniture	6.47	546.29	191,200		191,200
	Lighting	7.64	645.71	226,000		226,000
	Building Works	36.98	3,124.57	1,093,600		1,093,600
	Preliminaries	7.81	659.83	230,940		230,940
	Subtotal					<u>2,148,000</u>
	Design Contingency	7.27	614.29	215,000		215,000
	Construction Contingency	3.65	308.57	108,000		108,000
	Authority Costs & Headworks	1.01	85.71	30,000		30,000
	Loose Furniture & Equipment	0.34	28.57	10,000		10,000
	AV Services & Equipment					
	Client Project Costs					
	Professional Fees	8.52	720.00	252,000		252,000
	Escalation	6.56	554.29	194,000		194,000
	GST					
	Subtotal					<u>809,000</u>
	TOTAL					<u>2,957,000</u>
GFA: 350m2.		100.00	8,448.57	2,957,000		2,957,000
					Final Total : \$	2,957,000

EXTRACT FROM PAGE 3 - HWA REPORT



# 4.0 ANNEXURE



UDLA - CABRINI PARK - MASTERPLAN



4.1 TRADE BREAKUP - PAGE 1/3

Trade Breakup

Job Name : MASTERPLAN 1		Job Description				
Client's Name: UDLA		City of Wanneroo - Cabrini Park Masterplan				
Item No.	Item Description	Quantity	Unit	Rate	Mark Up %	Amount
Trade : 1 Site Preparation & Demolition						
	<u>Landscape</u>					
1	Remove existing vegetation for installation of plantings and mulch, trim and grade to design levels - Assume new garden beds to generally follow existing contours	2,050.00	m2	10.00		20,500.00
2	Subtotal					<u>20,500.00</u>
	<u>Hardcourt</u>					
3	Break up and remove existing hardcourt	56.00	m2	60.00		3,360.00
4	E/o for ring and footing	1.00	Item	500.00		500.00
5	Clear site and box out vegetation to additional area, as required	109.00	m2	15.00		1,635.00
6	Trim and form levels for new court	165.00	m2	5.00		825.00
7	Subtotal					<u>6,320.00</u>
	<u>Paving &amp; Gravel</u>					
8	Clear site and box out vegetation for new surfaces, including trim and form levels - Concrete Paving	798.00	m2	15.00		11,970.00
9	Clear site and box out vegetation for new surfaces, including trim and form levels - Gravel Fines	585.00	m2	15.00		8,775.00
10	Subtotal					<u>20,745.00</u>
	<u>Playground</u>					
11	Clear, flatten and compact ground to receive softfall	220.00	m2	10.00		2,200.00
12	Subtotal					<u>2,200.00</u>
	<u>New Pavilion</u>					
13	Demolish existing pavilion entirely, including verandahs, pavings and services disconnection	115.00	m2	125.00		14,375.00
14	Remove existing bollards adjacent carpark		Item			1,000.00
15	Remove tree and grub up roots/trim as required		Item			3,000.00
16	Sundry demolitions including adjacent pads, retaining walls, etc.		Item			6,000.00
17	Allow to remove/relocate existing light pole	1.00	No	1,500.00		1,500.00
18	Site clearance including excavate and dispose of spoil to reduce levels	600.00	m2	20.00		12,000.00
19	Subtotal					<u>37,875.00</u>
<u>Site Preparation &amp; Demolition</u>					Total :	<b>87,640.00</b>
Trade : 2 Hardscape						
	<u>Asphalt Paving</u>					

Trade Breakup

Job Name :		MASTERPLAN 1		Job Description		
Client's Name:		UDLA		City of Wanneroo - Cabrini Park Masterplan		
m	Item Description	Quantity	Unit	Rate	Mark Up %	Amount
de : 2 <u>Hardscape</u> (Continued)						
	Make good to existing asphalt paving, kerbings, etc. affected by the works - Provisional		Item			7,500.00
	Subtotal					7,500.00
	<u>Concrete Paving</u>					
	Broom swept concrete paving, including formwork, DPM, joints and reo - As required	798.00	m2	150.00		119,700.00
	Subtotal					119,700.00
	<u>Gravel Fines</u>					
	Supply and install compacted gravel fines	585.00	m2	75.00		43,875.00
	Subtotal					43,875.00
	<u>Synthetic Courts</u>					
	Reinforced concrete paving, including formwork, DPM, joints, etc.	165.00	m2	150.00		24,750.00
	Plexipave finish or similar	165.00	m2	40.00		6,600.00
	Allow for linemarking		Item			1,000.00
	Reinforced concrete pad footing - Ring		Item			1,200.00
	Supply and install new basketball ring - Provisional		Item			5,000.00
	Subtotal					38,550.00
	<u>Constructed Edges</u>					
	Supply and install concrete edge	373.00	m	75.00		27,975.00
	Subtotal					27,975.00
	<u>Hardscape</u>				Total :	237,600.00
de : 3 <u>Softscape</u>						
	Supply and install tubestock 2/m2	2,050.00	m2	7.00		14,350.00
	Supply and install 100l tree	11.00	No	400.00		4,400.00
	Supply and install soil conditioner	2,050.00	m2	4.00		8,200.00
	Supply and install mulch	2,050.00	m2	7.50		15,375.00
	Arborist and tree protection		Item			10,000.00
	Supply and install softfall sand/mulch	220.00		35.00		7,700.00
	<u>Softscape</u>				Total :	60,025.00
de : 4 <u>Irrigation</u>						
	Garden bed irrigation	2,050.00	m2	10.00		20,500.00

4.1 TRADE BREAKUP - PAGE 2/3

Trade Breakup

Job Name : MASTERPLAN 1		Job Description				
Client's Name: UDLA		City of Wanneroo - Cabrini Park Masterplan				
Item No.	Item Description	Quantity	Unit	Rate	Mark Up %	Amount
Trade : 4 <u>Irrigation</u>						
2	Irrigation to tree	11.00	No	45.00		495.00
3						
4	Assume new irrigation to tap into existing system		Note			
<u>Irrigation</u>						Total : 20,995.00
Trade : 5 <u>Furniture</u>						
	<u>Custom Seating/Retaining Wall</u>					
1	Reinforced concrete strip footing - Curved	31.00	m	300.00		9,300.00
2	Insitu concrete seating wall including battens over - Curved	31.00	m	900.00		27,900.00
3	Subtotal					37,200.00
	<u>Bench Seating</u>					
4	Supply and install bench seating including footings - 1800 Linea or similar	8.00	No	3,000.00		24,000.00
5	Subtotal					24,000.00
	<u>Drink Fountains</u>					
6	Relocate existing drink fountains, including minor service adjustments - Provisional		Item			4,500.00
7	New drink fountains - Excluded		Note			
8	Subtotal					4,500.00
	<u>Bins</u>					
9	Supply and install bin enclosure including footings - Escola or similar	3.00	No	4,000.00		12,000.00
10	Subtotal					12,000.00
	<u>Table &amp; Seating</u>					
11	Table with two benches including footings, etc. - Provisional	4.00	No	7,000.00		28,000.00
12	Subtotal					28,000.00
	<u>BBQ</u>					
13	BBQ supply and install - Provisional	1.00	No	15,000.00		15,000.00
14	Assume no services required - Stand alone, gas bottle services		Note			
15	Subtotal					15,000.00
	<u>Bike Racks</u>					
16	Supply and install bike racks	10.00	No	800.00		8,000.00
17	Subtotal					8,000.00
HW AND ASSOCIATES		Page : 3 of 7		Date of Printing: 30/Jan/24		
UNIT 52, CITY WEST CENTRE WEST PERTH 6005 WA		Global Estimating System (32 Bit) - J				

Trade Breakup

Job Name : MASTERPLAN 1		Job Description				
Client's Name: UDLA		City of Wanneroo - Cabrini Park Masterplan				
Item Description		Quantity	Unit	Rate	Mark Up %	Amount
de : 5 Furniture (Continued)						
Fencing						
Allow for low height fencing to existing play area, including footings and make good works		125.00	m2	300.00		37,500.00
Subtotal						37,500.00
Shade Structures						
Supply and install shade structure to BBQ area, including footings, columns, roofing, lighting, etc. - Provisional			Item			25,000.00
Subtotal						25,000.00
Furniture					Total :	191,200.00
de : 6 Lighting						
Allow to decommission and remove existing light pole and footing, make good surface		2.00	No	2,000.00		4,000.00
Reinforced concrete pad footing - Fields		3.00	No	5,000.00		15,000.00
Reinforced concrete pad footing - Basketball		2.00	No	1,000.00		2,000.00
Electrical service reticulation including trenching, conduits, cabling, power connections, board modifications, etc.		1.00	Item	50,000.00		50,000.00
Supply and install 30m poles, including floodlights, etc.		4.00	No	30,000.00		120,000.00
Supply and install 7m pole, including floodlights, etc. - Basketball		2.00	No	12,500.00		25,000.00
Electrical contractor preliminaries, including mobilisation, as-cons, manuals, etc.			Item			10,000.00
Lighting					Total :	226,000.00
de : 7 Building Works						
Building Works						
Builders preliminaries measured separately			Note			
New pavilion including substructure, walls, roof, doors, windows, finishes, services, etc.		255.00	m2	3,500.00		892,500.00
Verandah, including roofing and paving		77.00	m2	900.00		69,300.00
Subtotal						961,800.00
Siteworks & Services						
Siteworks and demolitions - See Separate trades			Note			
Allow for sundry paving works, outside of the building/verandah line - Provisional			Item			25,000.00
/ AND ASSOCIATES		Page : 4 of 7		Date of Printing: 30/Jan/24		
T 52, CITY WEST CENTRE WEST PERTH 6005 WA		Global Estimating System (32 Bit) - J				

4.1 TRADE BREAKUP - PAGE 3/3

Trade Breakup

Job Name : MASTERPLAN 1		Job Description				
Client's Name: UDLA		City of Wanneroo - Cabrini Park Masterplan				
Item No.	Item Description	Quantity	Unit	Rate	Mark Up %	Amount
Trade : 7 Building Works (Continued)						
7	Masonry retaining walls including footings, tanking and backfill	54.00	m	700.00		37,800.00
8	Fencing & gates including AC enclosures - Excluded		Note			
9	Outbuildings including binstores and sheds - Excluded		Note			
10	Allow for minor landscape make good upon completion of the works		Item			1,500.00
11	Stormwater drainage including collection and disposal - Provisional		Item			15,000.00
12	Sewer drainage including modification and connection to new - Provisional		Item			15,000.00
13	Water supply including modification and connection to new - Provisional		Item			7,500.00
14	Gas - Excluded		Note			
15	Fire services including hydrants, hose reels, tanks and pumps - Excluded		Note			
16	External electrical connection including new switchboard and cabling - SSMB replacement excluded		Item			30,000.00
17	Subtotal					131,800.00
18						
19	Power upgrade - Excluded, TBC by client		Note			
Building Works						Total : 1,093,600.00
Trade : 8 Preliminaries						
1	Preliminaries 12%		Item			230,940.00
Preliminaries						Total : 230,940.00
Trade : 9 Subtotal						
Subtotal						Total :
Trade : 10 Design Contingency						
1	Design contingency 10%		Item			215,000.00
Design Contingency						Total : 215,000.00
Trade : 11 Construction Contingency						
1	Construction contingency 5%		Item			108,000.00

Trade Breakup

Job Name : MASTERPLAN 1		Job Description				
Client's Name: UDLA		City of Wanneroo - Cabrini Park Masterplan				
Item No.	Item Description	Quantity	Unit	Rate	Mark Up %	Amount
Construction Contingency						
						Total : 108,000.00
Trade : 12 Authority Costs & Headworks						
	Allow for permits, fees and levys		Item			10,000.00
	Headworks allowance		Item			20,000.00
	Electrical power upgrade - Excluded		Note			
Authority Costs & Headworks						Total : 30,000.00
Trade : 13 Loose Furniture & Equipment						
	Loose furniture & equipment - Provisional		Item			10,000.00
Loose Furniture & Equipment						Total : 10,000.00
Trade : 14 AV Services & Equipment						
	AV equipment - Excluded		Note			
AV Services & Equipment						Total :
Trade : 15 Client Project Costs						
	Client costs - Excluded		Note			
Client Project Costs						Total :
Trade : 16 Professional Fees						
	Professional fees, say 10%		Item			252,000.00
Professional Fees						Total : 252,000.00
Trade : 17 Escalation						
	Escalation for 18 months, 7%		Item			194,000.00
Escalation						Total : 194,000.00
Trade : 18 GST						
	GST - Excluded		Note			
GST						Total :

**UDLA**

**UDLA HQ: WHADJUK COUNTRY.**  
LEVEL 1A, 3-5 JOSEPHSON STREET,  
FREMANTLE, WA, 6160



## Community Safety & Emergency Management

### CP02-11/24 Dogs Refuge Groups for Rehoming

---

File Ref: 25042V004 – 24/357886  
Responsible Officer: Director Community & Place  
Attachments: Nil

#### Issue

The purpose of this report is to seek Council approval to waive Dog Registration and Microchipping fees for unclaimed dogs in the City of Wanneroo's Animal Care Centre (**WACC**) that are rehomed to agreed rescue groups. This will assist in the rehoming of unwanted dogs and reduce the need for euthanasia.

#### Background

Currently section 7 (3)(b)(ii) of the *Dog Act 1976* applies to registration of dogs. This section states that the following dogs do not need to be registered:

A dog held in the custody of:

- (i) The Royal Society for the Prevention of Cruelty to Animals (**RSPCA**)
- (ii) the Dog Refuge Home (Shenton Park) or
- (iii) any other prescribed body  
in a place maintained for the purpose of finding dogs suitable homes

All other dogs are required to be registered when they leave the WACC.

Section 6.12 of the *Local Government Act 1995* provides for Local Government to defer, grants discounts, waive or write off debts.

The City currently has 5 listed rehoming rescues where costs of microchipping and registration can be waived, these being:

- RSPCA (Not Used) Covered by the *Dog Act 1976*
- Dogs Refuge Home (Shenton Park) Covered by the *Dog Act 1976*
- Saving Animals from Euthanasia (SAFE) Council Report CD05-03/07
- Hallier Rescue (No longer operating) Council Report CD05-04/06
- May Dog Rescue (No Longer operating) Council Report CD05-03/07

Hellier and May Day Rescue no longer exist, which only leaves the City with limited rescue groups either exempt from microchipping and registration, or fees that can be waived.

92 dogs have been rehomed since 1 January 2024. Of these, 42 dogs have been collected by Dogs Refuge Home where there is no requirement to microchip or register the dog prior to release.

The WACC is having increasing number of unwanted dogs lodged at the facility and with only 2 rescues it is increasingly difficult to rehome to other rescues due to the cost incurred by the not-for-profit organisations paying for microchipping and registration. Unfortunately, if the dog cannot be rehomed it is euthanised.

## Detail

The rescue groups that have been listed are non-profit organisations, including veterinarians and local community members who are committed to the rescue and rehoming of unwanted dogs.

Dogs that are rehomed by the rescues are assessed by the Cities staff at the WACC before their release. This is to establish their suitability for rehoming to either family, families with small children or families with other pets.

Administration have identified four additional rehoming refuges that would assist the City.

These being:

- Staffy and Bully Breed Rescue  
ABN: 27 568 466 360  
Registered with ACNC, Charitable Collections Licence: CC21699  
Incorporated: A101689M  
Established: 2013
- Homeless and Abused Animal Rescue Team (HAART)  
ABN: 61836601234  
Registered with ACNC; WA Fundraising no. CC21517  
Incorporated: A1016006S  
Established: 2012
- Dogs Behind Bars Rescue  
ABN: 27 684 423 875  
Registered with ACNC; WA Fundraising no. CC22559  
Incorporated: A1029342X  
Established: 2016 but became an incorporated charity in April 2019
- Perth Chihuahua Rescue  
ABN: 63 263 597 295  
Registered with ACNC; WA Fundraising no. CC21989  
Incorporated: A1017956P  
Established: 2014

The four listed dog refuge groups are dedicated to the rescue, care and re-homing of abandoned and unwanted pets that may otherwise face euthanasia. The dog refuge groups are non-for-profit organisations operated entirely by dedicated team of volunteers.

Dogs that would be released to the proposed four refugees would be microchipped and registered for one year to the refuge home at no cost. Upon rehoming this registration could then be transferred to the new owner. This would make sure that all dogs that are released compliant with current legislation, this being the *Dog Act 1976*.

## Consultation

Nil

## Comment

The City's viewpoint is that if any system that may extend an animal's life and allow it to have a happy and healthy environment is worth pursuing. Having this in place with the fee waiver for registration and microchipping will assist the City in the transfer of these animal to safe environment as well as being compliant with the *Dog Act 1976*.

## Statutory Compliance

Section 6.12 of the *Local Government Act 1995* provides for Local Government to defer, grants discounts, waive or write off debts.

## 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

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 Title	Risk Rating
C0-023 Safety of Community	Medium
Accountability	Action Planning Option
Director Community & Place	Manage

The above risk relating to the issue contained within this report have been identified and considered within the City's Corporate risk register. Action plans have been developed to manage this risk to support existing management systems. Alignment with the following risk appetite statements should be considered for 1.2 Safe Communities and 4.2 Good Governance.

The City places a high priority on the safety of its community particularly in the public realm and the importance of hazard and risk identification, management and reduction. Primarily, the City seeks to protect life over property and will not tolerate any deliberate act or omission by any party that jeopardises that objective. Subject to a rigorous cost/benefit analysis, the City's property will also be protected and assets insured. Legislation governs the City's activities including the Local Emergency Preparedness Plan to ensure the safety of the Community. The City places a high priority on the safety of its Volunteers and staff and will support operating models that achieve and represent the most effective model to ensure the safety of its volunteers. **Therefore the City will accept a medium risk to reputation, low risk to financial and safety.**

The City places a high priority on the importance of maintaining good governance and has no appetite for deliberate act or omission by any party that jeopardises this. The City provides appropriate systems and processes to realise its values and achieve good governance. Decisions are aligned to policy to ensure non-compliance impacts are reduced as low as reasonably practicable (ALARP) and reputational damage is restricted to low. **Therefore the City accepts low or ALARP of compliance and governance risk.**

## Policy Implications

Nil

## Financial Implications

Should the City decide to endorse the request to waive fees, then some income would be lost due to reduced revenue from registration and microchipping fees, however this is not likely to be a significant amount.

92 dogs have been rehomed from 1 January 2024, 42 of which have been rehomed to Dogs Refuge Home that do not require registration or microchipping.

The cost of 12 months Registration:

- Dog sterilised \$20
- Dog unsterilised \$50

Cost of Microchipping \$56.50

Therefore, if assumed that all 92 dogs rehomed since 2024 went to refuges, the cost to waive would be approximately \$7,000 to \$10,000 for the 10 months to date giving an approximate \$8,400 to \$12,000 per year.

Cost of dog to be euthanised \$341.11.

14 dogs have been euthanised from 1 January 2024. It should be noted that the majority of these were dogs not suitable for rehoming.

## Voting Requirements

Absolute Majority

## Recommendation

**That Council:-**

1. **AGREES by ABSOLUTE MAJORITY to waive the fees for Microchipping and Registration for animals released from the Wanneroo Animal Care Centre to:**
  - **Staffy and Bully Breed Rescue;**
  - **Homeless and Abused Animal Rescue Team (HAART);**
  - **Dogs Behind Bars Rescue;**
  - **Perth Chihuahua Rescue;**
  - **Dogs Refuge Home (Shenton Park); and**
  - **Saving Animals From Euthanasia (SAFE).**
2. **AGREES that this list of refuges is to be reviewed every two years to ensure it remains current.**

*Attachments: Nil*

---

**CP03-11/24      WALGA North Zone and State Council Agenda - Request to Raise  
a Matter in Relation to Pets WA Centralised Registration Database**

---

File Ref: 50894 – 24/376576  
Responsible Officer: Director Community & Place  
Attachments: Nil

**Issue**

To consider a request by Administration for an item to be included into the Western Australian Local Government Association North Zone agenda to advocate to the state government for the PetsWA Centralised Registration Database scope to be restricted to a centralised registration system that integrates with Local Government's (**LG's**) existing corporate systems.

**Background**

The Stop Puppy Farming initiative has been a long journey, commencing in 2016 with legislation assented to in 2021 (*Dog Amendment (Stop Puppy Farming) Act 2021*). This legislation makes provision for a centralised registration system, known as PetsWA, to be managed by State Government. The Department of Local Government, Sports and Cultural Industries (**DLGSC**) has been tasked with the implementation of the system.

Officers have been involved in the consultation process to determine the form of the system.

**Detail**

On 27 August officers from a variety of service units attended a webinar on the new PetsWA system implementation. In this webinar it was indicated that there would be no integration with Local Government (**LG**) systems, that the Community would be able to lodge complaints regarding animals through the system and that infringements would be issued through the system.

Officers are concerned about the increased scope and the additional workload that would be placed on Local Government Officers who would effectively need to work with two separate systems (Local Government systems and PetsWA system) with no integrations between the two.

Administration are aware that other Local Governments are also concerned.

An email was sent to DLGSC 4 October 2024, expressing Administration's concerns. This was responded to by DLGSC 7 October 2024.

The response from DLGSC indicates that the complaints functionality will form part of the PetsWA solution. This includes barking dogs, nuisance animals, wandering/stray animals, dog attacks, deceased pet and other pet related concerns. The complaint is captured in PetsWA, it is not routed to or managed by DLGSC. The location recorded against the complaint will route it to the work queue of the relevant local government.

This will mean that City of Wanneroo (**City**) Officers will need to log into the system to check if there are any customer complaints and then creating the complaint within the City's Customer Reference Management system.

DLGSC have recognised that having infringements in the PetsWA system will be problematic for LG's. They are having a workshop in November to explore this. Some of the issues are:



Ranger visits will be required to be entered into PetsWA. Once again this creates double workload as we will also need the same information within our City systems.

No integration is proposed with LG systems. This creates the largest issue as there is no single source of the truth and there is no easy reconciliation for financials or for address changes.

The next webinar is 31 October. The City has registered for this and invited a cross organisational team to gather City wide input. This will also allow us to again express our concerns.

The biggest concerns for Administration are:

- The increase in scope to now include customer complaints and infringements
- The lack of integration with City systems

City Officers have contacted Western Australian Local Government Association (**WALGA**) to question whether they had received concerns from other LGs. They responded that they had heard limited anecdotal commentary on implied concerns. It was suggested that raising via the WALGA Zone process would be a good idea as this formally brings matters to WALGA's attention.

## Consultation

Administration have discussed concerns with DLGSC, WALGA and other Local Governments. The outcome of this consultation is discussed above.

## Comment

Administration strongly support a Centralised Registration System and see a number of benefits for the City and the Community as a whole. However, the scope needs to be carefully considered and not duplicate systems that are already in place within the City, creating additional workloads for officers. It should also integrate with City systems so that there is one source of the truth regarding data such as names and addresses.

## Statutory Compliance

*Dog Amendment (Stop Puppy Farming) Act 2021* amends the *Dog Act 1976* and *Cat Act 2011* to provide for a centralised registration system for the State.

## 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-S23 – Stakeholder Relationships	Medium
Accountability	Action Planning Option
Chief Executive Officer	Manage

Risk Title	Risk Rating
ST-S25 – Legislative Reform or Changes	Low
Accountability	Action Planning Option
Chief Executive Officer	Manage

Risk Title	Risk Rating
CO-006 Data and Information Management	Medium
Accountability	Action Planning Option
Director Corporate Strategy & Performance	Manage

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

## Policy Implications

Nil

## Financial Implications

The following has been provided by DLGSC:

*"Fees consultation work is in progress following on from the consultation that occurred in March 2024. At this stage we are unaware of any intent for a portion of fees to be kept by DLGSC."*

## Voting Requirements

Simple Majority

## Recommendation

**That Council SUPPORTS the inclusion of an item into the WALGA North Zone agenda for WALGA to advocate to the State Government for the PetsWA Centralised Registration Database scope to be restricted to a centralised registration system that integrates with Local Government's existing corporate systems.**

*Attachments: Nil*

## Place Management

### CP04-11/24 Date of future Australia Day Citizenship Ceremonies

---

File Ref:	39265 – 24/369020
Responsible Officer:	Director Community & Place
Attachments:	Nil
Previous Items:	MN01-12/23 - Cr Miles - 2024 Australia Day Citizenship Ceremony change of date - Ordinary Council - 12 Dec 2023

## Issue

To consider the date of future Australia Day Citizenship Ceremonies.

## Background

### Changes to Australian Citizenship Code

The Australian Citizenship Ceremonies Code sets out the requirements for conducting citizenship ceremonies, in accordance with the *Australian Citizenship Act 2007 (Cth)*. Historically, Local Governments have been required to hold a citizenship ceremony on Australia Day (26 January) if they have conferred Australian citizenship on 20 or more people in the previous financial year.

On 16 December 2022, the Australian Government announced an update to the Australian Citizenship Ceremonies Code that allows Local Governments to hold the Australia Day ceremony on 26 January, or on the three days before or after (i.e. between 23 and 29 January). Given that the announcement was made so close to Australia Day 2023, Administration had already made all the arrangements for the 2023 ceremony to be held on 26 January.

### Council Members' Initial consideration of Australia Day Citizenship Ceremony Dates

Following the changes to the Australian Citizenship Ceremonies Code, Administration engaged with Council Members, the City of Wanneroo (**City**) Festival and Cultural Events (**FACE**) Committee and the Aboriginal and Torres Strait Islander Community Reference Group (Ni Kadadjiny Koort) between April and August 2023 for feedback on whether to retain the City's Australia Day citizenship ceremony on 26 January or move it to one of the three days before or after.

From this engagement there were differing views in relation to the preferred date of future Australia Day citizenship ceremonies. Options discussed included:

- Retaining the citizenship ceremony on 26 January (Australia Day);
- Changing the ceremony to the last Saturday of January regardless of whether this falls on 26 January; and
- Changing the ceremony to the last Saturday of January, or to the Monday public holiday should the last Saturday in January fall on 26 January.

The FACE Committee meeting subsequently reconsidered the matter at its meeting on 29 August 2023 and resolved:

*“That the Festival and Cultural Events Committee:*

- 1. SUPPORTS holding the City’s 2024 Australia Day Citizenship Ceremony on the last Saturday of January; and*
- 2. REQUESTS that an item be presented to Council Forum in March 2024 to consider the date of Australia Day citizenship ceremonies in 2025 and beyond.”*

In September 2023, the Chief Executive Officer approved the 2024 Australia Day Citizenship Ceremony being held on Saturday, 27 January 2024 and for a report to be presented to Council Forum in March 2024 to consider the date of future citizenship ceremonies in 2025 and beyond.

On 12 December 2023 a Motion on Notice was presented to Council to consider changing the date of the 2024 Citizenship Ceremony from Saturday, 27 January to Friday, 26 January (Australia Day). This motion was not successful, and the ceremony proceeded to be held on 27 January 2024.

#### Community Engagement on Date of Future Australia Day Citizenship Ceremonies

To assist in Council Member’s consideration of this matter, pursuant to item 2 of the FACE Committee’s recommendation from its meeting on 29 August 2023, Administration engaged *Viv Warren Consulting* to undertake engagement on the community’s preferred date of future ceremonies around Australia Day. This consultation was undertaken in April and May 2024.

#### **Detail**

A summary of the key findings from this consultation is outlined below.

#### Survey Method

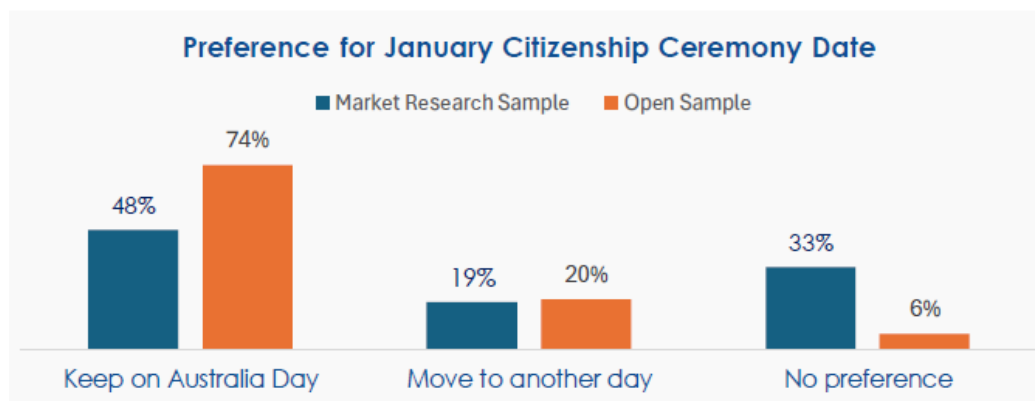
The survey employed two sampling methods:

1. Market Research Sample - door to door interviews with a random selection of 375 residents, providing a statistically valid sample with a sample error of +/-5% at a 95% confidence interval.
2. Open Survey Sample - online survey made available to all residents and ratepayers on the City of Wanneroo Your Say webpage, completed by 214 individuals. This was promoted through the City’s Facebook page.

The decision to have two sampling methods was to ensure a statistically valid sample of City residents were consulted, and to allow all residents to have their say.

### Key findings

- The market research sample and open survey results show a preference for keeping future citizenship ceremonies on Australia Day:



- The main reasons provided by respondents for keeping the ceremony on Australia Day included:
  - National significance - participants felt that Australia Day was the most appropriate day and was more special and meaningful.
  - Tradition - participants emphasised the importance of the date as a long-standing practice.
  - Convenience: practical reasons such as not having to take time off work.
- The main reasons provided by respondents to change the date included:
  - Cultural sensitivity - moving the date would show respect and solidarity with First Nations Australians who may identify the date as a day of mourning.
  - Desire to avoid controversy - holding the date on a less contentious day would be more inclusive and harmonious.
- The main reasons provided by respondents for having no preference included:
  - No strong feelings - belief that the date did not matter, the important part is becoming a citizen.
  - Other - should be held at the preference of the City; only the affected people should be asked their opinion i.e. those about to attend a ceremony.

A high-level summary of the responses to key survey questions is provided below:

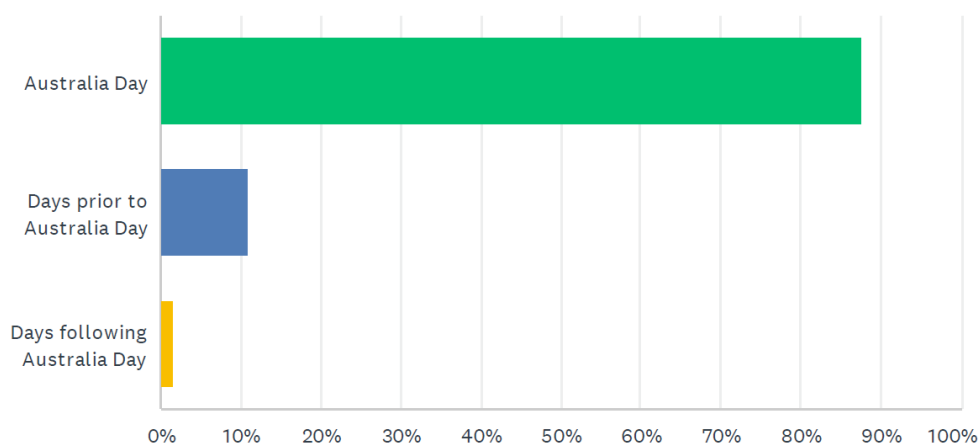
Question	Market Research	Open Survey
Are you an Australian Citizen?	Yes: 87% (327) No: 13% (48) Prefer not to say: 0%	Yes: 97.7% (208) No: 1.9% (4) Prefer not to say: 0.5% (1)
Do you identify as Aboriginal or Torres Strait Islander?	No: 98% (366) Aboriginal: 2% (6) TSI: 1% (3)	No: 86% (184) Aboriginal: 4.7% (10) Both: 0.5% (1) Prefer not to say: 8.9% (19)
Were you aware of the City's Aus Day Citizenship Ceremony?	Yes: 73% (274) No: 25% (93) Unsure 2% (8)	Yes: 94% (202) No: 4% (8) Unsure 2% (4)
What is your preferred date?	Aus Day: 48% (180) Move: 33% (125) No preference: 19% (70)	Aus Day: 74% (159) Move: 20% (43) No preference: 6% (12)



## Consultation

### Feedback from attendees at previous Australia Day Citizenship Ceremony

In addition to the recent consultation undertaken by Viv Warren, Administration previously conducted a survey following the 2023 Citizenship Ceremony to seek feedback from attendees on their experience, including their preferences for the day of the ceremony. A total of 65 attendees completed the survey, with the majority saying that they were pleased to attend on Australia Day and would not have preferred an alternative date.



### Additional Consultation with Council Members

The outcomes of consultation undertaken by Viv Warren Consulting were discussed with Council Members at Forum in September 2024. Based on the outcomes of the consultation, Council Members expressed a preference for future Australia Day citizenship ceremonies to be held on 26 January, but noted that the decision to change the date would need to be made either by the Chief Executive Officer (under the provisions of the Civic Events Policy) or by Council.

### Additional Consultation with Ni Kadadjiny Koort

Ni Kadadjiny Koort originally provided input into the decision-making process for the date of the City's Australia Day Citizenship Ceremonies following the Federal Government's change to the Australian Citizenship Ceremony Code in 2022, which resulted in the 2024 Ceremony being held on 27 January. Given the proposal for the date of the ceremony to change back to 26 January for future ceremonies, it was considered important to communicate the proposed change, and the reasons behind it, with these important stakeholders before a report was presented to Council.

Discussions with most members of Ni Kadadjiny Koort occurred in October 2024. Although there were differing responses from the individual members, overall the intent to revert to holding the City's Australia Day Citizenship Ceremony on 26 January was not welcomed and was seen as a backwards step in the City's reconciliation journey.

Members did agree to further consider whether they would support the inclusion of Aboriginal cultural aspects within events held on 26 January. Administration is intending to present a report to the next scheduled meeting of Ni Kadadjiny Koort on 18 November to discuss this matter further, irrespective of the decision made in relation to the date of future Australia Day citizenship ceremonies.

## Comment

The changes made by the Federal Government to the Australia Day Citizenship Code in 2022 have shifted the debate around the date of Australia Day to local governments to address. It is acknowledged that the date of Australia Day is an emotive and sensitive issue for many people in the community and that regardless of the date that the City's Australia Day ceremony is held on, there is potential for some people to be upset by the decision. Therefore, to inform this decision Administration considers it necessary to separate the matter of the date of the ceremony (a Local Government issue) with the broader issue of whether Australia Day should be held on 26 January (a Federal Government issue).

While feedback provided by Ni Kadjiny Koort suggests that the Ceremony should not be held on 26 January due to the impact of this date on many Aboriginal people, this is considered to relate more to the broader issue of the date of Australia Day, which is a matter for the Federal Government to negotiate. In this context and in considering the consultation and survey outcomes, it is recommended that the City's future Australia Day citizenship ceremonies are held on 26 January for the foreseeable future or until such time the Federal Government provides further advice or updates to the Citizenship Ceremonies Code to provide Local Governments with clearer guidance on this matter.

It is acknowledged that the City's actions in relation to activities occurring on 26 January have the potential to adversely impact the City's reconciliation initiatives and relationships with its Aboriginal stakeholders and communities. The development of the City's next Reconciliation Action Plan is currently under way and will provide further opportunities to meaningfully celebrate and recognise Aboriginal and Torres Strait Islander culture, including within the City's citizenship ceremonies to build a stronger connection between new citizens and Aboriginal culture. This will involve engagement with Ni Kadjiny Koort to consider whether they would support the inclusion of Aboriginal cultural aspects within events held on 26 January.

## Statutory Compliance

In accordance with the Australian Citizenship Ceremonies Code, the City of Wanneroo is required to hold a ceremony on, or 3 days either side of Australia Day, 26 January.

## 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
Chief Executive Officer	Manage

<b>Risk Title</b>	<b>Risk Rating</b>
ST-S26 Resilient & Productive Communities	Medium
<b>Accountability</b>	<b>Action Planning Options</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 risk register. Action plans have been developed to manage these risks to support existing management systems.

## Policy Implications

The City's Civic Event Policy provides guidance for the approval of civic events. The Policy provides for the Chief Executive Officer, in consultation with the Mayor, to determine whether a civic event is to be held and the scope and budget of that event. Notwithstanding this, Administration has considered the most appropriate means of formalising this decision and has determined that it is a matter best considered by Council, given that the issue relates to a matter of national significance and is an emotive and polarising subject for the City's communities. This approach is consistent with that being taken by other Local Governments.

## Financial Implications

There is currently \$30,000 listed in the 2024/25 operational budget for the 2025 ceremony.

The table below outlines the costs for the last three Australia Day Citizenship Ceremonies:

<b>Event Date</b>	<b>Venue</b>	<b>Cost</b>	<b># Conferees</b>
Wed 26 January 2022	Peter Moyes Anglican College	\$30,000	535
Thurs 26 January 2023	Kingsway Christian College	\$38,000	302
Sat 27 January 2024	Peter Moyes Anglican College	\$35,000	388

Holding the ceremony on the Monday public holiday does attract some additional costs, due to public holiday penalty rates and increased costs of equipment hire. Not holding the ceremony on a public holiday could potentially reduce these costs by approximately \$5,000.

## Voting Requirements

Simple Majority

## Recommendation

**That Council:-**

- 1. APPROVES the City's future Australia Day citizenship ceremonies being held on 26 January, commencing from 2025; and**
- 2. NOTES that the date of the City's Australia Day citizenship ceremonies will be reviewed as deemed necessary by Administration or Council, or when the Federal Government makes additional changes to the Australian Citizenship Ceremonies Code that impact on the date of Australia Day citizenship ceremonies.**

*Attachments: Nil*

## **Corporate Strategy & Performance**

### **Corporate Planning Performance & Improvement**

#### **CS01-11/24 Service Reviews - New**

---

File Ref: 45881 – 24/349598  
Responsible Officer: Director Corporate Strategy & Performance  
Attachments: 1

#### **Issue**

To consider the services to be reviewed in Financial Year 2025 and Financial Year 2026.

#### **Background**

At the Ordinary Council meeting 6 December 2022, it was agreed that the aim will be to complete two service reviews in each financial year.

Streetscapes was completed in November 2023. Crime Prevention – CCTV Management was completed in September 2024 and will be presented to Council in November 2024. Youth Development is currently in progress with planned completion date of February 2025.

The following service reviews have also been completed in previous years: Ranger Services, Aquamotion and Kingsway and Waste service delivery.

#### **Detail**

A detailed analysis (**Attachment 1**) was undertaken based on approved prioritisation criteria, which was adopted by Council on 6 December 2022 (CS05-12/22). These criteria are:

- a) Higher customer importance with lower satisfaction ratings;
- b) Organisational risk – future threats and opportunities;
- c) Changes in funding arrangements/state and federal government responsibilities and arrangements;
- d) Regulations, standards, compliance requirements; and
- e) Potential for improving financial performance.

Building Maintenance and Community Facilities, both Level 3 services detailed in **Attachment 1**, were then assessed to be strong candidates to be reviewed, based on application of the approved prioritisation criteria. These two services are quite large, thus the Service Review team will not complete these reviews in parallel. However, there is an alignment between the services which will be beneficial in moving from one to the next.

#### **Consultation**

The Liveability survey, presented to Council Members at a Forum on 8 November 2023, was used to assess the community liveability and how well the City meets the needs and preferences of its residents. This study did not highlight any other services which require an urgent service review.

Prioritisation was also sought by the Service Review Working Group, at its meeting on 16 September 2024, to determine sequencing of service review delivery.

## Comment

Nil

## Statutory Compliance

Though Building Maintenance comprises of discretionary and statutory services, no statutory services will be removed as an outcome of this service review.

## 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

Risk Title	Risk Rating
ST-S26 Resilient and Productive Communities	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 risk register. Action plans will be developed to manage/ mitigate/ accept these risks to support existing management systems.

## Policy Implications

Nil

## Financial Implications

It is not anticipated that the reviews will require any external costs to be incurred in conducting the reviews and costs incurred will be covered by the Operating Budget.

## Voting Requirements

Simple Majority



## Recommendation

### That Council:-

1. **NOTES** the analysis undertaken to determine the next proposed service reviews for Financial Year 2025 and Financial Year 2026; and
2. **APPROVES** Community Facilities and Building Maintenance services for review for Financial Year 2025 and Financial Year 2026.

### Attachments:

[1](#). Attachment 1 - Selection of services - FY25 and FY26 Analysis 24/275368

### Selection of services - FY25 and FY26

At the Ordinary Council meeting of 6 December 2022, it was agreed that the aim will be to complete two service reviews in each financial year.

Streetscapes was completed in November 2023. Crime Prevention – CCTV Management was completed in September 2024 and will be presented to Council in November 2024. Youth Development is currently in progress with planned completion date of February 2025.

At the meeting the following prioritisation principles were agreed:

- a) Higher customer importance with lower satisfaction ratings.
- b) Organisational risk – future threats and opportunities.
- c) Changes in funding arrangements/state and federal government responsibilities and arrangements.
- d) Regulations, standards, compliance requirements; and
- e) Potential for improving financial performance.

In applying the first prioritisation principle, The **Liveability** survey completed in 2023 was used, which presented the following results:

#### 1. Liveability Highest Care Factor:

#	Place Attribute	Care Factor (%)	Score (%)	Notes
1	General condition of public open space (street trees, footpaths, parks, etc)	74%	65%	1
2	Elements of natural environment (natural features, views, vegetation)	73%	67%	3
3	Sense of neighbourhood safety (from crime, traffic, pollution, etc)	59%	60%	2
4	Sense of personal safety (all ages, genders, day or night)	57%	64%	2
5	Access to neighbourhood amenities (cafes, shops, etc)	56%	66%	
6	Quality of public space (footpaths, verges, parks, etc)	53%	68%	1
7	Local businesses that provide for daily needs (grocery stores, pharmacy, banks, etc)	52%	70%	4
8	Landscaping and natural elements (street trees, planting, water features, etc)	52%	65%	1
9	Sense of belonging in the community	46%	64%	5
10	Walking / jogging / bike paths that connect housing to communal amenity (shops, parks, etc)	43%	71%	4

#### Legend

	<b>Nurture</b>
	<b>Manage</b> – not quite an emergency but not performing as well as they could
	<b>Prioritise</b> – Increase the performance of these attributes to deliver the biggest benefit

The selection of service reviews completed and in progress, was completed before the Liveability survey.

**Notes:**

1. Covered partly in **Streetscape** review completed in November 23.
2. Covered partly in review of **Crime Prevention – CCTV Management**
3. The relevant service is **Environmental Management** and is provided by the Strategic Land Use Planning & Environment (SLUPE) team.
4. No need to review based on high community satisfaction score.
5. The relevant service is **Place Management** and is provided by the Place Management team.

Except for “Sense of neighbourhood Safety” which was partly addressed in the CCTV Management service review, there are no other items in this table which require an urgent service review based on the 1<sup>st</sup> criteria. This is because of a Placement score of between 64% and 68%.

**2. Liveability - Lowest Care Factor:**

#	Place Attribute	Care Factor (%)	Score (%)
1	Things to do in the evening	34%	39%
2	Unusual or unique buildings and/or public space design	10%	43%
3	Local history, historic buildings or features	14%	43%
4	Cultural and/or artistic community	14%	46%
5	Evidence of community activity	24%	49%

These Attributes scored in the bottom 5 and based on the low care factor % allocated by the community, there is no clear and urgent need to review the services attached to these Place Attributes.

**3. Consideration of other services not specifically mentioned in the Liveability survey:**

The following services have been nominated:

- a. **Building Maintenance**
- b. **Community Facilities**

**BUILDING MAINTENANCE**

Level 2	Level 3	Level 4
Facility Asset Management	Maintain buildings and facilities	16 subservices listed below
	Provide buildings and facilities	Design & Construction (ICW)

The facility maintenance service is provided by the Asset Management Team utilising **16** FTE, under the guidance of a Coordinator: Building Maintenance. Whether the service provided, is discretionary (**D**) or statutory (**S**), is inserted below next to the service. There are approximately 20 contracts being managed to provide these services as indicated below with the work spread across 3 Tech Officers.

Service (Level 3)	Sub-service (Level 4)	Internal / External	Output
<b>Building Maintenance</b>	Building Asbestos Management <b>(S)</b>	External	<ul style="list-style-type: none"> <li>▪ Inspection of assets</li> <li>▪ Maintaining a register</li> </ul>
	Building Access Security Services <b>(D)</b>		
	Pest Control Services <b>(S)</b>	External	<ul style="list-style-type: none"> <li>▪ Annual termite inspections</li> <li>▪ Timely reactive services</li> </ul>
	Building Upgrade & Repair – Community <b>(S)</b>	Mix – majority Internal	<ul style="list-style-type: none"> <li>▪ Maintain a fit for purpose facility</li> </ul>
	Building Upgrade & Repair – Corporate <b>(S)</b>	Mix – majority Internal	<ul style="list-style-type: none"> <li>▪ Maintain a fit for purpose facility</li> </ul>
	Building Wastewater Management <b>(S)</b>	External	<ul style="list-style-type: none"> <li>▪ Scheduled services</li> <li>▪ Operational equipment</li> </ul>
	Christmas Decorations <b>(D)</b>	External	<ul style="list-style-type: none"> <li>▪ Seasonal installation</li> <li>▪ As-needed renewal.</li> </ul>
	Cleaning Services <b>(S)</b>	External	<ul style="list-style-type: none"> <li>▪ Scheduled services</li> <li>▪ Fit for purpose facilities</li> </ul>
	Elevator Maintenance <b>(S)</b>	External	<ul style="list-style-type: none"> <li>▪ Scheduled services</li> <li>▪ Operational equipment</li> </ul>
	Electrical Services <b>(S)</b>	External	<ul style="list-style-type: none"> <li>▪ Statutory maintenance</li> <li>▪ Scheduled services</li> <li>▪ Timely reactive services</li> <li>▪ Safe – fit for purpose facilities</li> </ul>
	Fire System Services <b>(S)</b>	External	<ul style="list-style-type: none"> <li>▪ Statutory maintenance</li> <li>▪ Monthly testing</li> <li>▪ Timely reactive services</li> </ul>
	Graffiti Services <b>(D)</b>	Mix – majority internal	<ul style="list-style-type: none"> <li>▪ Timely removal</li> </ul>
	Hygiene Services <b>(S)</b>	External	<ul style="list-style-type: none"> <li>▪ Scheduled services</li> </ul>
	HVAC (Air Conditioning) Services <b>(S)</b>	External	<ul style="list-style-type: none"> <li>▪ Statutory services</li> <li>▪ Timely reactive services</li> </ul>
	Painting Services <b>(D)</b>	Mix – majority internal	<ul style="list-style-type: none"> <li>▪ Scheduled services</li> </ul>
	Plumbing Services <b>(S)</b>	External	<ul style="list-style-type: none"> <li>▪ Statutory maintenance</li> <li>▪ Scheduled services</li> <li>▪ Timely reactive services</li> <li>▪ Safe – fit for purpose facilities</li> </ul>

Consideration of prioritisation criteria for **Building Maintenance**

#	Criteria	Assessment
1	Customer Importance	Though building maintenance is applicable to City assets, the above sub-services have an impact on the ability of the City to provide a service to the community.
2	Organisational risk	Is centralised delivery of these services across the City still fit for purpose?
3	Funding	Funding by Ratepayers and Value for Money is important



#	Criteria	Assessment
4	Regulations & standards	Various laws, regulations and standards apply to the sub-services being provided with 12/16 statutory and 4/16 discretionary.
5	Financial performance	With 16 FTE, capex budget of \$250k every 4 years and an annual operating budget of c\$5.5m there could potentially be opportunities for improvement

## COMMUNITY FACILITIES

Level 2	Level 3
Community facility bookings and operations	Aquamotion (D)
	Kingsway Indoor Stadium (D)
	Community Facilities (D) *proposed service review

All level 3 services have been deemed discretionary in the Service Listing report and no Level 4 services have been identified in the same report.

This function administers the booking and operation of the City's community buildings, active sporting facilities and passive park areas (not including Aquamotion and Kingsway Indoor Stadium). The service is provided by Internal staff only.

The extent of the service is all community facing across:

- 42 Community facilities and sports pavilions.
- 50 Active sports spaces; and
- 192 passive park areas.

Total bookings administered exceed 100,000 per year.

Consideration of prioritisation criteria for **Community Facilities**:

#	Criteria	Assessment
1	Customer Importance	Even though discretionary, the community impact is significant based on extent of delivery and number of bookings administered, as highlighted above.
2	Organisational risk	Organisational risk can be significant based on community footprint and extent of interactions
3	Funding	Funding by Ratepayers and Value for Money is important
4	Regulations & standards	Not a regulatory required service but many laws and regulations come into play with how the service is provided
5	Financial performance	With 11.3 FTE, revenue of \$2.98m and operating expenses of \$12.65m, there could potentially be opportunities for improvement in financial performance

## Conclusion:

The Liveability survey did not highlight any other services which require an urgent service review but could be considered over time to manage the placement score provided of attributes valued highly by the community.

Both Building Maintenance (Level 3) and Community Facilities (Level 3) are assessed to be strong candidates to be reviewed based on application of the prioritisation criteria to Director nominated services. The sequence will be decided by Administration based on resource availability.



**Recommendation:**

That Council:

1. **NOTES** the analysis undertaken to determine the next proposed service reviews for FY25 and FY26.
2. **APPROVES** Community Facilities and Building Maintenance services for review for FY25 and FY26.

---

**CS02-11/24 2023/24 Quarter 4 Corporate Performance Report**

---

File Ref: 48062 – 24/366128  
Responsible Officer: Director Corporate Strategy & Performance  
Attachments: 1

**Issue**

To adopt the 2023/24 Quarter 4 Corporate Performance Report.

**Background**

Section 5.56(1) and (2) of the *Local Government Act 1995 (Act)* requires that each local government is “to plan for the future of the district” by developing plans in accordance with the regulations. This is supported by the *Local Government (Administration) Regulations 1996 (Regulations)*.

In addition, the Integrated Planning and Reporting Framework and Guidelines recommends that Local Governments provide quarterly reporting on progress against the Corporate Business Plan (**CBP**).

The second (mid-year) report and fourth quarter (end of year) report on the City's performance against Key Projects, Budgets and top Capital projects and are submitted to the Council, in accordance with the reporting arrangements detailed in the CBP.

The attached 2023/24 Quarter 4 Corporate Performance Report (**Attachment 1**) provides a high-level and integrated overview and assessment of performance against the outcomes and strategies of the Strategic Community Plan 2021-2031 and the top Capital projects as of 30 June 2024.

**Detail**

This report presents performance across the Key Projects, budget, and top Capital projects. Some of the key highlights include:

- The CBP project performance status as at the end of the quarter is 79% (57 of 72 initiatives have their status as on target, monitor, or complete) compared to the performance status of 89% for the previous quarter.
- Projects that are under target have increased from six to nine and projects that have been deferred increased from two to six.
- Ten top Capital Works projects were on target with their relevant schedules as of the end of the fourth quarter with two projects being monitored. Three of the top projects have a current year budget variance of more than 20%.
- The financial information and commentary provided in this report is based on the interim results as of the 30th of June 2024 and are subject to finalisation of the end of year processes and the external audit.

Detailed information on each of these areas is set out in **Attachment 1**.

**Consultation**

The Executive Leadership Team and Managers have been engaged in the preparation of this report by providing information on the status and progress made against the Key Projects, budgets, and top Capital projects.

**Comment**

Nil

## Statutory Compliance

The City's CBP is governed by Section 5.56(1) and (2) of the Act which requires that each local government is "to plan for the future of the district" by developing plans in accordance with the regulations. This is supported by the Regulations.

The Integrated Planning and Reporting Framework and Guidelines also recommend quarterly reporting on progress against the CBP.

The financial performance reporting complies with Section 6.4 of the Act and Regulations 33A and 34 of the *Local Government (Financial Management) Regulations 1996*.

## Strategic Implications

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

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

*7.2 - Responsibly and ethically managed*

## Risk 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-009 Integrated Reporting	Medium
Accountability	Action Planning Option
Director Corporate Strategy & Performance	Manage

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

## Policy Implications

Nil

## Financial Implications

Nil

## Voting Requirements

Simple Majority

## Recommendation

**That Council RECEIVES and ACCEPTS the Quarter 4 2023/24 Corporate Performance Report as set out in Attachment 1.**

Attachments:

[1](#). Attachment 1: Quarter 4 Corporate Performance Report Combined 24/247431

# CORPORATE PERFORMANCE REPORT

## 2023/24 Quarter 4 (APRIL - JUNE 2024)



2023/24 Quarter 4 Corporate Performance Report

Contents

EXECUTIVE SUMMARY ..... 3

*Highlights*..... 3

ORGANISATIONAL PERFORMANCE ..... 4

*Corporate Business Plan Project Overall Status* ..... 4

*Performance by Strategic Community Plan Goals*..... 5

FINANCIAL PERFORMANCE ..... 17

TOP CAPITAL PROJECTS ..... 21

*Performance*..... 23

Attachments

- 1. Detailed CBP Initiative Performance Scorecard
- 2. Top Capital Projects 2023/24
- 3. Corporate Business Plan KPI Scorecard

Acknowledgment of Country

The City of Wanneroo acknowledges the Traditional Custodians of the land we are working on, the Whadjuk people.

We would like to pay respect to the Elders of the Noongar nation, past, present and future, who have walked and cared for the land and we acknowledge and respect their continuing culture and the contributions made to the life of this City and this region.



## 2023/24 Quarter 4 Corporate Performance Report

## Executive Summary

The Q4 Corporate Performance Report provides a summarised update on the City's performance between April and June 2024, against the Corporate Business Plan (CBP), the Annual Budget (Operating and Capital) and the top Capital Works projects.

The development of a CBP is required under the *Local Government (Administration) Regulations 1996* and translates Council priorities identified in the Strategic Community Plan 2021-2031 (SCP) into operational delivery within the resourcing capability of the organisation.

The 2023/24-2026/27 CBP was developed through an iterative process with Council Members and was adopted along with the Annual Budget by Council in June 2023.

Additional detailed performance reports are also attached for consideration.

## Highlights

- The CBP project performance status as at the end of the quarter is **79%** (57 of 72 initiatives have their status as **on target**, **monitor**, or **complete**) compared to the performance status of **89%** for the previous quarter.
- Projects that are **under target** have increased from **six** to **nine** and projects that have been **deferred** increased from **two** to **six**.
- Ten top Capital Works projects were **on target** with their relevant schedules as of the end of the fourth quarter with two projects being monitored. Three of the top projects have a current year budget variance of more than 20%.
- The financial information and commentary provided in this report is based on the interim results as at the 30th of June 2024 and are subject to finalisation of the end of year processes and the external audit.

2023/24 Quarter 4 Corporate Performance Report

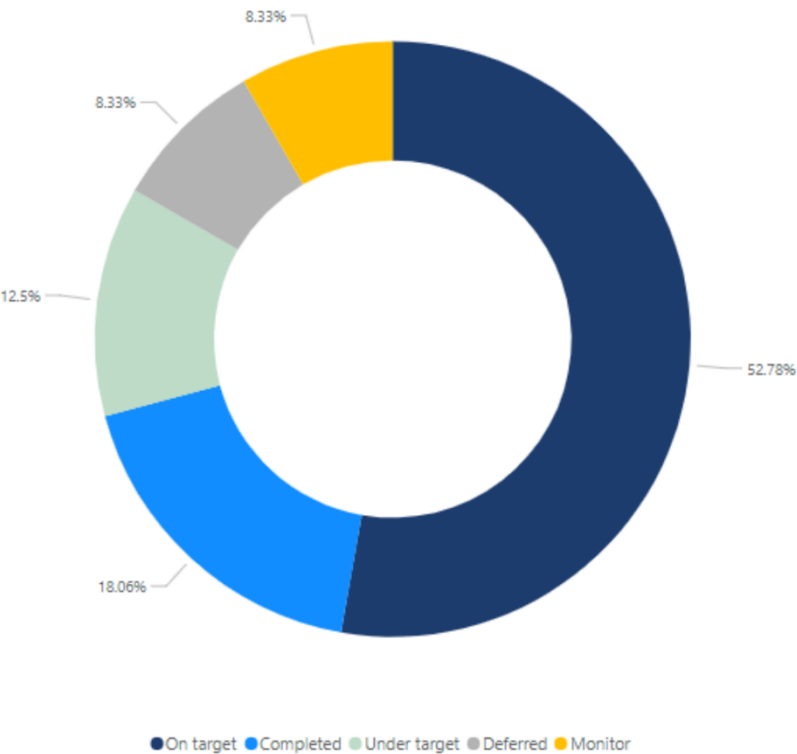
Organisational Performance

There are 72 projects listed for delivery in the first year of the 2023/24-2026/27 CBP.

Corporate Business Plan Project Overall Status

The CBP project performance status as of 30 June is **79%** (57 of the 72 initiatives), a decrease of 10% from the **89%** result for the previous quarter. The 79% result represents the initiatives with *on target, monitor, and completed* statuses.

The chart below illustrates the status of the initiatives as of 30 June 2024.



**57 (79%)** of this year’s projects are on target, being monitored or completed, nine projects (13%) are under target, and six (8%) are deferred.

For a more detailed overview of the progress on all actions, please refer to **Attachment 1 - Detailed CBP Initiative Performance Scorecard**

2023/24 Quarter 4 Corporate Performance Report

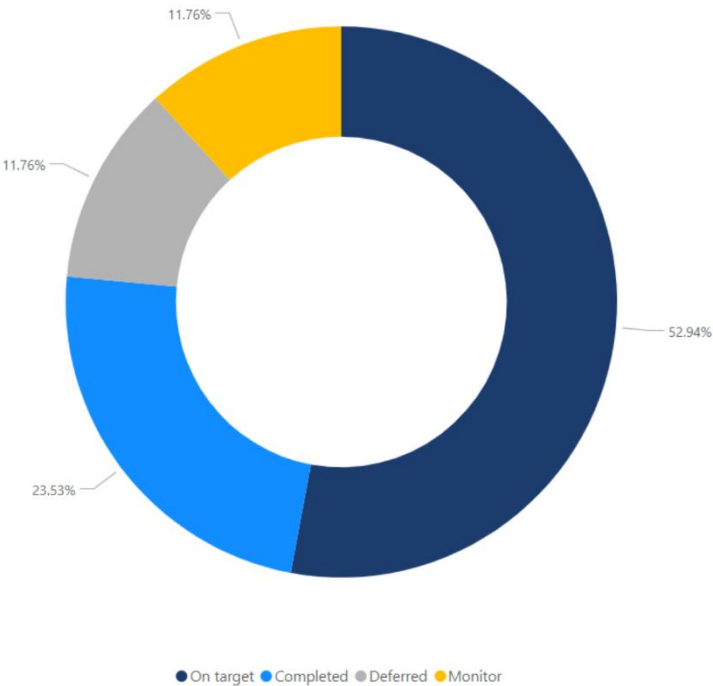
Performance by Strategic Community Plan Goals

GOAL 1



AN INCLUSIVE AND ACCESSIBLE CITY WITH PLACES AND SPACES THAT EMBRACE ALL

- Priority 1.1 Value the contribution of all people
- Priority 1.2 Value public places and spaces
- Priority 1.3 Facilities and activities for all
- Priority 1.4 Bringing people together
- Priority 1.5 Learning and discovery choices



The performance status for Goal 1 is **88%**. Nine of the projects are on target, four projects are completed, two projects are being monitored and two are deferred. The following projects are deferred:

Key Project Name	Action for 23/24	Responsible Service Unit	Directorate	Service	Performance
Youth programs in community service review	Undertake service review of Community Youth Programs	Community Development	Community and Place	Community Development	Deferred
Comment					
At the Ordinary Council Meeting in June (CS01-06/24) Council resolved to change the scope of the Youth Services review to include:  * Youth Programs in Youth Centres; * School Holiday Programs; * Place Activation and Events; * Advocacy and Partnerships; and * Youth Leadership.  In addition to the above resolution, Council approved a change in the completion period of the youth service review from financial year 23/24 to financial year 24/25.  Appointment of an officer to support the service review has been completed. This officer, and the youth review project, will commence on 1 July 2024.					

2023/24 Quarter 4 Corporate Performance Report

Key Project Name	Action for 23/24	Responsible Service Unit	Directorate	Service	Performance
Development of a cultural development plan	Finalise draft integrated Cultural Development Plan and present for endorsement.	Cultural Development	Community and Place	Library services	Deferred
Comment					
There have been delays in finalising the plan with completion aimed for first quarter 2024/25.					

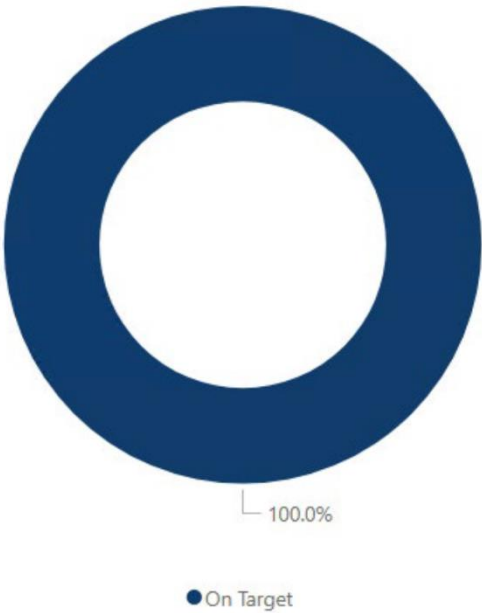
2023/24 Quarter 4 Corporate Performance Report

GOAL 2



A CITY THAT CELEBRATES  
RICH CULTURAL HISTORIES,  
WHERE PEOPLE CAN VISIT AND  
ENJOY UNIQUE EXPERIENCES

- Priority 2.1 *Valuing cultures and history*
- Priority 2.2 *Arts and local creativity*
- Priority 2.3 *Tourism opportunities and visitor experiences*



The performance for Goal 2 is **100%**. All four initiatives are on target.



2023/24 Quarter 4 Corporate Performance Report

GOAL 3



A VIBRANT, INNOVATIVE CITY WITH LOCAL OPPORTUNITIES FOR WORK, BUSINESS AND INVESTMENT

- Priority 3.1 Strong and diverse local economy
- Priority 3.2 Attract and support new and existing business
- Priority 3.3 Plan, develop and activate employment locations
- Priority 3.4 Develop local jobs and skills
- Priority 3.5 Opportunities for investment



The performance for Goal 3 is **100%**. Four initiatives are completed, and one is on target.

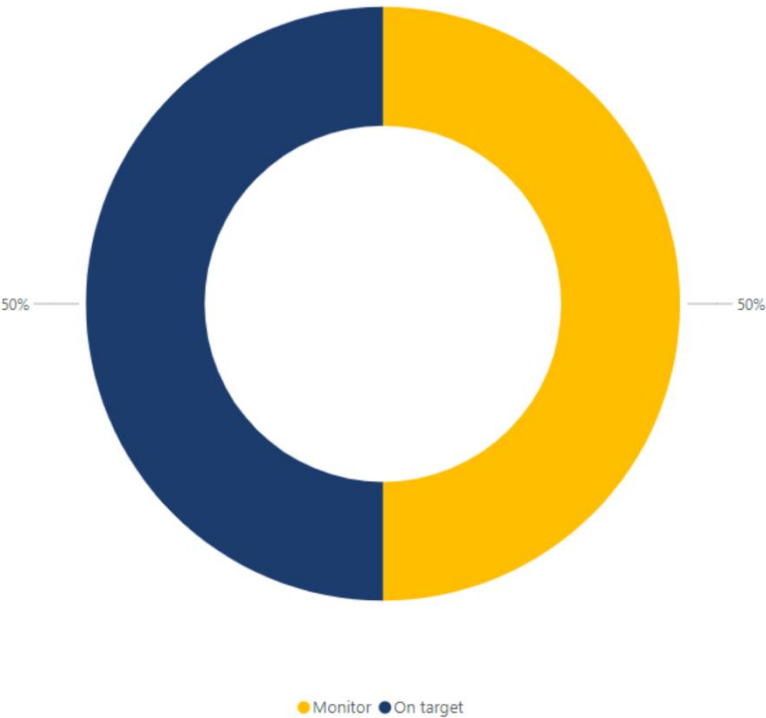
2023/24 Quarter 4 Corporate Performance Report

GOAL 4



A SUSTAINABLE CITY THAT  
BALANCES THE RELATIONSHIP  
BETWEEN URBAN GROWTH  
AND THE ENVIRONMENT

- Priority 4.1 Plan for climate change
- Priority 4.2 Manage and protect local Biodiversity
- Priority 4.3 Manage natural assets and resources
- Priority 4.4 Manage waste and its impacts



The performance for Goal 4 is **100%**. Two initiatives are on target and two are being monitored.

## 2023/24 Quarter 4 Corporate Performance Report

## GOAL 5



**A WELL-PLANNED, SAFE AND RESILIENT CITY THAT IS EASY TO TRAVEL AROUND AND PROVIDES A CONNECTION BETWEEN PEOPLE AND PLACES**

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

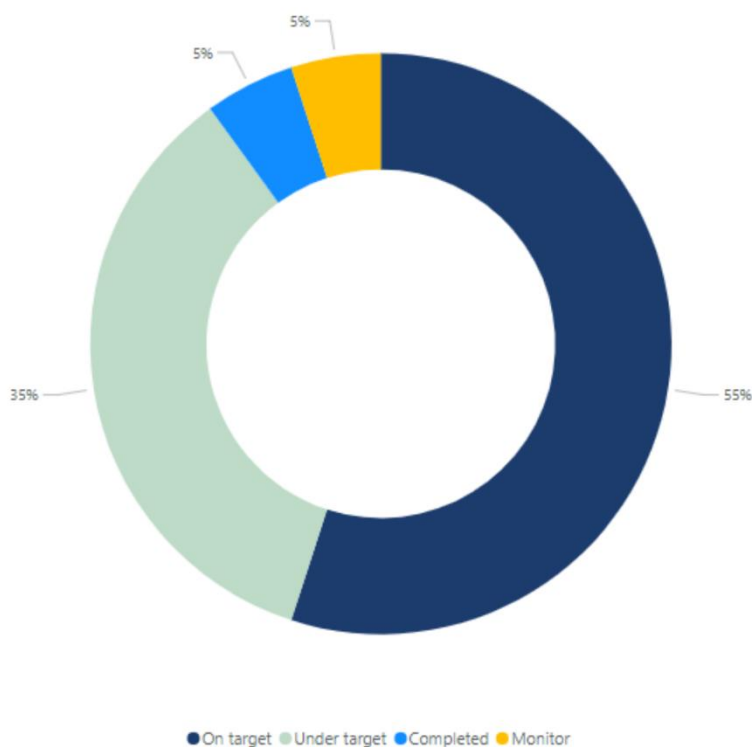
**Priority 5.2** Plan for and manage land use

**Priority 5.3** Manage and maintain assets

**Priority 5.4** People can move around easily

**Priority 5.5** People feel safe in public places

**Priority 5.6** Prepared and resilient



The performance for Goal 5 is **65%**. 11 projects are on target, one is being monitored and seven are under target. The following initiatives are **under target**:

Key Project Name	Action for 23/24	Responsible Service Unit	Directorate	Service	Performance
Construction of Wanneroo emergency services hub	Identify serviced land, and subject to securing the land, complete concept designs to enable access to relevant Federal and State Government funding for facility construction.	Community Safety and Emergency Management	Community and Place	Emergency Management	Under target
<b>Comment</b>					
Discussions continue with DBCA and DPLH regarding the preferred site. Discussions ongoing between NEMA, DFES and the City regarding funding.					
<b>Corrective Action</b>					
A report with future scenarios will be presented to ELM and then to forum.					

## 2023/24 Quarter 4 Corporate Performance Report

Key Project Name	Action for 23/24	Responsible Service Unit	Directorate	Service	Performance
Road upgrades to Flynn Drive in Neerabup	Commence road construction from Wanneroo Road to Old Yanchep Road.	Infrastructure Capital Works	Assets	Transport and Drainage	Under target
<b>Comment</b>					
ATCO Gas issues are still ongoing, with MRWA onboard through Ministerial intervention. ATCO have been requested to prioritise this project. Environmental approvals are progressing.					
<b>Corrective Action</b>					
Actions will be dependent upon ATCO Gas outcomes. ATCO to provide a plan of action with timelines. Start working on Tender documents considering staging/phasing where areas not affected by ATCO Gas.					

Key Project Name	Action for 23/24	Responsible Service Unit	Directorate	Service	Performance
Intersection upgrade of Marangaroo Dr and Girrawheen Ave	Complete design, seek approvals and commence construction of roundabout	Infrastructure Capital Works	Assets	Transport and Drainage	Under target
<b>Comment</b>					
MRWA have approved the change from a roundabout to traffic signals at the intersection of Marangaroo Drive and Girrawheen Avenue and agreed to maintain grant funding towards works.					
<b>Corrective Action</b>					
Since MRWA has approved the change of scope the project is being redesigned. Anticipated completion of project is estimated to be by June 2027.					

Key Project Name	Action for 23/24	Responsible Service Unit	Directorate	Service	Performance
Upgrade of existing roundabout in Landsdale	Undertake construction works to the existing roundabout at Mirrabooka Ave and Kingsway in Landsdale	Infrastructure Capital Works	Assets	Transport and Drainage	Under target
<b>Comment</b>					
Western Power design and quote received. Tender documents being prepared for construction phase, which is dependent on the yet to be received Western Power schedule.					
<b>Corrective Action</b>					
Tender to be awarded following receipt of schedule from Western Power.					

## 2023/24 Quarter 4 Corporate Performance Report

Key Project Name	Action for 23/24	Responsible Service Unit	Directorate	Service	Performance
Infrastructure upgrade for Yanchep Lagoon on Brazier Road	Continue design consultancy for Yanchep precinct services infrastructure.	Infrastructure Capital Works	Assets	Transport and Drainage	Under target
<b>Comment</b>					
Peer review on concept design completed, with feedback provided to consultant. All items to be actioned and addressed by end July 2024. Thereafter tender documents will be prepared for detailed design.					
<b>Corrective Action</b>					
All external agencies have been contacted and feedback provided. Clearing permit will be applied for by end of first quarter of 2024/25.					

Key Project Name	Action for 23/24	Responsible Service Unit	Directorate	Service	Performance
Construction of Wanneroo animal care centre	Complete detailed design for the new Animal Care Centre and commence construction.	Community Safety & Emergency Management	Community & Place	Community Safety	Under target
<b>Comment</b>					
Timeframes have been delayed due to the requirement for a sewer connection investigation and discussions with Watercorp relating to trade waste.					
<b>Corrective Action</b>					
A project change request has been completed to amend schedule.					

Key Project Name	Action for 23/24	Responsible Service Unit	Directorate	Service	Performance
Construction of shared pathway on Alexander Drive in Landsdale	Seek approvals and undertake construction of shared path on Alexander Drive from Hepburn Avenue to Gngara Road.	Infrastructure Capital Works	Assets	Transport and Drainage	Under target
<b>Comment</b>					
Western Power confirmed works to commence in September 2024 and completion within two months. Other service relocations to follow. Tender for pathway and drainage works are being prepared.					
<b>Corrective Action</b>					
Action for all service relocations underway. Once completed construction works can follow.					



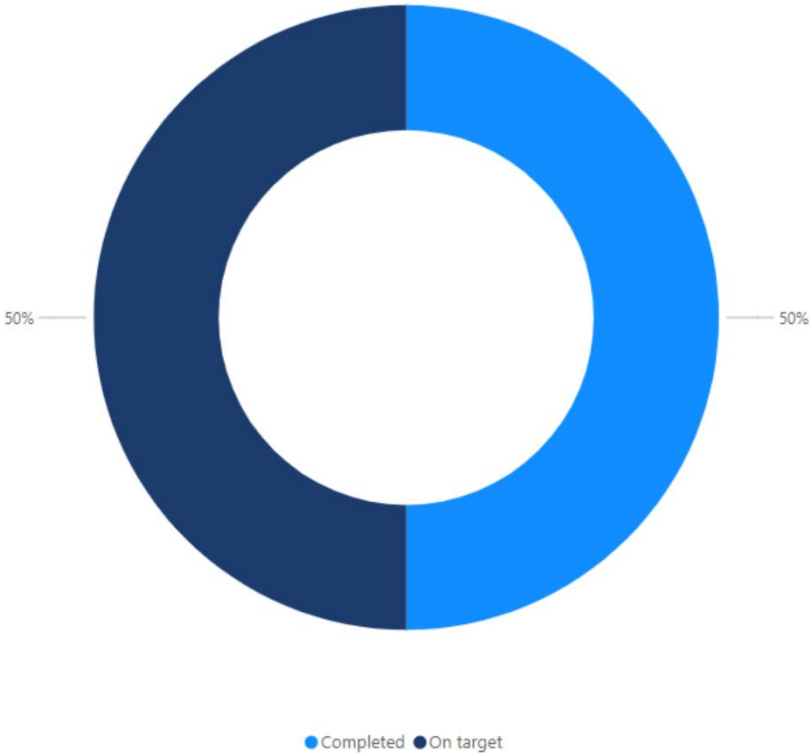
2023/24 Quarter 4 Corporate Performance Report

GOAL 6



A FUTURE FOCUSED CITY THAT  
ADVOCATES, ENGAGES AND  
PARTNERS TO PROGRESS THE  
PRIORITIES OF THE COMMUNITY

- Priority 6.1 Advocate in line with community priorities
- Priority 6.2 Actively seek to engage
- Priority 6.3 Build local partnerships and work together with others
- Priority 6.4 Understand our stakeholders and their needs



The performance for Goal 6 is **100%**. Two initiatives are on target and two are completed.

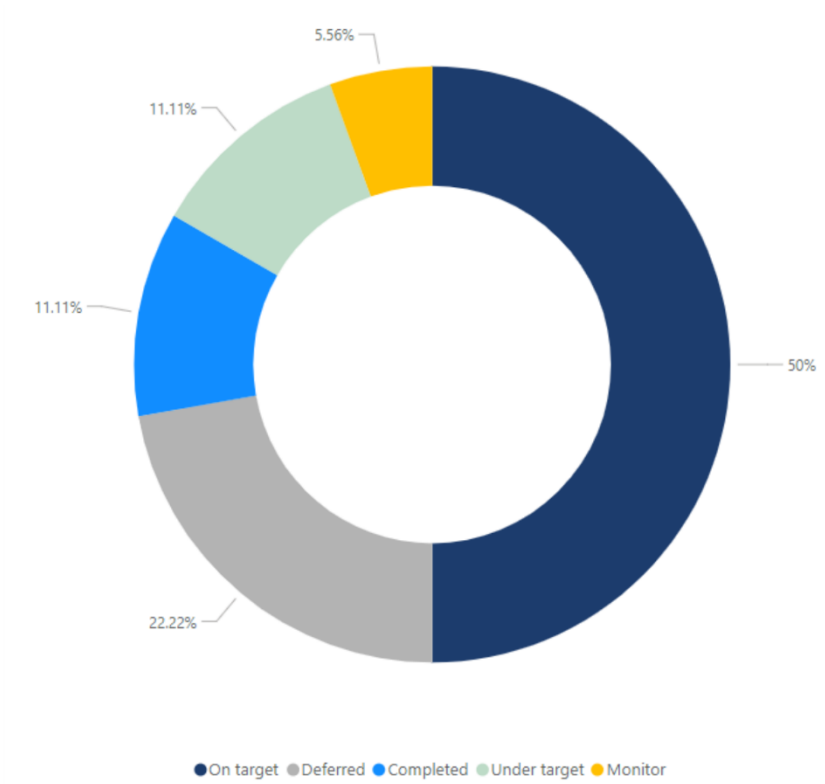
2023/24 Quarter 4 Corporate Performance Report

GOAL 7



A WELL-GOVERNED AND MANAGED CITY THAT MAKES INFORMED DECISIONS, PROVIDES STRONG COMMUNITY LEADERSHIP AND VALUED CUSTOMER FOCUSED SERVICES

- Priority 7.1 Clear direction and decision making
- Priority 7.2 Responsibly and ethically managed
- Priority 7.3 Anticipate and adapt quickly to change
- Priority 7.4 Promote offerings, opportunities and initiatives
- Priority 7.5 Customer focused information and services



The performance for Goal 7 is **77%**. Nine projects are on target, two are completed, one is being monitored, two are under target and four have been deferred. The following are **under target / deferred**:

Key Project Name	Action for 23/24	Responsible Service Unit	Directorate	Service	Performance
Implementation of the asset management strategy	Progress actions identified in the Asset Management Strategy focusing initially on information systems and data management.	Asset Planning	Assets	Leadership, Strategy & Governance	Deferred
Comment					
Asset Management Strategy reviewed and endorsed by ELT. Endorsement by Council deferred pending Asset Renewal Demand and Funding Strategy presentation to ELM and then Council.					
Corrective Action					
N/A.					

## 2023/24 Quarter 4 Corporate Performance Report

Key Project Name	Action for 23/24	Responsible Service Unit	Directorate	Service	Performance
Review of the communications and brand strategy	Present integrated Communications Strategy for endorsement.	Communications & Brand	Office of the CEO	Customer & Stakeholder Delivery	Deferred
<b>Comment</b>					
This review has been deferred to the 2024/25 FY due to resourcing constraints.					
<b>Corrective Action</b>					
N/A					

Key Project Name	Action for 23/24	Responsible Service Unit	Directorate	Service	Performance
Review of information systems and information technology strategy and roadmap	Development of a new Information Systems and Information Technology Strategy and Roadmap.	Customer & Information Services	Corporate Strategy & Performance	Customer & Stakeholder Delivery	Deferred
<b>Comment</b>					
Work deferred while awaiting outcome of the systems review.					
<b>Corrective Action</b>					
N/A					

Key Project Name	Action for 23/24	Responsible Service Unit	Directorate	Service	Performance
Review the long-term financial plan	Review of the Long-Term Financial Plan in line with prevailing economic conditions.	Finance	Corporate Strategy & Performance	Leadership, Strategy & Governance	Deferred
<b>Comment</b>					
LTFP will be reviewed next financial year (2024/25).					
<b>Corrective Action</b>					
N/A					

Key Project Name	Action for 23/24	Responsible Service Unit	Directorate	Service	Performance
Review of the Strategic Procurement Roadmap	Undertake a review of the current Strategic Procurement Roadmap and agree action plan.	Contracts & Procurement	Corporate Strategy & Performance	Customer and Stakeholder Delivery	Under target
<b>Comment</b>					

2023/24 Quarter 4 Corporate Performance Report

The review did not commence due to competing priorities.
Corrective Action
External consultant to be engaged in 2024/2025 to assist with review and development.

Key Project Name	Action for 23/24	Responsible Service Unit	Directorate	Service	Performance
Development of the human resources information system (HRIS)	Procurement of HRIS modules to meet the future needs and requirements of the organisation.	People & Culture	Corporate Strategy & Performance	Customer & Stakeholder Delivery	Under target
Comment					
Now need to go to open tender.					
Corrective Action					
Procurement via open tender started for completion in the first half of 2025.					

## 2023/24 Quarter 4 Corporate Performance Report

## Financial Performance

A summary of financial performance at the organisational level (per Statement of Financial Activity), as at the 30<sup>th</sup> of June 2024, is provided in the schedules and commentary below.

It is noted that the financial information and commentary provided below is based on the Interim 30 June 2024 results, subject to finalisation of end of year processes and external audit.

Summary schedule of the Statement of Financial Activity:

STATEMENT OF FINANCIAL ACTIVITY SUMMARY					
Description	Year To Date				Adopted Budget
		Annual Revised			
	Actual	Budget	Variance		
	\$	\$	\$	Key	\$
SURPLUS/(DEFICIT) AT THE START OF THE FINANCIAL YEAR	27,358,033	27,358,033	0		24,829,529
Amount Attributable to Operating Activities	77,278,521	50,105,818	27,172,703	⬆	37,356,514
Amount Attributable to Investing Activities	(42,997,398)	(37,297,274)	(5,700,124)	⬇	(50,918,131)
Amount Attributable to Financing Activities	(25,294,540)	(35,897,515)	10,602,975	⬆	(11,235,714)
	36,344,616	4,269,062	32,075,554		32,198
SURPLUS/(DEFICIT) AFTER IMPOSITION OF GENERAL RATES	36,344,616	4,269,062	32,075,554		32,198

#### Variance 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

As reflected in the interim summary above, at the end of the fourth quarter there was an overall positive variance of \$32.1m. A further breakdown of each of the three areas of activity are below.

### Operating Activities:

STATEMENT OF FINANCIAL ACTIVITY - OPERATING ACTIVITIES					
Description	Year To Date				Adopted Budget
	Actual	Annual Revised Budget	Variance		
	\$	\$	\$	Key	\$
OPERATING ACTIVITIES					
Inflows					
Rates	155,652,046	155,235,362	416,684	⬆	154,889,762
Operating Grants, Subsidies & Contributions	14,108,983	5,108,532	9,000,451	⬆	3,811,153
Fees & Charges	51,037,774	49,151,590	1,886,184	⬆	50,692,002
Interest Earnings	21,435,033	20,694,469	740,564	⬆	14,809,600
Other Revenue	2,765,485	1,896,274	869,211	⬆	2,293,993
Profit on Asset Disposals	5,892,705	5,912,293	(19,588)	➡	3,412,293
	250,892,026	237,998,520	12,893,506		229,908,803
Outflows					
Employee Costs	(84,898,733)	(84,088,864)	(809,869)	⬇	(88,725,669)
Materials & Contracts	(79,628,490)	(81,028,702)	1,400,212	⬆	(83,800,735)
Utility Charges	(10,859,697)	(10,969,415)	109,718	⬆	(10,753,793)
Depreciation	(48,475,807)	(53,614,232)	5,138,425	⬆	(39,447,203)
Finance Costs	(4,209,900)	(4,128,215)	(81,685)	➡	(4,130,890)
Insurance	(1,621,229)	(1,765,213)	143,984	⬆	(1,728,909)
Loss on Asset Disposals	(478,073)	(1,300,655)	822,582	⬆	(1,219,165)
	(230,171,929)	(236,895,296)	6,723,367		(229,806,364)
Non-Cash Amounts Excluded	56,558,423	49,002,594	7,555,829		37,254,075
Amount Attributable to Operating Activities	77,278,521	50,105,818	27,172,703		37,356,514



## 2023/24 Quarter 4 Corporate Performance Report

The net amount attributable from Operating Activities for the period ended 30 June 2024 is higher than budget by \$27.2m. The cash inflows variance before non-cash adjustments from Operating Activities is \$12.9m, whereas the cash outflows variance is \$6.7m.

The overall variance is mainly due to higher inflows from Rates (\$416k), Operating Grants, Subsidies & Contributions (\$9.0m), Fees and Charges (\$1.9m), Interest Earnings (\$741k) and Other Revenue (\$869k) and, underspend on Materials and Contracts (\$1.4m), Utility Charges (\$110k), Depreciation (\$5.1m), Insurance (\$144k) and Loss on Asset Disposals (\$823k) offset by higher outflows from Employee Costs (\$810k). The increase in Operating Grants, Subsidies and Contributions is mainly due to 85% of advance payment of Financial Assistance Grants (FAGs) for 2024/25 Financial Year.

### Investing Activities:

#### STATEMENT OF FINANCIAL ACTIVITY - INVESTING ACTIVITIES

Description	Year To Date				Adopted Budget
	Actual	Annual Revised Budget	Variance		
	\$	\$	\$	Key	\$
INVESTING ACTIVITIES					
Inflows					
Grants, Subsidies & Contributions (Non Operating)	46,112,901	47,817,371	(1,704,470)	↓	45,756,875
Proceeds From Disposal Of Assets	6,740,385	7,505,360	(764,975)	↓	4,766,850
Development Contribution Plans - Revenues	9,475,956	14,479,898	(5,003,942)	↓	24,129,010
	62,329,242	69,802,629	(7,473,387)		74,652,735
Outflows					
Purchase of Property, Plant and Equipment	(31,168,675)	(37,120,690)	5,952,015	↑	(35,541,059)
Purchase & Construction of Infrastructure Assets	(34,878,462)	(39,248,862)	4,370,400	↑	(44,922,379)
Development Contribution Plans - Expenses	(4,790,365)	(11,466,316)	6,675,951	↑	(19,700,210)
Non-Operating Contract Expenses	0	0	0		0
	(70,837,502)	(87,835,868)	16,998,366		(100,163,648)
Non-Cash Amounts Excluded	(34,489,139)	(19,264,035)	(15,225,104)		(25,407,218)
Amount Attributable to Investing Activities	(42,997,398)	(37,297,274)	(5,700,124)		(50,918,131)

The net amount attributable from Investing Activities is lower than budget by \$5.7m mainly due to lower inflows from Non Operating Grants, Subsidies and Contributions (\$1.7m), lower inflows from Proceeds from Disposal of Assets (\$765k) and lower inflows from Development Contribution Plans – Revenue (\$5.0m) offset by lower outflows from the Purchase of Property, Plant and Equipment (\$6.0m), lower outflows from the Purchase and Construction of Infrastructure Assets (\$4.4m) and lower outflows from Development Contribution Plans Expenses (\$6.7m). The current position is before carry forward adjustments.

To further expand on the outflows detail, a breakdown of the City's capital expenditure by sub-program is included below (Excluding Leased Assets and Contributed Physical Assets):

## 2023/24 Quarter 4 Corporate Performance Report

Capital Expenditure by Sub Program			
Sub-Program	Year to Date		% Spend
	YTD Actual \$	Revised Budget \$	
Community Buildings	1,952,188	2,551,234	77%
Community Safety	1,082,836	1,375,388	79%
Conservation Reserves	612,398	973,730	63%
Corporate Buildings	457,492	643,000	71%
Environmental Offset	312,071	401,250	78%
Fleet Management - Corporate	2,580,660	3,143,396	82%
Foreshore Management	7,671,129	8,063,471	95%
Golf Courses	560,987	780,668	72%
Investment Projects	5,831,396	6,364,445	92%
IT Equipment and Software	2,101,797	5,060,102	42%
Parks Furniture	2,787,567	2,965,550	94%
Parks Rehabilitation	1,603,398	1,646,200	97%
Passive Park Development	2,446,119	2,507,140	98%
Pathways and Trails	3,835,993	4,089,024	94%
Roads	8,606,653	10,019,283	86%
Sports Facilities	18,970,379	21,014,993	90%
Stormwater Drainage	34,717	82,000	42%
Street Landscaping	68,778	109,000	63%
Traffic Treatments	3,659,592	4,157,178	88%
Waste Management	451,101	422,500	107%
<b>Grand Total</b>	<b>65,627,250</b>	<b>76,369,552</b>	<b>85.9%</b>

At the end of Q4, 85.9% of the capital program have been delivered. Based on the end of year forecast, the project budgets have been reviewed and revised as part of the mid-year budget review. The revised end of year project forecasts are subject to variables like procurement & market responses, external agency approvals, etc.

## 2023/24 Quarter 4 Corporate Performance Report

## Financing Activities:

STATEMENT OF FINANCIAL ACTIVITY - FINANCING ACTIVITY					
Description	Year To Date				Adopted Budget
	Actual	Annual Revised Budget	Variance		
	\$	\$	\$	Key	\$
FINANCING ACTIVITIES					
Inflows					
Proceeds from Borrowings	182,950	103,284	79,666	➔	51,844
Transfers from Reserves	30,293,329	34,670,272	(4,376,943)	⬇	41,828,621
Transfers from Development Contribution Plans	8,666,994	8,612,858	54,136	➔	20,989,100
	39,143,273	43,386,414	(4,243,141)		62,869,565
Outflows					
Transfers to Reserves	(55,770,819)	(70,671,071)	14,900,252	⬆	(53,116,179)
Transfers to Development Contribution Plans	(8,666,994)	(8,612,858)	(54,136)	➔	(20,989,100)
	(64,437,812)	(79,283,929)	14,846,117		(74,105,279)
Non-Cash Amounts Excluded	0	0	0		0
Amount Attributable to Financing Activities	(25,294,540)	(35,897,515)	10,602,975		(11,235,714)

The Financial Activities net position as per the report is higher than budget (\$10.6m), due to lower Transfers to Reserves (\$14.9m) offset by lower Transfers from Reserves (\$4.4m). Financing Activities mainly consist of Reserve and Development Contribution Plan Transfers, which are under review and subject to end of the year adjustments which are yet to be processed.

It is to be noted that monthly year-to-date financial results and explanations are reported to Council throughout the year via a Financial Activity Statement report, with the June 2024 (interim) report being presented to the 13th August 2024 Ordinary Council Meeting, with the final audited statements likely to be presented towards the end of the calendar year.

## 2023/24 Quarter 4 Corporate Performance Report

## Top Capital Projects

The projects listed below have been identified by Council Members as significant and are specifically reported against on a monthly and quarterly basis to Council and the Audit and Risk Committee.

The selection criteria for the projects included two factors, these being:

1. Community interest/significance; and
2. Financial value.

PMO Code	Top Capital Projects	Quarter 4			
		Annual Budget	Year to Date Actual	Annual Budget Spent %	Work % Complete
PMO16052	Neerabup Industrial Area (Existing Estate), Upgrade Roads and Services Infrastructure	\$1,930,000	\$1,945,088	101	59
PMO16061	Halesworth Park, Butler, New Sports Facilities	\$9,484,653	\$9,010,623	95	93
PMO16175	Dordaak Kepup Library and Youth Innovation Hub, Landsdale, New Building	\$478,140	\$348,672	73	31
PMO18124	Mindarie Breakwater, Mindarie, Renew Maintenance Management Plan	\$6,751,715	\$6,685,266	99	99
PMO20056	Lenore Road, Hocking, Upgrade to Dual Carriageway from Kemp St to Elliot Rd	\$2,040,000	\$1,709,554	84	69
PMO20057	Alkimos, New Alkimos Aquatic and Recreation Centre	\$2,645,299	\$2,257,541	85	24
PMO20062	Heath Park, Eglinton, New Sports Amenities Building	\$1,769,698	\$1,768,933	100	41
PMO21060	Flynn Drive, Neerabup, Upgrade from Wanneroo Road to Old Yanchep Road	\$942,073	\$207,556	22	64
PMO22023	Two Rocks Road, Yanchep, Upgrade Street Lighting	\$1,128,850	\$1,118,396	99	94

## 2023/24 Quarter 4 Corporate Performance Report

PMO Code	Top Capital Projects	Quarter 4			
		Annual Budget	Year to Date Actual	Annual Budget Spent %	Work % Complete
PMO22049	Hester Ave, Merriwa, Upgrade Intersection of Connolly Drive	\$1,220,000	\$1,225,379	100	66
PMO23003	Mirrabooka Ave Kingsway, Landsdale, Upgrade Roundabout	\$22,000	\$14,792	67	22
PMO23010	Gnangara Rd, Madeley, Renew Road Surface	\$1,648,000	\$1,621,860	98	99
<b>Total</b>		<b>\$30,060,428</b>	<b>\$27,913,660</b>	<b>93</b>	

\* Represents the total Project Life Cycle progress for multi-year projects.

As of 30 June 2024, **93%** of the relevant annual budgets had been expended on these projects. The City maintains project pages for the top projects on its website.

Links to these pages are provided below:

- [Neerabup Industrial Area \(Existing Estate\), Neerabup, Upgrade Roads and Services Infrastructure](#)
- [Halesworth Park, Butler, New Sports Facilities](#)
- [Dordaak Kepup Library and Youth Innovation Hub, New Building](#)
- [Alkimos, New Alkimos Aquatic and Recreation Centre](#)
- [Heath Park, Eglinton, New Sports Amenities Building](#)



2023/24 Quarter 4 Corporate Performance Report

Performance

<div><div><div>Schedule Status</div><div><div>Behind Schedule (&gt;20% time increase)</div><div>0</div></div><div><div>Behind Schedule (10-20% time increase)</div><div>2</div></div><div><div>On Target – Baseline (&lt;10% time increase)</div><div>10</div></div></div><div>Ten of the top projects are on target with their relevant schedules and two top projects are being monitored.</div></div>	<div><div><div>Current Year Budget Status</div><div><div>Under / Over Budget (Variation &gt;20%)</div><div>3</div></div><div><div>Almost on Budget (Variance of 10 - 20%)</div><div>2</div></div><div><div>On Target (Variance &lt;10%)</div><div>7</div></div></div><div>Seven of the top projects are on target with spending their relevant budgets, two top projects have a current year budget variance of more than 10% and, three top projects have variance of more than 20%.</div></div>
<div><div><div>Project Lifecycle Budget Status</div><div><div>Under / Over Budget (Variation &gt;20%)</div><div>1</div></div><div><div>Almost on Budget (Variance of 10 - 20%)</div><div>1</div></div><div><div>On Target (Variance &lt;10%)</div><div>10</div></div></div><div>10 of the top projects are on target with spending their relevant budget while one top project has variance of more than 20%.</div></div>	<div><div><div>Risks and Issues</div><div><div>High</div><div>0</div></div><div><div>Medium</div><div>4</div></div><div><div>Low</div><div>8</div></div></div><div>Eight of the top projects have a low-risk rating and four projects have a medium-risk rating.</div></div>

Additional details on all top projects are provided in **Attachment 2 – Top Capital Projects 2023/24**.

2023/24 - 2026/27 Corporate Business Plan								
	Completed	On Target (< 10% under target)	Monitor (>10% and <20% under target)	Under Target (> 20% under target)	Deferred	Total # Initiatives		
SCP Goal	# Initiatives	# Initiatives	# Initiatives	# Initiatives	# Initiatives			
1. An inclusive and accessible City with places and spaces that embrace all	4	9	2	0	2	17		
2. A City that celebrates rich cultural histories, where people can visit and enjoy unique experiences	0	4	0	0	0	4		
3. A vibrant, innovative City with local opportunities for work, business and investment	4	1	0	0	0	5		
4. A sustainable City that balances the relationship between urban growth and the environment	0	2	2	0	0	4		
5. A well-planned, safe and resilient City that is easy to travel around and provides a connection between people and places	1	11	1	7	0	20		
6. A future focused City that advocates, engages and partners to progress the priorities of the community	2	2	0	0	0	4		
7. A well governed and managed City that makes informed decisions, provides strong community leadership and valued customer focused services	2	9	1	2	4	18		
	13	38	6	9	6	72		
Strategic Goal	Key Project Name	23/24 Action	Directorate	Service Unit	Service	23/24 Q4 Performance	23/24 Q4 Comment	23/24 Q4 Corrective action
1: An inclusive and accessible City with places and spaces that embrace all	Noongar naming project	Identify cultural themes, stories and narratives to inform the naming of physical and geographical sites and locations within the City (e.g. parks and open spaces, buildings)	Community & Place	Community Development	Community Development	Completed	A briefing note for Council Members has been drafted and will be distributed around NAIDOC week. Internal communications (intended to generate awareness of the new processes) are underway.	N/A
1: An inclusive and accessible City with places and spaces that embrace all	Youth programs in community service review	Undertake service review of Community Youth Programs.	Community & Place	Community Development	Community Development	Deferred	At the Ordinary Council Meeting in June (CS01-06/24) Council resolved to change the scope of the Youth Services review to include: * Youth Programs in Youth Centres; * School Holiday Programs; * Place Activation and Events; * Advocacy and Partnerships; and * Youth Leadership. In addition to the above resolution, Council approved a change in the completion period of the youth service review from financial year 23/24 to financial year 24/25.  Appointment of an officer to support the service review has been completed. This officer, and the youth review project, will commence on 1 July 2024.	N/A
1: An inclusive and accessible City with places and spaces that embrace all	Construction of Alkimos aquatic and recreation centre	Detailed design of the Centre to be completed along with the progression of the Construction Tender.	Community & Place	Community Facilities	Community Recreation Programs and Facilities	On target	Detailed design being finalised with construction tender process underway through initial expression of interest.	N/A
1: An inclusive and accessible City with places and spaces that embrace all	Facility planning for Alkimos district and regional open spaces	Present draft Masterplan for preliminary consideration by Council.	Community & Place	Community Facilities	Community Recreation Programs and Facilities	Monitor	The plan was presented to forum in May and was to be presented to OCM in June however was deferred. Working group is to be established.	N/A
1: An inclusive and accessible City with places and spaces that embrace all	Masterplanning for Wanneroo recreation precinct	Detailed design of the precinct to be completed along with preparation of the tender documentation.	Community & Place	Community Facilities	Community Recreation Programs and Facilities	Monitor	Consultation outcomes were presented to OCM in June. Working group to be established.	N/A
1: An inclusive and accessible City with places and spaces that embrace all	Deliver digital literacy programs	Build digital literacy in the City through tailored workshops and training aligned to web interactions, employment and social connection.	Community & Place	Cultural Development	Library Services	On target	Library services has expanded its digital literacy initiatives with the introduction of "Tech Skills for Beginners" led by a Digital Mentor in the last year. These workshops offer participants practical guidance on using smartphones, laptops, and tablets. These are part of the ongoing digital literacy event series that provide comprehensive technology training, complemented by regular technology help sessions held at the library.	N/A
1: An inclusive and accessible City with places and spaces that embrace all	Development of a cultural development plan	Finalise draft integrated Cultural Development Plan and present for endorsement.	Community & Place	Cultural Development	Library Services	Deferred	There have been delays in finalising the plan with completion aimed for first quarter 2024/25.	N/A
1: An inclusive and accessible City with places and spaces that embrace all	Construction of Halesworth Park Sports Facilities	Continue construction of sports amenities building at Halesworth Park.	Assets	Infrastructure Capital Works	Community Recreation Programs and Facilities	On target	Project on schedule.	N/A
1: An inclusive and accessible City with places and spaces that embrace all	Construction of Heath Park Sports Facilities	Complete detailed design for sports amenities building at Heath Park and commence construction.	Assets	Infrastructure Capital Works	Community Recreation Programs and Facilities	On target	Project on schedule.	N/A
1: An inclusive and accessible City with places and spaces that embrace all	Construction of DordaaK Kepap library and youth innovation hub	Complete design of DordaaK Kepap Library and Youth Innovation Hub and commence construction in 2024.	Assets	Infrastructure Capital Works	Library Services	On target	Construction tender awarded in May 2024. Smoking ceremony held on 21 June 2024. Site cleared and fencing in place.	N/A
1: An inclusive and accessible City with places and spaces that embrace all	Construction of Riverlinks park all abilities playground	Complete design and commence construction of the All Abilities Playground at Riverlinks Park.	Assets	Infrastructure Capital Works	Community Recreation Programs and Facilities	On target	Whilst milestones have been achieved completion of project is likely to be delayed due to severe storms at Riverlinks Park in April 2024.	N/A
1: An inclusive and accessible City with places and spaces that embrace all	Implementation of the place strategy	Implement actions to operationalise the City's new Place Strategy including establishment of place-based teams and formalising the approach to community-led initiatives and place activation.	Community & Place	Place Management	Place Management	On target	Year 1 actions of the Place Strategy Implementation are on target. Some highlights being: review and implementation of Local Area Plans for Yanchep/Two Rocks, Wanneroo and Girrawheen/Koondoola; Manage and activate Girrawheen Hub; and deliver the Community Events Program.	N/A
1: An inclusive and accessible City with places and spaces that embrace all	Delivery of the community events program	Deliver a place-based events program that highlights the unique places in the City.	Community & Place	Place Management	Place Management	Completed	The 2023/24 place-based events program has now finished for the season. These included Evening in the Park events in Carramar and Marangaroo, Musical Concert in Two Rocks, Christmas Fiesta in the Wanneroo Town Centre and Family Fun Days in Landsdale and Butler. Unfortunately, the Musical Concert scheduled for 25 November 2023 in Quinns Rocks was cancelled due to the Maringjup Fires.	N/A
1: An inclusive and accessible City with places and spaces that embrace all	Masterplanning for Yanchep lagoon	Preparation of a staged Implementation Plan that considers designs for each precinct aligned with the Masterplan and funding models.	Community & Place	Place Management	Place Management	On target	Based on the revised scope, the City has awarded a contract to undertake the Preliminary Foreshore Masterplan. Works commenced in June and it is anticipated that Stage 1 (Bush Fire Management Plan, Traffic Management Study and Environmental Management Plan) will be completed by December 2024.	N/A
1: An inclusive and accessible City with places and spaces that embrace all	Review of local area plans	Review and update Local Area Plans for Wanneroo, Girrawheen / Koondoola and Yanchep / Two Rocks.	Community & Place	Place Management	Place Management	Completed	Project has been completed. The future of the Local Area Plans, including content and format will be reviewed and developed in 2024/25.	N/A
1: An inclusive and accessible City with places and spaces that embrace all	Planning for east Wanneroo	Facilitate the implementation of the place led approach in East Wanneroo including finalisation of the Local Planning Policy to inform public realm design such as streetscapes, public open space and community facilities.	Community & Place	Place Management	Place Management	Completed	Project has been completed.	N/A
1: An inclusive and accessible City with places and spaces that embrace all	Implementing the golf courses strategic plan	Implementation of Management Contract and Leases for the Marangaroo and Carramar Golf Courses.	Corporate Strategy & Performance	Property Services	Community Recreation Programs and Facilities	On target	Implementation of management contract is ongoing. Draft capital improvement designs have received Revenue Review Committee feedback, and will now progress to detailed design and formal documentation.	N/A
2: A City with rich cultural histories, where people can visit and enjoy unique experiences	Delivery of the museums and heritage program	Undertake key projects focusing on endorsement of the Heritage Management Plan, development of a Noongar Cultural Heritage Directory and finalising review of the Local Heritage survey.	Community & Place	Cultural Development	Heritage, Museums and the Arts	On target	Wanneroo Regional Museum and Heritage Houses saw 3,983 visitors in Q4, and 3,670 children participated in Heritage Education programs. A new permanent Welcome to Country exhibit was opened in the Museum, and the Museum team partnered with the local Country Women's Association Wanneroo branch on an exhibition and event to celebrate their centenary, whilst also running numerous activities as part of our participation in the annual Australian Heritage Festival. The updated Heritage Management Action Plan has been reviewed by relevant City managers and a report has been prepared for endorsement. The Aboriginal Cultural Heritage List was reviewed by Ni Kadadjiny Koorit and the Heritage Services Advisory Group.	N/A
2: A City with rich cultural histories, where people can visit and enjoy unique experiences	Delivery of arts and exhibition experiences	Promotion of Arts and Gallery Exhibition experiences including the Community Art Awards and arts development programs such as Tip and Tricks for Artists to maximise attendance and participation.	Community & Place	Cultural Development	Heritage, Museums and the Arts	On target	Community art and Wanneroo Regional Gallery exhibitions and programs had 5,650 participants in Q4. Gallery highlights include the highly successful Andy Warhol – Icons exhibition, in partnership with the National Gallery of Australia, delivery of the annual Community Art Awards and Exhibition which saw 60 local artists feature amongst 143 entries (including the overall winner - local Artist Chen He for her work 'Cheerful Yanchep Lagoon'), and the continuation of the Easel to Screen film series. Community art highlights include the delivery of a public art safari bus tour, a photographic exhibition by Noongar photographer Cole Baxter in support of this years NAIDOC theme, 2 x artist Tips and Tools professional development workshops, a series of Watercolour and How to Draw workshops, and management of a new artist in residency at Mary Lindsay Homestead arts centre.	N/A
2: A City with rich cultural histories, where people can visit and enjoy unique experiences	Development of Quinns Rocks caravan park	Pending Council decision, progress with lease discussions, community engagement outcomes and other project investigations in order to finalise and implement project outcomes.	Corporate Strategy & Performance	Property Services	Tourism	On target	Development application with WAPC for determination.	N/A

2: A City with rich cultural histories, where people can visit and enjoy unique experiences	Redevelopment of the old Yanchep surf life saving site	Finalise agreement for Lease and Ground Lease. Progress site design with lessee in consultation with Yanchep Lagoon Working Group.	Corporate Strategy & Performance	Property Services	Tourism	On target	Council approved Agreement for Lease and Ground Lease documents in April 2024 (CS05-04/24), with documents signed in May 2024. Administration progressing to schedule design meetings and workshops, expected to commence in early 2024/25.	N/A
3: A vibrant, innovative City with local opportunities for work, business and investment	Delivery of a business support service	Implement and improve the City's Small Business Support Services.	Office of the CEO	Advocacy & Economic Development	Economic Development	Completed	The Internet Business Hub page has been refined and built during the period. It is expected to go live next quarter for internal feedback and refinement. The Business Support Service has continued to facilitate effective approvals for businesses requiring specific assistance.	N/A
3: A vibrant, innovative City with local opportunities for work, business and investment	Development of the digital presence for business Wanneroo	Development of an active and engaging digital presence through the Business Wanneroo website and social media.	Office of the CEO	Advocacy & Economic Development	Economic Development	Completed	Content has continued to be developed, scheduled and managed through the Business Wanneroo Facebook page. Selected posts were boosted and ads were delivered to increase engagement and promote programs and events. An external provider has been engaged to assist in managing content and increasing engagement and build followers in Q1 of 2024/25.	N/A
3: A vibrant, innovative City with local opportunities for work, business and investment	Development of the Australian automation and robotics precinct (AARP)	Build relationships with key stakeholders to develop, grow and promote the Australian Automation and Robotics Precinct (AARP) precinct on the Neerabup Industrial Estate.	Office of the CEO	Advocacy & Economic Development	Economic Development	Completed	The Australian Automation and Robotics Precinct (AARP) ran Exclusive Hard Hat Tours of the Common User Facility (expected to open later in the year) on 13th and 20th June. VIP Invitations for these Tours were sent to local businesses and City of Wanneroo Executive and Elected Members. The City of Wanneroo, together with the AARP, also hosted tours of the Precinct for key political stakeholders.	N/A
3: A vibrant, innovative City with local opportunities for work, business and investment	Review of discover Wanneroo website and marketing	Review and update the Discover Wanneroo website and destination marketing through social media channels and other media opportunities.	Office of the CEO	Advocacy & Economic Development	Economic Development	Completed	A revised approach to managing social media channels was implemented, resulting in improved engagement outcomes and impact. This new methodology is designed to drive traffic to the website and where appropriate link content, projects and campaigns.	N/A
3: A vibrant, innovative City with local opportunities for work, business and investment	Investigate waste innovation precinct at Neerabup industrial area	Investigate the development of a Waste Innovation Precinct in Neerabup.	Assets	Waste Services	Waste Management	On target	Final Draft expected 31 July 2024. Market Sounding after final draft.	N/A
4: A sustainable City that balances the relationship between urban growth and the environment	Implementation of an environmental management system	Finalisation of an Environmental Management System (EMS) and ongoing implementation.	Planning & Sustainability	Strategic Land Use Planning & Environment	Environmental Management	On target	EMS pre-operational activities are near completion. Nine awareness training presentations have been delivered across eight service units and one at an executive level. In the process of embedding training materials into PLMS.	N/A
4: A sustainable City that balances the relationship between urban growth and the environment	Review of bulk waste service	Commence the transition to the new pre-booked Bulk Waste service in 2024/25.	Assets	Waste Services	Waste Management	On target	Service has commenced. Post project service in place	N/A
4: A sustainable City that balances the relationship between urban growth and the environment	Review of food organics collection	Tender for a food and garden organics (FOGO) facility.	Assets	Waste Services	Waste Management	Monitor	Awaiting outcome of MRC Tender.	N/A
4: A sustainable City that balances the relationship between urban growth and the environment	Investigate future waste management options		Assets	Waste Services	Waste Management	Monitor	Further discussions with CEO. Consideration to transfer station redevelopment Wangara prioritised.	N/A
5: A well-planned, safe and resilient City that is easy to travel around and provides a connection between people and places	Upgrade works to the Mindarie breakwater	Continue works to the Mindarie Breakwater including replacement / upgrade of adjacent civil infrastructure and expansion of Claytons Beach car park.	Assets	Asset Maintenance	Parks and Conservation Areas	Completed	Works were completed in February 2024.	N/A
5: A well-planned, safe and resilient City that is easy to travel around and provides a connection between people and places	CCTV and community safety initiatives	Integrate Wanneroo CCTV network onto a new platform.	Community & Place	Community Safety & Emergency Management	Community Safety	On target	The migration of the Civic Centre & Civic Centre Extension building onto the City's Milestone video management system was completed. The Yanchep Community Centre, Phil Renkin Centre & Butler Community Centre have all been connected back to the Monitoring Room at the Civic Centre.	N/A
5: A well-planned, safe and resilient City that is easy to travel around and provides a connection between people and places	Construction of Wanneroo animal care centre	Complete detailed design for the new Animal Care Centre and commence construction.	Community & Place	Community Safety & Emergency Management	Community Safety	Under target	Timeframes have been delayed due to the requirement for a sewer connection investigation and discussions with Watercorp relating to trade waste.	A project change request has been completed to amend schedule
5: A well-planned, safe and resilient City that is easy to travel around and provides a connection between people and places	CCTV management service review	Undertake service review of CCTV Management.	Community & Place	Community Safety & Emergency Management	Community Safety	On target	Future state and recommendations have been completed and will be reported to the executive July and then to the Service Review Working Group.	N/A
5: A well-planned, safe and resilient City that is easy to travel around and provides a connection between people and places	Implementation of the bush fire risk management plan	Continue the implementation of mitigation actions identified in the Bush Fire Risk Management Plan and engage with the community as appropriate.	Community & Place	Community Safety & Emergency Management	Emergency Management	On target	Mitigation work for the 2024 year was delayed due to the Fire & Emergency Services (FES) Commissioner initiating an early start to the High Threat Period and therefore brought forward the Prohibited Burning Period. The FES Commissioner also extended the Prohibited Burning Period until the 5 May 2024 due to the unseasonal dry conditions. This impacted on the City's ability to undertake prescribed burning, although pre-mitigation work, including fire tracks, mulching, pruning, mowing, was completed by 30 June 2024. It is anticipated that prescribed burning will commence mid-July 2024.	N/A
5: A well-planned, safe and resilient City that is easy to travel around and provides a connection between people and places	Construction of Wanneroo emergency services hub	Identify serviced land, and subject to securing the land, complete concept designs to enable access to relevant Federal and State Government funding for facility construction.	Community & Place	Community Safety & Emergency Management	Emergency Management	Under target	Discussions continue with DBCA and DPLH regarding the preferred site. Discussions ongoing between NEMA, DFES and the City regarding funding.	A report with future scenarios will be presented to ELM and then to forum
5: A well-planned, safe and resilient City that is easy to travel around and provides a connection between people and places	Construction of Two Rocks emergency services hub	Apply for relevant State Government grant funding for the design and construction of the expanded Two Rocks Emergency Services Hub.	Community & Place	Community Safety & Emergency Management	Emergency Management	On target	Preliminary concept design has been prepared by the consultant. Consultation has taken place for relevant stakeholders, including the Bush Fire Brigades and the State Emergency Services and feedback has been consolidated with the concept design revised. Following approval of the concept design by stakeholders, a cost estimate will be prepared and Local Government grant Scheme (LGGSS) funding can be applied for.	N/A
5: A well-planned, safe and resilient City that is easy to travel around and provides a connection between people and places	Neerabup industrial area road and infrastructure upgrades	Commence construction for the upgrade of roads and services infrastructure in the Neerabup Industrial Estate.	Assets	Infrastructure Capital Works	Transport and Drainage	On target	Construction has commenced.	N/A
5: A well-planned, safe and resilient City that is easy to travel around and provides a connection between people and places	Road upgrades to Flynn drive in Neerabup	Commence road construction from Wanneroo Road to Old Yanchep Road.	Assets	Infrastructure Capital Works	Transport and Drainage	Under target	ATCO Gas issues are still ongoing, with MRWA onboard through Ministerial intervention. ATCO have been requested to prioritise this project. Environmental approvals are progressing.	Actions will be dependent upon ATCO Gas outcomes. ATCO to provide a plan of action with timelines. Start working on Tender documents considering staging/phasing where areas not affected by ATCO Gas.
5: A well-planned, safe and resilient City that is easy to travel around and provides a connection between people and places	Road upgrades to Lenore road in Hocking	Commence construction for the upgrade to the dual carriageway from Kemp Street to Elliot Road.	Assets	Infrastructure Capital Works	Transport and Drainage	On target	Construction commenced in June 2024. Scheduled to be completed by April 2025.	N/A
5: A well-planned, safe and resilient City that is easy to travel around and provides a connection between people and places	Intersection upgrade of Marrangaroo dr and Girrawheen ave	Complete design, seek approvals and commence construction of roundabout.	Assets	Infrastructure Capital Works	Transport and Drainage	Under target	MRWA have approved the change from a roundabout to traffic signals at the intersection of Marrangaroo Drive and Girrawheen Avenue and agreed to maintain grant funding towards works.	Since MRWA has approved the change of scope the project is being redesigned. Anticipated completion of project is estimated to be by June 2027.
5: A well-planned, safe and resilient City that is easy to travel around and provides a connection between people and places	Intersection upgrade of Hester avenue in Merriwa	Commence construction works for upgrade of the intersection of Connolly Drive and Hester Avenue.	Assets	Infrastructure Capital Works	Transport and Drainage	On target	Construction commenced in April 2024 and on target to be completed by December 2024. Additional grant funding has been approved.	N/A
5: A well-planned, safe and resilient City that is easy to travel around and provides a connection between people and places	Upgrade of existing roundabout in Landsdale	Undertake construction works to the existing roundabout at Mirrabooka Ave and Kingsway in Landsdale.	Assets	Infrastructure Capital Works	Transport and Drainage	Under target	Western Power design and quote received. Tender documents being prepared for construction phase, which is dependent on the yet to be received Western Power schedule.	Tender to be awarded following receipt of schedule from Western Power.
5: A well-planned, safe and resilient City that is easy to travel around and provides a connection between people and places	Construction of shared pathway on Alexander dr in Landsdale	Seek approvals and undertake construction of shared path on Alexander Drive from Hepburn Avenue to Gnaragara Road.	Assets	Infrastructure Capital Works	Transport and Drainage	Under target	Western Power confirmed works to commence in September 2024 and completion within two months. Other service relocations to follow. Tender for pathway and drainage works are being prepared.	Action for all service relocations underway. Once completed construction works can follow.
5: A well-planned, safe and resilient City that is easy to travel around and provides a connection between people and places	Infrastructure upgrade for Yanchep Lagoon on Brazil road	Continue design consultancy for Yanchep precinct services infrastructure.	Assets	Infrastructure Capital Works	Transport and Drainage	Under target	Peer review on concept design completed, with feedback provided to consultant. All items to be actioned and addressed by end of July 2024. Thereafter tender documents will be prepared for detailed design.	All external agencies have been contacted and feedback provided. Clearing permit will be applied for by end of first quarter of 2024/25.
5: A well-planned, safe and resilient City that is easy to travel around and provides a connection between people and places	Identify smart city development opportunities	Prepare Smart City Developer Guidelines in conjunction with key stakeholders and implement.	Planning & Sustainability	Land Development	Planning and Building Approvals	On target	Alkimos Central Smart City Precinct streetlighting and conduit infrastructure design and construction is now complete with input from Delos Delta, Development WA and Cossill & Webley Consultant Engineers. The Alkimos Central Smart City Strategy is now complete. The Smart City Development Guidelines are in progress now that Alkimos Central Smart City Precinct Stage 1 Phase 1 and Phase 2 Project underlying core architecture is in place. The Alkimos Central Smart City Agreement between the City and Development WA is currently being finalised which includes processes and procedures for adopting Smart City infrastructure and initiatives within Alkimos Central.	N/A
5: A well-planned, safe and resilient City that is easy to travel around and provides a connection between people and places	Update the local planning strategy	Finalise the draft Local Planning Strategy following Western Australian Planning Commission (WAPC) consent to advertise.	Planning & Sustainability	Strategic Land Use Planning & Environment	Future Land Use Planning	On target	The DPLH provided additional comments on the draft Local Planning Strategy on 14 June 2024. The draft Strategy has been modified to address these comments and will be sent back to the DPLH this week. Following this, the DPLH will provide the City with consent to advertise.	N/A
5: A well-planned, safe and resilient City that is easy to travel around and provides a connection between people and places	Finalisation of local planning scheme no.3	Prepare Local Planning Scheme No.3 following the finalisation of the Local Planning Strategy.	Planning & Sustainability	Strategic Land Use Planning & Environment	Future Land Use Planning	On target	Progress on the draft Local Planning Scheme is continuing and strategic changes have been made. A project working group meeting was held on 3 May 2024 and another is scheduled for 21 August 2024.	N/A
5: A well-planned, safe and resilient City that is easy to travel around and provides a connection between people and places	Participate in the department of transport 'your move' initiative	Work with the Department of Transport to promote the 'Your Move' initiative and work with local schools to implement.	Assets	Traffic Services	Future Land Use Planning	On target	Continue working with schools for National Ride to school and Walk to School events.	N/A
5: A well-planned, safe and resilient City that is easy to travel around and provides a connection between people and places	Implementation of the active transport and cycle plan	Design and construct 2023/24 Pathways Program as identified in the Active Transport and Cycle Plan.	Assets	Traffic Services	Future Land Use Planning	Monitor	Jordan Street unable to commence until after 30 June.	N/A



6: A future focused City that advocates, engages and partners to progress the priorities of the community	Review of the advocacy plan	Undertake a major review of Advocacy Plan and priority projects ahead of the anticipated 2025 State and Federal elections.	Office of the CEO	Advocacy & Economic Development	Advocacy	Completed	Council unanimously supported the master-list of all advocacy projects and the top priorities for the forthcoming elections at its April OCM. Collateral was developed for stakeholder engagement by the Mayor and CEO in Canberra next quarter.	N/A
6: A future focused City that advocates, engages and partners to progress the priorities of the community	Strategic social needs advocacy	Aligned with the City's social advocacy agenda focusing on homelessness, family and domestic violence, youth diversionary and parent/child services, regularly monitor community needs to advocate for the provision of relevant services in the City.	Community & Place	Community Development	Community Development	Completed	The following Wellbeing Advocacy Priority projects were endorsed by Council in April 2024: * Homelessness Support and Accommodation Services * Family & Domestic Violence Support and Accommodation Services * Youth Diversionary Services. Factsheets have been developed in collaboration with local service providers and government agencies. Library services have continued to foster community engagement by collaborating with stakeholders to explore opportunities within the library and online platforms. Examples include hosting a diverse range of events such as author talks, Mathematics programs led by Dr. John West, sustainability workshops like "Sustainable" in partnership with Edith Cowan University, cultural performances by artists like Gina Williams and Guy Ghouse and a suite of programs focused on early childhood education such as "It's All About Stories," "It's All About Rhymes," and "It's All About Play," held throughout the school terms. Library services have also promoted their library app to enhance accessibility to online resources.	N/A
6: A future focused City that advocates, engages and partners to progress the priorities of the community	Local connectedness through libraries	Engage with the local community and stakeholders to explore and enable opportunities within libraries and via online platforms.	Community & Place	Cultural Development	Library Services	On target		N/A
6: A future focused City that advocates, engages and partners to progress the priorities of the community	Review of the community engagement framework	Review and update engagement tools and approaches to empower the diverse community to become involved.	Community & Place	Place Management	Place Management	On target	The updated Policy has been supported by ELM, Council Forum and scheduled to be presented to 16 July OCM.	N/A
7: A well-governed and managed City that makes informed decisions, provides strong community leadership and valued customer focused services.	Implementation of the asset management strategy	Progress actions identified in the Asset Management Strategy focusing initially on information systems and data management.	Assets	Asset Planning	Leadership, Strategy and Governance	Deferred	Asset Management Strategy reviewed and endorsed by ELT. Endorsement by Council deferred pending Asset Renewal Demand and Funding Strategy presentation to ELM and then Council.	N/A
7: A well-governed and managed City that makes informed decisions, provides strong community leadership and valued customer focused services.	Review of the communications and brand strategy	Present integrated Communications Strategy for endorsement.	Community & Place	Communications & Brand	Customer and Stakeholder Delivery	Deferred	This review has been deferred to the 2024/25 FY due to resourcing constraints.	N/A
7: A well-governed and managed City that makes informed decisions, provides strong community leadership and valued customer focused services.	Review of the Strategic Procurement Roadmap	Undertake a review of the current Strategic Procurement Roadmap and agree action plan.	Corporate Strategy & Performance	Contracts & Procurement	Customer and Stakeholder Delivery	Under target	The review did not commence due to competing priorities.	External consultant to be engaged in 2024/2025 to assist with review and development
7: A well-governed and managed City that makes informed decisions, provides strong community leadership and valued customer focused services.	New property and rating system	Determination of business requirements for a new Property and Rating system.	Corporate Strategy & Performance	Customer & Information Services	Customer and Stakeholder Delivery	On target	Detailed analysis on previous gap report completed. Project Board decision planned for July 2024.	N/A
7: A well-governed and managed City that makes informed decisions, provides strong community leadership and valued customer focused services.	Implementation of the data management strategy	Implementation of Data Management Framework actions to reach desired level of organisational maturity.	Corporate Strategy & Performance	Customer & Information Services	Customer and Stakeholder Delivery	Monitor	Widen the knowledge of the information asset register so that more data stakeholders are able to provide updates to it. Charged to monitor due to secondment of the primary resource.	N/A
7: A well-governed and managed City that makes informed decisions, provides strong community leadership and valued customer focused services.	Review of information systems and information technology strategy and roadmap	Development of a new Information Systems and Information Technology Strategy and Roadmap.	Corporate Strategy & Performance	Customer & Information Services	Customer and Stakeholder Delivery	Deferred	Work deferred while awaiting outcome of the systems review.	N/A
7: A well-governed and managed City that makes informed decisions, provides strong community leadership and valued customer focused services.	Implementation of the smart city strategy	Develop key actions for the implementation of the Smart City Strategy.	Corporate Strategy & Performance	Customer & Information Services	Customer and Stakeholder Delivery	On target	Implementation of anti-drowning software at Aquamotion is underway, with servers and cameras delivered to site and activated through iSpy software. Investigations underway with AARC Project Director regarding implementation of anti-drowning software at AARC. Cell boosters have been installed in Rangers vehicles, with a review of effectiveness to be undertaken. Investigations underway into Smart Bins, with bin level sensors to be tested at a number of parks.	N/A
7: A well-governed and managed City that makes informed decisions, provides strong community leadership and valued customer focused services.	Implement a new customer relationship management (CRM) system	Procure and implement Customer Relationship Management (CRM) system.	Corporate Strategy & Performance	Customer & Information Services	Customer and Stakeholder Delivery	On target	CRM requirements have been reviewed and revised. Seeking Director approval of the revised CRM requirements by 31 July 2024. Tender documents are being prepared with an aim to go out to tender by the end of August 2024. Recruitment of a Senior CRM Project Officer is underway.	N/A
7: A well-governed and managed City that makes informed decisions, provides strong community leadership and valued customer focused services.	Redevelopment of the city's website	Development of the City's website in line with the recommendations of the independent review carried out in 2022/23.	Corporate Strategy & Performance	Customer & Information Services	Customer and Stakeholder Delivery	On target	Tender documents have been prepared by a specialist consultant. A website project board has been established and held its first meeting. Small improvements (quick-wins) continue to be made to the look and feel of the current website to improve customer experience.	N/A
7: A well-governed and managed City that makes informed decisions, provides strong community leadership and valued customer focused services.	Review the long term financial plan	Review of the Long Term Financial Plan in line with prevailing economic conditions.	Corporate Strategy & Performance	Finance	Leadership, Strategy and Governance	Deferred	LTFP will be reviewed next financial year (2024/25).	N/A
7: A well-governed and managed City that makes informed decisions, provides strong community leadership and valued customer focused services.	Development of the human resources information system (HRIS)	Procurement of HRIS modules to meet the future needs and requirements of the organisation.	Corporate Strategy & Performance	People & Culture	Customer and Stakeholder Delivery	Under target	Now need to go to open tender.	Procurement via open tender started for completion in the first half of 2025.
7: A well-governed and managed City that makes informed decisions, provides strong community leadership and valued customer focused services.	Strategic workforce and people planning	Focus on the implementation of Leadership Development actions and progress identified Corporate planning initiatives.	Corporate Strategy & Performance	People & Culture	Leadership, Strategy and Governance	On target	The workforce forecasting project has been completed, by a consultant from Greenshoots. Still waiting on some of the draft from the Consultant before proceeding to the next stage of the project which involves developing the workforce strategy document.	N/A
7: A well-governed and managed City that makes informed decisions, provides strong community leadership and valued customer focused services.	Compliance with the work, health and safety legislation	Continue the delivery of the improvement to policies and safety culture.	Corporate Strategy & Performance	People & Culture	Leadership, Strategy and Governance	On target	Work Health and Safety Management Plan approved. Training on changes to Worker's compensation and injury management legislation arranged for leaders in July.	N/A
7: A well-governed and managed City that makes informed decisions, provides strong community leadership and valued customer focused services.	Industrial relations transition from federal to state	Undertake bargaining for three new Enterprise Agreements in line with new IR legislation.	Corporate Strategy & Performance	People & Culture	Leadership, Strategy and Governance	Completed	Bargaining strategy has been endorsed for transitioning into the Western Australian Industrial Relations Framework.	N/A
7: A well-governed and managed City that makes informed decisions, provides strong community leadership and valued customer focused services.	Property based income streams	Monitor disposal, acquisition and development opportunities in relation to the Strategic Land Policy and report to Revenue Review Committee as required.	Corporate Strategy & Performance	Property Services	Customer and Stakeholder Delivery	On target	Implementation ongoing. Presentation at April 2024 Revenue Review Committee meeting, followed by Council approving Strategic Land Policy review in May 2024 (CS07-05/24).	N/A
7: A well-governed and managed City that makes informed decisions, provides strong community leadership and valued customer focused services.	Responding and adapting to local government act reform	Develop approaches for the implementation of changes to the Integrated Planning and Reporting Framework as part of Local Government Act Reform.	Corporate Strategy & Performance	Corporate Planning Performance & Improvement	Leadership, Strategy and Governance	On target	Planning and reporting LG Reform Regulations in the process of being drafted by the Dept LG and input being provided through the LG Planning Network.	N/A
7: A well-governed and managed City that makes informed decisions, provides strong community leadership and valued customer focused services.	Quality management system implementation	Continue implementation of the roadmap for quality management aligned to ISO standards utilising a digital process management system.	Corporate Strategy & Performance	Corporate Planning Performance & Improvement	Leadership, Strategy and Governance	On target	Identification and mapping of key organisational processes continuing within each operational area's capacity.	N/A
7: A well-governed and managed City that makes informed decisions, provides strong community leadership and valued customer focused services.	Development of the strategic performance framework and reporting	Further development of the Strategic Performance Framework aligned to the strategic goals.	Corporate Strategy & Performance	Corporate Planning Performance & Improvement	Results and Sustainable Performance	Completed	The performance framework has been developed.	N/A

Top Capital Projects 2023/24 - June 2024																
PMO Project Registration			Financial Summary (Annual Funding)				Total Project Budget			Project Indicators				Project Progress		
PMO Code	Finance Code	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	Neerabup Industrial Area (Existing Estate), Neerabup, Upgrade Roads and Services Infrastructure	1,930,000	1,945,088	0	(15,088)	8,457,051	8,639,029	(181,978)					59	S5. Delivery	Construction on track. Amber risk due to issues of night works being implemented as local businesses are not supportive of temporary road closures during the day. To address the budget shortfall the R2R funding agency to be approached as a potential funding source.
PMO16061	002955	Halesworth Park, Butler, New Sports Facilities	9,484,653	9,010,623	0	474,030	22,324,937	22,324,937	0					93	S5. Delivery	Project on track. Practical completion of the main pavilion and storage building by Swan Group anticipated July 2024. Temporary storage to be relocated and landscaping reinstatements to follow. Carry forward 2023/24 funds for continuing works.
PMO16175	002664	Dordaak Kepup Library and Youth Innovation Hub, Landsdale, New Building	478,140	348,672	0	129,468	17,990,000	17,990,000	0					31	S5. Delivery	Smoking ceremony held June 2024 and site clearing completed. Construction mobilisation by Swan Group anticipated July 2024. Facility opening date anticipated late 2025. Amber risk to reflect potential volatility of construction costs. Scope and quality risk reduced to low. Carry forward 2023/24 funds for continuing project.
PMO18124	004169	Mindarie Breakwater, Mindarie, Renew Maintenance Management Plan	6,751,715	6,685,266	0	66,449	9,528,844	9,464,532	64,312					99	S6. Close-Out	Practical completion February 2024. Project in defects liability period with anticipated savings.
PMO20056	004276	Lenore Road, Hocking, Upgrade to Dual Carriageway from Kemp St to Elliot Rd	2,040,000	1,709,554	0	330,446	7,725,952	7,725,951	1					69	S5. Delivery	Construction on track anticipated completion May 2025. Carry forward 2023/24 for continuing works.
PMO20057	004277	Alkimos, New Alkimos Aquatic and Recreation Centre	2,645,299	2,257,541	0	387,758	82,975,804	82,948,362	27,442					24	S4. Design	Detailed design progressed to 85% in line with the current programme. This documentation set has been costed and is in line with the \$82.9m approved budget. Carry forward 2023/24 funds for continuing project.
PMO20062	004283	Heath Park, Eglinton, New Sports Amenities Building	1,769,698	1,768,933	0	765	6,313,523	6,313,523	(0)					41	S5. Delivery	Project on track. Installation of precast walls underway to be followed by installation of structural steel. On-site portable facilities are provided to the clubs during the construction phase.



Top Capital Projects 2023/24 - June 2024																
PMO Project Registration			Financial Summary (Annual Funding)				Total Project Budget			Project Indicators				Project Progress		
PMO Code	Finance Code	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	Flynn Drive, Neerabup, Upgrade from Wanneroo Road to Old Yanchep Road	942,073	207,556	0	734,517	37,787,350	37,787,350	(0)					64	S5. Delivery	Schedule delays associated with a requirement to redesign the ATCO gas portion of works. Amber risk to highlight uncertainty with ATCO works and market volatility. Carry forward 2023/24 funds for continuing project.
PMO22023	004400	Two Rocks Road, Yanchep, Upgrade Street Lighting	1,128,850	1,118,396	0	10,454	1,197,500	1,197,500	0					94	S5. Delivery	Western Power requested an extension to the clearing permit to relocate a HV power line; City in process of preparing. Carry forward 2023/24 funds for continuing project.
PMO22049	004437	Hester Ave, Merriwa, Upgrade Intersection of Connolly Drive	1,220,000	1,225,379	0	(5,379)	1,500,000	1,790,379	(290,379)					66	S5. Delivery	Works on track. Funding of \$282k to add an on-ramp, complete line marking reinstatement and night works surcharge was approved by MRWA. Change form to be provided to amend the total budget.
PMO23003	004422	Mirraboooka Ave Kingsway, Landsdale, Upgrade Roundabout	22,000	14,792	0	7,208	880,000	1,102,254	(222,254)					22	S4. Design	Availability of Western Power (WP) is impacting the overall construction timelines. Amber risk to reflect WP delays. Road construction can only commence following WP works. Carry forward 2023/24 funds for continuing project. To address the budget shortfall MRWA to be approach to request a blackspot grant variation.
PMO23010	004425	Gnangara Rd, Madeley, Renew Road Surface	1,648,000	1,621,860	0	26,140	1,648,000	1,621,860	26,140					99	S6. Close-Out	Practical completion October 2023. Project in defects liability period with anticipated savings.
			30,060,428	27,913,659	0	2,146,769	198,328,961	198,905,677	(576,716)							

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

## Corporate Business Plan KPI Results



### GOAL 1:

An inclusive and accessible City with places and spaces that embrace all.

Key Performance Indicator	2021/22	2022/23 Actual	2023/24 Target	2023/24 Actual	Performance	Service	Service Unit
% access items identified through audit completed as scheduled	New measure	97%	>90%	96%	●	Community Development	Asset Planning
% access infrastructure budget expended	New measure	90%	>90%	94%	●	Community Development	Asset Planning
Number of volunteers supporting City Services	130	128	>125 & <135	154	●	Community Development	Community Development
					Volunteer numbers have increased because volunteers who are on working and advisory groups have now also been included. The target will be revised in 2024/25.		
Number page views Your Say pages for consult to collaborate engagements	New measure	48,749	Increase	89,440	●	Community Development	Place Management
Sporting facility attendance – Aquamotion and Kingsway Indoor Stadium	356,059	440,109	Increase	511,811	●	Community Recreation Programs and Facilities	Community Facilities
Community facility bookings	90,859	97,532	Increase	100,514	●	Community Recreation Programs and Facilities	Community Facilities
% of library members to total population	34%	34%	Increase	35%	●	Library Services	Cultural Development
Attendance numbers programs and activities	27,791	30,933	Increase	42,951	●	Library Services	Cultural Development

● Achieved    ● Not achieved    ▲ Unable To Provide

**GOAL 2:**

A City with rich cultural histories, where people can visit and enjoy unique experiences.

Key Performance Indicator	2021/22	2022/23 Actual	2023/24 Target	2023/24 Actual	Performance	Service	Service Unit
Number of visitors / participants in cultural services activities	16,949	12,644	Increase	31,230	●	Museums, Heritage and the Arts	Cultural Development
Number of Wanneroo Regional Museum visitors (including historic houses)	9,421	12,020	Increase	13,709	●	Museums, Heritage and the Arts	Cultural Development
Discover Wanneroo website visitors	New measure	9,272	Increase	10,357	●	Tourism	Economic Development
Social media metrics (total followers Instagram and Facebook)	New measure	3,329	Increase	4,005	●	Tourism	Economic Development

● Achieved    ● Not achieved    ▲ Unable To Provide

**GOAL 3:**

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

Key Performance Indicator	2021/22	2022/23 Actual	2023/24 Target	2023/24 Actual	Performance	Service	Service Unit
Number of business training, events and workshops facilitated	New measure	14	8	8	●	Economic Development	Economic Development
Total number participants attendance at business training, events and workshops	New measure	87.75%	75%	86.00%	●	Economic Development	Economic Development
% business applications approved within 60 day timeframe	New measure	95.70%	Increase	95.93%	●	Economic Development	Economic Development
% business applications approved within 90 day timeframe	New measure	92.80%	Increase	93.00%	●	Economic Development	Economic Development
\$ value non-residential building approvals	New measure	\$157.7m	Increase	\$189m (up to May 2024)	●	Economic Development	Economic Development

● Achieved    ● Not achieved    ▲ Unable To Provide

**GOAL 4:**

A sustainable City that balances the relationship between urban growth and the environment.

Key Performance Indicator	2021/22	2022/23 Actual	2023/24 Target	2023/24 Actual	Performance	Service	Service Unit
% of ground water* licence allocations used	88%	90%	<100%	98%		Environmental Management	Parks & Conservation
% total canopy increase for the City	New measure	-1%	Increase	N/A		Environmental Management	SLUPE
					Canopy data is not available because the Department of Planning, Lands and Heritage has not yet released the data for 2023/24.		
Fleet diesel % reduction in GHG emissions per bin serviced per year (baseline 2016/17)	New measure	18%	25% reduction by 2024/25	26%		Environmental Management	SLUPE
Fleet ULP % reduction in GHG emissions (baseline 2017/18)	New measure	35%	25% reduction by 2024/25	42%		Environmental Management	SLUPE
Energy (electricity and gas) use per asset (reduction in emissions from energy use) (baseline 2019/20)	New measure	N/A	25% reduction by 2029/30	N/A		Environmental Management	SLUPE
					Data for energy usage for 2023/24 is unavailable.		
% parks and reserves maintenance completed as scheduled	New measure	100%	100%	100%		Parks and Conservation Areas	Parks & Conservation
Waste to landfill (tonnes)	59,050	58,394	Decrease	59,277		Waste Management	Waste Management
Waste to recycle (tonnes)	39,828	35,879	Decrease	33,068		Waste Management	Waste Management
Total waste per capita (kg)	457	432	Decrease	402		Waste Management	Waste Management

Achieved
 Not achieved
 Unable To Provide



**GOAL 5:**

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

Key Performance Indicator	2021/22	2022/23 Actual	2023/24 Target	2023/24 Actual	Performance	Service	Service Unit
% completion of annual firebreak inspections program	New measure	100%	100%	100%		Emergency Management	Community Safety
CCTV footage requests provided within agreed timeframe (7 days)	New measure	New measure	>95%	100%		Community Safety	Community Safety
Emergency management preparedness sessions - Number of families reached	90	170	Increase	2,504		Emergency Management	Community Safety
% of building permit applications (certified and uncertified) processed within timeframes	100%	99%	95%	99%		Planning and Building Approvals	Planning and Building Approvals
% development applications processed within timeframes (60 and 90 days)	92%	95%	90%	95%		Planning and Building Approvals	Planning and Building Approvals
% of public pool and caravan park inspections conducted within statutory timeframes	100%	100%	100%	100%		Public Health	Health and Compliance
Infrastructure Capital Works practical completion of pathway projects per financial year	New measure	95%	95%	90%		Transport and Drainage	Traffic Services
					One project (Jordan Street) has not yet commenced due to external delays.		




Achieved



Not achieved



Unable To Provide



**GOAL 6:**  
A future focused City that advocates, engages and partners to progress the priorities of the community.

Key Performance Indicator	2021/22	2022/23 Actual	2023/24 Target	2023/24 Actual	Performance	Service	Service Unit
\$ committed (election year - all projects)	New measure	100%	% priority projects supported	N/A (non-election year)	▲	Advocacy	Economic Development
\$ committed funds received for City of Wanneroo delivered projects (non-election year)	New measure	New measure	100% as scheduled	100% (16.1m)	●	Advocacy	Economic Development

● Achieved    ● Not achieved    ▲ Unable To Provide

**GOAL 7:**

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

Key Performance Indicator	2021/22	2022/23 Actual	2023/24 Target	2023/24 Actual	Performance	Service	Service Unit
% customer requests responded to within the target time	92%	97%	95%	95%	●	Customer and Stakeholder Delivery	Customer and Information Services
Lost time injuries - Number of lost time injuries recorded in the City's Safety Management System	9	17	Decrease	10	●	Customer and Stakeholder Delivery	People and Culture
All injury frequency rate (AIFR)	New measure	12.8	Decrease	8.7	●	Customer and Stakeholder Delivery	People and Culture
Adverse external audit qualifications	1	0	0	To be advised after audit	▲	Leadership, Strategy and Governance	Finance
% of revised capital budget spent	64%	73%	<110%	86%	●	Results and Sustainable Performance	Finance
% of original operational budget spent	102%	95%	<110%	82%	●	Results and Sustainable Performance	Finance
% key asset management reserve targets met	New measure	136%	>80%	100%	●	Results and Sustainable Performance	Finance

● Achieved    ● Not achieved    ▲ Unable To Provide

---

**CS03-11/24 Service Review - CCTV Management Report**

---

File Ref: 45881 – 24/328954  
Responsible Officer: Director Corporate Strategy & Performance  
Attachments: 2

**Issue**

To consider the Service Review – CCTV Management Report.

**Background**

At the Ordinary Council Meeting held on the 6 December 2022, it was resolved:

*“That Council 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 (Status **COMPLETED**)*
2. *Financial Year 2023/24*
  - a) *Youth Development – Youth Programs in Community) (Status **STARTED**)*
  - b) *Crime Prevention – CCTV Management – **This report**”*

Administration has conducted a comprehensive CCTV service review. This was based on the aims, principles and criterion as approved at Ordinary Council meeting held on the 6 December 2022.

The outcomes of the Review were discussed by the Service Review Working Group at its meeting on 16 September 2024.

**Detail**

The Crime Prevention – CCTV Management service review was undertaken over 6 phases: Planning, assessing Current State, conducting Benchmark Study, Community Consultation, outlining Future State and proposing Recommendations.

The detailed report (**Attachment 1**) provides an analysis of all phases of this review process to completion. The review process has concluded with a Future State document (**Attachment 2**). It addresses future CCTV Service Vision, CCTV Service Success Measures, CCTV Service Expenditure Principles and CCTV Service Improvements.

**Attachment 1** is marked confidential as it contains CCTV infrastructure and cybersecurity information.

**Consultation**

Community consultation was based on survey responses from the Liveability study recently conducted by PlaceScore, presented to Council Members at a Forum on 8 November 2023.

**Comment**

Nil

## Statutory Compliance

No compulsory services will be removed as a result of this service review.

## 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.

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

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	Low
Accountability	Action Planning Option
Director Community & Place	Manage

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

## Policy Implications

Revision of the Closed Circuit Television (CCTV) and Video Surveillance Devices Management Policy.

## Financial Implications

The financial impact is estimated to be approximately **\$1,128,000** upfront costs for improvements with defined cost estimates. The detail is in **Attachment 2 – Section 4**.



Recommendations include: (with **Attachment 2 – Section 4** subsections as reference numbers):

- i. Develop a community safety plan which includes a CCTV strategy within it containing service levels. Approximate cost \$50,000 (1.1.1).
- ii. Review design standards and network architecture. Approximate cost \$100,000 (1.1.2). \$20,000 every 3 years to review and maintain design (1.1.2).
- iii. Additional Mobile CCTV Infrastructure. Approximate cost \$430,000 dependant on purchasing model (2.1.1). \$10,000 for connectivity and maintenance. These costs are dependent on purchasing model adopted.
- iv. Camera Upgrades - End of Useful Life. Approximate cost \$450,000 initially and then maintain \$250,000 per annum to support an expected life of 5 years per camera (2.2.1) and \$500 per site to ensure signage compliance, then ongoing it would be a part of the renewal cost and not additional (2.2.3).
- v. Connectivity Upgrades. Approximate cost \$365,000 initially and \$125,000 ongoing operational cost (3.1).
- vi. Centralised Video Footage Management – hardware upgrade. Approximate cost \$373,000 (4.1). Migration to an external cloud service will replace this expenditure. This will be assessed as part of the architecture design.
- vii. Centralised Video Footage Management – software upgrade. Approximate cost \$5,000 initially and an annual component for software maintenance of \$30,000 per annum (4.2).
- viii. Streamlined management, configuration and reporting of CCTV devices. Approximate cost \$3,000 per annum (5).
- ix. Backup solution for the Milestone solution. Approximate cost to be determined (6).
- x. Ensure cyber security mitigation and remediation. Approximate cost is to be determined and will include the requirement of additional resourcing (7).
- xi. Review the CCTV preventative maintenance contract and expand the scope to be the management of the ICT infrastructure and maintenance. Approximate cost is to be determined and will include the requirement of additional resourcing (8.1).
- xii. CCTV Contract and Project Management. Approximate cost \$250,000 - 2 additional FTE for managing CCTV contracts and projects including cyber (with specific expertise) (8.2).
- xiii. Investigate appropriate business model for provision of CCTV services including ICT support (8.2).
- xiv. Complete the development of a comprehensive CCTV asset register in Assetic (9.1.1). Incorporate CCTV in Asset Management Plan (9.1.2).
- xv. Complete the deployment of the CCTV web page, online request forms and integration of data in corporate systems (10).

Further improvements to be introduced over the life of an implementation plan are aimed at increasing operational efficiencies and improving community safety, which will likely incur future financial expense.

The effect on long term annual budgets will be considered once the implementation plan is prepared and approved. The proposed capital budget for next financial year, as listed in the long term financial plan, will enable commencement of the improvement costs.

## Voting requirements

Simple Majority

## Recommendation

### That Council:-

1. REQUESTS that the current level and technology of CCTV is maintained and improved as detailed in Attachment 2;
2. ENDORSES the proposed Future State Mobile Fleet Cameras Expansion 2.1.1 (Attachment 2);
3. ENDORSES the proposed Future State (Attachment 2);
4. REQUESTS that items listed in Attachment 2, Sections 1 to 3, be incorporated into a Policy for consideration by Council;
5. NOTES that the proposed CCTV Service Improvements as detailed in Attachment 2, Section 4, require funding to be considered over multiple years of the implementation plan; and
6. REQUESTS a detailed multi-year plan be prepared for the implementation of the CCTV service improvements detailed in Attachment 2 Section 4.

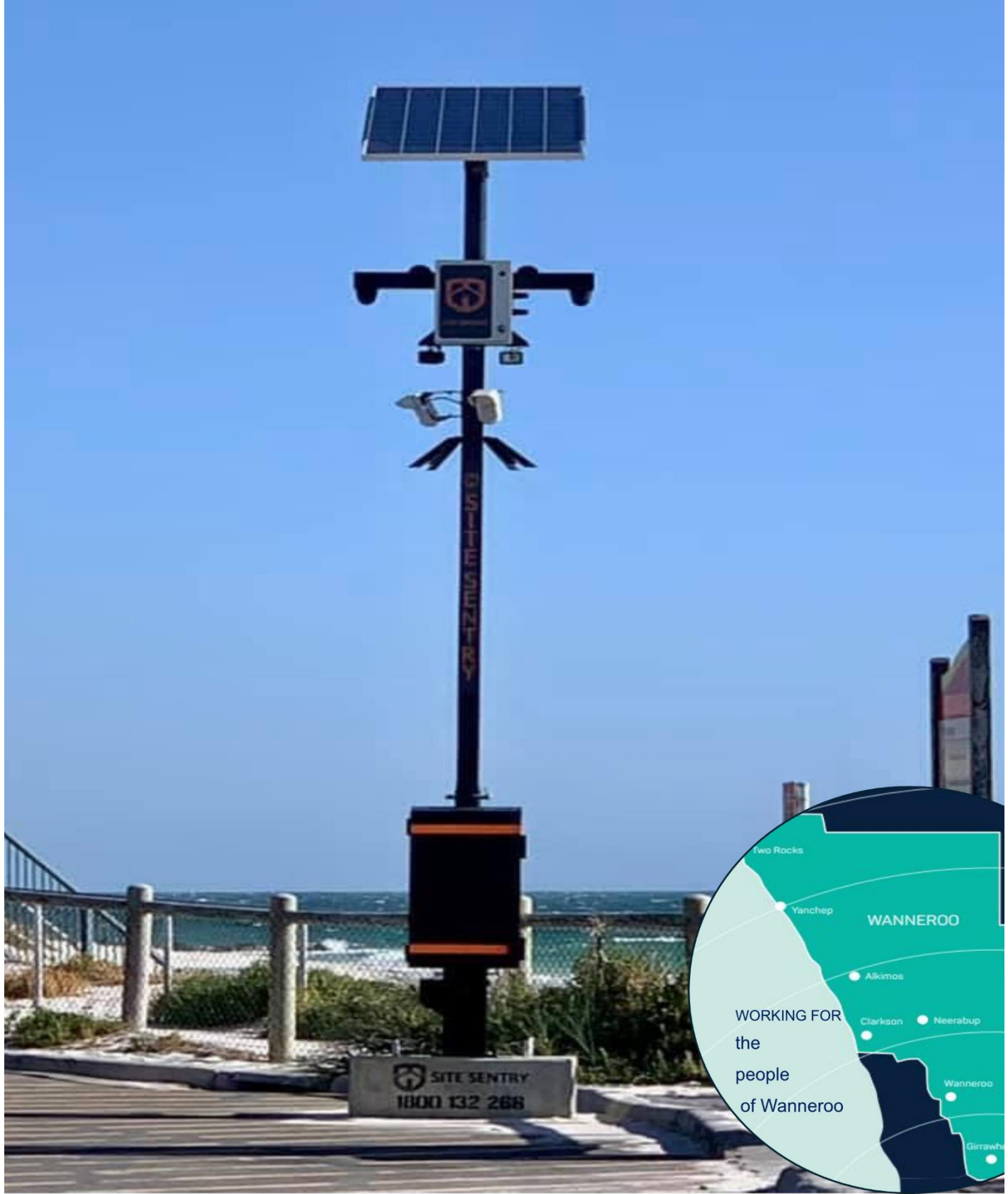
**This attachment is confidential and distributed under separate cover to all Council Members.**

*Attachment 1 - CCTV Management Service Review Report*

*24/328916*

#### Attachments:

1. Attachment 1 - CCTV Management Service Review Report Confidential
2. Attachment 2 - CCTV Management Service Review Report - Future State 24/320943



# CCTV Management Service Review Future State

The analysis of Current State, observations of the Benchmark study of comparable local governments and Community feedback on the need for improved neighbourhood and personal safety, were inputs that have shaped the proposed Future State, if this service continues as a required service.

## 1. CCTV Service Vision

- CCTV services will deliver high quality video coverage in areas of greatest need, ensuring secure and convenient access to footage when needed whilst maintaining a reliable chain of evidence.
- Provide the community a CCTV service that is reliable, well maintained and supported by scalable infrastructure that adapts to the community's evolving needs and can expand in response to the City's growth and community requests with minimal additional management resources.
- Minimum standardised coverage of CCTV infrastructure at new sites.
- Technologies such as mobile access, licence plate recognition, thermal imaging, advanced analytics, machine learning, Internet of Things<sup>1</sup> (IoT) sensors and edge computing will enhance the service.

## 2. CCTV Service Success Measures

Proposed CCTV service success measures are:

Indicator	Success Criteria	Measurement
Impact on Public Safety	Provision of CCTV Services have a positive impact on crime prevention within the City.	<ul style="list-style-type: none"> <li>• Number of footage requests sent to WAPOL.</li> <li>• Number of instances where footage was provided and there was a successful prosecution</li> <li>• Qualitative feedback from WAPOL.</li> <li>• Percentage of requests where footage is available.</li> </ul> <p>Information to assist operating an efficient and effective service:</p> <ul style="list-style-type: none"> <li>• Response time to footage requests</li> <li>• Number of footage requests by suburbs</li> <li>• Number of footage request by CCTV location</li> <li>• Number of crime incidents reported in monitored areas</li> </ul>
System Performance	Reliable, available and integrated CCTV service.	<ul style="list-style-type: none"> <li>• Number of camera outages.</li> <li>• Number of system downtime incidents.</li> <li>• Number of non-connected sites\cameras.</li> </ul>

<sup>1</sup> A device that is capable of communicating via the Internet.

**3. CCTV Service Expenditure Principles**

To address budget constraints for service expansion, connection, replacement of end-of-life devices and to provide clear expenditure guidance, the following principles have been proposed.

These principles aim to ensure the City’s CCTV system remains efficient, effective and capable of meeting the community needs while building future capacity.

- Prioritise expenditure in suburbs with higher crime rates and low liveability scores to enhance public safety and improve community well-being.
- Ensure an acceptable minimum standard of CCTV in all existing and new Civic and community facility builds.
- Consider the provision of an acceptable minimum standard of CCTV in new developments.
- Focus on cameras frequently requested for footage, ensuring data is reliably captured and of suitable quality.
- Prioritise mobile devices due to the flexibility of service they provide.
- Consider leasing mobile devices to improve flexibility and mitigation of the risk of obsolescence.
- Address cameras lacking connectivity, to streamline management and maintenance, reducing costs.
- Replace cameras clustered at the same centralised storage devices collectively to optimise efficiency.
- Prioritise the replacement of older equipment to ensure reliability and performance.
- Replace equipment that is no longer supported by the manufacturer.
- Follow through on the replacement of equipment that is due as per the Asset Replacement Plan.

**4. CCTV Service Improvements**

There is a need for strategic documentation relating to community safety and how CCTV services contribute, to better inform the community.

To ensure effective and efficient use of CCTV, Council should provide strategic direction on funding and level of operation.

The following table details the recommendations to adopt in transitioning from Current State to Future State for the City’s CCTV infrastructure. In summary, the table details a process to

- Define a standards-based solution for future CCTV systems and infrastructure. This should include overall architectural designs (including cloud vs on-premises vs hybrid), security requirements, minimum camera standards, storage solutions, preferred connectivity options and standardised software solutions. These standards should be



reviewed on a routine basis. They are fundamental in determining the approach to future investments in CCTV expansion/replacement programmes. The design will drive the implementation of a suitable ongoing support model, which will consist of both City personnel and expert technical services provided by third parties.

- Following the definition of the standards-based solution, implement an upgrade programme that establishes a centralised management solution for the CCTV data and camera support, migrates existing solutions into this infrastructure, replaces aging cameras and introduces new technology/solutions.
- Expand CCTV coverage in high priority areas through the use of the mobile CCTV fleet.
- Ensure regular cyber security assessment processes are in place and budget is provided for issues to be mitigated.

Opportunities may exist to fund some of these improvements from grant funding where able to be sourced.

	Description	Current State	Future State	Potential Financial Implications <sup>2</sup>	Increase/ Maintain/ Reduce compared to current budget	Service Improvements
<b>1. Development of Strategic Community Security Surveillance Documentation</b>						
<b>1.1</b> Develop a Community Safety Plan, Review design standards and support model  The current aging hardware requires significant upgrades; however, it's essential to first define design standards and establish the necessary supporting infrastructure before proceeding	<b>1.1.1</b> Develop a community safety plan which includes a CCTV strategy within it.  <b>1.1.2</b> Design and architecture standards will be reviewed and updated.  <b>1.1.3</b> Implement a program to review these on a routine basis to keep up with the rate of change in technology.  <b>1.1.4</b> Develop and align CCTV network requirements to long-term area development.	Design standards specifications not reviewed since 2020.  Significant changes to technology capabilities have occurred that need to be considered.  Lessons learned from previous installations will be incorporated to ensure a more effective and efficient process.	Specifications of all hardware and infrastructure will be standardised and meet the requirements of the City.  A fundamental approach to the underlying architecture and support models (ie cloud and external provision of services) will be defined and required to be implemented.	Community Safety Plan, including a CCTV Strategy - \$50,000. External consultants required.  Design Specifications - \$100,000. Included in this estimate is the first two reviews. \$20,000 every 3 years thereafter. External consultants required.  This cost does not include the implementation.	\$150,000	Strategic direction.  Standardisation.  Specifying appropriate technology.

<sup>2</sup> Any amounts mentioned are indicative and subject to future procurement processes and based on 2024 costs and any further escalation has not been considered.

	Description	Current State	Future State	Potential Financial Implications <sup>2</sup>	Increase/ Maintain/ Reduce compared to current budget	Service Improvements
<b>1.2 Explore Cloud Solutions</b>	<b>1.2.1</b> Assess the feasibility of transitioning to cloud-based storage and management for scalability and flexibility.	Currently all data and systems are in on-premises solutions. On premise solutions will have ongoing costs to maintain and replace.	Consider adopting a cloud hosted CCTV system to leverage scalable storage, advanced analytics, and remote management capabilities, reducing on-premises infrastructure and maintenance costs and cyber security vulnerabilities.  No internal servers and software to maintain.	Included within 1.1 costs.  There is a potential to reduce internal costs pertaining to server and software infrastructure by utilising a cloud service.	Included within 1.1 costs.	Move to a cloud/hybrid storage solution to enhance security, facilitate remote access, maintain the chain of evidence, and improve scalability.  Able to handle the growing volume of footage and enable advanced analytics.
<b>1.3 Explore Hybrid Model</b>	<b>1.3.1</b> Consider a hybrid model combining on-premises and cloud solutions to balance security and accessibility.	Currently all data and systems are in on-premises solutions. On premise solutions will have ongoing costs to maintain and replace.	Consider adopting a hybrid solution taking advantage of on-premise and cloud solutions to best meet City requirements.	Included within 1.1 costs.	Included within 1.1 costs. .	

	Description	Current State	Future State	Potential Financial Implications <sup>2</sup>	Increase/ Maintain/ Reduce compared to current budget	Service Improvements
<b>2. Cameras</b>						
<b>2.1 Camera Expansion</b>	<p><b>2.1.1</b> Mobile fleet expansion to enhance coverage in areas where permanent installations are not feasible or where temporary surveillance is needed.</p> <p>Ideally mobile devices should provide specialised features such as LPR, thermal imaging and other AI based technologies.</p>	<p>Currently there are five(5) mobile poles and 1 trailer that can be used to address City immediate CCTV requirements.</p> <p>The trailer has been out of operation for most of 2023 and all of 2024.</p>	<p>Add more mobile units to the fleet for dynamic and flexible coverage.</p> <p>4 additional mobile poles. 2 additional trailers in the mobile fleet.</p>	<p>Approximate cost for 4 mobile poles is \$200,000. (50K upfront vs \$20K 12-month lease). Approximate cost for 2 trailers is \$230,000.</p> <p>With the rate of change in technology maybe useful to explore and do a cost benefit analysis.</p>	<p>\$430,000 plus \$10,000 for connectivity and maintenance. These costs are dependent on purchasing model adopted (1.1.2).</p>	<p>Address specific community needs efficiently.</p> <p>Assist with Smart City Strategy.</p>
	<p><b>2.1.2</b> Put on hold the current expansion of the fixed CCTV network for three years</p>	<p>An average of \$100,000 is spent a year expanding the CCTV fixed camera network. This generally follows a two-year cycle. Year 1 \$50,000 design and year 2 \$150,000 installation. Budgets currently allocated for the next three years are: 2025/26 - \$80,000 2026/27 - \$150,000 2027/28 - \$50,000</p>	<p>Reallocate funds to renewals for three years.</p>	<p>No incremental change but redirection.</p>	<p>Reallocate \$280,000 funds from new to renewals for three years (2025/26 to 27/28).</p>	<p>Focus on the quality of the service over quantity.</p>

	Description	Current State	Future State	Potential Financial Implications <sup>2</sup>	Increase/ Maintain/ Reduce compared to current budget	Service Improvements
<b>2.2</b> End of Useful Life	<p><b>2.2.1</b> End of useful life cameras will be replaced with hardware that aligns to design standards.</p> <p><b>2.2.2</b> Camera hardware placement needs will be reviewed at the time of replacement.</p> <p><b>2.2.3</b> Complimentary infrastructure such as signage will be managed as part of the upgrade.<sup>3</sup></p>	Aging Infrastructure, CCTV cameras are outdated with many at or nearing the end of their useful life. This poses maintenance challenges and limits the systems capabilities.	Camera hardware will be upgraded, standardised and meet the requirements of the City's CCTV standards. CCTV assets will be recorded in the City's Asset Management system for ongoing asset maintenance.	<p>Total cost to replace the existing cameras that have reached the end of life is approximately \$450,000<sup>4</sup> and then \$250,000 per annum to maintain a replacement cycle with an expected life of 5 years per camera. This will increase as fleet is expanded.</p> <p>To rectify existing signage issues would be approx \$500 per site (assuming 2 signs per site). Then ongoing it would be a part of the renewal cost and not additional.</p>	\$50,000 <sup>5</sup> increase initially and then maintain \$250,000 per annum thereafter to maintain a replacement cycle. Note that the \$100,000 reallocated from the fixed camera expansion programme will allow the backlog of renewals to be completed.	<p>Improve service availability and quality.</p> <p>Reduce maintenance costs.</p>

<sup>3</sup> Not included in financial implications.

<sup>4</sup> The proposed CCTV expenditure principles will be applied to manage and prioritise this replacement effectively.

<sup>5</sup> The implementation plan will detail the timing of additional expenditure.



	Description	Current State	Future State	Potential Financial Implications <sup>2</sup>	Increase/Maintain/Reduce compared to current budget	Service Improvements
<b>3. Connection</b>						
<b>3.1 Connection Upgrades</b>	<p><b>3.1.1</b> Network connectivity hardware updates to address network bandwidth that aligns with the design standards.</p> <p><b>3.1.2</b> Network diagrams will be developed as part of the upgrade.</p>	Currently 145 cameras with no connectivity to the centralised CCTV network.	All cameras in network connected for centralised management and access to footage.	<p>\$365,000 to provide the connection from satellite sites to a central location.</p> <p>\$125,000 ongoing operational costs for mobile data.</p>	<p>Increase \$365,000 initially and \$125,000 ongoing operational costs.</p>	<p>Improve service availability and quality.</p> <p>Reduce maintenance costs.</p>
<b>4. Video Management System – Milestone</b>						
<b>4.1 Centralised Footage - Hardware</b>	<p><b>4.1.1</b> Hardware required to migrate to a Milestone centralised management system.</p> <p><b>4.1.2</b> Migration to an external cloud service may negate the need for this expenditure. This will be assessed as part of the architecture design.</p>	The existing server platforms do not have the capacity to support the Milestone software and the additional 72 cameras that are currently not connected.	All cameras footage will be managed via a centralised system.	\$373,000 to provide the hardware required to utilise the connection above, assuming use current methodology.	Increase \$373,000	
<b>4.2 Centralised Footage - Software/Licence</b>	<p><b>4.2.1</b> Software required to migrate to a Milestone centralised management system.</p> <p><b>4.2.2</b> Migration to an external cloud service will require different licencing this will be assessed as part of the architecture design.</p>	<p>No integrated solution for all cameras.</p> <p>Currently 72 connected to the Bosch Video Management System which is a separate and</p>	One unified and centralised video system management control system – Milestone.	<p>\$5,000 initial cost.</p> <p>The Milestone Licence expires on the 31 October 2025 at which time a new term and pricing structure will be determined.</p>	Increase \$5,000 initially to licence remaining non-Milestone cameras. \$30,000 per year for	Improve management coordination using a unified service operation.

	Description	Current State	Future State	Potential Financial Implications <sup>2</sup>	Increase/ Maintain/ Reduce compared to current budget	Service Improvements
		duplicated management platform.			the software licences based upon accrual of expenses likely to be purchased in 3 year blocks.	
<b>5. Streamline Management, Configuration and Reporting – Boring Lab</b>						
<b>5.1</b> Proactive Centralised Management	<b>5.1.1</b> Software required to streamline camera management, enhance analytics, and improve overall systems functionality.	Currently Boring Lab is not installed across all cameras.	Implement Boring Lab across all CCTV sites to report the system's availability to promptly alert and notify of security incidents or maintenance events requiring attention.	Annual component for software maintenance is \$933 for first 100 licences and \$42 per ten licences after that totalling \$3,033 for 600 sites.	Increase \$3,000	Improve responsiveness and service availability.
<b>6. Long Term Storage of Requested Video Footage</b>						
<b>6.1</b> Backup of downloaded/requested video footage	<b>6.1.1</b> Implement a backup solution for the Milestone VMS  <b>6.1.2</b> Implement a storage solution for downloaded footage. Ensure chain of evidence.  Content Manager not to be used as storage repository.	Manual and time-consuming process.	Ensure easy recovery of lost footage in the event of a problem with Milestone VMS.  Backup solution can be used as a long-term archival system, if required, to address record keeping compliance.	To be determined.	Increase to be determined.	Improve ability to access older footage.  Ensure reliable data backup and redundancy to safeguard recorded footage.

	Description	Current State	Future State	Potential Financial Implications <sup>2</sup>	Increase/ Maintain/ Reduce compared to current budget	Service Improvements
<b>7. Cyber Security</b>						
<b>7.1 Cyber security Mitigation</b>	<b>7.1.1</b> Conduct regular cyber security audits.	Cyber security vulnerability assessment conducted, initiated by service review.	Conduct regular cyber security reviews on an annual basis.	To be determined, including the requirement for additional resourcing.	Not included in current budgets.  Increase to be determined.	Ensure compliance, optimal operation, and integrity of the service.
<b>7.2 Cyber security Remediation</b>	<b>7.2.1</b> Implement cyber security remediations.	The aging CCTV infrastructure is vulnerable to cyber threats, posing security and data privacy concerns that need to be addressed.	Review and implement cyber security remediations to limit physical and cyber security risks for CCTV data, systems, and infrastructure.  Implementation and ongoing maintenance of controls ensure ongoing security (physical and cyber security) of the CCTV systems, data, and infrastructure.  Training of staff regarding best practice when using devices	To be determined, including the requirement for additional resourcing.	Not included in current budgets.  Increase to be determined.	Roles and responsibilities for physical and cyber security controls to be defined and agreed between the City and the supplier. Agreed process to audit these responsibilities to ensure risks such as new critical vulnerabilities are patched within an acceptable time frame etc.

	Description	Current State	Future State	Potential Financial Implications <sup>2</sup>	Increase/ Maintain/ Reduce compared to current budget	Service Improvements
			connected to the CCTV network.  Documented process for reporting cyber security incidents or concerns			Cyber security standards and controls to be improved in future CCTV procurement and contract management activities to ensure compliance, optimal operation, and integrity of the service.
<b>8. CCTV Contract Management and Project Management Resourcing</b>						
<b>8.1</b> CCTV Preventative Maintenance Contract	<b>8.1.1</b> Review the maintenance contract and separate the CCTV portion from the existing building maintenance contract. Expand the scope to be management and maintenance.	Building Maintenance contract includes CCTV preventative maintenance.	Separate contract and management for CCTV maintenance.	To be determined, including the requirement for additional resourcing. \$10,000 to write contract scope.	Increase is expected.	Ensure compliance, optimal operation, and integrity of the service.
<b>8.2</b> Contract and project management	<b>8.2.1</b> Contract Management of CCTV.  Contract managing multiple contracts for the management and expansion of 540+ cameras in 50+ sites	1.7 FTE managing CCTV service within CSEM Includes - 0.9FTE Community Safety Officer - 0.6 FTE CCTV rebate officer	An additional 2 FTE for managing CCTV contracts and projects including cyber (with specific expertise). A total of 3.7 FTE managing CCTV	Potential increase in resourcing consideration of approximately \$250,000 annually.	Not included in current budgets.	Improved contract management performance.  Ensures ICT security, reliability and

	Description	Current State	Future State	Potential Financial Implications <sup>2</sup>	Increase/ Maintain/ Reduce compared to current budget	Service Improvements
	<p>from Two Rocks to Girrawheen.</p> <p>68% of total CCTV costs are attributed to contracts.</p> <p><b>8.2.2</b> Investigate appropriate business model for provision of CCTV services including ICT support</p>	<p>- 0.2 FTE other administrative staff</p> <p>Resourcing limitations to perform contract management inspections/management required.</p>	management and rebates.			compliance with standards and legislation.
<b>9. CCTV Asset Management</b>						
<b>9.1. CCTV Asset Management</b>	<p><b>9.1.1</b> Complete the development of a comprehensive CCTV asset register (cameras linked with servers and software) in Assetic. This data will be used for asset renewals, planning and management of asset maintenance. All future CCTV contracts will be based on the City's CCTV asset system data.</p> <p><b>9.1.2</b> Incorporate CCTV in the Asset Management Plan.</p>	Financial asset register with limited asset management information within an excel spreadsheet	A comprehensive CCTV asset register in Assetic used for asset management, maintenance and financial forecasting.	To be undertaken with existing resources.	Maintain	Improvements in CCTV asset management and maintenance.



	Description	Current State	Future State	Potential Financial Implications <sup>2</sup>	Increase/ Maintain/ Reduce compared to current budget	Service Improvements
<b>10. CCTV Online Presence</b>						
<b>10.1</b> CCTV webpage, online footage request forms and policy	<b>10.1.1</b> Complete the deployment of piloted CCTV footage request forms (WAPOL and Internal) and web page. Store data in Corporate Systems.	Online footage request forms not accessible on the City's website.  Data analysis driven by manual efforts.	CCTV information easily available and accessible.  Data driven decision making.	To be undertaken with existing resources.	Maintain	Streamlined processes and improved accessibility to information.  Capturing data in corporate systems.

## Transactional Finance

### CS04-11/24 Financial Activity Statement for the Period ended 30 September 2024

---

File Ref: 48056 – 24/345949  
Responsible Officer: Director Corporate Strategy & Performance  
Attachments: 4

#### Issue

To consider the Financial Activity Statement for the period ended 30 September 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 2024/25 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 September 2024

At the Ordinary Council Meeting on 16 July 2024 (CS02-07/24), Council adopted the Annual Budget for the 2024/25 financial year. 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 September 2024 is higher than budget by \$12.7m, including non-cash adjustment of \$8.4m. The cash inflows variances before non-cash adjustments from Operating Activities is lower by \$180k, and the cash outflows variances before non-cash adjustments from Operating Activities is higher by \$4.5m.

The overall variance is mainly due to higher inflows from Fees and Charges (1.2m), underspend on Employee Costs (\$1.5m) and Materials and Contracts (\$2.8m) offset by lower inflows from Operating Grants, Subsidies & Contributions (\$525k), Rates (\$386k), Interest Earnings (\$136k) and Other Revenue (\$301k).

*Results from Investing Activities*

The net amount attributable from Investing Activities is higher than budget by \$6.3m due to lower inflows from Development Contribution Plans Income (\$1.5m), higher outflows from Purchase and Construction of Infrastructure Assets (\$917k), higher outflows from the Development Contribution Plans Expenses (\$281k) offset by the higher inflows from Contributed Physical Assets (\$2.1m), lower outflows from the Purchase of Property, Plant and Equipment (\$844k) and the non cash adjustment of \$6.5m.

*Results from Financing Activities*

Financing Activities mainly consist of Reserve transfers and Development Contribution Plans transfers, which align with the budget.

*Capital Program*

Year to date 30 September 2024, \$14.9m (excluding leased assets and contributed physical assets) was spent on various capital projects, of which \$6.7m was spent on Roads, \$2.7m was spent on Sports Facilities, and \$1.6m was spent on Community Buildings. (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
<b>Expenditure</b>	14.9	14.8	100.7%	78.4	19.0%

*Investment Portfolio Performance*

Portfolio Value \$m	Monthly Weighted Return	Comments
594.9	4.41%	Portfolio balance has increased by \$59.3m from August 2024. The monthly weighted return is 4.94% which is above the set benchmark (12 months UBS Australia Bank Bill Index) by 0.53%. (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 an item of interest to Council.

CITY OF WANNEROO  
STATEMENT OF FINANCIAL ACTIVITY BY NATURE  
FOR THE PERIOD ENDED 30 SEPTEMBER 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	160,810,313	161,196,535	(386,222)	(0)	↓	163,796,535	163,796,535	0	0
Operating Grants, Subsidies & Contributions	2	1,123,765	1,649,177	(525,412)	(32)	↓	7,108,391	7,108,391	0	0
Fees & Charges	3	39,033,319	37,856,014	1,177,305	3	↑	50,347,441	49,928,241	(419,200)	(1)
Interest Earnings	4	4,818,527	4,954,777	(136,250)	(3)	↓	20,356,597	20,031,109	(325,488)	(2)
Other Revenue	5	526,836	828,139	(301,303)	(36)	↓	3,546,824	3,411,824	(135,000)	(4)
Profit on Asset Disposals		2,765,763	2,773,785	(8,022)	(0)	→	7,532,083	7,532,083	0	0
		<b>209,078,524</b>	<b>209,258,427</b>	<b>(179,903)</b>			<b>252,687,871</b>	<b>251,808,183</b>	<b>(879,688)</b>	<b>(0)</b>
<b>Outflows</b>										
Employee Costs	6	(21,741,764)	(23,231,336)	1,489,572	6	↑	(96,422,449)	(96,422,449)	0	0
Materials & Contracts	7	(16,285,448)	(19,054,602)	2,769,154	15	↑	(92,100,912)	(92,100,912)	0	0
Utility Charges	8	(2,477,297)	(2,631,265)	153,968	6	↑	(10,468,423)	(10,468,423)	0	0
Depreciation		(12,347,095)	(12,347,095)	0	0		(49,388,309)	(49,388,309)	0	0
Finance Costs		(1,035,741)	(1,037,718)	1,977	0	→	(4,150,877)	(4,150,877)	0	0
Insurance		(407,046)	(439,083)	32,037	7	→	(1,756,302)	(1,756,302)	0	0
Loss on Asset Disposals		0	(31,173)	31,173	100	→	(124,684)	(124,684)	0	0
		<b>(54,294,390)</b>	<b>(58,772,272)</b>	<b>4,477,882</b>	<b>8</b>		<b>(254,411,956)</b>	<b>(254,411,956)</b>	<b>0</b>	<b>0</b>
<b>Non-Cash Amounts Excluded</b>	NCA*(b)	18,016,088	9,604,483	8,411,605	88		41,980,910	41,980,910	0	0
<b>Amount Attributable to Operating Activities</b>		<b>172,800,222</b>	<b>160,090,638</b>	<b>12,709,584</b>			<b>40,256,825</b>	<b>39,377,137</b>	<b>(879,688)</b>	<b>(2)</b>
<b>INVESTING ACTIVITIES</b>										
<b>Inflows</b>										
Grants, Subsidies & Contributions (Non Operating)		4,780,928	4,780,928	0	0		20,557,984	21,020,263	462,279	2
Contributed Physical Assets	9	10,440,403	8,303,563	2,136,840	26	↑	45,000,000	45,000,000	0	0
Proceeds From Disposal Of Assets		3,156,449	3,156,449	0	0		7,812,500	7,812,500	0	0
Development Contribution Plans - Revenues	10	3,576,210	5,114,365	(1,538,155)	(30)	↓	29,372,196	30,522,484	1,150,288	4
		<b>21,953,990</b>	<b>21,355,306</b>	<b>598,684</b>			<b>102,742,680</b>	<b>104,355,247</b>	<b>1,612,567</b>	<b>2</b>
<b>Outflows</b>										
Purchase of Property, Plant and Equipment	11	(5,567,548)	(6,411,078)	843,530	13	↑	(38,624,185)	(39,122,001)	(497,816)	1
Purchase & Construction of Infrastructure Assets	12	(9,307,847)	(8,391,126)	(916,721)	(11)	↓	(38,453,433)	(39,260,625)	(807,192)	2
Development Contribution Plans - Expenses	13	(1,607,709)	(1,326,878)	(280,831)	(21)	↑	(28,383,954)	(29,534,239)	(1,150,285)	4
		<b>(16,483,104)</b>	<b>(16,129,082)</b>	<b>(354,022)</b>	<b>(2)</b>		<b>(105,461,572)</b>	<b>(107,916,865)</b>	<b>(2,455,293)</b>	<b>2</b>
<b>Non-Cash Amounts Excluded</b>	NCA*(c)	(14,828,683)	(8,303,563)	(6,525,120)	79		(45,000,000)	(45,000,000)	0	0
<b>Amount Attributable to Investing Activities</b>		<b>(9,357,797)</b>	<b>(3,077,339)</b>	<b>(6,280,457)</b>			<b>(47,718,892)</b>	<b>(48,561,618)</b>	<b>(842,726)</b>	<b>(2)</b>
<b>FINANCING ACTIVITIES</b>										
<b>Inflows</b>										
Transfer from Unused Borrowings		1,375,700	1,375,700	0	0		5,540,192	5,534,057	(6,135)	(0)
Transfers from Reserves		16,634,782	16,634,782	0	0		42,452,305	42,452,305	0	0
Transfers from DCP's (not in Reserve)		3,284,613	3,284,613	0	0		28,329,715	28,329,715	0	0
		<b>21,295,095</b>	<b>21,295,095</b>	<b>0</b>	<b>0</b>		<b>76,322,212</b>	<b>76,316,077</b>	<b>6,135</b>	<b>0</b>
<b>Outflows</b>										
Transfers to Reserves		(23,710,027)	(23,710,027)	0	0		(54,140,568)	(54,140,568)	0	0
Transfers to DCP's (not in Reserve)		(3,284,613)	(3,284,613)	0	0		(28,329,715)	(28,329,715)	0	0
		<b>(26,994,640)</b>	<b>(26,994,640)</b>	<b>0</b>	<b>0</b>		<b>(82,470,283)</b>	<b>(82,470,283)</b>	<b>0</b>	<b>0</b>
<b>Non-Cash Amounts Excluded</b>		0	0	0	0		0	0	0	0
<b>Amount Attributable to Financing Activities</b>		<b>(5,699,545)</b>	<b>(5,699,545)</b>	<b>0</b>	<b>0</b>		<b>(6,148,071)</b>	<b>(6,154,206)</b>	<b>6,135</b>	<b>0</b>
<b>MOVEMENT IN SURPLUS OR DEFICIT</b>										
<b>SURPLUS/(DEFICIT) AT THE START OF THE FINANCIAL YEAR</b>		<b>21,342,137</b>	<b>14,464,811</b>	<b>6,877,326</b>	<b>0</b>		<b>14,464,811</b>	<b>14,464,811</b>	<b>0</b>	<b>0</b>
Amount Attributable to Operating Activities		172,800,222	160,090,638	12,709,584	0		40,256,825	39,377,137	(879,688)	(2)
Amount Attributable to Investing Activities		(9,357,797)	(3,077,339)	(6,280,457)	0		(47,718,892)	(48,561,618)	(842,726)	(2)
Amount Attributable to Financing Activities		(5,699,545)	(5,699,545)	0	0		(6,148,071)	(6,154,206)	6,135	0
<b>SURPLUS/(DEFICIT) AFTER IMPOSITION OF GENERAL RATES</b>		<b>179,085,017</b>	<b>165,778,565</b>	<b>13,306,453</b>	<b>8</b>		<b>854,673</b>	<b>(873,876)</b>	<b>(1,728,549)</b>	<b>(198)</b>

\* 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

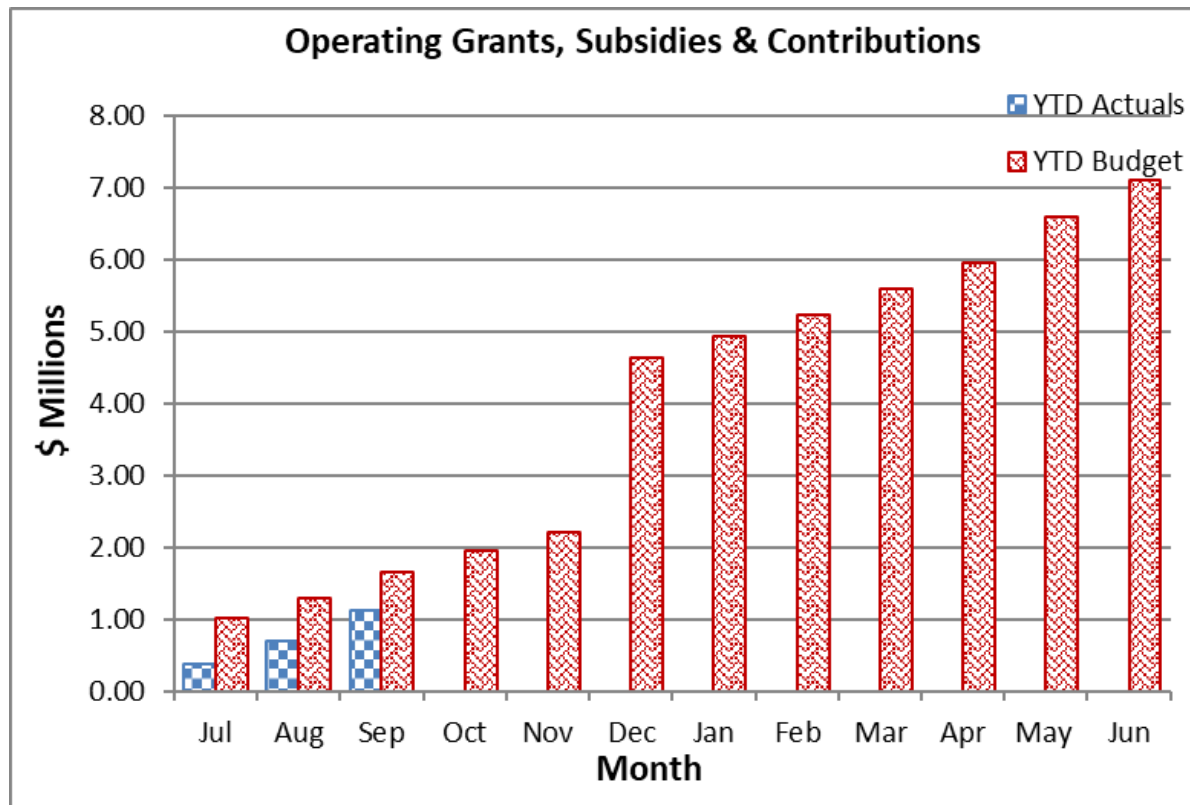
### Note 1 Rates

#### Year to Date - (Actual \$160.8m, Revised Budget \$161.2m)

The variance is negative by \$386k mainly due to a decline in property valuation of UV General Rates Residential Improved category, resulting in a reduction of rates income of \$363k and delay in receiving Ex Gratia Rates of \$24k.

**Note 2     Operating Grants, Subsidies & Contributions****Year to Date - (Actual \$1.1m, Revised Budget \$1.6m)**

The variance is unfavourable by \$525k. This is mainly due to the delay in receiving the Mariginiup Bushfire Recover Grant income of \$621k and timing differences of Main Roads Grant for Arterial Road Streetscape Maintenance of \$231k from the State Government offset by the higher Financial Assistance Grant of \$313k.





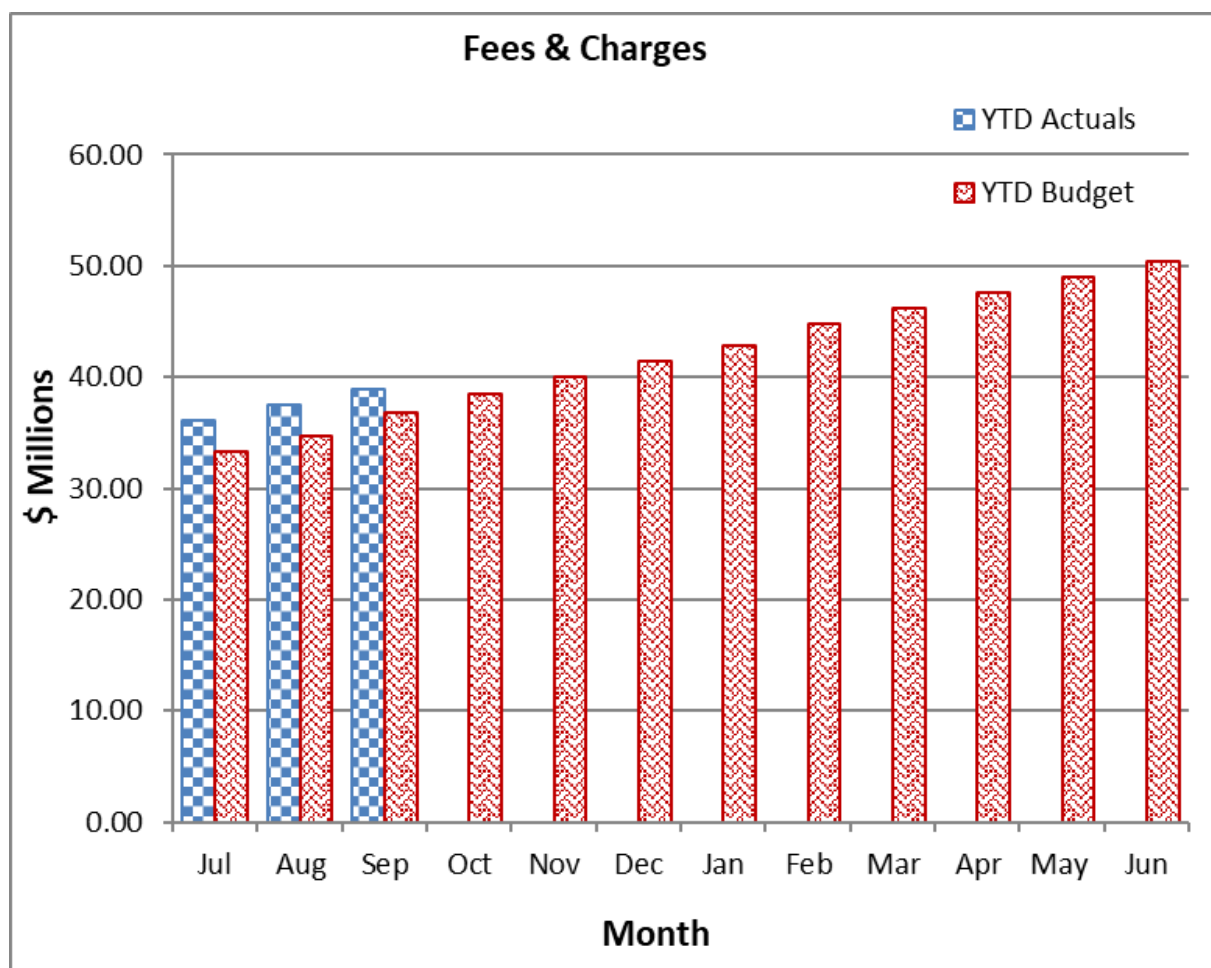
**Note 3     Fees and Charges****Year to Date - (Actual \$39.0m, Revised Budget \$37.9m)**

The favourable variance of \$1.2m is mainly due to:

- Higher Rubbish Collection Fee of \$542k due to higher than budgeted additional bin requests;
- Higher Applications, License and Permit Fee income of \$475k from Building Approvals and Planning Approval Services;
- Higher Search Fee income from Rates and Compliance Services of \$73k;
- Higher User Entry Fee Income from various community facilities of \$64k;
- Higher Animal Registration Fee Income of \$60k;
- Higher Inspection Fee income of \$12k from swimming pool inspections;

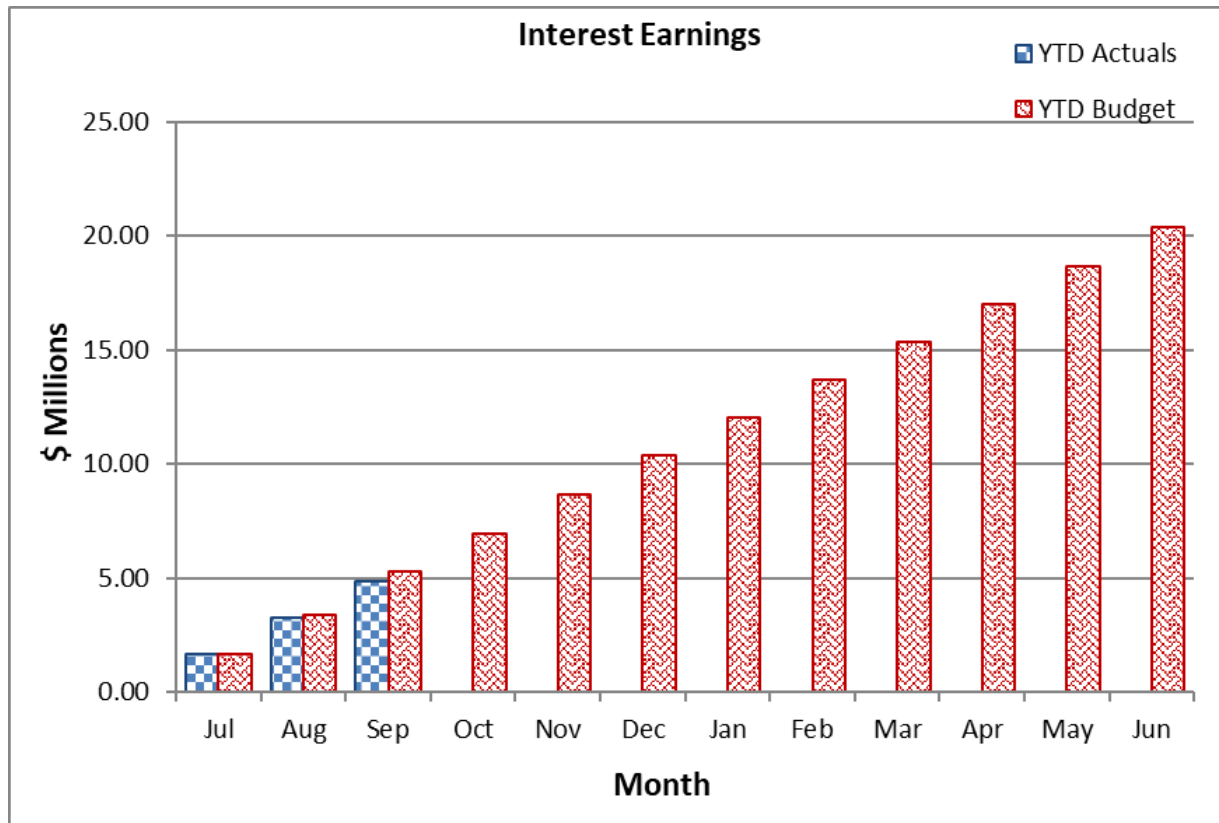
**Offset by;**

- Delay in receipt of Property Lease Income of \$56k.



**Note 4     Interest Earnings****Year to Date - (Actual \$4.8m, Revised Budget \$5.0m)**

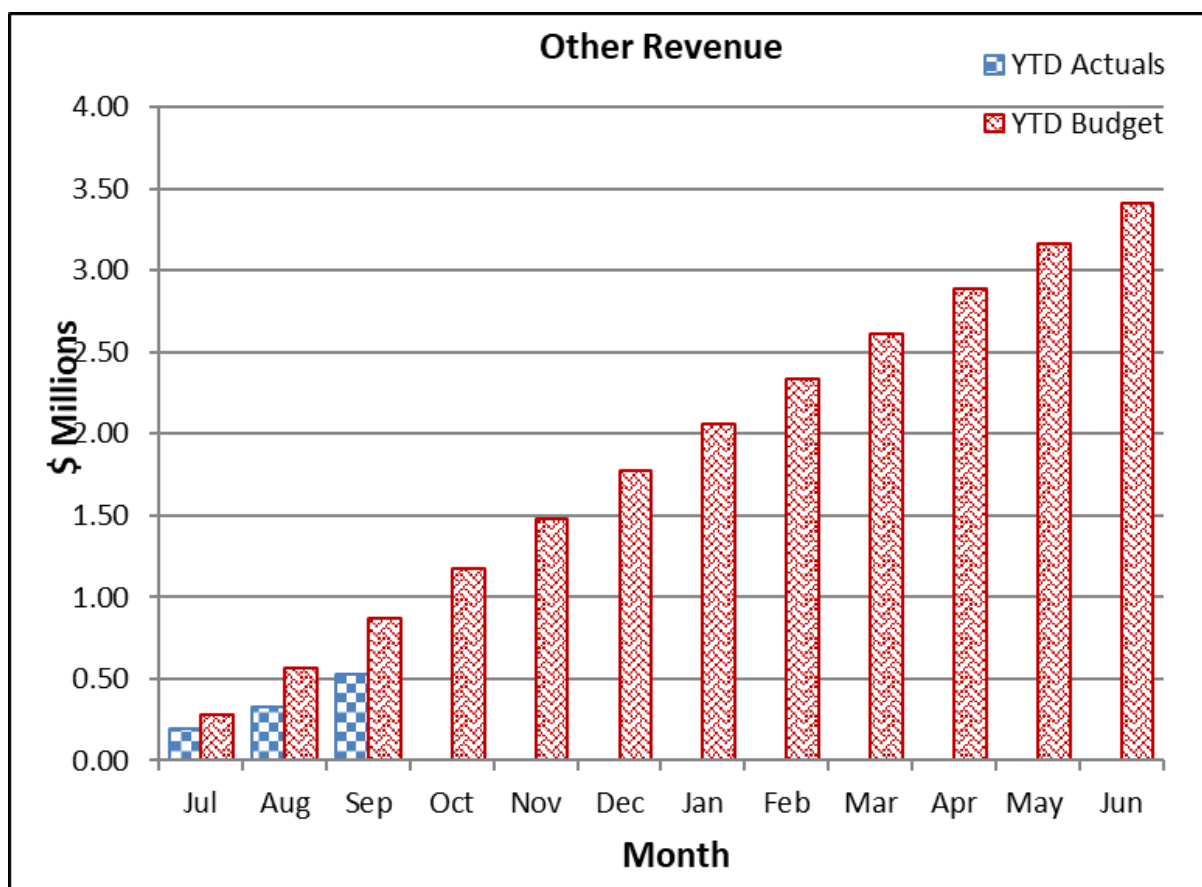
The variance is unfavourable by \$136k. This is mainly due to lower interest received from unpaid rates of \$67k, and lower interest income from investments of \$70k.



**Note 5     Other Revenue*****Year to Date - (Actual \$527k, Revised Budget \$828k)***

The unfavourable variance of \$301k is mainly due to;

- Lower income of \$158k due to timing differences of Royalty Income from Neerabup Resource Extraction;
- Delay in receipt of Reimbursement Income from leased facilities of \$82k for utility charges of various facilities;
- Lower than budget fuel tax rebate of \$25k due to timing differences; and
- Lower Profit Share Income from Golf Courses of \$34k.



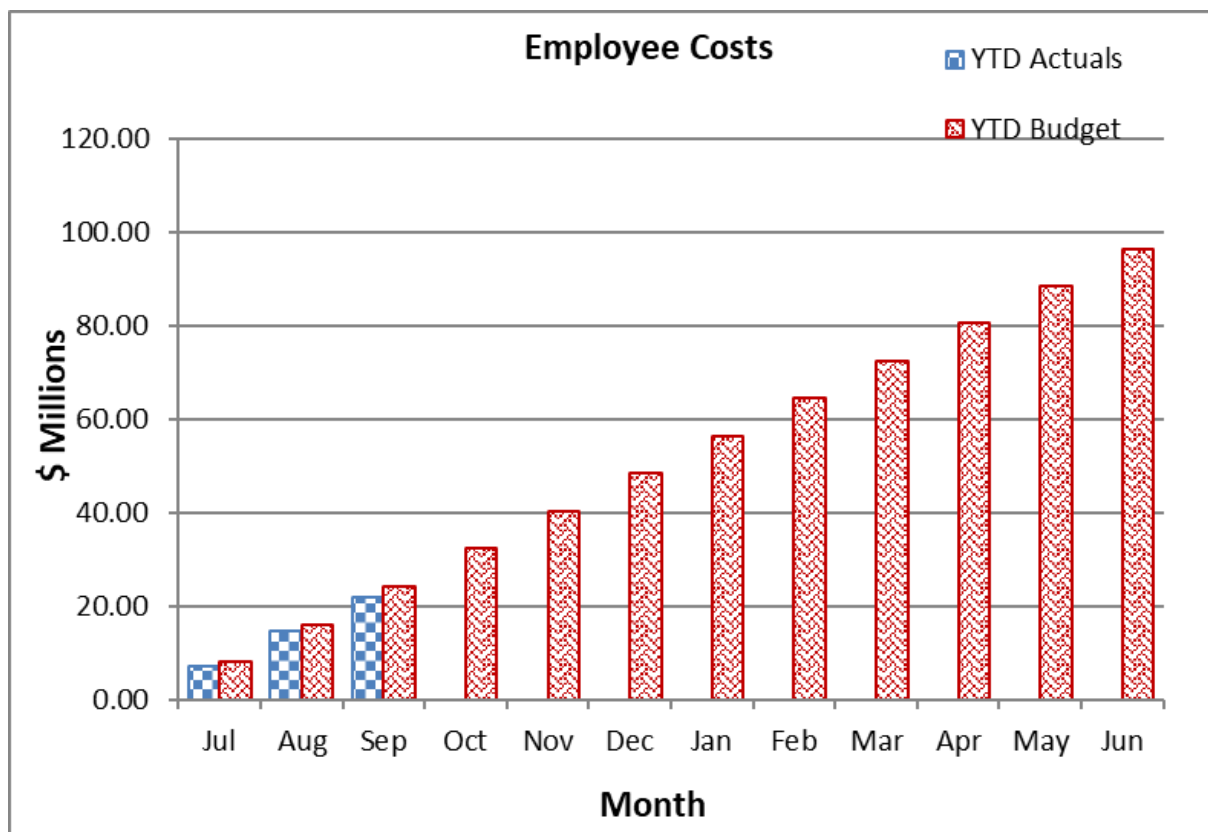
**Note 6     Employee Costs*****Year to Date - (Actual \$21.7m, Revised Budget \$23.2m)***

The employee costs are below budget by \$1.5m, mainly due to;

- Timing differences in backfilling certain vacancies of \$1.1m;
- Lower spending on Training Courses, Conference & Seminars Fees and Travel expenses of \$263k;

***Offset by;***

- Higher Employee Cost Recoveries from Capital Projects of \$93k.



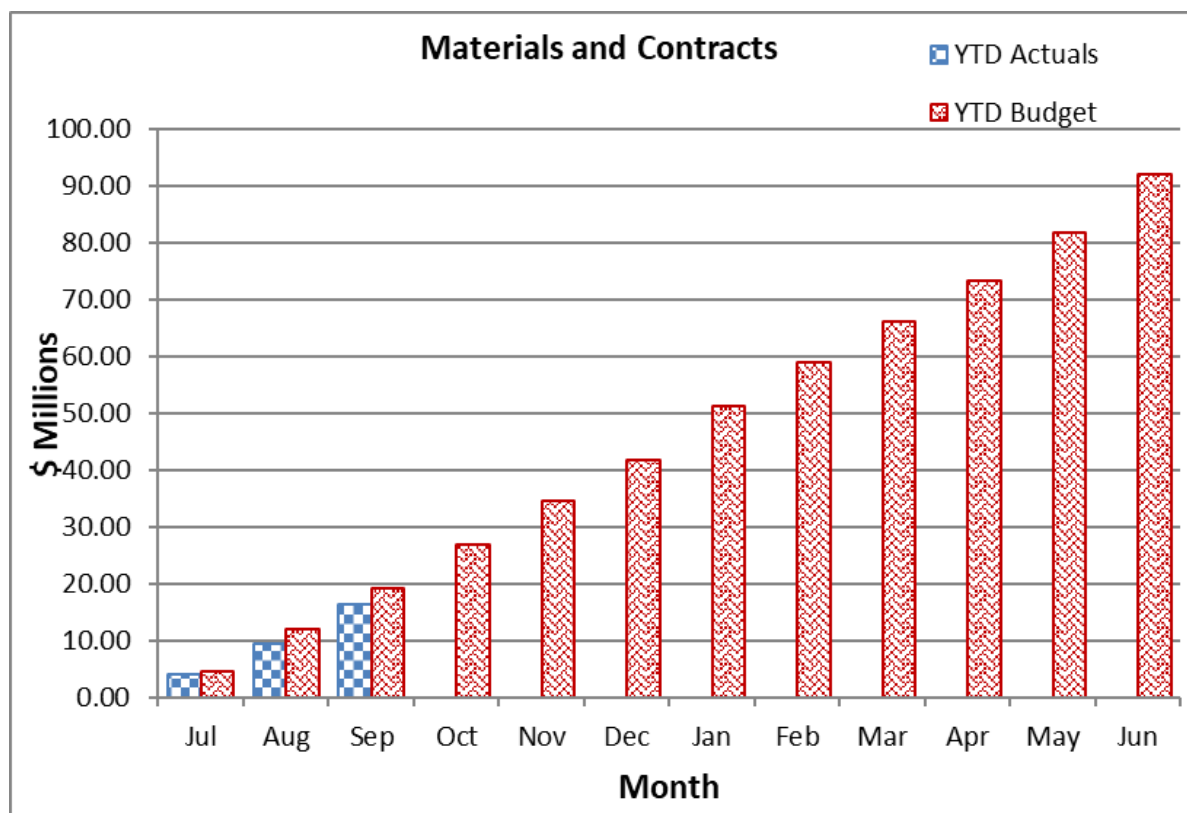
**Note 7     Materials & Contracts*****Year to Date - (Actual \$16.3m, Revised Budget \$19.1m)***

The Materials & Contracts expenditure is lower than the budget by \$2.8m, mainly due to;

- Lower Contract Expenses due to timing differences of \$1.3m;
- Lower Refuse Removal Expenses due to timing differences of \$1.2m;
- Delay in General Material Expenses due to timing differences of \$435k;

***Offset by;***

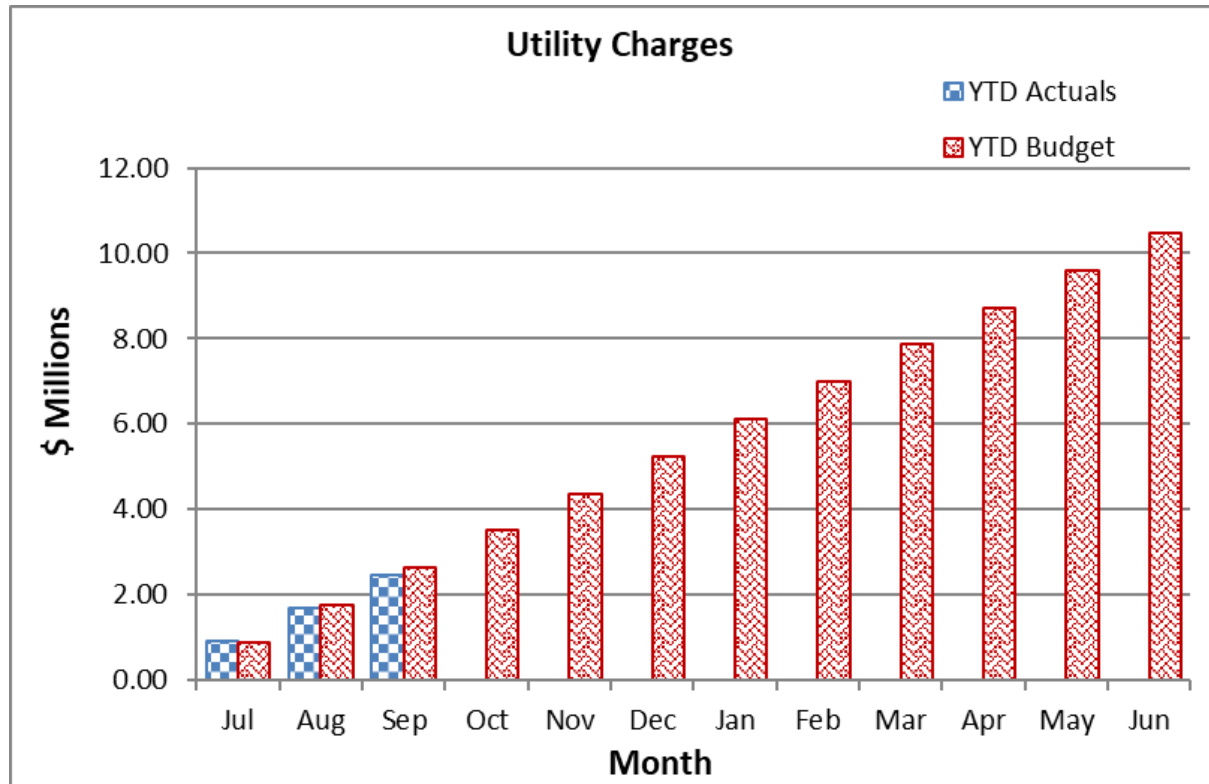
- Higher Audit Fee Expenses of \$80k mainly related to unbudgeted Waste Compositional Audits; and
- Timing differences of higher Legal Fee Expenses of \$83k.





**Note 8     Utility Charges****Year to Date - (Actual \$2.5m, Revised Budget \$2.6m)**

The variance is favourable by \$154k. This is mainly due to timing differences of utility consumption.

**Investing Activities****Note 9     Contributed Physical Assets****Year to Date – (Actual \$10.4m, Revised Budget \$8.3m)**

The favourable variance of \$2.1m due to timing differences of contributing various infrastructure physical assets by residential land developers. This is a non cash transaction which has no impact to the overall surplus.

**Note 10     Development Contribution Plans - Revenue****Year to Date – (Actual \$3.6, Revised Budget \$5.1m)**

The lower inflow of \$1.5m from the Development Contribution Plans Revenue is due to timing differences of Deferred Income Adjustments.

**Note 11     Purchase of Property, Plant and Equipment****Year to Date – (Actual \$5.6m, Revised Budget \$6.4m)**

The lower outflow of \$843k from the Purchase of Property, Plant and Equipment is due to the timing of actual expenditure.

**Note 12 Purchase & Construction of Infrastructure Assets*****Year to Date – (Actual \$9.3m, Revised Budget \$8.4m)***

The higher outflow of \$916k in the Purchase and Construction of Infrastructure Assets is due to the timing of actual expenditure.

**Note 13 Development Contribution Plans - Expenses*****Year to Date – (Actual \$1.6m, Revised Budget \$1.3m)***

The higher outflow of \$281k from the Development Contribution Plans Expenses is due to timing differences in acquisitions of various Public Open Spaces.

**Statement of Financial Position (Attachment 2)**

CITY OF WANNEROO

**STATEMENT OF FINANCIAL POSITION**

AS AT 30 SEPTEMBER 2024

Description	30 June 2024 Actual \$	30 September 2024 Actual \$	Movement		Notes
			\$	%	
Current Assets	559,054,074	735,049,783	175,995,709	31.5	
Current Liabilities	(117,812,772)	(126,094,069)	(8,281,297)	(7.0)	
<b>NET CURRENT ASSETS</b>	<b>441,241,302</b>	<b>608,955,714</b>	<b>167,714,412</b>	<b>38.0</b>	<b>1</b>
Non Current Assets	3,030,353,443	3,040,176,001	9,822,558	0.3	<b>2</b>
Non Current Liabilities	(199,810,811)	(212,723,201)	(12,912,390)	(6.5)	<b>3</b>
<b>NET ASSETS</b>	<b>3,271,783,934</b>	<b>3,436,408,514</b>	<b>164,624,580</b>	<b>5.0</b>	
<b>TOTAL EQUITY</b>	<b>3,271,783,934</b>	<b>3,436,408,514</b>	<b>164,624,580</b>	<b>5.0</b>	

***Note 1 - Net Current Assets***

Compared to the unaudited closing position on 30 June 2024, Net Current Assets have increased by \$167.7m, predominately due to the levying of 2024/25 Rates and Waste Service Fees in July 2024.

Within the Current Assets, Current Receivables of \$129.6m are mainly comprised of Rates and Waste Service Fees debtors of \$95.3m and Emergency Services Levy of \$14.2m. The remaining balance is attributed to General Debtors of \$20.1m.

***Note 2 - Non-Current Assets***

Non-Current Assets as at 30 September 2024 have increased by \$9.8m from 30 June 2024 unaudited closing balance, due to increase in Infrastructure Assets and Property, Plant and Equipment offset by the decrease in investments in Associates and decreased in non current receivables.

***Note 3 - Non-Current Liabilities***

Non-Current Liabilities as at 30 September 2024 have increased by \$12.9m from 30 June 2024 unaudited closing balance, mainly due to an increase in Deferred Revenue from Developer Contribution Plans and Unspent Grant Liabilities associated with Capital Projects.

### 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 September 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).

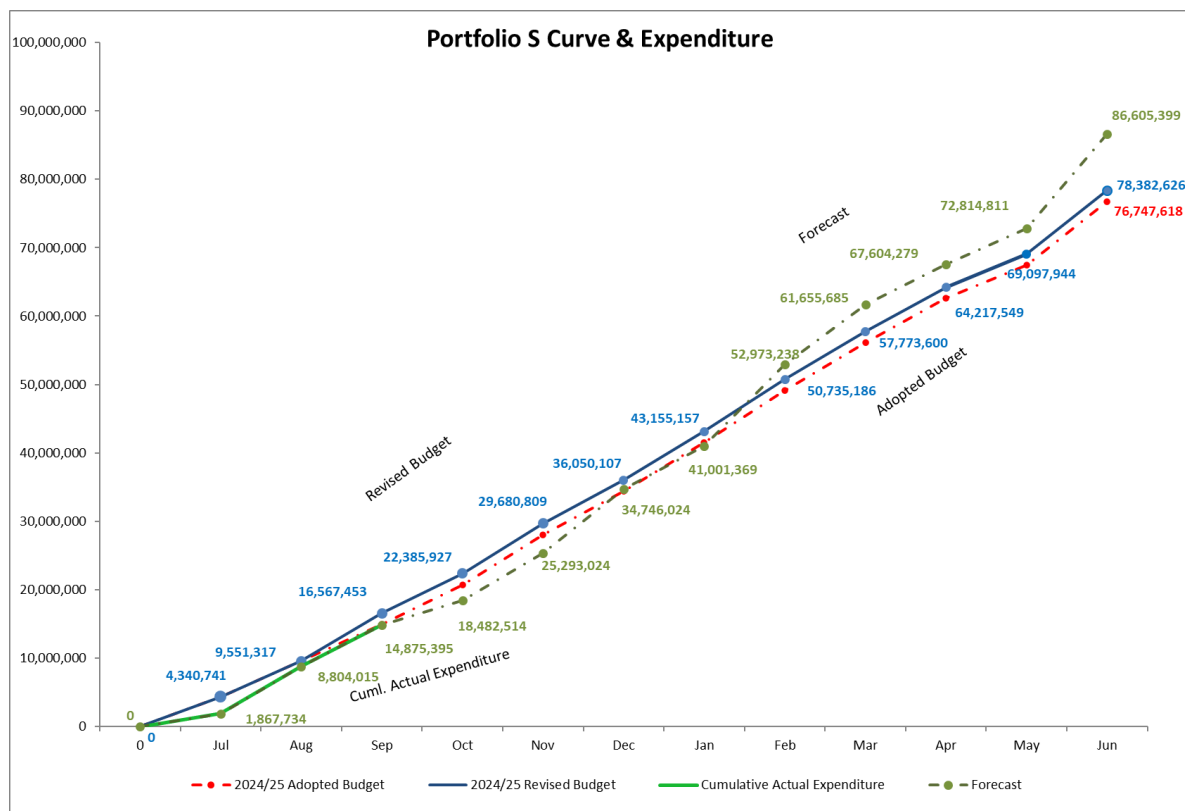
Details	DLGSCI Minimum Standard	As at 30/09/2024	As at 30/09/2023	Current Year to Date -Minimum Standard Met
<b>Current Ratio</b>				
The ability to meet short term financial obligations from unrestricted current assets.				
Current Assets - Restricted Current Assets (RCA)	=>1.00:1	2.6:1	2.6:1	YES
Current 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	142.6:1	140.9:1	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	3.7:1	4.3:1	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	0.7:1	0.8:1	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	19	835,479	1,561,392	17,971,206	8.7%
Community Safety	7	7,682	48,070	370,781	13.0%
Conservation Reserves	5	20,037	189,677	708,563	26.8%
Corporate Buildings	7	39,721	78,457	931,943	8.4%
Environmental Offset	4	38,248	92,937	529,179	17.6%
Fleet Management - Corporate	9	6,918	472,224	1,372,120	34.4%
Foreshore Management	7	19,378	31,161	4,374,772	0.7%
Golf Courses	5	-	-	423,081	0.0%
Investment Projects	14	38,500	68,288	1,452,024	4.7%
IT Equipment and Software	17	395,206	779,528	5,473,399	14.2%
Parks Furniture	16	96,241	173,334	3,327,895	5.2%
Parks Rehabilitation	2	113,590	181,656	1,650,520	11.0%
Passive Park Development	7	158,301	567,896	1,951,362	29.1%
Pathways and Trails	9	259,071	470,510	2,917,851	16.1%
Roads	13	2,637,497	6,670,130	14,065,149	47.4%
Sports Facilities	35	1,162,387	2,737,731	16,821,145	16.3%
Stormwater Drainage	5	2,468	6,297	343,378	1.8%
Street Landscaping	1	-	-	50,000	0.0%
Traffic Treatments	21	148,679	588,501	3,198,258	18.4%
Waste Management	2	91,978	157,606	450,000	35.0%
<b>Grand Total</b>	<b>205</b>	<b>6,071,380</b>	<b>14,875,395</b>	<b>78,382,626</b>	<b>19.0%</b>

As at 30 September 2024, the City incurred \$14.9m of capital expenditure, which represents 19% of the \$78.4m 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 and is provided in the Top Capital Projects attachment to this report (**Attachment 4**).

### Capital Changes

It is proposed that the following changes be made to the 2024/25 Capital Works Program.

PR-1010 Quinns Beach Caravan Park, Quinns Rocks, New Development – An additional \$130,000 is required to complete asbestos removal at the site. This will be funded from the Strategic Projects/Initiatives reserve.

PR-4234 Two Rocks Beach (South), Two Rocks, New Beach Accessway – An amount of \$58,000 is required for electrical design, seed collection and geotech investigation. This will be funded from the Strategic Projects/Initiatives reserve.

PR-4420 Sanctuary Park, Ridgewood, Upgrade Passive Park – Additional funds of \$20,000 are required for BBQ electrical connection and switchboard upgrade. It is proposed to fund this from savings identified in PR-4427 Heath Park, Eglinton, New Sports Floodlighting due to lower than anticipated tender prices.

PR-4473 Recurring Program, Upgrade Corporate Buildings - Minor Works 2023-24 – Additional funds of \$22,000 are required for the unscheduled replacement of an oven in the hospitality area of the Civic Centre. It is proposed to fund this from PR-4475 Recurring Program, Renew Community Building Assets, with savings identified upon completion of works.

PR-4523 Recurring Program, Renew Corporate Building Assets 2024-25 – An additional \$120,000 is required with the current budget insufficient for the works required on the L shed at Ashby depot. It is proposed to fund this from savings in PR-4521 Recurring Program, Upgrade Corporate Buildings - Minor Works 2024-25 due to a reduction in scope.



PR-4555 James Spiers Park, Wanneroo, Renew Pathway and Paving – An amount of \$375,000 is required to complete construction in 2024/25, upon the earlier than anticipated completion of design and consultation. This will be funded from the Asset Replacement/Enhancement reserve.

PR-4567 Civic Centre, Wanneroo, Upgrade Accessibility – An additional \$50,000 is required to progress with construction works. It is proposed to fund this from savings identified in PR-4427 Heath Park, Eglinton, New Sports Floodlighting due to lower than anticipated tender prices.

PR-4569 Clarkson Library, Clarkson, Renew Lighting – Funds of \$154,000 are required for the replacement of the lights for the project, which will be funded from the Asset Replacement/Enhancement reserve.

PR-4587 Recurring Program, Renew Natural Area Assets – Additional funds of \$10,000 are required to fast track interpretive sign replacement at Koondoola Bushland. It is proposed to fund this from PR-4470 Recurring Program, Renew Natural Area Assets 2023/24, where savings have been identified.

PR-4589 Recurring Program, Renew CCTV Network Infrastructure – An amount of \$213,000 is required to progress with construction. This will be funded from the Asset Replacement/Enhancement reserve.

PR-4610 Recurring Program, Renew Light Vehicles 2024-25 – Additional funds of \$300,000 are required for the replacement of five light vehicles in the November/December 2024 period. This will be funded from the Plant Replacement reserve.

PR-4624 Mirrabooka Avenue, Marangaroo, Road Rehabilitation MRRG from Marangaroo Dr to Rawlinson Dr – An amount of \$390,000 is required for construction works, due to be completed by February 2025. As part of the State Government's Metropolitan Regional Road Program (**MRRP**), grant funds have been set aside for these works.

### **Reserve Transfers**

It is proposed the below two reserve transfers:

#### **1. Neerabup Development Reserve**

As per the criteria set out in the Financial (Cash-Backed) Reserves Management Procedure, the proceeds from sale of limestone extracted from the Neerabup Industrial area during the development stage should be transferred to the Neerabup Development Reserve. From the 2021/22 financial year, funds receipted from limestone extraction had not been transferred to the Neerabup Development Reserve and remained unallocated in Municipal funds.

The proposed transfer amount, including accrued interest, from Municipal funds to the Neerabup Development Reserve is shown in the table below:

<b>Year</b>	<b>Resource Extraction Revenue</b>	<b>Interest</b>	<b>Total</b>
2021/22	\$ 522,771	\$ 2,846	\$ 525,617
2022/23	\$ 720,806	\$ 22,829	\$ 743,636
2023/24	\$ 244,655	\$ 11,923	\$ 256,578
<b>Total</b>	<b>\$ 1,488,233</b>	<b>\$ 37,598</b>	<b>\$ 1,525,831</b>

## 2. Golf Course Reserve

The below two projects, were originally funded from the Golf Course Reserve:

- PR-3054 Upgrade Mainline Sewer Connection at Marangaroo and Carramar Golf Courses (\$484,935); and
- PR-4073 Renew Reticulation at Carramar Golf Course (\$657,320).

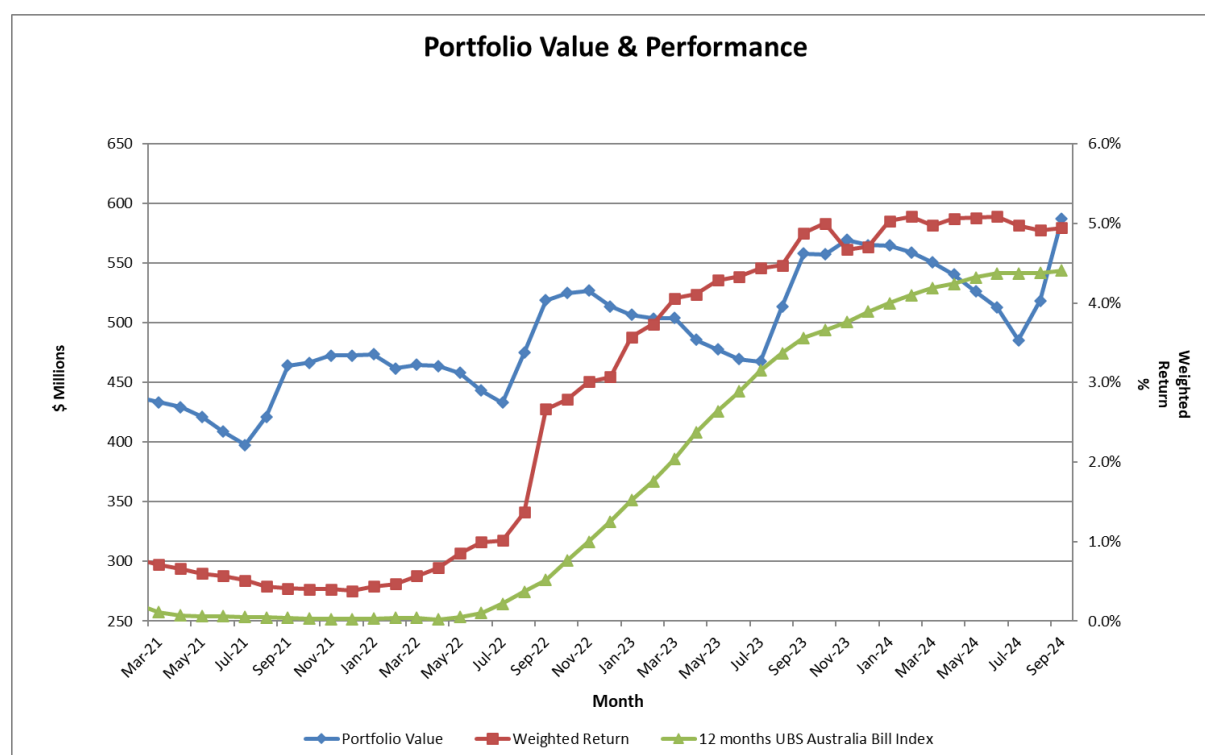
However, it has been established the above two projects will not fall into the set purpose of the Golf Course reserve, as per the Financial (Cash-Backed) Reserves Management Procedure.

The amount required to be transferred from the Asset Replacement/Enhancement reserve to the Golf Course reserve is shown in the table below:

Year	PR-3054	PR-4073	Interest	Total
2017/18	\$ 5,144	\$ 170,355	\$ 4,614	\$ 180,113
2018/19	\$ 479,791	\$ 486,965	\$ 25,712	\$ 992,468
<b>Total</b>	<b>\$ 484,935</b>	<b>\$ 657,320</b>	<b>\$ 30,327</b>	<b>\$ 1,172,582</b>

### 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 September 2024, the City held an investment portfolio (cash & cash equivalents) of \$587.1m (Face Value), equating to \$594.9m inclusive of accrued interest. The City's year to date investment portfolio return has exceeded the UBS Australia Bank Bill rate index benchmark by 0.53% pa (4.94% pa vs. 4.41% 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	High
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

## Recommendation

That Council:-

1. **RECEIVES** the Financial Activity Statement and commentaries on variances to Budget for the period ended 30 September 2024 consisting of:
  - a) September 2024 Financial Activity Statement;
  - b) September 2024 Net Current Assets Position; and
  - c) September 2024 Material Financial Variance Notes.
2. **APPROVES** by **ABSOLUTE MAJORITY** the following changes to the 2024/25 Capital Works Budget:

Number	From	To	Amount	Description
PR-1010	Strategic Projects/Initiatives Reserve	PR-1010 Quinns Beach Caravan Park, Quinns Rocks, New Development	\$130,000	Funds to cover asbestos removal at site.
PR-4234	Strategic Projects/Initiatives Reserve	PR-4234 Two Rocks Beach (South), Two Rocks, New Beach Accessway	\$58,000	Funds required for electrical design, seed collection and geotech investigation.
PR-4420	PR-4427 Heath Park, Eglinton, New Sports Floodlighting	PR-4420 Sanctuary Park, Ridgewood, Upgrade Passive Park	\$20,000	Funds required for BBQ electrical connection and switchboard upgrade.
PR-4473	PR-4475 Recurring Program, Renew Community Building Assets	PR-4473 Recurring Program, Upgrade Corporate Buildings - Minor Works 2023-24	\$22,000	Funds required for completion of works.

PR-4523	PR-4521 Recurring Program, Upgrade Corporate Buildings - Minor Works 2024-25	PR-4523 Recurring Program, Renew Corporate Building Assets 2024-25	\$120,000	Funds required for works on L shed at Ashby depot.
PR-4555	Asset Replacement / Enhancement reserve	PR-4555 James Spiers Park, Wanneroo, Renew Pathway and Paving	\$375,000	Funds required to complete construction works in 2024/25.
PR-4567	PR-4427 Heath Park, Eglinton, New Sports Floodlighting	PR-4567 Civic Centre, Wanneroo, Upgrade Accessibility	\$50,000	Funds required for construction works.
PR-4569	Asset Replacement / Enhancement reserve	PR-4569 Clarkson Library, Clarkson, Renew Lighting	\$154,000	Funds required for payment for lights.
PR-4587	PR-4470 Recurring Program, Renew Natural Area Assets 2023/24	PR-4587 Recurring Program, Renew Natural Area Assets	\$10,000	Funds to fast-track interpretive sign replacement at Koondoola Bushland.
PR-4589	Asset Replacement / Enhancement reserve	PR-4589 Recurring Program, Renew CCTV Network Infrastructure	\$213,000	Funds required for construction works.
PR-4610	Plant Replacement reserve	PR-4610 Recurring Program, Renew Light Vehicles 2024-25	\$300,000	Funds for replacement of five light vehicles.
PR-4624	Metropolitan Regional Road Program grant funds	PR-4624 Mirrabooka Avenue, Marangaroo, Road Rehabilitation MRRG from Marangaroo Dr to Rawlinson Dr	\$390,000	Funds for construction works.

**3. APPROVES by ABSOLUTE MAJORITY the following reserve transfers:**

From	To	Amount	Description
Municipal Funds	Neerabup Development Reserve	\$1,525,831	Transfer for resource extraction revenue
Asset Replacement / Enhancement Reserve	Golf Course Reserve	\$1,172,582	Reimburse reserve for expenditure on PR-3054 and PR-4073



*Attachments:*

- |   |   |           |
|---|---|-----------|
| 1 | <a href="#">Attachment 1 - Net Current Assets - September 2024</a>            | 24/366641 |
| 2 | <a href="#">Attachment 2 - Statement of Financial Position September 2024</a> | 24/366642 |
| 3 | <a href="#">Attachment 3 - Investment Report September 2024</a>               | 24/366644 |
| 4 | <a href="#">Attachment 4 - Top Capital Projects September 2024</a>            | 24/366645 |

## NET CURRENT ASSETS

Attachment 1

## (a) Composition of Net Current Asset Position as at 30 September 2024

Description	30-June-2024	30-September-2024	30 June 2025
	Actual \$	Actual \$	Adopted Budget \$
<b>Current Assets</b>			
Cash - Unrestricted	37,778,999	31,803,332	20,444,730
Cash - Restricted	6,081	6,081	29,825,343
Term Deposits	488,000,000	573,164,249	401,396,670
Receivables	32,847,100	129,628,320	4,956,323
Inventories	422,775	447,801	431,231
	<b>559,054,955</b>	<b>735,049,783</b>	<b>457,054,297</b>
<b>Less: Current Liabilities</b>			
Trade and Other Payables	(59,226,308)	(67,988,436)	(21,127,801)
Contract Liabilities	(32,705,786)	(32,705,786)	(23,250,000)
Lease Liabilities	(178,871)	(181,032)	(719,904)
Provisions	(25,701,807)	(25,218,815)	(20,500,750)
	<b>(117,812,772)</b>	<b>(126,094,069)</b>	<b>(65,598,455)</b>
<b>Net Current Asset Position</b>	<b>441,242,183</b>	<b>608,955,714</b>	<b>391,455,842</b>
<b>Less - Total Adjustments to net current assets</b>	<b>(419,900,046)</b>	<b>(429,870,697)</b>	<b>(390,601,169)</b>
<b>Net current assets used in the Financial Activity Statement</b>	<b>21,342,137</b>	<b>179,085,017</b>	<b>854,673</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	30-September-2024	30 June 2025
	Actual \$	Actual \$	Adopted Budget \$
<b>Less:</b>			
- Profit on asset disposals	(7,808,549)	(2,765,763)	(7,532,083)
<b>Add:</b>			
- Loss on asset disposals	478,073	0	124,684
- Depreciation	49,247,379	12,347,095	49,388,309
- Movement in Non Current Lease Liability	(47,818)	(35,797)	0
- Pensioner deferred rates Emergency Service Levy	(364,642)	131,015	0
- Employee provisions	(120,316)	14,475	0
- Movement in Contract Assets and Liabilities	9,870,576	8,350,090	
- Inventory	1,398,585	(25,026)	0
	<b>52,653,289</b>	<b>18,016,088</b>	<b>41,980,910</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	30-September-2024	30 June 2025
	Actual \$	Actual \$	Adopted Budget \$
Non-Cash Contributions of Assets	(26,154,871)	(10,245,059)	(45,000,000)
Movement in unspent capital grants associated with restricted cash	(4,031,859)	(4,583,623)	0
	<b>(30,186,730)</b>	<b>(14,828,683)</b>	<b>(45,000,000)</b>

## (d) Current Assets &amp; Liabilities Excluded From Budgeted Deficiency

## Adjustments:

Adjustments:	30-June-2023	30-September-2024	30 June 2025
	Actual \$	Actual \$	Adopted Budget \$
- Current assets restricted to trading undertaking	(466,525,470)	(475,799,625)	(431,222,013)
Accrued Development Contribution Plans Income	(648,800)	(724,725.0)	0
<b>Add:</b>			
- Current portion of lease liabilities	178,872	181,032	36,197
- Current portion of contract liability held in reserve	26,436,322	26,386,842	23,250,000
- Current portion of unspent capital grants held in reserve	6,269,463	6,269,463	0
- Current portion of employee benefit provisions held in reserve	14,389,566	13,816,317	17,334,647
	<b>(419,900,046)</b>	<b>(429,870,697)</b>	<b>(390,601,169)</b>

## Attachment 2

**CITY OF WANNEROO**  
**STATEMENT OF FINANCIAL POSITION**  
**AS AT 30 SEPTEMBER 2024**

Description	30/06/2024 Actual \$	30/09/2024 Actual \$
<b>Current Assets</b>		
Cash and Cash Equivalents	37,784,199	31,809,413
Trade and Other Receivables	32,847,100	129,628,320
Other Financial Assets	488,000,000	573,164,249
Inventories	422,775	447,801
	<b>559,054,074</b>	<b>735,049,783</b>
<b>Non Current Assets</b>		
Trade and Other Receivables	5,108,097	4,720,344
Inventories	16,631,189	16,631,189
Investments in Associates	33,829,008	31,063,245
Property, Plant and Equipment	543,748,387	545,976,521
Infrastructure Assets	2,430,517,845	2,441,265,785
Right to Use Assets	518,917	518,917
	<b>3,030,353,443</b>	<b>3,040,176,001</b>
<b>TOTAL ASSETS</b>	<b>3,589,407,517</b>	<b>3,775,225,784</b>
<b>Current Liabilities</b>		
Trade and Other Payables	59,226,308	67,988,436
Other Liabilities	32,705,786	32,705,786
Lease Liabilities	178,871	181,032
Employee Related Provisions	22,247,307	21,764,315
Other Provisions	3,454,500	3,454,500
	<b>117,812,772</b>	<b>126,094,069</b>
<b>Non Current Liabilities</b>		
Other Liabilities	113,411,142	126,344,855
Lease Liabilities	358,091	322,294
Borrowings	74,334,488	74,334,488
Employee Related Provisions	1,906,344	1,920,818
Other Provisions	9,800,746	9,800,746
	<b>199,810,811</b>	<b>212,723,201</b>
<b>TOTAL LIABILITIES</b>	<b>317,623,583</b>	<b>338,817,270</b>
<b>NET ASSETS</b>	<b>3,271,783,934</b>	<b>3,436,408,514</b>
<b>Equity</b>		
Reserve Accounts	345,616,648	352,691,893
Retained Surplus	1,273,891,032	1,431,440,367
Revaluation Surplus	1,652,276,254	1,652,276,254
<b>TOTAL EQUITY</b>	<b>3,271,783,934</b>	<b>3,436,408,514</b>

## INVESTMENT SUMMARY - As At 30 September 2024

Face Value \$	Interest Rate %	INSTITUTE	Rating	Maturity Date	Purchase price	Deposit Date	Deposit Category	Current Value \$	YTD Accrued Interest \$	Accrued Interest LTD
<b>Current Account Investment Group</b>										
13,910,000.00	0.25	Commonwealth Bank of Australia Perth	A1	N/A		N/A	Call Deposit	13,910,000.00		
<b>13,910,000.00</b>	<b>0.25%</b>							<b>13,910,000.00</b>		
<b>Term Investment Group</b>										
3,164,248.77	5.16	Westpac Banking Corporation-AARC	A1	02-December-2024	3,164,248.77	02-August-2024	Term Deposit	3,190,641.21	26,392.44	26,392.44
10,000,000.00	5.33	Westpac Banking Corporation	A1	10-October-2024	10,000,000.00	10-October-2023	Term Deposit	10,519,857.53	134,345.21	519,857.53
10,000,000.00	5.33	Westpac Banking Corporation	A1	10-October-2024	10,000,000.00	10-October-2023	Term Deposit	10,519,857.53	134,345.21	519,857.53
10,000,000.00	5.30	Suncorp	A-1+	24-October-2024	10,000,000.00	25-October-2023	Term Deposit	10,495,150.68	133,589.04	495,150.68
25,000,000.00	5.22	Suncorp	A-1+	17-January-2025	25,000,000.00	19-January-2024	Term Deposit	25,911,712.33	328,931.51	911,712.33
25,000,000.00	5.22	Suncorp	A-1+	20-January-2025	25,000,000.00	19-January-2024	Term Deposit	25,911,712.33	328,931.51	911,712.33
25,000,000.00	5.22	National Australia Bank	A1	17-January-2025	25,000,000.00	19-January-2024	Term Deposit	25,911,712.33	328,931.51	911,712.33
15,000,000.00	5.18	Suncorp	A-1+	29-January-2025	15,000,000.00	31-January-2024	Term Deposit	15,517,290.41	195,846.58	517,290.41
20,000,000.00	5.16	Westpac Banking Corporation	A1	23-February-2025	20,000,000.00	23-February-2024	Term Deposit	20,622,027.40	260,120.55	622,027.40
25,000,000.00	5.08	Suncorp	A-1+	07-March-2025	25,000,000.00	08-March-2024	Term Deposit	25,716,767.12	320,109.59	716,767.12
15,000,000.00	5.25	National Australia Bank	A1	09-May-2025	15,000,000.00	10-May-2024	Term Deposit	15,308,527.40	198,493.15	308,527.40
15,000,000.00	5.27	Westpac Banking Corporation	A1	13-June-2025	15,000,000.00	13-June-2024	Term Deposit	15,236,067.12	199,249.32	236,067.12
15,000,000.00	5.44	Westpac Banking Corporation	A1	17-July-2025	15,000,000.00	17-July-2024	Term Deposit	15,167,671.23	167,671.23	167,671.23
10,000,000.00	5.10	National Australia Bank	A1	08-August-2025	10,000,000.00	09-August-2024	Term Deposit	10,072,657.53	72,657.53	72,657.53
10,000,000.00	5.05	Westpac Banking Corporation	A1	09-August-2025	10,000,000.00	09-August-2024	Term Deposit	10,071,945.21	71,945.21	71,945.21
40,000,000.00	4.86	National Australia Bank	A1	22-August-2025	40,000,000.00	23-August-2024	Term Deposit	40,202,389.04	202,389.04	202,389.04
80,000,000.00	4.90	National Australia Bank	A1	08-September-2025	80,000,000.00	06-September-2024	Term Deposit	80,257,753.42	257,753.42	257,753.42
25,000,000.00	5.01	Westpac Banking Corporation	A1	08-April-2025	25,000,000.00	09-September-2024	Term Deposit	25,072,061.64	72,061.64	72,061.64
15,000,000.00	4.98	Westpac Banking Corporation	A1	09-May-2025	15,000,000.00	09-September-2024	Term Deposit	15,042,978.08	42,978.08	42,978.08
15,000,000.00	4.96	Westpac Banking Corporation	A1	09-June-2025	15,000,000.00	09-September-2024	Term Deposit	15,042,805.48	42,805.48	42,805.48
15,000,000.00	4.95	Westpac Banking Corporation	A1	09-July-2025	15,000,000.00	09-September-2024	Term Deposit	15,042,719.18	42,719.18	42,719.18
20,000,000.00	5.07	Westpac Banking Corporation	A1	11-December-2024	20,000,000.00	11-September-2024	Term Deposit	20,052,783.56	52,783.56	52,783.56
10,000,000.00	4.90	Westpac Banking Corporation	A1	11-September-2025	10,000,000.00	11-September-2024	Term Deposit	10,025,506.85	25,506.85	25,506.85
50,000,000.00	4.90	Westpac Banking Corporation	A1	24-September-2025	50,000,000.00	24-September-2024	Term Deposit	50,040,273.97	40,273.97	40,273.97
25,000,000.00	5.08	Suncorp	A-1+	26-March-2025	25,000,000.00	26-September-2024	Term Deposit	25,013,917.81	13,917.81	13,917.81
25,000,000.00	5.08	Suncorp	A-1+	02-April-2025	25,000,000.00	26-September-2024	Term Deposit	25,013,917.81	13,917.81	13,917.81
20,000,000.00	4.90	Westpac Banking Corporation	A1	30-September-2025	20,000,000.00	30-September-2024	Term Deposit	20,000,000.00	-	-
<b>573,164,248.77</b>	<b>5.06%</b>							<b>580,980,704.22</b>	<b>3,708,666.41</b>	<b>7,816,455.45</b>
	<b>Weighted Return</b>									
<b>587,074,248.77</b>	<b>4.94%</b>	<b>Totals</b>						<b>594,890,704.22</b>	<b>3,708,666.41</b>	<b>7,816,455.45</b>
	<b>4.41%</b>	12 month UBS Australia Bank Bill Index for 30 September 2024								
	<b>0.53%</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 2024/25 - September 2024																
PMO Project Registration			Financial Summary (Annual Funding)				Total Project Budget			Project Indicators				Project Progress		
PMO Code	Finance Code	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
PMO20057	004277	Alkimos, New Alkimos Aquatic and Recreation Centre	5,075,702	419,744	4,655,957	1	83,009,804	83,009,804	(0)	G	G	G	G	28	S4. Design	A restricted tender for construction was released on 16 September 2024.
PMO22012	004365	Brazier Rd, Yanchep, Upgrade Services	97,812	5,304	107,251	(14,743)	695,000	709,853	(14,853)	G	A	G	A	10	S4. Design	Final concept report finalised and ready for detail design tender. Risk indicates likely requirement to increase budget following revised concept estimate for clearing permit including additional arborist reports.
PMO16175	002664	Dordaak Kepup Library and Youth Innovation Hub, Landsdale, New Building	15,029,468	1,371,371	13,458,096	200,001	17,990,000	17,989,999	1	G	G	G	G	39	S5. Delivery	Construction of earthworks, drainage and foundations complete. Perimeter edge wall underway. Facility opening date anticipated late 2025. Rebudget of current year funds at MYR for continuing project.
PMO21060	004347	Flynn Drive, Neerabup, Upgrade from Wanneroo Road to Old Yanchep Road	784,517	269,589	514,928	0	37,787,350	37,787,350	(0)	G	G	G	A	29	S5. Delivery	An agreement to commence the ATCO risk assessment has been signed internally. Anticipated timelines for the risk assessment is November 2024 followed by design and relocation/protection works is June 2025. With construction anticipated to commence early 2025-26 the revised tentative schedule for tenders is early 2025. Overall risk amber to highlight budget and schedule uncertainty, as well as the current market fluctuations with rising costs of land acquisition and the offset requirement.
PMO16061	002955	Halesworth Park, Butler, New Sports Facilities	778,530	453,906	324,624	0	22,324,937	22,331,557	(6,620)	G	G	G	G	99	S6. Close-Out	Main pavilion and storage building in defects liability period until 05 August 2025. Temporary storage and toilets to be relocated adjacent netball courts with associated works for services and CCTV anticipated October 2024. Concrete paths envisaged thereafter. Reinstatement of retic and turf west of main building to be completed after relocation. Miscellaneous works to athletics and baseball infrastructure is ongoing.
PMO20062	004283	Heath Park, Eglinton, New Sports Amenities Building	4,283,312	919,957	3,363,355	0	6,253,356	6,253,356	(0)	G	G	G	G	56	S5. Delivery	Project is on track. Structural steel, roof sheet, stud wall frame and ceiling frame works are completed. Internal electrical wiring, plumbing, stub wall, ceiling, mechanical, glazier and external concrete works are in progress. On-site portable facilities are provided to the clubs during the construction phase.
PMO22026	004389	Kingsway Regional Sporting Complex, Madeley, Renew Netball Court Surface and Floodlighting	71,484	10,066	4,102,590	(4,041,172)	4,722,989	4,722,989	0	G	R	G	A	21	S4. Design	Construction commenced. Funds required in current year for progressing construction, request to OCM anticipated October 2024. Risk flagged amber associated with revising construction program from 3 months to 6 months as completion must occur prior to the netball winter season.



## Top Capital Projects 2024/25 - September 2024

PMO Project Registration			Financial Summary (Annual Funding)				Total Project Budget			Project Indicators				Project Progress		
PMO Code	Finance Code	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
PMO20056	004276	Lenore Road, Hocking, Upgrade to Dual Carriageway from Kemp St to Elliot Rd	3,340,724	1,627,230	1,713,494	0	7,725,952	7,725,952	(0)	G	G	G	G	54	S5. Delivery	Civil construction on track, anticipated completion May 2025. Landscaping works scheduled for June/July 2025 during wet season. Minor variations executed to suit site conditions
PMO22027	004390	Montrose Park, Girrawheen, Renew Tennis Courts, Fencing and Lighting	975,000	21,127	953,873	0	1,000,000	1,000,000	0	G	G	G	G	29	S4. Design	The project is on track. Tender out via and open-market tendering process. Anticipated completion of works June 2026.
PMO20006	004202	Montrose Park, Girrawheen, Upgrade Changeroom	636,041	31,702	604,339	(0)	885,231	845,333	39,898	G	G	G	G	29	S4. Design	The project is on track. The Tender is out via an open-market tendering process. Anticipated completion June 2026.
PMO16052	002616	Neerabup Industrial Area (Existing Estate), Neerabup, Upgrade Roads and Services Infrastructure	3,806,801	3,826,769	201,683	(221,650)	8,457,051	8,769,713	(312,662)	G	G	G	G	95	S5. Delivery	Construction 99% completed, practical completion anticipated October 2024. Variations accepted to the construction contract for night and week-end civil and asphalt works completed in September 2024. R2R funding agency to be approached for funding variation for funds required in 2024-25 and for the total project.
PMO22008	004361	Riverlinks Park, Clarkson, New All Abilities Playground	1,449,512	538,116	911,395	1	3,341,704	3,341,703	1	G	G	G	G	85	S5. Delivery	Scope consists of playground, recent addition of the car park and the toilet block. Completion of works anticipated October 2024, December 2024 and March 2025 respectively.
PMO20065	004279	Wanneroo Recreation Centre, Wanneroo, New Sports Hub	32,081	6,651	808,123	(782,693)	18,510,000	18,510,000	(0)	G	R	G	A	8	S4. Design	Tenders underway for architectural and specialist consultancy services, and cost consultant; closing October 2024. Evaluation and OCM reporting anticipated for December 2024. Additional funding in current year anticipated to account for fees and costs associated with progressing the design.
			36,360,984	9,501,532	31,719,707	(4,860,256)	212,703,374	212,997,609	(294,236)							

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

**CS05-11/24 Warrant of Payments for the Period to 30th September 2024**

File Ref: 1859V02 – 24/352346  
 Responsible Officer: Director Corporate Strategy & Performance  
 Attachments: Nil

**Issue**

Presentation to the Council of a list of accounts paid for the month of September 2024, including a statement as to the total amounts outstanding at the end of the month.

**Background**

Local Governments are required each month to prepare a list of accounts paid for that month and submit the list to the next Ordinary Meeting of the Council.

In addition, it must record all other outstanding accounts and include that amount with the list to be presented. The list of accounts paid and the total of outstanding accounts must be recorded in the minutes of the Council meeting.

**Detail**

The following is the Summary of Accounts paid in September 2024

<b>Funds</b>	<b>Vouchers</b>	<b>Amount</b>
<b>Director Corporate Services Advance A/C Accounts Paid – September 2024</b>		
Cheque Numbers	124782 – 124789	\$15,128.85
CBA & NAB Credit Cards	69 - 70	\$77,895.12
EFT Document Numbers	33899 - 34870	<u>\$25,627,219.74</u>
<b>TOTAL ACCOUNTS PAID</b>		<b><u>\$25,720,243.71</u></b>
Manual Journals		\$3,711.59
Less Cancelled Cheques		(\$1,829.37)
Town Planning Scheme		<u>(\$1,150,285.75)</u>
<b>RECOUP FROM MUNICIPAL FUND</b>		<b><u>\$24,571,840.18</u></b>
<b>Municipal Fund – Bank A/C Accounts Paid – September 2024</b>		
Recoup to Director Corporate Services Advance A/C		\$24,571,840.18
Bank Fees		\$42,015.33
Payroll – Direct Debits		<u>\$4,491,018.91</u>
<b>TOTAL ACCOUNTS PAID</b>		<b><u>\$29,104,874.42</u></b>
<b>Town Planning Scheme Accounts Paid – September 2024</b>		
Cell 9		<u>\$1,150,285.75</u>
<b>TOTAL ACCOUNTS PAID</b>		<b><u>\$1,150,285.75</u></b>

(Please note in some instances descriptions/details of one transaction are presented across two pages in following table.)

Warrant of Payments September 2024			
Number	Date	Supplier / Description	Amount
124782	2/09/2024	JCS Online Resources Limited	\$5,272.07
		Subscription - Find My Past 2024 / 2025	
124783	9/09/2024	Rates Refund	\$614.08
124784	9/09/2024	Streetside Advertising	\$1,276.00
		Repair / Replace Panels To Bus Shelters - Wanneroo Road Stop 12330 & Fix Bench Seat Shelter Stop 21903	
		Replacing Slats - Repainting - Bus Stop 12312	
124785	9/09/2024	Rates Refund	\$3,601.04
124786	16/09/2024	Logiudice Property Group	\$1,306.45
		Quarterly Admin / Reserve Fund Levy 01.10.2024 - 31.12.2024 - Mindarie Medical Centre	
124787	16/09/2024	Atrium Homes (WA) Pty Ltd	\$2,000.00
		Refund - Street & Verge Bond	
124788	24/09/2024	Rates Refund	\$618.13
124789	24/09/2024	Rates Refund	\$441.08
		<b>Total Cheque Payments</b>	<b>\$15,128.85</b>
Electronic Funds Transfer			
33899	2/09/2024	Mr C Pratt	\$50.48
		Reimbursement - Parking Fee	
33900	2/09/2024	Ms L Geh	\$40.00
		Reimbursement - Report Documents Required	
33901	2/09/2024	Mr M Dickson	\$466.50
		Reimbursement - Staff Recognition Lunch - 64 Employees	
		Reimbursement - Refreshments - DPLH	
33905	2/09/2024	3Logix Pty Ltd	\$36,850.00
		2 Truck Hardware And Installation For 3Logix - Waste	
33906	2/09/2024	AAAC Towing	\$2,695.00
		Abandoned Vehicle Management Services	
33907	2/09/2024	ABN Residential WA Pty Ltd	\$28,000.00
		Refund - Street & Verge Bonds	
33908	2/09/2024	ABN Residential WA Pty Ltd	\$10,000.00
		Refund - Street & Verge Bonds	
33909	2/09/2024	Action Glass & Aluminium	\$479.71
		Reglazed 2 Chipped Panels - Clear Laminated Safety Glass - Wanneroo Youth Centre	
33910	2/09/2024	Aisling Moloney	\$500.00
		CCTV Rebate	
33911	2/09/2024	Alinta Gas	\$189.05
		Gas Supply Charges - 2 Locations	

Warrant of Payments September 2024			
Number	Date	Supplier / Description	Amount
33912	2/09/2024	Andrew Thomas Bredow	\$2,000.00
		Refund - Street & Verge Bond	
33913	2/09/2024	Anh Bui	\$61.65
		Refund - Building Application - Rejected	
33914	2/09/2024	Ascon Survey and Drafting	\$1,103.30
		Drainage and Road Widening Surveying - Landsdale Road	
33915	2/09/2024	Aurora Environmental Perth	\$1,375.00
		Consulting Services - Asbestos - Poinciana Park	
33916	2/09/2024	Australian Airconditioning Services Pty Ltd	\$679.36
		Air Conditioning Maintenance Services - 2 Locations	
33917	2/09/2024	Australian Services Union	\$238.50
		Payroll Deductions	
33918	2/09/2024	Australian Swimming Coaches and Teachers Association Limited	\$925.00
		Conference Registration And Swim School Tour - 1 Attendee	
33919	2/09/2024	Australian Taxation Office	\$673,837.00
		Payroll Deductions	
33920	2/09/2024	Baileys Fertilisers	\$14,266.56
		Fertiliser Spreading Services - Parks	
33921	2/09/2024	Ball & Doggett Pty Ltd	\$2,327.14
		Paper Supplies - Print Room	
33922	2/09/2024	Baseball WA Limited	\$400.00
		Participation Funding Application - 1 Member Eastern Phantoms - Junior International Tour 27.07 - 03.08.2024 JL World Series	
33923	2/09/2024	Beacon Equipment	\$166.00
		Vehicle Spare Parts	
33924	2/09/2024	BGC Residential Pty Ltd	\$2,000.00
		Refund - Street & Verge Bond	
33925	2/09/2024	Biostat Engineering	\$6,050.00
		Install Pumpmate - Riverlinks Bore	
33926	2/09/2024	Bladon WA Pty Ltd	\$4,091.87
		29 Years Of Service Key Rings - People & Culture	
		Staff Uniforms - Various Employees	
33927	2/09/2024	Bridgestone Australia Limited	\$1,841.64
		Tyre Fitting Services	
33928	2/09/2024	Bridgestone Australia Limited	\$3,270.37
		Tyre Fitting Services	
33929	2/09/2024	Brownes Foods Operations Pty Limited	\$434.73
		Milk Deliveries For The City	
33930	2/09/2024	Carl Skinner	\$2,000.00
		Refund - Street & Verge Bond	

Warrant of Payments September 2024			
Number	Date	Supplier / Description	Amount
33931	2/09/2024	Catalina Regional Council	\$17,234.68
		Work Completed - Catalina Connolly Drive Clarkson WAPC	
33932	2/09/2024	CDM Australia Pty Ltd	\$1,647.18
		Computer Equipment - ICT	
33933	2/09/2024	Certex Lifting Pty Ltd	\$1,606.00
		CVI And Tag Gear - Fleet Workshop	
33934	2/09/2024	CFMEU	\$110.00
		Payroll Deductions	
33935	2/09/2024	Child Support Agency	\$1,776.81
		Payroll Deductions	
33936	2/09/2024	City of Wanneroo	\$508.00
		Payroll Deductions	
33937	2/09/2024	Coates Hire Operations Pty Limited	\$353.68
		Portable Toilet Hire - Koondoola Reserve - Assets	
33938	2/09/2024	Coca Cola Amatil Pty Ltd	\$562.27
		Beverages - Kingsway Stadium	
33939	2/09/2024	Coleen Vidler	\$42.50
		Dog Registration Refund - Already Registered	
33940	2/09/2024	Complete Office Supplies Pty Ltd	\$1,278.64
		Stationery Purchases - Various Service Units	
33941	2/09/2024	Conplant Pty Ltd	\$2,176.90
		Equipment Hire - Roller - Kingsway	
33942	2/09/2024	Conway Highbury Pty Ltd	\$495.00
		Local Laws Review Project - Governance	
33943	2/09/2024	Corsign (WA) Pty Ltd	\$7,260.00
		400 Traffic Cones - Engineering	
33944	2/09/2024	Craig McGrath	\$985.70
		Vehicle Crossing Subsidy	
33945	2/09/2024	Craneswest (WA) Pty Ltd	\$19,601.11
		Transport And Processing Of Green Waste From Wangara And Supply Of Shredded Greens	
33946	2/09/2024	Craneswest (WA) Pty Ltd	\$128,109.88
		Work Completed By Western Go Organics JV - Waste	
33947	2/09/2024	Critical Fire Protection & Training Pty Ltd	\$885.58
		Check Fire Pump - Quinns Mindarie Surf Life Saving Club	
		Investigate Fire Panel Fault - Kingsway Stadium	
		Pump Repair - Kingsway Electrical / Irrigation Controls Building	
		Replace Extinguishers - Two Rocks Playgroup & Community Facility	



Warrant of Payments September 2024			
Number	Date	Supplier / Description	Amount
		Replace Log Book - Clarkson Library & WRC	
33948	2/09/2024	Crown Lift Trucks	\$398.86
		Labour Charge Due To Repairs Over And Above Normal Service - Fleet	
33949	2/09/2024	CS Legal	\$28,956.15
		Court Fees - Rating Services	
33950	2/09/2024	Daimler Trucks Perth	\$67.64
		Vehicle Spare Parts - Fleet	
33951	2/09/2024	Data #3 Limited	\$647.41
		Azure Plan Under The Microsoft Customer Agreement - ICT	
33952	2/09/2024	David Roy Cull	\$1,963.50
		Termite Treatment - Joseph Park	
33953	2/09/2024	Debbie Schutte	\$2,000.00
		Refund - Street & Verge Bond	
33954	2/09/2024	Department of Fire & Emergency Services	\$8,955,978.65
		ESL 1St Quarter Contribution	
		3 False Fire Alarm Attendances - Aquamotion	
33955	2/09/2024	DMC Cleaning	\$83,932.75
		Cleaning Services / Consumables - Various Locations	
33956	2/09/2024	Dorothy Coe	\$77.40
		Hire Fee Refund	
33957	2/09/2024	Double G (WA) Pty Ltd	\$0.00
		Emergency Irrigation Repair - Gumblossom Park	
		Recoup Retention - Amount Not Retained From Original Invoice	
33958	2/09/2024	Dowsing Group Pty Ltd	\$12,875.88
		Footpath Works - Ridgewood Park - Assets	
		Repair Concrete Section - Kennerton Park	
33959	2/09/2024	Drainflow Services Pty Ltd	\$3,673.43
		Drain Cleaning / Road Sweeping Services - Various Locations	
33960	2/09/2024	Du Clene Pty Ltd	\$852.50
		Weekly Cleaning - Buckingham House, Cockman House & The Old School House	
33961	2/09/2024	E & MJ Rosher	\$1,178.10
		Jarrett Decal & Tip Blade Carrier Bar - Fleet	
33962	2/09/2024	Eclipse Soils	\$10,296.00
		Mulch Supplies - Parks	
33963	2/09/2024	Ecoburbia	\$660.00
		Two Lady Marmalade Readings - Childrens Book Week - Library Services	
33964	2/09/2024	Ecoscape Australia Pty Ltd	\$4,598.55

Warrant of Payments September 2024			
Number	Date	Supplier / Description	Amount
		Flora And Vegetation Field Survey / Report - Damian Park	
33965	2/09/2024	Electric Entertainment Dance School and Promotions	\$605.00
		Cabaret Performance - Beach To Bush Finale	
		Workshop - K-Pop Dance - Bush To Beach	
33966	2/09/2024	Elite Tours	\$3,145.00
		Mystery Day Trip - Gold Program	
33967	2/09/2024	Engineering Education Australia Pty Limited	\$1,764.70
		Fundamentals Of Asset Maintenance And Reliability Management - 2 Attendees	
33968	2/09/2024	Entire Land Care Pty Ltd	\$49,115.00
		Completion Of Eco-Burn Prep Work - Marangaroo A Reserve & Mather Reserve	
33969	2/09/2024	Environmental Health Australia (Western Australia) Incorporated	\$3,318.00
		Corporate Membership - 01.07.2024 - 30.06.2025 - Health Services	
33970	2/09/2024	Event & Conference Company Pty Ltd	\$4,960.00
		Registration - Waste Conference - 10 Attendees	
33971	2/09/2024	Evolve Talent Pty Ltd	\$4,067.63
		Casual Labour Services	
33972	2/09/2024	Fairway Building trading as Total Fitouts	\$110.00
		Refund - Building Application - Approved Over Statutory Time Frames	
33973	2/09/2024	First Homebuilders Pty Ltd	\$2,000.00
		Refund - Street & Verge Bond	
33974	2/09/2024	Fleet Network	\$10,697.40
		Payroll Deductions	
33975	2/09/2024	Flick Anticimex Pty Ltd	\$4,871.01
		Sanitary Waste Services	
33976	2/09/2024	Frances Beukelaar-Nicholls	\$500.00
		CCTV Rebate	
33977	2/09/2024	Fusion Applications Pty Ltd	\$7,150.00
		Consulting Fees - OICS Architecture Integration - ICT	
33978	2/09/2024	GDR Mobile Auto Electrical Services Pty Ltd	\$506.00
		Vehicle Repairs - Fleet	
33979	2/09/2024	Geoff's Tree Service Pty Ltd	\$101,861.53
		Install Firebreaks - Koondoola Reserve - Parks	
		Pruning Services For The City	
33980	2/09/2024	George Rofa and Elanit Rofa	\$825.00
		Vehicle Crossing Subsidy	
33981	2/09/2024	Giovanna Gullotti	\$50.00

Warrant of Payments September 2024			
Number	Date	Supplier / Description	Amount
		Dog Registration Refund - Already Registered	
33982	2/09/2024	Glenn Swift Entertainment	\$1,540.00
		Storyteller In Residence - Book Week 2024	
33983	2/09/2024	GPC Asia Pacific Pty Ltd	\$362.34
		Vehicle Spare Parts	
33984	2/09/2024	Green Options Pty Ltd	\$3,978.26
		Rotary Mowing - Active Parks - 29.04.2024	
33985	2/09/2024	Hays Personnel Services	\$5,537.40
		Casual Labour Services	
33986	2/09/2024	Henry Anyona	\$500.00
		CCTV Rebate	
33987	2/09/2024	Hickey Constructions Pty Ltd	\$366,818.56
		Hazard Reduction - Cinnabar Park	
		Progress Claim 6 - Construction - Heath Park Pavilion	
		Structure Repairs - Hellos And Luminous Park	
		Install Rock Pitching Around Drainage Grates - Wanneroo Library	
33988	2/09/2024	Holty's Hiab	\$1,452.00
		AFL / Soccer 3 Goal Rotation - Riverlinks, Ridgewood. Anthony Waring & Kingsway	
33989	2/09/2024	Homestart	\$10,000.00
		Refund - Street & Verge Bonds	
33990	2/09/2024	Hose Right	\$296.58
		Hose Fitting Services	
33991	2/09/2024	Houspect WA	\$1,500.40
		Building Inspection - Marangaroo / Hepburn Family Centre	
33992	2/09/2024	Hydroquip Pumps & Irrigation Pty Ltd	\$9,823.99
		Bore Pump Service - Ferrara Park	
33993	2/09/2024	Ideal Homes Pty Ltd	\$2,000.00
		Refund - Street & Verge Bond	
33994	2/09/2024	Imagesource Digital Solutions	\$682.00
		30 A4 Stickers - Acknowledgement Of Country	
		Re-Skin Junior Signs - Kingsway	
33995	2/09/2024	Integrity Industrial Pty Ltd	\$3,613.89
		Casual Labour Services	
33996	2/09/2024	Integrity Industrial Pty Ltd	\$14,855.62
		Casual Labour Services	
33997	2/09/2024	Iron Mountain Australia Group Pty Ltd	\$5,517.96
		Offsite Storage Services - IM	
33998	2/09/2024	Irri-Tronics	\$440.00
		Dynatel Locator Repairs Due To Battery Failure - Parks	

Warrant of Payments September 2024			
Number	Date	Supplier / Description	Amount
33999	2/09/2024	Ixom Operations Pty Ltd	\$2,578.40
		Pool Chemicals - Aquamation	
34000	2/09/2024	Jackson McDonald	\$1,320.00
		Legal Fees For The City	
34001	2/09/2024	James Bennett Pty Ltd	\$1,872.82
		Book Purchases - Library Services	
34002	2/09/2024	Jasvir S Sher Singh and Muthu Ramiah	\$183.70
		Vehicle Crossing Subsidy	
34003	2/09/2024	JCorp Pty Ltd	\$12,000.00
		Refund - Street & Verge Bonds	
34004	2/09/2024	Jobfit Health Group Pty Ltd	\$1,588.13
		Pre-Employment Medical Assessments	
34005	2/09/2024	K & K Facility Services Pty Ltd	\$759.00
		Cleaning Of Toilets - Hinckley Park	
34006	2/09/2024	Kardan Australia Pty Ltd	\$171.65
		Refund - Building Application - Cancelled	
34007	2/09/2024	Karen Dean	\$395.45
		CCTV Rebate	
34008	2/09/2024	Kleenit	\$5,046.23
		Graffiti Removal - Various Locations	
		Scheduled Clean - Depot	
34009	2/09/2024	Konecranes Pty Ltd	\$2,894.12
		Planned Maintenance - 5 Plant Items - Fleet	
34010	2/09/2024	Lachlan McCaffrey	\$1,000.00
		Refund - Street & Verge Bond	
34011	2/09/2024	Laurice Quigley	\$500.00
		CCTV Rebate	
34012	2/09/2024	LGISWA	\$1,000.00
		Excess - Motor Vehicle Claim - 20.03.2024	
34013	2/09/2024	Linemarking WA Pty Ltd	\$8,699.72
		Line Marking Services - Various Locations	
34014	2/09/2024	Lizelle Wissing	\$500.00
		CCTV Rebate	
34015	2/09/2024	Luca Construct Pty Ltd	\$2,000.00
		Refund - Street & Verge Bond	
34016	2/09/2024	M P Rogers & Associates Pty Ltd	\$6,069.57
		Detailed Design - Tees Court Beach Access Way - Coastal Maintenance	
		Technical Engineering Advice - Construction - Jindalee Beach Access Way	
34017	2/09/2024	Marindust Sales & Ace Flagpoles	\$1,573.00
		Replace Goal Post - Leatherback Oval	
34018	2/09/2024	Materon Investments WA Pty Ltd	\$16,000.00
		Refund - Street & Verge Bonds	
34019	2/09/2024	Maxxia Pty Ltd	\$8,214.72
		Payroll Deductions	

Warrant of Payments September 2024			
Number	Date	Supplier / Description	Amount
34020	2/09/2024	McLeods Lawyers Pty Ltd	\$12,679.70
		Legal Fees For The City	
34021	2/09/2024	McLeods Lawyers Pty Ltd	\$10,900.00
		Legal Fees For The City	
34022	2/09/2024	Michael Goh Photography	\$1,100.00
		Photography - Tranquil Trails Project	
34023	2/09/2024	Michael Page International (Australia) Pty Ltd	\$9,610.01
		Casual Labour Services	
34024	2/09/2024	Midalia Steel Pty Ltd	\$261.69
		Steel Supplies - Workshop	
34025	2/09/2024	Mike Hood and Helen Long	\$2,000.00
		Refund - Street & Verge Bond	
34026	2/09/2024	Mindarie Regional Council	\$207,027.93
		Refuse Disposal Charges	
34027	2/09/2024	Miniquip Hire	\$22,769.45
		Heavy Equipment Hire - Various Locations	
34028	2/09/2024	MME Underground Services Pty Ltd	\$2,596.00
		Service Location Services - Khana Park	
34029	2/09/2024	Modern Motor Trimmers	\$96.40
		Ripstop Canvas Ranger Seat Covers - Fleet	
34030	2/09/2024	Mor Construction Pty Ltd	\$2,000.00
		Refund - Street & Verge Bond	
34031	2/09/2024	Morley Mower Centre	\$399.00
		Kombitool - Hedge Trimmer	
34032	2/09/2024	MST Consultancy	\$171.65
		Refund - Building Application - Cancelled	
34033	2/09/2024	My Homes WA	\$2,000.00
		Refund - Street & Verge Bond	
34034	2/09/2024	Natasha Lester	\$3,300.00
		Workshops - Writing - WLCC 17.08.2024 & 24.08.2024	
34035	2/09/2024	Rates Refund	\$89,326.87
34036	2/09/2024	Natural Area Consulting Management Services	\$6,802.75
		Weed Control - Kingsway Sports Complex	
34037	2/09/2024	Nigel Kenneth Richards	\$985.70
		Vehicle Crossing Subsidy	
34038	2/09/2024	OEM Group Pty Ltd	\$780.81
		Pressure Cleaner Service	
34039	2/09/2024	On Tap Services	\$18,006.70
		Plumbing Maintenance Services - Various Locations	
34040	2/09/2024	One Cert Pty Ltd	\$60.00
		Refund - Occupancy Permit - CTF Levy Paid Twice	
34041	2/09/2024	Onsidesports	\$568.10



Warrant of Payments September 2024			
Number	Date	Supplier / Description	Amount
		Aluminium Goals - Kingsway	
34042	2/09/2024	Paperbark Technologies Pty Ltd	\$102.89
		Site Meeting - Installation Of New Footpaths - James Spiers Park	
34043	2/09/2024	Parker Black & Forrest	\$132.00
		Keys - Halesworth Park Sports Pavilion	
34044	2/09/2024	Paywise Pty Ltd	\$4,316.28
		Payroll Deductions	
34045	2/09/2024	Perth Patio Magic Pty Ltd	\$4,000.00
		Refund - Street & Verge Bonds	
34046	2/09/2024	Phillip Tirant	\$2,000.00
		Refund - Street & Verge Bond	
34047	2/09/2024	Powerhouse Batteries Pty Ltd	\$561.00
		4 Batteries - Fleet	
34048	2/09/2024	Prestige Alarms	\$46,615.72
		CCTV Storage Upgrade - Aquamation	
		Air Conditioning Maintenance Services - 4 Locations	
		Install / Commission - Axis Licence Plate Verifier Licence - Wangara	
34049	2/09/2024	Property Council of Australia Limited	\$1,125.00
		Training - Property Asset Management Core - 1 Attendee	
34050	2/09/2024	Quantified Tree Risk Assessment Limited	\$1,067.00
		Training - Two-Day QTRA Course - 1 Attendee	
34051	2/09/2024	Rachael Pearce	\$2,000.00
		Refund - Street & Verge Bond	
34052	2/09/2024	Rahel Gile	\$500.00
		CCTV Rebate	
34053	2/09/2024	Rebound WA	\$1,000.01
		2 Wheel Life Basketball Sessions - Hainsworth Youth Centre	
34054	2/09/2024	Redink Homes Pty Ltd	\$2,000.00
		Refund - Street & Verge Bond	
34055	2/09/2024	Reliable Fencing WA Pty Ltd	\$14,088.81
		Install Bollards - Blackmore Park - Parks	
		Repair Fence / Bollards - Various Locations - Parks	
		Repair Locks - Halesworth Park Practice Cricket Nets - Parks	
		Install Treated Pine Conservation Fence - Flanders Place	
34056	2/09/2024	Repeat Plastics (WA)	\$10,896.74
		Install Podium Signs - Various Parks	
34057	2/09/2024	Reshma Dabasia	\$100.00
		Bond Refund	

Warrant of Payments September 2024			
Number	Date	Supplier / Description	Amount
34058	2/09/2024	Rates Refund	\$79.44
34059	2/09/2024	Riviera Homes WA Pty Ltd	\$2,000.00
		Refund - Street & Verge Bond	
34060	2/09/2024	Roads 2000	\$483.16
		Supply Asphalt - Engineering	
34061	2/09/2024	Royal Wolf Australia	\$1,446.33
		Equipment Hire - Event Kiosk - Halesworth Park	
34062	2/09/2024	Ryan O'Dea	\$500.00
		CCTV Rebate	
34063	2/09/2024	S & SRC	\$3,169.40
		Refund - Building Application - Incorrect Fees Paid	
34064	2/09/2024	Safety World	\$1,268.85
		Staff Uniforms - Waste	
34065	2/09/2024	Sanpoint Pty Ltd ATF the Fiore Family Trust	\$296,160.50
		Landscape Maintenance Services - Various Locations	
34066	2/09/2024	Sarah Evans	\$500.00
		CCTV Rebate	
34067	2/09/2024	Scoop Digital Pty Ltd	\$7,590.00
		Annual Localista Licensing Fee - Discover Wanneroo Website Plus 3 Event Marketing Packages	
34068	2/09/2024	Cancelled	
34069	2/09/2024	Seabreeze Landscape Supplies	\$81.00
		Landscape Mix	
34070	2/09/2024	Senthil Balakrishnan	\$500.00
		CCTV Rebate	
34071	2/09/2024	Skyline Landscape Services (WA)	\$37,844.01
		Streetscape Maintenance - Wanneroo Arterial Roads - Parks	
34072	2/09/2024	Slater-Gartrell Sports	\$616.00
		Repairs And Maintenance - Kingsway Netball	
34073	2/09/2024	Smartsalary	\$2,579.30
		Payroll Deductions	
34074	2/09/2024	Sphere Architects	\$7,260.00
		Changeroom Upgrade - Montrose Park - Assets	
34075	2/09/2024	SSB Pty Ltd	\$4,000.00
		Refund - Street & Verge Bonds	
34076	2/09/2024	St John Ambulance Western Australia Ltd	\$3,256.34
		First Aid Kit Supplies / Training Services	
34077	2/09/2024	Statewide Pump Services	\$616.00
		3 Locations Refitted Pump As Pumps Not Working	
34078	2/09/2024	Steens Gray & Kelly	\$1,143.45

Warrant of Payments September 2024			
Number	Date	Supplier / Description	Amount
		Contract Administration - HVAC Upgrade Works At Quinn's Rocks Sports Club	
34079	2/09/2024	Stewart & Heaton Clothing Company Pty Ltd	\$2,255.64
		Volunteer Bush Fire Brigade PPE	
34080	2/09/2024	Stihl Shop Osborne Park	\$853.65
		Stihl Brushcutter - Plant Replacement	
34081	2/09/2024	Stuart Yabsley	\$83.50
		Refund - Building Application - No Plans Found	
34082	2/09/2024	Superior Nominees Pty Ltd	\$2,621.30
		Playground Repairs - Banyandah Park - Parks	
		Supply & Install Bench Seat - Rotary Park - Parks	
34083	2/09/2024	Surf Life Saving WA Incorporated	\$1,499.63
		Risk Assessment - Jindalee Beach	
34084	2/09/2024	Sydney Tools Pty Ltd	\$3,081.25
		Breaker Tool And Trolley - Engineering	
		Portable Workshop Tool Kit	
34085	2/09/2024	Synergy	\$58,145.42
		Power Supply Charges - Various Locations	
34086	2/09/2024	Tangent Nominees Pty Ltd (Atf The Summit Homes Group Trust)	\$6,000.00
		Refund - Street & Verge Bonds	
34087	2/09/2024	Tayla Richards	\$985.70
		Vehicle Crossing Subsidy	
34088	2/09/2024	Telstra Limited	\$2,425.80
		Ethernet Service - Girrawheen Hub	
		Phone Charge For The City	
34089	2/09/2024	The Hire Guys Wangara	\$330.00
		Arrow Board Hire - Bulk Waste Collections	
34090	2/09/2024	The Local Government, Racing and Cemeteries Employees Union (WA)	\$1,144.00
		Payroll Deductions	
34091	2/09/2024	The Royal Life Saving Society Australia	\$505.00
		Digital Certificate Usage - Swim School	
		Workshop - Pool Lifeguard License Renewal - 1 Employee	
34092	2/09/2024	The Trustee for BARRA CIVIL AND FENCING Trust	\$30,431.50
		Install Garrison Fencing And Gates - Riverlink's Park Clarkson	
34093	2/09/2024	The Trustee For Ransberg Unit Trust	\$1,515.80
		Concrete Mix - Minimum Load - 3 Locations	
34094	2/09/2024	Toni Cunningham	\$150.00
		Dog Registration Refund - Sterilised	
34095	2/09/2024	Toro Australia Group Sales Pty Ltd	\$2,660.92

Warrant of Payments September 2024			
Number	Date	Supplier / Description	Amount
		Small Plant Spare Parts	
34096	2/09/2024	Totally Workwear Joondalup & Butler	\$359.80
		PPE Supply	
34097	2/09/2024	Triton Electrical Contractors Pty Ltd	\$660.00
		Irrigation Electrical Work - 2 Locations	
34098	2/09/2024	Trophy Shop Australia	\$97.30
		Name Badges - Various Employees	
34099	2/09/2024	Truck Centre WA Pty Ltd	\$5,966.59
		Vehicle Spare Parts	
34100	2/09/2024	United Fasteners WA Pty Ltd	\$333.76
		Vehicle Spare Parts	
34101	2/09/2024	Ventura Home Group Pty Ltd	\$2,000.00
		Refund - Street & Verge Bond	
34102	2/09/2024	Veolia Recycling & Recovery Pty Ltd	\$111,255.38
		Tipping Fees - Hardwaste 01 - 31.07.2024	
34103	2/09/2024	Vincent Abracia	\$500.00
		CCTV Rebate	
34104	2/09/2024	WA Garage Doors Pty Ltd	\$418.00
		Repair Roller Door - Ashby Operations Centre - Fleet Workshop - Building Maintenance	
34105	2/09/2024	Wanneroo Electric	\$9,041.12
		Electrical Maintenance Services - Various Locations	
34106	2/09/2024	Water Corporation	\$5,892.49
		Water Supply Charges - Various Locations	
34107	2/09/2024	WATM Crane Sales and Services WA	\$990.75
		Yearly Inspection - 95701 - Fleet	
34108	2/09/2024	West Coast Turf	\$62,807.54
		Turfing Works - Various Locations	
34109	2/09/2024	Western Australian Local Government Association	\$708.00
		Registration - WALGA Planning Showcase 2024 - 6 Attendees	
		Registration - WALGA Convention 2024 - Cocktail Gala - Cr Smith	
34110	2/09/2024	Western Australian Local Government Association	\$1,295.80
		Cr Wright - Attend WALGA State Conference 8-10 October 2024	
34111	2/09/2024	Western Irrigation Pty Ltd	\$10,952.27
		Irrigation Parts - Parks	
34112	2/09/2024	William Buck Audit (WA) Pty Ltd	\$47,124.00
		2024 / 2025 Annual Review Audit - TPS	
34113	2/09/2024	Winc Australia Pty Limited	\$73.71
		Paper Fasteners - Print Room	
34114	2/09/2024	Work Clobber	\$486.60

Warrant of Payments September 2024			
Number	Date	Supplier / Description	Amount
		PPE Supply - New Employee	
34115	2/09/2024	Wurth Australia Pty Ltd	\$255.64
		Vehicle Spare Parts / Tools - Fleet	
34116	2/09/2024	Yanchep Little Athletics Club	\$400.00
		Community Funding - Participation Of 1 Member - Boys Junior International Tour From 10 - 15.07.2024 - Malaysia	
34117	2/09/2024	Yanchep Sun City Pty Ltd	\$3,504.00
		Bond Release - Civil Engineering Works Relating To Sump In Yanchep	
34118	5/09/2024	Ashley Donaldson (Senior)	\$550.00
		Monitoring Of Excavation - Yanchep Beach Aboriginal Heritage Site	
34119	5/09/2024	Bing Technologies Pty Ltd	\$4,233.72
		Postage Charges For The City	
34120	5/09/2024	Lalita Colbung	\$550.00
		2 Monitoring Works - Yanchep Beach Aboriginal Heritage Site	
34121	5/09/2024	The Trustee for UDLA Unit Trust	\$56,715.08
		Yanchep Lagoon Preliminary Foreshore Management Plan - Assets	
34125	9/09/2024	Mr M Dickson	\$80.90
		Reimbursement - Catering - Staff Recognition - 13 Attendees	
34126	9/09/2024	101 Residential Pty Ltd	\$2,000.00
		Refund -Street & Verge Bond	
34127	9/09/2024	3Logix Pty Ltd	\$3,611.74
		Software - Waste Track Access - Waste	
34128	9/09/2024	ABN Residential WA Pty Ltd	\$4,000.00
		Refund - Street & Verge Bonds	
34129	9/09/2024	ABN Residential WA Pty Ltd	\$48,338.00
		Refund - Building Application - Technical Issue	
		Refund - Street & Verge Bonds	
34130	9/09/2024	Adam Hughes	\$463.63
		CCTV Rebate	
34131	9/09/2024	Adam McElroy	\$2,000.00
		Refund - Street & Verge Bond	
34132	9/09/2024	Alinta Gas	\$6,984.95
		Gas Supply Charges - Various Locations	
34133	9/09/2024	All Aussie Aluminium & Glass	\$9,000.00
		Supply & Install Hinged Door Panels - Yanchep SLSC Toilets	
34134	9/09/2024	All Australian Safety Pty Ltd	\$1,331.03
		Prescription Safety Glasses - 3 Employees - Parks	
34135	9/09/2024	Allworks (WA) Pty Ltd	\$2,777.50



Warrant of Payments September 2024			
Number	Date	Supplier / Description	Amount
		Flattening Of Bike Jumps - Cassilda Park	
34136	9/09/2024	Altus Group Consulting Pty Ltd	\$9,900.00
		Quantity Surveying - Alkimos Aquatic & Recreation Centre - Assets	
34137	9/09/2024	Andrew Clark	\$525.60
		Refund - Building Application - Rejected	
34138	9/09/2024	Animal Health Solutions Pty Ltd	\$914.58
		Animal Care Centre Supplies	
34139	9/09/2024	Armaguard	\$607.19
		Cash Collection Services	
34140	9/09/2024	Arup Pty Ltd	\$20,900.00
		Prepare A Technical Addendum To A Traffic Study - The Neerabup Industrial Area	
34141	9/09/2024	Aussie Natural Spring Water	\$21.50
		Water Supplies - Print Room	
34142	9/09/2024	Australian Airconditioning Services Pty Ltd	\$20,133.67
		Maintenance Services - Various Locations	
		Progress Claim 4 - Installation Of Roof Penetrations, Upstands & Toilet Exhaust System To The Main Bar Area - Quinns Sports & Social	
34143	9/09/2024	Australian Institute of Management Western Australia Limited	\$1,161.00
		Training - Assertive Communication For Women - 1 Attendee	
34144	9/09/2024	Australian Services Union	\$238.50
		Payroll Deductions	
34145	9/09/2024	Australian Taxation Office	\$671,217.00
		Payroll Deductions	
34146	9/09/2024	Bee Advice	\$200.00
		Treat Bee Hive - Ashbrook Park	
34147	9/09/2024	Benara Nurseries, Quito Pty Ltd	\$2,365.53
		Plant Supplies - Parks	
34148	9/09/2024	BGC Construction	\$2,000.00
		Refund - Street & Verge Bond	
34149	9/09/2024	BGC Construction	\$2,000.00
		Refund -Street & Verge Bond	
34150	9/09/2024	BGC Residential Pty Ltd	\$30,000.00
		Refund - Street & Verge Bonds	
34151	9/09/2024	Blueprint Homes (WA) Pty Ltd	\$20,000.00
		Refund - Street & Verge Bonds	
34152	9/09/2024	BOC Limited	\$66.62
		Industrial Nitrogen & Oxygen Cylinders	
34153	9/09/2024	Bridgestone Australia Limited	\$1,068.87
		Tyre Fitting Services	
34154	9/09/2024	Bridgestone Australia Limited	\$16,412.32

Warrant of Payments September 2024			
Number	Date	Supplier / Description	Amount
		Tyre Fitting Services	
34155	9/09/2024	BrightMark Group Pty Ltd	\$22,302.52
		Aquamotion - Night Cleaning	
34156	9/09/2024	Bucher Municipal Pty Ltd	\$2,298.30
		Vehicle Spare Parts - Fleet	
34157	9/09/2024	Butler Little Athletics Club Inc	\$400.00
		Participation Funding - 1 Member	
34158	9/09/2024	Canning & Associates Cost Consulting Pty Ltd	\$2,051.50
		Progress Claim - Dordaak Kepap Project - August 2024 - Assets	
34159	9/09/2024	Car Care (WA) Mindarie	\$460.95
		Cleaning Of Community Buses - Community Development	
34160	9/09/2024	Car Care Motor Company Pty Ltd	\$510.40
		Vehicle Services - Fleet	
34161	9/09/2024	Centaman Systems Pty Ltd	\$871.75
		RFID Membership Keyfobs - Aquamotion	
34162	9/09/2024	CFMEU	\$110.00
		Payroll Deductions	
34163	9/09/2024	Child Support Agency	\$1,938.71
		Payroll Deductions	
34164	9/09/2024	Chillo Refrigeration & Air-Conditioning	\$2,508.00
		Service And Replace Water Filter On Ice Machines - Various Locations	
34165	9/09/2024	Chrysalis Quantity Surveying Pty Ltd	\$9,055.20
		Construction Specialist Services - Alkimos Aquatic & Recreation Centre - Assets	
34166	9/09/2024	City of Wanneroo	\$504.00
		Payroll Deductions	
34167	9/09/2024	Civil Sciences and Engineering	\$2,843.50
		Pavement Design - Landsdale Road Blackspot - Assets	
34168	9/09/2024	Cleanaway Operations Pty Ltd	\$3,429.80
		Grease Trap Service - Waste Services	
		Removal & Disposal Of Waste Liquid - Fleet Workshop	
34169	9/09/2024	Clinipath Pathology	\$563.41
		Medical Fees For The City	
34170	9/09/2024	Complete Office Supplies Pty Ltd	\$150.69
		Stationery Purchases	
34171	9/09/2024	Complete Office Supplies Pty Ltd	\$3,055.08
		Stationery Purchases	
34172	9/09/2024	Contra-Flow Pty Ltd	\$15,304.25
		Traffic Management - Various Locations	
34173	9/09/2024	Core Training Institute Pty Ltd T/a Pool Barrier Inspection Training WA	\$12,750.00

Warrant of Payments September 2024			
Number	Date	Supplier / Description	Amount
		Training - Pool Barrier Inspection - 3 Attendees - Compliance	
34174	9/09/2024	Corsign (WA) Pty Ltd	\$82.50
		Memorial Plaque - Parks	
34175	9/09/2024	Corsign (WA) Pty Ltd	\$39.60
		Memorial Plaque - Parks	
34176	9/09/2024	Cr Alexander Figg	\$2,911.28
		Monthly Allowance	
34177	9/09/2024	Cr Bronwyn Smith	\$2,911.28
		Monthly Allowance	
34178	9/09/2024	Cr Eman Seif	\$2,911.28
		Monthly Allowance	
34179	9/09/2024	Cr Glynis Parker	\$2,911.28
		Monthly Allowance	
34180	9/09/2024	Cr Helen Berry	\$2,911.28
		Monthly Allowance	
34181	9/09/2024	Cr Jacqueline Huntley	\$2,911.28
		Monthly Allowance	
34182	9/09/2024	Cr James Rowe	\$4,973.33
		Monthly Allowance	
34183	9/09/2024	Cr Jordan Wright	\$2,911.28
		Monthly Allowance	
34184	9/09/2024	Cr Marizane Moore	\$2,911.28
		Monthly Allowance	
34185	9/09/2024	Cr Natalie Herridge	\$2,911.28
		Monthly Allowance	
34186	9/09/2024	Cr Paul Miles	\$2,911.28
		Monthly Allowance	
34187	9/09/2024	Cr Philip Bedworth	\$2,911.28
		Monthly Allowance	
34188	9/09/2024	Cr Sonet Coetzee	\$2,911.28
		Monthly Allowance	
34189	9/09/2024	Cr Vinh Nguyen	\$2,911.28
		Monthly Allowance	
34190	9/09/2024	Critical Fire Protection & Training Pty Ltd	\$167.82
		Fire Detection System Repairs - WRC	
34191	9/09/2024	Cromag Pty Ltd T/a Sigma Telford Group	\$1,524.60
		Pool Chemicals - Aquamotion	
34192	9/09/2024	CTI Couriers	\$1,212.12
		Courier Services - Health	
34193	9/09/2024	Dale Alcock Homes Pty Ltd	\$12,000.00
		Refund - Street & Verge Bonds	
34194	9/09/2024	David Roy Cull	\$4,055.00
		Pest Control Services - Various Locations	
34195	9/09/2024	DG Imagery	\$4,620.00

Warrant of Payments September 2024			
Number	Date	Supplier / Description	Amount
		4 Day Local Content Shoot - Economic Development	
34196	9/09/2024	DMC Cleaning	\$34,289.81
		Cleaning Services - Yanchep/Two Rocks District, Community Buildings - North And Park Sporting, Toilets & Change-Rooms	
34197	9/09/2024	Dowsing Group Pty Ltd	\$34,412.61
		Remove And Replace Damaged Footpath - Penzance Terrace	
		Footpath Works - Granite Place	
34198	9/09/2024	Drainflow Services Pty Ltd	\$47,426.50
		Road Sweeping / Drainage Works - Various Locations	
34199	9/09/2024	Du Clene Pty Ltd	\$616.00
		Cleaning Of Toilets - Halesworth Pavilion	
34200	9/09/2024	Elizabeth Mary Jackson	\$240.00
		Workshops - Tech Skills For Beginners - Library Services	
34201	9/09/2024	Elliotts Irrigation Pty Ltd	\$847.00
		Iron Filter Servicing - Laricina Park	
34202	9/09/2024	Environmental Industries Pty Ltd	\$13,213.75
		Landscape Maintenance Services - Various Locations	
34203	9/09/2024	Equifax Australasia Credit Rating Pty Ltd	\$3,802.26
		Standard Financial Assessments & Indepth Company Express Credit Checks - Contracts & Procurement	
34204	9/09/2024	Evelyn Chiyangwa and Kennedy Chiyangwa	\$450.00
		Vehicle Crossing Subsidy	
34205	9/09/2024	Evolve Talent Pty Ltd	\$2,003.90
		Casual Labour Services	
34206	9/09/2024	First Homebuilders Pty Ltd	\$2,000.00
		Refund - Street & Verge Bond	
34207	9/09/2024	Fleet Network	\$11,541.27
		Payroll Deductions	
34208	9/09/2024	Foxfish Pty Ltd t/as Binley Fencing	\$13.37
		Temporary Fencing - Montrose Club Rooms	
34209	9/09/2024	Frontline Fire & Rescue Equipment	\$4,660.04
		Electrical Works - Wanneroo Central 4.4 - Repairs	
34210	9/09/2024	Fusion Applications Pty Ltd	\$7,150.00
		Consulting Fees For OICS Architecture Integration	
34211	9/09/2024	Gentronics	\$1,873.98
		Welding Supplies - Fleet	
34212	9/09/2024	Geoff's Tree Service Pty Ltd	\$13,473.48
		Pruning Services For The City	
34213	9/09/2024	Gerald Searle	\$49.50

Warrant of Payments September 2024			
Number	Date	Supplier / Description	Amount
		Book Stock - Library Services	
34214	9/09/2024	Grace Errey	\$319.00
		Refund - Skin Penetration Premises Application - Withdrawn	
34215	9/09/2024	Halpd Pty Ltd Trading As Affordable Living Homes	\$4,000.00
		Refund - Street & Verge Bonds	
34216	9/09/2024	Hays Personnel Services	\$20,517.82
		Casual Labour Services	
34217	9/09/2024	Hemsley Paterson	\$3,300.00
		Market Rent Assessment - Aquamotion Cafe - Property Services	
34218	9/09/2024	Hickey Constructions Pty Ltd	\$382.80
		Structural Pillar Repairs - Benson Park - Parks	
34219	9/09/2024	Homestart	\$2,000.00
		Refund - Street & Verge Bond	
34220	9/09/2024	Hose Right	\$1,698.99
		Vehicle Spare Parts	
34221	9/09/2024	Ideal Homes Pty Ltd	\$10,000.00
		Refund - Street & Verge Bonds	
34222	9/09/2024	Ideal Homes Pty Ltd	\$2,000.00
		Refund - Street & Verge Bond	
34223	9/09/2024	Imagesource Digital Solutions	\$324.50
		Update Building Decals - WLCC - Cultural Development	
34224	9/09/2024	IMCO Australasia Pty Ltd	\$3,960.00
		Permanent Asphalt Repair - 20kg Bag - Engineering	
34225	9/09/2024	Integrity Industrial Pty Ltd	\$21,700.58
		Casual Labour Services	
34226	9/09/2024	Integrity Industrial Pty Ltd	\$14,898.82
		Casual Labour Services	
34227	9/09/2024	Intelife Group	\$18,770.78
		Car Wash And Vacuum Services	
		Monthly Cleaning Services	
34228	9/09/2024	James Bennett Pty Ltd	\$2,613.78
		Book Purchases - Library Services	
34229	9/09/2024	JCCE Pty Ltd	\$495.00
		Footing Preparation And Steel Reinforcement Installation - Proposed Lean-To Extension - Wanneroo Showgrounds	
34230	9/09/2024	JCorp Pty Ltd	\$2,000.00
		Refund - Street & Verge Bond	
34231	9/09/2024	JCorp Pty Ltd	\$10,000.00
		Refund - Street & Verge Bonds	
34232	9/09/2024	Just Dumplings Studio Pty Ltd	\$56.00



Warrant of Payments September 2024			
Number	Date	Supplier / Description	Amount
		Refund - Trading Application Fee - Not Required	
34233	9/09/2024	Kathleen Castledine and Peter Castledine	\$985.70
		Vehicle Crossing Subsidy	
34234	9/09/2024	Kelyn Training Services	\$4,975.00
		Training - Traffic Control Courses - 03 - 05.09.2024 - Onsite	
34235	9/09/2024	Kerb Direct Kerbing	\$2,538.60
		Replace Kerbing - Morby Court - Engineering	
34236	9/09/2024	Kleenit	\$1,361.44
		Graffiti Removal - Various Locations	
34237	9/09/2024	Kyocera Document Solutions	\$4,342.70
		Photocopier Meter Reading Services	
34238	9/09/2024	Landscape Elements	\$74,631.48
		Landscape Maintenance Services - Various Locations	
34239	9/09/2024	Larrikin House Pty Ltd	\$380.00
		Library Book Stock - Library Services	
34240	9/09/2024	Laura Sepulveda	\$478.72
		Vehicle Crossing Subsidy	
34241	9/09/2024	Les Mills Asia Pacific	\$1,246.78
		Fitness Class Licences - Aquamotion	
34242	9/09/2024	Linemarking WA Pty Ltd	\$530.70
		Spotting - Lambert Road	
34243	9/09/2024	Lions Club of Girradooia Inc trading as Lions Club of Girrawheen Inc	\$8,000.00
		Community Funding - Australia Day Function - John Moloney Park - 26.01.2025	
34244	9/09/2024	Little People Play	\$1,017.50
		Toddle Zone Soft Play - Banksia Grove Fun Festival	
34245	9/09/2024	Living Turf	\$24,255.00
		Casper Herbicide - Parks	
34246	9/09/2024	Magic Dale	\$880.00
		Magic Entertainment - Clarkson Library Quiz Night	
34247	9/09/2024	Marketforce Pty Ltd	\$4,482.50
		Design & Produce - Advocacy Connects Factsheets - Economic Development	
34248	9/09/2024	Mastec Australia Pty Ltd	\$65,080.10
		924 360 Litre Green Bins With Yellow Lids - Waste Services	
34249	9/09/2024	Materon Investments WA Pty Ltd	\$10,000.00
		Refund - Street & Verge Bonds	
34250	9/09/2024	Maxxia Pty Ltd	\$8,214.72
		Payroll Deductions	
34251	9/09/2024	Mayor Linda Aitken	\$12,614.62

Warrant of Payments September 2024			
Number	Date	Supplier / Description	Amount
		Monthly Allowance	
34252	9/09/2024	McLeods Lawyers Pty Ltd	\$1,207.80
		Legal Fees For The City	
34253	9/09/2024	Michael Page International (Australia) Pty Ltd	\$10,081.83
		Casual Labour Services	
34254	9/09/2024	Cancelled	
34255	9/09/2024	Michelle Lorraine Kember-Imrie	\$4,500.00
		Implementation Of Planned Website Improvements & Providing Ongoing Advice	
34256	9/09/2024	Mindarie Regional Council	\$353,323.85
		Refuse Disposal Charges	
34257	9/09/2024	MME Underground Services Pty Ltd	\$3,894.00
		Location Of Services - Various Sites	
34258	9/09/2024	Modus Compliance Pty Ltd	\$1,980.00
		Building Compliance Audit - Wanneroo Showground - Female AFI Facilities	
34259	9/09/2024	Morley Mower Centre	\$232.67
		Small Plant Spare Parts	
34260	9/09/2024	My Homes WA	\$4,000.00
		Refund - Street & Verge Bonds	
34261	9/09/2024	Natalie Barker	\$885.00
		Vehicle Crossing Subsidy	
34262	9/09/2024	Ngany Wirrin	\$600.00
		Consultation - Reconciliation Action Plan And Dordaak Kepap Room Naming - Assets	
34263	9/09/2024	Nuturf	\$12,760.00
		2 X IBC's Of Stamina Express - Kingsway Sporting Complex	
34264	9/09/2024	Olivia Carroll	\$985.70
		Vehicle Crossing Subsidy	
34265	9/09/2024	Omnicom Media Group Australia Pty Ltd trading as Marketforce	\$3,952.53
		Advertising Services	
34266	9/09/2024	On Tap Services	\$16,612.75
		Plumbing Maintenance - Various Locations	
34267	9/09/2024	oOh!media Street Furniture Pty Ltd	\$116.88
		Bus Stop Media - Bookable Bulk Project	
34268	9/09/2024	Oracle Corporation Australia Pty Ltd	\$213,283.18
		Oracle Fusion Cloud Service - ICT	
34269	9/09/2024	Orixon Pty Ltd	\$61,329.95
		Progress Claim 6 - Kingsway Little Athletics	
34270	9/09/2024	Outdoor World	\$4,000.00
		Refund - Street & Verge Bonds	
34271	9/09/2024	Paperbark Technologies Pty Ltd	\$2,144.34
		Quantified Tree Risk Assessment - 6 Trees - Various Locations	

Warrant of Payments September 2024			
Number	Date	Supplier / Description	Amount
34272	9/09/2024	Parker Black & Forrest	\$252.65
		Fix Locking Issue - Halesworth Park - Parks	
		Padlock - Gumblossom Changerooms	
34273	9/09/2024	Paywise Pty Ltd	\$4,316.28
		Payroll Deductions	
34274	9/09/2024	Perth Patio Magic Pty Ltd	\$2,000.00
		Refund - Street & Verge Bonds	
34275	9/09/2024	Perth Testing & Tagging Pty Ltd	\$11,719.40
		Electrical Testing & Tagging - New Civic Centre	
34276	9/09/2024	Plunkett Homes	\$4,000.00
		Refund - Street & Verge Bonds	
34277	9/09/2024	Porter Consulting Engineers	\$31,625.00
		Construction Surveillance - Neerabup Industrial Estate Upgrade - Assets	
		Detailed Design - Lenore Road Duplication - Assets	
		Detailed Design - Red Asphalt Shared Path - Lenore Road Duplication - Assets	
34278	9/09/2024	Prestige Alarms	\$36,986.40
		Alarm / CCTV Services - Various Locations	
34279	9/09/2024	Priority 1 Fire & Safety Pty Ltd	\$165.00
		Training - Breathing Apparatus - 1 Attendee	
34280	9/09/2024	Pritchard Francis Consulting Pty Ltd	\$3,470.50
		Civil Engineering Consultancy - Brazier Road Upgrades - Yanchep Lagoon Precinct	
34281	9/09/2024	Pure Homes Pty Ltd Trading As B1 Homes	\$2,000.00
		Refund - Street & Verge Bond	
34282	9/09/2024	RAC BusinessWise	\$108.00
		Call Out - Wheel Change - WN 34392	
34283	9/09/2024	Raw Goodness	\$2,475.00
		Business Wanneroo Planning Meetings & Weekly Social Media Management	
34284	9/09/2024	Redink Homes Pty Ltd	\$2,000.00
		Refund - Street & Verge Bond	
34285	9/09/2024	Reliable Fencing WA Pty Ltd	\$2,047.03
		Install Bollard - Belhaven Park	
		Repair Fencing - 3 Locations	
34286	9/09/2024	Residential Building WA Pty Ltd	\$6,000.00
		Refund - Street & Verge Bonds	
34287	9/09/2024	Roisin Richardson	\$24.64
		Refund - Copies Of Plans - Not Available	
34288	9/09/2024	RSEA Pty Ltd	\$224.95
		Bonded Fleece Hi Vis Vests - Stores	
34289	9/09/2024	RW Quantity Surveyors	\$4,070.00
		Professional Services - Aoc Building 3 Roof Replacement	

Warrant of Payments September 2024			
Number	Date	Supplier / Description	Amount
34290	9/09/2024	Safety World	\$183.70
		Embroidery Of City Of Wanneroo Reflective Badges - Emergency Management	
		PPE - Waste	
34291	9/09/2024	Sanpoint Pty Ltd ATF the Fiore Family Trust	\$129,926.39
		Landscape Maintenance Services - Various Locations	
34292	9/09/2024	Scott Print	\$5,478.00
		Printing - Waste Guide Booklet - Waste Services	
34293	9/09/2024	Seek Limited	\$8,632.10
		Advertising Services - Employment	
34294	9/09/2024	Sharon Officer	\$345.00
		CCTV Rebate	
34295	9/09/2024	Signs and Lines	\$39,874.14
		50% Deposit - Electronic Roadside Sign - Kingsway Indoor Stadium	
34296	9/09/2024	SJ McKee Maintenance Pty Ltd	\$1,390.00
		Repair Works - Various Locations - Waste	
34297	9/09/2024	Slater-Gartrell Sports	\$2,112.00
		Install Basketball Ring & Net - James Spiers Park - Parks	
		Install Double Mesh Tennis Net & Winder - Wanneroo Showgrounds - Parks	
		Netball Post / Net Repairs - Kingsway Sporting Complex	
34298	9/09/2024	Smartsalary	\$2,222.70
		Payroll Deductions	
34299	9/09/2024	Soft Landing	\$28,749.05
		Mattress Collection And Processing Services	
34300	9/09/2024	SOLO Resource Recovery	\$185,485.66
		Green Waste Bin Collection / Restricted Access Streets - Fortnightly Collection	
34301	9/09/2024	Sphere Architects	\$181.50
		Consultancy Services - Quinns Rocks - Storeroom Door	
34302	9/09/2024	Sport and Recreation Surfaces	\$1,320.00
		Pressure Clean Tennis Courts - Wanneroo Showgrounds	
34303	9/09/2024	SSB Pty Ltd	\$7,538.05
		Refund - Building Application - Returned	
		Refund - Street & Verge Bonds	
34304	9/09/2024	Statewide Pump Services	\$2,761.00
		Waste Pump Inspections - July 2024 Various Sites	
34305	9/09/2024	Superior Nominees Pty Ltd	\$13,771.22
		Playground Repairs & Maintenance - Various Locations	

Warrant of Payments September 2024			
Number	Date	Supplier / Description	Amount
34306	9/09/2024	Sustain Patio's and Outdoors	\$171.65
		Refund - Building Application - Cancelled	
34307	9/09/2024	Synergy	\$59,284.33
		Power Supply Charges - Various Locations	
34308	9/09/2024	Taldara Industries Pty Ltd	\$686.40
		Cups - Functions And Water Fountains	
34309	9/09/2024	The Distributors Perth	\$314.95
		Confectionery - Kingsway Indoor Stadium	
34310	9/09/2024	The Local Government, Racing and Cemeteries Employees Union (WA)	\$1,144.00
		Payroll Deductions	
34311	9/09/2024	The Marketing Room	\$2,904.00
		Provision Of Social Media Messenger - 24 Hours Per Month - Communications And Brand	
34312	9/09/2024	The Royal Life Saving Society Australia	\$19,975.65
		Home Pool Barrier Inspections June 2024	
34313	9/09/2024	Toro Australia Group Sales Pty Ltd	\$661.92
		Vehicle Spare Parts	
34314	9/09/2024	Totally Workwear Joondalup & Butler	\$170.90
		Safety Boots - Fleet	
34315	9/09/2024	Tradesales	\$5,549.50
		Dosing Unit - Kingsway - Parks	
34316	9/09/2024	Trailer Parts Pty Ltd	\$132.55
		Vehicle Spare Parts	
34317	9/09/2024	Trophy Shop Australia	\$622.80
		Name Badges - Various Employees	
34318	9/09/2024	Cancelled	
34319	9/09/2024	UES (Int'L) Pty Ltd	\$78.01
		PVC Pinchmeld - Fleet	
34320	9/09/2024	Ungerboeck Systems International Pty Ltd	\$164,214.60
		Software Subscription Services - Year 2 - 01.07.2024 - 30.06.2025 - ICT	
34321	9/09/2024	Ventura Home Group Pty Ltd	\$22,000.00
		Refund - Street & Verge Bonds	
34322	9/09/2024	Vescon Australia Pty Ltd	\$2,000.00
		Refund - Street & Verge Bond	
34323	9/09/2024	Vexel Pty Ltd	\$8,288.28
		Dog Waste Bag - Ranger Services	
34324	9/09/2024	WA Fibreglass Pools	\$20.00
		Refund - Building Applications - Overpayment	
34325	9/09/2024	Wanneroo Electric	\$2,295.10
		Electrical Maintenance - Various Locations	
34326	9/09/2024	Water Corporation	\$7,539.51
		Water Supply Charges - Various Locations	



Warrant of Payments September 2024			
Number	Date	Supplier / Description	Amount
34327	9/09/2024	WATM Crane Sales and Services WA	\$902.00
		Crane Service - 95263	
34328	9/09/2024	Western Australian Local Government Association	\$759.00
		Training - Emergency Management For Local Government Leaders - 1 Attendee	
34329	9/09/2024	Western Australian Local Government Association	\$406.25
		Training - Certificate III In Local Government - 1 Attendee	
34330	9/09/2024	William Buck Consulting (WA) Pty Ltd	\$2,200.00
		Probity Advisory Services - Contracts & Procurement	
34331	9/09/2024	Workpower Incorporated	\$2,169.20
		Branching Works & Plant Install - Pectoral Park - Parks	
34332	9/09/2024	Workpower Incorporated	\$13,406.20
		Landscape Maintenance Services - Various Locations	
34333	12/09/2024	Department of Water and Environmental Regulation	\$782.10
		License Fee - Wangara Transfer Station Annual	
34334	12/09/2024	Viva Energy Australia Pty Ltd	\$116,513.92
		Fuel Issues For The City	
34335	12/09/2024	Ashley Donaldson (Senior)	\$550.00
		Monitoring Of Excavation - Yanchep Beach Aboriginal Heritage Site	
34336	12/09/2024	Cabcharge	\$93.95
		Cabcharge Services	
34337	12/09/2024	Quinns Calisthenics Club Inc	\$600.00
		2 Performances Of Calisthenics - The Beach To Bush Arts Festival Finale	
34338	12/09/2024	Swan Group WA	\$688,705.29
		Progress Claim 1 - Construction Of Dordaak Kepap - Library & Youth Innovation Hub	
34339	16/09/2024	Cancelled	
34342	16/09/2024	Mr C Pratt	\$87.00
		Reimbursement - Working With Children Check	
34343	16/09/2024	Ms Ky Davis	\$23.22
		Reimbursement - Parking - Work Related Course	
34344	16/09/2024	Ms L Saunders	\$82.91
		Reimbursement - R U O K Morning Tea	
		Reimbursement - Stationery Filling Cabinet	
34345	16/09/2024	Mr M Little	\$17.16
		Reimbursement - Car Parking - Project Meeting In West Perth	

Warrant of Payments September 2024			
Number	Date	Supplier / Description	Amount
34346	16/09/2024	Ms M Smith	\$16.93
		Reimbursement - Gym Maintenance Materials	
34347	16/09/2024	Ms N Stawarz	\$18.17
		Reimbursement - Parking Costs	
34348	18/09/2024	Australia Post	\$1,916.14
		Postage Charges For The City	
34349	18/09/2024	Australia Post	\$5,394.57
		Billpay Transaction Fee - Rating Services	
34350	18/09/2024	Australia Post	\$116,245.83
		Postage Charges For The City - Lodged	
34351	16/09/2024	A&M Construction Group Pty Ltd	\$2,000.00
		Refund - Street & Verge Bond	
34352	16/09/2024	Acurix Networks Pty Ltd	\$11,468.60
		Monitoring, Licensing & Support - September 2024 - ICT	
34353	16/09/2024	Adelphi Apparel	\$330.00
		PPE Issue - Rangers	
34354	16/09/2024	Air Liquide Australia	\$422.40
		Cylinder Gas Rental - Stores	
34355	16/09/2024	Alinta Gas	\$15,172.62
		Gas Supply Charges	
34356	16/09/2024	Amy Peterson	\$84.00
		Refund - Extra Bin Collection - Service Wasn't Provided	
34357	16/09/2024	Arthouse Design (WA)	\$35.00
		Refund - Copies Of Plans - Not Available	
34358	16/09/2024	Ashton Lloyd	\$1,454.54
		Refund - Building Application - Lot Is Not Titled	
34359	16/09/2024	Atlas Dry Cleaners	\$1,189.10
		Dry Cleaning Services - Fleet	
34360	16/09/2024	Australasian Performing Right Association	\$1,090.43
		Quarterly Licence Fee Music - Fitness Classes - Kingsway Indoor Stadium	
34361	16/09/2024	Australian Airconditioning Services Pty Ltd	\$17,478.50
		Air Conditioning Maintenance Services - Various Locations	
34362	16/09/2024	Australian Communications & Media Authority	\$72.00
		Licence Fees - ICT	
34363	16/09/2024	Australian Training Management Pty Ltd	\$274.40
		Training Fees Cert IV In Civil Construction - 2 Attendees	
34364	16/09/2024	AV Truck Service Pty Ltd	\$0.00
		Credit & Invoice Matched	
34365	16/09/2024	Aveling Homes Pty Ltd	\$1,089.85
		Refund - Building Application - Rejected	

Warrant of Payments September 2024			
Number	Date	Supplier / Description	Amount
34366	16/09/2024	B & P Surveys	\$147.00
		Refund - Planning Application - Not Required	
34367	16/09/2024	Barrier Reef Pools Northside	\$273.20
		Refund - Building Application - Cancelled	
34368	16/09/2024	Bee Advice	\$200.00
		Treat Beehive - Hepburn Avenue	
34369	16/09/2024	Benara Nurseries, Quito Pty Ltd	\$1,011.38
		Plant Supply - Parks	
34370	16/09/2024	Rates Refund	\$529.54
34371	16/09/2024	BOS Civil Pty Ltd	\$11,556.18
		Project Final Costs - Payment Certificate 5 - Hester Avenue & Connelly Drive Roundabout - Asset Maintenance	
34372	16/09/2024	BP Australia Ltd	\$59,438.22
		Fuel Issues For The City	
34373	16/09/2024	Brent Whiteley	\$2,000.00
		Refund - Street & Verge Bond	
34374	16/09/2024	Brett Spiccia	\$2,000.00
		Refund - Street & Verge Bond	
34375	16/09/2024	Bridgestone Australia Limited	\$23,032.68
		Tyre Fitting Services	
34376	16/09/2024	Bridgestone Australia Limited	\$1,311.44
		Tyre Fitting Services	
34377	16/09/2024	BrightMark Group Pty Ltd	\$17,746.03
		Cleaning Services - August 2024 - Building Maintenance	
34378	16/09/2024	BRP WA Factory Pools Perth	\$10.00
		Refund - Building Application - Overpaid	
34379	16/09/2024	Bucher Municipal Pty Ltd	\$18,905.28
		Vehicle Spare Parts / Repairs	
34380	16/09/2024	Building & Construction Industry Training Board	\$61,086.61
		Collection Agency Fee Payments 01.08.2024 - 31.08.2024	
34381	16/09/2024	Bullbar Foods Pty Ltd	\$35.50
		Refund - Food Notification Fee - Duplicate	
34382	16/09/2024	Bunnings Pty Ltd	\$125.16
		Collapsible Crates - Emergency Management	
34383	16/09/2024	Car Care Motor Company Pty Ltd	\$972.80
		Vehicle Services / Repairs	
34384	16/09/2024	Catalina Regional Council	\$21,718.29
		GST Payable - July 2024 Pursuant To Section 153B Of Agreement	
34385	16/09/2024	CDM Australia Pty Ltd	\$58,740.00
		30 Dell Laptops - ICT	
34386	16/09/2024	Central Regional Tafe	\$437.18

Warrant of Payments September 2024			
Number	Date	Supplier / Description	Amount
		Training - Capture, Handle And Transport Companion Animals - 1 Attendee	
34387	16/09/2024	City of Kwinana	\$3,173.28
		Long Service Leave Liability - Former Employee	
34388	16/09/2024	CK Maloney Surveying	\$13,068.00
		Digital Ground Survey - Pinjar Road	
		Digital Survey And Quality Class B Utility Survey - Wanneroo Road - Kingsway Road LHT Slip Lane	
34389	16/09/2024	Clark Equipment Sales Pty Ltd	\$1,878.82
		Vehicle Spare Parts	
34390	16/09/2024	Classic Home and Garage Innovations Pty Ltd	\$10.00
		Refund - Building Application - Overpaid	
34391	16/09/2024	Clayton Utz	\$3,957.80
		Legal Fees For The City	
34392	16/09/2024	Cleanaway Operations Pty Ltd	\$3,479.30
		Grease Trap Servicing - Quinns Mindarie Community Centre	
		Removal & Disposal Of Waste Liquid - Fleet Workshop	
34393	16/09/2024	Clearview Security	\$2,993.00
		Security Screens - Alexander Heights Community Centre	
34394	16/09/2024	Coates Hire Operations Pty Limited	\$438.49
		Equipment Hire - Toilet - Koondoola Fire Access Track	
		Equipment Hire - Toilet - Burbanks Elbow - Assets	
34395	16/09/2024	Coca Cola Amatil Pty Ltd	\$505.36
		Beverages - Kingsway	
34396	16/09/2024	Commercial Aquatics Australia	\$2,904.00
		Pump Out And Clean Of The Outdoor / Splash Balance Tank - Aquamotion	
34397	16/09/2024	Community Greenwaste Recycling Pty Ltd	\$998.25
		Waste Recycling - Mixed Loads	
34398	16/09/2024	Complete Office Supplies Pty Ltd	\$950.15
		Stationery For The City	
34399	16/09/2024	Complete Office Supplies Pty Ltd	\$70.74
		Stationery For The City	
34400	16/09/2024	Conplant Pty Ltd	\$6,631.90
		Hire - Smoothdrum Vibrating Single Drum Roller - Higgins Road - Assets	
		Hire - Tandem Vibrating Smoothdrum Roller - Mather Drive / Flynn Drive - Assets	
34401	16/09/2024	Contra-Flow Pty Ltd	\$9,766.04
		Traffic Management Services - Various Locations	

Warrant of Payments September 2024			
Number	Date	Supplier / Description	Amount
34402	16/09/2024	Converge International Pty Ltd	\$10,704.65
		Employee Assistance Program - Sessional Counselling	
34403	16/09/2024	Corsign (WA) Pty Ltd	\$1,039.72
		Removal Of Sign - Mitchell Park	
		Signage Installation - Shorehaven Boulevard - Assets	
34404	16/09/2024	Cossill & Webley Consulting Engineers (New Entity)	\$7,683.50
		Design Documentation - Flynn Drive Duplication - Assets	
34405	16/09/2024	Craneswest (WA) Pty Ltd	\$971.49
		Green Waste - Waste Services	
34406	16/09/2024	Critical Fire Protection & Training Pty Ltd	\$855.80
		Wangara Recycling Centre - Plant Building	
34407	16/09/2024	Cromag Pty Ltd T/a Sigma Telford Group	\$417.78
		Pool Chemicals - Aquamotion	
		Chlorine Windsock - Aquamotion	
34408	16/09/2024	CS Legal	\$7,531.73
		Court Fees - Rating Services	
34409	16/09/2024	CW Brands Pty Ltd	\$59.73
		Anchor Shield Green - Stores	
34410	16/09/2024	Dan Nguyen	\$500.00
		CCTV Rebate	
34411	16/09/2024	Data #3 Limited	\$19.03
		Adobe Standard Subscription - ICT	
34412	16/09/2024	Datavoice Communications Pty Ltd	\$4,983.00
		Supply 10 Avaya Handsets - ICT	
34413	16/09/2024	David John Taylor	\$2,000.00
		Refund - Street & Verge Bond	
34414	16/09/2024	Department of Mines, Industry Regulation & Safety	\$188,120.81
		Collection Agency Fee Payments – August 2024	
34415	16/09/2024	Department of Planning, Lands and Heritage	\$16,824.00
		Application Fee - Applicant: Matthew Cain, Planning Solutions - Reference: DAP/24/02758 - Property Address: Lot 3128 (1K) Expedition Drive Clarkson - Proposal: Neighbourhood Centre	
		Application Fee - Applicant: Meyer Shircore Architects Reference: DAP/24/02750 - 2 Baretta Road Wangara Proposal: Showroom Dealership Renovations & Storage	
34416	16/09/2024	Derek Joseph Nannup	\$600.00
		Consultation - Reconciliation Action Plan & Dordaak Kepup Room Naming	
34417	16/09/2024	Destination Perth	\$8,250.00



Warrant of Payments September 2024			
Number	Date	Supplier / Description	Amount
		Sunset Coast Alliance Partnership Fee	
34418	16/09/2024	Dexion Balcatta	\$418.00
		Service Compactus - Stores	
34419	16/09/2024	Diamond Locksmiths	\$1,300.00
		Repair Damaged Door Lock - Shelvock Park	
34420	16/09/2024	DMC Cleaning	\$22,730.88
		Cleaning Services - Various Locations	
34421	16/09/2024	Double G (WA) Pty Ltd	\$25,082.66
		Reticulation Works - Various Locations	
34422	16/09/2024	Dowsing Group Pty Ltd	\$8,126.73
		Concrete Truck Turning Bay - Quinns Beach Carpark - Engineering	
34423	16/09/2024	Drainflow Services Pty Ltd	\$86,169.10
		Drain Cleaning / Road Sweeping Services - Various Locations	
34424	16/09/2024	Eclipse Soils	\$7,040.00
		Mulch Supplies - Parks	
34425	16/09/2024	Edge People Management	\$2,730.41
		Case Management Return To Work Monitoring And Job Dictionaries	
34426	16/09/2024	Edith Cowan University Student Guild	\$330.00
		Activation On ECU Joondalup Campus - Youth Services	
34427	16/09/2024	Elizabeth Mary Jackson	\$240.00
		Tech Skills For Beginners Courses - Libraries	
34428	16/09/2024	Ellenby Tree Farm	\$2,024.00
		5 Trees - Wanneroo Town Centre Rocca Way Pop Up	
34429	16/09/2024	Entire Land Care Pty Ltd	\$16,060.00
		Completion Of Eco-Burn - Highview / Marangaroo	
34430	16/09/2024	Environmental Industries Pty Ltd	\$12,672.00
		Drainage Sump Maintenance - Parks	
		Removal Of Aged Vegetation - Halesworth Park	
34431	16/09/2024	Epic Catering & Events Services Pty Ltd	\$1,694.00
		Catering - Council Meals - 03.09.2024	
34432	16/09/2024	Execute Marketing	\$550.00
		Marketing Workshop - Grow Your Group - 07.08.2024	
34433	16/09/2024	Flick Anticimex Pty Ltd	\$5,039.75
		Sanitary Services - Various Locations	
34434	16/09/2024	Foxfish Pty Ltd t/as Binley Fencing	\$96.60
		Temporary Fencing - Kingsway Sporting Club - Assets	
34435	16/09/2024	Fusion Applications Pty Ltd	\$7,150.00

Warrant of Payments September 2024			
Number	Date	Supplier / Description	Amount
		Consulting Fees For OICS Architecture Integration	
34436	16/09/2024	Geoff's Tree Service Pty Ltd	\$54,743.67
		Tree Services - Various Locations	
34437	16/09/2024	Global Marine Enclosures Pty Ltd	\$2,942.50
		Winter Maintenance August 2024	
34438	16/09/2024	Goldman Constructions P/L	\$2,000.00
		Refund - Street & Verge Bond	
34439	16/09/2024	Heatley Sales Pty Ltd	\$6,602.24
		Vehicle Spare Parts	
34440	16/09/2024	Hickey Constructions Pty Ltd	\$4,734.40
		BMX Track Repairs - Koondoola Park	
		Carry Out Shelter Maintenance - Parks	
34441	16/09/2024	Hitachi Construction Machinery Pty Ltd	\$142.09
		Vehicle Filters - Stores	
34442	16/09/2024	Hodge Collard Preston Unit Trust	\$7,725.85
		Contract Administration - Heath Park Sports Amenities Building	
34443	16/09/2024	Holty's Hiab	\$330.00
		Onsite Lift Of Goal Posts - Anthony Waring	
34444	16/09/2024	Home Group WA Pty Ltd	\$1,226.27
		Refund - Building Application - Cancelled	
34445	16/09/2024	HopgoodGanim Lawyers	\$1,687.32
		Legal Fees For The City	
34446	16/09/2024	Horizon West Landscape Constructions	\$142,137.97
		Landscape Construction Claim - Riverlinks Park All Abilities - August 2024 - Asset Maintenance	
34447	16/09/2024	Hose Right	\$5,315.64
		Install & Plumb 20 Metre Retractable Hose - Fleet Wash Bay - Fleet	
34448	16/09/2024	Indoor Gardens Pty Ltd	\$325.89
		Service & Hire Of Live Plant Displays - Civic Centre	
34449	16/09/2024	Integrity Industrial Pty Ltd	\$6,140.24
		Casual Labour Services	
34450	16/09/2024	Intelife Group	\$124,324.76
		Services - Car Wash & Vacuum / BBQ Maintenance / Sand Sifting / Mowing / Cleaning Consumables	
34451	16/09/2024	Interfire Agencies Pty Ltd	\$577.18
		PPE Equipment - Fire Services	
34452	16/09/2024	Iron Mountain Australia Group Pty Ltd	\$5,050.58
		Document Management Charges	
34453	16/09/2024	Ixom Operations Pty Ltd	\$253.70
		Pool Chemicals - Aquamotion	
34454	16/09/2024	Jackson McDonald	\$20,644.25

Warrant of Payments September 2024			
Number	Date	Supplier / Description	Amount
		Legal Fees For The City	
34455	16/09/2024	Jaco Zandberg	\$42.50
		Cat Registration Refund - Registration Transferred	
34456	16/09/2024	Jako Industries Pty Ltd	\$2,090.00
		Mechanical Equipment Replacement - Aquamotion Wanneroo	
34457	16/09/2024	Jazmin Bozman	\$30.80
		Hire Fee Refund	
34458	16/09/2024	JCorp Pty Ltd	\$2,000.00
		Refund - Street & Verge Bond	
34459	16/09/2024	Jean Duff	\$345.00
		CCTV Rebate	
34460	16/09/2024	Rates Refund	\$718.22
34461	16/09/2024	Jessica Smith (Miss)	\$500.00
		CCTV Rebate	
34462	16/09/2024	Jing Ge	\$29.00
		Refund - Copies Of Plans - Not Available	
34463	16/09/2024	JMC Pool Services Pty Ltd	\$10.00
		Refund - Building Application - Overpaid	
34464	16/09/2024	Jobfit Health Group Pty Ltd	\$1,991.00
		Pre-Employment Medical Assessments	
34465	16/09/2024	Juan Pablo Gonzalez Rodriguez	\$150.00
		Dog Registration Refund - Sterilised	
34466	16/09/2024	Julie Hutton	\$178.50
		Refund - Building Application - Cancelled	
34467	16/09/2024	Jurovich Surveying Pty Ltd	\$15,339.50
		Digital Ground Survey - Coniston Park - Assets	
		Digital Ground Survey - Wanneroo Road Path Upgrade - Assets	
34468	16/09/2024	Kaitlin Munckton	\$391.00
		Vehicle Crossing Subsidy	
34469	16/09/2024	Ken Raine Consulting	\$2,288.00
		Professional Services - Mariginiup Bushfire Co-Ordinator Cleanup Program Planning - Emergency Services	
34470	16/09/2024	Kerb Direct Kerbing	\$40,345.76
		Kerbing Works - Various Locations	
34471	16/09/2024	Kerb Direct Kerbing	\$18,102.35
		Kerbing Works - Various Locations	
34472	16/09/2024	Kirsty Powles	\$233.30
		Refund - Building Application - Cancelled	
34473	16/09/2024	Kleenit	\$14,827.70
		Graffiti Removal - Various Locations	
34474	16/09/2024	Komatsu Australia Pty Ltd	\$4,075.28
		Oil Sample Kits And Filters	

Warrant of Payments September 2024			
Number	Date	Supplier / Description	Amount
34475	16/09/2024	Konica Minolta Business Solutions Australia Pty Ltd	\$3,000.04
		Image Charge And Maintenance - Print Room	
34476	16/09/2024	Kyocera Document Solutions	\$1,654.40
		Valet Service Charge - ICT	
34477	16/09/2024	Larrikin House Pty Ltd	\$380.00
		Book Stock - Library Services	
34478	16/09/2024	Laundry Express	\$628.14
		Laundry Services - Hospitality	
34479	16/09/2024	Laura Starkey	\$61.65
		Refund - Building Application - Rejected	
34480	16/09/2024	Lawn Doctor Turf Solutions	\$6,194.98
		Solid Tyne Aeration - 5 Locations - Parks	
34481	16/09/2024	Lumify Group (formerly DDLS)	\$4,199.00
		Training - VEEAM Backup And Replication V12.1: Configure, Manage And Recover - 1 Attendee	
34482	16/09/2024	M P Rogers & Associates Pty Ltd	\$3,196.05
		Detailed Design Of Tees - Beach Access Way - Coastal Engineering Services	
		Technical Engineering Advice - Jindalee Beach Access Way	
34483	16/09/2024	Manheim Pty Ltd	\$1,346.96
		Abandoned Vehicles - Community Safety	
34484	16/09/2024	Marianne Sherlock	\$500.00
		CCTV Rebate	
34485	16/09/2024	Mastec Australia Pty Ltd	\$36,095.49
		884 Green Bins - Waste	
34486	16/09/2024	Maxxia Pty Ltd	\$911.31
		Input Tax Credits For Salary Packaging - July 2024	
34487	16/09/2024	Mayor Linda Aitken	\$640.90
		Travel Expenses - August 2024	
34488	16/09/2024	McLeods Lawyers Pty Ltd	\$9,576.98
		Legal Fees For The City	
34489	16/09/2024	Mercer Consulting (Australia) Pty Ltd	\$4,070.00
		Training - Mercer CED Job Evaluation Learning - 1 Attendee	
34490	16/09/2024	Rates Refund	\$815.16
34491	16/09/2024	Michael Page International (Australia) Pty Ltd	\$10,508.49
		Casual Labour Services	
34492	16/09/2024	Michelle Connor	\$170.00
		Refund - Back Beach Towel Robes - Sizes Not Appropriate - Aquamotion	
34493	16/09/2024	Mills Group WA	\$2,000.00
		Refund - Street & Verge Bond	

Warrant of Payments September 2024			
Number	Date	Supplier / Description	Amount
34494	16/09/2024	Mini-Tankers Australia Pty Ltd	\$2,071.06
		Fuel Issues For The City	
34495	16/09/2024	Montebello Catering	\$695.75
		Catering - Council Meeting 02.09.2024	
34496	16/09/2024	Natural Area Consulting Management Services	\$64,203.69
		Conservation Weed Control - Various Locations	
34497	16/09/2024	Nawej Rubemb	\$129.00
		Refund - Incorrect Application By Applicant	
34498	16/09/2024	North Coast Drafting Services	\$10.00
		Refund - Building Application - Overpayment	
34499	16/09/2024	Office Cleaning Experts	\$1,375.80
		Cleaning Services - South Zone Parks - August 2024	
34500	16/09/2024	Omnicom Media Group Australia Pty Ltd trading as Marketforce	\$966.35
		Advertising Services For The City	
34501	16/09/2024	On Tap Services	\$19,157.63
		Plumbing Maintenance Services - Various Locations	
34502	16/09/2024	oOh!media Street Furniture Pty Ltd	\$482.90
		Street Allocation August - September 2024 Campaign ID - 27915115	
34503	16/09/2024	Optus	\$327.65
		Phone Charges For The City	
34504	16/09/2024	Optus	\$11,691.90
		Phone Charges For The City	
34505	16/09/2024	Oracle Corporation Australia Pty Ltd	\$9,251.34
		Oracle Fusion Cloud Services	
34506	16/09/2024	Paperbark Technologies Pty Ltd	\$22,826.90
		Arboricultural Tree Inspections & Assessments - Various Locations	
		Street Tree Data Collection - 260 Trees - Ridgewood	
34507	16/09/2024	Paywise Pty Ltd	\$229.28
		Input Tax Credits For Salary Packaging - July 2024	
34508	16/09/2024	Perth Heavy Tow	\$550.00
		Towing Services - Hino Sweeper	
34509	16/09/2024	Perth Materials Blowing Pty Ltd	\$32,546.80
		Mulching Works - Gngangara Road	
34510	16/09/2024	Petro Nosow and Lynette Dorothy Nosow	\$546,586.33
		Compensation Payable - Public Open Space Acquisition	
34511	16/09/2024	Phase 3 Landscape Construction Pty Ltd	\$926.23
		Progress Claim 5 - Rotary Park Fort	
34512	16/09/2024	Philip Bedworth (Mr)	\$120.60



Warrant of Payments September 2024			
Number	Date	Supplier / Description	Amount
		Hire Fee Refund	
34513	16/09/2024	Play Check (PREVIOUS OWNERS)	\$51,183.00
		Comprehensive Playground Audit (July And August)	
34514	16/09/2024	Prestige Alarms	\$5,052.08
		Alarm / CCTV Services	
34515	16/09/2024	Rachael Cook	\$45.00
		Refund - Cancelling Membership - Aquamotion	
34516	16/09/2024	Rehbein Consulting Pty Ltd	\$1,650.00
		Limestone Retaining Wall Detail - Alexander Drive Shared Path	
34517	16/09/2024	Reliable Fencing WA Pty Ltd	\$1,522.98
		Removal Of Fencing - Leonard Way Baw	
		Fence Repair - Gumblossom Park	
		Install Restricted Access Gate - Burbanks Park	
34518	16/09/2024	Renate Wright	\$618.00
		Refund - Room Bookings Cancelled - WLCC	
34519	16/09/2024	Renee Clarke	\$985.70
		Vehicle Crossing Subsidy	
34520	16/09/2024	Rates Refund	\$914.62
34521	16/09/2024	RJ Vincent & Co	\$691,283.40
		Payment Certificate 4 - Lenore Road Duplication	
34522	16/09/2024	Roads 2000	\$475,921.09
		Asphalt Supplies - Engineering	
		Progress Claim 1 - Koondoola Avenue	
		Supply & Lay Asphalt - Shiralee Bend	
34523	16/09/2024	Robert Edmond and Christine Edmond	\$110.00
		Refund - Building Application - Not Required	
34524	16/09/2024	Rates Refund	\$853.71
34525	16/09/2024	Rogers Axle & Spring Works Pty Ltd	\$796.40
		Vehicle Spare Parts	
34526	16/09/2024	Rubek Automatic Doors	\$1,762.75
		Automatic Doors - Maintenance - Building Maintenance	
34527	16/09/2024	Safety And Rescue Equipment	\$26,134.90
		Inspections & Reports For Installed Fall Arrest Systems - Various Locations	
34528	16/09/2024	Safety World	\$440.00
		Uniform Issue - Waste Employee	
34529	16/09/2024	Rates Refund	\$885.85
34530	16/09/2024	Sandra Schuler-Marley	\$150.00
		Dog Registration Refund - Sterilised	
34531	16/09/2024	Sanpoint Pty Ltd ATF the Fiore Family Trust	\$38,956.97
		Cylinder Mowing - Various Parks	

Warrant of Payments September 2024			
Number	Date	Supplier / Description	Amount
34532	16/09/2024	Cancelled	
34533	16/09/2024	Slater-Gartrell Sports	\$6,061.00
		Grind Down Raised Section In Net Screed Concrete Cracks - Wanneroo Showgrounds	
		Remove & Replace Synthetic Turf Batting End - Wanneroo Showgrounds Practice Wicket	
34534	16/09/2024	Smartsalary	\$393.21
		Input Tax Credits For Salary Packaging - July 2024	
34535	16/09/2024	So Media Group	\$4,950.00
		Destination Perth Day Trips - 2 Inclusions	
34536	16/09/2024	Soft Landing	\$26,138.20
		Mattress Collection And Processing - Waste	
34537	16/09/2024	Cancelled	
34538	16/09/2024	Speedo Australia Pty Ltd	\$13,510.64
		Speedo Swimwear Indent - Aquamotion	
34539	16/09/2024	Sphere Architects	\$6,545.00
		Architectural Site Administration Of Construction - Building 3 Roof Replacement	
		Contract Documentation - Montrose Park Tennis Court - Asset Maintenance	
34540	16/09/2024	Spinifex Sheds	\$233.30
		Refund - Building Application - Cancelled	
34541	16/09/2024	Sport Climbing Western Australia Inc	\$1,000.00
		Participation Funding - Six Members - Sports Climbing Western Australia	
34542	16/09/2024	SSB Pty Ltd	\$2,110.00
		Refund - Street & Verge Bond	
34543	16/09/2024	St John Ambulance Western Australia Ltd	\$3,487.77
		First Aid Supplies / Training Services	
34544	16/09/2024	Stantec Australia Pty Ltd	\$16,101.36
		Stage 1 - Coastal Processes Assessment - Yanchep Coastal Management Study	
34545	16/09/2024	State Library of Western Australia	\$14,558.50
		Better Beginnings 2024 / 2025 - Library Services	
34546	16/09/2024	Statewide Cleaning Supplies Pty Ltd	\$311.78
		Dishwashing Liquid - Hospitality	
34547	16/09/2024	Steven Carrier	\$495.00
		CCTV Rebate	
34548	16/09/2024	Steven Graham	\$463.63
		CCTV Rebate	
34549	16/09/2024	Stihl Shop Osborne Park	\$600.00
		10 Mowing Heads - Stores	
34550	16/09/2024	StrataGreen	\$1,346.96

Warrant of Payments September 2024			
Number	Date	Supplier / Description	Amount
		Hardwood Tree Stakes - Conservation Management	
34551	16/09/2024	Stylus Tapes International	\$412.63
		24 PVC Floor Marking - Kingsway	
34552	16/09/2024	Sue Golding	\$63.00
		Refund - Membership Refund - Aquamotion	
34553	16/09/2024	Superior Nominees Pty Ltd	\$17,745.64
		Playground Repairs - Cosimo Park	
		Grillex Box Down Seat, Concrete Pads & Temporary Fencing - Quinns Caravan Park	
		Supply Basketball Unit - Belvoir Park	
		Supply Integra Seat - Majorelle Park	
34554	16/09/2024	Susan Hoy	\$500.00
		Artwork For Showcase In Pixels 2024 - Cultural Services	
34555	16/09/2024	Swan Group WA	\$103,240.01
		Construction - Main Pavilion - Halesworth Park Pavilion	
34556	16/09/2024	Synergy	\$740,883.40
		Power Supplies - Various Locations And Streetlights	
34557	16/09/2024	Tangent Nominees Pty Ltd (Atf The Summit Homes Group Trust)	\$2,000.00
		Refund - Street & Verge Bond	
34558	16/09/2024	Team Global Express Pty Ltd	\$449.64
		Courier Services	
34559	16/09/2024	Technology One Limited	\$19,536.00
		Application Managed Service Program -12 Month Draw Down Service	
34560	16/09/2024	Telstra Limited	\$22,758.70
		Fire Protection Wireless Data / M2M / Navman / Phone Charges	
34561	16/09/2024	Thao Nguyen	\$83.50
		Refund - Copies Of Plans - Not Available	
34562	16/09/2024	The Distributors Perth	\$267.25
		Confectionery For Retail Sale - Kingsway	
34563	16/09/2024	The Factory Aust. Pty Ltd	\$1,086.25
		Storage Of Christmas Decorations	
34564	16/09/2024	Cancelled	
34565	16/09/2024	The Trustee For Ransberg Unit Trust	\$674.30
		Supply Concrete - Foreshore Vista & Seabird Bend	
34566	16/09/2024	The Trustee for Talis Unit Trust	\$2,200.00
		Road Visual Condition Assessment - Various Roads	
34567	16/09/2024	Totally Workwear Joondalup & Butler	\$551.30
		PPE Issue - Assets	

Warrant of Payments September 2024			
Number	Date	Supplier / Description	Amount
34568	16/09/2024	Triton Electrical Contractors Pty Ltd	\$6,374.50
		Repairs - Lake Recirculation Pump And Aerator - Bayport Park	
		Pump Mate Connection - Riverlinks & Paloma Park - Parks	
		Signal Irrigation Controller Sim Card Investigation - Various Locations	
34569	16/09/2024	Truck Centre WA Pty Ltd	\$11,898.64
		Vehicle Spare Parts	
34570	16/09/2024	Ungerboeck Systems International Pty Ltd	\$84,713.17
		Software Subscriptions 14.12.2023 - 30.06.2024	
34571	16/09/2024	Valvoline (Australia) Pty Ltd	\$1,340.30
		Optimum Choice 2 Grease 450gm - Stores	
34572	16/09/2024	Ventura Home Group Pty Ltd	\$8,000.00
		Refund - Street & Verge Bonds	
34573	16/09/2024	Veolia Recycling & Recovery Pty Ltd	\$5,145.29
		Waste Collection Services	
34574	16/09/2024	Vet Express Mobile Vet	\$495.00
		Veterinary Services - Community Services	
34575	16/09/2024	Vinsan Contracting Pty Ltd	\$10.00
		Refund - Jadu System Error - Overpayment	
34576	16/09/2024	Vocus Communications	\$495.00
		Unlimited Standard Internet Access - Lagoon Drive	
34577	16/09/2024	WA Hino Sales & Service	\$2,503.01
		Vehicle Spare Parts - Fleet	
34578	16/09/2024	WA Limestone Company	\$14,788.51
		Limestone Supplies - Various Locations	
34579	16/09/2024	WA Rangers Association Incorporated	\$147.50
		50 WA Ranger Notebooks - Community Safety	
34580	16/09/2024	Wanneroo Electric	\$23,572.60
		Electrical Maintenance Services - Various Locations	
34581	16/09/2024	Wanneroo Glass	\$1,001.00
		Glazing Services - Internal Office - Civic Centre - Building Maintenance	
34582	16/09/2024	Wanneroo Patios	\$171.65
		Refund - Building Application - Cancelled	
34583	16/09/2024	Water Corporation	\$18,704.70
		Water Supply Charges - Various Locations	
34584	16/09/2024	Waterchem Australia Pty Ltd	\$2,200.00
		Site Compliance Audit - Aquamotion	
34585	16/09/2024	Waterfeatures By Design	\$271,735.20
		Design, Supply & Installation - Aquamotion Splash Pad - Assets	

Warrant of Payments September 2024			
Number	Date	Supplier / Description	Amount
34586	16/09/2024	West Coast Turf	\$7,849.66
		Turfing Works - Kingsway Skate Park	
34587	16/09/2024	West-Sure Group Pty Ltd	\$395.68
		Cash Collection Services	
34588	16/09/2024	Westbuild Products Pty Ltd	\$371.80
		Kwikset Concrete - Stores	
34589	16/09/2024	Western Power	\$17,783.15
		Additional Cost Relocating HV Pole - Two Rocks Road Yanchep	
34590	16/09/2024	WEX Australia Pty Ltd	\$2,169.41
		Fuel Issues - Fire Services	
34591	16/09/2024	Work Clobber	\$309.60
		Safety Boots - 2 Employees	
34592	16/09/2024	Workpower Incorporated	\$24,502.70
		Landscape Maintenance Works - Various Locations	
34593	16/09/2024	Yanchep Development 1 Pty Ltd	\$18,063.11
		Bond Refund - Works Completed - Lot 50 Peony Boulevard Yanchep WAPC 161613	
34594	16/09/2024	Yanchep Two Rocks Community Recreation Association	\$7,827.05
		Community Funding Program Flagship Fund Support - Delivery Of The 2025 Australia Day Breakfast	
34595	16/09/2024	Zetta Pty Ltd	\$38,480.06
		Managed Services Fee - DRASS Managed Services - ICT	
34596	19/09/2024	Arboricultural Association of Western Australia ARBWEST	\$539.00
		Seminar - Life Of A Tree - 1 Attendee - Assets	
34597	19/09/2024	Bing Technologies Pty Ltd	\$10,140.90
		Postage Charges For The City	
34598	19/09/2024	Clive Anderson	\$92.05
		Refund - Aquamotion Membership - Cancelled	
34599	19/09/2024	Department of Planning, Lands and Heritage	\$5,346.00
		Application Fee - Yellagonga Board Viewing Platform & Boardwalk	
34600	19/09/2024	Michelle Dunlop	\$73.00
		Refund - Home Business Application - Incorrectly Charged - Reissue Of Stale Cheque 123956	
34603	24/09/2024	Mr J Moir	\$3,060.00
		Reimbursement - Study Assistance (Work Related Course)	
34604	24/09/2024	Cancelled	
34605	24/09/2024	(A) Pod Pty Ltd	\$56,518.81



Warrant of Payments September 2024			
Number	Date	Supplier / Description	Amount
		Architectural Services - Alkimos Aquatic & Recreation Centre - Assets	
34606	24/09/2024	1Spatial Australia Pty Limited	\$11,000.00
		Subscription - FME Enterprise 1 Year	
34607	24/09/2024	3Logix Pty Ltd	\$3,372.16
		Balance Of Invoice – Short Paid - Amended Copy Received - Handheld Devices - Waste Trucks	
		Monthly Costs - Waste Truck Access - October 2024 - Wastes Services	
		SMS Self Service Portal - Waste Services	
		System Integration - Waste Services	
34608	24/09/2024	7 to 1 Photography	\$594.00
		Photography - Heritage & Library Volunteers Dinner	
34609	24/09/2024	A2Z Sports Pty Ltd	\$1,299.99
		50 Shuttlecocks & 5 Racquets - Kingsway Stadium	
34610	24/09/2024	ABM Landscaping	\$6,831.00
		Repair Road Paving - Somerly / Orange Grove Boulevard - Engineering	
34611	24/09/2024	ABN Residential WA Pty Ltd	\$36,000.00
		Refund - Street & Verge Bonds	
34612	24/09/2024	ABN Residential WA Pty Ltd	\$24,000.00
		Refund - Street & Verge Bonds	
34613	24/09/2024	Access Unlimited International Pty Ltd	\$253.00
		Service & Calibrate Gas Detector - Assets	
34614	24/09/2024	Acclaimed Catering	\$13,645.50
		Catering - Heritage Library Volunteer Dinner	
34615	24/09/2024	Adam Bellini	\$2,000.00
		Refund - Street & Verge Bond	
34616	24/09/2024	Advanced Lock & Key	\$99.00
		New Key Fob & Key Cut - WN 33815 - Fleet	
34617	24/09/2024	Rates Refund	\$758.87
34618	24/09/2024	Alinta Gas	\$810.55
		Gas Supplies - Various Locations	
34619	24/09/2024	Alison Bannister Career Coaching	\$294.25
		Superannuation - Contractor Payment	
34620	24/09/2024	Allworks (WA) Pty Ltd	\$2,475.00
		Dry Hire Of Cat Posi-Trak Loader - Engineering	
34621	24/09/2024	Rates Refund	\$196.14
34622	24/09/2024	Applied Security Force	\$810.75
		Security Services - Citizenship Ceremonies	
		Security Services - Volunteers Dinner	
34623	24/09/2024	Arbor Centre Group	\$6,545.00

Warrant of Payments September 2024			
Number	Date	Supplier / Description	Amount
		Rocca Way Pop Up Tree Planting Project - Place Management	
34624	24/09/2024	Ascon Survey and Drafting	\$1,364.00
		Surveying Services - Kennerton Park: A Spec	
34625	24/09/2024	Ashley Worthington	\$2,000.00
		Refund - Street & Verge Bond	
34626	24/09/2024	Ashmy Pty Ltd	\$1,745.73
		Refund - Development Application - Withdrawn	
34627	24/09/2024	Atlantis Beach Baptist College	\$127.50
		Refund - Hire Fee Refund - Duplicate Payment	
34628	24/09/2024	Aussie Natural Spring Water	\$59.75
		Water Supplies - Yanchep Community Centre	
34629	24/09/2024	Australian Airconditioning Services Pty Ltd	\$27,005.92
		Airconditioning Maintenance Services - Various Locations	
		Install Split System - Gumblossom Hall	
34630	24/09/2024	Australian Communications & Media Authority	\$159.00
		Licence Fees - Fixed Point to Point Doss Site - High Road & Girrawheen Library	
34631	24/09/2024	Australian Services Union	\$238.50
		Payroll Deductions	
34632	24/09/2024	Australian Taxation Office	\$653,056.00
		Payroll Deductions	
34633	24/09/2024	AV Truck Service Pty Ltd	\$0.00
		Vehicle Spare Parts	
34634	24/09/2024	Aveling Homes Pty Ltd	\$18,000.00
		Refund - Street & Verge Bonds	
34635	24/09/2024	Azure Painting Pty Ltd	\$3,025.00
		Wood Asset Treatment - Lynton Park / Revolution Park	
34636	24/09/2024	Back Beach Co Pty Ltd	\$4,951.10
		Towel Robes - Aquamotion	
34637	24/09/2024	Ball & Doggett Pty Ltd	\$366.44
		Bulk Paper Order - Print Room	
34638	24/09/2024	Benara Nurseries, Quito Pty Ltd	\$5,347.65
		Plant Supply - Parks	
34639	24/09/2024	Beverley Bolton	\$500.00
		CCTV Rebate	
34640	24/09/2024	BGC Residential Pty Ltd	\$6,000.00
		Refund - Street & Verge Bond	
34641	24/09/2024	Blueprint Homes (WA) Pty Ltd	\$2,000.00
		Refund - Street & Verge Bond	
34642	24/09/2024	Bollig Design Group Ltd	\$20,204.36

Warrant of Payments September 2024			
Number	Date	Supplier / Description	Amount
		Consultancy Services - Dordaak Kepap Library & Youth Innovation Hub - Assets	
		Consultancy Services - Concept Design - Two Rocks Bushfire Brigade Station	
34643	24/09/2024	Brenton Scott	\$150.00
		Dog Registration Refund - Sterilised	
34644	24/09/2024	Bridgestone Australia Limited	\$3,817.68
		Tyre Fitting Services	
34645	24/09/2024	Bridgestone Australia Limited	\$7,109.74
		Tyre Fitting Services	
34646	24/09/2024	Brodie Edwards	\$423.00
		CCTV Rebate	
34647	24/09/2024	Budo Group Pty Ltd	\$1,444.52
		Construction - Wheelchair Canopy - New Civic Centre	
34648	24/09/2024	Call Associates Pty Ltd trading as Connect Call Centre Services	\$6,894.25
		After Hours Calls Service	
34649	24/09/2024	Car Care Motor Company Pty Ltd	\$3,490.82
		Vehicle Repairs / Services	
34650	24/09/2024	Carramar Resources Industries	\$165.00
		Road Base Supply - Engineering	
34651	24/09/2024	CFMEU	\$110.00
		Payroll Deductions	
34652	24/09/2024	Champion Music WA	\$1,419.00
		Performance - National Citizenship Day Ceremony - Events	
34653	24/09/2024	Charley Branson	\$74.75
		Hire Fee Refund	
34654	24/09/2024	Child Support Agency	\$1,942.85
		Payroll Deductions	
34655	24/09/2024	Chillo Refrigeration & Air-Conditioning	\$7,464.33
		Replace Ice Machine - Ashby Operations Centre Fire Light Tanker Shed	
34656	24/09/2024	Rates Refund	\$796.39
34657	24/09/2024	Christopher Bicker	\$1,000.00
		Refund - Street & Verge Bond	
34658	24/09/2024	City of Wanneroo	\$508.00
		Payroll Deductions	
34659	24/09/2024	Civcon Civil & Project Management Pty Ltd	\$1,468,602.17
		Progress Payment Certificate 5 - Road & Drainage Upgrade - Neerabup Industrial Park - Assets	
34660	24/09/2024	Cleanaway Equipment Services Pty Ltd	\$529.10
		Monthly Parts Washer Rental - Fleet	
34661	24/09/2024	Cloudbreak WA Pty Ltd	\$4,216.00
		Refund - Building Application - Duplicate	

Warrant of Payments September 2024			
Number	Date	Supplier / Description	Amount
34662	24/09/2024	Coca Cola Amatil Pty Ltd	\$810.72
		Beverages - Kingsway Indoor Stadium	
34663	24/09/2024	Collaborative World Consultants	\$4,950.00
		Electrical Design Services - Gym Lighting Replacement - Aquamotion - Assets	
34664	24/09/2024	Complete Office Supplies Pty Ltd	\$724.93
		Stationery For The City	
34665	24/09/2024	Complete Office Supplies Pty Ltd	\$307.69
		Stationery For The City	
34666	24/09/2024	Corsign (WA) Pty Ltd	\$238.70
		Custom Signs - Stores	
34667	24/09/2024	Corsign (WA) Pty Ltd	\$1,947.88
		4 Signs - Neerabup Industrial Estate - Assets	
		Memorial Plaque - Parks	
		Sign - Carpark Closure At Night	
34668	24/09/2024	Critical Fire Protection & Training Pty Ltd	\$2,872.62
		Investigate Fire Panel Fault - Various Locations	
		Replace Fire Hose Reel - Margaret Cockman Pavilion	
34669	24/09/2024	Cromag Pty Ltd T/a Sigma Telford Group	\$1,129.70
		Pool Chemicals - Aquamotion	
34670	24/09/2024	Crommelin Air & Power Pty Ltd	\$340.73
		Replace Air Compressor Circuit Breaker - Fleet	
34671	24/09/2024	CS Legal	\$8,824.39
		Court Fees - Rating Services	
34672	24/09/2024	Darren Higgs	\$2,000.00
		Refund - Street & Verge Bond	
34673	24/09/2024	Darryl Hardman	\$2,000.00
		Refund - Street & Verge Bond	
34674	24/09/2024	Data #3 Limited	\$708.46
		Subscription - Acrobat Standard	
		Subscription - Azure Year 2 Additional Annual Fee	
34675	24/09/2024	David Bacon	\$2,000.00
		Refund - Street & Verge Bond	
34676	24/09/2024	Rates Refund	\$607.38
34677	24/09/2024	David Mees	\$500.00
		CCTV Rebate	
34678	24/09/2024	David Roy Cull	\$611.60
		Pest Control Services - Various Locations	
34679	24/09/2024	Department of Fire & Emergency Services	\$20,231.35
		50% Cost Sharing - Community Fire Manager - 29.03.2024 - 27.06.2024 - Community Safety	
34680	24/09/2024	Discus Print & Signage	\$1,284.80

Warrant of Payments September 2024			
Number	Date	Supplier / Description	Amount
		Signs - Truck Trailer For Exiting	
34681	24/09/2024	DMC Cleaning	\$3,785.06
		Cleaning Consumables	
34682	24/09/2024	Double G (WA) Pty Ltd	\$3,355.14
		Irrigation Works - Foundation Park	
34683	24/09/2024	Dowsing Group Pty Ltd	\$33,807.17
		Concrete Works - Various Locations	
34684	24/09/2024	Dowsing Group Pty Ltd	\$6,072.60
		Concrete Works - Various Locations	
34685	24/09/2024	Drainflow Services Pty Ltd	\$92,055.36
		Road Sweeping / Drain Cleaning Services - Various Locations	
34686	24/09/2024	Du Clene Pty Ltd	\$2,310.00
		Weekly Cleaning - Halesworth Pavilion	
34687	24/09/2024	Dylan Vaughan	\$2,000.00
		Refund - Street & Verge Bond	
34688	24/09/2024	Eclipse Soils	\$19,074.00
		Mulch Supplies - Various Locations	
34689	24/09/2024	Elham Ansari	\$2,000.00
		Refund - Street & Verge Bond	
34690	24/09/2024	Elite Office Furniture	\$234.00
		Steel Mobile Pedestal - Community Development	
34691	24/09/2024	Environmental Industries Pty Ltd	\$5,509.82
		Landscape Maintenance Services - Various Locations	
34692	24/09/2024	Environmental Site Services	\$2,409.00
		Asbestos Assessment Report, Review & Analysis - Ashby Operations Centre Building 3 - Assets	
34693	24/09/2024	Epic Catering & Events Services Pty Ltd	\$1,694.00
		Catering - Council Dinner - 10.09.2024	
34694	24/09/2024	Escape Landscape Architecture	\$2,000.00
		Refund - Street & Verge Bond	
34695	24/09/2024	Evolve Talent Pty Ltd	\$7,118.35
		Casual Labour Services For The City	
34696	24/09/2024	First Homebuilders Pty Ltd	\$2,000.00
		Refund - Street & Verge Bond	
34697	24/09/2024	Fleet Commercial Gymnasiums Pty Ltd	\$19,011.96
		Hire Of Cardio Equipment - Aquamotion	
34698	24/09/2024	Fleet Network	\$11,541.26
		Payroll Deductions	
34699	24/09/2024	Focus Consulting WA Pty Ltd	\$660.00
		Electrical Consulting Services - Carramar Golf Course - Assets	
34700	24/09/2024	Foxfish Pty Ltd t/as Binley Fencing	\$1,091.30
		Temporary Fencing - Carramar Golf Course	



Warrant of Payments September 2024			
Number	Date	Supplier / Description	Amount
34701	24/09/2024	Frontline Fire & Rescue Equipment	\$3,323.41
		Repairs - LT2 Quinns Rocks	
34702	24/09/2024	Fusion Applications Pty Ltd	\$5,720.00
		Consulting Fees - OICS Architecture Integration - ICT	
34703	24/09/2024	Fusion Equipment Hire	\$374.00
		Hire Of 1 Light Tower (1Day) - Event At Wade Court Girrawheen	
34704	24/09/2024	Gary Williams	\$2,000.00
		Refund - Street & Verge Bond	
34705	24/09/2024	GDD Design Group	\$233.30
		Refund - Building Application - Rejected	
34706	24/09/2024	Geoff's Tree Service Pty Ltd	\$135,810.72
		Pruning Services For The City	
34707	24/09/2024	GPC Asia Pacific Pty Ltd	\$68.05
		Vehicle Spare Parts	
34708	24/09/2024	Graham Barnes	\$2,000.00
		Refund - Street & Verge Bond	
34709	24/09/2024	Greenwood Party Hire	\$1,382.00
		Equipment Hire - Heritage And Library Dinner	
34710	24/09/2024	Gymcare	\$176.22
		Call Out - Leg Curl Repair - Aquamotion	
34711	24/09/2024	Halpd Pty Ltd Trading As Affordable Living Homes	\$2,000.00
		Refund - Street & Verge Bond	
34712	24/09/2024	Hames Sharley Architects	\$10,075.34
		Location & Design Requirements Investigation - Yanchep Men's Shed - Facilities	
34713	24/09/2024	Hays Personnel Services	\$8,306.10
		Casual Labour Services For The City	
34714	24/09/2024	Headset ERA	\$511.50
		Jabra Engage 65 Stereo - Facilities	
34715	24/09/2024	Home Group WA Pty Ltd	\$2,000.00
		Refund - Street & Verge Bond	
34716	24/09/2024	Horizon West Landscape Constructions	\$171.65
		Refund - Building Application - Returned	
34717	24/09/2024	Hose Right	\$285.90
		Vehicle Spare Parts - Fleet	
34718	24/09/2024	Integrity Industrial Pty Ltd	\$17,381.67
		Casual Labour Services For The City	
34719	24/09/2024	Integrity Industrial Pty Ltd	\$16,419.32
		Casual Labour Services For The City	
34720	24/09/2024	Ivo Kalcic	\$500.00
		CCTV Rebate	
34721	24/09/2024	Jacinta Stacey	\$100.00

Warrant of Payments September 2024			
Number	Date	Supplier / Description	Amount
		Re-Issue Of Stale Cheque - Bond Refund - Old Nursery Park	
34722	24/09/2024	JakerLeir Pty Ltd	\$6,000.00
		Refund - Street & Verge Bonds	
34723	24/09/2024	James Bennett Pty Ltd	\$4,006.33
		Book Purchases - Library Services	
34724	24/09/2024	Rates Refund	\$737.19
34725	24/09/2024	Jason Brown	\$2,000.00
		Refund - Street & Verge Bond	
34726	24/09/2024	JB Hi Fi Commercial	\$756.00
		65" UHD Led TV - Library Services	
34727	24/09/2024	JCorp Pty Ltd	\$343.40
		Refund - Street & Verge Bond	
34728	24/09/2024	Jobfit Health Group Pty Ltd	\$2,449.72
		Pre-Employment Medical Assessments	
34729	24/09/2024	Jobfit Health Group Pty Ltd	\$6,697.90
		Medical Fees For The City	
34730	24/09/2024	Jolene Young	\$495.00
		CCTV Rebate	
34731	24/09/2024	Joseph Robinson	\$83.50
		Refund - Copies Of Plans - Not Available	
34732	24/09/2024	K & K Facility Services Pty Ltd	\$1,067.00
		Cleaning Of The Park Toilets - Hinckley Park	
34733	24/09/2024	Rates Refund	\$100.00
34734	24/09/2024	Kerb Direct Kerbing	\$4,301.41
		Kerbing - Aduro Street - Assets	
34735	24/09/2024	Kim Watt	\$500.00
		CCTV Rebate	
34736	24/09/2024	Kirsten Munnik	\$490.63
		CCTV Rebate	
34737	24/09/2024	Kleenit	\$5,119.09
		Graffiti Removal - Various Locations	
34738	24/09/2024	Laura Jelleff	\$500.00
		CCTV Rebate	
34739	24/09/2024	Leonie Helen Thompson trading as The Poster Girls	\$429.00
		A3 Poster & A6 Flyer Distribution - Walking Through A Songline Exhibition	
34740	24/09/2024	Liberian Soccer Veterans	\$84.00
		Refund - Re-Issue Of Stale Cheque - Bond Refund - Liddell Park	
34741	24/09/2024	Linemarking WA Pty Ltd	\$21,441.48
		Line Marking Services - Various Locations	
34742	24/09/2024	Lisa Goodwin	\$2,000.00
		Refund - Street & Verge Bond	
34743	24/09/2024	Major Motors	\$587.27

Warrant of Payments September 2024			
Number	Date	Supplier / Description	Amount
		Vehicle Spare Parts	
34744	24/09/2024	Makin Dust Plant Hire	\$16,016.00
		Heavy Equipment Hire - Various Locations	
34745	24/09/2024	Mandalay Technologies Pty Ltd	\$1,012.00
		Additional Greens Vouchers - Rural Properties	
34746	24/09/2024	Mark Fowler	\$2,000.00
		Refund - Street & Verge Bond	
34747	24/09/2024	Mastec Australia Pty Ltd	\$660.44
		80 Red Bin Lids - Waste	
34748	24/09/2024	Materon Investments WA Pty Ltd	\$4,000.00
		Refund - Street & Verge Bonds	
34749	24/09/2024	Maxxia Pty Ltd	\$8,218.49
		Payroll Deductions	
34750	24/09/2024	Michael Page International (Australia) Pty Ltd	\$5,948.49
		Casual Labour Services For The City	
34751	24/09/2024	Michelle Fox Yoga	\$900.00
		4 Wellness Experiences - Tranquil Trails - Yanchep National Park - Economic Development -	
34752	24/09/2024	Mindarie Regional Council	\$413,774.20
		Disposal Of Rubble Charges	
34753	24/09/2024	MME Underground Services Pty Ltd	\$58,030.59
		Apra Service Scans - Butterworth Avenue, Parin Road And Windan Way	
		Location Of Services - Abbeville Park - Assets	
		Location Of Services - Flynn Drive	
34754	24/09/2024	Montebello Catering	\$572.00
		Catering - Service Review Meeting	
34755	24/09/2024	Morley Mower Centre	\$36.96
		Small Plant Spare Parts	
34756	24/09/2024	Natalie Kos	\$2,000.00
		Refund - Street & Verge Bond	
34757	24/09/2024	Nationwide Training Pty Ltd	\$539.00
		Forklift License Inexperienced Operator Training Course	
34758	24/09/2024	Natural Area Consulting Management Services	\$2,881.03
		Landscape Maintenance Services - Various Locations	
34759	24/09/2024	Next Level Signage	\$147.00
		Refund - Development Application - No Assessment Completed	
34760	24/09/2024	Nuturf	\$6,138.00
		Biostim Pellets & Dredging Tabs - Parks	

Warrant of Payments September 2024			
Number	Date	Supplier / Description	Amount
34761	24/09/2024	Omnicom Media Group Australia Pty Ltd trading as Marketforce	\$1,831.50
		Advertising - Bookable Verge Collections	
34762	24/09/2024	On Tap Services	\$15,435.87
		Plumbing Maintenance Services - Various Locations	
34763	24/09/2024	Open Space Developments PTY LTD	\$2,000.00
		Refund - Street & Verge Bond	
34764	24/09/2024	Oracle Surveys Pty Ltd	\$2,687.67
		Refund - Application Fee - Incorrect Charge	
34765	24/09/2024	Paperbark Technologies Pty Ltd	\$3,173.35
		Arboricultural Report - Tree On Giralt Road - Assets	
		Arboricultural Tree Survey & Assessments - Kahana Park	
34766	24/09/2024	Parcel Darch Pty Ltd	\$298.90
		Refund - Local Development Plan - Overpayment	
34767	24/09/2024	Paul Doyle	\$2,000.00
		Refund - Street & Verge Bond	
34768	24/09/2024	Paywise Pty Ltd	\$4,703.92
		Payroll Deductions	
34769	24/09/2024	Perth is OK	\$4,756.40
		Discover Wanneroo Social Media Campaign - Competition	
34770	24/09/2024	Perth Materials Blowing Pty Ltd	\$1,201.20
		Mulching Works - Sporting Drive Madeley	
34771	24/09/2024	Perth Traffic Training, Perth Traffic Auditing and Consulting	\$528.00
		Traffic Management Audit - Parks	
34772	24/09/2024	Philip Wright Family Trust trading as PJ Wright & Associates Pty Ltd	\$3,080.00
		Progress Claim 2 - Hydraulic Services - Ashby Fleet Workshop	
34773	24/09/2024	Pique Mod PTY LTD	\$2,000.00
		Refund - Street & Verge Bond	
34774	24/09/2024	Playgroup WA (Inc)	\$4,400.00
		Sponsorship Contribution - Playgroup WA Annual Fun Day 2024	
34775	24/09/2024	PLE Computers	\$267.00
		Single Monitor Screen Double Joint Monitor Arm - ICT	
34776	24/09/2024	Plunkett Homes	\$1,834.68
		Refund - Development Application - Withdrawn	
34777	24/09/2024	POP! Floral Studio	\$110.00
		Arrangement - 90th Birthday - Mr M Napper - Mayors Office	

Warrant of Payments September 2024			
Number	Date	Supplier / Description	Amount
34778	24/09/2024	Powerhouse Batteries Pty Ltd	\$473.00
		Quad Bike Batteries - Fleet	
		Spare Batteries - Tip Truck Tarps	
34779	24/09/2024	Prestige Alarms	\$2,511.37
		Alarm / CCTV Services - Various Locations	
34780	24/09/2024	Priority 1 Fire & Safety Pty Ltd	\$165.00
		Training - Breathing Apparatus - Aquamotion	
34781	24/09/2024	Productive Plastics	\$132.00
		Freight Charges	
34782	24/09/2024	Proof the Band	\$1,925.00
		Main Act - The Proof Performing - Landsdale Concert	
34783	24/09/2024	Prosci Pty Ltd	\$6,295.00
		Training - Prosci Change Management Certification - 1 Attendee	
34784	24/09/2024	Quik Corp Pty Ltd	\$5,261.39
		Vehicle Spare Parts	
34785	24/09/2024	QUINNS ROCKS JUNIOR CRICKET CLUB INCORPORATED	\$1,800.00
		Participation Funding - 9 Members - National Indoor Cricket Championships 06 - 13.07.2024 Melbourne	
34786	24/09/2024	Quinns Rocks Youth In Emergency Services Cadets	\$3,550.00
		Contribution Of \$50.00 Per Cadet Membership - 71 Cadets - The Quinns Rocks Youth In Emergency Services 2024 / 2025 Financial Year	
34787	24/09/2024	Quremed Pty Ltd	\$229.34
		Annual Medical Servicing Of Regulator - Aquamotion	
34788	24/09/2024	Randstad Pty Limited	\$2,799.04
		Casual Labour Services For The City	
34789	24/09/2024	Reliable Fencing WA Pty Ltd	\$7,527.28
		Re-Aligning Entry Gate And Bollards In Front Of Retic Boxes - Dalvik Park	
		Fence Repairs - Orchestra Shell Reserve - Parks	
		Repair Netting - Kingsway Baseball Cages - Parks	
		Supply & Deliver 50 Single Rebated Domed Topped Bollards - Ashby Works Depot - Parks	
34790	24/09/2024	Remix Summits Pty Ltd	\$2,145.00
		6 Remix Summit Early Bird Tickets - Cultural Development	
34791	24/09/2024	Resolve Group Pty Ltd	\$171.65
		Refund - Building Application - Cancelled	
34792	24/09/2024	Riviera Homes WA Pty Ltd	\$520.50



Warrant of Payments September 2024			
Number	Date	Supplier / Description	Amount
		Refund - Street & Verge Bond	
34793	24/09/2024	RJ Vincent & Co	\$2,000.00
		Refund - Street & Verge Bond	
34794	24/09/2024	Roads 2000	\$18,945.41
		Progress Claim 1 - Landsdale Road	
34795	24/09/2024	Robert Jeffs	\$66.50
		Refund - Bin Upgrade - Unable To Complete Request	
34796	24/09/2024	RPS AAP Consulting Pty Ltd	\$19,988.65
		Professional Consulting Services - CoW Ecological Studies - Alkimos Regional Open Space	
		Professional Consulting Services - CoW Ecological Studies - Benmuni Park	
34797	24/09/2024	RTSM Consulting	\$3,850.00
		Road Safety Audit – Trichet Road, Jandabup – Post Construction	
34798	24/09/2024	Rubek Automatic Doors	\$812.90
		Investigate Disabled Auto Door Fault - Aquamotion	
34799	24/09/2024	Russell Jones	\$233.30
		Refund - Building Application - Cancelled	
34800	24/09/2024	Safety Tactile Pave	\$10,559.90
		Install Tactile Pavers - Cheriton & Beach / Alexander - Engineering	
34801	24/09/2024	Saffron Ramsey	\$985.70
		Vehicle Crossing Subsidy	
34802	24/09/2024	Sanpoint Pty Ltd ATF the Fiore Family Trust	\$33,939.96
		Landscape Maintenance Services - Various Locations	
34803	24/09/2024	Rates Refund	\$960.12
34804	24/09/2024	Scott Print	\$1,793.00
		Printing - Pet Registration Form	
34805	24/09/2024	Seabreeze Landscape Supplies	\$57.00
		Brickie Sand - Parks	
34806	24/09/2024	Shred-X	\$463.00
		Shredding Services For The City	
34807	24/09/2024	Skyline Landscape Services (WA)	\$26,985.20
		Landscape Maintenance - Arterial Roads	
34808	24/09/2024	Smartsalary	\$2,222.70
		Payroll Deductions	
34809	24/09/2024	South West Corridor Development Foundation Inc	\$1,375.00
		Level 1 - Shared Contribution - Parks & Conservation	
34810	24/09/2024	Speedo Australia Pty Ltd	\$30,572.20
		Speedo Swimwear Supplies - Aquamotion	

Warrant of Payments September 2024			
Number	Date	Supplier / Description	Amount
34811	24/09/2024	Sphere Architects	\$770.00
		New Toilet Block - Phase 2 – Jimbub Park - Certificate Of Design Compliance	
34812	24/09/2024	SPORTENG	\$1,084.16
		Phase 2 Detail Design 27 Courts & SC Detail Design Extra Survey - Kingsway Regional Sporting Complex	
34813	24/09/2024	St John Ambulance Western Australia Ltd	\$327.00
		Training Services For The City	
34814	24/09/2024	Stewart & Heaton Clothing Company Pty Ltd	\$178.78
		Freight Charges	
34815	24/09/2024	StrataGreen	\$8,983.92
		20 Bioprime Trace 20lt - Parks	
		Hardwood Tree Stakes - Parks	
34816	24/09/2024	Summit Global	\$129.75
		Equipment - Kingsway	
34817	24/09/2024	Superior Nominees Pty Ltd	\$39,658.32
		Gazebo Repairs - Panzano Park - Parks	
		Repaint Timbers To Seats - Kin Bay Park Mindarie	
		Replace Sand Shovel & Hardware - Brampton Park	
		Supply Of Drink Fountain & Concrete Pad - Covent / Castledene / Leemans Landing	
34818	24/09/2024	Suzanne Lewis	\$150.00
		Refund - Dog Registration Refund - Sterilisation	
34819	24/09/2024	Synergy	\$13,888.82
		Power Supply Charges - Various Locations	
34820	24/09/2024	Tactiv Pty Ltd	\$51,623.00
		Provision & Implementation Of Grant Management System - ICT	
34821	24/09/2024	Tangent Nominees Pty Ltd (Atf The Summit Homes Group Trust)	\$2,772.78
		Refund - Building Application - Cancelled	
		Refund - Street & Verge Bond	
34822	24/09/2024	Tanya Quinn	\$450.00
		CCTV Rebate	
34823	24/09/2024	Team Global Express Pty Ltd	\$405.77
		Courier Services - Print Room	
34824	24/09/2024	Technologically Speaking	\$360.00
		Workshop - Digital Literacy Learning - Library Services	
34825	24/09/2024	Technology One Limited	\$46,654.26
		Annual Support And Maintenance Fees - ICT	
		Reimbursement Of Expenses Incurred By Elsie Leung - 10.07.2024 - ICT	

Warrant of Payments September 2024			
Number	Date	Supplier / Description	Amount
34826	24/09/2024	Telstra Limited	\$1,265.00
		Ethernet Service - Girrawheen Hub	
		Mobile Phone Charges For The City	
34827	24/09/2024	The Local Government, Racing and Cemeteries Employees Union (WA)	\$1,122.00
		Payroll Deduction	
34828	24/09/2024	The Trustee for BARRA CIVIL AND FENCING Trust	\$36,918.20
		Drainage Sump Fence Maintenance - Nanovich / Nelligan	
34829	24/09/2024	Think Water Wanneroo	\$2,087.01
		PPE Issue - North Crew - Parks	
34830	24/09/2024	Thyssen Elevator Australia Pty Ltd	\$649.00
		Electrician Services - Wanneroo Library & Cultural Centre	
34831	24/09/2024	Toolmart	\$513.00
		Grease Gun & Hammer Drill Driver Skin - Fleet	
34832	24/09/2024	Toro Australia Group Sales Pty Ltd	\$1,435.47
		Vehicle Spare Parts	
34833	24/09/2024	Totally Workwear Joondalup & Butler	\$647.10
		PPE Issue - Various Employees	
34834	24/09/2024	Rates Refund	\$1,154.43
34835	24/09/2024	Trailer Parts Pty Ltd	\$179.04
		Vehicle Spare Parts	
34836	24/09/2024	Triton Electrical Contractors Pty Ltd	\$16,550.60
		Irrigation Electrical Works - Various Locations	
34837	24/09/2024	Trophy Shop Australia	\$69.50
		Name Badges - Various Employees	
34838	24/09/2024	Truck Centre WA Pty Ltd	\$17,530.32
		Vehicle Spare Parts	
34839	24/09/2024	True North Church	\$11,000.00
		Community Funding - Support Delivery Of 2024 / 2025 Yanchep Carols In The Park	
34840	24/09/2024	Two Rocks Volunteer Bush Fire Brigade	\$882.33
		Reimbursement - Catering - Pump Operations Course	
		Reimbursement - Catering - Fire Fighting Skills 04.05.2024	
34841	24/09/2024	Vanessa Hayles	\$99.95
		Refund - 1:1 PT Sessions - Cancelled - Aquamotion	
34842	24/09/2024	Vanessa Webber	\$500.00
		CCTV Rebate	
34843	24/09/2024	Ventura Home Group Pty Ltd	\$4,000.00
		Refund - Street & Verge Bonds	
34844	24/09/2024	Veolia Recycling & Recovery Pty Ltd	\$106,932.25

Warrant of Payments September 2024			
Number	Date	Supplier / Description	Amount
		Refuse Disposal - Confidential Paper	
		Waste Collection	
34845	24/09/2024	Vicki Hobson	\$2,000.00
		Refund - Street & Verge Bond	
34846	24/09/2024	WA Garage Doors Pty Ltd	\$165.00
		Attended A Call To Inspect One Roller Door - Clarkson Library	
34847	24/09/2024	WA Hino Sales & Service	\$292.86
		Vehicle Spare Parts	
34848	24/09/2024	WA Hino Sales & Service	\$2,852.84
		Vehicle Spare Parts	
34849	24/09/2024	Wanneroo Districts Cricket Club Incorporated	\$57,684.76
		Turf Wicket Maintenance - September 2024	
34850	24/09/2024	Wanneroo Electric	\$36,378.10
		Electrical Maintenance Services - Various Locations	
34851	24/09/2024	Water Corporation	\$10,800.15
		Water Charges - Various Locations	
34852	24/09/2024	Wayne Newman	\$500.00
		CCTV Rebate	
34853	24/09/2024	Wayne Richardson	\$71.90
		Refund - Copies Of Plans - Not Available	
34854	24/09/2024	West Coast Turf	\$52,434.64
		Kikuyu Turf Nursery Soil Replacement - Parks	
34855	24/09/2024	West Perth Football Club Incorporated	\$2,750.00
		Sponsorship - WAFLW Program 2024	
34856	24/09/2024	Western Irrigation Pty Ltd	\$58,109.91
		Irrigation Equipment - Parks	
34857	24/09/2024	Western Irrigation Pty Ltd	\$1,330.85
		Irrigation Equipment - Parks	
34858	24/09/2024	Western Power	\$9,900.00
		Design Fee - Amberton Avenue - Assets	
		Design Fee - Ariti Avenue - Assets	
		Design Fee - Karimba Street - Assets	
34859	24/09/2024	William Buck Consulting (WA) Pty Ltd	\$15,331.25
		Audit Log - September 2024 - Risk Management	
		Probity Advisor Services - Tender 24043 - Contracts & Procurement	
34860	24/09/2024	Winc Australia Pty Limited	\$221.13
		Stationery Purchases	
34861	24/09/2024	Windcave Pty Limited	\$253.00
		EFTPOS Service Fee - August 2024	
34862	24/09/2024	Work Clobber	\$988.75
		PPE Issue - Various Employees	

Warrant of Payments September 2024			
Number	Date	Supplier / Description	Amount
34863	24/09/2024	Workpower Incorporated	\$21,242.54
		White Good And Electrical Waste Collection And Processing	
34864	24/09/2024	Yanchep Inn	\$1,090.00
		Discover Wanneroo Tranquil Trails Project	
34865	24/09/2024	Yanchep Red Hawks Football Club	\$250.00
		Bond Refund - Bus Hire 20.02.2021 - Reissue Of Stale Cheque 00121345	
34866	24/09/2024	Yanchep Surf Lifesaving Club	\$25,492.50
		Beach Safety Services - Facilities	
34867	24/09/2024	Zetta Pty Ltd	\$27,220.23
		Provision Of Multiprotocol Label Switching (MPLS) Managed Network	
34868	24/09/2024	Zipform Pty Ltd	\$30,054.86
		Multi Dwelling Waste Voucher 2024 / 2025 - Waste Services	
		Printing & Mailout - Rates Notices - 2024 / 2025 - Rating Services	
		Printing - Annual Rates Notice	
34869	27/09/2024	JCCE Pty Ltd	\$990.00
		Wanneroo Showgrounds - Revised Drawings Methodology For The Rectification Works	
34870	27/09/2024	Rates Refund	\$21,169.19
		<b>Total EFT Payments</b>	<b>\$25,627,219.74</b>
CREDIT CARD RECONCILIATIONS			
69	2/09/2024	CBA Corporate Card	
		Mark Dickson	
69-01		03/07/2024 - Ad Astra Holdings Pty. - Retirement Gift - 1 Employee	\$199.00
		Noelene Jennings	
69-02		27/06/2024 - Crowne Plaza Hotel Can - Mayor's Accommodation - NGA 2024 Canberra 02 - 05.07.2024	\$1,100.52
69-03		27/06/2024 - Qantas Airways Limited - 1 Councillor Flight Change - NGA 2024 Conference	\$2.52
69-04		01/07/2024 - Meriton Property - Refund - 1 Nights Accommodation - NGA Canberra	-\$320.51
69-05		03/07/2024 - Local Governement Mana - 1 Attendance - LG Professionals Council Planning Network Session 2024	\$60.00
69-06		07/07/2024 - Intuit Mailchimp - July 2024 - Mailchimp - Wanneroo Wrap	\$19.47



Warrant of Payments September 2024			
Number	Date	Supplier / Description	Amount
69-07		18/07/2024 - Legalwise Seminars - Property Services - Legalwise Course Retail & Commercial Leasing, Drafting, Negotiating And End Of Lease Challenges - 3 Attendees	\$1,060.50
69-08		22/07/2024 - WALGA Events - Local Government Awards 2024 - 4 Councillors Attendance	\$660.00
		Rohan Klemm	
69-09		28/06/2024 - GM Taxipay - Taxi Fare - IAKS National Sports Convention June 2024	\$84.34
		Bill Parker	
69-10		27/06/2024 - Crowne Plaza Hotel Can - Accommodation - 2 Nights Payment - ALGA NGA	\$733.68
69-11		02/07/2024 - Act Cabs 0261030882 - Mayor And CEO Taxi From Canberra Airport To Accommodation - ALGA NGA	\$29.61
69-12		02/07/2024 - Delaware North Retaqps - Coffee - Cr Seif - Perth Airport - ALGA NGA	\$8.50
69-13		02/07/2024 - Rebel Rebel - Dinner For Mayor, CEO, Deputy Mayor, Cr Smith, Cr Seif, Cr Moore, Cr Wright	\$444.13
69-14		02/07/2024 - Delaware North Retaqps - Breakfast Mayor And CEO - Perth Airport - ALGA NGA	\$24.00
69-15		03/07/2024 - Sq *Playing Fields Caf - Breakfast Mayor, Deputy Mayor And CEO - ALGA NGA	\$84.41
69-16		03/07/2024 - Italian And Sons - Dinner, Mayor, Deputy Mayor, CEO And Senator Reynolds And Partner	\$512.00
69-17		04/07/2024 - Crowne Plaza Canberrai - Dinner - CEO, Deputy Mayor, Cr Moore, Cr Seif And Cr Wright - ALGA NGA	\$275.00
69-18		05/07/2024 - Crowne Plaza Hotel Can - Redsalt Breakfast - CEO - 03/07 & 05/07 - ALGA NGA	\$57.06
69-19		05/07/2024 - Crowne Plaza Hotel Can - Breakfast - Conference - Mayor Aitken - CEO Paid On Checkout - Room Was Prepaid	\$28.53
69-20		05/07/2024 - Crowne Plaza Canberra - Refreshments - CEO, Mayor, Cr Seif - ALGA NGA	\$15.50
69-21		16/07/2024 - Kitchen Warehouse - Retirement Gift	\$182.91
69-22		18/07/2024 - Sp 166 Railway Parade - LGIS Meeting - Parking Fees	\$6.00
69-23		31/07/2024 - SP 166 Railway Parade - LGIS Meeting - Parking Fees	\$12.00

Warrant of Payments September 2024			
Number	Date	Supplier / Description	Amount
		Harminder Singh	
69-24		27/06/2024 - Ezi*Australian Instit - Registration AITPM National Transport Conference - Principal Traffic Specialist	\$1,727.50
69-25		04/07/2024 - Waste Management - Subscription - Waste Management & Resource Recovery Association Of Australia Ltd - Additional Corporate Affiliate	\$377.85
69-26		05/07/2024 - Institute Of Public Wo - Forum - Changes To The WA Bike Networking Funding	\$203.00
69-27		17/07/2024 - The Cheesecake Shop- - Morning Tea For 20+ Years Of Services Recipients - Assets Directorate	\$46.95
69-28		23/07/2024 - TFE Hotels - 2024 Waste Summit Melbourne - Conference Accommodation - Manager Waste Services	\$739.50
69-29		24/07/2024 - Qantas Airways Limited - Seat - 2024 Waste Summit Conference - To Melbourne - Manager Waste Services	\$70.00
69-30		24/07/2024 - DWER - Water - Department Of Water Environmental Regulation - Clearing Permit Amendment - Two Rocks Road Lighting.	\$50.00
69-31		24/07/2024 - Qantas Airways Limited - Flights - 2024 Waste Summit Conference Melbourne - Manager Waste Services	\$751.94
69-32		24/07/2024 - Qantas Airways Limited - Seat - 2024 Waste Summit Conference - To Melbourne - Manager Waste Services	\$70.00
69-33		26/07/2024 - DWER - Water - Department Of Water & Environmental Regulation - Clearing Permit Application - Frederick Stubbs Upgrade Carpark And Surrounds	\$400.00
		<b>Total - CBA</b>	<b>\$9,715.91</b>
70	2/09/2024	NAB Corporate Card	
		Advocacy & Economic Development	
70-01		14/07/2024 - Facebk *Vfs3W6Ltx2 - Advertising - Yanchep National Park Pass EOFY - DW Socials Promotion	\$350.00
70-02		17/07/2024 - Arg Corporation Pty - Food & Beverages For Staging - Business Wanneroo Investment Prospectus Image Library Photo Shoot	\$155.00
70-03		20/07/2024 - Facebk *6Lcxs8Cgj2 - Advertising - Business Wanneroo Social Media - Curtin Ignition 2024 Promo	\$70.00

Warrant of Payments September 2024			
Number	Date	Supplier / Description	Amount
70-04		22/07/2024 - Facebk *7Rq4Y74Gj2 - Advertising - Business Wanneroo Social Media - Business Breakfast Event Promo	\$10.17
70-05		25/07/2024 - Facebk *6Zqf89Gtx2 - Advertising - Discover Wanneroo Socials - Tranquil Trails Promotion	\$58.62
70-06		25/07/2024 - Localis.Co - Membership	\$163.90
70-07		28/07/2024 - Yanchep Inn Nominees - Discover Wanneroo - Tranquil Trails Survey Comp Prize	\$50.00
70-08		29/07/2024 - Annual Fee - Credit Card Fee - Paid Monthly	\$5.00
70-09		30/06/2024 - Facebk *4Sjc97Gfj2 - Advertising - Business Wanneroo Socials - Curtin Ignition 2024 Promotion	\$40.00
70-10		31/07/2024 - Chocolate Drops - Discover Wanneroo - Tranquil Trails Survey Comp Prize	\$50.00
		Building Maintenance	
70-11		01/07/2024 - SAS Locksmithing - Cyberlock Round Back Cupboard - Maintenance - Corporate Building	\$56.07
70-12		03/07/2024 - Bunnings - Angle Bracket - Timber Screws - Maintenance - Community Building	\$177.61
70-13		03/07/2024 - Bunnings - Indicator Bolt - Maintenance - Community Building	\$49.90
70-14		03/07/2024 - Bunnings - Stain And Varnish Paint And Drill Bit - Maintenance - Community Building	\$86.54
70-15		03/07/2024 - Bunnings - Weather Strip Self Adhesive / Maintenance Corporate Buildings	\$45.91
70-16		03/07/2024 - Felder Group Australia - Felder System Planer Knives - Maintenance - Community Building	\$611.53
70-17		03/07/2024 - RSEA Pty Ltd - Uniform - Navy Shorts	\$109.98
70-18		04/07/2024 - Bunnings - Fastfix Wetshield / Maintenance Community Buildings	\$121.36
70-19		04/07/2024 - Bunnings - Sandpaper Roll - Maintenance - Community Building	\$21.52
70-20		04/07/2024 - Bunnings - Scraper / Wipes - Maintenance Community Buildings	\$19.11
70-21		04/07/2024 - Plumbing Wangara - Assist Back Rest Support - Maintenance - Community Building	\$361.40
70-22		04/07/2024 - Productive Plastics - Diffuser - Maintenance - Community Building	\$374.00

Warrant of Payments September 2024			
Number	Date	Supplier / Description	Amount
70-23		05/07/2024 - Bunnings - Gyprock Topping Compound - Maintenance - Corporate Building	\$52.43
70-24		08/07/2024 - Bunnings - Moroday Seal - Maintenance - Community Buildings	\$6.63
70-25		08/07/2024 - Bunnings - Silicone / Plugs / Rubber Sponge / Angle Zinc - Maintenance - Community Buildings	\$234.50
70-26		08/07/2024 - Productive Plastics - Diffuser Cut To Size / Maintenance Community Buildings	\$90.00
70-27		08/07/2024 - Valspar Joondalup - So Maxi Wash Int	\$206.04
70-28		09/07/2024 - Barnetts Archite H - Door Furniture - Maintenance - Community Building	\$18.49
70-29		09/07/2024 - Bunnings - Bolts & Nuts - Maintenance - Community Buildings	\$8.94
70-30		09/07/2024 - Bunnings - Bolts & Nuts / Drill Bits / Plugs - Maintenance - Community Buildings	\$43.91
70-31		09/07/2024 - Bunnings - Drill Bits / Rivets - Maintenance - Community Buildings	\$34.79
70-32		09/07/2024 - Statewide Cleaning - KC Optimum Hand Towel / Maintenance Community Buildings	\$1,407.28
70-33		09/07/2024 - Valspar Mindarie - WA Ultra OB Trim / Maintenance Community Buildings	\$84.16
70-34		10/07/2024 - Valspar Joondalup - Paint - Maintenance - Community Buildings	\$182.71
70-35		12/07/2024 - Bunnings - Screws / Doorstop - Maintenance - Community Building	\$74.46
70-36		15/07/2024 - Bunnings - Flush Door - Maintenance - Community Buildings	\$268.82
70-37		15/07/2024 - Bunnings - Toilet Seat - Maintenance - Community Buildings	\$42.68
70-38		15/07/2024 - Valspar Mindarie - Paint - Maintenance - Graffiti Removal - Community Building	\$165.09
70-39		16/07/2024 - Bunnings - Brackets / Dressed Pine / Screws - Maintenance - Community Buildings	\$85.39
70-40		16/07/2024 - Bunnings - Cladding - Maintenance - Community Buildings	\$21.97
70-41		16/07/2024 - Bunnings - Door Handle - Maintenance - Community Buildings	\$15.60
70-42		16/07/2024 - Bunnings - Paint - Graffiti Removal - Maintenance - Community Buildings	\$424.13
70-43		16/07/2024 - Bunnings - Silicone - Maintenance - Community Buildings	\$66.40

Warrant of Payments September 2024			
Number	Date	Supplier / Description	Amount
70-44		16/07/2024 - Fielders - Surfmist - Maintenance - Community Buildings	\$153.77
70-45		17/07/2024 - Barnettts Archite H - Door Furniture - Maintenance - Community Buildings	\$145.20
70-46		17/07/2024 - Bunnings - Blades / Screws / Pine Pickets - Maintenance - Corporate Buildings	\$224.54
70-47		17/07/2024 - Bunnings - Blind Fixtures - Maintenance - Corporate Buildings	\$8.60
70-48		17/07/2024 - Bunnings - Drill Jobbers / Steel - Maintenance - Community Buildings	\$38.28
70-49		17/07/2024 - Valspar Joondalup - Paint - Painter Maintenance Community Buildings	\$182.71
70-50		18/07/2024 - Bunnings - Coloured Grout - Maintenance - Community Buildings	\$9.65
70-51		18/07/2024 - Bunnings - Garage Hooks - Maintenance - Community Buildings	\$8.89
70-52		18/07/2024 - Bunnings - Lubricant - Maintenance - Corporate Buildings	\$12.95
70-53		18/07/2024 - Bunnings - Plasterbond / Tape / Brushes - Painting - Maintenance - Community Buildings	\$139.88
70-54		18/07/2024 - Bunnings - Screws / Drill Bits / Dressed Pine - Maintenance - Community Buildings	\$56.91
70-55		18/07/2024 - Bunnings - Toilet Seat - Maintenance - Community Buildings	\$17.78
70-56		18/07/2024 - Bunnings - Wire Tie Handypack - Maintenance - Corporate Buildings	\$11.99
70-57		18/07/2024 - Lindan Pty Ltd - PPE - Jacket - 1 Employee	\$59.40
70-58		18/07/2024 - RSEA Pty Ltd - PPE- Pants - 1 Employee	\$94.99
70-59		19/07/2024 - Bunnings - Melamine / Pine Shorts - Maintenance - Community Buildings	\$46.68
70-60		19/07/2024 - Bunnings - Moroday - Maintenance - Community Buildings	\$17.96
70-61		19/07/2024 - Bunnings - Rubbish Bin - Maintenance - Corporate Buildings	\$38.97
70-62		19/07/2024 - Bunnings - Scraper - Maintenance - Community Buildings	\$15.95
70-63		19/07/2024 - Bunnings - Tool Kit - Maintenance - Tools	\$49.98
70-64		19/07/2024 - Valspar Joondalup - Primer / Brushes - Painter Maintenance Community Buildings	\$139.11
70-65		22/07/2024 - Bunnings - Bolts & Nuts / Nails / Washers / Pine - Maintenance Community Buildings	\$48.02



Warrant of Payments September 2024			
Number	Date	Supplier / Description	Amount
70-66		22/07/2024 - Bunnings - Brackets / Mending Plate - Maintenance Community Buildings	\$25.08
70-67		22/07/2024 - Bunnings - Drill Bits / Wheel Cut Offs - Maintenance Corporate Buildings	\$35.62
70-68		22/07/2024 - Bunnings - Screws / Washers / Mesh Panel - Maintenance Community Buildings	\$77.62
70-69		22/07/2024 - Sydney Tools Pty Ltd - Blower - Graffiti - Maintenance Community Buildings	\$249.00
70-70		23/07/2024 - Austim Pty Ltd - Western Red Cedar - Maintenance Community Buildings	\$555.98
70-71		23/07/2024 - Bunnings - Adhesive - Tape - Maintenance Corporate Buildings	\$25.15
70-72		23/07/2024 - Bunnings - Adhesive / Hex Keys - Maintenance Community Buildings	\$26.48
70-73		23/07/2024 - Bunnings - Masking Tape / Scipboard / Screws - Maintenance - Corporate Buildings	\$39.92
70-74		23/07/2024 - Bunnings - Sealant / Broom Handle / Turpentine - Maintenance Corporate Buildings	\$53.22
70-75		23/07/2024 - Plumbing Clarkson - PVC Pipes - Maintenance Community Buildings	\$62.40
70-76		24/07/2024 - Bunnings - Colourbond / Absorbers - Maintenance - Corporate Buildings	\$52.36
70-77		24/07/2024 - Bunnings - Door Seals - Maintenance Community Buildings	\$16.82
70-78		24/07/2024 - Bunnings - Door Stop - Maintenance - Corporate Buildings	\$17.00
70-79		24/07/2024 - Bunnings - Waterproofing - Maintenance Community Buildings	\$70.79
70-80		24/07/2024 - Valspar Joondalup - Paint - Maintenance - Community Buildings	\$182.71
70-81		24/07/2024 - Valspar Joondalup - Paint - Painter - Maintenance Community Buildings	\$241.33
70-82		24/07/2024 - Valspar Mindarie - Cutter / Paint / Foam / Cage - Painter - Maintenance Community Buildings	\$231.91
70-83		25/07/2024 - Bunnings - Drill Bits / Sealant / Silicone - Maintenance Community Buildings	\$107.22
70-84		25/07/2024 - Bunnings - Roof Vent - Maintenance Community Buildings	\$189.25
70-85		25/07/2024 - Bunnings - Torch / Air Freshener / Signage - Maintenance Corporate Buildings	\$72.84
70-86		25/07/2024 - Work Clobber - PPE - 1 Employee - Maintenance	\$132.00
70-87		29/07/2024 - Annual Fee - Credit Card Fee - Paid Monthly	\$5.00

Warrant of Payments September 2024			
Number	Date	Supplier / Description	Amount
70-88		29/07/2024 - Annual Fee - Credit Card Fee - Paid Monthly	\$5.00
70-89		29/07/2024 - Annual Fee - Credit Card Fee - Paid Monthly	\$5.00
70-90		29/07/2024 - Annual Fee - Credit Card Fee - Paid Monthly	\$5.00
70-91		29/07/2024 - Annual Fee - Credit Card Fee - Paid Monthly	\$5.00
70-92		29/07/2024 - Annual Fee - Credit Card Fee - Paid Monthly	\$5.00
70-93		29/07/2024 - Annual Fee - Credit Card Fee - Paid Monthly	\$5.00
70-94		29/07/2024 - Annual Fee - Credit Card Fee - Paid Monthly	\$5.00
70-95		29/07/2024 - Annual Fee - Credit Card Fee - Paid Monthly	\$5.00
70-96		29/07/2024 - Annual Fee - Credit Card Fee - Paid Monthly	\$5.00
70-97		29/07/2024 - Annual Fee - Credit Card Fee - Paid Monthly	\$5.00
70-98		29/07/2024 - Annual Fee - Credit Card Fee - Paid Monthly	\$5.00
70-99		29/07/2024 - Annual Fee - Credit Card Fee - Paid Monthly	\$5.00
70-100		29/07/2024 - Bunnings - Heat Gun / Grout / Adhesive / Spacers - Maintenance - Community Buildings	\$221.29
70-101		31/07/2024 - SAS Locksmithing - Key Cutting - Maintenance - Corporate Buildings	\$47.00
70-102		31/07/2024 - Sas Locksmithing - Key Cutting - Maintenance Community Buildings	\$48.00
		Chief Bush Fire Control Officer	
70-103		12/07/2024 - Officeworks - Copy Paper, Batteries, Disinfectant Wipes, Disinfectant, Certificate Frames - Brigades	\$214.00
70-104		12/07/2024 - Wangara Trophies - Chief Bush Fire Control Officer Award Shields	\$200.00
70-105		18/07/2024 - www.Medelect.com.au - 2 Oxygen Regulators	\$838.88
70-106		18/07/2024 - www.Medelect.com.au - 3 Faulty Oxygen Regulators For Assessment	\$363.76
70-107		29/07/2024 - Annual Fee - Credit Card - Paid Monthly	\$5.00
70-108		30/07/2024 - LFA First Response - 10 Bodok Seals, 19 Oxygen Masks And Tubing - Brigades	\$195.57
		Coastal Maintenance	
70-109		09/07/2024 - Western Australian Loc - WALGA Planning Training Course Fees	\$880.00

Warrant of Payments September 2024			
Number	Date	Supplier / Description	Amount
70-110		29/07/2024 - Annual Fee - Credit Card Fee - Paid Monthly	\$5.00
70-111		30/07/2024 - Officeworks - Laptop Bag	\$39.00
		Community & Place - Events	
70-112		15/07/2024 - Kmart - Events Materials - Beach To Bush Arts Festival	\$69.00
70-113		23/07/2024 - Officeworks - Place Management - Material Items - Civic Events	\$230.81
70-114		25/07/2024 - She Wear - Safety Footwear - Events	\$436.00
70-115		29/07/2024 - Annual Fee - Credit Card Fee - Paid Monthly	\$5.00
70-116		29/07/2024 - Annual Fee - Credit Card Fee - Paid Monthly	\$5.00
70-117		30/07-2024 - Coles - Event Materials - Civic Functions	\$13.00
70-118		31/07/2024 - SQ*Xtreme Bounce - Equipment Hire - Banksia Grove Fun Fest	\$200.00
70-119		31/07/2024 - SQ*Xtreme Bounce - Equipment Hire - Landsdale Musical Concert	\$200.00
70-120		31/07/2024 - SQ*Xtreme Bounce - Equipment Hire - Ridgewood Evening In The Park	\$200.00
70-121		31/07/2024 - SQ*Xtreme Bounce - Equipment Hire - Wanneroo Festival	\$200.00
		Community & Place - Place Management	
70-122		29/07/2024 - Annual Fee - Credit Card Fee - Paid Monthly	\$5.00
		Community Development	
70-123		18/07/2024 - Tickets*Australian - Australian Zero Homelessness Summit 2024	\$275.00
70-124		29/07/2024 - Annual Fee - Credit Card - Paid Monthly	\$5.00
		Community History	
70-125		23/07/2024 - Kmart - Storage Tubs - Arts Development Programs	\$10.00
70-126		26/07/2024 - W.A. Library Supplies - Display Book Spinner - Community History Centre	\$666.00
70-127		29/07/2024 - Annual Fee - Credit Card Fee - Paid Monthly	\$5.00
		Community Safety & Emergency Management	
70-128		10/07/2024 - Officeworks - Expand Files - Emergency Response Packs	\$30.75

Warrant of Payments September 2024			
Number	Date	Supplier / Description	Amount
70-129		12/07/2024 - Kmart - Promotional Materials - Yanchep Line Opening	\$21.00
70-130		12/07/2024 - Red Dot Stores - Promotional Materials - Yanchep Line Opening	\$15.00
70-131		26/07/2024 - Dome Wanneroo - Catering - Thank Stakeholders For Assistance - Mariginiup Recovery	\$42.35
70-132		26/07/2024 - Reconyx - Covert SIM	\$15.36
70-133		29/07/2024 - Annual Fee - Credit Card Fee - Paid Monthly	\$5.00
70-134		29/07/2024 - Annual Fee - Credit Card Fee - Paid Monthly	\$5.00
		Construction Team	
70-135		02/07/2024 - The Rigging Shed - Ratchet Spanner Required - Drainage Works	\$63.80
70-136		16/07/2024 - Bunnings - Mortar - Stone Pitching - Kingsway	\$19.50
70-137		24/07/2024 - Bunnings - Drill Bit - Reinstall Locking Bolt On Pine Bollard - Bernard Park	\$35.00
70-138		25/07/2024 - Bunnings - Cement - Form Around Drainage Works - Kingsway	\$37.74
70-139		29/07/2024 - Annual Fee - Credit Card Fee - Paid Monthly	\$5.00
70-140		31/07/2024 - Boya Equipment Pty L - Vehicle Keys Were Misplaced - Hired Kubota Machine	\$29.15
		Council & Corporate Support - Hospitality	
70-141		01/07/2024 - Aldi Stores - In House Hospitality Requests - Briefing Session - Supper Platter	\$21.74
70-142		04/07/2024 - Aldi Stores - In House Hospitality Requests - Employee Retirement Function	\$62.24
70-143		04/07/2024 - Coles - In House Catering - Various Functions And Events	\$83.45
70-144		05/07/2024 - Coles - In House Hospitality Requests - RAP	\$28.15
70-145		05/07/2024 - Smp*Wanneroo Fresh - In House Hospitality Requests - RAP	\$9.02
70-146		05/07/2024 - Subway Wanneroo - In House Hospitality Requests - RAP	\$70.25
70-147		08/07/2024 - Coles - In House Hospitality Requests - Council Forum / CEO Performance Review And Briefing / EOFY Team Meeting And Library - Author Talk	\$26.10
70-148		08/07/2024 - Smp*Wanneroo Fresh - In House Hospitality Requests - Council Forum / CEO Performance Review And Briefing /	\$20.18

Warrant of Payments September 2024			
Number	Date	Supplier / Description	Amount
		EOFY Team Meeting And Library - Author Talk	
70-149		09/07/2024 - Coles - In House Hospitality Requests Council Forum - CEO Performance Review And Briefing / EOFY Team Meeting And Library - Author Talk	\$112.67
70-150		09/07/2024 - Smp*Wanneroo Fresh - In House Hospitality Requests - Council Forum / CEO Performance Review And Briefing / EOFY Team Meeting And Library - Author Talk	\$26.47
70-151		12/07/2024 - Coles - In House Hospitality Requests - Library - Author Talk	\$70.55
70-152		12/07/2024 - Smp*Wanneroo Fresh - In House Hospitality Requests - Library - Author Talk	\$12.02
70-153		12/07/2024 - Smp*Wanneroo Fresh - In House Hospitality Requests - Library - Author Talk	\$26.44
70-154		16/07/2024 - Coles - Purchases - Council Forum	\$62.20
70-155		16/07/2024 - Smp*Wanneroo Fresh - Purchases - EAG Meeting	\$23.53
70-156		17/07/2024 - Smp*Wanneroo Bakery - Purchases - EAG Meeting	\$53.77
70-157		22/07/2024 - Basils Fine Foods - In House Hospitality Requests - Council Member Professional Development Session 1 / Audit & Risk / JWEHG / Aquamotion / Northern Suburbs Multicultural Network And Business Improvement Network Workshop	\$403.82
70-158		22/07/2024 - Coles - In House Hospitality Requests - Council Member Professional Development Session 1 / Audit & Risk / JWEHG / Aquamotion / Northern Suburbs Multicultural Network And Business Improvement Network Workshop	\$179.20
70-159		22/07/2024 - Smp*Wanneroo Fresh - In House Hospitality Requests - Council Member Professional Development Session 1 / Audit & Risk / JWEHG / Aquamotion / Northern Suburbs Multicultural Network And Business Improvement Network Workshop	\$42.21
70-160		23/07/2024 - Coles - In House Hospitality Requests - Council Member Professional Development Session 1 / Audit & Risk / JWEHG / Aquamotion / Northern Suburbs Multicultural Network And Business Improvement Network Workshop	\$123.95



Warrant of Payments September 2024			
Number	Date	Supplier / Description	Amount
70-161		23/07/2024 - TCS Wanneroo - In House Hospitality Requests - Council Member Professional Development Session 1 / Audit & Risk / JWEHG / Aquamotion / Northern Suburbs Multicultural Network And Business Improvement Network Workshop	\$34.95
70-162		23/07/2024 - Wanneroo Fresh - In House Hospitality Requests - Council Member Professional Development Session 1 / Audit & Risk / JWEHG / Aquamotion / Northern Suburbs Multicultural Network And Business Improvement Network Workshop	\$54.30
70-163		24/07/2024 - Coles - In House Hospitality Requests - Council Member Professional Development Session 1 / Audit & Risk / JWEHG / Aquamotion / Northern Suburbs Multicultural Network And Business Improvement Network Workshop	\$39.52
70-164		29/07/2024 - Annual Fee - Credit Card Fee - Paid Monthly	\$5.00
70-165		29/07/2024 - Annual Fee - Credit Card Fee - Paid Monthly	\$5.00
70-166		29/07/2024 - Coles - Purchases - Retirement Morning Tea And Council Forum	\$164.65
70-167		29/07/2024 - Wanneroo Fresh - Purchases - Farewell Morning Tea, Mayhem At The Museum And Induction	\$73.40
70-168		30/07/2024 - Basils Fine Foods - n House Hospitality Requests - Council Forum	\$585.40
70-169		30/07/2024 - Basils Fine Foods - Purchases - Council Forum	\$21.89
70-170		30/07/2024 - Coles - Purchases - Council Forums	\$37.35
70-171		30/07/2024 - TCS Wanneroo - Purchases - Council Forum	\$40.95
70-172		31/07/2024 - Coles - Purchases - Murder Mystery Night	\$148.71
		Curatorial Services	
70-173		11/07/2024 - Coles - Antibacterial Wipes	\$16.25
70-174		16/07/2024 - Kmart - Notebook And Card	\$10.00
70-175		22/07/2024 - Ezi*Amaga - Membership - Australian Museums And Galleries Association Institutional	\$277.50
70-176		26/07/2024 - Kmart - 2 Wireless Keyboards - Museum Display Monitors	\$34.00
70-177		28/07/2024 - Org Sub Fee - Eventbrite Monthly Membership - Cultural Services	\$29.00
70-178		29/07/2024 - Annual Fee - Credit Card Fee - Paid Monthly	\$5.00

Warrant of Payments September 2024			
Number	Date	Supplier / Description	Amount
70-179		30/07/2024 - Conference Logistics - Conference Institutional Virtual Registration - Australian Museums and Galleries Assn	\$53.24
70-180		31/07/2024 - Jaycar - Conduit - Gallery	\$35.85
		Customer & Information Services	
70-181		01/07/2024 - Google*Cloud FX94FV - Monthly Search Fees	\$128.74
70-182		02/07/2024 - Little Bird - Miniature Reflective Infrared Optical Sensors	\$16.80
70-183		02/07/2024 - Rezdy - Subscription - Accelerate Plan	\$129.59
70-184		05/07/2024 - www.canto.com - CAB Software - Centralise, Organise & Share Your Brand Assets	\$5,876.52
70-185		09/07/2024 - Iot Store - Milesight Ultrasonic Distance Level Bin / Serial To Lorawan Converter Waterproof Battery Powered	\$1,163.81
70-186		10/07/2024 - www.canto.com - Subscription 50%	\$5,867.51
70-187		12/07/2024 - Iot Store - Milesight Lorawan Wireless Pulse Counter	\$163.90
70-188		12/07/2024 - Ple Computers - Wi-Fi 5 Router	\$263.00
70-189		19/07/2024 - PayPal - Zoom Workplace Promonthly - Quantity 2 - Period Jul 19, 2024 - Aug 18, 2024	\$49.26
70-190		23/07/2024 - PayPal - Yumpu Subscription	\$39.20
70-191		24/07/2024 - Freshworks Inc - Pro Monthly Subscription	\$1,245.00
70-192		29/07/2024 - Annual Fee - Credit Card Fee - Paid Monthly	\$5.00
70-193		29/07/2024 - Annual Fee - Credit Card Fee - Paid Monthly	\$5.00
70-194		30/07/2024 - Typeform, S.L. - Subscription	\$91.36
70-195		31/07/2024 - Campaignmonitor - Subscription	\$1,280.13
70-196		31/07/2024 - Paypal - Zoom Workplace Business Monthly	\$340.89
		Engineering Maintenance	
70-197		03/07/2024 - Bunnings - Heavy Duty Bags	\$80.57
70-198		05/07/2024 - Bunnings - New Bolts For Sign Truck And New Table	\$145.32
70-199		10/07/2024 - Bunnings - New Hose Fittings - Grinder	\$259.81
70-200		15/07/2024 - Sydney Tools Pty Ltd - Heat Gun / Blower	\$424.45

Warrant of Payments September 2024			
Number	Date	Supplier / Description	Amount
70-201		22/07/2024 - Bunnings - 6" Recip Blades And Pencils - Maintenance 11, 9" Recip Blades, Grinding Blade, Bolts, Washers And Textas - Maintenance 06	\$262.95
70-202		26/07/2024 - Bunnings - Gumboots And Ear Plugs	\$46.83
70-203		26/07/2024 - Stratco WA Pty Ltd - Colourbond Fence Sheets And Rails - Fence Repair - Amistad Road	\$110.69
70-204		29/07/2024 - Annual Fee - Credit Card Fee - Paid Monthly	\$5.00
70-205		29/07/2024 - Annual Fee - Credit Card Fee - Paid Monthly	\$5.00
		Fleet Maintenance	
70-206		01/07/2024 - Bunnings- Bolt & Nut Ss316 Csk Zenith	\$12.30
70-207		03/07/2024 - Hose Right - Hose Assembly	\$318.60
70-208		03/07/2024 - L And T Venables Pty Ltd - Vee Belts A57	\$62.95
70-209		04/07/2024 - JTB Spares - Filter PCV	\$78.30
70-210		04/07/2024 - Repco - PVC Tubing	\$18.04
70-211		04/07/2024 - Roadrunner Parts - Control Card And Switch Panel Kit	\$577.50
70-212		11/07/2024 - Morley Mower/1/26 Rudloc - Fuel Line	\$30.00
70-213		11/07/2024 - Morley Mower/1/26 Rudloc - Fuel Line	\$247.50
70-214		12/07/2024 - TJ And L Hutchings Pty - Spark Plug Boot & Terminal Connector	\$30.17
70-215		18/07/2024 - Autopro Wanneroo - 2 Dayco V Belts	\$29.98
70-216		18/07/2024 - Napa Wangara - 2 Spark Plugs	\$15.73
70-217		19/07/2024 - Truckline Wangara - Vehicle Spare Parts	\$276.94
70-218		20/07/2024 - Burson Auto Parts - Fuchs 2.5kg Snow White Petroleum Jelly	\$75.10
70-219		24/07/2024 - Beacon Equipment - Stock Parts - Robin Air Filter	\$29.00
70-220		25/07/2024 - Bunnings - Tap Handles - Water Tanks On Truck	\$31.00
70-221		26/07/2024 - Hose Right - Spiral Wrap	\$34.93
70-222		26/07/2024 - Toolmart Australia P - Tool For Workshop - Feeler Gauge	\$20.00
70-223		28/07/2024 - Harvey Norman Av/lt - 2 Garmin Drivesmart Navigators - Bulk Case Skid Steers	\$858.00
70-224		29/07/2024 - Annual Fee - Credit Card - Paid Monthly	\$5.00

Warrant of Payments September 2024			
Number	Date	Supplier / Description	Amount
70-225		29/07/2024 - Annual Fee - Credit Card - Paid Monthly	\$5.00
70-226		29/07/2024 - Annual Fee - Credit Card Fee - Paid Monthly	\$5.00
70-227		29/07/2024 - Annual Fee - Credit Card Fee - Paid Monthly	\$5.00
70-228		29/07/2024 - Annual Fee - Credit Card Fee - Paid Monthly	\$5.00
70-229		30/07/2024 - Ajar Enterprises Pty - Strip Insertion - Replace Tailgate Seal	\$31.95
		Health Services	
70-230		04/07/2024 - Dept Of Justice-Ctg Pa - Prosecution Notice Ready For Lodgement On Ecourts Portal	\$189.00
70-231		17/07/2024 - Amazon Au - Officemate Portable Clipboard Storage Case	\$194.10
70-232		29/07/2024 - Annual Fee - Credit Card Fee - Paid Monthly	\$5.00
		Heritage Education	
70-233		16/07/2024 - Amznprimeau Membership - Refund - Amazon Prime Subscription Monthly	-\$9.99
70-234		19/07/2024 - Cricut - Cricut Design Program - Make Heritage Education Resources	\$13.99
70-235		22/07/2024 - Coles - Supplies - Buckingham House Education Program Baking.	\$77.30
70-236		24/07/2024 - Bunnings - Materials - Fix Items In The Noongar Museum In A Box	\$37.25
70-237		28/06/2024 - Twinkl 6487196 - Education Resource Membership Monthly	\$17.99
70-238		29/07/2024 - Annual Fee - Credit Card - Paid Monthly	\$5.00
70-239		29/07/2024 - Ed Resources Pty Ltd - Program Materials - It's All About The Past Wanneroo Museum	\$180.50
		Irrigation Maintenance	
70-240		18/07/2024 - Bunnings - Tools Replacement	\$409.25
70-241		29/07/2024 - Annual Fee - Credit Card Fee - Paid Monthly	\$5.00
70-242		30/07/2024 - Sydney Tools Pty Ltd - Sydney Tools - Tools Replacement	\$422.50
		Kingsway Indoor Stadium	
70-243		01/07/2024 - Darch Supa IGA - Ice And Freezer Bags	\$6.30
70-244		02/07/2024 - Facebk *Pyr7S5Gn42 - Advertising	\$101.57

Warrant of Payments September 2024			
Number	Date	Supplier / Description	Amount
70-245		27/07/2024 - 7 Eleven Darch - Ice For Injuries	\$10.00
70-246		29/07/2024 - Annual Fee - Credit Card - Paid Monthly	\$5.00
70-247		29/07/2024 - Annual Fee - Credit Card Fee - Paid Monthly	\$5.00
		Library Services	
70-248		01/07/2024 - My Post Business/Post - Interlibrary Loans Postage	\$90.79
70-249		01/07/2024 - Newsxpress Ocean Keys - Clarkson Library - Uniball Angel Pens - Craft	\$5.80
70-250		02/07/2024 - Bunnings - Clarkson Library - Adhesive Mandala Art Glue - Craft Series	\$9.98
70-251		03/07/2024 - Lams Oriental Superm - Milk	\$4.49
70-252		03/07/2024 - My Post Business/Post - Libraries - Postage Charge For Country Ills	\$35.02
70-253		04/07/2024 - Two Rocks IGA - Library Services - Milk	\$3.10
70-254		06/07/2024 - Aldi Stores - Clarkson Library - Milk & Kitchen Sponge Dishwand	\$9.02
70-255		06/07/2024 - My Post Business/Post - Libraries - Postage Charge For Country Ills	\$10.73
70-256		09/07/2024 - Kmart - Craft Program - Acrylic Paint / Canvas - Kmart	\$65.50
70-257		09/07/2024 - Red Dot Stores - Clarkson Library - Craft Supplies - In-House Program	\$11.98
70-258		09/07/2024 - Red Dot Stores - Clarkson Library - Craft Supplies - In-House Program	\$25.98
70-259		10/07/2024 - My Post Business/Post - Interlibrary Loans Postage	\$68.30
70-260		11/07/2024 - Coles - Catering – Light Refreshments – Literacy Event – Customer Use	\$13.40
70-261		11/07/2024 - Liquorland - Catering – Light Refreshments – Literacy Event – Customer Use	\$154.00
70-262		12/07/2024 - Coles - Clarkson Library - Staff Milk	\$4.50
70-263		12/07/2024 - Kmart - Catering – Light Refreshments – Literacy Event – Customer Use	\$29.00
70-264		12/07/2024 - Kmart - Catering – Light Refreshments – Literacy Event – Customer Use	\$29.00
70-265		12/07/2024 - My Post Business/Post - Interlibrary Loans Postage	\$40.03
70-266		12/07/2024 - Salvos Stores - Clarkson Library - Materials - In-House Program	\$15.50
70-267		12/07/2024 - Supa Valu Girrawheen - Milk	\$3.99



Warrant of Payments September 2024			
Number	Date	Supplier / Description	Amount
70-268		12/07/2024 - The Good Guys Web Store - Libraries - Paper Shredder	\$191.00
70-269		13/07/2024 - My Post Business/Post - Interlibrary Loans Postage	\$36.11
70-270		15/07/2024 - 6716 Typo Ocean Keys - Clarkson Library - Quiz Nigh Event Prizes - Bottled Up Gift, Retro Gamer, Soundvibe, Notebook	\$15.96
70-271		15/07/2024 - Coles - Clarkson Library - Lindt Chocolate	\$10.00
70-272		15/07/2024 - Coles - Clarkson Library - Quiz Night Event Prizes - Queen Victoria Tea	\$94.60
70-273		15/07/2024 - Kmart - Clarkson Library - Craft Program - Wooden Spoon, Glass Candle, Vanilla Diffuser, Easel, Puzzles	\$98.25
70-274		15/07/2024 - Kmart - Clarkson Library - Quiz Night Event Prizes - Canvas & Easel	\$5.00
70-275		15/07/2024 - SMGB Ocean Keys - Clarkson Library - Quiz Nigh Event Prize - Heated Mittens Dusty Pink	\$10.00
70-276		15/07/2024 - TK Maxx Ocean Keys - Clarkson Library - Quiz Night Prizes - Rocky Road Box, Cocoa, Caramel, Earl Grey Mason	\$56.44
70-277		16/07/2024 - Aldi Stores - Catering – Light Refreshments – Literacy Event – Customer Use	\$14.51
70-278		16/07/2024 - Coles - Clarkson Library - RFID Adaptor 1 Pack	\$2.75
70-279		16/07/2024 - My Post Business/Post - Interlibrary Loans Postage	\$10.73
70-280		16/07/2024 - My Post Business/Post - Interlibrary Loans Postage	\$10.73
70-281		16/07/2024 - Two Rocks IGA - Library Services - Milk	\$3.10
70-282		17/07/2024 - My Post Business/Post - Interlibrary Loans Postage	\$25.38
70-283		18/07/2024 - Educational Art Supp - Clarkson Library - In House Craft Materials, Glue, Tissue Pack, Jumbo Popsticks, Matt Varnish, Water Colour Paper	\$310.71
70-284		18/07/2024 - Kmart - Materials Inspirational Craft Sessions	\$98.50
70-285		18/07/2024 - Salvos Stores - Clarkson Library - Craft Series - Mens	\$22.50
70-286		19/07/2024 - Lams Oriental Superm - Milk	\$2.99
70-287		20/07/2024 - Coles - Clarkson Library - Staff Milk	\$4.50
70-288		22/07/2024 - My Post Business/Post - Interlibrary Loans Postage	\$36.11

Warrant of Payments September 2024			
Number	Date	Supplier / Description	Amount
70-289		23/07/2024 - Coles - Catering – Light Refreshments – Workshop – Customer Use	\$41.70
70-290		23/07/2024 - Kmart - Clarkson Library - Quiz Night - Wooden Spoon, Stamp Set	\$9.75
70-291		24/07/2024 - Coles - Clarkson Library - Library Event - Materials And Food	\$90.00
70-292		24/07/2024 - Coles - Clarkson Library - Library Event - Materials And Food	\$90.00
70-293		24/07/2024 - Coles - Clarkson Library - Library Event - Materials And Food	\$11.27
70-294		24/07/2024 - My Post Business/Post - Interlibrary Loans Postage	\$50.76
70-295		24/07/2024 - Officeworks - Stickers - Library Displays	\$3.98
70-296		24/07/2024 - Post Wanneroo Post Sho - Working With Children Check	\$87.00
70-297		24/07/2024 - Two Rocks IGA - Library Services - Milk	\$3.10
70-298		25/07/2024 - Coles - Clarkson Library - Staff Milk	\$4.50
70-299		25/07/2024 - Lams Oriental Superm - Milk	\$3.29
70-300		25/07/2024 - Liquorland - Clarkson Library - Quiz Night Event - Golden West Ice	\$13.98
70-301		25/07/2024 - wwc-Communities – Working With Children Renewal - 1 Employee	\$87.00
70-302		26/07/2024 - My Post Business/Post - Interlibrary Loans Postage	\$14.65
70-303		26/07/2024 - Officeworks - TV Stand + LED Lights	\$218.95
70-304		27/07/2024 - My Post Business/Post - Interlibrary Loans Postage	\$10.73
70-305		29/07/2024 - Annual Fee - Credit Card Fee - Paid Monthly	\$5.00
70-306		29/07/2024 - Annual Fee - Credit Card Fee - Paid Monthly	\$5.00
70-307		29/07/2024 - Annual Fee - Credit Card Fee - Paid Monthly	\$5.00
70-308		29/07/2024 - Annual Fee - Credit Card Fee - Paid Monthly	\$5.00
70-309		29/07/2024 - Annual Fee - Credit Card Fee - Paid Monthly	\$5.00
70-310		29/07/2024 - Annual Fee - Credit Card Fee - Paid Monthly	\$5.00
70-311		29/07/2024 - Annual Fee - Credit Card Fee - Paid Monthly	\$5.00
70-312		29/07/2024 - Annual Fee - Credit Card Fee - Paid Monthly	\$5.00
70-313		29/07/2024 - Annual Fee - Credit Card Fee - Paid Monthly	\$5.00

Warrant of Payments September 2024			
Number	Date	Supplier / Description	Amount
70-314		29/07/2024 - Annual Fee - Credit Card Fee - Paid Monthly	\$5.00
70-315		29/07/2024 - Annual Fee - Credit Card Fee - Paid Monthly	\$5.00
70-316		29/07/2024 - Annual Fee - Credit Card Fee - Paid Monthly	\$5.00
70-317		29/07/2024 - Coles - PPE - Books On Wheels Van	\$14.50
70-318		30/07/2024 - Coles - Catering – Light Refreshments – Workshop – Customer Use	\$50.20
70-319		30/07/2024 - Two Rocks IGA - Library Services - Milk	\$3.10
70-320		31/07/2024 - Indigenousresourcesonl - Resource For Junior Programs	\$769.89
70-321		31/07/2024 - Lams Oriental Superm - Milk	\$2.99
70-322		31/07/2024 - My Post Business/Post - Interlibrary Loans Postage	\$14.65
70-323		31/07/2024 - Slimline Warehouse - Frames - Poster Display	\$724.21
		Media & Communications Services	
70-324		02/07/2024 - Google Ads1626843768 - Advertising Services	\$428.36
70-325		09/07/2024 - Hoo*Hootsuite Inc - Social Media Scheduling Tool - Communications And Brand Services	\$5,266.80
70-326		15/07/2024 - Google Ads1626843768 - Advertising Services	\$1,000.00
70-327		24/07/2024 - 54Jl49Lbe2 - Advertising Services	\$1,249.95
70-328		24/07/2024 - Event Listing Fee - Social Media Advertising - Communications And Brand Services	\$9.00
70-329		25/07/2024 - Facebk *W59Zh74Be2 - Advertising Services	\$28.21
70-330		26/07/2024 - Facebk *A323H68Be2 - Advertising Services	\$49.04
70-331		29/07/2024 - Annual Fee - Credit Card Fee - Paid Monthly	\$5.00
70-332		29/07/2024 - Google Ads1626843768 - Advertising Services	\$1,000.00
		Parks & Conservation Management	
70-333		03/07/2024 - Bunnings - Weeder And Sand Spreader - Vehicle 95292	\$178.42
70-334		05/07/2024 - Bunnings - Replacement Flag Bunting And Temporary Barrier Fencing - Wanneroo Showgrounds	\$143.27

Warrant of Payments September 2024			
Number	Date	Supplier / Description	Amount
70-335		05/07/2024 - Bunnings - Replacement Flag Bunting And Temporary Barrier Fencing - Wanneroo Showgrounds	\$133.86
70-336		12/07/2024 - Bunnings - Replacement Flag Bunting - Wanneroo Showgrounds	\$44.93
70-337		15/07/2024 - Bunnings - Sand Rake Spreaders - Parks Maintenance, North	\$97.90
70-338		24/07/2024 - Bunnings - Fertiliser & Wetting Agent - Pearsall / Hocking Community Centre; Cooler Bottles - Parks Maintenance. South	\$146.84
70-339		29/07/2024 - Annual Fee - Credit Card Fee - Paid Monthly	\$5.00
70-340		29/07/2024 - Annual Fee - Credit Card Fee - Paid Monthly	\$5.00
		People & Culture	
70-341		03/07/2024 - Kmart - Reward And Recognition	\$500.00
70-342		03/07/2024 - Kmart - Reward And Recognition	\$500.00
70-343		03/07/2024 - Kmart - Reward And Recognition	\$500.00
70-344		17/07/2024 - Kmart - Value-Able Awards	\$100.00
70-345		17/07/2024 - Kmart - Value-Able Awards	\$100.00
70-346		17/07/2024 - Kmart - Value-Able Awards	\$100.00
70-347		17/07/2024 - Kmart - Value-Able Awards	\$100.00
70-348		29/07/2024 - Annual Fee - Credit Card Fee - Paid Monthly	\$5.00
70-349		31/07/2024 - Coursra9Asjf9Hh2Awv9R - Learning Material	\$604.00
		Place Management	
70-350		08/07/2024 - Officeworks - Refund Receipt - Online Canvas Print Order Refunded As Not Delivered	-\$110.00
70-351		11/07/2024 - The Reject Shop - Goods Newpark Event - Cleaning Wipes	\$9.50
70-352		11/07/2024 - The Reject Shop - Goods Newpark Event - Paint Brushes	\$21.50
70-353		29/07/2024 - Annual Fee - Credit Card Fee - Paid Monthly	\$5.00
		Preventative Engineering Maintenance	
70-354		09/07/2024 - RSEA Pty Ltd - Raincoat And 2 Backpacks	\$264.97
70-355		29/07/2024 - Annual Fee - Credit Card - Paid Monthly	\$5.00
		Property Services	

Warrant of Payments September 2024			
Number	Date	Supplier / Description	Amount
70-356		29/07/2024 - Annual Fee - Credit Card Fee - Paid Monthly	\$5.00
		Surveys	
70-357		29/07/2024 - Annual Fee - Credit Card - Paid Monthly	\$5.00
		Traffic Services	
70-358		08/07/2024 - Bunnings - Portable Air Compressor - Checking Counter Tubes And Pumping VMS Tires	\$138.00
70-359		19/07/2024 - Totally Workwear Butle - Work Shirts / Rain Jacket	\$214.60
70-360		29/07/2024 - Annual Fee - Credit Card Fee - Paid Monthly	\$5.00
		Tree & Conservation Maintenance	
70-361		02/07/2024 - Lindan Pty Ltd - Spray Mask Cartridges And Masks	\$101.86
70-362		03/07/2024 - Woolworths - Catering - Conservation Volunteer Event	\$31.92
70-363		04/07/2024 - Lukelizo Pty Ltd - Stihl Shop Joondalup Chainsaw Files - Tree Crew	\$205.00
70-364		05/07/2024 - TT Joondalup PI - Pruning Saw - Tree Crew	\$48.00
70-365		12/07/2024 - Woolworths - Catering - Community Event	\$49.50
70-366		15/07/2024 - Think Water Wanneroo - Stihl Battery Charger / Sprayer / Files	\$221.00
70-367		17/07/2024 - Repco - Foot Scrubbers Tow Ball Mounted	\$20.00
70-368		23/07/2024 - Bunnings - Spray Paint Holder - Tree Officer	\$118.90
70-369		23/07/2024 - Subway Wanneroo - Catering - National Tree Day 2024 Hinkley Park	\$286.00
70-370		25/07/2024 - TT Joondalup PI - Additional Battery - Milwaukee 12V Pruning Saw	\$147.00
70-371		25/07/2024 - Work Clobber - 3 Overalls - 1 Employee	\$208.80
70-372		26/07/2024 - Aldi Stores - Water	\$18.06
70-373		27/07/2024 - RSEA Pty Ltd - Work Boots - 1 Employee	\$244.99
70-374		29/07/2024 - Annual Fee - Credit Card - Paid Monthly	\$5.00
		Wanneroo Aquamotion	
70-375		01/07/2024 - Aust Wide First Aid - First Aid Training - 1 Employee	\$59.00
70-376		01/07/2024 - Kmart - July SHP Craft	\$49.00



Warrant of Payments September 2024			
Number	Date	Supplier / Description	Amount
70-377		01/07/2024 - Red Dot Stores - July SHP Craft	\$10.00
70-378		02/07/2024 - Aust Wide First Aid - First Aid Training - 1 Employee	\$119.00
70-379		02/07/2024 - Coles Online - Swim Nappies	\$87.60
70-380		03/07/2024 - Twilio Sendgrid - Envibe Email Credits	\$136.37
70-381		08/07/2024 - Coles - Cleaning Supplied -Pool Tiles At Aquamotion	\$48.60
70-382		09/07/2024 - 816Pin* Specialty Balloon - Promotional Balloons - Dolphin Swim School Program	\$199.00
70-383		09/07/2024 - Amazon Marketplace Au - Toys - Swim School Parent And Baby Classes / Balloon Accessories - Decorations - Dolphin Swim School Program	\$76.97
70-384		09/07/2024 - Sensory Tools Aus - Sensory Mat - Additional Needs Swimming Lessons	\$185.90
70-385		10/07/2024 - Kmart - Balloon Garlands - Dolphin Swim School Program's 25 Years	\$36.00
70-386		10/07/2024 - wwc-Communities - Working With Children Check Renewal -1 Employee	\$87.00
70-387		16/07/2024 - Red Dot Stores - Aquamotion Games Materials	\$48.99
70-388		17/07/2024 - PayPal - Magic Sponge - Cleaning Pool Tiles	\$225.00
70-389		17/07/2024 - Royal Life Saving - Subscription Renewal - Safe Pools Operations Guideline	\$111.87
70-390		18/07/2024 - Kmart - Tape And Hooks - Dolphin Swim School Program 25th Year Celebrations	\$18.00
70-391		26/07/2024 - Coles - Water - Dolphin Olympics Event	\$83.85
70-392		27/07/2024 - Costco Wholesale Austr - Cakes - Mayor's Cake Cutting Ceremony - Dolphin Swim School 25th Year Celebration	\$69.98
70-393		28/07/2024 - Coles - Paper Plates - Mayor's Cake Cutting Ceremony - Dolphin Olympics 25th Year Celebration	\$9.45
70-394		29/07/2024 - Annual Fee - Credit Card Fee - Paid Monthly	\$5.00
70-395		29/07/2024 - Annual Fee - Credit Card Fee - Paid Monthly	\$5.00
70-396		29/07/2024 - Annual Fee - Credit Card Fee - Paid Monthly	\$5.00
70-397		29/07/2024 - ASSA Ltd - Renewal Of Australian Swim Schools Association Membership	\$549.00
70-398		30/07/2024 - Kmart - 6 Weeks Free - Balloons	\$42.70

Warrant of Payments September 2024			
Number	Date	Supplier / Description	Amount
		Waste Services	
70-399		18/07/2024 - Bunnings - Replacement Part For Damage To Property During Bulk Collection	\$41.00
70-400		24/07/2024 - Bunnings - Shed For Chemical Storage.	\$229.00
70-401		29/07/2024 - Annual Fee - Credit Card - Paid Monthly	\$5.00
70-402		29/07/2024 - Annual Fee - Credit Card Fee - Paid Monthly	\$5.00
70-403		29/07/2024 - Annual Fee - Credit Card Fee - Paid Monthly	\$5.00
70-404		29/07/2024 - Annual Fee - Credit Card Fee - Paid Monthly	\$5.00
70-405		29/07/2024 - Super Cheap Auto - Trailer To Vehicle Adaptor Plug	\$34.99
		Youth Services	
70-406		01/07/2024 - Spudshed - Food - Butler Trailer Day	\$227.10
70-407		02/07/2024 - Dominos Estore Mindarie - Food - Silent Disco	\$105.00
70-408		02/07/2024 - Kmart - July School Holidays - Materials - Kmart - Putt And Play	\$76.00
70-409		02/07/2024 - Pearsall IGA - Material - July School Holidays -Flaming Bites	\$9.14
70-410		02/07/2024 - Pearsall IGA - Material - July School Holidays -Flaming Bites	\$12.48
70-411		02/07/2024 - Spotify P2D6Aa1D57 - Materials - Family Account	\$23.99
70-412		03/07/2024 - Spud Shed - Food - Yanchep Arcade Day	\$88.66
70-413		03/07/2024 - Spud Shed - Food - Yanchep Arcade Day	\$54.90
70-414		04/07/2024 - Coles Online - Food - July School Holidays - Putt And Play	\$64.80
70-415		04/07/2024 - Coles Online - Food - Silent Disco	\$114.65
70-416		04/07/2024 - Kmart - Materials - Drop-In - Hainsworth Youth Centre	\$87.50
70-417		05/07/2024 - Spudshed - Food - July School Holidays - Putt And Play	\$32.91
70-418		05/07/2024 - Spudshed - Food - July School Holidays - Putt And Play	\$43.92
70-419		08/07/2024 - Coles - Food - July School Holidays - Lansdale Trailer Day	\$22.80
70-420		08/07/2024 - Coles - Food - Lansdale Trailer Day	\$16.00
70-421		08/07/2024 - Officeworks - Materials - Makuru Art And Deadly Science	\$385.63

Warrant of Payments September 2024			
Number	Date	Supplier / Description	Amount
70-422		08/07/2024 - Red Dot Stores - Materials - Makuru Art And Deadly Science	\$15.98
70-423		08/07/2024 - Red Dot Stores - Materials - Red Dot - Landsdale Trailer Day	\$57.51
70-424		09/07/2024 - Bunnings - Materials - Outreach - Bunnings	\$176.00
70-425		09/07/2024 - Coles - Materials - Makuru Art And Deadly Science	\$119.50
70-426		09/07/2024 - Coles Online - Food - July School Holidays - NAIDOC Tree Planting Day	\$190.30
70-427		09/07/2024 - Kmart - General Materials - Youth Services Team Meeting	\$49.70
70-428		09/07/2024 - Red Dot Stores - Youth Service Team Meeting	\$22.00
70-429		11/07/2024 - Morris Supa Foods - Materials - July School Holidays - NAIDOC Tree Planting Day	\$33.30
70-430		11/07/2024 - Spud Shed - Food - July School Holidays - NAIDOC Tree Planting Day	\$109.80
70-431		12/07/2024 - Teacher Superstore - Materials - Craft Items - Drop-In - Hainsworth Youth Centre	\$119.20
70-432		16/07/2024 - Coles - Food - Yanchep Youth Centre - Term 3	\$78.90
70-433		16/07/2024 - Coles Online - Food - Drop-In - Hainsworth Youth Centre	\$132.10
70-434		17/07/2024 - Coles - Food - Wanneroo Youth Centre - Term 2 - Drop In	\$185.22
70-435		17/07/2024 - Coles Online - Food - Drop-In - Clarkson Youth Hub	\$189.53
70-436		17/07/2024 - Kmart - Material - Drop-In - Clarkson Youth Hub	\$3.50
70-437		17/07/2024 - Kmart - Materials - Wanneroo Youth Centre - Term 3- Drop In	\$28.00
70-438		18/07/2024 - Coles - Food - Drop-In - Hainsworth Youth Centre	\$11.30
70-439		18/07/2024 - Officeworks - Materials - Wanneroo Youth Centre - Term 3 - Drop In	\$14.90
70-440		18/07/2024 - Post Wanneroo Post Sho - Department Of Communities - 1 Employee	\$87.00
70-441		19/07/2024 - Kmart - Material - Drop-In - Clarkson Youth Hub	\$97.00
70-442		19/07/2024 - QBD Books - Books - Kambarang Art And Deadly Science - October School Holidays	\$51.43
70-443		20/07/2024 - Amazon Marketplace Au - Materials - Mini Skate Decks - Outreach	\$212.10
70-444		23/07/2024 - Coles Online - Food - Yanchep Youth Centre - Term 3	\$157.43

Warrant of Payments September 2024			
Number	Date	Supplier / Description	Amount
70-445		23/07/2024 - Coles Online - Foods - Drop-In - Hainsworth Youth Centre	\$92.95
70-446		23/07/2024 - Red Dot Stores - Materials - Drop-In - Hainsworth Youth Centre	\$54.97
70-447		24/07/2024 - Aust Wide First Aid - Training - 1 Attendee	\$119.00
70-448		25/07/2024 - Coles - Materials And Food - Wanneroo Youth Centre - Term 3 - Drop In	\$146.47
70-449		25/07/2024 - Kmart - Materials - Drop-In - Hainsworth Youth Centre	\$36.70
70-450		26/07/2024 - Morris Supa Foods - Food - Drop-In - Hainsworth Youth Centre	\$10.50
70-451		26/07/2024 - Red Dot Stores - Materials - Kitchen Scales, Freezer Bags & Broom - Wanneroo Youth Centre - Term 3 - Drop In	\$30.98
70-452		29/07/2024 - Annual Fee - Credit Card - Paid Monthly	\$5.00
70-453		29/07/2024 - Annual Fee - Credit Card Fee - Paid Monthly	\$5.00
70-454		29/07/2024 - Annual Fee - Credit Card Fee - Paid Monthly	\$5.00
70-455		29/07/2024 - Annual Fee - Credit Card Fee - Paid Monthly	\$5.00
70-456		29/07/2024 - Annual Fee - Credit Card Fee - Paid Monthly	\$5.00
70-457		30/07/2024 - BigW Online - Materials - PS4 Controller - Drop-In - Hainsworth Youth Centre	\$68.00
70-458		30/07/2024 - Eb Games Australia - Materials - USB Cables - Drop-In - Hainsworth Youth Centre	\$35.85
70-459		31/07/2024 - ABC 2000 - Materials - Papercutter - School Engagement	\$87.59
70-460		31/07/2024 - Coles - Materials - Patty Pans - Yanchep Youth Centre - Term 3	\$14.00
70-461		31/07/2024 - House Wanneroo - Apple Peeler - Clarkson Youth Hub	\$22.49
70-462		31/07/2024 - Rebel - Materials - Wanneroo Youth Centre - Term 3 - Drop In	\$598.99
		<b>Total - NAB</b>	<b>\$68,179.21</b>
		<b>Total Credit Cards</b>	<b>\$77,895.12</b>
CANCELLED PAYMENTS FROM PREVIOUS PERIODS			
124757	29.07.2024	Quinns Calisthenics Club Inc	-\$600.00
121324	07.04.2021	Liberian Soccer Veterans	-\$84.00
121335	07.04.2021	Mrs Jacinta Stacey	-\$100.00
121345	06.04.2021	Yanchep Red Hawks Football Club	-\$250.00
121404	20.04.2021	Stephen Lindau	-\$48.77

Warrant of Payments September 2024			
Number	Date	Supplier / Description	Amount
121439	27.04.2021	Clayton Pinney	-\$64.00
121436	27.04.2021	Spectra WA Properties Pty Ltd	-\$147.00
121407	20.04.2021	NEWest Alliance	-\$184.00
121429	27.04.2021	Ellenbrook Football Club	-\$137.50
123085	17.05.2022	Doanh Le	-\$42.45
123099	23.05.2022	Venture Outdoor Pty Ltd	-\$171.65
		<b>Total - Cancelled</b>	<b>-\$1,829.37</b>
MANUAL JOURNALS			
FA25-193		FER Lodgements	\$12,470.00
FA25-193		Prosecution Lodgement Fees	\$945.00
FA25-193		CBA Corp Credit Card acquittal - No. 69	-\$9,715.91
FA25-193		Returned Reject Fees EFTs	\$12.50
		<b>Total - Journals</b>	<b>\$3,711.59</b>
TOWN PLANNING SCHEME			
		Cell 9	
		P & LD Nosow - POS Acquisition	\$1,150,285.75
		<b>Total - TPS</b>	<b>\$1,150,285.75</b>
General Fund Bank Account			
		Payroll Payments September 2024	
		03.09.2024	\$82,801.81
		03.09.2024	\$1,698.83
		03.09.2024	\$4,721.04
		03.09.2024	\$2,182,493.64
		17.09.2024	\$2,047.69
		17.09.2024	\$10,301.60
		17.09.2024	\$2,206,954.30
		<b>Total - Payroll</b>	<b>\$4,491,018.91</b>
	30/09/2024	Municipal Account Bank Fees September 2024	
		CBA Pooling Maintenance Fee	\$50.00
		Merchant Fees	\$26,776.78
		Amex Fee	\$1,291.35
		BPAY Rates	\$11,970.17
		BPAY FAC	\$61.74
		BPAY Debtors	\$43.55
		Bpoint Rates	\$1,341.23
		Bpoint Debtors	\$0.88



Warrant of Payments September 2024			
Number	Date	Supplier / Description	Amount
		Australia Post Dishonour Fee - Rates	\$29.95
		Commbiz Transaction Fees	\$234.48
		Commbiz Transaction Fees	\$81.00
		Commbiz Fee - Account Service Fees / DDA Transactions	\$134.20
		<b>Total - Bank Fees</b>	<b>\$42,015.33</b>
		<b>Total - Muni Recoup</b>	<b>\$24,571,840.18</b>
		<b>Direct Payments Total (Includes Payroll, Bank Fees &amp; Advance Recoup)</b>	<b>\$29,104,874.42</b>

At the close of September 2024 outstanding creditors amounted to \$3,815,173.75.

### Consultation

Nil

### Comment

The list of payment (cheques and electronic transfers) and the end of month total of outstanding creditors for the month of September 2024 is presented to the Council for information and recording in the minutes of the meeting, as required by the Local Government (Financial Management) Regulations 1996.

### Statutory Compliance

*Regulation 13(1) of the Local Government (Financial Management) Regulations 1996* requires a local government to list the accounts paid each month and total all outstanding creditors at the month end and present such information to the Council at its next Ordinary Meeting after each preparation. A further requirement of this Section is that the prepared list must be recorded in the minutes of the Council meeting.

### Strategic Implications

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

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

*7.2 - Responsibly and ethically managed*

### Risk Appetite Statement

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

## **Risk Management Considerations**

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

## **Policy Implications**

Nil

## **Financial Implications**

Nil

## **Voting Requirements**

Simple Majority

## **Recommendation**

**That, in accordance with Regulation 13 of the *Local Government (Financial Management) Regulations 1996*, Council RECEIVES the list of payments drawn for the month of September 2024, as detailed in this report.**

*Attachments: Nil*

## Property Services

### CS06-11/24 Golf Courses Strategic Plan Review

---

File Ref:	31868V02 – 24/303403
Responsible Officer:	Director Corporate Strategy & Performance
Attachments:	5
Previous Items:	CS03-10/19 - Golf Courses Strategic Plan - Ordinary Council - 15 Oct 2019 CS05-08/22 - Restricted Tender No. 22046 - Management and Maintenance of Carramar and Marangaroo Golf Courses - Ordinary Council - 09 Aug 2022 SCS01-09/22 - s3.59 Business Plan - Major Land Transaction - Carramar & Marangaroo Golf Courses - Special Council - 27 Sep 2022

## Issue

To consider the revision of the City's Golf Courses Strategic Plan 2019-2034.

## Background

### Golf Courses

Carramar Golf Course (**Carramar GC**) and Marangaroo Golf Courses (**Marangaroo GC**) (together, the **Golf Courses**) are municipal courses administered by the City:

- Carramar Golf Course: An 18 hole course which opened in 1994, is located on 67 hectares across two City-managed Crown land parcels (Reserve 44338) and one City-owned freehold land parcel (Lot 11 (30) Tranquil Drive) in Carramar (**Attachment 1** refers).
- Marangaroo Golf Course: An 18 hole course which opened in 1988, is located on 60 hectares in a single parcel of City-managed Crown land (Reserve 53946) (**Attachment 2** refers).

The Crown land areas are vested in the City for under management orders for 'Recreation, Golf and Community' purposes with power to lease (sub-licence or licence) for any term not exceeding thirty-five (35) years (subject to the consent of the Minister for Lands).

The Golf Courses are zoned 'Parks & Recreation' under the MRS and 'Regional Parks and Recreation' under DPS2.

Both Golf Courses are well-utilised and popular with the golfing community, though aspects of the facilities are in need of improvement to activate the facilities and in turn, increase community engagement and patronage, be sustainable and remain competitive.

### Strategic Plan

The City's Golf Courses Strategic Plan 2019-2034 (**Strategic Plan**) (**Attachment 3** refers) was endorsed by Council in October 2019 (CS03-10/19).

The focus of the Strategic Plan has been to identify and implement opportunities to enhance the Golf Courses. This included introducing new services and facilities and ensuring that the golf courses remained profitable and relevant to community expectations.

### Course Management

As a step in the implementation of the Strategic Plan, the City completed an expression of interest and restricted tender process in 2022 (Provision of Golf Course Management and Maintenance Services for Carramar and Marangaroo Golf Courses).

Following Council approval, the City entered a Supply Contract with Belgravia Health & Leisure Group Pty Ltd (**Belgravia**) in November 2022 to manage and maintain the Golf Courses, with the Supply Contract including provisions relating to the future improvement of the courses.

### **Detail**

Since the appointment of Belgravia, Belgravia and Administration have worked together to develop capital improvements proposals for each of the Golf Courses, including concept design, estimated costings and financial modelling.

To this point, it is considered timely to review the Strategic Plan to align with the current management model with Belgravia and the proposed capital improvements.

The proposed revisions to the Golf Courses Strategic Plan 2019-2034 have been tracked for reference purposes in the Revision Version of the document (**Attachment 4** refers).

The updated Strategic Plan, now titled the '*Public Golf Course Strategic Plan 2024-2039*' (**Attachment 5** refers) outlines initiatives to make the Golf Courses more appealing to the wider community with a focus on technology, sustainability and inclusivity to optimise operations, enhance the customer experience, meet changing community expectations, remain competitive and improve financial viability. All text content in the document is complete and correct, however final images within the proof are to be finalised following Council endorsement.

### Internal

Relevant internal service units have been provided copies of the original version of the Strategic Plan and the draft Public Golf Course Strategic Plan 2024-2039.

Feedback provided by internal stakeholders was incorporated in the revised version now provided for consideration.

Administration presented a report to Revenue Review Committee meeting held 22 October 2024 to consider the revisions and updates to the Strategic Plan where it was resolved unanimously that the Revenue Review Committee:

- “1. *NOTES the proposed revisions made to the City’s Golf Courses Strategic Plan 2019-2034; and*
2. *ENDORSES the draft Public Golf Courses Strategic Plan 2024-2039 for submission to Council.*”

## External

As the City's manager for the Golf Courses, Belgravia was also provided copies of the Strategic Plan and the draft Public Golf Course Strategic Plan 2024-2039 for review and has confirmed support in the following terms:

*"Belgravia Leisure and the City of Wanneroo are fully aligned with the goals addressed under this updated Strategic Plan.*

*The Draft 2024-2039 Plan emphasises our mutual desire to modernise both golf facilities within the City of Wanneroo, and attract to each venue a broader demographic, engaging the whole community.*

*The updated plan introduces a stronger emphasis on smart technology, sustainability, and enhancing family-friendly services, in addition to expanding the food and beverage offerings, and aligning with the City's Golf Course Waterwise goals.*

*This updated plan also highlights our collaborative funding models, including profit-sharing and co-investment strategies with the City.*

*As mentioned, the updated plan not only aligns with Belgravia Leisure's strategic goals, but also mirrors our capital expenditure plans, which is being developed in partnership with the City, supporting future facility improvements.*

*In summary, Belgravia Leisure fully supports the updates reflected in the Draft Golf Courses Strategic Plan 2024-2039 and look forward to working in synergy with the City achieving these goals for the benefit of the community."*

Community engagement and consultation occurred as part of the development of the original version of Strategic Plan in 2018-2019. Further community engagement has not occurred for the revision of the Strategic Plan on the basis that the update remains consistent with the original document and changes are largely refinements to reflect progress in the past 5 years and to refer to the current operating model.

## **Comment**

The proposed revision of the Strategic Plan is designed to align with the current management model with Belgravia and proposed capital improvements, opportunities and activities to stimulate and revitalise the Golf Courses. The revision remains consistent with the scope and direction of the original version of the Strategic Plan.

The City's ongoing implementation of the Strategic Plan in the form recommended in the current report will support the continuation of the Golf Courses development and improvement, as significant community facilities for traditional golfing and social experiences, and with opportunities to deliver high quality facilities, operations and outcomes.

A separate report will be presented to Council in the coming months to consider the proposed capital upgrades to the Golf Courses, recognised as a significant Strategic Plan action.

## **Statutory Compliance**

The Strategic Plan is notated as a 'transformational project' within the City's Tourism Plan 2019-2024.



## Strategic Implications

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

*1 ~ An inclusive and accessible City with places and spaces that embrace all*

*1.2 - Valued public places and spaces*

## Risk 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
Chief Executive Officer	Manage

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

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

## Policy Implications

Actions arising from the Strategic Plan may require consideration of (but not limited to) the following policies:

- Procurement Policy;
- Strategic Land Policy; and
- Leasing Policy.

## Financial Implications

The Strategic Plan does not, of itself, have direct financial implications.

However, the Strategic Plan sets aspirations for the future of the Golf Courses, which in turn provides a justification for future capital improvements and operational changes. These opportunities have financial implications and would be subject to separate consideration by Council.

## Voting Requirements

Simple Majority

## Recommendation

**That Council:-**

- 1. NOTES that the Revenue Review Committee endorsed the Public Golf Courses Strategic Plan - Carramar Golf Course and Marangaroo Golf Course 2024-2039 to be submitted to Council for consideration; and**
- 2. ENDORSES the Public Golf Courses Strategic Plan - Carramar Golf Course and Marangaroo Golf Course: 2024-2039 as shown in Attachment 5.**

*Attachments:*

<a href="#">1</a>	<a href="#">Attachment 1 - Carramar Golf Course</a>	22/130719
<a href="#">2</a>	<a href="#">Attachment 2 - Marangaroo Golf Course</a>	22/6860
<a href="#">3</a>	<a href="#">Attachment 3 - Golf Courses Strategic Plan 2019-2034</a>	19/374996
<a href="#">4</a>	<a href="#">Attachment 4 - Revision Version (with Tracked Changes) - Golf Courses Strategic Plan 2019-2034</a>	24/363419
<a href="#">5</a>	<a href="#">Attachment 5 - DRAFT Public Golf Courses Strategic Plan 2024-2039</a>	24/390712





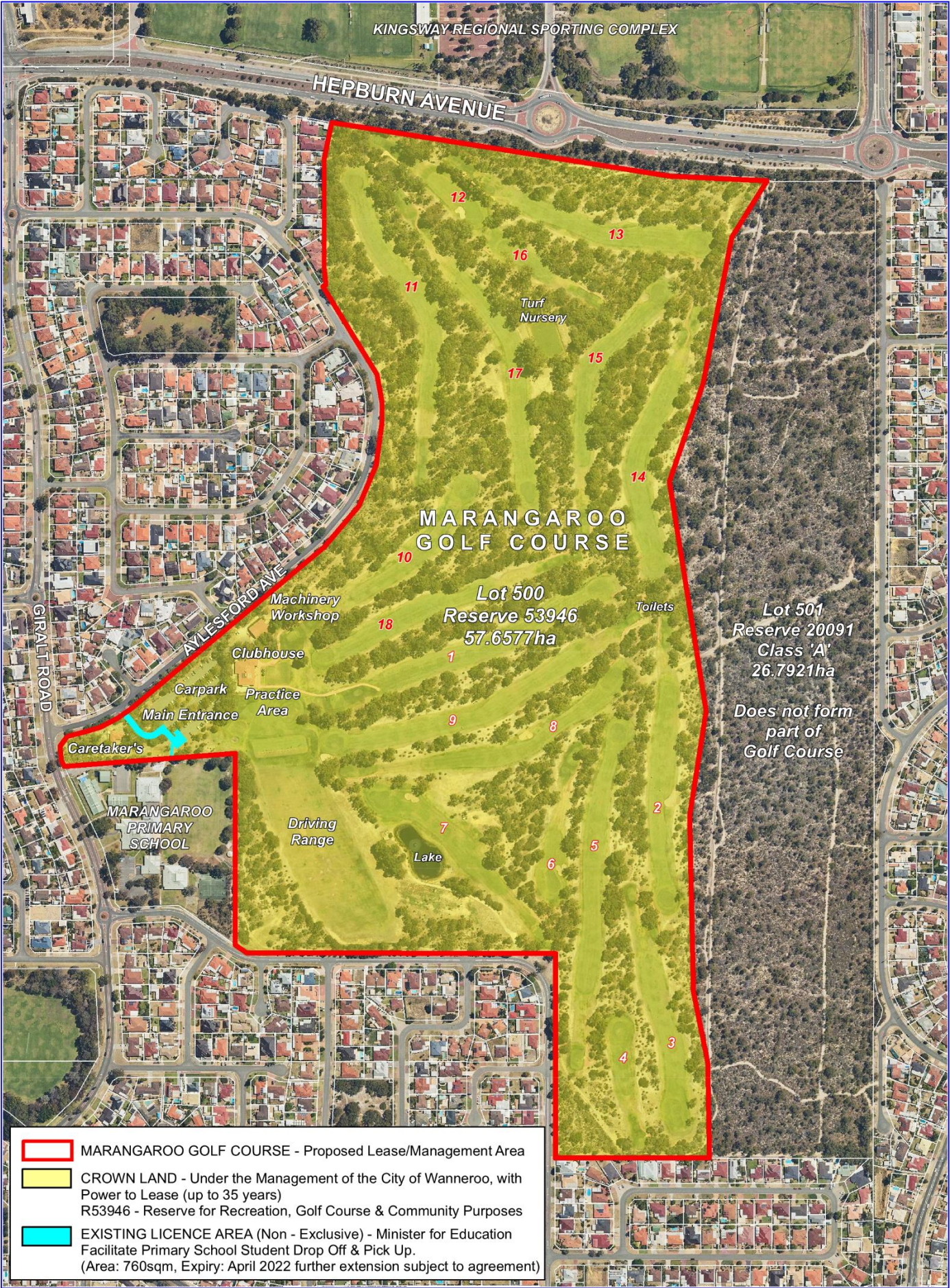
## CARRAMAR GOLF COURSE SITE PLAN

SCALE: 1: 5000 @ A4

DATE: April 2022

REF: 2022-04 v3 golf course lease rfq







# MARANGAROO GOLF COURSE

## SITE PLAN

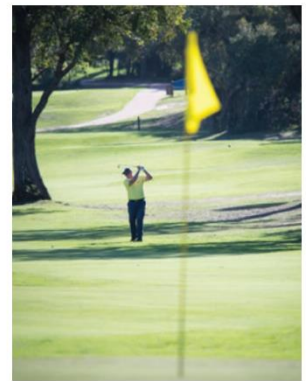
SCALE: 1: 6250 @ A4

DATE: January 2022

REF: 2022-01 golf course lease rfq

NOTE: While the City of Wanneroo has made every effort to ensure the accuracy and completeness of data it accepts no responsibility or liability for any errors or omissions within the information presented.





## GOLF COURSES STRATEGIC PLAN

Carramar Golf Course and Marangaroo Golf Course  
2019-2034





Contents

Our overall goal ..... 3

Introduction to this plan ..... 4

What has been achieved in the last 5 years..... 4

Presentation of the course ..... 4

Clubhouse and amenities..... 5

Course and driving range improvements ..... 5

Preservation of natural environment..... 6

Attraction and retention of users..... 6

Fee structure ..... 6

Financial resourcing ..... 6

Time frames for this Plan..... 7

Our overall goal

The City’s goal within this Strategic Plan is to describe activities and opportunities to revitalise the civic golf courses in the City of Wanneroo over the next 15 years. This Plan describes how the golf courses will become more appealing to a wider range of users by introducing new services and facilities, and ensuring that they are relevant to changing community expectations and remain profitable.

<p>This Plan has been developed to support the City’s overall vision which describes Wanneroo as vibrant, progressive and prosperous.</p> <p>It also supports the City’s overall Strategic Community Plan 2017/18-2026, particularly the Society and Economy themes.</p>	<p>This Plan describes the City’s initiatives to introduce exciting new facilities including restaurants, spaces for celebratory and community events, and family friendly activities which build upon the golfing theme and make the most of the natural environment.</p>	<p>These complementary facilities and services will diversify users of the golf course sites by attracting a more broad demographic.</p> <p>The Golf Courses Strategic Plan is recognised as a ‘transformational project’ in the City’s Tourism Plan 2019-2024, which describes the following objective:</p>
--	--	--

The City of Wanneroo will be recognised as a vibrant destination with a lifestyle worth experiencing, activated by exciting events, connected communities and nature at its best.

<p>In preparing the Golf Courses Strategic Plan, it is recognised that a large cohort of the golfing community enjoys the traditional golfing</p>	<p>experience available within the City, and it is important to keep providing this type of facility whilst identifying areas for improvement and creating</p>	<p>new facilities to provide for a more inclusive community hub.</p>
---	--	--





Introduction to this Plan

<p>The City is responsible for two civic golf courses:</p> <ul style="list-style-type: none"><li>• Marangaroo Golf Course was developed in 1988 and is located on 60 hectares of land within the suburb of Marangaroo; and</li><li>• Carramar Golf Course was developed in 1994 and is located on 67 hectares of land within the suburb of Carramar.</li></ul> <p>The golf courses currently return revenue to the City in rent, green fees, cart hire and driving range fee income, directed into Golf Course Reserves.</p> <p>The Reserves fund improvements to tees, greens and fairways in a recurring capital program in accordance with the Masterplan for each course.</p> <p>It is recognised that the current built facilities at both golf courses (eg pro shop, kiosk and ancillary buildings) are outdated, no longer support the requirements of a</p>	<p>successful golfing experience, and constrain the potential to provide additional or improved services from the sites.</p> <p>Whilst the City wishes to improve and introduce new facilities at both golf courses, it is recognised that their proximity to each other means that changes should complement rather than compete.</p> <p>Additionally, it is recognised that the demographics in the Carramar area differ to those in Marangaroo, and this will be considered when planning facilities and activities which would attract local residents as well as those inclined to travel to an iconic destination.</p> <p>In order to obtain a balance of traditional and contemporary experiences, and to attract a wider audience whilst maintaining and improving on the standards golfing patrons expect, the following six key focus areas have been identified in this Plan:</p>	<ul style="list-style-type: none"><li>• Presentation of the tees, greens and fairways;</li><li>• Clubhouse and amenities;</li><li>• Course improvements;</li><li>• Preservation of natural environment;</li><li>• Attraction and retention of patrons; and</li><li>• Financial resourcing.</li></ul> <p>These key areas have been identified as a result of community consultation, staff workshops, industry submissions and engagement with the existing golf course operators.</p> <p>In finalising this Plan, the City considered inputs and feedback from many sources, including:</p> <ul style="list-style-type: none"><li>• Community comments and suggestions;</li><li>• Survey responses;</li><li>• Industry proposals;</li><li>• Specialist golf course consultants; and</li><li>• Other golf developments with expanded golf and hospitality offerings.</li></ul>
---	--	---

What has been achieved in the last 5 years

<p>Since 2014, over \$6 million has been spent on capital works at the golf courses including the connection of both courses to mainline sewers and replacing reticulation lines, and renewing the perimeter fencing at Marangaroo.</p> <p>The majority of capital expenditure has been dedicated to upgrading the golf course playing areas in line with a Masterplan prepared by a specialist golf course designer in 2015, and replacement of key items such as the irrigation systems, which</p>	<p>had reached the end of their useful life. This work has been entirely funded by golf course income.</p> <p>In 2015 the City recognised it was timely to strategically review the future of the civic golf courses to ensure that they remain attractive and viable.</p> <p>A specialist golf consultant was engaged to undertake a situational analysis and to develop a report that summarised the current status of the golf courses, providing observations and recommendations</p>	<p>and identifying key challenges and opportunities for contemporary golfing facilities in the medium term.</p> <p>The current golf course Management Services contract and lease of both courses commenced on 19 September 2017, and in the same month the City commenced a project to consider the strategic evolution of the golf courses in line with the specialist golf consultant's recommendations.</p>
--	---	---

Presentation of the course

<p>The aim is to present the civic golf courses at consistently high standards.</p> <p>Following a period of significant upgrading and maintenance activity, there will be no significant capital</p>	<p>works undertaken in the 2019/20 and 2020/21 financial years, so that patrons can enjoy the golf courses whilst the City plans for their evolution.</p>	<p>Necessary maintenance and course management will always take place to ensure the courses are presented in the best possible condition.</p>
---	---	---

### Clubhouse and amenities

The clubhouses were built more than 25 years ago, and since that time a number of upgrades to amenities have been completed.

However, they are now due for major renovation to meet expectations and to expand the range of uses.

A target for this Plan is to consider opportunities for improvement or major development to each clubhouse and amenities, to commence in the 2022/23 financial year.

Future facilities will be commensurate with the vision for each golf course, which is yet to be determined, and its natural character, and may include:

- Bars and restaurants for casual and formal dining;
- Function centres to provide spaces / venues for celebration; and

- Improved pro-shop and building infrastructure.
- Additional facilities and service provision to be considered are:
- Family activities (e.g. playground, mini golf, space for community events);
  - Short format 6 and 9 hole games to cater for time poor participants;
  - Multiple price points and memberships with flexible payment systems;
  - Smart technology - on course data;
  - Sports courts and fitness areas;
  - Walking and cycle nature trails; and
  - Accommodation for tourism and business.

Depending on the nature and type of improvements, there may be a requirement to revise the zoning and permitted uses of the golf courses sites and this will be addressed as part of planning for development and improvements.

State approval will be required to change a portion of Marangaroo Golf Course, which is Crown land, from a Class 'A' Reserve to a classification model which enables appropriate development.

To support new infrastructure and a wider range of service provision, improvements to the utilities supplying the golf courses will be required.

This will include upgrading water and electricity supplies, and introducing gas and the NBN.

### Course and driving range improvements

The Golf Course Masterplans prepared in 2015 will be reviewed to consider the potential to revise the layout, flow and difficulty of 18-hole golf, and to provide for shorter games.

The Masterplan review will coincide with considering optimum usage of the entire space within the golf course area boundaries for inclusion in comprehensive Concept Plans for each course.

- Whilst it is the City's intention to retain the facility to play 18-holes of golf at both courses, improvements are likely to include:
- Floodlit and improved driving range and practice areas, including the potential to reconfigure these;
  - Introduction of appropriate technologies (e.g. Top Tracer, automated ball dispensers);

- Revision of course lay-out to create opportunities for shorter games and for contemporary golf variations at one course;
- Enhanced landscaping, pathways and course hardware sympathetic to the natural environment; and
- Further infrastructure upgrades to utilities and NBN connections.





## Preservation of natural environment

Whilst the City is considering development outside of the footprint occupied by existing buildings, the beauty of the natural surroundings is recognised as an appealing aspect of both golf courses.

The City has identified that the natural flora and fauna presents an opportunity to attract non-golfers whilst still preserving the environment, perhaps with the introduction of walking trails and fauna tours.

A flora and fauna survey was undertaken at both golf courses in the spring of 2018 to identify areas of protected vegetation and habitat to support development planning.

## Attraction and retention of users

Player and driving range attendances have been trending slightly down since 2015/16 although the last three years have included significant capital works which affected user numbers.

A recent Customer Insights survey at Carramar Golf Course highlighted that 71% of participants are aged over 50 (56% being aged 60+), and the overwhelming majority of players are male (73%). Patronage of Marangaroo Golf Course follows the same trend, albeit with a slightly higher percentage of players aged over 60 years.

The City recognises the loyalty and contribution of regular golfers, and intends to retain the facility to play a traditional 18-hole game. However, the City accepts that longevity of the golf courses can only be achieved by providing additional facilities and services that attract a wider range of users and diversify income streams.

With this in mind, the potential to introduce more contemporary facilities, activities and events, albeit around the golfing theme, aimed at attracting families, women, young people and non-golfers to golf courses is to be explored.

This could include one or both golf courses acting as a community hub, accessible to all groups and individuals for a variety of purposes.

The City and golf course managers will strive to increase regular attendance by local golfing clubs and teams, and school groups as well as providing an environment which attracts new players and those who are time limited and may prefer a shorter game.

This will include investigating opportunities to attract event and tournament bookings at the golf courses.

## Fee structure

The fee structure for the golf courses is reviewed annually as part of Council's consideration of the overall Schedule of Fees and Charges, which includes benchmarking to ensure alignment with other local Councils and golf courses, and to reflect player demographics and encourage course usage.

The City will continue to benchmark pricing strategies every year and, whilst planning the redevelopment of the golf courses, will investigate the feasibility of introducing new membership and loyalty plans and other methods to add value to residents.

This might include opportunities for partnering arrangements with other City sporting facilities (e.g. Wanneroo Aquamotion), or reciprocal arrangements with golf courses in neighbouring Council areas.

## Financial resourcing

Whilst the City's civic golf courses are financially self-sustaining, the type of developments anticipated will require significantly more in terms of capital investment.

A key objective of any plan for development of the golf courses is that it must be delivered on a cost neutral basis, referring to the need for any Council funding contributed to the development to be recovered in a very short time.

The City will consider a variety of business models to fund

development and to manage the ongoing operations of the new golf course facilities.

These are likely to include investigating sources of external investment, development funding, grants, loans, sponsorship and the potential for new governance arrangements and profit sharing.

This may also include considering out-sourcing the development and ongoing management of the civic golf courses to industry professionals.

In parallel, the City will consider shorter term measures to increase revenue, recognising that financial performance at both golf courses is satisfactory in the current market.

This might include a range of measures such as short-term leasing of unused buildings or introducing new activities which would not negatively impact on the playing of golf or on the tees, greens and fairways.



## Time frames for this Plan

### July 2019 to June 2021

#### Planning Stage

- Specialists in this type of facility design will commence preparation of detailed Concepts.
- Draft Concept Plans will be available for community consultation prior to being finalised.
- External consultants and/or development partners will be appointed to support the successful delivery of this Plan.
- Applications for any changes to zoning or permitted use of the golf courses will be lodged, to facilitate implementation of the approved Concept Plans, including changing a portion of Marangaroo Golf Course from a Class A Reserve to a Class C Reserve in line with other similar reserves.

### July 2021 to June 2022

#### Preparation Stage

- The City will commence improvements to servicing and utilities infrastructure to support future developments.
- A detailed project timetable will be prepared to govern the phased development and improvements, with a focus on minimising disruption.

### July 2022 to June 2029

#### Implementation Stage

- Phased development work is undertaken to revitalise the golf courses, making them more appealing and accessible to a wider range of users.

### July 2029 and beyond

#### Review and Future Development Stage

- An updated Golf Courses Strategic Plan is developed, which builds upon the achievements of the last ten years and describes an updated vision and goals for the civic golf courses. This includes the opportunity to introduce short-term accommodation at one or both golf courses.





**City of Wanneroo**

23 Dundobar Road, Wanneroo, WA 6065

Locked Bag 1, Wanneroo, WA 6946

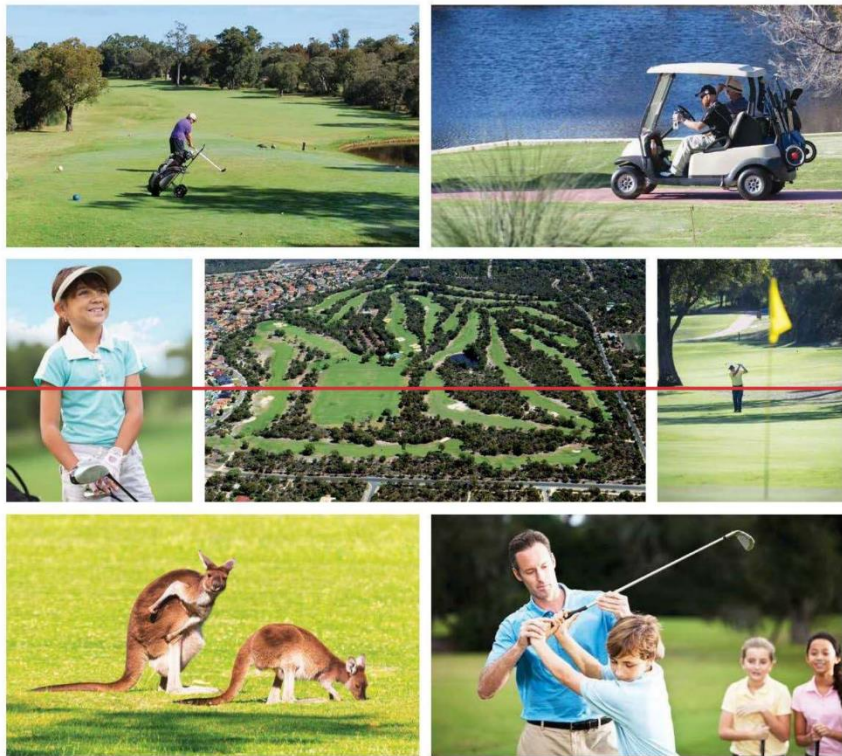
T (08) 9405 5000

After Hours 1300 13 83 93

E [enquiries@wanneroo.wa.gov.au](mailto:enquiries@wanneroo.wa.gov.au)

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





## PUBLIC GOLF COURSES -STRATEGIC PLAN

Carramar Golf Course and Marangaroo Golf Course

2019-2034

2024-2039





Contents

Our overall goal..... 3

Introduction to this plan..... 4

What has been achieved in the last 5 years..... 4

Presentation of the course..... 4

Clubhouse and amenities ..... 5

Course and driving range improvements..... 5

Preservation of natural environment..... 6

Attraction and retention of users..... 6

Fee structure..... 6

Financial resourcing..... 6

Time frames for this Plan..... 7



Our overall goal

The City’s goal within this Strategic Plan is to ~~describe activities and opportunities~~ guide and manage future operations, opportunities and activities to stimulate and revitalise the ~~civic~~ Golf Courses ~~with~~ in the City of Wanneroo over the next 15 years.

~~This Plan describes how the golf courses will become more appealing to a wider range of users by introducing new services and facilities, and ensuring that they are relevant to changing community expectations and remain profitable. This plan focuses on revitalising the golf courses to enhance customer enjoyment by upgrading and adding to the facilities. Through the introduction of modern services, advanced technology, and sustainable practices, we aim to improve the overall experience for a broader range of users. The emphasis on inclusivity and community relevance will ensure the facility meets evolving expectations, while maintaining its competitiveness and profitability in a rapidly changing market.~~

This Plan has been developed to support the City’s overall vision ~~which describes Wanneroo as vibrant, progressive and prosperous, to create a welcoming community, connected through local opportunities.~~  
It also supports the goals within the City’s ~~overall~~ Strategic Community Plan 2021-2031. ~~particularly the Society and Economy themes.~~

This Plan describes the City’s initiatives to introduce exciting new facilities, including upgrades to the driving ranges with integrated smart golf technology and gamification, improved food & beverage offerings~~restaurants, and new~~ spaces for celebratory and community events, and family friendly activities which build upon the golfing theme and make the most of the natural environment.

These complementary facilities and services will diversify users of the Golf Courses ~~sites~~ by attracting a ~~more~~ broader demographic and stimulate participation and enjoyment of the facilities.  
The Golf Courses Strategic Plan is recognised as a ‘transformational project’ in the City’s Tourism Plan 2019-2024, which describes the following objective:

The City of Wanneroo will be recognised as a vibrant destination with a lifestyle worth experiencing, activated by exciting events, connected communities and nature at its best.

In preparing the Golf Courses Strategic Plan, it is recognised that a large cohort of the golfing community enjoys the traditional golfing

experience available within the City, and it is important to keep providing this type of facility whilst identifying areas for continuous the improvement

of operations, facilities and experiences to provide for ~~a~~ more inclusive and vibrant community spaces ~~hub~~





## Introduction to this Plan

The City is responsible for two civic Golf Courses:

- Marangaroo Golf Course was developed in 1988 and is located on 57 hectares of land within the suburb of Marangaroo; and
- Carramar Golf Course was developed in 1994 and is located on 67 hectares of land within the suburb of Carramar.

The ~~G~~golf ~~C~~ourses currently return revenue to the City in rent, green-~~fees~~, ~~cart hire~~ and driving range fees ~~and other profit share~~ income, directed into the Golf Course Reserves.

The Reserves fund ~~course~~ improvements, ~~upgrades and~~ ~~maintenance to tees, greens and~~ ~~fairways in~~

~~a recurring capital program in~~ ~~accordance with the Masterplan~~ ~~for each course~~

It is recognised that the current built facilities at both golf courses (eg pro shop, kiosk and ancillary buildings) ~~although fit for purpose and well utilised~~ are ~~considered~~ outdated ~~and~~, no longer support the requirements of a

successful golfing experience, and constrain the potential to provide additional or improved services from the ~~sites~~~~facilities~~.

Whilst the City wishes to improve and introduce new facilities at both golf courses, it is recognised that their proximity to each other means that changes should complement rather than compete.

The City aims to maximise its opportunities with the growing demand for golf, optimise current operations and facilities, enhance the customer experience, and ensure financial stability at both venues.

Providing the community with premier golfing destinations and memorable social experiences.

In order to obtain ~~thata~~ balance of traditional and contemporary experiences, and to attract a wider audience ~~whilst and still~~ maintaining and improving on the standards ~~which~~ golfing patrons expect, the following ~~six~~-key focus areas have been identified in this Plan:

- Presentation of the tees, greens and fairways;
- Clubhouse and amenities;
- Course improvements;
- Preservation of natural environment;
- Attraction and retention of patrons; and
- Financial resourcing.

These key areas ~~have been~~~~were~~ identified as a result of community consultation, staff workshops, industry submissions and engagement with the existing ~~G~~golf ~~C~~ourse operators.

In finalising this Plan, the City considered inputs and ~~feedback-~~~~comment~~ from ~~many various~~ sources, including:

- Community ~~and Patrons~~ comments and suggestions;
- Survey responses;
- ~~Industry~~ ~~proposals~~~~specialists~~;
- ~~Financial specialists~~; and
- ~~Specialist golf course consultants~~; and
- Other ~~Local Government~~ golf ~~developments~~~~facilities~~ with ~~recent~~ ~~or~~ ~~proposed~~ expanded golf and hospitality offerings.

### What has been achieved in the last 5 years

~~Following on from the significant infrastructure upgrades to the Golf Courses between 2014-2019 of \$6million (including sewer connections, full reticulation replacement and perimeter fences).~~  
~~Since 2019, the City has expended over just over \$61.5 million has been spent on capital works at the Golf Courses, in general relating to recurring course upgrades, building and infrastructure maintenance works to the courses including the connection~~

~~of both courses to mainline sewers and replacing reticulation lines, and renewing the perimeter fencing at Marangaroo.~~

~~The majority of capital expenditure has been dedicated to upgrading the golf course playing areas, designed to complement the existing course layout, in line with a masterplan prepared by a specialist golf course designer in 2015, and replacement of key items such as the irrigation systems, which~~

~~had reached the end of their useful life. This work has been entirely funded by golf course income.~~

~~In 2015 the City recognised it was timely to strategically review the future of the civic golf courses to ensure that they remain attractive and viable.~~

~~A specialist golf consultant was engaged to undertake a situational analysis and to develop a report that summarised the current status of the golf courses, providing observations and recommendations~~

~~In accordance with the Golf Courses Strategic Plan 2019-2034, in 2022 the State approved the excision of portion of the Marangaroo Golf Course from Class 'A' Reserve 20091 to better align with future improvements and uses at the course.~~

~~The Marangaroo Golf Course is now located within Reserve 53946 (Class 'C') for the purposes of 'Recreation, Golf Course and Community Purposes'~~

~~and identifying key challenges and opportunities for contemporary golfing facilities in the medium term.~~

~~The current golf course Management Services contract and lease of both courses commenced on~~

~~19 September 2017, and in the same month the City commenced a project to consider the strategic evolution of the golf courses in line with the specialist golf consultant's recommendations.~~

~~A significant step in the implementation of the Golf Courses Strategic Plan 2019-2034, was the successful completion of the expression of interest and restricted tender process for the appointment of a new operator for the Golf Courses, being formalised in November 2022. The engagement incorporated a commitment from the operators to co-fund future capital investment and improvement at the Golf Courses during their tenure.~~

### Presentation of the course

~~The aim is to present the civic Golf Courses at a consistently high standard and remain competitive~~ through continuous improvement of operations and facilities.

~~Following a period of significant upgrading and maintenance activity from 2015-2019, there will be~~

~~no has been no significant capital works undertaken in the 2019/20 since the change of management arrangement in 2022 so that patrons can enjoy the golf~~

~~courses whilst the City plans for their evolution.~~

~~Necessary maintenance and course management will always be the priority to ensure the courses are presented in the best possible condition to~~

~~ensure an enjoyable experience for patrons.~~

~~Whilst both Golf Courses are well-utilised and are popular with the community, aspects of the facilities at both courses are dated and could be significantly improved to expand community usage and patronage.~~

Clubhouse and amenities

The clubhouses were built more than 3025 years ago, and since that time a number of cosmetic upgrades to amenities and maintenance upgrades have been completed.

However, they are now due for major renovation to meet user and market expectations and to expand-improve the range of usesofferings and opportunities for the Golf Courses to -optimise operations, enhance the customer experience, remain competitive and improve financial viability.

A target for this Plan is to consider opportunities for improvement or major development to each clubhouse and amenities, to commence in the 2022/23 financial year.

Future facilities will be commensurate with the vision for each golf course, which is yet to be determined, and its natural character, and may include:

- Bars and restaurants for casual and formal dining;
- Function centres to provide spaces /venues for celebration; and

A target for this Plan is to consider opportunities for improvements or re-development to the Golf Courses, earmarked to commence in the 2024/25 financial year.

Future facilities will be commensurate with the vision for each Golf Course.

- Improved pro-shop and building infrastructure.

Additional facilities and service provision to be considered are:

- Family activities (e.g. playground, mini-golf, space for community events);
- Short format 6 and 9 hole games to cater for time poor participants;
- Multiple price points and memberships with flexible payment systems;
- Smart technology – on course data;
- Sports courts and fitness areas;
- Walking and cycle nature trails; and
- Accommodation for tourism and business.

Depending on the nature and type of improvements, there may be a requirement to revise the zoning and permitted uses of the golf courses sites and this will be addressed as part of planning for development and improvements.

State approval will be required to change a portion of Marangaroo Golf Course, which is Crown land, from a Class 'A' Reserve to a classification model which enables appropriate development

To support new infrastructure and a wider range of service provision, improvements to the utilities supplying the golf courses will be required.

This will include upgrading water and electricity supplies, and introducing gas and the NBN.

- Undercover driving range facilities with integrated smart technology.
- Improved Food & Beverage offerings;
- Upgrades to pro-shop and building infrastructure to improve functionality, aesthetics and ambience.
- Family friendly spaces and activities (e.g. playground, space for community based events);
- Additional carparking to accommodate increased patronage



### Course and driving range improvements

The Golf Course Masterplans prepared in 2015 will be reviewed to consider the potential to revise the layout, flow and difficulty of 18-hole golf, and to provide for shorter games. Coordinate and align maintenance, upgrades and improvements to the courses and facilities.

The Masterplan review will coincide with considering optimum usage of the entire space within the golf course area boundaries for inclusion in comprehensive Concept Plans for each course.

Due to recent market trends and significant growth across the golf industry, the Golf Courses currently have limited capacity to increase player golf 'rounds', however through the proposed capital improvements there is a significant opportunity to increase patronage and income through proposed capital improvements that will be reflected in increased utilization of the driving range and food & beverage income.

Whilst it is the City's intention to retain the facility to play 18-holes of golf at both courses, improvements are likely to include:

- Undercover Driving Ranges with Integrated smart technology (ball tracking and gamification)
- Floodlit and improved driving range and practice areas, including the potential to reconfigure these;
- Introduction of appropriate technologies (e.g. Top Tracer, automated ball dispensers);

- Clubhouse upgrades
- Kiosk/Kitchen upgrades
- Carpark extensions
- Enhanced landscaping complementary to the natural environment; and
- Utility services infrastructure upgrades.
- Revision of course lay-out to create opportunities for shorter games and for contemporary golf variations at one course;
- Enhanced landscaping, pathways and course hardware sympathetic to the natural environment; and
- Further infrastructure upgrades to utilities and NBN connections.







### Preservation of natural environment

Whilst the City is considering The proposed re-development improvements and upgrades have been designed to stay within existing developed footprints where practicable to retain the development outside of the footprint occupied by existing buildings, the natural beauty and habitats of the natural surroundings. This is recognised as an major appealing aspect of both the Golf Courses appeal and.

The City has identified that the natural flora and fauna presents an opportunity to attract non- golfers whilst still preserving the environment, perhaps with the introduction of walking trails and fauna tours.

A flora and fauna survey was undertaken at both golf courses in the spring of 2018 to identify areas of protected vegetation and habitat to support development planning.

### Attraction and retention of users

Player and driving range attendances have been trending slightly down since 2015/16 although the last three years have included significant capital works which affected user numbers.

A recent Customer Insights survey at Carramar Golf Course highlighted that 71% of participants are aged over 50 (56% being aged 60+), and the overwhelming majority of players are male (73%). Patronage of Marangaroo Golf Course follows the same trend, albeit with a slightly higher percentage of players aged over 60 years.

The City recognises the loyalty and contribution of regular golfers, and intends to retain the facility to play a traditional 18-hole game. However, the City accepts that longevity of the golf courses can only be achieved by providing additional improved facilities and services that attract a wider range of users and diversify income streams.

With this in mind, the potential to introduce more contemporary facilities, activities and events, albeit around the golfing theme, aimed at attracting families, women, young people and non-golfers to golf courses is to be explored.

This could include one or both golf courses acting as a community hub, accessible to all groups and individuals for a variety of purposes.

The City and golf course managers will strive to increase regular attendance by local golfing clubs and teams, and school groups as well as providing an environment which attracts new players and those who are time limited and may prefer a shorter game.

This will include investigating opportunities to attract event and tournament bookings at the golf courses.

Since Covid-19 the golf industry has seen a resurgence in popularity. In recent years the Golf Courses have experienced a significant increase in golf rounds played and driving range patronage. As both courses near their capacity limits, this growth trend is however expected to stabilise in the future. While this stabilisation might constrain revenue growth from golf rounds, there is an opportunity to optimise revenue through improved technology enhanced facilities, improved operations and offerings and strategic pricing adjustments to remain competitive and appealing to current and prospective customers.

Guided by golfing market resources, global trends and community engagement the importance of off-course golf activities in drawing a wider audience, such as young players and women is important to attract and retain customers. Prioritising improvements that foster a vibrant social atmosphere and elevate the food & beverage offerings, will provide the ability for the Golf Courses to attract and engage golfers and non-golfers.

alike.

Customer experience is the basis of the strategy, broadening and enhancing service offerings from

playing and tuition to retail and hospitality and entertainment to inspire a memorable visit for every patron.

Fee structure

The fee structure for the golf courses is reviewed annually as part of Council's consideration of the overall Schedule of Fees and Charges, which includes benchmarking to ensure alignment with other local Councils and golf courses, and to reflect player demographics and encourage course usage.

The City will continue to benchmark pricing strategies every year and implement strategic pricing adjustments accordingly to remain attractive and competitive golfing destination, and, whilst planning the redevelopment of the golf courses, will investigate the feasibility of introducing new membership and loyalty plans and other methods to add value to residents.

This might include opportunities for partnering arrangements with other City sporting facilities (e.g. Wanneroo Aquamotion), or reciprocal arrangements with golf courses in neighbouring Council areas.

Financial resourcing

Whilst the City's civic Golf Courses are financially self-sustaining sustainable, the type of proposed developments anticipated will require significantly more in terms of capital investment resourcing.

A key objective of any the plan for re-development of the Golf Courses is for delivery of improvements and return on funds to be in the shortest possible time frame to the benefit both the City and Golf Course Managers that it must be delivered on a cost neutral basis, referring to the need for any Council funding contributed to the development to be recovered in a very short time.

The City will consider a variety the of business models to fund for the redevelopment

development and to manage the ongoing operations of the new golf course facilities.

These are Project funding sources will likely to include investigating sources of external investment City reserve funding, development funding, grants, loans, sponsorship and in the potential for new governance arrangements and profit sharing, and co-contributions under the supply contract.

This may also include Consideration to the sourcing the design, construction and project management development and ongoing management of the civic or the Golf Courses capital upgrades and improvements to Golf Course Managers and industry professionals.

In parallel, the City will consider shorter term measures to increase revenue, recognising that financial performance at both golf courses is satisfactory in the current market. This might include a range of measures such as short term leasing of unused buildings or introducing new activities which would not negatively impact on the playing of golf or on the tees, greens and fairways. Strategies will be put in place to minimise financial and operational impacts during the re-development phases.



## Time frames for this Plan

July 2024 to June 2025

### Planning and Design Phase: Stage

- Specialists in this type of facility design will commence preparation of detailed Concepts designs and financial modelling of proposed capital improvements and upgrades.
- Draft Concept Plans will be available for community consultation prior to being finalised.
- External consultants and/or development partners will be appointed to support the successful delivery of this Plan.
- Applications for any changes to zoning or permitted use of the golf courses will be lodged, to facilitate implementation of the approved Concept Plans, including changing a portion of Marangaroo Golf Course from a Class A Reserve to a Class C Reserve in line with other similar reserves.
- Initiate supplementary agreement to existing supply contract to guide capital works implementation;
- Endorsement of proposed concept designs, project funding and project management agreements;
- Preparation and endorsement of Detailed design drawings;
- Planning and scheduling phase prepared to govern the phased development and improvements, with a focus on minimising disruptions to the courses daily operations;

### Course Presentation and Maintenance:

- Masterplan review – create long-term program for scheduled works and responsibilities for general course upgrades and maintenance for 2025/26 and beyond (tees, greens and paths etc);
- Ongoing course presentation and maintenance commitments (tees, greens and paths etc); and
- Achieve and maintain Waterwise accreditations

July 2025 to June 2026

### Preparation Stage Construction Phase

- The City will commence improvements to servicing and utilities infrastructure to support future developments.
- A detailed project timetable will be prepared to govern the phased development and improvements, with a focus on minimising disruption;

### Construction Phase:

- Undertake capital upgrades project works - construction phase;
- Practical completion capital upgrades.

### Course Presentation and Maintenance:

- Implement general course maintenance in accordance with Masterplan review works program (tees, greens and paths etc); and
- Maintain or improve Waterwise accreditations.

### Marketing and Promotion:

- Marketing strategies and community attraction initiatives for new facilities;

July 2022 to June 2024

Implementation Stage

Phased development work is undertaken to revitalise the golf courses, making them more appealing and accessible to a wider range of users.

- Continuous refinement of operational efficiency and functionality of new facilities;
- Marketing strategies and promotion;
- Initiate contract renewal process - Golf Course Management and Maintenance Lease and Supply Contractual Agreement.

Course Presentation and Maintenance:

- Ongoing course maintenance works in accordance with Masterplan review works program (tees, greens and paths etc)

July 2024 and beyond

Review and Future Development Stage

- An updated Golf Courses Strategic Plan is developed, which builds upon the achievements of the last ten years and describes an updated vision and goals for the civic golf courses. This includes the opportunity to introduce short-term accommodation at one or both golf courses.
- Review and update the Golf Courses Strategic Plan, which builds upon the achievements of the last five years and describes an updated vision and goals for the Golf Courses.

Course Presentation and Maintenance:

- Ongoing course maintenance works in accordance with Masterplan review works program (tees, greens and paths etc)







City of Wanneroo  
23 Dundobar Road, Wanneroo, WA 6065  
Locked Bag 1, Wanneroo, WA 6946

T (08) 9405 5000  
After Hours 1300 13 83 93  
E [enquiries@wanneroo.wa.gov.au](mailto:enquiries@wanneroo.wa.gov.au)  
[wanneroo.wa.gov.au](http://wanneroo.wa.gov.au)





DRAFT

## Public Golf Courses Strategic Plan

Carramar and Marangaroo Golf Courses  
2024-2039





Contents

Our overall goal ..... 3

Introduction to this Plan ..... 4

What has been achieved in the last 5 years ..... 4

Course presentation..... 5

Clubhouse and amenities ..... 5

Course and driving range improvements ..... 5

Sustainability and the natural environment ..... 6

Attraction and retention of users ..... 6

Fee structure ..... 6

Financial resourcing..... 6

Timeframes for this Plan ..... 7

Our overall goal

The City’s goal within this revision of the Strategic Plan is to plan and manage opportunities, operations and activities to stimulate and revitalise the public golf courses in the City of Wanneroo over the next 15 years. This plan focuses on revitalising the golf courses to enhance customer enjoyment by upgrading and adding to the facilities. Through the introduction of modern services, advanced technology, and sustainable practices, we aim to improve the overall experience for a broader range of users. The emphasis on inclusivity and community relevance will ensure the facility meets evolving expectations, while maintaining its competitiveness and profitability in a rapidly changing market.

This Plan has been developed to support the City’s overall vision, to create a welcoming community, connected through local opportunities. It also supports the goals within the City’s Strategic Community Plan 2021-2031. This Plan describes the City’s initiatives to introduce exciting new facilities and opportunities.

Including upgrades to the driving ranges with integrated smart golf technology, improved food and beverage offerings, new spaces for celebratory and community events and family activities which build upon the golfing theme and make the most of the natural environment. These complementary facilities and services will diversify users

of the golf courses by attracting a broader demographic and stimulate participation and enjoyment of the facilities. The Golf Courses Strategic Plan is acknowledged as a ‘transformational project’ in the City’s Tourism Plan 2019-2024, which describes the following objective:

The City of Wanneroo will be recognised as a vibrant destination with a lifestyle worth experiencing, activated by exciting events, connected communities and nature at its best.

In preparing the Golf Courses Strategic Plan, it is recognised that a large cohort of the golfing community enjoys the traditional golfing experience available within the City, and it is important to keep providing this type of facility whilst identifying areas for the improvement of operations, facilities and experiences to provide for more inclusive and vibrant community spaces.







## Introduction to this Plan

The City is responsible for two public golf courses:

- Marangaroo Golf Course was developed in 1988 and is located on 57 hectares of land within the suburb of Marangaroo; and
- Carramar Golf Course was developed in 1994 and is located on 67 hectares of land within the suburb of Carramar.

The golf courses currently return revenue to the City in rent, green and driving range fees and other profit share income, directed into the Golf Course Reserves.

The Reserves fund course improvements, upgrades and maintenance.

It is recognised that the current built facilities at both golf courses (eg pro shop, kiosk and ancillary buildings) although fit for purpose and well utilised, are considered dated and no longer support the requirements to be able to provide a complete positive golfing experience and constrain the potential to provide additional

or improved services from the facilities.

Whilst the City wishes to improve and introduce new facilities at the golf courses, it is recognised that their proximity to each other means that changes should complement rather than compete.

The City aims to maximise its opportunities with the growing demand for golf, optimise operations, enhance the customer experience and ensure financial stability at both venues.

Providing the community with premier golfing destinations and memorable social experiences.

In order to attain balance of traditional experiences, and to attract a wider audience whilst maintaining and improving on the standards patrons expect, the following key focus areas have been identified in this Plan to deliver high quality facilities and operations:

- Course presentation
- Clubhouse and amenities

- Course and driving range improvements
- Sustainability and the natural environment
- Attraction and retention of patrons
- Fee structures
- Financial resourcing.

These key areas have been identified following community consultation, staff workshops, industry submissions and engagement of Golf Course managers.

In finalising this Plan the City considered input and comment from various sources including:

- Community and patrons
- Surveys
- Industry specialists
- Financial specialists
- Other Local Government golf facilities with recent or proposed expansions to golf and hospitality offerings.

## What has been achieved in the last 5 years

Following on from the significant infrastructure upgrades to the golf courses between 2014-2019 of \$6 million (including sewer connections, full reticulation replacement and perimeter fences).

Since 2019 the City has spent over \$1.5 million on capital works at the golf courses, in general relating to recurring general course upgrades, building and infrastructure maintenance works to the courses.

The majority of this expenditure has been dedicated to upgrading

the golf course playing areas designed to complement the existing course layout.

In accordance with the Golf Courses Strategic Plan 2019-2034, in 2022 the State approved the excision of portion of the Marangaroo Golf Course from Class 'A' Reserve 20091 to better align with future improvements and uses at the course.

The Marangaroo Golf Course is now defined as Reserve 53946 (Class 'C') for the purposes of 'Recreation, Golf Course and Community Purposes'.

A significant step in the implementation of the Golf Courses Strategic Plan 2019-2034, was the successful completion of the expression of interest and restricted tender processes for the appointment of a new managers for the golf courses. The appointment being formalised in November 2022.

The engagement incorporated a commitment from both parties to co-fund significant future capital investment to the golf courses to provide significant improvements and upgrades to both venues.



Course presentation

<p>The aim is to present the golf courses at a consistently high standard and remain competitive through continuous improvement of operations and facilities.</p> <p>Following a period of significant upgrading and maintenance activity from 2015-2019, there has been limited capital works undertaken since the change of courses management in 2022.</p>	<p>Necessary maintenance and course management will always be the priority to ensure the courses are presented in the best possible condition to ensure an enjoyable experience for patrons.</p> <p>Whilst both golf courses are well-utilised and are popular with the community, aspects of the facilities at both courses are dated and could be significantly improved</p>	<p>to expand community usage and patronage.</p> <p>The City has made a commitment to become a Waterwise Council setting water efficiency goals and also educating staff and contractors in water efficiency and management.</p>
---	--	---

Clubhouse and amenities

<p>The clubhouses were built more than 30 years ago, and since that time a number of cosmetic upgrades to amenities and maintenance upgrades have been completed.</p> <p>However, they are now due for major renovation to meet user and market expectations and to improve the range of offerings and opportunities for the golf courses to optimise operations, enhance the customer experience, remain competitive and improve financial viability.</p>	<p>A target for this Plan is to consider opportunities for improvements or re-development to the golf courses, earmarked to commence in the 2024/25 financial year.</p> <p>Future facilities will be commensurate with the vision for each Golf Course, additional facilities and service provision to be considered are:</p> <ul style="list-style-type: none"><li>• Undercover driving range facilities with integrated smart technology</li><li>• Improved food and beverage offerings</li></ul>	<ul style="list-style-type: none"><li>• Upgrades to pro-shop and building infrastructure to improve functionality, aesthetics and ambience</li><li>• Family friendly spaces and activities (e.g. playground, space for community based events)</li><li>• Additional carparking to accommodate increased patronage.</li></ul>
--	---	--

Course and driving range improvements

<p>The Golf Courses Masterplan prepared in 2015 will be reviewed to coordinate and align maintenance, upgrades and improvements to the courses and facilities.</p> <p>Due to recent market trends and significant growth across the golf industry, the golf courses currently have limited capacity to increase player golf 'rounds', however through the proposed capital</p>	<p>improvements there is a significant opportunity to increase patronage and income through proposed capital improvements that will be reflected in increased utilization of the driving ranges and food and beverage income.</p> <p>Whilst it is the City's intention to retain the facility to play 18-holes of golf at both courses, improvements are likely to include:</p>	<ul style="list-style-type: none"><li>• Undercover Driving Ranges with Integrated smart technology (ball tracking and gamification)</li><li>• Clubhouse upgrades</li><li>• Kiosk/Kitchen upgrades</li><li>• Carpark extensions</li><li>• Enhanced landscaping complementary to the natural environment</li><li>• Utility services infrastructure upgrades.</li></ul>
--	---	--



## Sustainability and the natural environment

<p>The proposed re-development improvements and upgrades have been designed to stay within existing developed footprints where practicable to retain the natural beauty and habitats of the surrounds.</p> <p>This is recognised as a major aspect of the golf courses appeal and that the natural flora and fauna presents an opportunity</p>	<p>to attract non- golfers whilst still preserving the environment.</p> <p>A flora and fauna survey was undertaken at both golf courses to identify areas of protected vegetation and habitat to support development planning.</p> <p>The City has committed itself to being recognised as a waterwise council and in 2019 endorsed the Waterwise Council Action Plan.</p>	<p>In accordance with the Action Plan the City and Managers of golf courses have collaborated and initiated waterwise management strategies focused on achieving and maintaining Waterwise accreditations.</p>
--	--	--

## Attraction and retention of users

<p>The City recognises the loyalty and contribution of regular golfers, and intends to retain the facility to play a traditional 18-hole game.</p> <p>However, the City accepts that longevity of the golf courses can only be achieved by providing improved facilities and services that attract a wider range of users and diversify income streams.</p> <p>Since Covid-19 the golf industry has seen a resurgence in popularity.</p> <p>In recent years the golf courses have experienced a significant increase in golf rounds played and driving range patronage.</p> <p>As both courses near their capacity limits, this growth trend is however expected to stabilise in the future.</p>	<p>While this stabilisation might constrain revenue growth from golf rounds, there is an opportunity to optimise revenue through improved technology enhanced facilities, improved operations and offerings and strategic pricing adjustments to remain competitive and appealing to current and prospective customers.</p> <p>Guided by golfing market resources, global trends and community engagement the importance of off-course golf activities in drawing a wider audience, such as young players and women is important to attract and retain customers.</p> <p>Prioritising improvements that foster a vibrant social atmosphere and elevate the food and beverage</p>	<p>offerings, will provide the ability for the golf courses to attract and engage golfers and non-golfers alike.</p> <p>Customer experience is the basis of the strategy, broadening and enhancing service offerings from playing and tuition to retail and hospitality and entertainment to inspire a memorable visit for every patron.</p> <p>With the growth in population within the City, strategic investigations and monitoring of the property and golfing markets will be ongoing to consider additional future golf course opportunities and acquisitions.</p>
--	--	--

## Fee structure

<p>The fee structure for the golf courses is reviewed annually as part of Council's consideration of the overall Schedule of Fees and Charges, which includes benchmarking to ensure alignment</p>	<p>with other local Councils and golf courses, and to reflect player demographics and encourage course usage.</p>	<p>The City will continue to benchmark pricing strategies every year and implement strategic pricing adjustments and initiatives to remain attractive and a competitive golfing destination.</p>
--	---	--

## Financial resourcing

<p>Whilst the City's golf courses are financially sustainable, the proposed developments anticipated will require significant capital investment resourcing.</p> <p>A key objective of the plan for re-development of the golf courses is for delivery of improvements and return on funds to be in the shortest possible time frame to the benefit both the City and Golf Course Managers.</p>	<p>The City will consider the business models for the redevelopment of the new golf course facilities.</p> <p>Project funding sources will likely include City reserve funding, loans, in and co-contributions under the supply contract.</p> <p>Consideration to the outsourcing of design, construction and project management or the golf courses capital upgrades and improvements to Golf Course</p>	<p>managers and industry aligned professionals and consultants.</p> <p>Strategies will be put in place to minimise financial and operational impacts during the re-development phases.</p>
---	---	--



## Timeframes for this Plan

### July 2024 to June 2025

#### Planning and design phase

- Concepts designs and financial modelling of proposed capital improvements and upgrades
- Initiate supplementary agreement to existing supply contract to guide capital works projects
- Endorsement of proposed concept designs, project funding and project management agreements
- Preparation and endorsement of detailed design drawings
- Procurement and appointment of external consultants and/or development partners to support the successful delivery of this Plan
- Planning and scheduling phase prepared to govern the phased development and improvements, with a focus to minimise disruptions to the courses daily operations.

#### Course presentation and maintenance

- Masterplan review - create long-term program for scheduled works and responsibilities for general course upgrades and maintenance for 2025/26 and beyond (tees, greens and paths etc)
- Ongoing course presentation and maintenance commitments (tees, greens and paths etc)
- Achieve and maintain Waterwise accreditations.

### July 2025 to June 2027

#### Construction phase

- Undertake capital upgrades project works - construction phase
- Practical completion capital upgrades.

#### Course presentation and maintenance

- Implement general course maintenance in accordance with Masterplan review works program (tees, greens and paths etc)
- Maintain or improve Waterwise accreditations.

#### Marketing and promotion

- Marketing strategies and community attraction initiatives for new facilities.



### July 2027 to June 2034

#### Implementation phase

- Continuous refinement of operational efficiency and functionality of new facilities
- Marketing and promotional strategies
- Initiate contract renewal process - Golf Course Management and Maintenance Lease and Supply Contractual Agreement.

#### Course presentation and maintenance

- Ongoing course maintenance works in accordance with Masterplan review works program (tees, greens and paths etc)
- Maintain or improve Waterwise accreditations.

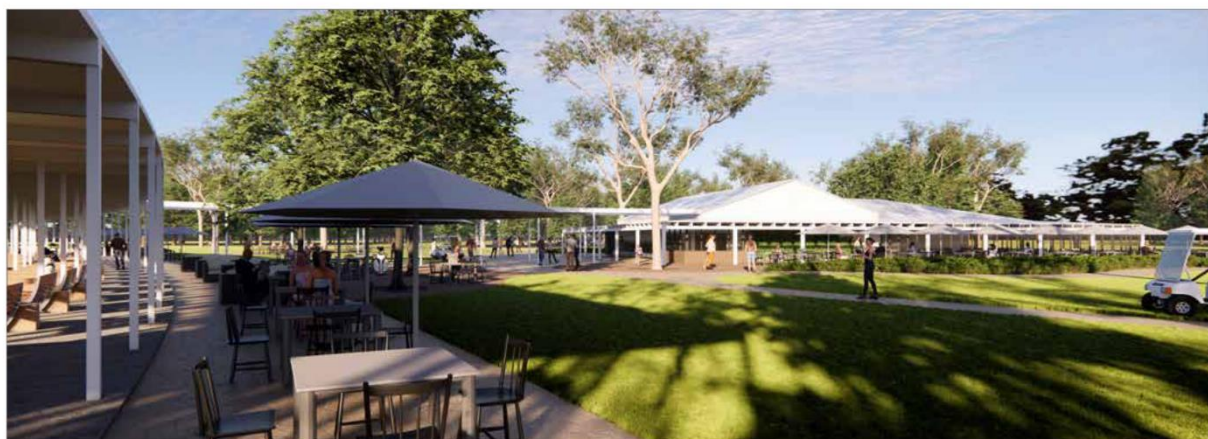
### July 2034 and beyond

#### Review and future development stage

- Review and update the Golf Courses Strategic Plan, which builds upon the achievements of the last five years and describes an updated vision and goals for the golf courses

#### Course presentation and maintenance

- Ongoing course maintenance works in accordance with Masterplan review works program (tees, greens and paths etc)
- Maintain or improve Waterwise accreditations.





City of Wanneroo  
23 Dundobar Road, Wanneroo, WA 6065  
Locked Bag 1, Wanneroo, WA 6946  
T (08) 9405 5000  
After Hours 1300 13 83 93  
E [enquiries@wanneroo.wa.gov.au](mailto:enquiries@wanneroo.wa.gov.au)  
[wanneroo.wa.gov.au](http://wanneroo.wa.gov.au)



---

**CS07-11/24      Proposed Lease to Wanneroo Repertory Inc. over a Portion of Lot 521 (21) Civic Drive, Wanneroo (Limelight Theatre)**

---

File Ref: 5432V004 – 24/271996  
Responsible Officer: Director Corporate Strategy & Performance  
Attachments: 3  
Previous Items: CS14-07/08 - Ordinary Council - 07/08

**Issue**

To consider a proposed lease to Wanneroo Repertory Inc. (**WRI**) over a portion of Lot 501 (21) Civic Drive, Wanneroo also known as Limelight Theatre.

**Background**The Premises - Limelight Theatre

Limelight Theatre is situated on a portion of Lot 501 (21) Civic Drive, which is land owned freehold by the City of Wanneroo (**City**) (**Attachment 1** refers).

The premises were originally constructed by WRI in 1989 and has a unique place in the history of Wanneroo as the first building constructed using limestone rammed earth. Administration understands that the construction was partly funded from a community employment program grant.

Since the original construction WRI has funded and constructed further additions to the building, including upgrades to the entry way, additional storage and increased functionality in the reception areas.

Limelight Theatre is understood to be the only purpose-built theatre in the northern corridor.

WRI has advised Administration that, since its inception, the premises has had a regular audience of 12,000 people per year and held over 210 productions with an estimated total audience over this time of 200,000.

Administration understands that there are no formal plans for a replacement community theatre in the short to medium term, unless opportunities arose in the future development of East Wanneroo or the Yanchep city centre.

Wanneroo Repertory Inc.

WRI is a not-for-profit organisation that was first established in 1973. The organisation is administered by 4 office holders of the association and 7 committee members elected by the WRI membership.

The organisation relies on volunteers for all aspects of operation. Volunteer hours are upwards of around 1,500 hours annually with a combination of performers, committee members and taskforce volunteers, across a range of activity and connecting people of all ages and backgrounds.

Under the City's Leasing Policy, WRI is classified as a Category 5 tenant (Sporting or Recreational). This category attracts peppercorn rental with an applicable building maintenance fee.

In the past year, WRI has partnered with a group of Edith Cowan University students on a research project which focused on measuring and evaluating the future efficacy and relevance



of the Limelight Theatre. The research project focused on exploring future opportunities for the theatre in terms of increasing participation and attendance from internal and external stakeholders. The research presented to WRI will inform future planning and diversification of the Limelight Theatre.

In a Business Plan recently submitted to the City, WRI stated that until early 2016, the building was used exclusively for WRI's six seasons per annum (**Attachment 2** refers). WRI has since worked collaboratively with the community to increase the use of the building including working with local schools, a community choir and dance groups. The facility has also been used by various local business groups for meetings and presentations.

Additional financial information from the Business Plan is provided as a confidential attachment (**Attachment 3** refers).

WRI has planned facility upgrades in 2024/2025 (focused on fitout and amenity) and has recently secured funding from Lotterywest for the replacement of the seats and carpet in the auditorium, new air conditioning ducting, and installation of acoustic clouds.

### Lease history

WRI currently occupies the Limelight Theatre premises under a long term ground/land lease arrangement:

- An initial lease commenced on 1 July 1987 for a term of twenty-one (21) years, expiring on 30 June 2008.
- By a Deed of Variation in 1995, the leased area was increased to accommodate a behind stage workshop and loading area constructed in 1993.
- Further to Council approval in July 2008 (CS14-07/08), the City entered a new lease with WRI for a 15-year term, commencing 1 July 2008.
- The lease expired on 30 June 2023 and has continued as a monthly tenancy on a holding over under the terms of the lease while the City investigated the status of the premises, and the parties negotiated the terms of the new lease.

## **Detail**

### Building due diligence

Under the current land/ground lease agreement, WRI is responsible for all maintenance and repairs, including those of structural or capital nature. This has created an administrative and financial burden on WRI which has been increasingly difficult to manage, particularly as compliance requirements have increased and the premises has aged.

Prior to the expiry date of the existing lease in 2023, Administration commenced discussions with WRI on the future leasing arrangements. This included investigating the feasibility of bringing the Limelight Theatre across to a 'building' lease, which would see the City take a more active role in building maintenance (particularly for compliance and structural items). Under the Leasing Policy, the WRI would be required to pay a maintenance fee in respect of specified City maintenance actions.

Changing the lease has several implications for the City as the building was constructed in 1989 using several non-standard building practices, which would not be the approach taken if an equivalent building was constructed today.

As part of the due diligence to inform the lease negotiations and the current report to Council, Administration investigated the building condition (maintenance, compliance and life cycle), and engaged reports addressing electrical, fire safety, maintenance and compliance aspects. Relevant internal service units, including Asset Planning, Building Maintenance and Property Services contributed to this process.

WRI undertook immediate and corrective actions identified in the due diligence, where it was practical to do so.

The current premises condition is summarised below:

**1) Roof Inspection Report (December 2022):**

- a) External roof sheeting and roof structure of the building, guttering, roof penetrations and fittings are in good overall condition with isolated areas of maintenance required.
- b) An estimated remaining life of 15 years has been provided.
- c) Replacement of polycarbonate skylight panels and some Tek screws (approx. 10%) along with repairs to the entrance walkway structure is recommended in the short term.

**2) Building condition report (February 2023):**

- a) Structure and lighting appear to be in a fair and serviceable condition with localised areas of deterioration to the rammed earth construction which should be addressed and managed.
- b) An estimated remaining life of 15 years has been provided, which is expected to be extended by corrective action and maintenance.
- c) Fit-out and finishes within the facility are in various levels of condition with ceilings and foil insulation at roof level failing and requiring immediate replacement/repair but areas such as the ablution and foyer areas which have recently been refurbished, are in excellent condition.

**3) Hendry report (February 2023):**

- a) External wall (rammed earth) has minor defects.
- b) External paths and thoroughfares attention needed around accessibility compliance.
- c) Passage doors/fire doors and hardware need replacement.
- d) Main auditorium has no dedicated area for wheelchair seating, walkway exceeds 1:20 gradient. Can be addressed with a performance solution with a management in use approach.
- e) Foyer – doors and ramp non-compliant, replace doors and hardware, install ramp to facilitate disabled access.
- f) Auditorium mezzanine – consider replacing with BCA compliant mezzanine.

**4) Critical Fire report (May 2024):**

- a) Compartmentation issues due to numerous and significant defects with installed fire doors on site, for example extensive damage to door leaf/seals and incorrect latches/handle.
- b) It is recommended that all doors undergo an inspection test, in accordance with AS 1905 and NCC. This further inspection will dictate the level of repair needed to rectify the fire doors.

Due to the age of the building, there are several non-compliances with the current Building Codes Australia (**BCA**), predominantly relating to emergency egress and accessibility.

Administration intends to work to address the majority of the non-compliant items under the proposed new lease arrangement, though there may be some instances where a performance management solution is the best course of action given the alternative may be excessive in cost, and likely to be detrimental to the building from a historical and aesthetic perspective. Significant changes are also unlikely to be supported by WRI's members and the patrons of the theatre.

Although there may be constraints on how the facility management of the Limelight Theatre premises can be improved, Administration and WRI have reached a stage where the proposed facility and asset management restructure provides the best outcome for the WRI, the City and the community.

Administration also notes that no alternative facility will be available in the short to medium term (estimated at 10 to 15 years or longer). A future facility may be situated on the current location, or other sites in the Wanneroo Town Centre or East Wanneroo. However, the facility investigation has not commenced to any material stage, noting that the development of East Wanneroo has only commenced in recent years. In this context, greater City management of the facility will enable the Limelight Theatre to continue to remain viable and will likely achieve an improved condition for community patrons using the facility.

**Lease negotiations**

Informed by the outcomes of the due diligence on the building condition, the parties progressed to lease negotiations. This process has included:

- Establishing maintenance responsibilities for the City and WRI;
- Understanding the limitations of the building, future planning and budget provisions;
- Establishing and agreeing to a building maintenance fee;
- Scope and approval process for future proposed upgrades;
- WRI business planning for the life of the lease; and
- Recording a recent property condition report.

Based on the further negotiations, the following proposed essential terms for the Lease are agreed in principle:

<b>Land:</b>	<p>Lot 501 on Deposited Plan 57944, known as 21 Civic Drive, Wanneroo</p> <p>(Land owned in freehold by the City.)</p>
<b>Premises:</b>	Building known as Limelight Theatre
<b>Lessee:</b>	Wanneroo Repertory Inc
<b>Use of Premises:</b>	Theatre production premises
<b>Term:</b>	<p>10 years, with two (2) options for renewal for a further term of five (5) years in each case.</p> <p><i>(The proposed term has been adjusted following the Briefing meeting on 5 November 2024, based on a request from WRI.</i></p> <p><i>As further context, Administration had previously received WRI's 'in principle' approval of the essential terms and a draft lease, incorporating an initial term of five (5) years with three (3) options for renewal for a further term of five (5) years in each case. However, WRI advised Administration following the Briefing meeting that it would prefer a longer initial term, in recognition of the financial contribution by WRI for fitout works outlined in the business plan.</i></p> <p><i>Following WRI's request, Administration worked with WRI to negotiate the revised initial term of ten (10) years, with two (2) five (5) year option terms. WRI has confirmed that this arrangement is acceptable.</i></p> <p><i>In this context, Administration also sought clarification from WRI regarding the implications of shorter initial terms as a potential obstruction for groups securing funding. WRI advised that it had not experienced any disadvantage when speaking to funding sources in the context of the originally proposed 5 year initial term and subsequent 5 year option terms.</i></p> <p><i>Although Administration notes that the originally proposed 5 year initial term would better align with the 5 year planning in WRI's business plan, Administration can understand the reasons for WRI's amended request and can recommend the new position (a 10 year initial term, following by two option terms of 5 years each) to Council for approval.</i></p> <p><i>There are no other changes to the proposed essential terms identified in the Briefing report.)</i></p>
<b>Commencement Date:</b>	The date the lease is executed by all parties

<b>Rent:</b>	<p>Peppercorn \$1.00 (plus GST) per annum payable on demand.</p> <p>(Net lease, with all outgoings and utility costs payable as additional amounts. Additional cost items are outlined below.)</p>
<b>Rates &amp; Taxes:</b>	<p>Lessee responsible for all rates (including Council rates and water rates), taxes, assessments and impositions.</p> <p>Administration notes that local government rates have been exempted by the City for other similar tenancies and third-party operated community facilities, however, this is a matter addressed and determined by Council under the City's annual budget process.</p>
<b>Maintenance Fee:</b>	<p>\$6,513.22 (plus GST) per annum, subject to review under the terms of the lease.</p> <p>The fee proposed means the City will be responsible for a specified list of scheduled maintenance items, including heating, ventilation and air conditioning, roof and gutters, roof safety systems (roof anchor points), fire equipment compliance testing, electrical testing (RCDs and emergency and exit lighting), solar panel inspection and cleaning, plumbing (backflow testing and renewal of inline water filters), pest control and repair of external vandalism.</p> <p>The maintenance fee is reviewed annually by CPI, with further provision for adjustment if the actual cost of the maintenance incurred by the City increases beyond CPI.</p>
<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 on a submeter basis, apportioned by the City or charged directly.
<b>Building Insurance:</b>	Lessee responsibility (City to arrange insurance and recover the premium from the Lessee).
<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>	Lessor responsibility
<b>Statutory Compliance:</b>	Lessee responsibility
<b>Common Areas:</b>	Driveway access as marked on the lease plan
<b>City (Lessor) Works:</b>	Budgeted work for the City to undertake as part of asset management planning. Including the Disability Action Plan and Fire door rectifications.



<b>Additional Comments:</b>	<p>While the long term planning for rectification of compliance items at the theatre sits largely with the City, operational compliance remains the responsibility of WRI.</p> <p>Limelight Theatre has a DFIB on site, currently situated in the main foyer of the Premises, the committee is made up of multiple people trained in first aid and a dedicated first aid officer.</p> <p>Business plan is to be provided to the City at each option term, this plan provides documented framework, short- and long-term planning, and commitments to improvements.</p> <p>The use of the premises by other bodies, WRI are encouraged to promote community access and multiple uses of the premises to the extent reasonably practicable.</p>
-----------------------------	---

Final draft lease documentation (based on a City template and reviewed by the City's internal legal section), 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'.

## Consultation

Relevant Administration service units, including Asset Planning, Community Facilities, Building Maintenance and Community Development have been consulted in the course of the lease discussions and related considerations.

Administration is supportive of the proposed lease, which is the product of extensive collaboration and negotiation with WRI to reach a recommended position. It is acknowledged that WRI has a long term attachment to the premises (extending to an emotional link, due to the WRI's role in developing the building and its link to WRI's operations and viability), and it has been a positive recognition from WRI that allowing the City to have a greater role in facility and asset management will be a better outcome for WRI, the City and the community.

WRI has confirmed its 'in principle' approval of the lease documentation, including in relation to the duration of the Lease, the maintenance arrangements and management of the future proposed works.

## Comment

The proposed shift from a ground lease to a building lease has been informed by Administration's due diligence on the facility, including:

- Investigations by City staff and external consultants;
- Consideration of the status of the WRI, its value to the local community and its capacity to solely manage an aging building (including for structural items); and
- The lack of an alternative site for WRI or another community theatre for the district of the City of Wanneroo in the short to medium term.

In this context, the proposed building lease arrangement will support the continuation of WRI and its services to the community, while giving the City more control and influence in the condition and management of the facility.

WRI has demonstrated a continued commitment and effort to rectifying several items from the maintenance lists, as outlined in the WRI business plan. This extends to planned works to

improve the facility, which will be administered under the new lease with greater involvement from the City.

Administration has identified some items as being beyond WRI capacity, including the Disability Access Plan and some fire compliance items. Administration proposes to budget for these items to ensure Limelight Theatre will continue to be accessible to everyone into the future.

In this context, Administration recommends the proposed lease of Limelight Theatre to WRI.

## Statutory Compliance

The proposed lease to WRI 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:

*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
CO-O08 Contract Management	Low
Accountability	Action Planning Option
Director Corporate Strategy & Performance	Manage

Risk Title	Risk Rating
ST- S23 Stakeholder Relationship	Medium
Accountability	Action Planning Option
Chief Executive Officer	Manage

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

## Policy Implications

The proposed essential terms of the lease as outlined in this report are required to be presented to Council for approval as they exceed the parameters that permit the lease to be negotiated under the City's Leasing Policy. For example, the proposed total term of the lease (including options) is greater than ten (10) years.

Due to the provision of income, Category 5 tenants are preferred to be established on Crown land as opposed to freehold land. Noting that Lot 501 (21) Civic Drive, Wanneroo (which includes the Limelight Theatre premises) is freehold land. There will be an opportunity cost in

continuing to lease the site for a non-revenue generating purpose, but Administration notes this is a continuation of a long term use and there is unlikely to be an alternative location for WRI in the short-to-medium term.

The terms of the Lease are otherwise consistent with the City's Leasing Policy.

## Financial Implications

### Lease preparations

Costs on due diligence to inform the current recommended position of shifting to a building lease (rather than a ground lease) and greater City management of the facility include multiple reports as listed above.

To date costs associated with lease preparation items are around \$15,000 - \$20,000. These investigations have been necessary to guide Administration's lease negotiations and to inform the current report to Council.

### Lease income

The City will receive an annual income of \$6,513.22 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.

### Future expenditure

If Council supports the proposed new lease, facility management and planning will require further investigations and reports to inform the timing and scope of City actions. This may extend to additional investigations on the rammed earth structure of the building.

As a short term action, Administration intends to undertake a Disability Action Plan for the premises. This plan will outline a timeline for actions to be taken to rectify non-compliance items, and any performance management solutions that have been employed.

The Disability Action Plan once conducted and registered with the Australian Human Rights Commission will enhance communication and transparency with the community while Administration considers implementation proposed changes as part of ongoing building management.

While some of the maintenance costs will be managed by WRI and Administration, some maintenance and infrastructure items will be budgeted in current and future budgeting processes.

The following costs have been estimated based on the due diligence to date:

Obtaining additional condition and compliance information  (Includes the provision for a consultant to develop a disability action plan. Initial enquires and past experience indicates an approximate fee of \$10,000 for this service.)	\$25,000
---	----------

Addressing urgent maintenance and repairs:	\$60,000
Compliance with current fire egress regulations	\$10,000
Addressing non-urgent maintenance and repairs	Pending further investigation under the proposed new lease. Non-structural maintenance and repair would remain a Lessee responsibility under the lease.
Disability Action Plan - Compliance with Accessibility regulations	Pending further investigation under the proposed new lease.

Works and upgrades would be implemented in accordance with the City's operational processes for project scheduling, budgeting and delivery.

### Voting Requirements

Simple Majority

### Recommendation

That Council: -

1. **APPROVES**, in principle, a lease of a portion of Lot 501 on Deposited Plan 57944, 21 Civic Drive, Wanneroo, being the premises known as Limelight Theatre to Wanneroo Repertory 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 negotiate terms, execute all documentation and comply with all applicable legislation as is required to effect Item 1. above; and
  - b) the affixing of the Common Seal of the City of Wanneroo to a lease between the City and Wanneroo Repertory Inc. in accordance with the City's Execution of Documents Policy.

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

<i>Attachment 3 - Limelight Theatre - Strategic Business Plan 2023 - 2028 - Financial information</i>	24/391436
---	-----------

#### Attachments:

- |   |              |
|---|--------------|
| 1. <a href="#">Attachment 1 - Lease Plan - Limelight theatre - Wanneroo Repertory Inc Civic Drive Wanneroo - 21.10.2024</a> | 24/375547    |
| 2. <a href="#">Attachment 2 - Limelight Theatre - Strategic Business Plan 2023 - 2028</a>                                   | 24/391435    |
| 3. <a href="#">Attachment 3 - Limelight Theatre - Strategic Business Plan 2023 - 2028 - Financial information</a>           | Confidential |









# **Wanneroo Repertory Inc's Strategic Business Plan for the Limelight Theatre 2023 - 2028**

**Version 4.3  
31 December 2023**

Wanneroo Repertory Inc.  
Civic Drive.  
Wanneroo. 6065  
Western Australia



## Wanneroo Repertory Inc. Strategic Business Plan 2023 - 2028

### Document History

<b>File name</b>	Wanneroo Repertory Inc Strategic Plan 2023-2028-v4.2.docx
<b>Title</b>	Wanneroo Repertory Inc Strategic Business Plan 2023-2028
<b>Alternative title</b>	
<b>Description</b>	Strategic Business Plan
<b>Version</b>	Final 4.3
<b>Project</b>	
<b>Creator name</b>	Richard Tudge
<b>Creator organisation</b>	Wanneroo Repertory Inc.
<b>Rights</b>	
<b>Date created</b>	25 May 2015
<b>Date first issued</b>	7 July 2016
<b>Audience</b>	Theatre Membership and City of Wanneroo
<b>Type</b>	
<b>Subject/Keywords</b>	Strategic Plan, Wanneroo Repertory Inc, Theatre, Performing Arts, Business Plan
<b>Document Location</b>	

### Revision History

Revision date	Version	Summary of Changes
25 May 2015	0.1	Preliminary Draft
9 Aug 2015	0.2	Post Planning Workshop update incorporating workshop outcomes
20 Nov 2015	0.3	Post 2 <sup>nd</sup> workshop update.
8 March 2016	0.4	President's Forward and Executive Summary added. Review updates.
29 March 2016	0.5	Addition of Financial Plan (Section 9).
13 June 2016	0.6	Incorporated Committee Members' feedback
5 July 2016	1.0	Financial Plan updated
12 January 2017	1.1	Projects aligned with financial year (page 17, section 8)
15 August 2017	1.2	Progress update. Current situation and SWOT reviewed. Goals and Objectives and updated.
6 September 2017	2.0	Financial Plan updated; 5 year plan 2018 – 2023 included.
31 December 2023	4.3	Financial Plan updated; 5 year plan 2023 – 2028 included.



## CONTENTS

	Page
<b>1 PREFACE TO ORIGINAL PLAN DOCUMENT.....</b>	<b>1</b>
<b>2 EXECUTIVE SUMMARY .....</b>	<b>2</b>
2.1 PLAN OBJECTIVES .....	2
2.2 PLANNING TIMEFRAMES.....	2
2.3 OUR MISSION AND VISION .....	2
2.4 CURRENT SITUATION .....	3
2.5 GOALS AND OBJECTIVES .....	3
2.6 ACTION PLAN .....	5
2.7 FINANCIAL PLAN.....	5
<b>3 INTRODUCTION.....</b>	<b>6</b>
3.1 OBJECTIVES OF THIS PLAN .....	6
3.2 PLANNING TIMEFRAMES.....	6
3.3 ABOUT THE LIMELIGHT THEATRE .....	6
<b>4 VISION FOR THE THEATRE .....</b>	<b>8</b>
4.1 OUR MISSION.....	8
4.2 OUR VISION .....	8
4.2.1 STRATEGIC AIMS .....	8
4.2.2 VALUES .....	9
<b>5 CURRENT SITUATION .....</b>	<b>10</b>
5.1 ARTISTIC POLICY .....	10
5.2 THEATRE OPERATION .....	10
5.3 AUDIENCE PROFILE.....	10
<b>6 MARKET AND STRATEGY ANALYSIS.....</b>	<b>11</b>
6.1 SWOT ANALYSIS.....	11
<b>7 GOALS AND OBJECTIVES.....</b>	<b>12</b>
7.1 DO MORE WITH THEATRE FACILITIES .....	12
7.2 IMPROVE SKILLS.....	13
7.3 INFRASTRUCTURE .....	13
7.4 STRENGTHEN RELATIONSHIPS WITH OTHER ORGANISATIONS AND SCHOOLS .	13
7.5 STRENGTHEN RELATIONSHIPS WITH CITY OF WANNEROO AND COMMUNITY	14
7.6 IMPROVE MARKETING .....	14
7.7 VOLUNTEERS .....	14
7.8 INFORMATION ANALYSIS AND DISSEMINATION .....	17
<b>8 ACTION PLAN.....</b>	<b>18</b>
<b>9 FINANCIAL PLAN .....</b>	<b>21</b>



## 1 PREFACE TO ORIGINAL PLAN DOCUMENT

In order to provide high quality theatre and other events to the community of Wanneroo and other surrounding suburbs, we must be able to demonstrate to Wanneroo City Council that we still have relevance in the community, that we are financially capable managers, and that we can develop relationships with the local community such that they would miss us if we no longer had a presence.

One of the ways that we can meet these aims (and one which is a requirement of our continued lease with the City) is to develop this document, a business plan that explains our aims, both financially and creatively, over the next 5 years.

This is a living document, which will be revisited and updated on a regular basis, as factors within and outside the Repertory change and develop.

The impact of external factors beyond our control, have the potential to be far-reaching and detrimental to both our financial predictions and the community of the club. The recent covid pandemic saw the curtailment of our 2020 seasons from five productions to only three. In addition, due to social distancing, we were only able to sell a percentage of our usual number of seats. This serious financial impact continued into 2021, where one production closed after only two performances, due to a cast member being a close contact of someone with covid. And as recently as December 2023, the first week of our final season was cancelled due to covid and influenza in the cast.

Fortunately, the Repertory was able to weather this loss of income and continues to be in a sound position financially. We have worked hard to retain and increase our audiences by sound marketing and choosing our productions carefully to ensure they will attract a diverse audience. Whilst we hope that we will not see another pandemic, in the near future, we intend to draw on this experience and create a set of pandemic guidelines for the club.

The recent bushfires in Wanneroo, also drew our attention to the need for us to have a bushfire plan in place. This will be one of our short-term goals for this business plan.

The Repertory continues to strive to be a valued member of the Wanneroo community. We offer the theatre for use by other community groups and provide opportunities for charitable groups to fundraise through special discount offers. We will continue to develop good relationships with the business community in Wanneroo and the City of Wanneroo.

*Gwen Browning*  
*President, December 2023*



## 2 EXECUTIVE SUMMARY

This Plan is developed to cover the 5-year period from December 2023 to December 2028.

### 2.1 Plan objectives

The Plan's primary objective is to provide a framework and strategy that supports continuation of the Repertory's activities over the planning period. It contains:

- Background information and a brief history of the Limelight Theatre;
- Analysis of its current operating environment;
- A strategy for improving use of the facilities; and
- A financial plan to support the agreed strategy over the next 5 years.

### 2.2 Planning timeframes

Key goals, objectives and timelines have been classified as:

- Short-term – to be completed within a matter of months
- Medium – goals to be achieved over next two years; and
- Long term – broad framework and major activities to be covered during the life of the plan;

This plan is a living document to be reviewed and updated on a regular basis as one phase is completed and another commences.

### 2.3 Our Mission and Vision

Wanneroo Repertory Inc's mission is to:

- a. Provide quality live entertainment in our community; and
- b. Promote interest in live theatre and encourage the development of skills within our Theatre.

The Limelight Theatre aims to be a vibrant community theatre presenting quality, affordable live entertainment and social events for the local community, and will be recognised as such both locally and State-wide.

We aim to enrich the residents of our community's quality of life by offering quality performing arts presentations in a venue that is attractive, accessible, and delivers a memorable audience experience.

We will ensure that the Repertory is financially viable and able to plan and react in a timely manner to changing circumstances and audience trends.





There are four key elements to the successful delivery of our vision:

1. Maintaining a purpose-built venue that is attractive, encourages regular visitors and provides a good experience for our patrons and volunteers;
2. An entertainment program that is accessible to the community provides value for money and ensures patrons enjoy the experience of visiting the Theatre;
3. Providing good supporting services; and
4. Maintaining good management practices that will allow the Repertory to deliver a range of productions and events and react in a timely manner to changing circumstances and audience trends.

## 2.4 Current Situation

The Theatre currently provides 5 productions each calendar year. Programming ranges from drama to gentle comedy, and musicals that feature modern music to classics that demand high competence and ability.

Until early 2016, the building was used exclusively for the Repertory's 6 seasons per annum. It was always considered that use of the Theatre for other activities would be difficult to schedule, given that sets are built in situ and other parts of the building are used for rehearsals. However, since 2017 the Theatre has been used by an increasing number of other external community groups such as local schools, a community choir and dance groups. It has also been used by various local business groups for meetings and/or presentations.

Theatre building and its contents were funded by the Repertory. The land on which it sits is owned by and leased from the City of Wanneroo. The lease is currently under review by the City of Wanneroo with input from the Wanneroo Repertory for the 2023-2028 period.

## 2.5 Goals and Objectives

Analysis of the present situation identified a gap between the Theatre's vision for the future and its current capabilities, particularly in terms of funding, resources, infrastructure, events and support requirements.

Eight major goals/objectives have been identified.

1. Do more with Theatre facilities

Careful planning and management will enable the Theatre facilities to be more widely used for other activities and events without compromising the Repertory's core stage production requirements.

2. Improve skills



## Wanneroo Repertory Inc. Strategic Business Plan 2023 - 2028

Improving the skills of volunteers in all areas of theatre operation. Provision of training courses and mentoring of volunteers.

### 3. Infrastructure

Upgrades are in this plan (2023-2028) to replace the seats and carpet in the auditorium. Whilst this work is being carried out it will enable access to the auditorium ceiling to upgrade the air conditioning ducting and to install acoustic clouds. As per the financial summary notes, (refer section 9) these upgrades are subject to the successful applications for grant funding.

In addition to the above, there is a requirement to reconfigure the bio-box so that it complies with the latest building regulations.

There are continual maintenance requirements that are funded from the theatre's cash-flow.

### 4. Strengthen relationships with schools and other theatre organisations

- Improving communications with other groups and organisations;
- Making the Theatre available for use by external groups;
- Interact with the Independent Theatre Association (ITA); and
- Providing training and mentoring of student undertaking performing arts courses in local schools and colleges.

### 5. Strengthen relationships with City of Wanneroo and community

Strengthen relationships with key decision makers and the local community.

Regular communications with the City's Community Development Officer, Youth Develop Officer, Maintenance Officers and other relevant personnel.

### 6. Improve marketing

Find new and innovative ways of attracting and broadening our audience demographic.

### 7. Volunteers

Volunteers are a precious commodity for most non-profit organizations, including repertory theatres.

Continue to implement the 9-point plan designed to encourage volunteering.

### 8. Information analysis and dissemination

Good quality information on theatre activity is essential for good management.

Ensuring that appropriate information is available to those who need to manage their portfolios.



Wanneroo Repertory Inc.  
Strategic Business Plan 2023 - 2028

## **2.6 Action Plan**

An Action has been developed. This details the projects and activities that have been and will be undertaken within each planning timeframe in order to meet our overall goals and objectives.

## **2.7 Financial Plan**

The Repertory's current Financial Summary is shown in Section 9.



### 3 INTRODUCTION

#### 3.1 Objectives of this Plan

The Wanneroo Repertory Inc. management team is dedicated to the process of planning and reviewing the Limelight Theatre's operation and development over a rolling 5 year period.

As such, the Plan will be reviewed and updated from time to time incorporating changes necessary to meeting changing requirements and internal/external circumstances.

The objectives of this Plan are to:

1. Ensure clarity of purpose and direction for everyone associated with the Limelight Theatre;
2. Document the Limelight Theatre operational and development priorities over each 5 year lease and to show how these will be delivered;
3. Ensure appropriate development of all aspects of the Wanneroo Repertory Inc's work;
4. Facilitate effective and prudent financial planning; and
5. Demonstrate to the City of Wanneroo Council, grant providers and other stakeholders the way in which the Repertory is making effective use of public resources.

#### 3.2 Planning timeframes

Key goals, objectives and timelines have been classified as:

- Short-term – to be completed within a matter of months.
- Medium – goals to be achieved over next two years; and
- Long term – broad framework and major activities to be covered during the life of the plan;

This plan should be seen as a living document to be reviewed and updated on a regular basis as one phase is completed and another commences.

#### 3.3 About the Limelight Theatre

The Limelight Theatre is situated in Civic Drive, in the heart of the Wanneroo townsite. It is managed and operated by Wanneroo Repertory Inc. a not-for-profit organisation.



Wanneroo Repertory Inc.  
Strategic Business Plan 2023 - 2028

It was first established in 1973 and is governed by 4 Office Holders of the Association plus, up to, 7 Committee Members; elected by the Repertory membership. Volunteers for all aspects of operation (productions, front of house, theatre maintenance, properties, membership services, financial control) are drawn from the Repertory's membership.

Each year, the Repertory presents 5 major productions. These are very well attended and often sell out soon after opening. Our patrons are not only drawn from the Cities of Wanneroo and Joondalup, but also include avid theatregoers from as far away as south of the river.

The Limelight Theatre has a unique place in the history of Wanneroo as the first building constructed using limestone rammed earth. A history of the building of the Limelight Theatre, "Lights Up", by Brenda Redding is lodged in the Battye Library in Perth.

The project was brought to fruition through the fundraising efforts and labour of the club membership and the goodwill of the Wanneroo Business Community.

Although the Theatre building and its contents were funded by the Repertory through its own fundraising and various grants, the land on which it sits is owned by and leased from the City of Wanneroo.





## 4 VISION FOR THE THEATRE

### 4.1 Our Mission

Wanneroo Repertory Inc's mission is:

- a. To provide quality live entertainment in our community.
- b. To promote interest in live theatre and encourage the development of skills within our Theatre.

We aim to enrich the residents of our community's quality of life by offering quality performing arts presentations in the Limelight Theatre, a purpose-built theatre of local significance.

### 4.2 Our Vision

The Limelight Theatre aims to be a vibrant community theatre presenting quality, affordable live entertainment and social events for the local community, and will be recognised as such both locally and State-wide.

We will provide a venue that is attractive, accessible, and delivers a memorable audience experience.

We will deliver a programme that provides value for money, has variety of entertainment and encourages participation of its members and wider community.

Through good governance, accurate management information and targeted marketing activity, we will ensure that the Repertory is financially viable and able to plan and react in a timely manner to changing circumstances and audience trends.

#### 4.2.1 Strategic Aims

This plan aims to ensure that we:

1. Implement and maintain a financially viable business model;
2. Ensure that our activities support the needs of our stakeholders. These include our members, audiences, performers, volunteers, City of Wanneroo and the wider community at large;
3. Increase audience awareness and patronage by developing an improved public relations, marketing and branding strategy;
4. Improve utilisation of the theatre facilities;
5. Provide a safe environment for volunteers and Theatre patrons; and
6. Maintain a venue that is attractive, accessible, provides a good customer experience and encourages regular visitors.



#### 4.2.2 Values

In meeting our strategic aims and achieving objectives, we will adhere to a set of fundamental values.

We will:

1. Communicate and engage with people, communities and external organisations and maintain strong relationships;
2. Develop and maintain effective partnerships;
3. Value our volunteers, members and customers; and
4. Maintain a respectful and safe working environment for all volunteers, performers, patrons and other personnel involved in the operation of the Theatre;
5. Provide quality live entertainment that is accessible, inclusive and affordable:
  - Accessible: convenient (local), with good parking facilities and disabled-friendly
  - Inclusive: for all people, groups and ages
  - Affordable: reasonably priced membership, and an affordable night out.



## **5 CURRENT SITUATION**

### **5.1 Artistic Policy**

The Theatre strives to provide 5 productions each calendar year. Programming ranges from drama to gentle comedy, and musicals that feature modern music to classics that demand high competence and ability.

### **5.2 Theatre Operation**

The Theatre is managed by a committee of up to 11 elected members as per our Rules of Association. Volunteers for all aspects of operation (productions, front of house, theatre maintenance, properties, membership services, financial control) are drawn from the Repertory's membership. Currently we have a dedicated group of volunteers who meet regularly at the theatre on Tuesday mornings, affectionately known as the Tuesday Task Force, to carry out maintenance and to organise properties and wardrobe. There is also a group of handymen, the Limelight Set-Busters, who willingly pitch in to assist with set construction and bump out.

### **5.3 Audience Profile**

Recent data analysis of the current audience profile has provided the committee with interesting statistics in terms of numbers and types of tickets sold which reflects the demographic of our audiences.

Whilst we recognise that, in the past, the theatre's audience has been drawn from an older age bracket, more contemporary musical theatre attracts younger and enthusiastic patrons who may then return, either to participate in productions or to view other shows. To this end a deliberate decision has been made to include a contemporary cult musical for a season in 2024.



## 6 MARKET AND STRATEGY ANALYSIS

### 6.1 SWOT analysis

<p><b>STRENGTHS</b></p> <ul style="list-style-type: none"> <li>Not-for-profit status</li> <li>Dedicated theatre with appropriate facilities</li> <li>Loyal supporter base and our membership community</li> <li>Excellent talented people</li> <li>Reputation for quality productions</li> <li>Longevity – founded 1973</li> <li>In an area of strong population growth</li> <li>Accessibility</li> <li>Financially sound</li> <li>Marketing/publicity/use of technology</li> <li>Dedicated team of volunteers</li> <li>Mentoring of young people in all aspects of theatrical production</li> <li>Effective use of social media</li> </ul>	<p><b>WEAKNESSES</b></p> <ul style="list-style-type: none"> <li>Ability to attract new directors</li> <li>At mercy of directors as to what productions are undertaken.</li> <li>Historically low usage of theatre - only ~60 days per annum for revenue generation prior to 2016, but now improving.</li> <li>Audience is a specific demographic – inhibits diversity of productions. Needs to be broadened.</li> <li>Ability to attract more younger members to the committee who will take on leadership positions.</li> </ul>
<p><b>OPPORTUNITIES</b></p> <ul style="list-style-type: none"> <li>Multi-use of building for other events, e.g. film nights, music, comedy, book launches, conferences, club meetings, seminars.</li> <li>Hire out building – either auditorium or even just the bar area for smaller events.</li> <li>Access to grants</li> <li>Suggest other productions/themes for seasons</li> <li>Heritage listing</li> <li>Relationship with WAAPA</li> </ul>	<p><b>THREATS</b></p> <ul style="list-style-type: none"> <li>City of Wanneroo – redevelopment of Civic Centre precinct.</li> <li>Reliance on a specific demographic</li> <li>An aging building with increasing maintenance.</li> </ul>



## 7 GOALS AND OBJECTIVES

The overall planning timeframe is a rolling 5 year period with the plan commencing on 15 December 2023. This plan is now addressing the period 2023 – 2028.

The planning timeframe has now been broken into approximate terms;

**Short term** (6 to 12 months)

**Medium term** (2 to 3 years)

**Long term** (5 years)

This will allow our goals and their respective projects/activities to be planned at appropriate levels of granularity, completing short-term tasks whilst at the same time keeping longer-term goals in mind.

The SWOT analysis identified a gap between the vision for the Theatre and its current capabilities, particularly in terms of funding, resources, infrastructure, events and support requirements.

Eight major goals/objectives have been identified.

### 7.1 Do more with Theatre facilities

The auditorium is used, on average, for 50 performance days per year. However, the stage itself is in almost constant use either in production or in preparation for a production. As the set for one production is removed, construction begins on the next and rehearsals commence.

Opportunities for use of the stage by other community groups is therefore limited. However, the foyer provides an alternative space which is often available.

Consideration is given to the use of the auditorium provided it does not impact on current productions.

With careful planning and management, using/renting the Theatre's facilities for other activities and events would not necessarily compromise the Repertory's core stage production requirements.

Other possible uses might include events and activities such as:

- Film nights
- Swing and jazz nights
- Seminars and conferences
- Sports talks
- Book launches
- Community group meetings
- School drama activities





## 7.2 Improve skills

A program will be established to improve skills of volunteers in all areas of theatre operation. This may include;

- a) Provision of training and mentoring courses. The priority areas will be:
  - Technical roles (Sound, Lighting, etc.);
  - Set design & building and Wardrobe.
  - Stage management; and
  - Front of house management
  - First aid

## 7.3 Infrastructure

Upgrades are in this plan (2023-2028) to replace the seats and carpet in the auditorium. Whilst this work is being carried out it will enable access to the auditorium ceiling to upgrade the air conditioning ducting and to install acoustic clouds. As per the financial summary notes (refer to section 9) these upgrades are subject to the successful applications for grant funding.

In addition to the above, there is a requirement to reconfigure the bio-box so that it complies with the latest building regulations.

There are continual maintenance requirements that are funded from the theatre's overheads budget.

It is further noted that all items are subject to wear and tear and regular evaluations of all major items will be undertaken. Spending for repair, replacement and maintenance will be allocated as funds come to hand.

## 7.4 Strengthen relationships with other organisations and schools

The Theatre has links with a number of other theatre groups and educational institutions. We have a strong relationship with Wanneroo Secondary College and All That Jazz dance studio.

We have been successful in attracting different community members to the theatre by offering charity nights at a greatly discounted price to not for profit and charity organisations such as, Soroptimists International Joondalup, Inner Wheel and Rotary. The club intends to continue to offer this upon request and investigate a way to engage with Youthfest to attract young people to our theatre.



## **7.5 Strengthen relationships with City of Wanneroo and community**

Since this Plan was released in July 2016, much progress has been made in strengthening relationships with key decision makers and the local community to ensure that the Limelight Theatre continues to flourish, serving the local community and continuing to enrich the quality of life for our community's residents by offering quality performing arts presentations.

We will continue to communicate regularly with the City's Community Development Officer, Youth Develop Officer, Maintenance Officers and other relevant personnel.

## **7.6 Improve marketing**

In order to broaden the audience demographic, increase membership and volunteer participation, marketing needs to be constantly assessed and adapted. This will require market analysis at regular stages of our campaign.

The website continues to be developed to provide comprehensive information to our members and patrons and to provide a platform for online bookings.

We have recently engaged an external ticketing company which has streamlined the bookings system and provided increased opportunities for marketing.

Social media presence continues to be a valuable tool through our Facebook page and Twitter account. This is targeting a younger audience, providing a quick and efficient method of reaching new people.

The Facebook and Twitter accounts are both linked to the Repertory website and ticketing system.

## **7.7 Volunteers**

Volunteers are a precious commodity for most non-profit organizations, including repertory theatres. Anyone who has spent significant time in similar voluntary, not-for-profit groups knows the dilemma: around 20% of members volunteer (do all the work) while the other 80% do not.

Wanneroo Repertory Inc has a core group of enthusiastic volunteers, particularly backstage, front of house and maintenance. However, as this group tends to be in the older age bracket and retirees, we need to continue to encourage volunteering. To this end, we will continue to implement the following 9-point plan:

### **1. Encourage and recognise our existing volunteers**

The fastest way to lose the 20% who volunteer is to make them feel underappreciated.

It is important to do something to make our volunteers feel appreciated. We will recognise our volunteers by sending a hand-written thank you note, host volunteer appreciation events and by taking the time to recognize their contributions.

### **2. Get to know our members better**



We will analyse our membership pool by reviewing membership forms, ensuring our members database is accurate, and creating an up to date list of members willing to volunteer, and the areas in which they have indicated an interest.

Members will be contacted to confirm their current interest in volunteering.

### **3. Ask for new volunteers**

Analysis of our membership will allow us to broaden the volunteer resource pool.

However, it is important that we also ask for volunteers on a direct, one-on- basis. Sometimes getting more volunteers is simply a matter of asking.

We will assign lead volunteers to create a more personal invitation and encourage small groups to sign up to volunteer?

It is important to remember that the 20% who do volunteer often take on too much by choice. To avoid burnout we must be willing to share the responsibility.

### **4. Advertise our needs**

We will keep our membership up-to-date on volunteer needs.

Our volunteer needs will be posted on the website and on our Facebook page so that our members and visitors can access information on current opportunities.

In particular, we will encourage volunteers for positions in areas such as:

- Stage management;
- Sound, Lighting, Set Design and Building and Wardrobe.
- Directorship;
- Front of House; and
- Theatre management.

We will give new volunteers an outline of what is required for new positions including theatre etiquette and safety. Experienced volunteers may require refreshers.

### **5. Provide the right opportunities**

Volunteers enjoy using their unique gifts. Whether it is a work skill (e.g. management/organisation), a recreational talent they enjoy (e.g. photography), or something they simply have an aptitude for (e.g. carpentry), we will provide volunteers with opportunities best suited to their abilities, preferences, time constraints and personalities.

Some people like serving out front and have the perfect personality for greeting people and making them feel welcome. Others prefer to work behind the scenes and prefer to be assigned specific tasks.





Whether we need to tap into someone's artistic ability to design a new set or need people to staff front of house, we will aim to provide a variety of opportunities that volunteers can choose from and enjoy.

## **6. Develop and grow our volunteers**

Encourage stage managers to mentor a crew member in stage management whenever possible to increase availability of managers in the future.

## **7. Make volunteering meaningful**

We will make volunteering meaningful by:

- Recognising volunteer potential;
- Providing complete information about the position requirements and expectations;
- Welcoming and treating volunteers as valued and integral members of the Repertory team;
- Communicating regularly with volunteers to ensure there is a good fit between their interests / availability and the position requirements;
- Treating volunteers respectfully and inclusively;
- Supporting volunteers in the personal commitments;
- Ensuring volunteers are reflective of community diversity; and
- Ensuring that we have an effective handover and skills transfer when volunteers retire or resign.

## **8. Give our volunteers the opportunity to provide input**

We will give our volunteers (and wider membership) the opportunity to provide feedback on the Theatre and its operations.

We will encourage this via social media, a comment form on our website, during the course of volunteering or when attending the Theatre.

Where appropriate we will respond by providing opportunities for people to get involved. This will enable us to tap into a currently under-utilised wealth of knowledge and talent within our membership.

## **9. Show appreciation**

We will acknowledge and show our appreciation for the work of our volunteers. The ways in which we do that will be appropriate for the type(s) of roles that they perform.

At the end of each season we will formally thank volunteers for their contribution.

Regular volunteers will receive a volunteer's tee shirt to identify their contribution.



Wanneroo Repertory Inc.  
Strategic Business Plan 2023 - 2028

We will endeavour to hold an annual BBQ or similar function to acknowledge our volunteers.

## **7.8 Information analysis and dissemination**

Good quality information on theatre activity is essential for good management.

The goal of collecting data in a theatre environment is to provide meaningful information with which we can understand customers better, develop marketing strategies and monitor campaigns, improve volunteer participation and facilitate/improve customer communication.

We recognise the need for ongoing identification of our information needs, taking stock of our current data and information assets, and ensuring that appropriate information is available to those who need to manage their portfolios.

We will develop a Bushfire Action Plan to protect our members, patrons and assets and ensure that this information is readily available.

We will reflect upon the recent Covid pandemic and develop a set of guidelines to be used in the future should the need arise. This may be overridden by government policy issued at the time of the pandemic.





## 8 ACTION PLAN

Goals / Objectives	Projects		
	Short term Dec 2023 – Dec 2024	Medium term Dec 2023 – Dec 2025	Long term Dec 2023 – Dec 2028
1) Do more with the Theatre – improve utilisation	1) Continue to investigate options for expanding use.		
2) Improve skills	1) Provision of training courses 2) Mentoring of volunteers in all areas of theatre operation	3) Provision of training courses 4) Mentoring of volunteers in all areas of theatre operation	5) Provision of training courses 6) Mentoring of volunteers in all areas of theatre operation
3) Infrastructure	1) Identify current maintenance requirements to be funded from the theatre overhead budget.	1) Reconfigure the bio box so that it complies with the latest regulations	1) Replace the seats and carpets in the auditorium 2) Upgrade air-conditioning ducting 3) Install acoustic clouds



Goals / Objectives	Projects		
	Short term Dec 2023 – Dec 2024	Medium term Dec 2023 – Dec 2025	Long term Dec 2023 – Dec 2028
4) Strengthen relationships with schools and other theatre organisations	1) Improve communication with other groups and organisations 2) Da Beat studio production to be staged Dec 2023.	1) Improve communication with other groups and organisations	1) Improve communication with other groups and organisations. 2) Investigate an involvement with Youthfest.
5) Strengthen relationship with City of Wanneroo and community.	1) Continue engagement with the Community Development Officer. 2) Appoint Limelight member as liaison officer. 3) Participate in the Wanneroo Show and other community events.	1) Continue engagement with the Community Development Officer.	1) Continue engagement with the Community Development Officer.
6) Improve marketing	1) Find new and innovative ways of attracting and broadening our audience demographic. 2) Continue to reach our patrons through our ticketing system.		
7) Volunteers – increase participation	1) Continue to implement the 9-point plan. Designed to encourage volunteering.		



Goals / Objectives	Projects		
	Short term Dec 2023 – Dec 2024	Medium term Dec 2023 – Dec 2025	Long term Dec 2023 – Dec 2028
8) Information analysis and dissemination	<p>1) Ensure that appropriate information is available to those who need to manage their portfolios.</p> <p>2) Monitor, develop and update policies &amp; procedures.</p> <p>3) We will develop a Bushfire Action Plan to protect our members, patrons and assets and ensure that this information is readily available.</p>	<p>1) Investigate a centralised on-line repository for all documentation to be accessed by all committee members.</p> <p>2) We will reflect upon the recent Covid pandemic and develop a set of guidelines to be used in the future should the need arise. This may be overridden by government policy issued at the time of the pandemic.</p>	

---

**CS08-11/24      Proposed Lease to Wanneroo Sports & Social Club (Inc.) over Reserve 27744, 22 Crisafulli Avenue, Wanneroo**

---

File Ref: 4125V006 – 24/254821  
Responsible Officer: Director Corporate Strategy & Performance  
Attachments: 1  
Previous Items: CB06-03/15 - Proposed Surrender of Lease and new Lease to the Wanneroo Sports and Social Club (Inc.) over Lot 502 (22) Crisafulli Ave, Wanneroo - Ordinary Council - 31 Mar 2015  
MN01-09/21 - Wanneroo Sports and Social Club Accessibility Improvements - Ordinary Council - 07 Sep 2021  
MN01-03/22 - Wanneroo Sports and Social Club Building and Facility - Functionality and Condition Audit - Ordinary Council - 15 Mar 2022

**Issue**

To consider a proposed lease to Wanneroo Sports & Social Club (Inc.) (**Club**) over a portion of Reserve 27744, 22 Crisafulli Avenue, Wanneroo (**Reserve 27744**).

**Background**Reserve 27744

Reserve 27744 is the whole of the land comprised in Certificate of Crown Land Title Volume LR3171 Folio 265.

The land is under the care, control and management of the City of Wanneroo (**City**) via a management order for the purpose of 'Club and Club Premises'. 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 Reserve 27744 (**Attachment 1** refers). The leased site comprises three bowling green areas, a clubhouse and a carpark. The leased site is approximately 1.9691 hectares.

The Club operates primarily as a bowling club. The Club was founded in 1962 and has occupied the site since then, most recently under a 21-year lease agreement which expired on 20 June 2020. It continues to occupy the site on a monthly basis under the holdover provisions in the lease.

Administration understands that the Club is well regarded by the local community and has generally been operating in a financially sustainable manner.

Facility planning

The Club's premises and bowling greens are the subject of an ongoing facility planning process with Administration. This process follows Motions on Notice MN01-09/21 and MN01-03/22.

Investigations by Administration and a consultant engaged by the City (Otium Planning) conducted further to MN01-09/21 and MN01-03/22 noted that, due to the age of the facility, there are several aspects of the buildings and green areas which would not be compliant under contemporary requirements, such as under the current Building Codes Australia (**BCA**) and relating to emergency egress and accessibility. These aspects were in accordance with appropriate standards when constructed but may regard remedial compliance action (or performance management solutions) if impacted by modifications to the facility.

Administration intends that the implementation of Council resolutions MN01-09/21 and MN01-03/22 should continue and not delay granting a new lease to the Club. The current report is instead focused on approving that new lease and supporting the Club with improved tenure. In this context, ongoing facility management and planning is the subject of a special condition in the proposed new lease, as summarised in the essential terms table in the Detail section below.

## Detail

### Proposed lease terms

The Club has requested a longer-term lease as it is planning to undertake further improvements to its leased area in the coming years.

The following proposed essential terms have been agreed to by the Club:

<b>Land:</b>	Lot 503 (22) Crisafulli Avenue, Wanneroo (Reserve 27744)
<b>Premises:</b>	The whole of the Land, including the clubhouse, bowling green and car parks.
<b>Lessee:</b>	Wanneroo Sports & Social Club (Inc.) ( <b>Club</b> )
<b>Use of Premises:</b>	<p>Club premises, incorporating bowling club facility and related recreational activities, in a manner consistent with the purpose of Reserve 27744.</p> <p><u>Business plan</u></p> <p>The Club is currently developing a business plan for its future development, based on the new lease term. This document is intended to be incorporated into the new lease. Administration is satisfied with the Club's past business planning and with business plan information provided for the proposed five-a-side soccer sublease (see below for more information).</p>
<b>Term:</b>	Five (5) years, with one (1) option for renewal for a further term of five (5) years.



<b>Commencement Date:</b>	<p>The later of:</p> <ul style="list-style-type: none"> <li>the date the lease is executed by all parties; and</li> <li>the date of the Minister for Lands' consent to the lease.</li> </ul> <p>Provided that the Commencement Date must not be later than the date three (3) months after the date of the Minister for Lands' consent to the Lease.</p> <p><i>(This method for determining the Commencement Date reflects DPLH practice as part of confirming the Minister for Lands' approval under section 18 of the Land Administration Act.)</i></p>
<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>	<p>\$9,172.00 per annum (plus GST).</p> <p>The fee proposed means the City will be responsible for a specified list of scheduled maintenance items, including heating, ventilation and air conditioning, roof and gutters, roof safety systems (roof anchor points), fire equipment compliance testing, electrical testing (RCDs and emergency and exit lighting), solar panel inspection and cleaning, plumbing (backflow testing and renewal of inline water filters), pest control and repair of external vandalism.</p> <p>The maintenance fee is reviewed annually by CPI, with further provision for adjustment if the actual cost of the maintenance incurred by the City increases beyond CPI.</p>
<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 (City to arrange insurance and recover the premium from the Lessee).
<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>	Lessor responsibility

<b>Statutory Compliance:</b>	Lessee responsibility
<b>City (Lessor) Works:</b>	<p>The City will undertake the following works to the Premises on or before 30 June 2027 (or such later date agreed in writing by the parties):</p> <ul style="list-style-type: none"> <li>• repair or replacement of sagging ceiling area; and</li> <li>• mould treatment in cool room.</li> </ul> <p>These works have been identified in recent property inspections and may occur at an earlier time (subject to resourcing capacity for the works).</p>
<b>Facility Management and Future Planning:</b>	<p>Given that:</p> <ul style="list-style-type: none"> <li>• the Premises having longstanding significance to the local community; and</li> <li>• the Lessee would only have limited capacity to undertake works on the site (though there may be scope to secure external funding).</li> </ul> <p>Administration intends to work to progressively address non-compliant items under the proposed new lease arrangement.</p> <p>The lease includes a special condition to acknowledge the ongoing facility needs assessment and planning for the future development of the Premises. This reinforces the City's commitment to the facility planning process noted in previous Council items MN01-09/21 and MN01-03/22.</p> <p>Administration notes that further works and upgrades to the Premises may be occasioned by the facility planning process and will be implemented in accordance with the City's operational processes for project scheduling, budgeting and delivery. In some instances, a performance management solution may be the best course of action given the alternative may be impractical or excessive in cost.</p> <p>While the facility management process is ongoing and subject to further discussions between the Club and City staff (and include future input from Council), the proposed new lease is intended to enable a longer-term tenure for the Club (and support other activities, such as the sublease noted below).</p>

<b>Sublease:</b>	<p>Lessee is proposing a new commercial sublease for the five-a-side soccer area shown on the plan as 'Sublease Area'.</p> <p>The area had previously been subleased to an entity trading as 'Area 5', with that sublease ending during 2023. The facility is currently in a poor condition and will be renewed and upgraded by the proposed new sublessee.</p> <p>The lease will incorporate a special condition confirming the conditions for the City's support for the new sublease. This will include a contribution by the Lessee of a portion of the sublease rent to the City, anticipated to be the lesser of \$2,000 (plus GST) and 20% of the actual sublease rent.</p> <p>This special condition (together with the tenure offered by the lease) will support the Club in finalising its negotiations with the proposed new sublessee, noting this remains a matter to be progressed between the Club and the sublessee.</p>
------------------	--

Final draft lease documentation (based on a City template and reviewed by the City's internal legal section), 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, as required under section 18 of the *Land Administration Act 1997* (WA). 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 and continues to be an important part of the Wanneroo community.

## Comment

Administration recommends the proposed lease of Reserve 27744 to the Club as outlined in this report. The site is considered a significant community facility and key element of the Wanneroo Town Centre and will likely remain so for many years to come.

The new lease will provide a longer-term tenure for the Club, supporting future stability and growth (further enabled by the facility planning envisaged by the lease) and facilitate other activities (including the soccer sublease noted above). Facility planning and support from the City will continue under the new lease.

## 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:

- 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

<b>Risk Title</b>	<b>Risk Rating</b>
ST-S23 Stakeholder Relationships	Medium
<b>Accountability</b>	<b>Action Planning Option</b>
Chief Executive Officer	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

### Leasing Policy

The proposed new lease has been negotiated in accordance with the City's Leasing Policy, which determines an annual maintenance fee is applicable.

The Club is classified as a category 5 organisation under the City's Leasing Policy.

### Sublease

The Leasing Policy includes a requirement that where commercial activity is undertaken by a subtenant/sub licensee then the tenant must pay to the City an amount equal to 20% of the rent payable under the sublease, regardless of whether or not the activity is related to the activity being carried out by the Tenant.

Commercial activity is defined in the Leasing Policy as an activity generating income by the tenant (or its subtenant/licensee) from ongoing activities, or a specific event, that has financial profit as its primary aim or where such activity is conducted by a non-exempt body or organisation under the Act, and is not intended to include clubs undertaking normal fundraising activities for club members (including bar operations).

The contribution from the Club for its proposed five-a-side soccer sublease (considered further in the Financial Implications section below) is less than the amount required under the Leasing Policy but is considered a reasonable compromise to support the Club receiving additional income and activating disused space while also providing additional revenue to the City to reflect the commercial operation under the sublease.

## Financial Implications

### Lease income

The City will receive an annual income of \$9,172.00 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.

The lease also provides for a revenue stream to the City if the Club undertakes commercial activity via a sublease. This is on the basis that a lessee on a peppercorn lease should not be subleasing for a commercial rental. Given that the Club's intended sublease for a five-a-side soccer operation is already anticipated, the lease includes a special condition confirming the conditions for the City's support for the new sublease, which will include a contribution by the Lessee of a portion of the sublease rent to the City (the contribution being the lesser of \$2,000 (plus GST) and 20% of the actual sublease rent).

### Future expenditure

Further works and upgrades to the Premises may be occasioned by the facility planning process. These works and upgrades would be implemented in accordance with the City's operational processes for project scheduling, budgeting and delivery.

## Voting Requirements

Simple Majority

## Recommendation

That Council:-

1. **APPROVES** in principle, a lease of Reserve 27744, 22 Crisafulli Avenue, Wanneroo to the Wanneroo Sports & Social Club (Inc.) in accordance with the essential lease terms described in the Administration report;
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 between the City and the Wanneroo Sports & Social Club (Inc.) in accordance with the City's Execution of Documents Policy.
3. **NOTES** the implementation of previous Council resolutions MN01-09/21 and MN01-03/22 will continue under the new lease.

Attachments:

[1.](#) Attachment 1 - Premises Plan - Wanneroo Sports & Social Club - Reserve 27744 - October 2024 24/379887







LEASE AREA - (approx 1.9685ha)



SUB LEASE AREA - (approx 2,900m<sup>2</sup>)

**WANNEROO SPORTS & SOCIAL CLUB Inc - LEASE AREA**  
**LOT 503 (22) CRISAFULLI AVENUE WANNEROO**

SCALE: 1:1500 @ A4  
DATE: October 2024  
REF: 2024-10 ws&sc lease & sub lease

NOTE: While the City of Wanneroo has made every effort to ensure the accuracy and completeness of data it accepts no responsibility or liability for any errors or omissions within the information presented.  
Based on information provided by and with the permission of the Western Australian Land Authority trading as LANDGATE (2012).



---

**CS09-11/24 Proposed Lease to Wanneroo District Netball Association over Portions of Reserve 28058 and Reserve 44878, Kingsway Regional Sporting Complex**

---

File Ref:	4171V05 – 24/381857
Responsible Officer:	Director Corporate Strategy & Performance
Attachments:	2
Previous Items:	CB10-04/12 - Variation to Lease Over Portion of Crown Reserve 28058 and Proposed New Lease over a Portion of Crown Reserve 44878 to Wanneroo Districts Netball Association Inc. - Ordinary Council - 03 Apr 2012 CP03-11/17 - Kingsway Regional Sporting Complex - Netball Clubrooms - Concept Design - Ordinary Council - 14 Nov 2017

**Issue**

To consider a proposed lease to Wanneroo District Netball Association (ABN 53 875 449 769) (**WDNA**) over portions of Reserves 28058 and 44878, Kingsway Regional Sporting Complex, Madeley.

**Background**Premises location

The proposed lease relates to portions of the Kingsway Regional Sporting Complex, comprised in the following land parcels:

- Lot 555 on Deposited Plan 64232, being the whole of the land in Crown Land Title Volume LR3158 Folio 501, also known as Reserve 28058 (**Reserve 28058**), being under the care, control and management of the City of Wanneroo (**City**) via a management order (L084775) for the purpose of 'Recreation'; and
- Lot 12652 on Deposited Plan 219362 being the whole of the land in Crown Land Title Volume LR3084 Folio 224, also known as Reserve 44878 (**Reserve 44878**), being under the care, control and management of the City via a management order (G494849) for the purpose of 'Sports Stadium'.

Both management orders include a power to lease or licence the land, for not more than 21 years in the case of Reserve 28058 and for not more than 35 years in the case of Reserve 44878, in each case subject to the consent of the Minister for Lands.

Wanneroo District Netball Association

WDNA operates from premises adjacent to the outdoor netball court area at Kingsway Regional Sporting Complex situated on Reserve 28058 (**Attachment 1** refers).

WDNA was founded in 1974 and has occupied the Kingsway site since its inception. The most tenure has been under a 21 year lease agreement which expired on 14 July 2023. WDNA continues to occupy the site as a monthly tenancy under holding over provisions in the lease.

Facility upgrades

The City has previously completed major renovations to the facility. This occurred under Project number PMO 17008 (PR- 4031), with a cost of approximately \$3.15 million.

The works started on 4 January 2016 and completed on 13 March 2021.

Key components included:

1. Refurbishment of Existing Building

Upgrades to offices, hall, kitchen, toilet amenities, and changing rooms.

2. New Building Extensions

- a) Additional space for WDNA offices;
- b) New changing rooms and toilet facilities; and
- c) A dedicated first aid room.

The leased site is now approximately 980 m<sup>2</sup>, incorporating:

- Club Room areas (x3);
- Umpires Office;
- Storage Sheds (x2); and
- Match Office/ First Aid Room.

Lease negotiations

Following the completion of the facility upgrades, which resulted in WDNA occupying areas in addition to the premises under the prior lease, Administration progressed with negotiations for a new lease to WDNA.

The negotiations have now reached a stage where the proposed essential terms and lease document have been agreed 'in principle' by WDNA, with the proposed lease now submitted for Council approval.

**Detail**

Proposed lease terms

WDNA has requested a longer-term lease as it is planning to undertake further improvements to its leased area in the coming years.

The following proposed essential terms have been agreed to by WDNA:

<b>Land:</b>	<ul style="list-style-type: none"> <li>• Lot 555 on Deposited Plan 64232, being the whole of the land in Crown Land Title Volume LR3158 Folio 501, also known as Reserve 28058 and situated at 100 Kingsway, Madeley (Reserve 28058); and</li> <li>• Lot 12652 on Deposited Plan 219362 being the whole of the land in Crown Land Title Volume LR3084 Folio 224, also known as Reserve 44878 and situated at 130 Kingsway, Madeley (Reserve 44878).</li> </ul>
--------------	--

<b>Premises:</b>	<p>Portions of the Land as identified on the plan in <b>Attachment 1</b>, incorporating:</p> <ul style="list-style-type: none"> <li>• Club Rooms areas (x3);</li> <li>• Umpires Office;</li> <li>• Storage Sheds (x2); and</li> <li>• Match Office/ First Aid Room.</li> </ul> <p>(The Premises area does not include adjacent areas which are under a hire arrangement (as non-exclusive access), such the light infrastructure and court areas.)</p>
<b>Lessee:</b>	Wanneroo District Netball Association
<b>Use of premises:</b>	Club activities including, storage, first aid room and club rooms.
<b>Term:</b>	<p>Ten (10) years with no option</p> <p>(The Club was initially offered a lease with a 5-year term and a 5-year option to renew. After discussions, the terms were revised and agreed to reflect a 10-year lease with no renewal options.)</p>
<b>Commencement Date:</b>	<p>The later of:</p> <ul style="list-style-type: none"> <li>• the date the lease is executed by all parties; and</li> <li>• the date of the Minister for Lands' consent to the lease.</li> </ul> <p>Provided that the Commencement Date must not be later than the date three (3) months after the date of the Minister for Lands' consent to the Lease.</p> <p><i>(This method for determining the Commencement Date reflects DPLH practice as part of confirming the Minister for Lands' approval under Section 18 of the Land Administration Act 1997 (WA))</i></p>
<b>Rent:</b>	\$1 (peppercorn) per annum plus GST, payable on demand.
<b>Maintenance Fee:</b>	<p>\$8,138 (plus GST) per annum payable annually in advance from the Commencement Date and continuing until the expiry or earlier termination of the Lease, as reviewed on the Fee Review Dates.</p> <p>The fee proposed means the City will be responsible for a specified list of scheduled maintenance items, including heating, ventilation and air conditioning, roof and gutters, roof safety systems (roof anchor points), fire equipment compliance testing, electrical testing (RCDs and emergency and exit lighting), solar panel inspection and cleaning, plumbing (backflow testing and renewal of inline water filters), pest control and repair of external vandalism.</p> <p>(The maintenance fee is reviewed annually by CPI, with further provision for adjustment if the actual cost of the maintenance incurred by the City increases beyond CPI.)</p>

<b>Rates &amp; Taxes:</b>	All rates and taxes assessed on the Premises are payable by the Lessee.
<b>Outgoings:</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. The water and electricity are sub-metred. The gas is not sub metred yet.
<b>Building Insurance:</b>	Lessee responsibility (City to arrange insurance and recover the premium from the Lessee).
<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>	Lessor (City) responsibility
<b>Statutory Compliance:</b>	Lessee responsibility

Final draft lease documentation (based on a City template and reviewed by the City's internal legal section), 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, as required under Section 18 of the *Land Administration Act 1997* (WA). 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 WDNA has occupied the site for many years and continues to be an important sporting and community organisation for the Wanneroo community.

## Comment

Administration recommends the proposed lease to WDNA as outlined in this report.

The new lease will provide a longer-term tenure for WDNA, supporting future club development in the recently upgraded facility.

## Statutory Compliance

The proposed lease to WDNA 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:

- 1 ~ An inclusive and accessible City with places and spaces that embrace all*  
*1.2 - Valued public places and spaces*

## Risk Appetite Statement

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

## Risk Management Considerations

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

The above risk relating to the issue contained within this report has been identified and considered within the City's 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.

WDNA is classified as a category 5 organisation under the City's Leasing Policy.

## Financial Implications

The City will receive an annual income of \$8,138 per annum (plus GST) from WDA's payment of the maintenance fee (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.

Administration investigated the possibility of a gas sub meter as WDNA was concerned that the gas bills will be high due to the hot water unit being on all year round. Gas is used to heat the water, and they also have one hot chip oven.

Following a consultant's investigation determining that sub-metering was impractical (as the sub-metering costs were significantly more than the expected utility recovery), Administration and WDNA agreed to an approximate percentage for future apportionment of utility costs. It was further determined that that school use for events and competitions within the utility service area contributes 5%, and so WDNA will pay 95% of the gas bills incurred. This will be reflected in an apportionment provision in the new lease.

## Voting Requirements



Simple Majority

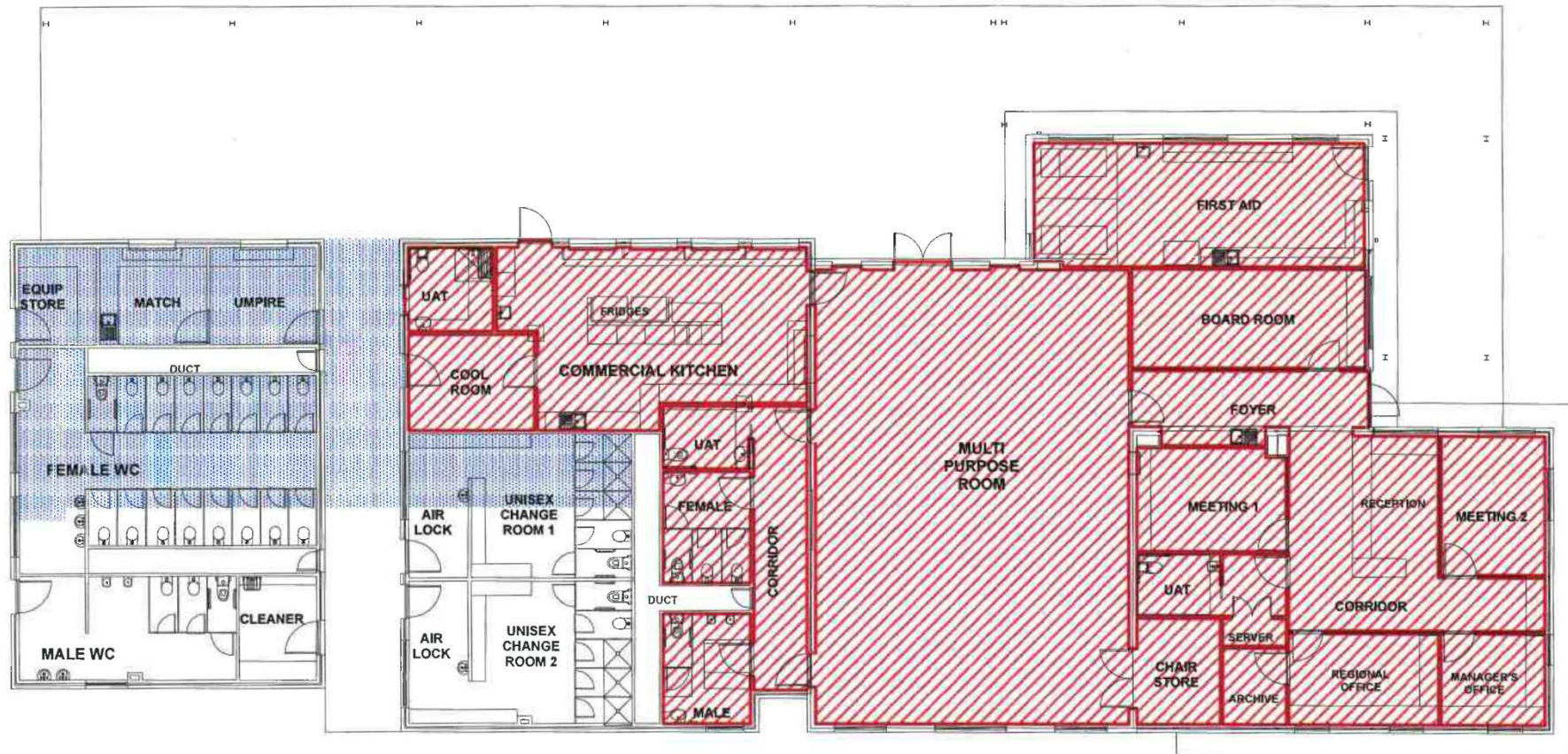
## Recommendation

That Council: -

1. **APPROVES** in principle, a lease of portions of:
  - a) Reserve 28058, being Lot 555 on Deposited Plan 64232 and the whole of the land in Crown Land Title Volume LR3158 Folio 501, situated at 100 Kingsway, Madeley; and
  - b) Reserve 44878, being Lot 12652 on Deposited Plan 219362 and the whole of the land in Crown Land Title Volume LR3084 Folio 224, situated at 130 Kingsway, Madeley, to Wanneroo District Netball Association in accordance with the essential lease terms described in the Administration report.
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 between the City and Wanneroo District Netball Association in accordance with the City's Execution of Documents Policy.

*Attachments:*

- |   |  |           |
|---|--|-----------|
| 1  | Attachment 1 - New Clubroom & Licence Area Plan - WDNA | 21/133626 |
| 2  | Attachment 2 - Aerial Plan - WDNA                      | 21/121313 |



  LEASE AREA (approx 455m<sup>2</sup>)  
  LICENCE AREA (approx 220m<sup>2</sup>)

**WANNEROO DISTRICTS NETBALL ASSOCIATION Inc.**  
**LEASE AREA - CLUB ROOMS**  
**100 (PORTION R28058) KINGSWAY, MADELEY**

SCALE: 1: 200 @ A4

DATE: March 2021

REF: 2021-03 wdna leases V2

NOTE: While the City of Wanneroo has made every effort to ensure the accuracy and completeness of data it accepts no responsibility or liability for any errors or omissions within the information presented.  
 Based on information provided by and with the permission of the Western Australian Land Authority trading as LANDGATE (2012).





NOTE: While the City of Wanneroo has made every effort to ensure the accuracy and completeness of data it accepts no responsibility or liability for any errors or omissions within the information presented. Based on information provided by and with the permission of the Western Australian Land Authority trading as LANDGATE (2012).

## Council & Corporate Support

### CS10-11/24 Proposal for Minor Change to Ward Boundary

---

File Ref: 14553V017 – 24/381819  
Responsible Officer: Director Corporate Strategy & Performance  
Attachments: 2

#### Issue

For Council to consider the submission of a proposal for a minor change to the boundaries of the North Ward and North-East Ward to the Local Government Advisory Board (**Board**).

#### Background

Schedule 2.2 of the *Local Government Act 1995* (the **Act**) requires local governments that implement a system of wards to keep ward boundaries and representation under review to ensure that the ward system remains fit for purpose and appropriately representative.

The Board provides guidelines for local governments to use in determining whether its system of wards requires review. Among these considerations and considered “particularly significant” by the Board is the ratio of electors to Councillors, which is recommended to deviate no more than 10% from the ratio for the district as a whole.

Schedule 2.2 of the Act defines the process for conducting a review of wards and representation, with clause 5 providing for a local government (by absolute majority decision) to propose to the Board the making of an order to change a ward boundary if in the opinion of the Council the proposal is:

- required to maintain an appropriately representative system of wards; and
- of a minor nature.

#### Detail

Elector numbers provided by the Western Australian Electoral Commission (**WAEC**) show that at the 2021 Ordinary Council Election the North-East Ward had a Councillor: Elector ratio of 1:8,516, being more than 10% lower than the district ratio of 1:9,541.

By the time of the 2023 Election, WAEC figures show that the variance for the North-East Ward had increased to -12.97% (with one Councillor to 8,792 electors compared to a district average of one to 10,102), while the rapid growth in population in the North Ward had resulted in a variance of +11.49% (one Councillor to 11,263 electors). All other Wards had ratio variances within the +/- 10% limit.

Extrapolating the change between 2021 and 2023 to the time of the 2025 Election indicates that should population growth continue at the same pace then the North Ward could vary from the district ratio by as much as +22%.

Noting the length of time required to conduct a review of wards and representation (expected to be between four and six months) and challenges such as the 2025 State and Federal Elections which will limit access to State Government resources including the Board, it will not be possible to conduct a review of wards and representation in time to correct the ratio variance before the 2025 Election. However, given that the two affected Wards share a boundary, it is proposed that a minor change to that boundary, which does not require a full review process



and could be completed in a shorter time, could transfer enough electors from the North Ward to the North-East Ward to mitigate the variance.

Several change scenarios have been considered:

Option 1: Transfer the suburb of Carabooda from the North Ward to the North-East Ward;

Option 2: Transfer the suburb of Alkimos from the North Ward to the North-East Ward;

Option 3: Transfer that portion of the suburb of Alkimos lying east of Marmion Avenue from the North Ward to the North-East Ward;

Option 4: Transfer the suburb of Jindalee from the North Ward to the North-East Ward (recommended option).

Option 4 is recommended for the following reasons:

- Because of Carabooda's small population (approx. 350 persons of voting age at the 2021 census, the latest discrete data for this suburb), Option 1 will not result in enough electors moving to significantly affect the ratio variance;
- Because of Alkimos' large population (est. more than 8,800 electors by the 2025 election) Option 2 would have the effect of reversing, not correcting, the ratio variance. A change affecting this many electors may also not be considered to be of a minor nature by the Board;
- Option 3 is a credible option. It would transfer an appropriate number of electors from the North Ward to the North-East Ward (approx. 4,060), leaving both wards within the 10% acceptable variance (+2.97% and +3.69% respectively). This option brings the ward ratios closest to the district ratio, and noting that Alkimos is a fast-growth suburb the sharing of this locality between the wards gives a reasonable assurance of future-proofing. However, it is acknowledged that there are challenges associated with communication and elector perception when ward boundaries do not follow suburb boundaries;
- Option 4 would transfer an estimated 3,541 electors from the North Ward to the North-East Ward, giving ratios of 1:11,293 and 1:10,848 which are +5.40% and +1.25% distant from the district ratio respectively. Jindalee being a more mature suburb is not expected to grow at the same rate as Alkimos with the likely result being that another correction will be required sooner rather than later as the North Ward's population grows faster than the North-East Ward. However, for ward boundaries to exactly follow suburb boundaries offers benefits in communicating the change to the community and supports elector understanding of the updated ward system.

Maps showing Option 3 and Option 4 are attached.

Justification for considering either Option 3 or Option 4 a minor change is based on the small number of electors affected compared to the populations of the two wards as well as the fact that only two of the City's seven wards are involved.

If Council approves the proposal then Administration will write to the Board to request the making of an order under Section 2.2(1)(c) of the Act to amend the boundaries of the North and North-East Wards. The Board will review the request and either:

- Accept it as a minor change and recommend the making of the order to the Minister; or
- Decline to accept it as a minor change and inform the City of its decision. The City will then be required to conduct a review of wards and representation.

## Consultation

No public consultation is required to support a proposed minor change.

Elector numbers have been taken from WAEC reports on the 2021 and 2023 elections, from the Australian Bureau of Statistics census data, and from the .idForecast population and demographic data service.

### **Comment**

The City of Wanneroo last proposed a minor change to ward boundaries to the Board in 2000 following the correction of the Alexander suburb boundary, to bring the ward boundary into alignment with the updated suburb boundary. This proposal was accepted as a minor change by the Board.

Noting the pace and uneven distribution of population growth within the City of Wanneroo, a full review of wards and representation is recommended to be completed prior to the 2027 Ordinary Council Election.

### **Statutory Compliance**

Section 2.2 and Schedule 2.2 of the *Local Government Act 1995*.

### **Strategic Implications**

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

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

*7.2 - Responsibly and ethically managed*

### **Risk Appetite Statement**

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

### **Risk Management Considerations**

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

### **Policy Implications**

Nil

### **Financial Implications**

It is noted that ward maps appear on a range of City published documents. Funds to update these resources are available in the City's operating budget.

### **Voting Requirements**

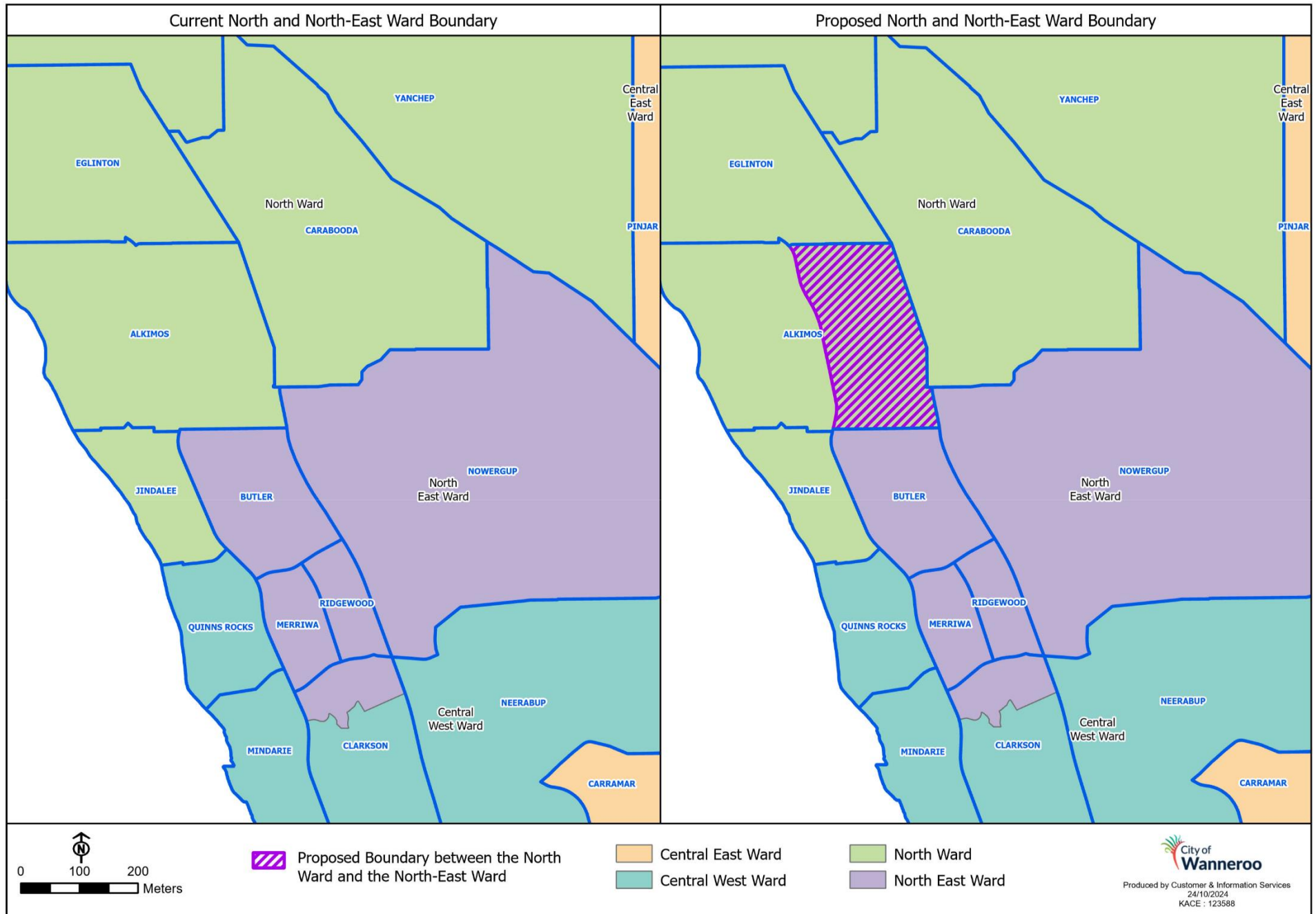
Absolute Majority

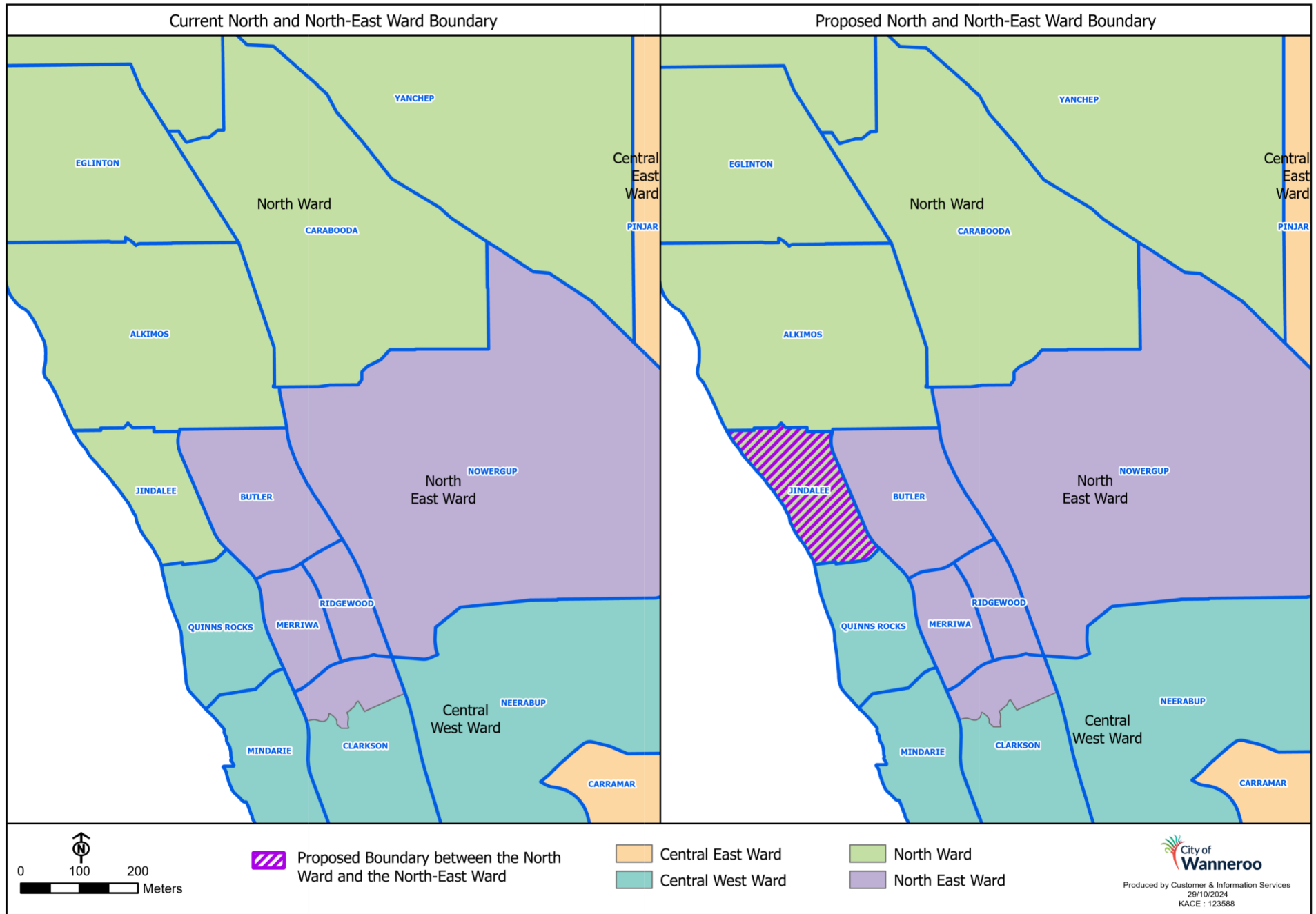
## Recommendation

**That Council by ABSOLUTE MAJORITY DIRECTS Administration to propose to the Local Government Advisory Board the making of an order under Section 2.2(1)(c) of the *Local Government Act 1995* to change the boundary of the North-East Ward to include the suburb of Jindalee and to change the boundary of the North Ward accordingly.**

### *Attachments:*

- 1. [Attachment 1 - Proposed Boundary between the North Ward and the North-East Ward - Option 3](#) 24/387610
- 2. [Attachment 2 - Proposed Boundary between the North Ward and the North-East Ward - Option 4](#) 24/387611







## **Chief Executive Office**

### **Governance & Legal**

#### **CE01-11/24     Ordinary Council Meetings and Forums of Council Policy**

---

File Ref: 50350 – 24/350322  
Responsible Officer: Chief Executive Officer  
Attachments: 1

### **Issue**

To consider the establishment of a new City of Wanneroo Ordinary Council Meeting and Forums of Council Policy (**Policy**) (**Attachment 1**).

### **Background**

Section 2.7(2)(b) of the *Local Government Act 1995* (the **Act**) outlines that one of the key roles of Council is to determine the local government's policies.

Section 5.41(b) of the Act further stipulates that a function of the Chief Executive Officer is to ensure that the Council has access to advice and information necessary for informed decision-making.

Following an analysis of the City of Wanneroo's (**City**) Standing Orders Local Law 2021, *Local Government Act 1995*, *Local Government (Administration) Regulations 1996* (**Regulations**), and the City's Corporate Framework, it is recommended that this Policy be developed to address existing gaps and improve understanding of the process.

The Act and Regulations do not prescribe all matters concerning meeting procedures, and the City's Corporate Governance Framework offers only a high-level overview of the meeting cycle. Establishing this Policy will ensure that Council operates within its legislative authority, while fostering a decision-making process that is well-documented, transparent, and accountable. This will also provide clarity for both Council Members and the community regarding how decisions are made and the role each party plays within the governance framework.

To support the development of this new Policy, Hammond Woodhouse Advisory (**HWA**) was contracted to engage with Council Members and facilitate discussions aimed at shaping the Policy. In addition to facilitating these discussions, HWA conducted a brief survey of Council Members to gather valuable insights into the current governance processes and identify areas for improvement. These insights played a key role in ensuring the new Policy addresses both existing gaps and potential future challenges.

The creation of a Policy is seen as a proactive step in aligning the City's governance practices with best practices across the sector. It will also provide a consistent framework that can be applied to future decision-making processes, further reinforcing accountability and transparency within Council operations.

### **Detail**

The proposed Policy aims to establish clear guidelines and processes for decision-making, empowering Council Members to make informed choices based on accurate and accessible information. It will define the roles and responsibilities of all parties involved in the decision-making process, ensuring that the Council operates within its legislative framework while fostering accountability and transparency.

Furthermore, the Policy will serve as a valuable resource for both Administration and the community, providing insight into the decision-making process and the information that supports the Council's decisions. By enhancing transparency and clarity, the Policy promotes a participatory governance model, enabling the community to better understand and engage with the Council's actions. This collaborative effort focuses on addressing existing gaps and creating an inclusive, well-documented decision-making system, which aims to strengthen the relationship between the Council, Administration, and the community.

Under the previous Council meeting schedule, the Council's meetings followed a four-week cycle, resulting in inconsistent meeting dates. To facilitate participation, Agenda Briefings and Ordinary Council Meetings will be scheduled for a specific Tuesday each month with Council Committee meetings to be held on Monday evenings.

Administration developed two options for the 2025 meeting cycle to facilitate the formalisation of the proposed Policy.

#### Option 1

- Agenda Briefing on the second Tuesday of the month;
- Council Meeting on the fourth Tuesday of the month;
- Concept Forums on the first, third and fifth Tuesday of the month; and
- Council Committee and Working Group Meeting on the first, third and fifth Monday of the month.

#### Option 2

- Agenda Briefing on the third Tuesday of the month;
- Council Meeting on the fourth Tuesday of the month;
- Concept Forums on the first, second and fifth Tuesday of the month; and
- Council Committee and Working Group Meeting on the first, second and fifth Monday of the month.

Following feedback from Council Members, Administration based the proposed Policy on Option 1 for the 2025 meeting cycle and the meeting schedule will be:

- Agenda Briefings held on the second Tuesday of each month; and
- Ordinary Council Meetings held on the fourth Tuesday of each month.

Both meetings will commence at 6:00pm in the City of Wanneroo Council Chamber.

If an Ordinary Council Meeting, Agenda Briefing or Council Committee Meeting reaches 10:45pm, Council / Presiding Member may decide to either extend the meeting for a further 15 minutes to allow for any remaining business to be concluded or determine to adjourn the meeting.

If any business remains at 11:00pm the meeting must adjourn to a day and time which is at least 10 hours later to deal with any outstanding agenda items and a notice must be published on the City's office website listing when the meeting will resume.

The Agenda Briefing and Ordinary Council Meeting agendas will be made available on the City's official website no later than 5:00pm on the Wednesday immediately preceding the meeting.

This new schedule aims to provide clearer information about the timing of Council meetings for the community.

Below is the proposed meeting schedule for the 2025 Agenda Briefings and Ordinary Council Meetings.

<b>AGENDA BRIEFING</b> <i>(All meetings commence at 6:00pm)</i>	<b>ORDINARY COUNCIL MEETING</b> <i>(All meetings commence at 6:00pm)</i>
Tuesday, 11 February 2025	Tuesday, 25 February 2025
Tuesday, 11 March 2025	Tuesday, 25 March 2025
Tuesday, 8 April 2025	Tuesday, 22 April 2025
Tuesday, 13 May 2025	Tuesday, 27 May 2025
Tuesday, 10 June 2025	Tuesday, 24 June 2025
Tuesday, 8 July 2025	Tuesday, 22 July 2025
Tuesday, 12 August 2025	Tuesday, 26 August 2025
Tuesday, 9 September 2025	Tuesday, 23 September 2025
October 2025 – no meetings due to Local Government Elections	
Tuesday, 11 November 2025	Tuesday, 25 November 2025
Tuesday, 9 December 2025	Tuesday, 16 December 2025*
	Annual General Meeting Monday, 8 December 2025

\* Council Meeting will take place on the third Tuesday of the month due to the Christmas period

If there is no Ordinary Council Meeting in October 2025, Administration will present the financial reports required under section 6.4 of the Act and regulation 34 of the *Local Government (Financial Management) Regulations 1996* to the November 2025 Ordinary Council Meeting. The Annual General Meeting of Electors is proposed for Monday, 8 December 2025.

Special Council Meetings will be called when required in accordance with the Act.

The last Ordinary Council Meeting for 2024 is scheduled for Tuesday, 10 December 2024, followed by the first Council Briefing Forum of 2025 on Tuesday, 11 February 2025.

This results in a nine-week recess between 2024 and 2025 during the Christmas and New Year holiday period, consistent with the nine-week recess from 2023 to 2024.

The 2025 Public Holidays (as approved by the *Western Australian Department of Mines, Industry Regulation and Safety*) are as follows:

New Year's Day	Monday 1 January
Australia Day	Monday 27 January
Labour Day	Monday 3 March
Good Friday	Friday 18 April
Easter Sunday	Sunday 20 April
Easter Monday	Monday 21 April
Anzac Day	Friday 25 April
Western Australia Day	Monday 2 June
King's Birthday	Monday 29 September
Christmas Day	Thursday 25 December
Boxing Day	Friday 26 December

## Consultation

Consultants Hammond Woodhouse Advisory collaborated with Council Members throughout the draft policy discussions and the CEO consulted with Administration and the executive team.

Internal consultation was undertaken to ensure the proposed 2025 meeting dates align with required times relating to administrative processes.

## Comment

The City currently does not have a formal policy that clearly outlines the decision-making process for Council Members, Administration, and the community. This absence creates a gap in understanding how decisions are made, what information is considered, and how different stakeholders are involved in the process. Without a comprehensive and accessible Policy, it may be challenging for Council Members to navigate the decision-making process, and it could limit transparency and accountability in Council operations.

To address this, the Ordinary Council Meetings and Forums of Council Policy has been developed in collaboration with Council. This Policy will serve as a critical tool for providing all stakeholders, Council Members, Administration, and community members, with clear, consistent, and structured access to the decision-making process. It will outline key steps, define roles and responsibilities, and ensure that decisions are informed by relevant data and legislative obligations.

By developing this Policy in conjunction with Council, the City ensures that it reflects the practical needs of decision-makers while promoting transparency and participation. The Policy will not only improve the efficiency and clarity of Council's decision-making but also enhance public trust by making the process more accessible and understandable to the community.

Should Council approve the proposed Policy the Council Meeting schedule local public notice will be given in accordance with Regulation 12 of the *Local Government (Administration) Regulations 1996*.

## Statutory Compliance

Section 2.7 (2) (b) and Section 5.41 (c) of the *Local Government Act 1995*.

Section 5.3 and 5.4 of the *Local Government Act 1995*.

Regulation 12 of the *Local Government (Administration) Regulations 1996* (the Regulations).

## 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**

Supporting policies and procedures, if required, will be developed to support the Policy.

## **Financial Implications**

Any additional costs would be covered by the operational budget.

## **Voting Requirements**

Simple Majority

## **Recommendation**

**That Council:-**

- 1. ADOPTS the Ordinary Council Meetings and Forums of Council Policy as shown in Attachment 1;**
- 2. In accordance with section 5.4 of the *Local Government Act 1995* ADOPTS the schedule of 2025 Council Meeting dates for the period January 2025 to December 2025, as detailed in this report, and**
- 3. NOTES Administration will give local public notice of the 2025 Council Meeting schedule in accordance with Regulation 12 of the *Local Government (Administration) Regulations 1996*.**

*Attachments:*

1 [1](#). Attachment 1 - Ordinary Council Meetings and Forums of Council Policy 24/347840





## Council Policy

### ORDINARY COUNCIL MEETINGS AND FORUMS OF COUNCIL

<b>Responsible Directorate:</b>	<i>Office of the CEO</i>
<b>Responsible Service Unit:</b>	<i>Governance and Legal</i>
<b>Date of Approval:</b>	
<b>Council Resolution No:</b>	

#### 1. POLICY STATEMENT

The City of Wanneroo (**the City**) is dedicated to providing efficient, participatory and statutory compliant Ordinary Council Meetings and Forums of Council Policy (**Policy**) for the Ordinary Council Meetings, Forums of Council, Council Committees and Working Group Meetings.

#### 2. OBJECTIVE AND PURPOSE

##### Objective

The objective of this Policy is to establish a functional, transparent, and statutory compliant framework for meetings and forums.

##### Purpose

The purpose of the policy is to:

- Engage the Council Members in policy, strategy and other important complex issues from concept through to adoption;
- Provide an opportunity for Council Members to participate in the Council's policy and strategy development agenda in collaboration with the City's officers;
- Result in proper and appropriate decision making; and
- Establish timeframes within meeting cycles that provide Council Members with the proper opportunity to absorb and comprehend advice and information.

#### 3. KEY DEFINITIONS

<b>Act</b>	Means the <i>Local Government Act 1995</i>
<b>Administration</b>	The operational arm of the City which includes the employees and is headed by the CEO.
<b>Agenda Briefing</b>	Meeting where Council Members and the community can ask questions, seek clarification and request further information on all matters due for deliberation and consideration at the forthcoming ordinary council meeting and is open to the public.
<b>CEO Strategic Briefing</b>	A CEO strategic briefing provides the CEO and the Council Members with the opportunity to discuss and provide feedback



## Council Policy

	on matters of strategic significance to the City and is not open to the public.
<b>Concept Forum</b>	Meeting where Council Members and administration can facilitate the exchange of information and knowledge and is closed to the public.
<b>Council Committee</b>	A committee established under section 5.8 of the Act.
<b>Council Member</b>	Means a person elected under the LG Act as a member of the council of the local government and includes the Mayor or president of the local government
<b>Employee</b>	Means a person employed by a local government under section 5.36(1) of the Act.
<b>Ordinary Council Meeting</b>	A formal meeting of Council conducted in accordance with the Act and applicable local laws for the purpose of considering and dealing with the ordinary business of the Council.
<b>Working Groups</b>	Working Groups are established by a resolution of Council.

#### 4. SCOPE

This policy applies to all Council Members, the Administration and community members who participate in and inform the Council decision-making process.

#### 5. IMPLICATIONS

Priority 7.1 Clear direction and decision making:-

*"The City of Wanneroo will have a clear plan for the future and be able to demonstrate successful results. Decision-making will focus on achieving the best outcomes and be in line with the Vision, Goals and Priorities informed by the community."*

#### 6. IMPLEMENTATION

##### 6.1 Ordinary Council Meetings

Ordinary Council Meetings are the principal assembly in which decisions are made by the Council, the peak decision-making body of the City of Wanneroo.

Meetings are to be convened on the fourth Tuesday of the month and conducted in the City of Wanneroo Council Chamber, commencing at 6:00pm, except in:

- a) January whereby an Ordinary Council Meeting will not occur.
- b) October of an ordinary election year whereby an Ordinary Council Meeting will not occur.
- c) December whereby the Ordinary Council Meeting will be conducted on the third Tuesday of that month.



## Council Policy

The Agenda for the Ordinary Council Meeting shall be made available to Council Members via the Councillors Hub and to the public via the City's official website no later than 5:00pm on the Wednesday immediately preceding the meeting.

An Ordinary Council Meeting is to be conducted in accordance with the *Local Government Act 1995* ("the Act"), the *Local Government (Administration) Regulations 1996* and the *City of Wanneroo Standing Orders Local Law 2021*.

### 6.2 Council Committees and Working Group Meetings

Council Committees and Working Groups will be convened on the first, third and fifth Monday of the month commencing at 6:00pm. Council Committees will be conducted in the City of Wanneroo Council Chamber and Working Groups will be conducted in City of Wanneroo Lechenaultia Room.

Council Committee and Working Group meetings are to be closed to the public and all discussions and subject matter are confidential.

Agenda papers for the Committees and Working Groups are to be distributed to the Council Members no later than 5:00pm on the Wednesday immediately preceding the Committee or Working Group Meeting.

### 6.3 Forums of Council

The principal objective of a council forum is to facilitate the exchange of information and knowledge between the Council Members and the Administration. The subject matter of a council forum will generally lead to decision-making at an Ordinary Council Meeting.

A council forum is not convened under the provisions of Act and, therefore, the guidelines relating to procedural and behavioural control as recommended in the "Local Government Operational Guidelines – Council Forums" are to be applied to this Policy.

- The Mayor is to facilitate, guide and chair the council forum and all questions and discussion are to be directed through the chair.
- In the absence of the Mayor, the Deputy Mayor is to facilitate, guide and chair the council forum, and otherwise by consensus of those Council Members present.
- There is to be no decision making, whether implied or otherwise, at a council forum.
- The declaration of interest provisions applying to council meetings are to apply to a council forum.
- A record is to be kept of opening and closing times, attendance, declaration of interest, requests for information, summary of discussion and actions.
- A schedule of the next three months of Forums of Council will be listed in the Wanneroo Wrap.



## Council Policy

The City has two categories of Forums of Council as follows:

- Agenda Briefing; and
- Concept Forum.

### 6.3.1 Agenda Briefing

An agenda briefing is the forum at which the Council Members and the community can ask questions, deputise and seek clarification and request further information on all matters due for deliberation and consideration at the forthcoming Ordinary Council Meeting.

The agenda briefing is to be open to the public unless a confidential matter, as provided under section 5.23 of the Act, is to be dealt with and the meeting is closed to the public. The reason for closure is to be recorded.

Debating, "debate style" discussion or any statements or expression that might influence or indicate the way in which a Council Member might vote is not permitted.

An item to be addressed is to be limited to a matter on the agenda which is to be subject to deliberation at the next Ordinary Council Meeting.

With the exception of the monthly financial, investment and list of accounts for payments reports, any items for consideration at the Ordinary Council Meeting that have not been listed on the agenda for the Agenda Briefing must be treated as urgent business as provided for in section 3.17 of the *Standing Orders Local Law 2021*.

An agenda briefing is to be convened on the second Tuesday of the month commencing at 6:00pm and conducted in the City of Wanneroo Civic Council Chambers.

Agenda briefing papers are to be distributed to the Council Members no later than 5:00pm on the Wednesday immediately preceding the briefing.

A request from a Council Member for more information or advice is to be recorded and a response is to be included in the Ordinary Council Meeting agenda.

A Council Member who intends to submit an alternate motion (i.e. a motion which is materially different to an officer's recommendation) should preferably give notice to do so at the agenda briefing but, in any case, no later than 5:00pm on the Tuesday preceding the Ordinary Council Meeting.

Proposed alternate motions are to be circulated to all Council Members at the same time as the Ordinary Council Meeting agenda.



## Council Policy

### 6.3.2 Concept Forum

Concept forums are to be closed to the public and all discussions and subject matter are confidential.

Concept forums are convened on the first, third and fifth Tuesday of the month commencing at 6:00pm and conducted in the City of Wanneroo Lechenaultia Room.

Agenda papers and other informing documents are to be distributed to the Council Members no later than 5:00pm on the Wednesday immediately preceding the concept forum.

There is limited time available and a relatively high demand for concept forums.

Consequently, the CEO is to ensure that any item put on the agenda is absolutely essential and that the complexity of the subject matter is such that it cannot be suitably explained by other means such as a comprehensive officer's report via the agenda briefing, a video presentation or a briefing report on the Councillors Hub or other similar means.

The CEO is to consider including proposed items on the agenda at the request of four Council Members.

As a concept forum is not open to the public and does not involve any decision making or formal consideration of matters requiring a decision, there are to be matters which, by their nature, are not to be considered. Those matters include:

- An application for development approval;
- A recommendation in relation to applications for subdivision approval;
- An initiation of a local planning scheme amendment or a rezoning;
- Consideration of a proponent's structure plan; and
- An application for a licence, permit, approval or other authorisation under a local law.

All items presented at concept forums must provide appropriate time at the conclusion of presentations for questions, comments and requests for clarification from Council Members.

The agenda for a concept forum will be split into three sections:

- **Briefing** – information exchange
- **Workshop** – facilitated discussion
- **CEO Strategic Briefing** – important/emerging issues





## Council Policy

### Section 1 - Briefing

The briefing section of the concept forum agenda provides an opportunity for information exchange between a staff member or consultant delivering a presentation, and the Council Members. The discussion is informed by previously distributed supporting materials with the opportunity for questions and feedback from the Council Members.

### Section 2 - Workshop

The workshop section of the concept forum provides an opportunity for a facilitated discussion between Council Members and the staff on a new or major revision of policy, strategy, or other important complex issue informed by a discussion paper.

A workshop is to be led by an appropriately trained facilitator so that the participants can effectively express themselves and uniform concepts, themes and collective desires can be distilled and summarised.

A discussion paper on the subject matter in the format provided for in **Appendix A** is to be used to inform the workshop.

The summarised outcomes of a workshop are to be used by the CEO to inform the development of all City of Wanneroo policy and strategy and advocacy positions on complex matters.

### Section 3 - CEO Strategic Briefing

The CEO strategic briefing section of the concept forum agenda provides the CEO and the Council Members with a quarterly opportunity to discuss and provide feedback on matters of strategic significance to the City.

Business items are subject to the discretion of the CEO but may include:

- Progress reporting on the achievement of previously agreed key focus areas;
- Discussion on emerging opportunities or challenges coming from significant strategic issues; and
- Briefing on key strategic risks.

### 6.4 Adjournment of Ordinary Council, Council Committee and Forums of Council Meetings

Council and Committees may adjourn the meeting to another day, time and place to resume from the point it adjourned.



## Council Policy

The Mayor / Presiding Member may adjourn a meeting for 15 minutes to regain order of a meeting that has been disrupted.

If the meeting is adjourned for a second time due to disruption, the Mayor / Presiding Member must adjourn the meeting to another day, time or place (not on the same day), with notice being published on the City's official website.

If a meeting reaches 10:45pm Council / Presiding Member may decide to either extend the meeting for a further 15 minutes to allow for any remaining business to be concluded or determine to adjourn the meeting.

If any business remains at 11:00pm the meeting must adjourn to a day and time which is at least 10 hours later to deal with any outstanding agenda items and a notice must be published on the City's office website listing when the meeting will resume.

### **7. AUTHORITIES AND ACCOUNTABILITIES**

The Executive Manager Governance and Legal is responsible for implementation of this policy in collaboration with relevant service unit managers.

### **8. ROLES AND RESPONSIBILITIES**

Council & Corporate Support are responsible for the preparation and distribution of agendas, discussion papers and minutes in conjunction with Governance and Legal and the CEO.

### **9. DISPUTE RESOLUTION (if applicable)**

All disputes regarding this policy will be referred to the Executive Manager Governance and Legal in the first instance. If an agreement cannot be reached, the matter will be submitted to the CEO for a ruling.

### **10. EVALUATION AND REVIEW**

This policy will be reviewed every 12 months.

An evaluation of the effectiveness of the Policy will be based on whether users of the Policy consider it to be comprehensive.

### **11. RELATED DOCUMENTS**

City of Wanneroo Code of Conduct – Council Members, Committee Members & Candidates.  
City of Wanneroo Standing Orders Local Law 2021.

### **12. REFERENCES**

*Local Government Act 1995.*

*Local Government (Administration) Regulations 1996.*



Department Local Government Sport and Cultural Industries - Local Government Operational Guidelines No. 5 – January 2004 *Council Forums*.

**13. RESPONSIBILITY FOR IMPLEMENTATION**

Executive Manager Governance and Legal.

**REVISION HISTORY**

Version	Next Review	Record No.
1	November 2025	24/347840



## Council Policy

### APPENDIX A

Discussion Paper Format:

- Subject Matter
- Executive Summary
- Background
- Proposed Policy Approach
- Alternative Options
- Recommended Stakeholder Engagement
- Legislative / Strategic / Financial / Risk Implications

---

**CE02-11/24     Policy Review Committee Terms of Reference**

---

File Ref: 50350 – 24/324188  
Responsible Officer: Chief Executive Officer  
Attachments: 1  
Previous Items: CE01-09/24 - Extension of Review Dates of Council Policies - Ordinary Council - 10 Sep 2024

**Issue**

To consider the draft Terms of Reference for the Policy Review Committee (**Committee**).

**Background**

At the Ordinary Council meeting held on 10 September 2024, Council considered an amendment to report CE01-09/24 (Extension of Review Dates of Council Policies) and endorsed the following:

*“That Council:- ...*

4. *BY ABSOLUTE MAJORITY establishes the Policy Review Committee in accordance with section 5.8 of the Local Government Act 1995 to assist the Council in fulfilling its responsibility under section 2.7(2)(b) of the Local Government Act 1995 in determining the policies of the Council; and*
5. *REQUESTS the CEO to present the terms of reference for adoption no later than the November 2024 Ordinary Council Meeting with the following guiding principles:*
  - a) *Purpose - to assist the Council in fulfilling its responsibility under section 2.7(2)(b) of the Local Government Act 1995 in determining the policies of the Council. The purpose of the Committee will be limited to review and change of any existing Council and Local Planning Policies. This Committee is not to deal with any new Council policies or Local Planning Policy proposals by Administration or Council Members unless requested by Council.*
  - b) *Membership - comprising of seven (7) Council Members with all remaining Council Members appointed as deputies.*
  - c) *Delegated Authority – None – section 2.7(2)(b) is a role of Council.*
  - d) *Meetings - The Committee shall meet on an annual basis with additional meetings scheduled as required with notice.*

*The substantive motion as amended was put and*

**CARRIED BY ABSOLUTE MAJORITY**  
**12/0”**

As per item 5 of the above Council resolution, Administration has prepared the draft Terms of Reference (**Attachment 1**) to inform the formation of the Policy Review Committee.



## Detail

Council may establish committees of three or more persons to assist and to exercise the powers and discharge the duties of the local government under section 5.8 of the *Local Government Act 1995 (the Act)*.

Council's role in determining policies in accordance with section 2.7(2)(b) of the Act is a governing role of the Council and, therefore, would be exercisable by the Council.

A local government can delegate to a Committee, by absolute majority, any of its powers and duties other than the power of delegation section 5.16(1), and any power or duty that requires a decision of an absolute majority of the Council in accordance with section 5.17(1)(a)(i). The delegated powers must be recorded in the City's Delegation Register in accordance with section 5.18 of the Act.

The power to delegate in section 5.16(1) is considering the local governments powers, not the delegation of the role of Council.

In accordance with section 5.17(1)(a) of the Act, Council has the authority to delegate its policy-making powers and duties to the Committee, except for those decisions requiring an absolute majority of the Council. However, broader governance and policy considerations need to be considered when determining whether, and to what extent, the Committee (as opposed to the full Council) should be empowered to review, repeal, and adopt revised Council Policies. As per section 5.18 of the Act, any delegated powers must be recorded in the City's Delegation Register. Additionally, section 5.23(1)(a) of the Act stipulates that meetings of a Council Committee with delegated authority are to be open to the public, except where section 5.23(2) applies, allowing for meetings or parts of a meeting to be closed.

A committee may include Council Members, employees, and members of the public, appointed by an absolute majority as per section 5.10 of the Act. Deputy Members are similarly appointed by an absolute majority in accordance with Section 5.11A of the Act.

If the Mayor expresses interest in joining the Committee, they must be appointed in accordance with section 5.10(4) of the Act.

The Committee is to meet annually, with additional meetings scheduled as needed, with proper notice.

The proposed membership of the Committee includes:

- Up to seven Council Members (delegates);
- Remaining Council Members (deputy delegates);
- Chief Executive Officer (non-voting);
- Executive Manager Governance and Legal (non-voting);
- Governance Specialist (non-voting); and
- Council Support Officer (Minutes; non-voting).

The meeting quorum is 50% of the Committee members in accordance with section 5.19 of the Act.

Membership ceases if a member no longer holds office, resigns, the committee disbands, or the next ordinary election day arrives, in line with section 5.11 of the Act.

The Committee's Presiding and Deputy Presiding members are elected in accordance with section 5.12 of the Act.

The draft Terms of Reference (**Attachment 1**) have been prepared in compliance with the Act.

**Consultation**

The amendment proposing the establishment of a Policy Review Committee was debated and approved by Council Members at the Ordinary Council Meeting held on 10 September 2024 (CE01-09/24).

**Comment**

The Committee is being established to streamline the policy review process and make recommendations to Council on the repeal of an existing Council Policy and any minor reviews to existing Council Policies.

The Committee will not undertake reviews of the following policies:

- Policies that require an absolute majority decision of Council;
- Major revision of existing policies; and
- Any new Council Policies or Local Planning Policy proposals by Administration or Council Members unless requested by Council.

The Committee will consist of up to seven Council Member delegates, with all remaining Council Members appointed as deputy delegates.

If the Mayor expresses their interest under section 5.10(4) of the Act the membership would then consist of the Mayor and up to six Council Member delegates, with all remaining Council Members appointed as deputy delegates.

**Statutory Compliance**

*Local Government Act 1995* sections 2.7(2)(b), 5.8, 5.10, 5.10(4), 5.11A, 5.12, 5.16(1), 5.17(1)(a)(i), 5.18 and 5.19.

**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
Chief Executive Officer	Manage

## Policy Implications

Council policies will be reviewed under the City's adopted Council Policy Development Framework Policy.

## Financial Implications

Nil

## Voting Requirements

Absolute Majority

## Recommendation

That Council:-

1. **ENDORSES** the Policy Review Committee Terms of Reference as per Attachment 1; and
2. **APPOINTS** by **ABSOLUTE MAJORITY** up to seven Council Members Delegates to the Policy Review Committee:
  - a) Cr \_\_\_\_\_;
  - b) Cr \_\_\_\_\_;
  - c) Cr \_\_\_\_\_;
  - d) Cr \_\_\_\_\_;
  - e) Cr \_\_\_\_\_;
  - f) Cr \_\_\_\_\_;
  - g) Cr \_\_\_\_\_.
3. **APPOINTS** by **ABSOLUTE MAJORITY** the following Council Members Deputy Delegates to the Policy Review Committee:
  - a) Cr \_\_\_\_\_;
  - b) Cr \_\_\_\_\_;
  - c) Cr \_\_\_\_\_;
  - d) Cr \_\_\_\_\_;
  - e) Cr \_\_\_\_\_;
  - f) Cr \_\_\_\_\_;
  - g) Cr \_\_\_\_\_;
  - h) Cr \_\_\_\_\_.

Attachments:

[1](#). Attachment 1 - Policy Review Committee - Terms of Reference 24/322990

## TERMS OF REFERENCE

<b>Title:</b>	<b><i>Policy Review Committee</i></b>
<b>Purpose and Role</b>	
<p>The purpose of the Policy Review Committee (<b>Committee</b>) is to assist the Council in fulfilling its responsibility under section 2.7(2)(b) of the <i>Local Government Act 1995</i> in determining the policies of the Council. The Committee will be limited to providing recommendations to Council on repeals, minor reviews and changes to any existing Council and Local Planning Policies.</p> <p>The Committee is not to deal with any new or mayor reviews of Council Policies or Local Planning Policy proposals by Administration or Council Members unless requested by Council.</p>	
<b>1. Aims &amp; Functions</b>	
<p>The aim of the Committee is to review and change any existing Council and Local Planning Policies.</p> <p>The Committee will not review the following:</p> <ul style="list-style-type: none"> <li>• Policies that require an absolute majority decision of Council;</li> <li>• Major revisions of existing policies;</li> <li>• Any new Council Policies or Local Planning Policy proposals by Administration or Council Members unless requested by Council.</li> </ul>	
<b>2. Membership:</b>	
<p>2.1. The Committee shall consist of:</p> <ul style="list-style-type: none"> <li>• Up to seven Council Members as delegates; and</li> <li>• All remaining Council Members as deputy delegates.</li> </ul> <p>2.2. Council to determine by absolute majority the membership of the Committee.</p> <p>2.3. An absolute majority decision of Council is required to remove a Council Member as delegate.</p> <p>2.4. Members must comply with the City's Council Member, Committee Member and Candidate Code of Conduct.</p> <p>2.5. Membership shall be in accordance with section 5.11 of the <i>Local Government Act 1995</i>.</p>	
<b>3. Chair and Deputy Chair:</b>	
<p>3.1. Committee members will select a Chair and Deputy Chair at the first Committee meeting. For transparency and accountability, it is recommended that City Officers not be appointed to the position of Chair and Deputy Chair.</p> <p>3.2. The Chair will facilitate all meetings.</p> <p>3.3. In the absence of the Chair, the Deputy Chair will assume the Chair.</p> <p>3.4. In the absence of both the Chair and the Deputy Chair, the Committee members present</p>	

at the meeting are to choose one of themselves to preside at the meeting.
<b>4. Meeting Procedures:</b>
4.1. The Committee shall meet on an annual basis with additional meetings scheduled as required with notice.
<b>5. Authority of Establishment</b>
5.1. The Committee is established in accordance with section 5.8 of the <i>Local Government Act 1995</i> .
<b>6. Delegated Authority:</b>
6.1. The Committee has no delegated authority and has no authority to implement its recommendations without approval of Council.
6.2. Matters requiring Council consideration will be subject to separate specific reports to Council.

Administration Use Only			
Date of Council Establishment of Group:		10 September 2024	
Council Minute – Ref:		CE01-09/24 (Committee)	
Terms of Reference - HPE Ref:		24/322990	
HPE Container – Ref:		49902	
Operational Procedures - HPE Ref:			
Last Review Date:		Next Review Date:	



---

**CE03-11/24 Council Policy Framework Policy**

---

File Ref: 50350 – 24/350638  
Responsible Officer: Chief Executive Officer  
Attachments: 1  
Previous Items: 3.1 - Policy Development Framework - Forum - 30 Jul 2024 6:00pm  
3.1 - Policy Development Framework Policy - Forum - 24 Sep 2024 + LFTP Workshop 1

**Issue**

To consider the establishment of a new City of Wanneroo (**City**) Council Policy Framework Policy (**Framework**).

**Background**

Section 2.7(2)(b) of the *Local Government Act 1995* (the **Act**) prescribes one of the roles of Council is to determine the local government's policies.

Section 5.41(c) of the Act prescribes that a function of the Chief Executive Officer is to cause Council's decisions to be implemented and this includes giving effect to Council's Policies.

Other than certain policies that are prescribed, there is very little direction provided through legislation on the development, application, and implementation of policy.

**Detail**

Given the significant responsibility that Council has in policy development, it is essential that the Framework is established to:

- ensure that Council Members are effectively engaged with all aspects of policy development and review;
- ensure appropriate levels of transparency and engagement with the community are undertaken;
- clearly delineate between Council Policy and Management Practices; and
- outline step by step the milestones of policy development and review to guide both the organisation and community.

To acknowledge the importance of Council's role in policy development, it is proposed that Council adopt the proposed Council Policy Framework Policy (**Attachment 1**).

**Consultation**

Hammond Woodhouse Advisory where contracted to engage with Council Members to guide discussion that served to form the development of the Framework.

**Comment**

The City's current operational framework provides a documented process for document development and review but does not clearly articulate the role Council should have in defining the strategic policy positions or how this is to occur, nor does it include the development and review of other City documents such as strategies, plans and similar.

It is considered that the best way of achieving the purpose of the Act and facilitating meaningful Council involvement in document management was to develop the Council Policy Framework Policy in conjunction with Council.

### **Statutory Compliance**

Section 2.7 (2) (b) and Section 5.41(c) of the *Local Government Act 1995*

### **Strategic Implications**

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

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

*7.1 - 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**

Supporting policies and procedures, if required, will be developed to support the Framework once finalised.

### **Financial Implications**

Nil

### **Voting Requirements**

Simple Majority

### **Recommendation**

**That Council ADOPTS the Council Policy Framework Policy as shown in Attachment 1.**

*Attachments:*

[1](#). Attachment 1 - Policy Framework Council Policy 24/352510



Council Policy

COUNCIL POLICY FRAMEWORK

Responsible Directorate:	Office of the CEO
Responsible Service Unit:	Governance and Legal
Date of Approval:	
Council Resolution No:	

1. POLICY STATEMENT

The City of Wanneroo (**the City**) is committed to facilitating informed, consistent, and transparent decision-making in the development, review, and rescission of Council policies.

2. OBJECTIVE AND PURPOSE

Objective

The objective of this policy to facilitate decision-making relevant to the development, review and rescission of policies by the City of Wanneroo that is informed, consistent and transparent.

Purpose

The purpose of this policy is to ensure Council Members are effectively engaged will all aspects of policy development and review.

3. KEY DEFINITIONS

CEO Directive	A directive, procedure or business rule adopted by the Chief Executive Officer in line with the functions provided under section 5.41 of the <i>Local Government Act 1995</i> (the <b>Act</b> );
Council Policy	A set of principles, guidelines or business rules adopted by the Council with the objective of informing consistent decision-making, to achieve rational, lawful and sensible outcomes on specific issues.
Council Member	Means a person elected under the LG Act as a member of the council of the local government and includes the Mayor or president of the local government
Employee	Anyone employed by the City under the Act in accordance with the relevant award or contract of employment.



## Council Policy

### 4. SCOPE

This Policy applies to all employees, Council Members and stakeholders involved in the development, review and rescission of a City of Wanneroo Council policies.

### 5. IMPLICATIONS

Priority 7.1 Clear direction and decision making:-

*"The City of Wanneroo will have a clear plan for the future and be able to demonstrate successful results. Decision-making will focus on achieving the best outcomes and be in line with the Vision, Goals and Priorities informed by the community."*

### 6. IMPLEMENTATION

#### 6.1 Access, Format and Review

The policy format provided for in **Appendix A** is to be used, except in the case of:

- (a) a policy established under any Local Planning Scheme; or
- (b) a policy the format of which is determined under legislation.

Every Council Policy is to be:

- (a) recorded in the City's record management system.
- (b) published on the City's website; and
- (c) reviewed at a minimum of once every three years.

#### 6.2 Engagement with Council Members

The making, review and rescission of a Council Policy is a fundamental role of the Council under section 2.7 of the Act. That section provides that a "*Council shall determine the local government's policies*". Therefore, the Council should be comprehensively engaged when deciding upon the need for a policy and the principles, provisions, guidelines or business rules that might be contained in a policy. The Policy Review Committee has been created under section 5.8 of the Act to provide recommendations to Council on minor revision or recession of Council policies.

If, in the opinion of the Chief Executive Officer (**CEO**), or if the Council directs that there is a need to consider a new policy, then a discussion paper is to be developed by the CEO. The discussion paper is to be in the format provided for in **Appendix B** and the discussion paper is to be used to inform a facilitated Council workshop. The workshop is to be convened in line with the City's Ordinary Council Meetings and Forums of Council Policy.

The outcomes of the facilitated workshop are to be used to assist and inform the CEO in the development of the draft policy prior to it being considered for adoption at a Council meeting.



## Council Policy

### 6.3 Engagement with Stakeholders

Engagement with relevant stakeholders in the policy development phase is critical in achieving the “greater participation in decision making and accountability to the community” intended under the Act.

Discussion papers and officers’ reports relating to the development of new policies must propose and explain the nature and extent of stakeholder engagement that will be undertaken as part of the process.

The outcomes of stakeholder engagement are to be considered by the Council when determining the final adoption of a policy.

### 6.4 Review of Council Policies

The CEO is to ensure every Council Policy is reviewed at least once every three years or more often if determined by a risk assessment.

The CEO is to develop an ongoing policy review regime to ensure that the review of policies is undertaken efficiently and evenly across the course of the normal Council business.

The rescission of policies is to be undertaken as part of this review process or more frequently if the CEO considers it to be necessary.

Any minor review or rescission of an existing Council Policy must be submitted to the Policy Review Committee for consideration. A major review to a Council Policy is to be presented to a Concept Forum.

### 6.5 CEO Directives

The CEO is to develop and maintain a suite of CEO Directives that underpin and give effect to the Council Policies and the operational functions of the City generally.

A CEO Directive is the sole responsibility of the CEO.

## 7. AUTHORITIES AND ACCOUNTABILITIES

The Executive Manager Governance and Legal is responsible for implementation of this policy in collaboration with relevant service unit managers.

## 8. ROLES AND RESPONSIBILITIES

The CEO is responsible for the establishment of a Policy Development and Review process.

The Policy Review Committee is responsible for providing recommendations to Council on rescission and any minor review to existing Council Policies.

Council is responsible for repealing and approving all existing and new Council Policies.





Council Policy

9. DISPUTE RESOLUTION (if applicable)

All disputes regarding this policy will be referred to the Chief Executive Officer in the first instance. If an agreement cannot be reached, the matter will be submitted to the Council for a ruling.

10. EVALUATION AND REVIEW

This policy shall be reviewed every three years.

The effectiveness of the policy will be determined by the number of Council Policies being reviewed prior to their review date.

11. RELATED DOCUMENTS

- Ordinary Council Meetings and Forums Council Policy
- Council Policy Template
- Policy Review Committee Terms of Reference

12. REFERENCES

Section 1.3 (2) provides that the Act is intended to result in:

- better decision making by local governments;
- greater **community participation** in the decisions and affairs of local governments; and
- greater **accountability** of local governments to their communities.

Section 2.7 of the Act provides that a council shall:

- govern the affairs and measure the performance of the local government; and
- oversee the allocation of resources and **determine the local government's policies**.

13. RESPONSIBILITY FOR IMPLEMENTATION

Executive Manager Governance and Legal.

REVISION HISTORY

Version	Next Review	Record No.
1	November 2027	24/352510



## Council Policy

### APPENDIX A

Council Policy Format (Template - 20/38280):

- Policy Name
- Adoption Date
- Council Resolution Number
- Policy Statement
- Policy Objective
- Key Definitions
- Policy Scope
- Implications
- Implementation
- Authorities and Accountabilities
- Roles and Responsibilities
- Dispute Resolution
- Evaluation and Review
- Related Documents
- References
- Responsibility for Implementation
- Revision History
- Review Date



## Council Policy

### APPENDIX B

Discussion Paper Format:

- Subject Matter
- Executive Summary
- Background
- Proposed Policy Approach
- Alternative Options
- Recommended Stakeholder Engagement
- Legislative / Strategic / Financial / Risk Implications

---

**CE04-11/24     2024/2025 Annual Delegated Authority Review**

---

File Ref: 27065V03 – 24/317183  
Responsible Officer: Chief Executive Officer  
Attachments: 2

**Issue**

To consider proposed amendments to the City's Delegated Authority Register (the **Register**) due to the annual review required under section 5.18 and 5.46(2) of the *Local Government Act 1995* (the **Act**).

**Background**

Sections 5.18 and 5.46(2) of the Act require that the City's delegated statutory authorities be reviewed by the delegator (Council and the CEO) at least once per financial year.

Traditionally, this review has been carried out between March and June to comply with legislative requirements. However, feedback from directorates highlighted that resource capacity was significantly impacted during this time due to the overlapping budget process and strategic planning activities. As a result, the review period will be adjusted to take place between July and November going forward.

**Detail**

To satisfy the legislative requirement to undertake an annual review, Governance, in conjunction with delegated officers and the Executive, undertook to review:

- relevant legislation to ensure the delegation remains current and compliant.
- drafting of delegation instruments to ensure clarity of intent and execution.
- whether the delegation and sub-delegation are to the appropriate officer level.
- whether there is a requirement for new delegations to improve efficiencies and subject to satisfactory documented guidance for consistent decision making.
- policies or procedures that support the delegation; and
- alignment with the Western Australian Government Association (**WALGA**) Model Register given the recent amendments to the Act.

**Consultation**

The review of the Register included consultation with City Managers, Directors and the CEO and covered comparison to the WALGA Model Register.

**Comment**

Amendments to the Register are shown in mark-up. Many of the proposed amendments are not material to the context and intent of the delegation and relate to:-

- Removing superfluous information.
- Improving the terminology of the functions across the register for consistency.
- Update of legislative references where required; and
- The removal of procedural information that is provided in more detail through legislation or policy.

Material amendments such as updated delegation, additional functions or the addition of delegated officers are shown in **Attachment 1**. A complete marked-up version of the Delegated Authority Register is shown at **Attachment 2**.

In summary, apart from the non-material changes mentioned above, the following is highlighted.

### ***Proposed Updated Delegation***

Delegation, 1.1.13 - *Choice of Most Advantageous Tender*, is proposed to be updated as follows:

#### **1. Combination of Delegations**

To maintain alignment with the WALGA Model Register, it is recommended that delegations 1.1.14 and 1.1.15 be consolidated into delegation 1.1.13, with the inclusion of the following two additional functions:

- i) Authority to accept the next most advantageous tender if, within 6-months of accepting a tender, a contract has not been entered into [F&G r.18(6)].
- ii) Authority to accept the next most advantageous tender if, within 6-months of accepting the tender an acceptance of a tender creates a contract, the successful tenderer agrees to terminate the contract [F&G r.18(7)].

#### **2. Delegation Title Change**

As a result of merging delegations 1.1.13, 1.1.14, and 1.1.15, it is proposed that the title of delegation 1.1.13 be revised to:

*“Tenders for Goods and Services – Accepting, Clarifying and Rejecting Tenders; Minor Variation to Goods and Services Prior to Contract.”*

### ***Delegations Proposed to be Repealed***

There are two delegations proposed to be repealed.

#### **1. 1.1.14 – Minor Variation in Goods or Services**

In accordance with the WALGA Model Register, this delegation will be merged into delegation 1.1.13.

#### **2. 1.1.15 – Selecting the Next Most Advantageous Tender**

In accordance with the WALGA Model Register, this delegation will be merged into delegation 1.1.13.

### **Statutory Compliance**

The Act provides for the delegation of certain powers and duties of Council to the CEO who may, (unless prohibited by Council's instrument of delegation or the respective legislation), further on-delegate powers and duties to employees. A power can only be delegated if it exists under legislation, and the legislation allows the delegation to take place.

- Section 5.42 of the Act prescribes that Council may delegate functions or duties to the CEO and Section 5.43 prescribes the limitations on such delegations.
- Section 5.44 of the Act prescribes that the CEO may delegate powers and duties vested in their office and sub-delegate powers and duties delegated to the office of CEO to other local government employees.



All delegations made by Council must be by absolute majority as prescribed by Section 5.42 of the Act. In accordance with Section 59 of the *Interpretation Act 1984* and the requirements of Sections 5.16 and 5.42 of the Act, the City is required to record statutory delegated authorities in written instruments of delegation contained in the City's Register.

## Strategic Implications

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

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

*7.1 - Clear direction and decision making*

## Risk Appetite Statement

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

## Risk Management Considerations

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

## Policy Implications

Policies and Procedures will be updated where they are impacted in changes to delegations.

## Financial Implications

Nil

## Voting Requirements

Absolute Majority

## Recommendation

That Council:-

- ACCEPTS** the 2024/2025 review of the City of Wanneroo Delegated Authority Register as required in accordance with sections 5.18 and 5.46(2) of the *Local Government Act 1995*; and
- ADOPTS** by **ABSOLUTE MAJORITY** the City's Delegated Authority Register as shown at Attachment 2 accepting all marked up amendments.

Attachments:

- |                   |   |                |
|-------------------|---|----------------|
| <a href="#">1</a> | Attachment 1 - 2024-2025 - Delegated Authority Annual Review - Proposed Changes Table | 24/274799      |
| <a href="#">2</a> | Attachment 2 - Delegated Authority Register Consolidated - 2024-2025                  | 14/180898[v10] |

Del. No.	Title	Proposed Change	Council / CEO Decision or Administrative	Relevant Director / CEO
1.1.13	Choice of Most Advantageous Tender	<p>Based on the WALGA template, Governance suggests adding functions r.18 (6) and (7) and combine delegations under 1.1.14 and 1.1.15 into delegation 1.1.13.</p> <p><b>Suggested New Functions</b></p> <p>Authority to accept the next most advantageous tender if, within 6-months of accepting a tender, a contract has not been entered into [F&amp;G r.18 (6)].</p> <p>Authority to accept the next most advantageous tender, if within six months of accepting the tender and acceptance of a tender creates a contract, the successful tenderer agrees to terminate the contract [F&amp;G r.18 (7)].</p> <p><b>Suggested New Title</b></p> <p>Tenders for Goods and Services – Accepting, Clarifying and Rejecting Tenders; Minor Variation to Goods and Services Prior to Contract</p> <p><b>Actions: Add two new functions (r.18(6) and (7)) to 1.1.13.</b></p> <p><b>Combined 1.1.14 and 1.1.15 into 1.1.13.</b></p> <p><b>Update delegation title.</b></p>	Council	DCS&P
1.1.14	Minor Variation in Goods or Services	<p><b>To Be Repealed</b></p> <p>Based on the WALGA template Governance is proposing the additional functions r.18 (6) and (7) be added to 1.1.13 and combine delegations 1.1.14 and 1.1.15 in delegation 1.1.13.</p> <p><b>Action: Repeal Delegation</b></p>	Council	DCS&P

Del. No.	Title	Proposed Change	Council / CEO Decision or Administrative	Relevant Director / CEO
1.1.15	Selecting the Next Most Advantageous Tender	<p><b>To Be Repealed</b></p> <p>Based on the WALGA template Governance is proposing the additional functions r.18 (6) and (7) be added to 1.1.13 and combine delegations 1.1.14 and 1.1.15 in delegation 1.1.13.</p> <p><b>Action: Repeal Delegation</b></p>	Council	DCS&P
1.1.30	Public Thoroughfare – Dangerous Excavations	<p>Previous comments from Governance to Planning suggested repealing this delegation as the City has adopted a local law for this purpose to approve dangerous excavations occurs through a licence, with conditions etc under the Public Places and Local Government Property Local Law.</p> <p>Governance recommend the City repeal this delegation as the City's Local Law assigns authority to issue a "licence" to the "CEO or an authorised person".</p> <p>Director Planning and Sustainability approves repeal of the delegation or if kept to remove Director Planning and Sustainability from CEO's Sub-Delegation.</p> <p>Director Assets advised they use this delegation to approve third party excavation on roads and property and public property and would like the delegation to remain for Assets.</p> <p><b>Action: Remove Director Planning and Sustainability from CEO's Sub-Delegation.</b></p>	CEO	DP&S DA
1.1.32	Private Works on, Over or Under Public Places	<p>Previous comments from Governance to Planning suggested repealing this delegation as the City has adopted a local law for this purpose through a licence, with conditions etc under the Public Places and Local Government Property Local Law.</p>	CEO	DP&S DA

Del. No.	Title	Proposed Change	Council / CEO Decision or Administrative	Relevant Director / CEO
		<p>Governance recommend the City repeal this delegation as the City's Local Law assigns authority to issue a "licence" to the "CEO or an authorised person".</p> <p>The review of the Public Places and Local Property Local Law has been placed on hold pending the "Verge Project" which is due to be presented to Council in December 2024.</p> <p>Director Planning and Sustainability approves repeal but if kept, r add Manager Land Development to the CEO Sub-Delegations.</p> <p>Director Assets advised they use this delegation to approve third party excavation on roads and property and public property and would like the delegation to remain for Assets.</p> <p><b>Action: Add Manager Land Development to CEO's Sub-Delegation.</b></p>		
1.1.33	Obstruction of Footpaths and Thoroughfares	<p>Governance discussed with Planning repealing this delegation as the City has adopted a local law for this purpose through a licence, with conditions etc under the Public Places and Local Government Property Local Law.</p> <p>Governance recommend the City repeal this delegation as the City's Local Law assigns authority to issue a "licence" to the "CEO or an authorised person".</p> <p>The review of the Public Places and Local Property Local Law has been placed on hold pending the "Verge Project" which is due to be presented to Council in December 2024.</p> <p>Director Planning and Sustainability approves repeal of the delegation.</p>	CEO	DP&S DC&P

Del. No.	Title	Proposed Change	Council / CEO Decision or Administrative	Relevant Director / CEO
		<p>Director Community and Place advised they agree to repeal the delegation.</p> <p><b>Actions: Remove CEO sub-delegations.</b></p> <p><b>Remove CEO conditions on sub-delegations.</b></p>		
3.1.2	Administration	<p>The purpose of the Site Erosion and Sand Drift Prevention Local Law 2016 is to “provide for the regulation, control and management of site erosion, sand and dust on land within the district” and this is satisfactorily addressed by the City’s District Planning Scheme No. 2 and the Planning and Development Act 2005.</p> <p>This Local Law replicates existing legislative provisions, and it is recommended that it be repealed.</p> <p>Council approved to repeal the Site Erosion and Sand Drift Prevention Repeal Local Law 2016 at the 19 March 2024 Ordinary Council meeting.</p> <p>Governance is in the process of coordinating the repeal of the <i>City of Wanneroo Site Erosion and Sand Drift Prevention Local Law 2016</i>.</p> <p>The Repeal Local Law has been presented to Council for consideration at the 20 August 2024 Council Forum but is current on hold pending the outcome of the “Verge Project” due to be presented to Council in December 2024.</p> <p>The reference to the repealed local law on page 122 and the CEO’s Sub-Delegation to the Director Planning &amp; Sustainability and Manager Health &amp; Compliance on page 123 can be deleted.</p>	Council/CEO	DP&S



Del. No.	Title	Proposed Change	Council / CEO Decision or Administrative	Relevant Director / CEO
		<p>If deleted, then any issues in relation to this Local Law will need to be referred to the CEO until it is repealed – is the CEO willing to undertake this function?</p> <p>Manager Health and Compliance advised the DPS2 provides lawful authority for Administration to manage sand and dust drift nuisances and he does not use this delegation.</p> <p>Director Planning and Sustainability approves the removal of this local law from the delegation 3.1.2.</p> <p><b>Action: Remove City of Wanneroo Site Erosion and Sand Drift Prevention Local Law 2016 from CEO's Sub-Delegations.</b></p>		



## CONSOLIDATED DELEGATED AUTHORITY REGISTER

<b>1</b>	<b>LOCAL GOVERNMENT ACT 1995 .....</b>	<b>1</b>
<b>1.1</b>	<b>COUNCIL TO CEO .....</b>	<b>1</b>
1.1.1	<del>REPEALED</del> - AUTHORITY TO MAKE DECISIONS ON BEHALF OF THE CITY DURING COUNCIL RECESS.....	1
1.1.2	PERFORMING FUNCTIONS OUTSIDE THE DISTRICT .....	2
1.1.3	COMPENSATION FOR DAMAGE INCURRED WHEN PERFORMING FUNCTIONS .....	3
1.1.4	POWERS OF ENTRY.....	4
1.1.5	DECLARING A VEHICLE TO BE AN ABANDONED VEHICLE WRECK .....	6
1.1.6	CONFISCATED OR UNCOLLECTED GOODS .....	7
1.1.7	DISPOSAL OF SICK OR INJURED IMPOUNDED ANIMALS .....	9
1.1.8	CLOSE THOROUGHFARES TO VEHICLES .....	10
1.1.9	CONTROL OF RESERVES AND CERTAIN UNVESTED FACILITIES.....	12
1.1.10	DETERMINING THAT TENDERS DO NOT HAVE TO BE INVITED FOR THE SUPPLY OF GOODS AND SERVICES.....	13
1.1.11	TENDERS FOR GOODS AND SERVICES – CALL FOR TENDERS.....	14
1.1.12	EXTENSION OF CONTRACTS .....	16
1.1.13	<del>NEW TITLE</del> - TENDERS FOR GOODS AND SERVICES – ACCEPTING, CLARIFYING AND REJECTING TENDERS; MINOR VARIATION TO GOODS AND SERVICES PRIOR TO CONTRACT <del>CHOICE OF MOST ADVANTAGEOUS TENDER</del> .....	17
1.1.14	<del>REPEALED</del> – MINOR VARIATION IN GOODS OR SERVICES .....	19
1.1.15	<del>REPEAL</del> - SELECTING THE NEXT MOST ADVANTAGEOUS TENDER .....	20
1.1.16	EXPRESSIONS OF INTEREST FOR GOODS AND SERVICES .....	22
1.1.17	VARIATION TO CONTRACT FOR THE SUPPLY OF GOODS AND SERVICES.....	23
1.1.18	PANELS OF PRE-QUALIFIED SUPPLIERS FOR GOODS AND SERVICES.....	24
1.1.19	DISPOSING OF PROPERTY (PUBLIC AUCTION, PUBLIC TENDER OR PRIVATE TREATY).....	26
1.1.20	DISPOSING OF PROPERTY (LAND) BY LEASE OR LICENCE .....	28
1.1.21	<del>REPEALED</del> - APPOINTMENT OF ACTING CHIEF EXECUTIVE OFFICER.....	31
1.1.22	PAYMENTS FROM THE MUNICIPAL FUND AND TRUST FUND .....	32
1.1.23	DEFER, GRANT DISCOUNTS, WAIVE OR WRITE OFF DEBTS.....	34
1.1.24	AMENDING THE RATE RECORD .....	36
1.1.25	AGREEMENT AS TO PAYMENT OF RATES AND SERVICE CHARGES.....	37
1.1.26	RECOVERY OF RATES OR SERVICE CHARGES.....	38
1.1.27	RECOVERY OF RATES DEBTS - REQUIRE LESSEE TO PAY RENT .....	39
1.1.28	FINANCIAL HARDSHIP – AGREEMENT AS TO PAYMENT AND GRANT OF A CONCESSION ON COUNCIL RATES AND SERVICE CHARGES.....	40
1.1.29	RATE RECORD - OBJECTIONS .....	42
1.1.30	PUBLIC THOROUGHFARE – DANGEROUS EXCAVATIONS.....	43
1.1.31	CROSSING – CONSTRUCTION, REPAIR AND REMOVAL .....	45
1.1.32	PRIVATE WORKS ON, OVER OR UNDER PUBLIC PLACES .....	47
1.1.33	OBSTRUCTION OF FOOTPATHS AND THOROUGHFARES .....	49
1.1.34	COUNCIL MEMBER, COMMITTEE MEMBER & CANDIDATE CODE OF CONDUCT COMPLAINTS .....	51
1.1.35	AUTHORISE PERSONS TO PERFORM SPECIFIED FUNCTIONS UNDER THE LOCAL GOVERNMENT ACT 1995 .	52
1.1.36	PROCUREMENT OF GOODS OR SERVICES REQUIRED TO ADDRESS A STATE OF EMERGENCY .....	54

1.1.37	POWER TO INVEST AND MANAGE INVESTMENTS .....	56
<b>1.2</b>	<b>CEO TO EMPLOYEES.....</b>	<b>58</b>
1.2.1	DETERMINATION OF THE WARD OF RATEABLE PROPERTY .....	58
1.2.2	ELECTORAL ENROLMENT ELIGIBILITY CLAIMS AND ELECTORAL ROLL .....	59
1.2.3	DESTRUCTION OF ELECTION MATERIAL .....	61
1.2.4	INFORMATION TO BE AVAILABLE TO THE PUBLIC .....	62
1.2.5	INFRINGEMENT NOTICES .....	63
1.2.6	PUBLIC PLACES AND LOCAL GOVERNMENT PROPERTY LOCAL LAW .....	64
1.2.7	APPOINTMENT OF AUTHORISED PERSONS .....	66

## **2 OTHER LEGISLATION..... 68**

<b>2.1</b>	<b>BUILDING ACT 2011 .....</b>	<b>68</b>
2.1.1	BUILDING PERMIT .....	68
2.1.2	DEMOLITION PERMIT .....	70
2.1.3	OCCUPANCY PERMITS OR BUILDING APPROVAL CERTIFICATES .....	72
2.1.4	BUILDING ORDERS.....	74
2.1.5	REFERRALS AND ISSUING CERTIFICATES.....	76
2.1.6	DESIGNATE EMPLOYEES AS AUTHORISED PERSONS .....	77
2.1.7	PRIVATE SWIMMING POOL BARRIERS.....	78
2.1.8	APPOINTMENT OF AUTHORISED OFFICERS – INFRINGEMENT NOTICES.....	80
2.1.9	APPOINTMENT OF APPROVED OFFICER – INFRINGEMENT NOTICES.....	81
2.1.10	DESIGNATE CONTRACTORS AS AUTHORISED PERSONS (INSPECTORS) .....	83
2.1.11	AUTHORISED PERSONS TO COMMENCE PROCEEDINGS.....	84
<b>2.2</b>	<b>BUSH FIRES ACT 1954.....</b>	<b>85</b>
2.2.1	POWERS, DUTIES AND FUNCTIONS OF A LOCAL GOVERNMENT .....	85
2.2.2	VARIATION OF RESTRICTED AND PROHIBITED BURNING TIMES .....	86
2.2.3	APPOINTMENT OF BUSH FIRE CONTROL OFFICERS .....	87
2.2.4	PROSECUTION OF OFFENCES .....	89
<b>2.3</b>	<b>CAT ACT 2011 .....</b>	<b>90</b>
2.3.1	LOCAL GOVERNMENT FUNCTIONS.....	90
2.3.2	INFRINGEMENT NOTICES – EXTENSIONS AND WITHDRAWALS .....	91
<b>2.4</b>	<b>DOG ACT 1976.....</b>	<b>93</b>
2.4.1	LOCAL GOVERNMENT FUNCTIONS.....	93
<b>2.5</b>	<b>FOOD ACT 2008 .....</b>	<b>95</b>
2.5.1	PROHIBITION ORDERS AND CERTIFICATES OF CLEARANCE.....	95
2.5.2	FOOD BUSINESS REGISTRATIONS .....	96
2.5.3	APPOINTMENT OF AUTHORISED AND DESIGNATED OFFICERS .....	97
2.5.4	DETERMINE COMPENSATION .....	99
2.5.5	DEBT RECOVERY AND PROSECUTIONS .....	100
<b>2.6</b>	<b>GRAFFITI VANDALISM ACT 2016 .....</b>	<b>101</b>
2.6.1	LOCAL GOVERNMENT FUNCTIONS.....	101
<b>2.7</b>	<b>PUBLIC HEALTH ACT 2016 DELEGATIONS.....</b>	<b>102</b>
2.7.1	APPOINTMENT OF AUTHORISED AND APPROVED OFFICERS (HEALTH (ASBESTOS) REGULATIONS 1992.....	102
2.7.2	DESIGNATE AUTHORISED OFFICERS .....	103
2.7.3	ENFORCEMENT AGENCY REPORTS TO THE CHIEF HEALTH OFFICER .....	104
<b>2.8</b>	<b>HEALTH (MISCELLANEOUS PROVISION) ACT 1911 .....</b>	<b>105</b>
2.8.1	APPOINTMENT AND AUTHORISATION OF DEPUTY .....	105
<b>2.9</b>	<b>STRATA TITLES ACT 1985 .....</b>	<b>107</b>
2.9.1	<del>REPEALED - APPROVALS SUBDIVISION APPROVAL OF STRATA SCHEME .....</del>	<del>107</del>
<b>2.10</b>	<b>PLANNING &amp; DEVELOPMENT ACT 2005.....</b>	<b>108</b>
2.10.1	STRUCTURE PLANNING (STRUCTURE PLANS, LOCAL DEVELOPMENT PLANS AND JINDEE DESIGN CODES) .	108
2.10.2	DIRECTION NOTICES.....	111



2.10.3	DEVELOPMENT CONTROL PLANNING APPROVALS .....	113
2.10.4	LANDSCAPE ENHANCEMENT ZONE BUILDING ENVELOPES .....	116
2.10.5	DISTRICT PLANNING SCHEME NO 2 – APPOINTMENT OF AUTHORISED OFFICERS.....	118
2.10.6	MANAGEMENT OF DEVELOPER CONTRIBUTION PLANS (DCP'S) .....	119

### **3. CITY OF WANNEROO LOCAL LAWS ..... 121**

3.1.1	APPOINTMENT OF AUTHORISED PERSONS .....	121
3.1.2	ADMINISTRATION .....	122

### **4. APPOINTMENTS AND AUTHORISATIONS ..... 125**

4.1	<del>REPEALED - LITTER ACT 1979 – APPOINTMENT OF PERSONS TO WITHDRAW INFRINGEMENT NOTICES</del> ...	125
4.2	LOCAL GOVERNMENT ACT 1995 .....	126
4.2.1	AUTHORISATION TO ACKNOWLEDGE RECEIPT OF PRIMARY AND ANNUAL RETURNS .....	126
4.2.2	AUTHORISATION FOR RECEIPT OF GIFT, BENEFIT AND TRAVEL DISCLOSURE .....	127
4.2.3	AUTHORISATION FOR ATTESTING TO THE AFFIXING OF THE COMMON SEAL .....	128
4.2.4	AUTHORISATION FOR EXECUTION OF DOCUMENTS .....	129
4.2.5	AUTHORISATION FOR PRESIDING AT A COMMITTEE MEETING TO ELECT A PRESIDING MEMBER AND DEPUTY PRESIDING MEMBER .....	130
4.2.6	AUTHORISATION FOR ADMINISTRATIVE CHANGES TO THE DELEGATED AUTHORITY REGISTER.....	131
4.2.7	AUTHORISATION FOR ADMINISTRATIVE CHANGES TO THE CODE OF CONDUCT .....	132
4.3	CORRUPTION CRIME AND MISCONDUCT ACT 2003 – AUTHORISATION TO SUBMIT NOTIFICATIONS....	133

### **5 DELEGATIONS TO CHIEF EXECUTIVE OFFICER AND OTHER OFFICERS FROM STATUTORY AUTHORITIES .... 134**

5.1	DEPARTMENT OF LANDS – DEVELOPMENT APPLICATIONS MADE UNDER THE AUSPICES OF THE PLANNING & DEVELOPMENT ACT 2005 .....	134
5.2	DEPARTMENT OF ENVIRONMENTAL REGULATIONS – APPROVAL OF NOISE MANAGEMENT PLANS FOR OUT OF HOURS CONSTRUCTION WORK.....	137
5.3	ENVIRONMENTAL PROTECTION ACT 1986 – ENVIRONMENTAL PROTECTION NOTICE .....	139
5.4	ENVIRONMENTAL PROTECTION ACT 1986 – NOISE MANAGEMENT PLANS – KEEPING LOG BOOKS, NOISE CONTROL NOTICES, CALIBRATION AND APPROVAL OF NON-COMPLYING EVENTS.....	141
5.5	DEPARTMENT OF ENVIRONMENTAL PROTECTION – APPOINTMENT OF DESIGNATED PERSON - INFRINGEMENT NOTICE REVIEW .....	143
5.6	WESTERN AUSTRALIAN PLANNING COMMISSION – DELEGATION OF CERTAIN POWERS AND FUNCTIONS OF THE WESTERN AUSTRALIAN PLANNING COMMISSION RELATING TO THE METROPOLITAN REGION SCHEME.....	144

**NOTE:** City of Wanneroo Committees have no delegated decision-making authority.

## INTRODUCTION

### Register of Delegation of Authority

Councils have certain functions and duties that they must perform, and certain powers which they may exercise pursuant to the *Local Government Act 1995* (the Act) and other legislation. Generally, the relevant legislation grants those obligations and powers directly on the Council as a body.

Council's power to delegate is provided for in Section 5.42 and 5.43 of the *Local Government Act 1995* (the Act). This section provides that the Council may delegate any of its functions, other than those specified in Section 5.43 to the CEO. Council cannot however, delegate directly to another Officer of the City unless the statute allows for that Delegation.

The CEO must be delegated the necessary functions to be able to then sub-delegate those functions to an Officer. This is provided for in Section 5.44 of the Act, whereby the CEO may delegate any of the functions of the CEO, other than the power of Delegation.

When a decision making power has been delegated by Council, both Council and the Delegate are authorised to exercise that power.

A register of delegations, being this manual, relevant to the Chief Executive Officer and other employees is to be kept and reviewed at least once every financial year.

Each instrument of delegation describes the function being delegated and the relevant statutory reference which is the source of power for the exercise of the function. Also included is a reference to related documents such as policies of the Council which may provide guidance in the exercise of the delegation.

This delegated authority register will be reviewed in accordance with the Act on an annual basis.



1 LOCAL GOVERNMENT ACT 1995

1.1 COUNCIL TO CEO

1.1.1 **REPEALED** - ~~AUTHORITY TO MAKE DECISIONS ON BEHALF OF THE CITY DURING COUNCIL RECESS.~~

Delegation Administration:		
Decision Reference	Decision Reference	Decision Reference
1. CE06-05/17		
2. CE01-06/18		
3. CE02-05/24		

### 1.1.2 PERFORMING FUNCTIONS OUTSIDE THE DISTRICT

<b>Function Delegated:</b> <i>This text is provided as a reference only. Delegates shall only act in full understanding of the delegated statutory power, inclusive of conditions [see below].</i>	Determine the circumstances where it is appropriate for the Local Government's functions to be performed outside the District and prior to implementing such a decision, obtain the consent of the landowner/s and occupier/s and any other person that has control or management of the land impacted by the performance of the function [s.3.20(1)].
<b>Statutory Power being Delegated:</b>	<i>Local Government Act 1995</i> s.3.20(1) Performing functions outside district
<b>Power is originally assigned to:</b>	Local Government
<b>Statutory Power of Delegation:</b>	<i>Local Government Act 1995</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
<b>Power Delegated to:</b>	Chief Executive Officer
<b>Council's Conditions on Delegation:</b>	<ol style="list-style-type: none"> <li>1) This delegation is not to be sub-delegated.</li> <li>2) A decision to undertake a function outside the District, can only be made under this delegation where there is a relevant budget allocation and the performance of the functions does not negatively impact service levels within the District.</li> </ol> <p>Note: Where these conditions are not met, the matter must be referred for Council decision.</p>
<b>Statutory Power to Sub-Delegate:</b>	<i>Local Government Act 1995</i> s.5.44 CEO may delegate some powers and duties to other employees
<b>CEO's Sub-Delegation:</b> <i>The exercise of the delegated power does not include the power of delegation</i>	N/A
<b>CEO's Conditions on Sub-delegation:</b>	N/A
<b>Record Keeping Statement (LGA 1995)</b> s5.46(3) "A person to whom a power or duty is delegated under this Act is to keep records in accordance with regulations in relation to the exercise of the power or the discharge of the duty."	Details of actions taken are to be recorded on the appropriate file or record and a report presented to Council at its next ordinary meeting.
<b>Compliance Links</b>	<i>Local Government Act 1995</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO  <i>Financial Interest Return required - Yes</i>
<b>Delegation Administration:</b>	
<b>Decision Reference</b>	<b>Decision Reference</b>
1. CE01-06/18	6.
2. CE03-06/21	7.
3. CE02-05/24	8.
4.	9.
	11.
	12.
	13.
	14.

### 1.1.3 COMPENSATION FOR DAMAGE INCURRED WHEN PERFORMING FUNCTIONS

<b>Function Delegated:</b> <i>This text is provided as a reference only. Delegates shall only act in full understanding of the delegated statutory power, inclusive of conditions [see below].</i>	<div>1. Assess and determine the extent of damage arising through the performance by the local government of its functions under the <i>Local Government Act 1995</i> and make payment of compensation [s.3.22(1)].</div> <div>2. Where compensation is unable to be determined and agreed between parties, give effect to arbitration in accordance with s.3.23.</div>
<b>Statutory Power being Delegated:</b>	<i>Local Government Act 1995</i> s.3.22(1) Compensation s.3.23 Arbitration
<b>Power is originally assigned to:</b>	Local Government
<b>Statutory Power of Delegation:</b>	<i>Local Government Act 1995</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
<b>Power Delegated to:</b>	Chief Executive Officer
<b>Council's Conditions on Delegation:</b>	Delegation is limited to settlements which do not exceed \$20,000
<b>Statutory Power to Sub-Delegate:</b>	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
<b>CEO's Sub-Delegation:</b> <i>The exercise of the delegated power does not include the power of delegation</i>	Nil
<b>CEO's Conditions on Sub-delegation:</b>	N/A
<b>Record Keeping Statement (LGA 1995)</b> <i>s.5.46(3) "A person to whom a power or duty is delegated under this Act is to keep records in accordance with regulations in relation to the exercise of the power or the discharge of the duty."</i>	Details of decisions are to be recorded on the appropriate file or record and Council Members to be notified through the Council Members Hub.
<b>Compliance Links</b>	<i>Local Government Act 1995</i> s.3.22(1) Compensation s.3.23 Arbitration  <i>Financial Interest Return required - Yes</i>
<b>Delegation Administration:</b>	
<b>Decision Reference</b>	<b>Decision Reference</b>
1. CE01-06/18	6.
2. CE03-06/21	7.
3.	8.
4.	9.
	11.
	12.
	13.
	14.

### 1.1.4 POWERS OF ENTRY

<b>Function Delegated:</b> <i>This text is provided as a reference only. Delegates shall only act in full understanding of the delegated statutory power, inclusive of conditions [see below].</i>	<ol style="list-style-type: none"> <li>1. Authority to exercise powers of entry to enter onto land to perform any of the Local Government functions under this Act, other than entry under a Local Law [s.3.28].</li> <li>2. Authority to give notice of entry [s.3.32].</li> <li>3. Authority to seek and execute an entry under warrant [s.3.33].</li> <li>4. Authority to execute entry in an emergency, using such force as is reasonable [s.3.34(1) and (3)].</li> <li>5. Authority to give notice and effect of entry by opening a fence [s.3.36].</li> </ol>
<b>Statutory Power being Delegated:</b>	<i>Local Government Act 1995</i> s.3.28 – Enter Land s.3.32 – Notice of Entry s.3.33 – Entry under warrant s.3.34 – Entry in an emergency s.3.36 – Opening fences
<b>Power is originally assigned to:</b>	Local Government
<b>Statutory Power of Delegation:</b>	<i>Local Government Act 1995</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
<b>Power Delegated to:</b>	Chief Executive Officer
<b>Council's Conditions on Delegation:</b>	Nil
<b>Statutory Power to Sub-Delegate:</b>	<i>Local Government Act 1995</i> s.5.44 CEO may delegate powers and duties to other employees
<b>CEO's Sub-Delegation:</b> <i>The exercise of the delegated power does not include the power of delegation</i>	All Directors Manager Health and Compliance Manager Community Safety and Emergency Management Manager Parks and Conservation Management Manager Asset Maintenance Manager Approval Services Manager Waste Services
<b>CEO's Conditions on Sub-delegation:</b>	Nil
<b>Record Keeping Statement (LGA 1995)</b> s5.46(3) "A person to whom a power or duty is delegated under this Act is to keep records in accordance with regulations in relation to the exercise of the power or the discharge of the duty."	Details of the notice must be recorded in the appropriate record.
<b>Compliance Links</b>	<i>Local Government Act 1995</i> Authorise person – refer s.3.31(2)] Part 3, Division 3, Subdivision 3 – prescribes statutory processes for Powers of Entry s.3.34(2) Entry in an emergency – Refer to CEO Delegation  <i>Financial Interest Return required - Yes</i>
<b>Delegation Administration:</b>	
<b>Decision Reference</b>	<b>Decision Reference</b>

1. Annual Review – May 2014	6. 18/274278	11. CE02-05/24
2. CE06-05/17	7. 19/376416	12.
3. 07/02/18 Administrative	8. 19/394864	13.
4. CE01-06/18	9. CE03-06/21	14.



### 1.1.5 DECLARING A VEHICLE TO BE AN ABANDONED VEHICLE WRECK

<b>Function Delegated:</b> <i>This text is provided as a reference only. Delegates shall only act in full understanding of the delegated statutory power, inclusive of conditions [see below].</i>	Declare that an impounded vehicle is an abandoned vehicle wreck [s.3.40A(4)]
<b>Statutory Power being Delegated:</b>	<i>Local Government Act 1995</i> s.3.40A(4) Abandoned vehicle wreck may be taken
<b>Power is originally assigned to:</b>	Local Government
<b>Statutory Power of Delegation:</b>	<i>Local Government Act 1995</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
<b>Power Delegated to:</b>	Chief Executive Officer
<b>Council's Conditions on Delegation:</b>	Disposal of a declared abandoned vehicle wreck to be undertaken in accordance with Delegated Authority 1.1.6 Confiscated or Uncollected Goods or alternatively, referred for Council decision.
<b>Statutory Power to Sub-Delegate:</b>	<i>Local Government Act 1995</i> s.5.44 CEO may delegate some powers and duties to other employees.
<b>CEO's Sub-Delegation:</b> <i>The exercise of the delegated power does not include the power of delegation</i>	Director Community and Place Manager Community Safety and Emergency Management Coordinator Community Safety
<b>CEO's Conditions on Sub-delegation:</b>	Subject to the conditions on delegation to the CEO.
<b>Record Keeping Statement (LGA 1995)</b> s5.46(3) "A person to whom a power or duty is delegated under this Act is to keep records in accordance with regulations in relation to the exercise of the power or the discharge of the duty."	The declaration is to be recorded in the appropriate record to meet legislative requirements.
<b>Compliance Links</b>	<i>Local Government Act 1995</i> s.3.40(4) Abandoned vehicle wreck may be taken s.3.40A(1) and Delegation 1.1.35 Appointment of authorised officers to impound a vehicle that has been determined as an abandoned vehicle wreck.  <i>Financial Interest Return required - Yes</i>
<b>Delegation Administration:</b>	
<b>Decision Reference</b>	<b>Decision Reference</b>
1. 14/196797	6.
2. CE01-06/18	7.
3. 18/274278	8.
4. CE02-05/24	9.
	11.
	12.
	13.
	14.

### 1.1.6 CONFISCATED OR UNCOLLECTED GOODS

<b>Function Delegated:</b> <i>This text is provided as a reference only. Delegates shall only act in full understanding of the delegated statutory power, inclusive of conditions [see below].</i>	<ol style="list-style-type: none"> <li>1. Authority to refuse to allow goods impounded under s.3.39 or 3.40A to be collected until the costs of removing, impounding and keeping them have been paid to the local government. [s.3.46]</li> <li>2. Authority to sell or otherwise dispose of confiscated or uncollected goods or vehicles that have been ordered to be confiscated under s.3.43 [s.3.47].</li> <li>3. Authority to recover expenses incurred for removing, impounding, and disposing of confiscated or uncollected goods [s.3.48].</li> </ol>
<b>Statutory Power being Delegated:</b>	<i>Local Government Act 1995</i> s.3.46 Goods may be withheld until costs paid s.3.47 Confiscated or uncollected goods, disposal of s.3.48 Impounding expenses, recovery of
<b>Power is originally assigned to:</b>	Local Government
<b>Statutory Power of Delegation:</b>	<i>Local Government Act 1995</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
<b>Power Delegated to:</b>	Chief Executive Officer
<b>Council's Conditions on Delegation:</b>	<p>Disposal of confiscated or uncollected goods, including abandoned vehicles, with a market value less than \$20,000 may, in accordance with the <i>Local Government (Functions and General) Regulations 1996</i> (Reg. 30), be disposed of by any means considered to provide best value, provided the process is transparent and accountable.</p> <p>NOTE – declared abandoned vehicle wreck may only be removed and impounded by a person duly authorised under s.3.40A(1). Authority to appoint authorised person for this purpose may be delegated - refer Delegated Authority 1.1.35 Authorised persons to perform specified functions under the <i>Local Government Act 1995</i>.</p>
<b>Statutory Power to Sub-Delegate:</b>	<i>Local Government Act 1995</i> s.5.44 CEO may delegate powers and duties to other employees
<b>CEO's Sub-Delegation:</b> <i>The exercise of the delegated power does not include the power of delegation</i>	Director Community and Place Director Planning and Sustainability Manager Health and Compliance Manager Community Safety and Emergency Management Coordinator Community Safety
<b>CEO's Conditions on Sub-delegation:</b>	Nil
<b>Record Keeping Statement (LGA 1995)</b> s5.46(3) "A person to whom a power or duty is delegated under this Act is to keep records in accordance with regulations in relation to the exercise of the power or the discharge of the duty."	The sale or disposal of goods or vehicles is to be recorded in the appropriate record.

Compliance Links	Local Government (Functions and General) Regulations 1996 r.30 Dispositions of property excluded from s.3.58 of the Local Government Act 1995 s3.58		
	Financial Interest Return required - Yes		
	Delegation Administration:		
Decision Reference	Decision Reference	Decision Reference	
1. 14/196797	6.	11.	
2. CE01-06/18	7.	12.	
3. 18/274278	8.	13.	
4. CE02-05/24	9.	14.	



### 1.1.7 DISPOSAL OF SICK OR INJURED IMPOUNDED ANIMALS

<b>Function Delegated:</b> <i>This text is provided as a reference only. Delegates shall only act in full understanding of the delegated statutory power, inclusive of conditions [see below].</i>	Authority to determine that an impounded animal is ill or injured, that treating it is not practicable, and to humanely destroy the animal and dispose of the carcass [s.3.47A(1)].
<b>Statutory Power being Delegated:</b>	<i>Local Government Act 1995</i> s.3.47A Sick or injured animals, disposal of
<b>Power is originally assigned to:</b>	Local Government
<b>Statutory Power of Delegation:</b>	<i>Local Government Act 1995</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
<b>Power Delegated to:</b>	Chief Executive Officer
<b>Council's Conditions on Delegation:</b>	Delegation only to be used where the Delegate's reasonable efforts to identify and contact an owner have failed, except in circumstances where delaying euthanasia would be inhumane.
<b>Statutory Power to Sub-Delegate:</b>	<i>Local Government Act 1995</i> s.5.44 CEO may delegate powers and duties to other employees
<b>CEO's Sub-Delegation:</b> <i>The exercise of the delegated power does not include the power of delegation</i>	Director Community and Place Manager Community Safety and Emergency Management Coordinator Community Safety
<b>CEO's Conditions on Sub-delegation:</b>	Delegation only to be used where the Delegate's reasonable efforts to identify and contact an owner have failed.
<b>Record Keeping Statement (LGA 1995)</b> <i>s5.46(3) " A person to whom a power or duty is delegated under this Act is to keep records in accordance with regulations in relation to the exercise of the power or the discharge of the duty."</i>	The details of sick or injured animals disposed of are to be recorded in the appropriate record.
<b>Compliance Links</b>	<i>Local Government Act 1995</i> s.3.47A(2)(b)(i) Take reasonable steps to notify the owner  <i>Financial Interest Return required - Yes</i>
<b>Delegation Administration:</b>	
<b>Decision Reference</b>	<b>Decision Reference</b>
1. 14/196797	6. 18/274278
2. 16/254349	7. CE02-05/24
3. CE01-06/18	8.
4. 18/203840	9.
	11.
	12.
	13.
	14.

### 1.1.8 CLOSE THOROUGHFARES TO VEHICLES

<b>Function Delegated:</b> <i>This text is provided as a reference only. Delegates shall only act in full understanding of the delegated statutory power, inclusive of conditions [see below].</i>	<ol style="list-style-type: none"> <li>1. Authority to close a thoroughfare (wholly or partially) to vehicles or particular classes of vehicles for a period not exceeding 4-weeks [s.3.50(1)].</li> <li>2. Authority to determine to close a thoroughfare for a period exceeding 4-weeks and before doing so: <ul style="list-style-type: none"> <li>• give local public notice;</li> <li>• written notice to prescribed persons and persons that own prescribed land;</li> <li>• consider submissions relevant to the road closure/s proposed; and</li> <li>• provide a copy of the public notice to the Commissioner of Main Roads; [s.3.50(1a), (2) and (4)].</li> </ul> </li> <li>3. Authority to revoke an order to close a thoroughfare [s.3.50(6)].</li> <li>4. Authority to partially and temporarily close a thoroughfare without public notice for repairs or maintenance, where it is unlikely to have significant adverse effect on users of the thoroughfare [s.3.50A]</li> <li>5. Before doing anything to which section 3.51 applies, take action to notify affected owners and give public notice that allows reasonable time for submissions to be made and consider any submissions made before determining to fix or alter the level or alignment of a thoroughfare or draining water from a thoroughfare to private land [s.3.51].</li> </ol>
<b>Statutory Power being Delegated:</b>	<i>Local Government Act 1995</i> s.3.50 Closing certain thoroughfares to vehicles s.3.50A Partial closure of thoroughfare for repairs or maintenance s.3.51 Affected owners to be notified of certain proposals
<b>Power is originally assigned to:</b>	Local Government
<b>Statutory Power of Delegation:</b>	<i>Local Government Act 1995</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
<b>Power Delegated to:</b>	Chief Executive Officer
<b>Council's Conditions on Delegation:</b>	The permanent closure of thoroughfares to be referred to Council for determination
<b>Statutory Power to Sub-Delegate:</b>	<i>Local Government Act 1995</i> s.5.44 CEO may delegate powers and duties to other employees
<b>CEO's Sub-Delegation:</b> <i>The exercise of the delegated power does not include the power of delegation</i>	Director Assets Director Planning and Sustainability  <b>For Function 4 - Partial Closures only:-</b>  Manager Asset Maintenance (except in an emergency) Manager Infrastructure Capital Works Manager Land Development Manager Parks and Conservation Management  <b>Emergency Road Closures:-</b>



	<p>Director Assets Manager Asset Maintenance</p> <p>May determine road closures in an emergency where it is considered that there is reasonable and imminent risk to public safety or property and subject to the road closure being given effect through sufficient and compliant traffic management.</p>	
<b>CEO's Conditions on Sub-delegation:</b>	As per Council's conditions to the CEO.	
<b>Record Keeping Statement (LGA 1995)</b> s5.46(3) " A person to whom a power or duty is delegated under this Act is to keep records in accordance with regulations in relation to the exercise of the power or the discharge of the duty."	<p>Action taken to close thoroughfares (not partial closures for repairs or maintenance) must be recorded in the appropriate register and elected members advised accordingly.</p> <p>Details of partial closures for repairs or maintenance to be recorded on the appropriate record.</p>	
<b>Compliance Links</b>	<ul style="list-style-type: none"><li>• If, under s.3.50(1), a thoroughfare is closed without giving local public notice, local public notice is to be given as soon as practicable after the thoroughfare is closed [s.3.50(8)].</li><li>• Maintain access to adjoining land [s.3.52(3)];</li></ul> <p><i>Public Thoroughfare Closure Management Procedure</i></p> <p><i>Financial Interest Return required – Yes</i></p>	
<b>Delegation Administration:</b>		
<b>Decision Reference</b>	<b>Decision Reference</b>	<b>Decision Reference</b>
1. CE01-06/18	6.	11.
2. 18/203840	7.	12.
3. 18/306398	8.	13.
4. CE02-05/24	9.	14.

### 1.1.9 CONTROL OF RESERVES AND CERTAIN UNVESTED FACILITIES

<b>Function Delegated:</b> <i>This text is provided as a reference only. Delegates shall only act in full understanding of the delegated statutory power, inclusive of conditions [see below].</i>	<ol style="list-style-type: none"><li>1. Authority to agree the method for control and management of an unvested facility which is partially within 2 or more local government districts. [s.3.53(3)].</li><li>2. Authority to do anything for the purpose of controlling and managing land under the control and management of the City of Wanneroo that the City of Wanneroo could do under s.5 of the <i>Parks and Reserves Act 1895</i>. [s.3.54(1)].</li></ol>		
<b>Statutory Power being Delegated:</b>	<i>Local Government Act 1995</i> s.3.53(3) Control of certain unvested facilities s.3.54(1) Reserves under control of local government		
<b>Power is originally assigned to:</b>	Local Government		
<b>Statutory Power of Delegation:</b>	<i>Local Government Act 1995</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO		
<b>Power Delegated to:</b>	Chief Executive Officer		
<b>Council's Conditions on Delegation:</b>	Nil		
<b>Statutory Power to Sub-Delegate:</b>	<i>Local Government Act 1995</i> s.5.44 CEO may delegate powers and duties to other employees		
<b>CEO's Sub-Delegation:</b> <i>The exercise of the delegated power does not include the power of delegation</i>	Director Planning and Sustainability Director Assets		
<b>CEO's Conditions on Sub-delegation:</b>	Subject to the conditions on delegation to the CEO.		
<b>Record Keeping Statement (LGA 1995)</b> s5.46(3) "A person to whom a power or duty is delegated under this Act is to keep records in accordance with regulations in relation to the exercise of the power or the discharge of the duty."	Details of actions taken are to be recorded on the appropriate file or record and a report presented to Council at its next ordinary meeting.		
<b>Compliance Links</b>	<i>Parks and Reserves Act 1895</i> <i>Land Administration Act 1997</i>  <i>Financial Interest Return required - Yes</i>		
<b>Delegation Administration:</b>			
<b>Decision Reference</b>	<b>Decision Reference</b>	<b>Decision Reference</b>	
1. CE01-06/18	6.	11.	
2. 18/203840	7.	12.	
3.	8.	13.	
4.	9.	14.	

### 1.1.10 DETERMINING THAT TENDERS DO NOT HAVE TO BE INVITED FOR THE SUPPLY OF GOODS AND SERVICES

<b>Function Delegated:</b> <i>This text is provided as a reference only. Delegates shall only act in full understanding of the delegated statutory power, inclusive of conditions [see below].</i>	Authority to, because of the unique nature of the goods or services or for any other reason it is unlikely that there is more than one supplier, determine a sole supplier arrangement [F&G r.11 (2)(f)].
<b>Statutory Power being Delegated:</b>	<i>Local Government Act 1995</i> s.3.57 Tenders for providing goods or services <i>Local Government (Functions and General) Regulations 1996</i> r.11(2)(f) When tenders have to be publicly invited
<b>Power is originally assigned to:</b>	Local Government
<b>Statutory Power of Delegation:</b>	<i>Local Government Act 1995</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
<b>Power Delegated to:</b>	Chief Executive Officer
<b>Council's Conditions on Delegation:</b>	1. The determination is to be supported by a detailed report; and 2. Subject to the requirements and conditions of Council's Purchasing Policy.
<b>Statutory Power to Sub-Delegate:</b>	<i>Local Government Act 1995</i> s.5.44 CEO may delegate some powers and duties to other employees
<b>CEO's Sub-Delegation:</b> <i>The exercise of the delegated power does not include the power of delegation</i>	Nil
<b>CEO's Conditions on Sub-delegation:</b>	N/A
<b>Record Keeping Statement (LGA 1995)</b> s5.46(3) "A person to whom a power or duty is delegated under this Act is to keep records in accordance with regulations in relation to the exercise of the power or the discharge of the duty."	The determination is to be recorded in the appropriate record.
<b>Compliance Links</b>	<a href="#"><u>Local Government (Functions and General) Regulations 1996</u></a> – prescribe applicable statutory procedures  <i>City of Wanneroo Purchasing Policy</i> <i>Procurement Corporate Guideline</i>  <i>Financial Interest Return required - Yes</i>
<b>Delegation Administration:</b>	
<b>Decision Reference</b>	<b>Decision Reference</b>
1. CE01-06/18	6.
2.	7.
3.	8.
4.	9.
	11.
	12.
	13.
	14.

### 1.1.11 TENDERS FOR GOODS AND SERVICES – CALL FOR TENDERS

<b>Function Delegated:</b> <i>This text is provided as a reference only. Delegates shall only act in full understanding of the delegated statutory power, inclusive of conditions [see below].</i>	<ol style="list-style-type: none"> <li>1. Authority to call tenders [F&amp;G r.11(1)].</li> <li>2. Authority to invite tenders although not required to do so [F&amp;G r.13].</li> <li>3. Authority to determine in writing, before tenders are called, the criteria for acceptance of tenders [F&amp;G r.14(2a)].</li> <li>4. Authority to vary tender information after public notice of invitation to tender and before the close of tenders, taking reasonable steps to ensure each person who has sought copies of the tender information is provided notice of the variation [F&amp;G r.14(5)].</li> </ol>
<b>Statutory Power being Delegated:</b>	<i>Local Government Act 1995</i> s.3.57 Tenders for providing goods or services <i>Local Government (Functions and General) Regulations 1996</i> r.11(1), (2) When tenders have to be publicly invited r.13 Requirements when local governments invite tenders though not required to do so r.14 Publicly inviting tenders, requirements for.
<b>Power is originally assigned to:</b>	Local Government
<b>Statutory Power of Delegation:</b>	<i>Local Government Act 1995</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
<b>Power Delegated to:</b>	Chief Executive Officer
<b>Council's Conditions on Delegation:</b>	Tenders can only be invited for those goods and services identified in the Long-Term Financial Plan, the Annual Budget, Corporate Business Plan or separately approved by Council  Acceptance of the most advantageous tender is subject to Delegation 1.1.15.
<b>Statutory Power to Sub-Delegate:</b>	<i>Local Government Act 1995</i> s.5.44 CEO may delegate some powers and duties to other employees
<b>CEO's Sub-Delegation:</b> <i>The exercise of the delegated power does not include the power of delegation</i>	<b>Functions 1 to 3</b> All Directors  <b>Function 4</b> Manager Contracts and Procurement
<b>CEO's Conditions on Sub-delegation:</b>	Subject to the conditions on delegation to the CEO.
<b>Record Keeping Statement (LGA 1995)</b> s5.46(3) "A person to whom a power or duty is delegated under this Act is to keep records in accordance with regulations in relation to the exercise of the power or the discharge of the duty."	The invitation to tender is to be entered into the Tender Register in the manner prescribed.



Compliance Links	<a href="#"><u>Local Government (Functions and General) Regulations 1996</u></a> – prescribe applicable statutory procedures		
	City of Wanneroo Purchasing Policy		
	City of Wanneroo Procurement Corporate Guideline		
	Financial Interest Return required – Yes		
Delegation Administration:			
Decision Reference		Decision Reference	Decision Reference
1.	CE01-06/18	6.	CE02-06/23
2.	18/313146	7.	CE02-05/24
3.	18/306398	8.	
4.	19/394864	9.	
		11.	
		12.	
		13.	
		14.	



## 1.1.12 EXTENSION OF CONTRACTS

<b>Function Delegated:</b> <i>This text is provided as a reference only. Delegates shall only act in full understanding of the delegated statutory power, inclusive of conditions [see below].</i>	Authority to exercise a contract extension option that was included in the original tender specification and contract in accordance with r.11(2)(j).		
<b>Statutory Power being Delegated:</b>	<i>Local Government Act 1995:</i> s.3.57 Tenders for providing goods or services <i>Local Government (Functions &amp; General) Regulations 1996</i> r.11(2)(j) When tenders have to be publicly invited		
<b>Power is originally assigned to:</b>	Local Government		
<b>Statutory Power of Delegation:</b>	<i>Local Government Act 1995</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO		
<b>Power Delegated to:</b>	Chief Executive Officer		
<b>Council's Conditions on Delegation:</b>	Subject to the: <ul style="list-style-type: none"><li>tender specifying the provisions of the option term;</li><li>contract providing for the extension;</li><li>extension being on the same terms and conditions as the last year of the original term but does allow for price increases in line with the contract provisions (if any) for price.</li></ul>		
<b>Statutory Power to Sub-Delegate:</b>	<i>Local Government Act 1995</i> s.5.44 - CEO may delegate powers or duties to other employees		
<b>CEO's Sub-Delegation:</b> <i>The exercise of the delegated power does not include the power of delegation</i>	All Directors		
<b>CEO's Conditions on Sub-delegation:</b>	Subject to the conditions on delegation to the CEO.		
<b>Record Keeping Statement (LGA 1995)</b> s5.46(3) "A person to whom a power or duty is delegated under this Act is to keep records in accordance with regulations in relation to the exercise of the power or the discharge of the duty."	Records of decisions must be retained and recorded in the appropriate record of any extensions to contracts.		
<b>Compliance Links</b>	<a href="#"><i>Local Government (Functions and General) Regulations 1996</i></a> – prescribe applicable statutory procedures <i>City of Wanneroo Contract Management Corporate Guideline</i>  <i>Financial Interest Return required – Yes</i>		
<b>Delegation Administration:</b>			
<b>Decision Reference</b>		<b>Decision Reference</b>	
1. CE01-06/18	6.	11.	
2. CE02-05/24	7.	12.	
3.	8.	13.	
4.	9.	14.	

**1.1.13 NEW TITLE - TENDERS FOR GOODS AND SERVICES – ACCEPTING, CLARIFYING AND REJECTING TENDERS; MINOR VARIATION TO GOODS AND SERVICES PRIOR TO CONTRACT—CHOICE OF MOST ADVANTAGEOUS TENDER**

<p><b>Function Delegated:</b> <i>This text is provided as a reference only. Delegates shall only act in full understanding of the delegated statutory power, inclusive of conditions [see below].</i></p>	<ol style="list-style-type: none"> <li>1. Authority to determine whether or not to reject tenders that do not comply with requirements as specified in the invitation to tender [F&amp;G.r.18(2)].</li> <li>2. Authority to seek clarification from tenderers in relation to information contained in their tender submission [F&amp;G r.18(4a)].</li> <li>3. Authority to assess, by written evaluation, tenders that have not been rejected, to determine:             <ol style="list-style-type: none"> <li>i. The extent to which each tender satisfies the criteria for deciding which tender to accept; and</li> <li>ii. To accept the tender that is most advantageous [F&amp;G r.18(4)].</li> </ol> </li> <li>4. Authority to decline to accept any tender [F&amp;G r.18(5)].</li> <li>5. Authority to accept the next most advantageous tender if, within six months of accepting a tender, a contract has not been entered into <b>OR</b> the local government and the successful tenderer agree to terminate the contract 'F&amp;G r.18(6) &amp; (7)]</li> <li>6. Authority to determine whether variations in goods and services required are minor variations, and to negotiate with the successful tenderer to make minor variations <b>before</b> entering into a contract [F&amp;G r.20(1) and (3)].</li> <li>7. Authority to choose the next most advantageous tender to accept, if the chosen tenderer is unable or unwilling to form a contract to supply the varied requirement OR the minor variation cannot be agreed with the successful tenderer, so that the tenderer ceases to be the chosen tenderer [F&amp;G r.20(2)].</li> </ol>
<p><b>Statutory Power being Delegated:</b></p>	<p><i>Local Government Act 1995:</i>  s.3.57 Tenders for providing goods or services  <i>Local Government (Functions and General) Regulations 1996</i>  r.18 (2), (4), (4a), (5), (6) &amp; (7) Rejecting and accepting tenders  r.20(1), (2) &amp; (3) Variation of requirements before entry into contract</p>
<p><b>Power is originally assigned to:</b></p>	<p>Local Government</p>
<p><b>Statutory Power of Delegation:</b></p>	<p><i>Local Government Act 1995</i>  s.5.42 Delegation of some powers or duties to the CEO  s.5.43 Limitations on delegations to the CEO</p>
<p><b>Power Delegated to:</b></p>	<p>Chief Executive Officer</p>

<b>Council's Conditions on Delegation:</b>	<b>Function 3 and 7</b>  Subject to a provision in the adopted Annual Budget and / or the Long-Term Financial Plan and limited to: <ul style="list-style-type: none"><li>Tenders resulting from the expiry of a recurring contract - \$5,000,000 (life of contract).</li><li>Supply of plant and equipment - to a maximum amount of \$2,000,000.</li><li>All other tenders - to a maximum amount of \$1,000,000.</li></ul> <b>Function 6</b>  That the variation is minor having regard to the total goods or services that tenderers were invited to supply.		
<b>Statutory Power to Sub-Delegate:</b>	<i>Local Government Act 1995</i> s.5.44 CEO may delegate some powers and duties to other employees		
<b>CEO's Sub-Delegation:</b> <i>The exercise of the delegated power does not include the power of delegation</i>	Where the CEO has a conflict of interest that precludes the CEO from exercising this delegation of authority, the CEO delegates to a Director the authority to exercise this function.  <b>Function 2 only</b> Manager Contracts and Procurement  <b>Function 6 only</b> All Directors - \$10,000		
<b>CEO's Conditions on Sub-delegation:</b>	Subject to conditions on delegation to the CEO.  The approving Director is not to be the same Director making the recommendation.  Once the tender has been accepted, the CEO or any Director may execute the contractual documents relating to the acceptance of the tender.		
<b>Record Keeping Statement (LGA 1995)</b> s5.46(3) "A person to whom a power or duty is delegated under this Act is to keep records in accordance with regulations in relation to the exercise of the power or the discharge of the duty."	Acceptance must be recorded in the appropriate record and in the Tender Register as required by regulation 17 of the <i>Local Government (Functions and General) Regulations 1996</i> .  Records of decisions must be retained and recorded in the appropriate record to approve the variation and determine that it is in fact a minor variation.		
<b>Compliance Links</b>	<a href="#"><i>Local Government (Functions and General) Regulations 1996</i></a> – prescribe applicable statutory procedures  <i>City of Wanneroo Execution of Documents Policy and Management Procedure</i> <i>City of Wanneroo Purchasing Policy</i> <i>City of Wanneroo Procurement Corporate Guideline</i> <i>Financial Interest Return required - Yes</i>		
<b>Delegation Administration:</b>			
<b>Decision Reference</b>		<b>Decision Reference</b>	
1. CE04-12/16		11.	
2. 16/421025		12.	
3. 17/335505		13.	
4. CE01-06/18		14.	
6. CE01-04/20			
7. CE02-06/20			
8. - Delegations 1.1.14 and 1.1.15 combined into 1.1.13 and two additional functions r17 (6) & (7) added			
9.			



**1.1.14 REPEALED – MINOR VARIATION IN GOODS OR SERVICES**

<b>Function Delegated:</b> <i>This text is provided as a reference only. Delegates shall only act in full understanding of the delegated statutory power, inclusive of conditions [see below].</i>	Authority to determine whether variations in goods and services required are minor variations, and to negotiate with the successful tenderer to make minor variations <u>before</u> entering into a contract [F&G r.20(1) and (3)].
<b>Statutory Power being Delegated:</b>	<i>Local Government Act 1995:</i> s.3.57 Tenders for providing goods or services <i>Local Government (Functions and General) Regulations 1996</i> r.20(1), (3) Variation of requirements before entry into contract
<b>Power is originally assigned to:</b>	Local Government
<b>Statutory Power of Delegation:</b>	<i>Local Government Act 1995</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
<b>Power Delegated to:</b>	Chief Executive Officer
<b>Council's Conditions on Delegation:</b>	That the variation is minor having regard to the total goods or services that tenderers were invited to supply.
<b>Statutory Power to Sub-Delegate:</b>	<i>Local Government Act 1995</i> s.5.44 CEO may delegate some powers and duties to other employees
<b>CEO's Sub-Delegation:</b> <i>The exercise of the delegated power does not include the power of delegation</i>	All Directors – \$10,000
<b>CEO's Conditions on Sub-delegation:</b>	Subject to the conditions on delegation to the CEO.
<b>Record Keeping Statement (LGA 1995)</b> s5.46(3) "A person to whom a power or duty is delegated under this Act is to keep records in accordance with regulations in relation to the exercise of the power or the discharge of the duty."	Records of decisions must be retained and recorded in the appropriate record to approve the variation and determine that it is in fact a minor variation
<b>Compliance Links</b>	<u><i>Local Government (Functions and General) Regulations 1996</i></u> – prescribe applicable statutory procedures  <i>City of Wanneroo Purchasing Policy</i> <i>City of Wanneroo Procurement Corporate Guideline</i>  <i>Financial Interest Return required – Yes</i>
<b>Delegation Administration:</b>	
<b>Decision Reference</b>	<b>Decision Reference</b>
1. CE01-06/18	6.
2. CE02-05/24	7.
3. Delegations 1.1.14 and 1.1.15 combined into 1.1.13 and two additional functions r17 (6) & (7) added	8.
4.	9.
	11.
	12.
	13.
	14.

**1.1.15 REPEAL - SELECTING THE NEXT MOST ADVANTAGEOUS TENDER**

<b>Function Delegated:</b> <i>This text is provided as a reference only. Delegates shall only act in full understanding of the delegated statutory power, inclusive of conditions [see below].</i>	Authority to choose the next most advantageous tender to accept, if the chosen tenderer is unable or unwilling to form a contract to supply the varied requirement OR the minor variation cannot be agreed with the successful tenderer, so that the tenderer ceases to be the chosen tenderer [F&G r.20(2)].
<b>Statutory Power being Delegated:</b>	<i>Local Government Act 1995:</i> s.3.57 Tenders for providing goods or services <i>Local Government (Functions and General) Regulations 1996</i> r.20 (2) Variation of requirements before entry into contract
<b>Power is originally assigned to:</b>	Local Government
<b>Statutory Power of Delegation:</b>	<i>Local Government Act 1995</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
<b>Power Delegated to:</b>	Chief Executive Officer
<b>Council's Conditions on Delegation:</b>	Subject to a provision in the adopted Annual Budget and / or the Long-Term Financial Plan and limited to: <ul style="list-style-type: none"> <li>• Tenders resulting from the expiry of a recurring contract – \$5,000,000 (life of contract).</li> <li>• Supply of plant and equipment – to a maximum amount of \$2,000,000.</li> <li>• All other tenders – to a maximum amount of \$1,000,000.</li> </ul>
<b>Statutory Power to Sub-Delegate:</b>	<i>Local Government Act 1995</i> s.5.44 CEO may delegate some powers and duties to other employees
<b>CEO's Sub-Delegation:</b> <i>The exercise of the delegated power does not include the power of delegation</i>	Where the CEO has a conflict of interest that precludes the CEO from exercising this delegation of authority, the CEO delegates to a Director the authority to exercise this function.
<b>CEO's Conditions on Sub-delegation:</b>	The approving Director is not to be the same Director making the recommendation.  Once the tender has been accepted, the CEO or any Director may execute the contractual documents relating to the acceptance of the tender.
<b>Record Keeping Statement (LGA 1995)</b> s5.46(3) "A person to whom a power or duty is delegated under this Act is to keep records in accordance with regulations in relation to the exercise of the power or the discharge of the duty."	Acceptance must be recorded in the appropriate record and in the Tender Register as required by regulation 17 of the <i>Local Government (Functions and General) Regulations 1996</i> .



<b>Compliance Links</b>		<a href="#"><u>Local Government (Functions and General) Regulations 1996</u></a> – prescribe applicable statutory procedures  <i>City of Wanneroo Execution of Documents Policy and Management Procedure</i> <i>City of Wanneroo Purchasing Policy</i> <i>City of Wanneroo Procurement Corporate Guideline</i>  <i>Financial Interest Return required – Yes</i>	
<b>Delegation Administration:</b>			
<b>Decision Reference</b>		<b>Decision Reference</b>	<b>Decision Reference</b>
1.	CE06-05/17	6.	11.
2.	CE01-06/18	7.	12.
3.	Delegations 1.1.14 and 1.1.15 combined into 1.1.13 and two additional functions r17 (6) & (7) added	8.	13.
4.		9.	14.

## 1.1.16 EXPRESSIONS OF INTEREST FOR GOODS AND SERVICES

<b>Function Delegated:</b> <i>This text is provided as a reference only. Delegates shall only act in full understanding of the delegated statutory power, inclusive of conditions [see below].</i>	<ol style="list-style-type: none"> <li>1. Authority to determine when to seek Expressions of Interest and to invite Expressions of Interest for the supply of goods or services [F&amp;G r.21].</li> <li>2. Authority to consider Expressions of Interest which have not been rejected and determine those which are capable of satisfactorily providing the goods or services, for listing as acceptable tenderers [F&amp;G r.23].</li> </ol>
<b>Statutory Power being Delegated:</b>	<i>Local Government Act 1995</i> s.3.57 Tenders for providing goods or services <i>Local Government (Functions and General) Regulations 1996</i> r.21 Limiting who can tender, procedure for r.23 Rejecting and accepting expressions of interest to be acceptable tenderer
<b>Power is originally assigned to:</b>	Local Government
<b>Statutory Power of Delegation:</b>	<i>Local Government Act 1995</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
<b>Power Delegated to:</b>	Chief Executive Officer
<b>Council's Conditions on Delegation:</b>	Nil
<b>Statutory Power to Sub-Delegate:</b>	<i>Local Government Act 1995</i> s.5.44 CEO may delegate some powers and duties to other employees
<b>CEO's Sub-Delegation:</b> <i>The exercise of the delegated power does not include the power of delegation</i>	<b>Function 1 only:</b> All Directors
<b>CEO's Conditions on Sub-delegation:</b>	Nil
<b>Record Keeping Statement (LGA 1995)</b> s5.46(3) "A person to whom a power or duty is delegated under this Act is to keep records in accordance with regulations in relation to the exercise of the power or the discharge of the duty."	Details of the expression of interest sought, received and accepted must be recorded in the appropriate record and in the Tender Register as required by Regulation 17 of the <i>Local Government (Functions and General) Regulations 1996</i> .
<b>Compliance Links</b>	<a href="#"><i>Local Government (Functions and General) Regulations 1996</i></a> – prescribe applicable statutory procedures  <i>City of Wanneroo Purchasing Policy</i> <i>City of Wanneroo Procurement Corporate Guideline</i>  Financial Interest Return required - Yes
<b>Delegation Administration:</b>	
<b>Decision Reference</b>	<b>Decision Reference</b>
1. CE01-06/18	6.
2. 18/203840	7.
3. 18/313146	8.
4. 19/394864	9.
	11.
	12.
	13.
	14.

## 1.1.17 VARIATION TO CONTRACT FOR THE SUPPLY OF GOODS AND SERVICES

<b>Function Delegated:</b> <i>This text is provided as a reference only. Delegates shall only act in full understanding of the delegated statutory power, inclusive of conditions [see below].</i>	Authority to vary a tendered contract, <u>after</u> it has been entered into, provided the variation/s are necessary for the goods and services to be supplied, and do not change the scope of the original contract.		
<b>Statutory Power being Delegated:</b>	<i>Local Government Act 1995</i> s.3.57 Tenders for providing goods or services <i>Local Government (Function and General) Regulations 1996</i> r .21A Varying a contract for the supply of goods or services		
<b>Power is originally assigned to:</b>	Local Government		
<b>Statutory Power of Delegation:</b>	<i>Local Government Act 1995</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO		
<b>Power Delegated to:</b>	Chief Executive Officer		
<b>Council's Conditions on Delegation:</b>	Nil		
<b>Statutory Power to Sub-Delegate:</b>	<i>Local Government Act 1995</i> s.5.44 - CEO may delegate powers or duties to other employees		
<b>CEO's Sub-Delegation:</b> <i>The exercise of the delegated power does not include the power of delegation</i>	All Directors Manager Asset Maintenance Manager Infrastructure Capital Works Manager Parks and Conservation Management Manager Waste Services		
<b>CEO's Conditions on Sub-delegation:</b>	The amount of the variation limited to the sub-delegates purchasing approval limit; and  The amount of the variation must be within the approved budget.		
<b>Record Keeping Statement (LGA 1995)</b> s5.46(3) "A person to whom a power or duty is delegated under this Act is to keep records in accordance with regulations in relation to the exercise of the power or the discharge of the duty."	Details of the variation must be recorded in the appropriate record.  The record must evidence the decision and that the decision is based upon the variation not changing the scope of the original contract and is necessary for the goods and services to be supplied.		
<b>Compliance Links</b>	<u><a href="#">Local Government (Functions and General) Regulations 1996</a></u> – prescribe applicable statutory procedures  <i>City of Wanneroo Purchasing Policy</i> <i>City of Wanneroo Procurement Corporate Guideline</i> <i>City of Wanneroo Contracts Management Corporate Guideline</i>  <i>Financial Interest Return Required – Yes</i>		
<b>Delegation Administration:</b>			
<b>Decision Reference</b>		<b>Decision Reference</b>	
1. 17/102900	6.	11.	
2. CE01-06/18	7.	12.	
3. 19/394864	8.	13.	
4. CE02-05/24	9.	14.	

## 1.1.18 PANELS OF PRE-QUALIFIED SUPPLIERS FOR GOODS AND SERVICES

<p><b>Function Delegated:</b> <i>This text is provided as a reference only. Delegates shall only act in full understanding of the delegated statutory power, inclusive of conditions [see below].</i></p>	<ol style="list-style-type: none"> <li>1. Authority to establish a panel of pre-qualified suppliers to supply particular goods or services [F&amp;G r.24AB].</li> <li>2. Authority to determine that there is a continuing need for the goods or services proposed to be provided by a panel of pre-qualified suppliers [F&amp;G r.24AC(1)(b)].</li> <li>3. Authority to determine, before inviting submissions, the written criteria for deciding which application should be accepted for inclusion in a panel of pre-qualified suppliers [F&amp;G r.24AD(3)].</li> <li>4. Authority to vary panel of pre-qualified supplier information after public notice inviting submissions has been given, taking reasonable steps to ensure that each person who has enquired or submitted an application is provided notice of the variation [F&amp;G r.24AD(6)].</li> <li>5. Authority to reject an application without considering its merits, where it was submitted at a place and within the time specified, but fails to comply with any other requirement specified in the invitation [F&amp;G r.24AH(2)].</li> <li>6. Authority to assess applications, by written evaluation of the extent to which the submission satisfies the criteria for deciding which applicants to accept, and decide which applications to accept as most advantageous [F&amp;G r.24AH(3)].</li> <li>7. Authority to request clarification of information provided in a submission by an applicant [F&amp;G r.24AH(4)].</li> <li>8. Authority to decline to accept any application [F&amp;G r.24AH(5)].</li> <li>9. Authority to enter into contract, or contracts, for the supply of goods or services with a pre-qualified supplier, as part of a panel of pre-qualified suppliers for those particular goods or services [F&amp;G r.24AJ(1)]</li> </ol>
<p><b>Statutory Power being Delegated:</b></p>	<p><i>Local Government Act 1995</i> s.3.57 Tenders for providing goods or services <i>Local Government (Functions and General) Regulation 1996</i> r.24AB Local government may establish panels of pre-qualified suppliers r.24AC(1)(b) Requirements before establishing panels of pre-qualified suppliers r.24AD(3) &amp; (6) Requirements when inviting persons to apply to join panel of pre-qualified suppliers r.24AH(2), (3), (4) and (5) Rejecting and accepting applications to join panel of pre-qualified suppliers r.24AJ(1) Contracts with pre-qualified suppliers</p>
<p><b>Power is originally assigned to:</b></p>	<p>Local Government</p>



<b>Statutory Power of Delegation</b>	<i>Local Government Act 1995</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limits on delegations to CEO		
<b>Power Delegated to:</b>	Chief Executive Officer		
<b>Council's Conditions on Delegation:</b>	In accordance with s.5.43, panels of pre-qualified suppliers may only be established, where the total consideration under the resulting contract is included in the adopted Annual Budget.		
<b>Statutory Power to Sub-Delegate:</b>	<i>Local Government Act 1995</i> s.5.44 CEO may delegate powers or duties to other employees		
<b>CEO's Sub-Delegation:</b> <i>The exercise of the delegated power does not include the power of delegation</i>	All Directors Executive Manager Governance and Legal Manager Contracts and Procurement		
<b>CEO's Conditions on Sub-delegation:</b>	Subject to:-  a) The conditions on delegation to the CEO; and  b) Individual contracts entered into with prequalified suppliers in accordance with Function 9 not exceeding \$500,000 for Directors and \$250,000 for the Executive Manager Governance and Legal; and  c) Manager Contracts and Procurement is only delegated the authority to undertake Functions 4 and 7 to vary a panel of pre-qualified supplier information after public notice inviting submissions has been given, taking reasonable steps to provide each person who has enquired or submitted an application notice of the variation.		
<b>Record Keeping Statement (LGA 1995)</b> s5.46(3) "A person to whom a power or duty is delegated under this Act is to keep records in accordance with regulations in relation to the exercise of the power or the discharge of the duty."	Details of the panel and any actions taken by the panel are to be recorded in the appropriate record.		
<b>Compliance Links</b>	<a href="#"><u>Local Government (Functions and General) Regulations 1996</u></a> – prescribe applicable statutory procedures  <i>City of Wanneroo Purchasing Policy</i> <i>City of Wanneroo Procurement Corporate Guideline</i> <i>City of Wanneroo Contract Management Corporate Guideline</i>  <i>Financial Interest Return Required – Yes</i>		
Delegation Administration:			
Decision Reference	Decision Reference	Decision Reference	
1. CS05-05/17	6. 18/306398	11.	
2. CE01-06/18	7. CE02-05/24	12.	
3. 18/203840	8.	13.	
4. CE01-08/18	9.	14.	



### 1.1.19 DISPOSING OF PROPERTY (PUBLIC AUCTION, PUBLIC TENDER OR PRIVATE TREATY)

<b>Function Delegated:</b> <i>This text is provided as a reference only. Delegates shall only act in full understanding of the delegated statutory power, inclusive of conditions [see below].</i>	<ol style="list-style-type: none"> <li>Authority to dispose of property to: <ol style="list-style-type: none"> <li>to the highest bidder at public auction [s.3.58(2)(a)].</li> <li>to the person who at public tender called by the local government makes what is considered by the delegate to be, the most acceptable tender, whether or not it is the highest tenders [s.3.58(2)(b)]</li> </ol> </li> <li>Authority to dispose of property by private treaty only in accordance with section 3.58(3) and prior to the disposal, to consider any submissions received following the giving of public notice [s.3.58(3)].</li> </ol>
<b>Statutory Power being Delegated:</b>	<i>Local Government Act 1995</i> s.3.58(2) & (3) Disposing of Property
<b>Power is originally assigned to:</b>	Local Government
<b>Statutory Power of Delegation:</b>	<i>Local Government Act 1995</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
<b>Power Delegated to:</b>	Chief Executive Officer
<b>Council's Conditions on Delegation:</b>	<p>Subject to:</p> <ol style="list-style-type: none"> <li>The disposal of property being less than \$250,000, except for land.</li> <li>The disposal of land by sale being: <ol style="list-style-type: none"> <li>identified in the City's Annual Budget and valued up to \$600,000 excluding GST; or</li> <li>for amount not less than 95% of the average of the average of two independent market valuations engaged by the City, and in any event, not exceeding \$400,000.</li> </ol> </li> <li>Delegation does not apply to the disposal of land by lease, which is subject to a separate delegation (delegation 1.1.20).</li> </ol>
<b>Statutory Power to Sub-Delegate:</b>	<i>Local Government Act 1995</i> s.5.44 CEO may delegate powers and duties to other employees
<b>CEO's Sub-Delegation:</b> <i>The exercise of the delegated power does not include the power of delegation</i>	<p>Director Assets - \$150,000</p> <p>Director Corporate Strategy and Performance - \$150,000</p> <p>Manager Asset Maintenance - \$50,000</p> <p>Manager Contracts and Procurement - \$50,000</p> <p>Manager Property Services - \$150,000</p>

<b>CEO's Conditions on Sub-delegation:</b>	(a) Subject to the conditions on delegation to the CEO.		
	(b) The delegation to the Manager Property Services is for the disposal of land only.		
	(c) The delegation to the Manager Contracts and Procurement is for disposal of Fleet, Plant and Equipment only.		
<b>Record Keeping Statement (LGA 1995)</b> s5.46(3) "A person to whom a power or duty is delegated under this Act is to keep records in accordance with regulations in relation to the exercise of the power or the discharge of the duty."	The full details of the transaction including copies of the advertisements to be recorded on the appropriate record and or register.		
<b>Compliance Links</b>	<i>Local Government Act 1995</i> <i>s.3.58 Disposing of Property</i>  <i>City of Wanneroo Strategic Land Policy and Management Procedure</i> <i>City of Wanneroo Disposal of Property other than Land and Buildings Management Procedure</i>  <i>Financial Interest Return required - Yes</i>		
<b>Delegation Administration:</b>			
<b>Decision Reference</b>	<b>Decision Reference</b>	<b>Decision Reference</b>	
1. CE06-05/17	6.	11.	
2. CE01-06/18	7.	12.	
3. 19/394864	8.	13.	
4. CE02-06/23	9.	14.	
5. CE02-05/24			

**1.1.20 DISPOSING OF PROPERTY (LAND) BY LEASE OR LICENCE**

<b>Function Delegated:</b> <i>This text is provided as a reference only. Delegates shall only act in full understanding of the delegated statutory power, inclusive of conditions [see below].</i>	Authority for the disposal of property (Land) by lease or licence.
<b>Statutory Power being Delegated:</b>	<i>Local Government Act 1995</i> s.3.58 Disposing of Property
<b>Power is originally assigned to:</b>	Local Government
<b>Statutory Power of Delegation:</b>	<i>Local Government Act 1995</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
<b>Power Delegated to:</b>	Chief Executive Officer
<b>Council's Conditions on Delegation:</b>	<p>The grant of a lease or licence in relation to:</p> <ol style="list-style-type: none"> <li>1. freehold land owned by the City; or</li> <li>2. crown land managed/leased by the City; is further subject to: <ul style="list-style-type: none"> <li>• Disposal by Lease: <ol style="list-style-type: none"> <li>a) The disposal of property by lease being subject to: <ol style="list-style-type: none"> <li>i. The lease being in accordance with the City's Leasing Policy (as then applicable);</li> <li>ii. The term of the lease being no greater than ten (10) years (including option periods);</li> <li>iii. The rental fee payable being no greater than \$120,000 (plus GST) per annum during the initial year of the lease term (exclusion of any rental incentives or abatements); and</li> <li>iv. The area leased being no greater than 2,000m<sup>2</sup>.</li> </ol> </li> <li>b) An agreement to vary, or an agreement arising from the terms of a lease including but not limited to novations, terminations, surrenders (whole or partial surrenders), renewal options, assignments (including consent to a deemed assignment), subletting, special conditions or payment schedules of a lease subject to: <ol style="list-style-type: none"> <li>i. In the case of a variation, the variation being minor in nature and resulting in the lease (as varied) remaining in accordance with the City's Leasing Policy (as then applicable); and</li> <li>ii. In the case of an extension: <ol style="list-style-type: none"> <li>A. the lease providing for an option for extension and specifying the applicable terms of that option term;</li> <li>B. the exercise of the option for extension being in accordance with the terms of the</li> </ol> </li> </ol> </li> </ol> </li> </ul></li></ol>

	<p>option provisions of the original lease, and in particular that the lessee is not in a material and unremedied breach of that lease; and</p> <p>C. the extension being in accordance with the option provisions of the original lease.</p> <ul style="list-style-type: none"> <li>• Disposal by Licence: <ul style="list-style-type: none"> <li>a) The disposal of property by licence being subject to: <ul style="list-style-type: none"> <li>i. The licence being in accordance with the City's Leasing Policy (as then applicable);</li> <li>ii. The granting of a licence being permitted under the City's management order or lease;</li> <li>iii. The term of the licence being no greater than ten (10) years);</li> <li>iv. The fee payable being no greater than \$50,000 (plus GST) per annum during the initial year of the licence term; and</li> <li>v. The area licenced being no greater than 3,000m<sup>2</sup>.</li> </ul> </li> <li>b) An agreement to vary, or an agreement arising from the terms of a licence including but not limited to novations, terminations, surrenders, renewal options, assignments (including consent to a deemed assignment), sublicensing, special conditions or payment schedules of a licence subject to: <ul style="list-style-type: none"> <li>i. In the case of a variation, the variation being minor in nature and resulting in the licence (as varied) remaining in accordance with the City's Leasing Policy (as then applicable); and</li> <li>ii. In the case of an extension: <ul style="list-style-type: none"> <li>A. the licence providing for an option for extension and specifying the applicable terms of that option term;</li> <li>B. the exercise of the licence being in accordance with the terms of the option provisions of the original licence, and in particular that the licensee is not in a material and unremedied breach of that licence; and</li> </ul> </li> </ul> </li> </ul> </li> </ul>
<b>Statutory Power to Sub-Delegate:</b>	<i>Local Government Act 1995 s.5.44 CEO may delegate powers and duties to other employees</i>
<b>CEO's Sub-Delegation:</b> <i>The exercise of the delegated power does not include the power of delegation</i>	Director Corporate Strategy and Performance Manager Property Services
<b>CEO's Conditions on Sub-delegation:</b>	Subject to the conditions on delegation to the CEO

<b>Record Keeping Statement (LGA 1995)</b> s5.46(3) " A person to whom a power or duty is delegated under this Act is to keep records in accordance with regulations in relation to the exercise of the power or the discharge of the duty."	The full details of the transaction including copies of the advertisements to be recorded on the appropriate record and or register.	
<b>Compliance Links</b>	<i>Local Government Act 1995</i> <i>s. 3.58 Disposing of Property</i>  NOTE: Section 3.58(1) defines: <b>‘dispose’</b> as includes to sell, lease, or otherwise dispose of, whether absolutely or not; and <b>‘property’</b> as includes the whole or any part of the interest of a local government in property, but does not include money.  <i>City of Wanneroo Leasing Policy and Management Procedure</i>  <i>City of Wanneroo Execution of Documents Policy and Management Procedure</i>  <i>Financial Interest Return required - Yes</i>	
<b>Delegation Administration:</b>		
<b>Decision Reference</b>	<b>Decision Reference</b>	<b>Decision Reference</b>
1. CE03-10/17	6. CE02-05/24	11.
2. 17/347558	7.	12.
3. CE01-06/18	8.	13.
4. CE02-06/23	9.	14.



1.1.21 **REPEALED** - APPOINTMENT OF ACTING CHIEF EXECUTIVE OFFICER

Delegation Administration:		
Decision Reference	Decision Reference	Decision Reference
1. CE01-06/18		
2. 20/34041		
3. CE04-04/21		
4. CE02-05/24		

**1.1.22 PAYMENTS FROM THE MUNICIPAL FUND AND TRUST FUND**

<b>Function Delegated:</b> <i>This text is provided as a reference only. Delegates shall only act in full understanding of the delegated statutory power, inclusive of conditions [see below].</i>	Authority to make payments from the municipal fund or the trust fund.[FM r.12(1)(a)]
<b>Statutory Power being Delegated:</b>	<i>Local Government Act 1995</i> s. 6.10 Financial Management Regulations <i>Local Government (Financial Management) Regulations 1996</i> r.12(1)(a). Payments from municipal fund or trust fund, restrictions on making.
<b>Power is originally assigned to:</b>	Local Government
<b>Statutory Power of Delegation:</b>	<i>Local Government Act 1995:</i> s.5.42 – Delegation of some power or duties to the CEO s.5.43 – Limitations on delegation to the CEO
<b>Power Delegated to:</b>	Chief Executive Officer
<b>Council's Conditions on Delegation:</b>	Each payment from the municipal fund or the trust fund is to be noted on a list compiled for each month which is to be presented at the next ordinary meeting of Council.
<b>Statutory Power to Sub-Delegate:</b>	<i>Local Government Act 1995</i> s.5.44 CEO may delegate powers and duties to other employees
<b>CEO's Sub-Delegation:</b> <i>The exercise of the delegated power does not include the power of delegation</i>	<b>Group A:</b> Director Corporate Strategy and Performance Director Community and Place Director Assets Director Planning and Sustainability Chief Financial Officer Coordinator Financial and Strategic Accounting  <b>Group B:</b> Team Leader Financial Accounting Coordinator Rates and Accounts Financial Accountant Strategic Finance Business Partner Capital Analyst
<b>CEO's Conditions on Sub-delegation:</b>	<ul style="list-style-type: none"> <li>Each invoice is required to be approved for payment by instigating officer and approving officer in accordance with the requirements of the Procurement Corporate Guideline.</li> <li>When authorising payments each payment voucher is to be authorised as follows before payment is processed: <ul style="list-style-type: none"> <li>Up to \$50,000 – One signature is required (either group A or B)</li> <li>\$50,001 - and over – Two signatures required (either two from group A, or one from group A and one from group B)</li> </ul> </li> <li>The actual transmission of the funds by EFT is authorised using password protected banking software by any two officers (either group A or B).</li> </ul>

	<ul style="list-style-type: none"> <li>Internal Fund Transfers* – One signature is required (either group A or B)</li> <li>Payroll Transfers** – One signature is required (either group A or B)</li> </ul> <p>* Internal fund transfers are transfers between the City's trading accounts (excludes the City's Trust Account and the daily cash management account).</p> <p>** Subject to certification by officer preparing payroll and any two officers (either group A or B).</p>
<b>Record Keeping Statement (LGA 1995)</b> s5.46(3) "A person to whom a power or duty is delegated under this Act is to keep records in accordance with regulations in relation to the exercise of the power or the discharge of the duty."	As per the requirements of Regulation 13 of the <i>Local Government (Financial Management) Regulations 1996</i> .
<b>Compliance Links</b>	<a href="#">Local Government Act 1995</a> <a href="#">Local Government (Financial Management) Regulations 1996</a> - refer specifically r.13 Payments from municipal fund or trust fund by CEO, CEO's duties as to etc. <a href="#">Local Government (Audit) Regulations 1996</a> Department of Local Government, Sport and Cultural Industries <a href="#">Operational Guideline No.11 – Use of Corporate Credit Cards</a> Department of Local Government, Sport and Cultural Industries: <a href="#">Accounting Manual</a> City of Wanneroo Purchasing Policy City of Wanneroo Procurement Corporate Guidelines  Financial Interest Return required - Yes
<b>Delegation Administration:</b>	
<b>Decision Reference</b>	<b>Decision Reference</b>
1. CS05-11/14	6. 18/313146
2. CE06-05/17	7. 19/376416
3. CE01-06/18	8. 19/394864
4. 18/203840	9. CE02-05/24
	11.
	12.
	13.
	14.

**1.1.23 DEFER, GRANT DISCOUNTS, WAIVE OR WRITE OFF DEBTS**

<b>Function Delegated:</b> <i>This text is provided as a reference only. Delegates shall only act in full understanding of the delegated statutory power, inclusive of conditions [see below].</i>	<ol style="list-style-type: none"> <li>1. The waiver or grant of concession in relation to any amount of money that is owed to the City (but specifically excludes rates and service charges) [s.6.12(1)(b)].</li> <li>2. The write off of any amount of money that it is owed to the City. [s.6.12(1)(c)]</li> </ol> <p>Note that:</p> <ul style="list-style-type: none"> <li>• Function 1 applies to fees and charges as they are incurred; and</li> <li>• Function 2 applies to debts owed to the City.</li> </ul>
<b>Statutory Power being Delegated:</b>	<i>Local Government Act 1995</i> s.6.12 Power to defer, grant discounts, waive or write off debts
<b>Power is originally assigned to:</b>	Local Government
<b>Statutory Power of Delegation:</b>	<i>Local Government Act 1995:</i> s.5.42 – Delegation of some power or duties to the CEO s.5.43 – Limitations on delegation to the CEO
<b>Power Delegated to:</b>	Chief Executive Officer
<b>Council's Conditions on Delegation:</b>	<p>Subject to:</p> <ol style="list-style-type: none"> <li>a) Section 6.12(2) of the Act which states that Section 6.12 (1) (b) “<i>waive or grant concessions</i>” does not apply to an amount of money owing in respect of rates and service charges;</li> <li>b) The waiver, concession or write off of money owing not exceeding \$10,000.</li> <li>c) All waivers, concessions or write offs of money owing greater than \$5,001 to be reported to the Audit and Risk Committee.</li> </ol>
<b>Statutory Power to Sub-Delegate:</b>	<i>Local Government Act 1995</i> s.5.44 CEO may delegate powers and duties to other employees
<b>CEO's Sub-Delegation:</b> <i>The exercise of the delegated power does not include the power of delegation</i>	Director Corporate Strategy and Performance Director Community and Place Director Assets Director Planning and Sustainability Chief Financial Officer
<b>CEO's Conditions on Sub-delegation:</b>	<ol style="list-style-type: none"> <li>1. Subject to the conditions on delegation to the CEO.</li> <li>2. Chief Financial Officer is delegated Function 2 only to a maximum value of \$50.00.</li> <li>3. All waivers, concessions or write offs of money owing \$5,000 or less to be reported to the Chief Executive Officer biannually.</li> <li>4. All decisions are subject to the City's Fee Waivers, Concessions and Debt Write Off Policy</li> </ol>



<b>Record Keeping Statement (LGA 1995)</b> <i>s5.46(3) " A person to whom a power or duty is delegated under this Act is to keep records in accordance with regulations in relation to the exercise of the</i>	The full details of the waiver, concession or write off to be recorded on the appropriate financial record.		
<b>power or the discharge of the duty."</b>			
<b>Compliance Links</b>	Local Government Act 1995 s.6.12 Power to defer, grant discounts, waive or write off debts  City of Wanneroo Accounting Policy City of Wanneroo Fee Waivers, Concessions and Debt Write Off Policy and Management Procedure  Financial Interest Return required - Yes		
<b>Delegation Administration:</b>			
<b>Decision Reference</b>	<b>Decision Reference</b>	<b>Decision Reference</b>	
1. 17/46347	6. CE02-06/20	10. CE02-05/24	
2. CE01-06/18	7. CE04-08/20	12.	
3. 19/470186	8. 21/223785	13.	
4. CE01-04/20	9. CE03-06/21	14.	



## 1.1.24 AMENDING THE RATE RECORD

<b>Function Delegated:</b> <i>This text is provided as a reference only. Delegates shall only act in full understanding of the delegated statutory power, inclusive of conditions [see below].</i>	Authority to determine any requirement to amend the rate record for the 5-years preceding the current financial year [s.6.39(2)(b)].	
<b>Statutory Power being Delegated:</b>	<i>Local Government Act 1995</i> s.6.39(2)(b) Rate record	
<b>Power is originally assigned to:</b>	Local Government	
<b>Statutory Power of Delegation:</b>	<i>Local Government Act 1995</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO	
<b>Power Delegated to:</b>	Chief Executive Officer	
<b>Council's Conditions on Delegation:</b>	Nil	
<b>Statutory Power to Sub-Delegate:</b>	<i>Local Government Act 1995</i> s.5.44 CEO may delegate powers and duties to other employees	
<b>CEO's Sub-Delegation:</b> <i>The exercise of the delegated power does not include the power of delegation</i>	Director Corporate Strategy and Performance Chief Financial Officer	
<b>CEO's Conditions on Sub-delegation:</b>	Nil	
<b>Record Keeping Statement (LGA 1995)</b> s5.46(3) "A person to whom a power or duty is delegated under this Act is to keep records in accordance with regulations in relation to the exercise of the power or the discharge of the duty."	The full details of the determination to be recorded in the appropriate rate record.	
<b>Compliance Links</b>	<i>Local Government Act 1995</i> s.6.40 Effect of amendment of rate record  <i>Financial Interest Return required - Yes</i>	
<b>Delegation Administration:</b>		
<b>Decision Reference</b>	<b>Decision Reference</b>	<b>Decision Reference</b>
1. CE01-06/18	6.	11.
2. 19/376416	7.	12.
3. 19/394864	8.	13.
4.	9.	14.

### 1.1.25 AGREEMENT AS TO PAYMENT OF RATES AND SERVICE CHARGES

<b>Function Delegated:</b> <i>This text is provided as a reference only. Delegates shall only act in full understanding of the delegated statutory power, inclusive of conditions [see below].</i>	Authority to make an agreement with a person for the payment of rates or service charges [s.6.49].
<b>Statutory Power being Delegated:</b>	<i>Local Government Act 1995</i> s.6.49 - Agreement as to payment of rates and service charges
<b>Power is originally assigned to:</b>	Local Government
<b>Statutory Power of Delegation:</b>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
<b>Power Delegated to:</b>	Chief Executive Officer
<b>Council's Conditions on Delegation:</b>	Subject to the arrangements agreed on the basis that the total debt outstanding will be extinguished 12 months from the date of the arrangement.
<b>Statutory Power to Sub-Delegate:</b>	<i>Local Government Act 1995</i> s5.44 CEO may delegate powers and duties to other employees
<b>CEO's Sub-Delegation:</b> <i>The exercise of the delegated power does not include the power of delegation</i>	Director Corporate Strategy and Performance Chief Operating Officer Chief Financial Officer Coordinator Rates and Accounts
<b>CEO's Conditions on Sub-delegation:</b>	a) Subject to Council's conditions on delegation; and  b) The criteria determined by the Director Corporate Strategy and Performance detailed in the 'Collection of Rates and Service Charges' Management Procedure.
<b>Record Keeping Statement (LGA 1995)</b> s5.46(3) "A person to whom a power or duty is delegated under this Act is to keep records in accordance with regulations in relation to the exercise of the power or the discharge of the duty."	The full details of the determination to be recorded in the appropriate rate record.
<b>Compliance Links</b>	<i>Local Government Act 1995</i> s.6.49 Agreement as to payment of rates and services charges  <i>City of Wanneroo Financial Hardship – Collection of Rates and Service Charges Policy and Management Procedure</i>  <i>Financial Interest Return required - Yes</i>
<b>Delegation Administration:</b>	
<b>Decision Reference</b>	<b>Decision Reference</b>
1. CE06-05/17	6. 19/394864
2. CE01-06/18	7. 20/418596
3. CS03-06/19 Insertion of (b) under conditions.	8. 21/86894
4. 19/376416	9. CE03-06/21
	11.
	12.
	13.
	14.

## 1.1.26 RECOVERY OF RATES OR SERVICE CHARGES

<b>Function Delegated:</b> <i>This text is provided as a reference only. Delegates shall only act in full understanding of the delegated statutory power, inclusive of conditions [see below].</i>	<ol style="list-style-type: none"> <li>1. Authority to recover rates or service charges, as well as costs of proceedings for the recovery, in a court of competent jurisdiction [s.6.56(1)].</li> <li>2. Authority to lodge (and withdraw) a caveat to preclude dealings in respect of land where payment of rates or service charges imposed on that land is in arrears [s.6.64(3)].</li> </ol>
<b>Statutory Power being Delegated:</b>	<i>Local Government Act 1995</i> s.6.56 Rates or service charges recoverable in court
<b>Power is originally assigned to:</b>	Local Government
<b>Statutory Power of Delegation:</b>	<i>Local Government Act 1995</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
<b>Power Delegated to:</b>	Chief Executive Officer
<b>Council's Conditions on Delegation:</b>	In accordance with the <i>City of Wanneroo Financial Hardship – Collection of Rates and Services Charges Policy</i> .
<b>Statutory Power to Sub-Delegate:</b>	<i>Local Government Act 1995</i> s.5.44 CEO may delegate powers and duties to other employees
<b>CEO's Sub-Delegation:</b> <i>The exercise of the delegated power does not include the power of delegation</i>	Director Corporate Strategy and Performance Chief Financial Officer Chief Operating Officer
<b>CEO's Conditions on Sub-delegation:</b>	Nil
<b>Record Keeping Statement (LGA 1995)</b> s5.46(3) "A person to whom a power or duty is delegated under this Act is to keep records in accordance with regulations in relation to the exercise of the power or the discharge of the duty."	The full details of the determination to be recorded in the appropriate rate record.
<b>Compliance Links</b>	<i>City of Wanneroo Collection of Rates and Service Charges Management Procedure</i>  <i>City of Wanneroo Financial Hardship – Collection of Rates and Services Charges Policy and Management Procedure</i>  <i>Financial Interest Return required - Yes</i>
<b>Delegation Administration:</b>	
<b>Decision Reference</b>	<b>Decision Reference</b>
<ol style="list-style-type: none"> <li>1. CE01-06/18</li> <li>2. 19/376416</li> <li>3. 19/394864</li> <li>4. CE02-05/24</li> </ol>	<ol style="list-style-type: none"> <li>6.</li> <li>7.</li> <li>8.</li> <li>9.</li> <li>11.</li> <li>12.</li> <li>13.</li> <li>14.</li> </ol>



**1.1.27 RECOVERY OF RATES DEBTS - REQUIRE LESSEE TO PAY RENT**

<b>Function Delegated:</b> <i>This text is provided as a reference only. Delegates shall only act in full understanding of the delegated statutory power, inclusive of conditions [see below].</i>	<ol style="list-style-type: none"> <li>1. Authority to give notice to a lessee of land in respect of which there is an unpaid rate or service charge, requiring the lessee to pay its rent to the City of Wanneroo [s.6.60(2)].</li> <li>2. Authority to recover the amount of the rate or service charge as a debt from the lessee if rent is not paid in accordance with a notice [s.6.60(4)].</li> </ol>
<b>Statutory Power being Delegated:</b>	<i>Local Government Act 1995</i> s.6.60 Local Government may require lessee to pay rent
<b>Power is originally assigned to:</b>	Local Government
<b>Statutory Power of Delegation:</b>	<i>Local Government Act 1995</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
<b>Power Delegated to:</b>	Chief Executive Officer
<b>Council's Conditions on Delegation:</b>	In accordance with the City's Collection of Rates and Service Charges Policy
<b>Statutory Power to Sub-Delegate:</b>	<i>Local Government Act 1995</i> s.5.44 CEO may delegate powers and duties to other employees
<b>CEO's Sub-Delegation:</b> <i>The exercise of the delegated power does not include the power of delegation</i>	Director Corporate Strategy and Performance
<b>CEO's Conditions on Sub-delegation:</b>	Subject to the conditions on delegation to the CEO.
<b>Record Keeping Statement (LGA 1995)</b> s5.46(3) "A person to whom a power or duty is delegated under this Act is to keep records in accordance with regulations in relation to the exercise of the power or the discharge of the duty."	The full details of the determination to be recorded in the appropriate rate record.
<b>Compliance Links</b>	<i>Local Government Act 1995</i> s.6.60(2) and (4) Local government may require lessee to pay rent  City of Wanneroo Collection of Rates and Services Charges Management Procedure  Financial Interest Return required - Yes
<b>Delegation Administration:</b>	
<b>Decision Reference</b>	<b>Decision Reference</b>
<ol style="list-style-type: none"> <li>1. CE01-06/18</li> <li>2. CE02-05/24</li> <li>3.</li> <li>4.</li> </ol>	<ol style="list-style-type: none"> <li>6.</li> <li>7.</li> <li>8.</li> <li>9.</li> <li>11.</li> <li>12.</li> <li>13.</li> <li>14.</li> </ol>

### 1.1.28 FINANCIAL HARDSHIP – AGREEMENT AS TO PAYMENT AND GRANT OF A CONCESSION ON COUNCIL RATES AND SERVICE CHARGES

<b>Function Delegated:</b> <i>This text is provided as a reference only. Delegates shall only act in full understanding of the delegated statutory power, inclusive of conditions [see below].</i>	The authority to determine an alternative payment agreement with a person for the payment of rates or service charges (s.6.49) in respect of a financial hardship application.
<b>Statutory Power being Delegated:</b>	Local Government Act 1995 s.6.49 Agreement as to payment of rates and service charges
<b>Power is originally assigned to:</b>	Local Government
<b>Statutory Power of Delegation:</b>	<i>Local Government Act 1995</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
<b>Power Delegated to:</b>	Chief Executive Officer
<b>Council's Conditions on Delegation:</b>	<p>Subject to the Financial Hardship – Collection of Rates and Service Charges Policy:-</p> <ol style="list-style-type: none"> <li>(1) The CEO being satisfied that the applicant(s) meet the criteria of experiencing Financial Hardship;</li> <li>(2) Concessions to all or part of the late payment interest incurred (excluding the late payment interest applicable to the Emergency Services Levy), not to exceed \$400;</li> <li>(3) In circumstances where the CEO is satisfied that the applicant(s) meet the criteria of experiencing severe financial hardship then the following additional assistance applies; <ol style="list-style-type: none"> <li>(a) A waiver of the administration fee associated with a payment arrangement; and/or</li> <li>(b) A moratorium on the late payment interest on Council rates and charges.</li> </ol> </li> <li>(4) The payment arrangement agreed to being on the basis that the total debt outstanding will be extinguished within three years from the date of the arrangement.</li> <li>(5) The status of each approved application to be reviewed every three months to monitor the arrangement.</li> </ol>
<b>Statutory Power to Sub-Delegate:</b>	<i>Local Government Act 1995</i> s.5.44 CEO may delegate some powers and duties to other employees
<b>CEO's Sub-Delegation:</b> <i>The exercise of the delegated power does not include the power of delegation</i>	Director Corporate Strategy and Performance Chief Operations Officer



<b>CEO's Conditions on Sub-delegation:</b>	Subject to the conditions on delegation to the CEO.	
<b>Record Keeping Statement (LGA 1995)</b> s5.46(3) " A person to whom a power or duty is delegated under this Act is to keep records in accordance with regulations in relation to the exercise of the power or the discharge of the duty."	The full details of the determination to be recorded in the appropriate financial record and rate record.	
<b>Compliance Links</b>	<i>Local Government Act 1995</i> <i>s.6.49 Agreement as to payment of rates and services charges</i>  <i>City of Wanneroo Financial Hardship – Collection of Rates and Services Charges Policy and Management Procedure</i>  <i>Financial Interest Return required - Yes</i>	
<b>Delegation Administration:</b>		
<b>Decision Reference</b>	<b>Decision Reference</b>	<b>Decision Reference</b>
1. SCS04-07/20	6.	11.
2. CE03-06/21	7.	12.
3. CS03-06/23	8.	13.
4. CE02-05/24	9.	14.

## 1.1.29 RATE RECORD - OBJECTIONS

<b>Function Delegated:</b> <i>This text is provided as a reference only. Delegates shall only act in full understanding of the delegated statutory power, inclusive of conditions [see below].</i>	1. Authority to extend the time for a person to make an objection to a rate record [s.6.76(4)].  2. Authority to consider an objection to a rate record and either allow it or disallow it, wholly or in part, providing the decision and reasons for the decision in a notice promptly served upon the person whom made the objection [s.6.76(5)].	
<b>Statutory Power being Delegated:</b>	<i>Local Government Act 1995</i> s.6.76 Grounds of objection	
<b>Power is originally assigned to:</b>	Local Government	
<b>Statutory Power of Delegation:</b>	<i>Local Government Act 1995</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO	
<b>Power Delegated to:</b>	Chief Executive Officer	
<b>Council's Conditions on Delegation:</b>	a) An extension is not to be granted for a period exceeding six weeks.  b) A delegate who has participated in any matter contributing to a decision related to the rate record, which is the subject of a Rates Record Objection, must NOT be party to any determination under this delegation.	
<b>Statutory Power to Sub-Delegate:</b>	<i>Local Government Act 1995</i> s.5.44 CEO may delegate powers and duties to other employees	
<b>CEO's Sub-Delegation:</b> <i>The exercise of the delegated power does not include the power of delegation</i>	Director Corporate Strategy and Performance Chief Financial Officer	
<b>CEO's Conditions on Sub-delegation:</b>	Subject to the conditions on delegation to the CEO.	
<b>Record Keeping Statement (LGA 1995)</b> s5.46(3) " A person to whom a power or duty is delegated under this Act is to keep records in accordance with regulations in relation to the exercise of the power or the discharge of the duty."	The full details of the determination to be recorded in the appropriate rate record.	
<b>Compliance Links</b>	<i>Local Government Act 1995</i> s.6.76 Grounds of objection  <i>Financial Interest Return required - Yes</i>	
<b>Delegation Administration:</b>		
<b>Decision Reference</b>	<b>Decision Reference</b>	<b>Decision Reference</b>
1. CE01-06/18	6.	11.
2. 19/376416	7.	12.
3. 19/394864	8.	13.
4.	9.	14.

**1.1.30 PUBLIC THOROUGHFARE – DANGEROUS EXCAVATIONS**

<b>Function Delegated:</b> <i>This text is provided as a reference only. Delegates shall only act in full understanding of the delegated statutory power, inclusive of conditions [see below].</i>	<ol style="list-style-type: none"> <li>1. Authority to determine if an excavation in or on land adjoining a public thoroughfare is dangerous and take action to fill it in or fence it or request the owner / occupier in writing to fill in or securely fence the excavation [ULP r.11(1)].</li> <li>2. Authority to determine to give permission or refuse to give permission to make or make and leave an excavation in a public thoroughfare or land adjoining a public thoroughfare [ULP r.11(4)].</li> <li>3. Authority to impose conditions on granting permission [ULP r.11(6)].</li> <li>4. Authority to renew a permission granted or vary at any time, any condition imposed on a permission granted [ULP r.11(8)].</li> </ol>
<b>Statutory Power being Delegated:</b>	<p><i>Local Government Act 1995</i>  <i>Sch 9.1, cl.6 - Dangerous excavation in or near public thoroughfare</i></p> <p><i>Local Government (Uniform Local Provisions) Regulations 1996:</i>  r.11(1), (4), (6) &amp; (8) Dangerous excavation in or near public thoroughfare</p>
<b>Power is originally assigned to:</b>	Local Government
<b>Statutory Power of Delegation:</b>	<p><i>Local Government Act 1995</i>  s.5.42 Delegation of some powers or duties to the CEO  s.5.43 Limitations on delegations to the CEO</p>
<b>Power Delegated to:</b>	Chief Executive Officer
<b>Council's Conditions on Delegation:</b>	<ol style="list-style-type: none"> <li>1. Permission may only be granted where, the proponent has: <ol style="list-style-type: none"> <li>a) Where appropriate, obtained written permission from or entered into a legal agreement with, each owner of adjoining or adjacent property which may be impacted by the proposed works.</li> <li>b) Provided a bond, sufficient to the value of works that may be required if the proponent does not satisfactorily make good the public assets at the completion of works.</li> <li>c) Provided evidence of sufficient Public Liability Insurance.</li> <li>d) Provided pedestrian and traffic management plans which are sufficient for the protection of public safety and amenity.</li> </ol> </li> </ol>
<b>Statutory Power to Sub-Delegate:</b>	<p><i>Local Government Act 1995</i>  s.5.44 CEO may delegate powers and duties to other employees</p>
<b>CEO's Sub-Delegation:</b> <i>The exercise of the delegated power does not include the power of delegation</i>	Director Assets
<b>CEO's Conditions on Sub-delegation:</b>	Subject to the conditions on delegation to the CEO.

<b>Record Keeping Statement (LGA 1995)</b> s5.46(3) " A person to whom a power or duty is delegated under this Act is to keep records in accordance with regulations in relation to the exercise of the power or the discharge of the duty."	The permission and notice issued to be in writing and recorded on the appropriate record.
<b>Compliance Links</b>	<i>Local Government (Uniform Local Provisions) Regulations 1996</i> Penalties under the Uniform Local Provisions Regulations are administered in accordance with Part 9, Division 2 of the <a href="#">Local Government Act 1995</a>  <i>Financial Interest Return required - Yes</i>
<b>Delegation Administration:</b>	
<b>Decision Reference</b>	<b>Decision Reference</b>
1. CE06-05/17	6. CE02-05/24
2. CE01-06/18	7.
3. 18/313146	8.
4. 18/306398	9.
	11.
	12.
	13.
	14.



**1.1.31 CROSSING – CONSTRUCTION, REPAIR AND REMOVAL**

<b>Function Delegated:</b> <i>This text is provided as a reference only. Delegates shall only act in full understanding of the delegated statutory power, inclusive of conditions [see below].</i>	<ol style="list-style-type: none"> <li>1. Authority to approve or refuse to approve, applications for the construction of a crossing giving access from a public thoroughfare to land or private thoroughfare serving land [ULP r.12(1)].</li> <li>2. Authority to give notice to an owner or occupier of land requiring the person to construct or repair a crossing [ULP r.13(1)].</li> <li>3. Authority to initiate works to construct a crossing where the person fails to comply with a notice requiring them to construct or repair the crossing and recover 50% of the cost of doing so as a debt due from the person [ULP r.13(2)].</li> </ol>
<b>Statutory Power being Delegated:</b>	<i>Local Government (Uniform Local Provisions) Regulations 1996:</i> r.12(1) Crossing from public thoroughfare to private land or private thoroughfare – Sch.9.1 cl.7(2) r.13(1) Requirement to construct or repair crossing – Sch.9.1 cl.7(3)
<b>Power is originally assigned to:</b>	Local Government
<b>Statutory Power of Delegation:</b>	<i>Local Government Act 1995</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
<b>Power Delegated to:</b>	Chief Executive Officer
<b>Council's Conditions on Delegation:</b>	Nil
<b>Statutory Power to Sub-Delegate:</b>	<i>Local Government Act 1995</i> s.5.44 CEO may delegate powers and duties to other employees
<b>CEO's Sub-Delegation:</b> <i>The exercise of the delegated power does not include the power of delegation</i>	<p><b>Function 1 only:</b> Director Planning and Sustainability Manager Approval Services Manager Land Development Coordinator Building Services Senior Building Surveyors</p> <p><b>Function 2 only:</b> Manager Health and Compliance Coordinator Compliance</p> <p><b>Functions 2 and 3 to be undertaken by the following delegates:</b> Director Assets Manager Asset Maintenance</p>
<b>CEO's Conditions on Sub-delegation:</b>	Subject to the conditions on delegation to the CEO.
<b>Record Keeping Statement (LGA 1995)</b> s5.46(3) "A person to whom a power or duty is delegated under this Act is to keep records	The approval is to be in writing and recorded on the appropriate record.



<i>in accordance with regulations in relation to the exercise of the power or the discharge of the duty."</i>		
<b>Compliance Links</b>	<p>Actions under this Delegation must comply with procedural requirements detailed in the <a href="#"><u>Local Government (Uniform Local Provisions) Regulations 1996</u></a></p> <p><i>Local Government Act 1995: Schedule 9.1, cl 7.</i></p> <p><i>Penalties under the Uniform Local Provisions Regulations are administered in accordance with Part 9, Division 2 of the Local Government Act 1995.</i></p> <p><i>City of Wanneroo Crossovers Subsidy Policy</i></p> <p><i>Financial Interest Return required - Yes</i></p>	
<b>Delegation Administration:</b>		
<b>Decision Reference</b>	<b>Decision Reference</b>	<b>Decision Reference</b>
1. 16/329065 & 17/47779	6. 19/241380	11.
2. CE01-06/18	7. 19/2895800	12.
3. 18/313146	8.	13.
4. 18/306398	9.	14.

**1.1.32 PRIVATE WORKS ON, OVER OR UNDER PUBLIC PLACES**

<b>Function Delegated:</b> <i>This text is provided as a reference only. Delegates shall only act in full understanding of the delegated statutory power, inclusive of conditions [see below].</i>	<ol style="list-style-type: none"> <li>1. Authority to grant permission or refuse permission to construct a specified thing on, over, or under a specified public thoroughfare or public place that is local government property [ULP r.17(3)].</li> <li>2. Authority to impose conditions on permission including those prescribed in r.17(5) and (6) [ULP r.17(5)].</li> </ol>
<b>Statutory Power being Delegated:</b>	<i>Local Government Act 1995, Sch. 9.1 cl. 8 Local Government (Uniform Local Provisions) Regulations 1996 r.17 Private works on, over, or under public places</i>
<b>Power is originally assigned to:</b>	Local Government
<b>Statutory Power of Delegation:</b>	<i>Local Government Act 1995 s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO</i>
<b>Power Delegated to:</b>	Chief Executive Officer
<b>Council's Conditions on Delegation:</b>	<p>Permission may only be granted where, the proponent has:</p> <ol style="list-style-type: none"> <li>a) Where appropriate, obtained written permission from or entered into a legal agreement with, each owner of adjoining or adjacent property which may be impacted by the proposed private works.</li> <li>b) Provided a bond, sufficient to the value of works that may be required if the proponent does not satisfactorily make good the public place at the completion of works.</li> <li>c) Provided evidence of sufficient Public Liability Insurance.</li> <li>d) Provided pedestrian and traffic management plans which are sufficient for the protection of public safety and amenity.</li> </ol>
<b>Statutory Power to Sub-Delegate:</b>	<i>Local Government Act 1995 s.5.44 CEO may delegate some powers and duties to other employees</i>
<b>CEO's Sub-Delegation:</b> <i>The exercise of the delegated power does not include the power of delegation</i>	Director Assets Director Planning and Sustainability Manager Land Development
<b>CEO's Conditions on Sub-delegation:</b>	Subject to the conditions on delegation to the CEO.
<b>Record Keeping Statement (LGA 1995)</b> <i>s5.46(3) "A person to whom a power or duty is delegated under this Act is to keep records in accordance with regulations in relation to the exercise of the power or the discharge of the duty."</i>	The approval is to be in writing and recorded on the appropriate record.
<b>Compliance Links</b>	<i>Penalties under the Uniform Local Provisions Regulations are administered in accordance with Part 9, Division 2 of the Local Government Act 1995.</i>

	<p>Actions under this Delegation must comply with procedural requirements detailed in the <a href="#"><u>Local Government (Uniform Local Provisions) Regulations 1996</u></a>.</p> <p>This delegated authority is effective in alignment with Delegated Authority 1.1.32 - Private Works on, Over or Under Public Places</p> <p><i>Public Places and Local Government Property Local Law 2015</i></p> <p><i>Financial Interest Return required - Yes</i></p>		
<b>Delegation Administration:</b>			
<b>Decision Reference</b>		<b>Decision Reference</b>	<b>Decision Reference</b>
1. CE01-06/18		6.	11.
2. CE02-05/24		7.	12.
3.		8.	13.
4.		9.	14.

## 1.1.33 OBSTRUCTION OF FOOTPATHS AND THOROUGHFARES

<b>Function Delegated:</b> <i>This text is provided as a reference only. Delegates shall only act in full understanding of the delegated statutory power, inclusive of conditions [see below].</i>	<ol style="list-style-type: none"> <li>1. Authority to determine, by written notice served on a person who is carrying out plastering, painting or decorating operations (the work) over or near a footpath on land that is local government property, to require the person to cover the footpath during the period specified in the notice so as to: <ol style="list-style-type: none"> <li>a) prevent damage to the footpath; or</li> <li>b) prevent inconvenience to the public or danger from falling materials [ULP r.5(2)].</li> </ol> </li> <li>2. Authority to provide permission including imposing appropriate conditions or to refuse to provide permission, for a person to place on a specified part of a public thoroughfare one or more specified things that may obstruct the public thoroughfare. [ULP r.6(2) and (4)].</li> <li>3. Authority to renew permission to obstruct a thoroughfare and to vary any condition imposed on the permission effective at the time written notice is given to the person to whom permission is granted [ULP r.6(6)].</li> <li>4. Authority to require an owner or occupier of land to remove any thing that has fallen from the land or from anything on the land, which is obstructing a public thoroughfare [ULP r.7A].</li> <li>5. Authority to require an owner/occupier of land to remove any part of a structure, tree or plant that is encroaching, without lawful authority on a public thoroughfare [ULP r.7].</li> </ol>
<b>Statutory Power being Delegated:</b>	<i>Local Government (Uniform Local Provisions) Regulations 1996:</i> <i>r.5 (2) Interfering with, or taking from, local government land</i> <i>r.6 Obstruction of public thoroughfare by things placed and left - Sch. 9.1 cl. 3(1)(a)</i> <i>r.7A Obstruction of public thoroughfare by fallen things – Sch.9.1 cl.3(1)(b)</i> <i>r.7 Encroaching on public thoroughfare – Sch.9.1. cl.3(2)</i>
<b>Power is originally assigned to:</b>	Local Government
<b>Statutory Power of Delegation</b>	<i>Local Government Act 1995:</i> <i>s.5.42 Delegation of some powers or duties to the CEO</i> <i>s.5.43 Limitations on delegations to the CEO</i>
<b>Power Delegated to:</b>	Chief Executive Officer
<b>Council's Conditions on Delegation:</b>	Nil
<b>Statutory Power to Sub-Delegate:</b>	<i>Local Government Act 1995</i> <i>s5.44 CEO may delegate powers or duties to other employees</i>

<b>CEO's Sub-Delegation:</b> <i>The exercise of the delegated power does not include the power of delegation</i>	Nil
<b>CEO's Conditions on Sub-delegation:</b>	Nil
<b>Record Keeping Statement (LGA 1995)</b> s5.46(3) " A person to whom a power or duty is delegated under this Act is to keep records in accordance with regulations in relation to the exercise of the power or the discharge of the duty."	The permission and notice issued to be in writing and recorded on the appropriate record.
<b>Compliance Links:</b>	<i>Local Government (Uniform Local Provisions) Regulations 1996 - statutory compliance requirements apply. Local Government Act 1995 Schedule 9.1, cl.3  Financial Interest Return Required – Yes</i>
<b>Delegation Administration:</b>	
<b>Decision Reference</b>	<b>Decision Reference</b>
1. CE02-03/21	6.
2.	7.
3.	8.
4.	9.
	11.
	12.
	13.
	14.



### 1.1.34 COUNCIL MEMBER, COMMITTEE MEMBER & CANDIDATE CODE OF CONDUCT COMPLAINTS

<b>Function Delegated:</b> <i>This text is provided as a reference only. Delegates shall only act in full understanding of the delegated statutory power, inclusive of conditions [see below].</i>	Authority to dismiss a Council Member, Committee Member and Candidate Code of Conduct Division 3 Complaint if satisfied that -  (a) The behaviour to which the complaint relates occurred at a council meeting; and  (b) Either – (i) the behaviour was dealt with by the person presiding at the meeting; or (ii) the person responsible for the behaviour has taken remedial action in accordance with a local law of the local government that deals with meeting procedures.
<b>Statutory Power being Delegated:</b>	<i>Local Government Act 1995 s.5.103 Model code of conduct for council members, committee members and candidates Local Government (Model Code of Conduct) Regulations 2021 r.13 Dismissal of complaint</i>
<b>Power is originally assigned to:</b>	Local Government
<b>Statutory Power of Delegation:</b>	<i>Local Government Act 1995 s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO</i>
<b>Power Delegated to:</b>	Chief Executive Officer
<b>Council's Conditions on Delegation:</b>	Nil
<b>Statutory Power to Sub-Delegate:</b>	<i>Local Government Act 1995 s.5.44 CEO may delegate powers or duties to other employees</i>
<b>CEO's Sub-Delegation:</b> <i>The exercise of the delegated power does not include the power of delegation</i>	Director Corporate Strategy and Performance Executive Manager Governance and Legal
<b>CEO's Conditions on Sub-delegation:</b>	Nil
<b>Record Keeping Statement (LGA 1995)</b> <i>s5.46(3) "A person to whom a power or duty is delegated under this Act is to keep records in accordance with regulations in relation to the exercise of the power or the discharge of the duty."</i>	Details of actions taken under this delegation are to be retained on the appropriate file or record.
<b>Compliance</b>	<i>Local Government (Model Code of Conduct) 2021 Reg. 13 (2) - If the local government dismisses a complaint, the local government must give the complainant, and the person to whom the complaint relates, written notice of its decision and the reasons for its decision.</i>  <i>City of Wanneroo Council Member, Committee Member and Candidate Code of Conduct Complaint Handling Policy (clause 5.7)</i>  <i>Financial Interest Return Required – Yes</i>
<b>Delegation Administration:</b>	
<b>Decision Reference</b>	<b>Decision Reference</b>
1.	6.
2.	7.
3.	8.
4.	9.
	11.
	12.
	13.
	14.

### 1.1.35 AUTHORISE PERSONS TO PERFORM SPECIFIED FUNCTIONS UNDER THE LOCAL GOVERNMENT ACT 1995

<b>Function Delegated:</b> This text is provided as a reference only. Delegates shall only act in full understanding of the delegated statutory power, inclusive of conditions [see below].	<ol style="list-style-type: none"> <li>1. Authority to authorise persons for the purposes of <i>Part 3, Division 3, Subdivision 2 – Certain provisions about land</i> to exercise the Local Government's powers under s.3.25 to 3.27 inclusive, to issue and administer notices requiring certain things to be done by owner or occupier of land [s.3.24]</li> <li>2. Authority to authorise persons to enter onto land, premises or thing, without consent of the owner / occupier, unless the owner / occupier objects [s.3.31(2)]</li> <li>3. Authority to authorise an employee to remove and impound any goods that are involved in a contravention that can lead to impounding [s.3.39(1)].</li> <li>4. Authority to authorise persons to commence prosecutions for offences under the Local Government Act 1995 and any Local Laws made under the Local Government Act 1995 [s.9.24(1)(c) and (2)(b)].</li> <li>5. Authority to authorise an employee to remove and impound a vehicle that has been determined as an abandoned vehicle wreck [s.3.40A(1)].</li> <li>6. Authority to appoint fit and proper persons as poundkeepers or rangers [Misc.Prov.s.449].</li> </ol>
<b>Statutory Power being Delegated:</b>	<p><i>Local Government Act 1995:</i>  s.3.24 Authorising persons under this Subdivision  s.3.31(2) General Procedure for entering property  s.3.39(1) Power to remove and impound  s.3.40A(1) Abandoned vehicle wreck may be taken  s.9.24(1)(c) and (2)(b) Prosecutions, commencing</p> <p><i>Local Government (Miscellaneous Provisions) Act 1960</i>  s.449 Pounds, establishing; poundkeepers and rangers, appointing</p>
<b>Power is originally assigned to:</b>	Local Government
<b>Statutory Power of Delegation:</b>	<p><i>Local Government Act 1995</i>  s.5.42 Delegation of some powers or duties to the CEO  s.5.43 Limitations on delegations to the CEO</p>
<b>Power Delegated to:</b>	Chief Executive Officer
<b>Council's Conditions on Delegation:</b>	Nil
<b>Statutory Power to Sub-Delegate:</b>	<p><i>Local Government Act 1995</i>  s.5.44 CEO may delegate powers or duties to other employees</p>
<b>CEO's Sub-Delegation:</b> <i>The exercise of the delegated power does not include the power of delegation</i>	Directors Executive Manager Governance and Legal Manager Approval Services Manager Community Safety and Emergency Management Manager Health and Compliance
<b>CEO's Conditions on Sub-delegation:</b>	<b>Functions 5 and 6</b> To be exercised by the Director Community and Place and the Manager Community Safety and Emergency Management Only

<b>Record Keeping Statement (LGA 1995)</b> s5.46(3) " A person to whom a power or duty is delegated under this Act is to keep records in accordance with regulations in relation to the exercise of the power or the discharge of the duty."	Records of appointment of persons authorised under this delegation are to be retained on the appropriate file or record.
<b>Compliance</b>	<i>Financial Interest Return Required – Yes</i>
<b>Delegation Administration:</b>	
<b>Decision Reference</b>	<b>Decision Reference</b>
1. CE03-09/22	6.
2. CE02-05/24	7.
3.	8.
4.	9.
	11.
	12.
	13.
	14.

### 1.1.36 PROCUREMENT OF GOODS OR SERVICES REQUIRED TO ADDRESS A STATE OF EMERGENCY

<b>Function Delegated:</b> This text is provided as a reference only. Delegates shall only act in full understanding of the delegated statutory power, inclusive of conditions [see below].	<p>Authority, only to be exercised when a State of Emergency declaration is in force and applies to all or part of the District, to:</p> <ol style="list-style-type: none"> <li>1. Determine that particular goods or services with a purchasing value &gt;\$250,000 are required for the purposes of addressing the impact, consequences or need arising from the hazard to which the State of Emergency declaration relates [F&amp;G r11(3)(b)]; and</li> <li>2. Undertake tender exempt purchasing activity to obtain the supply of those goods or services identified in accordance with point 1 above [F&amp;G r.11(2)(aa)].</li> </ol>
<b>Statutory Power being Delegated:</b>	<p><i>Local Government Act 1995:</i> s.3.57 Tenders for providing goods or services</p> <p><i>Local Government (Functions and General) Regulations 1996:</i> Regulation 11 'When tenders have to be publicly invited' Tender exemption under sub regulation 11(2)(aa) Associated definition under sub regulation 11(3)</p>
<b>Power is originally assigned to:</b>	Local Government
<b>Statutory Power of Delegation:</b>	<p><i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO</p>
<b>Power Delegated to:</b>	Chief Executive Officer
<b>Council's Conditions on Delegation:</b>	<ol style="list-style-type: none"> <li>a. This authority may only be exercised where the goods or services are urgently required, and it is not possible for Council to meet within an appropriate timeframe.</li> <li>b. Compliance with the Purchasing Policy is required, but only to the extent that such compliance will not incur an unreasonable delay in providing the required urgent response to the State of Emergency hazard. The rationale for non-compliance with Purchasing Policy must be evidenced in accordance with the Record Keeping Plan.</li> <li>c. Where a relevant budget allocation is not available and a purchase is necessary in response to a State of Emergency, the expenditure from an alternative available budget allocation must be authorised in advance by the Mayor or President (i.e. before the expense is incurred) in accordance with LGA s.6.8.</li> <li>d. The CEO is to inform Council Members after the exercise of this delegation, including details of the contract specification, scope and purchasing value and the rationale for determining that the goods or services were urgently required in response to the State of Emergency declaration.</li> <li>e. The CEO cannot sub-delegate this authority.</li> </ol>
<b>Statutory Power to Sub-Delegate:</b>	Nil



<b>CEO's Sub-Delegation:</b> <i>The exercise of the delegated power does not include the power of delegation</i>	N/A		
<b>CEO's Conditions on Sub-delegation:</b>	N/A		
<b>Record Keeping Statement (LGA 1995)</b> <i>s5.46(3) " A person to whom a power or duty is delegated under this Act is to keep records in accordance with regulations in relation to the exercise of the power or the discharge of the duty."</i>	The full details of the transaction to be recorded on the appropriate record and or register.		
<b>Compliance</b>	<i>Local Government (Functions and General) Regulations 1996</i>  Financial Interest Return Required – Yes		
<b>Delegation Administration:</b>			
<b>Decision Reference</b>	<b>Decision Reference</b>	<b>Decision Reference</b>	
1. CE02-05/24	6.	11.	
2.	7.	12.	
3.	8.	13.	
4.	9.	14.	



**1.1.37 POWER TO INVEST AND MANAGE INVESTMENTS**

<b>Function Delegated:</b> This text is provided as a reference only. Delegates shall only act in full understanding of the delegated statutory power, inclusive of conditions [see below].	<ol style="list-style-type: none"> <li>1. Authority to invest money held in the municipal fund or trust fund that is not, for the time being, required for any other purpose [s.6.14(1)].</li> <li>2. Authority to establish and document internal control procedures to be followed in the investment and management of investments [FM r.19].</li> </ol>
<b>Statutory Power being Delegated:</b>	<i>Local Government Act 1995:</i> s.6.14 Power to invest <i>Local Government (Financial Management) Regulations 1996:</i> r.19 Investments, control procedures for
<b>Power is originally assigned to:</b>	Local Government
<b>Statutory Power of Delegation:</b>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
<b>Power Delegated to:</b>	Chief Executive Officer
<b>Council's Conditions on Delegation:</b>	<ol style="list-style-type: none"> <li>a. All investment activity must comply with the Financial Management Regulation 19C and Council Investment Policy.</li> <li>b. A report detailing the investment portfolio's performance, exposures and changes since last reporting, is to be provided as part of the Monthly Financial Reports.</li> <li>c. Procedures are to be systematically documented and retained in accordance with the Record Keeping Plan, and must include references that enable recognition of statutory requirements and assign responsibility for actions to position titles.</li> <li>d. Procedures are to be administratively reviewed for continuing compliance and confirmed as 'fit for purpose' and subsequently considered by the Audit and Risk Committee at least once within every three financial years. [Audit r.17]</li> </ol>
<b>Statutory Power to Sub-Delegate:</b>	<i>Local Government Act 1995</i> Section 5.44 CEO may delegate powers or duties to other employees
<b>CEO's Sub-Delegation:</b> <i>The exercise of the delegated power does not include the power of delegation</i>	Director Corporate Strategy and Performance Chief Financial Officer Coordinator Financial and Strategic Accounting
<b>CEO's Conditions on Sub-delegation:</b>	<ol style="list-style-type: none"> <li>1. A decisions to invest can be confirmed by one of the Sub-Delegates.</li> <li>2. All investment decisions should be made under the provision of Investment Policy adhering to maximum exposure limitations to a single financial institution or group.</li> </ol>

<b>Record Keeping Statement (LGA 1995)</b> <i>s5.46(3) " A person to whom a power or duty is delegated under this Act is to keep records in accordance with regulations in relation to the exercise of the power or the discharge of the duty."</i>	The full details of the transaction to be recorded on the appropriate record and or register.
<b>Compliance</b>	<i>Local Government (Financial Management) Regulations 1996 – refer r.19C Investment of money, restrictions on (Act s.6.14(2)(a))</i>  Financial Interest Return Required – Yes  Council Investment Policy
<b>Delegation Administration:</b>	
<b>Decision Reference</b>	<b>Decision Reference</b>
1. CE02-05/24	6.
2.	7.
3.	8.
4.	9.
	11.
	12.
	13.
	14.

## 1.2 CEO TO EMPLOYEES

### 1.2.1 DETERMINATION OF THE WARD OF RATEABLE PROPERTY

<b>Function Delegated:</b> <i>This text is provided as a reference only. Delegates shall only act in full understanding of the delegated statutory power, inclusive of conditions [see below].</i>	Authority to determine the ward for an enrolment eligibility claim in respect of rateable property situated in one ward and partly in another ward, where the ward was not nominated by the owner or occupier making the claim.
<b>Statutory Power being Delegated:</b>	<i>Local Government Act 1995</i> s.4.31(1B)(b) Rateable property: ownership and occupation
<b>Power is originally assigned to:</b>	Chief Executive Officer
<b>Statutory Power of Delegation</b>	<i>Local Government Act 1995</i> s.5.44 CEO may delegate some powers and duties to other employees
<b>Power Delegated to:</b> <i>The exercise of the delegated power does not include the power of delegation</i>	Director Corporate Strategy and Performance Manager Council and Corporate Support
<b>CEO's Conditions on Sub-delegation:</b>	Nil
<b>Record Keeping Statement (LGA 1995)</b> s5.46(3) "A person to whom a power or duty is delegated under this Act is to keep records in accordance with regulations in relation to the exercise of the power or the discharge of the duty."	All documentation relative to the claim is to be retained as required by legislation.
<b>Compliance Links</b>	<i>Local Government Act 1995</i> s.4.31 Rateable property: ownership and occupation  <i>Financial Interest Return required - Yes</i>
<b>Delegation Administration:</b>	
<b>Decision Reference</b>	<b>Decision Reference</b>
1. CE06-05/17	6.
2.	7.
3.	8.
4.	9.
	11.
	12.
	13.
	14.

## 1.2.2 ELECTORAL ENROLMENT ELIGIBILITY CLAIMS AND ELECTORAL ROLL

<p><b>Function Delegated:</b> <i>This text is provided as a reference only. Delegates shall only act in full understanding of the delegated statutory power, inclusive of conditions [see below].</i></p>	<ol style="list-style-type: none"> <li>1. Authority to decide whether or not the claimant is eligible under s.4.30(1)(a) and (b) and accept or reject the claim accordingly [s.4.32(4)].</li> <li>2. Authority to decide to accept or reject a claim made before the close of enrolments, but less than 14-days before the close of nominations [s.4.32(5A)].</li> <li>3. Authority to make any enquiries necessary in order to make a decision on an eligibility claim [s.4.32(5)].</li> <li>4. Authority to approve the omission of an elector's address from the Owners and Occupiers Register on the basis of a declaration from the elector that the publication of this information would place the elector's or their family's safety at risk [Elections r.13(2)].</li> <li>5. Authority to amend the Owners and Occupiers Register from time to time to make sure that the information recorded in it is accurate [Elections r.13(4)].</li> <li>6. Authority to ensure that the information about electors that is recorded from enrolment eligibility claims is maintained in an up to date and accurate form [s.4.34].</li> <li>7. Authority to decide that a person is no longer eligible under s.4.30 to be enrolled on the Owners and Occupiers Electoral Roll [s.4.35(1)] and to give notice [s.4.35(2)] and consider submissions [s.4.35(6)], before making such determination.</li> <li>8. Authority to determine to take any action necessary to give effect to advice received from the Electoral Commissioner [s.4.35(5)].</li> <li>9. Decide, with the approval of the Electoral Commissioner, that a new electoral roll is not required for an election day which is less than 100 days since the last election day [s.4.37(3)].</li> </ol>
<p><b>Statutory Power being Delegated:</b></p>	<p><i>Local Government Act 1995</i>  s.4.32(4), (5A) &amp; (5) Eligibility to enrol under s.4.30, how to claim  s.4.34 Accuracy of enrolment details to be maintained  s.4.35 Decision that eligibility to enrol under s.4.30 has ended  s.4.37 New roll for each election  <i>Local Government (Elections) Regulations 1997</i>  r.13(2) &amp; (4) Register - s.4.32(6)</p>
<p><b>Power is originally assigned to:</b></p>	<p>CEO</p>
<p><b>Statutory Power of Delegation:</b></p>	<p><i>Local Government Act 1995</i>  s.5.44 CEO may delegate some powers and duties to other employees</p>
<p><b>Power Delegated to: The exercise of the delegated power does not include the power of delegation</b></p>	<p>Director Corporate Strategy and Performance  Manager Council and Corporate Support</p>



<b>CEO's Conditions on Sub-delegation:</b>	Subject to the requirements of the relevant legislation
<b>Record Keeping Statement (LGA 1995)</b> <i>s5.46(3) "A person to whom a power or duty is delegated under this Act is to keep records in accordance with regulations in relation to the exercise of the power or the discharge of the duty."</i>	<p>All documentation relative to the claim is to be retained as required by legislation.</p> <p>Decisions on enrolment eligibility are to be recorded in the Enrolment Eligibility Register in accordance with s.4.32(6) and s.4.35(7).</p>
<b>Compliance Links</b>	<p><i>Local Government Act 1995</i>  s.4.32(4), (5A) &amp; (5) Eligibility to enrol under s.4.30, how to claim  s.4.34 Accuracy of enrolment details to be maintained  s.4.35 Decision that eligibility to enrol under s.4.30 has ended  s.4.37 New roll for each election</p> <p><i>Local Government (Elections) Regulations 1997</i>  r.13(2) &amp; (4) Register - s.4.32(6)</p> <p><i>Financial Interest Return required - Yes</i></p>
<b>Delegation Administration:</b>	
<b>Decision Reference</b>	<b>Decision Reference</b>
1. CE06-05/17	6.
2. 18/203840	7.
3. CE02-05/24	8.
4.	9.
	11.
	12.
	13.
	14.



### 1.2.3 DESTRUCTION OF ELECTION MATERIAL

<b>Function Delegated:</b> <i>This text is provided as a reference only. Delegates shall only act in full understanding of the delegated statutory power, inclusive of conditions [see below].</i>	Authority to, after a period of 4-years, destroy the parcels of election papers in the presence of at least 2 other employees [Elect. r.82(4)].		
<b>Statutory Power being Delegated:</b>	<i>Local Government Act 1995</i> s.4.84 Retention and availability of electoral papers, regulations about <i>Local Government (Elections) Regulations 1997</i> r.82(4) Keeping election papers – s4.84(a)		
<b>Power is originally assigned to:</b>	CEO		
<b>Statutory Power of Delegation:</b>	<i>Local Government Act 1995</i> s.5.44 CEO may delegate some powers and duties to other employees		
<b>Power Delegated to:</b> <i>The exercise of the delegated power does not include the power of delegation</i>	Director Corporate Strategy and Performance Manager Council and Corporate Support		
<b>CEO's Conditions on Sub-delegation:</b>	The authorisation is subject to the requirements of the <i>State Records Act 2000</i> and its subsidiary legislation and with Regulation 82 of the <i>Local Government (Elections) Regulations 1997</i> .		
<b>Record Keeping Statement (LGA 1995)</b> s5.46(3) "A person to whom a power or duty is delegated under this Act is to keep records in accordance with regulations in relation to the exercise of the power or the discharge of the duty."	Disposal Authority Approval to be recorded by the City's Archivist as appropriate		
<b>Compliance Links</b>	<i>State Records Act 2000</i> <i>Local Government Act 1995</i> <i>Local Government (Elections) Regulations 1997</i>  <i>Financial Interest Return required - Yes</i>		
<b>Delegation Administration:</b>			
<b>Decision Reference</b>		<b>Decision Reference</b>	<b>Decision Reference</b>
1. CE06-05/17	6.	11.	
2. 18/203840	7.	12.	
3.	8.	13.	
4.	9.	14.	

## 1.2.4 INFORMATION TO BE AVAILABLE TO THE PUBLIC

<b>Function Delegated:</b> <i>This text is provided as a reference only. Delegates shall only act in full understanding of the delegated statutory power, inclusive of conditions [see below].</i>	<ol style="list-style-type: none"> <li>1. Authority to determine not to provide a right to inspect information, where it is considered that in doing so would divert a substantial and unreasonable portion of the local government's resources away from its other functions [s5.95(1)(b)].</li> <li>2. Authority to determine the manner and form by which a person may request copies of rates record information [s.5.94(m)] or owners and occupiers register and electoral rolls [s5.94(s)] and to make the information available, if satisfied, by statutory declaration or otherwise, that the information will not be used for commercial purposes [Admin r.29B].</li> </ol>
<b>Statutory Power being Delegated:</b>	<i>Local Government Act 1995:</i> s.5.95(1)(b) Limits on right to inspect local government information
<b>Power is originally assigned to:</b>	CEO
<b>Statutory Power of Delegation:</b>	<i>Local Government Act 1995</i> s.5.44 CEO may delegate some powers and duties to other employees
<b>Power Delegated to:</b> <i>The exercise of the delegated power does not include the power of delegation</i>	Director Corporate Strategy and Performance Manager Council and Corporate Support Director Assets Director Planning and Sustainability Director Community and Place Chief Financial Officer
<b>CEO's Conditions on Sub-delegation:</b>	Nil
<b>Record Keeping Statement (LGA 1995)</b> s5.46(3) "A person to whom a power or duty is delegated under this Act is to keep records in accordance with regulations in relation to the exercise of the power or the discharge of the duty."	All documentation relative to the decision to deny the person the right to inspect information is to be retained on the appropriate file and the CEO informed.
<b>Compliance Links</b>	<i>Local Government Act 1995</i> <i>s.5.95 Limits on right to inspect local government information</i> <i>Freedom of Information Act 1995</i>  <i>Financial Interest Return required – Yes</i>
<b>Delegation Administration:</b>	
<b>Decision Reference</b>	<b>Decision Reference</b>
1. CE06-05/17	6.
2. 18/203840	7.
3. 18/313146	8.
4. CE02-05/24	9.
	11.
	12.
	13.
	14.

## 1.2.5 INFRINGEMENT NOTICES

<b>Function Delegated:</b> <i>This text is provided as a reference only. Delegates shall only act in full understanding of the delegated statutory power, inclusive of conditions [see below].</i>	<ol style="list-style-type: none"> <li>1. Authority to consider an owner of a vehicle's submission that the vehicle that is the subject of an infringement notice, had been stolen or unlawfully taken at the time of the alleged offence [s.9.13(6)(b)].</li> <li>2. Authority to extend the 28 day period within which payment of a modified penalty may be paid, whether or not the period of 28 days has elapsed. [s.9.19]</li> <li>3. Authority to withdraw an infringement notice (within one year after the date of the notice was given) whether or not the modified penalty has been paid by sending a withdrawal notice (in the prescribed form) to the alleged offender and if the modified penalty has been paid, providing a refund [s.9.20].</li> </ol>
<b>Statutory Power being Delegated:</b>	<i>Local Government Act 1995</i> s.9.13(6)(b) Onus of proof in vehicle offences may be shifted s.9.19 Extension of time s.9.20 Withdrawal of notice
<b>Power is originally assigned to:</b>	Chief Executive Officer
<b>Statutory Power of Delegation:</b>	<i>Local Government Act 1995</i> s.5.44 CEO may delegate powers and duties to other employees
<b>Power Delegated to:</b> <i>The exercise of the delegated power does not include the power of delegation</i>	Director Community and Place Director Planning and Sustainability Manager Community Safety and Emergency Management Manager Health and Compliance
<b>CEO's Conditions on Sub-delegation:</b>	A delegate, who participated in a decision to issue an infringement notice, must NOT determine any matter related to that infringement notice under this Delegation.
<b>Record Keeping Statement (LGA 1995)</b> s5.46(3) "A person to whom a power or duty is delegated under this Act is to keep records in accordance with regulations in relation to the exercise of the power or the discharge of the duty."	Details of any reviews of infringement notices need to be recorded in the appropriate file.
<b>Compliance Links</b>	<i>Local Government Act 1995</i> s.9.20 Withdrawal of notice <i>Infringement Notice Review and Withdrawal Management Procedures</i>  Financial Interest Return required – Yes
<b>Delegation Administration:</b>	
<b>Decision Reference</b>	<b>Decision Reference</b>
<ol style="list-style-type: none"> <li>1. 16/396766</li> <li>2. 18/274278</li> <li>3.</li> <li>4.</li> </ol>	<ol style="list-style-type: none"> <li>6.</li> <li>7.</li> <li>8.</li> <li>9.</li> </ol>
	<ol style="list-style-type: none"> <li>11.</li> <li>12.</li> <li>13.</li> <li>14.</li> </ol>



## 1.2.6 PUBLIC PLACES AND LOCAL GOVERNMENT PROPERTY LOCAL LAW

<b>Function Delegated:</b> <i>This text is provided as a reference only. Delegates shall only act in full understanding of the delegated statutory power, inclusive of conditions [see below].</i>	a) Authority to determine the form of an 'Application for a licence'. (LL cl.8.1(2)(a)). b) Authority to determine the form of a 'Renewal of a licence'. (LL cl.8.9). c) Authority to suspend a licence. (LL cl.8.11). d) Authority to revoke a suspension of a licence. (LL cl.8.13). e) Authority to cancel a licence. (LL cl.8.15).
<b>Statutory Power being Delegated:</b>	Clauses .8.1, 8.9, 8.11, 8.13, and 8.15 of the <i>Public Places and Local Government Property Local Law 2015</i>
<b>Power is originally assigned to:</b>	Chief Executive Officer
<b>Statutory Power of Delegation:</b>	<i>Local Government Act 1995</i> s5.44 CEO may delegate some powers and duties to other employees
<b>Power Delegated to:</b>	Director Assets Director Community and Place Manager Community Facilities Manager Place Management
<b>CEO's Conditions on Delegation:</b>	a) The licence must be signed by the applicant, provide the information required by the form and be forwarded to the CEO (or his delegate) together with any fee imposed by the Council under sections 6.16 to 6.19 of the <i>Local Government Act 1995</i> . b) The application for renewal must be signed by the licensee, provide the information required by the form; and be forwarded to the CEO (or his delegate) no later than 28 days before the expiry of the licence, or within a shorter period that the CEO (or his delegate) in a particular case, permits; and be accompanied by any fee imposed by the Council under section 6.16 to 6.19 of the <i>Local Government Act 1995</i> . c) The suspension notice must conform to the provisions of Clauses 8.11 (2) and 8.12 of the <i>Public Places and Local Government Property Local Law 2015</i> . d) The revocation of the suspension is subject to the provisions of cl.8.13. e) The cancellation of a licence is subject to the provisions of cl.8.15.
<b>Record Keeping Statement (LGA 1995)</b> s5.46(3) " A person to whom a power or duty is delegated under this Act is to keep records in accordance with regulations in relation to the exercise of the power or the discharge of the duty."	<i>Any decision made under this delegation is to be recorded in the appropriate file or register</i>
<b>Compliance Links:</b>	<i>Public Places and Local Government Property Local Law 2015</i>  <i>Financial Interest Return required – Yes</i>
<b>Delegation Administration:</b>	
<b>Decision Reference</b>	<b>Decision Reference</b>
1. 19/217438	6.
2. 19/362166	7.
3. 20/13521 and 20/25373	8.
4.	9.
	11.
	12.
	13.
	14.




## 1.2.7 APPOINTMENT OF AUTHORISED PERSONS

<b>Function Delegated:</b> <i>This text is provided as a reference only. Delegates shall only act in full understanding of the delegated statutory power, inclusive of conditions [see below].</i>	<p>Authority to appoint persons or classes of persons as authorised persons [s.9.10(2)] for the purpose of fulfilling functions of an authorised person prescribed in the following legislation inclusive of subsidiary legislation made under each Act i.e. Regulations:</p> <ul style="list-style-type: none"> <li>(a) <i>Local Government Act 1995</i> and its subsidiary legislation, including Local Government Act Regulations.</li> <li>(b) <i>Caravan Parks and Camping Grounds Act 1995</i>;</li> <li>(c) <i>Cat Act 2011</i>;</li> <li>(d) <i>Cemetries Act 1996</i></li> <li>(e) <i>Control of Vehicles (Off-road Areas) Act 1978</i>;</li> <li>(f) <i>Dog Act 1976</i>; and</li> <li>(g) any other legislation prescribed for the purposes of s.9.10 of the <i>Local Government Act 1995</i>.</li> </ul>
<b>Statutory Power being Delegated:</b>	<p><i>Local Government Act 1995</i> s.9.10 Appointment of authorised persons</p>
<b>Power is originally assigned to:</b>	<p>Chief Executive Officer</p>
<b>Statutory Power to Sub-Delegate:</b>	<p><i>Local Government Act 1995</i> s.5.44 CEO may delegate powers and duties to other employees</p>
<b>CEO's Sub-Delegation:</b> <i>The exercise of the delegated power does not include the power of delegation</i>	<p>All Directors Executive Manager Governance and Legal Manager Approval Services Manager Community Safety and Emergency Management Manager Health and Compliance</p>
<b>CEO's Conditions on Sub-delegation:</b>	<ol style="list-style-type: none"> <li>1. The CEO (in consultation with the Executive Manager Governance and Legal) is to appoint authorised officers for the purposes of s.9.29(2) Representing Local Government in Court;</li> <li>2. Executive Manager Governance and Legal is limited to the appointment of Authorised Officers for the purposes of: <ul style="list-style-type: none"> <li>○ s.9.31 Certifying documents as evidence in legal proceedings; and</li> <li>○ s.9.38 Evidence of documents coming from the City</li> </ul> </li> <li>3. Manager Approval Services is limited to the appointment of members of the Approval Services team as Authorised Officers. The appointment of Authorised Officers for the purposes of s 9.29(2) Representing local government in court and s.9.31 Certifying documents as evidence in legal proceedings is specifically excluded.</li> <li>4. Manager Community Safety and Emergency Management is limited to the appointment of members of the Community</li> </ol>

	<p>Safety and Emergency Management team as Authorised Officers. The appointment of Authorised Officers for the purposes of s 9.29(2) Representing local government in court and s.9.31 Certifying documents as evidence in legal proceedings is specifically excluded.</p> <p>5. Manager Health and Compliance is limited to the Appointment of members of the Health &amp; Compliance team as Authorised Officers. The appointment of Authorised Officers for the purposes of s 9.29(2) Representing local government in court and s.9.31 Certifying documents as evidence in legal proceedings is specifically excluded.</p> <p>6. Only persons who are appropriately qualified and trained may be appointed as Authorised persons and each person authorised is to be issued a certificate stating that the person is so authorised.</p>	
<p><b>Record Keeping Statement (LGA 1995)</b> s5.46(3) " A person to whom a power or duty is delegated under this Act is to keep records in accordance with regulations in relation to the exercise of the power or the discharge of the duty."</p>	<p>The appointment of authorised officers is to be facilitated through Governance.</p>	
<p><b>Compliance Links</b></p>	<p><i>Local Government Act 1995</i> s.3.24 Authorising persons under this subdivision [Part 3, Division 3, Subdivision 2 – Certain provisions about land] s.9.10 Appointment of authorised persons</p> <p><i>Delegated Authority Guidelines</i> <i>Delegated Authority and Authorisations Corporate Policy</i></p> <p><i>Financial Interest Return required - Yes</i></p>	
<p><b>Delegation Administration:</b></p>		
<p><b>Decision Reference</b></p>	<p><b>Decision Reference</b></p>	<p><b>Decision Reference</b></p>
<p>1. 17/17699</p>	<p>6. 18/274278</p>	<p>11.</p>
<p>2. CE06-05/17</p>	<p>7. 20/533822 / 20/559662</p>	<p>12.</p>
<p>3. CE01-06/18</p>	<p>8. CE03-09/22</p>	<p>13.</p>
<p>4. 18/203840</p>	<p>9. CE02-05/24</p>	<p>14.</p>

## 2 OTHER LEGISLATION

### 2.1 BUILDING ACT 2011

#### 2.1.1 BUILDING PERMIT

<b>Function Delegated:</b> <i>This text is provided as a reference only. Delegates shall only act in full understanding of the delegated statutory power, inclusive of conditions [see below].</i>	<ol style="list-style-type: none"> <li>1. Authority to require an applicant to provide any documentation or information required to determine a building permit application [s.18(1)].</li> <li>2. Authority to grant or refuse to grant a building permit [s.20 and s.22].</li> <li>3. Authority to impose, vary or revoke conditions on a building permit [s.27(1) and (3)].</li> <li>4. Authority to determine an application to extend time during which a building permit has effect [r.23]. <ol style="list-style-type: none"> <li>i. Subject to being satisfied that work for which the building permit was granted has not been completed OR the extension is necessary to allow rectification of defects of works for which the permit was granted [r.24(1)]</li> <li>ii. Authority to impose any condition on the building permit extension that could have been imposed under s.27 [r.24(2)].</li> </ol> </li> <li>5. Authority to approve, or refuse to approve, an application for a new responsible person for a building permit [r.26].</li> </ol>
<b>Statutory Power being Delegated:</b>	<p><i>Building Act 2011</i></p> <p>s.18 Further Information s.20 Grant of building permit s.22 Further grounds for not granting an application s.27(1) and (3) Conditions imposed by permit authority</p> <p><i>Building Regulations 2012</i></p> <p>r.23 Application to extend time during which permit has effect (s.32) r.24 Extension of time during which permit has effect (s.32(3)) r.26 Approval of new responsible person (s.35(c))</p>
<b>Power is originally assigned to</b>	Permit Authority (Local Government)
<b>Statutory Power of Delegation:</b>	Building Act 2011 s.127 (1) & (3) Delegation: special permit authorities and local governments
<b>Power Delegated to:</b>	Chief Executive Officer
<b>Conditions on Delegation:</b>	Nil
<b>Statutory Power to Sub-Delegate:</b>	Building Act 2011 s.127(6A) Delegation: special permit authorities and local governments
<b>CEO's Sub-Delegation: The exercise of the delegated power does not include the power of delegation</b>	Director Planning and Sustainability Manager Approval Services Coordinator Building Services Senior Building Surveyors Building Surveyors

<b>CEO's Conditions on Sub-delegation:</b>	<p><u>Business Practice Condition:</u></p> <p>The ability for Building Surveyors to exercise the functions of this delegation is limited to:</p> <ol style="list-style-type: none"> <li>1) Being registered as a building surveyor with Department of Energy Mines Industry Regulation and Safety; or;</li> <li>2) Certified Applications where a Development Approval has been granted.</li> </ol> <p>In all other circumstances is dependent on a satisfactory peer review of the application being conducted by the Senior Building Surveyor or Coordinator Building Services</p>
<b>Record Keeping Statement (LGA 1995)</b> <i>s5.46(3) "A person to whom a power or duty is delegated under this Act is to keep records in accordance with regulations in relation to the exercise of the power or the discharge of the duty."</i>	Details of actions taken under this delegation are to be retained on the appropriate file or record.
<b>Compliance Links</b>	<p><i>Building Act 2011</i>  <i>Building Regulations 2012</i>  <i>Local Government Act 1995</i>  <i>s.5.36 Local government employees</i></p> <p><i>Financial Interest Return required - No</i></p>
<b>Delegation Administration:</b>	
<b>Decision Reference</b>	<b>Decision Reference</b>
1. CB02-09/11	6. CE02-06/23
2. 16/436067	7. CE02-05/24
3. CE06-05/17	8.
4. CE01-06/18	9.
	11.
	12.
	13.
	14.



## 2.1.2 DEMOLITION PERMIT

<b>Function Delegated:</b> <i>This text is provided as a reference only. Delegates shall only act in full understanding of the delegated statutory power, inclusive of conditions [see below].</i>	<ol style="list-style-type: none"> <li>1. Authority to require an applicant to provide any documentation or information required to determine a demolition permit application [s.18(1)].</li> <li>2. Authority to grant or refuse to grant a demolition permit on the basis that all s.21(1) requirements have been satisfied [s.20 and s.22].</li> <li>3. Authority to impose, vary or revoke conditions on a demolition permit [s.27(1) and(3)].</li> <li>4. Authority to determine an application to extend time during which a demolition permit has effect [r.23].               <ol style="list-style-type: none"> <li>a. Subject to being satisfied that work for which the demolition permit was granted has not been completed OR the extension is necessary to allow rectification of defects of works for which the permit was granted [r.24(1)].</li> <li>b. Authority to impose any condition on the demolition permit extension that could have been imposed under s.27 [r.24(2)].</li> </ol> </li> <li>5. Authority to approve, or refuse to approve, an application for a new responsible person for a demolition permit [r.26].</li> </ol>
<b>Statutory Power being Delegated:</b>	<p><i>Building Act 2011:</i>            s.18 Further Information            s.21 Grant of demolition permit            s.22 Further grounds for not granting an application            s.27(1) and (3) Conditions imposed by permit authority</p> <p><i>Building Regulations 2012</i>            r.23 Application to extend time during which permit has effect (s.32)            r.24 Extension of time during which permit has effect (s.32(3))            r.26 Approval of new responsible person (s.35(c))</p>
<b>Power is originally assigned to</b>	Local Government
<b>Statutory Power of Delegation:</b>	Building Act 2011 s.127 Delegation: special permit authorities and local governments
<b>Power Delegated to:</b>	Chief Executive Officer
<b>Conditions on Delegation:</b>	Delegation does not apply to places listed on the State's Register of Heritage Places or Council's Heritage Register, or to places classified by the National Trust.
<b>Statutory Power to Sub-Delegate:</b>	<i>Building Act 2011</i> s.127(6A) Delegation: special permit authorities and local governments
<b>CEO's Sub-Delegation: The exercise of the delegated power does not include the power of delegation</b>	<i>Director Planning and Sustainability Manager Approval Services            Coordinator Building Services Senior Building Surveyors</i>



<b>CEO's Conditions on Sub-delegation:</b>	Subject to the conditions on delegation to the CEO.
<b>Record Keeping Statement (LGA 1995)</b> s5.46(3) " A person to whom a power or duty is delegated under this Act is to keep records in accordance with regulations in relation to the exercise of the power or the discharge of the duty."	Details of actions taken under this delegation are to be retained on the appropriate file or record.
<b>Compliance Links</b>	<i>Local Government Act 1995</i> <i>s.5.36 Local government employees</i> <i>Building Act 2011</i> <i>Building Regulations 2012</i>  <i>Financial Interest Return required - No</i>
<b>Delegation Administration:</b>	
<b>Decision Reference</b>	<b>Decision Reference</b>
1. 16/436067	6.
2. CE06-05/17	7.
3. CE01-06/18	8.
4.	9.
	11.
	12.
	13.
	14.

### 2.1.3 OCCUPANCY PERMITS OR BUILDING APPROVAL CERTIFICATES

<b>Function Delegated:</b> <i>This text is provided as a reference only. Delegates shall only act in full understanding of the delegated statutory power, inclusive of conditions [see below].</i>	<ol style="list-style-type: none"> <li>1. Authority to require an applicant to provide any documentation or information required in order to determine an application. [s.55].</li> <li>2. Authority to grant or refuse to grant or modify the occupancy permit or building approval certificate. [s.58].</li> <li>3. Authority to impose, add, vary or revoke conditions on an occupancy permit or building approval certificate. [s. 62].</li> <li>4. Authority to extend, or refuse to extend, the period in which an occupancy permit or modification or building approval certificate has effect [s.65(4) and r.40].</li> </ol>
<b>Statutory Power being Delegated:</b>	<p><i>Building Act 2011</i>  s.55 Further Information  s.58 Grant of Occupancy Permit, Building Approval Certificate  s.62(1) and (3) Conditions imposed by permit authorities  s.65(4) Extension of period of duration</p> <p><i>Building Regulations 2012</i>  r.40 Extension of period of duration of time limited occupancy permit or building approval certificate (s.65)</p>
<b>Power is originally assigned to:</b>	Local Government
<b>Statutory Power of Delegation:</b>	<i>Building Act 2011</i> s.127 Delegation: special permit authorities and local governments
<b>Power Delegated to:</b>	Chief Executive Officer
<b>Conditions on Delegation:</b>	Nil
<b>Statutory Power to Sub-Delegate:</b>	<i>Building Act 2011</i> s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)
<b>CEO's Sub-Delegation:</b> <i>The exercise of the delegated power does not include the power of delegation</i>	Director Planning and Sustainability Manager Approval Services Coordinator Building Services Senior Building Surveyors
<b>CEO's Conditions on Sub-delegation:</b>	Nil
<b>Record Keeping Statement (LGA 1995)</b> s5.46(3) "A person to whom a power or duty is delegated under this Act is to keep records in accordance with regulations in relation to the exercise of the power or the discharge of the duty."	Details of actions taken under this delegation are to be retained on the appropriate file or record.

Compliance Links	<i>Local Government Act 1995</i> <i>s.5.36 Local government employees</i>  <i>Building Act 2011</i> <i>Building Regulations 2012</i>  <i>Financial Interest Return required - No</i>
Delegation Administration:	
Decision Reference	Decision Reference
1. 16/436067	6.
2. CE06-05/17	7.
3. CE01-06/18	8.
4.	9.
	11.
	12.
	13.
	14.

## 2.1.4 BUILDING ORDERS

<b>Function Delegated:</b> <i>This text is provided as a reference only. Delegates shall only act in full understanding of the delegated statutory power, inclusive of conditions [see below].</i>	<ol style="list-style-type: none"> <li>Authority to make Building Orders in relation to: <ol style="list-style-type: none"> <li>Building work</li> <li>Demolition work</li> <li>An existing building or incidental structure [s.110(1)].</li> </ol> </li> <li>Authority to give notice of a proposed building order and consider submissions received in response and determine actions [s.111(1)(c)].</li> <li>Authority to revoke a building order [s.117].</li> <li>If there is non-compliance with a building order, authority to cause an authorised person to: <ol style="list-style-type: none"> <li>take any action specified in the order; or</li> <li>commence or complete any work specified in the order; or</li> <li>if any specified action was required by the order to cease, to take such steps as are reasonable to cause the action to cease [s.118(2)].</li> </ol> </li> <li>Authority to take court action to recover as a debt, reasonable costs and expense incurred in doing anything in regard to non-compliance with a building order [s.118(3)].</li> </ol>
<b>Statutory Power being Delegated:</b>	<i>Building Act 2011</i> s.110(1) A permit authority may make a building order s.111(1) Notice of proposed building order other than building order (emergency) s.117 Revocation of building order s.118(2) and (3) Permit authority may give effect to building order if non-compliance
<b>Power is originally assigned to:</b>	Local Government
<b>Statutory Power of Delegation:</b>	<i>Building Act 2011</i> s.127 Delegation: special permit authorities and local governments
<b>Power Delegated to:</b>	Chief Executive Officer
<b>Conditions on Delegation:</b>	In undertaking the functions of this delegation, the delegate may: <ul style="list-style-type: none"> <li>Refer notices to the City Lawyer or Executive Manager Governance and Legal where it is considered appropriate; and</li> <li>Determine that an order is to remain in effect in accordance with section 117(2) of the <i>Building Act 2011</i> where it is considered appropriate.</li> </ul>
<b>Statutory Power to Sub-Delegate:</b>	<i>Building Act 2011</i> s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)
<b>CEO's Sub-Delegation:</b> The exercise of the delegated power does not include the power of delegation	<i>Director Planning and Sustainability</i> <i>Manager Approval Services</i> <i>Manager Health and Compliance</i> <i>Coordinator Building Services</i> <i>Coordinator Compliance Services</i>
<b>CEO's Conditions on Sub-delegation:</b>	<i>Subject to the conditions on delegation to the CEO.</i>

<b>Record Keeping Statement (LGA 1995)</b> s5.46(3) " A person to whom a power or duty is delegated under this Act is to keep records in accordance with regulations in relation to the exercise of the power or the discharge of the duty."	Details of actions taken under this delegation are to be retained on the appropriate file or record.
<b>Compliance Links</b>	<i>Building Act 2011</i>  <i>Financial Interest Return required - No</i>
<b>Delegation Administration:</b>	
<b>Decision Reference</b>	<b>Decision Reference</b>
1. 16/436067	6. CE02-05/24
2. CE06-05/17	7.
3. CE01-08/17	8.
4. CE01-06/18	9.
	11.
	12.
	13.
	14.



## 2.1.5 REFERRALS AND ISSUING CERTIFICATES

<b>Function Delegated:</b> <i>This text is provided as a reference only. Delegates shall only act in full understanding of the delegated statutory power, inclusive of conditions [see below].</i>	<ol style="list-style-type: none"><li>1. Authority to refer uncertified building applications under s.17(1) to a building surveyor who is not employed by the local government [s.145A(1)].</li><li>2. Authority to issue a certificate for Design Compliance, Construction Compliance or Building Compliance whether or not the land subject of the application is located in the City of Wanneroo's District [s.145A(2)].</li></ol>		
<b>Statutory Power being Delegated:</b>	<i>Building Act 2011</i> s.145A Local Government functions		
<b>Power is originally assigned to:</b>	Permit Authority (Local Government)		
<b>Statutory Power of Delegation:</b>	<i>Building Act 2011</i> s.127(1) & (3) Delegation: special permit authorities and local government		
<b>Power Delegated to:</b>	Chief Executive Officer		
<b>Council's Conditions on Delegation:</b>	Nil		
<b>Statutory Power to Sub-Delegate:</b>	Building Act 2011 s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)		
<b>CEO's Sub-Delegation:</b> <i>The exercise of the delegated power does not include the power of delegation</i>	Director Planning and Sustainability Manager Approval Services Coordinator Building Services		
<b>CEO's Conditions on Sub-delegation:</b>	Nil		
<b>Record Keeping Statement (LGA 1995)</b> s5.46(3) " A person to whom a power or duty is delegated under this Act is to keep records in accordance with regulations in relation to the exercise of the power or the discharge of the duty."	Copies of action under this appointment are to be retained on the appropriate file or record.		
<b>Compliance Link</b>	<i>Building Act 2011</i>  <i>Financial Interest Return Required – No</i>		
<b>Delegation Administration:</b>			
<b>Decision Reference</b>	<b>Decision Reference</b>	<b>Decision Reference</b>	
1. CE06-05/17	6.	11.	
2.	7.	12.	
3.	8.	13.	
4.	9.	14.	

## 2.1.6 DESIGNATE EMPLOYEES AS AUTHORISED PERSONS

<b>Function Delegated:</b> <i>This text is provided as a reference only. Delegates shall only act in full understanding of the delegated statutory power, inclusive of conditions [see below].</i>	<ol style="list-style-type: none"> <li>1. Authority to designate an employee as an authorised person [s.96(3)].</li> <li>2. Authority to revoke or vary a condition of designation as an authorised person or give written notice to an authorised person limiting powers that may be exercised by that person [s.99(3)].</li> </ol>
<b>Statutory Power being Delegated:</b>	<i>Building Act 2011</i> s.96(3) Authorised persons s.99(3) Limitation on powers of authorised person
<b>Power is originally assigned to:</b>	Local Government
<b>Statutory Power of Delegation:</b>	<i>Building Act 2011</i> s.127 Delegation: special permit authorities and local governments
<b>Power Delegated to:</b>	Chief Executive Officer
<b>Council's Conditions on Delegation:</b>	Nil
<b>Statutory Power to Sub-Delegate:</b>	<i>Building Act 2011</i> s.127(6A) Delegation: special permit authorities and local governments
<b>CEO's Sub-Delegation:</b> <i>The exercise of the delegated power does not include the power of delegation</i>	Director Planning and Sustainability Manager Health and Compliance Manager Approval Services
<b>CEO's Conditions on Sub-delegation:</b>	N/A
<b>Record Keeping Statement (LGA 1995)</b> s5.46(3) "A person to whom a power or duty is delegated under this Act is to keep records in accordance with regulations in relation to the exercise of the power or the discharge of the duty."	Appointment of Authorised Officers is to be facilitated through Governance.  Copies of action under this appointment are to be retained on the appropriate file or record.
<b>Compliance Links</b>	<i>Building Act 2011</i> Note: An <i>authorised person</i> for the purposes of sections 96(3) and 99(3) is <u>not</u> an <i>approved officer</i> or <i>authorised officer</i> for the purposes of Building Reg. 70.  r.4B Identity cards  s.97 each designated authorised person must have an identity card.  <i>Financial Interest Return required - No</i>
<b>Delegation Administration:</b>	
<b>Decision Reference</b>	<b>Decision Reference</b>
<ol style="list-style-type: none"> <li>1. CE06-05/17</li> <li>2. CE01-06/18</li> <li>3. 18/203840</li> <li>4. CE02-05/24</li> </ol>	<ol style="list-style-type: none"> <li>6.</li> <li>7.</li> <li>8.</li> <li>9.</li> </ol>
	<ol style="list-style-type: none"> <li>11.</li> <li>12.</li> <li>13.</li> <li>14.</li> </ol>

## 2.1.7 PRIVATE SWIMMING POOL BARRIERS

<b>Function Delegated:</b> <i>This text is provided as a reference only. Delegates shall only act in full understanding of the delegated statutory power, inclusive of conditions [see below].</i>	<ol style="list-style-type: none"> <li>1. Authority to approve requirements alternative to a fence, wall, gate or other component included in the barrier, if satisfied that the alternative requirements will restrict access by young children as effectively as if there were compliance with AS 1926.1 [r.51(2)].</li> <li>2. Authority to approve a door for the purposes of complying with AS 1926.1, where a fence or barrier would cause significant structural or other problem which is beyond the control of the owner / occupier or the pool is totally enclosed by a building or a fence or barrier between the building and pool would create a significant access problem for a person with a disability [r.51(3)].</li> <li>3. Authority to approve a performance solution to a Building Code pool barrier requirement if satisfied that the performance solution complies with the relevant performance requirement [r.51(5)].</li> </ol>
<b>Statutory Power being Delegated:</b>	<i>Building Regulations 2012:</i> r.51 Approvals by permit authority
<b>Power is originally assigned to:</b>	Local Government (Permit Authority)
<b>Statutory Power of Delegation:</b>	<i>Building Act 2011</i> s.127(1) & (3) Delegation: special permit authorities and local government
<b>Power Delegated to:</b>	Chief Executive Officer
<b>Council's Conditions on Delegation:</b>	Nil
<b>Statutory Power to Sub-Delegate:</b>	<i>Building Act 2011</i> s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)
<b>CEO's Sub-Delegation:</b> <i>The exercise of the delegated power does not include the power of delegation</i>	Manager Approval Services Coordinator Building Services Senior Building Surveyors
<b>CEO's Conditions on Sub-delegation:</b>	<p><u>Business Practice Condition:</u></p> <p>In undertaking the functions of this delegation, all delegates must be employed by the City of Wanneroo in accordance with section 5.36 of the <i>Local Government Act 1995</i>.</p> <p>The ability to exercise the functions of this delegation is limited to:</p> <ol style="list-style-type: none"> <li>1) The property being located on the high side of a 3m high retaining wall with a minimum 1.2m boundary barrier in lieu of a 1.8m high complaint boundary barrier;</li> <li>2) A performance solution to the pool barrier gate is permitted only if a person with a disability as defined by the <i>Building Regulations 2012</i> r.51(1) resides at the dwelling and no children under the age of five reside in the property.</li> </ol> <p>In all circumstances, a review will be made of the performance solution every four years with the swimming pool inspection and may be subject to change.</p>

<b>Record Keeping Statement (LGA 1995)</b> s5.46(3) " A person to whom a power or duty is delegated under this Act is to keep records in accordance with regulations in relation to the exercise of the power or the discharge of the duty."	Details of actions taken under this delegation are to be retained on the appropriate file or record.	
<b>Compliance</b>	<i>Building Act 2011</i> <i>Building Regulations 2012</i>  <i>Financial Interest Return Required – No</i>	
<b>Delegation Administration:</b>		
<b>Decision Reference</b>	<b>Decision Reference</b>	<b>Decision Reference</b>
1.	6.	11.
2.	7.	12.
3.	8.	13.
4.	9.	14.



## 2.1.8 APPOINTMENT OF AUTHORISED OFFICERS – INFRINGEMENT NOTICES

<b>Function Delegated:</b> <i>This text is provided as a reference only. Delegates shall only act in full understanding of the delegated statutory power, inclusive of conditions [see below].</i>	Authority to appoint an authorised officer for the purposes of the <i>Criminal Procedures Act 2004</i> , Part 2, section 6(b).
<b>Statutory Power being Delegated:</b>	<i>Building Regulations 2012</i> s.70(2) - Approved officers and authorised officers <i>Criminal Procedures Act 2004</i> s.6 Other matters to be prescribed by prescribed acts s.8 Issuing infringement notices
<b>Power is originally assigned to:</b>	Local Government
<b>Statutory Power of Delegation:</b>	<i>Building Act 2011</i> s.127(1) Delegation: special permit authorities and local governments
<b>Power Delegated to:</b>	Chief Executive Officer
<b>Council's Conditions on Delegation:</b>	Nil
<b>Statutory Power to Sub-Delegate:</b>	<i>Building Act 2011</i> s.127(6A) Delegation: special permit authorities and local governments
<b>CEO's Sub-Delegation:</b> <i>The exercise of the delegated power does not include the power of delegation</i>	Director Planning and Sustainability Manager Health and Compliance
<b>CEO's Conditions on Sub-delegation:</b>	Nil
<b>Record Keeping Statement (LGA 1995)</b> s5.46(3) "A person to whom a power or duty is delegated under this Act is to keep records in accordance with regulations in relation to the exercise of the power or the discharge of the duty."	Appointment of Authorised Officers is to be facilitated through Governance. Copies of all notices issued are to be retained on the appropriate file or record.
<b>Compliance Links</b>	<i>Building Regulations 2012</i> r.70(3) Approved officers and authorised officers (Each authorised officer is to be issued a certificate of their appointment) Schedule 7, Form 1 (format for an Infringement Notice)  <i>Financial Interest Return required – No</i>
Delegation Administration:	
Decision Reference	Decision Reference
1. CE01-05/17	6.
2. 20/533822	7.
3. CE03-06/21	8.
4.	9.
	11.
	12.
	13.
	14.



## 2.1.9 APPOINTMENT OF APPROVED OFFICER – INFRINGEMENT NOTICES

<b>Function Delegated:</b> <i>This text is provided as a reference only. Delegates shall only act in full understanding of the delegated statutory power, inclusive of conditions [see below].</i>	<p>Authority to appoint an approved officer for the purposes of the Criminal Procedures Act 2004, Part 2, s.6(a) (a specified employee of the local government) in accordance with the Building Regulations 70(1) and (1A).</p> <p>As defined in the <i>Local Government Act 1995</i></p> <p>s. 9.19. Extension of time.</p> <p>The CEO of a local government may, in a particular case, extend the period of 28 days within which the modified penalty may be paid and the extension may be allowed whether or not the period of 28 days has elapsed.”</p> <p>s. 9.20. Withdrawal of notice</p> <p>(1) Within one year after the notice was given the CEO of the local government may, whether or not the modified penalty has been paid, withdraw an infringement notice by sending to the alleged offender a notice in the prescribed form stating that the infringement notice has been withdrawn.</p> <p>(2) Where an infringement notice is withdrawn after the modified penalty has been paid, the amount is to be refunded.</p>
<b>Statutory Power being Delegated:</b>	<p><i>Building Regulations 2012</i>  <i>s.70(1) Approved Officers and Authorised Officers</i>  <i>Criminal Procedures Act 2004</i>            s.6 Other matters to be prescribed by prescribed Acts            s.8 Issuing infringement notices</p>
<b>Power is originally assigned to:</b>	Local Government
<b>Statutory Power of Delegation:</b>	<p><i>Building Act 2011</i>            s.127(1) Delegation: special permit authorities and local governments</p>
<b>Position Delegated:</b>	Chief Executive Officer
<b>Council's Conditions on Appointment:</b>	This delegation is not to be sub-delegated
<b>Statutory Power to Sub-Delegate:</b>	N/A
<b>CEO's Sub-Delegation:</b> <i>The exercise of the delegated power does not include the power of delegation</i>	N/A
<b>CEO's Conditions on Sub-delegation:</b>	N/A



**2.1.10 DESIGNATE CONTRACTORS AS AUTHORISED PERSONS (INSPECTORS)**

<b>Function Delegated:</b> <i>This text is provided as a reference only. Delegates shall only act in full understanding of the delegated statutory power, inclusive of conditions [see below].</i>	<ol style="list-style-type: none"> <li>1. Authority to designate a person contracted, or employed by an entity contracted, by the City of Wanneroo as an authorised person [s.96(3) &amp; r.4A(2)] for the purposes of monitoring whether Part 8 provisions are being complied with.</li> <li>2. Authority to revoke or vary a condition of designation as an authorised person or give written notice to an authorised person limiting powers that may be exercised by that person [s.99(3)]</li> </ol>
<b>Statutory Power being Delegated:</b>	<i>Building Act 2011:</i> s.96(3) Authorised persons s.99(3) Limitation on powers of authorised person  <i>Building Regulations 2012:</i> r.4A Authorised persons
<b>Power is originally assigned to:</b>	Permit Authority (Local Government)
<b>Statutory Power of Delegation:</b>	<i>Building Act 2011:</i> s.127(1) & (3) Delegation: special permit authorities and local government
<b>Power Delegated to:</b>	Chief Executive Officer
<b>Council's Conditions on Delegation:</b>	Designation of authorised persons under this delegation is limited to performing Authorised Person functions under s.93(2)(d)
<b>Statutory Power to Sub-Delegate:</b>	<i>Building Act 2011:</i> s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)
<b>CEO's Sub-Delegation:</b> <i>The exercise of the delegated power does not include the power of delegation</i>	Director Planning and Sustainability Manager Health and Compliance Manager Approval Services
<b>CEO's Conditions on Sub-delegation:</b>	Subject to CEO conditions
<b>Record Keeping Statement (LGA 1995)</b> s5.46(3) "A person to whom a power or duty is delegated under this Act is to keep records in accordance with regulations in relation to the exercise of the power or the discharge of the duty."	Appointment of Authorised Officers under all legislation is to be facilitated through Governance.  Copies of action under this appointment are to be retained on the appropriate file or record.
<b>Compliance</b>	<i>Building Act 2011 - s.97</i> each designated authorised person must have an identity card.  r.4B Identity cards  Financial Interest Return Required – No
<b>Delegation Administration:</b>	
<b>Decision Reference</b>	<b>Decision Reference</b>
1.	6.
2.	7.
3.	8.
4.	9.
	11.
	12.
	13.
	14.

### 2.1.11 AUTHORISED PERSONS TO COMMENCE PROCEEDINGS

<b>Function Delegated:</b> <i>This text is provided as a reference only. Delegates shall only act in full understanding of the delegated statutory power, inclusive of conditions [see below].</i>	Authority to authorise a person to commence a prosecution for an offence against the Building Act 2011 [s.133(1)(b)].	
<b>Statutory Power being Delegated:</b>	<i>Building Act 2011:</i> s.133(1) A permit authority may commence a prosecution for an offence against this Act	
<b>Power is originally assigned to:</b>	Permit Authority (Local Government)	
<b>Statutory Power of Delegation:</b>	<i>Building Act 2011:</i> s.127(1) & (3) Delegation: special permit authorities and local government	
<b>Power Delegated to:</b>	Chief Executive Officer	
<b>Council's Conditions on Delegation:</b>	Nil	
<b>Statutory Power to Sub-Delegate:</b>	<i>Building Act 2011:</i> s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)	
<b>CEO's Sub-Delegation:</b> <i>The exercise of the delegated power does not include the power of delegation</i>	Director Planning and Sustainability Manager Health and Compliance Manager Approval Services Executive Manager Governance and Legal Coordinator Compliance Coordinator Building Services	
<b>CEO's Conditions on Sub-delegation:</b>	N/A	
<b>Record Keeping Statement (LGA 1995)</b> s5.46(3) " A person to whom a power or duty is delegated under this Act is to keep records in accordance with regulations in relation to the exercise of the power or the discharge of the duty."	Appointment of Authorised Officers under all legislation is to be facilitated through Governance.  Copies of action under this appointment are to be retained on the appropriate file or record.	
<b>Compliance</b>	<i>Building Act 2011 - s.146 Confidentiality</i>  Financial Interest Return Required – No	
Delegation Administration:		
Decision Reference	Decision Reference	Decision Reference
1.	6.	11.
2.	7.	12.
3.	8.	13.
4.	9.	14.



## 2.2 BUSH FIRES ACT 1954

### 2.2.1 POWERS, DUTIES AND FUNCTIONS OF A LOCAL GOVERNMENT

<b>Function Delegated:</b> <i>This text is provided as a reference only. Delegates shall only act in full understanding of the delegated statutory power, inclusive of conditions [see below].</i>	Authority to perform all of the powers, duties and functions of the local government under the <i>Bush Fires Act 1954</i> and <i>Bush Fires Regulations 1954</i>		
<b>Statutory Power being Delegated:</b>	<i>Bush Fires Act 1954</i> <i>Bush Fire Regulations 1954</i>		
<b>Power is originally assigned to:</b>	Local Government		
<b>Statutory Power of Delegation:</b>	<i>Bush Fires Act 1954</i> s.48 Delegation by local government		
<b>Power Delegated to:</b>	Chief Executive Officer		
<b>Council's Conditions on Delegation:</b>	Excludes powers and duties that; <ul style="list-style-type: none"><li>are subject to separate delegated authority within this Register as set out below;<ul style="list-style-type: none"><li>Delegation 2.2.3 – Appointment of Bush Fire Control Officers;</li><li>Delegation 2.2.2 – Variation of Prohibited Burning Times; and</li><li>Delegation 2.2.4 – Prosecution of Offences;</li></ul></li><li>are prescribed in the Act with a requirement for a resolution of the local government; and</li><li>are prescribed by the Act for performance by appointed officers.</li></ul>		
<b>Statutory Power to Sub-Delegate:</b>	Nil		
<b>CEO's Sub-Delegation:</b> <i>The exercise of the delegated power does not include the power of delegation</i>	N/A		
<b>CEO's Conditions on Sub-delegation:</b>	N/A		
<b>Record Keeping Statement (LGA 1995)</b> s5.46(3) "A person to whom a power or duty is delegated under this Act is to keep records in accordance with regulations in relation to the exercise of the power or the discharge of the duty."	All actions taken must be recorded in writing in the appropriate file or record.		
<b>Compliance Links</b>	<i>Bush Fires Act 1954</i> <i>Bush Fire Regulations 1954</i>  <i>Financial Interest Return required - No</i>		
<b>Delegation Administration:</b>			
<b>Decision Reference</b>		<b>Decision Reference</b>	
1. CE03-10/17		11.	
2.		12.	
3.		13.	
4.		14.	
6.			
7.			
8.			
9.			



## 2.2.2 VARIATION OF RESTRICTED AND PROHIBITED BURNING TIMES

<b>Function Delegated:</b> <i>This text is provided as a reference only. Delegates shall only act in full understanding of the delegated statutory power, inclusive of conditions [see below].</i>	<p>1. Authority, where seasonal conditions warrant it, to determine a variation of the prohibited burning times, after consultation with an authorised CALM Act officer [s.17(7)].</p> <p>2. Authority, where seasonal conditions warrant it and after consultation with an authorised CALM Act officer, to determine to vary the restricted burning times in respect of that year [s.18(5)].</p>
<b>Statutory Power being Delegated:</b>	<p><i>Bush Fires Act 1954</i>  s.17(7) and (8) vary prohibited burning times  s.18(5), (5B) and (5C) vary restricted burning times</p>
<b>Power is originally assigned to:</b>	Local Government
<b>Statutory Power of Delegation:</b>	<p><i>Bush Fires Act 1954</i>  s.48 Delegation by local government  s.17(10) Prohibited burning times may be declared by Minister (power of delegation to mayor or president and Chief Bush Fire Control Officer ONLY for powers under s.17(7) and (8))</p>
<b>Power Delegated to:</b>	Mayor and Chief Bush Fire Control Officer jointly
<b>Council's Conditions on Delegation:</b>	Nil
<b>Statutory Power to Sub-Delegate:</b>	Nil
<b>CEO's Sub-Delegation:</b> <i>The exercise of the delegated power does not include the power of delegation</i>	N/A
<b>CEO's Conditions on Sub-delegation:</b>	N/A
<b>Record Keeping Statement (LGA 1995)</b> s5.46(3) "A person to whom a power or duty is delegated under this Act is to keep records in accordance with regulations in relation to the exercise of the power or the discharge of the duty."	Copies of all notices issued are to be retained on the appropriate file or record.
<b>Compliance Links</b>	<p><i>Bush Fires Act 1954</i>  s.17(7B) and (8) Prohibited burning times may be declared by Minister  s.18(5B) and (5C) Restricted burning times may be declared by FES Commissioner  City of Wannon Variation to Prohibited Burning Times Management Procedure</p> <p><i>Financial Interest Return required - No</i></p>
<b>Delegation Administration:</b>	
<b>Decision Reference</b>	<b>Decision Reference</b>
1. CD04-10/15	6.
2. CE01-06/18	7.
3. CE05-06/19 inserted provisions for restricted burning times (Annual Review)	8.
4.	9.
	11.
	12.
	13.
	14.

### 2.2.3 APPOINTMENT OF BUSH FIRE CONTROL OFFICERS

<b>Function Delegated:</b> <i>This text is provided as a reference only. Delegates shall only act in full understanding of the delegated statutory power, inclusive of conditions [see below].</i>	<ol style="list-style-type: none"> <li>1. Authority to appoint persons to be Bush Fire Control Officers for the purposes of the <i>Bush Fires Act 1954</i>; and               <ol style="list-style-type: none"> <li>(a) Of those Officers, appoint a Chief Bush Fire Control Officer (in the absence of an agreement with the FES Commissioner) and a Deputy Chief Bush Fire Control Officer; and</li> <li>(b) Determine the respective seniority of the other Bush Fire Officers so appointed [s.38(1)].</li> </ol> </li> <li>2. Authority to issue directions to a Bush Fire Control Officer to burn on or at the margins of a road reserve under the care, control and management of the City of Wanneroo [s.38(5A)],</li> <li>3. Authority to appoint a Fire Weather Officer, selected from senior Bush Fire Control Officers previously appointed and where more than one Fire Weather Officer is appointed, define a part of the District in which each Fire Weather Officer shall have exclusive right to exercise the powers of s.38(17). [s.38(8) and (9)].</li> <li>4. Authority to appoint deputy Fire Weather Officer/s as considered necessary and where two or more deputies are appointed, determine seniority [s.38(10)].</li> </ol>
<b>Statutory Power being Delegated:</b>	<i>Bush Fires Act 1954</i> s.38 Local government may appoint bush fire control officer
<b>Power is originally assigned to:</b>	Local Government
<b>Statutory Power of Delegation:</b>	<i>Bush Fires Act 1954</i> s.48 Delegation by local governments
<b>Power Delegated to:</b>	Chief Executive Officer
<b>Council's Conditions on Delegation:</b>	Excludes powers and duties that: <ul style="list-style-type: none"> <li>• are prescribed in the Act with the requirement for a resolution by the local government</li> <li>• are prescribed in the Act for performance by prescribed offices; or</li> <li>• are subject to separate delegated authority within this register.</li> </ul>
<b>Statutory Power to Sub-Delegate:</b>	Nil
<b>CEO's Sub-Delegation:</b> <i>The exercise of the delegated power does not include the power of delegation</i>	N/A
<b>CEO's Conditions on Sub-delegation:</b>	N/A

<b>Record Keeping Statement (LGA 1995)</b> s5.46(3) " A person to whom a power or duty is delegated under this Act is to keep records in accordance with regulations in relation to the exercise of the power or the discharge of the duty."	Appointment of Authorised Officers is to be facilitated through Governance.	
	All actions taken must be recorded in writing in the appropriate file or record.	
<b>Compliance Links</b>	<i>Bush Fire Brigades Local Law 2024</i>	
	<i>Memorandum of Understanding for the Provision of a DFES Employed Community Emergency Services Manager (Clause 4.2 of the Memorandum of Understanding requests the FES Commissioner to designate a Chief Bush Fire Control Officer for the City of Wanneroo in accordance s.38A(1) of the Bush Fires Act 1954).</i>	
	<i>Bush Fires Act 1954</i>	
	<i>Financial Interest Return required - No</i>	
<b>Delegation Administration:</b>		
<b>Decision Reference</b>	<b>Decision Reference</b>	<b>Decision Reference</b>
1. 15/428120	6. CE02-05/24	11.
2. CE01-06/18	7.	12.
3. 22/243939	8.	13.
4. CP06-11/22	9.	14.

## 2.2.4 PROSECUTION OF OFFENCES

<b>Function Delegated:</b> <i>This text is provided as a reference only. Delegates shall only act in full understanding of the delegated statutory power, inclusive of conditions [see below].</i>	<ol style="list-style-type: none"> <li>1. Authority to institute and carry on proceedings against a person for an offence alleged to be committed against this Act. [s.59].</li> <li>2. Authority to serve an infringement notice for an offence against this Act [s.59A(2)].</li> </ol>
<b>Statutory Power being Delegated:</b>	<i>Bush Fires Act 1954</i> s.59 Prosecution of offences s.59A(2), Alternative procedure – infringement notices
<b>Power is originally assigned to:</b>	Local Government
<b>Statutory Power of Delegation:</b>	<i>Bush Fires Act 1954</i> s.48 Delegation by Local Government
<b>Power Delegated to:</b>	Chief Executive Officer Director Community and Place Manager Community Safety and Emergency Management Senior Rangers Rangers
<b>Conditions on Delegation:</b>	<ol style="list-style-type: none"> <li>a) Rangers and Senior Rangers are appointed for the purposes of (2) only.</li> <li>b) The determination to institute and carry-on proceedings is only to be exercised on the recommendation of the Coordinator Community Safety and with agreement of the Manager Community Safety and Emergency Management and the Director Community and Place or CEO in consultation with the Executive Manager Governance and Legal or City Lawyer.</li> </ol>
<b>Statutory Power to Sub-Delegate:</b>	Nil
<b>CEO's Sub-Delegation:</b> <i>The exercise of the delegated power does not include the power of delegation</i>	N/A
<b>CEO's Conditions on Sub-delegation:</b>	N/A
<b>Record Keeping Statement (LGA 1995)</b> s5.46(3) "A person to whom a power or duty is delegated under this Act is to keep records in accordance with regulations in relation to the exercise of the power or the discharge of the duty."	Copies of all notices issued are to be retained on the appropriate file or record.
<b>Compliance Links</b>	<i>Bush Fires Act 1954</i> s.48 Delegation by Local Government <i>Bush Fires (Infringements) Regulations 1978</i> r.4(a) Prescribed officers <i>City of Wanneroo Infringement Notice Review and Withdrawal Management Procedure</i> <i>Financial Interest Return required - No</i>
<b>Delegation Administration:</b>	
<b>Decision Reference</b>	<b>Decision Reference</b>
1. 14/196797	6. CE02-02/18
2. 15/428120	7. 07/07/18 Administrative
3. 17/46341	8. CE01-06/18
4. CE06-05/17	9.
	11.
	12.
	13.
	14.



## 2.3 CAT ACT 2011

### 2.3.1 LOCAL GOVERNMENT FUNCTIONS

<b>Function Delegated:</b> <i>This text is provided as a reference only. Delegates shall only act in full understanding of the delegated statutory power, inclusive of conditions [see below].</i>	All the powers and duties of the local government under the <i>Cat Act 2011, Cat Regulations 2012 and Cat (Uniform Local Provisions) Regulations 2013.</i>	
<b>Statutory Power being Delegated:</b>	<i>Cat Act 2011 Cat Regulations 2012 Cat (Uniform Local Provisions) Regulations 2013</i>	
<b>Power is originally assigned to:</b>	Local Government	
<b>Statutory Power of Delegation:</b>	<i>Cat Act 2011</i> s.44 Delegation by local government	
<b>Power Delegated to:</b>	Chief Executive Officer	
<b>Conditions on Delegation:</b>	Notices of decisions must include advice as to objection and review rights in accordance with Part 4, Division 5 of the <i>Cat Act 2011</i> and r.11 of the <i>Cat (Uniform Local Provisions) Regulations 2013</i> as applicable.	
<b>Statutory Power to Sub-Delegate:</b>	<i>Cat Act 2011</i> s.45 Delegation by CEO of local government	
<b>CEO's Sub-Delegation:</b> <i>The exercise of the delegated power does not include the power of delegation</i>	Director Community and Place Manager Community Safety and Emergency Management Coordinator Community Safety	
<b>CEO's Conditions on Sub-delegation:</b>	Subject to the conditions on delegation to the CEO.	
<b>Record Keeping Statement (LGA 1995)</b> <i>s5.46(3) " A person to whom a power or duty is delegated under this Act is to keep records in accordance with regulations in relation to the exercise of the power or the discharge of the duty."</i>	Decisions made under this delegation are to be recorded in the appropriate file or register  <i>Appointment of Authorised Officers under all legislation is to be facilitated through Governance</i>	
<b>Compliance Links</b>	<i>Cat Act 2011 Cat Regulations 2012 Cat (Uniform Local Provisions) Regulations 2013  City of Wanneroo Cats Local Law 2023  Financial Interest Return required - No</i>	
<b>Delegation Administration:</b>		
<b>Decision Reference</b>	<b>Decision Reference</b>	<b>Decision Reference</b>
1. 14/196797	6.	11.
2. CE01-09/16	7.	12.
3. CE01-06/18	8.	13.
4. 18/274278	9.	14.



## 2.3.2 INFRINGEMENT NOTICES – EXTENSIONS AND WITHDRAWALS

<b>Function Delegated:</b> <i>This text is provided as a reference only. Delegates shall only act in full understanding of the delegated statutory power, inclusive of conditions [see below].</i>	<ol style="list-style-type: none"> <li>1. Authority to extend the period of 28 days within which the modified penalty may be paid and the extension may be allowed whether or not the period of 28 days has elapsed [s.64].</li> <li>2. Authority, within one year of the infringement notice being given and whether or not the modified penalty has been paid, to withdraw an infringement notice [s.65].</li> </ol>
<b>Statutory Power being Delegated:</b>	<i>Cat Act 2011:</i> s.64 Extension of time s.65 Withdrawal of notice
<b>Power is originally assigned to:</b>	Chief Executive Officer
<b>Statutory Power of Delegation:</b>	<i>Cat Act 2011:</i> s.45 Delegation by CEO of local government
<b>Power Delegated to:</b>	Manager Community Safety and Emergency Management Coordinator Community Safety
<b>Conditions on Delegation:</b>	Notices of decisions must include advice as to objection and review rights in accordance with Part 4, Division 5 of the <i>Cat Act 2011</i> and r.11 of the <i>Cat (Uniform Local Provisions) Regulations 2013</i> as applicable.
<b>Statutory Power to Sub-Delegate:</b>	<i>Cat Act 2011</i> s.45 Delegation by CEO of local government
<b>CEO's Sub-Delegation:</b> <i>The exercise of the delegated power does not include the power of delegation</i>	Manager Community Safety and Emergency Management Coordinator Community Safety
<b>CEO's Conditions on Sub-delegation:</b>	<ol style="list-style-type: none"> <li>a. The Manager Community Safety and Emergency Management (and in their absence or where a conflict of interest exists, the Coordinator Community Safety) is authorised to undertake functions 1 and 2;</li> <li>b. A delegate, who participated in a decision to issue an infringement notice, must NOT determine any matter related to that infringement notice under this Delegation.</li> </ol>
<b>Record Keeping Statement (LGA 1995)</b> s5.46(3) "A person to whom a power or duty is delegated under this Act is to keep records in accordance with regulations in relation to the exercise of the power or the discharge of the duty."	Details of any reviews of infringement notices need to be recorded in the appropriate file.  Appointment of Authorised Officers under all legislation is to be facilitated through Governance.
<b>Compliance Links</b>	<i>Cat Regulations 2012:</i> r.28 Withdrawal of infringement notice (s.65(1))  <i>Cat Act 2011:</i> s.64 Extension of time s.65 Withdrawal of notice  Infringement Notice Review and Withdrawal Management Procedure

	Cat Local Law 2023	
	Financial Interest Return Required – Yes	
Delegation Administration:		
Decision Reference	Decision Reference	Decision Reference
1. 14/196797	6.	11.
2. CE01-09/16	7.	12.
3. CE01-06/18	8.	13.
4. 18/274278	9.	14.

## 2.4 DOG ACT 1976

### 2.4.1 LOCAL GOVERNMENT FUNCTIONS

<b>Function Delegated:</b> <i>This text is provided as a reference only. Delegates shall only act in full understanding of the delegated statutory power, inclusive of conditions [see below].</i>	All the powers and duties of the local government under the <i>Dog Act 1976</i> and <i>Dog Regulations 2013</i> .
<b>Statutory Power being Delegated:</b>	<i>Dog Act 1976</i> <i>Dog Regulations 2013</i>
<b>Power is originally assigned to:</b>	Local Government
<b>Statutory Power of Delegation:</b>	<i>Dog Act 1976</i> s.10AA Delegation of local government powers and duties
<b>Power Delegated to:</b>	Chief Executive Officer
<b>Council's Conditions on Delegation:</b>	<ol style="list-style-type: none"> <li>1. The grant of an exemption to particular premises for the keeping of more dogs than is allowed under the City's local laws pursuant to s.26(3) of the <i>Dog Act 1976</i> is subject to: <ol style="list-style-type: none"> <li>a) s.2.2(2) of the <i>City of Wanneroo Dogs Local Law 2016</i>. All applications are assessed against the City's Guidelines and Score sheet for keeping more than two dogs;</li> <li>b) Rangers inspecting the premises to ensure means exist to effectively confine the dogs within the premises.</li> </ol> </li> <li>2. Proceeds from the sale of dogs are to be directed into the Municipal Fund.</li> <li>3. Notices of decisions must include advice as to Objection and Review rights in accordance with the relevant section of the <i>Dog Act 1976</i>.</li> </ol>
<b>Statutory Power to Sub-Delegate:</b>	<i>Dog Act 1976</i> s.10AA (3) Delegation of local government powers and duties
<b>CEO's Sub-Delegation:</b> <i>The exercise of the delegated power does not include the power of delegation</i>	Director Community and Place Manager Community Safety and Emergency Management Coordinator Community Safety
<b>CEO's Conditions on Sub-delegation:</b>	<p>Subject to the conditions on delegation to the CEO; and</p> <ul style="list-style-type: none"> <li>• Manager Community Safety and Emergency Management to review decisions of Coordinator Community Safety.</li> <li>• Director Community and Place to review and determine appeals of decisions made by Manager Community Safety and Emergency Management.</li> <li>• CEO to review and determine appeals of decisions made by Director Community and Place.</li> </ul>

<b>Record Keeping Statement (LGA 1995)</b> s5.46(3) " A person to whom a power or duty is delegated under this Act is to keep records in accordance with regulations in relation to the exercise of the power or the discharge of the duty."	Decisions made under this delegation are to be recorded in the appropriate file or register  <i>Appointment of Authorised Officers under all legislation is to be facilitated through Governance</i>
<b>Compliance Links</b>	<i>Dog Act 1976</i>  <i>Dog Regulations 2013</i>  <i>Dogs Local Law 2016</i>  <i>Financial Interest Return required - No</i>
<b>Delegation Administration:</b>	
<b>Decision Reference</b>	<b>Decision Reference</b>
1. CD01-08/15	6. 18/274278
2. CE01-09/16	7.
3. 07/02/18 Administrative amendment	8.
4. CE01-06/18	9.
	11.
	12.
	13.
	14.



## 2.5 FOOD ACT 2008

### 2.5.1 PROHIBITION ORDERS AND CERTIFICATES OF CLEARANCE

<b>Function Delegated:</b> <i>This text is provided as a reference only. Delegates shall only act in full understanding of the delegated statutory power, inclusive of conditions [see below].</i>	<div>1. Authority to serve a prohibition order on the proprietor of a food business in accordance with s.65 of the <i>Food Act 2008</i> [s.65(1)].</div> <div>2. Authority to give a certificate of clearance, where inspection demonstrates compliance with a prohibition order and any relevant improvement notices [s.66].</div> <div>3. Authority to give written notice to proprietor of a food business on whom a prohibition order has been served of the decision not to give a certificate of clearance after an inspection [s.67(4)].</div>	
<b>Statutory Power being Delegated:</b>	<i>Food Act 2008</i> s.65(1) Prohibition order s.66 Certificate of clearance to be given in certain circumstances s.67(4) Request for re-inspection	
<b>Power is originally assigned to:</b>	Local Government (Enforcement Agency)	
<b>Statutory Power of Delegation:</b>	<i>Food Act 2008</i> s.118 Functions of enforcement agencies and delegation	
<b>Power Delegated to:</b>	Manager Health and Compliance	
<b>Conditions on Delegation:</b>	<div>In accordance with s.118(3)(b), this delegation is subject to relevant Department of Health CEO Guidelines, as amended from time to time.</div> <div><u>Business Practice Condition</u> The power to prosecute any person is only exercised by agreement of the Manager Health and Compliance and Director Planning and Sustainability in consultation with advice from the Executive Manager Governance and Legal.</div>	
<b>Statutory Power to Sub-Delegate:</b>	Nil	
<b>CEO's Sub-Delegation:</b> <i>The exercise of the delegated power does not include the power of delegation</i>	N/A	
<b>CEO's Conditions on Sub-delegation:</b>	N/A	
<b>Record Keeping Statement (LGA 1995)</b> <i>s5.46(3) "A person to whom a power or duty is delegated under this Act is to keep records in accordance with regulations in relation to the exercise of the power or the discharge of the duty."</i>	All actions taken must be recorded in writing in the appropriate file or record.	
<b>Compliance Links</b>	<i>Food Act 2008</i>  <i>Financial Interest Return required – No</i>	
<b>Delegation Administration:</b>		
<b>Decision Reference</b>	<b>Decision Reference</b>	<b>Decision Reference</b>
1. CE06-05/17	6.	11.
2. CE01-06/18	7.	12.
3. CE02-05/24	8.	13.
4.	9.	14.



## 2.5.2 FOOD BUSINESS REGISTRATIONS

<b>Function Delegated:</b> <i>This text is provided as a reference only. Delegates shall only act in full understanding of the delegated statutory power, inclusive of conditions [see below].</i>	<ol style="list-style-type: none"> <li>1. Authority to consider applications and determine registration of a food business and grant the application with or without conditions or refuse the registration [s.110(1) and (5)].</li> <li>2. Authority to vary the conditions or cancel the registration of a food business [s.112].</li> </ol>
<b>Statutory Power being Delegated:</b>	<i>Food Act 2008</i> s.110 Registration of food businesses s.112 Variation of conditions or cancellation of registration of food businesses
<b>Power is originally assigned to:</b>	Local Government (Enforcement Agency)
<b>Statutory Power of Delegation:</b>	<i>Food Act 2008</i> s.118 Functions of enforcement agencies and delegation (2)(b) Enforcement agency may delegate a function conferred on it (3) Delegation subject to conditions [s.119] and guidelines adopted [s.120] (4) Sub-delegation permissible only if expressly provided in regulations
<b>Power Delegated to:</b>	Manager Health and Compliance Coordinator Health Services Senior Environmental Health Officers
<b>Council's Conditions on Delegation:</b>	Nil
<b>Statutory Power to Sub-Delegate:</b>	Nil
<b>CEO's Sub-Delegation:</b> <i>The exercise of the delegated power does not include the power of delegation</i>	N/A
<b>CEO's Conditions on Sub-delegation:</b>	N/A
<b>Record Keeping Statement (LGA 1995)</b> s5.46(3) "A person to whom a power or duty is delegated under this Act is to keep records in accordance with regulations in relation to the exercise of the power or the discharge of the duty."	All actions taken must be recorded in writing in the appropriate file or record.
<b>Compliance Links</b>	<i>Food Act 2008</i> In accordance with s.118(3)(b), this delegation is subject to relevant Department of Health CEO Guidelines, as amended from time to time; including but not limited to:- <ul style="list-style-type: none"> <li>• Food Act 2008 Regulatory Guideline No.1 Introduction of Regulatory Food Safety Auditing in WA</li> <li>• Food Unit Fact Sheet 8 – Guide to Regulatory Guideline No.1</li> <li>• WA Priority Classification System</li> <li>• Verification of Food Safety Program Guideline</li> </ul> <i>Financial Interest Return required - No</i>
<b>Delegation Administration:</b>	
<b>Decision Reference</b>	<b>Decision Reference</b>
<ol style="list-style-type: none"> <li>1. CE06-05/17</li> <li>2. CE01-06/18</li> <li>3.</li> <li>4.</li> </ol>	<ol style="list-style-type: none"> <li>6.</li> <li>7.</li> <li>8.</li> <li>9.</li> </ol>
	<ol style="list-style-type: none"> <li>11.</li> <li>12.</li> <li>13.</li> <li>14.</li> </ol>

## 2.5.3 APPOINTMENT OF AUTHORISED AND DESIGNATED OFFICERS

<b>Function Delegated:</b> <i>This text is provided as a reference only. Delegates shall only act in full understanding of the delegated statutory power, inclusive of conditions [see below].</i>	<ol style="list-style-type: none"> <li>1. Authority to appoint a person to be an authorised officer for the purposes of the <i>Food Act 2008</i> [s.122(1)].</li> <li>2. Authority to appoint an Authorised Officer appointed under s.122(2) of this Act or the s.24(1) of the <i>Public Health Act 2016</i>, to be a Designated Officer for the purposes of issuing Infringement Notices under the <i>Food Act 2008</i> [s.126(13)].</li> <li>3. Authority to appoint an Authorised Officer to be a Designated Officer (who is prohibited by s.126(13) from also being a Designated Officer for the purpose of issuing infringements), for the purpose of extending the time for payment of modified penalties [s.126(6)] and determining withdrawal of an infringement notice [s.126(7)].</li> </ol>
<b>Statutory Power being Delegated:</b>	<i>Food Act 2008</i> s122 Appointment of authorised officers s126 Infringement notices
<b>Power is originally assigned to:</b>	Local Government
<b>Statutory Power of Delegation:</b>	<i>Food Act 2008</i> s.118 Functions of enforcement agencies and delegation (2)(b) Enforcement agency may delegate a function conferred on it (3) Delegation subject to conditions [s.119] and guidelines adopted [s.120] (4) Sub-delegation permissible only if expressly provided in regulations
<b>Power Delegated to:</b>	Chief Executive Officer Director Planning and Sustainability Manager Health and Compliance
<b>Council's Conditions on Delegation:</b>	<u>Business Practice Condition</u> The power to prosecute any person is only exercised by agreement of the Manager Health and Compliance and Director Planning and Sustainability in consultation with the City Lawyer or Executive Manager Governance and Legal.
<b>Statutory Power to Sub-Delegate:</b>	Nil
<b>CEO's Sub-Delegation:</b> <i>The exercise of the delegated power does not include the power of delegation</i>	N/A
<b>CEO's Conditions on Sub-delegation:</b>	N/A
<b>Record Keeping Statement (LGA 1995)</b> s5.46(3) "A person to whom a power or duty is delegated under this Act is to keep records in accordance with regulations in relation to the exercise of the power or the discharge of the duty."	<i>Appointment of Authorised Officers under all legislation is to be facilitated through Governance</i>  All actions taken must be recorded in writing in the appropriate file or record.

Compliance Links	<i>Food Act 2008</i> In accordance with s.118(3)(b), this delegation is subject to relevant Department of Health CEO Guidelines, as amended from time to time, including but not limited to: <ul style="list-style-type: none"><li>• Appointment of Authorised Officers as Meat Inspectors</li><li>• Appointment of Authorised Officers</li><li>• Appointment of Authorised Officers – Designated Officers only</li><li>• Appointment of Authorised Officers – Appointment of persons to assist with the discharge of duties of an Authorised Officer</li></ul>	
	<i>Financial Interest Return required – No</i>	
	Delegation Administration:	
Decision Reference	Decision Reference	Decision Reference
1. CE06-05/17	6.	11.
2. CE01-06/18	7.	12.
3. CE01-07/18	8.	13.
4.	9.	14.

## 2.5.4 DETERMINE COMPENSATION

<b>Function Delegated:</b> <i>This text is provided as a reference only. Delegates shall only act in full understanding of the delegated statutory power, inclusive of conditions [see below].</i>	<ol style="list-style-type: none"> <li>1. Authority to determine applications for compensation in relation to any item seized, if no contravention has been committed and the item cannot be returned [s.56(2)].</li> <li>2. Authority to determine an application for compensation from a person on whom a prohibition notice has been served and who has suffered loss as the result of the making of the order and who considers that there were insufficient grounds for making the order [s.70(2) and (3)].</li> </ol>
<b>Statutory Power being Delegated:</b>	<i>Food Act 2008</i> s.56(2) Compensation to be paid in certain circumstances s.70(2) and (3) Compensation
<b>Power is originally assigned to:</b>	Local Government
<b>Statutory Power of Delegation:</b>	<i>Food Act 2008</i> s.118 Functions of enforcement agencies and delegation (2)(b) Enforcement agency may delegate a function conferred on it (3) Delegation subject to conditions [s.119] and guidelines adopted [s.120] (4) Sub-delegation permissible only if expressly provided in regulations
<b>Power Delegated to:</b>	Director Planning and Sustainability
<b>Council's Conditions on Delegation:</b>	<ol style="list-style-type: none"> <li>a. In accordance with s.118(3)(b), this delegation is subject to relevant Department of Health CEO Guidelines, as amended from time to time.</li> <li>b. Compensation under this delegation may only be determined upon documented losses up to a maximum of \$5,000. Compensation requests above this value are to be presented to Council for determination.</li> </ol>
<b>Statutory Power to Sub-Delegate:</b>	Nil
<b>CEO's Sub-Delegation:</b> <i>The exercise of the delegated power does not include the power of delegation</i>	N/A
<b>CEO's Conditions on Sub-delegation:</b>	N/A
<b>Record Keeping Statement (LGA 1995)</b> s5.46(3) "A person to whom a power or duty is delegated under this Act is to keep records in accordance with regulations in relation to the exercise of the power or the discharge of the duty."	All actions taken must be recorded in writing in the appropriate file or record.
<b>Compliance Links</b>	<i>Food Act 2008</i> In accordance with s.118(3)(b), this delegation is subject to relevant Department of Health CEO Guidelines, as amended from time to time,  <i>Financial Interest Return required - No</i>
<b>Delegation Administration:</b>	
<b>Decision Reference</b>	<b>Decision Reference</b>
1. CE01-08/18	5.
2. CE02-05/24	6.
3.	7.
	8.
	9.
	10.



## 2.5.5 DEBT RECOVERY AND PROSECUTIONS

<b>Function Delegated:</b> <i>This text is provided as a reference only. Delegates shall only act in full understanding of the delegated statutory power, inclusive of conditions [see below].</i>	<ol style="list-style-type: none"><li>1. Authority to recover costs incurred in connection with the lawful destruction or disposal of an item (seized) including any storage costs [s.54(1)] and the costs of any subsequent proceedings in a court of competent jurisdiction [s.54(3)].</li><li>2. Authority to institute proceedings for an offence under the Food Act 2008 [s.125].</li></ol>		
<b>Statutory Power being Delegated:</b>	<i>Food Act 2008</i> s.54 Cost of destruction or disposal of forfeited item s.125 Institution of proceedings		
<b>Power is originally assigned to:</b>	Local Government		
<b>Statutory Power of Delegation:</b>	<i>Food Act 2008</i> s.118 Functions of enforcement agencies and delegation (2)(b) Enforcement agency may delegate a function conferred on it (3) Delegation subject to conditions [s.119] and guidelines adopted [s.120] (4) Sub-delegation permissible only if expressly provided in regulations		
<b>Power Delegated to:</b>	Chief Executive Officer Director Planning and Sustainability Manager Health and Compliance		
<b>Council's Conditions on Delegation:</b>	Nil		
<b>Statutory Power to Sub-Delegate:</b>	Nil		
<b>CEO's Sub-Delegation:</b> <i>The exercise of the delegated power does not include the power of delegation</i>	N/A		
<b>CEO's Conditions on Sub-delegation:</b>	N/A		
<b>Record Keeping Statement (LGA 1995)</b> <i>s5.46(3) "A person to whom a power or duty is delegated under this Act is to keep records in accordance with regulations in relation to the exercise of the power or the discharge of the duty."</i>	All actions taken must be recorded in writing in the appropriate file or record.		
<b>Compliance Links</b>	<i>Food Act 2008</i> In accordance with s.118(3)(b), this delegation is subject to relevant Department of Health CEO Guidelines, as amended from time to time. <i>Food Regulations 2009</i>  <i>Financial Interest Return required - No</i>		
<b>Delegation Administration:</b>			
<b>Decision Reference</b>		<b>Decision Reference</b>	
1.	6.	11.	
2.	7.	12.	
3.	8.	13.	
4.	9.	14.	



## 2.6 GRAFFITI VANDALISM ACT 2016

### 2.6.1 LOCAL GOVERNMENT FUNCTIONS

<b>Function Delegated:</b> <i>This text is provided as a reference only. Delegates shall only act in full understanding of the delegated statutory power, inclusive of conditions [see below].</i>	All the powers and duties of the local government under the <i>Graffiti Vandalism Act 2016</i> .
<b>Statutory Power being Delegated:</b>	<i>Graffiti Vandalism Act 2016</i> Part 3 Local government powers
<b>Power is originally assigned to:</b>	Local Government
<b>Statutory Power of Delegation:</b>	<i>Graffiti Vandalism Act 2016</i> s.16 Delegation by local government
<b>Power Delegated to:</b>	Chief Executive Officer
<b>Council's Conditions on Delegation:</b>	Hearing or determining of an objection of a kind referred to under s.22 is excepted.
<b>Statutory Power to Sub-Delegate:</b>	<i>Graffiti Vandalism Act 2016</i> s.17 Delegation by CEO of local government
<b>CEO's Sub-Delegation:</b> <i>The exercise of the delegated power does not include the power of delegation</i>	Director Assets Manager Asset Maintenance
<b>CEO's Conditions on Sub-delegation:</b>	Subject to the conditions on delegation to the CEO.
<b>Record Keeping Statement (LGA 1995)</b> s5.46(3) "A person to whom a power or duty is delegated under this Act is to keep records in accordance with regulations in relation to the exercise of the power or the discharge of the duty."	Copies of all notices issued are to be retained on the appropriate file or record.
<b>Compliance Links</b>	<p><i>Graffiti Vandalism Act 2016</i> Objections to be dealt with under the <i>Local Government Act 1995</i>, Part 9, section 9.6</p> <p>This delegated authority is effective in alignment with Delegated Authority 2.6.2 Notices – Deal with Objections and Give Effect to Notices</p> <p><i>Financial Interest Return required – No</i></p>
Delegation Administration:	
Decision Reference	Decision Reference
1. CE01-06/18	6.
2.	7.
3.	8.
4.	9.
	11.
	12.
	13.
	14.

## 2.7 PUBLIC HEALTH ACT 2016 DELEGATIONS

### 2.7.1 APPOINTMENT OF AUTHORISED AND APPROVED OFFICERS (HEALTH (ASBESTOS) REGULATIONS 1992

<b>Function Delegated:</b> <i>This text is provided as a reference only. Delegates shall only act in full understanding of the delegated statutory power, inclusive of conditions [see below].</i>	Authority to appoint a person or classes of persons as an authorised officer or an approved officer for the purposes of the <i>Criminal Procedure Act 2004 Part 2</i> [r.15D(5)].
<b>Statutory Power being Delegated:</b>	<i>Health (Asbestos) Regulations 1992</i> r.15D(5) Appointment of authorised and approved officers for the purposes of the <i>Criminal Procedures Act 2004 Part 2</i> .
<b>Power is originally assigned to:</b>	Local Government
<b>Statutory Power of Delegation:</b>	<i>Health (Asbestos) Regulations 1992</i> r.15D. Infringement notices. (7) A local government may delegate a power or duty conferred or imposed on it by this regulation to the chief executive officer of the local government.
<b>Power Delegated to:</b>	Chief Executive Officer
<b>Council's Conditions on Delegation:</b>	Nil
<b>Statutory Power to Sub-Delegate:</b>	Nil
<b>CEO's Sub-Delegation:</b> <i>The exercise of the delegated power does not include the power of delegation</i>	N/A
<b>CEO's Conditions on Sub-delegation:</b>	N/A
<b>Record Keeping Statement (LGA 1995)</b> s5.46(3) "A person to whom a power or duty is delegated under this Act is to keep records in accordance with regulations in relation to the exercise of the power or the discharge of the duty."	<i>Appointment of Authorised Officers under all legislation is to be facilitated through Governance.</i>
<b>Compliance Links</b>	<i>Health (Asbestos) Regulations 1992</i> Subject to each person so appointed being issued with a certificate, badge or identity card identifying the officer as a person authorised to issue infringement notices [r.15D(6)].  <i>Criminal Procedures Act 2004</i>  <i>Financial Interest Return required – No</i>
Delegation Administration:	
Decision Reference	Decision Reference
1. CE03-10/17	6.
2.	7.
3.	8.
4.	9.
	11.
	12.
	13.
	14.

## 2.7.2 DESIGNATE AUTHORISED OFFICERS

<b>Function Delegated:</b> <i>This text is provided as a reference only. Delegates shall only act in full understanding of the delegated statutory power, inclusive of conditions [see below].</i>	Authority to designate a person or class of persons as authorised officers for the purposes of <i>Public Health Act 2016</i> [s.24(1) and (3)].
<b>Statutory Power being Delegated:</b>	<i>Public Health Act 2016</i> s.24 Designation of authorised officers
<b>Power is originally assigned to:</b>	Local Government (Enforcement Agency)
<b>Statutory Power of Delegation:</b>	<i>Public Health Act 2016</i> s.21 Enforcement agency may delegate
<b>Power Delegated to:</b>	Chief Executive Officer
<b>Council's Conditions on Delegation:</b>	Nil
<b>Statutory Power to Sub-Delegate:</b>	Nil
<b>CEO's Sub-Delegation:</b> <i>The exercise of the delegated power does not include the power of delegation</i>	N/A
<b>CEO's Conditions on Sub-delegation:</b>	N/A
<b>Record Keeping Statement (LGA 1995)</b> s5.46(3) "A person to whom a power or duty is delegated under this Act is to keep records in accordance with regulations in relation to the exercise of the power or the discharge of the duty."	Appointment of Authorised Officers under all legislation is to be facilitated through Governance.  A Register (list) of authorised officers is to be maintained in accordance with s.27.
<b>Compliance Links</b>	<p><i>Public Health Act 2016</i></p> <ul style="list-style-type: none"> <li>s.20 Conditions on performance of functions by enforcement agencies.</li> <li>s.25 Certain authorised officers required to have qualifications and experience.</li> <li>s.26 Further provisions relating to designations</li> <li>s.27 Lists of authorised officers to be maintained</li> <li>s.28 When designation as authorised officer ceases</li> <li>s.29 Chief Health Officer may issue guidelines about qualifications and experience of authorised officers</li> <li>s.30 Certificates of authority</li> <li>s.31 Issuing and production of certificate of authority for purposes of other written laws</li> <li>s.32 Certificate of authority to be returned.</li> <li>s.136 Authorised officer to produce evidence of authority</li> </ul> <p><i>Criminal Investigation Act 2006</i>, Parts 6 and 13 – refer s.245 of the <i>Public Health Act 2016</i></p> <p><i>The Criminal Code</i>, Chapter XXVI – refer s.252 of the <i>Public Health Act 2016</i></p> <p><i>Financial Interest Return required – No</i></p>
<b>Delegation Administration:</b>	
<b>Decision Reference</b>	<b>Decision Reference</b>
1. CE02-03/17	6.
2. CE06-05/17	7.
3. 17/313208	8.
4.	9.
	11.
	12.
	13.
	14.

### 2.7.3 ENFORCEMENT AGENCY REPORTS TO THE CHIEF HEALTH OFFICER

<b>Function Delegated:</b> <i>This text is provided as a reference only. Delegates shall only act in full understanding of the delegated statutory power, inclusive of conditions [see below].</i>	1. Authority to prepare and provide to the Chief Health Officer, the Local Government's report on the performance of its functions under this Act and the performance of functions by persons employed or engaged by the City of Wanneroo [s.22(1)] 2. Authority to prepare and provide to the Chief Health Officer, a report detailing any proceedings for an offence under this Act [s.22(2)].
<b>Statutory Power being Delegated:</b>	<i>Public Health Act 2016</i> s.22 Reports by and about enforcement agencies
<b>Power is originally assigned to:</b>	Enforcement Agency (means Local Government vide s.4 definition)
<b>Statutory Power of Delegation:</b>	<i>Public Health Act 2016</i> s.21 Enforcement agency may delegate
<b>Power Delegated to:</b>	Manager Health and Compliance Coordinator Health Services
<b>Council's Conditions on Delegation:</b>	Nil
<b>Statutory Power to Sub-Delegate:</b>	Nil. Unless a Regulation enacted under the <i>Public Health Act 2016</i> , specifically authorises a delegated power or duty of an enforcement agency to be further delegated [s.21(4)].
<b>CEO's Sub-Delegation:</b> <i>The exercise of the delegated power does not include the power of delegation</i>	N/A
<b>CEO's Conditions on Sub-delegation:</b>	N/A
<b>Record Keeping Statement (LGA 1995)</b> s5.46(3) " A person to whom a power or duty is delegated under this Act is to keep records in accordance with regulations in relation to the exercise of the power or the discharge of the duty."	<i>Appointment of Authorised Officers under all legislation is to be facilitated through Governance.</i>  The full details to be recorded on the appropriate record and or register.
<b>Compliance Links</b>	<i>Public Health Act 2016</i> s.20 Conditions on performance of functions by enforcement agencies  <i>Financial Interest Return Required – No</i>
<b>Delegation Administration:</b>	
<b>Decision Reference</b>	<b>Decision Reference</b>
1. CE02-05/24	6.
2.	7.
3.	8.
4.	9.
	11.
	12.
	13.
	14.



## 2.8 HEALTH (MISCELLANEOUS PROVISION) ACT 1911

### 2.8.1 APPOINTMENT AND AUTHORISATION OF DEPUTY

<b>Function Delegated:</b> <i>This text is provided as a reference only. Delegates shall only act in full understanding of the delegated statutory power, inclusive of conditions [see below].</i>	Appoints and authorises any person to be its <i>Health (Miscellaneous Provisions) Act 1911</i> deputy, and in that capacity to exercise and discharge all or any of the powers and functions of the local government for such time and subject to such conditions and limitations (if any) as the local government shall see fit from time to time to prescribe. Such appointment shall not affect the exercise or discharge by the local government itself of any power or function.
<b>Statutory Power being Delegated:</b>	<i>Health (Miscellaneous Provisions) Act 1911</i> Section 26 Powers of local government
<b>Power is originally assigned to:</b>	Local Government
<b>Statutory Power of Appointment</b>	<i>Health (Miscellaneous Provisions) Act 1911</i> Section 26 Powers of local government
<b>Positions Appointed:</b>	Director Planning and Sustainability Manager Health and Compliance Coordinator Health Services Senior Environmental Health Officers Environmental Health Officers Health Technical Officers
<b>Council's Conditions on Delegation:</b>	<ol style="list-style-type: none"> <li>1. The giving of notices and certificates of approval under the <i>Health (Miscellaneous Provisions) Act 1911</i> and its subsidiary legislation is only to be exercised by the Manager Health and Compliance, Coordinator Health Services and Senior Environmental Health Officers.</li> <li>2. The power to prosecute is only to be exercised on recommendation from the Manager Health and Compliance and with the written approval of the Director Planning and Sustainability in consultation with the Executive Manager Governance and Legal or the City Lawyer.</li> <li>3. The granting of approvals and permits under the <i>Health (Treatment of Sewerage and Disposal of Effluent and Liquid Waste) Regulations 1974</i> is to be exercised by the Manager Health and Compliance, Coordinator Health Services, Senior Environmental Health Officers and Environmental Health Officers</li> <li>4. Health Technical Officers are only appointed as a deputy for the purposes of administration of the Fly Eradication Regulations. The power to serve notice is to be undertaken by an authorised officer under the <i>Public Health Act 2016</i>.</li> </ol>
<b>Statutory Power to Sub-Delegate:</b>	Nil
<b>CEO's Sub-Delegation:</b> <i>The exercise of the delegated power does not include the power of delegation</i>	N/A



CEO's Conditions on Sub-delegation:	N/A		
Record Keeping Statement (LGA 1995) s5.46(3) " A person to whom a power or duty is delegated under this Act is to keep records in accordance with regulations in relation to the exercise of the power or the discharge of the duty."	<i>s5.46(3) "A person to whom a power or duty is delegated under this Act is to keep records in accordance with regulations in relation to the exercise of the power or the discharge of the duty."</i>  <i>Appointment of Authorised Officers under all legislation is to be facilitated through Governance</i>		
Compliance Links	<i>Health (Miscellaneous Provisions) Act 1911</i>  <i>Financial Interest Returns Required – No</i>		
Delegation Administration:			
Decision Reference	Decision Reference	Decision Reference	
1. CE04-03/17	6.	11.	
2. 18/203840	7.	12.	
3. 20/311419	8.	13.	
4.	9.	14.	

2.9 STRATA TITLES ACT 1985

2.9.1 **REPEALED** - APPROVALS SUBDIVISION APPROVAL OF STRATA SCHEME

Delegation Administration:		
Decision Reference	Decision Reference	Decision Reference
1. 16/436067	4.. CE03-06/21	
2. CE01-06/18	5.. CE02-05/24	
3. 20/310315		

## 2.10 PLANNING & DEVELOPMENT ACT 2005

### 2.10.1 STRUCTURE PLANNING (STRUCTURE PLANS, LOCAL DEVELOPMENT PLANS AND JINDEE DESIGN CODES)

<b>Function Delegated:</b> <i>This text is provided as a reference only. Delegates shall only act in full understanding of the delegated statutory power, inclusive of conditions [see below].</i>	Authorised to make decisions to amend structure plans and local development plans pursuant to Parts 4 (Structure Plans), and 6 (Local Development Plans) of the deemed provisions.
<b>Statutory Power being Delegated:</b>	Decisions relating to structure plans and local development plans under Parts 4 and 6 of Schedule 2 of <i>Planning and Development (Local Planning Schemes) Regulations 2015</i> (the deemed provisions).
<b>Power is originally assigned to:</b>	Local Government
<b>Statutory Power of Delegation:</b>	Clause 82 of the <i>Planning &amp; Development (Local Planning Schemes) Regulations 2015</i> (the deemed provisions).
<b>Power Delegated to:</b>	Chief Executive Officer
<b>Council's Conditions on Delegation:</b>	<p>The exercise of this delegated authority is conditional on the following:</p> <p>Structure Plans</p> <ol style="list-style-type: none"> <li>All new structure plans shall be referred to Council for consideration after being advertised for public comment;</li> <li>Prior to commencement of advertising of any new structure plan, or amendment thereto, Council Members must be notified of the proposal in writing advising the dates when the public comment period will start and finish; the means by which the proposal will be advertised, and each Council Member provided with copies of relevant plans and information relating to the proposal;</li> <li>Advertising of an amendment to a structure plan may be waived under Part 4 of the deemed provisions where, in the opinion of the delegate, it is of a minor nature in which the change or departure does not: <ul style="list-style-type: none"> <li>materially alter the purpose and intent of the structure plan;</li> <li>change the intended lot/ dwelling yield by more than 10 per cent or adversely impact upon the amenity of adjoining landowners and occupiers;</li> <li>restrict the use and development of adjoining land; or</li> <li>significantly impact on infrastructure provision or impact upon the environment.</li> </ul> <p><i>NOTE: Under Clause 29(3) of the deemed provisions, the WAPC is also required to be of an opinion that an amendment to a structure plan is of a minor nature prior to advertising being waived.</i></p> </li> <li>The delegate may approve an amendment to a structure plan under Part 4 of the deemed provisions after being advertised</li> </ol>

for public comment provided that:-

- If objections are raised on valid planning grounds that cannot be addressed through modification to the structure plan, the amendment application will be referred to Council for determination;
  - Council Members are notified in writing of the delegate's intention to do so and provided with a summary of submissions and Administration's recommendations in respect of those submissions; and
  - Council Members are provided with at least five working days in which to request that the proposal be referred to Council for consideration and recommendation.
- e) The delegate may approve an amendment to a structure plan under Part 4 of the deemed provisions where advertising has been waived
- f) An application to amend a structure plan shall be referred to Council for consideration and recommendation or determination (whichever appropriate), where requested by the applicant in writing.

#### Local Development Plans

- a) Prior to commencement of advertising of any new local development plan, or amendment thereto, Council Members must be notified of the proposal in writing advising the dates when the public comment period will start and finish; the means by which the proposal will be advertised, and each Council Member provided with copies of relevant plans and information relating to the proposal.
- b) The delegate may approve a Local Development Plan or amendment to a Local Development Plan under Part 6 of the deemed provisions after being advertised for public comment provided that:
- Council Members have been notified in writing of the delegate's intention to do so and provided with a summary of the submissions and Administration's recommendations in respect of those submissions; and
  - Council Members are provided with at least five working days in which to request that the proposal be referred to Council for determination.

#### Jindee Design Codes

The delegate may determine an amendment to the Jindee Design Code where in the opinion of the delegate, the amendment is minor in nature and does not:

- i) Materially alter the purpose and intent of the structure plan;
- ii) Change the intended lot / dwelling yield by more than 10 per cent or adversely impact upon the amenity of adjoining landowners and occupiers;
- iii) Restrict the use and development of adjoining land; or

	Significantly impact on infrastructure provision or impact upon the environment.	
<b>Statutory Power to Sub- Delegate:</b>	Planning and Development (Local Planning Schemes) Regulations 2015 (the deemed provisions) Clause 83	
<b>CEO’s Sub-Delegation:</b> <i>The exercise of the delegated power does not include the power of delegation</i>	<b>Director Planning and Sustainability and Manager Approval Services</b> All decisions under Part 4 (Structure Planning) Clauses 17, 18, 19, 20, 22 and 29(3) and Part 6 (Local Development Plans) Clauses 49, 50 and 52.  Jindee Design Codes in accordance with Councils conditions and Schedule 6 Cl. 7.7 of DPS2.  <b>Coordinator Planning Services</b> All decisions under Part 4 (Structure Planning) Clause 17 and Part 6 (Local Development Plans) Clause 49.	
<b>CEO’s Conditions on Sub-delegation:</b>	As per Council’s conditions on delegation to the CEO.	
<b>Record Keeping Statement (LGA 1995)</b> <i>s5.46(3) " A person to whom a power or duty is delegated under this Act is to keep records in accordance with regulations in relation to the exercise of the power or the discharge of the duty."</i>	Copies of all decisions made are to be retained on the appropriate file or record.	
<b>Compliance Links</b>	<i>Planning &amp; Development (Local Planning Schemes) Regulations 2015</i> <i>Local Planning Policies</i>  <i>Financial Interest Return required - No</i>	
<b>Delegation Administration:</b>		
<b>Decision Reference</b>	<b>Decision Reference</b>	<b>Decision Reference</b>
1. PS11-10/15	6. 23/437872	11.
2. CE06-05/17	7. CE02-05/24	12.
3. CE03-10/17	8.	13.
4. CE03-06/21	9.	14.



## 2.10.2 DIRECTION NOTICES

<p><b>Function Delegated:</b> <i>This text is provided as a reference only. Delegates shall only act in full understanding of the delegated statutory power, inclusive of conditions [see below].</i></p>	<ol style="list-style-type: none"> <li>1. The authority, under section 214(2) of the <i>Planning and Development Act 2005</i>, to issue a written direction to stop and not recommence a development, or any part of a development that is undertaken in contravention of the District Planning Scheme No. 2 or an interim development order or in contravention of planning control area requirements.</li> <li>2. The authority, under section 214(3) of the <i>Planning and Development Act 2005</i>, to issue a written direction to remove, pull down, take up or alter the development and to restore the land as nearly practicable to its condition immediately before the development started for a development that has been undertaken in contravention of the District Planning Scheme No. 2 or an interim development order or in contravention of planning control area requirements.</li> <li>3. The authority, under section 214(5) of the <i>Planning and Development Act 2005</i>, to issue a written direction to execute work for a delay in the execution of any work to be executed under the District Planning Scheme No. 2 or an interim development order which would prejudice the effective operation of District Planning Scheme No. 2 or interim development order.</li> </ol>
<p><b>Statutory Power being Delegated:</b></p>	<p><i>Planning and Development Act 2005</i> s.214(2), (3) and (5) Illegal development, responsible authority's powers as to</p>
<p><b>Power is originally assigned to:</b></p>	<p>Local Government</p>
<p><b>Statutory Power of Delegation:</b></p>	<p><i>Local Government Act 1995</i> s.5.42(1)(b) Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO</p>
<p><b>Power Delegated to:</b></p>	<p>Chief Executive Officer</p>
<p><b>Council's Conditions on Delegation:</b></p>	<p>A written direction under Section 214 of the <i>Planning and Development Act 2005</i> may be issued by the delegate.</p> <p><u>Business Practice Conditions</u></p> <ol style="list-style-type: none"> <li>a) The authority to prosecute under Part 13 of the <i>Planning and Development Act 2005</i> is only exercised on recommendation from the Manager Approval Services, Manager Health and Compliance or Director Planning &amp; Sustainability and with the written approval of the Chief Executive Officer or his delegate in consultation with the Executive Manager Governance and Legal or City Lawyer.</li> <li>b) The authority to determine a position with respect to any prosecution action commenced in accordance with a) above may be exercised by the Chief Executive Officer or his delegate, having regard to the advice of the Director Planning and Sustainability, Manager Approval Service or Manager Health and Compliance.</li> <li>c) The authority to apply for an injunction to the Supreme Court under Section 216 of the <i>Planning and Development Act 2005</i></li> </ol>

	<p>may only be exercised by the Chief Executive Officer on recommendation from the Director Planning and Sustainability.</p> <p>d) The authority to determine a position with respect to any mediation process resulting from an appeal against a decision made under delegated authority is granted to the Chief Executive Officer or his delegate.</p>
<b>Statutory Power to Sub-Delegate:</b>	<p><i>Local Government Act 1995</i>  <i>s.5.44 CEO may delegate powers and duties to other employees</i></p>
<b>CEO's Sub-Delegation:</b> <i>The exercise of the delegated power does not include the power of delegation</i>	<p>Director Planning and Sustainability  Manager Approval Services  Manager Health and Compliance</p>
<b>CEO's Conditions on Sub-delegation:</b>	<p>A written direction under Section 214 of the <i>Planning and Development Act 2005</i> may be issued Director Planning and Sustainability, Manager Approval Services or Manager Health and Compliance.</p> <p><u>Business Practice Conditions</u></p> <p>a) The authority to prosecute under Part 13 of the <i>Planning and Development Act 2005</i> is only exercised on recommendation from the Manager Health and Compliance or Manager Approval Services and with the written approval of the Director Planning and Sustainability in consultation with the Executive Manager Governance and Legal or City Lawyer.</p> <p>b) The authority to determine a position with respect to any prosecution action commenced in accordance with a) above may be exercised by the Director Planning and Sustainability, having regard to the advice of the Manager Approval Services or Manager Health and Compliance.</p> <p>c) The authority to apply for an injunction to the Supreme Court under Section 216 of the <i>Planning and Development Act 2005</i> may only be exercised by the Chief Executive Officer on recommendation from the Director Planning and Sustainability.</p> <p>d) The authority to determine a position with respect to any mediation process resulting from an appeal against a decision made under delegated authority is granted to the Director Planning and Sustainability.</p>
<b>Record Keeping Statement (LGA 1995)</b> <i>s5.46(3) "A person to whom a power or duty is delegated under this Act is to keep records in accordance with regulations in relation to the exercise of the power or the discharge of the duty."</i>	<p>Copies of all comments or recommendations made are to be retained on the appropriate file or record.</p>
<b>Compliance Links</b>	<p><i>Planning and Development (Local Planning Schemes) Regulations 2015</i></p> <p><i>Financial Interest Return required - Yes</i></p>
<b>Delegation Administration:</b>	
<b>Decision Reference</b>	<b>Decision Reference</b>
1. PS11-10/15	6.
2. CE06-05/17	7.
3. CE01-06/18	8.
4. 18/203840	9.
	11.
	12.
	13.
	14.

**2.10.3 DEVELOPMENT CONTROL PLANNING APPROVALS**

<b>Function Delegated:</b> <i>This text is provided as a reference only. Delegates shall only act in full understanding of the delegated statutory power, inclusive of conditions [see below].</i>	<ol style="list-style-type: none"> <li>1. Determination of applications for planning approval (including the exercise of discretion under District Planning Scheme No. 2 and the Residential Design Codes); and</li> <li>2. All matters which arise out of the imposition of conditions on planning approvals under the District Planning Scheme No. 2.</li> </ol>
<b>Statutory Power being Delegated:</b>	The power to determine applications for planning approvals lodged pursuant to Part 7 of Schedule 2 of the <i>Planning and Development (Local Planning Schemes) Regulations 2015</i> (the deemed provisions) and Clause 28 of the Metropolitan Region Scheme including all applicable decisions under the District Planning Scheme No. 2 and the Metropolitan Region Scheme.
<b>Power is originally assigned to:</b>	Local Government
<b>Statutory Power of Delegation:</b>	<i>Planning and Development (Local Planning Schemes) Regulations 2015</i> (the deemed provisions) Clause 82 Delegations by local government
<b>Power Delegated to:</b>	Chief Executive Officer
<b>Council's Conditions on Delegation:</b>	<ol style="list-style-type: none"> <li>a) An application will be referred to Council for determination where a Council Member makes a written request to the CEO, Director Planning and Sustainability or Manager Approval Services</li> <li>b) An application will be referred to Council for determination where the Director considers that: <ol style="list-style-type: none"> <li>i) Key planning aspects of the proposal are not addressed by the planning framework where there is no planning scheme provision, policy, or strategy at a local or state level to effectively guide decision making;</li> <li>ii) Where the planning matters raised in the proposal and submissions received demonstrate that it will be in the interest of the proponent and community for a decision to be made by Council.</li> </ol> </li> <li>c) Determination of a development application subject of an order by the SAT under s.31(1) of the State Administrative Tribunal Act 2004 where the development application was originally determined by Council will be reconsidered by Council.</li> </ol>
<b>Statutory Power to Sub-Delegate:</b>	<i>Planning and Development (Local Planning Schemes) Regulations 2015</i> <i>cl.83 Local government CEO may delegate powers</i>
<b>CEO's Sub-Delegation:</b> <i>The exercise of the delegated power does not include the power of delegation</i>	Director Planning and Sustainability Manager Approval Services Coordinator Planning Services Coordinator Building Services Specialist Planner – Approval Services Specialist Project Planner Senior Planners Senior Building Surveyors



<p><b>CEO's Conditions on Sub-delegation:</b></p>	<p>The exercise of this delegated authority is conditional on the following:</p> <ul style="list-style-type: none"> <li>a) As per Council's conditions on delegation to the CEO;</li> <li>b) Any application for determination by the City that has been advertised for public comment shall be referred to the Director Planning and Sustainability for determination if more than 10 objections have been received.</li> <li>c) Any application for determination by the City that has been advertised for public comment shall be referred to the Manager Approval Services for determination if 6-10 objections have been received.</li> <li>d) Any application for determination by the City for more than 10 grouped or multiple dwellings shall be referred to the Manager Approval Services or Director Planning and Sustainability.</li> <li>e) Any application for the establishment of the following land uses (excluding additions and alterations): <ul style="list-style-type: none"> <li>i) industry – hazardous;</li> <li>ii) service station;</li> <li>iii) tavern;</li> <li>iv) liquor store – small/large;</li> <li>v) fast food outlet; and</li> <li>vi) childcare premises</li> </ul> <p>as per the land use definitions in DPS2 may be determined by the Manager Approval Services or the Director Planning and Sustainability.</p> </li> <li>f) Determination of a development application subject of an order by the SAT under s.31(1) of the State Administrative Tribunal Act 2004 where the development application was determined under delegated authority will be reconsidered by the Director Planning and Sustainability or the Manager Approval Services.</li> </ul> <p>This delegated authority is limited for the Coordinator Building Services and Senior Building Surveyors as follows:</p> <ul style="list-style-type: none"> <li>a) To only make decisions related to applications seeking variation/s to the deemed-to-comply requirements of the R-Codes or provisions of a relevant structure plan or local development plan for a Single House located in a Residential Zone or any of the following on the same lot as a Single House: <ul style="list-style-type: none"> <li>i) outbuildings, garages or carports;</li> <li>ii) patios or verandas;</li> <li>iii) street walls or fences; and</li> <li>iv) retaining walls, and</li> </ul> </li> <li>b) Providing that the application for development (outlined in point b) above) is <b>not</b> located in a place that is:- <ul style="list-style-type: none"> <li>• Entered in the Register of Heritage Places under the <i>Heritage of Western Australia Act 1990</i>; or</li> </ul> </li> </ul>
---	--

	<ul style="list-style-type: none"><li>• Included on a heritage list prepared in accordance with DPS 2;</li><li>• Within an area designated under DPS 2 as a heritage area; or</li><li>• The subject of a heritage agreement entered into under the</li><li>• <i>Heritage of Western Australia Act</i> section 29.</li></ul>	
<b>Record Keeping Statement (LGA 1995)</b> s5.46(3) "A person to whom a power or duty is delegated under this Act is to keep records in accordance with regulations in relation to the exercise of the power or the discharge of the duty."	Copies of approvals given and reports of actions taken are to be retained on the appropriate file or record.	
<b>Compliance Links</b>	<i>Planning and Development (Local Planning Schemes) Regulations 2015</i> <i>State Administrative Tribunal Act 2004</i>  <i>Financial Interest Return required - No</i>	
<b>Delegation Administration:</b>		
<b>Decision Reference</b>	<b>Decision Reference</b>	<b>Decision Reference</b>
1. CB01-11/14 and OC01-11/14	6. CE06-05/17	11. 19/104903
2. PS11-10/15	7. CE01-06/18	12. CE01-04/20
3. 16/436067	8. 18/203840	13. CE02-06/20
4. CE03-03/17 & 17/73467	9. 18/455559	14. CE03-06/21
15 23/437872		



**2.10.4 LANDSCAPE ENHANCEMENT ZONE BUILDING ENVELOPES**

<b>Function Delegated:</b> <i>This text is provided as a reference only. Delegates shall only act in full understanding of the delegated statutory power, inclusive of conditions [see below].</i>	<ol style="list-style-type: none"> <li>1. The power to adopt a plan defining a building envelope.</li> <li>2. The power to approve development outside of the building envelope defined on the plan adopted under 3.26.4 of DPS 2.</li> </ol>
<b>Statutory Power being Delegated:</b>	City of Wanneroo District Planning Scheme No. 2 Schedule 6 – Cl. 8.3, 8.4 of DPS2.
<b>Power is originally assigned to:</b>	Local Government
<b>Statutory Power of Delegation:</b>	<i>Planning and Development (Local Planning Schemes) Regulations 2015</i> Schedule 2 – Deemed provisions for local planning schemes Clause 82 Delegations by local government
<b>Power Delegated to:</b>	Chief Executive Officer
<b>Council's Conditions on Delegation:</b>	<ol style="list-style-type: none"> <li>1. Compliance with all applicable Local Planning Policies adopted by Council.</li> <li>2. A proposed building envelope plan shall be referred to Council for determination: <ol style="list-style-type: none"> <li>(i) where requested by a Council Member or by the applicant in writing, or</li> <li>(ii) if an objection to a proposed building envelope is received by the City as part of a submission made in response to advertising of an application for planning approval, and the objection involves a relevant planning issue that cannot be specifically overcome by modification to the proposal, as determined by the Director Planning and Sustainability.</li> </ol> </li> <li>3. A proposed development which is outside of an approved building envelope shall be referred to Council under the same conditions as b) above.</li> </ol>
<b>Statutory Power to Sub-Delegate:</b>	<i>Planning and Development (Local Planning Schemes) Regulations 2015 (the deemed provisions)</i> Clause 83 Local government CEO may delegate powers
<b>CEO's Sub-Delegation:</b> <i>The exercise of the delegated power does not include the power of delegation</i>	Director Planning and Sustainability Manager Approval Services Coordinator Planning Services Senior Planners
<b>CEO's Conditions on Sub-delegation:</b>	Subject to the conditions on delegation to the CEO.

<b>Record Keeping Statement (LGA 1995)</b> s5.46(3) " A person to whom a power or duty is delegated under this Act is to keep records in accordance with regulations in relation to the exercise of the power or the discharge of the duty."	Any decision made under this delegation is to be recorded in the appropriate file or register
<b>Compliance Links</b>	<i>Planning and Development (Local Planning Schemes) Regulations 2015</i> <i>City of Wanneroo District Planning Scheme No. 2</i> <i>Local Planning Policies</i>  <i>Financial Interest Return required – No</i>
<b>Delegation Administration:</b>	
<b>Decision Reference</b>	<b>Decision Reference</b>
1. PS06-08/16	6.
2. 16/292302	7.
3. CE06-05/17	8.
4. 23/437872	9.
	11.
	12.
	13.
	14.

## 2.10.5 DISTRICT PLANNING SCHEME NO 2 – APPOINTMENT OF AUTHORISED OFFICERS

<b>Function Delegated:</b> <i>This text is provided as a reference only. Delegates shall only act in full understanding of the delegated statutory power, inclusive of conditions [see below].</i>	The appointment of officers as an authorised officer for the purposes of the Clause 79 of Schedule 2 of the <i>Planning and Development (Local Planning Schemes) Regulations 2015</i> within the City of Wanneroo.
<b>Statutory Power being Delegated:</b>	<i>Planning and Development (Local Planning Schemes) Regulations 2015</i> Sch.2, cl 79 Entry and inspection powers
<b>Power is originally assigned to:</b>	CEO
<b>Statutory Power of Delegation</b>	<i>Planning and Development (Local Planning Schemes) Regulations 2015</i> Sch. 2, cl 83 Local government CEO may delegate powers
<b>Power Delegated to:</b> <i>The exercise of the delegated power does not include the power of delegation</i>	Director Planning and Sustainability Manager Health and Compliance Manager Approval Services
<b>CEO's Conditions on Sub-delegation:</b>	All authorisations are to be in writing and recorded on the Governance Register of Authorised Officers and the person's personnel file.
<b>Record Keeping Statement (LGA 1995)</b> s5.46(3) "A person to whom a power or duty is delegated under this Act is to keep records in accordance with regulations in relation to the exercise of the power or the discharge of the duty."	<i>Appointment of Authorised Officers under all legislation is to be facilitated through Governance</i>
<b>Compliance Links</b>	<i>Planning and Development (Local Planning Schemes) Regulations 2015</i>  <i>Financial Interest Return required – No</i>
<b>Delegation Administration:</b>	
<b>Decision Reference</b>	<b>Decision Reference</b>
1. 16/335215	6.
2.	7.
3.	8.
4.	9.
	11.
	12.
	13.
	14.

**2.10.6 MANAGEMENT OF DEVELOPER CONTRIBUTION PLANS (DCP'S)**

<b>Function Delegated:</b> <i>This text is provided as a reference only. Delegates shall only act in full understanding of the delegated statutory power, inclusive of conditions [see below].</i>	<ol style="list-style-type: none"> <li>1. Prepare estimates and quotations on Infrastructure Costs and contributions payable to the City in accordance with the requirements of DPS2 (clause 14 of Schedule 12 and clause 1.10 of Schedule 14);</li> <li>2. Determination of prefunding requests and payments for Cell Works and DCP Infrastructure in accordance with the requirements of DPS2 (clause 14 of Schedule 12 and clause 1.12 of Schedule 14);</li> <li>3. The acquisition of land where the value of such land is calculated using the Council approved valuation for the relevant DCP, excluding the compulsory taking of land in accordance with the requirements of DPS2 (clause 14 of Schedule 12 and clause 1.14.3 (e) of Schedule 14); and</li> <li>4. Deferral of Infrastructure Costs in accordance with DPS2 (clause 1.10 of Schedule 14).</li> </ol>
<b>Statutory Power being Delegated:</b>	DPS2 - Schedule 12 Clause 14, Schedule 14 Clauses 1.10, 1.12 and sub clause 1.14.3(e).
<b>Power is originally assigned to:</b>	Local Government
<b>Statutory Power of Delegation</b>	<i>Planning and Development (Local Planning Schemes) Regulations 2015</i> cl.82 Delegations by Local Government
<b>Power Delegated to:</b>	Chief Executive Officer
<b>Council's Conditions on Delegation:</b>	<p>Council and Business Practice Conditions</p> <ol style="list-style-type: none"> <li>a) Estimates and quotations for contribution costs calculated in accordance with DPS2 based on the contribution rates approved by Council for the relevant contribution scheme or DCP area.</li> <li>b) Compensation or credits for Cell Works by a landowner shall not exceed the estimated cost of the works defined in the applicable DCP or contribution scheme area approved by Council and in accordance with the relevant clauses of DPS2;</li> <li>c) Compensation or credits for Cell Works shall be in accordance with the assessed or approved valuation for the DCP area approved by Council and in accordance with the relevant clauses of DPS2;</li> <li>d) Deferral of Infrastructure contributions shall be subject to the payment of interest in accordance with the relevant clauses of DPS2.</li> </ol>
<b>Statutory Power to Sub-Delegate:</b>	<i>Planning and Development (Local Planning Schemes) Regulations 2015</i> – Div. 2 (83) Local government CEO may delegate powers.
<b>CEO's Sub-Delegation:</b> <i>The exercise of the delegated power does not include the power of delegation</i>	Director Planning and Sustainability Manager Strategic Land Use Planning and Environment Coordinator Scheme Contributions

<b>CEO's Conditions on Sub-delegation:</b>	Subject to the conditions on delegation to the CEO and		
	Payment for Cell Works shall not exceed the estimated costs last reported to and approved by Council as part of the annual review of costs. Payments to a landowner (after off-setting any landowner contributions) shall not exceed \$500,000. Payments greater than \$500,000 shall be referred to the CEO for approval.		
<b>Record Keeping Statement (LGA 1995)</b> <i>s5.46(3) " A person to whom a power or duty is delegated under this Act is to keep records in accordance with regulations in relation to the exercise of the power or the discharge of the duty."</i>	Any decision made under this delegation is to be recorded in the appropriate file or register.		
<b>Compliance Links</b>	<i>Financial Interest Return Required – No</i>		
<b>Delegation Administration:</b>			
<b>Decision Reference</b>		<b>Decision Reference</b>	<b>Decision Reference</b>
1. PS05-12/21	6.	11.	
2. CE02-05/24	7.	12.	
3.	8.	13.	
4.	9.	14.	



### 3. CITY OF WANNEROO LOCAL LAWS

#### 3.1.1 APPOINTMENT OF AUTHORISED PERSONS

<b>Function Delegated:</b> <i>This text is provided as a reference only. Delegates shall only act in full understanding of the delegated statutory power, inclusive of conditions [see below].</i>	Authority to appoint persons or classes of persons to be authorised persons for the purpose of performing particular functions under the City's local laws [s.9.10]	
<b>Statutory Power being Delegated:</b>	<i>Local Government Act 1995</i> s.9.10 Appointment of authorised persons.	
<b>Power is originally assigned to:</b>	Chief Executive Officer	
<b>Statutory Power to Sub-Delegate:</b>	<i>Local Government Act 1995</i> s.5.44 CEO may delegate powers or duties to other employees	
<b>CEO's Sub-Delegation:</b> <i>The exercise of the delegated power does not include the power of delegation</i>	All Directors Manager Approval Services Manager Asset Maintenance Manager Community Facilities Manager Community Safety and Emergency Management Manager Health and Compliance Manager Property Manager Waste Services	
<b>CEO's Conditions on Sub-delegation:</b>	a) The appointment of persons is to relate to those functions of an "authorised person" under the City of Wanneroo Local Laws; and b) The delegation to the Manager Community Facilities applies only to the appointment of members of surf lifesaving clubs recommended by Surf Life Saving WA as sufficiently qualified and experienced, as Authorised Persons under the Public Places and Local Government Property Local Law 2015 to undertake the powers set out in section 5.6(1) in relations to beaches. c) The delegation to the Manager Property applies only to the appointment of Golf Course Controllers and subsidiary staff at the Carramar and Marangaroo golf courses under the Local Government and Public Property Local Law 2015.	
<b>Record Keeping Statement (LGA 1995)</b> s5.46(3) "A person to whom a power or duty is delegated under this Act is to keep records in accordance with regulations in relation to the exercise of the power or the discharge of the duty."	Appointment of Authorised Officers under all legislation is to be facilitated through Governance.  Authorised Officers to be issued with an identity card setting out specific provisions as detailed in s.9.10 (4).	
<b>Compliance Links</b>	<i>City of Wanneroo Local Laws</i>  <i>Financial Interest Return required - Yes</i>	
<b>Delegation Administration:</b>		
<b>Decision Reference</b>	<b>Decision Reference</b>	<b>Decision Reference</b>
1. 14/196797	6. 18/274278	11.
2. 16/422068	7. 20/533822	12.
3. CE01-06/18	8.	13.
4. 18/203840	9.	14.

### 3.1.2 ADMINISTRATION

<b>Function Delegated:</b> <i>This text is provided as a reference only. Delegates shall only act in full understanding of the delegated statutory power, inclusive of conditions [see below].</i>	Authority to administer the City's local laws and to do all other things that are necessary or convenient to be done for, or in connection with, performing the functions of the local government under the City's Local Laws.
<b>Statutory Power being Delegated:</b>	<i>City of Wanneroo Animals Local Law 2021</i> <i>City of Wanneroo Bee Keeping Local Law 2016</i> <i>City of Wanneroo Bush Fire Brigades Local Law 2024</i> <i>City of Wanneroo Cats Local Law 2023</i> <i>City of Wanneroo Dogs Local Law 2016</i> <i>City of Wanneroo Fencing Local Law 2021</i> <i>City of Wanneroo Health Local Law 1999</i> <i>City of Wanneroo Parking Local Law 2015</i> <i>City of Wanneroo Penalty Units Local Law 2015</i> <i>City of Wanneroo Public Places and Local Government Property Local Law 2015</i> <i>City of Wanneroo Signs Local Law 1999</i> <i>City of Wanneroo Site Erosion and Sand Drift Prevention Local Law 2016</i> <i>City of Wanneroo Standing Orders Local Law 2021</i> <i>City of Wanneroo Waste Local Law 2016</i>
<b>Power is originally assigned to:</b>	Local Government
<b>Statutory Power of Delegation:</b>	<i>Local Government Act 1995</i> s.5.42 Delegation of some powers or duties to the CEO
<b>Power Delegated to:</b>	Chief Executive Officer
<b>Council's Conditions on Delegation:</b>	Determinations and decisions under the City of Wanneroo Local Laws having regard to the relevant Council policies in force at the time.
<b>Statutory Power to Sub-Delegate:</b>	<i>Local Government Act 1995</i> s.5.44 CEO may delegate powers or duties to other employees
<b>CEO's Sub-Delegation:</b> <i>The exercise of the delegated power does not include the power of delegation</i>	<u><i>City of Wanneroo Animals Local Law 2021</i></u> Director Community and Place Director Planning and Sustainability Manager Community Safety and Emergency Management Manager Health and Compliance Coordinator Community Safety Coordinator Health Services Senior Environmental Health Officers  <u><i>City of Wanneroo Bee Keeping Local Law 2016</i></u> Manager Health and Compliance Coordinator Health Services  <u><i>City of Wanneroo Bush Fire Brigades Local Law 2024</i></u> Manager Community Safety and Emergency Management Director Community and Place  <u><i>City of Wanneroo Cats Local Law 2023</i></u> Director Community and Place



	<p>Manager Community Safety and Emergency Management Coordinator Community Safety</p> <p><u>City of Wanneroo Dogs Local Law 2016</u> Director Community and Place Director Planning and Sustainability Manager Community Safety and Emergency Management Manager Health and Compliance Coordinator Community Safety</p> <p><u>City of Wanneroo Fencing Local Law 2021</u> Director Planning and Sustainability Manager Health and Compliance</p> <p><u>City of Wanneroo Health Local Law 1999</u> Director Planning and Sustainability Manager Health and Compliance Coordinator Health Services</p> <p><u>City of Wanneroo Parking Local Law 2015</u> Director Assets Director Community and Place Director Planning and Sustainability Manager Community Safety and Emergency Management Coordinator Community Safety</p> <p><u>City of Wanneroo Penalty Units Local Law 2015</u> Nil</p> <p><u>City of Wanneroo Public Places and Local Government Property Local Law 2015</u> Director Assets Director Community and Place Director Planning and Sustainability Manager Asset Maintenance Manager Parks and Conservation Maintenance Manager Community Safety and Emergency Management Coordinator Community Safety Manager Approval Services</p> <p><u>City of Wanneroo Signs Local Law 1999</u> Director Planning and Development Manager Approval Services Manager Community Safety and Emergency Management Coordinator Building Services Senior Building Surveyors</p> <p><u>City of Wanneroo Waste Local Law 2016</u> Director Assets Manager Waste Services Rangers – only for the following: 2.6 - Direction to place or remove a receptacle 3.2 - Removal of waste from a premise and 3.3 – Receptacles for public use.</p>
--	--

<b>CEO's Conditions on Sub-delegation:</b>	<p>Subject to the conditions on delegation to the CEO; and</p> <p><u>City of Wanneroo Animals Local Law 2021</u></p> <ul style="list-style-type: none"><li>• The setting aside a reserve or foreshore or portion of a reserve or foreshore as an area upon which a person may ride or drive a horse or into which a person may bring a horse under Section 26(1); and</li><li>• The setting of fees and charges under section 6.16 and 6.19 of the <i>Local Government Act 1995</i>; are excluded.</li></ul> <p><u>City of Wanneroo Health Local Law 1999</u></p> <ul style="list-style-type: none"><li>• Approvals must meet all the requirements of the Health Local Law, District Planning Scheme No. 2 and Building Code.</li><li>• The setting of annual fees under sections 6.16 and 6.19 of the Local Government Act 1995 is excluded.</li></ul> <p><u>City of Wanneroo Parking Local Law 2015</u></p> <p>Setting of fees for the amount payable for parking under Section 6.16 and 6.19 of the Local Government Act 1995 is excluded.</p> <p><u>City of Wanneroo Public Places and Local Government Property Local Law 2015</u></p> <p>Subject to Council's –</p> <ul style="list-style-type: none"><li>• Facility Hire and Use Policy</li><li>• Circuses and Performing Animals Policy</li><li>• Local Planning Policy 4.3 Public Open Space</li><li>• Sports Floodlighting Policy</li></ul> <p><u>City of Wanneroo Standing Orders Local Law 2021</u></p> <ul style="list-style-type: none"><li>• For the purposes of commencing a prosecution</li></ul>		
<b>Record Keeping Statement (LGA 1995)</b> s5.46(3) " A person to whom a power or duty is delegated under this Act is to keep records in accordance with regulations in relation to the exercise of the power or the discharge of the duty."	<i>Appointment of Authorised Officers under all legislation is to be facilitated through Governance</i>		
<b>Compliance Links</b>	<i>City of Wanneroo Local Laws</i>  <i>Financial Interest Return required – Yes</i>		
<b>Delegation Administration:</b>			
<b>Decision Reference</b> 1. 14/196797 2. 16/254349 3. CE01-08/17 4. CE01-06/18 5. 18/203840	<table><tr><td><b>Decision Reference</b> 6. 18/274278 7. 18/313146 8. CO01-08/18 9. 18/389558 10. 19/85822</td><td><b>Decision Reference</b> 11. PS10-10/22 12. CP06-11/22 13. CE02-06/23 14. CE02-05/24 15.</td></tr></table>	<b>Decision Reference</b> 6. 18/274278 7. 18/313146 8. CO01-08/18 9. 18/389558 10. 19/85822	<b>Decision Reference</b> 11. PS10-10/22 12. CP06-11/22 13. CE02-06/23 14. CE02-05/24 15.
<b>Decision Reference</b> 6. 18/274278 7. 18/313146 8. CO01-08/18 9. 18/389558 10. 19/85822	<b>Decision Reference</b> 11. PS10-10/22 12. CP06-11/22 13. CE02-06/23 14. CE02-05/24 15.		

4. APPOINTMENTS AND AUTHORISATIONS

4.1 ~~REPEALED - LITTER ACT 1979 - APPOINTMENT OF PERSONS TO WITHDRAW INFRINGEMENT NOTICES~~

Delegation Administration:		
Decision Reference		
1. 14/196797		
2. 17/46341		
3. CE02-05/24		



## 4.2 LOCAL GOVERNMENT ACT 1995

### 4.2.1 AUTHORISATION TO ACKNOWLEDGE RECEIPT OF PRIMARY AND ANNUAL RETURNS

<b>Function Authorised:</b> <i>This text is provided as a reference only. Authorised Officers shall only act in full understanding of the delegated statutory power, inclusive of conditions [see below].</i>	Authorised to provide written acknowledgement of the receipt of Primary and Annual Returns in accordance with section 5.77 of the Local Government Act 1995.	
<b>Statutory Power being Authorised:</b>	Local Government Act 1995 S 5.77 Acknowledging receipt of returns	
<b>Power is originally assigned to:</b>	CEO	
<b>Statutory Power of Authorisation</b>	Local Government Act 1995 s5.45(2)(b) Other matters relevant to delegations under this Division	
<b>Positions Authorised:</b>	Director Corporate Strategy and Performance Manager Council and Corporate Support	
<b>CEO's Conditions on Authorisation:</b>	Nil	
<b>Record Keeping Statement (LGA 1995)</b> <i>s.46(3) " A person to whom a power or duty is delegated under this Act is to keep records in accordance with regulations in relation to the exercise of the power or the discharge of the duty."</i>	Signed acknowledgement of receipt of Returns to be saved in the appropriate container in the City's Electronic Document Management System.	
<b>Compliance Links</b>	Local Government Act 1995  <i>Financial Interest Returns Required – N/A</i>	
<b>Delegation Administration:</b>		
<b>Decision Reference</b>	<b>Decision Reference</b>	<b>Decision Reference</b>
1. 14/185803	6.	11.
2. CE06-05/17	7.	12.
3. 18/203840	8.	13.
4.	9.	14.

**4.2.2 AUTHORISATION FOR RECEIPT OF GIFT, BENEFIT AND TRAVEL DISCLOSURE**

<b>Function Authorised:</b> <i>This text is provided as a reference only. Authorised Officers shall only act in full understanding of the delegated statutory power, inclusive of conditions [see below].</i>	Authority to receive written Gift Disclosures from Council Members [s.5.87A]	
<b>Statutory Power being Authorised:</b>	<i>Local Government Act 1995</i> s.5.87A – Council Members to Disclose Gifts	
<b>Power is originally assigned to:</b>	CEO	
<b>Statutory Power of Authorisation</b>	<i>Local Government Act 1995:</i> s5.45(2)(b) Other matters relevant to delegations under this Division	
<b>Positions Authorised:</b>	Director Corporate Strategy and Performance Manager Council and Corporate Support Coordinator Corporate Support	
<b>CEO’s Conditions on Authorisation:</b>	Nil	
<b>Record Keeping Statement (LGA 1995)</b> <i>s5.46(3) " A person to whom a power or duty is delegated under this Act is to keep records in accordance with regulations in relation to the exercise of the power or the discharge of the duty."</i>	All declarations are to be recorded in the appropriate statutory register.	
<b>Compliance Links</b>	<i>Local Government Act 1995 Section 5.87C, 5.89A provides for statutory compliance provisions.</i>  <i>Financial Interest Returns Required – N/A</i>	
<b>Delegation Administration:</b>		
<b>Decision Reference</b>	<b>Decision Reference</b>	<b>Decision Reference</b>
1. 18/203840	6.	11.
2.	7.	12.
3.	8.	13.
4.	9.	14.

**4.2.3 AUTHORISATION FOR ATTESTING TO THE AFFIXING OF THE COMMON SEAL**

<b>Function Authorised:</b> <i>This text is provided as a reference only. Authorised Officers shall only act in full understanding of the delegated statutory power, inclusive of conditions [see below].</i>	Authority to attest to the affixing of the Common Seal to City documents in conjunction with the Mayor [s.9.49A].
<b>Statutory Power being Authorised:</b>	Local Government Act 1995 Section 9.49A (1), (2) and (3)
<b>Power is originally assigned to:</b>	CEO
<b>Statutory Power of Authorisation</b>	<i>Local Government Act 1995:</i> s5.45(2)(b) Other matters relevant to delegations under this Division
<b>Positions Authorised:</b>	All Directors
<b>CEO's Conditions on Authorisation:</b>	As per the City's Execution of Document Policy.
<b>Record Keeping Statement (LGA 1995)</b> s5.46(3) "A person to whom a power or duty is delegated under this Act is to keep records in accordance with regulations in relation to the exercise of the power or the discharge of the duty."	All documentation relative to the decision is to be retained as required by legislation.
<b>Compliance Links</b>	<i>Local Government Act 1995</i>  <i>Execution of Documents Policy and Procedure</i>  <i>Financial Interest Returns Required – No</i>
<b>Delegation Administration:</b>	
<b>Decision Reference</b>	<b>Decision Reference</b>
1. 14/185803	6.
2. 18/203840	7.
3.	8.
4.	9.
	11.
	12.
	13.
	14.

**4.2.4 AUTHORISATION FOR EXECUTION OF DOCUMENTS**

<b>Function Authorised:</b> <i>This text is provided as a reference only. Authorised Persons shall only act in full understanding of the statutory power, inclusive of conditions [see below].</i>	The authority to execute various classes of documents on behalf of the local government. [s.9.49A]
<b>Statutory Power being Authorised:</b>	<i>Local Government Act 1995</i> s.9.49A Execution of documents
<b>Power is originally assigned to:</b>	Local Government
<b>Statutory Power of Authorisation</b>	<i>Local Government Act 1995</i> s.9.49A(4) Execution of documents
<b>Authorisation:</b>	Execution to be in accordance with the City of Wanneroo Execution of Documents Policy and Management Procedure.
<b>CEO's Conditions on Sub-delegation:</b>	Nil
<b>Record Keeping Statement (LGA 1995)</b> s5.46(3) "A person to whom a power or duty is delegated under this Act is to keep records in accordance with regulations in relation to the exercise of the power or the discharge of the duty."	<i>All uses of the City's common seal are to be recorded in a register maintained for this purpose.</i>
<b>Compliance Links</b>	Local Government Act 1995  <i>Execution of Documents Policy and Procedure</i>  <i>Financial Interest Return Required – No</i>
<b>Administration:</b>	
Decision Reference	Decision Reference
1.	6.
2.	7.
3.	8.
4.	9.
	11.
	12.
	13.
	14.

#### 4.2.5 AUTHORISATION FOR PRESIDING AT A COMMITTEE MEETING TO ELECT A PRESIDING MEMBER AND DEPUTY PRESIDING MEMBER

<b>Function Authorised:</b> <i>This text is provided as a reference only. Authorised Officers shall only act in full understanding of the delegated statutory power, inclusive of conditions [see below].</i>	Authority to preside at a committee meeting until the office of presiding member and deputy presiding member (if applicable) is filled in accordance with Section 5.12 and Schedule 2.3 of the Local Government Act 1995 [sch. 2.3(3)].
<b>Statutory Power being Authorised:</b>	Local Government Act 1995 Sch.2.3 (3) CEO to preside
<b>Power is originally assigned to:</b>	CEO
<b>Statutory Power of Authorisation</b>	<i>Local Government Act 1995:</i> s5.45(2)(b) Other matters relevant to delegations under this Division
<b>Positions Authorised:</b>	All Directors
<b>CEO's Conditions on Authorisation:</b>	The person presiding should be the Director directly involved with the Administration of the Committee
<b>Record Keeping Statement (LGA 1995)</b> s5.46(3) "A person to whom a power or duty is delegated under this Act is to keep records in accordance with regulations in relation to the exercise of the power or the discharge of the duty."	Record of person presiding to be retained in meeting minutes.  <i>Financial Interest Return Required – N/A</i>
<b>Compliance Links</b>	<i>Local Government Act 1995</i> <i>Section 5.12 Presiding Members and deputies, election of Schedule 2.3</i> <i>When and how mayors, presidents, deputy mayors and deputy presidents are elected by the Council</i>  <i>Financial Interest Returns Required – No</i>
<b>Delegation Administration:</b>	
<b>Decision Reference</b>	<b>Decision Reference</b>
1.	6.
2.	7.
3.	8.
4.	9.
	11.
	12.
	13.
	14.



#### 4.2.6 AUTHORISATION FOR ADMINISTRATIVE CHANGES TO THE DELEGATED AUTHORITY REGISTER

<b>Function Authorised:</b> <i>This text is provided as a reference only. Authorised Officers shall only act in full understanding of the delegated statutory power, inclusive of conditions [see below].</i>	Authority to effect administrative, non-substantive changes to the Delegated Authority Register.	
<b>Statutory Power being Authorised:</b>	<i>Local Government Act 1995</i> s5.46 Register of, and records relevant to, delegations to CEO and employees	
<b>Power is originally assigned to:</b>	CEO	
<b>Statutory Power of Authorisation</b>	<i>Local Government Act 1995:</i> s5.46(2)(b) Other matters relevant to delegations under this Division	
<b>Positions Authorised:</b>	Executive Manager Governance and Legal	
<b>CEO's Conditions on Authorisation:</b>	N/A	
<b>Record Keeping Statement (LGA 1995)</b> s5.46(3) "A person to whom a power or duty is delegated under this Act is to keep records in accordance with regulations in relation to the exercise of the power or the discharge of the duty."	A record is to be maintained of all changes authorised	
<b>Compliance Links</b>	Local Government Act 1995  <i>Financial Interest Return Required – No</i>	
<b>Delegation Administration:</b>		
<b>Decision Reference</b>	<b>Decision Reference</b>	<b>Decision Reference</b>
1. 18/333025	6.	11.
2.	7.	12.
3.	8.	13.
4.	9.	14.

**4.2.7 AUTHORISATION FOR ADMINISTRATIVE CHANGES TO THE CODE OF CONDUCT**

<b>Function Authorised:</b> <i>This text is provided as a reference only. Authorised Officers shall only act in full understanding of the delegated statutory power, inclusive of conditions [see below].</i>	Authority to effect administrative, non-substantive changes to the Code of Conduct.
<b>Statutory Power being Authorised:</b>	<i>Local Government Act 1995</i> s.5.51A Code of conduct for employees
<b>Power is originally assigned to:</b>	CEO
<b>Statutory Power of Authorisation</b>	<i>Local Government Act 1995:</i> s.5.46(2)(b) Other matters relevant to delegations under this Division
<b>Positions Authorised:</b>	Executive Manager Governance and Legal
<b>CEO's Conditions on Authorisation:</b>	N/A
<b>Record Keeping Statement (LGA 1995)</b> s.5.46(3) "A person to whom a power or duty is delegated under this Act is to keep records in accordance with regulations in relation to the exercise of the power or the discharge of the duty."	A record is to be maintained of all changes authorised
<b>Compliance Links</b>	Local Government Act 1995  <i>Financial Interest Return Required – No</i>
<b>Delegation Administration:</b>	
<b>Decision Reference</b>	<b>Decision Reference</b>
1.	6.
2.	7.
3.	8.
4.	9.
	11.
	12.
	13.
	14.

#### 4.3 CORRUPTION CRIME AND MISCONDUCT ACT 2003 – AUTHORISATION TO SUBMIT NOTIFICATIONS

<b>Function Authorised:</b> <i>This text is provided as a reference only. Authorised persons shall only act in full understanding of the statutory power, inclusive of conditions [see below].</i>	<div>1. Authority to notify the Corruption and Crime Commissioner, on behalf of the principal officer, in writing of any matter which is suspected on reasonable grounds concerns or may concern serious misconduct; and</div> <div>2. Authority to notify the Public Sector Commissioner, on behalf of the principal officer, in writing of any matter which is suspected on reasonable grounds concerns or may concern minor misconduct.</div>		
<b>Statutory Power being Authorised:</b>	<i>Corruption Crime and Misconduct Act 2003.</i> Section 28 Certain officers obliged to notify serious misconduct Section 45H Certain officers obliged to notify minor misconduct		
<b>Power is originally assigned to:</b>	Principal Officer (Chief Executive Officer)		
<b>Statutory Power of Appointment</b>			
<b>Appointment:</b>	Executive Manager Governance and Legal		
<b>Conditions on Appointment:</b>	Notifications to be made in consultation with the CEO		
<b>Record Keeping Statement (LGA 1995)</b> <i>s5.46(3) "A person to whom a power or duty is delegated under this Act is to keep records in accordance with regulations in relation to the exercise of the power or the discharge of the duty."</i>	All notifications are to be recorded in the appropriate file or register		
<b>Compliance Links</b>	<i>Financial Interest Returns Required - No</i>		
<b>Delegation Administration:</b>			
<b>Decision Reference</b>		<b>Decision Reference</b>	
1. 18/333025		11.	
2.		12.	
3.		13.	
4.		14.	

## 5 DELEGATIONS TO CHIEF EXECUTIVE OFFICER AND OTHER OFFICERS FROM STATUTORY AUTHORITIES

### 5.1 DEPARTMENT OF LANDS – DEVELOPMENT APPLICATIONS MADE UNDER THE AUSPICES OF THE PLANNING & DEVELOPMENT ACT 2005

DoL FILE 1738/2002v8; 858/2001v9

#### PLANNING AND DEVELOPMENT ACT 2005

#### INSTRUMENT OF AUTHORISATION

I, **Donald Terrence Redman MLA**, Minister for Lands, a body corporate continued by section 7(1) of the *Land Administration Act 1997*, under section 267A of the *Planning and Development Act 2005*, HEREBY authorise, in respect of each local government established under the *Local Government Act 1995* and listed in Column 2 of the Schedule, the person from time to time holding or acting in the position of Chief Executive Officer of the relevant local government, to perform the powers described in Column 1 of the Schedule subject to the conditions listed in Column 3 of the Schedule.

Dated the 2<sup>nd</sup> day of June 2016



HON DONALD TERRENCE REDMAN MLA  
MINISTER FOR LANDS

## SCHEDULE

This is the Schedule referred to in an Instrument of Authorisation relating to Development Applications under the *Planning and Development Act 2005*

## Column 1

The power to sign as owner in respect of Crown land that is:

- a reserve managed by the local government pursuant to section 46 of the *Land Administration Act 1997* and the development is consistent with the reserve purpose and the development is not for a commercial purpose; or
- the land is a road of which the local government has the care, control and management under section 55(2) of the *Land Administration Act 1997* and where there is no balcony or other structure proposed to be constructed over that road unless that structure comes within the definition of a "minor encroachment" in the Building Regulations 2012 (Regulation 45A), or is an "awning, verandah or thing" (Regulation 45B), or is a ground anchor, and where the development is consistent with the use of the land as a road,

in respect of development applications being made under or referred to in:

- section 99(2) of the *Planning and Development Act 2005* in respect of development for which approval is required under a regional interim development order (as that term is defined in that Act);
- section 103(2) of the *Planning and Development Act 2005* in respect of development for which approval is required under a local interim development order (as that term is defined in that Act);
- section 115 of the *Planning and Development Act 2005* in respect of development within a planning control area (as that term is defined in that Act);
- section 122A of the *Planning and Development Act 2005* in respect of which approval is required under an improvement scheme (as that term is defined in that Act);
- section 162 of the *Planning and Development Act 2005* in respect of developments for which approval is required under a planning scheme or interim development order (as those terms are defined in that Act);

## Column 2

City of Albany  
City of Armadale  
Shire of Ashburton  
Shire of Augusta-Margaret River  
Town of Bassendean  
City of Bayswater  
City of Belmont  
Shire of Beverley  
Shire of Boddington  
Shire of Boyup Brook  
Shire of Bridgetown-Greenbushes  
Shire of Brookton  
Shire of Broome  
Shire of Broomehill-Tambellup  
Shire of Bruce Rock  
City of Bunbury  
Shire of Busselton  
Town of Cambridge  
City of Canning  
Shire of Capel  
Shire of Carnamah  
Shire of Carnarvon  
Shire of Chapman Valley  
Shire of Chittering  
Shire of Christmas Island  
Town of Claremont  
City of Cockburn  
Shire of Cocos (Keeling) Islands  
Shire of Collie  
Shire of Coolgardie  
Shire of Coorow  
Shire of Corrigin  
Town of Cottesloe  
Shire of Cranbrook  
Shire of Cuballing  
Shire of Cue  
Shire of Cunderdin  
Shire of Dalwallinu  
Shire of Dandaragan  
Shire of Dardanup  
Shire of Denmark  
Shire of Derby/West Kimberley  
Shire of Donnybrook-Balingup  
Shire of Dowerin  
Shire of Dumbleyung  
Shire of Dundas  
Town of East Fremantle  
Shire of East Pilbara  
Shire of Esperance  
Shire of Exmouth  
City of Fremantle  
City of Greater Geraldton

## Column 3

In accordance with and subject to approved Government Land policies.

Any signature subject to the following endorsement:  
Signed only as acknowledgement that a development application is being made in respect of a proposal that includes Crown land, Crown reserves under management for the purpose, or a road and to permit this application to be assessed under the appropriate provision of the *Planning and Development Act 2005* (including any planning scheme).  
The signature does not represent approval or consent for planning purposes. Further, in the event that development approval is granted for the proposal, the above signature should not be taken as an acknowledgement of or consent to the commencement or carrying out of the proposed development or to any modification of the tenure or reservation classification of the Crown land component.



- |  |   |
|--|---|
| <p>(vi) section 163 of the <i>Planning and Development Act 2005</i> in respect of development on land which is comprised within a place entered in the Register maintained by the Heritage Council under the <i>Heritage of Western Australia Act 1990</i>, or of which such a place forms part;</p> <p>(vii) section 171A of the <i>Planning and Development Act 2005</i> in respect of a prescribed development application (as that term is defined in that section of that Act).</p> | <p>Shire of Gingin<br/>         Shire of Gnowangerup<br/>         Shire of Goomalling<br/>         City of Gosnells<br/>         Shire of Halls Creek<br/>         Shire of Harvey<br/>         Shire of Irwin<br/>         Shire of Jerramungup<br/>         City of Joondalup<br/>         Shire of Kalamunda<br/>         City of Kalgoorlie-Boulder<br/>         Shire of Katanning<br/>         Shire of Kellerberrin<br/>         Shire of Kent<br/>         Shire of Kojonup<br/>         Shire of Kondinin<br/>         Shire of Koorda<br/>         Shire of Kulin<br/>         City of Kwinana<br/>         Shire of Lake Grace<br/>         Shire of Laverton<br/>         Shire of Leonora<br/>         City of Mandurah<br/>         Shire of Manjimup<br/>         Shire of Meekatharra<br/>         City of Melville<br/>         Shire of Menzies<br/>         Shire of Merredin<br/>         Shire of Mingenew<br/>         Shire of Moora<br/>         Shire of Morawa<br/>         Town of Mosman Park<br/>         Shire of Mount Magnet<br/>         Shire of Mt Marshall<br/>         Shire of Mukinbudin<br/>         Shire of Mundaring<br/>         Shire of Murchison<br/>         Shire of Murray<br/>         Shire of Nannup<br/>         Shire of Narembeen<br/>         Shire of Narrogin<br/>         Town of Narrogin<br/>         City of Nedlands<br/>         Shire of Ngaanyatjaraku<br/>         Shire of Northam<br/>         Shire of Northampton<br/>         Shire of Nungarin<br/>         Shire of Peppermint Grove<br/>         Shire of Perenjori<br/>         City of Perth<br/>         Shire of Pingelly<br/>         Shire of Plantagenet<br/>         Town of Port Hedland<br/>         Shire of Quairading<br/>         Shire of Ravensthorpe<br/>         City of Rockingham<br/>         Shire of Roebourne<br/>         Shire of Sandstone<br/>         Shire of Serpentine Jarrahdale<br/>         Shire of Shark Bay<br/>         City of South Perth<br/>         City of Stirling<br/>         City of Subiaco<br/>         City of Swan</p> |
|--|---|

*Refer to 16/226784 for full details*

## 5.2 DEPARTMENT OF ENVIRONMENTAL REGULATIONS – APPROVAL OF NOISE MANAGEMENT PLANS FOR OUT OF HOURS CONSTRUCTION WORK

<b>Function Delegated:</b> <i>This text is provided as a reference only. Delegates shall only act in full understanding of the delegated statutory power, inclusive of conditions [see below].</i>	Authority to approve noise management plans in respect to a construction site for construction work outside the hours of 7am to 7pm Monday to Saturday in accordance with Regulation 13 of the Environmental Protection (Noise) Regulations 1997
<b>Statutory Power being Delegated:</b>	<i>Environmental Protection (Noise) Regulations 1997</i> s.13(3)(c) Construction sites
<b>Power is originally assigned to:</b>	Chief Executive Officer of the Department of Environmental Regulation
<b>Statutory Power of Delegation:</b>	<p><i>Environmental Protection Act 1986</i> 20. Delegation by CEO <i>Government Gazette No. 71, 16 May 2014</i> Part 2 Environment Delegation No. 119</p> <p>EV405*</p> <p style="text-align: center;"><b>ENVIRONMENTAL PROTECTION ACT 1986</b> DELEGATION No. 119</p> <p>I, Jason Banks, in my capacity as the Acting Chief Executive Officer of the Department responsible for the administration of the <i>Environmental Protection Act 1986</i> ("the Act"), and pursuant to section 20 of the Act, hereby delegate to the holder for the time being of the offices of—</p> <p>(a) Chief Executive Officer under the <i>Local Government Act 1995</i>; and</p> <p>(b) to any employee of the local government under the <i>Local Government Act 1995</i> who is appointed as an Authorised Person under section 87 of the Act,</p> <p>all my powers and duties in relation to noise management plans under regulation 13 of the <i>Environmental Protection (Noise) Regulations 1997</i>, other than this power of delegation.</p> <p>Under section 59(1)(e) of the <i>Interpretation Act 1984</i>, Delegation No. 111, gazetted 20 December 2013, is hereby revoked.</p> <p>Dated the 1st day of May 2014.</p> <p style="text-align: right;">JASON BANKS, Acting Chief Executive Officer.</p> <p>Approved by—</p> <p style="text-align: right;">Hon ALBERT JACOBS JP MLA, Minister for Environment: Heritage.</p>
<b>Power Delegated to:</b>	The holder for the time being of the officer of Chief Executive Officer under the <i>Local Government Act 1995</i> and; any employee of a local government under the <i>Local Government Act 1995</i> who is appointed as an Authorised Person under section 87 of the Act.
<b>Conditions on Delegation:</b>	Business Practice Condition Noise Management Plans are to be approved by Coordinator Health Services and authorised by Manager Health and Compliance. A copy of the approved plan is to be forwarded to the Manager Land Development when related to subdivision works.
<b>Statutory Power to Sub-Delegate:</b>	Nil
<b>CEO's Sub-Delegation:</b> <i>The exercise of the delegated power does not include the power of delegation</i>	N/A
<b>CEO's Conditions on Sub-delegation:</b>	N/A

<b>Record Keeping Statement (LGA 1995)</b> s5.46(3) " A person to whom a power or duty is delegated under this Act is to keep records in accordance with regulations in relation to the exercise of the power or the discharge of the duty."	Any noise management plan determinations will be recorded in the appropriate register or file.	
<b>Compliance Links</b>	Financial Interest Return required – No	
<b>Delegation Administration:</b>		
<b>Decision Reference</b>	<b>Decision Reference</b>	<b>Decision Reference</b>
1. 16/238647	6.	11.
2.	7.	12.
3.	8.	13.
4.	9.	14.

### 5.3 ENVIRONMENTAL PROTECTION ACT 1986 – ENVIRONMENTAL PROTECTION NOTICE

<b>Function Delegated:</b> <i>This text is provided as a reference only. Delegates shall only act in full understanding of the delegated statutory power, inclusive of conditions [see below].</i>	All the powers and duties of the Chief Executive Officer, where any noise is being or is likely to be emitted from any premises not being licensed under the Act, to serve an environmental protection notice under section 65(1) in respect of those premises, and where an environmental protection notice is so served in such a case, all the powers and duties of the Chief Executive Officer under Part V of the Act in respect of that environmental protection notice.
<b>Statutory Power being Delegated:</b>	<i>Environmental Protection (Noise) Regulations 1997</i> 13. Construction sites (3)(c)
<b>Power is originally assigned to:</b>	Chief Executive Officer of the Department of Environmental Regulation
<b>Statutory Power of Delegation:</b>	<p><i>Environmental Protection Act 1986</i>  <i>Section 20</i>  <i>Delegation No. 52</i>  <i>Government Gazette No. 47 19 March 2004</i></p> <p><b>EV401</b></p> <p style="text-align: center;"><b>ENVIRONMENTAL PROTECTION ACT 1986</b>  <b>Section 20</b>  Delegation No. 52</p> <p>Pursuant to section 20 of the <i>Environmental Protection Act 1986</i>, the Chief Executive Officer hereby delegates as follows—</p> <p>Powers and duties delegated—</p> <p>All the powers and duties of the Chief Executive Officer, where any noise is being or is likely to be emitted from any premises not being premises licensed under the Act, to serve an environmental protection notice under section 65(1) in respect of those premises, and where an environmental protection notice is so served in such a case, all the powers and duties of the Chief Executive Officer under Part V of the Act in respect of that environmental protection notice.</p> <p>Persons to whom delegation made—</p> <p>This delegation is made to any person for the time being holding or acting in the office of Chief Executive Officer under the <i>Local Government Act 1995</i>.</p> <p>Pursuant to section 59(1)(e) of the <i>Interpretations Act 1984</i>, Delegation No. 32, dated 4 February 2000 is hereby revoked.</p> <p>Dated this 9<sup>th</sup> day of January 2004.</p> <p>Approved—</p> <p>FERDINAND TROMP, A/Chief Executive Officer.</p> <p>Dr JUDY EDWARDS MLA, Minister for the Environment.</p>
<b>Power Delegated to:</b>	The holder for the time being of the officer of Chief Executive Officer under the Local Government Act 1995
<b>Conditions on Delegation:</b>	
<b>Statutory Power to Sub-Delegate:</b>	Nil

<b>CEO's Sub-Delegation:</b> <i>The exercise of the delegated power does not include the power of delegation</i>	N/A	
<b>CEO's Conditions on Sub-delegation:</b>	N/A	
<b>Record Keeping Statement (LGA 1995)</b> s5.46(3) " A person to whom a power or duty is delegated under this Act is to keep records in accordance with regulations in relation to the exercise of the power or the discharge of the duty."	Any notices issued under this delegation are to be recorded in the appropriate container or register.	
<b>Compliance Links</b>	Financial Interest Return required – No	
<b>Delegation Administration:</b>		
<b>Decision Reference</b>	<b>Decision Reference</b>	<b>Decision Reference</b>
1.	6.	11.
2.	7.	12.
3.	8.	13.
4.	9.	14.



#### 5.4 ENVIRONMENTAL PROTECTION ACT 1986 – NOISE MANAGEMENT PLANS – KEEPING LOG BOOKS, NOISE CONTROL NOTICES, CALIBRATION AND APPROVAL OF NON-COMPLYING EVENTS

<p><b>Function Delegated:</b> <i>This text is provided as a reference only. Delegates shall only act in full understanding of the delegated statutory power, inclusive of conditions [see below].</i></p>	<p>The powers and duties of the Chief Executive Officer of the Department of Environment Regulation under the <i>Environmental Protection (Noise) Regulations 1997</i> in relation to:</p> <ul style="list-style-type: none"> <li>a) Waste collection and other works – noise management plans relating to specified works under regulation 14A or 14B;</li> <li>b) Bellringing or amplified calls to worship – the keeping of a log of bellringing or amplified calls to worship requested under regulation 15(3)(c)(vi);</li> <li>c) Community activities – noise control notices in respect of community noise under regulation 16;</li> <li>d) Motor sport venue – noise management plans in relation to motor sport venues under Part 2 Division 3;</li> <li>e) Shooting venues – noise management plans in relation to shooting venues under Part 2 Division 4;</li> <li>f) Calibration results – requesting, under regulation 23(b), details of calibration results undertaken and obtained under Schedule 4;</li> <li>g) Sporting, cultural and entertainment venues – approval of event or venues for sporting, cultural and entertainment purposes under Part 2 Division 7, subject to the following limitation: <ul style="list-style-type: none"> <li>i. Sub regulation 18(13)(b) is not delegated.</li> </ul> </li> </ul>
<p><b>Power is originally assigned to:</b></p>	<p>Chief Executive Officer of the Department of Environmental Regulation</p>
<p><b>Statutory Power of Delegation:</b></p>	<p><i>Environmental Protection Act 1986</i>  <i>Delegation No. 112</i>  <i>Government Gazette No. 232 20 December 2013</i></p> <p>EV402*</p> <p style="text-align: center;"><b>ENVIRONMENTAL PROTECTION ACT 1986</b>  DELEGATION NO. 112</p> <p>I, Jason Banks, in my capacity as Acting Chief Executive Officer of the Department of Environment Regulation responsible for the administration of the <i>Environmental Protection Act 1986</i> ("the Act"), and pursuant to section 20 of the Act, hereby delegate to any person for the time being holding or acting in the office of a Chief Executive Officer under the <i>Local Government Act 1995</i>, my powers and duties under the <i>Environmental Protection (Noise) Regulations 1997</i>, other than this power of delegation, in relation to—</p> <ul style="list-style-type: none"> <li>(a) waste collection and other works—noise management plans relating to specified works under regulation 14A or 14B;</li> <li>(b) bellringing or amplified calls to worship—the keeping of a log of bellringing or amplified calls to worship requested under regulation 15(3)(c)(vi);</li> <li>(c) community activities—noise control notices in respect of community noise under regulation 16;</li> <li>(d) motor sport venues—noise management plans in relation to motor sport venues under Part 2 Division 3;</li> <li>(e) shooting venues—noise management plans in relation to shooting venues under Part 2 Division 4;</li> <li>(f) calibration results—requesting, under regulation 23(b), details of calibration results undertaken and obtained under Schedule 4;</li> <li>(g) sporting, cultural and entertainment events—approval of events or venues for sporting, cultural and entertainment purposes under Part 2 Division 7, subject to the following limitation— <ul style="list-style-type: none"> <li>(i) Subregulation 18(13)(b) is not delegated.</li> </ul> </li> </ul> <p>Under section 59(1)(e) of the <i>Interpretation Act 1984</i>, Delegation No. 68, gazetted 22 June 2007 is hereby revoked.</p> <p>Dated the 12th day of December 2013.</p> <p style="text-align: right;">JASON BANKS, Acting Chief Executive Officer.</p> <p>Approved by—</p> <p style="text-align: right;">JOHN DAY, Acting Minister for Environment; Heritage.</p>

Power Delegated to:	The holder for the time being of the officer of Chief Executive Officer under the Local Government Act 1995	
Conditions on Delegation:		
Statutory Power to Sub-Delegate:	Nil	
CEO's Sub-Delegation: <i>The exercise of the delegated power does not include the power of delegation</i>	N/A	
CEO's Conditions on Sub-delegation:	N/A	
Record Keeping Statement (LGA 1995) <i>s5.46(3) " A person to whom a power or duty is delegated under this Act is to keep records in accordance with regulations in relation to the exercise of the power or the discharge of the duty."</i>	<i>Any notices issued or determinations made under this delegation are to be recorded in the appropriate register or file.</i>	
Compliance Links	<i>Financial Interest Return required – No</i>	
Delegation Administration:		
Decision Reference	Decision Reference	Decision Reference
1.	6.	11.
2.	7.	12.
3.	8.	13.
4.	9.	14.

## 5.5 DEPARTMENT OF ENVIRONMENTAL PROTECTION – APPOINTMENT OF DESIGNATED PERSON - INFRINGEMENT NOTICE REVIEW

<b>Function Authorised:</b> <i>This text is provided as a reference only. Delegates shall only act in full understanding of the delegated statutory power, inclusive of conditions [see below].</i>	Authorised to accept payments and exercise those powers in relation to modified penalties relating to infringement notices served under Section 99J of the Act by an Inspector authorised under section 88 of the Act and employed by the relevant local government.		
<b>Statutory Power being Delegated:</b>	<i>Environmental Protection Act 1986</i> 99K Content of infringement notice 99M Extending time to pay modified penalty 99N Withdrawing infringement notice		
<b>Power is originally assigned to:</b>	Chief Executive Officer of the Department of Environmental Regulation		
<b>Statutory Power of Delegation:</b>	<i>Environmental Protection Act 1986</i> 20. Delegation by CEO <i>Government Gazette No. 28 11 February 2000</i> Part 2 Environmental Protection Designation No. 01 <b>EP401*</b> <b>ENVIRONMENTAL PROTECTION ACT 1986</b> Section 99I Designation No. 01 This appointment is made pursuant to section 99I of the Environmental Protection Act 1986 ("the Act") 1. Pursuant to section 99I of the Act, I (Dr) Bryan Jenkins, as Chief Executive Officer hereby appoint any person for the time being holding or acting in the Office of Chief Executive Officer of a Local Government under the Local Government Act 1995 as a "designated person" for the purpose of sections 99K, 99M and 99N of the Act. 2. The "designated person" is authorised to accept payments and exercise those powers in relation to modified penalties relating to infringement notices served under section 99J of the Act by an Inspector authorised under section 88 of the Act and employed by the relevant Local Government. Dated this 21st day of January 2000. <div>(Dr) BRYAN JENKINS, Chief Executive Officer, Department of Environmental Protection.</div>		
<b>Power Delegated to:</b>	Any person for the time being holding or acting in the Office of the Chief Executive Officer of a local government		
<b>Conditions on Delegation:</b>	Nil		
<b>Statutory Power to Sub-Delegate:</b>	Nil		
<b>CEO's Sub-Delegation:</b> <i>The exercise of the delegated power does not include the power of delegation</i>	N/A		
<b>CEO's Conditions on Sub-delegation:</b>	N/A		
<b>Record Keeping Statement (LGA 1995)</b> <i>s5.46(3) "A person to whom a power or duty is delegated under this Act is to keep records in accordance with regulations in relation to the exercise of the power or the discharge of the duty."</i>	<i>Any infringements reviewed under this delegation are to be recorded in the appropriate register or file.</i>		
<b>Compliance Links</b>	<i>Financial Interest Return required – No</i>		
<b>Delegation Administration:</b>			
<b>Decision Reference</b>	<b>Decision Reference</b>	<b>Decision Reference</b>	
1. 16/427246	6.	11.	
2.	7.	12.	
3.	8.	13.	
4.	9.	14.	

## 5.6 WESTERN AUSTRALIAN PLANNING COMMISSION – DELEGATION OF CERTAIN POWERS AND FUNCTIONS OF THE WESTERN AUSTRALIAN PLANNING COMMISSION RELATING TO THE METROPOLITAN REGION SCHEME

**PL405**

### **PLANNING AND DEVELOPMENT ACT 2005**

#### **INSTRUMENT OF DELEGATION**

Del 2022/03 Powers of Local Governments Metropolitan Region Scheme

Delegation of certain powers and functions of the Western Australian Planning Commission relating to the Metropolitan Region Scheme.

#### **Preamble**

Under section 16 of the Planning and Development Act 2005 (the Act) the Western Australian Planning Commission (the WAPC) may, by resolution published in the *Government Gazette*, delegate any function to an officer of a public authority or to a local government, a committee established under the Local Government Act 1995 or an employee of a local government

In accordance with section 16(4) of the Act, a reference in this instrument to a function or a power of the WAPC includes and extends to, without limitation or restriction, any of the powers, privileges, authorities, discretions, duties and responsibilities vested in or conferred upon the WAPC by the Act or any other written law as the case requires.

#### **Resolution under section 16 of the Act (delegation)**

On 8 December 2021, pursuant to section 16 of the Act, the WAPC resolved—

- A. To delegate to local governments, and to members and officers of those local governments, its functions in respect of the determination, in accordance with Part IV of the Metropolitan Region Scheme, of applications for approval to commence and carry out development specified in clauses 1 and 2 of Section A, within their respective districts, subject to the conditions set out in clauses 1 to 4 of Section B;
- B. To revoke its delegation of powers and functions to local governments as detailed in the notice entitled "DEL 2017/02 Powers of local governments (MRS)" published in the *Government Gazette* on 30 May 2017, to give effect to this delegation.

SAM FAGAN, Secretary, Western Australian Planning Commission.

### **PLANNING AND DEVELOPMENT ACT 2005**

#### **INSTRUMENT OF DELEGATION**

#### **SECTION A—Types of Development**

##### **1. Development on zoned land**

Applications for development on land zoned under the MRS except—

- (a) where the land is subject to a resolution under Clause 32 of the MRS; or
- (b) where the land is subject to the declaration of a planning control area under Section 112 of the *Planning and Development Act 2005*; or



- (c) where that land is partly within the development control area described in section 10 of the *Swan and Canning Rivers Management Act 2006* or is outside the development control area but abuts waters within the development control area and the Swan River Trust objects to the proposal, or a referral body recommends refusal; or
- (d) where the local government is of the opinion that the application should be determined by the WAPC on the grounds that the proposal is of State or regional importance or is in the public interest, or
- (e) in respect of public works undertaken by public authorities.

## 2. Development on regional road reservations

Applications for developments on or abutting land that is reserved in the MRS for the purpose of a regional road.

### SECTION B—Conditions

#### 1. Referral requirements for development on land within or abutting a regional road reservation

The following applications for development on land that abuts or is fully or partly reserved as regional road reservation (classified as Category 1, 2 and 3) shall be referred to Main Roads WA (MRWA) or the Department of Planning, Lands and Heritage, as applicable, for transport planning related comments and recommendations before being determined by the local government subject to the process explained in clause 4, Section B.

Type of regional road reservation in the MRS	Classification on plans SP 693 (PRR) and SP 694 (ORR)	Referral Agency
Primary Regional Road (PRR)	Category 1, 2 and 3	Main Roads WA
Other Regional Road (ORR)	Category 1, 2 and 3	Department of Planning, Lands and Heritage

The regional road network (PRR and ORR) changes periodically with amendments to the MRS. This clause relates to all regional road reservations in the MRS as amended from time to time. Regional roads subject to this notice and the relevant agency that is responsible for their planning are shown on accompanying editions of plans SP 693 (PRR, MRWA) and SP 694 (ORR, WAPC).

The road categories shown on plans SP 693 (PRR) and SP 694 (ORR) classify the regional roads based on—

- (a) the permissible vehicular access arrangements to the subject land via the regional road frontage
  - **Category 1 road** means that frontage access is not allowed (control of access);
  - **Category 2 road** means that frontage access may be allowed subject to approval; and
- (b) the legibility and statutory powers of current road land requirements defined for the purpose of regional road reservation in the MRS
  - **Category 3 road** means that the subject regional road reservation is not accurately defined or is subject to review by the agency that is responsible for planning of the regional road.

“**Category 1 road**” applies where regional roads—

- (a) are constructed or planned to a fully controlled and grade separated freeway standard; or
- (b) are constructed or planned to an access controlled arterial standard, (i.e. functioning as Primary Distributor or Integrator Arterial (District Distributor) road with widely spaced signalised intersections or roundabouts, and a few, if any, direct access points to individual sites or local streets.

“**Category 2 road**” applies where regional roads—

- (a) are constructed or planned to a partially access controlled arterial standard, (i.e. a primary or district distributor road with direct connections to local streets and driveways to larger sites, but with some restriction of direct frontage access to individual properties); or
- (b) have direct frontage access to abutting properties due to the historic development of the road and properties.

“**Category 3 road**” applies where regional road reservation is not accurately defined or is under review.

Tables 1, 2 and 3 below outline the category of the regional road reservation and the criteria for referring development applications to agencies for comment in accordance with this instrument of delegation.



18 January 2022

GOVERNMENT GAZETTE, WA

113

**Table 1—Referral process of development applications with respect to Category 1 (PRR or ORR reservations in the MRS)**

Respective referral agency (as per Section B)	
Referral is required in these instances	Referral is not required in these instances
1. Where a development application has one or more of the following characteristics— <ul style="list-style-type: none"> <li>(a) Development, including earthworks and drainage, which encroaches or impacts upon the road reservation; or</li> <li>(b) Development with potential for a significant increase in traffic using any access, either directly or indirectly, onto the road reservation; or</li> <li>(c) Development, which involves direct vehicle access to and/or from the regional road reservation.</li> </ul>	1. Where the local government first decides to refuse the application under the MRS; or 2. Under circumstances where the application is for an ancillary and incidental addition or modification to an existing authorised development, which does not encroach upon the road reservation and has no intention to alter existing access arrangements.

**Table 2—Referral process of development applications with respect to Category 2 (PRR or ORR reservations in the MRS)**

Respective referral agency (as per Section B)	
Referral is required in these instances	Referral is not required in these instances
1. Where a development application has one or more of the following characteristics— <ul style="list-style-type: none"> <li>(a) Development, including earthworks and drainage, which encroaches or impacts upon the road reservation; or</li> <li>(b) Development with potential for a significant increase in traffic on the regional road using any access, either directly or indirectly, onto the road reservation; or</li> <li>(c) Development, which involves the retention of more than one existing access; or additional, relocated or new access between the subject land and the road reservation; or</li> <li>(d) Development, which proposes retention of an existing access between the subject land and the road reservation, where alternative access is or could be made available from side or rear streets or from rights of way at rear; or</li> <li>(e) Development on a lot affected by the regional road reservation where—               <ul style="list-style-type: none"> <li>• all or part of the proposed development is within the regional road reservation; and</li> <li>• has a construction value greater than \$50 000; or</li> </ul> </li> <li>(f) Development on a lot affected by the regional road reservation where—               <ul style="list-style-type: none"> <li>• none of the proposed development is within the regional road reservation; and</li> <li>• has a construction value greater than \$250 000</li> </ul> </li> </ul>	1. Where the local government first decides to refuse the application under the MRS; or 2. Under circumstances where the application is for an ancillary and incidental addition or modification to an existing authorised development, which does not encroach upon the road reservation and has no intention to alter existing access arrangements.

**Table 3—Referral process of development applications with respect to Category 3 (PRR or ORR reservations in the MRS)**

Respective referral agency (as per Section B)	
Referral is required in these instances	Referral is not required in these instances
1. All development applications, other than those where local government first decides to refuse it.	1. Where the local government first decides to refuse the application under the MRS

**Notes—**

(1) Copies of plans SP 693 (PRR) and SP 694 (ORR) are available from the WAPC's website: "Resolutions and instruments of delegation—WAPC Powers of local governments (MRS)". (<http://www.DPLH.wa.gov.au/1212.asp>).

(2) In determining applications under this delegation, local governments shall have due regard to relevant WAPC and MRWA policy and guidelines, including but not limited to the Commission's D C Policy—5.1 *Regional Roads (Vehicular Access)*, the Transport Impact Assessment Guidelines, and MRWA *Driveways Policy*, which set out the principles and requirements to be applied when considering proposals for vehicle access to or from developments abutting certain categories of regional roads.

(<http://www.DPLH.wa.gov.au/publications/812.asp>; and <https://www.mainroads.wa.gov.au/BuildingRoads/StandardsTechnical/RoadandTrafficEngineering/GuidetoRoadDesign/Pages/Driveways.aspx>)

(3) Local governments shall ensure that sufficient transport information accompanies the development application to assist the referral agency in assessing the transport implications of the proposal. This information should be provided in accordance with the WAPC's *Transport Impact Assessment Guidelines*. (<http://www.DPLH.wa.gov.au/publications/1197.asp>)

(4) With regard to proposals for new noise-sensitive developments, the local government shall have due regard to the provisions of Commission's *State Planning Policy—5.4 Road and Rail Transport Noise and Freight Considerations in Land Use Planning*. (<http://www.DPLH.wa.gov.au/publications/1182.asp>)

**2. Referral requirements for development on land abutting the Swan River Trust Development Control Area**

Applications for development on land that is outside the development control area but abutting land that is in the development control area, or which in the opinion of the local government are likely to affect waters in the development control area, shall be referred to the Swan River Trust for comment and recommendation before being determined by the local government.

**3. Referral requirements for development on land abutting other reservations**

Applications for development on land abutting land reserved in the MRS for purposes other than regional roads or Parks and Recreation (where the reservation corresponds with the Swan River Trust development control area and is covered by Clause 2, Section B of this notice) shall be referred to the public authority responsible for that reserved land for comment and recommendation before being determined by the local government.

In the case of land reserved for the purpose of Parks and Recreation, which is not vested or owned by another public authority, the applications shall be referred to the Department of Planning, Lands and Heritage before being determined by the local government.

**4. For the purpose of this Instrument of Delegation**

- Where an application is referred by the local government to a public authority for comment and recommendation, the public authority shall provide comment and a recommendation, if any, within 30 days of receipt of the application. If no comment or recommendation is received within that 30 day period the local government may determine the application on the available information.
- Where the recommendation provided by the public authority specified in the delegation notice is not acceptable to the local government the application, together with the recommendations provided by all public authorities consulted and the reasons why the recommendation is not acceptable to the local government, shall be referred immediately to the WAPC for determination.
- The powers delegated to a member or officer of a local government may only be exercised by a member or officer who has been delegated power from the local government to consider and determine applications for approval to commence and carry out development within the local government district under the local government's local planning scheme.

**Interpretation**

In this Instrument of Delegation, unless the context otherwise requires—

- A reference to a 'position' or 'classification' contemplates and includes a reference to its successor in title.
- "access" means both entry and exit from either a road or abutting development by a vehicle.
- "Commission" or "WAPC" means the "Western Australian Planning Commission".



18 January 2022

GOVERNMENT GAZETTE, WA

115

- “development” has the same meaning given to it in and for the purposes of the *Planning and Development Act 2005* or “development means the development or use of any land, including—
  - (a) any demolition, erection, construction, alteration of or addition to any building or structure on the land;
  - (b) the carrying out on the land of any excavation or other works;
  - (c) in the case of a place to which a Conservation Order made under section 59 of the *Heritage of Western Australia Act 1990* applies, any act or thing that—
    - (i) is likely to change the character of that place or the external appearance of any building; or
    - (ii) would constitute an irreversible alteration of the fabric of any building”.
- “local road” means a public road other than a private road or a road subject of reservation under Part II of the MRS.
- “not acceptable” means that the local government wishes to determine the application, as a delegate of the WAPC, in a manner that is inconsistent with the recommendation received from the public agency to which the local government was required to consult under this Notice of Delegation.
- Main Roads WA means Main Roads Western Australia
- “regional road” means any road designated under the region Scheme as follows—
  - (a) land coloured red in the Scheme Map—Primary Regional Roads; and
  - (b) land coloured dark blue in the Scheme Map—Other Regional Roads.
- “reserved land” means land reserved under Part II of the MRS.
- “road reservation” means land reserved for the purposes of a regional road in the MRS.
- “significant increase in traffic” means generating more than 100 vehicle trips in the peak hour and would therefore require a transport assessment to accompany the development application. Refer to the Commission’s *Transport Impact Assessment Guidelines*

Extract from Government Gazette #8 18 January 2022

---

## PLANNING

---

PL101

## CORRECTION

## PLANNING AND DEVELOPMENT ACT 2005

## INSTRUMENT OF DELEGATION

Del 2017/02 Powers of Local Governments and Department of Transport  
Metropolitan Region Scheme

Certain typographical errors were recorded in the Instrument of Delegation, made under the *Planning and Development Act 2005*, and published on 30 May 2017 from page 2738 to 2743 of the *Government Gazette*.

The errors are corrected as follows—

1. On page 2739, the text of Resolution C is deleted and replaced with the following words—  
“TO REVOKE its delegation of powers and functions to local governments and the Department of Transport as detailed in the notice entitled “DEL 2015/02 Powers of local governments and Department of Transport (MRS)” published in the *Government Gazette* on 18 December 2015, to give effect to this delegation.”

Extract from Government Gazette #105 2 June 2017 page 2761 18/187738

18 December 2018

GOVERNMENT GAZETTE, WA

4825

## PLANNING

PL402

### PLANNING AND DEVELOPMENT ACT 2005

#### AMENDMENT TO INSTRUMENT OF DELEGATION—POWERS OF LOCAL GOVERNMENT AND DoT

Notice of amendment to the Instrument of Delegation, Instrument of Delegation 2017/02—Powers of Local Governments and Department of Transport, Metropolitan Region Scheme, as gazetted on 30 May 2017

#### Preamble

Under section 16 of the *Planning and Development Act 2005* (the Act), the Western Australian Planning Commission (WAPC) may, by resolution published in the *Government Gazette*, delegate any function to a member, committee or officer of the WAPC or to a public authority or to a member or officer of a public authority.

In accordance with section 16 (4) of the Act, a reference in this instrument to a function or power of the WAPC includes and extends to, without limitation or restriction, any of the powers, privileges, authorities, discretions, duties and responsibilities vested in or conferred on the WAPC by the Act or any other written law as the case requires.

#### Resolution under section 16 of the Act (delegation)

On 12 December 2018, pursuant to section 16 of the Act, the WAPC resolved—

- A. To amend the Instrument of Delegation 2017/02—Powers of Local Governments and Department of Transport, Metropolitan Region Scheme as gazetted on 30 May 2017, as set out in Schedule 1 below.

SAM FAGAN, Secretary,  
Western Australian Planning Commission.

#### Schedule 1

##### 1. Instrument of delegation amended

The amendments within this Schedule are to the Schedules set out in the Instrument of Delegation 2017/02—Powers of Local Governments and Department of Transport, Metropolitan Region Scheme, as gazetted on 30 May 2017 and as amended.

##### 2. Amendment to Section A

1. The word “but excluding any application relating to large format digital signage” are deleted from clause 2.
2. Clause 3 is deleted.

##### 3. Amendments to Section B

1. The words in brackets “(excluding applications under clause 3, Section A)” are deleted from the title to clause 4.
2. Clause 5 is deleted.
3. In the interpretation section the terms “Large format digital signage” and “Public Authority” and their respective definitions, are deleted.

PL403

### PLANNING AND DEVELOPMENT ACT 2005

#### AMENDMENT TO INSTRUMENT OF DELEGATION—POWERS OF OFFICERS

Notice of amendment to the Instrument of Delegation to committees of certain functions of the Western Australian Planning Commission, as gazetted on 16 October 2015 and as amended.

#### Preamble

Under section 16 of the *Planning and Development Act 2005* (the Act), the Western Australian Planning Commission (WAPC) may, by resolution published in the *Government Gazette*, delegate any function to a member, committee or officer of the WAPC or to a public authority or to a member or officer of a public authority.

In accordance with section 16 (4) of the Act, a reference in this instrument to a function or power of the WAPC includes and extends to, without limitation or restriction, any of the powers, privileges, authorities, discretions, duties and responsibilities vested in or conferred on the WAPC by the Act or any other written law as the case requires.

**Resolution under section 16 of the Act (delegation)**

On 12 December 2018, pursuant to section 16 of the Act, the WAPC resolved—

- A. To amend the Instrument of Delegation 2018/01 Delegation to officers of certain powers and functions of the Western Australian Planning Commission as gazetted on 3 October 2018, as set out in Schedule 1 below.

SAM FAGAN, Secretary,  
Western Australian Planning Commission.

**Schedule 1**

**1. Instrument of delegation amended**

The amendments within this Schedule are to the Schedules set out in the Instrument of Delegation 2018/01—Delegation to officers of certain powers and functions of the Western Australian Planning Commission as gazetted on 3 October 2018.

**2. Amendment to Schedule 9**

Any reference to the title “Manager, Strategic Property Unit” is deleted and replaced with the title “Chief Property Officer.”

Any reference to the “Property Operations Manager” is deleted and replaced with the title “Manager, Acquisitions, Management, Disposals.”

**3. Amendment to Schedule 9**

The following row is inserted into to Schedule 9 after item 9.25 on page 3843 of the *Gazette*—

9.26. All powers and functions of the WAPC, pursuant to regulation 1 of the <i>Power of Entry and Inspection Regulations</i> .	<ul style="list-style-type: none"> <li>Any Compliance Officer</li> <li>Any other Officer of the Department</li> </ul>	Subject to the statutory limitations prescribed under regulation 1. With respect to any other Officer of the Department, only if accompanying a Compliance Officer
--	---	--

*Extract from Government Gazette #193 18 December 2018 page 4825 20/190775*

<b>Power Delegated to:</b>	Director Planning & Sustainability Manager Approval Services Coordinator Planning Services Specialist Planner – Approval Services Specialist Project Planner Senior Planners		
<b>Conditions on Delegation:</b>	Nil		
<b>Statutory Power to Sub-Delegate:</b>	Nil		
<b>Record Keeping Statement (LGA 1995)</b> s5.46(3) " A person to whom a power or duty is delegated under this Act is to keep records in accordance with regulations in relation to the exercise of the power or the discharge of the duty."	Any determinations made under this delegation are to be recorded in the appropriate register or file.		
<b>Compliance Links</b>	Financial Interest Return required – No		
<b>Delegation Administration:</b>			
<b>Decision Reference</b>	<b>Decision Reference</b>	<b>Decision Reference</b>	
1.	6.	11.	
2.	7.	12.	
3.	8.	13.	
4.	9.	14.	



## REVISIONS

Review	Council Item	Document Ref	Details
15.12.09	CE01-12/09	10/4539	
14.12.10	CS04-12/10	10/70284	
13.12.11	CS04-12/11	11/141585v1-2	
11.12.12	CS04-12/12	11/141585v3	
30.04.13	CS08-04/13	11/141585v4	
28.05.13	CS03-05/13	11/141585v4	
24.06.14	CS04-06/14	14/141221	
23.06.15	CS06-06/15	14/141221	
08.12.15	CS08-12/15	14/180898	
08.12.15	CS07-12/15	14/180898	
28.06.16	CE02-06/16	14/180898	
06.12.16	CE04-12/16	14/180898	
07.02.17	CE01-02/17	14/180898	
07.02.17	CE02-02/17	14/180898	
07.03.17	CE03-03/17	14/180898	Amendment to Delegation 8.3 - District Planning Scheme No. 2 - Development Control
07.03.17	CE02-03/17	14/180898	New Delegation of Authority - Public Health Act 2016 – Appointment of Authorised Officers
09.05.17	CE01-05/17	14/180898	New Delegation – Criminal Procedure Act 2004 – Appointment of Authorised and Approved Officers – Building Regulations 2012
09.05.17	CE04-05/17	14/180898	New Delegation – Health (Miscellaneous Provisions ) Act 1911 – Appointment and Authorisation of Deputy
09.05.17	CS05-05/17	14/180898	New Delegations – Pre-Qualified Supplier Panels (Delegations 6.11 – 6.14)
30.05.17	CE06-05/17	14/180898	Annual Review see 17/134814 for details
15.09.17	Administrative	14/180898	Administrative amendment to Delegation 7.29 – Public Health Act 2016 – Appointment of Authorised Officers
19.09.17	CE02-09/17	14/180898	Amendment to Delegation 7.30 – Health (Miscellaneous Provisions) Act 1911
09.10.17	Administrative	14/180898	Review of sub-delegations for Delegation 5.2 – Crossing from Public Thoroughfare to private land or private thoroughfare see 16/329065 for details
10.10.17	CE03-10/17	14/180898	Changes and Amendments to Delegations
13.10.17	Administrative	14/180898	Minor Amendment to Delegation 6.4 - Choice of Most Advantageous Tender
07.02.18	CE02-02/18	14/180898	Amendment to Delegation 7.10 – Bush Fires Act 1954 – Prosecutions
	Administrative	14/180898	Changes to position titles see 18/48479 for details
25.06.18	CE01-06/18	14/180898	Council Approval of Annual Review
20.07.18	18/203840	14/180898v2	CEO approval of annual review and renumbering of sub-delegations
20.02.18	18/274278	14/180898v2	Extension of sub-delegations to Operations Manager Community Service Delivery and Coordinator Community Safety
24.07.18	CE01-07/18	14/180898v2	Amendment to delegation Food Act 2008 – appointment of Authorised and Designated Officers
03.08.18	Administrative	14/180898v2	Administrative amendments. See 18/313146 for details
16.08.18	Administrative	14/180898v2	Administrative amendments. See 18//33025 for details
21.08.18	CE01-08/18	14/180898v2	Amendments to delegations
28.08.18	18/333701	14/180898v2	Removal of sub-delegations to Operations Manager Community Service Delivery
21.09.2018	18/389558	14/180898v2	Extension of sub-delegations for administration of the City of Wanneroo Bee Keeping Local Law 2016

Review	Council Item	Document Ref	Details
18.10.2018	18/306398	14/180898v2	Amendments to delegations
24.10.2018	18/455559	14/180898v2	Administrative amendment to Delegation 2.10.3 Development Control
04/06/2019	19/197120	14/180898V2 14/180898V3	Annual Review Amended Version (Current)
12/07/2019	CEO	19/217438	Addition of Delegation 1.2.6 Public Places and Local Government Property Local Law
26/09/2019	Administrative	19/376416	Changes to position titles
11/10/2019	Administrative	19/394864	Removal of Operations Manager Business and Finance and removal of Operations Manager Asset Operations and Services
25/10/2019	CEO	19/362166	Additional sub-delegation to Delegation 1.2.6 Public Places and Local Government Property Local Law
2/12/2019	CEO	19/470186	Additional sub-delegation to Delegation 1.1.24 Waiver, Grant of Concession or Write Off of Monies Owing
22/01/2020	CEO	20/13521	Change of Delegation 1.2.6 from Manager Communications & Brand to Manager Place Management following restructure of respective service units.
29/01/2020	Administrative	20/34041	Clarification of how 35 days is calculated.
30/06/2020	CE01-06/20	14/180898v4	Annual Review
20/07/2020	SCS01-07/20	20/291734	Addition of Delegation 1.1.33 – Grant of Concession on Council Rates
22/07/2020	Administrative	20/310315	Change to delegation 2.9.1 – Strata Titles Act in line with change to legislation
23/07/2020	Administrative	20/311419	Change to delegation 4.5 – Health (Miscellaneous Provision) Act 1911 – Appointment and Authorisation of Deputy to provide clarity to the function and the positions appointed.
4/11/2020	CEO	20/418596	Change to delegation 1.1.26 – Removal of sub-delegation from Manager Finance and Coordinator Rates & Accounts and ability for Director Corporate Strategy & Performance to exercise delegation of condition b) from Council.
7/12/2020	Administrative	20/533822	Changes made due to changes in legislation.
16/12/2020	Administrative	20/559662	Additional changes made due to legislative amendments relating to authorisations (SL 2020/213 and 2020/212)
16/03/2021	CE02-03/21	21/60182	Addition of Delegation 1.1.34 – Obstruction of Footpaths and Thoroughfares
19/03/2021	CEO	21/86894	Change to Delegation 1.1.26 – Removal of condition to limit decisions under condition b) of the delegation to be limited to CEO and DCSP.
31/05/2021	CEO	21/223785	Addition of Manager Finance as a sub delegate with conditions
15/06/2021	CE03-06/21	14/180898v5	Annual Review
7/12/2021	PS05-12/21	21/458668	Addition of delegation 2.10.6 – Management of Development Contribution Plans
17/02/2022	Administrative	CE01-10/21	Amendment to reference to the Animals Local Law from 1999 to 2021
18/03/2022	Administrative	PS02-02/22	Amendment to reference to the Fencing Local Law from 2016 to 2021
14/06/2022	CE03-06/22	14/180898v6	Annual Review
29/06/2022	Administrative	22/243939	Amendment to designation of CBFCO as per legislation.
13/09/2022	CE03-09/22	22/323074	Addition of Delegation 1.1.35 (Appointment of Poundkeepers) and amendment to Delegation 1.2.7 (Appointment of Authorised Persons)

Review	Council Item	Document Ref	Details
12/11/2022	Administrative	PS10-10/22	Repeal of Private Property Local Law 2001 (GG153/2022)
22/11/2022	Administrative	CP06-11/22	Gazettal of Bush Fire Brigades Local Law 2022 (repeal of Bush Fire Brigades Local Law 2001) (GG166/2022)
12/06/2023	Administrative	CS03-06/23	Change to delegation 1.1.28 – Ministerial Order in relation to financial hardship provisions under the Local Government (COVID-19) Amendment Order ended 3 February 2023.
12/06/2023	CE02-06/23	14/180898v8	Annual Review – Administration (Internal Copy)
12/06/2023	CE02-06/23	23/200215	Annual Review – Website Copy (External Copy)
12/10/2023	Administrative	23/353411	Manager Finance title changed to Chief Financial Officer update reflected in delegations 1.1.22, 1.1.23, 1.1.24, 1.1.25, 1.1.26 and 1.1.29
19/12/2023	Administrative	23/437872	Scheme Amendment 172 requires changes to delegation text
21/05/2024	CE02-05/24	14/180898v9	Annual Review (internal & external copy)
		14/180898v10	Annual Review (internal & external copy)

## Advocacy & Economic Development

### CE05-11/24 Enterprise Funding Agreement with CORE Innovation Hub to continue activation of the Australian Automation and Robotics Precinct

---

File Ref: 46488 – 24/358248  
Responsible Officer: Chief Executive Officer  
Attachments: 2

#### Issue

To consider entering into a new 3-year Enterprise Funding Agreement with CORE Innovation Hub (**CORE**) to facilitate continued activation of the Australian Automation and Robotics Precinct (**AARP**) in the Neerabup Industrial Area.

#### Background

The AARP is located within the Neerabup Industrial Area (**NIA**) and is purpose-built for testing, research and development, and training in autonomous, remote operations and robotic systems and equipment. The precinct, developed by the State Government through DevelopmentWA, provides local, national, and global companies with a unique testing and development environment that is one of the biggest facilities of its kind in the world.

Facilities at the 51-hectare site include a Common User Facility (to be officially opened 15 November 2024), with provision for co-working offices, research and development spaces, laboratories, workshop facilities, and showcasing areas.

In August 2022, DevelopmentWA appointed CORE to operate and activate the AARP.

At the Ordinary Council Meeting held on 12 September 2023, Council considered report CE03 09/23 (Sponsorship Agreement with CORE Innovation Hub to activate the Automation and Robotics Precinct) and endorsed the following:

*“That Council:-*

1. *AUTHORISES the CEO to negotiate and enter into a 12-month Sponsorship Agreement with CORE Innovation Hub to the total value of \$60,000 (\$50,000 excl. GST plus in-kind support from the City to the value of \$10,000), to facilitate activation of the Australian Automation and Robotics Precinct;*
2. *NOTES that the details of the activities and deliverables by CORE Innovation Hub will be outlined in the final sponsorship agreement and will include but not be limited to:*
  - a) *Business engagement and support for local businesses;*
  - b) *AARP programs and tailored industry events for City of Wanneroo businesses;*
  - c) *Publicity of the AARP and the City’s brands to promote Neerabup and Wanneroo as a business destination; and*
  - d) *City of Wanneroo will have exclusive Foundation Partner sponsorship rights in the local government sector.*
3. *NOTES that the final Sponsorship Agreement with CORE Innovation Hub will be reviewed following its delivery and acquittal to determine whether a future agreement or agreements will be developed as the precinct expands.”*

As per the resolution, the final Sponsorship Agreement was executed on 20 September 2023 and the 12-month term of the agreement has now expired. A review of the outcomes of the Sponsorship Agreement has been undertaken by Administration and determined that a further agreement should be considered.

## Detail

An overview of the key outcomes achieved by CORE as part of the 1-year Sponsorship Agreement with the City of Wanneroo (the **City**) include:

1. Business Engagement and Support
  - CORE collaborated with the City to provide extensive support services to local businesses including tailored, needs-based support to businesses (e.g. Australian Flow Batteries) at the AARP, aligned with the City's Business Support Service.
2. AARP Programs and Tailored Events
  - 12 businesses participated in the AARP Start Program, five of these were sponsored by the City of Wanneroo.
  - The City was named as a sponsor for key AARP programs including AARP Activate and the AARP Signature Series events.
  - The City hosted four demo days which were open to the public as well as two private tours exclusively for key City stakeholders with speaking roles for the City at all events.
  - The City continues to be acknowledged as a Foundation Partner.
3. Brand Exposure and Business Promotion
  - The City of Wanneroo's logo is prominently displayed on the AARP website, newsletter and digital platforms, recognising the City as a Foundation Partner (to a database of approx. 1,100 companies).

The initial agreement enhanced support for local businesses, promoted the AARP and City of Wanneroo brands, and strengthened the City's role in driving regional economic growth. A summary of achievements for the year to September 2024 is shown at **Attachment 1**.

The outcomes of the Sponsorship Agreement have far exceeded the City's expectations, particularly in terms of attracting significant investment and new businesses to the region. Early users of the AARP include notable companies such as IMDEX, and ASX-listed leading global mining technology company, Autonomous Solutions Inc Mining, a US-based robotics firm, and RCT Global, a global leader in smart technology enablers, further showcasing the precinct's potential as a hub for innovation and industry growth.

In addition, a preliminary review of the AARP, using an economic impact assessment model based on user company surveys and secondary data, outlines its' potential economic impact. The report, authored by University of Melbourne Professor Julie Miao (**Confidential Attachment 2**), outlines the significant value delivered in the AARP's early stages, including the provision of specialised infrastructure to accelerate critical technologies, particularly robotics and automation systems, in key sectors like mining and energy.

The report estimates the AARP could generate between \$453M and \$608M in economic impact for Western Australia by 2030, with 80% of the value captured by local and regional businesses and organisations.

Local job growth in the City of Wanneroo continues to lag behind population growth with the number and diversity of local job opportunities remaining the top economic challenge identified in the City of Wanneroo Economic Development Strategy 2022 – 2032 (**EDS**). One of the key outcomes identified in the EDS is that the Australian Automation and Robotics Precinct needs to be enabled, established and well utilised in the NIA.



The NIA, including the AARP, will play a significant role as a key strategic employment location supporting the delivery of the EDS outcomes.

Continuing collaboration with CORE to activate the AARP will support the broader NIA development and attract a diverse industry base. It also aligns with Goal 3 of the City's Strategic Community Plan 2021 – 2031 "A vibrant, innovative City with local opportunities for work, business and investment" and impacts the below five priorities identified under this goal in the Strategic Community Plan:

1. **Strong and diverse local economy** – the AARP operates as a development and testing ground for the future of automation, robotics and remote operations in Western Australia. By supporting innovation, research, and industry growth in automation and robotics, the City promotes economic resilience, creates diverse local employment opportunities, and strengthens its business ecosystem across sectors.
2. **Attract and support new and existing business** – the AARP offers startups, SMEs, and established industries access to advanced facilities, networks, and services, enabling them to develop their capacity. With industry users such as ASX-listed IMDEX and US-based robotics firm ASI Mining on-site, the AARP fosters innovation and business growth. This collaborative environment helps local businesses thrive, contributes to economic diversification, and strengthens Wanneroo's position as a hub for cutting-edge technology and industry development. AARP users can access facilities, information, networks and services across the CORE hub ecosystem to assist them in developing capacity, allowing them to thrive and contribute to a strong local economy.
3. **Plan, develop and activate employment locations** – the AARP creates a world-class environment for industry collaboration and innovation, attracting businesses and enhancing accessibility to employment opportunities. By supporting the development of cutting-edge automation and robotics technologies, the AARP strengthens Wanneroo's economy, fosters diverse job creation, and positions the area as a hub for advanced industries, driving long-term economic growth and activation of the NIA as a key employment location.
4. **Develop local jobs and skills** – the AARP creates sustainable employment opportunities in key sectors like resources, defence, agriculture, space, logistics and advanced manufacturing, while offering training and skill development. This supports local businesses, enables workforce growth, and strengthens Wanneroo's economy.
5. **Opportunities for investment** – the AARP positions Wanneroo as a prime destination for public and private investment. As Australia's largest automation and robotics hub, the AARP enhances the region's innovation infrastructure and strengthens Wanneroo's reputation for attracting diverse industries. With significant investment from the State Government, international and national businesses, the AARP drives economic growth and development in the NIA, leading to increased demand and improved land values.

Given the success of the initial agreement with CORE, it is proposed that the City enter into a further three-year Enterprise Funding Agreement valued at up to \$225,000 (up to an average of \$75,000 per year). The City and CORE will review the agreement annually to ensure performance and achievement of the agreed terms. While the previous agreement was initiated under the City's Sponsorship Policy, a review of the initiative has indicated that it aligns far better with the City's Enterprise Funding Policy objectives and outcomes.

Administration, together with CORE, have identified the below activities and opportunities for co-investment and collaboration to be included in the new Enterprise Funding Agreement to ensure ongoing activation and the economic development potential of the AARP is achieved:

- **Business Engagement and Support:** CORE will collaborate with the City to provide comprehensive support services to local businesses. This includes tailored, needs-based support for new and existing businesses located at the Australian Automation and Robotics Precinct (AARP), aligned with the City's Business Support Service.

- **AARP Programs:** City of Wanneroo businesses will have exclusive opportunities to participate in AARP programs, including AARP Start, AARP Community Coffee Series, AARP Sundowner Series and the Global Robotics and Automation Technology Showcase.
- **Tailored Events:** The City will have opportunities to host events throughout the year at the Common User Facility, including demo days and VIP tours, with speaking roles available for City representatives at all relevant events. The City will continue to be acknowledged as a Foundation Partner during these events.
- **Brand Exposure and Business Promotion:** The City of Wanneroo's logo will be prominently displayed on the AARP website and digital platforms, recognising the City as a Foundation Partner. The logo will also be displayed at the AARP Common User Facility following its official opening in November 2024, with a hot desk available for City staff and agreed partners such as the WBA.
- **AARP HQ Access:** The City will have a dedicated City of Wanneroo zone reserved for local businesses to access the facility.

In addition to the above, the City will continue to support the growth and success of the AARP through operational activities and through existing channels.

The above activities are broadly similar but at greater scale to the activities delivered in the initial agreement with the addition of initiatives that leverage the new Common User Facility.

## **Consultation**

Administration has continuously engaged with CORE over the past year to ensure that the AARP is successful and optimises its impact on the economy. The strong working relationship has enabled the development of a robust draft agreement that if implemented will further strengthen the City's reputation as a place for innovation across diverse industries. Informal consultation with businesses operating within the AARP has reinforced the importance of the AARP operation as a contributor to the economy.

## **Comment**

The first year of the agreement with CORE has seen excellent outcomes for the City. This is supported by evidence in the form of the attached economic impact assessment of the AARP. A potential impact for Western Australia to 2030 of up to \$608m will serve to benefit mostly City of Wanneroo residents and businesses.

The presence of the AARP in the City of Wanneroo at the Neerabup Industrial Area provides a unique opportunity for the City to leverage the facility to enhance the City's reputation as a place for innovative and strategic industries to locate. The outcomes will be that local knowledge workers, particularly those employed in professional and technical roles, will have more opportunities to work closer to home.

As a major landowner and developer in the Neerabup Industrial Area, the success of the AARP will contribute to the City's prosperity through uplift in property values, growth in strategic industries, development of an innovation cluster, and the generation of strategic employment.

## **Statutory Compliance**

Nil

## Strategic Implications

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

- 3 ~ A vibrant, innovative City with local opportunities for work, business and investment*  
*3.1 - Strong and diverse local economy*

## Risk Appetite Statement

In pursuit of strategic objective goal 3, we will accept a Medium level of risk, extended to High in the areas of where there may be Governance, Community / Reputation & Financial / Commercial impacts. For the City to realise a future role as a self-sustainable, vibrant and viable business and corporate centre, the City recognises higher risk will be required to attract investors, build a contemporary environment which ensures regulation is efficient but effective and realise a higher return on investment for the City. It is recognised that land acquisitions, environmental development and management processes and community support could all be challenged in the short term to realise the future successful offset of longer-term strategic risk.

## Risk Management Considerations

Risk Title	Risk Rating
ST-S12 Economic Growth	Medium
Accountability	Action Planning Option
Chief Executive Officer	Manage

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

## Policy Implications

The City's Sponsorship Policy was used as the guiding framework for the development of the initial agreement with CORE. The proposed further 3-year agreement aligns better with the purpose of the Enterprise Funding Policy:

*"The purpose of this policy is to outline the City of Wanneroo's (the **City**) commitment to developing, promoting and supporting strategic opportunities, initiatives and projects through the provision of Enterprise Funding to meet strategic objectives by:*

- Supporting local businesses to innovate and grow;*
- Stimulating major investment;*
- Driving economic growth and diversification; and*
- Creating and retaining local employment opportunities."*

One of the key objectives of the Enterprise Funding Policy is to 'Drive job creation through expansion of strategic industries and the local economy'. The proposal is well aligned to this key objective.

## Financial Implications

\$50,000 in funds has been allocated in the adopted 2024/25 Communications and Brand Sponsorship budget. Given that this proposal will now be initiated under the Enterprise Funding Policy, these funds will be transferred to the Advocacy and Economic Development budget to contribute towards the first year of funding.

A further \$25,000 will be utilised from the current Advocacy and Economic Development budget in the interim period, and a request to replace these funds will be initiated as part of the mid-year budget review.

Funding for years two and three of the agreement will be budgeted through the usual annual process.

## Voting Requirements

Simple Majority

## Recommendation

**That Council:-**

1. **AUTHORISES** the Chief Executive Officer to negotiate and enter into a 3-year Enterprise Funding Agreement with CORE Innovation Hub up to the total value of \$225,000 (up to an average of \$75,000 excl. GST per annum), to continue to facilitate activation of the Australian Automation and Robotics Precinct;
2. **REQUESTS** that the Chief Executive Officer include up to \$25,000 in the Mid-Year Budget Review to add to the existing budgeted \$50,000 for the 2024/25 financial year;
3. **NOTES** that the details of the activities and deliverables by CORE Innovation Hub will be outlined in the final 3-year Enterprise Funding Agreement and will include but not be limited to:
  - a) **Business engagement and support for local businesses;**
  - b) **AARP programs and tailored industry events for City of Wanneroo businesses;**
  - c) **Access to co-working space in the Common User Facility for business meetings;**
  - d) **Publicity of the AARP and the City's brands to promote Neerabup and Wanneroo as a business destination; and**
  - e) **City of Wanneroo will continue to have exclusive Foundation Partner rights in the local government sector and the City's logo will be displayed on all relevant material including at the AARP Common User Facility.**
4. **NOTES** that the final 3-year Enterprise Funding Agreement with CORE Innovation Hub will be reviewed by Administration annually to ensure delivery is on track; and
5. **NOTES** that the final 3-year Enterprise Funding Agreement with the City of Wanneroo will be conditional on CORE Innovation Hub having in place an ongoing agreement with DevelopmentWA to manage the AARP.

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

*Attachment 2 - AARP Economic Impact Report - Innovation Infrastructure*

*24/378263*

### Attachments:

1. [Attachment 1 - CORE Innovation Hub City of Wanneroo Sponsorship Summary - 2023/24](#) 24/380422

2. *Attachment 2 - AARP Economic Impact Report - Innovation Infrastructure*

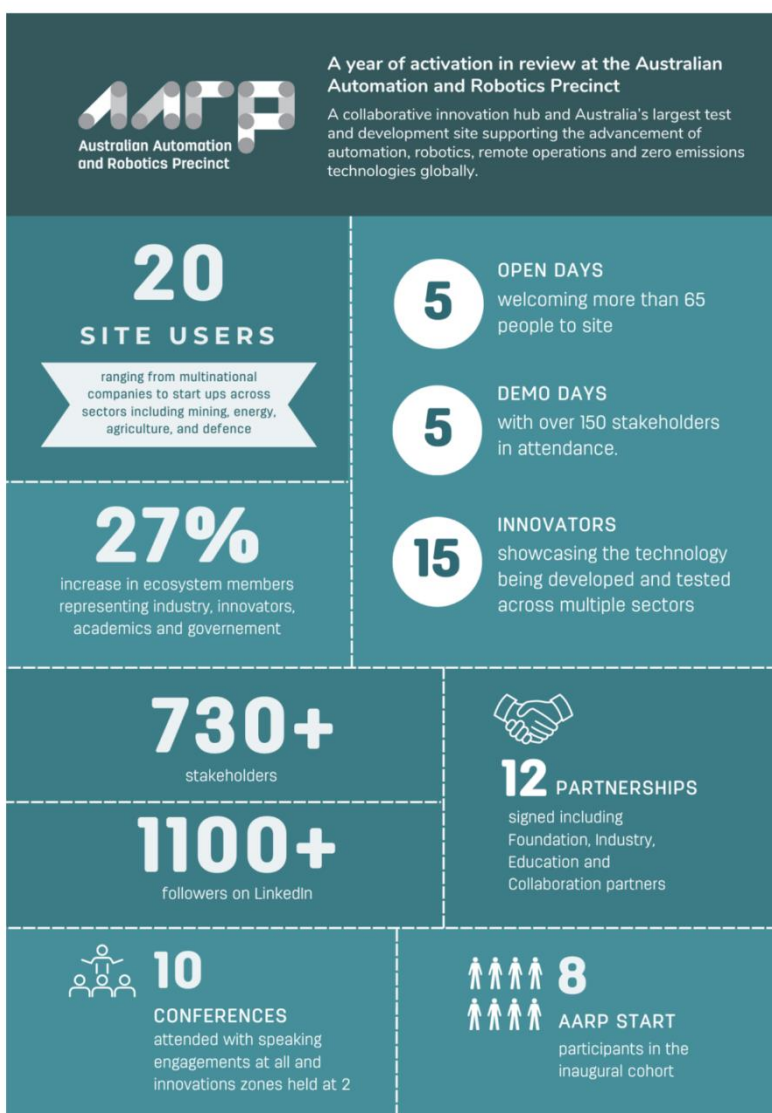
*Confidential*

**City of Wanneroo | The Australian Automation and Robotics Precinct**  
**Foundation Partner Summary**  
**September 2023 - September 2024**

**Sponsorship Deliverables:**

- Business Engagement and Support
- AARP Programs and Tailored Industry Events - AARP Start, AARP Activate, Signature Series and Wanneroo Industry Demo Days
- Strengthening the City of Wanneroo Brand and Reputation

***A year-in review snapshot of the Australian Automation and Robotics Precinct***





## **Business Engagement and Support**

The AARP team have a strong and collaborative relationship with the City - which includes updates on new businesses accessing the Precinct, as well as invitations to attend the various demo days, speaking opportunities and exclusive networking events to connect with businesses 1:1. This provides the City a good opportunity to gain a better understanding of the types of support and services new businesses require - and have been closely connected with the AARP community. The interim site office at the AARP provided an informal environment for the City to connect with businesses, however the soon-to-be launched AARP Headquarters will provide the opportunity for a City representative to have casual coworking access.

## **AARP Programs and Tailored Industry Events**



**AARP START**

**A Test Bed for your Automation and Robotics Startup.**  
Are you an entrepreneur, game-changer or challenger in the automation and robotics space, looking for a boost to accelerate your growth?

The 12-week AARP Start program is designed to help unlock your potential and gain entry to the Australian Automation and Robotics Precinct (AARP) for developing, testing and demonstrating your robotics and automation technology in an industrial setting, across mining, resources, energy, renewables, remote operations, agriculture, construction and more.

**Benefits**

- **Test Bed Access:** 25 min from the Perth CBD, the AARP provides an enabling and accessible test environment.
- **Demonstrate and Showcase:** Leverage visibility, video content and media opportunities to showcase your technology with customers, including at AARP Dirt Lab Demo Days.
- **Connection and Colocation:** Be connected in the automation and robotics ecosystem of entrepreneurs, industry, investors, researchers, students and government; and make use of a full-time desk at CORE Innovation Hub Perth, with access to CORE's Adelaide and Pilbara Hubs.
- **CORE Start Program:** Join a peer-group of innovators across the mining, resources and energy sectors and gain insights and knowledge, with access to mentoring, business workshops, industry case study sessions, and networking events and opportunities.
- **AARP Start Directory:** Be included in an AARP technology directory to connect and collaborate and with visibility to industry customers.

**Who Can Apply?**

We welcome startups with a focus on industrial automation and robotics, including field robotics, autonomous vehicles, autonomous systems, AI, computer and machine vision and IoT. Across various stages from concept and design, prototyping and testing, to scaling and manufacturing.

**About the AARP**

The AARP is Australia's largest research, development, testing, training and demonstration ground for automation, robotics, remote operations and zero emissions technology. The Precinct has been purpose-built to accelerate innovation for local, national and global organisations across a range of sectors. With its unique range of test beds across 51 hectares, the site provides small to large enterprises with an unparalleled opportunity to accelerate industrial technology development and test and scale without interrupting normal production activities.

Apply Now Register your interest in AARP Start [here](https://aarpwa.com.au) or contact [aarp@corehub.com.au](mailto:aarp@corehub.com.au) for more information.

[aarpwa.com.au](https://aarpwa.com.au)

Industrial Lands Authority

Shaping our State's future

Sponsored by **City of Wanneroo**

Privately operated by **CORE** Innovation Hub

Development WA

## **AARP Start**

There were a total of 12 participants as part of the AARP Start program - 5 of these places sponsored by the City. Companies included *Jevons Robotics*, *Australian Flow Batteries*, *Metal Gear Industries*, *ECU Engineering*, and *Solar Energy Robotics*. The sponsorship gave the businesses access to the test beds, opportunities to showcase during demo days, access to networking events and mentorship through the CORE Start program and connection to the broader robotics and automation ecosystem.



**ACTIVATE**

Showcase your latest technology and connect with industry peers

AARP Activate is a dynamic industry program that provides a platform for showcasing and promoting the leading and latest capabilities in automation and robotics at the Australian Automation and Robotics Precinct (AARP).

The program provides an opportunity for industry and technology companies to connect as early activators in this exciting and evolving space.

The program will provide an opportunity to bring together industry and technology companies who have developed and implemented automation and robotics solutions. You will engage and learn from a different company each month, build new connections and keep abreast of the exciting developments in this space.

The program will see a combination of on-site demos, guest speakers and panel-style discussions plus networking opportunities monthly. It will give your company an opportunity to demonstrate and engage around your latest technology, and connect with industry peers to deep dive into some of the broader challenges facing your business.

The AARP is being developed as a world-class facility that is dedicated to testing, developing and adopting automation and robotics solutions and capability in mining, resources and energy, renewables, remote operations and more.

**Benefits**

- Ready and low cost access to a demonstration test bed and organised demo days.
- Case study knowledge sharing sessions with a targeted audience.

- Opportunity to host a business focused event.
- Visibility and co-branding as an early activator (e.g. interview with senior leader of the business, Ministerial opportunity, article or blog with industry media).
- A hot desk at CORE Innovation Hub Perth to connect with a community of innovators across the mining, resources and energy sectors.

**Who can apply?**  
We welcome industry and established technology companies, including METS, and suppliers with innovation and applications in industrial automation and robotics, including field robotics, autonomous vehicles, autonomous systems, AI, computer and machine vision, IoT and interoperability.

**Apply Now**  
Register your interest in AARP Activate [here](#) or contact [aarp@carehub.com.au](mailto:aarp@carehub.com.au) for more information.

Sponsored by 

**AARP**  
Australian Automation and Robotics Precinct

### AARP Activate Program

IMDEX, Fortescue Future Industries, RCT Global, Tribe Tech, Jevons Robotics, and Autonomo were some of our early AARP Activate Users, with 5 out of 6 of these businesses converting into long term Users of the Precinct. Through the City's sponsorship, these businesses were able to access the test beds at a subsidised cost, and had the opportunity to present as part of the AARP Demo Days. Most of these businesses have grown their teams as part of the activities on site - further adding to the local economy.

### AARP Signature Series

The AARP Signature Series is a series of events designed to bring together thought leaders and customers in a focused industry to discuss real-world challenges and use cases where innovation in robotics and AI can provide solutions. It offered a platform for startups to share their innovative technology and solutions that can be adopted and tested in mining and other sectors. Through the City's sponsorship, the following three collaborative events were held:

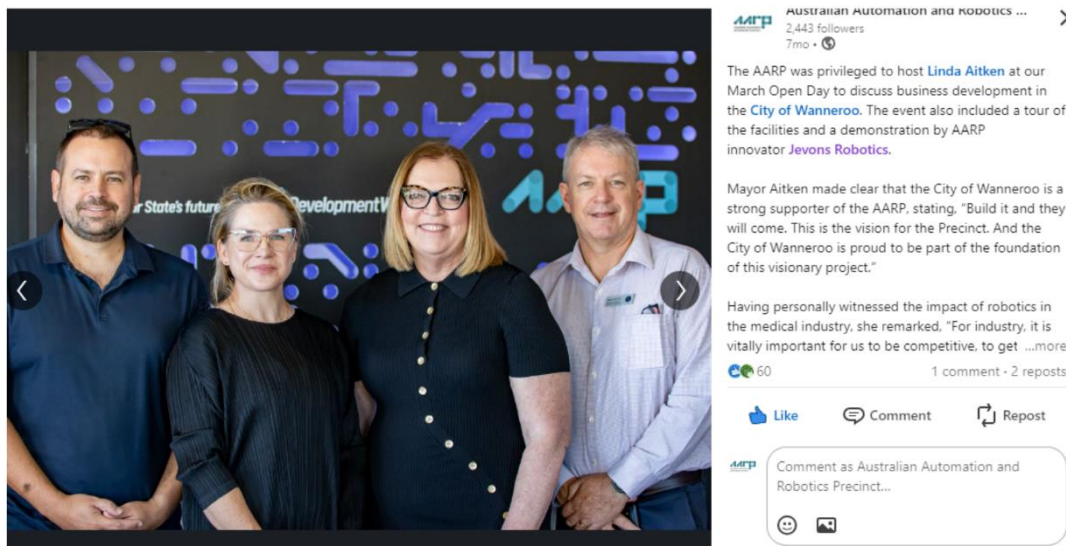
- AARP | Digitilisation in Mining (November 2023) - with a focus on the mining and resources sector
- AARP | EvokeAG (February 2024) - with a focus on primary industries (particularly the agriculture) sector
- AARP | AROSE (June 2024) - with a focus on the space sector

## City of Wanneroo Industry Demo/Open Days

### March 2024

Details and link to the blogpost can be found here:

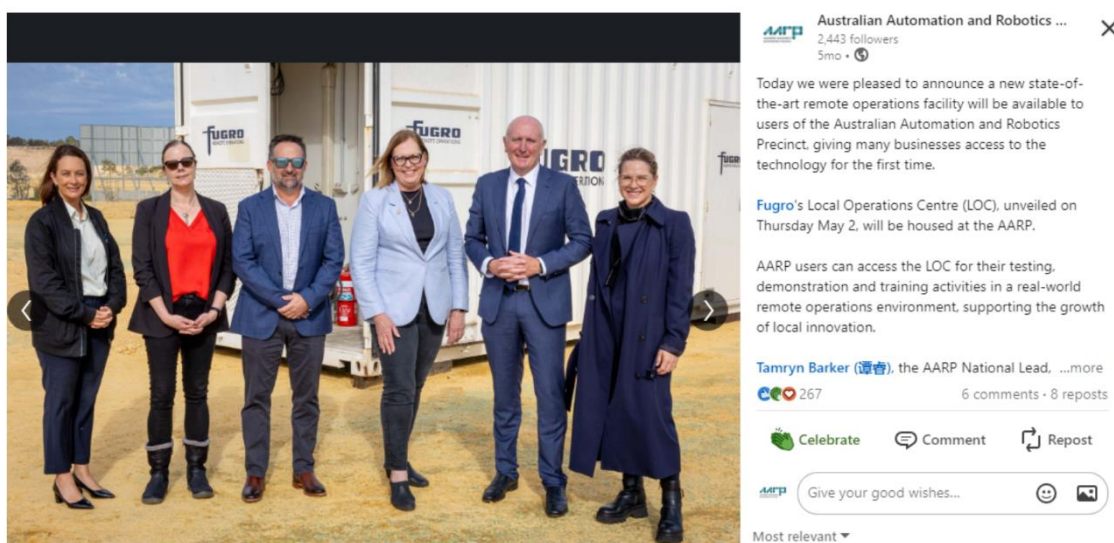
<https://www.theaarp.com.au/city-of-wanneroo-open-day/>



### May 2024

Link to the media release of the launch of Fugro's Local Operations Centre (LOC):

<https://www.theaarp.com.au/loc-it-in-aarp-unveils-integration-of-fugros-remote-operations-technology/>



In addition, the AARP team have coordinated and managed site visits for the City of Wanneroo, including with local Councillors and with Ms Tracey Roberts MP, Member for Pearce.



### Strengthening the City of Wanneroo Brand and Reputation

- The City of Wanneroo is listed on the AARP website as a Founding Partner: <https://www.theaarp.com.au/partners/>, including digital and social media channels (as per examples above)
- Highlighted in the AARP monthly newsletters (database of approx 1100+ companies)
- Included in digital promotional material (as per above programs and events)
- The City has been given an exclusive invitation to the AARP HQ Launch on Nov 15th (closed Media and press event with Ministers) and will be given the opportunity to deliver an address at the AARP West Tech Fest showcase on Wed Dec 4th
- The recent study CORE conducted in partnership with the University of Melbourne, to ascertain the early economic impact of the AARP has significant benefits for the City's brand and reputation (key statistic as shown below)

The Australian Automation and Robotics Precinct is an initiative of



Founding Partners



Leading Australia's  
Technology Future



### INFRASTRUCTURE FOR INDUSTRIAL SCALE INNOVATION

#### Strengthening economic development impact

##### What is Innovation Infrastructure?

*"The physical infrastructure for innovation-driven enterprise at all stages of their growth to test and validate product and technology innovations that help to accelerate competitive edge nationally and globally."*



Early estimate between \$450-600M of economic impact for WA from AARP over the next from 5 years, with 80% of the value to be captured by local and regional businesses.



## Item 9 Motions on Notice

### MN01-11/24 Cr Bedworth - Changing Places Clarkson Town Centre

---

File Ref: 43312 – 24/377764  
Author: Cr Phil Bedworth  
Action Officer: Director Community & Place  
Disclosure of Interest: Nil  
Attachments: Nil

#### Issue

To ascertain the capability to provide a Changing Places facility within the Clarkson Town Centre vicinity, due to there being no such facility for people with additional support needs in this highly attended location.

#### Background

Changing Places facilities provide people with additional needs a venue where their personal hygiene requirements can be met, due to standard accessible toilets being unable to meet their necessities. These facilities provide essential features like height-adjustable adult-sized changing tables, ceiling track hoists, and sufficient space to accommodate both the user and their carer. This setup ensures that individuals with high support needs can maintain their dignity, hygiene, and comfort while accessing public spaces. In essence, Changing Places facilities promote *inclusivity* by enabling all members of the community to participate fully and more often independently in public life.

There are currently no such facilities for the community north of Wanneroo Town Centre and only one planned for the Alkimos Aquatic and Recreation Centre.

This motion seeks to introduce the facilities in a busy shopping and entertainment area which are needed to meet the basic rights of all community members to participate and enjoy the more frequented areas of our city without significant limitations.

#### Detail

Clarkson Town Centre is a vibrant and bustling area, serving as a focal point for community activities and services. This includes a well-attended library, Ocean Keys Shopping Centre, Hardware Superstore, medical centres, food and beverage locations, and the Clarkson Youth Hub to mention but a few. To ensure inclusivity and accessibility for *all* community members, it is essential to provide a Changing Places facility for our community members (and any carers) who have additional support needs. This motion outlines the benefits, necessity, and detailed requirements of such a facility for the Clarkson Town Centre community.

A Changing Places facility includes the following essential features to accommodate individuals with high support needs as a minimum:

- Height-adjustable adult-sized change table: This feature ensures that individuals who need assistance with changing have a safe and comfortable surface.
- Constant-charging ceiling track hoist system: This system allows for the safe and easy transfer of individuals with mobility impairments.
- Centrally-located peninsula toilet: Positioned for ease of access, this toilet provides more space and privacy for users and their carers.
- More circulation space than standard accessible toilets: The facility includes ample space for manoeuvring, making it easier for carers and individuals to move around.



- Automatic door with a clear opening of at least 950mm: Wide doors ensure easy access for individuals using mobility aids.
- Privacy screen: This provides additional privacy for users, enhancing their dignity.
- Large, accessible washbasin: Ensuring that the sink is at a height that is usable for all individuals, including those in wheelchairs.
- Slip-resistant flooring: Ensures safety and ease of movement within the facility.

Clarkson Town Centre hosts a variety of community services, retail outlets, and recreational facilities which attract a diverse range of visitors, including those with additional support needs. The provision of a Changing Places facility is necessary to support a fully immersed and growing Community. Clarkson is experiencing ongoing development and population growth, increasing the demand for accessible facilities. The demographic includes individuals with disabilities who need specialised facilities that standard accessible facilities cannot provide.

A Changing Places facility will attract more visitors, including families with members who have additional support needs, thereby fostering greater community participation in local events and activities. This facility will also support inclusive events at the town centre, allowing everyone to participate equally. It will also promote inclusivity by ensuring that all community members, regardless of their support needs, can access and enjoy the facilities and services offered in Clarkson Town Centre. This aligns with broader societal goals of inclusivity and accessibility.

An additional added benefit to this will be more support of local Businesses. A more inclusive environment will encourage more people to visit and spend time in the town centre, benefiting local businesses and services. Accessible facilities can also lead to longer visits, as individuals with additional support needs will have the necessary amenities to stay comfortably, and their carers will have access to the apparatus required to assist them.

## Consultation

Nil

## Comment

Providing a Changing Places facility in Clarkson Town Centre is a crucial step towards ensuring accessibility and inclusivity for all patrons. The benefits of enhanced accessibility, increased inclusivity, improved dignity and freedom, and greater community engagement make this initiative a valuable investment for the community. With the support of government funding and strong community backing, Clarkson Town Centre can successfully implement this facility and continue to serve as a welcoming and inclusive activity centre.

## Statutory Compliance

The statutory compliance for 'Accessible Adult Change Facilities' (based on the Changing Places design) is governed by the National Construction Code (**NCC**) and Building Code of Australia (**BCA**). From 1 May 2019, one unisex Accessible Adult Change Facility must be provided in:

- Class 6 buildings: shopping centres – with a design occupancy of not less than 3,500 people.
- Class 9b sports venues – with a design occupancy of not less than 35,000 spectators or contains a swimming pool that has a perimeter of not less than 70m.
- Museum and art gallery (or similar) buildings – with a design occupancy of not less than 1,500 patrons.
- Theatre and entertainment venues – having a design occupancy of not less than 1,500 patrons.
- Domestic and international passenger airports.

The National Construction Code does not require that Accessible Adult Change Facilities be accredited as Changing Places toilets. However, toilets built according to the Changing Places design standards will generally meet the Deemed-to-Satisfy Provisions of the National Construction Code.

## 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-S26 Resilient and Productive Communities	Medium
Accountability	Action Planning Option
Director Community & Place	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 are in place/have been developed to manage/mitigate this risk.

## Policy Implications

Planning, acquisition, operation, maintenance, renewal and disposal of City assets need to be compliant with the City's Asset Management Policy.

## Financial Implications

The Federal and State Governments have previously committed to providing funding for Changing Places facilities across the country. This support would reduce the impact to municipal funding to implement a Changing Places facility in Clarkson Town Centre.

The development of a needs and feasibility study for a Changing Places facility in the Clarkson Town Centre will require a budget of \$25,000 for an external consultant to undertake the work on behalf of the City.

## Voting Requirements

Simple Majority

## Recommendation

### That Council:-

1. **REQUESTS that the Chief Executive Officer undertake a needs and feasibility study for a Changing Places facility in Clarkson Town Centre, inclusive of recommending a suitable location, and report the outcomes to Council Members via a Briefing Note by June 2025;**
2. **REQUESTS that the Chief Executive Officer include \$25,000 in the Mid-Year Budget Review to undertake the needs and feasibility study; and**
3. **REQUESTS that funding sources be explored to gain maximum benefit from available grants with outcomes to be included in the Briefing Note to Council.**

## Administration Comment

---

Changing Places facilities provide essential access for people with high support needs, allowing them to participate fully in community life without worrying about toilet limitations. These facilities enable many individuals to enjoy everyday activities that others may take for granted, such as going to work, school, or university, playing in the park, or attending events. Without Changing Places facilities, many people are unable to fully immerse themselves in the community, not by choice but due to the lack of suitable public toilet facilities.

In 2020, recognising the absence of Changing Places facilities in the City of Wanneroo, Administration developed a strategic approach to build these facilities across the region. The National Construction Code in 2019 dictates which building are required to have Changing Places facility, mainly based on occupancy levels. Clarkson Town Centre has been identified as a potential location following consultation with Disability Access and Inclusion Reference Group and the Disability Interagency Northern Suburbs Networks. However, exact location in this area has not been determined and would need further investigation during scoping and feasibility planning.

Design and construction of a Changing Places facility needs to consider the build and fit-out of the Changing Place facility, ACROD parking bay, appropriate and connecting footpath and consideration of service needs. Current Commonwealth Government funding provides up to 40% of build costs for facilities in LGAs with at least one existing changing places facility. There are currently no open State Government funding rounds for changing place facilities. Federal and State Government funding, to-date, has been specific to the Changing Place facility, and not the additional requirements listed above needing to be considered for an accredited Changing Places facility. Any possibilities of additional funding sources and co-funding opportunities will need to be investigated.

The City has received \$150,000 funding from the State Government for the construction and fit out of the Changing Places facilities at Kingsway Regional Sporting Complex and the Alkimos Aquatic and Recreation Centre. The City's experience from designing these facilities and from investigating other potential options, is that the full cost of delivering a Changing Place facility is likely to exceed the available external funding, and therefore projects would require the City to provide matching funding.

Administration is supportive of undertaking a needs and feasibility study which includes a suitable location for a Changing Places facility in Clarkson Town Centre. Noting Administration's current commitments with planned work, budget constraints and resources, this unplanned work would require a budget allocation of \$25,000 for an external consultant to undertake the work on behalf of the City. While the initial research can be undertaken using a consultant, any subsequent recommendations may require additional operational budget and

staff resources, potentially impacting the delivery of other planned initiatives. Considerations will be integrated into future capital works projects.

As part of the needs and feasibility study, Administration will explore potential City-owned sites in the Clarkson Town Centre, building and fitting of the Changing Places, ACROD bay parking, appropriate and connecting footpath and consideration of service. Potential funding opportunities will also be investigated.

*Attachments: Nil*

---

**MN02-11/24 Cr Smith - LifeVac and Automated External Defibrillator Equipment in Community Facilities**

---

File Ref: 19125 – 24/399751  
Author: Cr Bronwyn Smith  
Action Officer: Director Community & Place  
Disclosure of Interest: Nil  
Attachments: Nil

**Issue**

To consider whether LifeVac airway clearance devices and Automatic External Defibrillators (**AEDs**) should be installed at City of Wanneroo (**City**) community venues.

**Background**

On the 15 January 2024, Brian Bwoga's 22 month year old son ZaZa, was offered a grape by a friend at Burns Beach in Joondalup. He began to choke and despite Brian giving first aid and CPR, ZaZa passed within five minutes.

Since then, Mr Bwoga has been campaigning to have local governments provide LifeVac airway clearance devices at community venues. Last month the City of Joondalup voted to install such devices at 38 of its community venues.

In regard to AEDs, whilst 10 of the City's community centres and facilities have AEDs, there are 20 other community locations that do not. These include: community centres in Banksia Grove, Koondoola, Quinns Mindarie and Landsdale and Halesworth and Leatherback Pavilions in Butler and Alkimos.

According to St John Ambulance WA's Out-of-Hospital Cardiac Arrest Report 2023, of the 1271 patients who suffered Cardiac Arrest outside of a hospital, 23% of them occurred in public places. Of the 23%, 57% of the patients did not have an AED applied.

It has been reported that bystander delivery of CPR and using a community defibrillator (**AED**) prior to the arrival of an ambulance crew, is associated with more than twice the chance of survival.

**Detail**

As the city provides several community facilities at which the public gathers, it is worth a discussion paper being delivered at a future Council Forum.

The discussion paper could address the:

- Initial and operational costs of purchasing and maintaining LifeVac and AED devices;
- What funding sources are available/grants;
- Community expectation of provision; and
- Benefits to community.

**Consultation**

To assist in preparing this notice of motion, conversations occurred with Mr Brian Bwogo, a City of Joondalup Councillor, and the Manager of Community Facilities.



## Comment

The creation of a discussion paper addressing the costs and benefits of installing LifeVac airway clearance devices and AEDs would allow Council to make an informed decision as to whether they would support the installation of such devices at community facilities.

## Statutory Compliance

There are no statutory compliance implications associated with this item.

## 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-S26 Resilient and Productive Communities	Low
Accountability	Action Planning Option
Director Community & Place	Manage

## Policy Implications

Nil

## Financial Implications

There are no financial implications with undertaking investigations to prepare a report on the costs and benefits of installing LifeVac airway clearance devices and AEDs in City managed facilities.

The report will consider what the likely up-front and ongoing cost implications will be if these items are provided (and maintained) by the City.

## Voting Requirements

Simple Majority

## Recommendation

That Council REQUESTS the Chief Executive Officer to prepare a report examining the costs and benefits of the City of Wanneroo installing LifeVac airway clearance devices and Automatic External Defibrillators in City of Wanneroo's managed facilities.

---

**Administration Comment**

---

There are 10 Automated External Defibrillators (AEDs) provided by the City at the following community facilities – Wanneroo Community Centre, Gumblossom Community Centre, Wanneroo Recreation Centre, Phil Renkin Centre, Hainsworth Community Centre, Girrawheen Seniors Centre, Yanchep Community Centre, Carramar Community Centre, Clarkson Youth Hub and Jenolan Way Community Centre. The City engages St John Ambulance for the provision and maintenance of community accessible AEDs at these facilities. City staffed venues such as libraries and Aquamotion also have AEDs.

In addition to these City supplied AEDs, some sports clubs have been able to secure external funding to provide community accessible AED's at sports pavilion facilities. The Clubs maintain these AEDs and have to manage any issues such as misuse or vandalism. Of the nine AEDs provided by clubs, four have been stolen or vandalised.

The City does not currently provide LifeVac anti-choking devices in any of its community facilities or staffed facilities. The City of Joondalup Council recently considered the provision of LifeVac anti-choking devices in their community facilities in response to a request from a community member (as noted in this Motion on Notice report). Following consideration of the report prepared by the City of Joondalup Administration, their Council endorsed the installation LifeVac devices in its community facilities in October 2024.

Administration will be able to undertake further investigations into the provision of AEDs and LifeVac anti-choking devices at City community facilities and provide a report back to Council members in March 2025 addressing the costs and benefits of installing LifeVac airway clearance devices and AEDs at community facilities.

*Attachments: Nil*

---

**MN03-11/24 Cr Bedworth - Plan for a Waste Transfer Station**

---

File Ref: 14553V017 – 24/400189  
Author: Cr Phil Bedworth  
Action Officer: Director Assets  
Disclosure of Interest: Nil  
Attachments: Nil

**Issue**

To seek plans for the construction of a waste transfer station in the City of Wanneroo (**City**) to enhance waste management services for the community.

**Background**

A community meeting was held on 6 October 2024 to address the ongoing odour issues from the Mindarie Regional Council landfill facility at Tamala Park and was attended by around 350 local residents who expressed their exasperation at the inevitable and insidious odour intrusion in their living spaces.

The feedback from the City of Wanneroo residents highlighted the need for an urgent shift in waste management practices and improved communication regarding plans for the City's red bin waste. Transitioning to alternative facilities, such as an Energy Recovery Facility (**ERF**) or other waste management facilities, will reduce reliance on the Mindarie Regional Council landfill and allow the City to work towards a sustainable, long-term solution within the northern corridor.

**Detail**

The City is experiencing significant growth in both residential and commercial sectors, leading to a substantial increase in waste production. The residual waste (red-lid bins waste) collected by the City is deposited at Mindarie Regional Council's landfill facility in Tamala Park. It is well known that the current waste management facilities at Tamala Park landfill is nearing capacity, and so there is an urgent need to develop new infrastructure to manage our waste efficiently. Due to the absence of alternative waste management facilities to handle the City's residual waste, a waste transfer station is necessary to transport this waste to distant processing facilities.

The proposed waste transfer station will address these challenges by:

- Providing a centralised facility that streamlines the collection, sorting, and transfer of waste, thus improving overall efficiency in waste management operations;
- Reducing odour producing waste at Tamala Park landfill;
- Supporting the increased recycling rates and reducing the volume of waste sent to landfills; and
- Creating job opportunities during both the construction and operational phases of the facility, contributing to the local economy.

The waste transfer station will be designed and operated with a strong emphasis on sustainability and environmental stewardship. This includes implementing advanced waste sorting technologies, energy-efficient building designs, and pollution control measures to minimise the environmental footprint of the facility. Additionally, educational programs and initiatives should be continued to promote waste reduction, recycling, and responsible disposal practices within the community.

The Tamala Park landfill, one of the largest waste disposal sites in the region, is projected to close by the 2028/29 financial year. This impending closure underscores the urgency of establishing alternative waste management solutions to ensure continuity and efficiency in waste handling for the affected communities. Without timely intervention, the City will face significant challenges in providing the essential service of waste management and may pose potential public health risks. The development of a waste transfer station will allow the red bin waste to be disposed of in alternate facilities, thereby allowing the Tamala Park landfill facility to accept alternative, non-odour creating waste and allow a timely closure.

## Consultation

Nil

## Comment

By supporting the construction of a waste transfer station in the City, the Council will demonstrate its commitment to improving waste management services, promoting sustainability, and ensuring the well-being and concerns of the community have been a priority.

This motion recommends that:

- Administration prepares plans to develop a waste transfer station in the City and update Council Members by February 2025; and
- Administration writes to Mindarie Regional Council requesting the implementation of further management measures to address the concerns relating to odours from Tamala Park Landfill.

## Statutory Compliance

Nil

## Strategic Implications

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

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

*4.4 - Manage waste and its impacts*

## Risk Appetite Statement

In pursuit of strategic objective goal 4, we will accept a Medium level of risk. The nature of the City being 'pro-growth' means that commercial opportunities will be explored in areas identified for development, potentially challenging perceptions of the City as an environmental steward.

## 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-S26 Resilient and Productive Communities	Medium
<b>Accountability</b>	<b>Action Planning Option</b>
Director Community & Place	Manage

Risk Title	Risk Rating
ST-G09 Long Term Financial Planning	Low
<b>Accountability</b>	<b>Action Planning Option</b>
Director Corporate Strategy and Performance	Manage

The above risks relating to the issue contained within this report have been identified and considered within the City's Strategic and Corporate risk registers. Action plans are in place to manage these risks.

### Policy Implications

City's Waste Services Policy provisions apply to the waste management services provided to the City's residential properties.

### Financial Implications

The development of plans for a waste transfer station in the City is to include a cost estimate and options to fund it from the City's Waste Management Reserve.

### Voting Requirements

Simple Majority

### Recommendation

**That Council:-**

- 1. REQUESTS Administration to prepare plans to develop a waste transfer station in the City and report back to Council on progress via Briefing Note by February 2025; and**
- 2. REQUESTS Administration to write to the Chief Executive Officer of Mindarie Regional Council requesting the implementation of further management measures to address the concerns relating to odours from Tamala Park Landfill.**

### Administration Comment

Administration has progressed the assessment for the development of a waste transfer station in the City and a report is likely to be prepared for Council's consideration at the next Ordinary Council Meeting in December 2024. A preliminary schedule for the development and delivery of a waste transfer station in the City will form part of this report.

It is understood from the Mindarie Regional Council's administration that the number of complaints regarding the odours from Tamala Park Landfill have increased in the recent months and in consultation with the Department of Water & Environmental Regulation, odour management measures are being considered for implementation.

*Attachments: Nil*



**Item 10 Urgent Business****Item 11 Confidential****CR01-11/24 Alkimos Regional Open Space - High Performance Facility Proposal**

---

File Ref: 38319V02 – 24/354147  
Responsible Officer: Director Community & Place

*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:*

- (e)(iii) a matter that if disclosed, would reveal information about the business, professional, commercial or financial affairs of a person, where the information is held by, or is about, a person other than the local government*

**CR02-11/24 Acquisition of Land from Lot 5 (326) Gngangara Road, Landsdale for the Widening of Gngangara Road**

---

File Ref: 44205V002 – 24/342966  
Responsible Officer: Director Corporate Strategy & Performance

*This report is to be dealt with in confidential session, under the terms of the Local Government Act 1995 Section 5.23(2), as follows:*

- (c) a contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting*  
*(e)(ii) a matter that if disclosed, would reveal information that has a commercial value to a person, where the information is held by, or is about, a person other than the local government*

**CR03-11/24 2024 Bulk Junk Waste Collection Service**

---

File Ref: 46343 – 24/391302  
Responsible Officer: Director Assets

*This report is to be dealt with in confidential session, under the terms of the Local Government Act 1995 Section 5.23(2), as follows:*

- (d) legal advice obtained, or which may be obtained, by the local government and which relates to a matter to be discussed at the meeting*

**Item 12 Date of Next Meeting**

The next Council Members' Briefing Session has been scheduled for 6:00pm on Tuesday 3 December 2024, to be held at Council Chamber, Level 1, Civic Centre, 23 Dundobar Road Wanneroo.

**Item 13 Closure**



## COUNCIL CHAMBER SEATING DIAGRAM

