

Agenda

Policy Review Committee Meeting

6:00pm Monday 30 June 2025
Council Chamber (Level 1), Civic Centre,
23 Dundebur Road, Wanneroo

wanneroo.wa.gov.au

TERMS OF REFERENCE

Title:	Policy Review Committee
Purpose and Role	
<p>The purpose of the Policy Review Committee (Committee) 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 responsible for the review and approval of repeals, reviews and changes to any existing Council and Local Planning Policies.</p> <p>The Committee is not to deal with any new Council Policies or Local Planning Policy proposals by Administration or Council Members.</p>	
1. Aims & Functions	
<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">• Policies that require an absolute majority decision of Council; or• Any new Council Policies or Local Planning Policy proposals.	
2. Membership:	
<p>2.1. The Committee shall consist of up to 15 Council Members as delegates.</p> <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>	
3. Presiding and Deputy Presiding Members:	
<p>3.1. Council by absolute majority and in accordance with section 5.12 of the <i>Local Government Act 1995</i> select a Presiding and Deputy Presiding Member at an Ordinary Council Meeting. For transparency and accountability, it is recommended that City Officers not be appointed to the position of Presiding and Deputy Presiding Members.</p> <p>3.2. The Presiding Member will facilitate all meetings.</p> <p>3.3. In the absence of the Presiding Member, the Deputy Presiding Member will perform the functions of the Presiding Member.</p> <p>3.4. In the absence of both the Presiding Member and the Deputy Presiding Member, the Committee members present at the meeting are to choose one of themselves to preside at the meeting.</p>	
4. Meeting Procedures:	

4.1. The Committee shall meet quarterly with additional meetings scheduled as required.

5. Authority of Establishment

5.1. The Committee is established in accordance with section 5.8 of the *Local Government Act 1995*.

6. Delegated Authority:

6.1. The Committee by an absolute majority decision of Council has delegated authority under section 5.16 of the *Local Government Act 1995* and authority to implement its recommendations without approval of Council except in the following matters which must be presented to Council for consideration:

- Policies that require an absolute majority decision of Council;
- Any new Council Policies or Local Planning Policy.

6.2. Matters requiring Council consideration will be subject to separate specific reports to Council.

MEMBERSHIP

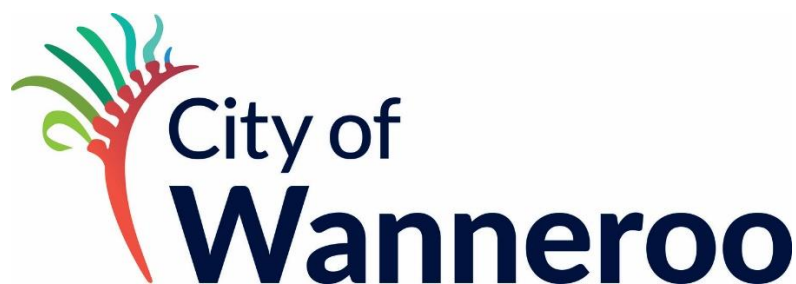
DELEGATES:

Council Members:

LINDA AITKEN, JP
JAMES ROWE, JP
EMAN SEIF, JP
NATALIE HERRIDGE
JACQUELINE HUNTLEY
JORDAN WRIGHT
PAUL MILES
MARIZANE MOORE
PHIL BEDWORTH
HELEN BERRY
GLYNIS PARKER
BRONWYN SMITH
ALEX FIGG
SONET COETZEE

Mayor

South Ward (Presiding Member)
South Ward (Deputy Presiding Member)
South-West Ward
Central Ward
Central Ward
Central-East Ward
Central-East Ward
Central-West Ward
Central-West Ward
North-East Ward
North-East Ward
North Ward
North Ward



Notice is given that the next Policy Review Committee Meeting will be held in the Council Chamber (Level 1), Civic Centre, 23 Dundobar Road, Wanneroo on **Monday 30 June 2025** commencing at **6:00pm**.

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A G E N D A

We wish to acknowledge the Traditional Custodians of the land we are meeting on, the Whadjuk people. We would like to pay respect to the Elders of the 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.

Meetings to be conducted in accordance with the City of Wanneroo Standing Orders Local Law 2021

*Meetings of committees of Council convened under Section 5.8 of the Local Government Act 1995 (the **Act**) are subject (in part) to the City of Wanneroo Standing Orders Local Law 2021 (the **Standing Orders**). For the avoidance of doubt and in accordance with clause 9.6 of the Standing Orders, a committee's presiding person may determine that a committee meeting will be conducted in full compliance with the Standing Orders including those sections which are not explicitly stated to apply to committee meetings, this determination to be effected by a declaration by the presiding person at the opening of the meeting.*

As Presiding Member of the Policy Review Committee and in accordance with clause 9.6 of the City of Wanneroo Standing Orders Local Law 2021 I declare that all provisions of the Standing Orders will apply to the conduct of this meeting.

Item 1 Attendances

Item 2 Apologies and Leave of Absence

Leave of Absence	
Name	Date

Item 3 Confirmation of Minutes

That the minutes of Policy Review Committee Meeting held on 7 April 2025 be confirmed.

Item 4 Reports

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

4.1 Workshop - Facility Hire and Use Policy

File Ref: 21800 – 25/128985
Responsible Officer: Director Community & Place
Attachments: 3

Issue

To consider a major review of the Facility Hire and Use Policy (the **Policy**).

Background

The current Policy (**Attachment 1**) was originally developed and adopted in August 2009 (CD06-08/19). The Policy last underwent a major review and was endorsed at the 22 September 2020 Ordinary Council Meeting (CP02-09/20). A minor review was also conducted in 2022 and endorsed at the August Ordinary Council Meeting (CP06-08/22).

The purpose of the Policy is to:

- Ensure that community facilities are used in a manner that aligns with the City's priorities and provides benefits for the local community.
- Outline principles of hire and use which allow an appropriate return for the City.
- Define categories of facility use to ensure appropriate activation of facilities.

The Policy is now undergoing a major review which is being undertaken by an external consultant. The purpose of this report is to seek input and guidance from Council on the proposed changes, before undertaking external engagement with the wider community.

It is noted that Administration is currently undertaking the Community Facilities Service Review which will inform and be informed by this Policy.

Detail

A draft revised Policy is provided for consideration with tracked changes (**Attachment 2**) and a clean version (**Attachment 3**).

The key changes include:

- Review, clarification and update of key definitions, using State and Federal definitions where available;
- Additional key definitions to minimise interpretation, particularly regarding concession types; and
- Redefined concession categories to reduce ambiguity and support simple decision making.

In anticipation of this Policy Review Committee meeting, Elected Members were sent a survey on 9 June 2025 seeking feedback on the proposed changes.

This workshop is to discuss the feedback.

The next steps of the Policy review are listed in the table below:

TIMING	ACTION
May 2025	Re-Drafted Policy - complete
21 May 2025	Workshop with Facilities Operations Team (Policy owners) - complete
30 June 2025	Policy Review Committee workshop - underway
July 2025	Internal/External Consultation
July 2025	Update draft Policy based on feedback
*Hold-point to align with Community Facilities Service Review recommendations	
17 Nov 2025	Policy Review Committee adoption of final policy
Nov 2025	Notify stakeholders of updated policy

TIMING	ACTION
Jan - 30 June 2026	Implement change management approach to any affected hirers
**1 July 2026	Full Policy changes come into effect

*Note the final adoption of the Policy has been deferred to the 17 November Policy Review Committee meeting to better align with the Community Facilities Service Review recommendations, which is anticipated to be achieved end of September 2025.

** Note that implementation of the policy may require a staged approach, dependent on the outcome of the review.

Consultation

Given the nature of the Policy and its implications on the wider community a Community Engagement Plan has been developed that includes both internal and external consultation.

Internal consultation will be undertaken via:

- Workshop with the Community Facilities Operations team as the Policy owners
- Consultation with relevant service units - Property Services, Community Development, Cultural Development, Place Management, Community Safety and Emergency Management etc.
- Workshop with Elected Members via the Policy Review Committee (this meeting).

External consultation will be undertaken with current and potential community facility hirers - residents, community groups, sporting clubs, businesses, schools, religious groups etc. This will occur via:

- Online: A link to the 'Your Say' survey will be emailed directly to the facility user database to capture the current facility users from the previous 12 months. The survey will be advertised via the City's social media to capture the wider community and potential facility users.
- Written: While it is not feasible or cost effective to conduct a City-wide mail-out, it is noted that a segment promoting the City's 'Your Say' page will be included in the upcoming edition of 'What's Happening', which is delivered to every household in the City.
- Phone/In person: City Officers will be available to meet with stakeholders and discuss feedback as required.

Comment

The key changes to the policy to date have been made to improve clarity and reduce ambiguity around definitions and concession categories. The intention of this workshop is to seek and discuss feedback from the Policy Review Committee on the proposed changes before undertaking wider consultation. The final Policy review will then be presented back to the Policy Review Committee on 17 November for consideration and adoption.

Statutory Compliance

Section 6.12 of the *Local Government Act 1995* empowers local governments to grant discounts, waive, or write off debts. This includes authority to provide concessions on rates or service charges.

Strategic Implications

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

1 ~ An inclusive and accessible City with places and spaces that embrace all

1.3 - Facilities and activities for all

Risk Appetite Statement

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

Risk Management Considerations

Risk Title	Risk Rating
ST-S23 Stakeholder Relationships	Medium
Accountability	Action Planning Option
Chief Executive Officer	Manage
Risk Title	Risk Rating
CO-016 Risk Management	Medium
Accountability	Action Planning Option
Executive Manager Governance & Legal	Manage

Policy Implications

Nil

Financial Implications

The Facility Hire and Use Policy review is being undertaken by an external consultant using operational funds of \$11,000.

The outcomes of the Facility Hire and Use Policy review and its implementation will have financial implications for the City in terms of the amount and number of concessions being applied. For context, a summary of the income and discounts as per the current Policy is provided in the table below:

Description	2023/24		2024/25		2025/26
	Budget	Actual	Annual Revised Budget	YTD Actual 31 May 2025	Budget
Fees & Charges Income	524,115	634,196	495,485	533,931	492,200
Discounts Allowed	95,138	144,779	55,000	62,060	66,800
Net Income	428,977	489,417	440,485	471,871	425,400

Voting Requirements

Nil

ACTION:

Submitted for information and discussion.

Attachments:

- 1. [Attachment 1: Facility Hire and Use Policy - current](#) 19/419971[v2]
- 2. [Attachment 2: Facility Hire and Use Policy - tracked changes](#) 25/201335
- 3. [Attachment 3: Facility Hire and Use Policy - clean version](#) 25/201356



Policy Manual

Facility Hire & Use Policy

Policy Owner:	Community Facilities
Contact Person:	Manager Community Facilities
Date of Approval:	9 August 2022 (CP06-08/22)

POLICY STATEMENT

The City of Wanneroo (City) is committed to providing fair and equitable access to high quality **facilities** which contribute to creating healthy, safe and connected communities.

POLICY OBJECTIVE

The purpose of this policy is to:

- Ensure that community facilities are used in a manner that aligns with the City's priorities and provides benefits for the local community.
- Outline principles of hire and use which allow an appropriate return for the City.
- Define categories of facility use to ensure appropriate activation of facilities.

SCOPE

This policy applies to all types of hire (**casual, annual and seasonal hire**) of facilities owned or managed by the City (existing, new and proposed), excluding any that are leased or are subject to a **shared use agreement**.

The policy does not apply to Wanneroo Aquamotion, Kingsway Indoor Stadium, Wanneroo Civic Centre Council Chambers and Civic Golf Courses at Marangaroo and Carramar.

IMPLICATIONS

This policy supports compliance with relevant legislation and Local Laws including the *Public Places and Local Government Property Local Law 2015*.

IMPLEMENTATION

The following principles guide how the City manages its community facilities to ensure fair and equitable use:

Maximising Usage, Diversity of Use and Activation

- The City will consider community demand and capacity of facilities to ensure appropriate and accessible use of space that is fit for purpose.



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To ensure the City is able to create connected communities, the City will promote appropriate activation of community facilities and hubs by seeking to maximise usage during identified periods.

- The City may seek to amend existing bookings as required to achieve effective utilisation, diversity of use and activation.

Prioritising Local Residents

- The City seeks to protect the interests of its ratepayers by ensuring priority access for local residents, community groups and activities based within the City of Wanneroo.
- The provision and use of City facilities will be responsive to changing needs across local communities by prioritising access for groups highlighted in Council endorsed plans and strategies, to target support where it is needed most.

Promoting Diversity of Use

- The City ensures availability of different types of facilities to offer choice and meet the diverse needs of groups and organisations.
- The City encourages a range of uses within its facilities to maximise community participation and provide greater access for a range of local groups and organisations.
- The City will consider opportunities for commercial use, which may include business sector partnerships, in order to increase revenue or utilisation of a facility where there is demonstrated community benefit.

Affordability of Hire

- Fees and charges are based on the guiding principles in this policy, according to the types of users, levels of services and types of facilities.
- The City is committed to employing an affordable fee structure which reflects a reasonable user contribution towards the cost of maintaining the facility.
- The City will continue to provide concessionary rates for City residents and relevant local community groups/organisations conducting activities within the City of Wanneroo, as per the endorsed Schedule of Fees and Charges.

The City has determined eligibility criteria, as outlined in Annexure 1, where application of a concessionary rate for facility hire may be considered. Where applicable, concessionary rates can only be sought for one category only.

All facility hire fees and associated concessionary rates will be detailed in the City's Schedule of Fees and Charges available on the City's website.

Any requests for concessions or fee waivers not detailed within this policy will be managed in accordance with the criteria and processes detailed in the City's Fee Waivers, Concessions and Debt Write-Off Policy and Management Procedure.



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ROLES AND RESPONSIBILITIES

The Manager Community Facilities is responsible for the implementation of this policy in collaboration with relevant service unit managers.

DISPUTE RESOLUTION

All disputes in regard to this policy will be referred to the Director Community and Place in the first instance. In the event that an agreement cannot be reached, the matter will be submitted to the Chief Executive Officer for a determination.

EVALUATION AND REVIEW PROVISIONS

The policy will be evaluated every two years.

DEFINITIONS

DEFINITIONS: Any definitions listed in the following table apply to this document only.	
Term	DEFINITIONS
Annual Hire	Ongoing or regular hire which results in more than 12 sessions per financial year..
Casual Hire	A one-off specific booking, intermittent and/or irregular meeting to a maximum of 12 sessions per financial year.
Concessionary Rates	A reduction or discount on approved fees for the use of the City's community and sporting facilities for eligible groups and individuals (see Annexure).
Facilities	Multipurpose community and recreation buildings and open spaces supplied by the City and available for hire by the general community. These can include but are not limited to: community centres, community hubs, libraries, parks and reserves, recreation centres and sporting facilities.
Seasonal Hire	This term specifically refers to recognised sporting seasons. A typical/traditional season is the portion of the year in which the sports regulated and fixtured matches are played, as defined by the relevant national, state or regional association. Seasonal hire entitles the hirer up to 2 x 2 hour training sessions per week and one match session, per team. This does not include pre- or post-season competitions or cup games held during the season.
Shared Use Agreement	Relates to the use of City of Wanneroo sports fields and hard-courts which are co-located with the Department of Education schools. Refer to <i>Joint Development and Shared Use Facilities with the Department of Education Policy</i> .



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RELEVANT POLICIES/MANAGEMENT PROCEDURES/DOCUMENTS OR DELEGATIONS

- Facility Hire and Use Guidelines
- Facility Hire and Use Management Procedure
- Fee Waivers, Concessions and Debt Write-Off Policy and Management Procedure
- Food Truck Management Procedure
- Public Community Event Policy and Management Procedure
- Circuses and Performing Animals Policy
- Community Funding Policy and Management Procedure
- Community Led Initiatives and Collaborations Management Procedure
- Public Places and Local Government Property Local Law 2015
- Conditions of Hire – Facility Booking
- City of Wanneroo Schedule of Fees & Charges

RESPONSIBILITY FOR IMPLEMENTATION

Manager Community Facilities

Version	Next Review	Record No:
CD06-08/09	25 Aug 2009	
CD02-05/11	2 May 2011	11/22399
CD01-05/13	May 2015	12/40855
16/12/14 – Admin amendment – See Trim: 14/9002	May 2015	12/40855
03/09/2018 – Admin Amendment from CP05-08/18	May 2015	12/40855
22 September 2020 CP02-09/20	June 2022	19/419971
9 August 2022 CP06-08/22	August 2024	19/419971V2



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ANNEXURE 1 – CATEGORIES OF USE

The City may consider requests to provide a concession for facility hire in accordance with the following criteria:

Category No.	Hirer Description	Reference	Method of Calculation for Concessionary Rate
1.	Junior Use	Applies to registered teams, clubs, associations and community groups only. Juniors are defined as individuals aged 18 years and under.	Between 50 - 100% of the Adult Fee
2.	Adult Use	Applies to registered teams, clubs, associations and community groups whose membership is adults aged between 19 and 59 years of age.	N/A. As per Schedule of Fees & Charges
3.	Senior Use	Applies to registered teams, clubs, associations and community groups only. Seniors are defined as individuals aged over 60 years.	Between 50 - 100% of the Adult Fee
4.	Support Services	Community-based groups and organisations that provide essential support services to the Wanneroo community. Such organisations are not-for-profit and typically do not generate revenue sufficient to support facility hire costs.	100% concession for regular bookings (as defined within Facility Hire & Use Guidelines)
5.	Charitable Purpose Use	Any event, program or activity which has a charitable purpose for the benefit of City residents (includes licensed collections under the Charitable Collections Act). This excludes fundraising for the purposes of income generation for individual groups.	100% concession for regular bookings (as defined within Facility Hire & Use Guidelines)
6.	Charitable Institutions	Applies to registered charities.	50% concession (as defined within the Facility Hire & Use Guidelines)
7.	Emergency Service Organisations	Groups that provide Emergency Service support to the community. This excludes fundraising for the purposes of income generation for individual groups.	100% concession for regular bookings (as defined within Facility Hire & Use Guidelines)
8.	Government Use	State and Federal Government agencies with commercial rates applicable.	N/A. As per Schedule of Fees & Charges
9.	Community Use	Any event, program or activity undertaken by a City resident or community-based organisation on a casual or ongoing basis.	N/A. As per Schedule of Fees & Charges
10.	Commercial Use	Where the activity being undertaken is a profit making venture regardless of whether the body is incorporated or not.	N/A. As per Schedule of Fees & Charges



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11.	Community-based business	Small or single operator community-based business who conducts their activities on a cost-recovery basis. In this instance, the community rate will apply.	N/A. As per Schedule of Fees & Charges
12.	Sport Training	Small to medium size sports coaching using portions of public open space with little or no set-up requirements.	N/A. As per Schedule of Fees & Charges
13.	Personal Training	Small to medium size basic fitness training using portions of public open space with little or no set-up requirements.	N/A. As per Schedule of Fees & Charges



Council Policy

FACILITY HIRE & USE POLICY

Responsible Directorate:	Community & Place
Responsible Service Unit:	Community Facilities
Contact Person:	Manager Community Facilities
Date of Approval:	Date the document was approved by Council
Council Resolution No:	Council Resolution No.

1. POLICY STATEMENT

The City of Wanneroo (City) is committed to providing fair and equitable access to high quality facilities which contribute to creating healthy, safe and connected communities.

2. OBJECTIVE AND PURPOSE

An outcome or objective that the City of Wanneroo aims to achieve and the general measures that will achieve the policy statement. — For example:

Objective

The objective of this policy is to ensure that community facilities are used in a manner that aligns with the City's priorities and provides benefits for the local community.

Purpose

The purpose of this policy is to:-

- Outline principles of hire and use which allow an appropriate return for the City of Wanneroo; and
- Define categories of facility use to ensure appropriate activation of facilities.

3. KEY DEFINITIONS

DEFINITIONS: Any definitions listed in the following table apply to this document only.

Term	DEFINITIONS
Annual Hire	Ongoing or regular hire which results in more than 12 sessions per financial year.:-
Basic Public Needs	For the purpose of this policy basic public needs are defined as: <ul style="list-style-type: none"> • Electricity

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Council Policy

	<ul style="list-style-type: none"> • Gas • Water • Telecommunications • Health (hospitals etc) • Waste and sewerage management
Casual Hire	A one-off specific booking, intermittent and/or irregular meeting to a maximum of 12 sessions per financial year.
Charitable Organisation	<u>An organisation which must be not-for-profit, have only charitable purposes that are for the public benefit, not have a disqualifying purpose and not be an individual, a political party or a government entity, registered with the Australian Charities and Not-for-profits Commission (ACNC).</u>
Concessionary Rates	A reduction or discount on approved fees for the use of the City's community and sporting facilities for eligible groups and individuals (see Annexure).
Community Support Services	<p><u>Organisations that provide support services to the Wanneroo community. Such organisations are registered, not-for-profit and are usually provided some type of funding towards the program they are running. There are 9 approved sub-categories as approved by the WA State Government's Community Services Framework.:</u></p> <ul style="list-style-type: none"> • Accommodation services • Community Support • Counselling Services • Emergency Services • Grants and Subsidies • Natural Disasters • Rural Community Development • Social Justice and Equity • Transport Access Schemes

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Council Policy

Diversity of Use	<u>The varied and inclusive utilisation of City facilities by multiple user types, activity categories, and purposes, reflecting the social, cultural, and operational needs of the community. The regular and balanced use of facilities by different types of user groups</u>
Emergency Response Services	<p>Aligned with the State Emergency Management Plan, these services support the community in preparing for, responding to, and recovering from emergencies and disasters. They include:</p> <ul style="list-style-type: none"> • Immediate response actions to protect life, property, and the environment (e.g. fire services, police, State Emergency Service) • Recovery operations to restore community infrastructure and support social and economic recovery • Ongoing emergency preparedness activities, such as multi-agency training, emergency exercises, and response planning.
Essential Services	<u>Essential services are critical systems and functions required to support public safety, health, and wellbeing. These are divided into two main categories, basic public needs and emergency response services.</u>
Facilities	Multipurpose community and recreation buildings and open spaces supplied by the City and available for hire by the general community. These can include but are not limited to: community centres, community hubs, libraries, parks and reserves, recreation centres and sporting facilities.

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<u>(benevolence) Any event, program or activity to help a City of Wanneroo resident and/or their families (including animals) with urgent life-threatening/life limiting illnesses or medical conditions, disaster/emergency relief or social welfare situation requiring aid.</u>	<p>An event, program or activity to help a City of Wanneroo resident and/or their families (including animals) with urgent life-threatening/life limiting illnesses or medical conditions, disaster/emergency relief or social welfare situation requiring aid:</p> <ul style="list-style-type: none"> • Health and Medical (including animals) • Disaster relief • Social welfare
• Health and Medical (including animals)	
• Disaster Relief	
• Social Welfare	

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Council Policy

<p><u>Provide clear public benefit</u></p>		<p>Formatted: Font: 11 pt, English (United States)</p>
<p><u>Support recognised groups in need (as defined under charitable purposes) Fundraising (benevolence)</u></p>		<p>Formatted: Normal</p>
<p><u>Fundraising (charitable collections)</u></p>	<p><u>Charitable Collections</u></p> <p>Applies to individuals or organisations undertaking fundraising activities on behalf of a registered charity.</p> <p>To be eligible, the activity must:</p> <ul style="list-style-type: none"> • <u>Be conducted with a letter of authority from the registered charity</u> • <u>Provide clear public benefit</u> • <u>Support recognised groups in need (as defined under charitable purposes)</u> 	<p>Formatted: Indent: Left: 0.19 cm</p>
<p><u>Lease</u></p>	<p>A contract by which the City grants exclusive possession of a Facility to another party for a specified time, usually in return for a periodic payment.</p>	<p>Formatted: Font: Not Bold</p>
<p><u>Priority of Use</u></p>	<p>Booking requests will be prioritised according to the following:</p> <ol style="list-style-type: none"> 1. <u>Events and Services run by the City (or a collaboration partner) to support the local community</u> 2. <u>Local Sports and Community Groups (as determined by mailing address, club locality and club service area) in the vicinity of the facility being booked:</u> <ol style="list-style-type: none"> 2.1. <u>Local/ Neighbourhood (2km radius from boundary)</u> 2.2. <u>District (5km radius from boundary)</u> 2.3. <u>Regional (10km radius from boundary)</u> 2.4. <u>Sports/Community group based within greater City of Wanneroo with majority of membership base residing within CoW local government area</u> 2.5. <u>Commercial Organisations based within the City of Wanneroo</u> 2.6. <u>Other groups, community organisations or commercial organisations</u> 	<p>Formatted: List Paragraph, List Paragraph1, SAP Subpara, #List Paragraph, List Paragraph11, L, Bullet point, List Paragraph111, F5 List Paragraph, Dot pt, C text, Table text, Medium Grid 1 - Accent 21, Number Paragraph, List Paragraph2, NFP GP Bulleted List, 列, .Dot Point, Bulleted + Level: 1 + Aligned at: 0.89 cm, Indent at: 1.52 cm</p>
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Council Policy

<p>Seasonal Hire</p>	<p>This term specifically refers to recognised sporting seasons. A typical/traditional season is the portion of the year in which the sport's regulated and fixtured matches are played, as defined by the relevant national, state or regional association. Seasonal hire entitles the hirer up to 2 x 2-hour training sessions per week and one match session, per team. This does not include pre- or post-season competitions or cup games held during the season.</p>	<p>Formatted Table</p> <p>Commented [ES2]: Seasonal Hirer entitlements information removed as this is operational informat</p> <p>Formatted: Font: 11 pt</p>
<p>Shared Use Agreement</p>	<p>Relates to the use of City of Wanneroo sports fields and hard courts<u>hard courts</u> which are co-located with the Department of Education schools. Refer to <i>Joint Development and Shared Use Facilities with the Department of Education Policy</i>.</p>	<p>Formatted: Indent: Hanging: 0.02 cm, Right: 0.11 cm, Space Before: 1.55 pt, Line spacing: single</p> <p>Formatted: Indent: Hanging: 0.02 cm, Right: 0.11 cm, Space Before: 1.4 pt, Line spacing: single</p> <p>Formatted: Font: 11 pt, Not Italic, No underline</p>
<p>Self Help and Peer Support Groups Support Services</p> <p>Self Help and Peer Support Groups</p> <p>A group of people who are all directly affected by a particular issue, illness, or circumstance and who provide each other with encouragement, comfort and advice within the Wanneroo community. Such groups can be registered or non-registered with a governing association but must be not-for-profit and typically do not generate revenue sufficient to support facility hire costs e.g. gold coin donation to cover costs of tea, coffee, milk etc.</p> <p>Community Support Services</p> <p>Organisations that provide support services to the Wanneroo community. Such organisations are registered, not-for-profit and are usually provided some type of funding towards the program they are running. There are 9 approved sub-categories as approved by the WA State Government's Community Services Framework:</p> <ul style="list-style-type: none"> Accommodation services Community Support Counselling Services Emergency Services Grants and Subsidies Natural Disasters Rural Community Development Social Justice and Equity Transport Access Schemes <p>Essential Services</p> <ul style="list-style-type: none"> Electricity Gas Water Telecommunications Health (hospitals etc) Waste and sewerage management 	<p>Formatted: Indent: Left: 0.19 cm, No bullets or numbering</p> <p>Formatted: Font: 11 pt</p> <p>Formatted: Table Paragraph, Indent: Left: 0 cm</p> <p>Formatted: Font: 11 pt, Not Italic, No underline</p> <p>Formatted: No bullets or numbering</p> <p>Formatted: Font: 11 pt</p> <p>Formatted: Indent: Left: 0 cm</p> <p>Formatted: Font: 11 pt</p> <p>Formatted: Table Paragraph, Justified, Indent: Left: 0 cm, Right: 0.22 cm, Space Before: 0.75 pt, Line spacing: Exactly 12.6 pt</p> <p>Formatted: Font: 11 pt</p> <p>Formatted: Indent: Left: 0 cm</p> <p>Formatted: Font: 11 pt, Not Italic</p> <p>Formatted: No bullets or numbering</p> <p>Formatted: Font: 11 pt</p> <p>Formatted: Table Paragraph, Justified, Right: 0.22 cm, Space Before: 0.75 pt, Line spacing: Exactly 12.6 pt, No bullets or numbering</p> <p>Formatted: Font: 11 pt</p> <p>Formatted: Font: 11 pt</p> <p>Formatted: Font: 11 pt</p> <p>Formatted: Font: 11 pt</p> <p>Formatted: No bullets or numbering</p> <p>Formatted: Font: 11 pt</p> <p>Formatted: Left, Indent: Left: 0.19 cm, First line: 0 cm, Right: 0 cm, Space Before: 0 pt</p>	



Council Policy

4. SCOPE

This policy applies to **casual, annual and seasonal hire** of facilities owned or managed by the City, **excluding those that are leased or are subject to a shared use agreement.**

This policy does not apply to **facilities subject to a shared use agreement, facilities under lease arrangements, or facilities listed in Annexure 2 of this policy.**

- ~~• Banksia Room (Civic Facility)~~
- ~~• Buckingham House~~
- ~~• Civic Golf Course - Carramar~~
- ~~• Civic Golf Course - Marangaroo~~
- ~~• Cockman House~~
- ~~• Girrawheen Hub~~
- ~~• Jacaranda Court (Civic Facility)~~
- ~~• Kingsway Indoor Stadium~~
- ~~• Libraries~~
- ~~• Mary Lindsay Homestead~~
- ~~• Wanneroo Aquamotion~~
- ~~• Wanneroo Civic Centre Council Chambers~~
- ~~• Wanneroo Library and Cultural Centre and~~
- ~~• Wanneroo Regional Museum and Community History Centre~~
- ~~• Wanneroo School House~~
- ~~• Youth Hubs and Centres~~
- ~~• Wanneroo Aquamotion, Kingsway Indoor Stadium, Wanneroo Civic Centre Council Chambers, Wanneroo Library and Cultural Centre and Civic Golf Courses at Marangaroo and Carramar.~~

5. IMPLICATIONS

This policy supports compliance with relevant legislation and Local Laws including the Public Places and Local Government Property Local Law 2015.

6. IMPLEMENTATION

The following principles guide how the City manages its community facilities to ensure fair and equitable use:

Maximising Usage, Diversity of Use and Activation

- ~~• The City will consider community demand and capacity of facilities to ensure appropriate and accessible use of space that is fit for purpose.~~
- ~~• To ensure the City is able to create connected communities, the City will promote appropriate activation of community facilities and hubs by seeking to maximise usage during identified periods. The City seeks to maximise usage by prioritising bookings that contribute to consistent activation and a broad mix of user groups.~~

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Additional facilities included as per staff feedback

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- ~~The City may seek to cancel or amend existing bookings as required to achieve effective utilisation, diversity of use and activation where:~~
 - ~~A group consistently fails to use their booked time without notice~~
 - ~~The booking does not support diverse usage or prevents broader community access without clear benefit~~
 - ~~The facility remains underutilised and another user can demonstrate higher demand.~~

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Prioritising Local Residents

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- ~~The City seeks to protect the interests of its ratepayers by is committed to ensuring priority access for prioritising access to facilities for its local residents, community groups and organisations. Priority will be given to users who are either:~~
 - ~~Individuals who reside within the City of Wanneroo~~
 - ~~Groups and organisations where the majority of members reside within the City of Wanneroo~~
 - ~~Activities or services that demonstrate benefit to the City's residents or meet identified local needs~~
- ~~The provision and use of City facilities will be responsive to changing needs across local communities by prioritising access for groups highlighted in Council endorsed plans and strategies, to target support where it is needed most.~~

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Commented [ES5]: Set the tone for guiding principles with specific parameters to reduce requirement for interpretation

Promoting Diversity of Use

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- ~~The City ensures availability of different types of facilities to offer choice and meet the diverse needs of local groups and organisations.~~
- ~~The City encourages a range of uses within its facilities to maximise community participation and provide greater access for a range of local groups and organisations.~~
- ~~The City will consider opportunities for commercial use, which may include business sector partnerships, in order to increase revenue or utilisation of a facility where there is demonstrated community benefit.~~

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Affordability of Hire

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- ~~Fees and charges are based on the guiding principles in this policy, according to the types of users, levels of services and types of facilities.~~
- ~~The City is committed to employing maintaining an affordable fee structure which reflects a reasonable user contribution towards the cost of maintaining the facility.~~
- ~~The City will continue to provide concessionary rates for City residents and relevant local community groups/organisations conducting activities within the City of Wanneroo, as per the endorsed Schedule of Fees and Charges, will apply concessionary rates in accordance with the endorsed eligibility criteria and the~~



Council Policy

City's Schedule of Fees and Charges.

The City has determined eligibility criteria, as outlined in Annexure 1. ~~Where application of a concessionary rate for facility hire may be considered is applicable, - Where applicable,~~ concessionary rates can ~~only~~ be sought for one category only.

All facility hire fees and associated concessionary rates will be detailed in the City's Schedule of Fees and Charges available on the City's website.

Any requests for concessions or fee waivers not detailed within this policy will be managed in accordance with the criteria and processes detailed in the City's Fee Waivers, Concessions and Debt Write-Off Policy and Management Procedure.

7. AUTHORITIES AND ACCOUNTABILITIES

Identify whether there is a requirement for Council to delegate or authorise a decision making function to the CEO for efficiencies. If so, the reference should state "The CEO or his nominee is authorised to". This provides discretion to the CEO to decide whether to confer this function to an employee, usually a Director. In this case, there is a requirement for a formal "Letter of Authorisation" to be provided by the CEO to the nominated person. Please contact Governance for assistance.

In the case of a delegated function (i.e. the function is legislatively conferred to the local government), a separate recommendation to the Policy adoption report should be provided to formally delegate the function. Please contact Governance for assistance.

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8. ROLES AND RESPONSIBILITIES

The Manager Community Facilities is responsible for the implementation of this policy in collaboration with relevant service unit managers.

9. DISPUTE RESOLUTION (if applicable)

All disputes in regard to this policy will be referred to the Director Community and Place in the first instance. In the event that an agreement cannot be reached, the matter will be submitted to the Chief Executive Officer for a determination.

10. EVALUATION AND REVIEW

The policy will be evaluated every two years.

11. RELATED DOCUMENTS

- Facility Hire and Use Guidelines
- Facility Hire and Use Management Procedure
- Fee Waivers, Concessions and Debt Write-Off Policy and Management Procedure



Council Policy

~~• Food Truck Management Procedure~~

- Public Community Event Policy and Management Procedure
- Circuses and Performing Animals Policy
- Community Funding Policy and Management Procedure
- Community Led Initiatives and Collaborations Management Procedure
- Public Places and Local Government Property Local Law 2015
- Conditions of Hire – Facility Booking
- City of Wanneroo Schedule of Fees & Charges

12. REFERENCES

Other supporting information that may have relevance.

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13. RESPONSIBILITY FOR IMPLEMENTATION

Manager Community Facilities

REVISION HISTORY

Version	Next Review	Record No.
CD06-08/09	25 Aug 2009	
CD02-05/11	2 May 2011	11/22399
CD01-05/13	May 2015	12/40855
16/12/14 – Admin amendment – See Trim: 14/9002	May 2015	12/40855
03/09/2018 – Admin Amendment from CP05-08/18	May 2015	12/40855
22 September 2020 CP02-09/20	June 2022	19/419971
9 August 2022 CP06-08/22	August 2024	19/419971V2
18 June 2024 (CE03-06/24) (extension to review date)	30 April 2025	

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Council Policy

	<p><u>Such groups can be registered or non-registered with a governing association but must be not-for-profit and typically do not generate revenue sufficient to support facility hire costs e.g. gold coin donation to cover costs of tea, coffee, milk etc. Community-based groups and organisations that provide essential support services to the Wanneroo community. Such organisations are not-for-profit and typically do not generate revenue sufficient to support facility hire costs.</u></p>	<p><u>bookings (as defined within Facility Hire & Use Guidelines)</u></p>	<p>Formatted: Font: 10 pt</p> <p>Formatted: Left, Indent: Left: 0.29 cm, First line: 0 Right: 0 cm, Line spacing: Exactly 11.4 pt</p> <p>Formatted: Line spacing: single</p>
<p>4. <u>Community Support Services</u></p>	<p><u>Organisations that provide support services to the Wanneroo community. Such organisations are registered, not-for-profit and are usually provided some type of funding towards the program they are running. There are 9 approved sub-categories as approved by the WA State Government's Community Services Framework.</u></p> <ul style="list-style-type: none"> • <u>Accommodation services</u> • <u>Community Support</u> • <u>Counselling Services</u> • <u>Emergency Services</u> • <u>Grants and Subsidies</u> • <u>Natural Disasters</u> • <u>Rural Community Development</u> • <u>Social Justice and Equity</u> • <u>Transport Access Schemes</u> 	<p><u>100% concession for regular bookings (as defined within Facility Hire and Use Management Procedure)</u></p>	<p>Formatted: Not Expanded by / Condensed by</p> <p>Formatted: Right: 0 cm, Line spacing: Exactly 11.4 pt, Tab stops: Not at 1.57 cm</p>
<p>5. <u>Essential Services</u></p>	<p><u>Essential services are critical systems and functions required to support public safety, health, and wellbeing. These are divided into two main categories:</u></p> <p><u>Basic public needs</u></p> <ul style="list-style-type: none"> • <u>Electricity</u> • <u>Gas</u> • <u>Water</u> • <u>Telecommunications</u> • <u>Health (hospitals etc)</u> • <u>Waste and sewerage management</u> <p><u>Emergency Response Services</u></p> <p><u>Aligned with the State Emergency Management Plan, these services support the community in preparing for, responding to, and recovering from emergencies and disasters. They include:</u></p> <ul style="list-style-type: none"> • <u>Immediate response actions to protect life, property, and the environment (e.g. fire services, police, State Emergency Service)</u> 	<p><u>100% concession for regular bookings (as defined within Facility Hire and Use Management Procedure)</u></p>	<p>Formatted: Left, Right: 0 cm, Line spacing: Exactly 11.4 pt, Bulleted + Level: 1 + Aligned at: 0.92 cm + Indent at: 1.56 cm</p> <p>Formatted: Not Expanded by / Condensed by</p> <p>Formatted: Right: 0 cm, Line spacing: Exactly 11.4 pt</p> <p>Formatted: Font: 10 pt</p> <p>Formatted: Font: Bold</p> <p>Formatted: Indent: Left: 0.19 cm</p> <p>Formatted: Bulleted + Level: 1 + Aligned at: 0.92 cm + Indent at: 1.56 cm</p> <p>Formatted: Font: Bold</p> <p>Formatted: Font: 10 pt</p> <p>Formatted: Left</p> <p>Formatted: Font: 10 pt</p> <p>Formatted: Left, Right: 0 cm, Space Before: 0 pt, spacing: Exactly 11.4 pt, Bulleted + Level: 1 + Aligned at: 0.92 cm + Indent at: 1.56 cm</p>



Council Policy

56. Charitable Purpose Use Fundraising

- Recovery operations to restore community infrastructure and support social and economic recovery.
- Ongoing emergency preparedness activities, such as multi-agency training, emergency exercises, and response planning.

This excludes fundraising for the purposes of income generation for individual groups.

Benevolence
Any event, program or activity to help a City of Wanneroo resident and/or their families (including animals) with urgent, life-threatening/life limiting illnesses or medical conditions, disaster/emergency relief or social welfare situation requiring aid.

- Health and Medical (including animals)
- Disaster Relief
- Social Welfare

Charitable Collections
Applies to individuals or organisations undertaking fundraising activities on behalf of a registered charity.

To be eligible, the activity must:

- Be conducted with a letter of authority from the registered charity
- Provide clear public benefit
- Support recognised groups in need (as defined under charitable purposes)

This excludes fundraising for the purposes of income generation for individuals and groups. Any event, program or activity which has a charitable to fundraise purpose for the specific benefit of a City residents and/or their family (including pets) as well as (includes licensed collections under the Charitable Collections Act). This excludes fundraising for the purposes of income generation for individual groups.

100% concession for regular bookings (as defined within Facility Hire and Use Management Procedure) for regular bookings (as defined within Facility Hire & Use Guidelines)

76. Charitable Institutions Charitable Organisation

An organisation which must be not-for-profit, have only charitable purposes that are for the public benefit, not have a disqualifying purpose and not be an individual, a political party or a government entity, registered with the Australian Charities and Not-for-profits Commission (ACNC). Applies to registered charities, charities that are registered with the Australian Charities and Not-for-Profits Commission (ACNC).

50% concession for regular bookings for regular bookings (as defined within the Facility Hire & Use Guidelines Management Procedure)

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78.	Emergency Response Services Organisations	Groups that provide Emergency Service support to the community. This excludes fundraising for the purposes of income generation for individual groups.	100% concession for regular bookings (as defined within Facility Hire and Use Guidelines Management Procedure)
8.	Government Use	State and Federal Government agencies with commercial rates applicable.	N/A. As per Schedule of Fees & Charges
9.	Community Use	Any event, program or activity undertaken by a City resident or community-based organisation on a casual or ongoing basis.	N/A. As per Schedule of Fees & Charges
10.	Commercial Use		N/A. As per Schedule of Fees & Charges
11.	Community-based business	Small or single operator community-based business who conducts their activities on a cost-recovery basis. In this instance, the community rate will apply.	N/A. As per Schedule of Fees & Charges
12.	Sport Training	Small to medium size sports coaching using portions of public open space with little or no set-up requirements.	N/A. As per Schedule of Fees & Charges
13.	Personal Training	Small to medium size basic fitness training using portions of public open space with little or no set-up requirements.	N/A. As per Schedule of Fees & Charges

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Council Policy

ANNEXURE 2 – EXCLUDED FACILITIES

- Banksia Room (Civic Facility)
- Buckingham House
- Civic Golf Course - Carramar
- Civic Golf Course - Marangaroo
- Cockman House
- Girrawheen Hub
- Jacaranda Court (Civic Facility)
- Kingsway Indoor Stadium
- Libraries
- Mary Lindsay Homestead
- Wanneroo Aquamotion
- Wanneroo Civic Centre Council Chambers
- Wanneroo Regional Museum and Community History Centre
- Wanneroo Library and Cultural Centre and
- Wanneroo Regional Museum and Community History Centre
- Wanneroo School House
- Youth Hubs and Centres

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FACILITY HIRE & USE POLICY

Responsible Directorate:	Community & Place
Responsible Service Unit:	Community Facilities
Contact Person:	Manager Community Facilities
Date of Approval:	Date the document was approved by Council
Council Resolution No:	Council Resolution No.

1. POLICY STATEMENT

The City of Wanneroo (City) is committed to providing fair and equitable access to high quality **facilities** which contribute to creating healthy, safe and connected communities.

2. OBJECTIVE AND PURPOSE

Objective

The objective of this policy is to ensure that community facilities are used in a manner that aligns with the City's priorities and provides benefits for the local community.

Purpose

The purpose of this policy is to:

- Outline principles of hire and use which allow an appropriate return for the City; and
- Define categories of facility use to ensure appropriate activation of facilities.

3. KEY DEFINITIONS

DEFINITIONS: Any definitions listed in the following table apply to this document only.	
Term	DEFINITIONS
Annual Hire	Ongoing or regular hire which results in more than 12 sessions per financial year.
Basic Public Needs	For the purpose of this policy basic public needs are defined as: <ul style="list-style-type: none"> • Electricity • Gas • Water • Telecommunications • Health (hospitals etc)

	<ul style="list-style-type: none"> Waste and sewerage management
Casual Hire	A one-off specific booking, intermittent and/or irregular meeting to a maximum of 12 sessions per financial year.
Charitable Organisation	An organisation which must be not-for-profit, have only charitable purposes that are for the public benefit, not have a disqualifying purpose and not be an individual, a political party or a government entity, registered with the Australian Charities and Not-for-profits Commission (ACNC).
Concessionary Rates	A reduction or discount on approved fees for the use of the City's community and sporting facilities for eligible groups and individuals (see Annexure).
Community Support Services	Organisations that provide support services to the Wanneroo community. Such organisations are registered, not-for-profit and are usually provided some type of funding towards the program they are running. There are 9 approved sub-categories as approved by the WA State Government's Community Services Framework: <ul style="list-style-type: none"> Accommodation services Community Support Counselling Services Emergency Services Grants and Subsidies Natural Disasters Rural Community Development Social Justice and Equity Transport Access Schemes
Diversity of Use	The varied and inclusive utilisation of City facilities by multiple user types, activity categories, and purposes, reflecting the social, cultural, and operational needs of the community.
Emergency Response Services	Aligned with the State Emergency Management Plan, these services support the community in preparing for, responding to, and recovering from emergencies and disasters. They include: <ul style="list-style-type: none"> Immediate response actions to protect life, property, and the environment (e.g. fire services, police, State Emergency Service) Recovery operations to restore community infrastructure and support social and economic recovery Ongoing emergency preparedness activities, such as multi-agency training, emergency exercises, and response planning.
Essential Services	Essential services are critical systems and functions required to support public safety, health, and wellbeing. These are divided into two main categories, basic public needs and emergency response services.

Facilities	Multipurpose community and recreation buildings and open spaces supplied by the City and available for hire by the general community. These can include but are not limited to: community centres, community hubs, libraries, parks and reserves, recreation centres and sporting facilities.
Fundraising (benevolence)	An event, program or activity to help a City of Wanneroo resident and/or their families (including animals) with urgent life-threatening/life limiting illnesses or medical conditions, disaster/emergency relief or social welfare situation requiring aid: <ul style="list-style-type: none"> • Health and Medical (including animals) • Disaster relief • Social welfare
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Priority of Use	Booking requests will be prioritised according to the following: <ol style="list-style-type: none"> 1. Events and Services run by the City (or a collaboration partner) to support the local community 2. Local Sports and Community Groups (as determined by mailing address, club locality and club service area) in the vicinity of the facility being booked: <ol style="list-style-type: none"> 2.1. Local/ Neighbourhood (2km radius from boundary) 2.2. District (5km radius from boundary) 2.3. Regional (10km radius from boundary) 2.4. Sports/Community group based within greater City of Wanneroo with majority of membership base residing within CoW local government area 2.5. Commercial Organisations based within the City of Wanneroo

	2.6. Other groups, community organisations or commercial organisations
Seasonal Hire	This term specifically refers to recognised sporting seasons. A typical/traditional season is the portion of the year in which the sport's regulated and fixtured matches are played, as defined by the relevant national, state or regional association.
Shared Use Agreement	Relates to the use of City sports fields and hard courts which are co-located with the Department of Education schools. Refer to <i>Joint Development and Shared Use Facilities with the Department of Education Policy</i> .
Self Help and Peer Support Groups	A group of people who are all directly affected by a particular issue, illness, or circumstance and who provide each other with encouragement, comfort and advice within the Wanneroo community. Such groups can be registered or non-registered with a governing association but must be not-for-profit and typically do not generate revenue sufficient to support facility hire costs e.g. gold coin donation to cover costs of tea, coffee, milk etc.

4. SCOPE

This policy applies to **casual, annual and seasonal hire** of facilities owned or managed by the City.

This policy does not apply to facilities subject to a shared use agreement, facilities under lease arrangements, or facilities listed in Annexure 2 of this policy.

5. IMPLICATIONS

This policy supports compliance with relevant legislation and Local Laws including the Public Places and Local Government Property Local Law 2015.

6. IMPLEMENTATION

The following principles guide how the City manages its community facilities to ensure fair and equitable use:

Maximising Usage, Diversity of Use and Activation

- The City will consider community demand and capacity of facilities to ensure appropriate and accessible use of space that is fit for purpose.
- The City seeks to maximise usage by prioritising bookings that contribute to consistent activation and a broad mix of user groups.
- The City may seek to cancel or amend existing bookings as required where:
 - A group consistently fails to use their booked time without notice
 - The booking does not support diverse usage or prevents broader community access without clear benefit

- *The facility remains underutilised and another user can demonstrate higher demand.*

Prioritising Local Residents

- *The City is committed to prioritising access to facilities for its local residents, community groups and organisations. Priority will be given to users who are either:*
 - *Individuals who reside within the City*
 - *Groups and organisations where the majority of members reside within the City*
 - *Activities or services that demonstrate benefit to the City's residents or meet identified local needs*
- *The provision and use of City facilities will be responsive to changing needs across local communities by prioritising access for groups highlighted in Council endorsed plans and strategies, to target support where it is needed most.*

Promoting Diversity of Use

- *The City ensures availability of different types of facilities to offer choice and meet the diverse needs of local groups and organisations.*
- *The City encourages a range of uses within its facilities to maximise community participation and access.*
- *The City will consider opportunities for commercial use, which may include business sector partnerships, in order to increase revenue or utilisation of a facility where there is demonstrated community benefit.*

Affordability of Hire

- *Fees and charges are based on the guiding principles in this policy, according to the types of users, levels of services and types of facilities.*
- *The City is committed to maintaining a fee structure which reflects a reasonable user contribution towards the cost of maintaining the facility.*
- *The City will apply concessionary rates in accordance with the endorsed eligibility criteria and the City's Schedule of Fees and Charges.*

The City has determined eligibility criteria, as outlined in Annexure 1. Where application of a concessionary rate is applicable, concessionary rates can be sought for one category only.

All facility hire fees and associated concessionary rates will be detailed in the City's Schedule of Fees and Charges available on the City's website.

Any requests for concessions or fee waivers not detailed within this policy will be managed in accordance with the criteria and processes detailed in the City's Fee Waivers, Concessions and Debt Write-Off Policy and Management Procedure.

7. AUTHORITIES AND ACCOUNTABILITIES

Identify whether there is a requirement for Council to delegate or authorise a decision making function to the CEO for efficiencies. If so, the reference should state "The CEO or his nominee is authorised to". This provides discretion to the CEO to decide whether to confer this function to an employee, usually a Director. In this case, there is a requirement for a formal "Letter of Authorisation" to be provided by the CEO to the nominated person. Please contact Governance for assistance.

In the case of a delegated function (i.e. the function is legislatively conferred to the local government), a separate recommendation to the Policy adoption report should be provided to formally delegate the function. Please contact Governance for assistance.

8. ROLES AND RESPONSIBILITIES

The Manager Community Facilities is responsible for the implementation of this policy in collaboration with relevant service unit managers.

9. DISPUTE RESOLUTION (if applicable)

All disputes in regard to this policy will be referred to the Director Community and Place in the first instance. In the event that an agreement cannot be reached, the matter will be submitted to the Chief Executive Officer for a determination.

10. EVALUATION AND REVIEW

The policy will be evaluated every two years.

11. RELATED DOCUMENTS

- *Facility Hire and Use Guidelines*
- *Facility Hire and Use Management Procedure*
- *Fee Waivers, Concessions and Debt Write-Off Policy and Management Procedure*
- *Public Community Event Policy and Management Procedure*
- *Circuses and Performing Animals Policy*
- *Community Funding Policy and Management Procedure*
- *Community Led Initiatives and Collaborations Management Procedure*
- *Public Places and Local Government Property Local Law 2015*
- *Conditions of Hire – Facility Booking*
- *City of Wanneroo Schedule of Fees & Charges*

12. REFERENCES

Other supporting information that may have relevance.



Council Policy

13. RESPONSIBILITY FOR IMPLEMENTATION

Manager Community Facilities

REVISION HISTORY

Version	Next Review	Record No.
CD06-08/09	25 Aug 2009	
CD02-05/11	2 May 2011	11/22399
CD01-05/13	May 2015	12/40855
16/12/14 – Admin amendment – See Trim: 14/9002	May 2015	12/40855
03/09/2018 – Admin Amendment from CP05-08/18	May 2015	12/40855
22 September 2020 CP02-09/20	June 2022	19/419971
9 August 2022 CP06-08/22	August 2024	19/419971V2
18 June 2024 (CE03-06/24) (extension to review date)	30 April 2025	

ANNEXURE 1 – CATEGORIES OF USE

The City may consider requests to provide a concession for facility hire in accordance with the following criteria:

Category No.	Hirer Description	Reference	Method of Calculation for Concessionary Rate
1.	Junior Use	Applies to registered teams, clubs, associations and community groups only. Juniors are defined as individuals aged 18 years and under.	Between 50 - 100% of the Adult Fee (as defined within the Facility Hire and Use Management Procedure)
2.	Senior Use	Applies to registered teams, clubs, associations and community groups only. Seniors are defined as individuals aged over 60 years.	Between 50 - 100% of the Adult Fee (as defined within the Facility Hire and Use Management Procedure)
3.	Self Help and Peer Support	A group of people who are all directly affected by a particular issue, illness, or circumstance and who provide each other with encouragement, comfort and advice within the Wanneroo community. Such groups can be registered or non-registered with a governing association but must be not-for-profit and typically do not generate revenue sufficient to support facility hire costs e.g. gold coin donation to cover costs of tea, coffee, milk etc.	100% concession for regular bookings (as defined within Facility Hire and Use Management Procedure)
4.	Community Support Services	Organisations that provide support services to the Wanneroo community. Such organisations are registered, not-for-profit and are usually provided some type of funding towards the program they are running. There are 9 approved sub-categories as approved by the WA State Government's Community Services Framework. <ul style="list-style-type: none"> • Accommodation services • Community Support • Counselling Services • Emergency Services • Grants and Subsidies • Natural Disasters • Rural Community Development • Social Justice and Equity • Transport Access Schemes 	100% concession for regular bookings (as defined within Facility Hire and Use Management Procedure)

5. Essential Services
- Essential services are critical systems and functions required to support public safety, health, and wellbeing. These are divided into two main categories:
- Basic public needs**
- Electricity
 - Gas
 - Water
 - Telecommunications
 - Health (hospitals etc)
 - Waste and sewerage management
- Emergency Response Services**
Aligned with the State Emergency Management Plan, these services support the community in preparing for, responding to, and recovering from emergencies and disasters. They include:
- Immediate response actions to protect life, property, and the environment (e.g. fire services, police, State Emergency Service)
 - Recovery operations to restore community infrastructure and support social and economic recovery.
 - Ongoing emergency preparedness activities, such as multi-agency training, emergency exercises, and response planning.
- This excludes fundraising for the purposes of income generation for individual groups.
6. Fundraising
- Benevolence**
Any event, program or activity to help a City of Wanneroo resident and/or their families (including animals) with urgent life-threatening/life limiting illnesses or medical conditions, disaster/emergency relief or social welfare situation requiring aid.
- Health and Medical (including animals)
 - Disaster Relief
 - Social Welfare
- Charitable Collections**
Applies to individuals or organisations undertaking fundraising activities on behalf of a registered charity.
- To be eligible, the activity must:
- Be conducted with a letter of authority
- 100% concession for regular bookings (as defined within Facility Hire and Use Management Procedure)
- 100% concession for regular bookings (as defined within Facility Hire and Use Management Procedure)

- | | | | |
|----|-------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------|
| 7. | Charitable Organisation | <ul style="list-style-type: none"> from the registered charity • Provide clear public benefit • Support recognised groups in need (as defined under charitable purposes) <p>This excludes fundraising for the purposes of income generation for individuals and groups.</p> <p>An organisation which must be not-for-profit, have only charitable purposes that are for the public benefit, not have a disqualifying purpose and not be an individual, a political party or a government entity, registered with the Australian Charities and Not-for-profits Commission (ACNC).</p> | 50% concession for regular bookings (as defined within the Facility Hire and Use Management Procedure) |
|----|-------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------|

DRAFT

ANNEXURE 2 – EXCLUDED FACILITIES

- *Banksia Room (Civic Facility)*
- *Buckingham House*
- *Civic Golf Course - Carramar.*
- *Civic Golf Course - Marangaroo*
- *Cockman House*
- *Girrawheen Hub*
- *Jacaranda Court (Civic Facility)*
- *Kingsway Indoor Stadium*
- *Mary Lindsay Homestead*
- *Wanneroo Aquamotion*
- *Wanneroo Civic Centre Council Chambers*
- *Wanneroo Regional Museum and Community History Centre*
- *Wanneroo School House*
- *Youth Hubs and Centres*

4.2 Workshop - Local Planning Policy 4.3 - Public Open Space

File Ref:	3443V02 – 25/174356
Responsible Officer:	Director Planning & Sustainability
Attachments:	1
Previous Items:	PS05-04/21 - Review of Local Planning Policy 4.3: Public Open Space - Ordinary Council - 20 Apr 2021 PS02-06/15 - Review of Local Planning Policy 4.3: Public Open Space - Ordinary Council - 23 Jun 2015

Issue

To present Local Planning Policy 4.3 – Public Open Space (**LPP 4.3**) to Council for workshopping in response to a Motion on Notice (MN02-05/25) at the 27 May 2025 Ordinary Council Meeting.

Background

LPP 4.3 was adopted by Council at its Ordinary Council Meeting (**OCM**) on 19 October 2010 (PS02-10/10) to provide guidance on the planning, provision, location, design, development and interim maintenance of public open space (**POS**) within the City. LPP 4.3 was initially prepared to address and expand on State planning policy, including Liveable Neighbourhoods (Western Australian Planning Commission, 2007). Liveable Neighbourhoods required proponents to develop POS to minimum standards however, the City of Wanneroo (the **City**) deemed that these standards were not appropriate for all types of POS. In this regard, LPP 4.3 provided additional guidance on minimum, preferred and optional levels of development for different types of POS. In doing so, it sought to provide an appropriate level of development and amenities for each of the City's public open spaces. This was intended to reduce ongoing maintenance costs for the City following the handover of facilities.

In 2014 the State Government released the North-West Corridor Water Supply Strategy (Strategy). The Strategy reduced the allocation of water to be used for POS in the City's northern coastal corridor (from Quinns Rocks to Yanchep) and outlined new design criteria for public open spaces. It also applied a reduced irrigation rate of water per year per hectare for POS areas along the City's northern coastal corridor.

A draft revised LPP 4.3 was reviewed and advertised in 2015. The amended policy outlined the new irrigation requirements for developers as per the North-West Corridor Water Supply Strategy which are still in place and can be seen in the current policy's Schedule 6 – Irrigation Requirements. Following advertising, Administration met with Elected Members at Council Forum on 25 November 2015 to discuss the key issues and Administration's modifications to the draft revised LPP 4.3.

At this meeting, Elected Members raised concerns about a recently made Joint Development Assessment Panel decision which approved a development application for POS located within Eden Beach Estate, which exceeded \$2 million and resulted in the over provision of assets (particularly play equipment). In light of this, Administration amended LPP 4.3 to include stronger guidance on the number and types of assets permitted in each type of POS including additional criteria to guide the provision of play equipment items. The criteria sets out the appropriate size and scale of play equipment items and items to be maintained by the City within its operating budgets. Administration also included requirements for developers to outline the whole-of-life costs (including capital costs and maintenance costs over the proposed assets useful life) and asset management plans for all proposed play equipment items in POS to be provided by the developer and approved by the City. The revised policy was approved by Council at its OCM on 5 April 2016.

On 20 April 2021, Council approved minor amendments to LPP 4.3. These included removing wording under clause 6 'Urban Water Management within POS' and clause 8 'Maintenance and Handover of POS' due to other local planning policies and landscape design specification guidelines adequately addressing these considerations. It also included minor rewording, reformatting and amendments to update references to relevant State and local policies, guidelines and documents. The current LPP 4.3 is included in **Attachment 1**.

Council at its meeting on 27 May 2025 supported a Motion on Notice which requested Administration to bring LPP 4.3 to the 30 June 2025 Policy Review Committee for workshopping. The Resolution in full stated:

"That Council:-

- 1. REQUESTS LPP 4.3 Public Open Space be brought to the next Policy Review Committee meeting for workshopping.*
- 2. REQUESTS that the final LPP 4.3 Public Open Space, incorporating feedback from the workshop, be forwarded to the subsequent scheduled Policy Review Committee meeting for endorsement."*

Detail

The Motion on Notice outlines that a number of issues have arisen since the review of LPP 4.3 in April 2021, such as:

- Where barbeques, drink fountains, playground equipment can be placed.
- The outdated public open space hierarchy contained within schedule 3 with the acceptable sizes and criteria needing an update to reflect more contemporary community sentiments.
- Irrigation requirements around the number of dry and wet parks, as the expectations and care factor of our community has increased wanting good quality public open spaces.

It can be noted that the Policy's Schedule 3 includes a public open space hierarchy which categorises POS as pocket parks, local, neighbourhood recreation and neighbourhood sports, district and regional and lists amenities that can be provided at each type of open space including barbeques, drink fountains and playground equipment. In accordance with this schedule, barbeques may be provided at neighbourhood recreation and neighbourhood sports, district and regional POS. Proposals for a barbeque in POS designated as local neighbourhood recreation must satisfy that:

- a) There are no barbeques (existing or proposed) located in POS within a 400-metre walkable catchment; and
- b) There are no major barriers preventing access to the POS.

The Policy's Clause 14.2 outlines the circumstances when the City will consider a proposal to vary the standard requirements outlined in Schedule 3. These include when the proposal varies the provision of amenities but does not exceed the aggregate standard requirement across the area, when there is a demonstrable increased demand for additional infrastructure due to a high density of dwellings being proposed, when an agreement is entered into with the City for the developer to pre-fund the cost to maintain and replace the proposed assets for two life cycles and when the proposal varies the provision of infrastructure for POS that due to its location (i.e. forms part of a coastal node, co-located with community purpose sites, or within a town centre) serves the catchment of a higher order POS in accordance with Schedule 3.

The Policy outlines that drink fountains may be provided at neighbourhood sports, district and regional POS. Play equipment can be provided at all levels of POS however, the number of items permitted increases with each level of park.

In terms of irrigation, LPP 4.3 outlines that all types of POS can install hydrozoned irrigation in accordance with the Policy's Schedule 6 – Irrigation Requirements. This schedule outlines the maximum percentage of the site area of a POS that may be permanently irrigated and is included as Table 1 as follows:

Type of POS	Description	Maximum % of site area that is permanently irrigated
Sport	*Regional/ District playing fields	64%
	*Neighbourhood/local playing fields	59%
Recreation	Local/Recreation/Pocket parks	33% (assuming 3% of gross subdivisible area is passive POS)
	Schools/hospitals	30%
	Streetscapes/entry statements	0% (establishment only)
Nature		0% (establishment only)

Table 1: Design Criteria for Irrigation

Consultation

Following input on the Policy from Councillors, Administration will prepare a revised draft of LPP 4.3 based on the feedback received and present it to an upcoming Policy Review Committee for approval to advertise. Following this, in accordance with Division 2 of the *Planning and Development (Local Planning Scheme) Regulations 2015*, the Policy will be publicly advertised for 21 days. Administration will then make any further changes it deems appropriate based on any submissions received before presenting the proposed Policy to a future Policy Review Committee for adoption.

As Administration had already commenced progressing the review of LPP 4.3, prior to this Motion on Notice, in April this year it informally engaged with three private consultants who work with developers to prepare POS Plans for the City, to obtain their general feedback. Some of this feedback received indicated that they felt that the Policy is too prescriptive and includes requirements that are too exhaustive at the pre-subdivision stage and that more clarity could be provided around irrigation measures as a result of climate change, including alternative water sources to scheme water and bore use. Administration will address this feedback when it prepares its revised draft LPP 4.3 for Council consideration to advertise.

Comment

Schedule 3 – Public Open Space Hierarchy

The Motion on Notice largely relates to issues with the Policy's Schedule 3 – Public Open Space Hierarchy which categorises all of the City's open spaces and outlines standard requirements for amenities that can be provided. Whilst it is acknowledged that Schedule 3 – Public Open Space Hierarchy of the Policy is prescriptive, its intention is to strike a balance between the community's expectations and what can be adequately maintained by the City into the future.

Should Elected Members wish to amend the standard requirements for the provision of amenities in the Policy's Schedule 3 including toilets, barbeques, water fountains and playground equipment additional expenditure may need to be budgeted for in the City's

operating and capital budgets. Variations would need to consider changes in upfront capital cost, ongoing operational costs (maintenance, cleaning etc) and asset renewal costs, as well as potential impact on staff resources. With respect to the requirement for facilities such as toilets, Administration notes that these incur high installation, maintenance and asset replacement costs and should therefore be located to ensure maximum usage by the community.

Schedule 6 - Irrigation requirements

The irrigation requirements outlined in LPP 4.3's Schedule 6 are included in the Policy in response to the State's North-West Corridor Water Supply Strategy that was adopted in 2014. The Strategy uses a schedule to set a volume of water that individual developers will be able to access from the Quinns, Eglinton and Yanchep groundwater subareas to meet all essential POS requirements. The remaining balance of water is reserved for public water supply.

As a result of the Strategy, the Policy requires local water management strategies, urban water management plans and landscapes designs to demonstrate compliance with the design criteria (outlined in this report's Table 1) and licensing schedule (which is issued by the Department of Water and Environmental Regulation). It is noted that the City is compelled to adhere to the State's North-West Corridor Water Supply Strategy and outline these requirements for developers.

Whilst the City is currently allocated 7500 kilolitres per year per hectare for parks that are not subject to the North-West Corridor Water Supply Strategy, by 2028 in accordance with the Gngangara Groundwater Allocation Plan that number will be reduced to 6750 kilolitres per year per hectare across all areas in the City. All ground water sub-areas within the City of Wanneroo are currently fully allocated by the Department of Water and Environmental Regulation, with no capacity to provide further allocation to areas outside of the North-West Corridor Water Supply Strategy. Any ground water savings realised within existing Public Open Space is being utilised to facilitate the 2028 reduction in groundwater allocation to ensure that the City can continue to provide safe irrigated areas within active and passive Public Open Space.

Feedback sought

Administration is seeking feedback from Council Members on the current Policy, including any changes required, before reviewing the Policy and presenting it back to Council for approval to advertise at a future Policy Review Committee meeting.

Statutory Compliance

The review of LPP 4.3: Public Open Space will be undertaken in accordance with Schedule 2, Division 2 – Local Planning Policies of the *Planning and Development (Local Planning Schemes) Regulations 2015* which outlines the circumstances and procedures for which a local government may prepare a local planning policy.

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 & Utility Planning	Low
Accountability	Action Planning Option
Director Planning and Sustainability and Director Assets	Manage

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

Policy Implications

The review of the above policy will be undertaken to ensure that the City conforms to current statutory and legislative provisions through the use of local planning policies.

Financial Implications

Variations to LPP 4.3's Schedule 3, which result in increases in the provision of assets and facilities at the City's parks, will require amendments to be made to the City's capital and operation budgets to account for increased installation and maintenance costs.

Action

Submitted for information and discussion.

Attachments:

[1](#). Attachment 1 - Current_2021_LPP_4.3_POS 25/209350

AUTHORISATION	Adopted 20 April 2021 (PS05 – 04/21)
REVIEW	Biennial. Next scheduled review 2025.

Part 1

POLICY OPERATION

Policy Development

This policy has been prepared under clause 4 of the deemed provisions of the City of Wanneroo District Planning Scheme No. 2 (DPS 2 or Scheme).

Purpose and Application

The policy articulates Council's position on the planning, provision, location, design, development and interim maintenance of Public Open Space (POS) and is to be considered by applicants, Administration, and Council in the design, assessment, and determination of:

- Scheme amendments;
- Structure plans;
- Local Development Plans;
- Subdivision applications; and
- Development applications.

The purpose of this policy is to:

- Ensure that POS is delivered in a manner which optimises community benefit;
- Provide local interpretation of the Western Australian Planning Commission's (WAPC) Liveable Neighbourhoods Operational Policy (Liveable Neighbourhoods); and
- Guide Council, its officers and applicants in the planning for POS in urban areas.

Relationship to Other Policies, Guidelines and Documents

This Policy should be read in conjunction with DPS2, as well as the State and local policies, guidelines and other documents referred to in Schedule 1.

In the event of any inconsistency between this Policy and the Scheme, the Scheme will prevail. In the event of any inconsistency between this Policy and any City of Wanneroo specification or guideline, this Policy will prevail.

Objective

To ensure POS areas provide a balance of the following:

- Sufficient sites for sporting activities;
- A diversity of recreational uses and options for the community;
- Natural areas protecting local natural assets whilst providing the community with managed access;
- Incorporation of water sensitive urban design principles;
- Appropriate levels of amenity, in accordance with Schedule 3;
- Affordability (including consideration of future maintenance costs, asset replacement costs, Total Life Cycle costs, and economic benefits); and
- Environmental sustainability.

Structure

This Policy consists of two parts:

Part 1 Policy Operation: Includes the policy objectives.

Part 2 General Policy Provisions: Sets out the Policy provisions for the following:

- Structure Planning;
- Provision, allocation and distribution of POS;
- Design requirements of POS; and
- Development requirements of POS;

Part 2

GENERAL POLICY PROVISIONS

1. Public Open Space Masterplan

1.1 In support of any proposed local structure plan that proposes to include POS, the City will require a Public Open Space Masterplan ('POS Plan') which is to include the following information:

- a) All proposed POS in the structure plan area to be shown in a POS Schedule prepared in accordance with Liveable Neighbourhoods;
- b) Size (in square metres) and type of each POS;
- c) Proposed facilities to be accommodated in each POS (including any proposed variations to the Standard Development Requirements contained in Schedule 3);
- d) High level play space strategy for each POS containing play items (including proposed play area location, age group/s to be accommodated, type/s of play items (e.g. natural elements, off-the-shelf);

- e) Location of significant trees to be retained in POS (in accordance with a Significant Tree Survey);
- f) Indicative area (in square metres) of permanent irrigation of turf for each POS;
- g) Calculations demonstrating compliance with the POS design criteria and reduced average irrigation rate (refer to Schedule 6 – Irrigation Requirements) as outlined in the City of Wanneroo and Department of Water’s North West Corridor Water Supply Strategy’;
- h) Water Supply Strategy, including Bore and Mainline Plan, for the proposed irrigation system;
- i) Proposed small, minor and major rainfall event drainage management areas to be contained in POS;
- j) POS which is proposed as a result of, and subject to, conditions imposed under *Environmental Protection and Biodiversity Conservation Act 1999* (EPBC Act), including Federal Government approved areas that are not part of the 10% POS Contribution;
- k) Proposed function/s of POS (sport, nature and/or recreation);
- l) Green links to be considered between conservation areas and POS; and
- m) Fire mitigation measures that may impact on proposed POS amenity.

1.2 The POS Masterplan will be subject to ongoing assessment throughout the life of the development of the structure plan area. The POS Masterplan (including its Bore and Mainline Plan) will therefore be an evolving document that may change throughout the life of the development of the structure plan area.

2. Provision of Public Open Space

2.1 A minimum 10% of the gross subdivisible area is to be ceded as POS, as per Liveable Neighbourhoods.

2.2 POS is to be classified as either unrestricted POS or restricted POS as per Liveable Neighbourhoods.

2.3 As per Liveable Neighbourhoods and relevant management plans, foreshore reserves abutting the coast and wetlands (and the wetlands themselves) which are required by the WAPC to be ceded free of cost shall not form part of the 10% POS contribution, and should not be included in the gross subdivisible area.

2.4 Subject to approval by the City, greater than 10% may be considered acceptable and/or necessary where there are specific environmental (e.g arising from EPBC Act or *Environmental Protection Act (1986)* approval conditions), cultural or historic values that require protection to enhance the character of the local area or where it is considered essential to provide larger scale sport spaces. In these instances, a Financial Assessment Report detailing the likely financial implications of providing additional space (i.e. life cycle costs and maintenance regimes for the POS assets) may be required to be prepared by the applicant.

3. Unrestricted POS

- 3.1 Unrestricted POS must constitute a minimum of 8% of the gross subdivisible area as per Liveable Neighbourhoods.
- 3.2 In accordance with Liveable Neighbourhoods, a POS schedule and relevant management plans must identify the intended function (Table 1) of the POS.

Table 1: Liveable Neighbourhoods POS Function Classification

Function	Purpose	Examples
Sport	Provides POS for structured or organised sporting activities, accommodating playing surfaces, buffer zones, and supplementary infrastructure requirements.	<ul style="list-style-type: none"> • Sporting ovals of appropriate size for competition use; • Outdoor basketball/netball/tennis courts; • Recreation centres (i.e gyms, squash courts, swimming pools); and • Associated infrastructure (i.e parking, club rooms, training areas, storage)
Recreation	Provides POS for informal play and physical exercise, while encouraging opportunities for social interaction and relaxation.	<ul style="list-style-type: none"> • Playgrounds; • Community purpose sites (i.e halls, libraries, community gardens); • Piazza and civic squares; • Skate parks; • Dog exercise areas; • Farmers markets; and • Picnic/BBQ areas.
Nature	Provides POS for people to connect and enjoy nature, while protecting it's environmental values.	<ul style="list-style-type: none"> • Native vegetation retention (where not classified as deducted or restricted open space); • Walking trails through native vegetation areas; • Nature play areas; • Active coastal and riverine foreshores (where not classified as deducted or restricted open space); and • Areas for quiet contemplation and reflection.

3.3 *Sport POS*

- 3.3.1 Sport POS should be provided and designed in accordance with Liveable Neighbourhoods.
- 3.3.2 The City will require that a minimum of 4% of the gross subdivisible area be allocated for sport POS unless the City is satisfied that one or more of the following criteria are met:
- a) there is already sufficient existing sport POS within close proximity;

- b) in the case of a subdivision, sport POS is identified elsewhere in an endorsed District Structure Plan or Local Structure Plan;
 - c) the provision of 4% sport POS would result in an un-usable space for active recreation (i.e. too small);
 - d) the land is constrained by environmental/natural/physical/cultural factors; and
 - e) the provision of 4% sport POS would have an adverse effect on walkability/connectivity of POS in the locality.
- 3.3.3 A district sport POS is to be provided for every two (2) government high schools planned within a development area (i.e. 1 per 13,000-14,000 lots);
- 3.3.4 Organised/formal sporting functions are to be restricted to neighbourhood, district and regional level POS.
- 3.3.5 Where possible, the grouping of sports playing fields to create multipurpose sports precincts should be investigated.

3.4 Nature POS

- 3.4.1 Nature POS should be provided and designed in accordance with Liveable Neighbourhoods.
- 3.4.2 POS provided for this purpose should be ecologically viable and meet the minimum viability criteria described in Schedule 5.
- 3.4.3 Nature POS is to be accessible by the public in accordance with Liveable Neighbourhoods (including fenced areas with controlled access).
- 3.4.4 When designing and providing nature POS, the following standard requirements must be addressed:
- a) No earthworks except where it pertains to grading for universally accessible trails;
 - b) Weed control management strategy;
 - c) Tree/bush retention;
 - d) 3m wide vehicle access gates for maintenance, service and emergency vehicles (includes fire access);
 - e) Cement stabilised limestone trail surfacing;
 - f) Benches/Seating (off access track on concrete pad);
 - g) Directional or Interpretative signage;
 - h) Pedestrian access control gates (where appropriate);
 - i) Development and implementation of a management plan; and
 - j) Park sign wall with signage panel and play as per City of Wanneroo signage style guide.

- 3.4.5 Approval of the City of Wanneroo and the Department of Education is required where nature POS is co-located with schools.
- 3.4.6 Consultation with the City of Wanneroo is required to determine the appropriate vesting order for nature POS.
- 3.4.7 Stormwater drainage facilities should not be co-located in nature POS where it may impact the conservation values of the nature POS. Such nature POS should also not have passive recreation areas adjacent if this may impact on the conservation values of the nature POS.

3.5 *Recreation POS*

Recreation POS should be provided and designed in accordance with Liveable Neighbourhoods, and Schedule 3 and Schedule 4 of this Policy.

4. *Restricted POS*

- 4.1 Restricted POS may constitute a maximum credit of 2% of the gross subdivisible area as per Liveable Neighbourhoods where the requirements for unrestricted open space in Section 6 (Allocation and Distribution of POS) have been met.
- 4.2 Restricted POS in excess of 2% of the gross subdivisible area shall not be credited towards the overall POS obligation.
- 4.3 Restricted POS provided in excess of 2% of the gross subdivisible area (in accordance with Clause 4.2) shall be considered as a deduction from the gross subdivisible area.

5. *Cash-in-Lieu of POS*

- 5.1 The City will accept cash-in-lieu of POS where it is considered that the provision of 10% of the gross subdivisible area for POS will not result in spaces of sufficient size or quality to be of benefit to the community, or where sufficient space already exists in the surrounding areas.
- 5.2 Where Cash-in-lieu is considered acceptable under Clause 5.1, the applicant shall contribute up to the total POS requirement, the market value of the land (as defined under Section 155 of the *Planning & Development Act 2005*) required as cash-in-lieu to be kept in Trust for the future provision and/or development of POS and related community facilities.
- 5.3 The provision of Cash-in-Lieu of POS is subject to the agreement of the Western Australian Planning Commission under Section 153 of the *Planning & Development Act 2005*.

6. Allocation and Distribution of POS

- 6.1 A variety of POS shall be provided within a specified area that ensures a balance of sizes, types, functions and locations within a community. The provision of POS shall be in accordance with the requirements of the POS Hierarchy shown at Schedule 3.
- 6.2 Unless otherwise provided for by Clause 6.3 of this Policy, POS shall:
- a) be located within the nominated walkable distances from dwellings prescribed by Schedule 3 or where no distances are provided, in accordance with other locational criteria as specified;
 - b) be of a minimum size for the relevant type of POS as per Schedule 3; and
 - c) be fit for its intended function and use in terms of its:
 - Location;
 - Size;
 - Shape; and
 - Topographical Features.
- 6.3 Exceptions
- 6.3.1 The provision of a District Open Space may negate the need for a Neighbourhood and Local Open Space within the walkable catchment of the District Open Space location;
- 6.3.2 The location of a Neighbourhood Open Space may negate the need for a Local Open Space within the walkable catchment of the Neighbourhood Open Space location; and
- 6.3.3 POS exhibiting “unacceptable criteria” as per Schedule 3 shall not be accepted.

7. POS in Industrial Areas

- 7.1 POS is to be provided within industrial areas in accordance with Clause 7.2 of this Policy, and have regard for Guidelines for Industrial Development (Perth NRM, May 2020), unless the City is satisfied that the following criteria are met:
- a) The industrial area is not of sufficient size to warrant POS provision;
 - b) There is appropriate POS located within an 400m radius of the industrial area that can provide sufficient opportunity for recreation; and
 - c) Stormwater can be appropriately treated without using POS to serve a drainage function.

7.2 POS in industrial areas should constitute between 2% and 5% of the gross subdivisible area. The City will accept 2% provided sufficient POS areas are provided for the following functions:

- a) Provide an opportunity for unstructured recreation during working hours (lunch breaks etc.) and to improve amenity within a built environment;
- b) Be located where walkable catchment can be maximised and of appropriate size to provide an area protected where possible from the impacts of surrounding industry;
- c) Contribute to improved stormwater quality through water sensitive urban design;
- d) Act as a buffer to non-industrial land uses where necessary;
- e) Retain natural assets where possible; and
- f) Seek to activate for recreation those environmental assets already ceded for ongoing management.

8. Community Purpose Sites

8.1 Unless otherwise provided for by Clause 8.2 of this Policy, the City, when providing feedback to the WAPC on the matter, will advise that it does not support the inclusion of community purpose sites as part of the POS allocation and that their provision is to be subject to discussion and negotiation with the City of Wanneroo, unless otherwise determined.

8.2 The inclusion of community purpose sites as part of the POS contribution may be acceptable subject to:

- a) The community purpose site being located adjacent to another parcel of POS and a function of the community purpose site relating to that POS (e.g. a community centre with facilities to support the sporting use of the POS);
- b) A need being identified by a community development plan or other community needs study;
- c) The allocation being subject to the provision requirements of restricted open space (See Clauses 4.1 – 4.3); and
- d) Discussion with and approval of the City of Wanneroo.

8.3 Where community facilities are located on POS (e.g. a sporting pavilion), the space required to accommodate the facility should be considered as part of the POS planning process and included as part of the POS allocation. A specific community purpose site is not required in these instances.

9. Location of POS

9.1 Individual POS should form part of an interconnected network of spaces for the purposes of encouraging pedestrian movement, ecological connectivity and improving public amenity.

- 9.2 POS is to be located to maximize accessibility and safety for the community in accordance with Crime Prevention Through Environmental Design (CPTED) principles:
- a) Civic spaces, parks, plazas, footpaths, urban streets and other shared community spaces that connect the buildings of the community must be located, designed and managed in ways that encourage its legitimate use and hence its security; and
 - b) The interface of public open space with the buildings/boundaries that define and adjoin it must be located, designed and managed to promote informal surveillance and use.

10. Co-location of POS with School Sites

- 10.1 Co-location of POS with school sites is supported and encouraged in the interest of optimising joint use and management, rationalising water use and creating community hubs. Co-location should be investigated (but not assumed) at each site and is subject to:
- a) Creation of a larger, more multipurpose recreation or community precinct as a result of the co-location; and
 - b) The provisions of the City's Joint Development and Shared Use Facilities with Department of Education Policy, and its associated protocol and Memorandum of Understanding between the City and the Department of Education.
- 10.2 The City's preference is for co-location to occur. However, where multiple school sites are co-located and sport POS is adequately provided for in a development area, the City will support playing fields within standalone primary school sites.

11. Subdivision and POS Design

- 11.1 Landscape and Irrigation Design Drawings for each POS included in a proposed plan of subdivision are to be submitted and provided prior to clearance of the relevant conditions of subdivision.
- 11.2 Landscape and Irrigation Design Drawings are to be prepared in accordance with the City's relevant design specifications and guidelines, as advised by Administration.
- 11.3 If the subdivision proposal is subject to a POS Masterplan that has been approved by the City, and the subdivision proposal involves any changes to any of the points listed in Clause 1.1, then an updated POS Masterplan, including an updated POS Schedule, will be required to be prepared and submitted for approval by the City.
- 11.4 Prior to the preparation of Landscape and Irrigation Design Drawings, Landscape Concept Plans may be prepared and lodged with the City for the purpose of discussion and preliminary design comment.

- 11.5 POS should be designed to:
- a) Maximise environmental sustainability;
 - b) Be of an acceptable size (refer Schedule 3) and shape to cater for its intended purpose;
 - c) Maximise retention of natural bushland where appropriate. The retention of existing bushland is preferable to clearing and replanting. Where this is not possible, priority should be given to transplanting vegetation, landscaping with mature species, or use of local native species;
 - d) Retain natural ground levels where possible to suit the intended function of the POS;
 - e) Be accessible via the walking and cycling network;
 - f) Ensure universal access is provided to play areas, park furniture and park facilities;
 - g) Reflect best practice in water conservation, harvesting, re-use and irrigation;
 - h) Include initiatives to minimise energy use (through design, product selection, alternative energy sources etc);
 - i) Implement the function/s (sport, nature, recreation) identified for the site as part of an approved POS Plan;
 - j) Where possible, use locally indicative species and local building styles to preserve local heritage and landscape character;
 - k) Make use of local resources and materials that are robust, recycled/recyclable, and environmentally sound;
 - l) Incorporate sufficient safety, lighting and surveillance measures in accordance with the Designing Out Crime Planning Guidelines (WAPC, 2006);
 - m) Where possible, provide incidental play opportunities through incorporation of landscape elements, in addition to designated play areas; and
 - n) Protect any significant heritage sites or features.
- 11.6 The City will approve areas of irrigated turf in POS where it:
- 11.6.1 Has a valid licence to take water issued by the Department of Water or has applied for a licence to take water and confirmed that sufficient water is available from the groundwater resource, unless an alternative water source is proposed. The licence to take water should be in accordance with the City of Wanneroo and Department of Water's North West Corridor Water Supply Strategy requirements;
 - 11.6.2 Serves a functional purpose. Priority will be given to sports playing fields, followed by recreational areas. i.e. kick-about or picnic areas, followed by lower priority POS functions;
 - 11.6.3 Has a maximum slope of 1:6; and
 - 11.6.4 Is of an approved species (the City's preferred turf species is Pennisetum Clandestinum (Kikuyu)). The City will consider the use of salt tolerant turf species for sites in close proximity to the ocean.

12. Sport POS Design

12.1 To ensure maximum potential for sport POS to accommodate a full variety of recreational activity, sport POS should be designed generally in accordance with the City's relevant design specifications and guidelines. Appropriate space shall be provided for:

- a) formal playing fields;
- b) athletics infrastructure (e.g. throwing circles, jump pits);
- c) buffers to roads and other infrastructure;
- d) unstructured recreation areas;
- e) pavilions, carparks and other sporting infrastructure (e.g. cricket nets, batting cages, baseball backnets etc.);
- f) retention of native vegetation in 'good' or better condition, where possible; and
- g) significant tree retention, where possible.

These uses should be reflected in the POS landscape plans at the appropriate stage of planning. Applicants shall refer to Sports Dimensions Guide For Playing Areas – Sport and Recreation Facilities (Department of Sport and Recreation, June 2016) for relevant sporting design criteria.

12.2 The playing field component of sport POS sites will:

- 12.2.1 be of uniform shape, with preference given to square or rectangular;
- 12.2.2 be graded (either naturally or through development) to allow for surface water runoff/drainage, with a slope of no greater than 1:200;
- 12.2.3 have access to a groundwater supply and permanent groundwater licence transferable to the City of Wanneroo, suitable for the irrigation of an appropriate amount of turf and landscaping;
- 12.2.4 be free of the following constraints (either naturally or through development):
 - a) Easements & buffers (pipe line, power line, incompatible land use);
 - b) Wetland / water courses;
 - c) Significant historical sites – either Indigenous or European, which will prevent the development of the site for the proposed function;
 - d) Any transport or other feature that intersects the site or detracts from its development potential; and
 - e) Soil contamination.

12.3 All proposed stormwater drainage and associated batters must be located outside of the playing field and safety buffers. Consideration should be given to using the playing field for flood storage for events greater than the 20% AEP (refer to the DWER Decision Process for Stormwater Management in Western Australia, November 2017).

13. Urban Water Management within POS

- 13.1 Issues associated with urban water management measures affecting POS areas are dealt with in LPP4.4: Urban Water Management and the attached design specifications and guidelines.

14. Development of POS

- 14.1 Where a subdivision application proposes the creation of POS, the City will in its response to the WAPC, request that a condition be imposed requiring the applicant to develop the open space to the standard requirement detailed in the relevant design specifications and guidelines

- 14.2 The City will consider a proposal to vary the standard requirements where it meets one of the following pre-conditions:

- a) The proposal varies the provision of infrastructure for individual parcels of POS within a developable area but does not exceed the aggregate standard requirement across the developable area;
- b) There is a demonstrable increased demand for additional infrastructure due to a high density of residential dwellings being proposed within the walkable catchment of the POS (refer Schedule 3) that is supported by a cost-benefit analysis provided by the developer;
- c) Where an agreement is entered into with the City for the developer to pre-fund the cost to maintain and replace the proposed asset for two life cycles of the proposed asset; or
- d) The proposal varies the provision of infrastructure for POS that due to its location (i.e. forms part of a coastal node, co-located with community purpose sites, or within a town centre) serves the catchment of a higher order POS in accordance with Schedule 3.

- 14.3 In assessing a proposal to vary the standard requirements under Clause 14.2, the City will consider the following criteria:

- a) The proposed asset will be located within an appropriate catchment area;
- b) The proposed asset is unlikely to impact the existing or proposed surrounding development through additional noise or additional traffic generated;
- c) The catchment area does not already have access to POS with similar assets;
- d) There are appropriate supporting facilities for the proposed asset where necessary (i.e. parking, toilets);
- e) There is an equal spread of assets proposed within the developable area; and
- f) The proposed asset satisfies the City's safety requirements.

- 14.4 No clearing of vegetation or other works shall occur within an area of open space or road reserve until the City of Wanneroo has granted approval for the subdivisional working drawings and associated landscaping plans.
- 14.5 In accordance with Clause 14.1, any works associated with those defined in Schedule 3 will be considered to be subdivisional works and therefore exempt from requiring a separate development approval under the Scheme, unless it is considered by the Manager, Approval Services that the nature of the development:
- a) Cannot reasonably be considered as 'subdivisional works';
 - b) Is potentially controversial;
 - c) Has the potential to significantly impact on the amenity of nearby residents; or
 - d) Requires detailed assessment, consideration and the implementation of management conditions of a statutory nature.
- 14.6 In the absence of a valid subdivisional approval issued by the WAPC, or where the works are not listed in Schedule 3, development approval may be required in accordance with Part 6 of the Scheme.
- 14.7 The City may require landscaping works as conditioned by the WAPC to be either completed or bonded prior to clearance of the relevant WAPC conditions.

15. Playgrounds

- 15.1 The City will accept a proposal for a playground in POS that satisfies the following criteria:
- a) The size and scale of play equipment items are consistent with, but not limited to the items identified for the relevant type of POS in Schedule 4;
 - b) The playground does not exceed the total number of items allowed as the Standard Requirement in Schedule 3;
 - c) The playground provides opportunities for physical and creative play;
 - d) The playground accommodates different age groups;
 - e) The playground complies with the City's safety requirements;
 - f) Whole-of-life costs for play equipment items have been approved by the City;
 - g) An asset management plan for play equipment items in accordance with ISO55001 standard has been approved by the City;
 - h) Developers must provide asset breakdown, materials, TLCC and lifespan of all POS assets;
 - i) Playgrounds to be on the periphery of natural area POS and not located within the middle of a conservation area; and
 - j) Preference for sand or mulch softfall to be given. Rubber is to be used in part, for accessibility and high-use areas where there are long term maintenance concerns.

- 15.2 All playgrounds proposed in parks must make provision for the inclusion of inclusive and accessible play equipment where possible. In parks that are identified as Neighbourhood POS or above, this requirement is compulsory.

16. Barbeques

- 16.1 A barbeque may be provided in accordance with Schedule 3. A proposal for a barbeque in POS designated as Neighbourhood Recreation must satisfy the following:
- a) There are no barbeques (existing or proposed) located in POS within a 400 metre walkable catchment; and
 - b) There are no major barriers preventing access to the POS.

17. Maintenance and Handover of POS

- 17.1 For any POS maintenance and handover issues refer to City's specifications WD 13C.
- 17.2 Applicants must provide the City with asset data records at the time of handover, in accordance with A-SPEC requirements. The City requires asset data to be provided for the following:
- a) B-SPEC: A common specification outlining the details of building asset data that is to be supplied in a machine readable format;
 - b) D-SPEC: A common specification outlining the details of stormwater drainage and Water Sensitive Urban Design (WSUD) asset data that is to be supplied in a machine readable format;
 - c) O-SPEC: A common specification outlining the details of assets within open space and recreation reserves that is to be supplied in a machine readable format; and
 - d) R-SPEC: A common specification outlining the details of assets within a road reserve that is to be supplied in a machine readable format.

18. Consultation

- 18.1 Applicants must consult with the City of Wanneroo regarding the planning and development of POS at all stages of the planning process to ensure that it meets the needs of the City of Wanneroo and the community in the long term.

Definitions

Developable Area means all of the land within a subdivision, or a structure plan if the subdivision falls within one.

Gross Subdivisible Area means the land available for subdivision excluding areas for non-residential uses determined by the WAPC such as schools, shopping centres, infrastructure, dedicated drainage sites (small rainfall event drainage management areas), community facilities or land set aside for arterial roads.

Major rainfall event means events greater than the minor rainfall event and up to and including the 1% annual exceedance probability (100 year critical ARI event).

Minor rainfall event means events greater than the small rainfall event and up to and including the 20% annual exceedance probability event (5 year critical ARI event) for residential areas and the 10% annual exceedance probability event (10 year critical ARI event) for commercial and industrial areas as well as arterial roads.

Nature open space means land for which the primary function is the retention and ongoing management of indigenous flora and fauna. These sites may be modified from their original condition in line with best practice environmental management and to facilitate public access for recreational purposes.

Nature Play means a space containing natural materials that encourages child-led play, moderated risk taking, decision making, creativity and collaborative play while providing opportunities to connect to nature in a way that is relevant to the site

Overprovision means the provision of assets within a local structure plan or subdivision area that is in excess of the standard requirement under Schedule 3.

Public open space (POS) means land used or intended for use for recreational purposes by the public and includes parks, public gardens, playgrounds and sports fields but does not include regional open space and foreshore reserves (Liveable Neighbourhoods 2015).

Recreation open space means land for which the primary function is unstructured recreational pursuits (picnics, children's play, dog walking) or low intensity active recreation (jogging, walking, casual kick-about).

Restricted public open space means those spaces that are constrained in a way that restricts the use of the space for recreational purposes by the general public (e.g. wetlands, certain drainage swales, power easements, cultural heritage sites, significant topographical features), as detailed in Schedule 2.

Small rainfall event means events up to and including the 1 exceedance per year event which require runoff management for up to 15mm rainfall depth from constructed impervious areas, other than roofs which require management for up to 10mm rainfall depth in the City of Wanneroo.

Sport open space means land for which the primary function is organised, high intensity sporting use

Unrestricted public open space means those spaces that are free from constraints or encumbrances (e.g. wetlands, easements, cultural heritage sites, significant topographical features) and are available at all times for recreational purposes by the general public. This includes conservation areas that are accessible by the public.

SCHEDULES

Schedule 1

RELEVANT POLICIES, GUIDELINES AND OTHER DOCUMENTS

City of Wanneroo:

- Local Planning Policy 4.1: Wetlands
- Local Planning Policy 4.4: Urban Water Management
- Local Planning Policy 4.8: Tree Preservation
- Local Planning Policy 4.21: Coastal Assets
- Landscape Upgrades to Distributor Roads and Parks Policy
- Acquisition and Development of Community Purpose Sites Policy
- Guidelines for the Subdivision of Land
- WD 13A Public Open Space Landscape Design Specification
- WD13B Streetscapes and Public Access Ways Landscape Design Specifications
- WD 13C Land Development Landscape Submission Process and Requirements
- Park Sign Specification
- Access and Inclusion Plan 2018
- Local Biodiversity Plan
- Environmental Management Plan Guidelines
- Environmental Management Plan Compliance, Auditing & Reporting Policy and Management Procedure
- Pathways Policy
- Street Tree Policy
- WD5 Stormwater Drainage Specifications
- Standard Irrigation Specifications and Drawings
- Joint Development and Shared Use Facilities with Department of Education Policy
- Community Engagement Policy
- Place Framework 2018
- Bonding for Outstanding Works and Management Procedure (draft)
- A-SPEC Digital Data Specifications

State:

- North West Corridor Groundwater Supply Strategy
- Bushfire Regulations and Firebreak Requirements
- IPWEA Guidelines for Subdivisional Development (IPWEA, 2016)
- Guidelines for Industrial Development, Perth NRM, May 2010
- Utility Providers Code of Practice
- Relevant Federal and State legislation (e.g. Environmental Protection and Biodiversity Conservation Act 1999)
- North-West Sub-regional Planning Framework (WAPC, 2018)
- Sports Dimensions Guide for Playing Areas: Sport and recreation facilities. (Department of Sport and Recreation, June 2016)
- Classification Framework for Public Open Space
- All District and Local Structure Plans in the City of Wanneroo approved by the WAPC

Schedule 2

PUBLIC OPEN SPACE CATEGORIES

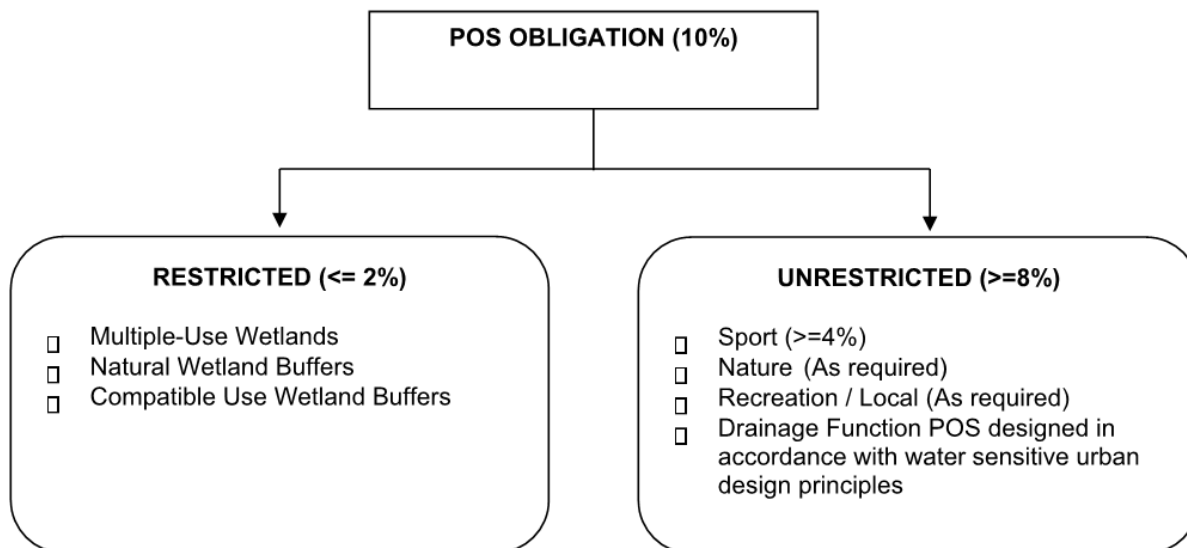
POS PROPOSAL	POS CATEGORY	CREDIT	CONDITIONS / COMMENTS
Sport / Recreation POS			
• Sport POS	Unrestricted	100%	Refer to Clause 3.3
• Unconstrained Local / Recreation POS	Unrestricted	100%	Refer to Clause 3.5
Nature POS			
• Natural assets	Unrestricted	100%	Refer to Clause 3.4
• Inaccessible natural assets	N/A	0%	Refer to Liveable Neighbourhoods
Wetlands and Buffers			
• Conservation category wetlands (<i>Refer LPP 4.1: Wetlands for wetland definitions</i>)	N/A	0%	Not accepted as POS. Considered to be a deduction from the gross subdivisible area
• Resource Enhancement category wetlands	N/A	0%	Not accepted as POS. Considered to be a deduction from the gross subdivisible area
• Multiple-use wetlands	Restricted	100% (up to 1/5 of POS allocation)	Must form part of a stormwater management strategy
• Natural wetland buffers (<i>i.e. buffers in a natural state</i>)	Restricted	100% (up to 1/5 of POS allocation)	Management plans must be developed to demonstrate management of the wetland and buffer for conservation purposes
• Compatible-use wetland buffers (<i>i.e. buffers where vegetation is degraded or completely degraded, permitting low impact uses</i>)	Restricted	100% (up to 1/5 of POS allocation)	<ul style="list-style-type: none"> • Must demonstrate the protection of the ecological values of the wetland and wetland buffer; • Development of a concept plan to demonstrate appropriate recreational use of the area; and • City of Wanneroo approval.
Urban Water Management			
• Stormwater management systems to manage small rainfall event runoff piped directly from lots and road reserves	N/A	0%	Not accepted as POS. Considered to be a deduction from the gross subdivisible area

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Local Planning Policy 4.3: Public Open Space



• Minor rainfall event drainage management area	Unrestricted	100% (up to 1/5 of POS allocation)	Unrestricted subject to LPP 4.4: Urban Water Management. Refer to diagram below
• Major rainfall event drainage management area	Unrestricted	100%	Refer to flow chart diagram below
• Constructed permanent water body performing a drainage function	N/A	0%	Not accepted as POS
• Artificial lined water body	N/A	0%	Not accepted as POS
Other			
• Entry Statements (where not a component of a larger usable area)	N/A	0%	<ul style="list-style-type: none"> • Not accepted as POS. • Entry statements are not considered useable space by the community

POS Obligation Flow Chart



POS Restriction Diagram

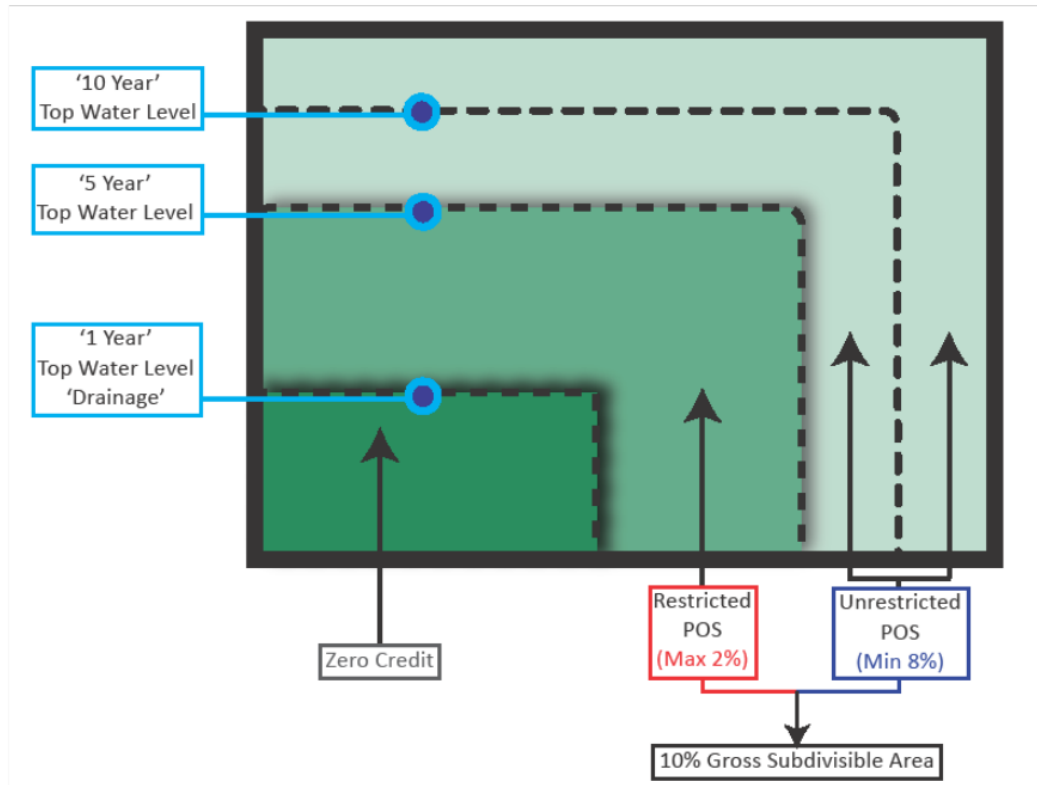


Diagram showing where the drainage management areas are considered as POS credit (and type) or not.

Schedule 3

PUBLIC OPEN SPACE HIERARCHY – CITY OF WANNEROO

TYPE	DESCRIPTION & PURPOSE	ACCEPTABLE SIZE	WALKABLE DISTANCE ¹	OTHER CRITERIA	UNACCEPTABLE CRITERIA	STANDARD REQUIREMENT
POCKET PARK	Pocket parks are small parcels of POS provided within a neighbourhood that primarily serve an amenity and recreation function, although they are sometimes too small to function effectively as a recreation open space. They may also serve valuable functions as community meeting places or places for relaxation. They often specifically exist to retain significant vegetation or cultural and physical landmarks.	<5000sqm	N/A	<ul style="list-style-type: none"> Located throughout neighbourhoods Low maintenance May be a smaller space within a town or city centre that serves a social or recreational function. May incorporate significant trees or other vegetation May incorporate drainage infrastructure May be provided to improve accessibility to POS in areas where larger spaces are not feasible. May play a connectivity role as part of a linear POS network 	<ul style="list-style-type: none"> Pocket parks proposed at the expense of the appropriate provision of other POS types in the hierarchy (as determined by the City). POS parcels where the principal purpose is an Entry Statement to a housing estate. 	<ul style="list-style-type: none"> 2 x Benches/Seating 2 x Play equipment items or nature play with sand or mulch soft fall where applicable (refer Clauses 15 of this Policy) Shade over play area⁴ Park sign wall with signage panel and plate as per City of Wanneroo signage style guide Internal circulation paths Access required for maintenance vehicles, service vehicles and emergency vehicles Earthworks and retaining as required Full landscaping (with native revegetation, water wise planting and tree planting) Hydrozoned Irrigation w/ bore licence to be provided in accordance with Schedule 6 Tree/bush retention where possible
LOCAL	Service the regular small-scale recreation needs of the immediate surrounding population (e.g. dog walking, children's play, relaxation). They provide opportunity to reflect local character and sense of place through retention of significant trees, cultural and physical landmarks. They often play a drainage function as part of an urban water management strategy.	5000sqm – 1.0 ha	Max 400m (5min walk)	<ul style="list-style-type: none"> Located on pedestrian network to maximise access. Located throughout neighbourhoods. Located adjacent to residences to maximise passive surveillance. May play a connectivity role as part of a linear POS network 	<ul style="list-style-type: none"> POS parcels where the principal purpose is an Entry Statement to a housing estate. 	<ul style="list-style-type: none"> 3 x Benches/seating 4 x Play equipment items or nature play with sand or mulch soft fall (refer Clause 15 of this Policy) Shade over play area⁴ 1 x Picnic setting with picnic shelter Bin(s) (dependant on size) Internal circulation paths Park sign wall with signage panel and plate as per City of Wanneroo signage style guide Access required for maintenance vehicles, service vehicles and emergency vehicles Universal access play equipment Earthworks and retaining as required Full landscaping (with native revegetation, water wise planting and tree planting) Hydrozoned irrigation w/ bore licence to be provided in accordance with Schedule 6 Tree/bush retention where possible
NEIGHBOURHOOD	Are similar to local spaces but are generally larger and able to provide for recreation and informal active pursuits simultaneously. They are more of a destination for the local community and may incorporate accessible remnant bushland or conservation areas. Neighbourhood spaces may serve a recreational, sports or nature function. POS incorporating a single playing field is considered to be a Neighbourhood space under this Policy.	1.0 – 7.0ha (Recreation) 4.0 – 7.0ha (Sports)	Max 800m (10min walk)	<ul style="list-style-type: none"> Located central to the catchment² to maximise accessibility. Located adjacent to residences to maximise passive surveillance. May be collocated with primary school facilities to upgrade school playing field to senior capacity or create a community hub. 	POS sites of less than 4.0ha collocated with primary schools.	<p><u>Neighbourhood Recreation</u></p> <ul style="list-style-type: none"> 6 x Benches/Seating 6 x Play equipment items or nature play with sand or mulch soft fall (refer Clause 15 of this Policy) Shade over play area⁴ 2 x Picnic settings with picnic shelters 1 x Barbeque (<i>optional, subject to clause 16</i>) 1 x Drinking fountain Bin(s) (dependant on size) Internal circulation paths Pedestrian/cycle paths (external) Bike rack Security Lighting



						<ul style="list-style-type: none"> • Bollards as required • Park sign wall with signage panel and plate as per City of Wanneroo signage style guide • Access required for maintenance vehicles, service vehicles and emergency vehicles • Universal access play equipment • Earthworks and retaining as required • Full landscaping (with native revegetation, water wise planting and tree planting) • Hydrozoned Irrigation w/ bore licence to be provided in accordance with Schedule 6 • Tree/bush retention where possible <p><u>Neighbourhood Sports</u></p> <ul style="list-style-type: none"> • 6 x Benches/seating • Designated play area • 6 x Play equipment items or nature play with sand or mulch soft fall (refer Clause 15 of this Policy) • Shade over play area⁴ • 4 x Picnic settings with picnic shelters • 2 x Drinking fountains • 1 x Barbeque • 4 x Fitness equipment units • Multi-use half court • Cricket practice pitch • Cricket pitch • Goals (dependant on use) • Bin(s) (dependant on size) • Multipurpose senior sports oval • Sport amenities building (change room, toilets, kiosk) • Security Lighting • Internal circulation paths • Pedestrian / cycle paths (external) • Bike rack/s • Car parking • Earthworks and retaining as required • Full landscaping (with native revegetation, water wise planting and tree planting) • Hydrozoned irrigation w/ bore licence to be provided in accordance with Schedule 6 • Bollards • Access required for maintenance vehicles, service vehicles and emergency vehicles • Universal access play equipment • Park sign wall with signage panel and plate as per City of Wanneroo signage style guide • Tree/bush retention where possible
DISTRICT	Principally provide for organised sporting use, yet are large enough to accommodate a variety of concurrent uses including informal recreation, children's play, picnicking, dog walking, social gatherings and individual activities. District open space may also serve conservation and	7.0 – 20ha	N/A (Unless serving a local or neighbourhood function, where the appropriate	<ul style="list-style-type: none"> • May be co-located with High Schools to create district community hub. • Should be located close to major roads and other community facilities; • Should be easily accessible by pedestrians, cyclists and motor vehicles. 	Sites adjacent or in close proximity to residences should be avoided or appropriate buffers provided so as to minimise impact of noise, traffic and light spill.	<ul style="list-style-type: none"> • 8 x Benches/seating • 8 x Play equipment items or nature play with sand or mulch soft fall (refer Clause 15 of this Policy) • Shade over play area⁴ • 6 x Picnic settings with picnic shelters • 2 x Drinking fountains

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	<p>environmental management goals and can include areas of undeveloped land with natural/native vegetation and wetlands. Often include higher order recreation infrastructure (clubrooms, floodlights, multipurpose courts etc.)</p>		<p>catchment shall apply)</p>	<ul style="list-style-type: none"> • 		<ul style="list-style-type: none"> • 2 x Barbeques • 4 x Fitness equipment units • Basketball half courtBin(s) (dependant on size) • 4 x Goals (dependant on use) • 2 x Cricket practice pitch • 2 x Cricket pitch • 2 x Multipurpose hard courts • 2 x Multipurpose senior sports ovals • Pedestrian / cycle paths (external) • Internal circulation paths • Bike rack/s • Bollards • Access required for maintenance vehicles, service vehicles and emergency vehicles • Universal access play equipment • Car Parking • Toilets and Change rooms • Security Lighting • Full landscaping (with native revegetation, water wise planting and tree planting) • Hydrozoned irrigation w/ bore licence to be provided in accordance with Schedule 6 • Park sign wall with signage panel and plate as per City of Wanneroo signage style guide • Tree/bush retention where possible
<p>REGIONAL³</p>	<p>Regional Open Spaces are generally the largest provisions of space in the community. They are the focal points for community activity and/or active sport and are capable of intense, frequent use by large numbers of people. Regional spaces attract visitors from across the metropolitan area and are not restricted to any one local government area.</p> <p>May be a:</p> <ul style="list-style-type: none"> • large scale sporting complex with multiple precincts (e.g. Kingsway Regional Sporting Complex), • community destination that attracts large numbers of visitors (regional beach node, Yanchep activity node) • conservation precinct (see <i>Schedule 4</i>) <p>Regional spaces are generally allocated outside the local structure planning process by the WAPC in partnership with Local Government, through the North-west Sub-regional Planning Framework and District Structure Plans.</p>	<p>20-50+ ha</p>	<p>N/A (Unless serving a local or neighbourhood function, where the appropriate catchment shall apply)</p>	<ul style="list-style-type: none"> • Should be accessible by public transport routes and major access roads. • Should be located such that the impact on residents is able to be minimised, especially noise, traffic and light spill. • Should be located such that it minimises negative impact on the surrounding environment – both built and natural. • Access and management of water both on and off site is critical. • Site constraints should be minimised (e.g. topography, culturally significant sites, significant clearing) to ensure economic viability. 	<p>Sites adjacent or in close proximity to residences should be avoided or appropriate buffers provided so as to minimise impact of noise, traffic and light spill.</p>	<p>Not applicable.</p>

1. Walkable distance means the maximum desirable distance that the nominated POS type should be located from dwellings.

2. Catchment means the residential area serviced by the walkable distance of the nominated POS type.

3. Although the provision of Regional POS is outside the scope of this policy, it is included in the hierarchy for context, as all classifications are related and the use of one POS type is directly influenced by the other and vice versa.

4. The City's preference is for tree planting as primary shade provider for playgrounds and picnic areas; however, the City requires the installation of a shade sail until such time as tree shade is adequate.

Schedule 4

PLAY EQUIPMENT ITEMS

This table is to be read in conjunction with Clause 15 of this Policy

POS type (as per POS Hierarchy)	Appropriate size and scale of play equipment items*
Pocket Park	<ul style="list-style-type: none"> • 1 x Swing frame with one senior swing and one toddler swing (3m maximum height) • 1 x slide (1.5m maximum height)
Local Park	<ul style="list-style-type: none"> • 1 x Swing frame with one senior swing and one toddler swing (3m maximum height) • 1 x slide (1.8m maximum height) • 1 x small combination unit (16m² maximum footprint, 3.5m maximum height) • 1 x rocker (one spring)
Neighbourhood Recreation	<ul style="list-style-type: none"> • 1 x Swing frame with two senior swings (3.5m maximum height) • 1 x birds nest swing (3.5m maximum height) • 1 x medium combination unit (40m² maximum footprint, 3.8m maximum height) • 1 x small rope pyramid (40m² maximum footprint) • 1 x slide (2.5m maximum height) • 1 x rocker (two springs)
Neighbourhood Sport	<ul style="list-style-type: none"> • 1 x Swing frame with two senior swings (3.5m maximum height) • 1 x birds nest swing (5.5m maximum height) • 1 x large combination unit (60m² maximum footprint, 3.8m maximum height) • 1 x small rope pyramid (40m² maximum footprint) • 1 x slide (2.5m maximum height) • 1 x rocker (four springs)



District	<ul style="list-style-type: none"> • 1 x Swing frame with two senior swings (3.5m maximum height) • 1 x birds nest swing (5.5m maximum height) • 1 x large combination unit (60m² maximum footprint, 3.8m maximum height) • 1 x medium combination unit (40m² maximum footprint, 3.8m maximum height) • 1 x small rope pyramid (40m² maximum footprint) • 1 x slide (2.5m maximum height) • 1 x rocker (four springs) • 1 x rocker (four springs)
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*The maximum footprint of an item is calculated as the item's length x width (does not include soft fall)

Schedule 5

VIABILITY ASSESSMENT TABLE

Adapted from: Local Government Biodiversity Planning Guidelines for the Perth Metropolitan Region (del Marco et al, 2004).

POS areas identified for retention for the purpose of conservation will be expected to be viable to ensure long-term survival and reduce ongoing maintenance costs. Viability shall be determined using the following table. A minimum score of 14 is required for a conservation POS area to be considered to be viable.

Viability Factor	Category	Score
Size	Greater than 20ha	5
	Greater than 10ha less than 20ha	4
	Greater than 4ha less than 10ha	3
	Less than 4ha	2
	Less than 1ha	1
Shape	Circle, square or squat rectangle	3.5
	Oval, rectangle or symmetrical triangle	3
	Irregular shape with few indentations	2.5
	Irregular shape with many indentations	2
	Long thin shape with large proportion of area greater than 50 m wide	1.5
	Long thin shape with large proportion of area less than 50 m wide	1
Perimeter to Area Ratio	Less than 0.01	4
	Greater than 0.01 less than 0.02	3
	Greater than 0.02 less than 0.04	2
	Greater than 0.04	1
Vegetation Condition	Pristine	10 x % =
	Excellent	8 x % =
	Very Good	6 x % =
	Good	4 x % =
	Degraded	0 x % =
	Completely Degraded	0 x % =
	Total Calculated Score	
Connectivity	Forms part of a Regional Ecological Linkage* and is contiguous with a protected natural area** greater than 4ha	5
	Not part of a Regional Ecological Linkage but contiguous with a protected natural area greater than 4ha	4.5
	Forms part of a Regional Ecological Linkage and is within 500 m of more than 2 protected natural areas having an area greater than 4 ha	4
	Not part of a Regional Ecological Linkage but within 500 m of more than 2 protected natural areas having an area greater than 4 ha	3.5
	Forms part of a Local Ecological Linkage*** and is contiguous with a protected natural area greater than 4ha	3
	Not part of a Local Ecological Linkage but contiguous with a protected natural area greater than 4ha	2.5

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	Forms part of a Local Ecological Linkage and is within 500 m of more than 2 protected natural area having an area greater than 4 ha	2
	Not part of a Local Ecological Linkage but within 500 m of more than 2 protected natural area having an area greater than 4 ha	1.5
	Forms part of a Regional or Local Ecological Linkage but is not within 500 m of any protected natural areas having an area greater than 4ha	1

* Regional Ecological Linkages are those defined by the Perth Biodiversity Project or the Gngara Sustainability Strategy and are depicted by Figure 6 in the City's Local Biodiversity Strategy.

** Figure 7 of the City's Local Biodiversity Strategy defines protected natural areas.

*** Figure 6 in the City's Local Biodiversity Strategy depicts local Ecological Linkages, however, the formation of new local linkages in new development areas should be considered as part of local structure planning.

Schedule 6

IRRIGATION REQUIREMENTS

From the City of Wanneroo and Department of Water's North West Corridor Water Supply Strategy

To provide essential public parkland at maximum efficiency and ensure the orderly and equitable allocation of water, POS shall be irrigated in accordance with the design criteria in the table below and at a reduced average irrigation rate of 6,750 kL/ha/yr.

Design criteria		
Type of POS	Description	Maximum % of site area that is permanently irrigated
Sport	*Regional/ District playing fields	64%
	*Neighbourhood/local playing fields	59%
Recreation	Local/Recreation/Pocket parks	33% (assuming 3% of gross subdivisible area is passive POS)
	Schools/hospitals	30%
	Streetscapes/entry statements	0% (establishment only)
Nature		0% (establishment only)

4.3 Local Planning Policy 4.12 - Heritage Places

File Ref: 2188V03 – 25/183461
Responsible Officer: Acting Director Planning & Sustainability
Attachments: 2

Issue

To consider Administration's review of Local Planning Policy 4.12 – Heritage Places (**LPP 4.12**) and recommended amendments.

Background

Local Planning Policy 4.12 - Heritage Places was first adopted by Council on 16 August 2016 and subsequently amended on 10 August 2021. The policy is now due for review in accordance with the City of Wanneroo's (the **City**) scheduled policy review process.

The City's Local Heritage Survey (**LHS**), prepared in accordance with Part 8 of the *Heritage Act 2018* (the **Act 2018**), identifies places within the City that have historic heritage significance when assessed against criteria included in the Heritage Council of WA - *Guidelines for the Assessment of Local Heritage Places 2022*.

The LHS itself does not have statutory implications under the State or Local planning framework, however, informs the adoption of the City's Heritage list, which is required to be established by all local governments under Clause 8 of the Deemed Provisions of the *Planning and Development (Local Planning Schemes) Regulations 2015*.

LPP 4.12 provides guidance to landowners on the City's approach to managing heritage places, including any statutory planning requirements and best practice conservation principles for assessing proposals for demolition, alterations or additions to heritage places. Currently the City receives approximately two development applications per year which are subject to the provisions of LPP 4.12.

A review of the City's LHS was recently undertaken which identified places and assessed their heritage value, resulting in a modified LHS and recommendations for an amended Heritage list. The amended LHS was considered by Council at its Ordinary Meeting on 24 June 2025. The LHS categorises places according to their heritage value, assigning a management category between 1 and 4. Those places assessed as having a high level of historic heritage significance are designated Category 1 and 2 and are included onto the City's Heritage list. Heritage listed places are afforded protection under the City's District Planning Scheme No. 2 (**DPS2**) and require management practices that ensure their ongoing conservation, such as the requirement for a development application which in some instances also require referral to the State Heritage Office.

The review of LPP 4.12 is therefore timely, as it ensures that places recognised as having historic heritage significance can be managed in a way that upholds the City's heritage priorities and objectives by providing a clear framework for decision making that reflects both State legislative requirements and the City's local values.

The current review of LPP 4.12 has been undertaken in accordance with Clause 5 of the Deemed Provisions of DPS2, with proposed minor amendments recommended to ensure its overall clarity and effectiveness.

Detail

As part of the scheduled review, the City's Administration has reviewed LPP 4.12 in the context of current legislative requirements and its operational effectiveness.

The review concludes that the policy remains generally effective in achieving its intended outcomes. Several amendments are however proposed to enhance clarity, transparency and ease of use. Whilst these changes involve reformatting the entire local planning policy and appear significant, they do not alter the core intent or operational impact of the policy, nor do they add additional restrictions or obligations to owners of heritage places. Rather, they aim to improve understanding of the City's approach to managing heritage places and the planning obligations that apply, by including more detail on development application requirements, referral processes and assessment consideration.

The current LPP 4.12 is provided in **Attachment 1** and the new proposed policy is included in **Attachment 2**. Given the significant reformatting and rewording that has occurred, a track changed version of this policy has not been included. The changes are summarised as follows:

- Providing a clearer distinction between the City's Local Heritage Survey and the Heritage List to provide context and clarity to policy users.
- Clarifying the policy's relationship to Aboriginal heritage and the relevant legislative framework.
- Providing greater clarity on the different Heritage Management Categories and the City's desired heritage outcomes and management practices for each category.
- Strengthening the policy objectives to better communicate the City's heritage intent, which will be achieved through application of the policy.
- Providing guidance on the statutory requirements for development approval to align the policy with the Planning Regulations, including what development requires approval and what is exempt from requiring approval.
- Providing more guidance on what information is required to accompany a development application, including a Heritage Impact Statement, plan requirements and additional supporting information.
- Clarifying the City's development assessment processes including internal and external referral processes.
- Providing more guidance on what matters the City will give due regard to when assessing development applications for Heritage-protected Place's, particularly in relation to demolition, to provide greater transparency and clarity to policy users.
- Referencing current heritage and planning legislation.
- Reformatting the policy to align with the Department of Planning, Lands and Heritage's proposed local planning policy template, including updated definitions and structure.

Consultation

In accordance with sub clause 5(2) of the Deemed Provisions of DPS2, an amendment to an LPP must be publicly advertised, unless the City is of the opinion that the proposed amendment is of minor nature and therefore does not require public advertising.

In this instance, the amendments are considered minor. Whilst the proposed changes to the policy appear significant as they have involved reformatting the entire local planning policy, they do not alter the core intent or operational impact of the policy, nor do they involve additional restrictions or obligations to owners of heritage places. Rather, the proposed changes seek to improve the formatting and legibility of the policy, ensure consistency with relevant State heritage legislation and guidelines, and provide more detailed guidance on development assessment requirements, process and considerations. Therefore, Administration recommends no public advertising be required for draft revised LPP 4.12.

The recent review of the LHS, which proposed the inclusion of 59 additional places, was advertised between 18 December 2024 and 14 March 2025. The consultation resulted in 9 submissions. As part of the review, amendments were also recommended to the Heritage List, including the addition of new places and changes to the management categories of several existing places. It is noted that the Heritage List holds greater statutory weight, as it identifies the specific places subject to heritage protection under both the state and local planning framework. In contrast, the policy provides guidance in the development and management of those places, outlining how heritage values should be considered through the planning process.

Comment

The policy has undergone a review to ensure that it remains consistent with the relevant State heritage legislation and is operationally fit for purpose. The proposed changes will improve the format of the policy, ensure that the City's process for managing heritage places is transparent, and the responsibilities of heritage landowners are clear. The changes proposed will ensure the policy remains effective in providing guidance for classifying and assessing proposed development of heritage places.

Statutory Compliance

The policy review has been undertaken in accordance with the *Planning and Development (Local Planning Scheme) Regulations 2015*, and clause 4 and 5 of the Deemed Provisions of the DPS2.

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
CO-C01 Compliance Framework	Medium
Accountability	Action Planning Option
Executive Manager Governance & Legal	Manage

Policy Implications

The proposed amendments to LPP 4.12 are being undertaken to achieve the City's objectives of delivering orderly and proper planning.

Financial Implications

The costs of amending and reviewing this local planning policy can be met through Administration's operational budgets.

Voting Requirements

Simple Majority

Recommendation

That Policy Review Committee pursuant to Clause 5 of the deemed provisions for local planning schemes contained in Division 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015*:

1. **AGREES** that the proposed amendments to Local Planning Policy 4.12 – Heritage Places (Attachment 2) are minor and do not warrant advertising; and
2. **ACCEPTS** the amendments and **ADOPTS** the revised Local Planning Policy 4.12 – Heritage Places.

Attachments:

1. [Attachment 1 - LPP 4.12 Heritage Places - Current version](#) 21/350034
2. [Attachment 2 - LPP 4.12 Heritage Places - FINAL](#) 21/350034[v2]

Owner	Planning and Sustainability
Implementation	10 August 2021
Next Review	10 August 2025

PART 1 – POLICY OPERATION

Policy Development and Purpose

This Policy has been prepared under Part 2 Division 2 of the Deemed Provisions of the City of Wanneroo's District Planning Scheme No. 2 (DPS 2).

The purpose of this Policy is to provide guidance for the classification and assessment of heritage places included in the City's Local Heritage Survey (LHS).

Policy Objectives

To provide an appropriate level of protection for heritage places identified on the City's Local Heritage Survey.

Relationship to Other Policies, Guidelines and Documents

This policy should be read in conjunction with the following:

- The Burra Charter
- Heritage Act (2018 or current version of the Legislation)
- Heritage Regulation (associated with the Act)
- Planning and Development (Local Planning Schemes) Regulations 2015 (or current version)
- State Planning Policy 3.5 – Historic Heritage Conservation
- District Planning Scheme No.2

Application

The City's LHS is prepared in accordance with Section 103 of the Heritage Act 2018. The LHS itself has no statutory implications under the Heritage Act, and is a list of the City's important heritage places, prepared in consultation with the community and sent to the Heritage Council of Western Australia for public information. A heritage place could include a building, structure, object, garden, or tree. An Aboriginal place can also be included on the LHS where its significance is not solely connected with Aboriginal tradition or culture. Inclusion on the LHS is the first step towards any future protection measures, including nomination to the State Register of Heritage Places. Council adopted the City's Local Heritage Survey in March 2016.

Each place on the City's LHS is assigned a level of significance classification, being the recommended level of management of a place according to its heritage value. A heritage place is assessed against its historic, aesthetic, scientific, and social values, as well as how significant the

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place is based on its authenticity, integrity, condition, representativeness and rarity. Classification categories provide guidance to the City and land owners when considering the development of a heritage place, encouraging the retention and/or conservation of the heritage significance of the place. In terms of heritage management, the higher the classification category the greater the care and responsibility that should be taken in protecting the place.

A description of each of the four classification categories is as follows:

Level of Significance	Description	Desired Heritage Outcomes
Category 1: <i>Exceptional Significance</i>	Highest level of protection appropriate Note: Category 1A in the LHS refers to a place already included on the State Register of Heritage Places.	Provide maximum encouragement to the owner to retain and conserve the significance of the place. Any alterations or extensions should reinforce the significance of the place, and retain the original fabric wherever feasible, and be in accordance with a conservation plan, if one exists for the place. Recommended for entry into the State Register of Heritage Places as well as inclusion in a Heritage List prepared pursuant to Clause 8 of the Deemed Provisions of the City of Wanneroo District Planning Scheme No 2 (DPS2).
Category 2: <i>Considerable Significance</i>	High Level of protection through the local planning scheme	Category 2 places are included in the City's Heritage List prepared pursuant to Clause 5.2 of the City of Wanneroo DPS2. Inclusion on the City's Heritage List provides maximum encouragement to the owner to conserve the heritage significance of the place. Any alterations or extensions should reinforce the significance of the place, and retain the original fabric where feasible.
Category 3: <i>Moderate Significance</i>	Retain and conserve if possible	Provide maximum encouragement to the owner to conserve the significance of the place. Any alterations or extensions should reinforce the significance of the place, and retain the original fabric wherever feasible. Photographic archival record required prior to any major redevelopment or demolition.

<p>Category 4: <i>Little Significance</i></p>	<p>Recognise Historic Site or Natural Place</p>	<p>Historic site often without built features or is a natural place.</p> <p>Recognise and interpret the site where possible – for example with a plaque, place name, or reflection in urban or architectural design.</p> <p>Photographic archival record required prior to major development or demolition.</p>
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PART 2 – GENERAL POLICY PROVISIONS

General provisions to alter, develop or demolish a heritage place

All heritage proposals for demolition, alteration, additions and subdivision will be assessed in accordance with *State Planning Policy 3.5 – Historic Heritage Conservation* and relevant State heritage guidelines.

City will provide maximum encouragement to the owner to ensure the retention and conservation of these places, wherever possible. Owners should consider alternatives to altering the external character of the building, object, structure or place to ensure retention of these heritage places.

In the event that Council grants approval to develop or demolish any place of heritage significance, a condition shall be imposed requiring the information outlined in Table 1 to be provided prior to the lodgement of a building permit or demolition permit.

Applications to alter, develop or demolish a category 1 and 2 heritage place

Category 1 and 2 heritage places have the greatest heritage value for the City of Wanneroo. As such, all Category 1 and 2 places are included on the Heritage List established under Clause 8 of the Deemed Provisions of DPS 2.

Development Approval will be required for all development involving places on the Heritage List, in accordance with the requirements of Clause 61 of the Deemed Provisions of DPS 2.

In addition to the usual application requirements, as prescribed in accordance with Clause 63 of the Deemed Provisions of DPS2, applicants will be required to provide a heritage impact statement prepared by an appropriately qualified and experienced Heritage Consultant with the application for Development Approval.

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A heritage impact statement should include an assessment of:

- What parts of the place will be affected by the proposal;
- How are the heritage values affected by the proposal;
- Reasons for making the changes; and
- What measures have been taken to minimize impacts to the place.

Applications involving places on the Heritage List will be forwarded to the Heritage Council of Western Australia and any other relevant bodies for comment and recommendations and these views will be taken into consideration in determining the application.

Demolition of places on the Heritage List will be discouraged and alternatives to demolition investigated and discussed with the owner/applicant prior to a determination being made.

Review of Heritage Places

The Local Heritage Survey and Heritage List will be reviewed from time to time. Requests from the public wanting to add or remove a heritage place may be made by lodging a written request with supportive justification with the City. The decision to add or remove such a place can only be made through a resolution of full Council. Prior to Council making a decision to add or remove places, views will be sought from the owner and occupiers of the place, public comment shall be sought and advice may also be sought from the Heritage Council of WA.

Table 1

Minimum requirement for preparation of archival records	Detail record for Category 1 & 2	Photographic Record for Category 3 & 4
Background	✓	
Statement of Significance	✓	✓
Location Plan	✓	✓
Base Plan	✓	✓
Reproduction of archival documents	✓	
Heritage assessment documentation or brief written history	✓	✓
Certificate of title	✓	✓
Photographs		
- The place and its setting	✓	✓
- All external elevations	✓	✓
- Significant/representative external & internal spaces	✓	
- Noteworthy items	✓	✓
Colour slides (as per photographs)	✓	
Measured drawings		
a) To sketch standard		✓

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b) To architectural standard	✓	
- Site plan (1:500 or 1:200)	✓	✓
- Floor plan/s (1:100 or 1:50)	✓	✓
- Roof plan/s (1:100 or 1:50)	✓	
- External elevations (1:100 or 1:50)	✓	
- Internal elevations (1:100 or 1:50)	✓	
- Sections (1:100 or 1: 50)	✓	
- Ceiling and joinery details (1:20 or 1:10)	✓	
- Other significant details	✓	
Bibliography	✓	✓



Planning and Sustainability Local Planning Policy 4.12- HERITAGE PLACES

Owner	Planning and Sustainability
Implementation	10 August 2025
Next Review	10 August 2029
Document	

1.0 CITATION

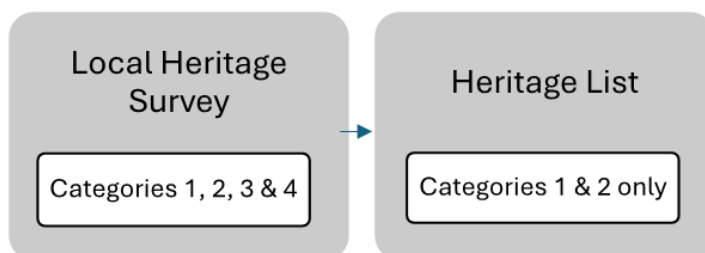
This is a Local Planning Policy prepared under Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015*. This policy may be cited as Local Planning Policy (LPP) 4.12 – Heritage Places.

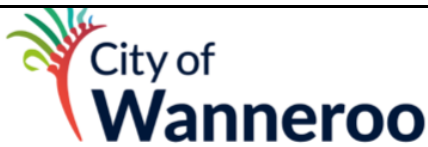
2.0 INTRODUCTION

The Local Heritage Survey (LHS) and Heritage List identify places within the City of Wanneroo that have been assessed as having historic heritage significance. Places included on the LHS and Heritage List can include buildings, structures, other built forms, sites or cultural landscapes. The LHS has been developed in consultation with the community and in accordance with Part 8 of the *Heritage Act 2018*. The LHS informs the Heritage List which local governments are required to establish and maintain in accordance with Part 3 the *Planning and Development (Local Planning Schemes) Regulations 2015* (Planning Regulations)

Each heritage place is assessed for its historic, aesthetic, scientific, social and spiritual values, as well as being further considered on its authenticity, integrity, condition, representativeness and rarity. Each place on the LHS is assigned a level of significance classification ranging from Category 1 to 4, which determines the recommended level of management of a place according to its historic heritage value. Details of the heritage values, level of significance and assigned category are outlined in the individual place record contained in the LHS. While the LHS serves as a record of Heritage Places, it does not have statutory implications under the State or Local planning framework

Heritage Places assessed as having ‘exceptional’ or ‘considerable’ heritage significance in the LHS are designated Category 1 or 2 and included on the City’s Heritage List. This relationship is outlined below.





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Inclusion on the Heritage List means the place is considered a 'Heritage-protected Place' as defined by the Planning Regulations. A Heritage-protected Place is not exempt from requiring a development approval, which facilitates the City to assess the potential impact of and appropriateness of the proposed development.

Development proposals for Category 3 and 4 places on the City's LHS will not always require development approval, and there are no statutory implications from inclusion on the LHS, landowners of Category 3 and 4 places are encouraged to retain and conserve the heritage values of the place where possible.

Whilst Aboriginal cultural heritage is protected separately under the *Aboriginal Heritage Act 1972* a place of Aboriginal cultural significance may also be included on the Heritage survey, where its significance also includes historic heritage.

This policy provides guidance on the preparation and assessment of development applications for heritage places to ensure that these places can be managed in a way that is consistent with the City's heritage conservation values and objectives.

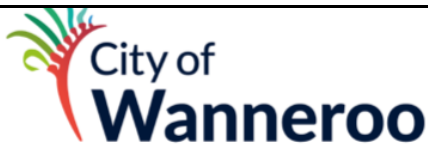
3.0 OBJECTIVES

1. To provide an appropriate level of protection for heritage-protected places which are on the City's Heritage List.
2. To ensure that any development, including demolition, alterations, additions respect and respond with minimal impact to the heritage significance of a Heritage-protected Place.
3. To provide clarity to applicants around the requirements for a development approval and accompanying material required for the development of Heritage-protected places.
4. To provide clarity to landowners and the community about the planning assessment and processes for heritage places.

4.0 APPLICATION OF THIS POLICY

This policy applies to all proposals for development affecting a place on the Heritage List (which are formed from Categories 1 and 2 of the LHS). Places on the Heritage List are referred to as heritage-protected places.

Proposed development for Category 3 and 4 places on the City's LHS will not always require development approval and there is no statutory protection associated with their heritage values. Notwithstanding, should the City receive an application for development of any heritage place, due regard can be given to the provisions of the policy.



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Local Planning Policy 4.12- HERITAGE PLACES

This policy should be read in conjunction with the following:

- *Heritage Act 2018*
- *Planning and Development (Local Planning Schemes) Regulations 2015*
- State Planning Policy 3.5 – Historic Heritage Conservation (2007)
- District Planning Scheme No.2.
- The Burra Charter (1999, 2013) and Practice Notes 2023
- Heritage Council of WA: Guidelines for The Assessment of Local Heritage Places (2022)
- Heritage Council of WA: Heritage Impact Statements: A Guide
- Heritage Council of WA: A guide to preparing and Archival record

5.0 POLICY PROVISIONS

5.1 Requirement for development approval

5.1.1 Development approval is required for development of, or on the same site, as a heritage-protected place, in accordance with Clause 61 of the Planning Regulations.

For the purpose of this policy, development includes:

- a) Demolition of all, or any part of a building or structures located on the site of a heritage-protected place (i.e. outbuildings, pergolas and significant landscaping features).
- b) Additions or modification to the built form (including but not limited to an outbuilding, boundary wall or fence, a patio or carport, shade sail or pool, water tank.
- c) Installation of, or changes to, an existing sign or advertising device.
- d) Internal building works where the interior of the building is specified as cultural heritage significance in the Heritage List place record.
- e) A change of use, unless specified as exempt in the Planning Regulations (Schedule 2, Part 7, Clause 61 (3).

5.1.2 Minor works do not require development approval.

Minor works do not require development approval and are works that do not detrimentally impact the fabric or heritage significance of the heritage-protected place. Minor works include

- a) replacement of utility services that do not involve the removal of, or damage to, the fabric of the building.
- b) installing temporary signage and fencing or scaffolding, and electronic security systems, as long as the work does not damage the building or place.

- c) signage that –
 - i. does not obscure signage that has an integral relationship to the land; or
 - ii. is located behind a window but not illuminated; or
 - iii. is temporary and does not have a deleterious effect on the fabric of a building.

5.1.3 General maintenance and repair works do not require development approval

Ongoing general maintenance and repair works are a vital part of conserving Heritage-protected Places. A development approval is not required for maintenance and repair works that do not detrimentally impact the fabric or heritage significance of the heritage-protected place, and include:

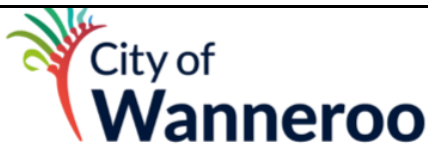
- a) repainting using the same colour scheme (damage to earlier paint layers should be avoided where possible).
- b) replacing missing or deteriorated fittings or building materials with like-for like materials, where it does not involve the removal of, or damage to, the significant fabric of the building.
- c) gardening or landscape maintenance that does not involve major alterations of the layout, contours, structures, significant plant species or other significant features on the land, or there is a danger of disturbing archaeological sites.

5.2 Applications for Development approval

5.2.1 Required accompanying material

In addition to the accompanying material required for all development applications, proposals relating to a Heritage-protected Place should also include:

- a) Plans clearly detailing the extent and materials of the existing built form, proposed demolition and/or modification to the original fabric or layout; and
- b) Elevations drawn as one continuous elevation to a scale not smaller than 1:100 showing the proposed development; and
- c) A detailed schedule of all finishes, including materials and colours of the existing and proposed development; and
- d) A visual record of the setting, landscape features, buildings or parts of a building that the proposed work will affect; and
- e) A Heritage Impact Statement (HIS).



Planning and Sustainability

Local Planning Policy 4.12- HERITAGE PLACES

5.2.2 Heritage Impact Statement

All development applications submitted to the City in accordance with Clause 5.1.1 of this Policy shall include a Heritage Impact Statement (HIS). A heritage impact statement (HIS) should provide a clear and concise description the proposed development and should detail any potential impact and what measures and/or considerations have been taken to mitigate any impacts.

The HIS should be prepared in accordance with the Heritage Councils - *Heritage Impact Statement Guide* and template. For minor works the HIS can be completed by the applicant, however at the City's discretion the HIS may be required to be completed by an appropriately qualified Heritage Consultant.

5.2.2 Additional supporting material

Where the City considered the proposed works are significant in nature, or have potential to negatively impact the heritage values, additional supportive information or specialist reports can be requested to support the application in accordance with Schedule 2, Part 8, Clause 63 1 (c) and (d) of the Planning Regulations.

5.3 **Assessment of development applications for Heritage-protected places**

5.3.1 Referral of Applications

- a) All development applications subject to this policy will be referred to the City's Heritage Advisor for consideration and feedback.
- b) Applications for proposed development of a state registered heritage place will be referred to the Heritage Council of Western Australia for its advice and recommendations in accordance with the Heritage of Western Australia Act 1990.

Note that referral to the Heritage Council changes the statutory timeframe to determine the application to 90 days

5.3.2 Assessment considerations

When assessing an application subject to this policy, the local government must have due regard to:

- a) The Management Category of the place(refer Table 1)

- b) The heritage values and statement of significance as outlined in the place record,
- c) The HIS provided to support the application,
- d) If the proposed works consider, response to, and accommodate, the heritage values of the place including:
 - i. if there are feasible alternatives which achieve the same goal with less impact on the heritage values.
 - ii. how the fabric or story of the place have been retained or conserved.
 - iii. if partial demolition is proposed, the design should considered the value of the place in the context of the proposed works with the aim to minimize the removal or modification to materials or design elements with significant heritage value.
 - iv. what heritage interpretation being proposed to carry the story of the place into the future and retain the heritage values on site.
 - v. the level to which proposed works to improve the usability and functionality of the place, ensuring its ongoing maintenance, while respecting the heritage values.
 - vi. how the proposed development could limit or support future development to have minimal impact on the heritage values and significance of the place.
- e) Adherence to the findings and any urgent works identified in the conservation management plan or strategy, if applicable,
- f) State Planning Policy 3.5 – Historic Heritage Conservation,
- g) The principles of the Burra Charter,
- h) The importance of the ability for a place to change and adapt to changing needs to ensure it
- i) Any feedback provided by the City’s Heritage Advisor,
- j) Any comments provided by the Heritage Council of WA.

5.4 Proposed Demolition

The City is generally not supportive of the demolition of Heritage-protected Places and alternatives to demolition, including adaptive reuse, should be investigated. In the event demolition is proposed:

- a) Demolition will not be supported on the grounds of economic/other gain for the redevelopment of the land.
- b) The structural condition of a building or structure will not be accepted as sole justification for demolition, where it is evident that the deterioration has resulted from neglect or deliberate lack of maintenance.
- c) Partial demolition can be considered as part of a development application in accordance with the above provisions.

- d) The proposed demolition of ancillary buildings or structures that do not relate to the heritage significance of the place will generally be acceptable.

5.4.1 Application requirements for the proposed demolition of a Heritage-protected Place

In addition to the requirements of clause 5.2 above, an application for the proposed demolition of a heritage-protected place should be accompanied by:

- a) Structural engineer reports detailing the condition of the building and extent of repair works required.
- b) Heritage Impact Statement by a suitable qualified professional.
- c) Photographic evidence.

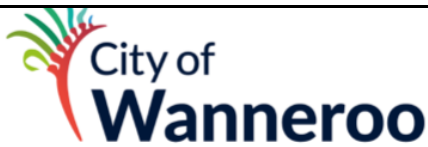
5.4.2 Assessment and determination for proposed demolition of a Heritage-protected Place

In addition to the requirements of Clause 5.3 above, additional consideration should be given to the following:

- a) The integrity and rarity of the heritage place in its wider context
- b) Demolition on the grounds of structural inadequacy can only be considered in conjunction with a structural engineer's report undertaken by a suitably qualified engineer. Consideration should be given to extent of the works required and the remaining heritage value and fabric of the place following the required repair and remediation works required.
- c) Should the City support and application for demolition, the determination may include conditions requiring the:
 - i. Provision of an archival record prepared in accordance with the Heritage Councils Guideline, to be provided prior to the lodgement of a building or demolition permit.
 - ii. provision and implementation of an interpretation plan, to the satisfaction of the City.

Table 1 – Management of heritage places

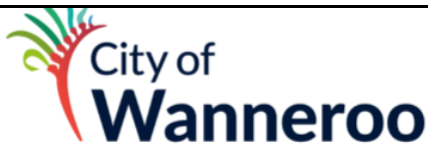
Management Category	Description	Heritage Management
Category 1:	<i>Exceptional Significance</i> Of highest importance to the historic heritage of	<u>Desired heritage outcomes:</u> <ul style="list-style-type: none"> • The place is afforded the highest level of protection. • The place is retained and conserved.



Planning and Sustainability

Local Planning Policy 4.12- HERITAGE PLACES

	<p>the City of Wanneroo and the State.</p> <p>Essential to the heritage of the City.</p>	<ul style="list-style-type: none"> All development should reinforce the significance of the place, retain the original fabric, and be in accordance with a Conservation Management Man (CMP) or Conservation Management Strategy (CMS). <p><u>Heritage management:</u></p> <ol style="list-style-type: none"> Places are entered onto, or recommended entry onto the State Register of Heritage Places. The City will refer development proposal to the Heritage Council of WA and any other relevant bodies for consideration prior to the City making final determination.
Category 2:	<p><i>Considerable Significance</i></p> <p>Of highest importance to the historic heritage of the City.</p>	<p><u>Desired Heritage outcomes:</u></p> <ul style="list-style-type: none"> The place is afforded a high level of protection. The place is retained and conserved. All development should reinforce the significance of the place, retain the original fabric and be in accordance with a Conservation Management Man (CMP) or Conservation Management Strategy (CMS). <p><u>Heritage Management:</u></p> <p>The City may refer proposal to the Heritage Council of WA and/or any other relevant body for consideration prior to the City making final determination.</p>
Category 3	<p><i>Moderate significance</i></p> <p>Contributes to the history heritage of the City.</p>	<p><u>Desired Heritage outcomes:</u></p> <ul style="list-style-type: none"> The place is retained and conserved where possible. Any alterations and additions reinforce the significance of the place, retaining the original significant fabric where feasible. Photographic archival record is provided to the City prior to any major redevelopment or demolition. Recognise and take opportunity to interpret the site.



Planning and Sustainability Local Planning Policy 4.12- HERITAGE PLACES

Category 4	<i>Little significance</i> Has elements or values worth noting for community interest. Historic site or ruin often without built features, or where the built form makes little contribution.	<u>Desired Heritage outcomes:</u> <ul style="list-style-type: none"> • Photographic archival record is provided prior to major development or demolition. • Recognise and take opportunity to interpret the site.
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DEFINITIONS

Burra Charter means the document providing guidance for the conservation and management of places of cultural heritage significance and sets standards of practice for those who provide advice, make decisions about, or undertake works to places of cultural heritage significance, including owners, managers and custodians. The charter is adopted by the Australian International Council on Monuments and Sites (ICOMOS).

Heritage Assessment means a systematic process of identifying, evaluating and recording the historic heritage significance of a place based on the criteria outlined in the Burra Charter and in accordance with the HCWA - *Guidelines for the Assessment of Local Heritage Places 2022* and *Guidelines for Local Heritage Surveys 2022*.

Heritage Impact Statement means an evaluation and description of the likely impact of a proposal, prepared in accordance with the HCWA - *Heritage Impact Statements* guidelines.

Heritage Place means buildings, structures, other built forms, sites and cultural landscapes included on the City's Local Heritage Survey and Heritage List.

Heritage-protected place is a place –

- (a) that is entered in the State Register of Heritage Places under the Heritage Act 2018 section 42; or
- (b) that is under consideration for entry into the State Register of Heritage Places as described in subclause (2); or
- (c) that is the subject of an order under the Heritage Act 2018 Part 4; or
- (d) that is the subject of a heritage agreement that has been certified under the Heritage Act 2018 section 90; or
- (e) that is included on a Heritage List as defined in clause 7; or
- (f) that is within a heritage area as defined in clause 7



Planning and Sustainability
Local Planning Policy 4.12-
HERITAGE PLACES

Heritage List means a list of places protected under the heritage provisions of the deemed provisions of the City's local planning scheme and prepared in accordance with the *Planning and Development Regulations 2015*.

Local Heritage Survey means a record of places that are, or may become, of heritage significance prepared in accordance with Part 8, section 104 of the *Heritage Act, 2018*.

4.4 WLCC Deductible Gift Recipient Status Policy

File Ref: 1977 – 25/155438
Responsible Officer: Director Community & Place
Attachments: 3

Issue

To consider the review of the WLCC Deductible Gift Recipient Status Policy.

Background

The City of Wanneroo (the **City**) established Deductible Gift Recipient (**DGR**) status in 2011 recognising that the library, museum and gallery located within the Wanneroo Library and Cultural Centre (**WLCC**) are essential public assets that have the potential to attract monetary donations, grants and donations of physical items.

The City is therefore committed to the endorsement and maintenance of DGR Status to enable donors to make tax-free donations to the library, museum and/or gallery located in the WLCC.

Detail

All donations, gifts, bequests or property received by the City for the WLCC will be received into the WLCC Gift Fund and payments made from such donations recorded against that fund.

DGR status has been granted to the WLCC and not to the City as a whole. Funds gifted to the WLCC Gift Fund can only be spent on the WLCC for charitable services and activities not on any other City operation. The fund will not be used to reduce the annual commitment of the City of Wanneroo towards ongoing operation of the WLCC.

Consultation

Consultation took place with internal stakeholders, namely the City's Finance and Cultural Services teams.

Comment

The City is committed to the endorsement and maintenance of Deductible Gift Recipient Status. Given the policy is operating as it should, only a minor review has been conducted.

Statutory Compliance

Policies have been reviewed to ensure ongoing compliance with appropriate standards and legislation.

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

This policy has been recommended for minor amendment as a result of the evaluation, consultation and review process undertaken.

Financial Implications

Nil

Voting Requirements

Simple Majority

Recommendation

That the Policy Review Committee APPROVES the WLCC Deductible Gift Recipient Status Policy (Attachment 3)

Attachments:

- | | | |
|-------------------|----------------------------------------------------------------|--------------|
| 1 | WLCC Deductible Gift Recipient Status Policy (current) | 17/82163[v3] |
| 2 | WLCC Deductible Gift Recipient Status Policy (Tracked Changes) | 25/208581 |
| 3 | WLCC Deductible Gift Recipient Status Policy (Clean Version) | 25/208583 |

WLCC DEDUCTIBLE GIFT RECIPIENT STATUS POLICY

Responsible Directorate:	Community and Place
Responsible Service Unit:	Cultural Development
Contact Person:	Manager Cultural Development
Date of Approval:	13 September 2022
Council Resolution No:	CE02-09/22

1. POLICY STATEMENT

The City is committed to the endorsement and maintenance of Deductible Gift Recipient Status to enable donors to make tax-free donations and gifts to the Wanneroo Library, Regional Museum and/or Gallery. DGR Status supports the City to be proactive in seeking philanthropic funding to support these aspects of its operations.

2. OBJECTIVE AND PURPOSE

The purpose of this policy is to endorse the maintenance of the **Wanneroo Library and Cultural Centre (WLCC)** as a **Deductible Gift Recipient (DGR)**, enabling donors to make tax-free donations for charitable activities.

3. KEY DEFINITIONS

DEFINITIONS: Any definitions listed in the following table apply to this document only.	
Deductible Gift Recipient (DGR)	A DGR is a fund or organisation that has been endorsed by the Australian Taxation Office as a Deductible Gift Recipient, meaning that donors can claim a tax deduction for donating to that organisation.
Gift Fund	A budget line to which any money or the deductible contributions received by the Deductible Gift Recipient is credited. This budget line can be used solely for the principal purpose of the fund.
Wanneroo Library and Cultural Centre (WLCC)	Includes the Wanneroo Library, Gallery, Museum, Buckingham House and Cockman House.

4. SCOPE

This policy applies to the WLCC, to the City seeking donations to support the WLCC, as well as to donors and potential donors to the **Gift Fund**.

The policy does not apply to sponsors or potential sponsors whose sponsorship is tax deductible regardless of the DGR status of the organisation being sponsored.



Council Policy

5. IMPLICATIONS

The creation of a Gift Fund, and identifying and attracting grants and other donations to the WLCC is consistent with the following Strategic Community Plan goals:

- Goal 2, A City that celebrates rich cultural histories, where people can visit and enjoy unique experiences
 - Priority 2.2, Arts and local creativity
 - Priority 2.3, Tourism opportunities and visitor experiences
- Goal 5, A well-planned, safe and resilient city that is easy to travel around and provides a connection between people and places
 - Priority 5.3, Manage and maintain assets
- Goal 7, A well-governed and managed city that makes informed decisions, provides strong community leadership and valued customer focused services
 - Priority 7.2, Responsibly and ethically managed.

As an endorsed DGR, the WLCC is required to regularly review its purposes, activities and transactions to ensure that it is still entitled to endorsement. In the event that it is no longer entitled, the Australian Taxation Office must be notified of this fact.

All Council policies should align with the Strategic Community Plan (SCP).

6. IMPLEMENTATION

DGR status has been granted to the WLCC and not to the City as a whole. Funds gifted to the Gift Fund can only be spent on the WLCC for charitable services and activities and not on any other City operation. The fund will not be used to reduce the annual commitment of the City towards ongoing operation of the WLCC.

7. AUTHORITIES AND ACCOUNTABILITIES

N/A

8. ROLES AND RESPONSIBILITIES

The Manager Cultural Development is responsible for publication, implementation and compliance and will provide interpretations in the event of need for clarification.

9. DISPUTE RESOLUTION (if applicable)

All disputes in regard to this policy will be referred to the Director Community and Place in the first instance. In the event that an agreement cannot be reached, the matter will be submitted to the CEO for a ruling.

10. EVALUATION AND REVIEW

Donations received into the Gift Fund will be the primary means of evaluating the effectiveness of this policy. Separate accounting of transactions made to and from the Gift Fund will enable the City to determine:

- The effectiveness of the City's donation seeking program;
- The success of applications to philanthropic trusts; and



Council Policy

- Whether the administrative work required in the maintenance of a Gift Fund is offset by donations received into the fund.

• Organisations and funds that are endorsed as DGRs are expected to be audited annually.

11. RELATED DOCUMENTS

Deductible Gift Recipient Status Management Procedure

12. REFERENCES

Income Tax Assessment Act 1997

13. RESPONSIBILITY FOR IMPLEMENTATION

Manager Cultural Development

REVISION HISTORY

Version	Next Review	Record No.
CD01-08/11	August 2013	11/76390
May 2019 – CE02-05/17	March 2019	17/82163
July 2019 – CP07-07/19	July 2022	17/82163[V2]
September 2022 – CE02-09/22	July 2025	17/82163[V3]

WLCC DEDUCTIBLE GIFT RECIPIENT STATUS POLICY

Responsible Directorate:	Community and Place
Responsible Service Unit:	Cultural Development
Contact Person:	Manager Cultural Development
Date of Approval:	13 September 2022
Council Resolution No:	GE02-09/22

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Wanneroo Library and Cultural Centre (WLCC)	Includes the Wanneroo Library, Gallery, Museum, Buckingham House and Cockman House.
<u>Sponsors</u>	<u>Organisations who have a separate sponsorship agreement with the City of Wanneroo or the WLCC.</u>

4. SCOPE

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7. AUTHORITIES AND ACCOUNTABILITIES

N/A

8. ROLES AND RESPONSIBILITIES

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<u>July 2025</u>		<u>17/82163[v4]</u>

WLCC DEDUCTIBLE GIFT RECIPIENT STATUS POLICY

Responsible Directorate:	<i>Community and Place</i>
Responsible Service Unit:	<i>Cultural Development</i>
Contact Person:	<i>Manager Cultural Development</i>
Date of Approval:	
Council Resolution No:	

1. POLICY STATEMENT

The City is committed to the endorsement and maintenance of Deductible Gift Recipient Status to enable donors to make tax-free donations and gifts to the Wanneroo Library, Regional Museum and/or Gallery. Deductible Gift Recipient Status supports the City to be proactive in seeking philanthropic funding to support these aspects of its operations.

2. OBJECTIVE AND PURPOSE

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The policy does not apply to sponsors or potential sponsors whose sponsorship is tax deductible regardless of the DGR status of the organisation being sponsored.

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7. AUTHORITIES AND ACCOUNTABILITIES

N/A

8. ROLES AND RESPONSIBILITIES

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9. DISPUTE RESOLUTION (if applicable)

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10. EVALUATION AND REVIEW

Donations received into the Gift Fund will be the primary means of evaluating the effectiveness of this policy. Separate accounting of transactions made to and from the Gift Fund will enable the City to determine:



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- The effectiveness of the City's donation seeking program;
- The success of applications to philanthropic trusts; and
- Whether the administrative work required in the maintenance of a Gift Fund is offset by donations received into the fund.
- Organisations and funds that are endorsed as DGRs are expected to be audited annually.

11. RELATED DOCUMENTS

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12. REFERENCES

Income Tax Assessment Act 1997

13. RESPONSIBILITY FOR IMPLEMENTATION

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September 2022 – CE02-09/22	July 2025	17/82163[V3]
July 2025		17/82163[v4]

4.5 Sports Floodlighting Policy

File Ref: 4293 – 25/155522
Responsible Officer: Director Community & Place
Attachments: 4

Issue

To consider the review of the Sports Floodlighting Policy (the **Policy**).

Background

The Policy was first adopted in June 2010 (CD05-06/10). The Policy was last reviewed and adopted in August 2022 (CP06-08/22) and is now due for its scheduled review in July 2025.

The purpose of the Policy is to guide the provision and maintenance of floodlights across the network of sporting open spaces (active reserves) within the City of Wanneroo (the **City**). The Policy also aims to provide fair and equitable provision of sports floodlighting in line with relevant Australian Standards.

Detail

The City has a significant number of sports open spaces that are used for formal and informal sporting activities. The City acknowledges the need to have facilities with sports floodlighting, which adhere to Australian and other relevant Standards, to ensure that these activities can be undertaken in a safe environment.

The current policy is provided in **Attachment 1**, revised policy in **Attachment 2** (with track changes) and the clean version in **Attachment 3**.

This review is considered minor and proposed changes include:

- Minor administrative changes and update to the current Policy template; and
- Removal of sport specific lighting levels, which are already referenced and stated in the Australian Standard AS2560.

Consultation

Various internal stakeholders from Facilities Planning, Facilities Operations and Park Asset Planning were consulted through the review process. The Policy is closely aligned with and mirrors the standards set in:

- 2560.1: 2018 Sports Lighting Part 1: General Principles.
- 2560.2: 2021 Sports Lighting Part 2: Specific Applications.
- 4282: 2019 Control of the obtrusive effects of outdoor lighting.

As part of this review, sports floodlighting policies of the City of Stirling, City of Armadale, City of Joondalup and City of Swan were analysed and compared. The policies reviewed were found to be largely similar to that of the City of Wanneroo's and mirrored Australian Standards.

Comment

Floodlighting projects and upgrades are to include all aspects of the required infrastructure e.g. poles, globes, power upgrades etc. in **Attachment 4** and summarised according to floodlighting provision in the table below:

Lighting Type	Number	Percentage of total
No lighting	11	17%
Metal Halide	35	53%
LED	20	30%

Statutory Compliance

The Policy has been reviewed to ensure ongoing compliance with appropriate standards and legislation.

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 & 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 have been developed to manage this risk to support existing management systems.

Policy Implications

The Sports Floodlighting Policy has been reviewed in accordance with the City's Policy and Procedure Development and Review procedure.

Financial Implications

The City carries out multiple floodlighting projects per year, the specific listing of which is influenced by grant funding, election commitments, club contributions and the analysis of need across the wider district. For financial context, the following floodlighting projects are listed in the City's draft Long Term Financial Plan to commence in the next two years, noting that priorities are reviewed and updated each year and subject to change:

- Kingsway AFL Floodlighting: 2025/26 design, 2026/27 construct - \$590,000 (pending recent election commitment).
- Gumblossom tennis courts retrofit LED floodlighting: 2025/26 design, 2026/27 construct - \$160,000.

- Cabrini Park building and floodlighting: 2025/26 design, 2026/27 construct lighting, 2027/28 construct building - \$3,325,000.
- Grandis Park Skate Park Floodlighting: 2025/26 design, 2026/27 construct - \$165,000.
- Blackmore Park: 2026/27 design, 2027/28 construct - \$560,000.
- Highview Park: 2026/27 design, 2027/28 construct - \$560,000.

Funding for floodlighting projects is available through the Department of Local Government, Sport and Cultural Industries' Club Night Lights Program. The City can apply for up to one third of construction costs and if successful will reduce the municipal components for the project.

Voting Requirements

Simple Majority

Recommendation

That Policy Review Committee APPROVES the Sports Floodlighting Policy (Attachment 3).

Attachments:

- | | | |
|-------------------|------------------------------------------------------|--------------|
| 1 | <i>Sports Floodlighting Policy (Current Version)</i> | 12/91944[v4] |
| 2 | <i>Sports Floodlighting Policy (Tracked Changes)</i> | 25/208585 |
| 3 | <i>Sports Floodlighting Policy (Clean Version)</i> | 25/208586 |
| 4 | <i>Park Names, Classification and Lux Levels</i> | 25/212490 |



Policy Manual

Sports Floodlighting Policy

Policy Owner:	Community Facilities
Contact Person:	Manager Community Facilities
Date of Approval:	9 August 2022 (CP06-08/22)

POLICY STATEMENT

The City has a significant number of sporting open spaces (fields and courts) that are used for formal (club-based training and competition) and some informal (recreational) sporting activities such as skate boarding, basketball and BMX pursuits. To ensure that these activities can be undertaken in a safe environment, it is critical that the City provides these facilities with sports floodlighting in line with Australian and other relevant Standards, as far as practicable.

POLICY OBJECTIVE

The objective of this policy is to guide the provision and maintenance of floodlights across the network of sporting open spaces (active reserves) within the City of Wanneroo (**City**).

IMPLEMENTATION

This Policy applies to the City-wide provision of sports floodlighting which must be designed and installed so that the applicable visual tasks can be comfortably performed by both the Participants and the Officials. Requirements for sports floodlighting depend on the nature of the sport, the speed and size of the ball and required speed of performance of user activities. The layout of the playing area, proximity to residents and site constraints will determine the most suitable locations and number of the poles, to ensure illuminance uniformity and minimise glare.

Therefore, the City seeks to provide a standard level of provision for lighting at facilities in line with Australian and other relevant Standards, as far as practicable. Sports floodlighting shall meet the lux level standards set by the Australian Standards for Sports Lighting - Australian Standard AS2560. The City's standard provision for lighting is shown in the table below:

Sport	Level of play	Aust. Standard LUX level	
Hockey/Lacrosse	Training	200 LUX	
	Match*	300 LUX	
Baseball/Softball	Training	Infield 300 LUX	Outfield 200 LUX
	Match*	Infield 500 LUX	Outfield 300 LUX
	Batting Cages	300 LUX	
Bowls	Recreation/Local	100 LUX	

Sport	Level of play	Aust. Standard LUX level		
		Square	Infield	Outfield
Cricket	Class V (Match)	300 LUX	250 LUX	200 LUX
	Batting Cage	300 LUX		
Football (all codes)	Training	50 LUX		
	Match*	100 LUX		
Netball/Basketball	Training	100 LUX		
	Match*	100 LUX		
Tennis	Club Competition and Commercial	Principal Play Area 350 LUX	Total Playing Area 250 LUX	

*Unless otherwise stated, Match level refers to amateur level club competition and match practice. Training refers to amateur level ball and physical training.

Specific lux lighting levels and lighting design shall be to the Australian Standards for the relevant sporting code or use as follows:

Sporting Open Spaces – Large Ball Sports (Football all codes)

The Hierarchy of Provision for floodlighting on the City's Sports Spaces for large ball sports will be as outlined in the table below:

Sports Space Functional Classification	Level of Competition	Level of Lighting (LED)
Neighbourhood	Amateur	Minimum of 50 lux*
District	Amateur/club	Maximum of 100 lux
Regional	Amateur/Semi-Professional	Minimum of 100 lux*

* designed to increase capacity based on meeting the below criteria.

The base level of lighting provided at outdoor multi-use sports playing venues will be determined as Amateur Level 'Ball and Physical Training' level by the City and the level of lighting will be in accordance with AS2560.2:2021.

Where it is deemed appropriate, the City will increase the level of floodlighting provision to Amateur Level 'Club competition and match practice' (100 lux) for Neighbourhood and District Sports Spaces. In this instance, Clubs would not be required to provide their own financial contribution, however grant funding may still be sought by the City.

Provision of floodlighting lux levels above 100 lux at Regional Sports Spaces will be considered via an individual business case. This may occur as a part of the provision of a new floodlighting

installation or as a part of an upgrade of an existing installation and will be assessed based on the following criteria:

- Does the Sports Space currently have 100 lux floodlighting provision, irrespective of luminaire type?
- Is the Sports Space capable of hosting night time competitions?
- Does the Sports Space have the necessary supporting infrastructure such as a Sports Amenities Building or Pavilion to support night time competitions?
- Would the relevant State Sporting Association sanction night time competitions at the Sporting Space?
- Will upgrading the floodlighting at this Sports Space enable the City to manage ground maintenance and allocations more efficiently?
- Is the Sports Space currently being used/is there an existing club?
- Asset life/condition: How old/new is the existing floodlighting infrastructure? (ie. < 15yrs);
- What is the classification of the Sports Space within the Hierarchy of Provision, and/or is the facility being used at a level above its hierarchy of provision?

The above criteria will also be used to prioritise projects which involve increasing the lux levels and in the replacement of existing Metal Halide floodlighting installations with LED floodlighting installations.

Sporting Open Spaces – Small Ball Sports

The provision of lighting for small ball sports will be considered on a case-by-case basis and, if determined necessary by the City, lighting will be provided to meet the appropriate Australian Standard for the particular sport. AS2560.2:2021 captures the following small ball sports:

- Baseball and softball, inclusive of batting cage requirements;
- Hockey. Synthetic hockey fields must have sports floodlighting to a minimum of ball and physical training standard with Regional, State and Club Competition level being considered through a business case; and
- Cricket. The 2021 edition of AS2560 provides the lighting specifications required for both indoor and outdoor cricket facilities.

If deemed acceptable through a business case, lighting of practice cages and wickets may be provided to assist clubs training longer in the summer and during the darker months of the year. “Local” (or Class V for cricket) will be the base level of lighting provided for a batting cage or practice wicket.

Where specific sports such as lacrosse, are not covered by AS2560, lux levels will be assessed against other similar sporting types contained within AS2560 as a benchmark, international standards or sport specific guidance notes and/or regulations.

Outdoor Court Lighting

The level of lighting provided for outdoor court venues (basketball, netball) will be determined as ‘Recreation or Training and Competition with few spectators’ level by the City and the level of lighting will be in accordance with AS2560.2:2021. If the Court provides for multiple sports

such Netball/Basketball and Tennis, it shall be lit to the requirements of the sport with the higher lighting requirement (i.e Tennis).

Bowls

The level of lighting provided for bowling greens will be designated as "Recreation or Local" level by the City and the level of lighting will be in accordance with AS2560.2:2021. This applies to facilities that are under the control of the City and are not subject to a lease agreement.

Tennis Courts

The installation of any tennis courts as a new standalone facility or addition to existing facilities is to have floodlighting that meets with AS2560.2:2021 for 'Club and Commercial'.

Outdoor Youth Activity Spaces (Skate Parks and BMX/pump tracks)

There are no Australian Standards for the illumination of outdoor 3 on 3 courts, skate parks, cycling tracks/circuits and the like, and therefore lighting standards for these types of outdoor sporting activities must meet a minimum horizontal illuminance of 100 lux at ground level, with a 0.5 uniformity (min/ave). Lighting for these spaces is to be located to ensure there is no shadowing in bowls or glare when users are performing tricks.

Formal BMX/pump tracks are to be lit in accordance in line with the AusCycling Guidelines, which must meet a minimum horizontal illuminance of 150 lux at ground level, with a 0.5 uniformity (min/ave).

The method of illumination is to be LED Luminaires with appropriate control to minimise light pollution (i.e either full cut off or with appropriate shields) with poles located at least 3m from all active areas around the perimeters of the spaces so they do not become an obstruction to the users, noting that the final pole locations will be determined during the design stage to ensure the active functional area illuminated as outlined above.

City Design Requirements

All sports floodlighting infrastructure must be initially designed and constructed to allow for levels of lighting to be increased or improved, in future years.

All sports floodlighting infrastructure must be designed and constructed using LED technology as this will minimise running and whole of life costs, provide a higher quality and distribution of light and provide instantaneous switching (on/off).

Where training and match floodlighting Lux levels are to be provided, the system must be designed to allow switching between the two levels, whether it be by the use of traditional banking of lights, or by the use of dimming.

A lower powered recreational floodlight placed at approximately 12-15 metres of height on half of the floodlight poles shall be considered in all new oval installations. This would provide energy efficient lighting to sporting spaces for passive use when not in use by sporting clubs.



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Lighting Audits

As part of the construction process, the City requires that a qualified individual undertakes a lighting audit. The results are to be included as part of the documentation handed over to the City. The City acknowledges that it may be a requirement of some State Sporting Associations (SSA) to inspect the lighting audit prior to accepting a venue for night fixtures. The City will provide a copy of the initial lighting audit for this purpose.

In instances where a Club requests an additional lighting audit to be undertaken as a requirement from a State Sporting Association, these works shall be the responsibility of the Club. The works shall be in accordance with the requirements under AS2560, with the Club being responsible for the audit and booking costs. If the City completes an audit for any other purpose, it may provide a copy upon request.

Transition from Metal Halide to LED Installations

In recognition of the greater energy efficiency of LED floodlighting and reduced life cycle costs, the City will seek to undertake a program to replace existing metal halide floodlighting installations with LED floodlighting installations, to 100 lux as outlined within the standards identified above. This program will be undertaken subject to budget capacity in any given year.

Sports Floodlighting Installed by Developers

On occasions when developers install sports floodlighting on open spaces at their expense, the City will work with the developer to ensure the installation is consistent with the Australian Standards and the intent of this policy.

Additional Levels of Sports Floodlighting

Clubs may apply to the City through the City's User Funded Upgrade application process for approval to increase or improve illumination levels beyond the specific standard. Additional lighting is to be in accordance with Australian Standards 2560 and 4282. The application should detail:

- The proposed standard of lighting;
- Reasons for requesting the change;
- A plan for the courts/grounds to be changed detailing the proposed locations of the new lighting poles and a lux diagram of the proposed;
- Sources of funding; and
- Acknowledgement from the Club/User Group that it is bound by the City's Fees and Charges for the use of the higher levels of lighting

Applications will be considered by the Manager Community Facilities (or other authorized person).

If approved, the cost of the installation of additional floodlights over and above that of the City's standards for any sport will be the responsibility of the applicant club or clubs. These costs may include, but is not limited to new or modified poles, luminaires, conduits, cables, fuses and switch boxes, cabinets, upgraded or modified power to site, consulting engineering fees for investigation and design, pavement and surface reconstruction costs and all other capital and project management costs for the works.



Policy Manual

The ongoing operating cost of the upgrade installations beyond the specified standard shall be charged to the user groups, at a cost per hour as defined with the City's Schedule of Fees and Charges to cover the cost of the additional power provider charges. The charges for the additional power are not subject to any subsidies or fee waivers, and will be charged for all usage at the additional lighting levels.

The City shall undertake all works associated with the upgrades, with the required infrastructure becoming the property of the City. The City retains the right to use and hire out the additional lighting as required.

ROLES AND RESPONSIBILITIES

This Policy is the responsibility of the Manager Community Facilities.

DISPUTE RESOLUTION

Disputes in regard to this policy will be referred to the Manager Community Facilities in the first instance. In the event that an agreement cannot be reached, the matter will be escalated to the Director Community and Place.

EVALUATION AND REVIEW PROVISIONS

The Policy will be reviewed every three years, i, and will take into account any feedback received from external stakeholders.

DEFINITIONS

DEFINITIONS: Any definitions listed in the following table apply to this document only.	
Participant	Someone who takes part in an activity
Official	Umpire, Referee, Club, Coach, Timekeeper
Sports Spaces	Provide for formal structured sporting activities, as defined by the Department of Local Government, Sport and Cultural Industries.
Recreation Spaces	Provide for informal play and physical activity, relaxation and social interaction, as defined by the Department of Local Government, Sport and Cultural Industries.

RELEVANT POLICIES/MANAGEMENT PROCEDURES/DOCUMENTS OR DELEGATIONS

Nil



Policy Manual

REFERENCES

Australian Standards:

- 2560.1: 2018 Sports Lighting Part 1: General Principles;
- 2560.2.:2021 Sports Lighting Part 2: Specific Applications; and
- 4282:2019 Control of the obtrusive effects of outdoor lighting

RESPONSIBILITY FOR IMPLEMENTATION

Manager Community Facilities

Version	Next Review	Record No:
29 June 2010, Resolution No. CD05-06/10 (Revokes Floodlighting Policy and Tennis Courts Floodlighting Policy – both last reviewed in September 2005)	June 2012	10/16815
CS05-08/12	August 2014	12/91944
Resolution No. CS11-11/14	November 2016	12/91944
9 May 2017 CE02-05/17	May 2019	12/91944[v2]
23 September 2020 CP01-09/20	July 2022	12/91944[v3]
9 August 2022 CP06-08/22	July 2025	12/91944[v4]

Sports Floodlighting Policy

Responsible Directorate:	Community and Place
Responsible Service Unit:	Community Facilities
Date of Approval:	Manager Community Facilities
Council Resolution No:	CP06-08/22

1. POLICY STATEMENT

The City has a significant number of sporting open spaces (fields and courts) that are used for formal (club-based training and competition) and some informal (recreational) sporting activities such as skate boarding, basketball and BMX pursuits. To ensure that these activities can be undertaken in a safe environment, it is critical that the City provides these facilities with sports floodlighting in line with Australian and other relevant Standards, as far as practicable.

2. OBJECTIVE AND PURPOSE

Objective

The objective of this Policy is to guide the provision and maintenance of floodlights across the network of sporting open spaces (active reserves) within the City of Wanneroo (**City**).

Purpose

[The purpose of this Policy is to provide guide fair and equitable provision of sports floodlighting, in line with the relevant Australian Standards, to increase the usage of sporting open spaces by allowing users to operate during non-daylight hours.](#)

3. KEY DEFINITIONS

DEFINITIONS: Any definitions listed in the following table apply to this document only.	
Participant	Someone who takes part in an activity
Official	Umpire, Referee, Club, Coach, Timekeeper
Sports Spaces	Provide for formal structured sporting activities, as defined by the Department of Local Government, Sport and Cultural Industries.
Recreation Spaces	Provide for informal play and physical activity, relaxation and social interaction, as defined by the Department of Local Government, Sport and Cultural Industries.

4. SCOPE

This Policy applies to the City-wide provision of sports floodlighting which must be designed and installed so that the applicable visual tasks can be comfortably performed by both the **Participants** and the **Officials**.

5. IMPLICATIONS

[This Policy aligns with the City's Strategic Community Plan:](#)

[Goal 1: An Inclusive and accessible City with places and spaces that embrace all.](#)

[Priority 1.2: Value public places and spaces](#)

[Priority 1.3: Facilities and activities for all.](#)

6. IMPLEMENTATION

A succinct description of "how" the policy is to be implemented and stakeholders involvement. Who will be responsible for various parts of the implementation of the policy? This may need to be supported by an implementation plan.

Requirements for sports floodlighting depend on the nature of the sport, the speed and size of the ball and required speed of performance of user activities. The layout of the playing area, proximity to residents and site constraints will determine the most suitable locations and number of the poles, to ensure illuminance uniformity and minimise glare.

Therefore, the City seeks to provide a standard level of provision for lighting at facilities in line with Australian and other relevant Standards, as far as practicable. Sports floodlighting shall meet the lux level standards set by the Australian Standards for Sports Lighting - Australian Standard AS2560, with the City's standard provision for lighting aligning with community level lighting requirements. However for designated regional facilities, higher lighting levels will be provided to accommodate regional competition and high-level training. is shown in the table below:

Sport	Level of play	Aust. Standard lux level		
Hockey/Lacrosse	Training	200 lux		
	Match*	300 lux		
Baseball/Softball	Training	Infield 300 lux	Outfield 200 lux	
	Match*	Infield 500 lux	Outfield 300 lux	
	Batting Cages	300 lux		
Bowls	Recreation/Local	100 lux		
Cricket	Class V (Match)	Square 300 lux	Infield 250 lux	Outfield 200 lux
	Batting Cage	300 lux		
Football (all codes)	Training	50 lux		
	Match*	100 lux		
Netball/Basketball	Training	100 lux		
	Match*	100 lux		
Tennis	Club Competition and Commercial	Principal Play Area 350 lux	Total Playing Area 250 lux	

~~*Unless otherwise stated, Match level refers to amateur level club competition and match practice. Training refers to amateur level ball and physical training.~~

Specific lux lighting levels and lighting design shall be to the Australian Standards for the relevant sporting code or use as follows:

Sporting Open Spaces – Large Ball Sports (Football all codes)

The Hierarchy of Provision for floodlighting on the City's Sports Spaces for large ball sports will be as outlined in the table below:

Sports Space Functional Classification	Level of Competition	Level of Lighting (LED)
Neighbourhood	Amateur	Maximum <u>minimum of 50</u> 100 lux*
District	Amateur/club	Maximum of 100 lux*
Regional	Amateur/semi-professional	Minimum of 100 lux*

* Designed to increase capacity based on meeting the below criteria.

The base level of lighting provided at outdoor multi-use sports playing venues will be determined as Amateur Level 'Ball and Physical Training' level by the City and the level of lighting will be in accordance with AS2560.2:2021.

~~Where it is deemed appropriate, the City will increase the level of floodlighting provision to Amateur Level 'Club competition and match practice' (100-lux) for Neighbourhood and District Sports Spaces. In this instance, Clubs would not be required to provide their own financial contribution, however grant funding may still be sought by the City.~~

Provision of floodlighting lux levels above 100 lux at District and Regional Sports Spaces will be considered via an individual business case. This may occur as a part of the provision of a new floodlighting installation or as a part of an upgrade of an existing installation and will be assessed based on the following criteria:

- Does the Sports Space currently have 100 lux floodlighting provision, irrespective of luminaire type?
- Is the Sports Space capable of hosting night time competitions?
- Does the Sports Space have the necessary supporting infrastructure such as a Sports Amenities Building or Pavilion to support night time competitions?
- Would the relevant State Sporting Association sanction night time competitions at the Sporting Space?
- Will upgrading the floodlighting at this Sports Space enable the City to manage ground maintenance and allocations more efficiently?
- Is the Sports Space currently being used/is there an existing club?
- Asset life/condition: How old/new is the existing floodlighting infrastructure? (ie. < 15yrs);
- What is the classification of the Sports Space within the Hierarchy of Provision, and/or is the facility being used at a level above its hierarchy of provision?



Council Policy

The above criteria will also be used to prioritise projects which involve increasing the lux levels and in the replacement of existing Metal Halide floodlighting installations with LED floodlighting installations.

Sporting Open Spaces – Small Ball Sports

The provision of lighting for small ball sports will be considered on a case-by-case basis and, if determined necessary by the City, lighting will be provided to meet the appropriate Australian Standard for the particular sport. AS2560.2:2021 captures the following small ball sports:

- Baseball and softball, inclusive of batting cage requirements;
- Hockey. Synthetic hockey fields must have sports floodlighting to a minimum of ball and physical training standard with Regional, State and Club Competition level being considered through a business case; and
- Cricket. The 2021 edition of AS2560 provides the lighting specifications required for both indoor and outdoor cricket facilities.

If deemed acceptable through a business case, lighting of practice cages and wickets may be provided to assist clubs training longer in the summer and during the darker months of the year. “Local” (or Class V for cricket) will be the base level of lighting provided for a batting cage or practice wicket.

Where specific sports ~~such as lacrosse~~, are not covered by AS2560, lux levels will be assessed against other similar sporting types contained within AS2560 as a benchmark, international standards or sport specific guidance notes and/or regulations.

Outdoor Court Lighting

The level of lighting provided for outdoor court venues (basketball, netball) will be determined as ‘Recreation or Training and Competition with few spectators’ level by the City and the level of lighting will be in accordance with AS2560.2:2021. If the Court provides for multiple sports such as Netball/Basketball and Tennis, it shall be lit to the requirements of the sport with the higher lighting requirement (i.e. Tennis).

Bowls

The level of lighting provided for bowling greens will be designated as “Recreation or Local” level by the City and the level of lighting will be in accordance with AS2560.2:2021. This applies to facilities that are under the control of the City and are not subject to a lease agreement.

Tennis Courts

The installation of any tennis courts as a new standalone facility or addition to existing facilities is to have floodlighting that meets with AS2560.2:2021 for ‘Club and Commercial’.

Outdoor Youth Activity Spaces (Skate Parks and BMX/pump tracks)

There are no Australian Standards for the illumination of outdoor 3 on 3 courts, skate parks, cycling tracks/circuits and the like, and therefore lighting standards for these types of outdoor sporting activities must meet a minimum horizontal illuminance of 100 lux at ground level, with

a 0.5 uniformity (min/ave). Lighting for these spaces is to be located to ensure there is no shadowing in bowls or glare when users are performing tricks.

Formal BMX/pump tracks are to be lit in accordance in line with the AusCycling Guidelines, which must meet a minimum horizontal illuminance of 150 lux at ground level, with a 0.5 uniformity (min/ave).

The method of illumination is to be LED Luminaires with appropriate control to minimise light pollution (i.e either full cut off or with appropriate shields) with poles located at least 3m from all active areas around the perimeters of the spaces so they do not become an obstruction to the users, noting that the final pole locations will be determined during the design stage to ensure the active functional area illuminated as outlined above.

City Design Requirements

~~All sports floodlighting infrastructure must be initially designed and constructed to allow for levels of lighting to be increased or improved, in future years.~~

All sports floodlighting infrastructure must be designed and constructed using LED technology as this will minimise running and whole of life costs, provide a higher quality and distribution of light and provide instantaneous switching (on/off).

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A lower powered recreational floodlight placed at approximately 12-15 metres of height on half of the floodlight poles shall be considered in all new oval installations. This would provide energy efficient lighting to sporting spaces for passive use when not in use by sporting clubs.

Lighting Audits

As part of the construction process, the City requires that a qualified individual undertakes a lighting audit. The results are to be included as part of the documentation handed over to the City. The City acknowledges that it may be a requirement of some State Sporting Associations (SSA) to inspect the lighting audit prior to accepting a venue for night fixtures. The City will provide a copy of the initial lighting audit for this purpose.

In instances where a Club requests an additional lighting audit to be undertaken as a requirement from a State Sporting Association, these works shall be the responsibility of the Club. The works shall be in accordance with the requirements under AS2560, with the Club being responsible for the audit and booking costs. If the City completes an audit for any other purpose, it may provide a copy upon request.

Transition from Metal Halide to LED Installations

In recognition of the greater energy efficiency of LED floodlighting and reduced life cycle costs, the City will seek to undertake a program to replace existing metal halide floodlighting installations with LED floodlighting installations, to 100 lux as outlined within the standards identified above. This program will be undertaken subject to budget capacity in any given year.

Sports Floodlighting Installed by Developers



Council Policy

On occasions when developers install sports floodlighting on open spaces at their expense, the City will work with the developer to ensure the installation is consistent with the Australian Standards and the intent of this policy.

Additional Levels of Sports Floodlighting

Clubs may apply to the City through the City's User Funded Upgrade application process for approval to increase or improve illumination levels beyond the specific standard. Additional lighting is to be in accordance with Australian Standards 2560 and 4282. The application should detail:

- The proposed standard of lighting;
- Reasons for requesting the change;
- A plan for the courts/grounds to be changed detailing the proposed locations of the new lighting poles and a lux diagram of the proposed;
- Sources of funding; and
- Acknowledgement from the Club/User Group that it is bound by the City's Fees and Charges for the use of the higher levels of lighting

Applications will be considered by the Manager Community Facilities (or other authorized person).

If approved, the cost of the installation of additional floodlights over and above that of the City's standards for any sport will be the responsibility of the applicant club or clubs. These costs may include, but is not limited to new or modified poles, luminaires, conduits, cables, fuses and switch boxes, cabinets, upgraded or modified power to site, consulting engineering fees for investigation and design, pavement and surface reconstruction costs and all other capital and project management costs for the works.

The ongoing operating cost of the upgrade installations beyond the specified standard shall be charged to the user groups, at a cost per hour as defined with the City's Schedule of Fees and Charges to cover the cost of the additional power provider charges. The charges for the additional power are not subject to any subsidies or fee waivers, and will be charged for all usage at the additional lighting levels.

The City shall undertake all works associated with the upgrades, with the required infrastructure becoming the property of the City. The City retains the right to use and hire out the additional lighting as required.

7. AUTHORITIES AND ACCOUNTABILITIES

Nil.

8. ROLES AND RESPONSIBILITIES

This Policy is the responsibility of the Manager Community Facilities.



Council Policy

9. DISPUTE RESOLUTION (if applicable)

Disputes in regard to this policy will be referred to the Manager Community Facilities in the first instance. In the event that an agreement cannot be reached, the matter will be escalated to the Director Community and Place.

10. EVALUATION AND REVIEW

The Policy will be reviewed every three years and will take into account any feedback received from ~~external~~ stakeholders.

11. RELATED DOCUMENTS

Nil.

12. REFERENCES

Australian Standards:

- 2560.1: 2018 Sports Lighting Part 1: General Principles;
- 2560.2: 2021 Sports Lighting Part 2: Specific Applications; and
- 4282: 2019 Control of the obtrusive effects of outdoor lighting

13. RESPONSIBILITY FOR IMPLEMENTATION

Manager Community Facilities.

REVISION HISTORY

Version	Next Review	Record No.
29 June 2010, Resolution No. CD05-06/10 (Revokes Floodlighting Policy and Tennis Courts Floodlighting Policy – both last reviewed in September 2005)	June 2012	10/16815
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<u>July 2025</u>	<u>July 2028</u>	<u>12/91944[v5]</u>

Sports Floodlighting Policy

Responsible Directorate:	Community and Place
Responsible Service Unit:	Community Facilities
Date of Approval:	Manager Community Facilities
Council Resolution No:	CP06-08/22

1. POLICY STATEMENT

The City has a significant number of sporting open spaces (fields and courts) that are used for formal (club-based training and competition) and some informal (recreational) sporting activities such as skate boarding, basketball and BMX pursuits. To ensure that these activities can be undertaken in a safe environment, it is critical that the City provides these facilities with sports floodlighting in line with Australian and other relevant Standards, as far as practicable.

2. OBJECTIVE AND PURPOSE

Objective

The objective of this Policy is to guide the provision and maintenance of floodlights across the network of sporting open spaces (active reserves) within the City of Wanneroo (**City**).

Purpose

The purpose of this Policy is to provide fair and equitable provision of sports floodlighting, in line with the relevant Australian Standards, to increase the usage of sporting open spaces by allowing users to operate during non-daylight hours.

3. KEY DEFINITIONS

DEFINITIONS: Any definitions listed in the following table apply to this document only.	
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Sports Spaces	Provide for formal structured sporting activities, as defined by the Department of Local Government, Sport and Cultural Industries.
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4. SCOPE

This Policy applies to the City-wide provision of sports floodlighting which must be designed and installed so that the applicable visual tasks can be comfortably performed by both the **Participants** and the **Officials**.

5. IMPLICATIONS

This Policy aligns with the City's Strategic Community Plan:

Goal 1: An Inclusive and accessible City with places and spaces that embrace all.

Priority 1.2: Value public places and spaces

Priority 1.3: Facilities and activities for all.

6. IMPLEMENTATION

Requirements for sports floodlighting depend on the nature of the sport, the speed and size of the ball and required speed of performance of user activities. The layout of the playing area, proximity to residents and site constraints will determine the most suitable locations and number of the poles, to ensure illuminance uniformity and minimise glare.

Therefore, the City seeks to provide a standard level of provision for lighting at facilities in line with Australian and other relevant Standards, as far as practicable. Sports floodlighting shall meet the lux level standards set by the Australian Standards for Sports Lighting - Australian Standard AS2560, with the City's standard provision for lighting aligning with community level lighting requirements. However, for designated regional facilities, higher lighting levels will be provided to accommodate regional competition and high-level training.

Specific lux lighting levels and lighting design shall be to the Australian Standards for the relevant sporting code or use as follows:

Sporting Open Spaces – Large Ball Sports (Football all codes)

The Hierarchy of Provision for floodlighting on the City's Sports Spaces for large ball sports will be as outlined in the table below:

Sports Space Functional Classification	Level of Competition	Level of Lighting (LED)
Neighbourhood	Amateur	Maximum of 100 lux
District	Amateur/club	Maximum of 100 lux*
Regional	Amateur/semi-professional	Minimum of 100 lux*

* Designed to increase capacity based on meeting the below criteria.

The base level of lighting provided at outdoor multi-use sports playing venues will be determined as Amateur Level 'Ball and Physical Training' level by the City and the level of lighting will be in accordance with AS2560.2:2021.

Provision of floodlighting lux levels above 100 lux at District and Regional Sports Spaces will be considered via an individual business case. This may occur as a part of the provision of a new floodlighting installation or as a part of an upgrade of an existing installation and will be assessed based on the following criteria:

- Does the Sports Space currently have 100 lux floodlighting provision, irrespective of luminaire type?
- Is the Sports Space capable of hosting night time competitions?



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- Does the Sports Space have the necessary supporting infrastructure such as a Sports Amenities Building or Pavilion to support night time competitions?
- Would the relevant State Sporting Association sanction night time competitions at the Sporting Space?
- Will upgrading the floodlighting at this Sports Space enable the City to manage ground maintenance and allocations more efficiently?
- Is the Sports Space currently being used/is there an existing club?
- Asset life/condition: How old/new is the existing floodlighting infrastructure? (ie. < 15yrs);
- What is the classification of the Sports Space within the Hierarchy of Provision, and/or is the facility being used at a level above its hierarchy of provision?

The above criteria will also be used to prioritise projects which involve increasing the lux levels and in the replacement of existing Metal Halide floodlighting installations with LED floodlighting installations.

Sporting Open Spaces – Small Ball Sports

The provision of lighting for small ball sports will be considered on a case-by-case basis and, if determined necessary by the City, lighting will be provided to meet the appropriate Australian Standard for the particular sport. AS2560.2:2021 captures the following small ball sports:

- Baseball and softball, inclusive of batting cage requirements;
- Hockey. Synthetic hockey fields must have sports floodlighting to a minimum of ball and physical training standard with Regional, State and Club Competition level being considered through a business case; and
- Cricket. The 2021 edition of AS2560 provides the lighting specifications required for both indoor and outdoor cricket facilities.

If deemed acceptable through a business case, lighting of practice cages and wickets may be provided to assist clubs training longer in the summer and during the darker months of the year. “Local” (or Class V for cricket) will be the base level of lighting provided for a batting cage or practice wicket.

Where specific sports are not covered by AS2560, lux levels will be assessed against other similar sporting types contained within AS2560 as a benchmark, international standards or sport specific guidance notes and/or regulations.

Outdoor Court Lighting

The level of lighting provided for outdoor court venues (basketball, netball) will be determined as ‘Recreation or Training and Competition with few spectators’ level by the City and the level of lighting will be in accordance with AS2560.2:2021. If the Court provides for multiple sports such as Netball/Basketball and Tennis, it shall be lit to the requirements of the sport with the higher lighting requirement (i.e. Tennis).

Bowls

The level of lighting provided for bowling greens will be designated as “Recreation or Local” level by the City and the level of lighting will be in accordance with AS2560.2:2021. This applies to facilities that are under the control of the City and are not subject to a lease agreement.



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Tennis Courts

The installation of any tennis courts as a new standalone facility or addition to existing facilities is to have floodlighting that meets with AS2560.2:2021 for 'Club and Commercial'.

Outdoor Youth Activity Spaces (Skate Parks and BMX/pump tracks)

There are no Australian Standards for the illumination of outdoor 3 on 3 courts, skate parks, cycling tracks/circuits and the like, and therefore lighting standards for these types of outdoor sporting activities must meet a minimum horizontal illuminance of 100 lux at ground level, with a 0.5 uniformity (min/ave). Lighting for these spaces is to be located to ensure there is no shadowing in bowls or glare when users are performing tricks.

Formal BMX/pump tracks are to be lit in accordance in line with the AusCycling Guidelines, which must meet a minimum horizontal illuminance of 150 lux at ground level, with a 0.5 uniformity (min/ave).

The method of illumination is to be LED Luminaires with appropriate control to minimise light pollution (i.e either full cut off or with appropriate shields) with poles located at least 3m from all active areas around the perimeters of the spaces so they do not become an obstruction to the users, noting that the final pole locations will be determined during the design stage to ensure the active functional area illuminated as outlined above.

City Design Requirements

All sports floodlighting infrastructure must be designed and constructed using LED technology as this will minimise running and whole of life costs, provide a higher quality and distribution of light and provide instantaneous switching (on/off).

Where training and match floodlighting lux levels are to be provided, the system must be designed to allow switching between the two levels, whether it be by the use of traditional banking of lights, or by the use of dimming.

A lower powered recreational floodlight placed at approximately 12-15 metres of height on half of the floodlight poles shall be considered in all new oval installations. This would provide energy efficient lighting to sporting spaces for passive use when not in use by sporting clubs.

Lighting Audits

As part of the construction process, the City requires that a qualified individual undertakes a lighting audit. The results are to be included as part of the documentation handed over to the City. The City acknowledges that it may be a requirement of some State Sporting Associations (SSA) to inspect the lighting audit prior to accepting a venue for night fixtures. The City will provide a copy of the initial lighting audit for this purpose.

In instances where a Club requests an additional lighting audit to be undertaken as a requirement from a State Sporting Association, these works shall be the responsibility of the Club. The works shall be in accordance with the requirements under AS2560, with the Club being responsible for the audit and booking costs. If the City completes an audit for any other purpose, it may provide a copy upon request.

Transition from Metal Halide to LED Installations



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In recognition of the greater energy efficiency of LED floodlighting and reduced life cycle costs, the City will seek to undertake a program to replace existing metal halide floodlighting installations with LED floodlighting installations, to 100 lux as outlined within the standards identified above. This program will be undertaken subject to budget capacity in any given year.

Sports Floodlighting Installed by Developers

On occasions when developers install sports floodlighting on open spaces at their expense, the City will work with the developer to ensure the installation is consistent with the Australian Standards and the intent of this policy.

Additional Levels of Sports Floodlighting

Clubs may apply to the City through the City's User Funded Upgrade application process for approval to increase or improve illumination levels beyond the specific standard. Additional lighting is to be in accordance with Australian Standards 2560 and 4282. The application should detail:

- The proposed standard of lighting;
- Reasons for requesting the change;
- A plan for the courts/grounds to be changed detailing the proposed locations of the new lighting poles and a lux diagram of the proposed;
- Sources of funding; and
- Acknowledgement from the Club/User Group that it is bound by the City's Fees and Charges for the use of the higher levels of lighting

Applications will be considered by the Manager Community Facilities (or other authorized person).

If approved, the cost of the installation of additional floodlights over and above that of the City's standards for any sport will be the responsibility of the applicant club or clubs. These costs may include, but is not limited to new or modified poles, luminaires, conduits, cables, fuses and switch boxes, cabinets, upgraded or modified power to site, consulting engineering fees for investigation and design, pavement and surface reconstruction costs and all other capital and project management costs for the works.

The ongoing operating cost of the upgrade installations beyond the specified standard shall be charged to the user groups, at a cost per hour as defined with the City's Schedule of Fees and Charges to cover the cost of the additional power provider charges. The charges for the additional power are not subject to any subsidies or fee waivers, and will be charged for all usage at the additional lighting levels.

The City shall undertake all works associated with the upgrades, with the required infrastructure becoming the property of the City. The City retains the right to use and hire out the additional lighting as required.

7. AUTHORITIES AND ACCOUNTABILITIES

Nil.



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8. ROLES AND RESPONSIBILITIES

This Policy is the responsibility of the Manager Community Facilities.

9. DISPUTE RESOLUTION (if applicable)

Disputes in regard to this policy will be referred to the Manager Community Facilities in the first instance. In the event that an agreement cannot be reached, the matter will be escalated to the Director Community and Place.

10. EVALUATION AND REVIEW

The Policy will be reviewed every three years and will take into account any feedback received from external stakeholders.

11. RELATED DOCUMENTS

Nil.

12. REFERENCES

Australian Standards:

- 2560.1: 2018 Sports Lighting Part 1: General Principles;
- 2560.2: 2021 Sports Lighting Part 2: Specific Applications; and
- 4282: 2019 Control of the obtrusive effects of outdoor lighting

13. RESPONSIBILITY FOR IMPLEMENTATION

Manager Community Facilities.

REVISION HISTORY

Version	Next Review	Record No.
29 June 2010, Resolution No. CD05-06/10 (Revokes Floodlighting Policy and Tennis Courts Floodlighting Policy – both last reviewed in September 2005)	June 2012	10/16815
CS05-08/12	August 2014	12/91944
Resolution No. CS11-11/14	November 2016	12/91944
9 May 2017 CE02-05/17	May 2019	12/91944[v2]
23 September 2020 CP01-09/20	July 2022	12/91944[v3]
9 August 2022 CP06-08/22	July 2025	12/91944[v4]
July 2025	July 2028	12/91944[v5]

Park Names, Classification and Lux Levels

Park Name	Suburb	Classification	LUX Level	MH / LED
Abbeville Park	Mindarie	Neighbourhood	100	LED
Addison Park	Merriwa	Neighbourhood	<50	MH
Alexander Heights Park	Alexander Heights	Neighbourhood	<50	MH
Anthony Waring Park	Clarkson	Neighbourhood	100	MH
Ashdale Park	Darch	Neighbourhood	0	0
Belhaven Park	Quinns Rocks	Neighbourhood	>50	LED
Blackmore Park	Girrawheen	Neighbourhood	<50	MH
Butterworth Park	Koondoola	Neighbourhood	<50	MH
Cabrini Park	Marangaroo	Neighbourhood	<50	MH
Charnwood Park	Two Rocks	Neighbourhood	<50	MH
Dalvik Park	Merriwa	Neighbourhood	100*	LED
Driver Road	Darch	Neighbourhood	0	0
Edgar Griffiths	Wanneroo	Neighbourhood	50*	LED
Ferrara Park	Girrawheen	Neighbourhood	>50	LED
Forestay Park	Alkimos	Neighbourhood	0	0
Fragola Park	Landsdale	Neighbourhood	0	0
Grandis Park (North)	Banksia Grove	Neighbourhood	50	MH
Grandis Park (West)	Banksia Grove	Neighbourhood	50	MH
Gumblossom Park (East)	Quinns Rocks	Neighbourhood	100	MH
Gumblossom Park (West)	Quinns Rocks		50	MH
Hainsworth Park	Girrawheen	Neighbourhood	50	LED
Halesworth (North)	Butler	District	100	LED
Halesworth (South)	Butler		100	LED

Heath Park (East)	Eglinton	District	100	LED
Heath Park (West)	Eglinton	District	0	0
Highview Park	Alexander Heights	Neighbourhood	<50	0
Houghton Park	Carramar	Neighbourhood	50	MH
Hudson Park	Girrawheen	Neighbourhood	50	MH
Jimbub Park	Tapping	Neighbourhood	0	0
John Moloney Park - AFL	Marangaroo	Neighbourhood	100	LED
Kingsbridge Park	Butler	Neighbourhood	50	MH
Kingsway - AFL	Madeley	Regional	100	MH
Kingsway - Cricket	Madeley		0	0
Kingsway - Diamond 1+2	Madeley		250/150	MH
Kingsway - Diamond 3	Madeley		250/150	MH
Kingsway - Multipurpose	Madeley		50	MH
Kingsway - Netball (East)	Madeley		100	LED
Kingsway - Netball (West)	Madeley		<50	MH
Kingsway - Olympic Soccer 1	Madeley		500	LED
Kingsway - Rugby 1	Madeley		100	MH
Kingsway - Rugby 2	Madeley		100	LED
Kingsway - Soccer 2+3	Madeley		200	LED
Kingsway - Soccer 4+5	Madeley		50	MH
Kingsway - Training North 1 & Training Central 2	Madeley		50	LED

Kingsway - Wanneroo City Soccer 6	Madeley		100	MH
Koondoola Park	Koondoola	Neighbourhood	50	LED
Lake Joondalup	Wanneroo	Neighbourhood	50	MH
Leatherback Park	Alkimos	Neighbourhood	100	MH
Liddell Park	Girrawheen	Neighbourhood	<50	MH
Marlinspike Park	Jindalee	Neighbourhood	0	0
Mintaro Park	Quinns Rocks	Neighbourhood	0	0
Oldham Park	Yanchep	Neighbourhood	50	MH
Paloma Park (North)	Marangaroo	Neighbourhood	100	LED
Paloma Park (South)	Marangaroo		100	LED
Peridot Park	Banksia Grove	Neighbourhood	<50	MH
Richard Aldersea Park	Clarkson	Neighbourhood	<50	MH
Ridgewood Park	Ridgewood	Neighbourhood	100	LED
Riverlinks Park	Clarkson	Neighbourhood	50	MH
Scenic North	Wanneroo	Neighbourhood	<50	MH
Scenic South	Wanneroo		<50	MH
Shelvock Park	Koondoola	Neighbourhood	50	MH
Splendid Park (East)	Yanchep	District	100	LED
Splendid Park (West)	Yanchep		100	LED
St Andrews Park	Yanchep	Neighbourhood	50	MH
Trentham Park	Landsdale	Neighbourhood	0	0
Wanneroo Showground	Wanneroo	District	100	MH
Warradale Park	Landsdale	Neighbourhood	50	MH

4.6 Closed Circuit Television (CCTV) and Video Surveillance Devices Management Policy

File Ref: 3272V06 – 25/119092
Responsible Officer: Director Community & Place
Attachments: 3

Issue

To consider the review of the Closed Circuit Television (CCTV) & Video Surveillance Devices Management Policy.

Background

The City of Wanneroo (the **City**) operates a broad CCTV network consisting of over 580 cameras. The City also maintains an extensive network of Video Surveillance Devices (VSDs) such as in-car cameras and covert cameras.

The CCTV and Video Surveillance Policy was originally developed and approved by Council resolution in 2019 and subsequently reviewed and updated in 2023 (**Attachment 1**).

The Policy was previously due for review in November 2024, however, was extended to June 2025 pending the outcomes of the CCTV Service Review.

The CCTV Service Review was presented to Council at its meeting on 12 November 2024 (CS03-11/24) where it was resolved to:

“...4. REQUESTS that items listed in Attachment 2, Sections 1 to 3, be incorporated into a Policy for consideration by Council...”

Detail

The attachment in the above resolution refers to the *CCTV Management Service Review Report – Future State*. The relevant sections 1 to 3 are listed below:

Section 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.

Section 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"> Number of footage requests sent to WAPOL. Number of instances where footage was provided and there was a successful prosecution. Qualitative feedback from WAPOL. Percentage of requests where footage is available. <p>Information to assist operating an efficient and effective service:</p> <ul style="list-style-type: none"> Response time to footage requests. Number of footage requests by suburbs Number of footage request by CCTV location Number of crime incidents reported in monitored areas
System Performance	Reliable, available and integrated CCTV service.	<ul style="list-style-type: none"> Number of camera outages. Number of system downtime incidents. Number of non-connected sites\cameras.

Section 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.

It is noted that Section 2 (success measures) and Section 3 (expenditure principles) would typically be included in a Management Procedure as opposed to a Council Policy, and hence it is not recommended they are included in the Policy

The current policy is provided in **Attachment 1**, revised policy in **Attachment 2** (with track changes) and the clean version in **Attachment 3**.

Consultation

Presentation of this report forms part of the engagement and consultation process required under the Council Policy Framework.

Internal consultation has also been undertaken with relevant service units including Asset Maintenance, Property Services, Traffic Services, Facilities and Customer and Information and Communication Technology (ICT).

External consultation was conducted with the Community Safety Working Group and feedback incorporated into the policy.

Benchmarking against comparable local Councils as well as community feedback on the need for improved neighbourhood and personal safety were also considered.

Comment

The review of Council policies aims to ensure that the information available to the City's stakeholders is aligned to the current strategic plans and priorities.

The operational details of the implementation of this policy are outlined in management procedures. An example of this is that the areas of greatest need and the mechanisms for determining locations of future equipment installation are determined using various measures such as reports of anti-social behaviour, feedback from the Community Safety Working Group and community requests.

Statutory Compliance

The Policy is to comply with the following Acts and Regulations:

- *Security and Related Activities (Control) Act 1996*
- *Security and Related Activities (Control) Regulations 1997*
- *Surveillance Devices Act 1998*
- *Criminal Investigation Act 2006*
- *Freedom of Information Act 1992*
- *State Records Act 2000*
- *Privacy and Responsible Information Sharing Act 2024*

Strategic Implications

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

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

5.5 - People feel safe in public places

Risk Appetite Statement

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

Risk Management Considerations

Risk Title	Risk Rating
ST-G09 Long Term Financial 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	Medium
Accountability	Action Planning Option
Director Community & Place	Manage

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

Policy Implications

This policy review has been conducted in compliance with the Council Policy Framework.

Financial Implications

Nil

Voting Requirements

Simple Majority

Recommendation

That the Policy and Review Committee APPROVES the Closed Circuit Television (CCTV) and Video Surveillance Devices Management Policy (Attachment 3)

Attachments:

1	Attachment 1: Closed Circuit Television (CCTV) and Video Surveillance Devices Management Policy - current version	19/221998[v2]
2	Attachment 2: Closed Circuit Television (CCTV) and Video Surveillance Devices Policy - track changes	25/151140
3	Attachment 3: Closed Circuit Television (CCTV) and Video Surveillance Devices Policy - clean version	25/213316



Council Policy

Closed Circuit Television (CCTV) and Video Surveillance Devices Management Policy

Responsible Directorate:	<i>Community and Place</i>
Responsible Service Unit:	<i>Community Safety and Emergency Management</i>
Contact Person:	<i>Community Safety Officer</i>
Date of Approval:	<i>15 August 2023</i>
Council Resolution No:	<i>CP05-08/23</i>

1. POLICY STATEMENT

The purpose of this policy is to outline the present and future role of closed circuit television (**CCTV**) within the City of Wanneroo (**the City**). The City aims to install and operate an integrated and effective CCTV network that is capable of evolving with changing technologies.

2. OBJECTIVE AND PURPOSE

The City installs and operates CCTV in order to:

- Deter crime and anti-social behaviour;
- Enhance and assist the Smart Cities Program and its objectives;
- Collect evidence to support investigations and prosecutions by the City or the Western Australia Police Force (**WAPOL**);
- Protect City assets and employees;
- Increase the perception of safety amongst residents, businesses and visitors to the City; and
- Support the Western Australian State CCTV Strategy (2015).

3. KEY DEFINITIONS

CCTV	Closed circuit television and refers to a fixed or mobile system in which one or more video cameras are connected in a closed circuit or loop, with the images produced being sent to a central television monitor or recorded.
Hot Spot	An area on a map that has a high number of incidents or occurrences of unwanted activity.
LPR	Licence plate recognition is the capacity to capture photographic video or images from license plates and transform the optical data into digital information in real-time.
Public Areas	Any location which has general public access including but not limited to the Civic Centre, community facilities, recreation centres, libraries, reserves, roads, road verges,

	footpaths, public access ways and public vehicle parking areas.
Smart Cities Program	Programs that incorporate innovative technologies to collect and analyse data that enhance the quality and performance of services, reduce costs and enable more effective and active engagement with residents. (Ref Parliament of Australia, Parliamentary Business, Committees, house, ITC, development of Cities report)
Smart Cities Technology	Different types of electronic devices, technologies and networks of connected devices that capture and analyse data.
Private Activity	Means any activity carried on in circumstances that may reasonably be taken to indicate that any of the parties to the activity desires it to be observed only by themselves, but does not include an activity carried on in any circumstances in which the parties to the activity ought reasonably to expect that the activity may be observed (Surveillance Devices Act 1998)
Passive monitoring	A system is passively monitored when information is recorded and stored for future reference but not immediately acted upon. This allows for post incident review and analysis but not an immediate response.

4. SCOPE

This policy applies to all current and future CCTV components and systems owned by the City that are installed in or upon City owned or managed property, in both public areas and City buildings.

5. IMPLICATIONS

This Policy aligns with the City's Strategic Community Plan as it aims to provide a well-planned, safe and resilient City where people feel safe in public spaces.

The City resources the operation and installation of CCTV in public areas, across its facilities, and in some mobile assets.

Financial resourcing will be considered by Council through the annual budget process. The City will seek to maximise the scope and effectiveness of the CCTV network through external funding opportunities.

6. IMPLEMENTATION

The City does not record activities defined as **private activities**. All information obtained by the City's CCTV network is collected and managed in accordance with the City's Personal Information Privacy Policy and the Surveillance Devices Act 1998.

The City operates its CCTV network on City owned or managed property including City buildings, community facilities and in public areas. The City is expanding its existing network and may include locations in public industrial areas and public residential areas in order to



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achieve the objectives of this policy. The City does not record activities on privately owned land without the express permission of the landowner, noting it is the responsibility of the landowner to provide CCTV capability on private land if desired.

In determining additional permanent CCTV locations the City applies an evidence based approach, using information collected by the City and WAPOL to assess the need and prioritise activities. The City may also offer short term surveillance in identified "Hot Spot" locations by providing mobile CCTV for limited periods.

The City continually explores and evaluates the opportunities to include **Smart Cities Technology** in the development of its CCTV network (for example, smart pole installations and the provision to utilise video analytics, which may include object or licence plate recognition and counting or monitoring options).

The City retains CCTV footage for a minimum of 31 days in accordance with the City's General Disposal Authority. Where data is downloaded to be used in an investigation or to be provided to other authorities, data is kept for the required longer periods. Data may also be kept longer for research purposes (e.g. Coastal monitoring) The City's CCTV network is passively monitored. The City supports the activities of WAPOL and City Officers by providing access to live footage from its public area CCTV cameras, and access to footage from the City's complete CCTV network for post incident investigation. The City may broaden the scope of its collaboration with agencies if doing so will enhance the capability of the CCTV network and improve service delivery. The City may supply CCTV data to other state and federal authorities with approval from the Manager Community Safety and Emergency Management.

The City uses licence plate recognition cameras at various sites. This data is stored on a standalone server in the monitoring room and is only used for identifying vehicles involved in illegal activities. WAPOL may be provided data from our LPR cameras for use in their post incident investigations.

The City does not use facial recognition or any other biometric identification technology in any of its cameras or monitoring. However, WAPOL may use facial recognition in investigations with the data provided by the City.

7. AUTHORITIES AND ACCOUNTABILITIES

The Manager Community Safety and Emergency Management has the authority to approve CCTV locations in accordance with the objective of this policy.

8. ROLES AND RESPONSIBILITIES

All City staff that access the CCTV system must ensure that access is for approved work related reasons and in line with the City's Code of Conduct and values. Any breach of this policy may be subject to subsequent disciplinary action.



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9. DISPUTE RESOLUTION (if applicable)

All disputes in regard to this policy will be referred to the Director Community and Place in the first instance. In the event that an agreement cannot be reached, the matter will be submitted to the CEO for a ruling.

10. EVALUATION AND REVIEW

Key performance indicators and objectives to evaluate the effectiveness of this policy can be found in the Closed Circuit Television (CCTV) and Video Surveillance Devices Management Procedure.

11. RELATED DOCUMENTS

- City of Wanneroo Personal Information Privacy Policy (17/209419)
- City of Wanneroo Code of Conduct (18/492335)
- Closed Circuit Television (CCTV) and Video Surveillance Devices Management Procedure (22/350716)

Relevant internal documents have been developed to support the implementation of this policy.

12. REFERENCES

- Security and Related Activities (Control) Act 1996
- Security and Related Activities (Control) Regulations 1997
- Surveillance Devices Act 1998
- Criminal Investigation Act 2006
- Freedom of Information Act 1992
- State Records Act 2000
- Western Australian State CCTV Strategy (adopted 2015)

13. RESPONSIBILITY FOR IMPLEMENTATION

Manager Community Safety and Emergency Management

REVISION HISTORY

Version	Next Review	Record No.
1.0	November 2024	19/221998*

Closed Circuit Television (CCTV) and Video Surveillance Devices Management Policy

Responsible Directorate:	<i>Community and Place</i>
Responsible Service Unit:	<i>Community Safety and Emergency Management</i>
Contact Person:	<i>Community Safety Officer</i>
Date of Approval:	<i>Date the document was approved by Council</i>
Council Resolution No:	<i>Council Resolution No.</i>

1. POLICY STATEMENT

The purpose of this policy is to outline the present and future role of closed circuit television (CCTV) within the City of Wanneroo (**the City**) while upholding individual privacy, transparency, and community first. The policy does not apply to CCTV installed and operated by tenants and other parties with exclusive possession of City-owned or managed premises. ~~The City aims to install and operate an integrated and effective CCTV network that is capable of evolving with changing technologies.~~

2. OBJECTIVE AND PURPOSE

The City installs and operates CCTV in order to:

- Deter crime and anti-social behaviour;
- Enhance and assist the Smart Cities Program and its objectives;
- Collect evidence to support investigations and prosecutions by the City or the Western Australia Police Force (WAPOL);
- Collect and share Licence Plate Recognition (LPR) data with WAPOL to support the collective responsibility of community safety and crime prevention.
- Protect City assets and employees;
- Increase the perception of safety amongst residents, businesses and visitors to the City; and
- Support the Western Australian State CCTV Strategy (2015) and any future updates or successor strategy.

The CCTV Service Vision includes:

- 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, license plate recognition, thermal imaging, advanced analytics, machine learning, Internet of Things (IoT) sensors and edge computing will enhance the service. Technology adoption will be guided by community values, data privacy legislation, and operational need.

3. KEY DEFINITIONS

CCTV	Closed circuit television and refers to a fixed or mobile system in which one or more video cameras are connected in a closed circuit or loop, with the images produced being sent to a central television monitor or recorded.
<u>General Retention and Disposal Authority for Local Government Information (GRDALG)</u>	<u>The General Retention and Disposal Authority for Local Government Information (GRDALG) is the official framework established by the State Records Commission of Western Australia to guide local governments in the lawful retention and disposal of records. This authority ensures compliance with the State Records Act 2000 and provides a consistent approach across local government entities.</u>
Hot Spot	An area on a map that has a high number of incidents or occurrences of unwanted activity.
<u>Internet of Things (IoT)</u>	<u>A device that is capable of communicating via the internet.The interconnection via the internet of computing devices embedded in everyday objects, enabling them to send and received data.</u>
LPR	Licence p late R ecognition is the capacity to capture photographic video or images from license plates and transform the optical data into digital information in real-time.
Passive monitoring	A system is passively monitored when information is recorded and stored for future reference but not immediately acted upon. This allows for post incident review and analysis but not an immediate response. <u>Footage is not actively monitored by City staff, but authorised access to live feeds is available for operational needs.</u>
Private Activity	Means any activity carried on in circumstances that may reasonably be taken to indicate that any of the parties to the activity desires it to be observed only by themselves, but does not include an activity carried on in any circumstances in which the parties to the activity ought reasonably to expect that the activity may be observed (Surveillance Devices Act 1998)
Public Areas	Any location which has general public access including but not limited to the Civic Centre, <u>Ashby Operations Centre</u> , community facilities, recreation centres, libraries, <u>cultural facilities</u> , reserves, roads, road verges, footpaths, public access ways and public vehicle parking areas.
Smart Cities Program	Programs that incorporate innovative technologies to collect and analyse data that enhance the quality and performance of services, reduce costs and enable more effective and active engagement with residents. (Ref Parliament of

	Australia, Parliamentary Business, Committees, house, ITC, development of Cities report)
Smart Cities Technology	Different types of electronic devices, technologies and networks of connected devices that capture and analyse data.

4. SCOPE

This policy applies to all current and future CCTV components and systems owned by the City that are installed in or upon City owned or managed property, in both public areas and City buildings.

5. IMPLICATIONS

This Policy aligns with the City's Strategic Community Plan as it aims to provide a well-planned, safe and resilient City where people feel safe in public spaces.

The City resources the operation and installation of CCTV in public areas, across its facilities, and in some mobile assets.

Financial resourcing will be considered by Council through the annual budget process. The City will seek to maximise the scope and effectiveness of the CCTV network through external funding opportunities.

Tenants or other parties with exclusive possession of City-owned or managed premises:

- Are responsible for the installation, operation and maintenance of their own CCTV unless otherwise agreed by the City;
- Will notify the City when they install and operate CCTV in their leased premises, including by informing the City at annual property inspections that the CCTV is operational;
- Will not be required to share CCTV footage with the City, except as agreed by the parties or otherwise required by law; and
- When proposing self or externally funded facility improvements, will have regard to the inclusion of CCTV with those improvements.

6. IMPLEMENTATION

The City does not record activities defined as **private activities**. All information obtained by the City's CCTV network is collected and managed in accordance with the City's *Personal Information Privacy Policy and the Surveillance Devices Act 1998*.

The City operates its CCTV network on City owned or managed property including City buildings, community facilities and in public areas. The City is expanding its existing network and may include locations in public industrial areas and public residential areas in order to achieve the objectives of this policy. The City does not record activities on privately owned land without the express permission of the landowner, noting it is the responsibility of the landowner to provide CCTV capability on private land if desired.

In determining additional permanent CCTV locations the City applies an evidence based approach, using information collected by the City and WAPOL to assess the need and



Council Policy

prioritise activities. The City may also offer short term surveillance in identified "Hot Spot" locations by providing mobile CCTV for limited periods.

The City continually explores and evaluates the opportunities to include **Smart Cities Technology** in the development of its CCTV network (for example, smart pole installations and the provision to utilise video analytics, which may include object or licence plate recognition and counting or monitoring options).

The City retains CCTV footage for a minimum of 31 days in accordance with the [City's General Retention and Disposal Authority for Local Government Disposal Authority](#). Where data is downloaded to be used in an investigation or to be provided to other authorities, data is kept for the required longer periods. Data may also be kept longer for research purposes (e.g. Coastal monitoring).

The City's CCTV network is passively monitored. The City supports the activities of WAPOL and City Officers by providing access to live footage from its public area CCTV cameras, and access to footage from the City's complete CCTV network for post incident investigation. The City may broaden the scope of its collaboration with agencies if doing so will enhance the capability of the CCTV network and improve service delivery. The City may supply CCTV data to other state and federal authorities with approval from the Manager Community Safety and Emergency Management.

The City uses ~~licence plate recognition~~LPR cameras at various sites. This data is stored ~~on a standalone server in the monitoring room~~in a secure location and is only used for identifying vehicles involved in illegal activities. WAPOL ~~may be~~ provided data from our LPR cameras ~~for use in their post incident investigations to support community safety and crime prevention efforts~~.

The City does not use facial recognition or any other biometric identification technology in any of its cameras or monitoring. However, WAPOL may use facial recognition in investigations with the data provided by the City.

7. AUTHORITIES AND ACCOUNTABILITIES

The Manager Community Safety and Emergency Management has the authority to approve CCTV locations in accordance with the objective of this policy.

8. ROLES AND RESPONSIBILITIES

All City staff that access the CCTV system must ensure that access is for approved work related reasons and in line with the City's Code of Conduct and values. Any breach of this policy may be subject to subsequent disciplinary action. Stakeholders such as WAPOL who access the system must do so in accordance with Memorandums of Understanding (MOUs) that are in place.



Council Policy

9. DISPUTE RESOLUTION (if applicable)

All disputes in regard to this policy will be referred to the Director Community and Place in the first instance. In the event that an agreement cannot be reached, the matter will be submitted to the CEO for a ruling.

10. EVALUATION AND REVIEW

~~Key performance indicators and objectives to evaluate the effectiveness of this policy~~ can be found in the Closed Circuit Television (CCTV) and Video Surveillance Devices Management Procedure.

11. RELATED DOCUMENTS

- City of Wanneroo Personal Information Privacy Policy (17/209419)
- City of Wanneroo Code of Conduct (~~18/49233524/335154~~)
- Closed Circuit Television (CCTV) and Video Surveillance Devices Management Procedure (22/350716)

~~Relevant internal documents have been developed to support the implementation of this policy.~~

12. REFERENCES

- Security and Related Activities (Control) Act 1996
- ~~Security and Related Activities (Control) Regulations 1997~~
- [Privacy and Responsible Information Sharing Act 2024](#)
- Surveillance Devices Act 1998
- Criminal Investigation Act 2006
- Freedom of Information Act 1992
- State Records Act 2000
- ~~Western Australian State CCTV Strategy (adopted 2015)~~
- [General Retention and Disposal Authority for Local Government: 24/34413](#)

13. RESPONSIBILITY FOR IMPLEMENTATION

Manager Community Safety and Emergency Management

REVISION HISTORY

Version	Next Review	Record No.
1.0	November 2024	19/221998V1*
2.0	30 June 2028	19/221988V2

Closed Circuit Television (CCTV) and Video Surveillance Devices Management Policy

Responsible Directorate:	<i>Community and Place</i>
Responsible Service Unit:	<i>Community Safety and Emergency Management</i>
Contact Person:	<i>Community Safety Officer</i>
Date of Approval:	<i>Date the document was approved by Council</i>
Council Resolution No:	<i>Council Resolution No.</i>

1. POLICY STATEMENT

The purpose of this policy is to outline the present and future role of closed circuit television (**CCTV**) within the City of Wanneroo (**the City**) while upholding individual privacy, transparency, and community first. The policy does not apply to CCTV installed and operated by tenants and other parties with exclusive possession of City-owned or managed premises.

2. OBJECTIVE AND PURPOSE

The City installs and operates CCTV in order to:

- Deter crime and anti-social behaviour;
- Enhance and assist the Smart Cities Program and its objectives;
- Collect evidence to support investigations and prosecutions by the City or the Western Australia Police Force (**WAPOL**);
- Collect and share Licence Plate Recognition (LPR) data with WAPOL to support the collective responsibility of community safety and crime prevention.
- Protect City assets and employees;
- Increase the perception of safety amongst residents, businesses and visitors to the City; and
- Support the Western Australian State CCTV Strategy (2015) and any future updates or successor strategy

The CCTV Service Vision includes:

- 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, license plate recognition, thermal imaging, advanced analytics, machine learning, Internet of Things (IoT) sensors and edge computing will enhance the service. Technology adoption will be guided by community values, data privacy legislation, and operational need.

3. KEY DEFINITIONS

CCTV	Closed circuit television and refers to a fixed or mobile system in which one or more video cameras are connected in a closed circuit or loop, with the images produced being sent to a central television monitor or recorded.
General Retention and Disposal Authority for Local Government Information (GRDALG)	The General Retention and Disposal Authority for Local Government Information (GRDALG) is the official framework established by the State Records Commission of Western Australia to guide local governments in the lawful retention and disposal of records. This authority ensures compliance with the State Records Act 2000 and provides a consistent approach across local government entities.
Hot Spot	An area on a map that has a high number of incidents or occurrences of unwanted activity.
Internet of Things (IoT)	The interconnection via the internet of computing devices embedded in everyday objects, enabling them to send and received data.
LPR	Licence Plate Recognition is the capacity to capture photographic video or images from license plates and transform the optical data into digital information in real-time.
Passive monitoring	A system is passively monitored when information is recorded and stored for future reference but not immediately acted upon. This allows for post incident review and analysis but not an immediate response. Footage is not actively monitored by City staff, but authorised access to live feeds is available for operational needs.
Private Activity	Means any activity carried on in circumstances that may reasonably be taken to indicate that any of the parties to the activity desires it to be observed only by themselves, but does not include an activity carried on in any circumstances in which the parties to the activity ought reasonably to expect that the activity may be observed (Surveillance Devices Act 1998)
Public Areas	Any location which has general public access including but not limited to the Civic Centre, Ashby Operations Centre, community facilities, recreation centres, libraries, cultural facilities, reserves, roads, road verges, footpaths, public access ways and public vehicle parking areas.
Smart Cities Program	Programs that incorporate innovative technologies to collect and analyse data that enhance the quality and performance of services, reduce costs and enable more effective and active engagement with residents. (Ref Parliament of Australia, Parliamentary Business, Committees, house, ITC, development of Cities report)



Council Policy

Smart Cities Technology	Different types of electronic devices, technologies and networks of connected devices that capture and analyse data.
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4. SCOPE

This policy applies to all current and future CCTV components and systems owned by the City that are installed in or upon City owned or managed property, in both public areas and City buildings.

5. IMPLICATIONS

This Policy aligns with the City's Strategic Community Plan as it aims to provide a well-planned, safe and resilient City where people feel safe in public spaces.

The City resources the operation and installation of CCTV in public areas, across its facilities, and in some mobile assets.

Financial resourcing will be considered by Council through the annual budget process. The City will seek to maximise the scope and effectiveness of the CCTV network through external funding opportunities.

Tenants or other parties with exclusive possession of City-owned or managed premises:

- Are responsible for the installation, operation and maintenance of their own CCTV unless otherwise agreed by the City;
- Will notify the City when they install and operate CCTV in their leased premises, including by informing the City at annual property inspections that the CCTV is operational;
- Will not be required to share CCTV footage with the City, except as agreed by the parties or otherwise required by law; and
- When proposing self or externally funded facility improvements, will have regard to the inclusion of CCTV with those improvements.

6. IMPLEMENTATION

The City does not record activities defined as **private activities**. All information obtained by the City's CCTV network is collected and managed in accordance with the City's *Personal Information Privacy Policy and the Surveillance Devices Act 1998*.

The City operates its CCTV network on City owned or managed property including City buildings, community facilities and in public areas. The City is expanding its existing network and may include locations in public industrial areas and public residential areas in order to achieve the objectives of this policy. The City does not record activities on privately owned land without the express permission of the landowner, noting it is the responsibility of the landowner to provide CCTV capability on private land if desired.

In determining additional permanent CCTV locations the City applies an evidence based approach, using information collected by the City and WAPOL to assess the need and prioritise activities. The City may also offer short term surveillance in identified "Hot Spot" locations by providing mobile CCTV for limited periods.



Council Policy

The City continually explores and evaluates the opportunities to include **Smart Cities Technology** in the development of its CCTV network (for example, smart pole installations and the provision to utilise video analytics, which may include object or licence plate recognition and counting or monitoring options).

The City retains CCTV footage for a minimum of 31 days in accordance with the *General Retention and Disposal Authority for Local Government*. Where data is downloaded to be used in an investigation or to be provided to other authorities, data is kept for the required longer periods. Data may also be kept longer for research purposes (e.g. Coastal monitoring).

The City's CCTV network is passively monitored. The City supports the activities of WAPOL and City Officers by providing access to live footage from its public area CCTV cameras, and access to footage from the City's complete CCTV network for post incident investigation. The City may broaden the scope of its collaboration with agencies if doing so will enhance the capability of the CCTV network and improve service delivery. The City may supply CCTV data to other state and federal authorities with approval from the Manager Community Safety and Emergency Management.

The City uses LPR cameras at various sites. This data is stored in a secure location and is only used for identifying vehicles involved in illegal activities. WAPOL are provided data from our LPR cameras to support community safety and crime prevention efforts.

The City does not use facial recognition or any other biometric identification technology in any of its cameras or monitoring. However, WAPOL may use facial recognition in investigations with the data provided by the City.

7. AUTHORITIES AND ACCOUNTABILITIES

The Manager Community Safety and Emergency Management has the authority to approve CCTV locations in accordance with the objective of this policy.

8. ROLES AND RESPONSIBILITIES

All City staff that access the CCTV system must ensure that access is for approved work related reasons and in line with the City's Code of Conduct and values. Any breach of this policy may be subject to subsequent disciplinary action. Stakeholders such as WAPOL who access the system must do so in accordance with Memorandums of Understanding (MOUs) that are in place.

9. DISPUTE RESOLUTION (if applicable)

All disputes in regard to this policy will be referred to the Director Community and Place in the first instance. In the event that an agreement cannot be reached, the matter will be submitted to the CEO for a ruling.



Council Policy

10. EVALUATION AND REVIEW

key performance indicators and objectives can be found in the Closed Circuit Television (CCTV) and Video Surveillance Devices Management Procedure.

11. RELATED DOCUMENTS

- City of Wanneroo Personal Information Privacy Policy (17/209419)
- City of Wanneroo Code of Conduct (24/335154)
- Closed Circuit Television (CCTV) and Video Surveillance Devices Management Procedure (22/350716)

12. REFERENCES

- Security and Related Activities (Control) Act 1996
- Security and Related Activities (Control) Regulations 1997
- Privacy and Responsible Information Sharing Act 2024
- Surveillance Devices Act 1998
- Criminal Investigation Act 2006
- Freedom of Information Act 1992
- State Records Act 2000
- Western Australian State CCTV Strategy (adopted 2015)
- General Retention and Disposal Authority for Local Government: 24/34413

13. RESPONSIBILITY FOR IMPLEMENTATION

Manager Community Safety and Emergency Management

REVISION HISTORY

Version	Next Review	Record No.
1.0	November 2024	19/221998V1
2.0	30 June 2028	19/221988V2

4.7 Joint Development and Shared Use Facilities with the Department of Education Policy

File Ref: 4293 – 25/114111
Responsible Officer: Director Community & Place
Attachments: 1

Issue

To consider the request to extend the review date of the Joint Development and Shared Use Facilities with Department of Education Policy.

Background

The Joint Development and Shared Use Facilities with Department of Education Policy provides a framework for the promotion and implementation of the principles and protocols for Joint Development and Shared Use Facilities between the Department of Education (**DOE**) and the City of Wanneroo (the **City**).

The Policy was last adopted by Council in July 2022 (CP01-07/22) and was first implemented in May 2006.

Detail

Administration is seeking an extension to the review date of Joint Development and Shared Use Facilities with Department of Education Policy (**Attachment 1**) until November, to coincide with the Council Policy Review Committee meeting on 17 November 2025.

An extension has been requested to allow for a more thorough internal and external review of this policy including extended consultation with relevant stakeholders, specifically the Department of Education. This consultation is expected to run through August and September and will enable a more robust examination of the Policy.

Consultation

Consultation for the review of this policy is ongoing, and a more detailed summary of this consultation will be included when the policy is presented for approval at the 17 November Policy Review Committee meeting.

Comment

The review of Council policies will ensure that the information available to the City's stakeholders is aligned to the current Strategic Community Plan (**SCP**) and are relevant and up to date.

Statutory Compliance

Nil

Strategic Implications

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

7 ~ A well governed and managed City that makes informed decisions, provides strong community leadership and valued customer focused services

7.1 - Clear direction and decision making

Risk 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	Medium
Accountability	Action Planning Option
Executive Manager Governance & Legal	Manage

The above risk relating to the issue contained within this report has been identified and considered within the City's Corporate risk register. The review of the Policies as set out in this report will support existing management systems.

Policy Implications

Nil

Financial Implications

Nil

Voting Requirements

Simple Majority

Recommendation

That the Policy Review Committee APPROVES the extension to the review date of the Joint Development and Shared Use Facilities with Department of Education Policy to the Policy Review Committee meeting on 17 November 2025.

Attachments:

[1.](#) Joint Development and Shared Use Facilities with the Department of Education Policy 2022 16/417996[v2]



Policy Manual

Joint Development and Shared Use Facilities with Department of Education

Policy Owner:	Community Facilities
Contact Person:	Manager Community Facilities
Date of Approval:	12 July 2022 (CP01-07/22)

POLICY STATEMENT

The intent of the policy is to ensure both parties work collaboratively to ensure efficient and effective use of physical and financial resources and consideration of social planning issues to promote opportunities for the community in the use of joint facilities.

POLICY OBJECTIVE

To provide a framework for the promotion and implementation of the principles and protocols for Joint Development and Shared Use Facilities between the Department of Education (DOE) and the City of Wanneroo (City).

SCOPE

The policy applies to the City and the DOE as it relates to the collaborative planning, development and use of shared facilities within the City.

IMPLICATIONS (FINANCIAL, HUMAN RESOURCES)

Oversight of the policy falls within existing resource and staffing structures. Financial commitments are to be considered by Council as part of Annual Budget considerations.

IMPLEMENTATION

Framework

The framework governing the development of shared use agreements between the DOE and the City consists of Policy, Protocols and Principles, Memorandum of Understanding (MOU) and Licence Agreements.

Policy

The policy document formalises the overarching framework to guide the development, implementation and ongoing management of shared use agreements between the City and the DOE.

Protocols and Principles

The Protocols and Principles have been developed as a set of guidelines and processes to allow shared use to be progressed in the most appropriate and collaborative manner for all stakeholders involved.



Policy Manual

Memorandum of Understanding (MOU)

The MOU is an agreement between the Minister for Education, the Mayor and Chief Executive Officer (CEO) of the City. The MOU defines the roles and responsibilities of both organisations in relation to shared use facilities. The MOU is applicable to all joint arrangement licence agreements.

Shared Use Licence

Shared use agreements are a non-exclusive licence agreement between the City and the DOE outlining the roles and responsibilities of each party for the shared use of the designated facility area including the day to day operations maintenance expectations and the conditions for the use of the area. Each shared use agreement is specific to the individual school site and (for Crown land) requires the approval of the Minister for Lands.

ROLES AND RESPONSIBILITIES

The Manager Community Facilities will work with staff from Property Services, Parks and Conservation Management, Legal Services, Planning Services and appropriate DOE representatives from Strategic Asset Planning and Facilities Program Delivery to ensure all processes are conducted in a professional and efficient manner.

DISPUTE RESOLUTION

All disputes in regard to this policy will be referred to the Manager Community Facilities in the first instance. In the event that an agreement cannot be reached, the matter will be submitted to the Director Community and Place for a ruling.

EVALUATION AND REVIEW PROVISIONS

The policy will be evaluated and reviewed every two years, in consultation with internal and external stakeholders who are parties to, or affected by the agreement.

The associated Protocol and MOU can be updated independent of the policy if agreed to by both the City and DOE.

DEFINITIONS

DEFINITIONS: Any definitions listed in the following table apply to this document only.

Shared Use	More than one party using another party's facilities.
Public Open Space	An active playing field for structured sporting activities accessible to all members of the community and maintained by the City.
Recreational and Community Facilities	Includes playfields, hard-courts, and indoor and outdoor recreational amenities, community health and multipurpose spaces for general community use.



Policy Manual

RELEVANT POLICIES/MANAGEMENT PROCEDURES/DOCUMENTS OR DELEGATIONS

City of Wanneroo and Minister for Education Licence Agreement for the Shared Use of Facilities for Sporting and Recreational Purposes

REFERENCES

- City of Wanneroo Protocol For Considering Co-location Of School Sites With Public Open Space
- Memorandum of Understanding between the City of Wanneroo and the Department of Education

RESPONSIBILITY FOR IMPLEMENTATION

Manager Community Facilities

Version	Next Review	Record No:
	May 2006	558158 / 887475
1 May 2006 - CD10-10/06	March 2011	10/19821
8 March 2011 - CD02-03/11	March 2013	11/28579
9 May 2017 – CE02-05/17	May 2019	16/417996
12 July 2022 (CP01-07/22)	July 2025	16/417996V2

4.8 Ordinary Council Meetings and Forums of Council Policy

File Ref:	52634 – 25/145285
Responsible Officer:	Chief Executive Officer
Attachments:	3
Previous Items:	CE01-11/24 - Ordinary Council Meetings and Forums of Council Policy - Ordinary Council - 12 Nov 2024 CE03-02/25 - Ordinary Council Meetings and Forums of Council Policy - Exemption Request - Ordinary Council - 25 Feb 2025 CE03-03/25 - Change to Appointment of Presiding and Deputy Presiding Members of Committees - Ordinary Council - 25 Mar 2025

Issue

To consider a minor review of the Ordinary Council Meetings and Forums of Council Policy (the **Policy**).

Background

The current Policy (**Attachment 1**), originally developed and adopted in November 2024 (CE01-11/24), outlines the City of Wanneroo's (the **City**) commitment to delivering efficient, participatory, and legally compliant Ordinary Council Meetings, Forums of Council, Council Committees, and Working Group Meetings.

The Policy was amended at the February 2025 (CE03-02/25) Ordinary Council Meeting to add an additional item, 6.2.1.

“6.2.1 Exemption

An exemption may be requested via a report to Council where advice is received from members of a committee or group they are unable to attend on either the first, third or fifth Monday of the month.

If an exemption is granted, sufficient timeframe for the distribution of the Agenda must be considered.”

Subsequently, in March 2025 (CE03-03/25), Council approved updated Terms of Reference for the Policy Review Committee, triggering the need for further review and amendment of the Policy.

Detail

The revised Policy is provided for consideration with tracked changes (**Attachment 2**) and a clean version (**Attachment 3**). As the Policy's purpose, objectives, and intent remain current and appropriate, only minor amendments have been proposed.

The key changes include:

- Updates to reflect revised titles and service unit names; and
- Removal of the phrase “or major revision of” from Section 2 – Workshop.

Consultation

The review and proposed amendments to the Policy stem from changes to the Policy Review Committee Terms of Reference, as endorsed by Council.

These amendments have been assessed to ensure alignment with the City's overarching Council Policy Framework Policy.

Comment

The review of the Policy ensures its continued alignment with the Council Policy Framework Policy and commitment to integrity. While the core purpose, objectives, and intent of the Policy remain unchanged, minor amendments have been made to reflect updates in Policy to align with the adopted revision of the Policy Review Committee Terms of Reference.

Statutory Compliance

Nil

Strategic Implications

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

7 ~ A well governed and managed City that makes informed decisions, provides strong community leadership and valued customer focused services

7.1 - Clear direction and decision making

Risk Appetite Statement

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

Risk Management Considerations

Risk Title	Risk Rating
CO-C01 Compliance Framework	Medium
Accountability	Action Planning Option
Executive Manager Governance & Legal	Manage

Policy Implications

Nil

Financial Implications

Nil

Voting Requirements

Simple Majority

Recommendation

That the Policy Review Committee ADOPTS the revised Ordinary Council Meetings and Forums of Council Policy as shown in Attachment 3.

Attachments:

- 1 [↓](#). *Attachment 1 - Ordinary Council Meetings and Forums of Council Policy*
- 2 [↓](#). *Attachment 2 - Ordinary Council Meetings and Forums of Council Policy - Marked Up*
- 3 [↓](#). *Attachment 3 - Ordinary Council Meetings and Forums of Council Policy - Clean Version*

ORDINARY COUNCIL MEETINGS AND FORUMS OF COUNCIL

Responsible Directorate:	<i>Office of the CEO</i>
Responsible Service Unit:	<i>Governance and Legal</i>
Date of Approval:	<i>25 February 2025</i>
Council Resolution No:	CE03-02/25

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

Act	Means the <i>Local Government Act 1995</i>
Administration	The operational arm of the City which includes the employees and is headed by the CEO.
Agenda Briefing	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.
CEO Strategic Briefing	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.
Concept Forum	Meeting where Council Members and administration can facilitate the exchange of information and knowledge and is closed to the public.
Council Committee	A committee established under section 5.8 of the Act.
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	Means a person employed by a local government under section 5.36(1) of the Act.
Ordinary Council Meeting	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.
Working Groups	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.

6.2.1 Exemption

An exemption may be requested via a report to Council where advice is received from members of a committee or group they are unable to attend on either the first, third or fifth Monday of the month.

If an exemption is granted, sufficient timeframe for the distribution of the Agenda must be considered.

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.



Council Policy

- 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.

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



Council Policy

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.

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.



Council Policy

The agenda for a concept forum will be split into three sections:

- **Briefing** – information exchange
- **Workshop** – facilitated discussion
- **CEO Strategic Briefing** – important/emerging issues

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.



Council Policy

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.

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 in 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.



Council Policy

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

General Counsel.

REVISION HISTORY

Version	Next Review	Record No.
1 – (CE01-11/24)	November 2025	24/347840[V1]
2 - (CE03-02/25)	February 2025 Additional Item 6.2.1	24/347840[V2]
3	November 2025	



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



Council Policy

ORDINARY COUNCIL MEETINGS AND FORUMS OF COUNCIL

Responsible Directorate:	Office of the CEO
Responsible Service Unit:	Legal and Governance Services
Date of Approval:	
Council Resolution No:	

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Deleted: 25 February 2025

Deleted: CE03-02/25

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

Act	Means the <i>Local Government Act 1995</i>
Administration	The operational arm of the City which includes the employees and is headed by the CEO.
Agenda Briefing	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.
CEO Strategic Briefing	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.
Concept Forum	Meeting where Council Members and administration can facilitate the exchange of information and knowledge and is closed to the public.
Council Committee	A committee established under section 5.8 of the Act.
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	Means a person employed by a local government under section 5.36(1) of the Act.
Ordinary Council Meeting	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.
Working Groups	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.

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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.

6.2.1 Exemption

An exemption may be requested via a report to Council where advice is received from members of a committee or group they are unable to attend on either the first, third or fifth Monday of the month.

If an exemption is granted, sufficient timeframe for the distribution of the Agenda must be considered.

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.



Council Policy

- 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.

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



Council Policy

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.

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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;
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- An initiation of a local planning scheme amendment or a rezoning;
- Consideration of a proponent's structure plan; and
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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.



Council Policy

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The workshop section of the concept forum provides an opportunity for a facilitated discussion between Council Members and the staff on a new policy, strategy, or other important complex issue informed by a discussion paper.

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A discussion paper on the subject matter in the format provided for in **Appendix A** is to be used to inform the workshop.

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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.

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- Briefing on key strategic risks.



Council Policy

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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.

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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 General Counsel is responsible for implementation of this policy in collaboration with relevant service unit managers.

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8. ROLES AND RESPONSIBILITIES

Council Support are responsible for the preparation and distribution of agendas, discussion papers and minutes in conjunction with Legal and Governance and the CEO.

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9. DISPUTE RESOLUTION (if applicable)

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10. EVALUATION AND REVIEW

This policy will be reviewed in 12 months.

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Council Policy

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13. RESPONSIBILITY FOR IMPLEMENTATION

General Counsel

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REVISION HISTORY

Version	Next Review	Record No.
1 – (CE01-11/24)	November 2025	24/347840[V1]
2 - (CE03-02/25)	February 2025 Additional Item 6.2.1	24/347840[V2]
<u>3 –</u>	<u>June 2025</u> <u>Amended to align with adopted (CE03-03/25) changes to the Policy Review Committee Terms of Reference</u>	<u>24/347840[v3]</u>
<u>4 –</u>	November 2025	

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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



Council Policy

ORDINARY COUNCIL MEETINGS AND FORUMS OF COUNCIL

Responsible Directorate:	<i>Office of the CEO</i>
Responsible Service Unit:	<i>Legal and Governance Services</i>
Date of Approval:	
Council Resolution No:	

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

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Purpose

The purpose of the policy is to:

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- 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
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Council Policy

	on matters of strategic significance to the City and is not open to the public.
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Working Groups	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.

6.2.1 Exemption

An exemption may be requested via a report to Council where advice is received from members of a committee or group they are unable to attend on either the first, third or fifth Monday of the month.

If an exemption is granted, sufficient timeframe for the distribution of the Agenda must be considered.

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.

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Council Policy

- There is to be no decision making, whether implied or otherwise, at a council forum.
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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



Council Policy

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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.

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- 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.



Council Policy

The agenda for a concept forum will be split into three sections:

- **Briefing** – information exchange
- **Workshop** – facilitated discussion
- **CEO Strategic Briefing** – important/emerging issues

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 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.



Council Policy

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.

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 General Counsel is responsible for implementation of this policy in collaboration with relevant service unit managers.

8. ROLES AND RESPONSIBILITIES

Council Support are responsible for the preparation and distribution of agendas, discussion papers and minutes in conjunction with Legal and Governance and the CEO.

9. DISPUTE RESOLUTION (if applicable)

All disputes regarding this policy will be referred to the General Counsel 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 in 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.



Council Policy

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

General Counsel

REVISION HISTORY

Version	Next Review	Record No.
1 – (CE01-11/24)	November 2025	24/347840[V1]
2 - (CE03-02/25)	February 2025 Additional Item 6.2.1	24/347840[V2]
3 –	June 2025 Amended to align with adopted (CE03-03/25) changes to the Policy Review Committee Terms of Reference	24/347840[v3]
4 -	November 2025	



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

4.9 Council Policy Framework Policy

File Ref:	52634 – 25/146257
Responsible Officer:	Chief Executive Officer
Attachments:	3
Previous Items:	CE03-11/24 - Council Policy Framework Policy - Ordinary Council - 12 Nov 2024 CE03-03/25 - Change to Appointment of Presiding and Deputy Presiding Members of Committees - Ordinary Council - 25 Mar 2025

Issue

To consider a minor review of the Council Policy Framework Policy (the **Policy**).

Background

The current Policy (**Attachment 1**), originally developed and adopted in November 2024 (CE03-11/24), outlines the City of Wanneroo's (the **City**) commitment to facilitating informed, consistent, and transparent decision-making in the development, review, and rescission of Council policies.

Subsequently, in March 2025 (CE03-03/25), Council approved updated Terms of Reference for the Policy Review Committee, triggering the need for further review and amendment of the Policy.

Detail

The revised Policy is provided for consideration with tracked changes (**Attachment 2**) and a clean version (**Attachment 3**). As the Policy's purpose, objectives, and intent remain current and appropriate, only minor amendments have been proposed.

The key changes include:

- Updates to reflect revised titles and service unit names; and
- Removal of the word "*minor*" from the last sentence in the first paragraph under *Item 6.2 Engagement with Council Members*.
- Amendment to the last paragraph under *Item 6.4 Review of Council Policies* to outline the review process for policies requiring an absolute majority decision of Council.

Consultation

The review and proposed amendments to the Policy stem from changes to the Policy Review Committee Terms of Reference, as endorsed by Council.

Comment

The review of the Policy ensures its continued alignment with the City's Council Policy Framework Policy and commitment to integrity. While the core purpose, objectives, and intent of the Policy remain unchanged, minor amendments have been made to reflect updates in Policy to align with the adopted revision of the Policy Review Committee Terms of Reference.

Statutory Compliance

Nil

Strategic Implications

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

7 ~ A well governed and managed City that makes informed decisions, provides strong community leadership and valued customer focused services

7.1 - Clear direction and decision making

Risk Appetite Statement

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

Risk Management Considerations

Risk Title	Risk Rating
CO-C01 Compliance Framework	Medium
Accountability	Action Planning Option
Executive Manager Governance & Legal	Manage

Policy Implications

Nil

Financial Implications

Nil

Voting Requirements

Simple Majority

Recommendation

That the Policy Review Committee ADOPTS the revised Council Policy Framework Policy as shown in Attachment 3.

Attachments:

1	Attachment 1 - Council Policy Framework Policy	24/352510[v1]
2	Attachment 2 - Council Policy Framework Policy - marked up	25/146312
3	Attachment 3 - Council Policy Framework Policy - Clean Version	24/352510[v2]



Council Policy

COUNCIL POLICY FRAMEWORK

Responsible Directorate:	Office of the CEO
Responsible Service Unit:	Governance and Legal
Date of Approval:	12 November 2024
Council Resolution No:	CE03-11/24

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 with 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 Act);
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 review minor revision or rescission of existing 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 review. Any major review to an existing 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 approving rescissions and minor reviews to existing Council Policies.

Council is responsible approving all 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



Council Policy

COUNCIL POLICY FRAMEWORK

Responsible Directorate:	Office of the CEO
Responsible Service Unit:	Legal and Governance Services
Date of Approval:	▼
Council Resolution No:	▼

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Deleted: 12 November 2024

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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 with 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 Act);
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 City of Wanneroo Council policies.

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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 for revision or rescission of existing Council policies.

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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 review or rescission of an existing Council Policy must be submitted to the Policy Review Committee for review with the exemption of any policies that require an absolute majority decision of Council. Any policy that requires an absolute majority decision of Council under legislation is to be presented to a Concept Forum and Council.

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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 General Counsel is responsible for implementation of this Policy in collaboration with relevant service unit managers.

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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 approving rescissions and reviews to existing Council Policies.

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Council Policy

Council is responsible approving all new Council Policies and any policies requiring an absolute majority decision of Council.

9. DISPUTE RESOLUTION (if applicable)

All disputes regarding this Policy will be referred to the CEO in the first instance. If an agreement cannot be reached, the matter will be submitted to the Council for a ruling.

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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
- Delegation 1.3.1 – Policy Review Committee

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

General Counsel

Deleted: Executive Manager Governance and Le

REVISION HISTORY

Version	Next Review	Record No.
1 – <u>CE03-11/24</u>	November 2027	24/352510[v1]
2 – <u>CE03-03/25</u>	March 2025	24/352510[v2]



Council Policy

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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



Council Policy

COUNCIL POLICY FRAMEWORK

Responsible Directorate:	<i>Office of the CEO</i>
Responsible Service Unit:	<i>Legal and Governance Services</i>
Date of Approval:	
Council Resolution No:	

1. POLICY STATEMENT

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2. OBJECTIVE AND PURPOSE

Objective

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Purpose

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Council Policy

4. SCOPE

This Policy applies to all employees, Council Members and stakeholders involved in the development, review and rescission of 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 for revision or rescission of existing 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.

6.3 Engagement with Stakeholders

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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 review or rescission of an existing Council Policy must be submitted to the Policy Review Committee for review with the exemption of any policies that require an absolute majority decision of Council. Any policy that requires an absolute majority decision of Council under legislation is to be presented to a Concept Forum and Council.

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 General Counsel 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 approving rescissions and reviews to existing Council Policies.



Council Policy

Council is responsible approving all new Council Policies and any policies requiring an absolute majority decision of Council.

9. DISPUTE RESOLUTION (if applicable)

All disputes regarding this Policy will be referred to the CEO 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
- Delegation 6.1 – Policy Review Committee

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

General Counsel

REVISION HISTORY

Version	Next Review	Record No.
1 – CE03-11/24	November 2027	24/352510[v1]
2 –	June 2025	24/352510[v2]



Council Policy

	Amendment to align with adopted (CE03-03/25) changes to the Policy Review Committee Terms of Reference	
3 -	November 2027	



Council Policy

APPENDIX A

Council Policy Format (Template - 20/38280):

- Policy Name
- Adoption Date
- Council Resolution Number
- Policy Statement
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- 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

4.10 Chief Executive Officer Performance Review Policy

File Ref: 52634 – 25/163140
Responsible Officer: Coordinator Corporate Governance
Attachments: 4

Issue

To consider a review of the Chief Executive Officer Performance Review Policy (the **Policy**).

Background

Under the *Local Government Act 1995* (the **Act**), Council is responsible for the employment of the Chief Executive Officer (**CEO**) to manage the functions and operations of a local government. The *Local Government (Administration) Regulations 1996* (the **Regulations**) set out the minimum standards for CEO performance reviews.

As a Council, there is an obligation to ensure that the performance review of the CEO has been carried out in accordance with those standards.

The Model Standards for CEO Recruitment, Performance and Termination (**Model Standards**) (**Attachment 1**) set out the standards that must be observed by a local government in relation to the review of the performance of the CEO.

These standards will be met if:

1. The Performance Criteria is specific, relevant, measurable, achievable and time-based.
2. The Performance Criteria and the Performance Review Process are recorded in a written document, negotiated and agreed upon by the CEO and Council.
3. The CEO is informed about how their performance will be assessed and managed, as well as the results of their performance assessment.
4. The collection of evidence regarding performance outcomes is thorough and comprehensive.
5. Assessment is made free from bias and based on the CEO's achievements against documented Performance Criteria and decisions and actions are impartial and transparent.
6. The Council has endorsed the Performance Review assessment by absolute majority.

Council at its Ordinary Council Meeting (**OCM**) on 20 April 2021 (CE04-04/21), adopted the Model Standards of local government CEOs in accordance with the requirements of Section 5.39B of the *Local Government Act 1995* and the *Local Government (Administration) Regulations 1996* as amended in February 2021.

However, the Model Standards as adopted by Council do not set out the Performance Review process. There are different modes to the facilitation of the Performance Review. This may include an independent facilitator, establishment of a committee to oversee the process, or development of a policy.

The Department of Local Government, Sport and Cultural Industries (the **Department**) recommends Council develop a policy to guide the Performance Review process. This policy should set out the Performance Review process to be followed, the roles and responsibilities of each party involved in the process and the appointment of an independent consultant.

The Department also recommends that Council engages an independent consultant to assist with the process of Performance Reviews and the development of KPIs and performance plans. The consultant should have experience in Performance Reviews, and in local government or dealing with the performance of Senior Executives. The consultant should not have any interest in, or relationship with, the Council or the CEO.

Council at its Ordinary Council Meeting (CR01-07/24) on 16 July 2024, adopted the Chief Executive Officer Performance Review Policy (**Policy**) (**Attachment 2**) following consultation with the Chief Executive Officer in accordance with clause 16(3) of the Model Standards for CEO Recruitment, Performance and Termination.

Detail

The Model Standards require that Council must ensure that the:

- process by which the CEO's performance will be reviewed has been agreed to between the council and the CEO in writing (clause 16(3)),
- performance criteria to be assessed is part of the CEO's contract and any additional criteria was agreed to in writing (clause 16(1)(b) and 16(3)),
- review was carried out in an impartial and transparent manner (for example by using an independent consultant and/or a panel with an independent observer) (clause 17(1)),
- evidence of the CEO's performance was collected in a thorough and comprehensive manner (clause 17(2)(a)), and the
- CEO's performance was reviewed based on the evidence collected (clause 17(2)(b)).

The Policy requires that the Annual Performance Review is undertaken as follows by an external consultant:

- a) Prepare and distribute a questionnaire to all current Council Members, Directors and Managers by agreement between the Council and CEO, on the extent to which the CEO is considered to have achieved their contractual performance criteria and the KPIs and measurements that applied during the review period;
- b) Collect evidence regarding the CEO's performance in respect of the contractual performance criteria and KPIs in a thorough and comprehensive manner;
- c) Review the CEO's performance against the contractual performance criteria and KPIs, based on the evidence collected.
- d) Provide all current Council Members with the opportunity to provide verbal feedback on:
 - i. the CEO's responsibilities during the review period;
 - ii. the extent to which the CEO is considered to have achieved the KPIs and measurements that applied during the review period; and
 - iii. any suggestions relating to professional development.
- e) Collate all feedback and provide a report to Council.
- f) Facilitate a workshop with Council to obtain a consensus decision on the CEO's performance and potential areas of development.
- g) Prepare the CEO for the formal performance review meeting by sharing the Council's consensus feedback, providing an objective view regarding any performance-related issues.
- h) Facilitate the formal performance review meeting between Council and the CEO, to share the review outcomes and agree upon any professional development. Formulate plans to support improvement (if necessary).
- i) Provide to the Council and the CEO an Annual Performance Review report incorporating the results of the review exercise and the CEO's response.
- j) Prepare a report for Council with recommendations related to the outcome of the performance review, including any agreed professional development.
- k) Provide to the Council and the CEO a report to guide decision making regarding the annual remuneration review, including details of the CEO's current total remuneration

- package in line with the Salaries and Allowances Tribunal (**SAT**), SAT's latest determination and current economic indicators (e.g. Consumer Price Index).
- l) Facilitate a recommendation related to any change to the CEO's remuneration, including the value, inclusions, deletions and effective date of changes.
 - m) Report the recommendations to Council.
 - n) Liaise with the Council and the CEO on potential draft KPIs and measurements for the upcoming review period.
 - o) Report the proposed KPIs to Council.

Based on the content of the current Policy, the CEO Annual Performance Review process meets the standards that must be observed by a local government in the Model Standards.

Consultation

Nil

Comment

Administration is proposing minor amendments to the Policy as follows:

1. Change of responsible service unit to Legal & Governance to reflect the restructure of the service unit.
2. Change of title for the responsible Officer to General Counsel.

A marked up copy of the Policy is available at (**Attachment 2**), with a clean copy available at (**Attachment 3**).

Statutory Compliance

Local Government Act 1995

Local Government (Administration) 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.

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
C0-C01 Compliance Framework	Medium
Accountability	Action Planning Option
Executive Manager Governance and Legal	Manage

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

Policy Implications

The annual performance review by Council of the CEO supports the City's Standards for the Recruitment, Performance Review and Termination of CEO Policy, and Council's Chief Executive Officer Performance Review Policy.

Financial Implications

Nil

Voting Requirements

Simple Majority

Recommendation

That Policy Review Committee ADOPTS the revised Chief Executive Officer Performance Review Policy as shown in Attachment 4.

Attachments:

- | | |
|-----------------------------------------------------------------------------------------------------------------------------------|---------------|
| 1. Model Standards - Governance and Legal Standards for the Recruitment Performance Review and Termination of CEO | 25/211719 |
| 2. CEO Performance Review Policy (Current) | 25/197264 |
| 3. CEO Performance Review Policy (marked up) | 25/197272 |
| 4. CEO Performance Review Policy - Clean version | 24/228839[v2] |



Model Standards for CEO Recruitment, Performance and Termination

[r. 18FA]

Division 1 — Preliminary provisions

1. Citation

These are the City of Wanneroo Standards for CEO Recruitment, Performance and Termination.

2. Terms used

(1) In these standards —

Act means the *Local Government Act 1995*;

additional performance criteria means performance criteria agreed by the local government and the CEO under clause 16(1)(b);

applicant means a person who submits an application to the local government for the position of CEO;

contract of employment means the written contract, as referred to in section 5.39 of the Act, that governs the employment of the CEO;

contractual performance criteria means the performance criteria specified in the CEO's contract of employment as referred to in section 5.39(3)(b) of the Act;

job description form means the job description form for the position of CEO approved by the local government under clause 5(2);

local government means the City of Wanneroo;

selection criteria means the selection criteria for the position of CEO determined by the local government under clause 5(1) and set out in the job description form;

selection panel means the selection panel established by the local government under clause 8 for the employment of a person in the position of CEO.

(2) Other terms used in these standards that are also used in the Act have the same meaning as they have in the Act, unless the contrary intention appears.

Division 2 — Standards for recruitment of CEOs

3. Overview of Division

This Division sets out standards to be observed by the local government in relation to the recruitment of CEOs.

4. Application of Division

(1) Except as provided in subclause (2), this Division applies to any recruitment and selection process carried out by the local government for the employment of a person in the position of CEO.

(2) This Division does not apply —

(a) if it is proposed that the position of CEO be filled by a person in a class prescribed for the purposes of section 5.36(5A) of the Act; or

- (b) in relation to a renewal of the CEO's contract of employment, except in the circumstances referred to in clause 13(2).

5. Determination of selection criteria and approval of job description form

- (1) The local government must determine the selection criteria for the position of CEO, based on the local government's consideration of the knowledge, experience, qualifications and skills necessary to effectively perform the duties and responsibilities of the position of CEO of the local government.
- (2) The local government must, by resolution of an absolute majority of the council, approve a job description form for the position of CEO which sets out —
 - (a) the duties and responsibilities of the position; and
 - (b) the selection criteria for the position determined in accordance with subclause (1).

6. Advertising requirements

- (1) If the position of CEO is vacant, the local government must ensure it complies with section 5.36(4) of the Act and the *Local Government (Administration) Regulations 1996*, regulation 18A.
- (2) If clause 13 applies, the local government must advertise the position of CEO in the manner referred to in the *Local Government (Administration) Regulations 1996* regulation 18A as if the position was vacant.

7. Job description form to be made available by local government

If a person requests the local government to provide to the person a copy of the job description form, the local government must —

- (a) inform the person of the website address referred to in the Local Government (Administration) Regulations 1996 regulation 18A(2)(da); or
- (b) if the person advises the local government that the person is unable to access that website address —
 - (i) email a copy of the job description form to an email address provided by the person; or
 - (ii) mail a copy of the job description form to a postal address provided by the person.

8. Establishment of selection panel for employment of CEO

- (1) In this clause —
 - independent person** means a person other than any of the following —
 - (a) a council member;
 - (b) an employee of the local government;
 - (c) a human resources consultant engaged by the local government.
- (2) The local government must establish a selection panel to conduct the recruitment and selection process for the employment of a person in the position of CEO.
- (3) The selection panel must comprise —
 - (a) council members (the number of which must be determined by the local government); and
 - (b) at least 1 independent person.



9. Recommendation by selection panel

- (1) Each applicant's knowledge, experience, qualifications and skills must be assessed against the selection criteria by or on behalf of the selection panel.
- (2) Following the assessment referred to in subclause (1), the selection panel must provide to the local government —
 - (a) a summary of the selection panel's assessment of each applicant; and
 - (b) unless subclause (3) applies, the selection panel's recommendation as to which applicant or applicants are suitable to be employed in the position of CEO.
- (3) If the selection panel considers that none of the applicants are suitable to be employed in the position of CEO, the selection panel must recommend to the local government —
 - (a) that a new recruitment and selection process for the position be carried out in accordance with these standards; and
 - (b) the changes (if any) that the selection panel considers should be made to the duties and responsibilities of the position or the selection criteria.
- (4) The selection panel must act under subclauses (1), (2) and (3) —
 - (a) in an impartial and transparent manner; and
 - (b) in accordance with the principles set out in section 5.40 of the Act.
- (5) The selection panel must not recommend an applicant to the local government under subclause (2)(b) unless the selection panel has —
 - (a) assessed the applicant as having demonstrated that the applicant's knowledge, experience, qualifications and skills meet the selection criteria; and
 - (b) verified any academic, or other tertiary level, qualifications the applicant claims to hold; and
 - (c) whether by contacting referees provided by the applicant or making any other inquiries the selection panel considers appropriate, verified the applicant's character, work history, skills, performance and any other claims made by the applicant.
- (6) The local government must have regard to, but is not bound to accept, a recommendation made by the selection panel under this clause.

10. Application of cl. 5 where new process carried out

- (1) This clause applies if the local government accepts a recommendation by the selection panel under clause 9(3)(a) that a new recruitment and selection process for the position of CEO be carried out in accordance with these standards.
- (2) Unless the local government considers that changes should be made to the duties and responsibilities of the position or the selection criteria —
 - (a) clause 5 does not apply to the new recruitment and selection process; and
 - (b) the job description form previously approved by the local government under clause 5(2) is the job description form for the purposes of the new recruitment and selection process.

11. Offer of employment in position of CEO

Before making an applicant an offer of employment in the position of CEO, the local government must, by resolution of an absolute majority of the council, approve —

- (a) the making of the offer of employment to the applicant; and
- (b) the proposed terms of the contract of employment to be entered into by the local government and the applicant.

12. Variations to proposed terms of contract of employment

- (1) This clause applies if an applicant who is made an offer of employment in the position of CEO under clause 11 negotiates with the local government a contract of employment (the **negotiated contract**) containing terms different to the proposed terms approved by the local government under clause 11(b).
- (2) Before entering into the negotiated contract with the applicant, the local government must, by resolution of an absolute majority of the council, approve the terms of the negotiated contract.

13. Recruitment to be undertaken on expiry of certain CEO contracts

- (1) In this clause —
commencement day means the day on which the *Local Government (Administration) Amendment Regulations 2021* regulation 6 comes into operation.
- (2) This clause applies if —
 - (a) upon the expiry of the contract of employment of the person (the incumbent CEO) who holds the position of CEO —
 - (i) the incumbent CEO will have held the position for a period of 10 or more consecutive years, whether that period commenced before, on or after commencement day; and
 - (ii) a period of 10 or more consecutive years has elapsed since a recruitment and selection process for the position was carried out, whether that process was carried out before, on or after commencement day;

and
 - (b) the incumbent CEO has notified the local government that they wish to have their contract of employment renewed upon its expiry.
- (3) Before the expiry of the incumbent CEO's contract of employment, the local government must carry out a recruitment and selection process in accordance with these standards to select a person to be employed in the position of CEO after the expiry of the incumbent CEO's contract of employment.
- (4) This clause does not prevent the incumbent CEO's contract of employment from being renewed upon its expiry if the incumbent CEO is selected in the recruitment and selection process referred to in subclause (3) to be employed in the position of CEO.

14. Confidentiality of information

The local government must ensure that information provided to, or obtained by, the local government in the course of a recruitment and selection process for the position of CEO is not disclosed, or made use of, except for the purpose of, or in connection with, that recruitment and selection process.

Division 3 — Standards for review of performance of CEOs**15. Overview of Division**

This Division sets out standards to be observed by the local government in relation to the review of the performance of CEOs.

16. Performance review process to be agreed between local government and CEO

- (1) The local government and the CEO must agree on —
 - (a) the process by which the CEO's performance will be reviewed; and
 - (b) any performance criteria to be met by the CEO that are in addition to the contractual performance criteria.



- (2) Without limiting subclause (1), the process agreed under subclause (1)(a) must be consistent with clauses 17, 18 and 19.
- (3) The matters referred to in subclause (1) must be set out in a written document.

17. Carrying out a performance review

- (1) A review of the performance of the CEO by the local government must be carried out in an impartial and transparent manner.
- (2) The local government must —
 - (a) collect evidence regarding the CEO's performance in respect of the contractual performance criteria and any additional performance criteria in a thorough and comprehensive manner; and
 - (b) review the CEO's performance against the contractual performance criteria and any additional performance criteria, based on that evidence.

18. Endorsement of performance review by local government

Following a review of the performance of the CEO, the local government must, by resolution of an absolute majority of the council, endorse the review.

19. CEO to be notified of results of performance review

After the local government has endorsed a review of the performance of the CEO under clause 18, the local government must inform the CEO in writing of —

- (a) the results of the review; and
- (b) if the review identifies any issues about the performance of the CEO — how the local government proposes to address and manage those issues.

Division 4 — Standards for termination of employment of CEOs

20. Overview of Division

This Division sets out standards to be observed by the local government in relation to the termination of the employment of CEOs.

21. General principles applying to any termination

- (1) The local government must make decisions relating to the termination of the employment of a CEO in an impartial and transparent manner.
- (2) The local government must accord a CEO procedural fairness in relation to the process for the termination of the CEO's employment, including —
 - (a) informing the CEO of the CEO's rights, entitlements and responsibilities in relation to the termination process; and
 - (b) notifying the CEO of any allegations against the CEO; and
 - (c) giving the CEO a reasonable opportunity to respond to the allegations; and
 - (d) genuinely considering any response given by the CEO in response to the allegations.

22. Additional principles applying to termination for performance-related reasons

- (1) This clause applies if the local government proposes to terminate the employment of a CEO for reasons related to the CEO's performance.

- (2) The local government must not terminate the CEO's employment unless the local government has —
 - (a) in the course of carrying out the review of the CEO's performance referred to in subclause (3) or any other review of the CEO's performance, identified any issues (the performance issues) related to the performance of the CEO; and
 - (b) informed the CEO of the performance issues; and
 - (c) given the CEO a reasonable opportunity to address, and implement a plan to remedy, the performance issues; and
 - (d) determined that the CEO has not remedied the performance issues to the satisfaction of the local government.
- (3) The local government must not terminate the CEO's employment unless the local government has, within the preceding 12-month period, reviewed the performance of the CEO under section 5.38(1) of the Act.

23. Decision to terminate

Any decision by the local government to terminate the employment of a CEO must be made by resolution of an absolute majority of the council.

24. Notice of termination of employment

- (1) If the local government terminates the employment of a CEO, the local government must give the CEO notice in writing of the termination.
- (2) The notice must set out the local government's reasons for terminating the employment of the CEO.

Chief Executive Officer Performance Review

Responsible Directorate:	<i>Office of the CEO</i>
Responsible Service Unit:	<i>Governance & Legal</i>
Date of Approval:	
Council Resolution No:	

1. POLICY STATEMENT

To ensure compliance with s.5.38(1) of the *Local Government Act 1995 (the Act)* a local government must review the performance of the Chief Executive Officer (**CEO**) if the CEO is employed for a term of more than one year. The Standards for CEO Recruitment, Performance and Termination for review of performance of CEO's are contained within the *Local Government (Administration) Regulations 1996* and detail the statutory requirements for undertaking a CEO Performance Appraisals.

2. OBJECTIVE AND PURPOSE

Objective

To establish a documented agreement, in accordance with the City of Wanneroo CEO Model Standards that guides Council's annual performance and remuneration review process for the City's CEO.

3. KEY DEFINITIONS

<i>DEFINITIONS: Any definitions listed in the following table apply to this document only.</i>	
Council	<i>The Council of the City of Wanneroo.</i>
Contractual performance criteria	<i>The performance criteria specified in the CEO's contract of employment as referred to in section 5.39(3)(b) of the Act;</i>
Key Performance Indicators (KPIs)	<i>The outcomes by which the CEO's performance criteria are assessed.</i>
KPI Review Period	<i>The 12-month period that applies to each annual performance review.</i>

4. SCOPE

This policy applies to any CEO employed by the City of Wanneroo.

5. IMPLICATIONS

The objective of this Policy is to review CEO performance, manage CEO performance expectations, develop an opportunity to build relationships and to increase the effectiveness of individuals, systems and processes.

The City is committed to ensuring that each performance process is:

- Transparent and impartial
- Planned and structured
- Objective, based on facts and evidence
- Relevant, ensuring feedback is contained to performance within the review period
- Based on agreed performance criteria
- Inclusive of input from all Council Members
- Balanced, recognising achievements and supporting performance improvement
- Guides the CEO's professional development
- Recorded in writing.

6. IMPLEMENTATION

The City will ensure sound administration and facilitation of the annual CEO performance review process, including:

6.1 Appointment of a Consultant

Council shall appoint a suitably qualified and experienced consultant to assist with the conduct of the performance review process in an independent and equitable fashion.

To ensure the review process is commenced in a timely manner, Council will make the decision to appoint a consultant by no later than one month before the CEO's 12 month anniversary date falls due.

6.2 Performance Review Process

The appointed consultant shall, as a minimum, undertake the following as part of the performance review process:

- a) Prepare and distribute a questionnaire to all current Council Members, Directors and Managers by agreement between the Council and CEO, on the extent to which the CEO is considered to have achieved their contractual performance criteria and the KPIs and measurements that applied during the review period;
- b) Collect evidence regarding the CEO's performance in respect of the contractual performance criteria and KPIs in a thorough and comprehensive manner;
- c) Review the CEO's performance against the contractual performance criteria and KPIs, based on the evidence collected;
- d) Provide all current Council Members with the opportunity to provide verbal feedback on:
 - i. the CEO's responsibilities during the review period;
 - ii. the extent to which the CEO is considered to have achieved the KPIs and measurements that applied during the review period; and

- iii. any suggestions relating to professional development.
- e) Collate all feedback and provide a report to Council.
- f) Facilitate a workshop with Council to obtain a consensus decision on the CEO's performance and potential areas of development.
- g) Prepare the CEO for the formal performance review meeting by sharing the Council's consensus feedback, providing an objective view regarding any performance-related issues.
- h) Facilitate the formal performance review meeting between Council and the CEO, to share the review outcomes and agree upon any professional development. Formulate plans to support improvement (if necessary).
- i) Provide to the Council and the CEO an Annual Performance Review report incorporating the results of the review exercise and the CEO's response.
- j) Prepare a report for Council with recommendations related to the outcome of the performance review, including any agreed professional development.

6.3 Review of the CEO's Remuneration Package

The appointed consultant shall:

- a) Provide to the Council and the CEO a report to guide decision making regarding the annual remuneration review, including details of the CEO's current total remuneration package in line with the Salaries and Allowances Tribunal (SAT), SAT's latest determination and current economic indicators (e.g. CPI).
- b) Facilitate a recommendation related to any change to the CEO's remuneration, including the value, inclusions, deletions and effective date of changes.
- c) Report the recommendations to Council.

6.4 Conduct a Review of the CEO's Key Performance Indicators (KPIs)

The appointed consultant shall:

- a) Liaise with the Council and the CEO on potential draft KPIs and measurements for the upcoming review period.
- b) Report the proposed KPIs to Council.

7. ROLES AND RESPONSIBILITIES

The **Executive Manager Governance and Legal** will be responsible for:

- a) Coordinating the activities of the Council throughout the review process; and
- b) Two months prior to the completion of the KPI review year falling due, initiating liaison with the Executive Manager Corporate Strategy and Governance to initiate the Request for Quotation (RFQ) process to appoint a consultant in accordance with Council's Purchasing Policy and relevant corporate procedures.



Council Policy

No later than four weeks following the completion of the KPI review year, **the CEO** shall provide to Council's appointed consultant a written self-assessment of the CEO's own performance against the KPIs and measurements that applied during the review period.

Council's appointed consultant will be responsible for coordinating objective feedback on the CEO's self-assessment against KPIs.

Council Members are responsible for overseeing the performance review process and ensuring that a final review report is presented to Council to conclude the process within 3 months of the completion of the former KPI review period. If a local government election, or another extraordinary event, falls within this 3 month period, the Council shall establish revised timeframes for the review process in liaison with the CEO.

Council and the CEO will be responsible for presenting the draft KPIs and measurements in Council for determination within 3 months of the completion of the former KPI review period.

It is incumbent upon **Council Members, Directors and Managers** to actively participate in the CEO Performance Review process and to provide feedback in accordance with the provisions of this policy.

DISPUTE RESOLUTION (if applicable)

Disputes in regard to this policy will be referred to the Mayor in the first instance. Where the Mayor is involved in the dispute, it will be referred to the Deputy Mayor for a determination.

8. EVALUATION AND REVIEW

This policy will be reviewed annually.

9. RELATED DOCUMENTS

City of Wanneroo CEO Model Standards

10. REFERENCES

Local Government Act 1995

The Standards for CEO Recruitment, Performance and Termination for review of performance of CEO's are contained within the *Local Government (Administration) Regulations 1996*

11. RESPONSIBILITY FOR IMPLEMENTATION

Executive Manager Governance and Legal



Council Policy

REVISION HISTORY

Version	Next Review	Record No.



Council Policy

Chief Executive Officer Performance Review

Responsible Directorate:	<i>Office of the CEO</i>
Responsible Service Unit:	<i>Governance & Legal <u>Legal & Governance Services</u></i>
Date of Approval:	<i><u>16 July 2024</u></i>
Council Resolution No:	<i><u>CROI – 07/24</u></i>

1. POLICY STATEMENT

To ensure compliance with s.5.38(1) of the *Local Government Act 1995 (the Act)* a local government must review the performance of the Chief Executive Officer (**CEO**) if the CEO is employed for a term of more than one year. The Standards for CEO Recruitment, Performance and Termination for review of performance of CEO's are contained within the *Local Government (Administration) Regulations 1996* and detail the statutory requirements for undertaking a CEO Performance Appraisals.

2. OBJECTIVE AND PURPOSE

Objective

To establish a documented agreement, in accordance with the City of Wanneroo CEO Model Standards that guides Council's annual performance and remuneration review process for the City's CEO.

3. KEY DEFINITIONS

<i>DEFINITIONS: Any definitions listed in the following table apply to this document only.</i>	
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KPI Review Period	<i>The 12-month period that applies to each annual performance review.</i>

4. SCOPE

This policy applies to any CEO employed by the City of Wanneroo.



Council Policy

5. IMPLICATIONS

The objective of this Policy is to review CEO performance, manage CEO performance expectations, develop an opportunity to build relationships and to increase the effectiveness of individuals, systems and processes.

The City is committed to ensuring that each performance process is:

- Transparent and impartial
- Planned and structured
- Objective, based on facts and evidence
- Relevant, ensuring feedback is contained to performance within the review period
- Based on agreed performance criteria
- Inclusive of input from all Council Members
- Balanced, recognising achievements and supporting performance improvement
- Guides the CEO's professional development
- Recorded in writing.

6. IMPLEMENTATION

The City will ensure sound administration and facilitation of the annual CEO performance review process, including:

6.1 Appointment of a Consultant

Council shall appoint a suitably qualified and experienced consultant to assist with the conduct of the performance review process in an independent and equitable fashion.

To ensure the review process is commenced in a timely manner, Council will make the decision to appoint a consultant by no later than one month before the CEO's 12 month anniversary date falls due.

6.2 Performance Review Process

The appointed consultant shall, as a minimum, undertake the following as part of the performance review process:

- a) Prepare and distribute a questionnaire to all current Council Members, Directors and Managers by agreement between the Council and CEO, on the extent to which the CEO is considered to have achieved their contractual performance criteria and the KPIs and measurements that applied during the review period;
- b) Collect evidence regarding the CEO's performance in respect of the contractual performance criteria and KPIs in a thorough and comprehensive manner;
- c) Review the CEO's performance against the contractual performance criteria and KPIs, based on the evidence collected;
- d) Provide all current Council Members with the opportunity to provide verbal feedback on:
 - i. the CEO's responsibilities during the review period;
 - ii. the extent to which the CEO is considered to have achieved the KPIs and measurements that applied during the review period; and



Council Policy

- iii. any suggestions relating to professional development.
- e) Collate all feedback and provide a report to Council.
- f) Facilitate a workshop with Council to obtain a consensus decision on the CEO's performance and potential areas of development.
- g) Prepare the CEO for the formal performance review meeting by sharing the Council's consensus feedback, providing an objective view regarding any performance-related issues.
- h) Facilitate the formal performance review meeting between Council and the CEO, to share the review outcomes and agree upon any professional development. Formulate plans to support improvement (if necessary).
- i) Provide to the Council and the CEO an Annual Performance Review report incorporating the results of the review exercise and the CEO's response.
- j) Prepare a report for Council with recommendations related to the outcome of the performance review, including any agreed professional development.

6.3 Review of the CEO's Remuneration Package

The appointed consultant shall:

- a) Provide to the Council and the CEO a report to guide decision making regarding the annual remuneration review, including details of the CEO's current total remuneration package in line with the Salaries and Allowances Tribunal (SAT), SAT's latest determination and current economic indicators (e.g. CPI).
- b) Facilitate a recommendation related to any change to the CEO's remuneration, including the value, inclusions, deletions and effective date of changes.
- c) Report the recommendations to Council.

6.4 Conduct a Review of the CEO's Key Performance Indicators (KPIs)

The appointed consultant shall:

- a) Liaise with the Council and the CEO on potential draft KPIs and measurements for the upcoming review period.
- b) Report the proposed KPIs to Council.

7. ROLES AND RESPONSIBILITIES

The ~~Executive Manager Governance and Legal~~ General Counsel will be responsible for:

- a) Coordinating the activities of the Council throughout the review process; and
- b) Two months prior to the completion of the KPI review year falling due, ~~initiating liaison with the Executive Manager Corporate Strategy and Governance to~~ initiate the Request for Quotation (RFQ) process to appoint a consultant in accordance with Council's Purchasing Policy and relevant corporate procedures.



Council Policy

No later than four weeks following the completion of the KPI review year, **the CEO** shall provide to Council's appointed consultant a written self-assessment of the CEO's own performance against the KPIs and measurements that applied during the review period.

Council's appointed consultant will be responsible for coordinating objective feedback on the CEO's self-assessment against KPIs.

Council Members are responsible for overseeing the performance review process and ensuring that a final review report is presented to Council to conclude the process within 3 months of the completion of the former KPI review period. If a local government election, or another extraordinary event, falls within this 3 month period, the Council shall establish revised timeframes for the review process in liaison with the CEO.

Council and the CEO will be responsible for presenting the draft KPIs and measurements in Council for determination within 3 months of the completion of the former KPI review period.

It is incumbent upon **Council Members, Directors and Managers** to actively participate in the CEO Performance Review process and to provide feedback in accordance with the provisions of this policy.

DISPUTE RESOLUTION (if applicable)

Disputes in regard to this policy will be referred to the Mayor in the first instance. Where the Mayor is involved in the dispute, it will be referred to the Deputy Mayor for a determination.

8. EVALUATION AND REVIEW

This policy will be reviewed annually.

9. RELATED DOCUMENTS

City of Wanneroo CEO Model Standards [expand](#)

10. REFERENCES

Local Government Act 1995

The Standards for CEO Recruitment, Performance and Termination for review of performance of CEO's are contained within the *Local Government (Administration) Regulations 1996*

11. RESPONSIBILITY FOR IMPLEMENTATION

~~Executive Manager Governance and Legal~~ **General Counsel**

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Council Policy

REVISION HISTORY

Version	Next Review	Record No.
July 2024 – CROI – 07/24	July 2025	24/228839

Chief Executive Officer Performance Review

Responsible Directorate:	<i>Office of the CEO</i>
Responsible Service Unit:	<i>Legal & Governance Services</i>
Date of Approval:	<i>16 July 2024</i>
Council Resolution No:	<i>CROI – 07/24</i>

1. POLICY STATEMENT

To ensure compliance with s.5.38(1) of the *Local Government Act 1995 (the Act)* a local government must review the performance of the Chief Executive Officer (**CEO**) if the CEO is employed for a term of more than one year. The Standards for CEO Recruitment, Performance and Termination for review of performance of CEO's are contained within the *Local Government (Administration) Regulations 1996* and detail the statutory requirements for undertaking a CEO Performance Appraisals.

2. OBJECTIVE AND PURPOSE

Objective

To establish a documented agreement, in accordance with the City of Wanneroo CEO Model Standards that guides Council's annual performance and remuneration review process for the City's CEO.

3. KEY DEFINITIONS

<i>DEFINITIONS: Any definitions listed in the following table apply to this document only.</i>	
Council	<i>The Council of the City of Wanneroo.</i>
Contractual performance criteria	<i>The performance criteria specified in the CEO's contract of employment as referred to in section 5.39(3)(b) of the Act;</i>
Key Performance Indicators (KPIs)	<i>The outcomes by which the CEO's performance criteria are assessed.</i>
KPI Review Period	<i>The 12-month period that applies to each annual performance review.</i>

4. SCOPE

This policy applies to any CEO employed by the City of Wanneroo.

5. IMPLICATIONS

The objective of this Policy is to review CEO performance, manage CEO performance expectations, develop an opportunity to build relationships and to increase the effectiveness of individuals, systems and processes.

The City is committed to ensuring that each performance process is:

- Transparent and impartial
- Planned and structured
- Objective, based on facts and evidence
- Relevant, ensuring feedback is contained to performance within the review period
- Based on agreed performance criteria
- Inclusive of input from all Council Members
- Balanced, recognising achievements and supporting performance improvement
- Guides the CEO's professional development
- Recorded in writing.

6. IMPLEMENTATION

The City will ensure sound administration and facilitation of the annual CEO performance review process, including:

6.1 Appointment of a Consultant

Council shall appoint a suitably qualified and experienced consultant to assist with the conduct of the performance review process in an independent and equitable fashion.

To ensure the review process is commenced in a timely manner, Council will make the decision to appoint a consultant by no later than one month before the CEO's 12 month anniversary date falls due.

6.2 Performance Review Process

The appointed consultant shall, as a minimum, undertake the following as part of the performance review process:

- a) Prepare and distribute a questionnaire to all current Council Members, Directors and Managers by agreement between the Council and CEO, on the extent to which the CEO is considered to have achieved their contractual performance criteria and the KPIs and measurements that applied during the review period;
- b) Collect evidence regarding the CEO's performance in respect of the contractual performance criteria and KPIs in a thorough and comprehensive manner;
- c) Review the CEO's performance against the contractual performance criteria and KPIs, based on the evidence collected;
- d) Provide all current Council Members with the opportunity to provide verbal feedback on:
 - i. the CEO's responsibilities during the review period;
 - ii. the extent to which the CEO is considered to have achieved the KPIs and measurements that applied during the review period; and

- iii. any suggestions relating to professional development.
- e) Collate all feedback and provide a report to Council.
- f) Facilitate a workshop with Council to obtain a consensus decision on the CEO's performance and potential areas of development.
- g) Prepare the CEO for the formal performance review meeting by sharing the Council's consensus feedback, providing an objective view regarding any performance-related issues.
- h) Facilitate the formal performance review meeting between Council and the CEO, to share the review outcomes and agree upon any professional development. Formulate plans to support improvement (if necessary).
- i) Provide to the Council and the CEO an Annual Performance Review report incorporating the results of the review exercise and the CEO's response.
- j) Prepare a report for Council with recommendations related to the outcome of the performance review, including any agreed professional development.

6.3 Review of the CEO's Remuneration Package

The appointed consultant shall:

- a) Provide to the Council and the CEO a report to guide decision making regarding the annual remuneration review, including details of the CEO's current total remuneration package in line with the Salaries and Allowances Tribunal (SAT), SAT's latest determination and current economic indicators (e.g. CPI).
- b) Facilitate a recommendation related to any change to the CEO's remuneration, including the value, inclusions, deletions and effective date of changes.
- c) Report the recommendations to Council.

6.4 Conduct a Review of the CEO's Key Performance Indicators (KPIs)

The appointed consultant shall:

- a) Liaise with the Council and the CEO on potential draft KPIs and measurements for the upcoming review period.
- b) Report the proposed KPIs to Council.

7. ROLES AND RESPONSIBILITIES

The General Counsel will be responsible for:

- a) Coordinating the activities of the Council throughout the review process; and
- b) Two months prior to the completion of the KPI review year falling due, initiate the Request for Quotation (RFQ) process to appoint a consultant in accordance with Council's Purchasing Policy and relevant corporate procedures.

No later than four weeks following the completion of the KPI review year, **the CEO** shall provide to Council's appointed consultant a written self-assessment of the CEO's own performance against the KPIs and measurements that applied during the review period.



Council Policy

Council's appointed consultant will be responsible for coordinating objective feedback on the CEO's self-assessment against KPIs.

Council Members are responsible for overseeing the performance review process and ensuring that a final review report is presented to Council to conclude the process within 3 months of the completion of the former KPI review period. If a local government election, or another extraordinary event, falls within this 3 month period, the Council shall establish revised timeframes for the review process in liaison with the CEO.

Council and the CEO will be responsible for presenting the draft KPIs and measurements in Council for determination within 3 months of the completion of the former KPI review period.

It is incumbent upon **Council Members, Directors and Managers** to actively participate in the CEO Performance Review process and to provide feedback in accordance with the provisions of this policy.

DISPUTE RESOLUTION (if applicable)

Disputes in regard to this policy will be referred to the Mayor in the first instance. Where the Mayor is involved in the dispute, it will be referred to the Deputy Mayor for a determination.

8. EVALUATION AND REVIEW

This policy will be reviewed annually.

9. RELATED DOCUMENTS

City of Wanneroo CEO Model Standards expand

10. REFERENCES

Local Government Act 1995

The Standards for CEO Recruitment, Performance and Termination for review of performance of CEO's are contained within the *Local Government (Administration) Regulations 1996*

11. RESPONSIBILITY FOR IMPLEMENTATION

General Counsel



Council Policy

REVISION HISTORY

Version	Next Review	Record No.
July 2024 – CROI – 07/24	July 2025	24/228839

4.11 Execution of Documents Policy

File Ref: 52308 – 25/209454
Responsible Officer: Chief Executive Officer
Attachments: 3

Issue

To consider a minor change to the Execution of Documents Policy (**Policy**) to ensure its practical effect is aligned with the City of Wanneroo's (the **City**) broader governance framework.

Background

The Policy (**Attachment 1**) was presented to the Policy Review Committee (**Committee**) at its meeting on the 07 April 2025 to consider minor changes following legal advice given by McLeod's. The amendments introduced further aligned the Policy with the requirements under section 9.49A of the *Local Government Act 1995* (the **Act**).

The following are the key amendments approved by the Committee:

Remove the 'two Council resolution' requirement for Category One documents by creating an overarching authorisation that enables the affixing of the common seal to any document that is necessary to give an effect to a decision of Council or a decision of the Chief Executive Officer (**CEO**).

- For Category Two documents, create an overarching authorisation that limits the authority to sign documents on behalf of the City to the CEO.
- Remove the 10 categories of documents for the purpose of describing the CEO's authority to sign documents on behalf of the City and instead describe the authorisation more broadly by reference to the CEO's legislative functions.
- Remove Category Three documents as they will be dealt with under the newly authorised Category Two Documents.

After the Policy was deployed an unforeseen consequence arose whereby the Limitations on Authorisations to officers conflicted with current Delegations 1.1.20 Disposing of Property (Land) by Lease or Licence resulting in an unintended increase in the number of documents requiring approval by the CEO.

Detail

The Policy enabled the CEO to authorise officers to execute documents relevant to the scope of the officer's role. This was compliant with the CEO's Legislative functions under the Act and removed the proscriptive approach of the Previous Policy. Where an existing authorisation through a Delegated Authority, Statutory Authorisation or Operational Authorisation did not exist, the Register of Appointments was provided to cover this contingency.

The Policy introduced a Limits on Authorisation Table (**Table**) that placed limits on the type of documents the CEO, Directors and Managers can sign. These limits are based on the monetary value of the document, the time period it commits the City to and the risk rating of the subject matter. An unforeseen practical consequence of the Table was that it conflicted with existing limits that were already in place via Delegated Authority. In some instances, this removed the ability of some Officers to sign documents which they would otherwise be authorised to do. The Policy, and specifically the Table, was not specific enough in eliminating uncertainty around its position on other limits of authorisation that already exist.

To reduce confusion and the risk of non-compliance, the revised minor amendment to the Policy (**Attachment 2**) updates the Table to align with the relevant Delegations already in place.

Consultation

The revised Policy was submitted to the Executive Leadership Meeting (**ELM**) for consultation and approval by the Executive prior to it being presented to the Committee on 7 April 2025.

Upon deployment, Property Services, Legal Counsel and Corporate Governance all advised on the practical implementation of the Policy and its alignment with the City's Corporate Governance Framework.

Comment

If the Table remains in its current form the number of documents the CEO and Directors will be required to sign documents will increase significantly. This administrative burden will be a drain on resources particularly since these roles have not been executing documents of these types prior. If the nature of the document required does not meet any of limits in the Table, Council will need to be consulted on matters not commonly consulted on.

For matters such as leases which Administration are authorised to execute via Delegation 1.1.20, Councils resources will be largely directed to dealing with typically administrative matters.

Statutory Compliance

Nil

Strategic Implications

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

7 ~ A well governed and managed City that makes informed decisions, provides strong community leadership and valued customer focused services

7.1 - Clear direction and decision making

Risk Appetite Statement

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

Risk Management Considerations

Risk Title	Risk Rating
CO-C01 Compliance Framework	Medium
Accountability	Action Planning Option
Executive Manager Governance & Legal	Manage

Policy Implications

The Execution of Documents Policy will be amended, and subsequently the Management Procedure, to include the distinction on limitations imposed by the table and relevant delegated authority.

Financial Implications

Nil

Voting Requirements

Simple Majority.

Recommendation

That the Policy Review Committee ADOPTS the revised Execution of Documents Policy as shown in Attachment 3.

Attachments:

1	<i>Attachment 1 - Execution of Documents Policy - April 2025</i>	23/76019[v3]
2	<i>Attachment 2 - Execution of Documents Policy Marked Up Minor Amendment</i>	25/209800
3	<i>Attachment 3 - Execution of Documents Policy - Clean Version</i>	23/76019[v4]

EXECUTION OF DOCUMENTS POLICY

Responsible Directorate:	<i>Office of the CEO</i>
Responsible Service Unit:	<i>Legal and Governance</i>
Contact Person:	<i>Legal Counsel</i>
Date of Approval:	<i>7 April 2025</i>
Policy Review Committee No:	<i>5.9</i>

1. POLICY STATEMENT

The aim of this policy is to ensure that the City's common seal is used and documents are executed in accordance with the *Local Government Act 1995* (the Act).

2. OBJECTIVE AND PURPOSE

Section 9.49A(1) of the Act provides that a document is duly executed by a local government if –

- the common seal of the local government is affixed to it; or
- it is signed on behalf of the local government by a person or persons authorised by the Council to do so.

Objective

The objective of this Policy is to create overarching authorisations to various City officers so that Council approval is not required every time a document is signed.

Purpose

The purpose of this policy is to categorise documents and provide the appropriate method of execution and use of the common seal.

3. KEY DEFINITIONS

Act means *Local Government Act 1995*

4. SCOPE

This Policy applies to all City officers preparing for execution or who have been authorised under this Policy to execute documents on behalf of the City. Any legislation, formal requirements of a Commonwealth or State department, authority or agency (as described in a Policy or procedure) or Council decision will take precedence over this Policy where there is an inconsistency.



Council Policy

5. IMPLICATIONS

This Policy 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”*

6. IMPLEMENTATION

CATEGORY 1 DOCUMENTS

Category 1 documents require the City’s common seal to be affixed. Section 9.49A (3) of the Act requires the common seal to be affixed in the presence of and signed by the Mayor and either the CEO or a Director.

Category 1 documents require a resolution of Council, either specifically or generally, to give effect to an act or enter an agreement which is the subject of the document. The Common Seal cannot be affixed to a document until the subject of that document is approved by Council.

The following documents are authorized under section 9.49A(2) of the Act to be affixed the Common seal. They are documents required to give effect to a decision of Council or give effect to a decision of the CEO in respect to a function exercisable to them under any written law:

- a) mortgage documents;
- b) transfer of land forms;
- c) local planning schemes and amendments;
- d) local laws;
- e) loan documentation relating to loans which Council has resolved to raise; documents, which in the opinion of the CEO, a Director or Legal Services, are sufficiently complex, high risk or significant in nature to warrant the affixing of the common seal.

These are expanded on in the Register of Appointment Tables below.

CATEGORY 2 DOCUMENTS

Category 2 documents do not require the common seal to be affixed. Pursuant to section 9.49A(4) of the Act, Council authorizes the CEO to sign any document on behalf of the City that is necessary or appropriate in carrying out the CEO’s functions under any written law.

Directors and Managers may only execute documents relevant to matters within the scope of activity in their Directorate or Unit.

Written decision-making authorities (listed below) are authorizations that give effect to carrying out the CEO’s functions and are inclusive of the authority to sign documents:



Council Policy

- a) Delegated Authority
- b) Statutory Authorisation; or
- c) Operational authorisation

The CEO can delegate or authorise another City employee or employees any part of the authorisation given by Council via a written decision-making authority or other means. These authorisations do not undermine any delegations which may be in place.

Register of Appointments					
Document Type	Common Seal *only if specified in the document	CEO	Director	Manager	CATEGOR
Local Laws	YES				1
Planning Schemes – adopted / amendments	YES				1
Land Transaction documents, including: <ul style="list-style-type: none"> • Sale • Purchase • Vesting • Contributed (gifted) assets • Notification of factors affecting land under s.70A of the Land Transfer Act 1893 – lodge or withdraw • Easements – by deed, deposited plan or other legal instrument. • Restrictive Covenants • Deeds • Lease and licence agreements. 	YES*	YES			1,2
Mortgages, Loans and Debentures		YES			2
Power of Attorney (to act for the Local Government)		YES			2
State or Commonwealth Funding agreements	YES	YES	YES		1,2
Grants and funding agreements with private entities (incoming and outgoing)		YES	YES		2
Contracts and legal instruments , for example: <ul style="list-style-type: none"> • Service agreements (incoming or outgoing services) • Procurement Contracts (below tender threshold and subject to the Purchasing Policy) • Heritage Agreements • Acquittal of Planning Conditions 	YES*	YES	YES	YES	1, 2
Development, subdivision strata-title, building and demolition approvals for development of Local Government land		YES			2
Memorials Deed					

Register of Appointments					
Document Type	Common Seal *only if specified in the document	CEO	Director	Manager	CATEGOR
Memorandum of Understanding		YES	YES		2
Communications on behalf of the Local Government to Commonwealth or State Ministers		YES			2
Communications on behalf of the Local Government to CEO's of Commonwealth or State agencies and peak industry bodies.		YES	YES		2
Communications on behalf of the Local Government to equivalent positions within Commonwealth or State agencies and peak industry bodies.			YES	YES	2
Ceremonial Certificates i.e. Honorary Freeman, Citizen of the Year, Awards, etc.	YES				1
Deeds of Settlement – employment matters		YES			2
Enterprise Bargaining Agreements		YES			2

Where a category 2 document falls into more than one descriptor, the lowest organisational level prescribed is authorised to sign.

The actions for the implementation of this Policy are detailed in the Execution of Documents Management Procedure.

LIMITS ON AUTHORISATION

The specific authorities established in the Register of Appointments can execute documents relevant to the scope of the positions **unless** documents that commit the City to:

Chief Executive Officer	<p>A total financial liability greater than that listed in the purchasing approval limits for this Officer; or</p> <p>A period of time greater than 5 years; or</p> <p>A risk that has been assessed as being moderate or higher risk.</p>
Director (Executive Manager)	<p>A total financial liability greater than that listed in the purchasing approval limits for this Officer; or</p> <p>A period of time greater than a 3-years; or</p> <p>A risk that has been assessed as being a moderate or higher risk.</p>



Council Policy

Manager	<p>A total financial liability greater than that listed in the purchasing approval limits for this Officer; or</p> <p>A period of time greater than 3 years; or</p> <p>A risk that has been assessed as being a minor or high risk.</p>
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ORDER OF SIGNING

Documents should be executed by all other parties prior to being executed by the City. Exceptions may arise with scheme amendments and structure plan documents which may be certified prior to the WAPC certifying the document or when it is not practicable or appropriate.

7. AUTHORITIES AND ACCOUNTABILITIES

Part 6 of this Policy authorizes those officers listed in the table to sign documents on behalf of the City.

8. ROLES AND RESPONSIBILITIES

The common seal is in the custody of the Office of the Mayor which is responsible for arranging the affixing of the common seal to documents. A record of its use is kept in the City's Common Seal Register.

9. DISPUTE RESOLUTION

All disputes in regard to this policy will be referred to the General Counsel in the first instance. In the event that an agreement cannot be reached, the matter will be submitted to the CEO for a ruling.

10. EVALUATION AND REVIEW

This Policy will be reviewed at least every three years. An evaluation of the effectiveness of the Policy should have regard to whether users of the Policy consider it comprehensible, documents are correctly executed and there is not too great of an administrative burden in arranging the execution of documents.

11. RELATED DOCUMENTS

- Execution of Documents Management Procedure (17/116553[v2])
- Purchasing Approval Levels (22/44806)

12. REFERENCES

Nil

13. RESPONSIBILITY FOR IMPLEMENTATION

General Counsel



Council Policy

REVISION HISTORY

Version	Next Review	Record No.
22 July 2003 - CEO08-07/08		
6 April 2004 – CEO04-04/04	22 July 2005	
26 July 2011 – CS07-07/11		
15 December 2011 – Administrative Change to remove “Per Delegated Authority Manual” from Cat. 2 Docs ... to enact a Council Decision” .	July 2013	11/38732
Repeal and adoption of new policy – 27 May 2014 – CS05-05/14	May 2016	14/2075
Repeal and adoption of new policy -25 July 2017 – CE01-07/17	July 2020	17/116513
21 March 2023 - CE03-03/23	March 2025	23/76019[v2]
7 April 2025 Policy Review Committee (Item 5.9)	April 2028	23/76019[v3]



Council Policy

EXECUTION OF DOCUMENTS POLICY

Responsible Directorate:	<i>Office of the CEO</i>
Responsible Service Unit:	<i>Legal and Governance</i>
Contact Person:	<i>Legal Counsel</i>
Date of Approval:	<i>7 April 2025</i>
Policy Review Committee No:	<i>5.9</i>

1. POLICY STATEMENT

The aim of this policy is to ensure that the City's common seal is used and documents are executed in accordance with the *Local Government Act 1995* (the Act).

2. OBJECTIVE AND PURPOSE

Section 9.49A(1) of the Act provides that a document is duly executed by a local government if –

- the common seal of the local government is affixed to it; or
- it is signed on behalf of the local government by a person or persons authorised by the Council to do so.

Objective

The objective of this Policy is to create overarching authorisations to various City officers so that Council approval is not required every time a document is signed.

Purpose

The purpose of this policy is to categorise documents and provide the appropriate method of execution and use of the common seal.

3. KEY DEFINITIONS

Act means *Local Government Act 1995*

4. SCOPE

This Policy applies to all City officers preparing for execution or who have been authorised under this Policy to execute documents on behalf of the City. Any legislation, formal requirements of a Commonwealth or State department, authority or agency (as described in a Policy or procedure) or Council decision will take precedence over this Policy where there is an inconsistency.



Council Policy

5. IMPLICATIONS

This Policy 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”*

6. IMPLEMENTATION

CATEGORY 1 DOCUMENTS

Category 1 documents require the City’s common seal to be affixed. Section 9.49A (3) of the Act requires the common seal to be affixed in the presence of and signed by the Mayor and either the CEO or a Director.

Category 1 documents require a resolution of Council, either specifically or generally, to give effect to an act or enter an agreement which is the subject of the document. The Common Seal cannot be affixed to a document until the subject of that document is approved by Council.

The following documents are authorized under section 9.49A(2) of the Act to be affixed the Common seal. They are documents required to give effect to a decision of Council or give effect to a decision of the CEO in respect to a function exercisable to them under any written law:

- a) mortgage documents;
- b) transfer of land forms;
- c) local planning schemes and amendments;
- d) local laws;
- e) loan documentation relating to loans which Council has resolved to raise; documents, which in the opinion of the CEO, a Director or Legal Services, are sufficiently complex, high risk or significant in nature to warrant the affixing of the common seal.

These are expanded on in the Register of Appointment Tables below.

CATEGORY 2 DOCUMENTS

Category 2 documents do not require the common seal to be affixed. Pursuant to section 9.49A(4) of the Act, Council authorizes the CEO to sign any document on behalf of the City that is necessary or appropriate in carrying out the CEO’s functions under any written law.

Directors and Managers may only execute documents relevant to matters within the scope of activity in their Directorate or Unit.

Written decision-making authorities (listed below) are authorizations that give effect to carrying out the CEO’s functions and are inclusive of the authority to sign documents:



Council Policy

- a) Delegated Authority
- b) Statutory Authorisation; or
- c) Operational authorisation

The CEO can delegate or authorise another City employee or employees any part of the authorisation given by Council via a written decision-making authority or other means. These authorisations do not undermine any delegations which may be in place.

Register of Appointments					
Document Type	Common Seal *only if specified in the document	CEO	Director	Manager	CATEGORY
Local Laws	YES				1
Planning Schemes – adopted / amendments	YES				1
Land Transaction documents, including: <ul style="list-style-type: none"> • Sale • Purchase • Vesting • Contributed (gifted) assets • Notification of factors affecting land under s.70A of the Land Transfer Act 1893 – lodge or withdraw • Easements – by deed, deposited plan or other legal instrument. • Restrictive Covenants • Deeds • Lease and licence agreements. 	YES*	YES			1,2
Mortgages, Loans and Debentures		YES			2
Power of Attorney (to act for the Local Government)		YES			2
State or Commonwealth Funding agreements	YES	YES	YES		1,2
Grants and funding agreements with private entities (incoming and outgoing)		YES	YES		2
Contracts and legal instruments, for example: <ul style="list-style-type: none"> • Service agreements (incoming or outgoing services) • Procurement Contracts (below tender threshold and subject to the Purchasing Policy) • Heritage Agreements • Acquittal of Planning Conditions 	YES*	YES	YES	YES	1, 2
Development, subdivision strata-title, building and demolition approvals for development of Local Government land		YES			2
Memorials					
Deed					



Council Policy

Register of Appointments					
Document Type	Common Seal *only if specified in the document	CEO	Director	Manager	CATEGORY
Memorandum of Understanding		YES	YES		2
Communications on behalf of the Local Government to Commonwealth or State Ministers		YES			2
Communications on behalf of the Local Government to CEO's of Commonwealth or State agencies and peak industry bodies.		YES	YES		2
Communications on behalf of the Local Government to equivalent positions within Commonwealth or State agencies and peak industry bodies.			YES	YES	2
Ceremonial Certificates i.e. Honorary Freeman, Citizen of the Year, Awards, etc.	YES				1
Deeds of Settlement – employment matters		YES			2
Enterprise Bargaining Agreements		YES			2

Where a category 2 document falls into more than one descriptor, the lowest organisational level prescribed is authorised to sign.

The actions for the implementation of this Policy are detailed in the Execution of Documents Management Procedure.

LIMITS ON AUTHORISATION

The specific authorities established in the Register of Appointments can execute documents relevant to the scope of the positions **unless** documents that commit the City to:

Chief Executive Officer	A total financial liability greater than that listed in the purchasing approval limits for this Officer; or A period of time greater than <u>10</u> years; or A risk that has been assessed as being moderate or higher risk.
Director (General Counsel)	A total financial liability greater than that listed in the purchasing approval limits for this Officer; or A period of time greater than a <u>5</u> years; or A risk that has been assessed as being a moderate or higher risk.

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Deleted: Executive Manager)

Deleted: 3-years



Council Policy

Manager	A total financial liability greater than that listed in the purchasing approval limits for this Officer; or A period of time greater than 3 years; or A risk that has been assessed as being a minor or high risk. This Limitation does not exclude the operation of Delegation 1.1.20.
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ORDER OF SIGNING

Documents should be executed by all other parties prior to being executed by the City. Exceptions may arise with scheme amendments and structure plan documents which may be certified prior to the WAPC certifying the document or when it is not practicable or appropriate.

7. AUTHORITIES AND ACCOUNTABILITIES

Part 6 of this Policy authorizes those officers listed in the table to sign documents on behalf of the City.

8. ROLES AND RESPONSIBILITIES

The common seal is in the custody of the Office of the Mayor which is responsible for arranging the affixing of the common seal to documents. A record of its use is kept in the City's Common Seal Register.

9. DISPUTE RESOLUTION

All disputes in regard to this policy will be referred to the General Counsel in the first instance. In the event that an agreement cannot be reached, the matter will be submitted to the CEO for a ruling.

10. EVALUATION AND REVIEW

This Policy will be reviewed at least every three years. An evaluation of the effectiveness of the Policy should have regard to whether users of the Policy consider it comprehensible, documents are correctly executed and there is not too great of an administrative burden in arranging the execution of documents.

11. RELATED DOCUMENTS

- Execution of Documents Management Procedure (17/116553[v2])
- Purchasing Approval Levels (22/44806)

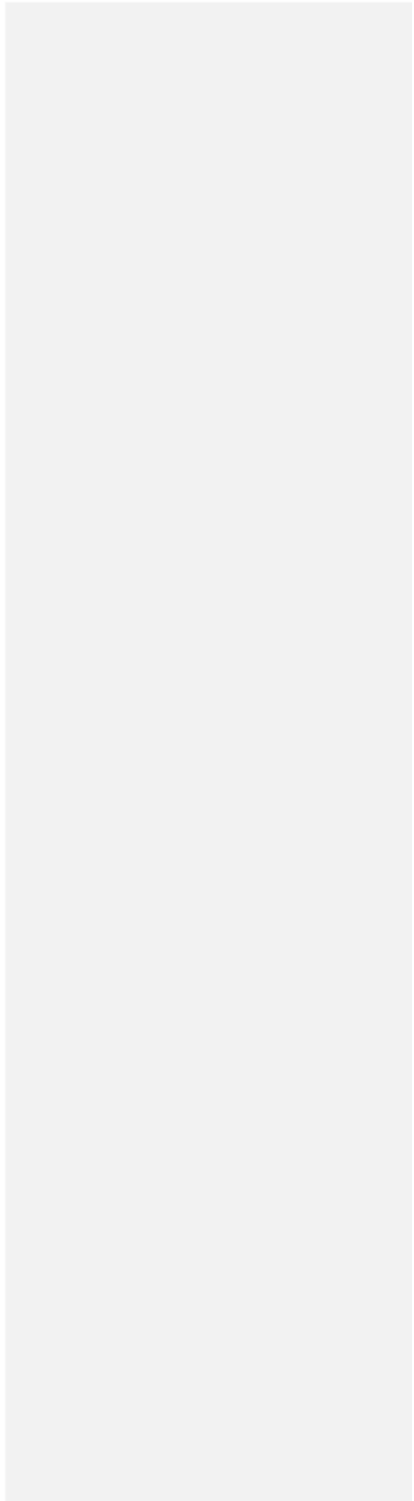
12. REFERENCES

Nil

13. RESPONSIBILITY FOR IMPLEMENTATION



Council Policy





Council Policy

REVISION HISTORY

Version	Next Review	Record No.
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6 April 2004 – CEO04-04/04	22 July 2005	
26 July 2011 – CS07-07/11		
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21 March 2023 - CE03-03/23	March 2025	23/76019[v2]
7 April 2025 Policy Review Committee (Item 5.9)	April 2028	23/76019[v3]



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EXECUTION OF DOCUMENTS POLICY

Responsible Directorate:	<i>Office of the CEO</i>
Responsible Service Unit:	<i>Legal and Governance</i>
Contact Person:	<i>Legal Counsel</i>
Date of Approval:	<i>7 April 2025</i>
Policy Review Committee No:	<i>5.9</i>

1. POLICY STATEMENT

The aim of this policy is to ensure that the City's common seal is used and documents are executed in accordance with the *Local Government Act 1995* (the Act).

2. OBJECTIVE AND PURPOSE

Section 9.49A(1) of the Act provides that a document is duly executed by a local government if –

- the common seal of the local government is affixed to it; or
- it is signed on behalf of the local government by a person or persons authorised by the Council to do so.

Objective

The objective of this Policy is to create overarching authorisations to various City officers so that Council approval is not required every time a document is signed.

Purpose

The purpose of this policy is to categorise documents and provide the appropriate method of execution and use of the common seal.

3. KEY DEFINITIONS

Act means *Local Government Act 1995*

4. SCOPE

This Policy applies to all City officers preparing for execution or who have been authorised under this Policy to execute documents on behalf of the City. Any legislation, formal requirements of a Commonwealth or State department, authority or agency (as described in a Policy or procedure) or Council decision will take precedence over this Policy where there is an inconsistency.



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5. IMPLICATIONS

This Policy aligns with the following objective within the Strategic Community Plan 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”*

6. IMPLEMENTATION

CATEGORY 1 DOCUMENTS

Category 1 documents require the City’s common seal to be affixed. Section 9.49A (3) of the Act requires the common seal to be affixed in the presence of and signed by the Mayor and either the CEO or a Director.

Category 1 documents require a resolution of Council, either specifically or generally, to give effect to an act or enter an agreement which is the subject of the document. The Common Seal cannot be affixed to a document until the subject of that document is approved by Council.

The following documents are authorized under section 9.49A(2) of the Act to be affixed the Common seal. They are documents required to give effect to a decision of Council or give effect to a decision of the CEO in respect to a function exercisable to them under any written law:

- a) mortgage documents;
- b) transfer of land forms;
- c) local planning schemes and amendments;
- d) local laws;
- e) loan documentation relating to loans which Council has resolved to raise; documents, which in the opinion of the CEO, a Director or Legal Services, are sufficiently complex, high risk or significant in nature to warrant the affixing of the common seal.

These are expanded on in the Register of Appointment Tables below.

CATEGORY 2 DOCUMENTS

Category 2 documents do not require the common seal to be affixed. Pursuant to section 9.49A(4) of the Act, Council authorizes the CEO to sign any document on behalf of the City that is necessary or appropriate in carrying out the CEO’s functions under any written law.

Directors and Managers may only execute documents relevant to matters within the scope of activity in their Directorate or Unit.

Written decision-making authorities (listed below) are authorizations that give effect to carrying out the CEO’s functions and are inclusive of the authority to sign documents:



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- a) Delegated Authority
- b) Statutory Authorisation; or
- c) Operational authorisation

The CEO can delegate or authorise another City employee or employees any part of the authorisation given by Council via a written decision-making authority or other means. These authorisations do not undermine any delegations which may be in place.

Register of Appointments					
Document Type	Common Seal *only if specified in the document	CEO	Director	Manager	CATEGOR
Local Laws	YES				1
Planning Schemes – adopted / amendments	YES				1
Land Transaction documents, including: <ul style="list-style-type: none"> • Sale • Purchase • Vesting • Contributed (gifted) assets • Notification of factors affecting land under s.70A of the Land Transfer Act 1893 – lodge or withdraw • Easements – by deed, deposited plan or other legal instrument. • Restrictive Covenants • Deeds • Lease and licence agreements. 	YES*	YES			1,2
Mortgages, Loans and Debentures		YES			2
Power of Attorney (to act for the Local Government)		YES			2
State or Commonwealth Funding agreements	YES	YES	YES		1,2
Grants and funding agreements with private entities (incoming and outgoing)		YES	YES		2
Contracts and legal instruments , for example: <ul style="list-style-type: none"> • Service agreements (incoming or outgoing services) • Procurement Contracts (below tender threshold and subject to the Purchasing Policy) • Heritage Agreements • Acquittal of Planning Conditions 	YES*	YES	YES	YES	1, 2
Development, subdivision strata-title, building and demolition approvals for development of Local Government land		YES			2
Memorials Deed					

Register of Appointments					
Document Type	Common Seal *only if specified in the document	CEO	Director	Manager	CATEGOR
Memorandum of Understanding		YES	YES		2
Communications on behalf of the Local Government to Commonwealth or State Ministers		YES			2
Communications on behalf of the Local Government to CEO's of Commonwealth or State agencies and peak industry bodies.		YES	YES		2
Communications on behalf of the Local Government to equivalent positions within Commonwealth or State agencies and peak industry bodies.			YES	YES	2
Ceremonial Certificates i.e. Honorary Freeman, Citizen of the Year, Awards, etc.	YES				1
Deeds of Settlement – employment matters		YES			2
Enterprise Bargaining Agreements		YES			2

Where a category 2 document falls into more than one descriptor, the lowest organisational level prescribed is authorised to sign.

The actions for the implementation of this Policy are detailed in the Execution of Documents Management Procedure.

LIMITS ON AUTHORISATION

The specific authorities established in the Register of Appointments can execute documents relevant to the scope of the positions **unless** documents that commit the City to:

Chief Executive Officer	<p>A total financial liability greater than that listed in the purchasing approval limits for this Officer; or</p> <p>A period of time greater than 10 years; or</p> <p>A risk that has been assessed as being moderate or higher risk.</p>
Director (General Counsel)	<p>A total financial liability greater than that listed in the purchasing approval limits for this Officer; or</p> <p>A period of time greater than a 5 years; or</p> <p>A risk that has been assessed as being a moderate or higher risk.</p>



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Manager	<p>A total financial liability greater than that listed in the purchasing approval limits for this Officer; or</p> <p>A period of time greater than 3 years; or</p> <p>A risk that has been assessed as being a minor or high risk.</p> <p>This Limitation does not exclude the operation of Delegation 1.1.20.</p>
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ORDER OF SIGNING

Documents should be executed by all other parties prior to being executed by the City. Exceptions may arise with scheme amendments and structure plan documents which may be certified prior to the WAPC certifying the document or when it is not practicable or appropriate.

7. AUTHORITIES AND ACCOUNTABILITIES

Part 6 of this Policy authorizes those officers listed in the table to sign documents on behalf of the City.

8. ROLES AND RESPONSIBILITIES

The common seal is in the custody of the Office of the Mayor which is responsible for arranging the affixing of the common seal to documents. A record of its use is kept in the City's Common Seal Register.

9. DISPUTE RESOLUTION

All disputes in regard to this policy will be referred to the General Counsel in the first instance. In the event that an agreement cannot be reached, the matter will be submitted to the CEO for a ruling.

10. EVALUATION AND REVIEW

This Policy will be reviewed at least every three years. An evaluation of the effectiveness of the Policy should have regard to whether users of the Policy consider it comprehensible, documents are correctly executed and there is not too great of an administrative burden in arranging the execution of documents.

11. RELATED DOCUMENTS

- Execution of Documents Management Procedure (17/116553[v2])
- Purchasing Approval Levels (22/44806)

12. REFERENCES

Nil

13. RESPONSIBILITY FOR IMPLEMENTATION



General Counsel

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REVISION HISTORY

Version	Next Review	Record No.
22 July 2003 - CEO08-07/08		
6 April 2004 – CEO04-04/04	22 July 2005	
26 July 2011 – CS07-07/11		
15 December 2011 – Administrative Change to remove “Per Delegated Authority Manual” from Cat. 2 Docs ... to enact a Council Decision” .	July 2013	11/38732
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Item 5 Confidential

Nil

Item 6 Late Reports (to be circulated under separate cover)

Nil

Item 7 Date of Next Meeting

The next Policy Review Committee Meeting has been scheduled for 6:00pm on Monday, 18 August 2025, to be held at Council Chamber (Level 1), Civic Centre, 23 Dundobar Road, Wanneroo.

Item 8 Closure



COUNCIL CHAMBER SEATING DIAGRAM

