

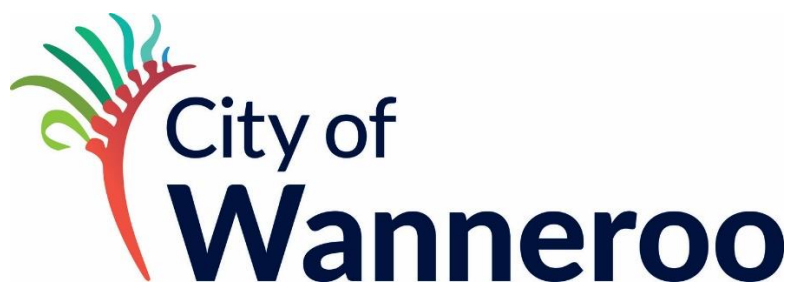
Unconfirmed Minutes

Policy Review Committee

Meeting Minutes

Policy Review Committee Meeting
6:00pm, Monday 18 August 2025
Council Chamber (Level 1), Civic Centre,
23 Dundobar Road, Wanneroo

wanneroo.wa.gov.au



UNCONFIRMED MINUTES OF POLICY REVIEW COMMITTEE MEETING

HELD ON MONDAY 18 AUGUST 2025

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MINUTES

Deputy Mayor Rowe declared the meeting open at 6:06pm.

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.

Item 1 Attendances

DELEGATES:

Council Members:

LINDA AITKEN, JP
JAMES ROWE, JP
EMAN SEIF, JP
NATALIE HERRIDGE
JORDAN WRIGHT
PAUL MILES
HELEN BERRY
GLYNIS PARKER
BRONWYN SMITH
SONET COETZEE

Mayor

South Ward (Presiding Member)
South Ward (Deputy Presiding Member)
South-West Ward
Central Ward
Central-East Ward
Central-West Ward
North-East Ward
North-East Ward
North Ward (*Left at 8:18pm*)

Officers:

BILL PARKER
MARK DICKSON
HARMINDER SINGH
NICK STAWARZ
KATHERINE HARRISON

Chief Executive Officer
Director Planning & Sustainability
Director Assets
Acting Director Community & Place
Acting Director Corporate Strategy & Performance
General Counsel

VICKI COLES

BIMSARA PATHIRATHNA
STEVE MARMION
ALYCE MARTIN

Chief Financial Officer
Acting Manager Communications & Brand
Manager Corporate Governance & Council Services
Coordinator Corporate Governance
Acting Coordinator Council Services
Council Services Officer
Council Services Officer

MADONNA ILIFFE
YVETTE HEATH
DIANE HEBBARD
CAS JENNINGS

Item 2 Apologies and Leave of Absence

JACQUELINE HUNTLEY
MARIZANE MOORE
PHIL BEDWORTH
ALEX FIGG

Central Ward (Apology)
Central-East Ward (Apology)
Central-West Ward (Apology)
North Ward (Absent)

Item 3 Confirmation of Minutes

3.1 Minutes of Policy Review Committee Meeting held on 14 July 2025

Moved Cr Wright, Seconded Cr Berry

That the minutes of the Policy Review Committee Meeting held on 14 July 2025 be confirmed.

CARRIED UNANIMOUSLY
10/0

For the motion: Mayor Aitken, Cr Berry, Cr Coetzee, Cr Herridge, Cr Miles, Cr Parker, Cr Rowe, Cr Smith, Cr Seif and Cr Wright

Against the motion: Nil

3.2 Minutes of Policy Review Committee Meeting held on 30 June 2025

Moved Cr Miles, Seconded Cr Seif

That the minutes of the Policy Review Committee Meeting held on 30 June 2025 be confirmed.

CARRIED UNANIMOUSLY
10/0

For the motion: Mayor Aitken, Cr Berry, Cr Coetzee, Cr Herridge, Cr Miles, Cr Parker, Cr Rowe, Cr Smith, Cr Seif and Cr Wright

Against the motion: Nil

Item 4 Reports

Deputy Mayor Rowe proposed that the following items be moved en bloc if there were no questions or discussion required from the Members. The meeting agreed to vote on those items en bloc, and these items are shown with an asterisk next to the voting number.

Moved Cr Rowe, Seconded Mayor Aitken

4.6 Enterprise Risk Management Policy

4.8 Local Planning Policy 4.19: Medium-Density Housing Standards (R-MD)

4.9 Waste Management Services Policy

4.10 Public Community Events Policy

4.11 Student Citizenship Award Policy

CARRIED UNANIMOUSLY
10/0

For the motion: Mayor Aitken, Cr Berry, Cr Coetzee, Cr Herridge, Cr Miles, Cr Parker, Cr Rowe, Cr Smith, Cr Seif and Cr Wright

Against the motion: Nil

Procedural Motion

Moved Cr Berry, Seconded Cr Seif

To SUSPEND Standing Orders under Item 5.8(5) for Item 4.1 – Workshop – Ordinary Council Meeting and Forums of Council Policy.

**CARRIED UNANIMOUSLY
10/0**

For the motion: Mayor Aitken, Cr Berry, Cr Coetzee, Cr Herridge, Cr Miles, Cr Parker, Cr Rowe, Cr Smith, Cr Seif and Cr Wright

Against the motion: Nil

4.1 Workshop - Ordinary Council Meeting and Forums of Council Policy

File Ref:	52634 – 25/272289
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 6:00pm CE03-02/25 - Ordinary Council Meetings and Forums of Council Policy - Exemption Request - Ordinary Council - 25 Feb 2025 6:00pm CE03-03/25 - Change to Appointment of Presiding and Deputy Presiding Members of Committees - Ordinary Council - 25 Mar 2025 6:00pm

Issue

To workshop the review of the City of Wanneroo Ordinary Council Meeting and Forums of Council Policy (**Policy**) (**Attachment 1**).

Background

The Policy was initially adopted by Council at its Ordinary Council Meeting on 12 November 2024 (CE01-11/24). This Policy aimed to establish clear guidelines for the conduct of Council meetings and Forums.

In adopting the Policy, Council resolved to hold the 2025 Meeting Cycle as follows:

- Agenda Briefing on the second Tuesday of the month;
- Council Meeting on the fourth Tuesday of the month;
- Concept Forums on the first, third and fifth Tuesday of the month; and
- Council Committee and Working Group Meeting on the first, third and fifth Monday of the month.

In response to evolving governance needs, the Policy underwent amendments, which were approved at the Ordinary Council Meeting on 25 February 2025 (CE03-02/25).

To further enhance the governance framework, Council approved the updated Terms of Reference for the Policy Review Committee on 25 March 2025 (CE03-03/25). This update prompted a review of the Policy, culminating in a report presented to the Policy Review Committee on 7 April 2025 (Item 4.1) for approval.

Detail

A report detailing any proposed Policy revisions will be submitted by Administration to the November 2025 Policy Review Committee for review and consideration.

In accordance with section 5.4 of the *Local Government Act 1995 (Act)*, Council must determine the meeting cycle for the period of January 2026 to December 2026. Furthermore, Regulation 12 of the *Local Government (Administration) Regulations 1996 (Regulations)* mandates that the City provide public notice of the 2026 Council Meeting schedule before 1 January 2026.

With the Local Government Elections scheduled for October 2025, Council will enter a Caretaker Period starting at 4:00pm on 4 September 2025. As a result, no Ordinary Council Meeting is planned for October 2025. A report will be presented to the 16 December 2025 Ordinary Council meeting with the proposed dates for the meeting cycle for 2026.

To ensure informed decision-making, Administration developed and distributed a survey to gather feedback from Council Members and relevant stakeholders regarding the current Policy. The insights obtained from this survey will inform any necessary amendments to the Policy and assist in establishing an effective meeting schedule for the upcoming year.

Consultation

Administration distributed a targeted survey to Council Members and relevant stakeholders (**Attachment 2**). The survey, open for four weeks, focused on three key themes embedded in the Policy:

- Appropriate meeting cycles and times
- Effective governance
- Active participation in the meeting process

The survey employed a 5-point Likert scale (1 = strongly disagree, 5 = strongly agree) and received 14 responses (5 from Council Members and 9 from Administration). Responses informed the consolidated feedback (**Attachment 3**), which will shape potential policy revisions.

There were five responses from Council Members and nine responses from Administration.

Administration Feedback

Appropriate Meeting Cycles and Times		
Item	Question	Average Satisfaction
1.A*	The current frequency of OCM and Other Meetings is appropriate for effective governance	3.1
1.B*	The scheduled times for OCM and Other Meetings are convenient for your participation and preparation.	3.8
1.C	I am satisfied with the current meeting cycle	2.4

Effective Governance		
Item	Question	Average Satisfaction
1.D*	The meeting agendas and supporting materials are provided with sufficient time for review before meetings	3.7
1.E*	By separating Committee and Working Groups on a Monday it helps to ease the workload and allows for more time to submit relevant reports.	2.9
1.F	The structure of the approval process allows for reports to be submitted in a timely manner.	3.5
1.G	Needing CEO approval for late items helps keep the report process organised and ensures deadlines are met.	3.1
1.H	The decisions and action items from OCM and Other Meetings are clearly communicated to me.	3.1
Active Participation in the Meeting Progress		
Item	Question	Average Satisfaction
1.J	I am satisfied with preparation time leading into relevant meetings.	3.5

* Items 1.A, 1.B, 1.4D, and 1.E were asked of both Administration and Council Members. As such, the average rating below incorporates ratings from all respondents for these item numbers.

Appropriate Meeting Cycle and Times

Meeting availability for some committee and working groups was mentioned in the feedback. A report to Council to consider the disbandment of the some of the City's Committees and working groups is scheduled for September Ordinary Council Meeting (**OCM**) which will free up more availability for meetings under the Policy.

Administration feedback provided the business were still adjusting to the meeting cycle. The mandated start time of 6pm was found to receive the highest average score from all questions (Item 1.B) suggesting that majority of the respondents supported this element of the Policy.

Effective Governance

The average satisfaction scores when assessing the impact of the Policy on effective governance sat closely between the 'neither disagree nor agree' responses.

Given the frequency of late reports and the growing reliance on Supplementary Agendas and additional courier services, it may be worth considering an addition to the Policy.

- If a report is submitted late and is not urgent, it should be deferred to the next scheduled OCM.

This approach would help reduce the workload of the Legal and Governance Service Unit and ensure that Council Members receive Agendas on the Wednesday prior to the meeting date, in accordance with Policy timelines.

Council Member Feedback

Appropriate Meeting Cycles and Times		
Item	Question	Average Satisfaction
2.A*	The current frequency of OCM and Other Meetings is appropriate for effective governance.	3.1
2.B*	The scheduled times for OCM and Other Meetings are convenient for your participation.	3.8
2.C	As a Council member I am satisfied with the current meeting cycle	2.4
Effective Governance		
Item	Question	Average Satisfaction
2.D*	The meeting agendas and supporting materials are provided with sufficient time for review before meetings	3.7
2.E*	By separating Committee and Working Groups on a Monday it helps to ease the workload.	2.9
2.F	The structure of the meeting process allows for effective discussion and decision making.	2.7
2.G	Other meetings are effective in delivering the information required to make an informed decision at the OCM.	3.6
2.H	The decisions and action items from OCM and Other Meetings are clearly communicated and followed up in a timely manner.	2.7
2.I	Other meetings are effective in delivering the information required to make an informed decision at OCM.	3.6
Active Participation in the Meeting Progress		
Item	Question	Average Satisfaction
2.J	The OCM and Other Meetings are inclusive and encourage participation from all attendees.	3.4
2.K	As a Council Member I am satisfied with the supported provided in preparation for an OCM or Other Meetings by the Administration.	3.4

* Items 2.A, 2.B, 2.D and 2.E were asked to both Administration and Council Members. As such, the average ratings incorporate ratings from all respondents.

Appropriate Meeting Cycles and Times

Satisfaction with the current meeting cycle was graded an average score of 2.4 (Item 2.C) despite satisfaction being slightly higher with regard to scheduled times of meetings under the current policy (Item 2.B).

Feedback focused on the mixing of information between the different cycles and the pressure to retain information due to a busier meeting schedule. From the five responses received

from Council member, two responses preferred the Agenda Briefing to be held the week prior to the OCM.

Effective Governance

Council Member feedback fluctuated when assessing the impact of the Policy on its ability to ensure effective governance (Item 2.D – Item 2.I). The mandated start time of 6pm was reviewed strongly by Council Members.

Clarity over the structure and format of some Committees, Agenda Briefings and Concept Forums has been requested (Item 2.F). The use of Briefing Note's to supplement information that should, in the opinion of respondents, be addressed at Concept Forum was a point of discussion.

Active Participation in the Meeting Progress

The average satisfaction sat between the neither satisfied or dissatisfied category when assessing feedback on the ability to actively participate inclusively in the meeting process (Item 2.J). The same score range was provided in relation to the support provided by Administration.

Comment

This review aligns with statutory requirements under the *Local Government Act 1995* and associated regulations. Engaging Council and Administration has yielded actionable insights.

Although satisfaction with the meeting cycle is mixed, feedback indicates general support for the structure, particularly the start time and preparation period. Administration recommends continuing with the current meeting cycle in 2026, allowing more time for the City to fully embed the Policy.

Given no strong preference for an alternative schedule, Administration suggests retaining the existing meeting cycle while making minor amendments to improve flexibility and responsiveness.

Statutory Compliance

Section 2.7, 5.3 ,5.4 and Section 5.41 of the *Local Government Act 1995*.

Regulation 12 of the *Local Government (Administration) Regulations 1996* (the Regulations).

Strategic Implications

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

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

7.2 - Responsibly and ethically managed

Risk Appetite Statement

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

Risk Management Considerations

Risk Title	Risk Rating
CO-C01 Compliance Framework	Low
Accountability	Action Planning Option
General Counsel	Manage

Policy Implications

Nil

Financial Implications

Nil

Action

Submitted for information and discussion.

1. Are there any additional inclusions to the Policy to be considered?
2. Should an additional clause be added to the Policy to define what can be included in a Supplementary Agenda, given the frequency of late reports and the growing reliance on Supplementary Agendas and additional courier services. Some wording could include:
 - a) *“Where a report is submitted after the report approval deadline, and the matter is not urgent or time-sensitive, it will be scheduled for consideration at the next Ordinary Council Meeting.”*
3. Feedback required on the Council Meeting cycle for 2026
 - a) Continue with the current cycle; or
 - b) Proposed alternatives.

NEXT STEP

Administration to finalise the Ordinary Council Meetings and Forums of Council Policy review for presentation to the November 2025 Policy Review Committee for consideration.

Attachments:

- | | |
|--|---------------|
| 1. Attachment 1 - Ordinary Council Meetings and Forums of Council Policy - Current Version | 24/347840[v3] |
| 2. Attachment 2 - Compiled Survey Questions to Stakeholders - OCM and Forums of Council Policy | 25/270947 |
| 3. Attachment 3 - Compiled Respondent Feedback - Ordinary Meetings and Forums Council Policy | 25/271110 |



Council Policy

ORDINARY COUNCIL MEETINGS AND FORUMS OF COUNCIL

Responsible Directorate:	<i>Office of the CEO</i>
Responsible Service Unit:	<i>Legal and Governance</i>
Date of Approval:	<i>30 June 2025</i>
Policy Review Committee Item No:	<i>4.8</i>

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:

- January whereby an Ordinary Council Meeting will not occur.
- October of an ordinary election year whereby an Ordinary Council Meeting will not occur.
- December whereby the Ordinary Council Meeting will be conducted on the third Tuesday of that month.



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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 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

Questions to Council Members

	Question	Rating	Comment
1	The current frequency of OCM and Other Meetings is appropriate for effective governance.		
2	The scheduled times for OCM and Other Meetings are convenient for your participation.		
3	The meeting agendas and supporting materials are provided with sufficient time for review before meetings.		
4	By separating Committee and Working Groups on a Monday helps to ease the workload.		
5	The structure of the meetings allows for effective discussion and decision-making.		
6	The OCM and Other Meetings are inclusive and encourage participation from all attendees.		
7	Other Meetings are effective in delivering the information required to make an informed decision at the OCM.		
8	The decisions and action items from OCM and Other Meetings are clearly communicated and followed up in a timely manner.		
9	As a Council Member I am satisfied with the current meeting cycle.		
10	As a Council Member I am satisfied with the support provided in preparation for an OCM or Other Meetings by Administration.		
11	Please provide any further comments on the Ordinary Council Meetings and Forums of Council Policy.		

Questions to Directors/Managers

	Question	Rating	Comment
1	The current frequency of OCM and Other Meetings is appropriate for effective governance.		
2	The scheduled times for OCM and Other Meetings are convenient for your participation and preparation.		
3	The meeting agendas and supporting materials are provided with sufficient time for review before meetings.		
4	By separating Committee and Working Groups on a Monday it helps to ease the workload and allows for more time to submit relevant reports.		
5	The structure of the approval process allows for reports to be submitted in a timely manner.		
6	Needing CEO approval for late items helps keep the report process organised and ensures deadlines are met.		
7	The decisions and action items from OCM and Other Meetings are clearly communicated to me.		
8	I am satisfied with the current meeting cycle.		
9	I am satisfied with preparation time leading into relevant meetings.		
10	Please provide any further comments on the Ordinary Council Meetings and Forums of Council Policy.		

Please note: Questions 1-4 were given to both Councillors and Senior staff, with slightly different wording for Senior officers in purple (Qu 2 & 4)

Question	Rating Ave.	Position	Rating	Comment
The current frequency of OCM and Other Meetings is appropriate for effective governance	3.1	Council Member 1	2	The number of OCM's is okay but the 2 weeks separation of briefing and OCM not good
		Admin Officer 1	3	OCM is fine, however Concept Forums are difficult to get to as agendas are already full, which can result in delays to projects/work
		Council Member 2	5	
		Admin Officer 2	3	I believe that the City has had sufficient time to get used to the new way of working and yet there's still some confusion around the Council reporting cycle. I believe that this might be due to the lack of InfoCouncil training to the wider organisation along with a presentation on the City's Council Meeting Cycle.
		Admin Officer 3	2	The overlap of meetings whereby the deadline for draft reports for Agenda Briefing is before the date of the preceding OCM prevents effective flow of work from meeting to meeting Limited time to read the draft papers The five weeks' lead time required for reports can't be reconciled with activities which either rely on 'just in time' information e.g. financial reports, or require a fast turnaround e.g. those with implications for commercial agreements.
		Admin Officer 6	4	
		Admin Officer 5	3	The frequency of Agenda Briefing and OCM is acceptable and allows for effective governance. It can be difficult to find an available meeting time for committees and working groups. Further, the reduction in the number of committee and working groups means that Concept Forum is the most suitable venue for strategic and workshop discussions with Council Members (other than for projects within the Strategic Projects Working Group). This means that Concept Forum agendas will be more congested, or items instead progress under Briefing Notes and with less direct Council Member input.
		Council Member 3	1	The 2-week gap between briefing session and OCM has not led to earlier distribution of amendments and alternative motions. The switch between briefing session to concept forum and then OCM has presented another challenge – retaining information prior to decision-making and transitioning focus from a decision-making to strategic / conceptual mindset and back again.
		Council Member 5	4	
		Admin Officer 7	3	Staff are still getting used to the new schedule
		Admin Officer 8	4	Happy with the frequency, however still adjusting to the 2-week gap between the Briefing Session and Ordinary Council Meeting
		Council Member 4	3.5	Rating of 4 for OCM & Briefing. OCM and Briefing meetings agree with the number of (4 week cycle) and the caretaker period of October with no meetings held Rating of 3 for Other meetings. For all the rest, it is what it is. We hold the meetings we require to do our role. I expect to meet on Tuesday and the one or 2 a month as required on Monday's Upon reflection the Meetings Policy was intended to have the 5th Tuesday free within those months when one occurred. Has this been over looked in preparing the meeting dates or have we just continued to fill each Tuesday on the 4 week cycle forgetting this 5th week?
		Admin Officer 4	3	The frequency of Ordinary meetings of Council is appropriately set at one per month. Either the frequency of other meetings such as committees of Council and Working Groups needs to increase in order to address the volume of work – some Groups only get to meet twice or three times per year and struggle to find meeting slots, which introduces delay and risk into the process – or more issues need to be delegated from Council to Administration
		Admin Officer 9	3	
2 The scheduled times for OCM and Other Meetings are convenient for your participation (and preparation)	3.8	Council Member 1	4	
		Admin Officer 1	4	
		Council Member 2	4	
		Admin Officer 2	3	The 6:00 pm meeting time isn't really suited to Managers especially if there are confidential items listed on the Agenda and they have a long wait to present or speak to their item.
		Admin Officer 3	1	Not enough time to read agenda settlement given all the overlaps; the time made available for review of settlement agendas (12pm Thursday – 1pm Wednesday) coincides almost exactly with the period allocated to final report preparation and approval for the preceding meeting This issue is exacerbated where reports or important portions of reports are 'just in time' Difficult to schedule Monday meetings
		Admin Officer 6	4	Only concern here is that for some non-OCM & Briefing meetings (ie Forums etc) the relevant report for a Manager might be towards the end of an agenda and therefore may not get discussed til quite late, which means the Manager is waitin around all that time
		Admin Officer 5	5	6pm meeting start times are acceptable. See comment at item 1 above for feedback on the availability of committee and working group meetings
		Council Member 3	5	6pm start times are convenient for elected members, especially those travelling from work or family commitments.
		Council Member 5	5	No changes
		Admin Officer 7	3	A 6pm start time is suitable for Council Members, not staff
		Admin Officer 8	5	Start times for all meetings are fine

4.1 – Attachment 3

4	By separating Committee and Working Groups on a Monday helps to ease the workload (and allows for more time to submit relevant reports)	2.9	Council Member 1	3	Additional meetings create additional reporting timelines, agenda settlements etc.
			Admin Officer 1	2	Mondays fill up quickly so it's hard to get time for a working group e.g. FACE meeting wasn't able to be scheduled within a reasonable time, which could have resulted to delays in the events planning process
			Council Member 2	4	
			Admin Officer 2	2	Two Community and Place working/advisory/committee (groups) were unable to schedule meetings when the process changed and by the time they were able to schedule, Mondays were already full across the year. In some cases exemptions needed to be requested. There is no scope to hold an 'urgent' meeting if one is required. It is also noted that there are additional DS meetings for the Policy Review and Strategic Projects Working Groups which never existed before. These additional meetings presented additional deadlines as they are more formal than existing 'working/advisory/committee' meetings, held in the past
			Admin Officer 3	2	A one-day variation to the meeting schedule does not materially affect workload management.
			Admin Officer 6	4	It was previously convenient to hold some Working Group meetings on a Tuesday as this would ensure good Council Member attendance
			Admin Officer 5	2	More available times would be preferable. For example, to have a 5-6pm option for shorter, update meetings for committees and working groups
			Council Member 3	4	Yes, agree in principle. However, attendance on Mondays is still an issue, which presents its own challenges for the City, namely achieving a quorum.
			Council Member 5	3	I believe the question is subjective. It doesn't ease the workload it spreads it out. However, I believe advisory groups should be included in the policy as it still means we meet more than twice a week sometimes.
			Admin Officer 7	2	This is not working from a Working Group administrator perspective and is disrespectful from a community member participation perspective
			Admin Officer 8	4	However, it does require additional evening meetings on Mondays
			Council Member 4	3	Agree with Tuesday first as this is an expected work evening of the elected member group. Monday's second option. -There are not enough Tuesdays in the year to suffice so we have to use other days, however the Meeting Policy is too strict on which days are to be for which other working/community group making way for this to be an issue. -Other meetings, if they work for that group on another day eg: Wednesday especially when it is a community group, we should consider the community first. If elected members don't like the day the group meets, then don't join the group
			Admin Officer 4	2	Timelines for reports for Monday meetings are aligned to the timelines for Tuesday meetings, so there is no benefit from the separation. The only benefit of moving some meetings to a Monday is that they do not have to compete for time on a Tuesday evening.
			Admin Officer 9	4	

Questions to Council Members Only

5	The structure of the meetings allows for effective discussion and decision-making	2.7	Council Member 1	4	
			Council Member 2	4	
			Council Member 3	1	At Concept forums, there is no section dedicated to general business. The Admin have not clearly explained the criteria for categorising an item as 'briefing' or 'workshop' and this critique also applies to the Policy Committee. There is an inconsistent approach to the action items included at the end of a report, with some directorates posing specific questions and others allowing an open ended opportunity for discussion. The CEO Strategic Briefing item has never been accompanied by notes or a standalone report, therefore elected members have no opportunity to prepare or consider the topics that will be discussed.
			Council Member 4	3.5	Rating of 4 for Briefing and OCM. Introduction of Changes to Briefing section. The new section for additions to OCM from Briefings has made the changes much easier to identify. Did take a little getting used to, please retain use. Rating of 3 for Forum. - The introduction of "Briefing" & "Workshop" has been a positive change and inclusion. However it's use has never been outlined at the commencement of a meeting, neither in general context or at the front of a meeting. I.e; Do we have more or less time, is conversation free flowing? -There is no wrap up to an item discussed at a forum. We have asked for this previously. Wrapping of an item gives the room full clarification on what was discussed, the outcome & way forward. We often move on to the next item confused if the last one was concluded and/or if administration had a clear direction from the discussion. Some items from forum have come to Briefing with not the expectation of the group. Several items come to mind where this has occurred and the elected member group was frustrated and the questioning showed. The division between the executive on these items shows when it comes to council and more questions are asked. Either the wrap up of each item is made a priority for understanding to close item discussion or elected members direction is not being translated to the next meeting agenda it comes to and it's rather a "side" of the executive being presented instead. This is not effective leadership nor promoting effective decision making if we continue to have items presented to council where the executive can't come to a consensus prior to presenting. -CEO Strategic agenda item has provided no evidence of strategic information since its commencement. There's no report accompanying the item on agenda. Would support its removal
			Council Member 5	1	The rating is mainly due to other meetings. Concept forums so many items are coming to us and doesn't allow enough time for discussion or workshoping.
6	The OCM and Other Meetings are inclusive and encourage participation from all attendees	3.4	Council Member 1	4	
			Council Member 2	5	
			Council Member 3	3	No comments
			Council Member 4	3	This is set with the tone of the meeting by the chair, not necessarily the agenda. Time allowance of items for forum agendas need to be realistic. -Mayor will try to stick to these and it hampers the discussion. -Workshop items will always take longer than 20 mins. -Often I have the feeling of being rushed during agenda items or when getting close to the end of an evening. (Council Plan forum items were an example of this)
			Council Member 5	2	The Mayor still does not allow enough time for discussion therefore meetings can feel rushed and participants are not able to fully be involved in meetings. I also don't like this rush rush mentality to concept forums that we must wrap up by 9pm because the Mayor has work the next day.
			Council Member 1	4	
			Council Member 2	4	

7	Other Meetings are effective in delivering the information required to make an informed decision at the OCM	3.6	Council Member 3	3	No comments
			Council Member 4	4	Whilst other meetings (working groups) are used for scope and formation this has been often forgotten that full council are not aware of this past information. Often Briefing notes are being chosen to deliver prelim information as an update over presentation at forum. Briefing notes are also easily overlooked. -The recent process of moving to Briefing Notes over agenda items at forum for these updates is preventing discussion and questions at the right times. The flow on effect is moving those questions into briefing and ordinary instead. -Should we be learning of a "new" Strategic document (eg: Visitor Economy Strategy) for the first time at a Briefing? And then not expect a series of questions to follow for the need of understanding to follow? We have always used a forum for presentation and these conversations to keep them from taking up time at Briefing.
			Council Member 5	3	Depends on the directorate. Community & Place needs a lot of work with the quality of agenda reports. We also need to stop doing PowerPoint slides. They are very boring and if Councilors have read the reports then should just go straight to discussion. Admin often adds very little to no value to PowerPoint slides and is often a regurgitation of the report.
8	The decisions and action items from OCM and Other Meetings are clearly communicated and followed up in a timely manner	2.7	Council Member 1	4	Mostly
			Council Member 2	3	Some information does not come through at the meetings
			Council Member 3	2	It has been difficult to get answers to questions that are taken on notice at concept forums.
			Council Member 4	3.5	Rating of 3 for OCM. -This was something we could monitor previously with a document produced annually by the past CEO during performance review. -All the actions taken by council resolution were listed with action & outcome as a document. Was clearly identified what resolutions passed, were deferred, done timely and outcome/closure. -We currently rely on our ability of time to go through minutes, updates by email, briefing note or the wrap by Director. Rating of 4 for Other Meetings -Not all have action items clearly listed within the minutes for monitoring. -Approach in being delivered with support from within each unit rather makes it inconsistent with briefing & OCM. -However have not felt that it's been an issue
			Council Member 5	1	Administration is still very slow to provide answers to follow up questions and action items. This can be very painful especially at OCM's when Council is making a decision and something is taken on notice. Quality of notes/minutes are improving but more can be done to ensure Directors have responses included in the 1st issue of the notes to forums and other meetings.
9	As a Council Member I am satisfied with the current meeting cycle	2.4	Council Member 1	1	I believe OCM should be the week after Agenda Briefing
			Council Member 2	5	
			Council Member 3	2	I am not satisfied for all of the reasons outlined above Deeply unsatisfied with the meeting cycle.
			Council Member 4	0	It has not produced the outcomes it was intending, has created more work, streamlined processes for support officer staff, more stress on meeting deadlines & a flow on affect to our courier in late evening deliveries. (Sometimes as late as 7:30/8pm) I would highly support going back to the meeting cycle we had in the past. Specifically: Wednesday agenda release with this current cycle is new information every week. -There's no "down time" or time from the Tuesday meeting for the dust to settle with the next agenda released immediately the day after. -With a Friday release the group had the Wednesday-Friday to digest, work on, speak to each other to either develop on questions or enable a debrief and reset if the Tuesday meeting was heavy in content and discussion/fall out. Do not support continuing with the current forum week between Briefing and OCM. -New information every week. -Would much prefer to digest briefing and then deal with it the week immediately after than trying to retain, take on additional information with a forum agenda in between. Gives for lack in performance, consistency and our workload of having to work harder not smarter. Briefing is too early in the month for financials. -This was an issue flagged at the time & trialed to be a late item for OCM. -Whilst it may not be perceived as an issue, it is for officer staff to produce, for deadline of agenda settlement, printing and for council to read & ask timely questions for good decision making. Agenda settlement is much earlier than before -Officers need to be extremely organised ahead of time to have items on agenda. We have had occurrences of forum reports go straight to Briefing with no adaptations from the forum previous. (Immediate weeks back to back) If reports are already set ahead of time to make OCM, no feedback from the forum can be made to the Briefing item.
			Council Member 5	4	Overall, I am happy with the meeting cycle. It feels busy because we are getting a lot of items and meetings out of the way however, with the reduction in committees and other meetings this may assist.
10	As a Council Member I am satisfied with the support provided in preparation for an OCM or Other Meetings by Administration	3.4	Council Member 1	4	Mostly
			Council Member 2	4	
			Council Member 3	2	I am not satisfied for all of the reasons outlined above

			Council Member 4	4	<p>If this is in reference to Council Support administration staff, yes I am happy with the support provided. I'm assuming this is inclusive of agenda formation & printing and requests of additional printing, alternative/amendment formation, online attendance requests etc in support for conducting meetings.</p> <p>Can I please make 2 suggestions?</p> <p>a)Committee Meetings Not all committees are provided with a run sheet for the Chair as is Audit & Risk. This should be a consistent approach to all committee/public meetings. Council Support also considered to be provided to all committee meetings for consistency and support of the units officers.</p> <p>b)New Council Support Staff When we have new officers join the council support unit can they please be introduced to elected members especially if they will be supporting us in meetings?</p>
			Council Member 5	3	<p>This could do with some additional work. Motions on notice are so slow to hit the agenda by Admin and often Admin comments don't come out until the very last minute. This could do with some speeding up</p>
11	Please provide any further comments on the Ordinary Council Meetings and Forums of Council Policy	N/A	Council Member 1		As Item 9
			Council Member 2		
			Council Member 3		
			Council Member 4		<p>Briefing Notes: If the mechanism of a Briefing note has changed, can this please be communicated to council. Previous it's been a tool for the "updating with further information" (2 or 3 pages in length) rather than some coming through as alternative for an agenda item.</p> <p>Cancellation or movement of workshop sessions: Especially those on weekends. The group should be consulted and feedback considered before cancellations or changes to the schedule. Eg: Council Plan weekend workshop was cancelled without consultation of the group.</p>
			Council Member 5		Policy should include all meetings including advisory groups. However, should be flexible and not rigid policy.

Questions to Officers Only

			Admin Officer 1	4	
			Admin Officer 2	4	I believe this is the case however I still see late reports for most meetings i.e. I have made the deadline yet there are still unapproved reports in InfoCouncil for that same meeting.
			Admin Officer 3	2	<p>An appropriate standard of reports to Council requires the balancing of three factors; accuracy, timeliness, and quality. Putting immovable constraints on one of these factors (in our case, timeliness) can force compromise on one or both of the others.</p> <p>The current structure of the approval process and report time frames does not allow for 'just in time' reports.</p> <p>Some additional time could be given to report writers by removing the requirement for Directors to approve first drafts. This has been implemented previously at the City and confirmed to be effective.</p> <p>The deadline for final report approval could be pushed back from 10am to 1pm on Monday creating a significantly improved timeframe for final corrections and Director approval without significantly impacting the agenda preparation process.</p> <p>The current situation whereby all report authors' consultation with Finance tends to be concentrated immediately following Settlement causes a bottleneck and creates risk of delay for report finalisation. Solutions need to be sought whereby the financial consultation workload is evenly distributed.</p>
			Admin Officer 4	3	The approval process has many steps which represent a traditional methodical approach to approvals, somewhat out of line with modern thinking which emphasises agility, flexibility and individual accountability in processes. The very protracted submission and approval process does not take account of reports that need to reflect real time data such as projects status and financials.
			Admin Officer 5	3	<p>The timetable for approvals has been challenging to manage, as team members with less regular involvement in report preparation have found the interval between meetings and the lead time for approval confusing. This is an ongoing management task between the Manager and the report writers in the team.</p> <p>Getting other teams' input in the new timeframe has also been challenging.</p> <p>Hopefully the new timetable will be easier for the team to follow with more practice.</p> <p>Transactional reports (such as for due diligence, contracts and leases) are often pushed to the first available Council meeting (Agenda Briefing and OCM) by transactional pressures, but the duration of the approval period may mean that deadlines are missed, leading to the need for late approval or the deferral of the report.</p> <p>As a further point, adding the need for Director approval (in addition to the Manager) ahead of Agenda Settlement has compressed the approval timeframe for that meeting. This has added pressure on report writers and the Manager, but is also an ongoing learning process of getting used to the new format.</p>
			Admin Officer 6	3	Generally agree, but the time between Director Settlement and final report sign off is still quite tight which can be difficult when a service unit has multiple reports on the agenda
			Admin Officer 7	4	
			Admin Officer 8	5	
			Admin Officer 9	4	
			Admin Officer 1	3	While I understand the need to have a process, I'm unsure if it has reduced the number of late reports?
			Admin Officer 2	3	The need for CEO approval does not seem to have significantly reduced the number of late reports and I am unsure if CEO approval is a sufficient deterrent for some Directorates. CEO approval does not allow for 'genuine' late reports i.e. reports that are reliant on the outcomes of grant funding or community consultation that need to 'more urgently progress' to an OCM.
			Admin Officer 3	2	<p>The CEO approval process needs to distinguish between genuinely 'late' reports, i.e. reports which could have been completed earlier but for one reason or another were not, and 'just in time' reports which cannot in practice be completed weeks in advance of the relevant meeting.</p> <p>The benefit of a CEO exemption is unclear as the Director is still required to seek approval to add a 'just in time' report to the agenda, adding to both their and the CEO's workload.</p>

6	Needing CEO approval for late items helps keep the report process organised and ensures deadlines are met	3.1	Admin Officer 4	2	Imposing this requirement addresses the symptom of late (as distinct from real time) reports without analysing or addressing the causes. No-one chooses to submit a late report, therefore creating a disincentive to do so cannot be effective. It also penalises reports that rely on real time data and therefore cannot be prepared to a satisfactory standard long in advance of the meeting.
			Admin Officer 5	4	The approval process seems to have worked well, when it has been used for Property Services reports. Ultimately, the need for CEO approval has meant that report writers and the Manager experience more pressure to complete urgent, transactional reports within time and so avoid the extra steps of seeking approval, but this is something which is being managed within the team. The team is trying to keep future CEO requests to a minimum
			Admin Officer 6	4	
			Admin Officer 7	3	But not all directorates are abiding this. It seems to be the same areas that are seeking late approvals. This is creating a perception of inequity
			Admin Officer 8	4	
			Admin Officer 9	3	
7	The decisions and action items from OCM and Other Meetings are clearly communicated to me	3.1	Admin Officer 1	3	I usually find out through Director or reviewing minutes as opposed to corporate comms
			Admin Officer 2	1	It feels like we are always one step behind what is required from us; if I don't stay on top of things for my Directorate (more so than ever before due to increased volume of Agenda's/reports/meetings) then we wouldn't make the deadlines. The creation of action sheets has required constant follow up this year; in some cases these created days before the following OCM.
			Admin Officer 3	3	Decisions and action items from Council Meetings are clearly and timely communicated
			Admin Officer 4	4	The timetable for completion of notes following Budget Workshops is too tight and can only be achieved at the risk of compromising quality Noting the impact that pressure on staff resources in the Council Services Team can have on the processing of decisions and action items.
			Admin Officer 5	4	Resolutions are provided to responsible officers reasonably promptly after the meeting. As an improvement, consider having a target timeframe for sharing the resolution or meeting actions with the report author. For example, there could be a requirement to provide resolutions within 5 business days after the relevant meeting
			Admin Officer 6	2	I'm not clear on this process
			Admin Officer 7	2	Live agendas are critically needed
			Admin Officer 8	5	
			Admin Officer 9	4	
8	I am satisfied with the current meeting cycle	2.4	Admin Officer 1	1	With the new Framework the cross over in reporting timeframes results in reports being due for the next meeting before the current meeting has occurred. E.g. a petition being presented to July OCM cannot be reported to the August OCM as the reporting dates have already closed, meaning it has to go to the September OCM and is effectively delayed a month. Often the information is out of date by the time it reaches the meeting.
			Admin Officer 2	2	The deadlines crossover from one OCM to another because the DS deadline arises before the 'last' OCM has been conducted. In some cases petitions need to be held over by an extra month due to the fact that the 'next' OCM deadlines have already passed. Concept Forum index's were full very early in the year i.e. if we wanted to list an item in February the next available index was May and in May the next available index was November.
			Admin Officer 3	2	Having to have the reports for the next Council meeting at an advanced stage of preparation before the current meeting has even taken place is impractical. The current meeting and reporting cycle does not make adequate provision for 'just in time' and time-sensitive reports.
			Admin Officer 4	2	Having another meeting between Briefing and OCM risks distraction and dilution of focus on that meeting's reports. Losing the October OCM in election years materially affects the amount of work that Council can process (9% reduction). Prohibiting 'working dinner' and other early evening meetings puts excessive strain on the available meeting slots.
			Admin Officer 5	3	Other than the feedback above for the availability of committees and working groups, the meeting cycle is largely fine.
			Admin Officer 6	3	I feel now more than ever that my overall workload is strongly influenced by the report cycle. I'm not sure if this is a result of: 1) there being more meeting types ie addition of meetings like Strategic Projects Working Group; 2) More reports from my area; and/or 3) The new reporting cycle for OCM In any case, it feels like we are constantly in overlapping reporting cycles and we don't get a break
			Admin Officer 7	3	
			Admin Officer 8	4	Happy with the current meeting cycle, however still adjusting to the 2-week gap between the Briefing Session and Ordinary Council Meeting
			Admin Officer 9	2	Officer acting in role rated 1: Cross over in reporting timeframes results in reports being due for the next meeting before the current meeting has occurred Officer in role substantively rated 3 (only question they disagreed with acting officer): Yes it is confusing with the overlap, but we know the dates in advance and can work to these
9	I am satisfied with preparation time leading into relevant meetings	3.6	Admin Officer 1	4	
			Admin Officer 2	3	
			Admin Officer 3	3	OK for some reports but not all as mentioned above
			Admin Officer 4	3	Neither satisfied nor unsatisfied. Available preparation time is dependent upon so many factors – complexity of reports, availability of supporting resources (both internal and external), other time pressures, status of some factors changing in real time – that to aim for 'satisfaction' is basically meaningless. Available preparation time is what it is, and we rely on the dedication and professionalism of our staff to ensure that reports are fit for purpose
			Admin Officer 5	3	I understand why the preparation lead time was adjusted for 2025, to help the Executive and Council Members read long, complex agendas. The lead time can be challenging for urgent, transactional pressures, but the team is gradually adjusting to the time pressure
			Admin Officer 6	4	
			Admin Officer 7	3	
			Admin Officer 8	5	
			Admin Officer 9	4	
			Admin Officer 1		No further comments other than I acknowledge the team has had a high turnover of staff lately and appreciate the support you provide - we're all in this together

10	Please provide any further comments on the Ordinary Council Meetings and Forums of Council Policy	N/A	Admin Officer 2	In providing the above feedback, I am extremely mindful that the team has had a particularly challenging year to date and I truly appreciate all the support, or any support, that the team can provide to assist me in delivering high quality reports within the agreed timeframes. So, I pose the question whether the increased volume of Agendas, reports and meetings has also had an impact on the Council Services team?
			Admin Officer 3	Budget workshops don't work well being incorporated into the format of a Concept Forum. Budget discussions need to be treated as a separate meeting to maximise the value of the consultation. This was previously successfully implemented using the format of a working group. Could read agenda settlement on Wednesday morning if draft reports deadline could go to Thursday. This could also benefit Council Services who currently have to compile the settlement agenda at the same time that they are publishing the previous meeting's final agenda. Spending on couriers has increased since the adoption of the Policy.
			Admin Officer 4	I'll repeat a comment I made early in the Policy's adoption, because I still believe it is relevant. A policy of great rigidity cannot flex under pressure; it can only break. The City's administration has always provided a high standard of reports and supporting information to Council, within a framework of flexibility, appropriate levels of scrutiny and approval, and personal accountability. Where a policy (any policy) supports this outcome, it is of value; where it imposes additional controls and constraints it potentially detracts from it.
			Admin Officer 5	
			Admin Officer 6	Thanks for the opportunity to comment
			Admin Officer 7	The long wait time, or perception of favours to have an item listed on the Forum agenda has created a great deal of unrest with staff
			Admin Officer 8	
			Admin Officer 9	I am unable to elaborate further as A/Manager but appreciated all the support from Corporate Governance & Council Services Team

Procedural Motion

Moved Cr Berry, Seconded Cr Seif

To REINSTATE Standing Orders under Item 5.8(5) for the remainder of the agenda items.

**CARRIED UNANIMOUSLY
10/0**

For the motion: Mayor Aitken, Cr Berry, Cr Coetzee, Cr Herridge, Cr Miles, Cr Parker, Cr Rowe, Cr Smith, Cr Seif and Cr Wright

Against the motion: Nil

Procedural Motion

Moved Cr Wright, Seconded Cr Miles

That Item 4.12 Awards Policy be brought forward in the Agenda prior to Item 4.2 Council Members Recognition of Service Policy.

**CARRIED UNANIMOUSLY
10/0**

For the motion: Mayor Aitken, Cr Berry, Cr Coetzee, Cr Herridge, Cr Miles, Cr Parker, Cr Rowe, Cr Smith, Cr Seif and Cr Wright

Against the motion: Nil

4.12 Awards Policy (Formerly Australia Day Awards Policy)

File Ref:	45697 – 25/263069
Responsible Officer:	Acting Director Community & Place
Attachments:	3

Issue

To consider the review of the City's Australia Day Awards Policy, and to consider renaming to the Awards Policy.

Background

The Australia Day Awards Policy was first adopted in May 2010. The current version of the Policy (**Attachment 1**) was approved by Council on 13 September 2022 (CE02-09/22). Its purpose is to recognise and celebrate outstanding contributions to the City's community.

Administration initiated a scheduled policy review of the Australia Day Awards Policy in mid-2025. Preceding this, the Student Citizenship Award Policy was reviewed in early 2025 and subsequently presented to the April Policy Review Committee (PRC). The PRC resolved to refer the Policy back to Administration for further consultation with Council Members before reconsideration at a future meeting. As an outcome of this consultation, Administration has recommended that the Student Citizenship Award Policy be repealed, and its contents

incorporated into the existing Australia Day Awards Policy. To support this integration, the Australia Day Awards Policy proposed to be renamed the Awards Policy.

Detail

A draft revised Awards Policy has been prepared, incorporating feedback from key stakeholders (refer to tracked changes version at **Attachment 2** and the revised version included at **Attachment 3**).

The intent of the draft revised Policy has remained the same, however the review has introduced several notable changes and refinements when compared with the previous version, largely to support the integration of the Student Citizenship Award Policy.

The draft revised Policy introduces the City's partnership with Auspire to administer the Australia Day Awards, which was approved by the Festivals, Awards & Cultural Events (FACE) Advisory Group at its meeting on 21 July 2025. Auspire is the official State-based partner of the National Australia Day Council (NADC), delivering the Citizen of the Year Awards in collaboration with local governments. The associated processes required by Auspire have been incorporated into the reviewed Policy.

The updates to the Policy are outlined below and reflect improved clarity and stronger alignment with strategic objectives and inclusive practices:

- The revised Policy proposes renaming from the 'Australia Day Awards Policy' to the 'Awards Policy', in recognition of the broader scope of the Policy;
- The 'Policy Statement' section has been updated to broaden reference beyond only the Australia Day Citizenship Ceremony to also encompass Student Citizenship Awards presented at schools;
- With the introduction of Auspire, the revised 'Scope' section adopts Auspire's standardised award categories to replace the City's previous award structure; and
- The 'Implementation' section has been restructured to detail nomination processes, eligibility criteria, assessment criteria and presentation arrangements inclusive of both sets of awards, providing greater clarity and transparency for community members and internal stakeholders.

These updates have introduced structural changes to the Policy that aim to improve clarity, ensure stronger alignment with the City's strategic objectives and inclusive practices, and better reflect the breadth of awards covered. Minor amendments have also been made throughout to enhance grammar, consistency, and readability.

Consultation

The review of the Australia Day Awards Policy has been informed by consultation with Council Members at the City's FACE Advisory Group meeting held on 21 July 2025. At this meeting the FACE Advisory Group considered a report on the City's Australia Day Awards and resolved as outlined below:

"That the Festival, Awards and Cultural Events Advisory Group:

- 1. SUPPORTS a partnership with Auspire for the future Australia Day Awards;*
- 2. SUPPORTS Administration to further investigate the options to deliver a program of community awards; and*
- 3. NOTES that prior to the end of the 2025 calendar year, a report will be brought before the Advisory group to present findings from community award investigations."*

Comment

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

The Australia Day Awards Policy has been operating effectively, however is proposed to be amended to reflect the new direction to align with the Auspire award program. The amalgamation of the Policy with the Student Citizenship Award Policy will also service to reduce duplication and streamline administrative processes. The combined policy is proposed to be renamed the Awards Policy to reflect this consolidation.

The broadened scope of the Policy to address awards other than those handed out on Australia Day provides additional flexibility to add additional award categories/programs in future without the need to prepare new policy. Should the investigation requested by FACE Advisory Group result in an additional program of community awards then these could be introduced to the Policy as part of a future review.

Statutory Compliance

Nil

Strategic Implications

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

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

7.1 - Clear direction and decision making

Risk Appetite Statement

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

Risk Management Considerations

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

The City places a high priority on the importance of maintaining good governance and has no appetite for deliberate act or omission by any party. Decisions are aligned to policy to ensure non-compliance impacts are reduced As Low As Reasonably Practicable (**ALARP**) and reputational damage is restricted to low. Therefore, the City accepts low or ALARP of compliance and governance risk.

Policy Implications

The Awards Policy (formerly Australia Day Awards Policy) forms part of the Council Policy framework. This policy has been recommended for amendment as a result of an evaluation and review process undertaken in accordance with the City of Wanneroo's Policy and Procedure Register and associated Management Procedure.

Financial Implications

Nil

Voting Requirements

Simple Majority

Moved Mayor Aitken, Seconded Cr Herridge

That Policy Review Committee APPROVES the revised Awards Policy included at Attachment 3.

**CARRIED UNANIMOUSLY
10/0**

For the motion: Mayor Aitken, Cr Berry, Cr Coetzee, Cr Herridge, Cr Miles, Cr Parker, Cr Rowe, Cr Smith, Cr Seif and Cr Wright

Against the motion: Nil

Attachments:

- | | | |
|---------------------|---|---------------|
| 1 ↓ | Attachment 1 - Australia Day Awards Policy (Adopted September 2022) | 14/372609[v4] |
| 2 ↓ | Attachment 2 - Awards Policy (Formerly Australia Day Awards Policy) - Track Changes July 2025 | 25/274774 |
| 3 ↓ | Attachment 3 - Awards Policy (Formerly Australia Day Awards Policy) - Reviewed July 2025 | 14/372609[v5] |



Council Policy

AUSTRALIA DAY AWARDS POLICY

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

1. POLICY STATEMENT

The City of Wanneroo (City) recognises and celebrates individuals and organisations who have made **outstanding contributions** during the current year, and/or those who have given **outstanding service** over a number of years to the City's community, through annual awards presented at the Australia Day Citizenship ceremony.

2. OBJECTIVE AND PURPOSE

To recognise outstanding contributions to the City's community by awarding four categories of awards every Australia Day.

City of Wanneroo Australia Day Award

Presented to an individual over 25 years of age who has made an outstanding contribution to the local community.

City of Wanneroo Charles Searson Australia Day Youth Award

Presented to an individual under 25 years of age who has made an outstanding contribution to the local community.

City of Wanneroo Australia Day Senior Award

Presented to an individual over 65 years of age who has made outstanding contributions and/or has made a longstanding commitment to the local community.

City of Wanneroo Australia Day Community Group or Event Award

Presented to an outstanding local community group or event.

Only one award is presented in each of the categories:



Council Policy

3. KEY DEFINITIONS

The definitions for this policy.

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

Outstanding contributions and service

Includes areas such as; education, health, fund-raising, charitable and voluntary services, business, sport, arts, the environment or any other area that contributes to the advancement and wellbeing of the City of Wanneroo community.

4. SCOPE

Nominations are invited via advertising and promotions preceding the annual Australia Day Citizenship ceremony. Anyone in the community can submit a nomination.

Award recipients must meet the following eligibility criteria:

- Recipients must be residents of the City; or have coordinated a community event within the City; or be members of a community group whose principal activities are conducted within the City;
- A person cannot receive the same award twice;
- Only one person (not a couple or group) may be nominated for individual award categories;
- Local Government Councillors, State and Federal politicians are not eligible to receive an Award; and
- City staff acting in their role or performing duties required by their employment with the City, are not eligible to receive an Award.

Students who are awarded the City of Wanneroo Student Citizenship Award, in the 12 months preceding the Australia Day Awards, are automatically considered for the *City of Wanneroo Charles Searson Australia Day Youth Award*.

Nominees for the City Australia Day Awards will be assessed by a judging panel according to the following criteria:

- Made significant positive contribution to the local community.
- Demonstrated leadership and inspiring qualities as a role model for the community.
- Active member of the local community which has brought about positive change and improvements in their local community.
- Committed to enhancing their local community.

All award nominees will be subject to an assessment process to ensure there is neither conflict of interest nor negative impact on the City's reputation or probity.

Awards are presented at the annual Australia Day Citizenship Ceremony.



Council Policy

5. IMPLICATIONS

Costs related to coordinating the functions in this policy will be included in the operating budget of Place Management.

6. IMPLEMENTATION

Promotion of the City's Australia Day Awards will be targeted at people/groups active within the community.

Nominations are made using the official nomination process. Nominations are submitted via an online form on the City's website or using forms provided by the City. Nominations received after the closing date will be ineligible.

Nominees for the City's Australia Day Awards will be assessed by a judging panel according to the specified criteria. The judging panel determines the Award recipients.

Award recipients are presented with a framed certificate and an engraved award.

7. ROLES AND RESPONSIBILITIES

The City's Place Management team is responsible for implementation of all elements of this policy.

8. 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 referred to the CEO for a ruling.

9. EVALUATION AND REVIEW

The effectiveness of this policy can be measured and evaluated using the following key performance indicators:

- Number of nominations received for each of the categories.
- Quality of nominations.
- Media exposures.

This policy shall be reviewed every three (3) years.

10. RELATED DOCUMENTS

- Student Citizenship Award Policy.

11. REFERENCES

Nil.



Council Policy

12. RESPONSIBILITY FOR IMPLEMENTATION

The Manager Place Management is responsible for the publication, implementation, enforcement and compliance of the policy.

REVISION HISTORY

Version	Next Review	Record No.
May 2010 – CS05-05/10	March 2012	888680 TRIM: 10/912
April 2011 – CS05-04/11	March 2012	11/27894
CS05-08/12	December 2014	14/372609
31 March 2015 – CD03-03/15	March 2017	14/372609
19 September 2017 – CE01-09/17	September 2020	14/372609v2
22 September 2020 – CE02-09/20	September 2022	14/372609v3
13 September 2022 – CE02-09/22	September 2025	14/372609v4



Council Policy

AUSTRALIA DAY AWARDS POLICY

Responsible Directorate:	Community and Place
Responsible Service Unit:	Place Management
Contact Person:	Manager Place Management
Date of Approval:	
Council Resolution No:	

1. POLICY STATEMENT

The City of Wanneroo (City) recognises and celebrates individuals ~~and~~ organisations and students who have made outstanding contributions to the community. This recognition is provided through annual awards which acknowledge outstanding service and contributions made during the current year. This includes those presented at the Australia Day Citizenship Ceremony, as well as Student Citizenship Awards presented to students attending primary and secondary schools within the City, in recognition of their positive contributions to their school and the wider community ~~during the current year, and/or those who have given outstanding service over a number of years to the City's community, through annual awards presented at the Australia Day Citizenship ceremony.~~

2. OBJECTIVE AND PURPOSE

To recognise and celebrate outstanding contributions to the City's community ~~by awarding four categories of awards every Australia Day.~~

City of Wanneroo Australia Day Award

~~Presented to an individual over 25 years of age who has made an outstanding contribution to the local community.~~

City of Wanneroo Charles Searson Australia Day Youth Award

~~Presented to an individual under 25 years of age who has made an outstanding contribution to the local community.~~

City of Wanneroo Australia Day Senior Award

~~Presented to an individual over 65 years of age who has made outstanding contributions and/or has made a longstanding commitment to the local community.~~

City of Wanneroo Australia Day Community Group or Event Award

~~Presented to an outstanding local community group or event.~~

~~Only one award is presented in each of the categories.~~



Council Policy

3. KEY DEFINITIONS

The definitions for this policy:

Auspire is the official State-based partner of the National Australia Day Council (NADC), delivering the Citizen of the Year Awards in collaboration with local governments.

Outstanding Contributions and Service includes areas such as; education, health, fund-raising, charitable and voluntary services, business, sport, arts, the environment or any other area that contributes to the advancement and wellbeing of the City of Wanneroo community.

DEFINITIONS: Any definitions listed in the following table apply to this document only.	
Outstanding contributions and service	Includes areas such as; education, health, fund-raising, charitable and voluntary services, business, sport, arts, the environment or any other area that contributes to the advancement and wellbeing of the City of Wanneroo community.

4. SCOPE

This Policy applies to all official awards bestowed by the City that recognise individuals and community groups that have made significant contributions to the City of Wanneroo. In addition, the Policy provides for the recognition of young people who demonstrate dedication to their education, personal development and contribution as active citizens improving their local community, through the Student Citizenship Awards.

The City participates in the Auspire Citizen of the Year Awards program, which recognises outstanding contributions by individual residents and community groups who demonstrate active citizenship and community leadership. Nominations received under the Auspire Awards framework are assessed annually by the City’s Festivals, Awards & Cultural Events Advisory Group in accordance with the eligibility and selection criteria provided by Auspire, and are presented annually at the City’s Australia Day Citizenship Ceremony.

Citizen of the Year Australia Day Award categories are as follows:

- a) Community Citizen of the Year Award;
- b) Young Community Citizen of the Year Award (16 – 30 years of age);
- c) Senior Community Citizen of the Year Award (over 65 years of age); and
- Active Citizen of the Year Award (Community Group or Event).

Nominations are invited via advertising and promotions preceding the annual Australia Day Citizenship ceremony. Anyone in the community can submit a nomination.

Award recipients must meet the following eligibility criteria:

Recipients must be residents of the City; or have coordinated a community event within the City; or be members of a community group whose principal activities are conducted within the City;

A person cannot receive the same award twice;

Only one person (not a couple or group) may be nominated for individual award categories;



Council Policy

~~Local Government Councillors, State and Federal politicians are not eligible to receive an Award; and~~

~~City staff acting in their role or performing duties required by their employment with the City, are not eligible to receive an Award.~~

~~Students who are awarded the City of Wanneroo Student Citizenship Award, in the 12 months preceding the Australia Day Awards, are automatically considered for the City of Wanneroo Charles Searson Australia Day Youth Award.~~

~~Nominees for the City Australia Day Awards will be assessed by a judging panel according to the following criteria:~~

~~Made significant positive contribution to the local community.~~

~~Demonstrated leadership and inspiring qualities as a role model for the community.~~

~~Active member of the local community which has brought about positive change and improvements in their local community.~~

~~Committed to enhancing their local community.~~

~~All award nominees will be subject to an assessment process to ensure there is neither conflict of interest nor negative impact on the City's reputation or probity.~~

~~Awards are presented at the annual Australia Day Citizenship Ceremony.~~

5. IMPLICATIONS

Costs related to ~~coordinating the functions in~~implementation of this ~~p~~Policy will be included in the operating budget of Place Management.

6. IMPLEMENTATION

This section outlines the nomination, eligibility, assessment and presentation processes for the City of Wanneroo's Australia Day Awards and Student Citizenship Awards.

6.1 Nominations

Nominations for the Australia Day Awards will be subject to the following:

- a) Nominations open each year and are invited through advertising and promotion preceding the annual Australia Day Citizenship Ceremony;
- b) A person must first be nominated to be considered for the awards. Self-nominations are not accepted;
- c) Nominations are submitted directly through Auspire's online platform. Once the nomination period closes, Auspire forwards all relevant submissions to the City for assessment in accordance with criteria and selection processes.
- d) Nominations received after the closing date will be ineligible.
- e) Promotion of the Australia Day Awards will target individuals and groups active within the community.

Nominations for the Student Citizenship Awards will be subject to the following:

- a) Each year, all primary and secondary schools within the City of Wanneroo (both government and non-government) are invited to nominate winning students.



Council Policy

- b) Nominations must be made using the official nomination form available on the City's website.
- c) Schools may nominate students currently enrolled in:
 - i. the final year of primary school (typically Year 6), and
 - ii. the final year of secondary school (typically Year 12).
- d) A maximum of two students per school may be awarded in each of these year groups.

6.2 Eligibility Criteria

Nominees for the *Australia Day Awards* must meet the following eligibility requirements:

- a) Be residents of the City; or
- b) Have coordinated a community event within the City; or
- c) Be members of a community group whose principal activities are conducted within the City.
- d) Additional conditions:
 - i. A person cannot receive the same award more than once.
 - ii. Only one person (not a couple or group) may be nominated for individual award categories.
 - iii. Local Government Councillors, State and Federal politicians are not eligible to receive an award.
 - iv. City staff acting in their role or performing duties required by their employment with the City are not eligible.

Nominations for the *Student Citizenship Awards* must be from students currently enrolled in the final year of primary school and the final year of secondary school, at a school within the City.

City of Wanneroo Student Citizenship Award winners aged 16 and above who are deemed to best meet the assessment criteria will be entered into consideration for the Young Community Citizen of the Year Award.

6.3 Assessment Criteria

Nominations will be assessed on the following:

- a) Made significant positive contribution to the local community;
- b) Demonstrated leadership and inspiring qualities as a role model for the community;
- c) Active member of the local community which has brought about positive change and improvements in their local community; and
- d) Commitment to enhancing the local community.

All nominations are subject to an assessment process to ensure there is no conflict of interest or risk to the City's reputation or probity.

6.4 Presentation

Australia Day Award recipients are presented with a framed certificate and an engraved award at the annual Australia Day Citizenship Ceremony.



Council Policy

~~Student Citizenship Awards are presented at the school's graduation ceremony or end-of-year assembly (as applicable) by a Council Member or their nominee. Recipients may also be invited to participate in publicity and promotions for the City.~~

~~Promotion of the City's Australia Day Awards will be targeted at people/groups active within the community.~~

~~Nominations are made using the official nomination process. Nominations are submitted via an online form on the City's website or using forms provided by the City. Nominations received after the closing date will be ineligible.~~

~~Nominees for the City's Australia Day Awards will be assessed by a judging panel according to the specified criteria. The judging panel determines the Award recipients.~~

~~Award recipients are presented with a framed certificate and an engraved award.~~

7. ROLES AND RESPONSIBILITIES

The City's Place Management team is responsible for implementation of all elements of this policy.

8. 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 referred to the CEO for a ruling.

9. EVALUATION AND REVIEW

The effectiveness of this policy can be measured and evaluated using the following key performance indicators:

- a) Number of nominations received for each of the categories;~~:-~~
- b) Quality of nominations;~~:-~~ and
- c) Media exposure.

This policy shall be reviewed every three (3) years.

10. RELATED DOCUMENTS

~~Student Citizenship Award Policy.~~Nil

11. REFERENCES

~~Nil.~~

12. RESPONSIBILITY FOR IMPLEMENTATION

The Manager Place Management is responsible for the publication, implementation, enforcement and compliance of the policy.



Council Policy

REVISION HISTORY

Version	Next Review	Record No:
May 2010 CS05/10	March 2012	888680 CM 10/912
April 2011 CS05-04/11	March 2012	11/27894
April 2012 CS05-08/12	December 2014	14/372609
March 2015 CD03-0315	March 2017	14/372609
September 2017 CE01-09/17	September 2020	14/372609[v2]
September 2020 CE02-09/20	September 2022	14/372609[v3]
September 2022 CE02-09/22	September 2025	14/372609[v4]
July 2025	August 2028	14/372609[v5]



Council Policy

AWARDS POLICY

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

1. POLICY STATEMENT

The City of Wanneroo (City) recognises and celebrates individuals, organisations and students who have made outstanding contributions to the community. This recognition is provided through annual awards which acknowledge outstanding service and contributions made during the current year. This includes those presented at the Australia Day Citizenship Ceremony, as well as Student Citizenship Awards presented to students attending primary and secondary schools within the City, in recognition of their positive contributions to their school and the wider community.

2. PURPOSE

To recognise and celebrate outstanding contributions to the City's community.

3. KEY DEFINITIONS

Auspire is the official State-based partner of the National Australia Day Council (NADC), delivering the Citizen of the Year Awards in collaboration with local governments.

Outstanding Contributions and Service includes areas such as education, health, fund-raising, charitable and voluntary services, business, sport, arts, the environment or any other area that contributes to the advancement and wellbeing of the City of Wanneroo community.

4. SCOPE

This Policy applies to all official awards bestowed by the City that recognise individuals and community groups that have made significant contributions to the City of Wanneroo. In addition, the Policy provides for the recognition of young people who demonstrate dedication to their education, personal development and contribution as active citizens improving their local community, through the Student Citizenship Awards.

The City participates in the Auspire Citizen of the Year Awards program, which recognises outstanding contributions by individual residents and community groups who demonstrate active citizenship and community leadership. Nominations received under the Auspire Awards framework are assessed annually by the City's Festivals, Awards & Cultural Events



Council Policy

Advisory Group in accordance with the eligibility and selection criteria provided by Auspire, and are presented annually at the City's Australia Day Citizenship Ceremony.

Citizen of the Year Australia Day Award categories are as follows:

- a) Community Citizen of the Year Award;
- b) Young Community Citizen of the Year Award (16 – 30 years of age);
- c) Senior Community Citizen of the Year Award (over 65 years of age); and
- d) Active Citizen of the Year Award (Community Group or Event).

5. IMPLICATIONS

Costs related to the implementation of this Policy will be included in the operating budget of Place Management.

6. IMPLEMENTATION

This section outlines the nomination, eligibility, assessment and presentation processes for the City of Wanneroo's Australia Day Awards and Student Citizenship Awards.

6.1 Nominations

Nominations for the *Australia Day Awards* will be subject to the following:

- a) Nominations open each year and are invited through advertising and promotion preceding the annual Australia Day Citizenship Ceremony;
- b) A person must first be nominated to be considered for the awards. Self-nominations are not accepted;
- c) Nominations are submitted directly through Auspire's online platform. Once the nomination period closes, Auspire forwards all relevant submissions to the City for assessment in accordance with criteria and selection processes.
- d) Nominations received after the closing date will be ineligible.
- e) Promotion of the Australia Day Awards will target individuals and groups active within the community.

Nominations for the *Student Citizenship Awards* will be subject to the following:

- a) Each year, all primary and secondary schools within the City of Wanneroo (both government and non-government) are invited to nominate winning students.
- b) Nominations must be made using the official nomination form available on the City's website.
- c) Schools may nominate students currently enrolled in:
 - i. the final year of primary school (typically Year 6), and
 - ii. the final year of secondary school (typically Year 12).
- d) A maximum of two students per school may be awarded in each of these year groups.

6.2 Eligibility Criteria

Nominees for the *Australia Day Awards* must meet the following eligibility requirements:

- a) Be residents of the City; or
- b) Have coordinated a community event within the City; or
- c) Be members of a community group whose principal activities are conducted within the City.
- d) Additional conditions:



Council Policy

- i. A person cannot receive the same award more than once.
- ii. Only one person (not a couple or group) may be nominated for individual award categories.
- iii. Local Government Councillors, State and Federal politicians are not eligible to receive an award.
- iv. City staff acting in their role or performing duties required by their employment with the City are not eligible.

Nominations for the *Student Citizenship Awards* must be from students currently enrolled in the final year of primary school and the final year of secondary school, at a school within the City.

City of Wanneroo Student Citizenship Award winners aged 16 and above who are deemed to best meet the assessment criteria will be entered into consideration for the Young Community Citizen of the Year Award.

6.3 Assessment Criteria

Nominations will be assessed on the following:

- a) Made significant positive contribution to the local community;
- b) Demonstrated leadership and inspiring qualities as a role model for the community;
- c) Active member of the local community which has brought about positive change and improvements in their local community; and
- d) Commitment to enhancing the local community.

All nominations are subject to an assessment process to ensure there is no conflict of interest or risk to the City's reputation or probity.

6.4 Presentation

Australia Day Award recipients are presented with a framed certificate and an engraved award at the annual Australia Day Citizenship Ceremony.

Student Citizenship Awards are presented at the school's graduation ceremony or end-of-year assembly (as applicable) by a Council Member or their nominee. Recipients may also be invited to participate in publicity and promotions for the City.

7. ROLES AND RESPONSIBILITIES

The City's Place Management team is responsible for implementation of all elements of this policy.

8. 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 referred to the CEO for a ruling.



Council Policy

9. EVALUATION AND REVIEW

The effectiveness of this policy can be measured and evaluated using the following key performance indicators:

- a) Number of nominations received for each of the categories;
- b) Quality of nominations; and
- c) Media exposure.

This policy shall be reviewed every three (3) years.

10. RELATED DOCUMENTS

Nil

11. REFERENCES

Nil

12. RESPONSIBILITY FOR IMPLEMENTATION

The Manager Place Management is responsible for the publication, implementation, enforcement and compliance of the policy.

REVISION HISTORY

Version	Next Review	Record No:
May 2010 CS05/10	March 2012	888680 CM 10/912
April 2011 CS05-04/11	March 2012	11/27894
April 2012 CS05-08/12	December 2014	14/372609
March 2015 CD03-0315	March 2017	14/372609
September 2017 CE01-09/17	September 2020	14/372609[v2]
September 2020 CE02-09/20	September 2022	14/372609[v3]
September 2022 CE02-09/22	September 2025	14/372609[v4]
July 2025	August 2028	14/372609[v5]

4.2 Council Members Recognition of Service Policy

File Ref:	52634 – 25/197033
Responsible Officer:	Chief Executive Officer
Attachments:	3
Previous Items:	Request for Extension to Review Dates and Review of Council Policies - Ordinary Council - 16 Feb 2021 6:00pm MN03-02/24 - Cr Berry – Changes to Council Members Recognition of Service Policy - Ordinary Council - 20 Feb 2024 6:00pm CE02-03/25 - Extension of Review Dates of Council Policies - Ordinary Council - 25 Mar 2025 6:00pm CE01-09/24 - Extension of Review Dates of Council Policies - Ordinary Council - 10 Sep 2024 6:00pm

Issue

To consider the review of the City of Wanneroo's (the **City**) Council Member Recognition of Service Policy (**Policy**).

Background

Council at its meeting on 16 February 2021 (CE02-02/21) approved the Policy. A minor review undertaken because of Cr Berry's Motion on Notice (MN03-02/24) at the 20 February 2024 Council Meeting (MN03-02/24) to better align the Policy (**Attachment 1**) with the City's values.

The Policy was initially scheduled for a full review in 2023. Council subsequently approved extensions to the review date at its meetings on 10 September 2024 (CE01-09/24), and March 2025 (CE02-03/25), setting a new review date of 30 September 2025.

Administration has now completed a comprehensive review of the Policy with a marked-up version provided at **Attachment 2**.

Detail

The Policy only required minor changes and these are detailed below:

- Update of the responsible Directorate and Service Unit to reflect current administrative structure;
- Inclusion of a content ownership clause to clarify accountability for recordings;
- General refinements to reflect current administrative practice;
- Additional key definitions to assist with interpretation of the Policy; and
- Additional clause 6.1.1(c) to outline the value criteria for any gift.

Consultation

Internal consultation was undertaken with relevant business units to ensure the Policy reflects current practice and aligns with other City policies and the Council Policy Framework Policy. The Legal and Governance Services were consulted and proposed amendments to ensure compliance with statutory obligations.

Comment

The Policy has been updated to reflect the City's current administrative structure by amending the responsible Directorate and Service Unit, ensuring clear alignment with operational responsibilities.

A content ownership clause has been introduced to reinforce accountability for meeting recordings, supporting improved information management and governance practices.

Definitions have been added to enhance clarity and accessibility, allowing for more consistent interpretation of key terms. In addition, general administrative refinements have been made throughout the policy to align with current practices, improve readability, and ensure the policy remains relevant and effective in its application.

Statutory Compliance

Local Government Act 1995 – Sections 5.100A(a) and 5.100A(b)

Local Government (Administration) Regulations 1996 – Regulation 34AC

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

The revised Policy remains consistent with the Council Policy Framework Policy and continues to support the City's governance objectives.

Financial Implications

Any costs associated with the Policy will be met from the City's operational budget.

Voting Requirements

Simple Majority

Moved Cr Wright, Seconded Cr Miles

With the approval of the Mover and Seconder, the substantive motion was amended through the debate, to approve changes as shown in Attachment 4.

That Policy Review Committee APPROVES the revised Council Members Recognition of Service Policy as shown in Attachment 4.

Motion as Amended was put, and

**CARRIED
8/2**

For the motion: Cr Berry, Cr Coetzee, Cr Miles, Cr Parker, Cr Rowe, Cr Seif, Cr Smith and Cr Wright

Against the motion: Mayor Aitken, Cr Herridge

Attachments:

- | | | |
|---------------------|--|---------------|
| 1 ↓ | Attachment 1 - Council Members Recognition of Service Policy - Current Version | 18/430583[v3] |
| 2 ↓ | Attachment 2 - Council Members Recognition of Service Policy - Marked Up Version | 25/255162 |
| 3 ↓ | Attachment 3 - Council Members Recognition of Service Policy - Clean Version | 18/430583[v4] |
| 4 | Attachment 4 – Council Members Recognition of Service Policy – Cr Wright's Version | 25/318383 |



Council Policy

Council Members Recognition of Service

Responsible Directorate:	<i>Corporate Strategy and Performance</i>
Responsible Service Unit:	<i>Council and Corporate Support</i>
Contact Person:	<i>Manager Council and Corporate Support</i>
Date of Approval:	20 February 2024
Council Resolution No:	MN03-02/24

1. POLICY STATEMENT

To provide a consistent and equitable approach to formally and officially recognise the contribution of service by Council Members.

2. OBJECTIVE AND PURPOSE

1. Recognition of Council Member

1.1 A Council Member will, upon retirement, receive:-

- a) An item of memorabilia identifying the name of the Council Member and the years of service to Council as per the Council Members' Fees, Allowances, Reimbursements & Benefits Policy; and
- b) A gift to the value of \$100.00 per year for each year served as a Council Member to a maximum of \$1,000.00 (as prescribed under s5.100A(a) and s5.100A(b) of the Local Government Act 1995.

1.2 Items of memorabilia and gifts will be applicable for all Council Members who have served time as an elected member, subject to clause 1.3.

1.3 Council Members who have been disqualified as a result of being convicted of an offence will not be eligible for recognition in the form of an item of memorabilia or gift.

2. Certificate of Recognition

2.1 Upon request, the Department of Local Government, Sport and Cultural Industries will recognise the years of service of a Council Member through the issue of a certificate according to its procedure as follows:

- a) A certificate of recognition will be issued only to a current or former Council Member after eight or more years of service which has been confirmed by the local government;
- b) The service need not be continuous and may be with one or more local



Council Policy

governments;

- c) Certificates issued to current Council Members who have served for more than eight years will recognise all their years of service however, once a certificate has been issued, another will not be provided for any period less than a further eight years.
- d) If a Council Member, having already been issued with a certificate, has further service that qualifies (that is, a further eight years or more), an additional certificate will be issued; and
- e) Details on a certificate will include the period served by the Council Member as Mayor, Deputy Mayor or Councillor.
- f) Certificates are colour coded according to years of service being:
 - White: 8 to 16 years of service
 - Silver: 17 to 24 years of service
 - Gold: 25 years or more.

2.2 Council Members who have qualified for a certificate by serving on Council for eight years, but who intend to continue for another term, may choose to defer their application for a certificate until such time as their term is completed or they retire from council. This will allow the service details to be on one certificate.

3. Presentation of Memorabilia, Gifts and Certificate (if applicable)

Presentations will occur at one of the following Council functions:

- a) Prior to or following a normal or special scheduled Council meeting; or
- b) By the Mayor or nominee; or
- c) As approved by the Mayor and Chief Executive Officer; or
- d) In the event of the death of a Council Member the City will work respectfully with the family to ensure appropriate recognition is provided in the Council Members memory, as per the families wishes.
- e) The retiree or family of the retiree who has died is to have the option of choice.

4. Invitation to Civic Functions following Retirement from Council

Invitations will be issued to past Council Members (and their partner) of the current City of Wanneroo (post-1999) who have served three consecutive terms of office or 12 consecutive years to the following annual civic functions:

- a) Pioneer function;



Council Policy

- b) Volunteer function;
- c) Australia Day Citizenship function;
- d) Freeman of the City induction ceremonies; and e) City of Wanneroo Art Awards.

5. KEY DEFINITIONS

RETIREMENT: Where a Council Member is not re-elected during an election process, or does not seek re-election at the completion of their term.

RESIGNATION: Where a Council Member resigns during their current term.

DISQUALIFICATION: A Council Member who becomes a member of Parliament will immediately be disqualified and cannot continue their term of office. A Council Member who has been convicted of an indictable offence with a penalty of imprisonment for 5 years or more will be disqualified from membership of Council

6. SCOPE

This policy applies to retiring and former Council Members and those members that have been disqualified from being a Council Member of the City of Wanneroo.

7. IMPLICATIONS

N/A

8. IMPLEMENTATION

Nil

9. AUTHORITIES AND ACCOUNTABILITIES

Nil.

10. ROLES AND RESPONSIBILITIES

1. Council Support will monitor the terms of service of individual Council Members.
2. A letter of recognition will be sent by the Chief Executive Officer to a qualifying Council Member acknowledging their term of service and clarifying whether the Member wishes to claim their certificate at this time or whether they prefer to postpone receipt until retirement. The letter will detail the Department's option regarding postponement until retirement. Requests for certificates will be made to the Department by the Administration on behalf of the Council Member. A request will detail the Council Member's full name and period of service as Mayor, Deputy Mayor or Councillor
3. The Department will process the application and obtain the Minister's signature. The Certificate will be posted back to Council for presentation to the council member as described above.



Council Policy

4. The Chief Executive Officer will arrange the item of memorabilia and gift (in the case of retirement).
5. The City's Civic Events Officer is responsible for issuing invitations to past Council Members to attend civic functions identified by this policy.

11. DISPUTE RESOLUTION (if applicable)

N/A

12. EVALUATION AND REVIEW

N/A

13. RELATED DOCUMENTS

N/A

14. REFERENCES

Policy - Award of the Title "Honorary Freeman of the City of Wanneroo"

Policy – Australia Day Award

Policy – Council Members' Fees, Allowances, Reimbursements & Benefits Policy

Local Government Act 1995, Clause 5.100A 'Gifts to Council Members'

Local Government (Administration) Regulations 1996, Regulation 34AC "Gifts to council members, when permitted etc".

15. RESPONSIBILITY FOR IMPLEMENTATION

Manager Council and Corporate Support



Council Policy

REVISION HISTORY

Version	Next Review	Record No.
20 June 2004 (CE01-07/04)		
5 April 2011 (CS04-04/11)	March 2013	
26 July 2011 (CS06-07/11)	March 2013	11/27818
01 May 2012 (CS03-05/12)	March 2013	12/30197
13 November 2018 (CS07-11/18)	November 2020	18/430583
16 February 2021 (CE02-02/21)	February 2023	18/430583v2
20 February 2024 (MN03-02/24) – Minor amendment	February 2023	18/430583V3



Council Policy

Council Members Recognition of Service

Responsible Directorate:	<u>Office of the CEO</u>
Responsible Service Unit:	<u>Council Services</u>
Date of Adoption:	
Policy Review Committee Item No:	

1. POLICY STATEMENT

To provide a consistent and equitable approach to formally and officially recognise the contribution of service by retiring Council Members.

2. OBJECTIVE AND PURPOSE

Objective

The objective of this policy is to ensure a consistent, fair, and respectful approach to formally recognising the service and contributions of retiring and former Council Members in a manner that reflects the values and priorities of the City of Wanneroo

Purpose

The purpose of this policy is to:-

- Outline the principles and processes for formally recognising the contributions of retiring and former Council Members;
- Ensure recognition is provided in a consistent, equitable, and transparent manner;
- Define the eligibility criteria and forms of recognition, including memorabilia, gifts, civic acknowledgements, and ongoing invitations to City functions; and
- Support the City's commitment to honouring dedicated service in accordance with legislative requirements and community expectations.

3. KEY DEFINITIONS

<u>Council Member</u>	Means a person elected under the Act as a member of the council of the local government and includes the Mayor or president of the local government.
<u>Disqualification</u>	A Council Member who has been convicted of an indictable offence with a penalty of imprisonment for five years or more will be disqualified from membership of Council
<u>Resignation</u>	Where a Council Member resigns during their current term.
<u>Retirement</u>	Where a Council Member has served at least two full four-year terms and is either not re-elected during an election process, or does not seek re-election at the completion of their term.

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1.1 A Council Member will, upon retirement, receive

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Council Policy

4. SCOPE

This policy applies to retiring and former Council Members and those Council Members that have been disqualified from being a Council Member of the City of Wannon.

Section 5.100A of the Local Government Act 1995 and Regulation 34AC of the Local Government (Administration) Regulations, 1996 apply to this policy.

5. IMPLICATIONS

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

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

7.1 - Clear direction and decision making

6. IMPLEMENTATION

6.1 Recognition of Retiring Council Member

6.1.1 A Council Member will, upon retirement, receive:-

- An item of memorabilia identifying the name of the Council Member and the years of service to Council and the community as per the Council Members' Fees, Allowances, Reimbursements and Benefits Policy; and
- A gift to the value of \$100.00 per year for each year served as a Council Member to a maximum of \$1,000.00 (as prescribed under s5.100A(a) and s5.100A(b) of the Local Government Act 1995.
- The value of any gift provided to a retiring Council Member under clause 1.1(b) plus the market value of any items referred to under Clause 3.6(vi) of the Council Members' Fees, Allowances, Reimbursements and Benefits Policy retained by a retiring Council Member is limited to the prescribed amount (excluding GST) as set out in regulation 34AC of the Local Government (Administration) Regulations 1996.

6.1.2 Items of memorabilia and gifts will be applicable for all Council Members who have served time as an Council Member, subject to clause 6.1.3.

6.1.3 Council Members who have been disqualified as a result of being convicted of an offence will not be eligible for recognition in the form of an item of memorabilia or gift.

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¶ **RESIGNATION:** Where a Council Member resigns during their current term. ¶

¶ **DISQUALIFICATION:** A Council Member who becomes a member of Parliament will immediately be disqualified and cannot continue their term of office. A Council Member has been convicted of an indictable offence with a penalty imprisonment for 5 years or more will be disqualified from membership of Council. ¶

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¶ This policy also provides for non-monetary recognition of service for past and present Council Members.

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Council Policy

6.2 Recognition of Past and Present Service

6.2.1 Past and present Council Members having served at least two full four-year terms in office will qualify for recognition in the annual WALGA Honours Awards.

6.2.2 Applications for WALGA Honours will first be guided by the current WALGA Honours Guidelines and then by the following criteria:

- Council Members serving two full four-year terms will be eligible for nomination for a Merit Award;
- Council Members serving more than two full four-year terms will be eligible for nomination for an Eminent Service Award;
- Council Members serving more than two full four-year terms, who have held the position of Mayor or Deputy Mayor, and who has made a significant contribution to the City of Wanneroo and the Local Government sector as a whole, will be eligible for nomination for a Local Government Medal.

6.3 Presentation of Memorabilia, Gifts and Certificate (if applicable)

Presentations will occur at one of the following Council functions:

- a) Prior to or following a normal or special scheduled Council meeting; or
- b) By the Mayor or nominee; or
- c) As approved by the Mayor and Chief Executive Officer; or
- d) In the event of the death of a Council Member the City will work respectfully with the family to ensure appropriate recognition is provided in the Council Members memory, as per the families wishes.
- e) The retiree, or family of the retiree who has died, is to have the option of choice.

6.4 Invitation to Civic Functions following Retirement from Council

Invitations will be issued to past Council Members (and their partner) of the current City of Wanneroo (post-1999) who have served three consecutive terms of office or 12 consecutive years to the following annual civic functions:

- a) Pioneer function;
- b) Volunteer function;
- c) Australia Day Citizenship function;
- d) Honor of Holder of the Keys of the City induction ceremonies; and
- e) City of Wanneroo Art Awards.

7. AUTHORITIES AND ACCOUNTABILITIES

Nil

8. ROLES AND RESPONSIBILITIES

- Council Services will monitor the terms of service of individual Council Members.

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Council Policy

- The Chief Executive Officer will arrange the item of memorabilia and gift (in the case of retirement).
- The City's Civic Events Officer is responsible for issuing invitations to past Council Members to attend civic functions identified by this policy.

9. DISPUTE RESOLUTION (if applicable)

Any dispute relating to the application of this policy is to be referred to General Counsel in the first instance. If the Council Member or the CEO and the General Counsel cannot reach an agreement, the matter will be submitted to Council for determination.

10. EVALUATION AND REVIEW

This policy will be evaluated to determine its effectiveness in achieving its objectives, ensuring that Council Members are acknowledged in a consistent, fair, and transparent manner upon retirement or completion of service.

The policy will be considered effective if it consistently results in timely, compliant, and well-received recognition of Council Members' service, and if it continues to align with the City's values and strategic objectives.

This policy will be formally reviewed every three years, or earlier if required due to legislative changes or identified gaps in application.

11. RELATED DOCUMENTS

Conferral of the Honour of 'Keys to the City' Policy

Australia Day Award Policy

Council Members' Fees, Allowances, Reimbursements and Benefits Policy

12. REFERENCES

Local Government Act 1995, Clause 5.100A

Local Government (Administration) Regulations 1996, Regulation 34AC

13. RESPONSIBILITY FOR IMPLEMENTATION

Manager Corporate Governance and Council Services

REVISION HISTORY

Version	Next Review	Record No.
20 June 2004 (CE01-07/04)		
5 April 2011 (CS04-04/11)	March 2013	

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Council Policy

Version	Next Review	Record No.
26 July 2011 (CS06-07/11)	March 2013	11/27818
01 May 2012 (CS03-05/12)	March 2013	12/30197
13 November 2018 (CS07-11/18)	November 2020	18/430583
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18 August 2025	August 2028	18/430583v4

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Council Policy

Council Members Recognition of Service

Responsible Directorate:	<i>Office of the CEO</i>
Responsible Service Unit:	<i>Legal and Governance Services</i>
Date of Adoption :	
Policy Review Committee Item No:	

1. POLICY STATEMENT

To provide a consistent and equitable approach to formally and officially recognise the contribution of service by retiring Council Members.

2. OBJECTIVE AND PURPOSE

Objective

The objective of this policy is to ensure a consistent, fair, and respectful approach to formally recognising the service and contributions of retiring and former Council Members in a manner that reflects the values and priorities of the City of Wanneroo

Purpose

The purpose of this policy is to:-

- Outline the principles and processes for formally recognising the contributions of retiring and former Council Members;
- Ensure recognition is provided in a consistent, equitable, and transparent manner;
- Define the eligibility criteria and forms of recognition, including memorabilia, gifts, civic acknowledgements, and ongoing invitations to City functions; and
- Support the City's commitment to honouring dedicated service in accordance with legislative requirements and community expectations.

3. KEY DEFINITIONS

Council Member	Means a person elected under the Act as a member of the council of the local government and includes the Mayor or president of the local government
Disqualification	A Council Member who has been convicted of an indictable offence with a penalty of imprisonment for five years or more will be disqualified from membership of Council
Resignation	Where a Council Member resigns during their current term.
Retirement	Where a Council Member has served at least two full four-year terms and is either not re-elected during an election process, or does not seek re-election at the completion of their term.



Council Policy

4. SCOPE

This policy applies to retiring and former Council Members and those Council Members that have been disqualified from being a Council Member of the City of Wanneroo.

Section 5.100A of the *Local Government Act 1995* and Regulation 34AC of the *Local Government (Administration) Regulations, 1996* apply to this policy.

5. IMPLICATIONS

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

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

7.1 - Clear direction and decision making

6. IMPLEMENTATION

6.1 Recognition of Retiring Council Member

6.1.1 A Council Member will, upon retirement, receive:-

- a) An item of memorabilia identifying the name of the Council Member and the years of service to Council and the community as per the Council Members' Fees, Allowances, Reimbursements and Benefits Policy; and
- b) A gift to the value of \$100.00 per year for each year served as a Council Member to a maximum of \$1,000.00 (as prescribed under s5.100A(a) and s5.100A(b) of the *Local Government Act 1995*.
- c) The value of any gift provided to a retiring Council Member under clause 1.1(b) plus the market value of any items referred to under Clause 3.6(vi) of the Council Members' Fees, Allowances, Reimbursements and Benefits Policy retained by a retiring Council Member is limited to the prescribed amount (excluding GST) as set out in regulation 34AC of the *Local Government (Administration) Regulations 1996*.

6.1.2 Items of memorabilia and gifts will be applicable for all Council Members who have served time as a Council Member, subject to clause 6.1.3.

6.1.3 Council Members who have been disqualified as a result of being convicted of an offence will not be eligible for recognition in the form of an item of memorabilia or gift.



Council Policy

6.2 Recognition of Past and Present Service

6.2.1 Past and present Council Members having served at least two full four-year terms in office will qualify for recognition in the annual WALGA Honours Awards.

6.2.2 Applications for WALGA Honours will first be guided by the current WALGA Honours Guidelines and then by the following criteria:

- Council Members serving two full four-year terms will be eligible for nomination for a Merit Award;
- Council Members serving more than two full four-year terms will be eligible for nomination for an Eminent Service Award;
- Council Members serving more than two full four-year terms, who have held the position of Mayor or Deputy Mayor, and who has made a significant contribution to the City of Wanneroo and the Local Government sector as a whole, will be eligible for nomination for a Local Government Medal.

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Invitations will be issued to past Council Members (and their partner) of the current City of Wanneroo (post-1999) who have served three consecutive terms of office or 12 consecutive years to the following annual civic functions:

- a) Pioneer function;
- b) Volunteer function;
- c) Australia Day Citizenship function;
- d) Honour of Holder of the Keys of the City induction ceremonies; and
- e) City of Wanneroo Art Awards.

7. AUTHORITIES AND ACCOUNTABILITIES

Nil

8. ROLES AND RESPONSIBILITIES

- Council Services will monitor the terms of service of individual Council Members.



Council Policy

- The Chief Executive Officer will arrange the item of memorabilia and gift (in the case of retirement).
- The City's Civic Events Officer is responsible for issuing invitations to past Council Members to attend civic functions identified by this policy.

9. DISPUTE RESOLUTION (if applicable)

Any dispute relating to the application of this policy is to be referred to General Counsel in the first instance. If the Council Member or the CEO and the General Counsel cannot reach an agreement, the matter will be submitted to Council for determination.

10. EVALUATION AND REVIEW

This policy will be evaluated to determine its effectiveness in achieving its objectives, ensuring that Council Members are acknowledged in a consistent, fair, and transparent manner upon retirement or completion of service.

The policy will be considered effective if it consistently results in timely, compliant, and well-received recognition of Council Members' service, and if it continues to align with the City's values and strategic objectives.

This policy will be formally reviewed every three years, or earlier if required due to legislative changes or identified gaps in application.

11. RELATED DOCUMENTS

Conferral of the Honour of 'Keys to the City' Policy

Australia Day Award Policy

Council Members' Fees, Allowances, Reimbursements and Benefits Policy

12. REFERENCES

Local Government Act 1995, Clause 5.100A

Local Government (Administration) Regulations 1996, Regulation 34AC

13. RESPONSIBILITY FOR IMPLEMENTATION

Manager Corporate Governance and Council Services

REVISION HISTORY

Version	Next Review	Record No.
20 June 2004 (CE01-07/04)		
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Council Policy

Version	Next Review	Record No.
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18 August 2025	August 2028	18/430583v4



Council Policy

Council Members Recognition of Service

Responsible Directorate:	<i>Office of the CEO</i>
Responsible Service Unit:	<i>Legal and Governance Services</i>
Date of Adoption:	
Policy Review Committee Item No:	

1. POLICY STATEMENT

To provide a consistent and equitable approach to formally and officially recognise the contribution of service by Council Members.

2. OBJECTIVE AND PURPOSE

Objective

The objective of this policy is to ensure a consistent, fair, and respectful approach to formally recognising the service and contributions of current, retiring and former Council Members in a manner that reflects the values and priorities of the City of Wanneroo

Purpose

The purpose of this policy is to:-

- Outline the principles and processes for formally recognising the contributions of current, retiring and former Council Members;
- Ensure recognition is provided in a consistent, equitable, and transparent manner;
- Define the eligibility criteria and forms of recognition, including memorabilia, gifts, civic acknowledgements, and ongoing invitations to City functions (in accordance with *Local Government (Administration) Regulations 1996 regulation 34AC*); and
- Support the City's commitment to honouring dedicated service in accordance with legislative requirements and community expectations.

3. KEY DEFINITIONS

Council Member	Means a person elected under the Act as a member of the council of the local government and includes the Mayor or president of the local government
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Retirement	Where a Council Member has served at least one full four-year term and is either not re-elected during an election process, or does not seek re-election at the completion of their term.



Council Policy

4. SCOPE

This policy applies to current, retiring and former Council Members and those Council Members that have been disqualified from being a Council Member of the City of Wanneroo.

Section 5.100A of the *Local Government Act 1995* and Regulation 34AC of the *Local Government (Administration) Regulations, 1996* apply to this policy.

5. IMPLICATIONS

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

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

7.1 - Clear direction and decision making

6. IMPLEMENTATION

6.1 Recognition of Retiring Council Member

6.1.1 A Council Member will, upon retirement, receive:-

- a) An item of memorabilia identifying the name of the Council Member and the years of service to Council and the community as per the Council Members' Fees, Allowances, Reimbursements and Benefits Policy; and
- b) A gift to the value of \$100.00 per year for each year served as a Council Member to a maximum of \$1,000.00 (as prescribed under s5.100A(a) and s5.100A(b) of the *Local Government Act 1995*).
- c) The value of any gift provided to a retiring Council Member under clause 1.1(b) plus the market value of any items referred to under Clause 3.6(vi) of the Council Members' Fees, Allowances, Reimbursements and Benefits Policy retained by a retiring Council Member is limited to the prescribed amount (excluding GST) as set out in regulation 34AC of the *Local Government (Administration) Regulations 1996*.

6.1.2 Items of memorabilia and gifts will be applicable for all Council Members who have served time as a Council Member, subject to clause 6.1.3.

6.1.3 Council Members who have been disqualified as a result of being convicted of an offence will not be eligible for recognition in the form of an item of memorabilia or gift.

6.2 WALGA Honours Awards

6.2.1 Current, retiring and former Council Members will qualify for recognition in the annual WALGA Honours Awards.

6.2.2 Applications for WALGA Honours will be guided by the current WALGA Honours Guidelines.

6.2.3 All nominations should be dealt with by the Festival, Awards and Cultural Events Advisory Group first and then directed to the relevant nominator as per the guidelines (CEO, Mayor, State Councillor and/or Elected Members).



Council Policy

6.3 Presentation of Memorabilia, Gifts and Certificate (if applicable)

Presentations will occur at one of the following Council functions:

- a) Prior to or following a normal or special scheduled Council meeting; or
- b) By the Mayor or nominee; or
- c) As approved by the Mayor and Chief Executive Officer; or
- d) In the event of the death of a Council Member the City will work respectfully with the family to ensure appropriate recognition is provided in the Council Members memory, as per the families wishes.
- e) The retiree, or family of the retiree who has died, is to have the option of choice.

6.4 Invitation to Civic Functions following Retirement from Council

Invitations will be issued to past Council Members (and their partner) of the current City of Wanneroo (post-1999) who have served three consecutive terms of office or 12 consecutive years to the following annual civic functions:

- a) Pioneer function;
- b) Volunteer function;
- c) Australia Day Citizenship function;
- d) Honour of Holder of the Keys of the City induction ceremonies; and
- e) City of Wanneroo Art Awards.

7. AUTHORITIES AND ACCOUNTABILITIES

Nil

8. ROLES AND RESPONSIBILITIES

- Council Services will monitor the terms of service of individual Council Members.
- The Chief Executive Officer will arrange the item of memorabilia and gift (in the case of retirement).
- The City's Civic Events Officer is responsible for issuing invitations to past Council Members to attend civic functions identified by this policy.

9. DISPUTE RESOLUTION (if applicable)

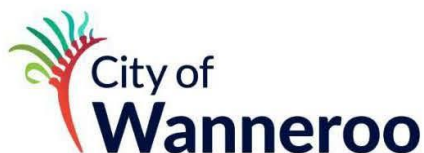
Any dispute relating to the application of this policy is to be referred to General Counsel in the first instance. If the Council Member or the CEO and the General Counsel cannot reach an agreement, the matter will be submitted to Council for determination.

10. EVALUATION AND REVIEW

This policy will be evaluated to determine its effectiveness in achieving its objectives, ensuring that Council Members are acknowledged in a consistent, fair, and transparent manner upon retirement or completion of service.

The policy will be considered effective if it consistently results in timely, compliant, and well-received recognition of Council Members' service, and if it continues to align with the City's values and strategic objectives.

This policy will be formally reviewed every three years, or earlier if required due to legislative changes or identified gaps in application.



Council Policy

11. RELATED DOCUMENTS

Conferral of the Honour of 'Keys to the City' Policy

Awards Policy

Council Members' Fees, Allowances, Reimbursements and Benefits Policy

12. REFERENCES

Local Government Act 1995, Clause 5.100A

Local Government (Administration) Regulations 1996, Regulation 34AC

13. RESPONSIBILITY FOR IMPLEMENTATION

Manager Corporate Governance and Council Services

REVISION HISTORY

Version	Next Review	Record No.
20 June 2004 (CE01-07/04)		
5 April 2011 (CS04-04/11)	March 2013	
26 July 2011 (CS06-07/11)	March 2013	11/27818
01 May 2012 (CS03-05/12)	March 2013	12/30197
13 November 2018 (CS07-11/18)	November 2020	18/430583
16 February 2021 (CE02-02/21)	February 2023	18/430583v2
20 February 2024 (MN03-02/24) - Minor amendment	February 2023	18/430583v3
18 August 2025	August 2028	18/430583v4

4.3 Electronic Attendance at Meetings Policy

File Ref:	52634 – 25/197130
Responsible Officer:	Chief Executive Officer
Attachments:	3
Previous Items:	CS03-03/24 - Electronic Attendance at Meetings - Ordinary Council - 19 Mar 2024 6:00pm CS03-10/24 - Proposal for Minor Amendment to Electronic Attendance at Meetings Policy - Ordinary Council - 08 Oct 2024 6:00pm CE02-03/25 - Extension of Review Dates of Council Policies - Ordinary Council - 25 Mar 2025 6:00pm

Issue

To undertake a review of the City of Wanneroo (the **City**) Electronic Attendance at Meetings Policy (**Policy**).

Background

Council at its meeting on 19 March 2024 (CS03-03/24) approved the Electronic Attendance at Meetings Policy (**Attachment 1**) to implement Section 14C of the *Local Government (Administration) Regulations 1996 (Regulations)*, permitting members of a Council or a Committee to attend meetings of that Council or Committee by electronic means, subject to certain conditions being met.

The Regulations establish conditions for approval of requests for electronic attendance at the following types of meetings:

- Ordinary meetings of Council;
- Special meetings of Council;
- Meetings of Committees of Council; and
- Meetings of an Audit Committee of a local government.

Council at its meeting on 8 October 2024 (CS03-10/24) approved a minor amendment to the Policy to include clause 6.9 to the Policy.

The Policy was scheduled for a full review by no later than March 2025, however an extension to the review date was approved by Council at its meeting held on 25 March 2025 (CE02-03/25) for the review new date to be 30 September 2025.

Detail

A review of the City's Policy was undertaken against Western Australian Local Government Association (**WALGA**) template policy "Conducting Electronic Meetings and Attendance by Electronic Means." As a result, several changes have been made to simplify and improve the Policy.

Key amendments, as shown in the marked-up version at **Attachment 2**, include:

- Updating the policy objective to align more closely with WALGA's model template;
- Removing references to Group Delegate attendance at Group Meetings;
- Revising the definition of "Other Meetings" to reflect accurate and current meeting titles used by the City;

- Inserting a new clause 6.4 to address the process for conducting meetings entirely by electronic means where permitted; and
- Updating officer titles and references throughout the Policy to reflect the current corporate structure under the Office of the CEO.

The changes have been made to enhance the usability of the Policy, ensuring it remains both practical and accessible for users.

The updated Policy reflects current operational practices, supports efficient meeting processes, and provides clear guidance for both Council Members and administration in relation to electronic meeting attendance and participation. A clean version of the revised Policy is provided at **Attachment 3** for consideration.

Consultation

The Policy review was guided by WALGA's template policy "Conducting Electronic Meetings and Attendance by Electronic Means" and internal consultation with the Legal and Governance Services team. This revised Policy is practical, consistent with best practice, and aligned with the City's current processes and technologies. Given the administrative nature of the amendments, broader consultation was not undertaken.

Consideration of the previous Council resolutions relating to the Policy and the implementation experience since its adoption in March 2024 were also considered.

Comment

The revised Policy strengthens the City's approach to electronic attendance at meetings by improving clarity, aligning with WALGA's best practice guidance, and ensuring compliance with legislation.

Key updates include clearer definitions, removal of outdated references, and provisions for holding meetings entirely online when necessary. These changes support transparent, flexible, and well-governed decision-making while ensuring Council operations remain effective and accessible.

Statutory Compliance

Local Government Act 1995 – section 5.25 (1)(ba)

Local Government (Administration) Regulations 1996 – regulation 14C, 14CA, 14D and 14E

Strategic Implications

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

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

7.1 - Clear direction and decision making

Risk Appetite Statement

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

Risk Management Considerations

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

Policy Implications

Nil

Financial Implications

Nil

Voting Requirements

Simple Majority

Procedural Motion

Moved Cr Smith, Seconded Cr Miles

That the meeting adjourn for ten minutes.

**CARRIED UNANIMOUSLY
10/0**

For the motion: Mayor Aitken, Cr Berry, Cr Coetzee, Cr Herridge, Cr Miles, Cr Parker, Cr Rowe, Cr Seif, Cr Smith and Cr Wright

Against the motion: Nil

Council Members who spoke on the item prior to the Motion to adjourn were Mayor Aitken, Cr Herridge, Cr Rowe, Cr Seif, Cr Smith and Cr Wright.

Deputy Mayor Rowe adjourned the meeting at 8:16pm.

Cr Coetzee left the chamber at 8:18pm and did not return to the meeting.

Deputy Mayor Rowe declared the Policy Review Committee resumed at 8:27pm on Monday 18 August 2025.

Moved Cr Miles, Seconded Cr Berry

With the approval of the Mover and Seconder, the substantive motion was amended through the debate, to approve the removal of Item 6.2a) and re-number accordingly, and to remove reference to "other meetings".

That Policy Review Committee APPROVES the revised Electronic Attendance at Meetings Policy as shown at Attachment 3, subject to any reference to other meetings in the Policy and Appendix being removed and the removal of 6.2a) as shown below: -

6.2 Electronic Attendance at an In-Person Meeting [Administration Regulations 14C and 14CA]

- a) ~~For efficiency and the avoidance of unnecessary inconvenience, Members are to submit requests for electronic attendance two full working days prior to the proposed meeting. Requests must be received so that there is sufficient time for~~**

~~the request to be considered and the necessary technology and meeting protocols to be implemented;~~

Motion as Amended was put, and

CARRIED
8/1

For the motion: Mayor Aitken, Cr Berry, Cr Miles, Cr Parker, Cr Rowe, Cr Seif, Cr Smith and Cr Wright

Against the motion: Cr Herridge

Attachments:

- | | | |
|---------------------|---|---------------|
| 1 ↓ | Attachment 1 - Electronic Attendance at Meetings Council Policy - Current Version | 23/321154[v3] |
| 2 ↓ | Attachment 2 - Electronic Attendance at Meetings Council Policy - Marked Up Version | 25/255189 |
| 3 ↓ | Attachment 3 - Electronic Attendance at Meetings Council Policy - Clean Version | 23/321154[v4] |



ELECTRONIC ATTENDANCE AT MEETINGS

Responsible Directorate:	<i>Corporate Strategy & Performance</i>
Responsible Service Unit:	<i>Council & Corporate Support</i>
Contact Person:	<i>Manager Council & Corporate Support</i>
Date of Approval:	<i>8 October 2024</i>
Council Resolution No:	<i>CS03-10/24</i>

1. POLICY STATEMENT

The City of Wanneroo is committed to providing a fair and equitable process to determine requests for electronic attendance at meetings.

2. OBJECTIVE AND PURPOSE

Objective

The objective of this policy is to establish the decision-making framework to support effective electronic participation and attendance at in-person meetings.

Purpose

The purpose of this policy is to:-

- set the parameters which guide electronic attendance at meetings; and
- define the circumstances that Council considers suitable to permit electronic attendance at in-person meetings; and
- support good decision making, efficiency and effectiveness in Council's meeting processes.

3. KEY DEFINITIONS

E-attendance means electronic attendance at an in-person meeting.

Group Delegate refers to a person who has been appointed to a City of Wanneroo working group, advisory group or community reference group, as established by Council.

Group meeting/s means a meeting of a working group, advisory group or community reference group, as established by Council.

In-person meeting/s means a meeting that, under normal circumstances would be held with all attendees being present in-person and includes relevant meetings, other meetings and group meetings.

Member/s refers to a Council Member and any other person appointed as a Member of a Committee under Section 5.10 of the Act.



Council Policy

Other meeting/s means a Council Member Briefing Session, Workshop, Forum, Presentation or any other meeting arranged to provide information to all Council or Committee Members.

Proposed meeting means the meeting for which the electronic attendance request applies.

Regulation means a regulation of the *Local Government (Administration) Regulations 1996*.

Relevant meeting, means:-

- (a) an Ordinary Meeting of the Council; or
- (b) a Special Meeting of the Council; or
- (c) a meeting of a Committee of the Council; or
- (d) a meeting of an Audit Committee of a local government.

Relevant period has the same meaning as Regulation 14C of the *Local Government (Administration) Regulations 1996* and means the period of 12 months ending on the day on which the proposed meeting is to be held.

4. SCOPE

This policy applies to all Council Members of the City of Wanneroo, a Member of a Committee and Group Delegates.

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 General Principle

- a) All Council Members recognise the importance of decision-making in their role to represent the community. Attendance at meetings is a necessary and valuable part of this process.
- b) All relevant meetings, other meetings and group meetings will primarily be held as in person meetings.
- c) Whenever possible, Members and Group Delegates will attend meetings in-person, rather than by electronic means.
- d) Requests for attendance by electronic means at a meeting, should only be considered in accordance with legislation and this Policy.

6.2 Requests for e-attendance

- a) All requests to attend a meeting electronically must be submitted in writing and:-
 - i. in the case of a Member making the request, to the Mayor and CEO. Submissions may be sent to Council Support for processing; or



Council Policy

- ii. in the case of a Group Delegate making the request, to the Group Contact Administrator; and
 - iii. provide all of the required information, including reasons, as detailed in this Policy via the 'Request for Electronic Attendance at a Meeting Form'; and
 - iv. be submitted as far in advance as is reasonably practical and at minimum, two full working days prior to the proposed meeting.
- b) Requests to attend a relevant meeting electronically will be submitted to the next Ordinary Council Meeting for determination. Such requests will be considered during Item 1 of the order of business titled 'Attendances'.
 - c) If a request to attend a relevant meeting is submitted by the Mayor or the Chairperson of a Committee, then the Mayor or Chairperson (as the case may be) may choose to defer the presiding of that relevant meeting to the Deputy Mayor or Deputy Chairperson.
 - d) If a request to attend a Special Council Meeting is received and there is no Ordinary Council Meeting to be held prior to the Special Council Meeting to which the request relates, then that request may be considered at the Special Council Meeting during the Item 1 of the order of business titled 'Attendances'.

6.3 Maximum number of e-attendees

- a) A maximum number of three Members are permitted to attend a relevant meeting electronically.
- b) Requests will be considered and determined in the order of receipt until the maximum number of attendees is reached.

6.4 Electronic Means

The electronic means by which a Member may attend a meeting under an authorisation under regulation 14C(2) include telephone, video conference or other means of instantaneous communication, as determined by the Mayor or Council. The Council determines that the permissible means for electronic attendance at a meeting is preferred to be via video conference and that:-

- a) the video conference platform (for example Zoom or MS Teams) is to be suited to the venue, style and type of meeting being conducted, but any electronic platform is subject to the endorsement of the CEO with due consideration of the effectiveness and implementation of administering that platform; and
- b) the video camera is to remain on at all times and the Member or Delegate is to remain visible whilst attending a meeting electronically unless:-
 - i. that Member or Delegate is required to leave the meeting due to a conflict of interest or inability to maintain confidentiality; or
 - ii. otherwise authorised by the Mayor, Council or Presiding Member in accordance with the determining authority outlined in Section 7 of the Policy; and
- c) the microphone is to remain on mute unless called upon to speak;
- d) visual cue cards are to be used to indicate a desire to speak, a need to declare a conflict of interest, a request for procedural motion/point of order and so forth.

6.5 Criteria for attending electronically

- a) Regulation 14C(5) requires that the Mayor and/or Council must have regard to:-
 - i. whether the location from which the Member intends to attend the meeting, and
 - ii. the equipment that the Member intends to use to attend the meeting,



Council Policy

are suitable for the Member to be able to effectively engage in deliberations and communications during the meeting. Effective engagement means maintaining a reliable connection with continuous and clear participation.

- b) A Member or Delegate is required to provide the details of the location and the equipment to be used when submitting a request for electronic attendance at a meeting.
- c) Subject to all the requirements in this Policy being fulfilled, the Council determines that requests for electronic attendance at a meeting will be considered under the following circumstances:-
 - i. Member is on a leave of absence previously granted by the Council; or
 - ii. Member/Delegate is unwell but makes a declaration they are fit to participate electronically; or
 - iii. Member/Delegate has a conflicting engagement; or
 - iv. Member/Delegate is located in a region outside of the Perth metropolitan area but still within Western Australia; or
 - v. Member/Delegate is intrastate, or is overseas.
- d) A request for electronic attendance will not be supported if the Member or Delegate is:
 - i. in a public location; or
 - ii. travelling (for example, in transit, enroute, or in a moving vehicle or other mode of transport); or
 - iii. if the electronic attendance would result in the Member attending more than half of the relevant meetings in the relevant period (the preceding 12 months including the proposed meeting), in accordance with Regulation 14C(3). For clarification, the limitation in this clause 6.5(d)(iii) does not apply to group meetings or other meetings.
- e) In all cases, the full details and reasons for any request are to be provided in writing for consideration.

6.6 Method of determining voting when attending electronically

- a) The Presiding Member will decide the method to be used to determine a Members' vote at a meeting.
- b) In general however, a Member who attends a meeting electronically will be required to use both a visual cue card as well as a verbal confirmation to indicate their vote.
- c) The Administration may manually record a Members' vote (once determined) through the use of electronic voting software.

6.7 Confidentiality

- a) Regulation 14CA(5) requires that a 'Member must not attend the meeting or the closed part of the meeting unless, before the meeting, or the part of the meeting, is closed, the Member declares that the Member can maintain confidentiality during the meeting or the closed part of the meeting (as the case requires)'.
- b) If the Member makes the declaration and subsequently cannot maintain confidentiality, the Member must leave the meeting or the closed part of the meeting (Regulation 14CA(6)).
- c) A Member's declaration must be recorded in the minutes of the meeting (Regulation 14CA(7)).



6.8 Records to be maintained

- a) The minutes or notes (as the case may be) for the meeting will record all requests received and the decision made for e-attendance.
- b) Administration will maintain a register of electronic attendance including the details of the date, type of meeting, reasons for authorisation being approved or declined, and the number of times a Member or Delegate has attended a meeting electronically.

6.9 Group Meetings and Other Meetings

Whilst the legislative requirement of authorisation does not apply to Group Meetings or Other meetings, to provide consistency across the City's meeting process, guidelines for electronic attendance at these types of meetings have been included in this Policy.

- a) As standard, Group Meetings and Other Meetings will not be subject to this Policy.
- b) At the discretion of the Presiding Member/Chairperson, Group Meetings and Other Meetings can implement this Policy in which case requests to attend Group Meetings and Other Meetings will be subject to all of the provisions of this Policy with the exception of:-
 - i. the maximum number of e-attendees per meeting; and
 - ii. the maximum total attendances by a Member or Delegate within the relevant period; which are both to be determined by the Presiding Member/Chairperson of the group or other Meeting.

This option to be enacted by a statement to this effect by the Presiding Member/Chairperson at the commencement of the Meeting, recorded in the Minutes.

6.10 External Person attending a meeting electronically

- a) If an external person is invited to attend a meeting (or part thereof) by electronic means, (for example, an auditor attending an Audit Committee), before being authorised to attend the meeting, the external person is to first confirm they have met the electronic means, location and equipment suitability requirements of this policy, including maintaining confidentiality.
- b) The decision for an external person to attend a meeting electronically will be subject to the authority level detailed in section 7 of this Policy.

6.11 Exceptional Circumstances

- a) Where a request to attend a meeting electronically contains circumstances that are not detailed in this Policy, the request will:-
 - i. in the case of the request being to attend a relevant meeting or other meeting, be referred to the Mayor in the first instance. The Mayor may refer any request to attend a relevant meeting to the Council for consideration and may refer their own request to the Deputy Mayor, (acting under Section 5.34 of the Act).
 - ii. in the case of the request being to attend a group meeting, be referred to the Chairperson/Presiding Member for consideration.



6.12 Holding a relevant meeting by electronic means

- a) A relevant meeting may be held by electronic means subject to legislative requirements.
- b) Regulations 14D and 14E provide the requirements and circumstances for holding a relevant meeting by electronic means.
- c) If a decision is made to hold a relevant meeting by electronic means, so far as is practicable the provisions of this Policy will apply to the electronic meeting, with the exception of the maximum number of e-attendees per relevant meeting.

7. AUTHORITIES AND ACCOUNTABILITIES

Regulation 14C(2)(b) provides that a Member of a Council or Committee may attend a meeting by electronic means if the Member is otherwise authorised to attend the meeting by electronic means by the Mayor or Council.

The following 'Authority to Determine' table details Council's guidance on what level of authorisation is to be applied for determining requests for e-attendance at a type of meeting:-

Type of Meeting	Authority to Determine
7.1 Ordinary Meeting of the Council, or Special Meeting of the Council.	Council
7.2 A meeting of a Committee of the Council; or a meeting of an Audit Committee of a local government.	Council or, if a request to attend a Committee meeting is received and there is no Ordinary Council Meeting to be held prior to the Committee meeting to which the request relates, then that request is to be considered by the Mayor*.
7.3 Council Member Briefing Session, Workshop, Forum, Presentation or any other meeting arranged to provide information to all Council or Committee Members.	The Mayor* or, in the case where the Mayor is unavailable to make the decision, the Deputy Mayor.
7.4 Working group, advisory group or community reference group, as established by Council.	The Presiding Member of that Group.

* The Mayor may refer their own request to the Deputy Mayor, (acting under Section 5.34 of the Act).



Council Policy

8. ROLES AND RESPONSIBILITIES

Council Support will process all requests for electronic attendance received for Relevant Meetings and Other Meetings.

Group Contact Administrators will process all requested for electronic attendance received for Group Meetings.

9. DISPUTE RESOLUTION (if applicable)

All disputes in regard to this policy will be referred to the Director Corporate Strategy & Performance in the first instance. In the event that an agreement cannot be reached, the matter will be submitted to the CEO for consideration.

10. EVALUATION AND REVIEW

Version 1 of this Policy is to be reviewed within 12 months of Council adoption.

Subsequently, this Policy is to be reviewed after each ordinary local government election but may be reviewed at any other time.

11. RELATED DOCUMENTS

- Request for Electronic Attendance at a Meeting Form (Appendix 1)

12. REFERENCES

Local Government (Administration) Regulations 1996

13. RESPONSIBILITY FOR IMPLEMENTATION

Manager Council & Corporate Support

REVISION HISTORY

Version	Next Review	Record No.
Version 1	March 2025	23/321154V1
Administration change – Appendix 1 added	March 2025	23/321154V2
Administration amendment (CS03-10/24)	March 2025	23/321154V3

Appendix 1

Request for Electronic Attendance at Meeting

Requestor:

E-attendance Meeting Type:

For example, Ordinary Council Meeting, Special Council Meeting, Workshop, Forum, Advisory Group, Community Reference Group etc

E-Attendance Meeting Date:

Date the Request is Submitted:

Refer to Council adopted Policy - [Electronic Attendance at Meetings - City of Wanneroo](#)

COUNCIL MEMBER REQUEST DETAILS

1.	Detail the reason for your request to attend the meeting electronically or details of extenuating circumstances to be considered	
2.	Provide details of where you will be located whilst attending the meeting electronically	
3.	Will any other person/s be located within proximity to you whilst you are attending the meeting?	
4.	What is the electronic attendance method you will use? (eg, phone, laptop, iPad etc)	
5.	Confirm you will remain visible (on camera) at all times throughout the meeting (unless required to leave the meeting due to a conflict of interest or unless acknowledged as leaving the meeting by the Presiding Member)	
6.	Provide details of phone / internet connection (for example, hotel wifi, personal hotspot etc).	

Appendix 1

7. How familiar are you with the reliability of the internet connection that you will be using?	
8. How will you ensure confidentiality is maintained during the electronic meeting?	
9. Other relevant information for consideration of this request.	
ADMINISTRATION USE ONLY	
Date Request receive by the Administration	
Would electronic attendance at this meeting result in the Member attending more than half of the relevant meetings in the relevant period (the preceding 12 months including the proposed meeting), in accordance with Regulation 14C(3)?	
Have any other Councillors been approved to attend this meeting electronically? If so, who/how many?	
DETERMINATION OUTCOME	
Approval Method	Details
Mayor	
Council*	

** If the authorisation is to be determined by Council, the request will be submitted at the Council Meeting preceding the E-attendance Meeting date. In such case, this completed form will be provided to all Council Members prior to the meeting. A simple majority decision is required.*

24/172396



Council Policy

ELECTRONIC ATTENDANCE AT MEETINGS

Responsible Directorate:	Corporate Strategy & Performance Office of the CEO
Responsible Service Unit:	Council & Corporate Support Council Services
Contact Person:	Manager Council & Corporate Support
Date of Approval:	8 October 2024
Council Resolution Policy Review Committee Item No:	CS03-10/24

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1. POLICY STATEMENT

The City of Wanneroo is committed to providing a fair and equitable process to determine requests for electronic attendance at meetings.

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2. OBJECTIVE AND PURPOSE

Objective

The objective of this policy is to establish the decision-making framework to support effective electronic participation and attendance at in-person meetings. To establish the City's decision-making framework enabling electronic attendance at in-person meetings and for the conduct of meetings by electronic means.

This policy is to be read in conjunction with the Local Government Act 1995 ('the Act') and Regulations 14C, 14CA, 14D and 14E of the Local Government (Administration) Regulations 1996.

Purpose

The purpose of this policy is to:-

- set the parameters which guide electronic attendance at meetings; and
- define the circumstances that Council considers suitable to permit electronic attendance at in-person meetings; and
- support good decision making, efficiency and effectiveness in Council's meeting processes.

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3. KEY DEFINITIONS

E-attendance	means electronic attendance at an in-person meeting.
Electronic Means	refers to the approved electronic requirements to access an in-person meeting or attend an electronic meeting, encompassing hardware and software requirements to enable instantaneous

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Council Policy

	communication [Admin.r.14CA(3)]. The electronic means must be determined before the suitability of a location and equipment can be assessed as part of a request to attend electronically to an in-person meeting or to an electronic meeting.
In-person meeting/s	means a meeting that, under normal circumstances would be held with all attendees being present in-person and includes relevant meetings, other meetings.
Member/s	refers to a Council Member and any other person appointed as a Member of a Committee under Section 5.10 of the Act.
Other meeting/s	means a Council Member Agenda Briefings, Concept Forums or any other meeting arranged to provide information to all Council or Committee Members.
Proposed meeting	means the meeting for which the electronic attendance request applies.
Regulation	means a regulation of the <i>Local Government (Administration) Regulations 1996</i> .
Relevant meeting means	<p>Relevant meeting, means:-</p> <p>(a) an Ordinary Meeting of the Council; or</p> <p>(b) a Special Meeting of the Council; or</p> <p>(c) a meeting of a Committee of the Council; or</p> <p>— a meeting of an Audit Committee of a local government.</p> <p>(d) _____</p>
Relevant period	has the same meaning as Regulation 14C of the <i>Local Government (Administration) Regulations 1996</i> and means the period of 12 months ending on the day on which the proposed meeting is to be held.

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E-attendance means electronic attendance at an in-person meeting.

Group Delegate refers to a person who has been appointed to a City of Wanneroo working group, advisory group or community reference group, as established by Council.

Group meeting/s means a meeting of a working group, advisory group or community reference group, as established by Council.

In-person meeting/s means a meeting that, under normal circumstances would be held with all attendees being present in-person and includes relevant meetings, other meetings and group meetings.

Member/s refers to a Council Member and any other person appointed as a Member of a Committee under Section 5.10 of the Act.



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~~Other meeting/s~~ means a Council Member Briefing Session, Workshop, Forum, Presentation or any other meeting arranged to provide information to all Council or Committee Members.

~~Proposed meeting~~ means the meeting for which the electronic attendance request applies.

~~Regulation~~ means a regulation of the ~~Local Government (Administration) Regulations 1996~~.

~~Relevant meeting, means:-~~

- ~~(a) an Ordinary Meeting of the Council; or~~
- ~~(b)(a) a Special Meeting of the Council; or~~
- ~~(c)(a) a meeting of a Committee of the Council; or~~
- ~~(d)(a) a meeting of an Audit Committee of a local government.~~

~~Relevant period~~ has the same meaning as Regulation 14C of the ~~Local Government (Administration) Regulations 1996~~ and means the period of 12 months ending on the day on which the proposed meeting is to be held.

4. SCOPE

This policy applies to all Council Members of the City of Wanneroo, ~~and~~ ~~a~~ Member of a Committee ~~and Group Delegates~~of Council.

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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."

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6. IMPLEMENTATION

6.1 General Principle

- ~~a)~~ All Council Members recognise the importance of decision-making in their role to represent the community. Attendance at meetings is a necessary and valuable part of this process.
- ~~a)~~
- ~~b)~~ All relevant meetings, other meetings ~~and group meetings~~ will primarily be held as in person meetings.
- ~~b)~~
- ~~c)~~ Whenever possible, Members ~~and Group Delegates~~ will attend meetings in-person, rather than by electronic means.
- ~~e)~~
- ~~d)~~ Requests for attendance by electronic means at a meeting, should only be considered in accordance with legislation and this ~~p~~Policy.

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6.2 **Electronic Attendance at an In-Person Meeting [Administration Regulations 14C and 14CA]Requests for e-attendance**

a) For efficiency and the avoidance of unnecessary inconvenience, Members are to submit requests for electronic attendance two full working days prior to the proposed meeting. Requests must be received so that there is sufficient time for the request to be considered and the necessary technology and meeting protocols to be implemented.

a) All requests to attend a meeting electronically must be submitted in writing and:-

- i. in the case of a Member making the request, to the Mayor and CEO. Submissions may be sent to Council Support for processing; or
- ii. in the case of a Group Delegate making the request, to the Group Contact Administrator; and
- iii. provide all of the required information, including reasons, as detailed in this Policy via the 'Request for Electronic Attendance at a Meeting Form'; and

be submitted as far in advance as is reasonably practical and at minimum, two full working days prior to the proposed meeting.

b) A request for electronic attendance at an in-person meeting is to be made via the 'Request for Electronic Attendance at a Meeting Form' (**Appendix 1**):

- i. Is to be provided to the Mayor;
- ii. Where the Mayor is unavailable to approve a request, the request is to be considered by Council (the request is to be moved, seconded and approved);
- iii. Where the Mayor rejects a request, the requester may ask Council to re-consider the request; and
- iv. The Mayor may refer their own request to the Deputy Mayor, [acting under Section 5.34 of the Act]; or alternatively, may refer the request to Council for decision.

Note: for committees, a request for electronic attendance to an in-person committee meeting can only be approved by the Mayor or Council (not the relevant committee). Similarly, a request for a committee to be held as an electronic meeting (outside of a declared emergency) must first be approved by Council.

c) Where a request meets the following criteria, approval will not be unreasonably withheld:

- i. The electronic means of instantaneous communication, and the location and equipment from which the Member seeks to attend the meeting, are determined as suitable for the Member to effectively engage in deliberations and communications throughout the meeting [Admin.r.14C(5)];
- ii. The Member has made a declaration prior to the meeting, or that part of the meeting, that will be closed, that confidentially can be maintained. In the absence of such a declaration, the Member is prohibited from participation in the meeting, or that part of the meeting, that is closed [Admin.r.14CA(5)]; and
- iii. The approval does not exceed prescribed limitations for the number of meetings attended by that Member by electronic means [Admin.r.14C(3) and r.14C(4)].

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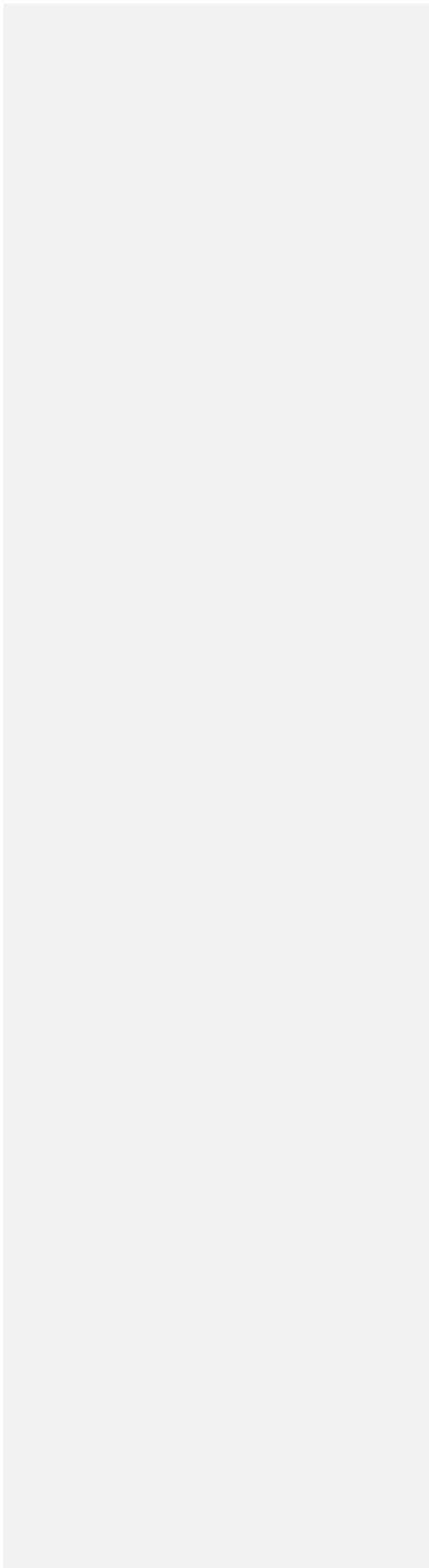
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- ~~The electronic means by which a Member may attend a meeting under an authorisation under regulation 14C(2) include telephone, video conference or other means of instantaneous communication, as determined by the Mayor or Council. The Council determines that the permissible means for electronic attendance at a meeting is preferred to be via video conference and that:-~~
- ~~the video conference platform (for example Zoom or MS Teams) is to be suited to the venue, style and type of meeting being conducted, but any electronic platform is subject to the endorsement of the CEO with due consideration of the effectiveness and implementation of administering that platform; and~~
 - ~~the video camera is to remain on at all times and the Member or Delegate is to remain visible whilst attending a meeting electronically unless:-~~
 - ~~that Member or Delegate is required to leave the meeting due to a conflict of interest or inability to maintain confidentiality; or~~
 - ~~otherwise authorised by the Mayor, Council or Presiding Member in accordance with the determining authority outlined in Section 7 of the Policy; and~~
 - ~~the microphone is to remain on mute unless called upon to speak;~~
- ~~visual cue cards are to be used to indicate a desire to speak, a need to declare a conflict of interest, a request for procedural motion/point of order and so forth.~~
- d) ~~Records of requests and decisions about requests must be retained:~~
- i. ~~Where the Mayor makes the decision, the record is retained as a Local Government record (e.g. email communication) in accordance with the City's Recordkeeping Plan 2023 and Records Management Policy; and~~
 - ii. ~~Where Council makes the decision, the decision must be recorded in the minutes [Admin.r.11(d)].~~
- e) ~~The CEO shall ensure that necessary administrative and technological support is readily available to facilitate attendance by electronic means at any meeting, on the basis that approvals may be given at any reasonable time prior to commencement of the meeting by the Mayor or during the meeting itself by Council for a Council meeting.~~
- b) ~~Requests to attend a relevant meeting electronically will be submitted to the next Ordinary Council Meeting for determination. Such requests will be considered during Item 1 of the order of business titled 'Attendances'.~~
- c) ~~If a request to attend a relevant meeting is submitted by the Mayor or the Chairperson of a Committee, then the Mayor or Chairperson (as the case may be) may choose to defer the presiding of that relevant meeting to the Deputy Mayor or Deputy Chairperson.~~
- d) ~~If a request to attend a Special Council Meeting is received and there is no Ordinary Council Meeting to be held prior to the Special Council Meeting to which the request relates, then that request may be considered at the Special Council Meeting during the Item 1 of the order of business titled 'Attendances'.~~

6.3 Maximum Number of eAttendees

- a) A maximum number of three Members are permitted to attend a relevant meeting electronically.

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- a)
b) Requests will be considered and determined in the order of receipt until the maximum number of attendees is reached.

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6.4 **Electronic Means Conducting a Meeting by Electronic Means [Administration Regulation 14D and 14E]**

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- a) Ordinary meetings will primarily be held as in-person meetings.

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- b) Where a declared public health or state of emergency, or associated directions, are in effect that prevent an in-person meeting being held, the Mayor or the Council can approve a meeting to be held by electronic means:

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- i. Meetings held by electronic means in these circumstances are not subject to, or included in, the prescribed limitation on the number of meetings held by electronic means [Admin.r.14D(2)(a)(b)].

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- c) Where it is otherwise considered expedient or necessary (and there is no declared emergency), the Council may resolve to authorise the meeting to be held by electronic means [Admin.r.14D(2)(c)], subject to:

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- i. The prescribed limitation is not exceeded on the number of electronic meetings allowed [Admin.r.14D(2A)];

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- ii. The CEO has been consulted, before the electronic means by which the meeting is to be held is determined by the Mayor or Council resolution [Admin.r.14D(3)(4)];

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- iii. The decision has given due regard to whether the location from which each Member seeks to attend the meeting and the equipment each Member intends to use, are suitable to ensure each Member is able to effectively engage in deliberations and communications throughout the meeting; and

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- iv. Each Member has made a declaration prior to the meeting, or that part of the meeting, that is closed, that confidentially can be maintained [Admin.r.14D(6)]. In the absence of such a declaration, a Member is prohibited from participation in the meeting, or that part of the meeting, that is closed.

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- d) Where a meeting is authorised to be held as an electronic meeting, the CEO must ensure details are:

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- i. published on the Local Government's Official webpage [Admin.r.12];

- ii. provided in the Notice of Meeting/Agenda; and

- iii. broadly promoted to ensure community awareness, such as through social media, newsletters, on noticeboards, etc.

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Note: In the case of the City being a Band 1 Council or Committee, where the meeting must be 'open to members of the public', then the council or committee must 'publicly broadcast the meeting on a website or the meeting or a broadcast of the meeting is otherwise accessible to the public' [Admin.r.14E(3A)(b)].

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6.5 Participating in Meetings by Electronic Means

- a) **Presiding at Meeting** – Where the Mayor is approved to attend an in-person meeting by electronic means, the Mayor may choose to defer to the Deputy Mayor [acting under Section 5.34 of the Act] for the purpose of presiding at the meeting.
- b) **Conduct** – Members are to be familiar with their Standing Orders Local Law and Code of Conduct requirements, in particular, protecting confidential information and appropriate communication practices, when participating in a meeting by electronic means.
- c) **Meeting Procedures** – Where provisions of the Standing Orders Local Law are not applicable to an electronic meeting environment, the Presiding Member may need to consider modification or suspension of the inconsistent subject provisions.
- d) **External Parties Participating in Closed Meetings** – Where external parties are invited to participate in a closed part of an electronic meeting (such as auditor attending an Audit Committee electronic meeting), before being approved to attend by a resolution of the meeting, they are to first confirm they have met the electronic means, location and equipment suitability requirements of this policy, including maintaining confidentiality.

The electronic means by which a Member may attend a meeting under an authorisation under regulation 14C(2) include telephone, video conference or other means of instantaneous communication, as determined by the Mayor or Council. The Council determines that the permissible means for electronic attendance at a meeting is preferred to be via video conference and that:-

- the video conference platform (for example Zoom or MS Teams) is to be suited to the venue, style and type of meeting being conducted, but any electronic platform is subject to the endorsement of the CEO with due consideration of the effectiveness and implementation of administering that platform; and
- the video camera is to remain on at all times and the Member or Delegate is to remain visible whilst attending a meeting electronically unless:-
 - i. that Member or Delegate is required to leave the meeting due to a conflict of interest or inability to maintain confidentiality; or
 - ii. i. otherwise authorised by the Mayor, Council or Presiding Member in accordance with the determining authority outlined in Section 7 of the Policy; and
- the microphone is to remain on mute unless called upon to speak;
- visual cue cards are to be used to indicate a desire to speak, a need to declare a conflict of interest, a request for procedural motion/point of order and so forth.

6.5 Criteria for attending electronically

- a) Regulation 14C(5) requires that the Mayor and/or Council must have regard to:-

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- i. whether the location from which the Member intends to attend the meeting, and
- ii. the equipment that the Member intends to use to attend the meeting, are suitable for the Member to be able to effectively engage in deliberations and communications during the meeting. Effective engagement means maintaining a reliable connection with continuous and clear participation.
- b) A Member or Delegate is required to provide the details of the location and the equipment to be used when submitting a request for electronic attendance at a meeting.
- c) Subject to all the requirements in this Policy being fulfilled, the Council determines that requests for electronic attendance at a meeting will be considered under the following circumstances:-
 - i. Member is on a leave of absence previously granted by the Council; or
 - ii. Member/Delegate is unwell but makes a declaration they are fit to participate electronically; or
 - iii. Member/Delegate has a conflicting engagement; or
 - iv. Member/Delegate is located in a region outside of the Perth metropolitan area but still within Western Australia; or
 - v. Member/Delegate is intrastate, or is overseas.
- d) A request for electronic attendance will not be supported if the Member or Delegate is:
 - i. in a public location; or
 - ii. travelling (for example, in transit, enroute, or in a moving vehicle or other mode of transport); or
 - iii. if the electronic attendance would result in the Member attending more than half of the relevant meetings in the relevant period (the preceding 12 months including the proposed meeting), in accordance with Regulation 14C(3). For clarification, the limitation in this clause 6.5(d)(iii) does not apply to group meetings or other meetings.
- e) In all cases, the full details and reasons for any request are to be provided in writing for consideration.

6.6 Method of Determining Voting When Attending Electronically

- a) The Presiding Member will decide the method to be used to determine a Members' vote at a meeting.
- a)
- b) A Member attending a meeting electronically is generally required to use both:
 - i. A visual cue card; and
 - ii. A verbal confirmation to indicate their vote on each item.
- c) Visual cue cards are also to be used to indicate:
 - i. a desire to speak;
 - ii. a declaration of a conflict of interest; and
 - iii. a request for procedural motion/point of order and so forth.

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~~d) In general however, a Member who attends a meeting electronically will be required to use both a visual cue card as well as a verbal confirmation to indicate their vote. The Members' microphone is to remain on mute unless called upon to speak.~~

~~e) The Members' video Camera is to remain on at all times, and the Member or Delegate must remain visible while attending the meeting electronically, unless:~~

~~b) —~~

~~i. The Administration may manually record a Members' vote (once determined) through the use of electronic voting software that Member or Delegate is required to leave the meeting due to a conflict of interest or inability to maintain confidentiality; or~~

~~ii. otherwise authorised by the Mayor, Council or Presiding Member in accordance with the determining authority outlined in Section 7 of the Policy.~~

~~f) Administration may manually record a Member's vote (once determined) using electronic voting software or other approved methods.~~

~~e) —~~

6.7 Confidentiality

- a) Regulation 14CA(5) requires that a 'Member must not attend the meeting or the closed part of the meeting unless, before the meeting, or the part of the meeting, is closed, the Member declares that the Member can maintain confidentiality during the meeting or the closed part of the meeting (as the case requires)'.
- b) If the Member makes the declaration and subsequently cannot maintain confidentiality, the Member must leave the meeting or the closed part of the meeting (Regulation 14CA(6)).
- c) A Member's declaration must be recorded in the minutes of the meeting (Regulation 14CA(7)).

6.8 Records to be maintained

- a) The minutes or notes (as the case may be) for the meeting will record all requests received and the decision made for e-attendance.
- b) Administration will maintain a register of electronic attendance including the details of the date, type of meeting, reasons for authorisation being approved or declined, and the number of times a Member or Delegate has attended a meeting electronically.

6.9 Group Meetings and Other Meetings

Whilst the legislative requirement of authorisation does not apply to ~~Group Meetings or Other Meetings~~, to provide consistency across the City's meeting process, guidelines for electronic attendance at these types of meetings have been included in this Policy.

- a) As standard, ~~Group Meetings and Other Meetings~~ will not be subject to this Policy.

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- b) At the discretion of the Presiding Member/Chairperson, ~~Group Meetings and Other Meetings~~ can implement this Policy in which case requests to attend ~~Group Meetings and Other Meetings~~ will be subject to all of the provisions of this Policy with the exception of:-
- the maximum number of e-attendees per meeting; and
 - the maximum total attendances by a Member or Delegate within the relevant period; which are both to be determined by the Presiding Member/Chairperson of the ~~group~~ ~~or Other Meeting~~.

This option to be enacted by a statement to this effect by the Presiding Member/Chairperson at the commencement of the Meeting, recorded in the Minutes.

6.10 External Person attending a meeting electronically

- ~~If an external person is invited to attend a meeting (or part thereof) by electronic means, (for example, an auditor attending an Audit Committee), before being authorised to attend the meeting, the external person is to first confirm they have met the electronic means, location and equipment suitability requirements of this policy, including maintaining confidentiality.~~
- ~~The decision for an external person to attend a meeting electronically will be subject to the authority level detailed in section 7 of this Policy.~~

6.104 Exceptional Circumstances

- Where a request to attend a meeting electronically contains circumstances that are not detailed in this Policy, the request will:-
 - in the case of the request being to attend a relevant meeting or other meeting, be referred to the Mayor in the first instance. The Mayor may refer any request to attend a relevant meeting to the Council for consideration and may refer their own request to the Deputy Mayor, (acting under Section 5.34 of the Act).
 - ~~in the case of the request being to attend a group meeting, be referred to the Chairperson/Presiding Member for consideration.~~

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6.12 Holding a relevant meeting by electronic means

- a) A relevant meeting may be held by electronic means subject to legislative requirements.
- b) Regulations 14D and 14E provide the requirements and circumstances for holding a relevant meeting by electronic means.
- c) If a decision is made to hold a relevant meeting by electronic means, so far as is practicable the provisions of this Policy will apply to the electronic meeting, with the exception of the maximum number of e-attendees per relevant meeting.

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7. AUTHORITIES AND ACCOUNTABILITIES

Regulation 14C(2)(b) provides that a Member of a Council or Committee may attend a meeting by electronic means if the Member is otherwise authorised to attend the meeting by electronic means by the Mayor or Council.

The following 'Authority to Determine' table details Council's guidance on what level of authorisation is to be applied for determining requests for e-attendance at a type of meeting:-

Type of Meeting	Authority to Determine
7.1 Ordinary Meeting of the Council, or Special Meeting of the Council.	Council
7.2 A meeting of a Committee of the Council; or a meeting of an Audit Committee of a local government.	Council or, if a request to attend a Committee meeting is received and there is no Ordinary Council Meeting to be held prior to the Committee meeting to which the request relates, then that request is to be considered by the Mayor*.
7.3 Council Member Agenda Briefing Session, Workshop, Concept Forum, Presentation or any other meeting arranged to provide information to all Council or Committee Members.	The Mayor* or, in the case where the Mayor is unavailable to make the decision, the Deputy Mayor.
7.4 Working group, advisory group or community reference group, as established by Council.	The Presiding Member of that Group.

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* The Mayor may refer their own request to the Deputy Mayor, (acting under Section 5.34 of the Act).

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8. ROLES AND RESPONSIBILITIES

~~Manager Corporate Governance and~~ Council ~~Support Services~~ will process all requests for electronic attendance received for Relevant Meetings and Other Meetings.

~~Group Contact Administrators will process all requested for electronic attendance received for Group Meetings.~~

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9. DISPUTE RESOLUTION (if applicable)

All disputes in regard to this policy will be referred to the ~~Director Corporate Strategy & Performance~~ General Counsel in the first instance. In the event that an agreement cannot be reached, the matter will be submitted to the CEO for consideration.

10. EVALUATION AND REVIEW

~~Version 1 of this Policy is to will be scheduled to be reviewed within 12 months of Council adoption, every three years following consultation with Council Members.~~

~~Subsequently, this Policy is to be reviewed after each ordinary local government election but may be reviewed at any other time.~~

11. RELATED DOCUMENTS

Records Management Policy
Recording Keeping Plan 2023

Request for Electronic Attendance at a Meeting Form (Appendix 1)

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12. REFERENCES

Local Government Act 1995

Local Government (Administration) Regulations 1996

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13. RESPONSIBILITY FOR IMPLEMENTATION

Manager Corporate Governance and Council ~~& Corporate Support Services~~

REVISION HISTORY

Version	Next Review	Record No.
Version 1	March 2025	23/321154V1
Administration change – Appendix 1 added	March 2025	23/321154V2
Administration amendment (CS03-10/24)	March 2025	23/321154V3



Council Policy

<u>18 August 2025 – Policy Review Committee</u> <u>(Marked-up 25/255189)</u>	<u>March 2028</u>	<u>23/321154V4</u>
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Appendix 1

Request for Electronic Attendance at Meeting

Requestor:

E-attendance Meeting Type:

For example, Ordinary Council Meeting, Special Council Meeting, Workshop, Forum, **Advisory Group**, ~~Community Reference Group~~ etc

E-Attendance Meeting Date:

Date the Request is Submitted:

Refer to Council adopted Policy - [Electronic Attendance at Meetings - City of Wanneroo](#)

COUNCIL MEMBER REQUEST DETAILS

1.	Detail the reason for your request to attend the meeting electronically or details of extenuating circumstances to be considered	
2.	Provide details of where you will be located whilst attending the meeting electronically	
3.	Will any other person/s be located within proximity to you whilst you are attending the meeting?	
4.	What is the electronic attendance method you will use? (eg, phone, laptop, iPad etc)	
5.	Confirm you will remain visible (on camera) at all times throughout the meeting (unless required to leave the meeting due to a conflict of interest or unless acknowledged as leaving the meeting by the Presiding Member)	
6.	Provide details of phone / internet connection (for example, hotel wifi, personal hotspot etc).	



Appendix 1

7. How familiar are you with the reliability of the internet connection that you will be using?	
8. How will you ensure confidentiality is maintained during the electronic meeting?	
9. Other relevant information for consideration of this request.	
ADMINISTRATION USE ONLY	
Date Request received by the Administration	
Would electronic attendance at this meeting result in the Member attending more than half of the relevant meetings in the relevant period (the preceding 12 months including the proposed meeting), in accordance with Regulation 14C(3)?	
Have any other Councillors been approved to attend this meeting electronically? If so, who/how many?	
DETERMINATION OUTCOME	
Approval Method	Details
Mayor	
Council*	

* If the authorisation is to be determined by Council, the request will be submitted at the Council Meeting preceding the E-attendance Meeting date. In such case, this completed form will be provided to all Council Members prior to the meeting. A simple majority decision is required.

24/172396



ELECTRONIC ATTENDANCE AT MEETINGS

Responsible Directorate:	<i>Office of the CEO</i>
Responsible Service Unit:	<i>Legal and Governance Services</i>
Date of Approval:	
Policy Review Committee Item No:	

1. POLICY STATEMENT

The City of Wanneroo is committed to providing a fair and equitable process to determine requests for electronic attendance at meetings.

2. OBJECTIVE AND PURPOSE

Objective

To establish the City's decision-making framework enabling electronic attendance at in-person meetings and for the conduct of meetings by electronic means.

This policy is to be read in conjunction with the *Local Government Act 1995* ('the Act') and Regulations 14C, 14CA, 14D and 14E of the *Local Government (Administration) Regulations 1996*.

Purpose

The purpose of this policy is to:-

- set the parameters which guide electronic attendance at meetings; and
- define the circumstances that Council considers suitable to permit electronic attendance at in-person meetings; and
- support good decision making, efficiency and effectiveness in Council's meeting processes.

3. KEY DEFINITIONS

E-attendance	means electronic attendance at an in-person meeting.
Electronic Means	refers to the approved electronic requirements to access an in-person meeting or attend an electronic meeting, encompassing hardware and software requirements to enable instantaneous communication [Admin.r.14CA(3)]. The electronic means must be determined before the suitability of a location and equipment can be assessed as part of a request to attend electronically to an in-person meeting or to an electronic meeting.



Council Policy

In-person meeting/s	means a meeting that, under normal circumstances would be held with all attendees being present in-person and includes relevant meetings, other meetings.
Member/s	refers to a Council Member and any other person appointed as a Member of a Committee under Section 5.10 of the Act.
Other meeting/s	means a Council Member Agenda Briefings, Concept Forums or any other meeting arranged to provide information to all Council or Committee Members.
Proposed meeting	means the meeting for which the electronic attendance request applies.
Regulation	means a regulation of the <i>Local Government (Administration) Regulations 1996</i> .
Relevant meeting means	(a) an Ordinary Meeting of the Council; or (b) a Special Meeting of the Council; or (c) a meeting of a Committee of the Council; or (d) a meeting of an Audit Committee of a local government.
Relevant period	has the same meaning as Regulation 14C of the <i>Local Government (Administration) Regulations 1996</i> and means the period of 12 months ending on the day on which the proposed meeting is to be held.

4. SCOPE

This policy applies to all Council Members of the City of Wanneroo and Members of a Committee of Council.

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 General Principle

- a) All Council Members recognise the importance of decision-making in their role to represent the community. Attendance at meetings is a necessary and valuable part of this process.



- b) All relevant meeting and other meetings will primarily be held as in person meetings.
- c) Whenever possible, Members will attend meetings in-person, rather than by electronic means.
- d) Requests for attendance by electronic means at a meeting, should only be considered in accordance with legislation and this policy.

6.2 Electronic Attendance at an In-Person Meeting [Administration Regulations 14C and 14CA]

- a) For efficiency and the avoidance of unnecessary inconvenience, Members are to submit requests for electronic attendance two full working days prior to the proposed meeting. Requests must be received so that there is sufficient time for the request to be considered and the necessary technology and meeting protocols to be implemented.
- b) A request for electronic attendance at an in-person meeting is to be made via the 'Request for Electronic Attendance at a Meeting Form' (**Appendix 1**):
 - i. Is to be provided to the Mayor;
 - ii. Where the Mayor is unavailable to approve a request, the request is to be considered by Council (the request is to be moved, seconded and approved);
 - iii. Where the Mayor rejects a request, the requester may ask Council to re-consider the request; and
 - iv. The Mayor may refer their own request to the Deputy Mayor, [acting under Section 5.34 of the Act]; or alternatively, may refer the request to Council for decision.

Note: for committees, a request for electronic attendance to an in-person committee meeting can only be approved by the Mayor or Council (not the relevant committee). Similarly, a request for a committee to be held as an electronic meeting (outside of a declared emergency) must first be approved by Council.

- c) Where a request meets the following criteria, approval will not be unreasonably withheld:
 - i. The electronic means of instantaneous communication, and the location and equipment from which the Member seeks to attend the meeting, are determined as suitable for the Member to effectively engage in deliberations and communications throughout the meeting [Admin.r.14C(5)];
 - ii. The Member has made a declaration prior to the meeting, or that part of the meeting, that will be closed, that confidentially can be maintained. In the absence of such a declaration, the Member is prohibited from participation in the meeting, or that part of the meeting, that is closed [Admin.r.14CA(5)]; and
 - iii. The approval does not exceed prescribed limitations for the number of meetings attended by that Member by electronic means [Admin.r.14C(3) and r.14C(4)].



Council Policy

- d) Records of requests and decisions about requests must be retained:
 - i. Where the Mayor makes the decision, the record is retained as a Local Government record (e.g. email communication) in accordance with the City's Recordkeeping Plan 2023 and Records Management Policy; and
 - ii. Where Council makes the decision, the decision must be recorded in the minutes [Admin.r.11(d)].
- e) The CEO shall ensure that necessary administrative and technological support is readily available to facilitate attendance by electronic means at any meeting, on the basis that approvals may be given at any reasonable time prior to commencement of the meeting by the Mayor or during the meeting itself by Council for a Council meeting.

6.3 Maximum Number of E-attendees

- a) A maximum number of three Members are permitted to attend a relevant meeting electronically.
- b) Requests will be considered and determined in the order of receipt until the maximum number of attendees is reached.

6.4 Conducting a Meeting by Electronic Means [Administration Regulation 14D and 14E]

- a) Ordinary meetings will primarily be held as in-person meetings.
- b) Where a declared public health or state of emergency, or associated directions, are in effect that prevent an in-person meeting being held, the Mayor or the Council can approve a meeting to be held by electronic means:
 - i. Meetings held by electronic means in these circumstances are not subject to, or included in, the prescribed limitation on the number of meetings held by electronic means [Admin.r.14D(2)(a)(b)].
- c) Where it is otherwise considered expedient or necessary (and there is no declared emergency), the Council may resolve to authorise the meeting to be held by electronic means [Admin.r.14D(2)(c)], subject to:
 - i. The prescribed limitation is not exceeded on the number of electronic meetings allowed [Admin.r.14D(2A)];
 - ii. The CEO has been consulted, before the electronic means by which the meeting is to be held is determined by the Mayor or Council resolution [Admin.r.14D(3)(4)];
 - iii. The decision has given due regard to whether the location from which each Member seeks to attend the meeting and the equipment each Member intends to use, are suitable to ensure each Member is able to effectively engage in deliberations and communications throughout the meeting; and
 - iv. Each Member has made a declaration prior to the meeting, or that part of the meeting, that is closed, that confidentially can be maintained [Admin.r.14D(6)]. In



the absence of such a declaration, a Member is prohibited from participation in the meeting, or that part of the meeting, that is closed.

- d) Where a meeting is authorised to be held as an electronic meeting, the CEO must ensure details are:
 - i. published on the Local Government's Official webpage [Admin.r.12];
 - ii. provided in the Notice of Meeting/Agenda; and
 - iii. broadly promoted to ensure community awareness, such as through social media, newsletters, on noticeboards, etc.

Note: In the case of the City being a Band 1 Council or Committee, where the meeting must be 'open to members of the public', then the council or committee must *'publicly broadcast the meeting on a website or the meeting or a broadcast of the meeting is otherwise accessible to the public'* [Admin.r.14E(3A)(b)].

6.5 Participating in Meetings by Electronic Means

- a) **Presiding at Meeting** – Where the Mayor is approved to attend an in-person meeting by electronic means, the Mayor may choose to defer to the Deputy Mayor [acting under Section 5.34 of the Act] for the purpose of presiding at the meeting.
- b) **Conduct** – Members are to be familiar with their Standing Orders Local Law and Code of Conduct requirements, in particular, protecting confidential information and appropriate communication practices, when participating in a meeting by electronic means.
- c) **Meeting Procedures** – Where provisions of the Standing Orders Local Law are not applicable to an electronic meeting environment, the Presiding Member may need to consider modification or suspension of the inconsistent subject provisions.
- d) **External Parties Participating in Closed Meetings** – Where external parties are invited to participate in a closed part of an electronic meeting (such as auditor attending an Audit Committee electronic meeting), before being approved to attend by a resolution of the meeting, they are to first confirm they have met the electronic means, location and equipment suitability requirements of this policy, including maintaining confidentiality.

6.6 Method of Determining Voting When Attending Electronically

- a) The Presiding Member will decide the method to be used to determine a Members' vote at a meeting.
- b) A Member attending a meeting electronically is generally required to use both:
 - i. A visual cue card; and
 - ii. A verbal confirmation to indicate their vote on each item.



Council Policy

- c) Visual cue cards are also to be used to indicate:
 - i. a desire to speak;
 - ii. a declaration of a conflict of interest; and
 - iii. a request for procedural motion/point of order and so forth.
- d) The Members' microphone is to remain on mute unless called upon to speak.
- e) The Members' video Camera is to remain on at all times, and the Member or Delegate must remain visible while attending the meeting electronically, unless:
 - i. that Member or Delegate is required to leave the meeting due to a conflict of interest or inability to maintain confidentiality; or
 - ii. otherwise authorised by the Mayor, Council or Presiding Member in accordance with the determining authority outlined in Section 7 of the Policy.
- f) Administration may manually record a Member's vote (once determined) using electronic voting software or other approved methods.

6.7 Confidentiality

- a) Regulation 14CA(5) requires that a 'Member must not attend the meeting or the closed part of the meeting unless, before the meeting, or the part of the meeting, is closed, the Member declares that the Member can maintain confidentiality during the meeting or the closed part of the meeting (as the case requires)'.
- b) If the Member makes the declaration and subsequently cannot maintain confidentiality, the Member must leave the meeting or the closed part of the meeting (Regulation 14CA(6)).
- c) A Member's declaration must be recorded in the minutes of the meeting (Regulation 14CA(7)).

6.8 Records to be maintained

- a) The minutes or notes (as the case may be) for the meeting will record all requests received and the decision made for e-attendance.
- b) Administration will maintain a register of electronic attendance including the details of the date, type of meeting, reasons for authorisation being approved or declined, and the number of times a Member or Delegate has attended a meeting electronically.

6.9 Other Meetings

Whilst the legislative requirement of authorisation does not apply to Other Meetings, to provide consistency across the City's meeting process, guidelines for electronic attendance at these types of meetings have been included in this Policy.

- a) As standard Other Meetings will not be subject to this Policy.



Council Policy

- b) At the discretion of the Presiding Member/Chairperson, Other Meetings can implement this Policy in which case requests to attend Other Meetings will be subject to all of the provisions of this Policy with the exception of:-
- i. the maximum number of e-attendees per meeting; and
 - ii. the maximum total attendances by a Member or Delegate within the relevant period; which are both to be determined by the Presiding Member/Chairperson of the Other Meeting.

This option to be enacted by a statement to this effect by the Presiding Member/Chairperson at the commencement of the Meeting, recorded in the Minutes.

6.10 Exceptional Circumstances

- a) Where a request to attend a meeting electronically contains circumstances that are not detailed in this Policy, the request will:-
- i. in the case of the request being to attend a relevant meeting or other meeting, be referred to the Mayor in the first instance. The Mayor may refer any request to attend a relevant meeting to the Council for consideration and may refer their own request to the Deputy Mayor, (acting under Section 5.34 of the Act).

7. AUTHORITIES AND ACCOUNTABILITIES

Regulation 14C(2)(b) provides that a Member of a Council or Committee may attend a meeting by electronic means if the Member is otherwise authorised to attend the meeting by electronic means by the Mayor or Council.

The following 'Authority to Determine' table details Council's guidance on what level of authorisation is to be applied for determining requests for e-attendance at a type of meeting:-

Type of Meeting	Authority to Determine
7.1 Ordinary Meeting of the Council, or Special Meeting of the Council.	Council
7.2 A meeting of a Committee of the Council; or a meeting of an Audit Committee of a local government.	Council or, if a request to attend a Committee meeting is received and there is no Ordinary Council Meeting to be held prior to the Committee meeting to which the request relates, then that request is to be considered by the Mayor*.



Council Policy

7.3 Council Member Agenda Briefing, Workshop, Concept Forum, Presentation or any other meeting arranged to provide information to all Council or Committee Members.	The Mayor* or, in the case where the Mayor is unavailable to make the decision, the Deputy Mayor.
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* The Mayor may refer their own request to the Deputy Mayor, (acting under Section 5.34 of the Act).

8. ROLES AND RESPONSIBILITIES

Manager Corporate Governance and Council Services will process all requests for electronic attendance received for Relevant Meetings and Other Meetings.

9. DISPUTE RESOLUTION (if applicable)

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 consideration.

10. EVALUATION AND REVIEW

This policy will be scheduled to be reviewed every three years following consultation with Council Members.

11. RELATED DOCUMENTS

Records Management Policy
Recording Keeping Plan 2023
Request for Electronic Attendance at a Meeting Form (Appendix 1)

12. REFERENCES

Local Government Act 1995
Local Government (Administration) Regulations 1996

13. RESPONSIBILITY FOR IMPLEMENTATION

Manager Corporate Governance and Council Services

REVISION HISTORY

Version	Next Review	Record No.
Version 1	March 2025	23/321154V1



Council Policy

Administration change – Appendix 1 added	March 2025	23/321154V2
Administration amendment (CS03-10/24)	March 2025	23/321154V3
18 August 2025 – Policy Review Committee	March 2028	23/321154V4

Appendix 1

Request for Electronic Attendance at Meeting

Requestor:

E-attendance Meeting Type:

For example, Ordinary Council Meeting, Special Council Meeting, Workshop, Agenda Briefing, Concept Forum,

E-Attendance Meeting Date:

Date the Request is Submitted:

Refer to Council adopted Policy - [Electronic Attendance at Meetings - City of Wanneroo](#)

COUNCIL MEMBER REQUEST DETAILS	
1. Detail the reason for your request to attend the meeting electronically or details of extenuating circumstances to be considered	
2. Provide details of where you will be located whilst attending the meeting electronically	
3. Will any other person/s be located within proximity to you whilst you are attending the meeting?	
4. What is the electronic attendance method you will use? (eg, phone, laptop, iPad etc)	
5. Confirm you will remain visible (on camera) at all times throughout the meeting (unless required to leave the meeting due to a conflict of interest or unless acknowledged as leaving the meeting by the Presiding Member)	
6. Provide details of phone / internet connection (for example, hotel wifi, personal hotspot etc).	

Appendix 1

7. How familiar are you with the reliability of the internet connection that you will be using?	
8. How will you ensure confidentiality is maintained during the electronic meeting?	
9. Other relevant information for consideration of this request.	
ADMINISTRATION USE ONLY	
Date Request receive by the Administration	
Would electronic attendance at this meeting result in the Member attending more than half of the relevant meetings in the relevant period (the preceding 12 months including the proposed meeting), in accordance with Regulation 14C(3)?	
Have any other Councillors been approved to attend this meeting electronically? If so, who/how many?	
DETERMINATION OUTCOME	
Approval Method	Details
Mayor	
Council*	

** If the authorisation is to be determined by Council, the request will be submitted at the Council Meeting preceding the E-attendance Meeting date. In such case, this completed form will be provided to all Council Members prior to the meeting. A simple majority decision is required.*

24/172396

4.4 Bereavement Recognition Policy

File Ref:	52634 – 25/197115
Responsible Officer:	Chief Executive Officer
Attachments:	3
Previous Items:	5.10 - Bereavement Recognition Policy - Policy Review Committee - 07 Apr 2025 6:00pm

Issue

To undertake a review of the City of Wanneroo (the **City**) Bereavement Recognition Policy (**Policy**).

Background

Council at its meeting on 9 August 2022 (CP06-08/22) approved the latest version of the Policy.

A minor review of the Policy (**Attachment 1**) was undertaken and approved by the Policy Review Committee on 7 April 2025 (item 5.10). Administration advised that a major review would be conducted to ensure alignment with other Council policies, legal and peer review were conducted when the Policy was next reviewed.

Detail

As part of the major review a peer review was conducted and found that most Band 1 local governments do not maintain a standalone Bereavement Policy, or a policy of similar nature.

The City of Cockburn maintains a Flying of Flags and Bereavement Recognition Policy (adopted 12 November 2024), which does not provide any additional provisions beyond those already covered in the City's Policy.

Legal and Governance Services reviewed the Policy and proposed minor amendments to ensure consistency with other City policies and current practice. These are reflected in the marked-up version (**Attachment 2**).

Consultation

Internal consultation was undertaken with relevant business units to ensure the Policy reflects current practice and aligns with other City policies. Input was sought from Legal and Governance Services to confirm statutory compliance to ensure the Policy remains appropriate in supporting Council Members and civic protocols.

Due to the administrative nature of the Policy and its focus on internal processes, no external consultation was necessary.

Comment

The review confirmed that the Policy remains appropriate and relevant to the City's needs, with only minor amendments proposed.

The suggested changes:

- Ensure consistency with other Council policies;
- Reflect current administrative practice; and
- Align with policies from comparable local governments where relevant.

Given that other Band 1 local governments either do not have a similar policy or incorporate bereavement recognition within broader policies, the retention of the City's dedicated Bereavement Recognition Policy ensures clarity and sensitivity in managing such matters.

Statutory Compliance

As a Committee of Council holding delegated authority under sections 5.8 and 5.16(1) of the *Local Government Act 1995* (the **Act**), the Policy Review Committee may directly amend Council policies except where an absolute majority is required.

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

The Policy remains consistent with the existing Council Policy Framework Policy and only minor amendments have been made.

Financial Implications

Costs associated with the recognition of bereavement such as the placing of a media notice or procurement of a floral tribute will be met from the City's operational funds.

Voting Requirements

Simple Majority

Moved Cr Wright, Seconded Mayor Aitken

With the approval of the Mover and Seconder, the substantive motion was amended through the debate, to approve changes as shown below:

That Policy Review Committee APPROVES the revised Bereavement Recognition Policy as shown at Attachment 3 *subject to amending dot point 4 under “Scope” to remove ‘who have served at least two full four-year terms’; and retaining the second dot point “Freeman of the City of Wanneroo.”*

Motion as amended was put and

**CARRIED UNANIMOUSLY
9/0**

**For the motion: Mayor Aitken, Cr Berry, Cr Herridge, Cr Miles,
Cr Parker, Cr Rowe, Cr Smith, Cr Seif and Cr Wright**

Against the motion: Nil

Attachments:

- | | | |
|---------------------|---|--------------|
| 1 ↓ | Attachment 1 - Bereavement Recognition Policy - Current Version | 13/25700[v4] |
| 2 ↓ | Attachment 2 - Bereavement Recognition Policy - Marked up Version | 25/255168 |
| 3 ↓ | Attachment 3 - Bereavement Recognition Policy - Clean Version | 13/25700[v5] |



Council Policy

Bereavement Recognition Policy

Responsible Directorate:	<i>Office of the CEO</i>
Responsible Service Unit:	<i>Legal & Governance Services</i>
Contact Person:	<i>Manager Corporate Governance & Council Services</i>
Date of Approval:	<i>7 April 2025</i>
Policy Review Committee Item No:	5.10

1. POLICY STATEMENT

The City of Wanneroo is proud of its history and the people who have shaped it. As a mark of respect, Council may acknowledge an individual's contribution at the time of their death.

2. OBJECTIVE AND PURPOSE

To ensure proper and appropriate recognition of deceased persons closely associated with the City of Wanneroo and/or its history, for their contribution.

3. KEY DEFINITIONS

Nil

4. SCOPE

This policy applies to recognition of deceased individuals including:

- Noongar Elders
- Freeman of the City of Wanneroo and Holders of the Keys of the City of Wanneroo
- Persons honoured as a Wanneroo Pioneer
- Current and former Council Members of the City of Wanneroo
- Chief Executive Officers of the City, appointed by Council since its establishment in July 1999
- Current employees of the City
- Past and present volunteers who have contributed directly to City services and projects since its establishment in July 1999
- Other individuals considered to have made a valued contribution to the area, as agreed by the Mayor and the Chief Executive Officer.

Other individuals, including immediate family members of the above may also be recognised, at the discretion of the Mayor or Chief Executive Officer.



Council Policy

5. IMPLICATIONS

Priority 1.1 Value the contribution of all people:-

Wanneroo will have opportunities for all ages, abilities, cultures and genders to be included and to contribute to the wider community. People in Wanneroo will have access to a wide variety of programs and services that assist with mental and physical health, and personal wellbeing. Volunteers will also provide highly valued contributions in the community.

6. IMPLEMENTATION

The City recognises the death of a person closely associated with the area by following established funeral etiquette, respecting the wishes of the immediate family and being sensitive to the deceased's cultural or religious beliefs. Generally, this recognition may include:

- A public expression of sympathy on behalf of the City e.g. placing of a media notice including Social Media if appropriate;
- Sending a sympathy (condolence) card or a personal note to the immediate family on behalf of Council and employees;
- A floral tribute, where this form of sympathy is considered acceptable by the family; and
- Attendance at the funeral service by Council Members or senior staff to represent the City.

7. AUTHORITIES AND ACCOUNTABILITIES

The Office of the Mayor is responsible for organising the agreed form of recognition.

8. ROLES AND RESPONSIBILITIES

The Manager Corporate Governance & Council Services is responsible for the implementation of this policy, supported by the Office of the Mayor.

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 Chief Executive Officer for a ruling.

10. EVALUATION AND REVIEW PROVISIONS

This policy will be reviewed annually.

11. RELATED DOCUMENTS

- Civic Events Policy
- Reconciliation Action Plan

12. REFERENCES

Nil



Council Policy

13. RESPONSIBILITY FOR IMPLEMENTATION

Manager Corporate Governance & Council Services

REVISION HISTORY

Version	Next Review	Record No:
1 - 16 April 2003 - CE04-04/03		
2 - 23 September 2003 - CE03-09/03		
3 - 8 August 2006 - GS01-08/06	July 2008	
4 - 29 June 2010 - CD05-06/10	June 2012	10/16826
5 - 10 December 2013 – CS08-12/13	December 2015	13/25700
6 - 19 September 2017 - CE01-09/17	September 2020	13/25700v2
7 - 9 August 2022 – CP06-08/22	September 2023	13/25700V3
8 - Transfer of Policy to Council & Corporate Support from Place Management – 23/400842	September 2024	13/25700V3
9 - 7 April 2025 – Policy Review Committee	September 2026	13/25700V4



Council Policy

Bereavement Recognition Policy

Responsible Directorate:	Office of the CEO
Responsible Service Unit:	Legal & Governance Services
Contact Person:-	Manager Corporate Governance & Council Services
Date of Adoption approval:	7 April 2025
Policy Review Committee Item No:	5-10

1. POLICY STATEMENT

The City of Wanneroo is proud of its history and the people who have shaped it. As a mark of respect, Council may acknowledge an individual's contribution at the time of their death.

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2. OBJECTIVE AND PURPOSE

To ensure proper and appropriate recognition of deceased persons closely associated with the City of Wanneroo and/or its history, for their contribution.

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3. KEY DEFINITIONS

Nil

4. SCOPE

This policy applies to recognition of deceased individuals including:

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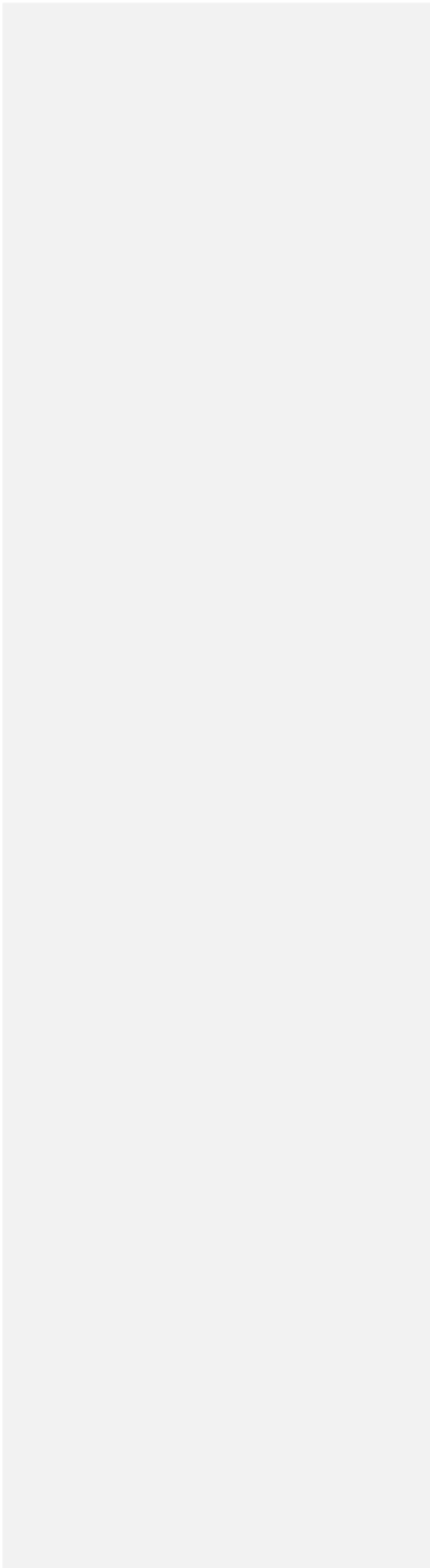
- Noongar Elders
- ~~Freeman of the City of Wanneroo and Holders of the Honour of 'Keys of the City' of Wanneroo~~
- Persons honoured as a Wanneroo Pioneer
- ~~Current and former Council Members of the City of Wanneroo who have served at least~~
- ~~two 2-full four4-year terms~~
- Chief Executive Officers of the City, appointed by Council since its establishment in July 1999
- Current employees of the City
- Past and present volunteers who have contributed directly to City services and projects since its establishment in July 1999
- Other individuals considered to have made a valued contribution to the area, as agreed by the Mayor and the Chief Executive Officer.

Commented [JM1]: Option here to align with Recognition Service Policy.



Council Policy

Other individuals, including immediate family members of the above may also be recognised, at the discretion of the Mayor or Chief Executive Officer.





Council Policy

5. IMPLICATIONS

Priority 1.1 Value the contribution of all people:-

Wanneroo will have opportunities for all ages, abilities, cultures and genders to be included and to contribute to the wider community. People in Wanneroo will have access to a wide variety of programs and services that assist with mental and physical health, and personal wellbeing. Volunteers will also provide highly valued contributions in the community.

6. IMPLEMENTATION

The City recognises the death of a person closely associated with the area by following established funeral etiquette, respecting the wishes of the immediate family and being sensitive to the deceased's cultural or religious beliefs. Generally, this recognition may include:

- A public expression of sympathy on behalf of the City e.g. placing of a media notice including Social Media if appropriate;
- Sending a sympathy (condolence) card or a personal note to the immediate family on behalf of Council and employees;
- A floral tribute, where this form of sympathy is considered acceptable by the family which may include an equivalent financial contribution to a charity of the family's choice; and
- Attendance at the funeral service by Mayor, CEO and Council Members ~~or senior staff~~ to represent the City.

7. AUTHORITIES AND ACCOUNTABILITIES

The CEO in consultation with the Office of the Mayor is responsible for organising the agreed form of recognition.

8. ROLES AND RESPONSIBILITIES

The Manager Corporate Governance & Council Services is responsible for the implementation of this policy, supported by the Office of the Mayor.

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 Chief Executive Officer for a ruling.

10. EVALUATION AND REVIEW PROVISIONS

This policy will be reviewed ~~annually~~ every three years.

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Council Policy

11. RELATED DOCUMENTS

- Civic Events Policy
- Honour of 'Keys to the City' Policy
- Council Members' Recognition of Service Policy
- Council Members' Fees, Allowances, Reimbursements and Benefits Policy
- Reconciliation Action Plan

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12. REFERENCES

Nil

13. RESPONSIBILITY FOR IMPLEMENTATION

Manager Corporate Governance & Council Services

REVISION HISTORY

Version	Next Review	Record No:
1 - 16 April 2003 - CE04-04/03		
2 - 23 September 2003 - CE03-09/03		
3 - 8 August 2006 - GS01-08/06	July 2008	
4 - 29 June 2010 - CD05-06/10	June 2012	10/16826
5 - 10 December 2013 – CS08-12/13	December 2015	13/25700
6 - 19 September 2017 - CE01-09/17	September 2020	13/25700v2
7 - 9 August 2022 – CP06-08/22	September 2023	13/25700V3
8 - Transfer of Policy to Council & Corporate Support from Place Management – 23/400842	September 2024	13/25700V3
9 - 7 April 2025 – Policy Review Committee	September 2026	13/25700V4
10 - 18 August 2025 – Policy Review Committee (Marked up version - 25/255168)	September 2028	13/25700V5



Council Policy

Bereavement Recognition Policy

Responsible Directorate:	<i>Office of the CEO</i>
Responsible Service Unit:	<i>Legal & Governance Services</i>
Date of Adoption :	
Policy Review Committee Item No:	

1. POLICY STATEMENT

The City of Wanneroo is proud of its history and the people who have shaped it. As a mark of respect, Council may acknowledge an individual's contribution at the time of their death.

2. OBJECTIVE AND PURPOSE

To ensure proper and appropriate recognition of deceased persons closely associated with the City of Wanneroo and/or its history, for their contribution.

3. KEY DEFINITIONS

Nil

4. SCOPE

This policy applies to recognition of deceased individuals including:

- Noongar Elders.
- Honour of 'Keys of the City' of Wanneroo.
- Persons honoured as a Wanneroo Pioneer.
- Current and former Council Members of the City of Wanneroo who have served at least two full four-year terms.
- Chief Executive Officers of the City, appointed by Council since its establishment in July 1999.
- Current employees of the City.
- Past and present volunteers who have contributed directly to City services and projects since its establishment in July 1999.
- Other individuals considered to have made a valued contribution to the area, as agreed by the Mayor and the Chief Executive Officer.
- Other individuals, including immediate family members of the above may also be recognised, at the discretion of the Mayor or Chief Executive Officer.



Council Policy

5. 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

1.1 - Value the contribution of all people

Priority 1.1 Value the contribution of all people:

Wanneroo will have opportunities for all ages, abilities, cultures and genders to be included and to contribute to the wider community. People in Wanneroo will have access to a wide variety of programs and services that assist with mental and physical health, and personal wellbeing. Volunteers will also provide highly valued contributions in the community.

6. IMPLEMENTATION

The City recognises the death of a person closely associated with the area by following established funeral etiquette, respecting the wishes of the immediate family and being sensitive to the deceased's cultural or religious beliefs. Generally, this recognition may include:

- A public expression of sympathy on behalf of the City e.g. placing of a media notice including Social Media if appropriate;
- Sending a sympathy (condolence) card or a personal note to the immediate family on behalf of Council and employees;
- A floral tribute, where this form of sympathy is considered acceptable by the family which may include an equivalent financial contribution to a charity of the family's choice; and
- Attendance at the funeral service by Mayor, CEO and Council Members to represent the City.

7. AUTHORITIES AND ACCOUNTABILITIES

The CEO in consultation with the Office of the Mayor is responsible for organising the agreed form of recognition.

8. ROLES AND RESPONSIBILITIES

The Manager Corporate Governance & Council Services is responsible for the implementation of this policy, supported by the Office of the Mayor.

9. DISPUTE RESOLUTION

All disputes in regard to 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 Chief Executive Officer for a ruling.



Council Policy

10. EVALUATION AND REVIEW PROVISIONS

This policy will be reviewed every three years.

11. RELATED DOCUMENTS

- Civic Events Policy
- Honour of 'Keys to the City' Policy
- Council Members' Recognition of Service Policy
- Council Members' Fees, Allowances, Reimbursements and Benefits Policy
- Reconciliation Action Plan

12. REFERENCES

Nil

13. RESPONSIBILITY FOR IMPLEMENTATION

Manager Corporate Governance & Council Services

REVISION HISTORY

Version	Next Review	Record No:
1 - 16 April 2003 - CE04-04/03		
2 - 23 September 2003 - CE03-09/03		
3 - 8 August 2006 - GS01-08/06	July 2008	
4 - 29 June 2010 - CD05-06/10	June 2012	10/16826
5 - 10 December 2013 – CS08-12/13	December 2015	13/25700
6 - 19 September 2017 - CE01-09/17	September 2020	13/25700v2
7 - 9 August 2022 – CP06-08/22	September 2023	13/25700V3
8 - Transfer of Policy to Council & Corporate Support from Place Management – 23/400842	September 2024	13/25700V3
9 - 7 April 2025 – Policy Review Committee	September 2026	13/25700V4
10 - 18 August 2025 – Policy Review Committee (Marked up version - 25/255168)	September 2028	13/25700V5

4.5 Recording and Access to Recordings of Council Meetings Policy

File Ref:	52634 – 25/197137
Responsible Officer:	Chief Executive Officer
Attachments:	3
Previous Items:	CS06-11/21 - Review of Recording and Access to Recordings of Council Meetings Policy - Ordinary Council - 16 Nov 2021 6:00pm CE01-09/24 - Extension of Review Dates of Council Policies - Ordinary Council - 10 Sep 2024 6:00pm CS09-12/24 - Review of the Recording and Access to Recordings of Council Meetings Policy - Ordinary Council - 10 Dec 2024 6:00pm

Issue

To consider the review of the City of Wanneroo's (the **City**) Recording and Access to Recordings of Council Meetings Policy (**Policy**).

Background

The City's Policy was established to be open and transparent about council meeting recordings and access to these recordings. The City's Policy was last approved at the Council meeting on 10 December 2024 (CS09-12/24) approved the latest version of the Policy (**Attachment 1**).

The latest review of the Policy found that only minor changes were required, as shown in **Attachment 2** (marked-up version). A clean version of the revised Policy is provided at **Attachment 3** for consideration and approval.

Detail

Regulation 14H of the *Local Government (Administration) Regulations 1996* (**Administration Regulation**) requires class 1 local governments to broadcast their meetings of Council electronically, "electronic broadcasting" means making the proceedings available via the internet or other electronic means. Additionally, regulation 14I requires class 1 local governments to make and retain video and audio recordings of Council meetings for a period of up to five years and are to be published on their website.

If there is a technology failure preventing the Council meeting (or part of the meeting) from being recorded, the meeting may still proceed if the City does everything reasonably practicable to make an improvised recording of the meeting. In the event of a technology failure for recordings, the City is to make an improvised recording or otherwise publish the reasons why they are unable to make a recording of the council meeting.

In accordance with section 5.23 of the Act, closed sessions where confidential matters are discussed must not be livestreamed or published. However, the City must still audio record these sessions as required by regulation 14A(2)(a)(ii). Below is a summary of the legislative requirements the City must comply with in relation to recordings of council meetings:

- video and audio livestreaming of council meetings (open proceedings);
- no livestreaming of closed proceedings;
- video and audio recording of council meetings (open proceedings);
- audio recordings of closed proceedings;
- livestreaming and recording technology installed at the council's usual meeting place;
- and

- portable technology for meetings held outside of the usual meeting place or in case of a technological failure.

Consultation

Internal consultation was undertaken with relevant business units to ensure the Policy reflects current practice and aligns with other City policies and the Council Policy Framework Policy. The Legal and Governance Services were consulted and proposed amendments to ensure compliance with statutory obligations.

A review of the Department of Local Government's Livestreaming and Recordings of Council Meetings – Explanatory Paper was also undertaken to confirm alignment with regulatory expectations.

Comment

The review of the Policy found it remains appropriate and relevant to the City's needs, with only minor amendments proposed.

The following minor amendments are proposed as part of this review:

- Update of the responsible Directorate and Service Unit to reflect current administrative structure;
- Inclusion of a content ownership clause to clarify accountability for recordings;
- Addition of definitions to improve policy clarity and accessibility;
- General refinements to reflect current administrative practice.

Statutory Compliance

Local Government Act 1995

Local Government (Administration) Regulations 1996

State Records Act 2000

Department of Local Government Livestreaming and Recordings of Council Meeting Explanatory Paper

As a Committee of Council holding delegated authority under sections 5.8 and 5.16(1) of the Act, the Policy Review Committee may directly amend Council policies except where an absolute majority is required.

Strategic Implications

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

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

7.2 - Responsibly and ethically managed

Risk Appetite Statement

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

Risk Management Considerations

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

Policy Implications

The Policy remains consistent with the Council Policy Framework Policy and continues to support the City's governance objectives.

Financial Implications

Nil

Voting Requirements

Simple Majority

Moved Cr Berry, Seconded Cr Parker

That Policy Review Committee **APPROVES** the revised Recording and Access to Recordings of Council Meetings Policy as shown at Attachment 3.

CARRIED UNANIMOUSLY
9/0

For the motion: Mayor Aitken, Cr Berry, Cr Herridge, Cr Miles, Cr Parker, Cr Rowe, Cr Smith, Cr Seif and Cr Wright

Against the motion: Nil

Attachments:

1. [Attachment 1 - Recording and Access to Recordings of Council Meetings Policy - Current Version](#) 21/469021[v2]
2. [Attachment 2 - Recording and Access to Recordings of Council Meetings Policy - Marked Up Version](#) 25/266995
3. [Attachment 3 - Recording and Access to Recordings of Council Meetings Policy - Clean Version](#) 21/469021[v3]

RECORDING AND ACCESS TO RECORDINGS OF COUNCIL MEETINGS POLICY

Responsible Directorate:	<i>Corporate Strategy & Performance</i>
Responsible Service Unit:	<i>Council & Corporate Support</i>
Date of Approval:	<i>10 December 2024</i>
Council Resolution No:	<i>CS09-12/24</i>

1. POLICY STATEMENT

To be open and transparent regarding Council Meeting recordings and access to these recordings for members of the public and Council Members.

2. OBJECTIVE AND PURPOSE

Objective

The objective of this policy is to ensure there is a process in place to outline the access to recorded Council Meetings.

Purpose

The purpose of this policy is to ensure that Council Members, the community, government bodies and other stakeholders are able to access recordings of the proceedings of Council meetings in compliance with the *Local Government Act 1995* and associated Regulations.

3. KEY DEFINITIONS

Nil

4. SCOPE

This Policy applies to Council Members and employees of the City of Wanneroo.

5. IMPLICATIONS

The policy aligns with the following Strategic Community Plan Goal and Priorities:

Strategic Community Plan 2021-2031

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

Priority 7.2 – Responsibly and ethically managed. The City of Wanneroo will be managed responsibly to ensure a long-term, sustainable future. The City will have effective governance arrangements and ethical leadership that is open and transparent, ensuring a clear understanding of roles and accountabilities.

6. IMPLEMENTATION

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

- Ordinary Council Meeting;
- Special Council Meeting;
- Annual General Meeting of Electors;
- Special Electors Meeting; and
- Agenda Briefing Session

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

Recording of Proceedings

6.2. Proceedings of Meetings detailed in this policy, as well as Deputations and Public Question Time during these meetings, shall be recorded by the City on audio and video recording equipment. Meetings and portions of Meetings taking place in closed session will be recorded on audio recording equipment.

6.3. No member of the public is to use any audio-visual technology or devices to record the proceedings of a Meeting, without the written permission of the Mayor or the Mayor's Delegate.

6.4. Arrangements for the broadcast and recording of meetings conducted by electronic means under s14D of the *Local Government (Administration) Regulations 1996 (Regulations)*, for example in the situation of a public health emergency or state of emergency, will be made in compliance with ss.14H and 14I of the Regulations.

6.5. Arrangements for the recording of Meetings not held at the Council's usual meeting place, or for the recording of Meetings in the event of a technological failure of the City's recording equipment, will be made in compliance with ss.14I(2) to 14I(9) of the Regulations.

6.6. In compliance with the City's approved Recordkeeping Plan and the *State Records Act 2000*, recordings made under this policy will be retained for the period specified in the *General Retention and Disposal Authority for Local Government Information*.

Access to Recordings

6.7. Recordings of Meetings made under this policy will be published via the City's online channels no later than fourteen (14) days after the Meeting and will remain accessible for a minimum period of five (5) years after the Meeting date.

6.8. Members of the public may purchase a copy of the recorded proceedings or alternatively, listen to the recorded proceedings at the Civic Centre online once the recording is published on the City of Wanneroo website. Costs for providing a copy of the recorded proceedings to members of the public will include staff time to make the copy of the proceedings, as well as the cost of the digital copy for the recording to be placed on. The cost of staff time will be set in the City's Schedule of Fees and Charges each financial year.

- 6.9. Council Members may request a copy of the recording of the Council proceedings at no charge.
- 6.10. All Council Members are to be notified when recordings are requested by members of the public or by Council Members.

7. ROLES AND RESPONSIBILITIES

The Policy is the responsibility of the Manager Council & Corporate Support.

8. DISPUTE RESOLUTION

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

9. EVALUATION AND REVIEW PROVISIONS

This policy will be evaluated and its effectiveness reviewed by the following key performance measures:

- All relevant meetings recorded;
- Acceptable quality of recordings captured; and
- Resolution of requests for copies of recordings within appropriate timeframes.

10. RELATED DOCUMENTS

City of Wanneroo Recordkeeping Plan

11. REFERENCES

Nil

12. RESPONSIBILITY FOR IMPLEMENTATION

Manager Council & Corporate Support

REVISION HISTORY

Version	Next Review	Record No:
Version 1 – 4 June 2019	2021	11/104796[v3]
Review due to COVID19 - 5 May 2020	2021	11/104796[v3]
Version 2 – 13 September 2021	30 November 2023	21/469021[v1]
Version 3 – 10 December 2024	30 November 2025	21/469021[v2]



Council Policy

RECORDING AND ACCESS TO RECORDINGS OF COUNCIL MEETINGS POLICY

Responsible Directorate:	Corporate Strategy & Performance Office of the CEO
Responsible Service Unit:	Council & Corporate Support Legal & Governance
Date of Approval:	10 December 2024
Council Resolution Policy Review Committee Item No:	CS09-12/24

1. POLICY STATEMENT

To be open and transparent regarding Council Meeting recordings and access to these recordings for members of the public and Council Members. All Ordinary and Special Meetings of Council, Agenda Briefing Forums and meetings of Electors will be live streamed and digitally recorded, consistent with the objectives of the Local Government Act 1995, section 1.3 (2)(c), which promotes greater accountability of local governments to their communities. This policy does not apply to any part of the meeting which is closed to the public in accordance with section 5.23 of the Local Government Act 1995.

2. OBJECTIVE AND PURPOSE

Objective

The objective of this policy is to ensure there is a process in place to outline the access to recorded Council Meetings.

Purpose

The purpose of this policy is to ensure that Council Members, the community, government bodies and other stakeholders are able to access recordings of the proceedings of Council meetings in compliance with the Local Government Act 1995 and associated Regulations.

3. KEY DEFINITIONS

3. Nil

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Council Policy

<u>Act</u>	<u>Means the <i>Local Government Act 1995</i>.</u>
<u>Administration</u>	<u>The operational arm of the City which includes the employees and is headed by the CEO</u>
<u>Agenda Briefing</u>	<u>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.</u>
<u>Annual General Meeting of Electors</u>	<u>Meeting held in accordance with section 5.27 of the Act.</u>
<u>Council Member</u>	<u>Means a person elected under the Act as a member of the council of the local government and includes the Mayor or president of the local government</u>
<u>Electronic recording</u>	<u>Means any recording made by an electronic device capable of recording sound and or vision.</u>
<u>Employee</u>	<u>Means a person employed by a local government under section 5.36(1) of the Act.</u>
<u>Ordinary Council Meeting</u>	<u>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.</u>
<u>Special Council Meeting</u>	<u>Meeting held for the purpose of considering and dealing with council business that is urgent, complex in nature, for a particular purpose or confidential.</u>
<u>Special Meeting of Electors</u>	<u>Meeting held in accordance with section 5.28 of the Act.</u>

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4. SCOPE

This Policy applies to Council Members and employees of the City of Wanneroo. This Policy does not extend to meetings, or any part of the meeting which is closed to the public in accordance with section 5.23 of the *Local Government Act 1995*.

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Council Policy

5. IMPLICATIONS

The policy aligns with the following Strategic Community Plan Goal and Priorities:

Strategic Community Plan 2021-2031

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

Priority 7.2 – Responsibly and ethically managed. The City of Wanneroo will be managed responsibly to ensure a long-term, sustainable future. The City will have effective governance arrangements and ethical leadership that is open and transparent, ensuring a clear understanding of roles and accountabilities.

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Council Policy

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Council Policy

6. IMPLEMENTATION

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

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

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

Recording of Proceedings

6.2. Proceedings of Meetings detailed in this policy, as well as Deputations and Public Question Time during these meetings, shall be recorded by the City on audio and video recording equipment. Meetings and portions of Meetings taking place in closed session will be recorded on audio recording equipment.

6.3. No member of the public is to use any audio-visual technology or devices to record the proceedings of a Meeting, without the written permission of the Mayor or the Mayor's Delegate.

6.4. Arrangements for the broadcast and recording of meetings conducted by electronic means under s14D of the *Local Government (Administration) Regulations 1996* (**Regulations**), for example in the situation of a public health emergency or state of emergency, will be made in compliance with ss.14H and 14I of the Regulations.

6.5. Arrangements for the recording of Meetings not held at the Council's usual meeting place, or for the recording of Meetings in the event of a technological failure of the City's recording equipment, will be made in compliance with ss.14I(2) to 14I(9) of the Regulations.

~~6.6.~~ In compliance with the City's approved Recordkeeping Plan and the *State Records Act 2000*, recordings made under this policy will be retained for the period specified in the *General Retention and Disposal Authority for Local Government Information*.

6.6.

Access to Recordings

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Council Policy

6.7. Recordings of Meetings made under this policy will be published via the City's online channels no later than fourteen ~~(14)~~ days after the Meeting and will remain accessible for a minimum period of five ~~(5)~~ years after the Meeting date.

~~6.8.~~ Members of the public may purchase a copy of the recorded proceedings or alternatively, listen to the recorded proceedings at the Civic Centre online once the recording is published on the City of Wanneroo website. Costs for providing a copy of the recorded proceedings to members of the public will include staff time to make the copy of the proceedings, as well as the cost of the digital copy for the recording to be placed on. The cost of staff time will be set in the City's Schedule of Fees and Charges each financial year.

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Council Policy

6.9. Council Members may request a copy of the recording of the Council proceedings at no charge.

6.10. All Council Members are to be notified when recordings are requested by members of the public or by Council Members.

6.10. All electronic recording content is the property of the City of Wannon. Reproduction without written authorisation of the City of Wannon is prohibited.

6.11.

7. ROLES AND RESPONSIBILITIES

The Policy is the responsibility of the Manager ~~Council & Corporate Support~~ Corporate Governance and Council Services.

8. DISPUTE RESOLUTION

All disputes in regard to this policy will be referred to the ~~Director Corporate Strategy and Performance~~ General Counsel 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 ruling.

9. EVALUATION AND REVIEW PROVISIONS

This policy will be evaluated and its effectiveness reviewed every two years by using the following key performance measures:

- All relevant meetings recorded;
- Acceptable quality of recordings captured; and
- Resolution of requests for copies of recordings within appropriate timeframes.

10. RELATED DOCUMENTS

City of Wannon Recordkeeping Plan

Ordinary Council Meetings and Forums of Council Policy

City of Wannon Standing Orders Local Law 2021

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Council Policy

11. REFERENCES

- Local Government Act 1995
- Local Government (Administration) Regulations 1996
- State Records Act 2000,Nil
- General Retention and Disposal Authority for Local Government Information

12. RESPONSIBILITY FOR IMPLEMENTATION

Manager ~~Council & Corporate Support~~Corporate Governance and Council Services

REVISION HISTORY

Version	Next Review	Record No:
Version 1 – 4 June 2019	2021	11/104796[v3]
Review due to COVID19 - 5 May 2020	2021	11/104796[v3]
Version 2 – 13 September 2021	30 November 2023	21/469021[v1]
Version 3 – 10 December 2024	30 November 2025	21/469021[v2]
Version 3 – 18 August 2025 (marked up version 25/266995)	30 November 202 7 <u>8</u>	21/469021[v3]

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RECORDING AND ACCESS TO RECORDINGS OF COUNCIL MEETINGS POLICY

Responsible Directorate:	<i>Office of the CEO</i>
Responsible Service Unit:	<i>Legal & Governance Services</i>
Date of Approval:	
Policy Review Committee Item No:	

1. POLICY STATEMENT

All Ordinary and Special Meetings of Council, Agenda Briefing Forums and meetings of Electors will be live streamed and digitally recorded, consistent with the objectives of the *Local Government Act 1995*, section 1.3 (2)(c), which promotes greater accountability of local governments to their communities. This policy does not apply to any part of the meeting which is closed to the public in accordance with section 5.23 of the *Local Government Act 1995*.

2. OBJECTIVE AND PURPOSE

Objective

The objective of this policy is to ensure there is a process in place to outline the access to recorded Council Meetings.

Purpose

The purpose of this policy is to ensure that Council Members, the community, government bodies and other stakeholders are able to access recordings of the proceedings of Council meetings in compliance with the *Local Government Act 1995* and associated Regulations.

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.

Annual General Meeting of Electors	Meeting held in accordance with section 5.27 of the Act.
Council Member	Means a person elected under the Act as a member of the council of the local government and includes the Mayor or president of the local government
Electronic recording	Means any recording made by an electronic device capable of recording sound and or vision.
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.
Special Council Meeting	Meeting held for the purpose of considering and dealing with council business that is urgent, complex in nature, for a particular purpose or confidential.
Special Meeting of Electors	Meeting held in accordance with section 5.28 of the Act.

4. SCOPE

This Policy applies to Council Members and employees of the City of Wanneroo. This Policy does not extend to meetings, or any part of the meeting which is closed to the public in accordance with section 5.23 of the *Local Government Act 1995*.

5. IMPLICATIONS

The policy aligns with the following Strategic Community Plan Goal and Priorities:

Strategic Community Plan 2021-2031

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

Priority 7.2 – Responsibly and ethically managed. The City of Wanneroo will be managed responsibly to ensure a long-term, sustainable future. The City will have effective governance arrangements and ethical leadership that is open and transparent, ensuring a clear understanding of roles and accountabilities.

6. IMPLEMENTATION

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

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

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

Recording of Proceedings

6.2. Proceedings of Meetings detailed in this policy, as well as Deputations and Public Question Time during these meetings, shall be recorded by the City on audio and video recording equipment. Meetings and portions of Meetings taking place in closed session will be recorded on audio recording equipment.

6.3. No member of the public is to use any audio-visual technology or devices to record the proceedings of a Meeting, without the written permission of the Mayor or the Mayor's Delegate.

6.4. Arrangements for the broadcast and recording of meetings conducted by electronic means under s14D of the *Local Government (Administration) Regulations 1996 (Regulations)*, for example in the situation of a public health emergency or state of emergency, will be made in compliance with ss.14H and 14I of the Regulations.

6.5. Arrangements for the recording of Meetings not held at the Council's usual meeting place, or for the recording of Meetings in the event of a technological failure of the City's recording equipment, will be made in compliance with ss.14I(2) to 14I(9) of the Regulations.

6.6. In compliance with the City's approved Recordkeeping Plan and the *State Records Act 2000*, recordings made under this policy will be retained for the period specified in the *General Retention and Disposal Authority for Local Government Information*.

Access to Recordings

6.7. Recordings of Meetings made under this policy will be published via the City's online channels no later than fourteen days after the Meeting and will remain accessible for a minimum period of five years after the Meeting date.

- 6.8. Members of the public may purchase a copy of the recorded proceedings or alternatively, listen to the recorded proceedings at the Civic Centre online once the recording is published on the City of Wanneroo website. Costs for providing a copy of the recorded proceedings to members of the public will include staff time to make the copy of the proceedings, as well as the cost of the digital copy for the recording to be placed on. The cost of staff time will be set in the City's Schedule of Fees and Charges each financial year.
- 6.9. Council Members may request a copy of the recording of the Council proceedings at no charge.
- 6.10. All Council Members are to be notified when recordings are requested by members of the public or by Council Members.
- 6.11. All electronic recording content is the property of the City of Wanneroo. Reproduction without written authorisation of the City of Wanneroo is prohibited.

7. ROLES AND RESPONSIBILITIES

The policy is the responsibility of the Manager Corporate Governance and Council Services.

8. 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 Chief Executive Officer for a ruling.

9. EVALUATION AND REVIEW PROVISIONS

This policy will be evaluated and its effectiveness reviewed every two years using the following key performance measures:

- All relevant meetings recorded;
- Acceptable quality of recordings captured; and
- Resolution of requests for copies of recordings within appropriate timeframes.

10. RELATED DOCUMENTS

City of Wanneroo Recordkeeping Plan

Ordinary Council Meetings and Forums of Council Policy

City of Wanneroo Standing Orders Local Law 2021



11. REFERENCES

Local Government Act 1995

Local Government (Administration) Regulations 1996

State Records Act 2000, General Retention and Disposal Authority for Local Government Information

12. RESPONSIBILITY FOR IMPLEMENTATION

Manager Corporate Governance and Council Services

REVISION HISTORY

Version	Next Review	Record No:
Version 1 – 4 June 2019	2021	11/104796[v3]
Review due to COVID19 - 5 May 2020	2021	11/104796[v3]
Version 2 – 13 September 2021	30 November 2023	21/469021[v1]
Version 3 – 10 December 2024	30 November 2025	21/469021[v2]
Version 3 – 18 August 2025 (marked up version 25/266995)	30 November 2027	21/469021[v3]

4.6 Enterprise Risk Management Policy

File Ref: 2286V02 – 25/267014
Responsible Officer: Chief Executive Officer
Attachments: 1

Issue

To consider the request to extend the review date to the Enterprise Risk Management Policy (**Policy**).

Background

The existing Risk Policy sets context around the role of risk management in the City businesses and decision-making processes. The Policy also highlights responsibilities and expectations of Council and Administration in implementing the Policy and subsequent reporting by Administration. There is a clearly defined role for Council to determine the City's Risk Policy to be applied by the Administration.

The Policy was last adopted by Council on 11 October 2022.

A review of the Risk Management Framework and its suite of documents and processors is underway is currently underway and has been captured as a Risk Management Project within the City's Corporate Business Plan. This includes the review and update of the Risk Appetite Statements and Risk Assessment Matrix which requires Council's endorsement.

The project intends that the updated Risk Appetite Statements, Risk Assessment Criteria Matrix and updated Risk Management Framework will be presented to the Audit and Risk Committee in November 2025 and to Council for adoption in December 2025. Once adopted, the Policy will be then require a major review taking into account the updated Risk Management Framework. An extension to the review date is requested until 31 March 2025.

Detail

An extension is requested to take into account that the adoption of the Risk Appetite Statements, Risk Assessment Criteria Matrix and updated Risk Management Framework needs to be completed in order to initiate the major review for this Policy.

Consultation

Consultation for the review of this policy will occur once the Risk Appetite Statements, Risk Assessment Criteria Matrix and updated Risk Management Framework is adopted in December 2025.

Comment

Administration is seeking an extension to the review date of the Enterprise Risk Management Policy (**Attachment 1**) until 31 March 2026.

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-O16 Risk Management	Low
Accountability	Action Planning Option
Executive Manager Governance and Legal	Manage

Policy Implications

Nil

Financial Implications

Nil

Voting Requirements

Simple Majority

Moved Cr Rowe, Seconded Mayor Aitken

That the Policy Review Committee APPROVES the extension to the review date of the Enterprise Risk Management Policy to the 31 March 2026.

CARRIED UNANIMOUSLY

***10/0**

For the motion: Mayor Aitken, Cr Berry, Cr Coetzee, Cr Herridge, Cr Miles, Cr Parker, Cr Rowe, Cr Smith, Cr Seif and Cr Wright

Against the motion: Nil

Attachments:

1. [Enterprise Risk Management Policy - Endorsed by Council October 2022](#) 15/491180[v2]



Council Policy

ENTERPRISE RISK MANAGEMENT

Responsible Directorate:	<i>Office of the Chief Executive Officer</i>
Responsible Service Unit:	<i>Governance and Legal</i>
Contact Person:	<i>Executive Manager Governance and Legal</i>
Date of Approval:	<i>11 October 2022</i>
Council Resolution No:	<i>CE02-10/22</i>

1. POLICY STATEMENT

This Policy documents the City of Wanneroo's (the City) commitment to identifying, analysing, assessing and managing risks across the organisation that may impact on the City achieving its business objectives.

2. OBJECTIVE AND PURPOSE

The objective of this Policy is to ensure that the City applies and embeds a systematic risk management approach across the City in relation to all activities, functions, service delivery and decision-making.

This Policy aligns with the Australian Standard (AS) ISO 31000:2018 Risk Management – Guidelines.

An approved, robust and consistently applied risk assessment criteria will be used in the assessment of risks, and Council will review and consider the Strategic risk profile of the City at least bi-annually.

The City will actively anticipate and manage their risks, taking advantage of opportunities and containing potential hazards in line with the City's risk tolerance. The risks facing the City change frequently and the City will proactively:

- Utilise experience through knowledge sharing;
- Deal with ambiguity, uncertainty and increasing complexity;
- Prioritise, make decisions and implement solutions on a timely basis;
- Recognise and act on opportunities as they occur;
- Ensure optimised results in spite of a changing business environment; and,
- Ensure risk management is part of governance and leadership, and is fundamental to how the City is managed, operates and makes decision across all levels.

3. KEY DEFINITIONS

<i>Audit and Risk Committee</i>	A Committee of Council established in accordance with the requirements of the Act, to support Council in fulfilling its governance and oversight responsibilities in relation to financial reporting, internal control structure, risk management, internal and external audit functions and ethical accountability.
<i>Corporate Risk</i>	Risk impacting or affecting more than one directorate which eventuates from inadequate or failed internal processes, people and systems, or from external events.
<i>Internal Control</i>	Process, effected by the CEO, the Executive and Employees, designed to provide reasonable assurance regarding the achievement of the City's objectives relating to operations. Reporting and compliance
<i>Operational Risk</i>	Risk managed at Service Unit level by the Manager resulting from inadequate or failed internal processes, people and systems, or from external events.
<i>Risk Appetite</i>	ISO Guide 73:2009 Risk management vocabulary defines risk appetite as "the amount and type of risk that an organisation is prepared to pursue, retain or take also known measured as residual risk". For example, the total impact of risk an organisation is prepared to accept in the pursuit of its strategic objectives.
<i>Risk Assessment Criteria</i>	A matrix that is used during risk assessment to define the tolerance level of risk by considering the category of consequence severity against the likelihood.
<i>Risk Management</i>	AS ISO 31000:2018 defines risk as "effect of uncertainty on objectives". A risk is often specified in terms of an event or circumstance and the consequences that flow from it.
<i>Risk Management Framework</i>	AS ISO 31000:2018 defines a risk management framework as a "set of components that provide the foundations and organizational arrangements for designing, implementing, monitoring, reviewing and continually improving risk management throughout the organization".
<i>Risk Management Manual</i>	An operational document intended to guide the Administration in applying the Risk Management tools and methodology.
<i>Risk Tolerance</i>	ISO Guide 73:2009 Risk management vocabulary defines risk tolerance as an Organisation's or stakeholder's readiness to bear the risk after risk treatment in order to achieve its objectives. For example, the total impact of risk an organisation is prepared to accept and tolerate in the pursuit of its strategic objectives.



Council Policy

<i>Strategic Risk</i>	The effect of uncertainty that may impact the achievement of the City's Strategic Community Plan. These risks are aligned against the Strategic Community Plan objectives to assist with integrating the risk dimension within integrated planning.
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4. SCOPE

The City is one of the largest and fastest growing local governments in Western Australia providing infrastructure and services to the community under the auspices of the Local Government Act 1995.

5. IMPLICATIONS (Strategic, Financial, Human Resources)

This Policy aligns with the City's Internal Control Guidelines and both assist with reporting to the Audit and Risk Committee on the appropriateness and effectiveness of systems and procedures implemented in relation to internal control and assist in the review and reporting requirements under *Regulation 17 of the Local Government (Audit) Regulations 1996*. Decision making and policy positions are developed considering all relevant and pertaining information including the risks to achieving outcomes.

6. IMPLEMENTATION

The City's Enterprise Risk Management team will manage and monitor the implementation of the Risk Management Policy. Administration will progress the work required to ensure that risk management processes are appropriately embedded into operational activities to enable appropriate risk reporting to the Audit and Risk Committee and, if applicable, to Council.

7. RISK APPETITE

Council determines the City's risk appetite to achieve the strategic objectives and will review in line with a review of the City's Strategic risks.

Council's risk appetite is captured within separate Risk Appetite Statements (**RAS**).

Council endorses the City's **RAS** which Administration will then contextualise through application of the Risk Assessment Criteria.

The City's Enterprise Risk Management procedures define the processes for identifying, analysing, assessing and proactively managing those risks in accordance with the Risk Acceptance and Reporting Criteria as detailed below (this tool forms part of the Risk Assessment Criteria).



Council Policy

7.1 Risk Tolerance - Acceptance and Reporting Criteria

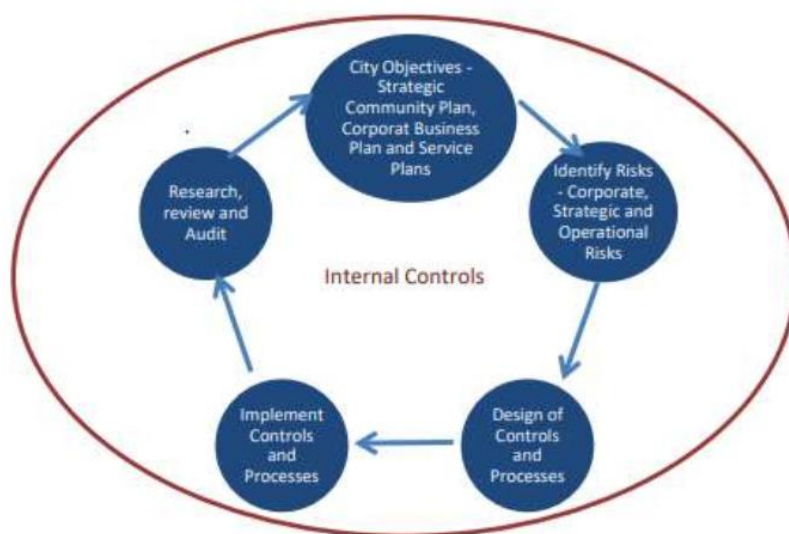
Risk Rating	Criteria for Acceptance	Responsibility	Monitoring	Reporting*
Low	Risk is acceptable with Satisfactory Controls Assessment rating. Manage by routine documentation.	Operational Leader (OL)	Annual risk review by OL	Annually to Manager
Medium	Risk is acceptable with Satisfactory Controls Assessment rating. Review to ensure that appropriate treatment and controls are in place.	Manager	Quarterly risk review by Manager	Six monthly to Executive Leadership Team (ELT)
High	Risk is only acceptable with Optimised Controls Assessment rating and documented treatment plan. Assess risk and manage to an As Low As Reasonably Practicable (ALARP) level.	Director / CEO	Quarterly risk review by Director / CEO	Quarterly to ELT, Audit & Risk Committee & Council
Extreme	Risk is unacceptable with instantaneous/immediate reporting. Undertake an ALARP** assessment and consider transfer of risk or risk avoidance options.	CEO / Council	Continually by CEO	Immediate notification to Elected Members. Monthly Immediate reporting to ELT. Subsequent reporting to Audit & Risk Committee and Council Meeting

*NOTE: All Strategic risks, regardless of their risk rating, will be reported to Audit & Risk Committee and Council

**Note: ALARP – As low as reasonably practicable

7.2 Enterprise Risk Management Framework integration with Internal Control Guidelines – Risk Based Approach

The design, monitoring and review of internal controls should consider a risk based approach whereby the selection and appropriation of resources is prioritised to obtaining assurance of the processes and systems implemented to mitigate identified risks. The diagram below depicts a simplistic relationship of how objectives, risk, control and assurance interrelate.



8. AUTHORITIES AND ACCOUNTABILITIES

In accordance with section 2.7 of the Local Government Act Council governs the City's affairs, is responsible for the performance of the City's functions, and determines the City's policies.

The Audit and Risk Committee oversees and monitors the effectiveness of enterprise risk management and internal audit activities in accordance with the Terms of Reference.

The Chief Executive Officer is responsible for leading and establishing a risk management environment that ensures effective reporting of risk.

Directors lead and manage their respective Directorate by undertaking the planning, directing and leading of work by managers or other direct reports. Assists in ensuring systems are in place that enables accountable decision making and reporting of risk across the directorate.



Council Policy

9. ROLES AND RESPONSIBILITIES

Council

Council determines the risk appetite appropriate to achieve the City's Strategic objectives and will be reviewed at least once every three years in line with the City's Strategic Risks.

Council is engaged/involved in the review of the City's Strategic Risks and endorses the City's Strategic Risk profile.

Council approves the City's Risk Assessment Criteria.

Audit and Risk Committee

The Audit and Risk Committee reviews the City's Strategic Risks, including the mitigation strategies and refers them to Council for endorsement.

Chief Executive Officer (CEO)

The CEO is responsible for reviewing and managing Strategic and Corporate risks and, furthermore, from time to time, request ad-hoc internal audits or other reviews on extreme and high rated risks identified to timely verify the controls implemented to mitigate or reduce these risks to an acceptable level and to report on any remaining control deficiencies to the Audit and Risk Committee in a timely manner.

Executive Leadership Team (ELT)

The Executive Leadership Team is accountable for identifying, analysing, assessing, reviewing and managing Corporate risks and will receive and review reports on the City's responses to managing risks.

All Employees / Contractors / Consultants

Every employee within the City is recognised as having a role in risk management; this involves vigilance in the identification and ongoing management of risks and participating in the risk management process.

10. DISPUTE RESOLUTION (if applicable)

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

11. EVALUATION AND REVIEW

The Policy will be reviewed every 3 years in accordance with the requirements of this Policy.

Regular performance reporting on the effectiveness of the City's systems and controls in relation to management of risks will be presented to the Audit and Risk Committee.



Council Policy

12. RELATED DOCUMENTS

Risk Management Manual

Risk Assessment Criteria

Crisis Management Plan

Business Continuity Plans

Pandemic Plan

Risk Appetite Statements

13. REFERENCES

Local Government (Audit) Regulations Amendment

Local Government (Audit) Regulations 1996 clause 17 states:

"17. CEO to review certain systems and procedures

- (1) The CEO is to review the appropriateness and effectiveness of a local government's systems and procedures in relation to –*
 - (a) risk management; and*
 - (b) internal control; and*
 - (c) legislative compliance*
- (2) The review may relate to any or all of the matters referred to in sub regulation (1)(a), (b) and (c), but each of those matters is to be the subject of a review at least once every 3 calendar years.*
- (3) The CEO is to report to the audit committee the results of that review."*

In addition to the requirement for the CEO to prepare a report as outlined in clause 17, the Regulation also stipulates an additional responsibility for the Audit Committee as detailed in clause 16(c) which states:

- "(c) is to review a report given to it by the CEO under regulation 17(3) (the CEO's report) and is to —*
 - (i) report to the council the results of that review; and*
 - (ii) give a copy of the CEO's report to the council."*

14. RESPONSIBILITY FOR IMPLEMENTATION

Executive Manager Legal and Governance



Council Policy

REVISION HISTORY

Version	Next Review	Record No.
8 October 2013 – CS04-10/13	October 2015	13/176693
July 2019	July 2022	15/491180
October 2022	October 2025	15/491180

4.7 Sponsorship Policy

File Ref: 38122V002 – 25/281158
Responsible Officer: Chief Executive Officer
Attachments: 3

Issue

The purpose of this report is to propose amendments to the City of Wanneroo Sponsorship Policy to improve its clarity and effectiveness as a guiding document for administrative decision-making.

Background

The Sponsorship Policy (the Policy) was initially developed and endorsed in 2019 to establish a formal and consistent approach for dealing with incoming requests for the City to sponsor events, activities and initiatives lead by external businesses, organisations and associations within the City of Wanneroo. Its creation was an outcome of the Community Support and Financial Assistance Working Group, aimed at strengthening governance and transparency in sponsorship practices.

The Policy provides Administration with a framework to equitably review potential sponsorship opportunities and assess the value of social, economic and / or environmental benefits that could be gained from entering into an agreement.

The Policy guides:

- a fair and equitable assessment and approval processes for sponsorship arrangements;
- alignment of sponsorship deliverables to the City's Strategic Community Plan (soon to be Council Plan), City brand and values; and
- transparency, good governance and risk management in sponsorship negotiations and agreements.

The current Policy (**Attachment 1**) was approved by Council in September 2022 (CP02-09/22) and Administration initiated a scheduled policy review in July 2025. A draft revised Policy has been prepared (refer to tracked changes version at **Attachment 2** and the revised version included at **Attachment 3**).

Detail

The Policy serves as a valuable framework for guiding the City's sponsorship arrangements. However, recent operational experience has highlighted the need for greater clarity in its application, particularly in relation to eligibility, valuation, and alignment with strategic outcomes.

Proposed amendments aim to strengthen the Policy's effectiveness by:

1. Introducing a minimum funding threshold and value of mutual benefits to support building a more strategic sponsorship portfolio;
2. Enhancing governance by requiring alignment with at least two strategic outcome areas;
3. Removing references to 'incoming sponsorships';
4. Updating approval delegations to reflect current organisational structure; and
5. Updated definitions and general improvements for greater clarity and readability.

These changes are intended to improve administrative efficiency, ensure consistency in decision-making, and reinforce the City's commitment to transparency, value for money, and community benefit. The revised policy will continue to support the City's strategic objectives while providing a clear and equitable framework for sponsorship arrangements.

1. Minimum funding threshold

Current: No minimum value specified for outgoing sponsorships.

Proposed: A minimum value of \$5,000 is introduced to ensure sponsorships are strategic and impactful. Smaller requests may be redirected to other funding streams (e.g., Community Funding, Enterprise Funding, Donations).

It should be noted that the City considers sponsorship applications on a case-by-case basis. The City currently has one (1) Sponsorship Officer that oversees the sponsorship program, who assesses, and where applicable, negotiates mutually beneficial sponsorship agreements with external parties on behalf of the City. The role is also responsible for ensuring all sponsored parties uphold agreed deliverables and acquittal.

2. Stronger alignment with policy principles

Current: Sponsorships must align with at least one of the social, economic, or environmental outcomes.

Proposed: Sponsorships must now align with at least two of these outcomes, reinforcing strategic alignment and community impact.

3. Removal of 'Incoming' Sponsorships as part of the policy

Current: Policy includes provisions for incoming sponsorship.

Proposed: Seeking to secure incoming sponsorship has not been deemed appropriate in the current economic climate, particularly following the COVID-19 pandemic. Incoming sponsorship references have been removed due to lack of demand and viability as a local government authority.

4. Approval delegations

Current: Sponsorships between \$5,001 and \$10,000 require Director-level approval.

Proposed: These can now be approved by the Manager Communications and Brand, reflecting the recent organisational structure change where Communications and Brand now reports directly into the Office of the CEO, and supporting more efficient decision-making.

5. Updated definitions

The definition of Community Funding has been updated to reflect the revised Community Funding Policy endorsed by Council on 8 October 2024 (CP01-10/24).

Minor amendments have been made to improve grammar, consistency, and readability.

Consultation

During the review of the Sponsorship Policy, Administration undertook targeted consultation with key stakeholders across Communications and Brand, Community Development, Advocacy and Economic Development, and Corporate Support. Discussions focused on clarifying the distinct purposes of the Sponsorship Policy, Community Funding Policy, Enterprise Funding Policy and the Donations Policy, particularly in relation to funding eligibility and strategic outcomes.

Stakeholders acknowledged that while all policies aim to support initiatives that ultimately would benefit the City's residents and business community, they differ fundamentally in

structure and intent. Sponsorship involves a reciprocal exchange of value, where the City receives defined benefits in return for its support. In contrast, community funding for example is a grant-based model that provides financial assistance without expectation of return, primarily to support grassroots initiatives and community wellbeing.

The consultation process confirmed that clearer delineation between the Community Funding Policy and the Sponsorships Policy in particular is necessary to ensure consistent application and to guide applicants toward the most appropriate funding stream.

As a result, the revised Sponsorship Policy includes updated eligibility criteria and minimum thresholds, while reinforcing the role of the Community Funding Policy in supporting smaller-scale initiatives.

During consultation, a question was raised about the City's position on providing funding to groups or organisations seeking financial support for regular, day-to-day operational activities. This type of funding request is not currently supported under the intent or scope of the Sponsorship Policy or Community Funding Policy.

Further direction from Council is sought to determine the preferred approach to managing these types of requests moving forward.

An update to the Donations policy could also be considered for low value requests for support, particularly to groups and organisations that have limited capacity to provide comprehensive evidence (acquittal) to demonstrate how funds have contributed to the City achieving the Community vision or strategic objectives.

Comment

The Sponsorship Policy continues to serve as a valuable framework for guiding the City's sponsorship arrangements. While the portfolio remains in a growth phase, demand for sponsorship agreements with the City is consistently strong. The proposed amendments are intended to enhance the Policy's clarity and alignment with Council's strategic direction, enabling Administration to more effectively assess and negotiate sponsorships that deliver mutual value.

Administration seeks the Policy Review Committee's support for the proposed changes, which will enable more consistent execution of the Policy in line with the Council's vision and Strategic Community Plan objectives, and support the development of a more strategic and impactful sponsorship portfolio into the future.

Statutory Compliance

It is necessary for all sponsorship arrangements to be facilitated in accordance with the City's endorsed budget to ensure that public funds are distributed transparently in accordance with the Act.

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

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

Policy Implications

The Sponsorship Policy forms part of the Council Policy framework. This policy has been recommended for amendment as a result of an evaluation and review process undertaken in accordance with the City of Wanneroo's Policy and Procedure Register and associated Management Procedure.

Financial Implications

Council has adopted a sponsorship budget of \$275,000 as part of the City's 2025/26 operational budget.

The proposed amendments to the Sponsorship Policy are administrative in nature and do not introduce any new financial commitments.

No financial implications are expected as a result of updating the Policy.

Voting Requirements

Simple Majority

Moved Cr Miles, Seconded Cr Herridge

That Policy Review Committee **APPROVES** the revised Sponsorship Policy as shown in Attachment 3.

CARRIED UNANIMOUSLY
9/0

For the motion: Mayor Aitken, Cr Berry, Cr Herridge, Cr Miles, Cr Parker, Cr Rowe, Cr Smith, Cr Seif and Cr Wright

Against the motion: Nil

Attachments:

1. Attachment 1 - Sponsorship Policy - September 2022 - Current	19/211442[v2]
2. Attachment 2 - Sponsorship Policy Review - Tracked Changes (2025)	25/279547
3. Attachment 3 - Sponsorship Policy - September 2025 - Proposed Revised Version	19/211442[v3]



Council Policy

SPONSORSHIP POLICY

Responsible Directorate:	<i>Community and Place</i>
Responsible Service Unit:	<i>Communications and Brand</i>
Contact Person:	<i>Manager Communications and Brand</i>
Date of Approval:	<i>13 September 2022</i>
Council Resolution No:	<i>CE02-09/22</i>

1. POLICY STATEMENT

The City of Wanneroo (the City) leverages from strategic sponsorship opportunities to provide social, economic or environmental benefits to the community and enhance the reputation and brand of the City in accordance with the Strategic Community Plan.

2. OBJECTIVE

The objective of this policy is to:

- coordinate fair and equitable assessment and approval processes for sponsorship arrangements;
- maximise sponsorship arrangements through clearly defined objectives;
- ensure sponsorships are aligned to the City's Strategic Community Plan, endorsed brand and values; and
- ensure transparency, good governance and risk management in all sponsorship negotiations and agreements.

3. KEY DEFINITIONS

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

Community Funding	Financial and in-kind support for individuals and community groups or organisations which enables the delivery of initiatives which promote connected, resilient, healthy, safe and inclusive communities. Funding is provided to recipients through a formally recognised program for a specified purpose and define outcomes.
Enterprise Funding	Financial and/or in-kind support which is provided by the City to individual residents or organisations to support strategic opportunities, policies and projects that drive job creation grow the local economy and deliver strategic outcomes for the City.
Incoming Sponsorship	An agreement between the City and the sponsor, where the



Council Policy

	City receives either money or a benefit in-kind for an event, campaign or initiative from an external organisation or individual which in turn gains publicity or other benefits.
Outgoing Sponsorship	An agreement between City and an external party, where the City provides either financial or in kind support to an external party in return for specified social, economic and/or environmental benefits.
Sponsorship	A contractual business arrangement under which a sponsor, for a specified term, provides a contribution in cash and/or in kind in return for specified negotiated community benefits. Benefits purchased may include the right to public recognition or association with a service, program, event, activity, individual or infrastructure.
Sponsor	An individual or organisation that, for a specified term, provides a contribution in cash and/or in kind with the intention of receiving negotiated commercial benefits.
Sponsorship Recipient	An individual or organisation that, for a specified term, receives a contribution in cash and/or in kind in return for providing negotiated commercial benefits to a sponsor.

4. SCOPE

This policy applies to all **sponsorship** arrangements entered into by the City, including those provided by the City (**outgoing sponsorship**) and those received by the City (**incoming sponsorship**). Sponsorships may include financial and/or in-kind support.

This policy does not apply to **community funding**, **enterprise funding**, subsidies, advertising, informal collaborations, legal partnerships, or joint ventures. It does not include donations, gifts, prizes and awards which are given for philanthropic reasons, where financial or material assistance is given without expectation of anything in return.

5. IMPLICATIONS

Sponsorships will be distributed in accordance with the City's endorsed budget to ensure that public funds are distributed transparently in accordance with the Local Government Act 1995.

6. IMPLEMENTATION

6.1 Sponsorship Principles

The City will only enter into sponsorship arrangements with proposed **sponsors** or **sponsorship recipients** if the objectives, activities and/or products of the sponsor or sponsorship recipient are compatible with, and complementary to the City's vision, responsibilities and policies.

The following five key principles will be considered when determining sponsorship arrangements in accordance with this policy:



Council Policy

1. Community Benefit

Sponsorship activities should provide an opportunity to meet the social, economic, and/or environmental aspirations as outlined in the City's Strategic Community Plan and other community-directed plans.

2. Strengthening the City of Wanneroo Brand and Reputation

Sponsorship arrangements should enhance the City's reputation and reinforce the City's brand through positive promotional and marketing activities.

3. Risk Management

Potential risks for the City will be assessed prior to entering into sponsorship arrangements in accordance with the City's Risk Management Framework. If the assessment concludes the risks are unacceptably high or the City is receiving minimal value from the proposal, consideration of the proposal will be discontinued.

4. Good Governance

Sponsorship will be sought and provided using transparent processes. In the negotiation of sponsorship arrangements, the commercial value of the arrangement, including all cash and in-kind contributions, must be clearly identified and acknowledged.

5. Entrepreneurship and Revenue Raising

Sponsorship activities that present additional revenue raising opportunities for the City will be considered. This includes the potential commercial naming of City venues and facilities.

6.2 Sponsorship Outcomes

The City views its sponsorships as long-term investments in its commitment to the community. The City seeks to support initiatives that reflect the diversity of its community and meet the needs of the organisation through sponsorship arrangements of up to three years.

Sponsorships must address at least one of the following program outcomes as addressed in the program guidelines:

- Social Outcomes
- Economic Outcomes
- Environmental Outcomes

The City has an expectation that it will receive a return on investment through demonstrated benefits, including but not limited to:

- increased exposure of the City's brand, services and/or activities;
- the opportunity to build relationships that achieve the City's strategic objectives;
- promotional opportunities in media (print, radio, TV, online);



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- recognition of the City as a sponsor in promotional material (at minimum through the presence of the City's logo in written materials, videos and digital media; verbally in any broadcasts or loud speaker channels and visually on any clothing or merchandise);
- naming rights;
- editorial/advertising in event, program or other literature; and/or
- ceremonial involvement and/or speaking role to an influential or relevant audience.

6.3 Eligibility

Only proposals that are consistent with the principles, eligibility and outcomes outlined in this Policy should be considered for sponsorship.

To be eligible, sponsorship applicants should:

- be a legally constituted entity or incorporated association with a current ABN;
- have Public Liability Insurance of at least \$10 million (to be maintained throughout the sponsorship period);
- be based in the City or undertake activities within the City, for the benefit of local residents (for outgoing sponsorships only); and
- ensure that attendance/participation is free for community events (unless otherwise negotiated with the City).

Sponsorships will not be approved from organisations, or for initiatives that:

- conflict with the City's events program or other activities;
- directly or indirectly contravene existing Council policy;
- create an actual or perceived conflict of interest;
- interfere with the City's compliance with and exercise of its legislative obligations;
- do not positively reflect the City's values and brand;
- are not consistent with the City's access and inclusion principles which support participation and equity for all members of the City's diverse community;
- could be perceived as benefiting a political party or campaign;
- are for the sole purpose of general fundraising activities;
- are for general operational expenditure (e.g. staff salaries, lease rent payments, insurance, office equipment);
- are to cover shortfalls in funding by state or federal government departments;
- are for major/capital equipment purchases or works;
- are for the purchase of property and/or land;
- are for facility maintenance projects;
- have already been completed prior to the proposal being submitted;
- are deemed inappropriate by the City i.e. pollution, destroy or waste non-recurring resources, illegal or political in nature; or
- promote tobacco, gambling, pornography, weaponry, drugs and/or alcohol.

Sponsorships with the following monetary issues will not be considered:

- if the sponsorship investment is more than the cost of the activity, event or initiative;
- where the sponsorship recipient has outstanding debts or previous un-acquitted funds with the City; or



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- where the price placed on the sponsorship package does not represent value for money for the City as determined through the assessment process.

Sponsorship is not intended for any company or organisation to be viewed favourably by the City in any other business arrangements to which they might be a party. Sponsorship from companies who are in contract negotiation with the City will not be accepted where it may be viewed as an endorsement of the bid.

The City retains the right to decline a sponsorship proposal from any organisation, individual or in respect to particular products/services which the City in its sole discretion considers inappropriate.

6.4 Assessment

All sponsorship proposals will be subject to assessment by a specialist panel. The assessment process includes a risk assessment and value for money assessment.

The City may negotiate an alternative proposal which reflects the agreed value of the agreement as determined through the assessment process.

The panel will make a recommendation to Council, the Chief Executive Officer (CEO) or responsible officer for formal approval.

The outgoing sponsorship program is highly competitive and the City will only support proposals that provide significant tangible benefits for the community and the organisation in accordance with this policy.

Should a sponsorship arrangement limit the City's ability to carry out its functions fully and impartially, sponsorship will not be considered.

6.5 Agreement

All sponsorships shall be formalised in a legally binding agreement which contains associated requirements and conditions.

The City must dutifully undertake and abide by conditions of sponsorship agreements entered into.

The City is responsible for maximising the value of all sponsorships through the provision of marketing collateral, resources and/or other activities as specified in each agreement.

All sponsorship recipients are required to provide the City with outcome reports in relation to sponsorship outcomes and achievements as detailed in their agreement.

For long term sponsorship arrangements, a review will be conducted annually to ensure agreed outcomes are being achieved.



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Sponsorship agreements may be terminated by mutual agreement where either party has breached the conditions of the agreement.

7. AUTHORITIES AND ACCOUNTABILITIES

Approvals will be coordinated for all sponsorship proposals and agreements as follows:

Incoming Sponsorships

Sponsorship Received (cash and/or in-kind)	Approval required
Up to \$20,000 in-kind or cash contribution	Director*
\$20,001 to \$50,000 in-kind or cash contribution	CEO*
\$50,001 or more in-kind or cash contribution	Council
More than 50% of the total activity	Council

**Note – Details of these sponsorship approvals will be provided to Council Members for information.*

Outgoing Sponsorship

Sponsorship Provided (cash and/or in-kind)	Approval required
Submissions up to \$5,000	Manager*
Submissions between \$5,001 and \$10,000	Director*
Submissions between \$10,001 and \$50,000	CEO*
Submissions over \$50,001	Council

**Note – Details of these sponsorship approvals will be provided to Council Members for information.*

If any agreement contains an in-kind component pertaining to a waiver, concession or discount of a fee or charge, a separate approval is required in accordance with Section 6.12 of the Local Government Act 1995 and the City's Delegations Register.

8. ROLES AND RESPONSIBILITIES

The Manager Communications and Brand is responsible for the implementation of this policy in collaboration with relevant service unit Managers.



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9. DISPUTE RESOLUTION

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.

Conflicts arising from personal relationships or financial arrangements of City Officers or Council Members involved in sponsorship assessment, approval or administration will be managed in accordance with the conflict of interest provisions in the City of Wanneroo Code of Conduct.

10. EVALUATION AND REVIEW PROVISIONS

The Sponsorship Program and this policy will be reviewed every three years to ensure:

- its effectiveness in enhancing the City’s reputation and brand;
- that the benefits for the City are commensurate with the level of sponsorship provided or received;
- that program outcomes remain consistent with the City’s strategic objectives;
- arrangements are managed professionally, in a manner that is transparent and accountable; and
- conflicts of interest are identified and managed appropriately.

11. REFERENCES

Outgoing Sponsorship Management Procedure
Community Funding Policy

12. RESPONSIBILITY FOR IMPLEMENTATION

Manager Communications and Brand

Version	Next Review	Record No:
1	September 2022	19/211442
2	September 2025	19/211442V2



Council Policy

SPONSORSHIP POLICY

Responsible Directorate:	<i>Office of the CEO Community and Place</i>
Responsible Service Unit:	<i>Communications and Brand</i>
Contact Person:	<i>Manager Communications and Brand</i>
Date of Approval:	
Council Resolution No:	

1. POLICY STATEMENT

The City of Wanneroo (the City) leverages from strategic sponsorship opportunities to provide social, economic or environmental benefits to the community and enhance the reputation and brand of the City in accordance with the Strategic Community Plan.

2. OBJECTIVE

The objective of this policy is to:

- coordinate fair and equitable assessment and approval processes for sponsorship arrangements;
- maximise sponsorship arrangements through clearly defined objectives;
- ensure sponsorships are aligned to the City's Strategic Community Plan, endorsed brand and values; and
- ensure transparency, good governance and risk management in all sponsorship negotiations and agreements.

3. KEY DEFINITIONS

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

Community Funding	Financial and in-kind support for individuals and community groups or organisations which enables the delivery of initiatives which promote connected, resilient, healthy, safe and inclusive communities. Funding is provided to recipients through a formally recognised program for a specified purpose and define outcomes. <u>Financial support provided to individual residents, community or sporting groups, school parent and citizens associations and eligible organisations to enable the delivery of initiatives which promote healthy, safe, connected and inclusive communities.</u>
Enterprise Funding	Financial and/or in-kind support which is provided by the City to individual residents or organisations to support strategic opportunities, policies and projects that drive job creation grow



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	the local economy and deliver strategic outcomes for the City.
Incoming Sponsorship	An agreement between the City and the sponsor, where the City receives either money or a benefit in-kind for an event, campaign or initiative from an external organisation or individual which in turn gains publicity or other benefits.
Outgoing Sponsorship	An agreement between City and an external party, where the City provides either financial or in kind support to an external party in return for specified social, economic and/or environmental benefits.
Sponsorship	A contractual business arrangement under which a sponsor, for a specified term, provides a contribution in cash and/or in kind in return for specified negotiated community benefits. Benefits purchased may include the right to public recognition or association with a service, program, event, activity, individual or infrastructure.
Sponsor	An individual or organisation that, for a specified term, provides a contribution in cash and/or in kind with the intention of receiving negotiated commercial benefits.
Sponsorship Recipient	An individual or organisation that, for a specified term, receives a contribution in cash and/or in kind in return for providing negotiated commercial benefits to a sponsor.

4. SCOPE

This policy applies to ~~all-outgoing~~ **sponsorship** arrangements entered into by the City, ~~including those provided by the City (outgoing sponsorship) and those received by the City (incoming sponsorship).~~ Sponsorships may include financial and/or in-kind support.

This policy does not apply to **community funding, enterprise funding**, subsidies, advertising, informal collaborations, legal partnerships, or joint ventures. It does not include donations, gifts, prizes and awards which are given for philanthropic reasons, where financial or material assistance is given without expectation of anything in return.

5. IMPLICATIONS

Sponsorships will be distributed in accordance with the City's endorsed budget to ensure that public funds are distributed transparently in accordance with the Local Government Act 1995.

6. IMPLEMENTATION

6.1 Sponsorship Principles

The City will only enter into sponsorship arrangements with proposed **sponsors** or **sponsorship recipients** if the objectives, activities and/or products of the sponsor or sponsorship recipient are compatible with, and complementary to the City's vision, responsibilities and policies.



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The following five key principles will be considered when determining sponsorship arrangements in accordance with this policy:

1. Community Benefit

Sponsorship activities should provide an opportunity to meet the social, economic, and/or environmental aspirations as outlined in the City's Strategic Community Plan and other community-directed plans.

2. Strengthening the City of Wanneroo Brand and Reputation

Sponsorship arrangements should enhance the City's reputation and reinforce the City's brand through positive promotional and marketing activities.

3. Risk Management

Potential risks for the City will be assessed prior to entering into sponsorship arrangements in accordance with the City's Risk Management Framework. If the assessment concludes the risks are unacceptably high or the City is receiving minimal value from the proposal, consideration of the proposal will be discontinued.

4. Good Governance

Sponsorship will be sought and provided using transparent processes. In the negotiation of sponsorship arrangements, the commercial value of the arrangement, including all cash and in-kind contributions, must be clearly identified and acknowledged.

5. Entrepreneurship and Revenue Raising

Sponsorship activities that present additional revenue raising opportunities for the City will be considered. This includes the potential commercial naming of City venues and facilities.

6.2 Sponsorship Outcomes

The City views its sponsorships as long-term investments in its commitment to the community. The City seeks to support initiatives that reflect the diversity of its community and meet the needs of the organisation through sponsorship arrangements of up to three years.

Sponsorships must address at least ~~one~~two of the following program outcomes as addressed in the program guidelines:

- Social Outcomes
- Economic Outcomes
- Environmental Outcomes

The City has an expectation that it will receive a return on investment through demonstrated benefits, including but not limited to:



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- increased exposure of the City's brand, services and/or activities;
- the opportunity to build relationships that achieve the City's strategic objectives;
- promotional opportunities in media (print, radio, TV, online);
- recognition of the City as a sponsor in promotional material (at minimum through the presence of the City's logo in written materials, videos and digital media; verbally in any broadcasts or loud speaker channels and visually on any clothing or merchandise);
- naming rights;
- editorial/advertising in event, program or other literature; and/or
- ceremonial involvement and/or speaking role to an influential or relevant audience.

6.3 Eligibility

Only proposals that are consistent with the principles, eligibility and outcomes outlined in this Policy should be considered for sponsorship.

To be eligible, sponsorship applicants should:

- be a legally constituted entity or incorporated association with a current ABN;
- have Public Liability Insurance of at least \$10 million (to be maintained throughout the sponsorship period);
- be based in the City or undertake activities within the City, for the benefit of local residents ~~(for outgoing sponsorships only)~~; and
- ensure that attendance/participation is free for community events (unless otherwise negotiated with the City).

6.4 Sponsorship agreement exclusions

Requests for sponsorship will not be considered for initiatives or events that: Sponsorships will not be approved from organisations, or for initiatives that:

- conflict with the City's events program or other activities;
- directly or indirectly contravene existing Council policy;
- create an actual or perceived conflict of interest;
- interfere with the City's compliance with, and exercise of, its legislative obligations;
- do not positively reflect the City's values and brand;
- are not consistent with the City's access and inclusion principles which support participation and equity for all members of the City's diverse community;
- could be perceived as benefiting a political party or campaign;
- are for the sole purpose of general fundraising activities;
- are for general operational expenditure (e.g. staff salaries, lease rent payments, insurance, office equipment);
- are to cover shortfalls in funding by state or federal government departments;
- are for major/capital equipment purchases or works;
- are for the purchase of property and/or land;
- are for facility maintenance projects;
- have already been completed prior to the proposal being submitted;



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- are deemed inappropriate by the City i.e. pollution, destroy or waste non-recurring resources, illegal or political in nature; or
- promote tobacco, gambling, pornography, weaponry, drugs and/or alcohol.

~~Sponsorships with the following monetary issues will not be considered:~~

- ~~if the sponsorship value sought is greater than the total cost to deliver the proposed sponsored investment is more than the cost of the~~ activity, event or initiative;
- ~~where~~ the sponsorship recipient has outstanding debts or previous un-acquitted funds with the City; or
- ~~where~~ the price placed on the sponsorship package does not represent value for money for the City as determined through the assessment process.

Sponsorship is not intended for any company or organisation to be viewed favourably by the City in any other business arrangements to which they might be a party. Sponsorship from companies who are in contract negotiation with the City will not be accepted where it may be viewed as an endorsement of the bid.

The City retains the right to decline a sponsorship proposal from any organisation, individual or in respect to particular products/services which the City in its sole discretion considers inappropriate.

6.46.5 Assessment

~~All sponsorship proposals will be subject to assessment by a specialist panel. The assessment process includes a risk assessment and value for money assessment.~~

~~The City may negotiate an alternative proposal which reflects the agreed value of the agreement as determined through the assessment process.~~

~~The panel will make a recommendation to Council, the Chief Executive Officer (CEO) or responsible officer for formal approval.~~

~~The outgoing sponsorship program is highly competitive and the City will only support proposals that provide significant tangible benefits for the community and the organisation in accordance with this policy.~~

~~Should a sponsorship arrangement limit the City's ability to carry out its functions fully and impartially, sponsorship will not be considered.~~

Sponsorship proposals are subject to assessment by a specialist panel. The assessment process includes a risk assessment and value for money assessment. The City may negotiate an alternative proposal which reflects the agreed value of the agreement as determined through the assessment process.

Subject to the proposed value of a sponsorship being considered, the panel will make recommendation and seek approval from Manager Communications and Brand (\$5000 - \$10,000), the Chief Executive Officer (\$10,001 - \$50,000) or to Council (\$50,001 +) for formal approval.



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6.56.6 Agreement

All sponsorships ~~shall~~will be formalised in a legally binding agreement which contains associated requirements and conditions.

The City must dutifully undertake and abide by conditions of sponsorship agreements entered into.

The City is responsible for maximising the value of all sponsorships through the provision of marketing collateral, resources and/or other activities as specified in each agreement.

All sponsorship recipients are required to provide the City with outcome reports in relation to sponsorship outcomes and achievements as detailed in their agreement.

For long term sponsorship arrangements, a review will be conducted annually to ensure agreed outcomes are being achieved.

Sponsorship agreements may be terminated by mutual agreement where either party has breached the conditions of the agreement.

7. AUTHORITIES AND ACCOUNTABILITIES

Approvals will be coordinated for ~~all~~outgoing sponsorship proposals and agreements as follows:

~~Incoming Sponsorships~~

Sponsorship Received (cash and/or in-kind)	Approval required
Up to \$20,000 in-kind or cash contribution	Director*
\$20,001 to \$50,000 in-kind or cash contribution	CEO*
\$50,001 or more in-kind or cash contribution	Council
More than 50% of the total activity	Council

~~*Note—Details of these sponsorship approvals will be provided to Council Members for information.~~

~~Outgoing Sponsorship~~

Sponsorship Provided (cash and/or in-kind)	Approval required
Submissions <u>up to</u> between \$5,000 <u>and</u> \$10,000	Manager*



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Sponsorship Provided (cash and/or in-kind)	Approval required
Submissions between \$5,001 and \$10,000	Director*
Submissions between \$10,001 and \$50,000	CEO*
Submissions over \$50,001	Council

**Note – Details of these sponsorship approvals will be provided to Council Members for information.*

If any agreement contains an in-kind component pertaining to a waiver, concession or discount of a fee or charge, a separate approval is required in accordance with Section 6.12 of the *Local Government Act 1995* and the City's Delegations Register.

8. ROLES AND RESPONSIBILITIES

The Manager Communications and Brand is responsible for the implementation of this policy in collaboration with relevant service unit Managers.

9. DISPUTE RESOLUTION

Disputes in regard to this policy will be referred to the Chief Executive Officer. ~~Director Community and Place in the first instance.~~ In the event that an agreement cannot be reached, the matter will be submitted to Council ~~the CEO~~ for a ruling.

Conflicts arising from personal relationships or financial arrangements of City Officers or Council Members involved in sponsorship assessment, approval or administration will be managed in accordance with the conflict of interest provisions in the City of Wanneroo Code of Conduct.

10. EVALUATION AND REVIEW PROVISIONS

The Sponsorship Program and this policy will be reviewed every three years to ensure:

- its effectiveness in enhancing the City's reputation and brand;
- that the benefits for the City are commensurate with the level of sponsorship provided or received;
- that program outcomes remain consistent with the City's strategic objectives;
- arrangements are managed professionally, in a manner that is transparent and accountable; and
- conflicts of interest are identified and managed appropriately.



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11. REFERENCES

~~Outgoing Sponsorship Management Procedure~~
[Community Funding Policy](#)
~~Enterprise Funding Policy~~

12. RESPONSIBILITY FOR IMPLEMENTATION

Manager Communications and Brand

REVISION HISTORY

Version	Next Review	Record No:
1	September 2022	19/211442
2	September 2025	19/211442[V2]
<u>3</u>	<u>September 2028</u>	<u>19/211442[V3]</u>



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SPONSORSHIP POLICY

Responsible Directorate:	<i>Office of the CEO</i>
Responsible Service Unit:	<i>Communications and Brand</i>
Contact Person:	<i>Manager Communications and Brand</i>
Date of Approval:	
Council Resolution No:	

1. POLICY STATEMENT

The City of Wanneroo (the City) leverages from strategic sponsorship opportunities to provide social, economic or environmental benefits to the community and enhance the reputation and brand of the City in accordance with the Strategic Community Plan.

2. OBJECTIVE

The objective of this policy is to:

- coordinate fair and equitable assessment and approval processes for sponsorship arrangements;
- maximise sponsorship arrangements through clearly defined objectives;
- ensure sponsorships are aligned to the City's Strategic Community Plan, endorsed brand and values; and
- ensure transparency, good governance and risk management in all sponsorship negotiations and agreements.

3. KEY DEFINITIONS

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

Community Funding	Financial support provided to individual residents, community or sporting groups, school parent and citizens associations and eligible organisations to enable the delivery of initiatives which promote healthy, safe, connected and inclusive communities.
Enterprise Funding	Financial and/or in-kind support which is provided by the City to individual residents or organisations to support strategic opportunities, policies and projects that drive job creation grow the local economy and deliver strategic outcomes for the City.
Outgoing Sponsorship	An agreement between City and an external party, where the City provides either financial or in kind support to an external party in return for specified social, economic and/or



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	environmental benefits.
Sponsorship	A contractual business arrangement under which a sponsor, for a specified term, provides a contribution in cash and/or in kind in return for specified negotiated community benefits. Benefits purchased may include the right to public recognition or association with a service, program, event, activity, individual or infrastructure.
Sponsor	An individual or organisation that, for a specified term, provides a contribution in cash and/or in kind with the intention of receiving negotiated commercial benefits.
Sponsorship Recipient	An individual or organisation that, for a specified term, receives a contribution in cash and/or in kind in return for providing negotiated commercial benefits to a sponsor.

4. SCOPE

This policy applies to outgoing **sponsorship** arrangements entered into by the City, sponsorships may include financial and/or in-kind support.

This policy does not apply to **community funding**, **enterprise funding**, subsidies, advertising, informal collaborations, legal partnerships, or joint ventures. It does not include donations, gifts, prizes and awards which are given for philanthropic reasons, where financial or material assistance is given without expectation of anything in return.

5. IMPLICATIONS

Sponsorships will be distributed in accordance with the City's endorsed budget to ensure that public funds are distributed transparently in accordance with the Local Government Act 1995.

6. IMPLEMENTATION

6.1 Sponsorship Principles

The City will only enter into sponsorship arrangements with proposed **sponsors** or **sponsorship recipients** if the objectives, activities and/or products of the sponsor or sponsorship recipient are compatible with, and complementary to the City's vision, responsibilities and policies.

The following five key principles will be considered when determining sponsorship arrangements in accordance with this policy:

1. Community Benefit

Sponsorship activities should provide an opportunity to meet the social, economic, and/or environmental aspirations as outlined in the City's Strategic Community Plan and other community-directed plans.



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2. Strengthening the City of Wanneroo Brand and Reputation

Sponsorship arrangements should enhance the City's reputation and reinforce the City's brand through positive promotional and marketing activities.

3. Risk Management

Potential risks for the City will be assessed prior to entering into sponsorship arrangements in accordance with the City's Risk Management Framework. If the assessment concludes the risks are unacceptably high or the City is receiving minimal value from the proposal, consideration of the proposal will be discontinued.

4. Good Governance

Sponsorship will be sought and provided using transparent processes. In the negotiation of sponsorship arrangements, the commercial value of the arrangement, including all cash and in-kind contributions, must be clearly identified and acknowledged.

5. Entrepreneurship and Revenue Raising

Sponsorship activities that present additional revenue raising opportunities for the City will be considered. This includes the potential commercial naming of City venues and facilities.

6.2 Sponsorship Outcomes

The City views its sponsorships as long-term investments in its commitment to the community. The City seeks to support initiatives that reflect the diversity of its community and meet the needs of the organisation through sponsorship arrangements of up to three years.

Sponsorships must address at least two of the following program outcomes as addressed in the program guidelines:

- Social Outcomes
- Economic Outcomes
- Environmental Outcomes

The City has an expectation that it will receive a return on investment through demonstrated benefits, including but not limited to:

- increased exposure of the City's brand, services and/or activities;
- the opportunity to build relationships that achieve the City's strategic objectives;
- promotional opportunities in media (print, radio, TV, online);
- recognition of the City as a sponsor in promotional material (at minimum through the presence of the City's logo in written materials, videos and digital media; verbally in any broadcasts or loud speaker channels and visually on any clothing or merchandise);
- naming rights;
- editorial/advertising in event, program or other literature; and/or



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- ceremonial involvement and/or speaking role to an influential or relevant audience.

6.3 Eligibility

Only proposals that are consistent with the principles, eligibility and outcomes outlined in this Policy should be considered for sponsorship.

To be eligible, sponsorship applicants should:

- be a legally constituted entity or incorporated association with a current ABN;
- have Public Liability Insurance of at least \$10 million (to be maintained throughout the sponsorship period);
- be based in the City or undertake activities within the City, for the benefit of local residents; and
- ensure that attendance/participation is free for community events (unless otherwise negotiated with the City).

6.4 Sponsorship agreement exclusions

Requests for sponsorship will not be considered for initiatives or events that:

- conflict with the City's events program or other activities;
- directly or indirectly contravene existing Council policy;
- create an actual or perceived conflict of interest;
- interfere with the City's compliance with, and exercise of, its legislative obligations;
- do not positively reflect the City's values and brand;
- are not consistent with the City's access and inclusion principles which support participation and equity for all members of the City's diverse community;
- could be perceived as benefiting a political party or campaign;
- are for the sole purpose of general fundraising activities;
- are for general operational expenditure (e.g. staff salaries, lease rent payments, insurance, office equipment);
- are to cover shortfalls in funding by state or federal government departments;
- are for major/capital equipment purchases or works;
- are for the purchase of property and/or land;
- are for facility maintenance projects;
- have already been completed prior to the proposal being submitted;
- are deemed inappropriate by the City i.e. pollution, destroy or waste non-recurring resources, illegal or political in nature; or
- promote tobacco, gambling, pornography, weaponry, drugs and/or alcohol
- the sponsorship value sought is greater than the total cost to deliver the proposed sponsored activity, event or initiative;
- the sponsorship recipient has outstanding debts or previous un-acquitted funds with the City; or
- the price placed on the sponsorship package does not represent value for money for the City as determined through the assessment process.



Council Policy

Sponsorship is not intended for any company or organisation to be viewed favourably by the City in any other business arrangements to which they might be a party. Sponsorship from companies who are in contract negotiation with the City will not be accepted where it may be viewed as an endorsement of the bid.

The City retains the right to decline a sponsorship proposal from any organisation, individual or in respect to particular products/services which the City in its sole discretion considers inappropriate.

6.5 Assessment

Sponsorship proposals are subject to assessment by a specialist panel. The assessment process includes a risk assessment and value for money assessment. The City may negotiate an alternative proposal which reflects the agreed value of the agreement as determined through the assessment process.

Subject to the proposed value of a sponsorship being considered, the panel will make recommendation and seek approval from Manager Communications and Brand (\$5000 - \$10,000), the Chief Executive Officer (\$10,001 - \$50,000) or to Council (\$50,001 +) for formal approval.

6.6 Agreement

All sponsorships will be formalised in a legally binding agreement which contains associated requirements and conditions.

The City must dutifully undertake and abide by conditions of sponsorship agreements entered into.

The City is responsible for maximising the value of all sponsorships through the provision of marketing collateral, resources and/or other activities as specified in each agreement.

All sponsorship recipients are required to provide the City with outcome reports in relation to sponsorship outcomes and achievements as detailed in their agreement.

For long term sponsorship arrangements, a review will be conducted annually to ensure agreed outcomes are being achieved.

Sponsorship agreements may be terminated by mutual agreement where either party has breached the conditions of the agreement.



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7. AUTHORITIES AND ACCOUNTABILITIES

Approvals will be coordinated for outgoing sponsorship proposals and agreements as follows:

Sponsorship Provided (cash and/or in-kind)	Approval required
Submissions between \$5,000 and \$10,000	Manager*
Submissions between \$10,001 and \$50,000	CEO*
Submissions over \$50,001	Council

**Note – Details of these sponsorship approvals will be provided to Council Members for information.*

If any agreement contains an in-kind component pertaining to a waiver, concession or discount of a fee or charge, a separate approval is required in accordance with Section 6.12 of the *Local Government Act 1995* and the City's Delegations Register.

8. ROLES AND RESPONSIBILITIES

The Manager Communications and Brand is responsible for the implementation of this policy in collaboration with relevant service unit Managers.

9. DISPUTE RESOLUTION

Disputes in regard to this policy will be referred to the Chief Executive Officer. In the event that an agreement cannot be reached, the matter will be submitted to Council for a ruling.

Conflicts arising from personal relationships or financial arrangements of City Officers or Council Members involved in sponsorship assessment, approval or administration will be managed in accordance with the conflict of interest provisions in the City of Wanneroo Code of Conduct.

10. EVALUATION AND REVIEW PROVISIONS

The Sponsorship Program and this policy will be reviewed every three years to ensure:

- its effectiveness in enhancing the City's reputation and brand;
- that the benefits for the City are commensurate with the level of sponsorship provided or received;
- that program outcomes remain consistent with the City's strategic objectives;
- arrangements are managed professionally, in a manner that is transparent and accountable; and
- conflicts of interest are identified and managed appropriately.



Council Policy

11. REFERENCES

[Community Funding Policy](#)
[Enterprise Funding Policy](#)

12. RESPONSIBILITY FOR IMPLEMENTATION

Manager Communications and Brand

REVISION HISTORY

Version	Next Review	Record No:
1	September 2022	19/211442
2	September 2025	19/211442[V2]
3	September 2028	19/211442[V3]

4.8 Local Planning Policy 4.19: Medium-Density Housing Standards (R-MD)

File Ref:	25285 – 25/227139
Responsible Officer:	Director Planning & Sustainability
Attachments:	3
Previous Items:	PS05-11/16 - Medium-Density Single House Development Standards (R-MD) - Ordinary Council - 07 Nov 2016 7.00pm PS01-07/23 - Consideration of Amendments to Local Planning Policy 4.19: Medium-Density Housing Standards (R-MD) Following Advertising - Ordinary Council - 18 Jul 2023 6:00pm CE01-12/23 - Approve, Repeal and Extension of Review Dates of Council Policies - Ordinary Council - 12 Dec 2023 6:00pm

Issue

To consider amendments proposed for Local Planning Policy 4.19: Medium-Density Housing Standards (R-MD) (**LPP 4.19**).

Background

The residential medium density standards (or **R-MD standards**) were initially prepared by the Western Australian Planning Commission (**WAPC**) to outline acceptable variations to the deemed-to-comply provisions of the Residential Design Codes (**R-Codes**) in medium-density areas (coded R25, R30, R40 and R60). The acceptable variations relate to building and garage setbacks, open space, parking, visual privacy and solar access (or overshadowing).

The R-MD standards were released by the WAPC in April 2016 through Planning Bulletin 112/2016. Council then formalised the R-MD standards into the City's planning framework through the initial adoption of LPP 4.19 at its 7 November 2016 meeting (PS05-11/16). LPP 4.19 then gave effect to the R-MD standards over certain areas through various structure plans.

Amendments to the R-MD standards in LPP 4.19 to adjust garage setback provisions were adopted by Council at its 18 July 2023 meeting (PS01-07/23). This modification was made as Administration (and Council Members) had noted a significant increase in vehicles parked in front of garages, impeding the use of pedestrian footpaths. The current version of LPP 4.19, incorporating the 2023 amendments, is provided in **Attachment 1**.

Administration has more recently reviewed LPP 4.19 – and as an outcome of that review, minor policy amendments are needed to address misalignments between the policy and the remainder of the planning framework. Amendments to LPP 4.19 are proposed in response to the following:

- A direction of the WAPC for local governments to review local planning policies incorporating R-MD standards – to align with updates made to the R-Codes as gazetted in April 2024; and
- The issues arising from applying R-MD standards in instances where structure plans are being revoked through the City's normalisation program. In addition, the City also has structure plans expiring in October 2025, which currently give effect to R-MD standards.

Council at its 12 December 2023 meeting (CE01-12/23) resolved to set a review due date of 16 October 2026 for LPP 4.19. Administration considers a further extension to this review date for LPP 4.19 can be considered following adoption of the amendments proposed.

Detail

Amendments to LPP 4.19 are proposed to be made through Part 2 of the deemed provisions for local planning schemes (**deemed provisions**), contained in Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015*.

The extent of amendments proposed to LPP 4.19 are presented as track changes in **Attachment 2**. The track change document shows a reconfiguration of provisions consistent with a policy template contained in WALGA's 'Local Planning Policy Guide'. A 'clean version' of draft amendments to LPP 4.19, prepared for adoption, is provided in **Attachment 3**.

The key elements of the proposed amendments to LPP 4.19 are as follows:

- To give the ability for local development plans to also give effect to R-MD standards in certain circumstances, where there is no underlying structure plan; and
- As required under the R-Codes – and under direction of the WAPC – to remove the effect of the R-MD standards over R60-coded areas as of 10 April 2026. The R-MD standards for areas coded R25-R40, as currently contained in Appendix 1 of LPP 4.19, are not subject to material changes.

In addition, other amendments are proposed to add the definitions of key terms, update R-Code references, modify existing content to be more reflective on how the policy is used and undertake a general 'tidy-up' of the policy content to align with WALGA standards.

Proposed amendments to LPP 4.19 will not modify the garage setback provisions which were adopted by Council at its 18 July 2023 meeting (refer PS01-07/23 and the Background section above).

Consultation

For reasons as discussed further in the 'Comment' section below, Administration considers the proposed amendments to LPP 4.19 to be 'minor' in the context of Part 2 of the deemed provisions. Minor amendments to local planning policies do not require advertising under the deemed provisions.

Comment

Local Development Plans and R-MD Standards

Currently through LPP 4.19, R-MD standards can only apply where identified in an approved structure plan. However, with the revocation of structure plans through the normalisation process – as well as some structure plans coming up for expiry – it is becoming less practical for R-MD standards to only be given effect through structure plans.

Some recently-revoked or expiring structure plans contain vacant lots which were approved for R-MD standards to apply. Without an underlying structure plan being in place, these R-MD standards cannot have effect.

Amendments to LPP 4.19 are proposed so that R-MD standards could also have effect over certain areas through a local development plan – in the absence of an approved structure plan. The effect of R-MD standards through a local development plan could occur over an area that once had a structure plan (e.g. if a structure plan was revoked or expired) – or if subdivision occurs over an area in the absence of a structure plan.

To avoid the prospect of R-MD standards being applied inappropriately over certain areas, a statement is proposed to be introduced into LPP 4.19 to that effect. The statement will outline that the application of R-MD standards will not be supported (through either a structure plan or local development plan) where it may be inconsistent with the character or streetscape of an existing adjoining or nearby residential area. This will formalise the City's current planning practice – and ensure that R-MD standards are appropriately applied in all instances.

Changes to the R-Codes Affecting LPP 4.19

Recent amendments to the R-Codes (as gazetted in April 2024) introduced new medium-density housing standards. Relative to development where the R-MD standards currently apply, new medium-density R-Codes standards were introduced for single houses in R60 areas. Through the R-Codes, and by direction of the WAPC, local governments have been given two years (until 10 April 2026) to remove local planning policy provision that give effect to R-MD standards for R60 single house development.

After 10 April 2026, the planning framework will only allow the R-Codes to apply to R60 single house development – and not the R-MD standards for R60 in LPP 4.19. Amendments to LPP 4.19 are therefore proposed to reflect the ceasing of R-MD provisions in R60 areas, to align with the provisions of the R-Codes.

Adjustments to the deemed-to-comply provisions affecting R25, R30 and R40 single house lots were also made through the recent updates to the R-Codes. To ensure there is alignment between the planning documents, these R-Codes adjustments are to be reflected in LPP 4.19 through the amendments proposed.

'Minor Amendment' Considerations

As outlined above, 'minor' amendments to local planning policies do not require advertising under the deemed provisions. However, the deemed provisions do not define what constitutes a 'minor' amendment to a local planning policy, leaving it to the discretion of a local government to decide.

Administration is of the opinion that the amendments are 'minor' in the context of the deemed provisions, as the amendments:

- Align the policy provisions with the current version of the R-Codes;
- Provide clarity on how R-MD standards are to be applied in the absence of a structure plan; and
- Expand on positions already outlined in the policy – as well as more clearly outlining what is already common planning practice;

Furthermore, Administration considers that the proposed amendments to LPP 4.19 do not:

- Introduce new concepts or provisions that may negatively affect landowners or builders undertaking further development;
- Materially alter the R-MD standards that are currently in place; or
- Create any other obstacles for stakeholders utilising the R-MD standards (beyond the obstacles created through the gazettal of the current R-Codes).

Should the Committee agree with Administration's position that the amendments proposed to LPP 4.19 are 'minor', a resolution would need to be made to that effect (as per the recommendation).

Extension of Review Period

When Council resolved to set the review date for LPP 4.19 at its 12 December 2023 meeting (CE01-12/23), it was unclear what 'medium-density standards' would have been included in the R-Codes – and which density codings that those standards would have applied to. Therefore, a short-term review date of less than three years (until 16 October 2026) was previously resolved by Council, pending updates to the R-Codes.

As discussed previously in this report, updates to the R-Codes were later finalised and gazetted in April 2024. No further updates to the R-Codes are programmed for the foreseeable future. Together with amendments to LPP 4.19, a further extension to the review date can now be considered. In this case, Administration recommends that the review date for LPP 4.19 be extended to 18 August 2029, being five years from the date this matter is being considered.

Statutory Compliance

Local planning policies can be amended in accordance with Clauses 4 and 5 of the deemed provisions for local planning schemes contained within Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015*.

Strategic Implications

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

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

5.2 - Plan for and manage land use

Risk Appetite Statement

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

Risk Management Considerations

Risk Title	Risk Rating
CO-C01 Compliance Framework	Medium
Accountability	Action Planning Option
General Counsel	Manage

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

Policy Implications

The amendments to LPP 4.19 as discussed in this report is being undertaken to achieve the City's objectives of delivering orderly and proper planning.

Financial Implications

The costs associated with undertaking the amendments to LPP 4.19 can be met from the current Planning and Sustainability operational budget.

Voting Requirements

Simple Majority

Moved Cr Rowe, Seconded Mayor Aitken

That Policy Review Committee:-

1. Pursuant to Clause 5 of the deemed provisions for local planning schemes contained in Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015*:
 - a) **CONSIDERS** the proposed amendments to Local Planning Policy 4.19: Medium-Density Housing Standards (R-MD), as outlined in Attachment 2 and Attachment 3, to be minor and can proceed without advertising; and
 - b) **PROCEEDS** with the amended Local Planning Policy 4.19: Medium-Density Housing Standards (R-MD), provided in Attachment 3; and
2. Pursuant to Clause 5(1), Clause 4(4) and Clause 87 of the deemed provisions for local planning schemes contained in Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015*, requests Administration **PUBLISH** notice of the amendments made to Local Planning Policy 4.19: Medium-Density Housing Standards (R-MD).

CARRIED UNANIMOUSLY

***10/0**

For the motion: Mayor Aitken, Cr Berry, Cr Coetzee, Cr Herridge, Cr Miles, Cr Parker, Cr Rowe, Cr Smith, Cr Seif and Cr Wright

Against the motion: Nil

Attachments:

- | | |
|--|-----------|
| 1. Attachment 1 - Clean Version - July 2023 Amendments to Local Planning Policy 4.19: Medium-Density Housing Standards (R-MD) | 23/198564 |
| 2. Attachment 2 - Track Change Version - August 2025 Amendments to Local Planning Policy 4.19: Medium-Density Housing Standards (R-MD) | 25/233799 |
| 3. Attachment 3 - Final Clean Version - August 2025 Amendments to Local Planning Policy 4.19: Medium-Density Housing Standards (R-MD) | 25/233802 |



Owner	Planning and Sustainability
Implementation	18 July 2023
Next Review	16 October 2024

POLICY OPERATION

Policy Development

This Policy has been prepared under the provisions of Clause 3 of the deemed provisions of the City of Wanneroo District Planning Scheme No. 2 (DPS 2).

Application and Purpose

This policy replaces the R-Code provisions for Medium Density Housing within development zones. This Policy replaces the deemed-to-comply provisions of the following clauses of the Residential Design Codes with those set out in the provisions of this policy:

- Building and garage setbacks – clauses 5.12, 5.13 and 5.21
- Open space – clause 5.1.4
- Parking – clause 5.3.3
- Visual Privacy – clause 5.4.1
- Solar Access – clause 5.4.2

This policy will apply where the approved structure plan identifies that the R-MD standards applies. The Policy provisions also apply to all subdivision applications lodged or approved after 8 May 2015, where applicable and subject to the Structure Plan stating that they will apply.

All other R-Codes standards will continue to apply.

The WAPC has stated that they generally will not support further variations to the R-MD provisions and will only support innovative housing typologies (not considered in the typical lot size / type in Appendix 1) that deliver positive community outcomes.

Definitions

- Approved Structure Plan:** A structure plan or activity centre plan that has been approved by the WAPC under Part 4 or Part 5 of DPS 2.
- Front Load:** Lots where the primary vehicle access is via the front of the lot and the garage / carport is located at the front of the dwelling.
- Medium Density:** R25-R60 density codes.

Planning and Sustainability
Local Planning Policy 4.19
Medium-Density Housing Standards (R-MD)



- **Rear Load:** Lots where the primary vehicle access is via the rear of the lot, from a street or right of way (ROW) and the garage / carport is located at the back of the dwelling.
- **R-MD / R-MD Codes:** Single House standards for medium density housing.

Objectives

The objectives of this policy are to:

- 1) Ensure consistent application of variations to the deemed-to-comply provisions of the R Codes to medium-density single houses located in development zones;
- 2) Reflect changes in housing trends on smaller lots and adequately respond to market pressures; and
- 3) Provide a mechanism which allows the WAPC adopted R-MD provisions to be implemented.

GENERAL POLICY PROVISIONS

The general policy provisions are detailed in Appendix 1 as follows:

Appendix 1

Single house standards for medium density housing in development zones (R-MD Codes)

R-Code	Lot type and size	Street setback and front fences		Lot boundary setback		Open space		Garage setback and width and vehicular access		Parking		Overshadowing		Privacy	
		R-Codes	R-MD provision	R-Codes	R-MD provision	R-Codes	R-MD provision	R-Codes	R-MD provision	R-Codes	R-MD provision	R-Codes	R-MD provision	R-Codes	R-MD provision
R-MD – R60	<u>Rear load</u> 5m x 30m – 150m ² 6m x 30m – 180m ² <u>Front load</u> 8.5m x 20m – 170m ² 7.5m x 25m – 187.5m ²	2m	2m minimum, no average 1m to porch / veranda no maximum length 1m minimum to secondary street Front fences within the primary street setback area being a maximum height of 900mm above natural ground level, measured from the primary street side of the front fence	<u>Boundary setbacks</u> 1 to 1.5m for wall height 3.5m and less (subject to wall length and major openings) <u>Boundary walls</u> 2/3 length one side boundary, max 3.5m high and 3m average height	<u>Boundary setbacks</u> 1.2m for wall height 3.5m or less with major openings 1m for wall height 3.5 or less without major openings <u>Boundary walls</u> No maximum length to both side boundaries	40% open space (60% site cover) 16m ² courtyard 1/3 required outdoor living area (OLA) may be covered Minimum dimension 4m	An outdoor living area (OLA) with an area of 10% of the lot size or 20m ² , whichever is greater, directly accessible from a habitable room of the dwelling and located behind the street setback area At least 70% of the OLA must be uncovered and includes areas under eaves which adjoin uncovered areas The OLA has a minimum 3m length or width dimension No other R-Codes site cover standards apply	<u>Rear load</u> Nil – provided laneway is minimum of 6m wide <u>Front load</u> 4.5m or 0.5m behind dwelling alignment subject to averaging requirements Garage width limited to maximum 50% of lot frontage where garage in front of or within 1m of building	<u>Rear load</u> 0.5m garage setback to laneway <u>Front load</u> 4.5m garage setback from the primary street and 1.5m from a secondary street For front loaded lots with street frontages between 10.5 and 12m, a double garage is permitted to a maximum width of 6m as viewed from the street subject to: - A major opening to a habitable room directly facing the primary street - An entry feature consisting of a porch or veranda with a minimum depth of 1.2m; and - No vehicular crossover wider than 4.5m where it meets the street Lots with a frontage less than 10.5m or not compliant with above require single or tandem garaging	Two on-site bays	One on-site bay where dwelling has two bedrooms or less	50% of the adjoining site area	No maximum overshadowing	3m to bedrooms and studies 4.5m to all other major openings 6m to balconies or similar	No privacy provisions apply
R-MD – R40	<u>Rear load</u> 7.5m x 30m – 225m ² <u>Front load</u> 8.5m x 30m – 255m ² 8.5m x 25m – 212.5m ² 10 x 20m – 200m ² 10 x 25m – 250m ² 12.5m x 20m – 250m ²	4m	2m minimum, no average 1.5m to porch / veranda no maximum length 1m minimum to secondary street Front fences within the primary street setback area being a maximum height of 900mm above natural ground level, measured from the primary street side of the front fence	<u>Boundary setbacks</u> 1 to 1.5m for wall height 3.5m and less (subject to wall length and major openings) <u>Boundary walls</u> 2/3 length one side boundary, maximum 3.5m high and 3m average height	<u>Boundary setbacks</u> As per R-MD – R60 <u>Boundary walls</u> To both side boundaries subject to: No maximum length to one side boundary, 2/3 max length to second side boundary for wall height 3.5m or less	45% open space (55% site cover) 20m ² courtyard 1/3 required OLA area may be covered Minimum dimension 4m	As per R-MD – R60	<u>Rear load</u> Nil – provided laneway is minimum of 6m wide <u>Front load</u> 4.5m or 0.5m behind dwelling alignment subject to averaging requirements	As per R-MD – R60	Two on-site bays	As per R-Codes	35% of the adjoining site area	No maximum overshadowing for wall height 3.5m or less No maximum overshadowing for wall height greater than 3.5m where overshadowing is confined to the front half of the lot. If overshadowing intrudes into rear half of the lot, shadow cast does not exceed 35%	4.5m to bedrooms and studies 6m to all other major openings 7.5m to balconies or similar	R-Codes clause 5.4.1 C1.1 applies, however the setback distances are 3m to bedrooms and studies, 4.5m to major openings to habitable rooms other than bedrooms and studies and 6m to unenclosed outdoor active habitable spaces

Appendix 1

Single house standards for medium density housing in development zones (R-MD Codes)

R-Code	Lot type and size	Street setback and front fences		Lot boundary setback		Open space		Garage setback and width and vehicular access		Parking		Overshadowing		Privacy	
		R-Codes	R-MD provision	R-Codes	R-MD provision	R-Codes	R-MD provision	R-Codes	R-MD provision	R-Codes	R-MD provision	R-Codes	R-MD provision	R-Codes	R-MD provision
R-MD – R30	<u>Rear load</u> 10m x 30m – 300m ² <u>Front load</u> 10m x 30m – 300m ² 15m x 20m – 300m ²	4m	2m minimum, no average 1.5m to porch / veranda no maximum length 1m minimum to secondary street Front fences within the primary street setback area being a maximum height of 900mm above natural ground level, measured from the primary street side of the front fence	<u>Boundary setbacks</u> 1 to 1.5m for wall height 3.5m and less (subject to wall length and major openings) <u>Boundary walls</u> 2/3 length one side boundary, maximum 3.5m high and 3m average height	<u>Boundary setbacks</u> As per R-MD – R60 <u>Boundary walls</u> To both side boundaries subject to: 2/3 length to one side boundary, 1/3 max length to second side boundary for wall height 3.5m or less	45% open space (55% site cover) 24m ² courtyard 1/3 required OLA area may be covered Minimum dimension 4m	As per R-MD – R60	<u>Rear load</u> Nil – provided laneway is minimum of 6m wide <u>Front load</u> 4.5m or 0.5m behind dwelling alignment subject to averaging requirements	As per R-MD – R60	Two on-site bays	As per R-Codes	35% of the adjoining site area	As per R-MD – R40	4.5m to bedrooms and studies 6m to all other major openings 7.5m to balconies or similar	As per R-MD – R40
R-MD – 25	<u>Front load</u> 12.5m x 25m – 312.5m ² 15m x 25m – 375m ² 12.5m x 30m – 375m ²	6m	3m 1.5m to porch / veranda no maximum length 1.5m minimum to secondary street Front fences within the primary street setback area being a maximum height of 900mm above natural ground level, measured from the primary street side of the front fence	<u>Boundary setbacks</u> 1 to 1.5m for wall height 3.5m and less (subject to wall length and major openings) <u>Boundary walls</u> 2/3 length one side boundary, max 3.5m high and 3m average height to one side boundary	<u>Boundary Setbacks</u> As per R-MD – R60 <u>Boundary walls</u> As per R-MD – R30	50% open space (50% site cover) 30m ² courtyard 1/3 required OLA area may be covered Minimum dimension 4m	As per R-MD – R60	<u>Rear load</u> Nil – provided laneway is minimum of 6m wide <u>Front load</u> 4.5m or 0.5m behind dwelling alignment subject to averaging requirements	As per R-MD – R60	Two on-site bays	As per R-Codes	25% of the adjoining site area	As per R-MD – R40, however if overshadowing intrudes into rear half of the lot, shadow cast does not exceed 25%	4.5m to bedrooms and studies 6m to all other major openings 7.5m to balconies or similar	As per R-MD – R40



Owner	Planning and Sustainability
Implementation	18 July 2023 <u>18 August 2024</u>
Next Review	16 October 2024 <u>18 August 2029</u>

POLICY OPERATION

1.0 CITATION ~~Policy Development~~

This Policy has been prepared under the provisions of ~~Clause 3~~Part 2, Division 2 of the deemed provisions ~~of the City of Wanneroo District Planning Scheme No. 2 (DPS 2).~~ This policy may be cited as Local Planning Policy 4.19: Medium-Density Housing Standards (R-MD).

2.0 INTRODUCTION~~Application and Purpose~~

~~This policy replaces the R-Code provisions for Medium Density Housing within development zones.~~ This Policy replaces the deemed-to-comply provisions of the following ~~clauses design elements~~ of the ~~Residential Design Codes R-Codes~~ with those set out in the provisions of this policy:

- Building and garage setbacks ~~—clauses 5.12, 5.13 and 5.21~~
- Open space ~~—clause 5.1.4~~
- Parking ~~—clause 5.3.3~~
- Visual Privacy ~~—clause 5.4.1~~
- Solar Access ~~—clause 5.4.2~~

3.0 OBJECTIVES

The objectives of this policy are to:

- 1) Ensure consistent application of variations to the deemed-to-comply provisions of the ~~R-Codes~~ to medium-density single houses located in development zones;
- 2) Reflect changes in housing trends on smaller lots and adequately respond to market pressures; and
- 3) Provide a mechanism which allows the WAPC adopted R-MD ~~provisions standards~~ to be implemented.

4.0 APPLICATION OF THIS POLICY

This policy will apply where ~~the an~~ approved structure plan identifies that the R-MD standards ~~applies apply~~. ~~The Policy provisions also apply to all subdivision applications lodged or approved after 8 May 2015, where applicable and subject to the Structure Plan stating that they will apply.~~

In the absence of an underlying structure plan, the City will support the application of R-MD standards in the following instances:

- Where prescribed on a local development plan that was approved by the City at a time a structure plan was in effect; and/or
- Where prescribed through any other local development plan prepared for an area of land, if approved by the WAPC pursuant to Clause 52(1A) of the deemed provisions.

All other R-Codes standards will continue to apply.

The WAPC has stated that they generally will not support further variations to the R-MD ~~provisions-standards~~ and will only support innovative housing typologies (not considered in the typical lot size / type in Appendix 1) that deliver positive community outcomes.

The application of R-MD standards will not be supported by the City (through either a structure plan or local development plan) where it may be inconsistent with the existing character and streetscape of any adjoining or nearby established residential area.

GENERAL 5.0 - POLICY PROVISIONS

1.1 The general policy provisions are detailed in Appendix 1 ~~as follows~~:

1.2 Notwithstanding what may be prescribed in a structure plan or local development plan, R-MD standards cease to have effect over lots coded R60 as of 10 April 2026. After this date, the provisions of the R-Codes will prevail unless otherwise approved by the City of Wanneroo.

DEFINITIONS

- **Approved Structure Plan:** ~~means Aa structure plan or activity centre plan precinct structure plan that has been~~ approved by the WAPC under Part 4 ~~or Part 5 of DPS 2 the deemed provisions~~.
- **Deemed provisions:** means the deemed provisions for local planning schemes contained in Schedule 2 of the Planning and Development (Local Planning Schemes) Regulations 2015.
- **Front Load:** Lots where the primary vehicle access is via the front of the lot and the garage / carport is located at the front of the dwelling.
- **Local Development Plan:** means a plan setting out specific and detailed guidance for future development, prepared under Part 6 of the deemed provisions.
- **Medium Density:** R25-R60 density codes.
- **Rear Load:** Lots where the primary vehicle access is via the rear of the lot, from a street or right of way (ROW) and the garage / carport is located at the back of the dwelling.
- **R-Codes:** means the Residential Design Codes Volume 1, prepared by the WAPC.
- **R-MD / ~~R-MD Codes~~ / R-MD Standards:** Single House standards for medium density housing, as provided in this policy.
- **WAPC:** means the Western Australian Planning Commission.

Appendix 1

Single house standards for medium-density housing in development zoned (R-MD Codes Standards)

R-Code	Lot Type and Size	Street Setback and Front Fences		Lot Boundary Setback		Open Space		Garage Setback and Width and Vehicular Access		Parking		Overshadowing		Privacy	
		R-Codes	R-MD Provision	R-Codes	R-MD Provision	R-Codes	R-MD Provision	R-Codes	R-MD Provision	R-Codes	R-MD Provision	R-Codes	R-MD Provision	R-Codes	R-MD Provision
R-MD—R60 R-MD60	Rear load 5m x 30m – 150m ² 6m x 30m – 180m ² Front load 8.5m x 20m – 170m ² 7.5m x 25m – 187.5m ²	2m <u>minimum, no average.</u> <u>1m to porch/verandah, no maximum length</u> <u>1m minimum to secondary street</u>	2m minimum, no average 1m to porch/veranda no maximum length 1m minimum to secondary street Front fences within the primary street setback area being a maximum height of 900mm above natural ground level, measured from the primary street side of the front fence	Boundary setbacks <u>1m to 1.5m for wall height 3.5m and less (subject to wall length and major openings)</u> <u>Boundary walls</u> <u>2/3 length one side boundary, max 3.5m high and 3m average height</u> <u>For wall heights 7m or less, boundary walls to be a maximum 14m length at which point the wall is to be set back a minimum of 3m from the lot boundary for a minimum length of 3m. For lots with a frontage greater than 8.5m, a cumulative maximum length of two-thirds the length of the lot boundary (as measured from behind the street setback) applies.</u>	Boundary setbacks 1.2m for wall height 3.5m or less with major openings 1m for wall height 3.5 or less without major openings <u>Boundary walls</u> No maximum length to both side boundaries	40% open space (670% maximum site cover) <u>16m² courtyard</u> <u>Minimum primary garden area of between 20m² and 40m² based on site area</u> <u>Between nil and 1/3 required outdoor living area (OLA) of the primary garden area, may be covered, depending on site area.</u> <u>3m Minimum dimension</u> <u>4m applies for the primary garden area</u>	An outdoor living area (OLA) with an area of 10% of the lot size or 20m ² , whichever is greater, directly accessible from a habitable room of the dwelling and located behind the street setback area At least 70% of the OLA must be uncovered and includes areas under eaves which adjoin uncovered areas The OLA has a minimum 3m length or width dimension No other R-Codes site cover standards apply	Rear load <u>Nil – provided laneway is minimum of 6m wide 0.5m minimum to laneway or right-of-way</u> Front load <u>4.5m or 0.5m behind dwelling alignment subject to averaging requirements</u> <u>2m minimum setback to front boundary</u> Garage width (and its supporting structures) limited to maximum 50% of lot frontage where garage in front of or within 1m of building	Rear load 0.5m garage setback to laneway Front load 4.5m garage setback from the primary street and 1.5m from a secondary street For front loaded lots with street frontages between 10.5 and 12m, a double garage is permitted to a maximum width of 6m as viewed from the street subject to: <ul style="list-style-type: none">A major opening to a habitable room directly facing the primary streetAn entry feature consisting of a porch or veranda with a minimum depth of 1.2m; andNo vehicular crossover wider than 4.5m where it meets the street Lots with a frontage less than 10.5m or not compliant with above require single or tandem garaging	<u>Two on-site bays</u> <u>Between 0-2 on-site bays depending on dwelling location and number of bedrooms</u> One on-site bay where dwelling has two bedrooms or less	50% of the adjoining site area <u>property or 25% of diagonally adjacent lot.</u> No maximum overshadowing	No maximum overshadowing	3m to bedrooms and studies 4.5m to all other major openings <u>habitable rooms</u> 6m to balconies or similar outdoor <u>habitable spaces</u>	No privacy provisions apply	
	<u>These R-MD60 standards will cease to have effect as of 10 April 2026.</u> <u>(refer Policy Provision 1.2)</u>														
R-MD—R40 R-MD40	Rear load 7.5m x 30m – 225m ² Front load 8.5m x 30m – 255m ² 8.5m x 25m – 212.5m ² 10 x 20m – 200m ² 10 x 25m – 250m ² 12.5m x 20m – 250m ²	4m <u>front setback, which can be reduced.</u> <u>Porch/verandah, can come forward of the 4m front setback</u> <u>1m minimum to secondary street</u> <u>Front fences within the primary street visually permeable above 1.2m from natural ground level, measured from the primary street side of the fence or wall</u>	2m minimum, no average 1.5m to porch/veranda no maximum length 1m minimum to secondary street Front fences within the primary street setback area being a maximum height of 900mm above natural ground level, measured from the primary street side of the front fence	Boundary setbacks 1 to 1.5m for wall height 3.5m and less (subject to wall length and major openings) <u>Boundary walls</u> <u>2/3 length one side for up to two side boundaries (as measured from behind the street setback), maximum 3.5m high and 3m average height</u>	Boundary setbacks <u>As per R-MD—R60 1.2m for wall height 3.5m or less with major openings</u> <u>1m for wall height 3.5 or less without major openings</u> <u>Boundary walls</u> To both side boundaries subject to: No maximum length to one side boundary, 2/3 max length to second side boundary for wall height 3.5m or less	45% open space (55% site cover) 20m ² courtyard 1/3 required OLA outdoor living area may be covered Minimum dimension 4m	<u>As per R-MD—R60</u> <u>An outdoor living area (OLA) with an area of 10% of the lot size or 20m², whichever is greater, directly accessible from a habitable room of the dwelling and located behind the street setback area</u> <u>At least 70% of the OLA must be uncovered and includes areas under eaves which adjoin uncovered areas</u> <u>The OLA has a minimum 3m length or width dimension</u> <u>No other R-Codes site cover standards apply</u>	Rear load Nil – provided laneway is minimum of 6m wide Front load 4.5m or 0.5m behind dwelling alignment subject to averaging requirements	<u>As per R-MD—R60</u> <u>Rear load 0.5m garage setback to laneway</u> <u>Front load 4.5m garage setback from the primary street and 1.5m from a secondary street</u> <u>For front loaded lots with street frontages between 10.5 and 12m, a double garage is permitted to a maximum width of 6m as viewed from the street subject to:</u> <ul style="list-style-type: none">A major opening to a habitable room directly facing the primary streetAn entry feature consisting of a porch or veranda with a minimum depth of 1.2m; andNo vehicular crossover wider than 4.5m where it meets the street <u>Lots with a frontage less than 10.5m or not compliant with above require single or tandem garaging</u>	<u>Two on-site bays</u> <u>Between 1-2 on-site bays depending on dwelling location and number of bedrooms</u> As per R-Codes	35% of the adjoining site area No maximum overshadowing for wall height 3.5m or less No maximum overshadowing is confined to the front half of the lot. If overshadowing intrudes into rear half of the lot, shadow cast does not exceed 35%	No maximum overshadowing for wall height 3.5m or less No maximum overshadowing is confined to the front half of the lot. If overshadowing intrudes into rear half of the lot, shadow cast does not exceed 35%	4.5m to bedrooms and studies 6m to all other major openings <u>other habitable rooms</u> 7.5m to balconies or similar outdoor <u>habitable spaces</u>	R-Codes <u>Part B</u> clause 5.4.1 C1.1 applies, however the setback distances are: 3m to bedrooms and studies, 4.5m to major openings to habitable rooms other than bedrooms and studies and 6m to unenclosed outdoor active habitable spaces	

Appendix 1

Single house standards for medium-density housing in development zoned (R-MD Codes Standards)

R-Code	Lot Type and Size	Street Setback and Front Fences		Lot Boundary Setback		Open Space		Garage Setback and Width and Vehicular Access		Parking		Overshadowing		Privacy	
		R-Codes	R-MD Provision	R-Codes	R-MD Provision	R-Codes	R-MD Provision	R-Codes	R-MD Provision	R-Codes	R-MD Provision	R-Codes	R-MD Provision	R-Codes	R-MD Provision
R-MD—R30 R-MD30	Rear load 10m x 30m – 300m ² Front load 10m x 30m – 300m ² 15m x 20m – 300m ²	4m <u>front setback, which can be reduced.</u> <u>Porch/verandah, can come forward of the 4m front setback</u> <u>1.5m minimum to secondary street</u> <u>Front fences within the primary street visually permeable above 1.2m from natural ground level, measured from the primary street side of the fence or wall</u>	2m minimum, no <u>average</u> 1.5m to porch/veranda no maximum length 1m minimum to secondary street Front fences within the primary street setback area being a maximum height of 900mm above natural ground level, measured from the primary street side of the front fence	Boundary setbacks 1 to 1.5m for wall height 3.5m and less (subject to wall length and major openings) Boundary walls 2/3 length <u>one side for up to two side boundaries (as measured from behind the street setback).</u> maximum 3.5m high and <u>3m average height</u>	Boundary setbacks As per R-MD40—R60 Boundary walls To both side boundaries subject to: 2/3 length to one side boundary, 1/3 max length to second side boundary for wall height 3.5m or less	45% open space (55% site cover) 24m ² courtyard 1/3 required <u>OLA outdoor living</u> area may be covered Minimum dimension 4m	As per R-MD—R60 R-MD40	Rear load Nil – provided laneway is minimum of 6m wide Front load 4.5m or 0.5m behind dwelling alignment subject to averaging requirements	As per R-MD—R60 R-MD40	Two-on-site bays <u>Between 1-2 on-site bays depending on dwelling location and number of bedrooms.</u>	As per R-Codes	35% of the adjoining site area	As per R-MD—R40 R-MD40	4.5m to bedrooms and studies 6m to <u>all other major openings other habitable rooms</u> 7.5m to <u>balconies or similar outdoor habitable spaces</u>	As per R-MD40 R-MD—R40
R-MD—25 R-MD25	Front load 12.5m x 25m – 312.5m ² 15m x 25m – 375m ² 12.5m x 30m – 375m ²	6m <u>front setback, which can be reduced.</u> <u>Porch/verandah, can come forward of the 6m front setback</u> <u>1.5m minimum to secondary street</u> <u>Front fences within the primary street visually permeable above 1.2m from natural ground level, measured from the primary street side of the fence or wall</u>	3m <u>minimum, no average</u> 1.5m to porch/veranda no maximum length 1.5m minimum to secondary street Front fences within the primary street setback area being a maximum height of 900mm above natural ground level, measured from the primary street side of the front fence	Boundary setbacks 1 to 1.5m for wall height 3.5m and less (subject to wall length and major openings) Boundary walls 2/3 <u>Maximum 9m or one third length of the boundary behind front setback one side for up to two side boundaries,</u> maximum 3.5m high and <u>3m average height to one side boundary</u>	Boundary Setbacks As per R-MD—R60 R-MD40 Boundary walls As per R-MD—R30 R-MD30	50% open space (50% site cover) 30m ² courtyard 1/3 required <u>OLA outdoor living</u> area may be covered Minimum dimension 4m	As per R-MD—R60 R-MD40	Rear load Nil – provided laneway is minimum of 6m wide Front load 4.5m or 0.5m behind dwelling alignment subject to averaging requirements	As per R-MD—R60 R-MD40	Two-on-site bays <u>Between 1-2 on-site bays depending on dwelling location and number of bedrooms.</u>	As per R-Codes	25% of the adjoining site area	As per R-MD40—R40, however if overshadowing intrudes into rear half of the lot, shadow cast does not exceed 25%	4.5m to bedrooms and studies 6m to <u>all other major openings other habitable rooms</u> 7.5m to <u>balconies or similar outdoor habitable spaces</u>	As per R-MD—R40 R-MD40



Planning and Sustainability

Local Planning Policy 4.19 -

MEDIUM-DENSITY HOUSING STANDARDS

(R-MD)

Owner	Planning and Sustainability
Implementation	18 August 2024
Next Review	18 August 2029
Document	25/233802

1.0 CITATION

This Policy has been prepared under the provisions of Part 2, Division 2 of the deemed provisions. This policy may be cited as Local Planning Policy 4.19: Medium-Density Housing Standards (R-MD).

2.0 INTRODUCTION

This Policy replaces the deemed-to-comply provisions of the following design elements of the R-Codes with those set out in the provisions of this policy:

- Building and garage setbacks
- Open space
- Parking
- Visual Privacy
- Solar Access

3.0 OBJECTIVES

The objectives of this policy are to:

- 1) Ensure consistent application of variations to the deemed-to-comply provisions of the R-Codes to medium-density single houses located in development zones;
- 2) Reflect changes in housing trends on smaller lots and adequately respond to market pressures; and
- 3) Provide a mechanism which allows the WAPC adopted R-MD standards to be implemented.

4.0 APPLICATION OF THIS POLICY

This policy will apply where an approved structure plan identifies that the R-MD standards apply.

In the absence of an underlying structure plan, the City will support the application of R-MD standards in the following instances:

- Where prescribed on a local development plan that was approved by the City at a time a structure plan was in effect; and/or
- Where prescribed through any other local development plan prepared for an area of land, if approved by the WAPC pursuant to Clause 52(1A) of the deemed provisions.

All other R-Codes standards will continue to apply.



Planning and Sustainability

Local Planning Policy 4.19 - MEDIUM-DENSITY HOUSING STANDARDS (R-MD)

The WAPC has stated that they generally will not support further variations to the R-MD standards and will only support innovative housing typologies (not considered in the typical lot size / type in Appendix 1) that deliver positive community outcomes.

The application of R-MD standards will not be supported by the City (through either a structure plan or local development plan) where it may be inconsistent with the existing character and streetscape of any adjoining or nearby established residential area.

5.0 POLICY PROVISIONS

- 1.1 The general policy provisions are detailed in **Appendix 1**.
- 1.2 Notwithstanding what may be prescribed in a structure plan or local development plan, R-MD standards cease to have effect over lots coded R60 as of 10 April 2026. After this date, the provisions of the R-Codes will prevail unless otherwise approved by the City of Wanneroo.

DEFINITIONS

- **Approved Structure Plan:** means a structure plan or precinct structure plan approved by the WAPC under Part 4 of the deemed provisions.
- **Deemed provisions:** means the deemed provisions for local planning schemes contained in Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015*.
- **Front Load:** Lots where the primary vehicle access is via the front of the lot and the garage / carport is located at the front of the dwelling.
- **Local Development Plan:** means a plan setting out specific and detailed guidance for future development, prepared under Part 6 of the deemed provisions.
- **Medium Density:** R25-R60 density codes.
- **Rear Load:** Lots where the primary vehicle access is via the rear of the lot, from a street or right of way (ROW) and the garage / carport is located at the back of the dwelling.
- **R-Codes:** means the Residential Design Codes Volume 1, prepared by the WAPC.
- **R-MD / R-MD Standards:** Single House standards for medium density housing, as provided in this policy.
- **WAPC:** means the Western Australian Planning Commission.

Appendix 1

Single house standards for medium-density housing (R-MD standards)

R-Code	Lot Type and Size	Street Setback and Front Fences		Lot Boundary Setback		Open Space		Garage Setback and Width and Vehicular Access		Parking		Overshadowing		Privacy	
		R-Codes	R-MD Provision	R-Codes	R-MD Provision	R-Codes	R-MD Provision	R-Codes	R-MD Provision	R-Codes	R-MD Provision	R-Codes	R-MD Provision	R-Codes	R-MD Provision
R-MD60	Rear load 5m x 30m – 150m ² 6m x 30m – 180m ² Front load 8.5m x 20m – 170m ² 7.5m x 25m – 187.5m ²	2m minimum, no average. 1m to porch/verandah, no maximum length 1m minimum to secondary street	2m minimum, no average 1m to porch/veranda no maximum length 1m minimum to secondary street	Boundary setbacks 1m for wall height 3.5m and less Boundary walls For wall heights 7m or less, boundary walls to be a maximum 14m length at which point the wall is to be set back a minimum of 3m from the lot boundary for a minimum length of 3m. For lots with a frontage greater than 8.5m, a cumulative maximum length of two-thirds the length of the lot boundary (as measured from behind the street setback) applies.	Boundary setbacks 1.2m for wall height 3.5m or less with major openings 1m for wall height 3.5 or less without major openings Boundary walls No maximum length to both side boundaries	70% maximum site cover Minimum primary garden area of between 20m ² and 40m ² based on site area Between nil and 1/3 of the primary garden area may be covered, depending on site area. 3m minimum dimension applies for the primary garden area	An outdoor living area (OLA) with an area of 10% of the lot size or 20m ² , whichever is greater, directly accessible from a habitable room of the dwelling and located behind the street setback area At least 70% of the OLA must be uncovered and includes areas under eaves which adjoin uncovered areas The OLA has a minimum 3m length or width dimension No other R-Codes site cover standards apply	Rear load 0.5m minimum to laneway or right-of-way Front load 2m minimum setback to front boundary Garage width (and its supporting structures) limited to maximum 50% of lot frontage	Rear load 0.5m garage setback to laneway Front load 4.5m garage setback from the primary street and 1.5m from a secondary street For front loaded lots with street frontages between 10.5 and 12m, a double garage is permitted to a maximum width of 6m as viewed from the street subject to: • A major opening to a habitable room directly facing the primary street • An entry feature consisting of a porch or veranda with a minimum depth of 1.2m; and • No vehicular crossover wider than 4.5m where it meets the street Lots with a frontage less than 10.5m or not compliant with above require single or tandem garaging	Between 0-2 on-site bays depending on dwelling location and number of bedrooms One on-site bay where dwelling has two bedrooms or less		50% of the adjoining property or 25% of diagonally adjacent lot. No maximum overshadowing	3m to bedrooms and studies 4.5m to other habitable rooms 6m to outdoor habitable spaces	No privacy provisions apply	
	These R-MD60 standards will cease to have effect as of 10 April 2026. (refer Policy Provision 1.2)														
R-MD40	Rear load 7.5m x 30m – 225m ² Front load 8.5m x 30m – 255m ² 8.5m x 25m – 212.5m ² 10 x 20m – 200m ² 10 x 25m – 250m ² 12.5m x 20m – 250m ²	4m front setback, which can be reduced. Porch/verandah, can come forward of the 4m front setback 1m minimum to secondary street Front fences within the primary street setback area visually permeable above 1.2m from natural ground level, measured from the primary street side of the fence or wall	2m minimum, no average 1.5m to porch/veranda no maximum length 1m minimum to secondary street Front fences within the primary street setback area being a maximum height of 900mm above natural ground level, measured from the primary street side of the front fence	Boundary setbacks 1 to 1.5m for wall height 3.5m and less (subject to wall length and major openings) Boundary walls 2/3 length for up to two side boundaries (as measured from behind the street setback), maximum 3.5m high	Boundary setbacks 1.2m for wall height 3.5m or less with major openings 1m for wall height 3.5 or less without major openings Boundary walls To both side boundaries subject to: No maximum length to one side boundary, 2/3 max length to second side boundary for wall height 3.5m or less	45% open space (55% site cover) 20m ² courtyard 1/3 required outdoor living area may be covered Minimum dimension 4m	An outdoor living area (OLA) with an area of 10% of the lot size or 20m ² , whichever is greater, directly accessible from a habitable room of the dwelling and located behind the street setback area At least 70% of the OLA must be uncovered and includes areas under eaves which adjoin uncovered areas The OLA has a minimum 3m length or width dimension No other R-Codes site cover standards apply	Rear load Nil – provided laneway is minimum of 6m wide Front load 4.5m or 0.5m behind dwelling alignment subject to averaging requirements	Rear load 0.5m garage setback to laneway Front load 4.5m garage setback from the primary street and 1.5m from a secondary street For front loaded lots with street frontages between 10.5 and 12m, a double garage is permitted to a maximum width of 6m as viewed from the street subject to: • A major opening to a habitable room directly facing the primary street • An entry feature consisting of a porch or veranda with a minimum depth of 1.2m; and • No vehicular crossover wider than 4.5m where it meets the street Lots with a frontage less than 10.5m or not compliant with above require single or tandem garaging	Between 1-2 on-site bays depending on dwelling location and number of bedrooms As per R-Codes	35% of the adjoining site area No maximum overshadowing for wall height 3.5m or less No maximum overshadowing for wall height greater than 3.5m where overshadowing is confined to the front half of the lot. If overshadowing intrudes into rear half of the lot, shadow cast does not exceed 35%	4.5m to bedrooms and studies 6m to other habitable rooms 7.5m to outdoor habitable spaces	R-Codes Part B clause 5.4.1 C1.1 applies, however the setback distances are: 3m to bedrooms and studies, 4.5m to major openings to habitable rooms other than bedrooms and studies and 6m to unenclosed outdoor active habitable spaces		

Appendix 1

Single house standards for medium-density housing (R-MD standards)

R-Code	Lot Type and Size	Street Setback and Front Fences		Lot Boundary Setback		Open Space		Garage Setback and Width and Vehicular Access		Parking		Overshadowing		Privacy	
		R-Codes	R-MD Provision	R-Codes	R-MD Provision	R-Codes	R-MD Provision	R-Codes	R-MD Provision	R-Codes	R-MD Provision	R-Codes	R-MD Provision	R-Codes	R-MD Provision
R-MD30	<u>Rear load</u> 10m x 30m – 300m ² <u>Front load</u> 10m x 30m – 300m ² 15m x 20m – 300m ²	4m front setback, which can be reduced. Porch/verandah, can come forward of the 4m front setback 1.5m minimum to secondary street Front fences within the primary street setback area being a maximum height of 900mm above natural ground level, measured from the primary street side of the fence or wall	2m minimum, no average 1.5m to porch/veranda no maximum length 1m minimum to secondary street Front fences within the primary street setback area being a maximum height of 900mm above natural ground level, measured from the primary street side of the front fence	<u>Boundary setbacks</u> 1 to 1.5m for wall height 3.5m and less (subject to wall length and major openings) <u>Boundary walls</u> 2/3 length for up to two side boundaries (as measured from behind the street setback), maximum 3.5m high	<u>Boundary setbacks</u> As per R-MD40 <u>Boundary walls</u> To both side boundaries subject to: 2/3 length to one side boundary, 1/3 max length to second side boundary for wall height 3.5m or less	45% open space (55% site cover) 24m ² courtyard 1/3 required outdoor living area may be covered Minimum dimension 4m	As per R-MD40	<u>Rear load</u> Nil – provided laneway is minimum of 6m wide <u>Front load</u> 4.5m or 0.5m behind dwelling alignment subject to averaging requirements	As per R-MD40	Between 1-2 on-site bays depending on dwelling location and number of bedrooms.	As per R-Codes	35% of the adjoining site area	As per R-MD40	4.5m to bedrooms and studies 6m to other habitable rooms 7.5m to outdoor habitable spaces	As per R-MD40
R-MD25	Front load 12.5m x 25m – 312.5m ² 15m x 25m – 375m ² 12.5m x 30m – 375m ²	6m front setback, which can be reduced. Porch/verandah, can come forward of the 6m front setback 1.5m minimum to secondary street Front fences within the primary street setback area being a maximum height of 900mm above natural ground level, measured from the primary street side of the fence or wall	3m minimum, no average 1.5m to porch/veranda no maximum length 1.5m minimum to secondary street Front fences within the primary street setback area being a maximum height of 900mm above natural ground level, measured from the primary street side of the front fence	<u>Boundary setbacks</u> 1 to 1.5m for wall height 3.5m and less (subject to wall length and major openings) <u>Boundary walls</u> Maximum 9m or one third length of the boundary behind front setback for up to two side boundaries, maximum 3.5m high	<u>Boundary Setbacks</u> As per R-MD 40 <u>Boundary walls</u> As per R-MD 30	50% open space (50% site cover) 30m ² courtyard 1/3 required outdoor living area may be covered Minimum dimension 4m	As per R-MD40	<u>Rear load</u> Nil – provided laneway is minimum of 6m wide <u>Front load</u> 4.5m or 0.5m behind dwelling alignment subject to averaging requirements	As per R-MD40	Between 1-2 on-site bays depending on dwelling location and number of bedrooms.	As per R-Codes	25% of the adjoining site area	As per R-MD40, however if overshadowing intrudes into rear half of the lot, shadow cast does not exceed 25%	4.5m to bedrooms and studies 6m to other habitable rooms 7.5m to outdoor habitable spaces	As per R-MD40

4.9 Waste Management Services Policy

File Ref:	27032 – 25/136733
Responsible Officer:	Director Assets
Attachments:	2
Previous Items:	CE03-06/24 - Adoption and Extension of Review Dates of Council Policies - Ordinary Council - 18 Jun 2024 6:00pm CE02-03/25 - Extension of Review Dates of Council Policies - Ordinary Council - 25 Mar 2025 6:00pm CE02-05/17 - Minor Amendments to Council Policies - Ordinary Council - 09 May 2017 7.00pm CS07-04/15 - Review of Council Policies - Ordinary Council - 28 Apr 2015 7.00pm AS07-12/24 - Draft Waste Plan 2026 - 2030 - Ordinary Council - 10 Dec 2024 6:00pm

Issue

To consider rescinding the City's Waste Management Services Policy (**the Policy**).

Background

The Policy (**Attachment 1**) was adopted in 2003 to guide the delivery of waste services and support the City's Strategic Community Plan. It outlined services such as domestic waste and recycling, bulk waste collection, verge litter removal, and the operation of the Wangara Greens Recycling Facility.

Over time, changes in legislation, industry practices, and technology have rendered the policy obsolete. It also includes operational procedures that are better managed administratively, without requiring Council endorsement. The Policy provisions have been superseded by more current strategic and operational documents. It is proposed that the Policy be replaced with an Administration maintained Waste Services Operational Guideline (**Operational Guideline**), aligned with the City's Council endorsed Waste Plan.

Detail

The *Local Government Act 1995 (WA)* does not require a standalone waste policy. Instead, local governments are encouraged to embed waste planning within broader strategic and operational frameworks.

Under the *Waste Avoidance and Resource Recovery Act 2007 (WARR Act)* and the Waste Avoidance and Resource Recovery Strategy 2030, local governments are required to prepare Waste Plans that align with State waste targets. In response, the City developed its Waste Plan 2020–2025, which was adopted by Council in September 2020 (TS12-09/03), following a CEO notice issued by the Department of Water and Environmental Regulation (**DWER**) in November 2019.

The City's waste services are now governed through a suite of strategic and operational documents, including:

- Western Australian State Waste Avoidance and Resource Recovery Strategy 2030 (revised draft currently under review),
- Waste Plan 2020–2025 (review due end of 2025),
- Strategic Community Plan 2021–2031; and,
- Corporate Business Plan.

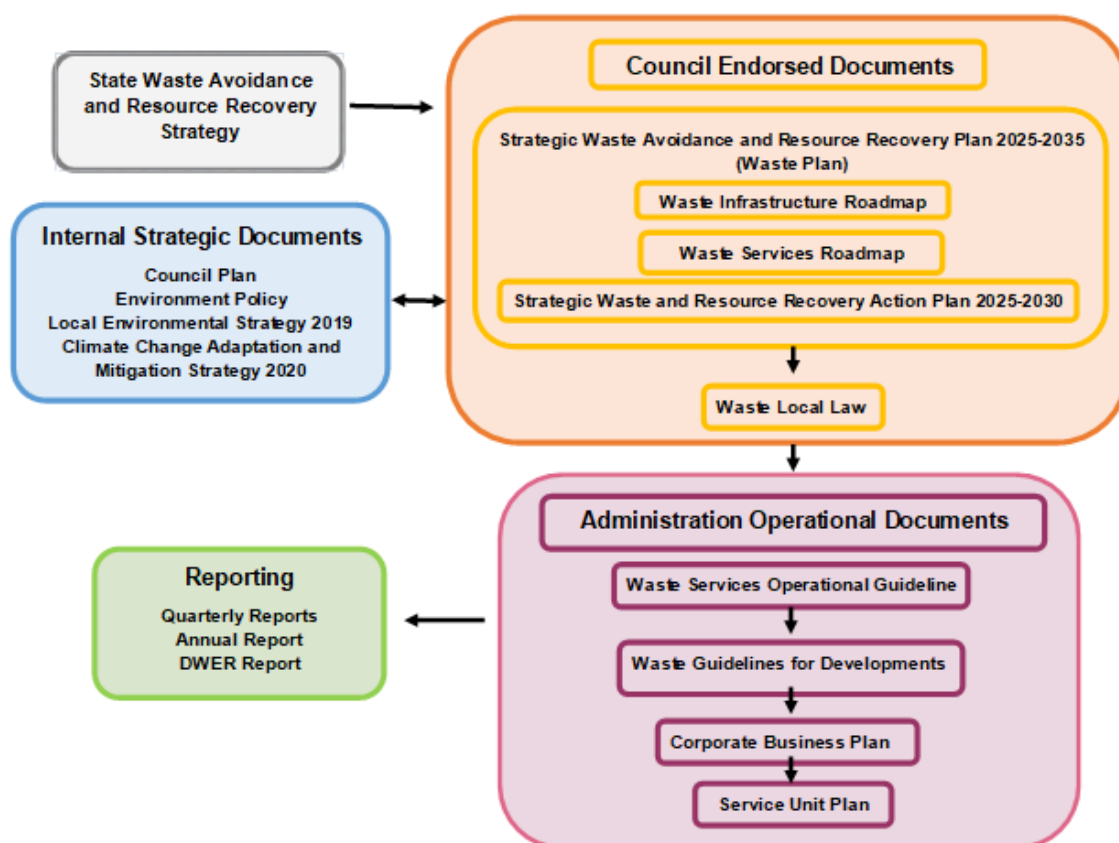
These documents collectively meet the City's obligations under the WARR Act and support State waste diversion targets.

At the time of the last policy review in May 2017 (CE02-05/17), a formal policy was necessary due to the absence of an operational framework. Since then, Administration has developed a comprehensive Operational Guideline (**Attachment 2**). This document outlines both strategic direction and service delivery and is scheduled for annual review in line with the Service Unit Plan.

The governance process to rescind the Policy has been followed in accordance with the City's internal policy framework. The relevant documentation has been prepared and reviewed by the Governance unit, and the matter is now presented to the Policy Review Committee for consideration and endorsement.

It is proposed that the Policy be rescinded and replaced with the Operational Guideline guided by the Council endorsed Waste Plan (shown in the figure below), which:

- Clearly outlines procedures, service eligibility, and operational requirements,
- Provides a flexible and responsive tool for administration and community engagement, and;
- Supports consistency in service delivery and aligns with evolving practices and legislation.



The Policy includes the following outdated service descriptions such as:

- Weekly rubbish collection for all residential properties
- Fortnightly recycling service with community education,
- Bulk waste collection every ~10 months,
- Litter and dead animal removal from public areas; and,
- Green waste recycling via four annual vouchers per household.

The Waste Services Operational Guideline provides updated and detailed service information, including:

- Purpose: To deliver fair, transparent, and strategic waste services aligned with state and local plans,
- Residential Services: Weekly general waste; fortnightly recycling and garden organics; annual verge-side collections by booking,
- Drop-Off Facility: Wangara Recycling Facility accepts recyclables and hazardous waste; four green waste vouchers,
- Public Waste: Litter removal, public bin servicing, and dog waste bag dispensers in parks and dog beaches,
- Service Options: Additional or larger bins; assisted service for eligible residents; medical exemptions for excess waste,
- Compliance: Services may be refused for misuse or non-payment; participation in resource recovery is required,
- Funding: A mandatory Waste Service Fee applies to residential dwellings, with revenue used to deliver services and support strategic and capital waste projects via the Waste Management Reserve; and,
- Education & Monitoring: Ongoing education, audits, and trials to support improved waste practices and service delivery.

The current review date for the policy is 30 August 2025, as endorsed at the 25 March 2025 Ordinary Council Meeting, which allowed time for feedback from the WMAC.

Consultation

Internal consultation was undertaken with:

- Waste Services
- Governance
- Strategic Asset Management
- Planning and Sustainability

The WMAC also reviewed the proposal and, at its 31 March 2025 meeting, endorsed the rescission of the policy and supported the transition to an operational guideline.

No objections were raised by consulted stakeholders.

Comment

By rescinding the policy, the City can manage waste services through administration-maintained guideline that is:

- Reviewed regularly;
- Adaptable to best practices; and
- Aligned with strategic objectives

A benchmarking review of other local governments revealed that most have transitioned away from standalone waste policies in favour of integrated strategic and operational documents.

The Operational Guideline maintained by Administration reflects contemporary governance practices. It ensures the City remains responsive, efficient, and aligned with both internal improvements and sector-wide trends.

Importantly, Council will continue to ensure that the City's approach to waste avoidance and resource recovery is guided by the City's Waste Plan. This strategic document is scheduled for revision following the completion of the State Government's waste strategy review,

expected by the end of the year. Administration will then present a report to Council with a draft Waste Plan 2026–2036 for feedback and endorsement, ensuring the City's long-term approach to waste management is clearly defined and strategically aligned.

Statutory Compliance

There is no statutory requirement under the Local Government Act 1995 for the City to retain the *Waste Management Services Policy*. Operational and strategic guidance on waste management is now provided through internal documents and higher-level strategic frameworks.

Strategic Implications

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

4 ~ A sustainable City that balances the relationship between urban growth and the environment

4.4 - Manage waste and its impacts

Risk Appetite Statement

In pursuit of strategic objective goal 4, we will accept a Medium level of risk. The nature of the City being 'pro-growth' means that commercial opportunities will be explored in areas identified for development, potentially challenging perceptions of the City as an environmental steward.

In line with the City's Enterprise Risk Management Policy and its Risk Appetite Statements, the City accepts a medium level of risk in the context of policy reform and operational alignment.

Risk Management Considerations

Risk Title	Risk Rating
CO-O17 Policy Management	Medium
Accountability	Action Planning Option
General Counsel	Manage

Policy Implications

Rescinding the Policy eliminates a redundant and prescriptive document from the Council Policy Register. The City's Waste Plan and Operational Guideline ensure operational clarity, flexibility, and alignment with contemporary waste service delivery standards.

Financial Implications

There are no direct financial implications associated with the rescission of this policy. Waste service funding and delivery will continue to be managed through existing budget processes.

Voting Requirements

Simple Majority

Moved Cr Rowe, Seconded Mayor Aitken



That Policy Review Committee RESCINDS the City's 'Waste Management Services' Policy.

CARRIED UNANIMOUSLY
***10/0**

For the motion: Mayor Aitken, Cr Berry, Cr Coetzee, Cr Herridge, Cr Miles, Cr Parker, Cr Rowe, Cr Smith, Cr Seif and Cr Wright

Against the motion: Nil

Attachments:

- | | | |
|---|---|-----------|
| 1  | Attachment 1 - Waste Management Services Policy v4 | 23/184774 |
| 2  | Attachment 2 - Waste Services Operational Guideline July 2025 | 25/277879 |



Policy Manual

Waste Management Services

Policy Owner: Waste Services
Contact Person: Manager Waste Services
Date of Approval: 9 May 2017 CE02-05/17

POLICY STATEMENT

The City of Wanneroo is committed to ensuring that its waste management services support the Strategic Plan to improve management, recycling and re-use of waste.

POLICY OBJECTIVE

The purpose of this policy is to provide a comprehensive waste management service to the City.

SCOPE

The City will provide a comprehensive range of solid waste management services to support its community. These currently include:

- Domestic rubbish collection
- Recycling collection
- Bulk rubbish collection
- Verge litter and dead animal collection
- Wangara Greens Recycling Facility

All of the above services are funded by the annual **Municipal Fund Revenue**.

Domestic Rubbish Collection

The City will provide a weekly domestic rubbish collection service to every occupied residential property, with adequate access, within the City for the removal of domestic waste. The City will provide the rubbish receptacle. All residential premises, including 'holiday homes', shall be subject to the residential rates charge. The refuse collection charge is to be set as part of the annual budget each financial year.

Recycling Collection

The City will provide a fortnightly cart recycling collection service to all properties serviced by the domestic rubbish collection.

The City will promote waste reduction and recycling in the community.



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Bulk Refuse Collection

The City will provide a bulk rubbish collection service to every occupied domestic property, with adequate access, within the City for the removal of large household items and tree loppings, but not for building materials and car bodies. A public notice in a local community newspaper will be used to authorize residents to place rubbish on the verge.

The collection in each area will be undertaken approximately every 10 months.

Verge Litter and Dead Animal Collection

The City will provide litter receptacles in appropriate streets, parks and reserves and at buildings under the care, control and management of Council. These will be emptied on a regular basis dependent on usage.

Bins with dog poo bags will only be installed at the approaches to approved dog beaches and public open spaces within the City where Council and Administration have identified a need for these facilities through community feedback.

Domestic and wild animals that are killed on roads will be collected and removed from site.

A verge litter crew will assist with the regular removal of litter from verges with demonstrated litter problems.

The City will work with the Keep Australia Beautiful Council and other appropriate bodies to promote and encourage litter reduction. It will also support community litter collections by assisting in rubbish removal.

Greens Recycling Facility

To promote effective green waste recycling, the City shall issue four **clean green vouchers** to each property rated under the differential rating category of Residential Improved each year. The vouchers will be issued with the first rate notice each financial year. New properties coming onto the domestic rubbish service shall be issued with four "clean green" entry vouchers with their amended rate notice.

Clean green vouchers are issued annually, along with the City's Rates Notices.

Lost vouchers will not be replaced. Claims for non-receipt of clean green vouchers will only be recognized if made in writing. A record will be kept of replacement vouchers issued.

IMPLICATIONS (Strategic, Financial, Human Resources)

The City's Strategic Community Plan 2017/78 – 2026/27 states the following Outcomes and Strategies relating to the Natural Environment:

3.3 Reduce, reuse, recycle waste

3.3.1 Treat waste as a resource

3.3.2 Foster a partnership with community and industry to reduce waste

3.3.3 Create and promote waste management solutions

The City provides waste management services that follow the Outcome and Strategies. The City's five-year Strategic Waste Management Plan states a number of Recommendations and Actions which will deliver the outcomes highlighted above, and which take account of the targets set within the Western Australia Waste Authority's Waste Strategy Document – "Creating the Right Environment".

IMPLEMENTATION

The City's Waste Services Service Unit has a detailed Service Unit Plan which details service delivery expectations. Operational procedures and timetables ensure that these expectations are met on an ongoing basis.

ROLES AND RESPONSIBILITIES

The Manager Waste Services is responsible for publication, implementation, enforcement and compliance with this Policy and will provide interpretations in the event of the need for clarification or when there is a dispute.

DISPUTE RESOLUTION

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

EVALUATION AND REVIEW PROVISIONS

The policy will be reviewed every two years, taking into account feedback given from external stakeholders over the two-year evaluation period, and performance when measured against the Waste Services Service Unit Plan.

DEFINITIONS

There are definitions for this Policy.

<i>DEFINITIONS: Any definitions listed in the following table apply to this document only.</i>	
City	The City of Wanneroo
CEO	Chief Executive Officer
Strategic Plan	The City's Strategic Community Plan 2017/78 – 2026/27
Municipal Fund Revenue	All revenue received by the City for the performance of its functions under the Local Government Act 1995 or any other written law
Clean Green vouchers	Vouchers provided for the disposal of small prunings, grass clippings, Small stumps and branches up to 1.5m long at the City's Greens Recycling facility.;. Sand, rocks and bricks will not be accepted



Policy Manual

RELEVANT POLICIES/MANAGEMENT PROCEDURES/DOCUMENTS OR DELEGATIONS

National Waste Policy: Less Waste, More Resources (2009)

Western Australia Waste Strategy: Creating the Right Environment (Waste Authority 2012)

Mindarie Regional Council Strategic Community Plan 2013/14 – 2033/34

City of Wanneroo Strategic Waste Management Plan 2016 – 2022

RESPONSIBILITY FOR IMPLEMENTATION

Manager Waste Services

Versions	Next Review	Record Number
23 September 2003 - Item TS12-09/03	1 July 2005	898437
May 2010 – CS06-05/10	March 2012	10/1337
28 April 2015 - CS07-04/15	April 2017	10/1337
9 May 2017 – CE02-05/17	May 2019	10/1337[v4]



Guideline

WASTE SERVICES OPERATIONAL GUIDELINE

Responsible Directorate:	Assets
Responsible Service Unit:	Waste Services
Contact Person:	Manager Waste Services
Date of Approval:	25 July 2025

1. PURPOSE

This guideline supports the implementation of the City of Wanneroo's strategic waste management framework. It ensures the delivery of equitable, transparent, and cost-effective waste services that promote waste avoidance and resource recovery. These services are funded through waste service fees outlined in the City's annual schedule of fees and charges.

The City's Waste Plan sets out priorities, targets, and actions to support a circular economy and aligns with the State Waste Avoidance and Resource Recovery Strategy 2030. This plan also complements broader strategic initiatives, including:

- The forthcoming Waste Infrastructure Plan 2025–2045
- The redevelopment of the Wangara Transfer Station
- Master planning for the Neerabup Resource Recovery Precinct

Together, these initiatives position the City to adapt to reduced landfill access and the transition to energy recovery solutions.

This guideline should be read in conjunction with the City's:

- Waste Plan 2020–2025
- Waste Guidelines for Developments
- *City of Wanneroo Waste Local Law 2016*

2. KEY DEFINITIONS

Term	Definition
Assisted Household Service (AHS)	A tailored waste collection service provided by the City to eligible residents who are physically unable to present their bins for collection due to age, disability, or medical condition. Under AHS, waste operators collect and return bins from an agreed location on the property.
Bin	A mobile garbage bin (MGB) provided by City as a container for the temporary storage of organics, recycling or waste.
Commingled Recycling	Aluminium and steel tins/cans, glass bottles and jars, plastic bottles and containers, dry and clean newspapers, magazines, paper (not shredded), cardboard, milk and juice containers, and other recyclable material for which permission has been given by the City.
Council	The body constituting of all Elected Members sitting formally as a Council



Guideline

	under the Act.
Committee	A formal committee of the Council established under the Local Government Act 1995.
E-waste	Any discarded electrical or electronic product with a plug, cord, or battery, that is no longer wanted or functional. This includes a wide range of items like computers, televisions, mobile phones, and household appliances. Due to the potential presence of hazardous materials and valuable resources, e-waste is not suitable for disposal in regular household bins and requires specialized recycling or collection programs
Food organics and garden organics (FOGO)	Any clean organic matter consisting of grass clippings, plants, vegetables, leaves, prunings, vegetables, fruit, or any other organic material for which permission has been granted by the City.
Fees and Charges	Fees and Charges set by Council where it has discretion as to the provision of the goods or services being offered and the associated costs.
Garden organics	Any clean organic matter consisting of grass clippings, leaves and flowers, prunings, and small branches, or any other organic material for which permission has been granted by the City
General waste	The part of the waste stream remaining after the separation of recyclable, organic, and hazardous or prohibited waste materials. Often includes unrepairable clothing, nappies and sanitary items, shredded and dirty paper/cardboard, and animal droppings. Also includes food waste where a FOGO service is not available.
Hard waste	Also known as bulk or junk waste, selected solid 'bulky' waste items, as specified by the City, which arise from residential premises that cannot be collected by the general waste, recycling or organics collection services due to size or material composition.
Household Hazardous Waste (HHW)	Household hazardous waste (HHW) refers to the products used in and around the home that are flammable, toxic, explosive or corrosive. If not disposed of correctly, HHW can pose a threat to human health and the environment. Common items include aerosols, batteries, engine coolants, fluorescent lamps and tubes, gas cylinders, general household cleaners, paints, and solvents.
Multi-Unit Dwellings (MUDs)	A classification of housing where multiple housing units are contained within one building or multiple buildings within a complex or community. Common types of MUDs include duplexes, townhouses, apartments, and retirement villages.
Residential dwelling	A structure or part of a structure intended for people to live in, or where a person or group of people live. Dwellings can be classified by their structure, such as single houses (single-unit dwelling), semi-detached, or units in a larger complex (multi-unit dwelling). Types include, but are not limited to, house, apartment, unit, townhouse, studio, granny flat, terrace, terrace, duplex, and triplex.
Resource recovery	The process of recovering materials for recycling. This can include comingled recycling, organics and food waste and more through the provision of services.
Single-Unit Dwellings (SUDs)	A classification of housing where one household is detached from any other dwelling unit.



Guideline

3. GUIDELINE

3.1 SERVICE APPLICABILITY

Under Section 50 of the *Waste Avoidance and Resource Recovery Act 2007* (WARR Act) and relevant regulations, the City of Wanneroo is mandated to provide waste services to residential dwellings in line with the State Waste Strategy.

The City is also empowered to impose waste-related rates, fees, and charges on rateable land under:

- WARR Act Sections 66–68; and
- Local Government Act 1995 Sections 6.16 and 6.17.

3.1.1 Waste Service Fee and Waste Management Reserve

The Waste Service Fee is a dedicated mandatory charge included in the City's Schedule of Fees and Charges, applied annually to all rated properties with a residential dwelling (including holiday homes, excluding display homes).

Revenue from the Waste Service Fee is used to support and deliver:

- Kerbside waste collection services
- Verge side waste collection services
- Repair and replacement of damaged bins
- Operation of waste facilities, including community drop-off points and transfer stations
- Public place waste services, including litter collection and bin servicing
- Education and compliance programs
- Strategic waste initiatives identified in the City's waste planning documents including capital projects

In addition to operational needs funds are also transferred to the waste management reserve to fund strategic and capital waste projects, including but not limited to:

- Acquisition of additional fleet to meet the needs of a growing population
- Development of new waste infrastructure, such as Community Recycling Centres (CRCs) and waste transfer stations
- Upgrades to existing facilities
- Implementation of service changes and pilot programs
- Waste avoidance and minimisation projects
- Sustainable waste rebates and community incentive programs
- Shortfall in delivery of operational services

All expenditures from the Waste Management Reserve must be formally approved by Council to ensure transparency, accountability, and in alignment with the City's strategic waste plan and Financial (Cash-Backed) Reserves Management Procedure.



Guideline

3.1.2 City Responsibilities

Kerbside bins are supplied and owned by the City, which is responsible for arranging repairs and replacements due to fair wear and tear.

3.1.3 Service User Responsibilities

Users receiving City waste services must:

- Comply with the City's Waste Local Law
- Leave bins and associated infrastructure at the property when moving, as bins are registered to the property address
- Use services correctly and safely to reduce risks and costs to the community
- Prioritise the use of organics and recycling bins over general waste

3.1.4 Service Design Principles

The City prioritises:

- Larger bin capacity for organics and recycling
- Flexibility to trial or adjust services to improve environmental, financial, or community outcomes
- Consideration of local amenity and traffic conditions
- Application of universal design principles
- Alignment with sustainability goals and community expectations

All new and redeveloped properties must comply with the Waste Guidelines for Developments (in draft), ensuring proper waste storage, access, and segregation.

3.2 SCOPE OF RESIDENTIAL SERVICES

The City provides waste services to all residential properties within its boundaries to promote consistent waste sorting behaviours and support resource recovery goals.

The Waste Service Fee funds the following services:

- Kerbside collection, including provision of bins, for:
 - Commingled Recycling
 - Garden Organics
 - General waste
- Verge-side collection, for:
 - Bulk garden organics (greens)
 - Mattresses
 - E-waste, including whitegoods; and
 - Bulk hard waste (junk)
- Wangara Recycling Facility access for:



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- Clean green waste (via vouchers)
- Recyclables (e.g. cardboard, polystyrene, metals)
- Household Hazardous Waste (HHW) (e.g. batteries, waste oil)

For properties with multiple dwellings:

- A separate Waste Service Fee is charged per dwelling
- Applies even if the property is not strata-titled and has a single rates notice

3.3 RESIDENTIAL KERBSIDE SERVICE

The standard kerbside service includes:

- 1 x 240L General Waste bin (red lid) - collected weekly
- 1 x 360L Commingled Recycling bin (yellow lid) - collected fortnightly
- 1 x 240L Garden Organics bin (lime green lid) - collected fortnightly*

Smaller bin sizes are available upon request to suit individual household needs.

*Garden Organics bins are mandatory for residential properties that are 400m² or larger. Properties under 400m² may opt-in for this service upon request.

Where standard bins are not feasible due to space or access constraints, communal/shared bins may be used. These are stored in centralised bin stores and consist of:

- 240L General Waste bins (red lid) - collected weekly
- 240L or 360L Commingled Recycling bins (yellow lid) bins - collected fortnightly
- 240L Garden Organics bins (lime green lid) - collected fortnightly

The City is responsive to increasing density and associated collection challenges for MUDs. To ensure operational efficiency and equity the City continuously reviews bin configurations, collection frequencies, and service arrangements for MUDs.

3.3.1 Late Bin Presentation and Return Fees

To ensure efficient and timely waste collection services, all bins must be presented at the kerbside by 6:00 AM on the scheduled collection day.

If a bin is not presented on time and a return collection is requested:

- A return fee will apply, as outlined in the City's annual Schedule of Fees and Charges.
- Return collections will be completed within three (3) working days of the request.

As a gesture of goodwill and to support community awareness, each residential property is entitled to one complimentary return collection per financial year. This one-time waiver is intended to assist residents in adjusting to service expectations and to discourage repeated late presentations.

After the first complimentary return, any subsequent requests for missed bin collections due to late presentation will incur the standard return fee.



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This approach balances operational efficiency with community support, helping to maintain a reliable and fair waste collection service for all residents.

3.3.2 Kerbside Collection Arrangements

Kerbside collections occur Monday to Friday, excluding:

- Christmas Day
- New Year's Day
- Good Friday

If a collection falls on one of these days, the City will notify affected properties of alternative arrangements—typically the next day, including Saturday if necessary.

3.3.3 Alternate and Additional Bins

Residents and eligible properties may request:

- Additional bins
- Changes to bin sizes

Conditions include:

- Requests must be submitted to the City
- Requests must be submitted by the property owner
- Fees apply on a pro-rata basis, then annually via the standard rates cycle
- Delivery and establishment fees may apply
- Fee exemptions may be granted where changes support waste reduction or increased resource recovery

3.4 RESIDENTIAL VERGE-SIDE COLLECTION SERVICE

Each financial year, residential properties are entitled to one collection for each of the following waste streams, subject to booking required:

- Bulk hard waste (junk) - up to 3m³ (3m x 1m x 1m)
- Bulk garden organics (greens) - up to 3m³ (3m x 1m x 1m)
- Mattresses - up to 3 items
- Whitegoods - up to 4 items
- E-waste (electronic) - up to 6 items

Entitlements are allocated to the property, not the owner or tenant, and are reset annually at the beginning of each financial year. Unused entitlements do not roll over, and entitlements cannot be exchanged between waste streams (e.g., swapping a green waste collection for an additional hard waste collection is not permitted). Service terms and conditions are available on the City's website as well as linked to the booking self-service portal, confirmation and reminder emails.



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Residents can book collections via the online self-service portal or by phone, a separate booking is required for each waste stream. Waste streams must be placed on the verge separately and loosely, no more than 3 days before the scheduled collection date, and before 6am on collection day. If items are not presented on time and are absent when crews arrive, the entitlement is forfeited. Items placed out too early may result in a request for removal or fines for illegal dumping. Changes to bookings must be made no less than 4 days in advance, late changes result in forfeiture of the collection entitlement.

Where space or access constraints affect verge-side services (e.g., in multi-unit dwellings), strata managers or responsible entities may be required to coordinate collections. Frequency and volume are determined based on the number of dwellings.

3.4.1 Verge-Side Collection Timing

Verge-side collections operate 50 weeks per year, with a 2-week break over Christmas and New Year. No collections occur on Good Friday.

Collections are planned to allow all areas to be serviced on a fortnightly basis, monitored and adjusted regularly to match residential demand. Routes may include portions of suburbs rather than entire suburbs to optimise performance.

3.4.2 Verge-Side Service Disputes

In recognition of unforeseen circumstances and the need for flexibility in service delivery, the City allows for Waste Services Manager discretion in addressing specific verge-side collection disputes. This includes, but is not limited to:

- Non-presentation due to emergencies, illness, or genuine oversight, with supporting evidence
- End-of-financial-year constraints, where booking availability may be limited or exhausted
- Residents who purchase or move into a property during the financial year and the verge-side collection entitlements have already been used, with supporting evidence

Residents may request a review, and at their discretion, the Waste Services Manager may:

- Approve a rescheduled collection outside the standard cycle
- Offer alternative arrangements for waste management
- Consider historical booking patterns and resident engagement
- Consider previous usage of entitlements

All discretionary decisions will be documented to ensure transparency and consistency. This discretionary approach aims to balance operational efficiency with fairness and responsiveness to individual circumstances.



Guideline

3.5 COMMUNITY DROP OFF FACILITIES & WASTE TRANSFER STATIONS

The City operates the Wangara Recycling Facility, which serves as both a community drop-off point and a transfer station for garden organics and selected recyclable and hazardous household waste (HHW). The operational costs of the facility are included in the Waste Service Fee.

The facility accepts items not suitable for kerbside or verge-side collection as well as recyclable items typically generated in large amounts that do not easily fit into kerbside bins such as cardboard boxes and polystyrene. This supports:

- Convenient material separation
- Maximised resource recovery
- Improved safety and compliance

Residents who pay the Waste Service Fee are entitled to:

- Use the facility for accepted recycling and HHW items
- Receive four green waste vouchers per year (issued with rates notices)

The facility may also be accessed by:

- City departments (e.g. parks maintenance)
- Residents of other local governments
- Commercial businesses
- Not-for-profit organisations

These users are charged separately to ensure no cross-subsidisation by City ratepayers.

3.6 Public Property Waste Management

The Waste Service Fee also funds waste-related services on City-owned or managed land, including:

- Litter collection (within road reserves)
- Illegal dumping removal and disposal
- Deceased animal removal and disposal
- Management of public place bins (in parks, car parks, road reserves)
- Provision of waste bags
- Repair and replacement of damaged bins

These services contribute to a cleaner, safer, and more pleasant public environment.

3.7 Public Place Bin Management

Public place bins are essential for maintaining clean and welcoming public spaces. They encourage responsible waste disposal, reduce litter, and lower the cost of litter management.

Bins are primarily located in:



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- Public open spaces (parks)
- High-activity areas (e.g. town centres, bus stops)

Standard bins are 240L general waste bins mounted on poles, unless located in high-amenity areas.

Placement guidelines for parks are:

- Bins should be within 20m of playgrounds, BBQs, toilets, or recreation areas
- In high-use areas, bins should be spaced no more than 500m apart
- Prioritise placement at park entrances/exits
- Position bins on the outer edge of parks for easier servicing

Public place bins are placed in parks, road reserves, streetscapes, and at bus stops where the need is identified by the City or identified in community feedback.

3.7.1 Bin Enclosures

In high-amenity areas, bins will be housed in enclosures rather than mounted on poles. These enclosures:

- Improve visual appeal
- Enhance hygiene and safety by deterring pests
- Reduce contamination

Enclosures will be installed in high-amenity parks, community facilities, and activity centres such as:

- Wanneroo Town Centre
- Yanchep Lagoon
- Girrawheen Hub
- Kingsway Sporting Complex
- Alkimos Aquatic & Recreation Centre
- Mindarie Marina to Queenscliff Park
- Clarkson Town Centre (Ocean Keys Boulevard)

3.7.2 Waste Bag Dispensers

While pet owners are responsible for bringing their own waste bags, the City provides waste bag dispensers to support responsible pet ownership in public spaces.

These dispensers:

- Are mounted near or on public place bins
- Provide free waste bags
- Help maintain hygiene and reduce disease risk

Dispensers are placed as per the following guidelines:



Guideline

- One dispenser at each dog beach carpark entrance (Two Rocks, Yanchep, Quinns Rock)
- Dispensers must be co-located with a bin for convenient disposal
- Parks with primarily hardstand surfaces (minimal grass) do not require dispensers

Dispensers are placed in parks where the need is identified by the City or identified in community feedback.

The City will monitor usage to:

- Minimise unnecessary servicing
- Remove underused amenities
- Prioritise high-use areas

3.8 WASTE COLLECTION FOR COMMERCIAL PROPERTIES

The City does not provide waste collection services for commercial properties. These properties must engage private waste management providers.

3.9 EQUITY AND SPECIAL SERVICE ARRANGEMENTS

The City is committed to supporting residents with special circumstances by offering tailored waste collection services that promote equitable access. However, eligibility for these services is assessed by the Waste Services Manager on a case-by-case basis to ensure they can be delivered safely and effectively.

Residents who are elderly or have a temporary or permanent disability that prevents them from presenting their bins for collection may apply for the Assisted Household Service (AHS). This service allows the waste operator to collect and return bins from an agreed location on the property.

To be considered for AHS, residents must provide supporting medical documentation confirming their condition. As part of the application process, the City undertakes a site assessment to ensure the service can be provided safely for both residents and staff. In some instances, where access or conditions present significant safety challenges, the City may not be able to offer AHS. In such cases, residents may need to consider alternative arrangements, such as engaging a third-party provider.

Residents with medical conditions that result in excess waste generation may also apply for an exemption from additional service fees. This exemption also requires supporting medical documentation.

These services are designed to be inclusive while ensuring the safety and sustainability of waste operations across the community.



Guideline

3.10 SERVICE REFUSAL, WITHDRAWAL AND REINSTATEMENT

The City may refuse or withdraw services if they are misused or not used as directed. In such cases:

- City staff will engage with the resident to provide education and issue warnings
- If non-compliance continues, services may be suspended or withdrawn

The City also reserves the right to:

- Decline service to properties that do not adopt appropriate resource recovery practices
- Recover stolen or misused bins
- Withdraw services for non-payment of waste collection fees

3.11 EDUCATION AND SUPPORT

The City delivers a comprehensive education and compliance program to:

- Promote correct use of waste services
- Encourage waste avoidance
- Support resource recovery

This includes community engagement, educational materials, and targeted campaigns.

3.12 MONITORING AND IMPLEMENTATION

To ensure continuous improvement, the City may:

- Conduct waste composition audits and bin tagging initiatives (up to twice per year)
- Monitor service performance using:
 - Audit data
 - Digital reporting
 - Key performance indicators (KPIs)

Insights from monitoring will inform:

- Service optimisation
- Compliance initiatives
- Strategic planning for resource recovery

As the City's population continues to grow, waste collection routes and schedules will require regular review and adjustment to maintain efficiency and service quality. This may include changes to collection days to ensure a balanced and optimised schedule across all areas.

Where changes are necessary, the City will implement a structured change management process, including proactive engagement and communication with affected residents. This approach ensures that residents are well-informed, supported through the transition, and understand the reasons behind any adjustments.



Guideline

The City may also trial alternative service models to assess operational and infrastructure needs, ensuring services remain adaptable and future-ready.

4. RELATED DOCUMENTS

4.1 LEGISLATION

Local Government Act 1995

Waste Avoidance and Resource Recovery Act 2007

Litter Act 1979

4.2 CITY STRATEGIES AND POLICIES

Strategic Community Plan

Corporate Business Plan

Council Plan (draft)

City of Wanneroo Waste Plan 2020 – 2025

Strategic Waste Avoidance and Resource Recovery Plan 2025-2035 (draft)

Local Planning Policy 4.3: Public Open Space

City of Wanneroo Waste Local Law 2016

4.3 OTHER CITY DOCUMENTS

WD 13A: Public Open Space Landscape Design Specification

Waste Infrastructure Plan 2025-2045 (draft)

Waste Guidelines for Developments (draft)

Waste Services Service Unit Plan

Financial (Cash-Backed) Reserves Management Procedure

5. RESPONSIBILITY FOR IMPLEMENTATION

Manager Waste Services



Guideline

REVISION HISTORY

Version	Next Review	HPE Reference
1	July 2026	23/280156

4.10 Public Community Events Policy

File Ref: 29241 – 25/217253
Responsible Officer: Director Community & Place
Attachments: 3

Issue

To consider the review of the City's Public Community Events Policy.

Background

The City of Wanneroo has a vibrant and diverse community and the rapid growth of the City's population has been reflected in a significant increase in the number and variety of community and commercial events held each year. Events, whether they are large scale public events, fundraisers or neighbourhood gatherings, are key ingredients of the City's cultural and community life.

The aspiration is for events staged in the City to invoke a feeling of community pride, contribute to sense of place and increase socialisation. The aim is to provide a high standard of customer service to the community and recognise the wishes of local residents and businesses by ensuring:

- The benefits of events to the local community are maximised;
- Potential negative impact of events are identified and reduced; and
- The events approval process is simplified and streamlined to support a 'Customer Focused' approach.

The Public Community Events Policy was first adopted in June 2017. The current version of the Policy (**Attachment 1**) was approved by Council on 12 October 2021 (CP01-10/21).

Administration initiated a scheduled policy review in early 2025. A draft revised Policy has been prepared, incorporating feedback from key stakeholders (refer to tracked changes version at **Attachment 2** and the revised version included at **Attachment 3**).

Detail

The intent of the draft revised policy has remained the same, however the review has introduced several notable changes and refinements when compared with the previous version. These updates are outlined below and reflect improved clarity and stronger alignment with strategic objectives and inclusive practices.

- The revised Policy strengthens the 'Policy Statement' by broadening its scope. It places a greater emphasis on inclusion, vibrancy, and the City's commitment to fostering welcoming and well-connected communities. Text from the original 'Policy Statement' has been reworded to be included in the 'Purpose' section.
- The 'Objective' section has been consolidated and aligned more explicitly with the City's Strategic Community Plan. The three key objectives and surrounding text have been moved from the 'Public Community Event Objectives' heading in the Implementation section, as their nature as overarching points makes them more appropriately placed earlier in the policy.

- The 'Purpose' section has been altered to more clearly articulate the City's strategic objectives for public community events by aligning them with the City's vision, and by emphasising safety, inclusivity, cultural recognition, and opportunities for community connection and local economic development.
- While the core implementation content remains similar, the revised version simplifies and strengthens the language for readability and consistency, with the removal of text that was not deemed relevant to the implementation of the Policy.

Other key changes include an update to the new City template (as well as the structural changes that accompany this) and minor changes made throughout to improve grammar, clarity, and consistency.

Consultation

During the preparation of the reviewed Policy, consultation occurred with relevant stakeholders within Administration including the Communications and Brand, Community Facilities, Community Safety, Health Services, Parks Maintenance, and Traffic Services teams. Their feedback has been incorporated into the revised policy.

Comment

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

The Public Community Events Policy has been operating effectively to guide stakeholders in ensuring all compliance and legislative requirements are met regarding hosting events within the City of Wanneroo.

Statutory Compliance

Some aspects of the events approval process require adherence to legislation, particularly in relation to Health and Compliance, and Building and Planning.

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:

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

7.1 - Clear direction and decision making

Risk Appetite Statement

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

Risk Management Considerations

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

The City places a high priority on the importance of maintaining good governance and has no appetite for deliberate act or omission by any party. Decisions are aligned to policy to ensure non-compliance impacts are reduced As Low As Reasonably Practicable (**ALARP**) and reputational damage is restricted to low. Therefore, the City accepts low or ALARP of compliance and governance risk.

Policy Implications

The Public Community Events Policy forms part of the Council Policy framework. This policy has been recommended for amendment as a result of an evaluation and review process undertaken in accordance with the City of Wanneroo's Policy and Procedure Register and associated Management Procedure.

Financial Implications

Nil

Voting Requirements

Simple Majority

Moved Cr Rowe, Seconded Mayor Aitken

That Policy Review Committee APPROVES the revised Public Community Events Policy as shown in Attachment 3.

CARRIED UNANIMOUSLY

***10/0**

For the motion: Mayor Aitken, Cr Berry, Cr Coetzee, Cr Herridge, Cr Miles, Cr Parker, Cr Rowe, Cr Smith, Cr Seif and Cr Wright

Against the motion: Nil

Attachments:

- | | | |
|---------------------|---|---------------|
| 1 ↓ | Attachment 1 - Public Community Events Policy (Adopted October 2021) | 17/179310[v2] |
| 2 ↓ | Attachment 2 - Public Community Events Policy (Track Changes - July 2025) | 25/217335 |
| 3 ↓ | Attachment 3 - Public Community Events Policy (Reviewed July 2025) | 17/179310[v3] |



Policy Manual

Public Community Events

Policy Owner:	Place Management
Contact Person:	Manager Place Management
Date of Approval:	12 October 2021 (CP05-10/21)

POLICY STATEMENT

The purpose of this policy is to ensure support and delivery of **public community events** is aligned with the City of Wanneroo's (City's) vision of *creating a vibrant, progressive City*. We want events staged in the City to invoke a sense of public pride, activate places and encourage community participation and cohesion. This policy also seeks to ensure events held within the City of Wanneroo are safe, well-managed and inclusive.

POLICY OBJECTIVE

1. To establish an operational framework that ensures a consistent, coordinated and equitable approach in the assessment and approval of public community events.
2. To provide the City and community with a set of guidelines and procedures that ensures best practice event management.

SCOPE

A public community event is any organised activity or function where people are brought together at a given time and place for entertainment, recreation, cultural or community purposes. This includes, but is not limited to: festivals, markets, concerts, arts and cultural events, street parties or parades, sporting events, commercial activities or promotions.

The policy applies to all public community events held at any venue across the City (including facilities, roads, footpaths, parks, gardens and reserves).

The policy applies to all public community events conducted by the City or external **event organisers**.

The policy does not apply to regular community facility hire bookings that are covered by the facility hire arrangements, or private activities such as wedding and funerals or other gatherings that are by invitation only occurring on private property as these are not deemed to fall within the definition of public community events.

The policy excludes **civic events** delivered by the City.

CONSULTATION WITH STAKEHOLDERS

The development of this policy has been informed by key internal stakeholders involved in the event application and approval process.



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IMPLICATIONS (Strategic, Financial, Human Resources)

The Public Community Events Policy relates to following Strategic Community Plan (SCP) objectives: *1.3 Facilities and activities for all* and *1.4 Bringing people together*.

IMPLEMENTATION

The City recognises that public community events play an important role in creating vibrant, distinctive places, strengthening community connectedness, celebrating the community's cultural heritage and providing opportunities for tourism and business development.

In addition to the City's annual calendar of events, the City is also committed to supporting local events run by individuals, groups and organisations. This support may be provided in a variety of ways, including, but not limited to: the provision of in-kind services, funding and sponsorship, advocacy and/or strategic advice.

The City's facilities and public open space (POS) provide an attractive location for community activities and functions. The City currently coordinates and facilitates the approval process for a large number of public community events each year, which vary in size, scale and complexity. The escalating population growth and development across the municipality has led to an increasing demand for events by community members. This not only creates pressure on City facilities and POS to cater for such requests, but also requires the City to ensure best practice event management to guarantee public safety and protect local amenity. The City therefore recognises the need for a more efficient, integrated and outcome-based approach to event assessment and approval.

The Public Community Events Policy will provide a framework of transparent and equitable processes under which event applications are considered, with the aim of improving customer service delivery and increasing the City's effectiveness in managing events.

Public Community Event Objectives

The City aims to support the delivery of a diverse range of public community events in accordance to three key objectives that support the City's Strategic Community Plan:

1. Creating vibrancy through the activation of distinctive places

Enhancing the utilisation and activation of community assets by bringing communities together through place based sport, leisure, culture, art and entertainment opportunities.

2. Enhancing the City's cultural heritage and diversity

Celebrating the City's community members by providing a variety of events focussed on cultural and heritage diversity and promoting access and inclusion for all.

3. Supporting the growth of prosperous communities

Showcasing Wanneroo as a desirable place to live, work and invest by raising the profile of the City through events which focus on tourism, business opportunities and economic benefit.



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In addition, the City recognises that public community events held in key activity centres (such as Wanneroo, Clarkson, Banksia Grove, Girrawheen, Koondoola, Alkimos and Yanchep) are important to achieve the City's goals of a becoming a vibrant, progressive City.

Public Community Event Approvals and Acknowledgements

All public community events delivered within the City require approval or acknowledgement from the City through an event application.

Event applications for events on City land will be considered according to an impact approach which addresses the social, environmental, economic and reputational risks and benefits. Events which contravene City policy, legislation and/or local laws will not be approved and are not permitted to proceed. The City is required to act in accordance with its statutory obligations and has the overriding authority to cancel events due to non-compliance or risk mitigation, particularly if it is considered that the running of an event poses a threat to public safety.

All applications are assessed to ensure they are compliant with the Health (Miscellaneous Provisions) Act 1911, Health (Public Buildings) Regulations 1992 and the WA Event Guidelines. This includes events held in City owned venues, events on City owned land and events on privately owned land.

The event organiser is responsible for paying costs associated with any works required in relation to the event. This includes any amendments made to City facilities or public open space (POS) to accommodate the event or any damages caused to City facilities or POS as a result of the event.

To ensure ongoing compliance, an audit and review process may be conducted for some events.

Events held in City owned venues or on City owned land will receive an event licence once compliant. Events held on private land will receive an event acknowledgement letter once compliant.

ROLES AND RESPONSIBILITIES

The City will play various roles in the public community event process, including as a capacity builder, facilitator, promoter, funder, regulator and strategic partner. It is therefore important that all City employees are aware of this policy and their specific roles and responsibilities within the application and approval process.

The Manager Place Management is responsible for the implementation of this policy.

All event organisers are responsible for adhering to the key principles of this policy.

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 CEO for a ruling.



Policy Manual

WHO NEEDS TO KNOW ABOUT THIS POLICY

- Council Members
- City of Wanneroo employees
- City of Wanneroo residents
- Event organisers

EVALUATION AND REVIEW PROVISIONS

The adopted policy shall be reviewed every 4 years or earlier in line with relevant legislative changes.

DEFINITIONS

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

Public Community Event	Any organised activity or function where people are brought together at a given time and place for entertainment, recreation, cultural or community purposes.
Event Organiser	Any person, group or organisation that is responsible for organising an event and ensuring notification is made to the City to gain approval.
Civic Events	Activities or functions hosted by the Mayor on behalf of the City to commemorate special occasions and honour individuals in their civic endeavours. Examples include: citizenship ceremonies, Pioneers Lunch, Australia Day Awards and official openings of Council services and facilities.

RELEVANT POLICIES/MANAGEMENT PROCEDURES/DOCUMENTS OR DELEGATIONS

- Public Community Events Management Procedure
- Public Community Events Framework
- Public Community Event Guidelines
- Circuses and Performing Animals Policy
- Civic Functions, Ceremonies and Receptions Policy

REFERENCES

- City of Wanneroo Strategic Community Plan

RESPONSIBILITY FOR IMPLEMENTATION

Manager Place Management

Version	Next Review	Record No:
1 – 27 June 2017	June 2021	17/72003

12 October 2021 (CP05-10/21)	12 October 2025	17/179310V2
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Policy Manual

Public Community Events

Policy Owner: Place Management
Contact Person: Manager Place Management
Date of Approval: 12 October 2021 (CP05-10/21)

POLICY STATEMENT

~~The purpose of this policy is to ensure support and delivery of public community events is aligned with the City of Wanneroo's (City's) vision of creating a vibrant, progressive City. We want~~ The City encourages community events that foster public pride, activate local places, and promote community participation, inclusion, and social cohesion. Events should contribute positively to the City's vibrancy and reflect its commitment to creating welcoming and well-connected communities staged in the City to invoke a sense of public pride, activate places and encourage community participation and cohesion. This policy also seeks to ensure events held within the City of Wanneroo are safe, well-managed and inclusive.

POLICY OBJECTIVE AND PURPOSE

Objective

To establish an operational framework that ensures the assessment and approval of public community events are consistent, coordinated and equitable, approach in the assessment and approval of public community events. This Policy supports the delivery of a diverse range of public community events aligned with the City's Strategic Community Plan, particularly through the following objectives:

1. Creating vibrancy through the activation of distinctive places
Enhancing the utilisation and activation of community assets by bringing communities together through place based sport, leisure, culture, art and entertainment opportunities.
2. Enhancing the City's cultural heritage and diversity
Celebrating the City's community members by providing a variety of events focussed on cultural and heritage diversity and promoting access and inclusion for all.
3. Supporting the growth of prosperous communities
Showcasing Wanneroo as a desirable place to live, work and invest by raising the profile of the City through events which focus on tourism, business opportunities and economic benefit.

Purpose

The purpose of this policy is to ensure that the intent, purpose and delivery of public community events:

- a) is aligned with the City's vision of creating a vibrant, progressive City;
- b) held within the City are safe, inclusive, and well-managed;



Policy Manual

- c) provide opportunities for connectedness, to recognise and celebrate our City's culture and heritage, and tourism and / or local business development.~~To provide the City and community with a set of guidelines and procedures that ensures best practice event management.~~

SCOPE

~~A public community event is any organised activity or function where people are brought together at a given time and place for entertainment, recreation, cultural or community purposes. This includes, but is not limited to: festivals, markets, concerts, arts and cultural events, street parties or parades, sporting events, commercial activities or promotions.~~

The policy applies to all public community events conducted by the City or external event organisers.

The policy applies to all public community events held at any venue across the City (including facilities, roads, footpaths, parks, gardens and reserves).

~~The policy applies to all public community events conducted by the City or external event organisers.~~

The policy does not apply to regular community facility hire bookings that are covered by the facility hire arrangements, or private activities such as wedding and funerals or other gatherings that are by invitation only occurring on private property as these are not deemed to fall within the definition of public community events.

The policy excludes **civic events** delivered by the City.

CONSULTATION WITH STAKEHOLDERS

~~The development of this policy has been informed by key internal stakeholders involved in the event application and approval process.~~

IMPLICATIONS (Strategic, Financial, Human Resources)

~~The Public Community Events Policy relates to following Strategic Community Plan (SCP) objectives: 1.3 Facilities and activities for all and 1.4 Bringing people together.~~

This policy can be implemented using existing resources and aligns with the following goals of the City of Wanneroo Strategic Community Plan:

- a) Goal 1: An inclusive and accessible city with places and spaces that embrace all.
 a) Goal 7: A well-governed and managed City that makes informed decisions, provides strong community leadership and valued customer focused services.

IMPLEMENTATION

The Public Community Events Policy provides a transparent and equitable process under which event applications are considered, with the aim of improving customer service delivery and increasing the City's effectiveness in managing events.

The City recognises that public community events play an important role in creating vibrant, distinctive places, strengthening community connectedness, celebrating the community's cultural heritage and providing opportunities for tourism and business development.

In addition to the City's annual calendar of events, the City is ~~also~~ committed to supporting ~~local~~ events run by individuals, groups and organisations. This support may be provided in a variety of ways, including, but not limited to: the provision of in-kind services, funding and sponsorship, advocacy and/or strategic advice.

The City's facilities and public open space (POS) provide an attractive location for community activities and functions. The City currently coordinates and facilitates the approval process for a large number of public community events each year, which vary in size, scale and complexity. The escalating population growth and development across the municipality has led to an increasing demand for events by community members. This not only creates pressure on City facilities and POS to cater for such requests, but also requires the City to ensure best practice event management to guarantee public safety and protect local amenity. The City therefore recognises the need for a more efficient, integrated and outcome-based approach to event assessment and approval.

The Public Community Events Policy will provide a framework of transparent and equitable processes under which event applications are considered, with the aim of improving customer service delivery and increasing the City's effectiveness in managing events.

Public Community Event Objectives

The City aims to support the delivery of a diverse range of public community events in accordance to three key objectives that support the City's Strategic Community Plan:

1. Creating vibrancy through the activation of distinctive places

Enhancing the utilisation and activation of community assets by bringing communities together through place based sport, leisure, culture, art and entertainment opportunities.

2. Enhancing the City's cultural heritage and diversity

Celebrating the City's community members by providing a variety of events focussed on cultural and heritage diversity and promoting access and inclusion for all.

3. Supporting the growth of prosperous communities

Showcasing Wanneroo as a desirable place to live, work and invest by raising the profile of the City through events which focus on tourism, business opportunities and economic benefit.

In addition, the City recognises that public community events held in key activity centres (such as Wanneroo, Clarkson, Banksia Grove, Girrawheen, Koondoola, Alkimos and Yanchep) are important to achieve the City's goals of a becoming a vibrant, progressive City.



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6.1 Public Community Event Approvals and Acknowledgements

All public community events delivered within the City require approval or acknowledgement from the City through an event application.

Event applications for events on City land will be considered according to an impact approach which addresses the social, environmental, economic and reputational risks and benefits. Events which contravene City policy, legislation and/or local laws will not be approved and are not permitted to proceed. The City is required to act in accordance with its statutory obligations and has the overriding authority to cancel events due to non-compliance or risk mitigation, particularly if it is considered that the running of an event poses a threat to public safety.

All applications are assessed to ensure they are compliant with the *Health (Miscellaneous Provisions) Act 1911*, *Health (Public Buildings) Regulations 1992* and the ~~WA-Event~~ *Guidelines for Concerts, Events and Organised Gatherings*. This includes events held in City owned venues, ~~events~~ on City owned land and ~~events~~ on privately owned land.

The event organiser is responsible for paying costs associated with any works required in relation to the event. This includes any approved amendments made to City facilities or ~~public open space (POS)~~ to accommodate the event or any damages caused to City facilities or POS as a result of the event.

To ensure ongoing compliance, an audit and review process may be conducted for some events.

Events held in City owned venues or on City owned land will receive an event licence once compliant. Events held on private land will receive an event acknowledgement letter once compliant.

ROLES AND RESPONSIBILITIES

The City will play various roles in the public community event process, including as a capacity builder, facilitator, promoter, funder, regulator and strategic partner. It is therefore important that all City employees are aware of this policy and their specific roles and responsibilities within the application and approval process.

~~The Manager Place Management is responsible for the implementation of this policy.~~

All event organisers are responsible for adhering to the key ~~principles-objectives~~ of this policy.

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 CEO for a ruling.



Policy Manual

~~WHO NEEDS TO KNOW ABOUT THIS POLICY~~

- ~~• Council Members~~
- ~~• City of Wanneroo employees~~
- ~~• City of Wanneroo residents~~
- ~~• Event organisers~~

EVALUATION AND REVIEW ~~PROVISIONS~~

~~This adopted policy shall will~~ be reviewed every 4 years ~~or earlier in line with relevant legislative changes.~~

KEY DEFINITIONS

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

Public Community Event	Any organised activity or function where people are brought together at a given time and place for entertainment, recreation, cultural or community purposes. <u>This includes, but is not limited to: festivals, markets, concerts, arts and cultural events, street parties or parades, sporting events, commercial activities or promotions.</u>
Event Organiser	
Civic Events	
	Any person, group or organisation that is responsible for organising an event and ensuring notification is made to the City to gain approval.
	Activities or functions hosted by the Mayor on behalf of the City to commemorate special occasions and honour individuals in their civic endeavours. Examples include: citizenship ceremonies, Pioneers Lunch, Australia Day Awards and official openings of Council services and facilities.

~~RELATED EVANT POLICIES/MANAGEMENT PROCEDURES/DOCUMENTS OR DELEGATIONS~~

- ~~• Public Community Events Management Procedure~~
- ~~• Public Community Events Framework~~
- ~~• Public Community Event Guidelines~~
- Circuses and Performing Animals Policy
- ~~• Civic Functions, Ceremonies and Receptions~~Events Policy
- ~~• Facility Hire and Use Policy~~
- Sponsorship Policy

REFERENCES

- ~~• City of Wanneroo Strategic Community Plan~~
- ~~• Guidelines for Concerts, Events and Organised Gatherings~~
- ~~• Health (Miscellaneous Provisions) Act 1911~~



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- [Health \(Public Buildings\) Regulations 1992](#)

RESPONSIBILITY FOR IMPLEMENTATION

Manager Place Management

[REVISION HISTORY](#)

Version	Next Review	Record No:
1 – 27 June 2017	June 2021	17/72003
12 October 2021 (CP05-10/21)	12 October 2025	17/179310V2



Council Policy

PUBLIC COMMUNITY EVENTS POLICY

Responsible Directorate:	<i>Community & Place</i>
Responsible Service Unit:	<i>Place Management</i>
Date of Approval:	<i>Date the document was approved by Policy Review Committee</i>
Policy Review Committee Item No:	<i>Policy Review Committee Item No.</i>

1. POLICY STATEMENT

The City encourages community events that foster public pride, activate local places, and promote community participation, inclusion, and social cohesion. Events should contribute positively to the City's vibrancy and reflect its commitment to creating welcoming and well-connected communities.

2. OBJECTIVE AND PURPOSE

Objective

To establish an operational framework that ensures the assessment and approval of public community events are consistent, coordinated and equitable. This Policy supports the delivery of a diverse range of public community events aligned with the City's Strategic Community Plan, particularly through the following objectives:

1. **Creating vibrancy through the activation of distinctive places**
Enhancing the utilisation and activation of community assets by bringing communities together through place-based sport, leisure, culture, art and entertainment opportunities.
2. **Enhancing the City's cultural heritage and diversity**
Celebrating the City's community members by providing a variety of events focussed on cultural and heritage diversity and promoting access and inclusion for all.
3. **Supporting the growth of prosperous communities**
Showcasing Wanneroo as a desirable place to live, work and invest by raising the profile of the City through events which focus on tourism, business opportunities and economic benefit.

Purpose

The purpose of this policy is to ensure that the intent, purpose and delivery of public community events:

- a) are aligned with the City's vision of creating a vibrant, progressive City;
- b) held within the City are safe, inclusive, and well-managed; and



Council Policy

- c) provide opportunities for community connectedness, to recognise and celebrate our City's culture and heritage, and tourism and / or local business development.

The City recognises that public community events play an important role in creating vibrant, distinctive places, strengthening community connectedness and sense of place. Public Community Events celebrate the community's cultural heritage and provide opportunities for tourism and business development.

3. KEY DEFINITIONS

Civic Events are activities or functions hosted by the Mayor on behalf of the City to commemorate special occasions and honour individuals in their civic endeavours. Examples include citizenship ceremonies, Pioneers Lunch, Australia Day Awards and official openings of Council services and facilities.

Event Organiser is any person, group or organisation that is responsible for organising an event and ensuring notification is made to the City to gain approval.

Public Community Event is any organised activity or function where people are brought together at a given time and place for entertainment, recreation, cultural or community purposes. This includes, but is not limited to: festivals, markets, concerts, arts and cultural events, street parties or parades, sporting events, commercial activities or promotions.

4. SCOPE

The policy applies to all public community events conducted by the City or external event organisers.

The policy applies to all public community events held at any venue across the City (including facilities, roads, footpaths, parks, gardens and reserves).

The policy does not apply to regular community facility hire bookings that are covered by the facility hire arrangements, or private activities such as wedding and funerals or other gatherings that are by invitation only occurring on private property as these are not deemed to fall within the definition of public community events.

The policy excludes civic events delivered by the City.

5. IMPLICATIONS

This policy can be implemented using existing resources and aligns with the following goals of the City of Wanneroo Strategic Community Plan:

- a) Goal 1: An inclusive and accessible city with places and spaces that embrace all.
- b) Goal 7: A well-governed and managed City that makes informed decisions, provides strong community leadership and valued customer focused services.



Council Policy

6. IMPLEMENTATION

The Public Community Events Policy provides a transparent and equitable process under which event applications are considered, with the aim of improving customer service delivery and increasing the City's effectiveness in managing events.

In addition to the City's annual calendar of events, the City is committed to supporting events run by individuals, groups and organisations. This support may be provided in a variety of ways, including, but not limited to: the provision of in-kind services, funding and sponsorship, advocacy and/or strategic advice.

6.1 Public Community Event Approvals and Acknowledgements

All public community events delivered within the City require approval or acknowledgement from the City through an event application.

Event applications for events on City land will be considered according to an impact approach which addresses the social, environmental, economic and reputational risks and benefits. Events which contravene City policy, legislation and/or local laws will not be approved and are not permitted to proceed. The City is required to act in accordance with its statutory obligations and has the overriding authority to cancel events due to non-compliance or risk mitigation, particularly if it is considered that the running of an event poses a threat to public safety.

All applications are assessed to ensure they are compliant with the *Health (Miscellaneous Provisions) Act 1911*, *Health (Public Buildings) Regulations 1992* and the *Guidelines for Concerts, Events and Organised Gatherings*. This includes events held in City owned venues, on City owned land and on privately owned land.

The event organiser is responsible for paying costs associated with any works required in relation to the event. This includes any approved amendments made to City facilities or POS to accommodate the event or any damages caused to City facilities or POS as a result of the event.

To ensure ongoing compliance, an audit and review process may be conducted for some events.

Events held in City owned venues or on City owned land will receive an event licence once compliant. Events held on private land will receive an event acknowledgement letter once compliant.

7. ROLES AND RESPONSIBILITIES

The City will play various roles in the public community event process, including as a capacity builder, facilitator, promoter, funder, regulator and strategic partner. It is therefore important that all City employees are aware of this policy and their specific roles and responsibilities within the application and approval process.

All event organisers are responsible for adhering to the key objectives of this policy.



Council Policy

8. DISPUTE RESOLUTION

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

9. EVALUATION AND REVIEW

This policy will be reviewed every four years.

10. RELATED DOCUMENTS

[Circuses and Performing Animals Policy](#)

[Civic Events Policy](#)

[Facility Hire and Use Policy](#)

[Sponsorship Policy](#)

11. REFERENCES

[City of Wanneroo Strategic Community Plan 2021-2031](#)

[Guidelines for Concerts, Events and Organised Gatherings](#)

[Health \(Miscellaneous Provisions\) Act 1911](#)

[Health \(Public Buildings\) Regulations 1992](#)

12. RESPONSIBILITY FOR IMPLEMENTATION

Manager Place Management

REVISION HISTORY

Version	Next Review	Record No.
June 2017	June 2021	17/179310[v1]
October 2021	October 2025	17/179310[v2]
July 2025	August 2027	17/179310[v3]

4.11 Student Citizenship Award Policy

File Ref: 6193V02 – 25/262594
Responsible Officer: Acting Director Community & Place
Attachments: 1

Issue

To consider repealing the City's Student Citizenship Award Policy. It is proposed that the policy and its contents be incorporated into the existing Australia Day Awards Policy, which is proposed to be renamed the Awards Policy.

Background

The Student Citizenship Award Policy was first adopted in June 2006. The current version of the Policy (**Attachment 1**) was approved by Council on 12 October 2021 (CP01-10/21). It provides for the recognition and celebration of young people who have demonstrated dedication to their education and development, and to the improvement of the local area as citizens of their local community.

All Council Policies should be reviewed regularly to ensure compliance with legislation; continued alignment with the adopted SCP and the City's requirements to provide sound and effective internal controls to minimise risk and deliver desired outcomes.

Detail

This Policy was reviewed in early 2025 and subsequently presented to the April Policy Review Committee (PRC). The PRC resolved to refer the Policy back to Administration for further consultation with Council Members before reconsideration at a future meeting.

Following this consultation, Administration has recommended that the Policy be repealed, and its contents incorporated into the existing Australia Day Awards Policy. To support this integration, the Australia Day Awards Policy is also being reviewed and will be renamed the Awards Policy (hereafter referred to as the Awards Policy). This is addressed through a separate report on this Agenda.

Consultation

Consultation for the repeal of this Policy has occurred through collaboration with the Festivals, Awards & Cultural Events (FACE) Advisory Group.

Comment

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

The Student Citizenship Award Policy has been operating effectively, however would be more appropriately integrated with the Awards Policy.

Statutory Compliance

Nil

Strategic Implications

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

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

7.1 - Clear direction and decision making

Risk Appetite Statement

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

Risk Management Considerations

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

The City places a high priority on the importance of maintaining good governance and has no appetite for deliberate act or omission by any party. Decisions are aligned to policy to ensure non-compliance impacts are reduced As Low As Reasonably Practicable (**ALARP**) and reputational damage is restricted to low. Therefore, the City accepts low or ALARP of compliance and governance risk.

Policy Implications

The Student Citizenship Award Policy forms part of the Council Policy framework. This policy has been recommended for repeal as a result of an evaluation and review process undertaken in accordance with the City of Wanneroo's Policy and Procedure Register and associated Management Procedure.

Financial Implications

Nil

Voting Requirements

Simple Majority

Moved Cr Rowe, Seconded Mayor Aitken

That the Policy Review Committee REPEALS the City's Student Citizenship Policy as shown in Attachment 1.

**CARRIED UNANIMOUSLY
*10/0**

For the motion: Mayor Aitken, Cr Berry, Cr Coetzee, Cr Herridge, Cr Miles, Cr Parker, Cr Rowe, Cr Smith, Cr Seif and Cr Wright

Against the motion: Nil

Attachments:

1. [Attachment 1 - Student Citizenship Award Policy \(Adopted October 2021\)](#) 12/88557[v3]

Student Citizenship Award Policy

Policy Owner:	Community & Place
Contact Person:	Manager Place Management
Date of Approval:	12 October 2021 (CP01-10/21)

POLICY STATEMENT

This policy provides a framework for the provision of Student Citizenship Awards to primary and secondary school students attending schools within the City of Wanneroo.

POLICY OBJECTIVE

To provide for the recognition and celebration of young people who have demonstrated dedication to their education and development, and to the improvement of the local area as citizens of their local community.

SCOPE

Student Citizenship Awards are presented to a maximum of two students in Year 6 (or the final year of primary school) and two students in Year 12 (or the final year of secondary school). All schools located within the City of Wanneroo are eligible to nominate individuals annually for the Student Citizenship Awards.

IMPLICATIONS (Financial, Human Resources)

The costs associated with the awards are included as part of the City's annual budget considerations.

IMPLEMENTATION

1. Eligibility Criteria

Recipients must meet the following eligibility criteria:

- Be a resident of the City;
- Attend a school within the City (government and non-government); and
- Not have received the same award previously.

2. Application Process

Schools are invited to nominate students using the official nomination form available on the City's website.

Nominations are requested for students currently enrolled in the final year of primary school and the final year of secondary school, at a school within the City.

The nominated students should be those that:

- have made a significant positive contribution to the local community;
- possess leadership qualities;
- are an active member of the local community; and
- have demonstrated a commitment to enhancing their local community.

Recipients of the Student Citizenship Award will be automatically nominated for the City of Wanneroo Charles Searsons Australia Day Youth Award in the following year, if they meet the eligibility criteria for that Award.

3. Presentation of Awards

Student Citizenship Awards are presented at the school's graduation ceremony or end of year assembly (whichever is applicable) by a Council Member or nominee.

Recipients of the Student Citizenship Award may be requested to participate in publicity and promotions for the City.

ROLES AND RESPONSIBILITIES

Place Management is responsible for the implementation and management of the Student Citizenship Awards Policy.

DISPUTE RESOLUTION

All disputes in regard to this policy will be referred to the Director Community & Place. In the event that an agreement cannot be reached, the dispute will be referred to the CEO for a ruling.

EVALUATION AND REVIEW PROVISIONS

This policy shall be reviewed every three (3) years, and evaluated annually to monitor the number of schools participating and nominees received.

DEFINITIONS

Nil

RELEVANT POLICIES/MANAGEMENT PROCEDURES/DOCUMENTS OR DELEGATIONS

Australia Day Awards Policy

REFERENCES

Nil

RESPONSIBILITY FOR IMPLEMENTATION

Manager Place Management

Versions	Next Review	Record No.
June 2006		
June 2008		
May 2010 – CS05-05/10	March 2012	P/Docs: 888654 10/935
CS05-08/12, 21 August 2012	August 2014	12/88557
16 February 2015	March 2016	12/88557
CD03-03/15, 31 March 2015	March 2017	12/88557
CP02-05/18	May 2021	12/88557v2
12 October 2021 (CP01-10/21)	12 October 2024	12/88557v3

4.13 Accounting Policy Review 2025

File Ref: 48056 – 25/103977
Responsible Officer: Acting Director Corporate Strategy & Performance
Attachments: 3

Issue

To review the City's Accounting Policy.

Background

The City's current Accounting Policy (the **Policy**) was adopted by Council in May 2023. The contents of this Policy include the significant accounting Policies, which are required to be administrated and thoroughly monitored for compliance and accountability. Of utmost importance, is that the significant accounting Policies will be incorporated as 'Notes' to both the Audited Annual Financial Statements and Annual Budget, which will be available to the general public for usage and viewing.

Detail

The purpose of this policy is to provide the framework for the consistent preparation of the City's internal and external financial publications.

This policy document has been developed to comply with applicable regulatory requirements to ensure consistent application of the following:

1. Applicable Australian Accounting Standards (**AAS**) published by the Australian Accounting Standards Board (**AASB**).
2. The *Local Government Act (1995)* (the **Act**); and
3. The *Local Government (Financial Management) Regulations (1996)* (the **Regulations**).

The policy has been significantly updated to reflect the following issues:

1. To capture revised, updated and new standards.
2. To realign this policy for updates to the disclosures in the Financial Statements.

Consultation

Comments from the City's external Auditors, the Office of Auditor General and KPMG, for the Financial Statements 2023/24 have been considered.

Inputs from the Department Local Government, Industry Regulations and Safety's model financial statements.

Relevant internal stakeholders have also been consulted.

Comment

Whilst the requirement of reviewing this Council Policy is in every three years, the City's accounting policies will be reviewed every year for their relevance and apply them throughout each financial year.

In addition, amendments to the existing accounting standards and new accounting standards should be interpreted and apply where and when relevant.

The DCITS publishes updated model financial reports incorporating relevant accounting standards. The City will consider those updates when preparing the financial reports.

The original version, which was last reviewed in 2023 is in **Attachment 1**. The revised Accounting Policy showing tracked changes can be found in **Attachment 2**. The clean revised version of the accounting policy is available in **Attachment 3**.

Statutory Compliance

The Policy complies with the City accounting requirements as detailed in:

- *The Local Government Act (1995)*;
- *Local Government (Financial Management) Regulations 1996*; and
- Australian Accounting Standards (**AAS**) published by the AASB.

Strategic Implications

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

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

7.1 - Clear direction and decision making

Risk Appetite Statement

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

Risk Management Considerations

Risk Title	Risk Rating
CO-O17 Financial Management	Medium
Accountability	Action Planning Option
Director Corporate Strategy & Performance	Manage

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

In pursuing growth under the Economic objectives of the existing Strategic Community Plan, Council should consider the following risk appetite statements:

Local Jobs

"The City is prepared to accept a high level of financial risk provided that the City implements a risk management strategy to manage any risk exposure."

Strategic Growth

"The City will accept a moderate level of financial risk for facilitating industry development and growth. Any strategic objective including ongoing planning, funding and capital investment to develop infrastructure strategic assets carries financial risks."

Policy Implications

If adopted by Council, the revised Accounting Policy will form a major part of Note 1 of the City's Annual Financial Report and will supersede the current Policy.

Financial Implications

Adoption of the Policy will ensure consistent application of accounting principles and treatments to aid comparative analysis for decision making.

Voting Requirements

Simple Majority

Moved Cr Miles, Seconded Cr Berry

That Policy Review Committee **APPROVES** the revised Accounting Policy as shown in Attachment 3.

CARRIED UNANIMOUSLY
9/0

For the motion: Mayor Aitken, Cr Berry, Cr Herridge, Cr Miles, Cr Parker, Cr Rowe, Cr Smith, Cr Seif and Cr Wright

Against the motion: Nil

Attachments:

- | | | |
|----------------------------|--|--------------|
| 1 Download | Attachment 1 - Accounting Policy - current version | 17/34812[v6] |
| 2 Download | Attachment 2 - Finance Accounting Policy - Marked up Version | 25/311893 |
| 3 Download | Attachment 3 - Finance-Accounting-Policy (2025)-(Clean Copy) | 25/99942 |



Council Policy

ACCOUNTING POLICY

Responsible Directorate:	Corporate Strategy & Performance
Responsible Service Unit:	Finance
Contact Person:	Manager Finance
Date of Approval:	12 June 2023
Council Resolution No:	CS04-06/23

1. POLICY STATEMENT

This policy will apply to the development and presentation of the City's;

- Management Accounts;
- Annual Financial Statements;
- Annual Budget; and
- Long Term Financial Plan.

Summary of Significant Accounting Policies

(a) Basis of Preparation

The City's financial information is prepared in accordance with the *Local Government Act 1995* (the Act) and, to the extent that they are not inconsistent with the Act, the Australian Accounting Standards (as they apply to local governments and not-for-profit entities) and interpretations of the Australian Accounting Standards Board (AASB) where no inconsistencies exist.

All right-of-use asset is measured at cost and is considered a zero cost concessionary lease. All right-of-use assets under zero cost concessionary leases are measured at zero cost rather than at fair value, except for vested improvements on concessionary land leases such as roads, buildings or other infrastructure which continue to be reported at fair value, as opposed to the vested land which is measured at zero cost. The measurement of vested improvements at fair value is a departure from AASB 16 which would have required the City to measure any vested improvements at zero costs.

Except for Cash Flow and Rate Setting information, all financial information is prepared on an accrual basis and based on historical costs, modified, where applicable, by the measurement at fair value of selected non-current assets, financial assets and liabilities.

Critical Accounting Estimates

The preparation of the City's financial information in conformity with Australian Accounting Standards requires management to make judgements, estimates and



Council Policy

assumptions that affect the application of policies and reported amounts of Assets and Liabilities, Income and Expenses. The estimates and associated assumptions are based on historical experience and various other factors that are believed to be reasonable under the circumstances. The results of this experience and other factors combine to form the basis of making judgements about carrying values of Assets and Liabilities not readily apparent from other sources. Actual results may differ from these estimates.

(b) The Local Government Reporting Entity

All Funds, through which the City controls resources to carry on its functions, are included in the relevant financial information. In the process of reporting on the local government as a single unit, all transactions and balances between those Funds (for example, loans and transfers between Funds) will be eliminated.

All monies held in the Trust Fund are excluded from the financial statements. A separate statement of those monies appears as a Note to the Annual Financial Statements.

(c) Goods and Services Tax ("GST")

In accordance with recommended practice, revenues, expenses and assets capitalised are stated net of any GST. Receivables and payables in the Statement of Financial Position are stated inclusive of applicable GST.

(d) Cash and Cash Equivalents

Cash and cash equivalents in the Statement of Financial Position comprise cash at bank and on hand and short-term deposits that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value. These exclude outstanding bank overdrafts which are included as short-term borrowings in current liabilities on the Statement of Financial Position.

(e) Trade and Other Receivables

Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business.

Receivables expected to be collected within 12 months of the end of the reporting period are classified as current assets. All other receivables are classified as non-current assets.

Collectability of trade and other receivables is reviewed on an ongoing basis. Debts that are known to be uncollectible are written off when identified. A loss allowance is recognised by applying the expected credit loss model.



Council Policy

(f) Inventories

(i) Raw materials and stores, work in progress and finished goods

Raw materials and stores, work in progress and finished goods are stated at the lower of cost and net realisable value. Cost comprises direct materials, direct labour and an appropriate proportion of variable and fixed overhead expenditure, the latter being allocated on the basis of normal operating capacity. Costs are assigned to individual items of inventory on the basis of weighted average costs. Net realisable value is the established selling price in the ordinary course of business less the estimated costs of completion and the estimated costs necessary to make the sale.

(ii) Land held for resale/capitalisation of borrowing costs

Land held for resale is stated at the lower of cost and net realisable value. Cost is assigned by specific identification and includes the cost of acquisition, development and borrowing costs during development. When development is completed, borrowing costs and other holding charges are expensed as incurred. Borrowing costs included in the cost of land held for resale are those costs that would have been avoided if the expenditure on the acquisition and development of the land had not been made. Borrowing costs incurred while active development is interrupted for extended periods are recognised as expenses.

Revenue arising from the sale of property is recognised in the operating statement as at the time when the conditions of a binding contract of sale are met. Land held for resale is classified as current except where it is held as non-current based on the City's intentions to release for sale.

(iii) Library Books

All library books are expensed at the point of acquisition either through purchase or inheritance.

(g) Non-Current Assets

Each class of fixed assets within either property, plant and equipment or infrastructure, is carried at cost or fair value less, where applicable, any accumulated depreciation and impairment losses.

Assets for which the fair value as at the date of acquisition is under \$5,000 are not recognised as an asset in accordance with *Financial Management Regulations 17A (5)*. *These assets are expensed immediately and are placed on an "Attractive & Portable Device Register" list for reference and maintenance.*

Where multiple individual low value assets are purchased together as part of a larger asset or collectively forming a larger asset exceeding the threshold, the individual assets are recognised as one asset and capitalised.

Initial recognition and measurement between mandatory revaluation dates

In relation to initial measurement, cost is determined as fair value of the assets given as consideration plus costs incidental to acquisition. For assets acquired at zero cost or otherwise significantly less than fair value cost is determined as fair value at the date of acquisition.

The cost of non-current assets constructed by the City includes the cost of all materials used in construction, direct labour on the project and an appropriate proportion of variable and fixed overheads.

Individual assets that are land, buildings, infrastructure and investment properties (including vested improvements) acquired between initial recognition and the next revaluation of the asset class in accordance with the mandatory measurement framework, are recognised at cost and disclosed at fair value as management believes cost approximates fair value. They are subject to subsequent revaluation at the next anniversary date in accordance with the mandatory measurement framework.

Revaluation

The fair value of land, buildings, infrastructure and investment properties is determined three years in accordance with the regulatory framework. This includes buildings and infrastructure items which were pre-existing improvements (i.e. vested improvements) on vested land.

At the end of each period the valuation is reviewed and where appropriate the fair value is updated to reflect current market conditions. This process is considered to be in accordance with the *Local Government (Financial Management) Regulation 17A (2) (a)*, which requires land, buildings, infrastructure, investment properties and invested improvements to be shown at fair value.

Individual assets that are plant and equipment type assets and right-of-use assets are measured using the cost model in accordance with *Local Government (Financial Management) Regulation 17A (2)(b)* and *17A (2)(c)*.

Increases in the carrying amount arising on revaluation of assets are credited to a revaluation reserve. Decreases in the carrying amount that offset previous increases of the same asset classes are recognised against revaluation reserve directly in equity. All other decreases are recognised in the Statement of Comprehensive Income.

Land under Control and Land under Roads

As a result of amendments to the Local Government (Financial Management) Regulations 1996, effective from 1 July 2019, vested land, including land under roads, is treated as right-of-use assets measured at zero cost. Therefore, the previous inconsistency with AASB 1051 in respect of non-recognition of land under roads acquired on or after 1 July 2008 has been removed, even though measurement at zero cost means that land under roads is still not included in the statement of financial position.



Council Policy

The City has accounted for the removal of the vested land values associated with vested land previously recognised by removing the land value and associated revaluation reserve as at 1 July 2019.

Vested improvements

The measurement of vested improvements at fair value in accordance with *Local Government (Financial Management) Regulations 1996 17A (2)(a)(iv)* is a departure from AASB 16 which would have required the City to measure the vested improvements as part of the related right-of-use asset at zero cost.

Gains and losses on disposal of noncurrent assets

Gains and losses on disposals are determined by comparing proceeds with the carrying amount. These gains and losses are included in the Statement of Comprehensive Income. When revalued assets are sold, amounts included in the revaluation reserve relating to that asset are transferred to retained earnings.

(h) Depreciation of Non-Current Assets

All non-current assets that have a limited useful life are separately and systematically depreciated over their useful lives in a manner that reflects the consumption of the future economic benefits embodied in those assets. Assets are depreciated from the date of acquisition or, in respect of internally constructed assets, from the time the assets is completed and held ready for use.

Depreciation is recognised on a straight-line basis over the useful life, using rates which are reviewed at each reporting period.

The major categories of assets and the useful lives recorded on recognition are:

Buildings	40 years
Bus Shelters*	30 - 50 years
Computer Hardware	3 years
Computer Software	2 years
Pathways*	25 - 70 years
Furniture & Equipment (excluding Artwork & Artefacts **)	10 years
Heavy Vehicles - 1,201 kg to 4,000 kg	6 years/100,000 km's (45% residual)
Heavy Vehicles - 4,001 kg to 9,000 kg	6 years/200,000 km's (40% residual)
Heavy Vehicles - 9,001 kg to 12,000 kg	8 years/500,000 km's (48% residual)
Heavy Vehicles – Refuse	5 years (20% residual)
Irrigation Piping	30 years
Land**	Not Applicable
Light Vehicles	3 years (60% residual)
Other Infrastructure*	10 – 80 years
Other Plant and Equipment	10 years
Parks & Reserves*	12 - 85 years
Plant	10 years (50% residual)
Reserves/Playground Equipment*	10 - 15 years



Council Policy

Sealed Car Parks – Pavement*	40 - 80 years
Road – Kerb	40 years
Road – Seal*	15 - 40 years
Road Pavement *	40 years
Underpasses	40 years
Water Supply Piping & Drainage Systems*	40 -80 years

*Due to useful lives of the individual assets within each asset type varying, despite being of a similar nature, the asset types denoted have a range of depreciation periods.

**Land, Artwork and Artefacts are not considered depreciable asset classes.

The assets' residual values and useful lives are reviewed and adjusted, if appropriate, at the end of each reporting period. As asset's carrying amount is written down immediately to its recoverable amount if the asset's carrying amount is greater than its estimated recoverable amount.

• Financial Instruments

Recognition and Derecognition

Financial Instruments, financial assets and financial liabilities are recognised when the City becomes a party to the contractual provisions of the financial instrument. Financial assets are derecognised when the contractual rights to the cash flows from the financial asset expire, or when the financial asset and substantially all the risks and rewards are transferred. A financial liability is derecognised when it is extinguished, discharged, cancelled or expires.

Classification and initial measurement of financial assets

Except for those trade receivables that do not contain a significant financing component and are measured at the transaction price in accordance with AASB 15, all financial assets are initially measured at fair value adjusted for transaction costs (where applicable).

Financial assets, other than those designated and effective as hedging instruments, are classified into the following categories:

- amortised cost;
- fair value through profit or loss (FVTPL); and
- fair value through other comprehensive income (FVOCI).

The classification is determined by both:

- the City's business model for managing the financial asset; and
- the contractual cash flow characteristics of the financial asset.



Council Policy

All income and expenses relating to financial assets that are recognised in profit or loss are presented within finance costs, finance income or other financial items, except for impairment of trade receivables which is presented within other expenses.

Subsequent measurement of financial assets

Financial assets at amortised cost

Financial assets are measured at amortised cost if the assets meet the following conditions (and are not designated as FVTPL):

- they are held within a business model whose objective is to hold the financial assets and collect its contractual cash flows; and
- the contractual terms of the financial assets give rise to cash flows that are solely payments of principal and interest on the principal amount outstanding.

This category includes non-derivative financial assets like loans and receivables with fixed or determinable payments that are not quoted in an active market. After initial recognition, these are measured at amortised cost using the effective interest method. Discounting is omitted where the effect of discounting is immaterial. The City's cash and cash equivalents, trade and most other receivables fall into this category of financial instruments.

Financial assets at fair value through profit or loss (FVTPL)

Financial assets that are held within a different business model than 'hold to collect' or 'hold to collect and sell', and financial assets whose contractual cash flows are not solely payments of principal and interest are accounted for at FVTPL. All derivative financial instruments fall into this category, except for those designated and effective as hedging instruments, for which the hedge accounting requirements apply.

Assets in this category are measured at fair value with gains or losses recognised in profit or loss. The fair values of financial assets in this category are determined by reference to active market transactions or using a valuation technique where no active market exists.

Financial assets at fair value through other comprehensive income (FVOCI)

Financial assets are accounted for at FVOCI if the assets meet the following conditions:

- they are held under a business model whose objective is hold to collect the associated cash flows and sell: and
- the contractual terms of the financial assets give rise to cash flows that are solely payments of principal and interest on the principal amount outstanding.

Any gains or losses recognised in Other Comprehensive Income will be realised upon derecognition of the asset. This category includes listed securities and debentures.



Council Policy

Classification and measurement of financial liabilities

Financial liabilities are initially measured at fair value and where applicable, adjusted for transaction costs unless the City designated a financial liability at FVTPL.

Subsequently, financial liabilities are measured at amortised cost using the effective interest method except for derivatives and financial liabilities designated at FVTPL, which are carried at fair value with gains or losses recognised in profit or loss (other than derivative financial instruments that are designated and effective as hedging instruments).

All interest-related charges and if applicable changes in an instrument's fair value that are reported in profit or loss, are included within finance costs or finance income.

Impairment of Financial assets

The City considers a broad range of information when assessing credit risk and measuring expected credit losses, including past events, current conditions, reasonable and supportable forecasts that affect the expected collectability of the future cash flows of the instrument.

Measurement of the expected credit losses is determined by a probability-weighted estimate of credit losses over the expected life of the financial instrument.

(j) Fair Value Estimation

The fair value of financial assets and financial liabilities must be estimated for recognition and measurement or for disclosure purposes.

The fair value of financial instruments traded in active markets is determined using various valuation techniques. The City uses valuation methods and makes assumptions that are based on market conditions existing at each Statement of Financial Position date. Quoted market prices or dealer quotes for similar instruments are used for long-term debt instruments held. Other techniques, such as estimated discounted cash flows, are used to determine fair value for the remaining financial instruments.

The nominal value less estimated credit adjustments of trade receivables and payables are assumed to approximate fair values. The fair value of financial liabilities for disclosure purposes is estimated by discounting future contractual cash flows at the current market interest rate that is available to the City for similar financial instruments.

(k) Provisions

Provisions are recognised when the City has a present legal or constructive obligation as a result of past events for which it is probable that an outflow of economic benefits will result, and that outflow can be reliably measured. Provisions are not recognised for future operating losses. Where there are a number of similar obligations, the likelihood that an outflow will be required in settlement is determined by considering the class of obligations as a whole. A provision is recognised even if the likelihood of an outflow, with respect to any one item included in the same class of obligations, may be small.



Council Policy

(l) Leases

On adoption of AASB 16, The City recognised lease liabilities in relation to leases which had previously been classified as operating leases.

At the commencement date, the City assesses if the contract contains or is a lease. A contract is, or contains, a lease if the contract conveys the right to control the use of an identified asset for a period of time in exchange for consideration.

At the commencement date, a right of use asset is recognised at cost and lease liability at the present value of the lease payments that are not paid at that date. The lease payments are discounted using the interest rate implicit in the lease, if that rate can be readily determined. If that rate cannot be readily determined, the City uses its incremental borrowing rate

All contracts that are classified as short-term leases (i.e. a lease with a remaining term of 12 months or less) and leases of low value assets are recognised as an operating expense on a straight-line basis over the term of the lease.

Leases for right-of-use assets are secured over the asset being leased.

(m) Investments in Associates

An associate is an entity over which the City has significant influence. Significant influence is the power to participate in the financial operating policy decisions of that entity but is not control or joint control of those policies. Investments in associates are accounted for in the financial statements by applying the equity method of accounting, whereby the investment is initially recognised at cost and adjusted thereafter for the post-acquisition change in the City's share of net assets of the associates. In addition, the City's share of the profit or loss of the associate is included in the City's profit or loss.

The carrying amount of the investment includes, where applicable, goodwill relating to the associate. Any discount on acquisition, whereby the City's share of the net fair value of the associate exceeds the cost of investment, is recognised in profit or loss in the period in which the investment is acquired.

Profits and losses resulting from transactions between the City and the associate are eliminated to the extent of the City's interest in the associate.

When the City's share of losses in an associate equals or exceeds its interest in the associate, the City discontinues recognising its share of further losses. This occurs unless the City has incurred legal or constructive obligations or made payments on behalf of the associate. When the associate subsequently generates a profit, the City will resume recognising its share of those profits once its share of the profits equals the share of the losses not recognised.

(n) Impairment

In accordance with Australian Accounting Standards the City's assets, other than inventories, are tested annually for impairment. Where impairment exists, an estimate of the recoverable amount of the asset is made in accordance with AASB 136



Council Policy

Impairment of Assets and appropriate adjustments made. Assets that are subject to amortisation are reviewed for impairment whenever events or changes in circumstances indicate that the carrying amount may not be recoverable. An impairment loss is recognised for the amount by which the asset's carrying amount exceeds its recoverable amount. The recoverable amount is the higher of an asset's fair value less costs to sell and value in use. Impairment losses are recognised in the Statement of Comprehensive Income.

For non-cash generating assets such as roads, drains and public buildings and the like, value in use is represented by the asset's written down replacement cost.

(o) Trade and Other Payables

Trade and other payables reflect obligations to make future payments in respect of the purchase of goods and services and are carried at amortised cost. The amounts are unsecured and are usually paid within 30 days from the date of receipt of the invoice unless otherwise agreed.

(p) Interest-bearing Loans and Borrowings

All loans and borrowings are initially recognised at the fair value of the consideration received less directly attributable transaction costs.

After initial recognition, interest-bearing loans and borrowings are subsequently measured at amortised cost using the effective interest method. Fees paid for the establishment of loan facilities that are yield related are included as part of the carrying amount of the loans and borrowings.

Borrowings are classified as current liabilities unless the City has an unconditional right to defer settlement of the liability for at least 12 months after the Statement of Financial Position date. Borrowing costs are recognised as an expense when incurred, except where they are directly attributable to the acquisition, construction or production of a qualifying asset. Where this is the case, they are capitalised as part of the cost of the particular asset.

(q) Employee Benefits

Provisions for employee benefits relates to amounts expected to be paid for long service leave, annual leave, wages and salaries and are to be calculated as follows:

Wages, Salaries, Annual Leave and Long Service Leave (Short-term Benefits)

The provisions for employees' benefits wages, salaries, sick leave, annual leave and long service leave expected to be settled within 12 months represents the amount the City has a present obligation to pay resulting from employees' services provided to Statement of Financial Position date. The provision is calculated at nominal amounts based on remuneration rates the City expects to pay and includes related on-costs.

Long Service Leave (Long-term Benefits)

The liability for long service leave is recognised in the provision for employee benefits. It is measured as the present value of expected future payments to be made in respect of services provided by employees up to the reporting date, using the projected unit credit method. Consideration is given to expected future wage and salary levels, experience of employee departures and periods of service. Expected future payments are discounted using market yields at the reporting date on national government bonds with terms to maturity, and currency, that match as closely as possible, the estimated future cash outflows.

Where the City does not have the unconditional right to defer settlement beyond 12 months, the liability is recognised as a current liability.

(r) Superannuation

The City makes statutory contributions to a number of Superannuation Funds on behalf of its employees. It additionally co-contributes maximum 15% for employees who choose to make personal contributions by salary sacrifice. All contributions are recognised as an expense as they become payable. Prepaid contributions are recognised as an asset to the extent that a cash refund or a reduction in the future payments is available.

(s) Interests in Joint Arrangements

Joint arrangements represent the contractual sharing of control between parties in a business venture where unanimous decisions about relevant activities are required.

Separate joint venture entities providing joint venturers with an interest to net assets are classified as a joint venture and accounted for using the equity method.

Joint operations represent arrangements whereby joint operators maintain direct interests in each asset and exposure to each liability of the arrangement. The City's interests in the assets, liabilities, revenue and expenses of joint operations are included in the respective line items of the financial statements

(t) Rates, Grants, Donations and Other Contributions

Revenue recognition is determined based on what the customer expects to be entitled to (rights and obligations), while measurement encompasses estimation by the entity of the amount expected to be entitled for performing under the contract or in the case of Rates, when the relevant rateable year commences.

AASB 1058 Income of Not-for-Profit Entities is considered where AASB 15 does not apply to a transaction. The timing of income recognition depends on whether a transaction gives rise to a performance obligation, liability or contribution by owners.

Where the amounts billed to customers are based on the achievement of various milestones established in the contract, the amounts recognised as revenue in a given period do not necessarily coincide with the amounts billed to or certified by the customer.



Council Policy

Contract and Other Liabilities

On 1 July 2019 the City adopted "AASB 15 Revenue from Contracts with Customers" and "AASB 1058 income For Not-For-Profit Entities". The contract liabilities have arisen on adoption of AASB 15.

When an amount of consideration is received from a customer / fund provider prior to the City transferring a good or service to the customer, the City presents the funds which exceed revenue recognised as a contract liability. The contract liability remains until the City's obligations have been met.

(u) Current and Non-Current Classification

In the determination of whether an asset or liability is current or non-current, consideration is given to the time when each asset or liability is expected to be settled. The asset or liability is classified as current if it is expected to be settled within the next 12 months, being the City's operation cycle. In the case of liabilities where the City does not have the unconditional right to defer settlement beyond 12 months, such as vested long service leave, the liability is classified as current even if not expected to be settled within the next 12 months. Inventories held for trading are classified as current even if not expected to be realised in the next 12 months. An exception exists for land held for resale, where it is held as non-current based on the City's intentions to release for sale.

(v) Rounding of Figures

All figures in the annual financial statement, other than a rate in the dollar, are rounded to the nearest dollar.

(w) Comparative Figures

Where required, comparative figures are adjusted to conform to changes in presentation for the current financial year. When the City applies an accounting policy retrospectively or corrects prior period errors, the City makes a retrospective restatement or reclassifies items in its financial statements that have a material effect on the Statement of Financial Position. An additional (third) Statement of Financial Position as at the beginning of the preceding period in addition to the minimum comparative Financial Statements is presented

(x) Budget Comparative Figures

Unless otherwise stated the budget comparative figures shown in the annual financial statement is the original budget for the relevant item of disclosure.

(y) Investment Property

Investment property, principally comprising freehold buildings, is held for long-term rental yields. Investment property is carried at fair value, representing open-market value determined annually by external users.



Council Policy

(z) Non-Current Assets (or Disposal Groups) “Held for Sale” & Discontinued Operations

Non-current assets (or disposal groups) that are “held for sale” are classified as held for sale and stated at the lower of either:

- (i) their carrying amount or
- (ii) fair value less costs to sell, if their carrying amount will be recovered principally through a sale transaction rather than through continuing use

The exception to this is plant and motor vehicles, which are sold on a regular basis. Plant and motor vehicles are retained in Non-Current Assets under the classification of Property, Plant and Equipment unless the assets are to be traded in after balance date and the replacement assets were already purchased and accounted for as at balance date.

For any assets or disposal groups classified as Non-Current Assets “held for sale”, an impairment loss is recognised at any time when the assets carrying value is greater than its fair value less costs to sell.

Non-current assets “held for sale” are not depreciated or amortised while they are classified as “held for sale”.

Non-current assets classified as “held for sale” are presented separately from the other assets in the Statement of Financial Position.

A Discontinued Operation is a component of the City’s operations that has been disposed of or is classified as “held for sale”. A discontinued operation represents a separate major line of business or geographical area of operations, is part of a single co-ordinated plan to dispose of such a line of business or area of operations, or is a subsidiary acquired exclusively with a view to resale.

The results of discontinued operations are shown separately on the face of the Statement of Comprehensive Income.

(aa) Intangible Assets

The City is not expected to classify any assets as Intangible.

(ab) Money Paid in Lieu of Public Open Space

Section 154 of the *Planning and Development Act 2005* was amended on 20 July 2020. Prior to 20 July 2020 all money received by a local government under section 153 of the *Planning and Development Act 2005* was to be paid into a separate account of the “trust fund” of the local government established under the section 6.9 of the Act.

In Accordance with the amended Section 154 of the *Planning and Development Act 2005*, unexpended funds received in lieu of public open space prior to 10 April 2006 and 12 September 2020 will be transferred to a separate reserve account. Funds received from 10 April 2006 until 11 September 2020 will remain in trust funds.



Council Policy

(ac) Service Concession Arrangements: Grantors

AASB 1059 applies to arrangements that involve a third-party operator providing public services related to a service concession asset on behalf of a public sector grantor (in this case, local government) for a specified period of time and managing those services. The City has assessed the impact of AASB 1059, and concluded that there will be no impact.

(ad) AASB 2018-7 Definition of Materiality

The City has adopted the amendment to AASB 2018-7. The change includes additional explanation to expand the definition of what information may be considered material in nature and how presentation may also be an influence. Information is material if omitting, misstating or “obscuring” it could reasonably be expected to influence decisions that the primary users of general purpose financial statements make on the basis of those financial statements, which provide financial information about a specific reporting entity.

(ae) Council Members Remuneration

Section 44 of the Regulations was amended to include the remuneration for “each person” instead of the total amount paid to council members.

(af) New Accounting Standards and Interpretations for Application in Future Periods

Australian Accounting Standards and Interpretations that have been issued or amended but are not yet mandatory, will not be early adopted by the City. The City will adopt new Accounting Standards and Interpretations for the accounting periods on or after the effective date of the respective standard.

(ag) Provision of Financial Guarantees and Lending Money

In certain circumstances the City may consider pre-funding selected community projects with special approval from Council. The interest is charged at the borrowing cost to the City. The City does not offer financial guarantees to external entities.

2. Budget Variations

In order to maintain sound financial control the City maintains a Revised Budget. Budget revisions, reallocation or reporting is required in the following circumstances and actioned as follows:

Circumstances	Action
(a) Where expenditure is required to be incurred for a purpose for which there was no provision in the budget; or	In accordance with Section 6.8 of the <i>Local Government Act 1995</i> , by way of a report and recommendation to the council seeking authorisation of the expenditure and to endorse the necessary budget variation.
(b) Where grant or other monies are received that necessitate expenditure to be incurred and no provision was included in the budget.	



Council Policy

Circumstances	Action
(c) Where a material variance has occurred, or is likely to occur.	Variances over 10% and \$100,000 will be reported to Council via the monthly Financial Activity Statement Report.

To facilitate proper accountability requirements, each Director will be presented with a report summarising all forecast changes within their Directorate for their endorsement.

2. OBJECTIVE AND PURPOSE

To provide a framework to ensure the City's financial information is reported to Council with consistent application of Australian Accounting Standards and in compliance with statutory requirements under the *Local Government Act 1995* (the "Act"), and *Local Government (Financial Management) Regulations 1996* (the "Regulations").

3. KEY DEFINITIONS

Nil

4. SCOPE

This policy will apply to the development and presentation of the City's;

- Management Accounts;
- Annual Financial Statements;
- Annual Budget; and
- Long Term Financial Plan.

5. IMPLICATIONS

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

7 ~ A well governed and managed City that makes informed decisions, provides strong community leadership and valued customer focused services
7.1 - Clear direction and decision making

6. IMPLEMENTATION

Finance Service Unit is responsible for implementation of the Accounting Policy in preparing various reports listed under "Scope" section.

7. AUTHORITIES AND ACCOUNTABILITIES

No Authority delegation required from Council.

8. ROLES AND RESPONSIBILITIES

The Chief Executive Officer has a duty to ensure that accounts and records are kept in accordance with this policy. Through the directives of the Chief Executive Officer all staff are required to comply with this policy and other relevant policies, management



Council Policy

procedures, documents or delegations to ensure the City is in compliance with the Act, Regulations and relevant Australian Accounting Standards.

9. DISPUTE RESOLUTION (if applicable)

All disputes in regard to this policy will be referred to the Director Corporate Strategy and Performance in the first instance and in the event that an agreement cannot be reached the matter will be submitted to the Chief Executive Officer for arbitration.

10. EVALUATION AND REVIEW

Where, as a result of an amendment to legislation the need arises to action contrary to the provisions of this policy, the Director Corporate Strategy and Performance may initiate such variations as deemed necessary.

11. RELATED DOCUMENTS

This policy is supported by the following policies, procedures and delegations:

- Investment Policy;
- Purchasing Policy;
- Financial (Cash Backed) Reserves Policy;
- Part 3 Financial Management of the Delegated Authority Registry;
- Strategic Budget Policy;
- Financial Hardship - Collection of Rates and Service Charges Policy;
- Fee Waivers, Concessions and Debt Write Off Policy.

12. REFERENCES

- The *Local Government Act 1995*;
- The *Local Government (Financial Management) Regulations 1996*;
- Australian Accounting Standards Board (AASB) Standards; and
- Western Australian Local Government Accounting Manual.

13. RESPONSIBILITY FOR IMPLEMENTATION

Manager Finance

REVISION HISTORY

	Next Review	Record No.
1 July 1999		
9 January 2002		
26 April 2005 - GS04-04/05		



Council Policy

28 August 2007 - CS05-08/07	July 2009	892532
May 2010 – CS06-05/10	October 2014	10/1334
November 2014	October 2015	14/289534[v1]
September 2015	September 2016	14/289534[v2]
March 2017	January 2018	17/34812
May 2018	May 2019	17/34812 [v2]
May 2019	May 2020	17/34812 [v3]
May 2020	May 2023	17/34812 [v4]
May 2021	May 2023	17/34812 [v5]
May 2023 - CS04-06/23	May 2025	17/34812 [v6]



Council Policy

ACCOUNTING POLICY

Responsible Directorate:	Corporate Strategy & Performance
Responsible Service Unit:	Finance
Contact Person:	Manager Finance Chief Financial Officer
Date of Approval:	12 June 2023 TBA
Council Resolution No:	CS04-06/23 TBA

1. POLICY STATEMENT

This policy will apply to the development and presentation of the City's;

- Annual Financial Statements Management Accounts;
- Management Accounts Annual Financial Statements;
- Annual Budget; and
- Long Term Financial Plan.

2. OBJECTIVE AND PURPOSE

To provide a framework to ensure the City's financial information is reported to Council with consistent application of Australian Accounting Standards and compliance with statutory requirements of the *Local Government Act 1995* (the "Act"), and *Local Government (Financial Management) Regulations 1996* (the "Regulations").

3. BASIS OF PREPARATION

Summary of Significant Accounting Policies

(a) Basis of Preparation

The financial report comprises general purpose financial statements which have been prepared in accordance with the Act and accompanying Regulations.

(a) Local Government Act 1995 requirements

Section 6.4(2) of the Act read with the regulations prescribe that the financial report be prepared in accordance with the Act and, to the extent that they are not inconsistent with the Act, the Australian Accounting Standards. The Australian Accounting Standards (as they apply to local governments and not-for-profit entities) and Interpretations of the Australian Accounting Standards Board were applied where no inconsistencies exist.

The Regulations specify that vested land is a right-of-use asset to be measured at cost and is considered a zero-cost concessionary lease. All right-of-use assets under zero-cost

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Council Policy

concessionary leases are measured at zero-cost rather than at fair value, except for vested improvements on concessionary land leases such as roads, buildings or other infrastructure which continue to be reported at fair value. The measurement of vested improvements at fair value is a departure from AASB 16 Leases which would have required the City to measure any vested improvements at zero-cost.

The regulations provide that:
-land and buildings classified as property, plant and equipment; or
-infrastructure; or
-vested improvements that the local government controls;

and measured at reportable value, are only required to be revalued every five years. Revaluing these non-financial assets every five years is a departure from AASB 116 Property, Plant and Equipment, which would have required the City to assess at each reporting date whether the carrying amount of the above mentioned non-financial assets materially differs from their fair value and, if so, revalue the class of non-financial assets.

However, the City's policy is to revalue those assets every three years. (Refer to the Section 4.7 Non-current assets)

The adapted accounting policies should be consistently applied in the preparation of financial reports unless stated otherwise. Except for cash flow and rate setting information, the financial report should be prepared on the accrual basis and is based on historical costs, modified, where applicable, by the measurement at fair value of selected non-current assets, financial assets and liabilities.

(b) Critical Accounting Estimates and Judgements

The preparation of a financial report in conformity with Australian Accounting Standards requires management to make judgements, estimates and assumptions that effect the application of policies and reported amounts of assets and liabilities, income and expenses.

The estimates and associated assumptions are based on historical experience and various other factors that are believed to be reasonable under the circumstances; the results of which form the basis of making the judgements about carrying values of assets and liabilities that are not readily apparent from other sources. Actual results may differ from these estimates.

The balances, transactions and disclosures impacted by accounting estimates are as follows:

- estimated fair value of certain financial assets
- impairment of financial assets
- estimation of fair values of land and buildings, infrastructure and investment property
- estimation uncertainties made in relation to lease accounting

As with all estimates, the use of different assumptions could lead to material changes to the amounts reported in the financial report.

(c) Initial Application of Accounting Standards

The Chief Financial Officer is responsible for ensuring all new or amended standards applicable to the current financial year have been reviewed and all necessary changes made to accounting systems and reporting to meet the requirements of the standard.

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Council Policy

The City chooses not to be an early adopter of new or amended Accounting Standards.

(d) The Local Government Reporting Entity

All funds through which the City controls resources to carry on its functions have been included in the financial statements forming part of the Annual Financial Report.

All monies held in the Trust Fund are excluded from the financial statements. A separate statement of those monies appears in a note to the Annual Financial Report.

The City's financial information is prepared in accordance with the *Local Government Act 1995* (the Act) and, to the extent that they are not inconsistent with the Act, the Australian Accounting Standards (as they apply to local governments and not-for-profit entities) and interpretations of the Australian Accounting Standards Board (AASB) where no inconsistencies exist.

All right-of-use asset is measured at cost and is considered a zero cost concessionary lease. All right-of-use assets under zero cost concessionary leases are measured at zero cost rather than at fair value, except for vested improvements on concessionary land leases such as roads, buildings or other infrastructure which continue to be reported at fair value, as opposed to the vested land which is measured at zero cost. The measurement of vested improvements at fair value is a departure from AASB 16 which would have required the City to measure any vested improvements at zero costs.

Except for Cash Flow and Rate Setting information, all financial information is prepared on an accrual basis and based on historical costs, modified, where applicable, by the measurement at fair value of selected non-current assets, financial assets and liabilities.

Critical Accounting Estimates

The preparation of the City's financial information in conformity with Australian Accounting Standards requires management to make judgements, estimates and

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Council Policy

assumptions that affect the application of policies and reported amounts of Assets and Liabilities, Income and Expenses. The estimates and associated assumptions are based on historical experience and various other factors that are believed to be reasonable under the circumstances. The results of this experience and other factors combine to form the basis of making judgements about carrying values of Assets and Liabilities not readily apparent from other sources. Actual results may differ from these estimates.

(b) The Local Government Reporting Entity

All Funds, through which the City controls resources to carry on its functions, are included in the relevant financial information. In the process of reporting on the local government as a single unit, all transactions and balances between those Funds (for example, loans and transfers between Funds) will be eliminated.

All monies held in the Trust Fund are excluded from the financial statements. A separate statement of those monies appears as a Note to the Annual Financial Statements.

4. MATERIAL ACCOUNTING POLICIES

4.1 Revenue

4.1.1 Contracts with customers

Recognition of revenue is dependent on the source of revenue and the relevant terms and conditions associated with each source of revenue and recognized as follows:

Revenue category	Nature of goods and services	When obligations typically satisfied	Payment terms	Returns/refunds/warranties	Timing of revenue recognition
Grants, subsidies or contributions	Community events, minor facilities, research, design, planning evaluation and services	Over time	Fixed terms. Transfer of funds based on agreed milestones and reporting	Contract obligation if project not complete	Output method based on project milestones and/or completion date matched to performance obligations
Fees and charges - licences, registrations, approvals	Building, Facility bookings, planning, development and animal management.	Single point in time	Full payment prior to issue.	None	On payment and issue of the licence, registration or approval
Fees and charges - waste management entry fees	Domestic waste collection, Waste treatment, recycling and disposal service at disposal sites	Single point in time	Payment in advance at gate or on normal trading terms if credit provided	None	On entry to facility and when Rate notice is issued
Other revenue - private works	Contracted private works	Single point in time	Monthly in arrears	None	At point of service



Council Policy

Considerations from contracts with customers is included in the transaction price.

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4.1.2 Non-Cash Consideration (Contributed assets)

The City at various times, receives assets for which no monetary consideration has been paid. When the city obtains control of a contributed asset, the City shall account for the contributed goods or services as non-cash consideration received at fair value.

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4.1.3 Disclosure

The City shall disclose qualitative and quantitative information about all of the following:

- disclose revenue from contracts separately from its other sources of revenue
- any impairment losses recognised on any contract assets arising from an entity's contracts with customers
- disaggregated revenue recognised from contracts with customers into categories that depict how nature, amount, timing and uncertainty of revenue and cash flows are affected by economic factors

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4.2 Cash and Cash Equivalents and Restricted Financial Assets

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4.2.1 Cash and cash equivalents

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Cash and cash equivalents include cash on hand, cash at bank, deposits available on demand with banks and other short term highly liquid investments with original maturities of three months or less that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value.

Term deposits are presented as cash equivalents if they have a maturity of three months or less from the date of acquisition and are repayable with 24 hours' notice with no loss of interests.

Bank overdrafts are reported as short-term borrowings in current liabilities in the statement of financial position.

4.2.2 Restricted financial assets

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Restricted financial asset balances are not available for general use by the City due to specific purposes and externally imposed restrictions. Restrictions are specified in an agreement, contract or legislation. This applies to reserve accounts, unspent grants, subsidies and contributions and unspent loans that have not been fully expended in the manner specified by the contributor, legislation or loan agreement.

4.3 Other Financial Assets

4.3.1 Other financial assets at amortised cost

The City classifies financial assets at amortised cost if both of the following criteria are met:

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Council Policy

- the asset is held within a business model whose objective is to collect the contractual cashflows, and
- the contractual terms give rise to cash flows that are solely payments of principal and interest.

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Fair values of financial assets at amortised cost are not materially different to their carrying amounts, since the interest receivable on those assets is either close to current market rates or the assets are of a short-term nature. Non-current financial assets at amortised cost fair values are based on discounted cash flows using a current market rates. They are classified as level 2 fair values in the fair value hierarchy due to the observable market rates.

Interest received is presented under cashflows from operating activities in the Statement of Cash Flows where it is earned from financial assets that are held for cash management purposes.

4.3.2 Financial assets at fair value through profit or loss

The City has elected to classify the following financial assets at fair value through profit or loss:

- debt investments which do not qualify for measurement at either amortised cost or fair value through other comprehensive income.
- equity investments which the City has elected to recognise as fair value gains and losses through profit or loss.

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(c) Goods and Services Tax ("GST")

In accordance with recommended practice, revenues, expenses and assets capitalised are stated net of any GST. Receivables and payables in the Statement of Financial Position are stated inclusive of applicable GST.

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(d) Cash and Cash Equivalents

Cash and cash equivalents in the Statement of Financial Position comprise cash at bank and on hand and short-term deposits that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value. These exclude outstanding bank overdrafts which are included as short-term borrowings in current liabilities on the Statement of Financial Position.

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4.4 Trade and Other Receivables

4.4.1 Rates and statutory receivables

Rates and statutory receivables are non-contractual receivables arising from statutory requirements and include amounts due from ratepayers for unpaid rates and other statutory charges or fines.

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Rates and statutory receivables are recognised when the taxable event has occurred and can be measured reliably.

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4.4.2 Trade receivables

Trade receivables are amounts receivable from contractual arrangements with customers for goods sold, services performed or grants or contributions with sufficiently specific performance obligations as part of the ordinary course of business.

4.4.3 Other Receivables

Other receivables are amounts receivable from contractual arrangements with third parties other than contracts with customers including grants for the construction of recognisable non-financial assets.

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Council Policy

4.4.4 Measurement

Trade and other receivables are recognised initially at the amount of the transaction price, unless they contain a significant financing component, and are to be recognised at fair value.

4.4.5 Classification and subsequent measurement

In accordance with AASB 101.66, receivables which are generally due for settlement, within 30 days except rates receivables which are expected to be collected within 12 months are classified as current assets. All other receivables such as deferred pensioner rates receivable after the end of the reporting period are classified as non-current assets.

Due to the short-term nature of current receivables, their carrying amount is considered to be the same as their fair value.

(e) Trade and Other Receivables

Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business.

Receivables expected to be collected within 12 months of the end of the reporting period are classified as current assets. All other receivables are classified as non-current assets.

Collectability of trade and other receivables is reviewed on an ongoing basis. Debts that are known to be uncollectible are written off when identified. A loss allowance is recognised by applying the expected credit loss model.

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Council Policy

4.5 Inventories

4.5.1 Raw materials and stores, work in progress and finished goods

Raw materials and stores, work in progress and finished goods are stated at the lower of cost and net realisable value. Cost comprises direct materials, direct labour and an appropriate proportion of variable and fixed overhead expenditure, the latter being allocated based on normal operating capacity. Costs are assigned to individual items of inventory based on weighted average costs. Net realisable value is the established selling price in the ordinary course of business less the estimated costs of completion and the estimated costs necessary to make the sale.

4.5.2 Non-current assets held for sale

Assets are classified as held for sale where the carrying amount will be recovered through a sale rather than continuing use and the asset is available for immediate sale with a sale being highly probable.

4.5.3 Land held for resale

Land held for resale is stated at the lower of cost and net realisable value. Cost is assigned by specific identification and includes the cost of acquisition, development and borrowing costs during development. When development is completed, borrowing costs and other holding charges are expensed as incurred. Borrowing costs included in the cost of land held for resale are those costs that would have been avoided if the expenditure on the acquisition and development of the land had not been made. Borrowing costs incurred while active development is interrupted for extended periods are recognised as expenses.

Revenue arising from the sale of property is recognised in the operating statement when an unconditional contract of sale is signed and all conditions of sale are met. Land held for resale is classified as current except where it is held as non-current based on the City's intentions to release for sale.

(f) Inventories

(i) Raw materials and stores, work in progress and finished goods

Raw materials and stores, work in progress and finished goods are stated at the lower of cost and net realisable value. Cost comprises direct materials, direct labour and an appropriate proportion of variable and fixed overhead expenditure, the latter being allocated on the basis of normal operating capacity. Costs are assigned to individual items of inventory on the basis of weighted average costs. Net realisable value is the established selling price in the ordinary course of business less the estimated costs of completion and the estimated costs necessary to make the sale.

(ii) Land held for resale/capitalisation of borrowing costs

Land held for resale is stated at the lower of cost and net realisable value. Cost is assigned by specific identification and includes the cost of acquisition, development and borrowing costs during development. When development is

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Council Policy

~~completed, borrowing costs and other holding charges are expensed as incurred. Borrowing costs included in the cost of land held for resale are those costs that would have been avoided if the expenditure on the acquisition and development of the land had not been made. Borrowing costs incurred while active development is interrupted for extended periods are recognised as expenses.~~

~~Revenue arising from the sale of property is recognised in the operating statement as at the time when the conditions of a binding contract of sale are met. Land held for resale is classified as current except where it is held as non-current based on the City's intentions to release for sale.~~

~~(iii) — Library Books~~

~~All library books are expensed at the point of acquisition either through purchase or inheritance.~~

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Council Policy

4.6 Other Assets

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4.6.1 Other current assets

Other non-financial assets include prepayments which represent payments in advance of receipt of goods or services or that part of expenditure made in one accounting period covering a term extending beyond that period.

4.6.2 Contract assets

Contract assets primarily relate to the City's right to consideration for work completed but not billed at the end of the period.

4.7 Non-Current Assets

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Each class of fixed assets within either property, plant and equipment or infrastructure, is carried at cost or fair value less, where applicable, any accumulated depreciation and impairment losses.

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4.7.1 Initial recognition

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An item of property, plant and equipment or infrastructure that qualifies for recognition as an asset is measured at its cost.

Upon initial recognition, cost is determined as the amount paid (or other consideration given) to acquire the assets, plus costs incidental to the acquisition. The cost of non-current assets constructed by the City includes the cost of all materials used in construction, direct labour on the project and an appropriate proportion of variable and fixed overheads. For assets acquired at zero cost or otherwise significantly less than fair value, cost is determined as fair value at the date of acquisition.

Assets for which the fair value as at the date of acquisition is under \$5,000 are not recognised as an asset in accordance with the Regulation 17A(5). These assets are expended immediately.

Where multiple individual low value assets are purchased together as part of a larger asset or collectively forming a larger asset exceeding the threshold, the individual assets are recognised as one asset and capitalised.

Individual assets that are land, buildings and infrastructure acquired between scheduled revaluation dates of the asset class in accordance with the City's revaluation policy, are recognised at cost and disclosed as being at reportable value.

4.7.2 Measurement after Recognition

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Plant and equipment, furniture and equipment and right of use assets (Other than vested improvements) are measured using the cost model as required by the Regulation 17A(2). Assets held under the cost model are carried at cost less accumulated depreciation and any impairment losses.



Council Policy

4.7.3 Reportable value

In accordance with Regulation 17A(2), the carrying amount of non-financial assets that are land and buildings classified as property, plant and equipment, investment properties, infrastructure or vested improvements that the City controls.

Reportable value is for the purpose of Regulation 17A(4) is the fair value of the asset at its last valuation date minus (to the extent applicable) the accumulated depreciation and any accumulated impairment losses in respect of the non-financial asset subsequent to its last valuation date.

4.7.4 Revaluation

The fair value of land, buildings and infrastructure is determined at least every five years in accordance with the regulatory framework. More specifically, the City has a policy of revaluing assets every three years. This includes buildings and infrastructure items which were pre-existing improvements (i.e. vested improvements) on vested land.

At the end of each period the valuation is reviewed and where appropriate the fair value is updated to reflect current market conditions. This process is in accordance with the Regulation 17A (2) (a), which requires land, buildings, infrastructure, investment properties and vested improvements to be shown at fair value.

Individual assets that are plant and equipment type assets and right-of-use assets are measured using the cost model in accordance with Regulation 17A (2)(b) and 17A (2)(c).

Revaluations are conducted for like groups of assets at the same time. Selective revaluations of individual assets within a class are not permitted.

If, as a result of the revaluation, an asset's carrying amount:

1. is increased, the increase is recognised as other comprehensive income and accumulated in equity as a revaluation surplus. However, the increase is recognised in profit or loss to the extent that it reverses a revaluation decrease of the same asset previously recognised in profit or loss.
2. is decreased, the decrease is recognised in profit or loss. However, the decrease is recognised in other comprehensive income to the extent of any credit balance existing in the revaluation surplus in respect of that asset. The decrease recognised in other comprehensive income reduces the amount accumulated in equity under the heading of revaluation surplus.

4.7.5 Fair Value Assessments

Fair value is monitored and recorded in accordance with the fair value hierarchy requirements of AASB 116, levels 1 to 3 inputs, for recurring and non-recurring valuations.

At each valuation date, either annual or triennial, the City must review whether an asset's highest and best use differs from its current use when it is:

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(i) Classified as held for sale or held for distribution to owners in accordance with AASB 5 Noncurrent Assets Held for Sale and Discontinued Operations or,

(ii) Is highly probable that the asset will be used for an alternative purpose to its current use.

Where market sale of a comparable asset and market participant data required to measure the fair value of the asset are not observable, the City may make its own assumptions to develop any unobservable inputs and adjust those assumptions to the extent that information is reasonably available.

4.7.6 Right Of Use Assets and Vested Improvements

All right-of-use asset is measured at cost and is considered a zero cost concessionary asset. All right-of-use assets under zero cost concessionary assets are measured at zero cost rather than at fair value, except for vested improvements on concessionary land assets such as roads, buildings or other infrastructure which continue to be reported at fair value.

Vested land is measured at zero cost. Vested improvements are measured at fair value in accordance with the Regulations 17A (2)(a)(iv) and is a departure from AASB 16 Leases, which would have required the City to measure the vested improvements as part of the related right-of-use asset at zero cost. Decreases are recognised in the Statement of Comprehensive Income.

4.7.7 Land under Control and Land under Roads

The Regulations, requires vested land, including land under roads, to be treated as right-of-use assets measured at zero cost. This removes the inconsistency with AASB 1051 Land under Roads, which does not recognise land under roads. Measurement of land under roads are measured at zero cost and are not included in the statement of financial position.

The City has accounted for the removal of the vested land values associated with vested land previously recognised by removing the land value and associated revaluation reserve as of 1 July 2019.

4.8.8 Gains and losses on disposal of non-current assets

Gains and losses on disposals are determined by comparing proceeds with the carrying amount. These gains and losses are included in the Statement of Comprehensive Income. When revalued assets are sold, amounts included in the revaluation reserve relating to that asset are transferred to retained earnings.

4.8.9 Depreciation of Non-Current Assets

All non-current assets that have a limited useful life are separately and systematically depreciated over their useful lives in a manner that reflects the consumption of the future economic benefits embodied in those assets. Assets are depreciated from the date of acquisition or, in respect of internally constructed assets, from the time the assets are completed and held ready for use.

4.8.10 Depreciation on revaluation

When an item of property and infrastructure is revalued, any accumulated depreciation at



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the date of the revaluation is treated in one of the following ways:

(i) The gross carrying amount is adjusted in a manner that is consistent with the revaluation of the carrying amount of the asset.

(ii) Eliminated against the gross carrying amount of the asset and the net amount restated to the revalued amount of the asset.

Depreciation is recognised on a straight-line basis over the useful life, using rates which are reviewed at each reporting period.

The major categories of assets and the useful lives recorded on recognition are:

Buildings*	40 - 80 years
Bus Shelters*	30 - 50 years
Computer Hardware	3 years
Computer Software	2 years
Pathways*	25 - 70 years
Furniture & Equipment	10 years
Heavy Vehicles - 1,201 kg to 4,000 kg	6 years/100,000 km's (45% residual)
Heavy Vehicles - 4,001 kg to 9,000 kg	6 years/200,000 km's (40% residual)
Heavy Vehicles - 9,001 kg to 12,000 kg	8 years/500,000 km's (48% residual)
Heavy Vehicles – Refuse	5 years (20% residual)
Irrigation Piping	30 years
Artwork & Artefacts**	Not Applicable
Land**	Not Applicable
Light Vehicles	3 years (60% residual)
Other Infrastructure*	10 – 80 years
Other Plant and Equipment	10 years
Parks & Reserves*	12 - 85 years
Plant	10 years (50% residual)
Reserves/Playground Equipment*	10 - 15 years
Sealed Car Parks – Pavement*	40 - 80 years
Road – Kerbs	40 years
Road – Seal*	15 - 40 years
Road Pavement *	40 years
Underpasses	40 years
Water Supply Piping & Drainage Systems*	40 - 80 years

*Due to useful lives of the individual assets within each asset type varying, despite being of a similar nature, the asset types denoted have a range of depreciation periods.

**Land, Artwork and Artefacts are not considered depreciable asset classes.

Residual values and useful lives of assets are reviewed and adjusted, if appropriate, at the end of each reporting period. Carrying value amounts are written down immediately to their recoverable amount if the asset's carrying amount is greater than its estimated recoverable amount.

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4.8.11 Impairment

In accordance with the Regulations 17A(4C), the City is not required to comply with AASB136 Impairment of Assets to determine the recoverable amount of its non-financial assets that are land or buildings classified as property, plant and equipment, infrastructure or vested improvements that the local government controls in circumstances where there has been an impairment indication of a general decrease in asset values.

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In other circumstances where it has been assessed that one or more of these non-financial assets are impaired, the asset's carrying amount is written down immediately to its recoverable amount if the asset's carrying amount is greater than its estimated recoverable amount.

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(g) Non-Current Assets

~~Each class of fixed assets within either property, plant and equipment or infrastructure, is carried at cost or fair value less, where applicable, any accumulated depreciation and impairment losses.~~

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~~Assets for which the fair value as at the date of acquisition is under \$5,000 are not recognised as an asset in accordance with Financial Management Regulations 17A (5). These assets are expensed immediately and are placed on an "Attractive & Portable Device Register" list for reference and maintenance.~~

~~Where multiple individual low value assets are purchased together as part of a larger asset or collectively forming a larger asset exceeding the threshold, the individual assets are recognised as one asset and capitalised.~~

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Initial recognition and measurement between mandatory revaluation dates

In relation to initial measurement, cost is determined as fair value of the assets given as consideration plus costs incidental to acquisition. For assets acquired at zero cost or otherwise significantly less than fair value cost is determined as fair value at the date of acquisition.

The cost of non-current assets constructed by the City includes the cost of all materials used in construction, direct labour on the project and an appropriate proportion of variable and fixed overheads.

Individual assets that are land, buildings, infrastructure and investment properties (including vested improvements) acquired between initial recognition and the next revaluation of the asset class in accordance with the mandatory measurement framework, are recognised at cost and disclosed at fair value as management believes cost approximates fair value. They are subject to subsequent revaluation at the next anniversary date in accordance with the mandatory measurement framework.

Revaluation

The fair value of land, buildings, infrastructure and investment properties is determined three years in accordance with the regulatory framework. This includes buildings and infrastructure items which were pre-existing improvements (i.e. vested improvements) on vested land.

At the end of each period the valuation is reviewed and where appropriate the fair value is updated to reflect current market conditions. This process is considered to be in accordance with the *Local Government (Financial Management) Regulation 17A (2) (a)*, which requires land, buildings, infrastructure, investment properties and invested improvements to be shown at fair value.

Individual assets that are plant and equipment type assets and right-of-use assets are measured using the cost model in accordance with *Local Government (Financial Management) Regulation 17A (2)(b)* and *17A (2)(c)*.

Increases in the carrying amount arising on revaluation of assets are credited to a revaluation reserve. Decreases in the carrying amount that offset previous increases of the same asset classes are recognised against revaluation reserve directly in equity. All other decreases are recognised in the Statement of Comprehensive Income.

Land under Control and Land under Roads

As a result of amendments to the Local Government (Financial Management) Regulations 1996, effective from 1 July 2019, vested land, including land under roads, is treated as right-of-use assets measured at zero cost. Therefore, the previous inconsistency with AASB 1051 in respect of non-recognition of land under roads acquired on or after 1 July 2008 has been removed, even though measurement at zero cost means that land under roads is still not included in the statement of financial position.



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The City has accounted for the removal of the vested land values associated with vested land previously recognised by removing the land value and associated revaluation reserve as at 1 July 2019.

Vested improvements

The measurement of vested improvements at fair value in accordance with *Local Government (Financial Management) Regulations 1996 17A (2)(a)(iv)* is a departure from AASB 16 which would have required the City to measure the vested improvements as part of the related right-of-use asset at zero cost.

Gains and losses on disposal of noncurrent assets

Gains and losses on disposals are determined by comparing proceeds with the carrying amount. These gains and losses are included in the Statement of Comprehensive Income. When revalued assets are sold, amounts included in the revaluation reserve relating to that asset are transferred to retained earnings.

(h) Depreciation of Non-Current Assets

All non-current assets that have a limited useful life are separately and systematically depreciated over their useful lives in a manner that reflects the consumption of the future economic benefits embodied in those assets. Assets are depreciated from the date of acquisition or, in respect of internally constructed assets, from the time the assets is completed and held ready for use.

Depreciation is recognised on a straight-line basis over the useful life, using rates which are reviewed at each reporting period.

The major categories of assets and the useful lives recorded on recognition are:

Buildings	40 years
Bus Shelters*	30–50 years
Computer Hardware	3 years
Computer Software	2 years
Pathways*	25–70 years
Furniture & Equipment (excluding Artwork & Artefacts **)	10 years
Heavy Vehicles – 1,201 kg to 4,000 kg	6 years/100,000 km's (45% residual)
Heavy Vehicles – 4,001 kg to 9,000 kg	6 years/200,000 km's (40% residual)
Heavy Vehicles – 9,001 kg to 12,000 kg	8 years/500,000 km's (48% residual)
Heavy Vehicles – Refuse	5 years (20% residual)
Irrigation Piping	30 years
Land**	Not Applicable
Light Vehicles	3 years (60% residual)
Other Infrastructure*	10–80 years
Other Plant and Equipment	10 years
Parks & Reserves*	12–85 years
Plant	10 years (50% residual)
Reserves/Playground Equipment*	10–15 years



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Sealed Car Parks — Pavement*	40 – 80 years
Road — Kerb	40 years
Road — Seal*	15 – 40 years
Road Pavement *	40 years
Underpasses	40 years
Water Supply Piping & Drainage Systems*	40 – 80 years

*Due to useful lives of the individual assets within each asset type varying, despite being of a similar nature, the asset types denoted have a range of depreciation periods.

**Land, Artwork and Artefacts are not considered depreciable asset classes.

The assets' residual values and useful lives are reviewed and adjusted, if appropriate, at the end of each reporting period. As asset's carrying amount is written down immediately to its recoverable amount if the asset's carrying amount is greater than its estimated recoverable amount.

Financial Instruments

Recognition and Derecognition

Financial Instruments, financial assets and financial liabilities are recognised when the City becomes a party to the contractual provisions of the financial instrument. Financial assets are derecognised when the contractual rights to the cash flows from the financial asset expire, or when the financial asset and substantially all the risks and rewards are transferred. A financial liability is derecognised when it is extinguished, discharged, cancelled or expires.

Classification and initial measurement of financial assets

Except for those trade receivables that do not contain a significant financing component and are measured at the transaction price in accordance with AASB 15, all financial assets are initially measured at fair value adjusted for transaction costs (where applicable).

Financial assets, other than those designated and effective as hedging instruments, are classified into the following categories:

- amortised cost;
- fair value through profit or loss (FVTPL); and
- fair value through other comprehensive income (FVOCI).

The classification is determined by both:

- the City's business model for managing the financial asset; and
- the contractual cash flow characteristics of the financial asset.

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Council Policy

- All income and expenses relating to financial assets that are recognised in profit or loss are presented within finance costs, finance income or other financial items, except for impairment of trade receivables which is presented within other expenses.
- Subsequent measurement of financial assets
- Financial assets at amortised cost
- Financial assets are measured at amortised cost if the assets meet the following conditions (and are not designated as FVTPL):
 - they are held within a business model whose objective is to hold the financial assets and collect its contractual cash flows; and
 - the contractual terms of the financial assets give rise to cash flows that are solely payments of principal and interest on the principal amount outstanding.
- This category includes non-derivative financial assets like loans and receivables with fixed or determinable payments that are not quoted in an active market. After initial recognition, these are measured at amortised cost using the effective interest method. Discounting is omitted where the effect of discounting is immaterial. The City's cash and cash equivalents, trade and most other receivables fall into this category of financial instruments.
- Financial assets at fair value through profit or loss (FVTPL)
- Financial assets that are held within a different business model than 'hold to collect' or 'hold to collect and sell', and financial assets whose contractual cash flows are not solely payments of principal and interest are accounted for at FVTPL. All derivative financial instruments fall into this category, except for those designated and effective as hedging instruments, for which the hedge accounting requirements apply.
- Assets in this category are measured at fair value with gains or losses recognised in profit or loss. The fair values of financial assets in this category are determined by reference to active market transactions or using a valuation technique where no active market exists.
- Financial assets at fair value through other comprehensive income (FVOCI)
- Financial assets are accounted for at FVOCI if the assets meet the following conditions:
 - they are held under a business model whose objective is hold to collect the associated cash flows and sell; and
 - the contractual terms of the financial assets give rise to cash flows that are solely payments of principal and interest on the principal amount outstanding.
- Any gains or losses recognised in Other Comprehensive Income will be realised upon derecognition of the asset. This category includes listed securities and debentures.



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- Classification and measurement of financial liabilities
- Financial liabilities are initially measured at fair value and where applicable, adjusted for transaction costs unless the City designated a financial liability at FVTPL.
- Subsequently, financial liabilities are measured at amortised cost using the effective interest method except for derivatives and financial liabilities designated at FVTPL, which are carried at fair value with gains or losses recognised in profit or loss (other than derivative financial instruments that are designated and effective as hedging instruments).
- All interest-related charges and if applicable changes in an instrument's fair value that are reported in profit or loss, are included within finance costs or finance income.
- Impairment of Financial assets
- The City considers a broad range of information when assessing credit risk and measuring expected credit losses, including past events, current conditions, reasonable and supportable forecasts that affect the expected collectability of the future cash flows of the instrument.
- Measurement of the expected credit losses is determined by a probability-weighted estimate of credit losses over the expected life of the financial instrument.
- (j) Fair Value Estimation
- The fair value of financial assets and financial liabilities must be estimated for recognition and measurement or for disclosure purposes.
- The fair value of financial instruments traded in active markets is determined using various valuation techniques. The City uses valuation methods and makes assumptions that are based on market conditions existing at each Statement of Financial Position date. Quoted market prices or dealer quotes for similar instruments are used for long-term debt instruments held. Other techniques, such as estimated discounted cash flows, are used to determine fair value for the remaining financial instruments.
- The nominal value less estimated credit adjustments of trade receivables and payables are assumed to approximate fair values. The fair value of financial liabilities for disclosure purposes is estimated by discounting future contractual cash flows at the current market interest rate that is available to the City for similar financial instruments.

4.8 Provisions

Provisions are recognised when the City has a present legal or constructive obligation resulting from past events for which it is probable that an outflow of economic benefits will result and can be reliably measured. Provisions are not recognised for future possible operating losses.

Where there are a number of similar obligations, and the likelihood that an outflow will be required in settlement the required provision is determined by considering the class of obligations as a whole. A provision is recognised even if the likelihood of an outflow, with respect to any one item included in the same class of obligations, may be small.

(k) Provisions

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Provisions are recognised when the City has a present legal or constructive obligation as a result of past events for which it is probable that an outflow of economic benefits will result, and that outflow can be reliably measured. Provisions are not recognised for future operating losses. Where there are a number of similar obligations, the likelihood that an outflow will be required in settlement is determined by considering the class of obligations as a whole. A provision is recognised even if the likelihood of an outflow, with respect to any one item included in the same class of obligations, may be small.



Council Policy

4.9 Leases (Right of Use Assets)

The City recognises leases in accordance with the recognition and disclosure requirements of the AASB 16 as being either operating or financial leases. A lease is classified as a finance lease if it transfers substantially all the risks and rewards incidental to ownership of an underlying asset. A lease is classified as an operating lease if it does not transfer substantially all the risks and rewards incidental to ownership of an underlying asset.

4.9.1 Finance Leases

As at the commencement date, a right of use asset is recognised at cost and lease liability at the present value of the lease payments that are not paid at that date.

The lease payments are discounted using the interest rate implicit in the lease if that rate can be readily determined. If that rate cannot be readily determined, the City shall use its incremental borrowing rate.

4.9.2 Operating Leases

A lease is classified as an operating lease if it does not transfer substantially all the risks and rewards incidental to ownership of an underlying asset. Lease payments made under an operating lease is expensed directly to the Profit and Loss.

Contracts that are classified as short-term leases (with a remaining term of 12 months or less), and leases of low value assets are recognised as an operating expense on a straight-line basis over the term of the lease.

4.9.3 Right-of-use assets - depreciation

Right-of-use assets are depreciated over the lease term or useful life of the underlying asset, whichever is the shortest. Where a lease transfers ownership of the underlying asset, or the cost of the right-of-use asset reflects that the City anticipates exercising a purchase option, the specific asset is amortised over the useful life of the underlying asset.

4.9.4 The City as Lessor

Upon entering into each contract as a lessor, the City assesses if the lease is a finance or operating lease.

The contract is classified as a finance lease when the terms of the lease transfer substantially all the risks and rewards of ownership to the lessee. All other leases not within this definition are classified as operating leases. Rental income received from operating leases is recognised on a straight-line basis over the term of the specific lease.

Initial direct costs incurred in entering into an operating lease (eg legal cost, cost to setup) are included in the carrying amount of the leased asset and recognised as an expense on a straight-line basis over the lease term.

When a contract is determined to include lease and non-lease components, the City applies AASB 15 Revenue from Contracts with Customers to allocate the consideration under the contract to each component.

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Council Policy

(f) Leases

On adoption of AASB 16, The City recognised lease liabilities in relation to leases which had previously been classified as operating leases.

At the commencement date, the City assesses if the contract contains or is a lease. A contract is, or contains, a lease if the contract conveys the right to control the use of an identified asset for a period of time in exchange for consideration.

At the commencement date, a right of use asset is recognised at cost and lease liability at the present value of the lease payments that are not paid at that date. The lease payments are discounted using the interest rate implicit in the lease, if that rate can be readily determined. If that rate cannot be readily determined, the City uses its incremental borrowing rate.

All contracts that are classified as short-term leases (i.e. a lease with a remaining term of 12 months or less) and leases of low-value assets are recognised as an operating expense on a straight-line basis over the term of the lease.

Leases for right-of-use assets are secured over the asset being leased.

4.10 Investments in Associate Entities

An associate is an entity over which the City has significant influence. Significant influence is the power to participate in the financial operating policy decisions of that entity but is not control or joint control of those policies.

Investments in associates are accounted for in the Financial Report by applying the equity method of accounting, whereby the investment is initially recognised at cost and the carrying value is adjusted thereafter to recognise:

- increases or decreases in the investor's share of the associate's profit or loss is included in the City's profit or loss.
- increases or decreases in the investor's share of the associate's other comprehensive income. Such as the revaluation increments / decrement.
- distributions received from an associate that reduce the carrying amount of the investment.

Any discount on acquisition, whereby the City's share of the net fair value of the associate exceeds the cost of investment, is recognised in profit or loss in the period in which the investment is acquired.

Profits and losses resulting from transactions between the City and the associate are eliminated to the extent of the City's interest in the associate.

When the City's share of losses in an associate equals or exceeds its interest in the associate, the City discontinues recognising its share of further losses unless the City has incurred legal or constructive obligations or made payments on behalf of the associate.

When the associate subsequently generates a profit, the City will resume recognising its share of those profits once its share of the profits equals the share of the losses not recognised.

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Council Policy

(m) Investments in Associates

An associate is an entity over which the City has significant influence. Significant influence is the power to participate in the financial operating policy decisions of that entity but is not control or joint control of those policies. Investments in associates are accounted for in the financial statements by applying the equity method of accounting, whereby the investment is initially recognised at cost and adjusted thereafter for the post-acquisition change in the City's share of net assets of the associates. In addition, the City's share of the profit or loss of the associate is included in the City's profit or loss.

The carrying amount of the investment includes, where applicable, goodwill relating to the associate. Any discount on acquisition, whereby the City's share of the net fair value of the associate exceeds the cost of investment, is recognised in profit or loss in the period in which the investment is acquired.

Profits and losses resulting from transactions between the City and the associate are eliminated to the extent of the City's interest in the associate.

When the City's share of losses in an associate equals or exceeds its interest in the associate, the City discontinues recognising its share of further losses. This occurs unless the City has incurred legal or constructive obligations or made payments on behalf of the associate. When the associate subsequently generates a profit, the City will resume recognising its share of those profits once its share of the profits equals the share of the losses not recognised.

4.11 Impairment

AASB 136 Impairment of Assets requires annual testing of assets, other than inventories or goodwill, for impairment. In accordance with *Local Government (Financial Management) Regulations 17A(4C)*, the City is not required to comply with AASB 136 Impairment of Assets to determine the recoverable amount of its non-financial assets that are land or buildings classified as property, plant and equipment, infrastructure or vested improvements.

Where impairments exist, an estimate of the recoverable amount must be made and appropriate adjustments made. Assets that are subject to amortisation are reviewed for impairment whenever events or changes in circumstances indicate that the carrying amount may not be recoverable in full.

An impairment loss is recognised for the amount by which the asset's carrying amount exceeds its recoverable amount to reduce the carrying value of the asset to its recoverable amount. Impairment losses are to be treated in the following manner:

- Impairment losses on a non-revalued asset is recognised directly in the profit or loss.
- Impairment losses on assets that have previously been revalued is recognised in other comprehensive income to the extent that the impairment loss does not exceed the amount in the revaluation surplus for that same asset. An impairment loss on a revalued asset reduces the revaluation surplus for that asset.

The recoverable amount of an asset is the higher of its fair value less costs to sell and value in use.

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For non-cash generating assets such as roads, drains and public buildings and the like, value in use is represented by the asset's written down replacement cost determined by the latest available revaluation of the applicable asset class.

(n)—Impairment

In accordance with Australian Accounting Standards the City's assets, other than inventories, are tested annually for impairment. Where impairment exists, an estimate of the recoverable amount of the asset is made in accordance with AASB 136



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~~Impairment of Assets and appropriate adjustments made. Assets that are subject to amortisation are reviewed for impairment whenever events or changes in circumstances indicate that the carrying amount may not be recoverable. An impairment loss is recognised for the amount by which the asset's carrying amount exceeds its recoverable amount. The recoverable amount is the higher of an asset's fair value less costs to sell and value in use. Impairment losses are recognised in the Statement of Comprehensive Income.~~

~~For non-cash generating assets such as roads, drains and public buildings and the like, value in use is represented by the asset's written down replacement cost.~~

4.12 Trade and Other Payables

4.12.1 Financial Liabilities

~~Financial liabilities are initially recognised at fair value when the City becomes a party to the contractual provisions of the instrument and subsequently measured at amortised cost. Financial liabilities are derecognised when the related obligations are discharged, cancelled or expired. The difference between the carrying amount of the financial liability extinguished or transferred to another party and any consideration paid, including the transfer of non-cash assets or liabilities assumed, is recognised in statement of comprehensive income.~~

4.12.2 Trade and Other Payables

~~Trade and other payables reflect obligations to make future payments in respect of the purchase of goods and services and are carried at amortised cost. The amounts are unsecured and are usually paid within 30 days from the date of receipt of the invoice unless otherwise agreed. The carrying amounts of trade and other payables are considered to be the same as their fair values, due to their short-term nature.~~

4.12.3 Prepaid Rates

~~Prepaid rates are, until the taxable event has occurred (start of the next financial year), refundable at the request of the ratepayer. Rates received in advance are initially recognised as a financial liability. When the taxable event occurs, the financial liability is extinguished, and the City recognises income for the prepaid rates that have not been refunded.~~

4.12.4 Bonds and security Deposits

~~The City receives bonds and security deposits from developers and contractors as guarantees for the completion, and any make good for damages done, for building works. On completion, inspections are undertaken, and the retention amount is returned less any deduction for damages.~~

~~Retentions are all classed as current liabilities due the unknown completion timeframes of the contract work they support.~~

(o) Trade and Other Payables

~~Trade and other payables reflect obligations to make future payments in respect of the~~

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~~purchase of goods and services and are carried at amortised cost. The amounts are unsecured and are usually paid within 30 days from the date of receipt of the invoice unless otherwise agreed.~~

4.13 Other Liabilities

4.13.1 Contract Liabilities

Unspent amount of revenue from developers' contributions and interest earned on unspent balances are accounted as liabilities until such time that the construction obligations are met.

Contract liabilities represent the City's obligation to transfer goods or services to a customer for which the City has received consideration from the customer. Contract liabilities represent obligations which are not yet satisfied.

Contract liabilities are recognised as Income when the performance obligations in the contract are satisfied.

4.13.2 Capital Grant/Contribution Liabilities

These liabilities represent the City's obligations to construct recognisable non-financial assets, to identified specifications, which will be controlled by the City. Income is recognised as income when the obligations in the contract are satisfied.

Fair values for non-current capital grant/contribution liabilities, not expected to be extinguished within 12 months, are based on discounted cash flows of expected cashflows to satisfy the obligations using a current borrowing rate.

4.14 Borrowings

All loans and borrowings are initially recognised at the fair value of the consideration received less directly attributable transaction costs.

After initial recognition, interest-bearing loans and borrowings are subsequently measured at amortised cost using the effective interest method. Fees paid for the establishment of loan facilities that are yield related are included as part of the carrying amount of the loans and borrowings.

Borrowings are classified as current liabilities unless the City has an unconditional right to defer settlement of the liability for at least 12 months after the date of the Statement of Financial Position.

Interest, dividends, losses and gains relating to a financial instrument or a component that is a financial liability shall be recognised as income or expense in statement of comprehensive income.

4.14.1 Borrowing costs

Borrowing costs are recognised as an expense when incurred except where they are directly attributable to the acquisition, construction or production of a qualifying asset. Where this is the case, they are capitalised as part of the cost of the particular asset until

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such time as the asset is substantially ready for its intended use or sale.

Fair values of borrowings are not materially different to their carrying amounts, since the interest payable on those borrowings is either close to current market rates or the borrowings are of a short term nature.

Borrowings fair values are based on discounted cash flows using a current borrowing rate. They are classified as level 3 fair values in the fair value hierarchy due to the unobservable inputs, including own credit risk.

4.14.2 Risk

Information regarding exposure to risk will be reported in a note to the Annual Financial Report.

(p) Interest-bearing Loans and Borrowings

All loans and borrowings are initially recognised at the fair value of the consideration received less directly attributable transaction costs.

After initial recognition, interest-bearing loans and borrowings are subsequently measured at amortised cost using the effective interest method. Fees paid for the establishment of loan facilities that are yield-related are included as part of the carrying amount of the loans and borrowings.

Borrowings are classified as current liabilities unless the City has an unconditional right to defer settlement of the liability for at least 12 months after the Statement of Financial Position date. Borrowing costs are recognised as an expense when incurred, except where they are directly attributable to the acquisition, construction or production of a qualifying asset. Where this is the case, they are capitalised as part of the cost of the particular asset.

4.15 Employee Benefits (AASB 119)

Employee benefits are all forms of consideration given by an entity in exchange for service rendered by employees or for the termination of employment. Provisions shall be made for employee benefits relating to amounts expected to be paid for long service leave, annual leave, wages and salaries and are to be calculated as follows:

4.15.1 Definitions of Employee Benefits

Short-term employee benefits are benefits (other than termination benefits) that are expected to be settled wholly before 12 months after the end of the annual reporting period in which the employees render the related service, including wages, salaries and annual leave. Short-term employee benefits are measured at the (undiscounted) amounts expected to be paid when the obligation is settled.

Post-employment benefits are employee benefits (other than termination benefits and short-term employee benefits) that are payable after the completion of employment.

Termination benefits are employee benefits provided in exchange for the termination of an employee's employment as a result of either:

- an entity's decision to terminate an employee's employment before the normal

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Council Policy

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- an employee's decision to accept an offer of benefits in exchange for the termination of employment.

4.15.2 Wages and Salaries

Wages and salaries are paid fortnightly in accordance with Industrial Awards Salaries and wages are expensed directly to the profit and loss. Salaries and Wages incurred but not paid subsequent to the last pay before the balance date will be accrued.

4.15.3 Annual Leave and Long Service Leave (Short-term Benefits)

Provision is made for the City's obligations for short-term employee benefits including wages, salaries and annual leave. Short-term employee benefits are measured at nominal amounts expected to be paid when the obligation is settled.

4.15.4 Long Service Leave (Long-term Benefits)

The liability for long service leave is recognised in the provision for employee benefits. It is measured as the present value of expected future payments to be made in respect of services provided by employees up to the reporting date, using the projected unit credit method. Consideration is given to expected future wage and salary levels, experience of employee departures and periods of service. Expected future payments are discounted using market yields at the reporting date on national government bonds with terms to maturity that match as closely as possible, the estimated future cash outflows.

Where the City does not have the unconditional right to defer settlement beyond 12 months, the liability is recognised as a current liability.

(q) Employee Benefits

Provisions for employee benefits relates to amounts expected to be paid for long service leave, annual leave, wages and salaries and are to be calculated as follows:

Wages, Salaries, Annual Leave and Long Service Leave (Short-term Benefits)

The provisions for employees' benefits wages, salaries, sick leave, annual leave and long service leave expected to be settled within 12 months represents the amount the City has a present obligation to pay resulting from employees' services provided to Statement of Financial Position date. The provision is calculated at nominal amounts based on remuneration rates the City expects to pay and includes related on-costs.

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Long Service Leave (Long-term Benefits)

The liability for long service leave is recognised in the provision for employee benefits. It is measured as the present value of expected future payments to be made in respect of services provided by employees up to the reporting date, using the projected unit credit method. Consideration is given to expected future wage and salary levels, experience of employee departures and periods of service. Expected future payments are discounted using market yields at the reporting date on national government bonds with terms to maturity, and currency, that match as closely as possible, the estimated future cash outflows.

Where the City does not have the unconditional right to defer settlement beyond 12 months, the liability is recognised as a current liability.

(r) Superannuation

The City makes statutory contributions to a number of Superannuation Funds on behalf of its employees. It additionally co-contributes maximum 15% for employees who choose to make personal contributions by salary sacrifice. All contributions are recognised as an expense as they become payable. Prepaid contributions are recognised as an asset to the extent that a cash refund or a reduction in the future payments is available.

(s) Interests in Joint Arrangements

Joint arrangements represent the contractual sharing of control between parties in a business venture where unanimous decisions about relevant activities are required.

Separate joint venture entities providing joint venturers with an interest to net assets are classified as a joint venture and accounted for using the equity method.

Joint operations represent arrangements whereby joint operators maintain direct interests in each asset and exposure to each liability of the arrangement. The City's interests in the assets, liabilities, revenue and expenses of joint operations are included in the respective line items of the financial statements.

(t) Rates, Grants, Donations and Other Contributions

Revenue recognition is determined based on what the customer expects to be entitled to (rights and obligations), while measurement encompasses estimation by the entity of the amount expected to be entitled for performing under the contract or in the case of Rates, when the relevant rateable year commences.

AASB 1058 Income of Not-for-Profit Entities is considered where AASB 15 does not apply to a transaction. The timing of income recognition depends on whether a transaction gives rise to a performance obligation, liability or contribution by owners.

Where the amounts billed to customers are based on the achievement of various milestones established in the contract, the amounts recognised as revenue in a given period do not necessarily coincide with the amounts billed to or certified by the customer.



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4.16 Other Provisions (AASB 137 Provisions, Contingent Liabilities and Contingent Assets)

The City shall raise provisions where: -

- there is a present obligation (legal or constructive) which, as a result of a past event
- it is probable that an outflow of resources embodying economic benefits will be required to settle the obligation.
- a reliable estimate can be made of the amount of the obligation.

4.16.1 Make good provisions

Under the licence for the operation of the City waste landfill site in Wangara, the City has a legal obligation to remediate the site.

The estimated future obligations include the costs of restoring the affected areas and continued monitoring of the site.

The provision for future remediation costs is the best estimate of the present value of the expenditure required to settle the remediation obligation at the reporting date. Future remediation costs are reviewed annually and any changes in the estimate are reflected in the remediation provision at each reporting date.

4.16.2 Headwork Levy Refund-Development Contribution Plans

The receipted development contributions are in excess of the requirement of the Development Contribution Plans are grouped under "Headwork Levy Refunds - Development Contribution Plans". These amounts will be refunded to the respective developers at the end of the operational period of each Development Contribution Plan.

Headwork Levy Refund-Development Contribution Plans provisions are recognised when the City has a present legal or constructive obligation, as a result of past events, for which it is probable that an outflow of economic benefits will result and that outflow can be reliably measured.

Provisions are measured using the best estimate of the amounts required to settle the obligations at the end of the reporting period.

4.17 Contingent Liabilities

Contingent liabilities arise where, as a result of past events, there may be an outflow of resources embodying future economic benefits in settlement of:

- a present obligation
- a possible obligation whose existence will be confirmed only by the occurrence

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or non-occurrence of one or more uncertain future events not wholly within the control of the City

The City shall disclose for each contingent liability a brief description of the nature of the contingent liability and, where practicable:

- an estimate of its financial effect
- an indication of any uncertainties relating to the amount, timing or outflow
- the possibility of any reimbursement

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4.18 Current and Non-Current Classification (AASB 101 – Presentation of Financial Report)

The City shall present current and non-current assets, and current and non-current liabilities, as separate classifications in its statement of financial position. The basis of classification shall be assessed on the following basis:

4.18.1 Current assets where:

The city shall classify an asset as current when:

- Realisation, sale or consumption of the asset, is within the City's normal operating cycle
- Holds the asset primarily for trading purposes
- The realisation of the asset is expected within twelve months after the reporting period
- The asset is cash or a cash equivalent (as defined in AASB 107), unless restricted from being used to settle a liability for at least twelve months after the reporting period.

All other assets shall be classified as non-current.

4.18.2 Current Liabilities

The City shall classify a liability as current when:

- Settlement of the liability in its normal operating cycle
- Holds the liability primarily for the purpose of trading
- The settlement of the liability is due to be settled within twelve months after the reporting period
- There is no right, at the end of the reporting period, to defer settlement of the liability for at least twelve months after the reporting period.

All other liabilities shall be classified as non-current.

4.18.3 Liquidity Instruments

For liquid assets and liabilities, presentation shall be based on the liquidity of the underlying instruments.

4.19 Rounding of Figures

All figures in the annual financial statement, other than a rate in the dollar, are rounded to the nearest dollar.

4.20 Comparative Figures (AASB 101 – Presentation of Financial Statements, AASB 108 – Accounting Policies, Changes in Accounting Estimates and Errors))

4.20.1 Minimum Comparative Information

The City shall provide comparative information in respect to the preceding period for all

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amounts reported in the current period's Financial Report including comparative narrative and descriptive information if relevant to understanding the current period's Financial Report.

4.20.2 Change in accounting policy, retrospective restatement, reclassification or error

A third statement of financial position as at the beginning of the preceding period in addition to the minimum comparative Financial Report is required if the City makes:

- a change to an accounting policy applied retrospectively
- a retrospective restatement or reclassification of items in the Financial Report

This policy applies only if the retrospective application, restatement or reclassification has a material effect on the information in the statement of financial position at the beginning of the preceding period.

4.20.3 Budget Comparative Figures

Unless otherwise stated, budget comparative figures shown in the annual financial statement are the original adapted budget for the relevant item of disclosure.

Contract and Other Liabilities

On 1 July 2019 the City adopted "AASB 15 Revenue from Contracts with Customers" and "AASB 1058 income For Not-For-Profit Entities". The contract liabilities have arisen on adoption of AASB 15.

When an amount of consideration is received from a customer / fund provider prior to the City transferring a good or service to the customer, the City presents the funds which exceed revenue recognised as a contract liability. The contract liability remains until the City's obligations have been met.

(u) Current and Non-Current Classification

In the determination of whether an asset or liability is current or non-current, consideration is given to the time when each asset or liability is expected to be settled. The asset or liability is classified as current if it is expected to be settled within the next 12 months, being the City's operation cycle. In the case of liabilities where the City does not have the unconditional right to defer settlement beyond 12 months, such as vested long service leave, the liability is classified as current even if not expected to be settled within the next 12 months. Inventories held for trading are classified as current even if not expected to be realised in the next 12 months. An exception exists for land held for resale, where it is held as non-current based on the City's intentions to release for sale.

(v) Rounding of Figures

All figures in the annual financial statement, other than a rate in the dollar, are rounded to the nearest dollar.

(w) Comparative Figures

Where required, comparative figures are adjusted to conform to changes in presentation for the current financial year. When the City applies an accounting policy retrospectively or corrects prior period errors, the City makes a retrospective restatement or reclassifies items in its financial statements that have a material effect on the Statement of Financial

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~~Position. An additional (third) Statement of Financial Position as at the beginning of the preceding period in addition to the minimum comparative Financial Statements is presented~~

(x) ~~Budget Comparative Figures~~

~~Unless otherwise stated the budget comparative figures shown in the annual financial statement is the original budget for the relevant item of disclosure.~~

4.21 Investment Property (AASB 140)

Investment properties, principally comprising freehold land and buildings, are held for long-term rental yields and not occupied by the City.

In accordance with the *Local Government (Financial Management) Regulations 17A(2)*, the carrying amount of non-financial assets that are investment properties, are shown at their reportable value. The reportable value for the purpose of *Regulations 17A(4)* is the fair value of the asset at its last revaluation date.

4.21.1 Fair value of investment properties

A management valuation to be performed to determine the fair value of investment properties in between 3 year revaluation cycle implemented by the City. The main Level 3 inputs use in the valuation are discount rates, yields, expected vacancy rates and rental growth rates estimated by the management based on comparable transactions and industry data.

(y) ~~Investment Property~~

~~Investment property, principally comprising freehold buildings, is held for long-term rental yields. Investment property is carried at fair value, representing open-market value determined annually by external users.~~

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4.22 Non-Current Assets (or Disposal Groups) "Held for Sale"

Where Non-current assets (or disposal groups) are "held for sale", they are classified as such and stated at the lower of either:

- their carrying amount or
- fair value less expected costs to sell

Exceptions to this policy relate to plant and motor vehicles, which are sold on a regular basis. Plant and motor vehicles are retained as Non-Current Assets under the classification of Property, Plant and Equipment unless the assets are to be traded in after balance date and the replacement assets were already purchased and accounted for as at balance date.

Assets or disposal groups classified as Non-Current Assets "held for sale":

- an impairment loss is recognised at any time the asset's carrying value is greater than its fair value less costs to sell.
- Non-current assets "held for sale" are not depreciated or amortised while they are in this classification
- Non-current assets classified as "held for sale" are disclosed separately from other asset classes in the Statement of Financial Position.

4.23 Discontinued Operations

A discontinued operation is a component of the City's operations that has been disposed of or is classified as "held for sale".

A discontinued operation may represent a separate major line of business, geographical area of operations, which is part of a coordinated plan to dispose of such a line of business or area of operations, or is a subsidiary acquired exclusively with a view to resale.

The results of discontinued operations are shown separately on the face of the Statement of Comprehensive Income.

4.24 Intangible Assets

The City does not expect to classify any assets as Intangible.

(z) Non-Current Assets (or Disposal Groups) "Held for Sale" & Discontinued Operations

Non-current assets (or disposal groups) that are "held for sale" are classified as held for sale and stated at the lower of either:

- (i) their carrying amount or
- (ii) fair value less costs to sell, if their carrying amount will be recovered principally through a sale transaction rather than through continuing use

The exception to this is plant and motor vehicles, which are sold on a regular basis. Plant and motor vehicles are retained in Non-Current Assets under the classification of

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Property, Plant and Equipment unless the assets are to be traded in after balance date and the replacement assets were already purchased and accounted for as at balance date.

For any assets or disposal groups classified as Non-Current Assets "held for sale", an impairment loss is recognised at any time when the assets carrying value is greater than its fair value less costs to sell.

Non-current assets "held for sale" are not depreciated or amortised while they are classified as "held for sale".

Non-current assets classified as "held for sale" are presented separately from the other assets in the Statement of Financial Position.

A Discontinued Operation is a component of the City's operations that has been disposed of or is classified as "held for sale". A discontinued operation represents a separate major line of business or geographical area of operations, is part of a single co-ordinated plan to dispose of such a line of business or area of operations, or is a subsidiary acquired exclusively with a view to resale.

The results of discontinued operations are shown separately on the face of the Statement of Comprehensive Income.

(aa) Intangible Assets

The City is not expected to classify any assets as Intangible.

4.25 Money Paid in Lieu of Public Open Space

In Accordance with the amended Section 154 of the *Planning and Development Act 2005*,

- Unexpended funds received in lieu of public open space prior to 10 April 2006 and after 12 September 2020 will be transferred to a separate reserve account.
- Funds received from 10 April 2006 until 11 September 2020 will remain in trust funds.

4.26 Definition of Materiality (AASB 101 Presentation of Financial Statements)

The City must consider the materiality in the nature and value of individual transactions and balances and consider how their presentation may impact a reader's understanding of the information presented. Information is material if omitting, misstating or "obscuring" it could reasonably be expected to influence decisions that the primary users of Financial Report make on the basis of those Financial Report, which provide financial information about the City. (ab) Money Paid in Lieu of Public Open Space

Section 154 of the *Planning and Development Act 2005* was amended on 20 July 2020. Prior to 20 July 2020 all money received by a local government under section 153 of the *Planning and Development Act 2005* was to be paid into a separate account of the "trust fund" of the local government established under the section 6.9 of the Act.

In Accordance with the amended Section 154 of the *Planning and Development Act 2005*,

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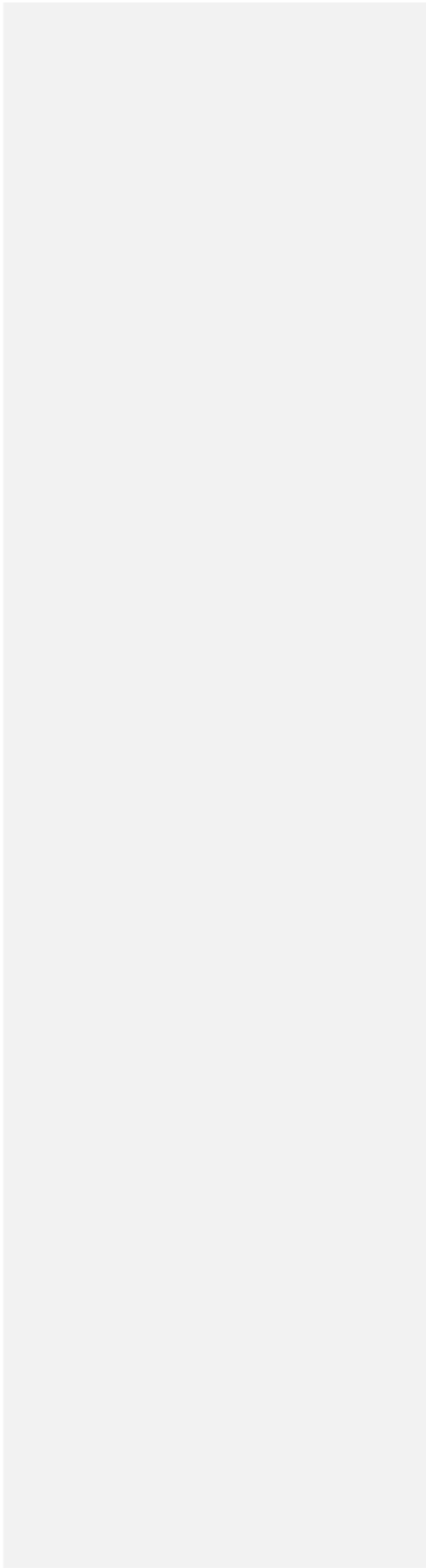
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~~unexpended funds received in lieu of public open space prior to 10 April 2006 and 12 September 2020 will be transferred to a separate reserve account. Funds received from 10 April 2006 until 11 September 2020 will remain in trust funds.~~





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~~(ac) Service Concession Arrangements: Grantors~~

~~AASB 1059 applies to arrangements that involve a third-party operator providing public services related to a service concession asset on behalf of a public sector grantor (in this case, local government) for a specified period of time and managing those services. The City has assessed the impact of AASB 1059, and concluded that there will be no impact.~~

~~(ad) AASB 2018-7 Definition of Materiality~~

~~The City has adopted the amendment to AASB 2018-7. The change includes additional explanation to expand the definition of what information may be considered material in nature and how presentation may also be an influence. Information is material if omitting, misstating or "obscuring" it could reasonably be expected to influence decisions that the primary users of general purpose financial statements make on the basis of those financial statements, which provide financial information about a specific reporting entity.~~

4.27 Council Members Remuneration (Sec. 44 – Regulations)

Payments and other benefits paid to Elected Members of the Council shall be disclosed in accordance with Section 44 of the Regulations.

~~(ae) Council Members Remuneration~~

~~Section 44 of the Regulations was amended to include the remuneration for "each person" instead of the total amount paid to council members.~~

4.28 Provision of Financial Guarantees and Lending Money

In certain circumstances the City may consider pre-funding selected community projects with special approval from Council. The interest is charged at the borrowing cost to the City. The City does not offer financial guarantees to external entities.

~~(af) New Accounting Standards and Interpretations for Application in Future Periods~~

~~Australian Accounting Standards and Interpretations that have been issued or amended but are not yet mandatory, will not be early adopted by the City. The City will adopt new Accounting Standards and Interpretations for the accounting periods on or after the effective date of the respective standard.~~

~~(ag) Provision of Financial Guarantees and Lending Money~~

~~In certain circumstances the City may consider pre-funding selected community projects with special approval from Council. The interest is charged at the borrowing cost to the City. The City does not offer financial guarantees to external entities.~~

5. SUMMARY OF OTHER MATERIAL ACCOUNTING POLICIES

a) Goods and Services Tax ("GST")

Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Australian Taxation Office (ATO).

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Receivables and payables are stated inclusive of GST receivable or payable. The net amount of GST recoverable from, or payable to, the ATO is included with receivables or payables in the statement of financial position.

Cash flows are presented on a gross basis. The GST components of cash flows arising from investing or financing activities which are recoverable from, or payable to, the ATO are presented as operating cash flows.

b) Interest revenue

Interest revenue is calculated by applying the effective interest rate to the gross carrying amount of a financial asset measured at amortised cost except for financial assets that subsequently become credit-impaired. For credit-impaired financial assets the effective interest rate is applied to the net carrying amount of the financial asset (after deduction of the loss allowance).

c) Fair value hierarchy

AASB 13 Fair Value Measurement requires the disclosure of fair value information by level of the fair value hierarchy, which categorises fair value measurement into one of three possible levels based on the lowest level input that is significant to the measurement can be categorised into as follows:

Level 1

Measurements based on quoted prices (unadjusted) in active markets for identical assets or liabilities that the entity can access at the measurement date.

Level 2

Measurements based on inputs other than quoted prices included in Level 1 that are observable for the asset or liability, either directly or indirectly.

Level 3

Measurements based on unobservable inputs for the asset or liability.

The fair values of assets and liabilities that are not traded in an active market are determined using one or more valuation techniques. These valuation techniques maximise, to the extent possible, the use of observable market data. If all significant inputs required to measure fair value are observable, the asset or liability is included in Level 2. If one or more significant inputs are not based on observable market data, the asset or liability is included in Level 3.

Valuation techniques

The City selects a valuation technique that is appropriate in the circumstances and for which sufficient data is available to measure fair value. The availability of sufficient and relevant data primarily depends on the specific characteristics of the asset or liability being measured. The valuation techniques selected by the City are consistent with one or more of the following valuation approaches:

Market approach

Valuation techniques that use prices and other relevant information generated by market transactions for identical or similar assets or liabilities.

Income approach

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Valuation techniques that convert estimated future cash flows or income and expenses into a single discounted present value.

Cost approach

Valuation techniques that reflect the current replacement cost of the service capacity of an asset.

Each valuation technique requires inputs that reflect the assumptions that buyers and sellers would use when pricing the asset or liability, including assumptions about risks. When selecting a valuation technique, the City gives priority to those techniques that maximise the use of observable inputs and minimise the use of unobservable inputs. Inputs that are developed using market data (such as publicly available information on actual transactions) and reflect the assumptions that buyers and sellers would generally use when pricing the asset or liability are considered observable, whereas inputs for which market data is not available and therefore are developed using the best information available about such assumptions are considered unobservable.

2. 6. Budget Variations

In order to maintain sound financial control the City maintains a Revised Budget. Budget revisions, reallocation or reporting is required in the following circumstances and actioned as follows:

Circumstances	Action
(a) Where expenditure is required to be incurred for a purpose for which there was no provision in the budget; or	In accordance with Section 6.8 of the <i>Local Government Act 1995</i> , by way of a report and recommendation to the council seeking authorisation of the expenditure and to endorse the necessary budget variation.
(b) Where grant or other monies are received that necessitate expenditure to be incurred and no provision was included in the budget.	
(c) <u>Where a material variance has occurred, or is likely to occur.</u>	<u>Variances over 10% and \$100,000 will be reported to Council via the monthly Financial Activity Statement Report.</u>

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Circumstances	Action
(c) Where a material variance has occurred, or is likely to occur.	Variances over 10% and \$100,000 will be reported to Council via the monthly Financial Activity Statement Report.

To facilitate proper accountability requirements, each Director will be presented with a report summarising all forecast changes within their Directorate for their endorsement.

2. OBJECTIVE AND PURPOSE

~~To provide a framework to ensure the City's financial information is reported to Council with consistent application of Australian Accounting Standards and in compliance with statutory requirements under the Local Government Act 1995 (the "Act"), and Local Government (Financial Management) Regulations 1996 (the "Regulations").~~

3. 7. KEY DEFINITIONS

Nil

4. 8. SCOPE

This policy will apply to the development and presentation of the City's;

- Annual Financial Statements;
- Management Accounts;
- ~~Annual Financial Statements;~~
- Annual Budget; and
- Long Term Financial Plan.

5. 9. IMPLICATIONS

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

- 7 ~ A well governed and managed City that makes informed decisions, provides strong community leadership and valued customer focused services*
- 7.1 - Clear direction and decision making*

6. 10. IMPLEMENTATION

Finance Service Unit is responsible for implementation of the Accounting Policy in preparing various reports listed under "Scope" section.

7. 11. AUTHORITIES AND ACCOUNTABILITIES

No Authority delegation required from Council.

8. 12. ROLES AND RESPONSIBILITIES

The Chief Executive Officer has a duty to ensure that accounts and records are kept in accordance with this policy. Through the directives of the Chief Executive Officer all staff are required to comply with this policy and other relevant policies, management.

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procedures, documents or delegations to ensure the City is in compliance with the Act, Regulations and relevant Australian Accounting Standards.

9. 13. DISPUTE RESOLUTION (if applicable)

All disputes in regard to this policy will be referred to the Director Corporate Strategy and Performance in the first instance and in the event that an agreement cannot be reached the matter will be submitted to the Chief Executive Officer for arbitration.

40. 14. EVALUATION AND REVIEW

Where, as a result of an amendment to legislation the need arises to action contrary to the provisions of this policy, the Director Corporate Strategy and Performance may initiate such variations as deemed necessary.

41. 15. RELATED DOCUMENTS

This policy is supported by the following policies, procedures and delegations:

- Investment Policy;
- Purchasing Policy;
- Financial (Cash Backed) Reserves Policy;
- Part 3 Financial Management of the Delegated Authority Registry;
- Strategic Budget Policy;
- Financial Hardship - Collection of Rates and Service Charges Policy;
- Fee Waivers, Concessions and Debt Write Off Policy.

42. 16. REFERENCES

- The *Local Government Act 1995*;
- The *Local Government (Financial Management) Regulations 1996*;
- Australian Accounting Standards Board (AASB) Standards; and
- Western Australian Local Government Accounting [Manual Guidelines](#).

43. 17. RESPONSIBILITY FOR IMPLEMENTATION

[Manager Finance](#)
[Chief Financial Officer](#)
[Coordinator Financial & Strategic Accounting](#)
[Team Leader Financial Accounting](#)

REVISION HISTORY

	Next Review	Record No.
1 July 1999		
9 January 2002		
26 April 2005 - GS04-04/05		

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Council Policy

28 August 2007 - CS05-08/07	July 2009	892532
May 2010 – CS06-05/10	October 2014	10/1334
November 2014	October 2015	14/289534[v1]
September 2015	September 2016	14/289534[v2]
March 2017	January 2018	17/34812
May 2018	May 2019	17/34812 [v2]
May 2019	May 2020	17/34812 [v3]
May 2020	May 2023	17/34812 [v4]
May 2021	May 2023	17/34812 [v5]
May 2023 - CS04-06/23	May-August 2025	17/34812 [v6]
August 2025		

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Council Policy

ACCOUNTING POLICY

Responsible Directorate:	Corporate Strategy & Performance
Responsible Service Unit:	Finance
Contact Person:	Chief Financial Officer
Date of Approval:	TBA
Council Resolution No:	TBA

1. POLICY STATEMENT

This policy will apply to the development and presentation of the City's;

- Annual Financial Statements;
- Management Accounts ;
- Annual Budget; and
- Long Term Financial Plan.

2. OBJECTIVE AND PURPOSE

To provide a framework to ensure the City's financial information is reported to Council with consistent application of Australian Accounting Standards and compliance with statutory requirements of the *Local Government Act 1995* (the "Act"), and *Local Government (Financial Management) Regulations 1996* (the "Regulations").

3. BASIS OF PREPARATION

The financial report comprises general purpose financial statements which have been prepared in accordance with the Act and accompanying Regulations.

(a) Local Government Act 1995 requirements

Section 6.4(2) of the Act read with the *Regulations* prescribe that the financial report be prepared in accordance with the Act and, to the extent that they are not inconsistent with the Act, the Australian Accounting Standards. The Australian Accounting Standards (as they apply to local governments and not-for-profit entities) and Interpretations of the Australian Accounting Standards Board were applied where no inconsistencies exist.

The *Regulations* specify that vested land is a right-of-use asset to be measured at cost and is considered a zero-cost concessionary lease. All right-of-use assets under zero-cost concessionary leases are measured at zero-cost rather than at fair value, except for vested improvements on concessionary land leases such as roads, buildings or other infrastructure which continue to be reported at fair value. The measurement of vested improvements at fair value is a departure from AASB 16 Leases which would have required the City to measure



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any vested improvements at zero-cost.

The regulations provide that:

- land and buildings classified as property, plant and equipment; or
- infrastructure; or
- vested improvements that the local government controls;

and measured at reportable value, are only required to be revalued every five years. Revaluing these non-financial assets every five years is a departure from AASB 116 Property, Plant and Equipment, which would have required the City to assess at each reporting date whether the carrying amount of the above mentioned non-financial assets materially differs from their fair value and, if so, revalue the class of non-financial assets.

However, the City's policy is to revalue those assets every three years. (Refer to the Section 4.7 Non-current assets)

The adapted accounting policies should be consistently applied in the preparation of financial reports unless stated otherwise. Except for cash flow and rate setting information, the financial report should be prepared on the accrual basis and is based on historical costs, modified, where applicable, by the measurement at fair value of selected non-current assets, financial assets and liabilities.

(b) Critical Accounting Estimates and Judgements

The preparation of a financial report in conformity with Australian Accounting Standards requires management to make judgements, estimates and assumptions that effect the application of policies and reported amounts of assets and liabilities, income and expenses.

The estimates and associated assumptions are based on historical experience and various other factors that are believed to be reasonable under the circumstances; the results of which form the basis of making the judgements about carrying values of assets and liabilities that are not readily apparent from other sources. Actual results may differ from these estimates.

The balances, transactions and disclosures impacted by accounting estimates are as follows:

- estimated fair value of certain financial assets
- impairment of financial assets
- estimation of fair values of land and buildings, infrastructure and investment property
- estimation uncertainties made in relation to lease accounting

As with all estimates, the use of different assumptions could lead to material changes to the amounts reported in the financial report.

(c) Initial Application of Accounting Standards

The Chief Financial Officer is responsible for ensuring all new or amended standards applicable to the current financial year have been reviewed and all necessary changes made to accounting systems and reporting to meet the requirements of the standard.

The City chooses not to be an early adopter of new or amended Accounting Standards.



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(d) The Local Government Reporting Entity

All funds through which the City controls resources to carry on its functions have been included in the financial statements forming part of the Annual Financial Report.

All monies held in the Trust Fund are excluded from the financial statements. A separate statement of those monies appears in a note to the Annual Financial Report.

4. MATERIAL ACCOUNTING POLICIES

4.1 Revenue

4.1.1 Contracts with customers

Recognition of revenue is dependent on the source of revenue and the relevant terms and conditions associated with each source of revenue and recognized as follows:

Revenue category	Nature of goods and services	When obligations typically satisfied	Payment terms	Returns/refunds/warranties	Timing of revenue recognition
Grants, subsidies or contributions	Community events, minor facilities, research, design, planning evaluation and services	Over time	Fixed terms. Transfer of funds based on agreed milestones and reporting	Contract obligation if project not complete	Output method based on project milestones and/or completion date matched to performance obligations
Fees and charges - licences, registrations, approvals	Building, Facility bookings, planning, development and animal management.	Single point in time	Full payment prior to issue.	None	On payment and issue of the licence, registration or approval
Fees and charges - waste management entry fees	Domestic waste collection, Waste treatment, recycling and disposal service at disposal sites	Single point in time	Payment in advance at gate or on normal trading terms if credit provided	None	On entry to facility and when Rate notice is issued
Other revenue - private works	Contracted private works	Single point in time	Monthly in arrears	None	At point of service

Considerations from contracts with customers is included in the transaction price.

4.1.2 Non-Cash Consideration (Contributed assets)

The City at various times, receives assets for which no monetary consideration has been paid. When the city obtains control of a contributed asset, the City shall account for the contributed goods or services as non-cash consideration received at fair value.

4.1.3 Disclosure

The City shall disclose qualitative and quantitative information about all of the following:

- disclose revenue from contracts separately from its other sources of revenue
- any impairment losses recognised on any contract assets arising from an entity's contracts with customers
- disaggregated revenue recognised from contracts with customers into categories that depict how nature, amount, timing and uncertainty of revenue and cash flows are affected by economic factors

4.2 Cash and Cash Equivalents and Restricted Financial Assets

4.2.1 Cash and cash equivalents

Cash and cash equivalents include cash on hand, cash at bank, deposits available on demand with banks and other short term highly liquid investments with original maturities of three months or less that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value.

Term deposits are presented as cash equivalents if they have a maturity of three months or less from the date of acquisition and are repayable with 24 hours' notice with no loss of interests.

Bank overdrafts are reported as short-term borrowings in current liabilities in the statement of financial position.

4.2.2 Restricted financial assets

Restricted financial asset balances are not available for general use by the City due to specific purposes and externally imposed restrictions. Restrictions are specified in an agreement, contract or legislation. This applies to reserve accounts, unspent grants, subsidies and contributions and unspent loans that have not been fully expended in the manner specified by the contributor, legislation or loan agreement.

4.3 Other Financial Assets

4.3.1 Other financial assets at amortised cost

The City classifies financial assets at amortised cost if both of the following criteria are met:



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- the asset is held within a business model whose objective is to collect the contractual cashflows, and
- the contractual terms give rise to cash flows that are solely payments of principal and interest.

Fair values of financial assets at amortised cost are not materially different to their carrying amounts, since the interest receivable on those assets is either close to current market rates or the assets are of a short-term nature. Non-current financial assets at amortised cost fair values are based on discounted cash flows using a current market rates. They are classified as level 2 fair values in the fair value hierarchy due to the observable market rates.

Interest received is presented under cashflows from operating activities in the Statement of Cash Flows where it is earned from financial assets that are held for cash management purposes.

4.3.2 Financial assets at fair value through profit or loss

The City has elected to classify the following financial assets at fair value through profit or loss:

- debt investments which do not qualify for measurement at either amortised cost or fair value through other comprehensive income.
- equity investments which the City has elected to recognise as fair value gains and losses through profit or loss.

4.4 Trade and Other Receivables

4.4.1 Rates and statutory receivables

Rates and statutory receivables are non-contractual receivables arising from statutory requirements and include amounts due from ratepayers for unpaid rates and other statutory charges or fines.

Rates and statutory receivables are recognised when the taxable event has occurred and can be measured reliably.

4.4.2 Trade receivables

Trade receivables are amounts receivable from contractual arrangements with customers for goods sold, services performed or grants or contributions with sufficiently specific performance obligations as part of the ordinary course of business.

4.4.3 Other Receivables

Other receivables are amounts receivable from contractual arrangements with third parties other than contracts with customers including grants for the construction of recognisable non-financial assets.

4.4.4 Measurement

Trade and other receivables are recognised initially at the amount of the transaction price, unless they contain a significant financing component, and are to be recognised at fair value.

4.4.5 Classification and subsequent measurement

In accordance with AASB 101.66, receivables which are generally due for settlement, within 30 days except rates receivables which are expected to be collected within 12 months are classified as current assets. All other receivables such as deferred pensioner rates receivable after the end of the reporting period are classified as non-current assets.

Due to the short-term nature of current receivables, their carrying amount is considered to be the same as their fair value.

4.5 Inventories

4.5.1 Raw materials and stores, work in progress and finished goods

Raw materials and stores, work in progress and finished goods are stated at the lower of cost and net realisable value. Cost comprises direct materials, direct labour and an appropriate proportion of variable and fixed overhead expenditure, the latter being allocated based on normal operating capacity. Costs are assigned to individual items of inventory based on weighted average costs. Net realisable value is the established selling price in the ordinary course of business less the estimated costs of completion and the estimated costs necessary to make the sale.

4.5.2 Non-current assets held for sale

Assets are classified as held for sale where the carrying amount will be recovered through a sale rather than continuing use and the asset is available for immediate sale with a sale being highly probable.

4.5.3 Land held for resale

Land held for resale is stated at the lower of cost and net realisable value. Cost is assigned by specific identification and includes the cost of acquisition, development and borrowing costs during development. When development is completed, borrowing costs and other holding charges are expensed as incurred. Borrowing costs included in the cost of land held for resale are those costs that would have been avoided if the expenditure on the acquisition and development of the land had not been made. Borrowing costs incurred while active development is interrupted for extended periods are recognised as expenses.

Revenue arising from the sale of property is recognised in the operating statement when an unconditional contract of sale is signed and all conditions of sale are met. Land held for resale is classified as current except where it is held as non-current based on the City's intentions to release for sale.



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4.6 Other Assets

4.6.1 Other current assets

Other non-financial assets include prepayments which represent payments in advance of receipt of goods or services or that part of expenditure made in one accounting period covering a term extending beyond that period.

4.6.2 Contract assets

Contract assets primarily relate to the City's right to consideration for work completed but not billed at the end of the period.

4.7 Non-Current Assets

Each class of fixed assets within either property, plant and equipment or infrastructure, is carried at cost or fair value less, where applicable, any accumulated depreciation and impairment losses.

4.7.1 Initial recognition

An item of property, plant and equipment or infrastructure that qualifies for recognition as an asset is measured at its cost.

Upon initial recognition, cost is determined as the amount paid (or other consideration given) to acquire the assets, plus costs incidental to the acquisition. The cost of non-current assets constructed by the City includes the cost of all materials used in construction, direct labour on the project and an appropriate proportion of variable and fixed overheads. For assets acquired at zero cost or otherwise significantly less than fair value, cost is determined as fair value at the date of acquisition.

Assets for which the fair value as at the date of acquisition is under \$5,000 are not recognised as an asset in accordance with *the Regulation 17A(5)*. These assets are expended immediately.

Where multiple individual low value assets are purchased together as part of a larger asset or collectively forming a larger asset exceeding the threshold, the individual assets are recognised as one asset and capitalised.

Individual assets that are land, buildings and infrastructure acquired between scheduled revaluation dates of the asset class in accordance with the City's revaluation policy, are recognised at cost and disclosed as being at reportable value.

4.7.2 Measurement after Recognition

Plant and equipment, furniture and equipment and right of use assets (Other than vested improvements) are measured using the cost model as required by the *Regulation 17A(2)*. Assets held under the cost model are carried at cost less accumulated depreciation and any impairment losses.



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4.7.3 Reportable value

In accordance with *Regulation 17A(2)*, the carrying amount of non-financial assets that are land and buildings classified as property, plant and equipment, investment properties, infrastructure or vested improvements that the City controls.

Reportable value is for the purpose of *Regulation 17A(4)* is the fair value of the asset at its last valuation date minus (to the extent applicable) the accumulated depreciation and any accumulated impairment losses in respect of the non-financial asset subsequent to its last valuation date.

4.7.4 Revaluation

The fair value of land, buildings and infrastructure is determined at least every five years in accordance with the regulatory framework. More specifically, the City has a policy of revaluing assets every three years. This includes buildings and infrastructure items which were pre-existing improvements (i.e. vested improvements) on vested land.

At the end of each period the valuation is reviewed and where appropriate the fair value is updated to reflect current market conditions. This process is in accordance with the *Regulation 17A (2) (a)*, which requires land, buildings, infrastructure, investment properties and vested improvements to be shown at fair value.

Individual assets that are plant and equipment type assets and right-of-use assets are measured using the cost model in accordance with *Regulation 17A (2)(b)* and *17A (2)(c)*.

Revaluations are conducted for like groups of assets at the same time. Selective revaluations of individual assets within a class are not permitted.

If, as a result of the revaluation, an asset's carrying amount:

1. is increased, the increase is recognised as other comprehensive income and accumulated in equity as a revaluation surplus. However, the increase is recognised in profit or loss to the extent that it reverses a revaluation decrease of the same asset previously recognised in profit or loss.
2. is decreased, the decrease is recognised in profit or loss. However, the decrease is recognised in other comprehensive income to the extent of any credit balance existing in the revaluation surplus in respect of that asset. The decrease recognised in other comprehensive income reduces the amount accumulated in equity under the heading of revaluation surplus.

4.7.5 Fair Value Assessments

Fair value is monitored and recorded in accordance with the fair value hierarchy requirements of AASB 116, levels 1 to 3 inputs, for recurring and non-recurring valuations.

At each valuation date, either annual or triennial, the City must review whether an asset's highest and best use differs from its current use when it is:



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(i) Classified as held for sale or held for distribution to owners in accordance with AASB 5 Noncurrent Assets Held for Sale and Discontinued Operations or,

(ii) Is highly probable that the asset will be used for an alternative purpose to its current use.

Where market sale of a comparable asset and market participant data required to measure the fair value of the asset are not observable, the City may make its own assumptions to develop any unobservable inputs and adjust those assumptions to the extent that information is reasonably available.

4.7.6 Right Of Use Assets and Vested Improvements

All right-of-use asset is measured at cost and is considered a zero cost concessionary asset. All right-of-use assets under zero cost concessionary assets are measured at zero cost rather than at fair value, except for vested improvements on concessionary land assets such as roads, buildings or other infrastructure which continue to be reported at fair value.

Vested land is measured at zero cost. Vested improvements are measured at fair value in accordance with the *Regulations 17A (2)(a)(iv)* and is a departure from AASB 16 Leases, which would have required the City to measure the vested improvements as part of the related right-of-use asset at zero cost. Decreases are recognised in the Statement of Comprehensive Income.

4.7.7 Land under Control and Land under Roads

The Regulations, requires vested land, including land under roads, to be treated as right-of-use assets measured at zero cost. This removes the inconsistency with AASB 1051 Land under Roads, which does not recognise land under roads. Measurement of land under roads are measured at zero cost and are not included in the statement of financial position.

The City has accounted for the removal of the vested land values associated with vested land previously recognised by removing the land value and associated revaluation reserve as of 1 July 2019.

4.8.8 Gains and losses on disposal of non-current assets

Gains and losses on disposals are determined by comparing proceeds with the carrying amount. These gains and losses are included in the Statement of Comprehensive Income. When revalued assets are sold, amounts included in the revaluation reserve relating to that asset are transferred to retained earnings.

4.8.9 Depreciation of Non-Current Assets

All non-current assets that have a limited useful life are separately and systematically depreciated over their useful lives in a manner that reflects the consumption of the future economic benefits embodied in those assets. Assets are depreciated from the date of acquisition or, in respect of internally constructed assets, from the time the assets are completed and held ready for use.

4.8.10 Depreciation on revaluation

When an item of property and infrastructure is revalued, any accumulated depreciation at



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the date of the revaluation is treated in one of the following ways:

- (i) The gross carrying amount is adjusted in a manner that is consistent with the revaluation of the carrying amount of the asset.
- (ii) Eliminated against the gross carrying amount of the asset and the net amount restated to the revalued amount of the asset.

Depreciation is recognised on a straight-line basis over the useful life, using rates which are reviewed at each reporting period.

The major categories of assets and the useful lives recorded on recognition are:

Buildings*	40 - 80 years
Bus Shelters*	30 - 50 years
Computer Hardware	3 years
Computer Software	2 years
Pathways*	25 - 70 years
Furniture & Equipment	10 years
Heavy Vehicles - 1,201 kg to 4,000 kg	6 years/100,000 km's (45% residual)
Heavy Vehicles - 4,001 kg to 9,000 kg	6 years/200,000 km's (40% residual)
Heavy Vehicles - 9,001 kg to 12,000 kg	8 years/500,000 km's (48% residual)
Heavy Vehicles – Refuse	5 years (20% residual)
Irrigation Piping	30 years
Artwork & Artefacts**	Not Applicable
Land**	Not Applicable
Light Vehicles	3 years (60% residual)
Other Infrastructure*	10 – 80 years
Other Plant and Equipment	10 years
Parks & Reserves*	12 - 85 years
Plant	10 years (50% residual)
Reserves/Playground Equipment*	10 - 15 years
Sealed Car Parks – Pavement*	40 - 80 years
Road – Kerbs	40 years
Road – Seal*	15 - 40 years
Road Pavement *	40 years
Underpasses	40 years
Water Supply Piping & Drainage Systems*	40 -80 years

*Due to useful lives of the individual assets within each asset type varying, despite being of a similar nature, the asset types denoted have a range of depreciation periods.

**Land, Artwork and Artefacts are not considered depreciable asset classes.

Residual values and useful lives of assets are reviewed and adjusted, if appropriate, at the end of each reporting period. Carrying value amounts are written down immediately to their recoverable amount if the asset's carrying amount is greater than its estimated recoverable amount.



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4.8.11 Impairment

In accordance with the *Regulations 17A(4C)*, the City is not required to comply with *AASB136 Impairment of Assets* to determine the recoverable amount of its non-financial assets that are land or buildings classified as property, plant and equipment, infrastructure or vested improvements that the local government controls in circumstances where there has been an impairment indication of a general decrease in asset values.

In other circumstances where it has been assessed that one or more of these non-financial assets are impaired, the asset's carrying amount is written down immediately to its recoverable amount if the asset's carrying amount is greater than its estimated recoverable amount.

4.8 Provisions

Provisions are recognised when the City has a present legal or constructive obligation resulting from past events for which it is probable that an outflow of economic benefits will result and can be reliably measured. Provisions are not recognised for future possible operating losses.

Where there are a number of similar obligations, and the likelihood that an outflow will be required in settlement the required provision is determined by considering the class of obligations as a whole. A provision is recognised even if the likelihood of an outflow, with respect to any one item included in the same class of obligations, may be small.

4.9 Leases (Right of Use Assets)

The City recognises leases in accordance with the recognition and disclosure requirements of the AASB 16 as being either operating or financial leases. A lease is classified as a finance lease if it transfers substantially all the risks and rewards incidental to ownership of an underlying asset. A lease is classified as an operating lease if it does not transfer substantially all the risks and rewards incidental to ownership of an underlying asset.

4.9.1 Finance Leases

As at the commencement date, a right of use asset is recognised at cost and lease liability at the present value of the lease payments that are not paid at that date.

The lease payments are discounted using the interest rate implicit in the lease if that rate can be readily determined. If that rate cannot be readily determined, the City shall use its incremental borrowing rate.

4.9.2 Operating Leases

A lease is classified as an operating lease if it does not transfer substantially all the risks and rewards incidental to ownership of an underlying asset. Lease payments made under an operating lease is expensed directly to the Profit and Loss.

Contracts that are classified as short-term leases (with a remaining term of 12 months or less), and leases of low value assets are recognised as an operating expense on a straight-line basis over the term of the lease.



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4.9.3 Right-of-use assets - depreciation

Right-of-use assets are depreciated over the lease term or useful life of the underlying asset, whichever is the shortest. Where a lease transfers ownership of the underlying asset, or the cost of the right-of-use asset reflects that the City anticipates exercising a purchase option, the specific asset is amortised over the useful life of the underlying asset.

4.9.4 The City as Lessor

Upon entering into each contract as a lessor, the City assesses if the lease is a finance or operating lease.

The contract is classified as a finance lease when the terms of the lease transfer substantially all the risks and rewards of ownership to the lessee. All other leases not within this definition are classified as operating leases. Rental income received from operating leases is recognised on a straight-line basis over the term of the specific lease.

Initial direct costs incurred in entering into an operating lease (eg legal cost, cost to setup) are included in the carrying amount of the leased asset and recognised as an expense on a straight-line basis over the lease term.

When a contract is determined to include lease and non-lease components, the City applies AASB 15 Revenue from Contracts with Customers to allocate the consideration under the contract to each component.

4.10 Investments in Associate Entities

An associate is an entity over which the City has significant influence. Significant influence is the power to participate in the financial operating policy decisions of that entity but is not control or joint control of those policies.

Investments in associates are accounted for in the Financial Report by applying the equity method of accounting, whereby the investment is initially recognised at cost and the carrying value is adjusted thereafter to recognise:

- increases or decreases in the investor's share of the associate's profit or loss is included in the City's profit or loss.
- increases or decreases in the investor's share of the associate's other comprehensive income. Such as the revaluation increments / decrement.
- distributions received from an associate that reduce the carrying amount of the investment.

Any discount on acquisition, whereby the City's share of the net fair value of the associate exceeds the cost of investment, is recognised in profit or loss in the period in which the investment is acquired.

Profits and losses resulting from transactions between the City and the associate are eliminated to the extent of the City's interest in the associate.

When the City's share of losses in an associate equals or exceeds its interest in the associate, the City discontinues recognising its share of further losses unless the City has incurred legal or constructive obligations or made payments on behalf of the associate.



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When the associate subsequently generates a profit, the City will resume recognising its share of those profits once its share of the profits equals the share of the losses not recognised.

4.11 Impairment

AASB 136 Impairment of Assets requires annual testing of assets, other than inventories or goodwill, for impairment. In accordance with *Local Government (Financial Management) Regulations 17A(4C)*, the City is not required to comply with AASB136 *Impairment of Assets* to determine the recoverable amount of its non-financial assets that are land or buildings classified as property, plant and equipment, infrastructure or vested improvements.

Where impairments exist, an estimate of the recoverable amount must be made and appropriate adjustments made. Assets that are subject to amortisation are reviewed for impairment whenever events or changes in circumstances indicate that the carrying amount may not be recoverable in full.

An impairment loss is recognised for the amount by which the asset's carrying amount exceeds its recoverable amount to reduce the carrying value of the asset to its recoverable amount. Impairment losses are to be treated in the following manner:

- Impairment losses on a non-revalued asset is recognised directly in the profit or loss.
- Impairment losses on assets that have previously been revalued is recognised in other comprehensive income to the extent that the impairment loss does not exceed the amount in the revaluation surplus for that same asset. An impairment loss on a revalued asset reduces the revaluation surplus for that asset.

The recoverable amount of an asset is the higher of its fair value less costs to sell and value in use.

For non-cash generating assets such as roads, drains and public buildings and the like, value in use is represented by the asset's written down replacement cost determined by the latest available revaluation of the applicable asset class.

4.12 Trade and Other Payables

4.12.1 Financial Liabilities

Financial liabilities are initially recognised at fair value when the City becomes a party to the contractual provisions of the instrument and subsequently measured at amortised cost. Financial liabilities are derecognised when the related obligations are discharged, cancelled or expired. The difference between the carrying amount of the financial liability extinguished or transferred to another party and any consideration paid, including the transfer of non-cash assets or liabilities assumed, is recognised in statement of comprehensive income.

4.12.2 Trade and Other Payables

Trade and other payables reflect obligations to make future payments in respect of the purchase of goods and services and are carried at amortised cost. The amounts are



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unsecured and are usually paid within 30 days from the date of receipt of the invoice unless otherwise agreed. The carrying amounts of trade and other payables are considered to be the same as their fair values, due to their short-term nature.

4.12.3 Prepaid Rates

Prepaid rates are, until the taxable event has occurred (start of the next financial year), refundable at the request of the ratepayer. Rates received in advance are initially recognised as a financial liability. When the taxable event occurs, the financial liability is extinguished, and the City recognises income for the prepaid rates that have not been refunded.

4.12.4 Bonds and security Deposits

The City receives bonds and security deposits from developers and contractors as guarantees for the completion, and any make good for damages done, for building works. On completion, inspections are undertaken, and the retention amount is returned less any deduction for damages.

Retentions are all classed as current liabilities due the unknown completion timeframes of the contract work they support.

4.13 Other Liabilities

4.13.1 Contract Liabilities

Unspent amount of revenue from developers' contributions and interest earned on unspent balances are accounted as liabilities until such time that the construction obligations are met.

Contract liabilities represent the City's obligation to transfer goods or services to a customer for which the City has received consideration from the customer. Contract liabilities represent obligations which are not yet satisfied.

Contract liabilities are recognised as Income when the performance obligations in the contract are satisfied.

4.13.2 Capital Grant/Contribution Liabilities

These liabilities represent the City's obligations to construct recognisable non-financial assets, to identified specifications, which will be controlled by the City. Income is recognised as income when the obligations in the contract are satisfied.

Fair values for non-current capital grant/contribution liabilities, not expected to be extinguished within 12 months, are based on discounted cash flows of expected cashflows to satisfy the obligations using a current borrowing rate.

4.14 Borrowings

All loans and borrowings are initially recognised at the fair value of the consideration received less directly attributable transaction costs.



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After initial recognition, interest-bearing loans and borrowings are subsequently measured at amortised cost using the effective interest method. Fees paid for the establishment of loan facilities that are yield related are included as part of the carrying amount of the loans and borrowings.

Borrowings are classified as current liabilities unless the City has an unconditional right to defer settlement of the liability for at least 12 months after the date of the Statement of Financial Position.

Interest, dividends, losses and gains relating to a financial instrument or a component that is a financial liability shall be recognised as income or expense in statement of comprehensive income.

4.14.1 Borrowing costs

Borrowing costs are recognised as an expense when incurred except where they are directly attributable to the acquisition, construction or production of a qualifying asset. Where this is the case, they are capitalised as part of the cost of the particular asset until such time as the asset is substantially ready for its intended use or sale.

Fair values of borrowings are not materially different to their carrying amounts, since the interest payable on those borrowings is either close to current market rates or the borrowings are of a short term nature.

Borrowings fair values are based on discounted cash flows using a current borrowing rate. They are classified as level 3 fair values in the fair value hierarchy due to the unobservable inputs, including own credit risk.

4.14.2 Risk

Information regarding exposure to risk will be reported in a note to the Annual Financial Report.

4.15 Employee Benefits (AASB 119)

Employee benefits are all forms of consideration given by an entity in exchange for service rendered by employees or for the termination of employment. Provisions shall be made for employee benefits relating to amounts expected to be paid for long service leave, annual leave, wages and salaries and are to be calculated as follows:

4.15.1 Definitions of Employee Benefits

Short-term employee benefits are benefits (other than termination benefits) that are expected to be settled wholly before 12 months after the end of the annual reporting period in which the employees render the related service, including wages, salaries and annual leave. Short-term employee benefits are measured at the (undiscounted) amounts expected to be paid when the obligation is settled.

Post-employment benefits are employee benefits (other than termination benefits and short-term employee benefits) that are payable after the completion of employment.

Termination benefits are employee benefits provided in exchange for the termination of an employee's employment as a result of either:



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- an entity's decision to terminate an employee's employment before the normal retirement date
- an employee's decision to accept an offer of benefits in exchange for the termination of employment.

4.15.2 Wages and Salaries

Wages and salaries are paid fortnightly in accordance with Industrial Awards Salaries and wages are expensed directly to the profit and loss. Salaries and Wages incurred but not paid subsequent to the last pay before the balance date will be accrued.

4.15.3 Annual Leave and Long Service Leave (Short-term Benefits)

Provision is made for the City's obligations for short-term employee benefits including wages, salaries and annual leave. Short-term employee benefits are measured at nominal amounts expected to be paid when the obligation is settled.

4.15.4 Long Service Leave (Long-term Benefits)

The liability for long service leave is recognised in the provision for employee benefits. It is measured as the present value of expected future payments to be made in respect of services provided by employees up to the reporting date, using the projected unit credit method. Consideration is given to expected future wage and salary levels, experience of employee departures and periods of service. Expected future payments are discounted using market yields at the reporting date on national government bonds with terms to maturity that match as closely as possible, the estimated future cash outflows.

Where the City does not have the unconditional right to defer settlement beyond 12 months, the liability is recognised as a current liability.

4.16 Other Provisions (AASB 137 Provisions, Contingent Liabilities and Contingent Assets)

The City shall raise provisions where: -

- there is a present obligation (legal or constructive) which, as a result of a past event
- it is probable that an outflow of resources embodying economic benefits will be required to settle the obligation.
- a reliable estimate can be made of the amount of the obligation.

4.16.1 Make good provisions

Under the licence for the operation of the City waste landfill site in Wangara, the City has a legal obligation to remediate the site.

The estimated future obligations include the costs of restoring the affected areas and continued monitoring of the site.



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The provision for future remediation costs is the best estimate of the present value of the expenditure required to settle the remediation obligation at the reporting date. Future remediation costs are reviewed annually and any changes in the estimate are reflected in the remediation provision at each reporting date.

4.16.2 Headwork Levy Refund-Development Contribution Plans

The receipted development contributions are in excess of the requirement of the Development Contribution Plans are grouped under "Headwork Levy Refunds - Development Contribution Plans". These amounts will be refunded to the respective developers at the end of the operational period of each Development Contribution Plan.

Headwork Levy Refund-Development Contribution Plans provisions are recognised when the City has a present legal or constructive obligation, as a result of past events, for which it is probable that an outflow of economic benefits will result and that outflow can be reliably measured.

Provisions are measured using the best estimate of the amounts required to settle the obligations at the end of the reporting period.

4.17 Contingent Liabilities

Contingent liabilities arise where, as a result of past events, there may be an outflow of resources embodying future economic benefits in settlement of:

- a present obligation
- a possible obligation whose existence will be confirmed only by the occurrence or non-occurrence of one or more uncertain future events not wholly within the control of the City

The City shall disclose for each contingent liability a brief description of the nature of the contingent liability and, where practicable:

- an estimate of its financial effect
- an indication of any uncertainties relating to the amount, timing or outflow
- the possibility of any reimbursement.



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4.18 Current and Non-Current Classification (AASB 101 – Presentation of Financial Report)

The City shall present current and non-current assets, and current and non-current liabilities, as separate classifications in its statement of financial position. The basis of classification shall be assessed on the following basis:

4.18.1 Current assets where:

The city shall classify an asset as current when:

- Realisation, sale or consumption of the asset, is within the City's normal operating cycle
- Holds the asset primarily for trading purposes
- The realisation of the asset is expected within twelve months after the reporting period
- The asset is cash or a cash equivalent (as defined in AASB 107), unless restricted from being used to settle a liability for at least twelve months after the reporting period.

All other assets shall be classified as non-current.

4.18.2 Current Liabilities

The City shall classify a liability as current when:

- Settlement of the liability in its normal operating cycle
- Holds the liability primarily for the purpose of trading
- The settlement of the liability is due to be settled within twelve months after the reporting period
- There is no right, at the end of the reporting period, to defer settlement of the liability for at least twelve months after the reporting period.

All other liabilities shall be classified as non-current.

4.18.3 Liquidity Instruments

For liquid assets and liabilities, presentation shall be based on the liquidity of the underlying instruments.

4.19 Rounding of Figures

All figures in the annual financial statement, other than a rate in the dollar, are rounded to the nearest dollar.

4.20 Comparative Figures (AASB 101 – Presentation of Financial Statements, AASB 108 – Accounting Policies, Changes in Accounting Estimates and Errors))

4.20.1 Minimum Comparative Information

The City shall provide comparative information in respect to the preceding period for all



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amounts reported in the current period's Financial Report including comparative narrative and descriptive information if relevant to understanding the current period's Financial Report.

4.20.2 Change in accounting policy, retrospective restatement, reclassification or error

A third statement of financial position as at the beginning of the preceding period in addition to the minimum comparative Financial Report is required if the City makes:

- a change to an accounting policy applied retrospectively
- a retrospective restatement or reclassification of items in the Financial Report

This policy applies only if the retrospective application, restatement or reclassification has a material effect on the information in the statement of financial position at the beginning of the preceding period.

4.20.3 Budget Comparative Figures

Unless otherwise stated, budget comparative figures shown in the annual financial statement are the original adapted budget for the relevant item of disclosure.

4.21 Investment Property (AASB 140)

Investment properties, principally comprising freehold land and buildings, are held for long-term rental yields and not occupied by the City.

In accordance with the *Local Government (Financial Management) Regulations 17A(2)*, the carrying amount of non-financial assets that are investment properties, are shown at their reportable value. The reportable value for the purpose of *Regulations 17A(4)* is the fair value of the asset at its last revaluation date.

4.21.1 Fair value of investment properties

A management valuation to be performed to determine the fair value of investment properties in between 3 year revaluation cycle implemented by the City. The main Level 3 inputs use in the valuation are discount rates, yields, expected vacancy rates and rental growth rates estimated by the management based on comparable transactions and industry data.

4.22 Non-Current Assets (or Disposal Groups) "Held for Sale"

Where Non-current assets (or disposal groups) are "held for sale", they are classified as such and stated at the lower of either:

- their carrying amount or
- fair value less expected costs to sell

Exceptions to this policy relate to plant and motor vehicles, which are sold on a regular basis. Plant and motor vehicles are retained as Non-Current Assets under the classification of Property, Plant and Equipment unless the assets are to be traded in after balance date and the replacement assets were already purchased and accounted for as at balance date.

Assets or disposal groups classified as Non-Current Assets "held for sale":



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- an impairment loss is recognised at any time the asset's carrying value is greater than its fair value less costs to sell.
- Non-current assets "held for sale" are not depreciated or amortised while they are in this classification
- Non-current assets classified as "held for sale" are disclosed separately from other asset classes in the Statement of Financial Position.

4.23 Discontinued Operations

A discontinued operation is a component of the City's operations that has been disposed of or is classified as "held for sale".

A discontinued operation may represent a separate major line of business, geographical area of operations, which is part of a coordinated plan to dispose of such a line of business or area of operations, or is a subsidiary acquired exclusively with a view to resale.

The results of discontinued operations are shown separately on the face of the Statement of Comprehensive Income.

4.24 Intangible Assets

The City does not expect to classify any assets as Intangible.

4.25 Money Paid in Lieu of Public Open Space

In Accordance with the amended Section 154 of the *Planning and Development Act 2005*,

- Unexpended funds received in lieu of public open space prior to 10 April 2006 and after 12 September 2020 will be transferred to a separate reserve account.
- Funds received from 10 April 2006 until 11 September 2020 will remain in trust funds.

4.26 Definition of Materiality (AASB 101 Presentation of Financial Statements)

The City must consider the materiality in the nature and value of individual transactions and balances and consider how their presentation may impact a reader's understanding of the information presented. Information is material if omitting, misstating or "obscuring" it could reasonably be expected to influence decisions that the primary users of Financial Report make on the basis of those Financial Report, which provide financial information about the City.

4.27 Council Members Remuneration (Sec. 44 – Regulations)

Payments and other benefits paid to Elected Members of the Council shall be disclosed in accordance with Section 44 of the Regulations.

4.28 Provision of Financial Guarantees and Lending Money

In certain circumstances the City may consider pre-funding selected community projects



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with special approval from Council. The interest is charged at the borrowing cost to the City. The City does not offer financial guarantees to external entities.

5. SUMMARY OF OTHER MATERIAL ACCOUNTING POLICIES

a) Goods and Services Tax ("GST")

Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Australian Taxation Office (ATO).

Receivables and payables are stated inclusive of GST receivable or payable. The net amount of GST recoverable from, or payable to, the ATO is included with receivables or payables in the statement of financial position.

Cash flows are presented on a gross basis. The GST components of cash flows arising from investing or financing activities which are recoverable from, or payable to, the ATO are presented as operating cash flows.

b) Interest revenue

Interest revenue is calculated by applying the effective interest rate to the gross carrying amount of a financial asset measured at amortised cost except for financial assets that subsequently become credit-impaired. For credit-impaired financial assets the effective interest rate is applied to the net carrying amount of the financial asset (after deduction of the loss allowance).

c) Fair value hierarchy

AASB 13 Fair Value Measurement requires the disclosure of fair value information by level of the fair value hierarchy, which categorises fair value measurement into one of three possible levels based on the lowest level input that is significant to the measurement can be categorised into as follows:

Level 1

Measurements based on quoted prices (unadjusted) in active markets for identical assets or liabilities that the entity can access at the measurement date.

Level 2

Measurements based on inputs other than quoted prices included in Level 1 that are observable for the asset or liability, either directly or indirectly.

Level 3

Measurements based on unobservable inputs for the asset or liability.

The fair values of assets and liabilities that are not traded in an active market are determined using one or more valuation techniques. These valuation techniques maximise, to the extent possible, the use of observable market data. If all significant inputs required to measure fair value are observable, the asset or liability is included in Level 2. If one or more significant inputs are not based on observable market data, the asset or liability is included in Level 3.

Valuation techniques

The City selects a valuation technique that is appropriate in the circumstances and for



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which sufficient data is available to measure fair value. The availability of sufficient and relevant data primarily depends on the specific characteristics of the asset or liability being measured. The valuation techniques selected by the City are consistent with one or more of the following valuation approaches:

Market approach

Valuation techniques that use prices and other relevant information generated by market transactions for identical or similar assets or liabilities.

Income approach

Valuation techniques that convert estimated future cash flows or income and expenses into a single discounted present value.

Cost approach

Valuation techniques that reflect the current replacement cost of the service capacity of an asset.

Each valuation technique requires inputs that reflect the assumptions that buyers and sellers would use when pricing the asset or liability, including assumptions about risks. When selecting a valuation technique, the City gives priority to those techniques that maximise the use of observable inputs and minimise the use of unobservable inputs. Inputs that are developed using market data (such as publicly available information on actual transactions) and reflect the assumptions that buyers and sellers would generally use when pricing the asset or liability are considered observable, whereas inputs for which market data is not available and therefore are developed using the best information available about such assumptions are considered unobservable.

6. Budget Variations

In order to maintain sound financial control the City maintains a Revised Budget. Budget revisions, reallocation or reporting is required in the following circumstances and actioned as follows:

Circumstances	Action
(a) Where expenditure is required to be incurred for a purpose for which there was no provision in the budget; or (b) Where grant or other monies are received that necessitate expenditure to be incurred and no provision was included in the budget.	In accordance with Section 6.8 of the <i>Local Government Act 1995</i> , by way of a report and recommendation to the council seeking authorisation of the expenditure and to endorse the necessary budget variation.
(c) Where a material variance has occurred, or is likely to occur.	Variances over 10% and \$100,000 will be reported to Council via the monthly Financial Activity Statement Report.

To facilitate proper accountability requirements, each Director will be presented with a report summarising all forecast changes within their Directorate for their endorsement.



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7. KEY DEFINITIONS

Nil

8. SCOPE

This policy will apply to the development and presentation of the City's;

- Annual Financial Statements;
- Management Accounts;
- Annual Budget; and
- Long Term Financial Plan.

9. 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

10. IMPLEMENTATION

Finance Service Unit is responsible for implementation of the Accounting Policy in preparing various reports listed under “Scope” section.

11. AUTHORITIES AND ACCOUNTABILITIES

No Authority delegation required from Council.

12. ROLES AND RESPONSIBILITIES

The Chief Executive Officer has a duty to ensure that accounts and records are kept in accordance with this policy. Through the directives of the Chief Executive Officer all staff are required to comply with this policy and other relevant policies, management procedures, documents or delegations to ensure the City is in compliance with the Act, Regulations and relevant Australian Accounting Standards.

13. DISPUTE RESOLUTION (if applicable)

All disputes in regard to this policy will be referred to the Director Corporate Strategy and Performance in the first instance and in the event that an agreement cannot be reached the matter will be submitted to the Chief Executive Officer for arbitration.

14. EVALUATION AND REVIEW

Where, as a result of an amendment to legislation the need arises to action contrary to the provisions of this policy, the Director Corporate Strategy and Performance may initiate such variations as deemed necessary.



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15. RELATED DOCUMENTS

This policy is supported by the following policies, procedures and delegations:

- Investment Policy;
- Purchasing Policy;
- Financial (Cash Backed) Reserves Policy;
- Part 3 Financial Management of the Delegated Authority Registry;
- Strategic Budget Policy;
- Financial Hardship - Collection of Rates and Service Charges Policy;
- Fee Waivers, Concessions and Debt Write Off Policy.

16. REFERENCES

- The *Local Government Act 1995*;
- The *Local Government (Financial Management) Regulations 1996*;
- Australian Accounting Standards Board (AASB) Standards; and
- Western Australian Local Government Accounting Guidelines.

17. RESPONSIBILITY FOR IMPLEMENTATION

Chief Financial Officer
Coordinator Financial & Strategic Accounting
Team Leader Financial Accounting

18. REVISION HISTORY

	Next Review	Record No.
1 July 1999		
9 January 2002		
26 April 2005 - GS04-04/05		
28 August 2007 - CS05-08/07	July 2009	892532
May 2010 – CS06-05/10	October 2014	10/1334
November 2014	October 2015	14/289534[v1]
September 2015	September 2016	14/289534[v2]
March 2017	January 2018	17/34812
May 2018	May 2019	17/34812 [v2]
May 2019	May 2020	17/34812 [v3]
May 2020	May 2023	17/34812 [v4]
May 2021	May 2023	17/34812 [v5]
May 2023 - CS04-06/23	August 2025	17/34812 [v6]
August 2025		

Item 5 Confidential

Nil

Item 6 To be Tabled

Nil

Item 7 Date of Next Meeting

The next Policy Review Committee Meeting has been scheduled at the conclusion of the Audit & Risk Committee Meeting on Monday, 17 November 2025, to be held at Council Chamber (Level 1), Civic Centre, 23 Dundobar Road, Wanneroo.

Item 8 Closure

There being no further business, **Deputy Mayor Rowe** closed the meeting at **9.09 pm**.