

Agenda

Policy Review Committee Meeting

7:00PM Monday 01 December 2025
Council Chamber (Level 1), Civic Centre,
23 Dundobar Road, Wanneroo

wanneroo.wa.gov.au

TERMS OF REFERENCE

Title:	Policy Review Committee
Purpose and Role	
The purpose of the Policy Review Committee (Committee) is to assist the Council in fulfilling its responsibility under section 2.7(2)(b) of the <i>Local Government Act 1995</i> in determining the policies of the Council. The Committee will be responsible for the review and approval of repeals, reviews and changes to any existing Council and Local Planning Policies. The Committee is not to deal with any new Council Policies or Local Planning Policy proposals by Administration or Council Members.	
1. Aims & Functions	
The aim of the Committee is to review and change any existing Council and Local Planning Policies. The Committee will not review the following: • Policies that require an absolute majority decision of Council; or • Any new Council Policies or Local Planning Policy proposals.	
2. Membership:	
2.1. The Committee shall consist of up to 15 Council Members as delegates. 2.2. Council to determine by absolute majority the membership of the Committee. 2.3. An absolute majority decision of Council is required to remove a Council Member as delegate. 2.4. Members must comply with the City's Council Member, Committee Member and Candidate Code of Conduct. 2.5. Membership shall be in accordance with section 5.11 of the <i>Local Government Act 1995</i>.	
3. Presiding and Deputy Presiding Members:	
3.1. Council by absolute majority and in accordance with section 5.12 of the <i>Local Government Act 1995</i> select a Presiding and Deputy Presiding Member at an Ordinary Council Meeting. For transparency and accountability, it is recommended that City Officers not be appointed to the position of Presiding and Deputy Presiding Members. 3.2. The Presiding Member will facilitate all meetings. 3.3. In the absence of the Presiding Member, the Deputy Presiding Member will perform the functions of the Presiding Member. 3.4. In the absence of both the Presiding Member and the Deputy Presiding Member, the Committee members present at the meeting are to choose one of themselves to preside at the meeting.	

4. Meeting Procedures:
4.1. The Committee shall meet quarterly with additional meetings scheduled as required.
5. Authority of Establishment
5.1. The Committee is established in accordance with section 5.8 of the <i>Local Government Act 1995</i> .
6. Delegated Authority:
6.1. The Committee by an absolute majority decision of Council has delegated authority under section 5.16 of the <i>Local Government Act 1995</i> and authority to implement its recommendations without approval of Council except in the following matters which must be presented to Council for consideration: • Policies that require an absolute majority decision of Council; • Any new Council Policies or Local Planning Policy.
6.2. Matters requiring Council consideration will be subject to separate specific reports to Council.

M E M B E R S H I P

DELEGATES:

Council Members:

LINDA AITKEN, JP
JAMES ROWE, JP
EMAN SEIF, JP
JORDAN WRIGHT
PAUL MILES
MARIZANE MOORE
PHIL BEDWORTH
HELEN BERRY
BRONWYN SMITH
ALEX FIGG

Mayor

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



Notice is given that the next Policy Review Committee Meeting will be held in the Council Chamber (Level 1), Civic Centre, 23 Dundobar Road, Wanneroo on **Monday 1 December, 2025** commencing at **7:00PM**.

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A G E N D A

We wish to acknowledge the Traditional Custodians of the land we are meeting on, the Whadjuk people. We would like to pay respect to the Elders of the Noongar nation, past, present and future, who have walked and cared for the land and we acknowledge and respect their continuing culture and the contributions made to the life of this City and this region.

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

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

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

Item 1 Attendances

Item 2 Apologies and Leave of Absence

Item 3 Confirmation of Minutes

That the minutes of Policy Review Committee Meeting held on 18 August 2025 be confirmed.

Item 4 Reports

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

Extensions

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

File Ref: 4293 – 25/372695
Responsible Officer: Director Community & Place
Attachments: 1

Issue

To consider the request for an additional extension to the review date of the Joint Development and Shared Use Facilities with Department of Education Policy (the **Policy**).

Background

The Joint Development and Shared Use Facilities with Department of Education Policy (**Attachment 1**) provides a framework for the promotion and implementation of the principles and protocols for joint development and shared use facilities between the Department of Education (**DoE**) and the City of Wanneroo (the **City**).

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

At the Policy Review Committee Meeting on 30 June 2025 a review extension was approved until November 2025. This was to allow a more thorough internal and external review of the Policy and specifically consultation with the DoE.

Detail

Administration is seeking an additional extension to the review date of the Policy. Noting that the Policy Review Committee meeting dates for 2026 are not yet known, the proposed review date is 30 June 2026.

Administration met with the DoE in September 2025 to discuss the Shared Use Policy and associated Memorandum of Understanding (**MoU**). Initial support was expressed for both the overarching policy framework and the MoU, and representatives from DoE were seeking additional feedback from their wider organisation to confirm if the proposed protocols sufficiently address identified needs. The DoE is concurrently reviewing their Standards for Primary Schools and has reiterated its support for the policy direction and MoU.

Consultation

Consultation for the review of this Policy is ongoing, and a more detailed summary of this consultation will be included when the Policy is presented for final adoption.

Comment

It is noted that the Education and Health Standing Committee is currently undertaking an inquiry into the community use of public school facilities across Western Australia. The review is examining the benefits and risks associated with shared use, regional variations in access, existing policy frameworks, barriers to broader utilisation, and opportunities to enhance community access. The Committee is also considering approaches adopted by non-government schools and other jurisdictions. This work aligns closely with ongoing discussions regarding the Shared Use with Department of Education Policy and therefore an extension to the policy review date is suggested so that the outcomes of this can be considered.

Statutory Compliance

Nil

Strategic Implications

The proposal aligns with the following objective within the Council Plan 2025 – 2035:

4 ~ A Connected and Liveable City

4.1 - Create welcoming community spaces

Risk Appetite Statement

In pursuit of strategic objective goal 4, we will accept a Medium level of risk. The nature of the City being 'pro-growth' means that commercial opportunities will be explored in areas identified for development, potentially challenging perceptions of the City as an environmental steward.

Risk Management Considerations

RISK TITLE		RISK RATING
Level 1 Strategic Risk	9.0 Ineffective Governance	Medium
Level 2 Corporate Risk	9.1 Compliance Framework	Medium
ACCOUNTABILITY		ACTION PLANNING OPTION
General Counsel		Manage

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

Policy Implications

Nil

Financial Implications

Nil

Voting Requirements

Simple Majority

Recommendation

That the Policy Review Committee APPROVES the extension to the review date of the Joint Development and Shared Use Facilities with Department of Education Policy to 30 June 2026.

Attachments:

1. [Attachment 1: Joint Development and Shared Use Facilities with the Department of Education Policy 2022](#)

16/417996[v2]



Policy Manual

Joint Development and Shared Use Facilities with Department of Education

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

POLICY STATEMENT

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

POLICY OBJECTIVE

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

SCOPE

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

IMPLICATIONS (FINANCIAL, HUMAN RESOURCES)

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

IMPLEMENTATION

Framework

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

Policy

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

Protocols and Principles

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



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Memorandum of Understanding (MOU)

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

Shared Use Licence

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

ROLES AND RESPONSIBILITIES

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

DISPUTE RESOLUTION

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

EVALUATION AND REVIEW PROVISIONS

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

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

DEFINITIONS

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

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



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RELEVANT POLICIES/MANAGEMENT PROCEDURES/DOCUMENTS OR DELEGATIONS

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

REFERENCES

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

RESPONSIBILITY FOR IMPLEMENTATION

Manager Community Facilities

Version	Next Review	Record No:
	May 2006	558158 / 887475
1 May 2006 - CD10-10/06	March 2011	10/19821
8 March 2011 - CD02-03/11	March 2013	11/28579
9 May 2017 – CE02-05/17	May 2019	16/417996
12 July 2022 (CP01-07/22)	July 2025	16/417996V2
Extension approved at Policy Review Committee 30/6/25	November 2025	16/417996V2

Minor Changes

4.2 Review of Fee Waivers, Concessions and Debt Write Off Policy

File Ref: 36625 – 25/305567
Responsible Officer: Director Corporate Strategy & Performance
Attachments: 3

Issue

To consider and review the amended Fee Waivers, Concessions and Debt Write-Off Policy and broaden the scope of user's capacity to pay.

Background

The City of Wanneroo's (the **City**) policy framework for fee waivers, concessions, and debt write-offs was originally adopted in May 2020, reviewed and readopted in December 2023, and is now subject to a further review.

Detail

The review of the policy highlighted the need to replace the term "Financial Hardship" with "User's Capacity to Pay" to capture broader circumstances, including other reasonable causes affecting ability to pay, and to remove penalties from the scope of the policy for greater clarity and compliance, ensuring the policy is more inclusive, transparent, and provides a clearer basis for assessing requests.

Further the policy scope has been broaden to capture rates related debt write-offs in line with the delegated authority.

Consultation

Consultation has been undertaken with the relevant stakeholders such as relevant Service Unit Managers, Chief Financial Officer, Director Corporate Strategy & Performance, Governance.

Comment

The amended policy:

- Provides clearer guidance for assessing requests based on capacity to pay.
- Removes ambiguity by excluding penalties from scope.
- Improves transparency through supporting evidence requirements.
- Maintains alignment with the City's Strategic Community Plan.

Statutory Compliance

Nil

Strategic Implications

The proposal aligns with the following objective within the Council Plan 2025 – 2035:

5 ~ A Well-Governed and Managed City

5.1 - Lead with clear decisions and strong advocacy

Risk Appetite Statement

In pursuit of strategic objective goal 5, 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
Level 1 Strategic Risk	1.0 Financial Sustainability	Medium
Level 2 Corporate Risk	1.4 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.

Policy Implications

As noted in this report.

Financial Implications

No material changes due to the changes noted in this report.

Voting Requirements

Simple Majority

Recommendation

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

Attachments:

1. [Fee Waivers, Concessions and Debt Write-Off Policy-Original Policy](#) 19/328015[v1]
2. [Fee Waivers, Concessions and Debt Write-Off Policy- With Mark-ups](#) 25/386749
3. [Updated Fee Waivers, Concessions and Debt Write-Off Policy - Without Mark-ups](#) 25/400917



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Fee Waivers, Concessions and Debt Write-Off Policy

Policy Owner:	Finance
Contact Person:	Manager Finance
Date of Approval:	5 May 2020 (CS03-05/20)

POLICY STATEMENT

The City of Wanneroo (City) provides fee **waivers**, **concessions** and debt **write-offs** to support community groups, organisations and individuals in the delivery of programs, services or events that benefit the community or to assist those with limited capacity to pay.

POLICY OBJECTIVE

The objective of this policy is to provide a framework for the consideration of requests for fee waivers, concessions and debt write-offs that:

- provides a fair and equitable assessment and approval process; and
- is consistent, transparent and fiscally responsible.

SCOPE

- The policy applies to all **fees and charges** adopted through the City's annual budget process, as detailed in the City's Fees and Charges Schedule, and any concessions authorised and granted throughout the financial year.
- This policy does not apply to **statutory fees and charges**, penalties or requests for relief from rates levied by the City.

IMPLICATIONS (Strategic, Financial, Human Resources)

This policy must be read and applied in conjunction with the City's endorsed Fees and Charges Schedule, policies and other relevant legislation.

This policy will result in a financial cost to the City, offset by the community benefit of the goods or services provided by the individual or organisation. The Administration will identify the actual cost involved in successful requests and all individual amounts in excess of \$5,000 will be reported to the Audit and Risk Committee of Council. The total cost of all successful requests will be reported to the community on an annual basis in the City's Annual Report.

The policy considers and adheres to the Local Government Act 1995 and associated Regulations.

IMPLEMENTATION

Section 6.12 the Act allows the City to waive or grant concessions in relation to any amount of money which is owed to the City.



Policy Manual

Fee waivers, concessions or write-offs may be provided by the City to individual residents or community groups and organisations that live or operate within the City of Wanneroo area to deliver community outcomes, or provide assistance to an individual or group with limited capacity to pay.

The City will assess and make determinations on requests in accordance with the following principles:

- User's capacity to pay;
- Compliance with statutory requirements;
- Fairness and equity;
- Legislative or regulatory obligations;
- Type of service being provided;
- Alignment with the City's brand and strategic objectives; and
- Benefit to the City of Wanneroo community.

The City has determined eligibility criteria, as outlined in **Schedule 1**, where consideration for a fee waiver, concession or write-off may be considered.

In addition to these criteria, the City may choose to provide a waiver or concession in order to provide community outcomes through an approved sponsorship, community funding, collaboration or other City-initiated agreement, or to enhance opportunities for business development and effectively promote the City's services through promotional initiatives at City facilities.

ROLES AND RESPONSIBILITIES

The policy will be administered by Finance services.

Under the provisions of the Act, authority to approve fee and charge variations rests with Council or its delegates, depending on the value of each request. To ensure transparent decision making, all requests for fee waivers, concessions or write-offs will be reviewed by the City against the principles and criteria detailed within this policy.

DISPUTE RESOLUTION

All disputes in regard to this policy will be reviewed by an alternate delegate.

EVALUATION AND REVIEW PROVISIONS

The Policy will be reviewed every three years.

DEFINITIONS

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

Concession	A preferential rate in relation to any amount of money which would ordinarily be owed to the Local Government.
Charitable/Religious Groups	Not for Profit groups generally formed for religious purposes, predominantly grant funded and that of which derive a level of



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	income from such activity.
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.
Sporting, Recreational or Volunteer Groups (SRVG)	Not for Profit groups of a sporting, recreational and community nature, (including football clubs, athletics clubs, soccer clubs, sports and social clubs, surf lifesaving clubs, Men's Sheds, Scouts and the like), whether incorporated or not, that would be deemed exempt dispositions under the Local Government Act 1995.
Statutory Fees and Charges	Fees and Charges set under a Statutory Act (other than the Local Government Act 1995) administered by the City.
Waiver	A waiver of any amount of money which would ordinarily be owed to the Local Government (a debt has not been incurred).
Write-Off	Write off of any amount of money that is owed to the Local Government (the debt has been incurred).

RELEVANT POLICIES/MANAGEMENT PROCEDURES/DOCUMENTS OR DELEGATIONS

- Fee Waivers, Concessions and Debt Write-Off Management Procedure (draft)
- Strategic Budget Policy
- Accounting Policy
- Consolidated Delegated Authority Register (Section 1.1.24 Waiver, grant of concession or write off of monies owing)

REFERENCES

Local Government Act 1995

RESPONSIBILITY FOR IMPLEMENTATION

Manager Finance

Version	Next Review	Record No:
May 2020	May 2025	19/328015



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SCHEDULE 1 Fee Waiver, Concession and Debt Write-Off Eligibility Criteria

The City may consider requests to provide a fee waiver, concession or debt write-off in accordance with the following criteria:

Users Capacity To Pay

Where there is evidence that payment of the fee or charge will impose unreasonable financial hardship on the applicant given their particular circumstances. For example:

- A change to employment status, such as job loss or reduced work hours.
- Unemployment.
- Business failure.
- A significant life event, such as a relationship breakdown or death in the family.
- Trauma or tragedy.
- Illness or disability.
- An emergency event or natural disaster.
- Other reasonable cause adversely affecting the ability to pay.

In determining eligibility on the basis of the users capacity to pay, the City will require the applicant to provide reasonable proof which may include details of assets, income and living expenses, and other such information required to make a valid assessment i.e. a statutory declaration, or written request with supporting evidence.

The following conditions apply to requests for fee waivers, concessions or debt write-off:

1. Applicants should live, own property or be delivering an activity/service within the City of Wanneroo.
2. Applicants should have not received a waiver, concession or debt write-off within the same financial year.
3. Applications must not directly or indirectly contravene Council policy.
4. Applications must not create an actual or perceived conflict of interest or potential reputational risk for the City.
5. Applications must not interfere with the City's compliance with and exercise of its legislative obligations.
6. Applications will not be accepted from commercial organisations or State or Federal Government organisations.
7. Charitable/Religious Groups and Sporting, Recreational or Volunteer Groups (SRVG) may be considered if it can be clearly demonstrated that the organisation has a charitable or community service orientated purpose directly serving the community of the City of Wanneroo.
8. Applications should not have the potential for income generation or profit, beyond gold coin contribution, unless otherwise agreed.
9. Applications should not be for fundraising activities beyond gold coin contribution such as quiz nights, fetes or generic fund raising campaigns.



Council Policy

Fee Waivers, Concessions and Debt Write-Off Policy

Responsible Directorate:	Corporate Strategy and Performance
Responsible Service Unit:	Finance
Contact Person:	Manager FinanceChief Financial Officer
Date of Approval:	12 December 2023 TBA
Council Resolution No:	CE01-12/23 TBA

1. POLICY STATEMENT

The City of Wanneroo (City) provides fee waivers, concessions and debt write-offs to support community groups, organisations and individuals ~~who are in financial hardship~~, in the delivery of programmes, services or events that benefit the community or to assist those with limited capacity to pay.

2. OBJECTIVE AND PURPOSE

The objective of this policy is to provide a framework for the consideration of requests for fee waivers, concessions and debt write-offs that:

- provides a fair and equitable assessment and approval process; and
- is consistent, transparent and financially responsible.

3. KEY DEFINITIONS

DEFINITIONS: Any definitions listed in the following table apply to this document only.	
Charitable Purpose Concession	As defined under the Facility Hire and Use Policy, any event, program or activity which has a charitable purpose for the benefit of City residents (includes licensed collections under the Charitable Collections Act 1946). This excludes fundraising for the purposes of income generation for individual groups.A preferential rate in relation to any amount of money which would ordinarily be owed to the City
Concession	A preferential rate in relation to any amount of money which would ordinarily be owed to the City.

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Council Policy

Fees and Charges	Fees and charges set by Council for goods or services being offered and the associated costs
Charitable Purpose	As defined under the Facility Hire and Use Policy, any event, program or activity which has a charitable purpose for the benefit of City residents (includes licensed collections under the Charitable Collections Act). This excludes fundraising for the purposes of income generation for individual groups.
Statutory Fees and Charges	Fees and Charges set under a Statutory Act administered by the City.
Waiver	A waiver of any amount of money which would ordinarily be owed to the City (a debt has not been incurred).
Write-Off	Write-off of any amount of money that is owed to the City (the debt has been incurred).

4. SCOPE

The policy applies to all fees and charges adopted through the City's annual budget process, as detailed in the City's Fees and Charges Schedule, and any concessions authorised and granted throughout the financial year.

This policy does not apply to statutory fees and charges, ~~penalties~~ and rates and service charges levied by the City.

5. IMPLICATIONS

This policy must be read and applied in conjunction with the City's endorsed Fees and Charges Schedule and other relevant policies and legislation.

This policy results in a financial cost to the City. The Administration identifies the actual cost involved in successful requests and individual amounts in excess of \$5,001 are reported to the Audit and Risk Committee.

The policy considers and adheres to the Local Government Act 1995 (the Act) and associated Regulations.

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6. IMPLEMENTATION

Section 6.12 of the Act provides that the City may waive or grant concessions in relation to any amount of money, or write-off any amount of money, which is owed to the City.

All waivers, concessions or write-off of any amount of money owed to the City should be approved in line with the City delegated authority 1.1.23.



Council Policy

Fee waivers, concessions or write-offs may be provided by the City to individual residents or community groups and organisations ~~who are in financial hardship~~ that live or operate within the City of Wanneroo to deliver community outcomes, or provide assistance to an individual or group with limited capacity to pay.

The City will assess and make determinations on requests in accordance with the following principles:

- User's capacity to pay;
- Compliance with statutory requirements;
- Fairness and equity;
- Inability to recover the debt or bankruptcy;
- Debt recovery cost exceeds the recoverable amount;
- Legislative or regulatory obligations;

The City has determined eligibility criteria, as outlined in **Schedule 1**, where consideration for a fee waiver, concession or write-off may be considered.

7. AUTHORITIES AND ACCOUNTABILITIES

The CEO is delegated by Council to authorise Fee Waivers, Concessions and Debt Write-off as per the Delegated Authority Register 1.1.23.

The CEO has sub-delegated the exercise of Council delegated power to the following officers subject to conditions as stated with-in 1.1.23 of the Delegated Authority Register.

- Director Corporate Strategy & Performance
- Director Community & Place
- Director Assets
- Director Planning & Sustainability
- Chief Financial Officer

8. ROLES AND RESPONSIBILITIES

The policy will be administered by the Finance service unit.

Under the provisions of the Act, authority to approve fee and charge variations rests with Council or ~~its~~ delegates, depending on the value of each request. To ensure transparent decision making, all requests for fee waivers, concessions or write-offs should be reviewed by the City against the principles and criteria detailed within this policy and reported to Audit and Risk Committee depending on the threshold.

9. DISPUTE RESOLUTION (if applicable)

All disputes in regard to this policy will be reviewed by ~~an alternate delegate~~the Director Corporate Strategy and Performance.



Council Policy

10. EVALUATION AND REVIEW

The Policy will be reviewed every three years.

11. RELATED DOCUMENTS

- Strategic Budget Policy
- Accounting Policy
- Consolidated Delegated Authority Register (Section 1.1.23 Defer, Grant Discounts, Waive or Write Off Debts)
- Facility Hire and Use Policy
- Fees and Charges Schedule

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12. REFERENCES

Local Government Act 1995

13. RESPONSIBILITY FOR IMPLEMENTATION

Chief Finance Officer

REVISION HISTORY

Version	Next Review	Record No.
May 2020	May 2025	19/328015*
December 2023	December 2026	
<u>October 2025</u>	<u>October 2028</u>	<u>19/328015[v4]</u>



Council Policy

SCHEDULE 1

Fee Waiver, Concession and Debt Write-Off Eligibility Criteria

The City may consider requests to provide a fee waiver, concession, or debt write-off in accordance with the following criteria:

- Late payment interest and legal fees for late payment of rates due to an administrative error.
- Late payment interest and legal fees for late payment of rates where genuine hardship can be substantiated and the user's capacity to pay diminished.
- Unpaid debts (other than rates) due to an administrative error.
- Unpaid debts (other than rates) that remain unpaid when all reasonable attempts have been made to recover the outstanding amount.
- Unpaid debts (other than rates) where genuine hardship can be substantiated and the user's capacity to pay diminished.
- Event cancellation or facility closure.
- Items returned.
- Special consideration may be given to an individual based upon their capacity to pay or if it is deemed not appropriate to charge a fee due to an administrative error.
- Special consideration may be given for additional domestic waste fee where it is demonstrated that it is due to medical reasons.
- Special consideration may be given to not for profit group/organisation if it can be clearly demonstrated that the organisation has a charitable or community service orientated purpose directly serving the community of the City.

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Financial Hardship Users Capacity to Pay

Where there is evidence that payment of the fee or charge will impose unreasonable financial hardship on the applicant given their particular circumstances. For example:

- A change to employment status, such as job loss or reduced work hours (not due to poor performance).
- Unemployment.
- Business failure.
- A significant life event, such as a relationship breakdown or death in the family.
- Trauma or tragedy.
- Illness or disability.
- An emergency event or natural disaster.
- Other reasonable cause adversely affecting the ability to pay.

In determining eligibility financial hardship of the user's capacity to pay, the City requires the applicant to provide reasonable proof which may include details of assets, income and living



Council Policy

expenses, and other such information required to make a valid assessment i.e. written request with supporting evidence.

The following conditions apply to requests for fee waivers, concessions or debt write-offs:

1. Applicants should live, own property or be delivering an activity/service within the City of Wanneroo district.
2. Applications must not directly or indirectly contravene with other Council policies.
3. Applications must not create an actual or perceived conflict of interest or potential reputational risk for the City.
4. Applications must not interfere with the City's compliance with and exercise of its legislative obligations.

~~5.1. Special consideration may be given to not for profit group/organisation if it can be clearly demonstrated that the organisation has a charitable or community service orientated purpose directly serving the community of the City.~~

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Council Policy

Fee Waivers, Concessions and Debt Write-Off Policy

Responsible Directorate:	<i>Corporate Strategy and Performance</i>
Responsible Service Unit:	<i>Finance</i>
Contact Person:	<i>Chief Financial Officer</i>
Date of Approval:	<i>TBA</i>
Council Resolution No:	<i>TBA</i>

1. POLICY STATEMENT

The City of Wanneroo (City) provides fee waivers, concessions and debt write-offs to support community groups, organisations and individuals in the delivery of programmes, services or events that benefit the community or to assist those with limited capacity to pay.

2. OBJECTIVE AND PURPOSE

The objective of this policy is to provide a framework for the consideration of requests for fee waivers, concessions and debt write-offs that:

- provides a fair and equitable assessment and approval process; and
- is consistent, transparent and financially responsible.

3. KEY DEFINITIONS

<i>DEFINITIONS: Any definitions listed in the following table apply to this document only.</i>	
Charitable Purpose	As defined under the Facility Hire and Use Policy, any event, program or activity which has a charitable purpose for the benefit of City residents (includes licensed collections under the <i>Charitable Collections Act 1946</i>). This excludes fundraising for the purposes of income generation for individual groups.
Concession	A preferential rate in relation to any amount of money which would ordinarily be owed to the City.
Fees and Charges	Fees and charges set by Council for goods or services being offered and the associated costs



Council Policy

Statutory Fees and Charges	Fees and Charges set under a Statutory Act administered by the City.
Waiver	A waiver of any amount of money which would ordinarily be owed to the City (a debt has not been incurred).
Write-Off	Write-off of any amount of money that is owed to the City (the debt has been incurred).

4. SCOPE

The policy applies to all fees and charges adopted through the City's annual budget process, as detailed in the City's Fees and Charges Schedule, and any concessions authorised and granted throughout the financial year.

This policy does not apply to statutory fees and charges, and rates and service charges levied by the City.

5. IMPLICATIONS

This policy must be read and applied in conjunction with the City's endorsed Fees and Charges Schedule and other relevant policies and legislation.

This policy results in a financial cost to the City. The Administration identifies the actual cost involved in successful requests and individual amounts in excess of \$5,001 are reported to the Audit and Risk Committee.

The policy considers and adheres to the *Local Government Act 1995* (the Act) and associated Regulations.

6. IMPLEMENTATION

Section 6.12 of the Act provides that the City may waive or grant concessions in relation to any amount of money, or write-off any amount of money, which is owed to the City.

All waivers, concessions or write-off of any amount of money owed to the City should be approved in line with the City delegated authority 1.1.23.

Fee waivers, concessions or write-offs may be provided by the City to individual residents or community groups and organisations that live or operate within the City of Wanneroo to deliver community outcomes, or provide assistance to an individual or group with limited capacity to pay.

The City will assess and make determinations on requests in accordance with the following principles:

- User's capacity to pay;
- Compliance with statutory requirements;
- Fairness and equity;
- Inability to recover the debt or bankruptcy;



Council Policy

- Debt recovery cost exceeds the recoverable amount;
- Legislative or regulatory obligations;

The City has determined eligibility criteria, as outlined in **Schedule 1**, where consideration for a fee waiver, concession or write-off may be considered.

7. AUTHORITIES AND ACCOUNTABILITIES

The CEO is delegated by Council to authorise Fee Waivers, Concessions and Debt Write-off as per the Delegated Authority Register 1.1.23.

The CEO has sub-delegated the exercise of Council delegated power to the following officers subject to conditions as stated within 1.1.23 of the Delegated Authority Register.

- Director Corporate Strategy & Performance
- Director Community & Place
- Director Assets
- Director Planning & Sustainability
- Chief Financial Officer

8. ROLES AND RESPONSIBILITIES

The policy will be administered by the Finance service unit.

Under the provisions of the Act, authority to approve fee and charge variations rests with Council or its delegates, depending on the value of each request. To ensure transparent decision making, all requests for fee waivers, concessions or write-offs should be reviewed by the City against the principles and criteria detailed within this policy and reported to Audit and Risk Committee depending on the threshold.

9. DISPUTE RESOLUTION (if applicable)

All disputes in regard to this policy will be reviewed by the Director Corporate Strategy and Performance.

10. EVALUATION AND REVIEW

The Policy will be reviewed every three years.

11. RELATED DOCUMENTS

- Strategic Budget Policy
- Accounting Policy
- Consolidated Delegated Authority Register (Section 1.1.23 Defer, Grant Discounts, Waive or Write Off Debts)
- Facility Hire and Use Policy
- Fees and Charges Schedule



Council Policy

12. REFERENCES

Local Government Act 1995

13. RESPONSIBILITY FOR IMPLEMENTATION

Chief Finance Officer

REVISION HISTORY

Version	Next Review	Record No.
May 2020	May 2025	19/328015*
December 2023	December 2026	
October 2025	October 2028	19/328015[v4]

SCHEDULE 1

Fee Waiver, Concession and Debt Write-Off Eligibility Criteria

The City may consider requests to provide a fee waiver, concession, or debt write-off in accordance with the following criteria:

- Late payment interest and legal fees for late payment of rates due to an administrative error.
- Late payment interest and legal fees for late payment of rates where genuine hardship can be substantiated and the user's capacity to pay diminished.
- Unpaid debts (other than rates) due to an administrative error.
- Unpaid debts (other than rates) that remain unpaid when all reasonable attempts have been made to recover the outstanding amount.
- Unpaid debts (other than rates) where genuine hardship can be substantiated and the user's capacity to pay diminished.
- Event cancellation or facility closure.
- Items returned.
- Special consideration may be given to an individual based upon their capacity to pay or if it is deemed not appropriate to charge a fee due to an administrative error.
- Special consideration may be given for additional domestic waste fee where it is demonstrated that it is due to medical reasons.
- Special consideration may be given to not for profit group/organisation if it can be clearly demonstrated that the organisation has a charitable or community service orientated purpose directly serving the community of the City.

Users Capacity to Pay

Where there is evidence that payment of the fee or charge will impose unreasonable financial hardship on the applicant given their particular circumstances. For example:

- A change to employment status, such as job loss or reduced work hours (not due to poor performance).
- Unemployment.
- Business failure.
- A significant life event, such as a relationship breakdown or death in the family.
- Trauma or tragedy.
- Illness or disability.
- An emergency event or natural disaster.
- Other reasonable cause adversely affecting the ability to pay.

In determining eligibility of the user's capacity to pay, the City requires the applicant to provide reasonable proof which may include details of assets, income and living expenses, and other such information required to make a valid assessment i.e. written request with supporting evidence.

The following conditions apply to requests for fee waivers, concessions or debt write-offs:



Council Policy

1. Applicants should live, own property or be delivering an activity/service within the City of Wanneroo district.
2. Applications must not directly or indirectly contravene with other Council policies.
3. Applications must not create an actual or perceived conflict of interest or potential reputational risk for the City.
4. Applications must not interfere with the City's compliance with and exercise of its legislative obligations.

4.3 Local Planning Policy 4.6: Signage

File Ref: 4093 – 25/363325
Responsible Officer: Manager Strategic Land Use Planning & Environment
Attachments: 3

Issue

To consider Administration's review and proposed minor changes to *Local Planning Policy 4.6: Signage (LPP 4.6)*.

Background

Signage plays a vital role in supporting business visibility, wayfinding, and community messaging. However, without appropriate controls, it can lead to visual clutter, safety hazards, and negatively impact the local character. LPP 4.6 provides a framework for the design, placement and assessment of advertising signs within the City of Wanneroo (the **City**) with the intent of ensuring signage is appropriate, to a high standard without eroding the visual amenity of an area.

The policy has been reviewed several times since its adoption, with Council at its Ordinary Council Meeting on 12 October 2021 adopting the current version which incorporated provisions for the consideration of digital signage and variable message signs (**Attachment 1**).

Detail

Since implementation of LPP 4.6, the Western Australian Planning Commission (**WAPC**) has sought to standardise Local Governments' Local Planning Policies to ensure greater consistency between Local Governments. In response to this, the Western Australian Local Government Association (**WALGA**) has prepared its own 'Local Planning Policy Guide' to ensure consistency across local governments. Accordingly, the formatting of LPP 4.6 have been amended to align with this manner and form.

Administration has reviewed the policy and considers that the current LPP 4.6 generally operates effectively with a format and structure that allows for signs to be easily assessed based on different signage types, whilst also offering exemptions for a number of small scale signage. This avoids unnecessary and onerous approval requirements for businesses and an administrative burden on the City.

Notwithstanding this, some minor changes to the policy are proposed. These are included in a track changed version of LPP 4.6 (**Attachment 2**) and summarised as follows:

- Minor wording changes to improve clarity. This includes simplifying the language used and removing ambiguity in some parts.
- Reformatted 'Digital Signage' section for enhanced readability, with consolidated and expanded assessment considerations consistent with the policy objectives.
- New list of supporting information required for all digital signage applications. While this is not in the current LPP 4.6, it is common planning practice for Administration to require supporting information to demonstrate compliance with the policy and policy objectives. This will also provide greater clarity for applicants.
- Exemptions introduced for digital window signs in 'Service Commercial' zones, recognising their appropriateness for larger showroom-style developments.

- Updated window sign provisions, clarifying that signage on standalone structures located internal to the building but visible from the street would still be subject to the window sign provisions. In addition, the window signage currently permits signage to not exceed 50% of the glazed area or 10m² in aggregate. The provision is updated to include 'whichever is lesser' of the two to ensure that signage does not cause inactive streetscapes and provides passive surveillance, noting that anything greater can be considered through a development application.
- Updated wall sign provisions, permitting a wall sign with a maximum of 25 percent of the wall area and removing the 8m² area size limit for 'General Industry' or 'Light Industry' zoned lots to better suit larger industrial buildings and reduce unnecessary development applications.
- Incorporating a 'Sensitive Land Use' definition aligning with other local planning policies to improve clarity and consistency, noting the term is referenced in the policy.
- Minor text and formatting changes have been made to align it to the DPLH's draft local planning policy template.

A version of this proposed policy, without track changes, can be found in **Attachment 3**.

Consultation

For reasons as discussed further in the 'Comment' section below, Administration considers the proposed amendments to LPP 4.6 to be 'minor' in the context of Part 2 of the deemed provisions contained in Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015*. Minor amendments to local planning policies do not require advertising under the deemed provisions.

Comment

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 determine.

Administration considers that LPP 4.6 is currently fit for purpose and does not require significant amendments at this time. The proposed amendments are minor in nature and do not affect the intent or the purpose of the policy as the amendments:

- Align the policy provisions with the latest policy template;
- Enhance legibility and clarity through minor wording and formatting changes;
- Expands on and provides clarity on the assessment considerations and supporting information required for digital signage applications for applicants, noting it outlines what is already common planning practice;
- Provides clarification on window signage provisions and removing any ambiguity; and
- Introduces more exemptions for digital window signage in 'Service Commercial' zoned land and permits larger wall signage for 'General Industry' and 'Light Industry' zoned land, reducing unnecessary development applications.

Furthermore, Administration considers that the proposed amendments to LPP 4.6 do not introduce new concepts or provisions that may negatively affect landowners or builders undertaking further development than what is currently required from the respective policies.

Should the Committee agree with Administration's position that the amendments proposed to LPP 4.6 are 'minor', a resolution would need to be made to that effect (as per the recommendation).

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 Council Plan 2025 – 2035:

5 ~ A Well-Governed and Managed City

5.1 - Lead with clear decisions and strong advocacy

Risk Appetite Statement

In pursuit of strategic objective goal 5, 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
Level 1 Strategic Risk	9.0 Ineffective Governance	Medium
Level 2 Corporate Risk	9.1 Compliance Framework	Medium
ACCOUNTABILITY		ACTION PLANNING OPTION
General Counsel		Manage

The above risk 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 this risk to support existing management systems.

Policy Implications

The amendments to LPP 4.6 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 4.6 can be met from the current Planning and Sustainability operational budget.

Voting Requirements

Simple Majority

Recommendation

That the 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 4.6: Signage as outlined in Attachment 2 and Attachment 3, to be minor and can proceed without advertising;
 - b) **PROCEEDS** with the amended Local Planning Policy 4.6: Signage, as shown 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 4.6: Signage.

Attachments:

- | | | |
|-----------------------------|--|-----------|
| 1. Download | Attachment 1 - Current Local Planning Policy 4.6 Signs | 25/363725 |
| 2. Download | Attachment 2 - Track change version of Revised Local Planning Policy 4.6 Signs | 25/369424 |
| 3. Download | Attachment 3 - Clean version of Revised Local Planning Policy 4.6 Sign | 25/369365 |

Planning and Sustainability
Local Planning Policy 4.6
Advertising Signs



Owner	Planning and Sustainability
Implementation	October 2021
Next Review	October 2025

PART 1 - POLICY OPERATION

Policy Development and Purpose

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

The purpose of this policy is to provide a framework for the design, placement and assessment of advertising signs (signs) within the City.

Advertising Sign: means a sign in the form of a type specified below for the purpose of advertising or promoting a business or its products, and includes estate signage.

Objectives

1. To ensure that the visual quality and character of particular localities and transport corridors are not eroded;
2. To achieve advertising signs that are not misleading or dangerous to vehicular or pedestrian traffic;
3. To minimise the total area and impact of outdoor advertising commensurate with the realistic needs of commerce for such advertising;
4. To prohibit outdoor advertising which is considered to be superfluous or unnecessary by virtue of their number, colours, height, prominence, visual impact, size, content and relevance to the premises on which they are located;
5. To reduce and minimise clutter; and
6. To promote a high standard of design and presentation in outdoor advertising.

Exemptions

If a sign complies with one of the following it is exempt from the need to obtain development approval:

- All the relevant provisions of this policy, in accordance with clause 61(1) of the Deemed Provisions,
- Signs within a signage panel previously approved by the City, in accordance with clause 61(1) of the Deemed Provisions; or
- All the relevant provisions of Schedule 4 of DPS 2, refer Attachment 1.

**The exemptions specified above do not apply to signage proposed in a digital format, unless specifically exempt under the digital signage exemptions contained within Part 2 of this Policy.*

Planning and Sustainability
Local Planning Policy 4.6
Advertising Signs



PART 2 - GENERAL POLICY PROVISIONS

General Development Standards

1. In general, advertising signs shall:
 - Not contain any offensive material¹;
 - Not be affixed to boundary walls or fences;
 - Not extend beyond the boundary of the lot on which they are situated;
 - Relate to the site on which they are located; and
 - Integrate with the building design, particularly through the provision of signage panels within the building facades, wherever possible.
2. A sign that fits within the definition of more than one sign type shall be assessed against the criteria the City considers most applicable.
3. The area of a sign is to be measured as the greatest horizontal dimension multiplied by the greatest vertical dimension, excluding any support structures.

Signage Strategy

A signage strategy is an overall plan for a development site or structure plan area and shall be submitted with an application for development approval when:

- The sign/s relate to a subdivision or development estate which proposes more than ten lots;
- The sign/s relate to a display home or village; or
- The number of signs for a development site (existing and proposed) exceeds a total of four.

A signage strategy should incorporate the location, type, size and design of all existing and proposed signs, depicted on site and elevation plans. Justification should be provided on the need for the number and design of signs proposed, having regard for the relevant policy provisions and objectives.

Digital Signage

The City may consider applications for digital signage in the following circumstances:

1. Pylon Signs and Wall Signs associated with schools, tates or colleges, outdoor recreation (e.g. golf course), places of worship and tourist locations²;
2. On Commercial zoned land identified as a Neighbourhood Centre or above under DPS 2 or an applicable structure plan, or Business zoned land within an Integrated Business Centre³, limited to the following:
 - One Pylon Sign per street frontage;
 - One Wall Sign per street frontage; and
 - One Window Sign per tenancy.

1. *Offensive material is content deemed by the City to be objectionable, violent, insulting, obscene or defamatory to most people, or a particular group of people.*
2. *Tourist location: refers to places where visitors typically visit for the natural, cultural or historic value while also offering leisure and amusement at a regional or sub-regional level and is determined at the discretion of the City.*
3. *Integrated Business Centre: refers to a continuous area of Business zoned land greater than 10,000m².*

Planning and Sustainability

Local Planning Policy 4.6

Advertising Signs



Exemptions

The following digital signage is exempt from requiring development approval:

- Pylon Signs associated with a school, tafe or college located on a Local Distributor road or lower, where the proposal complies with the relevant policy provisions outlined in Parts 1-3.
- Window Signs within a Commercial or Business zone, where the proposal complies with the relevant policy provisions outlined in Parts 1-3.

Assessment Considerations

- Unless outlined above, applications for digital signage are required to obtain development approval and will be assessed against the most applicable sign type to which the sign relates (Part 3), as well as all other relevant policy provisions.
- Digital Pylon and Wall signage infrastructure on Business or Commercial zoned land shall be located and designed for reciprocal use by all tenancies within a Centre. This is to ensure signage is designed and located to maximise its community benefit and minimise visual clutter.
- Applicants are required to provide information on the proposed luminance of a digital sign. At the request of the City, an applicant may be required to provide a Lighting Impact Assessment to demonstrate that the signs luminance does not affect the amenity of nearby sensitive land uses.
- Digital signage is not permitted to display third party advertising material in accordance with Part 2 of this policy.
- Digital signage applications may also be required to demonstrate they are safe from a road safety perspective. Applicants should contact the City to determine if any road safety information or assessment is required prior to formally submitting an application.

Third Party Signage

Notwithstanding the above, the City may consider an application for third party digital signage in the following circumstances:

Activity Centres

A Wall or Pylon Sign located within a Strategic, Secondary or District Centre. In such circumstances the signage should be located centrally within the Centre and integrated with the built form.

The signage should also be oriented towards a pedestrianised environment, be designed to complement the character of the Centre, not detract from any existing signage and add visual interest and amenity to the locality, in addition to satisfying all other applicable standards of this policy.

Regional Transport Corridors

A Pylon Sign located within, or directly adjacent to, a Primary or Other Regional Road reserve. In such circumstances the sign should not be visible from any existing or proposed public open space (local or regional) or sensitive land uses, and shall not detract from the character and amenity of the locality.

In addition, the proposal will require support from the owner/manager of the transport corridor and demonstrate that it does not conflict with any traffic signals or create a road safety issue, in addition to satisfying all other applicable standards of this policy.

PART 3 - SPECIFIC POLICY PROVISIONS / ON BUILDING SIGNS

Wall Sign

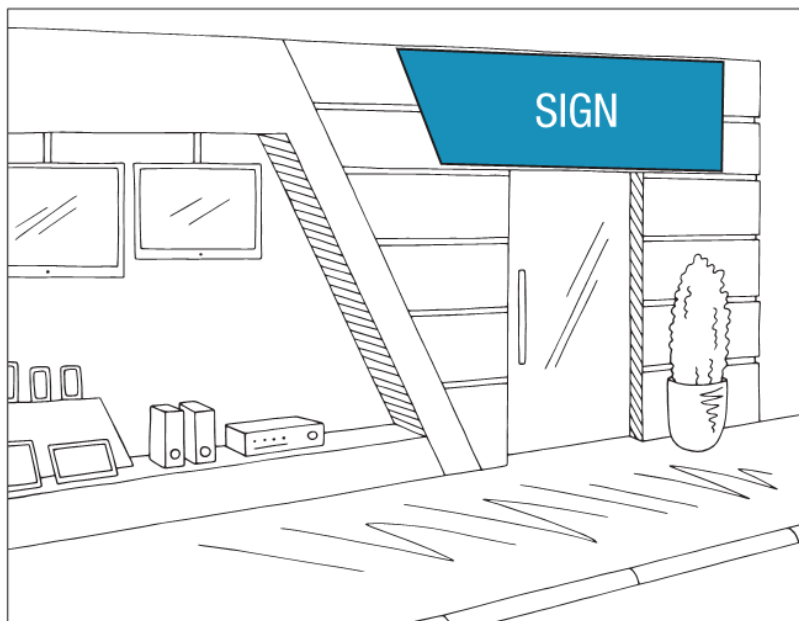
A sign that is painted or affixed on the front, side or rear elevation of a building or structure, but does not project more than 300 millimetres out from the wall.

Wall signs should -

- Be limited to maximum of one sign per tenancy, per street frontage.
- Not extend laterally beyond either end of the wall or protrude above the top of the wall.
- Not exceed 25 percent in aggregate area on any one wall to a maximum of 8 square metres.
- Be integrated with the building design.

For wall signs proposed on a 'Residential' zoned lot used predominantly for non-residential purposes, the following applies:

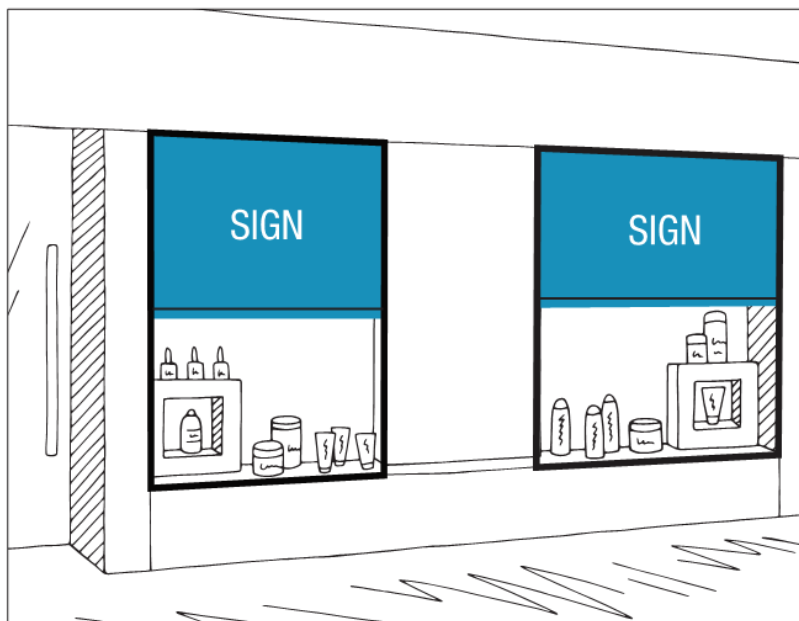
- Limited to one sign per lot.
- Limited to 1.2 square metres in area.



Window Sign

A sign which is fixed either to the interior or exterior of the glazed area of a window, any part of which is visible from outside the building.

- A window sign should not cover more than 50 percent of the glazed area of any one window or exceed 10 square metres in aggregate area per tenancy.
- Where a window sign is proposed, the balance of the window shall be constructed of permeable glazing to maintain an active building frontage and presentation to the street.



Verandah Sign

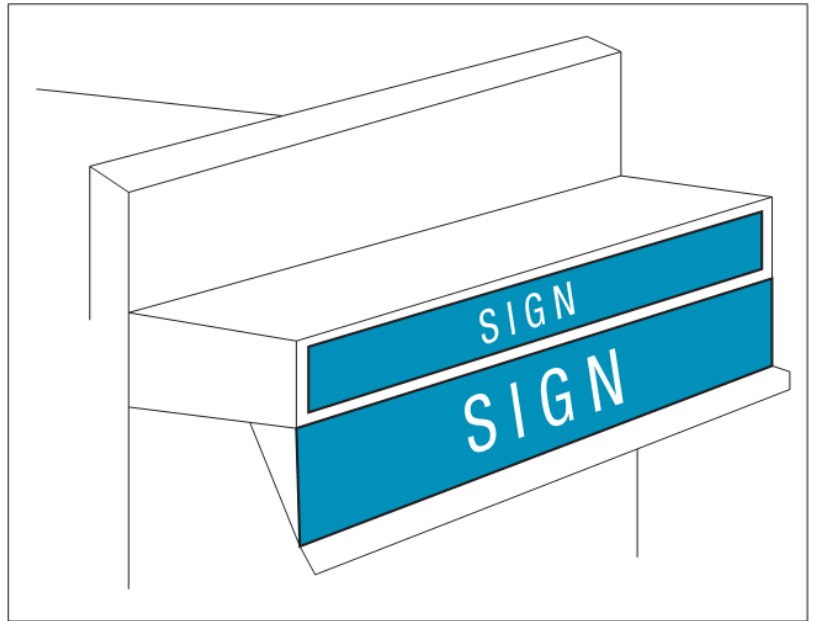
A sign affixed on or under a verandah and includes signs affixed to cantilever awnings and balconies.

Signs on the underside of a verandah should -

- Not exceed 2.4 metres in length.
- Not exceed 400 millimetres in height.
- Not be located within 1 metre of another such sign on the underside of the same verandah.
- Be positioned at right angles to the building façade.
- Provide a clear headway under the sign of not less than 2.75 metres, measured from floor level.
- Not project beyond the edges of the verandah.

Signs on the fascia of a verandah should not -

- Exceed 400 millimetres in height.
- Project beyond the edges of the verandah.

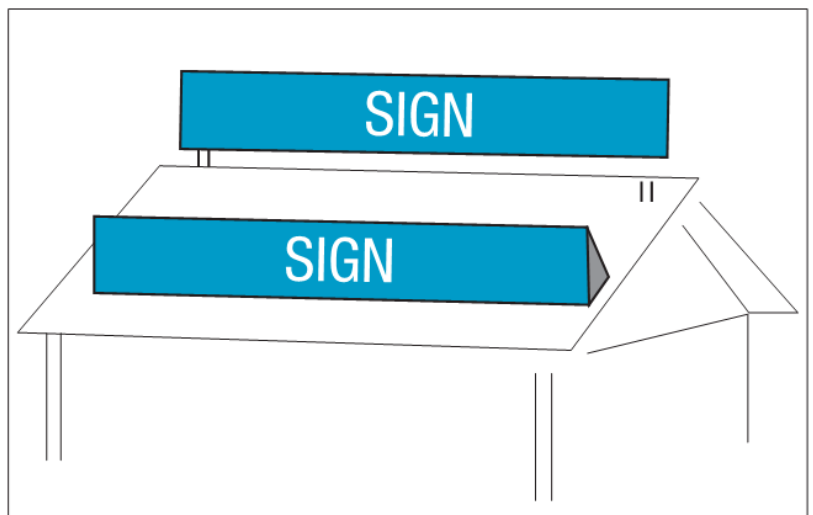


Signs affixed to the top of a verandah are generally not supported given the potential negative impact on visual amenity.

Roof Sign

A sign located on a roof or protruding from the normal roof line of a building.

Roof signs are generally not supported given the potential negative impact on visual amenity.

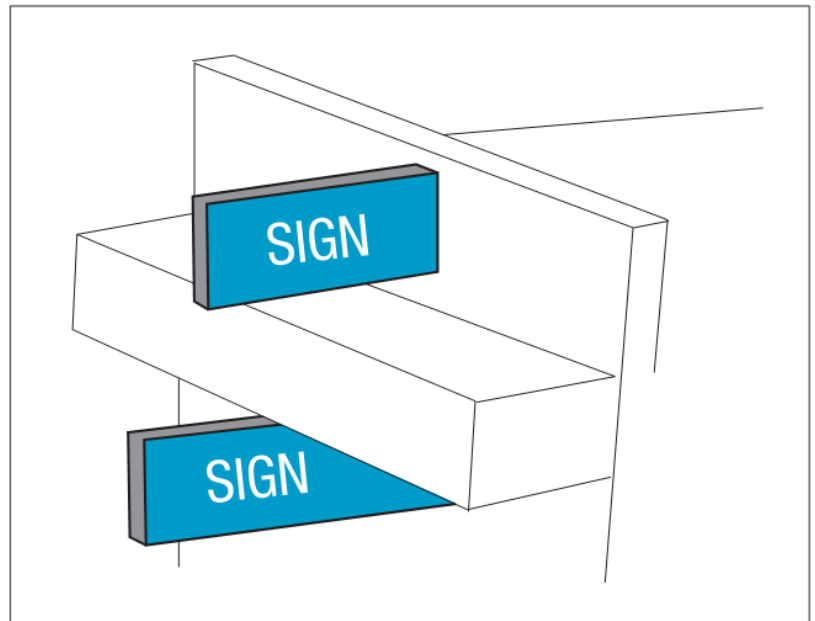


Projecting Sign

A sign that projects 300 millimetres or more from the wall of a building.

Projecting signs should -

- Be limited to maximum of one sign per tenancy or one for every 40 metres of linear street frontage.
- Not project more than 1 metre from a wall and not exceed 1.5 square metres in area.
- Not be placed within 2 metres of either end of the wall to which they are attached.
- Not project above the top of the wall to which they are attached.
- Provide a clear headway under the sign of not less than 2.75 metres, measured from floor level.



Inflatable Sign

A sign that is painted, stencilled or attached to an inflated device, such as a balloon.

Inflatable signs should not -

- Exceed 7 metres in diameter or 9 metres in height, and are permitted above roof height.
- Be displayed for more than 14 days in aggregate for any one calendar year.



PART 3 - SPECIFIC POLICY PROVISIONS / OFF BUILDING SIGNS

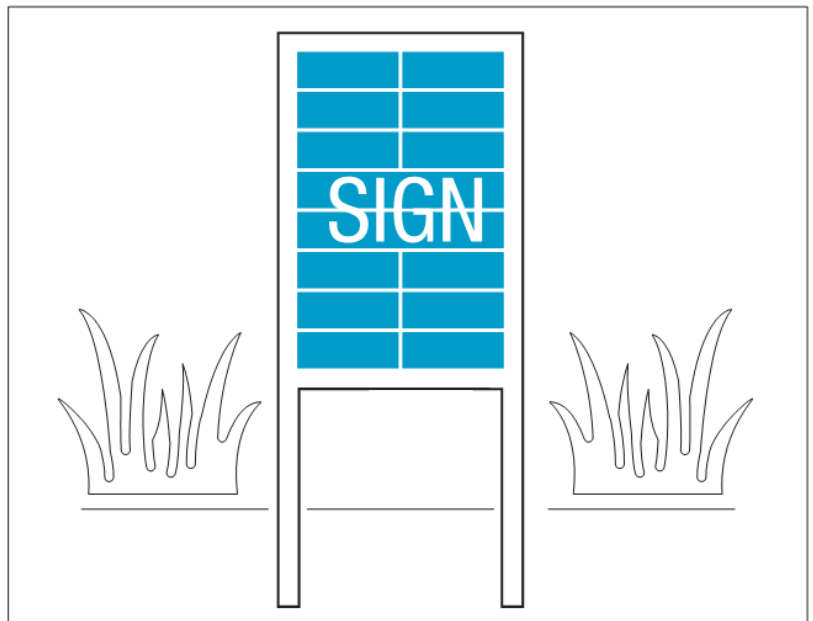
Pylon Sign

A sign supported on one or more poles to which infill panels may be added, that is not attached to a building.

Pylon signs should -

- Be limited to a maximum of one per street frontage or one for every 40 metres of linear street frontage.
- Not exceed 6 metres in height by 2.5 metres in width.
- Be located centrally within the lot and no closer than 3 metres to a side boundary.

Individual pylon signs will not be supported for individual tenancies where multiple units exist or are proposed to exist on a lot. In this instance, a pylon sign shall be designed to provide one infill panel for each unit on the lot and may be increased in height to 8 metres.



Portable Sign

A sign that is not attached to a building or other structure.

Portable signs should -

- Not exceed one sign per tenancy.
- Only be displayed during normal operating hours of the business to which they relate.
- Not exceed dimensions of 1.2 metres in height or length, with an area of not more than 0.6 square metres.
- Be located on private property.
- Be secured and stabilised.
- Be placed so they do not obstruct pedestrian walkways, present a hazard to motorists or pedestrians, or obstruct car parking bays

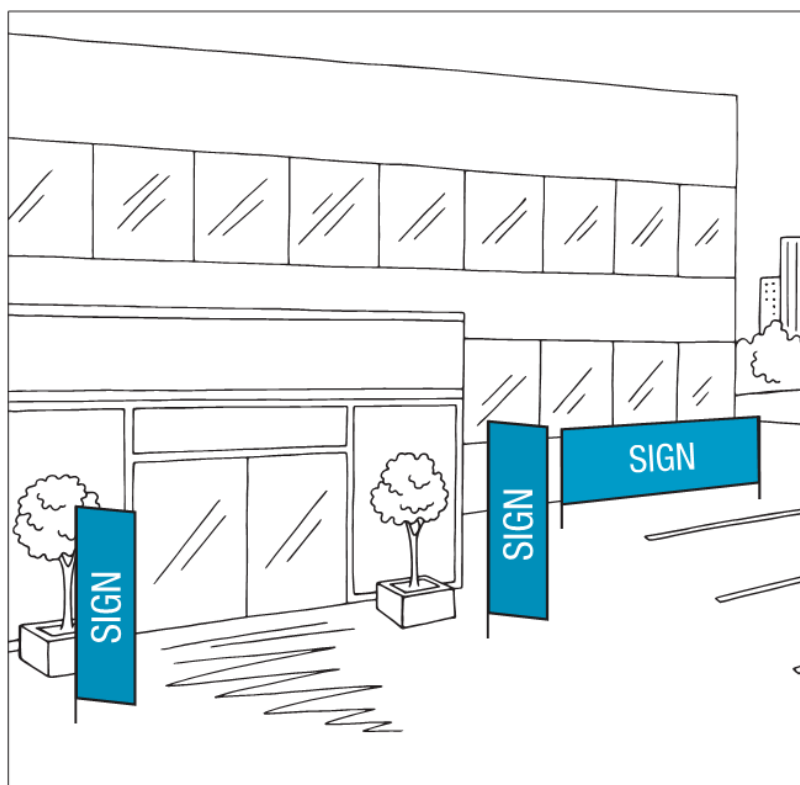


Banner Sign

Any temporary sign in the form of a sign made of a light weight, non-rigid material, such as cloth, canvas or similar fabric that relates to the promotion of a specific event.

Banner signs should -

- Only be displayed for up to one week prior to a promotional event or offer.
- Be removed immediately following the promotional event or offer.
- Not exceed dimensions of 1 metre in height and 3 metres in length.
- Not be displayed for a period of time greater than six weeks.
- Be restricted to promoting no more than four promotional events per year.
- Be limited to a maximum of one per site.

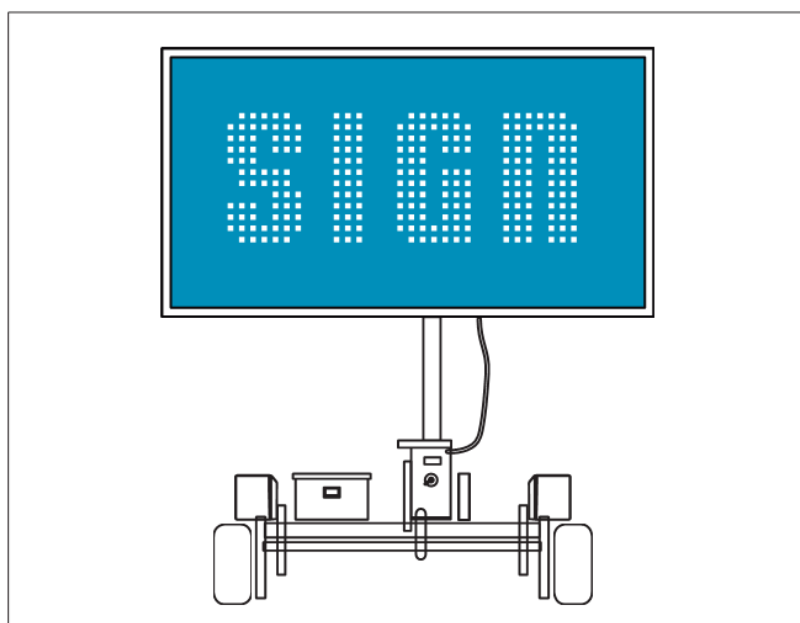


Variable Message Sign (VMS)

A digital messaging sign that is typically mounted on a trailer and displays advertising material which could change at regular intervals.

VMS signs are generally not supported within 20 metres of a road reserve as measured from the boundary of a lot, given the distraction they cause to drivers and potential negative impact on visual amenity.

VMS signs may be considered in a temporary manner in conjunction with a community event.



Rural Producer Sign

A sign erected on land lawfully used for rural purposes which advertises goods or products produced, grown or lawfully manufactured on the land.

Rural Producer signs should -

- Be limited to a maximum of one per street frontage of any lot.
- Not exceed 3 square metres in area or 3 metres in height.
- Show only the name and address of the occupier of the land and name of the property.
- Only advertise goods or products produced, grown or lawfully manufactured upon the land.



PART 3 - SPECIFIC POLICY PROVISIONS / ESTATE DEVELOPMENT SIGNS

Entry Statement

A fence or wall constructed in masonry or other material, to identify the entrance of an estate and may include, but not be limited to, a sign indicating the estate name and locality, sculptures, flagpoles and flags.

- Entry statements should be located entirely within private property.
- Where an entry statement contains an estate name, it should include the approved locality name in at least equal prominence.
- All ongoing maintenance of an entry statement shall be at the cost of the developer and shall be removed prior to completion of the estate, unless otherwise agreed by the City.
- All entry statements are required to obtain development approval from the City.



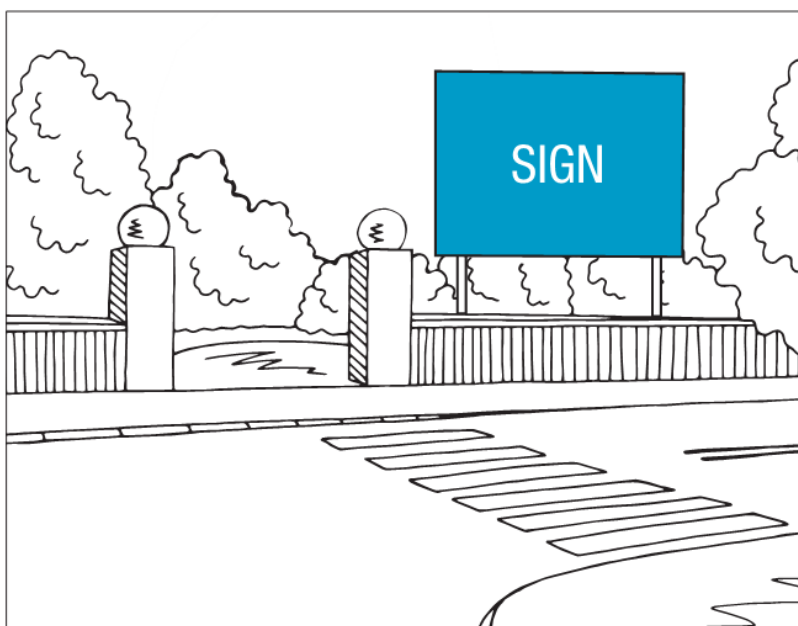
Estate Signage

A sign erected on a lot within an estate displaying information such as the estate name, the plan of subdivision or development, the estate features or sales and real estate agency contact details.

- Estate signs should be located entirely within the estate to which they relate, at justified strategic points to avoid proliferation.
- A maximum of two signs are permitted visible from the perimeter of the estate.
- All estate signs are required to obtain development approval from the City and may only be considered in the context of an overall Signage Strategy.
- All development approvals issued by the City for estate signage will include a condition of approval limiting the time the approval remains valid, as determined by the City.

Dimensions -

- Estate signs in the form of a billboard, mounted on one or more support poles, should not exceed six metres by three metres.
- Where estate signage is not in the form of a billboard it will be assessed against the most applicable sign type within this policy, as determined by the City.



**** Estate signage may only be located on City managed land at the discretion of the City's Property Services.***

Off-site Sign -

In addition, the City may grant approval for one off-site sign within one kilometre of an estate if considered necessary to assist with directing the public to the estate.

The sign should be located entirely on private property with the consent of the landowner, and should avoid conflict with other signs.

Sea Containers -

The use of sea containers for signage purposes is generally not supported and will only be considered when:

- The signage is incidental to the use of the sea container; and
- The signage relates to the estate in which it is located.

Advertising Signs

Planning and Sustainability Local Planning Policy 4.6

Display Home Sign

A sign advertising a home or homes on display for public inspection.

Display Home signs should -

- Be limited to one sign per display home.
- Not exceed 6 metres in height by 2.5 metres in width.
- Not be illuminated
- If located adjacent to a lot used for residential purposes, be located a minimum 3 metres from the boundary of the residential lot.
- Be removed within 10 days of the closure of the display home.

In addition to the above, one integrated Display Home sign may be permitted where multiple builders exist provided the sign:

- Does not exceed 6 metres in height by 2.5 metres in width.
- Is designed to provide one infill panel for each builder in the display home centre.
- Is removed within 10 days of the closure of the display home centre.
- Obtains development approval from the City.



*** An integrated display home centre sign may only be located on City managed land at the discretion of the City's Property Services.**

Attachment 1

SCHEDULE 4 (CLAUSE 61(1) OF THE DEEMED PROVISIONS) - EXEMPTED ADVERTISEMENTS

- (a) All signs or advertising devices for which a licence is required under the Council's Signs Local Law and where the sign or advertising device does not exceed the design requirements of the City's Signs Local Planning Policy; *AMD 52 GG 16/6/06*
- (b) a sign erected or maintained in accordance with an Act;
- (c) a property disposal sign not exceeding 2m² erected on private property or immediately adjacent to the front boundary, where it is not possible to erect it on private property;
AMD 52 GG 16/6/06
- (d) a plate not exceeding 0.2m² in area erected or affixed on the street alignment or between that alignment and the building line to indicate the name and occupation or profession of the occupier of the premises;
- (e) a direction sign;
- (f) a sign used solely for the direction and control of people, animals or vehicles or to indicate the name or street number of a premises, if the area of the sign does not exceed 0.2m²;
- (g) an advertisement affixed to or painted on a shop window not exceeding 50% of the glazed area of any one window or 10m² in aggregate area per tenancy, whichever is the lesser, by the occupier thereof and relating to the business carried on therein; *AMD 52 GG 16/6/06*
- (h) a sign displaying solely the name and occupation of any occupier of business premises painted on a window or wall of those premises providing that the sign does not exceed 1.2m² in area and a height of 600mm;
- (i) a sign within a building unless:
 - (i) it is clearly visible from a public place outside the building;
 - (ii) it is exempted under any other paragraph of this sub clause; or
 - (iii) it is considered objectionable by the local government;
- (j) a sign not larger than 0.6m x 0.9m on an advertising pillar or panel approved by or with the consent of the local government for the purpose of displaying public notices for information;
- (k) a building name sign on any building, where it is of a single line of letters not exceeding 300mm in height, fixed to the facade of the building;
- (l) newspaper or magazine posters, provided they are displayed against the outside wall of the business premises from which the newspapers or magazines are sold;
- (m) a rural producer's sign measuring up to 3m in height and 3m² in area, which is the only sign on the lot on which it is erected; *AMD 52 GG 16/6/06*
- (n) a sign erected by the local government, or with the approval of the local government, on land under the care, control and management of the local government;
- (o) a sign erected and maintained on street furniture, bus shelters or seats in accordance with the terms and conditions of a contract between the local government and the company responsible for those signs;

Attachment 1

- (p) a maximum of 4 garage sale signs, each not greater than 0.25m², advertising the sale of second hand domestic goods in domestic quantities, not being part of a business, trade or profession and only being displayed on the day of the sale and on no more than 2 occasions for the same lot in each 6 month period;
- (q) a sign or signs erected in accordance with a special event permit issued under the City of Wanneroo Signs Local Law;
- (r) a sign painted on a kerb, adjacent to a property depicting the house number and in accordance with specifications approved by the local government;
- (s) a sign erected by the local government for the purpose of:
 - (i) encouraging participation in voting (but not in favour of any candidate, political party, group or thing) at a local government election, provided that the signs are erected no more than 5 weeks prior to the election; or
 - (ii) indicating the name and location of a polling place for an election.
- (t) an election sign which is: *AMD 52 GG 16/6/06*
 - (i) erected on private property with the approval of the owner of that property, where such approval has been obtained prior to the erection of the election sign;
 - (ii) not in excess of 0.75m² in area per property, except a corner property which may display one sign facing each thoroughfare of the corner;
 - (iii) erected not more than 28 days prior to the date of the election to which it relates;
 - (iv) erected in accordance with the restriction provisions of Clause 16 of the Signs Local Law 1999;
 - (v) removed within 7 days of the date of the election.
- (u) a sign permanently affixed or painted on a vehicle to identify a company, business, service or product supplied or sold by that company. *AMD 52 GG 16/6/06*

The above signs are exempt from the requirement to obtain Development Approval except where the signs contain any illumination or radio; animation or movement in its design or structure; reflective; retro-reflective or fluorescent materials in its design or structure.



City of

Wanneroo

SIGNAGES

Planning and Sustainability

Local Planning Policy 4.6 –

Owner	Planning and Sustainability
Implementation	XX
Next Review	XX

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1.0 CITATIONPART 1 – POLICY OPERATION

Policy Development and Purpose

~~This is a Local Planning Ppolicy has been~~ prepared under Schedule 2, Part 2 of the Deemed Provisions of the *Planning and Development (Local Planning Schemes) Regulations 2015*. ~~This policy may be cited as Local Planning Policy (LPP) 4.6 – Signage, and is to be read in conjunction with the City of Wanneroo’s (the City) District Planning Scheme No. 2 (DPS 2).~~

2.0 INTRODUCTION

The purpose of this policy is to provide a framework for the design, placement and assessment of advertising signs (signsage) within the City.

~~Advertising Sign: means a sign in the form of a type specified below for the purpose of advertising or promoting a business or its products, and includes estate signage.~~

3.0 OBJECTIVES

Objectives

1. To ensure that the visual quality and character of particular localities and transport corridors are not eroded;

2. To achieve advertising signs that are not misleading or dangerous to vehicular or pedestrian traffic;

3. To minimise the total area and impact of outdoor advertising commensurate with the realistic needs of commerce for such advertising;

4. To prohibit outdoor advertising which is considered to be superfluous or unnecessary by virtue of their number, colours, height, prominence, visual impact, size, content and relevance to the premises on which they are located;

5. To reduce and minimise clutter; and

6. To promote a high standard of design and presentation in outdoor advertising.

Exemptions

If a sign complies with one of the following it is exempt from the need to obtain development approval:

All the relevant provisions of this policy, in accordance with clause 61(1) of the Deemed Provisions;

Signs within a signage panel previously approved by the City, in accordance with clause 61(1) of the Deemed Provisions; or

1

4.3 – Attachment 2



Planning and Sustainability Local Planning Policy 4.6 –

- All the relevant provisions of Schedule 4 of DPS 2, refer Attachment 1.

*~*The exemptions specified above do not apply to signage proposed in a digital format, unless specifically exempt under the digital signage exemptions contained within Part 2 of this Policy.*

4.0 APPLICATION OF THIS POLICY

This policy should be read in conjunction with the development standards and requirements of District Planning Scheme No. 2 (DPS 2).

5.0 POLICY PROVISIONS

PART 2 - GENERAL POLICY PROVISIONS

GENERAL PROVISIONS

General Development Standards

1. All signs that are compliant with this policy or are listed in Schedule 16 of District Planning Scheme No. 2 (Appendix 1) are exempt from requiring development approval as per Clause 61(1) of the Deemed Provisions of Planning and Development (Local Planning Schemes) Regulations 2015 with exception to the following:

- a. Signage containing any illumination or radio, animation or movement in its design or structure, reflective, retro-reflective or fluorescent materials in its design or structure;
- b. Digital signage (unless otherwise provided for below); or
- c. Signs that require a signage strategy under this policy.

- 4.2. In general, advertising signs should all:

- Not contain any offensive material¹ deemed to be violent, insulting, obscene or defamatory to the general public, as determined by the City;
- Not be affixed to boundary walls or fences;
- Not extend beyond the boundary of the lot on which they are situated;
- Relate to the site on which they are located; and
- Integrate with the building design, particularly through the provision of signage panels within the building facades, wherever possible.

- 2.3. A sign that fits within the definition of more than one sign type shall be assessed against the criteria the City considers most applicable.

- 3.4. The area of a sign is to be measured as the greatest horizontal dimension multiplied by the greatest vertical dimension, excluding any support structures.

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Planning and Sustainability Local Planning Policy 4.6 –

SIGNAGES

Signage Strategy

A signage strategy is an overall plan for a development site or structure plan area and should be submitted with an application for development approval when:

- The signage/s relates to a subdivision or development estate which proposes more than ten lots;
- The signage/s relates to a display home centre or village; or
- The number of signs for a development site (existing and proposed) exceeds a total of four.

A signage strategy should incorporate the location, type, size and design of all existing and proposed signs, depicted on site and elevation plans. Justification should be provided on the need for the number and design of signs proposed, having regard for the relevant policy provisions and objectives.

Digital Signage

The City may consider applications for digital signage in the following circumstances:

1. Pylon Signs and Wall Signs associated with Educational Establishments schools, Recreation - Private cafes or colleges, outdoor recreation (e.g. golf course), Places of Worship and tourist locations²;
2. On Commercial zoned land identified as a Neighbourhood Centre or above under DPS 2 or an applicable structure plan, and associated with the tenancies on site, or Business-zoned land within an Integrated Business Centre³, limited to the following:
 - One Pylon Sign per street frontage;
 - One Wall Sign per street frontage; and
 - One Window Sign per tenancy; and
 - Designed and located for reciprocal use by all tenancies within a development to minimise clutter.
3. Third Party Digital Signage in an Activity Centre with a category of District Centre or above under DPS 2 or an applicable structure plan, subject to:
 - Located centrally within the Activity Centre;
 - Integrated with the built form and designed to complement the character of the centre; and
 - Oriented towards a pedestrianised environment.
4. Third Party Digital Signage located within or adjacent to a Primary or Other Regional Road Reserve, subject to:
 - Not being visible to any existing or proposed public open space (local or regional) or sensitive land uses;
 - Does not detract from the character and amenity of the locality;
 - Requires support from the owner/manager of the transport corridor; and
 - Does not conflict with any traffic signals or create a road safety issue.

²—Offensive material is content deemed by the City to be objectionable, violent, insulting, obscene or defamatory to most people, or a particular group of people.

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SIGNAGES

Planning and Sustainability

Local Planning Policy 4.6 –

2—Tourist location: refers to places where visitors typically visit for the natural, cultural or historic value while also offering leisure and amusement at a regional or sub-regional level and is determined at the discretion of the City.

3—Integrated Business Centre: refers to a continuous area of Business zoned land greater than 10,000m².

Exemptions

The following digital signage is exempt from requiring development approval:

Pylon Signs associated with an Educational Establishment school, tafe or college located on a Local Distributor road or lower, where the proposal complies with the compliant with the Pylon Sign relevant policy provisions outlined in Parts 1-3 of this policy; or

Window Signs within a Commercial or Business zone, Service Commercial zone, where compliant with the provisions of the Window Sign provisions of this policy and does not face residential development or land intended for residential use the proposal complies with the relevant policy provisions outlined in Parts 1-3.

Assessment Considerations

Unless outlined above, applications for digital signage are required to obtain development approval and will be assessed against the most applicable sign type to which the sign relates (Part 3), as well as all other relevant policy provisions.

Illumination of signs must comply with the relevant Australian Standards (including AS 4282-2019) and any other relevant standards and guidelines. Digital Pylon and Wall signage infrastructure on Business or Commercial zoned land shall be located and designed for reciprocal use by all tenancies within a Centre. This is to ensure signage is designed and located to maximise its community benefit and minimise visual clutter.

Applicants are required to provide information on the proposed luminance of a digital sign. At the request of the City, an applicant may be required to provide a Lighting Impact Assessment to demonstrate that the signs luminance does not affect the amenity of nearby sensitive land uses.

Digital signage is not permitted to display third party advertising material in accordance with Part 2 of this policy.

Signs that are visible from public roads shall generally not include any animated, flashing, pulsing or chasing content.

Digital signage applications may also be required to demonstrate they are safe from a road safety perspective. Applicants should contact the City to determine if any road safety audit report information or assessment is required prior to formally submitting an application.

Where a sign is visible from residential development or land intended for residential use, a viewing angle restriction film, or an equivalent treatment with similar effect, is to be applied to limit the viewing angle and mitigate luminance impacts on existing and future residential development.

Supporting Information for all Digital Signage

An artist or computer generated impression to scale showing the proposed development and its relationship with the surroundings;

Information on the operation of the sign (e.g. dwell time, set on a timer, static/cinematic, luminance levels) and a maintenance schedule (as applicable);

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4.3 – Attachment 2

 City of Wanneroo SIGNAGES	Planning and Sustainability Local Planning Policy 4.6 –	Formatted: Tab stops: 6.75 cm, Left + 7.5 cm, Left + at 8 cm Formatted: Tab stops: 6.75 cm, Left
• Visual impact assessment (where required); and Complaints management procedure addressing complaints relating to luminance levels and contents displayed. Third-Party Signage Notwithstanding the above, the City may consider an application for third-party digital signage in the following circumstances: Activity Centres A Wall or Pylon Sign located within a Strategic, Secondary or District Centre. In such circumstances the signage should be located centrally within the Centre and integrated with the built form. The signage should also be oriented towards a pedestrianised environment, be designed to complement the character of the Centre, not detract from any existing signage and add visual interest and amenity to the locality, in addition to satisfying all other applicable standards of this policy. Regional Transport Corridors A Pylon Sign located within, or directly adjacent to, a Primary or Other Regional Road reserve. In such circumstances the sign should not be visible from any existing or proposed public open space (local or regional) or sensitive land uses, and shall not detract from the character and amenity of the locality. In addition, the proposal will require support from the owner/manager of the transport corridor and demonstrate that it does not conflict with any traffic signals or create a road safety issue, in addition to satisfying all other applicable standards of this policy.		Formatted: Font: (Default) Arial Formatted: List Paragraph, Indent: Left: 0.75 cm, Han 0.5 cm, Space After: 6 pt, Bulleted + Level: 1 + Aligned cm + Indent at: 2.63 cm Formatted: List Paragraph, Left Formatted: List Paragraph
PART 3 – SPECIFIC POLICY PROVISIONS / ON BUILDING SIGNS		
Wall Sign A sign that is painted or affixed on the front, side or rear elevation of a building or structure, but does not project more than 300 millimetres out from the wall. Wall signs should: • Be limited to maximum of one sign per tenancy, per street frontage. • Not extend laterally beyond either end of the wall or protrude above the top of the wall. • Not exceed 25 percent in aggregate area on any one wall to a maximum of 8 square metres. <u>For lots zoned 'General Industry' or 'Light Industry', the wall sign can be a maximum of 25 percent of the wall area.</u> • Be integrated with the building design.		



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For wall signs proposed on a 'Residential' zoned lot used predominantly for non-residential purposes, the following applies:

Limited to one sign per lot.

Limited to 1.2 square metres in area.

Window Sign

A sign which is ~~fixed~~ either fixed to the glazed area or is a standalone structure internally, ~~to the interior or exterior of the glazed area of a window,~~ any part of which is visible from outside the building.

A window sign should:

Not cover more than 50 percent of the glazed area of any one window or exceed 10 square metres in aggregate area per tenancy whichever is lesser.

The balance of the window shall be constructed of permeable glazing to maintain an active building frontage and presentation to the street.



Verandah Sign

A sign affixed on or under a verandah and includes signs affixed to cantilever awnings and balconies.

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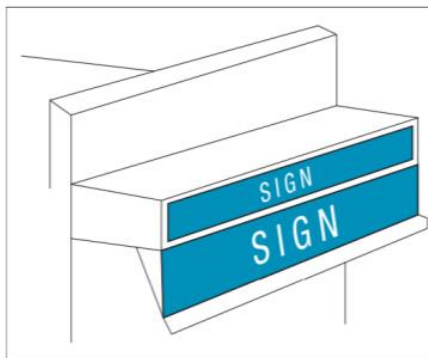
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Signs on the underside of a verandah should:

- Not exceed 2.4 metres in length.
- Not exceed 400 millimetres in height.
- Not be located within 1 metre of another such sign on the underside of the same verandah.
- Be positioned at right angles to the building façade.
- Provide a clear headway under the sign of not less than 2.75 metres, measured from floor level.
- Not project beyond the edges of the verandah.



Signs on the fascia of a verandah should not:

- Exceed 400 millimetres in height.
- Project beyond the edges of the verandah.

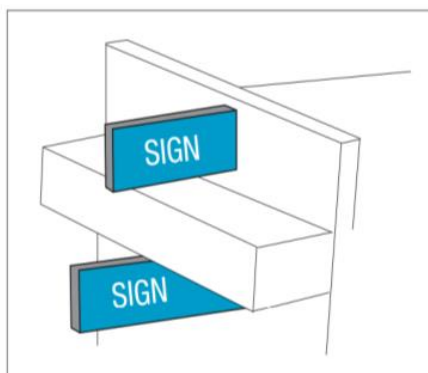
Signs affixed to the top of a verandah are generally not supported given the potential negative impact on visual amenity.

Projecting Sign

A sign that projects 300 millimetres or more from the wall of a building.

Projecting signs should:

- Be limited to maximum of one sign per tenancy or one for every 40 metres of linear street frontage.
- Not project more than 1 metre from a wall and not exceed 1.5 square metres in area.
- Not be placed within 2 metres of either end of the wall to which they are attached.
- Not project above the top of the wall to which they are attached.
- Provide a clear headway under the sign of not less than 2.75 metres, measured from floor level.



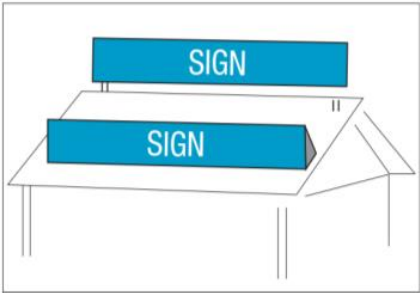


Planning and Sustainability
Local Planning Policy 4.6 –

Roof Sign

A sign located on a roof or protruding from the normal roof line of a building.

Roof signs are generally not supported given the potential negative impact on visual amenity.



Inflatable Sign

A sign that is painted, stencilled or attached to an inflated device, such as a balloon.

Inflatable signs should not:

- Exceed 7 metres in diameter or 9 metres in height, and are permitted above roof height.
- Be displayed for more than 14 days in aggregate for any one calendar year.



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PART 3—SPECIFIC POLICY PROVISIONS / OFF BUILDING SIGNS

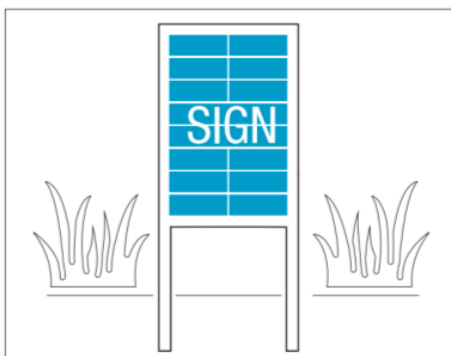
Pylon Sign

A sign supported on one or more poles to which infill panels may be added, that is not attached to a building.

Pylon signs should:

- Be limited to a maximum of one per street frontage or one for every 40 metres of linear street frontage.
- Not exceed 6 metres in height by 2.5 metres in width.
- Be located centrally within the lot and no closer than 3 metres to a side boundary.

Individual pylon signs will not be supported for individual tenancies where multiple units exist or are proposed to exist on a lot. In this instance, a pylon sign shall be designed to provide one infill panel for each unit on the lot and may be increased in height to 8 metres.

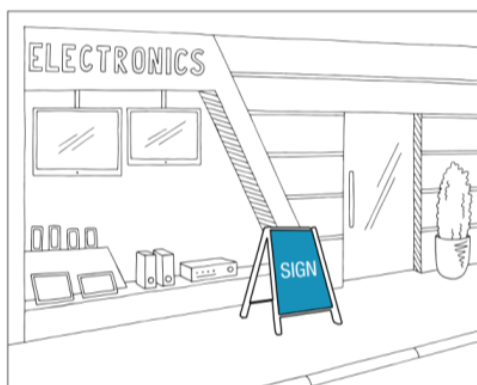


Portable Sign

A sign that is not attached to a building or other structure.

Portable signs should:

- Not exceed one sign per tenancy.
- Only be displayed during normal operating hours of the business to which they relate.
- Not exceed dimensions of 1.2 metres in height or length, with an area of not more than 0.6 square metres.
- Be located on private property.
- Be secured and stabilised.
- Be placed so they do not obstruct pedestrian walkways, present a hazard to motorists or pedestrians, or obstruct car parking bays

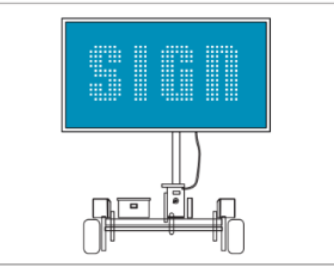
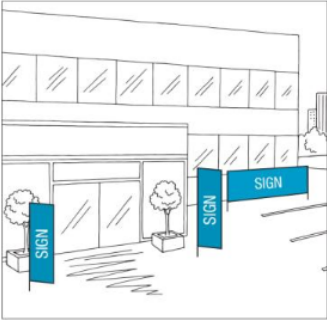


Banner Sign

Any temporary sign in the form of a sign made of a light weight, non-rigid material, such as cloth, canvas or similar fabric that relates to the promotion of a specific event.

Banner signs should:

- Only be displayed for up to one week prior to a promotional event or offer.
- Be removed immediately following the promotional event or offer.
- Not exceed dimensions of 1 metre in height and 3 metres in length.
- Not be displayed for a period of time greater than six weeks.
- Be restricted to promoting no more than four promotional events per year.
- Be limited to a maximum of one per site.



Variable Message Sign

A digital messaging sign that is typically mounted on a trailer and displays advertising material which could change at regular intervals.

VMS signs are generally not supported within 20 metres of a road reserve as measured from the boundary of a lot, given the distraction they cause to drivers and potential negative impact on visual amenity.

VMS signs may be considered in a temporary manner in conjunction with a community event.

Rural Producer Sign

A sign erected on land lawfully used for rural purposes which advertises goods or products produced, grown or lawfully manufactured on the land.

Rural Producer signs should:

- Be limited to a maximum of one per street frontage of any lot.
- Not exceed 3 square metres in area or 3 metres in height.
- Show only the name and address of the occupier of the land and name of the property.
- Only advertise goods or products produced, grown or lawfully manufactured upon the land.





Planning and Sustainability

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PART 3 – SPECIFIC POLICY PROVISIONS / ESTATE DEVELOPMENT SIGNS

Entry Statement

A fence or wall constructed in masonry or other material, to identify the entrance of an estate and may include, but not be limited to, a sign indicating the estate name and locality, sculptures, flagpoles and flags.

Entry statements should:

- Be located entirely within private property.
- Where an entry statement contains an estate name, it should include the approved locality name in at least equal prominence.
- All ongoing maintenance of an entry statement shall be at the cost of the developer and shall be removed prior to completion of the estate, unless otherwise agreed by the City.
- All entry statements are required to obtain development approval from the City.



Estate Signage

A sign erected on a lot within an estate displaying information such as the estate name, the plan of subdivision or development, the estate features or sales and real estate agency contact details.



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Estate signs should:

- ~~Estate signs should be~~ located entirely within the estate to which they relate, at justified strategic points to avoid proliferation.
- ~~Have a~~ maximum of two signs ~~are permitted~~ visible from the perimeter of the estate.
- ~~All estate signs are~~ required to obtain development approval from the City and may only be considered in the context of an overall Signage Strategy.
- ~~All development approvals issued by the City for estate signage will be time limited through~~ ~~include~~ a condition of ~~development~~ approval ~~limiting the time the approval remains valid~~, as determined by the City.

Dimensions:

- Estate signs in the form of a billboard, mounted on one or more support poles, should not exceed six metres by three metres.
- Where estate signage is not in the form of a billboard it will be assessed against the most applicable sign type within this policy, as determined by the City.

Off-site sign:

In addition, the City may grant approval for one off-site sign within one kilometre of an estate if considered necessary to assist with directing the public to the estate. The sign should be located entirely on private property with the consent of the landowner, and should avoid conflict with other signs.

Sea Containers:

The use of sea containers for signage purposes is generally not supported and will only be considered when:

- The signage is incidental to the use of the sea container; and
- The signage relates to the estate in which it is located.

* Estate signage may only be located on City managed land at the discretion of the City's Property Services.

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4.3 – Attachment 2

SIGNAGES

Display Home Sign

Display Home signs should:

- Be limited to one sign per display home.
- Not exceed 6 metres in height by 2.5 metres in width.
- Not be illuminated
- If located adjacent to a lot used for residential purposes, be located a minimum 3 metres from the boundary of the residential lot.
- Be removed within 10 days of the closure of the display home.



In addition to the above, one integrated Display Home sign may be permitted where multiple builders exist provided the sign:

- Does not exceed 6 metres in height by 2.5 metres in width.
- Is designed to provide one infill panel for each builder in the display home centre.
- Is removed within 10 days of the closure of the display home centre.
- Obtains development approval from the City

* An integrated display home centre sign may only be located on City managed land at the discretion of the City's Property Services.

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Planning and Sustainability
Local Planning Policy 4.6 –

DEFINITIONS

Advertising Sign: means a sign in the form of a type specified below for the purpose of advertising or promoting a business or its products, and includes estate signage.

Sensitive Land Use: means land uses that are typically those where people live or regularly spend extended periods of time, such as but not limited to: caravan parks, child care premises, independent living complex, residential aged care facilities and residential development. Some commercial, institutional and industrial land uses which require high levels of amenity or are sensitive to particular emissions may also be considered “sensitive land uses”. Examples include, but not limited to, some retail outlets (shops), offices, educational establishments, hospitals, hotels and tourist and visitor accommodation, and some types of storage and manufacturing.

Tourist location: refers to places where visitors typically visit for the natural, cultural or historic value while also offering leisure and amusement at a regional or sub-regional level and is determined at the discretion of the City.

Owner	Planning and Sustainability	Document Reference	25/XXXXXXXX
Implementation	XXXX	Next Review	XXXXX
VERSION	DECISION TO ADOPT/AMEND		
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SCHEDULE 16 OF DISTRICT PLANNING SCHEME NO. 2 - (CLAUSE 61(1) OF THE DEEMED PROVISIONS) - EXEMPTED ADVERTISEMENTS

- a) All signs or advertising devices where the sign or advertising device does not exceed the design requirements of the local government's Signs Local Planning Policy; *AMD 52 GG 16/6/06*
- b) a sign erected or maintained in accordance with an Act;
- c) a property disposal sign not exceeding 2m² erected on private property or immediately adjacent to the front boundary, where it is not possible to erect it on private property; *AMD 52 GG 16/6/06*
- d) a plate not exceeding 0.2m² in area erected or affixed on the street boundary or between that alignment and the building line to indicate the name and occupation or profession of the occupier of the premises;
- e) a direction sign;
- f) a sign used solely for the direction and control of people, animals or vehicles or to indicate the name or street number of a premises, if the area of the sign does not exceed 0.2m²;
- g) an advertisement affixed to or painted on a shop window not exceeding 50% of the glazed area of any one window or 10m² in aggregate area per tenancy, whichever is the lesser, by the occupier thereof and relating to the business carried on therein; *AMD 52 GG 16/6/06*
- h) a sign displaying solely the name and occupation of any occupier of business premises painted on a window or wall of those premises providing that the sign does not exceed 1.2m² in area and a height of 600mm;
- i) a sign within a building unless:
 - i. it is clearly visible from a public place outside the building;
 - ii. it is exempted under any other paragraph of this sub clause; or
 - iii. it is considered objectionable by the local government;
- j) a sign not larger than 0.6m x 0.9m on an advertising pillar or panel approved by or with the consent of the local government for the purpose of displaying public notices for information;
- k) a building name sign on any building, where it is of a single line of letters not exceeding 300mm in height, fixed to the facade of the building;
- l) newspaper or magazine posters, provided they are displayed against the outside wall of the business premises from which the newspapers or magazines are sold;
- m) a rural producer's sign measuring up to 3m in height and 3m² in area, which is the only sign on the lot on which it is erected; *AMD 52 GG 16/6/06*
- n) a sign erected by the local government, or with the approval of the local government, on land under the care, control and management of the local government;



Planning and Sustainability Local Planning Policy 4.6 –

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SIGNAGES

- o) a sign erected and maintained on street furniture, bus shelters or seats in accordance with the terms and conditions of a contract between the local government and the company responsible for those signs;
- p) a maximum of 4 garage sale signs, each not greater than 0.25m², advertising the sale of second hand domestic goods in domestic quantities, not being part of a business, trade or profession and only being displayed on the day of the sale and on no more than 2 occasions for the same lot in each 6 month period;
- q) a sign painted on a kerb, adjacent to a property depicting the house number and in accordance with specifications approved by the local government;
- r) a sign erected by the local government for the purpose of:
 - i. encouraging participation in voting (but not in favour of any candidate, political party, group or thing) at a local government election, provided that the signs are erected no more than 5 weeks prior to the election; or
 - ii. indicating the name and location of a polling place for an election;
- s) an election sign which is: *AMD 52 GG 16/6/06*
 - i. erected on private property with the approval of the owner of that property, where such approval has been obtained prior to the erection of the election sign;
 - ii. not in excess of 0.75m² in area per property, except a corner property which may display one sign facing each thoroughfare of the corner;
 - iii. erected not more than 28 days prior to the date of the election to which it relates;
 - iv. removed within 7 days of the date of the election;
- t) a sign permanently affixed or painted on a vehicle to identify a company, business, service or product supplied or sold by that company. *AMD 52 GG 16/6/06*

The above signs are exempt from the requirement to obtain Development Approval except where the signs contain any illumination or radio; animation or movement in its design or structure; reflective; retro-reflective or fluorescent materials in its design or structure.



Planning and Sustainability

Local Planning Policy 4.6 – SIGNAGE

1.0 CITATION

This is a Local Planning Policy prepared under Schedule 2, Part 2 of the Deemed Provisions of the *Planning and Development (Local Planning Schemes) Regulations 2015*. This policy may be cited as Local Planning Policy (LPP) 4.6 – Signage.

2.0 INTRODUCTION

The purpose of this policy is to provide a framework for the design, placement and assessment of advertising signs (signage) within the City.

3.0 OBJECTIVES

1. To ensure that the visual quality and character of particular localities and transport corridors are not eroded;
2. To achieve advertising signs that are not misleading or dangerous to vehicular or pedestrian traffic;
3. To minimise the total area and impact of outdoor advertising commensurate with the realistic needs of commerce for such advertising;
4. To prohibit outdoor advertising which is considered to be superfluous or unnecessary by virtue of their number, colours, height, prominence, visual impact, size, content and relevance to the premises on which they are located;
5. To reduce and minimise clutter; and
6. To promote a high standard of design and presentation in outdoor advertising.

4.0 APPLICATION OF THIS POLICY

This policy should be read in conjunction with the development standards and requirements of District Planning Scheme No. 2 (DPS 2).

5.0 POLICY PROVISIONS

GENERAL PROVISIONS

General Development Standards

1. All signs that are compliant with this policy or are listed in Schedule 16 of District Planning Scheme No. 2 (Appendix 1) are exempt from requiring development approval as per Clause 61(1) of the Deemed Provisions of *Planning and Development (Local Planning Schemes) Regulations 2015* with exception to the following:
 - a. Signage containing any illumination or radio, animation or movement in its design or structure, reflective, retro-reflective or fluorescent materials in its design or structure;
 - b. Digital signage (unless otherwise provided for below); or
 - c. Signs that require a signage strategy under this policy.
2. In general, advertising signs should:



Planning and Sustainability

Local Planning Policy 4.6 – SIGNAGE

- Not contain any offensive material deemed to be violent, insulting, obscene or defamatory to the general public, as determined by the City;
 - Not be affixed to boundary walls or fences;
 - Not extend beyond the boundary of the lot on which they are situated;
 - Relate to the site on which they are located; and
 - Integrate with the building design, particularly through the provision of signage panels within the building facades, wherever possible.
3. A sign that fits within the definition of more than one sign type shall be assessed against the criteria the City considers most applicable.
 4. The area of a sign is to be measured as the greatest horizontal dimension multiplied by the greatest vertical dimension, excluding any support structures.

Signage Strategy

A signage strategy is an overall plan for a development site or structure plan area and should be submitted with an application for development approval when:

- The signage relates to a subdivision or development estate which proposes more than ten lots;
- The signage relates to a display home centre; or
- The number of signs for a development site (existing and proposed) exceeds a total of four.

A signage strategy should incorporate the location, type, size and design of all existing and proposed signs, depicted on site and elevation plans. Justification should be provided on the need for the number and design of signs proposed, having regard for the relevant policy provisions and objectives.

Digital Signage

The City may consider applications for digital signage in the following circumstances:

1. Pylon Signs and Wall Signs associated with Educational Establishments, Recreation - Private (e.g. golf course), Places of Worship and tourist locations;
2. On Commercial zoned land identified as a Neighbourhood Centre or above under DPS 2 or an applicable structure plan, and associated with the tenancies on site, limited to the following:
 - One Pylon Sign per street frontage;
 - One Wall Sign per street frontage;
 - One Window Sign per tenancy; and
 - Designed and located for reciprocal use by all tenancies within a development to minimise clutter.
3. Third Party Digital Signage in an Activity Centre with a category of District Centre or above under DPS 2 or an applicable structure plan, subject to:
 - Located centrally within the Activity Centre;
 - Integrated with the built form and designed to complement the character of the centre; and



Planning and Sustainability

Local Planning Policy 4.6 – SIGNAGE

- Oriented towards a pedestrianised environment.
4. Third Party Digital Signage located within or adjacent to a Primary or Other Regional Road Reserve, subject to:
- Not being visible to any existing or proposed public open space (local or regional) or sensitive land uses;
 - Does not detract from the character and amenity of the locality;
 - Requires support from the owner/manager of the transport corridor; and
 - Does not conflict with any traffic signals or create a road safety issue.

Exemptions

The following digital signage is exempt from requiring development approval:

- Pylon Signs associated with an Educational Establishment located on a Local Distributor road or lower, where compliant with the Pylon Sign provisions of this policy; or
- Window Signs within a Commercial or Service Commercial zone, where compliant with the provisions of the Window Sign provisions of this policy and does not face residential development or land intended for residential use.

Assessment Considerations

- Unless outlined above, applications for digital signage are required to obtain development approval and will be assessed against the most applicable sign type to which the sign relates, as well as all other relevant policy provisions.
- Illumination of signs must comply with the relevant Australian Standards (including AS 4282-2019) and any other relevant standards and guidelines. Applicants are required to provide information on the proposed luminance of a digital sign. At the request of the City, an applicant may be required to provide a Lighting Impact Assessment to demonstrate that the signs luminance does not affect the amenity of nearby sensitive land uses.
- Signs that are visible from public roads shall generally not include any animated, flashing, pulsing or chasing content.
- Digital signage applications may also be required to demonstrate they are safe from a road safety perspective. Applicants should contact the City to determine if any road safety audit report is required prior to formally submitting an application.
- Where a sign is visible from residential development or land intended for residential use, a viewing angle restriction film, or an equivalent treatment with similar effect, is to be applied to limit the viewing angle and mitigate luminance impacts on existing and future residential development.

Supporting Information for all Digital Signage

- An artist or computer generated impression to scale showing the proposed development and its relationship with the surroundings;
 - Information on the operation of the sign (e.g. dwell time, set on a timer, static/cinematic, luminance levels) and a maintenance schedule (as applicable);
 - Visual impact assessment (where required); and
- Complaints management procedure addressing complaints relating to luminance levels and contents displayed.

ON BUILDING SIGNS

Wall Sign

A sign that is painted or affixed on the front, side or rear elevation of a building or structure, but does not project more than 300 millimetres out from the wall.

Wall signs should:

- Be limited to maximum of one sign per tenancy, per street frontage.
- Not extend laterally beyond either end of the wall or protrude above the top of the wall.
- Not exceed 25 percent in aggregate area on any one wall to a maximum of 8 square metres. For lots zoned 'General Industry' or 'Light Industry', the wall sign can be a maximum of 25 percent of the wall area.
- Be integrated with the building design.



For wall signs proposed on a 'Residential' zoned lot used predominantly for non-residential purposes, the following applies:

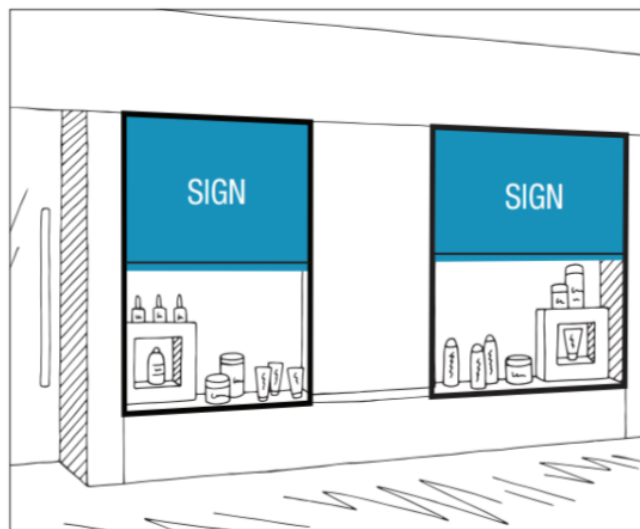
- Limited to one sign per lot.
- Limited to 1.2 square metres in area.

Window Sign

A sign which is either fixed to the glazed area or is a standalone structure internally, any part of which is visible from outside the building.

A window sign should:

- Not cover more than 50 percent of the glazed area of any one window or exceed 10 square metres in aggregate area per tenancy whichever is lesser.
- The balance of the window shall be constructed of permeable glazing to maintain an active building frontage and presentation to the street.

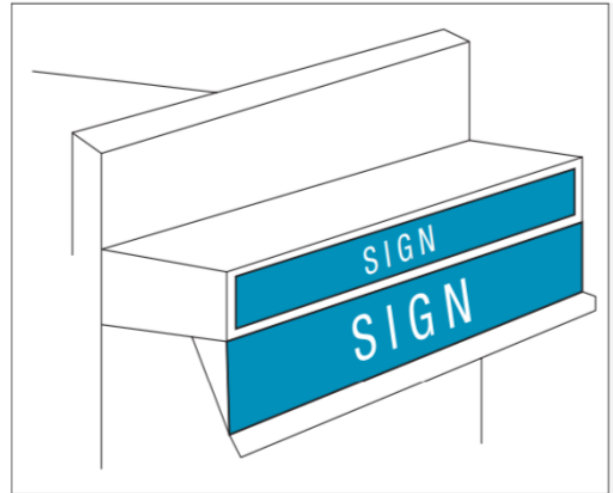


Verandah Sign

A sign affixed on or under a verandah and includes signs affixed to cantilever awnings and balconies.

Signs on the underside of a verandah should:

- Not exceed 2.4 metres in length.
- Not exceed 400 millimetres in height.
- Not be located within 1 metre of another such sign on the underside of the same verandah.
- Be positioned at right angles to the building façade.
- Provide a clear headway under the sign of not less than 2.75 metres, measured from floor level.
- Not project beyond the edges of the verandah.



Signs on the fascia of a verandah should not:

- Exceed 400 millimetres in height.
- Project beyond the edges of the verandah.

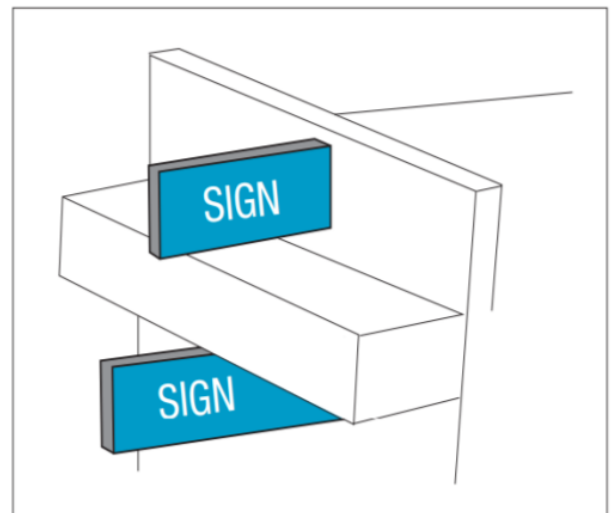
Signs affixed to the top of a verandah are generally not supported given the potential negative impact on visual amenity.

Projecting Sign

A sign that projects 300 millimetres or more from the wall of a building.

Projecting signs should:

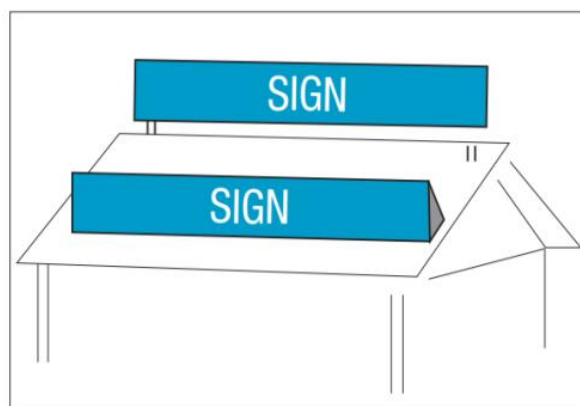
- Be limited to maximum of one sign per tenancy or one for every 40 metres of linear street frontage.
- Not project more than 1 metre from a wall and not exceed 1.5 square metres in area.
- Not be placed within 2 metres of either end of the wall to which they are attached.
- Not project above the top of the wall to which they are attached.
- Provide a clear headway under the sign of not less than 2.75 metres, measured from floor level.



Roof Sign

A sign located on a roof or protruding from the normal roof line of a building.

Roof signs are generally not supported given the potential negative impact on visual amenity.


Inflatable Sign

A sign that is painted, stencilled or attached to an inflated device, such as a balloon.

Inflatable signs should not:

- Exceed 7 metres in diameter or 9 metres in height, and are permitted above roof height.
- Be displayed for more than 14 days in aggregate for any one calendar year.



OFF BUILDING SIGNS

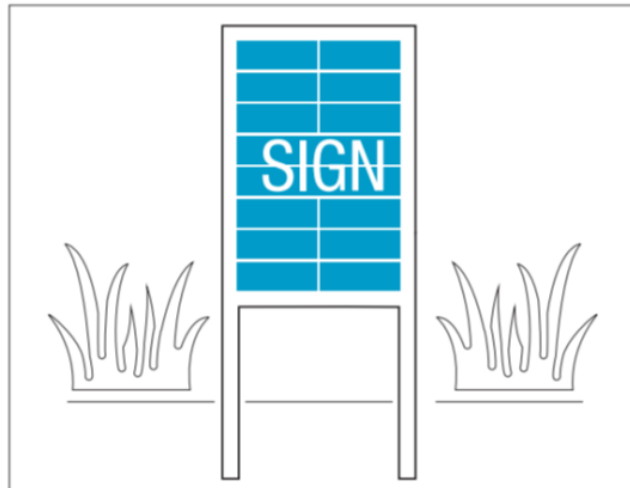
Pylon Sign

A sign supported on one or more poles to which infill panels may be added, that is not attached to a building.

Pylon signs should:

- Be limited to a maximum of one per street frontage or one for every 40 metres of linear street frontage.
- Not exceed 6 metres in height by 2.5 metres in width.
- Be located centrally within the lot and no closer than 3 metres to a side boundary.

Individual pylon signs will not be supported for individual tenancies where multiple units exist or are proposed to exist on a lot. In this instance, a pylon sign shall be designed to provide one infill panel for each unit on the lot and may be increased in height to 8 metres.

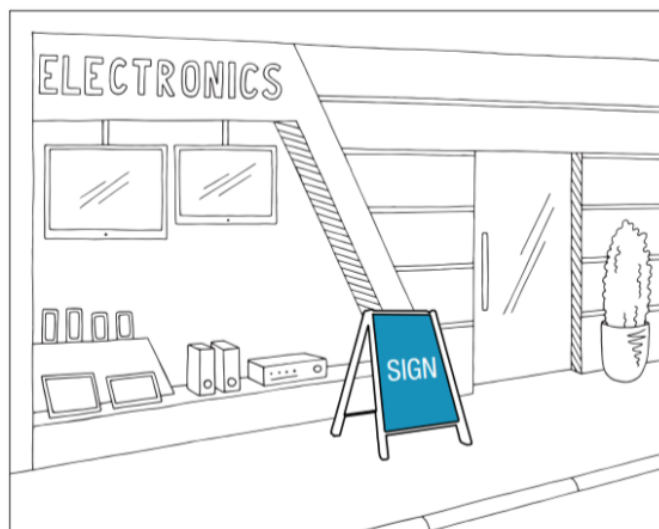


Portable Sign

A sign that is not attached to a building or other structure.

Portable signs should:

- Not exceed one sign per tenancy.
- Only be displayed during normal operating hours of the business to which they relate.
- Not exceed dimensions of 1.2 metres in height or length, with an area of not more than 0.6 square metres.
- Be located on private property.
- Be secured and stabilised.
- Be placed so they do not obstruct pedestrian walkways, present a hazard to motorists or pedestrians, or obstruct car parking bays

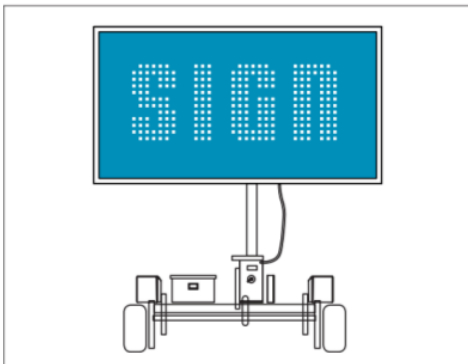


Banner Sign

Any temporary sign in the form of a sign made of a light weight, non-rigid material, such as cloth, canvas or similar fabric that relates to the promotion of a specific event.

Banner signs should:

- Only be displayed for up to one week prior to a promotional event or offer.
- Be removed immediately following the promotional event or offer.
- Not exceed dimensions of 1 metre in height and 3 metres in length.
- Not be displayed for a period of time greater than six weeks.
- Be restricted to promoting no more than four promotional events per year.
- Be limited to a maximum of one per site.



Variable Message Sign

A digital messaging sign that is typically mounted on a trailer and displays advertising material which could change at regular intervals.

VMS signs are generally not supported within 20 metres of a road reserve as measured from the boundary of a lot, given the distraction they cause to drivers and potential negative impact on visual amenity.

VMS signs may be considered in a temporary manner in conjunction with a community event.

Rural Producer Sign

A sign erected on land lawfully used for rural purposes which advertises goods or products produced, grown or lawfully manufactured on the land.

Rural Producer signs should:

- Be limited to a maximum of one per street frontage of any lot.
- Not exceed 3 square metres in area or 3 metres in height.
- Show only the name and address of the occupier of the land and name of the property.
- Only advertise goods or products produced, grown or lawfully manufactured upon the land.



ESTATE DEVELOPMENT SIGNS

Entry Statement

A fence or wall constructed in masonry or other material, to identify the entrance of an estate and may include, but not be limited to, a sign indicating the estate name and locality, sculptures, flagpoles and flags.

Entry statements should:

- Be located entirely within private property.
- Where an entry statement contains an estate name, it should include the approved locality name in at least equal prominence.
- All ongoing maintenance of an entry statement shall be at the cost of the developer and shall be removed prior to completion of the estate, unless otherwise agreed by the City.
- All entry statements are required to obtain development approval from the City.

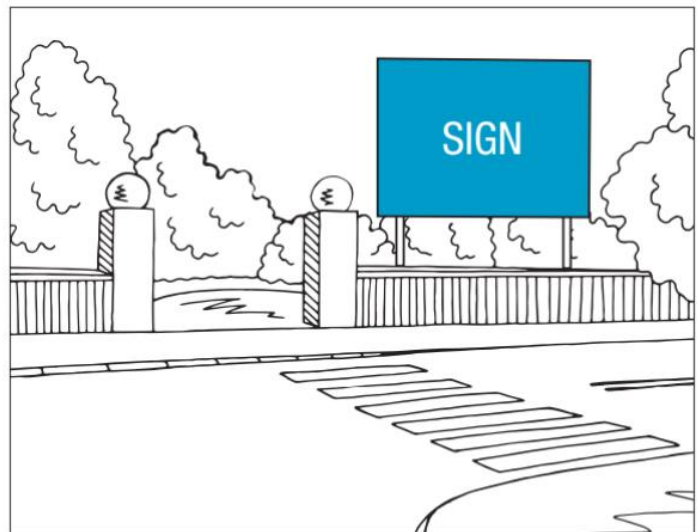


Estate Signage

A sign erected on a lot within an estate displaying information such as the estate name, the plan of subdivision or development, the estate features or sales and real estate agency contact details.

Estate signs should:

- Be located entirely within the estate to which they relate, at justified strategic points to avoid proliferation.
- Have a maximum of two signs visible from the perimeter of the estate.
- Be required to obtain development approval from the City and may only be considered in the context of an overall Signage Strategy.
- Be time limited through a condition of development approval, as determined by the City.



Dimensions:

- Estate signs in the form of a billboard, mounted on one or more support poles, should not exceed six metres by three metres.

- Where estate signage is not in the form of a billboard it will be assessed against the most applicable sign type within this policy, as determined by the City.

Off-site sign:

In addition, the City may grant approval for one off-site sign within one kilometre of an estate if considered necessary to assist with directing the public to the estate. The sign should be located entirely on private property with the consent of the landowner, and should avoid conflict with other signs.

Sea Containers:

The use of sea containers for signage purposes is generally not supported and will only be considered when:

- The signage is incidental to the use of the sea container; and
- The signage relates to the estate in which it is located.

** Estate signage may only be located on City managed land at the discretion of the City.*

Display Home Sign

A sign advertising a home or homes on display for public inspection.

Display Home signs should:

- Be limited to one sign per display home.
- Not exceed 6 metres in height by 2.5 metres in width.
- Not be illuminated
- If located adjacent to a lot used for residential purposes, be located a minimum 3 metres from the boundary of the residential lot.
- Be removed within 10 days of the closure of the display home.



In addition to the above, one integrated Display Home sign may be permitted where multiple builders exist provided the sign:

- Does not exceed 6 metres in height by 2.5 metres in width.
- Is designed to provide one infill panel for each builder in the display home centre.
- Is removed within 10 days of the closure of the display home centre.
- Obtains development approval from the City

** An integrated display home centre sign may only be located on City managed land at the discretion of the City.*



Planning and Sustainability
Local Planning Policy 4.6 – SIGNAGE

DEFINITIONS

Advertising Sign: means a sign in the form of a type specified below for the purpose of advertising or promoting a business or its products, and includes estate signage.

Sensitive Land Use: means land uses that are typically those where people live or regularly spend extended periods of time, such as but not limited to: caravan parks, child care premises, independent living complex, residential aged care facilities and residential development. Some commercial, institutional and industrial land uses which require high levels of amenity or are sensitive to particular emissions may also be considered “sensitive land uses”. Examples include, but not limited to, some retail outlets (shops), offices, educational establishments, hospitals, hotels and tourist and visitor accommodation, and some types of storage and manufacturing.

Tourist location: refers to places where visitors typically visit for the natural, cultural or historic value while also offering leisure and amusement at a regional or sub-regional level and is determined at the discretion of the City.

Owner	Planning and Sustainability	Document Reference	25/XXXXXXXXX
Implementation	XXXX	Next Review	XXXXX
VERSION	DECISION TO ADOPT/AMEND		
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Planning and Sustainability Local Planning Policy 4.6 – SIGNAGE

APPENDIX 1

SCHEDULE 16 OF DISTRICT PLANNING SCHEME NO. 2 - (CLAUSE 61(1) OF THE DEEMED PROVISIONS) - EXEMPTED ADVERTISEMENTS

- a) All signs or advertising devices where the sign or advertising device does not exceed the design requirements of the local government's Signs Local Planning Policy; *AMD 52 GG 16/6/06*
- b) a sign erected or maintained in accordance with an Act;
- c) a property disposal sign not exceeding 2m² erected on private property or immediately adjacent to the front boundary, where it is not possible to erect it on private property; *AMD 52 GG 16/6/06*
- d) a plate not exceeding 0.2m² in area erected or affixed on the street boundary or between that alignment and the building line to indicate the name and occupation or profession of the occupier of the premises;
- e) a direction sign;
- f) a sign used solely for the direction and control of people, animals or vehicles or to indicate the name or street number of a premises, if the area of the sign does not exceed 0.2m²;
- g) an advertisement affixed to or painted on a shop window not exceeding 50% of the glazed area of any one window or 10m² in aggregate area per tenancy, whichever is the lesser, by the occupier thereof and relating to the business carried on therein; *AMD 52 GG 16/6/06*
- h) a sign displaying solely the name and occupation of any occupier of business premises painted on a window or wall of those premises providing that the sign does not exceed 1.2m² in area and a height of 600mm;
- i) a sign within a building unless:
 - i. it is clearly visible from a public place outside the building;
 - ii. it is exempted under any other paragraph of this sub clause; or
 - iii. it is considered objectionable by the local government;
- j) a sign not larger than 0.6m x 0.9m on an advertising pillar or panel approved by or with the consent of the local government for the purpose of displaying public notices for information;
- k) a building name sign on any building, where it is of a single line of letters not exceeding 300mm in height, fixed to the facade of the building;
- l) newspaper or magazine posters, provided they are displayed against the outside wall of the business premises from which the newspapers or magazines are sold;
- m) a rural producer's sign measuring up to 3m in height and 3m² in area, which is the only sign on the lot on which it is erected; *AMD 52 GG 16/6/06*
- n) a sign erected by the local government, or with the approval of the local government, on land under the care, control and management of the local government;



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Local Planning Policy 4.6 – SIGNAGE

- o) a sign erected and maintained on street furniture, bus shelters or seats in accordance with the terms and conditions of a contract between the local government and the company responsible for those signs;
- p) a maximum of 4 garage sale signs, each not greater than 0.25m², advertising the sale of second hand domestic goods in domestic quantities, not being part of a business, trade or profession and only being displayed on the day of the sale and on no more than 2 occasions for the same lot in each 6 month period;
- q) a sign painted on a kerb, adjacent to a property depicting the house number and in accordance with specifications approved by the local government;
- r) a sign erected by the local government for the purpose of:
 - i. encouraging participation in voting (but not in favour of any candidate, political party, group or thing) at a local government election, provided that the signs are erected no more than 5 weeks prior to the election; or
 - ii. indicating the name and location of a polling place for an election;
- s) an election sign which is: *AMD 52 GG 16/6/06*
 - i. erected on private property with the approval of the owner of that property, where such approval has been obtained prior to the erection of the election sign;
 - ii. not in excess of 0.75m² in area per property, except a corner property which may display one sign facing each thoroughfare of the corner;
 - iii. erected not more than 28 days prior to the date of the election to which it relates;
 - iv. removed within 7 days of the date of the election;
- t) a sign permanently affixed or painted on a vehicle to identify a company, business, service or product supplied or sold by that company. *AMD 52 GG 16/6/06*

The above signs are exempt from the requirement to obtain Development Approval except where the signs contain any illumination or radio; animation or movement in its design or structure; reflective; retro-reflective or fluorescent materials in its design or structure.

4.4 Local Planning Policy 4.18: Earthworks and Sand Drift

File Ref: 23916 – 25/378665
Responsible Officer: Director Planning & Sustainability
Attachments: 3

Issue

To consider amendments proposed for Local Planning Policy 4.18: Earthworks and Sand Drift (**LPP 4.18**)

Background

LPP 4.18 was originally adopted by Council on 6 December 2016 (PS12-12/16) and later amended on 16 November 2021 (PS10-11/21). The current version is included as **Attachment 1**.

The purpose of LPP 4.18 is to provide guidance for the assessment of development applications for earthworks – as well as providing guidance on dust management measures to be used during earthworks on-site as part of development or subdivision approval.

The need for LPP 4.18 arises from issues and complaints received regarding sand drift and dust issues in various parts of the City of Wanneroo (the **City**); but primarily in and around new subdivision works and bulk earthwork proposals. LPP 4.18 imposes measures that seek to minimise the impact of these issues on nearby landowners, residents and property. The need for a more comprehensive review of the policy stems from an increase in complexity of land management issues and increased volume of subdivision applications being referred to Administration for comment. The subsequent review will also introduce new provisions to align with Compliance Services' guidelines.

At this stage, Administration is proposing a 'minor' review of LPP 4.18 and for the review period to be extended to November 2027. This would support Administration in its undertaking of a more detailed review of LPP 4.18 that it intends to complete within the next 24 months. Currently the policy is operationally adequate however Administration is of the opinion that the scope of the Policy should be broadened in order to capture a wider range of applications which encompass earthworks. A minor review is considered appropriate at this time due to all resources currently being deployed to address the significant increase in development applications, subdivision applications and new structure plans.

Detail

The extent of draft amendments proposed to LPP 4.18 are presented as track changes in **Attachment 2**. Amendments to LPP 4.18 at this stage only seek to make minor modifications to the policy text in line with current naming conventions, incorporate a new definition for 'Deemed Provisions' – and reconfigure the provisions in a manner consistent with a policy template contained in WALGA's 'Local Planning Policy Guide'. The policy appendices are not proposed to change and are therefore not included in **Attachment 2**.

A 'clean version' of draft amendments to LPP 4.18, prepared for the Committee's adoption, is provided in **Attachment 3**.

Amendments to LPP 4.18 also propose to extend its review period by 24 months. This will allow Administration to undertake a more detailed review of the policy. Currently, Administrations view is that the policy needs to provide more guidance to both assessing officers and developers regarding the City's consideration of 'bulk earthworks' development applications. Further reporting following that review will be presented to this Committee in due course.

Consultation

Administration is of the opinion that the proposed amendments to LPP 4.18 (**Attachment 2**) are 'minor' in the context of the deemed provisions for local planning schemes contained in Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015* (**deemed provisions**). 'Minor' amendments to local planning policies do not require advertising under the deemed provisions.

Comment

Although there may be a need to undertake more significant amendments to LPP 4.18 following a detailed review, there is no urgency for such changes to be made at this stage as LPP 4.18 remains fit for purpose.

A detailed review of LPP 4.18 would also coincide with Administration finalising an internal procedure document for sand and dust drift management. This management procedure could enable Administration to:

- Consistently assess applications involving site earthworks;
- Assist developers and contractors in managing their sand and dust drift minimization responsibilities; and
- Administer a proactive sand drift inspection program.

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. However, Administration is of the opinion that the amendments currently proposed for LPP 4.18 to be 'minor' in the context of the deemed provisions, as the amendments do not:

- Introduce new concepts or provisions that may negatively affect developers and contractors undertaking earthworks or further development; or
- Materially alter the policy provisions currently in place.

Administration is of the view that the proposed modifications to LPP 4.18 are minor in nature and accordingly do not warrant advertising. Accordingly, the resolution seeks the Committee's decision to 'proceed' with (or adopt) the minor amendments proposed without the requirement to undertake consultation.

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 Council Plan 2025 – 2035:

5 ~ A Well-Governed and Managed City

5.1 - Lead with clear decisions and strong advocacy

Risk Appetite Statement

In pursuit of strategic objective goal 5, 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
Level 1 Strategic Risk	9.0 Ineffective Governance	Medium
Level 2 Corporate Risk	9.1 Compliance Framework	Medium
ACCOUNTABILITY		ACTION PLANNING OPTION
General Counsel		Manage

The above risk 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 this risk to support existing management systems.

Policy Implications

The amendments to LPP 4.18 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 4.18 can be met from the current Planning and Sustainability operational budget.

Voting Requirements

Simple Majority

Recommendation

That the 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 4.18: Earthworks and Sand Drift, 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 4.18: Earthworks and Sand Drift 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 4.18: Earthworks and Sand Drift.

Attachments:

- | | | | |
|---|--------------------------|--|-----------|
| 1 | <u>↓</u> | Attachment 1 - Current Local Planning Policy No. 4.18: Earthworks and Sand Drift | 21/498859 |
| 2 | <u>↓</u> | Attachment 2 - Track Changes - October 2025 Revision of Local Planning Policy 4.18 Earthworks and Sand Drift | 25/379465 |
| 3 | <u>↓</u> | Attachment 3 - Revision of Local Planning Policy 4.18 - For Policy Review Committee Adoption - November 2025 | 25/379761 |



Owner	Planning and Sustainability
Implementation	16 November 2021
Next Review	November 2025

PART 1 – POLICY OPERATION

Policy Development and Purpose

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

The purpose of this Policy is to provide guidance for the assessment of development applications for earthworks, and to provide guidance on dust management measures to be employed during earthworks on-site as part of a development approval or subdivision approval.

Policy Objectives

The objectives of this policy are to:

- 1. Minimise the risk of adverse impacts caused by sand drift and dust nuisance on the health and amenity of adjacent residents.
- 2. Incorporate a procedure for the assessment of the potential for a development site to generate dust prior to site works commencing.
- 3. Clarify responsibilities and provide guidance for determining appropriate measures and contingency arrangements to manage the potential for sand and dust leaving the site during and following earthworks.
- 4. Establish guidance on the consideration of development applications proposing earthworks to ensure that these are dealt with in a consistent manner.
- 5. Facilitate the timely development of land without prejudicing future development outcomes.

Definitions

DWER Guidelines: means the Department of Water and Environmental Regulation (formerly the Department of Environment Regulation’s) “A guideline for managing the impacts of dust and associated contaminants from land development sites, contaminated sites, remediation and other related activities” dated March 2011. (As amended)

Dust: means solid particles generated and dispersed in the air by processes such as handling, crushing and grinding of organic or inorganic materials such as rock, ore, metal, coal, wood or grain and stockpiling of materials and windblown dust.

Earthworks: means any works which alter the levels of a site which may include re-contouring, filling, cutting, draining and/or stabilising of land as part of works associated with the development of land.

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Earthworks and Sand Drift



Sand: means any granular material consisting of small eroded fragments of rock finer than gravel whether or not forming part of a beach, desert or bed of any river and includes dust and organic matter.

Relationship to Other Policies, Guidelines and Documents

This Policy should be read in conjunction with the relevant provisions of the City of Wanneroo District Planning Scheme No. 2 (DPS 2) and its associated policies.

PART 2 – GENERAL POLICY PROVISIONS

1.0 Applications for Development Approval

In addition to having due regard for the matters contained in Clause 67 in the Deemed Provisions of DPS 2, an approved local or activity centre structure plan and/or subdivision is required as a prerequisite prior to the consideration of an application seeking development approval for earthworks, unless Council is satisfied that the development proposed:

- a) Does not conflict with the principles of orderly and proper planning; and
- b) Would not prejudice future development outcomes of the area; and
- c) Is for the purpose of achieving one or more of the following:
 - (i) Allowing access or the provision of services or infrastructure; or
 - (ii) Undertaking forward works to enable subdivision.

2.0 Dust Management Plans

2.1 Preparation and Submission

- 2.1.1 The proponent will be required to prepare a Dust Management Plan (DMP) accompanying a proposal for earthworks being a development or subdivision application or when engineering drawings are submitted to the City.
- 2.1.2 The DMP should be prepared in accordance with the DWER Guidelines. The DMP is to be signed by the author certifying that it has been prepared in accordance with DWER Guidelines. The DMP is to include a site risk assessment and classification and dust management requirements. A copy of this is contained in **Appendix 1** and forms the basis of a DMP. A copy of the DWER Guidelines is also available [here](#).
- 2.1.3 The site risk assessment establishes the potential for dust and sand drift to be generated from a development site by requiring the calculation of a site classification score. **Sheet 1 in Appendix 1** contains the site risk assessment and classification chart. **Sheet 3 in Appendix 1** includes additional considerations when calculating a site risk assessment.

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- 2.1.4 The dust management requirements set out in **Sheet 4 in Appendix 1** outlines contingency arrangements to be employed to manage dust and sand drift from development sites where earthworks is being undertaken depending on the site classification score.
- 2.1.5 The major factors influencing the risk of dust and sand drift being generated from a development site and a range of dust control measures are contained in **Appendix 2 and 3**, respectively. These considerations influence both the site risk assessment classification score as well as dust management.
- 2.2 Approval and Monitoring
 - 2.2.1 No earthworks shall commence on site until such time as the DMP has been endorsed by the City.
 - 2.2.2 It is the landowner's responsibility to maintain dust suppression on development sites both during and following the completion of earthworks on site. In the case of subdivisions, where new lots are created and sold to new owners, the responsibility to carry out dust management resides with any new owner.
 - 2.2.3 Dust and sand drift is considered by the City to be a matter of significant nuisance with a high risk of adversely impacting on public amenity, health and safety. Where it is identified that earthworks do not comply with the endorsed DMP, the City will prioritise the matter and take enforcement action as set out in the City's Local Planning Policy 4.14: Compliance.

Appendix 1: Site risk assessment/classification for activities generating uncontaminated dust

Sheet 1: Site classification assessment chart

Part A. Nature of site

Item	Score options				Allocated score
1. Nuisance potential of soil, when disturbed	Very low.....1	Low.....2	Medium.....4	High.....6	
2. Topography and protection provided by undisturbed vegetation	Sheltered and screened.....1	Medium screening....6	Little screening.....12	Exposed and wind prone.....18	
3. Area of site disturbed by the works	Less than 1ha.....1	Between 1 and 5ha..3	Between 5 and 10ha.....6	More than 10ha.....9	
4. Type of work being done	roads or shallow trenches.....1	roads, drains and medium depth sewers.....3	Roads, drains, sewers and partial earthworks.....6	Bulk earthworks and deep trenches.....9	
TOTAL score for Part A					

Part B. Proximity of site to other land uses

Item	Score options				Allocated score
1. Distance of other land uses from site	More than 1km.....1	Between 1km and 500m.....6	Between 100m and 500m.....12	Less than 100m.....18	
2. Effect of prevailing wind direction (at time of construction) on other land uses	Not affected.....1	Isolated land uses affected by one wind direction.....6	Dense land uses affected by one wind direction.....9	Dense/sensitive land uses highly affected by prevailing winds.....12	
TOTAL score for Part B					

SITE CLASSIFICATION SCORE (A X B) =

Sheet 2: Site assessment details

Engineer for the developer	_____
Site detail	_____
Local government	_____
Location of works (use AMG grid reference from Metropolitan Street Directory and nearest main street)	_____
Project name/stage	_____
Description of works	_____
Contract dates (starting/completion dates and duration in weeks)	_____
Score from assessment chart	_____
Special considerations	_____
	(refer to Appendix 1, Note 4)

Comments at completion of construction:

(to include details of dust-related problems and provisions and contingency arrangements which were actually carried out)

Sheet 3: Notes relating to 'site assessment classification chart'

1. The site assessment chart is used to differentiate between Classifications 1, 2, 3 and 4, as defined within these guidelines. Classifications 2 and 3 are subject to Note 4, below.
2. Sites may be divided into two or more classifications depending mainly on the proximity of existing land uses.
3. In assessing the relevant score level, the 'effect of prevailing winds' must be carefully considered. While houses, commercial areas, market gardens, schools and factories have high sensitivity ratings, roads, parks and recreational areas have lower sensitivity ratings.
4. Construction during dry period (1 October – 31 March).
 - (a) Where other land uses are within 100 metres of the site:
 - (i) sites assessed as Class 3 will automatically become Class 4, and
 - (ii) sites assessed as Class 2 will automatically become Class 3.
 - (b) Where other land uses are situated between 100 metres and 500 metres from the site, an on-site re-evaluation of Class 3 sites shall be conducted by the engineer for the developer, the local government or the DEC to determine the extent of additional Class 4 requirements considered necessary (if any).

Sheet 4: Dust management and monitoring requirements for each site classification score

Based on the total score obtained from the 'SITE CLASSIFICATION ASSESSMENT CHART' and notwithstanding any allowance for special site conditions during the dry period, (refer to Note 4, Appendix 1) the following site classification will apply:

Site classification 1 — under 199;

Site classification 2 — 200 to 399;

Site classification 3 — 400 to 799, and

Site classification 4 — over 800.

Note:

- Unique sites may need special assessment.
- It is essential that any contracts for construction work on site include the relevant contingency arrangements appropriate for the site classification.

- **Classification 1 (score under 199, considered negligible risk)**

Provisions:

- None required.

Contingency arrangements:

- None required.

- **Classification 2 (score between 200 and 399, considered low risk)**

Provisions:

- The developer shall supply a contingency plan to the local government, which shall detail the activities to be undertaken should dust impacts occur.

Contingency arrangements:

- Include an allowance for water-cart operation, wind fencing and surface stabilisation during the construction period for the purposes of dust suppression.
- All areas of disturbed land should be stabilised to ensure that the disturbed area exposed at any time is kept to a practical minimum.

Monitoring requirements:

- Complaints management system in place (complaints recorded and acted on promptly).
- Notice to be erected at the site, providing contact details of the person to be contacted and works.

- **Classification 3 (score between 400 and 799, considered medium risk)**

Provisions:

- Appropriate wind fencing of a length specified in the air quality management programme needs to be stored on site or available within one hour of being required by the engineer for the developer/local government/DEC.
- All areas of disturbed land should be stabilised to ensure that the disturbed area exposed at any time is kept to a practical minimum to prevent exceedence of dust standards (see Section 4.4.2).
- The engineer for the developer shall maintain close control of works with dust creating potential (for example, allowable length of open trenching).
- After all siteworks are completed, and before the contractor has vacated the site, the developer should ensure that the entire site is stable. The developer then retains responsibility for site stability until change of ownership/control takes place. After the change of ownership/control has taken place, the new owner or controlling party will inherit responsibility for site stabilisation.

Contingency arrangements:

- Suitable water-carts in good working condition and of not less than 10,000 litres capacity per 7.5 hectares of disturbed site, or other suitable alternatives, shall be available to commence watering on the site within 18 hours of being required to do so by the engineer for the developer/local government/DEC.
- Surface stabilisation equipment shall be available to commence operation on site within 48 hours of being required to do so by the engineer for the developer/local government/DEC and with sufficient capacity to cover the disturbed site area within a further 48 hours.
- Wind fencing shall be erected within 18 hours of the contractor being required to do so by the engineer for the developer/local government/DEC. Dust generating works on the site shall cease in the interim.
- If dust-related complaints are generated due to activities on the site, the developer may be required by the local government or an authorised DEC officer to distribute advisory notices to adjoining land occupiers within 48 hours. A notice form is provided in Sheet 5 of Appendix 1.
- If dust-related complaints are generated due to material which has been excavated for trenching, the developer shall ensure this material is stabilised within 48 hours of being requested to do so by the engineer for the developer, local government or an authorised DEC officer.
- Include an allowance for water-cart operation, wind fencing and surface stabilisation during the construction period for the purposes of dust and wind-borne material suppression.
- Include an allowance for surface stabilisation for the purposes of dust and wind-borne material suppression to be maintained after the construction period and until change of ownership/control takes place.

Monitoring requirements

- Site dust management system in place.
- On-site dust monitoring against short term criteria.
- Off-site (compliance) dust monitoring at site boundary (if close to sensitive receptors) or at sensitive receptors. See Section 4 and Appendix 4.
- Complaints management system in place (complaints recorded and acted on promptly).
- Exceedences to be reported to the relevant authority – DEC, Local Government or DOH.
- Notice to be erected at the site, providing contact details of the person to be contacted regarding the works.

Classification 4 (score over 800, considered high risk)Provisions:

- Advisory notices shall be issued to adjoining land occupiers, the local government and the DEC at least 48 hours before site works commence. The notices shall include the name of the developer, engineer for the developer, contractor/s, contract period, contact telephone numbers of the site engineer and local government environmental health officer as detailed in Sheet 5 of Appendix 1.
- Fencing to the extent and in locations agreed to by the developer and local government shall be erected before any part of the site surface is disturbed.

Note: This provision does not necessarily mean that the total site boundary is to be fenced. The fence is to be installed to an extent which will protect adjacent land uses and in most cases should be erected on the edge of the area which will be disturbed rather than on the site boundary.

- An amount of wind fencing of a length specified in the air quality management programme needs to be stored on site or available within one hour of being required by the engineer for the developer/local government/DEC.
- The nominated wind fencing is to remain in position until the disturbed surface is stable.
- Surface stabilisation is to be applied to the disturbed area of each section of the site upon completion of the works in that section.
- The engineer for the developer shall maintain strict control of works with dust-creating potential. Material which has been excavated for trenching shall be stabilised if the trench is to be left exposed for longer than 72 hours.
- After all siteworks are completed, and before the contractor has vacated the site, the developer should ensure that the entire site is stable. The developer then retains responsibility for site stability until change of ownership/control takes place. After the change of ownership/control has taken place, the new owner or controlling party will inherit responsibility for site stabilisation.

Contingency arrangements:

- Suitable water-carts in good working condition and of not less than 10,000 litres capacity per 5 hectares of disturbed site, or an appropriate alternative, shall be available to commence immediate watering on the site.
- Surface stabilisation equipment shall be available to commence operation on site within 48 hours of being required to do so by the engineer for the developer/local government/DEC and with sufficient capacity to cover the disturbed site area within a further 48 hours.
- Additional wind fencing shall be erected within 18 hours of the contractor being required to do so by the engineer for the developer/local government/DEC. Dust generating works on the site shall cease in the interim.
- Include an allowance for water-cart operation, wind fencing and surface stabilisation during the construction period for the purposes of dust and wind-borne material suppression.
- Include an allowance for surface stabilisation for the purposes of dust and wind-borne material suppression to be maintained after the construction period and until change of ownership/control takes place.

Monitoring requirements

As for Classification 3.

Sheet 5: Notice to residents

Land development is being carried out in your area by:

_____ (Name of developer)

The development commencement date is: _____

Completion date is expected to be: _____

A site risk assessment has been conducted in consultation with your local government: _____

It has been agreed by all parties concerned that the:

(Project type - land development project, site remediation works etc.)

must adopt adequate measures to prevent the generation of unacceptable levels of dust. You are advised that the developer of the site has agreed to implement the provisions as outlined in the Department of Environment and Conservation's '*A guideline for managing the impacts of dust and associated contaminants from land development sites, contaminated sites remediation and other related activities*' (A copy of this guideline may be obtained from your local government). Should you feel that excessive dust or other air pollutants are being generated due to the site works, you are advised to contact the site engineer for the developer:

_____ (Name of engineer) by

telephoning _____ to discuss the issue.

Compliance Services at the City of Wanneroo

may be contacted on: _____

Appendix 2: Factors influencing levels of dust and other air pollutants

Factor	Description
Soil type	- The soil properties of a site will have a considerable impact on the amount of dust generated. - In general soils with a dominant particle size corresponding to gravel size or larger have less potential of becoming airborne than finer particles such as fine sand, silt and clay. However, soil may comprise a mixture of different soil particles, for example, fine contaminated dust, such as heavy metals, mixed with coarse particles. - Soil moisture content is also important. Dry or non-wetting soils are more likely to become air borne. - An assessment of soil particle size distribution can help to determine the potential for particles to become airborne. As a general guide, particle sizes of 50µm or more tend not to become airborne. A soil profile will also provide information on the different soil layers and their potential for particle lift off.
Exposed area on site	Sites with a larger exposed area are identified as having a greater dust generating potential.
Duration of works	The longer the project, the greater the dust risk as the potential for exposure increases.
Proximity to sensitive receptors	- The proximity of a site to sensitive receptors has a significant influence on the dust risk potential of a site. - A site that is located close to sensitive receptors, such as, residential housing, children's daycare, schools, hospitals, sports fields etc., will generally require more preventative measures compared to a site in an isolated remote location.
Contamination level	The concentration and distribution of contaminants at the site will determine the risk potential for dust and other air pollutants of the site. The higher the concentration of contaminants and the greater the distribution of contaminants at the site, the greater will be the risk potential.
Prevailing wind direction and speed	- The direction of the prevailing winds can also influence the risk potential of a site for dust and other air pollutants. If the prevailing winds (predominant wind direction) are blowing towards sensitive receptors, the risk potential increases because the sensitive receptors are more likely to be impacted than if the winds are blowing away from the sensitive receptors. - The higher the wind speed, the greater the potential for dust lift. - Daily and seasonal variation of wind speed and direction should be considered.
Nature of works	The nature of works to be conducted will affect the dust levels, for example, land clearing and stockpiling may generate more dust than site levelling.
Topography	The topography of the site may influence wind behaviour at the site which could influence the dispersion of dust and other air pollutants from the site.

Appendix 3: Dust control measures

Dust control measure	Description
Limit cleared areas	Before the commencement of any site works and during the operation, as much vegetation as possible should be retained, including patches and strips to minimise dust. Dust emissions can be controlled using the following procedures: • Before any site works commence, plan and locate the vegetation cover that needs to be retained. • Protect this vegetation by fencing or blocking off from the rest of site operations. • In other areas, maintain the original vegetation cover for as long as possible. • Avoid clearing the entire site at once, instead clear areas as required in stages of the operation. Retaining the original trees, shrubs and grasses is one of the most efficient and effective ways of minimising dust emissions. Even low or sparse scrub can be very effective at dissipating wind velocity at the ground surface, where dust lift off occurs.
Vegetative stabilisation	Vegetation is a very effective form of reducing dust emissions. The following procedures should be considered in minimising dust emissions: • Retain as much existing vegetation as possible. • If an area needs to be cleared, transplant established plants that must be disturbed to areas that need vegetation. • If existing vegetation must be removed and can not be immediately transplanted elsewhere, remove and maintain them for replanting at project completion. • If trees and plants must be removed and it is not possible for them to be replanted, consider chipping and using the material as mulch – the advantage is that reseedling of original vegetation can occur. Where possible, restore vegetation that is native to the area to maximise plant success and improve environmental conditions.
Timing of development	It is the developer's responsibility to schedule work on land development sites such that it is carried out at the time of the year, and in a way, which reduces the potential impacts of dust and smoke to a minimum. The time of year when these activities are conducted is critical. Historical records of complaints received by DEC show that very few dust problems occur during winter. Activities with high dust-causing potential, such as topsoil stripping, should not be carried out in sensitive areas during adverse wind conditions. When necessary, topsoil should be stripped in discrete sections, allowing buffer strips (windbreaks) between clearings.

Dust control measure	Description
Development staging	Dust generated by bulk earthworks being done during the summer months, particularly with housing in close proximity, can adversely impact upon people who live near development sites. These effects may be reduced if developments can be staged in a sequence whereby bulk earthworks are carried out in the winter months and the completed earthworks "front" is kept to about 100 metres in advance of newly-created lots. In planning the staging of developments, it should be recognised that completed subdivisional stages are often quickly built upon and, hence, the completed stage should be considered to be an improved area when developing the next stage. This means that subsequent stages of any development can require more stringent dust control measures, as the completed subdivisional areas represent an increase in the potential for adverse impacts.
Wind barriers	Having appropriate wind barriers can be an effective measure for the control of dust over short distances. Wind barriers provide protection against the movement and impact of dust on nearby land uses. Wind barriers should be placed on site before commencement of works and when it is apparent that one is required during the phase of the operation. Consider the following options when placing barriers to prevent dust emissions: • Wind barriers are most effective when placed perpendicular to the direction of the prevailing wind, but will have little or no effect when the wind direction is parallel to the fence. • When choosing wind barriers it has been observed that solid barriers provide Significant reductions in wind velocity for relatively short leeward distances, whereas porous barriers provide smaller reductions in velocity for more extended distances. • Wind barriers should be at least 2 metres high. • The screening material should have a porosity of 50% or less. •
Earth moving management	Earth-moving works have the potential to generate large amounts of dust. Planning earth-moving works particularly at the start of an operation can reduce dust emissions by limiting the time the site is exposed. Options for dust control can include the following: • Plan earth-moving works so that they are completed just prior to the time they are needed. • Observe weather conditions and do not commence or continue earth moving works if conditions are unsuitable e.g., under conditions of strong winds. • Reduce off-site hauling via balanced cut and fill operations. • Pre-water areas to be disturbed.
Management of Material	Material stockpiles are capable of generating large amounts of dust. In particular, fine materials stored in stockpiles can

Dust control measure	Description
stockpiles	be subject to dust pick-up. Materials being loaded onto conveyor belts or into trucks, rail cars or marine vessels are also potential sources of dust emissions. Dust emissions from material stockpiles can be minimised through the use of the following procedures: • Locate stockpiles in sheltered areas or in warehouses where possible with building panels and doors effectively sealed. Otherwise, stockpiles should be covered. • Where stockpiles are located in open areas, limit the height and slope of the stockpiles to reduce wind pick up, orient stockpiles lengthwise into the wind so they offer the minimum cross-sectional area to prevailing winds, install wind barriers on three sides of the stockpile. • Limit activity to the downwind side of the stockpile. • Limit drop heights from loading facilities and use closed conveyors where possible. Transfer points should also be minimised. Sprinkler systems could also be used on conveyor systems. Alternatively, dust collection systems, such as, cartridge or baghouse systems could be used instead of sprinklers, where moisture is of concern , for example, with mineral concentrates.
Watering	Watering is applicable to almost every aspect of site operations, from reducing dust lift off from roads and other traffic areas and during earthworks, to controlling dust during movement of materials such as loading/offloading and transportation of materials. Watering is a very effective short-term measure, however its efficiency decreases as wind velocity and evaporation rate increase. Dust emissions can be minimised using the following watering procedures: • The surface should be dampened to prevent dust from becoming airborne but should not be wet to the extent of producing run-off. Alternatively, wetting agents could be used, particularly for non-wetting soils. • Watering is more effective when undertaken prior to strong breezes. • Use watering sprays on materials to be loaded and during loading. • The use of scheme water should be discouraged and alternative supplies used whenever possible. However care must be taken to ensure that the quality of water will not have adverse environmental health impacts. • Real time automated response systems to turn on water cannon systems in response to dust levels or high wind speeds could be used. These can help save water by only turning on water cannons during adverse conditions and also help reduce the possibility of operator error. • In cases where severe water restrictions are imposed, other measures like the use of wetting agents such as chemical stabilisation or hydromulch, could be considered. See below.
Hydromulch	Hydromulch is a very effective measure for preventing dust lift-off from areas where bulk earthworks have been

Dust control measure	Description
	completed and little or no further vehicular or pedestrian traffic is likely. It is a versatile tool, as the constituents of spray mulch can be varied to suit the requirements of the user and the site. The following procedures for hydromulch can be utilised to reduce dust emissions: • Vehicular and pedestrian access to treated areas should be restricted to prevent disturbance to the hydromulch layer. • Wind barriers placed in isolated locations or where long-term effectiveness is required to control access and achieve maximum benefit. • For short-term stabilisation, hydromulch without grass seed should be sufficient stabilisation. • For longer-term stabilisation, hydromulch with grass seed and fertiliser should be included in the spray. Organic stabiliser can also be added to the mix to provide a more stable base for the germination of seeds. Recommended application rates for hydromulch should be sought from suppliers to ensure that application rates and the constituents of the mulch are appropriate to the task.
Chemical Stabilisation	Chemical stabilisers provide immediate coverage and protection; they are effective in areas that receive little traffic or disturbance. They provide a longer-term solution compared to watering, although it may be necessary for the chemical ingredients to be evaluated with regard to their environmental effects. Chemical stabilisers work by binding the soil particles together to create an artificial crust on the soil surface that is less prone to disturbance by wind. The following options should be considered when using chemical stabilisers to reduce dust emissions: • Physical barriers or other methods of preventing traffic access should be used to protect stabilised areas. • The manufacturer's instructions should be followed to optimise performance.
Maintenance	The following routine maintenance procedures should also be implemented as a dust control measure: • There should be a nominated person with the responsibility for dust management. • All staff should be aware of the potential for dust generation and inducted on dust minimising practices. Staff operating dust control equipment should be trained and regularly have a refresher course. • Dust control equipment should be inspected regularly and defects repaired promptly. Spares should be kept on site for critical items of control equipment, such as water pumps for dust suppression sprays. • Trucks carrying contaminated soil from the site for disposal off-site should be washed down prior to leaving the site to prevent spreading contamination off-site.



PART 1 – POLICY OPERATION

Owner	Planning and Sustainability
Implementation	16 November 2021
Next Review	November 2025

Policy Development and Purpose

1.0 Citation

This Policy has been prepared under Part 2, Division 2 of the ~~D~~deemed ~~P~~rovisions of the City of Wanneroo’s District Planning Scheme No. 2 (DPS 2) for local planning schemes, contained in Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015*.

2.0 Introduction

The purpose of this Policy is to provide guidance for the assessment of development applications for earthworks, and to provide guidance on dust management measures to be employed during earthworks on-site as part of a development approval or subdivision approval.

3.0 Policy Objectives

The objectives of this policy are to:

1. Minimise the risk of adverse impacts caused by sand drift and dust nuisance on the health and amenity of adjacent residents.
2. Incorporate a procedure for the assessment of the potential for a development site to generate dust prior to site works commencing.
3. Clarify responsibilities and provide guidance for determining appropriate measures and contingency arrangements to manage the potential for sand and dust leaving the site during and following earthworks.
4. Establish guidance on the consideration of development applications proposing earthworks to ensure that these are dealt with in a consistent manner.
5. Facilitate the timely development of land without prejudicing future development outcomes.

Relationship to Other Policies, Guidelines and Documents

4.0 Application of this Policy

This Policy should be read in conjunction with the relevant provisions of the City of Wanneroo District Planning Scheme No. 2 (DPS 2) and its associated policies.

PART 2 – GENERAL POLICY PROVISIONS

5.0 Policy Provisions

4.05.1 Applications for Development Approval

In addition to having due regard for the matters contained in Clause 67(2) ~~in-of~~ the ~~D~~deemed ~~P~~rovisions-of-DPS-2, an approved local ~~or-activity-centre~~ structure plan and/or subdivision is required as a prerequisite prior to the consideration of an application seeking development approval for earthworks, unless Council is satisfied that the development proposed:

- a) Does not conflict with the principles of orderly and proper planning; and
- b) Would not prejudice future development outcomes of the area; and
- c) Is for the purpose of achieving one or more of the following:
 - (i) Allowing access or the provision of services or infrastructure; or
 - (ii) Undertaking forward works to enable subdivision.

2.05.2 Dust Management Plans

5.2.1 Preparation and Submission

~~2.1.1-a)~~ The proponent will be required to prepare a Dust Management Plan (DMP) accompanying a proposal for earthworks being a development or subdivision application or when engineering drawings are submitted to the City.

~~2.1.2-b)~~ The DMP should be prepared in accordance with the DWER Guidelines. The DMP is to be signed by the author certifying that it has been prepared in accordance with DWER Guidelines. The DMP is to include a site risk assessment and classification and dust management requirements. A copy of this is contained in **Appendix 1** and forms the basis of a DMP. ~~A copy of the DWER Guidelines is also available here.~~

~~2.1.3c)~~ The site risk assessment establishes the potential for dust and sand drift to be generated from a development site by requiring the calculation of a site classification score. **Sheet 1 in Appendix 1** contains the site risk assessment and classification chart. **Sheet 3 in Appendix 1** includes additional considerations when calculating a site risk assessment.

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2.1.4d) The dust management requirements set out in **Sheet 4 in Appendix 1** outlines contingency arrangements to be employed to manage dust and sand drift from development sites where earthworks is-are being undertaken depending on the site classification score.

2.1.5e) The major factors influencing the risk of dust and sand drift being generated from a development site and a range of dust control measures are contained in **Appendix 2 and 3**, respectively. These considerations influence both the site risk assessment classification score as well as dust management.

5.2.2 Approval and Monitoring

2.2.1a) No earthworks shall commence on site until such time as the DMP has been endorsed by the City.

2.2.2b) It is the landowner's responsibility to maintain dust suppression on development sites both during and following the completion of earthworks on site. In the case of subdivisions, where new lots are created and sold to new owners, the responsibility to carry out dust management resides with any new owner.

2.2.3c) Dust and sand drift is considered by the City to be a matter of significant nuisance with a high risk of adversely impacting on public amenity, health and safety. Where it is identified that earthworks do not comply with the endorsed DMP, the City will prioritise the matter and take enforcement action as set out in the City's Local Planning Policy 4.14: Compliance.

Definitions

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

DWER Guidelines: means the Department of Water and Environmental Regulation (formerly the Department of Environmental Regulation) "*A guideline for managing the impacts of dust and associated contaminants from land development sites, contaminated sites, remediation and other related activities*" dated March 2011.

Dust: means solid particles generated and dispersed in the air by processes such as handling, crushing and grinding of organic or inorganic materials such as rock, ore, metal, coal, wood or grain and stockpiling of materials and windblown dust.

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Local Planning Policy 4.18
Earthworks and Sand Drift



Earthworks: means any works which alter the levels of a site which may include re-contouring, filling, cutting, draining and/or stabilising of land as part of works associated with the development of land.

Sand: means any granular material consisting of small eroded fragments of rock finer than gravel whether or not forming part of a beach, desert or bed of any river and includes dust and organic matter.

<u>Owner</u>	<u>Planning and Sustainability</u>	<u>Document Reference</u>	<u>25/379761</u>
<u>Implementation</u>	<u>17 November 2025</u>	<u>Next Review</u>	<u>November 2027</u>
<u>VERSION</u>	<u>DECISION TO ADOPT/AMEND</u>		
<u>1 – 16/399999</u>	<u>COUNCIL RESOLUTION TO ADOPT ON 6 DECEMBER 2016 (PS12-12/16)</u>		
<u>2 – 21/498859</u>	<u>COUNCIL RESOLUTION TO AMEND ON 16 NOVEMBER 2021 (PS10-11/21)</u>		
<u>3 – 25/379761</u>	<u>Policy Review Committee Resolution to Amend on 17 November 2025</u>		



Planning and Sustainability

Local Planning Policy 4.18

EARTHWORKS AND SAND DRIFT

1.0 CITATION

This Policy has been prepared under Part 2, Division 2 of the deemed provisions for local planning schemes, contained in Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015*.

2.0 INTRODUCTION

The purpose of this Policy is to provide guidance for the assessment of development applications for earthworks, and to provide guidance on dust management measures to be employed during earthworks on-site as part of a development approval or subdivision approval.

3.0 OBJECTIVE

The objectives of this policy are to:

1. Minimise the risk of adverse impacts caused by sand drift and dust nuisance on the health and amenity of adjacent residents.
2. Incorporate a procedure for the assessment of the potential for a development site to generate dust prior to site works commencing.
3. Clarify responsibilities and provide guidance for determining appropriate measures and contingency arrangements to manage the potential for sand and dust leaving the site during and following earthworks.
4. Establish guidance on the consideration of development applications proposing earthworks to ensure that these are dealt with in a consistent manner.
5. Facilitate the timely development of land without prejudicing future development outcomes.

4.0 APPLICATION OF THIS POLICY

This Policy should be read in conjunction with the relevant provisions of the City of Wanneroo District Planning Scheme No. 2 (DPS 2) and its associated policies.

5.0 POLICY PROVISIONS

5.1 Applications for Development Approval

In addition to having due regard for the matters contained in Clause 67(2) of the deemed provisions, an approved local structure plan and/or subdivision is required as a prerequisite prior to the consideration of an application seeking development approval for earthworks, unless Council is satisfied that the development proposed:

- a) Does not conflict with the principles of orderly and proper planning; and
- b) Would not prejudice future development outcomes of the area; and
- c) Is for the purpose of achieving one or more of the following:
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EARTHWORKS AND SAND DRIFT

5.2 Dust Management Plans

5.2.1 Preparation and Submission

- a) The proponent will be required to prepare a Dust Management Plan (DMP) accompanying a proposal for earthworks being a development or subdivision application or when engineering drawings are submitted to the City.
- b) The DMP should be prepared in accordance with the DWER Guidelines. The DMP is to be signed by the author certifying that it has been prepared in accordance with DWER Guidelines. The DMP is to include a site risk assessment and classification and dust management requirements. A copy of this is contained in **Appendix 1** and forms the basis of a DMP.
- c) The site risk assessment establishes the potential for dust and sand drift to be generated from a development site by requiring the calculation of a site classification score. **Sheet 1 in Appendix 1** contains the site risk assessment and classification chart. **Sheet 3 in Appendix 1** includes additional considerations when calculating a site risk assessment.
- d) The dust management requirements set out in **Sheet 4 in Appendix 1** outlines contingency arrangements to be employed to manage dust and sand drift from development sites where earthworks are being undertaken depending on the site classification score.
- e) The major factors influencing the risk of dust and sand drift being generated from a development site and a range of dust control measures are contained in **Appendix 2 and 3**, respectively. These considerations influence both the site risk assessment classification score as well as dust management.

5.2.2 Approval and Monitoring

- a) No earthworks shall commence on site until such time as the DMP has been endorsed by the City.
- b) It is the landowner's responsibility to maintain dust suppression on development sites both during and following the completion of earthworks on site. In the case of subdivisions, where new lots are created and sold to new owners, the responsibility to carry out dust management resides with any new owner.
- c) Dust and sand drift is considered by the City to be a matter of significant nuisance with a high risk of adversely impacting on public amenity, health and safety. Where it is identified that earthworks do not comply with the endorsed DMP, the City will prioritise the matter and take enforcement action as set out in the City's Local Planning Policy 4.14: Compliance.



Planning and Sustainability
Local Planning Policy 4.18
EARTHWORKS AND SAND DRIFT

DEFINITIONS

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

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Dust: means solid particles generated and dispersed in the air by processes such as handling, crushing and grinding of organic or inorganic materials such as rock, ore, metal, coal, wood or grain and stockpiling of materials and windblown dust.

Earthworks: means any works which alter the levels of a site which may include re-contouring, filling, cutting, draining and/or stabilising of land as part of works associated with the development of land.

Sand: means any granular material consisting of small eroded fragments of rock finer than gravel whether or not forming part of a beach, desert or bed of any river and includes dust and organic matter.

Owner	Planning and Sustainability	Document Reference	25/379761
Implementation	17 November 2025	Next Review	November 2027
VERSION	DECISION TO ADOPT/AMEND		
1 – 16/399999	Council Resolution to Adopt on 6 December 2016 (PS12-12/16)		
2 – 21/498859	Council Resolution to Amend on 16 November 2021 (PS10-11/21)		
3 – 25/379761	Policy Review Committee Resolution to Amend on 17 November 2025		

Appendix 1: Site risk assessment/classification for activities generating uncontaminated dust

Sheet 1: Site classification assessment chart

Part A. Nature of site

Item	Score options				Allocated score
1. Nuisance potential of soil, when disturbed	Very low.....1	Low.....2	Medium.....4	High.....6	
2. Topography and protection provided by undisturbed vegetation	Sheltered and screened.....1	Medium screening....6	Little screening.....12	Exposed and wind prone.....18	
3. Area of site disturbed by the works	Less than 1ha.....1	Between 1 and 5ha..3	Between 5 and 10ha.....6	More than 10ha.....9	
4. Type of work being done	roads or shallow trenches.....1	roads, drains and medium depth sewers.....3	Roads, drains, sewers and partial earthworks.....6	Bulk earthworks and deep trenches.....9	
TOTAL score for Part A					

Part B. Proximity of site to other land uses

Item	Score options				Allocated score
1. Distance of other land uses from site	More than 1km.....1	Between 1km and 500m.....6	Between 100m and 500m.....12	Less than 100m.....18	
2. Effect of prevailing wind direction (at time of construction) on other land uses	Not affected.....1	Isolated land uses affected by one wind direction.....6	Dense land uses affected by one wind direction.....9	Dense/sensitive land uses highly affected by prevailing winds.....12	
TOTAL score for Part B					

SITE CLASSIFICATION SCORE (A X B) =

Sheet 2: Site assessment details

Engineer for the developer	
Site detail	
Local government	
Location of works (use AMG grid reference from Metropolitan Street Directory and nearest main street)	
Project name/stage	
Description of works	
Contract dates (starting/completion dates and duration in weeks)	
Score from assessment chart	
Special considerations	(refer to Appendix 1, Note 4)

Comments at completion of construction:
(to include details of dust-related problems and provisions and contingency arrangements which were actually carried out)

Sheet 3: Notes relating to 'site assessment classification chart'

1. The site assessment chart is used to differentiate between Classifications 1, 2, 3 and 4, as defined within these guidelines. Classifications 2 and 3 are subject to Note 4, below.
2. Sites may be divided into two or more classifications depending mainly on the proximity of existing land uses.
3. In assessing the relevant score level, the 'effect of prevailing winds' must be carefully considered. While houses, commercial areas, market gardens, schools and factories have high sensitivity ratings, roads, parks and recreational areas have lower sensitivity ratings.
4. Construction during dry period (1 October – 31 March).
 - (a) Where other land uses are within 100 metres of the site:
 - (i) sites assessed as Class 3 will automatically become Class 4, and
 - (ii) sites assessed as Class 2 will automatically become Class 3.
 - (b) Where other land uses are situated between 100 metres and 500 metres from the site, an on-site re-evaluation of Class 3 sites shall be conducted by the engineer for the developer, the local government or the DEC to determine the extent of additional Class 4 requirements considered necessary (if any).

Sheet 4: Dust management and monitoring requirements for each site classification score

Based on the total score obtained from the 'SITE CLASSIFICATION ASSESSMENT CHART' and notwithstanding any allowance for special site conditions during the dry period, (refer to Note 4, Appendix 1) the following site classification will apply:

Site classification 1 — under 199;

Site classification 2 — 200 to 399;

Site classification 3 — 400 to 799, and

Site classification 4 — over 800.

- Note:**
- Unique sites may need special assessment.
 - It is essential that any contracts for construction work on site include the relevant contingency arrangements appropriate for the site classification.

- **Classification 1 (score under 199, considered negligible risk)**

Provisions:

- None required.

Contingency arrangements:

- None required.

- **Classification 2 (score between 200 and 399, considered low risk)**

Provisions:

- The developer shall supply a contingency plan to the local government, which shall detail the activities to be undertaken should dust impacts occur.

Contingency arrangements:

- Include an allowance for water-cart operation, wind fencing and surface stabilisation during the construction period for the purposes of dust suppression.
- All areas of disturbed land should be stabilised to ensure that the disturbed area exposed at any time is kept to a practical minimum.

Monitoring requirements:

- Complaints management system in place (complaints recorded and acted on promptly).
- Notice to be erected at the site, providing contact details of the person to be contacted and works.

- **Classification 3 (score between 400 and 799, considered medium risk)**

Provisions:

- Appropriate wind fencing of a length specified in the air quality management programme needs to be stored on site or available within one hour of being required by the engineer for the developer/local government/DEC.
- All areas of disturbed land should be stabilised to ensure that the disturbed area exposed at any time is kept to a practical minimum to prevent exceedence of dust standards (see Section 4.4.2).
- The engineer for the developer shall maintain close control of works with dust creating potential (for example, allowable length of open trenching).
- After all siteworks are completed, and before the contractor has vacated the site, the developer should ensure that the entire site is stable. The developer then retains responsibility for site stability until change of ownership/control takes place. After the change of ownership/control has taken place, the new owner or controlling party will inherit responsibility for site stabilisation.

Contingency arrangements:

- Suitable water-carts in good working condition and of not less than 10,000 litres capacity per 7.5 hectares of disturbed site, or other suitable alternatives, shall be available to commence watering on the site within 18 hours of being required to do so by the engineer for the developer/local government/DEC.
- Surface stabilisation equipment shall be available to commence operation on site within 48 hours of being required to do so by the engineer for the developer/local government/DEC and with sufficient capacity to cover the disturbed site area within a further 48 hours.
- Wind fencing shall be erected within 18 hours of the contractor being required to do so by the engineer for the developer/local government/DEC. Dust generating works on the site shall cease in the interim.
- If dust-related complaints are generated due to activities on the site, the developer may be required by the local government or an authorised DEC officer to distribute advisory notices to adjoining land occupiers within 48 hours. A notice form is provided in Sheet 5 of Appendix 1.
- If dust-related complaints are generated due to material which has been excavated for trenching, the developer shall ensure this material is stabilised within 48 hours of being requested to do so by the engineer for the developer, local government or an authorised DEC officer.
- Include an allowance for water-cart operation, wind fencing and surface stabilisation during the construction period for the purposes of dust and wind-borne material suppression.
- Include an allowance for surface stabilisation for the purposes of dust and wind-borne material suppression to be maintained after the construction period and until change of ownership/control takes place.

Monitoring requirements

- Site dust management system in place.
- On-site dust monitoring against short term criteria.
- Off-site (compliance) dust monitoring at site boundary (if close to sensitive receptors) or at sensitive receptors. See Section 4 and Appendix 4.
- Complaints management system in place (complaints recorded and acted on promptly).
- Exceedences to be reported to the relevant authority – DEC, Local Government or DOH.
- Notice to be erected at the site, providing contact details of the person to be contacted regarding the works.

Classification 4 (score over 800, considered high risk)Provisions:

- Advisory notices shall be issued to adjoining land occupiers, the local government and the DEC at least 48 hours before site works commence. The notices shall include the name of the developer, engineer for the developer, contractor/s, contract period, contact telephone numbers of the site engineer and local government environmental health officer as detailed in Sheet 5 of Appendix 1.
- Fencing to the extent and in locations agreed to by the developer and local government shall be erected before any part of the site surface is disturbed.

Note: This provision does not necessarily mean that the total site boundary is to be fenced. The fence is to be installed to an extent which will protect adjacent land uses and in most cases should be erected on the edge of the area which will be disturbed rather than on the site boundary.

- An amount of wind fencing of a length specified in the air quality management programme needs to be stored on site or available within one hour of being required by the engineer for the developer/local government/DEC.
- The nominated wind fencing is to remain in position until the disturbed surface is stable.
- Surface stabilisation is to be applied to the disturbed area of each section of the site upon completion of the works in that section.
- The engineer for the developer shall maintain strict control of works with dust-creating potential. Material which has been excavated for trenching shall be stabilised if the trench is to be left exposed for longer than 72 hours.
- After all siteworks are completed, and before the contractor has vacated the site, the developer should ensure that the entire site is stable. The developer then retains responsibility for site stability until change of ownership/control takes place. After the change of ownership/control has taken place, the new owner or controlling party will inherit responsibility for site stabilisation.

Contingency arrangements:

- Suitable water-carts in good working condition and of not less than 10,000 litres capacity per 5 hectares of disturbed site, or an appropriate alternative, shall be available to commence immediate watering on the site.
- Surface stabilisation equipment shall be available to commence operation on site within 48 hours of being required to do so by the engineer for the developer/local government/DEC and with sufficient capacity to cover the disturbed site area within a further 48 hours.
- Additional wind fencing shall be erected within 18 hours of the contractor being required to do so by the engineer for the developer/local government/DEC. Dust generating works on the site shall cease in the interim.
- Include an allowance for water-cart operation, wind fencing and surface stabilisation during the construction period for the purposes of dust and wind-borne material suppression.
- Include an allowance for surface stabilisation for the purposes of dust and wind-borne material suppression to be maintained after the construction period and until change of ownership/control takes place.

Monitoring requirements

As for Classification 3.

Sheet 5: Notice to residents

Land development is being carried out in your area by:

_____ (Name of developer)

The development commencement date is: _____

Completion date is expected to be: _____

A site risk assessment has been conducted in consultation with your local government: _____

It has been agreed by all parties concerned that the:

(Project type - land development project, site remediation works etc.)

must adopt adequate measures to prevent the generation of unacceptable levels of dust. You are advised that the developer of the site has agreed to implement the provisions as outlined in the Department of Environment and Conservation's '*A guideline for managing the impacts of dust and associated contaminants from land development sites, contaminated sites remediation and other related activities*' (A copy of this guideline may be obtained from your local government). Should you feel that excessive dust or other air pollutants are being generated due to the site works, you are advised to contact the site engineer for the developer:

_____ (Name of engineer) by

telephoning _____ to discuss the issue.

Compliance Services at the City of Wanneroo

may be contacted on: _____

Appendix 2: Factors influencing levels of dust and other air pollutants

Factor	Description
Soil type	- The soil properties of a site will have a considerable impact on the amount of dust generated. - In general soils with a dominant particle size corresponding to gravel size or larger have less potential of becoming airborne than finer particles such as fine sand, silt and clay. However, soil may comprise a mixture of different soil particles, for example, fine contaminated dust, such as heavy metals, mixed with coarse particles. - Soil moisture content is also important. Dry or non-wetting soils are more likely to become air borne. - An assessment of soil particle size distribution can help to determine the potential for particles to become airborne. As a general guide, particle sizes of 50µm or more tend not to become airborne. A soil profile will also provide information on the different soil layers and their potential for particle lift off.
Exposed area on site	Sites with a larger exposed area are identified as having a greater dust generating potential.
Duration of works	The longer the project, the greater the dust risk as the potential for exposure increases.
Proximity to sensitive receptors	- The proximity of a site to sensitive receptors has a significant influence on the dust risk potential of a site. - A site that is located close to sensitive receptors, such as, residential housing, children's daycare, schools, hospitals, sports fields etc., will generally require more preventative measures compared to a site in an isolated remote location.
Contamination level	The concentration and distribution of contaminants at the site will determine the risk potential for dust and other air pollutants of the site. The higher the concentration of contaminants and the greater the distribution of contaminants at the site, the greater will be the risk potential.
Prevailing wind direction and speed	- The direction of the prevailing winds can also influence the risk potential of a site for dust and other air pollutants. If the prevailing winds (predominant wind direction) are blowing towards sensitive receptors, the risk potential increases because the sensitive receptors are more likely to be impacted than if the winds are blowing away from the sensitive receptors. - The higher the wind speed, the greater the potential for dust lift. - Daily and seasonal variation of wind speed and direction should be considered.
Nature of works	The nature of works to be conducted will affect the dust levels, for example, land clearing and stockpiling may generate more dust than site levelling.
Topography	The topography of the site may influence wind behaviour at the site which could influence the dispersion of dust and other air pollutants from the site.

Appendix 3: Dust control measures

Dust control measure	Description
Limit cleared areas	Before the commencement of any site works and during the operation, as much vegetation as possible should be retained, including patches and strips to minimise dust. Dust emissions can be controlled using the following procedures: • Before any site works commence, plan and locate the vegetation cover that needs to be retained. • Protect this vegetation by fencing or blocking off from the rest of site operations. • In other areas, maintain the original vegetation cover for as long as possible. • Avoid clearing the entire site at once, instead clear areas as required in stages of the operation. Retaining the original trees, shrubs and grasses is one of the most efficient and effective ways of minimising dust emissions. Even low or sparse scrub can be very effective at dissipating wind velocity at the ground surface, where dust lift off occurs.
Vegetative stabilisation	Vegetation is a very effective form of reducing dust emissions. The following procedures should be considered in minimising dust emissions: • Retain as much existing vegetation as possible. • If an area needs to be cleared, transplant established plants that must be disturbed to areas that need vegetation. • If existing vegetation must be removed and can not be immediately transplanted elsewhere, remove and maintain them for replanting at project completion. • If trees and plants must be removed and it is not possible for them to be replanted, consider chipping and using the material as mulch – the advantage is that reseedling of original vegetation can occur. Where possible, restore vegetation that is native to the area to maximise plant success and improve environmental conditions.
Timing of development	It is the developer's responsibility to schedule work on land development sites such that it is carried out at the time of the year, and in a way, which reduces the potential impacts of dust and smoke to a minimum. The time of year when these activities are conducted is critical. Historical records of complaints received by DEC show that very few dust problems occur during winter. Activities with high dust-causing potential, such as topsoil stripping, should not be carried out in sensitive areas during adverse wind conditions. When necessary, topsoil should be stripped in discrete sections, allowing buffer strips (windbreaks) between clearings.

Dust control measure	Description
Development staging	Dust generated by bulk earthworks being done during the summer months, particularly with housing in close proximity, can adversely impact upon people who live near development sites. These effects may be reduced if developments can be staged in a sequence whereby bulk earthworks are carried out in the winter months and the completed earthworks "front" is kept to about 100 metres in advance of newly-created lots. In planning the staging of developments, it should be recognised that completed subdivisional stages are often quickly built upon and, hence, the completed stage should be considered to be an improved area when developing the next stage. This means that subsequent stages of any development can require more stringent dust control measures, as the completed subdivisional areas represent an increase in the potential for adverse impacts.
Wind barriers	Having appropriate wind barriers can be an effective measure for the control of dust over short distances. Wind barriers provide protection against the movement and impact of dust on nearby land uses. Wind barriers should be placed on site before commencement of works and when it is apparent that one is required during the phase of the operation. Consider the following options when placing barriers to prevent dust emissions: • Wind barriers are most effective when placed perpendicular to the direction of the prevailing wind, but will have little or no effect when the wind direction is parallel to the fence. • When choosing wind barriers it has been observed that solid barriers provide Significant reductions in wind velocity for relatively short leeward distances, whereas porous barriers provide smaller reductions in velocity for more extended distances. • Wind barriers should be at least 2 metres high. • The screening material should have a porosity of 50% or less. •
Earth moving management	Earth-moving works have the potential to generate large amounts of dust. Planning earth-moving works particularly at the start of an operation can reduce dust emissions by limiting the time the site is exposed. Options for dust control can include the following: • Plan earth-moving works so that they are completed just prior to the time they are needed. • Observe weather conditions and do not commence or continue earth moving works if conditions are unsuitable e.g., under conditions of strong winds. • Reduce off-site hauling via balanced cut and fill operations. • Pre-water areas to be disturbed.
Management of Material	Material stockpiles are capable of generating large amounts of dust. In particular, fine materials stored in stockpiles can

Dust control measure	Description
stockpiles	be subject to dust pick-up. Materials being loaded onto conveyor belts or into trucks, rail cars or marine vessels are also potential sources of dust emissions. Dust emissions from material stockpiles can be minimised through the use of the following procedures: • Locate stockpiles in sheltered areas or in warehouses where possible with building panels and doors effectively sealed. Otherwise, stockpiles should be covered. • Where stockpiles are located in open areas, limit the height and slope of the stockpiles to reduce wind pick up, orient stockpiles lengthwise into the wind so they offer the minimum cross-sectional area to prevailing winds, install wind barriers on three sides of the stockpile. • Limit activity to the downwind side of the stockpile. • Limit drop heights from loading facilities and use closed conveyors where possible. Transfer points should also be minimised. Sprinkler systems could also be used on conveyor systems. Alternatively, dust collection systems, such as, cartridge or baghouse systems could be used instead of sprinklers, where moisture is of concern , for example, with mineral concentrates.
Watering	Watering is applicable to almost every aspect of site operations, from reducing dust lift off from roads and other traffic areas and during earthworks, to controlling dust during movement of materials such as loading/offloading and transportation of materials. Watering is a very effective short-term measure, however its efficiency decreases as wind velocity and evaporation rate increase. Dust emissions can be minimised using the following watering procedures: • The surface should be dampened to prevent dust from becoming airborne but should not be wet to the extent of producing run-off. Alternatively, wetting agents could be used, particularly for non-wetting soils. • Watering is more effective when undertaken prior to strong breezes. • Use watering sprays on materials to be loaded and during loading. • The use of scheme water should be discouraged and alternative supplies used whenever possible. However care must be taken to ensure that the quality of water will not have adverse environmental health impacts. • Real time automated response systems to turn on water cannon systems in response to dust levels or high wind speeds could be used. These can help save water by only turning on water cannons during adverse conditions and also help reduce the possibility of operator error. • In cases where severe water restrictions are imposed, other measures like the use of wetting agents such as chemical stabilisation or hydromulch, could be considered. See below.
Hydromulch	Hydromulch is a very effective measure for preventing dust lift-off from areas where bulk earthworks have been

Dust control measure	Description
	completed and little or no further vehicular or pedestrian traffic is likely. It is a versatile tool, as the constituents of spray mulch can be varied to suit the requirements of the user and the site. The following procedures for hydromulch can be utilised to reduce dust emissions: • Vehicular and pedestrian access to treated areas should be restricted to prevent disturbance to the hydromulch layer. • Wind barriers placed in isolated locations or where long-term effectiveness is required to control access and achieve maximum benefit. • For short-term stabilisation, hydromulch without grass seed should be sufficient stabilisation. • For longer-term stabilisation, hydromulch with grass seed and fertiliser should be included in the spray. Organic stabiliser can also be added to the mix to provide a more stable base for the germination of seeds. Recommended application rates for hydromulch should be sought from suppliers to ensure that application rates and the constituents of the mulch are appropriate to the task.
Chemical Stabilisation	Chemical stabilisers provide immediate coverage and protection; they are effective in areas that receive little traffic or disturbance. They provide a longer-term solution compared to watering, although it may be necessary for the chemical ingredients to be evaluated with regard to their environmental effects. Chemical stabilisers work by binding the soil particles together to create an artificial crust on the soil surface that is less prone to disturbance by wind. The following options should be considered when using chemical stabilisers to reduce dust emissions: • Physical barriers or other methods of preventing traffic access should be used to protect stabilised areas. • The manufacturer's instructions should be followed to optimise performance.
Maintenance	The following routine maintenance procedures should also be implemented as a dust control measure: • There should be a nominated person with the responsibility for dust management. • All staff should be aware of the potential for dust generation and inducted on dust minimising practices. Staff operating dust control equipment should be trained and regularly have a refresher course. • Dust control equipment should be inspected regularly and defects repaired promptly. Spares should be kept on site for critical items of control equipment, such as water pumps for dust suppression sprays. • Trucks carrying contaminated soil from the site for disposal off-site should be washed down prior to leaving the site to prevent spreading contamination off-site.

4.5 Local Planning Policy 4.29: Renewable Energy Systems

File Ref: 42314 – 25/406191
Responsible Officer: Director Planning & Sustainability
Attachments: 3

Issue

To consider Administration's review and proposed minor changes to *Local Planning Policy 4.29: Renewable Energy Systems (LPP 4.29)*.

Background

Renewable energy systems are frequently being retrofitted into existing development and are now commonly incorporated as standard within both residential and non-residential developments. In the absence of development controls which provide guidance regarding the streetscape interface (if any) and setback controls, both the visual quality of the street and the amenity of occupants living in proximity to a renewable energy system may be impacted. The intent of the policy is to ensure that the amenity of occupants adjoining a renewable energy system are appropriately protected and considered where a renewable energy system is proposed.

This is the first time the policy has been reviewed since its implementation on 10 August 2021 by Council at its Ordinary Council Meeting (**OCM**). The policy adopted by Council can be viewed in **Attachment 1**.

Detail

Since the policies implementation, the Western Australian Planning Commission (**WAPC**) has sought to standardise local governments' Local Planning Policies to ensure greater consistency between Local Governments. In response to this, the Western Australian Local Government Association (**WALGA**) has prepared its own 'Local Planning Policy Guide' to ensure consistency across local governments. Accordingly, the formatting of LPP 4.29 has been amended to align with this manner and form.

Whilst the proposed changes appear extensive, majority of the changes include rearrangement of information to align with WALGA's 'Local Planning Policy Guide'. Administration's review of the policy has determined that it remains fit for purpose and does not require any substantial amendments. Notwithstanding this, some minor changes to the policy are proposed. These are included in a track changed version of LPP 4.29 (**Attachment 2**) and summarised as follows:

- Reformatting of policy to align with WALGA's 'Local Planning Policy Guide';
- Introduction of the term 'sensitive land use' and incorporation of a definition;
- Application requirements section included which details that additional documentation may be necessary to support a renewable energy system where it poses an impact to the amenity of a sensitive land use;
- Clarification that solar energy systems are exempt from the need to obtain development approval in accordance with the exemptions outlined in the Deemed Provisions;
- Clarification of assessment considerations required for development applications relating to renewable energy systems, including objectives of the applicable zone and amenity impacts on sensitive land uses; and
- Removal of duplicated provisions including development considerations for wind renewable energy systems.

A version of this policy, without tracked changes, can be found in **Attachment 3**.

Consultation

For reasons as discussed further in the 'Comment' section below, Administration considers the proposed amendments to LPP 4.29 to be 'minor' in the context of Part 2 of the deemed provisions contained in Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015*. Further, minor amendments to local planning policies do not require advertising under the deemed provisions.

Comment

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 determine.

LPP 4.29 is fit for purpose and does not require significant amendments at this time. The proposed amendments are considered to be minor in nature for the following reasons:

- Align the policy with the latest policy template;
- Improved legibility and clarity regarding assessment considerations;
- Removal of duplicated provisions relating to wind renewable energy systems; and
- Provides further clarity regarding exemptions for renewable energy systems.

Furthermore, Administration considers that the proposed amendments to LPP 4.29 do not introduce any new concepts or provisions that may negatively affect landowners or builders undertaking further development than what is currently required from the respective policies.

Should the Committee agree with Administration's position that the amendments proposed to LPP 4.29 are 'minor', a resolution would need to be made to that effect (as per the recommendation).

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 Council Plan 2025 – 2035:

5 ~ A Well-Governed and Managed City

5.1 - Lead with clear decisions and strong advocacy

Risk Appetite Statement

In pursuit of strategic objective goal 5, 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
Level 1 Strategic Risk	9.0 Ineffective Governance	Medium
Level 2 Corporate Risk	9.1 Compliance Framework	Medium
ACCOUNTABILITY		ACTION PLANNING OPTION
General Counsel		Manage

The above risk 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 this risk to support existing management systems.

Policy Implications

The amendments to LPP 4.29 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 4.29 can be met from the current Planning and Sustainability operational budget.

Voting Requirements

Simple Majority

Recommendation

That the 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 4.29: Renewable Energy Systems as outlined in Attachment 3, to be minor and can proceed without advertising; and
 - b) **PROCEEDS** with the amended Local Planning Policy 4.29: Renewable Energy Systems, 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 4.29: Renewable Energy Systems.

Attachments:

- | | |
|--|-----------|
| 1. Attachment 1 - Current Local Planning Policy No. 4.29 Renewable Energy Systems | 25/395136 |
| 2. Attachment 2 - Draft Local Planning Policy 4.29 Renewable Energy Systems - Tracked Changes | 25/378940 |
| 3. Attachment 3 - Draft Local Planning Policy 4.29: Renewable Energy Systems - Tracked Changes | 25/378948 |
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Owner	Planning and Sustainability
Implementation	10 August 2021
Next Review	August 2025

PART 1 – POLICY OPERATION

Policy Development and Purpose

This Local Planning Policy (Policy) has been prepared under Schedule 2, Part 2 of the Deemed Provisions of the *Planning and Development (Local Planning Schemes) Regulations 2015*.

This purpose of this policy is to provide guidance on the development of Renewable Energy Systems within the City that provide power to a dwelling or a business primarily for its needs and is not a commercial power generation land use.

This policy does not apply to power generation land uses designed principally to supply power to the electrical grid.

Policy Objectives

The objectives of this Policy are:

1. To provide guidance for the installation and development of Renewable Energy Systems throughout the City that provide power to the principle use of the land;
2. To ensure that Renewable Energy Systems do not unreasonably detract from the streetscape or amenity of adjoining properties and the area generally; and
3. To facilitate the environmental and sustainability benefits of utilising renewable energy systems such as wind and solar systems to power buildings and commercial activities within Wanneroo.

Relationship to Other Policies, Guidelines and Documents

This policy is to be read in conjunction with the development standards and requirements of District Planning Scheme No. 2 and its associated policies.

PART 2 – POLICY PROVISIONS

Definitions

For the purposes of this policy, the following definitions apply. For other definitions, the District Planning Scheme No. 2 definitions apply.

Renewable energy means energy derived from resources that are regenerative or for all practical purposes cannot be depleted.

Planning and Sustainability
Local Planning Policy 4.29
Renewable Energy Systems



Renewable energy facility means premises used to generate energy from a renewable energy source and includes any building or other structure used in, or relating to, the generation of energy by a renewable resource. It does not include renewable energy electrical generation where the energy produced principally supplies a domestic and/or business premises and any on selling to the grid is secondary.

Renewable energy System means a system that uses renewable energy sources to produce energy (electricity being the most common form) with zero or very low greenhouse gas emissions and may include solar, wind, geothermal and biomass energy among others.

Solar energy system means a system that converts energy from the sun into usable forms of energy for electricity or, heating water or air or a similar function through the use of solar panels.

Wind energy system means equipment that converts and then stores or transfers energy from the wind into usable forms of energy.

This Policy applies throughout the City when considering proposals for renewable energy systems.

The provisions in this policy do not limit the City's ability to determine proposals for a renewable energy system that arise through advances in technology. In this regard, where a proposal does not meet the specific requirements of this policy, discretion shall be applied in determining any development application in accordance with the objectives of this policy where the City is satisfied that the variations limit the potential impact on surrounding properties and the amenity of the locality.

General policy provisions

The City supports the use of renewable energy resources through the use of technology and systems that enable their utilisation in both domestic and commercial applications where they are appropriately located, designed and scaled so as not to adversely affect the amenity of adjoining properties, streetscapes and the locality in general.

For the purposes of this policy, a Renewable Energy System:

- Proposed within a site zoned for residential purposes is to be assessed against the standards and requirements of District Planning Scheme No. 2 (DPS 2), the Residential Design Codes (R-Codes), this Policy and any other applicable requirement;
- Proposed on a site zoned for non-residential purposes is to be assessed against the standards and requirements of DPS 2, this Policy, the Western Australian Planning Commission Position Statement: Renewable energy systems and any other applicable requirement.
- All wind energy system installations must comply with the Environmental Protection (Noise) Regulations 1997.

Development requirements:

Where a renewable energy system is not exempt from the need to obtain development approval or does not comply with development standards of DPS 2, the R-Codes or any other applicable document then Development Approval is required to be obtained prior to the installation.

1. Dwellings incorporating Renewable Energy Systems

This section applies to the use of renewable energy systems that are designed principally to provide power to one or more dwellings on a site.

1.1 Residential Zones:

Solar: Solar energy systems are exempt from the need to obtain development approval where solar panels are parallel to the angle of the roof and the works are not located in a heritage-protected place.

Where a solar installation is ground mounted or forms part of another structure it shall not be located in the front setback area or forward of the building line. The R-Codes provisions will be used to determine suitability of the works as if the installation were a **building** as defined in the R-Codes.

Wind: A wind energy system may be considered to be an external fixture as defined in the R-Codes and is exempt from the need to obtain development approval where:

- the R-Codes apply;
- the works comply with the deemed to comply provisions of the R-Codes; and
- they are not located in a heritage-protected place.

In addition to the requirements of DPS 2, this Policy, the R-Codes or any other applicable document, wind energy systems:

- are not to be located in the front or secondary setback area of a lot;
- shall be setback from a boundary a distance equal to or greater than the total height of the system as measured from the natural ground level;
- are limited to no more than one wind turbine per dwelling;
- may only be used for domestic or private use and not for commercial generation of energy.

Wind energy systems shall be fitted with an automatic or manual braking system and an over-speed protection device to prevent noise impacts on adjoining properties during periods of high wind speeds.

Wind energy systems shall be positioned so that the blades are a minimum height of 2.75 metres above ground level.

Planning and Sustainability
Local Planning Policy 4.29
Renewable Energy Systems



Other: Other renewable energy systems (such as geothermal) that may be used to generate power to supply the needs of one or more dwellings on a site will be considered against the objectives of DPS2, the R-Codes and Clause 67 of the Deemed Provisions.

1.2 Non Residential Zones:

Solar: Rooftop mounted systems that are integrated with the design of the structure shall be exempt from the need to obtain development approval.

Systems that form part of the façade or structure of buildings such as solar glass shall be exempt from the need to obtain development approval.

Where a solar installation is ground mounted or forms part of another structure it shall not be located in the front setback area or forward of the building line.

Wind: Development approval is required for all wind energy systems in non-residential zones and are to be considered against the standards in DPS2 for the relevant zone and the following points:

- are not to be located in the front setback area of a lot where the appearance of the structures will impact negatively on the established street scape;
- shall be setback from a boundary a distance equal to or greater than the total height of the system as measured from the natural ground level;
- height on non residential lots will be determined with regard to the need for efficient operation of the system and the impact on adjoining properties and the established streetscape character.

In addition to the requirements of DPS 2 and this Policy, wind energy systems shall be subject to the requirements of the Western Australian Planning Commission Position Statement: Renewable energy systems and any other applicable requirement.

Wind energy systems shall be fitted with an automatic or manual braking system and an over-speed protection device to prevent noise impacts on adjoining properties during periods of high wind speeds.

Wind energy systems shall be positioned so that the blades are a minimum height of 2.75 metres above ground level.

Other: Other renewable energy systems (such as geothermal) that may be used to generate power to supply the needs of one or more dwellings on a site will be considered against the objectives of DPS2, and Clause 67 of the Deemed Provisions.

2. Non Residential Development incorporating Renewable Energy Systems

This section applies to the use of renewable energy systems that are designed principally to provide power to businesses that are operating at a site.

2.1 Development approval will be required for:

- a) all wind energy systems;
- b) solar energy systems that are not integrated with the roof or façade of a building; and
- c) for all other forms of renewable energy systems.

2.2 Where a business or other activity seeks to generate all or part of their power needs from renewable energy systems, the systems shall be designed to minimise impacts on adjoining properties that arise from the bulk, scale, noise or appearance of the systems. This is particularly the case where the adjoining properties include sensitive uses such as residential, child care, aged and dependent persons dwellings, hospitals, tourist accommodation and the like.

2.3 In addition to the requirements of DPS 2 and this Policy, wind energy systems shall be subject to the requirements of the Western Australian Planning Commission Position Statement: Renewable energy systems and any other applicable requirement.

2.4 Wind energy systems shall be fitted with an automatic or manual braking system and an over-speed protection device to prevent noise impacts on adjoining properties during periods of high wind speeds.

3. General Provisions

3.1 Renewable Energy Systems shall be designed, constructed and finished using non-reflective materials and be compatible with the colours that complement the context of the immediately surrounding area.

3.2 Renewable Energy Systems are to be adequately maintained at all times, in accordance with the manufacturer's specifications.

3.3 Renewable energy systems shall be designed to minimise impacts on occupants of surrounding properties by addressing any noise, light reflection, vibration, electrical interference, visual amenity, safety and any other reasonable matter that may detract from the amenity of the area.

4. Consultation

Consultation with landowners of adjoining properties who may be impacted by a proposed renewable energy system, that proposes variations to an applicable development standard, shall be undertaken in accordance with the City's Planning Consultation Procedure.

5. Conditions of approval

In its determination of any application for renewable energy system, in addition to any other powers provided for under DPS 2, the City may impose conditions designed to minimise the impact on the amenity of adjoining uses, including limiting the scale of the development and restricting the times during which the renewable energy system may operate.



Planning and Sustainability

Local Planning Policy 4.29 –

RENEWABLE ENERGY SYSTEMS

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PART 1 – POLICY OPERATION

1.0

CITATION

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

Policy Development and Purpose

This Local Planning Policy (Policy) has been prepared under Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015*; Part 2 of the Deemed Provisions of the *Planning and Development (Local Planning Schemes) Regulations 2015*. This Policy may be cited as Local Planning Policy 4.29 (LPP 4.29): Renewable Energy Systems.

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2.0 INTRODUCTION

This purpose of this policy is to provide guidance on the development of Renewable Energy Systems within the City that provide power to a dwelling or a business primarily for its needs and is not a commercial power generation land use.

This policy does not apply to power generation land uses designed principally to supply power to the electrical grid.

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3.0 OBJECTIVES

The objectives of this Policy are:

1. To provide guidance for the installation and development of Renewable Energy Systems throughout the City that provide power to the principle use of the land;
2. To ensure that Renewable Energy Systems do not unreasonably detract from the streetscape or amenity of adjoining properties and the area generally; and
3. To facilitate the environmental and sustainability benefits of utilising renewable energy systems such as wind and solar systems to power buildings and commercial activities within Wanneroo.

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4.0 APPLICATIONS SUBJECT OF THIS POLICY

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Planning and Sustainability
Local Planning Policy 4.29 –
RENEWABLE ENERGY SYSTEMS

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This Policy applies throughout the City when considering proposals for renewable energy systems. This policy is to be read in conjunction with the development standards and requirements of the R-Codes, District Planning Scheme No. 2 and its associated policies.
This policy does not apply to power generation land uses designed principally to supply power to the electrical grid.

The provisions in this policy do not limit the City's ability to determine proposals for a renewable energy system that arise through advances in technology. In this regard, where a proposal does not meet the specific requirements of this policy, discretion shall be applied in determining any development application in accordance with the objectives of this policy where the City is satisfied that the variations limit the potential impact on surrounding properties and the amenity of the locality.

This policy is to be read in conjunction with the development standards and requirements of District Planning Scheme No. 2 and its associated policies.

This purpose of this policy is to provide guidance on the development of Renewable Energy Systems within the City that provide power to a dwelling or a business primarily for its needs and is not a commercial power generation land use.

This policy does not apply to power generation land uses designed principally to supply power to the electrical grid.

Policy Objectives

The objectives of this Policy are:

- ~~1. To provide guidance for the installation and development of Renewable Energy Systems throughout the City that provide power to the principle use of the land;~~
- ~~2.1. To ensure that Renewable Energy Systems do not unreasonably detract from the streetscape or amenity of adjoining properties and the area generally; and~~
- ~~3. To facilitate the environmental and sustainability benefits of utilising renewable energy systems such as wind and solar systems to power buildings and commercial activities within Wanneroo.~~

Relationship to Other Policies, Guidelines and Documents

5.0 APPLICATION REQUIREMENTS THIS POLICY IS TO BE READ IN CONJUNCTION WITH THE DEVELOPMENT STANDARDS AND REQUIREMENTS OF DISTRICT PLANNING SCHEME NO. 2 AND ITS ASSOCIATED POLICIES.

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Planning and Sustainability Local Planning Policy 4.29 – RENEWABLE ENERGY SYSTEMS

Where a proposed renewable energy system is considered to adversely impact a sensitive land use, the City may upon request, require that the Applicant provide additional documentation to demonstrate that the amenity of the adjoining sensitive land use is not adversely impacted.

6.0 POLICY STATEMENT

Where a renewable energy system is not exempt from the need to obtain development approval or does not comply with development standards of DPS 2, this policy and the R-Codes then development approval is required.

6.1 General Provisions

- a) Renewable energy systems shall be designed, constructed and finished using non-reflective materials and be compatible with the colours that complement the context of the immediately surrounding area.
- b) Renewable energy systems are to be adequately maintained at all times, in accordance with the manufacturer's specifications.
- c) Renewable energy systems shall be designed to minimise impacts on occupants of surrounding properties by addressing any noise, light reflection, vibration, electrical interference, visual amenity, safety and any other reasonable matter that may detract from the amenity of the area.

6.2 Exemptions:

6.2.1 Dwellings:

Where a renewable energy system is associated with a residential land use and the R-Codes apply it is exempt from the need to obtain development approval where compliant with the following requirements:

Solar: Solar energy systems are exempt from the need to obtain development approval where solar panels are parallel to the angle of the roof and the works are not located in a heritage-protected place.

Wind: Wind energy systems is considered to be an external fixture and the works comply with the relevant deemed-to-comply provisions of the R-Codes and comply with the following:

- They are not located in a heritage-protected place;
- Are not to be located in the front or secondary setback area of a lot;

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Planning and Sustainability Local Planning Policy 4.29 – RENEWABLE ENERGY SYSTEMS

- Shall be setback from a boundary a distance equal to or greater than the total height of the system as measured from the natural ground level to the highest point of the system;
- Are limited to no more than one wind energy system per dwelling;
- May only be used for domestic or private use and not for commercial generation of energy;
- Shall be fitted with an automatic or manual braking system and an over-speed protection device to prevent noise impacts on adjoining properties during periods of high wind speeds;
- That incorporate blades shall be a minimum height of 2.75 metres above ground level; and
- All wind energy system installations must comply with the *Environmental Protection (Noise) Regulations 1997*.

Non Residential Zones:

Where renewable energy systems is associated with a residential land use where the **R-Codes do not apply**, they are exempt from the need to obtain development approval where compliant with the following requirements:

Solar:

- a) Rooftop mounted solar energy systems that are integrated with the design of the structure; or
- b) Systems that form part of the façade or structure of buildings such as solar glass.
- c) Where a solar installation is ground mounted or forms part of another structure and is used in association with the dwelling. It shall not be located in the front setback area, forward of the building line and secondary street.

6.2.2 Non Residential Development:

Solar: Solar energy systems are exempt from the need to obtain development approval where solar panels are parallel to the angle of the roof and the works are not located in a heritage-protected place.

6.3 Development Approval Requirements:

Development approval is required in the following circumstances:

- a) Solar energy systems that are not integrated with the roof or façade of a building or where the solar energy system does not satisfy the exemption criteria above;

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Planning and Sustainability Local Planning Policy 4.29 – RENEWABLE ENERGY SYSTEMS

- b) All wind energy systems located in zones where the R-Codes don't apply or where a wind energy system does not satisfy the exemption criteria above; and
c) All other forms of renewable energy systems not referred to in this policy.

Where renewable energy systems are proposed that do not satisfy the exemptions above they should be considered with regard to the following:

All: All development applications for a renewable energy systems are to be considered with regard to the following:

- Matters to be considered by Local Government as contained within Clause 67 of the Deemed Provisions as contained within the *Planning and Development (Local Planning Schemes) Regulations 2015*;
- Designed to minimise amenity impacts to sensitive land uses;
- Objectives of the applicable zone in which the development is located;
- Applicable development requirements as contained within DPS 2;
- The requirements of the Western Australian Planning Commission Position Statement: Renewable energy facilities (as amended from time to time);
- Provisions of the R-Codes (as applicable); and
- The general provisions of this Policy.

Wind: In addition to the above, wind energy systems are to also be considered with regard to the following:

- Shall be located behind the street setback of a lot where the appearance of the structure/s will negatively impact the established streetscape;
- Shall be setback from a boundary a distance equal to or greater than the total height of the system as measured from the natural ground level to the highest point of the wind energy system;
- Should balance the need for efficient operation of the system and the impact on adjoining properties and the established streetscape character;
- Whether wind energy systems are fitted with an automatic or manual braking system and an over-speed protection device to prevent noise impacts on adjoining properties during periods of high wind speeds;
- Wind energy systems that incorporates blades, shall be designed to ensure that the blades are a minimum height of 2.75 metres above ground level; and
- All wind energy system installations must comply with the *Environmental Protection (Noise) Regulations 1997*.

6.4 Conditions of approval

In addition to any other powers provided for under DPS 2, the City may impose conditions designed to minimise the impact on the amenity of adjoining land uses, including limiting the

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Planning and Sustainability
Local Planning Policy 4.29 –
RENEWABLE ENERGY SYSTEMS

scale of the development and restricting the times during which the renewable energy system may operate.

7.0 CONSULTATION

Consultation with landowners of adjoining properties who may be impacted by a proposed renewable energy system, that proposes variations to an applicable development standard, shall be undertaken in accordance with the City's Planning Consultation Procedure.

8.0 DEFINITIONS

For the purposes of this policy, the following definitions apply. For other definitions, the District Planning Scheme No. 2 definitions apply.

Renewable energy means energy derived from resources that are regenerative or for all practical purposes cannot be depleted.

Renewable energy facility means premises used to generate energy from a renewable energy source and includes any building or other structure used in, or relating to, the generation of energy by a renewable resource. It does not include renewable energy electrical generation where the energy produced principally supplies a domestic and/or business premises and any on selling to the grid is secondary.

Renewable energy System means a system that uses renewable energy sources to produce energy (electricity being the most common form) with zero or very low greenhouse gas emissions and may include solar, wind, geothermal and biomass energy among others.

Sensitive land uses are typically those where people live or regularly spend extended periods of time, such as but not limited to: residential development, hospitals, hotels, motels, hostels, caravan parks, schools, nursing homes, child care facilities, shopping centres, playgrounds and some public buildings. Some commercial, institutional and industrial land uses which require high levels of amenity or are sensitive to particular emissions may also be considered "sensitive land uses". Examples include some retail outlets, offices and training centres, and some types of storage and manufacturing.

Solar energy system means a system that converts energy from the sun into usable forms of energy for electricity or, heating water or air or a similar function through the use of solar panels.

Wind energy system means equipment that converts and then stores or transfers energy from the wind into usable forms of energy.

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Local Planning Policy 4.29 –
RENEWABLE ENERGY SYSTEMS

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PART 2 – POLICY PROVISIONS

Definitions

For the purposes of this policy, the following definitions apply. For other definitions, the District Planning Scheme No. 2 definitions apply.

Renewable energy means energy derived from resources that are regenerative or for all practical purposes cannot be depleted.

Renewable energy facility means premises used to generate energy from a renewable energy source and includes any building or other structure used in, or relating to, the generation of energy by a renewable resource. It does not include renewable energy electrical generation where the energy produced principally supplies a domestic and/or business premises and any on selling to the grid is secondary.

Renewable energy System means a system that uses renewable energy sources to produce energy (electricity being the most common form) with zero or very low greenhouse gas emissions and may include solar, wind, geothermal and biomass energy among others.

Solar energy system means a system that converts energy from the sun into usable forms of energy

Owner	Planning and Sustainability	Document Reference	TBA
Implementation	10 August 2021	Next Review	November 2029
VERSION	DECISION TO ADOPT/AMEND		
1 – 21/312657	COUNCIL RESOLUTION TO ADOPT ON 10 AUGUST 2021 (P06-08/21)		
2 - TBA	TBA		

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for electricity or, heating water or air or a similar function through the use of solar panels.

Wind energy system means equipment that converts and then stores or transfers energy from the wind into usable forms of energy.

This Policy applies throughout the City when considering proposals for renewable energy systems.

The provisions in this policy do not limit the City's ability to determine proposals for a renewable energy system that arise through advances in technology. In this regard, where a proposal does not meet the specific requirements of this policy, discretion shall be applied in determining any development

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Planning and Sustainability Local Planning Policy 4.29 – RENEWABLE ENERGY SYSTEMS

~~application in accordance with the objectives of this policy where the City is satisfied that the variations limit the potential impact on surrounding properties and the amenity of the locality.~~

General policy provisions

~~The City supports the use of renewable energy resources through the use of technology and systems that enable their utilisation in both domestic and commercial applications where they are appropriately located, designed and scaled so as not to adversely affect the amenity of adjoining properties, streetscapes and the locality in general.~~

For the purposes of this policy, a Renewable Energy System:

- ~~Proposed within a site zoned for residential purposes is to be assessed against the standards and requirements of District Planning Scheme No. 2 (DPS 2), the Residential Design Codes (R-Codes), this Policy and any other applicable requirement;~~
- ~~Proposed on a site zoned for non-residential purposes is to be assessed against the standards and requirements of DPS 2, this Policy, the Western Australian Planning Commission Position Statement: Renewable energy systems and any other applicable requirement.~~
- ~~All wind energy system installations must comply with the Environmental Protection (Noise) Regulations 1997.~~

Development requirements:

~~Where a renewable energy system is not exempt from the need to obtain development approval or does not comply with development standards of DPS 2, the R-Codes or any other applicable document then Development Approval is required to be obtained prior to the installation.~~

1. Dwellings incorporating Renewable Energy Systems

~~This section applies to the use of renewable energy systems that are designed principally to provide power to one or more dwellings on a site.~~

1.1 Residential Zones:

~~Solar: Solar energy systems are exempt from the need to obtain development approval where solar panels are parallel to the angle of the roof and the works are not located in a heritage-protected place.~~

~~Where a solar installation is ground-mounted or forms part of another structure it shall not be located in the front setback area or forward of the building line. The R-Codes~~

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Planning and Sustainability Local Planning Policy 4.29 – RENEWABLE ENERGY SYSTEMS

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provisions will be used to determine suitability of the works as if the installation were a building as defined in the R-Codes.

Wind: A wind energy system may be considered to be an external fixture as defined in the R-Codes and is exempt from the need to obtain development approval where:

- the R-Codes apply;
- the works comply with the deemed to comply provisions of the R-Codes; and
- they are not located in a heritage-protected place.

In addition to the requirements of DPS 2, this Policy, the R-Codes or any other applicable document, wind energy systems:

- are not to be located in the front or secondary setback area of a lot;
- shall be setback from a boundary a distance equal to or greater than the total height of the system as measured from the natural ground level;
- are limited to no more than one wind turbine per dwelling;
- may only be used for domestic or private use and not for commercial generation of energy.

Wind energy systems shall be fitted with an automatic or manual braking system and an over-speed protection device to prevent noise impacts on adjoining properties during periods of high wind speeds.

Wind energy systems shall be positioned so that the blades are a minimum height of 2.75 metres above ground level.

Other: Other renewable energy systems (such as geothermal) that may be used to generate power to supply the needs of one or more dwellings on a site will be considered against the objectives of DPS2, the R-Codes and Clause 67 of the Deemed Provisions.

1.2 Non-Residential Zones:

Solar: Rooftop-mounted systems that are integrated with the design of the structure shall be exempt from the need to obtain development approval.

Systems that form part of the façade or structure of buildings such as solar glass shall be exempt from the need to obtain development approval.

Where a solar installation is ground-mounted or forms part of another structure it shall not be located in the front setback area or forward of the building line.

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Planning and Sustainability Local Planning Policy 4.29 – RENEWABLE ENERGY SYSTEMS

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Wind: Development approval is required for all wind energy systems in non-residential zones and are to be considered against the standards in DPS2 for the relevant zone and the following points:

- are not to be located in the front setback area of a lot where the appearance of the structures will impact negatively on the established street scape;
- shall be setback from a boundary a distance equal to or greater than the total height of the system as measured from the natural ground level;
- height on non-residential lots will be determined with regard to the need for efficient operation of the system and the impact on adjoining properties and the established streetscape character.

In addition to the requirements of DPS 2 and this Policy, wind energy systems shall be subject to the requirements of the Western Australian Planning Commission Position Statement: Renewable energy systems and any other applicable requirement.

Wind energy systems shall be fitted with an automatic or manual braking system and an over-speed protection device to prevent noise impacts on adjoining properties during periods of high wind speeds.

Wind energy systems shall be positioned so that the blades are a minimum height of 2.75 metres above ground level.

Other: Other renewable energy systems (such as geothermal) that may be used to generate power to supply the needs of one or more dwellings on a site will be considered against the objectives of DPS2, and Clause 67 of the Deemed Provisions.

2. Non-Residential Development incorporating Renewable Energy Systems

This section applies to the use of renewable energy systems that are designed principally to provide power to businesses that are operating at a site.

2.1 Development approval will be required for:

- a) all wind energy systems;
- b) solar energy systems that are not integrated with the roof or façade of a building; and
- c) for all other forms of renewable energy systems.

2.2 Where a business or other activity seeks to generate all or part of their power needs from renewable energy systems, the systems shall be designed to minimise impacts on adjoining properties that arise from the bulk, scale, noise or appearance of the systems. This is particularly the case where the adjoining properties include sensitive uses such as residential.

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child-care, aged and dependent persons dwellings, hospitals, tourist accommodation and the like.

2.3 In addition to the requirements of DPS 2 and this Policy, wind energy systems shall be subject to the requirements of the Western Australian Planning Commission Position Statement: Renewable energy systems and any other applicable requirement.

2.4 Wind energy systems shall be fitted with an automatic or manual braking system and an over-speed protection device to prevent noise impacts on adjoining properties during periods of high wind speeds.

3. General Provisions

3.1 Renewable Energy Systems shall be designed, constructed and finished using non-reflective materials and be compatible with the colours that complement the context of the immediately surrounding area.

3.2 Renewable Energy Systems are to be adequately maintained at all times, in accordance with the manufacturer's specifications.

3.3 Renewable energy systems shall be designed to minimise impacts on occupants of surrounding properties by addressing any noise, light reflection, vibration, electrical interference, visual amenity, safety and any other reasonable matter that may detract from the amenity of the area.

4. Consultation

Consultation with landowners of adjoining properties who may be impacted by a proposed renewable energy system, that proposes variations to an applicable development standard, shall be undertaken in accordance with the City's Planning Consultation Procedure.

5. Conditions of approval

In its determination of any application for renewable energy system, in addition to any other powers provided for under DPS 2, the City may impose conditions designed to minimise the impact on the amenity of adjoining uses, including limiting the scale of the development and restricting the times during which the renewable energy system may operate.

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Planning and Sustainability Local Planning Policy 4.29 – RENEWABLE ENERGY SYSTEMS

1.0 CITATION

This Local Planning Policy (Policy) has been prepared under Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015*. This Policy may be cited as Local Planning Policy 4.29 (LPP 4.29): Renewable Energy Systems.

2.0 INTRODUCTION

This purpose of this policy is to provide guidance on the development of Renewable Energy Systems within the City that provide power to a dwelling or a business primarily for its needs and is not a commercial power generation land use.

3.0 OBJECTIVES

The objectives of this Policy are:

1. To provide guidance for the installation and development of Renewable Energy Systems throughout the City that provide power to the principle use of the land;
2. To ensure that Renewable Energy Systems do not unreasonably detract from the streetscape or amenity of adjoining properties and the area generally; and
3. To facilitate the environmental and sustainability benefits of utilising renewable energy systems such as wind and solar systems to power buildings and commercial activities within Wanneroo.

4.0 APPLICATIONS SUBJECT OF THIS POLICY

This Policy applies throughout the City when considering proposals for renewable energy systems. This policy is to be read in conjunction with the development standards and requirements of the R-Codes, District Planning Scheme No. 2 and its associated policies. This policy does not apply to power generation land uses designed principally to supply power to the electrical grid.

The provisions in this policy do not limit the City's ability to determine proposals for a renewable energy system that arise through advances in technology. In this regard, where a proposal does not meet the specific requirements of this policy, discretion shall be applied in determining any development application in accordance with the objectives of this policy where the City is satisfied that the variations limit the potential impact on surrounding properties and the amenity of the locality.

5.0 APPLICATION REQUIREMENTS



Planning and Sustainability Local Planning Policy 4.29 – RENEWABLE ENERGY SYSTEMS

Where a proposed renewable energy system is considered to adversely impact a sensitive land use, the City may upon request, require that the Applicant provide additional documentation to demonstrate that the amenity of the adjoining sensitive land use is not adversely impacted.

6.0 POLICY STATEMENT

Where a renewable energy system is not exempt from the need to obtain development approval or does not comply with development standards of DPS 2, this policy and the R-Codes then development approval is required.

6.1 General Provisions

- a) Renewable energy systems shall be designed, constructed and finished using non-reflective materials and be compatible with the colours that complement the context of the immediately surrounding area.
- b) Renewable energy systems are to be adequately maintained at all times, in accordance with the manufacturer's specifications.
- c) Renewable energy systems shall be designed to minimise impacts on occupants of surrounding properties by addressing any noise, light reflection, vibration, electrical interference, visual amenity, safety and any other reasonable matter that may detract from the amenity of the area.

6.2 Exemptions:

6.2.1 Dwellings:

Where a renewable energy system is associated with a residential land use and the **R-Codes apply** it is exempt from the need to obtain development approval where compliant with the following requirements:

- Solar: Solar energy systems are exempt from the need to obtain development approval where solar panels are parallel to the angle of the roof and the works are not located in a heritage-protected place.
- Wind: Wind energy systems is considered to be an external fixture and the works comply with the relevant deemed-to-comply provisions of the R-Codes and comply with the following:
- They are not located in a heritage-protected place;
 - Are not to be located in the front or secondary setback area of a lot;
 - Shall be setback from a boundary a distance equal to or greater than the total height of the system as measured from the natural ground level to the highest point of the system;
 - Are limited to no more than one wind energy system per dwelling;
 - May only be used for domestic or private use and not for commercial generation of energy;



Planning and Sustainability Local Planning Policy 4.29 – RENEWABLE ENERGY SYSTEMS

- Shall be fitted with an automatic or manual braking system and an over-speed protection device to prevent noise impacts on adjoining properties during periods of high wind speeds;
- That incorporate blades shall be a minimum height of 2.75 metres above ground level; and
- All wind energy system installations must comply with the *Environmental Protection (Noise) Regulations 1997*.

Non Residential Zones:

Where renewable energy systems is associated with a residential land use where the **R-Codes do not apply**, they are exempt from the need to obtain development approval where compliant with the following requirements:

Solar:

- a) Rooftop mounted solar energy systems that are integrated with the design of the structure; or
- b) Systems that form part of the façade or structure of buildings such as solar glass.
- c) Where a solar installation is ground mounted or forms part of another structure and is used in association with the dwelling. It shall not be located in the front setback area, forward of the building line and secondary street.

6.2.2 Non Residential Development:

Solar: Solar energy systems are exempt from the need to obtain development approval where solar panels are parallel to the angle of the roof and the works are not located in a heritage-protected place.

6.3 Development Approval Requirements:

Development approval is required in the following circumstances:

- a) Solar energy systems that are not integrated with the roof or façade of a building or where the solar energy system does not satisfy the exemption criteria above;
- b) All wind energy systems located in zones where the R-Codes don't apply or where a wind energy system does not satisfy the exemption criteria above; and
- c) All other forms of renewable energy systems not referred to in this policy.

Where renewable energy systems are proposed that do not satisfy the exemptions above they should be considered with regard to the following:

All: All development applications for a renewable energy systems are to be considered with regard to the following:



Planning and Sustainability Local Planning Policy 4.29 – RENEWABLE ENERGY SYSTEMS

- Matters to be considered by Local Government as contained within Clause 67 of the Deemed Provisions as contained within the *Planning and Development (Local Planning Schemes) Regulations 2015*;
- Designed to minimise amenity impacts to sensitive land uses;
- Objectives of the applicable zone in which the development is located;
- Applicable development requirements as contained within DPS 2;
- The requirements of the Western Australian Planning Commission Position Statement: Renewable energy facilities (as amended from time to time);
- Provisions of the R-Codes (as applicable); and
- The general provisions of this Policy.

Wind: In addition to the above, wind energy systems are to also be considered with regard to the following:

- Shall be located behind the street setback of a lot where the appearance of the structure/s will negatively impact the established streetscape;
- Shall be setback from a boundary a distance equal to or greater than the total height of the system as measured from the natural ground level to the highest point of the wind energy system;
- Should balance the need for efficient operation of the system and the impact on adjoining properties and the established streetscape character;
- Whether wind energy systems are fitted with an automatic or manual braking system and an over-speed protection device to prevent noise impacts on adjoining properties during periods of high wind speeds;
- Wind energy systems that incorporates blades, shall be designed to ensure that the blades are a minimum height of 2.75 metres above ground level; and
- All wind energy system installations must comply with the *Environmental Protection (Noise) Regulations 1997*.

6.4 Conditions of approval

In addition to any other powers provided for under DPS 2, the City may impose conditions designed to minimise the impact on the amenity of adjoining land uses, including limiting the scale of the development and restricting the times during which the renewable energy system may operate.

7.0 CONSULTATION

Consultation with landowners of adjoining properties who may be impacted by a proposed renewable energy system, that proposes variations to an applicable development standard, shall be undertaken in accordance with the City's Planning Consultation Procedure.

8.0 DEFINITIONS

For the purposes of this policy, the following definitions apply. For other definitions, the District Planning Scheme No. 2 definitions apply.



Planning and Sustainability Local Planning Policy 4.29 – RENEWABLE ENERGY SYSTEMS

Renewable energy means energy derived from resources that are regenerative or for all practical purposes cannot be depleted.

Renewable energy facility means premises used to generate energy from a renewable energy source and includes any building or other structure used in, or relating to, the generation of energy by a renewable resource. It does not include renewable energy electrical generation where the energy produced principally supplies a domestic and/or business premises and any on selling to the grid is secondary.

Renewable energy System means a system that uses renewable energy sources to produce energy (electricity being the most common form) with zero or very low greenhouse gas emissions and may include solar, wind, geothermal and biomass energy among others.

Sensitive land uses are typically those where people live or regularly spend extended periods of time, such as but not limited to: residential development, hospitals, hotels, motels, hostels, caravan parks, schools, nursing homes, child care facilities, shopping centres, playgrounds and some public buildings. Some commercial, institutional and industrial land uses which require high levels of amenity or are sensitive to particular emissions may also be considered "sensitive land uses". Examples include some retail outlets, offices and training centres, and some types of storage and manufacturing.

Solar energy system means a system that converts energy from the sun into usable forms of energy for electricity or, heating water or air or a similar function through the use of solar panels.

Wind energy system means equipment that converts and then stores or transfers energy from the wind into usable forms of energy.

Owner	Planning and Sustainability	Document Reference	TBA
Implementation	10 August 2021	Next Review	November 2029
VERSION	DECISION TO ADOPT/AMEND		
1 – 21/312657	COUNCIL RESOLUTION TO ADOPT ON 10 AUGUST 2021 (P06-08/21)		
2 - TBA	TBA		

4.6 Local Planning Policy 2.9: Service stations and Road houses

File Ref: 40141 – 25/410854
Responsible Officer: Director Planning & Sustainability
Attachments: 3

Issue

To consider Administration's review and proposed minor changes to *Local Planning Policy 2.9: Service stations and Road houses (LPP 2.9)*.

Background

At its Ordinary Council Meeting (**OCM**) on 11 May 2021, Council adopted LPP 2.9 (**Attachment 1**) to provide guidance on the development of Service stations and Road houses within the City of Wanneroo (the **City**), particularly in relation to locations adjacent to and in close proximity to Residential and Sensitive Land Uses. The policy introduces criteria that proponents are required to address when preparing applications for Service stations and Road houses. The criteria are also used by Administration to assess applications and can also assist residents to understand the matters that Service stations and Road houses are assessed against.

The intent of this Policy is to provide criteria for matters to be considered for the development of Service stations and Road houses to ensure that any impact is minimised and that they are designed to a high standard of architectural design.

Detail

Since implementation of LPP 2.9, the Western Australian Planning Commission (**WAPC**) has sought to standardise Local Governments' Local Planning Policies to ensure greater consistency between Local Governments. In response to this, the Western Australian Local Government Association (**WALGA**) has prepared its own 'Local Planning Policy Guide' to ensure consistency across local governments. Accordingly, the formatting of LPP 2.9 have been amended to align with this manner and form.

Whilst the proposed changes appear extensive, majority of the changes include rearrangement of information to align with WALGA's Local Planning Policy Guide. Administration's review of the policy has determined that it remains fit for purpose and does not require any substantial amendments. Notwithstanding this, changes are included in a track changed version of LPP 2.9 (**Attachment 2**) and summarised below:

- Additional wording to clarify that 'Residential zoned' land abutting Service Stations and Road houses are also required to be considered.
- Additional minor wording changes to improve clarity. This includes simplifying the language used and removing duplicated provisions and ambiguity in some parts.
- Removal of the land use definitions that are already defined in the City's District Planning Scheme No.2.
- Reformatted 'Development Requirements' section into "Built form" for better readability, with consolidated and updated assessment considerations consistent with the policy objectives.
- Expanding on the location criteria to reinforce that Service stations and Road houses should ideally not be located where abutting a Residential zoned.

- New list of supporting information required for Amenity considerations. While this is not in the current LPP 2.9, it is common planning practice for Administration to require these to demonstrate compliance with the policy and policy objectives. This will also provide greater clarity for applicants.
- Removal of the Signage section as any signage relating to Service stations and Road houses are automatically assessed against LPP 4.6 – Signs.
- Removal of the Condition of approval section and replaced with the requirement of an operational management plan to assess the scale and operational details during the development assessment stage.
- Introducing a minimum glazing requirements for blank walls to replace the vague reference that blank wall should be minimised.
- Text and formatting changes have been made to align it to the DPLH's draft local planning policy template.

A version of this proposed policy, without track changes, can be found in **Attachment 3**.

Consultation

For reasons as discussed further in the 'Comment' section below, Administration considers the proposed amendments to LPP 2.9 to be 'minor' in the context of Part 2 of the deemed provisions contained in Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015*. Minor amendments to local planning policies do not require advertising under the deemed provisions.

Comment

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 determine.

Local Planning Policy 2.9: Service stations and Road houses

Administration considers that the proposed amendments made to LPP 2.9 is considered to be minor in nature and do not affect the intent or the purpose of the policy as the amendments:

- Removal of duplicated provisions, land use definitions and reference to policies that are already applicable;
- Updating the policy provisions to align with the latest policy template;
- Enhance legibility and clarity through wording and formatting changes;
- Introduction of provisions that reinforces the existing intent of the policy; and
- Expands on and provides clarity on the assessment considerations and supporting information required for development applications for applicants, noting it outlines what is already common planning practice.

Furthermore, Administration considers that the proposed amendments to LPP 2.9 do not introduce new concepts or provisions that may negatively affect landowners or builders undertaking further development then what is currently required from the respective policies.

Should the Committee agree with Administration's position that the amendments proposed to LPP 2.9 are 'minor', a resolution would need to be made to that effect (as per the recommendation).

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 Council Plan 2025 – 2035:

5 ~ A Well-Governed and Managed City

5.1 - Lead with clear decisions and strong advocacy

Risk Appetite Statement

In pursuit of strategic objective goal 5, 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
Level 1 Strategic Risk	9.0 Ineffective Governance	Medium
Level 2 Corporate Risk	9.1 Compliance Framework	Medium
ACCOUNTABILITY		ACTION PLANNING OPTION
General Counsel		Manage

The above risk 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 this risk to support existing management systems.

Policy Implications

The amendments to LPP 2.9 as discussed in this report is being undertaken to achieve the City's objectives of delivering orderly and proper planning.

Financial Implications

The costs associated with undertaking the amendments to LPP 2.9 can be met from the current Planning and Sustainability operational budget.

Voting Requirements

Simple Majority

Recommendation

That the 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 2.9: Service stations and Road houses as shown in Attachment 2 and Attachment 3, to be minor and can proceed without advertising; and
 - b) **PROCEEDS** with the amended Local Planning Policy 2.9: Service Stations and Road houses, as shown 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 2.9: Service stations and Road houses.

Attachments:

- | | | |
|-------------------|--|-----------|
| 1 | Attachment 1 - Current Local Planning Policy 2.9 - Service Stations and Road House | 25/383722 |
| 2 | Attachment 2 - Local Planning Policy 2.9 - Service Stations and Road House (Track Change) | 25/395176 |
| 3 | Attachment 2 - Local Planning Policy 2.9 - Service Stations and Road House (clean version) | 25/395178 |

Planning and Sustainability

Local Planning Policy 2.9

Service Stations and Roadhouses



Owner	Planning and Sustainability
Implementation	11 May 2021
Next Review	May 2025

PART 1 – POLICY OPERATION

Policy Development and Purpose

This Local Planning Policy (Policy) has been prepared under Schedule 2, Part 2 of the Deemed Provisions of the *Planning and Development (Local Planning Schemes) Regulations 2015*.

This policy sets out to provide guidance on the development of Service Stations and Roadhouses within the City, with particular regard to locations adjacent to and in close proximity to sensitive land uses.

Policy Application

This policy applies to:

- Land where a service station or roadhouse is capable of approval in the area where District Planning Scheme No. 2 is applicable; and
- All development applications relating to new service stations or roadhouses as well as additions or alterations to an existing development.

Policy Objectives

The objectives of this policy are to:

- Provide clear criteria to guide service station and roadhouse developments within the City;
- Ensure that service stations and roadhouses are developed to a high standard of architectural design that complements the expected standard of design in the locality;
- Ensure that service stations and roadhouses are located and designed such that traffic volumes and flow generated does not unduly impact on the amenity of the locality;
- Ensure that traffic generated does not adversely impact on road safety and efficiency of the road network;
- Ensure a safe interface between vehicle and pedestrian movements on and off site;
- Ensure that service stations and roadhouses make a positive contribution to the streetscape; and
- Protect the amenity of sensitive land uses by ensuring they are located and designed in a way that reduces the impact of noise, light, odour and other emissions.

Relationship to Other Policies, Guidelines and Documents

This policy is to be read in conjunction with the development standards and requirements of District Planning Scheme No. 2 and its associated policies.

PART 2 – POLICY PROVISIONS

1. Definitions

For the purposes of this policy, the following definitions apply. For other definitions the District Planning Scheme No. 2 definitions apply.

Service station means:

premises other than premises used for a transport depot, panel beating, spray painting, major repairs or wrecking, that are used for –

- (a) the retail sale of petroleum products, motor vehicle accessories and goods of an incidental or convenience nature; or
- (b) the carrying out of greasing, tyre repairs and minor mechanical repairs to motor vehicles.

Roadhouse means:

any land or buildings used for the predominant purpose of a service station but incidentally including a restaurant and/or convenience store.

Sensitive land use means:

land use sensitive to emissions from industry and infrastructure. Sensitive land uses include residential development, hospitals, hotels, motels, hostels, caravan parks, schools, nursing homes, child care facilities, shopping centres, playgrounds and some public buildings. Some commercial, institutional and industrial land uses which require high levels of amenity or are sensitive to particular emissions may also be considered “sensitive land uses”. Examples include some retail outlets, offices and training centres, and some types of storage and manufacturing.

2. General policy provisions

When considering applications for service stations and roadhouses and to ensure that they do not detract from the amenity of adjoining and nearby sensitive land uses, the following requirements must be addressed:

Development requirements:

Service stations and roadhouses shall not cause undue conflict through the generation of traffic, demand for parking or the emission of noise, light, fumes, odours, dust, vibration, electrical interference, waste water or any other form of pollution or activity which may be undesirable or incompatible;

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Buildings shall be of a high standard of architectural design with landmark characteristics such as roof features that protrude above the roofline. Additional building detail, articulation, colours and textures can also be included to enhance architectural quality;

The use of bold and innovative canopy structures that provide a strong architectural statement is encouraged;

Buildings shall address the street by way of major openings and entries so as to provide a level of passive surveillance from inside the building to adjacent streets and the public realm. The use of blank walls shall be minimised and glazing to openings shall not be obscured with signage, translucent films, paint, fittings or furniture;

Where blank walls cannot be avoided they should be designed in such a way that they contribute to a safe and attractive street environment by:

- Minimising the length and height of blank walls; and
- Articulating blank walls through the creative application of complementary materials, avoiding large continuous masses of the same finish and/or the provision of appropriately integrated structural features, lighting, street furniture, artworks and/or landscaping;

Amenity

Service stations and roadhouses abutting residential or other sensitive development shall be designed to minimise impact on abutting residents and shall address, noise, light, fumes, odours, dust, vibration, electrical interference, waste water, traffic, visual amenity, safety and any other matter that may detract from the amenity of the area.

The location of service stations and roadhouses shall have regard to the prescribed buffer distances set out under the Environmental Protection Authority Separation Distances between Industrial and Sensitive Land Uses.

Variations to the Separation Distances can be supported by the City where it is demonstrated that the potential impacts are satisfactorily able to be managed.

Location

Where potential conflict between a proposed service station or roadhouse and adjoining or nearby residential or sensitive land use cannot be adequately managed, alternative locations need to be considered where the use will be more compatible.

Signage

Signage associated with service stations and roadhouses are to have regard to the provisions and requirements of the City of Wanneroo's, Local Planning Policy 4.6: Signs.

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Service Stations and Roadhouses



Development Control Policy 1.10

In addition to the provisions and requirements of this policy, due regard is to be given to the Western Australian Planning Commission Development Control Policy 1.10 – Freeway service centres and roadhouses.

Conditions of approval

In its determination of any application for a service station or roadhouse, in addition to any other powers provided for under District Planning Scheme No. 2, the City may impose conditions designed to minimise the impact on the amenity of residential and sensitive land uses, including limiting the scale of the development and restricting the times during which the use may operate.



Planning and Sustainability

Local Planning Policy 2.9

Service ~~s~~Stations and Road ~~h~~Houses

PART 1 – POLICY OPERATION

1.0 Citation Policy Development

-This Local Planning Policy (~~Policy~~) has been prepared under Schedule 2, Part 2 of the Deemed Provisions of the *Planning and Development (Local Planning Schemes) Regulations 2015*. This policy may be cited as Local Planning Policy (LPP) 2.9 – Service stations and Road houses.

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2.0 Introduction Policy Purpose

Theis purpose of this policy ~~sets out~~is to provide guidance on the development of Service ~~s~~Stations and/or Road ~~h~~ouses within the City, with particular regard to locations adjacent to Residential zoned land and/or within and in close proximity to sensitive land uses.

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3.0 Policy Application

~~This policy applies to:~~

- ~~Land where a service station or roadhouse is capable of approval in the area where District Planning Scheme No. 2 is applicable; and~~
- ~~All development applications relating to new service stations or roadhouses as well as additions or alterations to an existing development.~~

34.0 Policy Objectives

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The objectives of this policy are to:

- ~~Provide clear criteria to guide service station and roadhouse developments within the City;~~
- Ensure that ~~S~~service stations and/or ~~R~~road ~~h~~ouses are developed to a high standard of architectural design that complements ~~the expected standard of design in~~ the locality and streetscape;
- Ensure that ~~S~~service stations and/or ~~R~~road ~~h~~ouses are located and designed such that traffic volumes and flow generated does not unduly impact on the amenity of the locality;
- Ensure that traffic generated does not adversely impact on road safety, pedestrian movements both within and around the site and efficiency of the road network; and
- ~~Ensure a safe interface between vehicle and pedestrian movements on and off site;~~
- ~~Ensure that service stations and roadhouses make a positive contribution to the streetscape; and~~
- Protect the amenity of sensitive land uses by ensuring Service stations and/or Road houses ~~they~~ are located and designed in a way that reduces the impact of noise, light, odour and other emissions.

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43.0 Policy Application of the Policy

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Planning and Sustainability
Local Planning Policy 2.9
Service ~~s~~Stations and Road ~~h~~Houses

~~This policy is to be read in conjunction with the development standards and requirements of District Planning Scheme No. 2 and its associated policies. In addition, due regard is to be given to the Western Australian Planning Commission Development Control Policy 1.10 – Freeway service centres and roadhouses. This policy applies to all development applications relating to new Service stations and/or Road houses as well as additions or alterations to an existing development.~~

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~~This policy applies to:~~

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~~Land where a service station or roadhouse is capable of approval in the area where District Planning Scheme No. 2 is applicable; and
All development applications relating to new service stations or roadhouses as well as additions or alterations to an existing development.~~

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Relationship to other Policies, Guidelines and Documents

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~~This policy is to be read in conjunction with the development standards and requirements of District Planning Scheme No. 2 and its associated policies.~~

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PART 2 – GENERAL POLICY PROVISIONS

1.0 Definitions

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~~For the purposes of this policy, the following definitions apply. For other definitions the District Planning Scheme No. 2 definitions apply.~~

Service station means:

~~premises other than premises used for a transport depot, panel beating, spray painting, major repairs or wrecking, that are used for—
(a) the retail sale of petroleum products, motor vehicle accessories and goods of an incidental or convenience nature; or
(b) the carrying out of greasing, tyre repairs and minor mechanical repairs to motor vehicles.~~

Roadhouse means:



Planning and Sustainability Local Planning Policy 2.9 Service ~~s~~Stations and Road ~~h~~Houses

~~any land or buildings used for the predominant purpose of a service station but incidentally including a restaurant and/or convenience store.~~

Sensitive land use means:

~~land use sensitive to emissions from industry and infrastructure. Sensitive land uses include residential development, hospitals, hotels, motels, hostels, caravan parks, schools, nursing homes, child care facilities, shopping centres, playgrounds and some public buildings. Some commercial, institutional and industrial land uses which require high levels of amenity or are sensitive to particular emissions may also be considered "sensitive land uses". Examples include some retail outlets, offices and training centres, and some types of storage and manufacturing.~~

52.0 Policy Provisions

When considering applications for ~~S~~service stations and/or ~~R~~road houses and to ensure that they do not detract from the amenity of adjoining ~~Residential zoned land~~ and nearby sensitive land uses, the following requirements must be addressed:

5.1 Location

~~Location~~

- ~~i. Where potential conflict between a proposed service station or roadhouse and adjoining or nearby residential or sensitive land use cannot be adequately managed, alternative locations need to be considered where the use will be more compatible. Service stations and/or Road houses should ideally not be located adjacent to Residential zoned land or within close proximity to sensitive land uses.~~

~~The location of Service stations and/or Road houses shall generally be guided by the prescribed buffer distances set out under the Environmental Protection Authority Separation Distances between Industrial and Sensitive Land Uses.~~

~~ii.~~

- ~~iii. Whilst variations to the separation distances can be supported by the City, where potential conflict or impacts between a proposed Service station and/or Road house and adjoining Residential zoned land or nearby sensitive land use cannot be adequately managed, alternative locations need to be considered where the use will be more compatible.~~

5.2 Built Form

~~Development requirements:~~

~~Service stations and roadhouses shall not cause undue conflict through the generation of traffic, demand for parking or the emission of noise, light, fumes, odours, dust, vibration, electrical interference, waste water or any other form of pollution or activity which may be undesirable or incompatible;~~

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Planning and Sustainability
Local Planning Policy 2.9
Service ~~s~~Stations and Road ~~h~~Houses

Buildings shall be of a high standard of architectural design with landmark characteristics such as roof features that protrude above the roofline. Additional building detail, articulation, colours and textures can also be included to enhance architectural quality. ~~This may:~~

i. ~~The use of bold and include~~ innovative canopy structures that provide a strong architectural statement ~~is encouraged;~~

i.

ii. Buildings shall address the street by ~~maximising glazing and incorporating pedestrian entries to provide passive surveillance~~ ~~This should consider the development's future internal layout and the development's relationship with the adjacent streetscape and public realm.~~ ~~way of major openings and entries so as to provide a level of passive surveillance from inside the building to adjacent streets and the public realm.~~ The use of blank walls shall be minimised and glazing to openings shall not be obscured with signage, translucent films, paint, fittings or furniture;

ii.

iii. ~~Where an external wall does not incorporate glazing or where glazing represents less than 50% of the elevation, the wall shall incorporate any combination of the following:~~

- a) ~~Articulation;~~
- b) ~~Diversity of materials;~~
- c) ~~Vertical projections;~~
- d) ~~Integrated structural features;~~
- e) ~~Lighting;~~
- f) ~~Street furniture~~
- g) ~~Artwork; and/or~~
- h) ~~Landscaping.~~

~~5.3 Where blank walls cannot be avoided they should be designed in such a way that they contribute to a safe and attractive street environment by:~~

- ~~Minimising the length and height of blank walls; and~~
- ~~Articulating blank walls through the creative application of complementary materials, avoiding large continuous masses of the same finish and/or the provision of appropriately integrated structural features, lighting, street furniture, artworks and/or landscaping;~~

Amenity

i.

i. Service stations and/or Road houses abutting Residential zoned land residential or other sensitive land uses development shall be designed to minimise impact on occupants of adjoining sites abutting residents and shall address, noise, light, fumes, odours, dust, vibration, electrical interference, waste water, traffic, visual amenity, safety and any other matter ~~in the opinion of the City~~ that may detract from the amenity of the area.

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Planning and Sustainability Local Planning Policy 2.9 Service ~~s~~Stations and Road ~~h~~Houses

~~The City may require an acoustic report prepared by a suitably qualified consultant where the Service station and/or Road house is proposed abutting Residential zoned land or sensitive land uses, or where the City considers that the development may impact the acoustic amenity of surrounding properties.~~

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- ii. ~~A Traffic Impact Assessment is to be provided for all Service stations and/or Road houses applications prepared by a suitably qualified traffic consultant and in accordance with the WAPC's Transport Impact Assessment Guidelines.~~

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- iii. ~~Service stations and/or Road houses should be accompanied with an operational management plan* (or similar) which details the following regarding the proposal:~~

- a) ~~Hours of operation;~~
 - b) ~~Days of operation;~~
 - c) ~~Noise management plan;~~
 - d) ~~Deliveries;~~
 - e) ~~Number of vehicles that can be accommodated on site at any one time;~~
 - f) ~~Number of staff members on site at any one time; and~~
- ~~Any other information the City considers relevant to be detailed (ie light spill, odour etc).~~

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~~The location of service stations and roadhouses shall have regard to the prescribed buffer distances set out under the Environmental Protection Authority Separation Distances between Industrial and Sensitive Land Uses.~~

~~Variations to the Separation Distances can be supported by the City where it is demonstrated that the potential impacts are satisfactorily able to be managed.~~

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~~Location~~

~~Where potential conflict between a proposed service station or roadhouse and adjoining or nearby residential or sensitive land use cannot be adequately managed, alternative locations need to be considered where the use will be more compatible.~~

~~Signage~~

~~Signage associated with service stations and roadhouses are to have regard to the provisions and requirements of the City of Wanneroo's, Local Planning Policy 4.6: Signs.~~

~~Development Control Policy 1.10~~

~~In addition to the provisions and requirements of this policy, due regard is to be given to the Western Australian Planning Commission Development Control Policy 1.10 — Freeway service centres and roadhouses.~~

~~Conditions of approval~~



Planning and Sustainability

Local Planning Policy 2.9

Service ~~s~~Stations and Road ~~h~~Houses

In its determination of any application for a service station or roadhouse, in addition to any other powers provided for under District Planning Scheme No. 2, the City may impose conditions designed to minimise the impact on the amenity of residential and sensitive land uses, including limiting the scale of the development and restricting the times during which the use may operate.

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61.0 Definitions

For the purposes of this policy, the following definitions apply. For other definitions the District Planning Scheme No. 2 definitions apply.

Owner	Planning and Sustainability	Document Reference	25/XXXXXXXXXX
Implementation	XX XXXXXX 2025	Next Review	XXXXXX 2029
VERSION	DECISION TO ADOPT/AMEND		
1			
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Service station means:

premises other than premises used for a transport depot, panel beating, spray painting, major repairs or wrecking, that are used for—
(a) the retail sale of petroleum products, motor vehicle accessories and goods of an incidental or convenience nature; or
(b) the carrying out of greasing, tyre repairs and minor mechanical repairs to motor vehicles.

Roadhouse means:

any land or buildings used for the predominant purpose of a service station but incidentally including a restaurant and/or convenience store.

Sensitive land use means:

Sensitive land uses are typically those where people live or regularly spend extended periods of time, such as but not limited to: caravan parks, child care premises, independent living complex, residential aged care facilities and residential development. land use sensitive to emissions from industry and infrastructure. Sensitive land uses include residential development, hospitals, hotels, motels, hostels, caravan parks, schools, nursing homes, child care facilities, shopping centres, playgrounds and some public buildings. Some commercial, institutional and industrial land uses which require high levels of amenity or are sensitive to particular emissions may also be considered "sensitive land uses". Examples include some retail outlets, offices and training centres, and some types of storage and manufacturing.

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Planning and Sustainability

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Service ~~s~~Stations and Road ~~h~~Houses

Examples include, but not limited to, some retail outlets (shops), offices, educational establishments, hospitals, hotels and tourist and visitor accommodation, and some types of storage and manufacturing.

Owner	Planning and Sustainability	Document Reference	25/XXXXXXXXXX
Implementation	11 May 2021XX XXXXXX 2025	Next Review	NovemberXXXXXX 2029
VERSION	DECISION TO ADOPT/AMEND		
1- 21/167807	COUNCIL RESOLUTION TO ADOPT ON 11 MAY 2021 (PS03-05/21)		

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Planning and Sustainability
Local Planning Policy 2.9
Service sStations and Road hHouses

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Planning and Sustainability

Local Planning Policy 2.9

Service stations and Road houses

1.0 Citation

This Local Planning Policy has been prepared under Schedule 2, Part 2 of the Deemed Provisions of the *Planning and Development (Local Planning Schemes) Regulations 2015*. This policy may be cited as Local Planning Policy (LPP) 2.9 – Service stations and Road houses.

2.0 Introduction

The purpose of this policy is to provide guidance on the development of Service stations and/or Road houses within the City, with particular regard to locations adjacent to Residential zoned land and/or within close proximity to sensitive land uses.

3.0 Objectives

The objectives of this policy are to:

- Ensure that Service stations and/or Road houses are developed to a high standard of architectural design that complements the locality and streetscape;
- Ensure that Service stations and/or Road houses are located and designed such that traffic volumes and flow generated does not unduly impact on the amenity of the locality;
- Ensure that traffic generated does not adversely impact on road safety, pedestrian movements both within and around the site and efficiency of the road network; and
- Protect the amenity of sensitive land uses by ensuring Service stations and/or Road houses are located and designed in a way that reduces the impact of noise, light, odour and other emissions.

4.0 Application of the Policy

This policy is to be read in conjunction with the development standards and requirements of District Planning Scheme No. 2 and its associated policies. In addition, due regard is to be given to the Western Australian Planning Commission Development Control Policy 1.10 – Freeway service centres and roadhouses. This policy applies to all development applications relating to new Service stations and/or Road houses as well as additions or alterations to an existing development.



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Service stations and Road houses

5.0 Policy Provisions

When considering applications for Service stations and/or Road houses and to ensure that they do not detract from the amenity of adjoining Residential zoned land and nearby sensitive land uses, the following requirements must be addressed:

5.1 Location

- i. Service stations and/or Road houses should ideally not be located adjacent to Residential zoned land or within close proximity to sensitive land uses.
- ii. The location of Service stations and/or Road houses shall generally be guided by the prescribed buffer distances set out under the Environmental Protection Authority Separation Distances between Industrial and Sensitive Land Uses.
- iii. Whilst variations to the separation distances can be supported by the City, where potential conflict or impacts between a proposed Service station and/or Road house and adjoining Residential zoned land or nearby sensitive land use cannot be adequately managed, alternative locations need to be considered where the use will be more compatible.

5.2 Built Form

- i. Buildings shall be of a high standard of architectural design with landmark characteristics such as roof features that protrude above the roofline. Additional building detail, articulation, colours and textures can also be included to enhance architectural quality. This may include innovative canopy structures that provide a strong architectural statement.
- ii. Buildings shall address the street by maximising glazing and incorporating pedestrian entries to provide passive surveillance. This should consider the development's future internal layout and the development's relationship with the adjacent streetscape and public realm.
- iii. Where an external wall does not incorporate glazing or where glazing represents less than 50% of the elevation, the wall shall incorporate any combination of the following:
 - a) Articulation;
 - b) Diversity of materials;
 - c) Vertical projections;
 - d) Integrated structural features;
 - e) Lighting;
 - f) Street furniture
 - g) Artwork; and/or
 - h) Landscaping.

5.3 Amenity

- i. Service stations and/or Road houses abutting Residential zoned land or sensitive land uses shall be designed to minimise impact on occupants of adjoining sites and shall address, noise, light, fumes,



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odours, dust, vibration, electrical interference, waste water, traffic, visual amenity, safety and any other matter in the opinion of the City that may detract from the amenity of the area.

The City may require an acoustic report prepared by a suitably qualified consultant where the Service station and/or Road house is proposed abutting Residential zoned land or sensitive land uses, or where the City considers that the development may impact the acoustic amenity of surrounding properties.

- ii. A Traffic Impact Assessment is to be provided for all Service stations and/or Road houses applications prepared by a suitably qualified traffic consultant and in accordance with the WAPC's Transport Impact Assessment Guidelines.
- iii. Service stations and/or Road houses should be accompanied with an operational management plan (or similar) which details the following regarding the proposal:
 - a) Hours of operation;
 - b) Days of operation;
 - c) Noise management plan;
 - d) Deliveries;
 - e) Number of vehicles that can be accommodated on site at any one time;
 - f) Number of staff members on site at any one time; and
 - g) Any other information the City considers relevant to be detailed (ie light spill, odour etc).

6.0 Definitions

For the purposes of this policy, the following definitions apply. For other definitions the District Planning Scheme No. 2 definitions apply.

Sensitive land use means:

Sensitive land uses are typically those where people live or regularly spend extended periods of time, such as but not limited to: caravan parks, child care premises, independent living complex, residential aged care facilities and residential development. Some commercial, institutional and industrial land uses which require high levels of amenity or are sensitive to particular emissions may also be considered "sensitive land uses". Examples include, but not limited to, some retail outlets (shops), offices, educational establishments, hospitals, hotels and tourist and visitor accommodation, and some types of storage and manufacturing.

Owner	Planning and Sustainability	Document Reference	25/XXXXXXXXXX
Implementation	11 May 2021	Next Review	November 2029
VERSION	DECISION TO ADOPT/AMEND		
1 – 21/167807	COUNCIL RESOLUTION TO ADOPT ON 11 MAY 2021 (PS03-05/21)		
2	XXXXXXXXXX		

Major Changes

4.7 Review of Local Planning Policy 4.3 - Public Open Space

File Ref:	3443V02 – 25/364415
Responsible Officer:	Director Planning & Sustainability
Attachments:	3
Previous Items:	PS01-04/16 - Adoption of Draft Revised Local Planning Policy 4.3: Public Open Space - Ordinary Council - 05 Apr 2016 7.00pm PS05-04/21 - Review of Local Planning Policy 4.3: Public Open Space - Ordinary Council - 20 Apr 2021 6:00pm Workshop - Local Planning Policy 4.3 - Public Open Space - Policy Review Committee - 30 Jun 2025

Issue

To consider proposed amendments to Local Planning Policy 4.3: Public Open Space (**LPP 4.3**) for the purpose of advertising.

Background

LPP 4.3 was first adopted by Council at its Ordinary Meeting (**OCM**) on 19 October 2010 (PS02-10/10) to provide guidance on the planning, provision, location, design, development and interim maintenance of public open space (**POS**) within the City of Wanneroo (the **City**). The purpose of the policy was to provide additional guidance to State planning policies, including Liveable Neighbourhoods (2009) and Development Control 2.3 Public Open Space, and outline minimum, preferred and optional levels of development for the different types of POS within the City.

The policy was then reviewed and adopted by Council at its meeting on 5 April 2016 to include new irrigation requirements for developers as per the State Government's North-West Corridor Water Supply Strategy (**Strategy**) and stronger guidance on the number and types of assets permitted in each type of POS including additional criteria to guide the provision of play equipment items. These standards were largely identified to reduce instances where developers were providing an over provision of assets (particularly play equipment) within smaller POS types, which resulted in unsustainable ongoing maintenance costs for the City following the handover of these assets.

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

On the 30 June 2025, Administration presented the current policy to the Policy Review Committee for workshopping to seek early feedback from Elected Members. Feedback received and Administration's proposed changes to address this feedback is detailed in this report.

Detail

LPP 4.3 has been reviewed to ensure the policy remains fit for purpose, addresses current issues affecting the local community and is achieving the desired outcomes for the City's open spaces. A summary of the changes is discussed below, and a tracked-changed version is available as **Attachment 2**.

Proposed new clauses

At the 30 June Policy Review Committee meeting, Elected Members requested a number of new proposals be considered for inclusion in LPP 4.3; including, planning for the provision of smart technologies in parks; developing requirements for playground fencing, fitness and obstacle course equipment; and providing guidelines around when public toilets may be considered in neighbourhood parks.

Smart Technologies

Administration has proposed two new clauses (clause 5.5.5 and 5.5.6) which address how the City may consider applications for smart technology being delivered in open space. Clause 5.5.5 lists the type of smart technologies the City may consider appropriate within public open space, including smart irrigation systems, closed-circuit television surveillance, environmental and usage sensors and broadband and telecommunications infrastructure.

Clause 5.5.6 states that proposals for smart technologies will be dealt with on a case-by-case basis, with Schedule 2 providing additional guidance on which hierarchy of parks could support this type of infrastructure. Administration proposes to consider smart technology proposals where it will enhance community benefit, safety and operational efficiency without impacting the function of the space.

Fencing

Clause 5.12 has been proposed to address community concerns and Elected Member feedback regarding the potential hazards of delivering unfenced playgrounds within proximity to major roads. The clause outlines criteria to guide when and where the City will consider fencing around playgrounds, including where:

- A playground is located within close proximity to a busy road (i.e. Primary Distributors, District Distributor A, District Distributor B), waterway or car park;
- There are no physical barriers (retaining walls or garden beds) containing the area; and
- The playground offers a high level of amenity in accordance with Schedule 2.

Playground and Exercise Equipment

In response to an Elected Member's request to deliver more physical training equipment in POS areas, the insertion of a new clause has been proposed which includes requirements around delivering fitness and obstacle courses in POS. Currently, the policy does not address this type of equipment and applications are dealt with on a case-by-case basis. Clause 5.9.3 outlines new criteria to guide where and how this type of infrastructure should be delivered, including being located in areas with good passive surveillance, use materials which are durable and low maintenance, are designed (i.e. materials used, signage, public art) to reflect the local character of an area and are accessible and free for all residents to enjoy. Schedule 2 proposes to allow exercise and obstacle course equipment as an optional requirement for all POS hierarchies excluding pocket parks and conservation areas.

In addition to this, clause 5.9.2 has been amended to require playground designs to be inclusive and accommodate different age groups (i.e. youth, teenagers, and seniors), to ensure these spaces cater for the needs of all community members. The policy also includes new provisions for playgrounds to be designed using sustainable materials to enhance the comfort and usability of the space, and that incorporate design elements which are complimentary to the surrounding landscape, character and environment to encourage developers to deliver parks which are unique and reflect the local character of an area.

Public Toilet Facilities

Currently, public toilet facilities are only required in neighbourhood sports (where they are provided as part of a sport amenities building) and district level public open spaces. In response to community feedback, Elected Members have expressed a desire to see toilet facilities be permitted across additional POS hierarchies, including local or neighbourhood (recreation) which are typically not supportive of toilet facilities as per Schedule 2 due to their recommended catchment size and level of amenities.

Delivering public toilet facilities can have many benefits for park users, however, can also create perceived opportunities for anti-social behaviour and are extremely costly to construct and maintain throughout the lifespan of the asset.

For these reasons, the draft LPP 4.3 continues to not support this asset in smaller parks (pocket and Local), however, will consider them in neighbourhood (recreation) spaces where they meet certain criteria. Clause 5.11 proposes to only consider toilet facilities in neighbourhood (recreation) locations where:

- No public toilets are existing or proposed within an 800-metre walkable catchment;
- There is an existing and/or projected need/demand; and
- There is a high level of amenity provided which encourages visitors to stay for longer periods of time.

Should Elected Members wish to amend draft LPP 4.3 to require these assets be listed as standard requirements in all levels of open space, additional expenditure would need to be budgeted for in the City's operating and capital budgets. For example, the recent installation of the Jimbub Swamp toilet block was over \$317,000 (including the installation of new water, power and sewerage connections) with ongoing cleaning and maintenance costs estimated to exceed \$10,000 per year. The installation of similar sized toilet facilities in a new subdivision (where connections were already provided) would likely cost around \$150,000 with similar maintenance costs. Therefore, if public toilet facilities were permitted as a standard requirement in all existing 172 neighbourhood open spaces (excluding nature/conservation POS), an estimated range of between \$25,800,000 to \$54,524,000 (depending on if existing services and connections are available) would be required to install these assets, with an additional estimated \$1,720,000 per year required to maintain and clean the facilities.

Updated Schedule 2 – Public Open Space Hierarchy

Schedule 2 was originally included to guide developers on the type and amount of assets that could be delivered in each hierarchy of open space to avoid instances of over or under provision being constructed and then handed over to the City to maintain. Administration has received feedback from Elected Members as well as internal and external stakeholders that the schedule is too prescriptive and inflexible in achieving outcomes which reflect the local character or site context.

Administration is proposing to retain this schedule, however, is proposing a new 'optional requirement' category to allow additional assets to be considered on a case-by-case basis where they are responding to a community need, design requirements or locational criteria. This new category aims to provide greater flexibility when developing spaces, while also balancing the construction, maintenance and ongoing operational costs associated with allowing increased assets in lower order open spaces.

The schedule also proposes to include a new requirement for public art and sense of place interpretation to be considered when designing all levels of open space. This is supported by new clauses (5.5.1 (l), 5.5.4 (k), 5.9.1 (g), 5.9.3 (e)) which propose additional requirements for POS design to include sense of place elements (i.e materials, colour palettes, art, play equipment, interpretation and signage) which will integrate the local character, heritage and stories into the space. These requirements will be supported by future community character guidelines for East Wanneroo and a City-wide sense of place local planning policy which are currently being prepared by Administration. These documents will support the City's existing Local Planning Policy 5.3: East Wanneroo which outlines requirements for all future district and local structure plans to include a sense of place statement to guide the design and development of the area, including its public open spaces.

Conservation POS

A major change for the policy has been the inclusion of provisions relating to the protection and management of conservation POS. Conservation POS has been incorporated into the Policy's Clause 5.4 and 5.7 (including sub-clauses 5.4.1, 5.4.3, 5.71 – 5.74) which outlines that this type of open space should be considered as restricted where its primary function is to retain native flora and fauna although controlled access to the public for walking trails can be provided. The policy currently reflects the Liveable Neighbourhood (2009) requirement for ten per cent of the gross subdivisible area being allocated for public open space, of which eight per cent is to be used for passive recreational purposes and up to two per cent of which may be used as restricted open space. To encourage developers to retain greater areas of conservation vegetation, Clause 5.4.3 has been updated to allow an excess of the two per cent restricted open space to be credited towards the overall POS requirement where it is identified as being of an excellent condition and will still allow for a balance of active and passive recreational open space to be delivered. New definitions have also been included in the draft policy to outline the difference between conservation and nature POS.

A key consideration when delivering conservation POS is that there should not be anything that will encumber the protection or retention of native flora and fauna in this space. Therefore, clause 5.7.4 has also been updated to clarify that drainage facilities should not be co-located with conservation POS and that passive recreation areas (i.e. playgrounds) would only be permitted to be co-located with conservation POS where it will not adversely affect the conservation values of the POS.

A new conservation category has been included in Schedule 2 which outlines standard and optional requirements for the development of conservation POS. These requirements have incorporated the existing design elements included in the current policy's clause 3.4.4, however, includes greater emphasis on the retention and revegetation of bushland. New optional criteria are proposed to consider boot washing stations, nest boxes, bird watering stations and bee holds to support recreational activities in these spaces.

Formatting changes

The draft policy has been reformatted to align with the Department of Planning, Lands and Heritage WA Planning Manual – Local Planning Policies draft template, which includes a new introduction section. New objectives are also proposed to ensure open space is designed to provide an equitable distribution of assets across the different hierarchy of parks, while also encouraging stronger environmental protection and sustainable principles are incorporated into the spaces. Additionally, several clauses have been removed or relocated to improve legibility and minimise duplication.

The existing Schedule 1 is proposed to be removed with the relevant information relocated under the new clause 4.0. Currently, Schedule 1 includes an extensive list of all the City and State's policies and guidelines which relate to public open space; however, a review of this list has identified a number of these documents have since been repealed, updated or only provide a high-level reference to open space. Administration recommends that an exhaustive list be displayed on the City's website to guide applicants to consider a broad range of matters when considering planning for open space, while only outlining the documents that have a legislative requirement in the policy.

Consultation

Prior to undertaking a review of LPP 4.3, Administration sought preliminary feedback from both internal and external stakeholders and developers to better understand what is working well and what could be revised to improve the functionality of the policy. Additionally, Administration ran a workshop with Elected Members at the 30 June 2025 Policy Review Committee meeting to seek their preliminary feedback on how the policy could better address issues and concerns raised by community members regarding the City's public open spaces and assets being provided within them.

Should Council agree to advertise the proposed changes to LPP 4.3, the draft policy will be advertised in accordance with Part 2 Division 2 of the deemed provisions in the *Planning and Development (Local Planning Schemes) Regulations 2015* (Regulations).

In accordance with the Regulations and the City's Planning Consultation Procedure, local planning policies are required to be advertised for a minimum period of 21 days. However, due to the anticipated interest expected by developers and industry professionals who are required to implement the revised policy, Administration is proposing to advertise the policy for a period of 42 days, and will include the following methods:

- Notification in Perth Now Wanneroo newspaper;
- Display at the Civic Centre and on the City's website; and
- Notification to relevant stakeholders, developers and State agencies.

Following advertising, Administration will review all feedback received and present an updated draft policy and summary of submissions to Elected Members for their final consideration at a future Policy Review Committee meeting.

Comment

A major review of LPP 4.3 has been undertaken to ensure that the policy remains fit for purpose and addresses current issues affecting the community. The review focused on providing stronger guidance around protecting and establishing conservation areas as public open space and establishing new locational and design criteria to guide applications for public toilet facilities, fencing, smart technology and exercise equipment assets.

To address feedback that Schedule 2 is too prescriptive, a new 'optional requirement' category has been proposed to encourage greater flexibility. The category allows additional assets such as toilets, water fountains, playground equipment, dog waste bags and public art/sense of place interpretation to be considered across broader open space types, whilst also having regard for the upfront capital cost, ongoing operational costs (maintenance, cleaning etc) and asset renewal costs which might result in these assets not being feasible in ever park space.

Following advertising, a revised draft policy will be presented to a future Policy Review Committee for Elected Members consideration for final adoption.

Statutory Compliance

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

Strategic Implications

The proposal aligns with the following objective within the Council Plan 2025 – 2035:

4 ~ A Connected and Liveable City

4.1 - Create welcoming community spaces

Risk Appetite Statement

In pursuit of strategic objective goal 4, we will accept a Medium level of risk. The nature of the City being 'pro-growth' means that commercial opportunities will be explored in areas identified for development, potentially challenging perceptions of the City as an environmental steward.

Risk Management Considerations

RISK TITLE		RISK RATING
Level 1 Strategic Risk	2.0 Assets & Infrastructure	Medium
Level 2 Corporate Risk	2.1 Infrastructure Planning	Low
ACCOUNTABILITY		ACTION PLANNING OPTION
		Manage

RISK TITLE		RISK RATING
Level 1 Strategic Risk	3.0 Community Engagement & Stakeholder Relationships	Medium
Level 2 Corporate Risk	3.2 Stakeholder Relationships	Medium
ACCOUNTABILITY		ACTION PLANNING OPTION
Chief Executive Officer		Manage

Policy Implications

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

Financial Implications

Variations to the draft LPP 4.3 Schedule 2, which result in increases in the provision of assets and facilities at the City's parks, will require amendments to be made to the City's capital and operation budgets to account for increased installation and maintenance costs.

Voting Requirements

Simple Majority

Recommendation

That the Policy Review Committee, pursuant to Clause 4(1), Clause 4(2) and Clause 5 of the deemed provisions for local planning schemes contained in Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015* ADVERTISES the amendments to Local Planning Policy 4.3: Public Open Space for public comment for a period of 42 days.

Attachments:

- | | | |
|-----------------------------|---|-----------|
| 1. Download | Attachment 1 - Current Local Planning Policy 4.3: Public Open Space | 25/209350 |
| 2. Download | Attachment 2 - Track Change Version - Local Planning Policy 4.3: Public Open Space | 25/406785 |
| 3. Download | Attachment 3 - Draft for Advertising - Local Planning Policy 4.3: Public Open Space | 25/406792 |

AUTHORISATION Adopted 20 April 2021 (PS05 – 04/21)

REVIEW Biennial. Next scheduled review 2025.

Part 1

POLICY OPERATION

Policy Development

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

Purpose and Application

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

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

The purpose of this policy is to:

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

Relationship to Other Policies, Guidelines and Documents

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

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

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Objective

To ensure POS areas provide a balance of the following:

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

Structure

This Policy consists of two parts:

Part 1 Policy Operation: Includes the policy objectives.

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

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

Part 2

GENERAL POLICY PROVISIONS

1. Public Open Space Masterplan

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

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

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

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

2. Provision of Public Open Space

- 2.1 A minimum 10% of the gross subdivisible area is to be ceded as POS, as per Liveable Neighbourhoods.
- 2.2 POS is to be classified as either unrestricted POS or restricted POS as per Liveable Neighbourhoods.
- 2.3 As per Liveable Neighbourhoods and relevant management plans, foreshore reserves abutting the coast and wetlands (and the wetlands themselves) which are required by the WAPC to be ceded free of cost shall not form part of the 10% POS contribution, and should not be included in the gross subdivisible area.
- 2.4 Subject to approval by the City, greater than 10% may be considered acceptable and/or necessary where there are specific environmental (e.g arising from EPBC Act or *Environmental Protection Act (1986)* approval conditions), cultural or historic values that require protection to enhance the character of the local area or where it is considered essential to provide larger scale sport spaces. In these instances, a Financial Assessment Report detailing the likely financial implications of providing additional space (i.e. life cycle costs and maintenance regimes for the POS assets) may be required to be prepared by the applicant.

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3. Unrestricted POS

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

Table 1: Liveable Neighbourhoods POS Function Classification

Function	Purpose	Examples
Sport	Provides POS for structured or organised sporting activities, accommodating playing surfaces, buffer zones, and supplementary infrastructure requirements.	• Sporting ovals of appropriate size for competition use; • Outdoor basketball/netball/tennis courts; • Recreation centres (i.e gyms, squash courts, swimming pools); and • Associated infrastructure (i.e parking, club rooms, training areas, storage)
Recreation	Provides POS for informal play and physical exercise, while encouraging opportunities for social interaction and relaxation.	• Playgrounds; • Community purpose sites (i.e halls, libraries, community gardens); • Piazza and civic squares; • Skate parks; • Dog exercise areas; • Farmers markets; and • Picnic/BBQ areas.
Nature	Provides POS for people to connect and enjoy nature, while protecting it's environmental values.	• Native vegetation retention (where not classified as deducted or restricted open space); • Walking trails through native vegetation areas; • Nature play areas; • Active coastal and riverine foreshores (where not classified as deducted or restricted open space); and • Areas for quiet contemplation and reflection.

3.3 *Sport POS*

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

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

3.4 Nature POS

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

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

3.5 *Recreation POS*

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

4. *Restricted POS*

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

5. *Cash-in-Lieu of POS*

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

6. Allocation and Distribution of POS

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

7. POS in Industrial Areas

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

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

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

8. Community Purpose Sites

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

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

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

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

9. Location of POS

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

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9.2 POS is to be located to maximize accessibility and safety for the community in accordance with Crime Prevention Through Environmental Design (CPTED) principles:

- a) Civic spaces, parks, plazas, footpaths, urban streets and other shared community spaces that connect the buildings of the community must be located, designed and managed in ways that encourage its legitimate use and hence its security; and
- b) The interface of public open space with the buildings/boundaries that define and adjoin it must be located, designed and managed to promote informal surveillance and use.

10. Co-location of POS with School Sites

10.1 Co-location of POS with school sites is supported and encouraged in the interest of optimising joint use and management, rationalising water use and creating community hubs. Co-location should be investigated (but not assumed) at each site and is subject to:

- a) Creation of a larger, more multipurpose recreation or community precinct as a result of the co-location; and
- b) The provisions of the City's Joint Development and Shared Use Facilities with Department of Education Policy, and its associated protocol and Memorandum of Understanding between the City and the Department of Education.

10.2 The City's preference is for co-location to occur. However, where multiple school sites are co-located and sport POS is adequately provided for in a development area, the City will support playing fields within standalone primary school sites.

11. Subdivision and POS Design

11.1 Landscape and Irrigation Design Drawings for each POS included in a proposed plan of subdivision are to be submitted and provided prior to clearance of the relevant conditions of subdivision.

11.2 Landscape and Irrigation Design Drawings are to be prepared in accordance with the City's relevant design specifications and guidelines, as advised by Administration.

11.3 If the subdivision proposal is subject to a POS Masterplan that has been approved by the City, and the subdivision proposal involves any changes to any of the points listed in Clause 1.1, then an updated POS Masterplan, including an updated POS Schedule, will be required to be prepared and submitted for approval by the City.

11.4 Prior to the preparation of Landscape and Irrigation Design Drawings, Landscape Concept Plans may be prepared and lodged with the City for the purpose of discussion and preliminary design comment.

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

12. Sport POS Design

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

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

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

- 12.2 The playing field component of sport POS sites will:

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

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

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13. Urban Water Management within POS

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

14. Development of POS

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

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

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

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

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

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

15. Playgrounds

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

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

16. Barbeques

- 16.1 A barbeque may be provided in accordance with Schedule 3. A proposal for a barbeque in POS designated as Neighbourhood Recreation must satisfy the following:

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

17. Maintenance and Handover of POS

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

18. Consultation

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

Definitions

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

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

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

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

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

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

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

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

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

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



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

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

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

SCHEDULES

Schedule 1

RELEVANT POLICIES, GUIDELINES AND OTHER DOCUMENTS

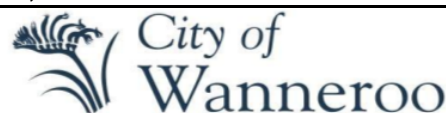
City of Wanneroo:

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

State:

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

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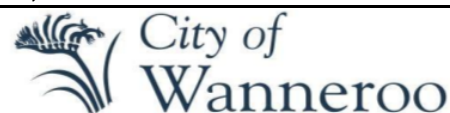


Schedule 2

PUBLIC OPEN SPACE CATEGORIES

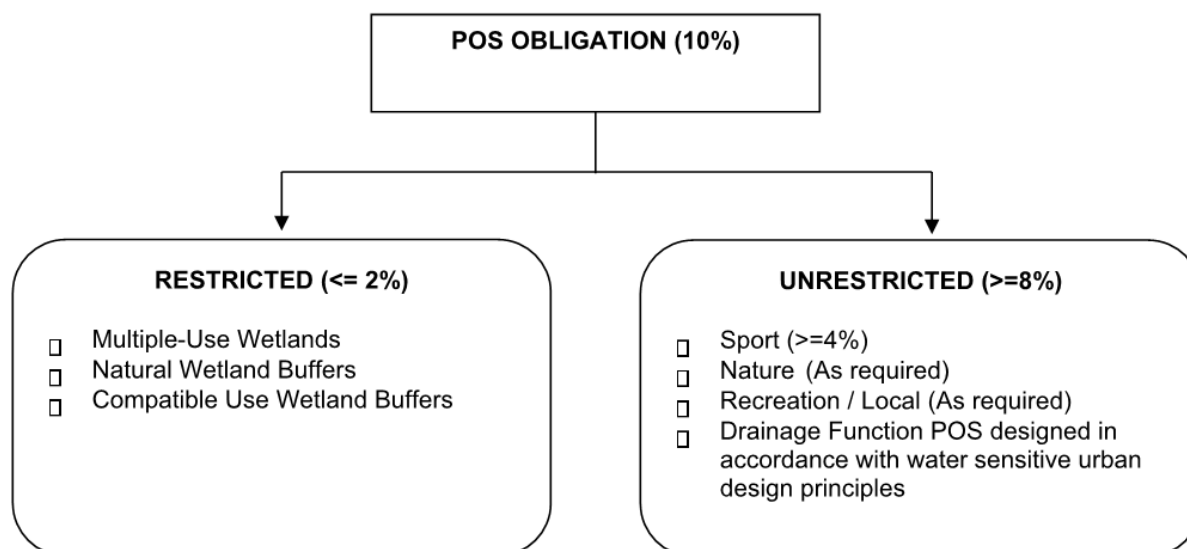
POS PROPOSAL	POS CATEGORY	CREDIT	CONDITIONS / COMMENTS
Sport / Recreation POS			
• Sport POS	Unrestricted	100%	Refer to Clause 3.3
• Unconstrained Local / Recreation POS	Unrestricted	100%	Refer to Clause 3.5
Nature POS			
• Natural assets	Unrestricted	100%	Refer to Clause 3.4
• Inaccessible natural assets	N/A	0%	Refer to Liveable Neighbourhoods
Wetlands and Buffers			
• Conservation category wetlands (<i>Refer LPP 4.1: Wetlands for wetland definitions</i>)	N/A	0%	Not accepted as POS. Considered to be a deduction from the gross subdivisible area
• Resource Enhancement category wetlands	N/A	0%	Not accepted as POS. Considered to be a deduction from the gross subdivisible area
• Multiple-use wetlands	Restricted	100% (up to 1/5 of POS allocation)	Must form part of a stormwater management strategy
• Natural wetland buffers (<i>i.e. buffers in a natural state</i>)	Restricted	100% (up to 1/5 of POS allocation)	Management plans must be developed to demonstrate management of the wetland and buffer for conservation purposes
• Compatible-use wetland buffers (<i>i.e. buffers where vegetation is degraded or completely degraded, permitting low impact uses</i>)	Restricted	100% (up to 1/5 of POS allocation)	• Must demonstrate the protection of the ecological values of the wetland and wetland buffer; • Development of a concept plan to demonstrate appropriate recreational use of the area; and • City of Wanneroo approval.
Urban Water Management			
• Stormwater management systems to manage small rainfall event runoff piped directly from lots and road reserves	N/A	0%	Not accepted as POS. Considered to be a deduction from the gross subdivisible area

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• Minor rainfall event drainage management area	Unrestricted	100% (up to 1/5 of POS allocation)	Unrestricted subject to LPP 4.4: Urban Water Management. Refer to diagram below
• Major rainfall event drainage management area	Unrestricted	100%	Refer to flow chart diagram below
• Constructed permanent water body performing a drainage function	N/A	0%	Not accepted as POS
• Artificial lined water body	N/A	0%	Not accepted as POS
Other			
• Entry Statements (where not a component of a larger usable area)	N/A	0%	• Not accepted as POS. • Entry statements are not considered useable space by the community

POS Obligation Flow Chart



POS Restriction Diagram

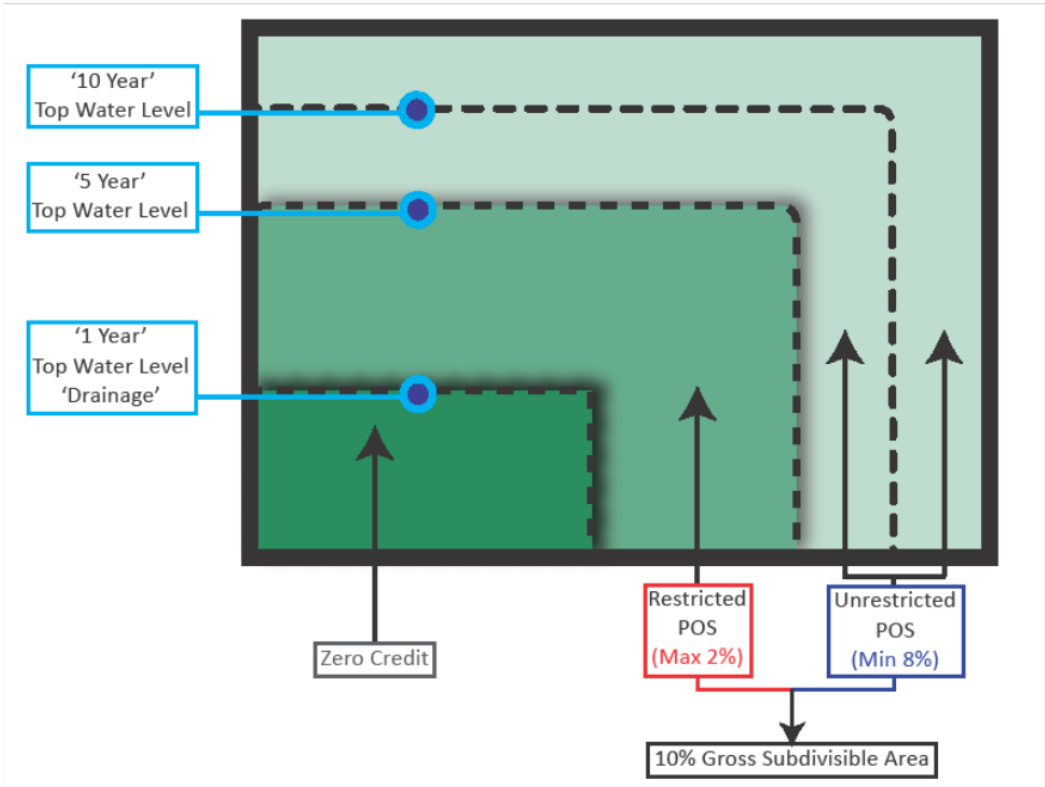


Diagram showing where the drainage management areas are considered as POS credit (and type) or not.

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Schedule 3

PUBLIC OPEN SPACE HIERARCHY – CITY OF WANNEROO

TYPE	DESCRIPTION & PURPOSE	ACCEPTABLE SIZE	WALKABLE DISTANCE ¹	OTHER CRITERIA	UNACCEPTABLE CRITERIA	STANDARD REQUIREMENT
POCKET PARK	Pocket parks are small parcels of POS provided within a neighbourhood that primarily serve an amenity and recreation function, although they are sometimes too small to function effectively as a recreation open space. They may also serve valuable functions as community meeting places or places for relaxation. They often specifically exist to retain significant vegetation or cultural and physical landmarks.	<5000sqm	N/A	- Located throughout neighbourhoods - Low maintenance - May be a smaller space within a town or city centre that serves a social or recreational function. - May incorporate significant trees or other vegetation - May incorporate drainage infrastructure - May be provided to improve accessibility to POS in areas where larger spaces are not feasible. - May play a connectivity role as part of a linear POS network	- Pocket parks proposed at the expense of the appropriate provision of other POS types in the hierarchy (as determined by the City). - POS parcels where the principal purpose is an Entry Statement to a housing estate.	2 x Benches/Seating 2 x Play equipment items or nature play with sand or mulch soft fall where applicable (refer Clauses 15 of this Policy) - Shade over play area⁴ - Park sign wall with signage panel and plate as per City of Wanneroo signage style guide - Internal circulation paths - Access required for maintenance vehicles, service vehicles and emergency vehicles - Earthworks and retaining as required - Full landscaping (with native revegetation, water wise planting and tree planting) - Hydrozoned Irrigation w/ bore licence to be provided in accordance with Schedule 6 - Tree/bush retention where possible
LOCAL	Service the regular small-scale recreation needs of the immediate surrounding population (e.g. dog walking, children's play, relaxation). They provide opportunity to reflect local character and sense of place through retention of significant trees, cultural and physical landmarks. They often play a drainage function as part of an urban water management strategy.	5000sqm – 1.0 ha	Max 400m (5min walk)	- Located on pedestrian network to maximise access. - Located throughout neighbourhoods. - Located adjacent to residences to maximise passive surveillance. - May play a connectivity role as part of a linear POS network	POS parcels where the principal purpose is an Entry Statement to a housing estate.	3 x Benches/seating 4 x Play equipment items or nature play with sand or mulch soft fall (refer Clause 15 of this Policy) - Shade over play area⁴ 1 x Picnic setting with picnic shelter - Bin/(s) (dependant on size) - Internal circulation paths - Park sign wall with signage panel and plate as per City of Wanneroo signage style guide - Access required for maintenance vehicles, service vehicles and emergency vehicles - Universal access play equipment - Earthworks and retaining as required - Full landscaping (with native revegetation, water wise planting and tree planting) - Hydrozoned irrigation w/ bore licence to be provided in accordance with Schedule 6 - Tree/bush retention where possible
NEIGHBOURHOOD	Are similar to local spaces but are generally larger and able to provide for recreation and informal active pursuits simultaneously. They are more of a destination for the local community and may incorporate accessible remnant bushland or conservation areas. Neighbourhood spaces may serve a recreational, sports or nature function. POS incorporating a single playing field is considered to be a Neighbourhood space under this Policy.	1.0 – 7.0ha (Recreation) 4.0 – 7.0ha (Sports)	Max 800m (10min walk)	- Located central to the catchment² to maximise accessibility. - Located adjacent to residences to maximise passive surveillance. - May be collocated with primary school facilities to upgrade school playing field to senior capacity or create a community hub.	POS sites of less than 4.0ha co-located with primary schools.	<u>Neighbourhood Recreation</u> 6 x Benches/Seating 6 x Play equipment items or nature play with sand or mulch soft fall (refer Clause 15 of this Policy) - Shade over play area⁴ 2 x Picnic settings with picnic shelters 1 x Barbeque (optional, subject to clause 16) 1 x Drinking fountain - Bin/(s) (dependant on size) - Internal circulation paths - Pedestrian/cycle paths (external) - Bike rack - Security Lighting

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						• Bollards as required • Park sign wall with signage panel and plate as per City of Wanneroo signage style guide • Access required for maintenance vehicles, service vehicles and emergency vehicles • Universal access play equipment • Earthworks and retaining as required • Full landscaping (with native revegetation, water wise planting and tree planting) • Hydrozoned Irrigation w/ bore licence to be provided in accordance with Schedule 6 • Tree/bush retention where possible <u>Neighbourhood Sports</u> • 6 x Benches/seating • Designated play area • 6 x Play equipment items or nature play with sand or mulch soft fall (refer Clause 15 of this Policy) • Shade over play area⁴ • 4 x Picnic settings with picnic shelters • 2 x Drinking fountains • 1 x Barbeque • 4 x Fitness equipment units • Multi-use half court • Cricket practice pitch • Cricket pitch • Goals (dependant on use) • Bin(s) (dependant on size) • Multipurpose senior sports oval • Sport amenities building (change room, toilets, kiosk) • Security Lighting • Internal circulation paths • Pedestrian / cycle paths (external) • Bike rack/s • Car parking • Earthworks and retaining as required • Full landscaping (with native revegetation, water wise planting and tree planting) • Hydrozoned irrigation w/ bore licence to be provided in accordance with Schedule 6 • Bollards • Access required for maintenance vehicles, service vehicles and emergency vehicles • Universal access play equipment • Park sign wall with signage panel and plate as per City of Wanneroo signage style guide • Tree/bush retention where possible
DISTRICT	Principally provide for organised sporting use, yet are large enough to accommodate a variety of concurrent uses including informal recreation, children's play, picnicking, dog walking, social gatherings and individual activities. District open space may also serve conservation and	7.0 – 20ha	N/A (Unless serving a local or neighbourhood function, where the appropriate	• May be co-located with High Schools to create district community hub. • Should be located close to major roads and other community facilities; • Should be easily accessible by pedestrians, cyclists and motor vehicles.	Sites adjacent or in close proximity to residences should be avoided or appropriate buffers provided so as to minimise impact of noise, traffic and light spill.	• 8 x Benches/seating • 8 x Play equipment items or nature play with sand or mulch soft fall (refer Clause 15 of this Policy) • Shade over play area⁴ • 6 x Picnic settings with picnic shelters • 2 x Drinking fountains

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	environmental management goals and can include areas of undeveloped land with natural/native vegetation and wetlands. Often include higher order recreation infrastructure (clubrooms, floodlights, multipurpose courts etc.)		catchment shall apply)	•		• 2 x Barbeques • 4 x Fitness equipment units • Basketball half courtBin(s) (dependant on size) • 4 x Goals (dependant on use) • 2 x Cricket practice pitch • 2 x Cricket pitch • 2 x Multipurpose hard courts • 2 x Multipurpose senior sports ovals • Pedestrian / cycle paths (external) • Internal circulation paths • Bike rack/s • Bollards • Access required for maintenance vehicles, service vehicles and emergency vehicles • Universal access play equipment • Car Parking • Toilets and Change rooms • Security Lighting • Full landscaping (with native revegetation, water wise planting and tree planting) • Hydrozoned irrigation w/ bore licence to be provided in accordance with Schedule 6 • Park sign wall with signage panel and plate as per City of Wanneroo signage style guide • Tree/bush retention where possible
REGIONAL³	Regional Open Spaces are generally the largest provisions of space in the community. They are the focal points for community activity and/or active sport and are capable of intense, frequent use by large numbers of people. Regional spaces attract visitors from across the metropolitan area and are not restricted to any one local government area. May be a: • large scale sporting complex with multiple precincts (e.g. Kingsway Regional Sporting Complex), • community destination that attracts large numbers of visitors (regional beach node, Yanchep activity node) • conservation precinct (see <i>Schedule 4</i>) Regional spaces are generally allocated outside the local structure planning process by the WAPC in partnership with Local Government, through the North-west Sub-regional Planning Framework and District Structure Plans.	20-50+ ha	N/A (Unless serving a local or neighbourhood function, where the appropriate catchment shall apply)	• Should be accessible by public transport routes and major access roads. • Should be located such that the impact on residents is able to be minimised, especially noise, traffic and light spill. • Should be located such that it minimises negative impact on the surrounding environment – both built and natural. • Access and management of water both on and off site is critical. • Site constraints should be minimised (e.g. topography, culturally significant sites, significant clearing) to ensure economic viability.	Sites adjacent or in close proximity to residences should be avoided or appropriate buffers provided so as to minimise impact of noise, traffic and light spill.	Not applicable.

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

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

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

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

Schedule 4

PLAY EQUIPMENT ITEMS

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

POS type (as per POS Hierarchy)	Appropriate size and scale of play equipment items*
Pocket Park	1 x Swing frame with one senior swing and one toddler swing (3m maximum height) 1 x slide (1.5m maximum height)
Local Park	1 x Swing frame with one senior swing and one toddler swing (3m maximum height) 1 x slide (1.8m maximum height) 1 x small combination unit (16m² maximum footprint, 3.5m maximum height) 1 x rocker (one spring)
Neighbourhood Recreation	1 x Swing frame with two senior swings (3.5m maximum height) 1 x birds nest swing (3.5m maximum height) 1 x medium combination unit (40m² maximum footprint, 3.8m maximum height) 1 x small rope pyramid (40m² maximum footprint) 1 x slide (2.5m maximum height) 1 x rocker (two springs)
Neighbourhood Sport	1 x Swing frame with two senior swings (3.5m maximum height) 1 x birds nest swing (5.5m maximum height) 1 x large combination unit (60m² maximum footprint, 3.8m maximum height) 1 x small rope pyramid (40m² maximum footprint) 1 x slide (2.5m maximum height) 1 x rocker (four springs)

District	• 1 x Swing frame with two senior swings (3.5m maximum height) • 1 x birds nest swing (5.5m maximum height) • 1 x large combination unit (60m² maximum footprint, 3.8m maximum height) • 1 x medium combination unit (40m² maximum footprint, 3.8m maximum height) • 1 x small rope pyramid (40m² maximum footprint) • 1 x slide (2.5m maximum height) • 1 x rocker (four springs) • 1 x rocker (four springs)
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*The maximum footprint of an item is calculated as the item’s length x width (does not include soft fall)

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Schedule 5

VIABILITY ASSESSMENT TABLE

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

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

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

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

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

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

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

Schedule 6

IRRIGATION REQUIREMENTS

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

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

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



Planning and Sustainability

Local Planning Policy 4.3

Public Open Space

1.0 Citation

This is a Local Planning Policy prepared under Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015*. This policy may be cited as Local Planning Policy (LPP) 4.3 – Public Open Space.

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

Purpose and Application

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

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

~~The purpose of this policy is to:~~

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

2.0 Introduction

The purpose of this Local Planning Policy (Policy) is to provide guidance for the development of public open space (POS) in the City of Wanneroo. The Policy will set out Council's expectations for the planning, design, development and maintenance of POS to ensure that there are adequate spaces being delivered to meet the changing needs of the community.

The City aims to provide public open spaces that balance formal sporting activities with areas for -passive recreation, social connection, and immersion in nature, while also enhancing the natural environment. This Policy will guide the allocation of infrastructure assets to be provided within different types of public open spaces, ensuring there is financial and equitable distribution and management of these assets. Public open space design should also enhance and celebrate the unique physical or social character of a place to help create spaces which are attractive and inviting for people to gather and interact.

Relationship to Other Policies, Guidelines and Documents

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

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



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3.0 Objectives

1. To provide an appropriate level of provisions to ensure public open space is functional and usable for the community.
2. To protect local biodiversity and environmentally significant natural areas whilst providing the community with managed access to enjoy these spaces.
3. To ensure the design and development of public open space is sustainable and incorporates ecological resilience and water sensitive urban design principles.
4. To provide sufficient public open space which is evenly distributed and accessible to by the community.
5. To create places that support community well-being and inclusiveness, while also celebrating the unique sense of place and character of the local area.
6. To ensure that equipment, infrastructure, assets and landscaping are delivered in accordance with this Policy's public open space's hierarchy to avoid an under provision or over provision in public open spaces.

To ensure POS areas provide a balance of the following:

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

4.0 Application of this Policy

This policy applies to all proposals for design, assessment and development of public open space by applicants, Administration, and Council when determining scheme amendments, structure plans, local development plans, subdivision applications and development applications.

This policy should be read in conjunction relevant State and local Government legislation, policies, strategies and guidelines that apply to the provision of open space, including but not limited to the following:

- Liveable Neighbourhoods (WAPC, 2009)
- Development Control Policy 2.3 – Public Open Space in Residential Areas (WAPC, 2002)
- Position Statement: Expenditure of Cash-in-Lieu of Public Open Space (WAPC, 2021)
- Classification Framework for public open space (Department of Creative Industries, Tourism and Sport, 2012)
- Local Planning Policy 1.1: Conservation Reserves
- Local Planning Policy 4.1: Wetlands



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- Local Planning Policy 4.4: Urban Water Management
- Local Planning Policy 4.8: Tree Preservation
- Local Planning Policy 4.12: Coastal Assets
- Local Planning Policy 5.3: East Wanneroo
- City of Wanneroo's Guidelines for the Subdivision of Land (WD 13A, WD 13B, WD 13C, WD 05)

Structure

This Policy consists of two parts:

Part 1 Policy Operation: Includes the policy objectives.

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

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

Part 2

5.0 Policy Provisions

5.1 Public Open Space Masterplan

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

- ~~All proposed POS in the structure plan area to be shown in a~~ POS Schedule prepared in accordance with Liveable Neighbourhoods;
- ~~Hierarchy (as per Schedule 2) Size (in square metres) and function (sport, recreation and nature) type conservation, pocket park, local, neighbourhood sports, district and regional, recreation and nature~~ type of each POS;
- Proposed facilities to be accommodated in each POS (including any proposed variations to the Standard Development Requirements contained in Schedule 32);
- High level play space strategy for each POS, ~~including proposed size, -containing play items (including proposed play area location,~~ age group/s to be accommodated, ~~all abilities inclusive design,~~ type/s of play items (e.g. natural elements, off-the-shelf);

- e) Location of significant trees (as defined in the Residential Design Codes – Volume 1) to be retained in POS (in accordance with a Significant Tree Survey, to be conducted by a qualified arborist);
- f) Indicative area (in square metres) of permanent irrigation of turf for each POS;
- g) ~~Calculations demonstrating compliance with the POS design criteria and reduced average irrigation rate (refer to Schedule 6 – Irrigation Requirements) as outlined in the City of Wanneroo and Department of Water's North West Corridor Water Supply Strategy;~~
- h) Water Supply Strategy, including Bore and/or Mainline Plan, and average irrigation rates in accordance with Schedule 5, for the proposed irrigation system;
- i) Proposed small, minor and major rainfall event drainage management areas to be contained in POS and road reserves, utilising Water Sensitive Urban Design (WSUD) principles;
- j) POS which is proposed as a result of, and subject to, conditions imposed under *Environmental Protection and Biodiversity Conservation Act 1999* (EPBC Act), including Federal Government approved areas that are not part of the 10% POS Contribution;
- ~~k) Proposed function/s of POS (sport, nature and/or recreation);~~
- ~~k) Green links to be considered between conservation areas and POS;~~
- ~~l) High level POS design plan to address environmental sustainability principles and sense of place elements which identify how the local landscape character, cultural values and community identity will be used to inform the proposed layout, hierarchy and design of public open space;~~
- ~~m) and~~
- ~~h)n) Fire mitigation measures that may impact on proposed POS amenity.~~

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

5.2 Provision, Location and Distribution of Public Open Space

5.2.1 A minimum 10% of the gross subdivisible area is to be ceded as POS, and classified as either unrestricted or restricted POS as per Liveable Neighbourhoods.

~~1.1 POS is to be classified as either unrestricted POS or restricted POS as per Liveable Neighbourhoods.~~

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

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



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5.2.4 A variety of POS shall be provided within a specified area that ensures a balance of sizes, types, functions and locations within a community. The ~~provision~~location and size of POS shall be in accordance with the requirements of the POS Hierarchy shown at Schedule 23.

5.2.5 Unless otherwise provided for by Clause ~~2.6~~5.2.6 of this Policy, POS shall:

- a) be located within the nominated walkable distances from dwellings prescribed by Schedule 32 or where no distances are provided, in accordance with other locational criteria as specified;
- b) be of a minimum size for the relevant type of POS as per Schedule 23; and
- c) be fit for its intended function and use in terms of its:
 - Location;
 - Size;
 - Shape; and
 - Topographical Features.

5.2.6 Exceptions where POS may be supported:

- a) The provision of a District Open Space may negate the need for a Neighbourhood and Local Open Space within the walkable catchment of the District Open Space location;
- b) The location of a Neighbourhood Open Space may negate the need for a Local Open Space within the walkable catchment of the Neighbourhood Open Space location. ~~and~~

~~5.2.3 — POS exhibiting “unacceptable criteria” as per Schedule 3 shall not be accepted.~~

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

5.2.8 POS is to be located to maximise accessibility and safety for the community in accordance with Crime Prevention Through Environmental Design (CPTED) principles:

- ~~a) Civic spaces, parks, plazas, footpaths, urban streets and other shared community spaces that connect the buildings of the community must be located, designed and managed in ways that encourage its legitimate use and hence its security; and~~
- ~~b)~~a) The interface of public open space with the buildings/boundaries that define and adjoin it must be located, designed and managed to promote informal surveillance and use.

5.2.9 Co-location of POS with school sites is supported and encouraged in the interest of optimising joint use and management, rationalising water use and creating community hubs. Co-location should be investigated (but not assumed) at each site and is subject to:

- ~~a) The school site being of a sufficient size to accommodate their infrastructure;~~
- ~~a)b)~~ Creation of a larger, more multipurpose recreation or community precinct as a result of the co-location; and
- ~~b)c)~~ The provisions of the City's Joint Development and Shared Use Facilities with Department of Education Policy, and its associated protocol and Memorandum of Understanding between the City and the Department of Education.



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The City's preference is for co-location to occur. However, where multiple school sites are co-located and sport POS is adequately provided for in a development area, the City will support playing fields within standalone primary school sites.

5.3 Unrestricted POS

5.3.1 Unrestricted POS must constitute a minimum of 8% usable POS of the gross subdivisible area as per Liveable Neighbourhoods.

5.3.2 ~~In accordance with Liveable Neighbourhoods, a~~ POS schedule and relevant management plans must identify the intended function (sport, recreation and nature) and hierarchy (pocket park, local, neighbourhood (sport), neighbourhood (recreation), district, regional) ~~(Table 1)~~ of the POS.

5.3.3 Drainage, water sensitive urban design treatments, garden beds, road reserves and engineering equipment are not included in the 8% calculation.

5.4 Restricted POS

5.4.1 Restricted POS includes conservation areas which are fenced off from the public with controlled access.

5.4.2 Restricted POS may constitute a maximum credit of 2% of the gross subdivisible area as per Liveable Neighbourhoods where the requirements for unrestricted open space in Section 65.2 (Allocation and Distribution of POS) have been met.

5.4.3 Restricted POS in excess of 2% of the gross subdivisible area shall not be credited towards the overall POS obligation, unless approved by the City where conservation POS is identified as being of an excellent condition and necessary for retention.

5.4.4 ~~Restricted POS provided in excess of 2% of the gross subdivisible area (in accordance with Clause 4.2) shall be considered as a deduction from the gross subdivisible area.~~

Table 1: Liveable Neighbourhoods POS Function Classification

Function	Purpose	Examples
Sport	Provides POS for structured or organised sporting activities, accommodating playing surfaces, buffer zones, and supplementary infrastructure requirements.	• Sporting ovals of appropriate size for competition use; • Outdoor basketball/netball/tennis courts; • Recreation centres (i.e. gyms, squash courts, swimming pools); and • Associated infrastructure (i.e. parking, club rooms, training areas, storage)



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Recreation	Provides POS for informal play and physical exercise, while encouraging opportunities for social interaction and relaxation.	• Playgrounds; • Community purpose sites (i.e halls, libraries, community gardens); • Piazza and civic squares; • Skate parks; • Dog exercise areas; • Farmers markets; and • Picnic/BBQ areas.
Nature	Provides POS for people to connect and enjoy nature, while protecting it's environmental values.	• Native vegetation retention (where not classified as deducted or restricted open space); • Walking trails through native vegetation areas; • Nature play areas; • Active coastal and riverine foreshores (where not classified as deducted or restricted open space); and • Areas for quiet contemplation and reflection.

5.5 POS Design

5.5.1 Landscape and Irrigation Design Drawings ~~are to be prepared in accordance with the City's relevant design specifications and guidelines, and the associated works for each POS included in a proposed plan of subdivision~~ are to be submitted and ~~provided~~ constructed prior to ~~the~~ clearance of the relevant subdivision ~~conditions of subdivision~~, unless the POS is to be bonded to the City.

~~5.4 Landscape and Irrigation Design Drawings are to be prepared in accordance with the City's relevant design specifications and guidelines, as advised by Administration.~~

5.5.2 If the subdivision proposal is subject to a POS Masterplan that has been approved by the City, and the subdivision proposal involves any changes to any of the points listed in Clause 5.1.1, then an updated POS Masterplan, including an updated POS Schedule, will be required to be prepared and submitted for approval by the City.

5.5.3 Prior to the preparation of Landscape and Irrigation Design Drawings, Landscape Concept Plans may be prepared and lodged with the City for the purpose of discussion and preliminary design comment.

5.5.4 POS should be designed to:

- Maximise environmental sustainability;
- Be of an acceptable size (refer Schedule 32) ~~and shape~~ to cater for its intended purpose;
- Maximise retention of natural bushland where appropriate. The retention of existing bushland is strongly preferred ~~able to over~~ clearing and replanting. Where this is not ~~feasible~~ possible, priority should be given to preserving large tree trunk cuttings on site for wildlife habitats, transplanting vegetation such as grass trees and zamia palms, ~~landscaping with mature species, or and the~~ use of local native species;
- Retain natural ground levels where possible to suit the intended function of the POS;
- Be accessible via the walking and cycling network;
- Ensure universal access is provided to play areas, park furniture and park facilities;

- g) Reflect best practice in water conservation, harvesting, localised area infrastructure, re-use and irrigation;
- h) Include initiatives to minimise energy use and encourage carbon sequestration (through design, product and material selection, alternative energy sources etc);
- i) Implement the function/s (sport, nature, recreation) identified for the site as part of an approved POS Plan;
- j) Where possible, use locally indicative species and local building styles to preserve local heritage and landscape character;
- k) Celebrate and reflect the unique identity and sense of place of a locality through the use of materials, colour palettes, art, play elements, interpretation and signage.
- l) Make use of local resources and materials that are robust, recycled/recyclable, and environmentally sound;
- m) Incorporate sufficient safety, lighting and surveillance measures in accordance with the Designing Out Crime Planning Guidelines (WAPC, 2006);
- n) Where possible, provide incidental play opportunities through incorporation of nature and landscape elements, in addition to designated play areas; and
- o) Protect any significant heritage sites or features.

5.5.5 Where smart technologies are proposed in POS, the City will consider (but is not limited to) the following infrastructure types:

- a) Smart irrigation systems, including moisture sensors, to monitor and manage water use in accordance with the City's irrigation standards;
- b) Closed-Circuit Television (CCTV) to support public safety and surveillance within the space;
- c) Environmental and usage sensors, such as pedestrian counters, temperature and noise sensors, and object detection technologies, to inform the planning, design and management of POS; and
- d) Broadband and telecommunications infrastructure, including fibre-optic connections and public Wi-Fi, to be incorporated during the construction phase to support connectivity and enable future smart applications.

5.5.6 Applications for the inclusion of smart technologies in POS will be assessed at the discretion of the City, having regard to:

- a) The suitability of the proposed technology to the site context; and
- b) The potential to enhance community benefit, safety and operation efficiency.

5.5.7 The City will approve areas of irrigated turf in POS where it:

- a) Has a valid licence to take water issued by the Department of Water or has applied for a licence to take water and confirmed that sufficient water is available from the groundwater resource, unless an alternative water source is proposed. The licence to take water should be in accordance with the City of Wanneroo and Department of Water's North West Corridor Water Supply Strategy requirements;
- b) Serves a functional purpose. Priority will be given to sports playing fields, followed by recreational areas. i.e. kick-about or picnic areas, followed by lower priority POS functions;
- c) Has a maximum slope of 1:6; and
- d) Is of an approved species (the City's preferred turf species is Pennisetum Clandestinum (Kikuyu)). The City will consider the use of salt tolerant turf species for sites in close proximity to the ocean.



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5.6 Sport POS Design

~~5.4.2 Sport POS should be provided and designed in accordance with Liveable Neighbourhoods.~~

5.6.1 The City will require that a minimum of 4% of the gross subdivisible area be allocated for sport POS unless the City is satisfied that one or more of the following criteria are met:

- a) there is already sufficient existing sport POS within close proximity;



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- b) in the case of a subdivision, sport POS is identified elsewhere in an endorsed District Structure Plan or Local Structure Plan;
- c) the provision of 4% sport POS would result in an un-usable space for active recreation (i.e. too small);
- d) the land is constrained by environmental/natural/physical/cultural factors; and
- e) the provision of 4% sport POS would have an adverse effect on walkability/connectivity of POS in the locality.

~~5.4.3 A district sport POS is to be provided for every two (2) government high schools planned within a development area (i.e. 1 per 13,000-14,000 lots);~~

5.6.2 Organised/formal sporting functions are to be restricted to neighbourhood, district and regional level POS.

5.6.3 Where possible, the grouping of sports playing fields to create multipurpose sports precincts should be investigated.

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

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

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

5.6.5 The playing field component of sport POS sites will:

- a) be of uniform shape, with preference given to square or rectangular;
- b) be graded (either naturally or through development) to allow for surface water runoff/drainage, with a slope of no greater than 1:200;
- c) have access to a groundwater supply and permanent groundwater licence transferable to the City of Wanneroo, suitable for the irrigation of an appropriate amount of turf and landscaping;
- d) be free of the following constraints (either naturally or through development):
 - i. Easements & buffers (pipe line, power line, incompatible land use);



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- ii. Wetland / water courses;
- iii. Significant historical sites – either Indigenous or European, which will prevent the development of the site for the proposed function;
- iv. Any transport or other feature that intersects the site or detracts from its development potential; and
- v. Soil contamination.

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

5.7 Nature POS/Conservation POS Design

~~5.4.4 Nature POS should be provided and designed in accordance with Liveable Neighbourhoods.~~

5.7.1 POS provided for this purpose should be ecologically viable and meet the minimum viability criteria described in Schedule ~~54~~.

5.7.2 Nature and Conservation POS is to be accessible by the public ~~in accordance with Liveable Neighbourhoods~~ (including fenced areas with controlled access).

5.7.3 When designing and providing nature or conservation POS, refer to ~~the following~~ standard requirements outlined in Schedule 2, ~~must be addressed~~:

- ~~a) No earthworks except where it pertains to grading for universally accessible trails;~~
- ~~b) Weed control management strategy;~~
- ~~c) Tree/bush retention;~~
- ~~d) 3m wide vehicle access gates for maintenance, service and emergency vehicles (includes fire access);~~
- ~~e) Cement stabilised limestone trail surfacing;~~
- ~~f) Benches/Seating (off access track on concrete pad);~~
- ~~g) Directional or Interpretative signage;~~
- ~~h) Pedestrian access control gates (where appropriate);~~
- ~~i) Development and implementation of a management plan; and~~
- ~~j) Park sign wall with signage panel and play as per City of Wanneroo signage style guide.~~



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~~5.7.4 Approval of the City of Wanneroo and the Department of Education is required where nature POS is co-located with schools.~~

~~5.7.5 Consultation with the City of Wanneroo is required to determine the appropriate vesting order for nature POS.~~

~~5.7.4 Stormwater drainage facilities should not be co-located in conservation nature POS where it may impact the conservation values of the nature POS. Such conservation nature POS should also not have passive recreation areas co-located adjacent if this may adversely affect impact on the conservation values of the nature POS.~~

5.8 Recreation POS Design

~~5.8.1 Recreation POS should be provided and designed in accordance with Liveable Neighbourhoods, and Schedule 23 and Schedule 34 of this Policy.~~

5.9 Playgrounds

~~5.9.1 The City will accept a proposal for a playground in POS that satisfies the following criteria:~~

- ~~a) The size and scale of play equipment items are consistent with, but not limited to the items identified for the relevant type of POS in Schedule 43;~~
- ~~b) The playground does not exceed equipment meets the recommended the total number of items allowed as the outlined in Standard Requirement in Schedule 32;~~
- ~~c) The playground provides opportunities for physical and creative play;~~
- ~~d) The playground accommodates different age groups and abilities;~~
- ~~e)c) The playground complies with the City's safety requirements;~~
- ~~f) Whole-of-life costs for play equipment items have been approved by the City;~~
- ~~g) An asset management plan for play equipment items in accordance with ISO55001 standard has been approved by the City;~~
- ~~h)d) Developers must provide an asset management plan in accordance with ISO55001 standard, breakdown, list of materials, TLCC and lifespan of all POS assets to be approved by the City;~~
- ~~i)e) Playgrounds to be on the periphery of natural area POS and not located within the middle of a conservation area;~~
- ~~f) Preference for sand or mulch softfall to be given. In-situ rRubber or rubber matting are-is to be used in part, for accessibility and high-use areas where there are long term maintenance concerns;~~
- ~~g) Playgrounds should be design to incorporate sense of place interpretation by reflecting the local landscape character, heritage, or stories of the area, and integrate with the - and surrounding landscape through the use of materials that minimise heat absorption, prioritising natural elements and shaded areas to enhance comfort and usability.~~



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5.9.2 All playgrounds proposed in parks must be designed to be inclusive and accommodate different abilities and age groups (youth, teenagers, seniors) make provision for the inclusion of inclusive and accessible play equipment where possible. In parks that are identified as Neighbourhood POS or above, this requirement is compulsory.

5.9.3 Fitness and obstacle course equipment may be considered on a case by case basis to the satisfaction of the City, where it meets the following criteria:

- a) Is not located in close proximity to potential risk areas like irrigation and other services;
- b) Is free and accessible for all residents;
- c) Is located with good passive surveillance;
- d) Use materials which are durable, sustainable and have low maintenance costs; and
- e) Reflect the local character and landscape, utilising natural shade where possible.

5.10 Barbeques

5.10.1 A barbeque may be provided in accordance with Schedule 23. A proposal for a barbeque in POS designated as Neighbourhood Recreation must satisfy the following:

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

5.10.1 Barbeques are to be universally accessible and have sufficient circulation space.

5.11 Public Toilets

5.11.1 Public Toilets may be provided in accordance with Schedule 2. A proposal for a public toilet in a Neighbourhood POS must satisfy but are not limited to the following criteria:

- a) There are no public toilets (existing or proposed) located within a 800 metre walkable catchment;
- b) There are no district parks proposed within a 800 4800 metre walkable catchment;
- c) There is existing and/or projected need/demand;
- d) There are existing high amenity recreational activities (i.e. playgrounds, skate parks) which attract a high proportion of visitors for longer periods of stay;
- e) They are designed to accommodate all abilities (i.e. universal accessibility and baby change tables).
- f) They are designed using Crime Prevention through Environmental Design (CPTED) principles to increase passive surveillance and safety.

5.11.2 Any application for a public toilet within a Neighbourhood Recreation designated POS will be considered on a case by case basis by the City.

5.11.3 The City will have a preference for proposals for new public toilet facilities that demonstrate that nearby existing infrastructure (i.e. Sewer, power, telecommunications, and water) can adequately service these.

5.12 Fencing



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5.12.1 The City will consider installing fencing around playgrounds on a case by case basis, where the following criteria has been met:

- 5.10.1 a) The playground is located within close proximity to a busy road (i.e. Primary Distributors, District Distributor A, District Distributor B) or waterway;
- c) The close proximity to be less than 15m with no adequate physical barriers in between such as garden beds or retaining walls.
- d) The playground offers a high level of amenity in accordance with Schedule 2; and
- e) The playground is located within close proximity (less than 15m with no physical barriers) to a car park.

5.12.2 Fencing should use materials that are durable and require low maintenance, with self closing hinges to ensure adequate safety.

5.12.3 Dog exercise areas are to be fenced to the satisfaction of the City to ensure safety for all.

5.12.4. Conservation fencing is to be managed as per the City's standard requirements.

5.13 Cash-in-Lieu of POS

5.13.1 The City will accept cash-in-lieu of POS where it is considered that the provision of 10% of the gross subdivisible area for POS will not result in spaces of sufficient size or quality to be of benefit to the community, or where sufficient space already exists in the surrounding areas.

5.13.2 Where Cash-in-lieu is considered acceptable under Clause 5.13.1, the applicant shall contribute up to the total POS requirement, the market value of the land (as defined under Section 155 of the *Planning & Development Act 2005*) required as cash-in-lieu to be kept in Trust for the future provision and/or development of POS and related community facilities.

5.13.3 The provision of Cash-in-Lieu of POS is subject to the agreement of the Western Australian Planning Commission under Section 153 of the *Planning & Development Act 2005*.

5.13.4 The expenditure of cash-in-lieu should be in accordance with DC 2.3, Liveable Neighbourhoods, and Expenditure of Cash-in-lieu of Public Open Space.

5.14 POS in Industrial Areas

5.14.1 POS is to be provided within industrial areas in accordance with Clause 7.25.14.2 of this Policy, and have regard for Guidelines for Industrial Development (Perth NRM, May 2020), unless the City is satisfied that the following criteria are met:

- a) The industrial area is not of sufficient size to warrant POS provision;
- b) There is appropriate POS located within an 400m radius of the industrial area that can provide sufficient opportunity for recreation; and
- c) Stormwater can be appropriately treated without using POS to serve a drainage function.



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

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

5.15 Community Purpose Sites

5.15.1 Unless otherwise provided for by Clause 8-25.15.2 of this Policy, the City, when providing feedback to the WAPC on the matter, will advise that it does not support the inclusion of community purpose sites as part of the POS allocation and that their provision is to be subject to discussion and negotiation with the City of Wanneroo, unless otherwise determined.

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

- a) The community purpose site being located adjacent to another parcel of POS and a function of the community purpose site relating to that POS (e.g. a community centre with facilities to support the sporting use of the POS);
- b) A need being identified by a community development plan or other community needs study;
- c) The allocation being subject to the provision requirements of restricted open space (See Clauses 5.4.14.1 – 5.4.34.3); and
- d) Discussion with and approval of the City of Wanneroo.

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



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5.16 Urban Water Management within POS

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

5.17 Development of POS

~~5.12 Where a subdivision application proposes the creation of POS, the City will in its response to the WAPC, request that a condition be imposed requiring the applicant to develop the open space to the standard requirement detailed in the relevant design specifications and guidelines~~

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

- a) The proposal varies the provision of infrastructure for individual parcels of POS within a developable area but does not exceed the aggregate standard requirement across the developable area;
- b) There is a demonstrable increased demand for additional infrastructure due to a high density of residential dwellings being proposed within the walkable catchment of the POS (refer Schedule 23) that is supported by a cost-benefit analysis provided by the developer;
- c) Where an agreement is entered into with the City for the developer to pre-fund the cost to maintain and replace the proposed asset for two life cycles of the proposed asset; or
- d) The proposal varies the provision of infrastructure for POS that due to its location (i.e. forms part of a coastal node, co-located with community purpose sites, or within a town centre) serves the catchment of a higher order POS in accordance with Schedule 32.

- 5.17.2 In assessing a proposal to vary the standard requirements under Clause 5.17.114.2, the City will consider the following criteria:

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



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5.17.3 No clearing of vegetation or other works shall occur within an area of open space or road reserve until the City of Wanneroo has granted approval for the subdivisional working drawings and associated landscaping plans.

5.17.4 ~~In accordance with Clause 14.1, any~~ Any works associated with those defined in Schedule 32 will be considered to be subdivisional works and therefore exempt from requiring a separate development approval under the Scheme, unless it is considered by the Manager, Approval Services that the nature of the development:

- a) Cannot reasonably be considered as 'subdivisional works';
- ~~b) Is potentially controversial;~~
- ~~e)b)~~ Has the potential to significantly impact on the amenity of nearby residents; or
- ~~d)c)~~ Requires detailed assessment, consideration and the implementation of management conditions of a statutory nature.

5.17.5 In the absence of a valid subdivisional approval issued by the WAPC, or where the works are not listed in Schedule 32, development approval may be required in accordance with Part 6 of the Scheme.

5.17.6 The City may require landscaping works as conditioned by the WAPC to be either completed or bonded prior to clearance of the relevant WAPC conditions.

5.18 Maintenance and Handover of POS

5.18.1 For any POS maintenance and handover issues refer to City's specifications WD 13C.

5.18.2 Applicants must provide the City with asset data records at the time of handover, in accordance with A-SPEC requirements. The City requires asset data to be provided for the following:

- a) B-SPEC: A common specification outlining the details of building asset data that is to be supplied in a machine readable format;
- b) D-SPEC: A common specification outlining the details of stormwater drainage and Water Sensitive Urban Design (WSUD) asset data that is to be supplied in a machine readable format;
- c) O-SPEC: A common specification outlining the details of assets within open space and recreation reserves that is to be supplied in a machine readable format; and
- d) R-SPEC: A common specification outlining the details of assets within a road reserve that is to be supplied in a machine readable format.

5.19 Consultation

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



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6.0 Definitions

Community Purpose Sites are important places for community development including community centres, meeting halls, libraries and kindergartens.

Conservation open space means land for which the primary function is the retention and ongoing management of indigenous flora and fauna. These sites may be enhanced from their original condition in line with best practice environmental management and to facilitate designated public access for passive recreational activities and nature observation.

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

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

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

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

Nature open space means an area of land within a designated public open space and for which the primary function is the retention and ongoing management of indigenous flora and fauna. These sites contain good to excellent vegetation condition that may be enhanced ~~modified~~ from their original condition in line with best practice environmental management and to facilitate public access and amenities for recreational purposes.

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

Overprovision means the provision of assets within a local structure plan or subdivision area that is in excess of the standard requirement under Schedule 23.

Public open space (POS) means land used or intended for use for recreational purposes by the public and includes parks, public gardens, playgrounds and sports fields but does not include regional open space, ~~and~~ foreshore reserves, streetscapes, road reserves and entry statements (Liveable Neighbourhoods ~~2015~~2009).

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



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Restricted public open space means those spaces that are constrained in a way that restricts the use of the space for recreational purposes by the general public (e.g. wetlands, certain drainage swales, power easements, cultural heritage sites, significant topographical features), as detailed in Schedule [12](#).

Sense of place refers to the emotive, spiritual and physical relationship between people and their geographic location (City of Wanneroo Place Strategy 2023-2027). Consideration is given to the unique character and identity that is perceivable on both a physical and spiritual level.

Sense of place interpretation refers to the integration of local character, heritage, and stories into the design of public realm elements such as public art, play equipment, bollards, shade structures, and wayfinding features. It involves using materials, forms, patterns, colours, and narratives that reflect the natural, cultural, and social identity of the local area; creating interactive and meaningful experiences for users.

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

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

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

Owner	Planning and Sustainability	Document Reference	25/ 406792
Implementation	XX XXXXXX 2025	Next Review	XXXXXX 2029
VERSION	DECISION TO ADOPT/AMEND		
1			
2			



Planning and Sustainability

Local Planning Policy 4.3

Public Open Space

Schedules

Schedule 1

RELEVANT POLICIES, GUIDELINES AND OTHER DOCUMENTS

City of Wanneroo:

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

State:

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



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Schedule 12

Public Open Space Categories

POS PROPOSAL	POS CATEGORY	CREDIT	CONDITIONS / COMMENTS
Sport / Recreation POS			
• Sport POS	Unrestricted	100%	Refer to Clause 3.35.6
• Unconstrained Local / Recreation POS	Unrestricted	100%	Refer to Clause 5.83.5
Nature POS			
• Natural assets	Unrestricted	100%	Refer to Clause 3.45.7
• Inaccessible natural assets	N/A	0%	Refer to Liveable Neighbourhoods
<u>Wetlands and Buffers Conservation</u>			
• <u>Remnant bushland (Conservation POS)</u>	<u>Restricted</u>	<u>100% (up to 1/5 of total POS allocation)</u>	<u>Refer to Clause 5.4. The City may consider an application in excess of this amount where it can be demonstrated that the conservation values are of excellent condition as identified in an approved flora and vegetation survey.</u>
• Conservation category wetlands (Refer LPP 4.1: Wetlands for wetland definitions)	N/A	0%	Not accepted as POS. Considered to be a deduction from the gross subdivisible area
• Resource Enhancement category wetlands	N/A	0%	Not accepted as POS. Considered to be a deduction from the gross subdivisible area
• Multiple-use wetlands	Restricted	100% (up to 1/5 of total POS allocation)	Must form part of a stormwater management strategy
• Natural wetland buffers (i.e. buffers in a natural state)	Restricted	100% (up to 1/5 of total POS allocation)	Management plans must be developed to demonstrate management of the wetland and buffer for conservation purposes
• Compatible-use wetland buffers (i.e. buffers where vegetation is degraded or completely degraded, permitting low impact uses)	Restricted	100% (up to 1/5 of total POS allocation)	• Must demonstrate the protection of the ecological values of the wetland and wetland buffer; • Development of a concept plan to demonstrate appropriate recreational use of the area; and • City of Wanneroo approval.
Urban Water Management			



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Stormwater management systems to manage small rainfall event runoff piped directly from lots and road reserves	N/A	0%	Not accepted as POS. Considered to be a deduction from the gross subdivisible area
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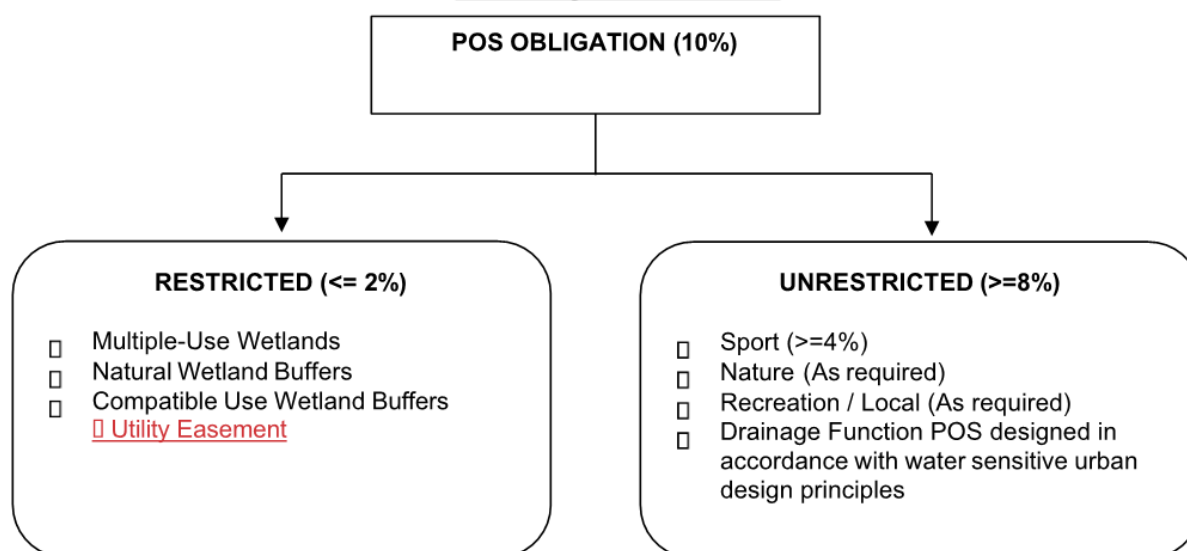
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• Minor rainfall event drainage management area	Unrestricted Restricted	100% (up to ½ of POS allocation)	Unrestricted Subject to LPP 4.4: Urban Water Management. Refer to diagram below
• Major rainfall event drainage management area	Unrestricted	100%	Refer to flow chart diagram below
• Constructed permanent water body performing a drainage function	N/A	0%	Not accepted as POS
• Artificial lined water body	N/A	0%	Not accepted as POS
Other			
• Entry Statements (where not a component of a larger usable area)	N/A	0%	• Not accepted as POS. • Entry statements are not considered useable space by the community

POS Obligation Flow Chart



POS Restriction Diagram

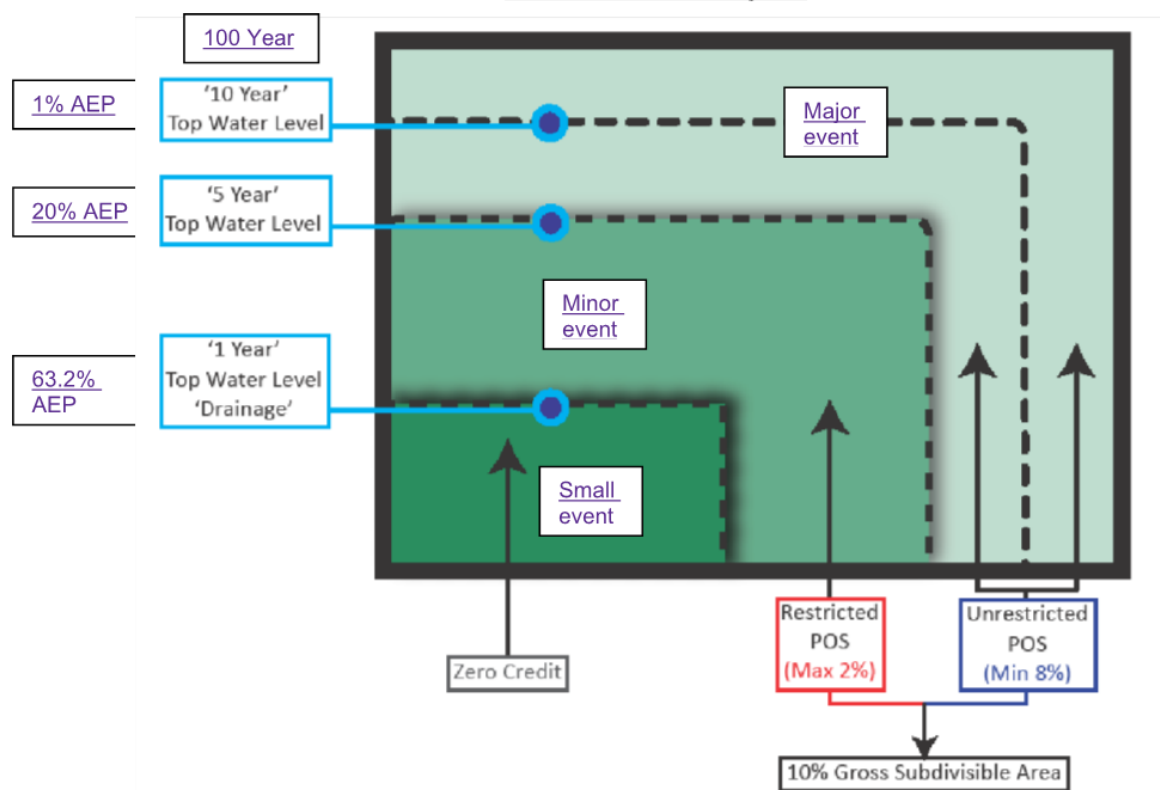


Diagram showing where the drainage management areas are considered as POS credit (and type) or not.



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Schedule 23

Public Open Space Hierarchy – City of Wanneroo

This is a guideline only and can be varied on approval by the City

TYPE	DESCRIPTION & PURPOSE	ACCEPTABLE SIZE	WALKABLE DISTANCE ¹	OTHER CRITERIA	UNACCEPTABLE CRITERIA	STANDARD REQUIREMENT	OPTIONAL REQUIREMENTS ^{4,5}
POCKET PARK	Pocket parks are small parcels of POS provided within a neighbourhood that primarily serve an amenity and recreation function, although they are sometimes too small to function effectively as a recreation open space. They may also serve valuable functions as community meeting places or places for relaxation. They often specifically exist to retain significant vegetation or cultural and physical landmarks.	1000 – < 5000sqm	N/A	- Located throughout neighbourhoods - Low maintenance - May be a smaller space within a town or city centre that serves a social or recreational function. - May incorporate significant trees or other vegetation - May incorporate drainage infrastructure - May be provided to improve accessibility to POS in areas where larger spaces are not feasible. - May play a connectivity role as part of a linear POS network	- Pocket parks proposed at the expense of the appropriate provision of other POS types in the hierarchy (as determined by the City). - POS parcels where the principal purpose is an Entry Statement to a housing estate.	2 x Benches/Seating 2 x Play equipment items or nature play with sand or mulch soft fall where applicable (refer Clauses 15 of this Policy) - Shade over play area⁴ - Park sign wall with signage panel and plate as per City of Wanneroo signage style guide - Internal circulation paths - Access required for maintenance vehicles, service vehicles and emergency vehicles - Earthworks and retaining as required - Full landscaping (with native revegetation, water wise planting and tree planting) - Bollards to control vehicle access surrounding turf and/or paved areas - Hydrozoned irrigation w/ bore licence to be provided in accordance with Schedule 6 - Tree/vegetation/bush retention where possible	2 x Play equipment items and/or nature play with sand or mulch soft fall where applicable (refer Clauses 5.9 of this Policy) - Shade over play area where existing natural shade is unavailable⁴ - Hydrozoned irrigation w/ bore licence to be provided in accordance with Schedule 5 - Universal access play equipment - Bin(s) and bag dispenser(s) as per City guidelines - Public art and/or sense of place interpretation
LOCAL	Service the regular small-scale recreation needs of the immediate surrounding population (e.g. dog walking, children's play, relaxation). They provide opportunity to reflect local character and sense of place through retention of significant trees, cultural and physical landmarks. They often play a drainage function as part of an urban water management strategy.	5000sqm – 1.0 ha	Max 400m (5min walk)	- Located on pedestrian network to maximise access. - Located throughout neighbourhoods. - Located adjacent to residences to maximise passive surveillance. - May play a connectivity role as part of a linear POS network	POS parcels where the principal purpose is an Entry Statement to a housing estate.	3 x Benches/seating 4 x Play equipment items and/or nature play with sand or mulch soft fall (refer Clause 15.9 of this Policy) - Shade over play area where existing natural shade is unavailable⁴ 1 x Picnic setting with picnic shelter - Bin(s) as per City guidelines (dependant on size) - Internal circulation paths - Park sign wall with signage panel and plate as per City of Wanneroo signage style guide - Access required for maintenance vehicles, service vehicles and emergency vehicles - Universal access play equipment - Earthworks and retaining as required - Full landscaping (with native revegetation, water wise planting and tree planting) - Hydrozoned irrigation w/ bore licence to be provided in accordance with Schedule 5⁶ - Tree/vegetation/bush retention where possible - Bollards to control vehicle access surrounding turf and/or paved areas Local Nature POS - Trees and vegetation retention 1 x Benches/Seating - Walk trail/s - Infill planting to degraded areas - Conservation fencing and pedestrian gate as needed - Bin(s) as per City guidelines - No irrigation	Local POS - Universal access play equipment - Playground Fencing - Bag dispenser(s) to be co-located with bin(s) as per City guidelines - Drink Fountain - Security Lighting - Exercise and Obstacle Course Equipment - Basketball pad or halfcourt - Public art and/or sense of place interpretation - Smart technologies (lighting, WiFi, irrigation, charging stations) Local Nature POS - Interpretive signage where possible - Nest boxes where possible - Bird watering station where possible - Bees and insect hotels where possible



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NEIGHBOURHOOD	Are similar to local spaces but are generally larger and able to provide for recreation and informal active pursuits simultaneously. They are more of a destination for the local community and may incorporate accessible remnant bushland or conservation areas. Neighbourhood spaces may serve a recreational, sports or nature function. POS incorporating a single playing field is considered to be a Neighbourhood space under this Policy.	1.0 – 7.0ha (Recreation) 4.0 – 7.0ha (Sports)	Max 800m (10min walk)	- Located central to the catchment² to maximise accessibility. - Located adjacent to residences to maximise passive surveillance. - May be collocated with primary school facilities to upgrade school playing field to senior capacity or create a community hub.	POS sites of less than 4.0ha co- located with primary schools.	Neighbourhood Recreation 6 x Benches/Seating 6 x Play equipment items <u>and/or</u> nature play with sand or mulch soft fall (refer Clause <u>465.9</u> of this Policy) - Shade over play area <u>where existing natural shade is unavailable</u>⁴ 2 x Picnic settings with picnic shelters 1 x Barbeque (<i>optional, subject to clause 46.5.10.1</i>) 1 x Drinking fountain - Bin(s) <u>and bag dispenser(s) as per City guidelines(dependant-on-size)</u> - Internal circulation paths - Pedestrian/cycle paths (external) - Bike rack(s) - Security Lighting <u>Bollards to control vehicle access surrounding turf and/or paved areas</u> <u>Bollards as required</u> - Park sign wall with signage panel and plate as per City of Wanneroo signage style guide - Access required for maintenance vehicles, service vehicles and emergency vehicles - Universal access play equipment - Earthworks and retaining as required - Full landscaping (with native revegetation, water wise planting and tree planting) - Hydrozoned Irrigation w/ bore licence to be provided in accordance with Schedule <u>56</u> - Tree/<u>vegetation-bush</u> retention where possible Neighbourhood Sports 6 x Benches/seating - Designated play area 6 x Play equipment items <u>and/or</u> nature play with sand or mulch soft fall (refer Clause <u>465.9</u> of this Policy) - Shade over play area⁴ 4 x Picnic settings with picnic shelters 2 x Drinking fountains 1 x Barbeque 4 x Fitness equipment units - Multi-use half court - Cricket practice pitch - Cricket pitch - Goals (dependent on use) - Bin(s) (<u>dependant-on-size</u>) <u>and bag dispenser(s) as per City guidelines</u> - Multipurpose senior sports oval - Sport amenities building (change room, toilets, kiosk) - Security Lighting - Internal circulation paths - Pedestrian / cycle paths (external) - Bike rack/s - Car parking - Earthworks and retaining as required - Full landscaping (with native revegetation, water wise planting and tree planting)	Neighbourhood POS <u>Playground fencing</u> <u>Toilet(s)</u> <u>Car parking including at least 1 x ACROD bay (Neighbourhood Recreation)</u> <u>Public art and/or sense of place interpretation</u> <u>Exercise and Obstacle Course Equipment</u> <u>Dog Exercise Area (fenced)</u> <u>Skate park/pump track</u> <u>Smart technologies (lighting, WiFi, irrigation, charging stations)</u> Neighbourhood Nature POS <u>Interpretive signage where possible</u> <u>Nest boxes where possible</u> <u>Bird watering station where possible</u> <u>Bees and insect hotels where possible</u>
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					- Hydrozoned irrigation w/ bore licence to be provided in accordance with Schedule 65 <u>Bollards to control vehicle access surrounding turf and/or paved areas</u> Bollards - Access required for maintenance vehicles, service vehicles and emergency vehicles - Universal access play equipment - Park sign wall with signage panel and plate as per City of Wanneroo signage style guide Tree/vegetation-bush retention where possible <u>Neighbourhood Nature POS</u> <u>Trees and vegetation retention</u> <u>1 x Benches/Seating</u> <u>Walk trail/s</u> <u>Infill planting to degraded areas</u> <u>Conservation fencing and pedestrian gate as needed</u> <u>Bin(s) and bag dispenser(s) as per City guidelines</u> <u>No irrigation</u>	
DISTRICT	Principally provide for organised sporting use, yet are large enough to accommodate a variety of concurrent uses including informal recreation, children's play, picnicking, dog walking, social gatherings and individual activities. District open space may also serve conservation and environmental management goals and can include areas of undeveloped land with natural/native vegetation and wetlands. Often include higher order recreation infrastructure (clubrooms, floodlights, multipurpose courts etc.)	7.0 – 20ha	N/A (Unless serving a local or neighbourhood function, where the appropriate catchment shall apply)	- May be co-located with High Schools to create district community hub. - Should be located close to major roads and other community facilities; - Should be easily accessible by pedestrians, cyclists and motor vehicles.	Sites adjacent or in close proximity to residences should be avoided or appropriate buffers provided so as to minimise impact of noise, traffic and light spill. 8 x Benches/seating 8 x Play equipment items and/or nature play with sand or mulch soft fall (refer Clause 455.9 of this Policy) - Shade over play area⁴ 6 x Picnic settings with picnic shelters 2 x Drinking fountains 2 x Barbeques 4 x Fitness equipment units - Basketball half court <u>Bin(s) (dependent on size) and bag dispenser(s) as per City guidelines</u> 4 x Goals (dependent on use) 2 x Cricket practice pitch 2 x Cricket pitch 2 x Multipurpose hard courts 2 x Multipurpose senior sports ovals - Pedestrian / cycle paths (external) - Internal circulation paths - Bike rack/s <u>Bollards to control vehicle access surrounding turf and/or paved areas</u> Bollards - Access required for maintenance vehicles, service vehicles and emergency vehicles - Universal access play equipment - Car Parking <u>including at least 1 x ACROD bay</u> - Toilets and Change rooms - Security Lighting - Full landscaping (with native revegetation, water wise planting and tree planting) - Hydrozoned irrigation w/ bore licence to be provided in accordance with Schedule 56 - Park sign wall with signage panel and plate as per City of Wanneroo signage style guide Tree/vegetation bush retention where possible	<u>District POS</u> <u>Public art and/or sense of place interpretation</u> <u>Playground fencing</u> <u>Dog Exercise Area (fenced)</u> <u>Exercise and Obstacle Course Equipment</u> <u>Skate park/pump track</u> <u>Smart technologies (lighting, WiFi, irrigation, charging stations)</u> <u>District Nature POS</u> <u>Interpretive signage where possible</u> <u>Nest boxes where possible</u> <u>Bird watering station where possible</u> <u>Bees and insect hotels where possible</u>



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						<u>District Nature POS</u> • <u>Trees and vegetation retention</u> • <u>2 x Benches/Seating</u> • <u>Walk trails</u> • <u>Infill planting to degraded areas</u> • <u>Conservation fencing and pedestrian gate as needed</u> • <u>Maintenance access gate/(s)</u> • <u>Bin(s) and bag dispenser(s) as per City guidelines</u> • <u>No irrigation</u>	
REGIONAL³	Regional Open Spaces are generally the largest provisions of space in the community. They are the focal points for community activity and/or active sport and are capable of intense, frequent use by large numbers of people. Regional spaces attract visitors from across the metropolitan area and are not restricted to any one local government area. May be a: • large scale sporting complex with multiple precincts (e.g. Kingsway Regional Sporting Complex), • community destination that attracts large numbers of visitors (regional beach node, Yanchep activity node) • conservation precinct (see <i>Schedule 4</i>) Regional spaces are generally allocated outside the local structure planning process by the WAPC in partnership with Local Government, through the North-west Sub-regional Planning Framework and District Structure Plans.	20-50+ ha	N/A (Unless serving a local or neighbourhood function, where the appropriate catchment shall apply)	• Should be accessible by public transport routes and major access roads. • Should be located such that the impact on residents is able to be minimised, especially noise, traffic and light spill. • Should be located such that it minimises negative impact on the surrounding environment – both built and natural. • Access and management of water both on and off site is critical. • Site constraints should be minimised (e.g. topography, culturally significant sites, significant clearing) to ensure economic viability.	Sites adjacent or in close proximity to residences should be avoided or appropriate buffers provided so as to minimise impact of noise, traffic and light spill.	Not applicable.	



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CONSERVATION Park (POS)	Conservation reserves are parks specifically designated to preserve significant remnant vegetation that supports local wildlife. These sites generally feature thriving, high-quality vegetation and established local ecology. Additionally, conservation reserves provide valuable spaces for passive recreation, such as bush walking, nature observation and relaxation. The reserve can be enhanced from their original condition in accordance with best practice in environmental management.	As determined on the Local Structure Plan	N/A	• Low maintenance • Contain significant trees or other vegetation • Support local native wildlife communities • Part of a local biodiversity linkage • No major earthwork required except where it pertains to grading for universally accessible trails • May be provided to improve connectivity to other POS in the area.	• POS parcels where the principal purpose is an Entry Statement to a housing estate. • Reserve size less than 1000m². • No irrigation	• Trees and vegetation retention • Weed control management strategy • Development and implementation of a management plan • 2 x Benches/Seating • Walk trails • Cement stabilised limestone trail surfacing • Infill planting and revegetation to degraded areas • Conservation fencing and pedestrian gates • Maintenance access gate(s) • Emergency vehicle (bushfire) and maintenance access tracks as per City of Wanneroo specifications • Park sign wall with signage panel and plate as per City of Wanneroo signage style guide • Bin(s) and bag dispenser(s) as per City guidelines • Firebreaks as required • Directional or interpretive signage	• Boot washing station where possible • Nest boxes where possible • Bird watering station where possible • Bees and insect hotels where possible
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1. Walkable distance means the maximum desirable distance that the nominated POS type should be located from dwellings.
2. Catchment means the residential area serviced by the walkable distance of the nominated POS type.
3. Although the provision of Regional POS is outside the scope of this policy, it is included in the hierarchy for context, as all classifications are related and the use of one POS type is directly influenced by the other and vice versa.
4. The City's preference is for tree planting as primary shade provider for playgrounds and picnic areas; however, the City requires the installation of a shade sail until such time as tree shade is adequate.
5. Any proposals for optional requirements as per Schedule 2 will be determined in consultation with the City.



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Schedule 34

Play Equipment Items

This table is to be read in conjunction with Clause 5.915 of this Policy and suggested equipment below is for guidance only:

POS type (as per POS Hierarchy)	Appropriate size and scale of play equipment items*
Pocket Park	• 1 x Swing frame with one senior swing and one toddler swing (3m maximum height) • 1 x slide (1.5m maximum height)
Local Park	• 1 x Swing frame with one senior swing and one toddler swing (3m maximum height) • 1 x slide (1.8m maximum height) • 1 x small combination unit (16m² maximum footprint, 3.5m maximum height) • 1 x rocker (one spring) • <u>Some nature play elements**</u>
Neighbourhood Recreation	• 1 x Swing frame with two senior swings (3.5m maximum height) • 1 x birds nest swing (3.5m maximum height) • 1 x medium combination unit (40m² maximum footprint, 3.8m maximum height) • 1 x small rope pyramid (40m² maximum footprint) • 1 x slide (2.5m maximum height) • 1 x rocker (two springs) • <u>Some nature play elements**</u>
Neighbourhood Sport	• 1 x Swing frame with two senior swings (3.5m maximum height) • 1 x birds nest swing (5.5m maximum height) • 1 x large combination unit (60m² maximum footprint, 3.8m maximum height) • 1 x small rope pyramid (40m² maximum footprint) • 1 x slide (2.5m maximum height) • 1 x rocker (four springs)



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District	• 1 x Swing frame with two senior swings (3.5m maximum height) • 1 x birds nest swing (5.5m maximum height) • 1 x large combination unit (60m² maximum footprint, 3.8m maximum height) • 1 x medium combination unit (40m² maximum footprint, 3.8m maximum height) • 1 x small rope pyramid (40m² maximum footprint) • 1 x slide (2.5m maximum height) • 1 x rocker (four springs) • 1 x rocker (four springs) • <u>A range of nature play elements**</u>
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*The maximum footprint of an item is calculated as the item's length x width (does not include soft fall)

**Note:

- To ease the burden of maintenance requirements on timber components, consider using other natural materials in-lieu of timber.
- No timber elements at heights that would require machinery such as a cherry picker for access and maintenance.
- Timber structural posts should not be directly buried. Steel stirrups are an acceptable footing for timber posts.



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Viability Assessment Table

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

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

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



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

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

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

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



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IRRIGATION REQUIREMENTS

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

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

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



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1.0 Citation

This is a Local Planning Policy prepared under Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015*. This policy may be cited as Local Planning Policy (LPP) 4.3 – Public Open Space.

2.0 Introduction

The purpose of this Local Planning Policy (Policy) is to provide guidance for the development of public open space (POS) in the City of Wanneroo. The Policy will set out Council's expectations for the planning, design, development and maintenance of POS to ensure that there are adequate spaces being delivered to meet the changing needs of the community.

The City aims to provide public open spaces that balance formal sporting activities with areas for passive recreation, social connection, and immersion in nature, while also enhancing the natural environment. This Policy will guide the allocation of infrastructure assets to be provided within different types of public open spaces, ensuring there is financial and equitable distribution and management of these assets. Public open space design should also enhance and celebrate the unique physical or social character of a place to help create spaces which are attractive and inviting for people to gather and interact.

3.0 Objectives

1. To provide an appropriate level of provisions to ensure public open space is functional and usable for the community.
2. To protect local biodiversity and environmentally significant natural areas whilst providing the community with managed access to enjoy these spaces.
3. To ensure the design and development of public open space is sustainable and incorporates ecological resilience and water sensitive urban design principles.
4. To provide sufficient public open space which is evenly distributed and accessible to by the community.
5. To create places that support community well-being and inclusiveness, while also celebrating the unique sense of place and character of the local area.
6. To ensure that equipment, infrastructure, assets and landscaping are delivered in accordance with this Policy's public open space's hierarchy to avoid an under provision or over provision in public open spaces.

4.0 Application of this Policy

This policy applies to all proposals for design, assessment and development of public open space by applicants, Administration, and Council when determining scheme amendments, structure plans, local development plans, subdivision applications and development applications.



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This policy should be read in conjunction relevant State and local Government legislation, policies, strategies and guidelines that apply to the provision of open space, including but not limited to the following:

- Liveable Neighbourhoods (WAPC, 2009)
- Development Control Policy 2.3 – Public Open Space in Residential Areas (WAPC, 2002)
- Position Statement: Expenditure of Cash-in-Lieu of Public Open Space (WAPC, 2021)
- Classification Framework for public open space (Department of Creative Industries, Tourism and Sport, 2012)
- Local Planning Policy 1.1: Conservation Reserves
- Local Planning Policy 4.1: Wetlands
- Local Planning Policy 4.4: Urban Water Management
- Local Planning Policy 4.8: Tree Preservation
- Local Planning Policy 4.12: Coastal Assets
- Local Planning Policy 5.3: East Wanneroo
- City of Wanneroo's Guidelines for the Subdivision of Land (WD 13A, WD 13B, WD 13C, WD 05)

5.0 Policy Provisions

5.1 Public Open Space Masterplan

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

- a) A POS Schedule prepared in accordance with Liveable Neighbourhoods;
- b) Hierarchy (as per Schedule 2) and function (sport, recreation and nature) of each POS;
- c) Proposed facilities to be accommodated in each POS (including any proposed variations to the Standard Development Requirements contained in Schedule 2);
- d) High level play space strategy for each POS, including proposed size, age group/s to be accommodated, inclusive design, type/s of play items (e.g. natural elements, off-the-shelf);
- e) Location of significant trees (as defined in the Residential Design Codes – Volume 1) to be retained in POS (in accordance with a Significant Tree Survey, to be conducted by a qualified arborist);
- f) Indicative area (in square metres) of permanent irrigation of turf for each POS;
- g) Water Supply Strategy, including Bore and/or Mainline Plan, and average irrigation rates in accordance with Schedule 5, for the proposed irrigation system;
- h) Proposed small, minor and major rainfall event drainage management areas to be contained in POS and road reserves, utilising Water Sensitive Urban Design (WSUD) principles);
- i) POS which is proposed as a result of, and subject to, conditions imposed under *Environmental Protection and Biodiversity Conservation Act 1999* (EPBC Act), including Federal Government approved areas that are not part of the 10% POS Contribution;
- j) Green links to be considered between conservation areas and POS;
- k) High level POS design plan to address environmental sustainability principles and sense of place elements which identify how the local landscape character, cultural values and community identity will be used to inform the proposed layout, hierarchy and design of public open space; and
- l) Fire mitigation measures that may impact on proposed POS amenity.



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

5.2 Provision, Location and Distribution of Public Open Space

- 5.2.1 A minimum 10% of the gross subdivisible area is to be ceded as POS and classified as either unrestricted or restricted POS as per Liveable Neighbourhoods.
- 5.2.2 As per Liveable Neighbourhoods and relevant management plans, foreshore reserves abutting the coast and wetlands which are required by the WAPC to be ceded free of cost shall not form part of the 10% POS contribution and should not be included in the gross subdivisible area.
- 5.2.3 Subject to approval by the City, greater than 10% may be considered acceptable and/or necessary where there are specific environmental (e.g arising from EPBC Act or *Environmental Protection Act (1986)* approval conditions), cultural or historic values that require protection to enhance the character of the local area or where it is considered essential to provide larger scale sport spaces. In these instances, a Financial Assessment Report detailing the likely financial implications of providing additional space (i.e. life cycle costs and maintenance regimes for the POS assets) may be required to be prepared by the applicant.
- 5.2.4 A variety of POS shall be provided within a specified area that ensures a balance of sizes, types, functions and locations within a community. The location and size of POS shall be in accordance with the requirements of the POS Hierarchy shown in Schedule 2.
- 5.2.5 Unless otherwise provided for by Clause 5.2.6 of this Policy, POS shall:
- a) be located within the nominated walkable distances from dwellings prescribed by Schedule 2 or where no distances are provided, in accordance with other locational criteria as specified;
 - b) be of a minimum size for the relevant type of POS as per Schedule 2; and
 - c) be fit for its intended function and use in terms of its:
 - Location;
 - Size;
 - Shape; and
 - Topographical Features.
- 5.2.6 Exceptions where POS may be supported:
- a) The provision of a District Open Space may negate the need for a Neighbourhood and Local Open Space within the walkable catchment of the District Open Space location.
 - b) The location of a Neighbourhood Open Space may negate the need for a Local Open Space within the walkable catchment of the Neighbourhood Open Space location.
- 5.2.7 Individual POS should form part of an interconnected network of spaces for the purposes of encouraging pedestrian and cyclist movement, ecological connectivity and improving public



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amenity.

5.2.8 POS is to be located to maximise accessibility and safety for the community in accordance with Crime Prevention Through Environmental Design (CPTED) principles:

- a) The interface of public open space with the buildings/boundaries that define and adjoin it must be located, designed and managed to promote informal surveillance and use.

5.2.9 Co-location of POS with school sites is supported and encouraged in the interest of optimising joint use and management, rationalising water use and creating community hubs. Co-location should be investigated (but not assumed) at each site and is subject to:

- a) The school site being of a sufficient size to accommodate their infrastructure;
- b) Creation of a larger, more multipurpose recreation or community precinct as a result of the co-location; and
- c) The provisions of the City's Joint Development and Shared Use Facilities with Department of Education Policy, and its associated protocol and Memorandum of Understanding between the City and the Department of Education.

5.3 Unrestricted POS

5.3.1 Unrestricted POS must constitute a minimum of 8% usable POS of the gross subdivisible area as per Liveable Neighbourhoods.

5.3.2 A POS schedule and relevant management plans must identify the intended function (sport, recreation and nature) and hierarchy (pocket park, local, neighbourhood (sport), neighbourhood (recreation), district, regional) of the POS.

5.3.3 Drainage, water sensitive urban design treatments, garden beds, road reserves and engineering equipment are not included in the 8% calculation

5.4 Restricted POS

5.4.1 Restricted POS includes conservation areas which are fenced off from the public with controlled access.

5.4.2 Restricted POS may constitute a maximum credit of 2% of the gross subdivisible area as per Liveable Neighbourhoods where the requirements for unrestricted open space in Section 5.2 (Allocation and Distribution of POS) have been met.

5.4.3 Restricted POS in excess of 2% of the gross subdivisible area shall not be credited towards the overall POS obligation, unless approved by the City where conservation POS is identified as being of an excellent condition and necessary for retention.



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5.5 POS Design

- 5.5.1 Landscape and Irrigation Design Drawings are to be prepared in accordance with the City's relevant design specifications and guidelines, and the associated works are to be submitted and constructed prior to the clearance of the relevant subdivision conditions, unless the POS is to be bonded to the City.
- 5.5.2 If the subdivision proposal is subject to a POS Masterplan that has been approved by the City, and the subdivision proposal involves any changes to any of the points listed in Clause 5.1.1, then an updated POS Masterplan, including an updated POS Schedule, will be required to be prepared and submitted for approval by the City.
- 5.5.3 Prior to the preparation of Landscape and Irrigation Design Drawings, Landscape Concept Plans may be prepared and lodged with the City for the purpose of discussion and preliminary design comment.
- 5.5.4 POS should be designed to:
- a) Maximise environmental sustainability;
 - b) Be of an acceptable size (refer Schedule 2) to cater for its intended purpose;
 - c) Maximise retention of natural bushland where appropriate. The retention of existing bushland is strongly preferred over clearing and replanting. Where this is not feasible, priority should be given to preserving large tree trunk cuttings on site for wildlife habitats, transplanting vegetation such as grass trees and zamia palms, and the use of local native species;
 - d) Retain natural ground levels where possible to suit the intended function of the POS;
 - e) Be accessible via the walking and cycling network;
 - f) Ensure universal access is provided to play areas, park furniture and park facilities;
 - g) Reflect best practice in water conservation, harvesting, localised area infrastructure, re-use and irrigation;
 - h) Include initiatives to minimise energy use and encourage carbon sequestration (through design, product and material selection, alternative energy sources etc);
 - i) Implement the function/s (sport, nature, recreation) identified for the site as part of an approved POS Plan;
 - j) Use locally indicative species and local building styles to preserve local heritage and landscape character;
 - k) Celebrate and reflect the unique identity and sense of place of a locality through the use of materials, colour palettes, art, play elements, interpretation and signage.
 - l) Make use of local resources and materials that are robust, recycled/recyclable, and environmentally sound;
 - m) Incorporate sufficient safety, lighting and surveillance measures in accordance with the Designing Out Crime Planning Guidelines (WAPC, 2006);
 - n) Where possible, provide incidental play opportunities through incorporation of nature and landscape elements, in addition to designated play areas; and
 - o) Protect any significant heritage sites or features.



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- 5.5.5 Where smart technologies are proposed in POS, the City will consider (but is not limited to) the following infrastructure types:
- a) Smart irrigation systems, including moisture sensors, to monitor and manage water use in accordance with the City's irrigation standards;
 - b) Closed-Circuit Television (CCTV) to support public safety and surveillance within the space;
 - c) Environmental and usage sensors, such as pedestrian counters, temperature and noise sensors, and object detection technologies, to inform the planning, design and management of POS; and
 - d) Broadband and telecommunications infrastructure, including fibre-optic connections and public Wi-Fi, to be incorporated during the construction phase to support connectivity and enable future smart applications.
- 5.5.6 Applications for the inclusion of smart technologies in POS will be assessed at the discretion of the City, having regard to:
- a) The suitability of the proposed technology to the site context; and
 - b) The potential to enhance community benefit, safety and operation efficiency.
- 5.5.7 The City will approve areas of irrigated turf in POS where it:
- a) Has a valid licence to take water issued by the Department of Water or has applied for a licence to take water and confirmed that sufficient water is available from the groundwater resource, unless an alternative water source is proposed. The licence to take water should be in accordance with the City of Wanneroo and Department of Water's North West Corridor Water Supply Strategy requirements;
 - b) Serves a functional purpose. Priority will be given to sports playing fields, followed by recreational areas. i.e. kick-about or picnic areas, followed by lower priority POS functions;
 - c) Has a maximum slope of 1:6; and
 - d) Is of an approved species (the City's preferred turf species is Pennisetum Clandestinum (Kikuyu)). The City will consider the use of salt tolerant turf species for sites in close proximity to the ocean.

5.6 Sport POS Design

- 5.6.1 The City will require that a minimum of 4% of the gross subdivisible area be allocated for sport POS unless the City is satisfied that one or more of the following criteria are met:
- a) there is already sufficient existing sport POS within close proximity;
 - b) in the case of a subdivision, sport POS is identified elsewhere in an endorsed District Structure Plan or Local Structure Plan;
 - c) the provision of 4% sport POS would result in an un-usable space for active recreation (i.e. too small);
 - d) the land is constrained by environmental/natural/physical/cultural factors; and
 - e) the provision of 4% sport POS would have an adverse effect on walkability/connectivity of POS in the locality.



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- 5.6.2 Organised/formal sporting functions are to be restricted to neighbourhood, district and regional level POS.
- 5.6.3 Where possible, the grouping of sports playing fields to create multipurpose sports precincts should be investigated.
- 5.6.4 To ensure maximum potential for sport POS to accommodate a full variety of recreational activity, sport POS should be designed generally in accordance with the City's relevant design specifications and guidelines. Appropriate space shall be provided for:
- a) formal playing fields;
 - b) athletics infrastructure (e.g. throwing circles, jump pits);
 - c) buffers to roads and other infrastructure;
 - d) unstructured recreation areas;
 - e) pavilions, carparks and other sporting infrastructure (e.g. cricket nets, batting cages, baseball backnets etc.);
 - f) retention of native vegetation in 'good' or better condition, where possible; and
 - g) significant tree retention, where possible.

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

- 5.6.5 The playing field component of sport POS sites will:
- a) be of uniform shape, with preference given to square or rectangular;
 - b) be graded (either naturally or through development) to allow for surface water runoff/drainage, with a slope of no greater than 1:200;
 - c) have access to a groundwater supply and permanent groundwater licence transferable to the City of Wanneroo, suitable for the irrigation of an appropriate amount of turf and landscaping; and
 - d) be free of the following constraints (either naturally or through development):
 - i. Easements & buffers (pipe line, power line, incompatible land use);
 - ii. Wetland / water courses;
 - iii. Significant historical sites – either Indigenous or European, which will prevent the development of the site for the proposed function;
 - iv. Any transport or other feature that intersects the site or detracts from its development potential; and
 - v. Soil contamination.
- 5.6.6 All proposed stormwater drainage and associated batters must be located outside of the playing field and safety buffers. Consideration should be given to using the playing field for flood storage for events greater than the 20% AEP (refer to the DWER Decision Process for Stormwater Management in Western Australia, November 2017).



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5.7 Nature POS/Conservation POS Design

- 5.7.1 POS provided for this purpose should be ecologically viable and meet the minimum viability criteria described in Schedule 4.
- 5.7.2 Nature and Conservation POS are to be accessible by the public (including fenced areas with controlled access).
- 5.7.3 When designing and providing nature or conservation POS, refer to the standard requirements outlined in Schedule 2.
- 5.7.4 Stormwater drainage facilities should not be co-located in conservation POS. Such conservation POS should also not have passive recreation areas co-located if this may adversely affect the conservation values of the POS.

5.8 Recreation POS Design

- 5.8.1 Recreation POS should be provided and designed in accordance with Liveable Neighbourhoods, and Schedule 2 and Schedule 3 of this Policy.

5.9 Playgrounds

- 5.9.1 The City will accept a proposal for a playground in POS that satisfies the following criteria:
 - a) The size and scale of play equipment items are consistent with, but not limited to the items identified for the relevant type of POS in Schedule 3;
 - b) The playground equipment meets the recommended number of items outlined in Standard Requirement in Schedule 2;
 - c) The playground complies with the City's safety requirements;
 - d) Developers must provide an asset management plan in accordance with ISO55001 standard, list of materials, TLCC and lifespan of all POS assets to be approved by the City;
 - e) Playgrounds to be on the periphery of natural area POS and not located within the middle of a conservation area;
 - f) Preference for sand or mulch soft-fall to be given. In-situ rubber or rubber matting are to be used in part, for accessibility and high-use areas where there are long term maintenance concerns;
 - g) Playgrounds should be design to incorporate sense of place interpretation by reflecting the local landscape character, heritage, or stories of the area, and integrate with the surrounding landscape through the use of materials that minimise heat absorption, prioritising natural elements and shaded areas to enhance comfort and usability.
- 5.9.2 Playgrounds should be designed to be inclusive and accommodate different age groups (youth, teenagers, seniors). In parks that are identified as Neighbourhood or above, this requirement is compulsory.



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- 5.9.3 Fitness and obstacle course equipment may be considered on a case by case basis to the satisfaction of the City, where it meets the following criteria:
- a) Is not located in close proximity to potential risk areas like irrigation and other services;
 - b) Is free and accessible for all residents;
 - c) Is located with good passive surveillance;
 - d) Use materials which are durable, sustainable and have low maintenance costs; and
 - e) Reflect the local character and landscape, utilising natural shade where possible.

5.10 Barbeques

- 5.10.1 A barbeque may be provided in accordance with Schedule 2. A proposal for a barbeque in POS designated as Neighbourhood Recreation must satisfy the following:

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

- 5.10.2 Barbeques are to be universally accessible and have sufficient circulation space.

5.11 Public Toilets

- 5.11.1 Public Toilets may be provided in accordance with Schedule 2. A proposal for a public toilet in a Neighbourhood POS must satisfy but are not limited to the following criteria:

- a) There are no public toilets (existing or proposed) located within an 800 metre walkable catchment;
- b) There are no district parks proposed within an 800 metre walkable catchment;
- c) There is existing and/or projected need/demand;
- d) There are existing high amenity recreational activities (i.e. playgrounds, skate parks) which attract a high proportion of visitors for longer periods of stay;
- e) They are designed to accommodate all abilities (i.e. universal accessibility and baby change tables).
- f) They are designed using Crime Prevention through Environmental Design (CPTED) principles to increase passive surveillance and safety.

- 5.11.2 Any application for a public toilet within a Neighbourhood Recreation designated POS will be considered on a case by case basis by the City.

- 5.11.3 The City will have a preference for proposals for new public toilet facilities that demonstrate that nearby existing infrastructure (i.e. Sewer, power, telecommunications, and water) can adequately service these.



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5.12 Fencing

5.12.1 The City will consider installing fencing around playgrounds on a case by case basis, where the following criteria has been met:

- a) The playground is located within close proximity to a busy road (i.e. Primary Distributors, District Distributor A, District Distributor B) or waterway; The close proximity to be less than 15m with no adequate physical barriers in between such as garden beds or retaining walls.
- b) The playground offers a high level of amenity in accordance with Schedule 2; and
- c) The playground is located within close proximity (less than 15m with no physical barriers) to a car park.

5.12.2 Fencing should use materials that are durable and require low maintenance, with self closing hinges to ensure adequate safety.

5.12.3 Dog exercise areas are to be fenced to the satisfaction of the City to ensure safety for all.

5.12.4. Conservation fencing is to be managed as per the City's standard requirements.

5.13 Cash-in-Lieu of POS

5.13.1 The City will accept cash-in-lieu of POS where it is considered that the provision of 10% of the gross subdivisible area for POS will not result in spaces of sufficient size or quality to be of benefit to the community, or where sufficient space already exists in the surrounding areas.

5.13.2 Where Cash-in-lieu is considered acceptable under Clause 5.13.1, the applicant shall contribute up to the total POS requirement, the market value of the land (as defined under Section 155 of the *Planning & Development Act 2005*) required as cash-in-lieu to be kept in Trust for the future provision and/or development of POS and related community facilities.

5.13.3 The provision of Cash-in-Lieu of POS is subject to the agreement of the Western Australian Planning Commission under Section 153 of the *Planning & Development Act 2005*.

5.13.4 The expenditure of cash-in-lieu should be in accordance with DC 2.3, Liveable Neighbourhoods, and Expenditure of Cash-in-lieu of Public Open Space.

5.14 POS in Industrial Areas

5.14.1 POS is to be provided within industrial areas in accordance with Clause 5.14.2 of this Policy, and have regard for Guidelines for Industrial Development (Perth NRM, May 2020), unless the City is satisfied that the following criteria are met:

- a) The industrial area is not of sufficient size to warrant POS provision;
- b) There is appropriate POS located within an 400m radius of the industrial area that can provide sufficient opportunity for recreation; and
- c) Stormwater can be appropriately treated without using POS to serve a drainage function.



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

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

5.15 Community Purpose Sites

5.15.1 Unless otherwise provided for by Clause 5.15.2 of this Policy, the City, when providing feedback to the WAPC on the matter, will advise that it does not support the inclusion of community purpose sites as part of the POS allocation and that their provision is to be subject to discussion and negotiation with the City of Wanneroo, unless otherwise determined.

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

- a) The community purpose site being located adjacent to another parcel of POS and a function of the community purpose site relating to that POS (e.g. a community centre with facilities to support the sporting use of the POS);
- b) A need being identified by a community development plan or other community needs study;
- c) The allocation being subject to the provision requirements of restricted open space (See Clauses 5.4.1 – 5.4.3); and
- d) Discussion with and approval of the City of Wanneroo.

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

5.16 Urban Water Management within POS

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



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5.17 Development of POS

- 5.17.1 The City will consider a proposal to vary the standard requirements where it meets one of the following pre-conditions:
- a) The proposal varies the provision of infrastructure for individual parcels of POS within a developable area but does not exceed the aggregate standard requirement across the developable area;
 - b) There is a demonstrable increased demand for additional infrastructure due to a high density of residential dwellings being proposed within the walkable catchment of the POS (refer Schedule 2) that is supported by a cost-benefit analysis provided by the developer;
 - c) Where an agreement is entered into with the City for the developer to pre-fund the cost to maintain and replace the proposed asset for two life cycles of the proposed asset; or
 - d) The proposal varies the provision of infrastructure for POS that due to its location (i.e. forms part of a coastal node, co-located with community purpose sites, or within a town centre) serves the catchment of a higher order POS in accordance with Schedule 2.
- 5.17.2 In assessing a proposal to vary the standard requirements under Clause 5.17.1, the City will consider the following criteria:
- a) The proposed asset will be located within an appropriate catchment area;
 - b) The proposed asset is unlikely to impact the existing or proposed surrounding development through additional noise or additional traffic generated;
 - c) The catchment area does not already have access to POS with similar assets;
 - d) There are appropriate supporting facilities for the proposed asset where necessary (i.e. parking, toilets);
 - e) There is an equal spread of assets proposed within the developable area; and
 - f) The proposed asset satisfies the City's safety requirements.
- 5.17.3 No clearing of vegetation or other works shall occur within an area of open space or road reserve until the City of Wanneroo has granted approval for the subdivisional working drawings and associated landscaping plans.
- 5.17.4 Any works associated with those defined in Schedule 2 will be considered to be subdivisional works and therefore exempt from requiring a separate development approval under the Scheme, unless it is considered by the Manager, Approval Services that the nature of the development:
- a) Cannot reasonably be considered as 'subdivisional works';
 - b) Has the potential to significantly impact on the amenity of nearby residents; or
 - c) Requires detailed assessment, consideration and the implementation of management conditions of a statutory nature.



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5.17.5 In the absence of a valid subdivisional approval issued by the WAPC, or where the works are not listed in Schedule 2, development approval may be required in accordance with Part 6 of the Scheme.

5.17.6 The City may require landscaping works as conditioned by the WAPC to be either completed or bonded prior to clearance of the relevant WAPC conditions.

5.18 Maintenance and Handover of POS

5.18.1 For any POS maintenance and handover issues refer to City's specifications WD 13C.

5.18.2 Applicants must provide the City with asset data records at the time of handover, in accordance with A-SPEC requirements. The City requires asset data to be provided for the following:

- a) B-SPEC: A common specification outlining the details of building asset data that is to be supplied in a machine readable format;
- b) D-SPEC: A common specification outlining the details of stormwater drainage and Water Sensitive Urban Design (WSUD) asset data that is to be supplied in a machine readable format;
- c) O-SPEC: A common specification outlining the details of assets within open space and recreation reserves that is to be supplied in a machine readable format; and
- d) R-SPEC: A common specification outlining the details of assets within a road reserve that is to be supplied in a machine readable format.

5.19 Consultation

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



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6.0 Definitions

Community Purpose Sites are important places for community development including community centres, meeting halls, libraries and kindergartens.

Conservation open space means land for which the primary function is the retention and ongoing management of indigenous flora and fauna. These sites may be enhanced from their original condition in line with best practice environmental management and to facilitate designated public access for passive recreational activities and nature observation.

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

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

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

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

Nature open space means an area of land within a designated public open space for which the primary function is the retention and ongoing management of indigenous flora and fauna. These sites contain good to excellent vegetation condition that may be enhanced from their original condition in line with best practice environmental management and to facilitate public access and amenities for recreational purposes.

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

Overprovision means the provision of assets within a local structure plan or subdivision area that is in excess of the standard requirement under Schedule 2.

Public open space (POS) means land used or intended for use for recreational purposes by the public and includes parks, public gardens, playgrounds and sports fields but does not include regional open space, foreshore reserves, streetscapes, road reserves and entry statements (Liveable Neighbourhoods 2009).

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



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Restricted public open space means those spaces that are constrained in a way that restricts the use of the space for recreational purposes by the general public (e.g. wetlands, certain drainage swales, power easements, cultural heritage sites, significant topographical features), as detailed in Schedule 1.

Sense of place refers to the emotive, spiritual and physical relationship between people and their geographic location (City of Wanneroo Place Strategy 2023-2027). Consideration is given to the unique character and identity that is perceivable on both a physical and spiritual level.

Sense of place interpretation refers to the integration of local character, heritage, and stories into the design of public realm elements such as public art, play equipment, bollards, shade structures, and wayfinding features. It involves using materials, forms, patterns, colours, and narratives that reflect the natural, cultural, and social identity of the local area; creating interactive and meaningful experiences for users.

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

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

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

Owner	Planning and Sustainability	Document Reference	25/406792
Implementation	XX XXXXXX 2025	Next Review	XXXXXX 2029
VERSION	DECISION TO ADOPT/AMEND		
1			
2			



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Schedule 1

Public Open Space Categories

POS PROPOSAL	POS CATEGORY	CREDIT	CONDITIONS / COMMENTS
Sport / Recreation POS			
• Sport POS	Unrestricted	100%	Refer to Clause 5.6
• Unconstrained Local / Recreation POS	Unrestricted	100%	Refer to Clause 5.8
Nature POS			
• Natural assets	Unrestricted	100%	Refer to Clause 5.7
• Inaccessible natural assets	N/A	0%	Refer to Liveable Neighbourhoods
Conservation			
• Remnant bushland (Conservation POS)	Restricted	100% (up to 1/5 of total POS allocation)	Refer to Clause 5.4. The City may consider an application in excess of this amount where it can be demonstrated that the conservation values are of excellent condition as identified in an approved flora and vegetation survey.
• Conservation category wetlands (<i>Refer LPP 4.1: Wetlands for wetland definitions</i>)	N/A	0%	Not accepted as POS. Considered to be a deduction from the gross subdivisible area
• Resource Enhancement category wetlands	N/A	0%	Not accepted as POS. Considered to be a deduction from the gross subdivisible area
• Multiple-use wetlands	Restricted	100% (up to 1/5 of total POS allocation)	Must form part of a stormwater management strategy
• Natural wetland buffers (<i>i.e. buffers in a natural state</i>)	Restricted	100% (up to 1/5 of total POS allocation)	Management plans must be developed to demonstrate management of the wetland and buffer for conservation purposes
• Compatible-use wetland buffers (<i>i.e. buffers where vegetation is degraded or completely degraded, permitting low impact uses</i>)	Restricted	100% (up to 1/5 of total POS allocation)	• Must demonstrate the protection of the ecological values of the wetland and wetland buffer; • Development of a concept plan to demonstrate appropriate recreational use of the area; and • City of Wannon approval.
Urban Water Management			

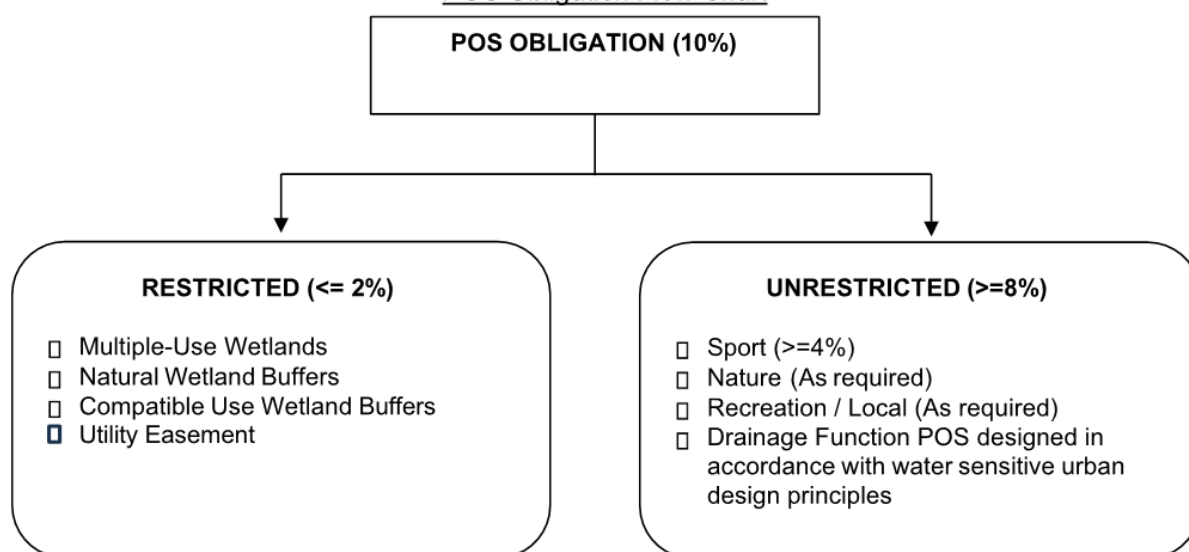
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Stormwater management systems to manage small rainfall event runoff piped directly from lots and road reserves	N/A	0%	Not accepted as POS. Considered to be a deduction from the gross subdivisible area
Minor rainfall event drainage management area	Restricted	100% (up to ½ of POS allocation)	Subject to LPP 4.4: Urban Water Management. Refer to diagram below
Major rainfall event drainage management area	Unrestricted	100%	Refer to flow chart diagram below
Constructed permanent water body performing a drainage function	N/A	0%	Not accepted as POS
Artificial lined water body	N/A	0%	Not accepted as POS
Other			
Entry Statements (where not a component of a larger usable area)	N/A	0%	- Not accepted as POS. - Entry statements are not considered useable space by the community

POS Obligation Flow Chart



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POS Restriction Diagram

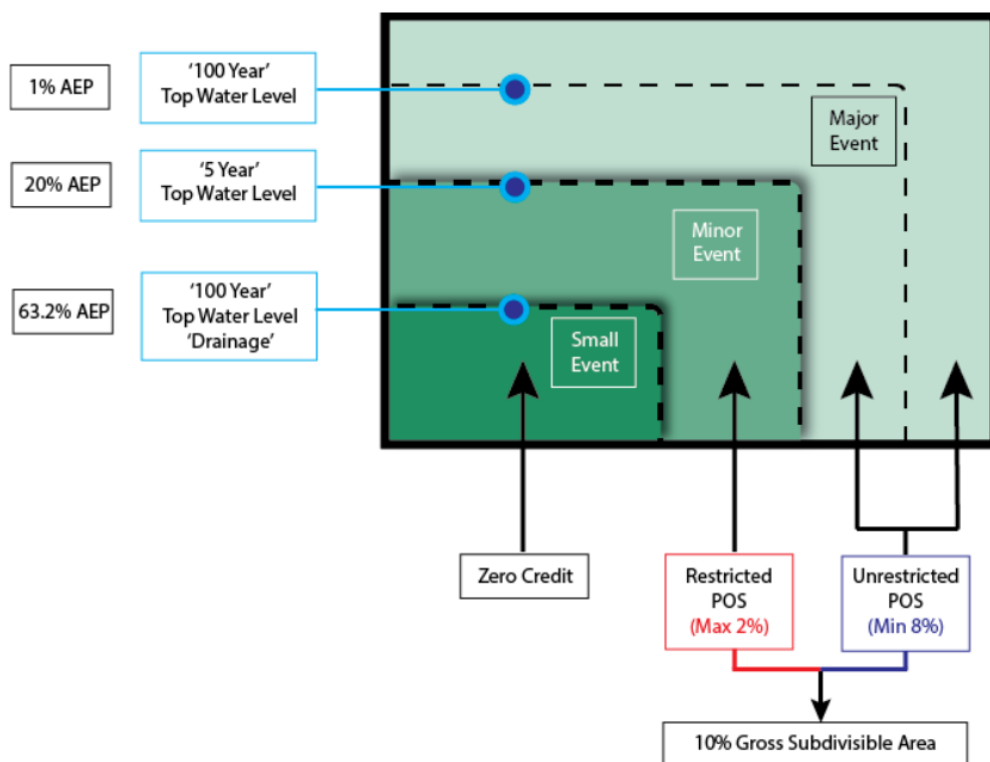


Diagram showing where the drainage management areas are considered as POS credit (and type) or not.



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Schedule 2

Public Open Space Hierarchy – City of Wanneroo

This is a guideline only and can be varied on approval by the City

	DESCRIPTION & PURPOSE	ACCEPTABLE SIZE	WALKABLE DISTANCE ¹	OTHER CRITERIA	UNACCEPTABLE CRITERIA	STANDARD REQUIREMENT	OPTIONAL REQUIREMENTS ^a
POCKET PARK	Pocket parks are small parcels of POS provided within a neighbourhood that primarily serve an amenity and recreation function, although they are sometimes too small to function effectively as a recreation open space. They may also serve valuable functions as community meeting places or places for relaxation. They often specifically exist to retain significant vegetation or cultural and physical landmarks.	1000 - 5000sqm	N/A	- Located throughout neighbourhoods - Low maintenance - May be a smaller space within a town or city centre that serves a social or recreational function. - May incorporate significant trees or other vegetation - May incorporate drainage infrastructure - May be provided to improve accessibility to POS in areas where larger spaces are not feasible. - May play a connectivity role as part of a linear POS network	- Pocket parks proposed at the expense of the appropriate provision of other POS types in the hierarchy (as determined by the City). - POS parcels where the principal purpose is an Entry Statement to a housing estate.	2 x Benches/Seating - Park sign wall with signage panel and plate as per City of Wanneroo signage style guide - Internal circulation paths - Access required for maintenance vehicles, service vehicles and emergency vehicles - Earthworks and retaining as required - Full landscaping (with native revegetation, water wise planting and tree planting) - Bollards to control vehicle access surrounding turf and/or paved areas - Tree/vegetation retention where possible	2 x Play equipment items and/or nature play with sand or mulch soft fall where applicable (refer Clauses 5.9 of this Policy) - Shade over play area where existing natural shade is unavailable⁴ - Hydrozoned Irrigation w/ bore licence to be provided in accordance with Schedule 5 - Universal access play equipment - Bin(s) and bag dispenser(s) as per City guidelines - Public art and/or sense of place interpretation
LOCAL	Service the regular small-scale recreation needs of the immediate surrounding population (e.g. dog walking, children's play, relaxation). They provide opportunity to reflect local character and sense of place through retention of significant trees, cultural and physical landmarks. They often play a drainage function as part of an urban water management strategy.	5000sqm – 1.0 ha	Max 400m (5min walk)	- Located on pedestrian network to maximise access. - Located throughout neighbourhoods. - Located adjacent to residences to maximise passive surveillance. - May play a connectivity role as part of a linear POS network	POS parcels where the principal purpose is an Entry Statement to a housing estate.	3 x Benches/seating 4 x Play equipment items and/or nature play with sand or mulch soft fall (refer Clause 5.9 of this Policy) - Shade over play area where existing natural shade is unavailable⁴ 1 x Picnic setting with picnic shelter - Bin(s) as per City guidelines - Internal circulation paths - Park sign wall with signage panel and plate as per City of Wanneroo signage style guide - Access required for maintenance vehicles, service vehicles and emergency vehicles - Earthworks and retaining as required - Full landscaping (with native revegetation, water wise planting and tree planting) - Hydrozoned irrigation w/ bore licence to be provided in accordance with Schedule 5 - Tree/vegetation retention where possible - Bollards to control vehicle access surrounding turf and/or paved areas <u>Local Nature POS</u> - Trees and vegetation retention 1 x Benches/Seating - Walk trail/s - Infill planting to degraded areas - Conservation fencing and pedestrian gate as needed - Bin(s) as per City guidelines - No irrigation	Local POS - Universal access play equipment - Playground Fencing - Bag dispenser(s) to be co-located with bin(s) as per City guidelines - Drink Fountain - Security Lighting - Exercise and Obstacle Course Equipment - Basketball pad or halfcourt - Public art and/or sense of place interpretation - Smart technologies (lighting, WiFi, irrigation, charging stations) Local Nature POS - Interpretive signage where possible - Nest boxes where possible - Bird watering station where possible - Bees and insect hotels where possible



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NEIGHBOURHOOD	Are similar to local spaces but are generally larger and able to provide for recreation and informal active pursuits simultaneously. They are more of a destination for the local community and may incorporate accessible remnant bushland or conservation areas. Neighbourhood spaces may serve a recreational, sports or nature function. POS incorporating a single playing field is considered to be a Neighbourhood space under this Policy.	1.0 – 7.0ha (Recreation) 4.0 – 7.0ha (Sports)	Max 800m (10min walk)	- Located central to the catchment² to maximise accessibility. - Located adjacent to residences to maximise passive surveillance. - May be collocated with primary school facilities to upgrade school playing field to senior capacity or create a community hub.	POS sites of less than 4.0ha co-located with primary schools.	Neighbourhood Recreation 6 x Benches/Seating 6 x Play equipment items and/or nature play with sand or mulch soft fall (refer Clause 5.9 of this Policy) - Shade over play area where existing natural shade is unavailable⁴ 2 x Picnic settings with picnic shelters 1 x Barbeque (<i>optional, subject to clause 5.10.1</i>) 1 x Drinking fountain - Bin(s) and bag dispenser(s) as per City guidelines - Internal circulation paths - Pedestrian/cycle paths (external) - Bike rack(s) - Security Lighting - Bollards to control vehicle access surrounding turf and/or paved areas - Park sign wall with signage panel and plate as per City of Wanneroo signage style guide - Access required for maintenance vehicles, service vehicles and emergency vehicles - Universal access play equipment - Earthworks and retaining as required - Full landscaping (with native revegetation, water wise planting and tree planting) - Hydrozoned Irrigation w/ bore licence to be provided in accordance with Schedule 5 - Tree/vegetation retention where possible Neighbourhood Sports 6 x Benches/seating - Designated play area 6 x Play equipment items and/or nature play with sand or mulch soft fall (refer Clause 5.9 of this Policy) - Shade over play area⁴ 4 x Picnic settings with picnic shelters 2 x Drinking fountains 1 x Barbeque 4 x Fitness equipment units - Multi-use half court - Cricket practice pitch - Cricket pitch - Goals (dependent on use) - Bin(s) and bag dispenser(s) as per City guidelines - Multipurpose senior sports oval - Sport amenities building (change room, toilets, kiosk) - Security Lighting - Internal circulation paths - Pedestrian / cycle paths (external) - Bike rack/s - Car parking - Earthworks and retaining as required - Full landscaping (with native revegetation, water wise planting and tree planting) - Hydrozoned irrigation w/ bore licence to be provided in accordance with Schedule 5 - Bollards to control vehicle access surrounding turf	Neighbourhood POS - Playground fencing - Toilet(s) - Car parking including at least 1 x ACROD bay (<i>Neighbourhood Recreation</i>) - Public art and/or sense of place interpretation - Exercise and Obstacle Course Equipment - Dog Exercise Area (fenced) - Skate park/pump track - Smart technologies (lighting, WiFi, irrigation, charging stations) Neighbourhood Nature POS - Interpretive signage where possible - Nest boxes where possible - Bird watering station where possible - Bees and insect hotels where possible
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					- and/or paved areas • Access required for maintenance vehicles, service vehicles and emergency vehicles • Universal access play equipment • Park sign wall with signage panel and plate as per City of Wanneroo signage style guide • Tree/ vegetation retention where possible <u>Neighbourhood Nature POS</u> • Trees and vegetation retention • 1 x Benches/Seating • Walk trail/s • Infill planting to degraded areas • Conservation fencing and pedestrian gate as needed • Bin(s) and bag dispenser(s) as per City guidelines • No irrigation	
DISTRICT	Principally provide for organised sporting use, yet are large enough to accommodate a variety of concurrent uses including informal recreation, children's play, picnicking, dog walking, social gatherings and individual activities. District open space may also serve conservation and environmental management goals and can include areas of undeveloped land with natural/native vegetation and wetlands. Often include higher order recreation infrastructure (clubrooms, floodlights, multipurpose courts etc.)	7.0 – 20ha	N/A (Unless serving a local or neighbourhood function, where the appropriate catchment shall apply)	• May be co-located with High Schools to create district community hub. • Should be located close to major roads and other community facilities; • Should be easily accessible by pedestrians, cyclists and motor vehicles.	Sites adjacent or in close proximity to residences should be avoided or appropriate buffers provided so as to minimise impact of noise, traffic and light spill. • 8 x Benches/seating • 8 x Play equipment items and/or nature play with sand or mulch soft fall (refer Clause 5.9 of this Policy) • Shade over play area* • 6 x Picnic settings with picnic shelters • 2 x Drinking fountains • 2 x Barbeques • 4 x Fitness equipment units • Basketball half court • Bin(s) and bag dispenser(s) as per City guidelines • 4 x Goals (dependent on use) • 2 x Cricket practice pitch • 2 x Cricket pitch • 2 x Multipurpose hard courts • 2 x Multipurpose senior sports ovals • Pedestrian / cycle paths (external) • Internal circulation paths • Bike rack/s • Bollards to control vehicle access surrounding turf and/or paved areas • Access required for maintenance vehicles, service vehicles and emergency vehicles • Universal access play equipment • Car Parking including at least 1 x ACROD bay • Toilets and Change rooms • Security Lighting • Full landscaping (with native revegetation, water wise planting and tree planting) • Hydrozoned irrigation w/ bore licence to be provided in accordance with Schedule 5 • Park sign wall with signage panel and plate as per City of Wanneroo signage style guide • Tree/vegetation retention where possible <u>District Nature POS</u> • Trees and vegetation retention • 2 x Benches/Seating • Walk trails • Infill planting to degraded areas	District POS • Public art and/or sense of place interpretation • Playground fencing • Dog Exercise Area (fenced) • Exercise and Obstacle Course Equipment • Skate park/pump track • Smart technologies (lighting, WiFi, irrigation, charging stations) District Nature POS • Interpretive signage where possible • Nest boxes where possible • Bird watering station where possible • Bees and insect hotels where possible



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						• Conservation fencing and pedestrian gate as needed • Maintenance access gate/(s) • Bin(s) and bag dispenser(s) as per City guidelines • No irrigation	
REGIONAL³	Regional Open Spaces are generally the largest provisions of space in the community. They are the focal points for community activity and/or active sport and are capable of intense, frequent use by large numbers of people. Regional spaces attract visitors from across the metropolitan area and are not restricted to any one local government area. May be a: • large scale sporting complex with multiple precincts (e.g. Kingsway Regional Sporting Complex), • community destination that attracts large numbers of visitors (regional beach node, Yanchep activity node) • conservation precinct (see <i>Schedule 4</i>) Regional spaces are generally allocated outside the local structure planning process by the WAPC in partnership with Local Government, through the North-west Sub-regional Planning Framework and District Structure Plans.	20-50+ ha	N/A (Unless serving a local or neighbourhood function, where the appropriate catchment shall apply)	• Should be accessible by public transport routes and major access roads. • Should be located such that the impact on residents is able to be minimised, especially noise, traffic and light spill. • Should be located such that it minimises negative impact on the surrounding environment – both built and natural. • Access and management of water both on and off site is critical. • Site constraints should be minimised (e.g. topography, culturally significant sites, significant clearing) to ensure economic viability.	Sites adjacent or in close proximity to residences should be avoided or appropriate buffers provided so as to minimise impact of noise, traffic and light spill.	Not applicable.	



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CONSERVATION Park (POS)	Conservation reserves are parks specifically designated to preserve significant remnant vegetation that supports local wildlife. These sites generally feature thriving, high-quality vegetation and established local ecology. Additionally, conservation reserves provide valuable spaces for passive recreation, such as bush walking, nature observation and relaxation. The reserve can be enhanced from their original condition in accordance with best practice in environmental management.	As determined on the Local Structure Plan	N/A	• Low maintenance • Contain significant trees or other vegetation • Support local native wildlife communities • Part of a local biodiversity linkage • No major earthwork required except where it pertains to grading for universally accessible trails • May be provided to improve connectivity to other POS in the area.	• POS parcels where the principal purpose is an Entry Statement to a housing estate. • Reserve size less than 1000m². • No irrigation	• Trees and vegetation retention • Weed control management strategy • Development and implementation of a management plan • 2 x Benches/Seating • Walk trails • Cement stabilised limestone trail surfacing • Infill planting and revegetation to degraded areas • Conservation fencing and pedestrian gates • Maintenance access gate(s) • Emergency vehicle (bushfire) and maintenance access tracks as per City of Wanneroo specifications • Park sign wall with signage panel and plate as per City of Wanneroo signage style guide • Bin(s) and bag dispenser(s) as per City guidelines • Firebreaks as required • Directional or interpretive signage	• Boot washing station where possible • Nest boxes where possible • Bird watering station where possible • Bees and insect hotels where possible
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1. Walkable distance means the maximum desirable distance that the nominated POS type should be located from dwellings.

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

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

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

5. Any proposals for optional requirements as per Schedule 2 will be determined in consultation with the City.



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Schedule 3

Play Equipment Items

This table is to be read in conjunction with Clause 5.9 of this Policy and suggested equipment below is for guidance only:

POS type (as per POS Hierarchy)	Appropriate size and scale of play equipment items*
Pocket Park	1 x Swing frame with one senior swing and one toddler swing (3m maximum height) 1 x slide (1.5m maximum height)
Local Park	1 x Swing frame with one senior swing and one toddler swing (3m maximum height) 1 x slide (1.8m maximum height) 1 x small combination unit (16m² maximum footprint, 3.5m maximum height) 1 x rocker (one spring) - Some nature play elements**
Neighbourhood Recreation	1 x Swing frame with two senior swings (3.5m maximum height) 1 x birds nest swing (3.5m maximum height) 1 x medium combination unit (40m² maximum footprint, 3.8m maximum height) 1 x small rope pyramid (40m² maximum footprint) 1 x slide (2.5m maximum height) 1 x rocker (two springs) - Some nature play elements**
Neighbourhood Sport	1 x Swing frame with two senior swings (3.5m maximum height) 1 x birds nest swing (5.5m maximum height) 1 x large combination unit (60m² maximum footprint, 3.8m maximum height) 1 x small rope pyramid (40m² maximum footprint) 1 x slide (2.5m maximum height) 1 x rocker (four springs)



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District	• 1 x Swing frame with two senior swings (3.5m maximum height) • 1 x birds nest swing (5.5m maximum height) • 1 x large combination unit (60m² maximum footprint, 3.8m maximum height) • 1 x medium combination unit (40m² maximum footprint, 3.8m maximum height) • 1 x small rope pyramid (40m² maximum footprint) • 1 x slide (2.5m maximum height) • 1 x rocker (four springs) • • A range of nature play elements**
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*The maximum footprint of an item is calculated as the item’s length x width (does not include soft fall)

**Note:

- To ease the burden of maintenance requirements on timber components, consider using other natural materials in-lieu of timber.
- No timber elements at heights that would require machinery such as a cherry picker for access and maintenance.
- Timber structural posts should not be directly buried. Steel stirrups are an acceptable footing for timber posts.



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Schedule 4

Viability Assessment Table

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

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

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



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

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

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

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



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Schedule 5

Irrigation Requirements

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

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

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

4.8 Local Planning Policy 2.8: Licensed Premises

File Ref: 21033 – 25/379203
Responsible Officer: Director Planning & Sustainability
Attachments: 3

Issue

To consider amendments proposed for *Local Planning Policy 2.8: Licensed Premises (LPP 2.8)*.

Background

LPP 2.8 was first adopted by Council on 11 October 2016 (PS02-10/16) and later amended on 10 August 2021 (PS05-08/21). The current version is included as **Attachment 1**.

LPP 2.8 outlines the City of Wanneroo's (the **City**) roles and responsibilities in assessing development applications for licensed premises where alcohol is produced, sold, or consumed – such as breweries, liquor stores, taverns, small bars, wineries, hotels and nightclubs.

A key objective of LPP 2.8 is to clarify the distinction between the City's role in assessing development applications and the role of State Government authorities in issuing liquor licences.

A recent review of LPP 2.8 undertaken by Administration identified the need for amendments, as recommended in this report. Administration considers that the policy currently includes excessive and unnecessary detail – particularly on how the City may intervene or object to liquor licence applications. The proposed changes aim to retain the distinction between planning and liquor licensing roles, while refocusing the policy to primarily guide the City's core functions relating to licensed premises (e.g. development applications).

Detail

The purpose of reviewing LPP 2.8 is to ensure that it remains fit for purpose, is current and is achieving reasonable objectives.

Amendments to LPP 2.8 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 draft amendments proposed to LPP 2.8 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 2.8, prepared for adoption, is provided in **Attachment 3**.

The key elements of the proposed amendments to LPP 2.8 are as follows:

- Adjustments to the Policy Provisions, so that LPP 2.8 remains more focussed on providing guidance for the assessment of development applications;
- To ensure the City's roles in the development application and the liquor licensing processes are more clearly distinguished;

- Clarifying that LPP 2.8 can be used to inform the City's recommendations for when it is only a referral body (and not a decision-maker) for a development application for a licensed premises. This would be relevant when a development application is subject to a decision of a development assessment panel or the Western Australian Planning Commission;
- Deletion of detailed provisions outlining how the City may intervene or object to liquor licence applications under the *Liquor Control Act 1988*;
- Incorporation of a new term 'conflicting uses' which clarifies specific land uses which may be adversely impacted by the proximity of a premises which are licensed under the *Liquor Control Act 1988*;
- Clearer and more structured requirements for how the City will advertise development applications for licensed premises.

Amendments to LPP 2.8 are also proposed to improve clarity and consistency – by expanding on the list of defined terms as well as refining the policy content for better readability.

Consultation

It is recommended that the Policy Review Committee agree to initiate (or 'prepare') draft amendments to LPP 2.8 for the purpose of advertising for public comment. In accordance with the deemed provisions, it is necessary to formally advertise local planning policy amendments for a period of not less than 21 days. The advertising process also aligns with the City's *Planning Consultation Procedure*.

The recommended methods for advertising the draft amendments to LPP 2.8 are as follows:

- A notification being published in the Perth Now Wanneroo newspaper;
- Display at the Civic Centre and on the City's website; and
- Notification to the relevant State Government agencies – including the Department of Local Government, Industry Regulation and Safety (being the department currently responsible for liquor licensing).

Comment

Deletion of Provisions – Intervention and Objection to Liquor License Applications

Certain issues specific to liquor store proposals – such as the number and density of stores, anti-social behaviour, and liquor-related harm – cannot be addressed through the development application process. These matters are appropriately considered through the liquor licensing process governed by the *Liquor Control Act 1988*. Further detail is provided in the 'Application of this Policy' section in the draft amendments to LPP 2.8 (**Attachment 3**).

When LPP 2.8 was first developed in 2016, the City was not participating in liquor licensing proceedings. At that time, it was considered useful to include guidance in LPP 2.8 on how the City could 'intervene' or 'object' to liquor licence applications submitted to the State Government under the *Liquor Control Act 1988*, if the need arose. The policy outlined that such action could be taken either in response to written requests from residents or if the City identified there were reasonable grounds to do so.

Upon review and in light of operational experience, Administration no longer sees value in retaining these provisions. It is now recommended that LPP 2.8 focus on guiding the City's assessment of development applications for licensed premises. Notably, there has never been a need to apply the provisions related to 'intervention' or 'objection' since the policy's inception.

Therefore, Administration recommends removing these provisions. Should a situation arise in the future where the City finds it appropriate to intervene or object to a liquor licence application, a process can be established on a case-by-case basis. In any event, such action would occur within the parameters of the *Liquor Control Act 1988*.

Licensed Premises and Nearby Conflicting Uses

LPP 2.8 currently states that the City will not support planning applications for licensed premises located within 200 metres of an existing or proposed educational establishment, child care centre, or place of worship if either of the following conditions apply:

- The frontage or main entrance of the proposed licensed premises is the dominant view from the nearby site.
- Signage or advertising for the proposed licensed premises is prominently visible from the site.

The intent of this provision is to minimise the visual and social impact of liquor stores or taverns on these land uses.

Administration recommends expanding the list of affected land uses to include 'civic uses' and 'community purpose' sites (which could, for example, also be providing facilities for young and/or vulnerable community members). This provision has also been revised for simplicity – and to refer to all land uses relative to the provision as 'conflicted uses', as will be defined in LPP 2.8.

Next Steps

At this stage, Administration is only recommending that the Policy Review Committee support the proposed amendments for the purpose of advertising.

At a future meeting, the Policy Review Committee can make a final decision on the proposed LPP 2.8 amendments based on the submissions received from the community and stakeholders. At that future meeting, the Policy Review Committee can then resolve to either:

- Proceed (or adopt) the amendments to LPP 2.8 as advertised – or modified in light of any submissions received through advertising; or
- Not proceed with (or not adopt) the amendments to LPP 2.8.

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 Council Plan 2025 – 2035:

5 ~ *A Well-Governed and Managed City*

5.1 - *Lead with clear decisions and strong advocacy*

Risk Appetite Statement

In pursuit of strategic objective goal 5, 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
Level 1 Strategic Risk	9.0 Ineffective Governance	Medium
Level 2 Corporate Risk	9.1 Compliance Framework	Medium
ACCOUNTABILITY		ACTION PLANNING OPTION
General Counsel		Manage

The above risk 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 this risk to support existing management systems.

Policy Implications

The amendments to LPP 2.8 as discussed in this report are being undertaken to achieve the City's objectives of delivering orderly and proper planning.

Financial Implications

The costs associated with undertaking the amendments to LPP 2.8 can be met from the current Planning and Sustainability operational budget.

Voting Requirements

Simple Majority

Recommendation

That the Policy Review Committee, pursuant to Clause 4(1), Clause 4(2), Clause 5 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*:

- 1. PREPARES amendments to Local Planning Policy 2.8: Licensed Premises, as contained in Attachment 3; and**
- 2. ADVERTISES the amendments to Local Planning Policy 2.8: Licensed Premises for public comment for a period of not less than 21 days.**

Attachments:

1. Attachment 1 - Current Local Planning Policy No. 2.8: Licensed Premises	21/313599
2. Attachment 2 - Track Changes - Review of Local Planning Policy No. 2.8 Licensed Premises	25/376507
3. Attachment 3 - Draft for Advertising - Amendments to Local Planning Policy No. 2.8: Licensed Premises	25/376519

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Licensed Premises



Owner Planning and Sustainability
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Next Review August 2025

PART 1 – POLICY OPERATION

Policy Development and Purpose

This Local Planning Policy (Policy) has been prepared under Schedule 2, Part 2 of the Deemed Provisions of the *Planning and Development (Local Planning Schemes) Regulations 2015*.

The purpose of this Policy is to:

1. Clarify the role and responsibility of Council when dealing with applications for licensed premises¹;
2. Provide a framework for the assessment of development applications for licensed premises; and
3. Set out a process for Council to follow when considering intervention in liquor licensing proceedings under the *Liquor Control Act 1988*.

Objective

The objective of this Policy is to minimise the impact of licensed premises on the amenity of surrounding areas.

Relationship to Other Policies, Guidelines and Documents

This Policy should be read in conjunction with the relevant provisions of the City of Wanneroo District Planning Scheme No. 2 (DPS 2) and its associated policies and the *Liquor Control Act 1988*.

Relationship between development approval and liquor licence

Subject to the provisions of the Planning and Development Act 2005 and any exemptions, a development approval for licensed premises is issued by the City under DPS 2 and is a pre-requisite to a liquor licence. A liquor licence is issued by the Department of Racing, Gaming and Liquor under the *Liquor Control Act 1988*.

Relevant planning considerations for the assessment of applications for new licensed premises by the City are those development requirements covered under DPS 2 and this Policy and include those matters listed in Table 1 of this Policy.

Those considerations that will not be dealt with under the planning assessment but that the City may make representations to the licensing authority through the liquor licensing process include but are not limited to those matters listed in Table 1 of this Policy including number and density of licensed premises, perceived anti-social behaviour and liquor harm,

¹ Licensed premises for the purposes of the Policy includes liquor store – large, liquor store – small, tavern and small bar.

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The City may issue development approval for licensed premises where a proposal complies with the relevant planning legislation; however may make representations to the licensing authority against a proposal for a liquor licence where the City believes the proposal is not in the interest of its local community.

PART 2 – POLICY PROVISIONS

1. Definitions

For the purposes of this Policy, the terms listed below have the following meanings. For other definitions, the DPS 2 definitions apply.

Amenity: means all those factors which contribute to form the character of an area. Considerations that may negatively affect amenity include but are not limited to the appearance and location of buildings, environment, noise, odour and traffic.

Child care centre: means premises used for the daily or occasional care of children in accordance with the *Community Services (Child Care) Regulations 1988*.

Educational establishment: means kindergartens, primary schools and high schools.

Licensed premises: means premises as defined in the *Liquor Control Act 1988*.

Locality: means the area within a 3 kilometre radius of a proposed licensed premise.

Place of worship: includes buildings used primarily for the religious activities of a church, but does not include an institution for primary, secondary or higher education, or a residential training institution.

Predominant view: means the most visible element to the public realm, having regard to the size, scale and compatibility of neighbouring buildings.

Public interest: means an interest in common to the public at large or a significant portion of the public and which may, or may not involve the personal or propriety rights of individual people.

2. General policy provisions

This policy applies to all development applications made to Council relating to new or existing licensed premises, and when considering intervention or objection to a liquor licence in accordance with the *Liquor Control Act 1988*.

1. Scope of considerations in planning assessments and considerations for liquor licences

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1.1 The purpose of the table below is to distinguish between the valid considerations in the determination of a development application and matters of relevance in the consideration of a liquor licence.

Table 1

	APPROVAL BY CITY OF WANNEROO	APPROVAL BY DEPARTMENT OF RACING, GAMING AND LIQUOR
RELEVANT CONSIDERATIONS*	DEVELOPMENT APPLICATIONS	POTENTIAL BASIS FOR OBJECTING/INTERVENING TO LIQUOR LICENCE
Size of premises	✓	✓
Location (proximity to – schools, places of public worship)	✓	✓
Number and density of licensed premises – Economic Competition	X	✓
Number and density of licensed premises – Amenity	✓	✓
Anti-social behaviour – Relating to perceived anti-social behaviour	X	✓
Liquor harm – Relating to the social issues of increased liquor consumption and availability	X	✓
Signage	✓	✓
Building design	✓	✓
Car parking	✓	X
Noise	✓	✓
Traffic	✓	✓
Hours of trade	✓	✓
Number of patrons	✓	✓

* This is not an exhaustive list of considerations for a development application for licensed premises, or for a liquor licence. Refer to clause 67 of the deemed provisions of District Planning Scheme No. 2 for the full list of relevant planning considerations and the relevant sections of the *Liquor Control Act 1988* for the grounds for an intervention or objection.

2. Planning information requirements

2.1 In addition to the accompanying material requirements set out in DPS 2, any application for development approval which involves the issue of a liquor licence for new licensed premises is to include a Management Plan that addresses the following information:

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- a) Maximum number of patrons;
 - b) Proposed operating hours;
 - c) Site plan showing all areas likely to be used by patrons, including any proposed outdoor dining areas and areas external to the site (public spaces, footpath, car parking, taxi rank, ride share and public transport services);
 - d) Location of existing or proposed educational establishment, child care centre or public place of worship within 200 metres of proposed premises;
 - e) Location of all existing licensed premises within the locality;
 - f) Operational management plan detailing measures to minimise the impact of the proposal on the amenity of the surrounding area. Depending on the type of use proposed, matters to be addressed may include noise management, rubbish disposal and collection, deliveries, security, complaint management, and patron control;
 - g) Any other plan or information Council may reasonably require including, but not limited to, a Traffic Impact Assessment and Noise Impact Assessment prepared by an appropriately qualified professional.
- 2.2 An application which involves the alteration of existing licensed premises may be required to include a Management Plan, or an appropriate amendment to the existing Management Plan that addresses the following:
- a) For alterations that are considered by Council to be minor in nature or temporary: details as described in clause 2.1 under a), b) and c).
 - b) For all other alterations: details as described in clause 2.1 under a) – g).

3. Advertising of development applications for licensed premises

- 3.1 In addition to the advertising requirements set out in DPS 2, for the duration of the advertising period of a development application for licensed premises, the City will make available to the community a copy of the Management Plan that is provided to the City under clause 2.1 or 2.2 of this Policy.

4. Assessment criteria for development applications for licensed premises

Location

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4.1 In addition to the planning matters to be considered by Council listed under clause 67 of the deemed provisions of DPS 2, Council will not support a planning application for licensed premises within a 200m radius of an existing or proposed² educational establishment, child care centre or place of worship where the following circumstances exist:

- a) The frontage and/or primary access point of the proposed licensed premises forms the predominant view from the existing or proposed educational establishment, child care centre or place of worship; and
- b) Signage and advertising materials for the proposed licensed premises forms the predominant view from the existing or proposed educational establishment, child care centre or place of worship.

Number of Patrons

4.2 To assess the proposed number of patrons at the development application stage, the following matters will be considered:

- a) The maximum patrons permitted under the Health (Public Building) Regulations 1992; and
- b) Car parking requirements can be met in accordance with Table 2 (Clause 4.14) of DPS 2.

5. Conditions of Approval

5.1 Council may impose conditions on any development approval pursuant to Clause 68 of the deemed provisions of DPS 2 to address any aspect of the Management Plan.

5.2 A Section 40 Certificate issued by Council will include conditions of the relevant development approval relating to operating hours or number of patrons. Council will request the Licensing Authority to condition the liquor licence in the same manner.

6. Councils Role in the Liquor Licensing Process

Intervention

6.1 Council will only intervene in liquor licensing proceedings where:

- a) A written request has been received from residents/ratepayers to complain in a liquor licence application or permit; or
- b) Council considers that reasonable grounds³ exist to require an intervention by Council.

² Includes proposals for educational establishments, child care centres or public places of worship where location has been adopted under structure plan or where a current development approval for the use has been issued by Council.

³ This may include, but is not limited to reports of anti-social behaviour or liquor harm, or evidence of increased social issues relating to liquor.

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- 6.2 Subject to clause 6.1 above, the City will conduct an investigation into the subject of the complaint and consider the following:
- a) The type of licence/permit; property zoning; effects on the locality; the number of people objecting and the grounds;
 - b) Any historical complaint made relating to the licence or proposed licence;
 - c) The legitimacy of the complaint; and
 - d) If the complaint falls within the appropriate grounds for intervention outlined in section 69(7) of the *Liquor Control Act 1988*:
 - i. As to whether the premises are not suitable to be, or to continue to be, licensed or the subject of a permit; or
 - ii. As to whether a proposed alteration to, or redefinition of, licensed premises should be approved; or
 - iii. That if a particular application were granted, persons who reside, work or worship in the vicinity would be likely to suffer undue offence, annoyance, disturbance or inconvenience.
- 6.3 If the City considers, as a result of its investigation that intervention in licensing proceedings is not appropriate, the City will contact the complainant in writing to inform them of the City's decision.
- 6.4 If Council considers, as a result of its investigation that intervention in licensing proceedings is appropriate, the City may:
- a) Conduct discussions with the licensee to resolve issues; or
 - b) Lodge an intervention with the Licensing Authority, in the form of a written report detailing the complaint, and providing evidence pertaining to clause 6.2(d) above.

Objection

- 6.5 Council will only lodge an objection to the issuing of a liquor licence where a written request from residents/ratepayers has been received by Council that requests Council to object to a liquor licence application or permit, and that request contains supporting evidence consistent with the appropriate grounds for an objection as outlined in clause 6.6d.
- 6.6 Council will consider a potential objection in accordance with the following:
- a) Council shall consider the type of proposed licence/permit; property zoning; effects on the locality; the number of people objecting and the grounds; and
 - b) Council shall consider any historical complaint made relating to the licence or proposed licence; and

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- c) Council shall investigate the legitimacy of the grounds for objecting; and
 - d) Council shall consider if the reason for objecting falls within the appropriate grounds for an objection as outlined in section 73(1) of the *Liquor Control Act 1988*:
 - i. That the grant of the application would not be in the public interest; or
 - ii. That the grant of the application would cause undue harm or ill-health to people, or any group of people, due to the use of liquor; or
 - iii. That if the application were granted —
 - a. undue offence, annoyance, disturbance or inconvenience to persons who reside or work in the vicinity, or to persons in or travelling to or from an existing or proposed place of public worship, hospital or school, would be likely to occur; or
 - b. the amenity, quiet or good order of the locality in which the premises or proposed premises are, or are to be, situated would in some other manner be lessened; or
 - c. That the grant of the application would otherwise be contrary to the Liquor Control Act 1988.
- 6.7 If Council considers, as a result of its investigation in accordance with clause 6.6 that lodging a formal objection is not appropriate, the City will contact the requestor in writing to inform them of the Council's decision.
- 6.8 If Council considers, as a result of its investigation that an objection to a liquor licence application is appropriate, Council will lodge an objection in the form required by the Licensing Authority and the City will inform the requestor in writing of the Council's decision.

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PART 1 – POLICY OPERATION

Policy Development and Purpose 1.0 Citation

This ~~Local Planning Policy (Policy)~~ has been prepared under ~~the provisions of Schedule 2, Part 2, Division 2 of the Deemed Provisions for local planning schemes, contained in Schedule 2 of the Planning and Development (Local Planning Schemes) Regulations 2015.~~ This Policy may be cited as Local Planning Policy 2.8: Licensed Premises.

2.0 Introduction

~~The purpose of t~~This Policy ~~has been prepared is~~ to:

1. Clarify the ~~City's roles~~ and responsibility ~~es~~ of Council when dealing with ~~development~~ applications for licensed premises¹;
2. Provide a ~~additional guidance framework~~ for the assessment of development applications for licensed premises; and
3. ~~Provide clarity on the differences between the development application and liquor licensing processes~~ Set out a process for Council to follow when considering intervention in liquor licensing proceedings under the Liquor Control Act 1988.

3.0 Objective

The objective of this Policy is to minimise the impact of licensed premises on the amenity of surrounding areas through the planning process.

Relationship to Other Policies, Guidelines and Documents

4.0 Application of this Policy

This Policy should be read in conjunction with the relevant provisions of the City of Wanneroo District Planning Scheme No. 2 (DPS 2), ~~other relevant City policies and its associated policies~~ and the *Liquor Control Act 1988*.

Relationship between development approval and liquor licence

This Policy provides guidance for the City in its assessment of development applications for licensed premises as defined in this Policy. The Policy can also inform the City's recommendations when the City is only a referral body for a development application for licensed premises.

~~Subject to the provisions of the Planning and Development Act 2005 and any exemptions, a development approval for licensed premises is issued by the City under DPS 2 and is a pre-requisite to a liquor licence. Development approval issued by the relevant planning authority is a prerequisite for obtaining a liquor licence. A liquor licence is issued by the Department of Racing, Gaming and Liquor relevant State Government department under the Liquor Control Act 1988.~~

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Relevant ~~p~~Planning considerations for the assessment of development applications are provided for in the deemed provisions – and those most relevant to licensed premises are reflected for new licensed premises by the City are those development requirements covered under DPS 2 and this Policy and include those matters listed in Table 1 of this Policy. The most relevant considerations include land use compatibility, amenity impacts and operational characteristics.

~~Those considerations that will not be dealt with under the planning assessment but that the City may make representations to the licensing authority through the liquor licensing process include but are not limited to those matters listed in Table 1 of this Policy including number and density of licensed premises, perceived anti-social behaviour and liquor harm,~~

Certain matters fall outside the scope of the planning framework and potentially could be addressed through the liquor licensing process. These include:

- The number and density of licensed premises in a locality;
- The potential for alcohol-related harm; and
- Perceived anti-social behaviour.

1-Licensed premises for the purposes of the Policy includes liquor store—large, liquor store—small, tavern and small bar.

~~The City may issue development approval for licensed premises where a proposal complies with the relevant planning legislation; however may make representations to the licensing authority against a proposal for a liquor licence where the City believes the proposal is not in the interest of its local community.~~

PART 2—5.0 POLICY PROVISIONS

1.—General policy provisions

~~This policy applies to all development applications made to Council relating to new or existing licensed premises, and when considering intervention or objection to a liquor licence in accordance with the *Liquor Control Act 1988*.~~

5.1: Scope of Planning Considerations – Assessment of Licenses Premisesin planning assessments and considerations for liquor licences

~~The purpose of the t~~**Table 1** ~~below is to distinguish between~~sets out the valid planning considerations in the that are most relevant to determination of a the assessment of development applications for licensed premises. Table 1 also identifies those matters that fall outside the scope of valid planning considerations and matters of relevance in the consideration of a liquor licence.

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TABLE 1
MOST RELEVANT CONSIDERATIONS – DEVELOPMENT APPLICATIONS FOR LICENSED PREMISES

<u>MOST RELEVANT CONSIDERATIONS*</u>	<u>APPROVAL BY CITY OF WANNEROO</u>	<u>APPROVAL BY DEPARTMENT OF RACING, GAMING AND LIQUOR</u>
	<u>DEVELOPMENT APPLICATIONS</u> <u>APPROVAL BY CITY OF WANNEROO OR OTHER PLANNING AUTHORITY</u>	<u>POTENTIAL BASIS FOR OBJECTING/INTERVENING TO LIQUOR LICENCE</u>
Size of premises	✓	✓
Location (proximity to <u>conflicting uses—schools, places of public worship</u>)	✓	✓
Number and density of licensed premises – Economic Competition	X	✓
Number and density of licensed premises – Amenity	✓	✓
Anti-social behaviour – Relating to perceived anti-social behaviour	X	✓
Liquor harm – Relating to the social issues of increased liquor consumption and availability	X	✓
Signage	✓	✓
Building design	✓	✓
Car parking	✓	X
Noise	✓	✓
Traffic	✓	✓
Hours of trade	✓	✓
Number of patrons	✓	✓

* Table 1 does not provide This is not an exhaustive list of considerations for a development application for licensed premises – but rather, lists those that may be the most relevant for a development application for a licensed premises, or for a liquor licence. Refer to clause Clause 67(2) of the deemed provisions of District Planning Scheme No. 2 for the full list of relevant planning considerations and the relevant sections of the Liquor Control Act 1988 for the grounds for an intervention or objection.

5.2. Planning information Development Application Submission Requirements

5.2.1 In addition to the accompanying material Development application submission requirements are set out in DPS 2 the deemed provisions. However, any development application for development approval which involves the issue of a liquor licence for a new licensed

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premises is to also include a Management Plan that (as a minimum) addresses-provides the following information:

- a) Maximum number of patrons~~;~~
- b) Proposed operating hours~~;~~
- c) Site plan~~(s)~~ showing all areas likely to be used by patrons, including any proposed outdoor dining areas and areas external to the site (public spaces, footpath, car parking, taxi rank, ride share and public transport services etc)~~;~~
- d) The Location of existing or proposed ~~educational establishment, child care centre or public place of worship~~ 'conflicting uses' within 200 metres of proposed licensed premises~~;~~
- ~~e) Location of all existing licensed premises within the locality;~~
- f)e) An Operational mManagement pPlan that detailsing measures ~~to that~~ minimise the impact of the proposal on the amenity of the surrounding area. Depending on the type of use-licensed premise proposed, matters to be addressed may include noise management, rubbish disposal and collection, deliveries, security, complaint management, and patron control~~;~~
- ~~g) Any other plan or information Council may reasonably require including, but not limited to, a Traffic Impact Assessment and Noise Impact Assessment prepared by an appropriately qualified professional.~~

5.2.2 For An applications which involves the alteration of existing licensed premises, the City may ~~accept a be required to include a~~ Management Plan~~;~~ (or an appropriate amendment to ~~the an~~ existing Management Plan where appropriate) that does not addresses-provide all the information listed in Section 5.2.1 above~~.~~ following:

5.2.3 The City may require other plans and information to support a development application for a licensed premises; including, but not limited to, Traffic Impact Assessments and/or Noise Impact Assessments prepared by appropriately qualified professionals.

~~For alterations that are considered by Council to be minor in nature or temporary: details as described in clause 2.1 under a), b) and c).~~

~~For all other alterations: details as described in clause 2.1 under a) – g).~~

5.3. Advertising of Consultation Requirements -d Development aApplications for lLicensed pPremises

5.3.1 Applicants are encouraged to meet with City officers prior to lodgement of any development application for a licensed premise.

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5.3.2 If the City were to advertise a development application for a licensed premises pursuant to Clause 64 of the deemed provisions – it will do so by way of the following methods:

- a) Giving notice to all landowners and/or occupiers of land within a minimum of 200 metres of the lot subject to the proposal;
- b) Requiring an applicant to erect a sign (or signs) displaying notice of the application in a manner and form acceptable to the City. Signs should be erected in a conspicuous position on the lot subject to the application, and be present for the entire duration of the advertising period;
- c) Displaying the application (including all accompanying documentation) on the City's website for public viewing; and
- d) Publishing a notice of the application in a local newspaper.

5.3.3 In addition to the advertising requirements set out in DPS 2, for the duration of the advertising a development application for a period of a development application for licensed premises, the City will make available to the community a copy of the Management Plan that is provided to the City under referred to in Section clause 5.2.1 or 2.2 of this Policy above.

**5.4. Additional Assessment Considerations criteria for – dDevelopment aApplications for
!Licensed pPremises**

Location

5.4.1 The City will not support a proposal for a licensed premise located within a 200 metre radius of an existing or proposed 'conflicting use' where the frontage, primary access point and/or signage for the proposed licenced premises forms a predominant view as seen from the 'conflicting use'.

In addition to the planning matters to be considered by Council listed under clause 67 of the deemed provisions of DPS 2, Council will not support a planning application for licensed premises within a 200m radius of an existing or proposed² educational establishment, child care centre or place of worship where the following circumstances exist:

- a) The frontage and/or primary access point of the proposed licensed premises forms the predominant view from the existing or proposed educational establishment, child care centre or place of worship; and
- b) Signage and advertising materials for the proposed licenced premises forms the predominant view from the existing or proposed educational establishment, child care centre or place of worship.

Number of Patrons

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~~5.4.2 To-In assessing the proposed number of patrons, at the development application stage, the following matters will be considered the City's considerations will include the following:~~

- ~~a) The maximum patrons that may be permitted under the Health (Public Building) Regulations 1992; and~~
- ~~b) Car parking requirements as set out elsewhere in the planning framework can be met in accordance with Table 2 (Clause 4.14) of DPS 2.~~

~~5. Conditions of Approval~~

~~5.1 Council may impose conditions on any development approval pursuant to Clause 68 of the deemed provisions of DPS 2 to address any aspect of the Management Plan.~~

~~5.2 A Section 40 Certificate issued by Council will include conditions of the relevant development approval relating to operating hours or number of patrons. Council will request the Licensing Authority to condition the liquor licence in the same manner.~~

~~5.56. Councils Role in the Liquor Licensing Process~~

~~Intervention~~

~~6.1 Council will only intervene in liquor licensing proceedings where:~~

- ~~a) A written request has been received from residents/ratepayers to complain in a liquor licence application or permit; or~~
- ~~b) Council considers that reasonable grounds³ exist to require an intervention by Council.~~

~~2 Includes proposals for educational establishments, child care centres or public places of worship where location has been adopted under structure plan or where a current development approval for the use has been issued by Council.~~

~~3 This may include, but is not limited to reports of anti-social behaviour or liquor harm, or evidence of increased social issues relating to liquor.~~

~~6.2 Subject to clause 6.1 above, the City will conduct an investigation into the subject of the complaint and consider the following:~~

- ~~a) The type of licence/permit; property zoning; effects on the locality; the number of people objecting and the grounds;~~
- ~~b) Any historical complaint made relating to the licence or proposed licence;~~
- ~~c) The legitimacy of the complaint; and~~
- ~~d) If the complaint falls within the appropriate grounds for intervention outlined in section 69(7) of the Liquor Control Act 1988:

 - ~~i. As to whether the premises are not suitable to be, or to continue to be, licensed or the subject of a permit; or~~
 - ~~ii. As to whether a proposed alteration to, or redefinition of, licensed premises should be approved; or~~~~

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Licensed Premises



iii. That if a particular application were granted, persons who reside, work or worship in the vicinity would be likely to suffer undue offence, annoyance, disturbance or inconvenience.

6.3 — If the City considers, as a result of its investigation that intervention in licensing proceedings is not appropriate, the City will contact the complainant in writing to inform them of the City's decision.

6.4 — If Council considers, as a result of its investigation that intervention in licensing proceedings is appropriate, the City may:

- a) Conduct discussions with the licensee to resolve issues; or
- b) Lodge an intervention with the Licensing Authority, in the form of a written report detailing the complaint, and providing evidence pertaining to clause 6.2(d) above.

Objection

6.5 — Council will only lodge an objection to the issuing of a liquor licence where a written request from residents/ratepayers has been received by Council that requests Council to object to a liquor licence application or permit, and that request contains supporting evidence consistent with the appropriate grounds for an objection as outlined in clause 6.6d.

6.6 — Council will consider a potential objection in accordance with the following:

- a) Council shall consider the type of proposed licence/permit; property zoning; effects on the locality; the number of people objecting and the grounds; and
- b) Council shall consider any historical complaint made relating to the licence or proposed licence; and
- c) Council shall investigate the legitimacy of the grounds for objecting; and
- d) Council shall consider if the reason for objecting falls within the appropriate grounds for an objection as outlined in section 73(1) of the *Liquor Control Act 1988*:

i. That the grant of the application would not be in the public interest; or

ii. That the grant of the application would cause undue harm or ill-health to people, or any group of people, due to the use of liquor; or

iii. That if the application were granted —

- a. undue offence, annoyance, disturbance or inconvenience to persons who reside or work in the vicinity, or to persons in or travelling to or from an existing or proposed place of public worship, hospital or school, would be likely to occur; or

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Licensed Premises



b. the amenity, quiet or good order of the locality in which the premises or proposed premises are, or are to be, situated would in some other manner be lessened; or

c. That the grant of the application would otherwise be contrary to the Liquor Control Act 1988.

6.7 — If Council considers, as a result of its investigation in accordance with clause 6.6 that lodging a formal objection is not appropriate, the City will contact the requestor in writing to inform them of the Council's decision.

6.8 — If Council considers, as a result of its investigation that an objection to a liquor licence application is appropriate, Council will lodge an objection in the form required by the Licensing Authority and the City will inform the requestor in writing of the Council's decision.

5.5.1 As a planning authority, the City has a role pursuant to Section 40 of the *Liquor Control Act 1988* to issue certificates (on request of a licensee) stating that the proposed use of the licensed premises:

- (a) will comply with the requirements of the written laws relating to planning specified; or
- (b) would comply with the requirements specified if consent were to be given by a specified authority, if it is known whether that authority will give the consent, and what specified conditions or specifications should be, or are likely to be, imposed; or
- (c) will not comply with the requirements specified for the reasons specified.

A Section 40 Certificate issued by the City could detail conditions of development approval that may be relevant to consider in the context of a liquor license (e.g. operating hours, number of patrons, other operational management requirements). The City could request the liquor licensing authority to impose conditions on the liquor license in the same manner.

Definitions

For the purposes of this Policy, the terms listed below have the following meanings. For other definitions, tho~~see~~ prescribed in DPS 2 definitions or common meanings apply.

Amenity: means all those factors which ~~contribute~~ combine to form the character of an area and includes the present and likely future amenity. Considerations that may negatively affect amenity include (but are not limited to) the appearance and location of buildings, environment, noise, odour and traffic.

Child care centre: means premises used for the daily or occasional care of children in accordance with the *Community Services (Child Care) Regulations 1988*.

(a)–

Conflicting uses: means for the purpose of this Policy, activities that meet the DPS 2 land uses definitions for 'child care premises', 'civic use', 'community purpose', 'educational establishment' and 'place of worship'.

Planning and Sustainability
Local Planning Policy No. 2.8
Licensed Premises



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

DPS 2: Means the City of Wanneroo District Planning Scheme No. 2.

Educational establishment: means kindergartens, primary schools and high schools.

Licensed premises: means ~~premises as defined in the Liquor Control Act 1988 for the purposes of this policy, activities that meet the DPS 2 land use definitions for 'brewery', 'hotel', 'liquor store – small', 'liquor store – large', 'nightclub', 'small bar', 'tavern' and 'winery'.~~

Locality: means the area within a ~~3~~three-kilometre radius of a proposed licensed premise.

Place of worship: ~~includes buildings used primarily for the religious activities of a church, but does not include an institution for primary, secondary or higher education, or a residential training institution.~~

Predominant view: means the most visible element to the public realm, having regard to the size, scale and compatibility of neighbouring buildings.

Public interest: ~~means an interest in common to the public at large or a significant portion of the public and which may, or may not involve the personal or propriety rights of individual people.~~

WAPC: means the Western Australian Planning Commission.

<u>Owner</u>	<u>Planning and Sustainability</u>	<u>Document Reference</u>	<u>TBA</u>
<u>Implementation</u>	<u>TBA</u>	<u>Next Review</u>	<u>TBA</u>
<u>VERSION</u>	<u>DECISION TO ADOPT/AMEND</u>		
<u>1 – 16/354795</u>	<u>COUNCIL RESOLUTION TO ADOPT ON 11 OCTOBER 2016 (PS02-10/16)</u>		
<u>2 – 21/313599</u>	<u>COUNCIL RESOLUTION TO AMEND ON 10 AUGUST 2021 (PS05-08/21)</u>		
<u>3 – TBA</u>	<u>TBA</u>		



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Local Planning Policy 2.8

LICENSED PREMISES

1.0 CITATION

This Policy has been prepared under the provisions of Part 2, Division 2 of the deemed provisions for local planning schemes, contained in Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015*. This Policy may be cited as Local Planning Policy 2.8: Licensed Premises.

2.0 INTRODUCTION

This Policy has been prepared to:

1. Clarify the City's roles and responsibilities when dealing with development applications for licensed premises;
2. Provide additional guidance for the assessment of development applications for licensed premises; and
3. Provide clarity on the differences between the development application and liquor licensing processes.

3.0 OBJECTIVE

The objective of this Policy is to minimise the impact of licensed premises on the amenity of surrounding areas through the planning process.

4.0 APPLICATION OF THIS POLICY

This Policy should be read in conjunction with the relevant provisions of the City of Wanneroo District Planning Scheme No. 2 (DPS 2), other relevant City policies and the *Liquor Control Act 1988*.

This Policy provides guidance for the City in its assessment of development applications for licensed premises as defined in this Policy. The Policy can also inform the City's recommendations when the City is only a referral body for a development application for licensed premises.

Development approval issued by the relevant planning authority is a prerequisite for obtaining a liquor licence. Liquor licenses are issued by the relevant State Government department under the Liquor Control Act 1988.

Planning considerations for the assessment of development applications are provided for in the deemed provisions – and those most relevant to licensed premises are reflected in **Table 1** of this Policy. The most relevant considerations include land use compatibility, amenity impacts and operational characteristics.

Certain matters fall outside the scope of the planning framework and potentially could be addressed through the liquor licensing process. These include:

- The number and density of licensed premises in a locality;
- The potential for alcohol-related harm; and
- Perceived anti-social behaviour.

5.0 POLICY PROVISIONS

5.1 Planning Considerations – Assessment of Licenses Premises

Table 1 sets out the planning considerations that are most relevant to the assessment of development applications for licensed premises. **Table 1** also identifies those matters that fall outside the scope of valid planning considerations.

TABLE 1
**MOST RELEVANT CONSIDERATIONS – DEVELOPMENT APPLICATIONS FOR
LICENSED PREMISES**

MOST RELEVANT CONSIDERATIONS*	DEVELOPMENT APPLICATIONS APPROVAL BY CITY OF WANNEROO OR OTHER PLANNING AUTHORITY
Size of premises	✓
Location (proximity to conflicting uses)	✓
Number and density of licensed premises – Economic Competition	X
Number and density of licensed premises – Amenity	✓
Anti-social behaviour – Relating to perceived anti-social behaviour	X
Liquor harm – Relating to the social issues of increased liquor consumption and availability	X
Signage	✓
Building design	✓
Car parking	✓
Noise	✓
Traffic	✓
Hours of trade	✓
Number of patrons	✓

* Table 1 does not provide an exhaustive list of considerations for a development application for licensed premises – but rather, lists those that may be the most relevant for a development application for a licensed premises. Refer to Clause 67(2) of the deemed provisions for the full list of relevant planning considerations.

5.2. Development Application Submission Requirements

5.2.1 Development application submission requirements are set out in the deemed provisions. However, any development application for a new licensed premises is to also include a Management Plan that (as a minimum) provides the following information:

- a) Maximum number of patrons.



Planning and Sustainability

Local Planning Policy 2.8

LICENSED PREMISES

- b) Proposed operating hours.
- c) Site plan(s) showing all areas likely to be used by patrons, including any proposed outdoor dining areas and areas external to the site (public spaces, footpath, car parking, taxi rank, ride share and public transport services etc).
- d) The location of existing or proposed 'conflicting uses' within 200 metres of proposed licenced premises.
- e) An Operational Management Plan that details measures that minimise the impact of the proposal on the amenity of the surrounding area. Depending on the type of licenced premise proposed, matters to be addressed may include noise management, rubbish disposal and collection, deliveries, security, complaint management, and patron control.

5.2.2 For applications which involve the alteration of existing licensed premises, the City may accept a Management Plan (or an amendment to an existing Management Plan where appropriate) that does not provide all the information listed in Section 5.2.1 above.

5.2.3 The City may require other plans and information to support a development application for a licensed premises; including, but not limited to, Traffic Impact Assessments and/or Noise Impact Assessments prepared by appropriately qualified professionals.

5.3. Consultation Requirements – Development Applications for Licensed Premises

5.3.1 Applicants are encouraged to meet with City officers prior to lodgement of any development application for a licenced premise.

5.3.2 If the City were to advertise a development application for a licensed premises pursuant to Clause 64 of the deemed provisions – it will do so by way of the following methods:

- a) Giving notice to all landowners and/or occupiers of land within a minimum of 200 metres of the lot subject to the proposal;
- b) Requiring an applicant to erect a sign (or signs) displaying notice of the application in a manner and form acceptable to the City. Signs should be erected in a conspicuous position on the lot subject to the application, and be present for the entire duration of the advertising period;
- c) Displaying the application (including all accompanying documentation) on the City's website for public viewing; and
- d) Publishing a notice of the application in a local newspaper.

5.3.3 If advertising a development application for a licensed premises, the City will make available a copy of the Management Plan referred to in Section 5.2.1 above.



Planning and Sustainability Local Planning Policy 2.8 LICENSED PREMISES

5.4 Additional Assessment Considerations – Development Applications for Licensed Premises

- 5.4.1 The City will not support a proposal for a licensed premise located within a 200 metre radius of an existing or proposed 'conflicting use' where the frontage, primary access point and/or signage for the proposed licenced premises forms a predominant view as seen from the 'conflicting use'.
- 5.4.2 In assessing the proposed number of patrons, the City's considerations will include the following:
- a) The maximum patrons that may be permitted under the *Health (Public Building) Regulations 1992*; and
 - b) Car parking requirements as set out elsewhere in the planning framework.

5.5 Councils Role in the Liquor Licensing Process

- 5.5.1 As a planning authority, the City has a role pursuant to Section 40 of the Liquor Control Act 1988 to issue certificates (on request of a licensee) stating that the proposed use of the licensed premises:

- a) *will comply with the requirements of the written laws relating to planning specified; or*
- b) *would comply with the requirements specified if consent were to be given by a specified authority, if it is known whether that authority will give the consent, and what specified conditions or specifications should be, or are likely to be, imposed; or*
- c) *will not comply with the requirements specified for the reasons specified.*

A Section 40 Certificate issued by the City could detail conditions of development approval that may be relevant to consider in the context of a liquor license (e.g. operating hours, number of patrons, other operational management requirements). The City could request the liquor licensing authority to impose conditions on the liquor license in the same manner.



Planning and Sustainability Local Planning Policy 2.8 LICENSED PREMISES

DEFINITIONS

For the purposes of this Policy, the terms listed below have the following meanings. For other definitions, those prescribed in DPS 2 definitions or common meanings apply.

Amenity: means all those factors which combine to form the character of an area and includes the present and likely future amenity. Considerations that may negatively affect amenity include (but not limited to) the appearance and location of buildings, environment, noise, odour and traffic.

Conflicting uses: means for the purpose of this Policy, activities that meet the DPS 2 land uses definitions for 'child care premises', 'civic use', 'community purpose', 'educational establishment' and 'place of worship'.

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

DPS 2: Means the City of Wanneroo District Planning Scheme No. 2.

Licensed premises: means for the purposes of this policy, activities that meet the DPS 2 land use definitions for 'brewery', 'hotel', 'liquor store – small', 'liquor store – large', 'nightclub', 'small bar', 'tavern' and 'winery'.

Locality: means the area within a three-kilometre radius of a proposed licensed premise.

Predominant view: means the most visible element to the public realm, having regard to the size, scale and compatibility of neighbouring buildings.

WAPC: means the Western Australian Planning Commission.

Owner	Planning and Sustainability	Document Reference	TBA
Implementation	TBA	Next Review	TBA
VERSION	DECISION TO ADOPT/AMEND		
1 – 16/354795	COUNCIL RESOLUTION TO ADOPT ON 11 OCTOBER 2016 (PS02-10/16)		
2 – 21/313599	COUNCIL RESOLUTION TO AMEND ON 10 AUGUST 2021 (PS05-08/21)		
3 – TBA	TBA		

4.9 Naming of City Assets Policy

File Ref: 20844V03 – 25/220472
Responsible Officer: Director Community & Place
Attachments: 3

Issue

To consider the outcomes of a review of the City of Wanneroo's (the **City**) Naming of City's Assets Policy.

Background

Council Policies are a statement of the principles or position that is intended to guide or direct decision-making within the City. All Council Policies (as well as other like documents) should be reviewed regularly to ensure compliance with legislation, continued alignment with the adopted Strategic Community Plan and the City's requirements to provide sound and effective internal controls to minimise risk and deliver desired outcomes.

The Naming of City Assets Policy (**Policy**) was first adopted in 2019 (CS07-06/19), following a split of the former Naming of City Assets and Memorials Policy. The purpose of the Policy is to provide guidance and consistency in the process of naming and renaming assets under the City's jurisdiction.

The current Naming of City Assets Policy (**Attachment 1**) was last reviewed in October 2023 (CE02-10/23) and requires updating to ensure that it is fit for purpose.

Following a scheduled review, 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 Naming of City Assets Policy remains unchanged; however, the 2025 review has introduced several key updates and refinements aimed at improving clarity, enhancing the structure of the Policy, and expanding procedural guidance.

Amendments include:

- updated terminology;
- refining the 'Scope' section to more clearly delineate which City assets fall under the policy;
- inclusion of further clarification of how the naming of City assets applies in a leasing context, and that asset naming can be initiated by both the City or external parties;
- reference to the Schedule of Names document has also been removed from the Policy and related documents, as there is no evidence of this ever being utilised;
- a new 'Standard Naming Approach' section has been introduced to clarify default naming conventions, supported by a 'Variations to the Standard Naming Approach' section that outlines circumstances under which alternative naming may be considered, such as historical events, significant anniversaries, or the inclusion of Noongar culture; and
- the 'Application Process' has been significantly expanded and modernised, including the introduction of an online submission process, with a hard copy form available upon request.

Additional updates include a requirement for internal consultation with relevant City Managers and Coordinators prior to Council consideration, and formal notification of approved name changes to relevant stakeholders.

Consultation

During the preparation of the reviewed Policy, consultation occurred with relevant stakeholders within Administration, including but not limited to Asset Planning, Community Development, Corporate Planning Performance & Improvement and Property Services. 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 the current strategic plans and priorities, and is relevant and up-to-date.

The review of the Policy has been conducted to streamline the naming process for City assets, ensuring greater clarity and consistency for both City-initiated naming and community submitted requests. It also aims to better align the policy with current City practices and processes.

Statutory Compliance

Nil

Strategic Implications

The proposal aligns with the following objective within the Council Plan 2025 – 2035:

5 ~ A Well-Governed and Managed City

5.1 - Lead with clear decisions and strong advocacy

Risk Appetite Statement

In pursuit of strategic objective goal 5, 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

This Policy has been recommended for amendment as a result of the evaluation and review process undertaken in accordance with the City of Wanneroo's Policy and Procedure Development and Review Framework.

Financial Implications

Nil

Voting Requirements

Simple Majority

Recommendation

That the Policy Review Committee APPROVES the revised Naming of City Assets Policy as shown in Attachment 3.

Attachments:

- | | | |
|---------------------|---|---------------|
| 1 1 | Attachment 1 - Naming of City Assets Policy (Adopted October 2023) | 19/175666[v4] |
| 2 2 | Attachment 2 - Naming of City Assets Policy - (Track Changes - June 2025) | 25/225170 |
| 3 3 | Attachment 3 - Naming of City Assets Policy (Proposed June 2025) | 19/175666[v5] |



Council Policy

NAMING OF CITY ASSETS

Responsible Directorate:	Community and Place
Responsible Service Unit:	Place Management
Contact Person:	Manager Place Management
Date of Approval:	10 October 2023
Council Resolution No:	CE02-10/23

1. POLICY STATEMENT

The City of Wanneroo (City) supports a consistent approach to the naming of assets under the City's jurisdiction. As such, the naming of all streets, laneways/rights of way, parks, reserves and buildings shall be in accordance with this Policy and the Landgate's Geographic Names Committee Western Australia (GNC) Policies and Standards (GNCPS).

2. OBJECTIVE AND PURPOSE

Objective

The objective of this policy is to provide guidance and consistency in the process of naming and renaming assets under the City's jurisdiction.

Purpose

The purpose of this policy is to provide a criteria to assess requests for the naming and renaming of City assets.

3. KEY DEFINITIONS

City of Wanneroo Assets	Anything under the control of the City of Wanneroo.
GNC	Landgate's Geographic Names Committee Western Australia Provides advice on geographical naming issues and responsible for managing the nomenclature needs for geographical features, administrative boundaries, localities and roads.
GNCPS	Landgate's Geographic Names Committee Western Australia Policies and Standards. Provide an open and transparent basis on which the assignment of names can be undertaken in order to comply with relevant legislation. They serve the long-term interests of the community by identifying, protecting and reflecting our culture, heritage and landscape, and apply to all nomenclature within Western Australia.



Council Policy

Schedule of Names	The Register of names maintained by the City for consideration for naming City assets
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4. SCOPE

This policy provides guidance for commemorating individuals, organisations, historical events and Aboriginal/Noongar culture through the naming or renaming of City of Wanneroo assets.

- a) In most circumstances, in accordance with the GNCPS.
- b) Where appropriate, the City may consider naming City assets to recognise individuals or associations who have contributed substantially to the cultural, political or social development of Wanneroo, or who in the opinion of the City, are worthy of such an honour.
- c) City assets may be named after an historical event associated with or near a site.
- d) Parks and reserves shall be named after an adjacent boundary road, where possible, to facilitate ease of identification.
- e) Buildings and facilities shall be named after the locality in which they reside or after an adjacent boundary road, where possible, to facilitate ease of identification.
- f) Aside from buildings, other opportunities for the naming of City assets could include internal and external building features, such as a building foyer, rooms and significant entrances, internal roads, gardens, garden features, and walkways. This list is indicative and not exhaustive.
- g) Where appropriate, the City may consider naming City assets to recognise elements of Aboriginal/Noongar, culture in accordance with the GNCPS and Landgate's guidelines on Aboriginal Naming. Where Aboriginal naming is used, it shall be in conjunction with a functional description to ensure the broader community is able to identify the purpose of the asset.

Costs associated with the City's decision to recognise individuals and organisations for significant contributions to the City's community in the naming or renaming of City assets will be carried by the City unless a voluntary contribution is made by the appropriate party.

5. IMPLICATIONS

This policy can be implemented using existing resources and aligns with the following objectives from the Strategic Community Plan:

- Goal 1: An inclusive and accessible City with places and spaces that embrace all.
- Goal 2: A City that celebrates rich cultural histories where people can visit and enjoy unique experiences.
- Goal 5: A well-planned, safe and resilient City that is easy to travel around and provides a connection between people and places.

Whilst the naming of City assets may serve as appropriate recognition for outstanding community contributions, they need to be carefully considered to ensure that they do not negatively impact on the greater good of the community and need to be carefully monitored so that a particular area does not reach saturation point.



Council Policy

6. IMPLEMENTATION

Application Criteria

Where proposals are received for naming or renaming of the City's assets to commemorate an individual or recognise an association or event, the City will have regard for the GNCPS and the following City criteria:

- The locality within which the asset is situated;
- Any historical events associated with or near the site;
- Aboriginal/Noongar and cultural heritage relevant to the site;
- Pioneering families (family names only) associated with the immediate area;
- Significant anniversary of an event unique to Wanneroo's history and development;
- Actions by an individual to protect, restore, enhance or maintain an area that produces substantial long-term improvements for the community or area;
- Individuals or associations who have contributed substantially to the cultural, political or social development of the City of Wanneroo over a significant period of time (generally not less than 10 years) in a paid, vocational or voluntary capacity;
- Existing name of the asset;
- Individuals who are still living will only be recognised in exceptional circumstances;
- Death or former owner of the land on which the facility is developed is not normally acceptable as criteria for nomination; and
- Nominations that are affiliated to a religious or political group will not be approved.

Application Process

1. Applications are to be addressed to the Chief Executive Officer (CEO) and submitted on the Naming of City Assets Request Form via email, post or in person.
2. Initial review of the proposal will be made by City Officers against the criteria, and in accordance with the GNCPS, and a subsequent report provided to the CEO for consideration for inclusion on the Schedule of Names.
3. Where applications do not meet the criteria of the policy, the CEO or nominee is authorised to refuse the request.
4. Where the request meets the criteria of the policy, the proposal is to be presented to Council for inclusion on the Schedule of Names.
5. As the City seeks to name new assets, City Officers will prepare a shortlist of potential names from the City's Schedule of Names. The shortlisting should consider the connection of the individual to the place or location of where the asset is located.

7. ROLES AND RESPONSIBILITIES

All applications are to be forwarded to the City of Wanneroo for the attention of the CEO or nominee. Place Management will make an initial assessment prior to further processing through the CEO and Council as required.



Council Policy

8. DISPUTE RESOLUTION (if applicable)

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 Council 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 applications received
- Number of applications approved

10. RELATED DOCUMENTS

- [Community Engagement Policy](#)
- [Council Members Recognition of Service Policy](#)
- [Policy – Award of the Title “Honorary Freeman of the City of Wanneroo”](#)

11. REFERENCES

Nil

12. RESPONSIBILITY FOR IMPLEMENTATION

Manager Place Management

REVISION HISTORY

Version	Next Review	Record No.
1		19/175666[v1]
2	May 2021	19/175666[v2]
3	December 2022	19/175666[v3]
4	December 2023	19/175666[v4]
5	December 2025	



Council Policy

NAMING OF CITY ASSETS

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) supports a consistent approach to the naming of assets under the City's jurisdiction. As such, the naming of all streets, laneways/rights of way, parks, reserves and buildings shall be in accordance with this Policy and the Landgate's Geographic Names Committee Western Australia (GNC) Policies and Standards (GNCPS). The naming of assets may be initiated by the City or through requests received from external parties, which will be assessed in accordance with this Policy.

2. OBJECTIVE AND PURPOSE

Objective

The objective of this policy is to ensure consistency in the process of naming and renaming assets under the City's jurisdiction.

Purpose

The purpose of this policy is to provide guidance and criteria to assess requests for the naming and renaming of City assets.

3. KEY DEFINITIONS

City of Wanneroo Assets	Anything under the control of the City of Wanneroo.
GNC	Landgate's Geographic Names Committee Western Australia Provides advice on geographical naming issues and responsible for managing the nomenclature needs for geographical features, administrative boundaries, localities and roads.
GNCPS	Landgate's Geographic Names Committee Western Australia Policies and Standards. Provide an open and transparent basis on which the assignment of names can be undertaken in order to comply with relevant legislation. They serve the long-term interests of the community by identifying, protecting and



Council Policy

	reflecting our culture, heritage and landscape, and apply to all nomenclature within Western Australia.
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4. SCOPE

This policy provides guidance for commemorating individuals, organisations, historical events and Aboriginal/Noongar culture through the naming or renaming of City of Wanneroo assets. In most circumstances, this will be conducted in accordance with the GNCPS.

This policy relates to the naming of the following City assets:

- a) Parks and reserves;
- b) Buildings and facilities;
- c) Streets; and
- d) Laneways/rights of way

In relation to buildings and facilities, the provision of this policy may also apply to the naming of internal and external building features, such as a building foyer, rooms and significant entrances, internal roads, gardens, garden features, and walkways. This list is indicative and not exhaustive.

This policy does not apply to signage related to the trading name of a commercial user of a City facility (such as a tenant or licensee). For clarification, a retail tenant of a City facility may display signage linked to their trading name but will not be entitled to rename the broader City facility.

5. IMPLICATIONS

Whilst the naming of City assets may serve as appropriate recognition for outstanding community contributions, they need to be carefully considered to ensure that they do not negatively impact on the greater good of the community, and carefully monitored so that a particular area does not reach saturation point.

6. IMPLEMENTATION

6.1 Standard Naming Approach

On most occasions, the City's assets will be named in accordance with the the GNCPS and the following criteria:

- a) Parks and reserves shall be named after an adjacent boundary road, where possible, to facilitate ease of identification.
- b) Buildings and facilities shall be named after the locality in which they reside or after an adjacent boundary road, where possible, to facilitate ease of identification.
- c) to recognise elements of Aboriginal/Noongar culture, in accordance with the GNCPS and Landgate's guidelines on Aboriginal Naming. Where Aboriginal naming is used, it



Council Policy

shall be in conjunction with a functional description to ensure the broader community is able to identify the purpose of the asset.

- d) Commercial naming or branding of a City facility by a user (such as a tenant or licensee entering a naming rights sponsorship) is only permitted:
 - i. Under the terms of the user's access agreement (such as a lease or license); and
 - ii. With all applicable approvals;
- e) Proposals that are affiliated to a religious or political group will not be approved;
- f) Death or former ownership of the land on which the facility is developed is not normally acceptable as criteria.

6.1 Variations to Standard Naming Approach

In addition to the approach set out in Section 6.1, the City may consider naming assets:

- a) after an historical event associated with or near a site;
- b) to recognise the significant anniversary of an event unique to Wanneroo's history and development;
- c) to recognise individuals or associations who have contributed substantially to the cultural, political or social development of Wanneroo, or who in the opinion of the City, are worthy of such an honour. This will include:
 - i. pioneering families (family names only) associated with the immediate area;
 - ii. actions by an individual to protect, restore, enhance or maintain an area that produces substantial long-term improvements for the community or area;
 - iii. individuals or associations who have contributed substantially to the cultural, political or social development of the City of Wanneroo over a significant period of time (generally not less than 10 years) in a paid, vocational or voluntary capacity; and

Individuals who are still living will only be recognised in exceptional circumstances.
- d)

Costs associated with the City's decision to recognise individuals and organisations for significant contributions to the City's community in the naming or renaming of City assets will be carried by the City unless a voluntary contribution is made by the appropriate party.

6.3 Application Process

Where there is a proposal to rename a facility or City asset in variation to the standard naming approach, the following steps should be followed:

- a) Applications are to be submitted through the online Naming of City Assets Request Form or alternative methods as requested. Where the name change would impact a City-owned building (e.g. a toilet block within a renamed park), the City's unique 4-digit building number must be identified and included in the request. This number can be obtained from the Building Asset Planner.



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- b) Initial review of the proposal will be made by City Officers against the criteria, and in accordance with the GNCPS, and subsequent to consultation being undertaken with all City Managers and Coordinators to assess potential impacts on business systems and operational procedures. The report will then be provided to the CEO for consideration.
 - c) Where applications do not meet the criteria of the policy, the CEO or nominee is authorised to refuse the request.
 - d) If the proposal is supported by the CEO, the proposal will be advertised for public comment.
 - e) Following the outcomes of consultation, the proposal will then be presented to Council for consideration.
7. Once the proposal has been considered by Council, the outcome will be communicated to the Applicant. Following consideration by Council, a proposal will be made to Landgate for further approval. Following this assessment, the Applicant will be notified of the outcome.

ROLES AND RESPONSIBILITIES

Place Management will coordinate an initial assessment of all naming proposals prior to further processing through the CEO and Council as required, and will be responsible for notifying all Service Units responsible for management of the assets of a name change.

Asset Planning will assist with the management of the Asset Database and Intramaps registers and will update these in the event of an asset being renamed.

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 Council 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 applications received
- b) Number of applications approved

10. RELATED DOCUMENTS

[Community Engagement Policy](#)

[Council Members Recognition of Service Policy](#)

[Conferral of the Honour of 'Keys to the City' Policy](#)

[Naming of City Assets Request Form](#)

[Sponsorship Policy](#)

11. REFERENCES

[Policies and Standards for Geographical Naming in Western Australia - Landgate](#)



Council Policy

[Guideline for Aboriginal Naming - Landgate](#)

[Assessment Process for Name Change Proposals - Landgate](#)

12. RESPONSIBILITY FOR IMPLEMENTATION

Manager Place Management

REVISION HISTORY

Version	Next Review	Record No.
1		19/175666[v1]
2	May 2021	19/175666[v2]
3	December 2022	19/175666[v3]
4	December 2023	19/175666[v4]
5	December 2025	19/175666[v5]



Council Policy

NAMING OF CITY ASSETS

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) supports a consistent approach to the naming of assets under the City's jurisdiction. As such, the naming of all streets, laneways/rights of way, parks, reserves and buildings shall be in accordance with this Policy and the Landgate's Geographic Names Committee Western Australia (GNC) Policies and Standards (GNCPS). The naming of assets may be initiated by the City or through requests received from external parties, which will be assessed in accordance with this Policy.

2. OBJECTIVE AND PURPOSE

Objective

The objective of this policy is to ensure consistency in the process of naming and renaming assets under the City's jurisdiction.

Purpose

The purpose of this policy is to provide guidance and criteria to assess requests for the naming and renaming of City assets.

3. KEY DEFINITIONS

City of Wanneroo Assets	Anything under the control of the City of Wanneroo.
GNC	Landgate's Geographic Names Committee Western Australia Provides advice on geographical naming issues and responsible for managing the nomenclature needs for geographical features, administrative boundaries, localities and roads.
GNCPS	Landgate's Geographic Names Committee Western Australia Policies and Standards. Provide an open and transparent basis on which the assignment of names can be undertaken in order to comply with relevant legislation. They serve the long-term interests of the community by identifying, protecting and



Council Policy

	reflecting our culture, heritage and landscape, and apply to all nomenclature within Western Australia.
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4. SCOPE

This policy provides guidance for commemorating individuals, organisations, historical events and Aboriginal/Noongar culture through the naming or renaming of City of Wanneroo assets. In most circumstances, this will be conducted in accordance with the GNCPS.

This policy relates to the naming of the following City assets:

- a) Parks and reserves;
- b) Buildings and facilities;
- c) Streets; and
- d) Laneways/rights of way

In relation to buildings and facilities, the provision of this policy may also apply to the naming of internal and external building features such as a building foyer, rooms and significant entrances, internal roads, gardens, garden features, and walkways. This list is indicative and not exhaustive.

This policy does not apply to signage related to the trading name of a commercial user of a City facility (such as a tenant or licensee). For clarification, a retail tenant of a City facility may display signage linked to their trading name but will not be entitled to rename the broader City facility.

5. IMPLICATIONS

Whilst the naming of City assets may serve as appropriate recognition for outstanding community contributions, they need to be carefully considered to ensure that they do not negatively impact on the greater good of the community, and carefully monitored so that a particular area does not reach saturation point.

6. IMPLEMENTATION

6.1 Standard Naming Approach

On most occasions, the City's assets will be named in accordance with the GNCPS and the following criteria:

- a) Parks and reserves shall be named after an adjacent boundary road, where possible, to facilitate ease of identification.
- b) Buildings and facilities shall be named after the locality in which they reside or after an adjacent boundary road, where possible, to facilitate ease of identification.
- c) to recognise elements of Aboriginal/Noongar culture, in accordance with the GNCPS and Landgate's guidelines on Aboriginal Naming. Where Aboriginal naming is used, it



Council Policy

shall be in conjunction with a functional description to ensure the broader community is able to identify the purpose of the asset.

- d) Commercial naming or branding of a City facility by a user (such as a tenant or licensee entering a naming rights sponsorship) is only permitted:
 - i. Under the terms of the user's access agreement (such as a lease or license); and
 - ii. With all applicable approvals;
- e) Proposals that are affiliated to a religious or political group will not be approved; and
- f) Death or former ownership of the land on which the facility is developed is not normally acceptable as criteria.

6.2 Variations to Standard Naming Approach

In addition to the approach set out in Section 6.1, the City may consider naming assets:

- a) after an historical event associated with or near a site;
- b) to recognise the significant anniversary of an event unique to Wanneroo's history and development;
- c) to recognise individuals or associations who have contributed substantially to the cultural, political or social development of Wanneroo, or who in the opinion of the City, are worthy of such an honour. This will include:
 - i. pioneering families (family names only) associated with the immediate area;
 - ii. actions by an individual to protect, restore, enhance or maintain an area that produces substantial long-term improvements for the community or area;
 - iii. individuals or associations who have contributed substantially to the cultural, political or social development of the City of Wanneroo over a significant period of time (generally not less than 10 years) in a paid, vocational or voluntary capacity; and

Individuals who are still living will only be recognised in exceptional circumstances.

Costs associated with the City's decision to recognise individuals and organisations for significant contributions to the City's community in the naming or renaming of City assets will be carried by the City unless a voluntary contribution is made by the appropriate party.

6.3 Application Process

Where there is a proposal to rename a facility or City asset in variation to the standard naming approach, the following steps should be followed:

- a) Applications are to be submitted through the online [Naming of City Assets Request Form](#), or alternative methods as requested. Where the name change would impact a City-owned building (e.g. a toilet block within a renamed park), the City's unique 4-digit building number must be identified and included in the request. This number can be obtained from the Building Asset Planner.



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- b) Initial review of the proposal will be made by City Officers against the criteria, and in accordance with the GNCPS, and subsequent to consultation being undertaken with all City Managers and Coordinators to assess potential impacts on business systems and operational procedures. The report will then be provided to the CEO for consideration.
- c) Where proposals do not meet the criteria of the policy, the CEO or nominee is authorised to refuse the request.
- d) If the proposal is supported by the CEO, the proposal will be advertised for public comment.
- e) Following the outcomes of consultation, the proposal will then be presented to Council for consideration.
- f) Once the proposal has been considered by Council, the outcome will be communicated to the Applicant.
- g) Following consideration by Council, a proposal will be made to Landgate for further approval. Following this assessment, the Applicant will be notified of the outcome.

7. ROLES AND RESPONSIBILITIES

Place Management will coordinate an initial assessment of all naming proposals prior to further processing through the CEO and Council as required, and will be responsible for notifying all Service Units responsible for management of the assets of a name change.

Asset Planning will assist with the management of the Asset Database and Intramaps registers and will update these in the event of an asset being renamed.

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 Council 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 applications received
- b) Number of applications approved

10. RELATED DOCUMENTS

[Community Engagement Policy](#)

[Council Members Recognition of Service Policy](#)

[Conferral of the Honour of 'Keys to the City' Policy](#)



Council Policy

[Naming of City Assets Request Form](#)

[Sponsorship Policy](#)

11. REFERENCES

[Policies and Standards for Geographical Naming in Western Australia - Landgate](#)

[Guideline for Aboriginal Naming - Landgate](#)

[Assessment Process for Name Change Proposals - Landgate](#)

12. RESPONSIBILITY FOR IMPLEMENTATION

Manager Place Management

REVISION HISTORY

Version	Next Review	Record No.
1	May 2021	19/175666[v1]
2	December 2022	19/175666[v2]
3	December 2023	19/175666[v3]
4	December 2025	19/175666[v4]
5	November 2027	19/175666[v5]

4.10 Facility Hire and Use Policy

File Ref: 21800V001 – 25/143963
Responsible Officer: Director Community & Place
Attachments: 4

Issue

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

Background

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

The purpose of the Policy is to:

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

A major review of the current Policy (**Attachment 1**) has now been completed and is presented to the Policy Review Committee for adoption.

Detail

The revised Policy with tracked changes can be found in **Attachment 2**. The revised policy with accepted tracked changes is provided for consideration in **Attachment 3**. A summary of the changes can be found in **Attachment 4**.

The revised Policy considers feedback from the 30 June 2025 Policy Review Committee workshop, feedback from internal stakeholders and feedback from the external community engagement.

The key changes include:

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

The Policy review process is shown in the table below:

Timing	Action
May 2025	Re-drafted Policy – complete
21 May 2025	Workshop with Facilities Operations Team (Policy owners) – complete
30 June 2025	Policy Review Committee workshop - complete
July 2025	Internal/External Consultation – complete
Sept 2025	Update draft Policy based on feedback - complete
17 Nov 2025	Policy Review Committee adoption - underway
Nov 2025	Notify stakeholders of updated policy
~ 6 months	Implement change management approach, with hirers who may be adversely affected as a result of the updated Policy
TBA	Full policy changes come into effect to coincide with the adoption of the 2026/27 Fees and Charges

Consultation

Given the nature of the Policy and its implications on the wider community, a Community Engagement Plan was developed that included both internal and external consultation.

Internal consultation was undertaken via:

- Workshop with the Community Facilities Operations team as the Policy owners.
- Consultation with relevant service units - Property Services, Community Development, Youth Services, Cultural Development, Place Management, Community Safety and Emergency Management etc.
- Survey and workshop with Elected Members via the Policy Review Committee on 30 June 2025.

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

- Online: a link to the 'Your Say' survey was emailed direct to the facility user database to capture users from the previous 12 months.
- Social Media: the survey was advertised via the City's social media pages to capture the wider community and potential facility users.
- Posters: advertising the consultation including the Your Say page and a contact phone number were placed in ~ 20 major community centres and sports facilities.
- Senior groups: were contacted directly and advised that submissions could be provided in person or over the phone – two groups took up the offer.
- Post: While it was not feasible or cost effective to conduct a City-wide mail-out, a segment promoting the City's 'Your Say' page and encouraging residents to sign up was included in 'What's Happening', which is delivered to every household in the City.
- Phone/In person: City Officers were available to meet with stakeholders and discuss feedback as required.

Administration received 18 responses to the community consultation, along with a range of questions from the Councillor survey. Overall, the sentiment was positive with requests for further clarification or definitions, which have been incorporated into the updated Policy. A high level summary of the relevant comments is provided in the table below.

Comment	Admin Response
Multiple senior groups/individuals indicated use would not be possible without concessions.	There are no proposed changes to the Senior Concessions.
Requested clarification on definitions such as “junior use”, “registered”, “essential services”, “priority” and “fundraising”.	Definitions have been updated to provide additional clarity.
Suggested improvements to the bookings process.	Noted. The Facility Bookings System is currently out for tender. A requirement of the new system is to incorporate improvements such as online bookings ability and calendar that shows current availabilities.
The number of pages has increased, can any items be moved to a procedure or simplify key definitions and implementations.	Additional definitions and descriptions have been included to provide more clarity around the Policy. The annexure has been created so that it can be read in isolation to the Policy.
Remove references to internal documents such as Procedures.	This has been actioned.
Multiple submissions were supportive of the proposed changes and thanked the City for the support provided.	Noted.
Can the context to basic public needs definition be added?	Basic needs has been removed and now forms part of “Essential Services”.

Comment

As part of the Policy review it was identified that some concessions under the current Policy may have been applied inconsistently. Consequently, Administration has engaged an external auditor to assess concession eligibility and review the documentation, decision-making and approvals processes. The audit aims to ensure concessions are applied consistently and equitably, and to identify any that are not. It is anticipated that the outcomes of the audit, including a list of hirers who concessions need to be reviewed will be presented to the next Audit and Risk Committee meeting – noting that the 2026 dates have yet to be confirmed.

The updated definitions in the revised Policy will provide greater clarity to Administration in assessing concession eligibility. In particular, it will assist Administration to review commercial businesses as opposed to not for profit incorporated associations and equitably apply any appropriate fees. This may result in changes of concessions to some businesses, which is currently being reviewed by the Auditor. Those hirers who are adversely affected will be engaged individually and supported through the transition, of which a minimum 6 months is recommended. Two options that could be considered to address this issue are to review the licencing type the hirer is on and/or making additions/changes to the 2026/27 Schedule of Fees and Charges.

Statutory Compliance

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

Strategic Implications

The proposal aligns with the following objective within the Council Plan 2025 – 2035:

4 ~ A Connected and Liveable City

4.1 - Create welcoming community spaces

Risk Appetite Statement

In pursuit of strategic objective goal 4, we will accept a Medium level of risk. The nature of the City being 'pro-growth' means that commercial opportunities will be explored in areas identified for development, potentially challenging perceptions of the City as an environmental steward.

Risk Management Considerations

RISK TITLE		RISK RATING
Level 1 Strategic Risk	3.0 Community Engagement & Stakeholder Relationships	Medium
Level 2 Corporate Risk	3.1 Strategic Community Plan	Medium
ACCOUNTABILITY		ACTION PLANNING OPTION
Director Corporate Strategy & Performance		Manage

RISK TITLE		RISK RATING
Level 1 Strategic Risk	9.0 Ineffective Governance	Medium
Level 2 Corporate Risk	9.6 Risk Management	Medium
ACCOUNTABILITY		ACTION PLANNING OPTION
General Counsel		Manage

Policy Implications

Nil

Financial Implications

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

The Facility Hire and Use Policy has financial implications for the City in terms of the amount and number of concessions being applied. For context, a summary of the previous year's income and discounts is provided in the table below:

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

It is noted that if all hirers were charged the standard community rate as per the current Fees and Charges (i.e. no concessions were provided) the difference in net income would be approximately an additional \$2m to \$2.5m.

Voting Requirements

Simple Majority

Recommendation

That the Policy Review Committee APPROVES the Facility Hires and Use Policy as shown in Attachment 3.

Attachments:

<u>1</u>	Attachment 1: Facility Hire and Use Policy - current	19/419971[v2]
<u>2</u>	Attachment 2: Facility Hire and Use Policy - tracked changes	25/419500
<u>3</u>	Attachment 3: Facility Hire and Use Policy - accepted track changes	25/389430
<u>4</u>	Attachment 4: Facility Hire and Use Policy Review - summary table	25/401762



Policy Manual

Facility Hire & Use Policy

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

POLICY STATEMENT

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

POLICY OBJECTIVE

The purpose of this policy is to:

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

SCOPE

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

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

IMPLICATIONS

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

IMPLEMENTATION

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

Maximising Usage, Diversity of Use and Activation

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



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

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

Prioritising Local Residents

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

Promoting Diversity of Use

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

Affordability of Hire

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

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

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

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



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ROLES AND RESPONSIBILITIES

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

DISPUTE RESOLUTION

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

EVALUATION AND REVIEW PROVISIONS

The policy will be evaluated every two years.

DEFINITIONS

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



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RELEVANT POLICIES/MANAGEMENT PROCEDURES/DOCUMENTS OR DELEGATIONS

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

RESPONSIBILITY FOR IMPLEMENTATION

Manager Community Facilities

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



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ANNEXURE 1 – CATEGORIES OF USE

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

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



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



Council Policy

FACILITY HIRE & USE POLICY

Responsible Directorate:	Community & Place
Responsible Service Unit:	Community Facilities
Contact Person:	Manager Community Facilities
Date of Approval:	17 November 2026
Policy Review Committee Item No:	TBA

1. POLICY STATEMENT

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

2. OBJECTIVE AND PURPOSE

Objective

~~The purpose of this policy is to:~~

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

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

Purpose

~~The purpose of this policy is to:~~

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

3. KEY DEFINITIONS

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



Council Policy

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

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

<u>Term</u>	<u>DEFINITION</u>
<u>All Abilities</u>	Programs and activities that are designed to be inclusive of individuals with disabilities, allowing them to participate in sports and recreation alongside their peers without disabilities.
<u>Alternative Education Provider</u>	For the purpose of this policy, alternative education providers are entities registered with the Department of Education WA that offer educational programs that differ from the traditional mainstream schooling model, including home schooling.
<u>Annual Hire</u>	Ongoing or regular hire which results in more than 12 sessions per financial year.
<u>Casual Hire</u>	A one-off specific booking, intermittent and/or irregular meetings to a maximum of 12 sessions per financial year.
<u>Charitable Organisation</u>	An organisation which must be not-for-profit, have only charitable purposes that are for the public benefit, not have a disqualifying purpose and not be an individual, a political party or a government entity, registered with the Australian Charities and Not-for-profits Commission (ACNC).

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<u>Charitable Purpose</u>	Charitable purposes are: • <u>Advancing health, education, social or public welfare, religion, culture and the natural environment.</u> • <u>Promoting and protecting human rights, preventing or relieving the suffering of animals, and protecting the safety of the general public.</u> • <u>Confirmed within a charity's registration with the ACNC.</u>
<u>Child Care Service</u>	A service providing or intended to provide education and care on a regular basis to children under 13 years of age (or such other age as may be prescribed for the purposes of this section) that: • <u>It is not an education and care service under the Education and Care Services National Law (WA) Act 2012; and</u> • <u>It is a type of service to which the Child Care Services Act 2007 applies</u>
<u>Concessionary Rates</u>	<u>A reduced rate for the use of the City's community and sporting facilities for eligible groups and individuals (see Annexure 1).</u>
<u>Commercial Entity</u>	<u>Refers to a for-profit business or organisation that does not qualify as a small business and has 20 or more full-time equivalent (FTE) employees. This category may also include franchise operations, national or multinational companies, and other commercial organisations.</u>
<u>Community Support Services</u>	<u>Organisations that provide support services to the Wanneroo community. Such organisations are registered, not-for-profit, and are usually provided some type of funding towards the program they are running. There are nine sub-categories as approved by the WA State Government's Community Services Framework:</u> • <u>Accommodation Services.</u> • <u>Community Support.</u> • <u>Counselling Services.</u> • <u>Emergency Services.</u> • <u>Grants and Subsidies.</u> • <u>Natural Disasters.</u> • <u>Rural Community Development.</u> • <u>Social Justice and Equity.</u> • <u>Transport Access Schemes.</u>
<u>Concessionary Rates</u>	<u>A reduced rate for the use of the City's community and sporting facilities for eligible groups and individuals (see Annexure 1).</u>
<u>Diversity of Use</u>	<u>The varied and inclusive utilisation of City facilities by multiple user types, activity categories, and purposes, reflecting the social, cultural, and operational needs of the community.</u>
<u>Education and Care Service</u>	<u>A service providing or intended to provide education and care on a regular basis to children under 13 years of age to which the <u>Education and Care Services National Law (WA) Act 2012</u> apply, being:</u> • <u>Long-day care services</u> • <u>Family day care services; or</u>

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	• <u>Outside school hours services.</u>
<u>Emergency Response Services</u>	<u>Aligned with the State Emergency Management Plan, these services support the community in preparing for, responding to, and recovering from emergencies and disasters. They include:</u> • <u>Immediate response actions to protect life, property, and the environment (e.g. fire services, police, State Emergency Service and Surf Life Saving Clubs).</u> • <u>Recovery operations to restore community infrastructure and support social and economic recovery.</u> • <u>Ongoing emergency preparedness activities, such as multi-agency training, emergency exercises, and response planning.</u>
<u>Essential Services</u>	<u>Critical systems and functions supporting public safety, health, and well-being. Includes basic public needs (electricity, gas, water, telecommunications, health, waste management) and emergency response services.</u>
<u>Facilities</u>	<u>Multipurpose community and recreation buildings and open spaces supplied by the City and available for hire by the general community. These can include, but are not limited to community centres, community hubs, libraries, parks and reserves, recreation centres and sporting facilities.</u>
<u>Fundraising (benevolence)</u>	<u>Refers to any event, program, or activity intended to support a City of Wanneroo resident and/or their immediate family (including animals) in situations involving:</u> • <u>Health and Medical Needs: Including support for urgent, life-threatening or life-limiting illnesses, injuries, or medical conditions (for both people and animals).</u> • <u>Disaster or Emergency Relief: Assistance in response to natural disasters, accidents, or other unforeseen critical events.</u> • <u>Social Welfare Support: Aid for individuals or families facing immediate hardship or welfare-related emergencies.</u>
<u>Fundraising (charitable collections)</u>	<u>Applies to individuals or organisations undertaking fundraising activities on behalf of a registered charity with a licence issued by the Department of Local Government, Industry Regulation and Safety.</u> <u>To be eligible, the activity must:</u> • <u>Be conducted with a letter of authority from the registered charity.</u> • <u>Provide clear public benefit.</u> • <u>Be in alignment with the registered charity's charitable purpose.</u>



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<u>Government Schools</u>	<u>Western Australian public schools delivering education under a formal mainstream schooling model, which include:</u> <u>• Primary and secondary schools.</u> <u>• Senior colleges.</u> <u>• Education support schools, centres and programs.</u> <u>• Language development centres.</u> <u>• Deaf education schools, centres and programs.</u> <u>• Distance education.</u> <u>• Agricultural education.</u>
<u>Junior Use</u>	<u>Applies to registered Junior teams, clubs, associations and community groups only. Juniors are defined as individuals aged 18 years and under.</u>
<u>Lease</u>	<u>A contract by which the City grants exclusive possession of a Facility to another party for a specified time, usually in return for a periodic payment.</u>
<u>Non-Government Schools</u>	<u>Religious or faith-based Schools and Independent Schools delivering education under a formal mainstream schooling model.</u>
<u>Priority of Use</u>	<u>Preference shall be given to applicants whose previous use of the City's facility, if applicable, has been in accordance with the Local Law and Conditions of Hire, including timely settlement of all relevant accounts.</u> <u>Facility bookings are prioritised by applicant type as follows:</u> <u>Events and services delivered by the City of Wanneroo (or in formal collaboration with the City) for the benefit of the local community.</u> <u>Local community groups and clubs that are based in the vicinity of the facility.</u> <u>Local community groups and clubs that are based within the greater City of Wanneroo.</u> <u>Not-for-profit organisations providing programs or services that benefit the City of Wanneroo community.</u> <u>Registered charities delivering support services to residents within the City of Wanneroo.</u> <u>Small businesses (as defined by the Australian Small Business Register) that are locally based and contribute to the City's community or economic development.</u> <u>Commercial entities operating for profit, including those based outside the City of Wanneroo.</u> <u>Other groups and organisations.</u>



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	Subject to the above applicant hierarchy, sporting reserve bookings are prioritised by purpose as follows: i. <u>Appropriateness of use (e.g., sport-specific bookings for relevant pitches or facilities).</u> ii. <u>Previous contribution to capital improvements by the applicant.</u> iii. <u>Seasonal sports bookings (e.g. recognised summer sports during the summer season).</u> iv. <u>Pre-season training for regular seasonal hirers of the facility.</u> v. <u>Out-of-season competition bookings for regular seasonal hirers of the facility.</u>
<u>Seasonal Hire</u>	<u>This term specifically refers to recognised sporting seasons. A typical/traditional season is the portion of the year in which the sport's regulated and fixtured matches are played, as defined by the relevant governing body.</u>
<u>Self Help and Peer Support Groups</u>	<u>A group of people who are all directly affected by a particular issue, illness, or circumstance and who provide each other with encouragement, comfort and advice within the Wanneroo community. Such groups can be registered or non-registered with a governing association, but must be not-for-profit and typically do not generate revenue sufficient to support facility hire costs, e.g. gold coin donation to cover costs of tea, coffee, milk etc.</u>
<u>Senior Use</u>	<u>Applies to registered Senior teams, clubs, associations and community groups only. Seniors are defined as individuals aged over 60 years.</u>
<u>Shared Use Agreement</u>	<u>Relates to the use of sports fields and hard courts, which are co-located with the Department of Education schools. Refer to <i>Joint Development and Shared Use Facilities with the Department of Education Policy</i>.</u>
<u>Small Business</u>	<u>As defined by the Australian Small Business Register, a small business is a business entity with fewer than 20 full-time equivalent employees, including sole traders, partnerships, companies, and trusts.</u>
<u>Vicinity</u>	<u>In the context of facility booking prioritisation, this refers to the area in which a group or organisation has a direct, demonstrated connection to the local community served by the facility. This may include groups whose primary operations, membership base, or regular activities occur within the immediate catchment of the facility, as reasonably determined by the City.</u>



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4. SCOPE

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

This policy does not apply to facilities subject to other license arrangements, including but not limited to shared use agreements and leases, or facilities listed in Annexure 2 of this policy.

5. IMPLICATIONS

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

6. IMPLEMENTATION

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

6.1 Maximising Usage and Activation

- a) The City will consider community demand and capacity of facilities to ensure appropriate and accessible use of space that is fit for purpose.
- b) The City seeks to maximise usage by prioritising bookings that contribute to consistent activation and a broad mix of user groups.
- c) The City may seek to cancel or amend existing bookings as required, where:
 - i. A group consistently fails to use their booked time without notice.
 - ii. The booking does not support diverse usage or prevent broader community access without clear benefit.
 - iii. The facility remains underutilised, and another user can demonstrate higher demand; or
 - iv. For reasons as outlined in the Conditions of Hire.

6.2 Prioritising Local Residents

- a) The City is committed to prioritising access to facilities for its local residents, community groups and organisations. Priority will be given to users who are either:
 - i. Individuals who reside within the City.
 - ii. Groups and organisations where the majority of members reside within the City; or

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iii. Activities or services that demonstrate benefit to the City's residents or meet identified local needs.

b) The provision and use of City facilities will be responsive to changing needs across local communities by prioritising access for groups highlighted in Council-endorsed plans and strategies, to target support where it is needed most.

6.3 Promoting Diversity of Use

a) The City ensures availability of different types of facilities to offer choice and meet the diverse needs of local groups and organisations.

b) The City encourages a range of uses within its facilities to maximise community participation and access.

c) The City may consider opportunities for commercial use, which may include business sector partnerships, in order to increase revenue or utilisation of a facility where there is demonstrated community benefit.

6.4 Affordability of Hire

a) Fees and charges are based on the guiding principles in this policy, according to the types of users, levels of services and types of facilities.

b) The City is committed to maintaining a fee structure that reflects a reasonable user contribution towards the cost of maintaining the facility.

c) The City will apply concessionary rates in accordance with the endorsed eligibility criteria and the City's Schedule of Fees and Charges.

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

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

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

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Maximising Usage, Diversity of Use and Activation

- The City will consider community demand and capacity of facilities to ensure appropriate and accessible use of space that is fit for purpose.
- To ensure the City is able to create connected communities, the City will promote appropriate activation of community facilities and hubs by seeking to maximise usage during identified periods.
- The City may seek to amend existing bookings as required to achieve effective utilisation, diversity of use and activation.

Prioritising Local Residents

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

Promoting Diversity of Use

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

Affordability of Hire

- Fees and charges are based on the guiding principles in this policy, according to the types of users, levels of services and types of facilities.
- The City is committed to employing an affordable fee structure which reflects a reasonable user contribution towards the cost of maintaining the facility.

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- ~~The City will continue to provide concessionary rates for City residents and relevant local community groups/organisations conducting activities within the City of Wanneroo, as per the endorsed Schedule of Fees and Charges.~~

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

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

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

7. **AUTHORITIES AND ACCOUNTABILITIES**

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The CEO or his nominee has the authority to approve facility hire and use as it relates to this policy.

8. **ROLES AND RESPONSIBILITIES**

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

9. **DISPUTE RESOLUTION (if applicable)**

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

10. **EVALUATION AND REVIEW**

The policy will be evaluated every two years.

11. **RELATED DOCUMENTS**

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

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- ~~Food Truck Management Procedure~~
- ~~Public Community Event Policy and Management Procedure~~
- Circuses and Performing Animals Policy
- ~~Community Funding Policy and Management Procedure~~
- ~~Community Led Initiatives and Collaborations Management Procedure~~
- Public Places and Local Government Property Local Law 2015
- Conditions of Hire – [Facility Booking Council Facilities](#)
- City of Wanneroo Schedule of Fees & Charges

12. RESPONSIBILITY FOR IMPLEMENTATION

Manager Community Facilities.

REVISION HISTORY

Version	Next Review	Record No.
CD06-08/09	25 Aug 2009	
CD02-05/11	2 May 2011	11/22399
CD01-05/13	May 2015	12/40855
16/12/14 – Admin amendment – See Trim: 14/9002	May 2015	12/40855
03/09/2018 – Admin Amendment from CP05-08/18	May 2015	12/40855
22 September 2020 CP02-09/20	June 2022	19/419971
9 August 2022 CP06-08/22	August 2024	19/419971[v2]
18 June 2024 (CE03-06/24) (extension to review date)	30 April 2025	
<u>17 November 2025 Policy Review Committee</u>	<u>November 2027</u>	<u>19/419971[v3]</u>



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ANNEXURE 1 – CONCESSIONS

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

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



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9.	Community Use	Any event, program or activity undertaken by a City resident or community-based organisation on a casual or ongoing basis.	N/A. As per Schedule of Fees & Charges
10.	Commercial Use	Where the activity being undertaken is a profit making venture regardless of whether the body is incorporated or not.	N/A. As per Schedule of Fees & Charges
11.	Community-based business	Small or single operator community-based business who conducts their activities on a cost-recovery basis. In this instance, the community rate will apply.	N/A. As per Schedule of Fees & Charges

<u>Category No.</u>	<u>Hirer Description</u>	<u>Reference</u>	<u>Method of Calculation for Concessionary Rate</u>
<u>1</u>	<u>All Abilities Use</u>	<u>Applies to registered All Abilities teams, clubs, associations and community groups only.</u>	<u>50 or 100% of the Adult Fee</u> <u>Sporting Use: 50% concession of Adult team fees, unless City of Wanneroo based, then 100% concession</u> <u>Community Not-For-Profit Use: 50% concession of standard hire rate, unless City of Wanneroo based, then 100% concession</u>
<u>2</u>	<u>Charitable Organisation</u>	<u>An organisation that must be not-for-profit, have only charitable purposes that are for the public benefit, not have a disqualifying purpose and not be an individual, a political party or a government entity, registered with the Australian Charities and Not-for-profits Commission (ACNC). Applies to registered charities. Charities that are registered with the Australian Charities and Not-for-Profits Commission (ACNC).</u>	<u>50% concession for regular bookings</u>
<u>3</u>	<u>Community Support Services</u>	<u>Organisations that provide support services to the Wanneroo community. Such organisations are registered, not-for-profit, and are usually provided some type of funding towards the program they are running. There are nine approved sub-categories as approved by the</u>	<u>100% concession for bookings</u>



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		<u>WA State Government's Community Services Framework.</u> • <u>Accommodation services.</u> • <u>Community Support.</u> • <u>Counselling Services.</u> • <u>Emergency Services.</u> • <u>Grants and Subsidies.</u> • <u>Natural Disasters.</u> • <u>Rural Community Development.</u> • <u>Social Justice and Equity.</u> • <u>Transport Access Schemes.</u>	
<u>4</u>	<u>Education – Alternative Education</u>	<u>Applies to hire of sporting field or community facility by an alternative education provider who is not a business.</u>	<u>50% concession of hourly hire rate, unless majority of participants are City of Wanneroo based, then 100% concession</u>
<u>5</u>	<u>Education – Government and Non-Government Schools</u>	<u>Applies to hire of sporting field or facility, by a Government school, Religious or faith-based school or Independent school, outside of any field or facility under the school/s existing shared use agreement.</u>	<u>For single school use, 50% concession for schools located outside of City of Wanneroo, and 100% for schools located within City of Wanneroo</u> <u>For multi-school use: 50% concession of hourly hire rate, unless majority of schools are City of Wanneroo based, then 100% concession</u>
<u>6</u>	<u>Essential Services</u>	<u>Essential services are critical systems and functions required to support public safety, health, and well-being. These are divided into two main categories:</u> <u>Basic public needs</u> • <u>Electricity.</u> • <u>Gas.</u> • <u>Water.</u> • <u>Telecommunications.</u> • <u>Health (hospital, etc).</u> • <u>Waste and sewerage management.</u> <u>Emergency Response Services</u> <u>Aligned with the State Emergency Management Plan, these services support the</u>	<u>100% concession for bookings</u>



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		community in preparing for, responding to, and recovering from emergencies and disasters. They include: • Immediate response actions to protect life, property, and the environment (e.g., fire services, police, State Emergency Service and Surf Life Saving Clubs). • Recovery operations to restore community infrastructure and support social and economic recovery. • Ongoing emergency preparedness activities, such as multi-agency training, emergency exercises, and response planning. This excludes fundraising for the purposes of income generation for individual groups.	
7	Fundraising	Benevolence Any event, program or activity to help a City of Wanneroo resident and/or their families (including animals) with urgent life-threatening/life-limiting illnesses or medical conditions, disaster/emergency relief or social welfare situation requiring aid. • Health and Medical (including animals). • Disaster Relief. • Social Welfare. Charitable Collections Applies to individuals or organisations undertaking fundraising activities on behalf of a registered charity. To be eligible, the activity must: • Be conducted with a letter of authority from the registered charity. • Provide clear public benefit. • Support recognised groups in need (as defined under charitable purposes). This excludes fundraising for the purposes of income generation for individuals and groups.	100% concession for bookings
8	Junior Use	Applies to registered Junior teams, clubs, associations and community groups only. Juniors are defined as individuals aged 18 years and under.	50 or 100% of the Adult Fee Sporting Use: 50% concession of Adult team fees, unless City of Wanneroo based, then 100% concession



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			<u>Community Not For Profit Use: 50% concession of standard hire rate, unless City of Wanneroo based, then 100% concession</u>
<u>9</u>	<u>Self Help and Peer Support</u>	<u>A City of Wanneroo based group of people who:</u> <u>• Are all directly affected by a particular issue, illness, or circumstance and who provide each other with encouragement, comfort and advice within the Wanneroo community; or</u> <u>• Have a common community-based purpose including, Men/Women's Sheds, Town Teams, Community Gardens and Resident and Rate Payer Associations.</u> <u>Such groups can be registered or non-registered with a governing association, but must be not-for-profit and typically do not generate revenue sufficient to support facility hire costs, e.g. gold coin donation to cover costs of tea, coffee, milk, etc.</u>	<u>100% concession for bookings</u>
<u>10</u>	<u>Senior Use</u>	<u>Applies to registered Seniors teams, clubs, associations and community groups only.</u> <u>Seniors are defined as individuals aged over 60 years.</u>	<u>50 or 100% of the Adult Fee</u> <u>Sporting Use: 50% concession of Adult team fees, unless City of Wanneroo based, then 100% concession</u> <u>Community Not For Profit Use: 50% concession of standard hire rate, unless City of Wanneroo based, then 100% concession</u>
<u>11</u>	<u>Small Business</u>	<u>Applies to small businesses providing free community classes.</u>	<u>100% concession for bookings</u>



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12	Wanneroo Agricultural Society	This applies only to the Wanneroo Agricultural Society's exclusive use of the Wanneroo Show Grounds for eight (8) days in November annually.	100% concession of facility hourly hire rate.
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ANNEXURE 2 – EXCLUDED FACILITIES

- [Banksia Rooms \(Civic Facility\)](#)
- [Buckingham House](#)
- [Civic Golf Course - Carramar](#)
- [Civic Golf Course - Marangaroo](#)
- [Cockman House](#)
- [Jacaranda Court \(Civic Facility\)](#)
- [Kingsway Indoor Stadium](#)
- [Wanneroo Aquamotion](#)
- [Wanneroo Civic Centre Council Chambers](#)
- [Wanneroo Regional Museum and Community History Centre](#)
- [Wanneroo School House](#)
- [Youth Centres](#)

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FACILITY HIRE & USE POLICY

Responsible Directorate:	Community & Place
Responsible Service Unit:	Community Facilities
Contact Person:	Manager Community Facilities
Date of Approval:	17 November 2026
Policy Review Committee Item No:	TBA

1. POLICY STATEMENT

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

2. OBJECTIVE AND PURPOSE

Objective

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

Purpose

The purpose of this policy is to:

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

3. KEY DEFINITIONS

Definition: Any definitions listed in the following table apply to this document only.	
Term	DEFINITION
All Abilities	Programs and activities that are designed to be inclusive of individuals with disabilities, allowing them to participate in sports and recreation alongside their peers without disabilities.
Alternative Education Provider	For the purpose of this policy, alternative education providers are entities registered with the Department of Education WA that offer educational programs that differ from the traditional mainstream schooling model, including home schooling.
Annual Hire	Ongoing or regular hire which results in more than 12 sessions per financial year.



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Casual Hire	A one-off specific booking, intermittent and/or irregular meetings to a maximum of 12 sessions per financial year.
Charitable Organisation	An organisation which must be not-for-profit, have only charitable purposes that are for the public benefit, not have a disqualifying purpose and not be an individual, a political party or a government entity, registered with the Australian Charities and Not-for-profits Commission (ACNC).
Charitable Purpose	Charitable purposes are: • Advancing health, education, social or public welfare, religion, culture and the natural environment. • Promoting and protecting human rights, preventing or relieving the suffering of animals, and protecting the safety of the general public. • Confirmed within a charity's registration with the ACNC.
Child Care Service	A service providing or intended to provide education and care on a regular basis to children under 13 years of age (or such other age as may be prescribed for the purposes of this section) that: • It is not an education and care service under the Education and Care Services National Law (WA) Act 2012; and • It is a type of service to which the Child Care Services Act 2007 applies
Commercial Entity	Refers to a for-profit business or organisation that does not qualify as a small business and has 20 or more full-time equivalent (FTE) employees. This category may also include franchise operations, national or multinational companies, and other commercial organisations.
Community Support Services	Organisations that provide support services to the Wanneroo community. Such organisations are registered, not-for-profit, and are usually provided some type of funding towards the program they are running. There are nine sub-categories as approved by the WA State Government's Community Services Framework: • Accommodation Services. • Community Support. • Counselling Services. • Emergency Services. • Grants and Subsidies. • Natural Disasters. • Rural Community Development. • Social Justice and Equity. • Transport Access Schemes.
Concessionary Rates	A reduced rate for the use of the City's community and sporting facilities for eligible groups and individuals (see Annexure 1).



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Diversity of Use	The varied and inclusive utilisation of City facilities by multiple user types, activity categories, and purposes, reflecting the social, cultural, and operational needs of the community.
Education and Care Service	A service providing or intended to provide education and care on a regular basis to children under 13 years of age to which the <i>Education and Care Services National Law (WA) Act 2012</i> apply, being: • Long-day care services • Family day care services; or • Outside school hours services.
Emergency Response Services	Aligned with the State Emergency Management Plan, these services support the community in preparing for, responding to, and recovering from emergencies and disasters. They include: • Immediate response actions to protect life, property, and the environment (e.g. fire services, police, State Emergency Service and Surf Life Saving Clubs). • Recovery operations to restore community infrastructure and support social and economic recovery. • Ongoing emergency preparedness activities, such as multi-agency training, emergency exercises, and response planning.
Essential Services	Critical systems and functions supporting public safety, health, and well-being. Includes basic public needs (electricity, gas, water, telecommunications, health, waste management) and emergency response services.
Facilities	Multipurpose community and recreation buildings and open spaces supplied by the City and available for hire by the general community. These can include, but are not limited to community centres, community hubs, libraries, parks and reserves, recreation centres and sporting facilities.
Fundraising (benevolence)	Refers to any event, program, or activity intended to support a City of Wanneroo resident and/or their immediate family (including animals) in situations involving: • Health and Medical Needs: Including support for urgent, life-threatening or life-limiting illnesses, injuries, or medical conditions (for both people and animals). • Disaster or Emergency Relief: Assistance in response to natural disasters, accidents, or other unforeseen critical events. • Social Welfare Support: Aid for individuals or families facing immediate hardship or welfare-related emergencies.
Fundraising (charitable collections)	Applies to individuals or organisations undertaking fundraising activities on behalf of a registered charity with a licence issued by the Department of Local Government, Industry Regulation and Safety. To be eligible, the activity must:

	• Be conducted with a letter of authority from the registered charity. • Provide clear public benefit. • Be in alignment with the registered charity's charitable purpose.
Government Schools	Western Australian public schools delivering education under a formal mainstream schooling model, which include: • Primary and secondary schools. • Senior colleges. • Education support schools, centres and programs. • Language development centres. • Deaf education schools, centres and programs. • Distance education. • Agricultural education.
Junior Use	Applies to registered Junior teams, clubs, associations and community groups only. Juniors are defined as individuals aged 18 years and under.
Lease	A contract by which the City grants exclusive possession of a Facility to another party for a specified time, usually in return for a periodic payment.
Non-Government Schools	Religious or faith-based Schools and Independent Schools delivering education under a formal mainstream schooling model.
Priority of Use	Preference shall be given to applicants whose previous use of the City's facility, if applicable, has been in accordance with the Local Law and Conditions of Hire, including timely settlement of all relevant accounts. Facility bookings are prioritised by applicant type as follows: - Events and services delivered by the City of Wanneroo (or in formal collaboration with the City) for the benefit of the local community. - Local community groups and clubs that are based in the vicinity of the facility. - Local community groups and clubs that are based within the greater City of Wanneroo. - Not-for-profit organisations providing programs or services that benefit the City of Wanneroo community. - Registered charities delivering support services to residents within the City of Wanneroo. - Small businesses (as defined by the Australian Small Business



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	Register) that are locally based and contribute to the City's community or economic development. g. Commercial entities operating for profit, including those based outside the City of Wanneroo. h. Other groups and organisations. Subject to the above applicant hierarchy, sporting reserve bookings are prioritised by purpose as follows: i. Appropriateness of use (e.g., sport-specific bookings for relevant pitches or facilities). ii. Previous contribution to capital improvements by the applicant. iii. Seasonal sports bookings (e.g. recognised summer sports during the summer season). iv. Pre-season training for regular seasonal hirers of the facility. v. Out-of-season competition bookings for regular seasonal hirers of the facility.
Seasonal Hire	This term specifically refers to recognised sporting seasons. A typical/traditional season is the portion of the year in which the sport's regulated and fixtured matches are played, as defined by the relevant governing body.
Self Help and Peer Support Groups	A group of people who are all directly affected by a particular issue, illness, or circumstance and who provide each other with encouragement, comfort and advice within the Wanneroo community. Such groups can be registered or non-registered with a governing association, but must be not-for-profit and typically do not generate revenue sufficient to support facility hire costs, e.g. gold coin donation to cover costs of tea, coffee, milk etc.
Senior Use	Applies to registered Senior teams, clubs, associations and community groups only. Seniors are defined as individuals aged over 60 years.
Shared Use Agreement	Relates to the use of sports fields and hard courts, which are co-located with the Department of Education schools. Refer to <i>Joint Development and Shared Use Facilities with the Department of Education Policy</i> .
Small Business	As defined by the Australian Small Business Register, a small business is a business entity with fewer than 20 full-time equivalent employees, including sole traders, partnerships, companies, and trusts.
Vicinity	In the context of facility booking prioritisation, this refers to the area in which a group or organisation has a direct, demonstrated connection to the local community served by the facility. This may include groups whose primary operations, membership base, or regular activities occur within the immediate catchment of the facility, as reasonably determined by the City.



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4. SCOPE

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

This policy does not apply to facilities subject to other license arrangements, including but not limited to shared use agreements and leases, or facilities listed in Annexure 2 of this policy.

5. IMPLICATIONS

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

6. IMPLEMENTATION

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

6.1 Maximising Usage and Activation

- a) The City will consider community demand and capacity of facilities to ensure appropriate and accessible use of space that is fit for purpose.
- b) The City seeks to maximise usage by prioritising bookings that contribute to consistent activation and a broad mix of user groups.
- c) The City may seek to cancel or amend existing bookings as required, where:
 - i. A group consistently fails to use their booked time without notice.
 - ii. The booking does not support diverse usage or prevent broader community access without clear benefit.
 - iii. The facility remains underutilised, and another user can demonstrate higher demand; or
 - iv. For reasons as outlined in the Conditions of Hire.

6.2 Prioritising Local Residents

- a) The City is committed to prioritising access to facilities for its local residents, community groups and organisations. Priority will be given to users who are either:
 - i. Individuals who reside within the City.
 - ii. Groups and organisations where the majority of members reside within the City; or
 - iii. Activities or services that demonstrate benefit to the City's residents or meet identified local needs.



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- b) The provision and use of City facilities will be responsive to changing needs across local communities by prioritising access for groups highlighted in Council-endorsed plans and strategies, to target support where it is needed most.

6.3 Promoting Diversity of Use

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

6.4 Affordability of Hire

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

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

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

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

7. AUTHORITIES AND ACCOUNTABILITIES

The CEO or his nominee has the authority to approve facility hire and use as it relates to this policy.

8. ROLES AND RESPONSIBILITIES

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



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9. DISPUTE RESOLUTION (if applicable)

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

10. EVALUATION AND REVIEW

The policy will be evaluated every two years.

11. RELATED DOCUMENTS

- Fee Waivers, Concessions and Debt Write-Off Policy
- Circuses and Performing Animals Policy
- Public Places and Local Government Property Local Law 2015
- Conditions of Hire – Council Facilities
- City of Wanneroo Schedule of Fees & Charges

12. RESPONSIBILITY FOR IMPLEMENTATION

Manager Community Facilities.

REVISION HISTORY

Version	Next Review	Record No.
CD06-08/09	25 Aug 2009	
CD02-05/11	2 May 2011	11/22399
CD01-05/13	May 2015	12/40855
16/12/14 – Admin amendment – See Trim: 14/9002	May 2015	12/40855
03/09/2018 – Admin Amendment from CP05-08/18	May 2015	12/40855
22 September 2020 CP02-09/20	June 2022	19/419971
9 August 2022 CP06-08/22	August 2024	19/419971[v2]
18 June 2024 (CE03-06/24) (extension to review date)	30 April 2025	
17 November 2025 Policy Review Committee	November 2027	19/419971[v3]

ANNEXURE 1 – CONCESSIONS

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

Category No.	Hirer Description	Reference	Method of Calculation for Concessionary Rate
1	All Abilities Use	Applies to registered All Abilities teams, clubs, associations and community groups only.	50 or 100% of the Adult Fee Sporting Use: 50% concession of Adult team fees, unless City of Wanneroo based, then 100% concession Community Not-For-Profit Use: 50% concession of standard hire rate, unless City of Wanneroo based, then 100% concession
2	Charitable Organisation	An organisation that must be not-for-profit, have only charitable purposes that are for the public benefit, not have a disqualifying purpose and not be an individual, a political party or a government entity, registered with the Australian Charities and Not-for-profits Commission (ACNC). Applies to registered charities. Charities that are registered with the Australian Charities and Not-for-Profits Commission (ACNC).	50% concession for regular bookings
3	Community Support Services	Organisations that provide support services to the Wanneroo community. Such organisations are registered, not-for-profit, and are usually provided some type of funding towards the program they are running. There are nine approved sub-categories as approved by the WA State Government's Community Services Framework. • Accommodation services. • Community Support. • Counselling Services. • Emergency Services. • Grants and Subsidies. • Natural Disasters.	100% concession for bookings

		• Rural Community Development. • Social Justice and Equity. • Transport Access Schemes.	
4	Education – Alternative Education	Applies to hire of sporting field or community facility by an alternative education provider who is not a business.	50% concession of hourly hire rate, unless majority of participants are City of Wanneroo based, then 100% concession
5	Education – Government and Non-Government Schools	Applies to hire of sporting field or facility, by a Government school, Religious or faith-based school or Independent school, outside of any field or facility under the school/s existing shared use agreement.	For single school use, 50% concession for schools located outside of City of Wanneroo, and 100% for schools located within City of Wanneroo For multi-school use: 50% concession of hourly hire rate, unless majority of schools are City of Wanneroo based, then 100% concession
6	Essential Services	Essential services are critical systems and functions required to support public safety, health, and well-being. These are divided into two main categories: Basic public needs • Electricity. • Gas. • Water. • Telecommunications. • Health (hospital, etc). • Waste and sewerage management. Emergency Response Services Aligned with the State Emergency Management Plan, these services support the community in preparing for, responding to, and recovering from emergencies and disasters. They include: • Immediate response actions to protect life, property, and the environment	100% concession for bookings

		(e.g., fire services, police, State Emergency Service and Surf Life Saving Clubs). - Recovery operations to restore community infrastructure and support social and economic recovery. - Ongoing emergency preparedness activities, such as multi-agency training, emergency exercises, and response planning. This excludes fundraising for the purposes of income generation for individual groups.	
7	Fundraising	Benevolence Any event, program or activity to help a City of Wanneroo resident and/or their families (including animals) with urgent life-threatening/life-limiting illnesses or medical conditions, disaster/emergency relief or social welfare situation requiring aid. - Health and Medical (including animals). - Disaster Relief. - Social Welfare. Charitable Collections Applies to individuals or organisations undertaking fundraising activities on behalf of a registered charity. To be eligible, the activity must: - Be conducted with a letter of authority from the registered charity. - Provide clear public benefit. - Support recognised groups in need (as defined under charitable purposes). This excludes fundraising for the purposes of income generation for individuals and groups.	100% concession for bookings
8	Junior Use	Applies to registered Junior teams, clubs, associations and community groups only. Juniors are defined as individuals aged 18 years and under.	50 or 100% of the Adult Fee Sporting Use: 50% concession of Adult team fees, unless City of Wanneroo based, then 100% concession Community Not For Profit Use: 50% concession of standard hire rate, unless City of

			Wanneroo based, then 100% concession
9	Self Help and Peer Support	A City of Wanneroo based group of people who: • Are all directly affected by a particular issue, illness, or circumstance and who provide each other with encouragement, comfort and advice within the Wanneroo community; or • Have a common community-based purpose including, Men/Women's Sheds, Town Teams, Community Gardens and Resident and Rate Payer Associations. Such groups can be registered or non-registered with a governing association, but must be not-for-profit and typically do not generate revenue sufficient to support facility hire costs, e.g. gold coin donation to cover costs of tea, coffee, milk, etc.	100% concession for bookings
10	Senior Use	Applies to registered Seniors teams, clubs, associations and community groups only. Seniors are defined as individuals aged over 60 years.	50 or 100% of the Adult Fee Sporting Use: 50% concession of Adult team fees, unless City of Wanneroo based, then 100% concession Community Not For Profit Use: 50% concession of standard hire rate, unless City of Wanneroo based, then 100% concession
11	Small Business	Applies to small businesses providing free community classes.	100% concession for bookings
12	Wanneroo Agricultural Society	This applies only to the Wanneroo Agricultural Society's exclusive use of the Wanneroo Show Grounds for eight (8) days in November annually.	100% concession of facility hourly hire rate.



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ANNEXURE 2 – EXCLUDED FACILITIES

- Banksia Rooms (Civic Facility)
- Buckingham House
- Civic Golf Course - Carramar
- Civic Golf Course - Marangaroo
- Cockman House
- Jacaranda Court (Civic Facility)
- Kingsway Indoor Stadium
- Wanneroo Aquamotion
- Wanneroo Civic Centre Council Chambers
- Wanneroo Regional Museum and Community History Centre
- Wanneroo School House
- Youth Centres

Facility Hire and Use Policy Review – Summary Table

Section	Review	Feedback	Action
1. Statement	Adjusted to reflect Goal 1 of SCP	Nil	Actioned
2. Objective	Nil changes	Nil	Nil
3. Key Definitions	- Clarify eligibility for concession rates - Remove references to operational and management procedures - Align with existing definitions in supporting City policies - Used national or legislated definitions where available - Additional definitions included to support application of policy	- Query specific condition included in lease - Query expansion of listed services - Emergency services list expanded to include SLSC - Query need for evidence of Fundraising (benevolence) - Query additional info included in Seasonal Hire definition - Remove references not specifically required in Policy to Guidelines	- Include lease agreement as special condition - List is in accordance with the WA State Government community services framework - Surf Lifesaving Clubs added to list - Content reviewed with minor changes to clearly identify differences - Seasonal hire definition to remain the same - Actioned
4. Scope	- Minor formatting changes - Scope separated to support future major review and transfer of excluded facilities to annexure 2	Additional detail regarding facilities or agreements that are out of policy scope	Actioned
5. Implications	Nil changes	Nil	Nil
6. Implementation	- Maximise Usage and Activation: wording revised based on practical challenges and staff feedback - Prioritising Local Residents: adjusted to give clearer guidance to staff interpretation - Promoting Diversity of Use: removed redundancies already covered in previous principles	- Maximising Usage: more detail regarding the City's right to cancel or amend existing bookings - Diversity of Use: exists in two sections, query if they should be combined	- Actions by including additional dot point referencing the Conditions of Hire - Removed from "maximising usage and activation"

Facility Hire and Use Policy Review – Summary Table

7. Authorities	Nil changes	Nil	Nil
8. Roles	Nil changes	Nil	Nil
9. Dispute	Nil changes	Nil	Nil
10. Evaluation	Nil changes	Nil	Nil
11. Related Docs	Removal of Food Truck Management Procedure	Relevant documents reviewed and amended	Actioned
12. References	Nil changes	Nil	Nil
13. Responsible	Nil changes	Nil	Nil
14. Annexure 1	Additional concession definitions developed to support staff and community interpretations and reduce ambiguity when applying council approved concessionary rates	1. Change reference in method of calculation to read Guidelines and not Management Procedure 2. Junior use: query what % of group must be correct age to be eligible for concession 3. Junior use: query how small business delivering paid classes would be excluded 4. Community Support Services: request additional definition of all categories 5. Benevolence – request for definitions of categories and eligibility criteria 6. Request additional concession categories: a. Small business delivering free classes b. Resident, rater payer, Town Teams, community gardens and sheds c. All Abilities teams	1. Actioned 2. Wording altered to reflect need for Junior registration/community group which reflects members being 18 or under 3. Small business delivering paid classes not eligible for concession 4. Contained within WA State Government Framework and will be included in the Procedure for staff clarification 5. Examples included in Key Definitions list, confirmed legal requirements for benevolent fundraising 6. Additional categories created for a. Small business when delivering free classes b. Self Help and Peer Support to include common community purpose use c. All Abilities d. Wanneroo Ag Society e. Education – Alternative f. Education – Government and Non-Government Schools No additional categories were created for business or non-business

Facility Hire and Use Policy Review – Summary Table

		d. Sports training run by a business e. Wanneroo AG Society annual Showground use f. Education organisation use g. Day care and home school use with separate categories for business and non-business	day care and homeschooling. Wording in <i>Education – Alternative</i> was amended to cover non-business No additional category created for Sports Training as not eligible for concession
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4.11 Ordinary Council Meetings and Forums of Council Policy

File Ref:	2391 – 25/346908
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 4.1 - Workshop - Ordinary Council Meeting and Forums of Council Policy - Policy Review Committee - 18 Aug 2025 6:00pm

Issue

To consider the review of the City of Wanneroo's (the **City**) Ordinary Council Meetings 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

In accordance with section 5.4 of the *Local Government Act 1995* (the **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* (the **Regulations**) mandates that the City provide public notice of the 2026 Council Meeting schedule before 1 January 2026.

Due to the Local Government Elections scheduled for October 2025, Council entered the Caretaker Period on 4 September 2025, resulting in no Ordinary Council Meeting being held in October. A formal report outlining the proposed 2026 meeting dates will be presented at the Ordinary Council Meeting on 16 December 2025.

To support informed decision-making, Administration conducted a survey targeting Council Members and key stakeholders to gather feedback on the current Policy. The insights from this survey will guide potential amendments and assist in shaping an effective meeting schedule for 2026. Survey results were presented to Council Members during the August 2025 Policy Review Committee workshop.

The increasing volume of Supplementary Agendas prompted discussion around the need for clearer boundaries regarding the inclusion of reports. To address the growing reliance on late submissions and the associated logistical challenges, including additional courier services, Administration will review their internal processes.

The formation of the Chief Executive Officer Performance Review Committee (**Committee**) under section 5.8 of the Act in August 2025 has removed the need for separate quarterly CEO strategic briefings. These matters will now be addressed within the Committee's scheduled meetings.

Consultation

Administration distributed a targeted survey to Council Members and relevant stakeholders; the survey was open for four weeks and focused on three key themes embedded in the Policy:

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

The survey employed a 5-point Likert scale (1 = strongly disagree, 5 = strongly agree) and received 14 responses (five from Council Members and nine from Administration).

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

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 some of the City's Committees and Groups was presented to the September 2025 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 suggesting that majority of the respondents supported this element of the Policy.

Council Member Feedback

Appropriate Meeting Cycles and Times

Satisfaction with the current meeting cycle was graded an average score of 2.4 despite satisfaction being slightly higher regarding scheduled times of meetings under the current Policy.

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. 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. 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 nor dissatisfied category when assessing feedback on the ability to actively participate inclusively in the meeting process. The same score range was provided in relation to the support provided by Administration.

Comment

The Policy review has been undertaken in alignment with statutory obligations under the *Local Government Act 1995* and associated regulations. The engagement process involving both Council and Administration has provided valuable insights to inform future scheduling and agenda planning.

While feedback on the current meeting cycle reflects a range of views, there is general support for its overall structure, particularly regarding the commencement time and the preparatory period afforded to Council Members. On this basis, Administration recommends maintaining the existing meeting cycle throughout 2026, thereby allowing Administration additional time to embed and operationalise the Policy.

To further enhance the strategic intent and operational clarity of Concept Forums, Administration proposes that the ten scheduled sessions to be held on the third Tuesday of each month be dedicated to the following agenda items, except where exceptional circumstances necessitate broader inclusion:

- Items formally requested by Council Members in accordance with the adopted Policy (*"subject to CEO consideration were supported by four Council Members"*); and
- Council Member professional development and training.

Given the absence of strong preference for alternative scheduling arrangements, Administration recommends retaining the current meeting structure under the Policy with minor adjustments to enhance flexibility and responsiveness as shown below:

- Minor update to the key definitions.
- Update clause 5. to align with the recently adopted Council Plan 2025-2035.
- Updated clause 6.2 to include the committees with delegated authority.
- Updated clause 6.3.2 to include the proposed changes for the Concept Forum held on the third Tuesday of each month.
- Updated clause 6.3.2 to remove Chief Executive Officer's quarterly strategic briefings.
- Updated clause 10 to amend the review period from annually to every two years.

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*.

Strategic Implications

The proposal aligns with the following objective within the Council Plan 2025 – 2035:

5 ~ A Well-Governed and Managed City

5.1 - Lead with clear decisions and strong advocacy

Risk Appetite Statement

In pursuit of strategic objective goal 5, 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
Level 1 Strategic Risk	9.0 Ineffective Governance	Medium
Level 2 Corporate Risk	9.1 Compliance Framework	Medium
ACCOUNTABILITY		ACTION PLANNING OPTION
General Counsel		Manage

Policy Implications

The Policy has been reviewed in accordance with the Council Policy Framework Policy.

Financial Implications

Nil

Voting Requirements

Simple Majority

Recommendation

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

Attachments:

- | | | |
|-------------------|---|---------------|
| 1 | Attachment 1 - Ordinary Council Meetings and Forums of Council Policy - Current Version | 24/347840[v3] |
| 2 | Attachment 2 - Ordinary Council Meetings and Forums of Council Policy - Marked Up Version | 25/346982 |
| 3 | Attachment 3 - Ordinary Council Meetings and Forums of Council Policy - Clean Version | 24/347840[v4] |

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:

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



Council Policy

The Agenda for the Ordinary Council Meeting shall be made available to Council Members via the Councillors Hub and to the public via the City's official website no later than 5:00pm on the Wednesday immediately preceding the meeting.

An Ordinary Council Meeting is to be conducted in accordance with the *Local Government Act 1995* ("the Act"), the *Local Government (Administration) Regulations 1996* and the *City of Wanneroo Standing Orders Local Law 2021*.

6.2 Council Committees and Working Group Meetings

Council Committees and Working Groups will be convened on the first, third and fifth Monday of the month commencing at 6:00pm. Council Committees will be conducted in the City of Wanneroo Council Chamber and Working Groups will be conducted in City of Wanneroo Lechenaultia Room.

Council Committee and Working Group meetings are to be closed to the public and all discussions and subject matter are confidential.

Agenda papers for the Committees and Working Groups are to be distributed to the Council Members no later than 5:00pm on the Wednesday immediately preceding the Committee or Working Group Meeting.

6.2.1 Exemption

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

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

6.3 Forums of Council

The principal objective of a council forum is to facilitate the exchange of information and knowledge between the Council Members and the Administration. The subject matter of a council forum will generally lead to decision-making at an Ordinary Council Meeting.

A council forum is not convened under the provisions of Act and, therefore, the guidelines relating to procedural and behavioural control as recommended in the "Local Government Operational Guidelines – Council Forums" are to be applied to this Policy.

- The Mayor is to facilitate, guide and chair the council forum and all questions and discussion are to be directed through the chair.
- In the absence of the Mayor, the Deputy Mayor is to facilitate, guide and chair the council forum, and otherwise by consensus of those Council Members present.



Council Policy

- There is to be no decision making, whether implied or otherwise, at a council forum.
- The declaration of interest provisions applying to council meetings are to apply to a council forum.
- A record is to be kept of opening and closing times, attendance, declaration of interest, requests for information, summary of discussion and actions.
- A schedule of the next three months of Forums of Council will be listed in the Wanneroo Wrap.

The City has two categories of Forums of Council as follows:

- Agenda Briefing; and
- Concept Forum.

6.3.1 Agenda Briefing

An agenda briefing is the forum at which the Council Members and the community can ask questions, deputise and seek clarification and request further information on all matters due for deliberation and consideration at the forthcoming Ordinary Council Meeting.

The agenda briefing is to be open to the public unless a confidential matter, as provided under section 5.23 of the Act, is to be dealt with and the meeting is closed to the public. The reason for closure is to be recorded.

Debating, "debate style" discussion or any statements or expression that might influence or indicate the way in which a Council Member might vote is not permitted.

An item to be addressed is to be limited to a matter on the agenda which is to be subject to deliberation at the next Ordinary Council Meeting.

With the exception of the monthly financial, investment and list of accounts for payments reports, any items for consideration at the Ordinary Council Meeting that have not been listed on the agenda for the Agenda Briefing must be treated as urgent business as provided for in section 3.17 of the *Standing Orders Local Law 2021*.

An agenda briefing is to be convened on the second Tuesday of the month commencing at 6:00pm and conducted in the City of Wanneroo Civic Council Chambers.

Agenda briefing papers are to be distributed to the Council Members no later than 5:00pm on the Wednesday immediately preceding the briefing.

A request from a Council Member for more information or advice is to be recorded and a response is to be included in the Ordinary Council Meeting agenda.

A Council Member who intends to submit an alternate motion (i.e. a motion which is materially different to an officer's recommendation) should preferably give notice to do so at the agenda



Council Policy

briefing but, in any case, no later than 5:00pm on the Tuesday preceding the Ordinary Council Meeting.

Proposed alternate motions are to be circulated to all Council Members at the same time as the Ordinary Council Meeting agenda.

6.3.2 Concept Forum

Concept forums are to be closed to the public and all discussions and subject matter are confidential.

Concept forums are convened on the first, third and fifth Tuesday of the month commencing at 6:00pm and conducted in the City of Wanneroo Lechenaultia Room.

Agenda papers and other informing documents are to be distributed to the Council Members no later than 5:00pm on the Wednesday immediately preceding the concept forum.

There is limited time available and a relatively high demand for concept forums.

Consequently, the CEO is to ensure that any item put on the agenda is absolutely essential and that the complexity of the subject matter is such that it cannot be suitably explained by other means such as a comprehensive officer's report via the agenda briefing, a video presentation or a briefing report on the Councillors Hub or other similar means.

The CEO is to consider including proposed items on the agenda at the request of four Council Members.

As a concept forum is not open to the public and does not involve any decision making or formal consideration of matters requiring a decision, there are to be matters which, by their nature, are not to be considered. Those matters include:

- An application for development approval;
- A recommendation in relation to applications for subdivision approval;
- An initiation of a local planning scheme amendment or a rezoning;
- Consideration of a proponent's structure plan; and
- An application for a licence, permit, approval or other authorisation under a local law.

All items presented at concept forums must provide appropriate time at the conclusion of presentations for questions, comments and requests for clarification from Council Members.



Council Policy

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

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

Section 1 - Briefing

The briefing section of the concept forum agenda provides an opportunity for information exchange between a staff member or consultant delivering a presentation, and the Council Members. The discussion is informed by previously distributed supporting materials with the opportunity for questions and feedback from the Council Members.

Section 2 - Workshop

The workshop section of the concept forum provides an opportunity for a facilitated discussion between Council Members and the staff on a new 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



Council Policy

ORDINARY COUNCIL MEETINGS AND FORUMS OF COUNCIL

Responsible Directorate:	Office of the CEO
Responsible Service Unit:	Legal and Governance
Date of Approval:	
Policy Review Committee Item No:	

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1. POLICY STATEMENT

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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.

Deleted: CEO Strategic Briefing

Deleted: A CEO strategic briefing provides the CE and the Council Members with the opportunity to discuss and provide feedback on matters of strategic significance to the City and is not open to the public



Council Policy

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
Delegated Authority	<u>Under section 5.16 of the Act a local government may delegate powers and duties to a committee.</u>
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

Goal 5 – A Well-Governed and Managed City:-

"Ensure the organisation is unified by a shared vision, culture and values, providing consistent purpose, direction and action; and clear and reliable organisational governance process enable the City to meet its legal obligations and make ethical decisions in the interests the community and its stakeholders."

Deleted: Priority 7.1 Clear direction and decision making

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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.



Council Policy

The Agenda for the Ordinary Council Meeting shall be made available to Council Members via the Councillors Hub and to the public via the City's official website no later than 5:00pm on the Wednesday immediately preceding the meeting.

An Ordinary Council Meeting is to be conducted in accordance with the *Local Government Act 1995* ("the Act"), the *Local Government (Administration) Regulations 1996* and the *City of Wanneroo Standing Orders Local Law 2021*.

6.2 Council Committees and Working Group Meetings

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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 except for committees with delegated authority 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.

~~Unanswered questions, further information or 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.~~

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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 or loaded to the Hub if finalised earlier.

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 be taken as read, pose questions to guide discussion and provide appropriate time at the conclusion of presentations for questions, comments and requests for clarification from Council Members.

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

- Briefing – information exchange

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Council Policy

- **Workshop** – facilitated discussion

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.

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.

Deleted: CEO Strategic Briefing – important/emergency issue

Deleted: 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 Mayor / Presiding Member but may include:¶

¶ Progress reporting on the achievement of previous agreed key focus areas;¶

Discussion on emerging opportunities or challenges coming from significant strategic issues; and¶

Briefing on key strategic matters...



Council Policy

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 every two years.

Deleted: 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.
City of Wanneroo Standing Orders Local Law 2021.

12. REFERENCES

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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]



Council Policy

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

ORDINARY COUNCIL MEETINGS AND FORUMS OF COUNCIL

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

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The objective of this Policy is to establish a functional, transparent, and statutory compliant framework for meetings and forums.

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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

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Concept Forum	Meeting where Council Members and administration can facilitate the exchange of information and knowledge and is closed to the public.



Council Policy

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
Delegated Authority	Under section 5.16 of the Act a local government may delegate powers and duties to a committee.
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

Goal 5 – A Well-Governed and Managed City:-

“Ensure the organisation is unified by a shared vision, culture and values, providing consistent purpose, direction and action; and clear and reliable organisational governance process enable the City to meet its legal obligations and make ethical decisions in the interests the community and its stakeholders.”

6. IMPLEMENTATION

6.1 Ordinary Council Meetings

Ordinary Council Meetings are the principal assembly in which decisions are made by the Council, the peak decision-making body of the City of Wanneroo.

Meetings are to be convened on the fourth Tuesday of the month and conducted in the City of Wanneroo Council Chamber, commencing at 6:00pm, except in:

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

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.



Council Policy

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, except for committees with delegated authority, 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.
- 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.



Council Policy

- 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.

Unanswered questions, further information or a request from a Council Member for more information or advice is to be recorded and a response is to be included in the Ordinary Council Meeting agenda.

A Council Member who intends to submit an alternate motion (i.e. a motion which is materially different to an officer's recommendation) should preferably give notice to do so at the agenda briefing but, in any case, no later than 5:00pm on the Tuesday preceding the Ordinary Council Meeting.



Council Policy

Proposed alternate motions are to be circulated to all Council Members at the same time as the Ordinary Council Meeting agenda or loaded to the Hub if finalised earlier.

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.

All items presented at Concept Forums must be taken as read, pose questions to guide discussion and provide appropriate time at the conclusion of presentations for questions, comments and requests for clarification from 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.

The agenda for a Concept Forum will be split into two sections:

- **Briefing** – information exchange
- **Workshop** – facilitated discussion



Council Policy

Section 1 - Briefing

The briefing section of the Concept Forum agenda provides an opportunity for information exchange between a staff member or consultant delivering a presentation, and the Council Members. The discussion is informed by previously distributed supporting materials with the opportunity for questions and feedback from the Council Members.

Section 2 - Workshop

The workshop section of the Concept Forum provides an opportunity for a facilitated discussion between Council Members and the staff on a new 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.

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.



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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 every two years.

An evaluation of the effectiveness of the Policy will be based on whether users of the Policy consider it to be comprehensive.

11. RELATED DOCUMENTS

City of Wanneroo Code of Conduct – Council Members, Committee Members & Candidates.

City of Wanneroo Standing Orders Local Law 2021.

12. REFERENCES

Local Government Act 1995.

Local Government (Administration) Regulations 1996.

Department Local Government Sport and Cultural Industries - Local Government Operational Guidelines No. 5 – January 2004 *Council Forums.*

13. RESPONSIBILITY FOR IMPLEMENTATION

General Counsel



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REVISION HISTORY

Version	Next Review	Record No.
1 – (CE01-11/24)	November 2025	24/347840[V1]
2 - (CE03-02/25)	February 2025 Additional Item 6.2.1	24/347840[V2]
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	24/347840[v4]
5 -	November 2027	



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

Item 5 Confidential

Nil

Item 6 Late Reports (to be circulated under separate cover)

Nil

Item 7 Date of Next Meeting

The next Policy Review Committee Meeting is to be confirmed.

Item 8 Closure



COUNCIL CHAMBER SEATING DIAGRAM

