

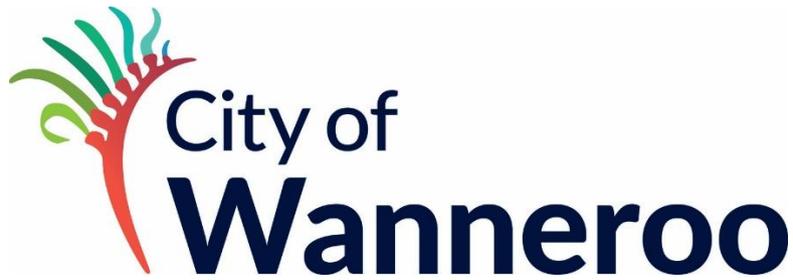
Unconfirmed Minutes

Policy Review Committee

Meeting Minutes

Policy Review Committee Meeting
6:00PM, Monday 16 February, 2026
Council Chambers (Level 1), Civic Centre,
23 Dundobar Road, Wanneroo

wanneroo.wa.gov.au



UNCONFIRMED MINUTES OF POLICY REVIEW COMMITTEE MEETING

HELD ON MONDAY 16 FEBRUARY 2026

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MINUTES

Presiding Member Cr Wright declared the meeting open at 6:00pm.

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

Item 1 Attendances

DELEGATES:

Council Members:

| | |
|-------------------|--|
| LINDA AITKEN, JP | Mayor |
| JAMES ROWE, JP | South Ward |
| EMAN SEIF, JP | South Ward |
| JORDAN WRIGHT, JP | Central Ward (Presiding Member) |
| PAUL MILES | Central-East Ward |
| PHIL BEDWORTH | Central-West Ward (Deputy Presiding Member) (Electronic Attendance from 6:17pm) |
| HELEN BERRY | Central-West Ward |
| ALEX FIGG | North Ward |

Officers:

| | |
|--------------------|--|
| BILL PARKER | Chief Executive Officer |
| CHRISTOPHER LEIGH | Director Planning & Sustainability |
| HARMINDER SINGH | Director Assets |
| KIRSTIE DAVIS | Director Community & Place |
| KATHERINE HARRISON | Acting Director Corporate Strategy & Performance |
| VICKIE COLES | General Counsel |
| MADONNA ILIFFE | Acting Manager Corporate Governance & Council Services |
| BARRY RASH | Systems Administrator |
| DEBORAH GOUGES | Coordinator Council Services |
| CASSANDRA JENNINGS | Council Services Officer (Minutes) |

Item 2 Apologies and Leave of Absence

| | |
|----------------|------------------------------------|
| MARIZANE MOORE | Central-East Ward (Parental Leave) |
| BRONWYN SMITH | North-East Ward (Apology) |

Item 3 Public Questions

Nil

Item 4 Confirmation of Minutes

4.1 Minutes of Policy Review Committee Meeting held on 1 January 2026

Moved Cr Rowe, Seconded Cr Berry

That the minutes of the Policy Review Committee Meeting held on 1 December 2025 be confirmed.

CARRIED UNANIMOUSLY
7/0

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

Against the motion: Nil

Item 5 Reports

5.1 Ordinary Council Meetings and Forums of Council Policy – Amendment to Policy

File Ref: 2391 – 26/18069
Responsible Officer: Chief Executive Officer
Attachments: 3

Issue

Consider an amendment to the Ordinary Council Meetings and Forums of Council Policy (**Policy**).

Background

Under Section 2.7(2)(b) of the *Local Government Act 1995* (the **Act**), Council is tasked with determining policies for the local government. Additionally, Section 5.41(b) of the Act requires the Chief Executive Officer to provide Council with the necessary advice and information to enable informed decision-making.

On 1 December 2025, the Policy Review Committee adopted the Ordinary Council Meetings and Forums of Council Policy (4.11). Section 6.2 of this policy specifies that Council Committee and Working Group meetings are to be held on the first, third, or fifth Monday of each month at 6:00pm.

Due to there being less Mondays available under the terms of the current Policy than are required to hold meetings of Committees and Working Groups on separate days, a variation to the policy is being requested.

Detail

The City of Wanneroo has the following meetings it is required to schedule on a Monday in 2026:

| | |
|--|----------------------------|
| CEOR&PR Committee Meeting | Quarterly |
| Audit and Risk Committee | Quarterly |
| Policy Review Committee | Quarterly |
| Bush Fire Advisory Committee | Minimum 2 times per year |
| Revenue Review Committee | As discretion of Committee |
| Waste Avoidance and Resource Recovery Advisory Committee | Quarterly |
| Strategic Projects Working Group | Quarterly |
| Service Review Working Group | Quarterly |

This equates to a minimum of 27 meetings in a year required for Committee or Working Groups, with the assumption that the Revenue Review Committee will meet at least once a year.

The policy specifies that Council Committee and Working Group meetings are to be held on the first, third, or fifth Monday of each month at 6:00pm.

In addition to the minimum number of meetings required by the Terms of Reference of the various Committees or Working Groups, it is proposed that an additional Audit Risk and Improvement Committee meeting will be required to meet statutory reporting requirements and a 5th CEO Performance Review Committee meeting has been scheduled to ensure compliance with the requirements of the review of the CEO's performance. Removing Monday public holidays and the month of January, there are 21 Mondays that comply with the Policy that are available to schedule 29 meetings.

Administration is seeking an amendment to the Policy to allow meetings to also be convened on the second Monday of the month, being the day before an Agenda Briefing. The change in Policy will provide an additional 11 Mondays for meetings to be scheduled, increasing the available Mondays to 32.

The amendment to allow Council Committees and Working Groups to convene on the first, second, third and fifth Monday of the month would allow administration to schedule in the various Council Committees and Working Groups throughout the 2026 period, and limit the number of Mondays that would require two meetings to take place on the same day.

This change will enhance Council's ability to accommodate the diverse operational needs of its Committees and Working Groups while reducing fatigue, ensuring adherence to established governance principles and maintaining transparency and accountability in decision-making processes.

Consultation

Nil

Comment

Approving the requested change to include the second Monday of the month demonstrates a commitment to flexibility and inclusivity, which aligns with the City's strategic goals of clear direction and decision-making. This adjustment can improve meeting attendance, enhance the quality of discussions, and ultimately lead to better outcomes for the community.

Additionally, the proposed amendment does not compromise statutory obligations or the principles of confidentiality as outlined in the policy. The adjusted timeline for agenda distribution still allows sufficient time for members to prepare for meetings, ensuring that the integrity of the decision-making process is maintained.

Administration recommends that Council approve the proposed exemption and update the Policy to formally include an exemption option. This change will enhance Council's ability to accommodate the diverse operational needs of its Committees and Working Groups while ensuring adherence to established governance principles and maintaining transparency and accountability in decision-making processes.

Statutory Compliance

Sections 2.7(2) (b) and 5.41(b) of the *Local Government Act 1995*.

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.

Policy Implications

If approved, the Policy will be updated to reflect the exemption capability, specifying the revised meeting schedule and distribution timeline for agendas.

Financial Implications

Any additional costs would be covered by the operational budget.

Voting Requirements

Simple Majority

Moved Cr Miles, Seconded Cr Berry

That the Policy Review Committee:

1. **APPROVES** the amendment to allow Council Committee and Working Group meetings to be convened on the first, second, third and fifth Monday of the month; and
2. **ADOPTS** the revised Ordinary Council Meetings and Forums of Council Policy as shown in Attachment 3.

CARRIED UNANIMOUSLY
6/1

For the motion: Mayor Aitken, Cr Berry, Cr Figg, Cr Miles, Cr Seif and Cr Wright

Against the motion: Cr Rowe

Attachments:

- | | | |
|----------------------|--|---------------|
| 1. ↓ | Ordinary Council Meetings and Forums of Council - Council Policy (original) | 24/347840[v4] |
| 2. ↓ | Ordinary Council Meetings and Forums of Council - Council Policy (marked up) | 24/347840[v5] |
| 3. ↓ | Ordinary Council Meetings and Forums of Council - Council Policy (clean) | 24/347840[v6] |



Council Policy

ORDINARY COUNCIL MEETINGS AND FORUMS OF COUNCIL

| | |
|---|--------------------------------------|
| Responsible Directorate: | <i>Office of the CEO</i> |
| Responsible Service Unit: | <i>Legal and Governance Services</i> |
| Date of Approval: | <i>1 December 2025</i> |
| Policy Review Committee Item No: | <i>4.11</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. |
| 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 Councillors 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.



Council Policy

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 Services 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 annually.

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



Council Policy

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 2026 | |



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: | <i>TBA</i> |
| Policy Review Committee Item No: | <i>TBA</i> |

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Council Policy

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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

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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

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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.

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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, **second**, third or fifth Monday of the month.

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

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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 Councillors 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.



Council Policy

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 Services 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 annually.

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



Council Policy

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 2026 | |



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: | <i>TBA</i> |
| Policy Review Committee Item No: | <i>TBA</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. |
| 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, second, 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, second, 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 Councillors 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.

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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.

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- An application for development approval;
- A recommendation in relation to applications for subdivision approval;
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- 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
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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.

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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.

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If any business remains at 11:00pm the meeting must adjourn to a day and time which is at least 10 hours later to deal with any outstanding agenda items and a notice must be published on the City's office website listing when the meeting will resume.



Council Policy

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 Services 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 annually.

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



Council Policy

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 – PRC 4.8 | June 2025 Amended to align with adopted (CE03-03/25) changes to the Policy Review Committee Terms of Reference | 24/347840[v3] |
| 4 - PRC 4.11 | December 2025 | 24/347840[v4] |
| 5 - PRC 5.1 | February 2026 | 24/347840[v6] |



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

Cr Phil Bedworth joined the meeting via Electronic means, the time being 6:17PM.

5.2 Civic Events Policy

File Ref: 52634 – 26/22076
Responsible Officer: Chief Executive Officer
Attachments: 4
Previous Items: 4.1 - Civic Events Policy - Review - Concept Forum - 02 Dec 2025

Issue

To consider the review of the City of Wanneroo's (the **City**) Civic Events Policy (**Policy**).

Background

The Policy was established to ensure a coordinated and consistent approach to the planning and delivery of civic events that align with the City of Wanneroo's vision, brand, and strategic objectives.

In October 2025, responsibility for the Civic Events Officer role was transferred from Place Management to Legal and Governance Services, prompting a comprehensive review of the Policy.

The Policy was last approved by Council on 12 June 2023 (CE03-06/23) and was not scheduled for review until June 2026. However, the transfer of the role initiated an early review to ensure ongoing relevance and alignment.

The Policy review was workshopped with Council Members at the Concept Forum held on 2 December 2025 (Item 4.1), following which the review process commenced internally in accordance with the Council Policy Framework Policy.

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

Detail

A comprehensive review of the Policy was undertaken to ensure ongoing relevance, compliance, and alignment with the Council Policy Framework Policy.

Legal advice was obtained, and a benchmarking exercise was conducted against comparable civic event policies from the Cities of Cambridge, Canning, Gosnells, Joondalup and Swan to identify best practice and opportunities for refinement

Consultation

Internal consultation was undertaken with relevant business units to ensure the Policy reflects current practice and aligns with other City policies and the Council Policy Framework Policy.

The Legal and Governance Services team was consulted to ensure compliance with statutory obligations.

Benchmarking was undertaken against comparable policies from the Cities of Cambridge, Canning, Gosnells, Joondalup and Swan.

A Council Members workshop was held on 2 December 2025.

Comment

The review of the Policy identified minor amendments required to enhance the clarity, governance alignment and transparency. The proposed amendments are outlined in the mark-up version attached (**Attachment 2**) and include:

- Minor changes to the “Key Definitions” to correct title.
- Minor amendments to clause 6.1 to broaden the scope of what a Civic Event is.
- Change “will” to “may” in clause 7 to comply for legislation wording.
- Updates to reflect the correct directorate and responsible officers.

The proposed 2026 Civic Events Calendar is attached (**Attachment 4**) for consideration and approval.

Statutory Compliance

Local Government Act 1995
Australian Citizenship Ceremonies Code

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

Financial Implications

Nil

Voting Requirements

Simple Majority

Moved Cr Rowe, Seconded Cr Seif

That Policy Review Committee APPROVES:

1. **The revised Civic Events Policy as shown at Attachment 3; and**
2. **The 2026 Civic Events Annual Calendar as shown at Attachment 4.**

**CARRIED UNANIMOUSLY
8/0**

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

Against the motion: Nil

Attachments:

- | | | |
|-------------------|---|---------------------|
| 1 | <i>Attachment 1 - Civic Events Policy - Current Version</i> | <i>14/97018[v3]</i> |
| 2 | <i>Attachment 2 - Civic Events Policy - Marked Up Version</i> | <i>26/22222</i> |
| 3 | <i>Attachment 3 - Civic Events Policy - Clean Version</i> | <i>14/97018[v4]</i> |
| 4 | <i>Attachment 4 - 2026 Civic Events Annual Calendar</i> | <i>25/432988</i> |

CIVIC EVENTS POLICY

| | |
|----------------------------------|---------------------------------|
| Responsible Directorate: | <i>Community & Place</i> |
| Responsible Service Unit: | <i>Place Management</i> |
| Contact Person: | <i>Manager Place Management</i> |
| Date of Approval: | <i>12 June 2023</i> |
| Council Resolution No: | <i>CE03-06/23</i> |

1. POLICY STATEMENT

The City of Wanneroo (City) delivers a variety of Civic Events to cultivate positive relationships between the community and Council, connect the community in celebration, and recognise and celebrate individual and community achievements.

2. OBJECTIVE AND PURPOSE

Objective

The objective of this policy is to ensure a coordinated annual calendar of civic events that promotes the City in line with our vision and brand and aligns with our strategic goals.

Purpose

The purpose of this policy is to:

- Assist the Mayor to fulfil civic and ceremonial obligations; and
- Provide guidance for the approval of civic events.

3. KEY DEFINITIONS

Civic Event – A function or ceremony initiated and hosted by the Mayor for celebratory, ritual, relationship management or commemorative purposes.

Civic Event Calendar – The annual schedule of Civic Events.

Executive Leadership Team – The Chief Executive Officer (CEO) and the Directors.

4. SCOPE

This policy applies to Civic Events only. It excludes community events delivered by the City and those which are the subject of the Public Community Events Policy.

5. IMPLICATIONS

This policy aligns with the following objectives within the Strategic Community Plan 2021 – 2031:

- 1 ~ *An inclusive and accessible city with places and spaces that embrace all*



Council Policy

- 1.1 - Value the contribution of all people
- 1.4 - Bringing people together

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

- 2.1 - Valuing cultures and history

6 ~ A future focused city that advocates, engages and partners to progress the priorities of the community

- 6.1 - Advocate in line with community priorities
- 6.3 - Build local partnerships and work together with others

Funding for Civic Events is determined via the annual budget process.

6. IMPLEMENTATION

A Civic Events Calendar is developed annually, describing all scheduled and regular events, and including their planned dates and venues to facilitate effective event coordination.

Scheduled and regular Civic Events may include, but are not limited to, the delivery of Citizenship Ceremonies, including the Australia Day Ceremony and awards presentation, and volunteer and pioneer appreciation functions.

A Civic Event may be initiated for the following reasons:

- Acknowledgement of a significant achievement at a local, state, national or international level in sport, the arts, community service or charitable endeavours;
- Commemorative events that celebrate significant occasions of importance to the local community;
- Official Delegations (interstate or international);
- Ministerial/Cabinet/community relations;
- Official openings of Council facilities or other significant facilities within the City of Wanneroo; and
- To maintain effective and productive relationships with key stakeholders.

Civic Events additional to those scheduled in the Civic Events Calendar may be proposed by the Mayor, in consultation with the CEO. These will typically include Mayoral functions and receptions, celebration of local milestones or recognition of notable visitors to the City. The purpose of such events is to ensure that the City's profile is enhanced, and that appropriate focus is provided to advancing the City's strategic objectives.

In consultation with the Mayor, the CEO will determine whether a civic event is to be held, the budget appropriate to the purpose of the event and the use of the Civic Centre facilities (if required).

7. ROLES AND RESPONSIBILITIES

The Mayor hosts all Civic Events and undertakes ceremonial duties on behalf of the City.

In the absence of the Mayor, the Deputy Mayor will fulfil the Mayor's commitments to hosting Civic Events. If the Deputy Mayor is unavailable the Mayor will nominate a Councillor or a member of the Executive Leadership Team.



Council Policy

8. DISPUTE RESOLUTION (if applicable)

All disputes in regard to 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 the CEO for a ruling.

9. EVALUATION AND REVIEW

This Policy will be reviewed every 3 years.

10. RELATED DOCUMENTS

- Award of the title Honorary Freeman of the City of Wanneroo
- Australia Day Awards Policy
- Council Members Recognition of Service Policy
- Welcome to Country Protocols Policy
- Access and Inclusion Plan
- Volunteer Policy

11. REFERENCES

Local Government Act 1995 – Clause 2.8 (c)

12. RESPONSIBILITY FOR IMPLEMENTATION

Manager Place Management

REVISION HISTORY

| Version | Next Review | Record No. |
|----------------------------|---------------|--------------|
| 03 April 2012 – CD04-04/12 | February 2014 | 10/1231 |
| 27 May 2014 – CS05-05/14 | May 2016 | 14/97018 |
| 02 June 2020 – CE01-06/20 | June 2023 | 14/97018[v2] |
| 12 June 2023 - CE03-06/23 | June 2026 | 14/97018[v3] |



Council Policy

CIVIC EVENTS POLICY

| | |
|----------------------------------|--|
| Responsible Directorate: | <i>Office of the CEO</i> |
| Responsible Service Unit: | <i>Legal & Governance Services</i> |
| Contact Person: | <i>Manager Corporate Governance & Council Services</i> |
| Date of Approval: | |
| Council Resolution No: | |

1. POLICY STATEMENT

The City of Wanneroo (**City**) delivers a variety of Civic Events to cultivate positive relationships between the community and Council, connect the community in celebration, and recognise and celebrate individual and community achievements.

2. OBJECTIVE AND PURPOSE

Objective

The objective of this policy is to ensure a coordinated annual calendar of civic events that promotes the City in line with our vision and brand and aligns with our strategic goals.

Purpose

The purpose of this policy is to:

- Fulfil civic and ceremonial obligations; and
- Provide guidance for the approval of civic events.

3. KEY DEFINITIONS

| | |
|---|---|
| Act | <i>Local Government Act 1995 (WA)</i> |
| Civic Event/s | A function or ceremony for celebratory, ritual, recognition or commemorative purposes |
| Civic Events & Protocols Officer | The City officer responsible for Civic Events |
| Civic Event Calendar | The annual schedule of Civic Events. |



Council Policy

4. SCOPE

This Policy applies to Civic Events only. It excludes community events delivered by the City and those which are the subject of the Public Community Events Policy.

5. IMPLICATIONS

This policy aligns with the following objectives within the Council Plan 2025 – 2035:

Strategic Goal 4 – A Connected and Liveable City
 4.1 – Create welcoming community spaces

Funding for Civic Events is determined via the annual budget process.

6. IMPLEMENTATION

6.1 Scheduled Civic Events

The Civic Events & Protocols Officer is responsible for the development of an annual Civic Event Calendar and the planning, coordination and delivery of the City’s annual schedule of Civic Events.

Scheduled Civic Events may include, but are not limited to, the delivery of Citizenship Ceremonies, and appreciation functions in accordance with the criteria of the Policy.

6.2 Additional Civic Events

Civic Events additional to those scheduled in the Civic Events Calendar may be proposed by the Mayor and Councillors. These will typically include Mayoral functions and receptions, celebration of local milestones or recognition of notable visitors to the City. The purpose of such events is to ensure that the City’s profile is enhanced, and that appropriate focus is provided to advancing the City’s strategic objectives.

A Civic Event may be proposed for the following occasions:

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Council Policy

The CEO in consultation with the Mayor and having regard to the events proposed by the Mayor and Council Members, will determine whether an additional civic event is to be held, the budget appropriate to the purpose of the event and the use of the City facilities (if required).

7. ROLES AND RESPONSIBILITIES

Section 2.8(1)(b) of the Act provides that the Mayor has an obligation to carry out civic and ceremonial duties on behalf of the City at all times acting consistently with council decisions.

In the absence of the Mayor, the Deputy Mayor may fulfil the Mayor's commitments to carry out civic and ceremonial duties on behalf of the City. If the Deputy Mayor is unavailable, where permissible, the Mayor may nominate a Councillor or a member of the Executive Leadership Team.

Deleted: will

Deleted: will

8. DISPUTE RESOLUTION (if applicable)

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

Deleted: Legal

9. EVALUATION AND REVIEW

This Policy will be reviewed every three years.

10. RELATED DOCUMENTS

- Award of the title Honorary Freeman of the City of Wanneroo
- Awards Policy
- Community Development Plan
- Conferral of the Honour of 'Keys to the City' Policy
- Council Members Recognition of Service Policy
- Public Community Events Policy
- Volunteering Policy
- Welcome to Country Protocols Policy

Deleted: <#>Access and Inclusion Plan ¶

Deleted: Australia Day

11. REFERENCES

Local Government Act 1995 – Clause 2.8 (c)

12. RESPONSIBILITY FOR IMPLEMENTATION

Manager Corporate Governance and Council Services

Deleted: Legal



Council Policy

REVISION HISTORY

| Version | Next Review | Record No. |
|----------------------------|---------------|--------------|
| 03 April 2012 – CD04-04/12 | February 2014 | 10/1231 |
| 27 May 2014 – CS05-05/14 | May 2016 | 14/97018 |
| 02 June 2020 – CE01-06/20 | June 2023 | 14/97018[v3] |
| | November 2028 | 14/97018[v4] |

CIVIC EVENTS POLICY

| | |
|----------------------------------|--|
| Responsible Directorate: | <i>Office of the CEO</i> |
| Responsible Service Unit: | <i>Legal & Governance Services</i> |
| Contact Person: | <i>Manager Corporate Governance & Council Services</i> |
| Date of Approval: | |
| Council Resolution No: | |

1. POLICY STATEMENT

The City of Wanneroo (**City**) delivers a variety of Civic Events to cultivate positive relationships between the community and Council, connect the community in celebration, and recognise and celebrate individual and community achievements.

2. OBJECTIVE AND PURPOSE

Objective

The objective of this policy is to ensure a coordinated annual calendar of civic events that promotes the City in line with our vision and brand and aligns with our strategic goals.

Purpose

The purpose of this policy is to:

- Fulfil civic and ceremonial obligations; and
- Provide guidance for the approval of civic events.

3. KEY DEFINITIONS

| | |
|---|---|
| Act | <i>Local Government Act 1995 (WA)</i> |
| Civic Event/s | A function or ceremony for celebratory, ritual, recognition or commemorative purposes |
| Civic Events & Protocols Officer | The City officer responsible for Civic Events |
| Civic Event Calendar | The annual schedule of Civic Events. |



Council Policy

4. SCOPE

This Policy applies to Civic Events only. It excludes community events delivered by the City and those which are the subject of the Public Community Events Policy.

5. IMPLICATIONS

This policy aligns with the following objectives within the Council Plan 2025 – 2035:

Strategic Goal 4 ~ A Connected and Liveable City

4.1 – Create welcoming community spaces

Funding for Civic Events is determined via the annual budget process.

6. IMPLEMENTATION

6.1 Scheduled Civic Events

The Civic Events & Protocols Officer is responsible for the development of an annual Civic Event Calendar and the planning, coordination and delivery of the City's annual schedule of Civic Events.

Scheduled Civic Events may include, but are not limited to the delivery of Citizenship Ceremonies and appreciation functions in accordance with the criteria of the Policy.

6.2 Additional Civic Events

Civic Events additional to those scheduled in the Civic Events Calendar may be proposed by the Mayor and Councillors. These will typically include Mayoral functions and receptions, celebration of local milestones or recognition of notable visitors to the City. The purpose of such events is to ensure that the City's profile is enhanced, and that appropriate focus is provided to advancing the City's strategic objectives.

A Civic Event may be proposed for the following occasions:

- Acknowledgement of a significant achievement at a local, state, national or international level in sport, the arts, community service or charitable endeavours;
- Commemorative events that recognises significant occasions of importance to the local community;
- Official Delegations (interstate or international);
- Ministerial/Cabinet/community relations;
- Official openings of Council facilities or other significant facilities within the City of Wanneroo; and
- To maintain effective and productive relationships with key stakeholders.



Council Policy

The CEO in consultation with the Mayor and having regard to the events proposed by the Mayor and Council Members, will determine whether an additional civic event is to be held, the budget appropriate to the purpose of the event and the use of the City facilities (if required).

7. ROLES AND RESPONSIBILITIES

Section 2.8(1)(b) of the Act provides that the Mayor has an obligation to carry out civic and ceremonial duties on behalf of the City at all times acting consistently with council decisions.

In the absence of the Mayor, the Deputy Mayor may fulfil the Mayor's commitments to carry out civic and ceremonial duties on behalf of the City. If the Deputy Mayor is unavailable, where permissible, the Mayor may nominate a Councillor or a member of the Executive Leadership Team.

8. DISPUTE RESOLUTION (if applicable)

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

9. EVALUATION AND REVIEW

This Policy will be reviewed every three years.

10. RELATED DOCUMENTS

- Award of the title Honorary Freeman of the City of Wanneroo
- Awards Policy
- Community Development Plan
- Conferral of the Honour of 'Keys to the City' Policy
- Council Members Recognition of Service Policy
- Public Community Events Policy
- Volunteering Policy
- Welcome to Country Protocols Policy

11. REFERENCES

Local Government Act 1995 – Clause 2.8 (c)

12. RESPONSIBILITY FOR IMPLEMENTATION

Manager Corporate Governance and Council Services



Council Policy

REVISION HISTORY

| Version | Next Review | Record No. |
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| 03 April 2012 – CD04-04/12 | February 2014 | 10/1231 |
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| 02 June 2020 – CE01-06/20 | June 2023 | 14/97018[v3] |
| | November 2028 | 14/97018[v4] |

2026 CIVIC EVENTS ANNUAL CALENDAR

| JAN | FEB | MAR | APR | MAY | JUN | JUL | AUG | SEPT | OCT | NOV | DEC |
|--|---|--|--|------------------------------------|--|--|--|--|--|---|-----|
| Australia Day Citizenship Ceremony • 26 January | Citizenship Ceremonies • 19 Feb • 20 Feb | Citizenship Ceremonies • 19 March • 20 March | Citizenship Ceremonies • 23 April | Citizenship Ceremonies • 22 May | Citizenship Ceremonies • 18 June • 19 June | Citizenship Ceremonies • 23 July | Citizenship Ceremonies • 27 August • 28 August | Citizenship Ceremonies • 24 September | Citizenship Ceremonies • 22 October | Citizenship Ceremonies • 12 November | |
| | 3 February 2026 Welcome Back Dinner – Council Members & Executive | | Surf Life Saving End of Season Volunteer Event | Holder of the Keys Dinner | Emergency Services Volunteer Dinner | Pioneer Christmas July Lunch | DFES End of Season Awards Night | Heritage & Library Dinner | | | |
| | | | Community Services & Conservation Dinner | | QPS Acknowledgement Dinner | State & Federal Members Cocktail Style Event | | | | | |
| | | | | | | | | | | | |

- Unconfirmed event dates will be announced as soon as scheduled via the Wanneroo Wrap

25/432988

5.3 Review of Council Members' Use of Council Crest Policy

| | |
|----------------------|---|
| File Ref: | 52634 – 26/8837 |
| Responsible Officer: | Chief Executive Officer |
| Attachments: | 3 |
| Previous Items: | CS04-10/24 - Policy Review - Council Members' Use of City's Corporate Logo Policy - Ordinary Council - 08 Oct 2024 CP06-12/21 - Council Crest - Ordinary Council - 07 Dec 2021 |

Issue

To consider the review of the Council Member's Use of Council Crest Policy.

Background

The Council Member's Use of Council Crest Policy is due for its three-yearly review in February 2026.

The purpose of this policy is to protect and provide clear protocols for the permitted use of the Council Crest and to ensure that its application is consistent and appropriately represents Council.

Detail

The Policy has been reviewed and minor amendments are recommended:

1. The title of the responsible Manager is updated to the Manager Corporate Governance & Council Services (formerly Manager Council & Corporate Support).
2. Section 3 Key Definitions: The definitions of Corporate Logo and Council Crest are updated to include the registration number and copies of the Logo and Crest as they appear on the Australian trade marks register.
3. Section 5 Implications: updated to reflect alignment of the Policy with the City of Wanneroo Council Plan 2025-2035.
4. Section 8 Dispute Resolution: disputes are to be referred to the General Counsel in the first instance, to reflect the reporting line of the Manager Corporate Governance & Council Services.

The current Policy is included at **Attachment 1**, with a marked-up version included at **Attachment 2** for ease of reference. **Attachment 3** shows the clean version of the Policy to be adopted.

Consultation

Internal service units, Corporate Governance and Council Services, Communications and Brand, and Legal and Governance Services were consulted and feedback incorporated.

Comment

To date the usage of the Council Crest by Council Members has been limited to pre-approved usage on email signatures, and stationery items such as letterheads and envelopes.

Statutory Compliance

The Council Crest and Corporate Logo are resources of the local government. As such, Council Members must adhere to section 17(2) of the City's Council Member, Committee Member and Candidate Code of Conduct, which provides:

"A council member must not, directly or indirectly, use the resources of a local government for an electoral purpose or other purpose unless authorised under the Act, or by the local government or the CEO, to use the resources for that purpose."

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 | 9.8 Decision Making | Medium |
| ACCOUNTABILITY | | ACTION PLANNING OPTION |
| General Counsel | | Manage |

Policy Implications

The Council Members Use of Council Crest Policy is to be updated.

Financial Implications

Nil

Voting Requirements

Simple Majority

Moved Cr Figg, Seconded Cr Berry

That Policy Review Committee adopt the amended Council Members Use of Council Crest Policy at Attachment 3.

CARRIED UNANIMOUSLY
8/0

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

Against the motion: Nil

Attachments:

| | | |
|-------------------|---|---------------|
| 1 | Council Members Use of Council Crest Policy - Current | 18/421871[v3] |
| 2 | Council Members Use of Council Crest Policy - Marked-Up | 26/18402 |
| 3 | Council Members Use of Council Crest Policy - Amended | 18/421871[v4] |

COUNCIL MEMBERS' USE OF COUNCIL CREST

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

1. POLICY STATEMENT

To ensure the appropriate use of the Council Crest.

2. OBJECTIVE AND PURPOSE

Objective

The objective of this policy is to define guidelines for the appropriate use of the Crest of the City of Wanneroo Council.

Purpose

The purpose of this policy is to protect and provide clear protocols for the permitted use of the Council Crest and to ensure that its application is consistent and appropriately represents Council.

3. KEY DEFINITIONS

Corporate Logo means an official copy of the trademarked logo of the City of Wanneroo (the 'kangaroo paw') as described in the registered trademark and includes variations of the logo that are not substantially different from the trademark.

Council Crest means an official copy of the trademarked Crest of the City of Wanneroo Council as described in the registered trademark and includes variations of the Crest that are not substantially different from the trademark.

4. SCOPE

This policy applies to all Council Members and to the City's Administration.

5. IMPLICATIONS

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

Strategic Community Plan 2021-31

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



Council Policy

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

This policy establishes the circumstances under which the Council Crest may be used and the process for making and assessing an application for its use.

IMPLEMENTATION

The Council Crest may be authorised for use by Council Members for the sole purpose of Council business.

The Council Crest will be applied to pre-determined Council stationery to support the civic duties of Council Members. Under authorisation of the Chief Executive Officer the following materials may have the Council Crest applied:

- Council Member correspondence and stationery (e.g. memoranda and letterheads);
- Council Member name badges;
- Council Member business cards;
- Council Member email signatures;
- Common (wax) seal used for sealing / stamping Council correspondence;
- Council Member apparel;
- Invitations and other documentation/material relating to Civic Events;
- Items of memorabilia and gifts given by the City to Council Members, in line with Section 3 of the Council Members' Fees, Allowances, Reimbursements & Benefits Policy;
- Official plaques installed at new buildings and facilities within the City of Wanneroo.

The Council Crest provides Council with a distinctive visual identifier and will in general be used for all branded materials associated with Council. Council Members may also request to use the Corporate Logo should this be more appropriate for the intended purpose.

Consistently with section 17(2) of the Council Member, Committee Member and Candidate Code of Conduct, neither the Council Crest nor Corporate Logo may be used for electoral purposes.

Council Members seeking to use the Council Crest or Corporate Logo for purposes not listed in this policy may seek authorisation for its use by undertaking the following steps:

1. Council Member submits a request in writing to the Manager Council & Corporate Support detailing the intended use of the Council Crest or Corporate Logo.
2. Manager Council & Corporate Support will review the request, liaising with the Communications & Brand Service Unit to verify that the proposed use is in line with corporate brand standards.
3. Manager Council & Corporate Support will forward a recommendation endorsed by Manager Communications & Brand to the Chief Executive Officer for authorisation.
4. If approved, a digital copy of the Council Crest or Corporate Logo in a format appropriate to the intended use will be forwarded directly to the Council Member electronically.



Council Policy

The Council Member is to provide a copy of the document(s)/material on which the Council Crest/Corporate Logo is included to the Manager Council & Corporate Support for the City's records.

6. AUTHORITIES AND ACCOUNTABILITIES

There is no requirement for the Chief Executive Officer to delegate or authorise a decision making function to an employee for efficiencies in regard to this policy.

7. ROLES AND RESPONSIBILITIES

- The Manager Council & Corporate Support is responsible for the implementation and monitoring of this policy.
- The Manager Communications & Brand is responsible for defining standards in relation to the appropriate use of the Council Crest.

8. DISPUTE RESOLUTION (if applicable)

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

9. EVALUATION AND REVIEW

This policy will be evaluated and its effectiveness measured by the following key performance indicators:

- Number of requests received from Council Members to use the Council Crest;
- Number of these requests approved;
- Number of these requests declined.

10. RELATED DOCUMENTS

Council Member, Committee Member and Candidate Code of Conduct

Council Members Fees, Allowances, Reimbursements and Benefits Policy

Council Crest Brand Book

11. REFERENCES

Nil

12. RESPONSIBILITY FOR IMPLEMENTATION

Manager Council & Corporate Support



Council Policy

REVISION HISTORY

| Version | Next Review | Record No. |
|--------------------------------|---------------|-------------|
| 16 October 2001 (CE04-10/01) | | |
| 23 September 2004 (CE03-09/04) | | |
| 8 August 2006 (GS01-08/06) | July 2008 | |
| 29 June 2010 (CD06-06/10) | June 2010 | 10/16824 |
| 10 November 2014 (CS11-11/14) | November 2016 | 10/16824 |
| 11 November 2018 (CS07-11/18) | November 2020 | 10/16824 |
| 16 February 2021 (CE02-02/21) | February 2023 | 18/421871v2 |
| 8 October 2024 (CS03-10/24) | February 2026 | 18/421871v3 |

COUNCIL MEMBERS' USE OF COUNCIL CREST

| | |
|----------------------------------|--|
| Responsible Directorate: | <i>Office of the CEO Corporate Strategy & Performance</i> |
| Responsible Service Unit: | <i>Corporate Governance and Council Services Council & Corporate Support</i> |
| Date of Approval: | <i>Date the document was approved by Council</i> |
| Council Resolution No: | <i>Council Resolution No.</i> |

1. POLICY STATEMENT

To ensure the appropriate use of the Council Crest by Council Members.

2. OBJECTIVE AND PURPOSE

Objective

The objective of this policy is to define guidelines for the appropriate use of the Crest of the City of Wanneroo Council.

Purpose

The purpose of this policy is to protect and provide clear protocols for the permitted use of the Council Crest and to ensure that its application is consistent and appropriately represents Council.

3. KEY DEFINITIONS

Classes 35 and 41 mean the classes of goods and services as defined by IP Australia, in which the trade marks are registered.

~~Corporate Logo means an official copy of the trademarked logo of the City of Wanneroo (the 'kangaroo paw') as described in the registered trademark and includes variations of the logo that are not substantially different from the trademark.~~ means the trade marks the subject of:

1. Australian trade mark registration no. 2226651 for  in classes 35 and 41;

2. Australian trade mark registration no. 2226654 for  in classes 35 and 41.

~~Council Crest means an official copy of the trademarked Crest of the City of Wanneroo Council as described in the registered trademark and includes variations of the Crest that are not substantially different from the trademark.~~ the trade marks the subject of:

1. Australian trade mark registration no. 2239285 for  in classes 35 and 41;



2. Australian trade mark registration no. 2239286 for  in classes 35 and 41.

Trade mark means any letter, word, name, signature, number, device, brand, heading, label, ticket, aspect of packaging, shape, colour, sound or scent, or any combination of these, that is used to distinguish the goods or services provided by one trader from those provided by others.

4. SCOPE

This policy applies to all Council Members and to the City's Administration.

5. IMPLICATIONS

This Policy aligns with the City of Wanneroo Council Plan 2025-2035, Strategic Goal 5 – A Well-Governed and Managed City

Strategic Priority 5.1 – Lead with clear decisions and strong advocacy

Strategic direction and community-informed decisions that drive results, backed by effective advocacy to secure funding, shape policy, and deliver the infrastructure and services our community needs most.

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

Strategic Community Plan 2021-31

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

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

This policy establishes the circumstances under which the Council Crest may be used and the process for making and assessing an application for its use.

IMPLEMENTATION

The Council Crest may be authorised for use by Council Members for the sole purpose of Council business.

The Council Crest will be applied to pre-determined Council stationery to support the civic duties of Council Members. Under authorisation of the Chief Executive Officer the following materials may have the Council Crest applied:



Council Policy

- Council Member correspondence and stationery (e.g. memoranda and letterheads);
- Council Member name badges;
- Council Member business cards;
- Council Member email signatures;
- Common (wax) seal used for sealing/-stamping Council correspondence;
- Council Member apparel;
- Invitations and other documentation/material relating to Civic Events;
- Items of memorabilia and gifts given by the City to Council Members, in line with Section 3 of the Council Members' Fees, Allowances, Reimbursements & Benefits Policy;
- Official plaques installed at new buildings and facilities within the City of Wanneroo.

The Council Crest provides Council with a distinctive visual identifier and will in general be used for all branded materials associated with Council. Council Members may also request to use the Corporate Logo should this be more appropriate for the intended purpose.

Consistently with section 17(2) of the Council Member, Committee Member and Candidate Code of Conduct, neither the Council Crest nor Corporate Logo may be used for electoral purposes.

Council Members seeking to use the Council Crest or Corporate Logo for purposes not listed in this policy may seek authorisation for its use by undertaking the following steps:

1. Council Member submits a request in writing to the Manager ~~Council & Corporate Support~~ [Corporate Governance and Council Services](#) detailing the intended use of the Council Crest or Corporate Logo.
2. Manager ~~Council & Corporate Support~~ [Corporate Governance and Council Services](#) will review the request, liaising with the Communications & Brand Service Unit to verify that the proposed use is in line with corporate brand standards.
3. Manager ~~Council & Corporate Support~~ [Corporate Governance and Council Services](#) will forward a recommendation endorsed by Manager Communications & Brand to the Chief Executive Officer for authorisation.
4. If approved, a digital copy of the Council Crest or Corporate Logo in a format appropriate to the intended use will be forwarded directly to the Council Member electronically.

The Council Member is to provide a copy of the document(s)/material on which the Council Crest/Corporate Logo is included to the ~~Manager Council & Corporate Support~~ [Manager Corporate Governance and Council Services](#) for the City's records.

6. AUTHORITIES AND ACCOUNTABILITIES

~~Not applicable. There is no requirement for the Chief Executive Officer to delegate or authorise a decision-making function to an employee for efficiencies in regard to this policy.~~

7. ROLES AND RESPONSIBILITIES

The Manager ~~Council & Corporate Support~~ [Corporate Governance and Council Services](#) is responsible for the implementation and monitoring of this policy.



Council Policy

The Manager Communications ~~and~~ Brand is responsible for defining standards in relation to the appropriate use of the Council Crest ~~and Corporate Logo~~.

8. DISPUTE RESOLUTION (if applicable)

All disputes in regard to this policy will be referred to the ~~Director Corporate Strategy & Performance~~ [General Counsel](#) in the first instance. In the event that an agreement cannot be reached, the matter will be submitted to the Chief Executive Officer.

9. EVALUATION AND REVIEW

This policy will be evaluated and its effectiveness measured by the following key performance indicators:

- Number of requests received from Council Members to use the Council Crest;
- Number of these requests approved;
- Number of these requests declined.

10. RELATED DOCUMENTS

Council Member, Committee Member and Candidate Code of Conduct

Council Members Fees, Allowances, Reimbursements and Benefits Policy

[Council Crest Brand Book](#)

11. REFERENCES

Nil

12. RESPONSIBILITY FOR IMPLEMENTATION

Manager [Corporate Governance and Council Services](#) ~~Council & Corporate Support~~

REVISION HISTORY

| Version | Next Review | Record No. |
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| 16 October 2001 (CE04-10/01) | | |
| 23 September 2004 (CE03-09/04) | | |
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| 29 June 2010 (CD06-06/10) | June 2010 | 10/16824 |



Council Policy

| | | |
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| 10 November 2014 (CS11-11/14) | November 2016 | 10/16824 |
| 11 November 2018 (CS07-11/18) | November 2020 | 10/16824 |
| 16 February 2021 (CE02-02/21) | February 2023 | 18/421871v2 |
| 8 October 2024 (CS03-10/24) | February 2026 | 18/421871v3 |
| 16 February 2026 [Insert reference] | February 2029 | [Insert] |

COUNCIL MEMBERS' USE OF COUNCIL CREST

| | |
|---|--|
| Responsible Directorate: | <i>Office of the CEO</i> |
| Responsible Service Unit: | <i>Corporate Governance and Council Services</i> |
| Date of Approval: | <i>Date the document was approved by Policy Review Committee</i> |
| Policy Review Committee Item No: | <i>Item No:</i> |

1. POLICY STATEMENT

To ensure the appropriate use of the Council Crest by Council Members.

2. OBJECTIVE AND PURPOSE

Objective

The objective of this policy is to define guidelines for the appropriate use of the Crest of the City of Wanneroo Council.

Purpose

The purpose of this policy is to protect and provide clear protocols for the permitted use of the Council Crest and to ensure that its application is consistent and appropriately represents Council.

3. KEY DEFINITIONS

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2. Australian trade mark registration no. 2226654 for  in classes 35 and 41.

Council Crest means the trade marks the subject of:

1. Australian trade mark registration no. 2239285 for  in classes 35 and 41;
2. Australian trade mark registration no. 2239286 for  in classes 35 and 41.



Council Policy

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4. SCOPE

This policy applies to all Council Members and to the City's Administration.

5. IMPLICATIONS

This Policy aligns with the City of Wanneroo Council Plan 2025-2035, Strategic Goal 5 – A Well-Governed and Managed City

Strategic Priority 5.1 – Lead with clear decisions and strong advocacy

Strategic direction and community-informed decisions that drive results, backed by effective advocacy to secure funding, shape policy, and deliver the infrastructure and services our community needs most.

IMPLEMENTATION

The Council Crest may be authorised for use by Council Members for the sole purpose of Council business.

The Council Crest will be applied to pre-determined Council stationery to support the civic duties of Council Members. Under authorisation of the Chief Executive Officer the following materials may have the Council Crest applied:

- Council Member correspondence and stationery (e.g. memoranda and letterheads);
- Council Member name badges;
- Council Member business cards;
- Council Member email signatures;
- Common (wax) seal used for sealing/stamping Council correspondence;
- Council Member apparel;
- Invitations and other documentation/material relating to Civic Events;
- Items of memorabilia and gifts given by the City to Council Members, in line with Section 3 of the Council Members' Fees, Allowances, Reimbursements & Benefits Policy;
- Official plaques installed at new buildings and facilities within the City of Wanneroo.

The Council Crest provides Council with a distinctive visual identifier and will in general be used for all branded materials associated with Council. Council Members may also request to use the Corporate Logo should this be more appropriate for the intended purpose.



Council Policy

Consistently with section 17(2) of the Council Member, Committee Member and Candidate Code of Conduct, neither the Council Crest nor Corporate Logo may be used for electoral purposes.

Council Members seeking to use the Council Crest or Corporate Logo for purposes not listed in this policy may seek authorisation for its use by undertaking the following steps:

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2. Manager Corporate Governance and Council Services will review the request, liaising with the Communications & Brand Service Unit to verify that the proposed use is in line with corporate brand standards.
3. Manager Corporate Governance and Council Services will forward a recommendation endorsed by Manager Communications & Brand to the Chief Executive Officer for authorisation.
4. If approved, a digital copy of the Council Crest or Corporate Logo in a format appropriate to the intended use will be forwarded directly to the Council Member electronically.

The Council Member is to provide a copy of the document(s)/material on which the Council Crest/Corporate Logo is included to the Manager Corporate Governance and Council Services for the City's records.

6. AUTHORITIES AND ACCOUNTABILITIES

Not applicable.

7. ROLES AND RESPONSIBILITIES

The Manager Corporate Governance and Council Services is responsible for the implementation and monitoring of this policy.

The Manager Communications and Brand is responsible for defining standards in relation to the appropriate use of the Council Crest and Corporate Logo.

8. DISPUTE RESOLUTION (if applicable)

All disputes in regard to this policy will be referred to the General Counsel in the first instance. In the event that an agreement cannot be reached, the matter will be submitted to the Chief Executive Officer.

9. EVALUATION AND REVIEW

This policy will be evaluated and its effectiveness measured by the following key performance indicators:

- Number of requests received from Council Members to use the Council Crest;
- Number of these requests approved;
- Number of these requests declined.



Council Policy

10. RELATED DOCUMENTS

Council Member, Committee Member and Candidate Code of Conduct

Council Members Fees, Allowances, Reimbursements and Benefits Policy

11. REFERENCES

Nil

12. RESPONSIBILITY FOR IMPLEMENTATION

Manager Corporate Governance and Council Services

REVISION HISTORY

| Version | Next Review | Record No. |
|--|---------------|-------------------|
| 16 October 2001 (CE04-10/01) | | |
| 23 September 2004 (CE03-09/04) | | |
| 8 August 2006 (GS01-08/06) | July 2008 | |
| 29 June 2010 (CD06-06/10) | June 2010 | 10/16824 |
| 10 November 2014 (CS11-11/14) | November 2016 | 10/16824 |
| 11 November 2018 (CS07-11/18) | November 2020 | 10/16824 |
| 16 February 2021 (CE02-02/21) | February 2023 | 18/421871v2 |
| 8 October 2024 (CS03-10/24) | February 2026 | 18/421871v3 |
| 16 February 2026 [<i>Insert reference</i>] | February 2029 | [<i>insert</i>] |

5.4 Enterprise Risk Management Policy

| | |
|----------------------|--|
| File Ref: | 2286V02 – 26/19909 |
| Responsible Officer: | Chief Executive Officer |
| Attachments: | Nil |
| Previous Items: | 4.6 - Enterprise Risk Management Policy - Policy Review Committee - 18 Aug 2025 |

Issue

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

Background

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

The Policy was last adopted by Council on 11 October 2022 and was due for review in October 2025. In August 2025 an extension for the time for review was sought from the Policy Review Committee (**Committee**). The Committee approved an extension for the review to 31 March 2026.

Detail

A review of the Risk Management Framework and its suite of documents and processes is underway. This includes the review of the Risk Appetite Statements which requires Council's endorsement. Following work with Council in 2025 the Administration has been working to finalise the Executive Guidance which accompanies the Risk Appetite Statements, and it is proposed that this will be presented to a Concept Forum in April, before going to an Audit Risk and Improvement Committee in May, and then on for Council to consider adoption in June 2026.

Resourcing constraints in the Risk and Assurance team have impacted progress in this work, with a consultant being engaged in November 2025 to assist.

An extension to time to review the Policy is requested due to the interconnected nature of the and adoption of the Risk Appetite Statements, Risk Assessment Criteria Matrix, and updated Risk Management Framework, which need to be completed to initiate the major review for this Policy.

A request for an extension to the Risk Management Framework will be presented to the March Ordinary Council Meeting. As it is not a policy, the Policy Review Committee does not have the delegation to approve or authorise an extension to the review of the Framework document.

Consultation

Consultation for the review of this Policy will form part of the work conducted before June 2026.

Comment

Administration is seeking an extension to the review date of the Enterprise Risk Management Policy (**Attachment 1**) until 30 June 2026.

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 | 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

Nil

Voting Requirements

Simple Majority

Moved Cr Miles, Seconded Cr Aitken

That Policy Review Committee **APPROVES** the extension to the review date of the Enterprise Risk Management Policy to 30 June 2026.

CARRIED UNANIMOUSLY
8/0

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

Against the motion: Nil

Attachments: Nil

Item 6 Confidential

Nil

Item 7 To be Tabled

Nil

Item 8 Date of Next Meeting

The next Policy Review Committee Meeting has been scheduled for 6:00pm on Monday, 15 June 2026, to be held at Council Chamber (First Floor), Civic Centre, 23 Dundobar Road, Wanneroo.

Item 9 Closure

There being no further business, Presiding Member Cr Wright closed the meeting at 6:25PM.