



*Due to the current pandemic situation, this meeting  
will be conducted electronically.*

# Council Agenda

**ORDINARY COUNCIL MEETING**

**6:00pm, 02 June 2020**

**To be held electronically**

# PUBLIC QUESTION & STATEMENT TIME & DEPUTATIONS

## COVID-19 Pandemic Situation

Given the current pandemic situation and the risk it poses to the health and well-being of Elected Members, staff and the public, all Briefing Sessions and Council meetings are to be conducted via electronic means until further notice. To ensure the safety of the members of the public, and in accordance with *Local Government (Administration) Amendment Regulations 2020* which came into effect on 26th March 2020, and in line with State and Federal Government advice, these meetings may not be attended by members of the public.

The City encourages any members of the public who wish to raise a question to Council or to present a deputation, to submit this information via the **City's online forms** and/or contact **Council Support on 9405 5027**.

- [Public Question online form](#)
- [Deputation online form](#)

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

### 1. Time Permitted

A minimum of 15 minutes is permitted for Public Question Time at Council Meetings. If there are not sufficient questions to fill the allocated time, the Presiding Member will move to the next item. If there are more questions to be considered within 15 minutes, the Presiding Member will determine whether to extend Public Question Time.

### 2. Protocols

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

Members of the public wishing to submit written questions are requested to lodge them with the Chief Executive Officer at least 30 hours prior to the start of the meeting (that is, by 12noon on the day before the meeting). If the question relates to an item on the Agenda, the item number and title should be stated. The Presiding Member will control Public Question Time and ensure that each person wishing to ask a question is given a fair and equal opportunity to do so.

### 3. General Rules

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

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

**For further information please contact Council Support on 9405 5000.**



# RECORDING AND ACCESS TO RECORDINGS OF COUNCIL MEETINGS POLICY

## COVID-19 Pandemic Situation

Given the current pandemic situation, Briefing Sessions and Council Meetings will be recorded and an audio recording will be made available on the City's website as soon as practicable after the meeting.

## Objective

- To ensure there is a process in place to outline the access to recorded Council Meetings.
- To emphasise that the reason for recording of Council Meetings is to ensure the accuracy of Council Meeting Minutes and that any reproduction of these Minutes are for the sole purpose of Council business.

## Implications

City of Wanneroo Strategic Community Plan 2017/2018 to 2026/2027:

*"4 Civic Leadership*

*4.2 Good Governance*

*4.2.1 Provide transparent and accountable governance and leadership"*

Recordings pertaining to the proceedings of Council Meetings shall be retained in accordance with the *State Records Act 2000*.

## Implementation

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

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

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

## Evaluation and Review Provisions

### ***Recording of Proceedings***

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

### ***Access to Recordings***

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

## COMMONLY USED ACRONYMS AND THEIR MEANING

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



Notice is given that the next Ordinary Council Meeting will be held electronically on  
**Tuesday 2 June, 2020** commencing at **6:00pm**.

D Simms  
 Chief Executive Officer  
 28 May, 2020

## CONTENTS

<b>ITEM 1</b>	<b>ATTENDANCES</b>	<b>1</b>
<b>ITEM 2</b>	<b>APOLOGIES AND LEAVE OF ABSENCE</b>	<b>1</b>
<b>ITEM 3</b>	<b>PUBLIC QUESTION TIME</b>	<b>1</b>
<b>ITEM 4</b>	<b>CONFIRMATION OF MINUTES</b>	<b>1</b>
OC01-06/20	MINUTES OF ORDINARY COUNCIL MEETING HELD ON 5 MAY 2020	1
SOC01-06/20	MINUTES OF SPECIAL COUNCIL MEETING HELD ON 20 MAY 2020	1
<b>ITEM 5</b>	<b>ANNOUNCEMENTS BY THE MAYOR WITHOUT DISCUSSION</b>	<b>1</b>
<b>ITEM 6</b>	<b>QUESTIONS FROM ELECTED MEMBERS</b>	<b>1</b>
<b>ITEM 7</b>	<b>PETITIONS</b>	<b>1</b>
	<b>NEW PETITIONS RECEIVED</b>	<b>1</b>
	<b>UPDATE ON PETITIONS</b>	<b>1</b>
PT01-05/20	OBJECTION TO THE PROPOSAL BY WA LIMESTONE AND THE EXTRACTIVE LICENSE (EIL) ON LOT 8 WATTLE AVENUE NOWERGUP TO EXTRACT SAND AND LIMESTONE	1
<b>ITEM 8</b>	<b>REPORTS</b>	<b>2</b>
	<b>PLANNING AND SUSTAINABILITY</b>	<b>2</b>
	<b>APPROVAL SERVICES</b>	<b>2</b>
PS01-06/20	DISABLED ACCESS TO RESIDENTIAL SWIMMING POOL - 3 TUNIS COURT, MINDARIE	2
PS02-06/20	CONSIDERATION OF PROPOSED LOCAL PLANNING POLICIES FOLLOWING ADVERTISING	7
PS03-06/20	RESPONSE TO PT01-05/20 – QUARRY AND USE OF WATTLE AVENUE WEST (RELATING TO EXTRACTIVE INDUSTRY LICENCE APPLICATION FOR LOT 8 (259) WATTLE AVENUE, NOWERGUP)	19
	<b>ASSETS</b>	<b>25</b>
	<b>INFRASTRUCTURE CAPITAL WORKS</b>	<b>25</b>
AS01-06/20	TENDER NO. 20019 FOR THE PROVISION OF MAJOR WORKS, HALESWORTH PARK, BUTLER - NEW SPORTS FACILITIES	25
AS02-06/20	TENDER 20001 - INSTALLATION OF TIMELOCKS IN PUBLIC TOILETS AT VARIOUS LOCATIONS ACROSS THE CITY OF WANNEROO	40

<b>COMMUNITY &amp; PLACE</b>	<b>46</b>
<b>CULTURAL DEVELOPMENT</b>	<b>46</b>
CP01-06/20 REVIEW OF TERMS OF REFERENCE : HERITAGE SERVICES ADVISORY GROUP	46
<b>COMMUNITY FACILITIES</b>	<b>56</b>
CP02-06/20 QUINNS BEACH SURF LIFE SAVING PATROL OBSERVATION TOWER PROJECT	56
CP03-06/20 MONTROSE PARK CHANGEROOM UPGRADES	66
CP04-06/20 SPLENDID PARK CYCLING FACILITY CONCEPT DESIGN AND COST ESTIMATE	76
<b>COMMUNITY DEVELOPMENT</b>	<b>131</b>
CP05-06/20 MULTICULTURAL ADVISORY GROUP AND RECONCILIATION ACTION PLAN WORKING GROUP TERMS OF REFERENCE AMENDMENTS	131
CP06-06/20 NATIONAL REDRESS - PARTICIPATION OF LOCAL GOVERNMENT	151
<b>CORPORATE STRATEGY &amp; PERFORMANCE</b>	<b>158</b>
<b>BUSINESS &amp; FINANCE</b>	<b>158</b>
CS01-06/20 FINANCIAL ACTIVITY STATEMENT FOR THE PERIOD ENDED 30 APRIL 2020	158
<b>TRANSACTIONAL FINANCE</b>	<b>192</b>
CS02-06/20 WARRANT OF PAYMENTS FOR THE PERIOD TO 30 APRIL 2020	192
<b>CHIEF EXECUTIVE OFFICE</b>	<b>233</b>
<b>GOVERNANCE &amp; LEGAL</b>	<b>233</b>
CE01-06/20 OUTCOME OF REVIEW OF COUNCIL POLICIES	233
CE02-06/20 DECISIONS DURING COVID-19 PANDEMIC - EASING OF RESTRICTIONS AND CHANGES TO AUTHORISATIONS AND DELEGATIONS	276
<b>ITEM 9 MOTIONS ON NOTICE</b>	<b>296</b>
<b>ITEM 10 URGENT BUSINESS</b>	<b>296</b>
<b>ITEM 11 CONFIDENTIAL</b>	<b>296</b>
CR01-06/20 RESOURCE RECOVERY FACILITY AGREEMENT	296
<b>ITEM 12 DATE OF NEXT MEETING</b>	<b>296</b>
<b>ITEM 13 CLOSURE</b>	<b>296</b>

# AGENDA

*Good evening Councillors, staff, ladies and gentlemen, 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 Nyoongar nation, past and present, 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 and I invite you to bow your head in prayer:*

*Lord, We ask for your blessing upon our City, our community and our Council. Guide us in our decision making to act fairly, without fear or favour and with compassion, integrity and honesty. May we show true leadership, be inclusive of all, and guide the City of Wanneroo to a prosperous future that all may share. We ask this in your name. Amen*

## **Item 1 Attendances**

## **Item 2 Apologies and Leave of Absence**

## **Item 3 Public Question Time**

## **Item 4 Confirmation of Minutes**

### **OC01-06/20 Minutes of Ordinary Council Meeting held on 5 May 2020**

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That the minutes of the Ordinary Council Meeting held on 5 May 2020 be confirmed.

### **SOC01-06/20 Minutes of Special Council Meeting held on 20 May 2020**

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That the minutes of the Special Council Meeting held on 20 May 2020 be confirmed.

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

## **Item 6 Questions from Council Members**

## **Item 7 Petitions**

### **New Petitions Received**

### **Update on Petitions**

### **PT01-05/20 Objection to the Proposal by WA Limestone and the Extractive License (EIL) on Lot 8 Wattle Avenue Nowergup to Extract Sand and Limestone**

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*Cr Cvitan presented a petition of 16 signatories objecting to the transport of limestone and sand by semi-trailer trucks (up to or more of 20 per day) from Lot 8 on Wattle Avenue West to Wanneroo Road because of the danger to those who live and use Wattle Avenue West as their access road to their properties.*

### **Update**

A Report on this petition is being presented to the 2 June 2020 Council Meeting (PS03-06/20).

## Item 8 Reports

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

### Planning and Sustainability

#### Approval Services

#### **PS01-06/20 Disabled Access to Residential Swimming Pool - 3 Tunis Court, Mindarie**

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File Ref:	DD006.1998.00000968.002 – 20/187049
Responsible Officer:	Director Planning and Sustainability
Disclosure of Interest:	Nil
Attachments:	2

#### Issue

To consider application BA1998.968.2 which has been submitted under regulation 51 (3)(c) of the Building Regulations, which enables a Permit Authority (Local Government) to vary the swimming pool gate requirements when there is a person with disabilities residing at the property.

#### Background

Building Regulations 51 (3)(c) requires a discretionary decision to be made by the Permit Authority. Currently there is no authority delegated by Council to the CEO to determine an application under this provision and a decision by Council is therefore required. Although the City does not receive many of these requests, Administration will seek to amend the delegation so that in the future these operational matters can be processed by Administration.

The subject property is located at Lot 215, 3 Tunis Court, Mindarie. The existing swimming pool and barrier was approved under building application BA1998.968.1 on the 24 February 1998. The swimming pool barrier has been inspected in accordance with the City' inspection regime and the most current inspection was completed by Royal Life Saving on the 7 March 2018, no faults were found.

The applicant is seeking a relaxation of the swimming pool barrier requirements as set out in Building Regulation 50 and AS1926. Specifically, they are requesting to swing the access gate into the pool area where the requirements state that access gates must swing away from the pool enclosure. They are making this request under Building Regulation 51 (3)(c) as this variation would provide easier access to the swimming pool for a person with disabilities.

#### Detail

The applicant is seeking an amendment to the current approval for the pool fence to enable the gate to swing into the pool enclosure where under Australian Standard AS1926 - Swimming Pool Safety Standards Section 2.11.1 where it is a requirement that all pool gates are to swing away from pool enclosure (outward). All other safety recommendations of the standard will apply including Section 2.11.2 Self-closing device and Section 2.11.3 Latching device.

Regulation 51 of the Building Regulations 2012 states a “**person with a disability** means a person who has been issued a certificate given by the National Disability Services (ACN 008445485), registered under the *Corporations Act 2001* (Commonwealth), certifying that the person has a disability that makes it difficult for the person to use a gate of the kind that would be required by these regulations in a swimming pool fence.”

Regulation 51 (3)(c) states, “in the opinion of the permit authority, a fence or barrier satisfying regulation 50 (barrier compliant with AS1926) between the building and the private swimming pool would create a significant problem for a person with a disability who is resident at the premises and wishes to have access to the pool.”

Regulation 52 states, “In deciding whether to give approval under sub regulation (3) a permit authority is required to have regard to whether or not a young child resides at the premises.”

In support of their request, the applicant has provided a letter from National Disability Services dated 22 April 2020 stating that an occupant has a disability, which would make it difficult for the person to use a gate in a swimming pool of the kind required by the Building Regulations. **Attachment 1**

In their correspondence with the City, the applicant has confirmed that there are no young children residing at the property. Building Regulation 51 suggests that this is the only other consideration a permit authority may take into account in the determination of an application under 51 (3) (c) of the Building Regulations.

**Attachment 2** provides a photograph of the current gate illustrating site constraints that could be determined as problematic for a person with disabilities, in this scenario wheel chair access is constrained on the outer side of the gate.

### Comment

The Building Act and Regulations provide a framework for the Permit Authority to vary the pool fencing standards in this specific circumstance. Administration considers that the barrier creates a significant problem for the person with a disability residing at the premises. The dwelling is not occupied by any children and the existing access arrangements limit the occupant's ability to access the pool. It is recommended that Council approve the application under regulation 51 (3)(c) of the Building Regulations as proposed subject to a condition. The condition being that when the person with a disability no longer resides at the property the approval will no longer be valid and the gate will need to be altered to comply with AS1926.

### Strategic Implications

The proposal aligns with the following objective within the Strategic Community Plan 2017 – 2027:

“4 Civic Leadership

4.2 Good Governance

4.2.1 Provide transparent and accountable governance and leadership”

### Risk Management Considerations

Risk Title	Risk Rating
CO-O23 Safety of Community	Low
Accountability	Action Planning Option
Director Community and Place	Manage

The above risks relating to the issue contained within this report have been identified and considered within the City's Corporate risk register. Action plans have been developed to

accept this risk to support existing management systems. This proposal aligns with the Civic Leadership objective of the existing Strategic Community Plan, Council should therefore consider the following risk appetite statement: 4.2 Good Governance.

The City's defined risk appetite for 4.2 Good Governance is articulated through the risk appetite statement as - The City places a high priority on the importance of maintaining good governance and has no appetite for deliberate act or omission by any party that jeopardises this. The City provides appropriate systems and processes to realise its values and achieve good governance. Decisions are aligned to policy to ensure non-compliance impacts are reduced as low as reasonably practicable (ALARP) and reputational damage is restricted to low.

## Voting Requirements

Simple Majority

## Recommendation

**That Council APPROVE application BA1998.968.2 for Lot 215, 3 Tunis Court, Mindarie under Regulation 51 (3) (c) of the Building Regulations, to only relax the requirements of AS1926.1-1993 Section 2.11.1 permitting the pool barrier gate to open inward on the condition that when the person with a disability no longer resides at the property, this approval will cease. When the person with a disability no longer resides at the property the City must be notified immediately and the gate altered to comply with AS1926.**

### Attachments:

- 1 [!\[\]\(4f6d8a8b127300a02d56d34d01423d15\_img.jpg\)](#). Attachment 1 - Letter from National Disability Services 20/192902
- 2 [!\[\]\(7e3d1ad67bf2d7a17700a66d1a313f91\_img.jpg\)](#). Attachment 2 - Photograph of Gate 20/192905





**WESTERN AUSTRALIA**

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12 Lindsay Street PERTH WA 6000

**ph** 08 9242 5544 | **fax** 08 9242 5044  
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To Whom It May Concern

Dear Sir or Madam

**Request for Exemption – Swimming Pool Fence**

This letter certifies that National Disability Services (NDS) WA has accepted the advice of Therapy Focus regarding Ebony Roussety.

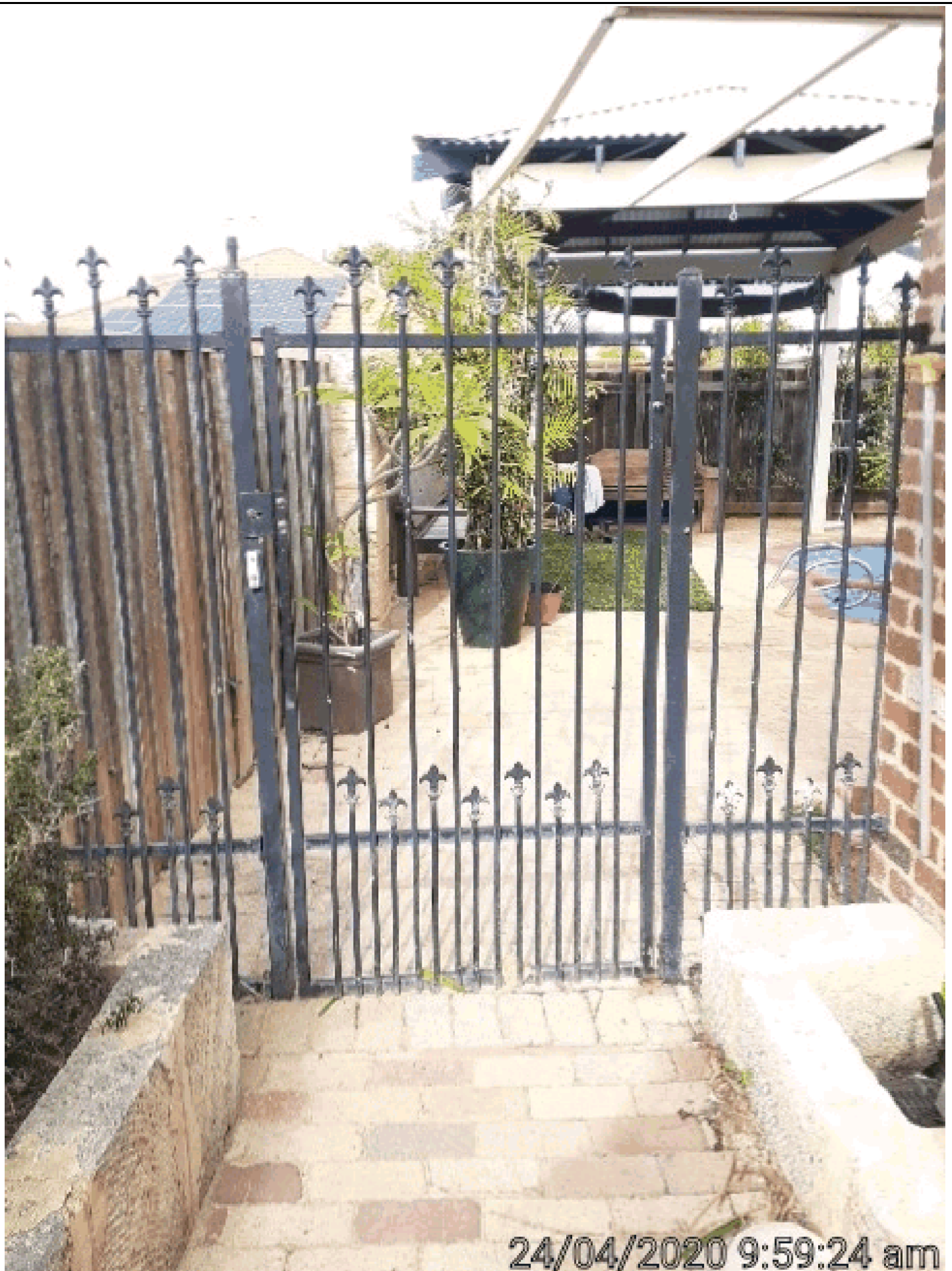
We acknowledge that Ebony has a disability which would make it difficult or her to use a gate in a swimming pool fence of the kind required by the Building Regulations.

Yours faithfully

A handwritten signature in black ink, appearing to read 'Julie Waylen', is written over a light blue circular background.

Julie Waylen  
State Manager WA  
**National Disability Services**  
22 April 2020





## **PS02-06/20      Consideration of Proposed Local Planning Policies following Advertising**

File Ref: 40147 – 20/167583  
 Responsible Officer: Director Planning and Sustainability  
 Disclosure of Interest: Nil  
 Attachments: 3

### **Issue**

To consider proceeding with the adoption of three proposed Local Planning Policies following public advertising.

### **Background**

At its 10 March 2020 meeting (PS05-03/20), Council resolved to advertise the following Local Planning Policies (LPPs) as included in **Attachments 1, 2 and 3**.

<b>Draft Policy</b>	<b>Purpose</b>
LPP 4.25: Substantial Commencement of Development	To provide guidance on what constitutes substantial commencement of development
LPP 4.11: Variations to Building Envelopes	To provide guidance on the circumstances that may be considered to modify Building Envelopes
LPP 2.10: Sea Containers	To guide the use of Sea Containers

### **Detail**

The proposed LPPs have been prepared under the provisions of District Planning Scheme No. 2 (DPS 2) to provide guidance and direction on the City's approach and position on the matters detailed in the policies.

### **Consultation**

The draft LPPs were advertised for public comment between 19 March 2020 and 30 April 2020 by way of:

- An advertisement published in the 19 March 2020 edition of the Wanneroo Times newspaper;
- Display at the City's Civic Centre and on the City's website; and
- Correspondence to the Department of Planning, Lands and Heritage.

No submissions or responses were received during the consultation period.

### **Comment**

Key elements of each policy are outlined below:

#### **LPP 4.25: Substantial Commencement of Development;**

The purpose of this proposed policy is to provide guidance on what amount of work determines when a development has been substantially commenced. This is important for

dealing with matters where an approval has (or is nearly) expired and works may have commenced or little if any work has actually been undertaken on site.

It is necessary to be able to clearly advise developers and the community whether an approval has lapsed or if sufficient work has been undertaken enabling works or a land use to continue. However, this is not a matter that is clearly defined under the Planning and Development Act or Regulations.

The proposed policy will assist with responding to enquiries regarding the validity of development approvals and to enable clear and consistent advice to be provided.

Applications for development approval are typically issued with a requirement that they are commenced within a specified timeframe (the default is two years) otherwise the approval lapses and a new approval will be required. Time limited approvals are necessary to ensure that development is commenced within a reasonable timeframe and because the planning framework changes from time to time.

#### **LPP 4.11: Variations to Building Envelopes**

The intent of this policy is to introduce objectives and standards to guide landowners who seek to vary the building envelope on their property. It will also assist Administration to consider such applications in a consistent manner against a clear set of objectives.

Building envelopes are created in various zones for the purpose of restricting the area of a lot which may be built upon. This policy is intended to apply to lots with building envelopes in various zones. The purpose of Building Envelopes is usually to contain development and prevent clearing of sites in order to protect and retain vegetation while allowing sensitively located development.

Administration often receives applications seeking to modify the size, location or extent of a building envelope. However, there is no specific criteria in DPS 2 that sets out the basis for considering requests to vary building envelopes.

The proposed criteria includes the need to have regard to matters such as loss of vegetation, geophysical constraints (karst etc), the location of dwellings on adjoining lots, impact on neighbours and the landscape. The policy also clarifies that more than one building envelope on a site can be considered as well as variations to the size and shape of the envelope provided the objectives are met.

#### **LPP 2.10: Sea Containers**

This policy has been developed to guide and control the use of sea containers and ensure that they meet an acceptable standard and do not adversely impact on the amenity of a locality. This is to be achieved through the introduction of objectives and criteria dealing with the standard, nature and positioning of sea containers.

The use of sea containers has become increasingly common in a variety of building applications. Due to their material strength and that they are relatively cheap they are seen by some as a cost effective solution for a range of building needs from dwellings to sheds and even for commercial structures such as shops and hotels.

Sea containers come in a variety of sizes and are typically used for temporary or permanent storage in a variety of situations. They are also used as transportable site offices among a range of other uses. The City has received only a small number of development applications for sea containers over recent years and there have been no complaints related to their use of appearance.

The use of sea containers as a building material can be permitted in all areas of the City, but their use and appearance needs to be managed as they can have a negative impact due to their height and scale on adjoining properties and affect the amenity of a locality.

It is recommended that the three proposed policies be progressed without any modifications.

### Statutory Compliance

The preparation of new policies is required to be prepared and processed in accordance with Clause 4 of the Deemed Provisions of DPS 2.

### Strategic Implications

The proposal aligns with the following objective within the Strategic Community Plan 2017 – 2027:

“4 Civic Leadership

4.2 Good Governance

4.2.2 Provide responsible resource and planning management which recognises our significant future growth”

### Risk Management Considerations

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

Risk Title	Risk Rating
CO O01 Relationship Management	Moderate
Accountability	Action Planning Option
Director Corporate Strategy and Performance	Manage

### Policy Implications

The proposed Local Planning Policies are intended to establish standards and direction for the City to consider, assess and determine applications for development approval.

### Financial Implications

The cost of undertaking the necessary actions for Council to proceed with the proposed LPPS can be met from existing operational budgets.

### Voting Requirements

Simple Majority

### Recommendation

That Council:-

1. **NOTES** that there were no submissions received in respect to the following advertised Local Planning Policies;

- a) **Local Planning Policy 4.25: Substantial Commencement of Development;**
  - b) **Local Planning Policy 4.11: Variations to Building Envelopes; and**
  - c) **Local Planning Policy 2.10: Sea Containers;**
2. **Pursuant to Clause 4(3)(b)(ii) of the Deemed Provisions of City of Wanneroo's District Planning Scheme No. 2 PROCEEDS with the Local Planning Policies described in 1. above, and as included in Attachments 1, 2 and 3;**
3. **Pursuant to Clause 4(4) of the Deemed Provisions of District Planning Scheme No. 2 PUBLISHES notice in a local newspaper of its decision to adopt the Local Planning Policies described in 1. above; and**
4. **FORWARDS a copy of the Local Planning Policies described in 1. above, as included in Attachments 1, 2 and 3, to the Department of Planning, Lands and Heritage for information.**

*Attachments:*

<a href="#"><u>1</u></a>	<i>Attachment 1 - Local Planning Policy No. 4.25: Substantial Commencement</i>	<i>20/59902</i>	<i>Minuted</i>
<a href="#"><u>2</u></a>	<i>Attachment 2 - Local Planning Policy No. 4.11: Variations to Building Envelopes</i>	<i>20/67641</i>	<i>Minuted</i>
<a href="#"><u>3</u></a>	<i>Attachment 3 - Local Planning Policy No. 2.10: Sea Containers</i>	<i>20/60005</i>	<i>Minuted</i>



PART 1 – POLICY OPERATION

Owner	Planning and Sustainability
Implementation	2 June 2020
Next Review	June 2024

Policy Development and Purpose

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

This purpose of this policy is to provide guidance on what constitutes substantial commencement of development in order to determine whether or not a development approval has been activated within the stipulated timeframe.

Policy Objectives

The objectives of this policy are:

- To provide a clear description of what constitutes substantial commencement of development approval;
- To provide certainty about the validity of a development approval;
- To provide a clear and consistent manner of determining whether a development approval has been activated within the prescribed timeframe.

Relationship to Other Policies, Guidelines and Documents

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

PART 2 – POLICY PROVISIONS

1. Definitions

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

**Substantial commencement** means that some substantial part of work in respect of a development approved under a planning scheme or under an interim development order has been performed;

Planning and Sustainability  
Local Planning Policy 4.25

Substantial Commencement of Development



**Development approval**

means development approval of the local government obtained under District Planning Scheme No. 2.

**Works**

in relation to land, means —

- (a) any demolition, erection, construction, alteration of or addition to any building or structure on the land; and
- (b) the carrying out on the land of any excavation or other works; and
- (c) in the case of a place to which a Conservation Order made under the *Heritage of Western Australia Act 1990* section 59 applies, any act or thing that —
  - (i) is likely to damage the character of that place or the external appearance of any building; or
  - (ii) would constitute an irreversible alteration to the fabric of any building;

**2. General policy provisions**

**Commencement of Development**

Where development approval has been granted under clause 68 of District Planning Scheme No. 2:

- (a) the development must be substantially commenced —
  - (i) if no period is specified in the approval — within the period of 2 years commencing on the date on which the determination is made; or
  - (ii) if a period is specified in the approval — within that period; or
  - (iii) in either case — within a longer period approved by the local government on an application made under clause 77(1)(a); and
- (b) the approval lapses if the development has not substantially commenced within the period determined under paragraph (a).

Where approval has lapsed, no development or works can be commenced until such time that further approval has been sought and obtained.

For the purpose of determining that substantial commencement of a development approval has been undertaken and in order to determine that the approval is valid and has been activated, the following shall be considered to be substantial commencement:



Planning and Sustainability  
Local Planning Policy 4.25

**Substantial Commencement of Development**



**Works considered to be Substantial Commencement of Development**

<b>Type of Development</b>	<b>Extent of Works</b>
Development involving construction or works	Earthworks and the laying of the whole slab or flooring of the ground or basement level
Development involving use of land or building	Carrying out the fitting out of premises, where required, and the approved activity has commenced

**Works not considered to be Substantial Commencement**

<b>Type of Works/Action</b>	<b>Comment</b>
Demolition of existing structures	Not consistent with the definition of substantial commencement
Demolition of structure where the development approval involves partial demolition and/or alteration of an existing building	Not consistent with the definition of substantial commencement
Preparatory works such as surveys, investigations and reports	Considered as preparatory works in relation to a development approval but not actual works
Lodgement or granting of Building Permit	Considered as documentation process and not construction



PART 1 – POLICY OPERATION

Owner	Planning and Sustainability
Implementation	2 June 2020
Next Review	June 2024

Policy Development and Purpose

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

Building envelopes are used in various parts of the City as a means of protecting and retaining vegetation that is deemed to be worthy of retention and as means of ensuring that the proximity of development does not conflict with the use or amenity of the locality in which they are provided. This policy applies to all areas of the City to provide guidance to applicants and the City in regards to the circumstances that may be considered to modify an existing building envelope.

Policy Objectives

The objectives of this policy are:

- To ensure that building envelopes are sited to minimise the loss and removal of vegetation;
- To reduce land use conflicts between adjoining properties; and
- To promote the orderly and proper development of land by identifying in what circumstances a building envelope may be varied.

Relationship to Other Policies, Guidelines and Documents

This policy should be read in conjunction with the development standards and requirements of District Planning Scheme No. 2. This policy does not apply to general residential development sites where a local development plan is in place.

PART 2 – POLICY PROVISIONS

1. Definitions

Building envelope: means an area of land within a lot marked on a plan approved by the responsible authority within which all buildings (not including boundary fences) and effluent disposal facilities on the lot must be contained.

For the purposes of clarity a building envelope excludes areas used for:

- open air car parking areas;
- access driveways;

Planning and Sustainability  
Local Planning Policy 4.11

Variations to Building Envelopes



- boundary fencing;
- firebreaks; and
- services to the dwelling such as water, sewer, power, gas, telecommunications.

## 2. General policy provisions

Building envelopes are created for various reasons, such as controlling the extent of development and the retention of vegetation and natural landscape features.

Landowners and developers may seek to vary the location, extent and shape of building envelopes in some cases, to accommodate development. This policy has been prepared to provide guidance to applicants for matters to consider when submitting proposals for development approval which seek to vary a building envelope.

In dealing with applications to vary the location and size of an approved building envelope, the City must be satisfied that the proposed envelope will be able to accommodate development that is consistent with the objectives of the zone for the specific area. In this regard the City will require supporting information with an application that demonstrates the form of future development.

In considering variations to building envelopes, the City will have due regard to the following matters:

- Whether the proposed envelope is similar in area to the area of the current building envelope;
- It is located to avoid and minimise the removal of vegetation that is considered worthy of retention by the City;
- The level of bushfire risk;
- Any geophysical constraints;
- Any building setback distances in the District Planning Scheme No. 2 or other policy;
- The location of any dwellings or other buildings and outdoor living areas on adjoining lots for the purpose of maintaining separation and protection of amenity.

Building envelopes are to generally be of a regular shape and comprise one contiguous area. More than one building envelope may be considered provided that there are no more than three envelopes on any one lot and that the total land area is similar to the total area of the current building envelope.

Notwithstanding the requirements above, an increase in the size of a building envelope may be considered, but any increase should be a maximum of 10% of the area of the original approved building envelope and is required to address the above criteria.

Justification will need to be provided to accompany any proposal to vary a building envelope that is relevant to the purpose such as:

- Environmental reports;
- Bushfire Management Plan;
- Geotechnical study

Such reports or supporting information must be prepared by a suitably qualified expert at the applicants expense.



PART 1 – POLICY OPERATION

Owner	Planning and Sustainability
Implementation	2 June 2020
Next Review	June 2024

Policy Development and Purpose

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

To guide and control the use of sea containers on private property throughout the City in order to ensure that an acceptable standard of development is achieved that does not detrimentally affect the amenity of the locality.

This Policy applies to the use of sea containers on private property throughout the City. Sea containers used in construction or for storage on a site constitute “development” under the City of Wanneroo District Planning Scheme No. 2 and are subject to the requirement for development approval unless otherwise specified in this Policy.

For the purposes of this Policy, the use of sea containers shall be assessed for compliance with this Policy and are not to be assessed as “Outbuildings” as defined by the Residential Design Codes (R-Codes).

Policy Objectives

The objectives of this Policy are:

- To provide guidance and control for the installation and use of sea containers within the City;
- To ensure the visual impact of sea containers does not unreasonably detract from the amenity of adjoining properties and the area generally.

Relationship to Other Policies, Guidelines and Documents

This Policy should be used and read in conjunction with the development standards and requirements of District Planning Scheme No. 2 and the R-Codes.

Relationship to Other Policies, Guidelines and Documents

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

## PART 2 – POLICY PROVISIONS

### 1. Definitions

For the purposes of this Policy a Sea Container is defined as: A large prefabricated metal box of a standard design and size used for the transport of goods by road, rail, sea, or air that can be used for holding or storing goods and equipment temporarily or permanently.

### 2. General

1. Sea containers will be permitted where used for the storage of building materials and equipment in connection with a building under construction, subject to:
  - (a) being on-site only for the time the building works are being carried out; and
  - (b) it is only placed on-site after the issue of a building permit on the site; and
  - (c) it is removed within 14 days after the building works are completed.
2. Sea containers used for temporary storage purposes will be permitted where on-site for a maximum period of 7 days for the purpose of relocating personal goods to/from a property.
3. Development approval is not required to be obtained for sea containers compliant with Clause 1 or 2 or where compliant with the requirements of District Planning Scheme No. 2 or the deemed to comply requirements of the R-Codes. In all other instances development approval is to be obtained and is to be the subject of consultation with owners and/or occupiers of affected land.
4. In all cases the sea container will:
  - (a) Not result in a detrimental impact on the amenity of adjoining land or the area in general
  - (b) Not compromise the approved development or use by:
    - i. Impinging on any car parking bays required to satisfy the minimum car parking requirement for the approved development or use; or
    - ii. Obstructing access; or
    - iii. Obstructing a visual truncation provided to an accessway.
  - (c) Be in good repair and of a uniform colour to complement the building to which it is ancillary or surrounding natural landscape features; and
  - (d) Be appropriately screened (vegetation or otherwise) where considered necessary by the City.
5. Where used for habitable purposes, sea containers are required to comply with all relevant legislation.

Planning and Sustainability  
Local Planning Policy 2.10  
**Sea Containers**



**Residential zoned land or land used for residential purposes**

Development approval is required to be obtained where any variations to the requirements of District Planning Scheme No. 2 or the deemed to comply requirements of the R-Codes is proposed and will be subject to consultation with owners and/or occupiers of affected land. Sea containers may be permitted having regard to the provisions of clause 4 above.

**Land not zoned Residential or not used for residential purposes**

Development approval is required and may be granted having regard to the provisions of clause 4 above. Consultation with owners and/or occupiers of affected land will be required where stipulated by District Planning Scheme No. 2 or where deemed necessary.

**Roads and Reserves**

This policy does not apply to the placement of sea containers within local reserves or road reserves, but shall be subject to the City's Local Laws where applicable.

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**PS03-06/20      Response to PT01-05/20 – Quarry and Use of Wattle Avenue West (Relating to Extractive Industry Licence Application for Lot 8 (259) Wattle Avenue, Nowergup)**

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File Ref:	DA2013/663 – 20/220944
Responsible Officer:	Director Planning and Sustainability
Disclosure of Interest:	Nil
Attachments:	2

### **Issue**

To consider Administration's response to petition PT01-05/20, tabled at the 5 May 2020 Ordinary Council Meeting.

### **Background**

Petition PT01-05/20 was tabled at the 5 May 2020 Ordinary Council Meeting, and signed by 16 local residents and business owners of properties on or near Wattle Avenue West, Nowergup. The petition objects to Wattle Avenue West being used to haul limestone and sand from an extractive industry (sand and limestone) at Lot 8 (259) Wattle Avenue, Nowergup (Lot 8).

Lot 8 is shown in **Attachment 1**. Extraction of limestone and sand by Oakford Land Company originally commenced from Lot 8 in 2009.

An Extractive Industry Licence was granted to Oakford Land Company in 2014 for a five year term, at the time development approval being granted.

Council at the 11 December 2007 Meeting (PD12-12/07), resolved to support a recommendation to the WAPC for the approval of an extractive industry on Lot 8 subject to conditions. Council recommended the inclusion of the following condition of approval:

*"3. Upgrading of Wattle Avenue, and its extension to Lot 8, is to be designed, constructed and maintained to the satisfaction of the City."*

The recommendation related to upgrading and access to Wattle Ave West. The recommendation was forwarded to the WAPC, and on 16 June 2008 the WAPC issued its approval requiring the upgrading and construction of Wattle Avenue West. Following the WAPC's approval, Administration subsequently issued the City's development approval on 23 June 2008, inclusive of the same condition Council supported for the extension and upgrading of Wattle Avenue West.

The temporary 5 year development approval issued in 2008 expired in June 2013, prompting the need for a further development approval for extractive industry to be carried out on Lot 8. Administration under Delegated Authority granted a further development approval on 31 January 2014 for a 10 year period, which is still current. The current approval maintains conditions requiring the extension and upgrading of Wattle Avenue West, as well as for haulage vehicles to use the upgraded road. Works to extend and upgrade Wattle Avenue West had not been undertaken by the previous owners and operators as access to Lot 8 had been obtained from Wattle Avenue East, via Crown Land to the east of Lot 8 (refer **Attachment 2**).

The City's Extractive Industry Local Law 1998 requires an Extractive Industry Licence (EIL) to be granted to the operator of the extractive industry. As WA Limestone has taken over the

site a new EIL is required to be issued. WA Limestone has subsequently applied for an EIL to continue carrying out of the approved extractive industry activity on Lot 8.

The Extractive Industry Local Law requires advertising of the application. WA Limestone undertook advertising of the EIL application (Pursuant to Clause 9 of the Local Law) for 21 days by way of the following:

- Sending letters to landowners and occupiers of land within 1000 metres of the boundaries of Lot 8 – as per how the development application approved in 2014 was advertised. Of the six addresses of the petitioners, only two are within 1000 metres of Lot 8; and
- Publishing a notice in the 9 April 2020 edition of the Wanneroo Times newspaper.

In addition to the petition received, Administration received two other submissions. One submission supported the EIL application and a second submission expressed 'no comment'.

## Detail

### Detail of the Petition

Petition PT01-05/20 contains 16 signatures (from six addresses) objecting to the following:

*"The transport of limestone and sand by semi-trailer trucks (up to or more of 20 per day) from Lot 8 on Wattle Avenue West to Wanneroo Road because of the danger to those who live and use Wattle Ave West as their access road to their properties."*

The petitioners instead propose the following:

*"That the City of Wanneroo make WA Limestone continue to use the exit from Lot 8 east on Wattle Ave east through to Old Yanchep Road, thus trucks will not be going past any houses used for residences."*

The route that was used for haulage vehicles by the previous operator exiting Lot 8 to the east is shown Orange in **Attachment 2**.

### Current Development Approval Requirements – Access

In respect to road access being provided to Lot 8, development approval conditions already imposed by the City in 2014 require:

- The upgrading and extension of Wattle Avenue West to Lot 8; and
- Access to the site via Wattle Avenue West, once upgrades to that road are completed.

The haulage route approved by the current development approval is shown in Yellow in **Attachment 2**.

The upgrading of Wattle Ave West was not undertaken by the previous owners and operators. However, WA Limestone has assured Administration that extension and upgrading of Wattle Avenue West will commence in late 2020, provided that an EIL is granted.

## Consultation

Nil



## **Comment**

### Discussion of the Road Access

WA Limestone as the current owner has an obligation under the development approval to extend and upgrade Wattle Avenue West. The delivery of the improved road access, and the impacts that increased truck movements will have on Wattle Avenue West were considered and approved as part of the development application.

It is important to recognise that Lot 8 only has gazetted road access to Wattle Avenue West and does not have gazetted access to Wattle Ave East.

The City's District Planning Scheme takes precedence over the City's Local Law in this matter. Clause 1.8 of DPS2 states that development approvals prevail over any inconsistency with Local Laws, including an EIL issued under the *Extractive Industries Local Law 1998*.

Therefore an EIL has no ability to prevent implementation of the conditions of development approval which requires upgrading and use of Wattle Ave West for haulage access to the site.

On this basis Administration is recommending that Council note the petition and advise the petition organiser that Council cannot require through the EIL that access be via Wattle Ave east as requested as Lot 8 does not have gazetted road access to the eastern portion of Wattle Ave and there is a valid development approval which requires access to be via Wattle Ave west.

### Determination of the Extractive Industry Licence

Administration has delegated authority to grant an Extractive Industry Licence under Section 3.1.2 of the Delegated Authority Register, notwithstanding that the petition has been tabled.

Administration will finalise its assessment of WA Limestone's Extractive Industry Licence application at Lot 8 (259) Wattle Avenue, Nowergup following Council's consideration of the petition.

## **Statutory Compliance**

The Extractive Industry Licence application lodged by WA Limestone to extract limestone and sand from Lot 8 (259) Wattle Avenue, Nowergup is required to be assessed and determined pursuant to the City's *Extractive Industries Local Law 1998*.

Administration has Delegated Authority from Council to determine Extractive Industry Licence applications.

## **Strategic Implications**

The proposal aligns with the following objective within the Strategic Community Plan 2017 – 2027:

### *"4 Civic Leadership*

#### *4.1 Working with Others*

##### *4.1.2 Engage, include and involve community"*

## Risk Management Considerations

Risk Title	Risk Rating
ST-S04 Integrated Infrastructure and Utility Planning	Moderate
Accountability	Action Planning Option
Director Planning and Sustainability Director Assets	Manage

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

## Policy Implications

Petition PT01-05/20 is required to be presented to Council for consideration in accordance with Part 6 of Council's Management of Petitions policy.

## Financial Implications

Nil

## Voting Requirements

Simple Majority

## Recommendation

That Council:-

1. **NOTES** Petition PT01-05/20 tabled at the 5 May 2020 Ordinary Council Meeting;
2. **ADVISES** the petition organiser that Council cannot require through the EIL that access be via Wattle Ave east as requested as Lot 8 does not have gazetted road access to the eastern portion of Wattle Ave and there is a valid development approval which requires access to be via Wattle Ave west and therefore has no basis to restrict access to the quarry.

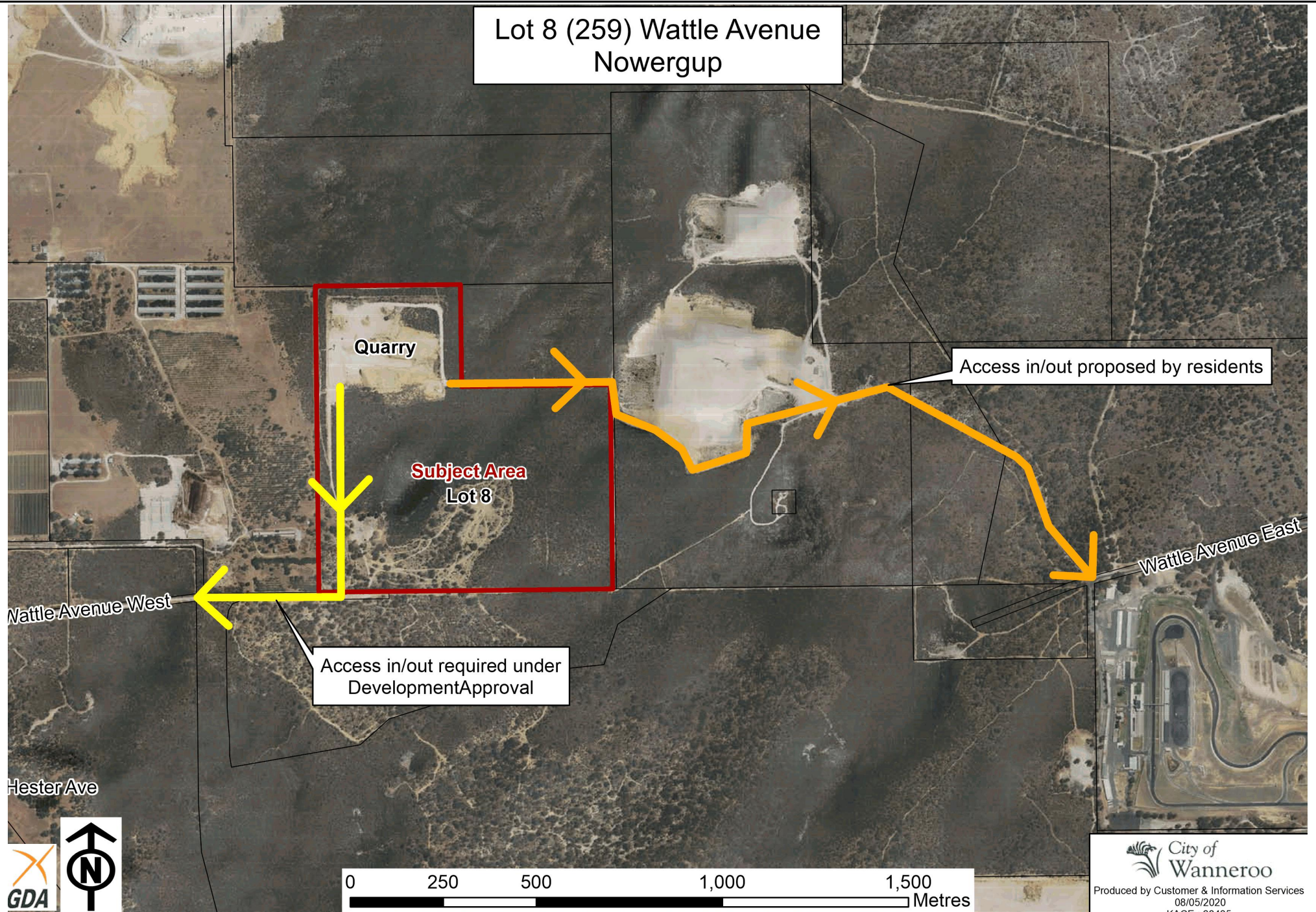
### Attachments:

1. [Attachment 1 - Extractive Industry Licence Application Site - Lot 8 \(259\) Wattle Avenue, Nowergup](#) 20/190663
2. [Attachment 2 - Extractive Industry Licence Application - Access Options - Lot 8 \(259\) Wattle Avenue, Nowergup](#) 20/190666









## Assets

### Infrastructure Capital Works

#### **AS01-06/20      Tender No. 20019 for the Provision of Major Works, Halesworth Park, Butler - New Sports Facilities**

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File Ref:	23756V013 – 20/201118
Responsible Officer:	Director Assets
Disclosure of Interest:	Nil
Attachments:	2

### Issue

To consider the award of Tender No. 20019 for the Provision of Major Works, Halesworth Park, Butler - New Sports Facilities.

*It is noted that this is a re-tender of Tender No. 19062 for the Provision of Major Works, Halesworth Park, Butler - New Sports Facilities, which was advertised on 9 March 2019, and although the subsequent evaluation of Tender No. 19062 was undertaken by City Administration, all tenders were declined.*

At its meeting on 28 April 2015, Council considered a report on the Butler North District Open Space Master Plan Review, Item No CD02-04/15, and endorsed the master plan. It is noted that the project is now known as Halesworth Park, Butler.

The City is seeking to appoint a suitably qualified and experienced contractor to undertake the following civil and landscaping works associated with the construction of two sports ovals, site amenities, road and pedestrian infrastructure, and pad sites for two proposed buildings at Halesworth Park, Butler.

Scope of works include (but not limited to) (see **Attachment 2**):

- Clearance of the site (in accordance with Environmental Permit requirements);
- Bulk earthworks;
- Retaining walls;
- Stormwater drainage;
- Power and lighting;
- Roadworks;
- Paths;
- Hardcourts;
- Sports oval construction (turfed areas);
- Landscaping planting; and
- Landscaping reticulation.

It is noted that the buildings proposed on site do not form part of this tender.

The site is currently formed by two lots of undeveloped bushland and the cleared site from the Department of Education land adjacent to Alkimos College. The site bounded by Santorini Promenade and Halesworth Parade (with residential properties adjacent), John Butler Primary College, Alkimos College and to the east of Amble Grove a rail reserve for the future Yanchep Rail Extension.



Tender 20019 proposed the three delivery options.

- a) **Option 1**; Stages 1 and 2 are delivered concurrently/back to back;
- Stage 1 – Southern Oval is delivered by 5 December 2020 in time for Term 1 (2021) commencement Monday 1 February 2021.
  - Stage 2 – Northern Oval is delivered by 12 March 2021 in time for Term 2 (2021) commencement Monday 19 April 2021.
- b) **Option 2**
- Stage 1 is undertaken as a separable portion allowing Separable Portion SP1 to be completed (Separable Portion SP2 is not commenced concurrently and/or back to back).
  - Stage 1 – Southern Oval is delivered by 5 December 2020 in time for Term 1 (2021) commencement Monday 1 February 2021.
- c) **Option 3**  
Stage 2 – Northern Oval is delivered sometime after Stage 1 is completed - by date TBC.

Delivery Options 2 and 3 were included in the Tender for the two ovals to be delivered as Separable Portions should conditional requirements be stipulated within the clearing permit.

However, the City's preference for undertaking the works will be as per Option 1 following receipt of Environmental Clearing Permit Approval; constructing the two ovals within Stages 1 and 2 being delivered concurrently/back to back. This Tender evaluation is based on this preference.

### Detail

Tender No. 20019 for the Provision of Major Works, Halesworth Park, Butler - New Sports Facilities was advertised on 1 February 2020 and closed on Wednesday 4 March 2020.

A non-mandatory site inspection and tender briefing was held at 10am on Thursday 6 February 2020 to provide tenderers the opportunity to clarify any tender enquiries and during the tender period there were eight tender addendums issued; all tenderers confirmed receipt.

Essential details of the proposed contract are as follows:

Item	Detail
Contract Form	Major Works – AS4000-1997
Contract Type	Lump Sum
Contract Duration	52 weeks
Commencement Date (Subject to Tender Award)	2 weeks after receipt of Letter of Award or 28 days after the clearing permit is granted whichever occurs later
Date for Practical Completion	Separable Portion SP1 Stage 1 – Southern Oval is delivered by 5 December 2020 in time for Term 1 (2021) commencement Monday 1 February 2021.
	Separable Portion SP2 Stage 2 – Northern Oval is delivered by 12 March 2021 in time for Term 2 (2021) commencement Monday 19 April 2021.

Item	Detail
Defects Liability Period	12 Months
Extension Permitted	No
Rise and Fall	No

Tender submissions were received from the following companies:

Company (full entity name)	Company (abbreviated name)
D.B.Cunningham Pty Ltd t/a Advanteeing Civil Engineers	Advanteeing Civil
Civcon Civil & Project Management Pty Ltd	Civcon Civil
Densford Civil Pty Ltd	Densford
Environmental Industries Pty Ltd	Environmental Industries
Georgiou Group Pty Ltd	Georgiou
Menchetti Consolidated Pty Ltd	MG Group
Ralmana Pty Ltd T/A RJ Vincent & Co. (RJV)	RJ Vincent
Wormall Civil Pty Ltd	Wormall

### Tender Evaluation Panel

The Tender Evaluation Panel comprised:

- Project Manager Major Buildings - Infrastructure Capital Works
- OSH Officer Safety and Injury Management
- Principal Technical Advisor, Parks and Conservation Management
- Community Facilities Planning Officer
- Representative from JDSi Civil Engineering Consultants – Technical Advice
- Representative from Emerge Associates Landscape Design – Technical Advice

### Probity Oversight

Oversight to the tender assessment process was undertaken by the City's Contracts Officer

Tender submissions were evaluated in accordance with the Procurement and Evaluation Plan (PEP) which included the following selection criteria:

Item No	Description	Weighting
1	Sustainable (Corporate Social Responsibility) Procurement a) Environmental Considerations 5% b) Buy Local 10% c) Reconciliation Action Plan 2.5% d) Disability Access & Inclusion 2.5%	20%
2	*Occupational Health & Safety	25%
3	*Organisational and Key Personnel Experience	25%
4	*Methodology, Capacity and Resources	30%

Pricing is not included in the qualitative criteria and is considered as part of the overall Value for Money (VFM) assessment. The minimum acceptable baseline for Qualitative Criteria is set at 50% with acceptable minimum scores required for each qualitative criterion marked with an \*. An initial review of the tender submissions by the City's Contracts Officer confirmed all tender submissions were deemed to be conforming and included for further consideration.

### **Evaluation Criteria 1 – Sustainable (Corporate Social Responsibility) Procurement (20%)**

Evidence of Sustainable (Corporate Social Responsibility) Procurement was assessed based on the tenderers' responses provided within the Questionnaires provided in Schedules 3A, 3B, 3C, 3D that were included in the tender documentation.

#### **Sub criteria a) Environmental Considerations (5%)**

An assessment was made to determine the ranking based on tenderers' Environmental policy and practices.

#### **Sub criteria b) Buy Local (10%)**

An assessment was made to determine the ranking based on the responses provided, detailing the following information:

- Purchasing arrangements through local businesses;
- Location of tenderer's offices, depots and production facilities;
- Residential addresses of staff and subcontractors; and
- Requirement for new employees arising from award of the contract.

#### **Sub criteria c) Reconciliation Action Plan (2.5%)**

An assessment was made to determine the ranking based on the responses provided that relate to:

- RELATIONSHIPS - building positive relationships between indigenous and non-indigenous people
- RESPECT – recognising the contribution of Indigenous people to Australia and learning more about the history, culture and diversity in a two-way communication process
- OPPORTUNITIES – attracting, developing and retaining organisational talent to build opportunities for aboriginal employment, training, development and mentoring

#### **Sub criteria d) Disability Access & Inclusion (2.5%)**

An assessment was made to determine the ranking based on the responses provided that relate to:

- People with disabilities have the same buildings and facilities access opportunities as other people
- People with disabilities receive information in a format that will enable them to access information as readily as other people are able to access it.
- People with disabilities receive the same level and quality of service from staff as other people receive.
- People with disabilities have the same opportunities as other people to make complaints.
- People with disabilities have the same opportunities as other people to participate in any employment opportunities.



The combined assessment of response provided by the tenderers for evidence of Sustainable (Corporate Social Responsibility) Procurement criterion resulted in the following ranking:

<b>Tenderer</b>	<b>Ranking</b>
Densford	1
Georgiou	2
RJ Vincent	3
Environmental Industries	4
Advanteering Civil	4
Civcon Civil	6
Wormall	7
MG Group	8

### **Evaluation Criteria 2 – Occupational Health & Safety (25%)**

Evidence of safety and quality management policies and practices was assessed from the tender submissions. The assessment for safety management was based on the tenderers' responses to an Occupational Health and Safety Management System Questionnaire included in the tender documentation.

Based on the response provided by the tenderers the assessment of this criterion has resulted in the following ranking:

<b>Tenderer</b>	<b>Ranking</b>
Civcon Civil	1
Densford	1
Environmental Industries	1
Georgiou	1
MG Group	5
RJ Vincent	5
Wormall	5
Advanteering Civil	8

All tenderers achieved an acceptable minimum score for this evaluation criterion.

### **Evaluation Criteria 3 – Organisational and Key Personnel Experience (25%)**

The tenderer's resources as presented in its tender submissions were assessed in order to evaluate their capacity to meet the requirements of the contract.

Assessment of this criterion considered the tenderers' experience in supplying services of a similar nature and circumstances, with considerations given to project relevance, type, size, complexity and resourcing availability, and Tenderers' key personnel.

Based on the response provided by the tenderers the assessment of this criterion has resulted in the following ranking:

<b>Tenderer</b>	<b>Ranking</b>
Densford	1
RJ Vincent	2
Wormall	2
Advanteering Civil	4
Civcon Civil	4
Environmental Industries	4
Georgiou	4
MG Group	4

All tenderers achieved an acceptable minimum score for this evaluation criterion.

#### **Evaluation Criteria 4 – Methodology, Capacity and Resources (30%)**

The tenderer's resources as provided in the tender submissions were assessed in order to evaluate their capacity to meet the requirements of the contract. Assessment of this criterion considered the tenderer's project management procedures and project methodology, as presented in their tender submissions, were assessed in order to evaluate the tenderers' understanding, methods and construction programme to meet the relevant timeframe of the contract.

Based on the response provided by the tenderers the assessment of this criterion has resulted in the following ranking:

<b>Tenderer</b>	<b>Ranking</b>
Densford	1
RJ Vincent	1
Environmental Industries	3
Georgiou	3
MG Group	3
Advanteering Civil	6
Civcon Civil	6
Wormall	6

All tenderers achieved an acceptable minimum score for this evaluation criterion.

#### **Overall Weighted Assessment and Ranking**

Tenderer's submissions were reviewed in accordance with the Procurement and Evaluation Plan with the following key observations:

- The tenderers' bids were evaluated in accordance with the selection criteria and were assessed as having the necessary resources, previous experience, capability and safety management systems to undertake the tender; and
- The baseline for the Qualitative Criteria was set at 50% for the applicable criteria:

2	Occupational Health & Safety
3	Organisational and Key Personnel Experience
4	Methodology, Capacity and Resources

ALL eight tenderers scores exceeded the baseline requirements.

The overall qualitative weighted assessment resulted in the following tenderer ranking:

<b>Tenderer</b>	<b>Ranking</b>
Densford	1
RJ Vincent	2
Environmental Industries	3
Georgiou	4
MG Group	5
Wormall	6
Civcon Civil	7
Advanteering Civil	8

All tenderers achieved an acceptable minimum score for the mandatory qualitative evaluation criteria and progressed to the value for money assessment stage of the assessment process.

#### **Tendered Lump Sum Price Ranking**

Tenderers' price submissions were reviewed and the Confidential Memo (**Attachment 1**) provides the detailed price information. Price comparisons were undertaken for the Option 1 incorporating Stages 1 and 2 works, Option 2 Stage 1 only and Option 3 Stage 2 only.

The recommendation considers only Option 1, Stages 1 and 2 works.

<b>Tenderer</b>	<b>Ranking</b>
Environmental Industries	1
RJ Vincent	2
Densford	3
Wormall	4
Georgiou	5
MG Group	6
Civcon Civil	7
Advanteering Civil	8

#### **Relative Value for Money Assessment**

An assessment was made to determine the ranking based on the lump sum pricing provided within the tender documentation based on Option 1 (Stage 1 and 2 only) against the overall qualitative criterion assessment, resulting in the following tenderer ranking (highest to lowest):

<b>Tenderer</b>	<b>Ranking</b>
RJ Vincent	1
Environmental Industries	2
Densford	3
Wormall	4
Georgiou	5
MG Group	6
Civcon Civil	7
Advanteering Civil	8

### **Overall Assessment and Comment**

The tender submission from RJ Vincent satisfied the overall relative value for money assessment in accordance with the assessment criteria and weightings as detailed in the Procurement and Evaluation Plan and is therefore recommended as the successful tenderer.

The assessment and evaluation of RJ Vincent's tender submission also noted the following:

- RJ Vincent tendered price is highly competitive and is within the budget estimate prepared by the City's externally engaged Quantity Surveyors;
- RJ Vincent has indicated within their tender a strong and large team, capable of successfully delivering large scale of projects;
- RJ Vincent has performed a number of large scale projects within the City of Wanneroo Northern Corridor (project vicinity) including Marmion Avenue Duplication, residential subdivision works for various land developers, earthworks and forward works at John Butler Primary College (Butler) and Butler Rail Extension for the Public Transport Authority (PTA);
- Have demonstrated safety systems in place which meet the City's Occupational Health and Safety Management System assessment requirements.
- Previous work undertaken for the City of Wanneroo indicates timelines for completion of projects, project management, quality of work and overall delivery of projects is positive.

### **Consultation**

Throughout the design phase of the project, the City has worked collaboratively with key stakeholders; Department of Education, Property Developers LWP Property Group and Satterley Property Group (LWP and Satterley), sports clubs and user groups.

The public comment process was undertaken during July to August 2015 with property developers, LWP and Satterley, nearby residents, various sporting clubs and user groups.

The survey results indicated support for the proposed Master Plan.

Additional public comment processes have been undertaken as part of the Department of Water and Environmental Regulation's clearing permit application assessment process.

Further clarifications were provided in item 3.3 of the Council Forum Meeting held on 21 May 2019 regarding the following aspects of the project:

- **Main sports amenities building** - changes have been made to the building design, which do not impact on its functionality. The building has also been relocated to improve its relationship to the playing fields and hard courts.
- **Hard court sports amenities building** - Administration has included provision for a smaller Sports Amenities Building and associated car park to service the hard courts (tennis and netball).
- **Hard Courts** - the location and orientation of the hard courts has also undergone minor amendment, however, the number of courts provided and functionality as multi-purpose tennis/netball use remains unchanged.
- **Little athletics infrastructure** - specific facilities and equipment supporting Little Athletics have been included within the development surrounding the ovals.
- **Small ball sports** - within the development are included a senior sized small ball sports (baseball / softball) diamond with the required back net infrastructure to support the ongoing growth of small ball sports within the corridor.
- **Shared use hockey and soccer oval** - two existing multi-purpose playing fields are included as a result of reviews in consultation with the Department of Education.
- **Public consultation** - Administration is currently undertaking additional consultation with sports user groups regarding the buildings and amenities.
- **Car parking** - Administration has undertaken a review of the number of parking bays and determined there would be 458 bays that would be available for community use at Halesworth Park. Administration considers this parking would be sufficient to support the sporting use of Halesworth Park. Should the parking demand exceed at the full use of the facility, Administration will develop a facility and traffic management strategy in consultation with the sports clubs and user groups.
- **Water license and bore permit applications;** - a new bore will be constructed as part of the works to be undertaken under the proposed contract; application has been approved. Administration has negotiated the transference of the existing ground water license from LWP to the City in consultation with DWER - Department of Water and Environment Regulation.
- **Clearing permit application;** - Clearing permits have been issued by the relevant State and Federal Government departments.

During the past 12 months Administration has engaged, on an as required basis, with State Sporting Associations, City of Wanneroo Clubs and the Department of Education in respect to the project. Administration will undertake an “inform” community engagement process post Council endorsement of the tender and will also continue to consult with relevant State Sporting Associations and City of Wanneroo Clubs in regards to the design development of the two Sports Amenities Building proposed for the site.

Post tender award and during the construction phase, the City will provide regular progress updates on key project milestones or events; posting of information on City’s webpage and media channels in addition notifying Department of Education, Department of Local Government, Sport and Cultural Industries (DLGSC), Developers, local residents, John Butler Primary College, Alkimos College, relevant sports and user groups.

## **Statutory Compliance**

Tenders were invited in accordance with the requirements of Section 3.57 of the *Local Government Act 1995*. The tendering procedures and evaluation complied with the requirements of Part 4 of the *Local Government (Functions and General) Regulations 1996*.

The proposed works being undertaken by the City received Development Approval on 16 May 2018. The Senior Planner, Approval Services confirmed 17 April 2020 that application for an extension is not required as it is exempt.

### Clearing Permit:

The project works on site are subject to a clearing permit to remove native vegetation from the project site. The whole development site for Halesworth Park comprises of three land components:

- “Southern Lot”; Crown Land - Lot 8210 on Deposited Plan 73880, Butler
- “Northern Lot”; owned Northern Corridor Developments - Lot 9051 on Deposited Plan 413867, Alkimos
- “North Western Lot”; owned by Department of Education - Lot 2018 on Deposited Plan 410670, Alkimos

The Department of Education has undertaken clearance of the North Western Lot 2018 as part of their construction works for the new Alkimos College (formerly Butler North Secondary School).

The approved clearing permit allows the City to clear vegetation for the whole development site, and is subject to City Administration compliance with clearing permit conditions, and the Contractor with relevant construction permit conditions.

The key condition of the clearing permit is that City Administration must provide the Department of Biodiversity, Conservation and Attractions (DBCA) with evidence that 75 ha of offset site have been acquired comprising:

- 55 ha within Lot 901 Brennan Road, Bindoon, WA.
- Funding transfer to the DBCA Offsets Fund for the purchase of an offset site containing no less than 20 ha.

### Strategic Implications

The proposal aligns with the following objective within the Strategic Community Plan 2017 – 2027:

“1 Society

1.1 Healthy and Active People

1.1.1 *Create opportunities that encourage community wellbeing and active and healthy lifestyles”*

“3 Environment (Built)

3.4 Activated Places

3.4.2 *Provide safe spaces, centres, and facilities through our infrastructure management and designs for community benefit and recreation”*

“3 Environment (Built)

3.4 Activated Places

3.4.4 *Improve local amenity by retaining and complementing natural landscapes within the built environment”*

### Enterprise Risk Management Considerations

The below risks relating to the issue contained within this tender have been identified and considered within the City’s Strategic and Corporate risk register. Action plans have been developed to manage/mitigate/accept these risks to support existing management systems.

Risk Title	Risk Rating
CO-O08 Contract Management	Moderate
Accountability	Action Planning Option
Director Corporate Strategy & Performance	Manage

Risk Title	Risk Rating
ST-S23 Stakeholder Relationships	Moderate
Accountability	Action Planning Option
Director Assets	Manage

Risk Title	Risk Rating
CO-O17 Financial Management	Moderate
Accountability	Action Planning Option
Director Corporate Strategy & Performance	Manage

## Financial and Performance Risk

### Financial Risk

A financial risk assessment was undertaken as part of the tender evaluation process and the outcome of this independent assessment by Equifax Pty Ltd advised that RJ Vincent has been assessed with a '**strong**' financial rating and capacity to meet the requirements of the contract.

As the Score and Rating assigned to RJ Vincent does not take into account any impact of COVID-19 pandemic; Equifax recommended a Credit Rating assessment report be provided in which a more comprehensive assessment of the financial viability and capacity to complete its current commitments.

The Credit Rating Report indicated that RJ Vincent has been **assessed as acceptable for the purposes of this engagement**, and the following risk mitigation actions are required by the Contractor to provide security as follows:

*An unconditional payable-on-demand performance bond, or bank guarantee, of 7.5% of the gross contract value be obtained from an Australian Prudential Regulation Authority (APRA) regulated entity for the duration of the contract. On practical completion, the performance bond/ bank guarantee be reduced to 2.5% for the duration of warranty/defects period.*

### Performance Risk

RJ Vincent has successfully undertaken a large number of projects for the City within the past five years and has completed these on time and to standard.

With RJ Vincent's current focus on major road projects in the City of Wanneroo, and several major projects coming to completion in the early part of 2020 RJ Vincent does not anticipate these will affect its ability to deliver the works at Halesworth Park.

Reference checks confirm RJ Vincent's experience and capability to meet project requirements.

Operational Risk

Operational risk and mitigation will be addressed through the risk assessment process of the project management framework.

Prior to the commencement of works, the appointed contractor will be inducted to the project site. Ongoing auditing of the contractor's work practices during the course of the works will be undertaken to ensure compliance with the Operational Health and Safety requirements.

**Policy Implications**

Tenders were invited in accordance with the requirements of the City's Purchasing Policy.

**Financial (Budget) Implications**

The table below summarises the available funding for the project, current expenditures and the recommended tender price by RJ Vincent for the Provision of Major Works Halesworth Park, Butler – New Sports Facilities and associated expenses:

**PR-2955 Provision of Major Works Halesworth Park, Butler – New Sports Facilities**

<b>Description</b>	<b>Expenditure</b>	<b>Budget</b>
<b>Budget:</b>		
Capital Works Budget prior to FY2019/20		\$846,208.00
Capital Works Budget for FY2019/20		\$1,492,500.00
Capital Works Budget for FY2020/21 - Listed		\$10,987,994.00
Capital Works Budget for FY2021/22 - Listed		\$7,498,235.00
<b>Total Funding</b>		<b>\$20,824,937.00</b>
<b>Expenditure to Date:</b>		
Expenditure incurred to date	\$888,665.94	
<b>Expenditure to be incurred:</b>		
Commitments	\$103,947.00	
Project Management Fees	\$380,000.00	
Professional Fees	\$1,000,000.00	
RFT 20019 Provision of Major Works Halesworth Park, Butler – New Sports Facilities (Recommended Tender)	\$7,808,653.00	
Other Works (Buildings, Environmental Offsets, Art Services, etc.)	\$10,025,000.00	
Construction Contingency	\$500,000.00	
<b>Total Expenditure (Estimate)</b>	<b>\$20,706,265.94</b>	

Funding allocated to the project in the 2019/2020 approval Capital Works Program and draft Capital Works Programs for 2020/21 and 2021/22 is sufficient for Provision of Major Works Halesworth Park, Butler – New Sports Facilities.

The budget provision for FY2021/22 will be reviewed after the Tender for Construction of the two Buildings is requested.



## Voting Requirements

Simple Majority

## Recommendation

That Council:-

1. **ACCEPTS** the tender submitted by Ralmana Pty Ltd T/A RJ Vincent & Co. (RJV) for Tender No. 20019, for Provision of Major Works Halesworth Park, Butler – New Sports Facilities as a Fixed Lump Sum Price of \$7,808,652.50 + GST for Option 1 (Stages 1 and 2) in accordance with the terms and conditions specified in the tender document; and
2. **NOTES** that further funding is required to be allocated in 2020/2021 and 2021/2022 Capital Works Budget to fully complete the works for the development and provision of sports facilities at Halesworth Park, Butler.

### Attachments:

1. Attachment 1 - Confidential Attachment - Tender 20019 Confidential
2. [!\[\]\(49aa2e1da5fe39294864e9598c593810\_img.jpg\) Attachment 2 - Halesworth Park – Concept Review 19/185749](#)

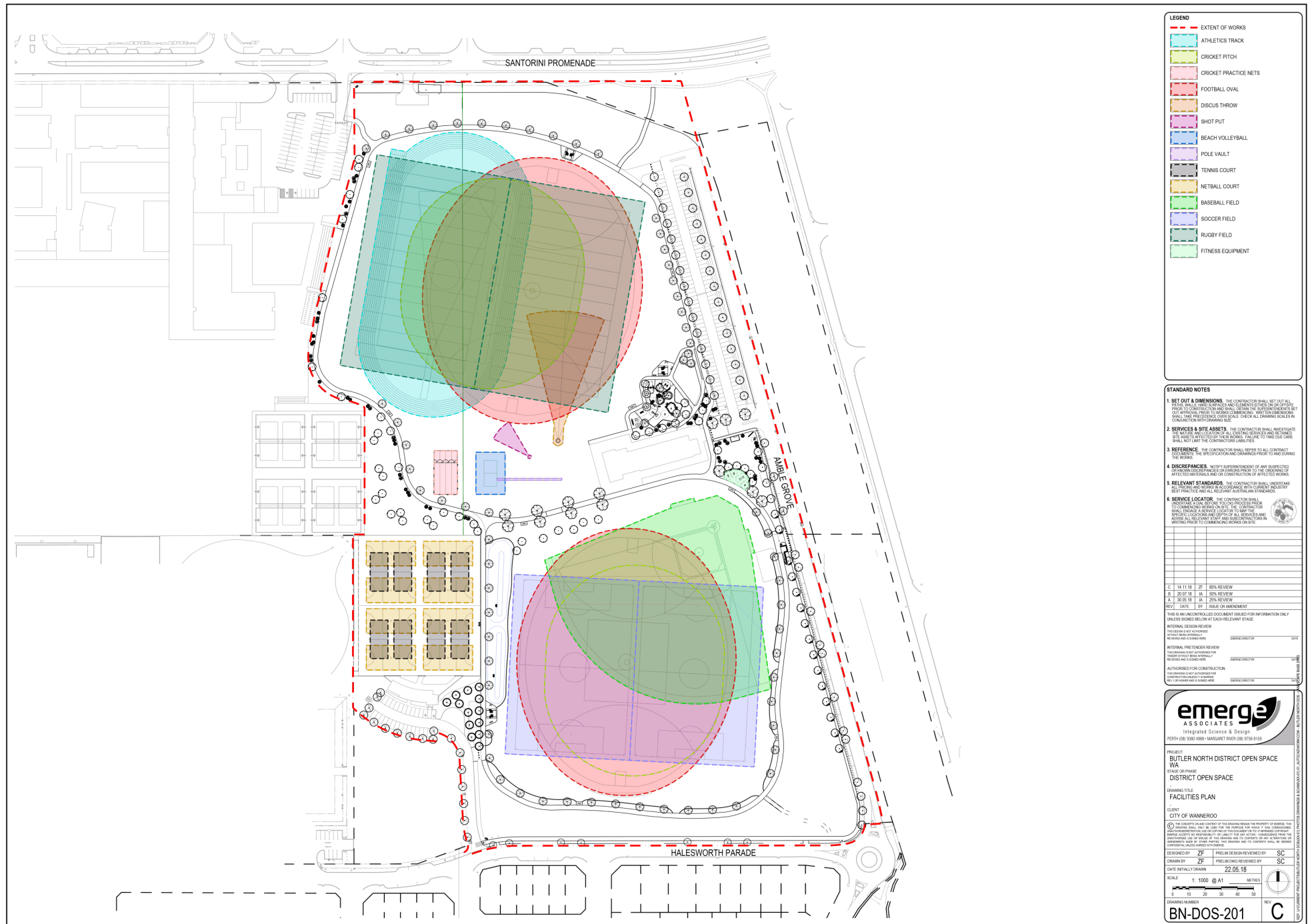
## **ATTACHMENT 1**

### **Tender No. 20019 for the Provision of Major Works, Halesworth Park, Butler - New Sports Facilities**

This attachment is confidential and distributed under separate cover to all Council Members.

#### ***Administration Use Only***

Attachment 1 – HPE # 20/201655



## **AS02-06/20 Tender 20001 - Installation of Timelocks in Public Toilets at Various Locations across the City of Wanneroo**

File Ref: 28862 – 20/201750  
 Responsible Officer: Director Assets  
 Disclosure of Interest: Nil  
 Attachments: Nil

### **Issue**

To consider Tender No: 20001 for the Provision of Timelock Systems for City Of Wanneroo Public Toilet Amenities.

### **Background**

The City has completed a review of existing toilet amenities and identified the continued implementation of the time-lock system will improve the function and operational management of these facilities. The objective of the project is to continue implementing automated access to reduce operational site attendance and improve security across the City's facilities. The following parks form the scope of this tender and the upgrades will be delivered over two financial years (2019/20 and 2020/21):

1. Ferrara Park
2. Hainsworth Park
3. Liddell Park
4. Blackmore Park
5. Cabrini Park
6. Butterworth Park
7. Koondoola Park
8. Peridot Park
9. Houghton Park
10. Kingsbridge Park
11. Ridgewood Park
12. Oldham Reserve
13. Charnwood Park
14. St Andrews

### **Detail**

Tender 20001 for the Provision of Timelock Systems for City Of Wanneroo Public Toilet Amenities was advertised on 29<sup>th</sup> January 2020 and closed on Tuesday 25<sup>th</sup> February 2020.

Essential details of the proposed contract are as follows:

<b>Item</b>	<b>Detail</b>
Contract Form	Minor Works
Contract Type	Lump Sum
Contract Duration	10 months
Commencement Date	June 2020
Expiry Date	February 2021
Extension Permitted	N/A
Rise and Fall	N/A

The City received one submission from Geared Construction Pty Ltd (Geared Construction), where their submission was a conforming submission.

The Tender Evaluation panel comprised:

- Projects Engineer, Infrastructure Capital works
- Project Manager, Infrastructure Capital works
- Supervisor Building Maintenance (South)
- Coordinator Safety Systems Safety & Injury Management, Corporate Strategy & Performance

### **Probity Oversight**

Oversight to the tender assessment process was undertaken by the City's Contracts Officer.

Tender submissions were evaluated in accordance with the Procurement and Evaluation Plan (**PEP**) which included the following selection criteria:

<b>Item No</b>	<b>Description</b>	<b>Weighting</b>
1	Sustainable Procurement: <ul style="list-style-type: none"> <li>• Environmental Considerations 5%</li> <li>• Buy Local 10%</li> <li>• Reconciliation Action Plan 2.5%</li> <li>• Disability Access &amp; Inclusion 2.5%</li> </ul>	20 %
2	Demonstrated experience of tenderer and personnel performing the services	30 %
3	Methodology, resources and capacity for maintenance services	30 %
4	OSH demonstrated working documents	20 %
5	Lump sum Price	Non Weighted

Pricing is not included in the qualitative criteria and is considered as part of the overall Value for Money (VFM) assessment.

### **Evaluation Criteria 1 - Sustainable Procurement (20 %)**

#### **Sub criteria a) Environmental Considerations (5%)**

An assessment was made to determine the ranking based on the tenderers' Environmental policy and practices.

#### **Sub criteria b) Buy Local (10%)**

An assessment was made to determine the ranking based on the responses provided, detailing the following information:

- Purchasing arrangements through local businesses;
- Location of tenderer's offices, depots and production facilities;
- Residential addresses of staff and subcontractors; and
- Requirement for new employees arising from award of the contract.

**Sub criteria c) Reconciliation Action Plan (2.5%)**

An assessment was made to determine the ranking based on the responses provided that relate to:

- RELATIONSHIPS - building positive relationships between indigenous and non-indigenous people
- RESPECT – recognising the contribution of Indigenous people to Australia and learning more about the history, culture and diversity in a two-way communication process
- OPPORTUNITIES – attracting, developing and retaining organisational talent to build opportunities for aboriginal employment, training, development and mentoring

**Sub criteria d) Disability Access & Inclusion (2.5%)**

An assessment was made to determine the ranking based on the responses provided that relate to:

- People with disabilities have the same buildings and facilities access opportunities as other people
- People with disabilities receive information in a format that will enable them to access information as readily as other people are able to access it.
- People with disabilities receive the same level and quality of service from staff as other people receive.
- People with disabilities have the same opportunities as other people to make complaints.
- People with disabilities have the same opportunities as other people to participate in any employment opportunities.

Geared Construction is based locally in Gngangara, and their submission indicates adequate capacity for Environmental Considerations and Buy Local. The provision of adequate disability access and inclusion requirements for the Timelock installation will be addressed through the contractor's site management plan.

**Evaluation Criteria 2 - Demonstrated Experience (30 %)**

Geared Construction's relevant experience presented in their tender submission was assessed in order to evaluate their capacity to meet the requirements of the contract. Assessment of this criterion considered the tenderer's key personnel project experience including, type, size and complexity of projects previously delivered. Geared Construction is considered to have very good experience relevant to the scope of works.

**Evaluation Criteria 3 – Methodology, Resources and Capacity (30 %)**

The tenderers' methodology as presented in their tender submission was assessed in order to evaluate their capacity to meet the requirements of the contract. Assessment of this criterion considered the tenderers' project management procedures, project methodology, understanding, methods and construction programme to meet the objective of this contract. Geared Construction demonstrated very good understanding of the methodology, adequate resources and capacity to undertake the works.

**Evaluation Criteria 4 - Occupational Health & Safety OSH (20 %)**

Evidence of safety and quality management policies and practices was assessed from the tender submission. The assessment for safety management was based on the tenderers' responses to the Occupational Health and Safety Management System Questionnaire included in the tender documentation. Geared Construction is considered to have an acceptable safety management system.

## Overall Qualitative Weighted Assessment and Ranking

The submission was evaluated in accordance with the selection criteria and was assessed as having the necessary resources, previous experience, capability, safety and quality management systems to undertake the tender.

## Lump Sum Price Assessment

The Lump Sum Price provided by Geared Construction was compared with values for works undertaken in the preceding financial period and the analysis indicates minimal change in the cost per locality for similar sized works, and is considered to offer fair value for the City.

## Consultation

The City has worked collaboratively with key stakeholders to develop project specifications over the years. Further to that the City has fine-tuned the project specifications based on constructive feedback received from the respective users.

Broader community engagement has not been undertaken on the basis that it is an upgrade program on developed sites and, as such, will have minimal impact on the surrounding community.

Key internal stakeholders have been engaged during various stages of the design and development phase, and were invited to provide comment at several stages.

Post tender award and during the construction phase, the City will provide regular progress updates on key project milestones or events; posting of information on City's webpage and media channels.

## Statutory Compliance

Tenders were invited in accordance with the requirements of Section 3.57 of the *Local Government Act 1995*. The tendering procedures and evaluation complied with the requirements of Part 4 of the *Local Government (Functions and General) Regulations 1996*.

## Strategic Implications

The proposal aligns with the following objective within the Strategic Community Plan 2017 – 2027:

“1 Society

1.1 Healthy and Active People

1.1.1 Create opportunities that encourage community wellbeing and active and healthy lifestyles”

## Enterprise Risk Management Considerations

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

Risk Title	Risk Rating
CO-O07 Purchasing	Moderate
Accountability	Action Planning Option
Director Corporate Strategy & Performance	Manage



Risk Title	Risk Rating
CO-O08 Contract Management	Moderate
Accountability	Action Planning Option
Director Corporate Strategy & Performance	Manage

Risk Title	Risk Rating
CO-O17 Financial Management	Moderate
Accountability	Action Planning Option
Director Corporate Strategy & Performance	Manage

## Financial and Performance Risk

### Financial Risk

A financial risk assessment was undertaken as part of the tender evaluation process and the outcome of this independent assessment advised that Geared Construction has been assessed with a sound financial capacity to meet the requirements of the contract.

As per tender requirements, Geared Construction is required to provide two bank guarantees with a combined total of 5% of the contract value, 50% to be returned at practical completion and the balance to be returned at finalisation of the defects liability period.

### Performance Risk

Operational risk and mitigation will be addressed through the risk assessment process of the project management framework.

Prior to the commencement of works, the appointed contractor will be inducted to the project site. Ongoing auditing of the contractor's work practices during the course of the works will be undertaken to ensure compliance with the OHS requirements.

## Policy Implications

Tenders were invited in accordance with the requirements of the City's Purchasing Policy.

## Financial (Budget) Implications

The table below summarises the available funding for the project and current expenditures.

### PR-4125 TIME LOCKS IN PUBLIC TOILETS VARIOUS LOCATIONS

Description	Expenditure	Budget
<b>Budget:</b>		
Allocated budget in 2019/20 (PR-4125)		\$36,244.00
Allocated budget in 2020/21 (PR-4125) - Listed		\$280,400.00
<b>Total Funding</b>		<b>\$316,644.00</b>

**PR-4125 TIME LOCKS IN PUBLIC TOILETS VARIOUS LOCATIONS**

Description	Expenditure	Budget
<b>Expenditure to date:</b>		
Expenditure incurred to date	\$6,058.28	
<b>Expenditure to be incurred:</b>		
Commitment to date	\$0.00	
Year 1 - Tender 20001 - Geared Construction tendered price 2019/20	\$29,915.00	
Year 2 - Tender 20001 - Geared Construction tendered price 2020/21	\$197,190.00	
Project management cost	\$27,252.00	
Project contingency	\$29,523.65	
Design and Pre-Planning for further works	\$25,000.00	
<b>Total Expenditure</b>	<b>\$314,938.93</b>	

The tender scope makes provisions for the City's right to adjust the project listing for the second year program of works.

**Voting Requirements**

Simple Majority

**Recommendation**

**That Council:**

- 1. ACCEPTS** the tender submitted by Geared Construction Pty Ltd for Tender No. 20001, for the Provision of Timelock Systems for City Of Wanneroo Public Toilet Amenities, as a Fixed Lump Sum Price of \$ 227,105.00 + GST in accordance with the terms and conditions specified in the tender document; and
- 2. NOTES** that funding of \$280,400 is required to be allocated in 2020/2021 Capital Works Budget to fully complete the works for the provision of time lock systems for City's public toilet amenities.

*Attachments: Nil*

## **Community & Place**

### **Cultural Development**

#### **CP01-06/20      Review of Terms of Reference : Heritage Services Advisory Group**

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File Ref:	1443V02 – 20/84234
Responsible Officer:	Director Community and Place
Disclosure of Interest:	Nil
Attachments:	3

### **Issue**

To consider the review of the Terms of Reference for the Heritage Services Advisory Group.

### **Background**

Local Government elections were held in October 2019, and tenure for representatives on the Heritage Services Advisory Group (the Group) concluded accordingly. With the nomination process finalised and new representatives appointed to the Group, a scheduled review of the Terms of Reference for the Group (**Attachment 1**) was undertaken.

### **Detail**

The Terms of Reference for the Heritage Services Advisory Group have been reviewed and minor administrative changes are proposed (**Attachment 2 and 3**). The proposed changes are detailed in the following list:

1. Section: Aims and Functions
  - a. Change of wording *Municipal Inventory* to *Local Heritage Survey*
  - b. Inclusion of 1.5 *Provide input to Council on places nominated for inclusion in the Local Heritage Survey.*
2. Section: Membership
  - a. Removal of words *who express a desire to be involved*
  - b. Removal of words *representing three separate geographic regions of the City*
  - c. Change of wording from *apply* to *reapply*.
3. Section: Operating Procedures – 3.1 Chairperson
  - a. Inclusion of *b) The Chairperson should be an Elected Member.*
4. Section: Operating Procedures – 3.4 Administration
  - a. Change of wording *Heritage Coordinator* to *Community History Librarian*.

### **Consultation**

The proposed changes to the Terms of Reference were tabled at the Heritage Services Advisory Group meeting on 18 February 2020 for consideration. The Group provided feedback that has been incorporated into the proposed amendments.

### **Comment**

Following consideration by the Heritage Services Advisory Group, the proposed Terms of Reference are being submitted for Council for consideration and approval.

## Statutory Compliance

Nil

## Strategic Implications

The proposal aligns with the following objective within the Strategic Community Plan 2017 – 2027:

“1 Society

1.4 Connected Communities

1.4.3 Build strong communities through the strength of cultural and heritage diversity”

## Risk Management Considerations

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

## Policy Implications

Nil

## Financial Implications

Nil

## Voting Requirements

Simple Majority

## Recommendation

**That Council APPROVES the proposed amendments to the Heritage Services Advisory Group Terms of Reference as per Attachment 3.**

### Attachments:

1 <a href="#">Download</a>	Attachment 1 - Terms of Reference Heritage Services Advisory Group	11/58516
2 <a href="#">Download</a>	Attachment 2 - Heritage Services Advisory Group - Terms of Reference - proposed - 12022020	20/54401
3 <a href="#">Download</a>	Attachment 3 - Heritage Services Advisory Group - Terms of Reference - proposed - FINAL - 06032020	20/89184 Minuted



## TERMS OF REFERENCE

### Heritage Services Advisory Group

August 2009; October 2009; May 2011; 29 October 2013 SCS02-10/13

Name:	Heritage Services Advisory Group
Role/Purpose:	To recommend to Council on policy matters pertaining to the heritage of the City of Wanneroo.
Aims & Functions:	<ol style="list-style-type: none"> <li>1.1 Advise and make recommendations to Council on the strategic direction for the development and provision of heritage services and facilities in the City of Wanneroo.</li> <li>1.2 Recommend policies to council in relation to the management of the heritage collections of the City of Wanneroo.</li> <li>1.3 Provide advice on a program of events that enhance and promote a positive image of the City.</li> <li>1.4 Provide input to Council's decision making process on development or demolition applications concerning places identified in the Municipal Heritage Inventory.</li> </ol>
Membership:	<ol style="list-style-type: none"> <li>2.1 The Working Group shall consist of the following representation: <ul style="list-style-type: none"> <li>• Three Councillor representatives from the City of Wanneroo who express a desire to be involved;</li> <li>• Director, Community &amp; Place or nominee</li> <li>• Manager, Cultural Development;</li> <li>• Coordinator, Cultural Services;</li> <li>• A maximum of four community representatives representing three separate geographic regions of the City; and</li> <li>• Representatives of other agencies as appropriate by invitation for specific meetings/issues.</li> </ul> </li> <li>2.2 Membership shall be for a period of up to two years terminating on the day of the Ordinary Council elections, with retiring members eligible to apply.</li> <li>2.3 Members must comply with the City's Code of Conduct.</li> <li>2.4 The Working Group has authority to second individuals from outside of the committee, on a voluntary basis, for their expert advice.</li> <li>2.5 Consideration will not be given to any nomination received from a person who is currently serving as an elected member of a neighbouring council.</li> </ol>
Operating procedures:	<ol style="list-style-type: none"> <li>3.1 Chairperson: <ol style="list-style-type: none"> <li>a) The members of a Working Group are to elect a Chairperson and Deputy Chairperson from amongst themselves at the first meeting of the Group. (For transparency and accountability Council officers should not be appointed to the position of Chairperson and Deputy Chairperson.)</li> <li>b) The Chairperson will preside at all meetings.</li> <li>c) In the absence of the Chairperson, the Deputy Chairperson will assume the chair, and in their absence, a person is to be elected by the Working Group members present to assume the Chair.</li> <li>d) The Chairperson is responsible for the proper conduct of the committee.</li> </ol> </li> <li>3.2 Meetings:</li> </ol>

Trim 11/58516

	<ul style="list-style-type: none"> <li>a) The Working Group shall meet on a regular basis as determined by the nominated Group members.</li> <li>b) All meeting dates are to be provided in Councillors' Clipboard and in the City of Wanneroo diary.</li> <li>c) A Notice of Meetings including an agenda will be circulated to the Working Group members (including delegates) at least 72 hours prior to each meeting where possible.</li> <li>d) The Chairperson shall ensure that minutes of all meetings are kept and that copies are made available to all Working Group members and Elected Members of Council as soon as is practicable after the meeting. The minutes are to be available for public inspection.</li> <li>e) Copies of all minutes are to be forwarded electronically through TRIM the City's electronic record keeping system to Governance for filing in the Elected Members' Reading Room.</li> <li>f) All agenda and minute documentation is to be generated through Council's Infocouncil software reporting system.</li> <li>g) A Working Group decision will have effect if it is supported by general consensus of the meeting, or through a vote made by simple majority. A simple majority is the agreement of not less than half of the votes present at the meeting.</li> <li>h) In the event that a vote is taken, all endorsed members of the committee will have one vote. The Chairperson will have the casting vote and simple majority will prevail.</li> </ul> <p>3.3 Quorum: A meeting can be conducted without a quorum if necessary. However, every endeavour should be made to achieve a quorum or at least to ensure a reasonable spread of representation, particularly in circumstances where recommendations will be made for Council's consideration.</p> <p>3.4 Administration: 3.4.1 Administration Support Administration support for the Working Group will be provided by the City of Wanneroo. That support person will be the Heritage Coordinator.</p> <p>3.4.2 Motions on Notice A Working Group member may raise at a meeting any business that the member considers appropriate and which is relevant to the purpose of the Working Group in the form of a motion of which 7 days notice has been given in writing to the Administration Officer prior to the compilation of the Agenda for that meeting. An Administration Comment is to be added at the end of Motions on Notice and signed off by the appropriate Director.</p>
Delegated Authority:	<ul style="list-style-type: none"> <li>4.1 The Working Group has no delegated power and has no authority to implement its recommendations without approval of Council.</li> <li>4.2 The Working Group has no delegated authority to commit Council to the expenditure of monies.</li> <li>4.3 Matters requiring Council consideration will be subject to separate specific reports to Council.</li> </ul>



## TERMS OF REFERENCE

### *Heritage Services Advisory Group*

*(Date of Council Adoption)*

<b>Name:</b>	<i>Heritage Services Advisory Group</i>
<b>Role/ Purpose:</b>	To recommend to Council on policy matters pertaining to the heritage of the City of Wanneroo.
<b>Definition:</b>	<p><i>Choose the definition to insert for either an Advisory or Working Group:</i></p> <p><b>Advisory Group:</b> The role of an Advisory Group is to act in an Advisory capacity, providing the City's Administration and the Council with its views and/or proposals relevant to the objectives for which the group was established.</p> <p>It is put together to get opinions and make Recommendations and/ or provide key information and materials to the Council, usually of a strategic nature. It may be ongoing (standing) or ad hoc (one-time) in nature. In operation, the Advisory Group cannot direct City Employees, expend monies, direct Volunteers or do anything, which is the responsibility of the City.</p>
<b>1. Aims &amp; Functions:</b>	<p>1.1 Advise and make recommendations to Council on the strategic direction for the development and provision of heritage services and facilities in the City of Wanneroo.</p> <p>1.2 Recommend policies to council in relation to the management of the heritage collections of the City of Wanneroo.</p> <p>1.3 Provide advice on a program of events that enhance and promote a positive image of the City.</p> <p>1.4 Provide input to Council's decision making process on development or demolition applications concerning places identified in <b>the Local Heritage Survey.</b></p> <p>1.5 <b>Provide input to Council on places nominated for inclusion in the Local Heritage Survey.</b></p>



<p><b>2. Membership:</b></p>	<p>2.1. The <i>Heritage Services Advisory Group</i> shall consist of the following representation:</p> <ul style="list-style-type: none"> <li>• Three Council representatives appointed by Council;</li> <li>• Director, Community &amp; Place</li> <li>• Manager, Cultural Development</li> <li>• Coordinator, Cultural Services</li> <li>• A maximum of four community representatives.</li> <li>• Representatives of other agencies as appropriate by invitation for specific meetings/issues</li> </ul> <p>2.2. Community representatives are to be approved by the appropriate Director;</p> <p>2.3. Membership shall be for a period of up to two years terminating on the day of the Ordinary Council Elections, with retiring members eligible to reapply;</p> <p>2.4. Members must comply with the City's Code of Conduct;</p> <p>2.5. The <i>Heritage Services Advisory Group</i> have authority to second individuals from outside of the <i>Heritage Services Advisory Group</i> on a voluntary basis, for their expert advice;</p> <p>2.6. Consideration will not be given to any nomination received from a person who is currently serving as an Elected Member of a neighbouring Council.</p>
<p><b>3. Operating Procedures:</b></p>	<p>3.1. Chairperson:</p> <p>a) The members of <i>Heritage Services Advisory Group</i> are to <del>select an elected member to undertake the position of elect</del> a Chairperson and Deputy Chairperson from amongst themselves at the first meeting of the Group.</p> <p><del>(For transparency and accountability it is recommended that City Officer's not be appointed to the position of Chairperson and Deputy Chairperson.)</del></p> <p>b) The Chairperson should be an Elected Member.</p> <p>c) The Chairperson will preside at all meetings.</p> <p>d) In the absence of the Chairperson, the Deputy Chairperson will assume the Chair, and in their absence, a person is to be elected by the <i>Heritage Services Advisory Group</i> present to assume the Chair.</p> <p>e) The Chairperson is responsible for the proper conduct of the <i>Heritage Services Advisory Group</i>.</p> <p>3.2. Meetings:</p> <p>a) The <i>Heritage Services Advisory Group</i> shall meet on a regular basis as determined by the nominated Group members.</p> <p>b) All meeting dates are to be provided in the Elected Members Diary in the 'Wanneroo Wrap' and in the City's Corporate Calendar.</p> <p>c) A Notice of Meetings including an Agenda to be circulated to the Group members <del>(including Deputy Delegates)</del> at least 72 hours prior to each meeting where possible.</p> <p>d) The Chairperson shall ensure that detailed Minutes of all meetings are kept and that copies are made available to all Group members <del>(including Deputy Delegates)</del> as soon as practicable after the meeting. The Minutes are to be available for public inspection.</p>

	<p>e) Copies of all Minutes are to be forwarded electronically, through HPE Content Manager (the City's electronic record keeping system), to Council Support for filing in the Elected Members' Reading Room, and a copy placed on the Elected Members Hub Portal.</p> <p>f) All Agenda and Minute documentation to be generated through Council's InfoCouncil software reporting system.</p> <p>g) A Group Recommendation does not have effect, unless it has been made by simple majority. A simple majority is the agreement of not less than half of the votes present at the meeting.</p> <p>h) All endorsed members <del>(or the proxy or Deputy Delegate attending in lieu of the Elected Member)</del> of the Group will have one vote. The Chairperson will have the casting vote and simple majority will prevail.</p> <p>3.3. Quorum: A meeting can be conducted without a quorum if necessary. However, every endeavour should be made to achieve a quorum (50% of voting Delegates) or at least to ensure a reasonable spread of representation in the Group. Particularly in circumstances where Recommendations will be made for Councils consideration.</p> <p>3.4. Administration: 3.4.1. <u>Administrator Support:</u> <i>Heritage Services Advisory Group</i> Administrator for the Group will be provided by the City of Wanneroo. That support person will be the <b>Community History Librarian</b>.</p> <p>3.4.2. <u>Motions on Notice:</u> A Group member may raise at a meeting any business that the member considers appropriate and which is relevant to the purpose of the Committee, in the form of a Motion, of which seven days' notice has been given in writing to the Group Administrator prior to the compilation of the Agenda for that meeting.</p> <p>An Administration Comment is to be added at the end of Motions on Notice and signed off by the appropriate Director.</p>
<b>4. Delegated Authority:</b>	<p>4.1. The <i>Heritage Services Advisory Group</i> has no delegated power and has no authority to implement its recommendations without approval of Council.</p> <p>4.2. The <i>Heritage Services Advisory Group</i> has no delegated authority to commit Council to the expenditure of monies.</p> <p>4.3. Matters requiring Council consideration will be subject to separate specific reports to Council.</p>



## TERMS OF REFERENCE

### *Heritage Services Advisory Group*

*(Date of Council Adoption)*

<b>Name:</b>	<i>Heritage Services Advisory Group</i>
<b>Role/ Purpose:</b>	To recommend to Council on policy matters pertaining to the heritage of the City of Wanneroo.
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## Community Facilities

### **CP02-06/20      Quinns Beach Surf Life Saving Patrol Observation Tower Project**

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File Ref:	28864V02 – 20/87105
Responsible Officer:	Director Community and Place
Disclosure of Interest:	Nil
Attachments:	2
Previous Items:	CP07-11/18 - Quinns Beach Surf Life Saving Patrol Observation Tower Project - Consultation Outcomes and Site Identification - Ordinary Council - 13 Nov 2018 6.30pm

## Issue

To consider an update on the Quinns Beach Surf Life Saving Patrol Observation Tower.

## Background

The provision of a surf lifesaving patrol tower at Quinns Beach was a joint initiative between the City, the Quinns Mindarie Surf Lifesaving Club (QMSLSC) and Surf Life Saving WA (SLSWA) to support the existing QMSLSC's volunteer lifesaving patrols and SLSWA's lifeguard service that is provided in accordance with the City's existing contract with SLSWA.

As a result of the SLSWA tower development process, an amount of \$80,000 was included within the City's 2017/18 budget for the purchase and installation of a tower at Quinns Beach. In early 2018, the QMSLSC were successful in securing a \$70,000 Local Projects Local Jobs grant from the State Government to contribute towards the tower.

Administration undertook a multi-staged community engagement process from 15 May to 22 October 2018. This process involved an initial community consultation process from 15 May to 30 June 2018 with letters sent to 50 residents and property owners along Ocean Drive and McPharlin Avenue. Ten submissions were received, two in favour and eight not in favour. As a result, a site meeting was held with residents who presented the following concerns:

- The tower will compromise the integrity of the dunes and increase pedestrian traffic to the area; and
- The tower will block residential views and decrease property values.

As a result of this discussion, the residents in attendance nominated two people as resident representatives to be involved in a smaller Working Group with Administration and the QMSLSC to work through the issues and to consider the options.

Between July and October 2018 Administration facilitated a number of discussions involving the resident representatives, the QMSLSC, SLSWA and Council Members to consider the residents' concerns and alternative locations for the tower on Quinns Beach.

At its meeting held on 13 November 2018, Council considered report CP17-11/18 – Quinns Beach Surf Life Saving Patrol Observation Tower Project – Consultation Outcomes and Site Identification and resolved the following:

- “1. NOTES the outcomes of the Quinns Beach Surf Life Saving Patrol Tower consultation process, as outlined within this report;*
- 2. NOTES Location 4, as shown in Attachment 7 of this report, as the proposed site for the installation of the Quinns Beach Surf Life Saving Patrol Tower, noting that this is on a trial*

*basis, subject to review by Surf Life Saving WA and the Quinns Mindarie Surf Life Saving Club based on patrol operational requirements; and*

3. *RECOGNISES and THANKS the community, Surf Life Saving WA and the Quinns Mindarie Surf Life Saving Club for their involvement in the consultation component of the project."*

Location 4, as noted above, has been shown in **Attachment 1**, inclusive of a photograph of the tower in place. Report CP17-11/18 noted that the tower is a temporary structure to be removed from the beach outside of the summer season.

## Detail

Following Council's endorsement, the installation of the tower occurred in March 2019 in line with the grant agreement. The winter removal was completed in early June 2019. Re-installation for the 2019/20 summer season was completed in late September 2019 with removal occurring the week of 27 April 2020. As a part of the procurement of the tower, the City included the provision of a custom pre-fabricated shipping container for storage of the tower in the winter. The storage container is located at the Ashby Operations Centre.

The tower is utilised during the October-April summer season by both QMSLSC and SLSWA as part of their agreement with the City for the provision of beach safety services. QMSLSC conduct patrols on weekends and public holidays, with SLSWA complementing this conducting weekday patrols.

As a part of the 12-month review process, Administration has sought feedback from QMSLSC and SLSWA in respect to the operational considerations of the patrol tower and its replacement and from the resident representatives.

QMSLSC: The Club has provided the following comments:

- *The panorama and surveillance we achieve is a marked improvement on previous arrangements;*
- *There have been no operational aspects from our point of view apart from blank spot and drop-outs with the radio communications. However I think this is more a function of our location on the fringe of the Yanchep repeater;*
- *We have not experienced the vandalism and an influx of anti-social behaviour as raised in concerns to the tower installation. On the contrary, the tower is now an identifiable part of Quinns Beach and supports the atmosphere of safety;*
- *There has been the occasional 'trespasser' on the structure but that is to be expected. Perhaps the Council could include signage to deter; and*
- *As a Club, we strenuously support the year round location of the tower. Last year's winter demonstrated that the high water mark would not dramatically interfere with the structure. It's 'permanence' would provide a platform and emergency outpost for any marine emergency when the Club is not in patrol mode.*

The club has made further comment that it wishes for the tower to stay in place during the winter off-season to allow for training opportunities for the Club and to limit the overall cost of the operation of the tower.

In addition to this, the Club has recently requested that the City install CCTV on the tower. The Club has commented that it has experienced an increase in the reports of theft and suspicious behaviour from beach goers. The Club has requested that CCTV be considered as part of the SLSWA Safe Beach Network.



SLSWA provided the following comments:

- *The provision of the tower has made the processes of servicing the beach more efficient;*
- *As a result, it has reduced the need for the use of vehicles on the beach;*
- *It provides a comfortable environment for the life guards;*
- *It is well positioned to provide surveillance on the beach; and*
- *SLSWA Lifeguards have mentioned how it is much easier for them to perform their duties.*

*Resident Representatives:* Comments were provided by the two resident representatives:

- *As I do not live as close to the tower as the rest of the group and have not spent, as much time swimming this year unfortunately, I do not have a comment. Although I often get the impression that the position isn't always in the same place;*
- *The tower was removed at the appropriate time, as the storm would have washed it away;*
- *During the COVID-19 period, it was used more of a playground with children jumping off the stairs. It is only a matter of time before someone is hurt;*
- *The tower is designed more for the beaches of Queensland, and not the small beaches of Quinns and Yanchep;*
- *The whole beach gets used, not just the section in front of the surf club/restaurant, a portable tower is more appropriate; and*
- *The cost of and time taken to remove and re-instate the tower each season is not appropriate.*

Comments from Administration, particularly the Assets Directorate who are responsible for the maintenance to the tower whilst on site include:

- There is the requirement to ensure an appropriate base and backfill of sand to ensure protection against wind erosion of the sand;
- There is an absolute requirement for removal of the tower at the completion of the summer season due to coastal erosion. **Attachment 2** demonstrates the following:
  - The conditions experienced on the coast during the storm event of 6 May 2020 were approximately a one in one year event for the waves, with the high water mark reaching landward of the patrol tower location;
  - The high water mark (refer to **Attachment 2**) were traced to reach beyond the beach anchor pole of the swimming enclosure. This is a reference point to the tower as it approximately lines up with the rear of the tower;
  - The peak of this storm did not occur during high or spring tides; if it did the water levels could have been considerably higher than what was experienced; and
  - If the storm had occurred later in storm season, the impact would have been worse due to the already eroded beach conditions.

## Consultation

As outlined within report CP17-11/18, the community engagement process prior to the implementation of the patrol tower was extensive. In respect to the 12-month review process, further engagement was undertaken with QMSLSC, SLSWA and resident representatives. This process was undertaken as per the City's Community Engagement Policy.

## Comment

In considering the feedback provided by stakeholders, the provision of the patrol tower is meeting the operational requirements of SLSWA and the QMSLSC, while operating within the general parameters identified as a part of the engagement with residents.

The QMSLSC's preference for the tower to remain in place on a year round basis is noted however, as shown within **Attachment 2**, the winter tides and subsequent erosion would put the patrol tower at risk. The Club's request for provision of CCTV on the beach is noted and will be further investigated by Administration, with a view to using the existing built infrastructure on the beach (i.e. QMSLSC and Quinns Community Centre buildings or the Portofino's Café building).

## Statutory Compliance

The provision of the patrol tower is consistent with State Planning Policy 2.6: State Coastal Planning Policy, as any structure within the foreshore reserve must be deemed "temporary" in nature. For a permanent structure to be considered, the site would need to be identified as being within a coastal node, which would enable a variation to be explored under the Policy. As there is no strategic planning documentation for the area, the site cannot be identified as a coastal node.

## Strategic Implications

The proposal aligns with the following objective within the Strategic Community Plan 2017 – 2027:

*"1 Society*

*1.1 Healthy and Active People*

*1.1.1 Create opportunities that encourage community wellbeing and active and healthy lifestyles"*

## Risk Management Considerations

Risk Title	Risk Rating
CO-O23 Safety of Community	Moderate
Accountability	Action Planning Option
Director Community & Place	Manage

Risk Title	Risk Rating
ST-S23 Stakeholder relationships	Moderate
Accountability	Action Planning Option
Chief Executive Officer	Manage

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

## Policy Implications

The patrol tower is consistent with Local Planning Policy 4.21: Coastal Assets Policy, whereby a temporary surf lifesaving outpost may be considered in lieu of a permanent facility.

Consultation has been carried out in line with the City's Community Engagement Policy.

## Financial Implications

The seasonal installation and removal of the tower is included in the City's operating budget, at a cost of \$33600 (exc. GST) per annum. This is inclusive of transport costs to and from each location to the Ashby Operations Centre, noting that this cost covers the removal and storage of both the Quinns and Yanchep towers.

## Voting Requirements



Simple Majority

## Recommendation

That Council:-

1. **NOTES** the outcomes of the Quinns Beach Surf Life Saving Patrol Tower review process as outlined within this report;
2. **APPROVES** the continued placement of the Patrol Tower as per the approved Location 4, with the tower to be removed during the winter season; and
3. **RECOGNISES** and **THANKS** Surf Life Saving WA and the Quinns Mindarie Surf Life Saving Club and the community for their involvement in the consultation and operational component of the project.

### Attachments:

- |   |   |           |
|---|---|-----------|
| 1  | Attachment 1 - Quinns Patrol Tower - Location Image 2019/20 | 20/93451  |
| 2  | Attachment 2 - May 2020 Storm and Surf Club Tower           | 20/187225 |

## Quinns Patrol Tower – Photos



**IMAGES 1 and 2: View of Patrol Tower in Approved Location from Beach foreshore**

20/93451



**IMAGE 3: View of Patrol Tower from the intersection of Ocean Road and Quinns Drive**

20/93451



**Photograph from 6 May 2020 with high water mark traced (red line).**

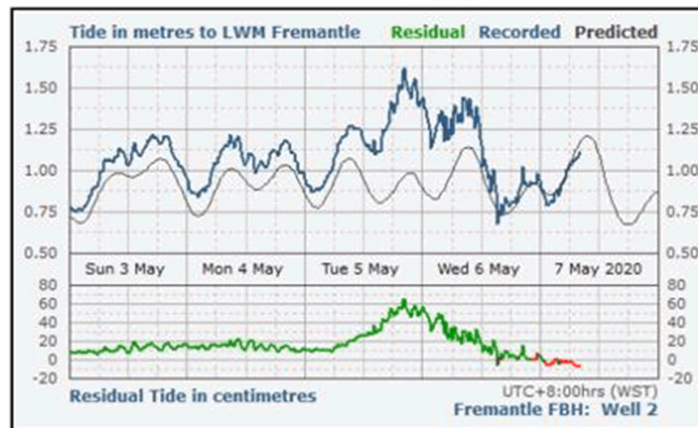


Nearmap Photograph from December 2019.

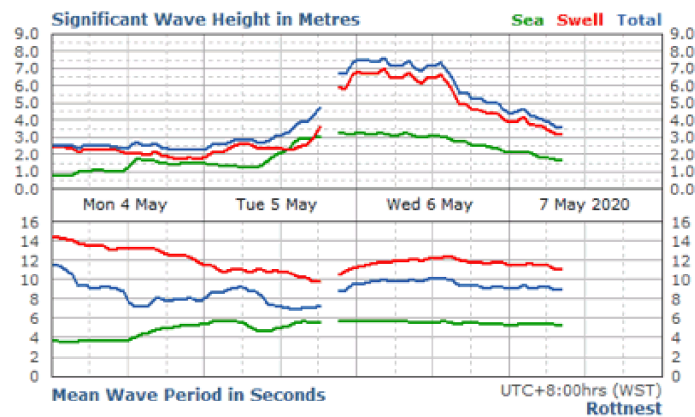




Fremantle Tide Gauge Records (storm peak **did not** occur at high or Spring tide).



Rottnest Wave Buoy Records (1 in 1 year event).



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**CP03-06/20 Montrose Park Changeroom Upgrades**

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File Ref: 38979 – 20/104449  
Responsible Officer: Director Community and Place  
Disclosure of Interest: Nil  
Attachments: 3

**Issue**

To consider the concept design and cost estimates for the Montrose Park Tennis Clubroom upgrades.

**Background**

Montrose Park is located at 40 Montrose Avenue, Girrawheen. The site is on Lot 9276, Reserve Number 33343 and zoned for public recreation **Attachment 1**. Existing facilities include change rooms, carpark, two tennis courts and a playground/passive park area.

Montrose Park was included in the City's Active Reserve Masterplan (ARMP). The building was identified as a priority as it was constructed in 1981, outdated and no longer meeting Australian Building Standards. Upgrades were subsequently listed in the City's Long Term Financial Plan.

**Detail**

As part of the pre-planning stage for this project, Administration has undertaken preliminary concept design and costings to assist with project budgeting and scheduling.

*Consultation*

As a part of the preliminary concept design process, consultation was undertaken with the five key user groups being:

- Montrose Park Tennis Club;
- Vietnamese Sunday Tennis Club;
- Social Tennis Club;
- The Vietnamese RSL Tennis Club (no feedback received); and
- Family Tennis (no feedback received).

A summary of the key priorities as a result of the consultation is provided below:

- Upgrade existing toilets as per Australian Standards;
- Provide a Universal Access Toilet;
- Remove change rooms;
- Provide multipurpose space with kitchenette/tea preparation area;
- Remove kiosk;
- Provide store room;
- Provide office space;
- Provide cleaning store; and
- Provide verandah/spectator area overlooking the courts.

### *Design Philosophy*

The outcomes of the above consultation were used to form a design brief to engage an architect to provide a concept design and costing. The design was to remain consistent with the existing infrastructure and carpark, complement the public open space location and create little disturbance to the existing urban development.

The intention of the upgrade is to provide a compliant, modern usable space for tennis clubs. The addition of a multipurpose area will also provide a usable space for non-sporting users and expand the City's level of facility provision.

### *Concept Design and Cost Estimate*

Through the City's procurement process an external consultant was engaged to develop a concept design and costing, which have been supported by the key user groups. These concepts have been provided within **Attachment 2**, with a summary of the proposed Schedule of Accommodation provided below:

Room Name	Area
Multipurpose area with kitchenette	50m <sup>2</sup>
2 x unisex change rooms	32m <sup>2</sup>
Universal Access Toilet	7m <sup>2</sup>
Storage (internal)	12m <sup>2</sup>
Office	6m <sup>2</sup>
Cleaning Store	3m <sup>2</sup>
Duct	2m <sup>2</sup>
Verandah/Spectator area	48m <sup>2</sup>

It should be noted that the concept design is indicative only and may be further refined as part of the detailed design and construction phases.

Two cost estimate options were provided as outlined below:

Option	Description	Cost Estimate
1.	Refurbishment of the existing building	\$658,690
2.	Demolish and rebuild	\$652,890

Option 2 has been progressed due to the reduced design and construction risks associated with a new build.

### *Project Schedule*

The following represents the schedule for the project assuming a typical design and build method (not modular). If using a modular method the design and building time would be within the same year.

Key Tasks / Milestones	Anticipated Start	Anticipated Finish
Consultation with sport clubs	Complete	Complete
Concept design and cost estimate	Complete	Complete
Consultation with residents and the broader community	Complete	Complete
Detailed design	July 2020	January 2021

Procurement for construction	April 2021	September 2021
Construction	Oct 2021	March 2022
Defects Liability	April 2022	April 2023

## Consultation

The community engagement process was undertaken in line with the City's Community Engagement Policy and included:

- Open from 20 - 31 January 2020 (2 weeks);
- Mail out **Attachment 3** to 539 residents and landowners within 400m of the site requesting feedback on the concept plans; and
- Emails to other relevant stakeholders.

The City received no responses in relation to the community engagement.

## Comment

Nil

## Statutory Compliance

Nil

## Strategic Implications

The proposal aligns with the following objective within the Strategic Community Plan 2017 – 2027:

“1 Society

1.1 Healthy and Active People

1.1.1 Create opportunities that encourage community wellbeing and active and healthy lifestyles”

## Risk Management Considerations

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

Risk Title	Risk Rating
CO-O20 Productive Communities	Moderate
Accountability	Action Planning Option
Director Community and Place	Manage

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

## Policy Implications

The community engagement process has been undertaken as the City's Community Engagement Policy.

## Financial Implications

The project is listed in the Capital Works Program as follows:

Financial Year	Work Description	Cost
2020/21	Detail design	\$65,300
2021/22	Construction	\$687,700
<b>TOTAL</b>		<b>\$653,000</b>

## Voting Requirements

Simple Majority

## Recommendation

**That Council ENDORSES the Montrose Park Tennis Clubroom Upgrades Concept Design as per Attachment 2.**

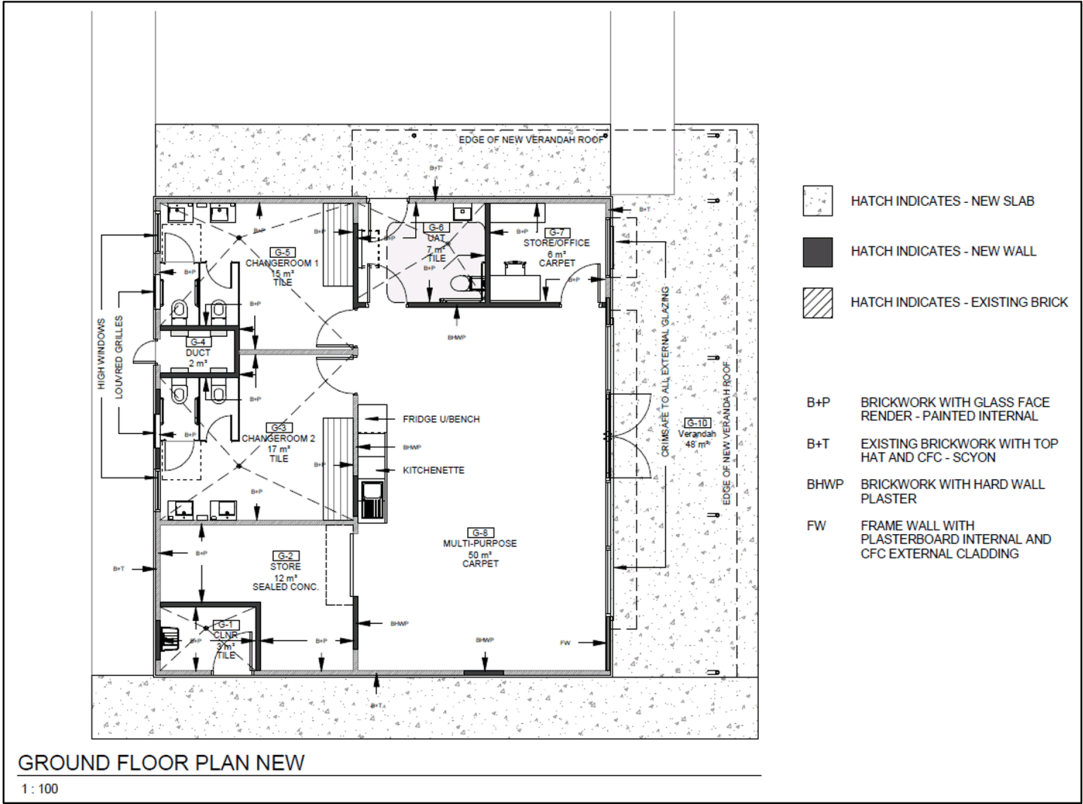
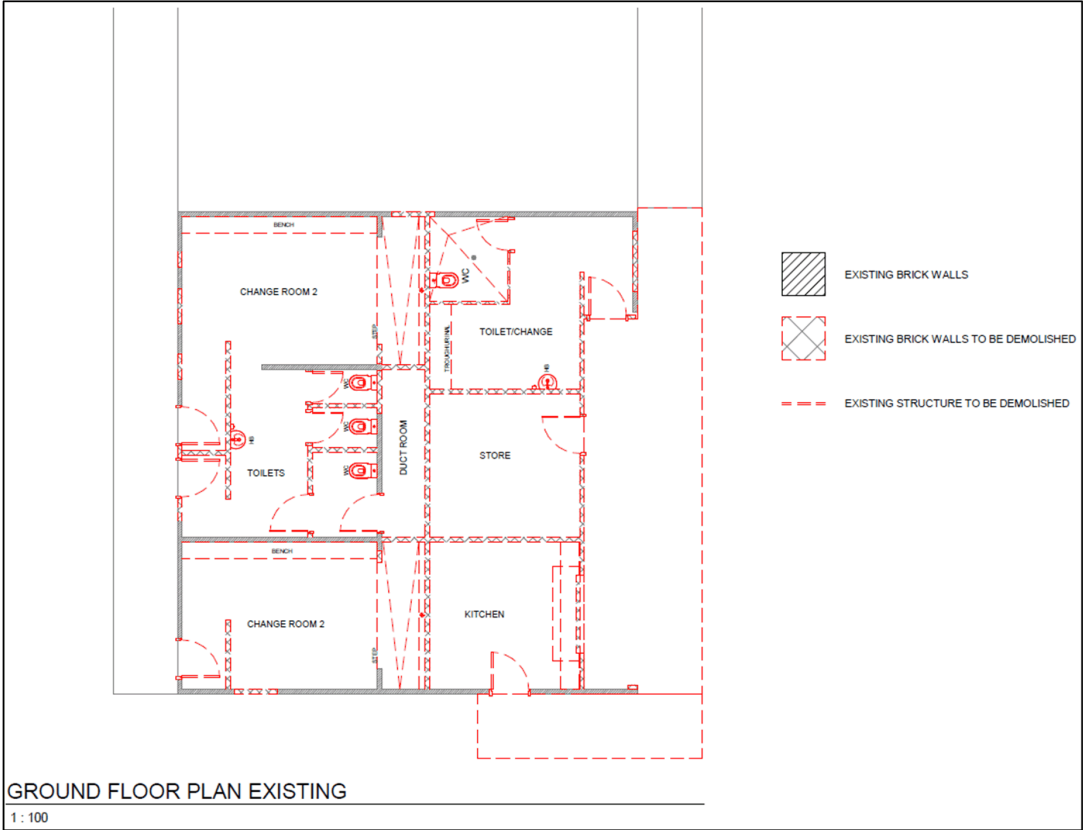
*Attachments:*

1. [!\[\]\(5950fde355bafc747b20583b30242b59\_img.jpg\)](#) Montrose Park Aerial 20/104344
2. [!\[\]\(2ba4b990a9f2ed1d09a614c2477547e9\_img.jpg\)](#) Montrose Park Concept Plans 20/104384 Minuted
3. [!\[\]\(8dac4e23712d8ecb0e70c6016dd4322b\_img.jpg\)](#) Montrose Park Consultation Letter 20/104433

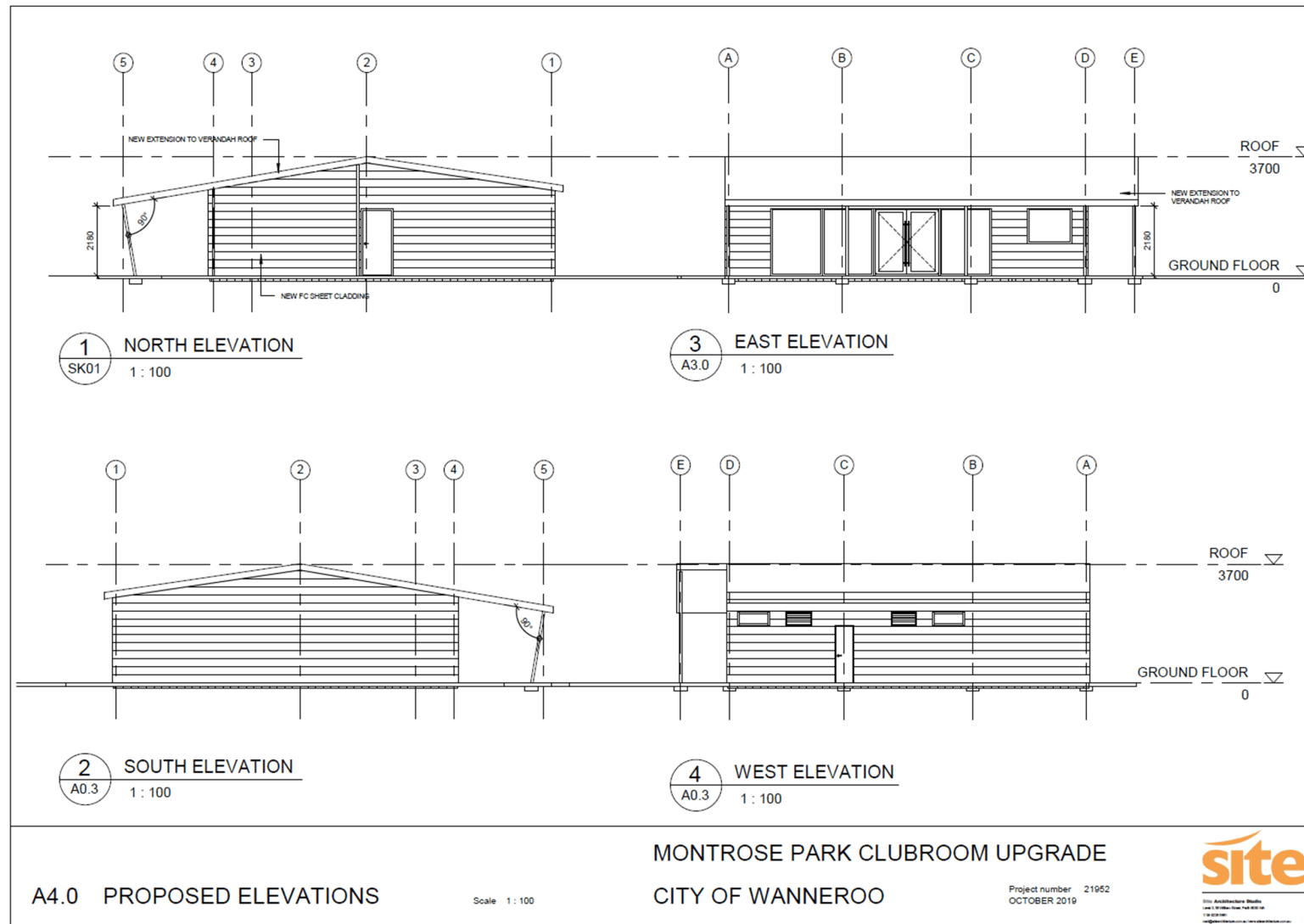




MONTROSE PARK CLUBROOM CONCEPT PLANS

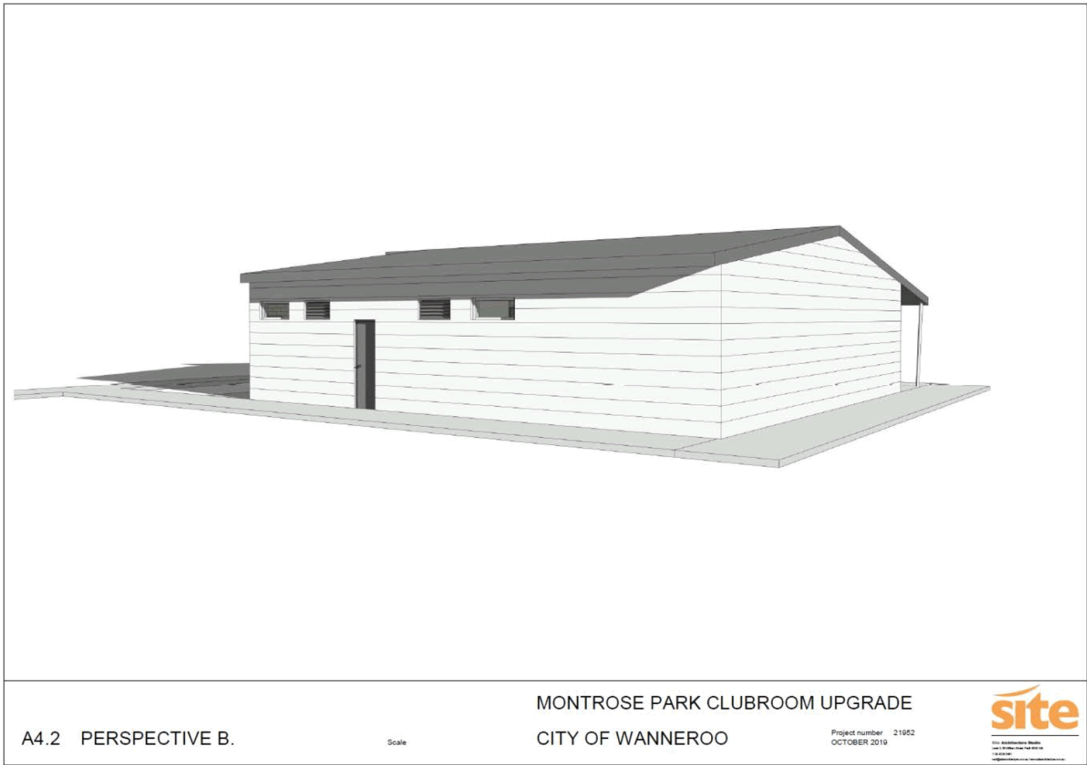
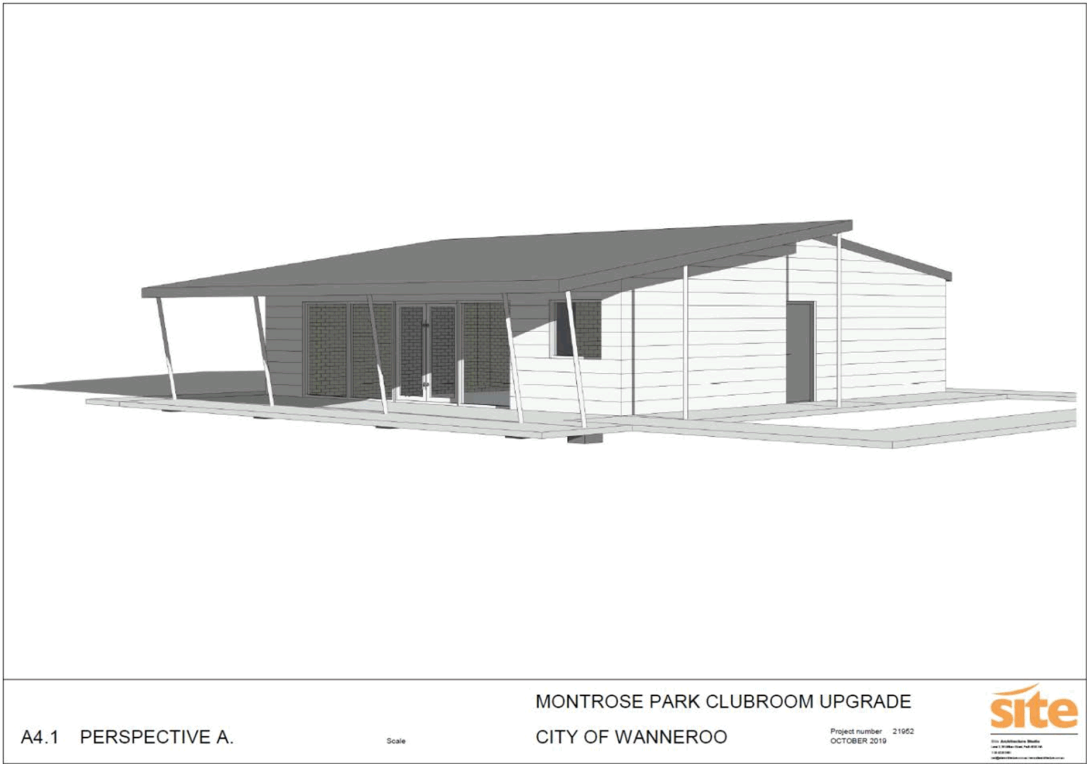


## MONTROSE PARK CLUBROOM ELEVATIONS





MONTROSE PARK CLUBROOM PERSPECTIVES





File Ref: (38979) 20/3993  
Your Ref:  
Enquiries: [Leisure.planning@wanneroo.wa.gov.au](mailto:Leisure.planning@wanneroo.wa.gov.au) or 9405 5000

Dear Sir/Madam

### **MONTROSE PARK CLUBROOM UPGRADES**

As part of the Capital Works Program the City of Wanneroo will be undertaking upgrades to the Montrose Park Clubrooms, located at 40 Montrose Avenue in Girrawheen.

It is proposed that the existing building will be demolished and rebuilt to include:

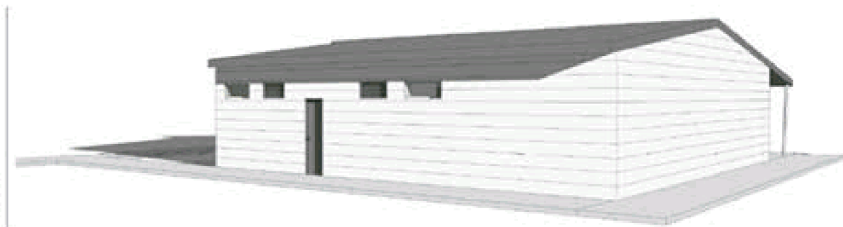
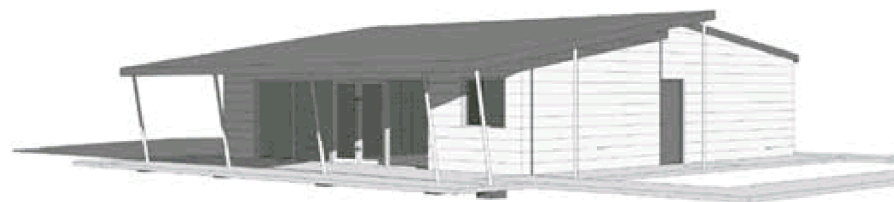
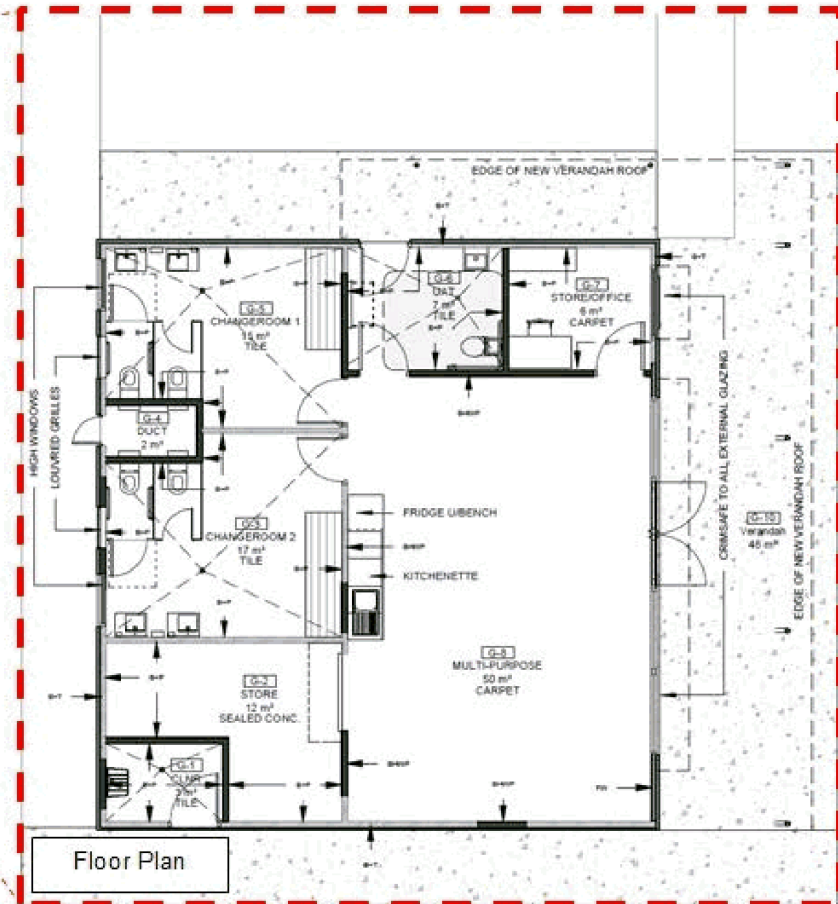
- 2 x unisex changerooms;
- Universal access toilet;
- Multipurpose space with kitchenette;
- Storage;
- Office/storage space;
- Cleaner's store; and
- Accessibility works to the carpark and path network.

There are no planned works to the hard courts, playground or passive park areas.

A copy of the concept plan is provided overleaf. It is anticipated that detail design will occur in 2020/21 and construction in 2021/22. If you have any questions or comments please contact the City via [leisure.planning@wanneroo.wa.gov.au](mailto:leisure.planning@wanneroo.wa.gov.au) or 9405 5000 by 2 February 2020.

Yours sincerely

**Community Facilities Planning**  
**CITY OF WANNEROO**



## CP04-06/20 Splendid Park Cycling Facility Concept Design and Cost Estimate

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File Ref:	39942 – 20/93111
Responsible Officer:	Director Community and Place
Disclosure of Interest:	Nil
Attachments:	6
Previous Items:	CP06-10/18 - North Coast Cycling Facility Master Plan - Ordinary Council - 16 Oct 2018 7.00pm CP04-05/19 - Cycling Activity at Splendid Park, Yanchep - Ordinary Council - 07 May 2019 7.00pm

### Issue

To consider the preliminary concept and cost estimates for a proposed cycling facility at Splendid Park, Yanchep.

### Background

Splendid Park (the **Reserve**) **Attachment 1** is located on Splendid Avenue Yanchep. The Reserve has an overall land area of approximately 12.8 hectares, classifying it as a district park. The Reserve is currently under the ownership of the Yanchep Beach Joint Venture (YBJV), with the facility being developed by the City under a Deed of Agreement. The land acquisition process by the City is currently in progress.

The Reserve includes the following amenities:

- Two multipurpose ovals catering for Athletics and junior and senior Australian Football League (**AFL**), Soccer, Rugby and Cricket;
- Two multipurpose hard courts accommodating basketball and netball;
- Floodlighting to the required Australian Standard for large ball sports;
- Cricket nets;
- Long jump pits;
- 1.8 metre perimeter fence;
- Sports Amenities Building;
- A Skate park (under construction); and
- Playground adjacent to the amenities building.

The Northern Beaches Cycling Club (**the Club**) is based in the City's northern coastal corridor and, based on 2018 data, has a membership of 800, of which 333 are active members, who participate in cycling activity. The Club accommodates a diversity of cycling interests from social rides, racing, mountain biking and cyclocross. The Club has also developed a school-based cycling academy.

At its meeting held on 16 October 2018, Council considered report CP06-10/18 – North Coast Cycling Master Plan (**the Master Plan**). The primary objective of the Master Plan was to identify suitable opportunities for cycling facility provision (at a community level) within broader public open space provision in the Alkimos and Eglington areas and the broader northern coastal corridor. Specifically, the overall scope of the study was to:

- Investigate opportunities for cycling facility provision within the planned district and regional POS provision within the Alkimos area and the broader northern coastal corridor;
- Investigate opportunities for the Alkimos Waste Water Treatment Plant buffer zone and the appropriate level of facility development; and

- Investigate opportunities for the outflow area to the west of the plant.

As a result of the Master Plan process, it was recommended (among other things) that the most appropriate facility development to meet the needs within the northern coastal corridor (and the City in general) was the development of a criterium track. The best location for this facility was identified as being the future Alkimos Regional Open Space.

As the timeframe for the development of the proposed criterium track at the Alkimos Regional Open Space is not currently defined, the Club has approached the City in respect to the use of Splendid Park as an interim cycling facility.

At its meeting held in May 2019, Council considered report CP04-05/19 – Cycling Activity at Splendid Park, Yanchep. As a result of the report, Council resolved the following:

*“That Council APPROVES the Northern Beaches Cycling Club’s temporary option proposal to facilitate cycling activity at Splendid Park Yanchep, subject to the following:*

1. *The Northern Beaches Cycling Club will develop the appropriate Traffic Management and Risk Management Plans to support the proposed activity;*
2. *Administration will work with the Northern Beaches Cycling Club to finalise booking arrangements for school term bookings (i.e. Thursdays 8.30am to 12.00 noon), summer early morning (Tuesday and Thursday 6.00am to 8.00am) and weekend occasional events (7.00am to 10.00am), with confirmation of an appropriate hire fee;*
3. *Administration will work with the Northern Beaches Cycling Club and resident clubs at Splendid Park to further investigate cycling usage at Splendid Park during the winter, autumn and spring; and*
4. *LISTS the sum of \$70,000 for consideration in the 2019/20 Budget to undertake a feasibility and engagement study and develop detailed design and construction drawings for a continuous junior cycling criterium track around Splendid Park, Yanchep.”*

This report addresses point four of the resolution – to consider the feasibility of provision of a permanent facility at the Reserve.

## Detail

In October 2019, Emerge Associates (**the Consultant**) was engaged to undertake the Master Plan. The scope for the project was as per the following:

- The Consultant shall conduct a site suitability investigation in order to determine the feasibility of the project, and thus inform the design. The Consultant must review the following and comment on implications in the design, for the following:
  - Relevant land use planning, heritage, aboriginal, environmental, clearing, legal, legislative requirements and other informing planning documents as a part of the assessment of development opportunities within the Precinct; and
  - Assess existing infrastructure and other design concerns or issues that will need to be resolved; and
  - An analysis of the sites surface and sub-surface conditions (e.g.: contaminated sites, acid sulphate soils) and topography (and grading), such as drainage and vegetation to determine land rectification requirements.
- The Consultant must undertake consultation with key stakeholders and provide analysis of quantitative and qualitative outputs. Consultation will be with internal and external stakeholders.

- Based on the information above, the Consultant must prepare one (1) Draft and Final document, to the Principal's satisfaction. It is to include, but not limited to:
  - All the captured information;
  - Two (2) concept designs;
  - Two (2) estimates of probable costs, including a whole of life cost plan; and
  - Detail any outstanding items/recommendations that will need to be addressed, at another stage.
- The Consultant was to create two concept designs, which were to include the following:
  - Modification to the existing dual use path network to accommodate cycling activity, this may include the width of the path and surface upgrades;
  - The path will need to be at least four metres wide at all points;
  - Fast concrete or similar on the entirety of the track;
  - Installation of additional fencing and pedestrian gates to manage pedestrian crossing points on the path network;
  - Option 1: A "fly over" bridge at the main entry to the sporting ovals and building to separate pedestrian and cycling traffic. Option 2: A separate design without the "fly over";
  - Appropriate warning and information signage;
  - Tree planting and landscaping;
  - Line Marking;
  - Include change in levels; and
  - General Power Outlets for electronic timers

Following discussions with the Club and Administration, the Consultant has delivered draft Master Plan report **Attachment 2**. A summary of the Master Plan report has been outlined as per below.

#### *Project Background*

As part of the project, the report notes the Reserve is an existing district level open space catering for a variety of mainstream sports. The site is approximately 125,000m<sup>2</sup> and is bounded by Splendid Ave to the south boundary and future Marmion Ave connection to the west. The new upgrade will be suitable for a variety of cycling events to be held on the new track. The report references similar facilities, including criterium tracks at Casey Fields (Victoria), Ipswich and Toowoomba (Queensland).

#### *Site Analysis*

The report recognises the unique opportunity the site presents for establishment of a sporting precinct. Acknowledging the need to retain current infrastructure, the report outlines some of the critical elements that were considered for the integration of the cycling upgrade. These elements included:

- Climactic elements – Wind, Sun and Rain; and
- Location and Topology.

#### *Risks and Constraints*

Some of the risks identified with in the project include:

- Cycling path manoeuvring between existing infrastructure;
- Cannot impact size of current playing fields, which limits the variety of options;
- Existing drainage basins limit the tracks location due to safety and risk concerns;
- Path crosses over the car park entry – gates must be included in the design as part of risk mitigation – particularly during large events; and
- Speed limits in car parks must be introduced and enforced.



The report identifies the need for further investigation into the impact on drainage volumes. As such, JDSI engineers (**JDSI**), who were involved in the design and construction of the Reserve in 2017 were engaged to provide engineering advice. According to the findings of their report **Attachment 3**, the proposed design will affect the capacity of the following areas:

- Sump 4;
- Open Basin 3; and
- Open Basin 2.

The report has identified that the design does not adversely affect Open Basin 2 or 3, and that no further works are required to ensure the basins comply with the required capacity specifications. Regarding Sump 4, JDSI has recommended amendments to the design including reconstruction of the sump access track and fencing alternations. A cost estimate for these works has been included, incurring an additional \$26,000 to the project (excluding the cost of the path and associated earthworks). JDSI has also included a concept design for the works as part of their report.

The Emerge report also identifies unique opportunities the Reserve provides, including multiple levels, and the fact that the Reserve, at multiple different points, can provide unique challenges for riders. The topology surrounding the site also provides opportunities for spectators to have ranging views of the site, particularly on the northern bank during race events. It should be noted this access would need to be negotiated with the landowners where appropriate.

#### *Master Plan Principles*

The key principles in the design include:

- Maintain a minimum of a five-metre-wide path around the entire path (separate from the existing dual use path);
- Include a 200m sprint approaching the finish line;
- Maximise usage throughout the day;
- Leave current facilities untouched;
- Provide space for six marquees; and
- Parking space for bicycles.

#### *Concept 1*

Apart from the main key principles, some important items to note regarding Concept 1 **Attachment 4** include:

- Start/Finish located near main car park entrance;
- Current swale upgraded and allows for a bridge and extra shade for competitors;
- Marquee area larger than Concept 2, providing greater flexibility;
- Separate start and finish line;
- Close connections to main club house;
- 200m sprint slightly up hill; and
- Mounded hills and terraced retaining walls.

The total estimated cost for this option is \$1,806,100, as summarised in the table below:

Item	Cost
Preliminaries	\$97,250
Demolition	\$5,600
Siteworks and Earthworks	\$369,250
Track	\$410,000
Electrical	\$96,000

Exterior Elements	\$330,900
External Services	\$19,000
Professional Fees 6%	\$79,700
Design Contingency 15%	\$199,200
Construction Contingency 15%	\$199,200
<b>TOTAL</b>	<b>\$1,806,100</b>

### Concept 2

Apart from the main key principles, some important items to note regarding Concept 2 **Attachment 5** include:

- Start/Finish located adjacent to skate park, and the proposed Marmion Avenue extension;
- Flyover has been incorporated into this design, being a basic 'culvert' style overpass with embankment construction (soil ramps) up to the edges of the entry road. This would be a single span of approx. 11m over the road and with a 5 metre width. This would lessen the need for gate provision, and potential add to the safety of riders due to not having to watch for cars entering the car park;
- Flyover is at the main entrance;
- Downhill sprint towards the finish line; and
- Mounded hill at finish line.

The total estimated cost for this option is \$2,191,400, as summarised in the table below:

Item	Cost
Preliminaries	\$139,500
Demolition	\$5,600
Siteworks and Earthworks	\$370,000
Bridge	\$264,000
Track	\$410,000
Electrical	\$96,000
Exterior Elements	\$292,900
External Services	\$10,000
Professional Fees 6%	\$127,000
Design Contingency 15%	\$238,200
Construction Contingency 15%	\$238,200
<b>TOTAL</b>	<b>\$2,191,400</b>

As a result of feedback provided by the Working Group, the Consultant developed an Option 2A as it relates to the flyover design that has been provided as **Attachment 6**. This concept was received by the City on 28 May 2020 and has become available since the Council Briefing Session held on 26 May 2020. This is a more substantial design based on a multi-span bridge deck design of approximately 107m long and 8m wide.



This design has a significant impact on the overall project cost, increasing the cost of the flyover to approximately \$1.6M and the total project cost to \$4.179M as outlined in the table below.

Item	Cost
Preliminaries	\$220,000
Demolition	\$5,600
Siteworks and Earthworks	364,000
Bridge	\$1,630,000
Track	\$410,000
Electrical	\$96,000
Exterior Elements	\$292,900
External Services	\$10,000
Professional Fees 6%	\$242,300
Design Contingency 15%	\$454,300
Construction Contingency 15%	\$454,300
<b>TOTAL</b>	<b>\$4,179,400</b>

The report also highlights the various elevations of each concept, as well as the potential variable course configurations that can be achieved.

It should be noted that within the report, the consultant recommends Concept 1 as a more cost-effective design and with the risk mitigations (signs, gates) in place, the risk of cars entering the carpark can be lessened. This is supported by Administration subject to discussions being held with the City's insurers as part of the detailed design phase if progressed.

#### *Management of Use*

A key feature for the scope of the report is to ensure the track has been designed so as not to impede the current use of the facility by other user groups, including the resident sporting clubs and residents.

As per the City's current Facility Hire and Use Policy, existing users of an Active Reserve have a priority in respect to the re-booking of that space each year. This means that any new use will need to consider these bookings. While the use of the cycling facility will not affect the direct use of the playing fields at the Reserve, it will have an impact on parking and general access to the Reserve. On this basis, the Club will need to work with existing user groups and Administration to manage their use and impact on other users.

It should be noted that while the design of the track includes mitigation features, there is still an onus on the Club to provide effective and qualified traffic management protocols, particularly during large events.

#### *Environmental Considerations*

The Master Plan does not provide an assessment of environmental considerations of the proposed concept, on the basis that the extent of the proposed development needs to be confirmed prior to progress environmental assessment.

It should be noted that the current construction of the skate park at Splendid Park has been affected by the need to have a clearing permit for the site. The clearing permit is required because when the site was originally cleared for the construction of the active open space, the Planning Approvals required landscaping to be undertaken utilising Black Cockatoo Habitat Species to re-establish the vegetation lost as a result of the development of the site.

As the requirement for revegetation was conditioned under the *Planning and Development Act 2005*, the vegetation is deemed as being 'native' under the *Environmental Protection Act 1986*. As the City is removing vegetation to facilitate the construction of the skate park, a clearing permit was required to be applied for. Any future removal of vegetation from within the boundaries of Splendid Park will also require a Clearing Permit being applied for from the Department of Water and Environmental Regulation (DWER).

It is likely that this application will require the City to provide an offset of land for Black Cockatoo Habitat at an alternate site. Administration has commenced discussions with DWER in respect to potential off set requirements, with a view to this process progressing in parallel with the endorsement of the Master Plan and the detail design process. The process can take several months, which could be extended should there be appeals. Given the overall timeframe for delivery, this process could be completed in the 2020/21 financial year, however is not able to be guaranteed.

The proposed project schedule to date is as per below, noting funding has been allocated in 2020/21 for design development and 2021/22 for detailed design and construction:

Item	Date
North Coast Cycling Facility Master Plan Implementation Working Group	7 May 2020
Report to Council	2 June 2020
Community Engagement (including meetings with sporting clubs and relevant stakeholders)	8 June to 3 July 2020
Report to Council (outcomes of consultation)	28 July 2020
Progress to detailed design subject to Council consideration of consultation outcomes.	

#### *Alkimos Regional Open Space*

By way of update, Administration met with the Chair of the West Australian Planning Commission (WAPC) and the Director of the Department of Planning, Lands and Heritage (DPLH) in October 2019 to provide the draft business case scope for the State Government acquisition of the Alkimos Regional Open Space for comment and feedback. At that time, it was anticipated that the request for quote for the business case would be distributed to the market in early 2020.

Following the meeting, the Department of Local Government Sport and Cultural industries (DLGSC) commenced seeking responses to a Request for Quotation for "Assessment of land, water and community well-being outcomes for Public Open Space (sport and recreation) in Perth and Peel@3.5 million". This RFQ is for regional scale catchment and functionality. Due to this development, Administration decided not to commission a business case for the Alkimos site since the assessment by DLGSC may trigger the required response from WAPC to purchase the land.

#### *North Coast Cycling Facility Master Plan Implementation Working Group*

The North Coast Cycling Facility Master Plan Implementation Working Group (**the Working Group**) met on 7 May 2020 to consider the Emerge report and associated cost estimates. A copy of the Agenda and Minutes for this meeting has been made available on the Elected Member's Hub.

In its consideration of the Master Plan, the Working Group noted the following:

- The track design will be able to support training and competition, as well as a variety of other pursuits, including inline skating and running;
- Both Concept designs offer multiple configurations;
- The Club does not have a preference for the concept design. Part of the planned engagement will involve ascertaining the which concept design is preferred by the wider community;
- Further concept design clarification was needed in regards to gradients and flyover characteristics;
- There is a need to obtain a clearing permit from DWER site prior to construction; and
- Funding opportunities will be explored in the next phase of the project.

As a result of this consideration the Working Group noted the following Recommendations:

*“The North Coast Cycling Facility Master Plan Implementation Working Group:*

1. *NOTES the completion of the Draft Splendid Park Cycling Facility Master Plan, as per Attachment 1 of this report; and*
2. *RECOMMENDS to Council that the Splendid Park Cycling Facility Master Plan be approved for release for public comment.”*

## **Consultation**

In accordance with the brief, the Consultant discussed the concept with the Club and Administration. An onsite meeting was held with the Club at Splendid Park on Monday 4 November 2019. A representative of the Club was also presented with the Emerge report on 12 December 2020.

This report seeks approval for the release of the draft Splendid Park Cycling Upgrade for the purposes of a 28 day public comment process, which is to include the following consultation strategy:

- Information provided on the City’s “Your Say” page;
- Advertising for feedback on the City’s various social media platforms;
- Letters to residents within 400m of the Reserve.
- Direct communication with relevant stakeholders including:
  - Cycling Groups
    - Northern Beaches Cycling Club
    - WestCycle
    - Masters Cycling WA
    - Other cycling groups yet to be identified
  - Resident Sporting Clubs
    - Yanchep Redhawks Football Club
    - Yanchep United Soccer Club
    - Yanchep Junior Football Club
    - Yanchep Netball Club
    - Yanchep Cricket Club
    - Yanchep Little Athletics Club
  - Department of Local Government, Sport and Cultural Industries
  - Two Rocks Yanchep Residents Association

It is anticipated that the public comment period will commence on 8 June 2020 and conclude on 3 July 2020, subject to current community engagement restrictions put in place by Council as a result of the COVID-19 pandemic (that is subject to a separate report in this agenda). The community engagement process will seek feedback on the proposal and consideration of a preferred option. It is anticipated that the outcomes of public comment period will be

reported back to Council for consideration at its meeting on 28 July 2020, subject to current COVID-19 community engagement restrictions.

## **Comment**

Overall, the consultant has fulfilled the brief, and the project can proceed to the next phase of planning. However, some issues could not be addressed during the concept design phase (i.e. environmental implications), and will need attention moving forward.

The management of the track will remain the responsibility of the City, and any fees and charges associated with the use of the Reserve by the Club will be applied. With larger events, the Club will need to follow the City's event application process. When accessing the cycling facility, users will need to be mindful of dog walkers, joggers and other users as there are some parts of the track that are immediately adjacent to the existing footpath. An additional contingency for full fencing of the track has been included in the Financial Implications section in the event that this is required as a risk mitigation measure.

The environmental impact on the Reserve also needs to be considered. As per the City's recent experience with the skate park construction, it is anticipated that the City will need to apply for a clearing permit (given the caveat that was placed on the reserve during the original construction). It is likely the City will need to provide alternative offset sites within the local area, particularly for the provision of Black Cockatoo habitat. At this stage, the area that will need to be provided is yet to be determined. As a guide, the recent skate park was required to provide 0.28ha for a 1,000sqm site.

When considering the drainage impact, according to the work completed by JDSI, the mitigation works are achievable, and will not provide a barrier to the project's progression.

As noted within this report, the site of the future Alkimos Regional Open Space is yet to be determined. Administration's current position is that once the land has been acquired, the provision of the Alkimos criterium track will be a high priority at the site. One of the key reasons regarding the high prioritisation of the facility is that there is no other cycling facility in the metropolitan area. The construction of the Splendid Park facility, while not a purpose built criterium track, will provide an adequate facility in the interim period.

It should be noted that based on the ability to deliver the requirements for a cycling track and cost effectiveness, Administration's preferred option is Option 1.

## **Statutory Compliance**

Nil

## **Strategic Implications**

The proposal aligns with the following objective within the Strategic Community Plan 2017 – 2027:

### *“1 Society*

#### *1.1 Healthy and Active People*

##### *1.1.1 Create opportunities that encourage community wellbeing and active and healthy lifestyles”*

## Risk Management Considerations

Risk Title	Risk Rating
ST-S23 Stakeholder relationships	Moderate
Accountability	Action Planning Option
Chief Executive Officer	Manage

Risk Title	Risk Rating
CO-O17 Financial Management	Moderate
Accountability	Action Planning Option
Director Corporate Strategy and Performance	Manage

Risk Title	Risk Rating
ST-G09 Long Term Financial Planning	Moderate
Accountability	Action Planning Option
Director Corporate Strategy and Performance	Manage

Risk Title	Risk Rating
CO-O22 Environmental Management	Moderate
Accountability	Action Planning Option
Director Planning and Sustainability	Manage

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

## Policy Implications

Nil

## Financial Implications

Currently, the project is listed on the City's Long Term Financial Plan as per the following:

Year	Detail	Amount
2020/21	Survey, Site Investigation and Procurement	\$80,000
2021/22	Detailed Design and Construction	\$1,500,000
<b>Total</b>		<b>\$1,580,000</b>

As identified earlier in this report the total cost of the two options presented are as follows:

- Option 1 - \$1,806,100;
- Option 2 (flyover) - \$2,191,400
- Option 2A (advanced flyover) - \$4,179,400.

In addition to this Administration has noted contingencies of \$320,000 for the provision of barrier fencing around the track (should it be deemed necessary) and \$135,000 for up front environmental offset costs, with a further \$300,000 in rehabilitation costs over a 5 year maintenance period. The requirement and amount of these contingencies will be subject to further confirmation.

It should be noted the above figures are a preliminary estimate only, and are subject to change as a result of the detailed design and environmental approval stages. The provision of fencing will also be the subject of further design review and risk assessment in consultation with the Club, Westcycle and the City's insurers.

As indicated, the community engagement process will determine the preferred concept moving forward, which will enable the required budget to be confirmed.

As per the Consultant's estimate, the total asset management cost over a 10-year period would be \$537,500 (excluding Option 2A).

## Voting Requirements







Simple Majority

## Recommendation

That Council:-


1. **ENDORSES**, for the purposes of public comment, the draft Splendid Park Cycling Master Plan, as shown in Attachment 2 of this report;
2. **NOTES** that Administration's preferred option is Option 1 (Attachment 4) based on the ability to deliver a cycle track and its cost effectiveness; and
3. **NOTES** that the draft Splendid Park Cycling Master Plan is intended to be released for a 28 day public comment period from 8 June 2020 to 3 July 2020, with the outcome to be reported to Council at its meeting held on 28 July 2020.

### Attachments:

1 	Attachment 1 - Splendid Park, Yanchep	19/156079	
2 	Attachment 2 - Splendid Park Cycling Master Plan Report - Draft	20/124500	Minuted
3 	Attachment 3 - Splendid Park - Drainage Basin Impact Assessment	20/160788	
4 	Attachment 4 - Splendid Park Cycling Facility Master Plan - Concept Design - Option 1	20/139513	
5 	Attachment 5 - Splendid Park Cycling Facility Master Plan - Concept Design - Option 2	20/139515	
6 	Attachment 6 - Splendid Park Cycling Upgrade - Option 2(a) - Flyover	20/221072	





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			<p>Printed by Hoole, Peter</p>	
			<p>Scale = 1:3570</p>	





# Masterplan Report

## Cycling Path | Splendid Park

**emerge**  
ASSOCIATES  
Integrated Science & Design





REV	DATE	ISSUE	TO	BY
A	07.02.2020	DRAFT FOR CITY REVIEW	Peter Hoole	ZF CW
B	12.03.2020	FINAL REPORT	Peter Hoole	ZF CW

# 0.0

# contents



## **1 | Introduction**

### **1.1 | Project Background**

### **1.2 | User's & Objectives**

## **2 | Site Analysis**

### **2.1 | Site Analysis Summary**

## **3 | Risks, constraints and opportunities**

### **3.1 | Risks, constraints and opportunities**

## **4 | Methodology**

### **4.1 | Masterplan Principles**

### **4.2 | Concept 1**

### **4.1 | Concept 2**

### **4.2 | Layout, facilities & access**

### **4.3 | Proposed circuits**

### **4.4 | Proposed circuits**

## **5 | Materials & Furniture**

### **5.1 | Seating & shelter**

### **5.2 | Hard and soft surfaces**

### **5.3 | Fencing, signage & gates**

## **6 | Recommendations**

## **7 | Cost Implications**

### **7.1 | Construction cost implications**

### **7.2 | Management cost implications**

# 1.0

## introduction



1 | Project Background

2 | User's & objectives

# 1.1 project background



SITE AERIAL

Splendid Park is an existing district level open space catering for formally organised sport such as cricket, Australian Rules Football, Soccer and Little Athletics. The site is approximately 125,000m<sup>2</sup> and is bounded by Splendid Ave to the south boundary and future Marmion Ave connection to the west.

Through ongoing population growth and the rise in popularity of organised road cycling, Emerge Associates were appointed by the City of Wanneroo to review the possibility of catering for a cycling path circuit within the site. The new upgrade will be suitable for beginner, amateur and semi-professional cycling events to be held on the new track. The masterplan will include multiple points to observe different sporting activities as well as offer more facilities to the current venue to create a first class facility.

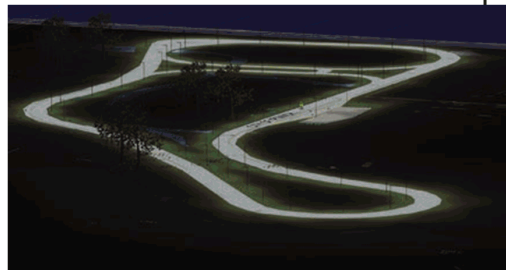


## 1.2

## precedents

**Casey Fields - Victoria**

2.27km Track  
5 track options

**Ipswich - Queensland**

1.3km Track  
3 track options

**Toowoomba - Queensland**

1.7km Track  
6 track options



# 2.0

# site analysis

1 | Site analysis summary



# 2.1 site analysis summary



## Summary

The current site of Splendid Park offers the opportunity for a unique sporting precinct. A major objective of the brief was to retain key elements such as; the clubhouse, access and parking for vehicles, tennis and basketball courts, cricket nets, x2 grass ovals, lighting and drainage basins. Through maintaining this infrastructure, space in-between is defined and identified for the potential cycling path. Boarding the west perimeter is the new proposed extension of Marmion Avenue between the site and residential properties. On the North east tip, Splendid Avenue will be continued on, connecting the road to future developments. The site has multiple points in which key upgrades can take place.

## Climatic Elements

### Wind:

In the mornings the site is exposed to primarily Easterly winds switching to a strong South Westerly by 3pm in the afternoon

### Sun:

The lack of shelter on the site heavily exposes it to the sun, especially on summer days.

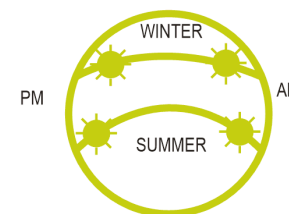
### Rain:

On average 754mm of rain falls in the surrounding area. Flood basins exist on site however volumes will need to be reviewed prior to proceeding to detailed design.

## Location and Topography

The location of the site is 1.5km's from the coast, 56km's from the Perth CBD and 31km's from Wanneroo town centre. The site sits on the edge of the Quindalup sand dune complex resulting in low growing dune vegetation, with the soil make up primarily being calcareous sand.

Due to this sand dune complex the northern side of the site has a steep bank that may offer the opportunity for observation while limiting the options for cycling path manipulation. Furthermore there is slight grading of the site from northern tip being the high point (33.50m) and the south westerly corner the lowest (27.50m).





# 3.0 risks & opportunities



1 | Risks, constraints and opportunities

# 3.1 risks & opportunities

## Risks & Constraints

The new Splendid Cycling Path will sit within the existing sporting complex. The cycling path manoeuvres between existing infrastructures and must not impact the current size of playing fields. This limits the amount of track options and variety that can be implemented on the site. The existing basins also limit the tracks location due to safety and risk concerns with the gradient of the slope and the potential hazard of the basins filling with water. The track must include gates that can be closed across intersections at the entry and exit points of the car park to minimise risk to cyclists when racing. Furthermore, risk can be reduced by limiting the speed in the car park through the use of speed bumps and speed limits.

## Further Investigation Required

As this design is only at masterplan level, we have not reviewed in detail the impact the proposed course layout will have on the drainage volumes to the existing flood basins. We acknowledge this volume is likely to be reduced, particularly in the north east corner of the site.

## Opportunities

Due to the nature of site having multiple level changes, the track can have different points that create unique experiences for cyclists through topographical changes. This includes using the upper edge of the basins as a corner for cyclist to gain speed, using the western perimeter downhill as a sprint and following a similar line as the old footpath on the northern bank to alter the cycling paths course. The site also allows for unique viewing experiences for spectators with the northern bank having potential to be terraced for sitting and viewing, as well as mounding 2 corners for spectators to observe multiple sports from, terracing the cricket net retaining wall for training therefore creating a seamless transition to the tennis courts. The site also allows for 2 track alterations to increase or decrease the distance and hardness for users.

# 4.0

## methodology



- 1 | Masterplan Principles
- 2 | Concept 1
- 3 | Concept 2
- 4 | Layout, facilities & access
- 5 | Proposed circuits 1&2
- 6 | Proposed circuits 3&4



# 4.1 masterplan principles

**1. Maintain a 5 meter wide cycling path**

The cycling path maintains a minimum of 5 meters around the entire cycling path and widening to 6 meters in key intersections and corners

**2. Include a 200 meter sprint towards the finish line**

The final 200 meters must be straight to allow for a sprint finish

**3. Maximise usage through day and night**

The cycling path is to be able to be used at day and night

**4. Leave current facilities untouched**

The new cycling path must not impact the current facilities

**5. Provide space for 6 marquees**

Space must be available at least 6 marquees to pop up on race day.

**6. Parking space for bicycles**

Space must be provided to park bicycles safely



# 4.2

## concept 1

### Concept 1:

The start and finish line is located near the main entrance of the carpark. This allows for the activation of a currently inactive space. By locating the hub here, riders can easily access the main club house facilities and entire carpark. The current swale has also been upgraded and allows for a bridge and extra greening of the space to create shade for visitors. The marquee area is a lot larger than concept two, due to less restriction by the perimeter and future developments. This allows for better viewing of the finish and start line and the potential for larger events to be held. The start and finish line are staggered as a result of the 200 meter sprint prior to the finish line having more room than the finish line in concept two.

### Key Features:

- Separate start and finish line
- Larger marquee space
- Close connection to main clubhouse
- 200 meter sprint slightly up hill
- Mounded hills and terraced retaining walls



## 4.3

## concept 2

**Concept 2:**

The start and finish line is located adjacent to the proposed skate park. Combining these two spaces allows for a new micro hub within the sporting complex to occur. This re activated space connects with the southern mounded hill as well as the carpark roundabout. Though riders will have a longer walk to the main club house. It must be noted that the start line will also be near the new Marmion Avenue extension, which may cause large noise pollution in the future.

**Fly over:**

Concept two has a new fly over by the main entrance of the carpark. This allows for rides to safely cross over the entrance whilst also adding a new obstacle of a steeper slope. We must recommend that concept one's solution for increasing the safety across this entrance is far more cost effective as it uses a boom gate to protect riders from cars coming in and out.

**Key Features:**

- Fly over at main entrance
- Downhill sprint towards finish line
- Mounded hill at finish line

## 4.4 layout, facilities & access



STREET FURNITURE AUSTRALIA  
BIKE RACKS BST03



URBAN FOUNTAINS & FURNITURE  
APOLLO 280



PHILLIPS OPTIVISON  
MVP507

The new Splendid Cycling Path proposes multiple new facilities, this includes:

Marquee area for race day

Bike parking

Picnic tables

Drink Fountains

Picnic Shelter x2

Informal mounded viewing opportunities

New track lighting

- Solar lighting poles to finish line / marquee zone

Terraced seating and retaining

New trees for shade

Cycling path (red asphalt)

Cycling path connections (black asphalt)

### Layout and Access

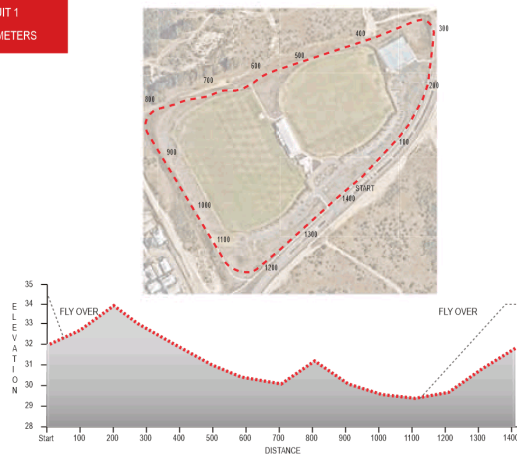
The new Splendid Cycling Path orientation reflects the current district open space in which it sits. Each track feature is a direct result of topography, creating a completely unique experience. The location of the start and finish lines allow for a 200m sprint prior to the finish line. The layout also offer 4 unique different circuits for different skill, endurance & age group levels. The design maintains the two key access points for vehicles into the parking lots and the "kiss and drop" loop. There is also pedestrian specific footpaths and bike specific tracks to separate pedestrian and bike from each other to reduce risk.

### Facilities

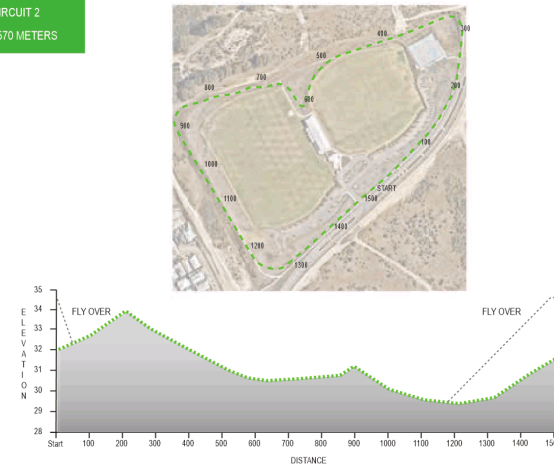


# 4.5 proposed circuits

CIRCUIT 1  
1420 METERS

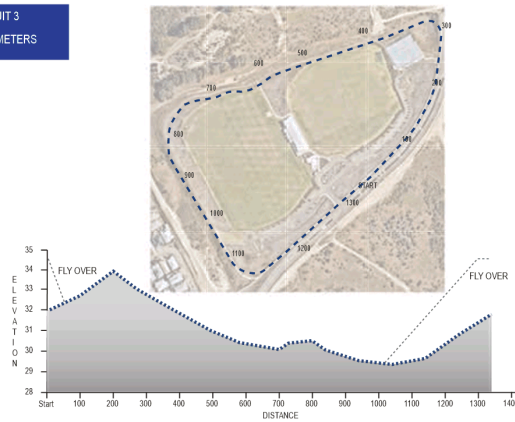


CIRCUIT 2  
1570 METERS

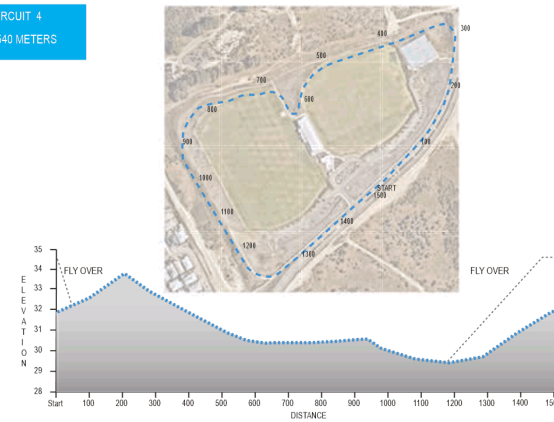


# 4.6 proposed circuits

CIRCUIT 3  
1390 METERS



CIRCUIT 4  
1540 METERS



# 5.0 materials & furniture



- 1 | Seating & shelter
- 2 | Hard and soft surfaces
- 3 | Fencing, signage & gates

# 5.1 seating & shelter



LIMSTONE INFORMAL SEATING TERRACE

STREET FURNITURE AUSTRALIA PICNIC AREA  
CMA6

MOUNDED GRASS SEATING

LANDMARK 6.5M X 3.0M SHELTER  
K690

LARGE TREE CANOPY SHADE



POP UP MARQUEE



# 5.2 hard & soft surfaces



GREY CONCRETE PATH



RED ASPHALT CYCLING PATH



BLACK ASPHALT CONNECTION TRACK



TRACK OPTION LINE MARKINGS



SWALE VEGETATION



EXISTING VEGETATION RETAINED

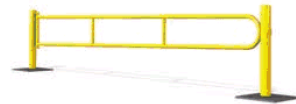


PITCHED LIMESTONE RETAINING

## 5.3 fences, signage & gates



GATE OPTION 1  
LEDA



GATE OPTION 2  
LEDA



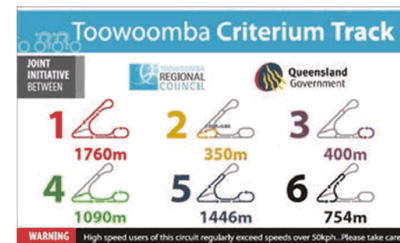
GATE OPTION 3  
LEDA



DIRECTIONAL SIGN



CYCLIST CAUTION SIGN



CYCLING PATH MAP SIGN

# 6.0 cost implications



1 | Construction cost implications

2 | Management cost implications



# 6.0

# recommendations

Concept one and concept two both offer the same cycling path with 2 added loops to create variety and interest for all riders. Both concepts have 2 access points for motorised vehicles, and the walking loop for recreational users. All current facilities have been maintained as mentioned in the brief. Both concepts have allocated space adjacent to the tennis courts to create a new observation point to watch both cycling events, basketball and tennis from. Both concepts have also developed new greening and shelter by the cricket nets along with terraced seating for spectators.

Concept one and concept two differ from the location of the start and finish line of the cycling path. By shifting this key space, new spaces of the park can be activated. Concept one allows for the activation of the main entrance whereas concept two allows for the activation by the proposed skate park.

## Lighting:

Each concept has included strategically located solar LED lights along the cycling path as well as the use of current floodlights located on each oval. These lights will allow riders to use the facility at day and night time. Through the detailed design phase a thorough lighting study will be required.

## Both Concepts include:

- 4 unique track options
- x2 mounded hills for sport observation
- Corners on the edge of 3 basins
- Space for marquees and new shelters
- The addition of mature trees for shelter
- Terraced seating by the cricket nets
- Same main route and material
- Footpath around the perimeter of the track / ovals

1 | Concept 1

2 | Concept 2

# 7.1 construction cost



## Cost Plan Summary

Project: OPTION 2

Details: SPLENDID PARK CRITERIUM TRACK OPT  
2

Building: SPLENDID PARK CRITERIUM TRACK

Code	Description	Quantity	Unit	Rate	Total
	NOTES				0
	PRELIMINARIES				139,500
	DEMOLITION				5,600
	SITEWORKS & EARTHWORKS				370,000
	BRIDGE				264,000
	CRITERIUM TRACK				410,000
	ELECTRICAL				96,000
	EXTERIOR ELEMENTS				292,900
	EXTERNAL SERVICES				10,000
	<b>Sub-Total</b>				<b>1,588,000</b>
	Professional Fees	8.0	%		127,000
	Design Contingency	15	%		238,200
	Construction Contingency	15	%		238,200
	<b>Estimated Total Project Cost</b>				<b>2,191,400</b>
	<b>Exclusions</b>				
	Planning Approval & Building Permit fees & charges				
	Loose furniture & equipment				
	Fire hoses & hydrants				
	Skate Park & Fence				
	Power upgrade				
	Electronic lap counters, timers and the like				
	BBQ's				
	Temporary marquees				
	Works to existing facilities				
	Rock excavation				
	Goods & Services Tax				

## Cost Plan

**Project:** OPTION 2  
**Building:** SPLENDID PARK CRITERIUM TRACK

**Details:** SPLENDID PARK CRITERIUM TRACK OPT 2

Code	Description	Quantity	Unit	Rate	Total
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### NOTES

	<b>REFERENCE DOCUMENTS</b>				
1	The following documents were used for compiling this estimate:				
2	Concept drawings prepared by Emerge Associates dated January 2020				
3	• Site Analysis Plan				
4	• Concept Option 1 (2 sheets)				
5	• Concept Option 2 (2 sheets)				
6	• Track Configuration Options				
7	• Materials Reference List				
8	Existing As-constructed Landscape Plan				
9	Splendid Park aerial image showing site location & existing facilities				
	<b>QUALIFICATIONS</b>				
10	This cost indication is based on conceptual design information provided by the Designer. The information provided is preliminary and incomplete. Accordingly, this cost indication reflects the current conceptual design information and may vary significantly once investigation work and designs are finalised.				
11	By their nature, these estimates and assumptions are subject to significant uncertainties and, accordingly, the actual costs may materially differ from these estimates and assumptions. Accordingly, no assurance can be given that the cost estimates and the underlying assumptions will be realised in practice				
12	Pricing assumes the project will be competitively tendered.				

### NOTES

0

### PRELIMINARIES

13	Contractor Preliminaries		Item		139,500
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### PRELIMINARIES

139,500

### DEMOLITION

14	Breakup and remove existing red asphalt footpath including flush concrete edge beams	160	m	35.00	5,600
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### DEMOLITION

5,600

### SITEWORKS & EARTHWORKS

	<b>SITEWORKS AND EARTHWORKS</b>				
15	Clear area for new cycle track & footpath	11,000	m2	3.00	33,000
16	Minor cut to fill generally to form new track profile	11,000	m2	10.00	110,000
17	Trim, grade and compact areas of new track	10,150	m2	5.00	50,750
18	Clean imported sand fill to north east corner compacted in layers as per Engineer requirements	2,000	m3	30.00	60,000
19	Retaining wall n.e. 1.0m high to northern side of track as indicated on plan	150	m	250.00	37,500
20	Limestone pitching (grouted) to north east corner bend	150	m2	120.00	18,000
21	Form mounded earth bunds for informal viewing n.e. 1.0m high	1,000	m3	30.00	30,000



## Cost Plan

**Project:** OPTION 2  
**Building:** SPLENDID PARK CRITERIUM TRACK

**Details:** SPLENDID PARK CRITERIUM TRACK OPT 2

Code	Description	Quantity	Unit	Rate	Total
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### SITEWORKS & EARTHWORKS

(Continued)

22	Terraced seating to oval near existing hardcourts		Item		30,000
23	Sundries		Item		750

### SITEWORKS & EARTHWORKS

370,000

### BRIDGE

	<b>BRIDGEWORKS</b>				
24	Embankment construction for bridge approaches	2,200	m3	30.00	66,000
25	Bridge abutments	2	No	30,000.00	60,000
26	Bridge deck including balustrades/safety rails	55	m2	1,600.00	88,000
27	Stone pitching to batters	400	m2	120.00	48,000
28	Tunnel lighting		Item		2,000

### BRIDGE

264,000

### CRITERIUM TRACK

	<b>CRITERIUM TRACK</b>				
29	200 Thick roadbase	10,000	m2	12.00	120,000
30	Asphalt seal - red 25mm	7,200	m2	20.00	144,000
31	Asphalt seal - black 25mm	1,700	m2	15.00	25,500
32	Acrylic paint markings to start & finish lines		Item		5,000
33	Directional pavement markings		Item		2,000
34	Concrete edge beam	3,450	m	30.00	103,500
35	Balustrade to north east sweep bend	40	m	250.00	10,000

### CRITERIUM TRACK

410,000

### ELECTRICAL

	<b>ELECTRICAL</b>				
36	Modify existing DB		Item		3,000
37	Meter		Item		1,500
38	Light pole & luminaires	16	No	2,500.00	40,000
39	Cabling to light poles		Item		25,000
40	Sub-mains cabling from existing switchboard to marquee area	100	m	90.00	9,000
41	Power supply to start & finish lines from existing switchboard		Item		2,000
42	Solar pole top light	2	No	6,000.00	12,000
43	Testing & commissioning		Item		2,500
44	Sundries		Item		1,000

### ELECTRICAL

96,000

### EXTERIOR ELEMENTS

	<b>EXTERIOR ELEMENTS</b>				
	<b>Fencing &amp; Footpaths</b>				



## Cost Plan

**Project:** OPTION 2  
**Building:** SPLENDID PARK CRITERIUM TRACK

**Details:** SPLENDID PARK CRITERIUM TRACK OPT 2

Code	Description	Quantity	Unit	Rate	Total
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### EXTERIOR ELEMENTS

(Continued)

45	Modify existing concrete or asphalt footpaths where affected by new track works		Item		5,000
46	Modify existing chainlink fencing around sports facility to accommodate new track		Item		5,000
47	Fencing around drainage basin NE corner - Chainlink 1800 high	180	m	100.00	18,000
48	New footpath to match existing - NW corner	150	m	150.00	22,500
49	Concrete paving at new shelters	50	m2	80.00	4,000
50	Boom gate to road crossover	2	No	4,000.00	8,000
51	Gate where fence crosses track	2	No	2,000.00	4,000
	<b>Structures &amp; Fixed Furniture</b>				
52	Arbour over start & finish lines	1	No	15,000.00	15,000
53	New shelter near proposed marquee area 6500 x 3000	1	No	8,500.00	8,500
54	New shelter at proposed picnic/viewing area near existing hardcourts 3000 x 3000	1	No	4,500.00	4,500
55	Fixed tables and benches to picnic area	4	Set	2,000.00	8,000
56	Bike racks including concrete pad (12 bike racks)		Item		6,000
57	Drinking fountain	2	No	5,000.00	10,000
58	Litter bin including enclosure	2	No	2,000.00	4,000
	<b>Landscaping</b>				
59	New 200 litre tree	22	No	500.00	11,000
60	Turf to viewing mounds	2,000	m2	15.00	30,000
61	Landscaping to new marquee area	1,300	m2	20.00	26,000
62	Landscaping to new picnic shelter & view point near existing hardcourts	220	m2	20.00	4,400
63	Make good to areas disturbed by new works	3,400	m2	10.00	34,000
64	Irrigation to new landscaped areas and trees		Item		50,000
	<b>Signage</b>				
65	Allowance for new signage as required		Item		15,000

### EXTERIOR ELEMENTS

292,900

### EXTERNAL SERVICES

66	Locate and connect to existing water main and run line to new drinking fountains		Item		10,000
67	Refer to Electrical trade for all electrical cost estimates		Note		

### EXTERNAL SERVICES

10,000





## Cost Plan Summary

**Project:** OPTION 1  
**Building:** SPLENDID PARK CRITERIUM TRACK

**Details:** SPLENDID PARK CRITERIUM TRACK OPT  
 1

Code	Description	Quantity	Unit	Rate	Total
	NOTES				0
	PRELIMINARIES				97,250
	DEMOLITION				5,600
	SITEWORKS & EARTHWORKS				369,250
	CRITERIUM TRACK				410,000
	ELECTRICAL				96,000
	EXTERIOR ELEMENTS				330,900
	EXTERNAL SERVICES				19,000
	<b>Sub-Total</b>				<b>1,328,000</b>
	Professional Fees	6.0	%		79,700
	Design Contingency	15	%		199,200
	Construction Contingency	15	%		199,200
	<b>Estimated Total Project Cost</b>				<b>1,806,100</b>
	<b>Exclusions</b>				
	Planning Approval & Building Permit fees & charges				
	Loose furniture & equipment				
	Fire hose reels & hydrants				
	Skate Park & Fence				
	Power upgrade				
	Electronic lap counters, timers and the like				
	BBQ's				
	Temporary marquees				
	Works to existing facilities				
	Rock excavation				
	Goods & Services Tax				

## Cost Plan

**Project:** OPTION 1  
**Building:** SPLENDID PARK CRITERIUM TRACK

**Details:** SPLENDID PARK CRITERIUM TRACK OPT 1

Code	Description	Quantity	Unit	Rate	Total
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### NOTES

	<b>REFERENCE DOCUMENTS</b>				
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12	Pricing assumes the project will be competitively tendered.				

### NOTES

0

### PRELIMINARIES

13	Contractor Preliminaries		Item		97,250
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### PRELIMINARIES

97,250

### DEMOLITION

14	Breakup and remove existing red asphalt footpath including flush concrete edge beams	160	m	35.00	5,600
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### DEMOLITION

5,600

### SITEWORKS & EARTHWORKS

	<b>SITEWORKS AND EARTHWORKS</b>				
15	Clear area for new cycle track & footpath	11,000	m2	3.00	33,000
16	Minor cut to fill generally to form new track profile	11,000	m2	10.00	110,000
17	Trim, grade and compact areas of new track	10,150	m2	5.00	50,750
18	Clean imported sand fill to north east corner compacted in layers as per Engineer requirements	2,000	m3	30.00	60,000
19	Retaining wall n.e. 1.0m high to northern side of track as indicated on plan	150	m	250.00	37,500
20	Limestone pitching (grouted) to north east corner bend	150	m2	120.00	18,000
21	Form mounded earth bunds for informal viewing n.e. 1.0m high	1,000	m3	30.00	30,000

9/03/2020 1:17:52 PM

BSM Consulting Pty Ltd

Page 1 of 3



## Cost Plan

**Project:** OPTION 1  
**Building:** SPLENDID PARK CRITERIUM TRACK

**Details:** SPLENDID PARK CRITERIUM TRACK OPT 1

Code	Description	Quantity	Unit	Rate	Total
------	-------------	----------	------	------	-------

### SITEWORKS & EARTHWORKS

(Continued)

22	Terraced seating to oval near existing hardcourts		Item		30,000
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### SITEWORKS & EARTHWORKS

369,250

### CRITERIUM TRACK

	<b>CRITERIUM TRACK</b>				
23	200 Thick roadbase	10,000	m2	12.00	120,000
24	Asphalt seal - red 25mm	7,200	m2	20.00	144,000
25	Asphalt seal - black 25mm	1,700	m2	15.00	25,500
26	Acrylic paint markings to start & finish lines		Item		5,000
27	Directional pavement markings		Item		2,000
28	Concrete edge beam	3,450	m	30.00	103,500
29	Balustrade to north east sweep bend	40	m	250.00	10,000

### CRITERIUM TRACK

410,000

### ELECTRICAL

	<b>ELECTRICAL</b>				
30	Modify existing DB		Item		3,000
31	Meter		Item		1,500
32	Light pole & luminaires	16	No	2,500.00	40,000
33	Cabling to light poles		Item		25,000
34	Sub-mains cabling from existing switchboard to marquee area	100	m	90.00	9,000
35	Power supply to start & finish lines from existing switchboard		Item		2,000
36	Solar pole top light	2	No	6,000.00	12,000
37	Testing & commissioning		Item		2,500
38	Sundries		Item		1,000

### ELECTRICAL

96,000

### EXTERIOR ELEMENTS

	<b>EXTERIOR ELEMENTS</b>				
	<b>Fencing &amp; Footpaths</b>				
39	Modify existing concrete or asphalt footpaths where affected by new track works		Item		5,000
40	Modify existing chainlink fencing around sports facility to accommodate new track		Item		5,000
41	Fencing around drainage basin NE corner - Chainlink 1800 high	180	m	100.00	18,000
42	New footpath to match existing - NW corner	150	m	150.00	22,500
43	Concrete paving at new shelters	50	m2	80.00	4,000
44	Boom gate to road crossover	4	No	4,000.00	16,000
45	Gate where fence crosses track	2	No	2,000.00	4,000
	<b>Structures &amp; Fixed Furniture</b>				



## Cost Plan

**Project:** OPTION 1  
**Building:** SPLENDID PARK CRITERIUM TRACK

**Details:** SPLENDID PARK CRITERIUM TRACK OPT  
 1

Code	Description	Quantity	Unit	Rate	Total
------	-------------	----------	------	------	-------

### EXTERIOR ELEMENTS

(Continued)

46	Arbour over start & finish lines	2	No	15,000.00	30,000
47	New shelter near proposed marquee area 6500 x 3000	1	No	8,500.00	8,500
48	New shelter at proposed picnic/viewing area near existing hardcourts 3000 x 3000	1	No	4,500.00	4,500
49	Pedestrian bridge over existing swale	1	No	15,000.00	15,000
50	Fixed tables and benches to picnic area	4	Set	2,000.00	8,000
51	Bike racks including concrete pad (12 bike racks)		Item		6,000
52	Drinking fountain	2	No	5,000.00	10,000
53	Litter bin including enclosure	2	No	2,000.00	4,000
	<b>Landscaping</b>				
54	New 200 litre tree	22	No	500.00	11,000
55	Turf to viewing mounds	2,000	m2	15.00	30,000
56	Landscaping to new marquee area	1,300	m2	20.00	26,000
57	Landscaping to new picnic shelter & view point near existing hardcourts	220	m2	20.00	4,400
58	Make good to areas disturbed by new works	3,400	m2	10.00	34,000
59	Irrigation to new landscaped areas and trees		Item		50,000
	<b>Signage</b>				
60	Allowance for new signage as required		Item		15,000

### EXTERIOR ELEMENTS

330,900

### EXTERNAL SERVICES

61	Locate and connect to existing water main and run line to new drinking fountains		Item		10,000
62	Stormwater drain from existing swale under new turf area	45	m	150.00	6,750
63	Precast concrete headwalls and stone pitching scour protection at inlet & outlet	2	No	1,125.00	2,250
64	Refer to Electrical trade for all electrical cost estimates		Note		

### EXTERNAL SERVICES

19,000

# 7.2 management cost


**SPLENDID PARK CRITERIUM TRACK YANCHEP**
**OPTION 2 - FLYOVER**
**WHOLE OF LIFE COST ANALYSIS (10 YEARS)**

Rev1 April 30, 2020

**Maintenance Costs (escalation assumed at 2.5% p.a.)**

	CURRENT COST	YEAR 0	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5	YEAR 6	YEAR 7	YEAR 8	YEAR 9	YEAR 10	TOTAL
Planning & Design costs	\$ 125,600	\$ 125,600											\$ 125,600
Capital Costs - Construction incl. contingencies	\$ 2,064,400		\$ 2,116,000										\$ 2,116,000
Landscaping maintenance (10% of original cost)	\$ 15,540		\$ 15,900	\$ 16,300	\$ 16,700	\$ 17,200	\$ 17,600	\$ 18,000	\$ 18,500	\$ 18,900	\$ 19,400	\$ 19,900	\$ 178,400
Refuse disposal (weekly)	\$ 5,200		\$ 5,300	\$ 5,500	\$ 5,600	\$ 5,700	\$ 5,900	\$ 6,000	\$ 6,200	\$ 6,300	\$ 6,500	\$ 6,700	\$ 59,700
Track sweeping (assume monthly)	\$ 3,600		\$ 3,700	\$ 3,800	\$ 3,900	\$ 4,000	\$ 4,100	\$ 4,200	\$ 4,300	\$ 4,400	\$ 4,500	\$ 4,600	\$ 41,500
Track minor patching/repair work	\$ 2,000			\$ 2,100	\$ 2,200	\$ 2,200	\$ 2,300	\$ 2,300	\$ 2,400	\$ 2,400	\$ 2,500	\$ 2,600	\$ 21,000
Re-paint pavement markings	\$ 7,000						\$ 7,900					\$ 9,000	\$ 16,900
Replace poletop luminaires	\$ 16,000					\$ 17,700				\$ 19,500			\$ 37,200
Painting - shelters etc.	\$ 5,000						\$ 5,700					\$ 6,400	\$ 12,100
Replace solar poletop lights	\$ 6,000						\$ 6,800					\$ 7,700	\$ 14,500
General cleaning	\$ 6,000		\$ 6,200	\$ 6,300	\$ 6,500	\$ 6,600	\$ 6,800	\$ 7,000	\$ 7,100	\$ 7,300	\$ 7,500	\$ 7,700	\$ 69,000
Contingent items (10% of above costs)			\$ 2,500	\$ 2,800	\$ 2,800	\$ 4,700	\$ 5,000	\$ 3,100	\$ 3,100	\$ 5,200	\$ 3,300	\$ 5,700	\$ 38,200
Maintenance management fees @ 10%			\$ 3,400	\$ 3,700	\$ 3,800	\$ 5,800	\$ 6,200	\$ 4,100	\$ 4,200	\$ 6,400	\$ 4,400	\$ 7,000	\$ 49,000
<b>OPTION 1 TOTALS</b>		<b>\$ 125,600</b>	<b>\$ 2,153,000</b>	<b>\$ 40,500</b>	<b>\$ 41,500</b>	<b>\$ 63,900</b>	<b>\$ 68,300</b>	<b>\$ 44,700</b>	<b>\$ 45,800</b>	<b>\$ 70,400</b>	<b>\$ 48,100</b>	<b>\$ 77,300</b>	<b>\$ 2,779,100</b>

*Note: A Deferred Maintenance policy has not been considered in this analysis  
Water and Power usage costs excluded*





# **SPLENDID PARK CRITERIUM TRACK YANCHEP**

## **OPTION 1 - NO FLYOVER**

### **WHOLE OF LIFE COST ANALYSIS (10 YEARS)**

Rev 1 April 30, 2020

#### **Maintenance Costs (escalation assumed at 2.5% p.a.)**

	CURRENT COST	YEAR 0	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5	YEAR 6	YEAR 7	YEAR 8	YEAR 9	YEAR 10	TOTAL
Planning & Design costs	\$ 78,600	\$ 78,600											\$ 78,600
Capital Costs - Construction incl. contingencies	\$ 1,726,400		\$ 1,769,600										\$ 1,769,600
Landscaping maintenance (10% of original cost)	\$ 15,540		\$ 15,900	\$ 16,300	\$ 16,700	\$ 17,200	\$ 17,600	\$ 18,000	\$ 18,500	\$ 18,900	\$ 19,400	\$ 19,900	\$ 178,400
Refuse disposal (weekly)	\$ 5,200		\$ 5,300	\$ 5,500	\$ 5,600	\$ 5,700	\$ 5,900	\$ 6,000	\$ 6,200	\$ 6,300	\$ 6,500	\$ 6,700	\$ 59,700
Track sweeping (assume monthly)	\$ 3,600		\$ 3,700	\$ 3,800	\$ 3,900	\$ 4,000	\$ 4,100	\$ 4,200	\$ 4,300	\$ 4,400	\$ 4,500	\$ 4,600	\$ 41,500
Track minor patching/repair work	\$ 2,000			\$ 2,100	\$ 2,200	\$ 2,200	\$ 2,300	\$ 2,300	\$ 2,400	\$ 2,400	\$ 2,500	\$ 2,600	\$ 21,000
Re-paint pavement markings	\$ 7,000						\$ 7,900					\$ 9,000	\$ 16,900
Replace poletop luminaires	\$ 16,000					\$ 17,700			\$ 19,500				\$ 37,200
Painting - shelters etc.	\$ 5,000						\$ 5,700					\$ 6,400	\$ 12,100
Replace solar poletop lights	\$ 6,000						\$ 6,800					\$ 7,700	\$ 14,500
General cleaning	\$ 6,000		\$ 6,200	\$ 6,300	\$ 6,500	\$ 6,600	\$ 6,800	\$ 7,000	\$ 7,100	\$ 7,300	\$ 7,500	\$ 7,700	\$ 69,000
Contingent items (10% of above costs)			\$ 2,500	\$ 2,800	\$ 2,800	\$ 4,700	\$ 5,000	\$ 3,100	\$ 3,100	\$ 5,200	\$ 3,300	\$ 5,700	\$ 38,200
Maintenance management fees @ 10%			\$ 3,400	\$ 3,700	\$ 3,800	\$ 5,800	\$ 6,200	\$ 4,100	\$ 4,200	\$ 6,400	\$ 4,400	\$ 7,000	\$ 49,000
<b>OPTION 1 TOTALS</b>		<b>\$ 78,600</b>	<b>\$ 1,806,600</b>	<b>\$ 40,500</b>	<b>\$ 41,500</b>	<b>\$ 63,900</b>	<b>\$ 68,300</b>	<b>\$ 44,700</b>	<b>\$ 45,800</b>	<b>\$ 70,400</b>	<b>\$ 48,100</b>	<b>\$ 77,300</b>	<b>\$ 2,385,700</b>

*Note: A Deferred Maintenance policy has not been considered in this analysis  
Water and Power usage costs excluded*



P: 08 9227 0595  
F: 08 9227 8617  
Workzone,  
Level 6, 1 Nash Street,  
Perth WA 6000  
PO Box 8523  
Perth BC WA 6849  
ABN 67 138 876 203  
[jdsi.com.au](http://jdsi.com.au)

15 April 2020

Our Ref: JDS201849

Peter Hoole  
Community Facilities Planning Officer  
City of Wanneroo  
23 Dundobar Road  
Wanneroo WA 6065

Dear Peter,

**Splendid Park Drainage Basin Impact Assessment, Yanchep**

As per our engagement, JDSi have undertaken a review of the impact to the existing drainage basins as a result of the proposed 4m wide perimeter bike path at Splendid Park, Yanchep.

Refer **Appendix A** for Concept Path Design.

Relative to the original drainage design for the site, the proposed alignment of the path will affect the capacity of the following:

- ▶ Sump 4
- ▶ Open Basin 3
- ▶ Open Basin 2

Refer **Appendix B** for original Earthworks Design. The design of the above elements aimed to meet the following criteria:

- ▶ The surface area requirement at top water level (TWL) shall be greater than 1m<sup>2</sup> for each 40m<sup>2</sup> of Equivalent Area;
- ▶ The Retention Basin & Median Swales shall have sufficient storage below TWL to contain the 10 hour, 10 year storm event;
- ▶ The Retention Basin & Median Swales shall provide overall storage at the catchment low point to contain the 24 hour, 100 year storm event
- ▶ The required freeboard for the 100 year event shall be no less than 0.3m to structures.

Refer **Appendix C** for original Drainage Calculations.



With regard to the impact to each basin we can provide the following commentary:

#### Sump 4

Sump 4 is constructed with 1 in 3 vegetated sides slopes ranging in height from approx. 3.5m to 6m. The sump is fenced and is accessed via a 4m wide limestone track. With regards to the original and proposed capacity, please see summary table below:

	Req. 10yr Vol. (m³)	Req. 100yr Vol. (m³)	Original Design Vol. to Top of Basin (m³)	Revised Vol. to Top of Basin (m³)
Sump 4	860	1795	2746	2051

Table 1 – Sump 4

As can be seen from the table the above, both the 10 year and 100 year volumes can be accommodated within the amended sump.

Excluding the cost of the path and its associated earthworks, works required to the sump and their costs are listed below:

Description	Cost (\$)
Reconstruction of the sump access track	13,500
Fencing alterations	12,500

Table 1A – Remediation Works

Refer Sketch 800 within **Appendix D** for Sump 4 Concept.

#### Open Basin 3

Open Basin 3 is constructed with 1 in 8 vegetated sides slopes ranging in height from approx. 1m to 1.5m. With regards to the original and proposed capacity, please see summary table below:

	Required 10yr Vol. (m³)	Required 100yr Vol. (m³)	Original Design Vol. to Top of Basin (m³)	Revised Vol. to Top of Basin (m³)
Open Basin 3	1268	2647	2460	1597

Table 2 – Open Basin 3

As can be seen from the table above, the original and revised basins do not have sufficient storage to contain the 100yr volume which will lead to flooding of the path and oval. However, this is in-line with the City's drainage policy (WD5 June 2019) which requires:

*Flood storage area at the catchment low point - storage volume to be calculated using measured infiltration to accommodate the major rainfall event runoff as generated by the 1:100 ARI critical storm event. Allow for a minimum berm freeboard of 300mm or 500mm in the case of a trapped landlocked flood storage area.*

The original 100yr flood level reached 29.06m AHD and adjoining changing room pad was designed to a level of 30.8m AHD. This indicates that there should still be sufficient freeboard between the flood level and changing room building.

Refer Sketch 801 within **Appendix D** for Open Basin 3 Concept.



### Open Basin 2

Open Basin 2 is constructed with 1 in 8 vegetated sides slopes approximately 2m high. With regards to the original and proposed capacity, please see summary table below:

	Required 10yr Vol. (m³)	Required 100yr Vol. (m³)	Original Design Vol. to Top of Basin (m³)	Revised Vol. to Top of Basin (m³)
Open Basin 2	956	1992	2863	2575

Table 3 – Open Basin 2

As can be seen from the table the above both the 10 year and 100 year volumes can be accommodated within the amended basin.

Refer Sketch 802 within **Appendix D** for Open Basin 2 Concept.

Should you require clarification or further information, please don't hesitate to contact the undersigned on 08 9227 0595.

Yours sincerely,

Michael Collins  
Senior Civil Engineer





**SPLENDID CRITERIUM CYCLE TRACK - CITY OF WANNEROO**  
CONCEPT 1



DWG: COW06-CO-06  
REV: C  
DATE: 16-01-2020  
SCALE: 1:2000 @ A3  
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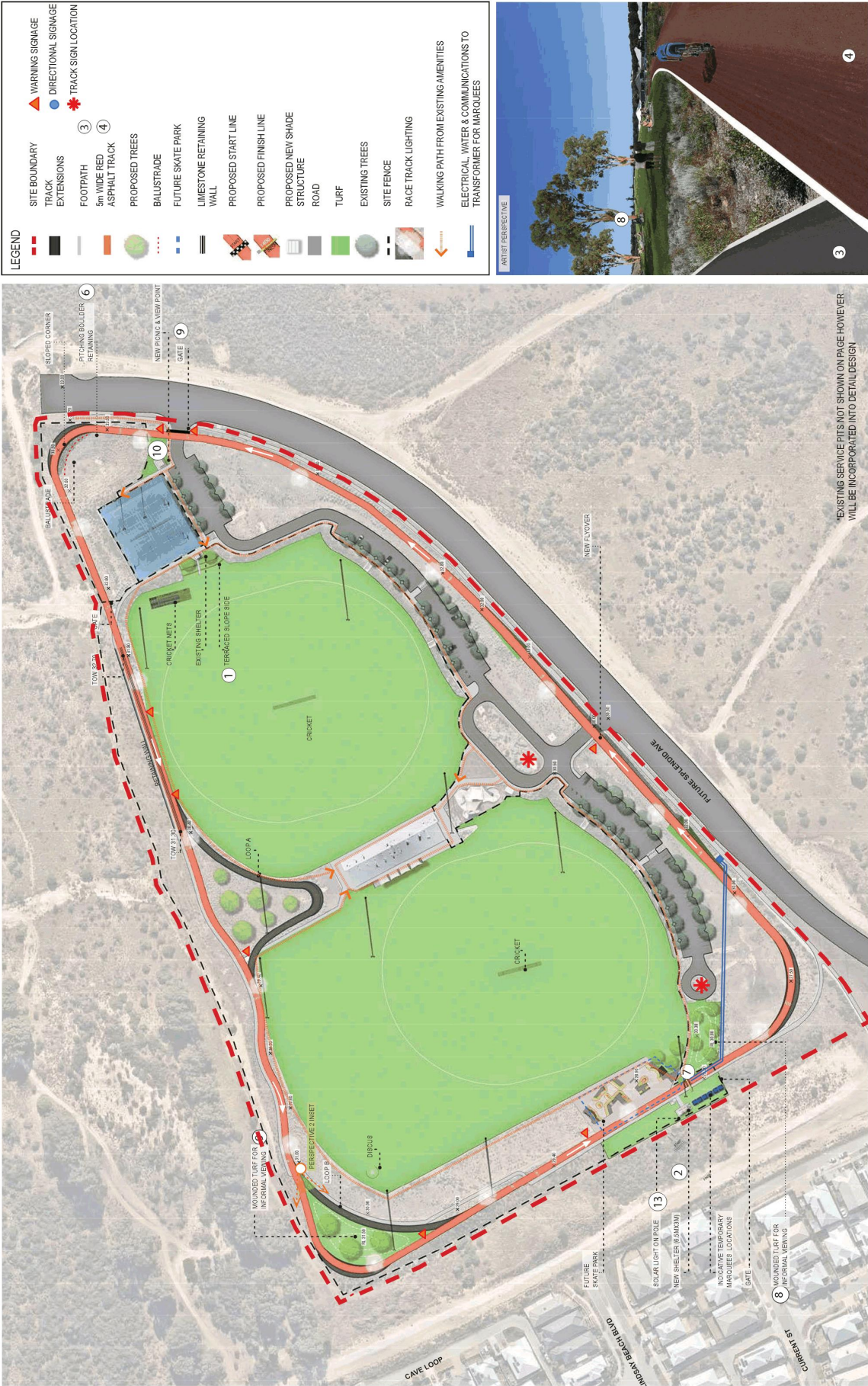
## SPLINDID CRITERIUM CYCLE TRACK - CITY OF WANNEROO CONCEPT 2



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REV C  
DATE 16-01-2020  
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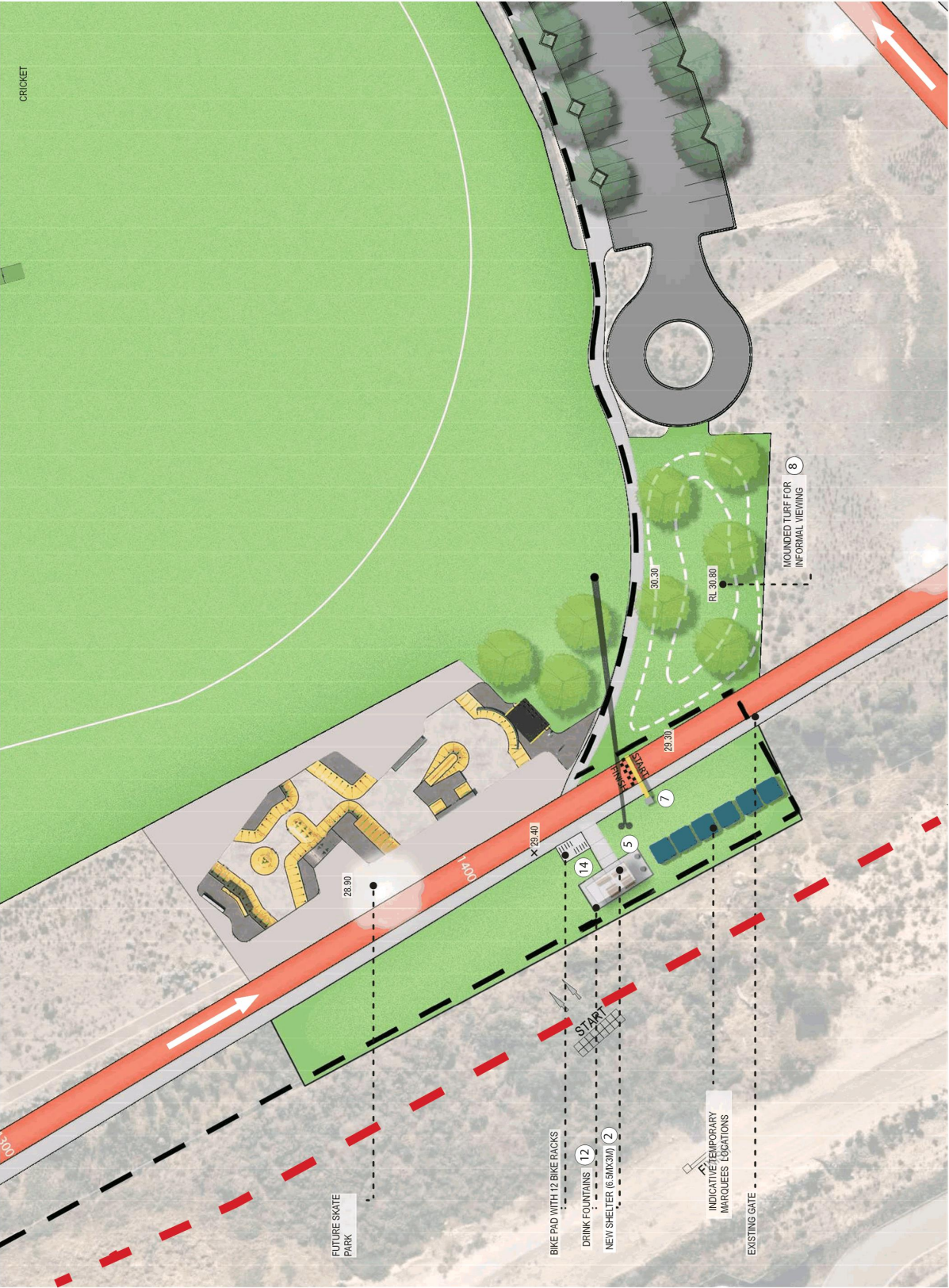
DATE: 25-05-2020  
SCALE: 1:2000 @ A3  
DRAWN: J. COOPER  
REV: 1  
PROJECT: WANNEROO CYCLE PATH  
SHEET: 1 OF 1



SPLENDID CYCLE PATH - CITY OF WANNEROO  
CONCEPT 2

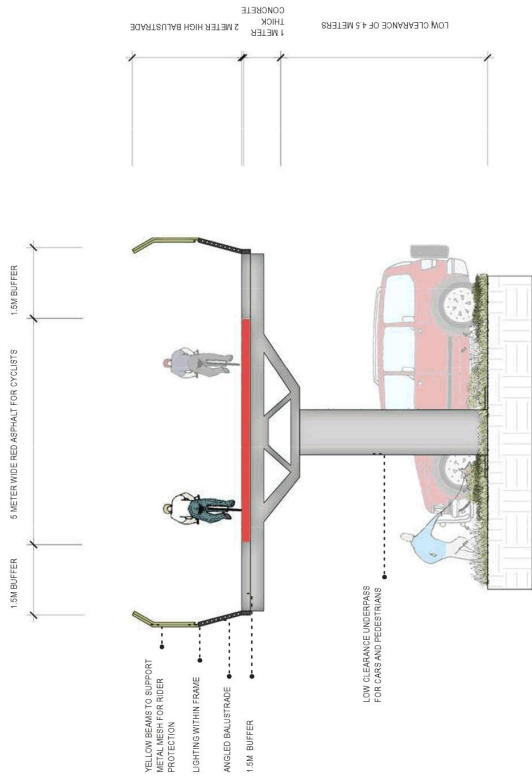




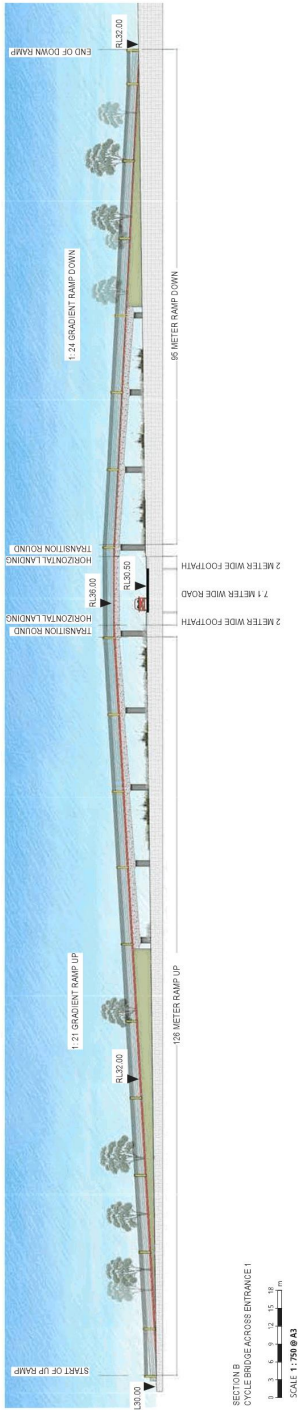


SPLENDID CYCLE PATH - CITY OF WANNEROO  
CONCEPT 2





SECTION A  
CYCLE BRIDGE ACROSS ENTRANCE 1  
0 0.5 1.0 1.5 2.0 2.5  
SCALE 1:100 @ A3



SECTION B  
CYCLE BRIDGE ACROSS ENTRANCE 1  
0 3 6 9 12 15 18  
SCALE 1:750 @ A3



SPLENDID CYCLE PATH - CITY OF WANNEROO  
SECTIONS



DWG: COWS-C-06  
REV: E  
DATE: 25-05-2020

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## Community Development

### CP05-06/20 Multicultural Advisory Group and Reconciliation Action Plan Working Group Terms of Reference Amendments

---

File Ref:	6382V03 – 20/185891
Responsible Officer:	Director Community and Place
Disclosure of Interest:	Nil
Attachments:	6

#### Issue

To consider proposed amendments to the City's Multicultural Advisory Group (**MAG**) and Reconciliation Action Plan Working Group (**RAPWG**) Terms of Reference (**ToR**).

#### Background

The City is committed to engaging with and supporting its culturally and linguistically diverse (**CaLD**) community and its Aboriginal and Torres Strait Islander community.

The purpose of the MAG is to provide a strong link between the City and its CaLD community by supporting the development and implementation of the City's Access and Inclusion Plan. The group is engaged to support, provide advice and implement actions, where appropriate, on issues pertaining to the CaLD community. The MAG has been in place since March 2017.

The purpose of the RAPWG is to support the implementation of the City's Reconciliation Action Plan by providing guidance and advice to the City in areas pertaining to the Aboriginal and Torres Strait Islander community; with the aim of long-term, genuine engagement between this community and individuals of non-Aboriginal background. The RAPWG has been in place since June 2011.

As part of the City's annual Policy and Procedure reviews, Administration identified inconsistencies in the City's Committee and Advisory/Working Group ToR template, which required updating. The template was updated and standardised to be accurate and better reflect current practices requiring an update of the ToR of both groups. As a result of this, the ToR for the MAG and RAPWG have been amended for Council's consideration.

#### Detail

The MAG ToR have been edited in accordance with the City's standardised template for Committees, Advisory Groups and Working Groups. Additionally, there are minor amendments to the wording associated to the aims and functions of the group to ensure the functions are concise and avoid any duplication.

Refer to **Attachment 1** and **Attachment 3** for the current and proposed amended ToR for the MAG.

Amendments to the RAPWG ToR include:

- Administrative changes in accordance with the City's standardised template for Committees, Advisory Groups and Working Groups;
- Minor changes in aims and functions to represent the RAPWG purpose of general support for the City's RAP. The original ToR was created in context of the City developing its first RAP and now unsuitably refers to specifics with regards to the development of RAP actions (Aims and Functions 1.1 **Attachment 3**).

- Name change from 'Working Group' to 'Advisory Group' to better reflect the Group's definition and functions.

Refer to **Attachment 4** and **Attachment 6** for the current and proposed amended ToR for the RAPWG.

The amendments do not change the role, purpose or membership of the groups and will not impact on how the groups currently function.

### **Consultation**

The revised ToR for the MAG have been reviewed and supported by members of the Group at the 27 November 2019 MAG meeting.

The revised ToR for the RAPWG have been reviewed and supported by members of the Group at the 20 February 2020 RAPWG meeting.

### **Comment**

It is recommended that Council approves the administrative changes to the ToR of the MAG and RAPWG.

Following the Ordinary Council Elections in October 2019, community representatives on the RAPWG are:

- Dennis Simmons (Chairperson)
- Jason Barrow (Deputy Chairperson)
- Cetana Colbung
- Derek Nannup
- Kadambii Barnao
- Rebecca Garlett
- Anne Garlett
- Nicole Fitch
- Damien Piro
- Amandeep Singh
- Helen Berry
- Gordon Bryden
- Kahlia Woods
- Gordon Cole
- Casey Kickett

Council Member representatives on the RAPWG are:

- Mayor Tracey Roberts

- Cr Linda Aitken
- Cr Natalie Sangalli

Following the Ordinary Council Elections in October 2019, community representatives on the MAG are:

- Joe Tuazama (Chairperson)
- Laurence Kuntz (Deputy Chairperson)
- Ibrahim Latheef
- Syed Arshad
- Eva Mwakichako
- Neha Shinghal
- Anh Nguyen
- Ram Tin Thei
- Melanie Preen
- Christiane Oshiro-Tanaka
- Loreto Espiritu
- Ruth Lopez
- Bhavani Madugiri

Council Member representatives on the MAG are:

- Mayor Tracey Roberts
- Cr Brett Treby
- Cr Natalie Sangalli
- Cr Jacqueline Huntley

### **Statutory Compliance**

Nil

### **Strategic Implications**

The proposal aligns with the following objective within the Strategic Community Plan 2017 – 2027:

*“4 Civic Leadership*

*4.1 Working with Others*

*4.1.2 Engage, include and involve community”*



## Risk Management Considerations

Risk Title	Risk Rating
ST-23 Stakeholder Relationships	Moderate
Accountability	Action Planning Option
Chief Executive Officer	Manage

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

## Policy Implications

Nil

## Financial Implications

Nil

## Voting Requirements

Simple Majority

## Recommendation

That Council:-

- 1. APPROVES the amended Multicultural Advisory Group Terms of Reference as per Attachment 3; and**
- 2. APPROVES the amended Reconciliation Action Plan Working Group Terms of Reference as per Attachment 6.**

### Attachments:

1	Attachment 1 - Terms of Reference Multicultural Advisory Group (Current)	18/282687	
2	Attachment 2 - Terms of Reference Tracked Changes-Multicultural Advisory Group	19/450035	
3	Attachment 3 - DRAFT revised Terms of Reference for Multicultural Advisory Group	19/394040	Minuted
4	Attachment 4 - Terms of Reference Reconciliation Action Plan Working Group (Current)	10/16642[v2]	
5	Attachment 5 - Terms of Reference Tracked Changes - Reconciliation Action Plan Working Group	19/129610	
6	Attachment 6 - DRAFT Reconciliation Action Plan Advisory Group Terms of Reference	20/36637	Minuted

18/282687



## Terms of Reference Multicultural Advisory Group

<b>Name:</b>	<b>Multicultural Advisory Group</b>
<b>1. Purpose</b>	<p>To provide a strong link between the City of Wanneroo (the City) and its culturally and linguistically diverse (CaLD) community by supporting the development and implementation of the City's Access and Inclusion Plan (AIP).</p> <p>The group will be engaged to support, provide advice and implement actions, where appropriate, on issues pertaining to the CaLD community.</p>
<b>2. Aims and Functions</b>	<p>The City's Multicultural Advisory Group (the Advisory Group) will:</p> <ol style="list-style-type: none"> <li>2.1 Provide advice on the development and review of the City's AIP;</li> <li>2.2 Guide the City by identifying ideas and opportunities to support the implementation of actions outlined in the AIP;</li> <li>2.3 Broadly engage and communicate the views of the wider CaLD community in the City of Wanneroo;</li> <li>2.4 Comment on multicultural issues and opportunities within the City; and</li> <li>2.5 Provide input into, and be utilised as a reference group, for other City multicultural strategies, plans and engagement on a case by case basis.</li> </ol>
<b>3. Membership</b>	<ol style="list-style-type: none"> <li>3.1 The Advisory Group shall consist of the following representation: <ol style="list-style-type: none"> <li>a) The Mayor (or nominee) and one Councillors per ward appointed by Council;</li> <li>b) A maximum number of 12 CaLD community representatives (individuals differing according to religion, race, language and ethnicity). However, the maximum number of representatives can be reviewed by the Director Community and Place should a wider community representation be required;</li> <li>c) Community membership will be structure to provide diversity of cultural representation; and</li> <li>d) A maximum of four agencies or organisations who support community members within the CaLD community.</li> </ol> </li> <li>3.2 Community representatives are to be approved by the appropriate Director.</li> <li>3.3 Community membership will be structured to provide diversity of culture.</li> <li>3.4 Membership shall be for a period of up to two years, with retiring members eligible to apply.</li> <li>3.5 Members must comply with the City's Values and Code of Conduct;</li> <li>3.6 Consideration will not be given to any nomination received from a person who is currently serving as an Elected Member of a neighbouring council; and</li> <li>3.7 Membership will be reviewed should a community member be absent for more than three consecutive meetings without reason.</li> </ol>
<b>4. Operating procedures</b>	<ol style="list-style-type: none"> <li>4.1 The City's Community Development unit will coordinate all logistics for the Advisory Group and will attend meetings to provide advice and guidance on matters for consideration and the operations of the Advisory Group.</li> <li>4.2 A maximum of two additional guest attendees representing CaLD interests may be called upon to provide expert advice when required.</li> <li>4.3 Members should make every effort to attend scheduled meetings, however should circumstance prevent attendance the availability of conference calling can be made available (upon request).</li> <li>4.4 Chairperson: <ol style="list-style-type: none"> <li>a) The members of the Advisory Group are to elect a Chairperson and Deputy Chairperson from amongst themselves at the first meeting of the Group (for transparency and accountability Council officers should not be appointed to the position of Chairperson and Deputy Chairperson);</li> <li>b) The Chairperson will preside at all meetings;</li> <li>c) In the absence of the Chairperson, the Deputy Chairperson will</li> </ol> </li> </ol>

18/282687

18/282687

	<p>assume the chair, and in their absence, a person is to be elected by the Advisory Group members present to assume the Chair;</p> <p>d) The Chairperson is responsible for the proper conduct of the group.</p> <p>4.5 Meetings:</p> <p>a) The Advisory Group will meet at least four times per year, with dates of these meetings determined by the Advisory Group;</p> <p>b) All meeting dates are to be provided in Councillors' Clipboard and in the City of Wanneroo diary;</p> <p>c) The Notice of Meetings including an agenda will be circulated to the Advisory Group members (including Deputy Delegates) at least 72 hours prior to each meeting where possible;</p> <p>d) The Chairperson shall ensure that minutes of all meetings are kept and that copies are made available to all Advisory Group members (including Deputy Delegates) as soon as is practicable after the meeting;</p> <p>e) An Advisory Group outcome or recommendation will have effect if it is supported by general consensus of the meeting, or through a vote made by simple majority. A simple majority is the agreement of no less than half of the votes present at the meeting;</p> <p>f) In the event that a vote is taken, all endorsed members of the Advisory Group will have one vote. The Chairperson will have the casting vote and simple majority will prevail.</p> <p>4.6 Quorum A meeting can be conducted without a quorum if necessary. However, every endeavour should be made to achieve a quorum or at least to ensure a reasonable representation of members, particularly in circumstances where recommendations will be made for Council's consideration.</p> <p>4.7 Administration</p> <p>4.7.1 Administration Support Administration support, including catering for the Advisory Group will be provided by the City. That support person will be the Community Development Planner/s.</p> <p>4.7.2 Motions on Notice An Advisory Group member may raise at a meeting any business that the member considers appropriate and which is relevant to the purpose of the Advisory Group, in the form of a motion, of which seven days' notice has been given in writing to the Diversity Officer/s prior to the compilation of the Agenda for that meeting. An Administration Comment is to be added at the end of Motions on Notice and signed off by the appropriate Director.</p>
<b>5. Delegated Authority</b>	<p>5.1 The Advisory Group has no delegated power and has no authority to implement its recommendations without approval of Council;</p> <p>5.2 The Advisory Group has no delegated authority to commit Council to the expenditure of monies;</p> <p>5.3 Matters requiring Council consideration will be subject to separate specific reports to Council.</p>



18/282687

## TERMS OF REFERENCE

### Multicultural Advisory Group

*(Date of Council Adoption)*

### Terms of Reference

### ~~Multicultural Advisory Group~~

<b>Name:</b>	Multicultural Advisory Group
<b>Purpose</b>	<p>To provide a strong link between the City of Wanneroo (the City) and its culturally and linguistically diverse (CaLD) community by supporting the development and implementation of the City's Access and Inclusion Plan (AIP).</p> <p>The group will be engaged to support, provide advice and implement actions, where appropriate, on issues pertaining to the CaLD community.</p>
<b>Definition:</b>	<p><u><del>Advisory Group:</del> The role of an Advisory Group is to act in an Advisory capacity, providing the City's Administration and the Council with its views and/or proposals relevant to the objectives for which the group was established. It is put together to get opinions and make Recommendations and/ or provide key information and materials to the Council, usually of a strategic nature. It may be ongoing (standing) or ad hoc (one-time) in nature. In operation, the Advisory Group cannot direct City Employees, expend monies, direct Volunteers or do anything, which is the responsibility of the City.</u></p>
<b>Aims and Functions:</b>	<p>The City's Multicultural Advisory Group (the Advisory Group) will:</p> <ol style="list-style-type: none"> <li>1.1 Provide advice on the development and review of the City's AIP;</li> <li>1.2 Guide the City by identifying ideas and opportunities to support the implementation of actions outlined in the AIP;</li> <li>1.3 Broadly engage and communicate the views of the wider CaLD community in the City of Wanneroo;</li> <li>1.4 Comment on multicultural issues and opportunities within the City; and</li> <li>1.5 Provide input into, and be utilised as a reference group, for other City multicultural strategies, plans and engagement on a case by case basis.</li> </ol>
<b>Membership:</b>	<ul style="list-style-type: none"> <li>• <u>32.1</u> —The Advisory Group shall consist of the following representation: <ul style="list-style-type: none"> <li>• The Mayor (or nominee) and one Councillors per ward appointed by Council;</li> <li>• <u>Relevant City staff as per the responsibilities of their role;</u></li> <li>• A maximum number of 12 CaLD community representatives (individuals differing according to religion, race, language and ethnicity). However, the maximum number of representatives can be reviewed by the Director Community and Place should a wider community representation be required;</li> <li>• Community membership will be structure to provide diversity of cultural representation; and</li> <li>• A maximum of four agencies or organisations who support community members within the CaLD community.</li> </ul> </li> <li>• <u>23.2</u> —Community representatives are to be approved by the appropriate Director.</li> <li>• <u>32.3</u> —Community membership will be structured to provide diversity of culture.</li> <li>• <u>32.4</u> <u>Me Membership shall be for a period of up to two years terminating on the day of the Ordinary Council Elections, with retiring members eligible to</u></li> </ul>

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	<p><u>apply.</u>  <u>membership shall be for a period of up to two years, with retiring members eligible to apply.</u></p> <p><del>23.5</del> Members must comply with the City's Values and Code of Conduct;</p> <p><del>2.6</del> <u>The Advisory Group have authority to second individuals from outside of the Advisory Group, on a voluntary basis, for their expert advice.</u></p> <p><del>23.6</del> <del>7</del> Consideration will not be given to any nomination received from a person who is currently serving as an Elected Member of a neighbouring council; and</p> <p><del>23.7</del> <del>8</del> Membership will be reviewed should a community member be absent for more than three consecutive meetings without reason.</p>
Operating procedures:	<p><del>4.1</del> <del>The City's Community Development unit will coordinate all logistics for the Advisory Group and will attend meetings to provide advice and guidance on matters for consideration and the operations of the Advisory Group.</del></p> <p><del>4.2</del> <del>Guest attendees representing CaLD interests may be called upon to provide expert advice when required.</del></p> <p><del>4.2</del> <del>A maximum of two additional guest attendees representing CaLD interests may be called upon to provide expert advice when required.</del></p> <p><del>4.3</del> <del>Members should make every effort to attend scheduled meetings, however should circumstance prevent attendance the availability of conference calling can be made available (upon request).</del></p> <p><del>43.14</del> Chairperson:</p> <ol style="list-style-type: none"> <li>The members of the Advisory Group are to elect a <u>community representative</u> Chairperson and Deputy Chairperson from amongst themselves at the first meeting of the Group (for transparency and accountability <u>Elected Members or</u> Council officers should not be appointed to the position of Chairperson and Deputy Chairperson);</li> <li>The Chairperson will preside at all meetings;</li> <li>In the absence of the Chairperson, the Deputy Chairperson will assume the chair, and in their absence, a person is to be elected by the Advisory Group members present to assume the Chair;</li> <li>The Chairperson is responsible for the proper conduct of the group.</li> </ol> <p><del>43.25</del> Meetings:</p> <ol style="list-style-type: none"> <li>The Advisory Group will meet at least four times per year, with dates of these meetings determined by the Advisory Group;</li> <li><u>All meeting dates are to be provided in the Elected Members Diary in the 'Wanneroo Wrap' and in the City's Corporate Calendar. All meeting dates are to be provided in Councillors' Clipboard and in the City of Wanneroo diary;</u></li> <li>The Notice of Meetings including an agenda will be circulated to the Advisory Group members <del>(including Deputy Delegates)</del> at least 72 hours prior to each meeting where possible;</li> <li><u>Administration shall ensure that detailed Minutes of all meetings are kept and that copies are made available to all Group members as soon as practicable after the meeting. The Minutes are to be available for public inspection. The Chairperson shall ensure that minutes of all meetings are kept and that copies are made available to all Advisory Group members (including Deputy Delegates) as soon as is practicable after the meeting;</u></li> <li><u>Copies of all Minutes are to be forwarded electronically, through HPE Content Manager (the City's electronic record keeping system), to Council Support for filing in the Elected Members' Reading Room, and a copy placed on the Elected Members Hub Portal.</u></li> <li><u>All Agenda and Minute documentation to be generated through Council's Info Council software reporting system.</u></li> <li>An Advisory Group outcome or recommendation will have effect if it is</li> </ol>

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	<p>supported by general consensus of the meeting, or through a vote made by simple majority. A simple majority is the agreement of no less than half of the votes present at the meeting;</p> <p>f) In the event that a vote is taken, all endorsed members <u>(or the proxy attending in lieu of the Community Member)</u> of the Advisory Group will have one vote. The Chairperson will have the casting vote and simple majority will prevail.</p>
	<p>4.6 Quorum A meeting can be conducted without a quorum if necessary. However, every endeavour should be made to achieve a quorum <u>(50% of voting Delegates)</u> or at least to ensure a reasonable representation of members, particularly in circumstances where recommendations will be made for Council's consideration.</p> <p>4.7 Administration</p> <p>4.7.1 Administration Support <del>—Administration support, including catering for the Advisory Group will be provided by the City of Wanneroo. That support person will be a Community Development Planner. That support person will be the Community Development Planner/s.</del></p> <p>4.7.2 Motions on Notice An Advisory Group member may raise at a meeting any business that the member considers appropriate and which is relevant to the purpose of the Advisory Group, in the form of a motion, of which seven days' notice has been given in writing to the <u>Advisory Group Administrator Diversity Officer/s</u> prior to the compilation of the Agenda for that meeting.</p> <p><u>      </u> An Administration Comment is to be added at the end of Motions on Notice and signed off by the appropriate Director.</p>
Delegated Authority:	<p>5.1 The Advisory Group has no delegated power and has no authority to implement its recommendations without approval of Council;</p> <p>5.2 The Advisory Group has no delegated authority to commit Council to the expenditure of monies.;</p> <p>5.3 Matters requiring Council consideration will be subject to separate specific reports to Council.</p>

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**TERMS OF REFERENCE**  
***Multicultural Advisory Group***  
***(Date of Council Adoption)***

Name:	Multicultural Advisory Group
Role/Purpose:	To provide a strong link between the City of Wanneroo (the City) and its Culturally and Linguistically Diverse (CaLD) community by supporting the development and implementation of the City's Access and Inclusion Plan (AIP). The group will be engaged to support, provide advice and implement actions, where appropriate, on issues pertaining to the CaLD community.
Definition:	The role of an Advisory Group is to act in an Advisory capacity, providing the City's Administration and the Council with its views and/or proposals relevant to the objectives for which the group was established. It is put together to get opinions and make Recommendations and/ or provide key information and materials to the Council, usually of a strategic nature. It may be ongoing (standing) or ad hoc (one-time) in nature. In operation, the Advisory Group cannot direct City Employees, expend monies, direct Volunteers or do anything, which is the responsibility of the City.
Aims & Functions:	The City's Multicultural Advisory Group (the Advisory Group) will: 1.1 Provide advice on the development and review of the City's AIP; 1.2 Guide the City by identifying ideas and opportunities to support the implementation of actions outlined in the AIP; 1.3 Broadly engage and communicate the views of the wider CaLD community in the City of Wanneroo; 1.4 Comment on multicultural issues and opportunities within the City; and 1.5 Provide input into, and be utilised as a reference group, for other City multicultural strategies, plans and engagement on a case by case basis.
Membership:	2.1 The Advisory Group shall consist of the following representation: <ul style="list-style-type: none"> <li>• The Mayor (or nominee) and one Councillor representative per ward appointed by Council;</li> <li>• Relevant City staff as per the responsibilities of their role;</li> <li>• A maximum of 12 CaLD community representatives (individuals differing according to religion, race, language and ethnicity). However, the maximum number of representatives can be reviewed by the Director Community and Place should a wider community representation be required.</li> <li>• A maximum of four agencies or organisations that support community members within the CaLD community.</li> </ul> 2.2 Community representatives are to be approved by the appropriate Director. 2.3 Community membership will be structured to provide diversity of culture. 2.4 Membership shall be for a period of up to two years terminating on the day of the Ordinary Council Elections, with retiring members eligible to apply. 2.5 Members must comply with the City's Code of Conduct. 2.6 The Advisory Group have authority to second individuals from outside of the Advisory Group, on a voluntary basis, for their expert advice. 2.7 Consideration will not be given to any nomination received from a person who is currently serving as an Elected Member of a neighbouring Council.

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	2.8 Membership will be reviewed should a community member be absent for more than three consecutive meetings without reason.
Operating procedures:	<p>3.1 Chairperson:</p> <ul style="list-style-type: none"> <li>a) The members of the Advisory Group are to elect a community representative Chairperson and Deputy Chairperson from amongst themselves at the first meeting of the Group. (For transparency and accountability it is recommended that Elected Members or City Officer's not be appointed to the position of Chairperson and Deputy Chairperson.)</li> <li>b) The Chairperson will preside at all meetings.</li> <li>c) In the absence of the Chairperson, the Deputy Chairperson will assume the Chair, and in their absence, a person is to be elected by the Advisory Group present to assume the Chair.</li> <li>d) The Chairperson is responsible for the proper conduct of the Advisory Group.</li> </ul> <p>3.2 Meetings:</p> <ul style="list-style-type: none"> <li>a) The Advisory Group shall meet at least four times per year, with dates of these meetings determined by the Advisory Group.</li> <li>b) All meeting dates are to be provided in the Elected Members Diary in the 'Wanneroo Wrap' and in the City's Corporate Calendar.</li> <li>c) A Notice of Meetings including an Agenda to be circulated to the Group members at least 72 hours prior to each meeting where possible.</li> <li>d) Administration shall ensure that detailed Minutes of all meetings are kept and that copies are made available to all Group members as soon as practicable after the meeting. The Minutes are to be available for public inspection.</li> <li>e) Copies of all Minutes are to be forwarded electronically, through HPE Content Manager (the City's electronic record keeping system), to Council Support for filing in the Elected Members' Reading Room, and a copy placed on the Elected Members Hub Portal.</li> <li>f) All Agenda and Minute documentation to be generated through Council's Info Council software reporting system.</li> <li>g) An Advisory Group outcome or recommendation will have effect if it is supported by general consensus of the meeting or through a vote made by simple majority. A simple majority is the agreement of not less than half of the votes present at the meeting.</li> <li>h) In the event that a vote is taken, all endorsed members (or the proxy attending in lieu of the Community Member) of the Advisory Group will have one vote. The Chairperson will have the casting vote and simple majority will prevail.</li> </ul> <p>3.6 Quorum: A meeting can be conducted without a quorum if necessary. However, every endeavour should be made to achieve a quorum (50% of voting Delegates) or at least to ensure a reasonable spread of representation in the Group. Particularly in circumstances where Recommendations will be made for Councils consideration.</p> <p>3.7 Administration:</p> <p>3.7.1 Advisory Group Administrator Support Administration support for the Advisory Group will be provided by the City of Wanneroo. That support person will be a Community Development Planner.</p> <p>3.7.2 Motions on Notice A Group member may raise at a meeting any business that the member considers appropriate and which is relevant to the purpose of the Committee, in the form of a Motion, of which seven days notice has been given in writing to the Advisory Group Administrator prior to the</p>

	compilation of the Agenda for that meeting. An Administration Comment is to be added at the end of Motions on Notice and signed off by the appropriate Director.
Delegated Authority:	<p>4.1 The Advisory Group has no delegated power and has no authority to implement its recommendations without approval of Council.</p> <p>4.2 The Advisory Group has no delegated authority to commit Council to the expenditure of monies.</p> <p>4.3 Matters requiring Council consideration will be subject to separate specific reports to Council.</p>



## TERMS OF REFERENCE

### Reconciliation Action Plan Working Group

CD01-07/10, CD01-04/11, CD04-06/11, CD01-02/12

Name:	Reconciliation Action Plan Working Group (the RAP Working Group)
Role/Purpose:	To support in the development and tracking of progress of actions contained in the City of Wanneroo Reconciliation Action Plan (RAP); providing guidance and advice to the City in areas pertaining to Aboriginal and Torres Strait Islander community with the aim of long-term and genuine engagement with the Aboriginal and Torres Strait Islander community in Wanneroo.
Aims & Functions:	<p>The Working Group will:</p> <ol style="list-style-type: none"> <li>1.1 Recommend to Council no less than two short term and two long-term goals for each of the three pillars of a new RAP, being Relationships, Respect and Opportunities.</li> <li>1.2 Broadly consult and communicate the views of the wider Aboriginal and Torres Strait Islander community in Wanneroo on the proposed actions as part of the RAP consultation and engagement process.</li> <li>1.3 To the best of its ability, ensure objectivity and the best interests of the broader Aboriginal and Torres Strait Islander community in Wanneroo during Working Group discussions.</li> <li>1.4 Assist Council to identify and provide guidance on any issues affecting Aboriginal and Torres Strait Islander community and culture where and when appropriate, and inform the development of strategies relating to these issues.</li> </ol>
Membership:	<ol style="list-style-type: none"> <li>2.1 The Working Group shall consist of the following representation: <ul style="list-style-type: none"> <li>• Up to three Elected Members appointed by Council;</li> <li>• Council Officers (Coordinator Community Links; Community Development Officer, Aboriginal and Torres Strait Islander staff persons); plus</li> <li>• A maximum of sixteen representatives, preferably Aboriginal and Torres Strait Islander community leaders and including, where possible, Aboriginal and Torres Strait Islander youth.</li> </ul> </li> <li>2.2 Membership shall be for a period of up to two years terminating on the day of the Ordinary Council elections , with retiring members eligible to re-apply.</li> <li>2.3 Members must comply with the City's Code of Conduct.</li> <li>2.4 The Working Group has authority to second individuals from outside of the Working Group, on a voluntary basis, for their expert advice.</li> <li>2.5 Consideration will not be given to any nomination received from a person who is currently serving as an elected member of a neighbouring council.</li> </ol>
Operating procedures:	<ol style="list-style-type: none"> <li>3.1 Chairperson: <ol style="list-style-type: none"> <li>a) The members of a Working Group are to elect a Chairperson and Deputy Chairperson from amongst themselves at the first meeting of the Group. (For transparency and accountability Council officers should not be appointed to the position of Chairperson and Deputy Chairperson.)</li> <li>b) The Chairperson will preside at all meetings.</li> <li>c) In the absence of the Chairperson, the Deputy Chairperson will</li> </ol> </li> </ol>

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	<p>assume the chair, and in their absence, a person is to be elected by the Working Group members present to assume the Chair.</p> <p>d) The Chairperson is responsible for the proper conduct of the Working Group.</p> <p>3.2 Meetings:</p> <p>a) The Working Group shall meet on a regular basis as determined by the nominated Group members.</p> <p>b) All meeting dates are to be provided in Councillors' Clipboard and in the City of Wanneroo diary.</p> <p>c) A Notice of Meetings including an agenda will be circulated to the Working Group members (including deputy delegates) at least 72 hours prior to each meeting where possible.</p> <p>d) The Chairperson shall ensure that minutes of all meetings are kept and that copies are made available to all Working Group members (including deputy delegates) as soon as is practicable after the meeting. The minutes are to be available for public inspection.</p> <p>e) Copies of all agendas and minutes are to be forwarded electronically through TRIM the City's electronic record keeping system to Governance for filing in the Elected Members' Reading Room.</p> <p>f) All agenda and minute documentation is to be generated through Council's Infocouncil software reporting system.</p> <p>g) A Working Group outcome or recommendation will have effect if it is supported by general consensus of the meeting, or through a vote made by simple majority. A simple majority is the agreement of not less than half of the votes present at the meeting.</p> <p>h) In the event that a vote is taken, all endorsed members of the Working Group will have one vote. The Chairperson will have the casting vote and simple majority will prevail.</p> <p>3.3 Quorum: A meeting can be conducted without a quorum if necessary. However, every endeavour should be made to achieve a quorum or at least to ensure a reasonable spread of representation, particularly in circumstances where recommendations will be made for Council's consideration.</p> <p>3.4 Administration:</p> <p>3.4.1 Administration Support Administration support for the committee will be provided by the City of Wanneroo. That support person will be a Community Development Officer.</p> <p>3.4.2 Motions on Notice A Working Group member may raise at a meeting any business that the member considers appropriate and which is relevant to the purpose of the Working Group, in the form of a motion, of which 7 days notice has been given in writing to the Administration Officer prior to the compilation of the Agenda for that meeting. An Administration Comment is to be added at the end of Motions on Notice and signed off by the appropriate Director.</p>
Delegated Authority:	<p>4.1 The Working Group has no delegated power and has no authority to implement its recommendations without approval of Council.</p> <p>4.2 The Working Group has no delegated authority to commit Council to the expenditure of monies.</p> <p>4.3 Matters requiring Council consideration will be subject to separate specific reports to Council.</p>



## TERMS OF REFERENCE

Reconciliation Action Plan Advisory Working Group

CD01-07/10, CD01-04/11, CD04-06/11, CD01-02/12

Name:	Reconciliation Action Plan <u>Advisory Working</u> Group (the RAP <u>Working Advisory</u> Group)
Role/Purpose:	To support <del>in</del> the development <u>and implementation of and tracking of progress of actions contained in</u> the City of Wanneroo's (the City) Reconciliation Action Plan <u>by (RAP)</u> ; providing guidance and advice to the City in areas pertaining to <u>the</u> Aboriginal and Torres Strait Islander community; with the aim of long-term <u>and</u> genuine engagement <u>between this community and the individuals from a non-Aboriginal background</u> <u>with the Aboriginal and Torres Strait Islander community in Wanneroo</u>
Definitions	<p>The role of an Advisory Group is to act in an Advisory capacity, providing the City's Administration and the Council with its views and/or proposals relevant to the objectives for which the group was established.</p> <p>It is put together to get opinions and make Recommendations and/ or provide key information and materials to the Council, usually of a strategic nature. It may be ongoing (standing) or ad hoc (one-time) in nature. In operation, the Advisory Group cannot direct City Employees, expend monies, direct Volunteers or do anything, which is the responsibility of the City.</p>
Aims & Functions:	<p>The <u>Advisory Working</u> Group will:</p> <ol style="list-style-type: none"> <li>1.1 <u>Provide support on the development and review of the City's RAP. Recommend to Council no less than two short term and two long term goals for each of the three pillars of the RAP, being Relationships, Respect and Opportunities.</u></li> <li>1.2 Broadly consult and communicate the views of the wider Aboriginal and Torres Strait Islander community in Wanneroo <u>with regards to RAP, on the proposed goals as part of the RAP consultation and engagement process.</u></li> <li>1.3 To the best of its ability, ensure objectivity and the best interests of the broader Aboriginal and Torres Strait Islander community in Wanneroo <u>during Working Group discussions.</u></li> <li>1.4 Assist <u>the City Council</u> to identify <u>any</u> issues affecting Aboriginal and Torres Strait Islander community and culture, <u>and inform where and when appropriate and</u> the development of strategies relating to these issues.</li> </ol>
Membership:	<ol style="list-style-type: none"> <li>2.1 The <u>Advisory Working</u> Group shall consist of the following representation: <ul style="list-style-type: none"> <li>• <u>Council representatives appointed by Council, including the Mayor (or nominee) and u</u>Up to three Elected Members <u>appointed by Council</u>;</li> <li>• <u>Relevant City staff as per the responsibility of their role: and Council Officers (Coordinator Community Links; Community Development Officer, Aboriginal and Torres Strait Islander staff persons); plus</u></li> <li>• A maximum of sixteen representatives, preferably Aboriginal and Torres Strait Islander community leaders and including, where possible, Aboriginal and Torres Strait Islander youth.</li> </ul> </li> <li>2.2 <u>Community representatives are to be approved by the appropriate Director;</u></li> </ol>

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	<p><u>2.3</u> Membership shall be for a period of up to two years terminating on the day of the Ordinary Council elections, with retiring members eligible to <del>re-</del> apply.</p> <p><del>2.43</del> Members must comply with the City's Code of Conduct.</p> <p><del>2.54</del> The <del>AdvisoryWorking</del> Group has authority to second individuals from outside of the <del>AdvisoryWorking</del> Group, on a voluntary basis, for their expert advice.</p> <p><del>2.65</del> Consideration will not be given to any nomination received from a person who is currently serving as an elected member of a neighbouring council.</p>
Operating procedures:	<p>3.1 Chairperson:</p> <p>a) The members of an <del>AdvisoryWorking</del> Group are to elect a <u>community representative</u> Chairperson and Deputy Chairperson from amongst themselves at the first meeting of the Group. (For transparency and accountability, <del>Elected Members and -CityCouncil Officers</del> should not be appointed to the position of Chairperson and Deputy Chairperson.)</p> <p>b) The Chairperson will preside at all meetings.</p> <p>c) In the absence of the Chairperson, the Deputy Chairperson will assume the chair, and in their absence, a person is to be elected by the <del>AdvisoryWorking</del> Group members present to assume the Chair.</p> <p>d) The Chairperson is responsible for the proper conduct of the <del>Working Advisory</del> Group.</p> <p>3.2 Meetings:</p> <p>a) The <del>AdvisoryWorking</del> Group shall meet <u>at least four times per year, with dates of those meetings on a regular basis as</u> determined by the <del>nominated-Advisory</del> Group members.</p> <p>b) All meeting dates are to be provided in <u>the Elected Member's Diary in the 'Wanneroo Wrap' and in the City's Corporate Calendar, Councillors' Clipboard and in the City of Wanneroo diary.</u></p> <p>c) A Notice of Meetings including an <u>Agenda</u> will be circulated to the Working Group members <del>(including Ddeputy Ddelegates)</del> at least 72 hours prior to each meeting where possible.</p> <p>d) <del>The ChairpersonAdministration</del> shall ensure that <u>Mminutes</u> of all meetings are kept and that copies are made available to all <del>AdvisoryWorking</del> Group members <del>(including Ddeputy Ddelegates)</del> as soon as is practicable after the meeting. The <u>Mminutes</u> are to be available for public inspection.</p> <p>e) Copies of all agendas and minutes are to be forwarded electronically through <u>HPE Content ManagerTRIM</u> (the City's electronic record keeping system) to <u>Governance-Council Support</u> for filing in the Elected Members' Reading Room, <u>and a copy placed on the Elected Members Hub.</u></p> <p>f) All <u>Agenda</u> and <u>Mminute</u> documentation is to be generated through Council's Infocouncil software reporting system.</p> <p>g) <u>A Group Recommendation does not have effect, unless it has been made by simple majority. A simple majority is the agreement of not less than half of the votes present at the meeting. A Working Group outcome or recommendation will have effect if it is supported by general consensus of the meeting, or through a vote made by simple majority. A simple majority is the agreement of not less than half of the votes present at the meeting.</u></p> <p>h) In the event that a vote is taken, <u>all endorsed members (or the proxy attending in lieu of the Community Member)</u> of the <del>AdvisoryWorking</del> Group will have one vote. The Chairperson will have the casting vote and simple majority will prevail.</p> <p>3.3 Quorum:</p>

	<p>A meeting can be conducted without a quorum if necessary. However, every endeavour should be made to achieve a quorum <u>(50% of voting Delegates)</u> or at least to ensure a reasonable spread of representation <u>in the Group</u>. <del>P</del> particularly in circumstances where recommendations will be made for Council's consideration.</p> <p>3.4 Administration:</p> <p>3.4.1 <del>Advisory Group</del> <del>Administration</del> Support:  <u>An Advisory Group</u> <del>Administration</del> support for the <del>committee</del> Group will be provided by the City of Wanneroo. <del>—</del> That support person will be Community Development <del>Planner</del> <u>Officer</u>.</p> <p>3.4.2 Motions on Notice  A <del>Working</del> Group member may raise at a meeting any business that the member considers appropriate and which is relevant to the purpose of the <del>Working</del> <u>Advisory</u> Group, in the form of a <del>M</del>otion, of which <del>seven</del> <u>7</u> days' notice has been given in writing to the <del>Administration</del> <del>Officer</del> <u>Group Administrator</u> prior to the compilation of the Agenda for that meeting.</p> <p>An Administration Comment is to be added at the end of Motions on Notice and signed off by the appropriate Director.</p>
Delegated Authority:	<p>4.1 The <del>Advisory</del> <u>Working</u> Group has no delegated power and has no authority to implement its recommendations without approval of Council.</p> <p>4.2 The <del>Advisory</del> <u>Working</u> Group has no delegated authority to commit Council to the expenditure of monies.</p> <p>4.3 Matters requiring Council consideration will be subject to separate specific reports to Council.</p>



## TERMS OF REFERENCE

### Reconciliation Action Plan Advisory Group

CD01-07/10, CD01-04/11, CD04-06/11, CD01-02/12

Name:	Reconciliation Action Plan Advisory Group (the RAP Advisory Group)
Role/Purpose:	To support the development and implementation of the City of Wanneroo's (the City) Reconciliation Action Plan by providing guidance and advice to the City in areas pertaining to the Aboriginal and Torres Strait Islander community; with the aim of long-term, genuine engagement between this community and the individuals from a non-Aboriginal background.
Definitions	<p>The role of an Advisory Group is to act in an Advisory capacity, providing the City's Administration and the Council with its views and/or proposals relevant to the objectives for which the group was established.</p> <p>It is put together to get opinions and make Recommendations and/ or provide key information and materials to the Council, usually of a strategic nature. It may be ongoing (standing) or ad hoc (one-time) in nature. In operation, the Advisory Group cannot direct City Employees, expend monies, direct Volunteers or do anything, which is the responsibility of the City.</p>
Aims & Functions:	<p>The Advisory Group will:</p> <ol style="list-style-type: none"> <li>1.1 Provide support on the development and review of the City's RAP.</li> <li>1.2 Broadly consult and communicate the views of the wider Aboriginal and Torres Strait Islander community in Wanneroo with regards to RAP.</li> <li>1.3 To the best of its ability, ensure objectivity and the best interests of the broader Aboriginal and Torres Strait Islander community in Wanneroo.</li> <li>1.4 Assist the City to identify issues affecting Aboriginal and Torres Strait Islander community and culture, and inform the development of strategies relating to these issues.</li> </ol>
Membership:	<ol style="list-style-type: none"> <li>2.1 The Advisory Group shall consist of the following representation: <ul style="list-style-type: none"> <li>• Council representatives appointed by Council, including the Mayor (or nominee) and up to three Elected Members;</li> <li>• Relevant City staff as per the responsibility of their role; and</li> <li>• A maximum of sixteen representatives, preferably Aboriginal and Torres Strait Islander community leaders and including, where possible, Aboriginal and Torres Strait Islander youth.</li> </ul> </li> <li>2.2 Community representatives are to be approved by the appropriate Director;</li> <li>2.3 Membership shall be for a period of up to two years terminating on the day of the Ordinary Council elections, with retiring members eligible to apply;</li> <li>2.4 Members must comply with the City's Code of Conduct;</li> <li>2.5 The Advisory Group has authority to second individuals from outside of the Advisory Group, on a voluntary basis, for their expert advice;</li> <li>2.6 Consideration will not be given to any nomination received from a person who is currently serving as an elected member of a neighbouring council.</li> </ol>

Operating procedures:	<p>3.1 Chairperson:</p> <ul style="list-style-type: none"> <li>a) The members of an Advisory Group are to elect a community representative Chairperson and Deputy Chairperson from amongst themselves at the first meeting of the Group. (For transparency and accountability, Elected Members and City Officers should not be appointed to the position of Chairperson and Deputy Chairperson.)</li> <li>b) The Chairperson will preside at all meetings.</li> <li>c) In the absence of the Chairperson, the Deputy Chairperson will assume the chair, and in their absence, a person is to be elected by the Advisory Group members present to assume the Chair.</li> <li>d) The Chairperson is responsible for the proper conduct of the Advisory Group.</li> </ul> <p>3.2 Meetings:</p> <ul style="list-style-type: none"> <li>a) The Advisory Group shall meet at least four times per year, with dates of those meetings determined by the Advisory Group members.</li> <li>b) All meeting dates are to be provided in the Elected Member's Diary in the 'Wanneroo Wrap' and in the City's Corporate Calendar.</li> <li>c) A Notice of Meetings including an Agenda will be circulated to the Working Group members at least 72 hours prior to each meeting where possible.</li> <li>d) Administration shall ensure that Minutes of all meetings are kept and that copies are made available to all Advisory Group members as soon as is practicable after the meeting. The Minutes are to be available for public inspection.</li> <li>e) Copies of all agendas and minutes are to be forwarded electronically through HPE Content Manager (the City's electronic record keeping system) to Council Support for filing in the Elected Members' Reading Room, and a copy placed on the Elected Members Hub</li> <li>f) All Agenda and Minute documentation is to be generated through Council's Infocouncil software reporting system.</li> <li>g) A Group Recommendation does not have effect, unless it has been made by simple majority. A simple majority is the agreement of not less than half of the votes present at the meeting.</li> <li>h) In the event that a vote is taken, all endorsed members (or the proxy attending in lieu of the Community Member) of the Advisory Group will have one vote. The Chairperson will have the casting vote and simple majority will prevail.</li> </ul> <p>3.3 Quorum:</p> <p>A meeting can be conducted without a quorum if necessary. However, every endeavour should be made to achieve a quorum (50% of voting Delegates) or at least to ensure a reasonable spread of representation in the Group. Particularly in circumstances where recommendations will be made for Council's consideration.</p> <p>3.4 Administration:</p> <p>3.4.1 Advisory Group Administrator Support:</p> <p>An Advisory Group Administrator for the Group will be provided by the City of Wanneroo. That support person will be Community Development Planner.</p> <p>3.4.2 Motions on Notice</p> <p>A Group member may raise at a meeting any business that the member considers appropriate and which is relevant to the purpose of the Advisory Group, in the form of a Motion, of which seven days' notice has been given in writing to the Group Administrator prior to the compilation of the Agenda for that meeting.</p>
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	An Administration Comment is to be added at the end of Motions on Notice and signed off by the appropriate Director.
Delegated Authority:	<p>4.1 The Advisory Group has no delegated power and has no authority to implement its recommendations without approval of Council.</p> <p>4.2 The Advisory Group has no delegated authority to commit Council to the expenditure of monies.</p> <p>4.3 Matters requiring Council consideration will be subject to separate specific reports to Council.</p>

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**CP06-06/20      National Redress - Participation of Local Government**

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File Ref: 32318 – 20/174497  
Responsible Officer: Director Community and Place  
Disclosure of Interest: Nil  
Attachments: Nil

**Issue**

To consider the City's participation as a State Government institution in the National Redress Scheme in response to the Royal Commission into Institutional Responses to Child Sexual Abuse.

**Background**

The Royal Commission into Institutional Responses to Child Sexual Abuse (Royal Commission) was established in 2013 to investigate failures of public and private institutions to protect children from sexual abuse. The Royal Commission released three reports throughout the inquiry:

- Working with Children Checks (August 2015);
- Redress and Civil Litigation (September 2015);
- Criminal Justice (August 2017).

The Royal Commission's Final Report (15 December 2017) incorporated findings and recommendations of the three previous reports and contained a total of 409 recommendations, of which 310 are applicable to the Western Australian Government and the broader WA community.

The implications of the Royal Commission's recommendations are twofold: the first is accountability for historical breaches in the duty of care that occurred before 1 July 2018 within any institution; the second is future-facing, ensuring better child safe approaches are implemented holistically moving forward.

The scope of this report addresses the historical element of institutional child sexual abuse through the National Redress Scheme. All levels of Australian society (including the WA Local Government sector and the City) will be required to consider leading practice approaches to child safeguarding separately in the future.

**National Redress Scheme**

The Royal Commission's *Redress and Civil Litigation (September 2015)* Report recommended the establishment of a single National Redress Scheme (the Scheme) to recognise the harm suffered by survivors of institutional child sexual abuse.

The Scheme acknowledges that children were sexually abused, recognises the suffering endured, holds institutions accountable and helps those who have been abused access counselling, psychological services, an apology and a redress payment.

The Scheme commenced on 1 July 2018, will run for 10 years and offers eligible applicants three elements of Redress:

- A direct personal response (apology) from the responsible institution, if requested;
- Funds to access counselling and psychological care; and
- A monetary payment of up to \$150,000.

All State and Territory Governments and many major non-government organisations and church groups have joined the Scheme. The WA Parliament has passed the legislation for the Government and WA based non-government organisations to participate in the National Redress Scheme. The Western Australian Government (the State) started participating in the Scheme from 1 January 2019.

Under the *National Redress Scheme for Institutional Child Sexual Abuse Act 2018* (Cth), Local Governments may be considered a State Government institution.<sup>1</sup>

A decision was made at the time of joining the Scheme to exclude WA Local Governments from the State Government's participation declaration. This was to allow consultation to occur with the sector about the Scheme, and for fuller consideration of how the WA Local Government sector could best participate.

## Detail

Following extensive consultation, the State Government (December 2019):

- Noted the consultations undertaken to date with the WA Local Government sector about the National Redress Scheme;
- Noted the options for WA Local Government participation in the Scheme;
- Agreed to Local Governments participating in the Scheme as State Government institutions, with the State Government covering payments to the survivor; and
- Agrees to the Department of Local Government, Sport and Cultural Industries (DLGSC) leading further negotiations with the WA Local Government sector regarding Local Government funding costs, other than payments to the survivor including counselling, legal and administrative costs.

The following will be covered for Local Governments participating in the Scheme as a State Government institution and part of the State's declaration:

- Redress monetary payment provided to the survivor;
- Costs in relation to counselling, legal and administration (including the coordination of requests for information and record keeping in accordance with the *State Records Act 2000*); and
- Trained staff to coordinate and facilitate a Direct Personal Response (DPR – Apology) to the survivor if requested (on a fee for service basis with costs to be covered by the individual Local Government – see below for further explanation).

State Government financial support for Local Government participation in the Scheme, as set out, will ensure that Redress is available to as many WA survivors of institutional child sexual abuse as possible.

Individual Local Governments participating in the Scheme as a State Government institution will be responsible for:

- Providing the State with the necessary (facilities and services) information to participate in the Scheme;
- Resources and costs associated with gathering their own (internal) information and providing that information (Request for Information) to the State (if they receive a Redress application); and
- Costs associated with the delivery of a DPR (apology), if requested (based on a standard service fee, plus travel and accommodation depending on the survivor's

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<sup>1</sup> Section 111(1)(b).

circumstance). The State's decision includes that all requested DPR's will be coordinated and facilitated by the Redress Coordination Unit – Department of Justice, on every occasion.

The WALGA State Council meeting of 4 March 2020:

- “1. Acknowledged the State Government's decision to include the participation of Local Governments in the National Redress Scheme as part of the State's declaration;*
- 2. Endorsed the negotiation of a Memorandum of Understanding and Template Service Agreement with the State Government, and*
- 3. Endorsed by Flying Minute the Memorandum of Understanding prior to execution, in order to uphold requirements to respond within legislative timeframes.”*

The State and WALGA will sign a Memorandum of Understanding to reflect the principles of WA Local Governments participating in the Scheme as State Government institutions and being part of the State's declaration.

State agencies (led by DLGSC), WALGA and Local Government Professionals WA will support all local governments to prepare to participate in the Scheme from 1 July 2020 (or earlier, subject to completing the necessary arrangements).

The State's decision allows for the WA Government's Scheme participation declaration to be amended to include Local Governments and this report seeks endorsement of the City's participation in the Scheme.

As an independent entity and for absolute clarity, it is essential that the City formally indicates via a decision of Council, the intention to be considered a State Government institution (for the purposes on the National Redress Scheme) and be included in the WA Government's amended participation declaration.

The City will not be included in the State's amended declaration unless it formally decides to be included.

The financial and administrative coverage offered by the State will only be afforded to WA Local Governments that join the Scheme as a State Government institution, as part of the State's amended declaration.

The option also exists for the City to formally decide not to participate in the Scheme (either individually or as part of the State's declaration).

Should the City formally decide (via a resolution of Council) not to participate with the State or in the Scheme altogether, considerations for the City include:

- Divergence from the Commonwealth, State, WALGA and the broader Local Government sector's position on the Scheme (noting the Commonwealth's preparedness to name-and-shame non-participating organisations);
- Potential reputational damage at a State, sector and community level;
- Complete removal of the State's coverage of costs and administrative support, with the City having full responsibility and liability for any potential claim;
- Acknowledgement that the only remaining method of redress for a victim and survivor would be through civil litigation, with no upper limit, posing a significant financial risk to the City.

#### Considerations for the City of Wanneroo

Detailed below is a list of considerations for the City to participate in the Scheme:

1. Executing a Service Agreement

All Royal Commission information is confidential, and it is not known if the City will receive a Redress application. A Service Agreement will only be executed if the City receives a Redress application.

The City needs to give authority to an appropriate position/officer to execute a service agreement with the State, if a Redress application is received. Timeframes for responding to a Request for Information are three weeks for priority applications and seven weeks for non-priority applications. A priority application timeframe will be outside most Council meeting cycles and therefore it is necessary to provide the authorisation to execute an agreement in advance.

2. Reporting to Council if/when an application is received

Council will receive a confidential report, notifying when a Redress application has been received. All information in the report will be de-identified but will make Council aware that an application has been received.

3. Application Processing/Staffing and Confidentiality

Administratively the City will determine:

- Which position(s) will be responsible for receiving applications and responding to Requests for Information;
- Support mechanisms for staff members processing Requests for Information.

The appointed person(s) will have a level of seniority in order to understand the magnitude of the undertaking and to manage the potential conflicts of interest and confidentiality requirements

4. Record Keeping

The State Records Office advised (April 2019) all relevant agencies, including Local Governments, of a 'disposal freeze' initiated under the *State Records Act 2000* (the Act) to protect past and current records that may be relevant to actual and alleged incidents of child sexual abuse. The City's record keeping practices as a result, have been modified to ensure the secure protection and retention of relevant records. These records (or part thereof) may be required to be provided to the State's Redress Coordination Unit in relation to a Redress application.

The Redress Coordination Unit (Department of Justice) is the state record holder for Redress and will keep copies of all documentation and RFI responses. Local Governments will be required to keep their own records regarding a Redress application in a confidential and secure manner, and in line with all requirements in *The Act*.

5. Redress Decisions

The City should note that decisions regarding Redress applicant eligibility and the responsible institution(s) are made by Independent Decision Makers, based on the information received by the applicant and any RFI responses. The State Government and the City do not have any influence on the decision made and there is no right of appeal.

## **Consultation**

The State, through the Department of Local Government, Sport and Cultural Industries (DLGSC), consulted with the WA Local Government sector and other key stakeholders on the Royal Commission into Institutional Responses to Child Sexual Abuse (in 2018) and the National Redress Scheme (in 2019).

The consultation throughout 2019 has focused on the National Redress Scheme with the aim of:

- raising awareness about the Scheme;
- identifying whether WA Local Governments are considering participating in the Scheme;
- identifying how participation may be facilitated; and
- enabling advice to be provided to Government on the longer-term participation of WA Local Governments.

It was apparent from the consultations Local Governments were most commonly concerned about the:

- potential cost of Redress payments;
- availability of historical information;
- capacity of Local Governments to provide a Direct Personal Response (apology) if requested by Redress recipients;
- process and obligations relating to maintaining confidentiality if Redress applications are received, particularly in small Local Governments;
- lack of insurance coverage of Redress payments by LGIS, meaning Local Governments would need to self-fund participation and Redress payments.

LGIS published and distributed an update (April 2019) regarding the considerations and (potential) liability position of the WA Local Government sector in relation to the National Redress Scheme.

The WALGA State Council meeting on 3 July 2019 recommended that:

- “1. *WA Local Government participation in the State's National Redress Scheme declaration with full financial coverage by the State Government, be endorsed in principle, noting that further engagement with the sector will occur in the second half of 2019.*
2. *WALGA continue to promote awareness of the National Redress Scheme and note that Local Governments may wish to join the Scheme in the future to demonstrate a commitment to the victims of institutional child sexual abuse.*”

DLGSC representatives presented at a WALGA hosted webinar on 18 February 2020 and presented at all WALGA Zone meetings in late February 2020.

The State's decision, in particular to cover the costs/payments to the survivor, has taken into account the feedback provided by Local Governments during the consultation detailed above.

## **Comment**

The financial and administrative coverage offered by the State Government will only be afforded to WA Local Governments that decide via a resolution of Council, to join the National Redress Scheme as a State Government institution. DLGSC has requested the Council resolution from all WA Local Governments by 31 May 2020, however the City has been granted an extension until 3 June 2020 to allow for this report to be presented at the Ordinary Council Meeting.

## **Statutory Compliance**

The City in agreeing to join the Scheme is required to adhere to legislative requirements set out in the *National Redress Scheme for Institutional Child Sexual Abuse Act 2018* (Cth).



Authorisation of an appropriately appointed person to execute a service agreement with the State, if a Redress application is received, will be in accordance with s.9.49A(4) of the *Local Government Act 1995*.

## Strategic Implications

The proposal aligns with the following objective within the Strategic Community Plan 2017 – 2027:

“4 Civic Leadership

4.2 Good Governance

4.2.1 Provide transparent and accountable governance and leadership”

## Risk Management Considerations

Risk Title	Risk Rating
ST-G09 Long Term Financial Planning	Moderate
Accountability	Action Planning Option
Director Corporate Strategy and Performance	Manage

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

Risk Title	Risk Rating
CO-001 Relationship Management	Moderate
Accountability	Action Planning Option
Director Corporate Strategy and Performance and Director Community and Place	Manage

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

## Policy Implications

All levels of Australian society (including the WA Local Government sector and the City) will be required to consider leading practice approaches to child safeguarding separately in the future, inclusive of possible policy review and/or development.

## Financial Implications

The State's decision will cover the following financial costs for Local Governments:

- Redress monetary payment provided to the survivor;
- Costs in relation to counselling, legal and administration (including the coordination or requests for information and record keeping); and
- Trained staff to coordinate and facilitate a Direct Personal Response (DPR – Apology) to the survivor if requested (on a fee for service basis with costs to be covered by the individual Local Government).

The only financial cost the Local Government may incur will be the payment of the DPR's, which is on an 'as requested' basis by the survivor. This will be based on the standard service fee of \$3,000 plus travel and accommodation depending on the survivor's

circumstances. All requested DPR's will be coordinated and facilitated by the Redress Coordination Unit at the Department of Justice.

The State's decision also mitigates a significant financial risk to the Local Government in terms of waiving rights to future claims. Accepting an offer of redress has the effect of releasing the responsible participating organisation and their officials (other than the abuser/s) from civil liability for instances of sexual abuse and related non-sexual abuse of the person that is within the scope of the Scheme. This means that the person who receives redress through the Scheme, agrees to not bring or continue any civil claims against the responsible participating organisation in relation to any abuse within the scope of the Scheme.

### **Voting Requirements**

Simple Majority

### **Recommendation**

**That Council:-**

- 1. ENDORSES the participation of the City of Wanneroo in the National Redress Scheme as a State Government institution and included as part of the State Government's declaration; and**
- 2. AUTHORISES the Chief Executive Officer to execute a service agreement with the State, if a Redress application is received.**

*Attachments: Nil*

## **Corporate Strategy & Performance**

### **Business & Finance**

#### **CS01-06/20 Financial Activity Statement for the period ended 30 April 2020**

File Ref:	30724V05 – 20/175825
Responsible Officer:	Director Corporate Strategy & Performance
Disclosure of Interest:	Nil
Attachments:	6

### **Issue**

To consider the Financial Activity Statement for the period ended 30 April 2020.

### **Background**

In accordance with *Local Government (Financial Management) Regulations 1996*, the Financial Activity Statement has been prepared in compliance with the following:

*“Regulation 34(1) of the Local Government (Financial Management) Regulations 1996, which requires a local government to prepare a statement of financial activity each month, presented according to nature and type, by program, or by business unit. For the 2019/20 financial year the statement of financial activity will be presented by nature and type.*

*Regulation 34(5) of the Local Government (Financial Management) Regulations 1996, which requires a local government to adopt a percentage or value, calculated in accordance with Australian Accounting Standards, to be used in statements of financial activity for reporting material variances. For the 2019/20 financial year 10% and a value greater than \$100,000 will be used for the reporting of variances.”*

### **Detail**

#### **Financial Activity for the period ended 30 April 2020**

Council adopted the Annual Budget for the 2019-20 financial year on 28 June 2019 (SCS01-06/19). The Mid Year Review (MYR) was conducted in January and adopted by Council on 10 February 2020 (SC01-02/20). The figures in this report are compared to the MYR Revised Budget.

The budget changes proposed in the Financial Activity Statement for the period ended 31 March 2020 have not been included in the April 2020 Statement as the report was adopted on 5 May 2020.

#### **Overall Comments Month-to-Date**

##### *Results from Operations*

The Financial Activity Statement report for the month of April 2020 shows an overall favourable variance from Operations before Non Operating Revenue and Expenses of \$1.2m.

The favourable variance is due to underspend in Materials & Contracts and Employee Costs partially offset by lower income from Fees & Charges as a result of many City of Wanneroo recreational, community based activities, libraries and hall hire services have been

temporarily closed or suspended as a response plan to minimising the spread of COVID-19 within the community.

Description	Current Month - April 2020				Comments
	Actual \$m	Budget \$m	Variance \$m	Variance %	
Operating Revenue	1.5	2.2	(0.7)	(32.8)	The unfavourable variance relates to lower income from Fees & Charges, Rates and Other Revenue. Please refer to note 1,2 and 3 for further details.
Operating Expense	(14.9)	(16.8)	1.9	11.4	The favourable variance mainly arising due to lower Materials & Contracts, Employee costs and Insurance costs. Please refer to note 4,5 and 6 for further details.
<b>Result from Operations</b>	<b>(13.4)</b>	<b>(14.6)</b>	<b>1.2</b>	<b>8.2</b>	

### Capital Program

During April 2020, \$5.1m was spent on various capital projects of which \$3.6m was spent on roads and sport facilities (Refer to **Attachment 3** for more details).

Description	Month Actual \$m	Month Budget \$m	% Complete of Month Budget
<b>Expenditure</b>	<b>5.1</b>	<b>14.4</b>	<b>35.4%</b>

### Overall Comments on Year-to-Date (YTD) Figures

#### Results from Operations

The Financial Activity Statement report for the year-to-date of April 2020 shows an overall favourable variance from Operations before Non Operating Revenue and Expenses of \$141k.

The favourable variance is due to underspend in Materials & Contracts and Insurance expenses partially offset by higher Depreciation charge and lower income from Fees and Charges, Rates and Other Revenue.

Description	Year-To-Date April 2020				Comments
	Actual \$m	Budget \$m	Variance \$m	Variance %	
Operating Revenue	190.4	192.1	(1.7)	(0.9)	The unfavourable variance relates to lower income from Fees & Charges, lower interim Rates on Commercial Properties and delay in insurance reimbursement. Please refer to note 1,2 and 3 for further details.
Operating Expense	(162.8)	(164.6)	1.8	1.1	The favourable variance mainly arising due to underspend in Materials & Contracts and Insurance expenses, and partially offset by higher Depreciation charge.
<b>Result from Operations</b>	<b>27.6</b>	<b>27.5</b>	<b>0.1</b>	<b>0.4</b>	

### Capital Program

At the end of April 2020, \$58.2m was expended on various capital projects of which \$42.2m was spent on roads and sport facilities (Refer **Attachment 4 – Top Projects 2019-20** for more details).

Description	YTD Actual \$m	YTD Budget \$m	% Complete of YTD Budget	Annual Revised Budget \$m	% Complete of Annual Budget
Expenditure	58.2	68.4	85.1%	88.8	65.5%

### *Investment Portfolio Performance*

Portfolio Value \$m	Monthly Weighted Return	Comments
403.1	1.55%	Portfolio balance has decreased by \$3.4m from March 2020 due to operational requirements during the month. Return is 0.38% above benchmark (12 months UBS Australia Bank Bill Index). (Refer to <b>Attachment 5</b> for more details)

### *Detailed Analysis of Statement of Comprehensive Income (**Attachment 1**)*

Comments relating to the Statement of Comprehensive Income are provided under the following two sections:

- a) Current month comparison of Actuals to Budgets; and
- b) Year to date of Actuals to Budgets;

where the variance is higher than reporting threshold or item of interest to Council.

## CITY OF WANNEROO

## STATEMENT OF COMPREHENSIVE INCOME BY NATURE OR TYPE

FOR THE PERIOD ENDED 30 APRIL 2020

Description	Current Month					Year to Date				
	Actual	Revised Budget	Variance		Notes	Actual	Revised Budget	Variance		Notes
			\$	%				\$	%	
Revenues										
Rates	34,299	100,000	(65,701)	(65.7)	1	134,081,050	134,424,189	(343,139)	(0.3)	1
Operating Grants, Subsidies & Contributions	359,681	307,794	51,887	16.9		6,070,482	6,123,431	(52,949)	(0.9)	
Fees & Charges	558,613	1,270,381	(711,768)	(56.0)	2	42,781,928	43,924,389	(1,142,461)	(2.6)	2
Interest Earnings	470,966	446,040	24,926	5.6		7,054,269	6,904,408	149,861	2.2	
Other Revenue	33,553	45,170	(11,617)	(25.7)	3	429,495	675,094	(245,599)	(36.4)	3
Total Operating Revenue	1,457,111	2,169,385	(712,274)	(32.8)		190,417,224	192,051,511	(1,634,287)	(0.9)	
Expenses										
Employee Costs	(6,034,950)	(6,525,964)	491,014	7.5	4	(63,241,888)	(63,390,237)	148,349	0.2	4
Materials & Contracts	(4,113,532)	(5,562,349)	1,448,817	26.0	5	(51,735,689)	(54,409,543)	2,673,854	4.9	5
Utility Charges	(743,380)	(820,918)	77,538	9.4		(7,717,239)	(7,925,507)	208,268	2.6	
Depreciation	(3,546,580)	(3,410,909)	(135,671)	(4.0)	6	(35,736,432)	(34,109,090)	(1,627,342)	(4.8)	6
Interest Expenses	(342,599)	(347,972)	5,373	1.5		(3,429,486)	(3,499,310)	69,824	2.0	
Insurance	(93,435)	(126,087)	32,652	25.9	7	(963,736)	(1,266,082)	302,346	23.9	7
Total Operating Expenditure	(14,874,476)	(16,794,199)	1,919,723	11.4		(162,824,471)	(164,599,769)	1,775,298	1.1	
RESULT FROM OPERATIONS	(13,417,364)	(14,624,814)	1,207,450	8.3		27,592,753	27,451,742	141,011	0.5	
Non Operating Revenue & Expenses										
Non Operating Grants, Subsidies & Contributions	1,864,964	137,232	1,727,732	1,259.0	8	14,130,896	13,123,533	1,007,363	7.7	8
Contributed Physical Assets	1,306,467	1,356,209	(49,742)	(3.7)	9	6,896,541	13,562,086	(6,665,545)	(49.1)	9
Profit on Asset Disposals	107,773	48,749	59,024	121.1	10	720,355	590,448	129,907	22.0	10
Loss on Assets Disposals	0	(34,260)	34,260	100.0	10	(118,913)	(14,041,665)	13,922,752	99.2	10
Town Planning Scheme (TPS) Revenues	213,454	371,628	(158,174)	(42.6)	11	8,510,992	9,264,415	(753,423)	(8.1)	11
Town Planning Scheme (TPS) Expenses	(51,867)	(2,417,025)	2,365,158	97.9	12	(5,314,582)	(7,428,973)	2,114,391	28.5	12
Total Non Operating Revenue and Expenses	3,440,791	(537,467)	3,978,258	740.2		24,825,288	15,069,844	9,755,444	64.7	
NET RESULT (OPERATING & NON OPERATING)	(9,976,573)	(15,162,281)	5,185,708	34.2		52,418,041	42,521,586	9,896,455	23.3	
Other Comprehensive Income	0	0	0	0.0		0	0	0	0.0	
TOTAL COMPREHENSIVE INCOME	(9,976,573)	(15,162,281)	5,185,708	34.2		52,418,041	42,521,586	9,896,455	23.3	



## Revenues

### **Note 1     Rates**

#### ***Month to Date - (Actual \$34k, Revised Budget \$100k)***

The variance is unfavourable by \$66k due to lower Interim Rates raised in the month.

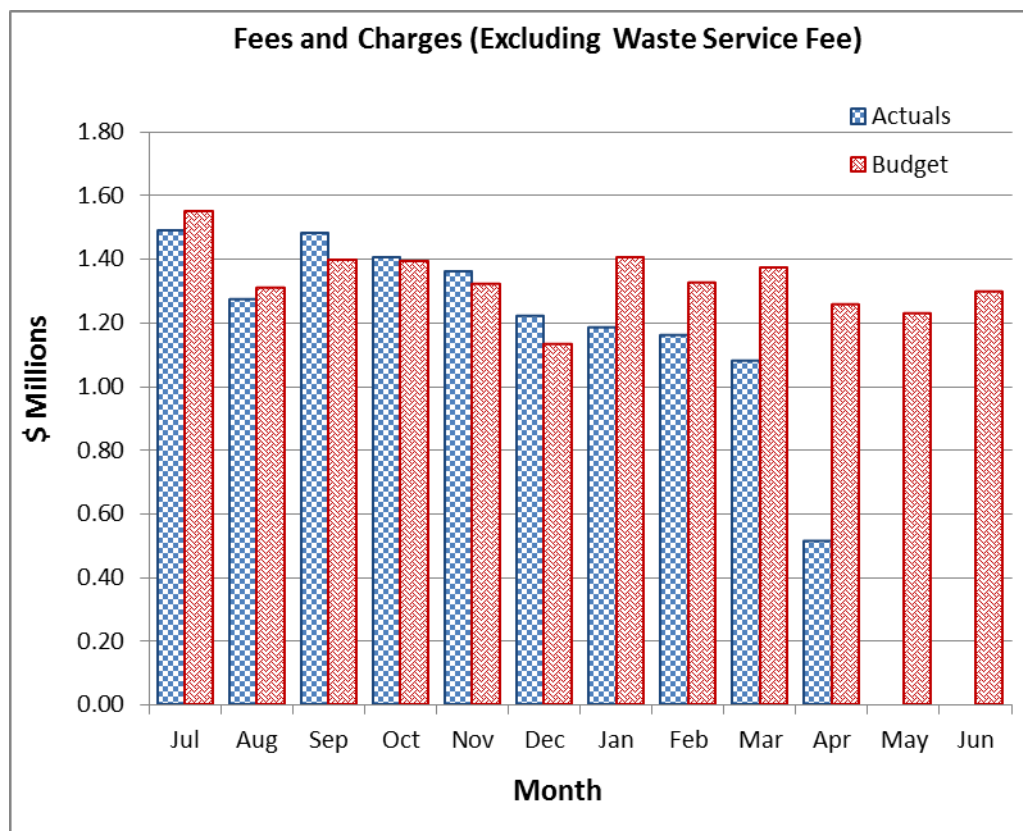
#### ***Year to Date - (Actual \$134.1m, Revised Budget \$134.4m)***

The unfavourable variance of \$343k is mainly due to lower Interim Rates than anticipated.

### **Note 2     Fees and Charges**

#### ***Month to Date - (Actual \$559k, Revised Budget \$1.3m)***

As a response plan to minimising the spread of COVID-19 within the community, many City of Wanneroo services, programs and facilities have been temporarily closed, modified or suspended. The closure of Wanneroo Aquamotion, Kingsway Indoor Stadium, Libraries, Hall hire, Golf Courses and other facilities effective from 23<sup>rd</sup> of March 2020 resulted in unfavourable variance by \$712k related to lower user or entry fee, facility booking fees income and reduced Golf Courses' green fees Income.

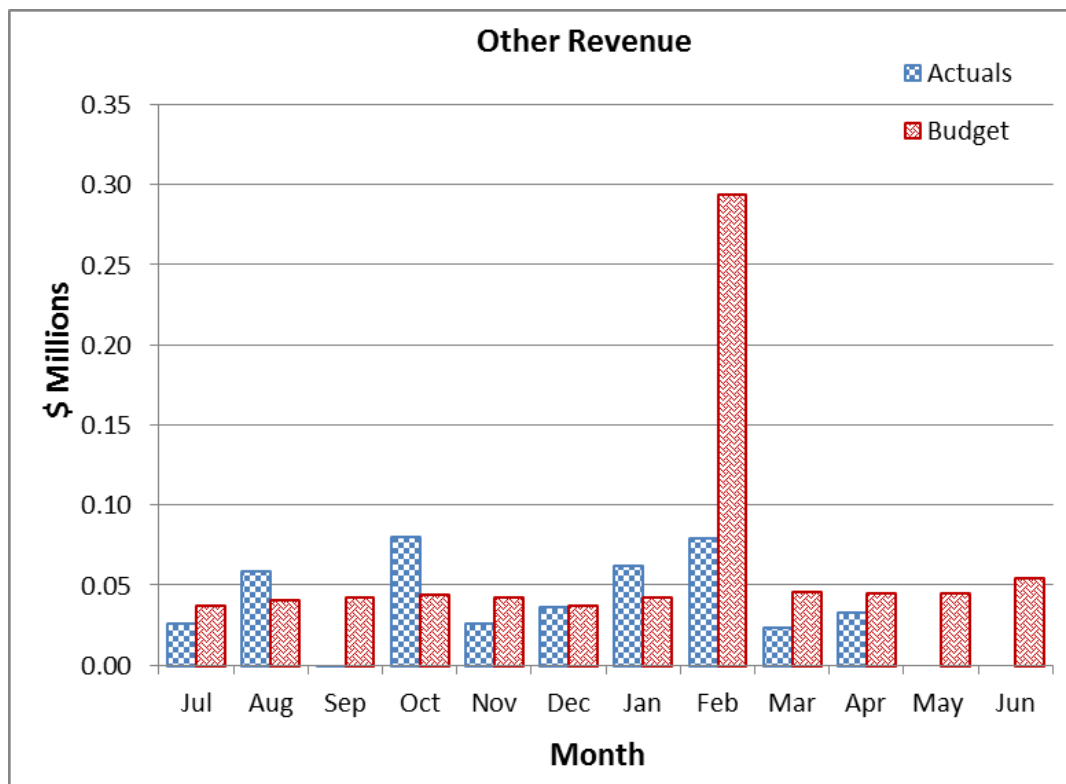


#### ***Year to Date - (Actual \$42.8m, Revised Budget \$43.9m)***

The variance is unfavourable by \$1.1m mainly due to the reason noted above.

**Note 3     Other Revenue****Month to Date - (Actual \$33k, Revised Budget \$45k)**

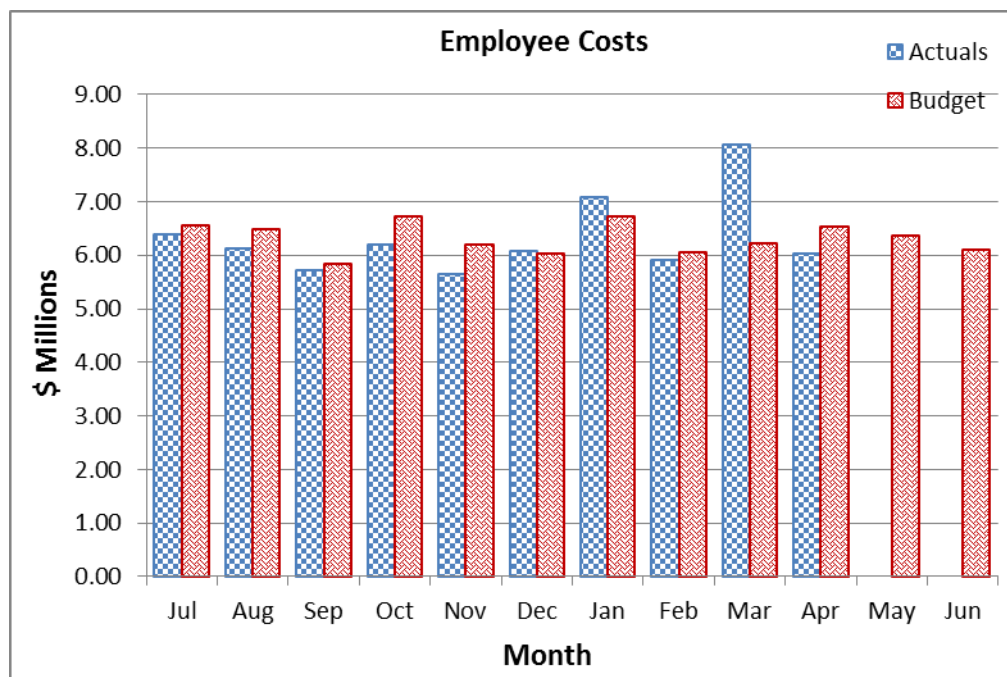
The variance is unfavourable by \$12k but within the reporting threshold.

**Year to Date - (Actual \$429k, Revised Budget \$675k)**

The variance is unfavourable by \$246k relates to delay in receiving insurance reimbursement of \$250k from Local Government Insurance Scheme (LGIS).

**Expenses****Note 4     Employee Costs****Month to Date - (Actual \$6.0m, Revised Budget \$6.5m)**

The favourable variance of \$491k for the month is mainly due to reduced need for casual and temporary staff as result of the COVID-19 situation and staff utilised \$363k of their Long Service Leave during the month of April 2020.



***Year to Date - (Actual \$63.2m, Revised Budget \$63.4m)***

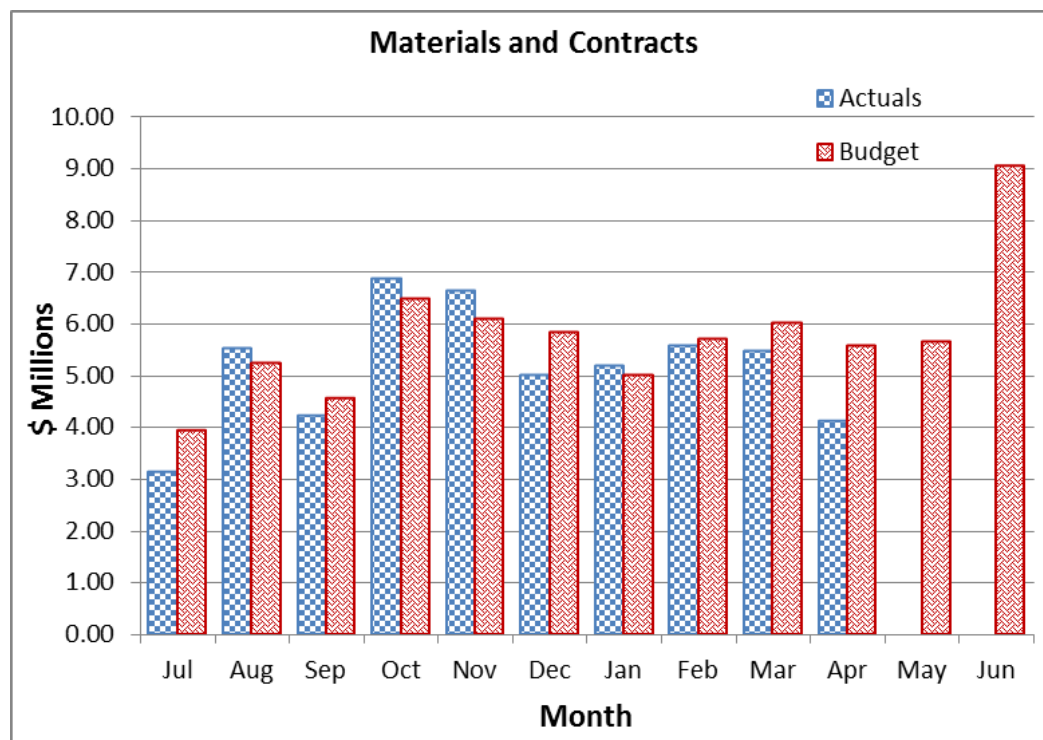
Although the year to date variance is favourable by \$148k, the actual expenditure includes a \$1.5m COVID-19 leave provision made in March 2020 for eligible employees.

***Note 5     Materials and Contracts***

***Month to Date - (Actual \$4.1m, Revised Budget \$5.6m)***

The variance is favourable by \$1.5m mainly relates to:

- Lower contract & material expenses of \$753k due to closure of recreational centres and community facilities;
- Lower refuse removal expenses of \$324k due to lower than expected collection of waste tonnage of recycled material and domestic rubbish.



**Year to Date - (Actual \$51.7m, Revised Budget \$54.4m)**

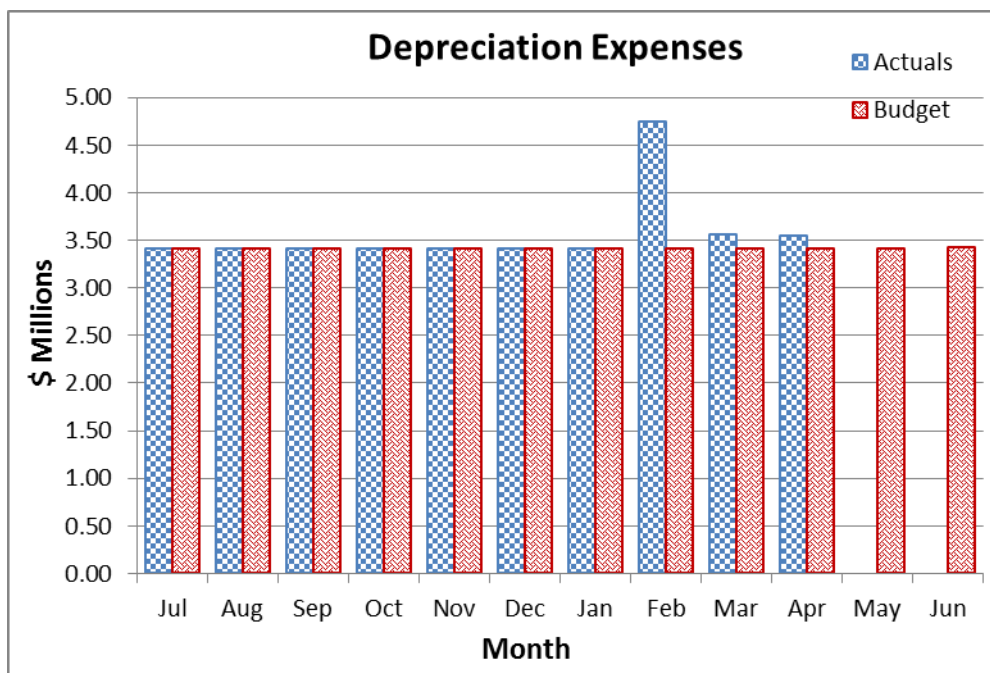
The favourable variance of \$2.7m mainly relates to:

- Lower refuse removal expenses of \$959k due to lower than expected collection of waste tonnage;
- Lower consulting fees of \$945k due to underspend on various projects;
- Lower material expense of \$319k due to closure of community facilities;
- Lower fuel and oil expenses of \$162k due to favourable fuel prices;
- Lower advertising expense of \$139k.

**Note 6     Depreciation**

**Month to Date - (Actual \$3.5m, Revised Budget \$3.4m)**

The variance is unfavourable by \$136k mainly due to depreciation on new assets acquired during the period and Plant & Equipment revaluation at the end of financial year 2018/19, which are not been considered to calculate the depreciation budget for the 2019/20.



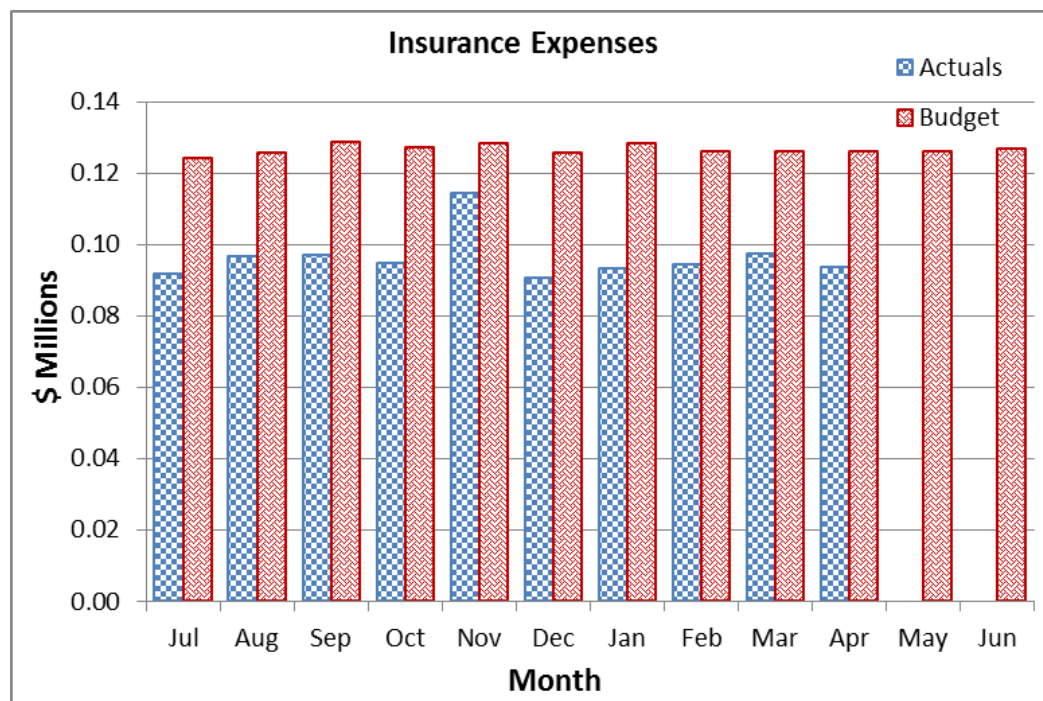
**Year to Date - (Actual \$35.7m, Revised Budget \$34.1m)**

The variance is unfavourable by \$1.6m mainly due to the reasons noted above.

**Note 7     Insurance**

**Month to Date - (Actual \$93k, Revised Budget \$126k)**

The favourable variance of \$33k reflects improved claims experience.



**Year to Date - (Actual \$964k, Revised Budget \$1.3m)**

The favourable variance of \$302k reflects improved claims experience.

**Non Operating Revenue & Expenses****Note 8 Non Operating Grants, Subsidies & Contributions*****Month to Date – (Actual \$1.9m, Revised Budget \$137k)***

The variance is favourable by \$1.7m predominantly due to receipt of following unbudgeted contribution and State Government's grant:

- Contribution of \$807k for Transport Structure – additional works (Romeo Road to Brindabella Parkway). These works are expected to be completed as part of Marmion Avenue development in the year.
- State Government Grant of \$984k for Better Bins program. This project has already been commenced in current financial year 2019/20, however, the majority of the costs will occur in the next financial year 2020/21. Purchase of new bins tendering process is in progress including roll out of the larger recycling bins from October 2020.

***Year to Date – (Actual \$14.1m, Revised Budget \$13.1m)***

The favourable variance of \$1m year to date is due to receipt of above mentioned contribution & grant, which was partially offset by delay in claiming \$973k of contribution for Connolly Drive. This claim will be submitted in May 2020 for the full value.

**Note 9 Contributed Physical Assets*****Month to Date – (Actual \$1.3m, Revised Budget \$1.35m)***

The variance is unfavourable by \$50k but within the reporting threshold.

***Year to Date – (Actual \$6.9m, Revised Budget \$13.6m)***

The unfavourable variance of \$6.7m is due to lower than anticipated level of asset handover from developers. The actual asset recognition is recorded as and when assets are handed over to the City.

**Note 10 Profit / Loss on Asset Disposals*****Month to Date – (Combined Actual \$107k, Combined Revised Budget \$14k)***

The favourable variance is a result of higher proceeds relating to Tamala Park Regional Council (TPRC) than anticipated.

***Year to Date – (Combined Actual \$601k, Combined Revised Budget -\$13.4m)***

The variance is favourable by \$14.0m and mainly due to delay in Land disposal in relation to Main Roads WA taking over ownership of Ocean Reef Road and Gngara Road.

**Note 11 Town Planning Scheme (TPS) Revenues*****Month to Date – (Actual \$213k, Revised Budget \$372k)***

The variances are reflective of market conditions, where lot sales have remained subdued resulting in a lower than anticipated income for the Developer Contribution Plans (DCP's) and East Wanneroo Cells.



**Year to Date – (Actual \$8.5m, Revised Budget \$9.3m)**

The unfavourable variance of \$753k relates to delay in receipt of headworks levy year to date for Cell 8, 9 and DCP's.

**Note 12 Town Planning Scheme (TPS) Expenses****Month to Date – (Actual \$52k, Revised Budget \$2.4m)**

The variance is favourable by \$2.3m. Several Public Open Space (POS) land acquisition payments are progressing and are awaiting finalisation.

**Year to Date – (Actual \$5.3m, Revised Budget \$7.4m)**

The unfavourable result is mainly due to the reason mentioned above and City negotiations with affected landowners for the acquisition of some land relates to Cell 8 has been deferred pending a determination on the detailed design with a significant portion of the remaining expenditure is still likely to occur this financial year.

**Statement of Financial Position (Attachment 2)**

**CITY OF WANNEROO**  
**STATEMENT OF FINANCIAL POSITION**  
**FOR THE PERIOD ENDED 30 APRIL 2020**

Description	30 June 2019 Actual \$	30 Apr 2020 Actual \$	Variance		30 June 2020	Notes
					Revised Budget	
			\$m	%	\$	
Current Assets	403,439,106	422,224,244	18,785,138	4.7	356,756,446	
Current Liabilities	(56,239,311)	(73,758,700)	(17,519,389)	(31.2)	(50,034,382)	
NET CURRENT ASSETS	347,199,795	348,465,544	1,265,749	0.4	306,722,064	1
Non Current Assets	2,365,909,512	2,395,574,763	29,665,251	1.3	2,509,043,661	2
Non Current Liabilities	(80,786,864)	(86,321,336)	(5,534,472)	(6.9)	(78,068,455)	3
NET ASSETS	2,632,322,443	2,657,718,971	25,396,528	1.0	2,737,697,270	
TOTAL EQUITY	(2,632,322,443)	(2,657,718,971)	25,396,528	1.0	(2,737,697,270)	

**Note 1 - Net Current Assets**

When compared to the opening position at 30 June 2019 Net Current Assets have increased by \$1.3m, which is predominately due to the impact of 2019/20 Rates and Waste Service Fees levied.

Within the Current Assets, Current Receivables of \$18.7m are mainly comprised of collectable Rates and Waste Service Fees debtors of \$15.0m and Emergency Services Levy of \$1.2m, with the remaining balance attributed to General Debtors of \$2.5m.

**Note 2 - Non-Current Assets**

Non-Current Assets as at 30 April 2020 have increased by \$29.7m from 30 June 2019 Actuals. The movement is due to increase in Work in Progress of \$56.8m partially offset by accumulated depreciation of \$35.7m.

**Note 3 - Non-Current Liabilities**

Non-Current Liabilities as at 30 April 2020 have increased by \$5.5m due to change in the Australian Accounting Standards Board (**AASB**) Standard 15 for Revenue from Contracts. The revised AASB 15 requires the City to recognise Grants and Contributions as liability when performance obligations have not yet been met.

The existing loan with the Western Australia Treasury Corporation remains unchanged making up 81% of total Non-Current Liabilities.

**Financial Performance Indicators**

The table below presents data on relevant financial ratios, comparing the minimum standard expected as per the Department of Local Government, Sport and Cultural Industries (**DLGSCI**) status at the beginning of the financial year, and year to date figures (where relevant).

A green highlight is used where the minimum standard is met or exceeded. Highlighted in red are below the standard for financial year end 30 June 2019.

Details	DLGSCI Minimum Standard	30 June 2019 Actual	As at 30/04/2020	For the month - Minimum Standard Met
<b>Current Ratio</b>				
The ability to meet short term financial obligations from unrestricted current assets.				
Current Assets - Restricted Current Assets (RCA)	=>1.00:1	0.80 : 1	1.01:1	YES
Current Liabilities (CL) - CL Associated with RCA		Note 1		
<b>Debt Service Cover Ratio</b>				
The ability to produce enough cash to cover debt payments.				
Operating Surplus before Interest & Depreciation	=>2.00:1	6.71 : 1	22.58:1	YES
Principle & Interest Repayments				
<b>Own Source Revenue Coverage Ratio</b>				
The ability to cover costs through own revenue efforts.				
Own Source Operating Revenue	=>0.40:1	1.03 : 1	1.15:1	YES
Operating Expense				
<b>Operating Surplus Ratio</b>				
The ability to cover operational costs and have revenues available for capital funding or other purposes.				
Operating Revenue - Operating Expense	=>0.01:1	0.08 : 1	0.16:1	YES
Own Source Operating Revenue				
<b>Asset Consumption Ratio</b>				
by comparing their written down value to their replacement cost.				
Depreciated Replacement Cost of Depreciable Assets	=>0.50:1	0.69 : 1	Calculated at year end	N/A
Current Replacement Cost of Depreciable Assets				
<b>Asset Sustainability Ratio</b>				
Indicates whether assets are replaced or renewed at the same rate that overall assets are wearing out.				
Capital Renewal & Replacement Expenditure	=>0.90:1	0.44 : 1	Calculated at year end	N/A
Depreciation Expense		Note 2		
<b>Asset Renewal Funding Ratio</b>				
The ability to fund projected asset renewal/replacements in the future.				
NPV of Planned Capital Renewal over 10 Years	=>0.75:1	0.96 : 1	Calculated at year end	N/A
NPV of Required Capital Renewal over 10 Years				

DLGSCI - Department of Local Government, Sport and Cultural Industries

The following comments with regard to Ratios relates to the benchmarks not met for the period 30 June 2019.

**Note 1 - Current Ratio**

The Standard was not met primarily as a result of the internal restrictions of municipal funds. Most of the municipal funds are kept in special purpose cash backed Reserves.

**Note 2 – Asset Sustainability Ratio**

The DLGSCI Asset Management Framework and Guidelines publication provides the following explanation in respect to the Asset Sustainability Ratio (**ASR**):

"If capital expenditure on renewing or replacing assets is at least equal to depreciation on average over time, then the local government is ensuring the value of its existing stock of physical assets is maintained. If capital expenditure on existing assets is less than depreciation then, unless a local government's overall asset stock is relatively new, it is likely that it is underspending on renewal or replacement."

A large percentage of the City's assets are in new to very good condition with approximately 85% of the total asset base at or below condition 2, (a rating of '0' represents a new asset and a '10' represents an asset that has failed). Less than 1% of the asset base is at or above condition 8, which represents assets that require intervention.

With the City's current mix of old and new assets and continued high growth, a lower than average ASR is expected, and the current condition of assets and level of renewal expenditure confirms this position. As the stock ages and renewal expenditure incrementally increases the ratio should increase, however continued growth may keep it relatively lower than the industry standard.

Taking a long term outlook, the level of asset stock and renewal demand necessitates the development of strategies to address the future impact and ensure that the City can continue to grow and maintain its assets in a financially sustainable manner. Given that renewal expenditure is lower than the depreciation being charged and that certain years' experience significant spikes in demand, a specific Asset Renewal Reserve has been established.

**Capital Works Program**

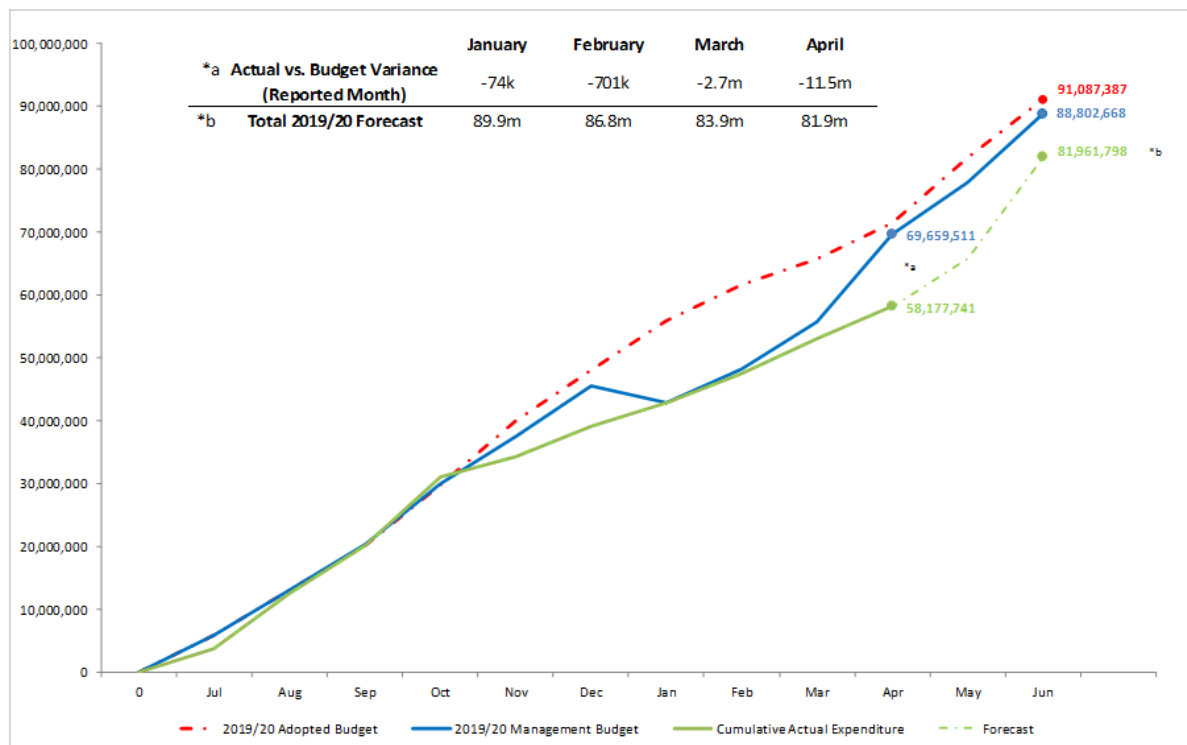
The status of the Capital Works Program is summarised by Sub-Program in the table below:

Sub-Program	No. of Projects	Current Month Actual	YTD Actual	Revised Budget	% Spend
		\$	\$	\$	
Community Buildings	15	85,531	655,698	1,340,723	48.9%
Community Safety	2	1,247	219,022	267,242	82.0%
Conservation Reserves	4	63,993	315,868	430,600	73.4%
Corporate Buildings	3	15,880	316,885	416,262	76.1%
Environmental Offset	6	38,436	460,513	687,600	67.0%
Fleet Mgt - Corporate	6	146,480	2,181,714	4,339,068	50.3%
Foreshore Management	9	231,470	2,288,021	3,021,743	75.7%
Golf Courses	2	604	(5,129)	50,000	-10.3%
Investment Projects	7	4,779	427,621	1,694,590	25.2%
IT Equipment & Software	16	211,269	2,012,478	7,209,460	27.9%
Parks Furniture	13	77,296	2,436,156	2,639,733	92.3%
Parks Rehabilitation	1	194,225	640,157	1,500,000	42.7%
Passive Park Development	11	168,273	1,234,972	1,467,939	84.1%
Pathways and Trails	6	30,405	931,495	1,057,000	88.1%
Roads	16	2,414,384	31,616,781	35,777,979	88.4%
Sports Facilities	54	1,224,183	10,632,813	22,587,219	47.1%
Stormwater Drainage	5	6,794	222,857	719,936	31.0%
Street Landscaping	5	109,215	180,031	1,045,720	17.2%
Traffic Treatments	17	25,021	1,213,436	2,159,254	56.2%
Waste Management	3	62,583	196,355	390,600	50.3%
<b>Grand Total</b>	<b>201</b>	<b>5,112,068</b>	<b>58,177,741</b>	<b>88,802,668</b>	<b>65.5%</b>

During April 2020, \$5.1m was spent. Details of significant expenditure for the month are included in **Attachment 3**. As at 30 April 2020, the City has spent \$58.2m, which represents 65.5% of the \$88.8m Capital Works Budget.

The City forecasts spend of \$81,961,798 which represents 92% of the 2019/20 revised Capital Works Budget (Which includes the MYR adjustments), including contingencies and savings.

### *Capital Expenditure to April 2020 – Portfolio View Only*



To further expand on the Capital Works Program information above, updates in key capital projects are selected to be specifically reported on, is provided in the Top Capital Projects attachment to this report (**Attachment 4**).

### **Capital Changes**

The following changes are proposed to be made to the 2019/20 Capital Works budget.

PR-2794 East Wanneroo Cell 1, Upgrade Infrastructure – Design of the works is proposed to be brought forward from 2020/21. The design costs (\$11,500) are totally funded from Town Planning Scheme Cell 1, resulting in no bottom line impact to the City. It is proposed that the capital budget for 2020/21 be reduced by the same amount.

PR-2833 Wangara Industrial Area Drainage Upgrades – An additional \$5,500 is required for ongoing monitoring and to complete design works in 2019/20. It is proposed that the funds are sourced from PR-4220 Broadview Park, New 3 on 3 Basketball Court, which has been terminated.

PR-4215 Yanchep Active Open Space, Land Payment – As per Council report CS06-05/20, the City and the vendor have agreed on the valuation of the land at Splendid Park. The valuation of \$6,530,040 represents an increase of \$130,040 over the budgeted amount. It is proposed that the additional funds will be sourced from the Strategic Projects/Initiatives reserve for the City's portion (\$137,231) and the loan amount for the Yanchep/Two Rocks Developer Contribution Plan (YTRDCP) portion will be decreased by \$7,191. This is due to a revision of the contribution percentages between the City and the YTRDCP agreed in the above report.



PR-4225 Upgrade Road Infrastructure and Streetscapes, Design Only – An increase to the budget of \$13,709 is required to cover additional survey and design requests to inform future road project delivery. It is proposed to source these funds from savings in the following projects:

- PR-2829 Rangeview Road, Upgrade Traffic Treatments – \$1,432
- PR-4099 Old Yanchep Road, Upgrade – \$9,287
- PR-4124 Wanneroo Showgrounds, Upgrade Fencing – \$1,632
- PR-4167 Wesco Road, Upgrade Guideposts – \$1,358

PR-4235 Franklin Rd, Rousset Rd, Caporn St, Upgrade Intersection – Detailed design has been completed in 2019/20 to progress construction as soon as possible. The funds required (\$15,000) are proposed to be sourced from savings in the following projects:

- PR-4010 Edgar Griffiths Park, New Sports Amenities Building – \$4,500
- PR-4100 Lynton Park, Upgrade Passive Park – \$4,500
- PR-4118 Abbeville Park, Upgrade Store Rooms – \$3,700
- PR-4246 Wangara Greens Recycling Facility, New Oil Storage Shed – \$2,300

PR-4236 Kingsbridge Blvd, Camborne Pkwy, Shelford Blvd, Upgrade Intersection – Preliminary design has been completed for this project in 2019/20 to progress construction as soon as possible. The funds required (\$8,000) are proposed to be sourced from savings identified in PR-1999 Upgrade Accessibility to Community Buildings.

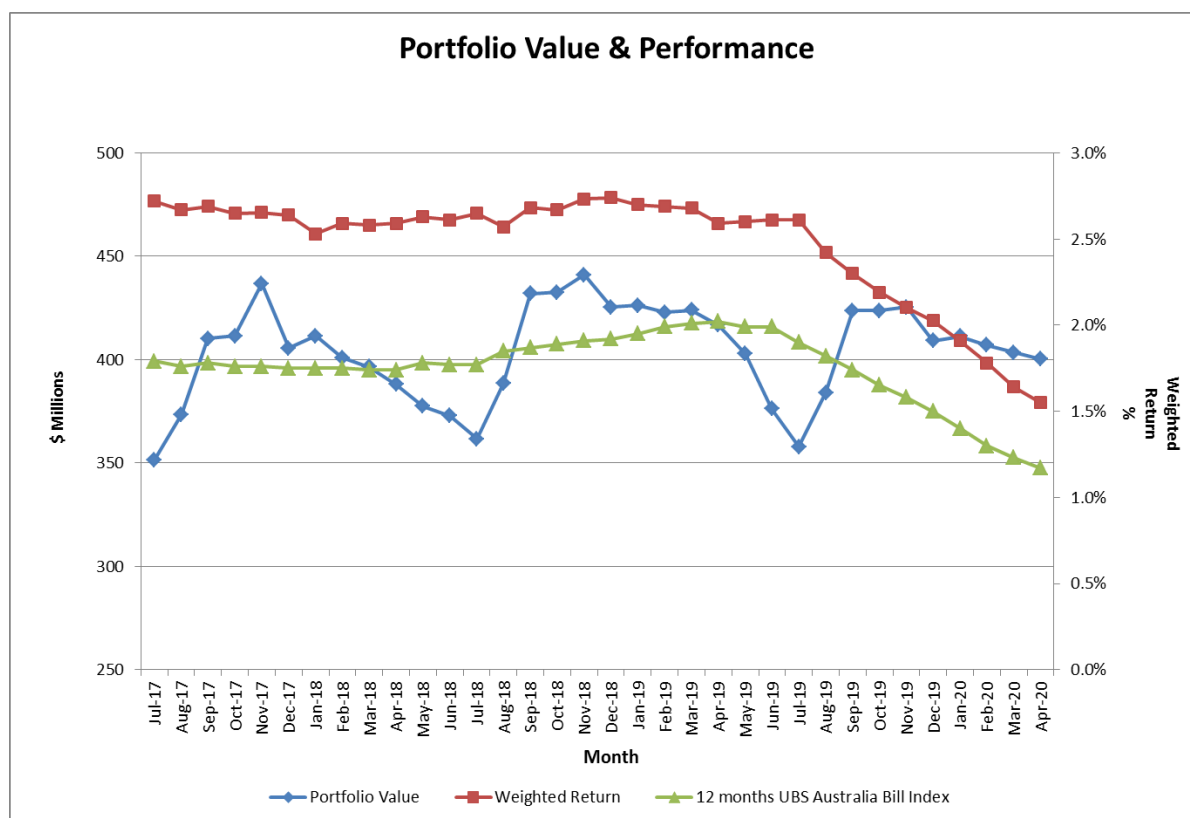
PR-4237 Mirrabooka Ave, Rawlinson Dr, Upgrade Intersection – Preliminary design has been progressed for this project in 2019/20 to commence construction as soon as possible in 2020/21. The funds required (\$13,000) are proposed to be sourced from savings identified in PR-1999 Upgrade Accessibility to Community Buildings.

PR-4245 Gumblossom Park, New Batting Cage Lighting – It is proposed to do some preliminary works for this project in 2019/20 to progress construction as soon as possible in 2020/21. The funds required (\$3,500) are proposed to be sourced from savings identified in PR-4188 Hudson Park, Installation of Fitness Equipment.

PR-4260 Warradale Park, New Fitness Equipment – It is proposed to do some preliminary survey and design works for this project in 2019/20 to get the project ready for construction in the coming years. The required funds are proposed to be sourced from PR-4220 Broadview Park, New 3 on 3 Basketball Court, which has been terminated.

### **Investment Portfolio (Attachment 5)**

In accordance with the *Local Government (Financial Management) Regulations 1996* (and per the City's Investment Policy), the City invests solely in Authorised Deposit taking Institutions (**ADI's**):



At the end of April 2020, the City held an investment portfolio (cash & cash equivalents) of \$400.2m (Face Value), equating to \$403.1m inclusive of accrued interest. The City's year to date investment portfolio return has exceeded the UBS Australia Bank Bill rate index benchmark by 0.38% pa (1.55% pa vs. 1.17% pa), however it is noted that Interest Earnings were budgeted at a 2.25% yield.

As global equities tumble and markets contemplate the economic impact of the COVID-19, markets have begun ramping up rate cut expectations across all major economies. This is affecting the City's ability to attract higher interest rates from ADI's.

#### **Rate Setting Statement (Attachment 6)**

The Rate Setting Statement represents a composite view of the finances of the City, identifying the movement in the Surplus/ (Deficit) based on the Revenues (excluding Rates), Expenses, Capital Works and Funding Movements, resulting in the Rating Income required. It is noted that the closing Surplus/ (Deficit) will balance to the reconciliation of Net Current Assets Surplus/ (Deficit) Carried Forward (detailed below):

## NET CURRENT ASSETS SURPLUS/(DEFICIT) CARRIED FORWARD

FOR THE PERIOD ENDED 30 APRIL 2020

Description	30 June 2019 Actual \$	30 Apr 2020 Actual \$	30 June 2020	
			Adopted Budget \$	Revised Budget \$
<b>Current Assets</b>				
Cash & Cash Equivalents - Unrestricted	21,430,249	55,156,226	22,376,948	22,235,828
Cash & Cash Equivalents - Restricted	358,285,089	347,970,520	308,449,131	308,590,251
Receivables	23,409,420	18,734,861	25,595,130	22,176,752
Inventory	314,348	362,637	335,237	314,347
<b>TOTAL CURRENT ASSETS</b>	<b>403,439,106</b>	<b>422,224,244</b>	<b>356,756,446</b>	<b>353,317,178</b>
<b>Current Liabilities</b>				
Payables	(38,897,068)	(54,216,085)	(34,523,724)	(39,079,751)
Provisions	(17,342,243)	(19,542,615)	(15,510,658)	(17,342,241)
<b>TOTAL CURRENT LIABILITIES</b>	<b>(56,239,311)</b>	<b>(73,758,700)</b>	<b>(50,034,382)</b>	<b>(56,421,992)</b>
<b>Net Current Assets</b>	<b>347,199,795</b>	<b>348,465,544</b>	<b>306,722,064</b>	<b>296,895,186</b>
<b>Adjustments for Restrictions</b>				
Cash & Cash Equivalents - Restricted	(358,285,089)	(347,970,520)	(308,449,131)	(308,590,251)
Restricted Unspent Grants*	-	19,006,811	-	-
Provisions Cash Backed	11,085,294	3,321,302	1,727,067	11,695,065
<b>TOTAL RESTRICTED ASSETS</b>	<b>(347,199,795)</b>	<b>(325,642,408)</b>	<b>(306,722,064)</b>	<b>(296,895,186)</b>
<b>Surplus/(Deficit) Carried Forward</b>	<b>-</b>	<b>22,823,136</b>	<b>-</b>	<b>-</b>

\*The change in the AASB Standard 15 has resulted in the City now recognising Grants and Contributions received as a liability when performance obligations have not yet been met.

## Consultation

This document has been prepared in consultation with Responsible Officers for review and analysis.

## Comment

In reference to Statement of Comprehensive Income in the report, the following colours have been used to categorise three levels of variance:

### Revenues:

- Green > 0%;
- Amber -0% to -10%; and
- Red < -10%.

### Expenses:

- Green > 0%;
- Amber -0% to -10%; and
- Red < -10%.

## Statutory Compliance

This monthly financial report complies with *Section 6.4 of the Act and Regulations 33A and 34 (5) of the Local Government (Financial Management) Regulations 1996.*

## Strategic Implications

The proposal aligns with the following objective within the Strategic Community Plan 2017 – 2027:

“4 Civic Leadership

4.2 Good Governance

4.2.2 *Provide responsible resource and planning management which recognises our significant future growth”*

## Risk Management Considerations

Risk Title	Risk Rating
CO-017 Financial Management	Moderate
Accountability	Action Planning Option
Director Corporate Strategy & Performance	Manage

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

## Policy Implications

- Accounting Policy;
- Investment Policy;
- Reserves Policy; and
- Strategic Budget Policy.

## Financial Implications

As outlined in the report and detailed in **Attachments 1 to 6.**

## Voting Requirements

Absolute Majority

## Recommendation

That Council:

1. **RECEIVES** the Financial Activity Statement and commentaries on variances year to date Budget for the period ended 30 April 2020 consisting of:
  - a) April 2020 year to date Financial Activity Statement;
  - b) April 2020 year to date Net Current Assets Position; and
  - c) April 2020 year to date Material Financial Variance Notes.

**2. APPROVES BY ABSOLUTE MAJORITY the following unbudgeted Capital expenditure for the Financial Year 2019/20:**







Number	From	To	Amount	Description
PR-2794	Town Planning Scheme Cell 1	PR-2794 East Wanneroo Cell 1 Infrastructure Upgrades	\$11,500	Design brought forward from 2020/21.
PR-4235	PR-4010 Edgar Griffiths Park, New Sports Amenities Building	PR-4235 Franklin Rd, Rousset Rd, Caporn St, Upgrade Intersection	\$4,500	Pre-planning, design, project development underway.
PR-4235	PR-4100 Lynton Park, Upgrade Passive Park	PR-4235 Franklin Rd, Rousset Rd, Caporn St, Upgrade Intersection	\$4,500	Pre-planning, design, project development underway.
PR-4235	PR-4118 Abbeville Park, Upgrade Store Rooms	PR-4235 Franklin Rd, Rousset Rd, Caporn St, Upgrade Intersection	\$3,700	Pre-planning, design, project development underway.
PR-4235	PR-4246 Wangara Greens Recycling Facility, New Oil Storage Shed	PR-4235 Franklin Rd, Rousset Rd, Caporn St, Upgrade Intersection	\$2,300	Pre-planning, design, project development underway.
PR-4236	PR-1999 Upgrade Accessibility to Community Buildings	PR-4236 Kingsbridge Blvd, Camborne Pkwy, Shelford Blvd, Upgrade Intersection	\$8,000	Pre-planning, design, project development underway.
PR-4237	PR-1999 Upgrade Accessibility to Community Buildings	PR-4237 Mirrabooka Ave, Rawlinson Dr, Upgrade Intersection	\$13,000	Pre-planning, design, project development underway.
PR-4245	PR-4188 Hudson Park, Installation of Fitness Equipment	PR-4245 Gumblossom Park, New Batting Cage Lighting	\$3,500	Pre-planning, design, project development underway.
PR-4260	PR-4220 Broadview Park, 3 on 3 Basketball Court	PR-4260 Warradale Park, Landsdale, New Fitness Equipment	\$4,000	Pre-planning, design, project development underway.

**3. APPROVES BY ABSOLUTE MAJORITY the following changes to the 2019/20 Capital Work Budget:**

Number	From	To	Amount	Description
PR-2833	PR-4220 Broadview Park 3 on 3 Basketball Court	PR-2833 Wangara Industrial Area Drainage Upgrade	\$5,500	Transfer of budget for ongoing monitoring and design.
PR-4215	Strategic Projects / Initiatives Reserve	PR-4215 YAOS Land Payment	\$130,040	Additional funds required to pay for land at Splendid Park.
PR-4225	PR-2829 Rangeview Rd, Upgrade Traffic Treatments	PR-4225 Upgrade Road Infrastructure and Streetscapes	\$1,432	Increased funds required to cover additional survey and design requests.
PR-4225	PR-4099 Old Yanchep Road, Upgrade	PR-4225 Upgrade Road Infrastructure and Streetscapes	\$9,287	Increased funds required to cover additional survey and design requests.

<b>PR-4225</b>	<b>PR-4124 Wanneroo Showgrounds, Upgrade Fencing</b>	<b>PR-4225 Upgrade Road Infrastructure and Streetscapes</b>	<b>\$1,632</b>	<b>Increased funds required to cover additional survey and design requests.</b>
<b>PR-4225</b>	<b>PR-4167 Wesco Rd, Upgrade Guideposts</b>	<b>PR-4225 Upgrade Road Infrastructure and Streetscapes</b>	<b>\$1,358</b>	<b>Increased funds required to cover additional survey and design requests.</b>

## Attachments:

1 <a href="#"></a>	Attachment 1 - Statement of Comprehensive Income April 2020	20/183795	Minuted
2 <a href="#"></a>	Attachment 2 - Statement of Financial Position April 2020	20/183799	Minuted
3 <a href="#"></a>	Attachment 3 – Significant Capital Expenditure April 2020	20/186863	Minuted
4 <a href="#"></a>	Attachment 4 – Top Projects 2019-20 April 2020	16/151914[v50]	Minuted
5 <a href="#"></a>	Attachment 5 – Investment Report April 2020	20/183807	Minuted
6 <a href="#"></a>	Attachment 6 – Rate Setting Statement April 2020	20/183813	Minuted



CITY OF WANNEROO  
STATEMENT OF COMPREHENSIVE INCOME BY NATURE OR TYPE  
FOR THE PERIOD ENDED 30 APRIL 2020

Attachment 1

Description	Current Month				Year to Date				Annual			
	Actual	Revised Budget	Variance		Actual	Revised Budget	Variance		Original Budget	Revised Budget	Variance	
	\$	\$	\$	%	\$	\$	\$	%	\$	\$	\$	%
<b>Revenues</b>												
Rates	34,299	100,000	(65,701)	(65.7)	134,081,050	134,424,189	(343,139)	(0.3)	135,581,907	134,639,896	(942,011)	(1)
Operating Grants, Subsidies & Contributions	359,681	307,794	51,887	16.9	6,070,482	6,123,431	(52,949)	(0.9)	10,860,681	11,691,244	830,563	7
Fees & Charges	558,613	1,270,381	(711,768)	(56.0)	42,781,928	43,924,389	(1,142,461)	(2.6)	46,787,670	46,550,152	(237,518)	(1)
Interest Earnings	470,966	446,040	24,926	5.6	7,054,269	6,904,408	149,861	2.2	8,715,234	7,579,269	(1,135,965)	(15)
Other Revenue	33,553	45,170	(11,617)	(25.7)	429,495	675,094	(245,599)	(36.4)	627,194	774,792	147,598	19
<b>Total Operating Revenue</b>	<b>1,457,111</b>	<b>2,169,385</b>	<b>(712,274)</b>	<b>(32.8)</b>	<b>190,417,224</b>	<b>192,051,511</b>	<b>(1,634,287)</b>	<b>(0.9)</b>	<b>202,572,686</b>	<b>201,235,353</b>	<b>(1,337,333)</b>	<b>(1)</b>
<b>Expenses</b>												
Employee Costs	(6,034,950)	(6,525,964)	491,014	7.5	(63,241,888)	(63,390,237)	148,349	0.2	(76,825,787)	(75,872,298)	953,489	1
Materials & Contracts	(4,113,532)	(5,562,349)	1,448,817	26.0	(51,735,689)	(54,409,543)	2,673,854	4.9	(68,528,997)	(69,104,375)	(575,378)	(1)
Utility Charges	(743,380)	(820,918)	77,538	9.4	(7,717,239)	(7,925,507)	208,268	2.6	(9,695,193)	(9,631,498)	63,695	1
Depreciation	(3,546,580)	(3,410,909)	(135,671)	(4.0)	(35,736,432)	(34,109,090)	(1,627,342)	(4.8)	(40,947,313)	(40,947,295)	18	0
Interest Expenses	(342,599)	(347,972)	5,373	1.5	(3,429,486)	(3,499,310)	69,824	2.0	(4,111,186)	(4,111,186)	0	0
Insurance	(93,435)	(126,087)	32,652	25.9	(963,736)	(1,266,082)	302,346	23.9	(1,510,000)	(1,518,848)	(8,848)	(1)
<b>Total Operating Expenditure</b>	<b>(14,874,476)</b>	<b>(16,794,199)</b>	<b>1,919,723</b>	<b>11.4</b>	<b>(162,824,471)</b>	<b>(164,599,769)</b>	<b>1,775,298</b>	<b>1.1</b>	<b>(201,618,476)</b>	<b>(201,185,500)</b>	<b>432,976</b>	<b>0</b>
<b>RESULT FROM OPERATIONS</b>	<b>(13,417,364)</b>	<b>(14,624,814)</b>	<b>1,207,450</b>	<b>8.3</b>	<b>27,592,753</b>	<b>27,451,742</b>	<b>141,011</b>	<b>0.5</b>	<b>954,210</b>	<b>49,853</b>	<b>(904,357)</b>	<b>(1,814)</b>
<b>Non Operating Revenue &amp; Expenses</b>												
Non Operating Grants, Subsidies & Contributions	1,864,964	137,232	1,727,732	1,259.0	14,130,896	13,123,533	1,007,363	7.7	28,798,613	37,201,841	8,403,228	23
Contributed Physical Assets	1,306,467	1,356,209	(49,742)	(3.7)	6,896,541	13,562,086	(6,665,545)	(49.1)	16,274,500	16,274,500	0	0
Profit on Asset Disposals	107,773	48,749	59,024	121.1	720,355	590,448	129,907	22.0	585,217	688,175	102,958	15
Loss on Assets Disposals	0	(34,260)	34,260	100.0	(118,913)	(14,041,665)	13,922,752	99.2	(14,110,346)	(14,110,346)	0	0
Town Planning Scheme (TPS) Revenues	213,454	371,628	(158,174)	(42.6)	8,510,992	9,264,415	(753,423)	(8.1)	15,288,167	11,865,712	(3,422,455)	(29)
Town Planning Scheme (TPS) Expenses	(51,867)	(2,417,025)	2,365,158	97.9	(5,314,582)	(7,428,973)	2,114,391	28.5	(8,031,975)	(10,183,546)	(2,151,571)	(21)
<b>Total Non Operating Revenue and Expenses</b>	<b>3,440,791</b>	<b>(537,467)</b>	<b>3,978,258</b>	<b>740.2</b>	<b>24,825,288</b>	<b>15,069,844</b>	<b>9,755,444</b>	<b>64.7</b>	<b>38,804,176</b>	<b>41,736,336</b>	<b>2,932,160</b>	<b>7</b>
<b>NET RESULT (OPERATING &amp; NON OPERATING)</b>	<b>(9,976,573)</b>	<b>(15,162,281)</b>	<b>5,185,708</b>	<b>34.2</b>	<b>52,418,041</b>	<b>42,521,586</b>	<b>9,896,455</b>	<b>23.3</b>	<b>39,758,386</b>	<b>41,786,189</b>	<b>2,027,803</b>	<b>5</b>
<b>Other Comprehensive Income</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL COMPREHENSIVE INCOME</b>	<b>(9,976,573)</b>	<b>(15,162,281)</b>	<b>5,185,708</b>	<b>34.2</b>	<b>52,418,041</b>	<b>42,521,586</b>	<b>9,896,455</b>	<b>23.3</b>	<b>39,758,386</b>	<b>41,786,189</b>	<b>2,027,803</b>	<b>5</b>

## CITY OF WANNEROO

## Attachment 2

STATEMENT OF FINANCIAL POSITION  
FOR THE PERIOD ENDED 30 APRIL 2020

Description	30/06/2019 Actual \$	30/04/2020 Actual \$	Annual	
			Adopted Budget \$	Revised Budget \$
<b>Current Assets</b>				
Cash at Bank	3,489,483	36,384	3,308,261	3,308,261
Investments	376,225,855	403,090,362	327,517,818	373,157,395
Receivables	23,409,420	18,734,861	25,595,130	22,176,752
Inventories	314,348	362,637	335,237	314,347
	<b>403,439,106</b>	<b>422,224,244</b>	<b>356,756,446</b>	<b>398,956,755</b>
<b>Current Liabilities</b>				
Payables	(38,897,068)	(54,216,085)	(34,523,724)	(39,079,751)
Provisions	(17,342,243)	(19,542,615)	(15,510,658)	(17,342,241)
	<b>(56,239,311)</b>	<b>(73,758,700)</b>	<b>(50,034,382)</b>	<b>(56,421,992)</b>
<b>NET CURRENT ASSETS</b>	<b>347,199,795</b>	<b>348,465,544</b>	<b>306,722,064</b>	<b>342,534,763</b>
<b>Non Current Assets</b>				
Receivables	3,421,480	3,268,165	3,061,000	3,407,870
Investments	19,669,497	20,243,091	19,017,000	19,669,497
Inventories	21,396,956	21,396,956	21,396,956	22,117,151
Land	133,558,669	133,558,669	159,148,799	134,227,006
Buildings	172,425,478	167,925,625	185,505,768	183,333,456
Plant	17,419,406	16,312,975	23,721,259	23,631,444
Equipment	82,634,639	78,389,133	69,002,438	58,957,695
Furniture & Fittings	7,419,363	6,766,922	17,020,429	14,941,825
Infrastructure	1,871,272,395	1,854,236,125	1,974,478,383	1,955,678,328
Work in Progress	36,691,629	93,477,102	36,691,629	-
	<b>2,365,909,512</b>	<b>2,395,574,763</b>	<b>2,509,043,661</b>	<b>2,415,964,272</b>
<b>Non Current Liabilities</b>				
Interest Bearing Liabilities	(69,078,188)	(69,778,188)	(76,341,388)	(73,641,388)
Provisions & Payables	(11,708,676)	(16,543,148)	(1,727,067)	(11,695,065)
	<b>(80,786,864)</b>	<b>(86,321,336)</b>	<b>(78,068,455)</b>	<b>(85,336,453)</b>
<b>NET ASSETS</b>	<b>2,632,322,443</b>	<b>2,657,718,971</b>	<b>2,737,697,270</b>	<b>2,673,162,582</b>
<b>Equity</b>				
Retained Surplus	(1,241,456,854)	(1,276,483,894)	(1,376,417,279)	(1,289,517,450)
Reserves - Cash/Investment Backed	(229,713,212)	(223,268,059)	(209,195,371)	(237,336,812)
Reserves - Asset Revaluation	(1,064,248,225)	(1,064,248,225)	(1,060,339,858)	(1,064,248,263)
Town Planning Schemes	(96,904,152)	(93,718,793)	(91,744,762)	(82,060,057)
<b>TOTAL EQUITY</b>	<b>(2,632,322,443)</b>	<b>(2,657,718,971)</b>	<b>(2,737,697,270)</b>	<b>(2,673,162,582)</b>

## Attachment 3

**Significant Capital expenditure for April 2020**

- \$1.10m Marmion Ave, Upgrade to Dual Carriageway from Butler Blvd to Yanchep Beach Rd
- \$822K Connolly Drive, Butler, Upgrade to Dual Carriageway from Lukin Dr to Benenden Ave
- \$339K Hartman Drive, Upgrade to Dual Carriageway from Hepburn Ave to Gnangara Rd
- \$264K Hudson Park, Refurbish and Extend Sports Amenities Building
- \$194K Recurring Program, Renew Irrigation Infrastructure and Upgrade Installations
- \$182K Splendid Park, Yanchep, New Skate Park
- \$176K Shelvock Park, New Sports Amenities Building
- \$154K Hardcastle Park, Landsdale, Upgrade Passive Park
- \$150K Warradale Park, Landsdale, New Skate Park
- \$127K Quinns Beach, Quinns Rocks, New Long Term Coastal Management Works
- \$125K Hepburn Avenue, Marangaroo, Upgrade Intersection at Highclere Blvd
- \$115K Wanneroo City Soccer Clubrooms, Madeley, New Changerooms and Store Room
- \$109K Recurring Program, Renew Light Vehicles

**Significant (LTD) commitments in the Capital Works Program as at 30 April 2020**

- \$3.53m Hartman Drive, Upgrade to Dual Carriageway from Hepburn Ave to Gnangara Rd
- \$2.02m Recurring Program, Renew Domestic Waste Vehicles
- \$1.88m Renew Finance System
- \$1.47m Leatherback Park, Alkimos, New Sports Amenities Building
- \$1.26m Marmion Ave, Upgrade to Dual Carriageway from Butler Blvd to Yanchep Beach Rd
- \$946K Recurring Program, Renew IT Equipment and Software
- \$787K Shelvock Park, New Sports Amenities Building
- \$676K Recurring Program, Renew Light Vehicles
- \$669K Recurring Program, Renew Irrigation Infrastructure and Upgrade Installations
- \$528K Hudson Park, Refurbish and Extend Sports Amenities Building
- \$442K Connolly Drive, Butler, Upgrade to Dual Carriageway from Lukin Dr to Benenden Ave
- \$434K Splendid Park, Yanchep, New Skate Park
- \$280K Neerabup Industrial Area, Neerabup, New Development
- \$257K Hepburn Avenue, Marangaroo, Upgrade Intersection at Highclere Blvd
- \$251K Recurring Program, Renew Heavy Trucks
- \$244K Recurring Program, Renew Community Building Assets
- \$214K Joondalup Dr, Banksia Grove, Upgrade Intersection at Tumbleweed Dr and Joseph Banks Blvd
- \$191K Addison Park, Merriwa, Upgrade Sports Floodlighting and Oval Extension
- \$186K Recurring Program, Renew Park Assets
- \$184K Recurring Program, Upgrade Disability Access to Buildings and Facilities
- \$171K Hainsworth Park, Girrawheen, Upgrade Sports Floodlighting
- \$170K Mindarie Breakwater, Mindarie, Renew Maintenance Management Plan
- \$163K Koondoola Park, Koondoola, Upgrade Sports Floodlighting
- \$157K Coastal Dual Use Path, Burns Beach to Mindarie, New Pathway
- \$156K Recurring Program, Renew Sporting Structures
- \$154K Quinns Beach, Quinns Rocks, New Long Term Coastal Management Works

LTD – Life to Date

As at 30 April 2020, the City has spent \$9.74 (77%) of the revised \$12.58m carry forward budget from 2018/2019 (originally \$14.24m). Significant Actual (YTD) expenditure against carry forward projects include (% shown as Actual expenditure against revised Carry Forward budget only):

**Attachment 3**

- \$3.36m Marmion Ave, Upgrade to Dual Carriageway from Butler Blvd to Yanchep Beach Rd (100%)
- \$948K Pinjar Road, Banksia Grove, Upgrade to Dual Carriageway from Blackberry Dr to Joondalup Dr (100%)
- \$651K Recurring Program, Renew Domestic Waste Vehicles (100%)
- \$426K Kingsway Aquatic Play Space (100%)
- \$381K Renew Finance System (100%)
- \$366K Recurring Program, New IT Equipment and Software (36%)
- \$333K Belhaven Park, Quinns Rocks, New Sports Amenities Building (100%)
- \$311K Coastal Protection Works, Quinns Rocks Beach (100%)
- \$273K Recurring Program, Renew Heavy Trucks (100%)
- \$227K John Moloney Park, Marangaroo, Upgrade Sports Floodlighting (80%)
- \$211K Recurring Program, Renew IT Equipment and Software (46%)
- \$200K Recurring Program, Renew Corporate Building Assets (83%)
- \$183K Renew Assets Management System (63%)
- \$169K Abbeville Park, Mindarie, Upgrade Storage Rooms (100%)
- \$169K Recurring Program, Renew Plant (95%)
- \$132K New Human Resource Systems (100%)
- \$114K Connolly Drive, Butler, Upgrade to Dual Carriageway from Lukin Dr to Benenden Ave (100%)

Top Capital Projects 2019/20 - April 2020																	
PMO Project Registration				Financial Summary (Annual Funding)				Total Project Budget			Project Indicators				Project Progress		
PMO Code	Finance Code	Container	Project Name	Project Budget Current Year	Actual Expenditure	Forecast to End of Year	Budget Variance Under /(Over)	Total Project Budget	Estimate at Completion	Total Budget Variance Under /(Over)	Schedule	Current Year Budget	Total Budget	Overall Risk Rating	Work % Complete	Stage	Comments
PMO1523	PR-2561	24684	Quinns Beach, Quinns Rocks, New Long Term Coastal Management Works	2,114,387	1,945,158	139,229	30,000	11,946,580	11,916,580	30,000					89	Delivery	Stage 3 coastal management works underway and all major works were completed in December 2019. Carpark repair works completed. Remaining dune rehabilitation works to be completed by June 2020. Groyne 1 maintenance design to be completed by June 2020 for construction in 2020/21. Forecast for 2019/20 includes contingency of \$37,000. Carry forward \$30,000 for continuing construction works.
PMO16050	PR-3098	23725	Hepburn Avenue, Marangaroo, Upgrade Intersection at Highclere Blvd	1,200,000	1,173,517	258,692	(232,209)	1,235,000	1,464,659	(229,659)					98	Delivery	Review of budgets completed, confirm additional funds required due to traffic management factors, lightening towers, changing the pavement design and unforeseen plant charges. Change Control \$190,000 for increased site costs to be approved by Council 5 May 2020.
PMO16061	PR-2955	23756	Halesworth Park, Butler, New Sports Facilities	1,492,500	143,381	459,119	890,000	20,824,936	20,822,471	2,465					39	Delivery	Schedule; Environmental Clearing Permit - Federal Approval (Draft) issued 22 April 2020. RFT 20019 for Construction of Ovals and Landscaping, CEO Recommendation Report being finalised. RFT 20095 for Consultancy Design Services, assessment and CEO report currently under review. Risk; Overall delivery project program remains amber pending contract 20019 award for civils and landscaping works, and award of 20095 for consultancy services. Budget: Carry forward \$890,000 to allow for delay in environmental permit and Tender 20019 award.
PMO16064	PR-2621	23809	Kingsway Olympic Clubrooms, Madeley, New Changerooms and Grandstand	1,088,246	1,011,426	130,000	(53,180)	3,045,749	3,108,268	(62,519)					98	Defects Liability Period	Schedule: Additional works, construction commenced 28 April 2020. Risk; COVID-19 delays completion of additional works. Budget; Change Control \$59,000 to cover costs for design matters raised by Olympic Kingsway Sports Club to be approved by Council 5 May 2020.
PMO16135	PR-4010	24615	Edgar Griffiths Park, Wanneroo, New Sports Amenities Building	804,748	682,210	112,808	9,730	1,700,000	1,698,643	1,357					99	Defects Liability Period	Building works for new sports amenities building completed and handed over to the City. Additional external works for landscaping anticipated for completion by June 2020. Forecast expenditure for 2019/20 includes contingency of \$20,000 for unresolved possible landscaping works. Carry forward \$4,735 for consultancy at completion. Anticipated project savings of \$4,995.

## Top Capital Projects 2019/20 - April 2020

PMO Project Registration				Financial Summary (Annual Funding)				Total Project Budget			Project Indicators				Project Progress		
PMO Code	Finance Code	Container	Project Name	Project Budget Current Year	Actual Expenditure	Forecast to End of Year	Budget Variance Under /(Over)	Total Project Budget	Estimate at Completion	Total Budget Variance Under /(Over)	Schedule	Current Year Budget	Total Budget	Overall Risk Rating	Work % Complete	Stage	Comments
PMO17006	PR-4111	24676	Belhaven Park, Quinns Rocks, New Sports Amenities Building	1,308,223	1,206,426	86,875	14,922	1,399,000	1,390,796	8,204					91	Delivery	Project completing construction phase. Variations monitored, currently within budget allowance. City power account establishment marginally delaying practical completion, however this will be resolved this month. Forecast expenditure for 2019/20 includes \$50,000 contingency for unresolved landscaping scope, anticipated hydrozoning, trees and mulch. Carry forward \$3,954 for consultancy at final completion. Anticipated project savings of \$10,968.
PMO17008	PR-4031	24879	Kingsway Netball Clubrooms, Madeley, Upgrade Building	1,698,415	1,517,250	11,165	170,000	3,147,716	2,977,717	170,000					95	Defects Liability Period	Schedule: Defects Liability Period. Risk; None apparent as all works complete. Budget; Reallocation of underspend of \$137,500 to PR-2621 (Kingsway Olympic Clubrooms) & PR-2947 (Renew Aquamotion Building Assets) for other works. Change Control to be approved by Council 5 May 2020.
PMO17021	PR-4145	25887	Splendid Park, Yanchep, New Skate Park	698,779	194,623	339,120	165,036	700,000	700,000	(0)					66	Delivery	Site works are progressing well, at 25% completed to date. However, threat to discontinue site works exist due to the constantly changing situation surrounding the COVID-19 pandemic. Practical completion anticipated for 14 July 2020. Carry forward \$165,000 for consultancy at final completion.
PMO17143	PR-4034	28576	Hudson Park, Girrawheen, Upgrade Dennis Cooley Pavilion	1,560,770	912,032	568,738	80,000	1,670,270	1,677,627	(7,357)					60	Delivery	Completion is anticipated in June 2020 and the overall risk indicator remains amber due to unforeseeable environmental and geotechnical risks, which might be encountered during construction and site reinstatement. Forecast for 2019/20 includes contingency of \$80,000 to deal with potential issued during defects liability period. Carry forward \$80,000 due to delays on site (late demolition of tennis shelter).
PMO18051	PR-4108	28879	Wanneroo City Soccer Clubrooms, Madeley, New Change Rooms and Store Room	1,062,666	978,617	134,049	(50,000)	1,185,500	1,173,000	12,500					84	Delivery	Construction on schedule with an anticipated completion date in May 2020. After pre-practical completion site meeting, internal stakeholders raised number of items outside the project scope. Change Control for \$50,000.00 to be raised to consider additional scope.



Top Capital Projects 2019/20 - April 2020																	
PMO Project Registration				Financial Summary (Annual Funding)				Total Project Budget			Project Indicators				Project Progress		
PMO Code	Finance Code	Container	Project Name	Project Budget Current Year	Actual Expenditure	Forecast to End of Year	Budget Variance Under /(Over)	Total Project Budget	Estimate at Completion	Total Budget Variance Under /(Over)	Schedule	Current Year Budget	Total Budget	Overall Risk Rating	Work % Complete	Stage	Comments
PMO18063	PR-4088	30136	Neerabup Industrial Area, Neerabup, New Development	750,000	176,959	113,775	459,266	15,855,000	15,855,003	(3)					16	Delivery	Final Concept Subdivision Layout for Lot 9100 complete waiting acceptance to proceed with engineering design. The resource extraction contract pre-start on site documentation and licence application ongoing, however due to COVID-19 site work is now expected to start in July 2020. Water supply engineering solution consultancy ongoing. A detailed investigation summary into the renewable energy delivery options is complete. The Information, Communication and Technology Strategy is ongoing. Forecast for 2019/20 includes contingency of \$13,233. Carry forward adjustment to \$459,265 required for continuing with the project scope of work.
PMO18093	PR-4098	30925	Pinjar Road, Banksia Grove, Upgrade to Dual Carriageway from Blackberry Dr to Joondalup Dr	5,148,407	4,309,512	112,490	726,405	6,500,000	5,773,595	726,405					95	Defects Liability Period	Pinjar Road and Harris Street practical completion achieved on 4 March 2020. Pinjar Road Landscape to be completed by June 2020. On completion of the project cell funding to be returned to land developers. Forecast for 2019/20 includes contingency of \$50,000. Reallocation of underspend of \$190,000 to PR-3098 (Hepburn Ave Highclere Blvd intersection due to increased site costs. Change Control to be approved by Council 5 May 2020.
PMO18098	PR-4102	31842	Shelvoke Park, Koondoola, New Sports Amenities Building	1,913,080	803,673	784,407	325,000	2,018,080	2,021,142	(3,062)					68	Delivery	Construction is at Lock Up stage. Club compound operational. Forecast 2019/20 includes a contingency of \$50,000. Carry forward of \$250,000 required for continuing construction in 2020/21 due to potential COVID-19 restrictions on labour, materials and resourcing. Reallocation of underspend of \$75,000 to PR-1087 (Resurfacing Program), PR-2094 (New CCTV Network), PR-2565 (Renew Leased Building) & PR-2947 (Renew Kingsway Indoor Stadium). Change Control to be approved by Council 5 May 2020.

Top Capital Projects 2019/20 - April 2020																	
PMO Project Registration				Financial Summary (Annual Funding)				Total Project Budget			Project Indicators				Project Progress		
PMO Code	Finance Code	Container	Project Name	Project Budget Current Year	Actual Expenditure	Forecast to End of Year	Budget Variance Under /(Over)	Total Project Budget	Estimate at Completion	Total Budget Variance Under /(Over)	Schedule	Current Year Budget	Total Budget	Overall Risk Rating	Work % Complete	Stage	Comments
PMO18104	PR-4140	31839	Marmion Ave Upgrade to Dual Carriageway from Butler Bvd to Yanchep Beach Rd	18,583,443	18,231,063	1,552,379	(1,199,999)	27,924,113	29,174,113	(1,250,000)					94	Delivery	First section (1.2km adjacent to Alkimos Vista). Practical Completion reached 2nd April 2019, now in 12 months defects period. Second section (8km from Shorehaven to Yanchep). Construction at 95% completed Revolution Drive intersection and Cinnabar RAB due for completion end of May '20. Third section (2.3km from Camborne Pkw to Alkimos Vista). Construction at 95% completed Section between Graceful Blvd and Brindabella due for completion end of May 2020. Carry forward estimate \$50,000. Change Control \$1,250,000 for variation of works funded by developer to be approved by Council 5 May 2020.
PMO18122	PR-2930	34057	Warradale Park, Landsdale, New Skate Park	616,212	563,104	53,108	0	650,000	650,000	0					92	Delivery	Site works have commenced and are progressing well (about 90% complete). However, threat to discontinue site works exist due to the constantly changing situation surrounding the COVID-19 pandemic.
PMO19040	PR-2797	34171	Connolly Dr, Butler, Upgrade to Dual Carriageway from Lukin Dr to Benenden Ave	3,077,463	2,355,843	678,455	43,165	3,675,000	3,388,314	286,686					85	Delivery	Construction contract awarded to RJ Vincent (RJV) 16 October 2019. All the stormwater drainage is now complete with 80% of pavement and asphalt now complete along with 100% of the street lighting. Forecast for 2019/20 includes contingency of \$80,000 for landscape and possible Wester Power amended electrical quotation. Carry forward of \$43,165 for landscaping works.
PMO19041	PR-3018	34175	Hartman Dr, Wangara, Upgrade to Dual Carriageway from Hepburn Ave to Gngara Rd	2,430,865	485,359	1,528,000	417,506	4,700,000	4,482,494	217,506					60	Delivery	Tender awarded. Site construction and escalation commenced 03 March 2020. Project going well with anticipated 50% of drainage completed by June 2020. Western Power are on site and have started removal of street lighting. Forecast 2019/20 includes contingency of \$50,000. Carry forward adjustment to \$417,506 for continuing constructions.
				45,548,204	36,690,153	7,062,409	1,795,642	108,176,944	108,274,423	-97,479							

Schedule Status-Indicator	Budget Indicators (Annual & Total)	Overall Risk Indicator
On Target-Baseline (<10%time increase)	On Target (Variance <10%)	Low
Behind Schedule (10 - 20%time increase)	Almost on Budget (Variance of 10 - 20%)	Medium
Behind Schedule (>20%time increase)	Under / Over Budget (Variance > 20%)	High

<b>1.17%</b>	12 month UBS Australia Bank Bill Index for	30 April 2020
<b>0.38%</b>	Differential between Council's Weighted Return and	UBS Australia Bank Bill Index

CS01-06/20 – Attachment 5

## INDIVIDUAL ADI LIMITS - As At 30 April 2020

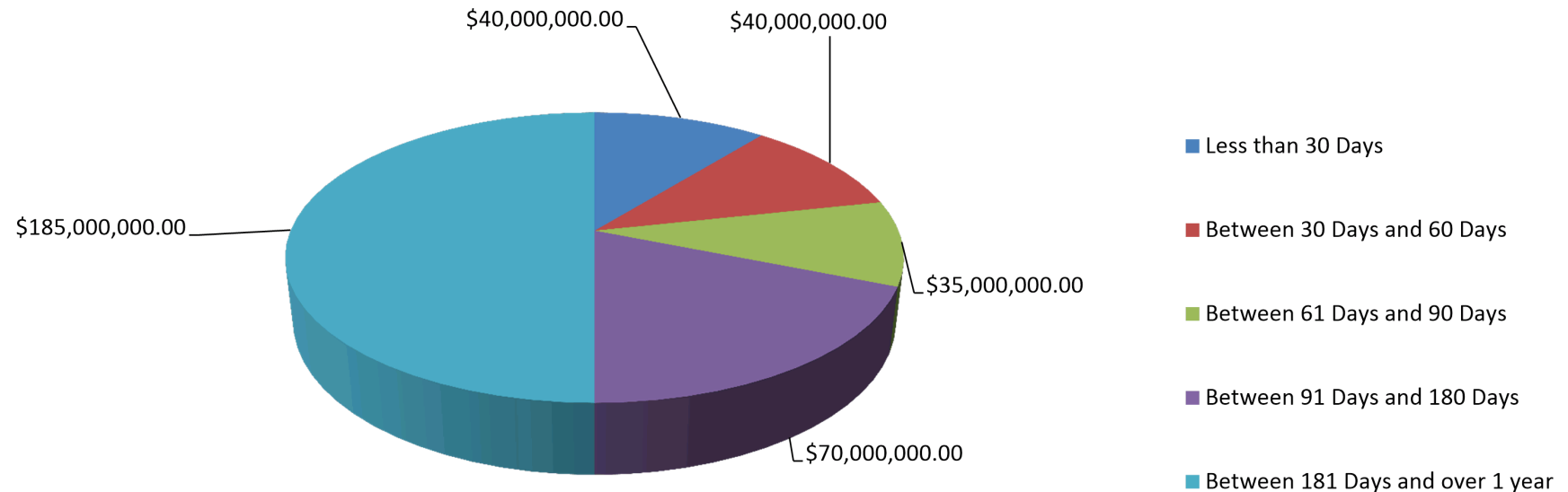
BORROWER	INVESTMENT RATING	FACE VALUE (\$)	MAXIMUM LIMIT PER INVESTMENT POLICY (\$)	INVESTMENT BALANCE (%)	MAXIMUM LIMIT PER INVESTMENT POLICY (%)
Commonwealth Bank of Australia Perth	A1	30,243,000.00	200,121,500.00	7.56	50.00
National Australia Bank	A1	30,000,000.00	200,121,500.00	7.50	50.00
Westpac Banking Corporation	A1	100,000,000.00	200,121,500.00	24.98	50.00
Suncorp	A1	55,000,000.00	200,121,500.00	13.74	50.00
Bank of Queensland	A2	50,000,000.00	100,060,750.00	12.49	25.00
Bendigo Bank	A2	20,000,000.00	100,060,750.00	5.00	25.00
Members Equity Bank Melbourne	A2	70,000,000.00	100,060,750.00	17.49	25.00
Rural Bank	A2	45,000,000.00	100,060,750.00	11.24	25.00
<b>Totals</b>		<b>400,243,000.00</b>		<b>100.00</b>	

## OVERALL CREDIT PROFILE - As At 30 April 2020

	INVESTMENT RATING	FACE VALUE (\$)	MAXIMUM LIMIT PER INVESTMENT POLICY (\$)	INVESTMENT BALANCE (%)	MAXIMUM LIMIT PER INVESTMENT POLICY (%)
Subtotal of Securities	A1	215,243,000.00	400,243,000.00	53.78	100.00
Subtotal of Securities	A2	185,000,000.00	320,194,400.00	46.22	80.00
<b>Totals</b>		<b>400,243,000.00</b>		<b>100.00</b>	

## Maturity Breakdown - As At 30 April 2020

Maturity Profile	Face Value	% Portfolio	Number of Investments	Lowest Amount Invested per Investment	Highest Amount Invested per Investment
Current Account	\$30,243,000.00	7.56%	1.00	\$30,243,000.00	\$30,243,000.00
Less than 30 Days	\$40,000,000.00	9.99%	4.00	\$10,000,000.00	\$10,000,000.00
Between 30 Days and 60 Days	\$40,000,000.00	9.99%	5.00	\$5,000,000.00	\$10,000,000.00
Between 61 Days and 90 Days	\$35,000,000.00	8.74%	5.00	\$5,000,000.00	\$15,000,000.00
Between 91 Days and 180 Days	\$70,000,000.00	17.49%	10.00	\$5,000,000.00	\$10,000,000.00
Between 181 Days and over 1 year	\$185,000,000.00	46.22%	20.00	\$5,000,000.00	\$15,000,000.00
<b>Totals</b>	<b>\$400,243,000.00</b>	<b>100.00%</b>	<b>45.00</b>		



**RATE SETTING STATEMENT  
(FINANCIAL ACTIVITY STATEMENT)  
FOR THE PERIOD ENDED 30 APRIL 2020**

Attachment 6

Description	Year To Date				Annual			
	Actual	Revised Budget	Variance		Adopted Budget	Revised Budget	Variance	
	\$	\$	\$	%	\$	\$	\$	%
<b>Opening Surplus/(Deficit)</b>	<b>0</b>	<b>(19,585,667)</b>	<b>19,585,667</b>	<b>0</b>	<b>(19,585,667)</b>	<b>(19,585,667)</b>	<b>0</b>	<b>0</b>
<b>OPERATING ACTIVITIES</b>								
<b>Revenues</b>								
Operating Grants, Subsidies & Contributions	6,070,482	6,123,431	(52,949)	(1)	10,860,681	11,691,244	830,563	7
Fees & Charges	42,781,928	43,924,389	(1,142,461)	(3)	46,787,670	46,550,152	(237,518)	(1)
Interest Earnings	7,054,269	6,904,408	149,861	2	8,715,234	7,579,269	(1,135,965)	(15)
Other Revenue	429,495	675,094	(245,599)	(36)	627,194	774,792	147,598	19
	<b>56,336,173</b>	<b>57,627,322</b>	<b>(1,291,149)</b>	<b>(2)</b>	<b>66,990,779</b>	<b>66,595,457</b>	<b>(395,322)</b>	<b>(1)</b>
<b>Expenses</b>								
Employee Costs	(63,241,888)	(63,390,237)	148,349	0	(76,825,787)	(75,872,298)	953,489	1
Materials & Contracts	(51,735,689)	(54,409,543)	2,673,854	5	(68,528,997)	(69,104,375)	(575,378)	(1)
Utility Charges	(7,717,239)	(7,925,507)	208,268	3	(9,695,193)	(9,631,498)	63,695	1
Depreciation	(35,736,432)	(34,109,090)	(1,627,342)	(5)	(40,947,313)	(40,947,295)	18	0
Interest Expenses	(3,429,486)	(3,499,310)	69,824	2	(4,111,186)	(4,111,186)	0	0
Insurance	(963,736)	(1,266,082)	302,346	24	(1,510,000)	(1,518,848)	(8,848)	1
	<b>(162,824,471)</b>	<b>(164,599,769)</b>	<b>1,775,298</b>	<b>1</b>	<b>(201,618,476)</b>	<b>(201,185,500)</b>	<b>432,976</b>	<b>0</b>
<b>Non-Cash Amounts Excluded</b>								
Depreciation	35,736,432	34,109,090	1,627,342	5	40,947,313	40,947,295	18	0
	<b>(70,751,865)</b>	<b>(72,863,357)</b>	<b>2,111,492</b>	<b>3</b>	<b>(93,680,384)</b>	<b>(93,642,748)</b>	<b>37,636</b>	<b>0</b>
<b>INVESTING ACTIVITIES</b>								
Non Operating Grants, Subsidies & Contributions	14,130,896	13,123,533	1,007,363	8	28,798,613	37,201,841	8,403,228	23
Contributed Physical Assets	6,896,541	13,562,086	(6,665,545)	(49)	16,274,500	16,274,500	0	0
Profit on Asset Disposals	720,355	590,448	129,907	22	585,217	688,175	102,958	15
Loss on Assets Disposals	(118,913)	(14,041,665)	13,922,752	99	(14,110,346)	(14,110,346)	0	0
TPS & DCP Revenues	8,510,992	9,264,415	(753,423)	(8)	15,288,167	11,865,712	(3,422,455)	(29)
TPS & DCP Expenses	(5,314,582)	(7,428,973)	2,114,391	28	(8,031,975)	(10,183,546)	(2,151,571)	(21)
Capital Expenditure	(58,177,741)	(68,358,019)	10,180,278	15	(91,087,387)	(88,802,668)	2,284,719	3
Proceeds From Disposal Of Assets	572,526	1,322,673	(750,147)	(57)	1,484,250	1,587,208	102,958	6
	<b>(32,779,926)</b>	<b>(51,965,502)</b>	<b>19,185,575</b>	<b>37</b>	<b>(50,798,961)</b>	<b>(45,479,124)</b>	<b>5,319,837</b>	<b>12</b>
<b>Non-Cash Amounts Excluded</b>								
Contributed Physical Assets	(6,896,541)	(13,562,086)	6,665,545	49	(16,274,500)	(16,274,500)	0	0
Profit on Asset Disposals	(720,355)	(590,448)	(129,907)	(22)	(585,217)	(688,175)	(102,958)	15
Loss on Assets Disposals	118,913	14,041,665	(13,922,752)	(99)	14,110,346	14,110,346	0	0
	<b>(7,497,982)</b>	<b>(110,869)</b>	<b>(7,387,113)</b>	<b>(6,663)</b>	<b>(2,749,371)</b>	<b>(2,852,329)</b>	<b>(102,958)</b>	<b>(4)</b>
	<b>(40,277,909)</b>	<b>(52,076,371)</b>	<b>11,798,462</b>	<b>23</b>	<b>(53,548,332)</b>	<b>(48,331,453)</b>	<b>5,216,879</b>	<b>11</b>
<b>FINANCING ACTIVITIES</b>								
Contributions from New Loans	700,000	6,052,667	(5,352,667)	(88)	7,263,200	7,263,200	0	0
Transfers from Restricted Grants, Contributions & Loans	1,153,532	18,418,264	(17,264,732)	(94)	21,836,335	22,101,917	(265,582)	(1)
Transfers to Restricted Grants, Contributions & Loans	(469,969)	0	(469,969)	(100)	0	0	0	0
Transfers from Reserves	6,152,290	23,733,199	(17,580,909)	(74)	35,094,989	28,479,839	(6,615,150)	(23)
Transfers to Reserves	0	(33,111,708)	33,111,708	100	(41,382,138)	(39,734,049)	1,648,089	4
Transfers from Schemes	0	19,679,913	(19,679,913)	(100)	20,847,432	23,615,895	2,768,463	13
Transfers to Schemes	(7,763,992)	(12,339,025)	4,575,033	37	(12,427,342)	(14,806,830)	(2,379,488)	(19)
	<b>(228,139)</b>	<b>22,433,310</b>	<b>(22,661,449)</b>	<b>(101)</b>	<b>31,232,476</b>	<b>26,919,972</b>	<b>(4,312,504)</b>	<b>(16)</b>
<b>BUDGET DEFICIENCY</b>	<b>(111,257,914)</b>	<b>(122,092,085)</b>	<b>10,834,171</b>	<b>9</b>	<b>(135,581,907)</b>	<b>(134,639,896)</b>	<b>942,011</b>	<b>1</b>
<b>Amount To Be Raised From Rates</b>	<b>134,081,050</b>	<b>134,424,189</b>	<b>(343,139)</b>	<b>(0)</b>	<b>135,581,907</b>	<b>134,639,896</b>	<b>(942,011)</b>	<b>(1)</b>
<b>Closing Surplus/(Deficit)</b>	<b>22,823,137</b>	<b>12,332,104</b>	<b>10,491,032</b>	<b>85</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>



## Transactional Finance

### CS02-06/20 Warrant of Payments for the Period to 30 April 2020

File Ref: 1859V02 – 20/178720  
 Responsible Officer: Director Corporate Strategy & Performance  
 Disclosure of Interest: Nil  
 Attachments: Nil

## Issue

Presentation to the Council of a list of accounts paid for the month of April 2020, including a statement as to the total amounts outstanding at the end of the month.

## Background

Local Governments are required each month to prepare a list of accounts paid for that month and submit the list to the next Ordinary Meeting of the Council.

In addition, it must record all other outstanding accounts and include that amount with the list to be presented. The list of accounts paid and the total of outstanding accounts must be recorded in the minutes of the Council meeting.

## Detail

The following is the Summary of Accounts paid in April 2020.

Funds	Vouchers	Amount
<b>Director Corporate Services Advance A/C</b>		
<b>Accounts Paid – April 2020</b>		
Cheque Numbers	119544 - 119597	\$581,421.25
EFT Document Numbers	3798 - 3821	<u>\$9,573,223.26</u>
<b>TOTAL ACCOUNTS PAID</b>		<b>\$10,154,644.51</b>
Less Cancelled Cheques		(\$29,052.71)
Manual Journa		\$4,066.40
Town Planning Scheme		<u>(\$37,724.21)</u>
<b>RECOUP FROM MUNICIPAL FUND</b>		<b><u>(\$10,091,933.99)</u></b>
<b>Municipal Fund – Bank A/C</b>		
Accounts Paid – April 2020		
Recoup to Director Corporate Services Advance A/C		\$10,091,933.99
Direct Payments		\$37,873.01
Payroll – Direct Debits		<u>\$3,536,262.50</u>
<b>TOTAL ACCOUNTS PAID</b>		<b><u>\$13,666,069.50</u></b>
<b>Town Planning Scheme</b>		
Accounts Paid – April 2020		
Cell 4		\$35,214.21
Cell 5		\$815.75
Cell 8		<u>\$1,694.25</u>
<b>TOTAL ACCOUNTS PAID</b>		<b><u>\$37,724.21</u></b>

At the close of April 2020 outstanding creditors amounted to \$781,491.23.

## Consultation

Nil

## Comment

The list of payment (cheques and electronic transfers) and the end of month total of outstanding creditors for the month of April 2020 is presented to the Council for information and recording in the minutes of the meeting, as required by the Local Government (Financial Management) Regulations 1996.

## Statutory Compliance

*Regulation 13(1) of the Local Government (Financial Management) Regulations 1996* requires a local government to list the accounts paid each month and total all outstanding creditors at the month end and present such information to the Council at its next Ordinary Meeting after each preparation. A further requirement of this Section is that the prepared list must be recorded in the minutes of the Council meeting.

## Strategic Implications

The proposal aligns with the following objective within the Strategic Community Plan 2017 – 2027:

*“4 Civic Leadership*

*4.3 Progressive Organisation*

*4.3.1 Lead excellence and innovation in local government”*

## Risk Management Considerations

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

## Policy Implications

Nil

## Financial Implications

Nil

## Voting Requirements

Simple Majority

## Recommendation

**That Council RECEIVES the list of payments drawn for the month of April 2020, as summarised below:-**

Funds	Vouchers	Amount
<b>Director Corporate Services Advance A/C</b>		
<b>Accounts Paid – April 2020</b>		
Cheque Numbers	119544 - 119597	\$581,421.25
EFT Document Numbers	3798 - 3821	<u>\$9,573,223.26</u>
<b>TOTAL ACCOUNTS PAID</b>		<b>\$10,154,644.51</b>

Less Cancelled Cheques		(\$29,052.71)
Manual Journal		\$4,066.40
Town Planning Scheme		(\$37,724.21)
<b>RECOUP FROM MUNICIPAL FUND</b>		<b>(\$10,091,933.99)</b>
<b>Municipal Fund – Bank A/C</b>		
Accounts Paid – April 2020		
Recoup to Director Corporate Services		
Advance A/C		\$10,091,933.99
Direct Payments		\$37,873.01
Payroll – Direct Debits		\$3,536,262.50
<b>TOTAL ACCOUNTS PAID</b>		<b>\$13,666,069.50</b>
<b>Town Planning Scheme</b>		
Accounts Paid – April 2020		
Cell 4		\$35,214.21
Cell 5		\$815.75
Cell 8		\$1,694.25
<b>TOTAL ACCOUNTS PAID</b>		<b>\$37,724.21</b>

#### WARRANT OF PAYMENTS APRIL 2020

PAYMENT	DATE	DESCRIPTION	AMOUNT
00119544	07/04/2020	Brodie Callanan	\$120.00
		Refund - Reimbursement For Alleged Damage Caused By Waste Vehicle	
00119545	07/04/2020	Ligita Voveryte	\$294.00
		Refund - Food Business Application & Registration Fee - Cancelled	
00119546	07/04/2020	Susan Carroll	\$25.00
		Refund - Copies Of Plans For Septic Tank Plans - Plans Unavailable	
00119547	07/04/2020	Ashley Murray	\$161.00
		Hire Fee Refund	
00119548	07/04/2020	Rebecca Rose Campleman	\$115.00
		Hire Fee Refund	
00119549	07/04/2020	Kingsway Junior Football Club Incorporated	\$163.80
		Hire Fee Refund	
00119550	07/04/2020	Rates Refund	\$274.69
00119551	07/04/2020	Rates Refund	\$37,223.40
00119552	07/04/2020	MP & JD Havlik	\$138.76
		Refund - Swimming Lessons - Closure Due To Covid-19	
00119553	07/04/2020	J & T White	\$56.00
		Refund - Swimming Lessons - Closure Due To Covid-19	
00119554	07/04/2020	Rates Refund	\$316.13
00119555	07/04/2020	Rodger Scott	\$60.00
		Refund - Gold Program - Woodman Point Tour	
00119556	07/04/2020	Health Services Petty Cash	\$142.05
		Petty Cash	
00119557	07/04/2020	Telstra	\$82,775.31
		Internet/Phone Charges For The City	

WARRANT OF PAYMENTS APRIL 2020			
PAYMENT	DATE	DESCRIPTION	AMOUNT
00119558	07/04/2020	Capital Finance Australia Limited	\$993.76
		Equipment Rental - Spinning Bikes - Aquamotion	
00119559	07/04/2020	GT Media	\$11,528.00
		Training - Social Media Strategy - Communications & Brand	
00119560	07/04/2020	Michael Doherty	\$300.00
		Artist Fee - Even Keel Exhibition - Cultural Services	
00119561	07/04/2020	Mrs Olga Perova	\$278.40
		Artist Exhibition Fee - Cultural Services	
00119562	07/04/2020	Pojulu Community Association	\$300.00
		Display And Presentation - South Sudanese - Library Services	
00119563	07/04/2020	Tony Jones Art Projects	\$953.70
		Artist Fee - Even Keel Exhibition - Cultural Services	
00119564	07/04/2020	Traffic Logistics Australia	\$950.00
		Traffic Counts - Two Rocks Road - Transport & Traffic Management	
00119565	07/04/2020	Wacker Neuson Pty Ltd	\$3,872.00
		Plant Purchase - Vibratory Rammer - Engineering	
00119566	15/04/2020	Cr F Cvitan	\$4,583.60
		Monthly Allowance	
00119567	15/04/2020	Cr X Nguyen	\$2,683.11
		Monthly Allowance	
00119568	15/04/2020	Rates Refund	\$182.27
00119569	15/04/2020	Rates Refund	\$37.36
00119570	15/04/2020	Emma Newman	\$13.70
		Refund - Balance Of Cashless Account - Aquamotion	
00119571	15/04/2020	Tim Clews	\$118.00
		Refund - Septic Tank Permit - Withdrawn	
00119572	15/04/2020	Lara Martelli	\$100.00
		Bond Refund	
00119573	15/04/2020	Mrs Julie McDonald	\$87.00
		Reimbursement - Working With Children Check - Aquamotion	
00119574	15/04/2020	Autopro Wanneroo	\$143.90
		Wheel Paint - Fleet	
00119575	15/04/2020	Lendlease Communities (Alkimos) Pty Ltd	\$8,000.00
		Lease Contribution - Alkimos Beach Pop-Up Library - Property	
00119576	15/04/2020	Brett Nannup	\$300.00
		Artist Fee - Even Keel - Cultural Services	

WARRANT OF PAYMENTS APRIL 2020			
PAYMENT	DATE	DESCRIPTION	AMOUNT
00119577	15/04/2020	Mamoos Services	\$220.00
		Appearance - Video Story Time - Library Services	
00119578	21/04/2020	Christine Jensen	\$63.60
		Refund - Copies Of Plans - Only House Required	
00119579	21/04/2020	Lindsey Ritchie	\$64.40
		Refund - Copies Of Plans - Not Available	
00119580	21/04/2020	Nguyen Nguyen	\$64.00
		Refund - Copies Of Plans - Not Available	
00119581	21/04/2020	Telstra	\$1,343.29
		Internet/Phone Charges For The City	
00119582	21/04/2020	Miss Samantha Appleyard	\$255.00
		Reimbursement - Austswim Course Aquamotion	
00119583	21/04/2020	Super Cheap Auto Pty Ltd	\$165.79
		Jumper Leads - Rangers	
		Vehicle Cleaning Equipment - Rangers	
00119584	21/04/2020	Vocus Communications	\$247.50
		NBN Connection - YTRAC - ICT	
00119585	21/04/2020	Suez Recycling & Recovery (Perth) Pty Ltd	\$110,747.41
		Process Recyclables - Waste	
00119586	28/04/2020	Autopro Wanneroo	\$343.80
		Vehicle Spare Parts - Fleet	
00119587	28/04/2020	Bolinda Digital Pty Ltd	\$11,000.00
		2019 / 2020 - E-book & E-audiobook - Libraries	
00119588	28/04/2020	Mark Thomas Terry	\$100.00
		Car Detailing - Wanneroo - Customer & Information Services	
00119589	28/04/2020	Peet Alkimos Pty Ltd	\$4,318.61
		Reimbursement - Synergy Accounts - Mizzen Park & Topsail - Parks	
00119590	29/04/2020	Rates Refund	\$669.29
00119591	29/04/2020	Rates Refund	\$37.36
00119592	29/04/2020	Rates Refund	\$473.61
00119593	29/04/2020	Rates Refund	\$863.44
00119594	29/04/2020	Rates Refund	\$154,232.59
00119595	29/04/2020	Rates Refund	\$553.48
00119596	29/04/2020	Telstra	\$30,538.94
		Phone/Internet Charges For The City	
00119597	30/04/2020	Department of Transport	\$107,829.20
		Vehicle Licence Payments - Fleet Assets	
		<b>Total Director Corporate Services Advance - Cheques</b>	<b>\$581,421.25</b>

WARRANT OF PAYMENTS APRIL 2020			
PAYMENT	DATE	DESCRIPTION	AMOUNT
ELECTRONIC FUNDS TRANSFER			
00003798	03/04/2020	Rates Refund	\$6,265.90
00003799	07/04/2020	Synergy	\$8,871.37
		Power Supplies For The City	
00003800	07/04/2020	Cancelled - System Error	
00003801	07/04/2020	Water Corporation	\$2,194.48
		Water Charges For The City	
00003802	07/04/2020	Alinta Gas	\$136.75
		Gas Supplies For The City	
		Alinta Sales Pty Ltd	\$4,753.80
		Gas Supplies For The City	
		Australian Manufacturing Workers Union	\$83.40
		Payroll Deductions	
		Australian Services Union	\$717.20
		Payroll Deductions	
		Australian Taxation Office	\$4,732.00
		Payroll Deductions	
		Child Support Agency	\$1,689.05
		Payroll Deductions	
		City of Wanneroo - Payroll Rates	\$6,684.00
		Payroll Deductions	
		Fleet Network	\$1,534.90
		Payroll Deductions	
		Landgate	\$628.80
		Land Enquiries For The City	
		LD & D Australia Pty Ltd	\$287.60
		Milk Deliveries For The City	
		Maxxia Pty Ltd	\$8,313.23
		Payroll Deductions	
		Mr Anthony Brody	\$360.00
		Vehicle Crossing Subsidy	
		Rates Refund	\$554.90
		Rates Refund	\$31.68
		Mr Sheehan McGlynn	\$360.00
		Vehicle Crossing Subsidy	
		Mr Timothy Ball	\$360.00
		Vehicle Crossing Subsidy	



WARRANT OF PAYMENTS APRIL 2020			
PAYMENT	DATE	DESCRIPTION	AMOUNT
		Rates Refund	\$670.58
		Mrs Vaishaliben Patel	\$360.00
		Vehicle Crossing Subsidy	
		Rates Refund	\$483.82
		Optus	\$1,313.70
		Phone Charges For The City	
		Paywise Pty Ltd	\$1,078.98
		Payroll Deductions	
		Smartsalary	\$8,464.92
		Payroll Deductions	
		Trailer Parts Pty Ltd	\$39.00
		Vehicle Spare Parts - Workshop	
00003803	07/04/2020		
		Solution 4 Building Pty Ltd	\$193,334.90
		Progress Claim 7 - Wanneroo City Soccer Club - Assets	
00003804	09/04/2020		
		Action Glass & Aluminium	\$1,677.90
		Glazing Services For The City	
		Adventure Playgrounds	\$3,529.50
		Bond Refund - Parks Assets Renewal Program 2018 / 2019	
		Atom Supply	\$132.00
		Vehicle Oil - Fleet	
		Austraffic WA	\$26,400.00
		Traffic Control - Wanneroo South - Transport & Traffic Services	
		Australian Airconditioning Services Pty Ltd	\$773.74
		Airconditioning Maintenance For The City	
		Barra Civil & Fencing	\$528.00
		Install Fencing - Hardcastle Park - Construction	
		Because We Care Pty Ltd	\$49,521.12
		Dog Waste Bags - Waste	
		Bridgestone Australia Limited	\$9,433.39
		Tyre Fitting Services For The City	
		Bucher Municipal Pty Ltd	\$880.31
		Vehicle Spare Parts - Fleet	
		Burgtec	\$341.00
		Mobile Pedestal - Rangers	
		Burgtec Australasia Pty Ltd	\$2,411.64
		Locker Batteries - Facilities	
		Cameron Chisholm & Nicol (WA) Pty Ltd	\$2,475.00
		Professional Services - Wanneroo -	

WARRANT OF PAYMENTS APRIL 2020			
PAYMENT	DATE	DESCRIPTION	AMOUNT
		Approval Services	
		Car Care Motor Company Pty Ltd	\$467.60
		Vehicle Services - Fleet	
		Chemistry Centre WA	\$732.07
		Water Sample - Brampton Park - Parks	
		Corsign (WA) Pty Ltd	\$224.40
		Sign - Quinns Beach Renourishment - Parks	
		CR Kennedy & Co Pty Ltd	\$459.80
		Repairs - Leica Field Controller - Surveys	
		CS Legal	\$1,695.32
		Legal Fees For The City	
		Datavoice Communications Pty Ltd	\$8,283.00
		20 Licenses - Avaya Power & 2 Conference Phones - ICT	
		DC Golf	\$79,261.70
		Commission Fees - Carramar & Marangaroo Golf Course - Property Services	
		Department Of Biodiversity, Conservation And Attractions	\$1,485.00
		Yanchep National Park Passes - Advocacy & Economic Development	
		Diamond Plumbing & Gas	\$10,989.62
		Plumbing Maintenance For The City	
		Different By Design	\$280.00
		Artwork For Poster - Youth Week 2020 - Communications & Brand	
		Digital Education Services	\$1,503.13
		DVD Stock - Library Services	
		Dowsing Group Pty Ltd	\$1,067.43
		Concrete Works - Arduaine Street - Engineering	
		Drainflow Services Pty Ltd	\$12,624.21
		Road Sweeping/Drain Cleaning Services For The City	
		Elliotts Irrigation Pty Ltd	\$3,361.21
		Reticulation Items - Parks	
		Environmental Industries Pty Ltd	\$7,166.50
		Landscape Maintenance For The City	
		EnvisionWare Pty Ltd	\$302.50
		Kyocera Rosetta & Cable - ICT	
		Equifax Australasia Credit Rating Pty Ltd	\$829.62
		Financial Assessment - Contracts & Procurement	
		Flick Anticimex Pty Ltd	\$93.63
		Sanitary Waste Services - Various Sites - Building Maintenance	

WARRANT OF PAYMENTS APRIL 2020			
PAYMENT	DATE	DESCRIPTION	AMOUNT
		Focus Consulting WA Pty Ltd	\$3,674.00
		Electrical Consulting Services - Eco-Lighting Monaghan Park - Assets	
		Electrical Consulting Services - Abbeville Park - Assets	
		GC Sales (WA)	\$363.00
		Tri-Keys - Waste	
		Gen Connect Pty Ltd	\$2,552.00
		Emergency Power Generator - Civic Centre - Building Maintenance	
		Geoff's Tree Service Pty Ltd	\$33,527.09
		Pruning Services For The City	
		Global Marine Enclosures Pty Ltd	\$7,711.00
		Summer Maintenance - Beach Structures - Engineering	
		Hall & Wilcox	\$2,731.52
		Legal Fees For The City	
		Haseen Pty Ltd	\$275.00
		Workshop - Conflict & Negotiation 18.03.2020 - Leisure Planning & Projects	
		Hays Personnel Services	\$3,961.32
		Casual Labour For The City	
		Hendry Group Pty Ltd	\$1,045.00
		Briefing Session - Wanneroo - Facility Projects	
		HS Hyde & Son	\$22,132.00
		Refurbishment - CEO Office Reception - Assets	
		Hydroquip Pumps	\$14,059.10
		Reticulation Pump Works - Various Locations - Parks	
		Imagesource Digital Solutions	\$1,904.10
		Vinyl Banners - Girrawheen Koondoola Project - Cultural Services	
		Printing - Swim School Flyer - Aquamotion	
		Instant Toilets & Showers Pty Ltd	\$696.00
		Mobile Toilet - Driver Reviver Program - Traffic Services	
		Integrity Industrial Pty Ltd	\$44,185.97
		Casual Labour For The City	
		James Bennett Pty Ltd	\$2,663.26
		Book Purchases - Library Services	
		JBS & G Australia Pty Ltd	\$4,781.70
		Contaminated Site Audit - Former Landfill 70 Motivation Drive - Property	
		Joondalup Smash Repairs Pty Ltd	\$971.00
		Vehicle Repairs - WN 33659 - Construction	

WARRANT OF PAYMENTS APRIL 2020			
PAYMENT	DATE	DESCRIPTION	AMOUNT
		Landcare Weed Control	\$31,541.08
		Weed Control - Various Locations - Trees And Conservation	
		Laundry Express	\$28.33
		Dry Cleaning Services For The City	
		LD Total	\$1,688.50
		Weed Spraying - Various Locations - Parks	
		Linemarking WA Pty Ltd	\$893.89
		Linemarking - Badgerup Road - Assets	
		Marketforce Pty Ltd	\$209.77
		Advertising Services For The City	
		Mastec Australia Pty Ltd	\$1,921.92
		240 Domestic Bins - Waste	
		Mayday Earthmoving	\$1,980.00
		Water Truck - Fishermans Hollow - Parks	
		McGees Property	\$2,200.00
		Market Rental Valuation - Portion Of 1204 Wanneroo Road Ashby - Property	
		Messages On Hold	\$789.99
		Provision Of Audio Productions - Communications & Brand	
		Michael Page International (Australia) Pty Ltd	\$10,873.55
		Casual Labour For The City	
		Mindarie Regional Council	\$248,164.37
		Refuse Disposal For The City	
		Miracle Recreation Equipment Pty Ltd	\$2,870.40
		Subdivision Bond Return - Park Assets Renewal Program 2018 / 2019 - Finance	
		Nai Harcourts Metro	\$2,847.90
		Marketing Fee & Advertising - Civic Centre Extension Commercial Lease - Property	
		Noma Pty Ltd	\$880.00
		Professional Services - Wanneroo - Approval Services	
		Nu-Trac Rural Contracting	\$9,896.58
		Beach Cleaning - Yanchep, Alkimos, Quinns Rock And Jindalee - Engineering	
		OEM Group Pty Ltd	\$214.21
		Service Pressure Washer - Fleet	
		Oz Microchips	\$680.90
		5 Microchip Scanner - Waste	
		Perth Detailing Centre	\$187.00
		Cleaning - Community Transport Buses - Community Planning & Development	
		Perth Office Equipment Repairs	\$616.44

WARRANT OF PAYMENTS APRIL 2020			
PAYMENT	DATE	DESCRIPTION	AMOUNT
		Guillotine Blade - Print Room	
		Phase 3 Landscape Construction Pty Ltd	\$602.64
		Install Playground Equipment - Carona Park - Parks	
		Power Vac Pty Ltd	\$94.85
		Vehicle Spare Parts - Fleet	
		Prestige Alarms	\$987.80
		Alarm Services For The City	
		Programmed Integrated Workforce	\$17,061.09
		Casual Labour For The City	
		RAC Motoring & Services Pty Ltd	\$99.00
		Callout - 95426 - Construction	
		Reliable Fencing	\$10,386.81
		Install Fencing - South Mindarie Foreshore - Assets	
		RJ Vincent & Co	\$547,526.85
		Payment Certificate 5 Connolly Drive Duplication - Assets	
		Roads 2000	\$211,415.03
		Road Resurfacing - Old Yanchep Road, Gibbs Road & Dempster Place - Assets	
		Ross Evan Potter	\$300.00
		Artist Fee - Even Keel - Cultural Services	
		RS Components Pty Ltd	\$110.07
		Vehicle Spare Parts - Fleet	
		Skipper Transport Parts	\$449.61
		Vehicle Spare Parts - Fleet	
		Smartbuilt Perth Pty Ltd	\$145.22
		Pest Control Services For The City	
		Ashby Operations Centre	
		Sonic Healthplus Pty Ltd	\$415.15
		Medical Fees For The City	
		Statewide Pump Services	\$429.00
		Replace Pump - Aquamotion	
		Stewart & Heaton Clothing Company Pty Ltd	\$1,518.05
		PPE - Fire Services	
		Tenco Engineers Pty Ltd	\$12,485.00
		Structural Engineering - Studmaster Park - Assets	
		Thirty4 Pty Ltd	\$211.20
		Qnav Mobile Data Monthly Subscription - Community Safety	
		Toll Transport Pty Ltd	\$51.12
		Courier Services - Parks	
		Triton Electrical Contractors Pty Ltd	\$335.50

WARRANT OF PAYMENTS APRIL 2020			
PAYMENT	DATE	DESCRIPTION	AMOUNT
		Reticulation Electrical Works - Various Locations - Parks	
		Trophy Shop Australia	\$27.40
		Name Badges - Cultural Development	
		Turf Care WA Pty Ltd	\$16,731.05
		Mowing & Applying Fertiliser - Various Locations - Parks	
		Two Rocks SES Unit	\$7,495.67
		Local Government Grant Scheme - Interim Operating Grant From DFES - 4th Quarter - Community Safety	
		Two Rocks Volunteer Bush Fire Brigade	\$26.40
		Reimbursement - Name Plate For Photo Board - Emergency Services	
		Wanneroo Business Association Incorporated	\$5,995.00
		Business Webinars And Boost Sessions - Economic Development	
		Wanneroo Electric	\$9,222.73
		Electrical Maintenance For The City	
		West Australian Newspapers Ltd	\$84.00
		Newspaper Subscription - Office Of The CEO	
		Western Resource Recovery Pty Ltd	\$462.00
		Grease Trap - New Civic Centre - Building Maintenance	
		Workwise Australia	\$5,676.00
		Road Safety Audit - Santa Barbara Parade - Traffic Services	
		Road Safety Audit - Azelia Street - Traffic Services	
		Yanchep Beach Joint Venture	\$191.40
		YTRAC Internet Service - April - Place Management	
		Zenien	\$295.10
		IT Consulting - Place Management	
00003805	13/04/2020		
		City of Wanneroo - Rates	\$915.00
		Cr Brett Treby	\$2,458.11
		Monthly Allowance	
		Cr Christopher Baker	\$2,683.11
		Monthly Allowance	
		Cr Domenic Zappa	\$2,473.11
		Monthly Allowance	
		Cr Dot Newton	\$2,583.11
		Monthly Allowance	



WARRANT OF PAYMENTS APRIL 2020			
PAYMENT	DATE	DESCRIPTION	AMOUNT
		Cr Glynis Parker	\$2,683.11
		Monthly Allowance	
		Cr Huu Van Nguyen	\$2,683.11
		Monthly Allowance	
		Cr Jacqueline Huntley	\$2,683.11
		Monthly Allowance	
		Cr Lewis Flood	\$2,588.11
		Monthly Allowance	
		Cr Linda Aitken	\$2,683.11
		Monthly Allowance	
		Cr Natalie Sangalli	\$2,683.11
		Monthly Allowance	
		Cr Paul Miles	\$2,398.11
		Monthly Allowance	
		Cr Sonet Coetzee	\$2,683.11
		Monthly Allowance	
		Mayor Tracey Roberts	\$11,626.61
		Monthly Allowance	
00003806	15/04/2020		
		Synergy	\$28,513.86
		Power Supplies For The City	
00003807	16/04/2020		
		Alinta Gas	\$36.25
		Gas Supplies For The City	
		Ashdale Primary School P&C Association	\$134.00
		Hire Fee Refund	
		Blueprint Homes (WA) Pty Ltd	\$4,000.00
		Refund - 2 Street & Verge Bonds	
		Rates Refund	\$415.05
		Decipha Pty Ltd	\$2,001.57
		Mail Room Charges - IM	
		Homebuyers Centre	\$3,580.97
		Refund - Building Application - Cancelled Prior To Assessment	
		Refund - Building Application - Duplicate	
		Ideal Homes Pty Ltd	\$2,000.00
		Refund - Street & Verge Bond	
		JCorp Pty Ltd	\$4,074.87
		Refund - Building Application - Duplicate Payment	
		SEMAS Academy Wanneroo	\$368.00
		Hire Fee Refund	
		SSB Pty Ltd	\$2,000.00
		Refund - Street & Verge Bond	

WARRANT OF PAYMENTS APRIL 2020			
PAYMENT	DATE	DESCRIPTION	AMOUNT
		Water Corporation	\$2,343.78
		Water Supplies For The City	
00003808	15/04/2020	Cancelled	
00003809			
		Action Glass & Aluminium	\$2,664.22
		Glazing Services For The City	
		Adform Engraving & Signs	\$56.10
		Photoboard Plaques - Emergency Services	
		Advanced Traffic Management	\$1,030.70
		Traffic Control Services For The City	
		Altiform Pty Ltd	\$10,665.60
		Replace Bollards - Butler - Engineering	
		Armaguard	\$285.53
		Cash Collection Services - Aquamotion	
		Austraffic WA	\$770.00
		Traffic Survey - Badgerup Road - Transport And Traffic Services	
		Autosmart North Metro Perth	\$198.00
		Floor Smart Cleanser - Fleet	
		AV Truck Service Pty Ltd	\$888.82
		Vehicle Spare Parts - Fleet	
		Boral Construction Materials Group Ltd	\$687.06
		Concrete Mix - Liberty Drive Clarkson - Engineering	
		Concrete Mix - East Road Pearsall - Engineering	
		Bridgestone Australia Limited	\$1,814.05
		Tyre Fitting Services For The City	
		Bring Couriers	\$393.27
		Courier Services - Health	
		Bucher Municipal Pty Ltd	\$6,629.66
		Vehicle Spare Parts - Fleet	
		Buggybuddys	\$121.00
		3 Facebook Posts - Aquamotion	
		Carramar Resources Industries	\$142.29
		Sand Earthworks - Hepburn - Assets	
		Cooldrive Distribution	\$533.36
		Vehicle Spare Parts - Fleet	
		Corsign (WA) Pty Ltd	\$1,042.80
		Sign - Welcome - Conti Reserve - Parks	
		Signs - City Of Wanneroo Accessibility Improvements To Facilities - Assets	
		Signage - Wangara Greens Site - Waste	
		Cultural Infusion (International) Pty Ltd	\$2,970.00

WARRANT OF PAYMENTS APRIL 2020			
PAYMENT	DATE	DESCRIPTION	AMOUNT
		Shadow Puppeteer - Global Beats And Eats - Events	
		<a href="#">Datavoice Communications Pty Ltd</a>	\$1,320.00
		Conference Bridges - ICT	
		Deploy Trail Conference - ICT	
		<a href="#">Diamond Lock &amp; Security</a>	\$4,067.40
		Padlocks - Stores Issues	
		<a href="#">Diamond Plumbing &amp; Gas</a>	\$5,501.69
		Plumbing Maintenance For The City	
		<a href="#">Digital Education Services</a>	\$83.56
		Supply Of DVD Stock To Library Services	
		<a href="#">Domus Nursery</a>	\$1,029.16
		Plants - Parks	
		<a href="#">Dowsing Group Pty Ltd</a>	\$2,059.28
		Concrete Works - Carmathen Avenue - Engineering	
		<a href="#">Drainflow Services Pty Ltd</a>	\$14,597.84
		Cleanup Oil Spill - Marangaroo Golf Course - Engineering	
		Drain Cleaning/Road Sweeping - Various Locations - Parks/Engineering	
		<a href="#">Edge People Management</a>	\$3,932.50
		Review Of Job Dictionaries - OSH	
		<a href="#">Edith Cowan University</a>	\$1,650.00
		Funding - Create & Promote Video Content - Cyber Check Me - Economic Development	
		<a href="#">Elliotts Irrigation Pty Ltd</a>	\$22,840.64
		Reticulation Items & Repairs - Various Locations - Parks	
		<a href="#">Environmental Industries Pty Ltd</a>	\$44,938.39
		Landscape Maintenance Services For The City	
		<a href="#">Ergolink</a>	\$181.50
		Re-Gas Office Chairs - Girrawheen Library	
		<a href="#">Geoff's Tree Service Pty Ltd</a>	\$25,406.80
		Pruning Services For The City	
		<a href="#">Glass Tinting WA</a>	\$704.00
		Replace Frosted Film - Aquamotion - Building Maintenance	
		<a href="#">GPR Truck Sales &amp; Service</a>	\$535.61
		Vehicle Spare Parts - Fleet	
		<a href="#">Greens Hiab Service</a>	\$3,206.50
		Hiab Hire - Moving Of Goals - Various Locations - Parks	
		<a href="#">Griffiths Architects</a>	\$660.00
		Professional Services - Design Review Panel - Approvals	

WARRANT OF PAYMENTS APRIL 2020			
PAYMENT	DATE	DESCRIPTION	AMOUNT
		Hanson Construction Materials Pty Ltd	\$239.80
		Drainage Items - Pannell Way Girrawheen - Engineering	
		Hart Sport	\$719.39
		Sports Equipment - Kingsway Indoor Stadium	
		Hickey Constructions Pty Ltd	\$2,959.00
		Restain Decking - Chips Jindalee - Engineering	
		Hitachi Construction Machinery Pty Ltd	\$864.74
		Vehicle Spare Parts - Fleet	
		Hose Right	\$3,083.26
		Vehicle Spare Parts - Fleet	
		Hydroquip Pumps	\$6,342.60
		Irrigation Pump Service - Ashdale Park - Parks	
		Iconic Property Services Pty Ltd	\$620.40
		Cleaning Services For The City	
		InfluenceIT Consulting Pty Ltd	\$423.00
		Training - Spira User Remote - ICT	
		Integrity Industrial Pty Ltd	\$29,697.18
		Casual Labour For The City	
		Intelife Group	\$18,012.48
		BBQ Cleaning - Various Locations - Parks	
		Kerb Direct Kerbing	\$22,004.95
		Kerbing Reinstatements - Marangaroo - Assets	
		Komatsu Australia Pty Ltd	\$3,520.00
		Oil Sample Kits - Stores	
		Konnect (Coventry Fasteners)	\$48.63
		Vehicle Spare Parts - Fleet	
		LD Total	\$178,252.34
		Landscape Maintenance For The City	
		Leamac Picture Framing	\$303.00
		Art Collection Conservation - Cultural Services	
		Ligna Construction	\$3,785.32
		Removal/ Disposal - Tree Supports - Bouvard Walk - Parks	
		Local Government Professionals Australia WA	\$2,915.00
		Workshop - Introduction To Local Government - Capability & Culture	
		Mackay Urban Design	\$660.00
		Professional Services - Design Panel Review - Planning	
		Major Motors	\$136.48

WARRANT OF PAYMENTS APRIL 2020			
PAYMENT	DATE	DESCRIPTION	AMOUNT
		Vehicle Spare Parts - Fleet	
		Mammoth Equipment & Exhausts Pty Ltd	\$1,650.00
		Ecoblue - Stores Stock	
		Marketforce Pty Ltd	\$1,688.92
		Advertising Services For The City	
		Mayday Earthmoving	\$1,804.00
		Heavy Equipment Hire For The City	
		McInerney Sales Pty Ltd	\$43,202.75
		New Vehicle Purchase - Ford Ranger WN 34241 - Fleet Assets	
		Metropolitan Cash Register Co	\$386.10
		Thermal Paper Rolls - Cultural Services	
		Midalia Steel Pty Ltd	\$665.41
		Steel Supplies - Fleet	
		Mindarie Regional Council	\$266,378.10
		Refuse Disposal For The City	
		Mini-Tankers Australia Pty Ltd	\$7,895.69
		Fuel Issues - March 2020	
		Miracle Recreation Equipment Pty Ltd	\$10,609.50
		Playground Repairs - Various Locations - Parks	
		Nerida Moredoundt	\$600.00
		Professional Services - Design Review Panel - Approvals	
		Northern Lawnmower & Chainsaw Specialists	\$272.10
		Safety Chaps - Parks	
		Nutrien Ag Solutions Limited	\$215.60
		Wirechain - Conservation	
		Officeworks Superstores Pty Ltd	\$144.00
		Batteries - Libraries And Cultural Services	
		Orbit Health & Fitness Solutions	\$1,132.36
		Gym Works - Aquamotion	
		P & M Automotive Equipment	\$228.80
		Hoist Inspection - Fleet	
		Paperbark Technologies Pty Ltd	\$605.00
		Arboriculture Report - Two Rocks Breakwater - Parks	
		Pedersens Event Hire	\$1,143.35
		Cancellation Fee - Equipment Hire - Transport And Traffic Services	
		Perth Detailing Centre	\$275.00
		Cleaning Of Community Transport Buses - Community Planning & Development	
		Perth Testing & Tagging Pty Ltd	\$450.45

WARRANT OF PAYMENTS APRIL 2020			
PAYMENT	DATE	DESCRIPTION	AMOUNT
		3 Monthly Testing/Tagging - Ashby Operations Centre - Building Maintenance	
		Premier Tarps	\$212.52
		Vehicle Spare Parts - Fleet	
		Prestige Alarms	\$9,260.67
		Alarm/CCTV Services For The City	
		Pritchard Francis Consulting Pty Ltd	\$2,557.50
		Supply Engineered Plans - Relining Of Ridgewood Lake - Parks	
		Programmed Integrated Workforce	\$7,693.94
		Casual Labour For The City	
		Recipe Records Pty Ltd	\$2,750.00
		50% Deposit For Riley Pearce - Global Beats & Eats - Events	
		Reliable Fencing	\$2,819.50
		Fencing Works - Various Locations - Parks	
		Rent A Dingo	\$1,056.00
		Dingo Hire - Season Changeover - Splendid Park - Parks	
		Retro Music Box	\$1,595.00
		Roving Artists - Global Beats And Eats - Events	
		Rollspack Pty Ltd	\$151.25
		Security Tamper Evidence Bags - Rangers	
		Rubek Automatic Doors	\$303.60
		Door Repairs - Hainsworth Community Centre - Building Maintenance	
		Safety World	\$1,135.20
		Safety Vests - Health	
		Sifting Sands	\$2,057.00
		Top Up Sand - Various Playgrounds - Parks	
		Skyline Landscape Services (WA)	\$7,988.20
		Caltrop Removal - Grisker - Parks	
		Tidy Verges - Alkimos - Parks	
		Smartbuilt Perth Pty Ltd	\$176.72
		Pest Control Services For The City	
		Softfall Guys	\$2,288.00
		Repair Softfall - Various Locations - Parks	
		StrataGreen	\$388.63
		Shade Cloth Rolls - Conservation	
		Surf Life Saving WA Incorporated	\$71,239.33
		Beach Safety Services - Community Facilities	
		The Hire Guys Wangara	\$110.00
		Equipment Hire - Arrow Board - Waste	



WARRANT OF PAYMENTS APRIL 2020			
PAYMENT	DATE	DESCRIPTION	AMOUNT
		The Northern Guide	\$1,320.00
		Advertising - Communications And Brand	
		The Royal Life Saving Society Australia	\$34,490.76
		Testing/Maintenance - Aquatic Playspace Kingsway - Parks	
		Pool Inspections - February 2020 - Compliance	
		TJ Depiazzi & Sons	\$15,451.92
		Softfall Pine Chip - Splendid Park - Parks	
		Pine Bark Mulch - Ashdale Park - Parks	
		Toll Transport Pty Ltd	\$287.88
		Courier Services For The City	
		Triton Electrical Contractors Pty Ltd	\$1,859.00
		Pump Electrical Works - Various Locations - Parks	
		Turf Care WA Pty Ltd	\$2,255.17
		Sulphate Application - Various Locations - Parks	
		Debris Removal - Kingsway - Parks	
		Viva Energy Australia Pty Ltd	\$67,439.20
		Fuel Issues For The City	
		WA Limestone Contracting Pty Ltd	\$4,255.37
		Small Limestone Rock Delivery & Transport - Manly Laboratory - Coastal Projects	
		Wanneroo Business Association Incorporated	\$990.00
		Webinar Delivery - On Current Economic Situation - Economic Development	
		Wanneroo Electric	\$14,856.86
		Electrical Maintenance For The City	
		Wanneroo Tennis Club Incorporated	\$924.00
		Hire Fee Refund	
		Water Technology Pty Ltd	\$16,629.25
		Professional Services - Mindarie Breakwater - Coastal Projects	
		Wellstrategic	\$418.00
		Platinum Overlay - Cultural Development	
		Western Resource Recovery Pty Ltd	\$3,267.00
		Empty Washdown Bay - Fleet	
00003810	17/04/2020		
		Department of Mines, Industry Regulation & Safety	\$54,186.72
		Collection Agency Fee Payments 01.03.2020 - 31.03.2020	

WARRANT OF PAYMENTS APRIL 2020			
PAYMENT	DATE	DESCRIPTION	AMOUNT
00003811	21/04/2020		
		Synergy	\$5,885.76
		Power Supplies For The City	
00003812	21/04/2020		
		ABM Landscaping	\$17,197.56
		Brick Paving Works - Various Locations - Engineering	
		Action Glass & Aluminium	\$1,613.11
		Glazing Services For The City	
		Acurix Networks Pty Ltd	\$4,452.80
		Monthly Charges - ICT	
		Asphalt In A Bag	\$3,437.50
		Asphalt In A Bag 20Kg - Engineering	
		Atom Supply	\$873.40
		Batteries & Hand Cleaner - Stores Stock	
		Australian Airconditioning Services Pty Ltd	\$14,274.82
		Airconditioning Maintenance For The City	
		Australian Communications & Media Authority	\$702.00
		Land Mobile Water Tower - ICT	
		AV Truck Service Pty Ltd	\$1,914.55
		Vehicle Spare Parts - Fleet	
		Boral Construction Materials Group Ltd	\$1,593.46
		Concrete Mix - Malo & Abbey Green - Engineering	
		Boss Bollards	\$1,853.50
		Install Bollards - Ridgewood Clubrooms - Engineering	
		Bridgestone Australia Limited	\$5,681.55
		Tyre Fitting Services For The City	
		Bucher Municipal Pty Ltd	\$10,497.19
		Vehicle Spare Parts - Stores/Fleet	
		Bunnings Pty Ltd	\$612.04
		Hardware Purchases - Fleet	
		Business Station Incorporated	\$4,400.00
		4 City Of Wanneroo Business Workshops - Advocacy & Economic Development	
		Canon Production Printing Australia Pty Ltd	\$428.80
		Scanner Charges - Assets	
		Car Care Motor Company Pty Ltd	\$4,012.76
		Vehicle Services - Fleet	
		Carramar Resources Industries	\$21,993.96
		Washed White Sand - Quinns Beach Renourishment - Coastal Projects	
		Cat Welfare Society Incorporated	\$2,250.00

WARRANT OF PAYMENTS APRIL 2020			
PAYMENT	DATE	DESCRIPTION	AMOUNT
		Cat Management Facility - Rangers	
		CDM Australia Pty Ltd	\$3,080.00
		Upgrade 4 Servers - ICT	
		Clark Equipment Sales Pty Ltd	\$209.00
		Vehicle Spare Parts - Fleet	
		Clayton Utz	\$84,220.90
		Legal Fees For The City	
		Commercial Aquatics Australia	\$2,078.08
		Monthly Preventative Maintenance - 27.03.2020 - Aquamotion	
		Community Greenwaste Recycling Pty Ltd	\$1,416.79
		Disposal Of Waste - Parks	
		Cooldrive Distribution	\$126.37
		Vehicle Spare Parts - Fleet	
		Corsign (WA) Pty Ltd	\$8,142.48
		Signs - No Standing On Road Or Nature Strip - Engineering	
		Signs - Beach Closed - Engineering	
		2 Convex Mirrors - Engineering	
		Critical Fire Protection & Training Pty Ltd	\$2,298.87
		Monthly Fire Equipment Testing For City Of Wanneroo Buildings - Building Maintenance	
		Produce Evacuation Plans - Cockman House - Safety Systems	
		Update Evacuation Plans - Aquamotion - Safety Systems	
		Cully's Yamaha	\$219.95
		Helmet Torches - Fire Services	
		Cutting Edges Pty Ltd	\$1,926.73
		Vehicle Spare Parts - Fleet	
		Department Of Biodiversity, Conservation And Attractions	\$1,048.74
		Park Passes - Yanchep National Park Advocacy & Economic Development	
		Diamond Plumbing & Gas	\$5,184.01
		Plumbing Maintenance For The City	
		Digital Networks	\$240.00
		Digital Literacy Training - March 2020 - Cultural Development	
		Direct Communications	\$601.92
		Install 2 Way Radio And Supply Batteries - Fleet	
		Dowsing Group Pty Ltd	\$35,526.17
		Concrete Path Installation - Kingsway Dog Park - Assets	
		Concrete Works - Terranova Way - Engineering	

WARRANT OF PAYMENTS APRIL 2020			
PAYMENT	DATE	DESCRIPTION	AMOUNT
		Concrete Works - Leach Road - Engineering	
		Repair Footpath - Gidgi Park - Engineering	
		Install Hardstand - Houghton Park - Engineering	
		Drainflow Services Pty Ltd	\$20,596.02
		Road Sweeping And Drain Cleaning Services For The City	
		Elliotts Irrigation Pty Ltd	\$8,879.79
		Reticulation Items - Gumblossom Park - Parks	
		Environmental Industries Pty Ltd	\$247,469.88
		Landscape Maintenance For The City	
		Equifax Australasia Credit Rating Pty Ltd	\$1,382.70
		Financial Assessment Reports - Contracts & Procurement	
		Esri Australia	\$1,672.00
		Training - Introduction To GIS - ICT	
		Geoff's Tree Service Pty Ltd	\$84,596.03
		Pruning & Firebreak Installation Works At Various Locations For The City	
		Global Marine Enclosures Pty Ltd	\$39,361.63
		Winter Removal - April 2020 - Asset Maintenance	
		Grasstrees Australia	\$2,073.50
		Supply/Install 2 X Grasstrees - Wanneroo Road - Parks	
		Hall & Wilcox	\$7,395.96
		Legal Fees For The City	
		Hays Personnel Services	\$3,961.32
		Casual Labour For The City	
		Heatley Sales Pty Ltd	\$3,088.55
		Vehicle Spare Parts - Fleet	
		Stock - Stores Issues	
		Horizon West Landscape & Irrigation Pty Ltd	\$209,838.70
		Install Irrigation Mainline - Anchorage Drive - Parks	
		Iconic Property Services Pty Ltd	\$103,751.81
		Cleaning Services For The City	
		Imagesource Digital Solutions	\$177.10
		4 Corflute Signs - Conservation Roster - Conservation	
		InfluenceIT Consulting Pty Ltd	\$126.00
		Remote Training - Spira User - OSH	
		Integrity Industrial Pty Ltd	\$19,577.83
		Casual Labour For The City	
		Intelife Group	\$55.00

WARRANT OF PAYMENTS APRIL 2020			
PAYMENT	DATE	DESCRIPTION	AMOUNT
		Drink Fountain Cleaning - Broadview Park - Parks	
		J Blackwood & Son Ltd	\$635.25
		Earplugs - Fleet Management	
		Stock - Stores Issues	
		Janis Rudolfs Nedela	\$660.00
		Artist Professional Development Talks - Wanneroo - Cultural Development	
		Jason Sign Makers	\$23.10
		Star Pickets - Wanneroo - Traffic Services	
		JDSI Consulting Engineers	\$11,174.62
		Cricket Lighting - Butler - Major Buildings	
		Jeffery Electronics	\$2,409.00
		Monthly Modem Fees - Wanneroo - Community Facilities	
		Kleenit	\$1,835.63
		Graffiti Removal - Various - Building Maintenance	
		Komatsu Australia Pty Ltd	\$875.00
		Vehicle Spare Parts - Fleet	
		Konnect (Coventry Fasteners)	\$102.37
		Vehicle Spare Parts - Fleet	
		Ladybird's Plant Hire	\$22.00
		Plant Hire - CEO's Reception Area	
		Landcare Weed Control	\$18,723.36
		Weed Control - Various Locations - Conservation	
		LD Total	\$71,930.72
		Landscape Maintenance For The City	
		Manheim Pty Ltd	\$2,303.05
		Selling Fees For Vehicles - Community Safety	
		Mayday Earthmoving	\$41,409.50
		Heavy Equipment Hire For The City	
		McInerney Sales Pty Ltd	\$43,202.75
		New Vehicle Purchase - Ford Ranger - Fleet Assets	
		McLeods	\$13,062.63
		Legal Fees For The City	
		Michael Page International (Australia) Pty Ltd	\$6,445.70
		Casual Labour For The City	
		Mindarie Regional Council	\$6,390.69
		Refuse Disposal For The City	
		Miracle Recreation Equipment Pty Ltd	\$4,942.52
		Playground Equipment - Various Locations - Parks	

WARRANT OF PAYMENTS APRIL 2020			
PAYMENT	DATE	DESCRIPTION	AMOUNT
		NAPA - GPC Asia Pacific Pty Ltd	\$405.19
		Vehicle Spare Parts - Fleet	
		Natural Area Holdings Pty Ltd	\$1,300.75
		Yellagonga Weed Control - Environmental Planning	
		Nespresso Professional	\$230.50
		Coffee Pods - Office Of The CEO	
		Peoplestreme Pty Ltd	\$39,600.00
		Peoplestreme Software Licence - People And Culture	
		Administrator Training - People And Culture	
		Perth City Farm Incorporated	\$4,782.01
		Consultancy - Girrawheen - Community Development	
		Perth Energy Pty Ltd	\$52,850.54
		Power Supplies For The City	
		Play Check	\$1,980.00
		Playground Inspections - Various - Assets	
		Prestige Alarms	\$22,189.58
		Alarm Services For The City	
		Programmed Integrated Workforce	\$14,270.12
		Casual Labour For The City	
		Rain Bird (Australia) Pty Ltd	\$4,141.50
		Global Service Plan - Brighton - Parks	
		Reliable Fencing	\$7,370.00
		Install Gates - Graham Road - Engineering	
		Roads 2000	\$71,092.54
		Lay Asphalt - Badgerup Road - Assets	
		RS Components Pty Ltd	\$40.61
		Vehicle Spare Parts - Fleet	
		SAI Global Ltd	\$2,396.50
		Annual Registration - Building Maintenance	
		Training - Planning To Migrate To ISO - Safety & Injury Management	
		Satalyst Pty Ltd	\$10,780.00
		Aquamotion Powerbi Dashboard Development - ICT	
		Schindler Lifts Australia Pty Ltd	\$3,440.14
		Lift And/Or Escalator Service - Civic Centre - Building Maintenance	
		Shred-X	\$312.18
		Shredding Services For The City	
		Sign A Rama	\$3,965.47
		51 Graphic Floor Dots & 10 Cough Screens - Building Maintenance	
		SJ McKee Maintenance Pty Ltd	\$7,141.00
		Repair Works - Waste Services	



WARRANT OF PAYMENTS APRIL 2020			
PAYMENT	DATE	DESCRIPTION	AMOUNT
		Skipper Transport Parts	\$1,284.29
		Vehicle Spare Parts - Fleet/Stores	
		Skyline Landscape Services (WA)	\$35,812.83
		Landscaping - Wanneroo Streetscapes South - Parks	
		Smart Bag	\$907.50
		Shopping Bags - Library Services	
		Southern Metropolitan Regional Council	\$131,431.52
		Mixed Recyclables - Waste	
		Sports Community Pty Ltd	\$3,850.00
		Club Spot Online Support - Facilities	
		St John Ambulance Western Australia Ltd	\$737.55
		First Aid Supplies - Aquamotion/OSH	
		Statewide Bearings	\$285.25
		Vehicle Spare Parts - Fleet	
		Statewide Cleaning Supplies Pty Ltd	\$541.33
		Cleaning Supplies For Depot Store	
		Stewart & Heaton Clothing Company Pty Ltd	\$390.45
		Name Badges - Fire Services	
		Suez Recycling & Recovery Pty Ltd	\$6,585.98
		Refuse Collection - Waste	
		Swan Towing Services Pty Ltd	\$231.00
		Towing Services - Parks	
		TC Precast Pty Ltd	\$2,409.00
		6 Wave Grates - Engineering	
		Technology One Limited	\$2,156.00
		HRP Consulting - IT	
		The Factory (Australia) Pty Ltd	\$25,051.95
		Installation costs And Storage Of Christmas Decorations - Building Maintenance	
		The Rigging Shed	\$5,027.24
		Roof Access Equipment - Building Maintenance	
		The Royal Life Saving Society Australia	\$23,287.00
		Home Pool Barrier Inspections - Compliance	
		Toolmart	\$178.00
		Tool Purchase - Fleet	
		Town Team Movement Limited	\$4,840.00
		Working Group Presentation & Placemaking Recommendations Report - Place Management	
		TQuip	\$1,958.95
		Vehicle Spare Parts - Fleet	
		Truck Centre WA Pty Ltd	\$84.05
		Vehicle Spare Parts - Fleet	

WARRANT OF PAYMENTS APRIL 2020			
PAYMENT	DATE	DESCRIPTION	AMOUNT
		Turf Care WA Pty Ltd	\$118,978.36
		Turfing Works For The City	
		UES (Int'L) Pty Ltd	\$516.25
		Vehicle Spare Parts - Fleet	
		United Equipment Pty Ltd	\$356.24
		Vehicle Spare Parts - Fleet	
		WA Hino Sales & Service	\$363.42
		Vehicle Spare Parts - Fleet	
		Wanneroo Agricultural Machinery	\$1,315.10
		Vehicle Spare Parts - Fleet	
		Wanneroo Central Bushfire Brigade	\$748.00
		Training Tools - Fire Services	
		Wanneroo Electric	\$20,212.39
		Electrical Maintenance For The City	
		Western Tree Recyclers	\$50,554.33
		Greenwaste Removal - Motivation - Waste	
		William Buck Consulting (WA) Pty Ltd	\$1,942.25
		Audit Fees For The City	
		Wilson Security	\$1,976.73
		Security Services - Community Safety	
		Wonder City & Landscape Pty Ltd	\$880.00
		Professional Services - Design Review Panel - Approvals	
		Workshed Children's Mosaics	\$5,335.00
		Third Structure - Ridgewood Park - Cultural Development	
		Zipform Pty Ltd	\$1,372.41
		Covid19 Alert Letters - Procurement	
00003813	21/04/2020	Cancelled - System Error	
00003814	21/04/2020		
		Alinta Gas	\$1,015.95
		Gas Supplies For The City	
		Allpro Ceilings Pty Ltd	\$2,000.00
		Refund - Street & Verge Bond	
		Australian Manufacturing Workers Union	\$83.40
		Payroll Deductions	
		Australian Services Union	\$717.20
		Payroll Deductions	
		Australian Taxation Office	\$6,656.00
		Payroll Deductions	
		Azita Lo Conte	\$100.00
		Refund - Art Award Entry - Cultural Services	
		Building & Construction Industry Training	\$28,143.27

WARRANT OF PAYMENTS APRIL 2020			
PAYMENT	DATE	DESCRIPTION	AMOUNT
		Board	
		Collection Approved Levy Payments - March 2020 - Finance	
		Buildmark Pty Ltd	\$2,000.00
		Refund - Street & Verge Bond	
		Child Support Agency	\$1,715.49
		Payroll Deductions	
		City of Wanneroo - Payroll Rates	\$7,024.31
		Payroll Deductions	
		City of Wanneroo - Social Club	\$740.00
		Payroll Deductions	
		Department of Transport	\$1,349.80
		Vehicle Ownership Searches - March 2020 - Community Safety	
		Fleet Network	\$1,700.90
		Tax Input Credits For Salary Packaging - 31.03.2020 & 14.04.2020 - Finance	
		Payroll Deductions	
		HBF Health Limited	\$622.90
		Payroll Deductions	
		Landgate	\$563.20
		Extraction Of Rectified Aerial Imagery - ICT	
		LGRCEU	\$1,814.26
		Payroll Deductions	
		Maxxia Pty Ltd	\$9,635.05
		Input Tax Credits For Salary Packaging - March 2020 - Finance	
		Payroll Deductions	
		Rates Refund	\$164.42
		Rates Refund	\$606.92
		Mr Gianni Bachi	\$166.65
		Refund - Building Application - Cancelled	
		Mr Graham John Woodard	\$182.75
		Keyholder/Tennis Booking Officer	
		Mr James Millward	\$1,000.00
		Refund - Street & Verge Bond	
		Mr Joel Donaldson	\$1,000.00
		Refund - Street & Verge Bond	
		Rates Refund	\$988.29
		Rates Refund	\$620.95
		Rates Refund	\$1,545.00
		Mr Willem Paulsen	\$360.00
		Vehicle Crossing Subsidy	
		Mrs Kym Kilgallon	\$2,000.00
		Refund - Street & Verge Bond	
		Ms Peggy Brown	\$108.80

WARRANT OF PAYMENTS APRIL 2020			
PAYMENT	DATE	DESCRIPTION	AMOUNT
		Keyholder Payments	
		Paywise Pty Ltd	\$2,030.02
		Input Tax Credits For Salary Packaging - March 2020 - Finance	
		Payroll Deductions	
		Simsai Construction Group Pty Ltd	\$2,000.00
		Refund - Street & Verge Bond	
		Smartsalary	\$9,526.18
		Input Tax Credits For Salary Packaging March 2020	
		Payroll Deductions	
		Water Corporation	\$7,888.91
		Water Supplies For The City	
		Zurich Australia Insurance Ltd	\$1,000.00
		Excess Payment - WN 34149 - Waste	
00003815	22/04/2020		
		RJ Vincent & Co	\$161,840.98
		Payment Certificate 1 - Hartman Drive Duplication - Assets	
00003816	24/04/2020		
		McCorkell Constructions Pty Ltd	\$262,264.23
		Progress Claim 5 - Dennis Cooley Pavilion Upgrade - Assets	
00003817	28/04/2020		
		BP Australia Ltd	\$73,644.06
		Fuel Issues For The City	
		LKS Constructions (WA) Pty Ltd	\$82,006.56
		Progress Claim 11 - Edgar Griffiths Park Sports Amenities Building - Assets	
		Solution 4 Building Pty Ltd	\$190,442.31
		Progress Claim 6 - Shelvock Park Sports Amenities Building - Assets	
00003818	29/04/2020		
		Synergy	\$11,711.55
		Power Supplies For The City	
00003819	29/04/2020		
		Alinta Gas	\$864.15
		Gas Supplies For The City	
		Rates Refund	\$462.97
		Rates Refund	\$1,350.66
		Australia Post	\$6,104.27
		Postage Charges - March 2020 - Lodged	

WARRANT OF PAYMENTS APRIL 2020			
PAYMENT	DATE	DESCRIPTION	AMOUNT
		Australian Taxation Office	\$592,936.00
		Payroll Deductions	
		BGC Residential Pty Ltd	\$2,000.00
		Refund - Street & Verge Bond	
		Department of Fire & Emergency Services	\$920.00
		False Fire Alarm Attendance 04.04.2020 - Wanneroo Aquamotion - Building Maintenance	
		Fleet Network	\$83.00
		Tax Input Credits For Salary Packaging - 28.04.2020	
		Golden Light WA	\$1,500.00
		Online Video Course - Cultural Development	
		Halpd Pty Ltd Trading As Affordable Living Homes	\$8,000.00
		Refund - 4 Street & Verge Bonds	
		Home Group WA Pty Ltd	\$2,000.00
		Refund - Street & Verge Bond	
		Ideal Homes Pty Ltd	\$2,000.00
		Refund - Street & Verge Bond	
		JCorp Pty Ltd	\$4,000.00
		Refund - 2 Street & Verge Bonds	
		Landgate	\$1,354.06
		GRV Interim Values - Rates	
		Little Consulting Pty Ltd	\$264,337.00
		Bond Refund - Chianti Estate Stage 2 Woodvale WAPC142547 - Finance	
		Louise Billingham	\$2,000.00
		Refund - Street & Verge Bond	
		Main Roads WA	\$24,729.22
		Linemarking - Prindiville Drive & Wanneroo Road - Assets	
		Rates Refund	\$184.97
		Mr Michael Tran	\$600.64
		Reimbursement - Renew City's Email Server Security Certificate - IT	
		Mrs Leesa Lennox	\$2,000.00
		Refund - Street & Verge Bond	
		Plunkett Homes (1903) Pty Ltd	\$6,785.00
		Refund - Street & Verge Bond	
		Pure Homes Pty Ltd Trading As B1 Homes	\$2,000.00
		Refund - Street & Verge Bond	
		Simsai Construction Group Pty Ltd	\$4,000.00
		Refund - 2 Street & Verge Bonds	
		SSB Pty Ltd	\$2,000.00
		Refund - Street & Verge Bond	

WARRANT OF PAYMENTS APRIL 2020			
PAYMENT	DATE	DESCRIPTION	AMOUNT
		Tangent Nominees Pty Ltd (Atf The Summit Homes Group Trust)	\$271.05
		Refund - Street & Verge Bond	
		Water Corporation	\$3,270.75
		Water Supplies For The City	
		Western Power	\$314,980.69
		Relocation of Western Power Assets (Connolly Drive Dualling)	
		Commercial Connections (Hudson Park, Dennis Cooley Pavilion)	
		Damages Caused By City Of Wanneroo Truck - Newman Road – Assets Directorate	
		Westnam United Soccer Club Incorporated	\$84.00
		Key Bond Refund - Winter Season - Shelvock Park - Facilities	
00003820	29/04/2020		
		ABM Landscaping	\$18,841.48
		Repair Paving - Various Locations - Engineering	
		Action Glass & Aluminium	\$315.21
		Glazing Services For The City	
		Advanced Traffic Management	\$1,410.20
		Traffic Control Services For The City	
		Advanteering - Civil Engineers	\$101,403.67
		Construction - Splendid Park Skate Park - Assets	
		Progress Payment 1 - Claytons Beach Access Upgrade - Assets	
		Air Liquide Australia	\$285.12
		Gas Cylinder Hire - Stores	
		Airlite Cleaning	\$232.28
		Office Cleaning Services - YTRAC - Place Management	
		Allaboutxpert Technologies Pty Ltd	\$859.38
		Consulting Services - HRP Post Go Live Support - ICT	
		Allused Pty Ltd	\$3,382.50
		Equipment Hire - Rake Bucket - Engineering	
		AMBIUS	\$174.10
		Plant Rental - Girrawheen Hub - Place Management	
		Armaguard	\$263.89
		Cash Collection Services For The City	
		Atom Supply	\$482.07
		Stock - Store Issues	
		Audio View Lifestyles Pty Ltd	\$884.40



WARRANT OF PAYMENTS APRIL 2020			
PAYMENT	DATE	DESCRIPTION	AMOUNT
		Speaker Fault - Kingsway - Building Maintenance	
		Australian Airconditioning Services Pty Ltd	\$15,119.40
		Airconditioning Maintenance/Works For The City	
		Australian Communications & Media Authority	\$1,493.00
		Licence Renewal - Fixed Point To Point - ICT	
		Auto Blackbox Pty Ltd	\$1,780.00
		20 64GB Micro SD Cards - Community Safety	
		Better Pets and Gardens Wangara	\$281.86
		Animal Care Centre Supplies - Rangers	
		BOC Limited	\$60.97
		Gas Bottles - Community Safety And Fleet	
		Bollig Design Group Ltd	\$1,716.00
		Consultancy - Kingsway Olympic Sport Clubrooms - Assets	
		Boral Construction Materials Group Ltd	\$1,029.16
		Concrete Mix - Various Locations - Engineering	
		Bridgestone Australia Limited	\$5,753.07
		Tyre Fitting Services For The City	
		Bucher Municipal Pty Ltd	\$13,857.26
		Vehicle Spare Parts - Fleet/Stores	
		Bunnings Pty Ltd	\$74.81
		Vehicle Spare Parts - Fleet	
		Bunzl Limited	\$64.47
		Wypall Wipes - Stores	
		Call Associates Pty Ltd	\$5,142.23
		Call Centre Services - February 2020	
		Canon Australia Pty Ltd	\$473.00
		Exchange Roller Kit - IT	
		Canon Production Printing Australia Pty Ltd	\$101.62
		Scanner Charges - IT	
		Car Care Motor Company Pty Ltd	\$1,083.30
		Vehicle Services For The City	
		Castledine Gregory	\$38,735.63
		Legal Fees For The City	
		CDM Australia Pty Ltd	\$4,250.40
		40 Case-Mate Tough Clear Cases For Samsung Tablets - IT	
		Professional Services - Support & Maintenance - IT	
		City of Gosnells	\$2,062.50

WARRANT OF PAYMENTS APRIL 2020			
PAYMENT	DATE	DESCRIPTION	AMOUNT
		Subscription - Switch Your Thinking - 4.5 Months 2019 / 2020 - Strategic Environmental Planning/Waste Services	
		<a href="#">Civica Pty Ltd</a>	\$1,303.78
		Trim Integration Testing - Authority 7.1 Upgrade - IT	
		<a href="#">Coates Hire Operations Pty Ltd</a>	\$975.92
		Lighting Tower - Joondalup Drive - Construction	
		<a href="#">Committee For Economic Development of Australia</a>	\$7,550.00
		Membership - State Corporate Membership - 01.02.2020 - 31.01.2021 - Economic Development	
		<a href="#">Community Greenwaste Recycling Pty Ltd</a>	\$68.20
		Material Disposal - Engineering	
		<a href="#">Corsign (WA) Pty Ltd</a>	\$6,001.05
		Sign - No Swimming & Street Name Plates - Engineering	
		500 Corflute Signs - Community Facilities Closure - Parks	
		Sign - Ashdale Park - Parks	
		<a href="#">Cossill &amp; Webley Consulting Engineers</a>	\$11,763.40
		Consulting - Connolly Drive Duplication - Assets	
		Consulting - Hartman Drive Duplication - Assets	
		<a href="#">Critical Fire Protection &amp; Training Pty Ltd</a>	\$1,110.44
		Fire Equipment Maintenance For The City	
		<a href="#">Crown Lift Trucks</a>	\$257.95
		Vehicle Spare Parts - Fleet	
		<a href="#">CS Legal</a>	\$3,141.31
		Court Fees For The City	
		<a href="#">Daimler Trucks Perth</a>	\$244.36
		Vehicle Spare Parts - Fleet	
		<a href="#">Dave Lanfear Consulting</a>	\$29,590.00
		Consulting Services - Northern Coastal Growth Corridor Plan - Community Facilities	
		<a href="#">Delion Pty Ltd</a>	\$660.00
		Equipment Non Return Fee - Youth Services	
		<a href="#">Diamond Plumbing &amp; Gas</a>	\$18,040.88
		Plumbing Maintenance For The City	
		<a href="#">Digital Education Services</a>	\$1,028.50
		Subscription - Who Else Writes Like - Libraries	
		<a href="#">Direct Communications</a>	\$1,146.86
		Install Radio & Phase Master Antenna -	

WARRANT OF PAYMENTS APRIL 2020			
PAYMENT	DATE	DESCRIPTION	AMOUNT
		Fleet	
		<a href="#">Dowsing Group Pty Ltd</a>	\$32,431.77
		Parking Bay Modifications - Kingsway Dog Park - Construction	
		Concrete Works - Kingsway Dog Park - Construction	
		Install Pathway & Crossover - Mirrabooka Avenue Koondoola - Construction	
		<a href="#">Drainflow Services Pty Ltd</a>	\$15,903.29
		Drainage Works And Road Sweeping Services For The City	
		<a href="#">Easy Access Lifts</a>	\$1,938.20
		Service - Pool Lifts - Aquamotion	
		<a href="#">Edge People Management</a>	\$2,177.75
		Case Management - Return To Work - People And Culture	
		<a href="#">Elliotts Irrigation Pty Ltd</a>	\$7,414.08
		Reticulation Works - Various Locations - Parks	
		<a href="#">Emerge Associates</a>	\$1,331.00
		Cycling Facility Design - Splendid Park - Facilities Planning	
		<a href="#">Encore Automation</a>	\$849.20
		Half Year Calibration - Gas Detector Unit - Engineering	
		<a href="#">Environmental Industries Pty Ltd</a>	\$6,699.00
		Landscape Maintenance - Where/Dates	
		<a href="#">Equifax Australasia Credit Rating Pty Ltd</a>	\$2,151.60
		Standard Financial Assessments - Contracts & Purchasing	
		<a href="#">Equifax Australasia Workforce Solutions Pty Limited</a>	\$2,666.71
		Monthly E-Recruit Fee - IT	
		<a href="#">Feral Invasive Species Eradication</a>	\$1,520.00
		Fox Trapping - Yellagonga - Conservation	
		<a href="#">Frontline Fire &amp; Rescue Equipment</a>	\$3,451.35
		Vehicle Repairs - Fleet	
		<a href="#">Geoff's Tree Service Pty Ltd</a>	\$49,337.84
		Pruning And Tree Works - Various Locations For The City	
		<a href="#">GHD Pty Ltd</a>	\$54,337.40
		Marmion Avenue Duplication Project - Detailed Design Changes & Contract Administration - Assets	
		<a href="#">Grand Toyota</a>	\$38,729.69
		New Vehicle Purchase - Rav4 - WN 33961 - Fleet	

WARRANT OF PAYMENTS APRIL 2020			
PAYMENT	DATE	DESCRIPTION	AMOUNT
		Hays Personnel Services	\$3,961.32
		Casual Labour For The City	
		Heatley Sales Pty Ltd	\$361.48
		Stock - Store Issues	
		Hesperian Press	\$375.00
		Book Purchases - Library Services	
		Hitachi Construction Machinery Pty Ltd	\$523.84
		Vehicle Spare Parts - Stores	
		Iconic Property Services Pty Ltd	\$28,429.49
		Cleaning Services For The City	
		Imagesource Digital Solutions	\$347.60
		8 A Frame Corflutes - Call And Collect Plus - Library Services	
		Independent Valuers of Western Australia	\$2,035.00
		Valuation - Lot 8000 Splendid - Property Services	
		Integrity Industrial Pty Ltd	\$9,754.08
		Casual Labour For The City	
		Intelife Group	\$18,012.48
		BBQ Cleaning - Various Locations - Parks	
		Ixom Operations Pty Ltd	\$190.96
		Pool Chemicals - Aquamotion	
		JB Hi Fi Group Pty Ltd	\$2,299.00
		Mac Book - Cultural Development	
		Kerb Direct Kerbing	\$15,899.95
		Kerbing Works - Various Locations - Engineering	
		Kyocera Document Solutions	\$4,640.47
		Photocopier Meter Reading - ICT	
		Landcare Weed Control	\$15,073.77
		Handweeding - Caltrop Sites - Conservation	
		Laundry Express	\$1,388.97
		Laundering - Staff Uniforms - Fleet	
		LD Total	\$21,392.51
		Landscape Maintenance - Two Rocks - Parks	
		Linemarking WA Pty Ltd	\$33,450.58
		Pathway Linemarking - Various Locations - Assets	
		Marketforce Pty Ltd	\$6,063.48
		Advertising Services For The City	
		Mayday Earthmoving	\$1,177.00
		Heavy Equipment Hire For The City	
		McGees Property	\$6,600.00
		Valuation Services - Enterprise Avenue - Property	

WARRANT OF PAYMENTS APRIL 2020			
PAYMENT	DATE	DESCRIPTION	AMOUNT
		McLeods	\$371.04
		Legal Fees For The City	
		Menchetti Consolidated Pty Ltd	\$529,414.03
		Progress Claim 2 - Warradale Skate Park - Assets	
		Progress Claim 2 - Hardcastle Park - Assets	
		Michael Page International (Australia) Pty Ltd	\$8,279.91
		Casual Labour For The City	
		Midalia Steel Pty Ltd	\$293.30
		Steel Supplies - Waste	
		Mindarie Regional Council	\$285,747.47
		Refuse Disposal For The City	
		Miracle Recreation Equipment Pty Ltd	\$3,541.12
		Gate Repairs - Houghton Park - Parks	
		Replacement Of Chain Covers - Old Trafford Park - Parks	
		Playground Repairs - Warradale Park Parks	
		NAPA - GPC Asia Pacific Pty Ltd	\$607.82
		Vehicle Spare Parts - Fleet	
		Disposable Gloves - Stores Stock	
		Natural Area Holdings Pty Ltd	\$12,632.58
		Beach Access Ways Maintenance Works - Two Rocks - Parks	
		Nutrien Ag Solutions Limited	\$44.00
		Freight Charges - Conservation	
		Palace Homes & Construction Pty Ltd	\$75,043.10
		Payment Certificate 2 - Upgrade Basketball Court Hainsworth Park - Assets	
		Progress Certificate 2 - Upgrade Basketball Court Butterworth Park - Assets	
		Perth Energy Pty Ltd	\$54,890.59
		Power Supplies For The City	
		PLE Computers	\$29.00
		Network Cables - Planning	
		Prestige Alarms	\$8,226.74
		Alarm Services For The City	
		Programmed Integrated Workforce	\$6,857.23
		Casual Labour For The City	
		RAMM Software Ltd	\$1,540.00
		Consultancy Services - Ramm Works Maintenance Setup - ICT	
		Roads 2000	\$441,830.17
		Road Works - Various Locations - Assets	
		RW Quantity Surveyors	\$1,430.00

WARRANT OF PAYMENTS APRIL 2020			
PAYMENT	DATE	DESCRIPTION	AMOUNT
		Variation Costs - Leatherback Park Sports Amenities Building - Assets	
		SAI Global Ltd	\$1,500.00
		Implementing ISO 45001:2018 OHS Management System - 29.04.2020 - 01.05.2020 - OSH	
		Sebel Pty Ltd	\$15,152.51
		Furniture Purchases/Replacements - Jenolan Way Community Centre - Facilities	
		Shaw Document Services Pty Ltd	\$472.20
		Legal Services For The City	
		SJ McKee Maintenance Pty Ltd	\$574.00
		Pressure Clean Oil Stains - Liriope Parkway - Waste Services	
		Skipper Transport Parts	\$213.09
		Vehicle Spare Parts - Stores	
		Skyline Landscape Services (WA)	\$1,518.00
		Landscape Maintenance - Sydney Road - March 2020 - Assets	
		Smartbuilt Perth Pty Ltd	\$768.36
		Pest Control Services For The City	
		Softfall Guys	\$1,463.00
		Softfall Repairs - Keith Griffith - Parks	
		Sonic Healthplus Pty Ltd	\$99.00
		Medical Fees For The City	
		Statewide Bearings	\$794.21
		Vehicle Spare Parts - Fleet	
		Stiles Electrical	\$124,128.00
		Progress Claim 2 - Hainsworth Park Floodlighting - Assets	
		Progress Claim 2 - Koondoola Park Floodlighting - Assets	
		Final Claim - Monaghan Park Eco Lighting - Assets	
		Sunny Sign Company	\$4,647.50
		Signs - Park Closure - Parks	
		TC Precast Pty Ltd	\$2,007.50
		Wave Grate - Engineering	
		Technology One Limited	\$4,123.90
		Consulting Services & Data Migration - ICT	
		Terravac Vacuum Excavations Pty Ltd	\$2,734.60
		Location Of Services For The City	
		The Rigging Shed	\$3,437.50
		Vehicle Spare Parts - Fleet	
		The Trustee for Talis Unit Trust	\$2,639.15



WARRANT OF PAYMENTS APRIL 2020			
PAYMENT	DATE	DESCRIPTION	AMOUNT
		Consultancy Services - Wangara Recycling Centre Assessment - Waste Services	
		Consultancy Services - Wanneroo Container Deposit Scheme Audit Data - Waste Services	
		The Workwear Group Pty Ltd	\$2,309.90
		Stock - Store Issues	
		TJ Depiazzi & Sons	\$22,750.42
		Pine Bark Mulch - Wanneroo Road - Parks	
		Pine Bark Mulch - Old Nursery Park - Parks	
		Toll Transport Pty Ltd	\$283.05
		Courier Services For The City	
		Toolmart	\$2,576.00
		Tool Purchase - Fleet	
		TQuip	\$2,762.05
		Vehicle Spare Parts - Fleet	
		Triton Electrical Contractors Pty Ltd	\$2,471.70
		Electrical Works - Various Locations - Parks	
		Truck Centre WA Pty Ltd	\$2,930.00
		Vehicle Spare Parts - Fleet	
		Turf Care WA Pty Ltd	\$2,779.70
		Turfing Works For The City	
		United Fasteners WA Pty Ltd	\$687.26
		Vehicle Spare Parts - Fleet	
		WA Limestone and Italia Stone Group Joint Venture	\$131,602.63
		Progress Payment 15 - Quinns Beach Long Term Coastal Management Works - Assets	
		WA Universal Crane Hire Pty Ltd	\$1,958.00
		Relocate Transportable Units - Leatherback Park - Assets	
		Wanneroo Business Association Incorporated	\$990.00
		Webinar Delivery - Business Continuity Planning - Economic Development	
		Wanneroo Electric	\$6,340.95
		Electrical Maintenance For The City	
		Wellstrategic	\$1,595.00
		Virtual Tour - Even Keel Exhibition - Cultural Exhibitions	
		West-Sure Group Pty Ltd	\$143.66
		Cash Collection Services For The City	
		Workpower Incorporated	\$4,470.18
		Planting And Maintenance X 9 Locations - Conservation	
		Yanchep Beach Joint Venture	\$8,667.18

WARRANT OF PAYMENTS APRIL 2020			
PAYMENT	DATE	DESCRIPTION	AMOUNT
		Yanchep Hub - Rates And Taxes - Property Services	
		Yanchep Surf Lifesaving Club	\$20,000.00
		Beach Safety Services - 2019 / 2020 Payment Part Two - Facilities	
		Zetta Group	\$576.82
		Internet Connection Bandwidth Upgrade - ICT	
00003821	30/04/2020		
		City of Wanneroo - Municipal Bank Account	
		Credit Cards March 2020 & Bank Fees April 2020 \$37,873.01 Breakdown On Page 37	
		<b>Total Director Corporate Services Advance - EFTs</b>	<b>\$9,573,223.26</b>
CANCELLED CHEQUES FROM PREVIOUS PERIOD			
119345	17.03.2020	Filipino Association In Banksia	-\$4,999.10
119139	25.02.2020	Yanchep Two Rocks RSL	-\$7,176.00
119037	04.02.2020	Quinns Rocks RSL Sub-Branch	-\$9,972.35
119321	17.03.2020	Lara Martelli	-\$100.00
3795-1209	03.04.2020	Imagesource Digital Solutions	-\$1,904.10
3795-5667	03.04.2020	Domus Nursery	-\$1,029.16
3795-3185	03.04.2020	Wacker Neuson Pty Ltd	-\$3,872.00
		<b>Total</b>	<b>-\$29,052.71</b>
MANUAL JOURNAL			
11048/20	20.04.2020	Lodgement Fee 08.04.20 Register 43 Unpaid Infringements	\$3,010.00
11033/20	08.04.2020	Monies Received From NBN & Water Corporation	-\$1,953.60
11070/20	30/04/2020	Lodgement Fee 23.04.20 Register 43 Unpaid Infringements	\$3,010.00
		<b>Total</b>	<b>\$4,066.40</b>
Town Planning Scheme			
		Cell 4	
		Castledine Gregory - Legal Fees	\$35,214.21
		Cell 5	
		McLeods - Legal Fees	\$815.75
		Cell 8	

WARRANT OF PAYMENTS APRIL 2020			
PAYMENT	DATE	DESCRIPTION	AMOUNT
		McLeods - Legal Fees	\$1,694.25
		<b>Total</b>	<b>\$37,724.21</b>
GENERAL FUND BANK ACCOUNT			
		<b>Payroll Payments - April 2020</b>	
		07.04.2020	\$3,547.03
		07.04.2020	\$15,019.86
		07.04.2020	\$1,740,076.70
		21.04.2020	\$11,249.68
		21.04.2020	\$2,899.30
		21.04.2020	\$1,763,469.93
		<b>Total</b>	<b>\$3,536,262.50</b>
00003821	30/04/2020		
		City of Wanneroo - Municipal Bank Account	
		Bank Fees April 2020	
		GLF Trans Fee	\$50.00
		CBA Merchant Fee	\$16,722.22
		Bpay Fee Debtors	\$27.45
		Bpay Fee Rates	\$14,280.82
		Bpoint Debtors	\$0.72
		Bpoint Rates	\$689.62
		CommBiz Fee	\$90.50
		CommBiz Fee	\$222.45
		Account Service Fee	\$299.50
		<b>Total</b>	<b>\$32,383.28</b>
		<b>Credit Cards March 2020</b>	
		N Jennings	
		28/02/2020 - City of Joondalup - Joondalup Business Forum: Growing Business through Innovations - 12.03.2020	\$30.00
		04/03/2020 - Governance Institute of Australia - Risk Management Project Course - Cr Brett Treby	\$2,290.00
		10/03/2020 - Local Government Professionals - LG Professionals WA Finance Professionals Conference - 13.03.2020	\$830.00
		D Simms	
		Registration Local Government Chief Officers Group (LGCOG) Meeting & Conference Dinner	-\$956.57

WARRANT OF PAYMENTS APRIL 2020			
PAYMENT	DATE	DESCRIPTION	AMOUNT
		18.02.2020 Café Elixir - Business Hospitality – Meeting with Cr Jacqui Huntley	\$8.30
		20.02.2020 Dome Ellenbrook - Business Hospitality – Meeting with Mayor and CEO of City of Swan prior to Meeting with Deputy Prime Minister	\$22.45
		Parking Fees	\$13.48
		10.03.2020 - Registration - Local Government Planners Association (LGPA) Breakfast Forum 19.03.2020 (Cancelled/Refund Next Statement)	\$170.00
		M Dickson	
		28.02.2020 - Pullman Bunker Bay - Accommodation C Temple - UDIAWA State Conference	\$478.00
		25.03.2020 - Urban Development - National Congress (Cancelled/Refunded)	-\$2,325.00
		H Singh	
		28.02.2020 - IPWEA 2020 State Conference - Attendance - B Chang	\$1,766.10
		05.03.2020 - Waste Management & Resource Recovery (WMRR) - Breakfast with the Minister 24.03.2020	\$121.56
		05.03.2020 - ASIC Search - Company Search	\$9.00
		Parking Fees	\$23.00
		18.03.2020 - Lighting Analysts - Online Training - AGi32 Introductory 12 - 21.05.2020	\$1,286.96
		M Yildiz	
		06.03.2020 - State Administrative Tribunal - Transcript	\$486.10
		09.03.2020 - - The Law Society - Training/Travel 16.03.2020 - Lawyers Involved in the Making of Cities	\$870.00
		Parking Fees	\$48.35
		23.03.2020 - State Administrative Tribunal - Transcript	\$309.00
		23.03.2020 - ASIC Search - Company Search	\$9.00
		<b>Total</b>	<b>\$5,489.73</b>
		<b>Total Bank Fees And Credit Cards</b>	<b>\$37,873.01</b>
		<b>Recoup to Director Corporate Services</b>	<b>\$10,091,933.99</b>

WARRANT OF PAYMENTS APRIL 2020			
PAYMENT	DATE	DESCRIPTION	AMOUNT
		Advance A/C	
		Direct Payments Total (Includes Payroll, Advance Recoup, Credit Cards And Bank Fees)	\$13,666,069.50

Attachments: Nil

## **Chief Executive Office**

### **Governance & Legal**

#### **CE01-06/20 Outcome of Review of Council Policies**

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File Ref:	26321V06 – 20/177335
Responsible Officer:	Chief Executive Officer
Disclosure of Interest:	Nil
Attachments:	8

### **Issue**

To consider proposed amendments, repeals and extensions to review dates for Council Policies.

### **Background**

Council Policies and supporting procedures are a statement of the principles or position that are intended to guide or direct decision-making and operations within the City of Wanneroo (the **City**). The City's Strategic Community Plan sets a clear direction from Council for Administration to make consistent and aligned decisions at an operational level through Policies and procedures.

All Council Policies (as well as other like documents) should be reviewed regularly to ensure compliance with legislation; continued alignment with the adopted Strategic Community Plan and the City's requirements to provide sound and effective internal controls to minimise risk and deliver desired outcomes.

### **Detail**

Reviews have been undertaken of the Policies listed below and the following changes are recommended.

#### **Policies recommended to be repealed:**

##### **1. *Public Interest Disclosures Policy***

The City's current Public Interest Disclosures Policy restates and in sections summarises the Public Interest Disclosures Act 2003 (**PID Act**). The PID Act does not legislate the adoption of a separate policy but rather requires that the City prepare and publish internal procedures relating to the City's obligations under the Act. These procedures must be consistent with the guidelines prepared by the Public Sector Commissioner and are to be made available to the public.

The City has drafted and published PID Act Guidelines that meet this legislative requirement along with a dedicated web page affirming the City's commitment to the aims and objective of the PID Act and to creating and sustaining an ethical work environment.

It is therefore recommended that the City's Public Interest Disclosures Policy (**Attachment 1**) be repealed.

##### **2. *Advertising on Public Open Space Policy***

The intent of the Advertising on Public Open Space policy is to provide guidelines for advertising on Public Open Space (Passive and Active Reserves) but does



not consider the provisions of the *Public Places and Local Government Property Local Law 2015*, which requires that a license or permit to “advertise anything by any means on local government property” is required.

Council has adopted a *Signs Local Planning Policy* and the *POS Local Planning Policy* (both of which are currently under review) to support the *Public Places and Local Government Property Local Law 2015*.

The City’s Advertising on Public Open Space Policy (**Attachment 2**) is therefore no longer required and Administration recommends that it be repealed.

### **3. Library Services Policy**

The Library Services Policy (**Attachment 3**) was created in October 2014 to describe a framework for the management of the City’s libraries, their services and resources. Since that time, the Strategic Library Services Plan 2017/18 – 2021/22 has been developed (being a Corporate Business Plan action for 2016/17). It is therefore considered that the introduction of the Strategic Library Services Plan removes the requirement to have a Library Services Policy and it is recommended this policy be repealed.

#### Policies that have been reviewed and revised:

### **4. Roadside Memorials Policy**

The Roadside Memorials Policy is based on the Western Australian Main Roads Roadside Memorials Policy and Guidelines. There have been no significant changes to these documents and after review by all relevant stakeholders in the City’s Administration, there are no changes proposed to the City’s policy.

The reviewed policy is set out in **Attachment 4** with changes only to the adoption date and next review date.

### **5. Coastal Aquatic Safety Policy**

This Policy (**Attachment 5**) has been revised to provide clarity of purpose and scope, including changes to align with the most recent policy template. A marked-up version is at **Attachment 6**.

The content of the policy has also been updated to align with the most recent Surf Life Saving WA priorities for Emergency Preparedness to ensure the City has the capacity to determine which priorities will be supported.

### **6. Civic Functions, Ceremonies and Receptions Policy**

The scheduled review date for this policy was previously extended at the meeting of Ordinary Council on 30 July 2019 (CP07-07/19) to enable review in line with the City’s Internal Events Audit and Events Management Framework.

The revised Policy (**Attachment 7**) clearly articulates the purpose and intent of the City’s Civic Events calendar by removing previous detail that was procedural in nature. Information pertaining to the delivery of specific civic events will instead be included in an operational Management Procedure. As a result of the review, it is proposed that the Policy be renamed ‘Civic Events Policy’ to better align with the City’s Public Community Events Policy and to enable greater flexibility to include a wider range of civic events, if required. A marked-up version is at **Attachment 8**.

Request extension of review date for the following policies:**7. Arts Management and Development Policy**

A revised policy was presented to Council Members for discussion on 10 September 2019 and resulted in a decision to defer its approval. The existing policy is subject to review by 10 December 2019, this date having been extended by Council at its Ordinary Meeting on 30 July 2019 (CP07-07/19).

To enable the additional review work to be completed and for necessary consultation to take place, it is recommended that the scheduled review date be extended to 15 December 2020. This will allow Council Members to view the existing City Art Collection and consider a shift in focus to the acquisition/provision of public art as requested.

**8. Facility Hire and Use Policy**

This policy was scheduled for review by 30 September 2019, having previously been extended by Council at its Ordinary Meeting on 9 April 2019 (CP08-04/19).

A comprehensive review of this policy is being undertaken in conjunction with the implementation of a new facility bookings management system. This review will require further internal and external consultation and it is therefore proposed that the review date be extended to 15 December 2020.

**9. Community Funding Policy**

The Community Funding Policy was originally endorsed in 2002, and has been regularly reviewed and updated in accordance with the City's Policy and Procedure Management Procedure; the most recent version being approved by Council in May 2016 (CP08-05/16).

This policy has recently been the subject of a major review in liaison with the Community Support and Financial Assistance Council Working Group, following an internal audit that highlighted issues in relation to the distribution of financial assistance.

In light of the recent pandemic, additional recovery funding opportunities are now being considered by Council Members which may have implications for this policy. It is therefore proposed that the review date for the Community Funding Policy be extended to 15 December 2020 to ensure this work takes place.

**10. Social Media Guidelines Policy**

The review date for this policy was previously extended by Council until 10 December 2019 to enable consideration of it in line with the City's Communications Strategy which was adopted in 2019.

A revised draft was presented to Council Members for discussion on 21 April 2020 and it was recommended for Council Members to review the WALGA social media guidelines before undertaking any further policy work. It is therefore proposed that the review date for the policy be extended to 15 December 2020 to allow this work to be undertaken.

**Consultation**

Consultation has been undertaken with relevant stakeholders and policies have been reviewed as per the City's Policy and Procedure review process.

## Comment

The review of Council policies ensures the information available to the City's stakeholders is aligned to the current Strategic Community Plan, are relevant and up to date.

The extensions to policies due for review are being sought to enable further work to be progressed on the strategic direction that will inform the policies or to enable further community consultation to be undertaken.

## Statutory Compliance

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

## Strategic Implications

The proposal aligns with the following objective within the Strategic Community Plan 2017 – 2027:

“4 Civic Leadership

4.2 Good Governance

4.2.1 Provide transparent and accountable governance and leadership”

## Risk Management Considerations

Risk Title	Risk Rating
CO-019 Decision Making	Low
Accountability	Action Planning Option
Chief Executive Officer	Manage

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

## Policy Implications

These policies have been recommended for amendment, repeal or extension of review as a result of an evaluation and review process undertaken in accordance with the City of Wanneroo Policy and Procedure Management Procedure.

## Financial Implications

Nil

## Voting Requirements

Simple Majority

## Recommendation

That Council:-

1. **REPEALS** the following policies:
  - a) **Public Interest Disclosures Policy** as set out in Attachment 1;
  - b) **Advertising on Public Open Space Policy** as set out in Attachment 2; and
  - c) **Library Services Policy** as set out in Attachment 3;

2. **ADOPTS the following revised policies:**
  - a) **Roadside Memorials Policy as set out in Attachment 4;**
  - b) **Coastal Aquatic Safety Policy as set out in Attachment 5; and**
  - c) **Civic Functions, Ceremonies and Receptions Policy as set out in Attachment 7 and renamed to Civic Events Policy;**
3. **APPROVES extensions to the review dates for the following policies:**
  - a) **Arts Management and Development Policy to 15 December 2020;**
  - b) **Facility Hire and Use Policy to 15 December 2020;**
  - c) **Community Funding Policy to 15 December 2020; and**
  - d) **Social Media Guidelines Policy to 15 December 2020.**

*Attachments:*

1 <a href="#"></a>	Public Interest Disclosure Policy	13/8914	Minuted
2 <a href="#"></a>	Advertising on Public Open Space	10/965[v3]	Minuted
3 <a href="#"></a>	Library Services Policy	14/84892[v2]	Minuted
4 <a href="#"></a>	Roadside Memorials Policy	13/22783[v3]	Minuted
5 <a href="#"></a>	Coastal Aquatic Safety Policy revised August 2019	16/280596[v2]	Minuted
6 <a href="#"></a>	Coastal Aquatic Safety Policy 2019 with track changes	19/294493	
7 <a href="#"></a>	Civic Function, Ceremonies and Receptions Policy	14/97018[v2]	Minuted
8 <a href="#"></a>	Civic Events Policy 2019 with track changes	19/295055	



## Policy Manual

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### PUBLIC INTEREST DISCLOSURES

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<b>Policy Owner:</b>	Governance and Legal
<b>Contact Person:</b>	Executive Manager Governance and Legal
<b>Date of Approval:</b>	23 January 2017

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#### Policy Objective

The purpose and objective of this Policy is to:-

- support and maintain high standards of professional and ethical conduct at the City of Wanneroo (the City);
- demonstrate the City's commitment to developing, implementing and maintaining a governance program for public interest disclosures (PIDs) and ensuring effective compliance with legislation and policy;
- assist those making disclosures and the subject(s) of disclosures understand their rights and responsibilities under the Public Interest Disclosure Act 2003 (the Act);
- outline the legislative provisions and the City's procedures in place to protect any person who makes a PID (discloser) or is the subject of a PID.

#### Policy Statement

This Policy is premised on the fact that all persons have an ethical responsibility to report suspected misconduct and maladministration. The City does not tolerate corrupt or other improper conduct.

The City is committed to the aims and objectives of the *Public Interest Disclosure Act 2003* (PID Act) and to creating and sustaining an ethical work environment through:

- eliminating unlawful, negligent or improper conduct from the workplace;
- facilitating resolution of complaints and PIDs that relate to the City;
- encouraging employees and others to disclose information about suspected wrongdoing through employee awareness and training initiatives;
- ensuring that complaints and PIDs made to the City, including those made anonymously, are properly assessed and appropriately dealt with; and
- affording support and protection from reprisals to disclosers or to those who are the subject of a PID.



## Policy Manual

### Scope

A PID is more than a general complaint or dissatisfaction with a product, service or decision of government. It is also more than a personal grievance that can be resolved by agreement.

A public interest disclosure must relate to wrongdoing, not be trivial and must be made to the right person (being a proper authority). A PID must be managed in accordance with the PID Act and, once made; the person making the disclosure cannot withdraw it.

#### ***Who does it relate to?***

A disclosure must relate to a matter of public interest information and show or tend to show wrongdoing by a public authority, public officer or public sector contractor performing a public function.

#### ***Disclosures covered by the Act?***

A disclosure must relate specifically to one or more of the following areas:

- Improper conduct.
- An offence under State law, including corruption.
- Substantial, irregular or unauthorised use of or mismanagement of public resources.
- Substantial and specific risk of injury to public health, prejudice to public safety or harm to the environment.
- Matter of administration which could be investigated by the Ombudsman.

#### ***Making a Disclosure***

A PID must be made to a proper authority, otherwise it will not be covered by the Act. The proper authority for receiving a PID depends on the information relating to the PID. Refer to Appendix 1 for further information

PID Officers are the person who holds the specified position to receive disclosures within the sphere of responsibility of the public authority. This person is designated by the Principal Executive Officer (PEO) under section 23(1)(a) of the Act.

The City has a number of PID Officers. Enquiries can be made to the Manager Governance and Legal or Manager People and Culture on (08) 9405 5000.

Before making a disclosure it is important that the discloser is aware of the rights and responsibilities imposed on them and others under the Act. The City's PID Officer can assist, however it is important to note that:

- It is an offence to disclose recklessly or if it is false and misleading.
- If a matter is investigated, the discloser is expected to cooperate.
- Information must be kept confidential or the discloser may lose protection and commit an offence.





## Policy Manual

### Roles and Responsibilities

The Manager Governance and Legal and Manager People and Culture will be the City's contact in regard to PID Disclosures and will make a determination on how to proceed with the allegation.

### Dispute Resolution

#### Rights of Appeal

If dissatisfied with the outcome there is no right of appeal however another disclosure may be made to a different proper authority.

Proper authorities include Corruption and Crime Commission, State Ombudsman, Office of the Auditor General and WA Police.

#### Penalties

The PID Act provides severe penalties of up to \$24,000 for breaches, including the unauthorised disclosure of the identity of the informant or the subject of the complaint.

### Evaluation and Review Provisions

The policy will be reviewed in line with amendments to the Public Interest Disclosures Act 2003.

### Relevant Policies/Management Procedures/Documents or Delegations

Fraud, Corruption, Bribery and Misconduct Policy – Published on the City's Internet.

Public Interest Disclosure Guidelines – Published on the City's Internet.

Guide for Disclosers, Public Sector Commission Website:

[https://publicsector.wa.gov.au/sites/default/files/documents/guide\\_for\\_disclosers.pdf](https://publicsector.wa.gov.au/sites/default/files/documents/guide_for_disclosers.pdf)

### Responsibility for Implementation

Manager Governance and Legal

Version	Next Review	Record No:
1 July 2003	July 2006	13/8914
26 July 2016	July 2019 (unless there are changes to legislation).	13/8914
23 January 2017	January 2020 (unless there are changes to legislation).	



## Policy Manual

### APPENDIX 1

Category of public interest information	Appropriate proper authority (pursuant to the PID Act)
Offences under State law	A police officer or the Corruption and Crime Commission (s5(3)(a))
Substantial unauthorised or irregular use of, or substantial mismanagement of, public resources	Auditor General (s5(3)(b)) or the PID Officer of the public authority concerned (s5(3)(h))
Matters of administration affecting someone in their personal capacity falling within the jurisdiction of the Ombudsman Western Australia	Ombudsman Western Australia (s5(3)(c)) or the PID Officer of the public authority concerned (s5(3)(h))
A police officer	Commissioner of Police or the Corruption and Crime Commission (s5(3)(d))
A judicial officer	Chief Justice (s5(3)(e))
A Member of the Legislative Assembly	Speaker of the Legislative Assembly (s5(3)(f))
A Member of the Legislative Council	President of the Legislative Council (s5(3)(f))
A public officer who is not a Member of Parliament, a Minister, a judicial officer or a commissioned or other officer specified in schedule 1 of the <i>Parliamentary Commissioner Act 1971</i>	Ombudsman Western Australia or the Public Sector Commissioner (s5(3)(g)) or the PID Officer of the public authority concerned (s5(3)(h))
A public authority or an officer of the public authority	PID Officer of the public authority (s5(3)(h))



## Policy Manual

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### Advertising on Public Open Space

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**Policy Owner:** Community Development  
**Contact Person:** Manager Community Programs and Services  
**Date of Approval:** 4 May 2010 – CS05-05/10

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#### POLICY OBJECTIVE

To give guidelines for advertising on Public Open Space (Passive and Active Reserves)

#### POLICY STATEMENT

- To give guidelines for advertising on Public Open Space (Passive and Active Reserves)
- To limit the advertising on public open space to the promotion of sport and recreation groups, community based organisations and events and their sponsors.
- To prohibit the promotion of alcohol and tobacco products, companies, wholesalers and retailers (where alcohol and/or tobacco are the major product)

#### SCOPE

The policy applies to all groups and individuals wishing to advertise on public open space.

#### BACKGROUND

The City of Wanneroo has a significant amount of public open space, which is utilized by the community. As a result, it is necessary to ensure that all advertising being placed on this space is appropriate to all user groups, and supports the promotion of the city's sporting and recreational groups.

#### CONSULTATION WITH STAKEHOLDERS

Amendments to the policy were made in consultation with internal stakeholders, as well as correspondence with external stakeholders through the evaluation period.

#### IMPLICATIONS (Financial, Human Resources)

Nil

#### IMPLEMENTATION

Only signage promoting sport and recreation groups, community based organisations and events and their sponsors will be permitted under this policy.



## Policy Manual

### Guidelines for Temporary Signs

- Stakes or poles used to secure the signs can only be set into the ground at a maximum depth of 300mm.
- Signs are to be made of a lightweight, non-rigid material, such as cloth, canvas or similar fabric.
- As a guide, signs should not exceed dimensions of 1.0m and 3.0m. and should not be placed in such a manner that obstructs pedestrian walkways, presents a hazard to motorists or pedestrians or obstructs car parking bays.
- The wording of the signs should not include any offensive language.
- The signage may not advertise alcohol and tobacco products, companies, wholesalers and retailers (where alcohol and/or tobacco are the major product)
- No bond for the erection of a temporary sign on a reserve will be charged. However should the erection of the sign cause damage to the reserve, the reserve hirer will be invoiced the cost of repairing damage caused.
- Temporary signs must be removed at the end of the activity or each day if the event occurs over multiple days. Failure to remove the sign will result the sign being removed by the City of Wanneroo at the cost of the owner of the sign.
- No approval is required from the City of Wanneroo for the erection of temporary signs. Should it come to the attention that a temporary sign erected or an event or activity contravenes the guidelines as outlined above, the owner of the sign will be required to ensure that the relevant guidelines are adhered to. Ongoing instances of non-compliance to the guidelines of this policy will result in permission being withdrawn from the individual or group to erect temporary signage.

### Guidelines for Permanent Signs

- Permanent signs on City of Wanneroo buildings, regardless of if they are located on a City of Wanneroo Reserve or not, will not be supported on the basis of the impact this type of signage has on the visual amenity. Signage on leased buildings will only be considered via written application to the Manager Governance and Executive Services.
- The only signs permitted to be fixed to perimeter fencing on City of Wanneroo Reserves, are those that promote the home team(s) and the next game to be played by the home team at the venue.
- Permanent signage fixed to internal barrier fences (ie fencing around match pitches) will be considered subject to the following conditions:
  - a) That the signs face onto the match pitch only.
  - b) That a maximum of six signs can be displayed by any one group at any one time.
  - c) That the signs do not extend beyond the length or height of the fence.
  - d) The signs are maintained at no cost to the City of Wanneroo.
  - e) The wording of signs should not include any offensive language.
  - f) The signage may not advertise alcohol and tobacco products, companies, wholesalers and retailers (where alcohol and/or tobacco are the major product)



## Policy Manual

- Written application to the Manager Community Programs and Services is required for the erection of permanent signage as outlined within the above conditions

### ROLES AND RESPONSIBILITIES

Manager Community Programs and Services

### WHO NEEDS TO KNOW ABOUT THIS POLICY?

- Corporate Strategy and Performance – Property
- Rangers Safety and Emergency Services

### EVALUATION AND REVIEW PROVISIONS

The policy will be reviewed every two years, in consultation with Community Facilities, and taking into account feedback given from external stakeholders over the two year evaluation period.

### DEFINITIONS

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

Temporary Signs	Temporary signs are those that are not attached to a building or other fixed structure and relate directly to an event or activity. Temporary signs can only be erected for the duration of the event or activity for a maximum of 12 hours.
Permanent Signs	Permanent signs are those that are attached to a structure or building for an extended period of time.

### REFERENCES

- Signs Local Law 1999 (amendment 2008)
- Signs Local Planning Policy

### RESPONSIBILITY FOR IMPLEMENTATION

Manager Community Programs and Services

Versions	Next Review	Record No:
1 July 2001		
May 2010 – CS05-05/10	May 2012	888389 TRIM: 10/965



## Policy Manual

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### Library Services Policy

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<b>Policy Owner:</b>	Community & Place
<b>Contact Person:</b>	Manager, Cultural Development
<b>Date of Approval:</b>	9 May 2017 – CE02-05/17

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### POLICY OBJECTIVE

The purpose of this policy is to provide the City of Wanneroo (the **City**) and the community with clear and consistent framework for the management of the City's libraries and its resources.

The policy will:

- Provide a framework for the management of the City's libraries, their services and resources.
- Clarify the roles and responsibilities of stakeholders.
- Ensure consistency in the management procedures adopted within the City's libraries.
- Aid in achieving the aspirations of the City's 10 year Strategic Community Plan particularly Strategy 1.4.2, Strengthen community and customer connectedness through community hubs.

### POLICY STATEMENT

The City of Wanneroo supports the principle of open, free and unrestricted access to information in all its forms to its community regardless of age, race, gender, religion, nationality, language, disability, geographic location, social status, economic status and educational attainment.

The City of Wanneroo library service is considered an integral part of the community through its strategic focus to develop a well informed and literate community, and its role as an active connector by linking people to information and providing resources to assist in skill development. The City is committed to the ongoing development of libraries as integrated community hubs.

The library service provides accessible and relevant content to the community meeting the business, recreational, cultural and lifelong learning needs of the wider community.

The City recognises that its libraries have an important role in the development and maintenance of a democratic society by giving the community and individuals access to a wide and varied range of information, ideas, opinions and skills.

The City of Wanneroo recognises the role of public libraries as essential in developing an informed society through providing programs that improve literacy and information literacy, and providing lifelong learning opportunities that contribute to economic prosperity by helping people improve their skills and life chances.





## Policy Manual

The City recognises that the role of public libraries is developing rapidly with a stronger focus on formal and informal learning and community development. Libraries also play an important role in technology, equitable access to online information as well as ensuring opportunities for creation of content, and recording and preserving the identity of the community.

### Governance

In Western Australia, local government is the lead provider and funder of public library services. The *Library Board of Western Australia Act 1951* (**Library Board Act**) and its regulations provide the governing legislation in which local governments operate public libraries in partnership with the State Government (represented by the Library Board of Western Australia).

In broad terms, the State Government is responsible for providing catalogued and processed library resources, a range of centralised services including coordination of an exchange system to circulate library resources between libraries, access to the state wide catalogue and interlibrary loans and document delivery service and the provision of training, consultancy and advisory services.

Local Government is responsible for providing the infrastructure, including the library site, building, telecommunications and automation technology and staff resources to provide a range of services including lending, reference/information, library programs and access to the state-wide collection via a free inter library loan service.

Central to the partnership between State and Local Government is a shared commitment to Western Australia's public library service as a sustainable and responsive network of vibrant and connected well-resourced, free public libraries that are hubs of community life.

### **SCOPE**

This policy applies to staff and users of the City's library service. The Policy aims to further the principles of the Library Board Act that outlines the provision of a free public library service for the betterment of the community.

This policy covers the principles of provision of services and resources, including technology and support for literacy and the ongoing education of the community.

### **BACKGROUND**

This policy exists to ensure that a consistent level of access to the library service is provided to the whole community by providing guidance to staff on key principles. The policy also seeks to guide customer expectations regarding the role of the library service.

### **CONSULTATION WITH STAKEHOLDERS**

Key stakeholders include the residents of the City of Wanneroo, City of Wanneroo Elected Members, City of Wanneroo staff, and any member of the general public who is a user of the City of Wanneroo libraries.



## Policy Manual

This policy has been developed with reference to regulations of the Library Board Act (which are binding on the Library Service) and the Australian Library and Information Association's policies (which are endorsed voluntarily.)

### **IMPLICATIONS (Financial, Human Resources)**

The Library Services Policy will guide library staff in ensuring fair and equitable access to the services and resources provided by the City's libraries.

Service and development are to be met out of the current operating budget which is reviewed on an annual basis. This policy will be regularly reviewed to ensure that it remains relevant to community requirements and industry standards.

Staff will receive ongoing training and development to ensure the provision of best practice delivery.

### **IMPLEMENTATION**

The Library Services Policy will support the City's ongoing and legislated task of providing a public library service. The City of Wanneroo libraries procedure manual details specific procedures relating to the implementation of this policy.

The City will review demand for services, developments in communication technology in order to continuously improve services.

Copies of this policy will be available in all City libraries, the City's library website and will be made available to all members at time of registration.

### **ROLES AND RESPONSIBILITIES**

Staff of the City of Wanneroo Libraries, under the direction of the Coordinator Library Services, are responsible for the implementation of and compliance with the policy. Supported by associated management procedures, well-managed relevant and up to date services will be provided to the community with facilities that are safe, maintained, inclusive and welcoming.

The Manager Cultural Development will provide interpretation in the event of need for clarification or where there is a dispute.

The Coordinator Library Services will be responsible for the review of this Policy.

### **DISPUTE RESOLUTION**

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



## Policy Manual

### WHO NEEDS TO KNOW ABOUT THIS POLICY?

All Library Services staff should be aware of the policy and specifically Coordinator Library Services, Librarian, Content & Discovery, eLibrary Services Specialist, Literacy and Learning Specialist, Branch Librarians, Assistant Branch Librarians, Library-Officer-in-Charge and Senior Library Officers must have detailed knowledge of the policy.

### EVALUATION AND REVIEW PROVISIONS

The adopted policy should be evaluated as to its effectiveness in achieving its outcomes and measures will be established, including developing and listing key performance indicators to ensure that the policy is meeting objectives and accountability requirements.

### REFERENCES

Library Board of Western Australia Act 1951.  
 Library board (Registered Public Libraries) regulations 1985.  
 Australian Library and Information Association's 'Statement on free access to information'.  
 City of Wanneroo Libraries Procedure Manual.  
 City of Wanneroo Collection Development Policy.  
 City of Wanneroo Libraries Terms and Conditions of Membership.  
 City of Wanneroo Online Services Provision Policy.

### RESPONSIBILITY FOR IMPLEMENTATION

Manager Cultural Development

Versions	Next Review	Record No:
CD01-10/14	September 2016	TRIM: 14/84892[v1]
9 May 2017 – CE02-05/17	September 2019	TRIM: 14/84892[v2]



## Policy Manual

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### Roadside Memorials Policy

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<b>Policy Owner:</b>	Director Assets
<b>Contact Person:</b>	Manager Assets Maintenance
<b>Date of Approval:</b>	2 June 2020 ( <i>resolution number</i> )

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#### POLICY STATEMENT

The purpose of this policy is to determine and detail how the City shall deal with requests for the installation of Roadside Memorials and how to deal with existing or recently installed memorials.

#### POLICY OBJECTIVE

This Policy seeks to clearly detail the types of Roadside Memorial that can be installed on the road reserve to commemorate the life of a family member or friend who has lost their life. It is the City's position that persons are encouraged to install memorials within designated memorial facilities (e.g. cemeteries). However, the City will also consider requests for the installation of memorials within the road reserve in accordance with the conditions of this Policy and as documented within the associated guideline document Administration of Roadside Memorials Management Procedure.

#### SCOPE

Requests for memorials as well as the management of existing memorials on all road reserves that are the responsibility of the City will be dealt with in accordance with the Administration of Roadside Memorials Management Procedure.

#### IMPLICATIONS (Strategic, Financial, Human Resources)

Administration of the memorial register and monitoring of any erected memorials can be carried out with existing resources.

#### IMPLEMENTATION

A Roadside Memorial can be described as an object or image constructed, erected planted painted or placed within a Road Reserve in honour of family or friends whose lives have been lost on the road or reserve.

The number and types of Roadside Memorials, commemorating accident victims is increasing throughout the State. Family and friends may wish to commemorate the death of a loved one with the installation of memorial at the site of the accident. This can not only assist with the grieving process, but also delivers a powerful road safety message to road users.



## Policy Manual

This Policy recognises the demand for memorials, but also seeks to ensure road safety and residents wishes are considered. This includes visual distractions to motorists, physical objects that could harm road users and potential for movement of personal items into the road. The safety of pedestrians visiting the memorial in close proximity is also considered.

The City will:

- Be considerate and respectful of the needs of persons wishing to install memorials;
- Approve the placement of memorials for a maximum period of five years;
- Supply memorials (refer to the document; Guidelines for Administration of Roadside Memorials);
- Install or assist with the installation of memorials at suitable locations;
- Not accept responsibility for the security or maintenance of memorials;
- Remove any memorials not conforming to the Policy or Guidelines;
- Not approve or provide memorials for animals; and
- Will only approve memorials or provide memorials for accident sites where fatalities have occurred.

Requests for roadside memorials as well as the management of existing memorials on all road reserves that are the responsibility of the City of Wanneroo will be dealt with in accordance with the City of Wanneroo document "Guidelines for Administration of Roadside Memorials".

Requests for memorials on Wanneroo Road shall be referred to Main Roads Western Australia (MRWA) to deal with in accordance with their document "Roadside Memorials Policy and Guidelines Policy".

Requests for memorials on roads within the Yanchep National Park shall be referred to the Department of Environment and Conservation.

### ROLES AND RESPONSIBILITIES

- **Assets Maintenance** – Responsible for assessing new applications on or adjacent to public road reserves and maintenance around existing roadside memorials
- **Infrastructure Capital Works** – Responsible for actioning roadside memorials around construction works
- **Community Facilities** – Responsible for providing assistance in community liaisons
- **Parks & Conservation Management** – Responsible for assessing tree/plant applications
- **Customer and Information Services** – Responsible for providing customer information and advice as first point of contact

### DISPUTE RESOLUTION

All disputes in regard to this policy will be referred to the Director Assets in the first instance. In the event that an agreement cannot be reached, the matter will be submitted to the CEO for decision.



## Policy Manual

### EVALUATION AND REVIEW PROVISIONS

This Policy is to be reviewed every three years to confirm the effectiveness in managing community requests for the installation of roadside memorials and the effectiveness in managing existing roadside memorials.

### RELEVANT POLICIES/MANAGEMENT PROCEDURES/DOCUMENTS OR DELEGATIONS

Administration of Roadside Memorials Management Procedure  
 AM\_013 – Management of Roadside Memorials (high level)  
 AM\_014 – Identification of Owner of Roadside Memorial  
 AM\_015 – Create a Roadside Memorial  
 AM\_016 – Review and Remove a Roadside Memorial

### REFERENCES

This Policy is based on the Main Roads - Roadside Memorials Policy and Guidelines

### RESPONSIBILITY FOR IMPLEMENTATION

Manager Asset Maintenance

Version	Next Review	Record No:
IN04-06/12 – 26 June 2012	June 2014	13/22783
19 September 2017 – CE01-09/17	September 2020	13/22783v2
2 June 2020	June 2023	13/22783v3





## Policy Manual

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### COASTAL AQUATIC SAFETY

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**Policy Owner:** Community Facilities  
**Contact Person:** Manager Community Facilities  
**Date of Approval:**

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#### POLICY STATEMENT

The City of Wanneroo (City) aims to provide a safe and attractive environment for the community to participate in recreational activities across City of Wanneroo (City) beaches through planning, policy and the implementation of preventative life-saving measures.

#### POLICY OBJECTIVE

The policy aims to:

- Clarify the role of the City with regards to encouraging safe **coastal aquatic activity** at its beaches.
- Ensure alignment with the Australian Water Safety Framework and Surf Life Saving Western Australia (SLSWA) BeachSAFE priorities.

#### SCOPE

This policy is applicable to the **coastal aquatic environment** within the City of Wanneroo and users of the City's beaches.

This policy is not applicable to other areas of the foreshore and coastline such as dunes, access tracks, car parks. Similarly, the policy does not apply to risks associated with the open ocean which is managed by the Department of Transport (tbc), or to coastal erosion which is the subject of Coastal Hazard Risk Management and Adaptation Planning.

#### IMPLICATIONS (Financial, Human Resources)

The policy will be implemented using the City's existing budget and resource allocations.

#### IMPLEMENTATION

The City places a high priority on the provision of safe and rewarding visitor experiences, as well as the management of public risk at its beaches. As the environments and risk factors in which coastal aquatic incidences occur are varied, incident prevention involves support from government and non-government stakeholders as well as a degree of responsibility from the community.

Whilst the City is responsible for ensuring the long-term sustainable use of the Wanneroo coastline and can provide some guidance on permitted areas for specific recreational activities, visitors are exposed to risks by the nature of their chosen recreation. As such, the ability for each beach user to recreate safely will depend on each individual's capability, experience and familiarity with that specific beach environment.



## Policy Manual

The City will endeavour to consistently mitigate the loss of life or injury along its beaches in accordance with the SLSWA BeachSAFE principles: Supervision, Aquatic Education, First Aid and CPR and Emergency Preparedness as follows:

### **1. Supervision**

- 1.1 The City will support the provision of seasonal volunteers at Quinns Beach, Alkimos Beach and Yanchep Lagoon, paid patrols at Quinns Beach and Yanchep Lagoon and a mobile patrol service in partnership with local surf lifesaving clubs and its contracted service provider.
- 1.2 The City will continue to be responsive to changes along the coastline and seek to provide additional patrols where appropriate to meet identified needs over time.
- 1.3 The City will promote information regarding patrolled beach locations and times, and the appropriate beach locations to undertake aquatic recreation via its various communication channels.
- 1.4 Adult supervision of children within all coastal areas will need to continue to be a fundamental focus of the community.

### **2. Aquatic Education**

- 2.1 The City will continue to work with partners by taking a proactive approach to community capacity building and increasing the knowledge and skills amongst current and prospective beach visitors in Wanneroo.
- 2.2 The City will provide opportunities for community education and information by supporting SLSWA to deliver the BeachSAFE program to targeted areas within the City as required. The program aims to equip the community with the necessary skills and knowledge to recreate safely on our coastline and includes; a schools program, a culturally appropriate drowning prevention program and first aid training courses.
- 2.3 The City will improve coastal aquatic risk mitigation by increasing the reach of coastal safety messages via the City's communications channels to enable visitors to consider risks in planning their activities.
- 2.4 The City will promote other key coastal aquatic safety messages and information portals (BeachSAFE website and app, Twitter updates, Shark Smart, RecFish West).
- 2.5 The City will encourage beach users to check tidal conditions prior to using the beach for recreation purposes and where possible, use the City's beaches which are patrolled.

### **3. First Aid / CPR**

- 3.1 The City will work with relevant stakeholders as required to increase the community's confidence and skill set to provide first aid and CPR in aquatic related incidents. This includes facilitating and promoting local training and education, community first aid programs, learn to swim programs, swimming fitness programs, and surf activity and survival programs.



## Policy Manual

### 4. Emergency Preparedness

- 4.1 The City's Coastal Management Plans and individual Foreshore Management Plans outline the overall risks which have been identified across the coastline. The City is committed to the ongoing review, assessment and implementation of the necessary mitigation strategies and will continue to monitor this on a regular basis as environments along the coastline alter.
- 4.2 The City will install and maintain Australian Standard beach signage at designated entry points to alert visitors to particular hazards. This includes static beach access signs and additional point of hazards signs associated with specific structures, facilities or natural attractions. QR codes will also be provided on beach entry signs to provide up-to-date hazard information.
- 4.3 The City will provide advocacy for safe participation in high risk coastal aquatic activities such as rock fishing, diving and snorkelling and promote the importance of carrying appropriate safety equipment for the chosen recreation.
- 4.4 The City is responsible for the closure of beaches if hazards are identified which could pose a risk to the community. Such incidences include; beach cleaning, unsafe beach access, coastal construction works, shark sightings or attacks, dead animals on the beach, in response to an accident or drowning incident and during other maintenance works.
- 4.5 The City has an ongoing dialogue with Land Owners along the northern coastal development front with regards to the implications of illegal 4WD access to the coastline.
- 4.6 The City will support local surf lifesaving clubs, SLSWA and it's contracted service provider to provide fast and effective beach lifeguard patrols and emergency rescue response services at City beaches as well as monitoring locations to ensure they remain consistent with identified risks and hazards.
- 4.7 The City will encourage participation in City of Wanneroo surf lifesaving clubs and completion of Community Surf Rescue Certificate amongst high risk groups to increase emergency response capacity.
- 4.8 Where required, and subject to resource availability, the City will work with SLSWA and local surf lifesaving clubs to support their emergency response preparedness.

### ROLES AND RESPONSIBILITIES

The Community and Place Directorate will take lead responsibility for this policy. However, other internal and external stakeholders such as SLSWA will play a key role in the delivery of specific actions.



## Policy Manual

### DISPUTE RESOLUTION

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

### EVALUATION AND REVIEW PROVISIONS

This policy will be reviewed every three years or in accordance with any legislative, legal or risk changes prior to this date.

### DEFINITIONS

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

<i>Coastal aquatic activity</i>	<i>Refers to activities specifically undertaken in the beach setting such as swimming, snorkelling, scuba-diving, fishing etc. This does not include other recreational activities associated with the coastline, foreshore or open ocean.</i>
<i>Coastal aquatic environment</i>	<i>Refers solely to the beach area and waters managed by the City. Does not include other areas of the foreshore and coastline such as dunes, access tracks, car parks and open ocean etc.</i>

### RELEVANT POLICIES/MANAGEMENT PROCEDURES/DOCUMENTS OR DELEGATIONS

City of Wanneroo Coastal Management Plan  
 City of Wanneroo Coastal Hazard Risk Management and Adaption Policy  
 City of Wanneroo Foreshore Management Plans (Various)  
 City of Wanneroo Public Places and Local Government Property Local Law 2015

### REFERENCES

National Coastal Safety Report (Surf Life Saving Australia, 2018)  
 Australian Water Safety Strategy (Australian Water Safety Council, 2016-2020)

### RESPONSIBILITY FOR IMPLEMENTATION

Manager Community Facilities

Version	Next Review	Record No:
7 November 2016 – CP01-11/16	November 2019	16/280596
April 2020	April 2023	16/280596V02



## Policy Manual

### COASTAL AQUATIC SAFETY

**Policy Owner:** Community Facilities  
**Contact Person:** Manager Community Facilities  
**Date of Approval:** 7 November 2016 – CP01-11/06

#### POLICY STATEMENT

The City of Wanneroo (City) aims to provide a safe and attractive environment for the community to participate in recreational activities across City of Wanneroo (City) beaches through planning, policy and the implementation of preventative life-saving measures.

#### POLICY OBJECTIVE

- The policy aims to:
- Cwill clarify the role of the City with regards to encouraging safe coastal aquatic coastal aquatic activity at its beaches.
  - The policy will provide an overview of the safety issues and hazards present in the City's diverse coastal aquatic settings.
    - The policy will outline the measures which will assist in increasing community awareness of the risks associated with the City's coastal aquatic environment.
    - Ensure alignment with the The policy will sit in line with the Australian Water Safety Framework and Surf Life Saving Western Australia (SLSWA) BeachSAFE priorities.s (SLSWA being recognised as the peak industry body in Western Australia in this regard).

#### POLICY STATEMENT

The purpose of this policy is to encourage safe community participation in coastal aquatic activities across City of Wanneroo (City) beaches and mitigate incidences of drowning, near drowning and related injuries in the City's coastal aquatic environment.

#### SCOPE

This policy is applicable to the coastal aquatic environment within the City of Wanneroo and all users of the City's beaches.

This policy is not applicable to other areas of the foreshore and coastline such as dunes, access tracks, car parks. Similarly, the policy does not apply to risks associated with the open ocean which is managed by the Department of Transport (tbc), or to coastal erosion which is the subject of Coastal Hazard Risk Management and Adaptation Planning. ???

#### BACKGROUND

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In recent years, Western Australia had nine drowning deaths, accounting for 11% of the national figure. Within the City of Wanneroo, the total number of fatal drownings is currently reported as eight.

Incidents in the coastal aquatic environment of Western Australia are predominately a result of, swimming, boating, diving, snorkelling and rock fishing. The International Life Saving Federation states that causal factors of drowning include; lack of supervision, swimming outside patrolled areas, unfamiliarity with the aquatic environment, lack of education around beach hazards and lack of water survival and lifesaving skills.

The City of Wanneroo manages more than 32 kilometres of coastline stretching from Tamala Park to Two Rocks. The coastline is a significant feature of the City's natural assets, providing an attractive location for residents and tourists to enjoy a diverse array of recreational activities. To support and encourage positive recreational beach use amongst a growing population, safety management is a key factor. However, as the beach is a dynamic component of the natural environment, it rarely possible to restrict public access to the coastline and therefore the associated hazards.

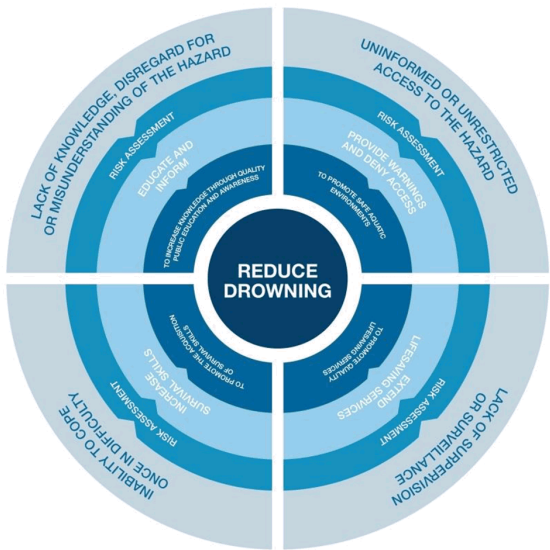


Figure 1: The International Life Saving Federation Drowning Chain (ILSF Drowning Prevention Strategies, 2008).

The City commissioned SLSWA to carry out Coastal Aquatic Risk Assessments (CARA) at all City beaches in order to identify potential hazards and employ the associated risk management practices. As a result, beach safety signage was installed to provide relevant hazard information to beach users. Community requests have also been made, requesting advice from the City regarding recommendations for identifying 'safe' and 'unsafe' beaches.





## Policy Manual

~~As stated in the City's Strategic Community Plan, the City is committed to providing 'healthy, safe, vibrant and active communities'. Therefore, this policy seeks to outline the City's role in managing coastal aquatic risks on behalf of the community.~~

### **CONSULTATION WITH STAKEHOLDERS**

~~Key internal stakeholders consulted in the development of this policy include: Elected Members, Executive Leadership Team, Managers and Coordinators. External stakeholders include SLSWA.~~

### **CONTEXT**

~~The environments and risk factors in which drownings occur are many and varied. As such, the prevention of incidents is multifaceted and involves support from government and non-government stakeholders as well as a degree of responsibility from the community.~~

~~The Australian Water Safety Council has implemented a National Strategy which aims to provide a coordinated and cooperative approach to water safety. In line with this, SLSWA also has a recognised framework to support drowning prevention – the BeachSAFE Initiative.~~

~~There are several City of Wanneroo legal, strategic and policy documents which are relevant to the Coastal Aquatic Safety Policy:~~

- ~~• Strategic Community Plan (2013/14 – 2022/23)~~
- ~~• Public Places and Local Government Property Local Law 2015~~
- ~~• Internal Policies and Plans: Access and Inclusion Plan, Tourism Strategy Action Plan, Community Safety and Crime Prevention Plan, Coastal Assets Policy (Draft), Coastal Management Plan, Foreshore Management Plans and the Coastal Safety Project.~~

~~The City places a high priority on the provision of safe and rewarding visitor experiences, as well as the management of public risk. This involves establishing an understanding of the risks encountered by visitors and the provision of efficient and cost effective resources to minimise the likelihood and the severity of incidents.~~

~~The City's Coastal Management Plan and individual Foreshore Management Plans outline the overall risks which have been identified across the coastline. To enable a base line position on coastal aquatic risk, the City of Wanneroo also continues to implement the SLSWA's CARA at all accessible beaches within its boundaries. The City is committed to the ongoing review, assessment and implementation of the necessary mitigation strategies and will continue to monitor this on a regular basis as environments along the coastline alter.~~

~~Whilst the City is responsible for ensuring the long-term sustainable use of the Wanneroo coastline and can provide some guidance on permitted areas for specific recreational activities, the City cannot be responsible for use of the beaches. Visitors are exposed to risks by the nature of their chosen recreation, and as such, the ability for each beach user to recreate safely will depend on each individual's capability, experience and familiarity with that specific beach environment.~~

~~The City however endeavours to minimise associated risks by taking certain measures to ensure that the safety of beach users remains a priority. This includes the display of information signage at City's beaches which highlights the hazards specific to that area. The~~



## Policy Manual

~~City also encourages beach users to check tidal conditions prior to using the beach for recreation purposes and where possible, use the City's beaches which are patrolled.~~

~~The City is responsible for the closure of beaches if hazards are identified which could pose a risk to the community. Such incidences include; beach cleaning, unsafe beach access, coastal construction works, shark sightings or attacks, dead animals on the beach, in response to an accident or drowning incident and during other maintenance works. The City also has an ongoing dialogue with Land Owners along the northern coastal development front with regards to the implications of illegal 4WD access to the coastline.~~

~~To further ensure risk management in this area, the City will continue to work with partners by taking a proactive approach to community capacity building and increasing the knowledge and skills amongst current and prospective beach visitors in Wanneroo. This includes the implementation of community education, awareness, information and promotional programs based on key coastal safety principles; facilitated by the City and delivered by external stakeholders.~~

### IMPLICATIONS (Financial, Human Resources)

~~The policy will be implemented using the City's existing budget and resource allocations.~~

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### **POLICY IMPLEMENTATION**

~~The City places a high priority on the provision of safe and rewarding visitor experiences, as well as the management of public risk at it's beaches. As the environments and risk factors in which coastal aquatic incidences occur are varied, incident prevention involves support from government and non-government stakeholders as well as a degree of responsibility from the community.~~

~~Whilst the City is responsible for ensuring the long-term sustainable use of the Wanneroo coastline and can provide some guidance on permitted areas for specific recreational activities, visitors are exposed to risks by the nature of their chosen recreation. As such, the ability for each beach user to recreate safely will depend on each individual's capability, experience and familiarity with that specific beach environment.~~

~~The City of Wanneroo will endeavour to consistently mitigate the loss of life or injury along its beaches in accordance with the Australian Water Safety Strategy's Drowning Prevention Pillars: Advocacy, Research, Collaboration, Safe Venues, Workforce, Policy and Education, and the SLSWA BeachSAFE principles: Supervision, Aquatic Education, First Aid and CPR and Emergency Preparedness as follows:-~~

#### **1. Supervision**

- ~~1.1 The City will support the provision of seasonal volunteers and paid patrols at Quinns Beach, Alkimos Beach and Yanchep Lagoon, paid patrols at Quinns Beach and Yanchep Lagoon and a mobile patrol service in partnership with local surf lifesaving clubs and its contracted service provider.~~
- ~~1.2 The City will continue to be responsive to changes along the coastline and seek to provide additional patrols where appropriate to meet identified needs over time.~~
- ~~1.3 The City will promote information regarding patrolled beach locations and times, and the appropriate beach locations to undertake aquatic recreation via its various~~



## Policy Manual

communication channels. ~~(website, social media, What's Happening magazine, Wanneroo Link, Messages on Hold and signage at community facilities).~~

- 1.4 Adult supervision of children within all coastal areas will need to continue to be a fundamental focus of the community.

### 2. Aquatic Education

- 2.1 ~~The City will continue to work with partners by taking a proactive approach to community capacity building and increasing the knowledge and skills amongst current and prospective beach visitors in Wanneroo.~~

- 2.12.2 The City will provide opportunities for community education and information by supporting SLSWA to deliver the BeachSAFE program to targeted areas within the City as required. The program aims to equip the community with the necessary skills and knowledge to recreate safely on our coastline and includes; a schools program, a culturally appropriate drowning prevention program and first aid training courses.

- 2.22.3 The City will improve coastal aquatic risk mitigation by increasing the reach of coastal safety messages via the City's communications channels to enable visitors to consider risks in planning their activities. ~~(website, social media, What's Happening magazine, Wanneroo Link, Messages on Hold and signage at community facilities).~~

- 2.4 The City will promote other key coastal aquatic safety messages and information portals (BeachSAFE website and app, Twitter updates, Shark Smart, RecFish West).

- 2.32.5 ~~The City will encourage beach users to check tidal conditions prior to using the beach for recreation purposes and where possible, use the City's beaches which are patrolled.~~

### 3. First Aid / CPR

- 3.1 The City will work with relevant stakeholders as required to increase the community's confidence and skill set to provide first aid and CPR in aquatic related incidents. This includes facilitating and promoting local training and education, community first aid programs, learn to swim programs, swimming fitness programs, and surf activity and survival programs.

### 4.4 Emergency Preparedness

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## Policy Manual

### 4. Emergency Preparedness

4.1 The City's Coastal Management Plans and individual Foreshore Management Plans outline the overall risks which have been identified across the coastline. To enable a base line position on coastal aquatic risk, the City continues to implement the SLSWA's CARA at all accessible beaches within its boundaries and maintain a risk register to collect and record information about hazards, reported incidents and the actions taken to investigate, mitigate and treat identified risks.

The City is committed to the ongoing review, assessment and implementation of the necessary mitigation strategies and will continue to monitor this on a regular basis as environments along the coastline alter.

4.1 The City will continue to review CARA and maintain a risk register to collect and record information about hazards, reported incidents and the actions taken to investigate, mitigate and treat identified risks.

4.2 4.2 The City will install and maintain Australian Standard beach signage at designated entry points to alert visitors to particular hazards. This includes static beach access signs and additional point of hazards signs associated with specific structures, facilities or natural attractions. QR codes will also be provided on beach entry signs to provide up-to-date hazard information.

4.3 The City will provide advocacy for safe participation in high risk coastal aquatic activities such as rock fishing, diving and snorkelling and promote the importance of carrying appropriate safety equipment for the chosen recreation.

4.4 The City is responsible for the closure of beaches if hazards are identified which could pose a risk to the community. Such incidences include; beach cleaning, unsafe beach access, coastal construction works, shark sightings or attacks, dead animals on the beach, in response to an accident or drowning incident and during other maintenance works.

4.3 4.5 The City has an ongoing dialogue with Land Owners along the northern coastal development front with regards to the implications of illegal 4WD access to the coastline.

4.4 4.6 The City will support local surf lifesaving clubs, SLSWA and it's contracted service provider to provide fast and effective beach lifeguard patrols and emergency rescue response services at City beaches as well as monitoring locations to ensure they remain consistent with identified risks and hazards.

4.5 4.7 The City will encourage participation in City of Wanneroo surf lifesaving clubs and completion of Community Surf Rescue Certificate amongst high risk groups to increase emergency response capacity.

4.6 4.8 Where required, and subject to resource availability, the City will work with SLSWA and local surf lifesaving clubs to support their emergency response preparedness.

### IMPLICATIONS (Financial, Human Resources)

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## Policy Manual

~~The Policy will be implemented using the City's existing budget, resources and staffing allocations.~~

### ROLES AND RESPONSIBILITIES

The Community and Place Directorate will take lead responsibility for this policy ~~implementation of this policy and governance of the associated actions.~~ However, other internal ~~stakeholders such as the Planning and Sustainability and Assets Directorates~~ and external stakeholders such as SLSWA will play a key role in the delivery of specific actions.

### DISPUTE RESOLUTION

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

### WHO NEEDS TO KNOW ABOUT THIS POLICY?

- ~~• Elected Members~~
- ~~• All Employees~~
- ~~• Community Members~~
- ~~• SLSWA~~
- ~~• City of Wanneroo Surf Life Saving Clubs~~

### EVALUATION AND REVIEW PROVISIONS

This policy will be reviewed every three years or in accordance with any legislative, legal or risk changes prior to this date.

### DEFINITIONS

<i>DEFINITIONS: Any definitions listed in the following table apply to this document only.</i>	
Coastal aquatic activity	Refers to activities specifically undertaken in the beach setting such as swimming, snorkelling, scuba-diving, fishing etc. This does not include other recreational activities associated with the coastline, <del>or</del> foreshore <u>or open ocean</u> .
Coastal aquatic environment	Refers solely to the beach area and waters managed by the City. Does not include other areas of the foreshore and coastline such as dunes, access tracks, car <u>parks and open ocean</u> etc.:-

### RELEVANT POLICIES/MANAGEMENT PROCEDURES/DOCUMENTS OR DELEGATIONS

City of Wanneroo Coastal Management Plan





## Policy Manual

City of Wanneroo Coastal ~~Assets Local Planning Policy~~ Hazard Risk Management and Adaption Policy

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City of Wanneroo Foreshore Management Plans (Various)

~~City of Wanneroo Coastal Aquatic Risk Assessments (Various)~~

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City of Wanneroo Public Places and Local Government Property Local Law 2015

### REFERENCES

National ~~Coastal Safety Report Drowning Report~~ (Royal Surf Life Saving ~~Australia~~, 2018~~5~~)

~~BeachSAFE Report (Surf Life Saving Western Australia, 2015)~~

~~Drowning Prevention Strategies (International Life Saving Federation, 2015)~~

Australian Water Safety Strategy (Australian Water Safety Council, 2016-2020)

~~BeachSAFE Coastal Aquatic Safety Initiative (Surf Life Saving Western Australia, 2013)~~

~~Western Australian Water Safety Framework (Department of Health, 2004-2007)~~

### RESPONSIBILITY FOR IMPLEMENTATION

Manager Community Facilities

Version	Next Review	Record No:
7 November 2016 – CP01-11/16	November 2019	16/280596
<a href="#">April 2020</a>	<a href="#">April 2023</a>	<a href="#">16/280596V02</a>





## Policy Manual

### Civic Events Policy

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<b>Policy Owner:</b>	Place Management
<b>Contact Person:</b>	Manager Place Management
<b>Date of Approval:</b>	TBD

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#### 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, recognise and celebrate individual and community achievements, and promote the City in line with our vision and brand.

#### POLICY OBJECTIVE

The objective of this policy is to:

- Assist the Mayor to fulfil civic and ceremonial obligations;
- Provide guidance for the approval of civic events; and
- Ensure a coordinated annual calendar of civic events.

#### 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.

This policy applies to all City employees, contractors and volunteers, and to the Mayor and Councillors.

#### IMPLICATIONS (Strategic, Financial, Human Resources)

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

#### IMPLEMENTATION

Civic Events are initiated by the Mayor. 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.



## Policy Manual

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.

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

Civic Events additional to those scheduled in the Civic Events Calendar may be proposed by the Mayor, in conjunction with the Chief Executive Officer (CEO). These will typically include Mayoral functions and receptions, celebration of local milestones or recognition of notable visitors to the City e.g. Ministerial/Cabinet visits. 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 a program that fulfils the objective of such visits and positively showcases the City, including budget appropriate to the purpose of the event and the use of the Civic Centre facilities (if required).

### 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.

### DISPUTE RESOLUTION

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 referred to the CEO.

### EVALUATION AND REVIEW PROVISIONS

This Policy will be reviewed every 3 years.

### DEFINITIONS

<i>Civic Event</i>	<i>A function or ceremony initiated and hosted by the Mayor for celebratory, ritual, relationship management or commemorative purposes.</i>
<i>Civic Event Calendar</i>	<i>The annual schedule of Civic Events.</i>

### RELEVANT POLICIES/MANAGEMENT PROCEDURES/DOCUMENTS OR DELEGATIONS

- Award of the title Honorary Freeman of the City of Wanneroo
- Australia Day Awards Policy



## Policy Manual

- Australia Day Awards Management Procedure
- City Event Management Procedure
- Council Members Recognition of Service Policy
- Civic Centre Facilities Management Procedure
- Management of Council Chambers Management Procedure
- Welcome to Country Protocols Policy
- Welcome to Country and Acknowledgement of Country Management Procedure
- Access and Inclusion Plan
- Volunteer Policy and Management Procedure

### REFERENCES

*Local Government Act 1995 – Clause 2.8 (c)*

### RESPONSIBILITY FOR IMPLEMENTATION

Manager Place Management

Version	Next Review	Record No:
03 April 2012 – CD04-04/12	February 2014	10/1231
3 April 2012 – CD04-04/12		
27 May 2014 – CS05-05/14	May 2016	14/97018
March 2020 (TBC)	March 2023	14/97018V02



## Policy Manual

### **Civic Functions, Ceremonies and Receptions Events Policy**

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**Policy Owner:** Manager Communications and Events Place Management  
**Contact Person:** Manager Communications and Events Place Management  
**Date of Approval:** TBD 27 May 2014 – CS05-05/14

#### **POLICY OBJECTIVE**

~~To provide guidance for the approval of civic functions, ceremonies, receptions and/or the provision of hospitality.~~

#### **POLICY STATEMENT**

The City of Wanneroo (City) delivers a variety of ~~C~~**Civic Ev**~~Events~~ to cultivate positive relationships between the community and Council, connect the community in celebration, recognise and celebrate individual and community achievements, and promote the City in line with our vision and brand.

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~~To fulfil its civic objectives the City of Wanneroo will host various civic functions and receptions as well as official openings of Council facilities and other specific receptions or functions from time to time as the need arises.~~

#### ~~Civic Functions, Ceremonies and Receptions~~

- ~~(i) The Mayor may host functions and receptions with light refreshments for local residents who are recipients of awards or prizes from the City, exchange students and visitors from other local authorities from Australia and overseas, in accordance with adopted budget.~~
- ~~(ii) The Chief Executive Officer authorises the approval of all civic functions, ceremonies, receptions, provision of hospitality and the use of the Administration and Civic Centres.~~
- ~~(iii) All events will include the appropriate Welcome to Country address.~~

#### **POLICY OBJECTIVE**

The objective of this policy is to:

- ~~A~~**assist** the Mayor to fulfil civic and ceremonial obligations;
- ~~P~~**provide** guidance for the approval of civic events; and
- ~~E~~**ensure** a coordinated annual calendar of civic events.

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~~To provide guidance for the approval of civic functions, ceremonies, receptions and/or the provision of hospitality.~~

#### **SCOPE**



## Policy Manual

This policy applies to the Mayor and the Office of the Mayor staff, Elected Members, the Chief Executive Officer and the Office of the Chief Executive Staff, Executive Services, Community Capacity Building and Communications & Events team only to CCivic Events only. It and excludes community events delivered by the City and those those events which are the subject of the Public Community Events Policy and entertainment events and festivals hosted by the City.

This policy applies to all City employees, contractors and volunteers, and to the Mayor and Councillors.

### BACKGROUND

Every year, the City hosts several civic functions, ceremonies and receptions. This policy provides a brief description of each as well as protocols such as invitees.

The City of Wanneroo's annual civic events calendar includes, but is not limited to the following:

#### 1. Citizenship Ceremonies

The City hosts Citizenship Ceremonies on behalf of the Department of Immigration and Citizenship every four weeks in the Council Chamber, with the exception of Australia Day and will be coordinated by the Administration Officer, Communications and Events.

Ceremonies will, where possible, be scheduled on non-Parliamentary Sitting Days and where possible, will be held the same evening as Council Forum Sessions.

Responsible Unit: Communications and Events.

#### 2. Australia Day Ceremony and City of Wanneroo Australia Day Awards Presentation

The Australia Day Citizenship Ceremony will be held on Australia Day at the Wanneroo Showgrounds incorporating a BBQ Breakfast.

In addition to the guest list detailed for Citizenship Ceremonies, further guests to be invited will be as per the "Australia Day Awards" Policy.

Responsible Unit: Communications and Events.

#### 3. Pioneers Lunch

Each year, a function will be held to celebrate the City's family of pioneers as well as award eligible people the title of Wanneroo Pioneer. To be eligible for the title of Wanneroo Pioneer, individuals must have lived in the City for 50 years or more of their adult life.

In line with Award of Title 'Wanneroo Pioneer' Policy, the bestowing of new Awards for both Pioneer and Honorary Pioneer will cease in 2016. However the recognition of the City's Pioneers at a 'Pioneer Lunch' will continue after 2016.



## Policy Manual

~~Other invitees shall include all current Elected Members and their partners, the Chief Executive Officer, Freeman of the City, eligible former elected members and other relevant staff of the City at the discretion of the Chief Executive Officer.~~

~~Responsible Unit: Communications and Events, with cooperation from Community Capacity Building.~~

#### **4. ~~Volunteers Appreciation function~~**

~~Each year, functions will be held to show the appreciation of the City to volunteers for the City. Communications and Events, in consultation with the relevant service units, will prepare invitee lists which shall include all City of Wanneroo volunteers who have been a volunteer for 12 months or more, all current Elected Members and their partners, eligible former Elected Members, the Chief Executive Officer and other relevant staff of the City at the discretion of the Chief Executive Officer.~~

~~Responsible Unit: Communications and Events, with support from Community Capacity Building.~~

#### **5. ~~City of Wanneroo Art Awards~~**

~~Each year, a function is held for the opening of the City's Art Awards. The Chief Executive Officer is authorised to prepare a guest list, which shall include all current Elected Members and their partners, eligible former Elected Members, the Chief Executive Officer, other relevant staff of the City at the discretion of the Chief Executive Officer and all entrants to the City of Wanneroo Art Awards.~~

~~Responsible Unit: Community Capacity Building.~~

#### **6. ~~Blessing of the Roads~~**

~~Each year, a Blessing of the Roads event will be held prior to Easter to highlight road safety issues and promote good driving practices. Invitees shall include Ministers of Religion and senior police as well as current Elected Members and their partners, the Chief Executive Officer and other relevant staff of the City at the discretion of the Chief Executive Officer.~~

~~Responsible Directorate: Infrastructure, with the support of Communications and Events.~~

#### **7. ~~Corporate Charity Golf Day~~**

~~Each year, the City of Wanneroo hosts a Charity Golf Day at Carramar Golf Course to raise funds for Chaplaincy Services in our local State Government High Schools.~~

~~Invitations are sent to local businesses and contractors held with the City of Wanneroo, along with Elected members, the Chief Executive Officer and other relevant staff of the City at the~~





## Policy Manual

~~discretion of the Chief Executive Officer, inviting them to sponsor a team. Invitation list is approved by the Chief Executive Officer in the first instance.~~

~~At the conclusion of the event, a Cocktail Party is held along with a cheque presentation to a representative from YouthCARE.~~

~~Responsible Unit: Communications and Events.~~

### **8. Civic Mayoral Receptions**

~~At the discretion of the Mayor and Chief Executive Officer, the Mayor may host receptions and celebrate local milestones. These may include but are not limited to commemorating the opening of new or substantially refurbished Council facilities, recognising an achievement of substantial significance or to recognise notable visitors to the City. The invitation list shall be at their discretion but is to include all current Elected Members and their partners, the Chief Executive Officer, and other relevant staff of the City at the discretion of the Chief Executive Officer.~~

~~Catering is to be determined by the CEO in consultation with the Mayor and in consideration of its appropriateness to the purpose of the event. Protocol gifts may be provided by the City.~~

~~Responsible Unit: Office of the Mayor with support from Communications and Events.~~

### **9. Ministerial/Cabinet Visits**

~~The City may host visits to the District by State and Federal government Ministers and Shadow Ministers either individually or collectively as Cabinet to ensure that the City's profile is enhanced and that appropriate focus is provided to the City's strategic objectives.~~

~~The Chief Executive Officer in consultation with the Mayor may determine to host a Ministerial Visit, and in making the decision will have regard to ensure that such visits are for a purpose that advances the City's strategic objectives.~~

~~In consultation with the Mayor, the Chief Executive Officer will determine a program that fulfils the objective of the visit and showcases the City. Protocol gifts may be provided by the City.~~

~~Responsible Unit: Office of the Mayor with support from Communications and Events.~~

### **10. School Tours**

~~The City may facilitate and host tours of the Civic Centre to promote greater knowledge and understanding of the role of local government.~~

~~School tours/visits should be facilitated where possible without negatively impacting on the operations of the City.~~



## Policy Manual

~~School tours will be facilitated and managed by the Office of the Mayor, who will provide information relevant to the role of local government and specifically the City of Wanneroo.~~

~~Responsible Unit: Office of the Mayor.~~

### **CONSULTATION WITH STAKEHOLDERS**

~~Key stakeholders of this policy include Chief Executive Officer, Director Community Development, Manager Executive Services, Manager Community Capacity Building, Manager Asset Management, Coordinator Governance and the Communications and Events team.~~

### **IMPLICATIONS (Strategic, Financial, Human Resources)**

~~Funding for CCivic EvEvents is determined via the annual budget process. Costs related to coordinating the functions in this policy will be included in the operating budget of each responsible service unit.~~



## Policy Manual

### IMPLEMENTATION

Civic Events are initiated by the Mayor. Communications and Events will submit an annual civic events calendar for information to the City's Executive Management Team. Prior to the individual events, Communications and Events, Community Capacity Building and Infrastructure, will draft briefing notes and guest lists for each individual civic event detailing the respective date, venue and order of proceedings. Once these briefing notes have been endorsed, Communications and Events will execute the event. 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.

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. The Mayor, together with the Chief Executive Officer (CEO), determines whether a specific 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).

However the Mayor, together with the Chief Executive Officer, determines whether a specific 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). Civic Events additional to those scheduled in the Civic Events Calendar may be initiated by the Mayor, in conjunction with the Chief Executive Officer. These will typically include functions and receptions, and celebrate local milestones or recognise notable visitors to the City e.g. Ministerial/Cabinet visits. 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 Chief Executive Officer will determine a program that fulfils the objective of such visits and showcases the City. Protocol gifts may be provided by the City. Civic Events will not be held during a caretaker period other than those routinely scheduled.

Civic Events may include, but are not limited to, the delivery of:

Citizenship Ceremonies, including the the Australia Day Ceremony and awards presentation, volunteer and pioneer appreciation functions and school tours, these are hosted by the City on behalf of the Department of Immigration and Citizenship. The Australia Day Ceremony includes the Australia Day Awards and includes entertainment in a festival format.

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## Policy Manual

Volunteer appreciation – regular functions held to show the appreciation of the City to community members who have been a volunteer to the City for 12 months or more.

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Blessing of the Roads – held annually prior to Easter to highlight road safety issues and promote good driving practices.

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Pioneers Lunch – a celebration and acknowledgement for the families of pioneers.

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Civic Events additional to those scheduled in the Civic Events Calendar may be initiated/proposed by the Mayor, in conjunction with the Chief Executive Officer (CEO). These will typically include Mayoral functions and receptions, celebration of local milestones or recognition of notable visitors to the City e.g. Ministerial/Cabinet visits. 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 a program that fulfils the objective of such visits and positively showcases the City, including The Mayor, together with the Chief Executive Officer (CEO), determines whether a specific 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).

Civic Events will not be held during a caretaker period other than those routinely scheduled.

Civic Events additional to those scheduled in the Civic Events Calendar may be initiated by the Mayor, in conjunction with the Chief Executive Officer. These will typically include functions and receptions, and celebrate local milestones or recognise notable visitors to the City e.g. Ministerial/Cabinet visits. 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 Chief Executive Officer will determine a program that fulfils the objective of such visits and showcases the City. Protocol gifts may be provided by the City.

### ROLES AND RESPONSIBILITIES

The Manager Communications and Events is responsible for this policy together with the Coordinator Communications and Events. 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.

The City's Communications, Marketing and Events and Council and Corporate Support units

### DISPUTE RESOLUTION



## Policy Manual

~~DAI~~ disputes in regard to this policy will be referred to the Director [Community Development Corporate Strategy & Performance](#) in the first instance. In the event that an agreement cannot be reached, the matter will be referred to the CEO.

### ~~WHO NEEDS TO KNOW ABOUT THIS POLICY?~~

~~Mayor and Office of the Mayor; Elected Members; CEO and Office of the CEO; Directors, Managers, Coordinators; Community Capacity Building and Communications and Events.~~

### EVALUATION AND REVIEW PROVISIONS

~~annual~~ The following key performance indicator will be used to review this policy:

- ~~Events delivered within scope and budget. This Policy will be reviewed every 3 years.~~

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## Policy Manual

### DEFINITIONS

<u>Civic Event</u>	<u>A function or ceremony initiated and hosted by the Mayor for celebratory, ritual, relationship management or commemorative purposes.</u>
<u>Civic Event Calendar</u>	<u>The annual schedule of Civic Events.</u>

Nil

### RELEVANT POLICIES/MANAGEMENT PROCEDURES/DOCUMENTS OR DELEGATIONS

- Award of the title Honorary Freeman of the City of Wanneroo
- Award of Title "Wanneroo Pioneer"
- Australia Day Awards Policy
- Australia Day Awards Management Procedure
- City Event Management Procedure
- Council Members Recognition of Service Policy Elected Members
- Use of the Civic Centre – Function Room and Public Areas Civic Centre Facilities Management Procedure
- Management of Council Chambers Management Procedure
- Naming of Facilities and Recognition of Outstanding Community Contributions
- Youth Reward and Recognition Policy
- Welcome to Country Protocols Policy
- Welcome to Country and Acknowledgement of Country Management Procedure
- Swearing in and Induction
- Disability Access and Inclusion Plan 2012-15 2018/19 – 2021/22
- Volunteer Policy and Management Procedure

### REFERENCES

Local Government Act 1995 – Clause 2.8 (c) Nil

### RESPONSIBILITY FOR IMPLEMENTATION

Manager Communications and Events Place Management

Version	Next Review	Record No:
03 April 2012 – CD04-04/12	February 2014	10/1231
3 April 2012 – CD04-04/12		
27 May 2014 – CS05-05/14	May 2016	14/97018
<u>March 2020 (TBC)</u>	<u>March 2023</u>	<u>14/97018V02</u>

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## CE02-06/20 Decisions During COVID-19 Pandemic - Easing of Restrictions and Changes to Authorisations and Delegations

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File Ref:	9167V05 – 20/202015
Responsible Officer:	Chief Executive Officer
Disclosure of Interest:	Nil
Attachments:	3
Previous Items:	CE01-04/20 - Decisions During COVID-19 Pandemic - Ordinary Council - 07 Apr 2020 7:00pm CS04-04/20 - To Consider Rent Abatements to City's Tenants Due to the Economic Impact of the COVID-19 Pandemic - Ordinary Council - 07 Apr 2020 7:00pm

### Issue

To consider revoking authorisations and delegations of authority adopted by Council as a result of the state and public health emergency in respect of the Novel Coronavirus Pandemic (**COVID-19 Pandemic**) to facilitate the continuity of business, services, service levels and the operations of the City.

### Background

In March 2020, in response to the COVID-19 Pandemic the Minister for Emergency Services declared a **State of Emergency** in Western Australia; the Minister for Health declared a **Public Health State of Emergency** in Western Australia; and the Governor-General of Australia declared that a **Human Biosecurity Emergency** exists in Australia in accordance with the Biosecurity Act 2015 (Cth).

In response, Council adopted several expanded authorisations and delegations at its meeting of 7 April 2020 and resolved the following to ensure that the City could with agility, effectively and efficiently respond to and manage the City's operations during the COVID-19 Pandemic and provide the necessary assistance to the community:

*"CE01-04/20 That Council:*

- 1. NOTES that a State Emergency and a Public Health Emergency has been declared in Western Australia in relation to the COVID-19 Pandemic and it is imperative for Council to provide the required authorisation and delegations of authority to the Chief Executive Officer to ensure that the City of Wanneroo can adequately manage its operations during the COVID-19 Pandemic for the next 120 days;*
- 2. NOTES that in accordance with Regulations 14D(2) and (3) of the Local Government (Administration) Regulations 1996, the Mayor, in consultation with the Chief Executive Officer, has determined that Ordinary Council Meetings, Special Council Meetings and Audit and Risk Committee Meetings be conducted via electronic means for a period of 120 days commencing from 27 March 2020;*
- 3. NOTES that Council will receive and consider only those matters that legislatively require a Council decision and which cannot be delegated to the Chief Executive Officer in accordance with section 5.43 of the Local Government Act 1995;*
- 4. For a period of 120 days commencing from 12pm on the day immediately after the date this resolution is made, ADOPTS BY ABSOLUTE MAJORITY the marked-up amendments to the delegation of authorities as follows:*

- a) *Delegation 1.1.24 – Fees and Charges – amend condition (b) to increase the Chief Executive Officer's limit to \$20,000 as set out in Attachment 1;*
  - b) *Delegation 2.10.3 – Development Control – amendments as set out in Attachment 2 and NOTE that the Chief Executive Officer's conditions on sub-delegation will be amended so that any application that would ordinarily be determined by Council would be determined by the Director Planning and Sustainability, if the Manager Approval Services considers objections raised relevant planning considerations that cannot be overcome through modification to the proposal or by conditions being imposed and remove the condition that provides the applicant with the ability to request their application be determined by Council; and*
  - c) *Delegation 1.1.14 – Choice of Most Advantageous Tender and Delegation 1.1.16 – Selecting the Next Most Advantageous – as set out in Attachment 3;*
5. *Unless expressed otherwise, for a period of 120 days commencing from 12pm on the day immediately after the date this resolution is made, AUTHORISES the Chief Executive Officer to:*
- a) *Subject to Regulation 11 of the Local Government (Functions and General) Regulations 1996, consider and renew all agreements that are due to expire within 90 days following the 7 April 2020 Ordinary Council Meeting;*
  - b) *Determine all applications received in respect of the City's Donations, Sponsorship and the Waivers of Fees and Charges Policy and NOTES that Administration will review the policy and present a report to Council to include policy clauses that will provide a more flexible assessment of the policy criteria during the COVID-19 Pandemic;*
  - c) *Receive, note, forward all petitions to the relevant Directorate and determine the appropriate action in respect of the petition request;*
  - d) *Make any and all changes to services (including ceasing or providing new services) and service level as deemed necessary by the Chief Executive Officer; and*
  - e) *If necessary, make an application to the Department of Local Government, Sport and Cultural Industries for the Minister of Local Government, Heritage, Culture and the Arts' to approve a reduction of the number of Council offices required to achieve a quorum to convene an Ordinary Council Meeting or Special Council Meeting;*
6. *ACKNOWLEDGES that the CHIEF EXECUTIVE OFFICER AUTHORISES the:*
- a) *Director Corporate Strategy and Performance to determine all applications received in respect of the City's Donations, Sponsorship and the Waivers of Fees and Charges Policy; and*
  - b) *Director Corporate Strategy and Performance, Chief Operating Officer and Manager Finance to determine all requests in respect of the City's Financial Hardship – Collection of Rates and Service Charges Policy;*
7. *ACCEPTS that:*
- a) *The 3 Year Internal Audit Plan in respect of 2020 will be suspended for the duration of 2020 with no new planned internal audits to be undertaken until 1 January 2021 however the Audit Log will continue to be managed and reported to the Audit and Risk Committee noting that some of the audit recommendations may require further extensions of time to complete;*
  - b) *The Community Development Funding and Community Event Funding Applications received in accordance with the City's Community Funding Policy will be deferred and determined by Council in August 2020;*
  - c) *Consideration of proposals received from the community and/or stakeholders in respect of projects, services or of any nature related to the*

- City will be deferred for a period of 90 days or further period as approved by Council; and*
- d) *Except where required by legislation, community consultation and engagement will not occur for an initial period of 90 days commencing from 12pm on the day immediately after the date this resolution is made subject to Council approving any extensions;*
8. *NOTES that:*
- a) *The City will comply with advice and directions of the Commonwealth and State Government, and the Department of Health WA in relation to the City's compliance function and the City will seek to achieve compliance where it is in the public interest to do so, and consider the most appropriate enforcement action considering the public interest and any risk to public safety; and*
- b) *The City's debt collection processes in relation to new debts owed to the City are suspended during the COVID-19 Pandemic however current matters before the Magistrates Court are subject to court scheduling and processes;*
9. *NOTES that all decisions made in accordance with resolutions 4 to 8 above, as applicable will be:*
- a) *Formally reported to Council at the August Ordinary Council Meeting unless otherwise resolved by Council; and*
- b) *Notified to Council Members on a fortnightly basis through the Council Members' portal; and*
10. *APPROVES the development of the 2020/2021 Annual Budget based on:*
- a) *0% increase on annual rates for each property (subject to no change in valuations);*
- b) *0% increase on City's set fees and charges including Waste Service Fee noting State Government set the statutory fees;*
- c) *Late payment interest moratorium for 6 months from 1 July to December 31 2020 with a review at this time;*
- d) *A reduction in the instalment interest rate and late payment interest rate for the balance of the financial year post the decision in resolution 10 (c) above;*
- e) *The Financial Hardship – Collection of Rates and Service Charges Policy usage will be monitored and if necessary modified; and*
- f) *A business hardship policy be considered for development.*
11. *NOTES that all special arrangement fees for new rate payment arrangements will be waived for a period commencing from 23 March 2020 and concluding 120 days from 12pm on the day immediately after the date this resolution is made.*

*CS04-04/20 That Council:*

1. *NOTES the significant impact of the COVID-19 Pandemic on the lessees of City premises, and expresses support for those lessees;*
2. *For a period of 90 days commencing from 12pm on the day immediately after the date this resolution is made, AUTHORISES the Chief Executive Officer to consider and approve (or reject) abatements of lease fees (including rent) to lessees of City premises, on terms approved by the Chief Executive Officer and subject to the lessees satisfying the applicable criteria described in the Administration report; and*

3. *NOTES that all decisions made in accordance with resolution 2 above, as applicable, will be:*
- a) *Formally reported to Council at the Ordinary Council Meeting in August, unless otherwise resolved by Council; and*
  - b) *Notified to Council Members on a monthly basis through the Council Members' portal."*

Decisions relating to the expanded authorisations and delegations are reported to Council Members on a fortnightly basis through the Council Members Hub and placed on the City's internet site.

## **Detail**

As at the date of this report, the declaration of emergencies detailed above all remain in force however recent low numbers of COVID-19 infections has prompted the Commonwealth Government and West Australian State Government to relax some of the enforced restrictions.

### Council Meeting to be held Electronically

Amendments in March 2020 to the *Local Government (Administration) Regulations 1996* enabled council meetings, special council meetings and committee meetings (including audit committee meetings) to be held online or via telephone during a public health emergency or a state of emergency. The amendments also enabled either individual council members or the entire council to participate in meetings remotely.

On 27 March 2020 the Mayor, in consultation with the CEO determined that Ordinary Council Meetings, Special Council Meetings and Audit and Risk Committee Meetings be conducted via electronic means in accordance with the Regulations.

The current direction Closure and Restriction (Limit the Spread) Directions No. 3 that commenced from 18 May 2020 confirms that gatherings of 20 people will be permitted. In respect of the City's Ordinary Council Meetings the social distancing rules will apply however Council may revert to "in person" meetings subject to 1.5 meters being maintained between people and only one person per 4 square meters. This may mean that the attendance of the public at Council meetings will still need to be restricted. The Mayor and the CEO are currently consulting in relation to the manner in which to conduct Ordinary Council Meetings.

### Ordinary Council Meeting – Quorum

Council, through Resolution CE01-04/20 authorised the CEO to make an application to the Minister to reduce the number of Council Member offices to achieve a quorum in circumstances where a quorum cannot be achieved. As the COVID-19 Pandemic continues to pose a threat to the health and safety of the community, Administration recommends that this authorisation remain in place for the period identified in resolution CE01-04/20 (for a period of 120 days commencing from 8 April 2020 and expiring on 5 August 2020).

### Authorisations and Delegations of Authority to the CEO

Council granted further authorisations and delegations to effectively manage the City's business and operations during the COVID-19 Pandemic. It is proposed that the authorisations and delegations of authority as referred to below are either maintained or revoked (as applicable and relevant) due to the easing of restrictions.

Category	Comment and Conditions
Agreements	<p>Subject to Regulation 11 of the Local Government (Functions and General) Regulations 1996, authorised the CEO to consider and renew all agreements that are due to expire within 90 days following the 7 April 2020 Ordinary Council Meeting.</p> <p><b>Recommendation:</b> <b>Revoke authorisation.</b></p>
Audit and Risk Committee	<p>The 3 Years Strategic Audit Plan is suspended until 31 December 2020 with no new internal audits undertaken or commenced until 1 January 2021. The Audit Log will continue to be managed and progress reported to the Audit and Risk Committee noting that some of the audit recommendations may require further extensions of time to complete.</p> <p><b>Recommendation:</b> <b>Maintain with no changes proposed.</b></p>
Community Funding Policy	<p>In accordance with the City's Community Funding Policy, Community Development Funding and Community Event Funding applications are due to be considered at the May Ordinary Council Meeting. All community funding applications will be deferred to the Ordinary Council Meeting in August 2020 for determination by Council.</p> <p><b>Recommendation:</b> <b>Maintain with no changes proposed.</b></p>
Community Consultation	<p>Considering that our community is focused on the impact of the COVID-19 Pandemic, it is considered appropriate that the City does not engage in community consultation that is not otherwise required statutorily. Our community will be best placed to actively engage and participate in consultation once the COVID-19 Pandemic is no longer an emergency situation and therefore consultation will be deferred for an initial period of 90 days subject to Council approving any further extensions.</p> <p><b>Recommendation:</b> <b>Revoke noting that Community Engagement Policy will be implemented subject to any Direction or Order from the State Government in respect of the COVID-19 Pandemic.</b></p>
Community Proposals	<p>Consideration of proposals received from the community and/or stakeholders in respect of projects, services or of any nature related to the City will be deferred for a period of 90 days or a further period if approved by Council.</p> <p><b>Recommendation:</b> <b>Maintain with no changes proposed noting that this will expire on 6 July 2020.</b></p>
Compliance and Enforcement	<p>Council is to note that during the COVID-19 Pandemic, the City will comply with all State Government and/or Department of Health WA advice or directions especially in relation to compliance but will seek</p>

Category	Comment and Conditions
	<p>to achieve compliance where it is in the public interest to do so. In circumstances where it is in the public interest or there is a risk to public safety, the City will consider the most appropriate enforcement action to be undertaken.</p> <p><b>Recommendation:</b> <b>Maintain with no changes proposed.</b></p>
Donations, Sponsorship and the Waiver of Fees and Charges	<p>Council has authorised the CEO to make all decisions relating to this policy as the criteria within the policy adopted by Council provides sufficient guidance to ensure that decisions made by the CEO are aligned with Council's direction and previous decisions.</p> <p>Administration will review this policy to provide a more flexible assessment of the criteria to respond to and recover from the COVID-19 Pandemic and present a revised policy to Council for consideration and subsequent review of this authorisation to the CEO.</p> <p><b>Recommendation:</b> <b>Extend authorisation for a further 120 days to expire on 30 September 2020.</b></p>
Fees and Charges – Waiver, Grant of Concessions or Write Off	<p>Section 6.12(1)(b) and (c) of the Act provides the local government with the power to “defer, grant discounts, waive or write off debts”. Council has granted a delegation of authority (1.1.24) to the CEO (and sub-delegated to the Director Corporate Strategy and Performance) however this is limited to matters valued at \$10 000 or under.</p> <p>Council amended the delegation to the CEO to consider and approve/refuse all requests received up to a maximum amount of \$20,000.</p> <p><b>Recommendation:</b> <b>Extend delegation as set out in Attachment 3 for a further 120 days to expire on 30 September 2020.</b></p>
Financial Hardship – Collection of Rates and Service Charges Policy	<p>Council is to note that the City has suspended all new debt collection processes during the COVID-19 Pandemic however there are a few matters currently before the Magistrates Court and are subject to court scheduling and processes.</p> <p>Council acknowledges that the following officers have been authorised to undertake any action or determination under the Financial Hardship – Collection of Rates and Service Charges Policy (in addition to the CEO):</p> <ul style="list-style-type: none"> <li>a) Director Corporate Strategy and Performance</li> <li>b) Chief Operating Office; and</li> <li>c) Manager Finance.</li> </ul> <p><b>Recommendation:</b> <b>Extend authorisation for a further 120 days to expire on 30 September 2020.</b></p>
Petitions	Petitions from residents of the City may be received by a Councillor,



Category	Comment and Conditions
	<p>the Mayor or Administration. In all cases they are to be forwarded to the Mayor's office for processing and presentation to a Council meeting.</p> <p>Council authorised the CEO to receive all petitions, note receipt and forward to the relevant Directorate for investigation. Once the petition request is investigated, the relevant Director will report to the CEO recommendations to determine the appropriate action in respect of the petition request.</p> <p><b>Recommendation:</b> <b>Revoke authorisation.</b></p>
Planning Delegations	<p>Council delegated authority to the CEO to determine development applications where objections are received (unless it is requested in writing by a Council Member that it be referred to Council) by amending delegation 2.10.3 – Development Control.</p> <p>As a consequence of the amendment to the delegation, the CEO's conditions on sub-delegation were amended so that any application that would ordinarily be determined by Council could be determined by the Director Planning and Sustainability, if the Manager Approval Services considers objections raise relevant planning considerations that cannot be overcome through modification to the proposal or by conditions being imposed.</p> <p>The condition that provides the applicant with the ability to request their application be determined by Council was removed.</p> <p><b>Recommendation:</b> <b>Revoke delegation as set out in Attachment 1.</b></p>
Rates – Special Arrangements Fee	<p>Council noted that all special arrangement fees for new rate payment arrangements are waived for a period 120 days.</p> <p><b>Recommendation:</b> <b>Maintain with no changes proposed noting that this will expire on 5 August 2020 and will be reviewed as part of the Annual Budget adoption process.</b></p>
Rent Abatement	<p>Council authorised the CEO to consider and approve (or reject) abatement of lease fees (including rent) to lessees of City premises on terms approved by the CEO and subject to lessees satisfying the applicable criteria for a period of 90 days.</p> <p><b>Recommendation:</b> <b>Maintain with no changes proposed noting that this will expire on 6 July 2020.</b></p>
Services and Services Levels	<p>During the COVID-19 Pandemic and in response to State Government and/or Department of Health advice or directions, the City may be required to cease services, provide new services or change service levels of current services.</p> <p>Council authorised the CEO to make the necessary changes to services and service levels accordingly.</p>

Category	Comment and Conditions
	<b>Recommendation:</b> <b>Extend authorisation for a further 120 days to expire on 30 September 2020.</b>
Tenders	<p>Delegation 1.1.14 – Choice of Most Advantageous Tender – is limited to the CEO making decisions subject to:-</p> <ul style="list-style-type: none"> <li>a) Tenders resulting from the expiry of a recurring contract - \$5 million (life of contract);</li> <li>b) Supply of plant and equipment - to a maximum amount of \$2,000,000;</li> <li>c) All other tenders - to a maximum amount of \$1,000,000.</li> </ul> <p>Delegation 1.1.16 – Selecting the next most advantageous tender. The delegation to the CEO provides that decisions can be made in this regard the next most advantageous tender where the successful tendered is unwilling or unable to accept the contract with the variation or the City and the tendered cannot reach agreement. Selecting the next most advantageous tender is subject to:-</p> <ul style="list-style-type: none"> <li>a) Regulation 20(2) of the Local Government (Functions and General) Regulations 1996; and</li> <li>b) A provision in the adopted Annual Budget and limited to: <ul style="list-style-type: none"> <li>i) Tenders resulting from the expiry of a recurring contract - \$5 million (life of contract);</li> <li>ii) Supply of plant and equipment - to a maximum amount of \$2,000,000;</li> <li>iii) All other tenders – to a maximum amount of \$1,000,000</li> </ul> </li> </ul> <p>Council delegated authority to the CEO to make all decision relating to the above functions.</p> <p><b>Recommendation:</b>  <b>Revoke delegation as set out in Attachment 2.</b></p>

## Consultation

Nil

## Comment

Council is to note that the authorisations and delegation of authorities as set out in the report to Council (CE01-04/20) report was to be in place for a period of 90 or 120 days (as applicable) from the date of Council's resolution. Due to the relaxation of restrictions as part of Phase 2 implemented by Federal and State Government, it is recommended that the delegations and authorisations be considered to revoke and return to the City's decision making processes and operations.

## Statutory Compliance

### **5.3. Ordinary and special council meetings**

- (1) *A council is to hold ordinary meetings and may hold special meetings.*
- (2) *Ordinary meetings are to be held not more than 3 months apart.*

- (3) *If a council fails to meet as required by subsection (2) the CEO is to notify the Minister of that failure.*

### **5.7. Minister may reduce number for quorum and certain majorities**

- (1) *The Minister may reduce the number of offices of member required for a quorum at a council meeting specified by the Minister if there would not otherwise be a quorum for the meeting.*
- (2) *The Minister may reduce the number of offices of member required at a council meeting to make a decision specified by the Minister if the decision is one which would otherwise be required to be made by an absolute majority and a sufficient number of members would not otherwise be present at the meeting.*

### **5.19. Quorum for meetings**

*The quorum for a meeting of a council or committee is at least 50% of the number of offices (whether vacant or not) of member of the council or the committee.*

### **5.42. Delegation of some powers and duties to CEO**

- (1) *A local government may delegate\* to the CEO the exercise of any of its powers or the discharge of any of its duties under —*
- (a) *this Act other than those referred to in section 5.43; or*
  - (b) *the Planning and Development Act 2005 section 214(2), (3) or (5).*

*\* Absolute majority required.*

- (2) *A delegation under this section is to be in writing and may be general or as otherwise provided in the instrument of delegation.*

### **5.43. Limits on delegations to CEO**

*A local government cannot delegate to a CEO any of the following powers or duties —*

- (a) *any power or duty that requires a decision of an absolute majority of the council;*
- (b) *accepting a tender which exceeds an amount determined by the local government for the purpose of this paragraph;*
- (c) *appointing an auditor;*
- (d) *acquiring or disposing of any property valued at an amount exceeding an amount determined by the local government for the purpose of this paragraph;*
- (e) *any of the local government's powers under section 5.98, 5.98A, 5.99, 5.99A or 5.100;*
- (f) *borrowing money on behalf of the local government;*
- (g) *hearing or determining an objection of a kind referred to in section 9.5;*
- (ha) *the power under section 9.49A(4) to authorise a person to sign documents on behalf of the local government;*
- (h) *any power or duty that requires the approval of the Minister or the Governor;*
- (i) *such other powers or duties as may be prescribed.*

### **5.45. Other matters relevant to delegations under this Division**

- (1) *Without limiting the application of sections 58 and 59 of the Interpretation Act 1984 —*

- (a) *a delegation made under this Division has effect for the period of time specified in the delegation or where no period has been specified, indefinitely; and*
  - (b) *any decision to amend or revoke a delegation by a local government under this Division is to be by an absolute majority.*
- (2) *Nothing in this Division is to be read as preventing —*
- (a) *a local government from performing any of its functions by acting through a person other than the CEO; or*
  - (b) *a CEO from performing any of his or her functions by acting through another person.*

#### **6.8. Expenditure from municipal fund not included in annual budget**

- (1) *A local government is not to incur expenditure from its municipal fund for an additional purpose except where the expenditure —*
- (a) *is incurred in a financial year before the adoption of the annual budget by the local government; or*
  - (b) *is authorised in advance by resolution\*; or*
  - (c) *is authorised in advance by the mayor or president in an emergency*

*\* absolute majority.*

#### **6.12. Power to defer, grant discounts, waive or write off debts**

- (1) *Subject to subsection (2) and any other written law, a local government may —*
- (a) *when adopting the annual budget, grant\* a discount or other incentive for the early payment of any amount of money; or*
  - (b) *wave or grant concessions in relation to any amount of money; or*
  - (c) *write off any amount of money, which is owed to the local government.*

*\* Absolute majority required.*

- (2) *Subsection (1)(a) and (b) do not apply to an amount of money owing in respect of rates and service charges.*
- (3) *The grant of a concession under subsection (1)(b) may be subject to any conditions determined by the local government.*
- (4) *Regulations may prescribe circumstances in which a local government is not to exercise a power under subsection (1) or regulate the exercise of that power.*

### **Strategic Implications**

The proposal aligns with the following objective within the Strategic Community Plan 2017 – 2027:

“4 Civic Leadership

4.2 Good Governance

4.2.1 Provide transparent and accountable governance and leadership”

## Risk Management Considerations

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

Risk Title	Risk Rating
CO-017 Financial Management	Moderate
Accountability	Action Planning Option
Director Corporate Strategy & Performance	Manage

Risk Title	Risk Rating
ST-S23 Stakeholder Relationships	Low
Accountability	Action Planning Option
Chief Executive Officer	manage

The above risks relating to the issue contained within this report have been identified and considered within the City's Strategic and Corporate risk registers. The approval of authorisations and delegations of authority greatly assisted in the continuity of the City's leadership and efficient decision making in light of the COVID-19 Pandemic. Given the relaxation of the COVID-19 restrictions, specific authorisations and delegations are no longer required.

## Policy Implications

Those policies and procedures that were amended to support the extended delegations and authorisations adopted at the 7 April 2020 Council meeting are to be reinstated to their substantive format, if affected by the recommendations set out in this report.

## Financial Implications

The City's finances will continue to be impacted by an anticipated increase of requests for the waiver of fees and charges, rent abatement and the slow-down in rate payments received as the City will seek to support those residents and the community who are experiencing financial hardship as a result of the COVID-19 Pandemic.

## Voting Requirements

Absolute Majority

## Recommendation

That Council:




1. **REVOKES BY ABSOLUTE MAJORITY** the amendments to the delegation of authorities resolved by Council at its meeting of 7 April 2020 (CE01-04/20) as follows:
  - a) Delegation 2.10.3 – Development Control set out in Attachment 1; and
  - b) Delegation 1.1.14 – Choice of Most Advantageous Tender and Delegation 1.1.16 – Selecting the Next Most Advantageous – as set out in Attachment 2;
2. **REVOKES** the following authorisations to the Chief Executive Officer to:

- a) consider and renew all agreements that are due to expire within 90 days following the 7 April 2020 Ordinary Council Meeting subject to Regulation 11 of the Local Government (Functions and General) Regulations 1996;
  - b) receive, note, forward all petitions to the relevant Directorate and determine the appropriate action in respect of the petition request; and
  - c) except where required by legislation, community consultation and engagement will not occur for an initial period of 90 days commencing from 12pm on the day immediately after the date the resolution was made subject to Council approving any extensions and NOTES that all community consultation and engagement will be undertaken in accordance with the City's Community Engagement Policy will be implemented subject to any Direction or Order from the State Government or Department of Health WA in respect of the COVID-19 Pandemic;
3. EXTENDS BY ABSOLUTE MAJORITY the Delegation 1.1.24 – Waiver, Grant of Concession or Write Off Monies Owing – that amends condition (b) to increase the Chief Executive Officer's limit to \$20,000 as set out in Attachment 3 for a period of 120 days commencing from 12pm on the day immediately after the date this resolution is made;
4. EXTENDS the AUTHORISATIONS to the Chief Executive Officer for a period of 120 days commencing from 12pm on the day immediately after the date this resolution is made to:
  - a) determine all applications received in respect of the City's Donations, Sponsorship and the Waivers of Fees and Charges Policy; and
  - b) make any and all changes to services (including ceasing or providing new services) and service level as deemed necessary by the Chief Executive Officer;
5. ACKNOWLEDGES that the Chief Executive Officer will extend the authorisations to the following City officers for a period of 120 days commencing from 12pm on the day immediately after the date this resolution is made to the:
  - a) Director Corporate Strategy and Performance to determine all applications received in respect of the City's Donations, Sponsorship and the Waivers of Fees and Charges Policy; and
  - b) Director Corporate Strategy and Performance, Chief Operating Officer and Manager Finance to determine all requests in respect of the City's Financial Hardship – Collection of Rates and Service Charges Policy;
6. NOTES that the following Council resolutions made at the 7 April 2020 Ordinary Council Meeting (CE01-04/20 and CS04-04/20 as applicable) will remain in place for the period as resolved by Council:
  - a) if necessary, make an application to the Department of Local Government, Sport and Cultural Industries for the Minister of Local Government, Heritage, Culture and the Arts' to approve a reduction of the number of Council offices required to achieve a quorum to convene an Ordinary Council Meeting or Special Council Meeting;
  - b) the 3 Year Internal Audit Plan in respect of 2020 will be suspended for the duration of 2020 with no new planned internal audits to be undertaken until 1 January 2021 however the Audit Log will continue to be managed and reported to the Audit and Risk Committee noting that some of the audit recommendations may require further extensions of time to complete;
  - c) the Community Development Funding and Community Event Funding Applications received in accordance with the City's Community Funding Policy will be deferred and determined by Council in August 2020;



- d) consideration of proposals received from the community and/or stakeholders in respect of projects, services or of any nature related to the City will be deferred for a period of 90 days from 8 April 2020 or further period as approved by Council;
  - e) that all special arrangement fees for new rate payment arrangements will be waived for a period commencing from 23 March 2020 and concluding 120 days after 8 April 2020 and will be reviewed as part of the Annual Budget adoption process; and
  - f) for a period of 90 days commencing from 12pm on the day immediately after the date this resolution is made (8 April 2020), AUTHORISES the Chief Executive Officer to consider and approve (or reject) abatements of lease fees (including rent) to lessees of City premises, on terms approved by the Chief Executive Officer and subject to the lessees satisfying the applicable criteria described in the Administration report;
7. **NOTES** that the City will continue to:
- a) comply with advice and directions of the State Government and the Department of Health WA in relation to the City's compliance function and the City will seek to achieve compliance where it is in the public interest to do so, and consider the most appropriate enforcement action considering the public interest and any risk to public safety; and
  - b) suspend the City's debt collection processes in relation to new debts owed to the City during the COVID-19 Pandemic however current matters before the Magistrates Court are subject to court scheduling and processes;
8. **NOTES** that all decisions made in accordance with resolutions 3 to 7 above, as applicable will be:
- a) formally reported to Council at a future upcoming Ordinary Council Meeting unless otherwise resolved by Council; and
  - b) notified to Council Members on a fortnightly basis through the Council Members' portal.

*Attachments:*

- |   |                              |           |         |
|---|------------------------------|-----------|---------|
| 1  | Delegation 2.10.3            | 20/119113 | Minuted |
| 2  | 1.1.14 and 1.1.16 Delegation | 20/119092 | Minuted |
| 3  | Delegation 1.1.24            | 20/119095 | Minuted |

## 2.10.3 DEVELOPMENT CONTROL

<b>Function Delegated:</b> <i>This text is provided as a reference only. Delegates shall only act in full understanding of the delegated statutory power, inclusive of conditions [see below].</i>	<ul style="list-style-type: none"> <li>Determination of applications for planning approval (including the exercise of discretion under District Planning Scheme No. 2 and the Residential Design Codes); and</li> <li>All matters which arise out of the imposition of conditions on planning approvals under the District Planning Scheme No. 2;</li> </ul>
<b>Statutory Power being Delegated:</b>	The power to determine applications for planning approvals lodged pursuant to Clause 60 of Schedule 2 of the <i>Planning and Development (Local Planning Schemes) Regulations 2015</i> (the deemed provisions) and Clause 28 of the Metropolitan Region Scheme including all applicable decisions under the District Planning Scheme No. 2 and the Metropolitan Region Scheme.
<b>Power is originally assigned to:</b>	Local Government
<b>Statutory Power of Delegation</b>	<i>Planning and Development (Local Planning Schemes) Regulations 2015</i> (the deemed provisions) Clause 82
<b>Power Delegated to:</b>	Chief Executive Officer
<b>Council's Conditions on Delegation:</b>	<p>Council and Business Practice Condition</p> <p>a) Any application will be referred to Council for determination if an Elected Member requests such referral by <u>a</u> written request to the Manager Approval Services;</p> <p><del>b) Any application for determination by the City that has been advertised for public comment shall be referred to Council for determination if any objection has been received that, in the opinion of the Chief Executive Officer, raises relevant planning considerations that cannot be specifically addressed or overcome by:</del>  <del>modification of the proposal;</del>  <del>imposition of appropriate conditions of approval; or</del>  <del>compliance with the applicable deemed-to-comply provisions and/or design principles of the R-Codes.</del></p> <p><del>c) Any application for determination by the City will be referred to Council for determination if requested by the applicant in writing;</del></p> <p><del>d) b) Any application for an Industry – Extractive, Industry – General, Industry – Hazardous, or Concrete Batching Plant, may be determined under delegation.</del></p> <p><del>c) To determine a development application subject to a section 31 reconsideration Order issued by the State Administrative Tribunal.</del></p>
<b>Statutory Power to Sub-Delegate:</b>	<i>Planning and Development (Local Planning Schemes)</i>

	<p><i>Regulations 2015</i>  Clause 83</p>
<p><b>CEO's Sub-Delegation:</b>  <i>The exercise of the delegated power does not include the power of delegation</i></p>	<p>Director Planning &amp; Sustainability  Manager Approval Services  Coordinator Planning Services  Coordinator Building Services  Specialist Planner – Approval Services  Specialist Project Planner  Senior Planners  Senior Building Surveyors</p>
<p><b>CEO's Conditions on Sub-delegation:</b></p>	<p>The exercise of this delegated authority is conditional on the following:</p> <p>a) Any application will be referred to Council for determination if an Elected Member requests such referral by <u>a</u> written request to the Manager Approval Services;</p> <p>b) Any application for determination by the City that has been advertised for public comment shall be referred to <del>Council</del> <u>the Director Planning &amp; Sustainability Manager Approval Services</u> for determination if any objection has been received that, in the opinion of the <u>Manager Approval Services – Director Planning &amp; Sustainability</u>, raises relevant planning considerations that cannot be specifically addressed or overcome by:</p> <ul style="list-style-type: none"> <li>• modification of the proposal;</li> <li>• imposition of appropriate conditions of approval; or</li> <li>• compliance with the applicable deemed-to-comply provisions and/or design principles of the R-Codes.</li> </ul> <p><del>c) Any application for determination by the City will be referred to Council for determination if requested by the applicant in writing;</del></p> <p><del>d) c)</del> Any application for an Industry – Hazardous or Concrete Batching Plant, may be determined by the Director Planning &amp; Sustainability or Manager Approval Services. Any application for Industry – Extractive may be determined by Director Planning &amp; Sustainability, Manager Approval Services, Specialist Planner – Approval Services or Specialist Project Planner. Any application for Industry – General may be determined by Director Planning &amp; Sustainability, Manager Approval Services or Senior Planners.</p> <p><del>d) Determination of a development application subject to a section 31 reconsideration Order issued by the State Administrative Tribunal shall be determined by the Director Planning &amp; Sustainability or the Manager Approval Services.</del></p> <p>This delegated authority is limited for the Coordinator Building Services and Senior Building Surveyors as follows:</p> <p>a) to only make decisions related to applications seeking</p>

	<p>variation/s to the deemed-to-comply requirements of the R-Codes or provisions of a relevant structure plan or local development plan for a Single House located in a Residential Zone or any of the following on the same lot as a Single House:</p> <ul style="list-style-type: none"> <li>i) outbuildings, garages or carports;</li> <li>ii) patios or verandas;</li> <li>iii) street walls or fences; and</li> <li>iv) retaining walls, and</li> </ul> <p>b) Providing that the application for development (outlined in point a) above) is <b>not</b> located in a place that is:-</p> <ul style="list-style-type: none"> <li>• Entered in the Register of Heritage Places under the <i>Heritage of Western Australia Act 1990</i>; or</li> <li>• Included on a heritage list prepared in accordance with DPS 2;</li> <li>• Within an area designated under DPS 2 as a heritage area; or</li> <li>• The subject of a heritage agreement entered into under the <i>Heritage of Western Australia Act</i> section 29;</li> </ul>
<p><b>Record Keeping Statement (LGA 1995)</b> s5.46(3) "A person to whom a power or duty is delegated under this Act is to keep records in accordance with regulations in relation to the exercise of the power or the discharge of the duty."</p>	<p>Copies of approvals given and reports of actions taken are to be retained on the appropriate file or record.</p> <p><i>Financial Interest Returns Required - No</i></p>
<b>Compliance Links</b>	<i>Financial Interest Returns Required - No</i>
<b>Delegation Administration:</b>	
<b>Decision Reference</b>	<b>Decision Reference</b>
1. CB01-11/14 and OC01-11/14	6. CE06-05/17
2. PS11-10/15	7. CE01-06/18
3. 16/436067	8. 18/203840
4. CE03-03/17 & 17/73467	9. 18/455559
	11. 19/104903
	12.
	13.
	14.

## 1.1.14 CHOICE OF MOST ADVANTAGEOUS TENDER

<b>Function Delegated:</b> <i>This text is provided as a reference only. Delegates shall only act in full understanding of the delegated statutory power, inclusive of conditions [see below].</i>	1. To consider the most advantageous tender to accept by means of a written evaluation of the extent of which each tender satisfies the criteria and has not been rejected in accordance with Regulations 18(1), 18(2) or 18(3) of the Local Government (Function and General) Regulations 1996.  2. To decline to accept any tender.	
<b>Statutory Power being Delegated:</b>	Local Government (Function and General) Regulations 1996 r18(4), (4a) & (5) Rejecting and accepting tenders	
<b>Power is originally assigned to:</b>	Local Government	
<b>Statutory Power of Delegation</b>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO	
<b>Power Delegated to:</b>	Chief Executive Officer.	
<b>Council's Conditions on Delegation:</b>	Delegation 1. subject to a provision in the adopted Annual Budget and limited to: <ul style="list-style-type: none"><li><del>Tenders resulting from the expiry of a recurring contract – \$5 million (life of contract);</del></li><li><del>Supply of plant and equipment – to a maximum amount of \$2,000,000;</del></li><li><del>All other tenders – to a maximum amount of \$1,000,000.</del></li></ul>	
<b>Statutory Power to Sub-Delegate:</b>	Local Government Act 1995: s.5.44 CEO may delegate some powers and duties to other employees	
<b>CEO's Sub-Delegation:</b> <i>The exercise of the delegated power does not include the power of delegation</i>	All Directors (execution of contractual documents only)	
<b>CEO's Conditions on Sub-delegation:</b>	Once the tender has been accepted by the CEO the CEO or any Director may execute the contractual documents relating to the acceptance of the tender.	
<b>Record Keeping Statement (LGA 1995)</b> s5.46(3) " A person to whom a power or duty is delegated under this Act is to keep records in accordance with regulations in relation to the exercise of the power or the discharge of the duty."	Acceptance must be recorded in the appropriate record and in the Tender Register as required by Regulation 17 of the Local Government (Functions and General) Regulations 1996.	
<b>Compliance Links</b>	<i>Delegation 4.5.4 – Execution of Documents</i> <i>Financial Interest Returns Required - Yes</i>	
<b>Delegation Administration:</b>		
<b>Decision Reference</b>	<b>Decision Reference</b>	<b>Decision Reference</b>
1. CE04-12/16	6.	11.
2. 16/421025	7.	12.
3. 17/335505	8.	13.
4. CE01-06/18	9.	14.

## 1.1.16 SELECTING THE NEXT MOST ADVANTAGEOUS TENDER

<b>Function Delegated:</b> <i>This text is provided as a reference only. Delegates shall only act in full understanding of the delegated statutory power, inclusive of conditions [see below].</i>	If the successful tenderer is unwilling or unable to accept the contract with the variation or the local government and the tenderer cannot reach agreement, select the next most advantageous tenderer.		
<b>Statutory Power being Delegated:</b>	<i>Local Government (Function and General) Regulations 1996</i> r20(2) Variation of requirements before entry into contract		
<b>Power is originally assigned to:</b>	Local Government		
<b>Statutory Power of Delegation</b>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO		
<b>Power Delegated to:</b>	Chief Executive Officer		
<b>Council's Conditions on Delegation:</b>	Subject to:- <ul style="list-style-type: none"><li>• Regulation 20(2) of the Local Government (Functions and General) Regulations 1996; and</li><li>• A provision in the adopted Annual Budget and limited to:<ul style="list-style-type: none"><li>⊖ <del>Tenders resulting from the expiry of a recurring contract – \$5 million (life of contract);</del></li><li>⊖ <del>Supply of plant and equipment – to a maximum amount of \$2,000,000;</del></li><li>⊖ <del>All other tenders – to a maximum amount of \$1,000,000</del></li></ul></li></ul>		
<b>Statutory Power to Sub-Delegate:</b>	Local Government Act 1995: s.5.44 CEO may delegate some powers and duties to other employees		
<b>CEO's Sub-Delegation:</b> <i>The exercise of the delegated power does not include the power of delegation</i>	Nil		
<b>CEO's Conditions on Sub-delegation:</b>	Nil		
<b>Record Keeping Statement (LGA 1995)</b> s5.46(3) " A person to whom a power or duty is delegated under this Act is to keep records in accordance with regulations in relation to the exercise of the power or the discharge of the duty."	Acceptance must be recorded in the appropriate record and in the Tender Register as required by regulation 17 of the Local Government (Functions and General) Regulations 1996.  –		
<b>Compliance Links</b>	<i>Financial Interest Returns Required - Yes</i>		
<b>Delegation Administration:</b>			
<b>Decision Reference</b>		<b>Decision Reference</b>	
1. CE06-05/17		11.	
2. CE01-06/18		12.	
3.		13.	
4.		14.	
6.			
7.			
8.			
9.			



## 1.1.24 WAIVER, GRANT OF CONCESSION OR WRITE OFF OF MONIES OWING

<b>Function Delegated:</b> <i>This text is provided as a reference only. Delegates shall only act in full understanding of the delegated statutory power, inclusive of conditions [see below].</i>	<p>1. The waiver or grant of concessions in relation to any amount of money that it is owed to the City (but specifically excludes rates and service charges); or</p> <p>2. The write off of any amount of money that it is owed to the City.</p> <p>Note that:</p> <ul style="list-style-type: none"> <li>section 1 applies to fees and charges as they are incurred; and</li> <li>section 2 applies to debts owed to the City.</li> </ul>
<b>Statutory Power being Delegated:</b>	<i>Local Government Act 1995 Section 6.12(1) (b) &amp; (c) Power to defer, grant discounts, waive or write off debts</i>
<b>Power is originally assigned to:</b>	Local Government
<b>Statutory Power of Delegation</b>	<i>Local Government Act 1995: Section 5.42 – Delegation of some power or duties to the CEO Section 5.43 – Limitations on delegation to the CEO</i>
<b>Power Delegated to:</b>	Chief Executive Officer
<b>Council's Conditions on Delegation:</b>	<p>Subject to:</p> <p>a) Section 6.12(2) of the Act which states that Section 6.12 (1) (b) "waive or grant concessions" does not apply to an amount of money owing in respect of rates and service charges; and</p> <p>b) the waiver, concession or write off of money owing not exceeding \$240,000. All waivers, concessions or write offs of money owing greater than \$5001 to be reported to the Audit and Risk Committee; and</p> <p>c) Council's Accounting Policy.</p>
<b>Statutory Power to Sub-Delegate:</b>	<i>Local Government Act 1995 S5.44 CEO may delegate powers and duties to other employees</i>
<b>CEO's Sub-Delegation:</b> <i>The exercise of the delegated power does not include the power of delegation</i>	Director Corporate Strategy & Performance
<b>CEO's Conditions on Sub-delegation:</b>	Subject to the <u>same</u> conditions on delegation to the CEO <u>except to a maximum of \$10,000</u> .
<b>Record Keeping Statement (LGA 1995)</b> <i>s5.46(3) "A person to whom a power or duty is delegated under this Act is to keep records</i>	The full details of the waiver, concession or write off to be recorded on the appropriate financial record.



<i>in accordance with regulations in relation to the exercise of the power or the discharge of the duty."</i>	
<b>Compliance Links</b>	<i>Financial Interest Returns Required - Yes</i>
<b>Delegation Administration:</b>	
<b>Decision Reference</b>	<b>Decision Reference</b>
1. 17/46347	6.
2. CE01-06/18	7.
3. 19/470186	8.
4.	9.
	11.
	12.
	13.
	14.

**Item 9 Motions on Notice****Item 10 Urgent Business****Item 11 Confidential****CR01-06/20 Resource Recovery Facility Agreement**

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File Ref: 5642V03 – 20/205515

Responsible Officer: Director Assets

*This report is to be dealt with in confidential session, under the terms of the Local Government Act 1995 Section 5.23(2), as follows:*

*(e)(iii) a matter that if disclosed, would reveal information about the business, professional, commercial or financial affairs of a person, where the information is held by, or is about, a person other than the local government*

**Item 12 Date of Next Meeting**

The next Council Members' Briefing Session has been scheduled for 6:00pm on Tuesday 23 June 2020, to be held electronically.

**Item 13 Closure**