City of Stirling

## Ordinary Meeting of the 41st Council

## 26 August 2025

# Minutes

To: The Mayor and Councillors

Here within the Minutes of the Ordinary Meeting of Council of the City of Stirling held Tuesday 26 August 2025 in the City of Stirling Council Chamber, 25 Cedric Street, Stirling.



**Stevan Rodic | Chief Executive Officer**

## Our Vision, Mission and Values

### Vision

A sustainable City with a local focus.

### Mission

To serve our community by delivering efficient, responsive and sustainable service.

### Values

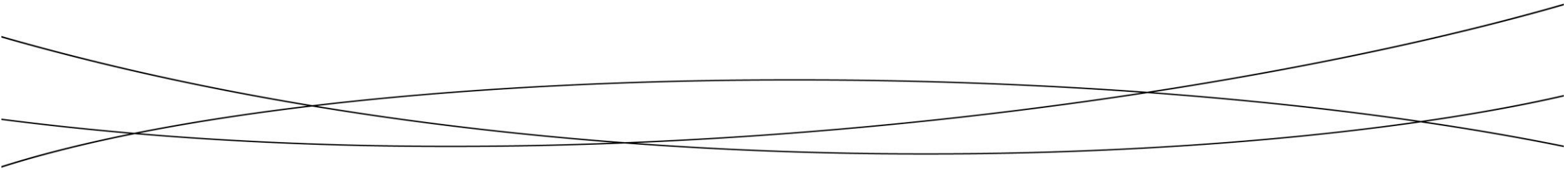
The City of Stirling's core values are:

- Approachable
- Responsive
- Transparent
- Innovative.

### Disclaimer

Members of the public should note that in any discussion regarding any planning or other application that any statement or intimation of approval made by any member or officer of the City during the course of any meeting is not intended to be and is not to be taken as notice of approval from the City. No action should be taken on any item discussed at a Council meeting prior to written advice on the resolution of the Council being received.

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# MINUTES OF THE ORDINARY MEETING OF COUNCIL OF TUESDAY 26 AUGUST 2025 HELD IN CITY OF STIRLING COUNCIL CHAMBER, 25 CEDRIC STREET, STIRLING

## 1. OFFICIAL OPENING

The Presiding Member declared the Ordinary Meeting of Council open at 6.30pm.

## 2. ATTENDANCE AND APOLOGIES

### ATTENDANCE

**Mayor** Mark Irwin

**Councillors**
Councillor Andrea Creado
Councillor Michael Dudek
Councillor Joe Ferrante
Councillor Damien Giudici
Councillor Chris Hatton
Councillor Tony Krsticevic
Councillor David Lagan
Councillor Suzanne Migdale
Councillor Teresa Olow
Councillor Rob Paparde
Councillor Karlo Perkov
Councillor Stephanie Proud JP
Councillor Elizabeth Re
Councillor Lisa Thornton

| | |
|---|---|
| **Employees** | Chief Executive Officer - Stevan Rodic<br>Director Community Development - Michael Quirk<br>Director Corporate Services - Ingrid Hawkins<br>Director Infrastructure - Andrew Murphy<br>Director Planning and Development - Amanda Sheers<br>Manager Customer and Communications - Simone Holmes-Cavanagh<br>Manager Governance - Brad Sillence<br>Manager Parks and Environment - Ian Hunter<br>Manager Recreation and Leisure Services - Cheyne Cameron<br>Manager Strategy and Performance - Michelle Wolsoncroft<br>Manager Waste and Fleet - Yvette Plimbley<br>Head of Community Engagement - James Murphy<br>Service Lead Arts and Events - Jodie Abela<br>Service Lead Customer Experience - Rebecca Embleton-Smith<br>Service Lead Property Services - Alice Kavanaugh<br>Service Lead Trees and Ecology - Gabriela Eiris<br>Lead Governance Officer - Regan Clyde<br>Team Leader Service Improvement - Dee Jacobs<br>Senior Governance Officer - Leanne Prior<br>Senior Governance Officer - Casey Taylor<br>Senior Elected Member Services Officer - Nathaniel McBain<br>Service Improvement Business Analyst - Fiona Heart<br>Senior Media Advisor - Liam Croy |
| **Public** | 12 |
| **Press** | 0 |

## APOLOGIES

Nil.

## 3. APPROVED LEAVE OF ABSENCE

Nil.

## 4. DISCLOSURES OF INTEREST

Where a member has disclosed a financial or proximity interest in an item, they must leave the Chamber for consideration of that item.

Where a member has disclosed an impartiality interest in an item, they may remain in the Chamber. The member is required to bring an independent mind to the item and decide impartially on behalf of the City of Stirling and its community.

**Community and Resources Committee - 19 August 2025**

Councillor Damien Giudici disclosed an Impartial Interest in Item 12.1/P1 as in his employment he has engaged with the consultant Urbaqua.

Councillor Tony Krsticevic disclosed an Impartial Interest in Item 12.1/P1 as he lives in the vicinity of Talia Gardens.

Councillor Teresa Olow disclosed an Impartial Interest in Item 12.1/P1 as she has met with residents.

Councillor Stephanie Proud JP disclosed an Impartial Interest in Item 12.1/P1 as she has liaised with a number of residents regarding this, and other issues, over the years.

Councillor Lisa Thornton disclosed an Impartial Interest in Item 12.1/P1 as she has met with local community members.

Councillor Tony Krsticevic disclosed an Impartial Interest in Item 12.1/8.1 as he is an honorary member of a club referred to within the report.

Councillor Rob Paparde disclosed an Impartial Interest in Item 12.1/8.1 as he is a member of a club proposed to receive sponsorship.

**Council - 26 August 2025**

Councillor Elizabeth Re disclosed an Impartial Interest in Item 12.1/SP1 as many of the potential recipients are known to her.

Councillor Elizabeth Re disclosed an Impartial Interest in Item 12.1/8.1 as some people are known to her.

Councillor Damien Giudici disclosed an Impartial Interest in Item 13.1 as he was the former Chair of Inglewood on Beaufort, which is seeking funds for its Night Market and he has spoken to the organisers about the event that is being organised for this season.

Councillor Tony Krsticevic disclosed an Impartial Interest in Item 13.1 as he has supported the Stirling Natural Environment Coastcare group since 2009 and has been to events for Livid Skate Pty Ltd, Osborne Park Agricultural Society, Scarborough Beach Association and Inglewood on Beaufort.

Councillor David Lagan disclosed an Impartial Interest in Item 13.1 as he has attended the Inglewood Markets as a guest.

Councillor Karlo Perkov disclosed an Impartial Interest in Item 13.1 as he has been hosted by the Committee during the Night Markets.

Councillor Elizabeth Re disclosed an Impartial Interest in Item 13.1 as some people are known to her.

Mayor Mark Irwin disclosed an Impartial Interest in Item 18.1 as the Real Estate Agent is known to him.

Councillor Stephanie Proud disclosed an Impartial Interest in Item 18.1 as she has known the land owner and his son for over a decade.

Councillor Elizabeth Re disclosed an Impartial Interest in Item 18.1 as the owners are known to her.

# 5. PETITIONS

## 5.1 EPETITION - IMPROVED LIGHTING IN CARINE REGIONAL OPEN SPACE

Councillor Karlo Perkov tabled the following ePetition containing six verified signatures.

*"Improved Lighting in Carine Regional Open Space*

*We respectfully request that the City of Stirling take immediate steps to provide lighting in Carine Regional Open Space by:*

*Implementing Off-Grid Solar Lighting -*

1. *Install solar LED light systems in the park's twelve (12) picnic shelters, similar to those in use at Riverside Gardens (City of Bayswater, serviced by Boyan Electrical, boyanelectrical.com.au) and across the City of Wanneroo.*

*Modern 12-volt solar lighting systems — vandal-resistant and fitted with tamper-proof screws — can provide illumination up to 9:00 PM in winter and extend to midnight in summer, making them a practical, energy-efficient solution that supports safer community use well into the evening.*

1. *Install solar-powered lampposts throughout Carine Open Space and within the dog enclosures.*

*Installing Mains-Powered Street Lighting –*

1. *Apply to Western Power to install either:*

1. *a twin streetlight on existing pole #139747 - corner of Okely and Osmaston Roads, Carine. (Lat: -31.849220, Long: 115.783813).*
2. *single lights on poles #139747 and #139748 - Okely Road, Carine. (Lat: - 31.849709, Long: 115.783385).*

*Refer to Western Power guidelines for new streetlight installations: Western Power Application (www.westernpower.com.au/products-services/install-something-new/install-an- unmetered-supply-or-streetlight/streetlights/install-a-new-streetlight).*

*These additions would enhance visibility, encourage evening use, and deter criminal or undesirable activity, aligning with the principles of CPTED (Crime Prevention Through Environmental Design).*

*We believe that proactively lighting the Carine Regional Open Space will create a safer, more inclusive, and welcoming environment for all users.*

*We urge the City of Stirling to support this important initiative without further delay.*

*Note: This petition is not affiliated with, nor does it endorse, Boyan Electrical or Landmark Pro Lighting. These companies are referenced purely as examples of lighting solutions currently in use throughout other Western Australian shires, including the City of Bayswater and the City of Wanneroo."*

In addition, the lead petitioner also submitted a hard copy submission of a similar nature. This contains 76 signatures of which 22 were able to be verified.

Following Council's resolution, the ePetition and the similar submission will be forwarded to the Parks and Environment Business Unit for consideration and appropriate action.

## Council Resolution

### 0825/023

**Moved Councillor Olow, seconded Councillor Paparde**

**That Council RECEIVES the petition tabled at the Council meeting held Tuesday 26 August 2025 and the petition be REFERRED to the Chief Executive Officer for the appropriate action.**

**The motion was put and declared CARRIED (15/0).**

**For:** Councillors Creado, Dudek, Ferrante, Giudici, Hatton, Krsticevic, Lagan, Migdale, Olow, Paparde, Perkov, Proud, Re, Thornton and Mayor Irwin.
**Against:** Nil.

All petitions will have an update available in due course on the Petition Status Update page of the City's website which can be accessed here.

## 6. RESPONSES TO PREVIOUS QUESTIONS FROM MEMBERS OF THE PUBLIC TAKEN ON NOTICE

All Public Question Time responses from the previous Council meeting were published in the minutes of that meeting.

Nil.

## 7. PUBLIC QUESTION TIME

Public Question Time is included in the live stream. Members of the public are only required to state their name and suburb when addressing the meeting.

Members of the public who wish to ask question/s at the Council meeting are requested to submit these through the City's online Public Question Time submission form (click here).

### 7.1 PUBLIC QUESTION TIME - A GARVEY

**The following questions were submitted by A Garvey, Hamersley WA 6022, at the Council Meeting held Tuesday 26 August 2025.**

The following questions are related to Carine Regional Open Space.

*Q1.* *"Will the City consider installing off-the-grid solar pathway lighting in Carine Regional Open Space given that the current flood lights are controlled by a third party only available during sporting matches and are environmentally unsuitable?"*

A1. The Director Infrastructure advised that the work is currently not a part of the works program, but the City can look at some high-level options.

*Q2.* *"Will the City consider installing small-scale off-the-grid solar lighting in the 13 picnic shelters within Carine Regional Open Space to improve safety, usability and community access during early evenings while ensuring a solution is sustainable and environmentally sensitive?"*

A2. The Director Infrastructure advised the priority for Carine Regional Open Space is a $2 million replacement and upgrade to the playground and associated infrastructure. However, the City would be happy to look further into lighting options for the 13 picnic shelters.

*Q3.* *"Would the City develop a plan for sustainable lighting across Carine Regional Open Space including pathways, picnic shelters and high-use community areas?"*

A3. The Mayor advised that it will be considered as part of the Carine Regional Open Space upgrades and that City Officers will be in touch with her regarding her ePetition.

## 7.2 PUBLIC QUESTION TIME - M RUSSELL

**The following questions were submitted by M Russell, Yokine WA 6060, at the Council Meeting held Tuesday 26 August 2025.**

The following questions are related to the Western Australian Golf Course.

Q1. *"Can the Council provide the outcome of the options and costings submitted by the West Australian Golf Club to address the issue of errant golf balls?"*

A1. The Director Corporate Services advised that the General Manager Hamersley Golf Course has reviewed the options and costings, but the City will contact the Western Australian Golf Club as there remain some questions. The General Manager Hamersley Golf Course has also offered some alternative solutions that the City is working through.

*Q2. "Will there be a deadline set on that?"*

A2. The Director Corporate Services advised a deadline has not been given yet, but it is expected to be within a few days. The City anticipates that a meeting will be arranged with the Western Australian Golf Club Manager next week.

*Q3. "Has it been determined how the selected option will be funded, especially considering the Golf Club has stated it is not in a position to finance any effective solutions?"*

A3. The Mayor advised that it has not been determined yet and it is not part of the City's current budget. The options will be presented and then funding will be determined for those options.

*Q4. "How does the Council propose that all those at risk of errant golf balls protect themselves from injury and other damage? Additionally, what progress has been made on the request to install warning signs along the external boundary of the golf course?"*

A4. The Director Corporate Services advised that the request for signage was passed on and will be discussed in a meeting this week.

The Mayor further advised that the Director Corporate Services will contact Ms Russell to discuss the outcomes.

## 7.3 PUBLIC QUESTION TIME - R HADLEY

**The following questions were submitted by R Hadley, Woodlands WA 6018, at the Council Meeting held Tuesday 26 August 2025.**

The following questions are related to the Karrinyup Library.

*Q1.* *"Why were none of the City's Libraries in Inglewood, Dianella, Osborne Park, or the Mirrabooka Centre used for boardwalk meetings, requiring eastern suburb residents to travel to Scarborough? Is there a reason these local assets were excluded, and will the City consider extending the survey period by two weeks to allow residents more time to respond?"*

A1. The Mayor advised that it was the consultation policy that was endorsed by Council and there has been consultation throughout the whole City of Stirling.

*Q2.* *"Why has regular maintenance not been carried out at Karrinyup Library, despite previous community consultation confirming its continued use and ongoing high patronage?"*

A2. The Mayor advised that the question would be taken on notice, and a written response provided.

*Q3.* *"Given that parking is available within 22m to 62m of the Karrinyup Library and access appears straightforward, why are there ongoing reports of access and parking issues at this location?"*

A3. The Mayor advised that the Karrinyup precinct is extremely busy, and the library carpark is not necessarily separated from the shopping centre carpark. Council has resolved that different options for the future of that site be presented to a public forum. There is no current intent to move the library or not to have a library at that facility.

### Additional Information

A2. Maintenance has continued at Karrinyup Library, and although there has been no recent major capital works; the library has remained safe, operational and compliant.

## 7.4 PUBLIC QUESTION TIME - L THOMPSON

**The following questions were submitted by L Thompson, Trigg WA 6029, at the Council Meeting held Tuesday 26 August 2025.**

The following questions are related to the proposed Coastal Boardwalk

*Q1.* *"Does the Mayor believe the current boardwalk consultation process is being conducted in an open, accountable, and transparent manner, in line with the City's and local government's ethical guidelines?"*

A1. The Mayor advised that yes, he does believe that.

*Q2.* *"Why did the City not release the full Urbis economic impact report - containing key information such as a 35% cost increase from $18.5 million to $25 million - until 15 August, two weeks after the consultation period began and only after a ratepayer inquiry? How does the City intend to address the fact that many community submissions were made without access to all relevant information, including the full Urbis report? Who made the decision to withhold this document at the start of the consultation phase?"*

A2. The Mayor advised that all consultation by the City has been done in line with the relevant policies and information. He added that the options mentioned are not what is recommended by the City, which is why it was not consulted on.

*Q3.* *"What about the price?"*

A3. The Mayor advised that the question would be taken on notice, and a written response provided.

### Additional Information

A3. The City engaged Urbis to conduct an Economic Impact Assessment as part of the Coastal Boardwalk Feasibility Study. As part of this assessment, Urbis conducted a rapid cost benefit assessment (CBA) which found that, based on an estimated construction cost, it is predicted that over 30 years there will be a return of
$100.1 million to the Western Australian economy. This equates to a return of $3.30 for every dollar invested in the project.

To determine these results, Urbis has used the Western Australia State Government Department of Treasury and Finance guidelines to develop a rapid cost benefit assessment (CBA). This methodology compares the estimated monetised benefits of a project to the total costs of the project over a 30-year period.

To ensure that a conservative approach was undertaken in relation to this assessment, a higher cost estimate for the construction was used which also included ongoing maintenance costs to ensure that the CBA was not overstated.

This figure has been used only for the purposes of the CBA and is not reflective of the cost estimate for Option B, which was selected as the preferred boardwalk concept.

## 7.5 PUBLIC QUESTION TIME - P MAGARAGGIA

**The following questions were submitted by P Magaraggia, Trigg WA 6029, at the Council Meeting held Tuesday 26 August 2025.**

The following questions are related to the Coastal Boardwalk.

*Q1. "What is the City of Stirling's planning department's methodology for assessing and approving proposed and current capital projects, particularly in relation to insurance coverage? Specifically, when planning large-scale structures in high-risk areas (e.g. ramps, jetties, coastal parks), how does the City ensure that these projects are insurable and underwritten for both short and long-term risks such as storms, erosion, and climate change impacts? Additionally, who is the insurer?"*

A1. The Mayor advised that the question would be taken on notice, and a written response provided.

*Q2. "Why has there been a delay in responding to my inquiry submitted to customer service on 31 July regarding the planning process and insurance coverage for capital projects?"*

A2. The Mayor advised that the question would be taken on notice, and a written response provided.

*Q3. "How does the City of Stirling collect, analyse, and process community consultation feedback? Is this process conducted by an independent, neutral third-party consultancy, or is it managed internally by City administration staff?"*

A3. The Mayor advised that the question would be taken on notice, and a written response provided.

*Q4. "Was the professionally printed boardwalk flyer I received in the mail authorised by the City of Stirling? If not, how did the group responsible for the flyer obtain high-resolution images that appear to be the same as those used in official consultation materials? Were these images released with permission, and if not, does this constitute a breach of copyright, considering the City paid for them?"*

A4. The Mayor advised that the question would be taken on notice, and a written response provided.

## Additional Information

A1. WA Local Governments are protected through the local government insurance scheme, LGIS. The City is a member of this scheme which provides protection for infrastructure, associated assets and other liabilities.

Risk assessments are progressed during the detailed design phase when planning public infrastructure works. This design phase considers the location of the proposed infrastructure on a case-by-case basis to identify any risks relative to site specific land features, proposed asset life and mitigative risk measures being implemented as part of the project's design.

Other coastal infrastructure assets owned and maintained by the City, such as the Scarborough Beach Pool and North Beach Jetty, are insured.

A2. Following a review of the process, the response was delayed due to input being required from separate business units. A response has now been provided and the City apologises for the delay.

A3. To ensure a consistent approach to community consultation, the City has developed Consultation Procedures. These outline the requirements for consultation, how submissions are considered, and the format for reporting feedback on decisions including consultation tables. As outlined in the City's Community Engagement Policy, the Community Engagement Team sets the strategic direction for engagement and leads the planning, coordination, and management of all projects and program shaping our City. For more information, please visit the City's Coastal Boardwalk Feasibility Study page, particularly the Consultation FAQs section.

A4. The City has not provided any images to any member of the public or group (high resolution or otherwise), nor has the City authorised the use of any images for any external material produced by third parties.

These images have been reproduced by a number of Facebook groups to promote the consultation on the project and encouraging the community to have a say - both for and against the proposal. As these images can be easily copied from the website and reproduced, and noting both those for and against the project wish to generate discussion in the community; the City would not pursue any copyright breach action of either group.

**At 6.49pm in accordance with Clause 5.2(14) of the City of Stirling's Meeting Procedures Local Law 2021, the Presiding Member ruled that Public Question Time be EXTENDED.**

## 7.6 PUBLIC QUESTION TIME - R MURPHY

**The following questions were submitted by R Murphy, Karrinyup WA 6018, at the Council Meeting held Tuesday 26 August 2025.**

The following questions are related to the Coastal Boardwalk and FOI process.

Q1. *"Can the Council explain why it is not providing adequate resources, budget and staff to enable the FOI office to meet its statutory obligations under the FOI Act?*

*I may need to have an extension of time for my submission on the Boardwalk, because I need those FOI documents - that was my reason for requesting them."*

A1. The Manager Governance advised he is aware that Ms Murphy has two Freedom of Information requests still outstanding. There are over 230 documents that have been discovered through the process, and it is understood that the team have sought and been granted agreement from Ms Murphy in terms of extensions of time, which is appreciated. The Manager Governance further advised that the decision should be available in the next couple of days regarding the outstanding FOIs.

*Q2. "I note that 'Natural Area' was contracted by UDLA to do an Environment Survey for the boardwalk concept design. Is this the same entity as 'Natural Area Consulting' that prepared the City's Trigg Bushland Management Plan in 2018?*

A2. The Mayor advised that the question would be taken on notice, and a written response provided.

Q3. *"Is it a fact that both Coastal Ward Councillors are honorary members of the Scarborough Beach Association? Will the Coastal Ward Councillors therefore absent themselves from the debate on the Event Sponsorship Item and abstain from voting on the said Item?"*

A3. The Manager Governance advised that an Elected Member is only required to vacate the meeting room if a Financial Interest is declared on the item to be discussed.

The Mayor further advised that Councillors are not involved in the decision-making process in terms of what groups or organisations receive those grants. It is an independent grant unit within the City which makes those decisions.

### Additional Information

A1. The public consultation process and timeline have been set, and members of the community are encouraged to make a submission within that timeframe so that it can be considered as part of the consultation report.

A2. Both the Environmental Survey that was contracted by UDLA, and the City's Trigg Bushland Management Plan (2018), were prepared by Natural Area Consulting.

## 7.7 PUBLIC QUESTION TIME - M MASIELLO

**The following questions were submitted by M Masiello, Trigg WA 6029, at the Council Meeting held Tuesday 26 August 2025.**

The following questions are related to the Coastal Boardwalk.

Q1. *"Why were the names and qualifications of the environmental consultants omitted from the Natural Areas Report 2025 uploaded to the City's community consultation page? In the interest of transparency and compliance with EPA technical guidance, can the City please provide the names and qualifications of the two environmental scientists who completed the vegetation assessment? If this information cannot be provided, what is the reason?"*

A1. The Mayor advised that the question would be taken on notice, and a written response provided.

Q2. *"Why did City officers proceed with a vegetation survey in autumn, despite being advised that such timing could yield inaccurate results, especially following one of the driest summers on record? Given that this survey informed the boardwalk location and recommendations, how does the City justify using potentially flawed data?"*

A2. The Mayor advised that the question would be taken on notice, and a written response provided.

Q3. *"How can the City draw valid conclusions from the community consultation process when it is now evident that the environmental data used - specifically the autumn vegetation survey - was inaccurate and contradicted by independent expert assessments conducted in spring 2024?"*

A3. The Mayor advised that the question would be taken on notice, and a written response provided.

### Additional Information

A1. This report was prepared by an independent consultancy, and it is not the City's responsibility to release this information.

A2. The environmental assessment that was conducted as part of the feasibility study has been critical to expand on the preliminary investigations by Coterra and to confirm environmental values of the site in order to guide design decisions in this concept phase. Through the Coastal Boardwalk Feasibility Study, the City has acknowledged that a Spring survey will be conducted if the proposal to construct a boardwalk proceeds beyond the concept stage.

A3. The Environmental Survey that occurred as part of the feasibility study Natural Area Consulting was conducted by an independent consultancy with over 20 years local experience. The surveys were conducted by qualified environmental scientists in accordance with the technical guidance provided by the *Environmental Protection Act 1986 (WA)*.

## 7.8 PUBLIC QUESTION TIME - A MCKIRDY

**The following question was submitted by A McKirdy, Innaloo WA 6018, prior to the Council Meeting held Tuesday 26 August 2025.**

The following question is related to Item 12.1/P1.

*Q1. "Our City's Strategic Community Plan commits us to protecting the environment and preserving natural assets for future generations. Ministerial Statement 022, which currently protects wetlands like Talia Lake, aligns with this commitment. Talia Lake is a habitat for threatened long-neck turtles and is a vital community asset. The clean air and beauty benefit our physical and mental well-being.*

*I was surprised to learn that the City of Stirling wants to repeal this protection and withdraw Ministerial Statement 022. This does not reflect well on our commitment to environmental sustainability. Many in our community feel this decision is a betrayal of our values and a risk to our future, contributing to the loss of natural beauty and increase of degradation to our neighbourhoods and dwindling canopies.*

*We ask you to either explain this inconsistency or uphold your promise to protect these valuable wetlands."*

A1. The proposed Compliance Assessment Report to the Environmental Protection Agency seeks to close out the requirements of the Ministerial Statement 314, 522, 620 and 630 that required the establishment of Telford Wetland (Talia Reserve) as a healthy functioning wetland in the early 2000s, as a replacement for the Cedric Street Wetlands.

Talia Wetland's environmental values and management are now guided and protected by the State's Department Biodiversity Conservation and Attraction's Geomorphic Wetland Database listing.

The City has been managing the wetland and the reserve since its creation more than 20 years ago and will continue to do so into the future.

## 8. APPLICATIONS FOR LEAVE OF ABSENCE

Nil.

## 9. CONFIRMATION OF MINUTES

**Council Resolution**

**0825/024**

**Moved Councillor Lagan, seconded Councillor Krsticevic**

**That the Minutes of the Ordinary Meeting of Council of 12 August 2025 be confirmed as a true and correct record of proceedings.**

**The motion was put and declared CARRIED (15/0).**

**For:** Councillors Creado, Dudek, Ferrante, Giudici, Hatton, Krsticevic, Lagan, Migdale, Olow, Paparde, Perkov, Proud, Re, Thornton and Mayor Irwin.
**Against:** Nil.

## 10. ANNOUNCEMENTS BY THE PRESIDING MEMBER

### 10.1 ANNOUNCEMENT - PRESENTATION OF FACT, FICTION AND FANTASY ANTHOLOGY

Councillor Karlo Perkov made the following announcement:

*"We don't always realise how fortunate we are in the City of Stirling to have groups and organisations of this particular quality, such as the group who presented this book to us recently. It is an anthology called "Fact, Fiction and Fantasy", and it was given to us by the Karrinyup Writers Club. They have existed for 40 years, and they are a very robust bunch of writers, and a very interesting group of people. Featured in this book is a foreword from our very own mayor, Mark Irwin, and there are also some featured lines, insights and a photo of Councillor Stephanie Proud.*

*I'm very happy to have received this on your behalf, Mr Mayor."*

## 11. UNRESOLVED BUSINESS FROM PREVIOUS MEETING

Nil.

# 12. REPORTS AND RECOMMENDATIONS OF COMMITTEES

## 12.1 COMMUNITY AND RESOURCES COMMITTEE - 19 AUGUST 2025

## 12.1/GOV2 CIVIC FACILITIES POLICY REVIEW

| | | |
|---|---|---|
| Business Unit: | Governance | Service: Council Governance |
| Ward: | Not Applicable | Location: Not Applicable |
| Applicant: | Not Applicable | |

**Role**

Executive - *Governing the City and the community through executive powers.*

**Council Resolution**

**0825/025**

**Moved Councillor Perkov, seconded Councillor Dudek**

**That Council ADOPTS the revised Civic Facilities Policy as shown in Attachment 2, with the following amendments:**

1. **Section 1 (e) is amended to replace the word 'stakeholders' with 'guests', as per the existing policy.**
2. **Section 3 is amended to add the words 'the Mayor and' prior to 'the CEO', as per the existing policy.**

**The motion was put and declared CARRIED (15/0).**

**For:** Councillors Creado, Dudek, Ferrante, Giudici, Hatton, Krsticevic, Lagan, Migdale, Olow, Paparde, Perkov, Proud, Re, Thornton and Mayor Irwin.
**Against:** Nil.

Reason for Change

The changes provide additional clarity.

### Committee Recommendation

That Council ADOPTS the revised Civic Facilities Policy as shown in Attachment 2.

### Officer's Recommendation

That Council ADOPTS the revised Civic Facilities Policy as shown in Attachment 2.

## Purpose

For Council to consider the adoption of the revised Civic Facilities Policy.

## Details

Section 2.7(2)(b) of the *Local Government Act 1995* enables Council to determine policies. The City's policies provide officers and Elected Members with clarity and direction, and guide Council and City officers in making informed decisions. Policies are reviewed regularly to ensure that they continue to meet strategic and operational needs, and that they remain compliant with legislative requirements.

The Civic Facilities Policy (the policy) was first adopted by Council on 5 July 2011 (Council Resolution Number 0711/010) and has been amended a number of times, the last being on 26 May 2020 (Council Resolution Number 0520/027).

The policy details the permissible events, functions and activities that can utilise the various rooms within the City's Civic Building. It also details the various levels approval required for different meeting / function spaces in the Civic Building and the internal booking processes that need to be followed.

The City's Civic Building should only be used for official Council Business, Civic Events, Elected Member activities and other prescribed internal activities and operations of the City. However, it is recognised the City will, from time to time, host functions, ceremonies, receptions and other events held by other external bodies. Such external use is generally limited to one of the following categories:

- The event demonstrates a benefit for the City of Stirling or the City of Stirling community.
- The event entails advocacy to Federal or State Government or their respective Departments.
- The event directly relates to the business of local government.
- The event directly relates to the support of community service within the City or the region.

Due to limited meeting room space within the City's main Administration building, some internal employee meetings and events are also able to utilise the rooms, in limited circumstances.

Having a clear policy position on what permissible events can utilise the Civic Building will assist with its management and any associated resourcing that is required. Key changes to the revised policy include:

- Improved clarity around the general principles for the use of the Civic Building;
- Revised list of permitted uses for certain rooms and other facilities within the Civic Building;
- Revised information around the provided office space for elected members; and
- Revised definitions.

## Financial Assessment and Implications

Nil.

## Stakeholder Engagement

Consultation was undertaken with the Executive Team, Business Unit Managers and Elected Members from Wednesday 18 June 2025 to Wednesday 2 July 2025. Some feedback was received from Elected Members and City officers and was considered in the development of the revised policy presented for Council's consideration.

## Options Summary

The following options were considered.

| OPTIONS | |
|---|---|
| 1. | That the policy be retained in its current form. |
| 2. | That the policy be revised to provide greater clarity around permitted uses of the City's Civic Building and to better reflect operational requirements and processes. |

## Recommended Action

It is recommended that Council proceeds with the adoption of the revised policy.

## Relevant Policies, Legislation and Council Resolutions

*Local Government Act 1995*

| Meeting Date | Council Resolution Number | Council Resolution |
|---|---|---|
| 5 July 2011 | 0711/010 | 2. That Council ADOPTS the:<br>a. Civic Facilities Policy as detailed in Attachment 2 with the following amendments:<br>i. under the heading "Use of Reception Hall", in the first paragraph after "sessions" insert "with the agreement of the Mayor upon the recommendation of the CEO";<br>ii. under the heading "Use of Reception Hall", in the last paragraph after "criteria." insert "Councillors are to be advised of requests approved via the Councillor's Friday Update.";<br>iii. under the heading "Use of Parmelia Room" in the first paragraph after "Leadership Team Meetings' insert ", Development Assessment Panel Meetings"; |

| Meeting Date | Council Resolution Number | Council Resolution |
|---|---|---|
| | | iv. under the heading "Use of the Stirling Room (Civic Dining Room)", in the last paragraph after "ceremonies.", insert "Councillors are to be advised of requests approved via the Councillor's Friday Update.";<br>v. under the heading "Use of Civic Building Flagpoles" replace all instances of "Mayor on the recommendation of the CEO" with "Mayor and the CEO"; |
| 4 September 2018 | 0918/005 | 2. That Council ENDORSES amending the Civic Facilities Policy to enable the flying of the Aboriginal Flag every day and the Torres Strait Islander Flag on dates of significance including NAIDOC and Reconciliation Week. |
| 18 September 2018 | 0918/035 | That Council APPROVES the amendment to the Civic Facilities Policy to include the flying of the Aboriginal Flag in the Council Chamber on a permanent basis. |
| 11 June 2019 | 0619/007 | 5. That Council ADOPTS the following policies with amendments:<br>a. Civic Facilities Policy; |
| 26 May 2020 | 0520/027 | 1. That Council ADOPTS the proposed amendments to each policy contained in this report. |

## Sustainable Stirling 2022-2032

**Key Result Area:** Our leadership

**Objective:** A well-governed City

**Priority:** Comply with legislation, standards and obligations

## Strategic Risk

| Strategic Risk | Risk Appetite |
|---|---|
| Governance | The City will act with integrity and implement appropriate processes and controls to avoid breach of legislation. |

## Relevant Documents and Information

Attachments

Attachment 1 - Civic Facilities Policy (marked up)

Attachment 2 - Civic Facilities Policy (clean)

Available for viewing at meeting

Nil

Linked Documents

Nil.

# Civic Facilities Policy

| | | | | |
|---|---|---|---|---|
| **Aligned City Value/s** | **Approachable** | **Responsive** | **Transparent** | **Innovative** |
| **Responsible Directorate** | **Office of the Chief Executive Officer** | | | |
| **Responsible Business Unit/s** | **Governance** | | | |
| **Responsible Officer** | **Manager Governance** | | | |
| **Affected Business Unit/s** | **All** | | | |

## Objective

This policy details the permissible events, functions and activities that can utilise the various rooms within the City's Civic Building.

## Scope

This policy applies when utilising ~~civic facilities~~facilities and rooms within the City's Civic Building.

## Policy

### 1. Use of ~~Rooms~~Civic Building Generally

~~Governance will prepare a collective report for Council's consideration and approval from Council for the following year's proposed Civic functions that occur on an annual basis within the City of Stirling.~~

The City's Civic Building should only be used for official Council Business, Civic Events, Elected Member activities and other prescribed internal activities and operations of the City. However, it is recognised the City will, from time to time, host functions, ceremonies, receptions and other events held by other external bodies.

The City may host Civic Events from time to time as the need arises which aim to foster positive relationships between the community and Council; recognise individual and community achievements; promote community pride; and enhance the City's strategic objectives.

External use of the Civic Building, should generally fall into one of the following categories:

i. The event demonstrates a benefit for the City of Stirling or the City of Stirling community.
ii. The event entails advocacy to Federal or State Government or their respective Departments.
iii. The event directly relates to the business of local government.
iv. The event directly relates to the support of community service within the City or the region.

The Civic Building is not to be used for private events, receptions or events that do not fall into one of the above categories and unless its use is expressly approved by the Mayor.

~~All other requests for the use of the Civic facilites are to be submitted using the Civic Facilities Room Booking Form.~~

~~Requests are dependent on availability of the room and required approvals stiplated within this policy.~~

~~Additional internal and external requests not agreed to by Council, can be submitted to Governance for consideration and approval. Approval requirements are set out for each room, Requests may be approved if conditions below are met~~

- ~~Demonstrate a benefit for the City of Stirling or the City of Stirling community;~~
- ~~Are non-profit groups and organisations making events or rallies; and~~
- ~~Are not private events, receptions or functions.~~

**~~j)~~a) Use of the Council Chamber**

The Council Chamber can~~may~~ be used for:

- City of Stirling Council Meetings and Committee Meetings.
- Electors' General Meetings.
- ~~Tamala Park~~ Regional Council Meetings.
- ~~Mindarie Regional Council Meetings; and~~
- Federal and State Government meetings, upon request to the City.
- 

- Community Group Tours and mock meeting organised by the City. ~~The Community Tour is permitted to use the Council Chamber for mock meetings.~~

Approval required: ~~Civic and Hospitality Services~~Governance (Elected Member Services) and Mayor.

**~~k)~~b) Use of the Reception Hall**

The Reception Hall ~~may~~ can be used for:

- Civic ~~functions~~ Events held by the City.~~such as~~
- Citizenship Ceremonies.
- Citizen of the Year Awards and Australia Day Ceremonies.
- Special Electors' Meetings.
- Electors' General Meeting (overflow).
- ~~Annual~~ Council a~~A~~pproved functions.
- Mayoral Annual ~~Christmas~~ Dinner.
- Local Government Election activities (such as Election vote count)~~; and~~.
- City-wide e~~E~~mployee workshops, presentations, meetings and functions.

Approval required: ~~Civic and Hospitality Services~~Governance (Elected Member Services) and Mayor.

**~~l)~~c) Use of the Parmelia Room**

The Parmelia Room ~~may~~ can be used for:

- Council and Committee Meetings.
- Electors' General Meetings (overflow).
- ~~Council and Committee Meetings~~
- WALGA Zone Meetings and WALGA State Council Meetings.
- Development Assessment Panel Meetings (if required).
- Elected Member Workshops and Briefings.
- Executive ~~Leadership~~ Team Meetings.
- ~~Development Assessment Panel Meetings; and~~
- Justice of the Peace Meetings (where a Memorandum of Understanding has been entered into with the City).

Approval required: ~~Civic and Hospitality Services~~Governance (Elected Member Services) and Mayor.

**~~m)~~d) Use of the Stirling Room (Civic Dining Room)**

The Stirling Room ~~may~~ can be used for:

- City of Stirling Civic Events.
- Elected Member~~s~~ Dining~~ners~~.
- Council and Committee ~~luncheons~~Dining.
- Elected Member Workshops and Briefing ~~Sessions and Workshop~~s.
- Executive Team Meetings.
- ~~Rates Incentive Draw~~City A~~ and a~~ward Ce~~e~~remonies.
- Employee workshops and meetings (~~,~~ where catering is required).

Approval required: ~~Civic and Hospitality Services~~Governance (Elected Member Services).

**~~n)~~e) Use of the ~~Anglesea~~ Queen Elizabeth II (QEII) Room (Elected Members Lounge)**

The ~~Anglesea~~ QEII Room ~~may~~ can be used for:

- City of Stirling Civic Events.
- Elected Member~~s~~ Dining~~ners/ Lunches~~ .
- Elected Member Workshops and Briefing~~s. Sessions; and~~
- By an Elected Member for entertaining ~~guests~~ stakeholders of the City and/or meetings as required.

Approval required: ~~Civic and Hospitality Services~~Governance (Elected Member Services) and Mayor.

**~~o)~~f) Use of Meeting Rooms – Challenger Room and Calista Room**

Elected Members and the Executive Team may use any of the Meeting Rooms in the Civic Building subject to availability.

The Challenger Room and/or Calista Room ~~may~~ can be used for:

- Committee Meetings.
- City established Working Group and Advisory Group Meetings.
- City of Stirling Design Review Panel Meetings.
- Private citizenship ceremonies.
- ~~Working Groups and Advisory Groups meetings~~
- Community Consultation Panels~~; and~~
- Local Government Elections (such as office space for the City's Returning Officer).
- Meetings involving a member of the Executive Team and an external party.
- Internal interview panels where no other meeting room is available in the City's Administration Centre, or where a level of discretion is required.
- Other miscellaneous uses as required by the Executive Team.

- ~~Committee Meetings~~

Approval required: ~~Civic and Hospitality Services~~Governance (Elected Member Services).

**~~q)~~g) ~~Use of Lockers and~~ Elected Member Office Space and Lockers**

A shared Elected Member office space is provided within the Civic Building for the use of Elected Members. The use of this space is limited to basic administrative functions relating to an Elected Member's role.

Meetings with internal or external parties are not to be held in this office space and should be held in other Meeting Rooms of the Civic Building.

Lockers are also provided for Elected Members and are only to be accessed by individual Elected Members, unless approval is given by ~~an~~ the Elected Member to another Elected Member~~. The office space (with open access) is to be utilised and shared by all Elected Members~~.

## 2. Management and Booking of facilities

All bookings of the ~~functions, Meeting~~Civic Building facilities ~~Room bookings, and administration arrangements~~ are to be directed to ~~Civic and Hospitality Services within~~ the Governance Business Unit (Elected Member Services) for assessment, in the first instance.

All requests for the use of the Civic Building are to be submitted to the City using the prescribed form. The Governance Business Unit (Elected Member Services) will liaise with the Mayor, where required.

Requests are dependent on availability of the room and required approvals stipulated within this policy.

Requests from Elected Members take priority over any other booking requests or approved bookings.

Customer and Communications is responsible for the coordination of Civic Events. Community Development is responsible for the delivery of food services and catering and Governance is responsible for the approval of Facilities and Meeting Rooms within the Civic Building.

~~Civic and Hospitality Services are responsible for the coordination and delivery of civic hospitality, and approvals of Meeting Rooms within the Civic Building, and is to be overseen by Governance Manager. Requests for the use of the Civic facilites are to be submitted using the *Civic Facilities Room Booking Form,* with the required approvals.~~

~~Prior approval is required for access to the Civic Building.~~

## 34. Use of Civic Building Flagpoles

Infrastructure Services (~~The~~ Facilities, Projects and Assets) ~~team are~~is responsible for all Civic Building Flagpoles and their management. The flags flown from the four Civic Building flagpoles shall be the Australian National Flag, the Western Australian State Flag, the Australian Aboriginal Flag and the Torres Strait Islander Flag~~City of Stirling Emblem~~.

Flags are flown in accordance with The Australian Protocol and Procedures for flying the Australian National Flag.

~~The Torres Strait Islander Flag will be flown each year with the Australian National Flag, the Western Australian Flag and the Australian Aboriginal Flay to celebrate Reconciliation Week and NAIDOC Week. The Torres Strait Islander Flag will be flown on other additional events significant to Aboriginal and Torres Strait Island culture as approved by the Mayor and the CEO. The Torres Strait Islander Flag will only replace the City of Stirling Emblem on these occasions.~~

Other flags may be flown from the Civic Building flagpoles as approved by ~~the Mayor and~~ the CEO, only where it relates to benevolent charities and causes that are of a non political, non sectarian, non sectional nature or that the Council may from time to time direct. These flags can only replace the ~~City of Stirling Emblem~~ Torres Strait Islander Flag and cannot be flown for a period that extends beyond one week.

~~The City is to observe the flag flying protocols and direction communicated by the Department of the Premier and Cabinet (Protocol section) and the Department of the Prime Minister and Cabinet (Commonwealth Flag Network).~~

## 5. Council Chamber Flagpoles

The flags flown in the Council Chamber (from left to right when facing the head table from the public gallery) shall be the Australian National Flag (in accordance with Australian Protocol and Procedures for flying the

Australian National Flag), the Western Australian State Flag, the Australian Aboriginal Flag and the official City of Stirling Crest ~~in accordance with Australian Protocol and Procedures for flying the Australian National Flag~~.

## Definitions

~~**Australian Aboriginal Flag** means the Aboriginal Flag (designed by Harold Thomas) that has been proclaimed as a flag of Australia under Section 5 of the *Flags Act 1953* (Commonwealth).~~

**Civic Building** means the part of the City of Stirling Administration Centre that incorporates the Reception Hall, Council Chamber, Parmelia Room, Stirling Room, ~~Anglesea~~ QEII Room, Meeting Rooms and other areas connecting those facilities.

**Civic Event** means an event, ceremony or function arranged by the City.

**Council Business** means any business where an Elected Member:

a) represents the interests of electors, ratepayers and residents of the district;

b) provides leadership and guidance to the community in the district;

c) facilitates communication between the community and the Council; or

d) performs such other functions as are given to a Council Member by the *Local Government Act 1995* or any other written law.

**Elected Member** means the Mayor or a Councillor.

**Executive Team** means the Chief Executive Officer and a City Director.

~~**Upon Request** means a submission of a Civic Room Booking Form~~

**Meeting Rooms** means the Calista and Challenger rooms located in the Civic Building.

**City of Stirling** ~~**Emblem Flag**~~**Crest** means the City of Stirling's official corporate crest~~emblem~~.

~~**NAIDOC** means the National Aboriginal and Islander Day Observance Committee.~~

## Relevant management practices/documents

Councillor Workshop Management Practice
Civic Events Management Practice
Civic Facilities Room Booking Form

## Legislation/local law requirements

*Flags Act 1953* (Cth)

| **Office use only** | | | | |
|---|---|---|---|---|
| **Relevant delegations** | Not applicable | | | |
| **Initial Council adoption** | **Date** 5 July 2011 | | **Resolution #** | 0711/010 |
| **Last reviewed** | **Date** ~~26 May 2020~~XXXX | | **Resolution #** | ~~0520/027~~XXXXX |
| **Next review due** | **Date** 2027~~1~~ | | | |

# Civic Facilities Policy

| | | | | |
|---|---|---|---|---|
| **Aligned City Value/s** | **Approachable** | **Responsive** | **Transparent** | **Innovative** |
| **Responsible Directorate** | **Office of the Chief Executive Officer** | | | |
| **Responsible Business Unit/s** | **Governance** | | | |
| **Responsible Officer** | **Manager Governance** | | | |
| **Affected Business Unit/s** | **All** | | | |

## Objective

This policy details the permissible events, functions and activities that can utilise the various rooms within the City's Civic Building.

## Scope

This policy applies when utilising facilities and rooms within the City's Civic Building.

## Policy

### 1. Use of Civic Building Generally

The City's Civic Building should only be used for official Council Business, Civic Events, Elected Member activities and other prescribed internal activities and operations of the City. However, it is recognised the City will, from time to time, host functions, ceremonies, receptions and other events held by other external bodies.

The City may host Civic Events from time to time as the need arises which aim to foster positive relationships between the community and Council; recognise individual and community achievements; promote community pride; and enhance the City's strategic objectives.

External use of the Civic Building, should generally fall into one of the following categories:

i. The event demonstrates a benefit for the City of Stirling or the City of Stirling community.
ii. The event entails advocacy to Federal or State Government or their respective Departments.
iii. The event directly relates to the business of local government.
iv. The event directly relates to the support of community service within the City or the region.

The Civic Building is not to be used for private events, receptions or events that do not fall into one of the above categories and unless its use is expressly approved by the Mayor.

#### a) Use of the Council Chamber

The Council Chamber can be used for:

- City of Stirling Council Meetings and Committee Meetings.
- Electors' General Meetings.
- Regional Council Meetings.
- Federal and State Government meetings, upon request to the City.
- Community Group Tours and mock meeting organised by the City.

Approval required: Governance (Elected Member Services) and Mayor.

**b) Use of the Reception Hall**

The Reception Hall can be used for:

- Civic Events held by the City.
- Citizenship Ceremonies.
- Citizen of the Year Awards and Australia Day Ceremonies.
- Special Electors' Meetings.
- Electors' General Meeting (overflow).
- Council approved functions.
- Mayoral Annual Dinner.
- Local Government Election activities (such as Election vote count).
- City-wide employee workshops, presentations, meetings and functions.

Approval required: Governance (Elected Member Services) and Mayor.

**c) Use of the Parmelia Room**

The Parmelia Room can be used for:

- Council and Committee Meetings.
- Electors' General Meetings (overflow).
- WALGA Zone Meetings and WALGA State Council Meetings.
- Development Assessment Panel Meetings (if required).
- Elected Member Workshops and Briefings.
- Executive Team Meetings.
- Justice of the Peace Meetings (where a Memorandum of Understanding has been entered into with the City).

Approval required: Governance (Elected Member Services) and Mayor.

**d) Use of the Stirling Room (Civic Dining Room)**

The Stirling Room can be used for:

- City of Stirling Civic Events.
- Elected Member Dining.
- Council and Committee Dining.
- Elected Member Workshops and Briefings.
- Executive Team Meetings.
- City Award Ceremonies.
- Employee workshops and meetings (where catering is required).

Approval required: Governance (Elected Member Services).

**e) Use of the Queen Elizabeth II (QEII) Room (Elected Members Lounge)**

The QEII Room can be used for:

- City of Stirling Civic Events.
- Elected Member Dining.
- Elected Member Workshops and Briefings.
- By an Elected Member for entertaining stakeholders of the City and/or meetings as required.

Approval required: Governance (Elected Member Services) and Mayor.

**f) Use of Meeting Rooms – Challenger Room and Calista Room**

Elected Members and the Executive Team may use any of the Meeting Rooms in the Civic Building subject to availability.

The Challenger Room and/or Calista Room can be used for:

- Committee Meetings.
- City established Working Group and Advisory Group Meetings.
- City of Stirling Design Review Panel Meetings.
- Private citizenship ceremonies.
- Community Consultation Panels.
- Local Government Elections (such as office space for the City's Returning Officer).
- Meetings involving a member of the Executive Team and an external party.
- Internal interview panels where no other meeting room is available in the City's Administration Centre, or where a level of discretion is required.
- Other miscellaneous uses as required by the Executive Team.

Approval required: Governance (Elected Member Services).

**g) Elected Member Office Space and Lockers**

A shared Elected Member office space is provided within the Civic Building for the use of Elected Members. The use of this space is limited to basic administrative functions relating to an Elected Member's role.

Meetings with internal or external parties are not to be held in this office space and should be held in other Meeting Rooms of the Civic Building.

Lockers are also provided for Elected Members and are only to be accessed by individual Elected Members, unless approval is given by the Elected Member to another Elected Member.

## 2. Management and Booking of facilities

All bookings of the Civic Building facilities, are to be directed to the Governance Business Unit (Elected Member Services) for assessment, in the first instance.

All requests for the use of the Civic Building are to be submitted to the City using the prescribed form. The Governance Business Unit (Elected Member Services) will liaise with the Mayor, where required.

Requests are dependent on availability of the room and required approvals stipulated within this policy.

Requests from Elected Members take priority over any other booking requests or approved bookings.

Customer and Communications is responsible for the coordination of Civic Events. Community Development is responsible for the delivery of food services and catering and Governance is responsible for the approval of Facilities and Meeting Rooms within the Civic Building.

## 3. Use of Civic Building Flagpoles

Infrastructure Services (Facilities, Projects and Assets) is responsible for all Civic Building Flagpoles and their management. The flags flown from the four Civic Building flagpoles shall be the Australian National Flag, the Western Australian State Flag, the Australian Aboriginal Flag and the Torres Strait Islander Flag.

Flags are flown in accordance with The Australian Protocol and Procedures for flying the Australian National Flag.

Other flags may be flown from the Civic Building flagpoles as approved by the CEO, only where it relates to benevolent charities and causes that are of a non political, non sectarian, non sectional nature or that the Council may from time to time direct. These flags can only replace the Torres Strait Islander Flag and cannot be flown for a period that extends beyond one week.

### 5. Council Chamber Flagpoles

The flags flown in the Council Chamber (from left to right when facing the head table from the public gallery) shall be the Australian National Flag (in accordance with Australian Protocol and Procedures for flying the Australian National Flag), the Western Australian State Flag, the Australian Aboriginal Flag and the official City of Stirling Crest.

## Definitions

**Civic Building** means the part of the City of Stirling Administration Centre that incorporates the Reception Hall, Council Chamber, Parmelia Room, Stirling Room, QEII Room, Meeting Rooms and other areas connecting those facilities.

**Civic Event** means an event, ceremony or function arranged by the City.

**Council Business** means any business where an Elected Member:

a) represents the interests of electors, ratepayers and residents of the district;

b) provides leadership and guidance to the community in the district;

c) facilitates communication between the community and the Council; or

d) performs such other functions as are given to a Council Member by the *Local Government Act 1995* or any other written law.

**Elected Member** means the Mayor or a Councillor.

**Executive Team** means the Chief Executive Officer and a City Director.

**Meeting Rooms** means the Calista and Challenger rooms located in the Civic Building.

**City of Stirling Crest** means the City of Stirling's official corporate crest.

## Relevant management practices/documents

Councillor Workshop Management Practice
Civic Events Management Practice
Civic Facilities Room Booking Form

## Legislation/local law requirements

*Flags Act 1953* (Cth)

| **Office use only** | | | | |
|---|---|---|---|---|
| **Relevant delegations** | Not applicable | | | |
| **Initial Council adoption** | **Date** 5 July 2011 | | **Resolution #** | 0711/010 |
| **Last reviewed** | **Date** XXXX | | **Resolution #** | XXXXX |
| **Next review due** | **Date** 2027 | | | |

## Council Resolution

**0825/026**

**Moved Councillor Perkov, seconded Councillor Proud**

**That the balance of the Community and Resources Committee recommendations be ADOPTED by exception resolution in accordance with Clause 4.7 of the City of Stirling Meeting Procedures Local Law 2021.**

**The motion was put and declared CARRIED (15/0).**

**For:** Councillors Creado, Dudek, Ferrante, Giudici, Hatton, Krsticevic, Lagan, Migdale, Olow, Paparde, Perkov, Proud, Re, Thornton and Mayor Irwin.
**Against:** Nil.

Councillor Elizabeth Re disclosed an Impartial Interest in Item 12.1/SP1 as many of the potential recipients are known to her.

## 12.1/SP1 2025 STATE AND FEDERAL ELECTION COMMITMENTS - RESPONSE TO A QUESTION ON NOTICE

| | | |
|---|---|---|
| Business Unit: | Strategy and Performance | Service: Strategy & Performance |
| Ward: | Not Applicable | Location: Not Applicable |
| Applicant: | Not Applicable | |

**Role**

Information - *Receiving information about the City or its community.*

### Council Resolution

**0825/027**

**Moved Councillor Perkov, seconded Councillor Proud**

**That Council NOTES the status of the 2025 State and Federal election commitments.**

**The motion was put and declared CARRIED (15/0) by exception resolution.**

**For:** Councillors Creado, Dudek, Ferrante, Giudici, Hatton, Krsticevic, Lagan, Migdale, Olow, Paparde, Perkov, Proud, Re, Thornton and Mayor Irwin.
**Against:** Nil.

### Committee Recommendation

That Council NOTES the status of the 2025 State and Federal election commitments.

## Officer's Recommendation

That Council NOTES the status of the 2025 State and Federal election commitments.

## Purpose

In response to a Question on Notice previously submitted by Councillor Elizabeth Re, this report provides further details on the 2025 State and Federal election commitments in the City of Stirling.

Additional Information

In addition to the Question on Notice previously submitted, as referenced in the 'Purpose' section (above), there was also a recent Council resolution following a Notice of Motion from Councillor Elizabeth Re. At its meeting held 10 June 2025, Council resolved (Council Resolution Number 0625/012) to receive a report on timeframes of works for Innaloo and Doubleview Bowling Clubs, as well as timeframes for other clubs and groups within the City. (Refer to the table under the 'Relevant Policies, Legislation and Council Resolutions' section within this report to view the full Council resolution.)

Upgrades to Doubleview and Innaloo Bowling Clubs are not currently included in the City's Four-Year Capital Works Program, although as per Attachment 1, an amount of $5.5 million has been allocated to these Clubs through recent State Government Election commitments. The scope for these projects still needs to be determined by City Officers in consultation with the State Government and the Clubs. The recently completed Bowls Future Directions will also assist in determining the scope of works, priorities, and associated timeframes. The Four-Year Capital Works Program will be updated in consultation with Elected Members through the 2026/27 Integrated Planning and Budget process, noting that a municipal contribution may also be required to supplement the State Government funding. When the City has finalised funding agreements with the State Government and updated the Four-Year Capital Works Program, the City will then be able to provide a proposed timeframe for upgrades to Doubleview and Innaloo Bowling Clubs.

## Details

The City of Stirling has a successful history of working with the State and Federal Government to deliver major projects. Election cycles provide an opportunity for the City to lobby and advocate for funding to support improved outcomes for the community.

Ahead of the 2025 State and Federal elections, the City worked proactively with candidates to lobby for the City's key priorities and advocate for investment in local community facilities. These activities were guided by the City's long-term vision in the strategic community plan, Sustainable Stirling 2022-2032.

The City secured more than $37 million of election commitments through the State Government election. Meetings have been held with all new and returning Local Members to confirm election commitments and discuss the scope of projects and the timing of delivery. This information is continuing to be refined to ensure these projects are well defined and can inform the City's integrated planning and budget process.

On 1 July 2025, Councillor Elizabeth Re submitted the following Questions on Notice:

> *"A table be provided showing the proposed election commitments by candidates, both successful and unsuccessful, in the 2025 WA State and Federal Elections, [related] to something within the City of Stirling.*
>
> *The table to include:*
>
> *a. The candidate's name;*
>
> *b. The monetary value of the commitment;*
>
> *c. The location (ward and suburb) of the commitment;*
>
> *d. The item of the commitment (i.e. toilet block, etc); and*
>
> *e. Whether the City agreed to this commitment (Council Resolution Number)."*

The Manager Strategy and Performance is working directly with the Department of Creative Industries, Tourism and Sport (CITS) and the Department of Local Government, Industry Regulation and Safety (LGIRS) to coordinate the administration of the election commitment projects. In accordance with the Question on Notice, a list of the successful election commitments is provided in Attachment 1. A list of the unsuccessful is provided in Attachment 2.

The City has received inconsistent advice from State Government agencies regarding the number, process and timing of election commitment payments. Through the 2025/26 Integrated Planning and Budget process, the City has established a new Advocacy and Partnerships service within the Strategy and Performance Business Unit and officers in this area will continue to work with CITS and LGIRS to confirm the scope of the election commitment projects and the timing for project delivery. This will ensure that these projects can be carefully planned and managed to ensure that the City has the capacity to deliver these.

Once the scope and timing of election commitments projects has been confirmed the City will communicate this information to Elected Members. All election commitments projects will be tracked using the City's Corporate Performance Management System and updates on progress will be provided as part of the Quarterly Corporate Performance Update workshops.

## Financial Assessment and Implications

Depending on the scope each election commitment project, a financial contribution may be required by the City of Stirling. Where a financial contribution is required, this will be considered as part of the Integrated Planning and Budget process for 2026/2027 and beyond.

## Stakeholder Engagement

The Mayor, Chief Executive Officer and Manager Strategy and Performance will continue to work with Local Members to determine scope and timing of election commitments. Officers will also work with sporting clubs and the local community to incorporate their needs within these parameters. Officers will also continue to work with CITS and LGIRS on the administration of the election commitments, including the distribution of funds.

The $37million in funding commitments to the City is welcomed, and confirms the City as a trusted partner in delivering outcomes for our community.

## Recommended Action

That Council notes the status of the 2025 State and Federal election commitment projects.

## Relevant Policies, Legislation and Council Resolutions

*Local Government Act 1995*

| Meeting Date | Council Resolution Number | Council Resolution |
|---|---|---|
| 10 June 2025 | 0625/012 | Moved Councillor Re, seconded Councillor Proud<br>1. That a report be PRESENTED to the Community and Resources Committee meeting to be held 19 August 2025 identifying the proposed timeframe for upgrades to both Doubleview and Innaloo Bowling Clubs to enable consideration within the City's forward capital works program and long-term financial plan.<br>2. That a further report be PRESENTED to the Community and Resource Committee meeting to be held 19 August 2025 identifying the proposed timeframes for upgrades to all clubs and groups within the City that have recently received State Government financial commitments to enable consideration within the City's forward capital works program and long term financial plan.<br>The substantive motion was put and declared CARRIED (14/0) |

## Sustainable Stirling 2022-2032

**Key Result Area:** Our economy

**Objective:** A smart and prosperous City

**Priority:** Advocate, lobby and partner with stakeholders to benefit the community

## Strategic Risk

| Strategic Risk | Risk Appetite |
|---|---|
| Partnerships | The City will be proactive in improving existing relationships and working with new partners to grow its reputation as an organisation that the community, business, government and other organisations choose to engage with. |

## Relevant Documents and Information

Attachments

Attachment 1 - Successful Election Commitments

Attachment 2 - Unsuccessful Election Commitments

Available for viewing at meeting

Nil

Linked Documents

Nil.

| Successful Candidate | COS Ward(s) | Suburb | Election Commitment | EM Commitment Value |
|---|---|---|---|---|
| **Member for Balcatta** | | | | |
| David Michael | Osborne | Osborne Park | Osborne Park Bowling Club - Facility upgrades | $500,000 |
| David Michael | Hamersley | Balcatta | Richard Guelfi Reserve - Sports Lighting (Balcatta Bears Baseball Club)<br>*Note: $350K is allocated in the City's 2025/26 Capital Works Program for building upgrades only.* | $500,000 |
| David Michael | Osborne | Balcatta | Town Centre Upgrades: Harrison St (Balcatta) Shops | $100,000 |
| David Michael | Osborne | Tuart Hill | Town Centre Upgrades: Tuart-Hill-Yokine Shops | $100,000 |
| David Michael | Balga | Westminster | Town Centre Upgrades: Westminster Shops | $100,000 |
| David Michael | Osborne | Balcatta | Grindleford Reserve - Footpath Network Expansion<br>*Note: $245K is allocated in the City's 2025/26 Capital Works Program for path connections* | $50,000 |
| David Michael | Hamersley | Balcatta | Rickman Delawney Reserve - Footpath network expansion<br>*Note: $160K is allocated in the City's 2025/26 Capital Works Program for pitch reorientation* | $50,000 |
| David Michael | Hamersley | Balcatta | Jones Paskin Reserve - Spectator Seating (Balcatta Cricket Club)<br>*Note: $335K is allocated in the City's 2025/26 Capital Works Program to replace cricket practice nets* | $50,000 |
| David Michael | Balga | Westminster | Ted Cross Memorial Reserve - Playing Field Turf Levelling | $40,000 |
| David Michael | Osborne | Tuart Hill | Robinson Reserve - Community lighting upgrades | $40,000 |
| David Michael | Balga | Westminster | Salmar Edale Reserve Upgrades | $30,000 |
| David Michael | Osborne | Joondanna | Albert James Reserve Upgrades | $30,000 |
| David Michael | Osborne | Joondanna | Powell Reserve Upgrades | $30,000 |
| David Michael | Osborne | Stirling | Caratti Park Upgrades | $30,000 |
| David Michael | Osborne | Stirling | Shearwater Spoonbill Reserve Upgrades | $30,000 |
| David Michael | Osborne | Stirling | Sheldrake Jardine Reserve Upgrades<br>*Note: $300K is allocated in the City's 2025/26 Capital Works Program to design changerooms* | $30,000 |
| David Michael | Hamersley | Balcatta | Westside BMX - Race course track upgrades | $30,000 |
| David Michael | Osborne | Balcatta | Karrinyup Men's Shed - Garden expansion | $30,000 |
| David Michael | Hamersley | Balcatta | Amelia Heights Scout Group - Air conditioning | $27,000 |
| David Michael | Osborne | Osborne Park | Asbestos Diseases Society - Accessibility upgrades | $25,000 |
| David Michael | Osborne | Osborne Park | Osborne Park Agricultural Society Hall - Accessibility upgrades | $20,000 |
| David Michael | Osborne | Osborne Park | Osborne Park RSL - New storage space | $20,000 |
| David Michael | Hamersley | Balcatta | Stirling Junior Football Club & Stirling Saints Amateur FC - Furniture & equipment | $15,000 |
| David Michael | Hamersley | Balcatta | Balcatta Toy Library - STEM toys, books & storage items | $10,000 |
| David Michael | Osborne | Joondanna | Joondanna Community Garden - Accessibility upgrades | $10,000 |
| David Michael | Hamersley | Balcatta | Northern Districts Model Engineering Society (Stirling Miniature Railway) - Shade sails | $10,000 |
| David Michael | Balga | Westminster | Westminster Community Garden - Garden tools & supplies | $5,000 |
| David Michael | Hamersley | Balcatta | Campion Community Garden - Garden tools & supplies | $5,000 |
| | | | | **$1,917,000** |
| **Member for Carine** | | | | |
| Liam Staltari | Hamersley | Carine | Carine Netball Hub - Carine ROS - New courts and major club room upgrades | $250,000 |
| | | | | **$250,000** |
| **Member for Churchlands** | | | | |
| Basil Zempilas | Doubleview | Churchlands | Pearson Street - Signalised Crossing for Churchlands Primary School | $700,000 |
| | | | | **$700,000** |
| **Member for Kingsley** | | | | |
| Jessica Stojkovski | Hamersley | Hamersley | Hamersley Community Hub - Performing Arts Centre<br>*Note: $200K is allocated in the City's Corporate Business Plan for 2025/26 for concept designs for the community hub* | $4,000,000 |
| Jessica Stojkovski | Hamersley | Hamersley | Hamersley Scouts - Air conditioning & equipment | $30,000 |
| | | | | **$4,030,000** |

| | | | | |
|---|---|---|---|---|
| **Member for Girrawheen** | | | | |
| Meredith Hammat | Balga | Balga | Princess Wallington Reserve - Changeroom Upgrades (Balga Soccer Club) | $850,000 |
| Meredith Hammat | Balga | Mirrabooka | Fragrant Gardens - Changeroom Upgrades (Northern City Soccer Club) | $350,000 |
| Meredith Hammat | Balga | Balga | Balga Autumn Club - Equipment | $5,000 |
| | | | | **$1,205,000** |
| **Member for Maylands** | | | | |
| Dan Bull | Inglewood | Inglewood | Inglewood Town Centre - Upgrades | $200,000 |
| Dan Bull | Inglewood | Inglewood | Inglewood Triangle Reserve - Nature walk signage | $11,000 |
| | | | | **$211,000** |
| **Member for Morley** | | | | |
| Amber-Jade Sanderson | Inglewood | Dianella | Dianella White Eagles Football Club - Dianella ROS - Clubroom upgrades | $150,000 |
| Amber-Jade Sanderson | Lawley | Nollamara | Tuart Hill Soccer Club - Equipment | $30,000 |
| Amber-Jade Sanderson | Balga | Nollamara | Nollamara Amateur Football Club - First aid & sporting equipment | $16,000 |
| Amber-Jade Sanderson | Balga | Nollamara | Nollamara Tennis Club - Ride on lawn mower | $13,000 |
| Amber-Jade Sanderson | Lawley | Nollamara | Organisation of African Communities WA - CCTV installation | $12,000 |
| Amber-Jade Sanderson | Inglewood | Dianella | Inglewood Little Athletics Club - Equipment | $10,000 |
| Amber-Jade Sanderson | Nollamara | Balga | Nollamara Bowling Club - Lighting & paving upgrades | $10,000 |
| Amber-Jade Sanderson | Lawley | Nollamara | Uniting Aid Nollamara - Computer software | $5,000 |
| | | | | **$246,000** |
| **Member for Mt Lawley** | | | | |
| Frank Paolino | Inglewood | Dianella | Breckler Park - Changeroom Upgrades (Harlies Hockey Club) | $1,500,000 |
| Frank Paolino | Lawley | Menora | Alexander Park Community Hall - Major building upgrades | $1,500,000 |
| Frank Paolino | Inglewood | Inglewood | Inglewood United Soccer Club - Sports Lighting to Stadium Pitch | $450,000 |
| Frank Paolino | Inglewood | Inglewood | Mt Lawley Tennis Club - Hard court resurfacing | $150,000 |
| Frank Paolino | Lawley | Coolbinia | Yokine Districts Bowling Club - Minor Facility Improvements | $50,000 |
| Frank Paolino | Inglewood | Inglewood | Greek Macedonian Association - Furniture | $53,000 |
| Frank Paolino | Lawley | Mt Lawley | Perth Baseball Club & Perth Cubs Tee Ball Club - Scoreboard, shed | $50,000 |
| Frank Paolino | Lawley | Coolbinia | Starkick All Abilities (Coolbinia Junior FC) - Vehicle purchase | $40,000 |
| Frank Paolino | Lawley | Coolbinia | Walcott Street near Adair Parade - Signalised crossing for Kyilla Primary School | TBC |
| Frank Paolino | Lawley | Coolbinia | Coolbinia West Perth Junior Cricket Club - Clubroom upgrades & golf cart purchase | $35,000 |
| Frank Paolino | Lawley | Mt Lawley | Temple David - Equipment | $35,000 |
| Frank Paolino | Lawley | Mt Lawley | Mt Lawley Inglewood Roo's Junior Football Club - Golf cart purchase | $25,000 |
| Frank Paolino | Lawley | Mt Lawley | Inglewood Bowling & Sports Club - Facility upgrades | $25,000 |
| Frank Paolino | Lawley | Coolbinia | Coolbinia Bombers JFC - Storage facility | $25,000 |
| Frank Paolino | Lawley | Mt Lawley | Marjorie Mann Lawley Day Care Centre - Smartboard, computer & iPad purchase | $22,000 |
| Frank Paolino | Lawley | Menora | Ruth Landau Harp Child Care - Playground upgrades | $20,000 |
| Frank Paolino | Lawley | Mt Lawley | Mt Lawley RSL War Memorial Enhancements | $20,000 |
| Frank Paolino | Lawley | Yokine | Yokine Toy Library - Storage shed upgrades | $20,000 |
| Frank Paolino | Lawley | Menora | Australian War Widows WA - Head office upgrades & air conditioning installation | $20,000 |
| Frank Paolino | Lawley | Yokine | Yokine Community Playground - Waterplay area & shade sails | $15,000 |
| Frank Paolino | Lawley | Mt Lawley | Mount Lawley Society - Historical digitisation | $15,000 |
| Frank Paolino | Inglewood | Dianella | Discover Dianella - AV equipment | $15,000 |
| Frank Paolino | Lawley | Coolbinia | Friends of Coolbinia Bushland - Community seating | $11,000 |
| Frank Paolino | Lawley | Mt Lawley | Mt Lawley Community Childcare - Educational / play equipment | $10,000 |
| Frank Paolino | Lawley | Yokine | The Maccabean Jewish Newspaper - New computers | $10,000 |
| Frank Paolino | Lawley | Yokine | We Are Yokine Community group - Projection / audio equipment | $10,000 |
| | | | | **$4,126,000** |

| Member for Scarborough | | | | |
|---|---|---|---|---|
| Stuart Aubrey | Doubleview | Innaloo | Innaloo Sports Club - Facility Rebuild | $4,000,000 |
| Stuart Aubrey | Hamersley | Karrinyup | Millington Reserve - Facility Upgrades (Scarborough Football Club) | $2,000,000 |
| Stuart Aubrey | Doubleview | Doubleview | Doubleview Bowling Club - Facility upgrades | $1,500,000 |
| Stuart Aubrey | Coastal | Trigg | Trigg SLSC - Clubhouse upgrades | $300,000 |
| Stuart Aubrey | Hamersley | Gwelup | Lake Gwelup Reserve - 3x3 Basketball Court | $120,000 |
| Stuart Aubrey | Doubleview | Doubleview | Bennet Park - Clubrooms Shade Structure | $120,000 |
| Stuart Aubrey | Hamersley | Karrinyup | Sandover Reserve - Mountain Bike Trail | $120,000 |
| Stuart Aubrey | Coastal | Scarborough | Ocean Heroes - New vehicle & equipment | $120,000 |
| Stuart Aubrey | Doubleview | Innaloo | Morris Place Shopping Centre CCTV Upgrades | $80,000 |
| Stuart Aubrey | Coastal | Scarborough | Scarborough Tennis Club - Perimeter fencing | $80,000 |
| Stuart Aubrey | Coastal | Scarborough | Scarboro Surf Live Saving Club - New patrol vehicle | $70,000 |
| Stuart Aubrey | Hamersley | Gwelup | Friends of Lake Gwelup - Equipment | $50,000 |
| Stuart Aubrey | Coastal | Scarborough | Brighton Road - Safety upgrades / school crossing | $50,000 |
| Stuart Aubrey | Doubleview | Doubleview | Doubleview House - Outdoor space upgrades | $40,000 |
| Stuart Aubrey | Coastal | Scarborough | Men's Talk - Vehicle purchase | $30,000 |
| Stuart Aubrey | Coastal | North Beach | North Beach Coastal Community Garden - Yarning circle & equipment | $10,000 |
| Stuart Aubrey | Coastal | Scarborough | Scarborough Seniors Club - Kitchen appliances | $10,000 |
| Stuart Aubrey | Doubleview | Doubleview | Scarborough Toy Library - New toys / storage | $5,000 |
| Stuart Aubrey | Doubleview | Doubleview | Repair Café - New toys / storage | $5,000 |
| | | | | **$8,710,000** |
| | | | **Total** | **$21,395,000** |

| Unsuccessful Candidates | COS Ward(s) | Suburb | Commitment | EM Commitment Value |
|---|---|---|---|---|
| **Candidate for Carine** | | | | |
| Paul Lilburne | Coastal | North Beach | North Coast Raiders Hockey Club - Equipment | $24,000 |
| Paul Lilburne | Coastal | North Beach | North Beach Carine Cricket Club - Equipment | $19,000 |
| Paul Lilburne | Coastal | North Beach | North Beach Tennis Club - Equipment | $15,000 |
| Paul Lilburne | Coastal | North Beach | North Beach Scout Group - Equipment | $14,000 |
| Paul Lilburne | Hamersley | Carine | Carine Calisthenics Club - Equipment | $12,000 |
| Paul Lilburne | Coastal | North Beach | Coastal Community Garden - Equipment | $10,000 |
| Paul Lilburne | Hamersley | Carine | RDA Carine - Equipment | $7,000 |
| | | | | **$101,000** |
| **Candidate for Churchlands** | | | | |
| Christine Tonkin | Citywide | Citywide | Cycling Without Age | $100,000 |
| Christine Tonkin | Doubleview | Wembley | Herdsman Lake Discovery Centre | $50,000 |
| Christine Tonkin | Doubleview | Wembley Downs | Wembley Downs Scout Group | $10,000 |
| Christine Tonkin | Osborne | Osborne Park | Stirling SES Hub | $6,000 |
| | | | | **$166,000** |
| **Candidate for Scarborough** | | | | |
| Damien Kelly (Liberal) | Coastal | Scarborough | Scarborough Cricket Club - Abbett Park - Clubroom, lighting and cricket netting upgrades | $500,000 |
| Damien Kelly | Doubleview | Doubleview | Bennett Park Lighting & Clubrooms - Shade structure | $550,000 |
| Damien Kelly | Coastal | Scarborough | Scarborough Beach foreshore precinct - Parking | $500,000 |
| Damien Kelly | Coastal | Trigg | Trigg SLSC - Clubroom upgrades & equipment | $330,000 |
| Damien Kelly | Coastal | Scarborough | Scarborough Beach foreshore precinct - Community Safety Initiatives | $280,000 |
| Damien Kelly | Coastal | Scarborough | Scarborough Sports & Community Club - Changeroom & accessibility upgrades | $240,000 |
| Damien Kelly | Coastal | Karrinyup | Pedestrian safety - Davenport Street (Karrinyup) | $160,000 |
| Damien Kelly | Hamersley | Gwelup | Gwelup Croatia Soccer Club - Women's changerooms upgrades | $150,000 |
| Damien Kelly | Coastal | Scarborough | Scarborough Beach Foreshore - Shade sails | $100,000 |
| Damien Kelly | Coastal / Doubleview | Scarborough | Pedestrian safety - Brighton/Calais/Deanmore/Hinderwell precinct | $100,000 |
| Damien Kelly | Doubleview | Innaloo | Morris Place Shopping Centre CCTV Upgrades | $80,000 |
| Damien Kelly | Coastal | Scarborough | Scarborough Library Courtyard - Shade sails | $70,000 |
| Damien Kelly | Coastal | Scarborough | Scarboro Surf Life Saving Club - Security ugprades | $50,000 |
| Damien Kelly | Doubleview | Doubleview | Doubleview House - Verandah extension | $40,000 |
| Damien Kelly | Coastal | Scarborough | Scarborough Seniors Club - Kitchen upgrades | $10,000 |
| | | | | **$3,160,000** |
| **Candidate for Curtin** | | | | |
| Tom White | Coastal | Scarborough | Abbett Park (Scarborough Beach Cricket Club) – Upgraded nets, lighting, changerooms | $1,500,000 |
| Tom White | Coastal | Scarborough | Abbett Park - Scarborough Sports & Community Hub – Changeroom upgrades | $215,000 |
| | | | | **$1,715,000** |
| **Candidate for Moore** | | | | |
| Vince Connelly | Hamersley | Carine | Carine Regional Open Space (Carine Netball Club) – Facility upgrades | $750,000 |
| Vince Connelly | Coastal | North Beach | Charles Riley Reserve - Basketball half court | $90,000 |
| Vince Connelly | Hamersley | Carine | Carine ROS - Mountain Bike Trail | $1,800,000 |

| | | | | |
|---|---|---|---|---|
| | | | | **$2,640,000** |
| | | | **Total:** | **$7,782,000** |

## 12.1/ES1 OUTCOME OF COMMUNITY CONSULTATION - WORDSWORTH AVENUE AND ALEXANDER DRIVE, YOKINE

| | | |
|---|---|---|
| Business Unit: | Engineering Services | Service: Transport Services |
| Ward: | Lawley | Location: Intersection of Alexander Drive and Wordsworth Avenue, Yokine |
| Applicant: | Not Applicable | |

**Role**

Executive - *Governing the City and the community through executive powers.*

### Council Resolution

**0825/028**

**Moved Councillor Perkov, seconded Councillor Proud**

**That Council DOES NOT SUPPORT the proposal to restrict the right turn from Wordsworth Avenue into Alexander Drive, Yokine.**

**The motion was put and declared CARRIED (15/0) by exception resolution.**

**For:** Councillors Creado, Dudek, Ferrante, Giudici, Hatton, Krsticevic, Lagan, Migdale, Olow, Paparde, Perkov, Proud, Re, Thornton and Mayor Irwin.
**Against:** Nil.

### Committee Recommendation

That Council DOES NOT SUPPORT the proposal to restrict the right turn from Wordsworth Avenue into Alexander Drive, Yokine.

### Officer's Recommendation

That Council DOES NOT SUPPORT the proposal to restrict the right turn from Wordsworth Avenue into Alexander Drive, Yokine

## Purpose

To inform Council of the outcome of the community consultation for the proposal to restrict the right turn from Wordsworth Avenue into Alexander Drive, Yokine.

## Details

Background

At its meeting held 4 February 2025, Council considered a road safety review of the intersection of Alexander Drive and Wordsworth Avenue in Yokine that explored potential options for treatment. A review of available traffic and crash data for the intersection indicated the following key points:

- **Traffic Volumes:** Alexander Drive is a four-lane District Distributor (A) road that carries approximately 33,000 vehicles per day, and Wordsworth Avenue is a two-lane Local Distributor Road that carries 4,500 vehicles per day.
- **Crash Statistics:** Crash data for the intersection indicates there were 12 reported crashes in the five-year period between 2019 and 2023, which ranks 146$^{th}$ of all intersections across the City in terms of crash frequency (Note: Updated crash data indicates the crash frequency has reduced to 11 reported crashes for the five-year period between 2020 and 2024).
- **Queue Lengths:** Peak hour queue lengths on Wordsworth Avenue averaged around three to four vehicles for both turning movements out onto Alexander Drive, which is typical for an intersection of a local road entering a high-volume distributor road.

A review of potential options was undertaken as part of the road safety review, and a summary of the findings were as follows:

- **Option 1 – Traffic Signals:** Given the low number of crashes and relatively low Benefit vs Cost Ratio (compared with other projects that attract Black Spot funding), the intersection is unlikely to gain approval for new traffic signals.
- **Option 2 – Roundabout:** The construction of a dual-lane roundabout would occupy a significantly large area of land that is not available within the existing road reserve. There are also level differences between the two carriageways of Alexander Drive and the adjacent verges to the east and south-west that would present significant challenges in constructing a dual-lane roundabout.
- **Option 3 – Restriction of Right Turn Movements:** Restriction of right turning movements may not address all crashes at the intersection and would potentially redistribute traffic to other roads and intersections.

In considering the road safety review, Council resolved (Council Resolution Number 0225/012) for the City to initiate consultation to gauge community support for restricting the right turn from Wordsworth Avenue into Alexander Drive.

Community Consultation

Consultation was conducted between 28 April 2025 and 19 May 2025, targeting approximately 1,100 residents within the surrounding precinct of Yokine. A total of 357 formal responses were received, and a summary of the responses is provided in Table 1 below.

| Submissions received | Within 100m radius of intersection | Within 200m radius of intersection | Within the City of Stirling | Outside of the City of Stirling | Total Submissions received | Percentage |
|---|---|---|---|---|---|---|
| **Support** | 2 | 2 | 41 | 0 | **45** | 13% |
| **Object** | 3 | 18 | 286 | 0 | **307** | 86% |
| **No response / Suggestion** | 0 | 0 | 3 | 2 | **5** | 1% |
| **Total** | **5** | **20** | **330** | **2** | **357** | **100%** |

**Table 1. Submissions Received by Relative Location**

The results indicated that 86% of respondents objected to the proposed restriction of right turns from Wordsworth Avenue into Alexander Drive.

A summary of the top ten issues raised in the consultation feedback are provided in Table 2 below.

| Issues | No of responses | Summary of comments |
|---|---|---|
| Local area traffic diversions | 125 | Respondents are concerned that traffic will be diverted to neighbourhood streets, including Browning, Latrobe, Woodrow, Bradford and Blythe. There was also concern that traffic would be forced through already busy school zones and would generally create congestion in the neighbourhood. |
| Increase in commute time | 60 | Blocking the turn toward the City from the intersection will significantly increase commute time for many local residents who will need to seek an alternative route, resulting in additional traffic along these routes. |
| Difficulty accessing the Stirling Leisure Centre | 38 | Residents are worried that blocking the turn would make it difficult to easily access the Stirling Leisure Centre. |
| Negative impact | 30 | Some respondents felt that the change would have a negative impact on the neighbourhood. |
| Increased traffic at Alexander Drive intersections with Homer Street and Woodrow Avenue | 29 | Respondents predict that drivers will be looking for locations to do U-sections causing increased traffic and illegal U-turns at these locations. |
| Safety on local roads | 21 | Respondents expressed concern about increased traffic on local roads would be a safety hazard to pedestrians, drivers exiting driveways and in general throughout the neighbourhood. |
| Traffic congestion at the intersection | 21 | There was concern that traffic at the intersection would increase with longer lines. |
| Low accident rate vs traffic impact | 13 | Respondents commented that the number of accidents is very low compared to the negative impact on residents caused by the proposal. |
| Improved safety for drivers | 12 | Respondents indicate that the intersection is difficult and dangerous to cross and support improved safety. |
| Improved safety for pedestrians | 11 | Improved access for pedestrians to the Leisure Centre and Yokine Open Space are just some of the comments relating to the benefits of improving the safety for those crossing at the intersection. |

**Table 2. Top Ten Issues Raised During Community Consultation**

## Financial Assessment and Implications

No further modifications are being considered for the intersection at this stage.

## Stakeholder Engagement

The consultation for the proposed right turn restriction at the intersection was open from 28 April 2025 to 19 May 2025. Letters detailing the findings of the City's road safety review and the investigation into traffic treatments were sent to approximately 1,100 residents of Yokine.

During the consultation period, the consultation was promoted on the City's *Roads, Traffic and Civil Works* projects page, which received 1,212 page views. A news article received 1,758 page views which also linked to the project page. The City's *What's On May* social media post received 2,329 views which included this project.

The local *We Are Yokine* community group were informed of the consultation, and five on-site signs were installed in known high-pedestrian areas within Yokine. Additionally, an email was sent to local sporting groups known to use the Yokine Open Space inviting them to share the links with their relevant networks.

## Options Summary

The following options were considered, presented in the order in which they are recommended.

| OPTIONS | |
|---|---|
| 1. | That Council DOES NOT SUPPORT the proposal to restrict the right turn from Wordsworth Avenue into Alexander Drive, Yokine. |
| 2. | That Council ENDORSES the proposal to restrict the right turn from Wordsworth Avenue into Alexander Drive, Yokine. |

## Recommended Action

The City previously reported that the restriction of right turns from Wordsworth Avenue into Alexander Drive may not address all crashes at the intersection and would potentially redistribute traffic to other roads and intersections. The concerns about traffic being distributed to other roads and intersections was also highlighted as a concern during the public consultation. As such, it is recommended that Council does not support the proposal to restrict the right turn from Wordsworth Avenue into Alexander Drive.

## Relevant Policies, Legislation and Council Resolutions

*Local Government Act 1995*

| Meeting Date | Council Resolution Number | Council Resolution |
|---|---|---|
| 3 December 2019 | 1219/058 | That Council DOES NOT PROCEED with a formalised pedestrian crossing on Alexander Drive, Yokine between Yokine Reserve and the Terry Tyzack Aquatic Centre, on the basis that recent investigations have shown the minimum warrants have not been satisfied. |
| 15 October 2024 | 1024/011 | That a report be PRESENTED to a future Council meeting regarding the intersection of Wordsworth Avenue and Alexander Drive, Yokine, providing potential options and engineering solutions with approximate costings for suitable traffic controls; allowing for better flow of park users; and improving safety of residents exiting and entering Wordsworth Avenue |
| 4 February 2025 | 0225/012 | That the City INITIATES consultation to gauge community support for restricting the right turn from Wordsworth Avenue into Alexander Drive, Yokine. |

## Sustainable Stirling 2022-2032

**Key Result Area:** Our built environment

**Objective:** An accessible and connected City

**Priority:** Provide and maintain safe and accessible roads and parking

## Strategic Risk

| Strategic Risk | Risk Appetite |
|---|---|
| Reputation | The City will ensure that any decisions that may affect the City's reputation are made at the appropriate level with stakeholders remaining informed and engaged. |
| Funding | The City will take sufficient financial risk to enable it to achieve its strategic objectives, providing it does not significantly impact on the long term financial sustainability of the City. |

## Relevant Documents and Information

Attachments

Nil.

Available for viewing at the meeting

Nil.

Linked Documents

Minutes of Ordinary Meeting of Council 4 February 2025 (Item 12.1/ES1, page 88)

## 12.1/CC1 COMPLAINTS POLICY REVIEW

| | | |
|---|---|---|
| Business Unit: | Customer and Communications | Service: Customer Experience |
| Ward: | City Wide | Location: City Wide |
| Applicant: | Not Applicable | |

**Role**

Legislative - *Making local laws, policies and planning instruments.*

### Council Resolution

**0825/029**

**Moved Councillor Perkov, seconded Councillor Proud**

**That Council ADOPTS the revised Complaints Policy as detailed in Attachment 3.**

**The motion was put and declared CARRIED (15/0) by exception resolution.**

**For:** Councillors Creado, Dudek, Ferrante, Giudici, Hatton, Krsticevic, Lagan, Migdale, Olow, Paparde, Perkov, Proud, Re, Thornton and Mayor Irwin.
**Against:** Nil.

### Committee Recommendation

That Council ADOPTS the revised Complaints Policy as detailed in Attachment 3.

## Officer's Recommendation

That Council ADOPTS the revised Complaints Policy as detailed in Attachment 3

## Purpose

To seek Council's adoption of the revised Complaints Policy.

## Details

The City is committed to streamlining customer experience processes while creating mechanisms that can allow a flexible, fit-for-purpose way of ensuring effective complaints management. To improve the management and handling of complaints the Complaints Policy has been reviewed and updated to align with both Council and community expectations. Key changes to the revised Policy are summarised below:

- Including the City's values that underpin customer experience and complaints management.
- Adding the various options that customers can utilise to lodge a complaint.
- Clarifying how anonymous complaints will be dealt with.
- Updating the timeframe for complaints to be acknowledged as per the City's Customer Service Charter.
- Including a new mediation service to assist with resolving neighbourhood disputes.
- Including new information on the regulation of unreasonable complaints as per recent Local Government Reform.
- Emphasising the necessary steps that will be taken where an unreasonable complaint poses a psychological risk to Elected Member or City employee health and wellbeing.
- Identifying the alternative mechanisms to be used for specific complaints including the Code of Conduct for Employees, Code of Conduct for Elected Members and Public Interest Disclosure process.

A range of customer service improvement initiatives have also been embedded within the revised Complaints Policy, including:

1. *Updated references to stand-alone management practices*

The City has revised several Management Practices to enhance clarity, accountability, and alignment with the Customer Service Charter. The Unreasonable Customer Conduct and Complaint Management Practices have been separated to reduce confusion, with new provisions for real-time reporting and clearer escalation pathways for unresolved complaints. A new Compliments, Suggestions and Feedback Management Practice has been introduced to ensure consistent handling and visibility of community input. Additionally, the Customer Service Standards Management Practice now supersedes the Employee Guide to Customer Service, establishing a transparent framework for customer engagement across all service areas. These documents are listed under 'relevant management practices/documents.'

2. *City complaint handling response time aligned to the Customer Service Charter, from five business days to seven business days*

To promote consistency in customer service and improve transparency in communication, the City has aligned its complaint response timeframe with the Customer Service Charter. While this extends the standard response period from five to seven business days, the change ensures a unified expectation across all Business Unit and Service Areas, enabling more predictable and reliable engagement with the community.

3. *New provisions for civil complaints, about the lack of action or dissatisfaction with action taken by the City, with mediation services offered through the Citizens Advice Bureau (CAB) to support neighbour dispute resolution*

The inclusion of mediation services through the Citizens Advice Bureau represents a significant enhancement to the City's complaint handling framework by providing a reliable referral pathway for managing community conflict. This initiative offers a confidential and cost-effective alternative to formal legal proceedings by enabling timely resolution of disputes, including those outside the City's jurisdiction. It reduces emotional strain on both community members and City employees while also preserving relationships within the community.

## Financial Assessment and Implications

The consistent, fair and effective management of complaints is undertaken through the City's existing resources and operational budgets. The proposed inclusion of mediation services through the Citizens Advice Bureau provides a tailored discounted fee structure for Local Government aligning the City's service offering to City of Joondalup, City of Vincent, City of Swan, City of Kwinana, and Town of Cambridge. This enables residents to access mediation services at no personal cost. Mediation fee structure is as follows:

| Number of Matters | Fee payable | Cost per matter |
|---|---|---|
| 1 | $ 700 | $ 700 |
| 5 | $ 3,250 | $ 650 |
| 10 | $ 6,000 | $ 600 |
| 15 | $ 8,250 | $ 550 |

## Stakeholder Engagement

All Elected Members and City Business Units had the opportunity to review the revised, draft Complaints Policy throughout February 2025. Some minor feedback was received and incorporated into the revised Policy, where relevant.

In addition, it was necessary to consider the new complaints provision introduced as part of Local Government Sector Reform through the *Local Government Amendment Act 2024*. This provision, primarily relating to the management of unreasonable complaints, has now been reviewed and incorporated into the revised Complaints Policy.

Although not within scope of this policy review, the City has several other management practices in place around complaints handling, primarily involving misconduct and integrity. As part of the City's current Child Safeguarding Review, it is likely further policy work will be undertaken following the finalisation of a Child Safeguarding Complaints Framework. This may result in child-specific complaint procedures being implemented to ensure alignment with relevant legislation and the Western Australian Reportable Conduct Scheme.

## Recommended Action

That Council adopts the revised Complaints Policy.

## Relevant Policies, Legislation and Council Resolutions

*Local Government Act 1995*
Local Government Amendment Act 2024

## Sustainable Stirling 2022-2032

**Key Result Area:** Our leadership

**Objective:** A customer-focused City

**Priority:** Provide consistent, responsive and efficient customer service

## Strategic Risk

| Strategic Risk | Risk Appetite |
|---|---|
| Community | The City will ensure that it engages with the community in accordance with its Community and Stakeholder Engagement Plan. |
| Reputation | The City will ensure that any decisions that may affect the City's reputation are made at the appropriate level with stakeholders remaining informed and engaged. |

## Relevant Documents and Information

Attachments

Attachment 1 - Complaints Policy (Original)

Attachment 2 - Complaints Policy (Marked up)

Attachment 3 - Complaints Policy (clean)

Available for viewing at meeting

Nil

Linked Documents

Nil.

# Complaints Policy

| | |
|---|---|
| **Responsible Directorate** | **Community Development** |
| **Responsible Business Unit/s** | **Customer and Communications** |
| **Responsible Officer** | **Manager Customer and Communications** |
| **Affected Business Unit/s** | **All** |

## Objective

This policy provides guidance to the management and handling of complaints.

The City of Stirling (the City) is committed to providing an accessible, responsive and accountable Complaints Management Framework that promotes organisational learning and continuous improvement. Accepting feedback, including complaints, assists the City in engaging with customers to continually enhance the City's services.

This policy:

- promotes the City's organisational corporate values of; *integrity, accountability, respect, community participation, diversity and environment;*
- reflects best practice as outlined by the Australian Standards - *Guidelines for complaint management in organisations,* and the WA Ombudsman Guidelines on Complaint Handling; and
- supports the City's commitment to the wider community: *To be a dynamic organisation that delivers effective services and maintains a strong customer focus.*

## Scope

This policy applies to all Elected Members, employees and consultants or contractors engaged to provide services to the City.

## Policy

### What is a complaint?

A complaint is:

> "an expression of dissatisfaction made to or about an organization, related to its products, services, staff or the handling of a complaint, where a response or resolution is explicitly or implicitly expected or legally required" (as defined by the *AS/NZS 10002-2014 Guidelines for Complaint Management in Organisations)*.

A complaint is not:-

- The initial request for a service to be provided by the City of Stirling;
- A request for documents, information or explanation of policies or procedures;
- Compliance enforcement action;
- The lodging of an appeal or objection in accordance with a statutory process, standard procedure or policy);
- A submission relating to the exercise of a regulatory function;

- A petition; and
- A civil dispute between private individuals.

The above will not be registered as a complaint as each is covered and managed by a separate process.

The City may determine to take the following courses of action:-

- Take no further action and give the complainant reason/s;
- Resolve the complaint by use of appropriate strategies such as, but not limited to, mediation, informal discussion or negotiation; and
- Discontinue the assessment in circumstances where it becomes evident that the matter would be referred to another body or person and advise the complainant accordingly.

## Making a complaint

The City accepts complaints via the Complaints Form located on the City's website, email, letter, in person or by completing a Feedback Form available from the City's Libraries, Community Centres and Recreation Facilities.

A customer may nominate another person to assist or make a complaint on their behalf. The customer must provide written permission for another person to act on their behalf.

At a minimum, the following information is to be supplied in order to effectively process the complaint:-

- Name and address.
- Contact details.
- Complaint details.
- Date of occurrence of complaint.

## The City's three principles of complaint management are;

1. **Customer Focus**

   The City is committed to providing an open, transparent and easily accessible complaints handling process for its customers.

2. **Responsiveness**

   The City will address each complaint in a fair, objective, unbiased and timely manner. Customers will be kept informed of the complaints progress and of any delays during the process.

3. **Remedy**

   The complaint will be assigned to an officer with the authority to deal with the complaint in a timely manner.

## Timeliness

All complaints submitted must be acknowledged within five business days.

All complaints submitted must be responded to within 10 business days, either with a final solution or, if the nature of the complaint requires a longer period to resolve, with an interim response outlining the reason for the delay, further action to be taken and anticipated timeframe that a full response will be provided.

## Risk

In establishing the order in which complaints will be attended to, consideration will be given to the urgency of each complaint in terms of public safety implications, seriousness, frequency of occurrence, severity and the need for immediate action.

## Confidentiality

Customers have the right to expect that their privacy will be respected when making a complaint or having a complaint investigated. Personal information related to the complaint will be kept confidential in accordance with the *Freedom of Information WA Act 1992.*

All complaints are treated confidentially, unless required by law or the complainant provides their permission to release information. There will be no adverse repercussions by the City for a complainant who, in good faith, chooses to make a complaint against the City or an employee of the City.

## Anonymous complaints

The City accepts anonymous complaints however the complaint will not be investigated unless it raises a serious matter, such as an issue that poses a public health or safety risk or an emergency situation and there is sufficient information to enable the City to conduct an inquiry. The City is unable to verify information or communicate the outcome of the complaint without knowing the full identity of the complainant.

## Request for internal review

Customers have the right to request a review of a decision or outcome unless it relates to an employee disciplinary matter or a matter that is covered under a separate process, policy or legislation.

## Dealing with unreasonable complainant conduct

An unreasonable complainant is defined as the following by the Ombudsman;

- A rude, angry and harassing customer;
- Aggressive customer;
- Habitual or obsessive. This includes;
  - cannot ‘let go’ of their complaint;
  - cannot be satisfied despite the best efforts of the agency;
  - make unreasonable demands on the agency where resources are substantially and unreasonably diverted away from its other functions or unfairly allocated (compared to other customers).

The City may restrict, withhold or withdraw the provision of service to unreasonable complainants by taking one of the following actions:-

- Only take calls at specific times on specific days;
- Require the complainant to make an appointment to meet with employees;
- Limit all future dealings to writing;
- Only respond to future correspondence which provides significant new information about the complaint or raises new issues which the City believes warrant fresh action;
- Direct all contact to be through a specific employee or area.

The decision to restrict, withhold or withdraw contact with the City will only be made by the Chief Executive Officer (or designated senior employee).

The rationale and decision is to be documented and the customer is to be advised in writing of the reasons for the decision, what restrictions apply and for what period. Customers with restricted provision are to be reviewed on an annual basis.

### Recording complaints

All correspondence relating to a customer complaint must be recorded within the City's business systems. Information recorded must be factual, accurate and current as per the *State Records Act 2000.*

### Complaints about employees

A complaint against an employee is considered confidential under the *Freedom of Information Act 1992* and the complainant will not be advised of the outcome, unless required by law.

### Complaints to Elected Members

All complaints received by Elected Members are to be forward to the Chief Executive Officer, Directors or Business Unit Managers, or by utilising the Elected Member Enquiries email system.

### Complaints about Elected Members

The *Local Government Act 1995* provides a disciplinary framework to deal with individual misconduct by local government Elected Members.

Complaints of this nature are confidential and outcomes will not be disclosed, unless required by law.

### Freedom of Information

Employees will assist the public to obtain access to documents and ensure that personal information contained in documents is accurate, complete, up-to-date and not misleading.

## Definitions

**Business Day** means a day when the City is normally open for business i.e. Monday to Friday, excluding public holidays and other Council approved closures.

**Complainant** is a person, organisation or its representative making a complaint.

## Relevant management practices/documents

Compliance Enforcement Policy
City of Stirling Code of Conduct
Complaints Handling Management Practice
Handling Complaints from the Ombudsman Management Practice
Managing Unreasonable Complainants Conduct Management Practice
Recordkeeping Management Practice
Countering Harassment and Bullying in the Workplace Management Practice
City of Stirling Correspondence Style Guide
City of Stirling Record Keeping Plan
City of Stirling Customer Service Charter
Guidelines on Complaint Handling: www.ombudsman.wa.gov.au/publications
State Administrative Tribunal Management Practice

## Legislation/local law requirements

*Corruption, Crime and Misconduct Act 2003*
*Freedom of Information Act (WA) 1992*
Guidelines for complaint management in organisations (AS/NZS 10002-2014)
*Local Government Act 1995*
*Local Government (Rules of Conduct) Regulations 2007*
*Privacy Act 1998*
*Public Interest Disclosure Act 2003*
*Public Sector Management Act 1994*
*State Administrative Tribunal Act 2004*
*State Records Act 2000*

| **Office use only** | | | | |
|---|---|---|---|---|
| **Relevant delegations** | Not applicable | | | |
| **Initial Council adoption** | **Date** | 25 October 2016 | **Resolution #** | 1016/024 |
| **Last reviewed** | **Date** | 26 May 2020 | **Resolution #** | 0520/027 |
| **Next review due** | **Date** | 2021 | | |

# Complaints Policy

| | |
|---|---|
| **Responsible Directorate** | **Community Development** |
| **Responsible Business Unit/s** | **Customer and Communications** |
| **Responsible Officer** | **Manager Customer and Communications** |
| **Affected Business Unit/s** | **All** |

## Objective

This policy provides guidance to the management and handling of complaints.

The City of Stirling (the City) is committed to providing an accessible, responsive and accountable Complaints Management Framework that promotes organisational learning and continuous improvement. Accepting feedback, including complaints, assists the City in engaging with ~~ccomplainants ustomers~~ complainants to continually enhance the customer experience and City's services.

This policy:

- promotes the City's organisational corporate values of; ~~*integrity, accountability, respect, community participation, diversity and environment;*~~ *Approachable, Responsive, Transparent and Innovative.*
- reflects best practice as outlined by the Australian Standards - *Guidelines for complaint management in organisations,* and the WA Ombudsman Guidelines on Complaint Handling; and
- supports the City's commitment to the wider community: *To be a dynamic organisation that delivers effective services and maintains a strong customer focus.*

## Scope

~~This policy applies to all Elected Members, employees and consultants or contractors engaged to provide services to the City.~~

This policy applies to all e~~E~~mployees and Elected Members.

For the purposes of this document all references to employees means employees, contractors and volunteers of the City of Stirling.

## Policy

### What is a complaint?

A complaint is:

> "an expression of dissatisfaction made to or about an organization, related to its products, services, staff or the handling of a complaint, where a response or resolution is explicitly or implicitly expected or legally required" (as defined by the *AS/NZS 10002-2014 Guidelines for Complaint Management in Organisations)*.

A complaint is not:~~-~~

- The initial request for a service to be provided by the City ~~of Stirling~~;
- A request for documents, information or explanation of policies or procedures;
- Compliance enforcement action;

- The lodging of an appeal or objection in accordance with a statutory process, standard procedure or policy);
- A submission relating to the exercise of a regulatory function;
- A petition; and
- A civil dispute between private individuals.

The above will not be registered as a complaint as each is covered and managed by a separate process.

The City may determine to take the following courses of action:

- Take no further action and give the complainant reason/s;
- Resolve the complaint by use of appropriate strategies such as, but not limited to, mediation, informal discussion or negotiation; and
- Discontinue the assessment in circumstances where it becomes evident that the matter would be referred to another body or person and advise the complainant accordingly.

**Making a complaint**

The City accepts complaints via the Customer Feedback Complaints Form located on the City's website, email, letter, in person, via phone, webchat, or by completing a Feedback Form available from the City's Libraries, Community Centres and Recreation Facilities or Administration.

A ccomplainant ustomer may nominate another person to assist or make a complaint on their behalf via. The customer must provide written permission for another person to act on their behalf.

At a minimum, the following information is to be supplied in order to effectively process the complaint::

- Name and address.
- Contact details.
- Complaint details.
- Date of occurrence of complaint.

**Anonymous complaints**

The City accepts anonymous complaints however the complaint will not be investigated unless it raises a serious matter, such as an issue that poses a public health or safety risk or an emergency and there is sufficient information to enable the City to conduct an enquiry. The City is unable to verify information or communicate the outcome of the complaint without knowing the full identity of the complainant.

**The City's three principles of complaint management are;**

1. **Customer Focus**

   The City is committed to providing an open, transparent and easily accessible complaints handling process for its customers.

2. **Responsiveness**

   The City will address each complaint in a fair, objective, unbiased and timely manner. CComplainants ustomers will be kept informed of the complaints progress and of any delays during the process.

3. **Remedy**

   The complaint will be assigned to an officer with the authority to deal with the complaint in a timely manner.

### Timeliness

~~All complaints submitted must be acknowledged within five business days.~~

~~All complaints submitted must be responded to within 10 business days, either with a final solution or, if the nature of the complaint requires a longer period to resolve, with an interim response outlining the reason for the delay, further action to be taken and anticipated timeframe that a full response will be provided.~~

All complaints submitted must be acknowledged within seven (7) business days in line with the Customer Service Charter with either with a final solution or, if the nature of the complaint requires a longer period to resolve, with an interim response outlining the reason for the delay, further action to be taken and anticipated timeframe that a full response will be provided.

### Risk

In establishing the order in which complaints will be attended to, consideration will be given to the urgency of each complaint in terms of public safety implications, seriousness, frequency of occurrence, severity and the need for immediate action.

### Mediation

Complaints about the City's actions may stem from neighbourhood disputes. The City offers free mediation services through the Citizens Advice Bureau (CAB) for neighbourhood disputes. Contact the City to request a CAB service.

### Confidentiality

~~C~~Complainants ~~ustomer~~s have the right to expect that their privacy will be respected when making a complaint or having a complaint investigated. ~~Personal information related to the complaint will be kept confidential in accordance with the *Freedom of Information WA Act 1992*.~~

~~All complaints are treated confidentially,~~ unless required by law or the complainant provides their permission to release information.

There will be no adverse repercussions by the City for a complainant who, in good faith, chooses to make a complaint against the City or an employee of the City.

### ~~Anonymous complaints~~

~~The City accepts anonymous complaints however the complaint will not be investigated unless it raises a serious matter, such as an issue that poses a public health or safety risk or an emergency situation and there is sufficient information to enable the City to conduct an inquiry. The City is unable to verify information or communicate the outcome of the complaint without knowing the full identity of the complainant.~~

### Request for internal review

~~C~~Complainants ~~ustomers~~ have the right to request a review of a decision or outcome unless it relates to an employee disciplinary matter or a matter that is covered under a separate process, policy or legislation.
Contact the City for to request an internal review service.

### Dealing with unreasonable complainant conduct

An unreasonable complainant is defined as the following by the Ombudsman:~~;~~

- A rude, angry and harassing customer;
- Aggressive customer;

- Habitual or obsessive. This includes:~~;~~
  - cannot 'let go' of their complaint;
  - cannot be satisfied despite the best efforts of the agency;
  - make unreasonable demands on the agency where resources are substantially and unreasonably diverted away from its other functions or unfairly allocated (compared to other customers).

The City may regulate ~~restrict~~, withhold or withdraw the provision of service to an unreasonable complainant~~s~~ by taking one of the following actions:~~-~~

- Only take calls at specific times on specific days.~~;~~
- Require the complainant to make an appointment to meet with employees.~~;~~
- Limit all future dealings to writing.~~;~~
- Only respond to future correspondence which provides significant new information about the complaint or raises new issues which the City believes warrant fresh action.
- Suspend, or terminate, a City premise membership as per terms and conditions (of that membership).
- ~~;~~
- Direct all contact to be through a specific employee or area.

The decision to regulate~~strict~~, withhold or withdraw contact with the City ~~will only be made by the~~ will require approval from the Chief Executive Officer (or delegate ~~designated senior employee~~) which is sought from the Manager Customer & Communications. The CEO may restrict communication to complainant about a complaint where it satisfies the requirements of the *Local Government Act 1995.*

The rationale and decision is to be documented and the unreasonable complainant ~~customer~~ is to be advised in writing of the reasons for the decision, what restrictions apply and for what period. ~~Customers with~~ Regulated ~~restricted~~ provisions are to be reviewed on an annual basis.

At any time~~,~~ ~~City~~ employees or Elected Members, who reasonably consider that managing unreasonable complainant ~~customer~~ conduct poses a psychosocial risk to their health and wellbeing, should notify Customer Experience who will take necessary steps to review and manage the~~se~~ risk~~s~~, including regulating~~stricting~~ communication~~s~~ from the ~~c~~unreasonable complainant~~ustomer~~ to the relevant City employee or Elected Member.

## Recording complaints

All correspondence relating to ~~a customer~~ complaints must be recorded within the City's business systems. Information recorded must be factual, accurate and current as per the *State Records Act 2000.*

## Complaints about employees

~~A complaint against an employee is considered confidential under the *Freedom of Information Act 1992* and the complainant will not be advised of the outcome, unless required by law.~~
Complaints about employees are to be made in accordance with the City's Code of Conduct for Employees. Where a complaint about an employee involves wrongdoing, or improper or unlawful conduct, a public interest disclosure can be made under the City's Public Interest Disclosure processes.

~~**Complaints to Elected Members**~~

~~All complaints received by Elected Members are to be forward to the Chief Executive Officer, Directors or Business Unit Managers, or by utilising the Elected Member Enquiries email system.~~

~~**Complaints about Elected Members**~~

~~The *Local Government Act 1995* provides a disciplinary framework to deal with individual misconduct by local government Elected Members.~~

~~Complaints of this nature are confidential and outcomes will not be disclosed, unless required by law.~~
This policy does not apply to complaints against employees and Elected Members, which are to be made in accordance with the relevant Codes of Conduct adopted by the City.

~~**Freedom of Information**~~

~~Employees will assist the public to obtain access to documents and ensure that personal information contained in documents is accurate, complete, up-to-date and not misleading~~.

## Definitions

**Business Day** means a day when the City is normally open for business i.e. Monday to Friday, excluding public holidays and other Council approved closures.

**Complainant** is a person, organisation or its representative making a complaint.

## Relevant management practices/documents

Compliance Enforcement Policy
~~City of Stirling~~ Code of Conduct for Employees

Complaints ~~Handling~~ Management Practice
~~Handling Complaints from the Ombudsman Management Practice~~
~~Managing Unreasonable Complainants Conduct Management Practice~~
Customer Service Standards Management Practice
Compliments, Suggestions and Feedback Management Practice
Unreasonable Customer Conduct Management Practice
~~Recordkeeping Management Practice~~
~~Countering Harassment and Bullying in the Workplace Management Practice~~
Harassment and Bullying in the Workplace Management Practice

City of Stirling Correspondence Style Guide
City of Stirling Record Keeping Plan
City of Stirling Customer Service Charter
Guidelines on Complaint Handling: www.ombudsman.wa.gov.au/publications
State Administrative Tribunal Management Practice

## Legislation/local law requirements

*Corruption, Crime and Misconduct Act 2003*
*Freedom of Information Act ~~(WA)~~ 1992*
~~Guidelines for complaint management in organisations (AS/NZS 10002:2014)~~
*Local Government Act 1995*
~~*Local Government (Rules of Conduct) Regulations 2007*~~
*Privacy Act 1998*
*Public Interest Disclosure Act 2003*
*Public Sector Management Act 1994*
*State Administrative Tribunal Act 2004*
*State Records Act 2000*
Guidelines for complaint management in organisations (AS/NZS 10002-2014)
~~*State Records Act 2000*~~

| **Office use only** | | | | |
|---|---|---|---|---|
| **Relevant delegations** | Not applicable | | | |
| **Initial Council adoption** | **Date** | 25 October 2016 | **Resolution #** | 1016/024 |
| **Last reviewed** | **Date** | ~~26 May 2020~~<br>~~25 October 2023~~<br>~~4 August 2025~~ | **Resolution #** | ~~0520/027~~<br>~~060525/004~~ |
| **Next review due** | **Date** | ~~2021 25 October 2024~~<br>4 August 2026 | | |

# Complaints Policy

| | | | | |
|---|---|---|---|---|
| **Aligned City Value/s** | **Approachable** | **Responsive** | **Transparent** | **Innovative** |
| **Responsible Directorate** | **Community Development** | | | |
| **Responsible Business Unit/s** | **Customer and Communications** | | | |
| **Responsible Officer** | **Manager Customer and Communications** | | | |
| **Affected Business Unit/s** | **All** | | | |

## Objective

This policy provides guidance to the management and handling of complaints.

The City of Stirling (the City) is committed to providing an accessible, responsive and accountable Complaints Management Framework that promotes organisational learning and continuous improvement. Accepting feedback, including complaints, assists the City in engaging with complainants to continually enhance the customer experience and City's services.

This policy:

- promotes the City's organisational corporate values of; *Approachable, Responsive, Transparent and Innovative.*
- reflects best practice as outlined by the Australian Standards - *Guidelines for complaint management in organisations,* and the WA Ombudsman Guidelines on Complaint Handling; and
- supports the City's commitment to the wider community: *To be a dynamic organisation that delivers effective services and maintains a strong customer focus.*

## Scope

This policy applies to all employees and Elected Members.

For the purposes of this document all references to employees means employees, contractors and volunteers of the City of Stirling.

## Policy

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> "an expression of dissatisfaction made to or about an organization, related to its products, services, staff or the handling of a complaint, where a response or resolution is explicitly or implicitly expected or legally required" (as defined by the *AS/NZS 10002-2014 Guidelines for Complaint Management in Organisations)*.

A complaint is not:

- The initial request for a service to be provided by the City;
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- Compliance enforcement action;

- The lodging of an appeal or objection in accordance with a statutory process, standard procedure or policy);
- A submission relating to the exercise of a regulatory function;
- A petition; and
- A civil dispute between private individuals.

The above will not be registered as a complaint as each is covered and managed by a separate process.

The City may determine to take the following courses of action:

- Take no further action and give the complainant reason/s;
- Resolve the complaint by use of appropriate strategies such as, but not limited to, mediation, informal discussion or negotiation; and
- Discontinue the assessment in circumstances where it becomes evident that the matter would be referred to another body or person and advise the complainant accordingly.

## Making a complaint

The City accepts complaints via the Customer Feedback Form located on the City's website, letter, in person, via phone, webchat, or by completing a Feedback Form available from the City's Libraries, Community Centres and Recreation Facilities or Administration.

A complainant may nominate another person to assist or make a complaint on their behalf via written permission for another person to act on their behalf.

At a minimum, the following information is to be supplied to effectively process the complaint:

- Name and address.
- Contact details.
- Complaint details.
- Date of occurrence of complaint.

## Anonymous complaints

The City accepts anonymous complaints however the complaint will not be investigated unless it raises a serious matter, such as an issue that poses a public health or safety risk or an emergency and there is sufficient information to enable the City to conduct an enquiry. The City is unable to verify information or communicate the outcome of the complaint without knowing the full identity of the complainant.

## The City's three principles of complaint management are;

1. **Customer Focus**

   The City is committed to providing an open, transparent and easily accessible complaints handling process .

2. **Responsiveness**

   The City will address each complaint in a fair, objective, unbiased and timely manner. Complainants will be kept informed of the complaints progress and of any delays during the process.

3. **Remedy**

   The complaint will be assigned to an officer with the authority to deal with the complaint in a timely manner.

### Timeliness

All complaints submitted must be acknowledged within seven (7) business days in line with the Customer Service Charter with either with a final solution or, if the nature of the complaint requires a longer period to resolve, with an interim response outlining the reason for the delay, further action to be taken and anticipated timeframe that a full response will be provided.

### Risk

In establishing the order in which complaints will be attended to, consideration will be given to the urgency of each complaint in terms of public safety implications, seriousness, frequency of occurrence, severity and the need for immediate action.

### Mediation

Complaints about the City's actions may stem from neighbourhood disputes. The City offers free mediation services through the Citizens Advice Bureau (CAB) for neighbourhood disputes. Contact the City to request a CAB service.

### Confidentiality

Complainants s have the right to expect that their privacy will be respected when making a complaint or having a complaint investigated.  unless required by law or the complainant provides their permission to release information.

There will be no adverse repercussions by the City for a complainant who, in good faith, chooses to make a complaint against the City or an employee of the City.

### Request for internal review

Complainants  have the right to request a review of a decision or outcome unless it relates to an employee disciplinary matter or a matter that is covered under a separate process, policy or legislation. Contact the City for to request an internal review service.

### Dealing with unreasonable complainant conduct

An unreasonable complainant is defined as the following by the Ombudsman:

- A rude, angry and harassing customer;
- Aggressive customer;
- Habitual or obsessive. This includes:
  - cannot 'let go' of their complaint;
  - cannot be satisfied despite the best efforts of the agency;
  - make unreasonable demands on the agency where resources are substantially and unreasonably diverted away from its other functions or unfairly allocated (compared to other customers).

The City may regulate , withhold or withdraw the provision of service to an unreasonable complainant by taking one of the following actions:

- Only take calls at specific times on specific days.
- Require the complainant to make an appointment to meet with employees.
- Limit all future dealings to writing.
- Only respond to future correspondence which provides significant new information about the complaint or raises new issues which the City believes warrant fresh action.
- Suspend, or terminate, a City premise membership as per terms and conditions (of that membership).
- Direct all contact to be through a specific employee or area.

The decision to regulate, withhold or withdraw contact with the City will require approval from the Chief Executive Officer (or delegate) which is sought from the Manager Customer & Communications. The CEO may restrict communication to complainant about a complaint where it satisfies the requirements of the *Local Government Act 1995.*

The rationale and decision is to be documented and the unreasonable complainant is to be advised in writing of the reasons for the decision, what restrictions apply and for what period. Regulated provisions are to be reviewed on an annual basis.

At any time employees or Elected Members, who reasonably consider that managing unreasonable complainant conduct poses a psychosocial risk to their health and wellbeing, should notify Customer Experience who will take necessary steps to review and manage the risk, including regulating communication from the unreasonable complainant to the relevant City employee or Elected Member.

### Recording complaints

All correspondence relating to complaints must be recorded within the City's business systems. Information recorded must be factual, accurate and current as per the *State Records Act 2000.*

### Complaints about employees

Complaints about employees are to be made in accordance with the City's Code of Conduct for Employees. Where a complaint about an employee involves wrongdoing, or improper or unlawful conduct, a public interest disclosure can be made under the City's Public Interest Disclosure processes.

This policy does not apply to complaints against employees and Elected Members, which are to be made in accordance with the relevant Codes of Conduct adopted by the City.

## Definitions

**Business Day** means a day when the City is normally open for business i.e. Monday to Friday, excluding public holidays and other Council approved closures.

**Complainant** is a person, organisation or its representative making a complaint.

## Relevant management practices/documents

Compliance Enforcement Policy
Code of Conduct for Employees
Complaints Management Practice
Customer Service Standards Management Practice
Compliments, Suggestions and Feedback Management Practice
Unreasonable Customer Conduct Management Practice
Harassment and Bullying in the Workplace Management Practice

City of Stirling Correspondence Style Guide
City of Stirling Record Keeping Plan
City of Stirling Customer Service Charter
Guidelines on Complaint Handling: www.ombudsman.wa.gov.au/publications
State Administrative Tribunal Management Practice

## Legislation/local law requirements

*Corruption, Crime and Misconduct Act 2003*
*Freedom of Information Act 1992*
*Local Government Act 1995*
*Privacy Act 1998*
*Public Interest Disclosure Act 2003*
*Public Sector Management Act 1994*

*State Administrative Tribunal Act 2004*
*State Records Act 2000*
Guidelines for complaint management in organisations (AS/NZS 10002-2014)

| **Office use only** | | | | |
|---|---|---|---|---|
| **Relevant delegations** | Not applicable | | | |
| **Initial Council adoption** | **Date** | 25 October 2016 | **Resolution #** | 1016/024 |
| **Last reviewed** | **Date** | | **Resolution #** | |
| **Next review due** | **Date** | 4 August 2026 | | |

Councillor Damien Giudici disclosed an Impartial Interest in Item 12.1/P1 as in his employment he has engaged with the consultant Urbaqua.

Councillor Tony Krsticevic disclosed an Impartial Interest in Item 12.1/P1 as he lives in the vicinity of Talia Gardens.

Councillor Teresa Olow disclosed an Impartial Interest in Item 12.1/P1 as she has met with residents.

Councillor Stephanie Proud JP disclosed an Impartial Interest in Item 12.1/P1 as she has liaised with a number of residents regarding this, and other issues, over the years.

Councillor Lisa Thornton disclosed an Impartial Interest in Item 12.1/P1 as she has met with local community members.

## 12.1/P1 RELOCATION OF THE CEDRIC STREET WETLAND

| | | |
|---|---|---|
| Business Unit: | Parks & Environment | Service: Conservation & Wildlife |
| Ward: | Osborne | Location: Talia Gardens |
| Applicant: | Not Applicable | |

**Role**

Executive - *Governing the City and the community through executive powers.*

## Council Resolution

**0825/030**

**Moved Councillor Perkov, seconded Councillor Proud**

**That Item 12.1/P1 - Relocation of the Cedric Street Wetland be REFERRED to the Community and Resources Committee meeting to be held 16 September 2025, as Committee considered that the report does not currently reflect community views.**

**The motion was put and declared CARRIED (15/0) by exception resolution.**

**For:** Councillors Creado, Dudek, Ferrante, Giudici, Hatton, Krsticevic, Lagan, Migdale, Olow, Paparde, Perkov, Proud, Re, Thornton and Mayor Irwin.
**Against:** Nil.

## Committee Recommendation

That Item P1 Relocation of the Cedric Street Wetland be REFERRED to the Community and Resources Committee meeting to be held 16 September 2025, as Committee considered that the report does not currently reflect community views.

## Officer's Recommendation

That Council AUTHORISES the Chief Executive Officer to submit the Compliance Assessment Report to the Department of Water and Environmental Regulation regarding the relocation of the Cedric Street Wetland for consideration.

## Purpose

To update Council on the findings of the investigation regarding Ministerial Statements associated with the relocation of the Cedric Street Wetland and seek authorisation to submit the Compliance Assessment Report to the Department of Water and Environmental Regulation (DWER) to address outstanding conditions.

## Details

At its meeting held 29 August 2023, Council resolved (Council Resolution Number 0823/088) that a report be presented to Council regarding the City's compliance with the conditions listed in Ministerial Statement 522, dated 17 September 1999, in relation to the relocation of the Cedric Street Wetland.

City Officers carried out desktop research to ascertain the status of compliance, unearthed four interrelated Ministerial Statements (314, 522, 620 and 630), other associated documentation, and identified several information gaps. A specialised Consultant was engaged to interpret the available information and to determine how best to address any outstanding compliance gaps.

In brief, the consultant found that the proposal aimed to create a new wetland or wetlands next to the Osborne Park Branch Drain, that would in most cases, offer better ecological, water management, and community benefits than the Cedric Street Wetland.

The wetland(s) would need to have a water surface area of at least 1,000m$^2$ by the first week of summer each year to meet the standards set by the Environmental Protection Authority's 1992 policy for Swan Coastal Plain Lakes.

The new wetland(s) would need to provide several benefits over the Cedric Street Wetland, including:

- A wider range of wetland habitat types
- More habitats for waterbirds
- Attractive landscape features for people to enjoy.

The four interrelated Ministerial Statements and subsequent policy announcements and decisions by the State resulted in the delivery of the wetland at Talia Reserve.

The Talia wetland achieves the above outcomes, exhibits a greater variety of wetland functions including a large, open waterbody all year round with a total lake surface area of 4,366m$^2$. The wetland provides a range of habitats for waterbirds and other vertebrates and invertebrates. There have been no community complaints associated with this wetland which exhibits a healthy ecosystem. The wetland is being effectively managed by the City for environmental and community benefit, in accordance with the strategic and operational plans.

The Consultant's findings led to discussions with DWER officers and to the development of a Compliance Assessment Report (refer Attachment 1) which individually addresses the conditions associated with the relocation of the wetland. DWER are currently awaiting submission of the attached report for to enable withdrawal of the four Ministerial Statements as the proposal has been fully implemented and no longer needs to be complied with.

## Financial Assessment and Implications

Consultant fees for the review totalled $22,080 - funded from the 2024/25 budget.

## Stakeholder Engagement

The City and its Consultant met with DWER Officers on 2 May 2025 to discuss the approach and confirm the information required to address each of the outstanding compliance gaps relating to the relocation of the Cedric Street Wetland in preparation to lodge the Compliance Assessment Report to withdraw the associated Ministerial Statements.

## Recommended Action

That Council authorises the CEO to submit the attached Compliance Assessment Report to the DWER regarding the relocation of the Cedric Street Wetland for consideration.

## Relevant Policies, Legislation and Council Resolutions

*Local Government Act 1995*

| Meeting Date | Council Resolution Number | Council Resolution |
|---|---|---|
| 29 August 2023 | 0823/088 | That a report be PRESENTED to Council on the relocation of the Cedric Street Wetland. The report is to include the history of the wetland, the requirements of the Ministerial Statement 522 and the City's management responsibilities. |

## Sustainable Stirling 2022-2032

**Key Result Area:** Our natural environment

**Objective:** A biodiverse City

**Priority:** Undertake conservation, protection and enhancement of natural ecosystems and biodiversity

## Strategic Risk

| Strategic Risk | Risk Appetite |
|---|---|
| Environment | The City will prioritise protection, enhancement and sustainability of the natural environment unless this cannot be achieved without significantly compromising the City's economic or social sustainability. |

## Relevant Documents and Information

Attachments

Attachment 1 - Cedric Street Wetland Relocation Compliance Assessment Report

Available for viewing at meeting

Nil

Linked Documents

Nil

# Relocation of the Cedric Street Wetland

## Compliance Assessment Report

**And documentation to assist in the Request to withdraw a Ministerial Statement under s. 47A(3) of the *Environmental Protection Act 1986***

Prepared by Urbaqua for

City of Stirling

June 2025

urbaqua
land and water solutions

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# 1 INTRODUCTION

This Compliance Assessment Report (CAR) has been prepared to support a request to withdraw a Ministerial Statement under Section 47A of the Environmental Protection Act 1986 (EP Act). The Ministerial Statements to which this CAR responds are:

- Ministerial Statement 314, published 19 April 1993
- Ministerial Statement 522, published 17 September 1999
- Ministerial Statement 620, published 18 February 2003
- Ministerial Statement 630, published 11 July 2003

This CAR addresses all activities that have occurred since the final Ministerial Statement was published in July 2003 to date.

## 1.1 Proposal information

The proposal information is provided below.

### *Title of the proposal*

**Relocation of the Cedric Street Wetland, City of Stirling.**

### *Description of the proposal*

The objective of the proposal is the re-creation of a wetland or wetlands adjacent to the existing Osborne Park Branch Drain. It is considered that the wetland/s will replace and, in most cases, greatly improve upon the ecological, hydrological and social functions currently associated with the Cedric Street wetland.

The water surface area expressed by each wetland will be at least 1,000 square metres as at the first week of summer of any year. This is consistent with wetland criteria proposed in the Environmental Protection Authority's *Environmental Protection (Swan Coastal Plain Lakes) Policy 1992*.

The replacement wetland/s has/have the potential to possess the following natural and human use benefits:

1. a greater diversity of wetland types;
2. providing a variety of waterbird habitats (open water roosting, feeding, breeding and loafing sites); and
3. creating landscape features which can be utilised for public enjoyment.

### *Previous amendments to the proposal*

The proposal was originally approved in 1993 and amended under s.46 in 1999 and February and July of 2003. Key aspects of these approvals is summarised below.

**Ministerial Statement 314, published 19 April 1993**

The Environmental Conditions of Statement 314 included the following requirements:

1. Implement the Proponent Commitments.

2. Any substantial changes to the proposal would require further approval by the Minister for the Environment.
3. Any lake created under the Lake Relocation Plan to comply with the Environmental Protection (Swan Coastal Plain Lakes) Policy 1992 selection criteria of a surface water area of not less than 1000 square metres on the first day of December each year, except under exceptional drought conditions.
4. Conduct a survey to determine the occurrence and distribution of rare sedges.
5. Prepare, with the benefit of community input, an Environmental Management Plan (EMP) which indicates how the existing ecological, hydrological and social values of the Cedric Street Wetland are to be incorporated into any lake to be constructed within the Stirling Regional Centre.
6. Prepare a Lake Relocation Plan (included in the EMP)
7. Prepare a Lake Management and Monitoring Plan (also included in the EMP)
8. That the Proponents of the Statement were the Department of Planning & Urban Development, City of Stirling, Westpoint Properties, JK Geneff Nominees, P Baltovich, Fabray Pty Ltd and MR Furfaro.
9. The environmental approval for the proposal was valid for a period of five years.
10. prepare periodic "Progress and Compliance Reports", to help verify the environmental performance of the project.

The proponent's commitments included 19 pre-operational management commitments, 11 operational management commitments and six (6) post-operational management commitments, plus an additional 5 operational commitments in response to the submissions (total of 41 commitments) (Appendix 2).

**Ministerial Statement 522, published 17 September 1999**

In February 1998, the City of Stirling requested an extension of time for the environmental approval of the Relocation of the Cedric St Wetland from the EPA for a further three years. They also advised the EPA they would be the sole proponent as they were the primary executors of the City of Stirling Town Planning Scheme No 38, which reflected the City Centre zoning.

The outcome of the EPA's Section 46 assessment (Assessment No 1209) is contained in EPA Bulletin 935 (May 1999) which reflected their support for the extension of time and change of proponent. The EPA also recommended that the Ministerial Conditions be updated to reflect current practice. While this resulted in small changes to wording, the intent of each condition remained the same.

The proponent commitments were also rationalised into 17 pre-operational management commitments, 11 operational management commitments and five (5) post-operational management commitments (total of 33 commitments), provided in a table format.

The modified conditions and proponent commitments were reflected in the Minister for the Environment's Statement 522, published on 17 September 1999. This Statement extended the period for substantial commencement to two years from the date of the Statement.

**Ministerial Statement 620, published 18 February 2003**

The City requested a further extension of time from the EPA in August 2022 (Assessment No 1449). The EPA's response was outlined in Bulletin 1069 (September 2002) and reflected in Ministerial Statement 620, published 18 February 2003. Key changes to the previous conditions included the deleted of Condition 9 (Commencement) of Statement No. 522 and the insertion of:

9-1 If the proponent has not substantially commenced the proposal by 17 September 2003, then the approval to implement the proposal as granted in the statement published on 19 April 1993 shall lapse and be void. The Minister for the Environment and Heritage will determine any question as to whether the proposal has been substantially commenced.

It also inserted an additional Condition requiring the preparation and implementation of an Acid Sulfate Soils Investigation and Management Plan.

**Ministerial Statement 630, published 11 July 2003**

The change to conditions was then appealed by the City of Stirling resulting with an extended substantially commenced date to 30 April 2005 contained in Ministerial Statement 630 dated July 2003. This Statement replaced Statement 620. It also contained Condition 11: Acid Sulfate Soils Investigation and Management Plan.

### *Stage of implementation*

This project is completed.

### *Spatial data and maps*

The location of the replacement wetland at Telford Crescent is shown in Figure 1. The approximate surface area of the wetland at the time the image was taken (WA Mosaic, Landgate, 1 August 2023) is 4,366 square meters. It is anticipated that this surface area will be similar on the first of December each year as the wetland is predominantly fed by groundwater.

### *Proponent name*

The proponent is the City of Stirling, Civic Place, Stirling WA 6021.
ABN 26 744 398 382

The listed proponent is making the request to withdraw a Ministerial Statement

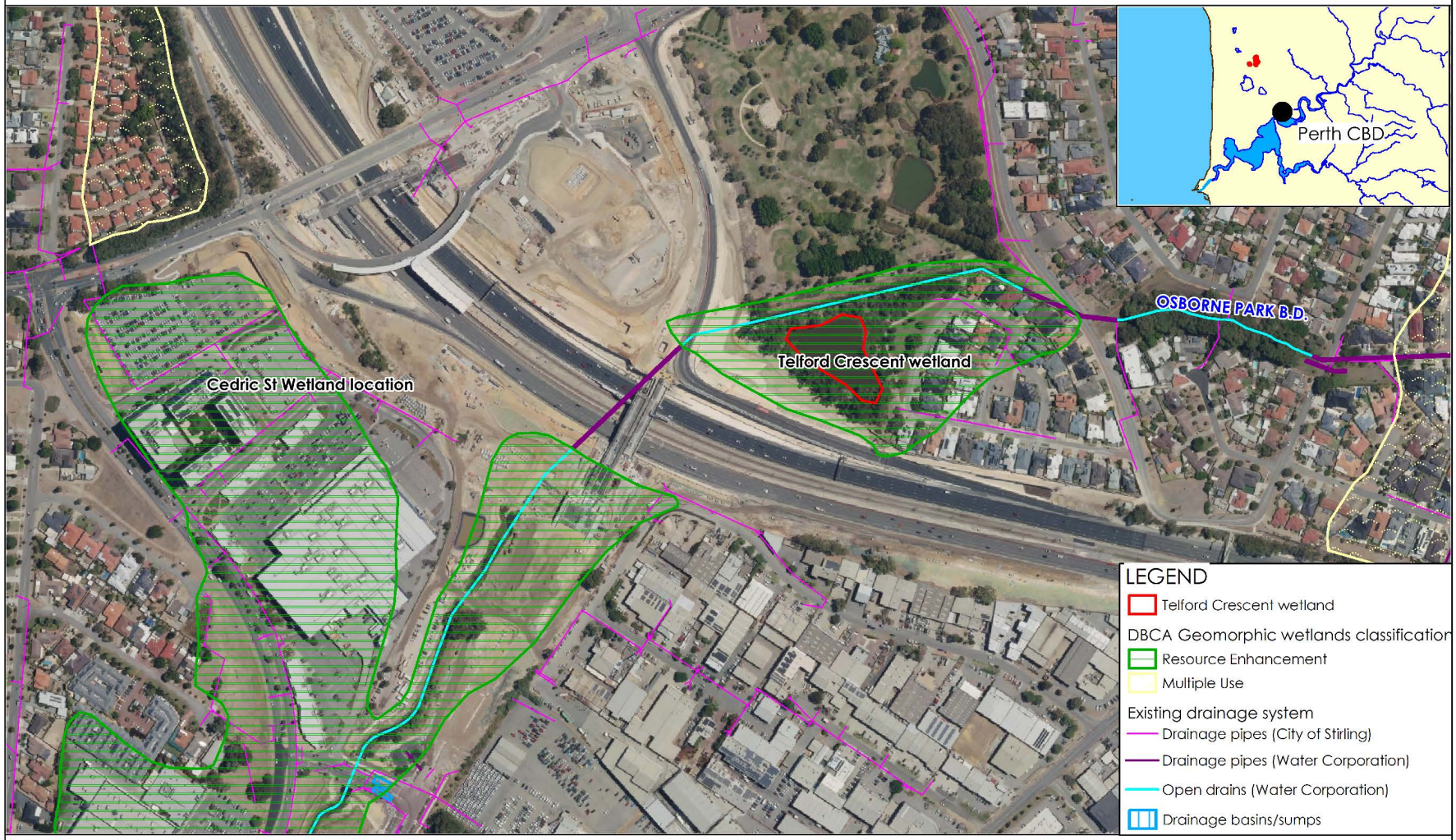
## 1.2 DWER engagement

The proponent held a pre-lodgement meeting with officers from the Department of Water and Environmental Regulation in May 2025.

## 1.3 Reason for withdrawal request

The objective of the proposal, to recreate a wetland that greatly improves on the ecological, hydrological and social functions associated with the Cedric Street Wetland in 1991, has been fulfilled and the requirements of all Ministerial Conditions and Proponent Commitments have been met. The Telford Cresent wetland exhibits a greater variety of wetland functions including a large, open waterbody all year round. The wetland provides a range of habitats for waterbirds and other vertebrates and invertebrates. There have been no community complaints associated with the Telford Cresent wetland which exhibits a healthy ecosystem. The wetland will be effectively managed by the City of Stirling for environmental and community benefit, in accordance with the City's strategic and operational planning.

City of Stirling - Relocation of Cedric St Wetland
Figure 1 - Replacement wetland location (Telford Crescent wetland)




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Data source: Landgate, DWER, DBCA, Water Corporation,City of Stirling Created by: SS Projection: MGA: zone 50.

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# 2 COMPLIANCE AND ENVIRONMENTAL PERFORMANCE

## 2.1 Statement of compliance with the requirements of the Statement

The Statement of Compliance, prepared in accordance with the EPA's Post Assessment Form, 2, is contained in Attachment 1.

## 2.2 Previously cleared conditions

The City sought clearance of the Environmental Conditions of Statements 522 and 630 in 2004 by submitting the following reports for review:

- Cedric Street Wetland Function Replacement Masterplan/Telford Crescent Wetland Conceptual Design (Parsons Brinkerhoff and Bennett Brook Environmental Services, February 2004),
- Telford Crescent Wetland - Acid Sulphate Soil Management Plan (Parsons Brinkerhoff, February 2004)
- Dewatering Management Plan - Telford Crescent Wetland (Parsons Brinkerhoff, February 2004)

The response from the Department of Environment dated 2 March 2004 (Attachment 2) was that the City complied with the requirements of the following conditions:

- Condition 4-1 (Rare Flora)
- Condition 5-1 (Environmental Management Programme)
- Condition 6-1 (Lake Relocation Plan)
- Condition 7-1 (Lake Management Plan)
- Commitment 1 (General)
- Commitment 3 (Water Resources)
- Commitment 4 (Water Resources)
- Commitment 5 (Terrestrial)
- Commitment 8 (Terrestrial)
- Commitment 10 (Biophysical)
- Commitment 11 (Hydrological)
- Commitment 13 (Hydrological)
- Commitment 14 (Hydrological)

Part compliance with the following was noted as follows:

- the requirements of Commitment 6 (Biophysical), Commitment 9 (Biophysical), Commitment 15 (Hydrological) and Commitment 20 (Terrestrial) have been fulfilled as they relate to the Telford Crescent Wetland. The requirements of the above commitments have not been fulfilled for the Roselea and Princeton Estate wetlands.
- the requirements of Commitment 22 (Hydrological) are considered no longer relevant only as they relate to the Telford Crescent Wetland due to no stormwater drainage into the wetland. The requirements of the above commitments have not been fulfilled for the Roselea and Princeton Estate wetlands.
- the requirements of Commitment 12 (Hydrological), Commitment 17 (Community Awareness) and Commitment 27 (Community Awareness) shall be audited by the Proponent and require no further reporting to this Department.
- the requirements of Condition 11-1 (Acid Sulphate Soils Investigation and Management Plan) of Statement 630 have been fulfilled only as it relates to the Telford Crescent Wetland.

> The requirements of Condition 11-1 have not been fulfilled for the Cedric Street Wetland or the wetlands in the Roselea and Princeton Estates.

At this time, the proponent was responding to previous comments from the Department of Environmental Protection in July 2002, which suggested that the replacement wetland at Telford Crescent would not meet the intent of Ministerial Statement 522, which referred to "the creation of six or seven wetlands which will all be capable of sustaining a viable wetland ecosystem." Accordingly, the proponent sought to include two additional wetlands into the proposal, located in Roselea Estate and Princeton Estate, as referred to above.

It is noted, however, that the expectation of more than one wetland to replace the Cedric St wetland was modified by the EPA in its advice outlined in Bulletin 1069 (September 2002) which is as follows:

> *Schedule 1 of Statement 522 requires the re-creation of a series of wetlands (six or seven) to be incorporated into the existing Osborne Park Branch Drain. It is understood that this was the basis of a previous mitigation strategy. However, that mitigation strategy did not proceed because suitable land was not available. The requirement for the wetland mitigation to be located within the Stirling Regional Centre creates significant limitation in the area available for any wetland replacement project. Therefore, it is proposed that Schedule 1 be amended.*
>
> *The Telford Crescent sumpland, is proposed to have the functions and values that the Cedric Street Wetland historically had. The enhancement of the Telford Crescent sumpland is considered to be consistent with the intent of the Ministerial statement and the review of the EPP.*
>
> *A Lake Management Plan and the specific details of the how the functions of the existing Cedric Street Wetland will be incorporated into the proposed Telford Crescent Wetland will be addressed in the Environmental Management Programme required under the existing conditions.*

Accordingly, the proponent seeks clearance of all conditions in relation to the Telford Crescent wetland only.

The remaining Conditions addressed by this CAR are:

- Condition 1 (Implementation)
- Condition 2 (Proponent Commitments)
- Conditions 3 (Lakes Environmental Protection Policy)
- Condition 6-2 (Lake Relocation Plan implementation)
- Condition 7-2 (Lake Management Plan implementation)
- Condition 8 (Proponent)
- Condition 9 (Commencement)
- Condition 10 (Compliance auditing)
- Condition 11-2 (Acid Sulphate Soils Investigation and Management Plan implementation)
- Proponent commitments:
    - Pre-operational: 2, 7, 16
    - Operational: 18, 19, 21, 23-26, 28
    - Post operational: 29-33

## 2.3 Details of declared compliance status

The compliance status of the conditions is outlined in the audit table (Table 1), which has been prepared in accordance with *Post Assessment Guideline PAG 1 - Preparing an Audit Table*.

**Table 1: Audit Table for Relocation of Cedric Street Wetland**

| Audit Code | Subject | Requirement | How | Evidence | Phase | Timeframe | Status | Further Information |
|---|---|---|---|---|---|---|---|---|
| 522:M1.1 | Implementation | Subject to these conditions and procedures, the proponent shall implement the proposal as documented in schedule 1 of this statement. | Compliance assessment | CAR | Overall | Project life | Compliant | CAR |
| 522:M1.2 | Implementation | Where the proponent seeks to change any aspect of the proposal as documented in schedule 1 of this statement in any way that the Minister for the Environment determines, on advice of the Environmental Protection Authority, is substantial, the proponent shall refer the matter to the Environmental Protection Authority. | Via s46 assessment | Ministerial Statement | Overall | Project life | Compliant | Ministerial Statements 522, 620 & 630 |
| 522:M1.3 | Implementation | Where the proponent seeks to change any aspect of the proposal as documented in schedule I of this statement in any way that the Minister for the Environment determines, on advice of the Environmental Protection Authority, is not substantial, those changes may be effected. | EPA Advice | Correspondence | Overall | Project life | Compliant | None |
| 522:M2.1 | Proponent Commitments | The proponent shall implement the consolidated environmental management commitments documented in schedule 2 of this statement. | Compliance assessment | CAR | Overall | Project life | Compliant | CAR |
| 522:M2.2 | Proponent Commitments | The proponent shall implement subsequent environmental management commitments which the proponent makes or has made as part of the fulfilment of conditions and procedures in this statement issued for this proposal. | Compliance assessment | CAR | Overall | Project life | Compliant | CAR |
| 522:M3.1 | Lakes Environmental Protection Policy | The proponent shall ensure that each lake created under the Lake Relocation Plan (see condition 6) complies with the Environmental Protection (Swan Coastal Plain Lakes) Policy 1992 selection criteria. | EPP selection criteria | CAR | Post-construction | Project completion | Compliant | CAR |
| 522:M3.2 | Lakes Environmental Protection Policy | The proponent shall design and construct each lake created under the Lake Relocation Plan so that it has a surface water area of not less than 1000 square metres on the first day of December each year, except under exceptional drought conditions. | Design and construction | Lake area | Post-construction | Project completion | Compliant | CAR |
| 522:M3.3 | Lakes Environmental Protection Policy | Within one month of the completion of the construction phase of the Lake Relocation Plan, the proponent shall nominate for inclusion in and protection under the Environmental Protection (Swan Coastal Plain Lakes) Policy 1992 each lake created under that Plan. | Correspondence | Correspondence | Post-construction | Project completion | Non-compliant | None. EPP repealed in 2015. |
| 522:M4.1 | Rare Flora | At a seasonally appropriate time prior to the commencement of any construction which may impact on the Cedric Street Wetland or its fringing vegetation, the proponent shall conduct a survey to determine the occurrence and distribution of rare sedges, to the requirements of the Environmental Protection Authority on advice of the Department of Conservation and Land Management. | Flora survey | Survey report | Pre-construction | Prior to commencement of construction | Completed | DEP Correspondence |
| 522:M5.1 | Environmental Management Programme | Prior to the commencement of any construction which may impact on the Cedric Street Wetland or its fringing vegetation, the proponent shall prepare, with the benefit of community input, an Environmental Management Programme which indicates how the existing ecological, hydrological and social values of the Cedric Street Wetland are to be incorporated into any lake to be constructed within the Stirling Regional Centre to the requirements of the Environment Protection Authority on advice of the Department of Conservation and Land Management, the Department of Environmental Protection and the Water and Rivers Commission. | EMP | EMP | Pre-construction | Prior to commencement of construction | Completed | DEP Correspondence |
| 522:M6.1 | Lake Relocation Plan | Prior to the commencement of any construction which may impact on the Cedric Street Wetland or its fringing vegetation, the proponent shall prepare a Lake Relocation Plan to the requirements of the Environment Protection Authority on advice of the Department of Conservation and Land Management, the Department of Environmental Protection and the Water and Rivers Commission. This plan shall include the following:<br>I. location, morphology and visual impact of replacement lake(s);<br>2. the ecological, hydrological and human use objectives of the replacement lake(s), and how these objectives are to be met through design and management;<br>3. detailed design plans, including habitat maps;<br>4. detailed biological specifications, including flora and fauna selections and landscape design;<br>5. timing of transference of biological material from the Cedric Street Wetland;<br>6. likely seasonal water level regimes; and<br>7. the distribution of rare plant and animal species occurring within the Cedric Street Wetland and details of their relocation. | EMP | EMP | Pre-construction | Prior to commencement of construction | Completed | DEP Correspondence |
| 522:M6.2 | Lake Relocation Plan | The proponent shall implement the Lake Relocation Plan required by condition 6-1. | Compliance assessment | CAR | Construction | Construction and Post-construction | Compliant | CAR |
| 522:M7.1 | Lake Management and Monitoring Plan | Prior to the commencement of any construction which may impact on the Cedric Street Weiland or its fringing vegetation, the proponent sha11 prepare a Lake Management Plan to the requirements of the Environment Protection Authority on advice of the Department of Conservation and Land Management, the Department of Environmental Protection and the Water and Rivers Commission.<br>This plan shall include the following:<br>1. vegetation monitoring;<br>2. fauna monitoring;<br>3. habitat monitoring;<br>4. lake water level monitoring;<br>5. human use monitoring;<br>6. water quality monitoring (including inflows and outflows);<br>7. lake management strategies (including scope for mid-course corrections in response to unforeseen circumstances);<br>8. weed, pest and rubbish control; and<br>9. future reporting of results. | EMP | EMP | Pre-construction | Prior to commencement of construction | Completed | DEP Correspondence |
| 522:M7.2 | Lake Management | The proponent shall implement the Lake Management Plan required by condition 7-1. | Compliance assessment | CAR | Construction | Construction and Post-construction | Compliant | CAR |

Relocation of the Cedric St Wetland – Compliance Assessment Report

| Audit Code | Subject | Requirement | How | Evidence | Phase | Timeframe | Status | Further Information |
|---|---|---|---|---|---|---|---|---|
| | and Monitoring Plan | | | | | | | |
| 522:M8.1 | Proponent | The proponent for the time being nominated by the Minister for the Environment under section 38(6) or (7) of the Environmental Protection Act 1986 is responsible for the implementation of the proposal until such time as the Minister for the Environment has exercised the Minister's power under section 38(7) of the Act to revoke the nomination of that proponent and nominate another person in respect of the proposal. | Section 38(7) assessment | Ministerial Statement | Overall | Project life | Compliant | Ministerial Statement 522 |
| 522:M8.2 | Proponent | Any request for the exercise of that power of the Minister referred to in condition 8-1 shall be accompanied by a copy of this statement endorsed with an undertaking by the proposed replacement proponent to carry out the proposal in accordance with the conditions and procedures set out in the statement. | Section 38(7) assessment | Ministerial Statement | Overall | Project life | Compliant | Ministerial Statement 522 |
| 522:M8.3 | Proponent | The proponent shall notify the Department of Environmental Protection of any change of proponent contact name and address within 30 days of such change. | Correspondence | Correspondence | Overall | Project life | Compliant | Ministerial Statement 522 |
| 630:M9.1 | Commencement | If the proponent has not substantially commenced the proposal by 30 April 2005, then the approval to implement the proposal as granted in statement no. 314 (19 April 1993) shall lapse and be void. The Minister for the Environment will determine any question as to whether the proposal has been substantially commenced. | Substantially commence the project | Aerial imagery | Construction | Prior to 30 April 2005 | Compliant | Aerial imagery |
| 522:M9.2 | Commencement | The proponent shall make application to the Minister for the Environment for any extension of approval for the substantial commencement of the proposal beyond two years from the date of this statement, at least six months prior to the expiration of the two year period commencing on the date of this statement. | Correspondence | Correspondence | Pre-construction | Prior to 30 April 2005 | Compliant | None required |
| 522:M9.3 | Commencement | Where the proponent demonstrates to the requirements of the Minister for the Environment on advice of the Environmental Protection Authority that the environmental parameters of the proposal have not changed significantly, then the Minister may grant an extension not exceeding two years for the substantial commencement of the proposal. | EPA Assessment | Ministerial Statement | Pre-construction | Prior to 30 April 2005 | Compliant | None required |
| 522:M10.1 | Compliance auditing | The proponent shall submit periodic Performance and Compliance Reports, in accordance with an audit program prepared in consultation between the proponent and the Department of Environmental Protection | Compliance assessment | CAR | Overall | Project life | Compliant | CAR |
| 522:M10.2 | Compliance auditing | Unless otherwise specified, the Chief Executive Officer of the Department of Environmental Protection is responsible for assessing compliance with the conditions, procedures and commitments contained in this statement and for issuing formal, written advice that the requirements have been met. | Compliance assessment | Correspondence | Overall | Project life | Compliant | DEP Correspondence |
| 522:M10.3 | Compliance auditing | Where compliance with any condition, procedure or commitment is in dispute, the matter will be determined by the Minister for the Environment. | Compliance assessment | Correspondence | Overall | Project life | Compliant | None required |
| 630:M11.1 | Acid Sulfate Soils Investigation and Management Plan | Prior to any ground-disturbing activities associated with the re-creation of wetlands, the proponent shall prepare an Acid Sulfate Soils Investigation and Management Plan to the requirements of the Minister for the Environment on advice of the Environmental Protection Authority. The objectives of the plan are to ensure that any ground-disturbing activities which may disturb acid sulfate soils and/or contaminated waters are planned and managed to avoid adverse effects on the natural and built environment, human activities and health. The plan shall address:<br>1. identification of acid sulfate soils in and near areas proposed to be disturbed;<br>2. planning of wetland replacement projects to avoid disturbing acid sulfate soils n the first instance.<br>The plan shall also address the following in the event that the disturbance of acid sulfate soils is unavoidable:<br>3. potential on-site and off-site effects of the disturbance of the acid sulfate soils and/or groundwater levels;<br>4. how drainage, dewatering or soil extraction will be undertaken to minimise environmental impacts;<br>5. how any acid leachate generated as a result of ground-disturbing activities will be managed;<br>6. management of areas, both on and off-site, used to store or treat extracted soil;<br>7. comprehensive surface and ground water quality monitoring both on and off-site, if applicable;<br>8. establishment of agreed performance criteria and objectives in relation to environmental and social impacts; and<br>9. contingency measures and procedures in the event that the agreed performance criteria may not be met. | Acid Sulfate Soils Investigation and Management Plan | Acid Sulfate Soils Investigation and Management Plan | Pre-construction | Prior to commencement of construction | Completed | DEP Correspondence |
| 630:M11.2 | Acid Sulfate Soils Investigation and Management Plan | The proponent shall implement the Acid Sulfate Soils Investigation and Management Plan required by condition II-1, to the requirements of the Minister for the Environment on advice of the Environmental Protection Authority | Acid Sulfate Soils Investigation and Management Plan | CAR | Construction | Construction | Compliant | CAR |

| Audit Code | Subject | Requirement | How | Evidence | Phase | Timeframe | Status | Further Information |
|---|---|---|---|---|---|---|---|---|
| 522:P1 | General | Develop an Environmental Management Plan (EMP). | Document management policy including an EMP to include:<br>Wetland design;<br>Precise location of wetlands;<br>Performance criteria;<br>Performance monitoring;<br>Management and maintenance of replacement wetlands; and<br>Corrections/contingency plans. | Submission of EMP documents to DEP. | Pre-construction | Prior to relocation of remnant wetland | Completed | DEP Correspondence |

| Audit Code | Subject | Requirement | How | Evidence | Phase | Timeframe | Status | Further Information |
|---|---|---|---|---|---|---|---|---|
| 522:P2 | General | Implement the EMP. | Implement the requirements of the EMP. | Annual reports to DEP | Pre-construction | Ongoing | Compliant | CAR |
| 522:P3 | Water Resources | Investigate groundwater and hydraulic requirements of scheme | Conduct detailed engineering surveys. | Submission of hydrological and hydraulic investigations report to DEP. | Pre-construction | Prior to relocation of remnant wetland | Completed | DEP Correspondence |
| 522:P4 | Water Resources | Undertake detailed analysis of water levels downstream. | Assessment of flow rates and water levels of the Osborne Park Branch Drain. | Submission of hydrological and hydraulic investigations report to DEP. | Pre-construction | Prior to relocation of remnant wetland | Completed | DEP Correspondence |
| 522:P5 | Terrestrial | Undertake investigations to fully identify native mammals in the area. | A detailed survey and trapping exercise will be undertaken in order to determine the possibility of the Southern Brown Bandicoot or other native mammals in the area. | Submission of survey report to DEP. | Pre-construction | Prior to relocation of remnant wetland | Completed | DEP Correspondence |
| 522:P6 | Biophysical | Develop landscaping plans. | Landscape Plans will be formulated and incorporated into the EMP to obtain satisfactory approval by the EPA. | Submission of survey report and plans to DEP. | Pre-construction | Prior to relocation of remnant wetland | Completed | DEP Correspondence |
| 522:P7 | Biophysical | Implement landscaping plans. | Implement requirements of landscaping plans. | Annual reports to DEP | Pre-construction | On going | Compliant | CAR |
| 522:P8 | Biophysical | Undertake relocation of vegetation species. | Identification of vegetation species that needs to be relocated from Cedric Street Wetland. Investigations into feasible transplanting methods. | Submission of relocation plan, as part of EMP, to DEP, | Pre-construction | Prior to relocation of remnant wetland | Completed | DEP Correspondence |
| 522:P9 | Biophysical | Undertake appropriate analysis of peat reserves. | Quantitative analysis of the peat reserves. | Report to be detailed as part of EMP, and submit to the DEP. | Pre-construction | Prior to relocation of remnant wetland | Completed | DEP Correspondence |
| 1522:P10 | Biophysical | Stipulate optimal period for regrowth of wetland macrophytes. | Precise determination of most beneficial timing of earthworks and vegetation relocation establishment as part of the wetland replacement proposal. | Reporting in EMP for presentation to DEP. | Pre-construction | Prior to relocation of remnant wetland | Completed | DEP Correspondence |
| 522:P11 | Hydrological | Provide detailed plans of proposed development. | Clear definition of the number, location, area and other aspects of wetland design. | Reporting in EMP for presentation to DEP. | Pre-construction | Prior to relocation of remnant wetland | Completed | DEP Correspondence |
| 522:P12 | Hydrological | Provide detailed plans of proposed development. | Utilise cleared, low lying sites which possess minimal potential impacts on remnant vegetation types. | Liaison with DEP officers and City of Stirling Staff. | Pre-construction | Prior to relocation of remnant wetland | Completed | DEP Correspondence |
| 522:P13 | Hydrological | Negotiate replacement of wetlands within the Stirling Regional Centre. | Consultation with relevant authorities to negotiate the location of the replacement wetlands. | Liaison with DEP officers and City of Stirling Staff. | Pre-construction | Prior to relocation of remnant wetland | Completed | DEP Correspondence |
| 522:P14 | Hydrological | Implement a water sensitive design approach to the scheme. | Adopt principles as per WRC guidelines. | Inclusion of report in EMP for presentation to DEP. | Pre-construction | Prior to relocation of remnant wetland | Completed | DEP Correspondence |
| 522:P15 | Hydrological | Develop a management and maintenance system for the wetlands. | Provide management and maintenance of the proposed wetland series during the construction phase and for a further two years after practical completion of the wetland project. After this period, the City of Stirling will undertake the role of long term managers of the wetland system. | Submission of EMP to DEP. | Pre-construction | Prior to relocation of remnant wetland | Completed | DEP Correspondence |
| 522:P16 | Hydrological | Implement the management and maintenance system for the wetlands. | Implement requirements of the management and maintenance system for the wetlands for a further two years after practical completion of the wetland project. After this period, the City of Stirling will undertake the role of long term managers of the wetland system. | Annual reports to DEP. | Pre-construction | After relocation of remnant wetland | Compliant | CAR |
| 522:P17 | Community awareness | Establish an appropriate system to allow awareness of environmental goals and objectives | Educate prospective companies, contractors and subcontractors involved in the construction and establishment of wetlands on the environmental goals and objectives of the proposal as outlined in the CER. | Positive feedback from community members in regard to the project. | Pre-construction | Prior to relocation of remnant wetland | Completed | DEP Correspondence |
| 522:P18 | General | Develop an effective EMP for the operations phase. | Incorporate a set of criteria for further development of ecosystem performance. | Submission of revised feedback to DEP officers. | Operation | During construction of recreated wetland habitat | Compliant | CAR |
| 522:P19 | General | Implement the EMP for the operations phase. | Implement requirements of the EMP. | Annual reports to DEP. | Operation | During operation of recreated wetland habitat | Compliant | CAR |
| 522:P20 | Terrestrial | Design an intensive procedure to encourage native vegetation growth. | Adopt an intensive transplanting/planting/ seeding operation for each wetland. | Success of indigenous plant growth and effectiveness of weed control techniques. | Operation | During construction of recreated wetland habitat | Completed | DEP Correspondence |
| 522:P21 | Terrestrial | Implement the intensive procedure to encourage native vegetation growth. | Implement the intensive transplanting/ planting/ seeding operation for each wetland. | Annual reports to DEP. | Operation | During operation of recreated wetland habitat | Compliant | CAR |
| 522:P22 | Hydrological | Design necessary drainage systems for wetland waterbody. | Sediment basins will be constructed alongside replacement wetlands. | Periodic monitoring of sedimentation basin to establish effective functioning. | Operation | During construction and operation of recreated wetland habitat | Completed | DEP Correspondence |
| 522:P23 | Hydrological | Monitor earthworks, drainage provisions and wetland storage capacities. | Identify limit of construction by line- pegging. Provide adequate storage within the basin to allow for a minimum of 1 in 10 ARI event. | Approval and implementation of adequate monitoring program by DEP. | Operation | During construction and operation of recreated wetland habitat | Compliant | CAR |
| 522:P24 | Hydrological | Segregate wetland excavation activities from the water course of the Osborne Park Branch Drain. | Identify limits of construction and erect barriers/screens to prevent dust and soil from entering the drain. | Provision of adequate management strategy to DEP. | Operation | During construction and operation of recreated wetland habitat | Compliant | CAR |
| 522:P25 | Hydrological | Restrict access to newly created wetlands. | Provide fencing on a permanent basis where appropriate, providing it does not impede upon the various functional objectives contained in the CER. | Erection of fencing. | Operation | During construction and operation of recreated wetland habitat | Compliant | CAR |

| Audit Code | Subject | Requirement | How | Evidence | Phase | Timeframe | Status | Further Information |
|---|---|---|---|---|---|---|---|---|
| 522:P26 | Hydrological | Monitor the water quality of the Osborne Park Branch drain in the proximity of the outfall. | Establish sampling stations 100 metres upstream and 20 metres downstream of wetland outflow.<br>Undertake baseline monitoring (2 intervals) prior to construction, followed by post construction monitoring up and downstream of outfall on a bimonthly basis for one year. Further monitoring requirements to be established at the end of this period. | Submission of water quality monitoring reports for inspection to either City of Stirling or DEP. | Operation | During construction and operation of recreated wetland habitat | Compliant | CAR |
| 522:P27 | Community awareness | Actively involve the City of Stirling in the initial stages of wetland creation | Liaise with City of Stirling and Wetlands Advisory Committee during design phase. | Establishment of relations with custodians of the new wetland | Operation | During construction and operation of recreated wetland habitat | Completed | DEP Correspondence |
| 522:P28 | Community awareness | Conduct an education campaign and help community groups and schools become involved. | Promotional talks by key City of Stirling staff to school groups.<br>Display material around replacement wetland. | Development of community awareness programs. | Operation | During construction and operation of recreated wetland habitat | Compliant | CAR |
| 522:P29 | Community Liaison | Educate the managers of the wetlands (City of Stirling) and local community groups on land management practices. | Establishment of wetland working groups or equivalent. | A documented record of a series of wetland management meetings. | Post operation | Post construction of recreated wetland environments | Compliant | CAR |
| 522:P30 | Hydrological | Control the proliferation of undesirable vegetation types (ie. the manual removal of Typha, Castor Oil plants, pampas grass, blackberry, etc.) in the relocated wetland. | Removal of existing weed species and planting of native vegetation to aid macrophyte establishment. | Submission of maintenance and monitoring plan as part of EMP to both City of Stirling and DEP. | Post operation | Post construction of recreated wetland environments | Compliant | CAR |
| 522:P31 | Hydrological | Establish habitat types consistent with the range of waterbird activities. | Introduce hollow logs, nesting boxes and effective screening. | Monitoring of fauna use on a periodic basis. | Post operation | Post construction of recreated wetland environments | Compliant | CAR |
| 522:P32 | Hydrological | Periodic maintenance of the proposed sediment basins. | Bimonthly inspection of sediment traps. Cleaning out as appropriate. | Establishment and documentation of regular maintenance and monitoring schedule for associated sediment basins. | Post operation | Post construction of recreated wetland environments | Compliant | CAR |
| 522:P33 | Hydrological | Use of street sweepers on wetland surface catchment roads | Advise appropriate department of schedule required for street cleaning operations. | Incorporation of cleaning schedule in council's street cleaning program. | Post operation | Post construction of recreated wetland environments | Compliant | CAR |

Additional commentary regarding the compliance status of each condition is provided below.

### *Condition 1 (Implementation)*

**Compliance status:** Has been complied with

**Criteria to be met:** Implementation of the proposal in accordance with schedule 1 of Ministerial Statements 314, 522 and 630.

Any changes to the proposal to be undertaken in accordance with the EP Act and EPA Administrative Procedures.

**Supporting information**

All changes to the proposal were made in accordance with EPA procedures. Significant changes were approved by the Minister for the Environment as outlined in Ministerial Statements 522 and 630.

### *Condition 2 (Proponent Commitments)*

**Compliance status:** Has been complied with

**Criteria to be met:** as outlined in each commitment as shown in Table 1.

**Supporting information:** provided in this CAR

### *Conditions 3 (Lakes Environmental Protection Policy)*

**Compliance status:** Has been complied with as far as possible.

**Criteria to be met:**

a) the created lake complies with the *Environmental Protection (Swan Coastal Plain Lakes) Policy 1992* selection criteria.
b) The lake has a surface water area of not less than 1000 square metres on the first day of December each year, except under exceptional drought conditions.
c) Within one month of the completion of the construction phase, the proponent shall nominate the lake for inclusion in and protection under the *Environmental Protection (Swan Coastal Plain Lakes) Policy 1992*.

**Supporting information**

The selection criteria for inclusion of a wetland in the *Environmental Protection (Swan Coastal Plain Lakes) Policy 1992* was having a surface water area of at least 1,000 square meters in December 1991. According to Landgate aerial imagery (Plate 1), the Telford Cresent wetland has an open surface water area of approximately 4,300 square meters when the image was captured (26-29 January 2024). As this is later in the summer season than 1 January, it can be assumed that the lake has sufficient surface area in December to comply with this criterion.

With regards to criterion (c) above, the *Environmental Protection (Swan Coastal Plain Lakes) Policy 1992* was officially revoked by the *Environmental Protection (Swan Coastal Plain Lakes) Policy Revocation Order 2015*, which was published in the Western Australian Government Gazette on 10 March 2015. This criterion is therefore not able to be complied with and is no longer relevant.



**Plate 1: Landgate aerial imagery, January 2024**

### *Condition 6-2 (Lake Relocation Plan implementation)*

**Compliance status:** Has been complied with

**Criteria to be met:**

The replacement wetland/s has/have the potential to possess the following natural and human use benefits:

a) a greater diversity of wetland types
b) providing a variety of waterbird habitats (open water roosting, feeding, breeding and loafing sites); and
c) creating landscape features which can be utilised for public enjoyment.

**Supporting information**

Preparation of the Lake Management Plan (Condition 6-1) was satisfied by the *Cedric Street Wetland Function Replacement Masterplan/Telford Crescent Wetland Conceptual Design* Report prepared by Parsons Brinkerhoff and Bennett Brook Environmental Services in February 2004. Unfortunately the City does not have a completed copy of this document (The City has a draft, Word version) so is unable to review the detailed design plans (including habitat maps), detailed biological specifications, including flora and fauna selections and landscape design, as these parts of the document are not available.

The Word version that the City holds suggests that the report was finalised after protracted negotiations with stakeholder agencies. It notes multiple changes to the proposed design to address concerns regarding acid sulfate soils and mosquitoes and refers to an Appendix E (which is not

available) which contains the design conditions stipulated by the DoE and DoH in August 2003 that were required for approval.

Accordingly, it is suggested it is appropriate to demonstrate compliance with the natural and human use benefits stipulated in the Ministerial Statement (criteria a) to c) above).

### Criterion a) a greater diversity of wetland types

The *Cedric Street Wetland Function Replacement Masterplan* characterises wetland ecological functions as a range of zones. It proposes that the Telford Crescent site would achieve a greater diversity of these functions than the Cedric St site as shown in

**Table 2: Wetland Function Replacement Masterplan (source: PB, 2004)**

| | Site | Proposed Site | | |
|---|---|---|---|---|
| Zone | Cedric Street | Telford Crescent | Roselea Lakes | Princeton |
| Open Water Zone | Not Present | Present | Present | Present |
| Emergent Zone | Present | Present | Present | Present |
| Damp Zone | Present | Present | Present | Present |
| Ephemeral / Bushland Zone | Not Present | Present | Not Present | Not Present |

A recent site visit has shown these functions to be present at the Telford Crescent site as shown in Plates 2 to 5.



**Plate 2: Telford Crescent wetland open water zone**



**Plate 3: Telford Crescent wetland emergent zone**



**Plate 4: Telford Crescent wetland damp zone**



**Plate 5: Telford Crescent wetland ephemeral / bushland zone**

### Criterion b) Providing a variety of waterbird habitats

As shown by the images in Plates 2 to 5, the Telford Crescent wetland provides a variety of open water roosting, feeding, breeding and loafing sites for water birds. There is a diversity of wetland, dryland, understory, mid-story and canopy vegetation species. While no water birds were able to be photographed on the day of the site visit, numerous different types of calls were able to be heard. It was also noted that the proximity of heavy machinery works associated with the freeway diversions, as well as the hot, mid-summer climate, were likely to reduce the visibility of waterbird species.

### Criterion c) Creating landscape features which can be utilised for public enjoyment

Due to the priority for ecological outcomes, no provision was made for community access to the waterbody. However, the surrounding parkland along Talia Drive contains maintained lawn and provides a footpath for visitors to walk under the external bushland zone of the wetland (Plate 6). This path connects to a bridge over the Osborne Park Branch Drain into the Stirling Civic Gardens. Due to the proximity of the location to the Stirling Civic Gardens, there is no need for a higher level of public amenities at the wetland, as these are found in the adjacent Civic Gardens.



**Plate 6: Parkland adjacent to the wetland along Talia Drive**

### *Condition 7-2 (Lake Management Plan implementation)*

**Compliance status:** Has been complied with.

**Criteria to be met:** Condition 7-1 notes that the plan shall include the following:

a) vegetation monitoring;
b) fauna monitoring;
c) habitat monitoring;
d) lake water level monitoring;
e) human use monitoring;
f) water quality monitoring (including inflows and outflows);
g) lake management strategies (including scope for mid-course corrections in response to unforeseen circumstances);
h) weed, pest and rubbish control; and
i) future reporting of results.

**Supporting information**

The *Cedric Street Wetland Function Replacement Masterplan* proposes the monitoring of vegetation and fauna for a period of three years post construction. As this monitoring would have occurred over twenty years ago, any records of the results of this activity were unable to be located by the City. However, as the wetland exhibits the required natural use benefits, it is assumed that the intent of this requirement has been satisfied.

The City undertakes regular monitoring of the water quality of all the wetlands it manages. These requirements have been recently updated in 2025 when the City commissioned the *City of Stirling Wetlands Sampling and Analysis Quality Plan* which included the Telford Crescent wetland being sampled annually and in accordance with Australian Guidelines. The City maintains these records in an environmental data base and provides them to the Department when requested.

It is noted that while the Ministerial Statement required monitoring of surface water inflows and outflows, the Telford Crescent Wetland was designed as an expression of groundwater, so water quality monitoring of inflows and outflows is not possible or required.

In addition, as the primary objective of the wetland is for ecological restoration/creation, the monitoring of human use was not proposed in the Masterplan, which was approved by the department.

The City also has a proactive program of weed, pest and rubbish control within its assets, as documented in the City's Corporate Business Plan.

### *Condition 8 (Proponent)*

**Compliance status:** Has been complied with.

**Criteria to be met:** Any proposal to change the nominated proponent is undertaken in accordance with the EP Act and EPA Administrative Procedures.

**Supporting information:** The nominated proponent was updated by Ministerial Statement 522.

### *Condition 9 (Commencement)*

**Compliance status:** Has been complied with.

**Criteria to be met:** Proposal to be substantially commenced by 30 April 2005.

**Supporting information:** Historical aerial image from Landgate from December 2024 shows that the wetland has been constructed (Plate 7).



**Plate 7: Aerial image December 2004 (source: Landgate)**

### *Condition 10 (Compliance auditing)*

**Compliance status:** Has been complied with.

**Criteria to be met:** Submit periodic Performance and Compliance Reports for assessment, and the Department to issue formal, written advice that the requirements have been met.

**Supporting information**

The City submitted the following reports to the Department in 2004 for review:

- Cedric Street Wetland Function Replacement Masterplan/Telford Crescent Wetland Conceptual Design (Parsons Brinkerhoff and Bennett Brook Environmental Services, February 2004),
- Telford Crescent Wetland - Acid Sulphate Soil Management Plan (Parsons Brinkerhoff, February 2004)
- Dewatering Management Plan - Telford Crescent Wetland (Parsons Brinkerhoff, February 2004)

The response from the Department of Environment dated 2 March 2004 is provided in Attachment 2.

This CAR provides the remaining information to fulfil the requirements of this Condition.

### *Condition 11-2 (Acid Sulphate Soils Investigation and Management Plan implementation)*

**Compliance status:** Has been complied with.

**Criteria to be met:** Avoid disturbing acid sulfate soils and, in the event that the disturbance of acid sulfate soils is unavoidable, ensure that any ground-disturbing activities which may disturb acid sulfate soils and/or contaminated waters are planned and managed to avoid adverse effects on the natural and built environment, human activities and health.

**Supporting information**

As reported in the *Telford Crescent Wetland - Acid Sulphate Soil Management Plan* (Parsons Brinkerhoff, February 2004), results of the field pH tests indicated some actual acidity was likely to exist within the upper 0.5 – 1.0 m of the soil profile where pH values between 4 – 5 were recorded and that significant potential acidity was present only within the upper 1.0 - 1.5 m of the soil profile. While these findings indicate a relatively low risk of the disturbance of these soils resulting in adverse impacts on the surrounding environment or community, the ASS Management Plan outlines the activities that were proposed to mitigate the risk and manage any impacts. As these activities would have occurred over twenty years ago and the wetlands and surrounding infrastructure appear not to be impacted by acid sulfate soils, it can be assumed that the intent of the condition was satisfied.

### *Proponent commitments: Pre-operational: 2, 7, 16 and Operational: 18, 19, 21, 23-26, 28*

The outstanding pre-operational and operational proponent commitments are:

- 2: Implement the EMP.
- 7: Implement landscaping plans.
- 16: Implement the management and maintenance system for the wetlands.
- 18: Develop an effective EMP for the operations phase.
- 19: Implement the EMP for the operations phase.
- 21: Implement the intensive procedure to encourage native vegetation growth.

- 23: Monitor earthworks, drainage provisions and wetland storage capacities.
- 24: Segregate wetland excavation activities from the water course of the Osborne Park Branch Drain.
- 25: Restrict access to newly created wetlands.
- 26: Monitor the water quality of the Osborne Park Branch drain in the proximity of the outfall.
- 28: Conduct an education campaign and help community groups and schools become involved.

As the wetland has been constructed and is being managed by the City, the Pre-operational (1-17) and Operational proponent commitments (18-28) are considered to have been implemented. It is also noted that many of the commitments were also addressed as part of compliance with the Ministerial Conditions. As the wetlands exhibit the natural and human use benefits stated in the proposal description, it is considered that the current state of the wetland meets the intent of these commitments and the proposal.

### *Post operational Proponent commitments: 29-33*

The requirements of the outstanding post-operational proponent commitments are summarised in Table 3

**Table 3: Outstanding post-operational proponent commitments**

| Commitment | | Action | Evidence |
|---|---|---|---|
| 29 | Educate the managers of the wetlands (City of Stirling) and local community groups on land management practices. | Establishment of wetland working groups or equivalent. | Meeting agendas and notes |
| 30 | Control the proliferation of undesirable vegetation types (ie. the manual removal of Typha, Castor Oil plants, pampas grass, blackberry, etc.) in the relocated wetland. | Removal of existing weed species and planting of native vegetation to aid macrophyte establishment. | Maintenance regime documenting timing of actions undertaken for weed management |
| 31 | Establish habitat types consistent with the range of waterbird activities. | Introduce hollow logs, nesting boxes and effective screening. | Photos of the range of habitats available |
| 32 | Periodic maintenance of the proposed sediment basins. | Bimonthly inspection of sediment traps. Cleaning out as appropriate. | Maintenance regime documenting timing of sediment removal /GPT cleaning |
| 33 | Use of street sweepers on wetland surface catchment roads | Advise appropriate department of schedule required for street cleaning operations. | Street sweeping schedule |

These are discussed further below.

**29: Educate the managers of the wetlands (City of Stirling) and local community groups on land management practices.**

The management requirements of the City's wetlands are well understood by the City's officers. The required activities are outlined in xxx and all activities are scheduled and implemented in accordance with the recommendations.

With regards to community education, the City has supported the Roselea Estate Lake Integrated Catchment Management (ICM) Group for over ten years. While this group is not associated with the Telford Cresent wetland specifically, they are still members of the local community and this activity

increases their knowledge of appropriate wetland management activities. Meeting notes and agendas from the group can be provided on request.

**30: Control the proliferation of undesirable vegetation types (ie. the manual removal of Typha, Castor Oil plants, pampas grass, blackberry, etc.) in the relocated wetland.**

These activities are part of the City's wetland management program. Inspection of the wetland occurs every three months and rectification activities are undertaken as needed. Maintenance records are maintained and can be provided on request. An excerpt is provided below. Colour references relate to maps contained within the records system.

**Table 4: Excerpt from Maintenance schedule for Talia Gardens including Telford Crescent wetland**

| Date | Action taken |
|---|---|
| 29/07/2024 | Blue – dig out water lilies 1hrs H |
| 29/07/2024 | Orange circle – Cut, paint and remove Fan palm 3hrs M |
| 29/07/2024 | Purple - Basal bark pepper 0.5hrs L |
| 29/07/2024 | Green - Cut and paint small pampas grass 0.5 hrs L |
| 8/08/2024 | Blue - glyph spot spray channel edge where capable 3hrs H |
| 14/10/2024 | Cut and remove flinders 1 hour |
| 14/10/2024 | Basal bark jap peppers on surrounds 1 hour |
| 14/10/2024 | Hand weed castors along channel southern edge 2hrs |
| 14/10/2024 | Slash surrounds 4hrs |
| 9/01/2025 | Basal bark pepper with garlon diesel 1m from base of tree. 1 hour. |
| 9/01/2025 | Hand weed throughout. 7 hours |

**31: Establish habitat types consistent with the range of waterbird activities.**

Addressed as part of Condition 6-2 above.

**32: Periodic maintenance of the proposed sediment basins.**

As the wetland was created as an off-line system and is groundwater-fed, no sediment basins were required.

**33: Use of street sweepers on wetland surface catchment roads**

All roads within the City of Stirling are swept three to four times per year. The City also undertakes street sweeping on request (work orders, cases).

# 3 ADDITIONAL INFORMATION: MITIGATION BY OTHER PROCESSES

While not the reason for the Request to Withdraw a Ministerial Statement, it is considered that the ongoing maintenance of the natural and human use benefits of the Cedric St Wetland will be achieved through the commitment of the City to their community and the delivery of the Vision and Objectives of the Strategic Community Plan (Sustainable Stirling 2022-2032) via implementation of actions and processes under their Integrated Planning and Reporting Framework. The City's key priorities are to enhance environmental sustainability and community connection to local areas.

The City's Local Biodiversity Strategy guides conservation efforts within the city, aiming to preserve and enhance biodiversity in its natural areas, including bushland, wetlands, and coastal dunes. The strategy focuses on preserving current and future areas for protection, recommending policy and legislative measures for biodiversity safeguarding, and addressing key threatening processes. It also emphasises community engagement and education in biodiversity conservation.

Key aspects of the Local Biodiversity Strategy are:

- **Strategic vision and principles:** The strategy provides a framework for conservation, including objectives, survey results, and implications for management.
- **Natural area preservation:** It focuses on identifying and preserving areas of local or regional significance for biodiversity, including bushland, wetlands, and coastal dunes.
- **Threat abatement:** The strategy aims to mitigate threats to biodiversity, such as urban development, invasive species, and climate change.
- **Policy and legislative instruments:** It includes recommendations for policies and legislation that support biodiversity protection.
- **Community engagement:** The strategy emphasizes the importance of involving the community in conservation efforts through education, volunteer programs, and other initiatives.
- **Implementation plan:** The strategy outlines an implementation plan, including monitoring and evaluation, to track its effectiveness.

As mentioned previously, the City maintains its wetlands and bushland in accordance with an overall management plan that includes requirements for water quality monitoring in accordance with a water quality sampling and analysis plan, weed and litter management and ecological restoration where required.

The City is committed to an open dialogue with its community regarding their expectations for their local environment. It will continue to maintain the Roselea Estate Lake Integrated Catchment Management (ICM) Group which can be called on to discuss any issues with the Telford Crescent wetland should they arise. It is noted that to date, no community complaints have been received in respect of the Telford Cresent Wetland and there are no signs of mosquito or midge issues.

# 4 SUPPORTING DOCUMENTATION

The following information is considered relevant to the proposed request to withdraw the Ministerial Statement.

1. Consultative Environmental Review (CER) for the Functional Replacement of the Cedric Street Wetland, prepared by BSD Consultants in 1992
   https://www.epa.wa.gov.au/sites/default/files/PER_documentation/A0729_R0658_CER.pdf
2. EPA Bulletin 658, November 1992, s38 Assessment No 729
3. Minister for the Environment's Statement 314, published 19 April 1993
   https://www.epa.wa.gov.au/sites/default/files/1MINSTAT/000314.pdf
4. EPA Bulletin 935, May 1999, s46 Assessment No 1209
   https://www.epa.wa.gov.au/sites/default/files/EPA_Report/897_B935.pdf
5. Minister for the Environment's Statement 522, published on 17 September 1999
   https://www.epa.wa.gov.au/sites/default/files/1MINSTAT/000522.pdf
6. EPA Bulletin 1069, September 2002, s46 Assessment No 1449
   https://www.epa.wa.gov.au/sites/default/files/EPA_Report/1496_B1069.pdf
7. Minister for the Environment's Statement 620, published on 18 February 2003.
   https://www.epa.wa.gov.au/sites/default/files/Ministerial_Statement/000620.pdf
8. Minister for the Environment's Statement 630, published 11 July 2003
   https://www.epa.wa.gov.au/sites/default/files/1MINSTAT/000630.pdf
9. Cedric Street Wetland Function Replacement Masterplan/Telford Crescent Wetland Conceptual Design (Parsons Brinkerhoff and Bennett Brook Environmental Services, February 2004), (note the City does not have a complete copy of this report)
10. Telford Crescent Wetland - Acid Sulphate Soil Management Plan (Parsons Brinkerhoff, February 2004)
11. Dewatering Management Plan - Telford Crescent Wetland (Parsons Brinkerhoff, February 2004)
12. Correspondence from the Department of Environment dated 2 March 2004 (Attachment 2)
13. City of Stirling Strategic Community Plan – Sustainable Stirling 2022-2032
    https://www.stirling.wa.gov.au/awcontent/Web/Documents/City%20and%20Council/About%20Council/CS220209-Strategic-Community-Plan-WEB.pdf
14. City of Stirling Local Biodiversity Strategy 2018
    https://www.stirling.wa.gov.au/awcontent/Web/Documents/PRK_Local-Biodiversity-Strategy_Jun2018.pdf
15. City of Stirling Wetland Management Plan
16. City of Stirling Wetland Sampling and Analysis Quality Plan (2025)

## Attachment 1: Statement of Compliance

Completed Post Assessment Form 2.

## Attachment 2: Response from the Department of Environment dated 2 March 2004

Department of Environment

Your ref:

Our ref: A/82/92/2 Stmt 314:522:630

Enquiries: Stuart Hawkins

Direct tel: 08 9222 7054

City of Stirling
Document Registration
RP
A Action
ATT.
No.....
Action Officer.....Parks
Note

RECEIVED
04 MAR 2004
CITY OF STIRLING
RECORDS
RECD BY

Chief Executive Officer
City of Stirling
Civic Place
STIRLING WA 6021

ATTENTION: Mr Daniel Rajah.

Dear Mr Rajah

**RELOCATION OF THE CEDRIC STREET WETLAND, CITY OF STIRLING (STATEMENTS 314, 522 AND 630): APPROVAL OF MANAGEMENT PLANS.**

I refer to the *Cedric Street Wetland Function Replacement Masterplan/Telford Crescent Wetland Conceptual Design* (Parsons Brinkerhoff and Bennett Brook Environmental Services, February 2004), *Telford Crescent Wetland – Acid Sulphate Soil Management Plan* (Parsons Brinkerhoff, February 2004) and *Dewatering Management Plan – Telford Crescent Wetland* (Parsons Brinkerhoff, February 2004) submitted on your behalf by your consultants, Parson Brinkerhoff Australia Pty Ltd, in accordance with the conditions of Statement 522 and 630 issued by the Minister for the Environment on17 September 1999 and 11 July 2003, respectively.

The Department of Environment has assessed the plans and has made its recommendations to the Environmental Protection Authority (EPA) for approval of the plans. The EPA has subsequently advised that the plans are acceptable.

Accordingly, on behalf of the EPA and the Chief Executive Officer of the Department, I consider that the City of Stirling is in compliance, in that:

- the requirements of Condition 4-1 (Rare Flora), Condition 5-1 (Environmental Management Programme), Condition 6-1 (Lake Relocation Plan), 7-1 (Lake Management Plan), Commitment 1 (General), Commitment 3 (Water Resources), Commitment 4 (Water Resources), Commitment 5 (Terrestrial), Commitment 8 (Terrestrial), Commitment 10 (Biophysical), Commitment 11 (Hydrological), Commitment 13 (Hydrological) and Commitment 14 (Hydrological) of Statement 522 have been fulfilled;

Westralia Square
Level 8 141 St Georges Terrace
Perth Western Australia 6000
PO Box K822 Perth Western Australia 6842
Telephone (08) 9222 7000 Facsimile (08) 9322 1598
E-mail info@environ.wa.gov.au
www.environ.wa.gov.au

WESTERN AUSTRALIAN environment AWARDS

Hyatt Centre
Level 2 3 Plain Street
East Perth Western Australia 6004
PO Box 6740 Hay Street East Perth Western Australia 6892
Telephone (08) 9278 0300 Facsimile (08) 9278 0301
National Relay Service (Australian Communication Exchange) 132 544
E-mail correspondence@wrc.wa.gov.au
www.wrc.wa.gov.au

- the requirements of Commitment 6 (Biophysical), Commitment 9 (Biophysical), Commitment 15 (Hydrological) and Commitment 20 (Terrestrial) have been fulfilled as they relate to the Telford Crescent Wetland. The requirements of the above commitments have not been fulfilled for the Roselea and Princeton Estate wetlands.

- the requirements of Commitment 22 (Hydrological) are considered no longer relevant only as they relate to the Telford Crescent Wetland due to no stormwater drainage into the wetland. The requirements of the above commitments have not been fulfilled for the Roselea and Princeton Estate wetlands.

- the requirements of Commitment 12 (Hydrological), Commitment 17 (Community Awareness) and Commitment 27 (Community Awareness) shall be audited by the Proponent and require no further reporting to this Department.

- the requirements of Condition 11-1 (Acid Sulphate Soils Investigation and Management Plan) of Statement 630 have been fulfilled only as it relates to the Telford Crescent Wetland. The requirements of Condition 11-1 have not been fulfilled for the Cedric Street Wetland or the wetlands in the Roselea and Princeton Estates.

Consequently, the City of Stirling may implement the proposal in accordance with the approved management plans as they relate to the Telford Crescent Wetland and the already constructed wetlands in the Roselea and Princeton Estates.

This approval does not allow implementation of the proposal as it relates to the Cedric Street Wetland in that an Acid Sulphate Soils and Investigation Management Plan as required by Condition 11-1 of Statement 630 prior to any works commencing at the Cedric Street Wetland.

The assessment of the *Cedric Street Wetland Function Replacement Masterplan/Telford Crescent Wetland Conceptual Design* (Parsons Brinkerhoff and Bennett Brook Environmental Services, February 2004) has not included assessment of Appendix F: *Princeton (Hamilton Lakes) Management Plan* or Appendix G: *Roselea Management Plan.* Consequently, this approval does not allow further construction of wetlands in the Roselea Estate and the Princeton Estate until compliance with the requirements of Commitment 6 (Biophysical), Commitment 9 (Biophysical), Commitment 15 (Hydrological), and Commitment 20 (Terrestrial) of Statement 522 and Condition 11-1 (Acid Sulphate Soils Investigation and Management Plan) of Statement 630 have been assessed as fulfilled for those wetlands. These management plans shall be assessed shortly and the City of Stirling advised of whether these plans meet the requirements.

The Department of Environmental Protection has reached these conclusions using its best professional judgement, without independent verification of the accuracy and completeness of the information submitted. It is the responsibility of the proponent

to implement the plan, along with any additional measures deemed necessary to achieve the environmental outcomes.

This approval does not replace any responsibilities you may have for seeking other approvals under the Environmental Protection Act 1986 or other legislation administered by the Department or other government agencies prior to implementation of the proposal.

The audit table has been updated in accordance with this letter. If you have any further queries regarding the approval of the plan, or of the compliance assessment process, you are requested to contact Stuart Hawkins of the Environmental Audit Section on 9222 7054 or by email at Stuart.Hawkins@environment.wa.gov.au.

Yours sincerely

Marie Ward
A/MANAGER, ENVIRONMENTAL AUDIT SECTION
DEPARTMENT OF ENVIRONMENT

Date: 2/3/04

cc: Marino Evangelisti
Parsons Brinkerhoff
POP Box 1232
SUBIACO WA 6904

Dr Peter Cock
ENV Australia
PO Box 7480 Cloisters Square
PERTH WA 6850

**Client: City of Stirling**

| Report | Version | Author | Reviewer | Submitted to Client | |
|---|---|---|---|---|---|
| | | | | Copies | Date |
| Draft | V1 | SSh | HBr | Electronic | 13 June 2025 |
| Final | V2 | SSh | JFr | Electronic | 30 June 2025 |

**Urbaqua**
***land & water solutions***
Unit 30/285 Vincent Street
p: 0439 096 472
e: helen@urbaqua.org.au
www.urbaqua.org.au

## 12.1/P2 CITYWIDE TRAILS PROGRAM

| | | |
|---|---|---|
| Business Unit: | Parks and Environment | Service: Conservation & Wildlife |
| Ward: | Not Applicable | Location: Citywide |
| Applicant: | Not applicable | |

**Role**

Executive - *Governing the City and the community through executive powers.*

### Council Resolution

**0825/031**

**Moved Councillor Perkov, seconded Councillor Proud**

**1. That Council RECEIVES the information on the Citywide Trails Program as shown in Attachment 1.**

**2. That Council NOTES that budget for a multi-year Citywide Trails Program will be listed for consideration in subsequent financial years.**

**The motion was put and declared CARRIED (15/0) by exception resolution.**

**For:** Councillors Creado, Dudek, Ferrante, Giudici, Hatton, Krsticevic, Lagan, Migdale, Olow, Paparde, Perkov, Proud, Re, Thornton and Mayor Irwin.
**Against:** Nil.

### Committee Recommendation

1. That Council RECEIVES the information on the Citywide Trails Program as shown in Attachment 1.

2. That Council NOTES that budget for a multi-year Citywide Trails Program will be listed for consideration in subsequent financial years.

## Officer's Recommendation

1. That Council RECEIVES the information on the Citywide Trails Program as shown in Attachment 1.

2. That Council NOTES that budget for a multi-year Citywide Trails Program will be listed for consideration in subsequent financial years.

## Purpose

To present information on a Citywide Trails Program to Council, in line with Council Resolution Number 0525/015.

## Details

Walking trails allow the community to engage with and learn about their local spaces, connect with nature and the local community, and are linked with positive outcomes for health and wellbeing.

Existing trail signage across the City is limited to a handful of sites – Lake Gwelup, Trigg Bushland, Star Swamp, Scarborough Beach Reserve and Inglewood Triangle. Apart from the newly installed interpretative trail signage at Lake Gwelup, all existing trails have old information and are in poor condition.

The community has a demand for more widespread and up-to-date walking trails throughout the City's reserves. This appetite has been expressed as direct requests from individuals, community groups and Councillors. It is also supported by feedback received in relation to the Lake Gwelup Story Trail opened late 2024.

The development of a Regional Walking Trail at Trigg Bushland Reserve is currently underway.

The City has over 700 Ha of natural bushland, 26 wetland sites, 6.5km of coastal dunes and beaches, and 440 parks - many of which could be suitable sites for walking trails. Therefore, a Citywide Trails Program has been developed which identifies the locations that provide the best opportunities for future walking trails, ensuring optimal outcomes for the wider community and that the City's conservation efforts can be achieved (refer Attachment 1).

The Citywide Trails Program proposes the development of one of two trail models depending on the location and target audience: Regional Walking Trail and Local Interpretative Trail (Table 1).

| Trail Model | Reserve Size | Audience | Content Focus | Development Time |
|---|---|---|---|---|
| Regional Walking Trail | ~30-80 Hectares | Local residents and visitors | Aboriginal culture, biodiversity, regional history | 18 months |
| Local Interpretative Walk | ~0.5–5 Hectares | Local residents | Local flora/fauna, community stories | 9 months |

**Table 1: Trail models proposed for the Citywide Trails Plan**

Regional Walking Trails are larger in size and scope, with broad community consultation in the development of the content, 25 to 30 signs including a trailhead, directional signage and a combination of large and small signage. Local Interpretative Walks tend to be smaller, with a more local focus and consultation, and up to 10 small signs.



**Figure 1: Example of large signs (left) and small signage (right) at the Lake Gwelup Story Trail**

## Financial Assessment and Implications

Walking trails are emerging as valuable economic assets, driving nature-based tourism and boosting local businesses. They increase visitation to reserves, support small enterprises, and create jobs in trail development and cultural interpretation. For example, visitation rates to Lake Gwelup increased by 40% following the launch of the Story Trail.

The capital cost to develop a Regional Walking Trail is approximately $175,000. A Local Interpretative Trail is approximately $15,000. Costs include allocations for old signage removal, community engagement, design, manufacture and installation.

Developing trails is a specialised project role which requires collaboration with several City service areas. As part of this, a Trails Project Officer (0.6FTE) is required to undertake trails projects.

Lake Gwelup Trail included a $100,000 contribution from Karrinyup Rotary for a trailhead. The Trigg Bushland Regional Trail has been allocated the required budget, some from cash-in-lieu funds, and will be delivered this financial year. Grant funding for future trails may be available from sources such as Lotterywest and State initiatives.

## Stakeholder Engagement

A survey following the launch of the Lake Gwelup Story Trail indicated 72% of visitors reported a stronger connection to the area and 77% expressed deeper appreciation for the natural environment, highlighting the impact of trail development to the community.

Extensive community consultation is an integral part of the development of the content for Regional Walking Trails. It includes the broader community, special interest groups and Wadjak Noongar Elders through presentations, meetings, walks, letters, a webpage and surveys. The Lake Gwelup trail showcases the rich stories of the area told through themes of First Nations, early European settler and natural histories.

Engagement for Local Interpretative Trails is limited to the local residents and local friends' group through direct emails, letters and meetings.

## Recommended Action

Walking trails provide environmental, social and economic benefits to the local community by increasing their appreciation of nature, their sense of belonging and the number of visitors to the City. The Citywide Trails Plan identifies the locations that provide the best opportunities for future walking trails to provide the greatest benefits. The City recommends that Council receives the information about the program as detailed in this report and notes that budget for a multi-year Citywide Trails Program will be listed for consideration in subsequent financial years.

## Relevant Policies, Legislation and Council Resolutions

*Local Government Act 1995*

| Meeting Date | Council Resolution Number | Council Resolution |
|---|---|---|
| 13 May 2025 | 0525/015 | 1. That the City PRESENTS a Citywide trails program to the Community and Resources Committee meeting to be held 19 August 2025. |

## Sustainable Stirling 2022-2032

**Key Result Area:** Our community

**Objective:** An active and healthy City

**Priority:** Facilitate a range of recreation and leisure opportunities for everyone in the City

## Strategic Risk

| Strategic Risk | Risk Appetite |
|---|---|
| Environment | The City will prioritise protection, enhancement and sustainability of the natural environment unless this cannot be achieved without significantly compromising the City's economic or social sustainability. |
| Community | The City will ensure that it engages with the community in accordance with its Community and Stakeholder Engagement Plan. |

## Relevant Documents and Information

Attachments

Attachment 1 - Citywide Trails Program

Available for viewing at meeting

Nil

Linked Documents

Nil.

# Citywide Trails Program

The City has identified a number of locations to provide that best opportunities for future walking trails to maximise social, economic and environmental benefits.

Depending on size and target audience, the trails would either be Regional Walking Trails or Local Interpretative Trails. These are shown on Figure 1.

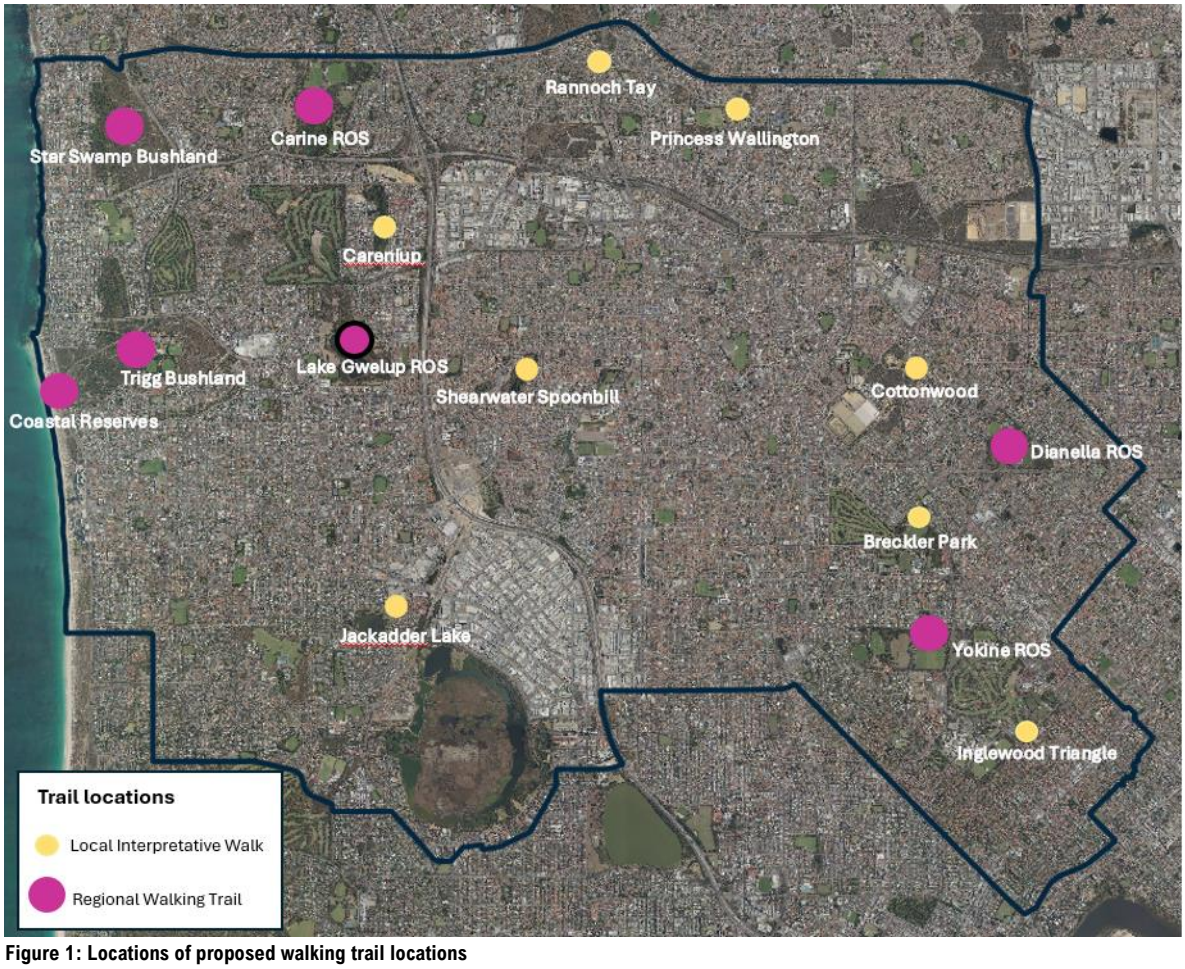



**Figure 1: Locations of proposed walking trail locations**

The recommendation is to develop the trails in stages, as shown in the Table 1.

**Table 1: Stages for development of citywide walking trails**

| Stage | Location | Trail Type |
|---|---|---|
| 1 | Trigg Bushland | Regional Walking Trail |
| 2 | Cottonwood | Local Interpretative Walk |
| | Dianella ROS | Regional Walking Trail |
| | Careniup | Local Interpretative Walk |
| 3 | Carine ROS | Regional Walking Trail |
| | Princess Wallington | Local Interpretative Walk |
| 4 | Star Swamp Bushland | Regional Walking Trail |
| | Jackadder Lake | Local Interpretative Walk |
| 5 | Yokine ROS | Local Interpretative Walk |
| | Shearwater Spoonbill | Local Interpretative Walk |
| 6 | Coastal* | Regional Walking Trail |
| | *Subject to boardwalk proposal | |
| 7 | Inglewood Triangle | Local Interpretative Walk |
| | Breckler Park | Local Interpretative Walk |
| | Rannoch Tay | Local Interpretative Walk |

## 12.1/RL1 CSRFF AND CNLP 2025/2026 SMALL GRANT ROUND APPLICATIONS

### Community Sporting and Recreation Facilities Fund and Club Night Lights Program 2025/2026 Small Grant Round Applications

| | | |
|---|---|---|
| Business Unit: | Recreation and Leisure Services | Service: Leisure Services |
| Ward: | City Wide | Location: Not Applicable |
| Applicant: | Not Applicable | |

**Role**

Executive - *Governing the City and the community through executive powers.*

### Council Resolution

**0825/032**

**Moved Councillor Perkov, seconded Councillor Proud**

1. **That Council NOTES the State Government has recently announced a review of the timing of the next rounds of the Community Sporting and Recreation Facilities Fund and Club Night Lights Program.**
2. **That Council ENDORSES the following 2025/26 Small Grants Round applications for consideration by the Department of Creative Industries, Tourism and Sport upon completion of the Community Sporting and Recreation Facilities Fund review:**
   a. **PRIORITY 1: Little Athletics Infrastructure – Yokine Regional Open Space East. Total project cost of $462,783 (excluding GST) including a CSRFF grant of $200,000.**
   b. **PRIORITY 2: Cricket net upgrades - Jones Paskin Reserve, Balcatta. Total project cost of $308,271.60 (excluding GST) including a CSRFF grant of $154,135.80.**
   c. **PRIORTY 3: Shade upgrades - Mount Lawley Bowling Club. Total project cost of $498,610 (excluding GST) including a Community Sporting and Recreation Facilities Fund grant of $200,000.00.**

**3. That Council ENDORSES the following 2025/26 Small Grants Round applications for consideration by the Department of Creative Industries, Tourism and Sport upon completion of the Club Night Lights Program review:**

**a. PRIORITY 1: Upgrade to LED lighting for Hardcourts - Nollamara Tennis Club. Total project cost of $110,052 (excluding GST) including a Club Night Lights Program grant of $55,026**

**The motion was put and declared CARRIED (15/0) by exception resolution.**

**For:** Councillors Creado, Dudek, Ferrante, Giudici, Hatton, Krsticevic, Lagan, Migdale, Olow, Paparde, Perkov, Proud, Re, Thornton and Mayor Irwin.
**Against:** Nil.

## Committee Recommendation

1. That Council NOTES the State Government has recently announced a review of the timing of the next rounds of the Community Sporting and Recreation Facilities Fund and Club Night Lights Program.
2. That Council ENDORSES the following 2025/26 Small Grants Round applications for consideration by the Department of Creative Industries, Tourism and Sport upon completion of the Community Sporting and Recreation Facilities Fund review:
   a. PRIORITY 1: Little Athletics Infrastructure – Yokine Regional Open Space East. Total project cost of $462,783 (excluding GST) including a CSRFF grant of $200,000.
   b. PRIORITY 2: Cricket net upgrades - Jones Paskin Reserve, Balcatta. Total project cost of $308,271.60 (excluding GST) including a CSRFF grant of $154,135.80.
   c. PRIORTY 3: Shade upgrades - Mount Lawley Bowling Club. Total project cost of $498,610 (excluding GST) including a Community Sporting and Recreation Facilities Fund grant of $200,000.00.
3. That Council ENDORSES the following 2025/26 Small Grants Round applications for consideration by the Department of Creative Industries, Tourism and Sport upon completion of the Club Night Lights Program review:
   a. PRIORITY 1: Upgrade to LED lighting for Hardcourts - Nollamara Tennis Club. Total project cost of $110,052 (excluding GST) including a Club Night Lights Program grant of $55,026

## Officer's Recommendation

1. That Council NOTES the State Government has recently announced a review of the timing of the next rounds of the Community Sporting and Recreation Facilities Fund and Club Night Lights Program.
2. That Council ENDORSES the following 2025/26 Small Grants Round applications for consideration by the Department of Creative Industries, Tourism and Sport upon completion of the Community Sporting and Recreation Facilities Fund review:
   a. PRIORITY 1: Little Athletics Infrastructure – Yokine Regional Open Space East. Total project cost of $462,783 (excluding GST) including a CSRFF grant of $200,000.
   b. PRIORITY 2: Cricket net upgrades - Jones Paskin Reserve, Balcatta. Total project cost of $308,271.60 (excluding GST) including a CSRFF grant of $154,135.80.
   c. PRIORTY 3: Shade upgrades - Mount Lawley Bowling Club. Total project cost of $498,610 (excluding GST) including a Community Sporting and Recreation Facilities Fund grant of $200,000.00.
3. That Council ENDORSES the following 2025/26 Small Grants Round applications for consideration by the Department of Creative Industries, Tourism and Sport upon completion of the Club Night Lights Program review:
   a. PRIORITY 1: Upgrade to LED lighting for Hardcourts - Nollamara Tennis Club. Total project cost of $110,052 (excluding GST) including a Club Night Lights Program grant of $55,026.

## Purpose

To seek endorsement for the submission of applications to the Department of Creative Industries, Tourism and Sport (DCITS) Community Sporting and Recreation Facilities Fund (CSRFF) and Club Night Lights Program (CNLP) for the 2025/2026 July Small Grant rounds, noting that a review is currently being undertaken by the State Government.

## Details

Both the CNLP and CSRFF grants are administered by the DCITS on behalf of the State Government. Funding is available to community/sporting groups and local governments to assist in the development of sustainable floodlighting infrastructure (CNLP) and basic sporting infrastructure (CSRFF) that aims to increase participation in sport and recreation across the State. This year, CSRFF has a reduced funding allocation from $20 million to $12.5 million for basic sporting infrastructure. CNLP allocates approximately $2.5 million each year towards floodlighting infrastructure. Given the reduction in funding available, the grant rounds will likely be more competitive. The aim of the program is to increase participation in sport and recreation with an emphasis on physical activity, through the strategic development of good quality, well-designed and well-utilised facilities.

The small grants category is for projects that do not exceed $500,000 total project cost. Successful recipients are eligible to receive up to 50% funding, capped at $200,000. This has increased from a one-third funding contribution. Two funding rounds are advertised per year – one in July (closes at the end of August) and one in February (closes at the end of March). The July small grant applications must be submitted to the DCITS by 29 August 2025, with successful/unsuccessful notifications expected by December 2025. Projects are to be completed by 30 June 2026.

The City utilises the grant assessment principles and guidelines, as well as relevant strategic plans and policies, to assess the need, viability and priority of applications. After consideration by Council, the applications are submitted to the DCITS for formal assessment. The DCITS provides specific criteria to assess (rank and rate) each application received by the City, as follows:

| | |
|---|---|
| A | Well planned and needed by municipality |
| B | Well planned and needed by applicant |
| C | Needed by municipality, more planning required |
| D | Needed by applicant, more planning required |
| E | Idea has merit, more preliminary work required |
| F | Not recommended |

In August 2025, the State Government advised that it is reviewing the timing of the next rounds of the CSRFF and CNLP to “bolster the effectiveness of funding programs.” Under the ‘PlayOn WA: 2030’ initiative the State Government (in collaboration with Local Government) will deliver more than 2,000 new / upgraded sporting infrastructure projects by 2030. An amount of $332 million in funding has been included in the 2025/26 State Budget for the PlayOn WA initiative.

Given that the City is currently unaware of the scope and timing of the CSRFF and CNLP review, it is proposed to still seek Council endorsement of the following Small Grant applications to enable submission to the Department should a new round be announced. Further information on the review and subsequent implications for community sporting infrastructure projects will be provided to Council when communicated by the State Government.

**Small Grant Round July 2025-2026 Community Sporting and Recreation Facilities Fund (CSRFF) Application:**
**Project: Little Athletics Infrastructure – Yokine Regional Open Space East**
**Applicant: City of Stirling**

The project aims to establish a fit-for-purpose athletics facility at Yokine Regional Open Space (East) for Inglewood Little Athletics Centre (ILAC). This new facility will be designed to contemporary standards and will provide inclusive, high-quality access to athletics for ILAC, local schools, and the broader community.

ILAC are currently located at Dianella Regional Open Space, sharing space and facilities with Dianella White Eagles Soccer Club. ILAC have grown their membership to 502 and the continued participation growth of both sporting clubs is now constrained by limited space and infrastructure. Current arrangements prevent expansion of soccer facilities due to the presence of athletics infrastructure, resulting in only one full-size pitch for the Dianella White Eagles and seasonal damage to the athletics track. Yokine Regional Open Space presents an opportunity to accommodate both winter and summer sport, with ample space to account for seasonal changeover, minimising the seasonal damage for each sport.
Relocating the ILAC to Yokine Regional Open Space (East), an underutilised area, would enable better spatial planning and integration with existing users, supporting long-term sustainability for both sports. Established in 1972, the Club caters for both junior and senior athletes, providing weekly competition for many male and female athletics during the summer season. Athletics fosters opportunities for both the athletes and the wider community as there is a strong parent and volunteer involvement. Appropriate facilities are important for both participation and volunteer involvement.

In addition to the seasonal damage, the current facilities do not allow for the Club to grow as the majority of throw sites are constrained within the track itself, presenting logistical challenges on competition day to ensure the safety of both athletes, officials and participants. By moving to Yokine, the design allows for the throw sites to be placed on the perimeter of the Reserve, providing a greater degree of safety for the athletes and officials. This has great benefit for the Centre and allows for future growth. The grant application relates to the development of new throwing circles, jump pits, a long and short athletics track (grass), a javelin runway, and a dedicated storage facility and a new synthetic cricket wicket to accommodate the new layout. This new facility will be designed to contemporary standards and will provide inclusive, high-quality access to athletics for ILAC, local schools, and the broader community.

ILAC has been engaged throughout concept design process for the new infrastructure and layout at Yokine and is supportive of the relocation. If the project does not receive State funding, then the project priority will be reviewed and alternative funding sources considered in consultation with the club.

This project is ranked one and rated A – ‘Well planned and needed by municipality’, in line with DCITS’ specific criteria to assess (rank and rate) each project.

**Small Grant Round July 2025-2026 Community Sporting and Recreation Facilities Fund (CSRFF) Application:**
**Project: Cricket Net upgrades - Jones Paskin Reserve, Balcatta**
**Applicant: City of Stirling**

Jones Paskin Reserve is located at 221 – 225 Jones Street, Balcatta and is a district level reserve that caters for cricket (turf) and AFL. The Reserve accommodates the Balcatta Cricket Club (BCC) and Stirling Saints Junior Football Club.

BCC caters for junior and senior players and has 120 members. BCC has identified several facilities at the Reserve that limit its capacity to operate in an effective manner. Through engagement with the City, it has been identified that the current turf nets no longer provide a suitable training environment and are a critical priority for BCC. Not only will it improve the safety of participants, but it also improves the BCC's capacity to provide appropriate training facilities.

The grant application relates to the upgrading of the existing turf cricket nets, similar to the upgrades undertaken at Des Penman Reserve, Nollamara. The current nets are not contemporary and limit BCC's capacity for training. The upgrades will increase the safety by improving the netting and allow for a greater utilisation of the nets. The City will continue to engage with BCC throughout the design process. If the project does not receive state funding, then the project priority will be reviewed, and alternate funding sources will be considered in consultation with the Club.

This project is ranked two and rated A – 'Well planned and needed by municipality', in line with the Department's specific criteria to assess (rank and rate) each project.

**Small Grant Round July 2025-2026 Community Sporting and Recreation Facilities Fund (CSRFF) Application:**
**Project: Shade upgrades - Mount Lawley Bowling Club**
**Applicant: Mount Lawley Bowling Club**

Mount Lawley Bowling Club is located at Queens Memorial Reserve, situated at 59 Queens Crescent, Mount Lawley. Having been located at the site since as early as 1909, the facilities provide three synthetic greens that are floodlit and a heritage listed clubroom. With the exception of a small carpark, parking is located around the perimeter of the Reserve. Outside of the Club's leased area, the Reserve also is the home of the Mount Lawley and Inglewood War Memorial, a playground, park benches, two free-use tennis courts (floodlit) and a tennis hit-up wall. The Club has been in contact with the City regarding the adequacy of the current shade provision to each of the greens with a desire to improve the shade as part of the overall offering to both its pennant and club, social and community bowlers. The Club currently has 115 bowling members and 75 social members in addition to casual users. The grant application relates to the upgrading of the shade structures to the B and C Greens at the Club (refer Attachment 1). The current structures that provide a limited amount of cover through shade cloth will be replaced with modern, long-lasting fixtures providing a greater degree of protection from the sun and elements. Whilst the Club provides sport and recreational opportunities through bowls to a diverse range of people, the improved shade will not only benefit the current participants but allow the Club to expand into groups such things as school lessons. The project is proposed to be undertaken by the Club, and the City will continue to engage with the Club throughout the process. If the project does not receive State funding, then the City will confirm that the project remains a priority for the Club and assist in helping them to identify alternate funding sources.

This project is ranked three and rated B – 'Well planned and needed by applicant', in line with the Department's specific criteria to assess (rank and rate) each project.

**Small Grant Round July 2025-2026 Club Night Lights Program (CNLP) Application:**
**Project: Upgrade hard court lighting to LED – Nollamara Tennis Club**
**Applicant: Nollamara Tennis Club**

Nollamara Tennis Club is located at Des Penman Reserve and has been in operation for over 60 years. The facilities provide 22 tennis courts – 18 grass and four hard courts. Over the last few years, the Club has been continuously working on strategies to improve its overall sustainability. With the addition of Pickleball, its membership has grown to over 200 members over the last three years. It has increased its pennant team representation in the Tennis West league from two teams to five adult teams and two junior teams and installed a 'book a court' system for their hard courts to broaden usage within the wider community.

The grant application relates to the upgrade of lighting for the four hard courts from halogen to energy efficient LED lights. Existing lights are coming to the end of life and need to be replaced. Given the increase in club and casual participation, there is increased demand for adequate uniform night-time lighting to cater for all players. There will be no additional poles installed and no changes to the height of the existing poles. The project will convert existing halogen lights to LED lighting to increase the quality and uniformity of lighting for safer night-time play, reduce overall energy consumption and decrease the maintenance cost.

The project is proposed to be undertaken by the Club, and the City will continue to engage with the Club throughout the process

This project is ranked 1 and rated B – 'Well planned and needed by applicant', in line with the Department's specific criteria to assess (rank and rate) each project.

## Financial Assessment and Implications

The table below outlines the financial implications for each project.

| Grant Type | Project | Applicant | Ranking | Rating | City Contribution | Club Contribution | DCITS Contribution | Total Estimated Project Cost (excl. GST) |
|---|---|---|---|---|---|---|---|---|
| CSRFF - Small | Inglewood Little Athletics – Relocation Works | City of Stirling | 1 of 3 | Well planned and needed by municipality | $262,783 | N/A | $200,000.00 | $462,783 |
| CSRFF - Small | Jones Paskin Reserve – Cricket Net Upgrades | City of Stirling | 2 of 3 | Well planned and needed by municipality | $154,135.80 | N/A | $154,135.80 | $308,271.60 |
| CSRFF - Small | Shade Upgrades | Mount Lawley Bowling Club | 3 of 3 | Well planned and needed by applicant | $149,305.00 | $149,305.00 | $200,000.00 | $498,610.00 |
| CNLP – Small | Upgrade Hard Court Lighting to LED | Nollamara Tennis Club | 1 of 1 | Well planned and needed by applicant | $55,026 | N/A | $55,026 | $110,052* |
| **Total Estimated Contribution if grant successful** | | | | | **$621,249.80** | **$149,305.00** | **$609,161.80** | **$1,379,716.60** |

* Please note that the figures above are indicative and are based off a preliminary cost estimate. The final total project cost may be adjusted pending any updated cost estimates from the applicant(s).

Upon endorsement by Council, applications will be forwarded to DCITS for formal assessment following the City understanding the outcome of the State Government CSRFF and CNLP review.

The DCITS does not guarantee that projects will receive the full amount of the grant requested or the maximum level of funding. The progression of any project that is unsuccessful with the current funding application, or which did not receive the full funding amount requested, may require further Council consideration. Any shortfall is considered the responsibility of the applicant as per the grant conditions however the City will liaise with the applicants to determine other funding opportunities if the project is not successful or only receives partial funding.

Small grants are required to be completed within the same financial year in which they receive funding. Both City projects (ILAC relocation and BCC Cricket Nets) are listed on the 2025/2026 budget. For the Mount Lawley Bowling Club project, there is $75K listed as a City contribution on the 2025/2026 budget. If supported by DCITS, this will require further consideration at budget review in March 2026. If supported by DCITS, the City's contribution towards the Nollamara Tennis Club project will need to be listed for budget review consideration.

## Stakeholder Engagement

For the projects that the City is undertaking, the City will continue to engage with each resident club to ensure that the design will meet their needs, whilst meeting the requirements under the relevant codes and standards. The City will ensure that the community is kept informed in line with the City's Community Engagement policy. The City will engage with the Department and the relevant sporting associations, as per the requirements of the grant application.

For the projects that Clubs are undertaking, the Clubs will seek the relevant approvals from the City prior to the commencement of works. This may include the requirement for community engagement. The City will continue to engage with these Clubs to facilitate the application process. The Clubs will engage with the Department and the relevant sporting associations, as per the requirements of the grant application.

## Options Summary

The following options were considered, presented in the order in which they are recommended.

| OPTIONS | |
|---|---|
| 1. | Submit the applications. There is a demonstrated need for each project, and each is considered a priority. |
| 2. | Submit some applications. Each of the projects has a demonstrated need, and each is considered a priority. |
| 3. | Await outcomes of the State Government CSRFF and CNLP review prior to submitting any applications. |
| 4. | Do nothing. |

## Recommended Action

Submit the applications to the Department for funding consideration.

## Relevant Policies, Legislation and Council Resolutions

Sports Floodlighting Policy
Leisure Planning Policy
Community Engagement Policy
*Local Government Act 1995*

## Sustainable Stirling 2022-2032

**Key Result Area:** Our community

**Objective:** An active and healthy City

**Priority:** Facilitate a range of recreation and leisure opportunities for everyone in the City

**Key Result Area:** Our built environment

**Objective:** An attractive and well-maintained City

**Priority:** Provide quality well-maintained sporting reserves, parks and open spaces for the community

## Strategic Risk

| Strategic Risk | Risk Appetite |
|---|---|
| Funding | The City will take sufficient financial risk to enable it to achieve its strategic objectives, providing it does not significantly impact on the long term financial sustainability of the City. |
| Partnerships | The City will be proactive in improving existing relationships and working with new partners to grow its reputation as an organisation that the community, business, government and other organisations choose to engage with. |

## Relevant Documents and Information

Attachments

Attachment 1 - Mount Lawley Bowling Club - Shade Replacement

Available for viewing at meeting

Nil

Linked Documents

Nil


B GREEN
C GREEN
Queens Memorial Reserve (Mt Lawley Bowling Facility
Queens Cr
Rookwood St
Memorial Lane
Clifton Cr
Elinoff Lane
Masel Lane
Stothies St
St Monica Lane
1-32/7
1-29/13
1-7/19
10-49
1-2/13
1-8/11
1-10/7
2-6
116
118
120
122
City of Stirling does not warrant the accuracy of this information and any person using, or relying upon, such information does so on the basis that the City shall bear no responsibility or liability whatsoever for any errors, faults, defects or omissions in the information.
Mt Lawley Bowling Club
- Shade Replacement
29/07/2025
1:1250
N

## 12.1/CD1 SCARBOROUGH BEACH EQUIPMENT AND LOCKER HIRE TRIAL ASSESSMENT

| | | |
|---|---|---|
| Business Unit: | Community Development Administration | Service: Community Development Administration |
| Ward: | Coastal | Location: Scarborough Beach Reserve, 309 West Coast Highway Scarborough |
| Applicant: | Not Applicable | |

**Role**

Information - *Receiving information about the City or its community.*

### Council Resolution

**0825/033**

**Moved Councillor Perkov, seconded Councillor Proud**

1. **That Council RECEIVES this report on the Equipment and Locker Hire trial at Scarborough Beach between December 2023 and June 2025.**

2. **That Council DOES NOT PROCEED with any further Equipment or Locker Hire arrangements at Scarborough Beach given the limited effectiveness of the recent trial.**

**The motion was put and declared CARRIED (15/0) by exception resolution.**

**For:** Councillors Creado, Dudek, Ferrante, Giudici, Hatton, Krsticevic, Lagan, Migdale, Olow, Paparde, Perkov, Proud, Re, Thornton and Mayor Irwin.
**Against:** Nil.

## Committee Recommendation

1. That Council RECEIVES this report on the Equipment and Locker Hire trial at Scarborough Beach between December 2023 and June 2025.
2. That Council DOES NOT PROCEED with any further Equipment or Locker Hire arrangements at Scarborough Beach given the limited effectiveness of the recent trial.

## Officer's Recommendation

1. That Council RECEIVES this report on the Equipment and Locker Hire trial at Scarborough Beach between December 2023 and June 2025.
2. That Council DOES NOT PROCEED with any further Equipment or Locker Hire arrangements at Scarborough Beach given the limited effectiveness of the recent trial.

## Purpose

To present an overview of the recent equipment and locker trial at Scarborough Beach, including its effectiveness and whether to proceed with a longer-term arrangement.

## Details

At its meeting held 15 August 2023, Council resolved (Council Resolution Numbers 0823/037 and 0823/044) to conduct a 24-month trial of equipment hire, including beach umbrellas, sun lounges and recreational equipment at Scarborough Beach, as well as a trial of locker hire at identified coastal location/s.

The provision of beach hire equipment had been considered for some time following the redevelopment of the Scarborough Beach precinct. The ability to hire beach equipment provides an opportunity for locals as well as intrastate, interstate and international visitors to obtain both sun protection and recreation equipment without the hassles of transporting this type of equipment to the beach or purchasing it for single use. Similar equipment hire arrangements are in place at other locations (such as Cable Beach in Broome) allowing visitors to hire beach umbrellas, sun lounges, boogie boards, and surfboards for use in a designated area. In addition, locker hire enables all beach visitors to secure their personal belongings while they are visiting the beach.

A ‘Request for Proposal’ process was undertaken from 11 October to 3 November 2023 seeking interest from community or commercial operators to provide a beach hire equipment and/or locker hire service at Scarborough Beach. A total of four responses were received, three for beach hire equipment and one for locker hire. On 21 November 2023, the City’s Director Community Development approved a proposal from Mobile Lockers Australia to operate a locker trial, and from Scarborough Beach Hire to operate a beach equipment trial. Both proponents committed to working with the City in a collaborative and flexible manner to provide the best opportunity for successful outcomes.

Locker Hire Service

Mobile Lockers Australia commenced operations on 18 December 2023 with locker hire available 24 hours a day, seven days a week, through two banks (46 lockers in each bank) located at the top of Scarborough Beach Amphitheatre. Minor levelling was undertaken and non-slip matting installed to support accessibility. The lockers were powered by solar energy with a 240v power supply available to charge the internal batteries. The lockers were accessed via a touchscreen with all payments made electronically and remote support available. The lockers also had a fold-down side panel that provided shade when in the raised position and secured the lockers when closed to prevent vandalism and unauthorised entry.

Mobile Lockers Australia charged $3.75 per hour for a small locker, $5.50 per hour for a large locker, $33.00 per day for a small locker, and $44.00 per day for a large locker.

Usage statistics from 18 December 2023 to 16 June 2025 (546 days) are provided below.

| | Month | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| **Year** | January | February | March | April | May | June | July | August | September | October | November | December | Total | Average |
| 2023 | - | - | - | - | - | - | - | - | - | - | - | 65 | 65 | 65 |
| 2024 | 159 | 136 | 135 | 137 | 58 | 24 | 35 | 25 | 82 | 61 | 92 | 137 | 1,081 | 90 |
| 2025 | 174 | 93 | 94 | 93 | 43 | 24 | - | - | - | - | - | - | 521 | 87 |

**Table 1 – Monthly and Seasonal Usage**

| Day | Hires | Percentage |
|---|---|---|
| Monday | 197 | 12% |
| Tuesday | 135 | 8% |
| Wednesday | 163 | 10% |
| Thursday | 349 | 21% |
| Friday | 186 | 11% |
| Saturday | 334 | 20% |
| Sunday | 303 | 18% |

**Table 2 – Daily Usage**

| Locker Type | Usage | Revenue |
|---|---|---|
| Large Lockers | 570 (average one hire per day) | $6,015 (average $10.50 per hire) |
| Small Lockers | 1,097 (average two hires per day) | $5,551 (average $5.06 per hire) |
| Total Lockers | 1,667 | $11,566 |

**Table 3 – Locker Usage & Revenue**

Mobile Lockers Australia continued until June 2025 when they advised the City the lockers would be removed given the lack of trade, and damage through vandalism.

Beach Hire Equipment Service

Scarborough Beach Hire commenced operations in mid-February 2024, located at the top of Scarborough Beach Amphitheatre (next to Mobile Lockers Australia). Hire equipment was available from a temporary marquee during operating times with all equipment then removed from site each day. Scarborough Beach Hire operating hours were from 7.00am to 6.00pm, seven days per week throughout summer school holidays, and 7.00am to 6.00pm on weekends during the school term.
The range of beach hire equipment included umbrellas, lounge chairs and beach towels for hire or sale. Whilst staff were on hand to assist where required, all equipment was capable of being installed by customers based on a video demonstration available from a QR code affixed to the equipment.

Scarborough Hire Equipment charged $15.00 per day for umbrella hire, $10.00 / $15.00 (half day / full day) for lounge chair hire, and $5.00 / $25.00 (rent / buy) for towels. Usage statistics were requested from the operator but not provided.

Scarborough Beach Hire advised the City in September 2024 that they would be ceasing operations, citing personal circumstances and minimal trade through the previous summer period. City Officers accepted this request to terminate the trial and offered Mobile Lockers Australia the opportunity to inherit beach equipment hire operations for the remainder of the trial period. Mobile Lockers Australia declined that opportunity.

Trial Effectiveness

- The trial did demonstrate some benefit in providing a locker service at Scarborough Beach (or along the coastline generally) with Thursday nights during the Sunset Markets and weekends during the summer being the most popular times of use.
- An unintended benefit of the locker hire services, which may account for usage patterns, was the ability to charge mobile phones and personal devices whilst stored in the locker. This may also provide the explanation for locker use late in the evening and early mornings.
- Despite some demand for locker hire, it was not sufficient to remain commercially viable. Permanently established lockers, co-located with other commercial activities, may improve use and viability. A broader locker hire service at Scarborough Beach, as well as other highly utilised coastal locations, may also improve viability.
- The trial demonstrated limited demand for a beach hire equipment service at Scarborough Beach. A significant change in beach visitor (customer) behaviour and expectations is required to generate sufficient trade for such a commercial operation to be considered viable.
- With the expected continuation of high visitations at Scarborough Beach, should travel modes change in the future through initiatives such as the Surf CAT bus service and other mid-tier public transport options, it may be worthwhile considering the viability of such a service again in the future.

Upon review of the usage statistics throughout the trial, and the fact that both operators have opted to discontinue their services, it is considered that beach equipment and locker hire services should no longer proceed at Scarborough Beach. Given the ongoing popularity of Scarborough Beach and other key coastal locations, the City should remain open to future opportunities for these services where user demand and commercial viability can be demonstrated.

Such a future opportunity could be incorporating a modular locker installation as an element in any future building design for the beach hub sites.

An opportunity has been identified to investigate the inclusion of hireable lockers within any future development of the beach hub sites. In particular, the northern beach hub site would be ideally suited to accommodate lockers for personal valuables given the close proximity to the Amphitheatre and skate park as well as beach access. A modular type locker installation could be incorporated as an element within any future building or public space design.

## Financial Assessment and Implications

The City incurred minimal costs towards preparatory levelling works at the top of the Scarborough Amphitheatre and beach equipment/locker hire trial marketing which were absorbed within the Community Development 2023/24 and 2024/25 operating budgets. Matting at the beach equipment and locker hire location was recycled from Stirling Leisure – Mirrabooka.

## Stakeholder Engagement

Nil.

## Options Summary

The following options were considered, presented in the order in which they are recommended.

| OPTIONS | |
|---|---|
| 1. | Not proceed with beach equipment and/or locker hire services at Scarborough Beach based upon recent trial outcomes. |
| 2. | Consider the incorporation of beach equipment hire, and particularly locker hire, within any future development on the Scarborough Beach hub sites (subject to commercial viability). |
| 3. | Seek further Expressions of Interest from suitably experienced operators for the continuation of beach equipment and/or locker hire services at Scarborough Beach. |
| 4. | Seek further Expressions of Interest from suitably experienced operators for beach equipment and/or locker hire services at other coastal locations. |

## Recommended Action

It is recommended not to proceed with any further beach equipment or locker hire service at Scarborough Beach based on the recent trial outcomes. The provision of such services could be revisited through any future development of the Scarborough Beach hub sites. Given the safety and security benefits for beachgoers, as well as usage statistics from trial, it appears locker hire rather than equipment hire is more likely to be commercially viable.

## Relevant Policies, Legislation and Council Resolutions

*Local Government Act 1995*

| Meeting Date | Council Resolution Number | Council Resolution |
|---|---|---|
| 15 August 2023 | 0823/037 | 1. That Council AGREES to a 24-month trial period of equipment hire including beach umbrellas, and equipment at Scarborough Beach subject to:<br>a. The engagement of suitably resourced operator/s for this service;<br>b. Preparation of a Legal Agreement/Operator Agreement including:<br>i. Finalisation of terms and conditions to the City's satisfaction;<br>ii. An agreed term up to 24 months;<br>iii. Permitted operating areas that may be subject to change during the trial period at the City's discretion; and<br>iv. Formalisation of trial success factors and data sharing between the City and the proponent.<br>2. That, subject to completion of the steps outlined in Recommendation 1 above, Council AUTHORISES the Mayor and Chief Executive Officer to execute an appropriate Deed of Agreement with the proponent/s in preparation for the 2023/2024 summer period.<br>3. That Council NOTES that a report will be presented to Council in June 2025 following 18-months of the trial period providing a qualitative and quantitative assessment of the effectiveness of equipment hire options at Scarborough Beach. |
| 15 August 2023 | 0823/044 | 1. That Council AGREES to a 24-month trial period of locker hire at identified coastal location or location/s subject to:<br>a. The engagement of suitably resourced operator/s for this service through an Expression of Interest process;<br>b. Preparation of a Legal Agreement/Operator Agreement including:<br>i. Finalisation of terms and conditions to the City's satisfaction; |

| Meeting Date | Council Resolution Number | Council Resolution |
|---|---|---|
| | | ii. An agreed term up to 24 months;<br>iii. Permitted operating areas that may be subject to change during the trial period at the City's discretion; and<br>iv. Formalisation of trial success factors and data sharing between the City and the proponent.<br>2. That, subject to completion of the steps outlined in Recommendation 1 above, Council AUTHORISES the Mayor and Chief Executive Officer to execute an appropriate Deed of Agreement with the proponent/s in preparation for the 2023/2024 summer period.<br>3. That Council NOTES a report will be presented to Council in June 2025 following 18-months of the trial period providing a qualitative and quantitative assessment of the effectiveness of locker hire options. |

## Sustainable Stirling 2022-2032

**Key Result Area:** Our community

**Objective:** An active and healthy City

**Priority:** Facilitate a range of recreation and leisure opportunities for everyone in the City

## Strategic Risk

| Strategic Risk | Risk Appetite |
|---|---|
| Community | The City will ensure that it engages with the community in accordance with its Community and Stakeholder Engagement Plan. |
| Partnerships | The City will be proactive in improving existing relationships and working with new partners to grow its reputation as an organisation that the community, business, government and other organisations choose to engage with. |

## Relevant Documents and Information

Attachments

Nil.

Available for viewing at the meeting

Nil.

Linked Documents

Nil.

## 12.1/FPA1 STIRLING LEISURE BALGA - PLANNED UPGRADES TIMEFRAME

| | | |
|---|---|---|
| Business Unit: | Facilities, Projects & Assets/ Recreation & Leisure | Service: Project Management |
| Ward: | Balga | Location: 109 Princess Road Balga |
| Applicant: | not applicable | |

**Role**

Executive - *Governing the City and the community through executive powers.*

### Council Resolution

**0825/034**

**Moved Councillor Perkov, seconded Councillor Proud**

**That Council NOTES the proposed timeframe for an asset condition assessment, community needs analysis, business case and concept plan for upgrades to Stirling Leisure – Balga.**

| Action | Timeframe |
|---|---|
| **Asset condition assessment** | **Undertaken in February 2025** |
| **Community needs analysis** | **2026/27** |
| **Concept plan (and cost estimates)** | **2027/28** |
| **Business case** | **2027/28** |

**The motion was put and declared CARRIED (15/0) by exception resolution.**

**For:** Councillors Creado, Dudek, Ferrante, Giudici, Hatton, Krsticevic, Lagan, Migdale, Olow, Paparde, Perkov, Proud, Re, Thornton and Mayor Irwin.
**Against:** Nil.

## Committee Recommendation

That Council NOTES the proposed timeframe for an asset condition assessment, community needs analysis, business case and concept plan for upgrades to Stirling Leisure – Balga.

| Action | Timeframe |
|---|---|
| Asset condition assessment | Undertaken in February 2025 |
| Community needs analysis | 2026/27 |
| Concept plan (and cost estimates) | 2027/28 |
| Business case | 2027/28 |

## Officer's Recommendation

That Council NOTES the proposed timeframe for an asset condition assessment, community needs analysis, business case and concept plan for upgrades to Stirling Leisure – Balga.

| Action | Timeframe |
|---|---|
| Asset condition assessment | Undertaken in February 2025 |
| Community needs analysis | 2026/27 |
| Concept plan (and cost estimates) | 2027/28 |
| Business case | 2027/28 |

## Purpose

To present information on planned upgrades to Stirling Leisure Balga, in line with Council Resolution Number 0525/042.

## Details

To consider the scope for a possible upgrade to Stirling Leisure Balga (and any facility) there are two major considerations:

- User/community ‘need’, driven by demand, functionality and future community profile that will shape likely use of the facility in the future and;
- Asset ‘need’, driven by condition and age of building components requiring renewal and compliance with relevant standards.

The Community Infrastructure Plan completed in 2024 makes a series of recommendations for the future needs of the facilities in Balga. The following recommendations are relevant to the content of this report:

1. Investigate future expansion of existing amenity provision at Stirling Leisure Balga to meet the future population growth and demand impacts.
2. Provide community space at Stirling Leisure Balga.
3. At end of asset life, consider community needs and future use of Balga Community Centre including consideration of alternative community use models and integrations with Stirling Leisure Balga future planning.

With a 56.1% increase in population between 2001 and 2021 and a further 9% increase between 2021 and 2041, there has been a significant population increase since the facility initially opened in 2008.

Since opening, Learn to Swim participation has increased to 1,434 participants per month, 1,590 gym members and an annual total attendance of 424,244 in 2024/25 financial year.

When the facility was redeveloped in 2008, new facilities were constructed (gym, café, creche and swimming pool) while many old elements of the facility were retained (June Copley Function Hall, the sports court and functional training and RPM studios). This has created a somewhat fragmented user journey where customers and staff must move through multiple areas of the building to reach their desired location. Whilst accessible spaces have been created, it is not an optimum experience as a user and needs to evolve, it is time to consider how this can best be resolved to improve accessibility beyond achieving compliance.

The linkage to Princess Wallington Clubrooms is also an important consideration given the high levels of reserve usage and the shared use nature of the carpark facility. The Balga Boxing Club is also currently accommodated within Stirling Leisure Balga (in an unmodified area of the facility that has not been refurbished). Consideration of how to best meet the needs of this group and any opportunity for shared use of assets with the Soccer and Cricket clubs should be considered. It is important to note that planned car park works as a component of Stage three of the Bina Parkland project were never completed so the car park remains as it was initially configured and would benefit from improved lighting and accessibility to both Stirling Leisure Balga and Princess Wallington Clubroom buildings. Usage of this carpark and the carpark servicing Bina Parkland have seen a significant increase in use through activities of Stirling Leisure Balga, Bina Parkland and the Princess Wallington Clubrooms with parking close to the facilities in very high demand.

Condition assessments are undertaken on a regular basis with the most recent assessment in February 2025. No significant issues were identified with all assets being in the good (two) to fair (three) range based on a one-to-five assessment criteria.

Over the past 12 years, there has been a range of renewal work undertaken to support this condition assessment including:

- Installation of solar panels (in two stages).
- Accessible ‘DDA’ improvement works to all toilets, new entrance counter and flooring.
- New entry turnstiles.
- Replacement of gas boilers heating the pools.
- Replacement of HVAC systems.
- Pool deck floor tile replacement.
- Large fans installed above pools to improve air movement and customer comfort.
- Store created to store chemicals away from general store area.
- Installation of shades to outdoor play area.
- Gym lift replacement.
- LED Lighting.
- Fire System upgrade.
- Treatment of corroded steelwork above the pool.
- External building painting including to ‘heartbeat’.
- New vanity and wash basins to 25m pool changerooms.
- Sports court grandstand improvements.
- New doors to pool deck.
- General aesthetic improvements to visible areas such as hydro pool and entrance to 25m pool changerooms.

Works currently planned include:

- Conversion of chlorine to salt filtration.
- Further HVAC system improvements.

Given the increase in population, attendance and changing community profile as well as functionality limitations of the existing building footprint despite the works that have already been completed, it is intended to engage an architect to undertake the same process that was undertaken for Stirling Leisure Inglewood. This will look at the site it its entirety (asset and functionality as well as the broader precinct) and consider the best way to meet the evolving and increasing needs of the community. An architect would develop concept plans and cost estimates of the work required and be overseen by an internal Project Steering Group with feedback from Elected Members included during the process.

Any final decisions on scope and cost would be presented to Council for a decision based on a Business Case.

## Financial Assessment and Implications

There are no immediate financial implications although concept plans and cost estimates to enable a business case to be developed would cost approximately $100,000.

## Stakeholder Engagement

Nil.

## Recommended Action

That Council notes the proposed timeframe as shown above.

## Relevant Policies, Legislation and Council Resolutions

Nil.

*Local Government Act 1995*

| Meeting Date | Council Resolution Number | Council Resolution |
|---|---|---|
| 27 May 2025 | 0525/042 | That a report be PRESENTED to the Council meeting to be held 1 July 2025 identifying the proposed timeframe for an asset condition assessment, community needs analysis, business case and concept plan for upgrades to Stirling Leisure – Balga to enable consideration within the City's forward capital works program and long-term financial plan. |

## Sustainable Stirling 2022-2032

**Key Result Area:** Our built environment

**Objective:** An attractive and well-maintained City

**Priority:** Provide quality, well-maintained facilities for the benefit of the community

## Strategic Risk

| Strategic Risk | Risk Appetite |
|---|---|
| Reputation | The City will ensure that any decisions that may affect the City's reputation are made at the appropriate level with stakeholders remaining informed and engaged. |

## Relevant Documents and Information

Attachments

Nil.

Available for viewing at the meeting

Nil.

Linked Documents

Nil.

## 12.1/F1 SCHEDULE OF ACCOUNTS FOR PERIOD 12 ENDING 30 JUNE 2025

| | | |
|---|---|---|
| Business Unit: | Finance Services | Service: Financial Accounting |
| Ward: | Not Applicable | Location: Not Applicable |
| Applicant: | Not Applicable | |

**Role**

Executive - *Governing the City and the community through executive powers.*

### Council Resolution

**0825/035**

**Moved Councillor Perkov, seconded Councillor Proud**

**That the schedules for Period 12, 1 June – 30 June 2025 comprising of:**

a. **Cheques drawn and payments made amounting to $61,820,789.28**

b. **Fuel Card Payments made amounting to $26,458.24**

**be RECEIVED**

**The motion was put and declared CARRIED (15/0) by exception resolution.**

**For:** Councillors Creado, Dudek, Ferrante, Giudici, Hatton, Krsticevic, Lagan, Migdale, Olow, Paparde, Perkov, Proud, Re, Thornton and Mayor Irwin.
**Against:** Nil.

## Committee Recommendation

That the schedules for Period 12, 1 June – 30 June 2025 comprising of:

a. Cheques drawn and payments made amounting to $61,820,789.28

b. Fuel Card Payments made amounting to $26,458.24

be RECEIVED

## Officer's Recommendation

That the schedules for Period 12, 1 June – 30 June 2025 comprising of:

a. Cheques drawn and payments made amounting to $61,820,789.28

b. Fuel Card Payments made amounting to $26,458.24

be RECEIVED

## Purpose

To inform Council of funds disbursed for the period 1 June – 30 June 2025.

## Details

The reported schedules are submitted in accordance with Regulation 13 and 13A of the Local Government (Financial Management) Regulations 1996. In June 2023, the Regulations were amended to include the requirement to report payments by purchasing cards (Regulation 13A) to be implemented by local governments by September 2023.

Fuel cards are considered purchasing cards and so a separate attachment has been prepared for these transactions. Fuel cards are used for the purchase of fuel for the City's petrol vehicles and plant. The use of fuel cards is controlled with the card assigned to an individual vehicle and transactions limited to the purchase of fuel. Vehicle odometer readings are recorded for each fuel purchase. It should be noted that the full payment to Ampol is shown in the Payments Listing and the amount on the fuel card report may differ due to the timing of invoices.

The value of payments made in the month includes new term deposit investments of surplus cash funds. The surplus cash funds available for investment will be impacted by the City's cashflow cycle including the value of term deposits maturing in the month. The value of new term deposits is the main cause of fluctuations in the level of payments from month to month. Other factors would include progress payments made for major capital projects.

The payments for June were much higher than an average month due to the value of term deposits investments in the month. This is associated with the City's financial year end processes.

Expenditure on Agency Staffing

The table below shows the spend on agency staffing to June 2025. The actual spend of $1,707,716 equates to 1.3% of the total spent on direct staffing by the City for the period.

| Agency Costs by Business Unit | Year to Date June 2025 Actual $ | % of Total Staffing Cost | Explanation |
|---|---|---|---|
| Finance Services | 83,090 | 1.6% | Maternity Leave Cover |
| Governance | 7,159 | 0.3% | Wait staff for City Events |
| Parks & Environment | 547,922 | 3.1% | Temporary staff to manage seasonal workload |
| Waste & Fleet | 409,788 | 4.0% | Cover for Recycling Centre and Waste Collection staff |
| Recreation & Leisure Services | 1,151 | 0.0% | Staffing of Inglewood Pool kiosk |
| Infrastructure Administration | 1,990 | 0.1% | Temporary administration staff |
| Community Development | 76,070 | 0.4% | Flexible staffing for Community Food Services |
| Customer & Communications | 105,443 | 1.7% | Short term cover for Digital Officer & Graphic Designer positions |
| Property & Commercial Services | 74,351 | 5.6% | Part-time Land Administration Specialist |
| Engineering Services | 298,257 | 2.2% | Temporary staff for Maintenance Works |
| Development Services | 102,495 | 1.0% | Temporary administration staff |
| **Total** | **1,707,716** | **1.3%** | |

## Relevant Policies, Legislation and Council Resolutions

Regulation 13 of the Local Government (Financial Management) Regulations 1996 requires that a list of accounts paid by the Chief Executive Officer is to be prepared each month and presented to the Council at the next ordinary meeting of Council after the list is prepared. Regulation 13A of the Local Government (Financial Management) Regulations 1996 requires that a list of accounts paid includes payments via purchasing cards.

Local Government (Financial Management) Regulations 1996

*Local Government Act 1995*

## Sustainable Stirling 2022-2032

**Key Result Area:** Our leadership

**Objective:** A well-governed City

**Priority:** Comply with legislation, standards and obligations

## Strategic Risk

| Strategic Risk | Risk Appetite |
|---|---|
| Governance | The City will act with integrity and implement appropriate processes and controls to avoid breach of legislation. |

## Relevant Documents and Information

Linked Documents

Nil.

## 12.1/F2 MONTHLY STATEMENT OF FINANCIAL ACTIVITY FOR THE MONTH ENDING 30 JUNE 2025

| | | |
|---|---|---|
| Business Unit: | Finance Services | Service: Financial Accounting |
| Ward: | Not Applicable | Location: Not Applicable |
| Applicant: | Not Applicable | |

**Role**

Executive - *Governing the City and the community through executive powers.*

### Council Resolution

**0825/036**

**Moved Councillor Perkov, seconded Councillor Proud**

**That the monthly Statement of Financial Activity and other relevant Financial Reports for the month ending 30 June 2025 be RECEIVED.**

**The motion was put and declared CARRIED (15/0) by exception resolution.**

**For:** Councillors Creado, Dudek, Ferrante, Giudici, Hatton, Krsticevic, Lagan, Migdale, Olow, Paparde, Perkov, Proud, Re, Thornton and Mayor Irwin.
**Against:** Nil.

### Committee Recommendation

That the monthly Statement of Financial Activity and other relevant Financial Reports for the month ending 30 June 2025 be RECEIVED.

### Officer's Recommendation

That the monthly Statement of Financial Activity and other relevant Financial Reports for the month ending 30 June 2025 be RECEIVED

## Purpose

To apprise Council of the financial position of the City in compliance with the provisions of Section 6.4 of the *Local Government Act 1995* and regulation 34 of the Local Government (Financial Management) Regulations 1996 as amended.

## Details

The City's financial reporting framework provides Council, management, and employees with a broad overview of the City-Wide financial position. The format for the financial report includes:

1. A financial summary comprising a Statement of Financial Activity (Attachment 1) and an explanation of each material variance in accordance with the requirements of Regulation 34 (see below).
2. The composition of net current assets, less committed assets, and restricted assets (Attachment 2) in accordance with the requirements of Regulation 34.
3. An Investment Report (Attachment 3) detailing the performance of the investment portfolio as required by the City's Investment Policy.

**Monthly Statement of Financial Activity for the Period Ending 30 June 2025**

It should be noted that the statement shown as Attachment 1 only includes transactions as they relate to the Municipal Fund, and it removes the non-cash items to allow an assessment of the City's dependency on rate levies.

The City is currently finalising its FY25 position. These unaudited financial reports will be subject to change as year-end items, such as the financial position of Regional Councils are audited and reflected in the City's financial statements.

Explanations of major variances between YTD Actual and YTD (Original) Budget for the month ended 30 June 2025 are as follows:

### General Rates

The Rates Statements issued in July 2024 generated $253.8 million in revenue (this figure includes the Rates, Domestic Waste Charge, the Community Safety Service charge and the Emergency Services Levy revenue). $255.6 million of debt has been collected in 2024/25 which includes balances due from the prior year and interim rates issued during 2024/25. Total Rates debt has reduced by $0.1 million over the year.

### 1. Underground Power rates

The service charge for the Scarborough Underground Power project has been deferred to the 2025/26 financial year as was adopted through the 2025/26 budget process.

### 2. Grants & Subsidies

This revenue item has a positive variance of 62% to YTD budget, mainly due to the $5.1 million Financial Assistance Grant for 2025/26 received in advance.

### 3. Contributions, Reimbursements & Donations

This revenue item has a positive variance of 36% to budget, mainly due to unbudgeted Street Trees Contributions and the timing of Care Navigation funding. The street tree contributions will be transferred to the Tree Reserve.

### 4. Other

This revenue item has a positive variance due to unbudgeted contributions for Cash in lieu of Public Open Space relating to developments in Scarborough, Wembley Downs, Westminster and Tuart Hill. This will be transferred to the Cash in lieu of Public Open Space Reserve.

**Operating Expenditure**

### 5. Employee Costs (including Agency Staff)

The total of direct employee costs (net of the cost of Agency Personnel) was higher than budget for the year to date due to:

- Workers Compensation premiums related to prior years $1.7 million
- Increase in Long Service Leave provision that is not budgeted for $0.5 million. This was related to the change in the Long Service Leave Regulations.
- Internal labour recoveries $0.9 million below budget. Labour recoveries relate to the transfer of internal staff time to maintenance services and capital projects, and the negative labour recovery variance is offset by reduced costs in these areas.
- Staffing for IT projects $1.7 million where the cost was budgeted as consultancy on the assumption that the work would be outsourced, and project staff were employed as a better value for money option.
- Higher staffing required for the Hamersley Golf Course and Learn to Swim programs $1.0 million, which is offset by increased revenue from these services.

**6. Underground Power Expenditure**

This adverse variance relates to the City's project management costs associated with Underground Power projects, which was not budgeted and cannot be claimed against the cost of the project(s).

**7. Depreciation**

Depreciation was higher than budget for the year due to improved data from the upgraded Enterprise Asset Management system but was excluded from the Rate Setting Statement as a non-cash item (see corresponding entry under Operating activities excluded).

**8. Other**

This adverse variance relates to the cost of sale for the disposal of 23 and 24 Milldale Way, Mirrabooka.

**Investment Activity**

**9. Proceeds from Disposal of Assets & Profit / (Loss) on Disposal**

The Net Loss on Disposal mainly relates to the disposal of 26 Odin Road, Balcatta and a Right of Way in Inglewood.

**10. Grants and Subsidies**

This revenue item has a negative variance due transfer of unspent grant funds to the balance sheet so that they are available to be spent in 2025/26.

**11. Equity Share of Investment**

This variance is due to Catalina Estate land sales which have been higher than expected.

**12. Capital Expenditure**

The capital variance of $60.7 million is mainly due to the carry forward of project budgets to the 2025/26 financial year $52.4 million, the net return of funds from 2024/25 projects of $3.2 million with the balance being the movement in Work in Progress.

**Year End Carry forwards**

Carry forwards for 2024/25 were $52.4 million in total, this relates to the following longer term projects:

- $10.7 million Multi-year Capital Renewals projects
- $9.5 million for projects where supply restraints have resulted in delays, mainly the Fleet Replacement program
- $3.5 million for other renewals projects in progress

The balance of Carry Forwards includes:

- $20.0 million for the purchase of investment property
- $4.3 million for the execution of projects under the Land Asset Action Plan
- $1.0 million for Perth Glory relocation
- $1.2 million for Technology Projects & Upgrades
- $2.2 million for other projects and minor capital renewals

## Financial Assessment and Implications

The administration is mandated by Council to operate in a financially sustainable and responsible manner. As such, the City ensures that it closely monitors its financials against approved budget.

## Relevant Policies, Legislation and Council Resolutions

The monthly statement of financial activity is prepared in accordance with Regulation 34 of the Local Government (Financial Management) Regulations 1996 and *Local Government Act 1995*

| Meeting Date | Council Resolution Number | Council Resolution |
|---|---|---|
| 1 April 1997 | Item 10.2/A11 | A monthly report must be provided to Council detailing the investment portfolio in terms of overall performance, percentage exposure of total portfolio by investment institution and in the case of managed investments, the changes in market value. |

## Sustainable Stirling 2022-2032

**Key Result Area:** Our leadership

**Objective:** A well-governed City

**Priority:** Comply with legislation, standards and obligations

## Strategic Risk

| Strategic Risk | Risk Appetite |
|---|---|
| Governance | The City will act with integrity and implement appropriate processes and controls to avoid breach of legislation. |

## Relevant Documents and Information

Attachments

Attachment 1 - Statement of Financial Activity in the form of a Rate Setting Statement for the period to 30 June 2025

Attachment 2 - Net Current Assets as at 30 June 2025

Attachment 3 - An Investment Report for the period to 30 June 2025

Available for viewing at meeting

Nil

Linked Documents

Nil.

# City of Stirling
# Rate Setting Statement
# For the Period Ending 30 June 2025

| Description | Notes | YTD Actual $'000 | YTD Amended Budget $'000 | Variance $'000 | % | Amended Budget $'000 |
|---|---|---|---|---|---|---|
| **OPERATING ACTIVITIES** | | | | | | |
| **Net surplus/(deficit) start of financial year** | | **41,026** | **38,059** | | | **38,059** |
| **Revenue from operating activity (excluding rates)** | | | | | | |
| Other Rates Revenue | | 542 | 500 | 42 | 8 | 500 |
| Underground Power Rates | (1) | 1 | 1,353 | (1,352) | (100) | 1,353 |
| Security Charge | | 4,917 | 4,770 | 146 | 3 | 4,770 |
| Grants & Subsidies | (2) | 14,000 | 8,619 | 5,381 | 62 | 8,619 |
| Contributions,Reimbursements & Donations | (3) | 4,040 | 2,972 | 1,068 | 36 | 2,972 |
| Interest | | 10,294 | 10,552 | (258) | (2) | 10,552 |
| Registration,Licences & Permits | | 5,239 | 4,801 | 438 | 9 | 4,801 |
| Service Charges | | 48,059 | 45,754 | 2,305 | 5 | 45,754 |
| Fees & Charges | | 23,797 | 22,125 | 1,672 | 8 | 22,125 |
| Other | (4) | 5,581 | 4,402 | 1,179 | 27 | 4,402 |
| **Total Operating Revenue** | | **116,471** | **105,849** | **10,622** | 10 | **105,849** |
| **Expenditure from operating activities** | | | | | | |
| Employee Costs (including Agency Staff) | (5) | (119,616) | (113,701) | (5,915) | (5) | (113,701) |
| Materials & Contracts Direct MTC of NCA | | (34,992) | (33,266) | (1,727) | (5) | (33,266) |
| Materials & Contracts Other Works | | (75,549) | (74,728) | (821) | (1) | (74,728) |
| Underground Power Expenditure | (6) | (115) | - | (115) | (100) | |
| Utilities | | (9,273) | (9,245) | (28) | (0) | (9,245) |
| Impairment | | (9) | - | (9) | (100) | - |
| Depreciation | (7) | (56,507) | (51,093) | (5,413) | (11) | (51,093) |
| Insurance | | (2,039) | (2,223) | 184 | 8 | (2,223) |
| Other | (8) | (4,767) | (3,883) | (884) | (23) | (3,883) |
| **Total Operating Expenditure** | | **(302,868)** | **(288,140)** | (14,728) | (5) | **(288,140)** |
| **Sub Total Operating Result** | | **(186,397)** | **(182,291)** | **(4,106)** | (2) | **(182,291)** |
| **Operating activities excluded** | | | | | | |
| Profit on disposal of assets | (9) | (276) | (611) | (335) | (55) | (611) |
| (Loss) on disposal of assets | (9) | 1,068 | 788 | 279 | 35 | 788 |
| Loss on revaluation of fixed assets | | | | | | |
| (Reversal) of prior years loss on revaluation of fixed assets | | | | | | |
| Non cash movements in non current assets and liabilities | | 13,292 | | 13,292 | | |
| Gifted & Previously Unrecognised Assets | | (55) | | 55 | 100 | |
| Depreciation on Assets | (7) | 56,507 | 51,093 | 5,413 | 11 | 51,093 |
| **Total Excluded from Operating Result** | | 70,535 | 51,270 | (19,265) | (38) | 51,270 |
| **Amount attributed to operating activities** | | **(115,862)** | **(131,020)** | 15,158 | 12 | **(131,020)** |
| **INVESTMENT ACTIVITIES** | | | | | | |
| Grants & Subsidies | (10) | 14,875 | 17,964 | (3,089) | (17) | **17,964** |
| Equity Share of Investment | (11) | 13,056 | 29,413 | (16,357) | (56) | 29,413 |
| Proceeds from Disposal of Assets | (9) | 6,926 | 3,633 | 3,293 | 91 | 3,633 |
| Profit / (Loss) on Disposals | (9) | (791) | (177) | (614) | (347) | (177) |
| Contribution to associated entity | | | | | | |
| Total Capital Expenditure | (12) | (70,659) | (131,390) | 60,731 | 46 | (131,390) |
| **Amount attributed to investment activities** | | **(36,592)** | **(80,557)** | 43,965 | 55 | **(80,557)** |
| **FINANCIAL ACTIVITIES** | | | | | | |
| Transfers to/from Trust | | | | | | |
| Transfers to Reserves | | (45,467) | (44,655) | (811) | (2) | (44,655) |
| Transfers from Reserves | | 17,508 | 51,748 | (34,240) | (66) | 51,748 |
| **Amount attribute to financial activities** | | **(27,958)** | **7,093** | **(35,051)** | **(494)** | **7,093** |
| **Surplus/(deficient) before general rates** | | **(166,042)** | **(166,425)** | | | **(166,425)** |
| **Total amount raised from general rates** | | 166,042 | 166,425 | | | 166,425 |
| **Net current assets at end of period - suplus/(deficit)** | | **26,656** | **0** | | | **0** |

# City of Stirling

## Net Current Asset Position Statement
## As At 30 June 2025

| | $'000 |
|---|---|
| **CURRENT ASSETS** | |
| Cash and cash equivalents | 168,811 |
| Trade receivables | 17,587 |
| Other financial assets at amortised cost | 4,641 |
| Inventories | 3,647 |
| Contract assets | 2,109 |
| Total Current Assets | 196,795 |
| **CURRENT LIABILITIES** | |
| Trade and other payables | 24,503 |
| Contract liabilities | 2,665 |
| Lease liabilities | 110 |
| Employee related provisions | 19,968 |
| Other provisions | 15,913 |
| Total Current Liabilities | 63,160 |
| Closing Funds | 133,636 |
| **Restricted Assets** | |
| Investments | 126,948 |
| Total Restricted Assets | 126,948 |
| **NET CURRENT ASSETS LESS RESTRICTED ASSETS** | **6,688** |
| Add Cash Backed Leave | 19,968 |
| **CLOSING FUNDS** | **26,656** |

# CITY OF STIRLING
# CASH & INVESTMENT REPORT AS AT 30 JUNE 2025

| | Short term Rating | Long-term Rating | Allocation % | AV RATE[1] % | TOTAL FUNDS $ | MUNI FUNDS $ | REST FUNDS $ | TRUST FUNDS $ | RESERVE FUNDS $ |
|---|---|---|---|---|---|---|---|---|---|
| **IN HOUSE INVESTMENTS** | | | | | | | | | |
| **Banks** | | | | | | | | | |
| Bank of Queensland | A2 | A- | 21 | 4.93% | 39,490,479 | 2,400,000 | 1,253,991 | - | 35,836,488 |
| Bendigo / Adelaide Bank | A2 | A- | 8 | 4.31% | 14,300,000 | 14,300,000 | | | |
| NAB | A1+ | AA- | 29 | 4.80% | 54,086,963 | 5,000,000 | 13,985,060 | - | 35,101,903 |
| Rabo Bank | A-1 | A+ | 5 | 4.35% | 9,166,667 | | | | 9,166,667 |
| Sun Corp Metway | A-1 | A+ | 16 | 5.12% | 29,865,729 | 700,000 | - | 18,103,992 | 11,061,737 |
| Westpac | A1+ | AA- | 21 | 4.88% | 39,290,997 | 8,300,000 | 673,997 | - | 30,317,000 |
| **TOTAL INVESTMENTS** | | | **100** | **4.85%** | **$ 186,200,835** | **$ 30,700,000** | **$ 15,913,049** | **$ 18,103,992** | **$ 121,483,795** |

[1] Average Rate for each bank relates to the investments held at monthend i.e. Total Funds balance

| | INTEREST RECEIVED TO DATE | % | FULL YEAR BUDGET |
|---|---|---|---|
| **INTEREST EARNED** | | | |
| Municipal Fund | 10,288,189 | 97.50% | 10,552,144 |
| | | | |
| **TOTAL** | **10,288,189** | **97.50%** | **10,552,144** |

| INTEREST RATES | JUL % | AUG % | SEP % | OCT % | NOV % | DEC % |
|---|---|---|---|---|---|---|
| AVGE EARNED RATE (ALL INVESTMENTS) | 5.03 | 4.98 | 4.99 | 5.05 | 5.09 | 5.09 |
| BENCHMARK RATE | 4.47 | 4.33 | 4.39 | 4.40 | 4.44 | 4.44 |

| | JAN | FEB | MAR | APR | MAY | JUN |
|---|---|---|---|---|---|---|
| AVGE EARNED RATE (ALL INVESTMENTS) | 5.07 | 5.04 | 5.02 | 5.00 | 4.92 | 4.85 |
| BENCHMARK RATE | 4.31 | 4.18 | 4.09 | 4.03 | 3.76 | 3.72 |

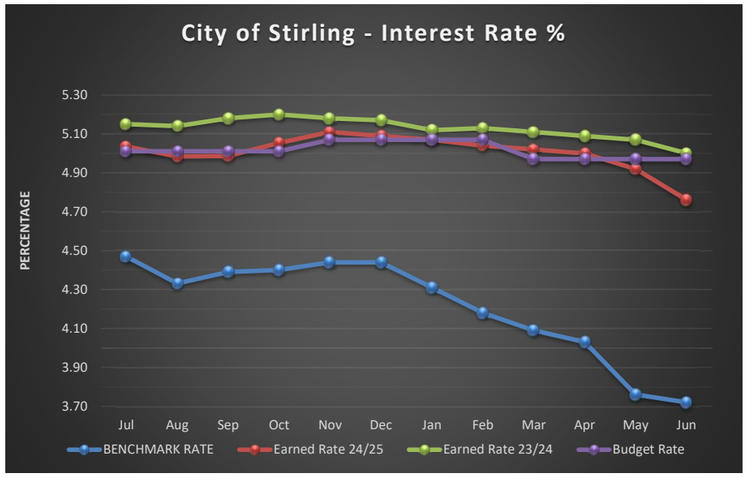
| MARKET AVERAGE INTEREST RATES | At Call % | 30 Day % | 90 Days % | 180 Days % | 5 Yr Bond % | YTD Av % |
|---|---|---|---|---|---|---|
| FOR 2024-25 YEAR ONLY | 3.85 | 3.69 | 3.67 | 3.79 | 0.00 | 3.72 |

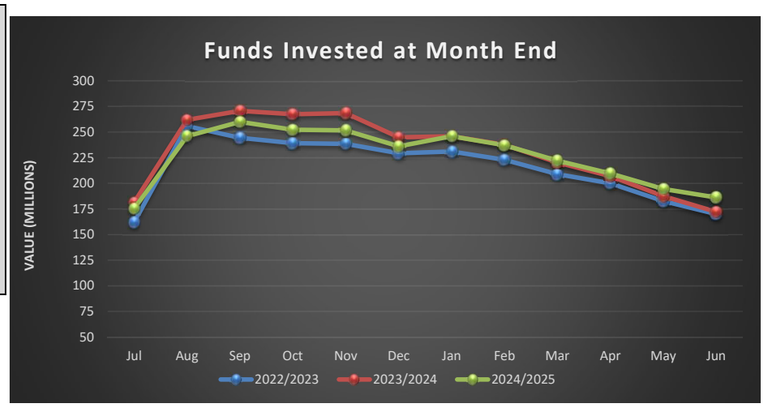
**COMMENTARY**

1 The City of Stirling continues its cautious approach in managing and investing its funds and only invests funds as per the City's investment policy. To date the City only invests in approved and authorised institutions in line with the WA *Local Government Act 1995* and its Amendments 2012.

2 For this financial year 2024/25, the City continued its cash investments strategy with local banking institutions administrated in house. The City may also consider recommendations from approved advisors should the need arise.

3 This report is supported by detailed statements of borrowers of the City's funds with details thereto.




| TRUST FUND DETAILS | BALANCE $ |
|---|---|
| Other Bonds | 582,589 |
| Right of Way Bonds | 467,976 |
| Payment in Lieu of Public Open Space | 10,629,586 |
| Town Planning Schemes | 6,123,790 |
| Other Trusts | 300,051 |
| **FINANCE ONE** | 18,103,992 |
| **INVESTMENT REGISTER** | 18,103,992 |
| **Funds to be Transferred** | **0** |

| RESERVE FUND DETAILS | BALANCE $ |
|---|---|
| Asset Acquisition Reserve | 110,391 |
| Cash in Lieu of Public Open Space | 1,737,241 |
| Churchlands Lighting Reserve | 47,119 |
| Corporate Project Fund | 8,465,649 |
| Capital Investment Reserve | 50,518,606 |
| Investment Income Reserve | 5,974,288 |
| Leave Liability Reserve | 15,489,475 |
| Long Service Leave Reserve | 940,826 |
| Payment in Lieu of Parking Reserve | 3,390,052 |
| Plant Replacement Reserve | 6,843,993 |
| Public Parking Strategy Reserve | 7,214,096 |
| Road Widening Compensation Reserve | 161,758 |
| Scarborough Development Contribution Plan | 341,367 |
| Security Service Reserve | 574,467 |
| Strategic Waste Development Reserve | 20,323,160 |
| Tree Fund Reserve | 1,602,314 |
| Workers Compensation Reserve | 3,212,768 |
| **FINANCE ONE** | 126,947,568 |
| **INVESTMENT REGISTER** | 121,483,795 |
| **Funds to be Transferred** | **-5,463,774** |

| RESTRICTED FUND DETAILS | BALANCE $ |
|---|---|
| Builders Registration Board Levy | 378,954 |
| BCITF Levy | 452,573 |
| Client Bonds | 1,175 |
| Development Trust | 29,078 |
| Hall Hire Bonds | 11,200 |
| Other Rest Funds | 9,445 |
| Pay in Lieu POS | 5,333,051 |
| Payment in Adv | - |
| Performance Bonds | 4,526,275 |
| Section 152 Land | 1,722,744 |
| Street Trees Bonds | 215,801 |
| Unclaimed Monies | 129,601 |
| Verge Bonds | 3,105,098 |
| **FINANCE ONE** | 15,914,996 |
| **INVESTMENT REGISTER** | 15,913,049 |
| **Funds to be Transferred** | **1,947** |

## 12.1/F3 ANNUAL WAIVE OR GRANT CONCESSIONS/WRITE OFF MONEY FOR 2024/2025

| | | |
|---|---|---|
| Business Unit: | Finance Services | Service: Financial Accounting |
| Ward: | Not Applicable | Location: Not Applicable |
| Applicant: | Not Applicable | |

**Role**

Executive - *Governing the City and the community through executive powers.*

### Council Resolution

**0825/037**

**Moved Councillor Perkov, seconded Councillor Proud**

**That Council RECEIVES the report detailing the exercise of delegated authority to write off unrecoverable debt.**

**The motion was put and declared CARRIED (15/0) by exception resolution.**

**For:** Councillors Creado, Dudek, Ferrante, Giudici, Hatton, Krsticevic, Lagan, Migdale, Olow, Paparde, Perkov, Proud, Re, Thornton and Mayor Irwin.
**Against:** Nil.

### Committee Recommendation

That Council RECEIVES the report detailing the exercise of delegated authority to write off unrecoverable debt.

### Officer's Recommendation

That Council RECEIVES the report detailing the exercise of delegated authority to write off unrecoverable debt

## Purpose

To inform Council of write offs of amounts of money approved under delegated authority for the period 1 July 2024 to 30 June 2025.

## Details

At its meeting held 5 October 1999, Council resolved to receive a report annually detailing the amount written off by category, the general write off trends, the main reasons for significant write off categories and any corrective action that can be taken, if applicable.

Council has approved delegation to the CEO of an annual limit of $150,000. The CEO on-delegates to Directors and relevant Business Unit Managers.

This report excludes secured debt (Rates, Domestic Waste Charges and Security Service Charge) which are charged to a property. The amounts approved for write off under delegated authority to 30 June 2025, compared to the previous year, is as follows:

| Category | This Year 2024/2025 $ | Main Reasons for Write Off | Last Year 2023/2024 $ |
|---|---|---|---|
| Infringements | | | |
| - Parking | 108.90 | Unable to trace, left the state, | 510.60 |
| - Animals | 105.70 | deemed uncollectible or | 599.35 |
| - Litter | 0 | unenforceable. | 102.50 |
| - Firebreaks | 0 | | 1,025.00 |
| | 214.60 | | 2,237.45 |
| Fines Enforcement Registry | 18,815.95 | | 13,989.25 |
| | 19,030.55 | | 16,226.70 |
| Outside of School Hours Care | 44,490.10 | | 0 |
| Library | 10,157.15 | | 16,116.70 |
| Recreation & Leisure | 2,413.00 | | 0 |
| **TOTAL** | **$76,090.80** | | **$32,343.40** |

**Fines Enforcement Registry**

All unpaid Infringements are registered with the Fine Enforcement Registry for collection. The Infringements and Fine Enforcement Registry costs written off relate to debt that is deemed uneconomical to pursue.

**Outside of School Hours Care**

The Outside of School Hours Care service ceased in June 2021, receiving $6.15 million in revenue over 10 years. The above write off relates to inactive after school care and vacation care customers recorded in the City's childcare management software. The process for transferring customer balances to the City's finance system excluded inactive customers. This issue has now been resolved but has resulted in the write off. The debt relates to 140 customer balances, an average of $318 and equates to 0.07% unrecoverable debt overall. Debt collectors have been engaged for the collection of accounts that were considered financially viable to pursue.

**Library**

The library write-offs are for debt that has been outstanding for three years. A total of 537 library users were included in the 2021/22 write-offs. These library members are banned from using any library services and are still required to pay the debt to be given membership access again.

**Recreation & Leisure**

This write-off relates to utilities charges incurred by a Football Club. The club has been inactive for a number of years and the debt is considered unrecoverable.

## Financial Assessment and Implications

The consequence of writing off debts is the reduction of revenue. In most cases, it is an unavoidable aspect of providing services and is allowed for by establishing a provision for doubtful debts. The total balance of debt referenced in this report was $3.6 million on 30 June 2025 and the provision for doubtful debts was $50,838.

## Relevant Policies, Legislation and Council Resolutions

Local Government (Financial Management) Regulations 1996, r26(1)(c)

*Local Government Act 1995*

| Meeting Date | Council Resolution Number | Council Resolution |
|---|---|---|
| 5 October 1999 | Item 10.2/A10 | 2. That the Chief Executive Officer annually SUBMIT a report to Council for information purposes detailing amounts written off by category, the general write off trends, the main reasons for significant write off categories and what corrective action can be taken if possible. |
| 5 July 2022 | 0722/009 | 1. That Council CEASES the charging of fines for the late return of library loans and AMENDS the Library Services Policy as shown in Attachment 1. |

## Sustainable Stirling 2022-2032

**Key Result Area:** Our leadership

**Objective:** A well-governed City

**Priority:** Comply with legislation, standards and obligations

## Strategic Risk

| Strategic Risk | Risk Appetite |
|---|---|
| Governance | The City will act with integrity and implement appropriate processes and controls to avoid breach of legislation. |

## Relevant Documents and Information

Attachments

Nil.

Available for viewing at the meeting

Nil.

Linked Documents

Nil.

## 12.1/TE1 63323 RIGHTS OF WAY LIGHTING

| | | |
|---|---|---|
| Business Unit: | Engineering Services | Service: Construction Services |
| Ward: | City Wide | Location: Not Applicable |
| Applicant: | Not applicable | |

**Role**

Executive - *Governing the City and the community through executive powers.*

### Council Resolution

**0825/038**

**Moved Councillor Perkov, seconded Councillor Proud**

**That the tender for the Rights of Way Lighting be ACCEPTED as detailed in Confidential Attachment 1.**

**The motion was put and declared CARRIED (15/0) by exception resolution.**

**For:** Councillors Creado, Dudek, Ferrante, Giudici, Hatton, Krsticevic, Lagan, Migdale, Olow, Paparde, Perkov, Proud, Re, Thornton and Mayor Irwin.
**Against:** Nil.

### Committee Recommendation

That the tender for the Rights of Way Lighting be ACCEPTED as detailed in Confidential Attachment 1.

### Officer's Recommendation

That the tender for the Rights of Way Lighting be ACCEPTED as detailed in Confidential Attachment 1.

## Purpose

To report on the results from public Invitation for Tender (IFT) and the evaluation of tenders, in accordance with Regulation 18 of the Local Government (Functions and General) Regulations 1996.

## Details

### Tender Description

This Tender is for the supply and installation of electrical services to the City of Stirling's Rights of Way as part of the City of Stirling's Capital Works Programme. The purpose of the proposed works is to improve the aesthetics, amenity and safety of laneways for all abutting residents. This will involve the installation of new lighting poles, luminaries, switchboard cabinets and junction pits to provide adequate lighting to the full length of the Rights of Way. It is estimated the City will be installing lights on approximately 15 projects annually however the City's requirements may change as new project locations are released each financial year.

### Tender Details

| | |
|---|---|
| **IFT Number** | 63323 |
| **IFT Title** | Right of Way Lighting |
| **Recommended Tenderer(s)** | As per confidential Attachment 1 |

Expenditure under this Contract is not capped or fixed. The estimated Contract award value is based on estimated expenditure at this time but may vary depending on budget availability.

| | | |
|---|---|---|
| **Contract Term** | Initial: | Three years |
| | Extension Options: | Two options to extend for one year each |
| | Defects Liability Period: | 52 weeks |
| **Tendered Rates/Cost** | Provided in Attachment 1 to this report (confidential) | |
| **Panel Allocation** | Provided in Attachment 1 to this report (confidential) | |
| **Advertising:** | Wednesday 23 April 2025 | The West Australian |
| **Tender Deadline:** | Tuesday 20 May 2025 | 2.00pm |
| **Tender Opening:** | Tuesday 20 May 2025 | 2.00pm |

**Tender Submissions**

Four tenders were received, including alternative and non-conforming Tenders:

| Tenderer |
|---|
| Civcon Civil & Project Management Pty Ltd T/As Civcon Civil & Project Management |
| Greenlite Electrical Contractors Pty Ltd |
| Inlightec Electrical Solutions Pty Ltd |
| PEAP Contractors Pty Ltd |

**Contract**

Commencement Date of New Contract: 1 October 2025

Completion Date of New Contract: 30 September 2028

Price Basis of New Contract: Schedule of Rates

**Tender Evaluation Panel**

The tender evaluation panel comprised of five members, including a Business Unit Manager (Chairperson) and four Officers. Process and probity advice during evaluation was provided by a City Procurement Officer.

**Evaluation of Tenders**

The objective of the evaluation panel is to recommend a suitably qualified and experienced Contractor or Contractors to satisfy the requirement of the above mentioned IFT.

Based on evaluation of the received submissions and subsequent compliance assessments, the Evaluation Panel recommend that the Tenderer(s) recommended in this report be accepted at the estimated Contract value and Contract term provided, from the anticipated commencement date.

**Evaluation Justification**

Provided in Confidential Attachment 1 to this report.

## Comment

All members of the evaluation panel have made a conflict of interest declaration in writing confirming they have no relationships with any of the tenderers.

It is confirmed that the following checks have been undertaken:

| | |
|---|---|
| **Has the recommended Tenderer(s) undergone Reference Checks successfully?** | YES |
| | |
| **Has the recommended Tenderer(s) undergone Probity assessment and been deemed compliant?** | YES |
| | |
| **Has the recommended Tenderer(s) undergone Financial Viability assessment and been deemed acceptable?** | YES |
| | |
| **Was a Conflict of Interest declared? If yes, please specify how it was managed** | NO |
| | |
| **Has the recommended Tenderer(s) undergone a Work Health and Safety assessment and been deemed acceptable?** | YES |
| | |

## Financial Assessment and Implications

Provided in Confidential Attachment 1 to this report.

## Stakeholder Engagement

In accordance with Section 1.8 of the *Local Government Act 1995* and Regulation 14(1) of the Local Government (Functions and General) Regulations 1996 the Tender was advertised in a state wide publication. A link to the Tender documents was also made available via the City's website.

Following contract execution, details will be included on the Tender Register on the City's Website.

## Relevant Policies, Legislation and Council Resolutions

The Tender has been conducted in accordance with Part 4 of the Local Government (Functions and General) Regulations 1996.

City of Stirling Procurement Policy

Delegated Authority Register

*Local Government Act 1995*

## Sustainable Stirling 2022-2032

**Key Result Area:** Our built environment

**Objective:** A liveable City

**Priority:** Improve the quality, liveability and identity of local areas

## Strategic Risk

| Strategic Risk | Risk Appetite |
|---|---|
| Environment | The City will prioritise protection, enhancement and sustainability of the natural environment unless this cannot be achieved without significantly compromising the City's economic or social sustainability. |
| Purpose | The City will pursue community and sector leadership through forward thinking decision making, and alignment of its services and operations with its strategic objectives. |

## Relevant Documents and Information

Attachments

Attachment 1 - Evaluation and Recommendation (previously circulated to Elected Members under confidential separate cover)

Attachment 2 - List of Directors (previously circulated to Elected Members under confidential separate cover)

Available for viewing at meeting

Nil

Linked Documents

Nil.

## 12.1/TE2 55406 SUPPLY AND INSTALLATION OF BRICK PAVING

| | | |
|---|---|---|
| Business Unit: | Engineering Services | Service: Construction Services |
| Ward: | City Wide | Location: Not Applicable |
| Applicant: | Not Applicable | |

**Role**

Executive - *Governing the City and the community through executive powers.*

### Council Resolution

**0825/039**

**Moved Councillor Perkov, seconded Councillor Proud**

**That the tender for the Supply and Installation of Brick Paving be ACCEPTED as detailed in Confidential Attachment 1.**

**The motion was put and declared CARRIED (15/0) by exception resolution.**

**For:** Councillors Creado, Dudek, Ferrante, Giudici, Hatton, Krsticevic, Lagan, Migdale, Olow, Paparde, Perkov, Proud, Re, Thornton and Mayor Irwin.
**Against:** Nil.

### Committee Recommendation

That the tender for the Supply and Installation of Brick Paving be ACCEPTED as detailed in Confidential Attachment 1.

### Officer's Recommendation

That the tender for the Supply and Installation of Brick Paving be ACCEPTED as detailed in Confidential Attachment 1.

## Purpose

To report on the results from public Invitation for Tender (IFT) and the evaluation of tenders, in accordance with Regulation 18 of the Local Government (Functions and General) Regulations 1996.

## Details

### Tender Description

The City proposes to to engage a professional contractor for the supply and installation of brick paving, which entails the following.

- New Work
- Reinstatement Work
- Additional work including installation of hand rails and bollards

The City's total volume of brick paving installations can vary substantially from year to year but generally averages at approximately 16,500m$^2$ per annum.

'Brick paving units' means a manufactured brick paver (concrete or clay brick paver) with plain or dentate sides and with top and bottom faces parallel, preferably with chamfers for use in roadways, parking areas, industrial hard standings, and areas subject to pedestrian movement and/or vehicular traffic.

Brick paving units will be utilised in the following areas within the City:

**Road Reserves**

- Median traffic islands;
- Pedestrian & vehicular verges (crossovers footpaths); and
- Road treatments (roundabout, islands, entry statements)

**Parks and Reserves**

- Active major sports grounds;
- Passive major reserves;
- Active minor reserves;
- Passive minor reserves; and
- Other City of Stirling property

**Tender Details**

| | |
|---|---|
| **IFT Number** | 55406 |
| **IFT Title** | Supply and Installation of Brick Paving |
| **Recommended Tenderer(s)** | As per confidential Attachment 1 |

Expenditure under this Contract is not capped or fixed. The estimated Contract award value is based on estimated expenditure at this time but may vary depending on budget availability.

| | | |
|---|---|---|
| **Contract Term** | Initial: | 3 Years |
| | Extension Options: | 1 Year |
| | Defects Liability Period: | 12 Months |
| **Tendered Rates/Cost** | Provided in Attachment 1 to this report (confidential) | |
| **Advertising:** | Saturday 17 May 2025 | The West Australian |
| **Tender Deadline:** | Wednesday 11 June 2025 | 2.00pm |
| **Tender Opening:** | Wednesday 11 June 2025 | 2.00pm |

**Tender Submissions**

One tender was received, including alternative and non-conforming Tenders:

| Tenderer | Trading Name |
|---|---|
| Mikevie Pty Ltd | ABM Landscaping |

**Contract**

| | |
|---|---|
| Commencement Date of New Contract: | 30 November 2025 |
| Completion Date of New Contract: | 29 November 2028 |
| Price Basis of New Contract: | Schedule of Rates |

**Tender Evaluation Panel**

The tender evaluation panel comprised of four members, including a Business Unit Manager (Chairperson) and Officer(s). Process and probity advice during evaluation was provided by a City Procurement Officer.

**Evaluation of Tenders**

The objective of the evaluation panel is to recommend a suitably qualified and experienced Contractor or Contractors to satisfy the requirement of the above mentioned IFT.

Based on evaluation of the received submissions and subsequent compliance assessments, the Evaluation Panel recommend that the Tenderer(s) recommended in this report be accepted at the estimated Contract value and Contract term provided, from the anticipated commencement date.

**Evaluation Justification**

Provided in Confidential Attachment 1 to this report.

## Comment

All members of the evaluation panel have made a conflict of interest declaration in writing confirming they have no relationships with any of the tenderers.

It is confirmed that the following checks have been undertaken:

| | |
|---|---|
| **Has the recommended Tenderer(s) undergone Reference Checks successfully?** | YES |
| | |
| **Has the recommended Tenderer(s) undergone Probity assessment and been deemed compliant?** | YES |
| | |
| **Has the recommended Tenderer(s) undergone Financial Viability assessment and been deemed acceptable?** | YES |
| | |
| **Was a Conflict of Interest declared? If yes, please specify how it was managed** | NO |
| | |
| **Has the recommended Tenderer(s) undergone a Work Health and Safety assessment and been deemed acceptable?** | YES |
| | |

## Financial Assessment and Implications

Provided in Confidential Attachment 1 to this report.

## Stakeholder Engagement

In accordance with Section 1.8 of the *Local Government Act 1995* and Regulation 14(1) of the Local Government (Functions and General) Regulations 1996 the Tender was advertised in a state wide publication. A link to the Tender documents was also made available via the City's website.

Following contract execution, details will be included on the Tender Register on the City's Website.

## Relevant Policies, Legislation and Council Resolutions

The Tender has been conducted in accordance with Part 4 of the Local Government (Functions and General) Regulations 1996.

City of Stirling Procurement Policy

Delegated Authority Register

*Local Government Act 1995*

## Sustainable Stirling 2022-2032

**Key Result Area:** Our built environment

**Objective:** A liveable City

**Priority:** Improve the quality, liveability and identity of local areas

**Objective:** An accessible and connected City

**Priority:** Provide and maintain safe and accessible roads and parking

**Priority:** Provide a safe network of cycleways and pathways to link people and places

**Objective:** An attractive and well-maintained City

**Priority:** Provide quality well-maintained sporting reserves, parks and open spaces for the community

## Strategic Risk

| Strategic Risk | Risk Appetite |
|---|---|
| Business Disruption | The City recognises the possibility of major disruptions to community, workforce, assets and systems and will have business continuity plans for each service for activation as required. |

## Relevant Documents and Information

Attachments

Attachment 1 - Evaluation and Recommendation (previously circulated to Elected Members under confidential separate cover)

Attachment 2 - List of Directors (previously circulated to Elected Members under confidential separate cover)

Linked Documents

Nil

## 12.1/TE3 VP443099 SUPPLY AND DELIVERY OF BINS

| | | |
|---|---|---|
| Business Unit: | Waste and Fleet | Service: Waste Operations |
| Ward: | City Wide | Location: Not Applicable |
| Applicant: | Not Applicable | |

**Role**

Executive - *Governing the City and the community through executive powers.*

### Council Resolution

**0825/040**

**Moved Councillor Perkov, seconded Councillor Proud**

**That the Quotation for the Supply and Delivery of Bins be ACCEPTED as detailed in Confidential Attachment 1.**

**The motion was put and declared CARRIED (15/0) by exception resolution.**

**For:** Councillors Creado, Dudek, Ferrante, Giudici, Hatton, Krsticevic, Lagan, Migdale, Olow, Paparde, Perkov, Proud, Re, Thornton and Mayor Irwin.
**Against:** Nil.

### Committee Recommendation

That the Quotation for the Supply and Delivery of Bins be ACCEPTED as detailed in Confidential Attachment 1.

### Officer's Recommendation

That the Quotation for the Supply and Delivery of Bins be ACCEPTED as detailed in Confidential Attachment 1.

## Purpose

To report on the results from tender exempt Invitation for Quotation (IFQ) and the evaluation of submissions, in accordance with Regulation 18 of the Local Government (Functions and General) Regulations 1996.

## Details

### Quotation Description

The City of Stirling obtained quotes from suitably qualified and experienced contractors for the supply and delivery of bins to the locations advised by the City. The Deliverables are outlined in the Specification.

### Quotation Details

**IFQ Number** VP443099

**IFQ Title** Supply and Delivery of Bins

**Recommended Respondent(s)** As per confidential Attachment 1

Expenditure under this Contract is not capped or fixed. The estimated Contract award value is based on estimated expenditure at this time but may vary depending on budget availability.

| | | |
|---|---|---|
| **Contract Term** | Initial: | Two years |
| | Extension Options: | One year |
| **Quoted Rates/Cost** | Provided in Attachment 1 to this report (confidential) | |
| **Quotation Deadline:** | Thursday 15 May 2025 | 2.00pm |
| **Quotation Opening:** | Thursday 15 May 2025 | 2.00pm |

**Quotation Submissions**

One quotation was received, including alternative and non-conforming quotations:

| Respondent | Trading Name |
|---|---|
| Mastec Australia Pty Ltd trustee for the WRS Trust | Mastec Smart Waste Solutions |

**Contract**

Commencement Date of New Contract: 23 October 2025

Completion Date of New Contract: 22 October 2027

Price Basis of New Contract: Schedule of Rates

**Quotation Evaluation Panel**

The evaluation panel comprised of four members, including a Business Unit Manager (Chairperson) and three Officers. Process and probity advice during evaluation was provided by a City Procurement Officer.

**Evaluation of Quotations**

The objective of the evaluation panel is to recommend a suitably qualified and experienced Contractor or Contractors to satisfy the requirement of the above mentioned IFQ.

Based on evaluation of the received submissions and subsequent compliance assessments, the Evaluation Panel recommend that the Tenderer(s) recommended in this report be accepted at the estimated Contract value and Contract term provided, from the anticipated commencement date.

**Evaluation Justification**

Provided in Confidential Attachment 1 to this report.

## Comment

All members of the evaluation panel have made a conflict of interest declaration in writing confirming they have no relationships with any of the respondents.

It is confirmed that the following checks have been undertaken:

| | |
|---|---|
| **Has the recommended Respondent(s) undergone Reference Checks successfully?** | YES |
| Completed performance assessment | |
| **Has the recommended Respondent(s) undergone Probity assessment and been deemed compliant?** | YES |
| | |
| **Has the recommended Respondent(s) undergone Financial Viability assessment and been deemed acceptable?** | YES |
| | |
| **Was a Conflict of Interest declared? If yes, please specify how it was managed** | NO |
| | |
| **Has the recommended Respondent(s) undergone a Work Health and Safety assessment and been deemed acceptable?** | YES |
| | |

## Financial Assessment and Implications

Provided in Confidential Attachment 1 to this report.

## Stakeholder Engagement

Not applicable. This procurement was conducted via an Invitation for Quotation (IFQ) through the WALGA Preferred Supplier Panel, which is exempt from the public tender requirements under Section 1.8 of the Local Government Act 1995 and Regulation 14(1) of the Local Government (Functions and General) Regulations 1996.

## Relevant Policies, Legislation and Council Resolutions

The IFQ has been conducted in accordance with Part 4 of Local Government (Functions and General) Regulations 1996.

City of Stirling Procurement Policy

Delegated Authority Register

*Local Government Act 1995*

## Sustainable Stirling 2022-2032

**Key Result Area:** Our natural environment

**Objective:** A waste-wise City

**Priority:** Increase the City's use of recycled and recyclable materials

## Strategic Risk

| Strategic Risk | Risk Appetite |
|---|---|
| Environment | The City will prioritise protection, enhancement and sustainability of the natural environment unless this cannot be achieved without significantly compromising the City's economic or social sustainability. |

## Relevant Documents and Information

Attachments

Attachment 1 - Evaluation and Recommendation (previously circulated to Elected Members under confidential separate cover)

Attachment 2 - List of Directors (previously circulated to Elected Members under confidential separate cover)

Available for viewing at meeting

Nil

Linked Documents

Nil

## 12.1/TE4 RFP RECYCLING CENTRE BALCATTA REDEVELOPMENT

| | | |
|---|---|---|
| Business Unit: | Facilities Projects and Assets | Service: Project Management |
| Ward: | City Wide | Location: 238 Balcatta Road Balcatta |
| Applicant: | Not Applicable | |

**Role**

Executive - *Governing the City and the community through executive powers.*

### Council Resolution

**0825/041**

**Moved Councillor Perkov, seconded Councillor Proud**

**That the tender for the Request For Proposed Recycling Centre Balcatta Redevelopment be ACCEPTED as detailed in Confidential Attachment 1.**

**The motion was put and declared CARRIED (15/0) by exception resolution.**

**For:** Councillors Creado, Dudek, Ferrante, Giudici, Hatton, Krsticevic, Lagan, Migdale, Olow, Paparde, Perkov, Proud, Re, Thornton and Mayor Irwin.
**Against:** Nil.

### Committee Recommendation

That the tender for the Request For Proposed Recycling Centre Balcatta Redevelopment be ACCEPTED as detailed in Confidential Attachment 1.

## Officer's Recommendation

That the tender for the Request For Proposal Recycling Centre Balcatta Redevelopment be ACCEPTED as detailed in Confidential Attachment 1.

## Purpose

To report on the results from a public Invitation for Tender (IFT) and the evaluation of tenders, in accordance with Regulation 18 of the Local Government (Functions and General) Regulations 1996.

## Details

### Tender Description

The City is proposing to redevelop several facilities at the RCB into a modern, environmentally sustainable, and integrated recycling and waste management facility. This redevelopment is designed to effectively manage waste and resources while providing the community with a safe, efficient, and high-quality level of service.

The scope of works included in this tender includes:

- Construction of a new waste transfer shed
- Refurbishment of the existing waste receival shed
- Western Power power upgrade
- Installation of two weighbridges
- Construction of a new ‘crib room’
- Development of a new slip lane off Natalie Way
- Enlargement of the existing southern drainage sump
- Landscaping

A 50% Design Package and Performance Specification has been developed to document the requirements for the Site and act as a point of refence for ‘issued for construction’ design documentation.

This RFP was issued to invited tenderers in a closed tender process following the decision not to award public tender 47798. As per the *Local Government (Functions and General) Regulations 1996*, Division 2 — Tenders for providing goods or services Section. 3.57, 11. (2)(c)(i) the City publicly invited tenders for the supply of goods or services but no tender was submitted that met the tender specifications or satisfied the value for money assessment.

**Tender Details**

**IFT Number** 63463

**IFT Title** Request For Proposal Recycling Centre Balcatta Redevelopment

**Recommended Tenderer(s)** As per confidential Attachment 1

Expenditure under this Contract is not capped or fixed. The estimated Contract award value is based on estimated expenditure at this time but may vary depending on budget availability.

| | | |
|---|---|---|
| **Contract Term** | Initial: | 22 months |
| | Defects Liability Period: | 12 months |
| **Tendered Rates/Cost** | Provided in Attachment 1 to this report (confidential) | |
| **Tender Deadline:** | Wednesday 25 June 2025 | 2.00pm |
| **Tender Opening:** | Wednesday 25 June 2025 | 2.00pm |

**Tender Submissions**

Three tenders were received, including alternative and non-conforming Tenders:

| Tenderer | Trading Name |
|---|---|
| Byte Construct Pty Ltd | Byte Construct Pty Ltd |
| Civcon Civil & Project Management Pty Ltd | Civcon Civil & Project Management Pty Ltd |
| CBRE (GWS PJM) Pty Ltd | CBRE (GWS PJM) Pty Ltd |

**Contract**

| | |
|---|---|
| Commencement Date of New Contract: | September 2025 |
| Completion Date of New Contract: | July 2027 |
| Price Basis of New Contract: | Fixed Price Lump Sum |

**Tender Evaluation Panel**

The tender evaluation panel comprised of five members, including a Business Unit Manager (Chairperson) and Officer(s). Process and probity advice during evaluation was provided by a City Procurement Officer.

**Evaluation of Tenders**

The objective of the evaluation panel is to recommend a suitably qualified and experienced Contractor or Contractors to satisfy the requirement of the above mentioned IFT.

Based on evaluation of the received submissions and subsequent compliance assessments, the Evaluation Panel recommend that the Tenderer(s) recommended in this report be accepted at the estimated Contract value and Contract term provided, from the anticipated commencement date.

**Evaluation Justification**

Provided in Confidential Attachment 1 to this report.

## Comment

All members of the evaluation panel have made a conflict-of-interest declaration in writing confirming they have no relationships with any of the tenderers.

It is confirmed that the following checks have been undertaken:

| | |
|---|---|
| **Has the recommended Tenderer(s) undergone Reference Checks successfully?** | YES |
| | |
| **Has the recommended Tenderer(s) undergone Probity assessment and been deemed compliant?** | YES |
| | |
| **Has the recommended Tenderer(s) undergone Financial Viability assessment and been deemed acceptable?** | YES |
| | |
| **Was a Conflict of Interest declared? If yes, please specify how it was managed** | NO |
| | |
| **Has the recommended Tenderer(s) undergone a Work Health and Safety assessment and been deemed acceptable?** | YES |
| | |

## Financial Assessment and Implications

Provided in Confidential Attachment 1 to this report.

## Stakeholder Engagement

Not applicable. This procurement was conducted via a RFP, which is exempt from the public tender requirements under Section 1.8 of the *Local Government Act 1995* and Regulation 11(2)(c)(i) of the Local Government (Functions and General) Regulations

## Relevant Policies, Legislation and Council Resolutions

The Tender has been conducted in accordance with Part 4 of the Local Government (Functions and General) Regulations 1996.

City of Stirling Procurement Policy

Delegated Authority Register

*Local Government Act 1995*

## Sustainable Stirling 2022-2032

**Key Result Area:** Our natural environment

**Objective:** A waste-wise City

**Priority:** Improve resource recovery for all waste streams across the City

## Strategic Risk

| Strategic Risk | Risk Appetite |
|---|---|
| Environment | The City will prioritise protection, enhancement and sustainability of the natural environment unless this cannot be achieved without significantly compromising the City's economic or social sustainability. |

## Relevant Documents and Information

Attachments

Attachment 1 - Evaluation and recommendation (previously circulated to Elected Members under confidential separate cover)

Attachment 2 - List of Directors (previously circulated to Elected Members under confidential separate cover)

Available for viewing at meeting

Nil

Linked Documents

Nil

## 12.1/TE5 VP55266 PROVISION OF ON-DEMAND BULK WASTE VERGESIDE COLLECTION SERVICES

| | | |
|---|---|---|
| Business Unit: | Waste & Fleet | Service: Waste Operations |
| Ward: | City Wide | Location: Not Applicable |
| Applicant: | Not Applicable | |

**Role**

Executive - *Governing the City and the community through executive powers.*

### Council Resolution

**0825/042**

**Moved Councillor Perkov, seconded Councillor Proud**

**That the Quotation for the Provision of On-Demand Bulk Waste Verge-side Collection Services be ACCEPTED as detailed in Confidential Attachment 1.**

**The motion was put and declared CARRIED (15/0) by exception resolution.**

**For:** Councillors Creado, Dudek, Ferrante, Giudici, Hatton, Krsticevic, Lagan, Migdale, Olow, Paparde, Perkov, Proud, Re, Thornton and Mayor Irwin.
**Against:** Nil.

### Committee Recommendation

That the Quotation for the Provision of On-Demand Bulk Waste Verge-side Collection Services be ACCEPTED as detailed in Confidential Attachment 1.

### Officer's Recommendation

That the Quotation for the Provision of On-Demand Bulk Waste Verge-side Collection Services be ACCEPTED as detailed in Confidential Attachment 1.

## Purpose

To report on the results from tender exempt Invitation for Quotation (IFQ) and the evaluation of submissions, in accordance with Regulation 18 of the Local Government (Functions and General) Regulations 1996.

## Details

### Quotation Description

The City is to engage a suitably qualified and experienced contractor to provide an on-demand bulk waste verge-side collection service.

The primary service provision shall be an on-request skip delivery and collection service, inclusive of delivery of waste collected to the City's Nominated Facility for processing/disposal.

Alternate collection methodologies were also requested to address access and inclusion considerations and residential properties with limited verge presentation space.

### Quotation Details

**IFQ Number** VP55266

**IFQ Title** Provision of On-Demand Bulk Waste Verge-side Collection Services

**Recommended Respondent(s)** As per confidential Attachment 1

Expenditure under this Contract is not capped or fixed. The estimated Contract award value is based on estimated expenditure at this time but may vary depending on budget availability.

| | | |
|---|---|---|
| **Contract Term** | Initial: | Seven Years |
| | Extension Options: | One extension of three years |
| **Quoted Rates/Cost** | Provided in Attachment 1 to this report (confidential) | |
| **Quotation Deadline:** | Wednesday 28 May 2025 | 2.00pm |
| **Quotation Opening:** | Wednesday 28 May 2025 | 2.00pm |

**Quotation Submissions**

Four quotations were received, including alternative and non-conforming quotations:

| Respondent | Trading Name |
|---|---|
| Cleanaway Operations Pty Ltd (Conforming Offer) | Cleanaway Operations Pty Ltd |
| Cleanaway Operations Pty Ltd (Alternative Offer) | Cleanaway Operations Pty Ltd |
| Veolia Recycling & Recovery Pty Ltd | Sita Environmental Solutions |
| Stefna Family Trust | West Tip |

**Contract**

Commencement Date of New Contract: 1 December 2025

Completion Date of New Contract: 30 November 2032

Price Basis of New Contract: Schedule of Rates

**Quotation Evaluation Panel**

The evaluation panel comprised of four members, including a Business Unit Manager (Chairperson) and three Officers. Process and probity advice during evaluation was provided by a City Procurement Officer.

**Evaluation of Quotations**

The objective of the evaluation panel is to recommend a suitably qualified and experienced Contractor to satisfy the requirement of the above mentioned IFQ.

Based on evaluation of the received submissions and subsequent compliance assessments, the Evaluation Panel recommend that the Tenderer recommended in this report be accepted at the estimated Contract value and Contract term provided, from the anticipated commencement date.

**Evaluation Justification**

Provided in Confidential Attachment 1 to this report.

## Comment

All members of the evaluation panel have made a conflict-of-interest declaration in writing confirming they have no relationships with any of the respondents.

It is confirmed that the following checks have been undertaken:

| | |
|---|---|
| **Has the recommended Respondent(s) undergone Reference Checks successfully?** | YES |
| | |
| **Has the recommended Respondent(s) undergone Probity assessment and been deemed compliant?** | YES |
| | |
| **Has the recommended Respondent(s) undergone Financial Viability assessment and been deemed acceptable?** | YES |
| | |
| **Was a Conflict of Interest declared? If yes, please specify how it was managed** | NO |
| | |
| **Has the recommended Respondent(s) undergone a Work Health and Safety assessment and been deemed acceptable?** | YES |
| | |

## Financial Assessment and Implications

Provided in Confidential Attachment 1 to this report.

## Stakeholder Engagement

Not Applicable. This procurement was conducted via an IFQ through the WALGA Preferred Supplier Panel, which is exempt from the public tender requirements under Section 1.8 of the *Local Government Act* 1995 and Regulation 14(1) of the Local Government (Functions and General) Regulations 1996.

## Relevant Policies, Legislation and Council Resolutions

The IFQ has been conducted in accordance with Part 4 of Local Government (Functions and General) Regulations 1996.

City of Stirling Procurement Policy

Delegated Authority Register

*Local Government Act 1995*

## Sustainable Stirling 2022-2032

**Key Result Area:** Our leadership
**Objective:** A well-governed City
**Priority:** Comply with legislation, standards and obligations
**Key Result Area:** Our built environment
**Objective:** A liveable City
**Priority:** Improve the quality, liveability and identity of local areas

## Strategic Risk

| Strategic Risk | Risk Appetite |
|---|---|
| Environment | The City will prioritise protection, enhancement and sustainability of the natural environment unless this cannot be achieved without significantly compromising the City's economic or social sustainability. |

## Relevant Documents and Information

Attachments

Attachment 1 - Evaluation and Recommendation (previously circulated to Elected Members under confidential separate cover)

Attachment 2 - List of Directors (previously circulated to Elected Members under confidential separate cover)

Available for viewing at meeting

Nil

Linked Documents

Nil.

## 12.1/TE6 VP459296 WASTE COMPACTOR TRUCK

| | | |
|---|---|---|
| Business Unit: | Waste and Fleet | Service: Waste Operations |
| Ward: | City Wide | Location: Not Applicable |
| Applicant: | Not applicable | |

**Role**

Executive - *Governing the City and the community through executive powers.*

### Council Resolution

**0825/043**

**Moved Councillor Perkov, seconded Councillor Proud**

**That the Quotation for the Supply and Delivery of One 4x2 Fully Enclosed, Side Loading Waste Compactor Truck be ACCEPTED as detailed in Confidential Attachment 1.**

**The motion was put and declared CARRIED (15/0) by exception resolution.**

**For:** Councillors Creado, Dudek, Ferrante, Giudici, Hatton, Krsticevic, Lagan, Migdale, Olow, Paparde, Perkov, Proud, Re, Thornton and Mayor Irwin.
**Against:** Nil.

### Committee Recommendation

That the Quotation for the Supply and Delivery of One 4x2 Fully Enclosed, Side Loading Waste Compactor Truck be ACCEPTED as detailed in Confidential Attachment 1.

## Officer's Recommendation

That the Quotation for the Supply and Delivery of One 4x2 Fully Enclosed, Side Loading Waste Compactor Truck be ACCEPTED as detailed in Confidential Attachment 1.

## Purpose

To report on the results from tender exempt Invitation for Quotation (IFQ) and the evaluation of submissions, in accordance with Regulation 18 of the Local Government (Functions and General) Regulations 1996.

## Details

### Quotation Description

The City of Stirling (City) requires the supply and delivery of one 4x2 fully enclosed, side loading waste compactor truck with a minimum of 18m$^3$ capacity. The vehicle will be utilised by Waste Collection Services to pick up red lidded 140L, 240L and 360L bins, from domestic and commercial properties throughout the City. The capacity is to take maximum advantage of the vehicle’s legal GVM and volume capacity.

This fleet is integral to the City's ability to deliver essential services, maintain public infrastructure, and respond effectively to the needs of its residents. The ongoing evaluation and upgrading of this fleet ensure that the City of Stirling remains equipped to meet current and future demands efficiently and sustainably.

**Quotation Details**

**IFQ Number** VP459296

**IFQ Title** Supply & Delivery of One 4x2 Fully Enclosed, Side Loading Waste Compactor Truck

**Recommended Respondent(s)** As per confidential Attachment 1

Expenditure under this Contract is not capped or fixed. The estimated Contract award value is based on estimated expenditure at this time but may vary depending on budget availability.

**Contract Term** Initial: 12 months

**Quoted Rates/Cost** Provided in Attachment 1 to this report (confidential)

**Quotation Deadline:** Tuesday 27 May 2025 10.00pm

**Quotation Opening:** Wednesday 28 May 2025 9.00am

**Quotation Submissions**

Two quotations were received, including alternative and non-conforming quotations:

| Respondent | Trading Name |
|---|---|
| Volvo Group Australia Pty Ltd | Volvo Group |
| Penske Australia Pty Ltd | Penske Australia |

**Contract**

Commencement Date of New Contract: 1 September 2025

Completion Date of New Contract: 1 September 2026

Price Basis of New Contract: Fixed Price Lump Sum

**Quotation Evaluation Panel**

The evaluation panel comprised of four members, including a Business Unit Manager (Chairperson), and three Officers. Process and probity advice during evaluation was provided by a City Procurement Officer.

**Evaluation of Quotations**

The objective of the evaluation panel is to recommend a suitably qualified and experienced Contractor or Contractors to satisfy the requirement of the above mentioned IFQ.

Based on evaluation of the received submissions and subsequent compliance assessments, the Evaluation Panel recommend that the Respondent recommended in this report be accepted at the estimated Contract value and Contract term provided, from the anticipated commencement date.

**Evaluation Justification**

Provided in Confidential Attachment 1 to this report.

## Comment

All members of the evaluation panel have made a conflict of interest declaration in writing confirming they have no relationships with any of the respondents.
It is confirmed that the following checks have been undertaken:

| | |
|---|---|
| **Has the recommended Respondent(s) undergone Reference Checks successfully?** | YES |
| Previous reference checks from April 2025 deemed sufficient | |
| **Has the recommended Respondent(s) undergone Probity assessment and been deemed compliant?** | YES |
| | |
| **Has the recommended Respondent(s) undergone Financial Viability assessment and been deemed acceptable?** | YES |
| | |
| **Was a Conflict of Interest declared? If yes, please specify how it was managed** | NO |
| | |
| **Has the recommended Respondent(s) undergone a Work Health and Safety assessment and been deemed acceptable?** | NO |
| Not required | |

## Financial Assessment and Implications

Provided in Confidential Attachment 1 to this report.

## Stakeholder Engagement

Not Applicable. This procurement was conducted via an IFQ through the WALGA Preferred Supplier Panel, which is exempt from the public tender requirements under Section 1.8 of the *Local Government Act 1995* and Regulation 14(1) of the Local Government (Functions and General) Regulations 1996.

## Relevant Policies, Legislation and Council Resolutions

The IFQ has been conducted in accordance with Part 4 of Local Government (Functions and General) Regulations 1996.

City of Stirling Procurement Policy

Delegated Authority Register

*Local Government Act 1995*

## Sustainable Stirling 2022-2032

**Key Result Area:** Our natural environment

**Objective:** A waste-wise City

**Priority:** Improve resource recovery for all waste streams across the City

## Strategic Risk

| Strategic Risk | Risk Appetite |
|---|---|
| Environment | The City will prioritise protection, enhancement and sustainability of the natural environment unless this cannot be achieved without significantly compromising the City's economic or social sustainability. |

## Relevant Documents and Information

Attachments

Attachment 1 - Evaluation and Recommendation (previously circulated to Elected Members under confidential separate cover)

Attachment 2 - List of Directors (previously circulated to Elected Members under confidential separate cover)

Available for viewing at meeting

Nil

Linked Documents

Nil

## 12.1/GOV1 EXECUTION OF DOCUMENTS POLICY

| | | |
|---|---|---|
| Business Unit: | Governance | Service: Council Governance |
| Ward: | Not Applicable | Location: Not Applicable |
| Applicant: | Not Applicable | |

**Role**

Executive - *Governing the City and the community through executive powers.*

### Council Resolution

**0825/044**

**Moved Councillor Perkov, seconded Councillor Proud**

1. **That Council ADOPTS the Execution of Documents Policy, as detailed in Attachment 1.**

2. **That Council in accordance with section 9.49A(2) of the *Local Government Act 1995,* AUTHORISES the use of the Common Seal as per the Execution of Documents Policy detailed in Part 1 above.**

3. **That Council in accordance with section 9.49A(4) of the *Local Government Act 1995,* AUTHORISES the execution of documents by employees or other persons as per the Execution of Documents Policy detailed in Part 1 above.**

**The motion was put and declared CARRIED (15/0) by exception resolution.**

**For:** Councillors Creado, Dudek, Ferrante, Giudici, Hatton, Krsticevic, Lagan, Migdale, Olow, Paparde, Perkov, Proud, Re, Thornton and Mayor Irwin.
**Against:** Nil.

## Committee Recommendation

1. That Council ADOPTS the Execution of Documents Policy, as detailed in Attachment 1.

2. That Council in accordance with section 9.49A(2) of the *Local Government Act 1995,* AUTHORISES the use of the Common Seal as per the Execution of Documents Policy detailed in Part 1 above.

3. That Council in accordance with section 9.49A(4) of the *Local Government Act 1995,* AUTHORISES the execution of documents by employees or other persons as per the Execution of Documents Policy detailed in Part 1 above.

## Officer's Recommendation

1. That Council ADOPTS the Execution of Documents Policy, as detailed in Attachment 1.

2. That Council in accordance with section 9.49A(2) of the *Local Government Act 1995,* AUTHORISES the use of the Common Seal as per the Execution of Documents Policy detailed in Part 1 above.

3. That Council in accordance with section 9.49A(4) of the *Local Government Act 1995,* AUTHORISES the execution of documents by employees or other persons as per the Execution of Documents Policy detailed in Part 1 above.

## Purpose

For Council to consider the adoption of the Execution of Documents Policy for the purposes of authorising the use of the City’s Common Seal as well as authorising employees and other persons to execute documents on behalf of the City.

## Details

Part 9, Division 3 of the *Local Government Act 1995* (the Act) details various provisions around documents of a local government. Specifically, section 9.49A of the Act, in part states the following:

*"**9.49A. Execution of documents***

*(1) A document is duly executed by a local government if -*

*(a) the common seal of the local government is affixed to it in accordance with subsections (2) and (3); or*

*(b) it is signed on behalf of the local government by a person or persons authorised under subsection (4) to do so.*

*(2) The common seal of a local government is not to be affixed to any document except as authorised by the local government.*

*(3) The common seal of the local government is to be affixed to a document in the presence of -*

*(a) the mayor or president; and*

*(b) the CEO,*

*each of whom is to sign the document to attest that the common seal was so affixed.*

*(4) A local government may, by resolution, authorise the CEO, another employee or an agent of the local government to sign documents on behalf of the local government, either generally or subject to conditions or restrictions specified in the authorisation."*

It has been normal practice where a document is required to be executed on behalf of the City (usually by the CEO and / or Mayor), or where the City's Common Seal is required to be affixed to a document, such authorisation is detailed in the resolution of Council. However, there may be situations where the signatories and execution requirements of a document may not be known at a particular time, including any documents that can be signed by employees under Delegated Authority. In some instances, a Council resolution may inadvertently miss the required authorisation to execute a document on the City's behalf.

Some documents are required to be executed by employees under delegated authority or in the normal course of their duties, and therefore a level or authorisation from Council needs to be in place that would be compliant with the intent of the Act and provide a level of transparency and surety for City officers.

In view of this, the City has a Signature Authority Management Practice and other internal procedures to adequately manage the document signatory and sealing process. However it is felt that such arrangements should be elevated to a Council adopted policy level, thereby complying with the intent of the Act, and to minimise any risk of unauthorised document execution.

Therefore a new Execution of Documents Policy (the policy) has been created for Council's consideration (Attachment 1 refers). The policy has been developed in line with the intent of the Act and details a number of documents that the City may be required execute as part of its business operations. It generally models the provisions and requirements that are currently within the City's internal Signatory Authority Management Practice. The policy categorises common type of documents that may require execution by the City:

- Category 1 Documents - documents that specifically require the Common Seal to be affixed.
- Category 2 Documents - documents that require execution as a result of a resolution of Council, a decision made under delegated authority, or a requirement of a legislative provision.
- Category 3 Documents - documents that are generally created in the normal course of business to discharge the duties of an employee's position in a manner consistent with City policies and Management Practices.

The policy does not include every type of document that is required to be executed by the City, but makes it clear that an employee can only execute a document on behalf of the City where the employee has either:

- Delegated authority;
- Statutory authority; or
- Operational authorisation (either through the roles and responsibilities of the employee's position, or where internal management practices and procedures are in place).

The policy also authorises the City's lawyers or legal representatives to execute documents on behalf of the City in certain circumstances. In the main these documents relate to land transaction documents that are lodged on behalf of the City and following any formal decision making of Council or the City's Administration.

## Financial Assessment and Implications

Nil.

## Stakeholder Engagement

Consultation was undertaken with the Executive Team, Business Unit Managers and Elected Members from Thursday 11 July 2025 to Thursday 25 July 2025. Where feedback was received from Elected Members and/or City officers it was considered in the development of the policy presented for Council's consideration.

The policies and practices of other local governments were also reviewed and considered in the development of the City's new policy.

## Options Summary

The following options were considered, presented in the order in which they are recommended.

| OPTIONS | |
|---|---|
| 1. | That Council adopts the Execution of Documents Policy and makes the appropriate authorisations as detailed in the Execution of Documents Policy. |
| 2. | That Council does not adopt the Execution of Documents Policy and retains the authorisation to execute documents and apply the Common Seal in an internal management practice. |

## Recommended Action

It is recommended that Council proceeds with the adoption of the new policy and makes the necessary resolutions to put into effect the City's legislative obligations under the Act.

## Relevant Policies, Legislation and Council Resolutions

*Local Government Act 1995*

*Interpretation Act 1984*

## Sustainable Stirling 2022-2032

**Key Result Area:** Our leadership

**Objective:** A well-governed City

**Priority:** Comply with legislation, standards and obligations

## Strategic Risk

| Strategic Risk | Risk Appetite |
|---|---|
| Governance | The City will act with integrity and implement appropriate processes and controls to avoid breach of legislation. |

## Relevant Documents and Information

Attachments

Attachment 1 - Execution of Documents Policy - New

Available for viewing at meeting

Nil

Linked Documents

Nil.

# Execution of Documents Policy

| | | | | |
|---|---|---|---|---|
| **Aligned City Value/s** | **Approachable** | **Responsive** | **Transparent** | **Innovative** |
| **Responsible Directorate** | **Office of the Chief Executive Officer** | | | |
| **Responsible Business Unit/s** | **Governance** | | | |
| **Responsible Officer** | **Manager Governance** | | | |
| **Affected Business Unit/s** | **All** | | | |

## Objective

This policy establishes, in accordance with the requirements of section 9.49A of the *Local Government Act 1995* (the Act) authorisations to:

1. affix the City's Common Seal;
2. sign documents on behalf of the City; and
3. execute Deeds on behalf of the City.

## Scope

This policy applies to all City employees preparing documents for execution and/or who have been authorised through the provisions of this policy to execute documents on behalf of the City.

## Policy

### 1. Overview

Documents executed by the City will be executed in accordance with the Act and the provisions set out in this policy. Section 9.49A(1) of the Act provides that a Document is considered duly executed by a local government if:

(a) the common seal is validly affixed to it in accordance with section 9.49A(2) and 9.49A(3) of the Act; or

(b) it is signed by an employee or other person authorised by the Council to do so in accordance with section 9.49A(4) of the Act.

Pursuant to section 9.49A(4) of the Act, a local government may, by resolution, authorise the CEO, another employee or an agent of the local government to sign documents on behalf of the local government, either generally or subject to conditions or restrictions specified in the authorisation.

### 2. Affixing the Common Seal

The Common Seal may be applied to Documents that give effect to decisions of Council.

The Common Seal is to be applied in the presence of both the Mayor (or in the Mayor's absence the Deputy Mayor) and the CEO (or an Acting CEO) each of whom are to sign the Document to attest that the Common Seal was affixed.

Where possible, Documents requiring the Common Seal must be duly executed by the other counterparties prior to being submitted to the City for execution.

## 3. Custody of the Common Seal

The CEO is to be:

(a) responsible for the safe custody and proper use of the Common Seal; and

(b) maintain a record of each time the Common Seal is used in the Document Execution Register.

## 4. General Document Signing (Execution) Authorities

Where an employee has the written authority to make a decision ("written decision-making authority") or the decision is within the roles and responsibilities of the employee that employee also has the authority to sign documents which give effect to that decision.

Written decision-making authorities are:

(a) Delegated Authority;

(b) Statutory Authority; or

(c) Operational Authorisation.

Directors may only sign (execute) Documents relevant to matters within the scope of activity of their Directorate. Documents relevant to the activities of multiple Directorates may only be signed (executed) by CEO.

Managers may only sign (execute) Documents relevant to matters within the scope of activity of their Unit. Documents relevant to the activities of multiple Units, may only be signed (executed) by the relevant Director, or where Units within multiple Directorates are affected, the CEO.

Digital and electronic signatures may be applied to a Document.

Where considered appropriate by the CEO, the Mayor may be requested to execute documents as a co-signatory with the CEO.

## 5. Specific Document Signing (Execution) Authorities

For the purposes of this policy, Documents commonly executed by the City are grouped into three categories. The way in which a document is to be executed and who has the authority to execute a Document is based upon its category.

This policy defines those categories and the City employees who are authorised to execute listed documents (as detailed in Attachment 1 of this policy). Employees who sign documents are also restricted to any applicable delegations of authority as listed in the City's *Delegated Authority Register.*

(a) **Category 1 Documents:**

(i) Category 1 Documents require the City's Common Seal to be validly affixed in accordance with section 9.49A(2) – (3) of the Act, and requires that Council has specifically authorised by resolution:

(I) the execution of the document by the City; and

(II) the affixing of the Common Seal to the document in accordance with section 9.49A(2).

(ii) The Common Seal is affixed to the Document in accordance with this policy.

(iii) Documents are to be recorded in the Document Execution Register referred to in this Policy.

(b) **Category 2 Documents:**

(i) Council authorises, by this policy, the CEO, other employees and agents to sign Category 2 Documents on behalf of the City in accordance with section 9.49A(4) of the Act.

(ii) A Council resolution authorising execution of the Document, or a decision made under delegated authority, or a legislative provision is required prior to the execution of any Document(s) listed under Category 2 by an authorised signatory.

(iii) This policy does not prevent the execution of any Category 2 Document by affixing of the Common Seal in accordance with section 9.49A(1)(a) of the Act.

(c) **Category 3 Documents:**

(i) Category 3 Documents are documents that are generally created in the normal course of business to discharge the duties of an employee's position in a manner consistent with City policies and Management Practices.

(ii) Category 3 Documents and correspondence that are created in the normal course of business to discharge the duties of an employee's position, in a manner consistent with section 5.41(d) of the Act, do not require specific authorisation through this policy.

(iii) Such duties may be undertaken by employees where the authority and accountability has been extended through an authorisation, delegation, policy, CEO Instruction, lawful direction, position description or 'acting through' arrangement under the *Local Government Act 1995*.

(iv) Attachment 1 to this policy does not contain an exhaustive list of Documents that can be signed by employees but those Documents that are more significant in terms of the City's operations.

### 6. Execution of Documents by Lawyers on behalf of the City

Lawyers appointed by the City to act on its behalf for a matter may, where so instructed:

(a) correspond with third parties on behalf of the City;

(b) sign and lodge Court Documents on behalf of the City;

(c) electronically sign land transaction Documents identified in Attachment 1 to this policy in accordance with the Property Exchange Australia (PEXA) process;

(d) only electronically sign land transaction Documents identified in Attachment 1 to this policy in accordance with the PEXA process that relate to easements, notifications affecting land under section 70A of the *Transfer of Land Act 1893*, and restrictive covenants;

(e) only electronically sign other land transaction Documents identified in Attachment 1 to this policy in accordance the PEXA process where Council has specifically resolved to provide authority; and

(f) sign such other documents as instructed by the City from time to time.

Employees are to ensure an appropriate level of authority is obtained prior to instructing lawyers to act.

## Definitions

**CEO** means the Chief Executive Officer of the City.

**City** means the City of Stirling.

**Director** means a City employee appointed as a Director of the City that is designated senior employee.

**Document** means any paper or electronic document, including communications such as letters and emails, which:

(a) conveys a decision; or

(b) establishes an obligation on the City; or

(c) is ceremonial.

**Manager** means a City employee appointed to the position of Manager of the City.

## Relevant management practices/documents

Delegated Authority Register

Signature Authority Management Practice

Legal Services Management Practice

Request for CEO and Mayor Signature Form

Requesting CEO and Mayor Signature Procedure

Right to Sign an Application for Planning Approval, Building Permit and Notices of Consent Management Practice

## Legislation/local law requirements

*Local Government Act 1995*

| **Office use only** | | | | |
|---|---|---|---|---|
| **Relevant delegations** | As per the City's Delegated Authority Register | | | |
| **Initial Council adoption** | **Date** XXXX | | **Resolution #** | XXXX |
| **Last reviewed** | **Date** XXXX | | **Resolution #** | XXXXX |
| **Next review due** | **Date** 2027 | | | |

## Attachment 1 - Specific Authorities in accordance with Section 9.49A(4) of the Local Government Act 1995

| Document Type | Category | Common Seal | Execution by Signature Only (Authorised Employees) | | | |
|---|---|---|---|---|---|---|
| | | | Mayor | CEO | Director | Manager |
| Local Laws – Made and Amended | 1 | ✓ | | | | |
| Local Planning Scheme and Amendments | 1 | ✓ | | | | |
| Restrictive Covenants - under Section 129B of the *Transfer of Land Act 1893* and any discharge or modifications of covenant | 1 | ✓ | | | | |
| Mortgages, Loans and Debentures | 1 | ✓ | | | | |
| Debenture documents for loans which Council has resolved to raise | 1 | ✓ | | | | |
| Conditions of subdivision, survey strata, strata title or development approvals or provisions of a Structure Plan or Detailed Area Plan | 1 | ✓ | | | | |
| Any other documents where the law requires the Common Seal of the City of Stirling is to be affixed | 1 | ✓ | | | | |
| Power of Attorney to act for the City | 2 | | ✓ | ✓ | | |
| Lodgement, modification and withdrawal of Memorials | 2 | | | ✓ | ✓ | |
| Leases where Council has previously resolved to enter into including, renewals, extensions or modifications of leases | 2 | ✓ Common Seal only to be applied where specified in a document | | ✓ | | |

| Document Type | Category | Common Seal | Execution by Signature Only (Authorised Employees) | | | |
|---|---|---|---|---|---|---|
| | | | Mayor | CEO | Director | Manager |
| Deeds of Agreement, Development Contribution Deeds, Deeds of Surrender, Heads of Agreement | 2 | ✓ Common Seal only to be applied where specified in a document | | ✓ | ✓ | |
| Memoranda of Understanding between the City and third parties | 2 | ✓ Common Seal only to be applied where specified in a document | | ✓ | ✓ | ✓ |
| Licenses | 2 | ✓ Common Seal only to be applied where specified in a document | | ✓ | ✓ | |
| Withdrawal and replacement of a Caveat | 2 | | | ✓ | ✓ | ✓ |
| Permanent Withdrawal of a Caveat | 2 | | | ✓ | ✓ | ✓ |
| Covenants and any discharge or modification of covenants | 2 | ✓ | | | | |
| Easements and the surrender or modification of easements | 2 | | | ✓ | ✓ | ✓ |
| Notifications on title and withdrawal or modification of notifications | 2 | ✓ | | | | |
| Rights of Carriageway agreements and withdrawal or modifications of Rights of Carriageway agreements | 2 | ✓ | | | | |
| Reciprocal Access agreements and withdrawal or modification of Management Statements | 2 | ✓ | | | | |

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| Document Type | Category | Common Seal | Execution by Signature Only (Authorised Employees) | | | |
|---|---|---|---|---|---|---|
| | | | Mayor | CEO | Director | Manager |
| Transfer of land documents where Council has previously resolved to either purchase or dispose of land or land being transferred to the City for public purpose | 2 | ✓ | | | | |
| New Funding, Grant or Contracts of Agreement between ~~Council~~ the City and State or Commonwealth Governments or Private Organisations for programs to which Council has previously adopted, or additions to existing programs | 2 | ✓ Common Seal only to be applied where specified in a document | | ✓ | ✓ | ✓ |
| Sponsorship Agreements, Memorandums or Contracts between the City and third parties including any required extensions | 2 | ✓ Common Seal only to be applied where specified in a document | | ✓ | ✓ | ✓ |
| Contracts and legal instruments, including contract variations, related to:<br>• Procurement Contracts<br>• Service Agreements (incoming or outgoing services)<br>• Heritage Agreements<br>• Acquittal of planning conditions<br>• Maintenance of the public realm | 2 | ✓ Common Seal only to be applied where specified in a document | | ✓ | ✓ | ✓ |
| Development, building, occupancy, subdivision and strata-title applications for City Land<br>* Refer to conditions within the Right to Sign an Application for Planning Approval, Building Permite and Notices of Consent Management Practice | 2 | | | ✓ | ✓ * (Director Corporate Services & Director Infrastructure Services only) | ✓ * (Manager Facilities, Projects & Assets & Manager Commercial Portfolio only) |

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| Document Type | Category | Common Seal | Execution by Signature Only (Authorised Employees) | | | |
|---|---|---|---|---|---|---|
| | | | Mayor | CEO | Director | Manager |
| Deeds of Settlement – Employee matters | 3 | | | ✓ | | |
| Enterprise Bargaining Agreements | 3 | | | ✓ | | |
| Employment Contracts and Variations to Employment Contracts | 3 | | ✓ (CEO Contract only) | ✓ (Any Employment Contract) | | ✓ (Chief People Officer only) |
| Documents that fulfil a statutory local government duty or power, for which there is no power of delegation or authorisation and is a matter which constitutes a potential risk to the City | 3 | | | ✓ | ✓ | ✓ |
| Ceremonial Certificates (Common Seal may be affixed at the Mayor's discretion) such as:<br>• Honorary Freeman; and<br>• Honorary Citizenship | 3 | | ✓ | ✓ | | |
| Communications on behalf of the City, with:<br>• Commonwealth or State Ministers<br>• International counterpart political or government leaders | 3 | | ✓ | ✓ | | |
| Communications on behalf of the City, with CEO's / Directors General of:<br>• Commonwealth or State Departments; or<br>• Industry representative bodies | 3 | | | ✓ | ✓ | |
| Project designs, concepts, schematic diagrams and technical plans | 3 | | | | ✓ | ✓ |

## 12.1/GOV3 COMMITTEE AND ADVISORY GROUP EXTERNAL MEMBERS POLICY REVIEW

| | | |
|---|---|---|
| Business Unit: | Community Development | Service: Community Engagement |
| Ward: | Not Applicable | Location: Not Applicable |
| Applicant: | Not Applicable | |

**Role**

Legislative - *Making local laws, policies and planning instruments.*

### Council Resolution

**0825/045**

**Moved Councillor Perkov, seconded Councillor Proud**

1. **That Council NOTES the Advisory and Working Group Review as detailed in this report to ensure meaningful and inclusive community engagement outcomes.**

2. **That Council ADOPTS the revised Committee and Advisory Group External Members Policy (Attachment 1) to be renamed the Advisory and Working Group External Members Policy.**

3. **That Council REQUESTS Expressions of Interest from community representatives for membership of Access and Inclusion Advisory Group and Local Emergency Management Committee.**

**The motion was put and declared CARRIED (15/0) by exception resolution.**

**For:** Councillors Creado, Dudek, Ferrante, Giudici, Hatton, Krsticevic, Lagan, Migdale, Olow, Paparde, Perkov, Proud, Re, Thornton and Mayor Irwin.
**Against:** Nil.

## Committee Recommendation

1. That Council NOTES the Advisory and Working Group Review as detailed in this report to ensure meaningful and inclusive community engagement outcomes.

2. That Council ADOPTS the revised Committee and Advisory Group External Members Policy (Attachment 1) to be renamed the Advisory and Working Group External Members Policy.

3. That Council REQUESTS Expressions of Interest from community representatives for membership of Access and Inclusion Advisory Group and Local Emergency Management Committee.

## Officer's Recommendation

1. That Council NOTES the Advisory and Working Group Review as detailed in this report to ensure meaningful and inclusive community engagement outcomes.

2. That Council ADOPTS the revised Committee and Advisory Group External Members Policy (Attachment 1) to be renamed the Advisory and Working Group External Members Policy.

3. That Council REQUESTS Expressions of Interest from community representatives for membership of Access and Inclusion Advisory Group and Local Emergency Management Committee

## Purpose

To seek Council endorsement of the revised Committee and Advisory Group External Members Policy which is to be renamed the Advisory and Working Group External Members Policy (the Policy), and to call for Expressions of Interest from the community.

## Details

Following each Local Government election, Advisory Groups are established by Council as a mechanism through which the City engages with community members and stakeholders to inform decision-making. These groups bring together individuals with lived experience, local knowledge, and subject matter expertise to provide advice and insights on specific themes such as access and inclusion, environment, crime prevention, cycling, coastal management, and road safety.

Over time, the City has established several advisory groups made up of members of the community who meet on a semi-regular basis. They include:

- Access and Inclusion Advisory Group;
- Environmental Advisory Group;
- Road Safety Advisory Group;
- Local Emergency Management Committee;
- Cycling Advisory Group; and
- Crime Prevention Advisory Group.

The previous Heritage Advisory Group was discontinued in line with Council Resolution Number 1221/031.

Other community and stakeholder groups that are facilitated by the City include:

- Coastal Advisory Group;
- Reconciliation Action Plan Working Group (RAPWG); and
- Ngalang Maya Wangkiny (Aboriginal knowledge holders).

These various Advisory and Working Groups have contributed to the City's broader commitment to maintaining ongoing dialogue with diverse community members.

In addition to the function and value of advisory groups, the City has reaffirmed Council's commitment to best-practice meaningful and inclusive engagement through the updated Community Engagement Policy (Council Resolution Number 1024/009). This Policy outlines that the City's community engagement approach focuses on informing Council's decisions; sharing knowledge; and strengthening relationships with the community. The importance of effective community engagement to optimise trust and preserve the City's reputation was a central outcome of the recent Community Engagement Internal Audit Review (Council Resolution Number 0224/026). The audit identified that the City has improved and increased its engagement with the community but identified that managing engagement expectations as one of the seven areas where opportunities exist to support the ongoing alignment of engagement activities and current practices.

To ensure alignment with this approach, the City has undertaken a comprehensive review of the various Advisory and Working Groups to identify strengths, uncover challenges, and explore opportunities for improvement. The subsequent review recommendations included:

- Providing regular briefings or updates to Elected Members that offer an overview of projects and programs presented to Advisory Groups, along with a summary of the feedback received and how it has been considered.
- Referencing Advisory Group consultation within Council Reports, particularly where consultation has influenced the outcomes or supported decision-making. This public acknowledgement raises the profile of advisory groups and demonstrates their value to the broader community.
- Collaborating with Business Units to identify upcoming projects and programs early, ensuring they are presented to Advisory Groups at the right time — when input can meaningfully shape outcomes. This includes preparing clear agendas and distributing pre-reading materials in advance.

Alongside these recommendations, a key finding was the necessity to more effectively manage Advisory Group community representatives' expectations regarding how their participation informs decision-making. Advisory Groups serve as valuable channels for incorporating community perspectives, however this review found that only 45% of community representatives currently understand how their contributions influence outcomes or Council decisions. This underscores the need for a clearer purpose and a structured framework that enhances transparency, deepens understanding, and fosters meaningful participation through an updated Advisory and Working Group Framework.

Revised Advisory and Working Group Approach

An outcome of the review is a revised approach to Council's Advisory and Working Groups with an updated Policy to support the City's commitment to meaningful and inclusive community engagement. This will ensure that Advisory and Working Groups assist Council by:

- Providing advice on strategic issues and Policy development aligned with Council priorities;
- Assisting in the development and implementation of key projects and initiatives; and
- Working with stakeholders to raise awareness and promote positive behaviour change within the community.

To enable this approach a number of key changes to Council's existing Policy have been suggested, including:

- The inclusion of Working Groups established by the CEO to address operational issues or assist with the implementation of projects/services;
- A clear distinction between advisory and working groups to provide a consistent framework for the establishment, authority and operation; and
- Clarity around the purpose of advisory and working groups and how they support the City's commitment to meaningful and inclusive community engagement.

*Advisory Groups*

Through the revised Policy, Advisory Groups focus on engaging with community groups and demographic cohorts that benefit from targeted efforts to overcome barriers to participation. They provide the opportunity to directly assist the City by providing advice on strategic issues and policy development by making recommendations for consideration by the Administration and/or Council. The establishment of advisory groups may also be focussed on enduring adherence to specific legislation and regulatory requirements.

For example, the *Disability Services Act 1993* identifies the requirement for each public authority (including local governments) to have an access and inclusion plan and that each public authority must undertake public consultation when preparing, reviewing or amending the plan. Outcome Six within the City's Access & Inclusion Plan 2021 – 2025 identifies we will "*maintain networks with community and key stakeholders that can provide advice and guidance, including the Access and Inclusion Advisory Group*".

Under the *Emergency Management Act 2005*, a local government must ensure that Local Emergency Management Arrangements (LEMA) are in place with the main function being to liaise with public authorities and other key organisations to develop, review and test the LEMA.

In view of this, the following Advisory Groups are proposed to be establishment following the 2025 Local Government Elections for the upcoming term of Council:

1. Access and Inclusion Advisory Group.
2. Local Emergency Management Committee.

*Working Groups*

Through the revised Policy, Working Groups are formed by the CEO to address operational issues or assist with the implementation of projects/services. Unlike Advisory Groups these Working Groups operate with flexibility. They provide the opportunity to directly assist the City by providing advice or recommendations for consideration by the City's Administration. Working Groups are not bound by formal appointment or advertising processes, allowing them to respond quickly to emerging needs by seeking advice from internal/external stakeholders as required.

The following Working Groups are proposed to be established:

1. **Reconciliation Action Plan Working Group and Ngalang Maya Wangkiny** – Reconciliation Australia requirement, aligned with Community strategic risk.
2. **Coastal Working Group** – previously called Coastal Advisory Group although not formed by Council, environment focus to be largely removed from Terms of Reference, aligned with Community strategic risk.
3. **Community Safety Working Group** – previously called Crime Prevention Working Group although formed by Council as an Advisory Group, aligned with Business Disruption strategic risk.
4. **Environment Working Group** – aligned with and Environment strategic risk.
5. **Road Safety Working Group** – aligned with Community strategic risk.
6. **Active and Integrated Transport Working Group** – previously called Cycling Advisory Group, aligned with Community strategic risk.

## Financial Assessment and Implications

The cost of not undertaking community engagement well is significant, including failure to represent the needs of the community, failure to protect the City's reputation, and the fiscal implications on projects and programs. Strengthening the effectiveness of the City's community engagement represents an opportunity to drive the allocated efficiency of City services by aligning with community expectations.

## Stakeholder Engagement

Business Units involved with Advisory Groups participated in this review with feedback also collected from 13 Advisory Group members to identify potential areas for improvement. The outcomes of the review were presented to the City's Executive Team.

Consultation on the revised Advisory and Working Group External Members Policy was conducted between 15 July 2025 and 29 July 2025.

## Options Summary

The following options were considered, presented in the order in which they are recommended.

| OPTIONS | |
|---|---|
| 1. | Adopt the revised Advisory and Working Group External Members Policy. |
| 2. | Retain the City's current Advisory and Working Group External Members Policy. |

## Recommended Action

A revised approach, through the Advisory and Working Group External Members Policy, will result in two Advisory Groups being retained and four Advisory Groups being transitioned into Working Groups. This change helps to better manage expectations and clarify how the groups support Council and the City's Administration with its decision making and information gathering.

By clearly distinguishing between Advisory Groups and Working Groups there will be a consistent approach to their establishment, authority, and operation. Additionally, the inclusion of Working Groups established by the CEO to address operational matters or support the delivery of projects and services enables the City to respond more effectively to community expectations.

## Relevant Policies, Legislation and Council Resolutions

*Local Government Act 1995*

*Emergency Management Act 2005*

*Disability Services Act 1993*

Access and Inclusion Plan 2021 – 2025

Reconciliation Action Plan 2021 – 2023

Sustainable Stirling 2022 – 2032

Community Engagement Policy

| Meeting Date | Council Resolution Number | Council Resolution |
|---|---|---|
| 7 December 2021 | 1221/031 | That Council DISBANDS the Heritage Advisory Group, and the City continues to ENGAGE with the community on heritage matters in a targeted way as required. |

## Sustainable Stirling 2022-2032

**Key Result Area:** Our community

**Objective:** An inclusive and harmonious City

**Priority:** Build strong relationships with our multicultural and diverse community

**Objective:** An active and healthy City

**Priority:** Facilitate and advocate for the provision of a range of quality health services

**Objective:** A safer City

**Priority:** Create strong partnerships to improve community safety

**Key Result Area:** Our built environment

**Objective:** An accessible and connected City

**Priority:** Advocate for improved public transport options to enhance activity and reduce reliance on vehicle use

**Key Result Area:** Our natural environment

**Objective:** A biodiverse City

**Priority:** Support, engage and guide our community to connect with nature and improve biodiversity across the City

**Objective:** A waste-wise City

**Priority:** Support, engage and guide our community to reduce waste generation and divert waste from landfill

**Key Result Area:** Our leadership

**Objective:** A customer-focused City

**Priority:** Involve, engage and inform our community

## Strategic Risk

| Strategic Risk | Risk Appetite |
|---|---|
| Community | The City will ensure that it engages with the community in accordance with its Community and Stakeholder Engagement Plan. |
| Partnerships | The City will be proactive in improving existing relationships and working with new partners to grow its reputation as an organisation that the community, business, government and other organisations choose to engage with. |
| Purpose | The City will pursue community and sector leadership through forward thinking decision making, and alignment of its services and operations with its strategic objectives. |
| Environment | The City will prioritise protection, enhancement and sustainability of the natural environment unless this cannot be achieved without significantly compromising the City's economic or social sustainability. |

## Relevant Documents and Information

Attachments

Attachment 1 - Current Committee and Advisory Group External Members Policy (May 2020) - Tracked Changes

Attachment 2 - Draft Advisory and Working Groups External Members Policy (August 2025)

Available for viewing at meeting

Nil

Linked Documents

Nil

# ~~Committee and~~ Advisory and Working Group External Members Policy

| | |
|---|---|
| **Aligned City Value/s** | Approachable ~~Responsive~~ Transparent Innovative |
| **Responsible Directorate/s** | **Office of the Chief Executive Officer**<br>**Community Development Directorate** |
| **Responsible Business Unit/s** | **Governance**<br>**Community Development** |
| **Responsible Officer/s** | **Manager Governance**<br>**Head of Community Engagement** |
| **Affected Business Unit/s** | **All** |

## Objective

The objective of this policy is to provide a consistent framework for the ~~enable the~~ establishment and operation of ~~Committees and~~ Advisory and Working Groups to strengthen Council's informed decision-making process by valuing the local knowledge and perspectives within our diverse community.

~~This policy is to enable Committees and Advisory Groups to make decisions through the selection of External Members that can offer professional expertise, knowledge and/or experience.~~

## Scope

This policy applies to ~~those who wish to become an~~ External Members of a ~~Committe~~e ~~of the Council or~~ Advisory or Working Group.

~~In accordance with the *Emergency Management Act 2005* local governments are required to establish a Local Emergency Management Committee (LEMC) for their district.~~

~~Under Section 5.8 of the *Local Government Act 1995*, the Council may establish Committees to assist the Council and to exercise the powers and discharge the duties of the Council that can be delegated to a Committee. Committees report to the Council and can be established for a particular purpose, with a completion date, or can be ongoing. Committees assist good governance when they share the workload and responsibilities of the Council as a whole.~~

Although not formally established under the *Local Government Act 1995,* Advisory and Working Groups may be established~~are created from time to time~~ to to support the City's commitment to meaningful and inclusive community engagement. The groups assist Council by: ~~assist Council~~the City ~~in obtaining~~ diverse ~~perspectives and innovative solutions on certain subject matters.~~broader opinion and a collection of differing ~~views on certain subject matters.~~

- Providing advice on strategic issues and policy development aligned with Council priorities;
- Assisting in the development and implementation of key projects and initiatives; and
- Working with stakeholders to raise awareness and promote positive behaviour change within the community

The membership and composition of a ~~Committee or~~ Advisory Group can range from only Elected Members through to only members of the community, or a combination of parties.

## Authority

Advisory and Working Groups must at all times recognise that primary responsibility for management of the City of Stirling rests with Council and the CEO, as provided by the *Local Government Act 1995.*

## Establishment

The establishment of a Advisory Group is to be by Council resolution. The CEO will establish Working Groups as required. Each Advisory and Working Group is to have a Terms of Reference.

## ~~Invitations to become an~~ External Member~~ship~~ of a ~~Committee or~~ Advisory Group

Council endorses community representatives to ~~Committees and~~ Advisory Groups for a two-year term in-line with Local Government Elections. Organisations that have representatives appointed are contacted by the City to confirm these appointments for each term.

There are no statutory requirements governing the advertising of community roles. All community member appointments are advertised through several mediums, including the City's website. Existing members are informed of the date their current term expires and provided with a link to the nominations page on the City's website should they wish to renominate.

~~The City will, from time to time, call for nominations from members of the community to become an External Member of a particular City of Stirling Committee(s) or Advisory Group(s).~~

~~Local public notice will be given inviting nominations to be made and the notice will include the closing date for submissions and the required information to be supplied with the nomination (such as curriculum vitae).~~

## ~~Qualification(s) of External Members~~Applicant Requirements

Membership applications to join one of the City's ~~Committees or~~ Advisory Groups are assessed against the below requirements:

1. Have demonstrated a commitment, interest or contribution to the community, topic or industry that has relevance to the purpose of the ~~Committee or~~ Advisory Group.
2. Be willing to serve the Committee or Advisory Group for the duration of the appointed term.
3. Understand and acknowledge the group's Terms of Reference
4. Accept the conditions as detailed within the relevant ~~Committee or~~ Advisory Group Terms of Reference, or as determined by Council.
5. Acknowledge that failure to observe the Terms of Reference, or any additional direction of Council during the term of the appointment, may result in the membership being terminated.

~~For a member of the community to be considered as an External Member of a Committee or Advisory Group they must:~~

~~1 Be a resident within the City of Stirling for a minimum of five (5) years, or have the necessary skills, knowledge and experience that is required by law and being fit for purpose for the Committee's or Advisory Group's role;~~
~~2 Be willing to serve the Committee or Advisory Group for its duration or term of office;~~
~~3 Have (preferably) demonstrated a commitment or contribution to community development that has relevance to the purpose of the Committee or Advisory Group;~~
~~4 Acknowledge acceptance and support of the terms of reference;~~
~~5 Agree to serve the Committee without prejudice or conflict of interest and to comply with the City of Stirling Code of Conduct and *City of Stirling Meeting Procedures Local Law 2009*;~~
~~6 Be willing to serve the Committee or Advisory Group in a voluntary capacity without remuneration; or as determined by Council; and~~
~~7 Acknowledge that failure to observe the selection criteria during the term of office may result in the membership being terminated.~~

## External Member S~~s~~election and A~~a~~ppointments

All nominations are assessed by City Officers and the Executive Team. These nominations, any supporting documentation, and the list of recommended appointees are submitted to Council for endorsement.
~~All External Member appointments are to be made by the Council and the report for its consideration will include the details of those nominations received and the recommended External Member to be appointed.~~

## Definitions

~~**Committee** means a Committee not established under the Section 5.8 of the *Local Government Act 1995*.~~

**CEO** means Chief Executive Officer of the City of Stirling and includes their authorised representatives.

**External Member** means a member of the community that is not an Elected Member or an Officer of the City.

**Employee** means an appointed employee of the City of Stirling who attends the meeting in the ~~their~~ capacity to provide ~~advice~~ administrative support and where required, report to Council ~~and nothing more~~.

~~**Local public notice** means an advertisement placed in a local newspaper generally circulating the district of the City of Stirling and on the City's website.~~

**Advisory Group** means a collection of people that meet to assist the City by~~in~~ making recommendations or forming views for the Administration to action~~progress~~ or to be recommended to Council.

**Working Group** means a Working Group that is created by, and reports to the CEO on operational issues. A Working Group operates on informal, adhoc basis and formal minutes are not required. The CEO or their delegate may action recommendations from Working Groups. Termination of Working Groups will be at the discretion of the CEO.

## Relevant management practices/documents

City of Stirling Code of Conduct
Elected Member Code of Conduct
*Community Engagement Policy*
Access and Inclusion Plan
Reconciliation Action Plan (RAP)
Sustainable Stirling 2022–2032
Customer Service Charter
Customer Engagement Strategy

## Legislation/local law requirements

*Local Government Act 1995*
*Emergency Management Act 2005*
~~*City of Stirling Meeting Procedures Local Law 2009*~~
~~*Local Government (Rules of Conduct) Regulations 2007*~~

| **Office use only** | | | | |
|---|---|---|---|---|
| **Relevant delegations** | Not applicable | | | |
| **Initial Council adoption** | **Date** | 5 July 2011 | **Resolution #** | 0711/010 |
| **Last reviewed** | **Date** | 26 May 2020 | **Resolution #** | 0520/027 |
| **Next review due** | **Date** | 2021 | | |

# Advisory and Working Group External Members Policy

| | | | | |
|---|---|---|---|---|
| **Aligned City Value/s** | **Approachable** | **Responsive** | **Transparent** | **Innovative** |
| **Responsible Directorate/s** | **Office of the Chief Executive Officer**<br>**Community Development Directorate** | | | |
| **Responsible Business Unit/s** | **Governance**<br>**Community Development** | | | |
| **Responsible Officer/s** | **Manager Governance**<br>**Head of Community Engagement** | | | |
| **Affected Business Unit/s** | **All** | | | |

## Objective

The objective of this policy is to provide a consistent framework for the establishment and operation of Advisory and Working Groups to strengthen Council's informed decision-making process by valuing the local knowledge and perspectives within our diverse community.

## Scope

This policy applies to External Members of a Advisory or Working Group.

Although not formally established under the *Local Government Act 1995,* Advisory and Working Groups may be established to support the City's commitment to meaningful and inclusive community engagement.

The groups assist Council by:

- Providing advice on strategic issues and policy development aligned with Council priorities;
- Assisting in the development and implementation of key projects and initiatives; and
- Working with stakeholders to raise awareness and promote positive behaviour change within the community.

The membership and composition of a Advisory Group can range from only Elected Members through to only members of the community, or a combination of parties.

### Authority

Advisory and Working Groups must at all times recognise that primary responsibility for management of the City of Stirling rests with Council and the CEO, as provided by the *Local Government Act 1995.*

### Establishment

The establishment of a Advisory Group is to be by Council resolution. The CEO will establish Working Groups as required. Each Advisory and Working Group is to have a Terms of Reference.

### External Membership of a Advisory Group

Council endorses community representatives to Advisory Groups for a two-year term in-line with Local Government Elections. Organisations that have representatives appointed are contacted by the City to confirm these appointments for each term.

There are no statutory requirements governing the advertising of community roles. All community member appointments are advertised through several mediums, including the City's website. Existing members are informed of the date their current term expires and provided with a link to the nominations page on the City's website should they wish to renominate.

### Applicant Requirements

Membership applications to join one of the City's Advisory Groups are assessed against the below requirements:

1. Have demonstrated a commitment, interest or contribution to the community, topic or industry that has relevance to the purpose of the Advisory Group.
2. Be willing to serve the Committee or Advisory Group for the duration of the appointed term.
3. Understand and acknowledge the group's Terms of Reference
4. Accept the conditions as detailed within the relevant Advisory Group Terms of Reference, or as determined by Council.
5. Acknowledge that failure to observe the Terms of Reference, or any additional direction of Council during the term of the appointment, may result in the membership being terminated.

### External Member Selection and Appointments

All nominations are assessed by City Officers and the Executive Team. These nominations, any supporting documentation, and the list of recommended appointees are submitted to Council for endorsement.

## Definitions

**CEO** means Chief Executive Officer of the City of Stirling and includes their authorised representatives.

**External Member** means a member of the community that is not an Elected Member or an Officer of the City.

**Employee** means an appointed employee of the City of Stirling who attends the meeting in the capacity to provide administrative support and where required, report to Council.

**Advisory Group** means a collection of people that meet to assist the City by making recommendations or forming views for the Administration to action or to be recommended to Council.

**Working Group** means a Working Group that is created by, and reports to the CEO on operational issues. A Working Group operates on informal, adhoc basis and formal minutes are not required. The CEO or their delegate may action recommendations from Working Groups. Termination of Working Groups will be at the discretion of the CEO.

## Relevant management practices/documents

City of Stirling Code of Conduct
Elected Member Code of Conduct
*Community Engagement Policy*
Access and Inclusion Plan
Reconciliation Action Plan (RAP)
Sustainable Stirling 2022–2032
Customer Service Charter
Customer Engagement Strategy

## Legislation/local law requirements

*Local Government Act 1995*
*Emergency Management Act 2005*

| Office use only | | | | |
|---|---|---|---|---|
| **Relevant delegations** | Not applicable | | | |
| **Initial Council adoption** | **Date** | 5 July 2011 | **Resolution #** | 0711/010 |
| **Last reviewed** | **Date** | 26 May 2020 | **Resolution #** | 0520/027 |
| **Next review due** | **Date** | 2021 | | |

Councillor Tony Krsticevic disclosed an Impartial Interest in Item 12.1/8.1 as he is an honorary member of a club that is referred to within the report.

Councillor Rob Paparde disclosed an Impartial Interest in Item 12.1/8.1 as he is a member of a club proposed to receive sponsorship.

Councillor Elizabeth Re disclosed an Impartial Interest in Item 12.1/8.1 as some people are known to her.

## 12.1/8.1 EVENT SPONSORSHIP

**Confidentiality**

This report is **CONFIDENTIAL** in accordance with Section 5.23(2) of the *Local Government Act 1995*, which permits the meeting to be closed to the public for business relating to the following:-

*(e) a matter that if disclosed, would reveal -*
*(iii) information about the business, professional, commercial or financial affairs of a person*

### Council Resolution

**0825/046**

**Moved Councillor Perkov, seconded Councillor Proud**

**That Council PROCEEDS with the confidential recommendation as outlined in the Recommended Action section of this report.**

**The motion was put and declared CARRIED (15/0) by exception resolution and by an Absolute Majority.**

**For:** Councillors Creado, Dudek, Ferrante, Giudici, Hatton, Krsticevic, Lagan, Migdale, Olow, Paparde, Perkov, Proud, Re, Thornton and Mayor Irwin.
**Against:** Nil.

## 13. REPORTS FOR CONSIDERATION IN ACCORDANCE WITH CLAUSE 4.2(4) OF THE MEETING PROCEDURES LOCAL LAW 2021

In accordance with Clause 4.2(4) of the City of Stirling Meeting Procedures Local Law 2021, the Chief Executive Officer may include on the agenda of a Council meeting, in an appropriate place within the order of business, any matter which must be decided, or which he considers is appropriate to be decided, by that meeting.

Councillor Damien Giudici disclosed an Impartial Interest in Item 13.1 as he was the former Chair of Inglewood on Beaufort, which is seeking funds for its Night Market and he has spoken to the organisers about the event that is being organised for this season.

Councillor Tony Krsticevic disclosed an Impartial Interest in Item 13.1 as he has supported the Stirling Environment Coastcare group since 2009 and has been to events for Livid Skate Pty Ltd, Osborne Park Agricultural Society, Scarborough Beach Association and Inglewood on Beaufort.

Councillor David Lagan disclosed an Impartial Interest in Item 13.1 as he has attended the Inglewood Markets as a guest.

Councillor Karlo Perkov disclosed an Impartial Interest in Item 13.1 as he has been hosted by the Committee during the Night Markets.

Councillor Elizabeth Re disclosed an Impartial Interest in Item 13.1 as some people are known to her.

## 13.1 COMMUNITY GRANTS PROGRAM - ROUND 1 LARGE GRANTS

| | | |
|---|---|---|
| Business Unit: | Strategy and Performance | Service: Strategy & Performance |
| Ward: | Not Applicable | Location: Not Applicable |
| Applicant: | Not Applicable | |

**Role**

Executive - *Governing the City and the community through executive powers.*

Moved Councillor Giudici, seconded Councillor Lagan

That Council APPROVES the Community Grants Program Round 1 Large Grant recommendations as contained in Attachment 1, noting that the total cash amount of $283,070.90 is to be increased to $293,070.90 due to the following amendment:

a. An additional $10,000 is to be allocated to the Inglewood Monday Night Markets event run by Inglewood on Beaufort.

It was suggested that the following point be ADDED:

b. That Osborne Park be allocated an additional $8,000 to be comparable with their 2024/25 grant, as the cost of show has gone up.

With the agreement of the Presiding Member, the recommendation was reworded as follows:-

Moved Councillor Giudici, seconded Councillor Lagan

That Council APPROVES the Community Grants Program Round 1 Large Grant recommendations as contained in Attachment 1, noting that the total cash amount of $283,070.90 is to be increased to $293,070.90 due to the following amendment:

a. An additional $10,000 is to be allocated to the Inglewood Monday Night Markets event run by Inglewood on Beaufort.

b. That Osborne Park be allocated an additional $8,000 to be comparable with their 2024/25 grant, as the cost of show has gone up.

Discussion ensued, and the Presiding Member advised that the motions would be put separately.

During the debate, Councillor Suzanne Migdale FORESHADOWED the officers recommendation as follows:

That Council APPROVES the Community Grants Program Round 1 Large Grant recommendations for a total cash amount of $283,070.90 as contained in Attachment 1.

Further discussion ensued.

The mover and seconder agreed to WITHDRAW amendment ‘a’ and ‘b’.

## Council Resolution

**0825/047**

**Moved Councillor Giudici, seconded Councillor Lagan**

**That Council APPROVES the Community Grants Program Round 1 Large Grant recommendations for a total cash amount of $283,070.90 as contained in Attachment 1.**

**The motion was put and declared CARRIED (15/0).**

**For:** Councillors Creado, Dudek, Ferrante, Giudici, Hatton, Krsticevic, Lagan, Migdale, Olow, Paparde, Perkov, Proud, Re, Thornton and Mayor Irwin.
**Against:** Nil.

## Recommendation

That Council APPROVES the Community Grants Program Round 1 Large Grant recommendations for a total cash amount of $283,070.90 as contained in Attachment 1.

## Purpose

To approve the Community Grants Program Round 1 Large Grant applications that have been recommended for funding by the City's internal grant assessment panels.

## Details

On 1 July 2025, the City launched its 2025/2026 Community Grants Program, a centralised approach to the distribution of grants to the community. The Community Grants Program Guidelines provide detail on eligibility requirements and priorities for the program. Grant funds will be distributed to the community via five grant streams:

- Active and Healthy Communities
- Innovative and Productive Communities
- Locally-led and Creative Communities
- Sustainable Communities
- Vibrant Communities

An overview of the priorities and eligibility criteria for each grant stream can be found in the Community Grants Program Guidelines on the City's website at www.stirling.wa.gov.au/grants. Three types of grants are available - small, medium and large. Grant applications are assessed by a panel of City officers who provide recommendations for funding.

Small and medium grants, which are those recommended by the panel to receive $20,000 or less, will be submitted to a City Director for approval. To provide full transparency to the Community, all successful grant projects are listed on the City's website to ensure the City is transparent regarding grant funding allocation.

As per the Guidelines, those applications recommended by the panel to receive $20,001 or more will be submitted to Council for approval.

Eligible applications are then assessed by a Grant Assessment Panel based on the following criteria:

| % of score | Criteria (what applicants address in their application) | Measure (how we assess the application) |
|---|---|---|
| 40% | 1. What is your activity, and how will you deliver it?<br>2. What are the expected outcomes of your activity?<br>3. How will you know if your activity is a success? | a. Are the aims and objectives clearly identified and do they align to the objectives of *Sustainable Stirling 2022-2032*?<br>b. Does the project deliver the specific outcomes of the grant stream? |
| 30% | 4. Why is your activity important?<br>5. How will the local community benefit from your activity?<br>6. Who will be involved in your activity? | c. Is there a clearly identified local need for this activity?<br>d. How many City of Stirling residents will benefit?<br>e. Does the applications provide evidence of community support or involvement? |
| 30% | 7. What is your budget?<br>8. Will you be contributing towards your activity?<br>9. How will you manage your budget?<br>10. What is your experience in delivering similar activities? | a. Is the budget clear and realistic?<br>b. Does the activity demonstrate value for money?<br>c. Does the applicant have the financial capacity to deliver the project?<br>d. Is the project well planned and achievable within the timeframes? |

A score out of 10 for each measure is provided by each Assessment Panel member and this score is weighted to give a final score out of 100. The scores from each assessment panel member are then averaged to provide a final score. Generally, only those applications that scored above 70 points are recommended for funding.

**Round 1 Large Grant Recommendations**

In 2025/26 $1,000,000 has been allocated to the City's Community Grants Program. During Round 1, which opened 1 July 2025 and closed 31 July 2025, a total of 27 small, 44 medium and 19 large applications were received requesting a combined amount of over $1,300,000. This represents the largest volume of grant applications and funding requested since the commencement of the Community Grants Program.

Of the 19 large grant applications, nine applications have been recommended for funding by the City's assessment panels with a total cash value of $283,070.90. Six large grant applications were deferred by the panel to a small or medium grant category and will be considered for approval by a City Director and four applications were deemed ineligible or not supported.

A summary of the recommended Large Grants can be found in the table below:

| Applicant | Activity | Grant Stream | Previous grant in 2024/2025 | Panel Score | Grant Amount Recommendation |
|---|---|---|---|---|---|
| Stirling Natural Environment Coastcare Inc | Supporting survival of revegetation in coastal primary dune - Scarborough to Trigg | Sustainable Communities | $34,889 | 85.5 | **$29,490.90** |
| Encounter Theatre | The Collider Project: Art as a Lifeline Against Intergenerational Isolation | Locally-Led & Creative Communities | $0 | 80 | **$28,000** |
| Livid Skate | Livid in the Laneway Summer Series 25/26 | Locally-Led & Creative Communities | $10,000 | 69 | **$35,000** |
| Osborne Park Agriculture Society | 110th Osborne Park Show | Vibrant Communities | $38,000 | 61 | **$30,000** |
| Neuromuscular WA | Carols at Scarborough 2025 | Vibrant Communities | $37,500 | 74 | **$37,500** |
| Scarborough Beach Association | Sunset Markets 2025/26 | Vibrant Communities | $70,000 | 71 | **$30,000** |
| Inglewood on Beaufort | Inglewood Monday Night Markets | Vibrant Communities | $50,000 | 68 | **$30,000** |
| Ozzy Samba School | Brazilian Beach Carnaval | Vibrant Communities | $45,000 | 70 | **$35,000** |
| AsparGo | AsparGo App Development: Empowering Stirling Residents to Grow Edible and Native Gardens for a Greener Community | Innovative & Productive | $0 | 76 | **$28,080** |

The City's Community Grants Assessment Panels evaluated these applications against robust criteria which includes alignment with the City's strategic objectives, value for money, adequacy of supporting information, and the proposed impact on the community. An overview of the assessment is provided in (Attachment 1) which outlines further information including the activity details, assessment panel score and the recommended grant amount.

A table outlining the ineligible or declined large grant applications is included in confidential Attachment 2.

All approved small, medium and large grant applications will be published on the City's website here once grant agreements have been signed by all parties.

## Financial Assessment and Implications

The City has noted that several applicants submit grant requests on a recurring basis, with requested amounts increasing annually to account for rising costs associated with these activities. As the profile and awareness of the Community Grants Program has grown, competition for funding has intensified, placing increased pressure on the program's budget. This growing demand may limit the City's ability to consider proposals from new applicants if funding allocations to recurring applicants continue to rise.

The City of Stirling's Community Grants Program is designed to build a sustainable, inclusive, and vibrant community through transparent and equitable funding processes. Assessment Panel have recommended grant funding to those activities which represent the greatest benefit to the community, taking into consideration the budget available. This approach ensures continued funding for future grant rounds in October and February, as well as the provision of Quick Response Grants throughout this financial year.

A total funding pool of $1,000,000 for the Community Grants Program is included in the City's Corporate Business Plan and Annual Budget for 2025/2026. The large grants recommended within Round 1 of $283,070.90 are within current budget parameters.

## Stakeholder Engagement

The Community Grants Program was extensively promoted through a targeted marketing campaign in June and July delivering over 90,000 ads with an estimated reach of 42,000. This campaign included digital screen promotions in all libraries, paid social media advertisements, and targeted e-newsletter updates. To enhance awareness and encourage applications the City's Community Grants Program webpage serves as a central hub for all grant-related information, including comprehensive FAQs and advice. Past applicants were also directly informed about the new grant round opening.

In June 2025, the City hosted two complimentary Grant Writing workshops aimed at supporting community members in navigating the grant application process. These sessions provided a comprehensive overview of the program guidelines, with dedicated grant support officers on hand to assist participants in identifying the most suitable grant stream and understanding the specific requirements for a successful application. The City also provides pre-lodgement advice to assist all applicants in developing their grant applications.

## Recommended Action

It is recommended that Council approves the Community Grants Program Round 1 Large Grant recommendations for a total cash amount of $283,070.90 as per Attachment 1.

## Relevant Policies, Legislation and Council Resolutions

Community Grants Program Policy & Guidelines

*Local Government Act 1995*

| Meeting Date | Council Resolution Number | Council Resolution |
|---|---|---|
| 20 June 2023 | 0623/023 | *"That Council ADOPTS the City of Stirling Community Grants Policy, to replace the Community Arts and Events Policy; the Grants and Funding Policy; and the Financial Assistance, Donations, Grants and Recognition Policy."* |

## Sustainable Stirling 2022-2032

**Key Result Area:** Our leadership

**Objective:** A well-governed City

**Priority:** Comply with legislation, standards and obligations

## Strategic Risk

| Strategic Risk | Risk Appetite |
|---|---|
| Governance | The City will act with integrity and implement appropriate processes and controls to avoid breach of legislation. |
| Funding | The City will take sufficient financial risk to enable it to achieve its strategic objectives, providing it does not significantly impact on the long term financial sustainability of the City. |

## Relevant Documents and Information

Attachments

Attachment 1 - Community Grants Program Round 1 Large Grant Recommendations

Attachment 2 - Ineligible/Declined Round 1 Large Grant Applications (previously circulated to Elected Members under confidential separate cover)

Available for viewing at meeting

Nil

Linked Documents

Nil.

# Community Grants Program Round 1 Grant Recommendations

| | |
|---|---|
| **Applicant:** | **Stirling Natural Environment Coastcare** |
| **Activity:** | **Supporting survival of revegetation in coastal primary dune - Scarborough to Trigg** |
| **Date:** | **Year Round** |
| **Location:** | **Scarborough Beach Dunes, West Coast Highway, Scarborough** |
| **Grant stream:** | **Sustainable Communities – Large Grants** |

**Assessment**

**Total Averaged Weighted Score = 85.5**

| | | |
|---|---|---|
| **What is the activity?** | In June 2025, Stirling Natural Environment Coastcare (SNEC), in partnership with the City of Stirling and Perth NRM, planted 4,500 native seedlings in the coastal dunes between Scarborough and Trigg. To support their survival through summer, a City-approved contractor will water the seedlings fortnightly using specialist equipment from November to March. Meanwhile, SNEC volunteers and community groups will conduct weeding to reduce competition for water, and rubber matting will be installed at the Scarborough Esplanade sea container to improve safety for volunteers and visitors. | **Average Weighted Score 35** |
| **Why is it important?** | This project aims to ensure the best chance of survival for the 4500 native seedlings that have been planted in the primary coastal dune. Plant seedling survival will enhance the local vegetation and biodiversity and also stabilise and protect the primary dune from coastal erosion and add to the natural resilience of the dune system. | **Average Weighted Score 24** |
| **How will it be delivered?** | Stirling Natural Environment Coastcare has a 20 year history of successfully delivering and acquitting projects that restore coastal ecosystems and engage the community in environmental stewardship and volunteer effort. | **Average Weighted Score 26.5** |

**Recommendation**

The panel considered that this activity was a great conservation project that aims to include community participation in its program of work. Invasive weed species remain an ongoing problem for this area which requires diligent monitoring and targeted removal which this project will provide.

| Total Activity Budget | Requested Funds | Funded in 2024/25 | Recommended funds |
|---|---|---|---|
| **$29,490.90** | **$29,490.90** | **$34,889** | **$29,490.90** |

# Community Grants Program Round 1 Grant Recommendations

| | |
|---|---|
| **Applicant:** | **Encounter Theatre** |
| **Activity:** | **The Collider Project: Art as a Lifeline Against Intergenerational Isolation** |
| **Date:** | **24/10/2025 - 30/06/2026** |
| **Location:** | **Amana Living, 1 Jeanes Rd, Karrinyup, WA, 6018, Australia** |
| **Grant stream:** | **Locally-Led and Creative Communities – Large Grants** |

**Assessment**

**Total Averaged Weighted Score = 80**

| | | |
|---|---|---|
| **What is the activity?** | In partnership with Amana Living, this bold intergenerational arts initiative engages 10–15 young people (aged 16–24) and over 20 elders from Moline Village and St Francis Court across five months. Led by artists from Encounter Theatre and Mammalian Diving Reflex, participants receive facilitation training and take part in two creative residencies, alongside playful one-on-one activities that foster storytelling and connection. The project culminates in a powerful live performance that redefines belonging. | **Average Weighted Score 33** |
| **Why is it important?** | The Collider Project is a vital response to the global health crisis of loneliness, which disproportionately affects younger generations. With 22% of Australians aged 18–24 reporting loneliness—the highest among age groups—it highlights the urgent need for meaningful connection. By creatively bridging youth, elders, and migrant communities, the project addresses one of the least explored areas of social connection. Through intergenerational collaboration, it fosters belonging, challenges stigma, and offers a powerful model for post-pandemic social recovery. | **Average Weighted Score 24** |
| **How will it be delivered?** | Delivered by award-winning, artist-led company Encounter Theatre, the project blends inclusive, high-calibre performance with community-rooted processes. Known for works like Children of the Sea and Nightwalks with Teenagers, Encounter leads with empathy, equity, and experimentation, creating space for intergenerational collaboration grounded in care and cultural dialogue. | **Average Weighted Score 23** |

**Recommendation**

The panel viewed this new application as an excellent initiative to provide support to vulnerable members of our community. It was acknowledged that funding is essential for this inception year to ensure the project's success. The City intends to collaborate closely with the applicant throughout the initial year, aiming to develop the project.

| Total Activity Budget | Requested Funds | Funded in 2024/25 | Recommended funds |
|---|---|---|---|
| **$126,359** | **$28,000** | **NA** | **$28,000** |

# Community Grants Program Round 1 Grant Recommendations

| | |
|---|---|
| **Applicant:** | **Livid Skate Pty Ltd** |
| **Activity:** | **Livid in the Laneway Summer Series 25/26** |
| **Date:** | **11/10/2025 - 30/05/2026** |
| **Location:** | **Livid Skate Café, Scarborough Beach Rd, Scarborough, WA, 6019, Australia** |
| **Grant stream:** | **Locally-Led and Creative Communities – Large Grants** |

**Assessment**

**Total Averaged Weighted Score = 69**

| | | |
|---|---|---|
| **What is the activity?** | A vibrant series of live music events in the Livid Laneway throughout the summer, designed to celebrate and showcase local talent. Each event will feature up to six bands spanning diverse musical genres to engage a broad cross-section of our community. Complementing the performances, the Fishbowl Gallery will host rotating exhibitions of art and photography by local creatives, offering a dynamic platform for artists to share their work. | **Average Weighted Score 29** |
| **Why is it important?** | Drawing people together through music, skate culture, and the arts. The applicant demonstrated that it is important by increasing attendance and foot traffic, the series supports local businesses and fosters a vibrant cultural hub. It also provides an accessible platform for local creatives to showcase their work to broader audiences. Funding will help reduce ticket prices, ensuring affordability and boosting participation, while enabling Livid to expand its summer lineup with a diverse mix of emerging and established musicians. | **Average Weighted Score 20** |
| **How will it be delivered?** | Livid Skate has been operating since 2018 and has delivered popular summer events, including one-off laneway activations and events occurring over several years. The event model is well-established, supported by a reliable team and proven planning processes. | **Average Weighted Score 20** |

**Recommendation**

The panel was supportive of the project, acknowledging its value in activating the laneway and supporting local artists. However, due to the competitiveness of this year's funding round, they recommended a reduced allocation. While the applicant has previously delivered funded events, the proposal to increase to ten events in a single year was considered ambitious. A scaled-back approach to approximately three to four events was preferred to ensure feasibility and allow for sustainable growth.

| Total Activity Budget | Requested Funds | Funded in 2024/25 | Recommended funds |
|---|---|---|---|
| **$222,728** | **$95,000** | **$10,000** | **$35,000 plus VIK** (Waste management, DA Fees) |

# Community Grants Program Round 1 Grant Recommendations

| | |
|---|---|
| **Applicant:** | **Osborne Park Agriculture Society** |
| **Activity:** | **110th Osborne Park Show** |
| **Date:** | **28 and 29 November 2025** |
| **Location:** | **Robinson Reserve, Tuart Hill** |
| **Grant stream:** | **Vibrant Communities – Large Grants** |

**Assessment**

**Total Averaged Weighted Score = 61**

| | | |
|---|---|---|
| **What is the activity?** | The Osborne Park Show is a vibrant community celebration bringing diverse community groups together to showcase local talent and business within the local area. The event provides safe, family-friendly entertainment in the local activity centre within Osborne Park. | **Average Weighted Score 24** |
| **Why is it important?** | The show is a long-standing community event which provides connectedness, entertainment and a 'local show' feel to the community and is well received and accessible. It is expected it will attract over 10,000 people. | **Average Weighted Score 19.5** |
| **How will it be delivered?** | The show is organised by Osborne Park Agricultural Society Inc volunteers. The Agricultural Society has organised an event of similar scope and size for 109 years. | **Average Weighted Score 17.5** |

**Recommendation**

The panel acknowledged the longstanding significance of the Osborne Park Show within the City of Stirling and supports the continuation of this valued community event. Given the highly competitive nature of this year's funding round, the panel has recommended a reduced allocation for the 2025 event. Additional support through value in kind for venue hire, marketing and promotion, waste management are also provided to support the event.

| Total Activity Budget | Requested Funds | Funded in 2024/25 | Recommended funds |
|---|---|---|---|
| **$163,206** | **$41,000** | **$38,000** | **$30,000 plus VIK** (Venue hire, waste management) |

# Community Grants Program Round 1 Grant Recommendations

| | |
|---|---|
| **Applicant:** | **Neuromusuclar WA** |
| **Activity:** | **Carols at Scarborough 2025** |
| **Date:** | **14 December 2025** |
| **Location:** | **Scarborough** |
| **Grant stream:** | **Vibrant Communities – Large Grants** |

**Assessment**

**Total Averaged Weighted Score = 74**

| | | |
|---|---|---|
| **What is the activity?** | Carols at Scarborough is long-standing event held annually in mid-December at the Scarborough Amphitheatre on the foreshore to celebrate the end of year holidays, Christmas and community spirit. The event will feature the Australian Army Band Perth, choir singers, local community artists with a visit from Santa and fireworks at the end of the evening. | **Average Weighted Score 29.5** |
| **Why is it important?** | This event is valued by the community, adds vibrancy and activates the Scarborough Amphitheatre. It will attract an estimated 5,000 – 7,000 people and enhances community identity, community participation and assists with tourism and economic development in the area. | **Average Weighted Score 24** |
| **How will it be delivered?** | Neuromuscular WA has a strong track record of successfully delivering this event over several years, demonstrating its capability in planning and execution. Proceeds from the event will support Neuromuscular WA as the designated charitable beneficiary. | **Average Weighted Score 20.5** |

**Recommendation**

The panel considered that the Carols at Scarborough is an iconic event to celebrate Christmas within the City of Stirling. Due to the competitiveness of Round 1 of the Community Grants Program it was considered by the panel to recommended funding in line with 2024/25 would be appropriate.

| Total Activity Budget | Requested Funds | Funded in 2024/25 | Recommended funds |
|---|---|---|---|
| **$127,898** | **$45,000** | **$37,500** | **$37,500 plus VIK** (Venue hire, waste management) |

# Community Grants Program Round 1 Grant Recommendations

| | |
|---|---|
| **Applicant:** | **Scarborough Beach Association** |
| **Activity:** | **Scarborough Sunset Markets 2025/26** |
| **Date:** | **November 2025 - May 2026** |
| **Location:** | **Scarborough Beach Foreshore** |
| **Grant stream:** | **Vibrant Communities – Large Grants** |

**Assessment**

**Total Averaged Weighted Score = 71**

| | | |
|---|---|---|
| **What is the activity?** | The Scarborough Sunset Markets (SSM) are WA's largest beachside pop-up food and shopping marketplace, attracting thousands of visitors and locals to Scarborough's iconic foreshore each week. This application proposes to support the 26 Summer Editions that brings vibrancy and an influx of visitors to the area. | **Average Weighted Score 30** |
| **Why is it important?** | Integral to Scarborough's cultural and community landscape, this tourism event attracts a high number for attendees year-round. It is expected that across the 2025 Summer season between 156,000 to 208,000 people will attend the Scarborough Sunset Markets | **Average Weighted Score 22** |
| **How will it be delivered?** | The Scarborough Beach Association works with several groups in order to produce the markets. The SBA will engage event management consultants KINN & Co to organise this event. KINN & Co have specific experience in pop-up, outdoor, greenfield community events ranging from small community activations up to Nationally recognised music festivals and very large public events. | **Average Weighted Score 19** |

**Recommendation**

The panel acknowledges the Scarborough Sunset Markets as a cornerstone of Scarborough's vibrancy and community engagement. In response to anti-social behaviour observed throughout 2024/25, the markets have proactively implemented a revised operational model. This reset approach is designed to ensure the continued safe delivery of the event and includes several key measures: an expanded footprint to reduce crowd density, increased security presence, and the removal of high-risk elements such as the bar and DJ.
The panel recognises that the revised format effectively mitigates risk while preserving the community and economic value of the markets. Accordingly, the panel recommends a reduction in funding for 2024/25, with support aligned to the delivery of a safe and well-managed event.

| Total Activity Budget | Requested Funds | Funded in 2024/25 | Recommended funds |
|---|---|---|---|
| **$480,993** | **$55,000** | **$70,000** | **$30,000 plus VIK** (Venue hire) |

# Community Grants Program Round 1 Grant Recommendations

| | |
|---|---|
| **Applicant:** | **Inglewood on Beaufort** |
| **Activity:** | **Inglewood Monday Night Markets** |
| **Date:** | **October 2025 - April 2026** |
| **Location:** | **Beaufort Street, between Eight Avenue and Tenth Avenue, Inglewood** |
| **Grant stream:** | **Vibrant Communities – Large Grants** |

**Assessment**

**Total Averaged Weighted Score = 68**

| | | |
|---|---|---|
| **What is the activity?** | Inglewood Monday Night Markets host 26 zero-waste family event boasting food, entertainment, licensed dining and a great vibe in the heart of Inglewood. | **Average Weighted Score 28** |
| **Why is it important?** | The Monday Night Markets are an institutional event within Inglewood, embedded in the City's calendar with a strong brand and reputation. The event promotes a vibrant town centre which improves the reputation of Inglewood and creates ongoing benefits in the arts and culture space and ongoing usage of local spaces. It is expected to attract over 50,000 people throughout the series of events. | **Average Weighted Score 21** |
| **How will it be delivered?** | Since 2014, Inglewood on Beaufort has been a highly successful and active not-for-profit community group (or "Town Team"). It includes passionate residents, creatives and businesses working hard to make Inglewood the 'bright spot of Beaufort Street', a place people travel to, not travel through. For six months of the year, thousands of locals people visit Beaufort Street for the Monday Night markets which has been delivered successfully for over 9 seasons. | **Average Weighted Score 19** |

**Recommendation**

The panel expressed strong support, recommending funding for this key event in Inglewood to recognise its role in bringing vibrancy and activity to the town centre through the Monday Night Markets. While the event is considered a valuable contribution to the local community and its continuation is encouraged, the panel noted that attendance is primarily local and has shown a declining trend over recent years from both vendors and visitors. Given the competitiveness of Round 1 of the Community Grants Program, a reduction in funding has been recommended for 2025/26.

| Total Activity Budget | Requested Funds | Funded in 2024/25 | Recommended funds |
|---|---|---|---|
| **$151,000** | **$55,000** | **$50,000** | **$30,000**<br>**plus VIK**<br>(Venue hire, waste management) |

# Community Grants Program Round 1 Grant Recommendations

| | |
|---|---|
| **Applicant:** | **Ozzy Samba School Inc** |
| **Activity:** | **Brazilian Beach Carnaval** |
| **Date:** | **March 2026** |
| **Location:** | **Scarborough Beach Foreshore** |
| **Grant stream:** | **Vibrant Communities – Large Grants** |

**Assessment**

**Total Averaged Weighted Score = 70**

| | | |
|---|---|---|
| **What is the activity?** | Brazilian Beach Carnival (BBC) is a free family-friendly event, which brings a taste of the Rio de Janeiro carnival to Scarborough shores. BBC brings the phenomenal Street Carnival Parade, fun activities for kids and adults, sport activities on the beach, vibrant music and several dance performances, which will create a carnival atmosphere for the evening celebrations. | **Average Weighted Score 29** |
| **Why is it important?** | BBC is a strong cultural event. The program runs lead up workshops (held in Stirling) celebrating culture and performing arts and engages with and provides learning opportunities for many community members. The event is a cultural celebration in Scarborough with a large local Brazilian community and attraction of visitors from the broader Perth region. It is expected to have an attendance of 10,000+ people | **Average Weighted Score 21** |
| **How will it be delivered?** | To engage with the community, Ozzy Samba School will promote weekly workshops leading to the Carnaval event, where Brazilian percussion and dance lessons will be delivered to the general public. The primary event will include roving street parades of drummers and dancers, Samba, Folklore and Capoeira performances, high energy music and delicious Latin American food.<br>The event will also include food trucks, fun activities for kids and adults, sporting activities on the beach, vibrant music and several dance performances, which will create a carnival atmosphere for the evening celebrations. | **Average Weighted Score 20** |

**Recommendation**

The panel recognised that this is a wonderful multicultural event that is popular with both the Brazilian and Scarborough communities. The panel recommend that financial support is granted, however the panel did not consider that the requirement for a significant increase in funding from 24/25 was demonstrated within the application. It is recommended that additional support through value in kind for venue hire, marketing and promotion, DA fees is also provided to support the event.

| Total Activity Budget | Requested Funds | Funded in 2024/25 | Recommended funds |
|---|---|---|---|
| **$184,368** | **$50,000** | **$45,000** | **$35,000 plus VIK** (Venue hire, waste management) |

# Community Grants Program Round 1 Grant Recommendations

| | |
|---|---|
| **Applicant:** | **AsparGo** |
| **Activity:** | **AsparGo App: Empowering Stirling Residents to Grow Edible and Native Gardens for a Greener Community** |
| **Date:** | **Year Round** |
| **Location:** | **Citywide** |
| **Grant stream:** | **Innovative & Productive Communities – Large Grants** |

**Assessment**

**Total Averaged Weighted Score = 76**

| | | |
|---|---|---|
| **What is the activity?** | AsparGo is a mobile app that will support City of Stirling residents in growing food and native plants in urban spaces. Using AI and community input, it offers free gamified horticulture education, localised growing guides, and tools for shared gardening in private and communal areas.<br>This grant will fund the translation of the current Portuguese-language trial into English and support research for a Perth-localised pilot featuring Stirling-specific content. Stirling residents will receive discounted premium access during the grant period, with both free and paid subscription options available. | **Average Weighted Score**<br>**30** |
| **Why is it important?** | This app will empower residents of Stirling to take meaningful, local action toward sustainability, food security, and community resilience. AsparGo helps people transform their unused spaces into productive gardens, supporting biodiversity, reducing environmental impact, and fostering stronger neighbourhood connections. | **Average Weighted Score**<br>**22.5** |
| **How will it be delivered?** | Delivered through a locally focused rollout within the City, the initiative will feature a targeted online campaign leveraging AsparGo's strong social media presence. It will include the adaptation of existing content to suit Western Australia's specific conditions and the launch of localised learning journeys. Led by founder Alefe Amorim, a UWA-trained agricultural biotechnologist, the program is designed for long-term impact and is supported by strategic partnerships, including an emerging collaboration with Perth NRM on native plant education. | **Average Weighted Score**<br>**23.5** |

**Recommendation**

The panel expressed strong support for the AsparGo initiative, recognising its clear alignment with both the objectives of the grant stream and the City of Stirling's Strategic Community Plan — *Sustainable Stirling 2022–2032*. The initiative demonstrates significant potential to deliver meaningful, locally driven impact by advancing urban sustainability, strengthening community engagement, and fostering environmental stewardship. This grant application presents an opportunity for the City to partner with a developer to pilot a transformative initiative that could serve as a benchmark for local councils across Perth and Australia.

| Total Activity Budget | Requested Funds | Funded in 2024/25 | Recommended funds |
|---|---|---|---|
| **$60,711** | **$32,631** | **$0** | **$28,080** |

# Community Grants Program Round 1 Grant Recommendations

## 13.2 MILESTONE EVENT APPLICATION - NAVAL ASSOCIATION OF AUSTRALIA PERTH NORTH SUB-SECTION

| | | |
|---|---|---|
| Business Unit: | Governance | Service: Council Governance |
| Ward: | Osborne | Location: Stirling Civic Gardens – 2A Cedric Street, Stirling WA 6021 |
| Applicant: | Naval Association of Australia Perth North Sub-section | |

**Role**

Executive - *Governing the City and the community through executive powers.*

### Council Resolution

**0825/048**

**Moved Councillor Giudici, seconded Councillor Re**

1. **That Council APPROVES a one-off donation of $3,400 to the Naval Association of Australia Perth North Sub-section to commemorate a Remembrance Day service to be held Tuesday 11 November 2025, in line with the Elected Members' Entitlements Policy.**

2. **That a review of RSL and Naval Association of Australia – Perth North events against funding be UNDERTAKEN by officers to align the funding with outcomes and expenses of the actual commemoration events.**

**The motion was put and declared CARRIED (15/0).**

**For:** Councillors Creado, Dudek, Ferrante, Giudici, Hatton, Krsticevic, Lagan, Migdale, Olow, Paparde, Perkov, Proud, Re, Thornton and Mayor Irwin.
**Against:** Nil.

### Recommendation

That Council APPROVES a one-off donation of $3,400 to the Naval Association of Australia Perth North Sub-section to commemorate a Remembrance Day service to be held Tuesday 11 November 2025, in line with the Elected Members' Entitlements Policy

## Purpose

To consider the application from the Naval Association of Australia (NAA) Perth North Sub-section for a donation towards coordinating a Commemorative Service at Stirling Civic Gardens in 2025.

## Details

The NAA Perth North Sub-section was chartered in 2005. The Sub-section currently has 40 members and is open to any serving or ex-serving member of an Allied Naval Force.

For the past 19 years, the NAA Perth North Sub-section has been conducting commemorative services at memorials within the Cities of Stirling, Joondalup and Wanneroo. These include services for the Coral Sea Battle, Anzac Day, Vietnam Veterans' Day, and Remembrance Day.

This Commemorative Service will mark several milestone anniversaries in Australia's military history and will be held at the Stirling Civic Garden War Memorial. Some of the milestone anniversaries are the 80th anniversary of the end of the Second World War, the 110th anniversary of the Gallipoli campaign, and 75 years since Australia's involvement in the Korean War.

## Financial Assessment and Implications

The NAA Perth North Sub-section has provided the City of Stirling with a formal application for financial assistance, as per the Elected Members' Entitlements Policy.

The Elected Members' Entitlements Policy states the following:

> *"Subject to a Formal Application submitted to the City and approved by Council, a donation may be made in addition to the annual donation, towards holding a Significant Milestone celebration. A 'one-off' monetary donation will be available to the above branches of up to $6,000."*

The NAA Perth North Sub-section is seeking $3,400 towards the cost of audio equipment, a marquee, chairs and catering service for the event. The Sub-section will be contributing $800 towards the Service, for additional infrastructure, wreaths and audio equipment.

It is recommended that Council approves the request for $3,400 (from within the existing 2025/2026 budget) to assist with NAA Perth North Sub-section's Remembrance Day Commemorative Service milestone celebration.

**Financial History**

In the previous 2024/2025 financial year, on request from the NAA Perth North Sub-section, the City donated the following funds in support of the Sub-section's Commemorative Services.

| Date | Commemorative Service | Donation Amount |
|---|---|---|
| 2 August 2024 | Annual ANZAC Day Donation 2024/2025 | $1,500.00 |
| 29 August 2024 | Vietnam Veterans' Day 2024 | $2,700.00 |
| 1 November 2024 | Remembrance Day 2024 | $2,600.00 |
| 27 March 2025 | Battle of the Coral Sea Service | $3,000.00 |
| | **Total** | **$9,800.00** |

In the current 2025/2026 financial year, on request from the NAA Perth North Sub-section, the City donated the following funds in support of the Sub-section's Commemorative Services.

| Date | Commemorative Service | Donation Amount |
|---|---|---|
| 23 July 2025 | Long Tan Day Commemorative Service | $3,000.00 |
| 8 August 2025 | Annual ANZAC Day Donation 2025/2026 | $1,500.00 |
| | **Total** | **$4,500.00** |

## Stakeholder Engagement

Nil.

## Relevant Policies, Legislation and Council Resolutions

The Elected Members' Entitlements Policy, as adopted by Council at its meeting held 29 October 2024 (Council Resolution Number 1024/022), provides for an annual donation of $3,000 to each of the City of Stirling Sub-Branches, and $1,500 to the Naval Association of Australia Perth North Sub-section to assist in conducting the annual ANZAC Day service.

The Policy also provides for a 'one-off' financial contribution to be available for Milestone celebrations up to $6,000.

## Sustainable Stirling 2022-2032

**Key Result Area:** Our community

**Objective:** An inclusive and harmonious City

**Priority:** Encourage active participation and volunteering

**Priority:** Build strong relationships with our multicultural and diverse community

## Strategic Risk

| Strategic Risk | Risk Appetite |
|---|---|
| Partnerships | The City will be proactive in improving existing relationships and working with new partners to grow its reputation as an organisation that the community, business, government and other organisations choose to engage with. |

## Relevant Documents and Information

Attachments

Nil.

Available for viewing at meeting

Nil.

Linked Documents

Nil.

## 14. NOTICES OF MOTION FOR CONSIDERATION

'Notices of Motion for Consideration' include a brief report to assist Council in deciding to approve or not approve the Motion.

A further and more detailed report will be submitted at a future Ordinary Council meeting for Motions that are approved, in accordance with Clause 4.5(2)(c) of the City of Stirling Meeting Procedures Local Law 2021.

## 14.1 PROPOSED NOTICE OF MOTION - COUNCILLOR TONY KRSTICEVIC - WASTE TRIAL IN COASTAL WARD

| | | |
|---|---|---|
| Business Unit: | Waste and Fleet | Service: Resource Recovery |
| Ward: | Coastal | Location: Not Applicable |
| Applicant: | Not Applicable | |

**Role**

Executive - *Governing the City and the community through executive powers.*

Moved Councillor Krsticevic, seconded Councillor Dudek

That a report is PRESENTED to the Community and Resources Committee meeting to be held 16 September 2025 providing information and options on a potential bulk waste collection trial, within the Costal Ward, during the 2026/27 and 2027/28 Financial Years.

The motion was put and declared LOST (6/9).

**For:** Councillors Dudek, Hatton, Krsticevic, Migdale, Paparde and Re.
**Against:** Councillors Creado, Ferrante, Giudici, Lagan, Olow, Perkov, Proud, Thornton and Mayor Irwin.

## Notice of Motion Recommendation

That a report is PRESENTED to the Community and Resources Committee meeting to be held 16 September 2025 providing information and options on a potential bulk waste collection trial, within the Costal Ward, during the 2026/27 and 2027/28 Financial Years.

## Background provided by Elected Member

*"Noting Council's support for a bulk waste trial in Balga Ward, what would the implications be for a similar service in the Coastal Ward."*

## Details

The City of Stirling currently spends around $40 million per annum on its Waste and Recycling Services, which comprises:

- Kerbside collections for domestic rubbish, recycling and garden waste;
- Commercial rubbish and recycling collections;
- Bulk verge green waste collections;
- On-demand skip bin services for bulk hard waste;
- On-demand whitegoods and mattress collections;
- Resident drop off and recycling facilities via the Recycling Centre Balcatta;
- Public space litter collections and street cleaning;
- City event bins;
- Waste education; and
- Community engagement events and workshops.

One of the objectives in the City's Strategic Community Plan, Sustainable Stirling 2022-2023, is to 'Support a low-waste, circular economy that protects our environment from impacts of waste.' As part of this objective, the City has set a target to increase its material recovery rate by 75% by 2030.

In 2014, the City introduced an on-demand service that has been well received, and utilisation has increased each year. The City's current on-demand collection service contract is ending on 30 November 2025. A procurement tender evaluation process is currently underway and is being considered in a separate item at this Council meeting.

Officers can prepare a detailed report to ensure the trial is viable, cost-effective, and is aligned with the City's strategic for waste. This report will examine contractor availability, service delivery options, budget implications, and potential risks. It will also consider community needs and how the trial supports the City's sustainability goals.

This approach enables informed decision-making and responsible planning. In accordance with the Notice of Motion recommendation, Officers will present the report to Council at the Community and Resource Committee to be held on 16 September 2025 to allow adequate time for procurement and budget consideration ahead of the 2026/27 Financial Year.

## Financial Assessment and Implications

Any budget implications will be discussed as part of the future Council report.

## Sustainable Stirling 2022-2032

**Key Result Area:** Our natural environment

**Objective:** A waste-wise City

**Priority:** Increase the City's use of recycled and recyclable materials

**Priority:** Reduce the City's waste generation

**Priority:** Improve resource recovery for all waste streams across the City

**Priority:** Support, engage and guide our community to reduce waste generation and divert waste from landfill

## Strategic Risk

| Strategic Risk | Risk Appetite |
|---|---|
| Environment | The City will prioritise protection, enhancement and sustainability of the natural environment unless this cannot be achieved without significantly compromising the City's economic or social sustainability. |

## Relevant Documents and Information

Attachments

Nil.

Available for viewing at the meeting

Nil.

Linked Documents

Nil.

## 14.2 PROPOSED NOTICE OF MOTION - COUNCILLOR SUZANNE MIGDALE - FOGO TRIAL IN COOLBINIA

| | | |
|---|---|---|
| Business Unit: | Waste and Fleet | Service: Resource Recovery |
| Ward: | Not Applicable | Location: Not Applicable |
| Applicant: | Not Applicable | |

**Role**

Executive - *Governing the City and the community through executive powers.*

### Council Resolution

**0825/049**

**Moved Councillor Migdale, seconded Councillor Proud**

**That a report is PRESENTED to the Community and Resources Committee Meeting to be held 16 September 2025, providing information and options for a proposed three-month FOGO trial commencing in April 2026 in the suburb of Coolbinia, and that a report evaluating the outcomes of the trial be PRESENTED to Council no later than September 2026.**

**The motion was put and declared CARRIED (13/2).**

**For:** Councillors Creado, Dudek, Ferrante, Giudici, Hatton, Krsticevic, Migdale, Olow, Paparde, Perkov, Proud, Re and Thornton.
**Against:** Councillor Lagan and Mayor Irwin.

## Notice of Motion Recommendation

That Council APPROVES a three-month trial, commencing April 2026, of the kitchen caddy and compostable rubbish bag components of the Food Organics and Garden Organics system in the suburb of Coolbinia, with a report evaluating the outcomes of the trial to be PRESENTED to Council no later than September 2026.

(Suggested Alternative Recommendation – Refer to Conclusion of Report)

## Background provided by Elected Member

*"As a result of community interest being expressed, the purpose of the trial is to engage local residents, gather feedback on user experience, and to assess community interest and inform potential future implementation of the Food Organics and Garden Organics (FOGO) system across the City."*

## Details

The City of Stirling currently spends around $40 million per annum on its Waste and Recycling Services, which comprises:

- Kerbside Collections for Domestic Rubbish.
- Recycling and Garden Waste.
- Commercial Rubbish and Recycling Collections.
- Bulk Verge Green Waste Collections.
- On-demand skip bin services for bulk hard waste.
- On-demand whitegoods and mattress collection.
- Resident drop off and recycling facilities via the Recycling Centre Balcatta.
- Public space litter collections and street cleaning.
- City event bins.
- Waste education.
- Community engagement events and workshops.

One of the objectives in the City's Strategic Community Plan, *Sustainable Stirling 2022-2023*, is to 'Support a low-waste, circular economy that protects our environment from impacts of waste.' As part of this objective, the City has set a target to increase its material recovery rate by 75% by 2030.

The City currently operates a 3-Bin Garden Organics (GO) system, which was introduced in 2015. The services consist of the following bin types and collection frequencies:

- 140L red lid bin for general waste, collected every week
- 240L yellow lid bin for recycling materials, collected fortnightly on alternative weeks
- 240L lime green bin for garden organics, collected fortnightly on alternative weeks (opt-in service)

Trialling a Food Organics and Garden Organics (FOGO) service in a suburb such as Coolbinia presents an opportunity to test the system in a controlled environment and identify potential barriers, operational challenges, and community responses prior to any broader rollout.

A standard FOGO collection service as per the Waste Authority Better Practice FOGO Guidelines would consist of the following bin types and collection frequencies:

- 240L lime green bin for food and garden organics, collected weekly (current GO bins would be used for this service) including the provision of 8 litre countertop kitchen caddy and compostable liners (to meet AS 4736-2006).
- 140L red lid bin for general waste, collected fortnightly on alternative weeks.
- 240L yellow lid bin for recycling materials, collected fortnightly on alternative weeks.

To address Council concerns regarding bin capacity and collection frequency, residents participating in the trial could be offered a free upgrade to a 240L general waste bin prior to commencement. This bin would be delivered alongside the kitchen caddy, compostable liners, and tailored education materials.

The trial would be supported by a targeted waste education and engagement campaign, ensuring that information is accessible, culturally appropriate, and responsive to community needs. Feedback mechanisms such as surveys, workshops, and direct contact channels would be established to capture resident experiences and concerns throughout the trial.

To measure the effectiveness of the trial, waste compositional audits would be conducted before and during the trial period. These audits would assess contamination levels, diversion rates, and overall performance of the FOGO system.

The trial would aim to:

- Evaluate operational feasibility and logistics.
- Assess community acceptance and participation.
- Measure contamination and diversion outcomes.
- Inform future decision-making regarding City-wide FOGO implementation.

To ensure the trial is viable, cost-effective, and strategically aligned, it is recommended that Officers prepare a detailed project plan, including costings, timelines, and the community engagement strategy outline. This report would be presented to Council at the Community and Resources Committee meeting on 16 September 2025, allowing sufficient time for procurement and community engagement prior to the trial's commencement in April 2026.

## Financial Assessment and Implications

Any budget implications will be discussed as part of the Council report.

## Sustainable Stirling 2022-2032

**Key Result Area:** Our natural environment

**Objective:** A waste-wise City

**Priority:** Increase the City's use of recycled and recyclable materials

**Priority:** Reduce the City's waste generation

**Priority:** Improve resource recovery for all waste streams across the City

**Priority:** Support, engage and guide our community to reduce waste generation and divert waste from landfill

## Strategic Risk

| Strategic Risk | Risk Appetite |
|---|---|
| Environment | The City will prioritise protection, enhancement and sustainability of the natural environment unless this cannot be achieved without significantly compromising the City's economic or social sustainability. |

**Suggested Alternative Recommendation**

**That a report is PRESENTED to the Community and Resources Committee Meeting to be held 16 September 2025, providing information and options for a proposed three-month FOGO trial commencing in April 2026 in the suburb of Coolbinia, and that a report evaluating the outcomes of the trial be PRESENTED to Council no later than September 2026.**

Reason for the Alternative Recommendation

To ensure the trial is well-planned and strategically aligned, Officers recommend preparing a detailed project plan outlining the trial's scope, costs, logistics, and community engagement strategy. This report will be presented to Council at the Community and Resources Committee Meeting on 16 September 2025, allowing adequate time for procurement and community engagement prior to the trial's proposed commencement in April 2026.

## Relevant Documents and Information

Attachments

Nil.

Available for viewing at the meeting

Nil.

Linked Documents

Nil.

## 14.3 PROPOSED NOTICE OF MOTION - COUNCILLOR ELIZABETH RE - PROPOSED PEDESTRIAN CROSSWALK COLOUR CHANGE

| | | |
|---|---|---|
| Business Unit: | Engineering Services | Service: Transport Services |
| Ward: | City Wide | Location: City Wide |
| Applicant: | Not Applicable | |

**Role**

Executive - *Governing the City and the community through executive powers.*

### Council Resolution

**0825/050**

**Moved Councillor Re, seconded Councillor Paparde**

**That a report be PRESENTED to the 18 November 2025 Community and Resources Committee meeting on the number of crossings, suburb, locations and the cost of painting either side of the white crosswalk / pedestrian road crossings red in colour to make it more visible to both pedestrians and all road users and potentially reduce road accidents.**

**The motion was put and declared CARRIED (15/0).**

**For:** Councillors Creado, Dudek, Ferrante, Giudici, Hatton, Krsticevic, Lagan, Migdale, Olow, Paparde, Perkov, Proud, Re, Thornton and Mayor Irwin.
**Against:** Nil.

### Notice of Motion Recommendation

That a report be PRESENTED to the 18 November 2025 Community and Resources Committee meeting on the number of crossings, suburb, locations and the cost of painting either side of the white crosswalk / pedestrian road crossings red in colour to make it more visible to both pedestrians and all road users and potentially reduce road accidents.

## Background provided by Elected Member

*"There has been an increase in road related accidents and injuries over the years and with the increase in cars and a variety of road users such as electric scooters and gofers etc and the City's push to encourage more residents to walk in the suburbs the safety of the residents is becoming an issue and this could be addressed and reduced by making more crosswalks visible to all road users.*
*This has been an effective method in other locations".*

## Details

The use of red paint to enhance the visibility of pedestrian (zebra) crossings has been implemented in various locations both interstate and internationally. These treatments are most commonly applied in urban environments to improve pedestrian safety by drawing greater attention from drivers.

Painting pedestrian crossings red is considered a non-standard treatment under Main Roads Western Australia (MRWA) guidelines. Accordingly, the City would need to liaise with MRWA to determine whether the installation of red-and-white pedestrian crossings would be supported within the City of Stirling.

City officers can prepare a report for presentation to the Community and Resources Committee Meeting scheduled for 18 November 2025. The report would include a list of existing zebra crossings within the City and indicative costs associated with implementing red-painted treatments.

## Financial Assessment and Implications

The cost associated with the implementation of modified pedestrian (zebra) crossings will be included in the future report to Council.

## Sustainable Stirling 2022-2032

**Key Result Area:** Our built environment

**Objective:** An accessible and connected City

**Priority:** Provide a safe network of cycleways and pathways to link people and places

**Priority:** Provide and maintain safe and accessible roads and parking

## Strategic Risk

| Strategic Risk | Risk Appetite |
|---|---|
| Purpose | The City will pursue community and sector leadership through forward thinking decision making, and alignment of its services and operations with its strategic objectives. |

## Relevant Documents and Information

Attachments

Nil.

Available for viewing at the meeting

Nil.

Linked Documents

Nil

## 14.4 PROPOSED NOTICE OF MOTION - COUNCILLOR STEPHANIE PROUD JP - COST OF PRINTED AGENDAS AND MINUTES

| | | |
|---|---|---|
| Business Unit: | Governance | Service: Council Governance |
| Ward: | City Wide | Location: Not Applicable |
| Applicant: | Not Applicable | |

**Role**

Information - *Receiving information about the City or its community.*

Moved Councillor Proud, seconded Councillor Giudici

That a report is PRESENTED to the Community and Resources Committee meeting to be held 16 September 2025 regarding the cost of printed agendas and minutes.

Discussion ensued. With the agreement of the Presiding Member, Councillor Proud WITHDREW the Notice of Motion, and requested that the information be presented to the subsequent Council meeting as part of a Question on Notice.

### Notice of Motion Recommendation

That a report is PRESENTED to the Community and Resources Committee meeting to be held 16 September 2025 regarding the cost of printed agendas and minutes.

### Background provided by Elected Member

*"To inform Council of costs associated with the production of hard copy documents."*

## Details

Officers can prepare a report to be presented to the Community and Resources Committee meeting to be held 16 September 2025, as requested. The report will outline the costs - financial and otherwise - of producing hard copies of the numerous agendas, minutes and other documents required by Council each week.

## Financial Assessment and Implications

Financial details will form part of the report to be presented on 16 September 2025.

## Sustainable Stirling 2022-2032

**Key Result Area:** Our leadership

**Objective:** A capable and efficient City

**Priority:** Plan for the future, manage resources and measure performance

## Strategic Risk

| Strategic Risk | Risk Appetite |
|---|---|
| Governance | The City will act with integrity and implement appropriate processes and controls to avoid breach of legislation. |

## Relevant Documents and Information

Attachments

Nil.

Available for viewing at the meeting

Nil.

Linked Documents

Nil.

## 14.5 PROPOSED NOTICE OF MOTION - COUNCILLOR ELIZABETH RE - PROGRAM FOR ASBESTOS REMOVAL OF ALL CITY OF STIRLING BUILDINGS

| | | |
|---|---|---|
| Business Unit: | Facilities, Projects & Assets | Service: Facility Management |
| Ward: | City Wide | Location: Not Applicable |
| Applicant: | Not Applicable | |

**Role**

Executive - *Governing the City and the community through executive powers.*

### Council Resolution

**0825/051**

**Moved Councillor Re, seconded Councillor Krsticevic**

**That a report be PRESENTED to a Community and Resources Committee Meeting in early 2026 sharing the results of the 2025 Asbestos Containing Materials Audit and options to remove asbestos from all City owned buildings inclusive of costs and time frames.**

**The motion was put and declared CARRIED (15/0).**

**For:** Councillors Creado, Dudek, Ferrante, Giudici, Hatton, Krsticevic, Lagan, Migdale, Olow, Paparde, Perkov, Proud, Re, Thornton and Mayor Irwin.
**Against:** Nil.

## Notice of Motion Recommendation

That a report be PRESENTED to the Community and Resources Committee Meeting to be held 18 November 2025 detailing the measures the City of Stirling will undertake to remove asbestos in all City Buildings, over an acceptable period, to mitigate potential health and safety issues in the community.

(Suggested Alternative Recommendation – refer to end of report)

## Background provided by Elected Member

*"Many buildings throughout both the metropolitan area of Perth and in country WA, still have asbestos products, that were used in their buildings years ago, and it has now been banned in construction projects and this initiative would show the leadership of the City to confirm a time line to remove all these potential health and safety material from the City buildings and therefore the community.*

*Asbestosis is a progressive disease, meaning that it worsens over time and can lead to severe respiratory complications, including respiratory failure and an increased risk of developing other asbestos-related diseases such as lung cancer and mesothelioma, and there is no cure for asbestosis. Early detection and prevention of further exposure to asbestos are crucial in managing asbestosis and preventing its progression.*

*Asbestosis is a chronic lung disease caused by long-term exposure to asbestos fibres. These microscopic fibres, when inhaled, can become trapped in the lungs, leading to inflammation and scarring of the lung tissue over time. Asbestosis primarily affects individuals who have worked in industries where asbestos exposure is common, such as construction, shipbuilding, and mining, but can be effect people who have been exposed to asbestos fibres in buildings often over a long period of time. More information on asbestos issues can be found on the Asbestos Disease Society website : https://asbestosdiseases.org.au/.*

*A report has been previously written on the location and extent of asbestos in the City of Stirling buildings; this report is to confirm the City's commitment to remove the undesirable asbestos from their buildings."*

## Details

The City has an Asbestos Management Plan inclusive of asbestos registers for all City owned buildings with Asbestos Containing Materials (ACM). There are approximately 70 buildings with asbestos registers however, there are a few buildings with 'assumed' ACM that, the City believes, once tested, will be removed from the register. Note that 'assumed' ACM is treated the same as ACM.

The current ACM removal practice is to remove it if it becomes 'friable' or a high risk and to remove all ACM during significant renewal projects. There is currently no program with a target of 'zero ACM'.

Issues to consider prior to developing any medium-term removal program include:

- City capacity to manage an accelerated program of these high-risk projects.
- Logistics of closing public buildings for weeks at a time.
- Communications with building users.
- Reputation risk of poor asbestos management.
- The current risk profile of remaining ACM.
- Financial implications.

The City is currently seeking quotations for a comprehensive ACM audit of these 70 odd buildings with quotes closing late August. This report, due late 2025, will include testing and provide clarity on the exact number of buildings containing ACM, update the asbestos registers, inclusive of risk, and provide a high-level estimate of the cost to remove all asbestos identified.

Officers can then prepare a report to be presented to the Community and Resources Committee meeting to be held in early 2026, following the submission of the ACM audit report.

## Financial Assessment and Implications

Nil.

## Sustainable Stirling 2022-2032

**Key Result Area:** Our built environment

**Objective:** An attractive and well-maintained City

**Priority:** Provide quality, well-maintained facilities for the benefit of the community

## Strategic Risk

| Strategic Risk | Risk Appetite |
|---|---|
| Environment | The City will prioritise protection, enhancement and sustainability of the natural environment unless this cannot be achieved without significantly compromising the City's economic or social sustainability. |

## Relevant Documents and Information

Attachments

Nil.

Available for viewing at the meeting

Nil.

Linked Documents

Nil.

## Suggested Alternative Recommendation

**That a report be PRESENTED to a Community and Resources Committee Meeting in early 2026 sharing the results of the 2025 Asbestos Containing Materials Audit and options to remove asbestos from all City owned buildings inclusive of costs and time frames.**

# 15. NOTICES OF MOTION FOR CONSIDERATION AT THE NEXT MEETING

## 15.1 PROPOSED NOTICE OF MOTION - COUNCILLOR TERESA OLOW - LOCAL GOVERNMENT PROPERTY LOCAL LAW 2009

Councillor Teresa Olow submitted the following Notice of Motion at the Council meeting held 26 August 2025.

**Notice of Motion Recommendation**

**That Council PROGRESSES its amendment of the City of Stirling Local Government Property Local Law 2009 to include the prohibition of fishing at specified locations, including Roselea and Princeton Lakes, by February 2026.**

Reason for Motion

"*On 3 December 2024, it was resolved by Council (Council Resolution Number 1224/019) to support the amendment of City of Stirling Local Government Property Local Law 2009. Although this amendment is yet to be progressed given the large number of local laws requiring review and/or amendment. The Local Government Property Local Law 2009 does not currently allow for the prohibition of fishing on Local Government property. The community is advocating for legislation that would prohibit fishing at Roselea and Princeton Lakes, as well as other conservation-designated wetlands, so progressing this Local Law amendment provides the opportunity to cease this activity and ensure the protection of wildlife at these locations*."

## 16. QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN

Nil.

## 17. NEW BUSINESS OF AN URGENT NATURE

Nil.

## 18. MATTERS BEHIND CLOSED DOORS

### Council Resolution

**0825/052**

**Moved Councillor Krsticevic, seconded Councillor Migdale**

**That Item 18.1 - Public Parking Options for Local Shops at Scarborough be CONSIDERED Behind Closed Doors in accordance with Section 5.23(2)(h) of the *Local Government Act 1995*, which permits the meeting to be closed to the public for business relating to the following:**

***(h) such other matters as may be prescribed***

***In accordance with Clause 4A of the Local Government (Administration) Regulations 1996, the matter prescribed in accordance with (h) above is 'The determination by the local government of a price for the sale or purchase of property by the local government, and the discussion of such a matter'.***

**The motion was put and declared CARRIED (15/0).**

**For:** Councillors Creado, Dudek, Ferrante, Giudici, Hatton, Krsticevic, Lagan, Migdale, Olow, Paparde, Perkov, Proud, Re, Thornton and Mayor Irwin.
**Against:** Nil.

At 7.59pm the meeting was closed to the public.

Mayor Mark Irwin disclosed an Impartial Interest in Item 18.1 as the Real Estate Agent is known to him.

Councillor Stephanie Proud disclosed an Impartial Interest in Item 18.1 as she has known the land owner and his son for over a decade.

Councillor Elizabeth Re disclosed an Impartial Interest in Item 18.1 as the owners are known to her.

## 18.1 PUBLIC PARKING OPTIONS FOR LOCAL SHOPS AT SCARBOROUGH

**Confidentiality**

This report is **CONFIDENTIAL** in accordance with Section 5.23(2) of the *Local Government Act 1995*, which permits the meeting to be closed to the public for business relating to the following:-

*(h) such other matters as may be prescribed*

*In accordance with Clause 4A of the Local Government (Administration) Regulations 1996, the matter prescribed in accordance with (h) above is 'The determination by the local government of a price for the sale or purchase of property by the local government, and the discussion of such a matter'.*

Moved Councillor Paparde, seconded Councillor Krsticevic

That Council PROCEEDS with the confidential recommendation as outlined in the Recommended Action section of this report.

Discussion ensued.

## Council Resolution

**0825/053**

**Moved Councillor Migdale, seconded Councillor Ferrante**

**That the motion be PUT in accordance with Clause 10.8 of the City of Stirling Meeting Procedures Local Law 2021.**

**The motion was put and declared CARRIED (13/2).**

**For:** Councillors Creado, Dudek, Ferrante, Giudici, Hatton, Krsticevic, Lagan, Migdale, Olow, Paparde, Perkov, Proud and Thornton.
**Against:** Councillors Re and Mayor Irwin.

## Council Resolution

**0825/054**

**Moved Councillor Paparde, seconded Councillor Krsticevic**

**That Council PROCEEDS with the confidential recommendation as outlined in the Recommended Action section of this report.**

**The motion was put and declared CARRIED (14/1).**

**For:** Councillors Creado, Dudek, Ferrante, Giudici, Hatton, Krsticevic, Lagan, Migdale, Olow, Paparde, Perkov, Proud, Thornton and Mayor Irwin.
**Against:** Councillor Re.

## Council Resolution

**0825/055**

**Moved Councillor Migdale, seconded Councillor Hatton**

**That the Meeting be REOPENED to the public.**

**The motion was put and declared CARRIED (15/0).**

**For:** Councillors Creado, Dudek, Ferrante, Giudici, Hatton, Krsticevic, Lagan, Migdale, Olow, Paparde, Perkov, Proud, Re, Thornton and Mayor Irwin.
**Against:** Nil.

At 8.17pm the meeting was reopened to the public.

## 19. CLOSURE

The Presiding Member declared the meeting closed at 8.18pm.

These minutes were confirmed as a true and correct record of proceedings on:

Date: .....

SIGNED:

.....

Presiding Member Signature

.....

Presiding Member Name (*please print*)