



*City of Stirling*

## **Community and Resources Committee**

**3 September 2024**

# **AGENDA**

### **Notice of Meeting**

To: The Mayor and Councillors

The next Community and Resources Committee meeting of the City of Stirling will be held on Tuesday 3 September 2024 in the City of Stirling Parmelia Room, 25 Cedric Street, Stirling commencing at 6:00 PM.

**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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**COMMUNITY AND RESOURCES COMMITTEE MEMBERSHIP**

<b>Members</b>	<b>Deputies</b>	<b>Second Deputies</b>
Mayor Mark Irwin	Not Applicable	Not Applicable
Councillor Michael Dudek	Councillor Andrea Creado	Councillor Rob Papparde
Councillor Tony Krsticevic	Councillor Rob Papparde	Councillor Stephanie Proud JP
Councillor Elizabeth Re	Councillor Stephanie Proud JP	Councillor Chris Hatton
Councillor Karlo Perkovic <i>(Presiding Member)</i>	Councillor Chris Hatton	Councillor Damien Giudici
Councillor David Lagan	Councillor Damien Giudici	Councillor Suzanne Migdale <i>(Deputy Mayor)</i>
Councillor Joe Ferrante	Councillor Suzanne Migdale <i>(Deputy Mayor)</i>	Councillor Lisa Thornton
Councillor Teresa Olow <i>(Deputy Presiding Member)</i>	Councillor Lisa Thornton	Councillor Andrea Creado

*\*Any available Councillor may act as a third deputy if required.*

**PRELIMINARIES**

1. Councillors and visitors are requested to turn off mobile phones.
2. Councillors and City officers are reminded to disclose any declarations of financial interests and interests affecting impartiality.
3. Last call for members of the gallery who wish to submit a request to address the Committee in relation to an item on the agenda.
4. All Councillors are requested to activate their microphones when addressing the meeting.
5. Councillors and visitors are reminded that audio recording of the meeting proceedings is prohibited unless prior approval has been granted.

## 1. OFFICIAL OPENING

The Presiding Member to declare the Community and Resources Committee meeting open.

## 2. ATTENDANCE AND APOLOGIES

Nil.

## 3. APPROVED LEAVE OF ABSENCE

Mayor Mark Irwin (granted a leave of absence for the period 15 August 2024 to 15 September 2024 inclusive).

## 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.

Nil.

**5. CONFIRMATION OF MINUTES**

That the Minutes of the Community and Resources Committee of 6 August 2024 be confirmed as a true and correct record of proceedings.

**6. ANNOUNCEMENTS BY THE PRESIDING MEMBER**

## 7. COMMUNITY AND RESOURCES COMMITTEE ITEMS

### ENGINEERING SERVICES

#### ES1 ROAD SAFETY - INTERSECTION OF GREEN STREET, TYLER STREET AND MERREDIN STREET, JOONDANNA

Business Unit:	Engineering Services	Service: Transport Services
Ward:	Osborne	Location: <a href="#">Intersection of Green Street and Tyler Street, Joondanna</a>
Applicant:	Not Applicable	

#### Role

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

#### Recommendation

That Council **SUPPORTS** the extension of the median island on Green Street, Joondanna through the intersection of Tyler Street and Merredin Street to restrict vehicle movements to left in / left out only.

## Referred

This item was REFERRED to the Community and Resources Committee meeting to be held 3 September 2024 at the Council meeting held 13 August 2024 in order for further information to be provided, including:

1. Updated traffic and speed statistics.
2. A comprehensive root cause analysis of the accidents at the intersection is conducted.
3. Alternative options for the intersection that consider the needs of all users and address community concerns is to be developed and presented for consideration.

## Additional Information - 3 September 2024

The additional information requested by Council is provided in Attachment 2 of this report.

The original report presented to the Community and Resources Committee meeting held 6 August 2024, and subsequently referred to the Council meeting held 13 August 2024 (Council Resolution Number 0824/009) is contained below.

## Purpose

To provide an overview of road safety issues and risks at the intersection of Green Street, Tyler Street and Merredin Street, Joondanna, and to seek endorsement of the recommended remedial treatment.

## Details

### Background

The intersection of Green Street, Tyler Street and Merredin Street has a history of crashes and has been identified as a Black Spot location with respect to road safety. A Black Spot is defined as an intersection or length of road with a crash history of five or more reported crashes in a five-year period.

Crash data for the most recent 5-year period on record (from 2019 to 2023) indicates there were 12 reported crashes at the intersection. Half of these resulted in serious injury to the occupants, with five resulting in medical attention and one resulting in hospitalisation.

### Fatal Crash

In addition to the 5-year crash data referenced above, there was a fatal crash at the intersection on 28 May 2024. This crash involved an elderly man on a mobility scooter who was crossing Green Street, from Merredin Street to Tyler Street, and was struck by a westbound vehicle on Green Street.

Main Roads WA have investigated the circumstances of the crash in accordance with their normal practice for all fatal crashes. The investigation revealed that there were no deficiencies in infrastructure that were directly related to the cause of this crash. However, given the high number of right-angle crashes over the five-year crash history, the final Main Roads WA Crash Report made a recommendation to *“Review the intersection control at this intersection in light of the crash history in accordance with Austroads guidelines”*.

### Consideration of Options

In early 2022, the City of Vincent developed a proposal to address the high number of right angle crashes by extending the median island on Green Street through the intersection. This treatment would restrict Tyler Street and Merredin Street to left in / left out movements, as shown on the concept plan in Attachment 1.

Community engagement was undertaken by the City at that time and there was a high level of opposition to this proposal from residents. The primary reason for the opposition was concern with the loss of right turns and through movement from Tyler Street. Details of the engagement are provided in the Stakeholder Engagement section of this report.

The recent fatal crash at the intersection and subsequent Main Roads WA Crash Report has highlighted the existing road safety concerns at this intersection. Although community opposition to the closure of the right turns is noted, the City also has a duty of care to improve road safety within the local road network.

The number of viable options for this intersection is limited and has not changed since the City of Vincent investigated this intersection for their Black Spot application in 2022. A roundabout cannot be accommodated within the available road reserve and the intersection would not satisfy the Main Roads WA requirements for traffic signals. The construction of a cul-de-sac on Tyler Street to prevent all movements in and on this leg of the intersection would address the high number of right turn crashes, but would also prevent the left turns which currently operate with an acceptable level of safety.

As such, the only feasible option to reduce the high number of the right turn crashes is to restrict right turn movements in and out of the two side roads (Tyler Street and Merredin Street). Following the recent fatal crash, the City of Vincent is also supportive of this option, despite the impacts it will have on traffic patterns on Merredin Street.

### Benefit vs Cost

The installation of a median island has been modelled in Main Roads WA's Crash Map system and is expected to save over \$1.2 million in crash costs over the first ten years following construction. Based on a cost of approximately \$40,000, an overall Benefit to Cost Ratio (BCR) of 31.55 would be achieved, which shows the exceptional value of this project in terms of road safety (noting that a minimum BCR of 2 is required to attract National Black Spot funding). Although these benefits are expressed in dollar terms for the purpose of the analysis, they represent significant savings to the community in terms of reductions in both long-term and short-term injury, absence from work and family and damage to vehicles and other property.

### Potential Impacts

The installation of a median island on Green Street will result in right turn and through movements being redistributed to other locations within the local road network. The City has previously undertaken turning count surveys at this intersection in 2021 to quantify the volume of peak hour traffic that may be redistributed to other locations. A summary of these restricted turning movements is provided in Table 1.

Peak Period	Vehicles Exiting Tyler Street			Vehicles Entering Tyler Street			Total No of Restricted Movements
	Right Turn to Green Street	Thru to Merredin Street	Total	Right Turn from Green St	Thru from Merredin Street	Total	
<b>Tuesday 23/11/2021</b>							
AM Peak Hour	8	47	55	28	14	42	<b>97</b>
PM Peak Hour	10	12	22	47	42	89	<b>111</b>
<b>Wednesday 24/11/2021</b>							
AM Peak Hour	7	47	54	34	11	45	<b>99</b>
PM Peak Hour	8	18	26	65	24	89	<b>115</b>

**Table 1 - Estimated Volume of Peak Hour Traffic to be Restricted by Proposed Modifications**

The data above shows that up to 115 vehicles would be distributed to other locations during the peak hours, which represents two vehicles per minute. For the City of Stirling, these vehicles would mostly be redistributed to Stoneham Street, which meets with Green Street at a three-way T-junction. Stoneham Street is classified as a Local Distributor road, and the additional traffic can be easily accommodated within the practical design capacity of that road.

It should also be noted that three-way T-junctions like Green Street / Stoneham Street generally operate more safely than four-way intersections like Green Street / Merredin Street / Tyler Street, as there are less conflict points for a motorist to consider. This is highlighted in the crash statistics for Green Street / Merredin Street / Tyler Street with 12 reported crashes in five years, compared to six crashes at Green Street / Stoneham Street and two crashes at Green Street / Matlock Street (in the City of Vincent) over the same five year period. The number of crashes at those intersections is not expected to increase proportionally.

In addition, Main Roads WA are proceeding with a major project to upgrade the intersection of Scarborough Beach Road and Green Street to a roundabout. This project is expected to improve safety at that intersection but will also improve permeability in the local road network and provide a safer opportunity for traffic to move between Green Street and Scarborough Beach Road without needing to use local access streets like Merredin Street. This project is currently scheduled to commence later this year and for completion in mid-2025. There is the opportunity for the City to engage Main Roads WA to deliver the proposed median island on Green Street as part of these works. This may allow the City to achieve cost savings (by using the same temporary traffic management) and reduce the impacts of roadworks on the local community.

Officers recommend that Council supports the extension of the median island on Green Street based on the significant improvements to road safety. Although this proposal will have some impacts on traffic movements within the area, it is expected to provide ongoing safety benefits for the community. The imminent construction of the roundabout at the intersection of Green Street and Scarborough Beach Road will alleviate some of the accessibility concerns (by providing an opportunity for u-turns on Green Street) and will further improve safety in the surrounding area.

## Financial Assessment and Implications

The installation of a median island is likely to cost in the order of \$40,000, with the works being jointly funded by the City of Stirling and City of Vincent. The project is not currently listed as a project on the 2024/2025 Annual Budget, but the City’s contribution could be funded from the City’s *Minor Traffic Improvements* account.

## Stakeholder Engagement

When the project was proposed by the City of Vincent in 2021/2022, the City undertook consultation with the surrounding residents of Joondanna to seek feedback on the proposal. A total of 558 letters were sent to residents of Joondanna, and the City received 46 responses. A summary of the responses is provided in Table 2.

Response	Within 200m Radius of Intersection	Remainder of Joondanna	Outside Joondanna	All Submissions
Support	2 (11%)	4 (17%)	0 (0%)	<b>6 (13%)</b>
Object	17 (89%)	20 (83%)	3 (100%)	<b>40 (87%)</b>
<b>Total</b>	<b>19</b>	<b>24</b>	<b>3</b>	<b>46</b>

**Table 2 - Summary of Submissions Received by Relative Location**

In addition to the above consultation, the City received a subsequent e-Petition in March 2022 with 253 verified signatures opposing the installation of a median island at the intersection of Green Street, Tyler Street and Merredin Street.

Additional consultation since the fatal crash has not been undertaken but there would likely be a similar level of opposition to the proposed median island from the community.

## Options Summary

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

OPTIONS	
1.	That Council SUPPORTS the extension of the median island on Green Street through the intersection of Tyler Street and Merredin Street to restrict vehicle movements to left in/left out only.
2.	That Council DOES NOT SUPPORT the extension of the median island on Green Street through the intersection of Tyler Street and Merredin Street.

## Recommended Action

It is recommended that Council supports the extension of the median island on Green Street through the intersection of Tyler Street and Merredin Street to restrict movements to left in/left out only. Analysis shows that this treatment will provide significant road safety benefits to the local community. There will be an impact to the local community in terms of reduced accessibility, but this will be somewhat alleviated by the construction of a new roundabout approximately 160m to the west at the intersection of Green Street and Scarborough Beach Road.

## Relevant Policies, Legislation and Council Resolutions

[Local Government Act 1995](#)

## 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.

**Relevant Documents and Information**
Attachments

Attachment 1 - Concept Plan - Green Street Median Upgrade [↓](#)

Attachment 2 - Additional Information Requested by Council (3 September 2024) [↓](#)

Available for viewing at meeting

Nil

Linked Documents

Nil



1. *“Updated traffic and speed statistics.”*

- **Average Weekday Traffic (AWT):** The City’s latest traffic count surveys for Tyler Street were undertaken in February 2023 and showed an average weekday traffic volume of 1870 vehicles per day. Previous traffic count surveys undertaken in 2021 showed an average weekday traffic volume of 2120 vehicles per day. This shows that the volume of traffic on Tyler Street has reduced by around 12% over the last few years.
- **85<sup>th</sup> Percentile Travel Speed:** The 2023 traffic surveys for Tyler Street showed an 85<sup>th</sup> percentile speed of 49.7km/h. A comparison against historical traffic surveys demonstrates that the 85<sup>th</sup> percentile travel speed has remained relatively consistent over the last 15 years.
- **Intersection Turning Movements:** Peak hour turning counts undertaken in November 2021 (as shown in **Table 1** of the report) showed that up to 115 vehicles would be distributed to other locations during the peak hours. Revised turning counts were undertaken for the AM and PM Peak in August 2024. A comparison between the 2021 and the 2024 surveys is shown in **Table 3** below.

Peak Hour	Survey Year	Vehicles Exiting Tyler Street			Vehicles Entering Tyler Street			Total No of Restricted Movements	Change 2021 to 2024
		Right Turn into Green	Thru to Merredin	Total	Right Turn from Green	Thru from Merredin	Total		
AM	2021	7	47	54	34	11	45	99	-11%
	2024	10	36	46	24	18	42	88	
PM	2021	8	18	26	65	24	89	115	-28%
	2024	10	12	22	40	21	61	83	

**Table 3 –Peak Hour Turning Movements That Would Be Restricted by the Proposed Treatment**

- **Comparison between 2021 and 2024:** **Table 3** shows that the number of vehicle movements that would be impacted by the proposed treatment has reduced by 11% in the AM peak and 28% in the PM peak between 2021 and 2024. The previous advice of two vehicles per minute being distributed to adjacent roads during the peak hour therefore represents a worst case scenario, and the actual number would likely be less than that amount during the day.
- **Major Turning Movements:** The heaviest movements at the intersection are the left turns, especially the left turns from Green Street into Merredin Street. The proposed treatment of extending the median through the intersection would have no impact on these left turn movements. During the 2024 surveys, there was a combined total of 310 left turns across all four approaches in the AM peak, and 140 left turns in the PM peak. In the AM Peak, there were 227 left turns from Green Street into Merredin Street, which would mostly comprise of drivers avoiding the access from Green Street into Scarborough Beach Road. The future roundabout at the intersection of Scarborough Beach Road and Green Street will provide a safer opportunity for these drivers to access the westbound lane of Scarborough Beach Road, and this heavy left turn movement would be converted to through movement once the roundabout has been constructed.

2. *“A comprehensive root cause analysis of the accidents at the intersection is conducted.”*

- A comprehensive analysis of crashes has been conducted, including a review of vehicle movements, collision type, collision severity, time of day, lighting conditions and pavement conditions. This analysis is shown diagrammatically in the Collision Diagram in **Figure 1** on the following page.
- **Crash Type:** There were 12 reported crashes at the intersection in the 5-year period between 2019-2023. These crashes are summarised as follows:
  - 5 right turn crashes involving vehicles turning right into Tyler Street from the westbound lane of Green Street. Four collisions were involving vehicles travelling in the eastbound direction on Green Street, and one collision was involving a rear-end collision with a vehicle also waiting to turn right into Tyler Street. There are clear sight lines for right turn vehicles looking west along Green Street, and these crashes likely resulted from impatience or inattentiveness on the part of one or both drivers.
  - 4 right angle crashes involving vehicles travelling straight through the intersection from Tyler Street to Merredin Street (or vice versa). One of these crashes involved a collision with a pedestrian crossing Tyler Street.
  - 1 right angle crash involving a vehicle turning right out of Tyler Street, colliding with an eastbound vehicle on Green Street.
  - 1 right angle crash involving a vehicle turning right out of Merredin Street, colliding with an eastbound vehicle on Green Street.
  - 1 right angle crash involving a vehicle turning left out of Merredin Street, colliding with a westbound vehicle on Green Street.
- **Crash Severity:** 6 out of 12 reported crashes involved serious injuries, including 5 medical-injury crashes and 1 crash requiring hospitalisation. The remaining crashes resulted in major or minor property damage only. The percentage of serious injury crashes (50%) is much higher than the network average (21%), which suggests that attention is required to reduce the severity of crashes.
- **Lighting Conditions:** 10 out of 12 reported crashes occurred during daylight hours. The percentage of night-time crashes (17%) is below the network average (22%), which indicates lighting is not a significant contributor factor.
- **Pavement Conditions:** 10 out of 12 reported crashes occurred during dry conditions. The percentage of wet weather crashes (17%) is below the network average (19%), which indicates the pavement condition is not a significant contributor factor.
- It can be shown that 11 of the 12 reported crashes that occurred during this 5-year period are the type of crashes that would be prevented by the proposed treatment to install a median through the intersection.

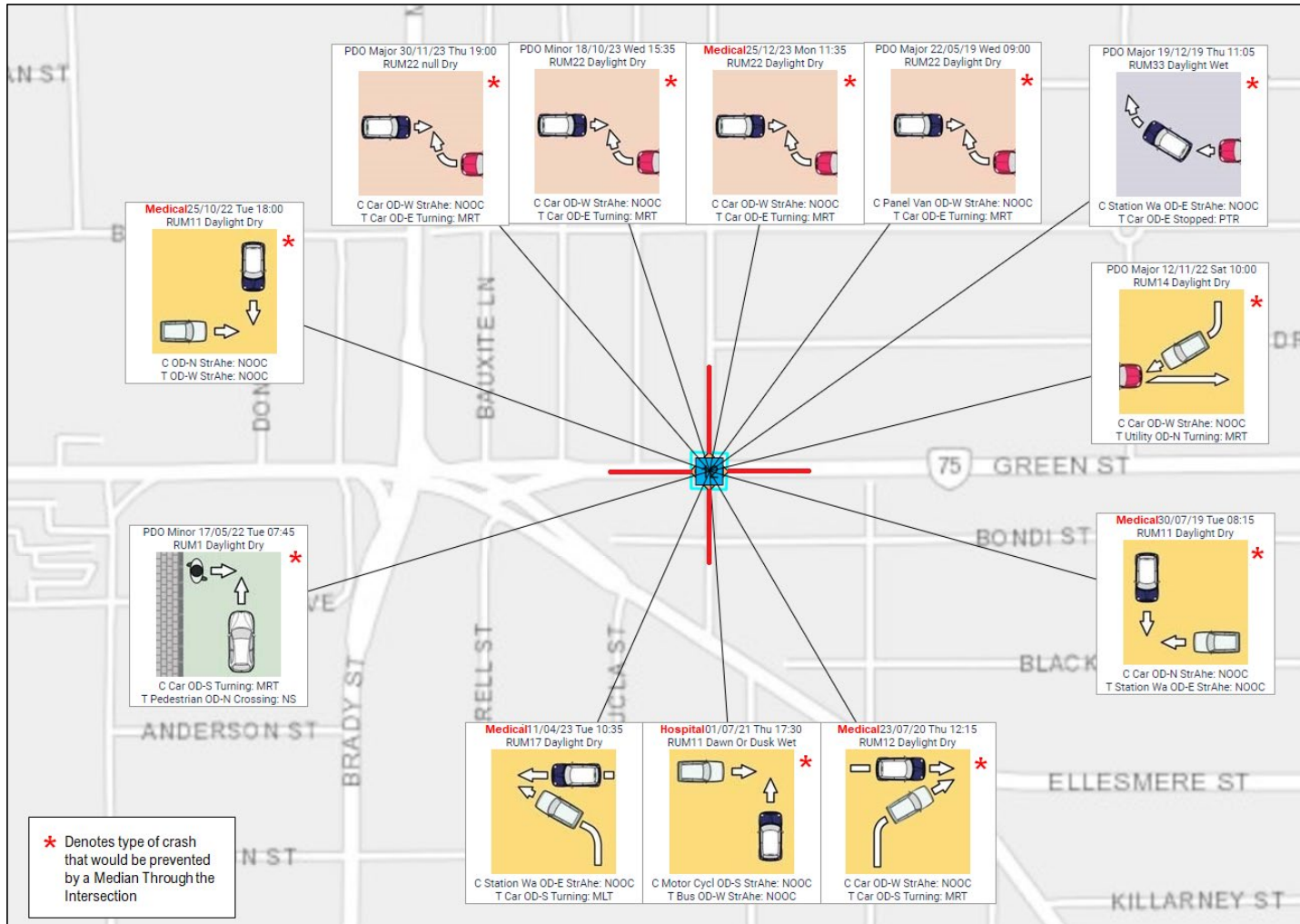


Figure 1 – Analysis of Crashes at Intersection of Green Street / Tyler Street / Merredin Street from 2019 to 2023

3. *“Alternative options for the intersection that consider the needs of all users and address community concerns is to be developed and presented for consideration.”*

Given the high number of right-angle crashes over the five-year crash history, the Main Roads WA Fatal Crash Report made a recommendation to *“Review the intersection control at this intersection in light of the crash history in accordance with Austroads guidelines”*.

The *Austroads Guidelines* are a suite of documents used by traffic and road safety practitioners across Australia. The guidelines do not mandate specific treatments for various scenarios. Instead, they provide information on the range of treatments available, and practitioners are required to use their experienced and knowledge to assess the conditions of the site and determine the option (or options) that would be most suitable to address the issues of concern. Officers have considered the options available for treatment at this intersection as detailed below.

- **Roundabout:** A roundabout at this intersection would need to accommodate two lanes of traffic travelling in both directions on Green Street. A dual lane roundabout would occupy an area of approximate 45-50m in diameter. This area could not be accommodated within the available road reserve without acquisition of private property from all four corners. As such, this treatment is not supported.
- **Traffic Signals:** Any new set of traffic signals needs to comply with all the requirements and criteria set by Main Roads WA. Those criteria include a requirement that the secondary road must have a classification of Local Distributor road or above. Tyler Street and Merredin Street are Local Access roads, and the intersection would not comply with all requirements. As such, this treatment is not supported.
- **Cul-de-sac Closure:** The cul-de-sac closure of Tyler Street would prevent all movements in and out of this road. While this would address the high number of right turn crashes, it would also prevent the left turns which currently operate at an acceptable level of safety. As such, this treatment is not supported.
- **Raised Intersection Platform:** A raised platform would assist in reducing the speed of vehicles travelling through the intersection and would retain all traffic movements. However, this type of treatment involves significantly higher construction costs, as well as additional drainage requirements. This treatment would also result in increased traffic noise and reduced amenity for the abutting residents. As such, this treatment is not supported.
- **Left Turn Out Only:** This treatment would include modification of traffic islands on the Tyler Street and Merredin Street approaches to prevent through and right turns out of the side roads. While these restrictions would reduce some of the crashes, it would not prevent the crashes involving vehicles turning right into Tyler Street and Merredin Street from Green Street, which is the major crash type at this intersection. This type of treatment has proven to be difficult from a compliance perspective, as some drivers still choose the illegal right turn out of the side road. As such, this treatment is not supported.
- **Median Through Intersection:** The crash analysis demonstrates that 11 of the 12 crashes are related to vehicles turning right or travelling straight through the intersection, and a treatment is required to address these movements. The absence of a wide median prevents the ability for vehicles to make right turns and through movements in staged movements. The most feasible method of reducing the crashes is to restrict these through and right turn movements by constructing a median through the intersection. As such, this is the recommended treatment for the intersection.

## COMMUNITY SAFETY

### CSA1 MASJID AL-TAQWA (MIRRABOOKA MOSQUE) PARKING TRIAL

Business Unit:	Community Safety	Service: Ranger Services
Ward:	Balga	Location: <a href="#">135 Boyare Avenue, MIRRABOOKA WA 6061</a>
Applicant:	Not Applicable	

#### Role

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

#### Recommendation

1. That Council **RECEIVES** the report on the effectiveness of the Masjid Al-Taqwa Mirrabooka Parking Trial.
2. That Council **PROCEEDS** with Option 1, that being, the installation of additional parking bays on Boyare Avenue and **APPROVES** the funding of the construction of the additional parking bays from the Public Parking Strategy Reserve.
3. That Council **PROCEEDS** with Option 2, that being, the continued utilisation of Fragrant Gardens Reserve as an overflow parking option for a further 12-month period, subject to ongoing review and rotation of the overflow parking area.

**NB: ABSOLUTE MAJORITY VOTE REQUIRED AT COUNCIL**

#### Purpose

To report on the effectiveness of actions taken to alleviate parking concerns in the vicinity of Masjid Al-Taqwa Mirrabooka and the Mirrabooka Village Shopping Centre.

## Details

### Background

Masjid Al-Taqwa Mirrabooka was established in January 1997 and has a total capacity (maximum accommodation) of 393 people in the building for congregational prayers, lectures and other services. This includes Jum'ah Friday prayer where male Muslims attend, taking place at 12.30pm and 1.30pm sharp each Friday. These services attract a large number of people with the gates closed when the mosque is full. To alleviate the parking concerns additional parking was constructed in 2016 on Boyare Avenue Mirrabooka, however the number of allocated parking bays was insufficient and complaints about illegal parking have continued.

It was determined to monitor the parking around Masjid Al-Taqwa Mirrabooka and work with the committee of the Mosque to determine effective ways to reduce the impact that the parking was having on the community surrounding the area. The available parking in the area consists of:

- 64 bays on the north side of Boyare Avenue Mirrabooka.
- 40 bays on the south side of Boyare Avenue Mirrabooka.
- 42 bays on private property on the west side of Masjid Al-Taqwa Mirrabooka (including 2 ACROD bays).

### Approach

The following actions were undertaken each Friday to ascertain the amount of illegal parking in streets surrounding Masjid Al-Taqwa Mirrabooka:

- Information on the identified parking issues delivered to Masjid Al-Taqwa Mirrabooka on 5 April 2024.
- Liaison with key personnel from Masjid Al-Taqwa Mirrabooka and arranged Fragrant Gardens Reserve to be accessible for overflow parking. Masjid Al-Taqwa Mirrabooka provided parking marshals each Friday and were encouraged to communicate with their guests the preferred parking location (being Fragrant Gardens Reserve).
- Rangers attended each Friday from 5 April 2024 to 26 July 2024 to conduct compliance activities with the support of the Masjid Al-Taqwa Mirrabooka.

### Observations

- 59 infringement notices and 30 caution notice were issued from 5 April 2024 to 26 July 2024.
- Parking capacity checks within Mirrabooka Village Shopping centre were conducted during this time. In May and June, parking within the shopping centre was at 100% capacity between 1.00pm and 2.00pm, despite being encouraged by key personnel from Masjid Al-Taqwa to park on Fragrant Gardens Reserve. Representatives from the Mirrabooka Village shopping centre were not concerned about the use of their private carpark on Fridays, however they requested the City monitor the loading bays through a private parking agreement.
- The majority of visitors to Masjid Al-Taqwa Mirrabooka arrive by vehicle having only one occupant. If visitors are running late to prayer time, parking illegally is not seen to be a concern.
- Most parking offences take place on the corner of Honeywell Boulevard and Boyare Avenue Mirrabooka.
- The average number of vehicles parking on Fragrant Gardens Reserve was 57 during peak times.
- Without the use of Fragrant Gardens Reserve, there would not be enough parking to accommodate the number of attendees to Masjid Al-Taqwa Mirrabooka.
- Feedback from the Parks and Environment team revealed:
  - Noticeable tyre ruts caused by the vehicle traffic. Despite efforts to confine parking to a specific area, a negative impact on the turf surface was evident.
  - The compaction of the soil from continuous vehicle parking has resulted in increased weed growth. Compacted soil hinders proper turf growth and resilience, leading to deterioration.

### **Financial Assessment and Implications**

Parking enforcement and neighbourhood patrols are funded through the City's Community Safety operational budget.

The construction of additional parking bays on the Boyare Avenue verge can be funded through the City's Public Parking Strategy Reserve and delivered in 2025. The current balance of this Reserve is \$6,747,154 and the estimated cost to construct these new bays is approximately \$200,000.

Over time, use of Fragrant Gardens Reserve for overflow parking will likely result in additional turf renovation costs to ensure its suitability for sporting activities. The extent of the turf impact will be determined by weather and driver behaviour.

## Stakeholder Engagement

Community Safety engaged with Masjid Al-Taqwa Mirrabooka and Mirrabooka Village Shopping Centre throughout the parking trial. Internal stakeholders included Engineering Services, Environmental Health, and Parks & Environment.

## Options Summary

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

OPTIONS	
1.	Install around 28 additional parking bays on the verge opposite 129 and 131 Boyare Avenue Mirrabooka (refer to Attachment 1) at a cost of approximately \$200,000, to be funded from the Public Parking Strategy Reserve.
2.	Continued utilisation of Fragrant Gardens Reserve as an overflow parking option for a further 12-month period, subject to ongoing review and rotation of the overflow parking area (refer to Attachment 2). To be supported by parking marshals provided by Madjid Al-Taqwa.
3.	Permanently utilise Fragrant Gardens Reserve as an overflow parking option. To be supported by parking marshals provided by Madjid Al-Taqwa.
4.	Do not utilise Fragrant Gardens Reserve as an overflow parking option.

## Recommended Action

It is evident that peak parking demand associated with prayer times at Masjid Al-Taqwa Mirrabooka exceeds parking supply. To mitigate impacts on Mirrabooka Village Shopping Centre and surrounding residents it is recommended that a combination of Option 1 and Option 2 be implemented:

- Additional parking bays be constructed on Boyare Avenue.
- Fragrant Gardens Reserve continue to be used for overflow parking for a further 12-month period.
- Masjid Al-Taqwa Mirrabooka provide parking marshals to manage overflow parking.
- The City's Community Safety team conduct regular patrols during peak times.

## Relevant Policies, Legislation and Council Resolutions

### [Local Government Act 1995](#)

Meeting Date	Council Resolution Number	Council Resolution
26 March 2024	0324/026	<ol style="list-style-type: none"> <li>1. That the City of Stirling AUTHORISES the use of Fragrant Gardens Reserve as an overflow parking option for the Masjid Al-Taqwa Mirrabooka on Fridays between the hours of 12.30pm and 2.30pm, with immediate effect.</li> <li>2. That the City of Stirling ENGAGES with Masjid Al-Taqwa Mirrabooka to ensure they are both capable and willing to effectively manage this overflow parking option, including the use of parking marshals and temporary signage at their own cost.</li> <li>3. That a report be PRESENTED by July 2024 on the effectiveness of these immediate actions as well as identifying other options to manage the parking of vehicles around Masjid Al-Taqwa Mirrabooka and within the vicinity of Mirrabooka Village Shopping Centre</li> </ol>

## Sustainable Stirling 2022-2032

**Key Result Area:** Our community

**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:** 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.
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.
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 - Boyare Avenue Mirrabooka - Proposed parking location [↓](#)

Attachment 2 - Fragrant Gardens Reserve Overflow Location [↓](#)

### Available for viewing at meeting

Nil

### Linked Documents

Nil





**RECREATION AND LEISURE SERVICES**
**RL1 SUMMARY OF THE SPORTS TRAVEL ASSISTANCE GRANT FUNDING**

Business Unit:	Recreation & Leisure	Service: Active Communities
Ward:	City Wide	Location: Not Applicable
Applicant:	Enter text	

**Role**

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

**Recommendation**

**That Council NOTES the summary of the changes to the sports travel assistance grant and the consolidation of this grant into the City of Stirling Community Grants Program.**

**Purpose**

To provide a summary of the sports travel assistance grant following modifications made to the criteria and funding amounts and the consolidation of this grant into the City's Community Grants Program in June 2023.

**Details**

The City of Stirling provides financial assistance to community groups, organisations and individuals through the form of grants and funding for activities that align with the City's strategic priorities and meet the diverse needs of the community. Following a comprehensive review of City of Stirling grant programs, a new Stirling Community Grants Program was the subject of a report to the Council meeting held 20 June 2023.

The Junior Travel Assistance Grant was offered by the City prior to the development of the Community Grants Program; it is now included as a Quick Response Grant within the Active and Healthy Communities Grants Stream (Council Resolution Number 0623/023).

Prior to its incorporation into the Active and Healthy Communities Grants Stream, the Junior Travel Assistance grant benefited those who had been selected to represent the state or country at the highest level of competition in their chosen sport. City of Stirling residents 18 years of age or under who were selected to represent their chosen sport at a state or national level, at an interstate or overseas location, had the opportunity to apply for a grant of \$100 towards travel costs. (It did not assist with participation in community sport for those unable to afford registration fees or equipment.)

The City's Junior Travel Assistance grant was highly sought after by the local sporting community. Over the last three years of the Junior Travel Assistance grant (excluding the 2020/2021 year which was significantly impacted by COVID-19) the City approved 240 applications. This equated to \$24,000 of financial support provided to successful applicants as detailed below:

- 2019/2020 – 59
- 2020/2021 - N/A
- 2021/2022 – 55
- 2022/2023 - 126

The increase in the 2022/2023 figures can be attributed to the resumption of both interstate and international travel following COVID-19 travel restrictions in the preceding years.

As detailed in the 'Relevant Policies, Legislation and Council Resolutions' section of this report, two key changes were made in June 2023 to the Junior Travel Assistance Grant – to increase the funding amount, and to include senior applicants within the grant criteria.

With the incorporation of the Junior Travel Assistance grant within the Active and Healthy Communities grant stream as a Quick Response Grant, it aims to support the achievement of the objectives in Sustainable Stirling 2022-2032, specifically to:

- Promote active and healthy lifestyle choices.
- Facilitate access to recreation and leisure opportunities.
- Increase access to health services and support.
- Facilitate a range of recreation and leisure opportunities for everyone in the City.
- Facilitate and advocate for the provision of a range of quality health services.

After the launch of the Community Grants Program on 1 July 2023, the following sports travel assistance grants have been supported by the City through the Active and Healthy Communities Grant Stream Quick Response Grant in the 2023/2024 financial year:

Travel assistance for students aged 18 years of age and under, and seniors over the age of 60 who have been selected to represent their chosen sport at a state or national level.

Applications received <i>All application were for students aged 18 years and under. 0 applications from seniors over 60</i>	136
Applications successful	118
Application declined <i>due to ineligibility</i>	18
Total Amount Funded	\$29,500*

*\*Note this is the total for sports travel assistance only as part of the Active and Healthy Communities Quick Response Grants. Other projects have been supported through this grant stream.*

Following the one-year review of the Community Grants program, the criteria for sports travel assistance has been further clarified and tiered to better target and reflect the expense incurred by the level of travel to allow for the following in 2024/2025:

Travel assistance for students under 18 years of age and seniors over the age of 60 who have been selected to represent their chosen sport at state or national level:

- \$250 for representation at a state level with interstate or international travel
- \$500 for representation at a national level with interstate travel
- \$1,000 for representation at a national level with international travel.

These funding allocations are within the Community Grants Program guidelines with \$2,000 being the maximum for a quick response grant.

### **Financial Assessment and Implications**

A total funding pool of \$1,150,000 for the Community Grants Program has been approved as part of the 2024/2025 Integrated Planning and Budget process.

## Stakeholder Engagement

The Community Grants Policy and Community Grants Guidelines were distributed to Elected Members, the City's Leadership Team and members of the Change Readiness Group for consultation on 26 May 2023.

Feedback through two Notices of Motion submitted at the Council meeting held 30 May 2023 regarding an increase in the level and scope of sports travel assistance were considered at the Council meeting on 20 June 2023. These Notices of Motion were considered in developing the Guidelines, and the Guidelines will be amended as required following Council consideration.

In addition to consultation throughout the process and subject to Council endorsement of the new approach, a marketing campaign was developed to promote the launch of the Community Grants Program. This included flyers placed in community centres, libraries and the City's Administration Centre and social media advertising. A new webpage was created to provide one central point on the City's website for all grant related information.

## Recommended Action

It is recommended that the City continues with the revised Community Grants Program with a revised contribution of between \$250 and \$1,000 based on state or national representation.

## Relevant Policies, Legislation and Council Resolutions

Community Grants Program Policy

[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.
20 June 2023	0623/024	That Council INCREASES the funding eligibility for the City of Stirling Junior Sports Travel Assistance from \$100 to \$250 per individual from 1 January 2024.
20 June 2023	0623/025	That Council NOTES that a further report will be presented to Council in 2023, following a review of the sports travel assistance grants to support participation in sport, with a view to better target those who need it most.
20 June 2023	0623/026	That Council AMENDS the Community Grants Program Guidelines to include the potential of seniors to be included in the sports travel assistance.

## 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.

## Relevant Documents and Information

### Attachments

Nil.

### Available for viewing at the meeting

Nil.

### Linked Documents

Nil

**RL2 CNLP AND CSRFF - 2025/26 FORWARD PLANNING ROUND APPLICATIONS**
**Club Night Lights Program and Community Sporting and Recreation Facilities Fund - 2025/26 Forward Planning 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.*

**Recommendation**

1. That Council **ENDORSES** the Club Night Lights Program (CNLP) 2025/2026 Forward Planning grant applications for consideration by the Department of Local Government, Sport and Cultural Industries, as follows:

**PRIORITY 1: Forward Planning CNLP Grant Application – Charles Riley Reserve – Sports Floodlighting Upgrades to Northern AFL Oval and Rugby League. Total estimated project cost of \$980,000.00 (excluding GST) including a CSRFF grant of \$326,666.00.**

2. That Council **ENDORSES** the Community Sporting and Recreation Facilities Fund (CSRFF) 2025/2026 Forward Planning grants applications for consideration by the Department of Local Government, Sport and Cultural Industries, as follows:

**PRIORITY 1: Forward Planning CSRFF Grant Application – Sheldrake Reserve, Stirling – New Female Sporting Changeroom Building. Total estimated project cost of \$2.2million (excluding GST) including a CSRFF grant of \$733,333.00.**

**PRIORITY 2: Forward Planning CSRFF Grant Application – Yokine Districts Bowling Club – Two Synthetic Bowling Green Conversions. Total estimated project cost of \$660,000.00 (excluding GST) including a CSRFF grant of \$220,000.00.**

## Purpose

To seek endorsement for the submission of applications to the Department of Local Government, Sport and Cultural Industries (DLGSC) Community Sporting and Recreation Facilities Fund (CSRFF) and Club Night Lights Program (CNLP) 2025/2026 Forward Planning Grant Rounds.

## Details

Both the CNLP and CSRFF grants are administered by the DLGSC on behalf of the State Government. Funding is available to community/sporting groups and local governments to assist in the development of sustainable sports floodlighting infrastructure (CNLP) and community sporting infrastructure (CSRFF) that aims to increase participation in sport and recreation across the State. \$2.5 million is allocated in 2025/2026 through the CNLP for sports floodlighting infrastructure, with \$20 million allocated through the CSRFF program for community sporting infrastructure in the 2025/2026 funding round. The aim of the program is to maintain or 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 Forward Planning Grant round opened on 3 June 2024 and provides a one third contribution of the total estimated project cost (excluding GST) for more complex projects with a total project cost of over \$500,000 (excluding GST). CSRFF will fund up to a maximum grant of \$2.5 million (excluding GST), with CNLP program funding up to a maximum grant of \$1 million (excluding GST). Given these more complex projects often require detailed planning and a longer delivery period, the grant can be claimed in any of the next three financial years.

As part of the application process, it is a requirement that applicants liaise with their State Sporting Association and are aware of any required planning and building approvals relevant to the project.

The City utilises the State's grant assessment principles and guidelines, as well as relevant State Sporting Association and City strategic plans and policies, to assess the need, viability and priority of applications. After consideration by Council, the applications are submitted to the Department for formal assessment. The Department 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

Applications for the Forward Planning round for both CSRFF and CNLP grants must be submitted to the Department by 4.00pm on 30 September 2024. Applicants are expected to be notified of the outcome of their grant funding application by January 2025.

**Forward Planning Round 2025-2026 Club Night Lights Program (CNLP) Application:****Project: Charles Riley Reserve, North Beach – Sports Floodlighting Upgrades – Northern AFL and Rugby League Ovals.****Applicant: City of Stirling**

Charles Riley Memorial Reserve, North Beach is one of the City's highly utilised and valued district reserves. It supports a high level of community sporting and recreation participation. The reserve accommodates a range of sports including senior and junior AFL, little athletics, soccer, cricket, rugby league and hockey. The North Beach Tennis and Bowling Clubs are also located at the reserve. The reserve is home to the following Clubs:

- Hamersley Little Athletics Centre
- North Beach Athletics Club
- North Beach Amateur and Junior Football Clubs
- North Beach and Districts Rugby League Football Club
- North Beach Carine Cricket Club
- North Beach Soccer Club
- North Coast Raiders Hockey Club
- North Beach Tennis Club; and
- North Beach Bowling Club

Sports floodlighting at the reserve has been upgraded progressively. Australian Standard LED sports floodlighting for Amateur level club competition and match practice has been installed at the Soccer/Hockey Fields and the main AFL oval. Old metal halide floodlighting hasn't yet been upgraded to the northern AFL oval (installed in 2015 as part of the field expansion project) and rugby League fields (installed in 2000). They no longer provide suitable lighting for sports participation in accordance with the Australian Standards. In particular, the rugby league field sports floodlighting no longer meets the required illuminance (lux) and uniformity levels, pole location and height requirements and has reached its end of useful asset life. The lighting provides limited illumination and limits reserve use outside of daylight hours. 100 lux level lighting is proposed to be installed at the northern AFL oval and rugby league fields in accordance with the Australian Standards for rugby and AFL sports.

The North Beach Amateur/Junior Football Clubs, and the North Beach and Districts Rugby League Football Club have identified that the current sports lighting limits the ability to manage wear and tear impacts, particularly during the winter season, given there is limited capacity for evening training. Friday evening junior female AFL football competition has been restricted to two ovals given the lighting on the northern AFL oval does not meet the State Sporting Association's requirements. The football clubs will be financially contributing to the project. The North Beach Rugby League Club also indicated similar issues regarding competition play given NRL WA has indicated that the current lighting levels are at the point where the Club may no longer be eligible to host night fixtures.

This project is considered a priority based on a range of key considerations, including:

- Lighting is limited given the current number of poles and luminaires which restricts sporting use for training and match play;
- Upgrading lighting to meet current Australian Standards for competition and match practice;
- Current club use and opportunity to better support growing female and junior participation groups;
- Additional lighting will deliver flexibility with regards to training and rotation of the training space to improve reserve capacity and wear and tear;
- Supporting increased use by the community for dog walking and safe recreation use during the early morning and evening hours across the year; and
- Project efficiencies through developing a holistic design and construction for both the AFL North and Rugby as a single project.

Community consultation is required in accordance with the City's Sports Floodlighting Policy. Community consultation will progress following a successful grant application outcome. If the project does not receive State funding, then the project priority will be reviewed and alternative funding sources considered in consultation with the relevant sporting clubs.

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

**Forward Planning Round 2025-2026 Community Sporting and Recreation Facilities Fund (CSRFF) Application:****Project: Sheldrake Reserve, Stirling – New Female Sporting Changeroom Building****Applicant: City of Stirling**

The recent hosting of the FIFA Women's World Cup 2023 by Australia and New Zealand emphasised the importance of delivering functional and inclusive facilities to better support more inclusive participation in sport particularly for females. The event highlighted gaps in suitable changing amenities in community facilities and led to the announcement of funding opportunities.

Announced in August 2023, the Australian Government is providing \$200 million for the Play Our Way Program focused on providing greater opportunities for women and girls to access, participate in and remain involved in sport and physical activity. Following Council consideration on 30 April 2024 Council endorsed (Council Resolution Number 0424/004) to submit a Play Our Way application for upgraded sporting facilities at Sheldrake Reserve in Stirling to support female sporting club participation. An application was submitted to develop new changing room and storage amenities and the City was advised on 15 August 2024 that its funding application was unsuccessful.

Sheldrake Jardine Reserve is a District Level Open Space in Stirling WA. It is utilised as a venue for training and match play by Balcatta (Etna) Soccer Club, Hamersley Rovers Soccer Club and Stirling Macedonia Soccer Club, who use this reserve as a hub for female and junior participation. It is also used for cricket during the summer season period. It is located within an area with high female participation with over 250 female soccer players using the reserve and amenities. Participation data also shows that female participation in soccer continues to grow with local clubs identifying increases in female registration, particularly with younger age groups.

There are no clubroom amenities at the reserve and the existing changing amenities were constructed in 1980, only provide two changerroom areas, public toilets and a small storage area. The shower area is shared between the two changerrooms, contains open showers, an old urinal amenity and a single pan toilet. They do not provide suitable facilities for female and junior athletes or umpires and have been identified as a priority given their proximity to the City's strategic city centre, current age, poor design, use and current sporting demand. There have been requests from the clubs and female players to address the changing amenities as a priority. This project has been identified as a high priority on the City's four-year capital works program.

Given the age of the facilities the City is intending to demolish the existing changerroom amenities and replace them with new, inclusive designed and functional sporting changerroom and storage amenities for players and umpires/match officials. An initial spatial site plan has been developed along with cost estimates. Given the shape of the reserve there is constrained space to deliver changing and clubroom facilities in one building without impacting on existing sporting ovals. Given the current higher need is for changing and sports equipment storage to support existing high level female sporting use, the City will be seeking funding to construct new changing room and storage amenities. It is proposed that in time a new community sports clubroom and upgrades to sports floodlighting will be required to deliver safer and functional sporting needs for the community. The location of the proposed changerroom and storage building will be designed to ensure that a future new clubroom building can also be located at the reserve through an integrated forward design plan. It is intended that the City will continue to advocate and seek further external funding to deliver new clubroom and sports floodlighting amenities.

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

**Forward Planning Round 2025-2026 Community Sporting and Recreation Facilities Fund (CSRFF) Application:****Project: Yokine Districts Bowling Club – Two Synthetic Bowling Green Conversions****Applicant: City of Stirling**

Yokine Districts Bowling Club is one of nine bowling clubs in the City. It has been in operation at Yokine Regional Open Space since the early 1960's. Four of the five greens are used for bowling. There is one synthetic green, and three grass greens. There is lighting to three of the greens. Through this project the Club seeks convert two grass bowling greens to synthetic surfaces.

Like many of the other bowls clubs within the City, while there is a continued focus on bowls participation the club is to the local community for other social and recreational activities. The City is currently working with the Club to provide assistance with the identification of initiatives that will help activate the club and assist with ongoing viability. Improvements to the internal toilet facilities are being undertaken this financial year given their age and condition, and the City has engaged a financial planner to review the Club's position and identify

While it is acknowledged that the City will be undertaking the 'Bowling Clubs Future Directions' project in 2024/2025 the City has consulted with Bowls WA to ensure that the proposed works meet the required standards for both pennants and community level bowls at the Club.

The synthetic green conversion is considered a high priority for the club due to the significant operational efficiencies that will be gained given the reduction in maintenance requirements. The synthetic surface will also enable the club to increase social bowling and other related programs given the higher wear and tear capacity of a synthetic surface. Strategically Bowls WA and the City support the staged conversion to synthetic surfaces across the sport of bowls given the positive social and operational outcomes gained. Recent funding applications seeking the conversion of grass to synthetic across bowling facilities has been supported through the State Government's CSRFF fund.

The synthetic surfaces will provide the Club with additional match and social play capacity. Whilst operational cost savings will be achieved with the reduced operational maintenance costs less water is also required to maintain the grass and hence will deliver better water use supporting the club in delivering improved sporting and recreational opportunities.

It is proposed that the City will undertake the works on behalf of the club through an approved contractor who has experience in installing synthetic bowling green surfaces in the state. If the project does not receive State funding, then the project will be reviewed, and alternative funding sources considered in consultation with the club.

This project is ranked 2 and rated A – 'Well planned and needed by municipality', 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	DLGSC Contribution	Total Estimated Project Cost (excl. GST)
CNLP – Forward Planning	Charles Riley Reserve, North Beach Rugby League fields and Northern AFL oval Sports Floodlight upgrade	City of Stirling	1 of 1	Well planned and needed by municipality	\$553,334	\$100,000 (AFL)	\$326,666	\$980,000
CSRFF – Forward Planning	Sheldrake Reserve, Stirling – New changing room and storage building	City of Stirling	1 of 2	Well planned and needed by municipality	\$1,466,667	Nil	\$733,333	\$2,200,000
CSRFF – Forward Planning	Yokine Districts Bowling Club – Two synthetic bowling green conversions	City of Stirling	2 of 2	Well planned and needed by municipality	\$440,000	Nil	\$220,000	\$660,000
<b>Total Estimated Contribution if grant successful</b>					<b>\$2,460,001</b>	<b>\$100,000</b>	<b>\$1,279,999</b>	<b>\$3,840,000</b>

Subject to endorsement by Council, applications will be forwarded to the DLGSC for formal assessment. The DLGSC 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 in funding is considered the responsibility of the applicant where relevant. Each of the three projects will need to be listed in the 2025-2026 draft capital budget for funding consideration if their application is successful. As the project values are estimates these may be subject to change pending detailed design and market consideration of the projects.

### **Stakeholder Engagement**

The DLGSC has been consulted in relation to these projects. It has advised that priority is given to projects that will increase sporting and participation numbers, and which respond to the key principles of facility provision assessment criteria. Engagement with state sporting associations has also been undertaken, as relevant to each project.

With regards to the proposed sports floodlighting project at Charles Riley Reserve, the City will undertake community and stakeholder consultation in accordance with the City’s Sports Floodlighting Policy. Stakeholders include the local clubs and user groups along with their State Sporting Association. The City has engaged with the West Australian Football Commission and NRL WA, which both support the project. Local residents will be provided an opportunity to comment on the project and will be advised of proposed changes to floodlight locations, lux levels, new pole installations and floodlight pole heights.

Currently there is no requirement for community consultation on conversion of bowling greens to synthetic at Yokine Districts Bowling Club. As the project design progresses for each project the City may decide to inform the adjacent local community if there is considered a significant change or impact to residents.

### **Options Summary**

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

<b>OPTIONS</b>	
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.	Do nothing.

## Recommended Action

In order of priority, it is recommended the following grant applications are submitted to the Department for funding consideration:

- New rugby league and AFL sports lighting at Charles Riley Reserve, North Beach;
- New sporting changeroom and storage building at Sheldrake Reserve, Stirling; and
- Conversion of two new synthetic bowling green surfaces at Yokine Districts Bowling Club, Yokine.

It is recommended to advocate to the State via the Minister for Sport and Recreation to increase the amount of State funding to deliver investment in sporting and recreational facility infrastructure to meet current and future community needs.

## Relevant Policies, Legislation and Council Resolutions

Leisure Planning Policy

Sports Floodlighting Policy

Australian Standards Sports Lighting

[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

## 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.

## Relevant Documents and Information

### Attachments

Attachment 1 - Attachment 1 - Charles Riley Memorial Reserve North Beach - Rugby League and AFL North Field Project Location [↓](#)

Attachment 2 - Attachment 3 - Sheldrake Jardine Reserve Stirling - Changeroom and Storage Amenity Existing Changeroom Location [↓](#)

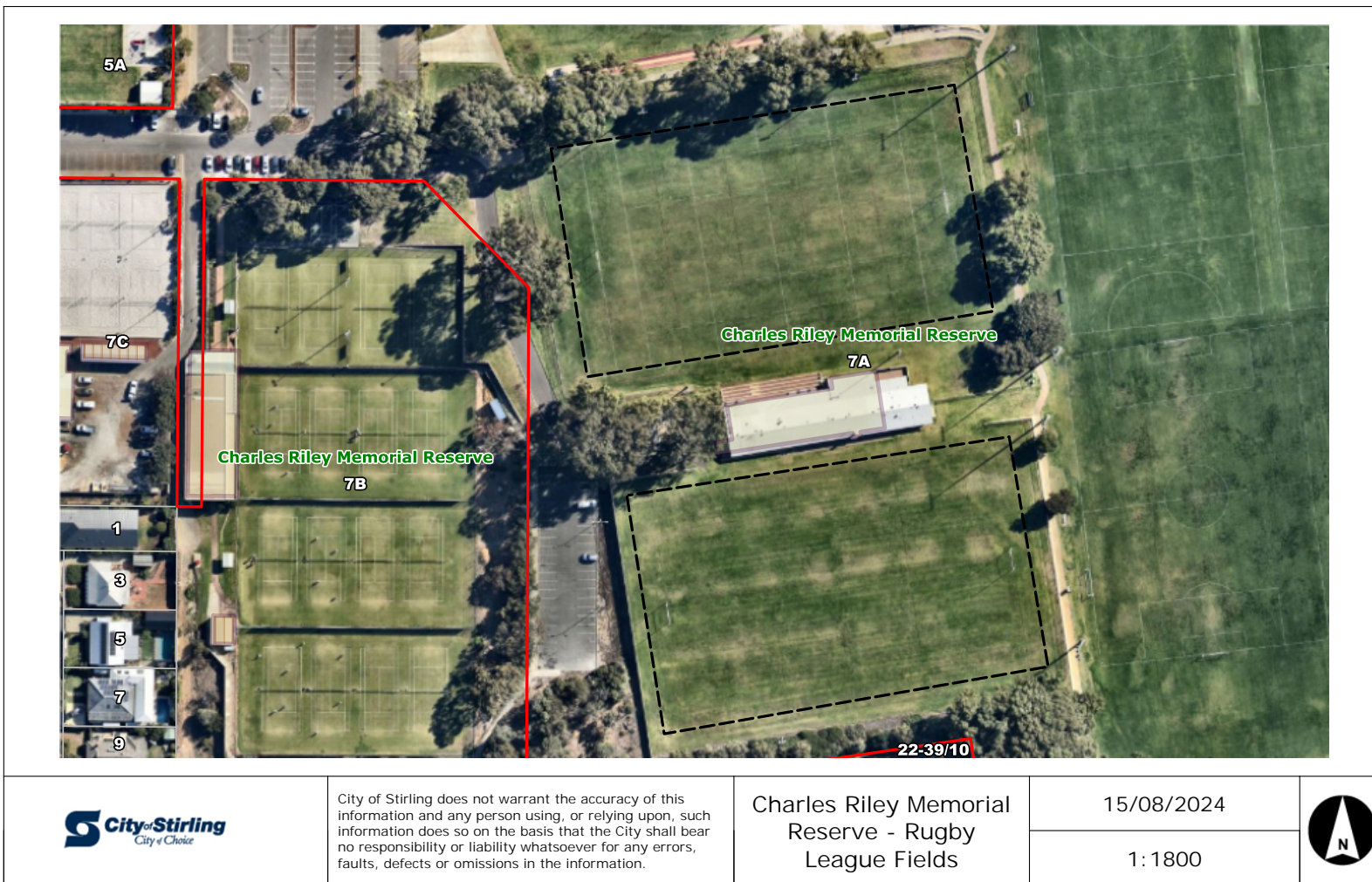
Attachment 3 - Attachment 2 - Yokine Districts Bowling Club Greens Conversion Project Location [↓](#)

### Available for viewing at meeting

Nil

### Linked Documents

Nil.









## COMMUNITY DEVELOPMENT

### CD1 FEELS LIKE SCARBOROUGH ENGAGEMENT OUTCOMES

Business Unit:	Community Development Admin	Service: Community Engagement
Ward:	Coastal	Location: Scarborough
Applicant:	Not Applicable	

#### Role

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

#### Recommendation

1. That Council **RECEIVES** the outcomes from the Feels Like Scarborough engagement.
2. That the City **UNDERTAKES** the following actions:
  - a. Utilise insights from the pulse survey as part of ongoing management, planning and communication for the Scarborough entertainment precinct;
  - b. Further analyse the data in alignment with other community engagement data to identify opportunities to deliver on current gaps and local priorities; and
  - c. Explore advocacy and partnership approaches on key local priorities for collaboration and partnership with stakeholders, community and business partners, and other tiers of government.

#### Purpose

To present the detailed outcomes of the recent Feels Like Scarborough engagement that was undertaken between Monday 17 June 2024 to Wednesday 31 July 2024 and request the City to utilise the insights as part of ongoing management, planning, communication, advocacy and partnership on key local priorities for the Scarborough entertainment precinct.

## Details

The City recognises Scarborough as one of the nation's best beachfront locations and the City's premiere event and tourism destination.

This status, and the need for urban regeneration, was recognised through the Scarborough Beach Urban Design Master Plan (2011) and Master Plan (2016). The resultant planning framework led to the \$100 million foreshore redevelopment, which was completed in 2018.

DevelopmentWA, formerly the Metropolitan Redevelopment Authority (MRA) assumed planning control of the Redevelopment Area in July 2014 as part of the initiative to upgrade and revitalise the Scarborough area.

The purpose of urban renewal of Scarborough was undertaken to build upon the area's history and community to amplify its unique identity, increase the residential population, working opportunities and create a contemporary and vibrant beach destination. Scarborough's revitalisation has created a hub of activity, with restaurants, cafes, shops, markets, entertainment and a range of events and activities on offer for people of all ages at various times of the day and night. DevelopmentWA returned planning functions for the Redevelopment Area back to the City in August 2023.

There are a range of complex and inter-related activities impacting the Scarborough entertainment precinct.

These include the following:

- Iconic higher-order community infrastructure including the Amphitheatre, Scarborough Beach Pool, Scarborough Square, the Snake Pit, Sunset Hill and Whale Playground.
- High-level activation and events including the Scarborough Sunset Markets, Brazilian Beach Carnivale, Christmas Carols, Groundswell and Australian Surf Life Saving Championships.
- WA Police 'Protected Entertainment Precinct', Scarborough Liquor Accord and extensive CCTV network.
- High-level review of the Planning Framework and Development Contributions Plan to ensure they are fit for purpose and will deliver the vision and outcomes expected by the community, resulting in much needed private investment.
- Proposed West Coast Highway 'trench' and Scarborough Beach Road mid-tier transit.
- Key projects including Scarborough to Trigg Boardwalk feasibility, Precinct Parking Management, Crowded Places, Economic Development & Tourism Development Strategy, and Coastal Hazard Risk Management and Adaptation Plan.

Given the strategic importance of the entertainment precinct and the number of upcoming activities being undertaken in Scarborough with a requirement for consultation and engagement, the City designed Feels Like Scarborough. The research objective of the planned, coordinated and holistic approach to the precinct was to engage with the community on a range of ongoing projects including how people feel about Scarborough and what people want it to feel more like in the future.

The key insights generated from Feels Like Scarborough include:

1. Nine in 10 residents love living in Scarborough. The entertainment precinct offers a wide variety of things to do and satisfaction with all events is high including a 96% awareness of the Scarborough markets. People love the beach and priorities for the precinct include increasing the availability of parking.
2. Safety emerged as the most important aspect of an entertainment precinct. While the City is performing relatively well (59% feel safe) respondents identified it as the key top-of-mind priority and an area for improvement, particularly among women. Top request mentions included greater police presence and better lighting at night. Safety was also flagged as a barrier to alternative transport modes besides driving due to safety concerns.
3. Parking is a perceived weakness and was highlighted as an area for improvement. Only 20% of people responded that it was easy to find a park, however ease of getting around was a key strength. 65% use their car when visiting the precinct, including almost half (44%) of Scarborough residents. Lack of adequate public transport options, distance, convenience and safety concerns are the key barriers preventing usage of other transport modes.
4. Most people (85%) would consider using alternative transport modes; most commonly walking and the Trackless Tram if it was available. Improvements to public transport including lower cost and free, variety of bus routes and footpaths, cycle paths safer from traffic would help motivate usage of alternative transport modes.
5. Being green and leafy is a priority for Scarborough with only 40% finding Scarborough 'green and leafy'. Respondents suggested people want more green spaces and shaded areas in public spaces. In developed areas and near busy roads adding trees and bushland were identified to help reduce traffic noise and impact on pedestrians. Converting the mulch areas into additional green space and identifying locations where trees could be added to improve the availability of shade were mentioned.
6. Most people hear about events via social media, word of mouth or while passing by. The events respondents mentioned they would like to see more, including concerts, markets and festivals. Men were more likely to want to see more sport related events, while women were more likely to request more pop-up movies, wellness and arts events. Scarborough residents want more concerts, festivals and pop-up movies.

7. 68% of residents and visitors support the addition of a coastal boardwalk between Scarborough and Trigg Beach. 24% oppose the addition of a boardwalk and 8% responded that they did not know. Specific to Scarborough residents, 72% support a coastal boardwalk. In response to the question 'what is your advice to the City about the idea', further details are provided in the attachment including key themes from supporters and those that oppose the concept.

### **Financial Assessment and Implications**

Scarborough related activities, events, projects and services are contained within the adopted 2024-25 budget and 2024-28 Corporate Business Plan. Funding to meet any identified ongoing management and planning requirement for the Scarborough entertainment precinct will be considered by Council through future annual capital works budgets and the City's long term Financial Plan.

The budget for the Feels Like Scarborough campaign was accommodated within the Community Engagement operational budget.

## Stakeholder Engagement

<b>Impact</b>	The insights generated from Feels Like Scarborough will inform the ongoing management, planning and communication for the Scarborough entertainment precinct
<b>Interest</b>	<p>A total of 1,501 responses were received between 17 June and 31 July 2024, providing a margin of error <math>\pm 2.53</math> per cent.</p> <p>The engagement included 35 business drop-ins, alongside a community planting, sustainable style clothes swap and Local Convo hosted on 22 June 2024.</p> <p>Over 200 individuals participated in the Local Convo at the Scarborough Sunset Markets casting 635 votes on 77 local issues suggested by the community.</p> <p>More than 13,000 flyers and 5,000 letters were distributed to the local community and signage installed within the precinct.</p> <p>Digital support included three social media posts, targeted newsletters that received 7,025 open rate, email signature and digital screen promotion within City facilities.</p> <p>As of 16 August 2024, the Feels Like Scarborough Shaping our City project page had received 2,882 visits.</p>
<b>Influence</b>	<p>The top five local priorities the community told us about what's important for Scarborough suburb at the Local Convo included:</p> <ol style="list-style-type: none"> <li>1. Trees and greening - "More trees and grass please"</li> <li>2. Parking - "Better parking at Scarborough beach"</li> <li>3. Public transport - "Better connectivity with public transport to other areas of Perth, particularly along the coast north and south."</li> <li>4. Footpaths - "A boardwalk between North Scarborough and South Trigg so we don't have to walk on the shared path adjacent to West Coast Highway"</li> <li>5. Crime prevention - "Better security at night for anti-social behaviour"</li> </ol>

## Recommended Action

Feels Like Scarborough has created awareness about the City’s focus on Scarborough and refreshed the insights and priorities for the entertainment precinct. The research demonstrates best-practice community engagement, the City’s commitment to listen and respond with a local focus and assists to ensure the coordinated management of City activities, events, facilities, partnerships and services.

## Relevant Policies, Legislation and Council Resolutions

[Local Government Act 1995](#)

## Sustainable Stirling 2022-2032

**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.
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.
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 - Feels Like Scarborough Pulse Survey Insights [↓](#)

### Available for viewing at meeting

Nil

### Linked Documents



# Feels Like Scarborough Research Findings

August 2024



# Contents

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- 31**    **Getting Around Scarborough**



# Scope of Engagement

 | Scarborough

## Background and objectives

The City of Stirling has a range of ongoing projects in the Scarborough Precinct, and wanted to engage with the community to understand how locals and visitors view the Scarborough precinct, and how they would like it to feel in the future.



**Overall Objective: To engage with the community and evaluate a range of projects currently being undertaken by the City of Stirling in Scarborough.**

### Research objectives

Understand the perceptions of what Scarborough currently feels like to residents and visitors and how they would like it to feel in the future.

Capture event awareness, communication channel and what type of events residents and visitors would like to see more of in the future.

Pulse check if residents and visitors support or oppose the proposal for a coastal boardwalk.

Explore barriers and motivators to different transport modes for getting around the Scarborough Foreshore.

## Research approach

- A 12-minute survey was distributed using a mix of methodologies:
  1. The City of Stirling's communication strategy (using channels such as a letter box drop, posters, emails, website link etc., n=1,246).
  2. Online research panel (n=167).
  3. Face-to-face intercept interviews around the Scarborough Foreshore (n=88).
  
- A total of n=1,501 responses were achieved between 17 June and 31 July 2024, providing a margin of error of  $\pm 2.53\%$ .
  
- Representation targets were set by age and gender, with research panel and interviewer methodologies used to ensure these were met. All data has been weighted by age and gender to reflect the City's population according to the ABS 2021 Census data.

Sample composition   2024 Number of completes	
<b>Age</b>	
18 to 34	308
35 to 54	656
55+	537
<b>Gender</b>	
Men	615
Women	863
Other/not disclosed	23
<b>Audience</b>	
Scarborough resident	460
City of Stirling resident (excluding Scarborough)	828
Visitors	213
<b>Total</b>	
<b>Total</b>	<b>1,501</b>





# Executive Summary

 | Scarborough

## Research findings snapshot

### Perceptions of Scarborough



Nine in ten residents love living in Scarborough

#### Key strengths



Safety



Ease of getting around

#### Priority areas to improve



Being green & leafy



Parking availability

### Scarborough events

#### Scarborough entertainment precinct:

- Offers a variety of activities
- 96% awareness of Scarborough markets
- High satisfaction with all events

#### Preferred event types:

- Concerts
- Markets
- Festivals
- Family -friendly events
- Pop -up movies
- Pop -up venues / bars

#### Event discovery channels:

- Social media
- Word of mouth
- Passing by / in the area

### Coastal boardwalk

68%

of residents and visitors support a coastal boardwalk between Scarborough and Trigg Beach.

Supporters like the concept, although they want to ensure the natural environment is not disturbed (which is the same rationale for opposers believing it would destroy the natural habitat).






### Getting around Scarborough



- Driving and walking are the most common modes of transport. Unsurprisingly, residents are more likely to walk, and cycle compared to visitors.
- Two in five would consider using the Trackless Tram to get around (if available).




Note: snapshot is based on overall results. Results may differ by audience and demographics, see full report for details.

## Key findings: safety

<p><b>What?</b></p> 	<ul style="list-style-type: none"> <li>• Safety is the most important aspect of an entertainment precinct, and Scarborough performs relatively well against this (59% feel safe) – making it a perceived strength.</li> <li>• However, it is also a key top-of-mind priority moving forward and an area for improvement, particularly among women.</li> <li>• Mentions of safety range from requests for greater police presence, to better lighting at night. It was also flagged as a barrier to alternative transport modes besides driving due to safety concerns.</li> </ul>
<p><b>So what?</b></p> 	<ul style="list-style-type: none"> <li>• While the City is performing well on safety, its high level of importance means the public want to continue to see it prioritised. This is consistent with findings in the Annual Resident Satisfaction Survey, especially for the Coastal ward.</li> </ul>
<p><b>Now what?</b></p> 	<ul style="list-style-type: none"> <li>• Consider a community engagement exercise (e.g., focus groups, workshops) to deep-dive on the perceptions of safety in the precinct (identify what currently makes them feel safe, what could be improved and what the ideal mix of safety measures would be).</li> </ul>






## Key findings: parking accessibility / ease of getting around

<p><b>What?</b></p> 	<ul style="list-style-type: none"> <li>• Parking is a perceived weakness (with only 20% saying it is easy to find parking) and was highlighted as a top-of-mind priority and an area for improvement. However, ease of getting around is a key strength.</li> <li>• 65% use their car when visiting the precinct, including almost half (44%) of Scarborough residents. Lack of adequate public transport options, distance, convenience and safety concerns are the key barriers preventing usage of other transport modes.</li> <li>• However, most (85%) would consider using alternate modes - most commonly walking and the trackless tram, if it was available.</li> <li>• Improvements to public transport (low cost / free and variety of routes) and footpaths / cycle paths (safer from traffic) would help motivate usage of alternative transport modes.</li> </ul>
<p><b>So what?</b></p> 	<ul style="list-style-type: none"> <li>• While parking is a perceived weakness, the public are open to considering alternative modes of transport if the barriers can be overcome.</li> </ul>
<p><b>Now what?</b></p> 	<ul style="list-style-type: none"> <li>• Continue to provide a variety of accessibility options to suit the differing needs of the public and reduce the need for parking.</li> <li>• Target communications based on specific needs (e.g., encouraging residents to walk, educating visitors on low-cost transport options).</li> <li>• Consider working with Transperth to identify improvements in the public transport routes to ensure availability during key periods (e.g., weekends, during events)</li> <li>• Consider progressing the concepts for the trackless tram and boardwalk.</li> </ul>



## Key findings: being green and leafy

<p><b>What?</b></p> 	<ul style="list-style-type: none"> <li>• Being green and leafy is a priority for Scarborough (high importance, but currently low relative performance) – with only four in ten (40%) finding Scarborough ‘green and leafy’.</li> <li>• People want more green spaces and shaded areas in public spaces.</li> <li>• Additionally, in developed areas and near busy roads, adding trees and bushland can reduce traffic noise and impact on pedestrians.</li> </ul>
<p><b>So what?</b></p> 	<ul style="list-style-type: none"> <li>• Given its high importance, improving on this area should help to improve overall satisfaction with the precinct.</li> </ul>
<p><b>Now what?</b></p> 	<ul style="list-style-type: none"> <li>• Consider converting the ‘mulch area’ into an additional green space for the public to use.</li> <li>• Assess potential strategies for including more green space / trees in the more developed areas (e.g., along West Coast Drive) to help soften the impact of traffic.</li> <li>• Review current public spaces to identify locations where trees could be added to improve the availability of shade.</li> <li>• Outdoor spaces was a key strength for the City overall in the Annual Resident Satisfaction Survey, suggesting learnings could be taken from the strategies employed in other wards.</li> <li>• Educate residents on what they can do at an individual, household and community group level (e.g., urban greening behaviours and activities).</li> </ul>





# Perceptions of Scarborough

## Scarborough's entertainment precinct offers a wide variety of things to do

However, parking availability was an issue, particularly for 35s and over (18%, compared to 6% of mentions for 18 to 34s). Similarly for City residents (outside of Scarborough) with 18% mentioning parking, compared to 8% of Scarborough residents and visitors.

### What does Scarborough feel like to you?

*'Scarborough is the best entertainment place for me.'* – Visitor, 35 to 54

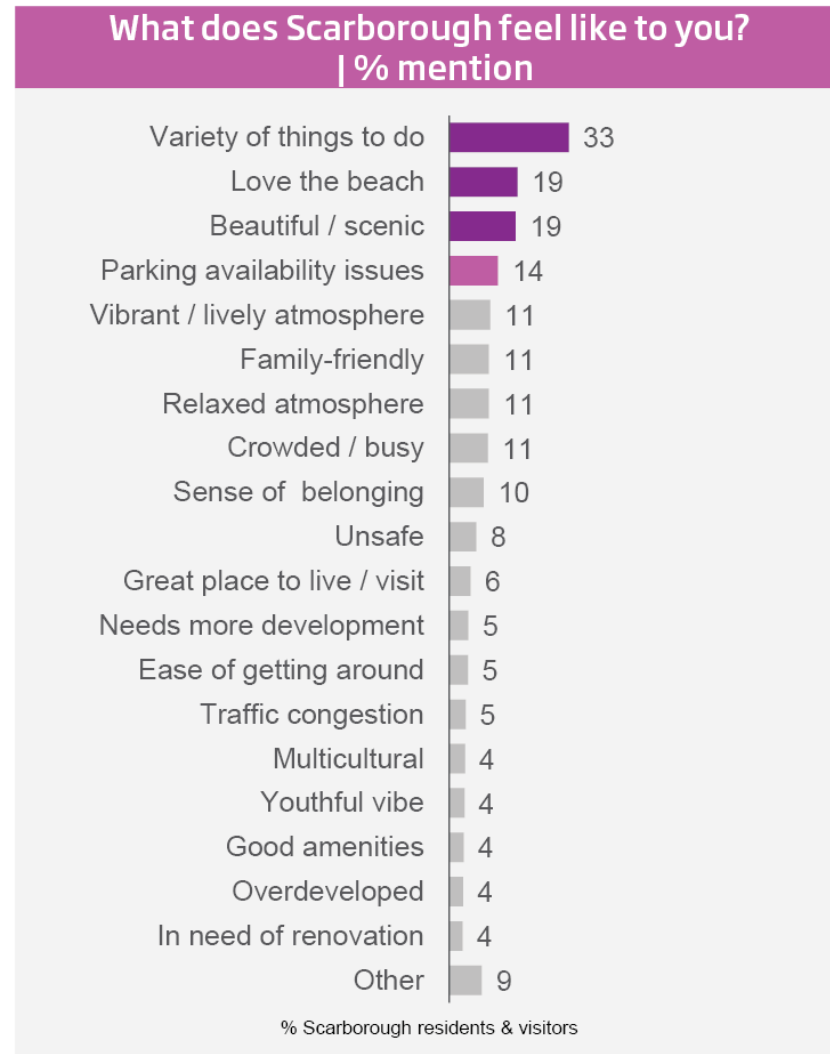
*'Feels like a hub for events to be held.'* – Scarborough resident, 18 to 34

*'Nice place to be, with great beaches.'* – Scarborough resident, over 55

*'Gorgeous ocean views.'* – City resident, 35 to 54

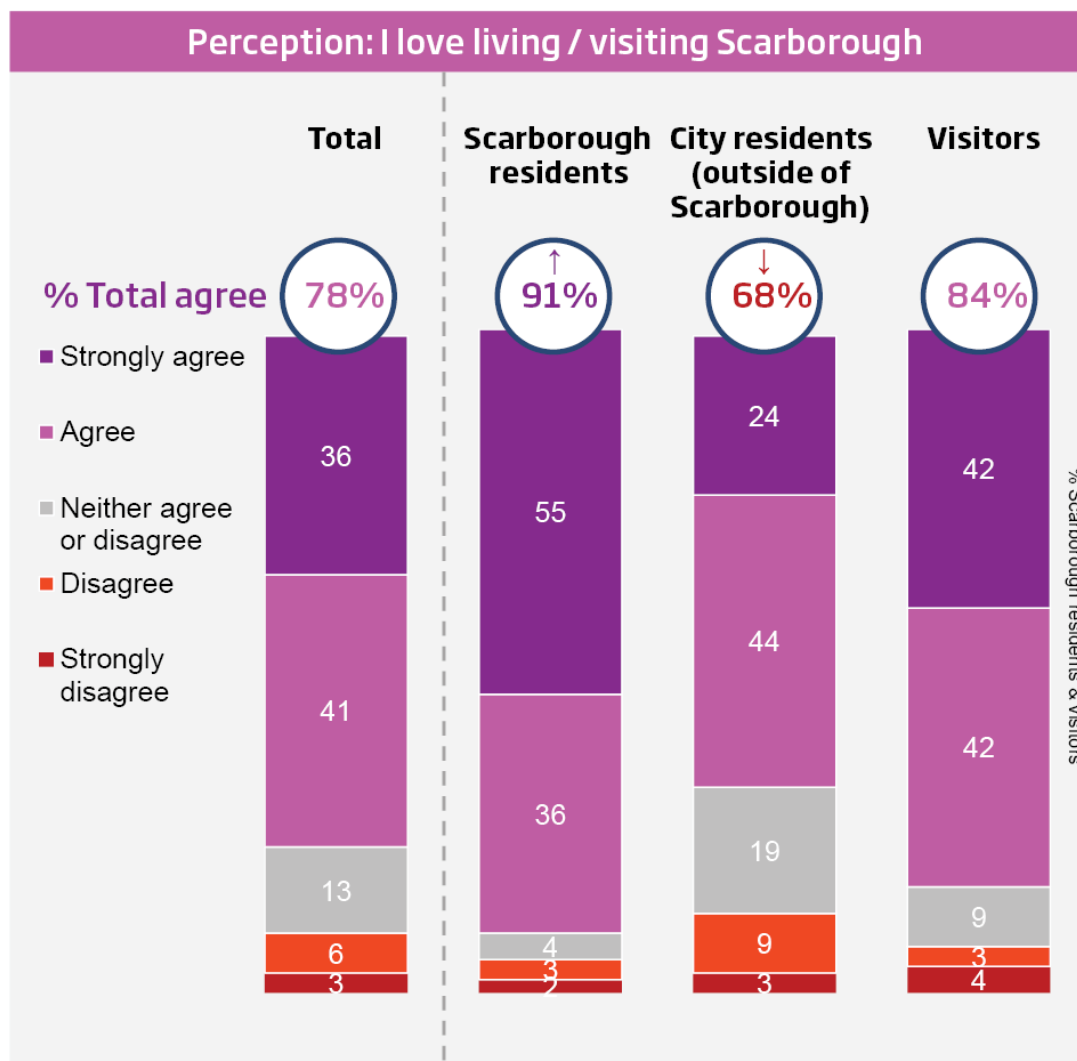
*'Impossible to park.'* – Visitor, 35 to 54

Base: Scarborough residents & visitors n=1,501  
Q2. What does Scarborough feel like to you?



## Nine in ten residents love living in Scarborough

Perceptions of living and visiting Scarborough are positive overall. However, the one in ten who 'disagree' are more like to be over 35, women and City residents (outside of Scarborough).



Base: Scarborough residents & visitors n=1,501 | Scarborough residents n=460 | City residents (outside of Scarborough) n=828 | Visitors n=213  
 Q6. To what extent do you agree or disagree with the following statement: Resident: I love living in Scarborough. Non-resident: I love visiting Scarborough.  
 ↑↓ indicates a significant difference between audiences at the 95% confidence interval.



## Top of mind, two thirds love Scarborough's beach

This jumps up to 75% among Scarborough residents (compared to 62% City residents and visitors). Scarborough residents were also more likely to call out loving the sense of belonging (14%) and proximity to local businesses (15%) compared to other audiences.

From a visitor's perspective, they love that Scarborough has 'a variety of things to do' (41%) – especially dancing events/classes.

### What do you love most about Scarborough?

*'Swimming and walking on the beach.'* – City Resident, over 55

*'Everything is close by: beach, shops, cafes.'* – Scarborough resident, 35 to 54

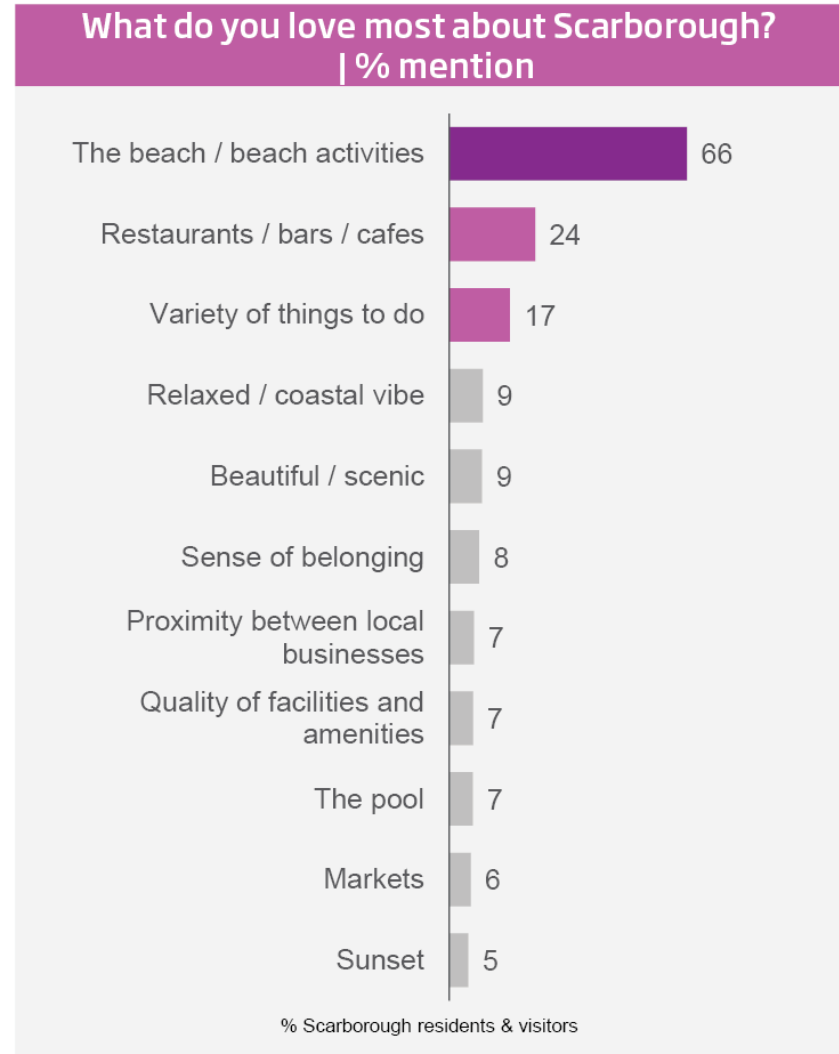
*'The beach, proximity of cafes, bars and shopping.'* – Scarborough resident, over 55

*'Always something to do and well connected.'* – Scarborough resident, 35 to 54

*'I love the atmosphere and natural beauty. Makes me feel as though I'm on holidays!'* – City resident, 18 to 34

*'I love the variety of entertainment.'* – Visitor, 35 to 54

Base: Scarborough residents & visitors n=1,501  
Q7. What do you love most about Scarborough?  
Note: mentions under 5% have not been shown on chart.



## Safety and parking are priorities for Scarborough in the future

- Men (26%), 18 to 34s (31%) and visitors to the Scarborough entertainment precinct (43%) were more likely to say they like it the way it is (wanting it to remain the same in future).
- Women (24% vs 14% men) and both Scarborough and City residents (21% vs 12% visitors) mentioned wanting to feel safe in the area.
- Over 35s want to see better parking availability in the future (17% vs 10% of 18 to 34s).

### How would you like Scarborough to feel in the future?

*'I want it to stay the same.'* – Visitor, 18 to 34

*'Safe at all times of the day and night.'* – City resident, over 55

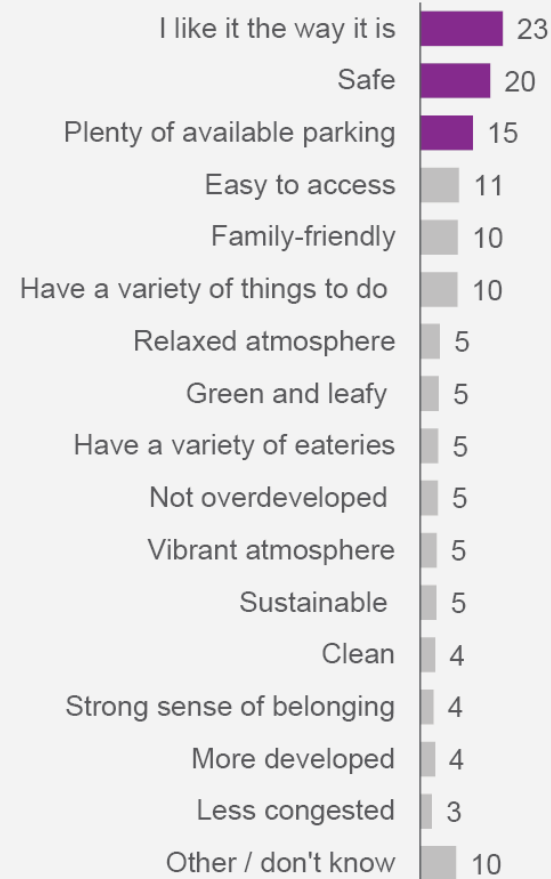
*'It's an amazing spot, but ideally more parking.'* – Scarborough resident, 35 to 54

*'The same but be less challenging to park.'* – Scarborough resident, 35 to 54

Base: Scarborough residents & visitors n=1,501  
Q3. How would you like Scarborough to feel in the future?

15

### How would you like Scarborough to feel in the future? | % mention



% Scarborough residents & visitors



## Increased availability of parking is the priority for one third of residents and visitors

This was the higher still among City residents and visitors to Scarborough (37%) compared to Scarborough residents (26%).

Scarborough residents were more likely to mention development of vacant / older areas (15%), more green and leafy spaces (14%) and greater variation of local businesses (14%).

### If you could change one thing about the Scarborough entertainment precinct, what would it be?

*'Add more parking or ways to get there [Scarborough]. It is too hard to get to if you don't have a car or live nearby.'* – City resident, 18 to 34

*'Provide more parking or better public transport. Buses get stuck in traffic, especially where there are events.'* – Scarborough resident, 35 to 54

*'More security to make people feel safer.'* – Scarborough resident, 35 to 54

*'Add a dedicated police post.'* – Scarborough resident, 35 to 54

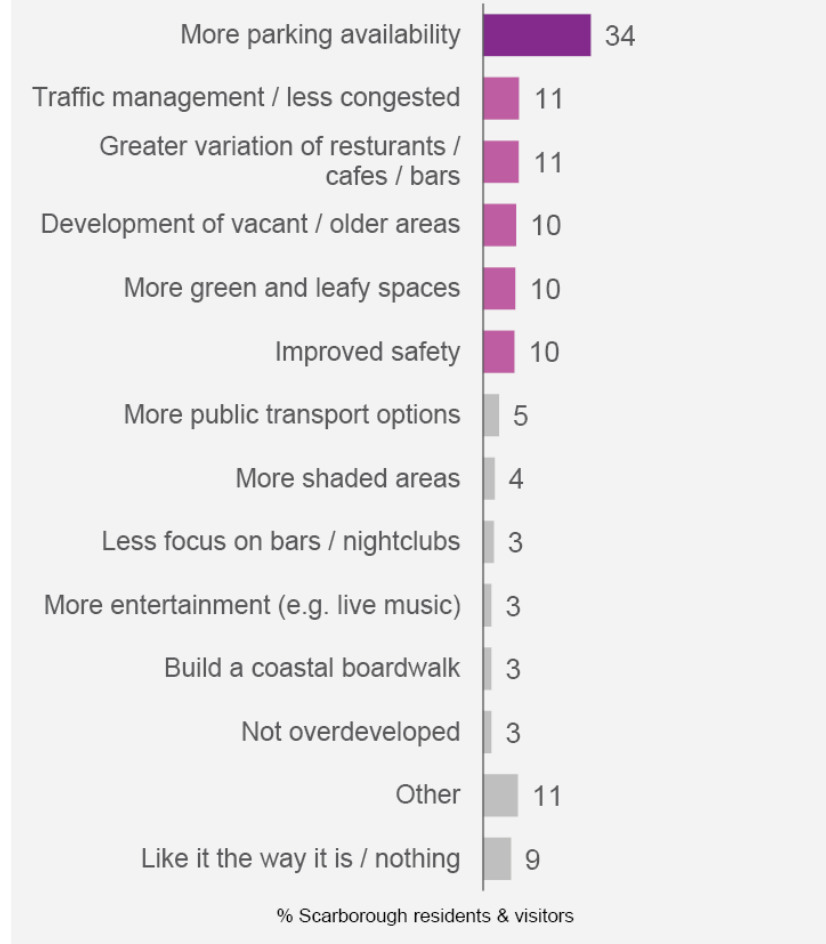
*'Remove the mulch area and make it useful to those visiting, such as trees for shade.'* – Visitor, 18 to 34

*'More trees and shaded areas.'* – Visitor, 18 to 34

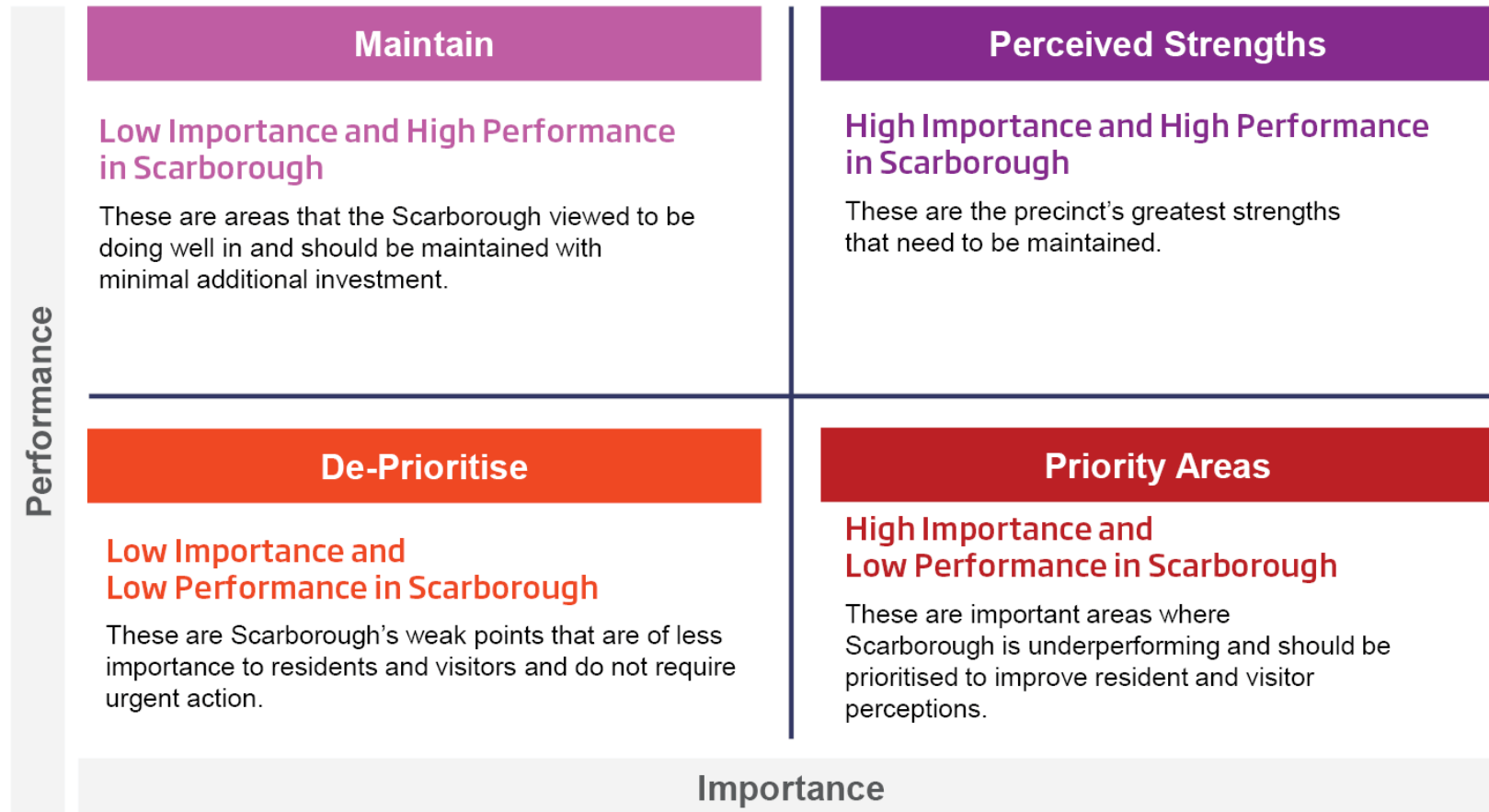
Base: Scarborough residents & visitors n=1,501  
Q8. If you could change one thing about the Scarborough entertainment precinct, what would it be?

16

### If you could change one thing, what would it be? | % mention

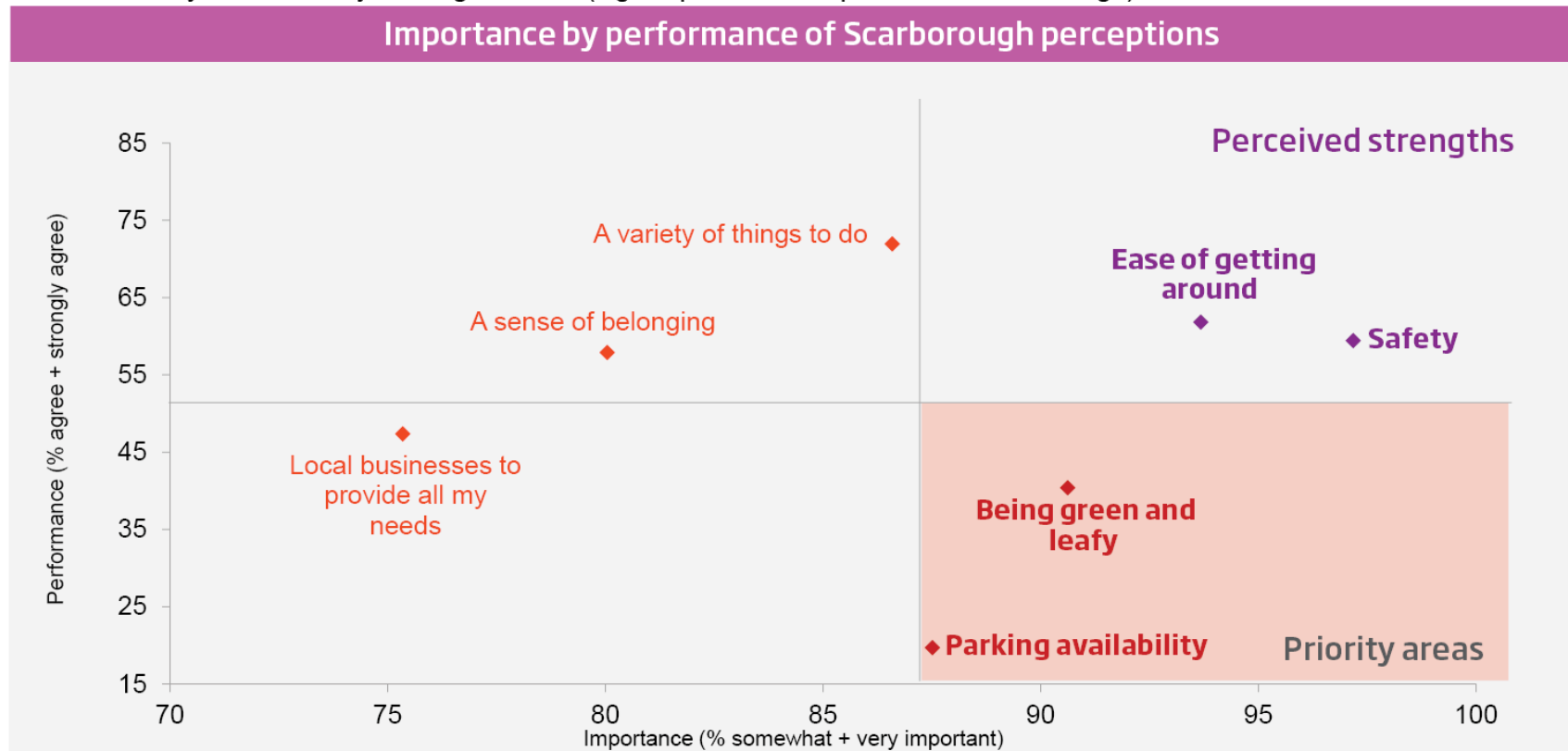


## Quadrant analysis is used to prioritise Scarborough perception areas



## Priority areas for Scarborough are parking availability and being green and leafy

These measures are of high importance but perform below average. However, parking availability is not a priority area for Scarborough residents specifically (it falls into the 'de-prioritise' quadrant). The Scarborough precinct performs relatively strongly in terms of safety and how easy it is to get around (high importance and performs above average).

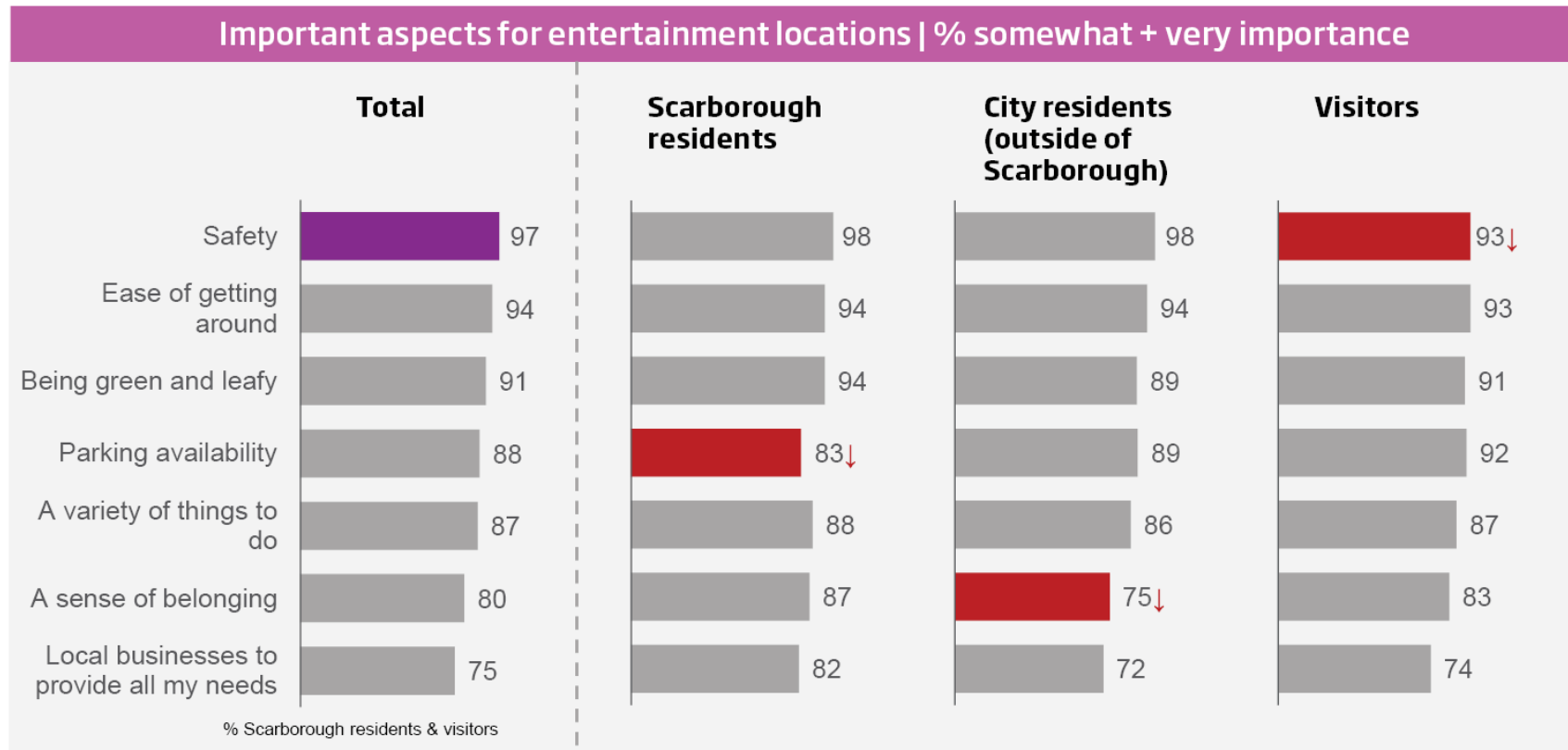


Base: Scarborough residents & visitors n=1,501  
 Q4. Thinking about entertainment locations in general, how **important** do you think each of the following are to have?  
 Q5. Now thinking specifically about the Scarborough entertainment precinct, how much do you agree or disagree with each of the following statements?



## Safety is the most important aspect for entertainment locations, followed by accessibility and being green and leafy

Women typically find all attributes more important than men.

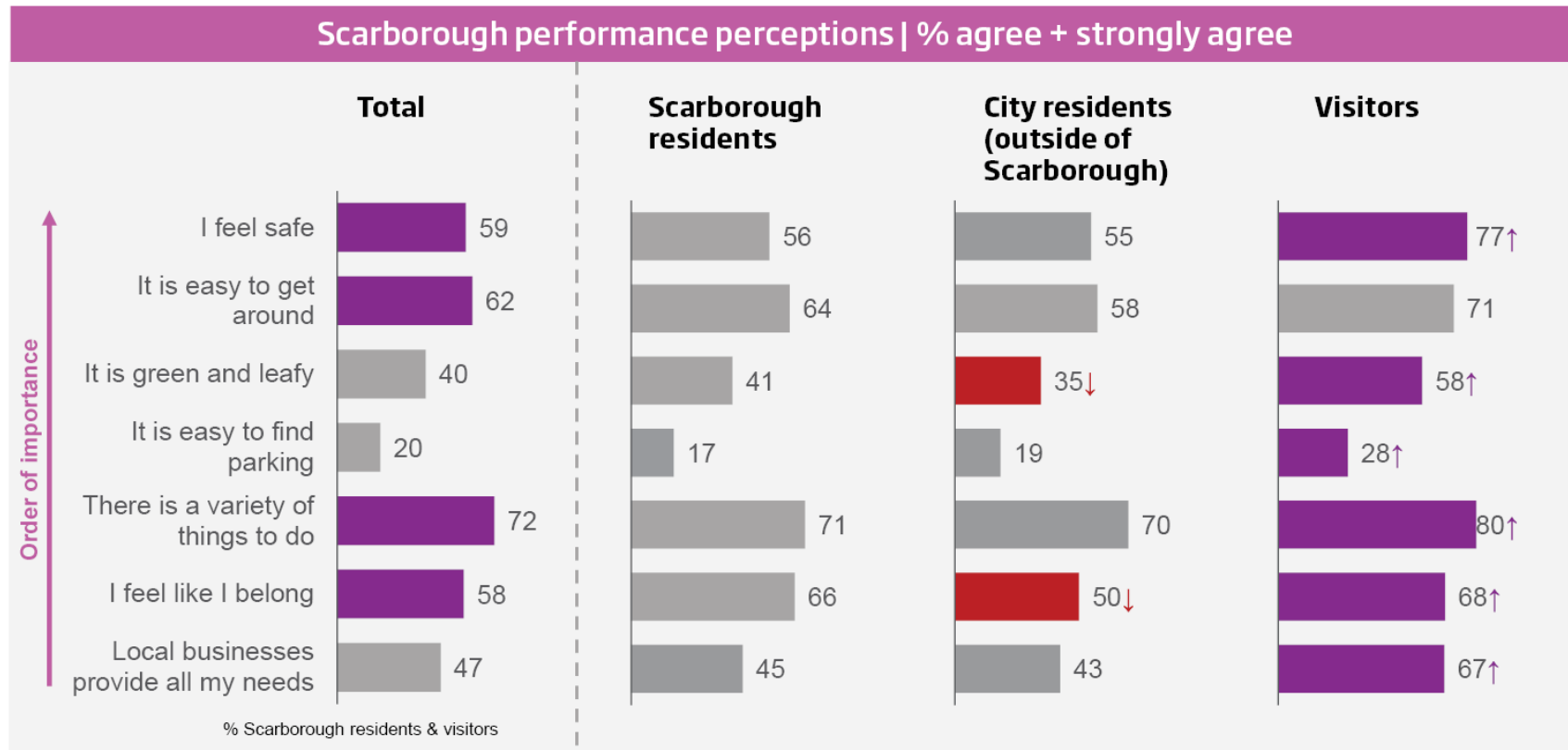


Base: Scarborough residents & visitors n=1,501 | Scarborough residents n=460 | City residents (outside of Scarborough) n=828 | Visitors n=213  
Q4. Thinking about entertainment locations in general, how **important** do you think each of the following are to have?  
↑↓ indicates a significant difference between audiences at the 95% confidence interval.



## Parking is the lowest performing aspect among all segments with only two in ten agreeing that it is easy to find parking

The Scarborough entertainment precinct has a variety of things to do, and performs well for safety, accessibility and belonging – although under indexes in terms of being green and parking availability. All perceptions were strongest among 18 to 34s and visitors.



Base: Scarborough residents & visitors n=1,501 | Scarborough residents n=460 | City residents (outside of Scarborough) n=828 | Visitors n=213  
Q5. Now thinking specifically about the Scarborough entertainment precinct, how much do you agree or disagree with each of the following statements?  
↑↓ indicates a significant difference between audiences at the 95% confidence interval.



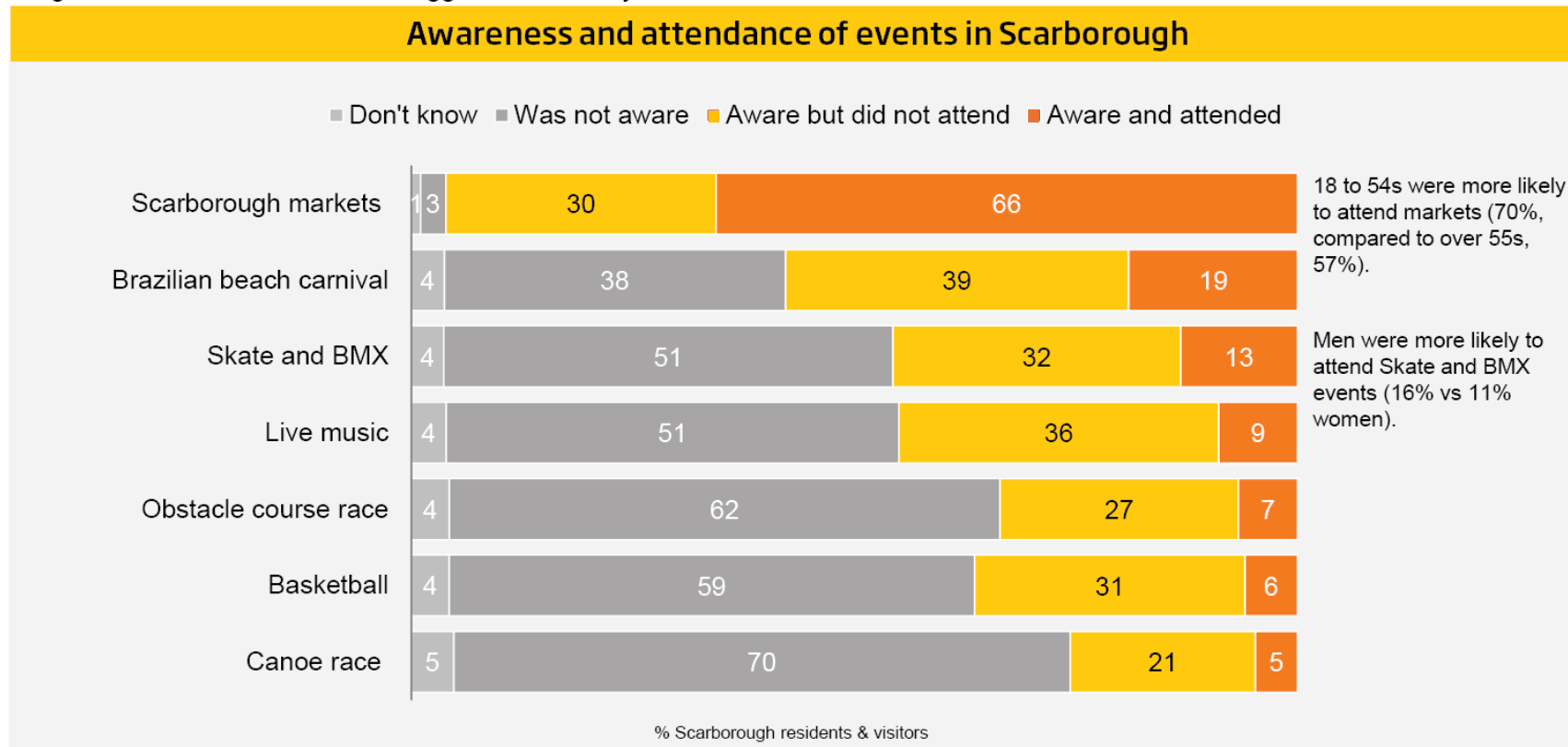


# Events at Scarborough

 | Scarborough

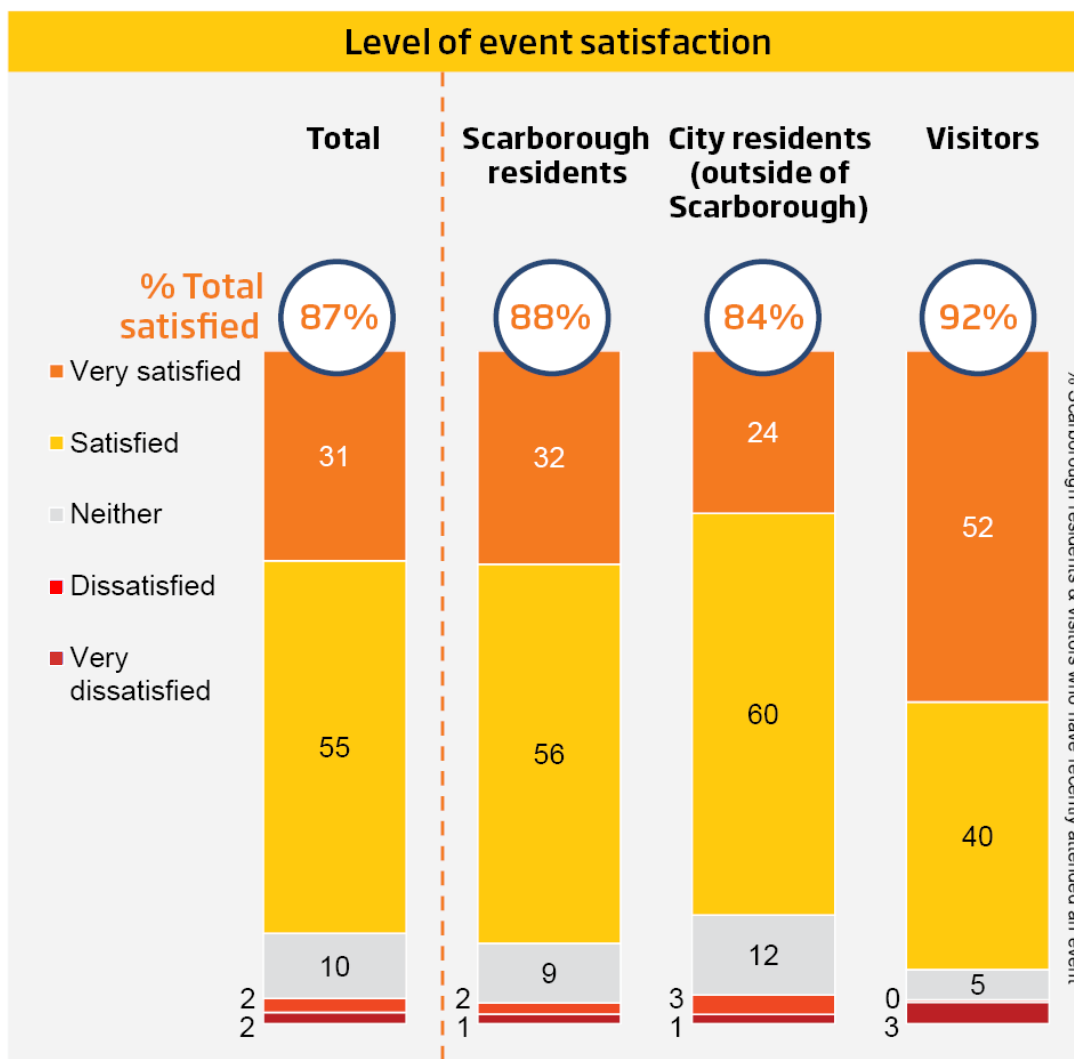
## Scarborough markets are the most popular event, with the highest awareness and attendance

Scarborough residents were more likely to attend all events (except for live music which were on par across all audiences). Non-Scarborough residents had to have visited the Scarborough entertainment precinct in the last 12 months to qualify for the survey. High levels of event attendance suggest this is a key factor in the reason for visitation.



Base: Scarborough residents & visitors n=1,501  
Q9. Were you aware of any of these events that have happened in Scarborough over the last six months?

## Satisfaction with recent events is high across all audiences

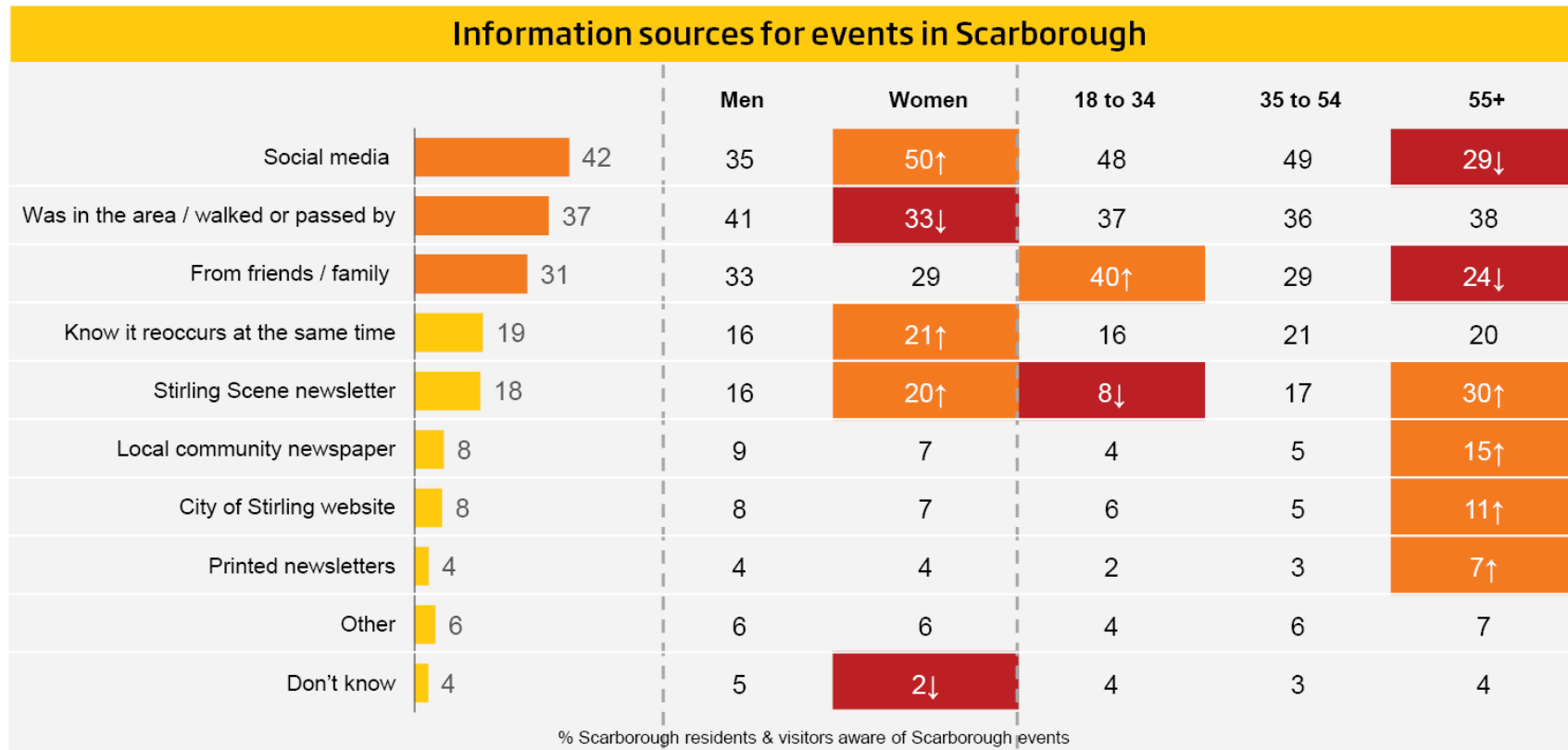


Base: Scarborough residents & visitors who have recently attended an event n=1,197 | Scarborough residents n=413 | City residents (outside of Scarborough) n=607 | Visitors n=177  
Q11. If you have attended an event in Scarborough in the last six months, how satisfied were you with the event?  
Note: Don't knows and those who have not recently attended an event have been excluded.



## Most hear about events via social media, word of mouth or while passing by

Women are more likely to hear about events through social media, the Stirling Scene or be aware of reoccurrences – while men had a higher rate of being in the area. Social media awareness is driven by 18 to 54s, while over 55s use a variety of other sources.



Base: Scarborough residents & visitors aware of Scarborough events n=1,471 | Men n=599 | Women n=849 | 18 to 34 n=302 | 35 to 54 n=646 | 55+ n=523

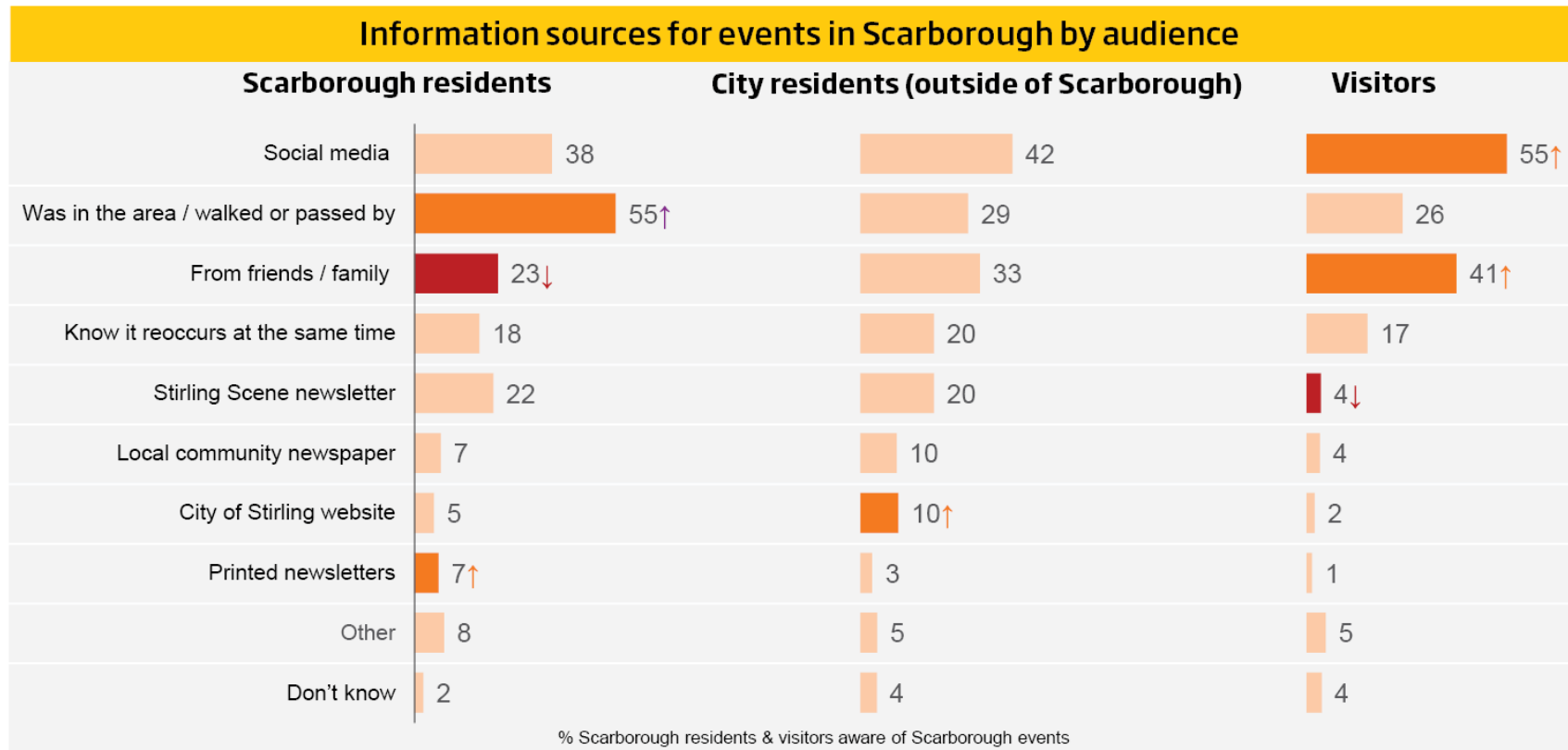
Q10. How did you hear about this event?

↑↓ indicates a significant difference between audiences at the 95% confidence interval.



## Unsurprisingly, Scarborough residents typically know about events by being in the area

Visitors and City residents typically use social media and word of mouth as the top information sources.



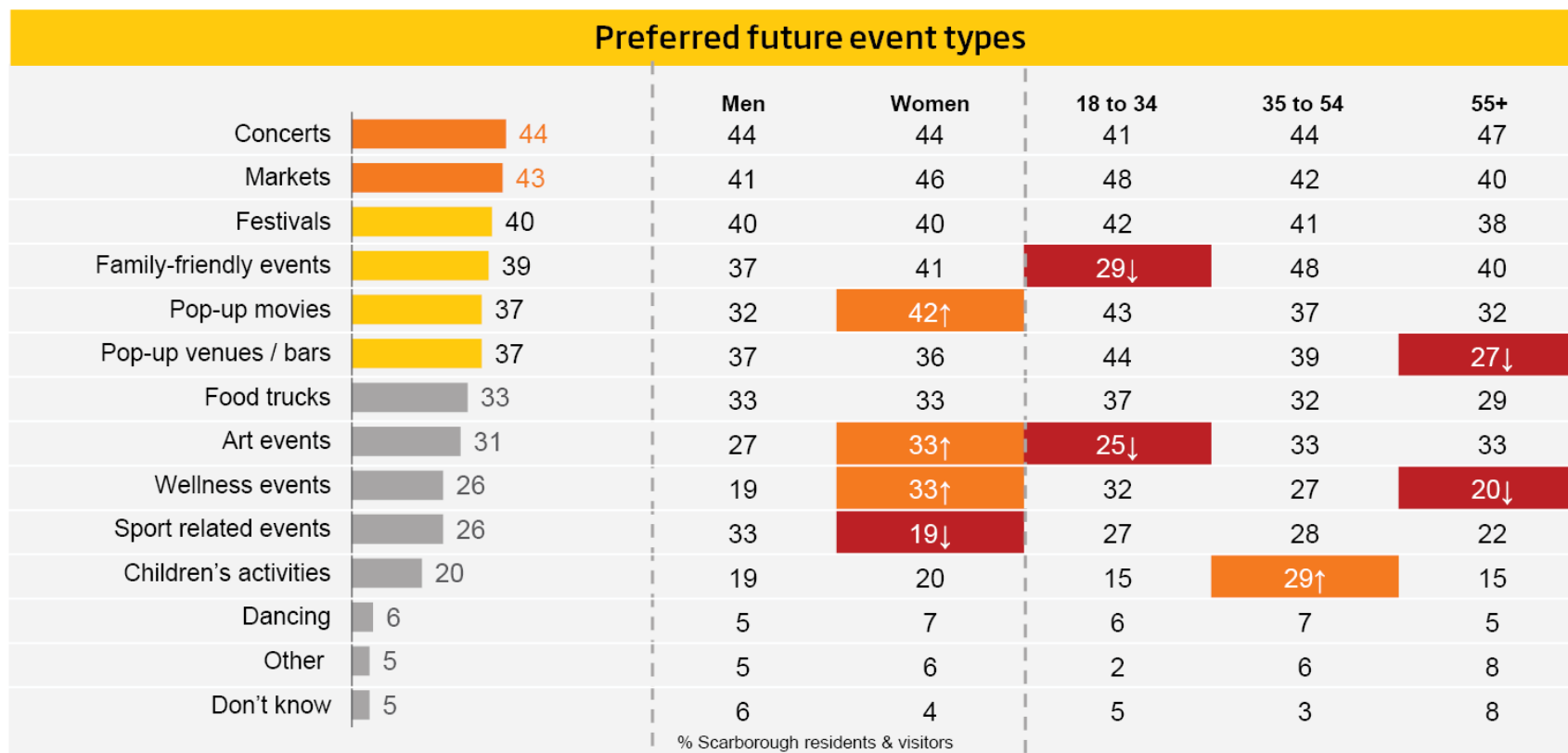
Base: Scarborough residents & visitors aware of Scarborough events n=1,471 | Scarborough residents n=457 | City residents (outside of Scarborough) n=810 | Visitors n=204

Q10. How did you hear about this event?

↑↓ indicates a significant difference between audiences at the 95% confidence interval.

## Residents and visitors would like to see a variety of events to suit all demographics

The events that cater to the widest spread are concerts and markets. Men were more likely to want to see more sport related events in Scarborough, whilst women were more likely to request more pop-up movies, wellness and arts events.

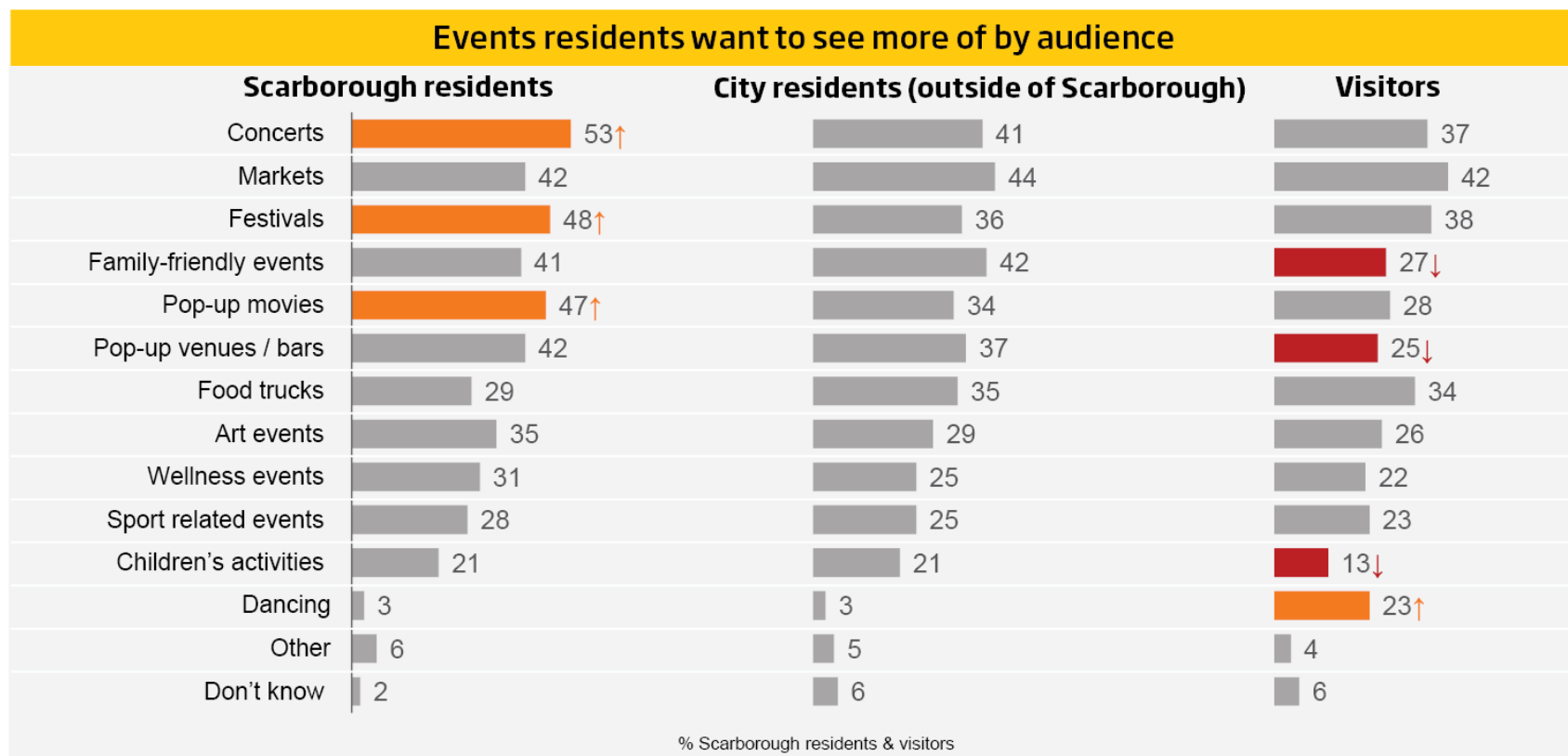


Base: Scarborough residents & visitors n=1,501 | Men n=615 | Women n=863 | 18 to 34 n=308 | 35 to 54 n=656 | 55+ n=537  
Q12. Which of the following events would you like more of in Scarborough?  
↑↓ indicates a significant difference between audiences at the 95% confidence interval.



## Scarborough residents want more concerts, festivals and pop-up movies

Visitors want to see more dance type events (specifically WA zouk, Latin and beach dancing), and are less interested in family friendly events, pop-up venues and children’s activities, unsurprisingly as they skew towards a younger demographic (18 to 34s).



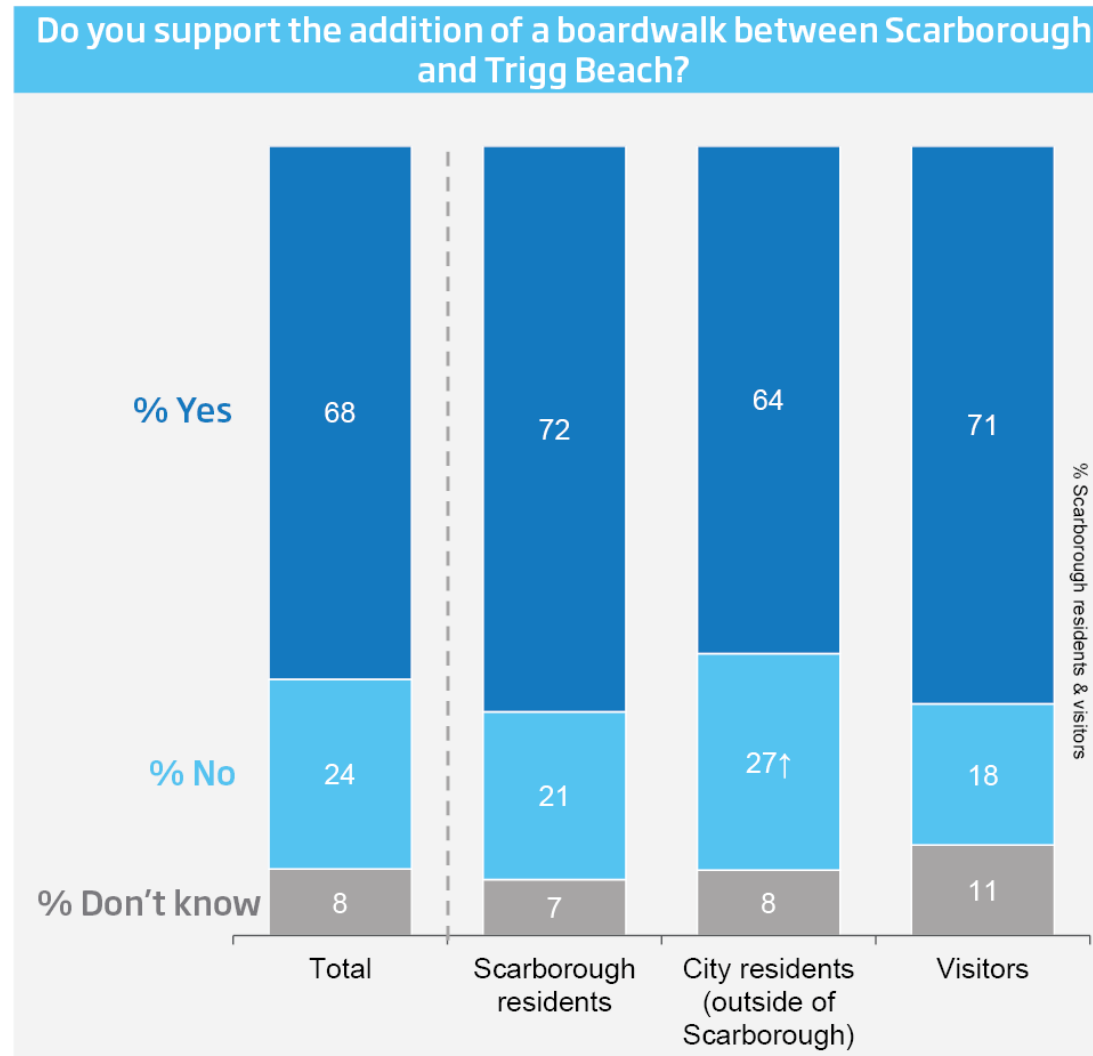
Base: Scarborough residents & visitors n=1,501 | Scarborough residents n=460 | City residents (outside of Scarborough) n=828 | Visitors n=213  
Q12. Which of the following events would you like more of in Scarborough?  
↑↓ indicates a significant difference between audiences at the 95% confidence interval.





## Seven in ten Scarborough residents support a coastal boardwalk

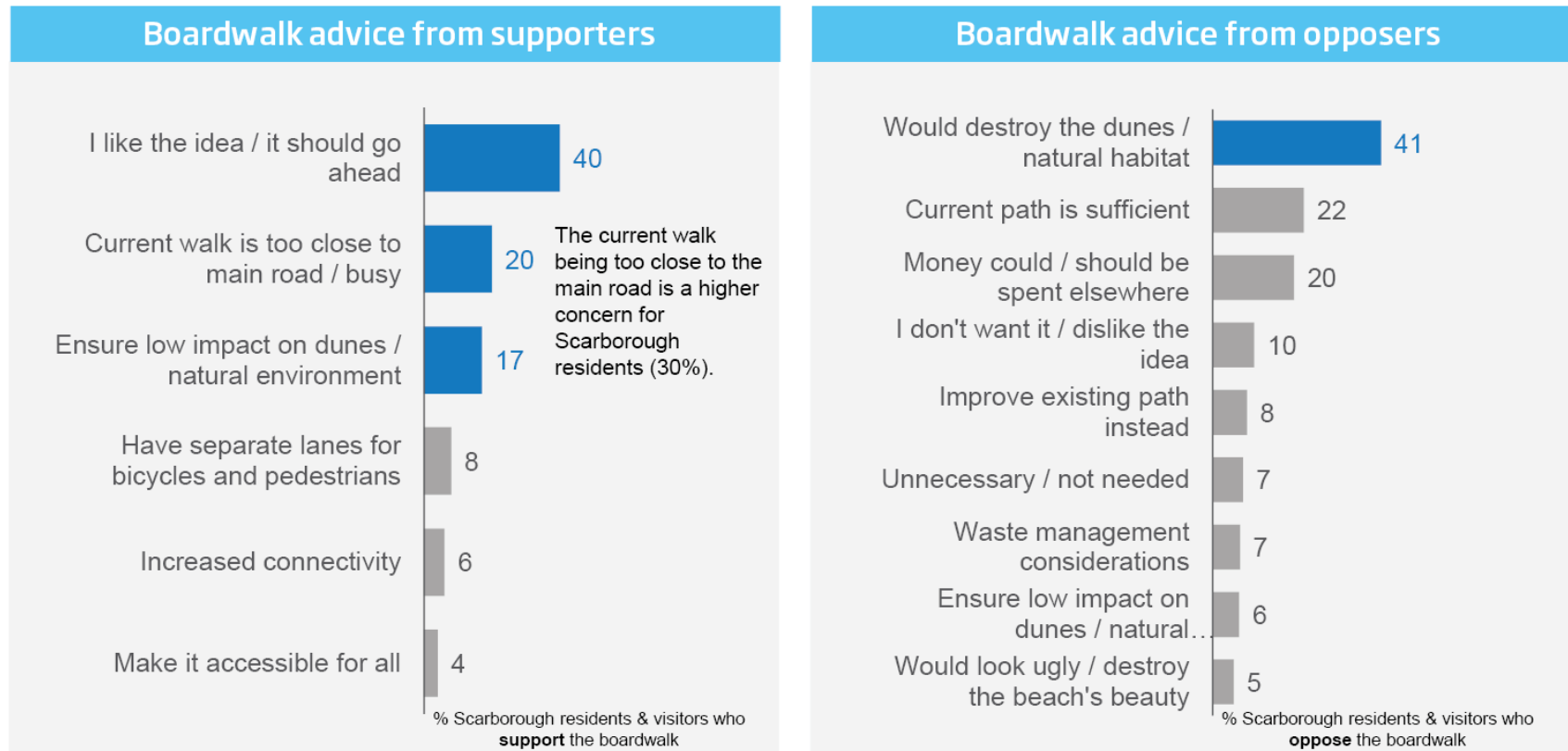
City residents are less likely to support the boardwalk, with one-quarter opposing it.



Base: Scarborough residents & visitors n=1,501 | Scarborough residents n=460 | City residents (outside of Scarborough) n=828 | Visitors n=213  
Q19. Do you support the addition of a boardwalk between Scarborough and Trigg Beach?  
↑ indicates a significant difference between audiences at the 95% confidence interval.

## Supporters like the concept, but would like to ensure the natural environment is not disturbed

Similarly, the core driver of opposition is the environmental impact (especially of concern to women 47% and those over 55 52%). If the boardwalk goes ahead, ensure communications around environmental impacts are clearly explained.

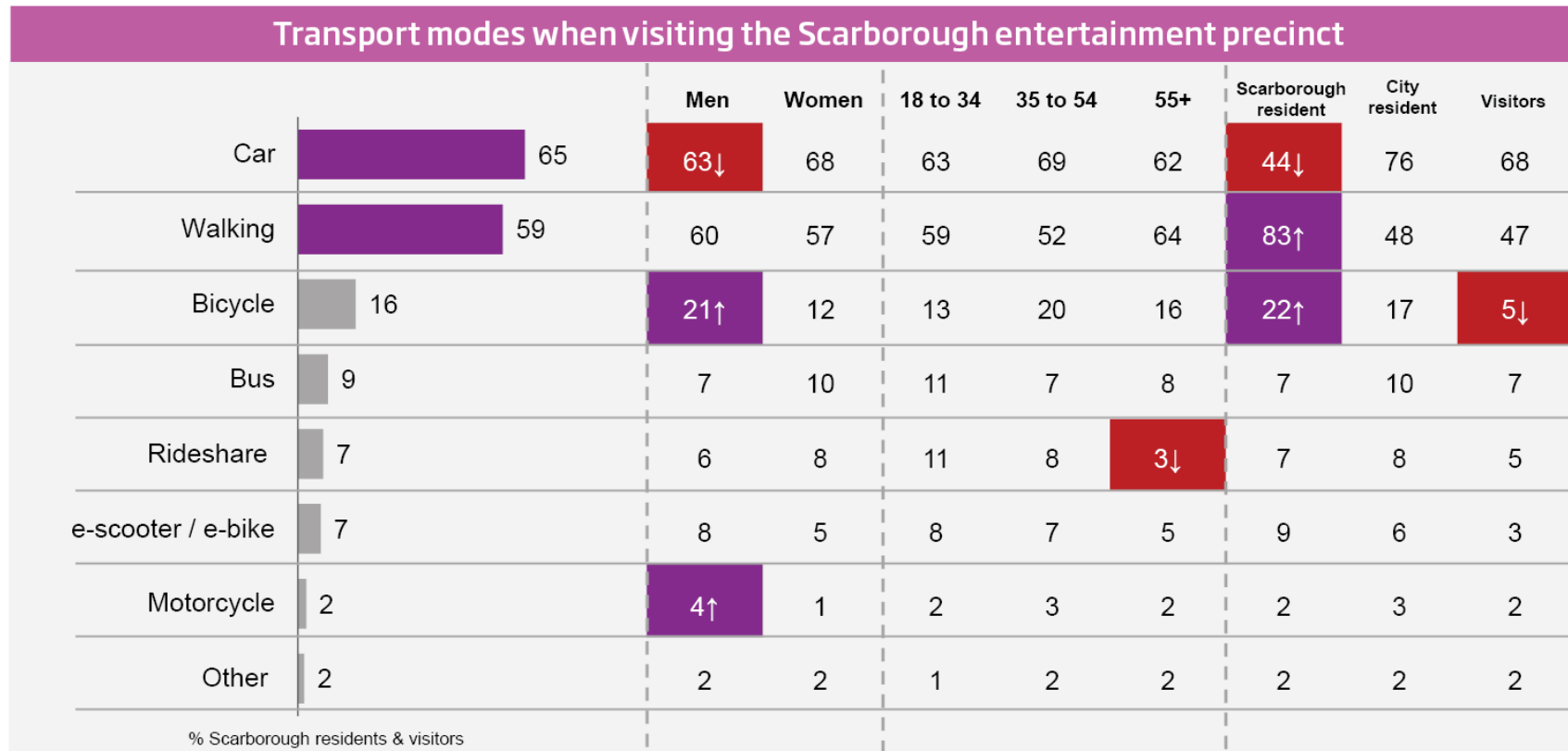


Base: Supporters n=1014 | Opposers n=364  
Q20. This concept of a boardwalk between Scarborough and Trigg Beach is currently in discovery phase and has not been approved. What is your advice to the City about the idea?  
↑ indicates a significant difference between audiences at the 95% confidence interval.  
Note: statements with less than 4% mentions have not been shown on charts.



# Driving and walking are the most common modes of transport when visiting the entertainment precinct

Scarborough residents are more likely to walk, and cycle compared to others, likely having less distance to travel.



Base: Scarborough residents & visitors n=1,501 | Men n=615 | Women n=863 | 18 to 34 n=308 | 35 to 54 n=656 | 55+ n=537 | Scarborough residents n=460 | City residents (outside of Scarborough) n=828 | Visitors n=213

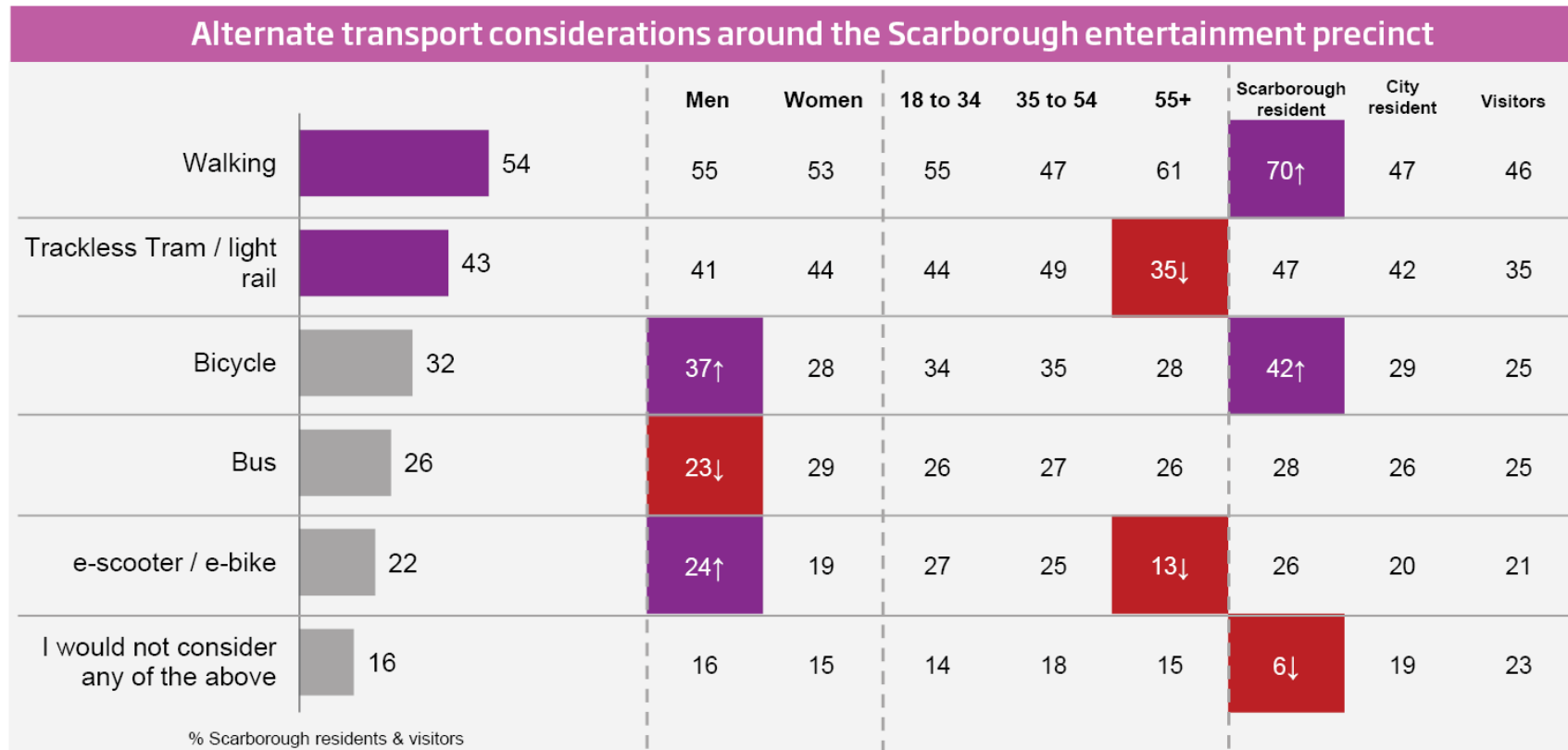
Q15. Which of the following transport modes do you typically use when visiting the Scarborough entertainment precinct?

↑↓ indicates a significant difference between audiences at the 95% confidence interval.

## Besides walking, two in five would consider using the Trackless Tram to get around (if available)

Over 55s are less likely to consider using the trackless tram or e-scooters.

The reason most would not consider any of the above is because Scarborough is too far to travel for them.



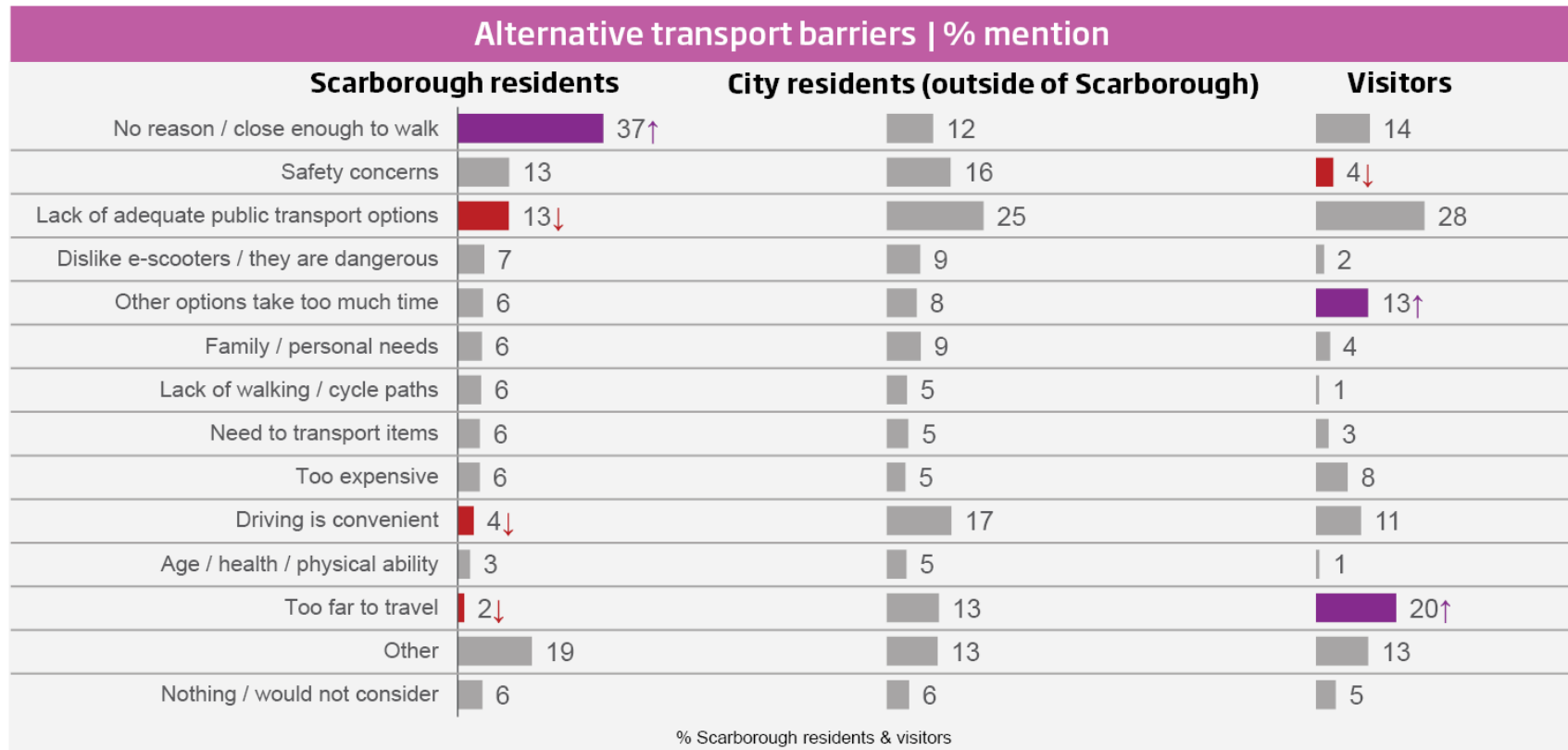
Base: Scarborough residents & visitors n=1,501 | Men n=615 | Women n=863 | 18 to 34 n=308 | 35 to 54 n=656 | 55+ n=537 | Scarborough residents n=460 | City residents (outside of Scarborough) n=828 | Visitors n=213

Q16. In the future, would you consider using any of the following transportation modes when visiting the Scarborough entertainment precinct?

↑↓ indicates a significant difference between audiences at the 95% confidence interval.

## Visitors would not consider alternatives to driving because of a lack of public transport options

Visitors were also more likely to mention being too far to travel or length of trip as other barriers. Scarborough residents wouldn't consider alternatives as it's close enough to just walk. Safety is another concern, especially among women (17% vs 9% men).

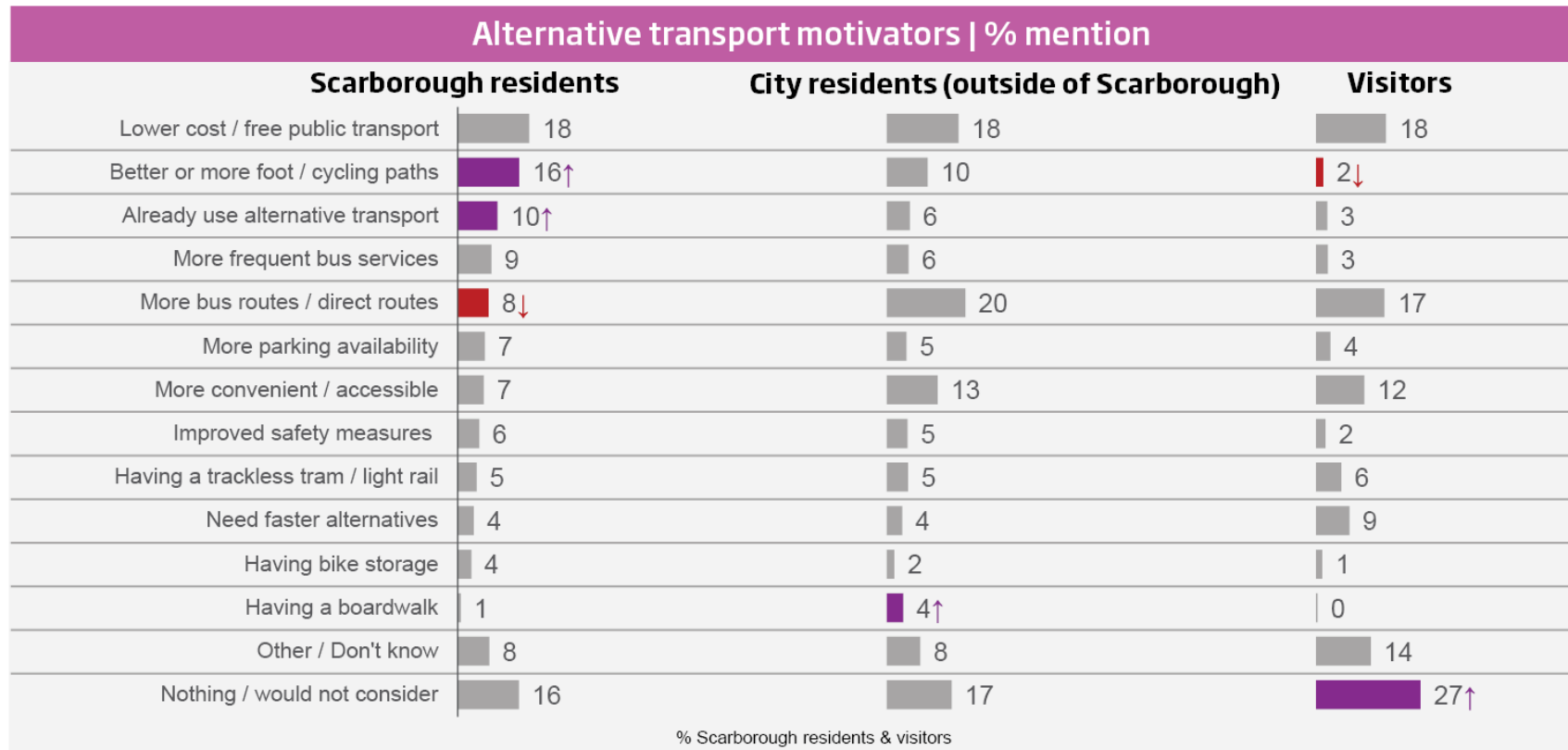


Base: Scarborough residents & visitors n=1,501 | Scarborough residents n=460 | City residents (outside of Scarborough) n=828 | Visitors n=213  
Q17. What are the reason/s that prevent you from using other modes of transport besides driving (such as public transport, cycling, walking, e-scooters), when visiting the Scarborough entertainment precinct?

↑↓ indicates a significant difference between audiences at the 95% confidence interval.

## Lower transport costs and more convenient access to buses would motivate non residents to visit Scarborough

Over one quarter of visitors would not consider alternate transport as they live too far away for it to be a viable option.



Base: Scarborough residents & visitors n=1,501 | Scarborough residents n=460 | City residents (outside of Scarborough) n=828 | Visitors n=213  
 Q18. What would motivate you to consider using other modes of transport besides driving (such as public transport, cycling, walking, e-scooters), when visiting the Scarborough entertainment precinct?  
 ↑↓ indicates a significant difference between audiences at the 95% confidence interval.





Administration Centre 25 Cedric Street Stirling WA 6021

Telephone (08) 9205 8555 | Enquiries [www.stirling.wa.gov.au/enquiries](http://www.stirling.wa.gov.au/enquiries) | Web [www.stirling.wa.gov.au](http://www.stirling.wa.gov.au) | [f](#) [@](#) [in](#) [v](#) /citystirlingwa

This information is available in alternative formats on request. Please contact the Customer Contact Centre on (08) 9205 8555.

**CD2 COMMUNITY AND STAKEHOLDER ENGAGEMENT POLICY REVIEW**

Business Unit:	Community Development Admin	Service: Community Engagement
Ward:	City Wide	Location: City Wide
Applicant:	Not Applicable	

**Role**

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

**Recommendation**

**That Council ADOPTS the amended Community Engagement Policy.**

**Purpose**

To review the Community and Stakeholder Engagement Policy and seek endorsement to adopt the updated Community Engagement Policy.

**Details**

The community has a growing expectation about the City’s role to foster a deeper culture of community participation and our commitment to an engaged constituency. The City’s values; Approachable, Responsive, Innovative and Transparent respond to this emerging trend and encourage engagement behaviours consistent with community expectations.

Stronger local democracy and community engagement is a priority of the State Government’s reform agenda. As part of the State Government’s Tranche 1 reforms, local governments will be required to prepare and adopt a community engagement charter which sets out principles to be applied, and actions taken, in seeking the opinions of the community and receiving community feedback. This charter will be published on the City’s website. The form and content will be prescribed by regulations. Currently the Department of Local Government is drafting these regulations, with a view to enacting this part of the legislation later in 2024. Once the regulations are in force, the City will re-assess its policy to ensure that it continues to comply as part of the City’s response to Local Government Reform.

The importance of effective community engagement to optimise trust and preserve the City's reputation was a central outcome of the recent internal community engagement audit review (Council Resolution Number 0224/026). The audit identified that the City has improved and increased its engagement with the community, but identified a review of the Community and Stakeholder Engagement Policy as one of the seven areas where opportunities exist to support the ongoing alignment of engagement activities and enhance current practices.

The City has reviewed the Policy alongside its community engagement practice and in response, developed an updated Community Engagement Policy to guide how decisions are informed, share knowledge and strengthen relationships with the community. The updated Policy outlines the City of Stirling's commitment to best-practice community engagement to ensure meaningful and inclusive engagement across the City. It is supported by a suite of engagement resources that provide a step-by-step approach to designing, reporting on, and evaluating engagement.

The updated Policy includes:

- Guiding principles to underpin how the City engages with the community. These principles will help to improve service delivery, identify and respond to changing local needs, and maintain an ongoing dialogue with diverse community members. The commitments articulated in the principles are measurable, enhance community engagement practice and have been designed to optimise trust and credibility.
- Clear community engagement definition that focuses on informing Council's decisions, sharing knowledge, and strengthening relationships with the community.
- Updated IAP2 Public Participation Spectrum to guide the City's one-way and two-way engagement expectations, communicate the responsibilities for community engagement, and manage the impact of community engagement across the City's diverse communities.
- Strengthens the situations when the City will engage to include impact, interest and influence considerations.
- Requirement for Business Units to develop consultation procedures for when a decision has been made and the Business Unit wants to either communicate with the community or seek feedback on the decision. These procedures and related structure will be reviewed annually to ensure relevance and practicality.
- Responsibility of the Community Engagement team to set the strategic community engagement vision and lead the planning, coordination, and management of projects and programs shaping the City.
- Strengthening the definitions to underpin a shared understanding of the City's community engagement practice.

## Financial Assessment and Implications

The cost of not undertaking 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

On 15 May 2024, the City hosted two small group discussions to invite reflections and feedback regarding the City's community engagement. A total of 17 officers from business units across the City joined the conversation. The discussion focused on the Policy and broader strategic community engagement environment. The insights generated from these discussions informed the Policy review and Management Practice development. A summary of the discussion is provided below.

### What's working well?

- Engagement plans and accompanying tools are providing greater consistency in the way engagement is designed and delivered.
- There is strong buy-in from all levels of the City to community engagement and organisational transparency.
- Standardised templates for communications, such as community notices and project pages, has made it easier for project teams.
- The revised Policy is seen as an important step on the positive journey Council has been going through and acknowledges the contribution of the Community Engagement Team.

### What needs to be added, changed, or included?

- Greater coordination of engagement efforts and centralised visibility of projects is needed to enable collaboration, reduce engagement fatigue and coordinate resourcing requirements.
- The definition of what is classified as 'engagement', 'business-as-usual (BAU)', 'community development' or 'education' is required. There is confusion about when an engagement plan is needed and when it is not.
- There needs to be a structure around notifications and BAU work (e.g. pet registrations, tree removal) so there is clarity around projects that are sitting at the 'Inform' level of the IAP2 spectrum and how these might interact with other engagement projects underway.
- There is a desire that the Policy and/or accompanying tools can be used as an accountability mechanism to ensure that the engagement plan is being used to report back to Councillors/Executive and the community.
- The next step in the maturity journey is to focus on strategic engagement rather than engaging on everything. This would involve focusing on 'why' an engagement is needed or where that information may be stored elsewhere.

## Recommended Action

At the heart of the updated Community Engagement Policy is the understanding that managing community engagement impact and the consistency of our engagement activities are a function of 'good government' as outlined in 3.1 of the *Local Government Act 1995*. The outcome is ensuring change happens with and within the community, and a commitment that the promises we make are the promises we keep.

It is recommended that the amended Community Engagement Policy be adopted to demonstrate our commitment to best-practice community engagement and to ensure meaningful and inclusive engagement across the City.

## Relevant Policies, Legislation and Council Resolutions

- [Health Act 1911 and associated regulations](#)
- [Metropolitan Region Town Planning Scheme Act 1959](#)
- [Planning and Development \(Local Planning Schemes\) Regulations 2015](#)
- [Environmental Protection Act 1986](#)
- [Bush Fires Act 1954 and associated regulations](#)
- [Occupational Health, Safety and Welfare Act 1984 and associated regulations](#)
- [Privacy Act 1998](#)
- [Disability Services Act 1993](#)
- [Equal Opportunity Act 1984](#)
- [Local Government Act 1995](#)

Meeting Date	Council Resolution Number	Council Resolution
27 February 2024	0224/026	1. That Council RECEIVES the Community Engagement Internal Audit Report. 2. That the 'medium' rated observations be LISTED on the Management Action Plan for Audit Committee Review until completed.
30 March 2021	0321/037	That Council ENDORSES the Community and Stakeholder Engagement Policy as shown in Attachment 1.
2 July 2019	0719/020	1. That Council ADOPTS the Community and Stakeholder Engagement Policy. 2. That Council NOTES additional resourcing may be required to implement the Community and Stakeholder Engagement Policy.

## Sustainable Stirling 2022-2032

**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.
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 - Draft Community Engagement Policy [↓](#)

Attachment 2 - Community and Stakeholder Engagement Policy (adopted 2021 - tracked changes) [↓](#)

#### Available for viewing at meeting

Nil

#### Linked Documents



# Community Engagement Policy

Aligned City Value/s	Approachable	Responsive	Transparent	Innovative
Responsible Directorate	Community Development			
Responsible Business Unit/s	Community Engagement			
Responsible Officer	Head of Community Engagement			
Affected Business Unit/s	All Business Units			

## Objective

The objectives of this policy are to:

- Provide a clear statement of Council's commitment to best-practice community and stakeholder engagement.
- Define the guiding principles to ensure meaningful and inclusive engagement across the City of Stirling.
- Provide a set of definitions for consistent and clear communication.
- Communicate the responsibilities for community engagement across Council.
- Promote transparency and accountability in Council's decision-making.
- Manage the impact of community engagement across our diverse communities.

## Scope

This policy outlines the City of Stirling's commitment to community engagement.

It is supported by a suite of engagement resources that provide a step-by-step approach to designing, delivering, reporting on, and evaluating community engagement.

This policy applies to all Council service areas, teams and employees.

## Policy

At the City of Stirling, community engagement focuses on informing the Council's decisions, sharing knowledge, and strengthening relationships with the community. It refers to the many ways in which the Council connects with communities in day-to-day interactions and in the development and implementation of policies, programs, and services.

The outcomes of community engagement activities might include informing decisions that result in improved service, design, facilities, or policy; strengthening relationships between the community and the Council; or facilitating the process of sharing knowledge between the community and the Council.

## Principles

The City of Stirling has adopted guiding principles to underpin engagement with the community. These principles will help to improve service delivery, identify and respond to changing local needs, and maintain an ongoing dialogue with diverse community members.

The following seven principles guide the City of Stirling’s community engagement:

1. We manage expectations with clear purpose and negotiables
2. We use best practice tools and methodology
3. We build trust and credibility
4. We lead with respect and understanding of what we already know
5. We identify our stakeholders and start where people are at
6. We close the loop with the community
7. We monitor and evaluate our engagement efforts and identify opportunities for improvement.

Each of the seven principles are described further below.

Principle	Description
We manage expectations with clear purpose and negotiables	<ul style="list-style-type: none"> <li>• The purpose of the engagement is publicly communicated at the start of the engagement process. This includes the objectives, negotiables and non-negotiables.</li> <li>• The community is informed on how their involvement will influence the decision-making process at the start of the engagement.</li> </ul>
We use best practice tools and methodology	<ul style="list-style-type: none"> <li>• Best practice engagement is using tools and methodologies that are designed to be inclusive, accessible and coordinated. An inclusive and accessible process demonstrates respect and leads to diverse voices being heard by decision-makers and the broader public.</li> <li>• There is a mix of engagement types, including online and face-to-face, which reflect the community’s preferences.</li> </ul>
We build trust and credibility	<ul style="list-style-type: none"> <li>• The community is supported to participate in the engagement, and the Council demonstrates that their involvement is valued.</li> <li>• There is evidence that the engagement outcomes have informed project decisions.</li> </ul>
We lead with respect and understanding of what we already know	<ul style="list-style-type: none"> <li>• Impacts associated with the engagement process are identified and managed.</li> <li>• The community has the knowledge, resources and opportunity to provide informed contributions to the engagement. This requires the participants to be provided with relevant, tailored and timely information about the project and their role in the decision-making process.</li> <li>• Throughout any engagement, all community members and their views are respected.</li> <li>• The engagement builds on the existing understanding of the community, and previous community engagement processes and outcomes.</li> </ul>
We identify our stakeholders and start where people are at	<ul style="list-style-type: none"> <li>• The engagement planning involves understanding the community and the key groups who may have an interest or may be impacted by the engagement. This includes researching the community to identify who has and who has not contributed to past projects and actively seeking out and</li> </ul>

Principle	Description
	<p>genuinely engaging those groups and cohorts in the community who are considered 'hard to reach'.</p> <ul style="list-style-type: none"> <li>The engagement design identifies and addresses any barriers to community engagement and uses a range of engagement tools to provide people with options in how they participate.</li> </ul>
We close the loop with the community	<ul style="list-style-type: none"> <li>Engagement outcomes and how decisions were made, will be shared with the community.</li> <li>Updates and final outcomes of community engagement will be shared on key Council communication forums and channels.</li> </ul>
We monitor and evaluate our engagement efforts and identify opportunities for improvement.	<ul style="list-style-type: none"> <li>The success of the engagement will be measured to understand what is working, what is not working and ideas for improvement.</li> <li>Participants will be given the opportunity to provide feedback on the engagement, both on the process itself and their preferences for future engagement.</li> </ul>




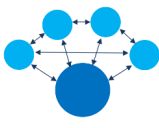

### Engagement Spectrum

The City of Stirling's engagement approach is guided by the IAP2 Public Participation Spectrum, which describes five levels of engagement, from Inform to Empower.

The Spectrum below includes a commitment to the community in terms of their involvement and influence on the Council's process. Many projects will involve more than one level of engagement. This is because the community can have different levels of influence at different stages of the project and different groups within the community may be more directly impacted than others.

The Spectrum also includes a description of Consultation, Engagement, and Empowerment. These outline how the levels of engagement could be used in the Council's decision-making process.

The table below describes the five levels of the Spectrum and the roles of Council and community.

	Inform	Consult	Involve	Collaborate	Empower
Levels					
Goal	To provide balanced and objective information to make our community aware of something that has happened or will happen.	To listen to our community's feedback on options or a potential decision and consider their views in our decision.	To seek input to identify issues, concerns and aspirations to inform decision-making and show how that input has informed the decision	To work with our community to develop a detailed understanding of all the issues and opportunities and identify agreed solutions at every step of the process.	To build the capacity of our community to identify solutions and/or lead change.

Commitment	We will keep you informed.	We will listen to and acknowledge your concerns.	We will work with you to exchange information, ideas and concerns	We will seek advice and innovation from amongst the various stakeholder groups	We will work with you to implement agreed decisions.
Description	<p style="text-align: center;"><b>Consultation</b></p> <p>The engagement levels of Inform and Consult typically occur when a decision has been made, and Council wants to either communicate that decision to the community, or seek opinions on the decisions.</p> <p style="text-align: center;"><b>Business Units Responsibility</b></p>		<p style="text-align: center;"><b>Engagement</b></p> <p>The engagement levels of Involve and Collaborate involve two-way information flows and include sharing knowledge within and across the community during the decision-making process.</p> <p>When committing to undertaking Engagement, decision makers are using the community’s feedback to inform the decision and the outcome.</p> <p style="text-align: center;"><b>Community Engagement Team Responsibility</b></p>		<p style="text-align: center;"><b>Empowerment</b></p> <p>The engagement level of Empower is where decisions are made jointly between Council and the community. This is where decision-making authority has been delegated to a group, which includes both representatives of Council and the community.</p>

**When the City of Stirling may engage**

The City of Stirling will undertake engagement when decisions or plans are likely to impact the community. This may include situations where Council is:

- Creating a new plan or updating an existing plan
- Making a change that will impact the community
- Making a decision that is likely to impact people and the places they live, work, invest or visit
- Seeking to address an issue impacting the community that has been raised and requires a decision
- Hearing from the community that they have an interest in a policy, initiative or service
- Requiring assistance to identify community needs, values or aspirations
- Seeking to provide information to increase knowledge and change behaviour
- Seeking new, or wishes to strengthen, existing relationships with the community
- Required by law to do so.

**When engagement may not be sought**

There are some situations when it may not be effective or appropriate to engage with the community or stakeholders:

- Legal constraints exist (e.g. confidentiality).
- Council is required to act in a timeframe which precludes consultation for example, an issue of public safety or it is an emergency.
- The matter delivers a policy-driven decision where previous engagement with the community and stakeholders has occurred.
- Council is not the decision-maker and has no ability to influence the decision.
- The matter concerns public safety or is an emergency.

Where it is determined that feedback will not be sought, Council will clearly communicate to inform the impacted stakeholders why feedback was not sought.

**Responsibility of Business Units**

To ensure a consistent approach to community engagement, Business Units are required to develop consultation procedures for when a decision has been made and BUs want to either communicate with the community (Inform) or seek feedback on the decision (Consult).

As a minimum, these procedures will include the following areas:

- Legislative requirements (if applicable)
- Decision-maker
- Background and context
- Consultation requirements
- Method and timing of feedback and communication
- Advertising time-frames
- Impacted consultation radius
- Signage and content requirements.
- How submissions are considered
- What matters can be considered
- Reporting format for feedback on decisions.

The procedure and related structure will be reviewed annually to ensure relevance and practicality.

**Responsibility of the Community Engagement Team**

The Community Engagement Team sets the strategic community engagement vision and leads the planning, coordination, and management of projects and program shaping our City.

The team encourages an approach to ask early, ask everyone, ask for advice and take the time to listen. The team has developed the Stirling Way Community Engagement Management Practice, to guide how we engage with our community and Locally-led Stirling to get everyone involved in shaping what it means to be ‘a local’.

**Definitions**

<b>Collaboration</b>	To work with our community to develop a detailed understanding of all the issues and opportunities and identify agreed solutions at every step of the process.
<b>Communication</b>	Imparting or exchanging information or ideas, utilising a range of channels and mediums.
<b>Community</b>	A group of people who live in the same geographical area or have a shared background, interest, affiliation or membership.
<b>Compliance</b>	Understanding and meeting regulatory and/or legal requirements.
<b>Consultation</b>	To listen to our community’s feedback on options or a potential decision and consider their views in our decision.
<b>Deliberation</b>	A method of engagement process with a select group of participants. The process focuses on a defined issue. It weighs up options and provides recommendations to decision-makers.

<b>Diverse community</b>	The different types of people that make up a community. Diversity includes race, ethnicity, gender, sexual orientation, socio-economic status, age, disability, religious beliefs, political beliefs, or other ideologies.
<b>Engagement</b>	A process to strengthen relationships, increase local knowledge and inform decision-making.
<b>Hard-to-reach</b>	Individuals and groups that may be more difficult to involve in public engagement and/or may have many barriers to engagement. These barriers may include disability, location, language, culture, time, and resources.
<b>IAP2</b>	International Association for Public Participation. The leading professional organisation advancing the practice of public participation globally by promoting the right of those affected by a decision to have a say in the decision-making process, highlighting the benefits of this to organisations, governments and individuals, and providing training programs.
<b>Inclusion</b>	The practices that allow all people to feel valued and respected, irrespective of age, disability, gender, religion, sexual preference, or nationality, are evident when anyone who wishes to can fully participate. This means they can access, understand, and contribute their perspectives and talents to the engagement.
<b>Locally-led</b>	Locally-led approaches are defined by a geographic location. They are collaborative, long-term approaches to listen and respond with a local focus.
<b>Partnership</b>	Two or more people or organisations working in a formalised relationship with a clear sense of purpose. Accountabilities and responsibilities are shared.
<b>Process</b>	A relationship between key steps, activities, tasks, policies and/or resources.
<b>Program</b>	A group of related projects, subprograms and program activities managed in a coordinated way to obtain benefits not available from managing them individually.
<b>Project</b>	An endeavour undertaken to create a unique product, service or result. Projects have a definite beginning and end, and a desired outcome. Projects could be the development of a service, change in business structure or process, delivering information technology, construction of infrastructure or enhancing a policy.
<b>Public</b>	Individuals who live, work, visit or have an interest in a defined place.
<b>Stakeholders</b>	Individuals or organisations, which affect, or can be affected by project decisions. Organisations can include not-for-profit and community-based groups, business and industry, and volunteer networks. They may also include other departments or agencies across federal, state and local government.

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### Relevant management practices/documents

- Stirling Way Community Engagement Management Practice
- Engagement Planner Tool
- Shaping our City Website
- Communication and Reporting Templates
- Local Focus Library
- Access and Inclusion Plan
- Reconciliation Action Plan (RAP)
- Integrated Planning and Reporting Framework
- 6.18 Planning Consultation Policy
- Risk Management Policy

- Sustainable Stirling 2022–2032
- Customer Service Charter
- Customer Engagement Strategy

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### Legislation/local law requirements

- WA Local Government Act 1995 and Regulations
- Health Act 1911 and associated regulations
- Metropolitan Region Town Planning Scheme Act 1959
- Planning and Development (Local Planning Schemes)
- Regulations 2015 Heritage of WA Act 1990
- Environmental Protection Act 1986
- Bush Fires Act 1954 and associated regulations
- Occupational Health, Safety and Welfare Act 1984 and associated regulations
- Privacy Act 1998
- Disability Services Act 1993 and Equal Opportunity Act 1984

Office use only			
<b>Relevant delegations</b>	<<Corporate Compliance to insert relevant delegations>>		
<b>Initial Council adoption</b>	<b>Date</b>	2 July 2019	<b>Resolution #</b> 0719/020
<b>Last reviewed</b>	<b>Date</b>	30 March 2021	<b>Resolution #</b> 0321/037
<b>Next review due</b>	<b>Date</b>	Click or tap to enter a date.	



# Community ~~and Stakeholder~~ Engagement Policy

<u>Aligned City Value/s</u>	<u>Approachable</u> <u>Responsive</u> <u>Transparent</u> <u>Innovative</u>
<b>Responsible Directorate</b>	<b>Community Development</b>
<b>Responsible Business Unit/s</b>	<u>Community Engagement</u> <del>Customer and Communications</del>
<b>Responsible Officer</b>	<del>Manager Customer and Communications</del> <u>Head of Community Engagement</u>
<b>Affected Business Unit/s</b>	<b>All business units</b>

## Objective

The objectives of this policy are to:

- provide a clear statement of Council’s commitment to best-practice community and stakeholder engagement. ~~as it applies to informing decision-making~~
- define the guiding principles to ensure meaningful and inclusive engagement that will ensure appropriate, effective and inclusive community and stakeholder engagement is achieved consistently across the City of Stirling.
- ~~outline the required mechanisms to be established and continually reviewed to ensure best-practice engagement practices are integrated into strategic and operational planning.~~
- Provide a set of definitions for consistent and clear communication.
- Communicate the responsibilities for community engagement across Council.
- Promote transparency and accountability in Council’s decision-making.
- Manage the impact of community engagement across our diverse communities.

## Scope

This policy ~~outlines the~~ applies to all City of Stirling’s commitment to community engagement. ~~staff and contractors that manage projects, plans and initiatives that impact stakeholders in our community, as well as consultants engaged to manage these on the City’s behalf.~~

It is supported by a suite of engagement resources that provide a step-by-step approach to designing, delivering, reporting on, and evaluating community engagement.

This policy applies to all Council service areas, teams and employees.

~~It applies to the engagement strategies managed through the City’s online engagement hub as well as those using traditional methods.~~

~~This policy is not intended to replace legal and statutory obligations. It should, however be applied to guide business unit specific practices and procedures and to exceed the minimum requirements set under legislation, where appropriate.~~

## Policy

~~At (The City of Stirling, is committed to communicating and engaging with our diverse community engagement focuses on informing the Council's openly and inclusively to make sure they have the opportunity to participate in the decisions, sharing knowledge, and strengthening relationships with the community. It refers to the many ways in which the Council connects with communities in day-to-day interactions and in the development and implementation of policies, programs, and services. -making that impacts them, and help shape the future of the City.~~

~~The City supports public participation as a process to make better decisions that incorporate both the interests and concerns of affected stakeholders, and the needs of the City. While there are many technical, financial and legislative requirements the City must consider when making decisions, every effort will be made to involve affected stakeholders in the decision-making process.~~

~~This Policy reflects the aspirations identified in the City's Strategic Community Plan 2018–2028 and articulated in the City's Vision, Mission, Values and Sustainability Principles.~~

~~The City has adapted the International Association of Public Participation (IAP2) Core Values to shape our commitment to community and stakeholder engagement through seven guiding principles. Building our approach to engagement on these will support the development and implementation of engagement processes consistent with recognised international best practice.~~

~~The outcomes of community engagement activities might include informing decisions that result in improved service, design, facilities, or policy; strengthening relationships between the community and the Council; or facilitating the process of sharing knowledge between the community and the Council.~~

### ~~The P~~principles guiding the City's approach to community and stakeholder engagement

~~The City of Stirling has adopted guiding principles to underpin engagement with the community. These principles will help to improve service delivery, identify and respond to changing local needs, and maintain an ongoing dialogue with diverse community members.~~

~~The following seven principles guide the City of Stirling's community engagement:~~

- ~~1. We manage expectations with clear purpose and negotiables believe that those affected by a decision have the right to be involved in the decision-making process.~~
- ~~2. We use best practice tools and methodology will be clear about how participants' feedback and contributions will influence the decision.~~
- ~~3. We build trust and credibility believe that the best decisions are the ones that recognise and communicate the needs and interests of both the City and the stakeholders in our community.~~
- ~~4. We lead with respect and understanding of what we already know will actively identify those affected by or interested in a decision and make every effort to support and encourage participation in the decision-making process.~~
- ~~5. We identify our stakeholders and start where people are at are committed to providing equal access and inclusion for all members of our diverse community. We will understand the diverse range of needs that stakeholders in our community have and choose the methods of engagement within our means that will best support their participation in the decision-making process.~~
- ~~6. We close the loop with the community will ensure we give the stakeholders in our community the information they need, at the right time and communicated in the best way to support their understanding, so that they can participate in a meaningful way.~~
- ~~7. We monitor and evaluate our engagement efforts and identify opportunities for improvement. will keep the stakeholders in our community updated on the progress and let them know how their input affected the decision.~~

Each of the seven principles are described further below.

<u>Principle</u>	<u>Description</u>
<u>We manage expectations with clear purpose and negotiables</u>	<ul style="list-style-type: none"> <li>• <u>The purpose of the engagement is publicly communicated at the start of the engagement process. This includes the objectives, negotiables and non-negotiables.</u></li> <li>• <u>The community is informed on how their involvement will influence the decision-making process at the start of the engagement.</u></li> </ul>
<u>We use best practice tools and methodology</u>	<ul style="list-style-type: none"> <li>• <u>Best practice engagement is using tools and methodologies that are designed to be inclusive, accessible and coordinated. An inclusive and accessible process demonstrates respect and leads to diverse voices being heard by decision-makers and the broader public.</u></li> <li>• <u>There is a mix of engagement types, including online and face-to-face, which reflect the community's preferences.</u></li> </ul>
<u>We build trust and credibility</u>	<ul style="list-style-type: none"> <li>• <u>The community is supported to participate in the engagement, and the Council demonstrates that their involvement is valued.</u></li> <li>• <u>There is evidence that the engagement outcomes have informed project decisions.</u></li> </ul>
<u>We lead with respect and understanding of what we already know</u>	<ul style="list-style-type: none"> <li>• <u>Impacts associated with the engagement process are identified and managed.</u></li> <li>• <u>The community has the knowledge, resources and opportunity to provide informed contributions to the engagement. This requires the participants to be provided with relevant, tailored and timely information about the project and their role in the decision-making process.</u></li> <li>• <u>Throughout any engagement, all community members and their views are respected.</u></li> <li>• <u>The engagement builds on the existing understanding of the community, and previous community engagement processes and outcomes.</u></li> </ul>
<u>We identify our stakeholders and start where people are at</u>	<ul style="list-style-type: none"> <li>• <u>The engagement planning involves understanding the community and the key groups who may have an interest or may be impacted by the engagement. This includes researching the community to identify who has and who has not contributed to past projects and actively seeking out and genuinely engaging those groups and cohorts in the community who are considered 'hard to reach'.</u></li> <li>• <u>The engagement design identifies and addresses any barriers to community engagement and uses a range of engagement tools to provide people with options in how they participate.</u></li> </ul>
<u>We close the loop with the community</u>	<ul style="list-style-type: none"> <li>• <u>Engagement outcomes and how decisions were made, will be shared with the community.</u></li> <li>• <u>Updates and final outcomes of community engagement will be shared on key Council communication forums and channels.</u></li> </ul>
<u>We monitor and evaluate our engagement efforts and identify opportunities for improvement.</u>	<ul style="list-style-type: none"> <li>• <u>The success of the engagement will be measured to understand what is working, what is not working and ideas for improvement.</u></li> <li>• <u>Participants will be given the opportunity to provide feedback on the engagement, both on the process itself and their preferences for future engagement.</u></li> </ul>

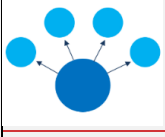
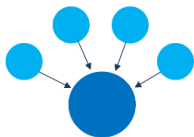
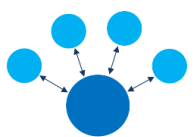
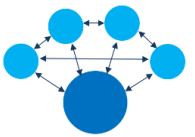

**Engagement Spectrum**

The City of Stirling's engagement approach is guided by the IAP2 Public Participation Spectrum, which describes five levels of engagement, from Inform to Empower.

The Spectrum below includes a commitment to the community in terms of their involvement and influence on the Council's process. Many projects will involve more than one level of engagement. This is because the community can have different levels of influence at different stages of the project and different groups within the community may be more directly impacted than others.

The Spectrum also includes a description of Consultation, Engagement, and Empowerment. These outline how the levels of engagement could be used in the Council's decision-making process.

The table below describes the five levels of the Spectrum and the roles of Council and community.

	<u>Inform</u>	<u>Consult</u>	<u>Involve</u>	<u>Collaborate</u>	<u>Empower</u>
<u>Levels</u>					
<u>Goal</u>	To provide balanced and objective information to make our community aware of something that has happened or will happen.	To listen to our community's feedback on options or a potential decision and consider their views in our decision.	To seek input to identify issues, concerns and aspirations to inform decision-making and show how that input has informed the decision.	To work with our community to develop a detailed understanding of all the issues and opportunities and identify agreed solutions at every step of the process.	To build the capacity of our community to identify solutions and/or lead change.
<u>Commitment</u>	We will keep you informed.	We will listen to and acknowledge your concerns.	We will work with you to exchange information, ideas and concerns.	We will seek advice and innovation from amongst the various stakeholder groups.	We will work with you to implement agreed decisions.
<u>Description</u>	<p><b>Consultation</b></p> <p>The engagement levels of Inform and Consult typically occur when a decision has been made, and Council wants to either communicate that decision to the community, or seek opinions on the decisions.</p> <p><b>Business Units Responsibility</b></p>		<p><b>Engagement</b></p> <p>The engagement levels of Involve and Collaborate involve two-way information flows and include sharing knowledge within and across the community during the decision-making process.</p> <p>When committing to undertaking Engagement, decision makers are using the community's feedback to inform the decision and the outcome.</p> <p><b>Community Engagement Team Responsibility</b></p>		<p><b>Empowerment</b></p> <p>The engagement level of Empower is where decisions are made jointly between Council and the community. This is where decision-making authority has been delegated to a group, which includes both representatives of Council and the community.</p>

The City recognises the importance of ensuring best-practice engagement practices are integrated into strategic and operational planning, including business case decision-making and project management and will work towards continual improvement in this area.

**When the City of Stirling may engage**

The City of Stirling will undertake engagement when decisions or plans are likely to impact the community. This may include situations where Council is: Community and stakeholder engagement may occur:

- On developments or changes with potential to impact residents and ratepayers
- When required by Legislative requirements
- To get input into long-term and strategic plans of the City
- On major projects and strategic issues
- When requested by the community or Council.
- Creating a new plan or updating an existing plan
- Making a change that will impact the community
- Making a decision that is likely to impact people and the places they live, work, invest or visit

- Seeking to address an issue impacting the community that has been raised and requires a decision
- Hearing from the community that they have an interest in a policy, initiative or service
- Requiring assistance to identify community needs, values or aspirations
- Seeking to provide information to increase knowledge and change behaviour
- Seeking new, or wishes to strengthen, existing relationships with the community
- Required by law to do so.

### **How the City may engage**

~~The City will take a planned and purposeful approach when engaging with stakeholders and the community and will use tools such as the IAP2 Spectrum (Appendix 1) and internal guidelines and frameworks. Methods will be appropriate to the purpose, level of engagement, resources available and stakeholders impacted.~~

### **When feedback engagement may not be sought**

There are some situations when it may not be effective or appropriate to engage with ~~seek feedback from~~ the community or ~~and~~ stakeholders, ~~for example when:~~

- Legal constraints exist (e.g. confidentiality)
- The City is required to act in a timeframe which precludes consultation for example, an issue of public safety or it is an emergency.
- The matter ~~is deliver~~ing a policy-driven decision where previous engagement with the community and stakeholders has occurred
- ~~A decision has already been made~~
- Council ~~The City~~ is not the decision-maker and has no ability to influence the decision
- The matter concerns public safety or is an emergency.

Where it is determined that seeking feedback will not be sought ~~occur~~, the City will clearly communicate ~~provide clear communication to~~ inform the impacted stakeholders ~~explaining~~ why feedback was not sought.

### **Responsibility of Business Units**

~~To ensure a consistent approach to community engagement, Business Units are required to develop consultation procedures for when a decision has been made and BUs want to either communicate with the community (Inform) or seek feedback on the decision (Consult).~~

~~As a minimum, these procedures will include the following areas:~~

~~Embedding the principles outlined in this policy within the City will be supported by processes and practices based on the IAP2 Quality Assurance Standard For Community and Stakeholder Engagement and the AA1000 Stakeholder Engagement Standard (SES) 2015.~~

~~To provide consistency and ensure that the City engages at a level considered as being best practice, Community and Stakeholder Engagement Procedures will be developed for City issues that require engagement. These include, but are not limited to the following:~~

- ~~Strategic Plans, Frameworks etc. (e.g. Community Strategic Plan, Multicultural Framework)~~
- ~~State Underground Power Project~~

- ~~Scheduled roadworks, right-of-way construction~~
- ~~Road closures, traffic calming proposals~~
- ~~Local Laws~~
- ~~Ward boundary reviews~~
- ~~Changes to services (e.g. changes to how waste is collected by the City, closure of services)~~
- ~~Reactive building maintenance and minor building works~~
- ~~Public toilet and other building demolitions~~
- ~~Building upgrades, internal or external building refurbishments~~
- ~~Playground and park upgrades, replacement and renewal~~
- ~~Major projects (new regional facilities, parklands etc.)~~

**As a minimum, these Community and Stakeholder Engagement Procedures will include the following areas:**

- ~~Legislative requirements, (if applicable)~~
- ~~Decision-maker When engagement is to occur~~
- ~~Background and context Situations where feedback may not be sought~~
- ~~Consultation requirements Processes of engagement that will be used~~
- ~~Advertising time-frames Minimum requirements for engagement~~
- ~~Impacted consultation radius How feedback will be used to inform the final decision, and who the decision-maker is~~
- ~~Method and timing of feedback and communication~~
- ~~Signage and content requirements Reporting requirements and format~~
- ~~How submissions are considered the procedures meet the Reconciliation Action Plan~~
- ~~How matters can be considered the engagement process will be reviewed and improved on an ongoing basis.~~
- ~~Reporting format for feedback on decisions.~~

~~The procedure and related structure will be reviewed annually to ensure relevance and practicality.~~

### **Responsibility of the Community Engagement Team**

~~The Community Team sets the strategic community engagement vision and leads the planning, coordination, and management of projects and program shaping our City.~~

~~The team encourages an approach to ask early, ask everyone, ask for advice and take the time to listen. The team has developed the 'Stirling Way Community Engagement Practice', to guide how we engage with our community and Locally-led Stirling to get everyone involved in shaping what it means to be 'a local'.~~

All City projects which require any element of community consultation must adhere to the community and stakeholder operational procedures which may include the use of the City of Stirling Engagement Planner e-Tool, at the earliest opportunity.

Where projects are subject to minimum consultation requirements under Local, State or Federal Law, Regulation or Policies, the relevant Director may exercise discretion and also include the use of these operational procedures, in addition to the minimum requirements of consultation under Local, State or Federal Law, Regulation or Policies to ensure the best engagement outcome is reached.

Where an engagement approach deviates from the procedures, or is not required, this must be justified in the relevant Council report and take into consideration the impact that will have on the affected community, the nature of the engagement and City resourcing. Where there is no Council report, the Chief Executive Officer or relevant Director may authorise the deviation or omission.

Should the outcomes of advertising be formally presented to Council and further changes are made to proposal, the changes may be advertised for a further 21 days.

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## Definitions

**City** - the City of Stirling

**Collaboration** - To work with our community to develop a detailed understanding of all the issues and opportunities and identify agreed solutions at every step of the process.

**Communication** - Imparting the imparting or exchanging of information or ideas, utilising a range of channels and mediums, by speaking, writing or via another medium, in consideration of the audience and appropriate for the channel delivered through. Communication is about connecting with people by sending information.

**Community** - A broadly refers to any specific group of people who live in the same geographical area or have a shared background, interest, affiliation or membership, share a similar location, interest or affiliation within the City of Stirling area. These include, but are not limited to residents, ratopayers, business owners and operators, employees, students, visitors and community groups and organisations.

**Community and stakeholder engagement** - a planned process, which aims to ensure those affected by a decision are given an opportunity to be involved in the decision-making process. It includes a range of activities and strategies to encourage the participation and involvement of all stakeholders.

**Compliance** - Understanding and meeting regulatory and/or legal requirements.

**Community eConsultation** - To listen to our community's feedback on options or a potential decision and consider their views in our decision, a subset of community engagement, as defined within the IAP2 Spectrum of Public Participation, it is a level of engagement in which the purpose is to obtain feedback on analysis, alternatives and/or decisions.

**Deliberation** - A method of engagement process with a select group of participants. The process focuses on a defined issue. It weighs up options and provides recommendations to decision-makers.

**Diverse community** - The different types of people that make up a community. Diversity includes race, ethnicity, gender, sexual orientation, socio-economic status, age, disability, religious beliefs, political beliefs, or other ideologies.

**Engagement** - A process to strengthen relationships, increase local knowledge and inform decision-making.

**Hard-to-reach** - Individuals and groups that may be more difficult to involve in public engagement and/or may have many barriers to engagement. These barriers may include disability, location, language, culture, time, and resources.

**IAP2** - International Association for Public Participation. The leading professional organisation advancing the practice of public participation globally by promoting the right of those affected by a decision to have a say in the decision-making process, highlighting the benefits of this to organisations, governments and individuals, and providing training programs.

~~**IAP2 Spectrum** – developed by IAP2, the IAP2 Public Participation Spectrum helps to define the community's role in any public participation or engagement process. The spectrum identifies five levels of engagement based on the engagement purpose or goal and the organisation's promise to the public during the process. Also includes examples of methods or tools suitable for each level.~~

~~**Inclusion** - The practices that allow all people to feel valued and respected, irrespective of age, disability, gender, religion, sexual preference, or nationality, are evident when anyone who wishes to can fully participate. This means they can access, understand, and contribute their perspectives and talents to the engagement.~~

~~**Locally-led** - Locally-led approaches are defined by a geographic location. They are collaborative, long-term approaches to listen and respond with a local focus.~~

~~**Partnership** - Two or more people or organisations working in a formalised relationship with a clear sense of purpose. Accountabilities and responsibilities are shared.~~

~~**Program** – a group of related projects, subprograms and program activities managed in a coordinated way to obtain benefits not available from managing them individually.~~

~~**Process** - A relationship between key steps, activities, tasks, policies and/or resources.~~

~~**Program** - A group of related projects, subprograms and program activities managed in a coordinated way to obtain benefits not available from managing them individually.~~

**Project**- an endeavour undertaken to create a unique product, service or result. Projects have a definite beginning and end, and a desired outcome. Projects could be the development of a product/service, change in business structure or process, delivering information technology, construction of infrastructure or enhancing a business practice/policy.

~~**Public Participation**- Individuals who live, work, visit or have an interest in a defined place. is another term used to describe the process of 'community engagement'. Other terms include 'civic engagement', 'citizen engagement', 'public engagement' and 'public involvement'.~~

~~**Online engagement hub** – an online platform used to coordinate an organisation's stakeholder and community engagement activities. The tools and functionality of the platform enables engagement at all levels of the IAP2 Spectrum. Your Say Stirling is the City's online engagement hub.~~

~~**Our Vision** – the City of Stirling will be a place where people choose to live, work, visit and invest. We will have safe and thriving neighbourhoods with a range of housing, employment and recreational opportunities. We will engage with our diverse community to help shape our future into the City of Stirling – City of Choice~~

~~**Our Mission** – to serve the City's diverse community through delivering efficient, responsive and sustainable services.~~

~~**Our Values** – integrity; community participation; accountability; respect; environment; diversity.~~

~~**Stakeholder**- individuals, groups or organisations, which affect, or can be affected by project decisions. Organisations can include not-for-profit and community-based groups, business and industry, and volunteer networks. They may also include other departments or agencies across federal, state and local government interested in, impacted by or in a position to influence the City of Stirling's activities or objectives.~~

~~**Statutory** – a legal requirement the City must adhere to.~~

~~**Sustainability Principles** – long-term decision making; fairness for all generations; improving lives and human rights; environmentally and socially responsible development; acting with precaution; conserving the natural environment and biodiversity; minimising the impact of operations, goods and services; accountability, transparency and engagement.~~

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## Relevant management practices/documents

Stirling Way-Community Engagement Management Practice

[Engagement Planner Tool](#)

[Shaping our City Website](#)

[Communication and Reporting Templates](#)

[Local Focus Library](#)

Access and Inclusion Plan

~~Innovate~~ Reconciliation Action Plan (RAP) ~~September 2018–September 2020~~

Integrated Planning and Reporting Framework

[6.18 Planning Consultation Policy Procedure](#)

Risk Management Policy

Strategic Community Plan ~~2022–2032 2018–2028~~

Customer Service Charter

[Customer Engagement Strategy](#)

### Legislation/local law requirements

WA Local Government Act 1995 and Regulations

Health Act 1911 and associated regulations

Metropolitan Region Town Planning Scheme Act 1959

Planning and Development (Local Planning Schemes) ~~Regulations 2015~~

[Regulations 2015 Heritage of WA Act 1990](#)

~~Heritage of WA Act 1990~~

Environmental Protection Act 1986

Bush Fires Act 1954 and associated regulations

Occupational Health, Safety and Welfare Act 1984 and associated regulations

Privacy Act 1998

Disability Services Act 1993 and Equal Opportunity Act 1984

Office use only			
<b>Relevant delegations</b>	<del>Not applicable</del>		
<b>Initial Council adoption</b>	<b>Date</b> <del>2 July 2019</del>	<b>Resolution #</b>	9719/020
<b>Last reviewed</b>	<b>Date</b> <del>March 2024</del>	<b>Resolution #</b>	
<b>Next review due</b>	<b>Date</b>		

Appendix 1— IAP2 Spectrum of Public Participation

## IAP2 Spectrum of Public Participation



IAP2's Spectrum of Public Participation was designed to assist with the selection of the level of participation that defines the public's role in any public participation process. The Spectrum is used internationally, and it is found in public participation plans around the world.

		INCREASING IMPACT ON THE DECISION				
		INFORM	CONSULT	INVOLVE	COLLABORATE	EMPOWER
PUBLIC PARTICIPATION GOAL		To provide the public with balanced and objective information to assist them in understanding the problem, alternatives, opportunities and/or solutions.	To obtain public feedback on analysis, alternatives and/or decisions.	To work directly with the public throughout the process to ensure that public concerns and aspirations are consistently understood and considered.	To partner with the public in each aspect of the decision including the development of alternatives and the identification of the preferred solution.	To place final decision making in the hands of the public.
	PROMISE TO THE PUBLIC	We will keep you informed.	We will keep you informed, listen to and acknowledge concerns and aspirations, and provide feedback on how public input influenced the decision.	We will work with you to ensure that your concerns and aspirations are directly reflected in the alternatives developed and provide feedback on how public input influenced the decision.	We will look to you for advice and innovation in formulating solutions and incorporate your advice and recommendations into the decisions to the maximum extent possible.	We will implement what you decide.

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**WASTE AND FLEET**
**WF1 ANNUAL FEES FOR UPGRADED YELLOW AND RED LID BINS**

Business Unit:	Waste and Fleet	Service: Resource Recovery
Ward:	Not Applicable	Location: Not Applicable
Applicant:	Not Applicable	

**Role**

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

**Recommendation**

**That Council RECEIVES the findings of the review of the ongoing yearly fees associated with having a 240L red lid bin (\$150 extra per year) and a 360L yellow lid bin (\$20 extra per year).**

**Referred**

This item was REFERRED to the Community and Resources Committee meeting to be held 3 September 2024 at the Council meeting held 13 August 2024 to allow further consideration by Elected Members.

**Additional Information - 3 September 2024**

On 13 August 2024, it was determined that the information included in Tables 3 and 5 of this report was not correctly transferred. The updated information was subsequently circulated to Elected Members. At its meeting held 13 August 2024, Council resolved that, due to the late notice of the updated information, the item was to be referred to the Community and Resources Committee to be held 3 September 2024. The figures in the relevant tables and where cross referenced in the report have been updated and in addition, a line has been added to Tables 3 and 5 showing the best and worst case scenarios related to waste arising from the red and yellow lid bins.

The updated figures do not materially impact the intent of the report recommendation. The information has been updated as below to reflect the updated figures in Tables 3 and 5.

In addition to being listed below, the changes are reflected in a revised version of the report as shown in Attachment 1. There is no proposed change to the Recommendation as a result of the updated information.

## UPDATED Financial Assessment and Implications

The City has approximately 103,000 households. There are currently 3,295 paid upgrades, as detailed in Table 1 below.

Paid Upgrades	Cost P/A	Total Costs	Quantity
140-240 litre red lid bin	\$150	\$147,300	982
240-360 litre yellow lid bin	\$20	\$46,260	2313
<b>Total Upgrades</b>		<b>\$193,500</b>	<b>3295</b>

**Table 1 – Paid Upgrades**

Table 2 details the estimated tonnage impact associated with the upgraded red lid bin per household.

<b>Assumptions – Red lid Upgrade</b>	
140 litre red lid bin average weight	10kg*
240 litre red lid bin average weight	17kg*
Additional available kg per week	7kg
Additional kg per annum (weekly collection)	364kg

**Table 2 - Red Lid Upgrade Assumptions**

\* Weight estimates are based on recent COS bin audit weights

\* This assumes that the 7kg is not “new waste” but diverted from one of the other 2 bins

In order to demonstrate the potential financial implications of waiving the red lid bin ongoing yearly upgrade fee, the below table includes anticipated costs based on a number of uptake scenarios.

Red Lid	Uptake			
	10%	20%	50%	100%
	10,000	20,000	50,000	100,000
“Additional/Transferred” Tonnes	3640	7280	18200	36400
Estimated Annual Costs (assuming all new waste)	\$666,120	\$133,2240	\$3,330,600	\$6,661,200
Estimated Annual Costs (assuming material diverted from yellow or green lid bins)	\$411,320.00	\$822,640.00	\$2,056,600.00	\$4,113,200.00

**Table 3 - Red Lid Bin Upgrade**

\* These include only the costs associated with additional processing costs.

Table 4 details the estimated tonnage impact associated with the upgraded yellow lid bin per household.

<b>Assumptions – Yellow lid Upgrade</b>	
240 litre yellow lid bin average weight	8kg*
360 litre yellow lid bin average weight	12kg*
Additional kg per fortnight	4kg
Additional kg per annum (fortnightly collection)	104kg

**Table 4 – Yellow Lid Upgrade Assumptions**

\* Weight estimates are based on recent COS bin audit weights

\* This assumes that the 4kg is not “new waste” but diverted from the red lid bin over the fortnight

There is a potential savings associated where there is an uptake of only the yellow lid bin as this may result in the diversion of recyclable waste from the red lid bin. The processing rate for recyclables is approximately \$110 per tonne cheaper than landfill / Waste to Energy disposal. In order to demonstrate the potential financial implications of waiving the yellow lid bin ongoing yearly upgrade fee, the below table includes anticipated costs based on a number of uptake scenarios.

Yellow Lid	Uptake			
	10%	20%	50%	100%
	10,000	20,000	50,000	100,000
“Additional/transferred” tonnes	1040	2080	5200	10400
Estimated annual costs (assuming all new waste)	\$72,800.00	\$145,600.00	\$364,000.00	\$728,000.00
Estimated annual savings (assuming recycling diverted from red lid bin)	-\$117,520.00	-\$235,040.00	-\$587,600.00	-\$1,175,200.00

**Table 5 - Yellow Lid Bin Upgrade**

\* These include only the costs associated with additional processing costs.

These estimated costs do not account for:

- Any costs associated with ongoing repairs/maintenance costs (e.g. broken lid, missing pin, wheel, etc).
- Additional transport costs incurred as a result of additional tonnages collected.
- Disposal of bins with plenty of remaining life (note: despite high pressure cleaning, residents do not like to receive second hand bins).

Whilst 100% uptake is highly unlikely, people generally like to receive something for free. Even at a relatively low uptake of 10% of the upgraded red lid bin and yellow lid bin, subsidised costs will be estimated at \$293,800 per annum this is assuming that it is the same household that has chosen to take up both upgrade options as these offset each other. If 10% of the households were to take up only the red lid bin upgrade, this would cost general rate payers an additional estimated \$666,120 per annum.

Any changes to the yearly ongoing fee associated with having a 240L red lid bin (\$150 extra per year) and a 360L yellow lid bin (\$20 extra per year) should be considered as part of the fees and charges review through the budgeting process and also take into consideration potential waste service changes such as Waste to Energy.

### UPDATED Recommended Action

The removal of the yearly ongoing fee associated with having a 240L red lid bin (\$150 extra per year) and a 360L yellow lid bin (\$20 extra per year) could have the following impacts:

- An immediate loss of \$193,500 in income with the cost of the existing upgraded collection and disposal to be subsidised by users of the standard 3-Bin GO system.
- Rate payers could be required to further subsidise the potential increased uptake of a free upgraded service. With even a relatively low uptake of 10% of both the yellow and red lid bins, the yearly ongoing fee cost would be net additional cost of \$293,800
- Discouraging good practice waste behaviours. Providing the upgraded service for free does not align with Sustainable Stirling 2022-2023, because the increased residual bin capacity allows for the generation of increased household waste and a reduction in the need to correctly sort and dispose of waste.
- A significant reduction in the City's delivery of waste recovery and diversion targets.

It is recommended that Council receives the findings of the review of the ongoing yearly fees associated with having a 240L red lid bin (\$150 extra per year) and a 360L yellow lid bin (\$20 extra per year).

The original report presented to the Council meeting held 13 August 2024 (Council Resolution Number 0824/022) is shown below.

The corrected version of the report, containing the information outlined above, is shown in Attachment 1.

## **Purpose**

To respond to a Council Resolution (Council Resolution Number 0724/007) seeking a report to review the ongoing yearly fees associated with having a 240L red lid bin (\$150 extra per year) and a 360L yellow lid bin (\$20 extra per year).

## **Details**

### **Background**

The City of Stirling currently provides a range of 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; and
- Community engagement events and workshops.

The City currently operates a 3-Bin Garden Organics (GO) system, which was introduced in 2015. The service consists of the following bin types and collection frequencies:

- 140L red lid bin for general waste, collected every week (reduced from 240L);
- 240L yellow lid bin for recycling materials, collected fortnightly on alternative weeks; and
- 240L lime green bin for garden organics, collected fortnightly on alternative weeks (this additional bin is an opt-in service for properties under 400m<sup>2</sup>).

Prior to the introduction of the 3-Bin GO system, the City had a one bin system where the 240L general waste bin was collected weekly.

The introduction of the 3-Bin GO system has seen an overall increase of 140L of total waste capacity each week.

Residents have the opportunity to increase the capacity of each of their bins where required, at an additional cost:

- 140L red lid bin can be increased to 240L, with a \$100 one-time establishment fee and ongoing yearly fee of \$150; and
- 240L yellow lid bin can be increased to 360L, with an ongoing yearly fee of \$20.

These fees cover the processing cost of increased waste tonnage and incentivise correct waste sorting behaviours.

At its meeting held 30 July 2024, Council resolved (Council Resolution Number 0724/007) as follows:

*“That a report be PRESENTED to the next meeting of Council reviewing the ongoing yearly fee associated with having a 240L red lid bin (\$150 extra per year) and 360L yellow lid bin (\$20 extra per year).”*

### **Sustainable Stirling**

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.’ The City aims to support a circular economy which reduces consumption and recaptures waste to be reused or recycled. The City aims to achieve this by:

- Increasing the City’s use of recycled and recyclable materials;
- Reducing the City’s waste generation;
- Improving resource recovery for all waste streams across the City; and
- Support, engage and guide the community to reduce waste generation and divert waste from landfill.

As part of this objective, the City has set a target to increase its material recovery rate by 75% by 2030. This City’s current recovery rate is less than 50%.

**Waste Behaviours**

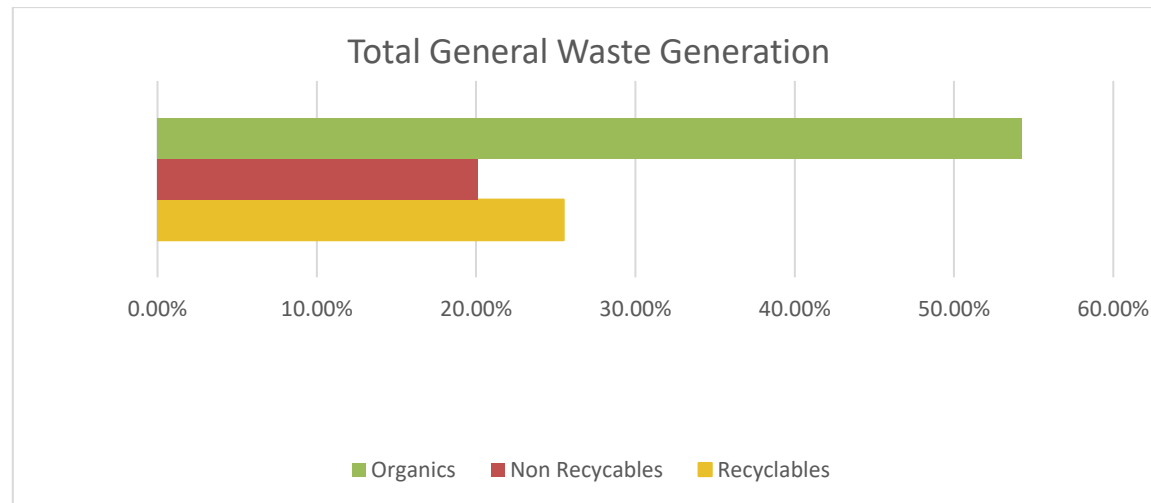
The City of Stirling 3-Bin GO system was implemented with the aim to increase material recovery and reduce waste to landfill.

The 3-Bin GO system enables the City to more efficiently process waste, better recover valuable resources from waste, and reduce the amount of waste going to landfill. The standard 140L capacity red lid bin drives correct waste sorting behaviours by only allowing space for residual waste, and not materials which can be placed in the yellow or green lid bins. It is the limited size of the red lid bin which encourages residents to make a conscious effort to segregate their waste into the appropriate receptacles provided for recycling/reprocessing.

The City understands that there are circumstances where this standard service may not be applicable to all households. To ensure that the service provided by the City meets all residents’ needs, there are (payable) options for residents to upgrade the capacity of their red and yellow lid bins beyond the standard service which is funded by the waste charge. The charges associated with these upgrades (which are very competitive) are commonplace throughout local government and are in place to both recover costs and incentivise correct waste behaviours. This enhanced service is based on a ‘user pays’ system, which is deemed the most fair and equitable approach.

Offering a free upgrade of the red and yellow lid bin reduces the need for good waste sorting behaviours. This would not support the direction of travel outlined in *Sustainable Stirling 2022-2023*, and could also significantly impact delivery of waste recovery and diversion targets.

The Mindarie Regional Council’s Waste Audit Report (June 2024) samples general waste, recycling and garden organics in selected areas within their member Councils, with the objective of understanding member Councils’ waste streams. The audit provided the following breakdown of the red lid bin:



This has reaffirmed that 25.5% of the red lid bin is material that could have gone into the yellow recycling bin. Reverting to a larger red lidded bin will only exacerbate this issue and send the wrong message to City residents in relation to encouraging recycling.

## Financial Assessment and Implications

The City has approximately 103,000 households. There are currently 3,295 paid upgrades, as detailed in Table 1 below.

Paid Upgrades	Cost P/A	Total Costs	Quantity
140-240 litre red lid bin	\$150	\$147,300	982
240-360 litre yellow lid bin	\$20	\$46,260	2313
<b>Total Upgrades</b>		<b>\$193,500</b>	<b>3295</b>

**Table 1 – Paid Upgrades**

Table 2 details the estimated tonnage impact associated with the upgraded red lid bin per household.

<b>Assumptions – Red lid Upgrade</b>	
140 litre red lid bin average weight	10kg*
240 litre red lid bin average weight	17kg*
Additional available kg per week	7kg
Additional kg per annum (weekly collection)	364kg

**Table 2 - Red Lid Upgrade Assumptions**

\* Weight estimates are based on recent COS bin audit weights

\* This assumes that the 7kg is not “new waste” but diverted from one of the other 2 bins

In order to demonstrate the potential financial implications of waiving the red lid bin ongoing yearly upgrade fee, the below table includes anticipated costs based on a number of uptake scenarios.

Red Lid	Uptake			
	10%	20%	50%	100%
	10,000	20,000	50,000	100,000
“Additional/Transferred” Tonnes	3640	7280	18200	36400
Estimated Annual Costs	\$592,700	\$1,185,400	\$2,963,500	\$5,927,000

**Table 3 - Red Lid Bin Upgrade**

\* These include only the costs associated with the bin change out and additional processing costs.

Table 4 details the estimated tonnage impact associated with the upgraded yellow lid bin per household.

<b>Assumptions – Yellow lid Upgrade</b>	
240 litre yellow lid bin average weight	8kg*
360 litre yellow lid bin average weight	12kg*
Additional kg per fortnight	4kg
Additional kg per annum (fortnightly collection )	104kg

**Table 4 – Yellow Lid Upgrade Assumptions**

\* Weight estimates are based on recent COS bin audit weights

\* This assumes that the 4kg is not “new waste” but diverted from the red lid bin over the fortnight

There is a potential savings associated where there is an uptake of only the yellow lid bin as this may result in the diversion of recyclable waste from the red lid bin. The processing rate for recyclables is approximately \$110 per tonne cheaper than landfill / Waste to Energy disposal. In order to demonstrate the potential financial implications of waiving the yellow lid bin ongoing yearly upgrade fee, the below table includes anticipated costs based on a number of uptake scenarios.

Yellow Lid	Uptake			
	10%	20%	50%	100%
	10,000	20,000	50,000	100,000
“Additional/transferred” tonnes	1040	2080	5200	10400
Estimated annual savings	-\$260,300	-\$520,600	-\$1,301,500	-\$2,603,000

**Table 5 - Yellow Lid Bin Upgrade**

\* These include only the costs associated with the bin change out and additional processing costs.

These estimated costs do not account for:

- Any costs associated with ongoing repairs/maintenance costs (e.g. broken lid, missing pin, wheel, etc).
- Additional transport costs incurred as a result of additional tonnages collected.
- Disposal of bins with plenty of remaining life (note: despite high pressure cleaning, residents do not like to receive second hand bins).

Whilst 100% uptake is highly unlikely, people generally like to receive something for free. Even at a relatively low uptake of 10% of the upgraded red lid bin and yellow lid bin, subsidised costs will be estimated at \$332,400 per annum this is assuming that it is the same household that has chosen to take up both upgrade options as these offset each other. If 10% of the households were to take up only the red lid bin upgrade, this would cost general rate payers an additional estimated \$592,000 per annum.

Any changes to the yearly ongoing fee associated with having a 240L red lid bin (\$150 extra per year) and a 360L yellow lid bin (\$20 extra per year) should be considered as part of the fees and charges review through the budgeting process and also take into consideration potential waste service changes such as Waste to Energy.

### Stakeholder Engagement

Not Applicable.

## Recommended Action

The removal of the yearly ongoing fee associated with having a 240L red lid bin (\$150 extra per year) and a 360L yellow lid bin (\$20 extra per year) could have the following impacts:

- An immediate loss of \$193,500 in income with the cost of the existing upgraded collection and disposal to be subsidised by users of the standard 3-Bin GO system.
- Rate payers could be required to further subsidise the potential increased uptake of a free upgraded service. With even a relatively low uptake of 10% of both the yellow and red lid bins, the yearly ongoing fee cost would be a cumulative \$332,400.
- Discouraging good practice waste behaviours. Providing the upgraded service for free does not align with Sustainable Stirling 2022-2023, because the increased residual bin capacity allows for the generation of increased household waste and a reduction in the need to correctly sort and dispose of waste.
- A significant reduction in the City's delivery of waste recovery and diversion targets.

It is recommended that Council receives the findings of the review of the ongoing yearly fees associated with having a 240L red lid bin (\$150 extra per year) and a 360L yellow lid bin (\$20 extra per year).

## Relevant Policies, Legislation and Council Resolutions

### [Local Government Act 1995](#)

Meeting Date	Council Resolution Number	Council Resolution
30 July 2024	0724/007	That a report be PRESENTED to the next meeting of Council reviewing the ongoing yearly fee associated with having a 240L red lid bin (\$150 extra per year) and a 360L yellow lid bin (\$20 extra per year).

## Sustainable Stirling 2022-2032

**Key Result Area:** Our natural environment

**Objective:** A waste-wise City

**Priority:** Reduce the City's waste generation

**Priority:** Increase the City's use of recycled and recyclable materials

**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 - Updated report reflecting changing to Financial Assessment and Implications and Recommended Action [↓](#)

### Available for viewing at meeting

Nil

### Linked Documents

Nil.

**13.2 ANNUAL FEES FOR UPGRADED YELLOW AND RED LID BINS**

Business Unit:	Waste and Fleet	Service: Resource Recovery
Ward:	Not Applicable	Location: Not Applicable
Applicant:	Not Applicable	

**Role**

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

**Recommendation**

That Council **RECEIVES** the findings of the review of the ongoing yearly fees associated with having a 240L red lid bin (\$150 extra per year) and a 360L yellow lid bin (\$20 extra per year).

**Purpose**

To respond to a Council Resolution (Council Resolution Number 0724/007) seeking a report to review the ongoing yearly fees associated with having a 240L red lid bin (\$150 extra per year) and a 360L yellow lid bin (\$20 extra per year).

**Details**

**Background**

The City of Stirling currently provides a range of 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; and
- Community engagement events and workshops.

The City currently operates a 3-Bin Garden Organics (GO) system, which was introduced in 2015. The service consists of the following bin types and collection frequencies:

- 140L red lid bin for general waste, collected every week (reduced from 240L);
- 240L yellow lid bin for recycling materials, collected fortnightly on alternative weeks; and
- 240L lime green bin for garden organics, collected fortnightly on alternative weeks (this additional bin is an opt-in service for properties under 400m<sup>2</sup>).

Prior to the introduction of the 3-Bin GO system, the City had a one bin system where the 240L general waste bin was collected weekly.

The introduction of the 3-Bin GO system has seen an overall increase of 140L of total waste capacity each week.

Residents have the opportunity to increase the capacity of each of their bins where required, at an additional cost:

- 140L red lid bin can be increased to 240L, with a \$100 one-time establishment fee and ongoing yearly fee of \$150; and
- 240L yellow lid bin can be increased to 360L, with an ongoing yearly fee of \$20.

These fees cover the processing cost of increased waste tonnage and incentivise correct waste sorting behaviours.

At its meeting held 30 July 2024, Council resolved (Council Resolution Number 0724/007) as follows:

*“That a report be PRESENTED to the next meeting of Council reviewing the ongoing yearly fee associated with having a 240L red lid bin (\$150 extra per year) and 360L yellow lid bin (\$20 extra per year).”*

### **Sustainable Stirling**

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.' The City aims to support a circular economy which reduces consumption and recaptures waste to be reused or recycled. The City aims to achieve this by:

- Increasing the City's use of recycled and recyclable materials;
- Reducing the City's waste generation;
- Improving resource recovery for all waste streams across the City; and
- Support, engage and guide the community to reduce waste generation and divert waste from landfill.

As part of this objective, the City has set a target to increase its material recovery rate by 75% by 2030. This City's current recovery rate is less than 50%.

### **Waste Behaviours**

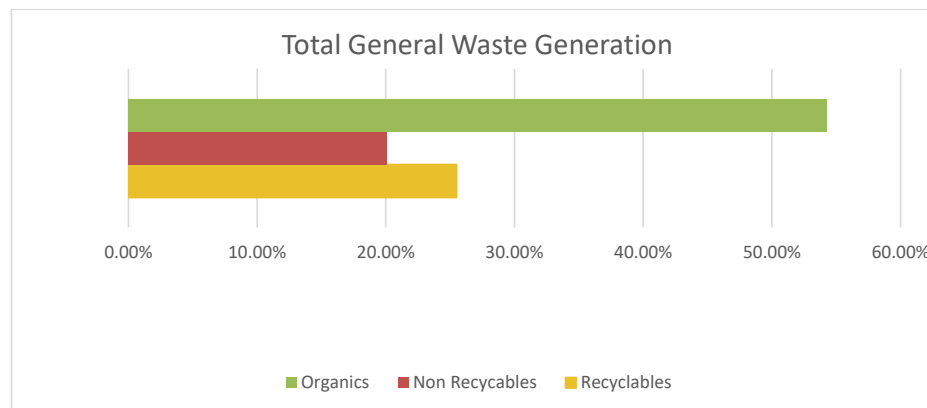
The City of Stirling 3-Bin GO system was implemented with the aim to increase material recovery and reduce waste to landfill.

The 3-Bin GO system enables the City to more efficiently process waste, better recover valuable resources from waste, and reduce the amount of waste going to landfill. The standard 140L capacity red lid bin drives correct waste sorting behaviours by only allowing space for residual waste, and not materials which can be placed in the yellow or green lid bins. It is the limited size of the red lid bin which encourages residents to make a conscious effort to segregate their waste into the appropriate receptacles provided for recycling/reprocessing.

The City understands that there are circumstances where this standard service may not be applicable to all households. To ensure that the service provided by the City meets all residents' needs, there are (payable) options for residents to upgrade the capacity of their red and yellow lid bins beyond the standard service which is funded by the waste charge. The charges associated with these upgrades (which are very competitive) are commonplace throughout local government and are in place to both recover costs and incentivise correct waste behaviours. This enhanced service is based on a 'user pays' system, which is deemed the most fair and equitable approach.

Offering a free upgrade of the red and yellow lid bin reduces the need for good waste sorting behaviours. This would not support the direction of travel outlined in *Sustainable Stirling 2022-2023*, and could also significantly impact delivery of waste recovery and diversion targets.

The Mindarie Regional Council's Waste Audit Report (June 2024) samples general waste, recycling and garden organics in selected areas within their member Councils, with the objective of understanding member Councils' waste streams. The audit provided the following breakdown of the red lid bin:



This has reaffirmed that 25.5% of the red lid bin is material that could have gone into the yellow recycling bin. Reverting to a larger red lidded bin will only exacerbate this issue and send the wrong message to City residents in relation to encouraging recycling.

**Financial Assessment and Implications**

The City has approximately 103,000 households. There are currently 3,295 paid upgrades, as detailed in Table 1 below.

Paid Upgrades	Cost P/A	Total Costs	Quantity
140-240 litre red lid bin	\$150	\$147,300	982
240-360 litre yellow lid bin	\$20	\$46,260	2313
<b>Total Upgrades</b>		<b>\$193,500</b>	<b>3295</b>

**Table 1 – Paid Upgrades**

Table 2 details the estimated tonnage impact associated with the upgraded red lid bin per household.

<b>Assumptions – Red lid Upgrade</b>	
140 litre red lid bin average weight	10kg*

240 litre red lid bin average weight	17kg*
Additional available kg per week	7kg
Additional kg per annum (weekly collection)	364kg

**Table 2 - Red Lid Upgrade Assumptions**

- \* Weight estimates are based on recent COS bin audit weights
- \* This assumes that the 7kg is not “new waste” but diverted from one of the other 2 bins

In order to demonstrate the potential financial implications of waiving the red lid bin ongoing yearly upgrade fee, the below table includes anticipated costs based on a number of uptake scenarios.

Red Lid	Uptake			
	10%	20%	50%	100%
	10,000	20,000	50,000	100,000
“Additional/Transferred” Tonnes	3640	7280	18200	36400
Estimated Annual Costs (assuming all new waste)	\$666,120	\$133,2240	\$3,330,600	\$6,661,200
Estimated Annual Costs (assuming material diverted from yellow or green lid bins)	\$411,320.00	\$822,640.00	\$2,056,600.00	\$4,113,200.00

**Table 3 - Red Lid Bin Upgrade**

- \* These include only the costs associated with additional processing costs.

Table 4 details the estimated tonnage impact associated with the upgraded yellow lid bin per household.

Assumptions – Yellow lid Upgrade	
240 litre yellow lid bin average weight	8kg*
360 litre yellow lid bin average weight	12kg*
Additional kg per fortnight	4kg
Additional kg per annum (fortnightly collection)	104kg

Table 4 – Yellow Lid Upgrade Assumptions

\* Weight estimates are based on recent COS bin audit weights

\* This assumes that the 4kg is not “new waste” but diverted from the red lid bin over the fortnight

There is a potential savings associated where there is an uptake of only the yellow lid bin as this may result in the diversion of recyclable waste from the red lid bin. The processing rate for recyclables is approximately \$110 per tonne cheaper than landfill / Waste to Energy disposal. In order to demonstrate the potential financial implications of waiving the yellow lid bin ongoing yearly upgrade fee, the below table includes anticipated costs based on a number of uptake scenarios.

Yellow Lid	Uptake			
	10%	20%	50%	100%
	10,000	20,000	50,000	100,000
“Additional/transferred” tonnes	1040	2080	5200	10400
Estimated annual costs (assuming all new waste)	\$72,800.00	\$145,600.00	\$364,000.00	\$728,000.00
Estimated annual savings (assuming recycling diverted from red lid bin)	-\$117,520.00	-\$235,040.00	-\$587,600.00	-\$1,175,200.00

Table 5 - Yellow Lid Bin Upgrade

\* These include only the costs associated with additional processing costs.

These estimated costs do not account for:

- Any costs associated with ongoing repairs/maintenance costs (e.g. broken lid, missing pin, wheel, etc).
- Additional transport costs incurred as a result of additional tonnages collected.
- Disposal of bins with plenty of remaining life (note: despite high pressure cleaning, residents do not like to receive second hand bins).

Whilst 100% uptake is highly unlikely, people generally like to receive something for free. Even at a relatively low uptake of 10% of the upgraded red lid bin and yellow lid bin, subsidised costs will be estimated at \$293,800 per annum this is assuming that it is the same household that has chosen to take up both upgrade options as these offset each other. If 10% of the households were to take up only the red lid bin upgrade, this would cost general rate payers an additional estimated \$666,120 per annum.

Any changes to the yearly ongoing fee associated with having a 240L red lid bin (\$150 extra per year) and a 360L yellow lid bin (\$20 extra per year) should be considered as part of the fees and charges review through the budgeting process and also take into consideration potential waste service changes such as Waste to Energy.

### Stakeholder Engagement

Not Applicable.

### Recommended Action

The removal of the yearly ongoing fee associated with having a 240L red lid bin (\$150 extra per year) and a 360L yellow lid bin (\$20 extra per year) could have the following impacts:

- An immediate loss of \$193,500 in income with the cost of the existing upgraded collection and disposal to be subsidised by users of the standard 3-Bin GO system.
- Rate payers could be required to further subsidise the potential increased uptake of a free upgraded service. With even a relatively low uptake of 10% of both the yellow and red lid bins, the yearly ongoing fee cost would be net additional cost of \$293,800
- Discouraging good practice waste behaviours. Providing the upgraded service for free does not align with Sustainable Stirling 2022-2023, because the increased residual bin capacity allows for the generation of increased household waste and a reduction in the need to correctly sort and dispose of waste.
- A significant reduction in the City's delivery of waste recovery and diversion targets.

It is recommended that Council receives the findings of the review of the ongoing yearly fees associated with having a 240L red lid bin (\$150 extra per year) and a 360L yellow lid bin (\$20 extra per year).

**Relevant Policies, Legislation and Council Resolutions**

[Local Government Act 1995](#)

Meeting Date	Council Resolution Number	Council Resolution
30 July 2024	0724/007	That a report be PRESENTED to the next meeting of Council reviewing the ongoing yearly fee associated with having a 240L red lid bin (\$150 extra per year) and a 360L yellow lid bin (\$20 extra per year).

**Sustainable Stirling 2022-2032**

**Key Result Area:** Our natural environment

**Objective:** A waste-wise City

**Priority:** Reduce the City's waste generation

**Priority:** Increase the City's use of recycled and recyclable materials

**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.

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**Relevant Documents and Information**

Attachments

Nil.

Available for viewing at the meeting

Nil.

Linked Documents

Nil.

**FINANCE**
**F1 SCHEDULE OF ACCOUNTS FOR PERIOD 1 ENDING 31 JULY 2024**

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.*

**Recommendation**

That the schedules for Period 1 – 1 July to 31 July 2024 comprising of –

- a. Cheques drawn and payments made amounting to \$55,175,452.61 and
- b. Fuel Card payments made amounting to \$33,849.27.

**be RECEIVED**
**Purpose**

To inform Council of funds disbursed for the period 1 July – 31 July 2024.

**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.

#### Expenditure on Agency Staffing

The table below shows the spend on agency staffing to July 2024. The actual spend of \$117,666 equates to 1.0%.

Agency Costs by Business Unit	Year to Date July 2024 Actual \$	% of Total Staffing Cost	Explanation
Finance Services	15,381	3.5%	Temporary staffing during the restructure of Financial Accounting team
Parks & Environment	29,107	1.8%	Temporary staff to manage seasonal workload
Waste & Fleet	29,436	3.5%	Cover for Recycling Centre and Beach Cleaning staff
Recreation & Leisure Services	795	0.1%	Temporary staff for Hamersley Golf Course
Community Development	5,358	0.3%	Flexible staffing for Community Food Services
Governance	497	0.2%	Casual staff for City functions
Customer & Communications	3,900	0.7%	Short term cover for vacant positions
Property & Commercial Services	14,551	12.5%	Long Service Leave cover
Engineering Services	10,034	0.9%	Temporary staff for Maintenance Works
Development Services	8,608	1.0%	Temporary staff to manage Health Inspections workload
<b>Total</b>	<b>117,666</b>	<b>1.0%</b>	

## 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

### 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 - Payment Listing - July 2024 (ECM No. 11085876) (circulated to Elected Members under separate cover) [⇨](#)

Attachment 2 - Ampol Purchase Fuel Card Report - July 2024 (ECM No. 11085877) (circulated to Elected Members under separate cover) [⇨](#)

### Available for viewing at meeting

Nil

### Linked Documents

Nil.

**F2 MONTHLY STATEMENT OF FINANCIAL ACTIVITY FOR THE MONTH ENDING 31 JULY 2024**

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.*

**Recommendation**

**That the monthly Statement of Financial Activity and other relevant Financial Reports for the month ending 31 July 2024 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 31 July 2024**

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.

An explanation of major variances between YTD Actual and YTD Budget for the month ended 31 July 2024 are as follows:

**General Rates**

The Rates Statements issued in July 2024 generated \$253.8m in revenue (this figure includes the Rates, Domestic Waste Charge, the Community Safety Service charge and the Emergency Services Levy revenue). Debt of \$17.8m (7%) was collected in July ahead of the first rates instalment that falls due on 30 August 2024.

**1. Grants & Subsidies**

This revenue item has a positive variance of 119% of Adopted Budget. This relates to quarterly grant payment for Safe at Home Initiative/Women's Refuge and is a timing variance only.

**2. Contributions, Reimbursements & Donations**

This revenue item has a positive variance to budget and relates to Care Finder Navigation revenue which is a timing variance only. The City also received unbudgeted contributions for Street tree developments on Old Balcatta Road, Carine.

**Operating Expenditure****3. Employee Costs (including Agency Staff)**

For the period to 31 July 2024, the total of direct employee costs (net of the cost of Agency Personnel) and indirect employee costs were in line with budget. The employee costs variance was due to internal labour recoveries which were 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.

**4. Materials & Contract Direct MTC of NCA**

This expenditure item has a positive variance of 37% of YTD Budget. This is mainly due to the timing of maintenance and renewal expenditure.

**5. Materials & Contract Other**

This expenditure item has a positive variance of 25% of YTD Budget. This is mainly due to the timing of computer software and external contractor expenditure.

**6. Underground power expenditure**

This adverse variance relates to the City's costs associated with Underground Power projects.

**7. Depreciation**

This adverse variance relates to depreciation for capitalised roads and footpaths. This is a timing variance only due to the phasing of the budget.

**8. Insurance**

This expenditure item has a positive variance of 79% of YTD Budget. This is due to the timing of the Insurance Premiums for public liability and property expenditure which were budgeted in July but paid in August.

**Investment Activity****9. Profit on Disposals and Loss on Disposals**

The Profit on Disposal variance relates to vehicle disposals where the sale prices of fleet vehicles have exceeded expectations and the disposal of 26 Odin Drive, Balcatta.

**10. Grants and Subsidies**

This revenue item has a positive variance and relates the timing of capital grant revenue which was budgeted in future periods.

## 11. Capital Expenditure

This variance mainly relates to the following:

- Capital renewals program
  - \$0.5 million variance due to the Terry Tyzack Aquatic Centre redevelopment which relates to final invoices to be paid, with the project complete and soft opening set for 2 September 2024.
- \$0.1 million variance due to delays in the delivery of vehicles due to supply constraints for the Fleet Replacement Program.
- \$0.3 million variance relating to IT projects which are budgeted as capital projects, but actual expenditure is included in operating expenses. The relevant project expenditure will be capitalised as an intangible asset on completion of the project.

### 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 31 July 2024 [↓](#)

Attachment 2 - Net Current Assets as at 31 July 2024 [↓](#)

Attachment 3 - An Investment Report for the period to 31 July 2024 [↓](#)

### Available for viewing at meeting

Nil

### Linked Documents

Nil.

**City of Stirling**  
**Rate Setting Statement**  
**For the Period Ending 31 July 2024**

Description	Notes	YTD Actual \$'000	YTD Budget \$'000	Variance \$'000	%	Adopted Budget \$'000
<b>OPERATING ACTIVITIES</b>						
<b>Net surplus/(deficit) start of financial year</b>		<b>42,257</b>	<b>54,091</b>			<b>54,091</b>
<b>Revenue from operating activity (excluding rates)</b>						
Other Rates Revenue		(1)	0	(1)	(100)	500
Underground Power Rates		0	0	0	0	1,353
Security Charge		4,888	4,770	118	2	4,770
Grants & Subsidies	(1)	2,392	1,094	1,298	119	13,790
Contributions, Reimbursements & Donations	(2)	674	190	484	255	2,287
Interest		680	671	8	1	9,500
Registration, Licences & Permits		864	804	60	8	4,151
Service Charges		42,406	42,361	45	0	45,754
Fees & Charges		1,418	1,491	(73)	(5)	21,054
Other		283	280	3	1	4,285
<b>Total Operating Revenue</b>		<b>53,604</b>	<b>51,661</b>	<b>1,943</b>	<b>4</b>	<b>107,445</b>
<b>Expenditure from operating activities</b>						
Employee Costs (including Agency Staff)	(3)	(9,984)	(9,849)	(135)	(1)	(112,210)
Materials & Contracts Direct MTC of NCA	(4)	(1,666)	(2,655)	989	37	(32,303)
Materials & Contracts Other Works	(5)	(5,821)	(7,755)	1,935	25	(74,938)
Underground Power Expenditure	(6)	(19)	0	(19)	(100)	0
Utilities		(621)	(635)	14	2	(8,833)
Depreciation	(7)	(5,159)	(4,426)	(733)	(17)	(51,093)
Insurance	(8)	(233)	(1,108)	875	79	(2,223)
Other		(353)	(344)	(9)	(3)	(4,060)
<b>Total Operating Expenditure</b>		<b>(23,856)</b>	<b>(26,772)</b>	<b>2,916</b>	<b>11</b>	<b>(285,660)</b>
<b>Sub Total Operating Result</b>		<b>29,748</b>	<b>24,890</b>	<b>4,859</b>	<b>20</b>	<b>(178,216)</b>
<b>Operating activities excluded</b>						
Profit on disposal of assets	(9)	(307)	0	(307)	100	611
(Loss) on disposal of assets	(9)	21	0	21	(100)	(788)
Non cash movements in non current assets and liabilities		5,758	0	5,758	100	0
Depreciation on Assets		5,159	4,426	733	(17)	(51,093)
<b>Total Excluded from Operating Result</b>		<b>10,631</b>	<b>4,426</b>	<b>6,204</b>	<b>140</b>	<b>51,270</b>
<b>Amount attributed to operating activities</b>		<b>40,379</b>	<b>29,316</b>	<b>11,063</b>	<b>38</b>	<b>(126,945)</b>
<b>INVESTMENT ACTIVITIES</b>						
Grants & Subsidies	(10)	2,642	286	2,356	823	11,104
Equity Share of Investment		0	0	0	0	6,080
Proceeds from Disposal of Assets	(9)	846	0	846	100	3,633
Profit / (Loss) on Disposals	(9)	286	0	286	100	(177)
Total Capital Expenditure	(11)	(3,826)	(4,637)	811	17	(109,139)
<b>Amount attributed to investment activities</b>		<b>(53)</b>	<b>(4,351)</b>	<b>4,298</b>	<b>99</b>	<b>(88,499)</b>
<b>FINANCIAL ACTIVITIES</b>						
Transfers to/from Trust		(1)	0	0	100	0
Transfers to Reserves		(5,000)	0	(5,000)	(100)	(30,999)
Transfers to Accum Funds		0	0	0	0	25,928
<b>Amount attribute to financial activities</b>		<b>(5,001)</b>	<b>0</b>	<b>(5,001)</b>	<b>(100)</b>	<b>(5,071)</b>
<b>Surplus/(deficient) before general rates</b>		<b>(165,315)</b>	<b>(165,168)</b>			<b>(166,425)</b>
<b>Total amount raised from general rates</b>		<b>165,315</b>	<b>165,168</b>			<b>166,425</b>
<b>Net current assets at end of period - surplus/(deficit)</b>		<b>242,896</b>	<b>244,223</b>			<b>0</b>

**City of Stirling**  
**Net Current Asset Position Statement**  
**As At 31 July 2024**

	\$'000
<b>CURRENT ASSETS</b>	
Cash and cash equivalents	165,490
Trade receivables	248,739
Other financial assets at amortised cost	547
Inventories	4,933
Contract assets	1,865
<b>Total Current Assets</b>	<b>421,574</b>
<b>CURRENT LIABILITIES</b>	
Trade and other payables	58,631
Contract liabilities	1,725
Lease liabilities	6
Employee related provisions	19,647
Other provisions	14,326
<b>Total Current Liabilities</b>	<b>94,336</b>
Closing Funds	327,239
<b>Restricted Assets</b>	
Restricted Investments	103,990
<b>Total Restricted Assets</b>	<b>103,990</b>
<b>NET CURRENT ASSETS LESS RESTRICTED ASSETS</b>	<b>223,249</b>
Add Cash Backed Leave	19,647
<b>CLOSING FUNDS</b>	<b>242,896</b>

**CITY OF STIRLING  
CASH & INVESTMENT REPORT AS AT 31 JULY 2024**

	Short-term Rating	Long-term Rating	Allocation %	AV RATE <sup>1</sup> %	TOTAL FUNDS \$	MUNI FUNDS \$	REST FUNDS \$	TRUST FUNDS \$	RESERVE FUNDS \$
<b>IN HOUSE INVESTMENTS</b>									
<b>Banks</b>									
AMP Bank	BBB	BBB	0	0.00%	-	-	-	-	-
Bank of Queensland	A2	A-	23	5.08%	41,047,171	3,550,000	1,253,991	-	36,243,180
Bendigo / Adelaide Bank	A2	A-	1	5.20%	1,000,000	1,000,000	-	-	-
Judo Bank	A-3	BBB-	2	4.59%	3,500,000	3,500,000	-	-	-
NAB	A1+	AA-	34	5.16%	60,152,251	11,500,000	13,021,423	-	35,630,827
Sun Corp Metway	A-1	A+	19	5.28%	33,817,964	4,880,000	-	17,876,226	11,061,737
Westpac	A1+	AA-	20	5.03%	35,653,759	14,600,000	-	-	21,053,759
<b>TOTAL INVESTMENTS</b>			<b>100</b>	<b>5.14%</b>	<b>\$ 175,171,144</b>	<b>\$ 39,030,000</b>	<b>\$ 14,275,415</b>	<b>\$ 17,876,226</b>	<b>\$ 103,989,504</b>

<sup>1</sup>Average Rate for each bank relates to the investments held at monthend i.e. Total Funds balance

	INTEREST RECEIVED TO DATE	%	FULL YEAR BUDGET
<b>INTEREST EARNED</b>			
Municipal Fund	679,532	7.15%	9,500,000
<b>TOTAL</b>	<b>679,532</b>	<b>7.15%</b>	<b>9,500,000</b>

INTEREST RATES	JUL %	AUG %	SEP %	OCT %	NOV %	DEC %
AVGE EARNED RATE (ALL INVESTMENTS)	5.14					
BENCHMARK RATE	4.47					

	JAN	FEB	MAR	APR	MAY	JUN
AVGE EARNED RATE (ALL INVESTMENTS)						
BENCHMARK RATE						

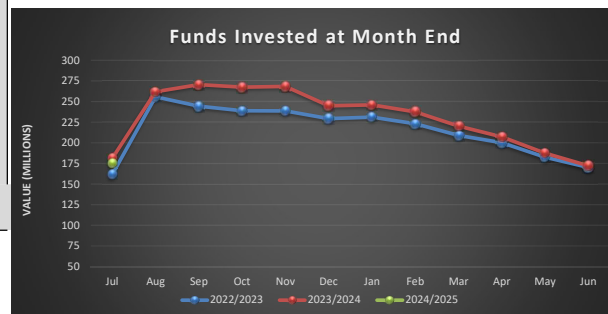
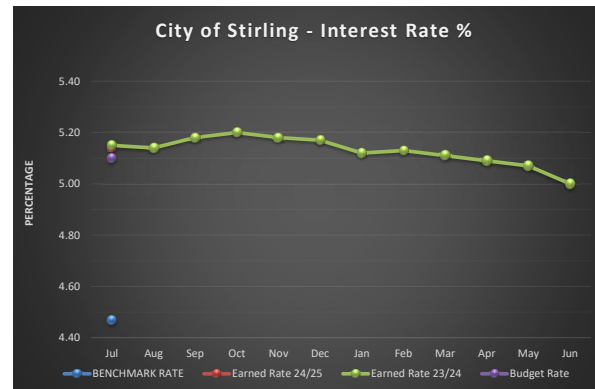
MARKET AVERAGE INTEREST RATES	At Call %	30 Day %	90 Days %	180 Days %	5 Yr Bond %	YTD Av %
FOR 2024-25 YEAR ONLY	4.35	4.27	4.41	4.72	0.00	4.47

**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

2 For this financial year 2024/25, the City continued its cash investments strategy with local banking institutions administered 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	553,063
Right of Way Bonds	492,063
Payment in Lieu of Public Open Space	10,088,422
Town Planning Schemes	5,813,720
Other Trusts	927,883
<b>FINANCE ONE INVESTMENT REGISTER</b>	<b>17,875,151</b>
<b>Funds to be Transferred</b>	<b>17,876,226</b>

RESERVE FUND DETAILS	BALANCE \$
Asset Acquisition Reserve	104,528
Cash in Lieu of Public Open Space	1,204,451
Churchlands Lighting Reserve	44,616
Corporate Project Fund	13,540,247
Capital Investment Reserve	32,517,892
Investment Income Reserve	4,220,978
Leave Liability Reserve	14,666,767
Long Service Leave Reserve	844,740
Payment in Lieu of Parking Reserve	3,209,992
Plant Replacement Reserve	2,875,223
Public Parking Strategy Reserve	6,873,335
Road Widening Compensation Reserve	153,167
Scarborough Development Contribution Plan	271,585
Security Service Reserve	492,492
Strategic Waste Development Reserve	18,804,644
Tree Fund Reserve	1,451,473
Workers Compensation Reserve	2,731,573
<b>FINANCE ONE INVESTMENT REGISTER</b>	<b>104,007,704</b>
<b>Funds to be Transferred</b>	<b>103,989,504</b>
	<b>-18,200</b>

RESTRICTED FUND DETAILS	BALANCE \$
Book Bond	135
Builders Registration Board Levy	96,062
BCITF Levy	62,774
Client Bonds	500
Development Trust	16,591
Hall Hire Bonds	6,000
Other Rest Funds	9,445
Pay in Lieu POS	4,419,510
Performance Bonds	4,639,050
Reserve Bond	600
Section 152 Land	1,722,744
Street Trees Bonds	282,801
Unclaimed Monies	126,811
Verge Bonds	2,876,165
<b>FINANCE ONE INVESTMENT REGISTER</b>	<b>14,259,187</b>
<b>Funds to be Transferred</b>	<b>14,275,415</b>
	<b>-16,228</b>

## TENDERS

### TE1 TENDER 49972 BALCATT A SOCCER CLUBROOMS REFURBISHMENT

Business Unit:	Facilities, Projects & Assets	Service: Project Management
Ward:	Hamersley	Location: <a href="#">35 Grindleford Drive, Balcatta WA 6021</a>
Applicant:	Not Applicable	

#### Role

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

#### Recommendation

**That the tender for the Balcatta Soccer Clubrooms Refurbishment 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 Invitation for Tender (IFT) is released to engage a competent construction organisation to undertake the refurbishment of the interior and exterior of the clubroom to improve the asset condition, function and also address legislative and standards compliance requirements relating to the works. It is anticipated that works on site will start by early October 2024 and reach completion by late February 2025.

The refurbishment work to the existing facility includes:

- Demolition of existing showers and changerooms directly adjacent to the bar / kitchen / store / WC to allow for the following:
  - Increased area of the commercial kitchen.
  - New storeroom with laundry area.
  - New admin / storage room.
  - New Ambulant toilet.
  - New Universally Accessible Toilet (UAT).
  - New Furniture Store.
  - Refurbish existing toilet.
  - Refurbish existing store / boardroom.
- Façade Works – New glazed entry to social space.
- External Works – New concrete deck, partly covered by a new steel pergola and partly enclosed by balustrade along with new compliant concrete pathways.

**Tender Details**

**IFT Number** 49972  
**IFT Title** Balcatta Soccer Clubrooms Refurbishment  
**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: 5 months  
 Extension Options: Not Applicable  
 Defects Liability Period: 12 months

**Tendered Rates/Cost** Provided in Attachment 1 to this report (confidential)

**Advertising:** Wednesday 3 July 2024 The West Australian  
**Tender Deadline:** Wednesday 31 July 2024 2.00pm  
**Tender Opening:** Wednesday 31 July 2024 2.00pm

**Tender Submissions**

Eight tenders were received, including alternative and non-conforming Tenders:

Tenderer	Trading Name	Stirling or Local Business?
Access Without Barriers Pty Ltd	AWB CO.	YES
Brausch Construction Group Pty Ltd	Brausch Construction Group	YES
Cambercentric Pty Ltd	H.S. Hyde & Son	YES
Kardan Australia Pty Ltd	Kardan Construction	YES
DNW Solutions Pty Ltd	Kineticon Group	YES
LKS Constructions (WA) Pty Ltd	LKS Constructions (WA) Pty Ltd	YES
Orixon Pty Ltd	Orixon Pty Ltd	YES
The Trustee for M R Hoskins Family Trust	AE Hoskins Building Services	YES

**Contract**

Commencement Date of New Contract: 1 October 2024  
Completion Date of New Contract: 28 February 2025  
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 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:

<b>Has the recommended Tenderer(s) undergone Reference Checks successfully?</b>	YES
<b>Has the recommended Tenderer(s) undergone Probity assessment and been deemed compliant?</b>	YES
<b>Has the recommended Tenderer(s) undergone Financial Viability assessment and been deemed acceptable?</b>	YES
<b>Was a Conflict of Interest declared? If yes, please specify how it was managed</b>	NO
<b>Has the recommended Tenderer(s) undergone Occupational Safety and Health assessment and been deemed acceptable?</b>	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 statewide 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.

## Relevant Documents and Information

### Attachments

Attachment 1 - Evaluation and Recommendation. (circulated to Elected Members under confidential separate cover)

Attachment 2 - List of Directors (circulated to Elected Members under confidential separate cover)

### Available for viewing at meeting

Nil

### Linked Documents

Nil.

**TE2 CONTRACT EXTENSION 2440 - SUPPLY OF GAS**

Business Unit:	Finance Services	Service: Building Services
Ward:	City Wide	Location: Not Applicable
Applicant:	Not Applicable	

**Role**

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

**Recommendation**

**That the exercising of the extension option for one year for the contract 2440 Supply of Gas be ACCEPTED as detailed in Confidential Attachment 1.**

**Purpose**

To seek approval for the extension of the Supply of Gas Contract 2440. The Contract was originally formed under the Common Use Agreement (CUA) number CUARGS2014 Natural Reticulated Gas Supply. The contract term was one year, and this extension is the first of two single year options.

## Details

### Contract Description

Supply of gas to the City of Stirling sites:

- Trigg Surf Life Saving
- Stirling Food Services
- Administration Building
- Leisurepark Balga
- Terry Tyzack Aquatic Centre
- Scarborough Beach Pool

### Contract Details

<b>Contract Number</b>	2440
<b>Contract Title</b>	Supply of Gas
<b>Contract Term</b>	Initial: 1 year
	Extension Options: 2 Extension Options of 1 Year Each

Commencement Contract: 1 February 2024

Completion Date of Contract: 31 January 2026

**Quoted Rates/Cost** Provided in Attachment 1 to this report (confidential)

### Extension Justification

Provided in Confidential Attachment 1 to this report.

### **Financial Assessment and Implications**

Provided in Confidential Attachment 1 to this report.

## Stakeholder Engagement

Nil.

## Relevant Policies, Legislation and Council Resolutions

The contract extension will be conducted in accordance with Part 4 of [Local Government \(Functions and General\) Regulations 1996](#).

## 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:** 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.
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 - Recommendation for Extension (circulated to Elected Members under confidential separate cover)

Attachment 2 - List of Directors (circulated to Elected Members under confidential separate cover)

### Available for viewing at meeting

Nil

### Linked Documents

Nil

## GOVERNANCE

### GOV1 PROPOSED NEW INFORMATION HANDLING AND BREACH POLICY AND THE CITY'S PLANNED USE OF ARTIFICIAL INTELLIGENCE

Business Unit:	Governance	Service: Compliance, Risk & Information Management
Ward:	Not Applicable	Location: Not Applicable
Applicant:	Not Applicable	

#### Role

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

#### Recommendation

1. That Council **ADOPTS** the new Information Handling and Breach Policy.
2. That Council **NOTES** the information provided regarding the planned City use of Artificial Intelligence, and Artificial Intelligence data generation and collection.
3. That the Audit Committee **MAINTAINS** oversight of Artificial Intelligence related risks and information breaches through the **Accountable Stirling Quarterly Report**.

#### Purpose

The purpose of the report is to present the new Information Handling and Breach Policy for adoption. The Policy will facilitate appropriate information handling by the City and will outline the requirements to manage and respond to an information breach, as well as mitigating potential future breaches.

The report also responds to Councillor David Lagan's Notice of Motion from the Council meeting held 30 July 2024 (Council Resolution Number 0724/009) which sought information on the City's planned use of Artificial Intelligence (AI), as well as AI data generation and collection.

## Details

### Privacy and Responsible Information Sharing Legislation

The proposed *Privacy and Responsible Information Sharing Act 2024 (WA)* ('PRIS') is expected to come into force in 2025. This legislation will apply to State and local governments in Western Australia. The PRIS will provide a privacy regime for Western Australian government organisations similar to the *National Privacy Act (Cth) 1988*. All public entities have been provided with a timeline by the Western Australian Office of Digital Government, with readiness activities to progress the implementation of the PRIS. The City is on track with all readiness activities, within the specified timeframes.

### New Information Handling and Breach Policy

A requirement of the proposed PRIS is to develop a policy that addresses the handling of personal information and information breaches. The draft Information Handling and Breach Policy is intended to address this requirement.

The Policy outlines the requirements to manage and respond to an information breach and to mitigate future breaches. It sets out:

- How the City collects personal information.
- Circumstances where the City may disclose information.
- The protection of information collected/held by the City.
- The City's response to interferences with privacy.
- The City's response to information breaches.
- Roles and Responsibilities relating to handling and sharing of information held by the City.

Following adoption of the new Policy, the City will focus on developing and implementing the below documents, required as part of the incoming PRIS legislation:

- Data Breach Response Plan.
- Privacy Management Plan.
- Register of Data Breaches.
- Review of agency legislation against the proposed PRIS legislation.

The proposed Policy aligns with the City's Generative Artificial Intelligence and Information Management policies.

## The City's AI Landscape

The use of Generative AI has rapidly gained prominence across various sectors due to its transformative and productive potential. In alignment with the City's values and Data Strategy, the City is focusing on adopting Generative AI technologies to enhance local operations and efficiencies.

In October 2023, the City started its AI journey by implementing the below initiatives:

- A Generative AI Policy to ensure its workforce understood the risks, privacy and ethical considerations given the rapid proliferation of AI tools. Under the "general usage" section of the Policy, it establishes that AI tools must be verified by a person before use or communication. The Policy applies to all users including Elected Members and enables appropriate usage of AI within the organisation, whilst protecting data from unauthorised exposure.
- Establishment of an AI working group to encourage staff to use Bing Chat Enterprise (now known as Microsoft Copilot), a secure AI virtual assistant featuring basic functionality and commercial data protection. This approach would integrate AI with relatively low risk business activity whilst leveraging AI's capabilities.

All data generated by Copilot remains securely within the organisation's systems to protect privacy and confidentiality. While Generative AI such as Copilot can assist in analysing and generating content, it relies entirely on the information it is provided and is designed to further human capabilities, not replace them. Therefore, human oversight and intervention is essential to ensure the final output is accurate, ethical, and contextually appropriate.

The City has a Strategic Risk relating to the use and benefits of AI, SR10 - Artificial Intelligence. The risk is currently rated as Medium with satisfactory controls and is aligned to the City's Strategic Risk appetite.

The City is currently developing Key Risk Indicators for SR10 and these will be presented at the next Audit Committee meeting in November 2024.

## Human Oversight

The goal of human oversight is to prevent or minimise risks to health, safety or fundamental rights that may arise from using AI. The oversight measures should match the risk and context of the AI systems used.

All data generated by Copilot remains securely within the organisation's systems to protect privacy and confidentiality. While Generative AI such as Copilot can assist in analysing and generating content, it relies entirely on the information with which it is provided. It is designed to further human capabilities, not replace them. Therefore, human oversight and intervention is essential to ensure the final output is accurate, ethical and contextually appropriate.

The City's AI Policy and Rules of the Game require all use of AI that is published or communicated, to be reviewed by a human and contain an acknowledgement on the use of AI.

The City's Cybersecurity team in the CIS Business Unit assesses the security of cloud services before onboarding them. This assessment evaluates the security controls implemented by the third party and available in the application. It also analyses risks related to AI features.

### **Copilot for Microsoft 365**

The City is currently in the planning phase to trial the 'full version' of Copilot, called '*Copilot for Microsoft 365*'. This tool integrates with Office 365 apps like Word, Excel, PowerPoint, Outlook and Teams. This version has been designed by Microsoft specifically for large organisations to enable them to use their own data to tailor responses and content generation. The intention is to increase workforce productivity and enabling more responsive customer service. While the primary 'fuel' of generative AI systems is data, the priority for the City is to not collect customer data, but rather save end users time and effort. This will enable focus on deeper, more meaningful tasks that can propel the City forward and lead to a more efficient workforce.

An evaluation of the City's readiness for Copilot for Microsoft 365 is also currently underway. The readiness assessment will provide guidance on how the organisation should prepare to ensure privacy and security of data used by this AI technology, with human oversight a necessity. Microsoft have aptly named this product 'copilot', which is a constant reminder that the employee is responsible for the task and cannot operate on autopilot.

As part of the above trial, a business case will be presented to the Executive Team by December 2024, and if approved would form the basis for a new project proposal in 2025/2026 for Council's consideration and approval during the Integrated Budget Planning process.

The City is also in the process of developing a Digital Strategy to guide efforts on technology adoption, cybersecurity, data analytics and safe adoption of AI in full alignment with the business objectives and digital transformation goals that are centred on customer service.

It is acknowledged that there will be opportunities to explore the capability of AI in certain aspects of the work undertaken at the City and some ideas have already been provided by Elected Members, such as the development of an Urban Amenity Index Tool as suggested by Councillor Lisa Thornton. It is recommended that these concepts and ideas be progressed through the Digital Direction Steering Committee for consideration and decision. If approved, these would form the basis for new project proposals in 2025/2026 for Council's consideration and approval during the Integrated Budget Planning process.

At this stage, the City is not considering any AI projects that automatically generate information without human oversight. Should this change in the future, Council will be consulted prior to any final decision.

The primary way the City will adopt AI in the short term is through tools that are increasingly incorporating low-risk AI capabilities. Platforms like Canva, Google Workspace, and Microsoft Word are embedding AI features to enhance tasks such as design, data analysis, and writing assistance. This approach allows the City to benefit from AI in a safe and practical manner, seamlessly integrating it into our daily workflows.

## Planned and Documented Expenditure of AI within the City

The below is a summary of key planned and documented expenditures of AI tools within the City:

- The 'Generative AI Adoption – Copilot' project managed by the CIS Project Management Office (PMO) in 2024/2025 has an approved budget of \$261,000.00. This includes licensing for the pilot group, training and literacy upskilling across the City, and addressing data security within Microsoft 365 ecosystem. This also includes a staged approach to migrating City files from local network drives to the cloud for better resilience and collaboration.
- Community Safety field officers use Automatic Number Plate Recognition (ANPR) cameras and software from local business Aero Ranger to monitor the City's Paid Parking areas. The number plate recognition technology provided by Aero Ranger costs \$17,940.00 per unit annually, with the City currently having eight units mounted on Ranger vehicles. There are plans to expand this to 17 vehicles by July 2026. This technology captures vehicle number plates and instantly cross-references them with information from integrated Paid Parking vendors (Duncan Solutions for Parking Meters and EasyPark for their pay-by-phone app). This verifies if a vehicle has a current parking session. This information is reviewed by a Community Safety Officer prior to issuing an infringement notice.
- The Freedom of Information (FOI) Redacting Tool, "CaseGuard," is designed to automate FOI redactions, significantly reducing the time officers spend on processing FOI applications. CaseGuard operates on a subscription basis inclusive of training with the City's total annual subscription cost being \$9,408.00. This system is managed and reviewed within the Compliance, Risk and Information Management Service. CaseGuard has the ability to automate the redaction of private information from documents, reducing officer administrative work. This tool may be used in the future for removal of personal information to comply with PRIS. CaseGuard stores data on the City's premises only.
- The Recreation and Leisure Business Unit has adopted new technology at the City's leisure centres through Lynxight. This system uses standard above-ground cameras to identify risks through AI based software. The technology analyses patterns of distress and accelerates lifeguard response through smartwatch alerts and assists lifeguards with supervising swimmers more effectively. The project was implemented with an approved budget of \$220,000 that covered hardware, installation labour and licensing.

## Financial Assessment and Implications

Nil.

## Stakeholder Engagement

Consultation was conducted with Elected Members and Business Unit Managers on the new Information Handling and Breach Policy on 19 August 2024. Comments received have been incorporated in the Policy, where relevant.

## Recommended Action

The City is well progressed in preparing for the introduction of PRIS and it is recommended that Council adopts the City's new Information Handling and Breach Policy. The City is confident that it is well placed to manage data and privacy risks associated with the use of AI. It is recommended that AI risks and information breaches are reported quarterly to the Audit Committee through the Accountable Stirling Quarterly Report.

## Relevant Policies, Legislation and Council Resolutions

[Local Government Act 1995](#)

Meeting Date	Council Resolution Number	Council Resolution
30 July 2024	0724/009	That a report be PRESENTED to Council on 17 September 2024, outlining the planned City use of AI, AI data generation and collection, along with information about having a human point of intervention. The City's Privacy and Data Breach Policy is intended to be presented within the report as part of the incoming Privacy and Responsible Information Sharing (PRIS) legislation.

## Sustainable Stirling 2022-2032

**Key Result Area:** Our leadership

**Objective:** A well-governed City

**Priority:** Provide local government sector leadership

## Strategic Risk

Strategic Risk	Risk Appetite
Artificial Intelligence	Failure to ensure ethical, privacy and security risk implications are appropriately and adequately managed whilst leveraging the benefits of Artificial Intelligence for the City and its community.
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 - Draft Information Handling and Breach Policy [↓](#)

### Available for viewing at meeting

Nil

### Linked Documents

Nil.



# Information Handling and Breach Policy

Aligned City Value/s	Approachable	Responsive	Transparent
Responsible Directorate	The Office of the CEO		
Responsible Business Unit/s	Governance and Corporate Information Services		
Responsible Officers	Manager Governance and Chief Technology Officer		
Affected Business Unit/s	All Business Units		

## Objective

The City values the privacy of its customers and stakeholders and takes reasonable steps to protect the information it handles from misuse and loss and from unauthorised access, modification, or disclosure. The City is committed to full compliance with the obligations and requirements of the proposed legislation regarding privacy and responsible information sharing ('PRIS').

The purpose of this Policy is to facilitate lawful and appropriate information handling by the City. The Policy also outlines the requirements to manage and respond to an information breach and to mitigate future breaches.

## Scope

This Policy applies to Elected Members, all employees, contractors and volunteers undertaking duties on behalf of the City.

This Policy applies to all information handled by the City. Including, information regarding customers and stakeholders of the City, employees, contractors, volunteers, Elected Members and Committee Members.

## Policy

### INFORMATION HANDLING

#### The Collection of Personal Information

The City collects personal information about its customers and stakeholders in the performance of its functions and activities. Sensitive personal information is not collected, unless:

- It is necessary for the performance of one or more of the City's functions and activities; and
- The individual consents to the collection; or
- It is required or authorised by or under law; or
- It is necessary for the establishment, exercise or defence of a legal or equitable claim; or
- It is necessary for research, or the compilation or analysis of statistics, relevant to government-funded targeted welfare or educational services; or
- If the use or disclosure is necessary to prevent or lessen:
  - a serious threat to the life, health, safety or welfare of any individual; or
  - a serious threat to public health, public safety or public welfare; or
  - a threat to the life, health, safety or welfare of any individual due to family violence.

### **Access and Correction of Personal Information**

In most circumstances, if an individual requests for their personal information to be updated, the City will update this outside of a formal process. Further, in circumstances where the individual requests access to their own personal information (i.e.: correspondence sent to/ from them, applications lodged by them), this is released to that individual outside of a formal process.

Under the *Freedom of Information Act 1992 (WA)*, a person has rights to access, correct and protect their personal information. Visit the City's [Freedom of Information](#) webpage for further information.

A person may also make requests for access to, and correction of, personal information to which Information Privacy Principle 6 applies, under the proposed PRIS legislation.

### **Disclosure of Information to Third Parties**

The City may disclose customer and stakeholder information to third parties in the following circumstances:

- Under an information sharing agreement or information sharing request, with another public entity.
- With the consent of the customer or stakeholder;
- Where the use or disclosure is necessary for research, or the compilation or analysis of statistics, in the public interest;
- As required or authorised by law or in response to a request from an investigative authority;
- If the use or disclosure is necessary for a law enforcement function to be performed by a law enforcement agency;
- To complete the purpose or function for which the information was provided;
- To improve the purpose or function for which the information was provided;
- If the use or disclosure is necessary to prevent or lessen:
  - a serious threat to the life, health, safety or welfare of any individual; or
  - a serious threat to public health, public safety or public welfare; or
  - a threat to the life, health, safety or welfare of any individual due to family violence.
- If it believes on reasonable grounds that non-compliance with the proposed PRIS legislation is necessary for the purposes of its, or any other entity's, child protection functions.
- If the information relates to family violence or alleged family violence and the individual to whom the collected information relates is the perpetrator, or alleged perpetrator, of the family violence.

### **The Protection of Information**

The City is committed to safeguarding information against misuse, loss, modification and unauthorised access or disclosure.

The City will take reasonable steps to destroy or permanently de-identify personal information if it is no longer needed for any purpose, unless required or authorised to retain the information by another law.

Multiple controls are implemented to protect information including encryption, multifactor authentication, security awareness training campaigns, endpoint security, email security, domain security, network security, third party risk assessments and other recommended controls defined in the Australian Signals Directorate Essential 8 Maturity level 1.

### **RESPONDING TO INTERFERENCES WITH PRIVACY**

The City's designated Privacy Officer (the City's Legal and Integrity Officer) can be contacted regarding complaints made directly to the City in relation to acts or practices of the City that may constitute an interference with the privacy of an individual.

The Privacy Officer will then coordinate the responses to these complaints. The Privacy Officer can be contacted on [corporatecompliance@stirling.wa.gov.au](mailto:corporatecompliance@stirling.wa.gov.au) and (08) 9205 8555. The Privacy Officer will aim to provide the complainant with a formal response as soon as practicable, upon receiving all required information. Complainants will be advised of any unavoidable delay.

An interference with the privacy of individual/s, may also amount to an information breach. Information breaches include unauthorised access to, or unauthorised disclosure of, information or loss of information.

In the event of an alleged interference with privacy, a person may complain to the Information Commissioner of WA. It is the duty of the Information Commissioner, and members of Commissioner staff, to assist an individual who wishes to make a privacy complaint and requires assistance to formulate the complaint.

### RESPONDING TO INFORMATION BREACHES

All complaints made are treated seriously and in accordance with the proposed PRIS legislation. The below sets out the process of responding to information breaches:

Complaints Process	Information Breaches
<b>Reporting</b>	<p>Incidents related to information breaches must be reported immediately to the City's Privacy Officer and the Corporate Information Services ('CIS') Business Unit, on the below:</p> <p>CIS: <a href="mailto:servicedeskplus@stirling.wa.gov.au">servicedeskplus@stirling.wa.gov.au</a>; <a href="mailto:cybersecurity@stirling.wa.gov.au">cybersecurity@stirling.wa.gov.au</a></p> <p>Privacy Officer: <a href="mailto:corporatecompliance@stirling.wa.gov.au">corporatecompliance@stirling.wa.gov.au</a></p> <p>Any breach that relates to a suspected misconduct must also be reported in accordance with the City's Codes of Conduct.</p>
<b>Contain</b>	<p>All City officers must take reasonable steps to contain the suspected notifiable information breach.</p> <p>This obligation is ongoing as other steps proceed.</p>
<b>Initial Assessment</b>	<p>Within 2 business days, the City will make an initial assessment as to whether there is a reasonable suspicion that a notifiable breach has occurred. If so, the City will notify the affected people and regulator as soon as possible and commence a formal assessment.</p>
<b>Assessment</b>	<p>Within 30 days, determine whether or not a notifiable information breach has occurred or there are reasonable grounds to believe it has occurred and prepare a written report on the assessment.</p>
<b>Notification</b>	<p>Notification to the Information Commissioner of WA, must be made as soon as possible after the assessment.</p> <p>For assessed shared agency breaches, notification must also be sent to the Chief Data Officer of WA.</p> <p>The City will take all reasonable steps to give written notice of an assessed notifiable information breach to each affected individual or publish a written notice of the breach.</p>
<b>Post-Incident Review</b>	<p>A post incident review will consider:</p> <ul style="list-style-type: none"> <li>• All reasonable steps to mitigate any harm caused by the notifiable information breach;</li> <li>• The steps to be taken to prevent similar future breaches or mitigate the identified risk;</li> <li>• A cause analysis of the breach;</li> <li>• Security audit of both physical, technical and cyber security controls;</li> <li>• Review of employee training practices;</li> </ul>

Complaints Process	Information Breaches
	<ul style="list-style-type: none"> <li>• Review of contractual obligations with contracted service providers;</li> <li>• Any other review considerations, recommendations or guidelines published by the Information Commissioner of WA or the Chief Data Officer of WA.</li> </ul>

### Roles and Responsibilities

The below sets out the roles and responsibilities of key stakeholders of the City in relation to information breaches.

Roles and Responsibilities	
<b>All Employees, Contractors, Volunteers and Elected Members</b>	<ul style="list-style-type: none"> <li>• Ensuring that they are familiar with City's PRIS obligations and how they apply to their work.</li> <li>• Immediately reporting or referring information breaches or identified privacy risks.</li> </ul>
<b>The Cyber-Security Incident Response Team</b>	<ul style="list-style-type: none"> <li>• This team is enacted in accordance with the City's Crisis Communications Framework.</li> <li>• Responsible for containing, remediating and recovering the services after the incident.</li> </ul>
<b>The Privacy Officer (the Legal and Integrity Officer)</b>	<ul style="list-style-type: none"> <li>• Promotes the City's compliance with the incoming information privacy principles ('IPP').</li> <li>• Assists in the conduct of privacy impact assessments by the City.</li> <li>• Coordinates the City's response to complaints, in relation to acts or practices of the City that may constitute an interference with the privacy of an individual. Including, privacy interferences that may also be constituted as an information breach</li> <li>• Coordinates the City's dealings with the Information Commissioner.</li> <li>• Will refer any information breaches that relate to suspected employee or Elected Member misconduct to the City's Integrity Panel, for consideration.</li> </ul>
<b>The Information Sharing Officer (the Coordinator Information Management)</b>	<ul style="list-style-type: none"> <li>• Coordinates the City's dealings with the Chief Data Officer of WA.</li> <li>• Coordinates Information sharing requests made by or to the City;</li> <li>• Coordinates Information sharing agreements entered into or proposed to be entered into by the City.</li> <li>• Assists in the conduct by the City of the following assessments:               <ul style="list-style-type: none"> <li>- Assessments of the responsible sharing principles.</li> <li>- Privacy impact assessments.</li> </ul> </li> <li>• Aboriginal information assessments.</li> </ul>
<b>The Audit Committee</b>	<ul style="list-style-type: none"> <li>• Maintains oversight of Artificial Intelligence risks and any information breaches through the Accountable Stirling Quarterly Report.</li> </ul>
<b>The Crisis Management Team ('CMT') (the Executive Team)</b>	<ul style="list-style-type: none"> <li>• Foster a culture and values that ensures privacy is embedded in the work environment.</li> <li>• Ensure that any privacy impact associated with new initiatives is assessed and steps are taken to mitigate privacy risks.</li> <li>• Provide senior management of information breach incidents.</li> </ul>
<b>External Reporting</b>	<ul style="list-style-type: none"> <li>• People may contact the Information Commissioner of WA regarding interferences with privacy and information breaches.</li> <li>• People may contact the Chief Data Officer of WA regarding assessed shared information breaches.</li> </ul>

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## Definitions

**Handle**, in relation to information, means to collect, hold, manage, use or disclose the information.

**Information Breach** means unauthorised access to, or unauthorised disclosure of, information or loss of information.

**Interference with Privacy** includes:

- a) acts done, or practice engaged in, by the City in contravention of the proposed *Privacy and Responsible Information Sharing Act 2024* (WA) ('the PRIS Act'), in relation to personal information or de-identified information that relates to an individual.
- b) A failure by the City to comply in relation to its obligations under the PRIS Act, relating to suspected or assessed notifiable information breaches, that involve personal information.
- c) A failure to comply in relation to a function or activity involving the handling of personal information.

**Notifiable Information Breach** occurs in the below three circumstances:

- 1)
  - a) There is unauthorised access to, or unauthorised disclosure of, personal information held by an IPP entity; and
  - b) a reasonable person would conclude that the access or disclosure is likely to result in serious harm to any individual to whom the information relates.
- 2)
  - a) If personal information held by an IPP entity is lost in circumstances in which unauthorised access to, or unauthorised disclosure of, the information is likely to occur; and
  - b) If the access or disclosure of the information were to occur, a reasonable person would conclude that it would be likely to result in serious harm to any individual to whom the information relates.
- 3)
  - a) If there is unauthorised access to, or unauthorised disclosure of, personal information held by an IPP entity; or
  - b) personal information held by an IPP entity is lost; and
  - c) the access, disclosure or loss occurs in circumstances set out in a notifiable information breach determination.

**Personal Information** means information or an opinion, whether true or not, and whether recorded in a material form or not, that relates to an individual, whether living or dead, whose identity is apparent or can reasonably be ascertained from the information or opinion; and includes information of the following kinds:

- a) a name, date of birth or address;
- b) a unique identifier, online identifier or pseudonym;
- c) contact information;
- d) information that relates to an individual's location;
- e) technical or behavioural information in relation to an individual's activities, preferences or identity;
- f) inferred information that relates to an individual, including predictions in relation to an individual's behaviour or preferences and profiles generated from aggregated information;
- g) information that relates to one or more features specific to the physical, physiological, genetic, mental, behavioural, economic, cultural or social identity of an individual.

**Sensitive Personal Information** means personal information that relates to an individual's

- a) racial or ethnic origin; or
- b) gender identity, in a case where the individual's gender identity does not correspond with their designated sex at birth; or
- c) sexual orientation or practices; or
- d) political opinions; or
- e) membership of a political association; or
- f) religious beliefs or affiliations; or
- g) philosophical beliefs; or

- h) membership of a professional or trade association; or
- i) membership of a trade union; or
- j) criminal record; or
- k) health information; or
- l) genetic or genomic information; or
- m) biometric information.

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### Relevant management practices/documents

City of Stirling Employee Code of Conduct  
 City of Stirling Council Members, Committee Members and Candidates Code of Conduct  
 Crisis Communications Framework  
 Cyber Security Incident Response Plan  
 Freedom of Information Statement  
 Information Management Policy  
 Information Security Management Practice  
 The City's Privacy Statement

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### Legislation/local law requirements

*Freedom of Information Act 1992 (WA)*  
*Freedom of Information Regulations 1993 (WA)*  
*Proposed Information Commissioner Act 2024 (WA)*  
*Proposed Privacy and Responsible Information Sharing Act 2024 (WA)*  
*State Records Act 2000 (WA)*

<b>Office use only</b>			
<b>Relevant delegations</b>			
<b>Initial Council adoption</b>	<b>Date</b>	<b>Resolution #</b>	
<b>Last reviewed</b>	<b>Date</b>	<b>Resolution #</b>	
<b>Next review due</b>	<b>Date</b>		

## 8. MATTERS BEHIND CLOSED DOORS

### 8.1 EVENT SPONSORSHIPS 2024-2025

#### 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:-

- (c) *a contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting.*

**9. MEMORANDUM OF OUTSTANDING BUSINESS**

#	Item	Item Presented	Responsible Officer	Future Actions
1.	Overview of On-Road Parking in Scarborough, Trigg and Karrynyup	<a href="#">5 July 2022</a>	Manager Engineering Services	A City-wide policy for the Control and Management of On-Street Parking was considered as part of an Elected Members workshop in July 2024 and will be presented to the Community and Resources Committee Meeting to be held 22 October 2024.
2.	Notice of Motion - Councillor Tony Krsticevic - City's Urban Forest Initiative	<a href="#">4 April 2023</a>	Manager Parks and Environment	An Elected Members' Workshop was held 5 August 2024. A report will be presented to the Planning and Development Committee meeting to be held 10 September 2024.

#	Item	Item Presented	Responsible Officer	Future Actions
3.	Proposed Notice of Motion - Councillor Lisa Thornton - Relocation of Cedric Street Wetland	<a href="#">29 August 2023</a>	Manager Parks and Environment	<p>A briefing note will be sent to Councillors outlining the outcomes of the initial investigation relating to the City's compliance to Ministerial Statement 522.</p> <p>As there are still significant information gaps, the City will engage a suitably experienced consultancy to undertake a detailed analysis of the history actions undertaken in association with the Cedric Street Wetland development and advise any outstanding matters the City needs to address including recommendations.</p> <p>A report will be presented to a Community and Resources Committee Meeting in 2025 with the outcome of the investigation and how the City plans to address any outstanding matters.</p>

#	Item	Item Presented	Responsible Officer	Future Actions
4.	Proposed Notice of Motion - Councillor Lisa Thornton - Climate Change Adaptation Plan Review	<a href="#">29 August 2023</a>	Manager Parks and Environment	A report undertaking a review and gap analysis with recommendations for improvement is to be presented to the Community and Resources Committee meeting to be held February 2025.
5.	Proposed Inglewood Parkland Project	<a href="#">21 November 2023</a>	Manager Recreation and Leisure Services	Community engagement and school workshops are completed, and community needs identified. Conceptual artist's impressions will be completed by September 2024. Detailed site and project planning will progress throughout 2024/2025. A further report is expected to be presented to the Community and Resource Committee no later than June 2025.
6.	Scarborough Ground Light Installation	<a href="#">13 February 2024</a>	Director Community Development	A policy to inform management and use of the new clocktower lighting will be finalised prior to the lighting installation being completed. It is now anticipated that a report will be presented to the Community and Resources Committee in October 2024.

#	Item	Item Presented	Responsible Officer	Future Actions
7.	Local Connector Road Between Pearson Street and Empire Avenue, Churchlands	<a href="#">28 May 2024</a>	Manager Engineering Services	A report will be presented to the Community and Resources Committee Meeting to be held 26 November 2024.
8.	Proposed Notice of Motion - Councillor Michael Dudek - Future Budget Efficiencies	<a href="#">30 July 2024</a>	Manager Finance Services	A report is expected to be presented to Council in November 2024.
9.	Proposed Notice of Motion - Councillor David Lagan - Variable Speed Zone on Beaufort Street, Inglewood	<a href="#">13 August 2024</a>	Manager Engineering Services	An Elected Member workshop will be held in late 2024 to discuss reduced speed zones across the City and a report on this matter will be presented to a subsequent Community and Resources Committee Meeting in early 2025.
10.	Proposed Notice of Motion - Councillor Suzanne Migdale - Hamer Park Dog Park, Mount Lawley	<a href="#">13 August 2024</a>	Manager Parks and Environment	A report is due to be submitted in November 2024.
11.	Proposed Notice of Motion - Councillor Suzanne Migdale - Hydro-Zoning of City Parks	<a href="#">13 August 2024</a>	Manager Parks and Environment	A report is due to be submitted in November 2024.

**10. CLOSURE**

The Presiding Member to declare the meeting closed.