



Ordinary Meeting of the 41st Council

17 September 2024

AGENDA

Notice of Meeting

To: The Mayor and Councillors

The next Ordinary Meeting of Council of the City of Stirling will be held on Tuesday 17 September 2024 in the City of Stirling Council Chamber, 25 Cedric Street, Stirling commencing at 6:30 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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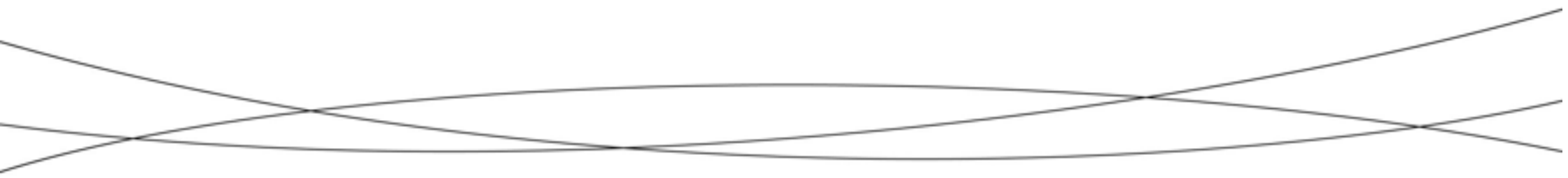


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Mayor Mark Irwin	
Balga Ward	
Councillor Andrea Creado	Councillor Michael Dudek
Coastal Ward	
Councillor Tony Krsticevic	Councillor Rob Papparde
Doubleview Ward	
Councillor Stephanie Proud JP	Councillor Elizabeth Re
Hamersley Ward	
Councillor Chris Hatton	Councillor Karlo Perkovic
Inglewood Ward	
Councillor Damien Giudici	Councillor David Lagan
Lawley Ward	
Councillor Joe Ferrante	Councillor Suzanne Migdale (<i>Deputy Mayor</i>)
Osborne Ward	
Councillor Teresa Olow	Councillor Lisa Thornton

PRELIMINARIES

1. Opening prayer:

"Almighty God we ask you to guide us in all our discussions to show goodness, honesty, understanding and wisdom in all that we undertake to do. May we respect each other's views at all times and we ask all of this in your name."

2. Acknowledgement of Country:

"On behalf of Councillors, we would like to acknowledge the traditional custodians of this land, the Wadjak people of the Nyoongar nation, on which this meeting is taking place and show our respect for Elders past, present and emerging."

3. Councillors and visitors are requested to turn off mobile phones.

4. Councillors and City officers are reminded to disclose any declarations of financial interest and interests affecting impartiality.

5. All Councillors are requested to activate their microphones when addressing the meeting.

6. Councillors and visitors are reminded that audio recording of the Council meeting proceedings is prohibited unless prior approval has been granted.

1. OFFICIAL OPENING

The Presiding Member to declare the Ordinary Meeting of Council open.

2. ATTENDANCE AND APOLOGIES

Nil.

3. APPROVED LEAVE OF ABSENCE

Councillor Rob Paparde (granted a leave of absence for the period 17 September 2024 to 22 October 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.

Community and Resources Committee - 3 September 2024

Councillor Teresa Olow disclosed an Impartial Interest in Item 12.1/ES1 as she has met with the community.

Councillor Rob Paparde disclosed an Impartial Interest in Item 12.1/ES1 as he owns land near the intersection in Joondanna.

Councillor Lisa Thornton disclosed an Impartial Interest in Item 12.1/ES1 as she has met with the community.

Councillor Joe Ferrante disclosed an Impartial Interest in Item 12.1/RL2 as he is a club patron of Yokine Bowling Club.

Councillor Tony Krsticevic disclosed an Impartial Interest in Item 12.1/TE2 as he is a Vice Patron of the Trigg Surf Life Saving Club.

Planning and Development Committee - 10 September 2024

Nil.

Council - 17 September 2024**5. PETITIONS****6. RESPONSES TO PREVIOUS QUESTIONS FROM MEMBERS OF THE PUBLIC TAKEN ON NOTICE**

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

Nil.

7. PUBLIC QUESTION TIME

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

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

8. APPLICATIONS FOR LEAVE OF ABSENCE

Councillor Joe Ferrante requests a leave of absence for the date 15 October 2024.

Recommendation

That Council APPROVES Councillor Joe Ferrante's request for a leave of absence for the date 15 October 2024.

9. CONFIRMATION OF MINUTES

That the Minutes of the Ordinary Meeting of Council of 27 August 2024 be confirmed as a true and correct record of proceedings.

10. ANNOUNCEMENTS BY THE PRESIDING MEMBER**11. UNRESOLVED BUSINESS FROM PREVIOUS MEETING**

Nil.

12. REPORTS AND RECOMMENDATIONS OF COMMITTEES

12.1 COMMUNITY AND RESOURCES COMMITTEE - 3 SEPTEMBER 2024

Councillor Teresa Olow disclosed an Impartial Interest in Item 12.1/ES1 as she has met with the community.

Councillor Rob Paparde disclosed an Impartial Interest in Item 12.1/ES1 as he owns land near the intersection in Joondanna.

Councillor Lisa Thornton disclosed an Impartial Interest in Item 12.1/ES1 as she has met with the community.

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

Business Unit:	Engineering Services	Service: Transport Services
Ward:	Osborne	Location: Intersection of Green Street and Tyler Street, Joondanna
Applicant:	Not Applicable	

Role

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

Moved Councillor Olow, seconded Councillor Migdale

THE COMMITTEE RECOMMENDS TO COUNCIL

That Item ES1 - Road Safety – Intersection of Green Street, Tyler Street and Merredin Street, Joondanna be REFERRED to a future Council Meeting until after the roundabout has been completed, and the issue reassessed.

The motion was put and declared CARRIED (8/0).

For: Councillors Dudek, Ferrante, Krsticevic, Lagan, Olow, Perkov, Re and Acting Mayor Migdale.

Against: Nil.

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	
Tuesday 23/11/2021							
AM Peak Hour	8	47	55	28	14	42	97
PM Peak Hour	10	12	22	47	42	89	111
Wednesday 24/11/2021							
AM Peak Hour	7	47	54	34	11	45	99
PM Peak Hour	8	18	26	65	24	89	115

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%)	6 (13%)
Object	17 (89%)	20 (83%)	3 (100%)	40 (87%)
Total	19	24	3	46

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 [↓](#)

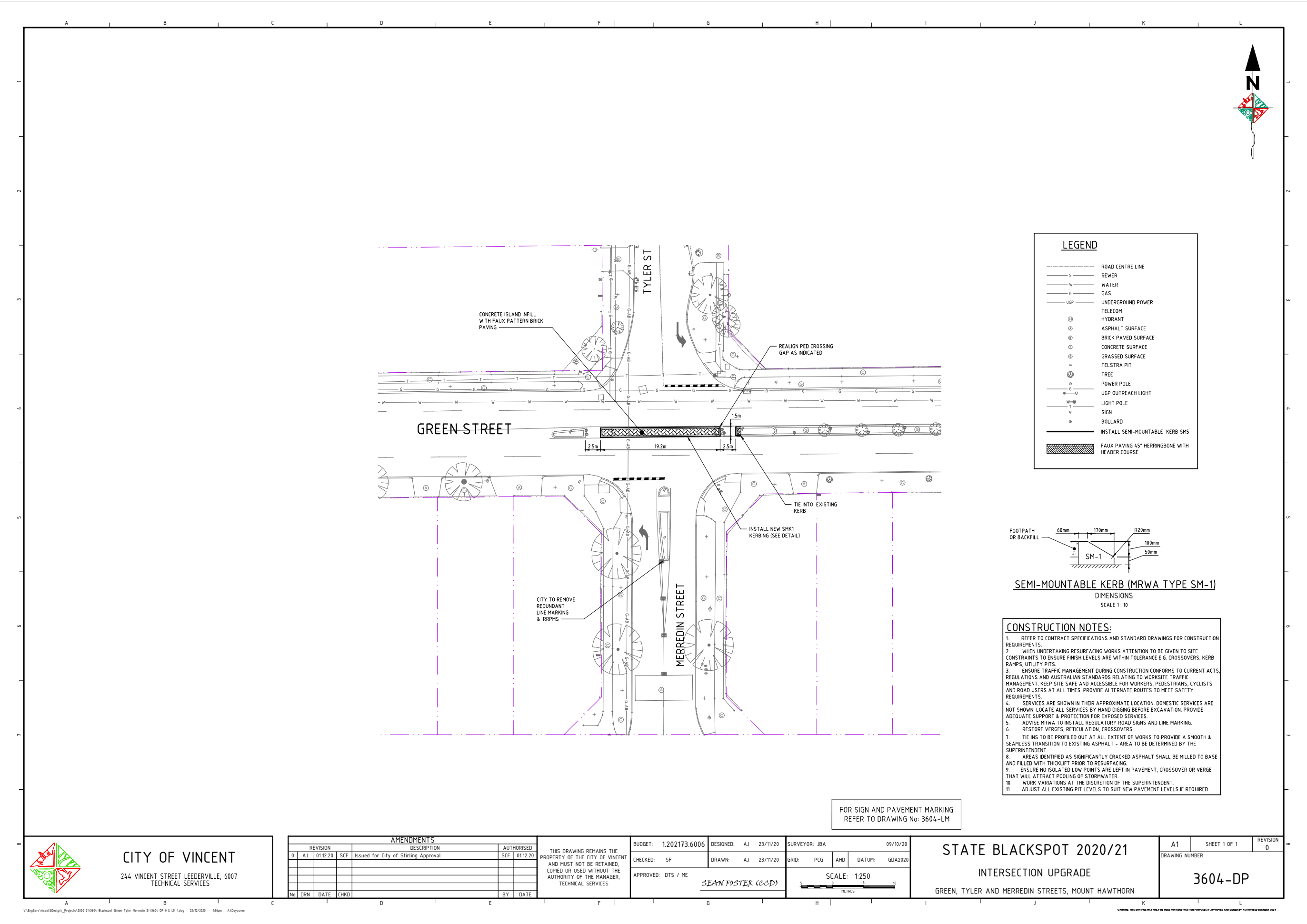
Attachment 2 - Additional Information Requested by Council (3 September 2024) [↓](#)

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.
- **85th Percentile Travel Speed:** The 2023 traffic surveys for Tyler Street showed an 85th percentile speed of 49.7km/h. A comparison against historical traffic surveys demonstrates that the 85th 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.



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.

12.1/CSA1 MASJID AL-TAQWA (MIRRABOOKA MOSQUE) PARKING TRIAL

Business Unit:	Community Safety	Service: Ranger Services
Ward:	Balga	Location: 135 Boyare Avenue, MIRRABOOKA WA 6061
Applicant:	Not Applicable	

Role

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

Moved Councillor Dudek, seconded Councillor Olow

THE COMMITTEE RECOMMENDS TO COUNCIL

1. That Council **RECEIVES** the report on the effectiveness of the Masjid Al-Taqwa Mirrabooka Parking Trial.
2. 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.

The motion was put and declared **CARRIED (8/0)**.

For: Councillors Dudek, Ferrante, Krsticevic, Lagan, Olow, Perkov, Re and Acting Mayor Migdale.

Against: Nil.

Committee Recommendation

Moved Councillor Dudek, seconded Councillor Olow

1. That Council **RECEIVES** the report on the effectiveness of the Masjid Al-Taqwa Mirrabooka Parking Trial.

The motion was put and declared **CARRIED (8/0)**.

For: Councillors Dudek, Ferrante, Krsticevic, Lagan, Olow, Perkov, Re and Acting Mayor Migdale.

Against: Nil.

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.

The motion was put and declared **LOST (0/8)**.

For: Nil.

Against: Councillors Dudek, Ferrante, Krsticevic, Lagan, Olow, Perkov, Re and Acting Mayor Migdale.

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.

The motion was put and declared **CARRIED (7/1)**.

For: Councillors Dudek, Ferrante, Krsticevic, Lagan, Olow, Perkov and Acting Mayor Migdale.

Against: Councillor Re.

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 FOR RECOMMENDATION 2

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 Masjid Al-Taqwa.
3.	Permanently utilise Fragrant Gardens Reserve as an overflow parking option. To be supported by parking marshals provided by Masjid 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	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. 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. 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

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





12.1/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.*

Moved Councillor Dudek, seconded Councillor Krsticevic

THE COMMITTEE RECOMMENDS TO COUNCIL

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.

The motion was put and declared CARRIED (7/0).

For: Councillors Dudek, Ferrante, Krsticevic, Olow, Perkov, Re and Acting Mayor Migdale.

Against: Nil.

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

Councillor Joe Ferrante disclosed an Impartial Interest in Item 12.1/RL2 as he is a club patron of Yokine Bowling Club.

12.1/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.*

Moved Councillor Ferrante, seconded Councillor Migdale

THE COMMITTEE RECOMMENDS TO COUNCIL

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.

The motion was put and declared **CARRIED (7/0)**.

For: Councillors Dudek, Ferrante, Krsticevic, Olow, Perkovic, Re and Acting Mayor Migdale.

Against: Nil.

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 changeroom areas, public toilets and a small storage area. The shower area is shared between the two changerooms, 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 changeroom amenities and replace them with new, inclusive designed and functional sporting changeroom 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 changeroom 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
Total Estimated Contribution if grant successful					\$2,460,001	\$100,000	\$1,279,999	\$3,840,000

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.

OPTIONS	
1.	Submit the applications. There is a demonstrated need for each project, and each is considered a priority.
2.	Submit some applications. Each of the projects has a demonstrated need, and each is considered a priority.
3.	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.

	City of Stirling does not warrant the accuracy of this information and any person using, or relying upon, such information does so on the basis that the City shall bear no responsibility or liability whatsoever for any errors, faults, defects or omissions in the information.	Charles Riley Memorial Reserve - Rugby League Fields	15/08/2024	1:1800
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	City of Stirling does not warrant the accuracy of this information and any person using, or relying upon, such information does so on the basis that the City shall bear no responsibility or liability whatsoever for any errors, faults, defects or omissions in the information.	Charles Riley Memorial Reserve - AFL North Field	15/08/2024	
			1:1500	



				
	City of Stirling does not warrant the accuracy of this information and any person using, or relying upon, such information does so on the basis that the City shall bear no responsibility or liability whatsoever for any errors, faults, defects or omissions in the information.	Yokine Districts Bowling Club - Proposed Green Conversion	15/08/2024 1:1500	

12.1/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.*

Moved Councillor Krsticevic, seconded Councillor Migdale

THE COMMITTEE RECOMMENDS TO COUNCIL

- 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.**

The motion was put and declared CARRIED (6/2).

For: Councillors Dudek, Ferrante, Krsticevic, Olow, Perkov and Acting Mayor Migdale.

Against: Councillors Lagan and Re.

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

Impact	The insights generated from Feels Like Scarborough will inform the ongoing management, planning and communication for the Scarborough entertainment precinct.
Interest	A total of 1,501 responses were received between 17 June and 31 July 2024, providing a margin of error ± 2.53 per cent. The engagement included 35 business drop-ins, alongside a community planting, sustainable style clothes swap and Local Convo hosted on 22 June 2024. Over 200 individuals participated in the Local Convo at the Scarborough Sunset Markets casting 635 votes on 77 local issues suggested by the community. More than 13,000 flyers and 5,000 letters were distributed to the local community and signage installed within the precinct. Digital support included three social media posts, targeted newsletters that received 7,025 open rate, email signature and digital screen promotion within City facilities. As of 16 August 2024, the Feels Like Scarborough Shaping our City project page had received 2,882 visits.
Influence	The top five local priorities the community told us about what's important for Scarborough suburb at the Local Convo included: 1. Trees and greening - "More trees and grass please" 2. Parking - "Better parking at Scarborough beach" 3. Public transport - "Better connectivity with public transport to other areas of Perth, particularly along the coast north and south." 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" 5. Crime prevention - "Better security at night for anti-social behaviour"

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

03	Scope of Engagement
06	Executive Summary
11	Perceptions of Scarborough
21	Events at Scarborough
28	Coastal Boardwalk
31	Getting Around 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

Age

18 to 34	308
35 to 54	656
55+	537

Gender

Men	615
Women	863
Other/not disclosed	23

Audience

Scarborough resident	460
City of Stirling resident (excluding Scarborough)	828
Visitors	213

Total

Total	1,501
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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

What? 	- 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. - However, it is also a key top-of-mind priority moving forward and an area for improvement, particularly among women. - 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.
So what? 	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.
Now what? 	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).



Key findings: parking accessibility / ease of getting around

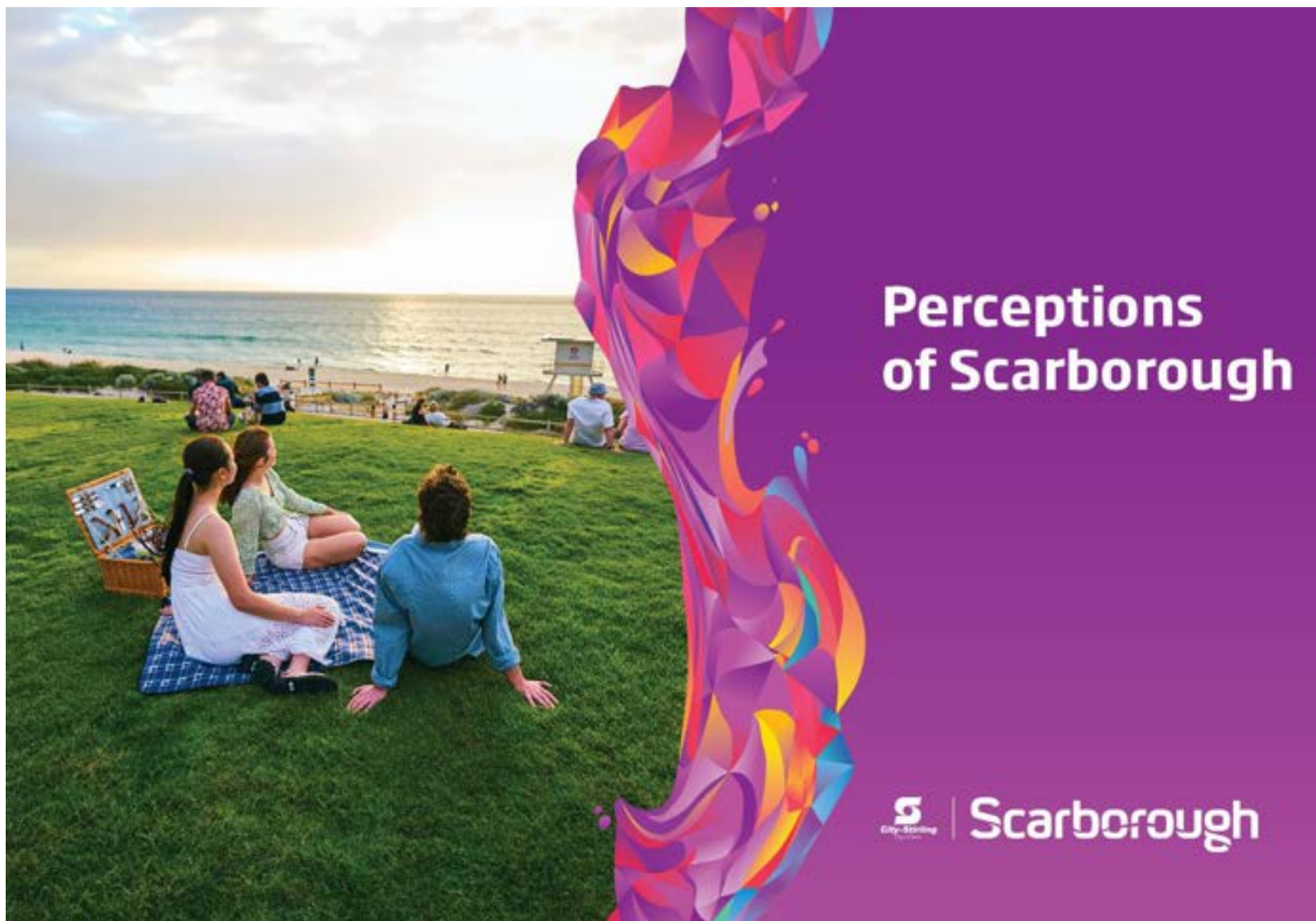
What? 	- Parking is a perceived weakness (with only 20% saying it is easy to find parking) and was highlighted as a top-of-mind priority and an area for improvement. However, ease of getting around is a key strength. 65% use their car when visiting the precinct, including almost half (44%) of Scarborough residents. Lack of adequate public transport options, distance, convenience and safety concerns are the key barriers preventing usage of other transport modes. - However, most (85%) would consider using alternate modes - most commonly walking and the trackless tram, if it was available. - 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.
So what? 	While parking is a perceived weakness, the public are open to considering alternative modes of transport if the barriers can be overcome.
Now what? 	- Continue to provide a variety of accessibility options to suit the differing needs of the public and reduce the need for parking. - Target communications based on specific needs (e.g., encouraging residents to walk, educating visitors on low-cost transport options). - Consider working with Transperth to identify improvements in the public transport routes to ensure availability during key periods (e.g., weekends, during events) - Consider progressing the concepts for the trackless tram and boardwalk.



Key findings: being green and leafy

What? 	- 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'. - People want more green spaces and shaded areas in public spaces. - Additionally, in developed areas and near busy roads, adding trees and bushland can reduce traffic noise and impact on pedestrians.
So what? 	Given its high importance, improving on this area should help to improve overall satisfaction with the precinct.
Now what? 	- Consider converting the 'mulch area' into an additional green space for the public to use. - 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. - Review current public spaces to identify locations where trees could be added to improve the availability of shade. - 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. - Educate residents on what they can do at an individual, household and community group level (e.g., urban greening behaviours and activities).





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

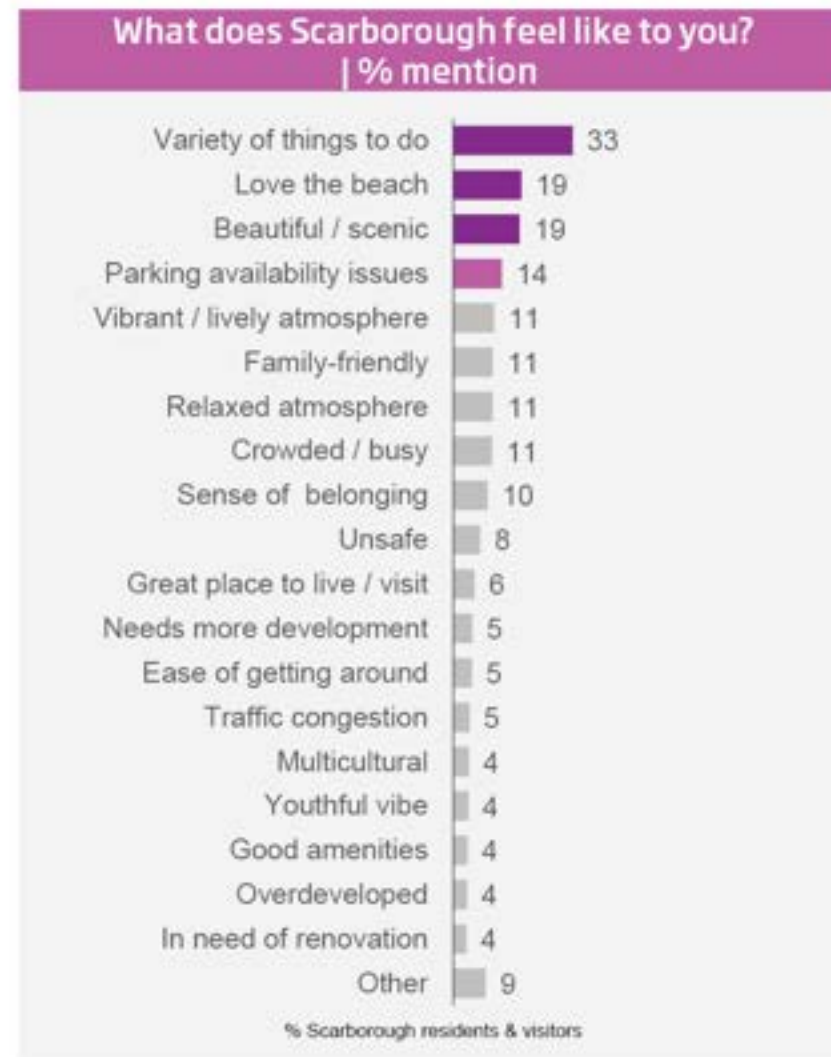
'Feels like a hub for events to be held.' – Scarborough resident, 18 to 34

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

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

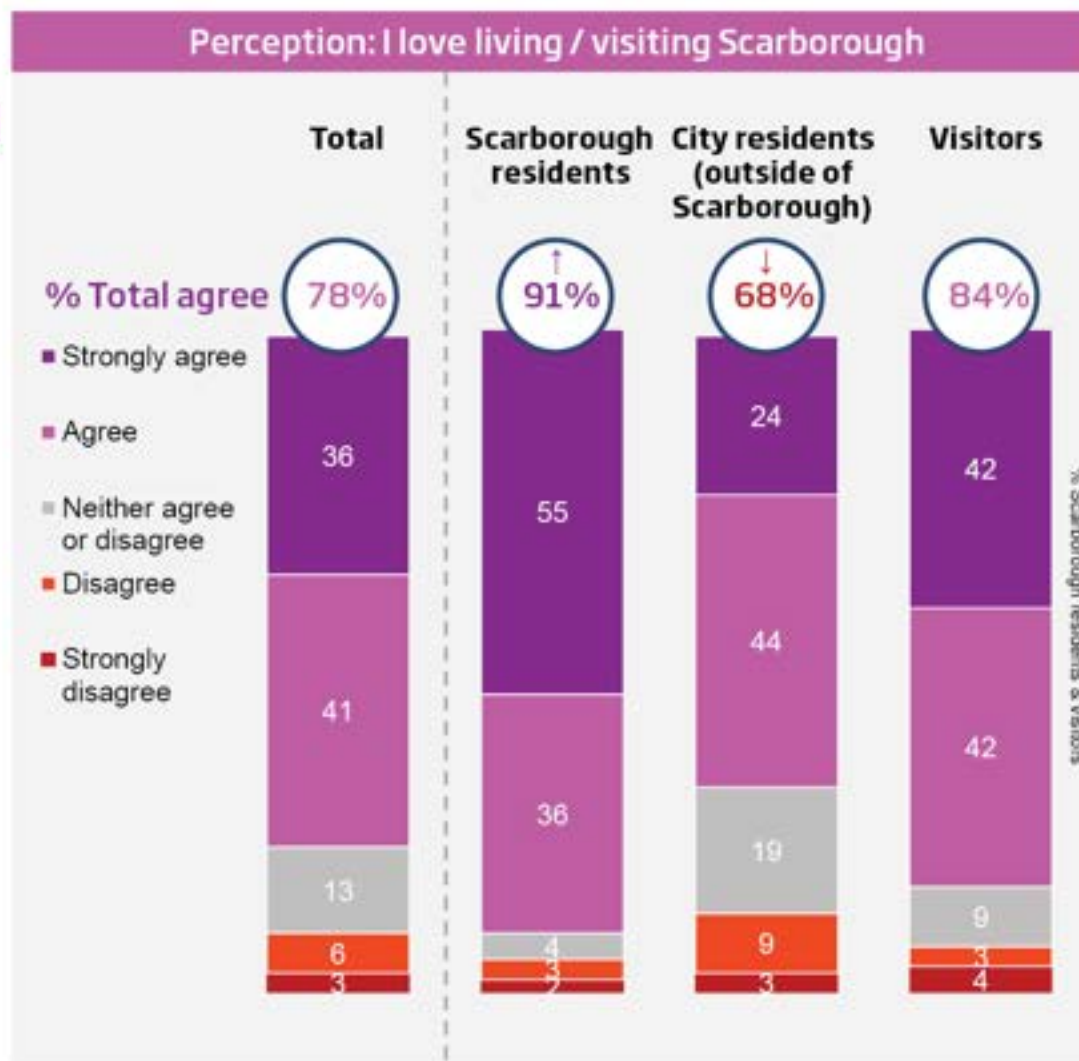
'Impossible to park.' – Visitor, 35 to 54

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=400 | City residents (outside of Scarborough) n=626 | 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

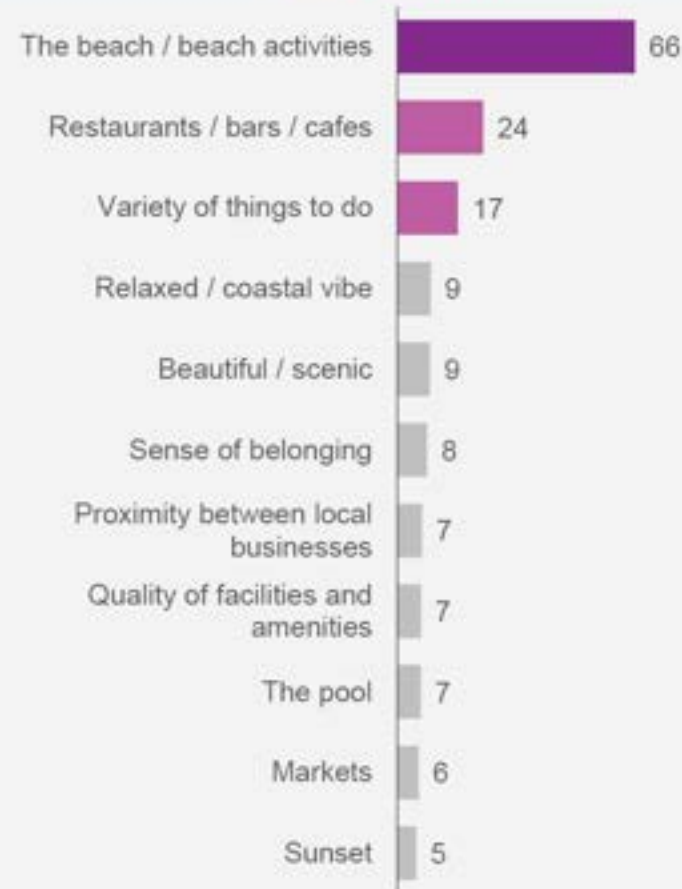
'Always something to do and well connected.' – Scarborough resident, 35 to 54

'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.

What do you love most about Scarborough? | % mention



% Scarborough residents & visitors

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?

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



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

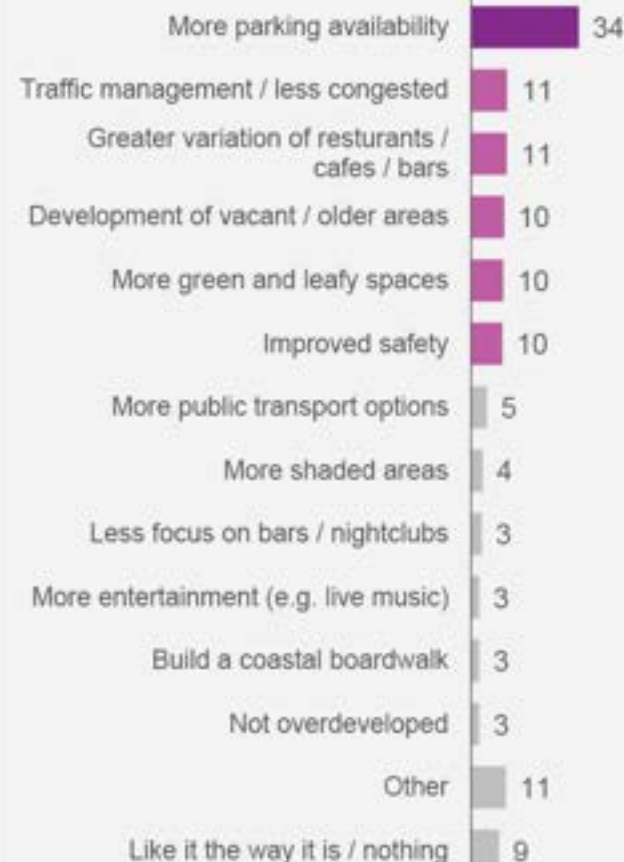
'Remove the mulch area and make it useful to those visiting, such as trees for shade.' – Visitor, 18 to 34

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

Base: Scarborough residents & visitors n=1,501

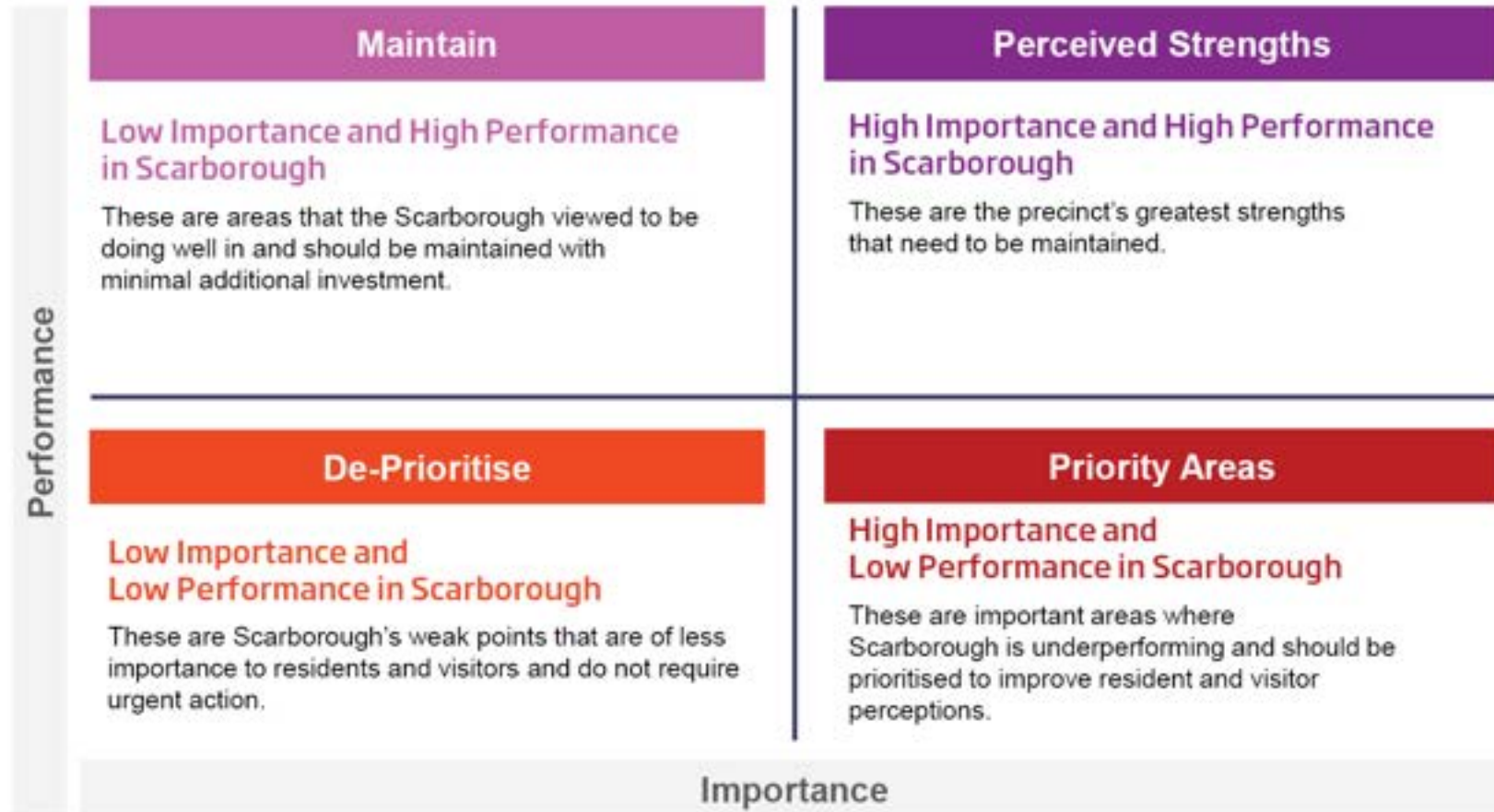
Q8: If you could change one thing about the Scarborough entertainment precinct, what would it be?

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



% Scarborough residents & visitors

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).



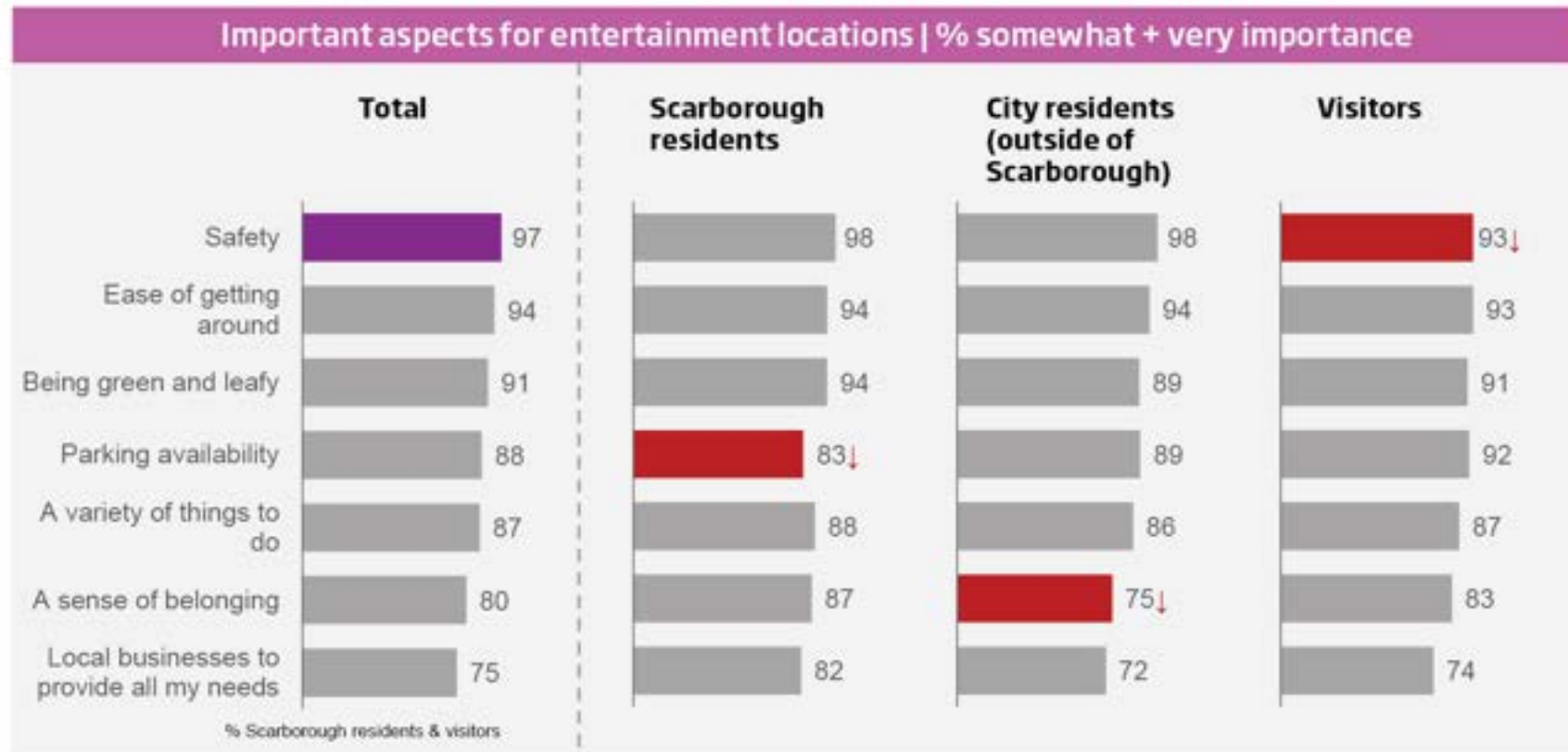
Base: Scarborough residents & visitors n=1,501

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

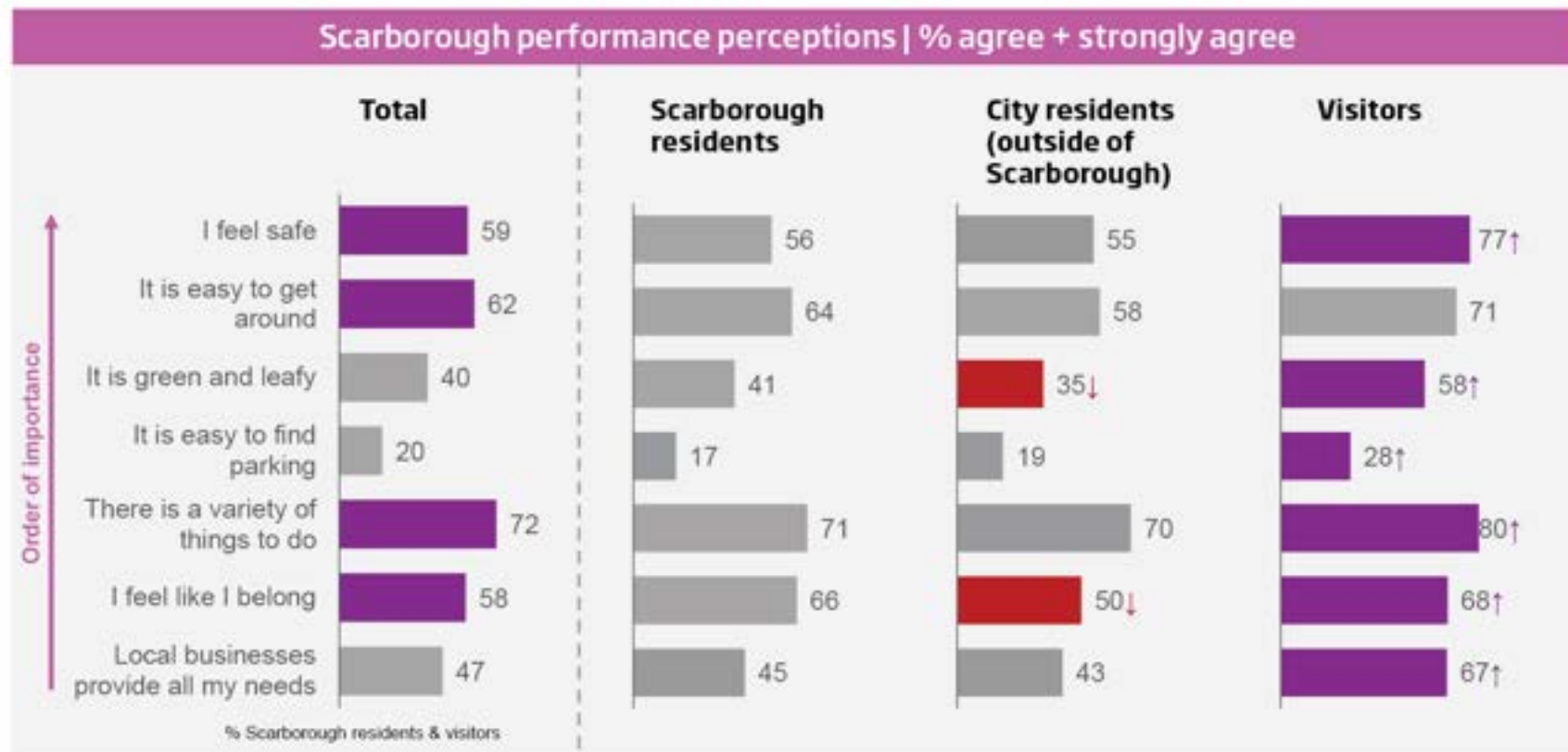
Women typically find all attributes more important than men.



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.

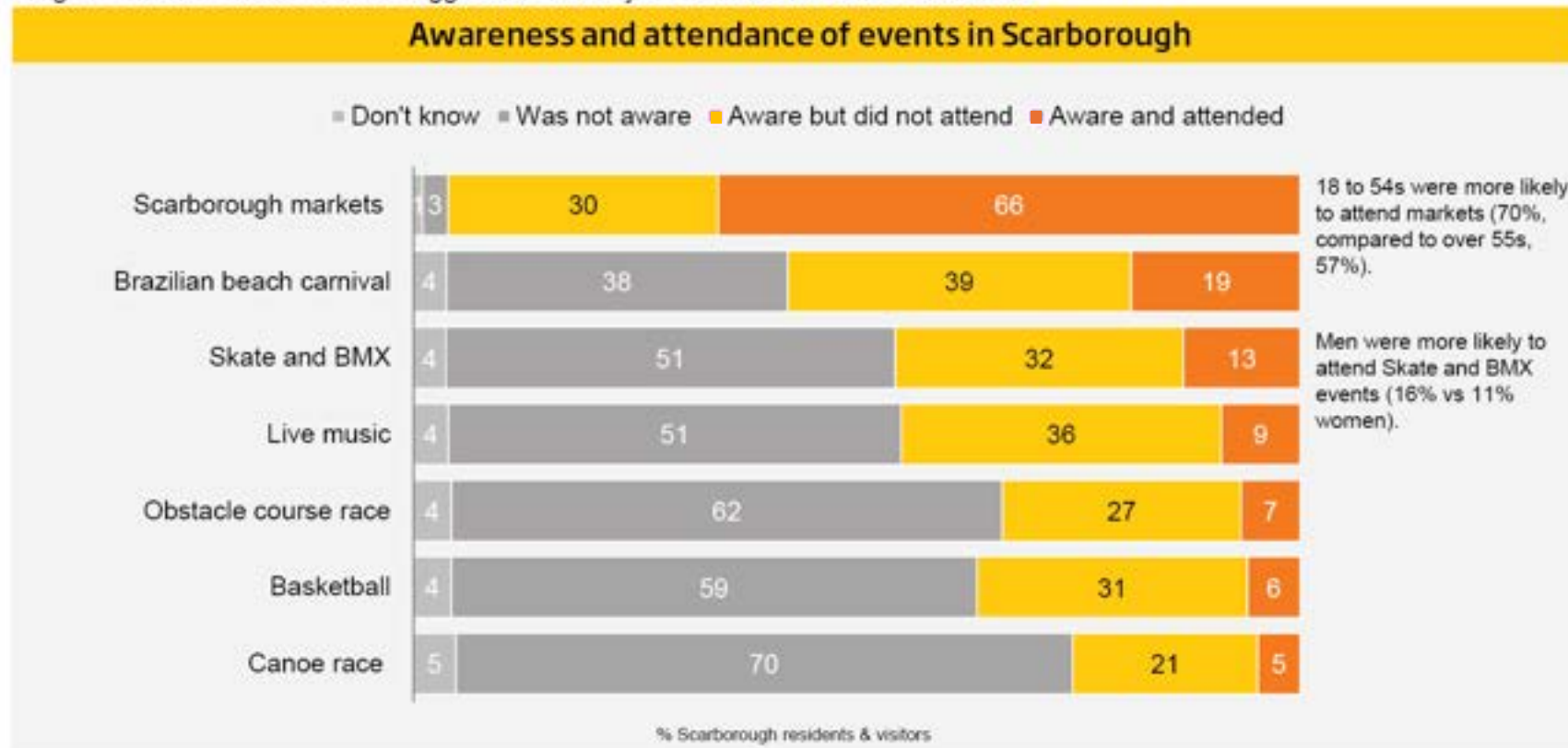


Base: Scarborough residents & visitors n=1,501 | Scarborough residents n=400 | City residents (outside of Scarborough) n=628 | Visitors n=213
Q5. Now thinking specifically about the Scarborough entertainment precinct, how much do you agree or disagree with each of the following statements?
↑ indicates a significant difference between audiences at the 95% confidence interval.



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

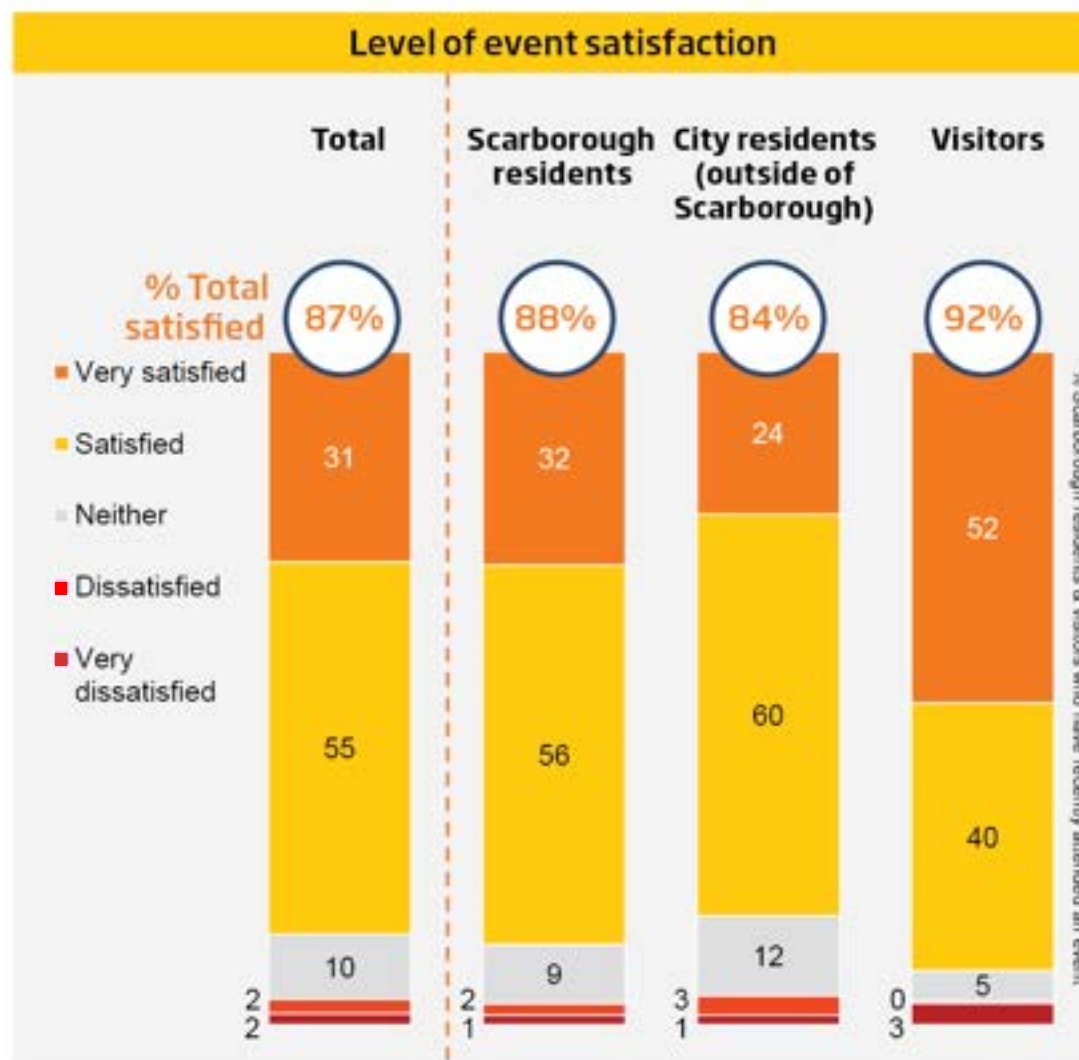
Scarborough residents were more likely to attend all events (except for live music which were on par across all audiences). Non-Scarborough residents had to have visited the Scarborough entertainment precinct in the last 12 months to qualify for the survey. High levels of event attendance suggest this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

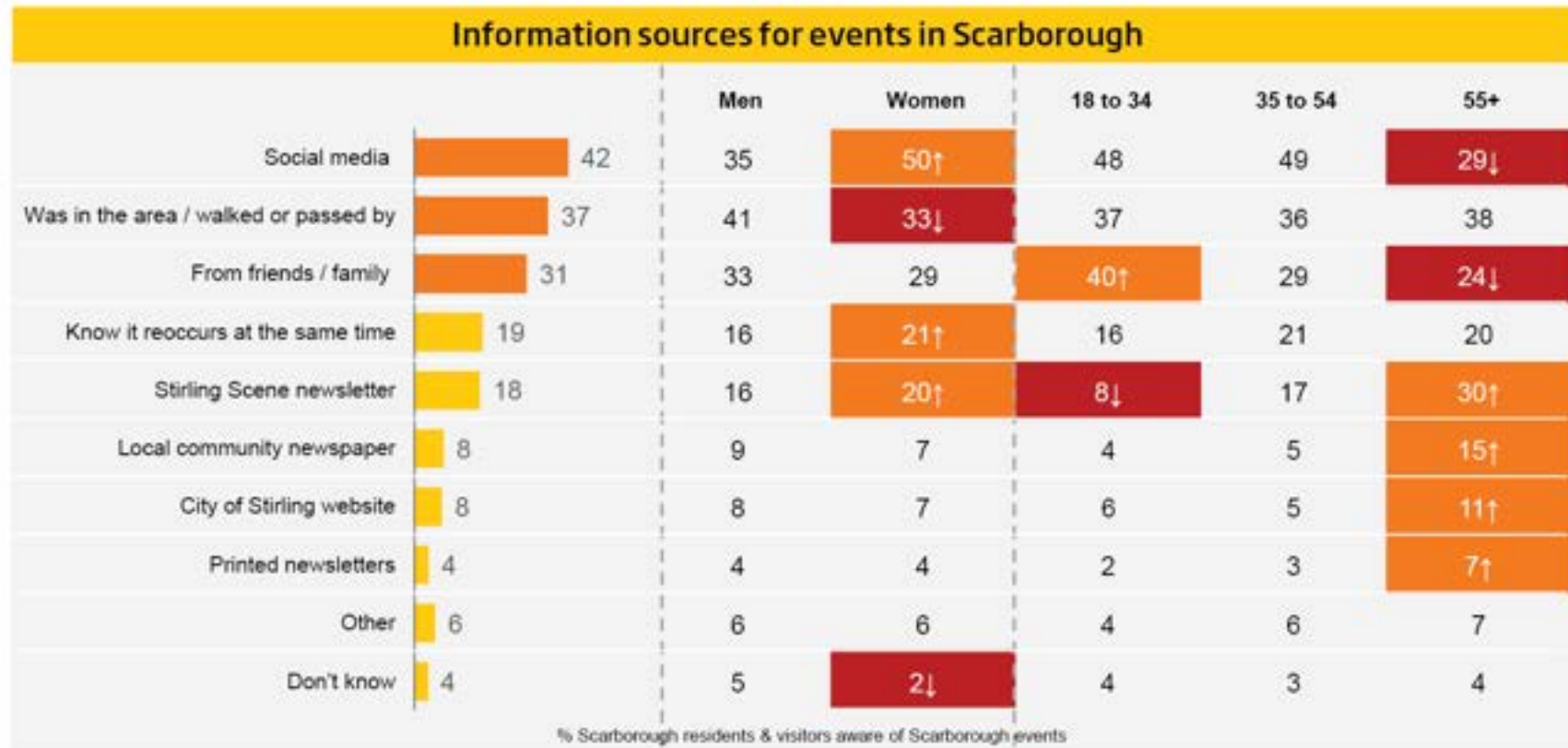
Satisfaction with recent events is high across all audiences



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.



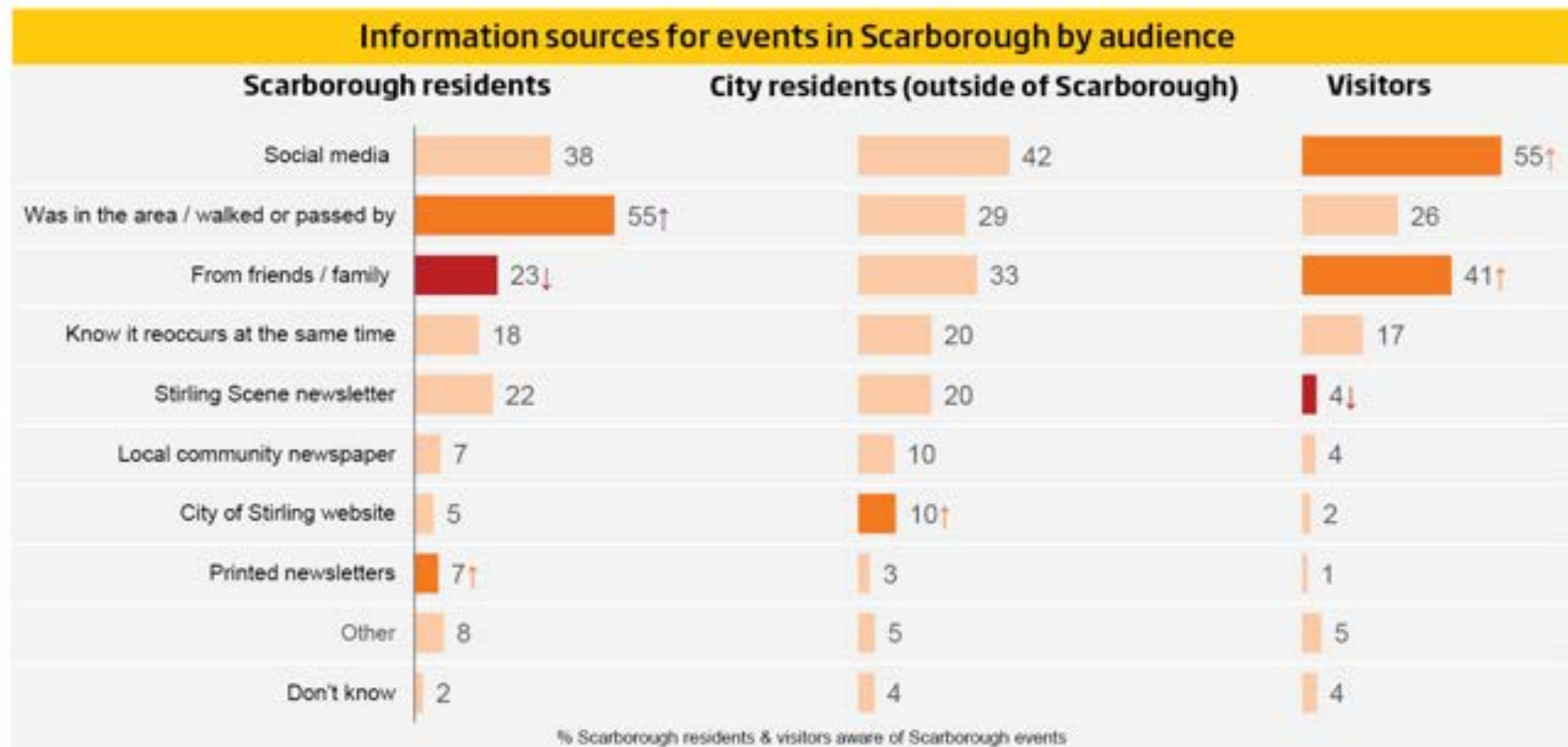
Base: Scarborough residents & visitors aware of Scarborough events n=1,471 | Men n=509 | Women n=849 | 18 to 34 n=302 | 35 to 54 n=646 | 55+ n=523

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.



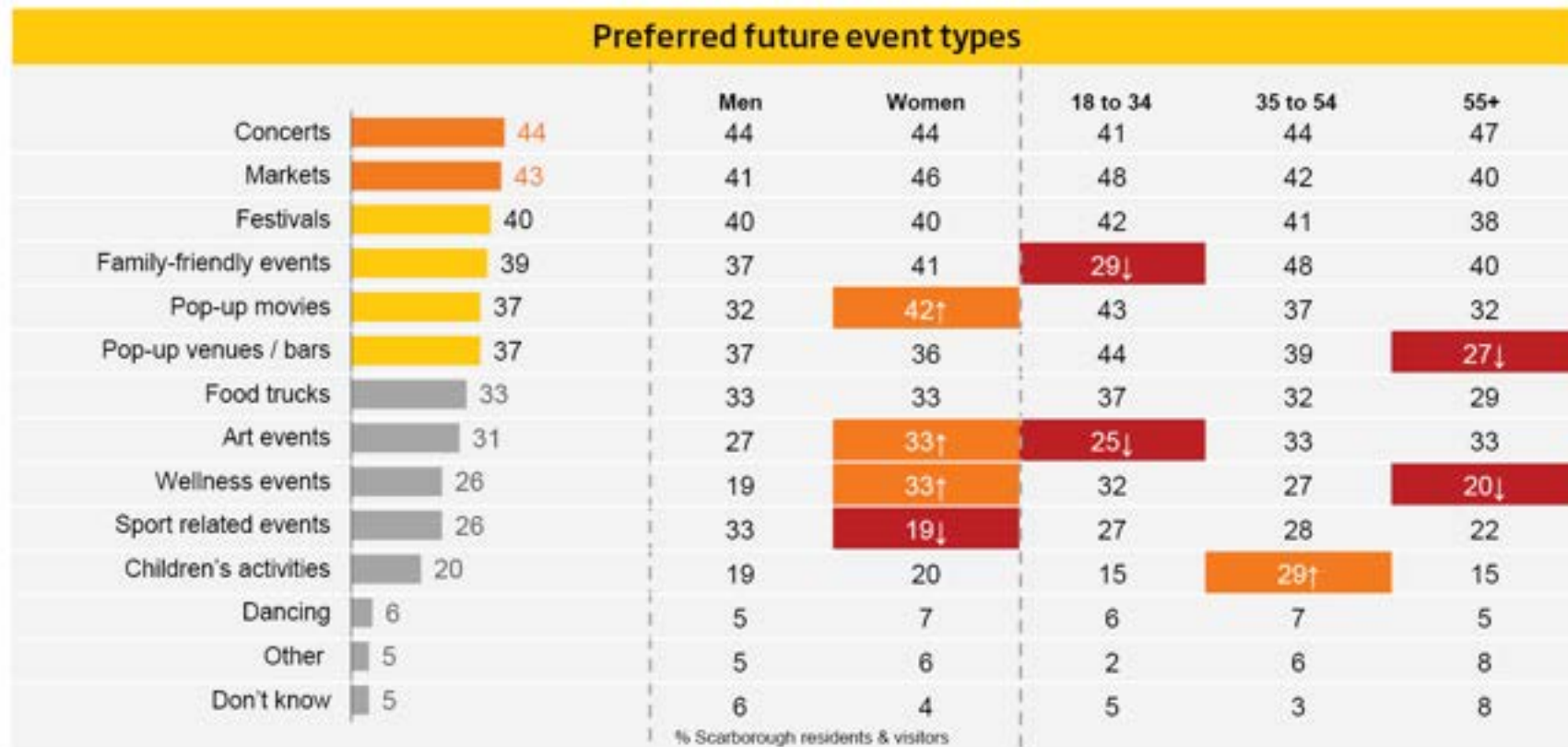
Base: Scarborough residents & visitors aware of Scarborough events n=1,471 | Scarborough residents n=457 | City residents (outside of Scarborough) n=810 | Visitors n=204

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

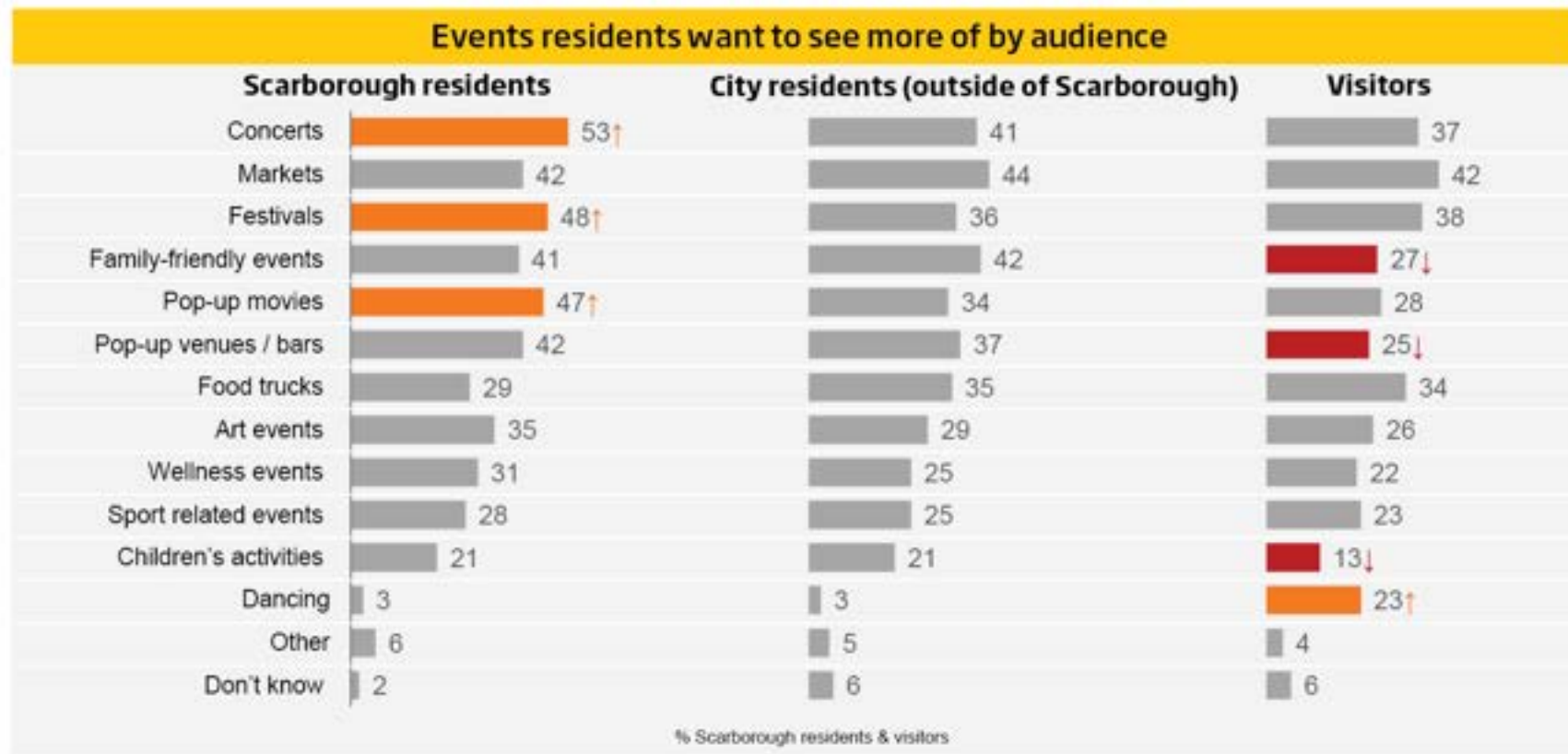
The events that cater to the widest spread are concerts and markets. Men were more likely to want to see more sport related events in Scarborough, whilst women were more likely to request more pop-up movies, wellness and arts events.



Base: Scarborough residents & visitors n=1,501 | Men n=615 | Women n=886 | 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).

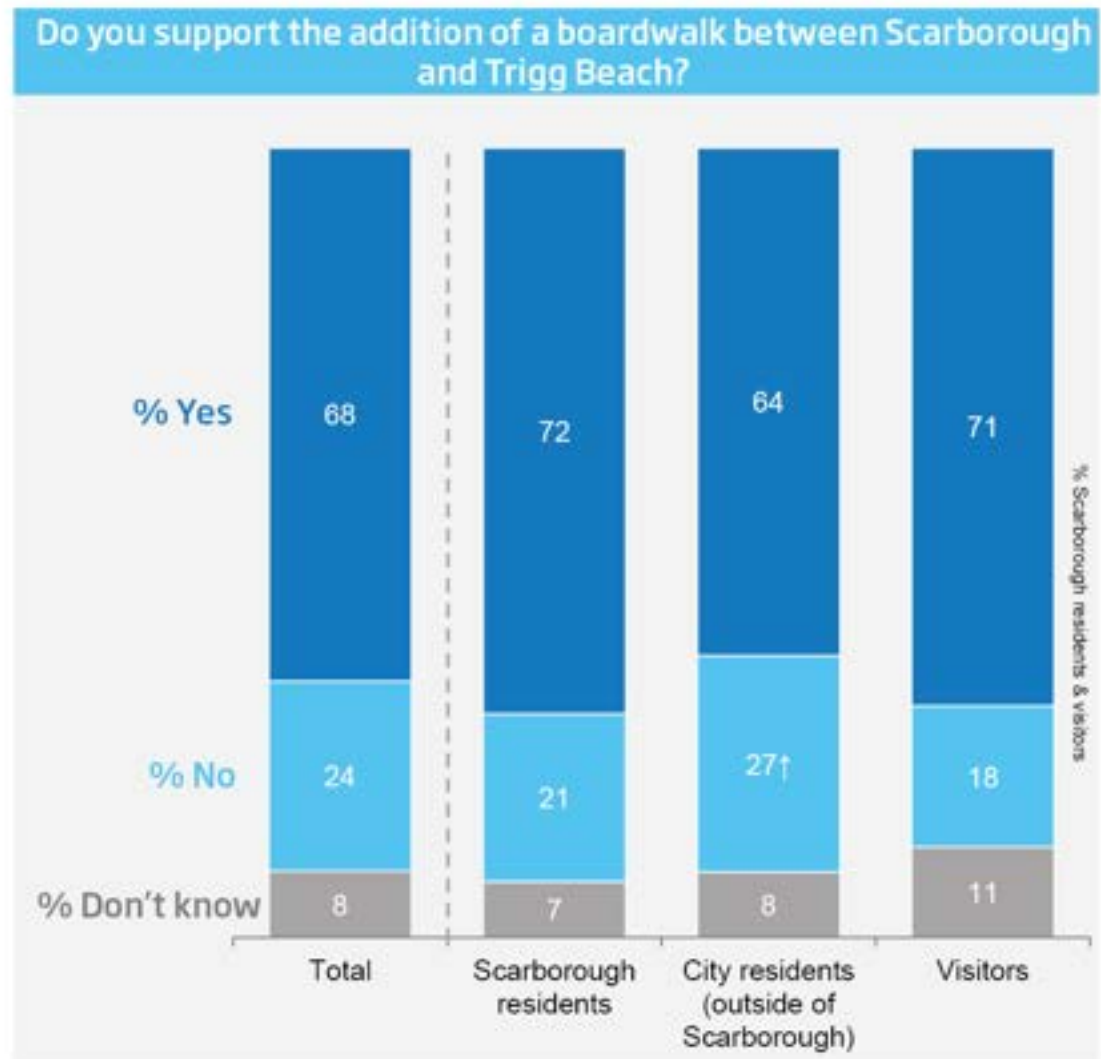


Base: Scarborough residents & visitors n=1,501 | Scarborough residents n=400 | City residents (outside of Scarborough) n=828 | Visitors n=213
Q12. Which of the following events would you like more of in Scarborough?
↑ indicates a significant difference between audiences at the 95% confidence interval.



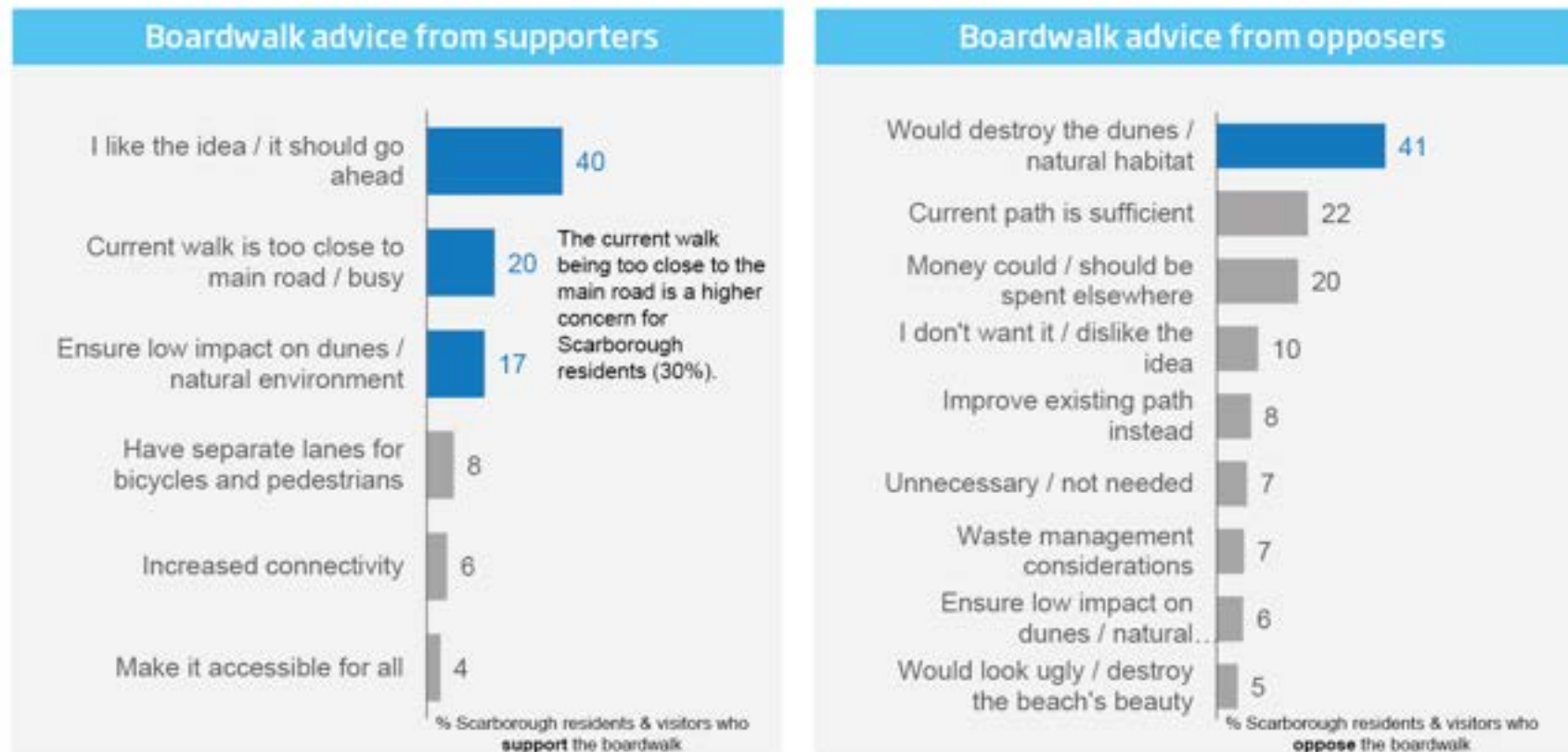
Seven in ten Scarborough residents support a coastal boardwalk

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



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?

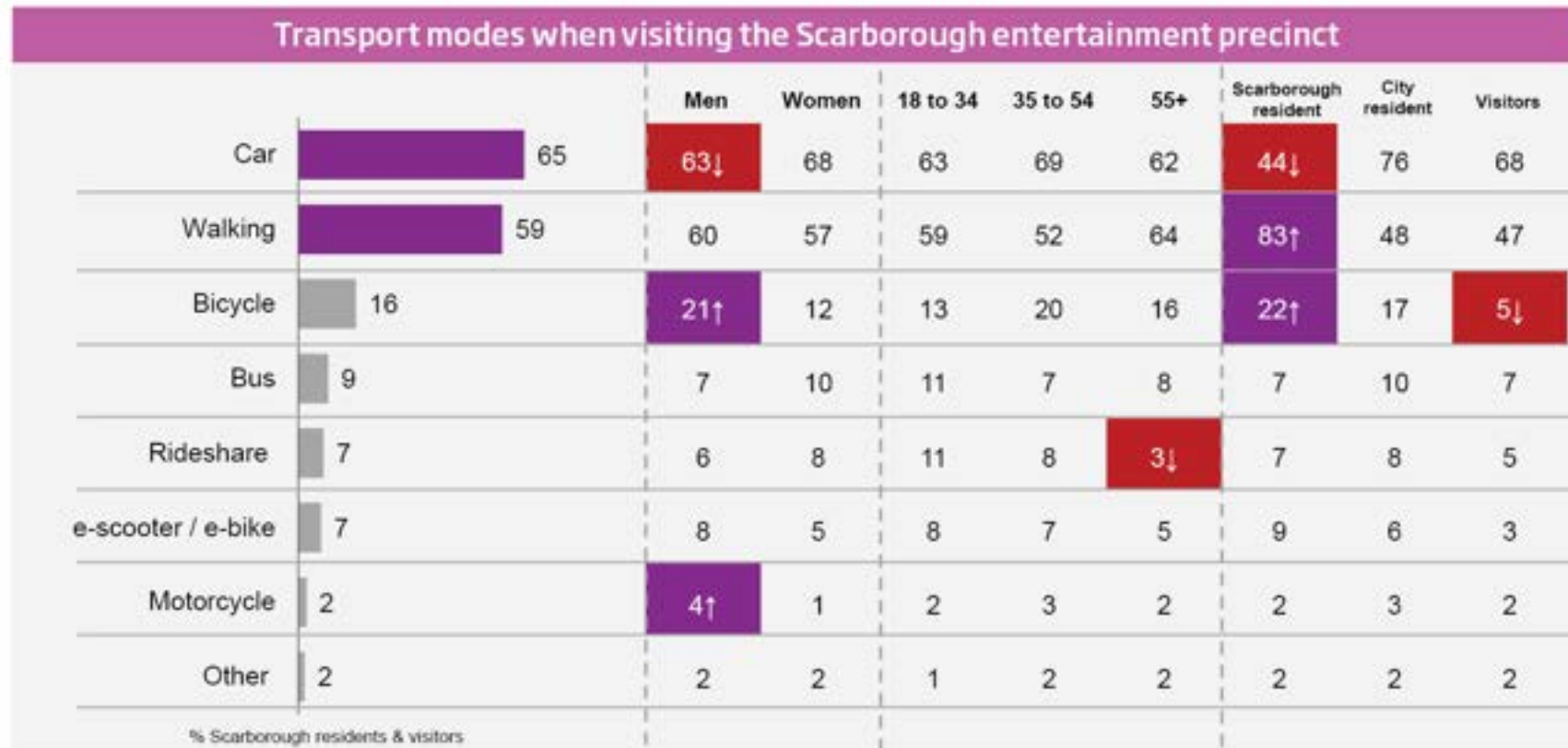
† indicates a significant difference between audiences at the 95% confidence interval.

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=886 | 18 to 34 n=308 | 35 to 54 n=656 | 55+ n=537 | Scarborough residents n=490 | City residents (outside of Scarborough) n=828 | Visitors n=213

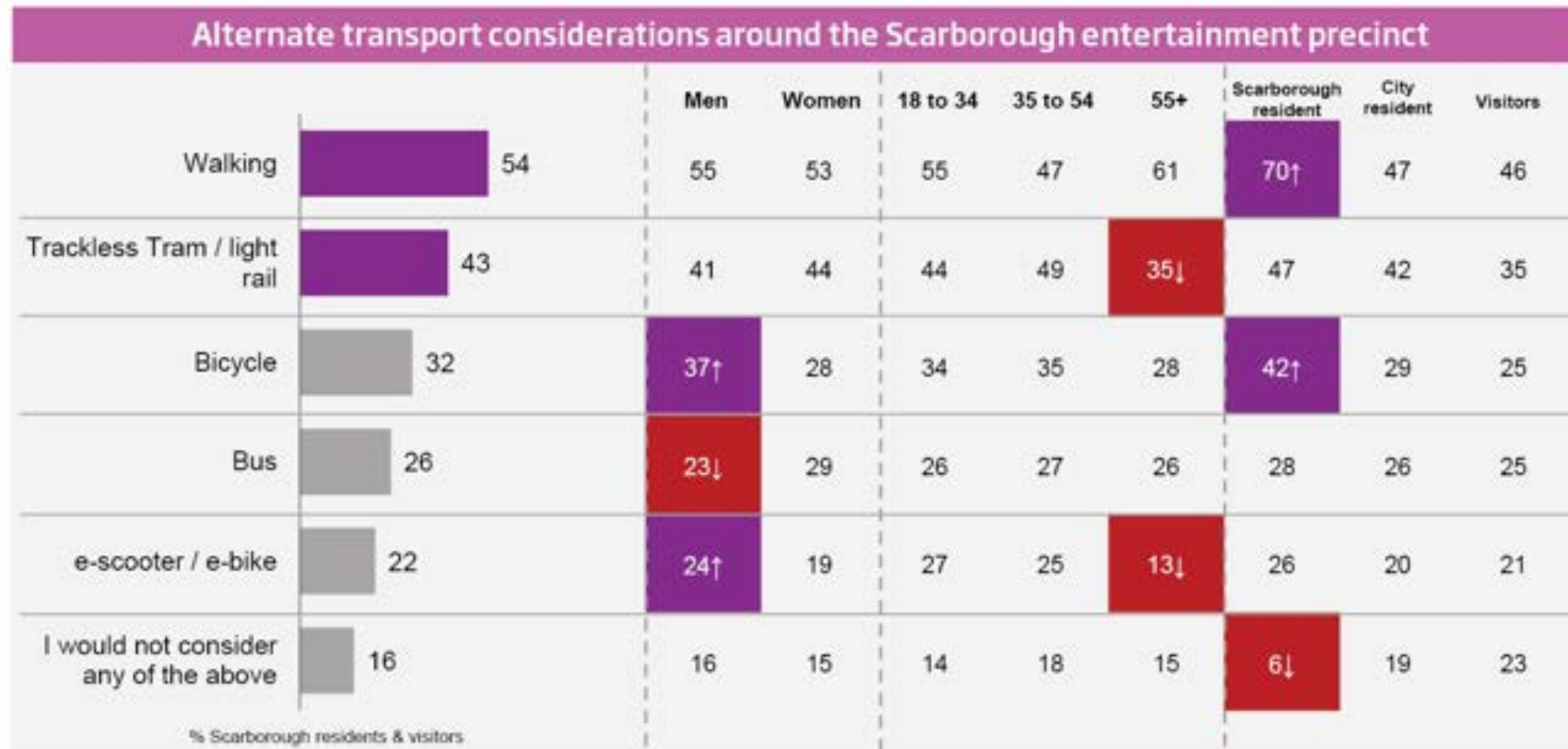
Q15. Which of the following transport modes do you typically use when visiting the Scarborough entertainment precinct?

↑ 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=886 | 18 to 34 n=308 | 35 to 54 n=656 | 55+ n=537 | Scarborough residents n=460 | City residents (outside of Scarborough) n=826 | 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).

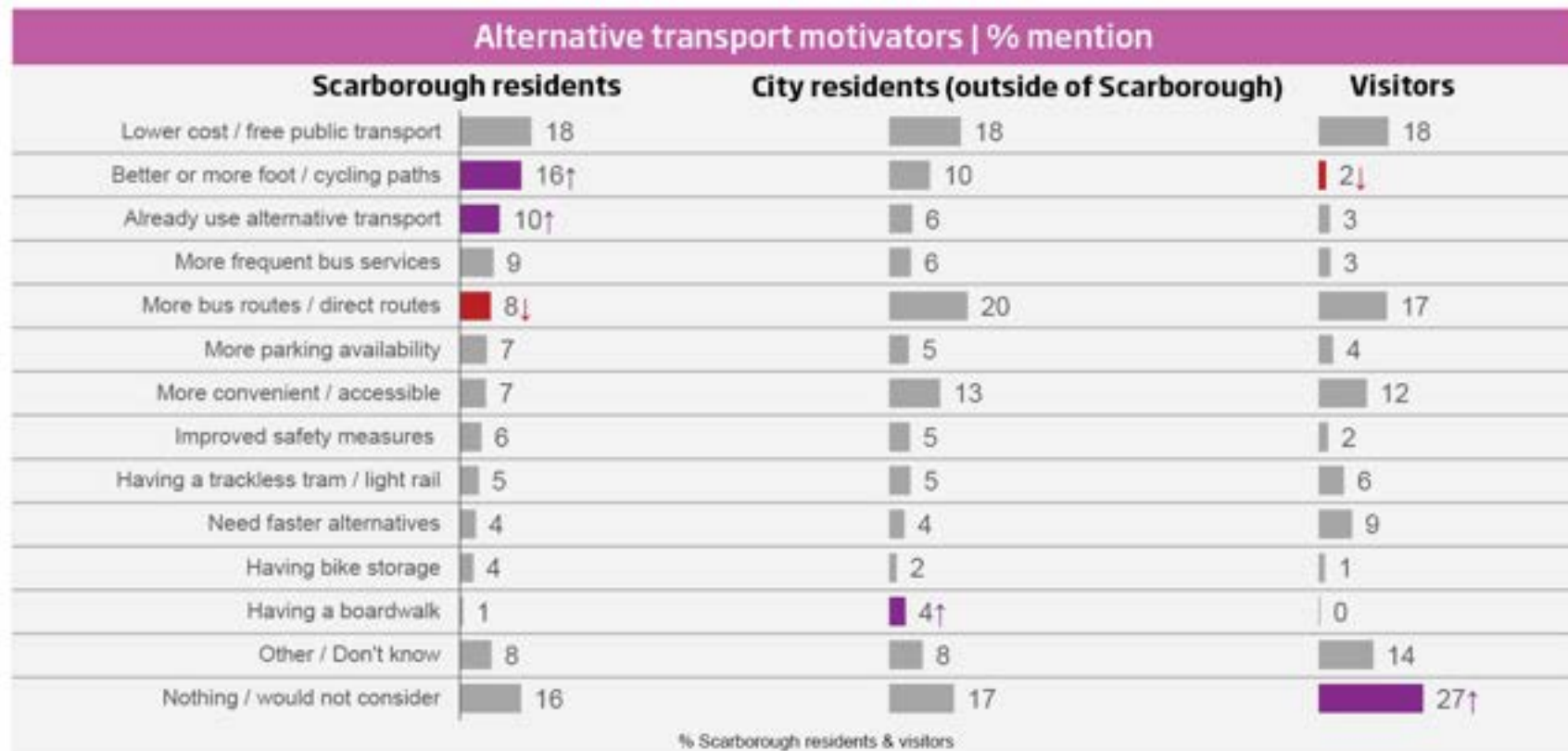


Base: Scarborough residents & visitors n=1,501 | Scarborough residents n=400 | City residents (outside of Scarborough) n=628 | Visitors n=213
Q17. What are the reasons that prevent you from using other modes of transport besides driving (such as public transport, cycling, walking, e-scooters), when visiting 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=400 | 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 | Web www.stirling.wa.gov.au |     /citystirlingwa
This information is available in alternative formats on request. Please contact the Customer Contact Centre on (08) 9205 8555.

12.1/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.*

Moved Councillor Migdale, seconded Councillor Ferrante

THE COMMITTEE RECOMMENDS TO COUNCIL

That Council ADOPTS the amended Community Engagement Policy.

The motion was put and declared CARRIED (7/0).

For: Councillors Dudek, Ferrante, Krsticevic, Olow, Perkov, Re and Acting Mayor Migdale.

Against: Nil.

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 Council 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) [↓](#)

Attachment 3 - Draft Community Engagement Policy (updated September 2024 - tracked changes) [↓](#)

Attachment 4 - Draft Community Engagement Policy (updated September 2024 - final) [↓](#)

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	- The purpose of the engagement is publicly communicated at the start of the engagement process. This includes the objectives, negotiables and non-negotiables. - The community is informed on how their involvement will influence the decision-making process at the start of the engagement.
We use best practice tools and methodology	- 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. - There is a mix of engagement types, including online and face-to-face, which reflect the community's preferences.
We build trust and credibility	- The community is supported to participate in the engagement, and the Council demonstrates that their involvement is valued. - There is evidence that the engagement outcomes have informed project decisions.
We lead with respect and understanding of what we already know	- Impacts associated with the engagement process are identified and managed. - 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. - Throughout any engagement, all community members and their views are respected. - The engagement builds on the existing understanding of the community, and previous community engagement processes and outcomes.
We identify our stakeholders and start where people are at	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

Principle	Description
	genuinely engaging those groups and cohorts in the community who are considered 'hard to reach'. 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.
We close the loop with the community	- Engagement outcomes and how decisions were made, will be shared with the community. - Updates and final outcomes of community engagement will be shared on key Council communication forums and channels.
We monitor and evaluate our engagement efforts and identify opportunities for improvement.	- The success of the engagement will be measured to understand what is working, what is not working and ideas for improvement. - Participants will be given the opportunity to provide feedback on the engagement, both on the process itself and their preferences for future engagement.

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	Consultation 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. Business Units Responsibility		Engagement 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. When committing to undertaking Engagement, decision makers are using the community's feedback to inform the decision and the outcome. Community Engagement Team Responsibility		Empowerment 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.

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

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 or exchanging information or ideas, utilising a range of channels and mediums.
Community	A group of people who live in the same geographical area or have a shared background, interest, affiliation or membership.
Compliance	Understanding and meeting regulatory and/or legal requirements.
Consultation	To listen to our community's feedback on options or a potential decision and consider their views in our decision.
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.
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.
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 service, change in business structure or process, delivering information technology, construction of infrastructure or enhancing a policy.
Public	Individuals who live, work, visit or have an interest in a defined place.
Stakeholders	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.

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

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			
Relevant delegations	<<Corporate Compliance to insert relevant delegations>>		
Initial Council adoption	Date	2 July 2019	Resolution # 0719/020
Last reviewed	Date	30 March 2021	Resolution # 0321/037
Next review due	Date	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>
Responsible Directorate	Community Development
Responsible Business Unit/s	<u>Community Engagement</u> Customer and Communications
Responsible Officer	Manager Customer and Communications <u>Head of Community Engagement</u>
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. ~~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 t~~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.

Principle	Description
<u>We manage expectations with clear purpose and negotiables</u>	• The purpose of the engagement is publicly communicated at the start of the engagement process. This includes the objectives, negotiables and non-negotiables. • The community is informed on how their involvement will influence the decision-making process at the start of the engagement.
<u>We use best practice tools and methodology</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. • There is a mix of engagement types, including online and face-to-face, which reflect the community's preferences.
<u>We build trust and credibility</u>	• The community is supported to participate in the engagement, and the Council demonstrates that their involvement is valued. • There is evidence that the engagement outcomes have informed project decisions.
<u>We lead with respect and understanding of what we already know</u>	• Impacts associated with the engagement process are identified and managed. • 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. • Throughout any engagement, all community members and their views are respected. • The engagement builds on the existing understanding of the community, and previous community engagement processes and outcomes.
<u>We identify our stakeholders and start where people are at</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'. • 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>We close the loop with the community</u>	• Engagement outcomes and how decisions were made, will be shared with the community. • Updates and final outcomes of community engagement will be shared on key Council communication forums and channels.
<u>We monitor and evaluate our engagement efforts and identify opportunities for improvement.</u>	• The success of the engagement will be measured to understand what is working, what is not working and ideas for improvement. • Participants will be given the opportunity to provide feedback on the engagement, both on the process itself and their preferences for future engagement.

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>	<u>Consultation</u> 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. <u>Business Units Responsibility</u>		<u>Engagement</u> 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. When committing to undertaking Engagement, decision makers are using the community's feedback to inform the decision and the outcome. <u>Community Engagement Team Responsibility</u>		<u>Empowerment</u> 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.

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.~~

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, ratepayers, 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. —our 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.~~

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

Relevant delegations

~~Not applicable~~

Initial Council adoption

Date ~~2 July 2019~~

Resolution #

~~9719/020~~

Last reviewed

Date ~~March 2021~~

Resolution #

Next review due

Date

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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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	- The purpose of the engagement is publicly communicated at the start of the engagement process. This includes the objectives, negotiables and non-negotiables. - The community is informed on how their involvement will influence the decision-making process at the start of the engagement. <u>Councillors have participated in the Engagement planning process and the setting of engagement objectives and negotiables.</u>
We use best practice tools and methodology	- 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. - There is a mix of engagement types, including online and face-to-face, which reflect the community's preferences.
We build trust and credibility	- The community is supported to participate in the engagement, and the Council demonstrates that their involvement is valued. - There is evidence that the engagement outcomes have informed project decisions.
We lead with respect and understanding of what we already know	- Impacts associated with the engagement process are identified and managed. - 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. - Throughout any engagement, all community members and their views are respected. - The engagement builds on the existing understanding of the community, and previous community engagement processes and outcomes.
We identify our stakeholders and	The engagement planning involves understanding the community and the key groups who may have an interest or may be impacted by the

Principle	Description
start where people are at	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'. 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.
We close the loop with the community	- Engagement outcomes and how decisions were made, will be shared with the community. - Updates and final outcomes of community engagement will be shared on key Council communication forums and channels.
We monitor and evaluate our engagement efforts and identify opportunities for improvement.	- The success of the engagement will be measured to understand what is working, what is not working and ideas for improvement. - Participants will be given the opportunity to provide feedback on the engagement, both on the process itself and their preferences for future engagement.

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.

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	Consultation 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. Business Units Responsibility		Engagement 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. When committing to undertaking Engagement, decision makers are using the community's feedback to inform the decision and the outcome. Community Engagement Team Responsibility		Empowerment 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.

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 including consultation tables-

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

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 or exchanging information or ideas, utilising a range of channels and mediums.
Community	A group of people who live in the same geographical area or have a shared background, interest, affiliation or membership.
Compliance	Understanding and meeting regulatory and/or legal requirements.
Consultation	To listen to our community's feedback on options or a potential decision and consider their views in our decision.
<u>Consultation Tables</u>	<u>A summary table for reports that consolidates community support and opposition by proximity to the project location (100m, 200m) and extended community. The purpose</u>

	<u>is to enhance consistency in relation to how Council reviews and interprets local consultation submissions.</u>
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.
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.
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 service, change in business structure or process, delivering information technology, construction of infrastructure or enhancing a policy.
Public	Individuals who live, work, visit or have an interest in a defined place.
Stakeholders	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.
<u>Submission</u>	<u>A submission is a formal written response process to understand the community support and/or opposition for a proposed decision or plan during a consultation period.</u>
<u>Tacit Consent</u>	<u>Tacit consent is whereby a non-response is treated to be a response in the affirmative for the purpose of decision-making. The City does not use this methodology.</u>

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

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



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	- The purpose of the engagement is publicly communicated at the start of the engagement process. This includes the objectives, negotiables and non-negotiables. - The community is informed on how their involvement will influence the decision-making process at the start of the engagement. - Councillors have participated in the Engagement planning process and the setting of engagement objectives and negotiables.
We use best practice tools and methodology	- 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. - There is a mix of engagement types, including online and face-to-face, which reflect the community's preferences.
We build trust and credibility	- The community is supported to participate in the engagement, and the Council demonstrates that their involvement is valued. - There is evidence that the engagement outcomes have informed project decisions.
We lead with respect and understanding of what we already know	- Impacts associated with the engagement process are identified and managed. - 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. - Throughout any engagement, all community members and their views are respected. - The engagement builds on the existing understanding of the community, and previous community engagement processes and outcomes.
We identify our stakeholders and	The engagement planning involves understanding the community and the key groups who may have an interest or may be impacted by the

Principle	Description
start where people are at	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'. 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.
We close the loop with the community	- Engagement outcomes and how decisions were made, will be shared with the community. - Updates and final outcomes of community engagement will be shared on key Council communication forums and channels.
We monitor and evaluate our engagement efforts and identify opportunities for improvement.	- The success of the engagement will be measured to understand what is working, what is not working and ideas for improvement. - Participants will be given the opportunity to provide feedback on the engagement, both on the process itself and their preferences for future engagement.

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.

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	Consultation 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. Business Units Responsibility		Engagement 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. When committing to undertaking Engagement, decision makers are using the community's feedback to inform the decision and the outcome. Community Engagement Team Responsibility		Empowerment 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.

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 including consultation tables.

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

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 or exchanging information or ideas, utilising a range of channels and mediums.
Community	A group of people who live in the same geographical area or have a shared background, interest, affiliation or membership.
Compliance	Understanding and meeting regulatory and/or legal requirements.
Consultation	To listen to our community's feedback on options or a potential decision and consider their views in our decision.
Consultation Tables	A summary table for reports that consolidates community support and opposition by proximity to the project location (100m, 200m) and extended community. The purpose

	is to enhance consistency in relation to how Council reviews and interprets local consultation submissions.
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.
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.
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 service, change in business structure or process, delivering information technology, construction of infrastructure or enhancing a policy.
Public	Individuals who live, work, visit or have an interest in a defined place.
Stakeholders	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.
Submission	A submission is a formal written response process to understand the community support and/or opposition for a proposed decision or plan during a consultation period.
Tacit Consent	Tacit consent is whereby a non-response is treated to be a response in the affirmative for the purpose of decision-making. The City does not use this methodology.

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

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

12.1/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.*

Councillor Dudek, seconded Acting Mayor Migdale

THE COMMITTEE RECOMMENDS TO COUNCIL

1. 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 motion was put and declared **CARRIED (7/0)**.

For: Councillors Dudek, Ferrante, Krsticevic, Olow, Perkov, Re and Acting Mayor Migdale.

Against: Nil.

2. That Council lists for **CONSIDERATION** reducing the ongoing yearly fee associated with having a 240L Red Lid bin to cost recovery (\$60), and removing the ongoing yearly fee associated with having a 360L Yellow Lid bin during the 2025/2026 annual budget process, and if implemented, to be reviewed by Council prior to the 2026/2027 budget cycle.

The motion was put and declared **CARRIED (7/0)**.

For: Councillors Dudek, Ferrante, Krsticevic, Olow, Perkov, Re and Acting Mayor Migdale.

Against: Nil.

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
Total Upgrades		\$193,500	3295

Table 1 – Paid Upgrades

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

Assumptions – Red lid Upgrade	
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.

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 400m²).

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

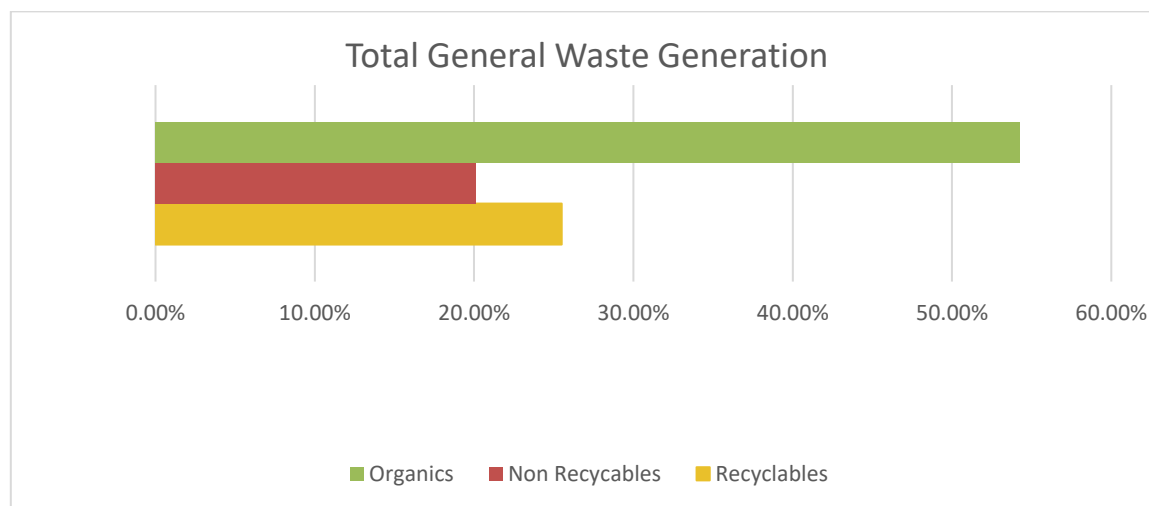
The City of Stirling 3-Bin GO system was implemented with the aim to increase material recovery and reduce waste to landfill.

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
Total Upgrades		\$193,500	3295

Table 1 – Paid Upgrades

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

Assumptions – Red lid Upgrade	
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.

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 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 400m²).

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

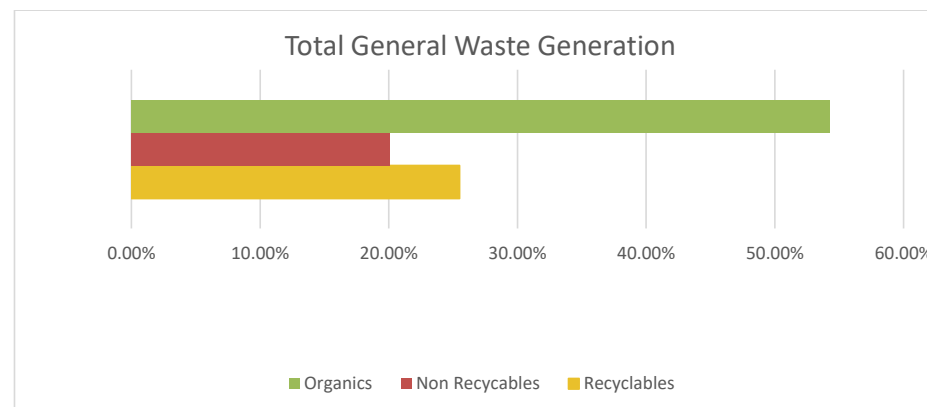
The City of Stirling 3-Bin GO system was implemented with the aim to increase material recovery and reduce waste to landfill.

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
Total Upgrades		\$193,500	3295

Table 1 – Paid Upgrades

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

Assumptions – Red lid Upgrade	
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.



Relevant Documents and Information

Attachments

Nil.

Available for viewing at the meeting

Nil.

Linked Documents

Nil.

12.1/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.*

Moved Councillor Migdale, seconded Councillor Ferrante

THE COMMITTEE RECOMMENDS TO COUNCIL

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.

The motion was put and declared CARRIED (7/0).

For: Councillors Dudek, Ferrante, Krsticevic, Olow, Perkovic, Re and Acting Mayor Migdale.

Against: Nil.

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
Total	117,666	1.0%	

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 InformationAttachments

Attachment 1 - Payment Listing - July 2024 (ECM No. 11085876) (previously circulated to Elected Members under separate cover)

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

Available for viewing at meeting

Nil

Linked Documents

Nil.

12.1/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.*

Moved Councillor Krsticevic, seconded Councillor Migdale

THE COMMITTEE RECOMMENDS TO COUNCIL

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

The motion was put and declared CARRIED (7/0).

For: Councillors Dudek, Ferrante, Krsticevic, Olow, Perkov, Re and Acting Mayor Migdale.

Against: Nil.

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
OPERATING ACTIVITIES						
Net surplus/(deficit) start of financial year		42,257	54,091			54,091
Revenue from operating activity (excluding rates)						
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
Total Operating Revenue		53,604	51,661	1,943	4	107,445
Expenditure from operating activities						
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)
Total Operating Expenditure		(23,856)	(26,772)	2,916	11	(285,660)
Sub Total Operating Result		29,748	24,890	4,859	20	(178,216)
Operating activities excluded						
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)
Total Excluded from Operating Result		10,631	4,426	6,204	140	51,270
Amount attributed to operating activities		40,379	29,316	11,063	38	(126,945)
INVESTMENT ACTIVITIES						
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)
Amount attributed to investment activities		(53)	(4,351)	4,298	99	(88,499)
FINANCIAL ACTIVITIES						
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
Amount attribute to financial activities		(5,001)	0	(5,001)	(100)	(5,071)
Surplus/(deficient) before general rates		(165,315)	(165,168)			(166,425)
Total amount raised from general rates		165,315	165,168			166,425
Net current assets at end of period - surplus/(deficit)		242,896	244,223			0

City of Stirling

Net Current Asset Position Statement

As At 31 July 2024

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

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

	Short-term Rating	Long-term Rating	Allocation %	AV RATE ¹ %	TOTAL FUNDS \$	MUNI FUNDS \$	REST FUNDS \$	TRUST FUNDS \$	RESERVE FUNDS \$
IN HOUSE INVESTMENTS									
Banks									
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
TOTAL INVESTMENTS			100	5.14%	\$ 175,171,144	\$ 39,030,000	\$ 14,275,415	\$ 17,876,226	\$ 103,989,504

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

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

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						

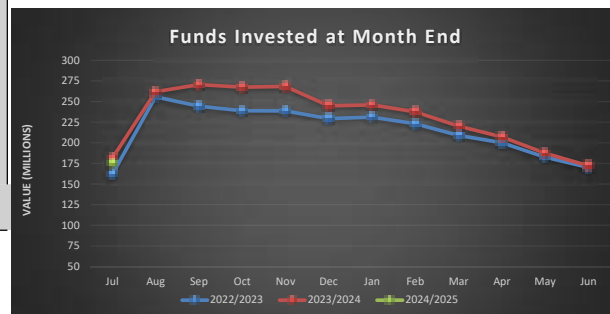
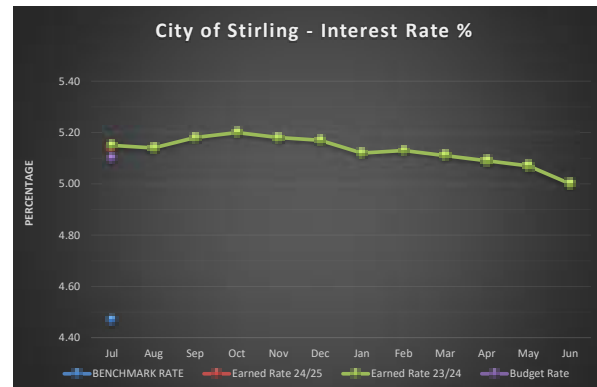
MARKET AVERAGE INTEREST RATES	At Call %	30 Day %	90 Days %	180 Days %	\$ Yr Bond	YTD Av %
FOR 2024-25 YEAR ONLY	4.35	4.27	4.41	4.72	0.00	4.47

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 administrated in house. The City may also consider recommendations from approved advisors should the need arise.

3 This report is supported by detailed statements of borrowers of the City's funds with details thereto.



TRUST FUND DETAILS	BALANCE \$
Other Bonds	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	927,863
FINANCE ONE INVESTMENT REGISTER	17,875,151
Funds to be Transferred	17,876,226
	1,075

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
FINANCE ONE INVESTMENT REGISTER	104,007,704
Funds to be Transferred	103,989,504
	-18,200

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
FINANCE ONE INVESTMENT REGISTER	14,259,187
Funds to be Transferred	14,275,415
	-16,228

12.1/TE1 TENDER 49972 BALCATT A SOCCER CLUBROOMS REFURBISHMENT

Business Unit:	Facilities, Projects & Assets	Service: Project Management
Ward:	Hamersley	Location: 35 Grindleford Drive, Balcatta WA 6021
Applicant:	Not Applicable	

Role

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

Moved Councillor Migdale, seconded Councillor Olow

THE COMMITTEE RECOMMENDS TO COUNCIL

That the tender for the Balcatta Soccer Clubrooms Refurbishment be ACCEPTED as detailed in Confidential Attachment 1.

The motion was put and declared CARRIED (7/0).

For: Councillors Dudek, Ferrante, Krsticevic, Olow, Perkov, Re and Acting Mayor Migdale.

Against: Nil.

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:

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

Financial Assessment and Implications

Provided in Confidential Attachment 1 to this report.

Stakeholder Engagement

In accordance with Section 1.8 of the *Local Government Act 1995* and Regulation 14(1) of the Local Government (Functions and General) Regulations 1996 the Tender was advertised in a 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. (previously circulated to Elected Members under confidential separate cover)

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

Available for viewing at meeting

Nil

Linked Documents

Nil.

Councillor Tony Krsticevic disclosed an Impartial Interest in Item 12.1/TE2 as he is a Vice Patron of the Trigg Surf Life Saving Club.

12.1/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.*

Moved Councillor Migdale, seconded Councillor Krsticevic

THE COMMITTEE RECOMMENDS TO COUNCIL

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.

The motion was put and declared CARRIED (7/0).

For: Councillors Dudek, Ferrante, Krsticevic, Olow, Perkov, Re and Acting Mayor Migdale.

Against: Nil.

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

Contract Number	2440
Contract Title	Supply of Gas
Contract Term	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 (previously circulated to Elected Members under confidential separate cover)

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

Available for viewing at meeting

Nil

Linked Documents

Nil

12.1/GOV1 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.*

Moved Councillor Migdale, seconded Councillor Dudek

THE COMMITTEE RECOMMENDS TO COUNCIL

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.

The motion was put and declared CARRIED (7/0).

For: Councillors Dudek, Ferrante, Krsticevic, Olow, Perkov, Re and Acting Mayor Migdale.

Against: Nil.

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 is 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 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
Reporting	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: CIS: servicedeskplus@stirling.wa.gov.au; cybersecurity@stirling.wa.gov.au Privacy Officer: corporatecompliance@stirling.wa.gov.au Any breach that relates to a suspected misconduct must also be reported in accordance with the City's Codes of Conduct.
Contain	All City officers must take reasonable steps to contain the suspected notifiable information breach. This obligation is ongoing as other steps proceed.
Initial Assessment	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.
Assessment	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.
Notification	Notification to the Information Commissioner of WA, must be made as soon as possible after the assessment. For assessed shared agency breaches, notification must also be sent to the Chief Data Officer of WA. 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.
Post-Incident Review	A post incident review will consider: • All reasonable steps to mitigate any harm caused by the notifiable information breach; • The steps to be taken to prevent similar future breaches or mitigate the identified risk; • A cause analysis of the breach; • Security audit of both physical, technical and cyber security controls; • Review of employee training practices;

Complaints Process	Information Breaches
	- Review of contractual obligations with contracted service providers; - Any other review considerations, recommendations or guidelines published by the Information Commissioner of WA or the Chief Data Officer of WA.

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	
All Employees, Contractors, Volunteers and Elected Members	- Ensuring that they are familiar with City's PRIS obligations and how they apply to their work. - Immediately reporting or referring information breaches or identified privacy risks.
The Cyber-Security Incident Response Team	- This team is enacted in accordance with the City's Crisis Communications Framework. - Responsible for containing, remediating and recovering the services after the incident.
The Privacy Officer (the Legal and Integrity Officer)	- Promotes the City's compliance with the incoming information privacy principles ('IPP'). - Assists in the conduct of privacy impact assessments by the City. - 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 - Coordinates the City's dealings with the Information Commissioner. - Will refer any information breaches that relate to suspected employee or Elected Member misconduct to the City's Integrity Panel, for consideration.
The Information Sharing Officer (the Coordinator Information Management)	- Coordinates the City's dealings with the Chief Data Officer of WA. - Coordinates Information sharing requests made by or to the City; - Coordinates Information sharing agreements entered into or proposed to be entered into by the City. - Assists in the conduct by the City of the following assessments: - Assessments of the responsible sharing principles. - Privacy impact assessments. - Aboriginal information assessments.
The Audit Committee	Maintains oversight of Artificial Intelligence risks and any information breaches through the Accountable Stirling Quarterly Report.
The Crisis Management Team ('CMT') (the Executive Team)	- Foster a culture and values that ensures privacy is embedded in the work environment. - Ensure that any privacy impact associated with new initiatives is assessed and steps are taken to mitigate privacy risks. - Provide senior management of information breach incidents.
External Reporting	- People may contact the Information Commissioner of WA regarding interferences with privacy and information breaches. - People may contact the Chief Data Officer of WA regarding assessed shared information breaches.

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.

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

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)

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

12.1/8.1 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.*

Moved Councillor Krsticevic, seconded Councillor Migdale

THE COMMITTEE RECOMMENDS TO COUNCIL

That Council PROCEEDS with the confidential recommendation as outlined in the conclusion of this report.

The motion was put and declared CARRIED (7/0).

For: Councillors Dudek, Ferrante, Krsticevic, Olow, Perkov, Re and Acting Mayor Migdale.

Against: Nil.

12.2 PLANNING AND DEVELOPMENT COMMITTEE - 10 SEPTEMBER 2024**12.2/PE1 URBAN FOREST CANOPY TARGET: CHALLENGES AND EXPLORING OPPORTUNITIES**

Business Unit:	Parks and Environment	Service: Sustainability
Ward:	City Wide	Location: Not Applicable
Applicant:	No Applicable	

Role

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

Moved Councillor Lagan, seconded Councillor Migdale

THE COMMITTEE RECOMMENDS TO COUNCIL

- 1. That Council RECEIVES the urban forest canopy target update.**
- 2. That a report be PRESENTED to Council in six months to propose a tree canopy target for City-managed land, as part of the 2025/2026 budget process.**
- 3. That Council NOTES it will receive \$334,000 grant funding from the State Government related to Urban Greening.**

The motion was put and declared CARRIED (8/0).

For: Councillors Creado Ferrante, Hatton, Lagan, Papparde, Proud, Thornton and Acting Mayor Migdale.

Against: Nil.

Recommendation

1. That Council RECEIVES the urban forest canopy target update.
2. That a report be PRESENTED to Council in six months to propose a tree canopy target for City-managed land, as part of the 2025/2026 budget process.

Purpose

To respond to the second section of Councillor Tony Krsticevic's Notice of Motion which was resolved (Council Resolution Number 0423/017) at the Council meeting held 4 April 2023. The first section can be seen in Council Meeting, 30 May 2023 in the report [The State of the Urban Forest – A 10 Year Review](#).

Details

Background (refer to Attachment 1 - Slides 2-5)

In this report, City-wide or City-wide canopy refers to all land and land uses (and/or its canopy) within the boundaries of Stirling, including City-managed, State-managed, non-residential and residential land.

In 2019, Council revised its City-wide tree canopy target from '18% by 2030' to '18% by 2040' (Council Resolution Number 0719/014). This was due to the fact that the City undertook future canopy modelling out to 2040; produced an Urban Forest Plan; and stated that the 2030 date was not feasible due to ongoing canopy losses from residential land and the lengthy time it takes to grow additional canopy from newly planted trees. A 2040 date was set but it was noted the target would still be a challenge to reach, and significant plantings and canopy retention would be required. Stirling's canopy cover has remained static for over a decade and continues to be in the vicinity of 12.3% as of 2024 (Attachment 1 - Slide 2). Since 2020, the City has been reporting that it is not on track to meet the target.

To measure Stirling's canopy, the City contracts airborne remote sensing to monitor the vegetation and tree canopy cover over 3m in height across Stirling, annually (Attachment 1 - Slide 3). This includes all land within Stirling boundaries, regardless of its ownership and use. In addition to annual monitoring, the City recently reviewed a decade of data to understand the long-term trends for tree canopy from 2012 to 2022 (Council Resolution Number 0523/027). Analysing canopy trends across all land-tenure types (e.g. City-managed, State-managed and residential and non-residential land), the research reviewed canopy growth, significant canopy losses and what impact these trends have on the City's overall canopy cover.

A key finding of this research confirmed that despite efforts to increase tree canopy on City-managed land, significant losses on residential land have prevented any overall improvement in City-wide canopy cover over the past decade. While City-managed land boasts the highest proportion of canopy and achieved an impressive 130.5 hectares of growth over the decade, these gains have been offset by even larger losses on residential land, resulting in limited net change in overall canopy cover (Attachment 1 - Slide 4).

While State-managed and non-residential private land may appear to be large contributors to canopy loss due to their high visibility, the 10-year review showed that they had lower rates of decline, with canopy loss and growth mostly in balance. In contrast, on residential land, about two-thirds more canopy is lost than is gained, causing considerable imbalance to residential canopy (Attachment 1 - Slide 5). The area which occupies residential land is also approximately 4x larger than State or non-residential land, and so residential canopy loss has a far greater impact on Stirling's overall canopy cover.

The 10-year review shows that the most effective way to maintain and grow canopy is to retain most of the trees that Stirling already has. To achieve the City-wide target, retaining trees on residential land will be necessary. This is because residential land is proportionally the largest area of Stirling and is experiencing the most canopy decline. The City's incentive-based approach to increase and protect canopy on residential land has not been shown to be effective at protecting the canopy.

Capabilities needed to reach the targets on or prior to 2030 and 2040 (refer to Attachment 1- Slides 6-8)

The City's extensive canopy modelling reveals that without State Government support for tree retention on residential land, there is no credible path for the City to reach the target of 18% by 2040. Implementing new or expanded program initiatives or actions, policies or City-wide capabilities will not make up for this deficit.

Without State support, the plan to reach 18% canopy cover by 2040 is critically hindered. An essential element required to shift Stirling's canopy cover out of the 12% mark towards 18% is the implementation of an unprecedented and robust State-supported Planning Framework, supported with rigorous compliance measures. This State Planning Framework does not currently exist. In addition, the City would still need to plant triple the amount of trees that it currently plants to reach its target. Further challenges are outlined in Attachment 1 - Slide 6.

For perspective, to achieve just 1% net increase of canopy cover City-wide is a considerable challenge. For example, 30,000 medium sized trees requiring just over 1km² of area would need to be planted and survive to maturity. Additionally, only after a minimum of 10 years of growth would these trees start to adequately contribute to City-wide canopy cover. The City requires 6x this amount of area to accommodate an additional 6% of canopy growth in just over 16 years. As a guide, a 1% increase in canopy cover across the City is the equivalent to the area of 18 Optus Stadiums.

The City's efforts have secured a 1% increase City-wide over the last decade, achieved predominantly through retaining existing trees on City land, as well as via new plantings. This achievement unfortunately has been offset by canopy losses equivalent to 38,500 trees on residential land, and that is the primary reason for Stirling's City-wide canopy cover remaining static.

Due to the inertness of canopy growth for over a decade, the City conducted extensive modelling to determine the likely percentage of canopy cover that could be achieved by 2040. Against this, the City also modelled potentially feasible tree canopy cover for the land it can fully control – City-managed land.

Modelling Scenario	Stirling's Canopy Cover City-wide (Refers to ALL land in Stirling)	Potential Canopy Cover by 2040 for City Managed land	Action required
1	14% by 2040	City Canopy 30% by 2040	• Maintain current City activity
2	15% by 2040	City Canopy 33% by 2040	• 20% increase of trees planted on City managed land • Planting spaces on City land maximised
3	16% by 2040	City Canopy 33% by 2040	• 20% increase of trees planted on City managed land • Planting spaces on City land maximised • 70% increase of Free Tree program for residential properties • New tree planting incentive for Non-Residential properties • Residential canopy decline addressed through State regulation, coupled with enhanced compliance • 3 out of 10 trees that would normally be lost on private land would need to be saved
4	18% by 2040	City Canopy 36% by 2040	• 8 out of 10 trees that would normally be lost on private land would need to be saved • Triple tree planting on City-managed Land • Repurposing land to create tree planting space

Further information can be seen in Attachment 1 - Slides 7 – 8.

Can the City achieve the target on publicly owned land and consider innovative means to do so? (refer to Attachment 1 - Slides 9-10)

Currently, City-managed land boasts a 19% tree canopy. When considering the entire City-wide land, this translates to an overall canopy coverage of approximately 6.5%. This is a commendable achievement, especially when compared to the combined tree canopy of all other land types within the City-wide area (State-managed, non-residential and residentially managed canopy combined), which stands at only 5.8%. Therefore, City-managed land significantly outperforms all other land types in terms of tree canopy coverage.

To reach 18% canopy cover by 2040 on City-managed land only, the City would need to increase tree plantings even further - to quadruple the number of trees it currently plants; a total of 320,000 trees up to 2040, with a significant majority of the City's Public Open Space, such as ovals, would need to be repurposed for tree planting. This is not feasible. Moreover, at the City's current rate of planting, every reasonable available space for new trees will be occupied by the early 2030s on City land, both on verges and Public Open Space. Though some realistic innovations could help create more tree planting spaces, these would not be enough to accommodate for the number of trees required to reach 18% canopy cover. Additionally, this is not feasible due to current industry supply limits, quality control issues, and a lack of contractors to implement this level of increased planting.

Focusing canopy growth only on City land is not ideal as it fragments the urban forest, leaving large areas without trees and worsening habitat isolation. Trees provide benefits at a local level. An equitable distribution of tree canopy and therefore an equitable distribution of tree benefits should span all land types.

Considering the above, the City cannot feasibly achieve the target on City-managed land alone (Attachment 1 - Slide 9).

The future of the Million Trees program post 2025 (refer to Attachment 1- Slide 11)

The City's Million Trees Program aims to plant 1,000,000 trees and plants throughout the City by 2025. The City is on-track, planting a total of 962,593 trees and plants since the start of the program. This includes 100,897 trees that provide canopy to the City's streets and Public Open Spaces. Another 12,000 trees are planned to be planted in 2025. (Attachment 1 - Slide 11)

The program is planned to close at the end of the 2025 planting season. Thereafter, the City will continue to plant approximately 10,000 trees annually through various urban greening and tree planting programs up to 2030. The focus will be on targeting suburbs to increase canopy, enhancing green spaces, biodiversity and urban rewilding across City-managed land. At the current rate of planting, the City is likely to run out of easily available planting spaces on City land by the early 2030s. At this point, available spaces will be the result of tree replacements or the creation of new innovative spaces. The City will explore new avenues to source additional planting space through external planting partnerships on land not managed by the City.

Partnerships with State Government (refer to Attachment 1 - Slide 12)

The City continues to advocate for a whole-of-government approach and will continue to strengthen and develop new partnerships. The City's recently endorsed submission to the Western Australian Planning Commission (WAPC) on the development of the Perth and Peel Urban Greening Strategy recommended key considerations outlined in Attachment 1 - Slide 12.

Financial Assessment and Implications

An approximation of financial requirements is as follows:

For Modelling Scenarios 2 (15% by 2040) and 3 (16% by 2040), the City could require an additional \$1.4 million per year plus three full-time officers and two vehicles to plant, water and maintain trees. Note that this is a high-level estimation, and a full costing would be explored as required. Expanding the Stirling nursery to create a community nursery in an alternative location would guarantee the supply of trees and plants for an expanded tree greening program. These costs would be considered as part of the City's annual budgeting process.

Stakeholder Engagement

Community wide consultation was conducted as a result of the City's development of the Urban Forest Plan (Council Resolution Number 0719/014) which further outlines community support for the protection of trees throughout Stirling. No further consultation was undertaken for this report.

Recommended Action

Despite efforts to increase tree canopy on City-managed land, significant losses on residential land have prevented any overall improvement in City-wide canopy cover over the past decade. In relation to achieving canopy targets, ongoing losses of tree canopy on residential land and lack of State Government support for tree protection means that there is no credible path for the City to reach the target of 18% by 2040. With this in mind, the City has modelled potential future canopy scenarios City-wide and for City-managed Land. The City estimates that by 2024 it may be able to reach between 14% to 16% City-wide canopy cover, and between 30% to 33% on City managed land, depending on the actions taken.

The Million Trees Program is planned to close at the end of the 2025 planting season. Thereafter, the City will continue to plant approximately 10,000 trees annually through the City Greening programs - tree planting and conservation restoration programs up to 2030 and beyond. The City will continue to advocate for a whole-of-government approach and will continue, strengthen and develop new partnerships.

It is recommended that a report be presented to Council in six months to propose a tree canopy target for City-managed land, as part of the 2025/2026 budget process.

Relevant Policies, Legislation and Council Resolutions

- [Local Planning Policy 6.6 – Landscaping](#)
- [Local Planning Policy 6.11 – Trees and Development](#)
- [State Planning Policy 7.3 Residential Design Codes Volume 1 \(as of 2 July 2021\)](#)
- [State Planning Policy 7.3 Residential Design Codes Volume 1 \(deferred until 1 September 2023\)](#)
- [State Planning Policy 7.3 Residential Design Codes Volume 2 – Apartments](#)
- [Local Planning Scheme No. 3](#)
- [Planning and Development \(Local Planning Schemes\) Regulations 2015](#)
- [Planning and Development Act 2005](#)
- [Urban Forest Plan](#)
- [Street and Reserves Tree Policy](#)
- [Permits to Use Verge Areas and Protection of City Property During Building Works Policy](#)
- [Thoroughfares and Public Places Local Law 2009](#)
- [Local Government Act 1995](#)

Meeting Date	Council Resolution Number	Council Resolution
2 July 2019	0719/014	<i>That Council ENDORSES the Urban Forest Plan.</i>
4 April 2023	0423/017	1. That a report be PRESENTED to the Community and Resources Committee meeting to be held 25 July 2023 outlining: a. What trees and planning policies, programs, actions and City organisation-wide capabilities are needed to reach the targets on or prior to 2030 and 2040; b. Achieve the target on publicly owned land and consider innovative means to do so. c. The future of the Million Trees program post the target year date of 2025; d. Exploring opportunities to partner with the State Government and its departments and commissions to give focus to lifting the City's urban forest in future decades; and

Sustainable Stirling 2022-2032

Key Result Area: Our natural environment

Objective: A biodiverse City

Priority: Increase tree planting and retention of trees 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 - Urban Forest Canopy Target - Challenges and Exploring Opportunities [↓](#)

Available for viewing at meeting

Nil

Linked Documents

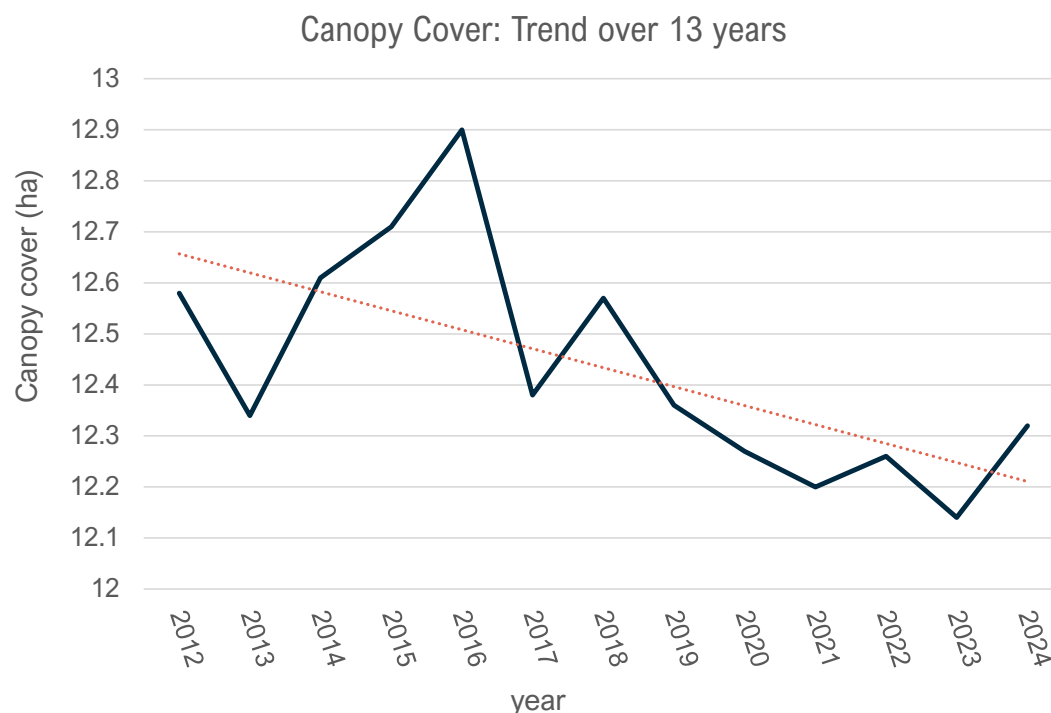
[The State of the Urban Forest – A 10 Year Review](#)



Our Urban Forest

Canopy Target: Challenges and Exploring Opportunities | 2024

Canopy Cover static for over a decade



- The City's canopy cover target is **18% by 2040** (citywide)
- Canopy cover has been in the **12% bracket since 2012.**
- Canopy is currently **12.3% (2024)**
- Since 2020 - reporting that Stirling is **not on track**
- Subject of Internal Audit Report

Vegetation Mapping and Tree Canopy Cover Analysis



Annual airborne remote sensing Data processing & geo-analytics

- Stratification - Ground, Mid, Upper and Sum of canopy >3m
- Change Detection Composites
- Annual Significant Loss; Significant Gain (every 4 years)
- Net Change in percent of Canopy Cover
- Land-type analysis
 - CoS
 - Residential
 - Non-Residential
 - State
 - Ability to drill deeper (R-Zones, Street trees, POS, Golf courses, Main Roads etc.)

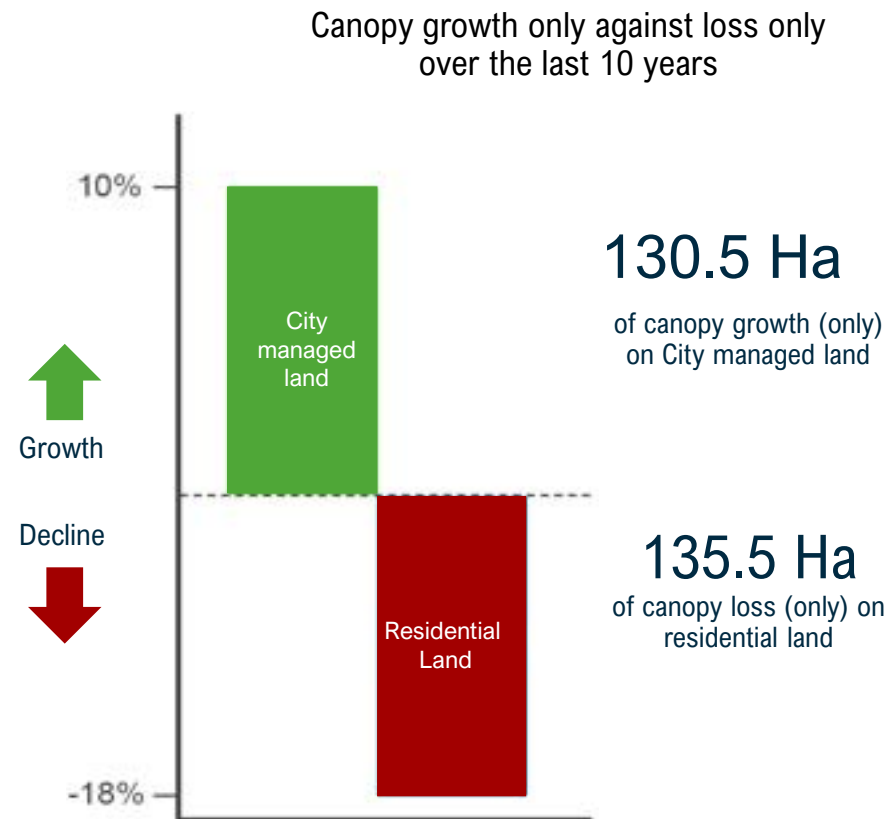


Proven, efficient and objective methodology for mapping and monitoring vegetation assets over extensive areas. 3

Residential canopy loss outweighs City's growth

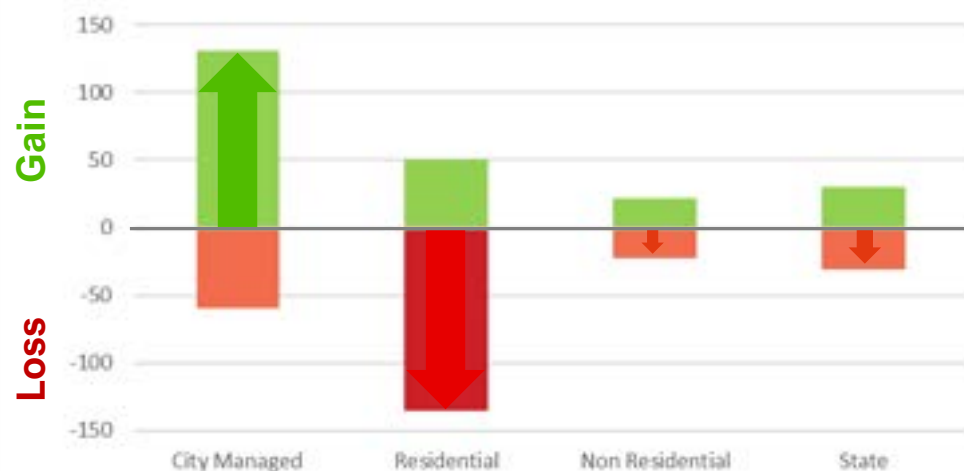


- Residential land canopy loss outweighs the City's canopy growth
- Losses on residential land has resulted in no net change in canopy cover citywide



Why residential land is the main area of concern

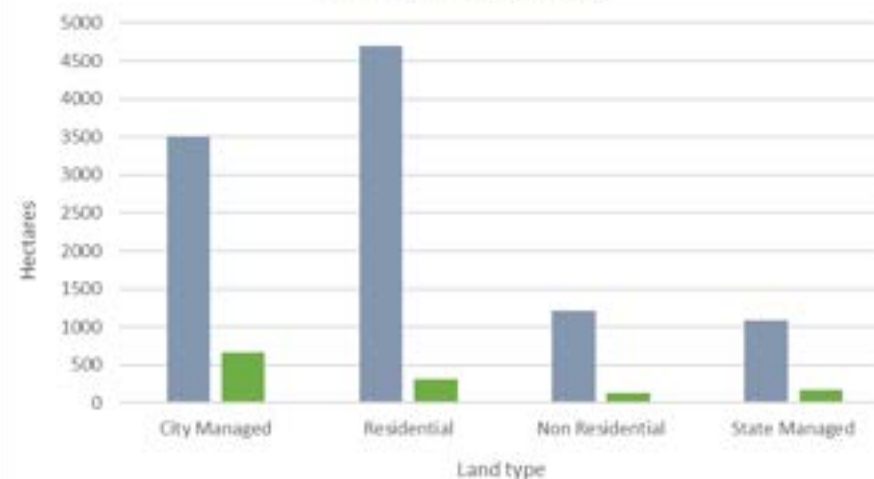
Canopy Loss vs Gain over ten years; land types compared



■ Canopy Gain
■ Canopy Loss
■ High Canopy Loss
↑ Growing Canopy trend
↓ Declining Canopy trend: low rate
↓ Declining Canopy trend: high rate

Arrows indicate trend of growth or decline of tree canopy in each land classification

Land type proportions



- **Residential land occupies the largest area yet has the highest rate of canopy decline.**
- Comparatively, State and Non-Residential land occupy small areas, have low rates of canopy loss and are better balanced with canopy growth.
- Canopy on City land has a strong gaining trend.

5

18% by 2040; No Credible Path to Achieve



Stirling
18%
average

Actions (*assessed as unfeasible)		
City Managed Land	Privately Owned Land	RISK Considerations / Barriers
* Triple City Planting on City Managed Land 		Limited space on verge & POS after 2030 Extreme innovations required to create new planting spaces Limited growing time – 6% more canopy in 16 years, planting compressed Industry/ production capacity needs to grow Substantial increase in organisational capacity to ensure trees survive Risky succession planning for trees Lack of FTE and Assets (e.g. Nursery expansion/ water trucks) Maximising all City controlled measures to protect/plant trees takes time
	* Comprehensive private tree protection and regulation (State Govt) by 2025 	No State Regulatory Controls exist for retaining trees on private land An unprecedented 8 out of 10 trees that would normally be lost on private land would need to be saved. Conflict with development / infilling targets Lack of Compliance; Currently, only 25% comply* to plant new and retain conditioned trees. Need to achieve at least 85% compliance Large cultural change needed in Development Sector / Community

6

Modelled Scenarios



Modelling Scenario	Stirling's Canopy Cover City-wide (Refers to ALL land in Stirling)	Potential Canopy Cover by 2040 for City Managed land	Action required
1	14% by 2040	City Canopy 30% by 2040	Maintain current City activity
2	15% by 2040	City Canopy 33% by 2040	20% increase of trees planted on City managed land - Planting spaces on City land maximised
3	16% by 2040	City Canopy 33% by 2040	20% increase of trees planted on City managed land - Planting spaces on City land maximised 70% increase of Free Tree program for residential properties - New tree planting incentive for Non-Residential properties - Residential canopy decline addressed through State regulation, coupled with enhanced compliance 3 out of 10 trees that would normally be lost on private land would need to be saved
4	18% by 2040	City Canopy 36% by 2040	8 out of 10 trees that would normally be lost on private land would need to be saved - Triple tree planting on City managed land - Repurposing land to create tree planting space

Scenarios for City Land canopy vs other land-types



Canopy Scenario 2: Current		Stirling 14% average	Canopy Scenario 3: Enhance		Stirling 15% average	Canopy Scenario 4: Maximise		Stirling 16% average
	City Land From 19% to 30%			City Land From 19% to 33%			City Land From 19% to 33%	
	Residential Canopy declines by a third 6% to 4%			Residential Canopy declines by a third 6% to 4%			Residential Canopy maintains 6% (requires additional State regulation)	
	NON - Residential Canopy maintains 10%			NON - Residential Canopy maintains 10%			NON - Residential Canopy increases 10% to 11%	
	State-managed Canopy maintains 16%			State-managed Canopy maintains 16%			State-managed Canopy maintains 16%	

Can the City achieve the target on publicly owned land?

Main Action required	Can it be achieved?	Why it cannot be achieved
Quadruple Tree Planting on City Managed land only	No 	Repurposing the significant majority of POS for tree planting Extreme innovations to create new planting spaces (e.g. repurposing POS) Limited space on verge & POS after 2030 Limited growing time – 6% more canopy in 16 years, planting compressed Industry/ production capacity needs to grow Substantial increase in organisational capacity to ensure trees survive Risky succession planning for trees Lack of FTE and Assets (e.g. Nursery expansion/ water trucks)

Potential innovations for tree planting on City land



- Underground powerlines – the 40% of street trees (approximately 45,000 trees) under wires would increase canopy by 20% and volume by 200%.
- Move and expand the Stirling Nursery – increase capacity
- Road reclamation / nibs / narrowing roads to plant trees
- Property purchase to create new POS and woodlands
- Planting medians, sumps, right of ways
- Dedicate eco-zones and reserves to large canopy trees
- Shade trees in car parks and other hard surfaces

What is the future of the Million Trees program post the target year date of 2025?



The City's Million Trees Program:

- On track to plant 1,000,000 trees and plants throughout the City by 2025
- **100,897 trees** and 861,696 plants planted; total to 2024: **962,593**
- The program will close at the end of the 2025 planting season
- 12,000 trees will be planted in 2025 planting season.

Program post Million Trees Program

- Target low canopy areas for tree planting in streets and parks
- Improve biodiversity and urban rewilding across City land
- Investigate ways to increase tree establishment success rates, including for climate and pest/disease resilience
- Targeted neighbourhood greening programs

Exploring opportunities to partner with the State Government and its departments and commissions to give focus to lifting the City's urban forest in future decades?



The City continues to advocate for a whole-of-government approach and will continue, strengthen and develop new partnerships. The City's recently endorsed submission to the WAPC on the development of the Perth and Peel Urban Greening Strategy recommended the following key considerations:

1. Urban Forest Mapping and Statistics
2. Coordinating/Lead Agency for Urban Forest Protection and Greening
3. State-led model programs and Education
4. Tree Canopy Loss on Private Land
5. Urban Canopy Offsets
6. Underground Power
7. State Road Median and Verge Tree Planting
8. Polyphagous Shot-Hole Borer (PSHB) Control
9. Penalties

12.2/PE2 CITY TREES POLICY

Business Unit:	Parks & Environment	Service: City Trees
Ward:	City Wide	Location: Not Applicable
Applicant:	Not Applicable	

Role

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

Moved Councillor Migdale, seconded Councillor Lagan

THE COMMITTEE RECOMMENDS TO COUNCIL

That Council ADOPTS the amended City Trees Policy as shown in Attachment 1.

The motion was put and declared CARRIED (8/0).

For: Councillors Creado, Ferrante, Hatton, Lagan, Paparde, Proud, Thornton and Acting Mayor Migdale.

Against: Nil.

Recommendation

That Council ADOPTS the amended City Trees Policy as shown in Attachment 1.

Purpose

To present the review of the Street and Reserve Trees Policy for Council's consideration following the Elected Member Workshop held on 5 August 2024, and to respond to Councillor Suzanne Migdale's Notice of Motion which was resolved (Council Resolution Number 0423/016) at the Council meeting held 4 April 2023.

Workshop Outcomes

Elected Members requested a Workshop be held to further discuss the City Trees Policy to better understand the changes to this document as part of the revision process. This Workshop was held on 5 August 2024 and two key action items resulted, as follows:

1. The addition of further provisions for the planting of the largest possible tree on the verge and suitable under-pruning of City trees to shape the growth of the lower branches to best shade pedestrians and other verge users.
2. The Tree Appeal Panel - to consider a community member in addition to the two senior City Officers and an independent arborist to support the policy.

Reference to shade has been included in the policy. The composition of the Tree Appeal Panel is recommended to be two senior City officers and an independent qualified arborist.

Details

The Street and Reserve Tree Policy (now referred to as the City Trees Policy) directs the management of the City's tree assets (City trees) which are defined as all trees that are owned and/or managed by the City. The effective management of City trees deliver key outcomes for the residents and users of the City including the following:

- Preserve the City's urban forest through tree protection and maintenance programs.
- Increase the number of City trees through proactive planting programs.
- Boost canopy coverage on verges and reserves within the City.

The review of the City Trees Policy ensures that the management of the City's tree assets aligns with the direction of key strategic elements such as the City's vision and the Urban Forest Plan. This Policy was last reviewed on 26 May 2020; since then, the City has introduced the Strategic Community Plan and reviewed the last 10 years of the City's canopy cover data. The Strategic Community Plan identified that the City would plant and manage a diverse canopy of trees to provide environmental services including cool spaces, habitat for wildlife and neighbourhood amenity. This Plan outlined a pathway to achieve these goals through increased tree planting and retention of trees across the City.

The 10-year review of the City's tree canopy cover data found that canopy cover across the City was declining due to substantial losses across residential land as a result of development. These findings do not support the City's canopy cover goal, and as such, the City Trees Policy needs to provide enhanced protection for the existing urban canopy, while also working to maximise the number of trees being planted in the space available for future canopy growth on City-managed land.

The review of the City Trees Policy has been completed in line with the Community Strategic Plan and the Urban Forest Plan with the objective to increase the canopy of the City to benefit the whole community. The City Trees Policy provides a framework to plant, protect and enhance the City's urban canopy which is essential in realising this objective.

The recommended key changes to the City Trees Policy are:

- Additional clarity around the number of City trees planted per frontage with the need to increase canopy cover across the City.
- Permitted verge treatments will need to incorporate City tree planting where City trees are currently not present.
- Where a number of frontages are created due to subdivision, a minimum of one tree shall be planted on each frontage, space permitting.
- Additional requirements to setback for crossovers and for property boundaries.
- Requirements expanded on for City trees that are prominent due to size / significance.
- Development must show the location and soil space for new / replacement City tree plantings.
- Provisions around the installation of play equipment and low-voltage solar powered lights on City trees.

The Policy also includes the addition of the Tree Appeal Panel (the Panel), the details of which will be outlined in a Terms of Reference which is a supporting document to this Policy. The Panel has been formed to evaluate complaints regarding trees on City land taking into account the City Trees Policy and other relevant management practices and documents, Australian Standards and good arboriculture practices, as well as legislation and local law requirements. The Panel may also provide advice or make determinations regarding other matters in relation to trees across the City.

Financial Assessment and Implications

Better protection of City trees will ensure those trees continue to contribute to the City's urban forest and thrive in future decades and across generations. Improved tree canopy cover creates better urban environments for residents, businesses and future investment.

Stakeholder Engagement

Not Applicable.

Options Summary

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

OPTIONS	
1.	That Council ADOPTS the amended City Trees Policy.
2.	That the Council DOES NOT ADOPT the amended City Trees Policy.

Recommended Action

It is recommended that Council adopts the reviewed City Trees Policy. Updates to this policy will work to provide:

- Additional consideration for large trees across the City
- Accurate information regarding trees in relation to development and verge works
- Further clarity for document users and an enhanced customer experience
- Activated, cool, green streets across the City.

Relevant Policies, Legislation and Council Resolutions

[Crossover Policy](#)

[Permits to Use Verge Areas](#)

[Street Tree Placement Guidelines](#)

[Urban Forest Plan](#)

[Verge Treatment Policy](#)

[Bushfire Act 1954](#)

[City of Stirling Local Government Property Local Law 2009](#)

[City of Stirling Thoroughfares and Public Places Local Law 2009](#)

[Local Government \(Uniform Local Provisions\) Regulations 1996](#)

[Local Government Act 1995](#)

[Local Planning Scheme No. 3 – City of Stirling](#)

[Planning and Development Act 2005](#)

[State Planning Policy 3.7 Planning in Bushfire Prone Areas](#)

[Local Government Act 1995](#)

Meeting Date	Council Resolution Number	Council Resolution
4 April 2023	0423/016	That a REVIEW be undertaken of the City's Street Tree and Reserves Tree Policy.
21 May 2024	0524/028	That Council considers the amended City Trees Policy after an Elected Member Workshop.

Sustainable Stirling 2022-2032

Key Result Area: Our natural environment

Objective: A biodiverse City

Priority: Increase tree planting and retention of trees 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 - City Trees Policy v2 [↓](#)

Attachment 2 - City Trees Policy - Tracked Changes v2 [↓](#)

Available for viewing at meeting

Nil

Linked Documents

Nil



City Trees Policy

Responsible Directorate	Infrastructure
Responsible Business Unit/s	Parks and Environment
Responsible Officer	Manager Parks and Environment
Affected Business Unit/s	Development Services City Future Engineering Services Facilities, Projects, and Assets

Objective

The objectives of this policy are:

- To provide guidance in relation to the management of the City's tree assets to increase the City's tree canopy cover
- To protect and increase the long term viability of City trees on verges adjacent to development sites
- To provide safe amenity to pedestrians, road traffic and property
- To preserve the existing City trees within the City
- To enhance the amenity of the City through the planting of new trees
- To define the circumstances under which the City's trees may be removed or pruned.

Scope

This policy applies to all trees that are owned or managed by the City of Stirling – such trees shall be referred to as City trees. In line with this Policy, Grass Trees will be considered to have the same provisions assigned to them as City Trees for the requirements of their protection.

Residents/owners, builders, developers, contractors, service providers, representatives, and event organisers are all expected to comply with this policy.

Policy

1. Overall

The City of Stirling manages approximately 400,000 City trees, to ensure its residents receive all the economic, environmental, social, and health benefits trees bring to our City and suburbs. These include:

- Providing cooler, greener, more comfortable access ways for walking and cycling
- Improving air, soil, water and noise quality
- Improving property values
- Providing ecological corridors, habitat, and food for native fauna
- Reducing urban heat islands
- Enhancing the character of our suburbs.

The City recognises the importance of trees in creating functional and attractive streets and reserves within the urban environment. As such, the City is committed to the planting, establishment and maintenance of all City trees with the goal of:

- Preserving the City's urban forest through tree protection and maintenance programs
- Increasing the number of City trees through proactive planting programs
- Boosting canopy coverage on verges and reserves within the City.

To effectively promote the City's goals, all City trees, unless determined hazardous by the City, will be:

- Protected from any activity, including development, that threatens their health and/or longevity with priority given to the relocation of infrastructure away from trees to reduce the potential for immediate or future damage
- Protected from infrastructure conflict, where possible, with priority given to the relocation of infrastructure away from trees to reduce the potential for immediate or future damage
- Prioritised when considering applications for new developments so that potential conflicts with City trees will be addressed before an application is approved for planning, construction/building, demolition and/or verge related permits.

The Manager Parks and Environment has the authorisation as the Delegated Officer for the planting, pruning, removal and management of City Trees, under this policy. Decisions regarding the planting, pruning, removal and management of City trees may be referred to the Tree Appeal Panel for review at a cost to the applicant as specified in the City's [Fees and Charges](#), to give effect to this policy.

2. City Tree Planting

The City is responsible for the planting of all trees on City land as identified under its annual programs which include themed avenue tree planting programs and City tree requests from residents/property owners. However, residents may be permitted to plant a City tree adjacent to their residence on application to the City. Tree planting is generally carried out in the winter months to aid in the establishment of trees. The selection of tree species for all plantings is determined by the City.

In line with the City's Urban Forest Plan, the City's goal is to increase tree canopy for the benefit of the whole community. As such, all available tree planting locations will be planted. Only the City's Delegated Officer may approve a planting deferral due to extraordinary circumstances.

As determined by the City, all verges within the City will be subject to City tree planting with a minimum of one tree per frontage except where sufficient space is not available. Additional trees will also be planted per frontage when there is available space.

The City will endeavour to maximise deep soil planting space where required to increase tree health and canopy growth.

2.1 City Tree Planting

City tree plantings will adhere to the following conditions:

- Be positioned within the verge according to the Utility Services Code of Practice for tree alignment or at the City discretion based on verge widths and other infrastructure that may be present.
- A minimum of one tree shall be planted per property frontage; larger verge spaces that can accommodate additional trees as determined by the City will be subject to additional trees being planted
- Plantings near road intersections and driveway crossovers may be subject to pedestrian and road safety assessments by the City

- All new developments that do not have a City tree on the verge will have a tree planted in the next available planting season, as deemed appropriate by the City, and included as a condition/requirement of development along with a contribution which will require payment by the applicant/property owner for the cost of the tree/s planted as per Council's [Fees and Charges](#). See Section 5 of this Policy for more information related to City tree planting and development
- The tree planting locations must be free from other conflicts such as lighting, service pits, other services, and infrastructure etc.
- Tree locations once determined are planted, and should new trees fail to establish they will be replaced until their establishment is successful.

2.2 Unauthorised City Tree Planting

City trees planted without the City's approval are considered unauthorised plantings – an unauthorised City tree planting may constitute any one of the following:

- A tree planted of an inappropriate species for verge planting
- A tree planted out of alignment in relation to the City's identified verge planting locations
- A tree of an undesirable species that has self-germinated in situ.

Where an unauthorised City tree planting is identified, the City will determine whether the planting can be retained or should be removed, dependent upon its conformity to the City's planting requirements. Mature trees will also be assessed in the same manner.

Trees are not to be privately planted on the verge without prior written approval from the City.

Verge gardens are to be maintained by the adjacent property owner in line with the City's Verge Treatment Guidelines and should not include tree plantings. Whilst the City will undertake due care when carrying out maintenance on City trees, the City is not responsible for damage to verge gardens/treatments when carrying out maintenance on City trees.

2.3 City Tree Watering and Establishment

The City is responsible for the post planting care, maintenance and watering of all newly planted City trees until the trees are considered established, as determined by the City. Residents/owners are encouraged to assist in watering City trees during the establishment period.

3. Tree Pruning and Removal

The City is solely responsible for the pruning and/or removal of City trees and/or the written authorisation granted for the removal of City trees. Unauthorised tree pruning and/or removal of any City tree is not permitted.

3.1 City Tree Scheduled Pruning

The City undertakes pruning on City trees as required on an annual program. The scheduled City tree pruning may fulfil any of the following requirements, as determined by the City:

- To clear the canopy from interference with overhead power lines, electrical feeder lines to individual properties and other essential services
- To remove overhanging branches determined as hazardous by the City to adjacent property
- To under-prune annual growth considered hazardous to traffic or pedestrians
- To shape the growth of the lower branches of trees through under-pruning to best shade pedestrians and other verge users.
- To ensure the form, structure and framework of trees is retained
- To remove dead, dying, diseased or pest infested material or abnormal growth
- To prune low growing vegetation that impedes parking control signage/ or regulatory

streets signs.

3.2 Tree Pruning

Trees will be pruned, where practicable, in line with the Australian Standard for Pruning of Amenity Trees (AS4373). Where pruning is required for clearance to power lines, the trees will be pruned as necessary to comply with the 'Electrical Service Providers' current clearance requirements set by the State regulator.

The City will investigate requests from residents/owners for tree pruning. If the City determines that pruning is required but is not urgent, then the pruning will be incorporated into the next programmed pruning schedule for that suburb/locality.

If the City determines that the pruning requires a more immediate response, then this will be attended to on an as-needs basis. Generally, such pruning is undertaken on a monthly schedule. More immediate pruning will only be undertaken in emergency situations. The resident/occupant will be informed of the outcome of any pruning request by an appropriate means.

3.3 Tree Removal

Unauthorised tree removal of any City tree is not permitted. The authorised officer/ City contractor will undertake any tree removals that are determined by the City to be necessary.

It is recognised that in some cases tree retention is not feasible owing to the condition, location or species of the tree, its implications for development on an abutting site and/or the achievement of other Council objectives. Trees may be considered for removal, as determined by the City, under the following circumstances:

- The young tree has failed to establish
- The tree has died from natural causes
- The tree is diseased or in decline with little chance of recovery
- The tree has been assessed by the City as structurally unsound
- The tree has been irreparably damaged by a storm or other unintentional event
- The tree is determined by the City to be an unauthorised City tree that is not desired
- The tree has been unintentionally affected by infrastructure works and cannot be retained
- The tree interferes with vehicle safety sightlines, as determined by the City, with remediation by pruning not possible
- The tree is in contact with power lines and selective pruning is not practical.

If a City tree prevents the impending development of an abutting property, and all possible design solutions have been deemed exhausted by the determining officer, permission for the removal of a City tree may be granted by the authorised officer under this policy as per below (see Section 5 City Tree Requirements Adjacent Development Sites).

Where a tree is authorised for removal by the City or removed without authorisation by another party, the City will replace the tree on the same verge or reserve in the next available planting season, at its discretion. The City may seek to recover all related costs, as outlined in Section 6 Bonds and Payments.

3.4 Tree Pruning and Removal Requests

The City will investigate and respond to all tree pruning and removal requests. However, the following are not considered to be sufficient or justifiable reasons for the pruning or removal of City trees:

- The tree species is disliked

- The tree considered is too large in size, is slow in establishing, the tree shape/structure is not liked
- The tree species causes nuisance by natural debris production, which includes the dropping of leaf, flower, fruit, bark, twigs etc.
- The tree attracts birdlife or other fauna
- The tree causes allergy and/or health problems
- The tree is slow in establishing
- The tree has been or suspected to have been vandalised
- The tree is an inconvenience during development/ works/ other activities
- The tree has been damaged or is in decline due to adjacent development activities
- The tree is in the way of a non-essential crossover or verge paving/treatment option
- The tree obscures or potentially obscures views (other than traffic/pedestrian sight lines) or shades private gardens, verge gardens, lawns, solar panels, solar hot water installations etc.
- The tree extends over the crossover/property line or the tree conflicts with occasional use of the surrounding areas, such as for parking, placement of skip bins, removalist vehicles, access to property, etc.

Once the City has determined the outcome of the request, any further requests for inspections when there is no natural change to the tree may incur an inspection fee as per Section 6 Bonds and Payments and/ or be referred to the Tree Appeal Panel for consideration.

4. Additional City Tree Categories

All trees located on City land are considered to be protected under this Policy, the Local Government Act, the City's Thoroughfares and Public Places Local Law, as well as other regulations and Planning Policies.

Many trees however have additional provisions under this Policy due to their age, size, value, species, cultural or environmental attributes. These trees can include Habitat trees, Prominent trees, Remnant trees and Veteran trees. These trees may be subject to additional requirements in their management such as a Tree Management Plan or when working in proximity to them. Individual or stands of trees may be recognised as prominent, veteran, habitat and/or remnant.

5. City Tree Requirements Adjacent to Development Sites

City trees need to be protected adjacent to all development and development sites in order to preserve the amenity of streetscapes and neighbourhoods. Development must show the location on the verge where the City tree(s) is(are) to be planted and the soil space being provided on the plan. All developments, where trees may be affected, will include a suitable advice note and/or condition of approval.

Industry recommendations would require that any party utilising the verge or carrying out works on the verge should obtain a Dial Before You Dig verification before starting works. This is to ensure that services, including trees, are not impacted. Documentation regarding requirements when working in proximity to City tree assets will be forwarded as part of the Dial Before You Dig enquiry.

Should works have direct or indirect impacts on the tree(s) that requires assessment/inspection/reports/remediation/rectification/ongoing works as determined by the City, or if a tree is removed without City authorisation, the developer/ property owner may be liable for the associated costs as outlined in Section 6 Bonds and Payments.

5.1 Tree Protection Zone (TPZ) Requirements Adjacent to Development Sites

For all demolition and construction works the property owner is responsible for the protection of all City trees that are to be retained on City managed land adjacent to the property. Where

the development is being undertaken the following guidelines must be adhered to:

- A fence must be installed to create a TPZ at the cost of the applicant
- The type of fencing must be in line with the Australian Standard for Protection of Trees on Development Sites (AS4970) and the City's Tree Protection Zone Guidelines
- The size of the TPZ will be determined by the City, dependent on the size of the tree and verge/ reserve space available
- At minimum, the TPZ will cover two metres by two metres around the tree trunk, one metre off the trunk on all sides – any lesser exceptions must first be approved by the City
- The TPZ should not obstruct roads or footpaths unless approved alternatives are in place
- Alternative protections may be approved by the City when space/location restricts the ability to place fencing.

In line with AS 4970, it is highly recommended to follow all the requirements outlined in that document which includes watering of the tree(s) that are being retained and protected. The tree should not present in a lesser condition at the end of the development than at the start of the development.

Specific developments / situations may need to engage a suitably qualified Arborist to provide advice required/requested by the City.

5.2 City Trees and Crossovers/Driveways

A minimum setback of a crossover/driveway (including the splays) from any City tree on the verge is required. The setback distance will be in direct relation to the Diameter at Breast Height (DBH) of the City tree:

- DBH of up to 200mm requires a minimum setback of one metre
- DBH of 201mm to 400mm requires a minimum setback of two metres
- DBH of 401mm to 600mm requires a minimum setback of three metres
- DBH of 601mm or greater is considered to be a prominent tree and will require determination on a case-by-case basis, with a minimum setback of four metres.

The above setbacks are measured from the base of the tree at ground level, closest to the location of the crossover. These setbacks are to ensure tree canopy and roots are not impacted and that the tree has the maximum deep soil space available to allow for continued healthy growth and stability.

Crossover applications should look to meet the above clearances required for setbacks before reductions are considered. In order to achieve a compliant setback, crossover designs for primary access may need to meet the three metre minimum width.

Only when the distances required need to be less than the above specifications due to site constraints, and all viable design options have been exhausted, a site inspection will need to be conducted to determine if the distance can be reduced on a tree-by-tree basis. To keep retained trees in a sound condition and to reduce the impact on their root system, no setback requests less than one metre will be considered. Council inspection fees and charges will apply as per Section 6 Bonds and Payments.

For further information, refer to the City's [Crossover Policy](#).

To keep retained trees in a sound condition and to reduce the impact on its root system, no setback requests less than one metre will be accepted. For further information, refer to the Crossover Policy.

5.3 City Trees and Structures

Development within private property should consider the existing City trees and design to have the least impact on them. Tree friendly design should be undertaken to have minimal impact of the structure of trees above and below ground. The City will not generally prune existing trees to accommodate new infrastructure or for required private tree plantings. In this regard, setbacks outlined in Section 5.2 of this Policy should be adhered to where possible.

When City trees are retained as part of any development, they will not then be pruned at the completion of development or in perpetuity due to encroachment over private property. As per Section 3.1 of this Policy, the City will consider pruning back one metre from dwellings. All structures on private property should consider future maintenance requirements and impacts from City trees and private trees in their design and construction methodology. Engaging a suitably qualified Arboricultural Consultant during the design phase to provide advice is highly recommended.

5.4 City Trees and Verge Treatments

Permitted verge treatments will need to incorporate City tree planting when City trees are not currently present. Where existing City trees are present then areas of open soil will be required around the trees with determined setbacks to the verge treatment.

Please refer to the [City's Verge Treatment Policy](#) and [Guidelines](#) for further information.

5.5 City Tree Information Provided with Applications

The onus is on the applicant to provide accurate information in applications. If any discrepancies in City tree information are identified after an approval is granted for any private development or verge works, the applicant will need to resubmit applications for approval with the correct information. All costs and fees associated are to be met by the applicant. Discrepancies can include any of the following:

- Incorrect DBH measurement
- Failure to mark City trees in the submitted plan
- Failure to mark City tree locations correctly in the submitted plan
- Providing any other inaccurate site information.

Discrepancies identified after the start of any development may not result in tree pruning/removal and may result in impacts to the private property.

5.6 City Tree Retention Adjacent to Development Sites

A City tree is a City asset forming part of green infrastructure. As such, the City actively seeks to retain and protect City trees adjacent to development sites using the following guidelines:

- If inaccurate information presented to the City, as part of any development application, results in a tree needing to be pruned or removed, the required setback being impeded, or any unauthorised removal or pruning of a tree is carried out, the City will recover the full costs associated with the works and any loss of amenity tree value from the applicant
- If City tree damage, decline or death occurs during development then costs may be recovered from the owner/ developer for rectification pruning, or removal and replacement of the tree including the loss of amenity tree value. Dead trees may be retained in situ at the City's discretion if they are determined to provide habitat or other value
- If a tree needs to be removed or, is removed without authorisation, the applicant will be required to reimburse the City the full costs associated with the tree removal / pruning including the loss of amenity tree value.

All costs owed to the City due to any of the above circumstances will be in line with Section 6 Bonds and Payments of this policy.

5.7 City Tree Removal and Replacement In Relation to Applications

The City prioritises tree retention on City managed land adjacent to development sites, and will only consider removal when no other reasonable design alternative exists. In the event that an approval to commence development is granted by the City's Development Services business unit on the advice of the City's tree delegate, which has permitted the removal/pruning of one or more City trees, the applicant will be required to inform the City two weeks prior to the start of works to arrange the City to carry out the approved tree works.

Where a tree is approved by the City's Delegated Officer to be removed/ pruned, the landowner/applicant will be required to meet the full costs associated with the removal and replacement of the tree and will be required to compensate the City for the costs associated with the loss of the tree asset, as outlined in Section 6 Bonds and Payments.

Replacement City trees that are required as a result of tree(s) being removed through the development process will be in line with the following:

- A minimum of one replacement tree will be planted on the verge adjacent to the development for each tree removed
- Where there is room for more than one tree on each frontage/lot, then multiple trees may be planted in relation to the available space, as determined by the City
- Any replacement trees that are not able to be planted on the verge adjacent to the development, due to reduced verge space post development will be planted elsewhere in the City and at the City's discretion at the cost of the applicant/property owner
- All replacement trees will be of a species and size that is acceptable to the City
- The replacement cost will be met by the developer/ applicant/ owner as outlined in Section 6 Bonds and Payments.

5.8 City Tree Planting Adjacent to development Sites

The City strives to create a balance between promoting development and providing cooler, greener and more sustainable urban environment. As such, the City applies the following City planting guidelines:

- The City at all times holds the right to reserve verge space for future tree planting and crossovers will be assessed to accommodate future City tree planting on verges
- Where there is no existing City tree, the City will plant at least one City tree in the next available planting season, space permitting
- Where there is room for more than one tree, then multiple trees may be planted in relation to the available space, as determined by the City
- Verges which have been treated with hardscape, paving or synthetic turf are required to have at least one City tree in accordance with the [Verge Treatment Policy](#)
- When considering development of car parks and/or parking bays in the road or other reserve, the plan must accommodate new tree plantings in line with [Local Planning Policy 6.6](#)
- Where a number of frontages are created due to subdivision, then a minimum of one tree shall be planted on each frontage, space permitting. More trees may be required where space permits.

6. Bonds and Payments

Where development or other activities have the potential to impact on City trees, a bond for the protection of the tree will be held by the City prior to the commencement of development. A bond will be held for the duration of the works. Minimum bond amounts will be determined by Council's [Fees and Charges](#).

Where a City tree removal/pruning is approved by the City in relation to a development or works, the full associated costs of the tree (including loss of the Helliwell value) and its removal (or pruning) shall be paid by the property owner or representative prior to the removal/pruning works and commencement of development.

Alternatively, in the instance of civic works by government departments the City may request a five for one tree canopy cover offset contribution.

Where impacts to trees is identified within a Bond or outside of a Bond process, holding of/recovery of costs for associated damage, removal, Loss of Helliwell value, reports, ongoing works, inspections, remediation works, rectification works, assessments, immediate/ongoing works as determined by the City may be held/recovered.

The costs associated with removal, pruning and/or damage of a City tree include the following three elements:

- Removal/pruning costs – amounting to the costs incurred by the City for undertaking the actual removing/ pruning of the tree/ or part thereof
- Amenity Value – calculated in accordance with the City's amenity tree calculation (currently the Helliwell method or other City approved valuation system)
- Reinstatement/Replacement Tree Costs – calculated in accordance with the greening required to replace the loss incurred by the tree removal. The level of reinstatement/replacement required will be determined by the City (in line with the Council's [Fees and Charges](#)). Reinstatement tree costs will include costs of watering for two subsequent seasons as well as other formative pruning and establishment costs.

Additional costs may be recovered for Arboricultural reports, tree watering, erecting of tree recovery fencing, any other ongoing maintenance requirements as determined by the City.

7. Vandalism to City Trees

Members of the community who witness vandalism of City trees are encouraged to report this information. All reported incidents of vandalism will be investigated and responded to by the City.

Where vandalism has been committed, the City will take steps to gather information relating to the incident which may include:

- Sending letters seeking information to residents in the vicinity of the vandalism
- Talking to residents in the local area
- Posting notices in local newspapers, notice boards, social media platforms, and on the City's website seeking information
- Installing signage requesting any information pertaining to the vandalism
- Reporting damage to the Western Australian Police.

Once information is acquired an appropriate resolution will be carried out, which may involve:

- The installation of signage at the site advising on the damage/seeking further information
- Installation of a Tree Recovery Zone (TRZ) around the tree or other protective measures on/around the tree to prevent further vandalism
- Retaining any vandalised tree in sound condition until confirmed dead
- Placement and planting of additional trees at the location of the vandalism to compensate for the damage and loss of tree canopy
- Reclaiming immediate/ongoing costs associated with any works required to rectify the damage
- Recouping the full cost of the Helliwell valuations of the asset prior to the vandalism and tree replacement/establishment costs
- Media

- Further legal action.

8. Attachments to City Trees

The City understands that the activation of the verge space is becoming more popular as private garden space diminishes. As such the City is open to the installation of play equipment within City trees adjacent to the property owner's residence. This must be done in such a way that it does not:

- Impact the health or structural integrity of the tree or any part of the tree
- Present as a hazard to users of the play equipment
- Present as a hazard to other users of the verge, surrounding footpaths, or roadways.

Other requirements that must be adhered to regarding play equipment or other attachments/installations:

- The installation of bolts, screws or other attachments into the tree is prohibited
- Any play equipment is to be retained in safe condition by the adjacent property owner /resident/ tenant
- Nothing should be installed in a tree where overhead power lines are present
- Lights must be low-voltage and solar powered
- Items such as boats/trailers/basketball rings etc. are not to be tethered to trees
- Signage is not to be installed in trees
- No installations will be permitted in reserve trees.

Any play equipment installed is in the public space and as such others may use the equipment. The installer cannot restrict this or claim exclusive rights to the usage. Therefore, it is recommended that the equipment is removed when not in use.

The City will not accept any responsibility for the loss/theft of equipment, or for any injury to persons or damage to property caused by the private installation of any attachment to a City Tree.

Any damage that may happen to the equipment as part of tree maintenance requirements will not be covered by the City or its contractors. The City reserves the right to remove any equipment at any time. Should the City determine that any equipment, attachment or installation presents as an immediate hazard, it will be removed without notice.

9. Community Consultation and Involvement

The City values its community's opinion, and encourages consultation and communication in the improvement of its urban forest. As such, the City will endeavour to apply the following practices:

- Increase resident activity in the ongoing care of its urban forest by encouraging tree planting involvement and citizen science programs
- Inform adjacent residents of City tree plantings and removals through various mediums
- Encourage community consultation in themed City tree plantings by providing opportunities for comment
- Prioritise community safety when conducting City tree maintenance works
- Raise community knowledge about the benefits of trees and the urban forest through various forms of marketing, education, events, and media.

Definitions

Applications are considered to be any formal written request made to the City.

City Tree is considered to include any tree which has a majority (> 50%) of its trunk growing from City managed land and includes Grass Trees.

Diameter at breast height (DBH) is the recognised method for measuring the diameter of the trunk of a tree. The measurement is taken at 1.4 metres from the ground level. Refer to Australian Standard 4970- 2009 Protection of Trees on Development Sites for more detailed information.

Development is considered to be any demolition or construction work on private land, any City infrastructure upgrades on the verge or reserve, crossover installation or upgrade, any private works on the verge such as landscaping, reticulation installation/works, verge treatments and or any use of the verge space that requires a permit or any works carried out by Service providers on the verge or reserve.

Helliwell method is a recognised system that allows for a monetary value to be placed on the visual amenity provided by an individual tree asset.

Structures are considered to be any construction or other element that may impact on a City Tree. These may include but are not limited to boundary walls/fences, dwellings and/or private trees.

Tree is defined in the City's Thoroughfares and Public Places Local Law 2009 as a woody perennial plant generally having a single stem or trunk which will grow to a height of approximately four metres or more.

- **Habitat Tree** is any tree, alive or dead, that presents habitat opportunities for wildlife
- **Private Tree** is any tree which has a majority (> 50%) of its trunk growing from private property
- **Prominent Tree** is any tree that has identified features such as large canopy height/spread, wide trunk, large structural roots that would require additional considerations/protections when working in proximity to the tree
- **Reserve Tree** is a tree that is located within a park, reserve or natural area
- **Remnant Tree** is any tree that has naturally grown in an area, usually prior to development
- **Veteran Tree** is a tree, generally in a post mature state, with unique qualities that requires specific management.

Tree Protection Zone (TPZ) is an area above and below ground that is set aside for protection of trees roots, trunk and crown in order to provide for the viability and stability of a tree that is to be retained at a development site.

Tree Recovery Zone (TRZ) is an area above and below ground that is established to assist in the recovery of trees when they have been impacted by vandalism, poisoning environmental factors or other contributors or interferences.

Urban Forest is a population of trees and other plants growing within an urban setting for the purpose of improving the liveability of that urban setting whilst providing social, economic and environmental benefits to the community as a whole.

Vandalism means the unlawful destruction, damage or injury to City owned tree assets which can include, but not limited to, poisoning, pruning, causing malicious damage to, removal and/or ringbarking, negligence during demolition/development/construction activities.

Relevant management practices/documents

[Crossover Policy](#)

[Permits to Use Verge Areas](#)

[Street Tree Placement Guidelines](#)

[Urban Forest Plan](#)

[Verge Treatment Policy](#)

Legislation/local law requirements

[Bushfire Act 1954](#)

[City of Stirling Local Government Property Local Law 2009](#)

[City of Stirling Thoroughfares and Public Places Local Law 2009](#)

[Local Government \(Uniform Local Provisions\) Regulations 1996](#)

[Local Government Act 1995](#)

[Local Planning Scheme No. 3 – City of Stirling](#)

[Planning and Development Act 2005](#)

[State Planning Policy 3.7 Planning in Bushfire Prone Areas](#)

Office use only			
Relevant delegations	Not applicable		
Initial Council adoption	Date	8 December 2015	Resolution # 1215/010
Last reviewed	Date		Resolution #
Next review due	Date		



City Trees Policy ~~Street~~ and ~~Reserve~~ Trees Policy

Responsible Directorate	Infrastructure
Responsible Business Unit/s	Parks and Sustainability <u>Parks and Environment</u>
Responsible Officer	Manager Parks and Sustainability <u>Manager Parks and Environment</u>
Affected Business Unit/s	Development Services City Planning <u>City</u> Future Engineering Design Engineering Services <u>Engineering Operations Facilities, Projects, and Assets</u>

Objective

The objectives of this policy are –

- To provide guidance in relation to the management of the City's tree assets ~~To~~ increase the City's tree canopy cover
- To protect and increase the long term viability of City trees on verges adjacent to development sites
- To provide safe amenity to pedestrians, road traffic and property
- To preserve the existing ~~City street and reserve~~ trees within the City
- To enhance the amenity of ~~the City streets and reserves~~ through the planting of new trees
- To define the circumstances under which the City's trees may be removed or pruned

Scope

This policy applies to all trees that are owned or managed by the City of Stirling – such trees shall be referred to as City trees. ~~A City tree includes any tree which has a majority (> 50%) of its trunk growing from Council managed land. In line with this Policy, mature Grass Trees will be considered to have the same provisions assigned to them as City Trees for the requirements of their protection.~~

Residents/owners, builders, developers, contractors, service providers, representatives, and event organisers are all expected to comply with this policy.

Policy

1. Overall

The City of Stirling manages ~~over~~approximately 400,000 City trees, to ensure its residents receive all the economic, environmental, social, and health benefits trees bring to our ~~City~~ and suburbs. These include:

- Providing cooler, greener, more comfortable access ways for walking and cycling
- Improving air, soil, water and noise quality

- Improving property values
- Providing ecological corridors, habitat, and food for native fauna
- Reducing urban heat islands effect
- Enhancing the character of our suburbs.

The City recognises the importance of trees in creating functional and attractive streets and reserves within the urban environment. As such, the City is committed to the planning, planting, establishment and maintenance of all City trees with the goal of:

- Preserving the City's urban forest through tree protection and maintenance programs
- Increasing the number of City trees through proactive planting programs
- Boosting canopy coverage on verges and reserves within the City.

To effectively promote the City's goals, all City trees, unless proven- determined hazardous by the City, will be:

- Protected from any activity, including development, that threatens their health and/or longevity with priority given to the relocation of infrastructure away from trees to reduce the potential for immediate or future damage
- Protected from infrastructure conflict, where possible, with priority given to the relocation of infrastructure away from trees to reduce the potential for immediate or future damage
- Prioritised when considering applications for new developments so that potential conflicts with City trees will be addressed before an application is approved for planning, construction/building, demolition and/or verge related permits.

The Manager Parks and Sustainability has the authorisation for the planting, pruning, removal and management of City Trees, under this policy. The Manager Parks and Environment has the authorisation as the Delegated Officer for the planting, pruning, removal and management of City Trees under this policy. Decisions regarding the planting, pruning, removal and management of City trees may be referred to the Tree Appeal Panel for review at a cost to the applicant as specified in the City's Fees and Charges, to give effect to this policy.

2. City Tree Planting

The City is responsible for the planting of all trees on City land~~City trees~~ as identified under its annual programs which include themed avenue~~community~~ tree planting programs and City street tree requests from residents/property owner~~occupants~~. However, residents may be permitted~~are able~~ to plant a City verge tree adjacent to in front of their residence on application to the City. Tree planting is generally carried out in the winter months to aid in the establishment of trees. The selection of tree species for all plantings is determined by the City.

In line with the City's Urban Forest Plan, the City's goal is to increase tree canopy for the benefit of the whole community. As such, all available tree planting locations will be planted. Only the City's Delegated Officer may approve a planting deferral due to extraordinary circumstances.

As determined by the City, all verges within the City will be subject to ~~street~~City tree planting with a minimum of one tree per frontage except where sufficient space is not available. Additional trees will also be planted per frontage when there is available space.

The City will endeavour to maximise deep soil planting space where required to increase tree health and canopy growth.

Remnant trees will be retained within the streetscape or reserve at the discretion of the City.

2.1 City Street Tree Planting

City Street tree plantings will ~~must~~ adhere to the following conditions:

- Be positioned within the verge according to the City's Street Tree Planting Guidelines Utility Services Code of Practice for tree alignment or at the City discretion based on verge widths and other infrastructure that may be present.
- A Generally, a minimum of one tree shall be planted per property frontage; larger verge spaces that can accommodate additional trees as determined by the City will be ~~can be~~ subject to additional trees being planted~~more than one tree~~
- Plantings near road intersections and driveway crossovers may~~will~~ be subject to pedestrian and road safety assessments by the City
- All new developments that do not have a City street tree on the verge will have a tree planted in the next available planting season, as deemed appropriate by the City, and included as a condition/requirement of development along with a contribution which will require payment by the applicant/property owner for towards the cost of the tree/s planted as per Council's Fees and Charges. See Section 5 of this Policy for more information related to City tree planting and development.
- Development must show the location on the verge where the City tree(s) is(are) to be planted and the soil space being provided on the plan. The tree planting locations must be free from other conflicts such as lighting, service pits, other services and infrastructure, etc.
- Tree locations once determined are planted, and should new trees fail to establish they will be replaced until their establishment is successful.

2.2 Unauthorised ~~City Street~~ Tree Planting

~~City Street~~ trees planted without the City's approval are considered unauthorised plantings – an unauthorised ~~City street~~ tree planting may ~~shall~~ constitute any one of the following:

- A tree planted of an inappropriate species for verge planting
- A tree planted out of alignment in relation to the City's identified verge planting locations~~specifications~~
- A tree of an undesirable species that has self-germinated in situ.

Where an unauthorised ~~City street~~ tree planting is identified, the City will ~~shall~~ determine whether the planting can be retained or should be removed, dependent upon its conformity to the City's planting requirements~~specifications~~. Mature trees will also be assessed in the same manner.

Trees are not to be privately planted on the verge without prior written approval from the City.

Verge gardens are to be maintained by the adjacent property owner in line with the City's Verge Treatment Guidelines and should not include tree plantings. Whilst the City will undertake due care when carrying out maintenance on City trees, the City is not responsible for damage to verge gardens/treatments when carrying out maintenance on City trees.

2.3 City Tree Watering and Establishment ~~Street Tree Watering~~

The City is responsible for the post planting care, maintenance and watering of all newly planted ~~City street~~ trees until the trees are considered established, as determined by the City. Residents/owners are encouraged to assist in watering City street trees during the establishment period, as per instructions provided at the time of planting

3. Tree Pruning and Removal

The City is solely responsible for the pruning and/or removal of City trees and/or the written authorization granted for the removal of City trees. Unauthorised tree pruning and/or removal of any City tree is not permitted.

3.1 ~~City Street~~ Tree Scheduled Pruning

The City undertakes pruning on ~~City street~~ trees as required on an annual -

programmed schedule. The scheduled City street tree pruning may fulfil any of the following requirements, as determined by the City:

- To clear the canopy from interference with overhead power lines, electrical feeder lines to individual properties and other essential services
- To remove overhanging branches determined as considered hazardous by the City to adjacent property road traffic, buildings or structures
- To under-prune annual growth low growing branches considered hazardous to traffic or pedestrians
- To shape the growth of the lower branches of trees through under-pruning to best shade pedestrians and other verge users.
- To ensure ~~define~~ the form, structure and framework of trees is retained
- To remove dead, dying, diseased or pest infested material limbs and branches or abnormal growth-
- To under-prune low growing vegetation branches that impedes parking control signage/ or regulatory and or streets signs.

3.2 Tree Requests for Pruning

Trees will be pruned, where practicable, in line with the Australian Standard for Pruning of Amenity Trees (AS4373). Where pruning is required for clearance ~~of~~ power lines, the trees will be pruned as necessary to comply with the 'Electrical Service Providers' current clearance requirements set by the State regulator.

The City will investigate requests from residents/owners for tree pruning. If the City determines that pruning is required but is not urgent, then the pruning will be incorporated into the next programmed schedule pruning schedule for that suburb/locality.

If the City determines that the pruning requires a more ~~an~~ immediate response, then this will be attended to on an as-needs basis. Generally, such pruning is undertaken on a monthly schedule. More immediate pruning will only be undertaken in emergency situations. The resident/occupant will be informed of the outcome of any pruning request by an appropriate means.

3.3 Tree Removal

The City is sole responsible for the removal of City trees. ~~Unauthorized tree removal of any City tree is not permitted. The authorised officer/ City contractor of Council will undertake any tree removals that are -determined by the City to be necessary~~ required.

It is recognised that in some cases tree retention is not feasible owing to the condition, location or species of the tree, its implications for development on an abutting site and/or the achievement of other Council objectives. Trees may be considered for removal, as determined by the City, under the following circumstances:

- The young tree has failed to establish
- The tree has died from natural causes ~~is dead~~
- The tree is diseased or in decline with little chance of recovery
- The tree has been assessed by the City as structurally unsound
- The tree has been irreparably damaged by a storm or other unintentional event
- The tree is determined by the City to be an unauthorised City tree that is not desired street or reserve tree
- The tree has been unintentionally affected by infrastructure works and the tree cannot be retained
- The tree interferes with vehicle safety sightlines, as determined assessed by the City, with remediation by pruning not possible
- The tree is in contact with power lines and selective pruning is not practical.

If a City tree prevents the impending development of an abutting property, and all possible design solutions have been deemed exhausted by the determining authorised officer,

permission for the removal of a City tree may be granted by the authorised officer under this policy as per below (see Section 5 ~~Street and Reserve~~ City Tree Requirements Protection Adjacent Development Sites.

Where a tree is authorised for ~~removed~~ by the City or removed without authorisation by another party, the City will replace the tree on the same verge or reserve in the next available planting season, at its discretion. The City may seek to recover all related costs, as outlined in Section 6 ~~5~~ Bonds and Payments.

3.4 Tree Pruning and Removal Requests

The City will investigate and respond to all tree pruning and removal requests. However, the following are not considered to be sufficient or justifiable reasons for the pruning or removal of City trees:

- The tree species is disliked
- The tree ~~considered~~ is too large in size, ~~is slow in establishing,~~ ~~The tree~~ shape/structure is not liked ~~T~~
- The tree species causes nuisance by natural debris production, which includes the dropping of leaf, flower, fruit, bark, twigs etc.
- The tree attracts birdlife or other fauna
- The tree causes allergy and/or health problems
- The tree is slow in establishing
- The tree has been or suspected to have been vandalised
- The tree is an inconvenience during development/ works/ ~~other activities~~ etc
- The tree has been damaged or is in decline due to adjacent development activities
- The tree is in the way of a non-essential crossover or verge paving/treatment option
- The tree obscures or potentially obscures views (other than traffic/pedestrian sight lines) or shades private gardens, verge gardens, lawns, solar panels, solar hot water installations etc.
- The tree extends over the crossover/property line or the tree conflicts with occasional use of the surrounding areas, such as for parking, placement of skip bins, removalist vehicles, access to property, etc.

Once the City has determined the outcome of the request, any further requests for inspections when there is no natural change to the tree may incur an inspection fee as per Section 6 Bonds and Payments and/ or be referred to the Tree Appeal Panel for consideration.

4. Additional City Tree Categories

All trees located on City land are considered to be protected under this Policy, the Local Government Act, the City's Thoroughfares and Public Places Local Law, as well as other regulations and Planning Policies.

Many trees however have additional provisions under this Policy due to their age, size, value, species, cultural or environmental attributes. These trees can include Habitat trees, Prominent trees, Remnant trees and Veteran trees. These trees may be subject to additional requirements in their management such as a Tree Management Plan or when working in proximity to them. Individual or stands of trees may be recognised as prominent, veteran, habitat and/or remnant.

5. City Street and Reserve Tree Requirements Protection at Adjacent to Development Sites

City ~~Street and reserve~~ trees need to be protected ~~adjacent to all at~~ development and development sites in order to preserve the amenity of streetscapes and neighbourhoods. Development must show the location on the verge where the City tree(s) is(are) to be planted

and the soil space being provided on the plan. All developments, where trees may be are affected, will include a suitable advice note and/or condition of approval.

Industry recommendations would require that any party utilising the verge or carrying out works on the verge should obtain a Dial Before You Dig verification before starting works. This is to ensure that services, including trees, are not impacted. Documentation regarding requirements when working in proximity to City tree assets will be forwarded as part of the Dial Before You Dig enquiry.

Should works have direct or indirect impacts on the tree(s) that requires assessment / inspection / reports / remediation / rectification / ongoing works as determined by the City, or if a tree is removed without City authorisation, developer/ property owner may be liable for the associated costs as outlined in Section 6 Bonds and Payments.:

5.1 Tree Protection Zone (TPZ) Requirements Adjacent to at Development Sites

For all demolition and construction works the property developer/ owner is responsible for the protection of all City trees that are to be retained on City managed land adjacent to the property. Where the development is being undertaken the following guidelines must be adhered to:

- A fence must be installed to create a TPZ at the cost of the applicant
- The type of fencing must be in line with the Australian Standard for Protection of Trees on Development Sites (AS4970) and the City's Tree Protection Zone Guidelines
- The size of the TPZ will be determined by the City, dependent on the size of the tree and verge/ reserve space available
- At minimum, the TPZ will cover two metres by two metres around the tree trunk, one metre off the trunk on all sides – any lesser exceptions must first be approved by the City
- The TPZ should not obstruct roads or footpaths unless approved alternatives are in place
- Alternative protections may be approved by the City when space/location restricts the ability to place fencing.

In line with AS 4970, it is highly recommended to follow all the requirements outlined in that document which includes watering of the tree(s) that are being retained and protected. The tree should not present in a lesser condition at the end of the development than at the start of the development.

Specific developments / situations may need to engage a suitably qualified Arborist to provide advice required/requested by the City.

5.2 City Street Trees and Crossovers/Driveways

A minimum setback of a crossover/driveway (including the splays) from any City street-tree on the verge is required. The setback distance will be in direct relation to the Diameter at Breast Height (DBH) of the City street-tree:

- DBH of up to 200mm requires a minimum setback of one metre
- DBH of 201mm to 400mm requires a minimum setback of two metres
- DBH of 401mm to 600mm or greater requires a minimum setback of three metres
- DBH of 601mm or greater is considered to be a prominent tree and will require determination on a case-by-case basis, with a minimum setback of four metres.

The above setbacks are measured from the base of the tree at ground level, closest to the location of the crossover. These setbacks are to ensure tree canopy and roots are not impacted and that the tree has the maximum deep soil space available to allow for continued healthy growth and stability.

Crossover applications should look to meet the above clearances required for setbacks before reductions are considered. In order to achieve a compliant setback, crossover designs for primary access may need to meet the 3.0three metre minimum width.

Only when the distances required need to be less than the above specifications due to site constraints, and all viable design options have been exhausted, a site inspection will need to be conducted to determine if the distance can be reduced on a tree-by-tree basis. To keep retained trees in a sound condition and to reduce the impact on their root system, no setback requests less than 1.0one metre will be considered. Council inspection fees and charges will may apply as per Section 6 Bonds and Payments.

For further information, refer to the City's Crossover Policy.

To keep retained trees in a sound condition and to reduce the impact on its root system, no setback requests less than 1.0one metre will be accepted. For further information, refer to the Crossover Policy.

5.3 City Trees and Structures

Development within private property should consider the existing City trees and design to have the least impact on them. Tree friendly design should be undertaken to have minimal impact of the structure of trees above and below ground. The City will not generally prune existing trees to accommodate new infrastructure or for required private tree plantings. In this regard, setbacks outlined in Section 5.2 of this Policy should be adhered to where possible.

When City trees are retained as part of any development, they will not then be pruned at the completion of development or in perpetuity due to encroachment over private property. As per Section 3.1 of this Policy, the City will consider pruning back 1.0one metre from dwellings. All structures on private property should consider future maintenance requirements and impacts from City trees and private trees in their design and construction methodology. Engaging a suitably qualified Arboricultural Consultant during the design phase to provide advice is highly recommended.

5.4 City Trees and Verge Treatments

Permitted verge treatments will need to incorporate City tree planting when City trees are not currently present. Where existing streetCity trees are present then areas of open soil will be required around the trees with determined setbacks to the verge treatment.

Please refer to the City's Verge Treatment Policy and Guidelines for further information.

5.5 -City Tree Information Provided with Applications

The onus is on the applicant to provide accurate information in applications. If any discrepancies in City tree information are identified after an approval is granted for any private development or verge works, the applicant will need to resubmit applications plans for approval with the correct information. All costs and fees associated are to be met by the applicant.

Discrepancies can include any of the following:

- Incorrect DBH measurement
- Failure to mark City street trees in the submitted plan
- Failure to mark City street tree locations correctly in the submitted plan
- Providing any other inaccurate site information.

Discrepancies identified after the start of any development may not result in tree pruning/removal and may result in impacts to the private property.

5.6 -City Tree Retention Adjacent to Development Sites

A ~~street~~-City tree is a City n-asset forming part of ~~green the verge~~ infrastructure. As such, the City actively seeks to retain and protect ~~City street~~-trees adjacent to development sites using the following guidelines:

- If ~~any~~ inaccurate information ~~is~~ presented to the City, as part of ~~any~~ development application, results in a tree ~~needing to be being~~ pruned or removed, the required setback being impeded, ~~or any~~ unauthorised removal or pruning of a tree ~~is~~ carried out, the City will recover the full costs associated with the works and any loss of amenity tree value from the applicant
- If ~~City street~~-tree damage, decline or death occurs ~~during as a result of the~~ development then costs may be recovered from the owner/ developer for rectification pruning, or removal and replacement of the tree including the loss of amenity tree value. Dead trees may be retained in situ at the City's discretion if they are determined to provide habitat or other value
- If a tree needs to be removed or, is removed without authorisation, the applicant will be required to reimburse the City the full costs associated with the tree removal / pruning including the loss of amenity tree value.

All costs owed to the City due to any of the above circumstances will be in line with Section ~~65~~, Bonds and Payments of this policy.

5.7 City Tree Removal and Replacement In Relation to Applicationsat Development Sites

The City prioritises tree retention on City managed land adjacent to development sites, and will only consider removal when no other reasonable design alternative exists. In the event that an approval to commence development is granted by the City's ~~Approvals-Development Services~~ business unit on the advice of the City's tree delegate, which ~~has permitted~~ requires the removal/~~pruning~~ of one or more ~~City street~~ trees, the applicant will be required to inform the City two weeks prior to the start of works to arrange the City to carry out the approved tree works to arrange removal of the tree(s) with the City's Parks and Reserves business

Where a tree is approved by the City's Delegated Officer to be removed/ pruned, the landowner/applicant will be required to meet the ~~full contributory~~ costs associated with the removal and replacement of the tree and will be required to compensate the City for the costs associated with the loss of the tree asset, as outlined in Section ~~65~~, Bonds and Payments.

Replacement ~~City street~~-trees that are required as a result of tree(s) being removed through the development process will be in line with the following:

- A minimum of one replacement tree will be planted on the verge adjacent to the development for each tree removed
~~Where a number of frontages are created due to subdivision, then a minimum of one tree shall be planted on each frontage, space permitting~~
- Where there is room for more than one tree on each frontage/lot, then multiple trees ~~may~~will be planted in relation to the available space, as determined by the City
- Any ~~additional~~ replacement trees that are not able to be planted on the verge adjacent to the development, due to reduced verge space post development will be planted elsewhere in the City and at the City's discretion at the cost of the applicant/property owner
- All replacement trees will be of a species and size that is acceptable to the City.
- The replacement cost will be met by the developer/ applicant/ owner as outlined in Section ~~65~~— Bonds and Payments.

5.8 City Street-Tree Planting Adjacent to development Sites

The City strives to create a balance between promoting development and providing cooler, greener and more sustainable urban environment. As such, the City applies the following street-City planting guidelines:

- The City at all times holds reserves the right to reserve verge space for future tree planting and -Crossovers will be assessed to accommodate future City tree planting on verges-
- Where there is no existing City street-tree, the City will plant at least one City street-tree in the next available planting season, space permitting
- Where there is room for more than one tree, then multiple trees may be planted in relation to the available space, as determined by the City
- Verges which have been treated with hardscape, paving or synthetic turf are required to have at least one City street-tree in accordance with the Verge Treatment Policy
- When considering development of car parks and/or parking bays in the road or other reserve, the plan must accommodate a new tree plantings in line with Local Planning Policy 6.6 per every six car bays in its design
- Where a number of frontages are created due to subdivision, then a minimum of one tree shall be planted on each frontage, space permitting. More trees may be required where space permits.

6. Bonds and Payments

Where development or other activities have the potential to impact on City trees, a bond for the protection of the tree will be held by the City prior to the commencement of development. A bond will be held for the duration of the works. Minimum bond amounts will be determined by Council's Fees and Charges.

Where a City tree removal/pruning is approved by the City in relation to a development or works, the full associated contributory costs of the tree (including loss of the Helliwell value) and its removal (or pruning) shall be paid by the property owner or representative prior to the removal/pruning works and commencement of development.

Alternatively, in the instance of civic works by government departments the City may request a five for one tree canopy cover offset contribution.

Where impacts to trees is identified within a Bond or outside of a Bond process, holding of/recovery of costs for associated damage, removal, Loss of Helliwell value, reports, ongoing works, inspections, remediation works, rectification works, assessments, immediate/ongoing works as determined by the City may be held/recovered.

The costs associated with removal, pruning and/or damage of a City tree include the following three elements:

- Removal/pruning costs – amounting to the costs fees incurred by the City for physically undertaking the actual removing/ pruning of the tree/ or part thereof;
- Amenity Value – calculated in accordance with the City's amenity tree calculation (currently the Helliwell method or other City approved valuation system);
- Reinstatement/Replacement Tree Costs – calculated in accordance with the greening required to replace the loss incurred by the tree removal. The level of reinstatement/replacement required will be determined by the City Council (and listed in line with the Council's Fees and Charges), and will take into consideration the location, the significance, the biodiversity provision, and the amenity of the tree. Reinstatement tree costs will include costs of for watering for two subsequent -seasons as well as other formative pruning and establishment costs summers.

Additional costs may be recovered for Arboricultural reports, tree watering, erecting of tree recovery fencing, any other ongoing maintenance requirements as determined by the City.

7. Vandalism to City Trees

Members of the community who witness vandalism of ~~the~~ City trees are encouraged to report this information. All reported incidents of vandalism will be investigated and responded to ~~appropriately~~ by the City.

Where vandalism has been committed, the City will take steps to gather information relating to the incident which may include:

- Sending letters seeking information to residents in the vicinity of the vandalism
- Talking to residents in the local area
- Posting notices in local newspapers, notice boards, social media platforms, and on the City's website seeking information
- Installing Erecting signage requesting asking for any information pertaining to the vandalism.
- Reporting damage to the Western Australian Police.

Once information is acquired an appropriate resolution will be carried out, which may involve:

- The installation of signage at the site advising on the damage/seeking further information
- Installation of a Tree Recovery Zone (TRZ) around the tree or other protective measures on/around the tree to prevent further vandalism
- Retaining any vandalised ~~dead~~ tree in sound condition until confirmed dead/indefinitely
- Placement and pPlanting of additional ~~other~~ trees at the location of the vandalism to compensate for the damage and loss of tree canopy
- Reclaiming immediate/ongoing costs associated with any works required to rectify the damage
- Issuing of fines or Recouping the full cost of the Helliwell valuations of the asset prior to the vandalism and tree replacement/establishment costs
- Media
- Further legal action.

8. Attachments to City Trees

The City understands that the activation of the verge space is becoming more popular as private garden space diminishes. As such the City is open to the installation of play equipment within City trees adjacent to the property owner's residence. This must be done in such a way that it does not:

- Impact the health or structural integrity of the tree or any part of the tree
- Present as a hazard to users of the play equipment
- Present as a hazard to other users of the verge, surrounding footpaths, or roadways

Other requirements that must be adhered to regarding play equipment or other attachments/installations:

- The installation of bolts, screws or other attachments into the tree is prohibited.
- Any play equipment is to be retained in safe condition by the adjacent property owner /resident/ tenant-
- Nothing should be installed in a tree where overhead power lines are present
- Lights must be low-voltage and solar powered
- Items such as boats/trailers/basketball rings etc. are not to be tethered to trees
- Signage is not to be installed in trees

- No installations will be permitted in reserve trees.

Any play equipment installed is in the public space and as such others may use the equipment. The installer cannot restrict this or claim exclusive rights to the usage. Therefore, it is recommended that the equipment is removed when not in use.

The City will not accept any responsibility for the loss/theft of equipment, or for any injury to persons or damage to property caused by the private installation of any attachment to a City Tree.

Any damage that may happen to the equipment as part of tree maintenance requirements will not be covered by the City or its contractors. and The City reserves the right to remove any equipment at any time. Should the City determine that any equipment, attachment or installation presents as an immediate hazard, it will be removed without notice.

9. Community Consultation and Involvement

The City values its community's opinion, and encourages consultation and communication in the improvement of its urban forest. As such, the City will endeavour to apply the following practices:

- Increase resident activity in the ongoing care of its urban forest by hosting community street tree planting programs encouraging tree planting involvement and citizen science programs
- Inform adjacent affected residents of street-City tree plantings and removals through various mediums
- Encourage community consultation in programmed-themed City street tree plantings and removals by providing opportunities for to comment
- Prioritise community safety -when in-conducting City tree maintenance works
- Raise community knowledge about the benefits of trees and the urban forest through various forms of marketing, education, events, and media. tree-information leaflets, the City's web page and local media.

Definitions

Applications are considered to be any formal written request made to the City.

City Tree A ~~City tree~~ is considered to include any tree which has a majority (> 50%) of its trunk growing from City managed land and includes Grass Trees.

Diameter at breast height (DBH) is the recognised method for measuring the diameter of the trunk of a tree. The measurement is taken at 1.4 metres from the ground level. Refer to Australian Standard 4970- 2009 Protection of Trees on Development Sites for more detailed information.

Development is considered to be any demolition or construction work on private land, any City infrastructure upgrades on the verge or reserve, crossover installation or upgrade, any private works on the verge such as landscaping, reticulation installation/works, verge treatments and or any use of the verge space that requires a permit or any works carried out by Service providers on the verge or reserve.

Helliwell method is a recognised system that allows for a monetary value to be placed on the visual amenity provided by an individual tree asset.

Structures are considered to be any construction or other element that may impact on a City Tree. These may include but are not limited to boundary walls/fences, dwellings and/or private trees.

Tree is defined in the City's Thoroughfares and Public Places Local Law 2009 as a woody perennial plant generally having a single stem or trunk which will grow to a height of approximately 4-four metres or more.

City Tree is any tree which has a majority (> 50%) of its trunk growing from Council managed land

- **Habitat Tree** is any tree, alive or dead, that presents habitat opportunities for wildlife
- **Private Tree** is any tree which has a majority (> 50%) of its trunk growing from private property
- **Street Tree** is a tree that is located within the road reserve
- **Prominent Tree** is any tree that has identified features such as large canopy height/spread, wide trunk, large structural roots that would require additional considerations/protections when working in proximity to the tree
- **Reserve Tree** is a tree that is located within a park, reserve or natural area
- **Remnant Tree** is any tree that has naturally grown in an area, usually prior to development.
- **Veteran Tree** is a tree, generally in a post mature state, with unique qualities that requires specific management.

Tree Protection Zone (TPZ) is an area above and below ground that is set aside for protection of trees roots, trunk and crown in order to provide for the viability and stability of a tree that is to be retained at a development site.

Tree Recovery Zone (TRZ) is an area above and below ground that is established to assist in the recovery of trees when they have been impacted by vandalism, poisoning environmental factors or other contributors or interferences.

Urban Forest is a population of trees and other plants growing within an urban setting for the purpose of improving the liveability of that urban setting whilst providing social, economic and environmental benefits to the community as a whole.

Vandalism means the unlawful destruction, damage or injury to City owned tree assets which can include, but not limited to, poisoning, pruning, causing malicious damage to, removal and/or ringbarking, negligence during demolition/development/construction activities.

Relevant management practices/documents

[Crossover Policy](#)
[Verge Treatment Policy](#)
[Permits to Use Verge Areas](#)
[Street Tree Placement Guidelines](#)
[Urban Forest Plan](#)

Legislation/local law requirements

Local Government Act 1995
 Local Government (Uniform Local Provisions) Regulations 1996
 Local Planning Scheme No. 3 – City of Stirling
 Planning and Development Act 2005
 City of Stirling Local Government Property Local Law 2009
 City of Stirling Thoroughfares and Public Places Local Law 2009
[Bushfire Act 1954](#)
[State Planning Policy 3.7](#)

Office use only

Relevant delegations	Not applicable		
Initial Council adoption	Date	8 December 2015	Resolution # 1215/010
Last reviewed	Date	26 May 2020	Resolution # 0520/027

Next review due	Date <u>2021_</u>
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12.2/CF1 TREE RETENTION ON PRIVATE LAND

Business Unit:	City Future, Governance	Service: Schemes, Policies & Heritage
Ward:	Not Applicable	Location: City Wide
Applicant:	Not Applicable	

Role

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

Moved Councillor Lagan, seconded Councillor Creado

THE COMMITTEE RECOMMENDS TO COUNCIL

1. That Council **NOTES** the outcomes of investigations into tree retention on private land arising from outstanding Council resolutions.
2. That the City **WRITES** to the State Government to continue to advocate for action on Tree Retention on Private Land and **FORWARDS** a copy of this report to enable consideration of the options provided.
3. That a report be **PRESENTED** to Council in 12 months providing the outcome of the trial of the proactive compliance approach to tree retention and planting through the planning approval process.
4. That as part of the budget considerations for 2025/2026, the City **CONSIDERS** options for an incentive-based approach to encourage the retention and growth of large trees on private land.

Committee Recommendation

Moved Councillor Lagan, seconded Councillor Creado

1. That Council NOTES the outcomes of investigations into tree retention on private land arising from outstanding Council resolutions.

The motion was put and declared CARRIED (7/1).

For: Councillors Creado, Ferrante, Lagan, Papparde, Proud, Thornton and Acting Mayor Migdale.

Against: Councillor Hatton.

2. That the City WRITES to the State Government to continue to advocate for action on Tree Retention on Private Land and FORWARDS a copy of this report to enable consideration of the options provided.

The motion was put and declared CARRIED (5/3).

For: Councillors Creado, Lagan, Papparde, Proud and Thornton.

Against: Councillors Ferrante, Hatton and Acting Mayor Migdale.

3. That a report be PRESENTED to Council in 12 months providing the outcome of the trial of the proactive compliance approach to tree retention and planting through the planning approval process.

The motion was put and declared CARRIED (8/0).

For: Councillors Creado, Ferrante, Hatton, Lagan, Papparde, Proud, Thornton and Acting Mayor Migdale.

Against: Nil.

4. That as part of the budget considerations for 2025/2026, the City CONSIDERS options for an incentive-based approach to encourage the retention and growth of large trees on private land.

The motion was put and declared CARRIED (8/0).

For: Councillors Creado, Ferrante, Hatton, Lagan, Papparde, Proud, Thornton and Acting Mayor Migdale.

Against: Nil.

Recommendation

1. That Council NOTES the outcomes of investigations into tree retention on private land arising from outstanding Council resolutions.
2. That the City WRITES to the State Government to continue to advocate for action on Tree Retention on Private Land and FORWARDS a copy of this report to enable consideration of the options provided.
3. That a report be PRESENTED to Council in 12 months providing the outcome of the trial of the proactive compliance approach to tree retention and planting through the planning approval process, and the outcomes of any potential challenge of the WALGA policy.
4. That as part of the budget considerations for 2025/2026, the City CONSIDERS options for an incentive-based approach to encourage the retention and growth of large trees on private land.

Purpose

To consider a number of outstanding Council resolutions relating to the retention of trees on private land through planning controls and the consideration of a draft local law.

Background

This report addresses outstanding Council Resolutions and reports called for by Council relating to tree retention on private land. These Resolutions are in response to Elector Motions from the Electors' General Meetings held 22 March 2023 and 18 March 2024.

In lieu of Elector Motion 11 passed at the 2023 Electors' General Meeting, Council resolved (Council Resolution Number 0523/010) at its meeting held 9 May 2023:

1. *'Council REQUESTS the Chief Executive Officer prepare a report to a future Community and Resources Committee Meeting no later than August 2023 on whether or not a local law can be made for the protection of trees on private land.'*
2. *'If it is possible to make such a local law, that a timeline for making a local law be INCLUDED in the report.'*

At its meeting held 29 August 2023, Council resolved (Council Resolution Number 0823/075) to refer the Item to a Community and Resources Committee Meeting after the 2023 local government elections to allow for further information to be provided. Consequently, Officers prepared the Draft Protection of Large Trees Local Law (Attachment 2) and developed four regulatory methods to present to Elected Members:

1. Lobby the State Government to lead the regulation of trees on private land.
2. Regulate the tree pruning and removal industry.
3. Regulate tree removal on private land.
4. Regulate both the industry and tree removal on private land.

The City has drafted a local law to give effect to regulate both the industry and tree removal on private land.

An Elected Member Workshop was held on 5 August 2024 covering the City's Urban Forest, City Trees Policy and trees on private property. Further information was provided on a potential local law and the four options were presented to Elected Members. Through the Workshop, it became apparent that the City was not well placed to regulate the removal and pruning of large trees on private property. This is because the State Government should lead the regulation of the tree pruning and removal industry and regulate the removal and pruning of large trees on private property. As a result, it is recommended that the City forward its draft local law to the Minister for Local Government and the Department of Local Government to enable the State to consider leading regulation of the matters covered by the local law. Additionally, an incentive based approach to encourage the retention of trees on private land was suggested.

A number of Motions were carried at the City's Electors' General Meeting held 26 March 2024 that related to tree retention on private land. Council, at its meeting held 30 April 2024, resolved that various reports would be presented to future meetings of Council to address these Motions:

- | | |
|----------|--|
| 0424/016 | That Council NOTES Elector Motion 9.1/2 and NOTES that a report will be prepared for a future Council meeting in relation to the motion. |
|
 | |
| 0424/016 | That Council NOTES Elector Motion 9.1/3 and AFFIRMS its decision for a tree canopy target of 18% by 2040 as set out in the Urban Forest Plan adopted by Council (2019) in relation to this motion. |
|
 | |
| | and |
| | That Council NOTES that a report will be presented to a future Council meeting relating to Tree Retention on Private Property, and how planning controls could be strengthened to achieve this. |
|
 | |
| 0424/016 | That Council NOTES Elector Motion 9.11/5 and NOTES that a report regarding Local Planning Policy 6.6 - Landscaping and Local Planning Policy 6.11 - Trees and Development will be prepared for a future Council meeting. |

The report also addresses other Notices of Motions relating to tree retention on private land. In addition, it addresses an ePetition submitted to the City in 2023 that calls on the City to implement a City-wide ban on the clear-felling of development sites and/or the removal of significant trees on such sites in the absence of a Development Approval and a building permit linked to that Development Approval. A separate report on this agenda addresses other outstanding resolutions relating to the City Trees Policy.

Details

Key Issues

Tree canopy on private land continues to decline, which can generally be attributed to the following:

- Redevelopment of land to accommodate infill development in medium density coded areas. This commonly involves either retention of an existing older-style dwelling and the rear yard being completely cleared of existing mature trees to accommodate an additional dwelling(s), or demolition of an existing dwelling and the entire lot being cleared to accommodate two or more new dwellings.
- Demolition of an existing single dwelling and replacement with a new larger dwelling which results in mature trees being removed from the site.
- Removal of existing mature trees by a private landowner for other reasons, including poor tree health, concern about leaves or branches dropping etc.

Current State Planning Framework

There are currently no statutory provisions for tree retention on private land in the State's planning framework, and to date the State Government has not indicated any intention of regulating the removal of trees on private land. This was demonstrated recently by the Minister's refusal of Local Planning Scheme amendments initiated by the City of Nedlands and City of South Perth which sought to include scheme provisions to regulate tree removal on private land. The City is also aware of other local governments, including the Town of Bassendean, Town of Cambridge and City of Bayswater, whose Scheme Amendments to regulate tree removal were not supported by the State Government.

Following these decisions, in June 2024, the State Government announced the preparation of a 'Perth and Peel Greening Strategy'. The strategy intends to provide a consistent approach by local governments to address the targets set for urban forest canopy cover, and the available measures to increase tree canopy cover growth throughout the Perth and Peel areas. While the draft strategy is yet to be released, the Western Australian Planning Commission (WAPC) states that it will address:

- Tree canopy measurement and reporting.
- Education and awareness.
- Urban heat identification and mitigation.
- Green linkages (looking at underutilised State Government land for greening opportunities).
- Urban greening grant program.

Importantly, the strategy is not intended to address loss of tree canopy on private land. At its meeting held 25 June 2024, Council endorsed (Council Resolution Number 0624/031) a submission to the WAPC on the preparation of the draft Strategy, with a key recommendation being the strategy should address the loss of trees on private land.

State Planning Policy 7.3 – Residential Design Codes (R-Codes as amended 10 April 2024) includes enhanced provisions requiring planting of new trees and provides some incentives for retention of existing trees, but does not include provisions requiring any tree retention. In addition, State Planning Policy 7.0 – Design of the Built Environment (SPP 7.0), introduced in 2019, recognises landscape quality as one of 10 key principles of good design. Whilst it does not contain tree retention provisions, it does provide the strategic intent that would generally support tree canopy retention as part of built form design.

Current Local Planning Framework

Strategic Community Plan

Council's Strategic Community Plan 2022 - 2023 specifically identifies tree planting and retention of trees across the City as an emerging priority and Council's Urban Forest Plan 2019 set a target of 18% tree canopy coverage by 2040. The current tree canopy coverage across the City is 12.3%.

Local Planning Scheme No.3

Provisions introduced into Local Planning Scheme No.3 (LPS3) in 2017 (Clause 5.13) provide the ability for the retention of significant trees and/or planting of new advanced trees to be imposed as a condition of development approval. At the time that these controls were introduced, there were no tree planting requirements in the R-Codes applying to residential development. Whilst the scheme provisions can be effective in the requirement for new advanced trees to be planted, they are relatively ineffective in retention of existing trees – especially if the trees are removed outside the planning process which can lawfully occur. Notwithstanding, since 2023, the City's officers have increased monitoring of tree retention and planting requirements through the planning approval process. In addition, Council endorsed one addition full time employee in its 2024/2025 budget to focus on proactive compliance in this area, which aims to result in increased tree canopy across the City. The effectiveness of this will continue to be monitored and reported on in 12 months.

In addition, Clause 5.5 (Variations to Site and Development Standards and Requirements) was amended in 2017 to introduce the ability to vary a standard or requirement of the scheme where it would result in the retention of a significant tree on site.

Local Planning Policy 6.6 - Landscaping and Local Planning Policy 6.11 - Trees and Development

Local Planning Policy 6.6 – Landscaping (LPP 6.6) seeks to promote improved landscaping outcomes across various commercial and residential areas across the City. The purpose of Local Planning Policy 6.11 - Trees and Development (LPP 6.11) is to minimise tree canopy depletion through retention of significant trees or planting of new trees on private land as part of the development approval process.

At the Electors' General Meeting held March 2023, Council resolved that a report regarding both policies will be prepared for a future Council meeting. Therefore, the City is currently undertaking a review of both policies to improve tree canopy outcomes throughout the City. However as Local Planning Policies are a tool to guide discretionary decision making, they do not contain prescriptive requirements and are 'due regard' documents only, so do not have the statutory weight afforded to other legislative instruments (such as Planning Regulations and Planning Schemes). A report on the outcome of the review of both policies will be presented to Council later in 2024.

Voluntary Tree Protection Register

A key action of the City's Urban Forest Plan is for residents to voluntarily register trees on their land. Subsequently, on 22 November 2022 Council adopted Amendment No.113 to LPS3 for finalisation which seeks to introduce a voluntary tree protection register. Once adopted, a Local Planning Policy would also be drafted to accompany the scheme provisions. It is anticipated that the Minister will approve Amendment No.113 by the end of 2024.

Development Application Pre-lodgement and Design Review Panel Process

Through the City's development application pre-lodgement process, the City's Officers work with applicants to encourage retention of trees through the design process. This continuous education assists applicants in understanding the value of retaining mature trees. In addition, the City's Design Review Process, where significant development proposals are subject to an independent panel of design experts, consider landscaping as a key component to design (as guided by SPP 7.0). Identifying opportunities for tree retention through design is an important part of this process in the pursuit of good design across the City.

Priority Assessment for Retained Trees

This process enables the assessment of development proposals where existing significant trees are retained to be prioritised, potentially reducing the costs associated with developing a site.

Notwithstanding the above planning initiatives to protect and retain trees on private land, tree canopy on private land has continued to decline.

WALGA Model Local Planning Policy Tree Retention

Earlier this year, WALGA released a Model Local Planning Policy related to Tree Retention (WALGA Model LPP) (Attachment 1), that can be used as a template for local governments to adopt to regulate certain trees on private land.

Essentially, the WALGA Model LPP specifies that tree removal (or other damaging activity) as defined in the policy is ‘works’ that require development approval. The WALGA Model LPP includes a presumption against tree damaging activities to any regulated tree (as defined in the policy) except where it can be demonstrated that the tree is unhealthy, a safety risk, or a redesign of the development to accommodate the tree is unfeasible. Importantly, it should be noted that this policy does not prevent the removal of a tree, rather establishes that development approval is required for the removal of the tree or tree damaging activities. The WALGA Model LPP was prepared following the receipt of legal advice on its ‘Issues Paper’ in a bid to support Local Governments tackling the loss of tree canopy cover in urban areas.

The table below showing the benefits and risks associated with the proposal to adopt the policy:

Benefits	Risks
Requires consideration of tree removal through development application process.	Legally untested – cost to defend.
Potential greater likelihood of canopy retention, particularly sites that are not subject to redevelopment.	Impact on infill density targets.
Formal opportunity to liaise with landowners and developers to integrate trees into design.	Additional costs for landowners (e.g. DA fees, arborist reports etc).
Improved amenity outcomes for the community.	Additional resourcing costs to process development applications.
Could provide a balance between canopy protection and impact on development potential.	Additional costs in enforcement including cost of prosecution.
Greener suburbs attract investment.	Potential difficulty in proving breaches.
	Potential removal of trees in anticipation of policy to de-constrain sites.

In considering the above benefits and risks to adopting the WALGA Model LPP, the City's data demonstrates that the biggest decline of tree canopy cover over the past decade has occurred in areas coded R20 density or below. Therefore, it is these areas that could see a reduction of tree canopy loss should the LPP be considered in these areas only. With an average land size of 450m² (for R20) it is more likely for a tree or trees to be retained without significantly impacting the feasibility of a development project, rather than on lot sizes of less than 300m² (R30 and above), due to the overall lot size, boundary setback requirements and the consideration of tree root invasions to adjoining development sites. Below is a list of the known local governments that have in some form considered or are considering adoption of the WALGA Model Policy:

Other Local Governments Consideration of WALGA Policy			
Local Government	Policy	Variation	Comment
City of Kalamunda	Varied	Regulated trees defined as at least 4m in height, and/or trunk diameter of at least 160mm, and an average canopy of at least 4m, which differs to the definition contained in the WALGA Model Policy.	In December 2022, Council adopted LPP 33 – Tree Retention. The policy was in force until 27 February 2024, when Council resolved to revoke the policy. The City states on its website that the reason for the revocation is that LPP 33 no longer served its intended purpose or met the listed objectives.
Town of Bassendean	Varied	The policy includes tree planting requirements over and above that stated in the R-Codes.	On 25 June 2024, Council adopted for the purposes of advertising LPP 13. Advertising is yet to commence but it should be noted that WAPC consent is required as the additional provisions augment the R-Codes.
City of Cockburn	As yet Unknown	As yet Unknown	On 9 July 2024 Council resolved to prepare a Local Planning Policy based on the WALGA policy (with modifications).
City of Fremantle	As yet Unknown	As yet Unknown	On 10 July 2024 Council resolved to prepare a Local Planning Policy based on the WALGA policy.
City of Nedlands	Varied	The policy is applied to land coded R20 and below.	On 23 July 2024 Council adopted Local Planning Policy 3.3 – Tree Retention based on the WALGA policy

City of South Perth	Varied	Policy prepared with some administrative and definition modifications only.	On 23 July 2024 Council resolved <u>not</u> to adopt a draft Tree Retention Policy based on the WALGA policy.
Shire of Peppermint Grove	Varied	Applied to residential zoned land only, and other minor variations.	On 27 August 2024 Council resolved to advertise draft Local Planning Policy 7 – Tree Retention, which is currently open for consultation.

Whilst the loss of tree canopy on private land is a critical issue across WA, attempting to regulate tree removal from private land through reliance on a Local Planning Policy is considered to provide the following challenges in relation to enforcement:

Enforcement Process

Unlike other breaches of the *Planning and Development Act 2005* where the City attempts to work with landowners and developers to bring a development into compliance, the removal of a tree cannot be rectified or reversed, or brought into compliance. This means that a punitive approach is required in the first instance, and that approach is limited to prosecution in the Magistrates Court, as monetary infringements, which are limited to \$500 per breach, are unlikely to be an effective deterrent. If the City was successful in prosecution resulting in a monetary fine, it will not result in a direct increase to the tree canopy, however it may act as a deterrent to others seeking to remove a tree without approval of the City. Significant costs associated with undertaking prosecution, and the likelihood of success, are an important consideration in relation to the WALGA Model LPP.

Evidence

Gathering evidence to prove that a ‘regulated tree’ (as defined in the Model WALGA Policy) has been removed or damaged from private property is likely to be difficult, given the mapping cannot determine the trunk circumference. It would be impractical for the City to assess tree trunk circumference on every large tree on private property, which is estimated to be approximately 17,500.

Due Regard Nature

According to the Planning and Development (Local Planning Schemes) Regulations 2015, in making a determination under the scheme, local governments are to have regard to local planning policies, which is why they are generally used to guide decision making, not to provide legislative prescriptive requirements. Therefore, undertaking a prosecution where a local government relies on information contained in a local planning policy may be problematic. It is acknowledged that the WALGA Model LPP was subject to a legal opinion, however, should Council seek to adopt the Model LPP, further legal advice should be sought.

Draft Protection of Large Trees Local Law

A draft local law has been prepared broadly to encompass industry regulation and the regulation of tree pruning and removal from private land. This reflects Option 4 presented to Elected Members at the 5 August 2024 Workshop.

How a possible local law could work

A possible local law to protect large trees on private land would operate by regulating the practice of tree pruning and removal within the City. A tree protected within the local law is classified as being 6m or more in height. A provision is included for trees considered dangerous, for removal within 12 months, or immediate removal, if the danger is imminent.

Should owners wish to significantly prune or remove a tree protected under a local law, they would be required to submit an application for a permit, alongside an application fee. The City may set out conditions of approval within the permit. The licensed operator entity in the draft local law is defined as a person holding a licence to prune and remove trees within the City. A licence would only be issued to a person with Australian Qualification Framework arboricultural qualifications and are required to submit an application and application fee.

The provisions of a local law could operate by permitting only licensed operators to significantly prune or remove a large tree on private land. Owners and/or licensed operators must comply with the local law and any conditions of approval set out by the local government in the permit or be subject to compliance action from the City. Non-compliance will incur fines or legal action.

At present, legislation does not exist at a State or Federal level to protect large trees on private land, unless they are a threatened species or part of a threatened ecological community. The draft local law protects large trees by introducing requirements and fees to regulate pruning and removal. The draft Local law makes it unlawful for persons without a licence to undertake arboricultural work on designated trees. It is expected that a more limited availability and higher cost of licensed professionals will discourage tree removal in some circumstances. Additionally, the introduction of a local law protecting large trees could be an opportunity for the City to engage in public education and promote a cultural shift towards tree retention.

The feasibility of a local law

It is acknowledged that a local law protecting large trees on private land may be difficult for the City to enforce. Without an effective regime, enforcement would be 'after the fact'. This would be in the nature of a fine (currently max \$5,000 which may be increased to \$10,000 under Local Government Reform) for removal of the tree, regardless of its size. Effective enforcement would need to allow the City to intervene 'when the chainsaws start'. That is, the City would expect to receive community complaints if a tree removalist started work on site without the necessary permits. In order to intervene, the City would need evidence that the work was illegal.

The option that would provide the most protection is the regulation of both the industry and tree removal on private land. Both stakeholders would have compliance obligations under the local law. Enforcement would be easier as the local law would require a licensed operator to display both their licensed operator permit and the tree pruning or removal permit on a vehicle located at the site. An operator with chainsaws but without both permits could be subject to immediate compliance action.

The City has access to technology that can measure canopy at different heights above ground level across the whole City. This would enable the City to collect evidence on trees over 6m that have been pruned or removed.

Financial Incentives

The *Local Government Act 1995* provides a range of mechanisms for incentivising the retention and growth of large trees on private property. Officers are currently investigating the feasibility of the various options and can include an analysis of the options for Council's consideration in the 2025/2026 Annual Budget. This is the basis for the recommendation that an incentive-based approach be considered in the next Annual Budget process.

Consultation

City officers provided the opportunity for all relevant Business Units in the organisation to comment on the Local Law throughout the drafting process. Three drop-in sessions were held to facilitate internal consultation during the drafting period.

Should the City proceed with the creation of a local law, it is recommended that the City undertake community and industry consultation prior to the commencement of the formal local law making process.

Options Summary

The following options were considered.

OPTIONS	
1.	Do not adopt the WALGA Model Local Planning Policy Tree Retention and do not adopt the draft Protection of Large Trees Local Law.
2.	Adopt the WALGA Model Local Planning Policy Tree Retention for privately owned land within the City.
3.	Adopt a modified version of the WALGA Model Local Planning Policy Tree Retention for set areas of the City's residential zone i.e. up to R20
4.	Adopt the Draft Protection of Large Trees Local Law

Recommended Action

Successfully addressing tree canopy loss in a growth Council such as the City is extremely challenging. Whilst regulating the removal of trees on private land has some merit, it is considered that the appropriate mechanism is through State-wide legislation, not through the local planning framework or a local law.

Council, in its 2024/2025 budget, has allocated funds to increase monitoring compliance or meeting development approval conditions for the installation of a new tree.

It is therefore recommended that the City monitors the success of its proactive compliance approach to assess its effectiveness on the overall tree canopy. In addition, the City should continue to monitor the outcome of any potential challenge of the WALGA Policy during the next 12 months for local governments who have adopted it.

It is also recommended that the City writes to the State Government to continue to advocate for action on Tree Retention on Private Land and forwards a copy of this report to enable consideration of the options provided.

To explore non-regulatory approaches to encourage the retention of trees on private land, the City should consider incentive based approaches as part of budget considerations for 2025/2026.

Policy Implications

Not Applicable.

Financial Implications

The City's officers have not undertaken a detailed analysis of the financial implications of adopting the WALGA Model LPP. However, depending on whether the WALGA Model Policy applied to the entire City or just some areas (for example R20 and below), additional resourcing is estimated to be in excess of \$600,000 per annum.

A detailed analysis of the financial implications of the local law has not been undertaken. Officers estimate the implementation of the Draft Protection of Large Trees Local Law would require an additional five FTE to undertake the administrative and compliance related tasks. This is based on an estimated average of 700 permit and licensed operator applications per year in its first two years of coming into force.

Sustainable Stirling 2022-2032

Key Result Area: Our natural environment

Objective: A biodiverse City

Priority: Increase tree planting and retention of trees 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.
Governance	The City will act with integrity and implement appropriate processes and controls to avoid breach of legislation.

Previous Council Resolutions

Refer to Attachment 3.

Relevant Documents and InformationAttachments

Attachment 1 - WALGA Model Local Planning Policy Tree Retention [↓](#)

Attachment 2 - Draft Protection Of Large Trees Local Law [↓](#)

Attachment 3 - Previous Council Resolutions [↓](#)

Available for viewing at meeting

Nil

Linked Documents

Model Local Planning Policy Tree Retention

Title	Policy Name	Council Logo
Policy Number	LPP #.##	

1.0 Citation

This is a Local Planning Policy prepared under Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015*. This Policy may be cited as *Local Planning Policy #.## - **Insert Policy Name***.

2.0 Introduction

Trees and other vegetation in urban areas provide significant social, economic, and environmental benefits to the community. The greatest environmental, aesthetic and cooling benefits of trees are provided by large, mature trees which typically have the largest canopy cover.

This policy outlines that the *City/Town/Shire's* recognises the increasing importance of retaining trees and ensures that retention and enhancement of the *City/Town/Shire's* tree canopy cover is considered at all stages of development.

This Policy should be read in conjunction with:

- Any relevant scheme provisions including significant tree register or Tree Preservation Orders;
- State Planning Policy 7.3 Residential Design Codes Volume 1 and Volume 2;
- State Planning Policy 3.7 - Planning in Bushfire Prone Areas;
- Council Street Tree Policy;
- Council Crossover Policy;
- Urban Forest Strategy/Plan;
- Australian Standards AS 4970—2009 - Protection of trees on development sites; and
- Australian Standards AS 4373-2007 Pruning of Amenity Trees.

Tree damaging activity constitutes works under the *Planning and Development (Local Planning Scheme) Regulations 2015* and development under the *Planning and Development Act 2005*. The policy clarifies the circumstances in which a development application and approval is required for any **tree damaging activity** and guides the assessment of these applications and other planning proposals.

3.0 Objectives

The policy aims to encourage and facilitate the protection of trees and to maintain and enhance tree canopy. The objectives of the policy are to:

- Provide a clear definition of a **regulated tree** and clarify when a development application is required for **tree damaging activity**;
- Prioritise the retention, protection, and the provisions of trees on private land and adjacent reserves in the planning process;
- Promote and facilitate tree preservation at the earliest possible stage in the planning and development process, balancing with the desired built form and land use outcomes;
- Preserve and enhance neighbourhood amenity, character and sense of place; and

- Mitigate the urban heat island effect, reduce air pollution, improve groundwater quality and contribute to biodiversity and other environmental benefits.

4.0 Definitions

Arborist Report means a report which is prepared by a suitably qualified and experienced arboriculturist with a minimum qualification of Diploma of Horticulture (Arboriculture) Australian Qualification Framework (AQF 5) or equivalent, and with demonstrated experience in high level tree assessment and diagnosis.

Maintenance Pruning means pruning that:

- a) involves removing dead or diseased wood only; or
- b) is the first pruning of the tree in the calendar year and affects less than 10% of the canopy, not altering the overall shape of the canopy; or
- c) is of a fruit tree and done for fruit production; or
- d) does not include removing limbs with a diameter of 100mm or more; or
- e) is otherwise minor maintenance or thinning of the crown that does not adversely affect the health or general appearance of the tree; and
- f) is undertaken in accordance with the standard for Pruning Amenity Trees ASNZ4373.

Regulated tree means a living tree that —

- a) Is 8m or more high; and/or
- b) has an average canopy diameter of at least 6m; and/or
- c) has a trunk circumference of at least 1.5m, measured 1.4m above the ground; and
- d) is of a species that is not included on State or local area weed register.

Tree-damaging activity means —

- a) the killing or destruction of a tree; and/or
- b) the removal of a tree; and/or
- c) the severing of branches, limbs, stems or trunk of a tree; and/or
- d) the ringbarking, topping or lopping of a tree; and/or
- e) any other substantial damage to a tree.

5.0 Policy Application

This Policy applies to the [insert zones] within the [inset City/Town/Shire's Local Planning Scheme No.x] including in the circumstances described below:

- development applications;
- subdivision applications;
- other strategic planning proposals including scheme amendments and structure plans; and
- any **tree damaging activity** to a **regulated tree** where no other development or subdivision is proposed.

6.0 Requirement for Development Approval and Exemptions

Tree damaging activity requires development approval except in any of the following circumstances:

- a) the tree does not satisfy the definition of **regulated tree**;

- b) the **tree damaging activity** is carried out in the course of works in accordance with the *Planning and Development (Local Planning Schemes) Regulations 2015* Schedule 2 Part 7 Clause 61 (b) item 18:
 - “works that are urgently necessary for any of the following —*
 - (a) public safety;*
 - (b) the safety or security of plant or equipment;*
 - (c) the maintenance of essential services; or*
 - (d) the protection of the environment.”*
- c) the **tree damaging activity** is required as part of an approved Bushfire Management Plan;
- d) the **tree damaging activity** is **maintenance pruning**;
- e) **Tree damaging activity** to a **regulated tree** that is on the [insert *Local Government Unwanted Species List*]
- f) the **tree damaging activity** is carried out by the local government on a street tree and/or the tree damaging activity is a public work.

NOTE (i) *A development application is required for any **tree damaging activity** to a **regulated tree** where other works are proposed on a subject site, even if those other works are exempt from development approval under the local planning scheme as per Schedule 2, Part 7 Clause 61 (deemed provisions) of the Planning and Development (Local Planning Scheme) Regulations 2015 (eg., the erection of a Single House that meets the deemed-to-comply requirements of the Residential Design Codes).*

7.0 Application requirements

Development applications, subdivision applications and strategic planning proposals that are subject to this Policy are to provide the following applicable information:

- a) Site survey and/or site plan indicating:
 - i. location of all **regulated trees**, including street trees;
 - ii. whether any **regulated tree** is proposed to be retained or affected by any **tree damaging activity**;
 - iii. Tree Protection Zone(s) in accordance with AS4970; and
 - iv. any trees proposed to be planted on the development site.
- b) Written justification for any proposed tree damaging activity against the objectives and requirements of this Policy; and
- c) Whether any **regulated tree** was identified to be retained at a previous planning stage (e.g, structure plan or subdivision approval).

An **Arborist Report** may be required in the following instances:

- i. To justify **tree damaging activity** to a **regulated tree** specifically considering the health of the tree and/or any safety risk it may pose to people or property;
- ii. To explain any mitigation measures proposed to protect a **regulated tree** including works proposed within the Tree Protection Zone (refer to AS4970 for details to identify the Tree Protection Zone).

Additional technical reports (i.e., Environmental reports, Tree Retention Strategy, Structural Engineering Reports) may be required for Structure Plan and large- scale subdivision applications.

8.0 Policy statement

8.1 General Requirements

- a) Unless its removal is approved as part of a subdivision or development approval, or is exempt under the provisions of this Policy, a **regulated tree** should be retained in perpetuity and protected.
- b) Retention and protection of **regulated trees** should be prioritised, and development works, structure plan and subdivision design should preferably avoid or as a minimum minimise harm to **regulated trees**.
- c) Where **tree damaging activity** is proposed to a **regulated tree** the following will be given due regard in the assessment process:
 - i. Health, maturity, species, and location of the *tree*;
 - ii. Ecological, biodiversity and environmental values of the *tree*;
 - iii. Contribution of the *tree* to the streetscape;
 - iv. The preservation of any other **regulated tree** on the subject site;
 - v. The location of the *tree* within the development site and capacity for a modified building design or subdivision to maximise tree retention;
 - vi. Any existing development on the site;
 - vii. Design and location of proposed crossovers;
 - viii. Topography and the potential impact from excavation/fill;
 - ix. Possible safety risks due to tree limb failure and infrastructure and/or structural damage associated with the retaining the *tree*;
 - x. Tree Protection Zone(s) (as per AS4970);
 - xi. Tree replacement and/or planting proposed;
 - xii. Recommendations of an **Arborist Report**; and
 - xiii. The objectives of this Policy.
- d) The following justifications for **tree damaging activity** to a **regulated tree** will not be supported:
 - i. Impact on views;
 - ii. The tree variety is disliked;
 - iii. The tree variety causes nuisance by way of leaf, fruit or bark shedding or the like; or
 - iv. The tree impacts on private gardens, solar installations, swimming pools or the like.
- e) Any proposed **tree damaging activity** to a street tree is to be referred to *{insert relevant Local Government Department}*, for consideration, having regard to *[insert Council Street Tree Policy]*.

8.2 Development Application

- a) The *City/Town/Shire* will assess any development application in accordance with the general requirements above.
- b) There is a general presumption against **tree damaging activity** (other than **maintenance pruning**) to any **regulated tree** and the siting and design of the development should, where possible, avoid impacting any **regulated tree**.
- c) **Tree damaging activity** to a **regulated tree** may be considered if the following relevant information and/or technical reports are provided to demonstrate:
 - i. The **regulated tree** is unhealthy, based on the recommendations of an **Arborist report**;
 - ii. The **regulated tree** causes safety risks to people, infrastructure or buildings based on recommendations on an **Arborist report** and/or Structural Engineering Report; or
 - iii. The redesign of the development to accommodate the **regulated tree** is unfeasible.
- d) Tree Planting Requirements.

(NOTE – any tree planting requirements that vary the deemed to comply provisions of State Planning Policy 7.3 Residential Design Codes Volume 1 and 2 requires approval from the Western Australian Planning Commission).

8.3 Development Approval Conditions

- a) If a **regulated tree** is proposed to be retained as part of an approved development, the City/Town/Shire may include the following condition on the development approval:

- 1. The existing tree to be retained on the site must:*
 - i. be retained and subsequently maintained in a healthy state;*
 - ii. be protected during the construction of the development in accordance with Australian Standard AS4970; and*
 - iii. only be maintenance pruned in accordance with Australian Standard AS 4373.*

If, notwithstanding paragraph (i) the existing tree dies or becomes unhealthy and requires replacement, the landowner must notify and make suitable arrangements with the City/Town/Shire for a replacement tree(s). Thereafter, the replacement tree(s) must be retained and maintained in accordance with this condition.

- 2. The tree to be retained on the site must:*

- b) If tree planting or tree replacement is required as part of an approved development, the City/Town/Shire may include the following condition on the development approval:

“1. The tree(s) shown on the approved site plan / landscaping plan must:

- i. be planted before the development is occupied;*
- ii. be maintained during the life of the development; and*
- iii. only be maintenance pruned in accordance with Australian Standard AS 4373.*

If, notwithstanding paragraphs (i) and (ii) a tree dies or becomes unhealthy the landowner must notify and make suitable arrangements with the City/Town/Shire for a replacement tree(s). Thereafter, the replacement tree(s) must be retained and maintained in accordance with this condition.

2. The tree protection zone(s) shown on the approved site plan / landscaping plan must be created before the development is occupied, and thereafter retained.”

8.4 Subdivision applications

- a) The City/Town/Shire may recommend that prior to the determination of an application for subdivision approval additional information be provided to the Western Australian Planning Commission (WAPC) to allow consideration of the impacts of the subdivision design and layout on any **regulated tree** and whether the general requirements above have been addressed.

- b) Subdivision design, layout and earth working levels, including the positioning of public open space (POS), configuration of the public road network, lot design and densities, should prioritise the retention of **regulated trees**.
- c) The subdivision plan should identify **regulated trees** and note if they are to be retained or removed, and the applicant is to demonstrate how the retained **regulated trees** will be protected as part of the subdivision process.
- d) The *City/Town/Shire* will request the WAPC to include the following condition on the subdivision approval to ensure **regulated trees** identified by the *City/Town/Shire* are protected:

“The regulated tree(s) identified on the approved plan of subdivision dated [INSERT VALUE] shall be retained and protection measures implemented to ensure such trees are not impacted by subdivisional works. These trees must not be removed when clearing the conditions of this approval unless development approval for their removal is obtained from the local government.”

8.5 Strategic Planning Proposals (Local Planning Scheme amendments and Structure Plan Stage)

- a) Where applicable, Local Planning Scheme (LPS) amendments and Structure Plan proposals should identify **regulated trees** and shall outline mechanisms and measures to protect **regulated trees** at subsequent stages of the planning process.
- b) Concept Plans supporting LPS amendment applications and Structure Plans shall prioritise positioning of public open space (POS), configuration of the public road network and lot design and densities to retain **regulated trees**.
- c) Strategic planning proposals shall be supported by technical information and reports which demonstrate that the protection of **regulated trees** has been prioritised.

Responsible Business Unit	
LPP Category	
Public Consultation	Yes/No
Adoption Date	##/##/####
Next Review Date	##/##/####
Reference Number (Internal purposes)	

City of Stirling

Protection of Large Trees Local Law 2024

*Local Government Act 1995***City of Stirling****Protection of Large Trees Local Law 2024**

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City of Stirling

Protection of Large Trees Local Law 2024

Under the powers conferred on it by the *Local Government Act 1995* (WA) and under all other relevant powers, the Council of the City of Stirling resolved on [date] to make this local law.

1 Part 1 – Preliminary

1.1 Citation

This local law may be cited as the *City of Stirling Protection of Large Trees Local Law 2024*.

1.2 Commencement

This local law commences on the [date] day after the day on which it is published in the Government Gazette.

1.3 Application

This local law applies throughout the District.

1.4 Background and purpose

The purpose of this local law is to:

- 1.4.1 maintain and protect trees and increase the Canopy within the District; and
- 1.4.2 assist the Local Government in:
 - (a) improving the economic, social, and environmental sustainability of the District; and
 - (b) mitigating some of the risks associated with climate change.
- 1.4.3 regulate the practice of tree pruning and removal on Private Land within the District.

1.5 Definitions

In this local law, unless the context otherwise requires, the following terms have the specified meanings:

- 1.5.1 **Act** means the *Local Government Act 1995* (WA).
- 1.5.2 **Applicant** means a Licensed Operator who makes an Application on behalf of the Owner or an Occupier of the relevant Private Land.
- 1.5.3 **Application** means an Application for a Permit or for a Licence made under this local law.
- 1.5.4 **Application Fee** means the fee payable by the Applicant to the Local Government, for the Application to be considered and a decision made.
- 1.5.5 **Authorised Person** means a person appointed under section 9.10 of the Act to perform any of the functions of an authorised person under this local law.
- 1.5.6 **Canopy** means tree Canopy.
- 1.5.7 **Council** means the elected Council of the Local Government.
- 1.5.8 **Dangerous Tree** means a Designated Tree that has an unacceptable high risk of failure within 12 months that is causing, or will cause:
 - (a) injury or death to persons; or
 - (b) serious high value property damage; or
 - (c) a significant public health risk, and

reasonable steps cannot be taken by the Owner or Occupier to avoid or minimise injury, death, or serious property damage.

- 1.5.9 **Designated Tree** means a Tree located on Private Land, that is 6 metres or more in height, as measured from the natural ground level, immediately adjacent to the trunk of the Tree.
- 1.5.10 **District** means the district of the Local Government.
- 1.5.11 **Land** means all freehold and Crown land located within the District.
- 1.5.12 **Licence** means an approval issued to a person to become a Licensed Operator under this local law.
- 1.5.13 **Licensed Operator** means a person holding a Licence under this local law to prune or remove trees on Private Land in the City.
- 1.5.14 **Local Government** means the City of Stirling.
- 1.5.15 **Local Government Land** means Land:
 - (a) owned by the Local Government;
 - (b) where the Local Government is the management body under the *Land Administration Act 1997* (WA); or
 - (c) where the Local Government has the control and management of or care, control, and management of under the Act or any other Law.
- 1.5.16 **Minor Maintenance** means:
 - (a) pruning, trimming, or felling of branches of a Designated Tree that are;
 - (i) non-structural; and
 - (ii) less than 75mm in diameter.
 - (b) any pruning of a Designated Tree that is consistent with Australian Standard AS 43773:2007 'Pruning of Amenity Trees',

which does not result in structural damage to, or destruction of, a Designated Tree.
- 1.5.17 **Occupier** has the meaning given to it in the Act, relating to Land that is Private Land.
- 1.5.18 **Owner** has the meaning given to it in the Act, relating to Land that is Private Land and includes a strata company, as defined in Section 14 of the *Strata Titles Act 1985*, in control of common property as defined in Section 10 of the *Strata Titles Act 1985*.
- 1.5.19 **Permit** means a permit issued by the Local Government in accordance with this local law, which may be subject to conditions and apply for a specific time period, to an Applicant, which authorises that Applicant to undertake:
 - (a) any Restricted Action; and/or
 - (b) any Works within a Tree Protection Zone,

in relation to one or more Designated Trees.
- 1.5.20 **Pest Plants, Declared Plants and Crop Weeds** means a tree or plant that is declared or determined as such by the Department of Primary Industries and Regional Development or the Local Government under the *Biosecurity and Agriculture Management Act 2007* (WA).
- 1.5.21 **Private Land** means any land in the District that is not Local Government Land or land owned, occupied, managed by or vested in the Crown, Minister of the State, statutory body or other local government.
- 1.5.22 **Regulations** means the *Local Government (Functions and General) Regulations 1996* (WA).

1.5.23 **Restricted Action** means the:

- (a) felling, lopping, ringbarking, or demolition;
- (b) pruning, removal or demolition of up to 25% of one or more of the:
 - (i) trunk;
 - (ii) branches that are structural and more than 75mm in diameter; and
 - (iii) Canopy;
- (c) poisoning;
- (d) failure to water to maintain the health;
- (e) failure to undertake Minor Maintenance to maintain the health;
- (f) intentional damage to the root system or trunk; or,
- (g) anything else that causes death, reduction of the expected life span or significantly and adversely affects the health,

of a Designated Tree.

1.5.24 **Threatened Species** and **Threatened Ecological Communities** have the meanings given to them in the *Environmental Protection and Biodiversity Conservation Act 1999*.

1.5.25 **Tree** means a woody perennial plant generally having a single stem or trunk.

1.5.26 **Tree Protection Zone** means the area from above and below a Designated Tree that is within the 'Tree Protection Zone' as calculated under the Australian Standard AS 4970-2009.

1.5.27 **Tree Management Plan** means a plan developed by an arborist to guide the management of Trees within a parcel of land subject to a development approval or subdivision approval.

1.5.28 **Valid Application** means an Application that has been submitted with all required Fees paid and which meets the requirements of a Valid Application as determined under clause 2.2.1.

1.5.29 **Works** includes any:

- (a) construction, demolition, renovation, alteration, removal or relocation of any building, structure, or other improvement on land; and
- (b) excavations and digging of land.

2 Part 2 – Requirements for a Permit and Applications

2.1 Dealing with Designated Trees

2.1.1 Subject to any exemptions permitted under this local law, a person must not, and must not permit or allow, including by omitting to act, any other person to undertake:

- (a) any Restricted Action; or
 - (b) any Works within a Tree Protection Zone,
- unless
- (c) the person is a Licensed Operator; and
 - (d) a Permit has been issued for that activity, prior to that activity occurring.

2.2 Permit Applications

- 2.2.1 The Local Government may adopt requirements for a Valid Application setting out all the information that must be submitted with an Application and all the things that must be done to submit an Application.
- 2.2.2 If the Local Government adopts requirements for a Valid Application, it must:
 - (a) give local public notice within 14 days of the resolution to adopt requirements for a Valid Application; and
 - (b) publish and keep published the requirements for a Valid Application on the Local Government's official website.
- 2.2.3 An Application may be submitted by the Applicant to the Local Government, in the form prescribed by the Local Government, with all information required by the Local Government and payment of the relevant Application Fee.
- 2.2.4 The Application must include evidence to the satisfaction of the Local Government that every Owner has consented in writing to the Application.
- 2.2.5 The Local Government may in its sole and absolute discretion, in relation to an Application:
 - (a) give notice of an Application to the public or any third party that is likely to be affected by the proposed activity and seek a submission from that party;
 - (b) refuse to consider an Application if the required information, specified in the Application form or this local law, is not provided;
 - (c) request further information from the Applicant before determining an Application; and
 - (d) seek advice, feedback, or input from the Local Government or any third party.

2.3 Power to approve or refuse, and aspects for consideration

- 2.3.1 An Application may be approved, with or without conditions by the Local Government, for the following reasons only:
 - (a) the tree is dead or dying;
 - (b) the tree has irreversibly declined in health;
 - (c) the tree has an incurable disease or infestation;
 - (d) the tree is a Pest Plant, Declared Plant or Crop Weed;
 - (e) the tree is a Threatened Species, or part of a Threatened Ecological Community and approval has been obtained under the *Environmental Protection and Biodiversity Conservation Act 1999* for the action that is the subject of the Application;
 - (f) the tree is a Dangerous Tree; or
 - (g) the Tree is a Designated Tree.
- 2.3.2 If the Local Government approves an Application, it will issue a Permit in writing.
- 2.3.3 In deciding whether a Permit should be issued or not, and what conditions, if any, should apply, the Local Government may consider:
 - (a) submissions and evidence provided by the Applicant with the Application;
 - (b) any public submissions made in respect to the Application;
 - (c) the size of the trunk, height, branches and Canopy, age, maturity and health of the Designated Tree;
 - (d) the existing Canopy of the Designated Tree;

- (e) the expected natural growth and extent of the Canopy of the Designated Tree in the future;
 - (f) whether the action to be taken, if the Application was approved, would be considered by the Local Government to promote the healthy growth of the Designated Tree, to a greater extent than if the Application was refused and the relevant action not taken;
 - (g) whether the Application includes the relocation of the Designated Tree or the planting of any additional Trees on the same Private Land;
 - (h) whether the Application includes the relocation of the Designated Tree or planting of any additional Trees on other Private Land within the District, owned by the Applicant or with the Private Land Owner's signed written consent;
 - (i) whether the Application includes the relocation of the Designated Tree or planting of any additional Trees and respective Tree Management Plans for the survival and establishment of Trees on other Private Land within the district;
 - (j) the likelihood of any damage to the Designated Tree;
 - (k) the likelihood of the destruction of the Designated Tree;
 - (l) the conduct of the Applicant, and any Owner, in relation to any previous Application or Permit;
 - (m) whether the Designated Tree encroaches on, or overhangs, a property boundary;
 - (n) the rights of any person who has an interest in land that the Designated Tree encroaches on, or overhangs; and
 - (o) any other matter the Local Government considers relevant.
- 2.3.4 In determining whether it makes a decision to approve an Application, with or without conditions, the Local Government must receive evidence that supports the reason under clause 2.3.1 on the balance of probabilities.
- 2.3.5 Before making a decision, the Local Government may carry out a visual inspection and assessment of the Designated Tree.
- 2.3.6 If access to the Private Land is required, the Owner and Occupier must provide reasonable access to the Private Land at all reasonable times, to permit the Local Government, to inspect and assess the Designated Tree.
- 2.3.7 The City may refuse an Application without considering the merits of the Application for any of the following reasons:
- (a) the Application has been submitted but the Application Fees have not been paid;
 - (b) the Application has been submitted but does not meet the requirements of a Valid Application;
 - (c) the Local Government has requested access to the Private Land under clause 2.3.6 but access has not been provided; or
 - (d) the Application has been submitted and the Local Government has requested further information under clause 2.2.5 but the Local Government has not received the further information requested.

2.4 Exemptions

- 2.4.1 A person is not obliged to obtain a Permit in relation to a Designated Tree:
- (a) to undertake Minor Maintenance;
 - (b) if the tree will cause imminent serious injury, death, or serious high value property damage if Restricted Action is not taken immediately, and the Restricted Action is carried out by a Licensed Operator;
 - (c) if a valid and current subdivision, development, demolition or building approval applies to the Private Land, where:
 - (i) Restricted Action; or
 - (ii) Works within a Tree Protection Zone,
 is expressly permitted in that approval, whether conditioned or not, that the relevant action as to the Designated Tree can be taken;
 - (d) if, because of fire, flood, storm, earthquake, landslide, drought or damage by a third party, a tree is destroyed or damaged to the extent that a Tree no longer satisfies the criteria of a Designated Tree; or
 - (e) if an Application is lodged and the Local Government determines, by Notice to the Applicant, that the proposed activity is not a Restricted Action or Works within a Tree Protection Zone.
- 2.4.2 A Notice under clause 2.4.1(e) applies to the activities detailed in the relevant Application.
- 2.4.3 If an Owner or Occupier has made an Application, in the manner required by the Local Government with appropriate supporting evidence, for Restricted Action to be taken in relation to a Designated Tree, on the basis that Designated Tree is a Dangerous Tree:
- (a) before making a decision, the Local Government may carry out a visual inspection and assessment of the Designated Tree; and
 - (b) if access to the Private Land is required, the Owner and Occupier must provide reasonable access to the Private land at all reasonable times, to permit the relevant Authorised Person and any other employees or agents of the Local Government, to inspect and assess the Designated Tree.
- 2.4.4 Clauses 2.3.5 to 2.3.7 apply to an Application under 2.4.3 as if the Application under clause 2.4.3 were an Application under clause 2.2.3.

3 Part 3 – Transfer and Cancellation of a Permit

3.1 No transfer

- 3.1.1 Unless a Permit expressly provides otherwise, a Permit is not transferable to any new Owner or Occupier of the relevant Private Land.
- 3.1.2 A Permit is automatically cancelled and ceases to have effect on the transfer of the freehold interest on the relevant Private Land.
- 3.1.3 If a Permit does not have an expiry date, the Permit ends on the date that is 1 year after the Permit was issued by the Local Government.

3.2 Cancellation

- 3.2.1 The Local Government may cancel a Permit if the Local Government determines that:
 - (a) any conditions in the Permit are not being strictly complied with;
 - (b) any Restricted Action or Works within a Tree Protection Zone are occurring on the relevant Private Land that is not authorised under the Permit;

- (c) there was any false or misleading information, or lack of information, in the relevant Application;
 - (d) the Application was made fraudulently;
 - (e) the Applicant ceases to be a Licensed Operator; or
 - (f) the terms of a subsequent subdivision, development, demolition or building approval for the relevant Private Land, or part of it, supersedes the Permit.
- 3.2.2 The Local Government will give the Applicant:
- (a) notice of the intention to cancel the Permit, including reasons (**Notice**); and
 - (b) the opportunity to make submissions in response to the Notice, within 14 days after service of the Notice.
- 3.2.3 If the Local Government is:
- (a) not satisfied with the submissions received, or no submissions are received, then by a further Notice to the Applicant, the Permit is immediately cancelled effective upon service of the Notice; or
 - (b) satisfied with submissions received, then by a further Notice to the Applicant, the suspension is lifted, and the Permit is current and valid, effective upon service of the Notice,
- with the relevant Notice being served within 1 month of the expiry of the 14 day period for the Applicant to provide submissions.
- 3.2.4 Service of any Notice under clause 3.2.2 or any other clause of this local law, will be to the Applicant at the address specified in the Application.
- 3.2.5 A response from the Applicant under clause 3.2.2 must be to the Local Government to the address of its main administration office and marked the attention of the relevant Authorised Person or the CEO.
- 3.2.6 From the date of service of the Notice to the Applicant, the Permit is suspended and cannot be relied or acted upon by the Applicant, until the Permit is either cancelled or the Local Government gives the Applicant further notice that the suspension relating to the Permit is lifted.

4 Part 4 – Licensed Operators

4.1 Requirement to be a Licensed Operator

A person must not undertake any activity for which a Permit is required under this local law unless it is a Licensed Operator.

4.2 Application to become a Licensed Operator

- 4.2.1 A person who is required to be a Licensed Operator under this local law must apply to become a Licensed Operator in accordance with this local law.
- 4.2.2 The Local Government may adopt requirements for a Valid Application setting out all the information that must be submitted with an Application and all the things that must be done to submit an Application.
- 4.2.3 If the Local Government adopt requirements for a Valid Application, it must:
 - (a) give local public notice within 14 days of the resolution to adopt requirements for a Valid Application; and
 - (b) publish and keep published the requirements for a Valid Application on the Local Government's official website.
- 4.2.4 An Application to become a Licensed Operator must be:

- (a) made in writing in a form approved by the Local Government;
 - (b) include all the information required for a Valid Application by the Local Government; and
 - (c) be accompanied by payment of the relevant Application Fee.
- 4.2.5 Before determining an Application to become a Licensed Operator, the City may require a person who is required to become a Licensed Operator to:
- (a) provide additional information reasonably related to the Application; and
 - (b) give public notice of the Application in a manner required by the Local Government inviting submissions to be made.

4.3 Consideration of an Application to become a Licensed Operator

- 4.3.1 In deciding whether a Permit should be issued or not, and what conditions, if any, should apply, the Local Government may consider:
- (a) the nature of the entity of the proposed Licensed Operator;
 - (b) the period of time the proposed Licensed Operator has been in operation;
 - (c) any prior breaches of the local law by the proposed Licensed Operator;
 - (d) any prior period in which the Applicant has been a Licensed Operator and any Permits obtained by the proposed Licensed Operator;
 - (e) any other penalties under any written law imposed on the proposed Licensed Operator reasonably relating to activities under this local law;
 - (f) the extent to which the proposed Licensed Operator is accredited to, or has systems to comply with, any Australian Standard reasonably relating to activities under this local law;
 - (g) the financial and human resources available to the proposed Licensed Operator;
 - (h) the qualifications of relevant officers or employees of the proposed Licensed Operator;
 - (i) any other consideration that is relevant to the Application to become a Licensed Operator; and
 - (j) any information or submission made under clause 4.2.5.

4.4 Decision on an Application to become a Licensed Operator

- 4.4.1 On receiving an Application to become a Licensed Operator, the Local Government must issue a determination within 60 business days of receiving the Application.
- 4.4.2 The Local Government may:
- (a) approve an Application to become a Licensed Operator unconditionally;
 - (b) approve an Application to become a Licensed Operator, subject to conditions; or
 - (c) refuse to approve an Application to become a Licensed Operator.
- 4.4.3 If the Local Government approves an Application to become a Licensed Operator, with or without conditions, the Local Government must issue a written Licence to the Licensed Operator.
- 4.4.4 The Licensed Operator must display, and continue to display, on a vehicle remaining at the site of the activity, when undertaking any activity under this local law:
- (a) its Licence; and
 - (b) any Permit approving the activity.

- 4.4.5 A Licensed Operator retains their status for a period of five years from the date of the Licence, unless:
 - (a) a shorter period of time is a condition on the Licence; or
 - (b) the Licence is cancelled by the Local Government under this local law.
- 4.4.6 A Licence must contain the name of the Licensed Operator and is not transferable.
- 4.4.7 The Local Government must maintain a register of Licensed Operators and:
 - (a) publish the register on its website;
 - (b) make the register available for inspection at the offices of the Local Government; and
 - (c) provide a copy of the register free of charge to any person who requests a copy of the register.

4.5 Cancellation of the Licence

- 4.5.1 The Local Government may cancel a Licence if the Local Government determines that:
 - (a) any conditions in the Licence are not being strictly complied with;
 - (b) a Licensed Operator is undertaking any Restricted Action or Works within a Tree Protection Zone on Private Land that is not authorised under a Permit;
 - (c) there was any false or misleading information, or lack of information, in the relevant Application;
 - (d) the Application was made fraudulently; or
 - (e) the Licensed Operator ceases to hold an accreditation to an Australian Standard relevantly relating to the local law which the Local Government considered when deciding to grant the Licence.
- 4.5.2 The Local Government will give the Licensed Operator:
 - (a) notice of the intention to cancel the Licence, including reasons (**Notice**); and
 - (b) the opportunity to make submissions in response to the Notice, within 14 days after service of the Notice.
- 4.5.3 If the Local Government is:
 - (a) not satisfied with the submissions received, or no submissions are received, then by a further Notice to the Licensed Operator, the Licence is immediately cancelled effective upon service of the Notice; or
 - (b) satisfied with submissions received, then by a further Notice to the Licensed Operator, the suspension will be lifted, and the Licence will then be current and valid, effective upon service of the Notice,

with the relevant Notice being served within 1 month of the expiry of the 14 day period for the Applicant to provide submissions.
- 4.5.4 Service of any Notice under clause 4.5.2 or any other clause of this local law, will be to the Licensed Operator at the address specified in the Application.
- 4.5.5 A response from the Licensed Operator under clause 4.5.2 must be to the Local Government to the address of its main administration office and marked the attention of the relevant Authorised Person or the CEO.
- 4.5.6 From the date of service of the Notice to the Licensed Operator, the Licence is suspended and cannot be relied or acted upon by the Licensed Operator, until the Licence is either cancelled or the Local Government gives the Licensed Operator further notice that the suspension relating to the Licence is lifted.

5 Part 5 – Fees**5.1 Application Fee**

- 5.1.1 The Application Fees for a Permit, to become a Licensed Operator or any other approval under this local law will be determined and reviewed in accordance with Part 6 of the Act.

5.2 Refund

- 5.2.1 The Local Government may refund all or part of an Application Fee.

6 Part 6 – Offences and Penalties**6.1 Offences**

- 6.1.1 Any person:
- (a) who breaches a provision of this local law;
 - (b) does anything that is prohibited under this local law; or
 - (c) fails to do anything required or directed to be done or not done under this local law,
- commits an offence.

6.2 Penalties

- 6.2.1 Any person who commits an offence under this local law is liable:
- (a) to a penalty, which is equal to the maximum permitted under section 3.10(1) of the Act; and
 - (b) to a further penalty, which is equal to the maximum amount permitted under section 3.10(2) of the Act in respect of each day, or part of a day, that the offence continues.

Dated [insert].

The Common Seal of the City of Stirling)
was affixed by authority of a resolution)
of the Council in the presence of:)

Mayor

Name of Mayor

Chief Executive Officer

Name of Chief Executive Officer

Some of these Council Resolutions are in response to motions from the Electors' General Meeting 22 March 2023 and 18 March 2024.

Meeting Date	Council Resolution Number	Council Resolution
22 March 2023 EGM	Motion 11	That Council resolves, subject to Officer reports and the outcomes of public consultation, to implement a City-wide ban on the clear felling of development sites or the removal of significant trees on such sites in the absence of a development approval and a building permit linked to that development's approval.
9 May 2023	0523/010	1. Council REQUESTS the Chief Executive Officer prepare a report to a future Community and Resources Committee Meeting no later than August 2023 on whether or not a local law can be made for the protection of trees on private land. 2. If it is possible to make such a local law, that a timeline for making a local law be INCLUDED in the report.
29 August 2023	0823/075	That the Item relating to 12.2/GOV1 be REFERRED to a Community and Resources Committee meeting after the 2023 elections to allow further information to be provided.
21 November 2023	1123/029	That a report be PRESENTED to Council by May 2024 regarding the opportunities to retain trees (and canopy) on private property prior to, during and after development including strengthening related planning conditions.
18 March 2024 EGM	Motion 9.1/2	That the City of Stirling adopt WALGA's Model Local Planning Policy for Tree Retention in its entirety which has the effect of defining a regulated tree as works that require development approval.
30 April 2024	0424/016	That Council NOTES Elector Motion 9.1/2 and NOTES that a report will be prepared for a future Council meeting in relation to the motion.
18 March 2024 EGM	Motion 9.1/3	That the City of Stirling commits to a tree canopy target of 30% by 2040 supported by appropriate planning and policy changes, funding, monitoring and annual reporting.

Meeting Date	Council Resolution Number	Council Resolution
30 April 2024	0424/016	That Council NOTES Elector Motion 9.1/3 and AFFIRMS its decision for a tree canopy target of 18% by 2040 as set out in the Urban Forest Plan adopted by Council (2019) in relation to this motion. and That Council NOTES that a report will be presented to a future Council meeting relating to Tree Retention on Private Property, and how planning controls could be strengthened to achieve this.
18 March 2024 EGM	Motion 9.1/4	That Council resolves, subject to officer reports and the outcomes of public consultation, that the City disallow via a local law, building or demolition permits or building or demolition work to commence where such works will - in the opinion of an authorised officer - adversely affect other land to the extent that those works will kill or cause the death of significant trees on adjoining private property.
30 April 2024	0424/016	That Council NOTES Elector Motion 9.1/4 and NOTES that a tree retention local law is currently under development by the City.
18 March 2024 EGM	Motion 9.1/5	That Council resolves, subject to officer reports and the outcomes of public consultation, to implement via a Local Law a City-wide ban on the clear-felling of development sites or the removal of significant trees on such sites in the absence of a development approval and a building permit - linked to that development approval.
30 April 2024	0424/016	That Council NOTES Elector Motion 9.1/5 and NOTES that a tree retention local law is currently under development by the City.
18 March 2024 EGM	Motion 9.11/5	Could the City please do more to encourage businesses to look after the trees to create more shade in their car parks.
30 April 2024	0424/016	That Council NOTES Elector Motion 9.11/5 and NOTES that a report regarding Local Planning Policy 6.6 - Landscaping and Local Planning Policy 6.11 - Trees and Development will be prepared for a future Council meeting.

13. REPORTS FOR CONSIDERATION IN ACCORDANCE WITH CLAUSE 4.2(4) OF THE MEETING PROCEDURES LOCAL LAW 2021

In accordance with Clause 4.2(4) of the City of Stirling Meeting Procedures Local Law 2021, the Chief Executive Officer may include on the agenda of a Council meeting, in an appropriate place within the order of business, any matter which must be decided, or which he considers is appropriate to be decided, by that meeting.

13.1 COMMUNITY GRANTS PROGRAM - ROUND 1 LARGE GRANTS

Business Unit:	Strategy and Performance	Service: Strategy & Performance
Ward:	City Wide	Location: Not Applicable
Applicant:	Not applicable	

Role

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

Recommendation

That Council **APPROVES** the Community Grants Program Round 1 Large Grant recommendations for a total cash amount of \$297,389 as contained in Attachment 1.

Purpose

To approve the Community Grants Program Round 1 Large Grant applications that have been recommended for funding by the City's internal grant assessment panels.

Details

At its meeting held 20 June 2023, Council resolved to adopt the City's new Community Grants Policy. This policy replaces the Community Arts and Events Policy, the Grants and Funding Policy and the Financial Assistance, Donations, Grants and Recognition Policy.

On 1 July 2024, the City launched its 2024/2025 Community Grants Program, a centralised approach to the distribution of grants to the community. The Community Grants Program Guidelines provide detail on eligibility requirements and priorities for the program. Grant funds will be distributed to the community via five grant streams:

- Active and Healthy Communities
- Innovative and Productive Communities
- Locally-led and Creative Communities
- Sustainable Communities
- Vibrant Communities

An overview of the priorities and eligibility criteria for each grant stream can be found in the Community Grants Program Guidelines on the City's website at www.stirling.wa.gov.au/grants. Three types of grants are available - small, medium and large. Grant applications are assessed by a panel of City officers who provide recommendations for funding.

Small and medium grants, which are those recommended by the panel to receive \$20,000 or less, will be submitted to a City Director for approval. All grants awarded or declined will be reported on a quarterly basis to the City's Audit Committee to provide full transparency to Council and all successful grant projects will be listed on the City's website to ensure this information is provided to the community.

As per the Guidelines those applications recommended by the panel to receive \$20,001 or more will be submitted to Council for approval. Eligible applications are then assessed by a Grant Assessment Panel based on the following criteria:

% of score	Criteria (what applicants address in their application)	Measure (how we assess the application)
40%	1. What is your activity, and how will you deliver it? 2. What are the expected outcomes of your activity? 3. How will you know if your activity is a success?	a. Are the aims and objectives clearly identified and do they align to the objectives of <i>Sustainable Stirling 2022-2032</i> b. Does the project deliver the specific outcomes of the grant stream
30%	4. Why is your activity important? 5. How will the local community benefit from your activity? 6. Who will be involved in your activity?	c. Is there a clearly identified local need for this activity? d. How many City of Stirling residents will benefit? e. Does the applications provide evidence of community support or involvement?
30%	7. What is your budget? 8. Will you be contributing towards your activity? 9. How will you manage your budget? 10. What is your experience in delivering similar activities?	a. Is the budget clear and realistic? b. Does the activity demonstrate value for money? c. Does the applicant have the financial capacity to deliver the project? d. Is the project well planned and achievable within the timeframes?

A score out of 10 for each measure is provided by each assessment panel member and this score is weighted to give a final score out of 100. The scores from each assessment panel member are then averaged to provide a final score. Generally, only those applications that scored above 70 points are recommended for funding.

Round 1 Large Grant Recommendations

Round 1 of the Community Grants Program opened on 1 July and closed on 31 July 2024 with 23 small, 25 medium and 10 large applications received. Round 1 was extremely competitive, with the City receiving the largest volume of grant applications since the commencement of the Community Grants Program. Of the 23 small and 25 medium grant applications, a total of 17 small and 15 medium applications were approved by a City Director for a total value of \$238,869.

Of the 10 large grant applications, seven applications have been recommended by the City's assessment panels with a total cash value of \$297,389. Three large grant applications were deferred by the panel to a small or medium grant category and have been approved by a City Director. These include:

- ISHAR (Sustainable Living Education for CaLD women) \$5,000 under Sustainable Communities
- We are Yokine (Town Team Events for 2024/2025) \$15,670 under Locally Led and Creative Communities
- Anglican Parish of Mt Lawley (Mount Lawley Christmas Fete) \$20,000 under Vibrant Communities

A summary of the recommended Large Grants can be found in the table below:

Applicant	Activity	Grant Stream	Previous grant in 2023/2024	Panel Score	Grant Amount Recommendation
Stirling Natural Environment Coastcare Inc.	Protection of the Scarborough-Trigg primary dunes for future generations	Sustainable Communities	N/A	83.2	\$34,889
Osborne Park Agricultural Society	109th Osborne Park Show	Vibrant Communities	\$35,000	73	\$38,000
Inglewood on Beaufort	Inglewood Monday Night Markets	Vibrant Communities	\$45,000	72.3	\$50,000
Neuromuscular WA	Carols at Scarborough 2024	Vibrant Communities	\$25,000	70.6	\$37,500
Scarborough Beach Association	Scarborough Sunset Markets 2024-2025	Vibrant Communities	\$40,000	70.5	\$70,000
Ozzy Samba School Inc	Brazilian Beach Carnaval 2025	Vibrant Communities	\$40,000	73.8	\$45,000
Perth Rhinos Basketball Incorporated	Multicultural Youth Basketball Association Tournament	Active & Healthy Communities	N/A	82.3	\$22,000

A detailed assessment is provided (Attachment 1) which outlines further information including the activity details, assessment panel score, recommended grant amount and estimated value in kind (VIK) contribution by the City. Please note that VIK contributions reflect the estimated value of in-kind services that have been requested by the applicant. This may include support from the City for marketing of the activity, waste management and/or the waiver of venue hire or development application fees. To ensure an accurate picture of the VIK costs associated with these grant activities, the details will be reported as part of an update to the Audit Committee on 11 November 2024.

All approved small, medium and large grant applications will be published on the City's website [here](#) once grant agreements have been signed by all parties.

Financial Assessment and Implications

A total funding pool of \$1,150,000 for the Community Grants Program is included in the City's Corporate Business Plan and Budget for 2024/2025. The large grants recommended within Round 1 of \$297,389 are within current budget parameters.

Stakeholder Engagement

The Community Grants Program has been promoted widely in the community. A targeted marketing campaign launched the new program with flyers placed in community centres, libraries and the City's Administration Centre, along with various social media advertising. A new webpage was created to provide one central point on the City's website for all grant related information. A contact list was also developed and utilised to distribute newsletter updates. Past applicants were also contacted directly to notify them of the new grants program.

On 24 June 2024, the City held a Community Grants Workshop to provide an overview of the program guidelines and assist community members identify the most appropriate grant stream and understand application requirements. Approximately 54 people attended the workshop. The City also offers all applicants the opportunity for pre-lodgement advice to assist with the development of grant applications.

Recommended Action

It is recommended that Council approves the Community Grants Program Round 1 Large Grant recommendations for a total cash amount of \$297,389 as per Attachment 1.

Relevant Policies, Legislation and Council Resolutions

Community Grants Program Policy and Guidelines

[Local Government Act 1995](#)

Meeting Date	Council Resolution Number	Council Resolution
20 June 2023	0623/023	<i>“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.”</i>

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.
Purpose	The City will pursue community and sector leadership through forward thinking decision making, and alignment of its services and operations with its strategic objectives.

Relevant Documents and Information

Attachments

Attachment 1 - Community Grants Program Round 1 Large Grant Recommendations [↓](#)

Available for viewing at meeting

Nil

Linked Documents

Nil

Community Grants Program Round 1 Grant Recommendations

Applicant:	Stirling Natural Environment Coastcare Inc.
Activity:	Protection of the Scarborough-Trigg primary dunes for future generations
Location:	Scarborough Beach Dunes, West Coast Hwy, Scarborough, WA, 6019, Australia
Grant stream:	Sustainable Communities – Large Grants

Assessment

Total Averaged Weighted Score = 83.2

What is the activity?	Parts of the City's coastline is at risk of erosion and biodiversity loss. Community planting events are designed to provide an opportunity for the wider community to learn more about the natural environment, engage with coastal conservation initiatives and encourage stewardship of the local natural areas. These events will involve the planting of native coastal species along the dunes, removing invasive flora. Maintenance and monitoring of the dunes post events will restore the ecosystem to good/excellent condition.	Average Weighted Score 34.7
Why is it important?	With increasing storm events, significant erosion has been observed along the primary dune of Scarbrough-Trigg which has resulted in vegetation loss, an increase in weeds and destabilisation of the dunes. Establishment of plants along the primary dune will help to protect the dunes from erosion, while also increasing the biodiversity value of the area and providing crucial habitat for native birds, reptiles and invertebrates.	Average Weighted Score 25
How will it be delivered?	Stirling Natural Environment Coastcare has a 20 year history of successfully delivering and acquitting projects that restore coastal ecosystems and engage the community in environmental stewardship and volunteer effort.	Average Weighted Score 23.5

Recommendation

The panel considered that this activity was a great conservation project that aims to include community participation in its program of work. Invasive weed species remain an ongoing problem for this area and requires diligent monitoring and targeted removal which this project will provide. Community education workshops included within the program will see a broader and ongoing benefit for the local community.

Total Activity Budget	Requested Funds	Funded in 2023/24	Recommended funds
\$75,816.65	\$34,889	No	\$34,889

Community Grants Program Round 1 Grant Recommendations

Applicant:	Osborne Park Agricultural Society
Activity:	109th Osborne Park Show
Date:	29 - 30 November 2024
Location:	Robinson Reserve, Tuart Hill
Grant stream:	Vibrant Communities – Large Grants

Assessment

Total Averaged Weighted Score = 73

What is the activity?	The Osborne Park Show is a vibrant community celebration bringing diverse community groups together to showcase local talent and business within the local area. The event provides safe, family-friendly entertainment in the local activity centre within Osborne Park.	Average Weighted Score 30
Why is it important?	The show is a long-standing community event which provides connectedness, entertainment and a 'local show' feel to the community and is well received and accessible. It is expected it will attract over 10,000 people.	Average Weighted Score 23
How will it be delivered?	The show is organised by Osborne Park Agricultural Society Inc volunteers. The Agricultural Society has organised an event of similar scope and size for 108 years save for 2020 and a year across each world war.	Average Weighted Score 20

Recommendation

The panel acknowledged that the Osborne Park Show has a long history in the City of Stirling and financial support should be provided to ensure the event continues. The Osborne Park Agricultural Society has met with City officers to discuss new plans this year to increase attendee numbers and work with local businesses in the area to deliver the event with an increased local focus. The panel recommended an increase to grant funding from previous years in line with CPI.

Total Activity Budget	Requested Funds	Funded in 2023/24	Recommended funds
\$148,000	\$41,000	yes \$35,000 cash \$12,967 VIK	\$38,000 \$12,967 VIK (based on 23/24 value)

Community Grants Program Round 1 Grant Recommendations

Applicant:	Inglewood on Beaufort
Activity:	Inglewood Monday Night Markets
Date:	21/10/2024 - 28/04/2025
Location:	Beaufort Street, between Eight Avenue and Tenth Avenue, Inglewood
Grant stream:	Vibrant Communities – Large Grants

Assessment

Total Averaged Weighted Score = 72.3

What is the activity?	Inglewood Monday Night Markets is a zero-waste family event boasting amazing food, entertainment, licensed dining and a great vibe in the heart of Inglewood.	Average Weighted Score 29.3
Why is it important?	The Monday Night Markets are an institutional event within Inglewood, embedded in the City's calendar with a strong brand and reputation. The event promotes a vibrant town centre which improves the reputation of Inglewood and creates ongoing benefits in the arts and culture space and ongoing usage of local spaces. It is expected to attract over 50,000 people throughout the series of events.	Average Weighted Score 22
How will it be delivered?	Since 2014, Inglewood on Beaufort has been a highly successful and active not-for-profit community group (or "Town Team"). It includes passionate residents, creatives and businesses working hard to make Inglewood the 'bright spot of Beaufort Street', a place people travel to, not travel through. For six months of the year, thousands of locals people visit Beaufort Street for the Monday Night markets which has been delivered successfully for over 8 seasons. The markets provide a variety of food trucks and other entertainment including music performances, communal dinners, picnics, walking tours, arts activities and other events..	Average Weighted Score 21

Recommendation

There was strong support from the panel to recommend funding for this key event in Inglewood. The Inglewood Monday Night Markets bring vibrancy and activity into the town centre and is well attended by the local community. Due to the competitiveness of Round 1 of the Community Grants Program it was considered by the panel to recommended funding in line with 2023/24 with an increase in line with CPI.

Total Activity Budget	Requested Funds	Funded in 2023/24	Recommended funds
\$151,000	\$60,000	Yes \$45,000 \$8,997 VIK	\$50,000 \$8,997 VIK (based on 23/24 value)

Community Grants Program Round 1 Grant Recommendations

Applicant:	Neuromuscular WA
Activity:	Carols at Scarborough 2024
Date:	15/12/2024
Location:	Scarborough
Grant stream:	Sustainable Communities – Large Grants

Assessment

Total Averaged Weighted Score = 70.6

What is the activity?	Carols at Scarborough is long-standing event held annually in mid-December at the Scarborough Amphitheatre on the foreshore to celebrate the end of year holidays, Christmas and community spirit. The event will feature the Australian Army Band Perth, choir singers, local community artists with a visit from Santa and fireworks at the end of the evening.	Average Weighted Score 28.6
Why is it important?	This event is valued by the community, adds vibrancy and activates the Scarborough Amphitheatre. It will attract an estimated 5,000 – 7,000 people and enhances community identity, community participation and assists with tourism and economic development in the area.	Average Weighted Score 21
How will it be delivered?	While Neuromuscular WA are the applicant, they will work closely with the Scarborough Beach Association in partnership to deliver the event. Proceeds from the event will go towards Neuromuscular as the nominated charity.	Average Weighted Score 21

Recommendation

The panel considered that the Carols at Scarborough is an iconic event to celebrate Christmas within the City of Stirling. The panel acknowledged that additional resources were required to oversee the planning and management of the event and that fireworks were a key component and as such, additional grant funding has been recommended compared to 2023/24. The City will also provide value in kind support for traffic management and venue hire for the event.

Total Activity Budget	Requested Funds	Funded in 2023/24	Recommended funds
\$133,487	\$62,000	Yes \$25,000 cash \$4,570 VIK	\$37,500 \$4,570 VIK (based on 23/24 value)

Community Grants Program Round 1 Grant Recommendations

Applicant:	Scarborough Beach Association
Activity:	Scarborough Sunset Markets 2024-2025
Date:	SUMMER Thursday, November 2024 to April 2025 WINTER Saturday, May 2025 to October 2025
Location:	Scarborough Beach Foreshore
Grant stream:	Vibrant Communities – Large Grants

Assessment

Total Averaged Weighted Score = 70.5

What is the activity?	The Scarborough Sunset Markets (SSM) are WA's largest beachside pop-up food and shopping marketplace, attracting thousands of visitors and locals to Scarborough's iconic foreshore each week. The markets consist of 25 Summer Editions and 25 Winter Editions, effectively running as a year-round activation that brings vibrancy and an influx of visitors to the area.	Average Weighted Score 30
Why is it important?	Integral to Scarborough's cultural and community landscape, this tourism event attracts a high number for attendees year-round. It is expected that across the 2024 Summer and 2025 Winter season in excess of 350,000 people will attend the Scarborough Sunset Markets	Average Weighted Score 21
How will it be delivered?	The Scarborough Beach Association works with several groups in order to produce the markets. The SBA will engage experienced event management consultants KINN & Co to organise this event. KINN & Co have specific experience in pop-up, outdoor, greenfield community events ranging from small community activations up to Nationally recognised music festivals and very large public events.	Average Weighted Score 19.5

Recommendation

The panel acknowledged that the Scarborough Sunset Markets are a quintessential part of Scarborough and ongoing grant support is recommended. The panel noted that a significant increase has been requested on compared to the grant provided by the City of Stirling in 2023/24. This request relates to additional security requirements, marketing, event management and insurance costs for Kinn & Co and further contingencies relating to a crowded place assessment. The panel recognised that the City had requested the additional security requirements and is recommending additional funding be provided as a contribution towards this cost however the costs for other elements were not considered value for money. The applicant has advised that the event can go ahead if partial funding is approved however entertainment, extra activities, furniture and theming may be cut. Additionally, the winter series may not be able to go ahead.

Total Activity Budget	Requested Funds	Funded in 2023/24	Recommended funds
\$940,128	\$160,704	Yes \$40,000 cash \$14,797 VIK	\$70,000.00 \$14,797 VIK (based on 23/24 value)

Community Grants Program Round 1 Grant Recommendations

Applicant:	Ozzy Samba School Inc
Activity:	Brazilian Beach Carnaval
Date:	15 March 2025
Location:	Scarborough Beach Foreshore
Grant stream:	Vibrant Communities – Large Grants

Assessment

Total Averaged Weighted Score = 73.8

What is the activity?	Brazilian Beach Carnival (BBC) is a free family-friendly event, which brings a taste of the Rio de Janeiro carnival to Scarborough shores. BBC brings the phenomenal Street Carnival Parade, fun activities for kids and adults, sport activities on the beach, vibrant music and several dance performances, which will create a carnival atmosphere for the evening celebrations.	Average Weighted Score 29.3
Why is it important?	BBC is a strong cultural event. The program runs lead up workshops (held in Stirling) celebrating culture and performing arts and engages with and provides learning opportunities for many community members. The event is a cultural celebration in Scarborough with a large local Brazilian community and attraction of visitors from the broader Perth region. It is expected to have an attendance of 10,000+ people	Average Weighted Score 23
How will it be delivered?	To engage with the community, Ozzy Samba School will promote weekly workshops leading to the Carnaval event, where Brazilian percussion and dance lessons will be delivered to the general public. The primary event will include roving street parades of drummers and dancers, Samba, Folklore and Capoeira performances, high energy music and delicious Latin American food. The event will also include food trucks, fun activities for kids and adults, sporting activities on the beach, vibrant music and several dance performances, which will create a carnival atmosphere for the evening celebrations.	Average Weighted Score 21.5

Recommendation

The panel recognised that this is a wonderful multicultural event that is popular with both the Brazilian and Scarborough communities. The panel recommend that financial support is granted, however the panel did not consider that the requirement for a significant increase in funding from 23/24 was demonstrated within the application. It is recommended that additional support through value in kind for venue hire, marketing and promotion, DA fees and traffic management is also provided to support the event.

Total Activity Budget	Requested Funds	Funded in 2023/24	Recommended funds
\$265,814.90	\$68,000	Yes \$40,000 cash \$6,650 VIK	\$45,000 \$10,000 VIK (venue hire, promotion and DA fees & traffic management)

Community Grants Program Round 1 Grant Recommendations

Applicant:	Perth Rhinos Basketball Incorporated
Activity:	Perth Rhinos Multicultural Youth Basketball Association Tournament
Location:	Stirling Leisure Centres – Herb Graham Recreation Centre Mirrabooka
Grant stream:	Active and Healthy Communities – Large Grants

Assessment

Total Averaged Weighted Score = 82.3

What is the activity?	Perth 'Rhinos' Basketball Inc. (PBRI) is a basketball institution with an extensive history of cultivating the skills of young people from South Sudanese, African and Culturally and Linguistically Diverse (CALD) backgrounds. The project aims to promote a healthier and more connected community by increasing engagement in community sport and recreation for young people from African and CALD backgrounds through participation in Basketball WA competitions. The project includes an off-season tournament and mentorship program.	Average Weighted Score 33.3
Why is it important?	The Rhinos have a proven track record of creating avenues to competitive basketball streams for Sudanese youth. The project aims to deliver a safe, supervised and accessible after-school basketball program that nurtures athletic capacities and imparts a strong sense of belonging. Alongside this, the project aims to increase vocational insight and inspiration through mentorship and workshops designed to develop the capacity and confidence of participants.	Average Weighted Score 26.5
How will it be delivered?	The organisation will integrate engagement with parents and stakeholders throughout every phase to provide information on the benefits of participation, ensure they meet outlined needs, respond to emerging needs, and gain support for continued shared success.	Average Weighted Score 22.5

Recommendation

The panel strongly supported this activity noting that it was an excellent program for culturally and linguistically diverse (CALD) young people. This was a well-developed project that provides ongoing social benefits, as well as recreational opportunities for the local community. This proposal meets all criteria for the Active and Healthy Communities grant stream however partial funding is recommended for equipment in line with the Community Grants Program guidelines and for mentorship activities in line with the club's capacity to deliver within the timeframes provided. It is recommended that the requested grants funds for court hire be provided as value in kind (VIK) rather than a cash payment.

Total Activity Budget	Requested Funds	Funded in 2023/24	Recommended funds
\$176,257.00	\$42,170	No	\$22,000 \$23,807 VIK (venue hire)

14. NOTICES OF MOTION FOR CONSIDERATION

'Notices of Motion for Consideration' include a brief report to assist Council in deciding to approve or not approve the Motion.

A further and more detailed report will be submitted at a future Ordinary Council meeting for Motions that are approved, in accordance with Clause 4.5(2)(c) of the City of Stirling Meeting Procedures Local Law 2021.

Nil.

15. NOTICE OF MOTION FOR CONSIDERATION AT THE NEXT MEETING

Nil.

16. QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN

Nil.

17. NEW BUSINESS OF AN URGENT NATURE

Nil.

18. MATTERS BEHIND CLOSED DOORS

Nil.

19. CLOSURE

The Presiding Member to declare the meeting closed.