



City of Stirling

Community and Resources Committee

19 August 2025

AGENDA

Notice of Meeting

To: The Mayor and Councillors

The next Community and Resources Committee meeting of the City of Stirling will be held on Tuesday 19 August 2025 in the City of Stirling Parmelia Room, 25 Cedric Street, Stirling commencing at 6:00 PM.

Stevan Rodic | Chief Executive Officer

Our Vision, Mission and Values

Vision

A sustainable City with a local focus.

Mission

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

Values

The City of Stirling's core values are:

- Approachable
- Responsive
- Transparent
- Innovative.

Disclaimer

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

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COMMUNITY AND RESOURCES COMMITTEE MEMBERSHIP

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

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

PRELIMINARIES

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

1. OFFICIAL OPENING

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

2. ATTENDANCE AND APOLOGIES

Councillor Joe Ferrante

3. APPROVED LEAVE OF ABSENCE

Nil.

4. DISCLOSURES OF INTEREST

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

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

Nil.

5. CONFIRMATION OF MINUTES

That the Minutes of the Community and Resources Committee of 17 June 2025 be confirmed as a true and correct record of proceedings.

6. ANNOUNCEMENTS BY THE PRESIDING MEMBER

7. COMMUNITY AND RESOURCES COMMITTEE ITEMS

STRATEGY AND PERFORMANCE

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

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

Role

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

Recommendation

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

Purpose

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

Details

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

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

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

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

"A table be provided showing the proposed election commitments by candidates, both successful and unsuccessful, in the 2025 WA State and Federal Elections, [related] to something within the City of Stirling.

The table to include:

- a. The candidate's name;*
- b. The monetary value of the commitment;*
- c. The location (ward and suburb) of the commitment;*
- d. The item of the commitment (i.e. toilet block, etc); and*
- e. Whether the City agreed to this commitment (Council Resolution Number)."*

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

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

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

Financial Assessment and Implications

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

Stakeholder Engagement

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

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

Recommended Action

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

Relevant Policies, Legislation and Council Resolutions

[Local Government Act 1995](#)

Sustainable Stirling 2022-2032

Key Result Area: Our economy

Objective: A smart and prosperous City

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

Strategic Risk

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

Relevant Documents and Information

Attachments

Attachment 1 - Successful Election Commitments [↓](#)

Attachment 2 - Unsuccessful Election Commitments [↓](#)

Available for viewing at meeting

Nil

Linked Documents

Nil.

Successful Candidate	COS Ward(s)	Suburb	Election Commitment	EM Commitment Value
Member for Balcatta				
David Michael	Osborne	Osborne Park	Osborne Park Bowling Club - Facility upgrades	\$500,000
David Michael	Hamersley	Balcatta	Richard Guelfi Reserve - Sports Lighting (Balcatta Bears Baseball Club)	\$500,000
David Michael	Hamersley	Balcatta	Town Centre Upgrades: Harrison St (Balcatta) Shops	\$100,000
David Michael	Osborne	Tuart Hill	Town Centre Upgrades: Tuart-Hill-Yokine Shops	\$100,000
David Michael	Balga	Westminster	Town Centre Upgrades: Westminster Shops	\$100,000
David Michael	Osborne	Balcatta	Grindleford Reserve - Footpath Network Expansion	\$50,000
David Michael	Hamersley	Balcatta	Rickman Delawney Reserve - Footpath network expansion	\$50,000
David Michael	Hamersley	Balcatta	Jones Paskin Reserve - Spectator Seating (Balcatta Cricket Club)	\$50,000
David Michael	Balga	Westminster	Ted Cross Memorial Reserve - Playing Field Turf Levelling	\$40,000
David Michael	Osborne	Tuart Hill	Robinson Reserve - Community lighting upgrades	\$40,000
David Michael	Balga	Westminster	Salmar Edale Reserve Upgrades	\$30,000
David Michael	Osborne	Joondanna	Albert James Reserve Upgrades	\$30,000
David Michael	Osborne	Joondanna	Powell Reserve Upgrades	\$30,000
David Michael	Osborne	Stirling	Caratti Park Upgrades	\$30,000
David Michael	Osborne	Stirling	Shearwater Spoonbill Reserve Upgrades	\$30,000
David Michael	Osborne	Stirling	Sheldrake Jardine Reserve Upgrades	\$30,000
David Michael	Hamersley	Balcatta	Westside BMX - Race course track upgrades	\$30,000
David Michael	Osborne	Balcatta	Karrinyup Men's Shed - Garden expansion	\$30,000
David Michael	Hamersley	Balcatta	Amelia Heights Scout Group - Air conditioning	\$27,000
David Michael	Osborne	Osborne Park	Asbestos Diseases Society - Accessibility upgrades	\$25,000
David Michael	Osborne	Osborne Park	Osborne Park Agricultural Society Hall - Accessibility upgrades	\$20,000
David Michael	Osborne	Osborne Park	Osborne Park RSL - New storage space	\$20,000
David Michael	Hamersley	Balcatta	Stirling Junior Football Club & Stirling Saints Amateur FC - Furniture & equipment	\$15,000
David Michael	Hamersley	Balcatta	Balcatta Toy Library - STEM toys, books & storage items	\$10,000
David Michael	Osborne	Joondanna	Joondanna Community Garden - Accessibility upgrades	\$10,000
David Michael	Hamersley	Balcatta	Northern Districts Model Engineering Society (Stirling Miniature Railway) - Shade sails	\$10,000
David Michael	Balga	Westminster	Westminster Community Garden - Garden tools & supplies	\$5,000
David Michael	Hamersley	Balcatta	Campion Community Garden - Garden tools & supplies	\$5,000
				\$1,917,000
Member for Carine				
Liam Staltari	Hamersley	Carine	Carine Netball Hub - Carine ROS - New courts and major club room upgrades	\$250,000
				\$250,000
Member for Churchlands				
Basil Zempilas	Doubleview	Churchlands	Pearson Street - Signalised Crossing for Churchlands Primary School	\$700,000
				\$700,000
Member for Kingsley				
Jessica Stojkovski	Hamersley	Hamersley	Hamersley Community Hub - Performing Arts Centre	\$4,000,000
Jessica Stojkovski	Hamersley	Hamersley	Hamersley Scouts - Air conditioning & equipment	\$30,000
				\$4,030,000
Member for Girrawheen				
Meredith Hammat	Balga	Balga	Princess Wallington Reserve - Changeroom Upgrades (Balga Soccer Club)	\$850,000
Meredith Hammat	Balga	Mirraboopa	Fragrant Gardens - Changeroom Upgrades (Northern City Soccer Club)	\$350,000
Meredith Hammat	Balga	Balga	Balga Autumn Club - Equipment	\$5,000
				\$1,205,000
Member for Maylands				
Dan Bull	Inglewood	Inglewood	Inglewood Town Centre - Upgrades	\$200,000
Dan Bull	Inglewood	Inglewood	Inglewood Triangle Reserve - Nature walk signage	\$11,000

				\$211,000
Member for Morley				
Amber-Jade Sanderson	Inglewood	Dianella	Dianella White Eagles Football Club - Dianella ROS - Clubroom upgrades	\$150,000
Amber-Jade Sanderson	Lawley	Nollamara	Tuart Hill Soccer Club - Equipment	\$30,000
Amber-Jade Sanderson	Balga	Nollamara	Nollamara Amateur Football Club - First aid & sporting equipment	\$16,000
Amber-Jade Sanderson	Balga	Nollamara	Nollamara Tennis Club - Ride on lawn mower	\$13,000
Amber-Jade Sanderson	Lawley	Nollamara	Organisation of African Communities WA - CCTV installation	\$12,000
Amber-Jade Sanderson	Inglewood	Dianella	Inglewood Little Athletics Club - Equipment	\$10,000
Amber-Jade Sanderson	Nollamara	Balga	Nollamara Bowling Club - Lighting & paving upgrades	\$10,000
Amber-Jade Sanderson	Lawley	Nollamara	Uniting Aid Nollamara - Computer software	\$5,000
				\$246,000
Member for Mt Lawley				
Frank Paolino	Inglewood	Dianella	Breckler Park - Changeroom Upgrades (Harlies Hockey Club)	\$1,500,000
Frank Paolino	Lawley	Menora	Alexander Park Community Hall - Major building upgrades	\$1,500,000
Frank Paolino	Inglewood	Inglewood	Inglewood United Soccer Club - Sports Lighting to Stadium Pitch	\$450,000
Frank Paolino	Inglewood	Inglewood	Mt Lawley Tennis Club - Hard court resurfacing	\$150,000
Frank Paolino	Lawley	Coolbinia	Yokine Districts Bowling Club - Minor Facility Improvements	\$50,000
Frank Paolino	Inglewood	Inglewood	Greek Macedonian Association - Furniture	\$53,000
Frank Paolino	Lawley	Mt Lawley	Perth Baseball Club & Perth Cubs Tee Ball Club - Scoreboard, shed	\$50,000
Frank Paolino	Lawley	Coolbinia	Starkick All Abilities (Coolbinia Junior FC) - Vehicle purchase	\$40,000
Frank Paolino	Lawley	Coolbinia	Walcott Street near Adair Parade - Signalised crossing for Kyilla Primary School	TBC
Frank Paolino	Lawley	Coolbinia	Coolbinia West Perth Junior Cricket Club - Clubroom upgrades & golf cart purchase	\$35,000
Frank Paolino	Lawley	Mt Lawley	Temple David - Equipment	\$35,000
Frank Paolino	Lawley	Mt Lawley	Mt Lawley Inglewood Roo's Junior Football Club - Golf cart purchase	\$25,000
Frank Paolino	Lawley	Mt Lawley	Inglewood Bowling & Sports Club - Facility upgrades	\$25,000
Frank Paolino	Lawley	Coolbinia	Coolbinia Bombers JFC - Storage facility	\$25,000
Frank Paolino	Lawley	Mt Lawley	Marjorie Mann Lawley Day Care Centre - Smartboard, computer & iPad purchase	\$22,000
Frank Paolino	Lawley	Menora	Ruth Landau Harp Child Care - Playground upgrades	\$20,000
Frank Paolino	Lawley	Mt Lawley	Mt Lawley RSL War Memorial Enhancements	\$20,000
Frank Paolino	Lawley	Yokine	Yokine Toy Library - Storage shed upgrades	\$20,000
Frank Paolino	Lawley	Menora	Australian War Widows WA - Head office upgrades & air conditioning installation	\$20,000
Frank Paolino	Lawley	Yokine	Yokine Community Playground - Waterplay area & shade sails	\$15,000
Frank Paolino	Lawley	Mt Lawley	Mount Lawley Society - Historical digitisation	\$15,000
Frank Paolino	Inglewood	Dianella	Discover Dianella - AV equipment	\$15,000
Frank Paolino	Lawley	Coolbinia	Friends of Coolbinia Bushland - Community seating	\$11,000
Frank Paolino	Lawley	Mt Lawley	Mt Lawley Community Childcare - Educational / play equipment	\$10,000
Frank Paolino	Lawley	Yokine	The Maccabean Jewish Newspaper - New computers	\$10,000
Frank Paolino	Lawley	Yokine	We Are Yokine Community group - Projection / audio equipment	\$10,000
				\$4,126,000
Member for Scarborough				
Stuart Aubrey	Doubleview	Innaloo	Innaloo Sports Club - Facility Rebuild	\$4,000,000
Stuart Aubrey	Hamersley	Karrinyup	Millington Reserve - Facility Upgrades (Scarborough Football Club)	\$2,000,000
Stuart Aubrey	Doubleview	Doubleview	Doubleview Bowling Club - Facility upgrades	\$1,500,000
Stuart Aubrey	Coastal	Trigg	Trigg SLSC - Clubhouse upgrades	\$300,000
Stuart Aubrey	Hamersley	Gwelup	Lake Gwelup Reserve - 3x3 Basketball Court	\$120,000
Stuart Aubrey	Doubleview	Doubleview	Bennet Park - Clubrooms Shade Structure	\$120,000
Stuart Aubrey	Hamersley	Karrinyup	Sandover Reserve - Mountain Bike Trail	\$120,000
Stuart Aubrey	Coastal	Scarborough	Ocean Heroes - New vehicle & equipment	\$120,000
Stuart Aubrey	Doubleview	Innaloo	Morris Place Shopping Centre CCTV Upgrades	\$80,000
Stuart Aubrey	Coastal	Scarborough	Scarborough Tennis Club - Perimeter fencing	\$80,000

Stuart Aubrey	Coastal	Scarborough	Scarboro Surf Live Saving Club - New patrol vehicle	\$70,000
Stuart Aubrey	Hammersley	Gwelup	Friends of Lake Gwelup - Equipment	\$50,000
Stuart Aubrey	Coastal	Scarborough	Brighton Road - Safety upgrades / school crossing	\$50,000
Stuart Aubrey	Doubleview	Doubleview	Doubleview House - Outdoor space upgrades	\$40,000
Stuart Aubrey	Coastal	Scarborough	Men's Talk - Vehicle purchase	\$30,000
Stuart Aubrey	Coastal	North Beach	North Beach Coastal Community Garden - Yarning circle & equipment	\$10,000
Stuart Aubrey	Coastal	Scarborough	Scarborough Seniors Club - Kitchen appliances	\$10,000
Stuart Aubrey	Doubleview	Doubleview	Scarborough Toy Library - New toys / storage	\$5,000
Stuart Aubrey	Doubleview	Doubleview	Repair Café - New toys / storage	\$5,000
				\$8,710,000
			Total	\$21,395,000

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

				\$2,640,000
			Total:	\$7,782,000

ENGINEERING SERVICES**ES1 OUTCOME OF COMMUNITY CONSULTATION - WORDSWORTH AVENUE AND ALEXANDER DRIVE, YOKINE**

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

Role

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

Recommendation

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

Purpose

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

Details

Background

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

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

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

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

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

Community Consultation

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

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

Table 1. Submissions Received by Relative Location

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

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

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

Table 2. Top Ten Issues Raised During Community Consultation

Financial Assessment and Implications

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

Stakeholder Engagement

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

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

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

Options Summary

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

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

Recommended Action

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

Relevant Policies, Legislation and Council Resolutions

[Local Government Act 1995](#)

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

Sustainable Stirling 2022-2032

Key Result Area: Our built environment

Objective: An accessible and connected City

Priority: Provide and maintain safe and accessible roads and parking

Strategic Risk

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

Relevant Documents and Information

Attachments

Nil.

Available for viewing at the meeting

Nil.

Linked Documents

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

CUSTOMER AND COMMUNICATIONS
CC1 COMPLAINTS POLICY REVIEW

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

Role

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

Recommendation

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

Purpose

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

Details

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

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

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

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

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

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

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

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

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

Financial Assessment and Implications

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

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

Stakeholder Engagement

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

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

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

Recommended Action

That Council adopts the revised Complaints Policy.

Relevant Policies, Legislation and Council Resolutions

[Local Government Act 1995](#)

[Local Government Amendment Act 2024](#)

Sustainable Stirling 2022-2032

Key Result Area: Our leadership

Objective: A customer-focused City

Priority: Provide consistent, responsive and efficient customer service

Strategic Risk

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

Relevant Documents and Information

Attachments

Attachment 1 - Complaints Policy (Original) [↓](#)

Attachment 2 - Complaints Policy (Marked up) [↓](#)

Attachment 3 - Complaints Policy (clean) [↓](#)

Available for viewing at meeting

Nil

Linked Documents

Nil.



Complaints Policy

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

Objective

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

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

This policy:

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

Scope

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

Policy

What is a complaint?

A complaint is:

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

A complaint is not:-

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

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

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

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

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

Making a complaint

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

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

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

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

The City's three principles of complaint management are;

1. Customer Focus

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

2. Responsiveness

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

3. Remedy

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

Timeliness

All complaints submitted must be acknowledged within five business days.

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

Risk

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

Confidentiality

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

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

Anonymous complaints

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

Request for internal review

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

Dealing with unreasonable complainant conduct

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

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

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

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

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

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

Recording complaints

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

Complaints about employees

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

Complaints to Elected Members

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

Complaints about Elected Members

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

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

Freedom of Information

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

Definitions

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

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

Relevant management practices/documents

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

Legislation/local law requirements

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

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



Complaints Policy

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

Objective

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

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

This policy:

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

Scope

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

This policy applies to all eEmployees and Elected Members.

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

Policy

What is a complaint?

A complaint is:

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

A complaint is not:-

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

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

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

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

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

Making a complaint

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

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

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

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

Anonymous complaints

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

The City's three principles of complaint management are;

1. Customer Focus

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

2. Responsiveness

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

3. Remedy

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

Timeliness

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

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

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

Risk

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

Mediation

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

Confidentiality

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

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

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

~~Anonymous complaints~~

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

Request for internal review

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

Contact the City for to request an internal review service.

Dealing with unreasonable complainant conduct

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

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

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

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

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

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

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

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

Recording complaints

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

Complaints about employees

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

Complaints to Elected Members

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

Complaints about Elected Members

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

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

Freedom of Information

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

Definitions

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

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

Relevant management practices/documents

Compliance Enforcement Policy

~~City of Stirling~~ Code of Conduct ~~for Employees~~

Complaints ~~Handling~~ Management Practice

~~Handling Complaints from the Ombudsman Management Practice~~

~~Managing Unreasonable Complainants Conduct Management Practice~~

~~Customer Service Standards Management Practice~~

~~Compliments, Suggestions and Feedback Management Practice~~

~~Unreasonable Customer Conduct Management Practice~~

~~Recordkeeping Management Practice~~

~~Countering Harassment and Bullying in the Workplace Management Practice~~

~~Harassment and Bullying in the Workplace Management Practice~~

City of Stirling Correspondence Style Guide

City of Stirling Record Keeping Plan

City of Stirling Customer Service Charter

Guidelines on Complaint Handling: www.ombudsman.wa.gov.au/publications

State Administrative Tribunal Management Practice

Legislation/local law requirements

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

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



Complaints Policy

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

Objective

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

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

This policy:

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

Scope

This policy applies to all employees and Elected Members.

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

Policy

What is a complaint?

A complaint is:

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

A complaint is not:

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

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

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

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

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

Making a complaint

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

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

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

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

Anonymous complaints

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

The City's three principles of complaint management are;

1. Customer Focus

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

2. Responsiveness

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

3. Remedy

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

Timeliness

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

Risk

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

Mediation

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

Confidentiality

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

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

Request for internal review

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

Dealing with unreasonable complainant conduct

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

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

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

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

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

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

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

Recording complaints

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

Complaints about employees

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

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

Definitions

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

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

Relevant management practices/documents

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

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

Legislation/local law requirements

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

State Administrative Tribunal Act 2004

State Records Act 2000

Guidelines for complaint management in organisations (AS/NZS 10002-2014)

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

PARKS AND ENVIRONMENT
P1 RELOCATION OF THE CEDRIC STREET WETLAND

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

Role

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

Recommendation

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

Purpose

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

Details

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

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

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

The wetland(s) would need to have a water surface area of at least 1,000m² by the first week of summer each year to meet the standards set by the Environmental Protection Authority's 1992 policy for Swan Coastal Plain Lakes.

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

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

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

The Talia wetland achieves the above outcomes, exhibits a greater variety of wetland functions including a large, open waterbody all year round with a total lake surface area of 4,366m². The wetland provides a range of habitats for waterbirds and other vertebrates and invertebrates. There have been no community complaints associated with this wetland which exhibits a healthy ecosystem. The wetland is being effectively managed by the City for environmental and community benefit, in accordance with the strategic and operational plans.

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

Financial Assessment and Implications

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

Stakeholder Engagement

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

Recommended Action

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

Relevant Policies, Legislation and Council Resolutions

[Local Government Act 1995](#)

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

Sustainable Stirling 2022-2032

Key Result Area: Our natural environment

Objective: A biodiverse City

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

Strategic Risk

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

Relevant Documents and Information

Attachments

Attachment 1 - Cedric Street Wetland Relocation Compliance Assessment Report [↓](#)

Available for viewing at meeting

Nil

Linked Documents

Nil

Relocation of the Cedric Street Wetland

Compliance Assessment Report

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

Prepared by Urbaqua for

City of Stirling

June 2025

Relocation of the Cedric St Wetland – Compliance Assessment Report

Disclaimer and Limitation

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Relocation of the Cedric St Wetland – Compliance Assessment Report

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Relocation of the Cedric St Wetland – Compliance Assessment Report

1 INTRODUCTION

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

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

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

1.1 Proposal information

The proposal information is provided below.

Title of the proposal

Relocation of the Cedric Street Wetland, City of Stirling.

Description of the proposal

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

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

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

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

Previous amendments to the proposal

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

Ministerial Statement 314, published 19 April 1993

The Environmental Conditions of Statement 314 included the following requirements:

1. Implement the Proponent Commitments.

Relocation of the Cedric St Wetland – Compliance Assessment Report

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

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

Ministerial Statement 522, published 17 September 1999

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

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

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

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

Ministerial Statement 620, published 18 February 2003

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

Relocation of the Cedric St Wetland – Compliance Assessment Report

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

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

Ministerial Statement 630, published 11 July 2003

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

Stage of implementation

This project is completed.

Spatial data and maps

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

Proponent name

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

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

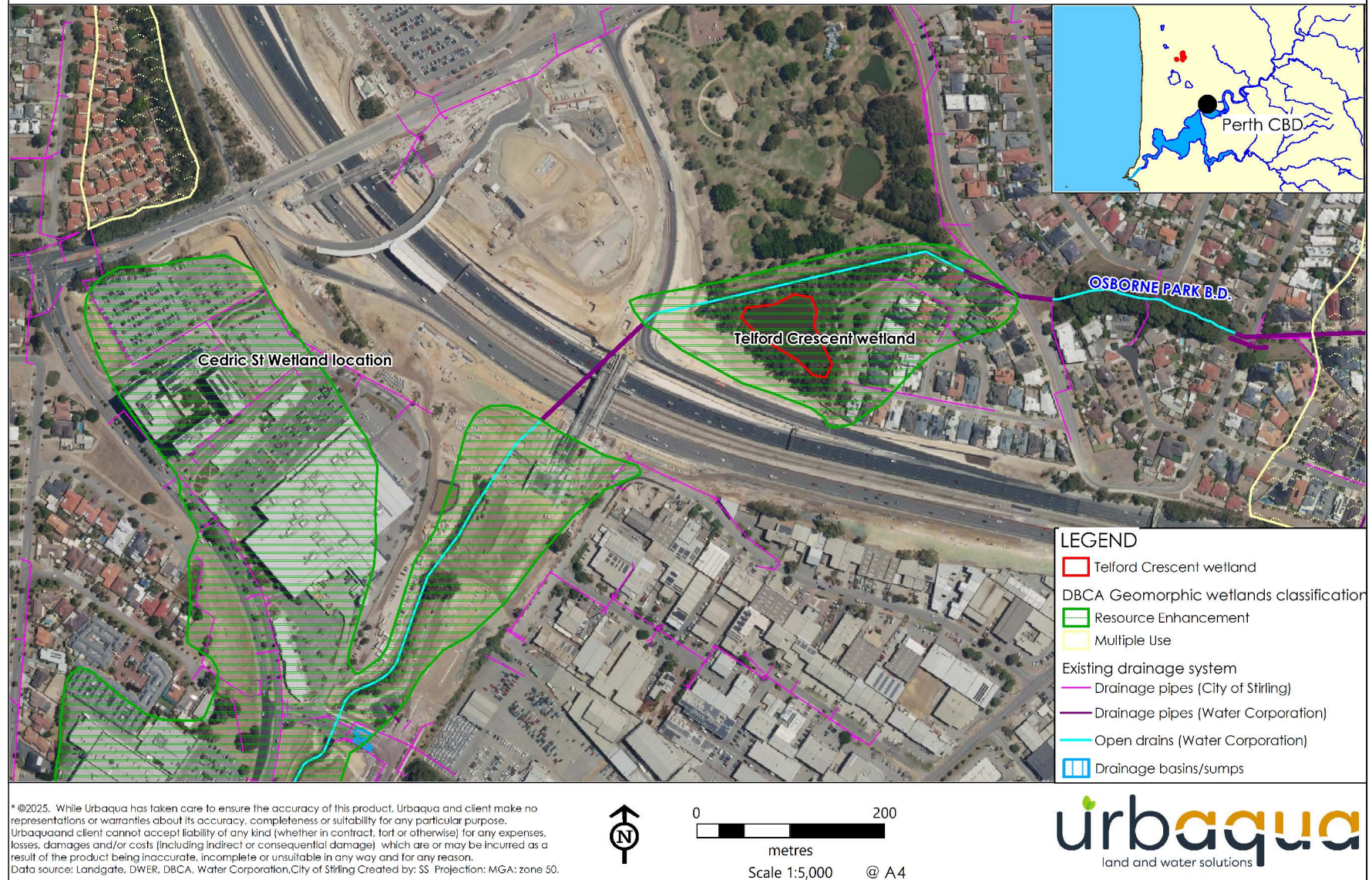
1.2 DWER engagement

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

1.3 Reason for withdrawal request

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

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



Relocation of the Cedric St Wetland – Compliance Assessment Report

2 COMPLIANCE AND ENVIRONMENTAL PERFORMANCE

2.1 Statement of compliance with the requirements of the Statement

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

2.2 Previously cleared conditions

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

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

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

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

Part compliance with the following was noted as follows:

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

Relocation of the Cedric St Wetland – Compliance Assessment Report

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

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

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

Schedule 1 of Statement 522 requires the re-creation of a series of wetlands (six or seven) to be incorporated into the existing Osborne Park Branch Drain. It is understood that this was the basis of a previous mitigation strategy. However, that mitigation strategy did not proceed because suitable land was not available. The requirement for the wetland mitigation to be located within the Stirling Regional Centre creates significant limitation in the area available for any wetland replacement project. Therefore, it is proposed that Schedule 1 be amended.

The Telford Crescent sumpland, is proposed to have the functions and values that the Cedric Street Wetland historically had. The enhancement of the Telford Crescent sumpland is considered to be consistent with the intent of the Ministerial statement and the review of the EPP.

A Lake Management Plan and the specific details of the how the functions of the existing Cedric Street Wetland will be incorporated into the proposed Telford Crescent Wetland will be addressed in the Environmental Management Programme required under the existing conditions.

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

The remaining Conditions addressed by this CAR are:

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

2.3 Details of declared compliance status

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

Relocation of the Cedric St Wetland – Compliance Assessment Report

Table 1: Audit Table for Relocation of Cedric Street Wetland

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

Relocation of the Cedric St Wetland – Compliance Assessment Report

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

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

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

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

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

Condition 1 (Implementation)

Compliance status: Has been complied with

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

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

Supporting information

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

Condition 2 (Proponent Commitments)

Compliance status: Has been complied with

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

Supporting information: provided in this CAR

Conditions 3 (Lakes Environmental Protection Policy)

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

Criteria to be met:

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

Supporting information

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

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

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Plate 1: Landgate aerial imagery, January 2024

Condition 6-2 (Lake Relocation Plan implementation)

Compliance status: Has been complied with

Criteria to be met:

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

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

Supporting information

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

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

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

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

Criterion a) a greater diversity of wetland types

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

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

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

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



Plate 2: Telford Crescent wetland open water zone



Plate 3: Telford Crescent wetland emergent zone

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Plate 4: Telford Crescent wetland damp zone



Plate 5: Telford Crescent wetland ephemeral / bushland zone

Criterion b) Providing a variety of waterbird habitats

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

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

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

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Plate 6: Parkland adjacent to the wetland along Talia Drive

Condition 7-2 (Lake Management Plan implementation)

Compliance status: Has been complied with.

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

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

Supporting information

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

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

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

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

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

Condition 8 (Proponent)

Compliance status: Has been complied with.

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

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

Condition 9 (Commencement)

Compliance status: Has been complied with.

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

Supporting information: Historical aerial image from Landgate from December 2004 shows that the wetland has been constructed (Plate 7).



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

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Condition 10 (Compliance auditing)

Compliance status: Has been complied with.

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

Supporting information

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

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

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

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

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

Compliance status: Has been complied with.

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

Supporting information

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

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

The outstanding pre-operational and operational proponent commitments are:

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

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

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

Post operational Proponent commitments: 29-33

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

Table 3: Outstanding post-operational proponent commitments

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

These are discussed further below.

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

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

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

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

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

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

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

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

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

Addressed as part of Condition 6-2 above.

32: Periodic maintenance of the proposed sediment basins.

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

33: Use of street sweepers on wetland surface catchment roads

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

3 ADDITIONAL INFORMATION: MITIGATION BY OTHER PROCESSES

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

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

Key aspects of the Local Biodiversity Strategy are:

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

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

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

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4 SUPPORTING DOCUMENTATION

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

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

Relocation of the Cedric St Wetland – Compliance Assessment Report

Attachment 1: Statement of Compliance

Completed Post Assessment Form 2.

Relocation of the Cedric St Wetland – Compliance Assessment Report

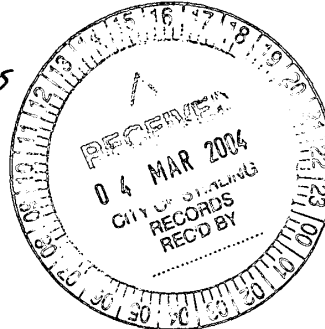
**Attachment 2: Response from the Department of Environment
dated 2 March 2004**



Department of Environment

City of Stirling
Document Registration

RP	P	No.....
A	Action	Action Officer..... P.A. CVS
ATT.		Note



Your ref:
Our ref: A/82/92/2 Stmt 314:522:630
Enquiries: Stuart Hawkins
Direct tel: 08 9222 7054

Chief Executive Officer
City of Stirling
Civic Place
STIRLING WA 6021

ATTENTION: Mr Daniel Rajah.

Dear Mr Rajah

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

I refer to the *Cedric Street Wetland Function Replacement Masterplan/Telford Crescent Wetland Conceptual Design* (Parsons Brinkerhoff and Bennett Brook Environmental Services, February 2004), *Telford Crescent Wetland – Acid Sulphate Soil Management Plan* (Parsons Brinkerhoff, February 2004) and *Dewatering Management Plan – Telford Crescent Wetland* (Parsons Brinkerhoff, February 2004) submitted on your behalf by your consultants, Parson Brinkerhoff Australia Pty Ltd, in accordance with the conditions of Statement 522 and 630 issued by the Minister for the Environment on 17 September 1999 and 11 July 2003, respectively.

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

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

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

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



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

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

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

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

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

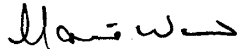
The Department of Environmental Protection has reached these conclusions using its best professional judgement, without independent verification of the accuracy and completeness of the information submitted. It is the responsibility of the proponent

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

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

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

Yours sincerely



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

Date: 2/3/04

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

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



Client: City of Stirling

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

Urbaqua

land & water solutions

Unit 30/285 Vincent Street

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P2 CITYWIDE TRAILS PROGRAM

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

Role

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

Recommendation

1. That Council **RECEIVES** the information on the Citywide Trails Program as shown in Attachment 1.
2. That Council **NOTES** that budget for a multi-year Citywide Trails Program will be listed for consideration in subsequent financial years.

Purpose

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

Details

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

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

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

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

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

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

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

Table 1: Trail models proposed for the Citywide Trails Plan

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



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

Financial Assessment and Implications

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

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

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

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

Stakeholder Engagement

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

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

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

Recommended Action

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

Relevant Policies, Legislation and Council Resolutions

[Local Government Act 1995](#)

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

Sustainable Stirling 2022-2032

Key Result Area: Our community

Objective: An active and healthy City

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

Strategic Risk

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

Relevant Documents and Information

Attachments

Attachment 1 - Citywide Trails Program [↓](#)

Available for viewing at meeting

Nil

Linked Documents

Nil.



Citywide Trails Program

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

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

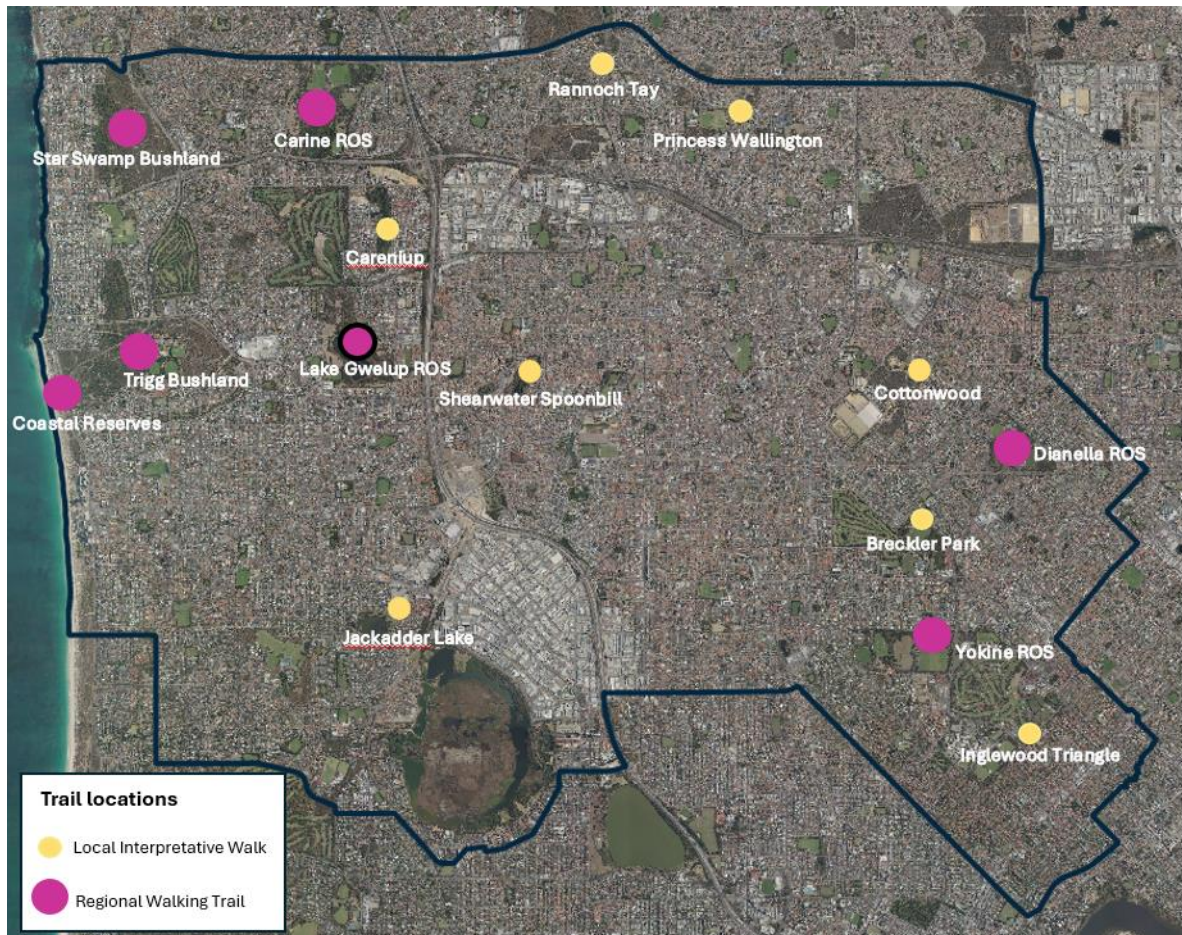


Figure 1: Locations of proposed walking trail locations

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

Table 1: Stages for development of citywide walking trails

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

RECREATION AND LEISURE SERVICES

RL1 CSRFF AND CNLP 2025/2026 SMALL GRANT ROUND APPLICATIONS

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

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

Role

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

Recommendation

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

3. That Council ENDORSES the following 2025/26 Small Grants Round applications for consideration by the Department of Creative Industries, Tourism and Sport upon completion of the Club Night Lights Program review:
 - a. **PRIORITY 1: Upgrade to LED lighting for Hardcourts - Nollamara Tennis Club. Total project cost of \$110,052 (excluding GST) including a Club Night Lights Program grant of \$55,026.**

Purpose

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

Details

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

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

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

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

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

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

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

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

ILAC are currently located at Dianella Regional Open Space, sharing space and facilities with Dianella White Eagles Soccer Club. ILAC have grown their membership to 502 and the continued participation growth of both sporting clubs is now constrained by limited space and infrastructure. Current arrangements prevent expansion of soccer facilities due to the presence of athletics infrastructure, resulting in only one full-size pitch for the Dianella White Eagles and seasonal damage to the athletics track. Yokine Regional Open Space presents an opportunity to accommodate both winter and summer sport, with ample space to account for seasonal changeover, minimising the seasonal damage for each sport.

Relocating the ILAC to Yokine Regional Open Space (East), an underutilised area, would enable better spatial planning and integration with existing users, supporting long-term sustainability for both sports. Established in 1972, the Club caters for both junior and senior athletes, providing weekly competition for many male and female athletics during the summer season. Athletics fosters opportunities for both the athletes and the wider community as there is a strong parent and volunteer involvement. Appropriate facilities are important for both participation and volunteer involvement.

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

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

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

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

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

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

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

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

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

Mount Lawley Bowling Club is located at Queens Memorial Reserve, situated at 59 Queens Crescent, Mount Lawley. Having been located at the site since as early as 1909, the facilities provide three synthetic greens that are floodlit and a heritage listed clubroom. With the exception of a small carpark, parking is located around the perimeter of the Reserve. Outside of the Club's leased area, the Reserve also is the home of the Mount Lawley and Inglewood War Memorial, a playground, park benches, two free-use tennis courts (floodlit) and a tennis hit-up wall. The Club has been in contact with the City regarding the adequacy of the current shade provision to each of the greens with a desire to improve the shade as part of the overall offering to both its pennant and club, social and community bowlers. The Club currently has 115 bowling members and 75 social members in addition to casual users.

The grant application relates to the upgrading of the shade structures to the B and C Greens at the Club (refer Attachment 1). The current structures that provide a limited amount of cover through shade cloth will be replaced with modern, long-lasting fixtures providing a greater degree of protection from the sun and elements. Whilst the Club provides sport and recreational opportunities through bowls to a diverse range of people, the improved shade will not only benefit the current participants but allow the Club to expand into groups such things as school lessons. The project is proposed to be undertaken by the Club, and the City will continue to engage with the Club throughout the process. If the project does not receive State funding, then the City will confirm that the project remains a priority for the Club and assist in helping them to identify alternate funding sources.

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

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

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

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

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

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

Financial Assessment and Implications

The table below outlines the financial implications for each project.

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

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

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

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

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

Stakeholder Engagement

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

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

Options Summary

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

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

Recommended Action

Submit the applications to the Department for funding consideration.

Relevant Policies, Legislation and Council Resolutions

Sports Floodlighting Policy

Leisure Planning Policy

Community Engagement Policy

[Local Government Act 1995](#)

Sustainable Stirling 2022-2032

Key Result Area: Our community

Objective: An active and healthy City

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

Key Result Area: Our built environment

Objective: An attractive and well-maintained City

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

Strategic Risk

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

Relevant Documents and Information

Attachments

Attachment 1 - Mount Lawley Bowling Club - Shade Replacement [↓](#)

Available for viewing at meeting

Nil

Linked Documents

Nil

COMMUNITY DEVELOPMENT

CD1 SCARBOROUGH BEACH EQUIPMENT AND LOCKER HIRE TRIAL ASSESSMENT

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

Role

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

Recommendation

1. That Council **RECEIVES** this report on the Equipment and Locker Hire trial at Scarborough Beach between December 2023 and June 2025.
2. That Council **DOES NOT PROCEED** with any further Equipment or Locker Hire arrangements at Scarborough Beach given the limited effectiveness of the recent trial.

Purpose

To present an overview of the recent equipment and locker trial at Scarborough Beach, including its effectiveness and whether to proceed with a longer-term arrangement.

Details

At its meeting held 15 August 2023, Council resolved (Council Resolution Numbers 0823/037 and 0823/044) to conduct a 24-month trial of equipment hire, including beach umbrellas, sun lounges and recreational equipment at Scarborough Beach, as well as a trial of locker hire at identified coastal location/s.

The provision of beach hire equipment had been considered for some time following the redevelopment of the Scarborough Beach precinct. The ability to hire beach equipment provides an opportunity for locals as well as intrastate, interstate and international visitors to obtain both sun protection and recreation equipment without the hassles of transporting this type of equipment to the beach or purchasing it for single use. Similar equipment hire arrangements are in place at other locations (such as Cable Beach in Broome) allowing visitors to hire beach umbrellas, sun lounges, boogie boards, and surfboards for use in a designated area. In addition, locker hire enables all beach visitors to secure their personal belongings while they are visiting the beach.

A 'Request for Proposal' process was undertaken from 11 October to 3 November 2023 seeking interest from community or commercial operators to provide a beach hire equipment and/or locker hire service at Scarborough Beach. A total of four responses were received, three for beach hire equipment and one for locker hire. On 21 November 2023, the City's Director Community Development approved a proposal from Mobile Lockers Australia to operate a locker trial, and from Scarborough Beach Hire to operate a beach equipment trial. Both proponents committed to working with the City in a collaborative and flexible manner to provide the best opportunity for successful outcomes.

Locker Hire Service

Mobile Lockers Australia commenced operations on 18 December 2023 with locker hire available 24 hours a day, seven days a week, through two banks (46 lockers in each bank) located at the top of Scarborough Beach Amphitheatre. Minor levelling was undertaken and non-slip matting installed to support accessibility. The lockers were powered by solar energy with a 240v power supply available to charge the internal batteries. The lockers were accessed via a touchscreen with all payments made electronically and remote support available. The lockers also had a fold-down side panel that provided shade when in the raised position and secured the lockers when closed to prevent vandalism and unauthorised entry.

Mobile Lockers Australia charged \$3.75 per hour for a small locker, \$5.50 per hour for a large locker, \$33.00 per day for a small locker, and \$44.00 per day for a large locker.

Usage statistics from 18 December 2023 to 16 June 2025 (546 days) are provided below.

Year	Month												Total	Average	
	January	February	March	April	May	June	July	August	September	October	November	December			
2023	-	-	-	-	-	-	-	-	-	-	-	-	65	65	65
2024	159	136	135	137	58	24	35	25	82	61	92	137	1,081	90	
2025	174	93	94	93	43	24	-	-	-	-	-	-	521	87	

Table 1 – Monthly and Seasonal Usage

Day	Hires	Percentage
Monday	197	12%
Tuesday	135	8%
Wednesday	163	10%
Thursday	349	21%
Friday	186	11%
Saturday	334	20%
Sunday	303	18%

Table 2 – Daily Usage

Locker Type	Usage	Revenue
Large Lockers	570 (average one hire per day)	\$6,015 (average \$10.50 per hire)
Small Lockers	1,097 (average two hires per day)	\$5,551 (average \$5.06 per hire)
Total Lockers	1,667	\$11,566

Table 3 – Locker Usage & Revenue

Mobile Lockers Australia continued until June 2025 when they advised the City the lockers would be removed given the lack of trade, and damage through vandalism.

Beach Hire Equipment Service

Scarborough Beach Hire commenced operations in mid-February 2024, located at the top of Scarborough Beach Amphitheatre (next to Mobile Lockers Australia). Hire equipment was available from a temporary marquee during operating times with all equipment then removed from site each day. Scarborough Beach Hire operating hours were from 7.00am to 6.00pm, seven days per week throughout summer school holidays, and 7.00am to 6.00pm on weekends during the school term.

The range of beach hire equipment included umbrellas, lounge chairs and beach towels for hire or sale. Whilst staff were on hand to assist where required, all equipment was capable of being installed by customers based on a video demonstration available from a QR code affixed to the equipment.

Scarborough Hire Equipment charged \$15.00 per day for umbrella hire, \$10.00 / \$15.00 (half day / full day) for lounge chair hire, and \$5.00 / \$25.00 (rent / buy) for towels. Usage statistics were requested from the operator but not provided.

Scarborough Beach Hire advised the City in September 2024 that they would be ceasing operations, citing personal circumstances and minimal trade through the previous summer period. City Officers accepted this request to terminate the trial and offered Mobile Lockers Australia the opportunity to inherit beach equipment hire operations for the remainder of the trial period. Mobile Lockers Australia declined that opportunity.

Trial Effectiveness

- The trial did demonstrate some benefit in providing a locker service at Scarborough Beach (or along the coastline generally) with Thursday nights during the Sunset Markets and weekends during the summer being the most popular times of use.
- An unintended benefit of the locker hire services, which may account for usage patterns, was the ability to charge mobile phones and personal devices whilst stored in the locker. This may also provide the explanation for locker use late in the evening and early mornings.
- Despite some demand for locker hire, it was not sufficient to remain commercially viable. Permanently established lockers, co-located with other commercial activities, may improve use and viability. A broader locker hire service at Scarborough Beach, as well as other highly utilised coastal locations, may also improve viability.
- The trial demonstrated limited demand for a beach hire equipment service at Scarborough Beach. A significant change in beach visitor (customer) behaviour and expectations is required to generate sufficient trade for such a commercial operation to be considered viable.
- With the expected continuation of high visitations at Scarborough Beach, should travel modes change in the future through initiatives such as the Surf CAT bus service and other mid-tier public transport options, it may be worthwhile considering the viability of such a service again in the future.

Upon review of the usage statistics throughout the trial, and the fact that both operators have opted to discontinue their services, it is considered that beach equipment and locker hire services should no longer proceed at Scarborough Beach. Given the ongoing popularity of Scarborough Beach and other key coastal locations, the City should remain open to future opportunities for these services where user demand and commercial viability can be demonstrated.

Such a future opportunity could be incorporating a modular locker installation as an element in any future building design for the beach hub sites.

An opportunity has been identified to investigate the inclusion of hireable lockers within any future development of the beach hub sites. In particular, the northern beach hub site would be ideally suited to accommodate lockers for personal valuables given the close proximity to the Amphitheatre and skate park as well as beach access. A modular type locker installation could be incorporated as an element within any future building or public space design.

Financial Assessment and Implications

The City incurred minimal costs towards preparatory levelling works at the top of the Scarborough Amphitheatre and beach equipment/locker hire trial marketing which were absorbed within the Community Development 2023/24 and 2024/25 operating budgets. Matting at the beach equipment and locker hire location was recycled from Stirling Leisure – Mirrabooka.

Stakeholder Engagement

Nil.

Options Summary

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

OPTIONS	
1.	Not proceed with beach equipment and/or locker hire services at Scarborough Beach based upon recent trial outcomes.
2.	Consider the incorporation of beach equipment hire, and particularly locker hire, within any future development on the Scarborough Beach hub sites (subject to commercial viability).
3.	Seek further Expressions of Interest from suitably experienced operators for the continuation of beach equipment and/or locker hire services at Scarborough Beach.
4.	Seek further Expressions of Interest from suitably experienced operators for beach equipment and/or locker hire services at other coastal locations.

Recommended Action

It is recommended not to proceed with any further beach equipment or locker hire service at Scarborough Beach based on the recent trial outcomes. The provision of such services could be revisited through any future development of the Scarborough Beach hub sites. Given the safety and security benefits for beachgoers, as well as usage statistics from trial, it appears locker hire rather than equipment hire is more likely to be commercially viable.

Relevant Policies, Legislation and Council Resolutions

[Local Government Act 1995](#)

Meeting Date	Council Resolution Number	Council Resolution
15 August 2023	0823/037	<ol style="list-style-type: none"> 1. That Council AGREES to a 24-month trial period of equipment hire including beach umbrellas, and equipment at Scarborough Beach subject to: <ol style="list-style-type: none"> a. The engagement of suitably resourced operator/s for this service; b. Preparation of a Legal Agreement/Operator Agreement including: <ol style="list-style-type: none"> i. Finalisation of terms and conditions to the City’s satisfaction; ii. An agreed term up to 24 months; iii. Permitted operating areas that may be subject to change during the trial period at the City’s discretion; and iv. Formalisation of trial success factors and data sharing between the City and the proponent. 2. That, subject to completion of the steps outlined in Recommendation 1 above, Council AUTHORISES the Mayor and Chief Executive Officer to execute an appropriate Deed of Agreement with the proponent/s in preparation for the 2023/2024 summer period. 3. That Council NOTES that a report will be presented to Council in June 2025 following 18-months of the trial period providing a qualitative and quantitative assessment of the effectiveness of equipment hire options at Scarborough Beach.

Meeting Date	Council Resolution Number	Council Resolution
15 August 2023	0823/044	<ol style="list-style-type: none"> 1. That Council AGREES to a 24-month trial period of locker hire at identified coastal location or location/s subject to: <ol style="list-style-type: none"> a. The engagement of suitably resourced operator/s for this service through an Expression of Interest process; b. Preparation of a Legal Agreement/Operator Agreement including: <ol style="list-style-type: none"> i. Finalisation of terms and conditions to the City's satisfaction; ii. An agreed term up to 24 months; iii. Permitted operating areas that may be subject to change during the trial period at the City's discretion; and iv. Formalisation of trial success factors and data sharing between the City and the proponent. 2. That, subject to completion of the steps outlined in Recommendation 1 above, Council AUTHORISES the Mayor and Chief Executive Officer to execute an appropriate Deed of Agreement with the proponent/s in preparation for the 2023/2024 summer period. 3. That Council NOTES a report will be presented to Council in June 2025 following 18-months of the trial period providing a qualitative and quantitative assessment of the effectiveness of locker hire options.

Sustainable Stirling 2022-2032

Key Result Area: Our community

Objective: An active and healthy City

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

Strategic Risk

Strategic Risk	Risk Appetite
Community	The City will ensure that it engages with the community in accordance with its Community and Stakeholder Engagement Plan.
Partnerships	The City will be proactive in improving existing relationships and working with new partners to grow its reputation as an organisation that the community, business, government and other organisations choose to engage with.

Relevant Documents and Information

Attachments

Nil.

Available for viewing at the meeting

Nil.

Linked Documents

Nil.

FACILITIES, PROJECTS AND ASSETS
FPA1 STIRLING LEISURE BALGA - PLANNED UPGRADES TIMEFRAME

Business Unit:	Facilities, Projects & Assets/ Recreation & Leisure	Service: Project Management
Ward:	Balga	Location: 109 Princess Road Balga
Applicant:	not applicable	

Role

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

Recommendation

That Council **NOTES** the proposed timeframe for an asset condition assessment, community needs analysis, business case and concept plan for upgrades to Stirling Leisure – Balga.

Action	Timeframe
Asset condition assessment	Undertaken in February 2025
Community needs analysis	2026/27
Concept plan (and cost estimates)	2027/28
Business case	2027/28

Purpose

To present information on planned upgrades to Stirling Leisure Balga, in line with Council Resolution Number 0525/042.

Details

To consider the scope for a possible upgrade to Stirling Leisure Balga (and any facility) there are two major considerations:

- User/community 'need', driven by demand, functionality and future community profile that will shape likely use of the facility in the future and;
- Asset 'need', driven by condition and age of building components requiring renewal and compliance with relevant standards.

The Community Infrastructure Plan completed in 2024 makes a series of recommendations for the future needs of the facilities in Balga. The following recommendations are relevant to the content of this report:

1. Investigate future expansion of existing amenity provision at Stirling Leisure Balga to meet the future population growth and demand impacts.
2. Provide community space at Stirling Leisure Balga.
3. At end of asset life, consider community needs and future use of Balga Community Centre including consideration of alternative community use models and integrations with Stirling Leisure Balga future planning.

With a 56.1% increase in population between 2001 and 2021 and a further 9% increase between 2021 and 2041, there has been a significant population increase since the facility initially opened in 2008.

Since opening, Learn to Swim participation has increased to 1,434 participants per month, 1,590 gym members and an annual total attendance of 424,244 in 2024/25 financial year.

When the facility was redeveloped in 2008, new facilities were constructed (gym, café, creche and swimming pool) while many old elements of the facility were retained (June Copley Function Hall, the sports court and functional training and RPM studios). This has created a somewhat fragmented user journey where customers and staff must move through multiple areas of the building to reach their desired location. Whilst accessible spaces have been created, it is not an optimum experience as a user and needs to evolve, it is time to consider how this can best be resolved to improve accessibility beyond achieving compliance.

The linkage to Princess Wallington Clubrooms is also an important consideration given the high levels of reserve usage and the shared use nature of the carpark facility. The Balga Boxing Club is also currently accommodated within Stirling Leisure Balga (in an unmodified area of the facility that has not been refurbished). Consideration of how to best meet the needs of this group and any opportunity for shared use of assets with the Soccer and Cricket clubs should be considered. It is important to note that planned car park works as a component of Stage three of the Bina Parkland project were never completed so the car park remains as it was initially configured and would benefit from improved lighting and accessibility to both Stirling Leisure Balga and Princess Wallington Clubroom buildings. Usage of this carpark and the carpark servicing Bina Parkland have seen a significant increase in use through activities of Stirling Leisure Balga, Bina Parkland and the Princess Wallington Clubrooms with parking close to the facilities in very high demand.

Condition assessments are undertaken on a regular basis with the most recent assessment in February 2025. No significant issues were identified with all assets being in the good (two) to fair (three) range based on a one-to-five assessment criteria.

Over the past 12 years, there has been a range of renewal work undertaken to support this condition assessment including:

- Installation of solar panels (in two stages).
- Accessible 'DDA' improvement works to all toilets, new entrance counter and flooring.
- New entry turnstiles.
- Replacement of gas boilers heating the pools.
- Replacement of HVAC systems.
- Pool deck floor tile replacement.
- Large fans installed above pools to improve air movement and customer comfort.
- Store created to store chemicals away from general store area.
- Installation of shades to outdoor play area.
- Gym lift replacement.
- LED Lighting.
- Fire System upgrade.
- Treatment of corroded steelwork above the pool.
- External building painting including to 'heartbeat'.
- New vanity and wash basins to 25m pool changerooms.
- Sports court grandstand improvements.
- New doors to pool deck.
- General aesthetic improvements to visible areas such as hydro pool and entrance to 25m pool changerooms.

Works currently planned include:

- Conversion of chlorine to salt filtration.
- Further HVAC system improvements.

Given the increase in population, attendance and changing community profile as well as functionality limitations of the existing building footprint despite the works that have already been completed, it is intended to engage an architect to undertake the same process that was undertaken for Stirling Leisure Inglewood. This will look at the site in its entirety (asset and functionality as well as the broader precinct) and consider the best way to meet the evolving and increasing needs of the community. An architect would develop concept plans and cost estimates of the work required and be overseen by an internal Project Steering Group with feedback from Elected Members included during the process.

Any final decisions on scope and cost would be presented to Council for a decision based on a Business Case.

Financial Assessment and Implications

There are no immediate financial implications although concept plans and cost estimates to enable a business case to be developed would cost approximately \$100,000.

Stakeholder Engagement

Nil.

Recommended Action

That Council notes the proposed timeframe as shown above.

Relevant Policies, Legislation and Council Resolutions

Nil.

[Local Government Act 1995](#)

Meeting Date	Council Resolution Number	Council Resolution
27 May 2025	0525/042	That a report be PRESENTED to the Council meeting to be held 1 July 2025 identifying the proposed timeframe for an asset condition assessment, community needs analysis, business case and concept plan for upgrades to Stirling Leisure – Balga to enable consideration within the City’s forward capital works program and long-term financial plan.

Sustainable Stirling 2022-2032

Key Result Area: Our built environment

Objective: An attractive and well-maintained City

Priority: Provide quality, well-maintained facilities for the benefit of the community

Strategic Risk

Strategic Risk	Risk Appetite
Reputation	The City will ensure that any decisions that may affect the City's reputation are made at the appropriate level with stakeholders remaining informed and engaged.

Relevant Documents and Information

Attachments

Nil.

Available for viewing at the meeting

Nil.

Linked Documents

Nil.

FINANCE
F1 SCHEDULE OF ACCOUNTS FOR PERIOD 12 ENDING 30 JUNE 2025

Business Unit:	Finance Services	Service: Financial Accounting
Ward:	Not Applicable	Location: Not Applicable
Applicant:	Not Applicable	

Role

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

Recommendation

That the schedules for Period 12, 1 June – 30 June 2025 comprising of:

- a. Cheques drawn and payments made amounting to \$61,820,789.28
- b. Fuel Card Payments made amounting to \$26,458.24

be RECEIVED.

Purpose

To inform Council of funds disbursed for the period 1 June – 30 June 2025.

Details

The reported schedules are submitted in accordance with Regulation 13 and 13A of the Local Government (Financial Management) Regulations 1996. In June 2023, the Regulations were amended to include the requirement to report payments by purchasing cards (Regulation 13A) to be implemented by local governments by September 2023.

Fuel cards are considered purchasing cards and so a separate attachment has been prepared for these transactions. Fuel cards are used for the purchase of fuel for the City's petrol vehicles and plant. The use of fuel cards is controlled with the card assigned to an individual vehicle and transactions limited to the purchase of fuel. Vehicle odometer readings are recorded for each fuel purchase. It should be noted that the full payment to Ampol is shown in the Payments Listing and the amount on the fuel card report may differ due to the timing of invoices.

The value of payments made in the month includes new term deposit investments of surplus cash funds. The surplus cash funds available for investment will be impacted by the City's cashflow cycle including the value of term deposits maturing in the month. The value of new term deposits is the main cause of fluctuations in the level of payments from month to month. Other factors would include progress payments made for major capital projects.

The payments for June were much higher than an average month due to the value of term deposits investments in the month. This is associated with the City's financial year end processes.

Expenditure on Agency Staffing

The table below shows the spend on agency staffing to June 2025. The actual spend of \$1,707,716 equates to 1.3% of the total spent on direct staffing by the City for the period.

Agency Costs by Business Unit	Year to Date June 2025 Actual \$	% of Total Staffing Cost	Explanation
Finance Services	83,090	1.6%	Maternity Leave Cover
Governance	7,159	0.3%	Wait staff for City Events
Parks & Environment	547,922	3.1%	Temporary staff to manage seasonal workload
Waste & Fleet	409,788	4.0%	Cover for Recycling Centre and Waste Collection staff
Recreation & Leisure Services	1,151	0.0%	Staffing of Inglewood Pool kiosk
Infrastructure Administration	1,990	0.1%	Temporary administration staff
Community Development	76,070	0.4%	Flexible staffing for Community Food Services
Customer & Communications	105,443	1.7%	Short term cover for Digital Officer & Graphic Designer positions
Property & Commercial Services	74,351	5.6%	Part-time Land Administration Specialist
Engineering Services	298,257	2.2%	Temporary staff for Maintenance Works
Development Services	102,495	1.0%	Temporary administration staff
Total	1,707,716	1.3%	

Relevant Policies, Legislation and Council Resolutions

Regulation 13 of the Local Government (Financial Management) Regulations 1996 requires that a list of accounts paid by the Chief Executive Officer is to be prepared each month and presented to the Council at the next ordinary meeting of Council after the list is prepared. Regulation 13A of the Local Government (Financial Management) Regulations 1996 requires that a list of accounts paid includes payments via purchasing cards.

[Local Government \(Financial Management\) Regulations 1996](#)

[Local Government Act 1995](#)

Sustainable Stirling 2022-2032

Key Result Area: Our leadership

Objective: A well-governed City

Priority: Comply with legislation, standards and obligations

Strategic Risk

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

Relevant Documents and Information

Attachments

Attachment 1 - Payments Listing - June 2025 ECM No. 11275296) (circulated to Elected Members under separate cover) [⇒](#)

Attachment 2 - Ampol Purchase Card Report - June 2025 (ECM No. 11275298) (circulated to Elected Members under separate cover)

Available for viewing at the meeting

Nil.

Linked Documents

Nil.

F2 MONTHLY STATEMENT OF FINANCIAL ACTIVITY FOR THE MONTH ENDING 30 JUNE 2025

Business Unit:	Finance Services	Service: Financial Accounting
Ward:	Not Applicable	Location: Not Applicable
Applicant:	Not Applicable	

Role

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

Recommendation

That the monthly Statement of Financial Activity and other relevant Financial Reports for the month ending 30 June 2025 be RECEIVED.

Purpose

To apprise Council of the financial position of the City in compliance with the provisions of Section 6.4 of the *Local Government Act 1995* and regulation 34 of the Local Government (Financial Management) Regulations 1996 as amended.

Details

The City's financial reporting framework provides Council, management, and employees with a broad overview of the City-Wide financial position. The format for the financial report includes:

1. A financial summary comprising a Statement of Financial Activity (Attachment 1) and an explanation of each material variance in accordance with the requirements of Regulation 34 (see below).
2. The composition of net current assets, less committed assets, and restricted assets (Attachment 2) in accordance with the requirements of Regulation 34.
3. An Investment Report (Attachment 3) detailing the performance of the investment portfolio as required by the City's Investment Policy.

Monthly Statement of Financial Activity for the Period Ending 30 June 2025

It should be noted that the statement shown as Attachment 1 only includes transactions as they relate to the Municipal Fund, and it removes the non-cash items to allow an assessment of the City's dependency on rate levies.

The City is currently finalising its FY25 position. These unaudited financial reports will be subject to change as year-end items, such as the financial position of Regional Councils are audited and reflected in the City's financial statements.

Explanations of major variances between YTD Actual and YTD (Original) Budget for the month ended 30 June 2025 are as follows:

General Rates

The Rates Statements issued in July 2024 generated \$253.8 million in revenue (this figure includes the Rates, Domestic Waste Charge, the Community Safety Service charge and the Emergency Services Levy revenue). \$255.6 million of debt has been collected in 2024/25 which includes balances due from the prior year and interim rates issued during 2024/25. Total Rates debt has reduced by \$0.1 million over the year.

1. Underground Power rates

The service charge for the Scarborough Underground Power project has been deferred to the 2025/26 financial year as was adopted through the 2025/26 budget process.

2. Grants & Subsidies

This revenue item has a positive variance of 62% to YTD budget, mainly due to the \$5.1 million Financial Assistance Grant for 2025/26 received in advance.

3. Contributions, Reimbursements & Donations

This revenue item has a positive variance of 36% to budget, mainly due to unbudgeted Street Trees Contributions and the timing of Care Navigation funding. The street tree contributions will be transferred to the Tree Reserve.

4. Other

This revenue item has a positive variance due to unbudgeted contributions for Cash in lieu of Public Open Space relating to developments in Scarborough, Wembley Downs, Westminster and Tuart Hill. This will be transferred to the Cash in lieu of Public Open Space Reserve.

Operating Expenditure

5. Employee Costs (including Agency Staff)

The total of direct employee costs (net of the cost of Agency Personnel) was higher than budget for the year to date due to:

- Workers Compensation premiums related to prior years \$1.7 million
- Increase in Long Service Leave provision that is not budgeted for \$0.5 million. This was related to the change in the Long Service Leave Regulations.
- Internal labour recoveries \$0.9 million below budget. Labour recoveries relate to the transfer of internal staff time to maintenance services and capital projects, and the negative labour recovery variance is offset by reduced costs in these areas.
- Staffing for IT projects \$1.7 million where the cost was budgeted as consultancy on the assumption that the work would be outsourced, and project staff were employed as a better value for money option.
- Higher staffing required for the Hamersley Golf Course and Learn to Swim programs \$1.0 million, which is offset by increased revenue from these services.

6. Underground Power Expenditure

This adverse variance relates to the City's project management costs associated with Underground Power projects, which was not budgeted and cannot be claimed against the cost of the project(s).

7. Depreciation

Depreciation was higher than budget for the year due to improved data from the upgraded Enterprise Asset Management system but was excluded from the Rate Setting Statement as a non-cash item (see corresponding entry under Operating activities excluded).

8. Other

This adverse variance relates to the cost of sale for the disposal of 23 and 24 Milldale Way, Mirrabooka.

Investment Activity

9. Proceeds from Disposal of Assets & Profit / (Loss) on Disposal

The Net Loss on Disposal mainly relates to the disposal of 26 Odin Road, Balcatta and a Right of Way in Inglewood.

10. Grants and Subsidies

This revenue item has a negative variance due transfer of unspent grant funds to the balance sheet so that they are available to be spent in 2025/26.

11. Equity Share of Investment

This variance is due to Catalina Estate land sales which have been higher than expected.

12. Capital Expenditure

The capital variance of \$60.7 million is mainly due to the carry forward of project budgets to the 2025/26 financial year \$52.4 million, the net return of funds from 2024/25 projects of \$3.2 million with the balance being the movement in Work in Progress.

Year End Carry forwards

Carry forwards for 2024/25 were \$52.4 million in total, this relates to the following longer term projects:

- \$10.7 million Multi-year Capital Renewals projects
- \$9.5 million for projects where supply restraints have resulted in delays, mainly the Fleet Replacement program
- \$3.5 million for other renewals projects in progress

The balance of Carry Forwards includes:

- \$20.0 million for the purchase of investment property
- \$4.3 million for the execution of projects under the Land Asset Action Plan
- \$1.0 million for Perth Glory relocation
- \$1.2 million for Technology Projects & Upgrades
- \$2.2 million for other projects and minor capital renewals

Financial Assessment and Implications

The administration is mandated by Council to operate in a financially sustainable and responsible manner. As such, the City ensures that it closely monitors its financials against approved budget.

Relevant Policies, Legislation and Council Resolutions

The monthly statement of financial activity is prepared in accordance with Regulation 34 of the [Local Government \(Financial Management\) Regulations 1996](#) and [Local Government Act 1995](#)

Meeting Date	Council Resolution Number	Council Resolution
1 April 1997	Item 10.2/A11	A monthly report must be provided to Council detailing the investment portfolio in terms of overall performance, percentage exposure of total portfolio by investment institution and in the case of managed investments, the changes in market value.

Sustainable Stirling 2022-2032

Key Result Area: Our leadership

Objective: A well-governed City

Priority: Comply with legislation, standards and obligations

Strategic Risk

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

Relevant Documents and Information

Attachments

Attachment 1 - Statement of Financial Activity in the form of a Rate Setting Statement for the period to 30 June 2025 [↓](#)

Attachment 2 - Net Current Assets as at 30 June 2025 [↓](#)

Attachment 3 - An Investment Report for the period to 30 June 2025 [↓](#)

Available for viewing at meeting

Nil

Linked Documents

Nil.

City of Stirling
Rate Setting Statement
For the Period Ending 30 June 2025

Description		YTD Actual	YTD Amended	Variance	%	Amended
	Notes	\$'000	\$'000	\$'000		Budget
						\$'000
OPERATING ACTIVITIES						
		41,026	38,059			38,059
Net surplus/(deficit) start of financial year						
Revenue from operating activity (excluding rates)						
Other Rates Revenue		542	500	42	8	500
Underground Power Rates	(1)	1	1,353	(1,352)	(100)	1,353
Security Charge		4,917	4,770	146	3	4,770
Grants & Subsidies	(2)	14,000	8,619	5,381	62	8,619
Contributions, Reimbursements & Donations	(3)	4,040	2,972	1,068	36	2,972
Interest		10,294	10,552	(258)	(2)	10,552
Registration, Licences & Permits		5,239	4,801	438	9	4,801
Service Charges		48,059	45,754	2,305	5	45,754
Fees & Charges		23,797	22,125	1,672	8	22,125
Other	(4)	5,581	4,402	1,179	27	4,402
Total Operating Revenue		116,471	105,849	10,622	10	105,849
Expenditure from operating activities						
Employee Costs (including Agency Staff)	(5)	(119,616)	(113,701)	(5,915)	(5)	(113,701)
Materials & Contracts Direct MTC of NCA		(34,992)	(33,266)	(1,727)	(5)	(33,266)
Materials & Contracts Other Works		(75,549)	(74,728)	(821)	(1)	(74,728)
Underground Power Expenditure	(6)	(115)	-	(115)	(100)	-
Utilities		(9,273)	(9,245)	(28)	(0)	(9,245)
Impairment		(9)	-	(9)	(100)	-
Depreciation	(7)	(56,507)	(51,093)	(5,413)	(11)	(51,093)
Insurance		(2,039)	(2,223)	184	8	(2,223)
Other	(8)	(4,767)	(3,883)	(884)	(23)	(3,883)
Total Operating Expenditure		(302,868)	(288,140)	(14,728)	(5)	(288,140)
Sub Total Operating Result		(186,397)	(182,291)	(4,106)	(2)	(182,291)
Operating activities excluded						
Profit on disposal of assets	(9)	(276)	(611)	(335)	(55)	(611)
(Loss) on disposal of assets	(9)	1,068	788	279	35	788
Loss on revaluation of fixed assets						
(Reversal) of prior years loss on revaluation of fixed assets						
Non cash movements in non current assets and liabilities		13,292		13,292		
Gifted & Previously Unrecognised Assets		(55)		55	100	
Depreciation on Assets	(7)	56,507	51,093	5,413	11	51,093
Total Excluded from Operating Result		70,535	51,270	(19,265)	(38)	51,270
Amount attributed to operating activities		(115,862)	(131,020)	15,158	12	(131,020)
INVESTMENT ACTIVITIES						
Grants & Subsidies	(10)	14,875	17,964	(3,089)	(17)	17,964
Equity Share of Investment	(11)	13,056	29,413	(16,357)	(56)	29,413
Proceeds from Disposal of Assets	(9)	6,926	3,633	3,293	91	3,633
Profit / (Loss) on Disposals	(9)	(791)	(177)	(614)	(347)	(177)
Contribution to associated entity						
Total Capital Expenditure	(12)	(70,659)	(131,390)	60,731	46	(131,390)
Amount attributed to investment activities		(36,592)	(80,557)	43,965	55	(80,557)
FINANCIAL ACTIVITIES						
Transfers to/from Trust						
Transfers to Reserves		(45,467)	(44,655)	(811)	(2)	(44,655)
Transfers from Reserves		17,508	51,748	(34,240)	(66)	51,748
Amount attribute to financial activities		(27,958)	7,093	(35,051)	(494)	7,093
Surplus/(deficient) before general rates		(166,042)	(166,425)			(166,425)
Total amount raised from general rates		166,042	166,425			166,425
Net current assets at end of period - surplus/(deficit)		26,656	0			0

City of Stirling
**Net Current Asset Position Statement
 As At 30 June 2025**

	\$'000
CURRENT ASSETS	
Cash and cash equivalents	168,811
Trade receivables	17,587
Other financial assets at amortised cost	4,641
Inventories	3,647
Contract assets	2,109
Total Current Assets	196,795
CURRENT LIABILITIES	
Trade and other payables	24,503
Contract liabilities	2,665
Lease liabilities	110
Employee related provisions	19,968
Other provisions	15,913
Total Current Liabilities	63,160
Closing Funds	133,636
Restricted Assets	
Investments	126,948
Total Restricted Assets	126,948
NET CURRENT ASSETS LESS RESTRICTED ASSETS	6,688
Add Cash Backed Leave	19,968
CLOSING FUNDS	26,656

CITY OF STIRLING CASH & INVESTMENT REPORT AS AT 30 JUNE 2025

	Short term Rating	Long-term Rating	Allocation %	AV RATE ¹ %	TOTAL FUNDS \$	MUNI FUNDS \$	REST FUNDS \$	TRUST FUNDS \$	RESERVE FUNDS \$
IN HOUSE INVESTMENTS									
Banks									
Bank of Queensland	A2	A-	21	4.93%	39,490,479	2,400,000	1,253,991	-	35,836,488
Bendigo / Adelaide Bank	A2	A-	8	4.31%	14,300,000	14,300,000			
NAB	A1+	AA-	29	4.80%	54,086,963	5,000,000	13,985,060	-	35,101,903
Rabo Bank	A-1	A+	5	4.35%	9,166,667				9,166,667
Sun Corp Metway	A-1	A+	16	5.12%	29,865,729	700,000	-	18,103,992	11,061,737
Westpac	A1+	AA-	21	4.88%	39,290,997	8,300,000	673,997	-	30,317,000
TOTAL INVESTMENTS			100	4.85%	\$ 186,200,835	\$ 30,700,000	\$ 15,913,049	\$ 18,103,992	\$ 121,483,795

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

TRUST FUND DETAILS	BALANCE \$
Other Bonds	582,589
Right of Way Bonds	467,976
Payment in Lieu of Public Open Space	10,629,586
Town Planning Schemes	6,123,790
Other Trusts	300,051
FINANCE ONE INVESTMENT REGISTER	18,103,992
Funds to be Transferred	0

	INTEREST RECEIVED TO DATE	%	FULL YEAR BUDGET
INTEREST EARNED			
Municipal Fund	10,288,189	97.50%	10,552,144
TOTAL	10,288,189	97.50%	10,552,144

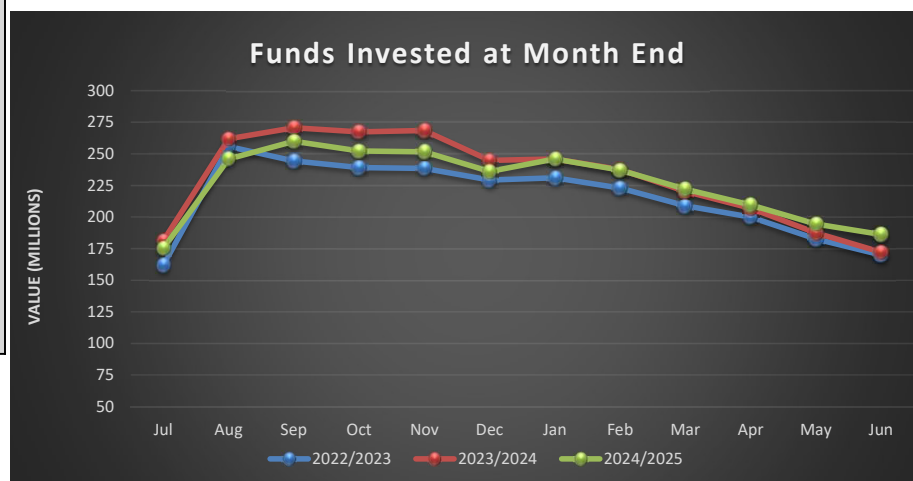
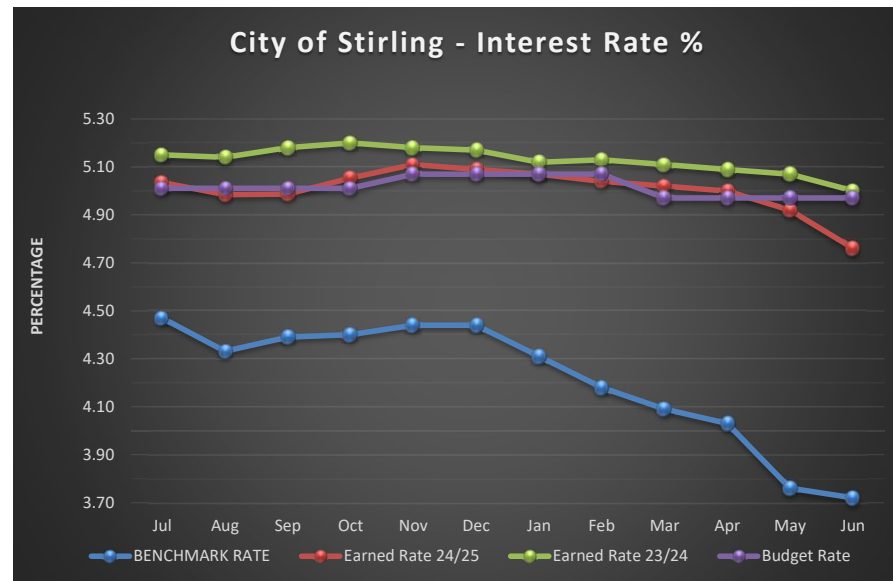
INTEREST RATES	JUL	AUG	SEP	OCT	NOV	DEC
	%	%	%	%	%	%
AVGE EARNED RATE (ALL INVESTMENTS)	5.03	4.98	4.99	5.05	5.09	5.09
BENCHMARK RATE	4.47	4.33	4.39	4.40	4.44	4.44

	JAN	FEB	MAR	APR	MAY	JUN
AVGE EARNED RATE (ALL INVESTMENTS)	5.07	5.04	5.02	5.00	4.92	4.85
BENCHMARK RATE	4.31	4.18	4.09	4.03	3.76	3.72

MARKET AVERAGE INTEREST RATES FOR 2024-25 YEAR ONLY	At Call %	30 Day %	90 Days %	180 Days %	5 Yr Bond %	YTD Av %
	3.85	3.69	3.67	3.79	0.00	3.72

COMMENTARY

- The City of Stirling continues its cautious approach in managing and investing its funds and only invests funds as per the City's investment policy. To date the City only invests in approved and authorised institutions in line with the WA Local Government Act 1995 and its Amendments 2012
- 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.
- This report is supported by detailed statements of borrowers of the City's funds with details thereto.



RESERVE FUND DETAILS	BALANCE \$
Asset Acquisition Reserve	110,391
Cash in Lieu of Public Open Space	1,737,241
Churchlands Lighting Reserve	47,119
Corporate Project Fund	8,465,649
Capital Investment Reserve	50,518,606
Investment Income Reserve	5,974,288
Leave Liability Reserve	15,489,475
Long Service Leave Reserve	940,826
Payment in Lieu of Parking Reserve	3,390,052
Plant Replacement Reserve	6,843,993
Public Parking Strategy Reserve	7,214,096
Road Widening Compensation Reserve	161,758
Scarborough Development Contribution Plan	341,367
Security Service Reserve	574,467
Strategic Waste Development Reserve	20,323,160
Tree Fund Reserve	1,602,314
Workers Compensation Reserve	3,212,768
FINANCE ONE INVESTMENT REGISTER	126,947,568
Funds to be Transferred	-5,463,774

RESTRICTED FUND DETAILS	BALANCE \$
Builders Registration Board Levy	378,954
BCITF Levy	452,573
Client Bonds	1,175
Development Trust	29,078
Hall Hire Bonds	11,200
Other Rest Funds	9,445
Pay in Lieu POS	5,333,051
Payment in Adv	-
Performance Bonds	4,526,275
Section 152 Land	1,722,744
Street Trees Bonds	215,801
Unclaimed Monies	129,601
Verge Bonds	3,105,098
FINANCE ONE INVESTMENT REGISTER	15,914,996
Funds to be Transferred	1,947

F3 ANNUAL WAIVE OR GRANT CONCESSIONS/WRITE OFF MONEY FOR 2024/2025

Business Unit:	Finance Services	Service: Financial Accounting
Ward:	Not Applicable	Location: Not Applicable
Applicant:	Not Applicable	

Role

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

Recommendation

That Council RECEIVES the report detailing the exercise of delegated authority to write off unrecoverable debt.

Purpose

To inform Council of write offs of amounts of money approved under delegated authority for the period 1 July 2024 to 30 June 2025.

Details

At its meeting held 5 October 1999, Council resolved to receive a report annually detailing the amount written off by category, the general write off trends, the main reasons for significant write off categories and any corrective action that can be taken, if applicable.

Council has approved delegation to the CEO of an annual limit of \$150,000. The CEO on-delegates to Directors and relevant Business Unit Managers.

This report excludes secured debt (Rates, Domestic Waste Charges and Security Service Charge) which are charged to a property. The amounts approved for write off under delegated authority to 30 June 2025, compared to the previous year, is as follows:

Category	This Year 2024/2025 \$	Main Reasons for Write Off	Last Year 2023/2024 \$
Infringements		Unable to trace, left the state, deemed uncollectible or unenforceable.	
- Parking	108.90		510.60
- Animals	105.70		599.35
- Litter	0		102.50
- Firebreaks	0		1,025.00
	214.60		2,237.45
Fines Enforcement Registry	18,815.95		13,989.25
	19,030.55		16,226.70
Outside of School Hours Care	44,490.10		0
Library	10,157.15		16,116.70
Recreation & Leisure	2,413.00		0
TOTAL	\$76,090.80		\$32,343.40

Fines Enforcement Registry

All unpaid Infringements are registered with the Fine Enforcement Registry for collection. The Infringements and Fine Enforcement Registry costs written off relate to debt that is deemed uneconomical to pursue.

Outside of School Hours Care

The Outside of School Hours Care service ceased in June 2021, receiving \$6.15 million in revenue over 10 years. The above write off relates to inactive after school care and vacation care customers recorded in the City's childcare management software. The process for transferring customer balances to the City's finance system excluded inactive customers. This issue has now been resolved but has resulted in the write off. The debt relates to 140 customer balances, an average of \$318 and equates to 0.07% unrecoverable debt overall. Debt collectors have been engaged for the collection of accounts that were considered financially viable to pursue.

Library

The library write-offs are for debt that has been outstanding for three years. A total of 537 library users were included in the 2021/22 write-offs. These library members are banned from using any library services and are still required to pay the debt to be given membership access again.

Recreation & Leisure

This write-off relates to utilities charges incurred by a Football Club. The club has been inactive for a number of years and the debt is considered unrecoverable.

Financial Assessment and Implications

The consequence of writing off debts is the reduction of revenue. In most cases, it is an unavoidable aspect of providing services and is allowed for by establishing a provision for doubtful debts. The total balance of debt referenced in this report was \$3.6 million on 30 June 2025 and the provision for doubtful debts was \$50,838.

Relevant Policies, Legislation and Council Resolutions

[Local Government \(Financial Management\) Regulations 1996](#), r26(1)(c)

[Local Government Act 1995](#)

Meeting Date	Council Resolution Number	Council Resolution
5 October 1999	Item 10.2/A10	2. That the Chief Executive Officer annually SUBMIT a report to Council for information purposes detailing amounts written off by category, the general write off trends, the main reasons for significant write off categories and what corrective action can be taken if possible.
5 July 2022	0722/009	1. That Council CEASES the charging of fines for the late return of library loans and AMENDS the Library Services Policy as shown in Attachment 1.

Sustainable Stirling 2022-2032

Key Result Area: Our leadership

Objective: A well-governed City

Priority: Comply with legislation, standards and obligations

Strategic Risk

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

Relevant Documents and Information

Attachments

Nil.

Available for viewing at the meeting

Nil.

Linked Documents

Nil.

TENDERS
TE1 63323 RIGHTS OF WAY LIGHTING

Business Unit:	Engineering Services	Service: Construction Services
Ward:	City Wide	Location: Not Applicable
Applicant:	Not applicable	

Role

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

Recommendation

That the tender for the Rights of Way Lighting be ACCEPTED as detailed in Confidential Attachment 1.

Purpose

To report on the results from public Invitation for Tender (IFT) and the evaluation of tenders, in accordance with Regulation 18 of the Local Government (Functions and General) Regulations 1996.

Details
Tender Description

This Tender is for the supply and installation of electrical services to the City of Stirling’s Rights of Way as part of the City of Stirling’s Capital Works Programme. The purpose of the proposed works is to improve the aesthetics, amenity and safety of laneways for all abutting residents. This will involve the installation of new lighting poles, luminaries, switchboard cabinets and junction pits to provide adequate lighting to the full length of the Rights of Way. It is estimated the City will be installing lights on approximately 15 projects annually however the City’s requirements may change as new project locations are released each financial year.

Tender Details

IFT Number 63323
IFT Title Right of Way Lighting
Recommended Tenderer(s) As per confidential Attachment 1

Expenditure under this Contract is not capped or fixed. The estimated Contract award value is based on estimated expenditure at this time but may vary depending on budget availability.

Contract Term Initial: Three years
 Extension Options: Two options to extend for one year each
 Defects Liability Period: 52 weeks

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

Panel Allocation Provided in Attachment 1 to this report (confidential)

Advertising: Wednesday 23 April 2025 The West Australian

Tender Deadline: Tuesday 20 May 2025 2.00pm

Tender Opening: Tuesday 20 May 2025 2.00pm

Tender Submissions

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

Tenderer
Civcon Civil & Project Management Pty Ltd T/As Civcon Civil & Project Management
Greenlite Electrical Contractors Pty Ltd
Inlightec Electrical Solutions Pty Ltd
PEAP Contractors Pty Ltd

Contract

Commencement Date of New Contract:	1 October 2025
Completion Date of New Contract:	30 September 2028
Price Basis of New Contract:	Schedule of Rates

Tender Evaluation Panel

The tender evaluation panel comprised of five members, including a Business Unit Manager (Chairperson) and four Officers. Process and probity advice during evaluation was provided by a City Procurement Officer.

Evaluation of Tenders

The objective of the evaluation panel is to recommend a suitably qualified and experienced Contractor or Contractors to satisfy the requirement of the above mentioned IFT.

Based on evaluation of the received submissions and subsequent compliance assessments, the Evaluation Panel recommend that the Tenderer(s) recommended in this report be accepted at the estimated Contract value and Contract term provided, from the anticipated commencement date.

Evaluation Justification

Provided in Confidential Attachment 1 to this report.

Comment

All members of the evaluation panel have made a conflict of interest declaration in writing confirming they have no relationships with any of the tenderers.

It is confirmed that the following checks have been undertaken:

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

Financial Assessment and Implications

Provided in Confidential Attachment 1 to this report.

Stakeholder Engagement

In accordance with Section 1.8 of the *Local Government Act 1995* and Regulation 14(1) of the Local Government (Functions and General) Regulations 1996 the Tender was advertised in a state wide publication. A link to the Tender documents was also made available via the City's website.

Following contract execution, details will be included on the Tender Register on the City's Website.

Relevant Policies, Legislation and Council Resolutions

The Tender has been conducted in accordance with Part 4 of the [Local Government \(Functions and General\) Regulations 1996](#).

[City of Stirling Procurement Policy](#)

[Delegated Authority Register](#)

[Local Government Act 1995](#)

Sustainable Stirling 2022-2032

Key Result Area: Our built environment

Objective: A liveable City

Priority: Improve the quality, liveability and identity of local areas

Strategic Risk

Strategic Risk	Risk Appetite
Environment	The City will prioritise protection, enhancement and sustainability of the natural environment unless this cannot be achieved without significantly compromising the City's economic or social sustainability.
Purpose	The City will pursue community and sector leadership through forward thinking decision making, and alignment of its services and operations with its strategic objectives.

Relevant Documents and Information

Attachments

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

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

Available for viewing at meeting

Nil

Linked Documents

Nil.

TE2 55406 SUPPLY AND INSTALLATION OF BRICK PAVING

Business Unit:	Engineering Services	Service: Construction Services
Ward:	City Wide	Location: Not Applicable
Applicant:	Not Applicable	

Role

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

Recommendation

That the tender for the Supply and Installation of Brick Paving be **ACCEPTED** as detailed in Confidential Attachment 1.

Purpose

To report on the results from public Invitation for Tender (IFT) and the evaluation of tenders, in accordance with Regulation 18 of the Local Government (Functions and General) Regulations 1996.

Details**Tender Description**

The City proposes to to engage a professional contractor for the supply and installation of brick paving, which entails the following.

- New Work
- Reinstatement Work
- Additional work including installation of hand rails and bollards

The City's total volume of brick paving installations can vary substantially from year to year but generally averages at approximately 16,500m² per annum.

'Brick paving units' means a manufactured brick paver (concrete or clay brick paver) with plain or dentate sides and with top and bottom faces parallel, preferably with chamfers for use in roadways, parking areas, industrial hard standings, and areas subject to pedestrian movement and/or vehicular traffic.

Brick paving units will be utilised in the following areas within the City:

Road Reserves

- Median traffic islands;
- Pedestrian & vehicular verges (crossovers footpaths); and
- Road treatments (roundabout, islands, entry statements)

Parks and Reserves

- Active major sports grounds;
- Passive major reserves;
- Active minor reserves;
- Passive minor reserves; and
- Other City of Stirling property

Tender Details

IFT Number 55406
IFT Title Supply and Installation of Brick Paving
Recommended Tenderer(s) As per confidential Attachment 1

Expenditure under this Contract is not capped or fixed. The estimated Contract award value is based on estimated expenditure at this time but may vary depending on budget availability.

Contract Term Initial: 3 Years
Extension Options: 1 Year
Defects Liability Period: 12 Months

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

Advertising: Saturday 17 May 2025 The West Australian

Tender Deadline: Wednesday 11 June 2025 2.00pm

Tender Opening: Wednesday 11 June 2025 2.00pm

Tender Submissions

One tender was received, including alternative and non-conforming Tenders:

Tenderer	Trading Name
Mikevie Pty Ltd	ABM Landscaping

Contract

Commencement Date of New Contract: 30 November 2025

Completion Date of New Contract: 29 November 2028

Price Basis of New Contract: Schedule of Rates

Tender Evaluation Panel

The tender evaluation panel comprised of four members, including a Business Unit Manager (Chairperson) and Officer(s). Process and probity advice during evaluation was provided by a City Procurement Officer.

Evaluation of Tenders

The objective of the evaluation panel is to recommend a suitably qualified and experienced Contractor or Contractors to satisfy the requirement of the above mentioned IFT.

Based on evaluation of the received submissions and subsequent compliance assessments, the Evaluation Panel recommend that the Tenderer(s) recommended in this report be accepted at the estimated Contract value and Contract term provided, from the anticipated commencement date.

Evaluation Justification

Provided in Confidential Attachment 1 to this report.

Comment

All members of the evaluation panel have made a conflict of interest declaration in writing confirming they have no relationships with any of the tenderers.

It is confirmed that the following checks have been undertaken:

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

Financial Assessment and Implications

Provided in Confidential Attachment 1 to this report.

Stakeholder Engagement

In accordance with Section 1.8 of the *Local Government Act 1995* and Regulation 14(1) of the Local Government (Functions and General) Regulations 1996 the Tender was advertised in a state wide publication. A link to the Tender documents was also made available via the City's website.

Following contract execution, details will be included on the Tender Register on the City's Website.

Relevant Policies, Legislation and Council Resolutions

The Tender has been conducted in accordance with Part 4 of the [Local Government \(Functions and General\) Regulations 1996](#).

[City of Stirling Procurement Policy](#)

[Delegated Authority Register](#)

[Local Government Act 1995](#)

Sustainable Stirling 2022-2032

Key Result Area: Our built environment

Objective: A liveable City

Priority: Improve the quality, liveability and identity of local areas

Objective: An accessible and connected City

Priority: Provide and maintain safe and accessible roads and parking

Priority: Provide a safe network of cycleways and pathways to link people and places

Objective: An attractive and well-maintained City

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

Strategic Risk

Strategic Risk	Risk Appetite
Business Disruption	The City recognises the possibility of major disruptions to community, workforce, assets and systems and will have business continuity plans for each service for activation as required.

Relevant Documents and Information

Attachments

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

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

Linked Documents

Nil

TE3 VP443099 SUPPLY AND DELIVERY OF BINS

Business Unit:	Waste and Fleet	Service: Waste Operations
Ward:	City Wide	Location: Not Applicable
Applicant:	Not Applicable	

Role

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

Recommendation

That the Quotation for the Supply and Delivery of Bins be ACCEPTED as detailed in Confidential Attachment 1.

Purpose

To report on the results from tender exempt Invitation for Quotation (IFQ) and the evaluation of submissions, in accordance with Regulation 18 of the Local Government (Functions and General) Regulations 1996.

Details
Quotation Description

The City of Stirling obtained quotes from suitably qualified and experienced contractors for the supply and delivery of bins to the locations advised by the City. The Deliverables are outlined in the Specification.

Quotation Details

IFQ Number VP443099
IFQ Title Supply and Delivery of Bins
Recommended Respondent(s) As per confidential Attachment 1

Evaluation of Quotations

The objective of the evaluation panel is to recommend a suitably qualified and experienced Contractor or Contractors to satisfy the requirement of the above mentioned IFQ.

Based on evaluation of the received submissions and subsequent compliance assessments, the Evaluation Panel recommend that the Tenderer(s) recommended in this report be accepted at the estimated Contract value and Contract term provided, from the anticipated commencement date.

Evaluation Justification

Provided in Confidential Attachment 1 to this report.

Comment

All members of the evaluation panel have made a conflict of interest declaration in writing confirming they have no relationships with any of the respondents.

It is confirmed that the following checks have been undertaken:

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

Financial Assessment and Implications

Provided in Confidential Attachment 1 to this report.

Stakeholder Engagement

Not applicable. This procurement was conducted via an Invitation for Quotation (IFQ) through the WALGA Preferred Supplier Panel, which is exempt from the public tender requirements under Section 1.8 of the Local Government Act 1995 and Regulation 14(1) of the Local Government (Functions and General) Regulations 1996.

Relevant Policies, Legislation and Council Resolutions

The IFQ has been conducted in accordance with Part 4 of [Local Government \(Functions and General\) Regulations 1996](#).

[City of Stirling Procurement Policy](#)

[Delegated Authority Register](#)

[Local Government Act 1995](#)

Sustainable Stirling 2022-2032

Key Result Area: Our natural environment

Objective: A waste-wise City

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

Strategic Risk

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

Relevant Documents and Information

Attachments

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

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

Available for viewing at meeting

Nil

Linked Documents

Nil

TE4 RFP RECYCLING CENTRE BALCATT A REDEVELOPMENT

Business Unit:	Facilities Projects and Assets	Service: Project Management
Ward:	City Wide	Location: 238 Balcatta Road Balcatta
Applicant:	Not Applicable	

Role

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

Recommendation

That the tender for the Request For Proposal Recycling Centre Balcatta Redevelopment be ACCEPTED as detailed in Confidential Attachment 1.

Purpose

To report on the results from a public Invitation for Tender (IFT) and the evaluation of tenders, in accordance with Regulation 18 of the Local Government (Functions and General) Regulations 1996.

Details
Tender Description

The City is proposing to redevelop several facilities at the RCB into a modern, environmentally sustainable, and integrated recycling and waste management facility. This redevelopment is designed to effectively manage waste and resources while providing the community with a safe, efficient, and high-quality level of service.

The scope of works included in this tender includes:

- Construction of a new waste transfer shed
- Refurbishment of the existing waste receival shed
- Western Power power upgrade
- Installation of two weighbridges
- Construction of a new 'crib room'
- Development of a new slip lane off Natalie Way
- Enlargement of the existing southern drainage sump
- Landscaping

A 50% Design Package and Performance Specification has been developed to document the requirements for the Site and act as a point of reference for 'issued for construction' design documentation.

This RFP was issued to invited tenderers in a closed tender process following the decision not to award public tender 47798. As per the *Local Government (Functions and General) Regulations 1996*, Division 2 — Tenders for providing goods or services Section. 3.57, 11. (2)(c)(i) the City publicly invited tenders for the supply of goods or services but no tender was submitted that met the tender specifications or satisfied the value for money assessment.

Tender Details

IFT Number 63463
IFT Title Request For Proposal Recycling Centre Balcatta Redevelopment
Recommended Tenderer(s) As per confidential Attachment 1

Expenditure under this Contract is not capped or fixed. The estimated Contract award value is based on estimated expenditure at this time but may vary depending on budget availability.

Contract Term Initial: 22 months
Defects Liability Period: 12 months
Tendered Rates/Cost Provided in Attachment 1 to this report (confidential)
Tender Deadline: Wednesday 25 June 2025 2.00pm
Tender Opening: Wednesday 25 June 2025 2.00pm

Tender Submissions

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

Tenderer	Trading Name
Byte Construct Pty Ltd	Byte Construct Pty Ltd
Civcon Civil & Project Management Pty Ltd	Civcon Civil & Project Management Pty Ltd
CBRE (GWS PJM) Pty Ltd	CBRE (GWS PJM) Pty Ltd

Contract

Commencement Date of New Contract: September 2025
Completion Date of New Contract: July 2027
Price Basis of New Contract: Fixed Price Lump Sum

Tender Evaluation Panel

The tender evaluation panel comprised of five members, including a Business Unit Manager (Chairperson) and Officer(s). Process and probity advice during evaluation was provided by a City Procurement Officer.

Evaluation of Tenders

The objective of the evaluation panel is to recommend a suitably qualified and experienced Contractor or Contractors to satisfy the requirement of the above mentioned IFT.

Based on evaluation of the received submissions and subsequent compliance assessments, the Evaluation Panel recommend that the Tenderer(s) recommended in this report be accepted at the estimated Contract value and Contract term provided, from the anticipated commencement date.

Evaluation Justification

Provided in Confidential Attachment 1 to this report.

Comment

All members of the evaluation panel have made a conflict-of-interest declaration in writing confirming they have no relationships with any of the tenderers.

It is confirmed that the following checks have been undertaken:

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

Financial Assessment and Implications

Provided in Confidential Attachment 1 to this report.

Stakeholder Engagement

Not applicable. This procurement was conducted via a RFP, which is exempt from the public tender requirements under Section 1.8 of the *Local Government Act 1995* and Regulation 11(2)(c)(i) of the Local Government (Functions and General) Regulations

Relevant Policies, Legislation and Council Resolutions

The Tender has been conducted in accordance with Part 4 of the [Local Government \(Functions and General\) Regulations 1996](#).

[City of Stirling Procurement Policy](#)

[Delegated Authority Register](#)

[Local Government Act 1995](#)

Sustainable Stirling 2022-2032

Key Result Area: Our natural environment

Objective: A waste-wise City

Priority: Improve resource recovery for all waste streams across the City

Strategic Risk

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

Relevant Documents and Information

Attachments

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

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

Available for viewing at meeting

Nil

Linked Documents

Nil

TE5 VP55266 PROVISION OF ON-DEMAND BULK WASTE VERGESIDE COLLECTION SERVICES

Business Unit:	Waste & Fleet	Service: Waste Operations
Ward:	City Wide	Location: Not Applicable
Applicant:	Not Applicable	

Role

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

Recommendation

That the Quotation for the Provision of On-Demand Bulk Waste Verge-side Collection Services be ACCEPTED as detailed in Confidential Attachment 1.

Purpose

To report on the results from tender exempt Invitation for Quotation (IFQ) and the evaluation of submissions, in accordance with Regulation 18 of the Local Government (Functions and General) Regulations 1996.

Details
Quotation Description

The City is to engage a suitably qualified and experienced contractor to provide an on-demand bulk waste verge-side collection service.

The primary service provision shall be an on-request skip delivery and collection service, inclusive of delivery of waste collected to the City's Nominated Facility for processing/disposal.

Alternate collection methodologies were also requested to address access and inclusion considerations and residential properties with limited verge presentation space.

Quotation Details

IFQ Number VP55266
IFQ Title Provision of On-Demand Bulk Waste Verge-side Collection Services
Recommended Respondent(s) As per confidential Attachment 1

Expenditure under this Contract is not capped or fixed. The estimated Contract award value is based on estimated expenditure at this time but may vary depending on budget availability.

Contract Term Initial: Seven Years
 Extension Options: One extension of three years
Quoted Rates/Cost Provided in Attachment 1 to this report (confidential)
Quotation Deadline: Wednesday 28 May 2025 2.00pm
Quotation Opening: Wednesday 28 May 2025 2.00pm

Quotation Submissions

Four quotations were received, including alternative and non-conforming quotations:

Respondent	Trading Name
Cleanaway Operations Pty Ltd (Conforming Offer)	Cleanaway Operations Pty Ltd
Cleanaway Operations Pty Ltd (Alternative Offer)	Cleanaway Operations Pty Ltd
Veolia Recycling & Recovery Pty Ltd	Sita Environmental Solutions
Stefna Family Trust	West Tip

Contract

Commencement Date of New Contract: 1 December 2025
 Completion Date of New Contract: 30 November 2032
 Price Basis of New Contract: Schedule of Rates

Quotation Evaluation Panel

The evaluation panel comprised of four members, including a Business Unit Manager (Chairperson) and three Officers. Process and probity advice during evaluation was provided by a City Procurement Officer.

Evaluation of Quotations

The objective of the evaluation panel is to recommend a suitably qualified and experienced Contractor to satisfy the requirement of the above mentioned IFQ.

Based on evaluation of the received submissions and subsequent compliance assessments, the Evaluation Panel recommend that the Tenderer recommended in this report be accepted at the estimated Contract value and Contract term provided, from the anticipated commencement date.

Evaluation Justification

Provided in Confidential Attachment 1 to this report.

Comment

All members of the evaluation panel have made a conflict-of-interest declaration in writing confirming they have no relationships with any of the respondents.

It is confirmed that the following checks have been undertaken:

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

Financial Assessment and Implications

Provided in Confidential Attachment 1 to this report.

Stakeholder Engagement

Not Applicable. This procurement was conducted via an IFQ through the WALGA Preferred Supplier Panel, which is exempt from the public tender requirements under Section 1.8 of the *Local Government Act 1995* and Regulation 14(1) of the Local Government (Functions and General) Regulations 1996.

Relevant Policies, Legislation and Council Resolutions

The IFQ has been conducted in accordance with Part 4 of [Local Government \(Functions and General\) Regulations 1996](#).

[City of Stirling Procurement Policy](#)

[Delegated Authority Register](#)

[Local Government Act 1995](#)

Sustainable Stirling 2022-2032

Key Result Area: Our leadership

Objective: A well-governed City

Priority: Comply with legislation, standards and obligations

Key Result Area: Our built environment

Objective: A liveable City

Priority: Improve the quality, liveability and identity of local areas

Strategic Risk

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

Relevant Documents and Information
Attachments

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

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

Available for viewing at meeting

Nil

Linked Documents

Nil.

TE6 VP459296 WASTE COMPACTOR TRUCK

Business Unit:	Waste and Fleet	Service: Waste Operations
Ward:	City Wide	Location: Not Applicable
Applicant:	Not applicable	

Role

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

Recommendation

That the Quotation for the Supply and Delivery of One 4x2 Fully Enclosed, Side Loading Waste Compactor Truck be ACCEPTED as detailed in Confidential Attachment 1.

Purpose

To report on the results from tender exempt Invitation for Quotation (IFQ) and the evaluation of submissions, in accordance with Regulation 18 of the Local Government (Functions and General) Regulations 1996.

Details
Quotation Description

The City of Stirling (City) requires the supply and delivery of one 4x2 fully enclosed, side loading waste compactor truck with a minimum of 18m³ capacity. The vehicle will be utilised by Waste Collection Services to pick up red lidded 140L, 240L and 360L bins, from domestic and commercial properties throughout the City. The capacity is to take maximum advantage of the vehicle's legal GVM and volume capacity.

This fleet is integral to the City's ability to deliver essential services, maintain public infrastructure, and respond effectively to the needs of its residents. The ongoing evaluation and upgrading of this fleet ensure that the City of Stirling remains equipped to meet current and future demands efficiently and sustainably.

Quotation Details

IFQ Number VP459296
IFQ Title Supply & Delivery of One 4x2 Fully Enclosed, Side Loading Waste Compactor Truck
Recommended Respondent(s) As per confidential Attachment 1

Expenditure under this Contract is not capped or fixed. The estimated Contract award value is based on estimated expenditure at this time but may vary depending on budget availability.

Contract Term Initial: 12 months
Quoted Rates/Cost Provided in Attachment 1 to this report (confidential)
Quotation Deadline: Tuesday 27 May 2025 10.00pm
Quotation Opening: Wednesday 28 May 2025 9.00am

Quotation Submissions

Two quotations were received, including alternative and non-conforming quotations:

Respondent	Trading Name
Volvo Group Australia Pty Ltd	Volvo Group
Penske Australia Pty Ltd	Penske Australia

Contract

Commencement Date of New Contract: 1 September 2025
 Completion Date of New Contract: 1 September 2026
 Price Basis of New Contract: Fixed Price Lump Sum

Quotation Evaluation Panel

The evaluation panel comprised of four members, including a Business Unit Manager (Chairperson), and three Officers. Process and probity advice during evaluation was provided by a City Procurement Officer.

Evaluation of Quotations

The objective of the evaluation panel is to recommend a suitably qualified and experienced Contractor or Contractors to satisfy the requirement of the above mentioned IFQ.

Based on evaluation of the received submissions and subsequent compliance assessments, the Evaluation Panel recommend that the Respondent recommended in this report be accepted at the estimated Contract value and Contract term provided, from the anticipated commencement date.

Evaluation Justification

Provided in Confidential Attachment 1 to this report.

Comment

All members of the evaluation panel have made a conflict of interest declaration in writing confirming they have no relationships with any of the respondents.

It is confirmed that the following checks have been undertaken:

Has the recommended Respondent(s) undergone Reference Checks successfully?	YES
Previous reference checks from April 2025 deemed sufficient	
Has the recommended Respondent(s) undergone Probity assessment and been deemed compliant?	YES
Has the recommended Respondent(s) undergone Financial Viability assessment and been deemed acceptable?	YES
Was a Conflict of Interest declared? If yes, please specify how it was managed	NO
Has the recommended Respondent(s) undergone a Work Health and Safety assessment and been deemed acceptable?	NO
Not required	

Financial Assessment and Implications

Provided in Confidential Attachment 1 to this report.

Stakeholder Engagement

Not Applicable. This procurement was conducted via an IFQ through the WALGA Preferred Supplier Panel, which is exempt from the public tender requirements under Section 1.8 of the *Local Government Act 1995* and Regulation 14(1) of the Local Government (Functions and General) Regulations 1996.

Relevant Policies, Legislation and Council Resolutions

The IFQ has been conducted in accordance with Part 4 of [Local Government \(Functions and General\) Regulations 1996](#).

[City of Stirling Procurement Policy](#)

[Delegated Authority Register](#)

[Local Government Act 1995](#)

Sustainable Stirling 2022-2032

Key Result Area: Our natural environment

Objective: A waste-wise City

Priority: Improve resource recovery for all waste streams across the City

Strategic Risk

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

Relevant Documents and Information

Attachments

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

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

Available for viewing at meeting

Nil

Linked Documents

Nil

GOVERNANCE

GOV1 EXECUTION OF DOCUMENTS POLICY

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

Role

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

Recommendation

1. That Council **ADOPTS** the Execution of Documents Policy, as detailed in Attachment 1.
2. That Council in accordance with section 9.49A(2) of the *Local Government Act 1995*, **AUTHORISES** the use of the Common Seal as per the Execution of Documents Policy detailed in Part 1 above.
3. That Council in accordance with section 9.49A(4) of the *Local Government Act 1995*, **AUTHORISES** the execution of documents by employees or other persons as per the Execution of Documents Policy detailed in Part 1 above.

Purpose

For Council to consider the adoption of the Execution of Documents Policy for the purposes of authorising the use of the City's Common Seal as well as authorising employees and other persons to execute documents on behalf of the City.

Details

Part 9, Division 3 of the *Local Government Act 1995* (the Act) details various provisions around documents of a local government. Specifically, section 9.49A of the Act, in part states the following:

“9.49A. Execution of documents

- (1) *A document is duly executed by a local government if -*
- (a) *the common seal of the local government is affixed to it in accordance with subsections (2) and (3); or*
 - (b) *it is signed on behalf of the local government by a person or persons authorised under subsection (4) to do so.*
- (2) *The common seal of a local government is not to be affixed to any document except as authorised by the local government.*
- (3) *The common seal of the local government is to be affixed to a document in the presence of -*
- (a) *the mayor or president; and*
 - (b) *the CEO,*
- each of whom is to sign the document to attest that the common seal was so affixed.*
- (4) *A local government may, by resolution, authorise the CEO, another employee or an agent of the local government to sign documents on behalf of the local government, either generally or subject to conditions or restrictions specified in the authorisation.”*

It has been normal practice where a document is required to be executed on behalf of the City (usually by the CEO and / or Mayor), or where the City’s Common Seal is required to be affixed to a document, such authorisation is detailed in the resolution of Council. However, there may be situations where the signatories and execution requirements of a document may not be known at a particular time, including any documents that can be signed by employees under Delegated Authority. In some instances, a Council resolution may inadvertently miss the required authorisation to execute a document on the City’s behalf.

Some documents are required to be executed by employees under delegated authority or in the normal course of their duties, and therefore a level of authorisation from Council needs to be in place that would be compliant with the intent of the Act and provide a level of transparency and surety for City officers.

In view of this, the City has a Signature Authority Management Practice and other internal procedures to adequately manage the document signatory and sealing process. However it is felt that such arrangements should be elevated to a Council adopted policy level, thereby complying with the intent of the Act, and to minimise any risk of unauthorised document execution.

Therefore a new Execution of Documents Policy (the policy) has been created for Council's consideration (Attachment 1 refers). The policy has been developed in line with the intent of the Act and details a number of documents that the City may be required execute as part of its business operations. It generally models the provisions and requirements that are currently within the City's internal Signatory Authority Management Practice. The policy categorises common type of documents that may require execution by the City:

- Category 1 Documents - documents that specifically require the Common Seal to be affixed.
- Category 2 Documents - documents that require execution as a result of a resolution of Council, a decision made under delegated authority, or a requirement of a legislative provision.
- Category 3 Documents - documents that are generally created in the normal course of business to discharge the duties of an employee's position in a manner consistent with City policies and Management Practices.

The policy does not include every type of document that is required to be executed by the City, but makes it clear that an employee can only execute a document on behalf of the City where the employee has either:

- Delegated authority;
- Statutory authority; or
- Operational authorisation (either through the roles and responsibilities of the employee's position, or where internal management practices and procedures are in place).

The policy also authorises the City's lawyers or legal representatives to execute documents on behalf of the City in certain circumstances. In the main these documents relate to land transaction documents that are lodged on behalf of the City and following any formal decision making of Council or the City's Administration.

Financial Assessment and Implications

Nil.

Stakeholder Engagement

Consultation was undertaken with the Executive Team, Business Unit Managers and Elected Members from Thursday 11 July 2025 to Thursday 25 July 2025. Where feedback was received from Elected Members and/or City officers it was considered in the development of the policy presented for Council's consideration.

The policies and practices of other local governments were also reviewed and considered in the development of the City's new policy.

Options Summary

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

OPTIONS	
1.	That Council adopts the Execution of Documents Policy and makes the appropriate authorisations as detailed in the Execution of Documents Policy.
2.	That Council does not adopt the Execution of Documents Policy and retains the authorisation to execute documents and apply the Common Seal in an internal management practice.

Recommended Action

It is recommended that Council proceeds with the adoption of the new policy and makes the necessary resolutions to put into effect the City's legislative obligations under the Act.

Relevant Policies, Legislation and Council Resolutions

[Local Government Act 1995](#)

[Interpretation Act 1984](#)

Sustainable Stirling 2022-2032

Key Result Area: Our leadership

Objective: A well-governed City

Priority: Comply with legislation, standards and obligations

Strategic Risk

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

Relevant Documents and Information

Attachments

Attachment 1 - Execution of Documents Policy - New [↓](#)

Available for viewing at meeting

Nil

Linked Documents

Nil.



Execution of Documents Policy

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

Objective

This policy establishes, in accordance with the requirements of section 9.49A of the *Local Government Act 1995* (the Act) authorisations to:

1. affix the City's Common Seal;
2. sign documents on behalf of the City; and
3. execute Deeds on behalf of the City.

Scope

This policy applies to all City employees preparing documents for execution and/or who have been authorised through the provisions of this policy to execute documents on behalf of the City.

Policy

1. Overview

Documents executed by the City will be executed in accordance with the Act and the provisions set out in this policy. Section 9.49A(1) of the Act provides that a Document is considered duly executed by a local government if:

- (a) the common seal is validly affixed to it in accordance with section 9.49A(2) and 9.49A(3) of the Act; or
- (b) it is signed by an employee or other person authorised by the Council to do so in accordance with section 9.49A(4) of the Act.

Pursuant to section 9.49A(4) of the Act, a local government may, by resolution, authorise the CEO, another employee or an agent of the local government to sign documents on behalf of the local government, either generally or subject to conditions or restrictions specified in the authorisation.

2. Affixing the Common Seal

The Common Seal may be applied to Documents that give effect to decisions of Council.

The Common Seal is to be applied in the presence of both the Mayor (or in the Mayor's absence the Deputy Mayor) and the CEO (or an Acting CEO) each of whom are to sign the Document to attest that the Common Seal was affixed.

Where possible, Documents requiring the Common Seal must be duly executed by the other counterparties prior to being submitted to the City for execution.

3. Custody of the Common Seal

The CEO is to be:

- (a) responsible for the safe custody and proper use of the Common Seal; and
- (b) maintain a record of each time the Common Seal is used in the Document Execution Register.

4. General Document Signing (Execution) Authorities

Where an employee has the written authority to make a decision (“written decision-making authority”) or the decision is within the roles and responsibilities of the employee that employee also has the authority to sign documents which give effect to that decision.

Written decision-making authorities are:

- (a) Delegated Authority;
- (b) Statutory Authority; or
- (c) Operational Authorisation.

Directors may only sign (execute) Documents relevant to matters within the scope of activity of their Directorate. Documents relevant to the activities of multiple Directorates may only be signed (executed) by CEO.

Managers may only sign (execute) Documents relevant to matters within the scope of activity of their Unit. Documents relevant to the activities of multiple Units, may only be signed (executed) by the relevant Director, or where Units within multiple Directorates are affected, the CEO.

Digital and electronic signatures may be applied to a Document.

Where considered appropriate by the CEO, the Mayor may be requested to execute documents as a co-signatory with the CEO.

5. Specific Document Signing (Execution) Authorities

For the purposes of this policy, Documents commonly executed by the City are grouped into three categories. The way in which a document is to be executed and who has the authority to execute a Document is based upon its category.

This policy defines those categories and the City employees who are authorised to execute listed documents (as detailed in Attachment 1 of this policy). Employees who sign documents are also restricted to any applicable delegations of authority as listed in the City’s *Delegated Authority Register*.

(a) Category 1 Documents:

- (i) Category 1 Documents require the City’s Common Seal to be validly affixed in accordance with section 9.49A(2) – (3) of the Act, and requires that Council has specifically authorised by resolution:
 - (I) the execution of the document by the City; and
 - (II) the affixing of the Common Seal to the document in accordance with section 9.49A(2).
- (ii) The Common Seal is affixed to the Document in accordance with this policy.
- (iii) Documents are to be recorded in the Document Execution Register referred to in this Policy.

(b) **Category 2 Documents:**

- (i) Council authorises, by this policy, the CEO, other employees and agents to sign Category 2 Documents on behalf of the City in accordance with section 9.49A(4) of the Act.
- (ii) A Council resolution authorising execution of the Document, or a decision made under delegated authority, or a legislative provision is required prior to the execution of any Document(s) listed under Category 2 by an authorised signatory.
- (iii) This policy does not prevent the execution of any Category 2 Document by affixing of the Common Seal in accordance with section 9.49A(1)(a) of the Act.

(c) **Category 3 Documents:**

- (i) Category 3 Documents are documents that are generally created in the normal course of business to discharge the duties of an employee's position in a manner consistent with City policies and Management Practices.
- (ii) Category 3 Documents and correspondence that are created in the normal course of business to discharge the duties of an employee's position, in a manner consistent with section 5.41(d) of the Act, do not require specific authorisation through this policy.
- (iii) Such duties may be undertaken by employees where the authority and accountability has been extended through an authorisation, delegation, policy, CEO Instruction, lawful direction, position description or 'acting through' arrangement under the *Local Government Act 1995*.
- (iv) Attachment 1 to this policy does not contain an exhaustive list of Documents that can be signed by employees but those Documents that are more significant in terms of the City's operations.

6. Execution of Documents by Lawyers on behalf of the City

Lawyers appointed by the City to act on its behalf for a matter may, where so instructed:

- (a) correspond with third parties on behalf of the City;
- (b) sign and lodge Court Documents on behalf of the City;
- (c) electronically sign land transaction Documents identified in Attachment 1 to this policy in accordance with the Property Exchange Australia (PEXA) process;
- (d) only electronically sign land transaction Documents identified in Attachment 1 to this policy in accordance with the PEXA process that relate to easements, notifications affecting land under section 70A of the *Transfer of Land Act 1893*, and restrictive covenants;
- (e) only electronically sign other land transaction Documents identified in Attachment 1 to this policy in accordance the PEXA process where Council has specifically resolved to provide authority; and
- (f) sign such other documents as instructed by the City from time to time.

Employees are to ensure an appropriate level of authority is obtained prior to instructing lawyers to act.

Definitions

CEO means the Chief Executive Officer of the City.

City means the City of Stirling.

Director means a City employee appointed as a Director of the City that is designated senior employee.

Document means any paper or electronic document, including communications such as letters and emails, which:

- (a) conveys a decision; or
- (b) establishes an obligation on the City; or
- (c) is ceremonial.

Manager means a City employee appointed to the position of Manager of the City.

Relevant management practices/documents

Delegated Authority Register

Signature Authority Management Practice

Legal Services Management Practice

Request for CEO and Mayor Signature Form

Requesting CEO and Mayor Signature Procedure

Right to Sign an Application for Planning Approval, Building Permit and Notices of Consent Management Practice

Legislation/local law requirements

Local Government Act 1995

Office use only			
Relevant delegations	As per the City's Delegated Authority Register		
Initial Council adoption	Date XXXX	Resolution #	XXXX
Last reviewed	Date XXXX	Resolution #	XXXXX
Next review due	Date 2027		

Attachment 1 - Specific Authorities in accordance with Section 9.49A(4) of the Local Government Act 1995

Document Type	Category	Common Seal	Execution by Signature Only (Authorised Employees)			
			Mayor	CEO	Director	Manager
Local Laws – Made and Amended	1	✓				
Local Planning Scheme and Amendments	1	✓				
Restrictive Covenants - under Section 129B of the <i>Transfer of Land Act 1893</i> and any discharge or modifications of covenant	1	✓				
Mortgages, Loans and Debentures	1	✓				
Debenture documents for loans which Council has resolved to raise	1	✓				
Conditions of subdivision, survey strata, strata title or development approvals or provisions of a Structure Plan or Detailed Area Plan	1	✓				
Any other documents where the law requires the Common Seal of the City of Stirling is to be affixed	1	✓				
Power of Attorney to act for the City	2		✓	✓		
Lodgement, modification and withdrawal of Memorials	2			✓	✓	
Leases where Council has previously resolved to enter into including, renewals, extensions or modifications of leases	2	✓ Common Seal only to be applied where specified in a document		✓		

Document Type	Category	Common Seal	Execution by Signature Only (Authorised Employees)			
			Mayor	CEO	Director	Manager
Deeds of Agreement, Development Contribution Deeds, Deeds of Surrender, Heads of Agreement	2	✓ Common Seal only to be applied where specified in a document		✓	✓	
Memoranda of Understanding between the City and third parties	2	✓ Common Seal only to be applied where specified in a document		✓	✓	✓
Licenses	2	✓ Common Seal only to be applied where specified in a document		✓	✓	
Withdrawal and replacement of a Caveat	2			✓	✓	✓
Permanent Withdrawal of a Caveat	2			✓	✓	✓
Covenants and any discharge or modification of covenants	2	✓				
Easements and the surrender or modification of easements	2			✓	✓	✓
Notifications on title and withdrawal or modification of notifications	2	✓				
Rights of Carriageway agreements and withdrawal or modifications of Rights of Carriageway agreements	2	✓				
Reciprocal Access agreements and withdrawal or modification of Management Statements	2	✓				

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Document Type	Category	Common Seal	Execution by Signature Only (Authorised Employees)			
			Mayor	CEO	Director	Manager
Transfer of land documents where Council has previously resolved to either purchase or dispose of land or land being transferred to the City for public purpose	2	✓				
New Funding, Grant or Contracts of Agreement between Council the City and State or Commonwealth Governments or Private Organisations for programs to which Council has previously adopted, or additions to existing programs	2	✓ Common Seal only to be applied where specified in a document		✓	✓	✓
Sponsorship Agreements, Memorandums or Contracts between the City and third parties including any required extensions	2	✓ Common Seal only to be applied where specified in a document		✓	✓	✓
Contracts and legal instruments, including contract variations, related to: <ul style="list-style-type: none"> • Procurement Contracts • Service Agreements (incoming or outgoing services) • Heritage Agreements • Acquittal of planning conditions • Maintenance of the public realm 	2	✓ Common Seal only to be applied where specified in a document		✓	✓	✓
Development, building, occupancy, subdivision and strata-title applications for City Land * Refer to conditions within the Right to Sign an Application for Planning Approval, Building Permits and Notices of Consent Management Practice	2			✓	✓ * (Director Corporate Services & Director Infrastructure Services only)	✓ * (Manager Facilities, Projects & Assets & Manager Commercial Portfolio only)

Document Type	Category	Common Seal	Execution by Signature Only (Authorised Employees)			
			Mayor	CEO	Director	Manager
Deeds of Settlement – Employee matters	3			✓		
Enterprise Bargaining Agreements	3			✓		
Employment Contracts and Variations to Employment Contracts	3		✓ (CEO Contract only)	✓ (Any Employment Contract)		✓ (Chief People Officer only)
Documents that fulfil a statutory local government duty or power, for which there is no power of delegation or authorisation and is a matter which constitutes a potential risk to the City	3			✓	✓	✓
Ceremonial Certificates (Common Seal may be affixed at the Mayor's discretion) such as: <ul style="list-style-type: none"> • Honorary Freeman; and • Honorary Citizenship 	3		✓	✓		
Communications on behalf of the City, with: <ul style="list-style-type: none"> • Commonwealth or State Ministers • International counterpart political or government leaders 	3		✓	✓		
Communications on behalf of the City, with CEO's / Directors General of: <ul style="list-style-type: none"> • Commonwealth or State Departments; or • Industry representative bodies 	3			✓	✓	
Project designs, concepts, schematic diagrams and technical plans	3				✓	✓

GOV2 CIVIC FACILITIES POLICY REVIEW

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

Role

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

Recommendation

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

Purpose

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

Details

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

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

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

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

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

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

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

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

Financial Assessment and Implications

Nil.

Stakeholder Engagement

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

Options Summary

The following options were considered.

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

Recommended Action

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

Relevant Policies, Legislation and Council Resolutions

[Local Government Act 1995](#)

Meeting Date	Council Resolution Number	Council Resolution
5 July 2011	0711/010	2. That Council ADOPTS the: <ul style="list-style-type: none"> a. Civic Facilities Policy as detailed in Attachment 2 with the following amendments: <ul style="list-style-type: none"> i. under the heading "Use of Reception Hall", in the first paragraph after "sessions" insert "with the agreement of the Mayor upon the recommendation of the CEO"; ii. under the heading "Use of Reception Hall", in the last paragraph after "criteria." insert "Councillors are to be advised of requests approved via the Councillor's Friday Update."; iii. under the heading "Use of Parmelia Room" in the first paragraph after "Leadership Team Meetings" insert ", Development Assessment Panel Meetings";

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

Sustainable Stirling 2022-2032

Key Result Area: Our leadership

Objective: A well-governed City

Priority: Comply with legislation, standards and obligations

Strategic Risk

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

Relevant Documents and Information

Attachments

Attachment 1 - Civic Facilities Policy (marked up) [↓](#)

Attachment 2 - Civic Facilities Policy (clean) [↓](#)

Available for viewing at meeting

Nil

Linked Documents

Nil.



Civic Facilities Policy

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

Objective

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

Scope

This policy applies when utilising [civic facilities facilities and rooms within the City's Civic Building](#).

Policy

1. Use of [RoomsCivic Building Generally](#)

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

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

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

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

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

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

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

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

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

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

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

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

- ~~• City of Stirling Council Meetings and Committee Meetings.~~
- ~~• Electors' General Meetings.~~
- ~~• Tamala Park Regional Council Meetings.~~
- ~~• Mindarie Regional Council Meetings; and~~
- ~~• Federal and State Government meetings, upon request to the City.~~
- ~~•~~
- ~~• Community Group Tours and mock meeting organised by the City. The Community Tour is permitted to use the Council Chamber for mock meetings.~~

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

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

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

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

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

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

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

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

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

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

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

- City of Stirling Civic Events.
- Elected Members ~~Din~~ingners.
- Council and Committee ~~luncheons~~Dining.
- Elected Member Workshops and Briefing Sessions and Workshops.
- Executive Team Meetings.
- ~~Rates Incentive Draw~~City A and award ~~Ce~~eremonies.
- Employee workshops and meetings ~~(~~where catering is required).

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

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

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

- City of Stirling Civic Events.
- Elected Members ~~Din~~ingners/ Lunches.
- Elected Member Workshops and Briefings ~~;~~and
- By an Elected Member for entertaining ~~guests~~stakeholders of the City and/or meetings as required.

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

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

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

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

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

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

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

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

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

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

2. Management and Booking of facilities

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

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

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

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

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

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

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

34. Use of Civic Building Flagpoles

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

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

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

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

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

5. Council Chamber Flagpoles

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

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

Definitions

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

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

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

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

- ~~a) represents the interests of electors, ratepayers and residents of the district;~~
- ~~b) provides leadership and guidance to the community in the district;~~
- ~~c) facilitates communication between the community and the Council; or~~
- ~~d) performs such other functions as are given to a Council Member by the *Local Government Act 1995* or any other written law.~~

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

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

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

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

City of Stirling ~~Emblem FlagCrest~~ means the City of Stirling's official corporate crestemblem.

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

Relevant management practices/documents

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

Legislation/local law requirements

Flags Act 1953 (Cth)

Office use only			
Relevant delegations	Not applicable		
Initial Council adoption	Date 5 July 2011	Resolution #	0711/010
Last reviewed	Date 26 May 2020 XXXX	Resolution #	0520/027 XXXXX
Next review due	Date 2027 4		



Civic Facilities Policy

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

Objective

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

Scope

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

Policy

1. Use of Civic Building Generally

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

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

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

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

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

a) Use of the Council Chamber

The Council Chamber can be used for:

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

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

b) Use of the Reception Hall

The Reception Hall can be used for:

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

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

c) Use of the Parmelia Room

The Parmelia Room can be used for:

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

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

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

The Stirling Room can be used for:

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

Approval required: Governance (Elected Member Services).

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

The QEII Room can be used for:

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

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

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

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

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

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

Approval required: Governance (Elected Member Services).

g) Elected Member Office Space and Lockers

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

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

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

2. Management and Booking of facilities

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

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

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

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

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

3. Use of Civic Building Flagpoles

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

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

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

5. Council Chamber Flagpoles

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

Definitions

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

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

Council Business means any business where an Elected Member:

- a) represents the interests of electors, ratepayers and residents of the district;
- b) provides leadership and guidance to the community in the district;
- c) facilitates communication between the community and the Council; or
- d) performs such other functions as are given to a Council Member by the *Local Government Act 1995* or any other written law.

Elected Member means the Mayor or a Councillor.

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

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

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

Relevant management practices/documents

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

Legislation/local law requirements

Flags Act 1953 (Cth)

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

GOV3 COMMITTEE AND ADVISORY GROUP EXTERNAL MEMBERS POLICY REVIEW

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

Role

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

Recommendation

1. That Council **NOTES** the Advisory and Working Group Review as detailed in this report to ensure meaningful and inclusive community engagement outcomes.
2. That Council **ADOPTS** the revised Committee and Advisory Group External Members Policy (Attachment 1) to be renamed the **Advisory and Working Group External Members Policy**.
3. That Council **REQUESTS** Expressions of Interest from community representatives for membership of **Access and Inclusion Advisory Group and Local Emergency Management Committee**.

Purpose

To seek Council endorsement of the revised Committee and Advisory Group External Members Policy which is to be renamed the Advisory and Working Group External Members Policy (the Policy), and to call for Expressions of Interest from the community.

Details

Following each Local Government election, Advisory Groups are established by Council as a mechanism through which the City engages with community members and stakeholders to inform decision-making. These groups bring together individuals with lived experience, local knowledge, and subject matter expertise to provide advice and insights on specific themes such as access and inclusion, environment, crime prevention, cycling, coastal management, and road safety.

Over time, the City has established several advisory groups made up of members of the community who meet on a semi-regular basis. They include:

- Access and Inclusion Advisory Group;
- Environmental Advisory Group;
- Road Safety Advisory Group;
- Local Emergency Management Committee;
- Cycling Advisory Group; and
- Crime Prevention Advisory Group.

The previous Heritage Advisory Group was discontinued in line with Council Resolution Number 1221/031.

Other community and stakeholder groups that are facilitated by the City include:

- Coastal Advisory Group;
- Reconciliation Action Plan Working Group (RAPWG); and
- Ngalang Maya Wangkiny (Aboriginal knowledge holders).

These various Advisory and Working Groups have contributed to the City's broader commitment to maintaining ongoing dialogue with diverse community members.

In addition to the function and value of advisory groups, the City has reaffirmed Council's commitment to best-practice meaningful and inclusive engagement through the updated Community Engagement Policy (Council Resolution Number 1024/009). This Policy outlines that the City's community engagement approach focuses on informing Council's decisions; sharing knowledge; and strengthening relationships with the community. The importance of effective community engagement to optimise trust and preserve the City's reputation was a central outcome of the recent Community Engagement Internal Audit Review (Council Resolution Number 0224/026). The audit identified that the City has improved and increased its engagement with the community but identified that managing engagement expectations as one of the seven areas where opportunities exist to support the ongoing alignment of engagement activities and current practices.

To ensure alignment with this approach, the City has undertaken a comprehensive review of the various Advisory and Working Groups to identify strengths, uncover challenges, and explore opportunities for improvement. The subsequent review recommendations included:

- Providing regular briefings or updates to Elected Members that offer an overview of projects and programs presented to Advisory Groups, along with a summary of the feedback received and how it has been considered.
- Referencing Advisory Group consultation within Council Reports, particularly where consultation has influenced the outcomes or supported decision-making. This public acknowledgement raises the profile of advisory groups and demonstrates their value to the broader community.
- Collaborating with Business Units to identify upcoming projects and programs early, ensuring they are presented to Advisory Groups at the right time — when input can meaningfully shape outcomes. This includes preparing clear agendas and distributing pre-reading materials in advance.

Alongside these recommendations, a key finding was the necessity to more effectively manage Advisory Group community representatives' expectations regarding how their participation informs decision-making. Advisory Groups serve as valuable channels for incorporating community perspectives, however this review found that only 45% of community representatives currently understand how their contributions influence outcomes or Council decisions. This underscores the need for a clearer purpose and a structured framework that enhances transparency, deepens understanding, and fosters meaningful participation through an updated Advisory and Working Group Framework.

Revised Advisory and Working Group Approach

An outcome of the review is a revised approach to Council's Advisory and Working Groups with an updated Policy to support the City's commitment to meaningful and inclusive community engagement. This will ensure that Advisory and Working Groups assist Council by:

- Providing advice on strategic issues and Policy development aligned with Council priorities;
- Assisting in the development and implementation of key projects and initiatives; and
- Working with stakeholders to raise awareness and promote positive behaviour change within the community.

To enable this approach a number of key changes to Council's existing Policy have been suggested, including:

- The inclusion of Working Groups established by the CEO to address operational issues or assist with the implementation of projects/services;
- A clear distinction between advisory and working groups to provide a consistent framework for the establishment, authority and operation; and
- Clarity around the purpose of advisory and working groups and how they support the City's commitment to meaningful and inclusive community engagement.

Advisory Groups

Through the revised Policy, Advisory Groups focus on engaging with community groups and demographic cohorts that benefit from targeted efforts to overcome barriers to participation. They provide the opportunity to directly assist the City by providing advice on strategic issues and policy development by making recommendations for consideration by the Administration and/or Council. The establishment of advisory groups may also be focussed on enduring adherence to specific legislation and regulatory requirements.

For example, the *Disability Services Act 1993* identifies the requirement for each public authority (including local governments) to have an access and inclusion plan and that each public authority must undertake public consultation when preparing, reviewing or amending the plan. Outcome Six within the City's Access & Inclusion Plan 2021 – 2025 identifies we will “*maintain networks with community and key stakeholders that can provide advice and guidance, including the Access and Inclusion Advisory Group*”.

Under the *Emergency Management Act 2005*, a local government must ensure that Local Emergency Management Arrangements (LEMA) are in place with the main function being to liaise with public authorities and other key organisations to develop, review and test the LEMA.

In view of this, the following Advisory Groups are proposed to be establishment following the 2025 Local Government Elections for the upcoming term of Council:

1. Access and Inclusion Advisory Group.
2. Local Emergency Management Committee.

Working Groups

Through the revised Policy, Working Groups are formed by the CEO to address operational issues or assist with the implementation of projects/services. Unlike Advisory Groups these Working Groups operate with flexibility. They provide the opportunity to directly assist the City by providing advice or recommendations for consideration by the City's Administration. Working Groups are not bound by formal appointment or advertising processes, allowing them to respond quickly to emerging needs by seeking advice from internal/external stakeholders as required.

The following Working Groups are proposed to be established:

1. **Reconciliation Action Plan Working Group and Ngalang Maya Wangkiny** – Reconciliation Australia requirement, aligned with Community strategic risk.
2. **Coastal Working Group** – previously called Coastal Advisory Group although not formed by Council, environment focus to be largely removed from Terms of Reference, aligned with Community strategic risk.
3. **Community Safety Working Group** – previously called Crime Prevention Working Group although formed by Council as an Advisory Group, aligned with Business Disruption strategic risk.
4. **Environment Working Group** – aligned with and Environment strategic risk.
5. **Road Safety Working Group** – aligned with Community strategic risk.
6. **Active and Integrated Transport Working Group** – previously called Cycling Advisory Group, aligned with Community strategic risk.

Financial Assessment and Implications

The cost of not undertaking community engagement well is significant, including failure to represent the needs of the community, failure to protect the City’s reputation, and the fiscal implications on projects and programs. Strengthening the effectiveness of the City’s community engagement represents an opportunity to drive the allocated efficiency of City services by aligning with community expectations.

Stakeholder Engagement

Business Units involved with Advisory Groups participated in this review with feedback also collected from 13 Advisory Group members to identify potential areas for improvement. The outcomes of the review were presented to the City’s Executive Team.

Consultation on the revised Advisory and Working Group External Members Policy was conducted between 15 July 2025 and 29 July 2025.

Options Summary

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

OPTIONS	
1.	Adopt the revised Advisory and Working Group External Members Policy.
2.	Retain the City’s current Advisory and Working Group External Members Policy.

Recommended Action

A revised approach, through the Advisory and Working Group External Members Policy, will result in two Advisory Groups being retained and four Advisory Groups being transitioned into Working Groups. This change helps to better manage expectations and clarify how the groups support Council and the City's Administration with its decision making and information gathering.

By clearly distinguishing between Advisory Groups and Working Groups there will be a consistent approach to their establishment, authority, and operation. Additionally, the inclusion of Working Groups established by the CEO to address operational matters or support the delivery of projects and services enables the City to respond more effectively to community expectations.

Relevant Policies, Legislation and Council Resolutions

[Local Government Act 1995](#)

[Emergency Management Act 2005](#)

[Disability Services Act 1993](#)

Access and Inclusion Plan 2021 – 2025

Reconciliation Action Plan 2021 – 2023

Sustainable Stirling 2022 – 2032

Community Engagement Policy

Meeting Date	Council Resolution Number	Council Resolution
7 December 2021	1221/031	That Council DISBANDS the Heritage Advisory Group, and the City continues to ENGAGE with the community on heritage matters in a targeted way as required.

Sustainable Stirling 2022-2032

Key Result Area: Our community

Objective: An inclusive and harmonious City

Priority: Build strong relationships with our multicultural and diverse community

Objective: An active and healthy City

Priority: Facilitate and advocate for the provision of a range of quality health services

Objective: A safer City

Priority: Create strong partnerships to improve community safety

Key Result Area: Our built environment

Objective: An accessible and connected City

Priority: Advocate for improved public transport options to enhance activity and reduce reliance on vehicle use

Key Result Area: Our natural environment

Objective: A biodiverse City

Priority: Support, engage and guide our community to connect with nature and improve biodiversity across the City

Objective: A waste-wise City

Priority: Support, engage and guide our community to reduce waste generation and divert waste from landfill

Key Result Area: Our leadership

Objective: A customer-focused City

Priority: Involve, engage and inform our community

Strategic Risk

Strategic Risk	Risk Appetite
Community	The City will ensure that it engages with the community in accordance with its Community and Stakeholder Engagement Plan.
Partnerships	The City will be proactive in improving existing relationships and working with new partners to grow its reputation as an organisation that the community, business, government and other organisations choose to engage with.
Purpose	The City will pursue community and sector leadership through forward thinking decision making, and alignment of its services and operations with its strategic objectives.
Environment	The City will prioritise protection, enhancement and sustainability of the natural environment unless this cannot be achieved without significantly compromising the City's economic or social sustainability.

Relevant Documents and Information

Attachments

Attachment 1 - Current Committee and Advisory Group External Members Policy (May 2020) - Tracked Changes [↓](#)

Attachment 2 - Draft Advisory and Working Groups External Members Policy (August 2025) [↓](#)

Available for viewing at meeting

Nil

Linked Documents

Nil



Committee and Advisory ~~and Working~~ Group External Members Policy

Aligned City Value/s	Approachable	Responsible	Transparent	Innovative
Responsible Directorate/s	Office of the Chief Executive Officer Community Development Directorate			
Responsible Business Unit/s	Governance Community Development			
Responsible Officer/s	Manager Governance Head of Community Engagement			
Affected Business Unit/s	All			

Objective

The objective of this policy is to provide a consistent framework for the ~~enable the establishment and operation of Committees and Advisory and Working Groups~~ to strengthen Council's informed decision-making process by valuing the local knowledge and perspectives within our diverse community.

~~This policy is to enable Committees and Advisory Groups to make decisions through the selection of External Members that can offer professional expertise, knowledge and/or experience.~~

Scope

This policy applies to ~~those who wish to become an~~ External Members of a ~~Committee of the Council or~~ Advisory ~~or Working~~ Group.

~~In accordance with the Emergency Management Act 2005 local governments are required to establish a Local Emergency Management Committee (LEMC) for their district.~~

~~Under Section 5.8 of the Local Government Act 1995, the Council may establish Committees to assist the Council and to exercise the powers and discharge the duties of the Council that can be delegated to a Committee. Committees report to the Council and can be established for a particular purpose, with a completion date, or can be ongoing. Committees assist good governance when they share the workload and responsibilities of the Council as a whole.~~

Although not formally established under the *Local Government Act 1995*, Advisory ~~and Working~~ Groups ~~may be established~~ are created from time to time to ~~to support the City's commitment to meaningful and inclusive community engagement. The groups assist Council by: assist Council~~ the City in obtaining diverse perspectives and innovative solutions on certain subject matters. ~~broader opinion and a collection of differing views on certain subject matters.~~

- ~~Providing advice on strategic issues and policy development aligned with Council priorities;~~
- ~~Assisting in the development and implementation of key projects and initiatives; and~~
- ~~Working with stakeholders to raise awareness and promote positive behaviour change within the community~~

The membership and composition of a ~~Committee or~~ Advisory Group can range from only Elected Members through to only members of the community, or a combination of parties.

Authority

Advisory and Working Groups must at all times recognise that primary responsibility for management of the City of Stirling rests with Council and the CEO, as provided by the *Local Government Act 1995*.

Establishment

The establishment of a Advisory Group is to be by Council resolution. The CEO will establish Working Groups as required. Each Advisory and Working Group is to have a Terms of Reference.

Invitations to become an External Membership of a Committee or Advisory Group

Council endorses community representatives to Committees and Advisory Groups for a two-year term in-line with Local Government Elections. Organisations that have representatives appointed are contacted by the City to confirm these appointments for each term.

There are no statutory requirements governing the advertising of community roles. All community member appointments are advertised through several mediums, including the City's website. Existing members are informed of the date their current term expires and provided with a link to the nominations page on the City's website should they wish to renominate.

The City will, from time to time, call for nominations from members of the community to become an External Member of a particular City of Stirling Committee(s) or Advisory Group(s).

Local public notice will be given inviting nominations to be made and the notice will include the closing date for submissions and the required information to be supplied with the nomination (such as curriculum vitae).

Qualification(s) of External Members Applicant Requirements

Membership applications to join one of the City's Committees or Advisory Groups are assessed against the below requirements:

1. Have demonstrated a commitment, interest or contribution to the community, topic or industry that has relevance to the purpose of the Committee or Advisory Group.
2. Be willing to serve the Committee or Advisory Group for the duration of the appointed term.
3. Understand and acknowledge the group's Terms of Reference
4. Accept the conditions as detailed within the relevant Committee or Advisory Group Terms of Reference, or as determined by Council.
5. Acknowledge that failure to observe the Terms of Reference, or any additional direction of Council during the term of the appointment, may result in the membership being terminated.
For a member of the community to be considered as an External Member of a Committee or Advisory Group they must:
 1. Be a resident within the City of Stirling for a minimum of five (5) years, or have the necessary skills, knowledge and experience that is required by law and being fit for purpose for the Committee's or Advisory Group's role;
 2. Be willing to serve the Committee or Advisory Group for its duration or term of office;
 3. Have (preferably) demonstrated a commitment or contribution to community development that has relevance to the purpose of the Committee or Advisory Group;
 4. Acknowledge acceptance and support of the terms of reference;
 5. Agree to serve the Committee without prejudice or conflict of interest and to comply with the City of Stirling Code of Conduct and *City of Stirling Meeting Procedures Local Law 2009*;
 6. Be willing to serve the Committee or Advisory Group in a voluntary capacity without remuneration; or as determined by Council; and
 7. Acknowledge that failure to observe the selection criteria during the term of office may result in the membership being terminated.

External Member Selection and Appointments

All nominations are assessed by City Officers and the Executive Team. These nominations, any supporting documentation, and the list of recommended appointees are submitted to Council for endorsement. All External Member appointments are to be made by the Council and the report for its consideration will include the details of these nominations received and the recommended External Member to be appointed.

Definitions ~~Committee means a Committee not established under the Section 5.8 of the Local Government Act 1995.~~

~~CEO means Chief Executive Officer of the City of Stirling and includes their authorised representatives.~~

External Member means a member of the community that is not an Elected Member or an Officer of the City.

Employee means an appointed employee of the City of Stirling who attends the meeting in the their capacity to provide ~~advice~~ administrative support and where required, report to Council ~~and nothing more.~~

~~Local public notice means an advertisement placed in a local newspaper generally circulating the district of the City of Stirling and on the City's website.~~

Advisory Group means a collection of people that meet to assist the City ~~by~~ making recommendations or forming views for the Administration to ~~action~~ progress or to be recommended to Council.

~~Working Group means a Working Group that is created by, and reports to the CEO on operational issues. A Working Group operates on informal, adhoc basis and formal minutes are not required. The CEO or their delegate may action recommendations from Working Groups. Termination of Working Groups will be at the discretion of the CEO.~~

Relevant management practices/documents

City of Stirling Code of Conduct
[Elected Member Code of Conduct](#)
[Community Engagement Policy](#)
[Access and Inclusion Plan](#)
[Reconciliation Action Plan \(RAP\)](#)
[Sustainable Stirling 2022–2032](#)
[Customer Service Charter](#)
[Customer Engagement Strategy](#)

Legislation/local law requirements

~~Local Government Act 1995~~
[Emergency Management Act 2005](#)
~~City of Stirling Meeting Procedures Local Law 2009~~
~~Local Government (Rules of Conduct) Regulations 2007~~

Office use only			
Relevant delegations	Not applicable		
Initial Council adoption	Date	5 July 2011	Resolution # 0711/010
Last reviewed	Date	26 May 2020	Resolution # 0520/027
Next review due	Date	2021	



Advisory and Working Group External Members Policy

Aligned City Value/s	Approachable	Responsive	Transparent	Innovative
Responsible Directorate/s	Office of the Chief Executive Officer Community Development Directorate			
Responsible Business Unit/s	Governance Community Development			
Responsible Officer/s	Manager Governance Head of Community Engagement			
Affected Business Unit/s	All			

Objective

The objective of this policy is to provide a consistent framework for the establishment and operation of Advisory and Working Groups to strengthen Council's informed decision-making process by valuing the local knowledge and perspectives within our diverse community.

Scope

This policy applies to External Members of a Advisory or Working Group.

Although not formally established under the *Local Government Act 1995*, Advisory and Working Groups may be established to support the City's commitment to meaningful and inclusive community engagement.

The groups assist Council by:

- Providing advice on strategic issues and policy development aligned with Council priorities;
- Assisting in the development and implementation of key projects and initiatives; and
- Working with stakeholders to raise awareness and promote positive behaviour change within the community.

The membership and composition of a Advisory Group can range from only Elected Members through to only members of the community, or a combination of parties.

Authority

Advisory and Working Groups must at all times recognise that primary responsibility for management of the City of Stirling rests with Council and the CEO, as provided by the *Local Government Act 1995*.

Establishment

The establishment of a Advisory Group is to be by Council resolution. The CEO will establish Working Groups as required. Each Advisory and Working Group is to have a Terms of Reference.

External Membership of a Advisory Group

Council endorses community representatives to Advisory Groups for a two-year term in-line with Local Government Elections. Organisations that have representatives appointed are contacted by the City to confirm these appointments for each term.

There are no statutory requirements governing the advertising of community roles. All community member appointments are advertised through several mediums, including the City's website. Existing members are informed of the date their current term expires and provided with a link to the nominations page on the City's website should they wish to renominate.

Applicant Requirements

Membership applications to join one of the City's Advisory Groups are assessed against the below requirements:

1. Have demonstrated a commitment, interest or contribution to the community, topic or industry that has relevance to the purpose of the Advisory Group.
2. Be willing to serve the Committee or Advisory Group for the duration of the appointed term.
3. Understand and acknowledge the group's Terms of Reference
4. Accept the conditions as detailed within the relevant Advisory Group Terms of Reference, or as determined by Council.
5. Acknowledge that failure to observe the Terms of Reference, or any additional direction of Council during the term of the appointment, may result in the membership being terminated.

External Member Selection and Appointments

All nominations are assessed by City Officers and the Executive Team. These nominations, any supporting documentation, and the list of recommended appointees are submitted to Council for endorsement.

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Relevant management practices/documents

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Elected Member Code of Conduct
Community Engagement Policy
Access and Inclusion Plan
Reconciliation Action Plan (RAP)
Sustainable Stirling 2022–2032
Customer Service Charter
Customer Engagement Strategy

Legislation/local law requirements

Local Government Act 1995
Emergency Management Act 2005

Office use only			
Relevant delegations	Not applicable		
Initial Council adoption	Date 5 July 2011	Resolution #	0711/010
Last reviewed	Date 26 May 2020	Resolution #	0520/027
Next review due	Date 2021		

8. MATTERS BEHIND CLOSED DOORS

8.1 EVENT SPONSORSHIP

Confidentiality

This report is **CONFIDENTIAL** in accordance with Section 5.23(2) of the *Local Government Act 1995*, which permits the meeting to be closed to the public for business relating to the following:-

- (e) *a matter that if disclosed, would reveal -*
 - (iii) *information about the business, professional, commercial or financial affairs of a person*

9. MEMORANDUM OF OUTSTANDING BUSINESS

#	Item	Item Presented	Responsible Officer	Future Actions
1.	Road Safety - Intersection of Green Street, Tyler Street and Merredin Street, Joondanna	17 September 2024	Manager Engineering Services	The roundabout at Scarborough Beach Road and Green Street will not likely be completed for another one to two years. A new report will be prepared at an appropriate stage in the future after the roundabout has been completed, and further assessment of the intersection (of Green Street and Tyler Street) can be undertaken.
2.	Procurement Policy	4 February 2025	Manager Finance	A report will be presented to a future meeting of Council following an Elected Member workshop in late 2025.
3.	Road Safety Review - Intersection of Main Street and Cape Street, Osborne Park	4 February 2025	Manager Engineering Services	A report will be presented to the Community and Resources Committee meeting to be held 18 November 2025.

#	Item	Item Presented	Responsible Officer	Future Actions
4.	Safer Exchange Sites	1 April 2025	Manager Community Safety	A report will be presented upon completion of the 12 month trial (June 2026).
5.	Proposed Notice of Motion - Councillor Teresa Olow - Basketball Courts on Public Open Spaces	13 May 2025	Manager Recreation and Leisure	A report will be presented to Council at a Council meeting to be held late 2025.
6.	Proposed Notice of Motion - Mayor Mark Irwin - Land Acquisition Opportunities in Local Centres	13 May 2025	Manager Commercial Portfolio	A confidential report will be presented to Council on 12 August 2025 on options to provide public parking to support the local shops at Scarborough Beach Road West Area.

#	Item	Item Presented	Responsible Officer	Future Actions
7.	Proposed Cat Local Law 2025	27 May 2025	Manager Governance	A report will be presented to a future Council Meeting to present Council with any public submissions.
8.	Coastal Adaptation Options Assessment - Mettams Pool and Watermans Bay	27 May 2025	Manager Engineering Services	A report will be presented to the Community and Resources Committee meeting to be held March 2026.
9.	Proposed Notice of Motion - Councillor Tony Krsticevic - Public Open Space Framework and Priority Areas	27 May 2025	Manager Parks and Environment	A report will be presented to Council by March 2026.

#	Item	Item Presented	Responsible Officer	Future Actions
10.	Proposed Notice of Motion - Councillor Stephanie Proud JP - Future Planning of Stirling Community Centre – Innaloo	27 May 2025	Manager Recreation and Leisure Services	It is anticipated that a report will be presented to the Community and Resources Committee Meeting to be held in November 2025.
11.	Proposed Notice of Motion - Councillor Damien Giudici - 68 Dundas Road, Inglewood	1 July 2025	Manager Development Services	A report will be presented to a Council meeting to be held late 2025.

10. CLOSURE

The Presiding Member to declare the meeting closed.