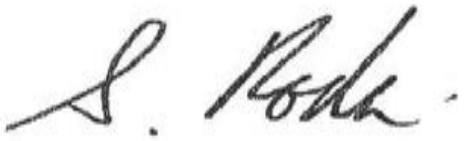
Ordinary Meeting of the 41st Council

29 October 2024

Minutes

To: The Mayor and Councillors

Here within the Minutes of the Ordinary Meeting of Council of the City of Stirling held Tuesday 29 October 2024 in the City of Stirling Council Chamber, 25 Cedric Street, Stirling.



Stevan Rodic | Chief Executive Officer

Our Vision, Mission and Values

Vision

A sustainable City with a local focus.

Mission

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

Values

The City of Stirling's core values are:

- Approachable
- Responsive
- Transparent
- Innovative.

Disclaimer

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

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MINUTES OF THE ORDINARY MEETING OF COUNCIL OF TUESDAY 29 OCTOBER 2024 HELD IN CITY OF STIRLING COUNCIL CHAMBER, 25 CEDRIC STREET, STIRLING

1. OFFICIAL OPENING

The Presiding Member declared the Ordinary Meeting of Council open at 6.32pm.

2. ATTENDANCE AND APOLOGIES

ATTENDANCE

Mayor	Mark Irwin
Councillors	Councillor Andrea Creado Councillor Michael Dudek Councillor Damien Giudici Councillor Chris Hatton Councillor Tony Krsticevic Councillor Suzanne Migdale Councillor Teresa Olow Councillor Rob Paparde Councillor Karlo Perkov Councillor Elizabeth Re (until 7.47pm) Councillor Lisa Thornton

Employees	Chief Executive Officer - Stevan Rodic Director Community Development - Michael Quirk Director Corporate Services - Ingrid Hawkins Director Infrastructure - Andrew Murphy Director Planning and Development - Amanda Sheers Manager City Future - Andrew Lefort Manager Facilities, Projects and Assets - Paul Kellick Manager Governance - Jamie Blanchard Manager Strategy and Performance - Michelle Wolsoncroft Acting Manager Engineering Services - Frank Strever Service Lead Council and Civic - Candice D'Castro Head of Community Engagement - James Murphy Lead Governance Advisor - Jackson Mawby Senior Governance Officer - Daniel Govus Senior Governance Officer - Amorette Kerklaan
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APOLOGIES

Councillor Joe Ferrante
Councillor David Lagan
Councillor Stephanie Proud

3. APPROVED LEAVE OF ABSENCE

Nil.

4. DISCLOSURES OF INTEREST

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

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

Community and Resources Committee - 22 October 2024

Councillor Elizabeth Re disclosed an Impartial Interest in Item 12.1/F1 as two legal firms (HWL Ebsworth and Minter Ellison) have been used by the City of Stirling against her.

Council - 29 October 2024

Councillor Michael Dudek disclosed a financial interest in Item 12.1/TE2 as several tenderers are previous clients of his brother's business.

5. PETITIONS

5.1 SUBMISSION – OPPOSITION TO FOOTPATH ON GAMBLE WAY, KARRINYUP

Councillor Tony Krsticevic tabled the following submission containing 35 verified signatures:

"Advanced notice of a plan to construct a footpath in Gamble Way, Karrinyup from Blair Street to Deanmore Road was recently provided to all residents by the City of Stirling.

The City states the pathway is a priority for the area due to the proximity of the primary school.

This petition urges the City to abandon the plan to construct the pathway on the northwest side of the road for the reasons outlined below.

The signatories to this petition are residents concerned over the planned construction cutting through our quiet neighbourhood. The seemingly benign development is considered an unnecessary disruption and potential hazard to our community.

The need for access to the primary school is unfounded as it is provided for by the footpath on Blair Street that travels from Duke Street to Deanmore Road, enabling direct crossover to the school and oval facilities. An additional option of turning into Gamble Way is not required.

The proposed pathway siting on the northwest side of the road is close to established infrastructure including all power poles and the NBN connection for the street. This is more than an inconvenient proximity to our homes; it is potentially a safety issue for users. Additionally, work on the poles and wires are frequent and would be impacted by the planned pathway.

There is a current street parking issue that this construction will exacerbate considerably. In particular, the houses on the north side of the road have little access to parking where the buildings are being below street level. The loss of any driveway or verge parking will create a dangerous and difficult situation, especially close to school start and closure times.

The signatories to this petition request a reconsideration of the planned pathway. While we accept the need to the City's strategy to ensure safe pedestrian access, we feel this construction to be an unnecessary and disruptive intrusion and potential safety hazard in a small street that has no current access issues.

Your consideration of the cancellation of the proposed pathway would be appreciated by the residents of the street whose signatures are attached below."

The submission will be forwarded to the Engineering Services Business Unit for consideration and the appropriate action.

Council Resolution

1024/016

Moved Councillor Paparde, seconded Councillor Migdale

That Council RECEIVES the submission tabled at the Council meeting held Tuesday 29 October 2024 and that the submission be REFERRED to the Chief Executive Officer for the appropriate action.

The motion was put and declared CARRIED (12/0).

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

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

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

Nil.

7. PUBLIC QUESTION TIME

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

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

7.1 PUBLIC QUESTION TIME - L THOMPSON

The following questions were submitted by L Thompson, Trigg WA 6029, at the Council Meeting held Tuesday 29 October 2024.

Q1. *"I was reading your Local Convos report today and in every suburb, Coolbinia to Mirrabooka to Churchlands and Scarborough, trees, greening and conservation of the natural environment and parking were the main concerns of the ratepayers. Parking is probably the main one in Scarborough and Trigg. We've got gridlock Thursday nights and the weekends. Are there any future plans that the Council is engaging in to address this problem?"*

A1. The Mayor advised that Council has looked into parking issues in Scarborough. There is an Item on the agenda about mid-tier transit and better rapid transit solutions out of Scarborough.

Council is also examining other possibilities for parking infrastructure in Scarborough. The City is working with the State Government on the congestion on West Coast Highway and a future fast tracking of either a tunnel or trench solution.

Q2. *"I was wondering if it may be another multistorey or something like that because as the population grows, as we all have found out, it's getting worse. South Trigg car park has 95 car park bays which is full. I went down there on the weekend, people are everywhere, it's full and Scarborough, as you know Mayor, it's full. I don't know what the plan is going forward with a boardwalk and how it's going to address or absolutely make West Coast Highway a nightmare. I just was wondering, is the parking considered?"*

A2. The Mayor advised there is an expectation that sometimes on quieter days when Scarborough is busy for an event, that people may park at South Trigg. It is also acknowledged on busy summer days it is full. That is not going to be the solution to solving the parking problem.

"Wouldn't a boardwalk enhance this problem?"

The Mayor advised that is unknown at this stage as no studies have been done on parking.

7.2 PUBLIC QUESTION TIME - C CRISTOVAO

The following questions were submitted by R Cristovao, Innaloo WA 6018, at the Council Meeting held Tuesday 29 October 2024.

Q1. "My first question is about Filburn Street in Scarborough. I have found that there's not sufficient parking for people who legally want to park, but they have no other choice but to park 'illegally', so what is the Council going to do about that?"

A1. The Mayor acknowledged that parking is a significant problem throughout Scarborough and towards Doubleview. Those areas, specifically in the City of Stirling, have significant problems and a lot of this is caused by the future planning frameworks that allow for multiple dwellings on one block but have limited car parking, or apartments that have limited car parking. There is an item on the agenda tonight regarding trackless trams, this is something the City has investigated because it relies on future transport solutions that mean people do not need as many cars. The Director Infrastructure will provide some comment on the parking studies that are currently being undertaken.

The Director Infrastructure advised there is a parking policy on the agenda that is intended to guide the Administration on when it is appropriate to intervene in a parking situation. A note has been made regarding Filburn Street, and it is certainly a street the City will look at in terms of the policy if it is approved by Council tonight. The City is doing lots of work in Scarborough trying to manage parking. It has been said a few times that it is a difficult problem, but the City is following a number of strategies to try to help the situation.

"I just put it to the Council and all the members here that if you have a certain amount of parking bays, let's say 300, I'm just pulling this number out, and there are 2,000 cars, obviously the other 1,700 are not going to be able to park legally. Just going on to Filburn Street, so in my correspondence with the people from the Council, it seems to be that from 1 January 2023 to August 2024 just that street alone collected about $11,000 in parking fines.

So, I put it to the Council that this is like a cash cow and if that's just one street, how many other streets are raking in the money for the Council? So, you know, I honestly hope everybody can park legally and people wouldn't have to park illegally. But if you want people to comply by the law and ask them to park legally, then you have an obligation to provide enough parking for people to park legally. Otherwise, you know, you just milk the other people who can't."

The Mayor advised the City respects Mr Cristovao's opinion. The annual residents' survey showed that parking and the under supply of parking in areas is one of the number one issues that affects them in their daily lives. There are two parts to the issue, one is that there has to be a greater supply of parking and infrastructure to get people in and out, the City acknowledges this. It is not necessarily something that is just a monetary problem, it is a complex issue.

The other part is changing behaviours, and this is a generational change. One of the best examples in WA is Optus Stadium. At a nightly football game with tens of thousands of people, there is no possible way everyone can park there. The stadium has delivered the outcome by making sure there is no parking at all. No matter what the City or the community do, Scarborough is never going to have enough parking when 10,000 people roll up on a Thursday night. Behaviours need to change. The City acknowledges the rest of the time it is within its jurisdiction and parking in Scarborough is a high priority, with options being explored.

Q2. *"My second question is about Scarborough Beach Road. I was here about two to three months ago and I put it to the Council that Coles, Woolworths, ALDI, I don't know who else at Westfield Innaloo, their trolleys are all over the place on Scarborough Beach Road, on Ellen Stirling Boulevard. And I remember that someone here from the Council said they were going to look into it. What has been done since about this issue? Because if any member right now were to go down Scarborough Beach Road, you would see from Odin Road to Ellen Stirling Boulevard there are about seven to eight trolleys on the footpath. So, what is the Council planning to do about reining in Coles and Woolworths?"*

A2. The Manager Governance advised that at the next Community and Resources Committee meeting, the City will be presenting a draft Shopping Trolley Local Law for consideration by Committee and subsequently by Council. That Shopping Trolley Local Law proposes to increase the fines that can be imposed, provide greater regulatory powers to the City to deal with shopping trolleys and place more onus on the shopping centre owners.

Q3. *"How would I be able to contact the Wadjuk people?"*

A3. The Mayor advised the City can provide contacts for some of the Elders in the community.

"The reason why I asked this is because I put it to you that since we all stand here, we acknowledge the country and this country belongs to them, or did belong to them, that we should ask for their permission to park as well as abide by all the other lawful regulations that we are given. So, can we ask the Wadjuk people if we're allowed to park on streets?

The Mayor advised these contact details would be passed on.

Additional Information

A3. The City is contacting the Elders of the Wadjuk people of the Nyoongar nation and inviting them to provide a response to the query. Any response that is provided will be sent to the member of the public who made the request.

7.3 PUBLIC QUESTION TIME - R HADLEY

The following questions were submitted by R Hadley, Woodlands WA 6018, at the Council Meeting held Tuesday 29 October 2024.

Q1. *"Knowing the Mayor of Scarborough is keen for development in the South Trigg area, can you advise if the City has made, or will be making, an application to the state or federal governments to reduce the size of the A Class reserve in this area? Particularly when he has proposed a worldwide tourist attraction, a boardwalk. Ratepayers wish to know the breakdown of expenditure for this half million dollar environmental study, detailed accurate information in the Minutes please."*

A1. The Mayor advised the breakdown of spending would be provided in the Minutes. The City is not proposing to remove the A Class reserve.

Q2. *"When the next Councillor has a lightbulb moment, i.e. $350,000 worth of Christmas lights, can he or she complete a lot of proprietary work first? Apparently, the lights are being hired and maintained and installed by a contractor. Did this contractor go through a tender process? Who is the contractor? How long will these lights be operating, five to six weeks over Christmas? Is this going to be an annual event?*

I requested information on the cost of electricity for ratepayers at the last Council meeting and am still awaiting a reply, obviously very difficult to work it out. Perhaps you can also add the electricity cost for the so-called iconic illuminated clock tower? A mere $90,000 for that one."

A2. The Mayor advised the Christmas lights will be operating during the Christmas period. The exact dates of the Christmas lights, details of the costs and the contractor will be provided in writing.

Q3. *"The long awaited Trackless Tram business case has suddenly sneaked in to tonight's agenda. Having scanned through the 650 page bias report, we did not see any costs relating to construction of 11 raised platforms with lighting, shelter, security and future maintenance. Nor do we see any cost relating to the widening of this 7km road. Nor the mention of the removal of hundreds of telegraph poles, pavements, drainage. No reference was made to possible compensation for compulsory purchasing of properties, possible compensation for loss of trade due to road works similar to Scarborough Beach development I recollect.*

Please advise all the information you can on this matter in the future. We understand that there is limited travel on this route already apart from activity in the Osborne Park commercial area and Innaloo. We believe that emission-free electric buses, which are now provided by the State Government, can provide this service without the vast expanse disruption that has been proposed for this half-baked project and this very misleading report."

A3. The Mayor advised it is clear in the report that the cost/benefits have all been put in the report by world class engineers and people who are experts in this area. It certainly was not provided by the City of Stirling Council. The City acknowledges there has been no fanfare leading up to this. It is a Council agenda Item. Once it is noted and accepted by Council there will be some fanfare because it has been a fantastic project.

Additional Information

A1. The Coastal Boardwalk Feasibility Study includes a number of key actions to understand if a coastal boardwalk between Scarborough and Trigg beach is feasible in this area.

This includes the following estimated costs:

- $200,000 for various environmental assessments and economic studies by independent consultants.
- $150,000 for extensive community engagement including all marketing, advertising and project management.
- $150,000 for the development of concept designs that will be informed by the environmental and economic studies and the community engagement.

A2. The City conducted a public tender process for the 2024 Christmas Lights and local company Mark One Visual were the successful proponent.

The Christmas Lights will be on display for five weeks throughout December and early January – ‘switched on’ 1 December 2024 to 5 January 2025.

Council will consider the continuation of Christmas Lights through the annual budget process.

8. APPLICATIONS FOR LEAVE OF ABSENCE

Nil.

9. CONFIRMATION OF MINUTES

Council Resolution

1024/017

Moved Councillor Perkov, seconded Councillor Krsticevic

That the Minutes of the Ordinary Meeting of Council of 15 October 2024 be confirmed as a true and correct record of proceedings.

The motion was put and declared CARRIED (11/1).

For: Councillors Creado, Dudek, Giudici, Hatton, Krsticevic, Migdale, Olow, Paparde, Perkov, Thornton and Mayor Irwin.
Against: Councillor Re.

10. ANNOUNCEMENTS BY THE PRESIDING MEMBER

Nil.

11. UNRESOLVED BUSINESS FROM PREVIOUS MEETING

Nil.

12. REPORTS AND RECOMMENDATIONS OF COMMITTEES

12.1 COMMUNITY AND RESOURCES COMMITTEE - 22 OCTOBER 2024

12.1/ES1 PROPOSED NEW POLICY - CONTROL AND MANAGEMENT OF ON-STREET PARKING

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

Role

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

Council Resolution

1024/018

Moved Councillor Perkov, seconded Councillor Migdale

That Council ADOPTS the reviewed and updated Control and Management of On-Street Parking Policy, as shown in Attachment 3.

The motion was put and declared CARRIED (12/0).

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

Committee Recommendation

That Council ENDORSES the Control and Management of On-Street Parking Policy, as shown in Attachment 1.

Officer's Recommendation

That Council ENDORSES the Control and Management of On-Street Parking Policy, as shown in Attachment 1.

Purpose

To seek Council endorsement of a new policy relating to the control and management of on-street parking.

Details

City Wide Parking Principles

At its meeting held 5 July 2022, Council considered a report in relation to on-street parking in built up areas of Scarborough, Trigg and Karrinyup. Council resolved for the City to develop a City-wide policy for the control and management of on-street parking, particularly in congested urban areas (Council Resolution Number 0722/007). The development of a draft policy needed to take into consideration the City's ongoing review of its Public Parking Strategy.

At its meeting held 27 August 2024, Council resolved (Council Resolution Number 0824/032) to adopt a set of City-wide parking principles that guide the strategic and operational decision making on parking supply and management throughout the City. One of the principles is as follows:

> *"Both on-street and off-street parking are equally important components of parking supply which seek to balance providing convenient access, contributing to safer streets and complementing their surroundings."*

On-street parking remains an important component of additional parking supply that provides convenient access, while also contributing to safer streets as an effective traffic calming tool. It is considered a valuable community asset and an appropriate use of local access roads under normal conditions.

Objective and Scope of Policy

The objective of the proposed Control and Management of On-Street Parking Policy (the Policy) is to provide a consistent and orderly approach in determining the need for on-street parking controls on local roads in the City. A copy of the draft Policy is provided in Attachment 1.

The Policy would apply when considering the installation of parking controls for on-street parking on Local Access roads only. The Policy would not apply to parking controls for verges, on-street parking embayments, off-street parking areas, laneways, or roads with a classification of Local Distributor and above. The classification of roads is specified within the City's Functional Road Hierarchy, which is a framework that provides a high level description of the functions performed by various classes of roads across the network.

The Policy is not intended to cover the application of paid parking, as that would be determined by Council on a strategic basis. Parking activities associated with school pick-up and drop-off activities would be assessed separately under Council's Parking Restrictions Adjacent to Schools Policy.

Exclusions from Policy

On-street parking is generally not supported under the following circumstances:

- Road Classification: Along roads with a classification of Local Distributor road and above, due to high traffic volumes and potential impacts on traffic congestion. Exceptions can be considered on multi-lane distributor roads in town centres, where parking will assist in the activation of adjacent businesses (e.g. Beaufort Street, Main Street).

- Road Width: Within laneways or Rights of Way, due to sufficient passing width (3m) not being available and impacts on vehicles turning in and out of garages.

- Legal Restrictions: At locations prohibited under the *Road Traffic Code 2000*, such as driveways, intersections, continuous dividing lines, dividing strips or median strips, crests or curves, bus stops, fire hydrants and pedestrian or children's crossings.

Road Widths

Local roads with a pavement width of 5.5m to 7.2m can safely accommodate on-street parking on one side of the road whilst still permitting sufficient passing width for through traffic, while roads with a pavement width of 7.2m and above can safely accommodate on-street parking on both sides of the road. The WA Planning Commission's *Liveable Neighbourhoods Guidelines* provides the following guidance when considering the suitability of a local access street for on-street parking.

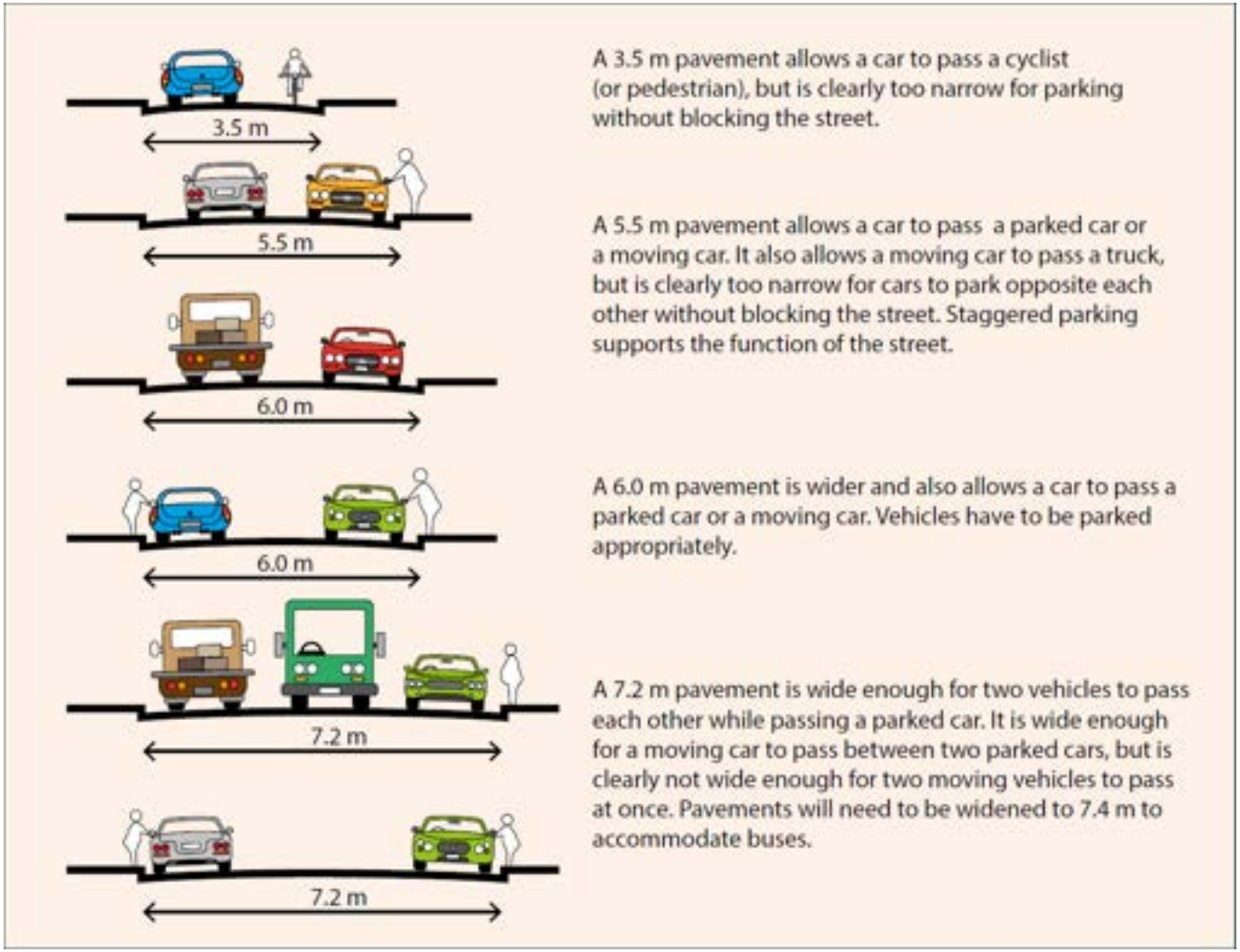


Figure 1 – Diagram of Physical Determinations for the Width of Pavements in Access Streets (Source: WAPC)

Methodology for Assessing Parking Controls

If the Policy is adopted, City officers would follow the proposed methodology when considering the need for on-street parking controls:

- Request: The City receives concerns about on-street parking and a request for the implementation of parking restrictions.
- Survey: The City undertakes parking surveys at various times of the day. Surveys measure the percentage of allowable parking spaces that are utilised during those periods.
- Assess: Provided there are no legislative reasons that prohibit parking, timed restrictions may be considered where the utilisation of parking exceeds specific thresholds listed in the Category Matrix of the Policy.
- Consult: Implementation of timed restrictions would be subject to consultation with abutting owners and residents.

Category Matrix

The implementation of timed restrictions would be considered based on utilisation as follows:

Utilisation During Nominated Periods	Type of Timed Restrictions Considered					
	Nil	4-hour (4P)	2-hour (2P)	1-hour (1P)	30 mins (½P)	15 mins (¼P)
< 85%	✓					
85-95%		✓	✓	✓		
>95%			✓	✓	✓	✓

Table 1 – Type of Timed Restrictions Considered Based on Parking Utilisation

The Category Matrix will be used as a guide for the range of timed restrictions that are available, and local circumstances will be considered when determining the most suitable solution. The following additional items would also be considered when determining the suitability of on-street parking restrictions:

- Applicable Times: Restrictions would generally apply between 8.00am – 6.00pm on normal business days, to allow overnight and weekend parking by residents when volumes and parking activities are typically lower. Restrictions can be modified to suit specific locations.

- Resident Consultation: All owners and residents that are affected would be consulted. The responses received during the consultation would be considered before a decision is made to proceed.

Financial Assessment and Implications

The adoption of the Policy will require officers to undertake periodic site inspections to observe and quantify the utilisation of parking along roads that are subject to complaints from residents. These site inspections will largely be undertaken by officers as part of their normal working duties. The costs associated with any signage installed because of those investigations would be funded from the existing budget for parking control signage.

Stakeholder Engagement

The draft Policy was presented to an Elected Member Workshop in July 2024. The Policy was subsequently distributed to all Elected Members for review on 31 July 2024 and the comment period was open for four weeks. Comments were received from three Elected Members during this period, and the officer's response is provided in the following table.

No	Elected Member's Comments	Officer's Comments
1	Seen as a positive way forward to address the changing and at times challenging road environment.	Noted.
2	Supportive of the Policy but concerned about the potential for 4-hour (4P) parking to be misused by residents to park for extended periods of the day.	4P parking is just one of several possible options for parking controls, and there is flexibility to modify/reduce the type of timed restrictions if large numbers of vehicles are observed parking for long periods of time.
3	Concerned about the Category Matrix being too specific. There needs to be some flexibility to ensure local circumstances can be considered.	The Category Matrix is a guide only for the range of timed restrictions that are available. An additional clause has been added to the draft Policy (Clause 3.3) to ensure that local circumstances can be considered when determining the most suitable solution.

Table 2 – Comments Received from Elected Members During Consultation

Options Summary

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

OPTIONS	
1.	That Council ENDORSES the Control and Management of On-Street Parking Policy.
2.	That Council DOES NOT ENDORSE the Control and Management of On-Street Parking Policy

Recommended Action

The aim of the proposed Control and Management of On-Street Parking Policy is to provide a consistent and orderly approach in determining the need for on-street parking controls on local roads in the City. When circumstances permit, timed on-street parking controls ensure that parking is still available for residents and visitors while reducing the frequency and duration of vehicles parked along the road. Based on the information presented in this report, it is recommended that Council endorses the Control and Management of On-Street Parking Policy.

Relevant Policies, Legislation and Council Resolutions

Local Government Act 1995
City of Stirling Functional Road Hierarchy
Parking Restrictions Adjacent to Schools Policy
Parking Restrictions – Notification of Affected Residents Policy
West Australian Planning Commission Liveable Neighbourhoods Guidelines

Meeting Date	Council Resolution Number	Council Resolution
5 July 2022	0722/007	*"That the City DEVELOPS a City-wide Policy for the Control and Management of On-Street Parking, particularly in congested urban areas, to be reported back to Council (via the Community and Resources Committee) by early 2023."*
27 August 2024	0824/032	*"That Council NOTES the status of the Public Parking Management Strategy (2009) as contained in Attachment 1 and REPLACES it with the contemporary City Wide Parking Principles (2024) as contained in Attachment 3 to inform strategic and operational decision making on parking supply and management throughout the City of Stirling."*

Sustainable Stirling 2022-2032

Key Result Area: Our built environment

Objective: An accessible and connected City

Priority: Provide and maintain safe and accessible roads and parking

Strategic Risk

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

Relevant Documents and Information

Attachments

Attachment 1 - Draft Control and Management of On-Street Parking Policy ⇩

Attachment 2 - Draft Control and Management of On-Street Parking Policy (updated - Tracked Changes) ⇩

Attachment 3 - Draft Control and Management of On-Street Parking Policy (updated - Final) ⇩

Available for viewing at meeting

Nil

Linked Documents

Nil

Control and Management of On-Street Parking Policy

Responsible Directorate	**Infrastructure**
Responsible Business Unit/s	**Engineering Services**
Responsible Officer	**Manager Engineering Services**
Affected Business Unit/s	**Community Safety**

Objective

This Policy provides a consistent and orderly approach in determining the need for on-street parking controls on local roads in the City.

Scope

This Policy applies when considering the installation of parking controls for on-street parking on Local Access roads only.

The Policy does not consider parking controls for verges, on-street parking embayments, off-street parking areas, laneways, or roads with a classification of Local Distributor and above (except in specific circumstances). Parking controls associated with school pick-up and drop-off activities will be assessed separately under Council's *Parking Restrictions Adjacent to Schools* Policy.

Policy

1. Background

1.1 On-street parking is considered an appropriate use of Local Access roads under normal conditions. This position is supported by the Western Australian Planning Commission's Liveable Neighbourhoods (LN) guidelines, specifically Element 2 – Movement Network, which states that access streets are characterised by low traffic speed and volumes and on-street parking.

1.2 Local Access roads with a pavement width of 5.5-7.2 metres can safely accommodate on-street parking on one side of the road whilst still permitting the minimum passing width for through traffic.

1.3 Local Access roads with a pavement width of 7.2 metres and above can safely accommodate on-street parking on both sides of the road whilst still permitting the minimum passing width for through traffic.

1.4 On-street parking will not be supported under the following circumstances:

- At locations prohibited under the *Road Traffic Code 2000*, including, but not limited to, driveways, signalised or unsignalized intersections, continuous dividing lines, dividing strips or median strips, crests or curves, bus stops, fire hydrants, pedestrian or children's crossings.
- Within laneways or rights of way, due to the minimum passing width not being sufficient and impacts on vehicles leaving garages.
- Along roads with a classification of Local Distributor and above, due to high traffic volumes and potential impacts on traffic congestion. Exceptions can be considered on multi-lane distributor roads in town centres, where parking will assist in the activation of adjacent businesses.

2. Investigation

2.1 Upon receipt of a request for the implementation of on-street parking controls, the City will assess the need for such controls via parking utilisation surveys undertaken at various times of the day. The utilisation will be calculated based on the maximum number of legal parking spaces that can be provided on the carriageway along that road section.

2.2 Provided there are no legislative reasons that prohibit parking along the subject road section, the City may consider timed parking restrictions where the utilisation of parking exceeds specific (percentage) thresholds listed in the Category Matrix of this Policy.

2.3 The implementation of timed restrictions ensures that parking is still available for residents and visitors but reduces the frequency and duration of vehicles parked along the road.

3. Category Matrix

3.1 The following table will be used as a guide when considering the implementation of timed restrictions on local roads.

Utilisation During Nominated Periods	Type of Timed Restrictions Considered					
	Nil	4-hour (4P)	2-hour (2P)	1-hour (1P)	30 mins (½P)	15 mins (¼P)
< 85%	✓					
85-95%		✓	✓	✓		
>95%			✓	✓	✓	✓

3.2 The timed restrictions will generally be applied between the hours of 8:00am and 6:00pm on normal business days, to allow the roads to be utilised overnight and on weekends when traffic volumes and parking activities are generally lower.

3.3 The type of timed restrictions (Clause 3.1) and applicable time periods (Clause 3.2) can be modified to ensure that local circumstances can be considered when determining the most suitable solution.

3.4 Prior to the installation of any proposed timed restrictions under this Policy, all owners and residents likely to be affected by those restrictions shall be contacted for comment (as per Council's *Parking Restrictions – Notification of Affected Residents* Policy). The responses received during the consultation would be considered before a decision is made to proceed.

Definitions

Minimum passing width is 3 metres between the passing vehicle and the adjacent fixed or stationary object.

Relevant management practices/documents

City of Stirling Functional Road Hierarchy
West Australian Planning Commission Liveable Neighbourhoods Guidelines
Parking Restrictions Adjacent to Schools Policy
Parking Restrictions – Notification of Affected Residents Policy

Legislation/local law requirements

Road Traffic Code 2000
City of Stirling Parking Local Law

Office use only			
Relevant delegations	<<Corporate Compliance to insert relevant delegations>>		
Initial Council adoption	**Date**	**Resolution #**	
Last reviewed	**Date**	**Resolution #**	
Next review due	**Date**		

Control and Management of On-Street Parking Policy

Responsible Directorate	**Infrastructure**
Responsible Business Unit/s	**Engineering Services**
Responsible Officer	**Manager Engineering Services**
Affected Business Unit/s	**Community Safety**

Objective

This Policy provides a consistent and orderly approach in determining the need for on-street parking controls on local roads in the City.

Scope

This Policy applies when considering the installation of parking controls for on-street parking on Local Access roads only.

The Policy does not consider parking controls for verges, on-street parking embayments, off-street parking areas, laneways, or roads with a classification of Local Distributor and above (except in specific circumstances). Parking controls associated with school pick-up and drop-off activities will be assessed separately under Council's *Parking Restrictions Adjacent to Schools* Policy.

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2. Investigation

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2.4 Parking controls associated with bin collection times and days (to ensure bins are not obstructed by parked vehicles) can be considered and assessed separately as part of normal operations on a case-by-case basis.

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Control and Management of On-Street Parking Policy

Responsible Directorate	**Infrastructure**
Responsible Business Unit/s	**Engineering Services**
Responsible Officer	**Manager Engineering Services**
Affected Business Unit/s	**Community Safety**

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Initial Council adoption	**Date**	**Resolution #**	
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Next review due	**Date**		

Councillor Elizabeth Re disclosed an Impartial Interest in Item 12.1/F1 as two legal firms (HWL Ebsworth and Minter Ellison) have been used by the City of Stirling against her.

12.1/F1 SCHEDULE OF ACCOUNTS FOR PERIOD 2 ENDING 31 AUGUST 2024 AND 30 SEPTEMBER 2024

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

Role

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

Council Resolution

1024/019

Moved Councillor Perkov, seconded Councillor Krsticevic

1. That the schedules for Period 2, 1 August – 31 August 2024 comprising of:

a. Cheques drawn and payments made amounting to $ 97,466,643.69; and

b. Fuel Card payments made amounting to $ 31,493.10.

be RECEIVED.

2. That the schedules for Period 3, 1 September – 30 September 2024 comprising of:

a. Cheques drawn and payments made amounting to $ 65,324,202.51; and

b. Fuel Card payments made amounting to $ 27,512.52.

be RECEIVED.

The motion was put and declared CARRIED (12/0).

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

Committee Recommendation

1. That the schedules for Period 2, 1 August – 31 August 2024 comprising of:

    a. Cheques drawn and payments made amounting to $ 97,466,643.69; and

    b. Fuel Card payments made amounting to $ 31,493.10.

be RECEIVED.

2. That the schedules for Period 3, 1 September – 30 September 2024 comprising of:

    a. Cheques drawn and payments made amounting to $ 65,324,202.51; and

    b. Fuel Card payments made amounting to $ 27,512.52.

be RECEIVED.

Officer's Recommendation

1. That the schedules for Period 2, 1 August – 31 August 2024 comprising of:

    a. Cheques drawn and payments made amounting to $ 97,466,643.69 and

    b. Fuel Card payments made amounting to $ 31,493.10.

be RECEIVED.

2. That the schedules for Period 3, 1 September – 30 September 2024 comprising of:

    a. Cheques drawn and payments made amounting to $ 65,324,202.51 and

    b. Fuel Card payments made amounting to $ 27,512.52.

be RECEIVED

Purpose

To inform Council of funds disbursed for the period 1 August – 31 August 2024, and 1 September – 30 September 2024.

Details

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

Fuel cards are considered purchasing cards and so separate attachments (Attachment 2 and Attachment 4) have 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. The full payment to Ampol is shown in the Payments Listing; 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 value of payments for August 2024 was inflated due to the high level of investments with the first rates instalment for 2024/25 falling due.

Expenditure on Agency Staffing

The tables below show the spend on agency staffing for August 2024 and September 2024. The actual spend of $310,193 equates to 1.4% of the total direct staffing cost for August 2024 and actual spend of $438,083 equates to 1.3% of total direct staffing cost for September 2024.

Agency Costs by Business Unit	Year to Date August 2024 Actual $	% of Total Staffing Cost	Explanation
Finance Services	30,862	3.7%	Temporary staffing during the restructure of Financial Accounting team
Parks & Environment	72,383	2.4%	Temporary staff to manage seasonal workload
Waste & Fleet	93,269	5.4%	Cover for Recycling Centre and Waste Collection staff
Recreation & Leisure Services	795	0.0%	Staffing of Terry Tyzack Aquatic Centre kiosk
Community Development	12,651	0.4%	Flexible staffing for Community Food Services
Corporate Information Services	6,262	0.4%	IT Project staffing
Customer & Communications	16,483	1.5%	Short term cover for vacant positions
Property & Commercial Services	20,409	9.3%	Long Service Leave cover
Engineering Services	32,460	1.5%	Temporary staff for Maintenance Works
Development Services	24,620	1.3%	Temporary staff to manage Health Inspections workload
Total	**310,193**	**1.4%**	

Agency Costs by Business Unit	Year to Date September 2024 Actual $	% of Total Staffing Cost	Explanation
Finance Services	35,656	2.9%	Temporary staffing during the restructure of Financial Accounting team
Parks & Environment	104,914	2.3%	Temporary staff to manage seasonal workload
Waste & Fleet	127,787	4.9%	Cover for Recycling Centre and Waste Collection staff
Recreation & Leisure Services	795	0.0%	Staffing of Terry Tyzack Aquatic Centre kiosk
Community Development	22,733	0.5%	Flexible staffing for Community Food Services
Corporate Information Services	8,945	0.4%	IT Project staffing
Customer & Communications	26,729	1.6%	Short term cover for vacant positions
Property & Commercial Services	20,409	6.7%	Long Service Leave cover
Engineering Services	54,101	1.6%	Temporary staff for Maintenance Works
Development Services	36,014	1.4%	Temporary staff to manage Health Inspections workload
Total	**438,083**	**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 - Payment Listing - August 2024 (previously circulated to Elected Members under separate cover) ⇨

Attachment 2 - Ampol Purchase Fuel Card Report - August 2024 (previously circulated to Elected Members under separate cover) ⇨

Attachment 3 - Payment Listing - September 2024 (previously circulated to Elected Members under separate cover) ⇨

Attachment 4 - Ampol Purchase Fuel Card Report - September 2024 (previously circulated to Elected Members under separate cover) ⇨

Available for viewing at meeting

Nil

Linked Documents

Nil.

Councillor Michael Dudek disclosed a financial interest in Item 12.1/TE2 as several tenderers are previous clients of his brother's business. Accordingly, he left the meeting at 6.57pm prior to consideration of the Item.

12.1/TE2 49971 BUILDING CONSTRUCTION SERVICES PANEL CONTRACT

Business Unit:	Facilities, Projects & Assets	Service: Project Management
Ward:	City Wide	Location: Not Applicable
Applicant:	Not Applicable	

Role

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

Council Resolution

1024/020

Moved Councillor Perkov, seconded Councillor Krsticevic

That the tenders for the Building Construction Services Panel Contract be ACCEPTED as detailed in amended Confidential Attachment 1.

The motion was put and declared CARRIED (11/0) by an Absolute Majority Vote.

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

Committee Recommendation

That the tenders for the Building Construction Services Panel Contract be ACCEPTED as detailed in amended Confidential Attachment 1.

Officer's Recommendation

That the tenders for the Building Construction Services Panel Contract 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 of Stirling is seeking to establish a Panel of three to six prequalified building contractors to engage to deliver minor to mid-sized construction projects on City owned facilities.

Tender Details

IFT Number	49971
IFT Title	Building Construction Services Panel Contract
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:	2 Years
	Extension Options:	Nil
	Defects Liability Period:	12 months
Tendered Rates/Cost	Provided in Attachment 1 to this report (confidential)	

Panel Allocation

During the contract term, work will be offered to pre-qualified panel contractors for acceptance based on Lump Sum Pricing and ability to meet the required timeline.

At the discretion of the City, panel contractors will be given an opportunity to provide a quote based on pre-agreed contract rates for specified works on fair and equitable grounds. Whilst the panel contractor cannot exceed the rates within the agreed contract rates, the City has an expectation that reduced rates will be offered if the Work is deemed to be of significant volume.

Quotes will be evaluated, and the work will be offered for acceptance to the panel contractor who provides the qualified response, value for money, and can meet the work requirements, including timeline.

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

Tender Submissions

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

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

Contract

Commencement Date of New Contract:	1 November 2024
Completion Date of New Contract:	31 October 2026
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 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 Occupational Safety and Health assessment and been deemed acceptable?	YES

Financial Assessment and Implications

Provided in Confidential Attachment 1 to this report.

Stakeholder Engagement

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

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

Relevant Policies, Legislation and Council Resolutions

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

City of Stirling Procurement Policy

Delegated Authority Register

Local Government Act 1995

Sustainable Stirling 2022-2032

Key Result Area: Our built environment

Objective: A liveable City

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

Strategic Risk

Strategic Risk	Risk Appetite
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 - Evaluation and Recommendation (updated 22 October 2024) (previously circulated to Elected Members under confidential separate cover)

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

Available for viewing at meeting

Nil

Linked Documents

Nil.

At 6.58pm, Councillor Michael Dudek returned to the meeting prior to consideration of Item 12.1/GOV1.

12.1/GOV1 INFORMATION MANAGEMENT POLICY

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

Role

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

Council Resolution

1024/021

Moved Councillor Perkov, seconded Councillor Krsticevic

That Council ADOPTS the reviewed and updated Information Management Policy, as shown in Attachment 4.

The motion was put and declared CARRIED (12/0).

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

Committee Recommendation

That Council ADOPTS the reviewed Information Management Policy with amendments to ensure consistency of language.

Officer's Recommendation

That Council ADOPTS the reviewed Information Management Policy.

Purpose

To seek Council's adoption of the reviewed Information Management Policy (IM Policy).

Details

Under section 19 of the *State Records Act 2000* (the Act) of Western Australia, it is mandated that the City has a Recordkeeping Plan that includes an Information Management Policy, which is to be reviewed every two years.

The IM Policy defines the City's principles in information management governance and the roles and responsibilities of those individuals in meeting statutory requirements of the Act and the City's Recordkeeping Plan.

The Information Management landscape in Western Australia has undergone a significant transformation, shifting its focus from traditional recordkeeping best practices to a more comprehensive approach centred on a desire for accurate information across government and the growing need to protect personal information.

The City is committed to being at the forefront of innovation in the information management sector, leveraging new technology whilst aligning itself to best practice and legislation.

The bi-annual review of the Policy has been completed, with the recommended key changes being:

- Modernising the Policy to focus more on data governance while maintaining best recordkeeping practices;
- Reflect the City's progression in Artificial Intelligence (AI) and Data Governance;
- Introduce Privacy and Responsible Information Sharing (PRIS) considerations into the Policy;
- Reference Salesforce as a recordkeeping compliant system; and
- Updated roles, responsibilities and definitions.

The IM Policy is not intended to encompass all aspects of data governance, AI, and privacy. Instead, it serves as a foundational framework that supports and aligns with other specific policies in these areas, such as Information Handling and Breach Policy and Artificial Intelligence Policy.

Until the new PRIS Legislation is finalised in 2025, the City has limited the changes to the policy, to ensure that when the next review is completed it aligns with the new standards. The City is well advanced in its preparations for the introduction of the PRIS Legislation.

The IM Policy will be reviewed and referred to Council once the PRIS Legislation is in force.

Financial Assessment and Implications

Nil.

Stakeholder Engagement

The Policy was circulated to all business units and Elected Members for comment. Feedback was considered and where relevant, incorporated into the Policy.

Recommended Action

That Council adopts the reviewed IM Policy.

Relevant Policies, Legislation and Council Resolutions

City of Stirling Employee Code of Conduct
City of Stirling Elected Members Code of Conduct
Information and Technology Acceptable Use Policy
Media and Communication Policy
Capturing Elected Members' Records Management Practice
State Records Office – Local Government Elected Members' Records Policy
State Records Office – Records Management Advice - Local Government Elected Members' Records
City of Stirling Digitisation Framework
Generative Artificial Intelligence (AI) Policy
Information Handling and Breach Policy
State Records Act 2000
Freedom of Information Act 1992
Local Government Act 1995
Evidence Act 1906
Electronic Transactions Act 2011
Privacy Act 1988

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 - Information Management Policy 2024 - Tracked Changes ⇩

Attachment 2 - Information Management Policy 2024 - Final ⇩

Attachment 3 - Information Management Policy 2024 - Tracked Changes (CRC 22 October 2024) ⇩

Attachment 4 - Information Management Policy 2024 - Final (CRC 22 October 2024) ⇩

Available for viewing at meeting

Nil

Linked Documents

Nil.

Information Management Policy~~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**			

~~**This policy has been amended to delete " here possible" in clause 2 – Recordkeeping System, to ensure all incoming hard copy correspondence is converted to digital format and captured in the City's recordkeeping system.**~~

Objective

This policy defines the City's principles in information management, data governance and the roles and responsibilities of those individuals in meeting the statutory requirements of the *State Records Act 2000* ***("Act")*** and the City of Stirling Recordkeeping Plan **("RKP")**.

This policy provides direction on best practice for record keeping at the City and details its ongoing efforts to modernise, integrate and automate recordkeeping.

Scope

This policy applies to all ~~corporate~~ records created or received in the transaction of City business by Eelected Mmembers, officers, contractors and external organisations conducting outsourced services on behalf of the City.

Policy

1. Creation of Records

A **record** is information or a document that relates to;

- business processes, transactions, or decisions, and
- supports planning or decision making, has historical value or can be used as evidence.

~~Business information and records must be created and captured by individuals subject to this Policy.~~
All users are required to create full and accurate records to provide a reliable and accurate account of business decisions and actions.

All ~~business information and~~ records ~~created~~created~~,~~ or ~~activity~~ received must be captured into the City's recordkeeping systems.

2. Recordkeeping Systems

The City's primary ~~information and~~ records management system is the electronic ~~is~~ Technology One Enterprise Content Management **("ECM")** system. The City's Relationship Management System (RMS), Salesforce is a line of business system with recordkeeping functionality. Majority of the City's

records are held within these two systems. ~~All incoming hard- copy correspondence must be converted to digital format and saved into ECM.~~

~~It is critically important that all of the City's data is captured in the business systems to ensure it is properly managed while ensuring the most accurate, up-to-date information is maintained in accordance with the Act and RKP. All individuals creating a record must use the following business systems:~~

The City maintains over 220 endorsed business systems that contain data, listed in the Applications Register.

Below are the main business systems used to store data and records:

- ~~Enterprise Content Management (ECM);~~
- Property and Rating System (Including the Customer Request Module – CRM);
- Finance 1; ~~(Includes budgeting);~~
- Works and Assets;
- Assetic; ~~and~~
- ~~Performance Planning.~~
- Corporator;
- Open Windows;
- SharePoint;
- SAFER;
- Envibe and;
- Local Drives

Where possible, records captured in the City's business systems are automatically transferred to the City's primary records management systems (ECM) through automation. All incoming physical records are digitized and saved into the City's approved recordkeeping systems and core business systems.

Digitisation standards are outlined in the City's Digitisation Framework.

3. Access to and sharing of information and records

3.1 Internal

~~Information and records~~ Records are a corporate resource to be accessed and used by City officers in line with the City's Employee Code of Conduct and relevant policies.
~~. that can be accessed by an officer, except where the nature of the information requires restriction.~~

~~Access restrictions must protect:~~

- ~~Individual officers or customer/stakeholder privacy; and~~
- ~~Material such as records classified as sensitive or confidential.~~

Access to ~~the corporate~~ City records by Elected Members is managed in accordance with Section 5.92 of the *Local Government Act* and the Elected Members Code of Conduct~~ *1995 and the City's Freedom of Information Guide Act 1992*~~. If requested by the City, ~~A~~an Elected Member must demonstrate to the Chief Executive Officer the relevance of the information to their ~~performance~~role. ~~Should approval be granted,~~ The ~~the~~ Chief Executive Officer ~~will~~ may determine the manner in which the access is permitted.

When handling and sharing information, individuals are reminded of their obligations under the City of Stirling Codes of Conduct and relevant policies.

3.2 External

Members of the public have legislative rights to apply to update their personal information or for access to information held by the City under the *Freedom of Information Act 1992*. This applies to all information held by the City, whether captured in the records management system or in personal stores such as email folders or shared and personal drives. An application for access under FOI Act is managed by the City's Legal and Integrity Officer.

3.3 Privacy and Responsible Information Sharing (PRIS)

A Privacy and Responsible Information Sharing Bill was submitted to the Parliament of Western Australia in June 2024. The PRIS legislation aims to enhance the privacy and security of personal information for Western Australians while improving government service delivery.

The legislation is expected to be in place in 2025 with action items that include developing specific policies that address privacy, information sharing and data breaches.

4. Retention of Records

~~The~~ City's records are retained ~~for the period of time~~ in accordance to the time period as set out in General Disposal Authority (GDA) for Local Government Records and General Disposal Authority for Source Records issued by the State Records Commission of Western Australia.

5. Disposal and Destruction

The Manager Governance, Service Lead Compliance, Risk and Information Management, Service Lead Council and Civic and Coordinator Information Management are authorised to dispose records in accordance with legislative requirements in the GDA. ~~is responsible for the disposal and destruction of records in accordance with the GDA and subject to authorization by Chief Executive Officer.~~

~~6.~~ Projects and Data Governance

~~7.~~6.

The City is committed to modernising its approach to recordkeeping and delivering projects that automate, integrate and simplify information management.

The City will continue to innovate and implement projects that support the City's Digital Direction and Data Governance initiatives.

7. Artificial Intelligence (AI) Considerations

The use of AI at the City is primarily to assist with the creation, review and enhancement of records. Any record created will be subjective to the Information Management Policy for appropriate access to, sharing of, retention and disposal.

The City's Generative Artificial Intelligence Policy establishes a framework for the City on the use of AI to ensure ethical, privacy and security implications are managed appropriately whilst leveraging the benefits of AI for the City and its community.

8. Communication and Training

The Information Management team provides system training in ECM and recordkeeping best practice to City employees~~,~~ during corporate induction, data governance workshops as well as ongoing system upskilling.

The Information Management team also provides data governance leadership, awareness and communications to internal and external stakeholders, the Digital Direction Steering Committee and has membership in the City's Corporate Data Governance Groups.

Elected Members recordkeeping responsibilities form part of the Elected Member Induction Manual.

9. Responsibilities

Role	Responsibility
Officers	Are responsible for the creation and management of information and records. Officers must create records of business activities and decisions.
Elected Members	Must ~~create~~identify records ~~of communications or transactions~~, that relate to their performance of ~~e~~their role as a Councillor~~ouncil functionst~~. These records ~~should~~must be forwarded to the City's administration for capture into its official records management systems. ~~Elected Members' recordkeeping responsibilities are outlined in the Elected Member Induction Manual.~~
The Chief Executive Officer (CEO)	Has overarching responsibility for the management of information and records within the City.
Information Management Team	Facilitate and support best practice information management within the City. This includes advising, training and supporting officers; and developing and implementing information management products and systems. The team also monitors compliance and advise senior management on risks associated with non-compliance.
Information Security Officer	Provides support and advice on the secure management of records and information. (CTO) has overarching responsibility for the system performance of the City's core business systems.
Directors, Business Unit Managers, Service Leads and People Leaders	Are responsible for ensuring that officers, including contract staff, are aware of and complying with this Policy and supporting procedures, including the City's R P.
Executive Team	Endorse changes to the Information Management policy and approve strategic initiatives and projects associated to the modernisation of Information Management.
Council	Approves changes to the Information Management Policy.

~~**Officers** are responsible for the creation and management of information and capture of the record. Officers must create records that support the conduct of business activities and decisions as defined in this policy.~~

~~**Elected Members** must create and keep records of communications or transactions, which convey information relating to City business or functions that relate to their performance of council functions. These records should be forwarded to the City's administration for capture into the official recordkeeping system~~records management systems. ~~. Elected Members' recordkeeping responsibilities are outlined in the Elected Member Induction Manual.~~

~~**Chief Executive Officer (CEO)** is responsible for the management of information and records within the City.~~

Chief Technology Officer (CTO) has overarching responsibility for the system performance of the City's core business systems.

Council is responsible for the adoption of the Information Management Policy

Information Management Team facilitates and supports best practice information management oversee the management of information within the City. This includes providing advice, training and support to officers, inclusive of support in creating, developing and implementing information management products and systems. Implementing strategies to facilitate sound information management practices, monitoring compliance and advising senior management on any risks associated with non-compliance.

Information Security Officer provides advice on the secure management of records and information.

Directors, Business Unit Managers, Service Leads and Supervisors People Leaders are responsible for ensuring users, including contract staff, are aware of, and are supported to comply with this Policy and supporting procedures, including the City's R P. Any changes in the business environment which would impact on information and records management requirements, such as new areas of business that need to be covered by the City's Recordkeeping Plan (RKP).

Executive Team approves strategic initiatives and projects associated to the modernisation of Information Managementapproves changes to the list of endorsed business systems.

8. Communication and Training

The Information Management Team provides systems training to all officers and customised training for Business Units on application to Coordinator Information Management.

Elected Members recordkeeping responsibilities form part of the Elected Member Induction Manual.

Definitions

Business Systems means the organised collections of hardware, software, supplies, policies, procedures and people, which store, process and provide access to data and information.

Contract Staff means internal or external employees who have been employed for a specific role or project for a specified period.

Data is raw information that can be used to create meaningful insights, reference or analysis.

Corporate Records – Refer Record definition below.

Endorsed Business Systems means the list of Business Systems approved for corporate use. The approved list is available on the Corporate Information Services share-point site.

General Disposal Authority (GDA) for Local Government Records is designed to cover groups of records common across government and outlines the length of time different categories of local government records such records should be held and the recommended disposal action.what their final disposition might be.

General Disposal Authority (GDA) for Source Records means a continuing authority to enables the City to legally destroy source records that have been successfully digitised in accordance with the Digitisation Specification from the State Records Office of Western Australia.

Line of Business Systems can be customised to oversee the entire record lifecycle, from creation through to archival or disposal. These systems play a critical role in achieving recordkeeping compliance by

applying robust security measures, retention policies, disposal protocols, and thorough auditing to the records they manage.

Record is information or a document that relates to;

- business processes, transactions, or decisions, and
- supports planning or decision making, has historical value or can be used as evidence.

A record can exist as:

- A Digital Record;
- A Physical Record
- An Artefact.

A Digital Record means a record that exists in and is only accessible through technological means. Digital records , must be protected through digital security access controls and comprises of all versions and drafts for auditing purposes.

Examples of digital records include:

- Digital correspondence such as emails and instant messages;
- Videos, images and pictorial files;
- Audio files;
- Database records;
- Electronic documentation
- Physical records that have undergone digitisation.

A Physical (source) Record means a record that exists physically but can undergo digitisation to become a digital record.

Examples of physical records include:

- Physical documents (mail, correspondence, applications);
- Drawings, pictorial or graphic works; and
- Maps, plans, diagrams or graphs.

An Artefact means a physical record which cannot be digitised as the process will impact the records integrity and authenticity.

Examples of artefacts include:

- Paintings, artwork, sculptures
- Significant historical photographs and maps
- Records which have the City's seal affixed; and
- Any physical object that meets the definition of a record but cannot be digitised.

~~means any record of information however recorded and includes:~~

~~Anything on which there is writing or Braille;~~

~~A map, plan, diagram or graph;~~

~~A drawing, pictorial or graphic work, or photograph;~~

~~Anything on which there are figures, marks, perforations, or symbols, having a meaning for persons qualified to interpret them;~~

~~Anything from which images, sounds or writings can be reproduced with or without the aid of anything else;~~

~~and~~

~~Anything on which information has been stored or recorded, either mechanically, magnetically, or electronically.~~

Recordkeeping is ~~making~~ creating and maintaining complete, accurate and reliable evidence of business transactions in the form of recorded information.

Recordkeeping Plan (RKP) governs how government records are created, maintained, destroyed or permanently preserved as State ~~acrchives~~archives.

~~**Recordkeeping**~~ **Records Management Systems** means the business systems which capture, maintain and provide ~~–~~access to records in accordance with the *State Records Act 2000*.~~through time.~~

State Records Commission means an independent body established under the *State Records Act 2000* to: monitor the operation of, and compliance with, the Act and the government agencies Recordkeeping Plan; inquire into breaches or potential breaches of the Act; and report to Parliament.

Relevant management practices/documents

City of Stirling Recordkeeping Plan 2020-25

City of Stirling Employee Code of Conduct

City of Stirling Elected Members Code of Conduct

Information and Technology Acceptable Use Policy

Media and Communication Policy

Capturing Elected Members' Records Management Practice

State Records Office – Local Government Elected Members' Records Policy

State Records Office – Records Management Advice - Local Government Elected Members' Records

City of Stirling Digitisation Framework

Generative Artificial Intelligence (AI) Policy

Information Handling and Breach Policy

~~City of Stirling Recordkeeping Plan~~
~~City of Stirling Code of Conduct~~
~~Information and Technology Acceptable Use Policy~~
~~Media and Communication Policy~~
~~Capturing Elected Members' Records Management Practice~~
~~State Records Office – Local Government Elected Members' Records Policy (click here)~~
~~State Records Office – Local Government Elected Members' Records - Information Sheet (click here)~~

Legislation/local law requirements

State Records Act 2000

Freedom of Information Act 1992

Local Government Act 1995

Evidence Act 1906

Electronic Transactions Act 2011

Privacy Act 1988

Office use only				
Relevant delegations	Not applicable			
Initial Council adoption	**Date**	8 August 2017	**Resolution #**	0817/013
Last reviewed	**Date**	26 May 2020	**Resolution #**	0520/027
Next review due	**Date**	~~2021~~ 2026		

Information Management 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 defines the City's principles in information management, data governance and the roles and responsibilities of those individuals in meeting the statutory requirements of the *State Records Act 2000* ***("Act")*** and the City of Stirling Recordkeeping Plan **("RKP")**.

This policy provides direction on best practice for record keeping at the City and details its ongoing efforts to modernise, integrate and automate recordkeeping.

Scope

This policy applies to all records created or received in the transaction of City business by Elected Members, officers, contractors and external organisations conducting outsourced services on behalf of the City.

Policy

1. Creation of Records

A **record** is information or a document that relates to;

- business processes, transactions, or decisions, and
- supports planning or decision making, has historical value or can be used as evidence.

All users are required to create full and accurate records to provide a reliable and accurate account of business decisions and actions.

All records created or received must be captured into the City's recordkeeping systems.

2. Recordkeeping Systems

The City's primary records management system is the electronic Technology One Enterprise Content Management **("ECM")** system. The City's Relationship Management System (RMS), Salesforce is a line of business system with recordkeeping functionality. Majority of the City's records are held within these two systems.

The City maintains over 220 endorsed business systems that contain data, listed in the Applications Register.

Below are the main business systems used to store data and records:

- Property and Rating System (Including the Customer Request Module – CRM);
- Finance 1;
- Works and Assets;
- Assetic;
- Corporator;
- Open Windows;
- SharePoint;
- SAFER;
- Envibe and;
- Local Drives

Where possible, records captured in the City's business systems are automatically transferred to the City's primary records management systems (ECM) through automation. All incoming physical records are digitized and saved into the City's approved recordkeeping systems and core business systems.

Digitisation standards are outlined in the City's Digitisation Framework.

3. Access to and sharing of information and records

3.1 Internal

Records are a corporate resource to be accessed and used by City officers in line with the City's Employee Code of Conduct and relevant policies.

Access to City records by Elected Members is managed in accordance with Section 5.92 of the *Local Government Act* and the Elected Members Code of Conduct. If requested by the City, an Elected Member must demonstrate to the Chief Executive Officer the relevance of the information to their role. The Chief Executive Officer may determine the manner in which the access is permitted.

When handling and sharing information, individuals are reminded of their obligations under the City of Stirling Codes of Conduct and relevant policies.

3.2 External

Members of the public have legislative rights to apply to update their personal information or for access to information held by the City under the *Freedom of Information Act 1992*. This applies to all information held by the City, whether captured in the records management system or in personal stores such as email folders or shared and personal drives. An application for access under FOI Act is managed by the City's Legal and Integrity Officer.

3.3 Privacy and Responsible Information Sharing (PRIS)

A Privacy and Responsible Information Sharing Bill was submitted to the Parliament of Western Australia in June 2024. The PRIS legislation aims to enhance the privacy and security of personal information for Western Australians while improving government service delivery.

The legislation is expected to be in place in 2025 with action items that include developing specific policies that address privacy, information sharing and data breaches.

4. Retention of Records

City's records are retained in accordance to the time period as set out in General Disposal Authority (GDA) for Local Government Records and General Disposal Authority for Source Records issued by the State Records Commission of Western Australia.

5. Disposal and Destruction

The Manager Governance, Service Lead Compliance, Risk and Information Management, Service Lead

Council and Civic and Coordinator Information Management are authorised to dispose records in accordance with legislative requirements in the GDA.

6. Projects and Data Governance

The City is committed to modernising its approach to recordkeeping and delivering projects that automate, integrate and simplify information management.

The City will continue to innovate and implement projects that support the City's Digital Direction and Data Governance initiatives.

7. Artificial Intelligence (AI) Considerations

The use of AI at the City is primarily to assist with the creation, review and enhancement of records. Any record created will be subjective to the Information Management Policy for appropriate access to, sharing of, retention and disposal.

The City's Generative Artificial Intelligence Policy establishes a framework for the City on the use of AI to ensure ethical, privacy and security implications are managed appropriately whilst leveraging the benefits of AI for the City and its community.

8. Communication and Training

The Information Management team provides system training in ECM and recordkeeping best practice to City employees during corporate induction, data governance workshops as well as ongoing system upskilling.

The Information Management team also provides data governance leadership, awareness and communications to internal and external stakeholders, the Digital Direction Steering Committee and has membership in the City's Corporate Data Governance Groups.

Elected Members recordkeeping responsibilities form part of the Elected Member Induction Manual.

9. Responsibilities

Role	Responsibility
Officers	Are responsible for the creation and management of information and records. Officers must create records of business activities and decisions.
Elected Members	Must identify records, that relate to their performance of their role as a Councillor. These records must be forwarded to the City's administration for capture into its official records management systems.
The Chief Executive Officer (CEO)	Has overarching responsibility for the management of information and records within the City.
Information Management Team	Facilitate and support best practice information management within the City. This includes advising, training and supporting officers; and developing and implementing information management products and systems. The team also monitors compliance and advise senior management on risks associated with non-compliance.
Information Security Officer	Provides support and advice on the secure management of records and information. (CTO) has overarching responsibility for the system performance of the City's core business systems.

Directors, Business Unit Managers, Service Leads and People Leaders	Are responsible for ensuring that officers, including contract staff, are aware of and complying with this Policy and supporting procedures, including the City's R P.
Executive Team	Endorse changes to the Information Management policy and approve strategic initiatives and projects associated to the modernisation of Information Management.
Council	Approves changes to the Information Management Policy.

Definitions

Business Systems means the organised collections of hardware, software, supplies, policies, procedures and people, which store, process and provide access to data and information.

Contract Staff means internal or external employees who have been employed for a specific role or project for a specified period.

Data is raw information that can be used to create meaningful insights, reference or analysis.

Endorsed Business Systems means the list of Business Systems approved for corporate use. The approved list is available on the Corporate Information Services share-point site.

General Disposal Authority (GDA) for Local Government outlines the length of time different categories of local government records be held and the recommended disposal action.

General Disposal Authority (GDA) for Source Records enables the City to legally destroy source records that have been successfully digitised in accordance with the Digitisation Specification from the State Records Office of Western Australia.

Line of Business Systems can be customised to oversee the entire record lifecycle, from creation through to archival or disposal. These systems play a critical role in achieving recordkeeping compliance by applying robust security measures, retention policies, disposal protocols, and thorough auditing to the records they manage.

Record is information or a document that relates to;

- business processes, transactions, or decisions, and
- supports planning or decision making, has historical value or can be used as evidence.

A record can exist as:

- A Digital Record
- A Physical Record
- An Artefact.

A Digital Record means a record that exists in and is only accessible through technological means. Digital records must be protected through digital security access controls and comprise of all versions and drafts for auditing purposes.

Examples of digital records include:

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- Database records
- Electronic documentation

- Physical records that have undergone digitisation.

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Recordkeeping is creating and maintaining complete, accurate and reliable evidence of business transactions in the form of recorded information.

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Records Management Systems means the business systems which capture, maintain and provide access to records in accordance with the *State Records Act 2000*.

State Records Commission means an independent body established under the *State Records Act 2000* to: monitor the operation of, and compliance with, the Act and the government agencies Recordkeeping Plan; inquire into breaches or potential breaches of the Act; and report to Parliament.

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Information Management Policy

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

Objective

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The Manager Governance, Service Lead Compliance, Risk and Information Management, Service Lead

Council and Civic and Coordinator Information Management are authorised to dispose records in accordance with legislative requirements in the GDA.

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The City will continue to innovate and implement projects that support the City's Digital Direction and Data Governance initiatives.

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The City's Generative Artificial Intelligence Policy establishes a framework for the City on the use of AI to ensure ethical, privacy and security implications are managed appropriately whilst leveraging the benefits of AI for the City and its community.

8. Communication and Training

The Information Management team provides system training in ECM and recordkeeping best practice to City employees during corporate induction, data governance workshops as well as ongoing system upskilling.

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Elected Members recordkeeping responsibilities form part of the Elected Member Induction Manual.

9. Responsibilities

Role	Responsibility
~~Officers~~City Employees	Are responsible for the creation, capture and management of information and records. ~~Officers must create records of business activities and decisions.~~
Elected Members	~~Must~~Are to identify records, that relate to their performance of their role as a Councillor. These records ~~must~~ shall be forwarded to the City's administration for capture into its official records management systems.
The Chief Executive Officer (CEO)	Has overarching responsibility for the management of information and records within the City.
Information Management Team	Facilitate and support best practice information management within the City. This includes advising, training and supporting ~~officers~~employees; and developing and implementing information management products and systems. The team also monitors compliance and advise senior management on risks associated with non-compliance.
Information Security Officer	Provides support and advice on the secure management of records and information. (CTO) has overarching responsibility for the system performance of the City's core business systems.

Directors, Business Unit Managers, Service Leads and People Leaders	Are responsible for ensuring that City ~~officers~~employees,~~, including contract staff,~~ are aware of and complying with this Policy and supporting procedures, including the City's R P.
Executive Team	Endorse changes to the Information Management policy and approve strategic initiatives and projects associated to the modernisation of Information Management.
Council	Approves changes to the Information Management Policy.

Definitions

Business Systems means the organised collections of hardware, software, supplies, policies, procedures and people, which store, process and provide access to data and information.

City Employees refers to any person who works for the City, including those directly employed by the City, contractors and agency staff. This definition covers all individuals who are responsible for creating, managing, and maintaining records in accordance with the State Records Act 2000.

~~**Contract Staff** means internal or external employees who have been employed for a specific role or project for a specified period.~~

Data is raw information that can be used to create meaningful insights, reference or analysis.

Endorsed Business Systems means the list of Business Systems approved for corporate use. The approved list is available on the Corporate Information Services share-point site.

General Disposal Authority (GDA) for Local Government outlines the length of time different categories of local government records be held and the recommended disposal action.

General Disposal Authority (GDA) for Source Records enables the City to legally destroy source records that have been successfully digitised in accordance with the Digitisation Specification from the State Records Office of Western Australia.

Line of Business Systems can be customised to oversee the entire record lifecycle, from creation through to archival or disposal. These systems play a critical role in achieving recordkeeping compliance by applying robust security measures, retention policies, disposal protocols, and thorough auditing to the records they manage.**Record** is information or a document that relates to;

- business processes, transactions, or decisions, and
- supports planning or decision making, has historical value or can be used as evidence.

A record can exist as:

- A Digital Record
- A Physical Record
- An Artefact.

A Digital Record means a record that exists in and is only accessible through technological means. Digital records must be protected through digital security access controls and comprise of all versions and drafts for auditing purposes.

Examples of digital records include:

- Digital correspondence such as emails and instant messages
- Videos, images and pictorial files
- Audio files

- Database records
- Electronic documentation
- Physical records that have undergone digitisation.

A Physical (source) Record means a record that exists physically but can undergo digitisation to become a digital record.

Examples of physical records include:

- Physical documents (mail, correspondence, applications)
- Drawings, pictorial or graphic works; and
- Maps, plans, diagrams or graphs.

An Artefact means a physical record which cannot be digitised as the process will impact the records integrity and authenticity.

Examples of artefacts include:

- Paintings, artwork, sculptures
- Significant historical photographs and maps
- Records which have the City's seal affixed; and
- Any physical object that meets the definition of a record but cannot be digitised.

Recordkeeping is creating and maintaining complete, accurate and reliable evidence of business transactions in the form of recorded information.

Recordkeeping Plan (RKP) governs how government records are created, maintained, destroyed or permanently preserved as State archives.

Records Management Systems means the business systems which capture, maintain and provide access to records in accordance with the *State Records Act 2000*.

State Records Commission means an independent body established under the *State Records Act 2000* to: monitor the operation of, and compliance with, the Act and the government agencies Recordkeeping Plan; inquire into breaches or potential breaches of the Act; and report to Parliament.

Relevant management practices/documents

City of Stirling Recordkeeping Plan 2020-25

City of Stirling Employee Code of Conduct

City of Stirling Elected Members Code of Conduct

Information and Technology Acceptable Use Policy

Media and Communication Policy

Capturing Elected Members' Records Management Practice

State Records Office – Local Government Elected Members' Records Policy

State Records Office – Records Management Advice - Local Government Elected Members' Records

City of Stirling Digitisation Framework

Generative Artificial Intelligence (AI) Policy

Information Handling and Breach Policy

Legislation/local law requirements

State Records Act 2000

Freedom of Information Act 1992

Local Government Act 1995

Evidence Act 1906

Electronic Transactions Act 2011

Privacy Act 1988

Office use only				
Relevant delegations	Not applicable			
Initial Council adoption	**Date**	8 August 2017	**Resolution #**	0817/013
Last reviewed	**Date**	26 May 2020	**Resolution #**	0520/027
Next review due	**Date**	2026		

Information Management 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 defines the City's principles in information management, data governance and the roles and responsibilities of those individuals in meeting the statutory requirements of the *State Records Act 2000* ***("Act")*** and the City of Stirling Recordkeeping Plan **("RKP")**.

This policy provides direction on best practice for record keeping at the City and details its ongoing efforts to modernise, integrate and automate recordkeeping.

Scope

This policy applies to all records created or received in the transaction of City business by Elected Members, City employees and external organisations conducting outsourced services on behalf of the City.

Policy

1. Creation of Records

A **record** is information or a document that relates to;

- business processes, transactions, or decisions, and
- supports planning or decision making, has historical value or can be used as evidence.

All users are required to create full and accurate records to provide a reliable and accurate account of business decisions and actions.

All records created or received must be captured into the City's recordkeeping systems.

2. Recordkeeping Systems

The City's primary records management system is the electronic Technology One Enterprise Content Management **("ECM")** system. The City's Relationship Management System (RMS), Salesforce is a line of business system with recordkeeping functionality. Majority of the City's records are held within these two systems.

The City maintains over 220 endorsed business systems that contain data, listed in the Applications Register.

Below are the main business systems used to store data and records:

- Property and Rating System (Including the Customer Request Module – CRM);
- Finance 1;
- Works and Assets;
- Assetic;
- Corporator;
- Open Windows;
- SharePoint;
- SAFER;
- Envibe and;
- Local Drives

Where possible, records captured in the City's business systems are automatically transferred to the City's primary records management systems (ECM) through automation. All incoming physical records are digitized and saved into the City's approved recordkeeping systems and core business systems.

Digitisation standards are outlined in the City's Digitisation Framework.

3. Access to and sharing of information and records

3.1 Internal

Records are a corporate resource to be accessed and used by City employees in line with the City's Employee Code of Conduct and relevant policies.

Access to City records by Elected Members is managed in accordance with Section 5.92 of the *Local Government Act* and the Elected Members Code of Conduct. If requested by the City, Elected Members are to demonstrate to the Chief Executive Officer the relevance of the information to their role. The Chief Executive Officer may determine the manner in which the access is permitted.

When handling and sharing information, individuals are reminded of their obligations under the City of Stirling Codes of Conduct and relevant policies.

3.2 External

Members of the public have legislative rights to apply to update their personal information or for access to information held by the City under the *Freedom of Information Act 1992*. This applies to all information held by the City, whether captured in the records management system or in personal stores such as email folders or shared and personal drives. An application for access under FOI Act is managed by the City's Legal and Integrity Officer.

3.3 Privacy and Responsible Information Sharing (PRIS)

A Privacy and Responsible Information Sharing Bill was submitted to the Parliament of Western Australia in June 2024. The PRIS legislation aims to enhance the privacy and security of personal information for Western Australians while improving government service delivery.

The legislation is expected to be in place in 2025 with action items that include developing specific policies that address privacy, information sharing and data breaches.

4. Retention of Records

City's records are retained in accordance to the time period as set out in General Disposal Authority (GDA) for Local Government Records and General Disposal Authority for Source Records issued by the State Records Commission of Western Australia.

5. Disposal and Destruction

The Manager Governance, Service Lead Compliance, Risk and Information Management, Service Lead

Council and Civic and Coordinator Information Management are authorised to dispose records in accordance with legislative requirements in the GDA.

6. Projects and Data Governance

The City is committed to modernising its approach to recordkeeping and delivering projects that automate, integrate and simplify information management.

The City will continue to innovate and implement projects that support the City's Digital Direction and Data Governance initiatives.

7. Artificial Intelligence (AI) Considerations

The use of AI at the City is primarily to assist with the creation, review and enhancement of records. Any record created will be subjective to the Information Management Policy for appropriate access to, sharing of, retention and disposal.

The City's Generative Artificial Intelligence Policy establishes a framework for the City on the use of AI to ensure ethical, privacy and security implications are managed appropriately whilst leveraging the benefits of AI for the City and its community.

8. Communication and Training

The Information Management team provides system training in ECM and recordkeeping best practice to City employees during corporate induction, data governance workshops as well as ongoing system upskilling.

The Information Management team also provides data governance leadership, awareness and communications to internal and external stakeholders, the Digital Direction Steering Committee and has membership in the City's Corporate Data Governance Groups.

Elected Members recordkeeping responsibilities form part of the Elected Member Induction Manual.

9. Responsibilities

Role	Responsibility
City Employees	Are responsible for the creation, capture and management of information and records.
Elected Members	Are to identify records, that relate to their performance of their role as a Councillor. These records shall be forwarded to the City's administration for capture into its official records management systems.
The Chief Executive Officer (CEO)	Has overarching responsibility for the management of information and records within the City.
Information Management Team	Facilitate and support best practice information management within the City. This includes advising, training and supporting employees; and developing and implementing information management products and systems. The team also monitors compliance and advise senior management on risks associated with non-compliance.
Information Security Officer	Provides support and advice on the secure management of records and information. (CTO) has overarching responsibility for the system performance of the City's core business systems.
Directors, Business Unit Managers,	Are responsible for ensuring that City employees, are aware of and complying with this Policy and supporting procedures, including the City's R P.

Service Leads and People Leaders	
Executive Team	Endorse changes to the Information Management policy and approve strategic initiatives and projects associated to the modernisation of Information Management.
Council	Approves changes to the Information Management Policy.

Definitions

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Relevant management practices/documents

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City of Stirling Employee Code of Conduct

City of Stirling Elected Members Code of Conduct

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State Records Act 2000

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Office use only				
Relevant delegations	Not applicable			
Initial Council adoption	**Date**	8 August 2017	**Resolution #**	0817/013
Last reviewed	**Date**	26 May 2020	**Resolution #**	0520/027
Next review due	**Date**	2026		

12.1/GOV2 ELECTED MEMBER POLICY REVIEW

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

Role

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

Council Resolution

1024/022

Moved Councillor Perkov, seconded Councillor Giudici

1. **That Council ADOPTS the amended Appointment of Acting or Temporary Chief Executive Officer Policy.**
2. **That Council ADOPTS the amended Elected Member and Chief Executive Officer Attendance at Events Policy as per Attachment 15.**
3. **That Council ADOPTS the amended Elected Member Entitlements Policy as shown in Attachment 6, noting the following amendments to the Appendix on pages 9 and 10:**
    a. **References to the replacement of one Apple iPad, one Apple iPhone and the allocation of standard accessories and warranties in relation to these two items, is to be changed from 'every four years' to 'every two years'.**
4. **That Council ADOPTS the amended Elected Member Training Policy as per Attachment 17.**
5. **That Council ADOPTS the amended Election Caretaker Policy.**
6. **That Council ADOPTS the amended Election Signs Policy.**
7. **That Council DELETES the Live Streaming of Council Meetings Policy on the day the Local Government (Administration) Regulations 1996 provisions in relation to the broadcast of Council meetings take effect, being 1 January 2025.**

The motion was put and declared CARRIED (11/1) by an Absolute Majority Vote.

For: Councillors Creado, Dudek, Giudici, Hatton, Krsticevic, Migdale, Olow, Paparde, Perkov, Thornton and Mayor Irwin.
Against: Councillor Re.

Committee Recommendation

1. That Council ADOPTS the amended Appointment of Acting or Temporary Chief Executive Officer Policy.
2. That Council ADOPTS the amended Elected Member and Chief Executive Officer Attendance at Events Policy.
3. That Council ADOPTS the amended Elected Member Entitlements Policy as shown in Attachment 6, noting the following amendments to the Appendix on pages 9 and 10:
    a. References to the replacement of one Apple iPad, one Apple iPhone and the allocation of standard accessories and warranties in relation to these two items, is to be changed from *'every four years'* to *'every two years'*.
4. That Council ADOPTS the new Elected Member Training Policy.
5. That Council ADOPTS the amended Election Caretaker Policy.
6. That Council ADOPTS the amended Election Signs Policy.
7. That Council DELETES the Live Streaming of Council Meetings Policy on the day the Local Government (Administration) Regulations 1996 provisions in relation to the broadcast of Council meetings take effect, being 1 January 2025.

Officer's Recommendation

1. That Council ADOPTS the amended Appointment of Acting or Temporary Chief Executive Officer Policy.
2. That Council ADOPTS the amended Elected Member and Chief Executive Officer Attendance at Events Policy.
3. That Council ADOPTS the amended Elected Member Entitlements Policy.
4. That Council ADOPTS the new Elected Member Training Policy.
5. That Council ADOPTS the amended Election Caretaker Policy.
6. That Council ADOPTS the amended Election Signs Policy.
7. That Council DELETES the Live Streaming of Council Meetings Policy on the day the Local Government (Administration) Regulations 1996 provisions in relation to the broadcast of Council meetings take effect, being 1 January 2025.

Purpose

To enable Council to consider adoption of six policies, and to note that one policy will become obsolete from 1 January 2025.

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 following policies have been reviewed, and where appropriate, updates and amendments have been made. A tracked change version and a final version of each policy is attached to this report.

1. Appointment of Acting or Temporary Chief Executive Officer Policy

This policy was adopted by Council on 16 March 2021 (Council Resolution Number 0321/019). A review of the policy required only minor administrative changes to be made.

2. Elected Member and Chief Executive Officer Attendance at Events Policy

This policy was adopted by Council on 19 November 2019 (Council Resolution Number 1119/010). The updated policy references the City's compliance with section 5.90A of the *Local Government Act 1995.* The review also resulted in changes which are intended to clarify certain aspects of ticketing and attendance at different event types.

3. Elected Member Entitlements Policy

This policy was adopted by Council on 17 November 2020 (Council Resolution Number 1120/016). Changes prompted by the review relate to:

- Personal allowance claims aligning with Sustainable Stirling.
- Specification on tipping service providers.
- Floral Tributes.
- The addition of Community Clubs as 'approved recipients' for monetary donations.
- Changes to the supply of business cards and letterheads.
- Reference to the Election Caretaker Period as defined by the *Local Government Act 1995.*

- Changes to the frequency of IT device replacement.
- Provision of electronic Christmas cards.

4. Elected Member Training Policy (formerly known as Elected Member Professional Development Policy)

The Elected Member Professional Development Policy was adopted by Council on 17 November 2020 (Council Resolution Number 1120/016). The policy has been replaced with the Elected Member Training Policy to align with the terminology used in the *Local Government Act 1995*.

The new policy includes changes to the previous structure; minor administrative content changes; updates to the Council Member Essentials requirements; and clarity around the tipping of service providers.

5. Election Caretaker Policy

This policy was adopted by Council on 17 November 2020 (Council Resolution Number 1120/015). Amendments made to the *Local Government Act 1995* as a result of the State Government's Tranche 1 reforms have necessitated the review and update of the Election Caretaker Policy.

Provisions which took effect on 1 July 2023 introduced a definition of 'Caretaker Period' into the Act for the purposes of local government elections. Provisions which took effect on 1 July 2024 defined which acts are 'significant acts' which are not permitted to be done during a Caretaker Period. Given that these definitions are now administered by the Act, it is necessary to remove these from the policy. Parts of the policy which refer to significant acts and associated procedures have also been removed.

Other amendments to the policy include administrative corrections and updates to improve clarity and readability.

6. Election Signs Policy

This policy was adopted by Council on 6 August 2013 (Council Resolution Number 0813/018). A number of small administrative changes have been made to the policy.

7. Live Streaming and Recording of Council Meetings Policy

This policy was adopted by Council on 12 May 2020 (Council Resolution Number 0520/004). From 1 January 2025, new provisions in the *Local Government Act 1995* and Administration Regulations will take effect and supersede the need for the policy.

Financial Assessment and Implications

Nil.

Stakeholder Engagement

Consultation was undertaken with the Executive Team, Business Unit Managers and Elected Members from Monday 26 August 2024 to Monday 9 September 2024. No feedback from Elected Members was received.

Recommended Action

It is recommended that Council proceeds with the adoption of the policies contained within this report.

Relevant Policies, Legislation and Council Resolutions

Local Government Act 1995

Sustainable Stirling 2022-2032

Key Result Area: Our leadership

Objective: A well-governed City

Priority: Provide local government sector leadership

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 - Appointment of Acting or Temporary Chief Executive Officer Policy - Tracked Changes ⇩

Attachment 2 - Appointment of Acting or Temporary Chief Executive Officer Policy - Final ⇩

Attachment 3 - Elected Member and Chief Executive Officer Attendance at Events Policy - Tracked Changes ⇩

Attachment 4 - Elected Member and Chief Executive Officer Attendance at Events Policy - Final ⇩

Attachment 5 - Elected Member Entitlements Policy - Tracked Changes ⇩

Attachment 6 - Elected Member Entitlements Policy - Final ⇩

Attachment 7 - Elected Member Professional Development Policy (superseded by EM Training Policy) ⇩

Attachment 8 - Elected Member Training Policy - Final (to supersede EM Professional Development Policy) ⇩

Attachment 9 - Elected Member Caretaker Policy - Tracked Changes ⇩

Attachment 10 -Elected Member Caretaker Policy - Final ⇩

Attachment 11 -Election Signs Policy - Tracked Changes ⇩

Attachment 12 -Election Signs Policy - Final ⇩

Attachment 13 -Live Streaming and Recording of Council Meetings Policy - Final ⇩

Attachment 14 -Elected Member and Chief Executive Officer Attendance at Events Policy - Tracked Changes - (CRC 22 October 2024) ⇩

Attachment 15 -Elected Member and Chief Executive Officer Attendance at Events Policy - (Final Amended) ⇩

Attachment 16 -Elected Member Training Policy - Tracked Changes - (CRC 22 October 2024) ⇩

Attachment 17 -Elected Member Training Policy - (Final Amended) ⇩

Available for viewing at meeting

Nil

Linked Documents

Nil.

Appointment of Acting or Temporary Chief Executive Officer Policy

Responsible Directorate	**Office of the Chief Executive Officer**
Responsible Business Unit/s	**Governance**
Responsible Officer	**Manager Governance**
Affected Business Unit/s	**Office of the Chief Executive Officer** **Governance** **Human Resources**

Objective

To guide the Chief Executive Officer (CEO) and Council on the process and considerations for the appointment of an Acting or Temporary CEO.

Scope

This policy applies during:

- Periods of absence of the incumbent CEO; and
- Vacancy in the role of CEO.

Policy

Acting CEO

Council considers that the City's Directors (as senior employees) have suitable skills, capabilities and qualifications to perform the role of Acting CEO. Consistent with the City's Delegations Register, the ~~incumber~~ incumbent CEO may appoint an Acting CEO, subject to the following conditions:

- The appointment must be for a period not exceeding **20 consecutive working days**; ~~with~~ all other appointments to the position of Acting CEO **must** be referred to the Council for determination;
- Only employees classified as Directors can be appointed to the position of Acting CEO; and
- The CEO must provide the Elected Members with appropriate notice of all appointments to the position of Acting CEO.

Where there is a period of absence expected to ~~be more than~~ exceed 20 consecutive working days, the CEO is to prepare a report to Council recommending a Director ~~of the City~~ to be appointed as Acting CEO.

Where an Acting CEO is appointed by the CEO for a period less than 20 consecutive days, but the period extends or will extend beyond 20 consecutive days, the Acting CEO is to prepare an urgent report to Council recommending a Director ~~('senior employee') of the City~~ to be appointed as Acting CEO.

Where there is an unexpected period of absence and there has not been an opportunity for Council or the CEO to appoint an Acting CEO, the Director with the longest tenure at the City is to be the Acting CEO until a further decision of the incumbent CEO or the Council.

Temporary CEO

Where a vacancy in the role of CEO is required to be filled on a temporary basis of up to one ~~(1)~~ year, Council is to decide, in its absolute discretion, the appointment of a Temporary CEO in accordance with the *Local Government Act 1995*.

The following principles apply.

The appointment of a Temporary CEO where there is no advance notice.

- Where there is an unexpected vacancy, and there has not been an opportunity for Council to appoint a Temporary CEO, the Director with the longest tenure as a Director at the City is to be the Acting CEO until further decision of the Council.
- The appointment of a Temporary CEO is to be subject of an urgent report to Council for decision.
- The Acting CEO is to prepare a report recommending a Director ('senior employee') of the City to be appointed as Temporary CEO. That report is to outline the terms and conditions of the proposed contract for the Temporary CEO.
- Council is to appoint the Temporary CEO.

The appointment of a Temporary CEO where there is advance notice.

- Where there is an expected vacancy in the position of CEO that is to be filled temporarily, the CEO is to prepare a report to Council outlining:
  - the process to be followed to select a Temporary CEO;
  - the criteria for selecting a Temporary CEO; and
  - the terms and conditions of the proposed contract for the Temporary CEO.
- The CEO and Council are to consider, to the extent practicable and as suitable for the circumstances, the City's Model Standards for Recruitment of a CEO in the process, criteria and selection of a Temporary CEO.
- Council is to appoint the Temporary CEO.

Definitions

"**Acting CEO"** means a person appointed to act in the office of CEO during periods of absence of the incumbent CEO.

"**Temporary CEO**" means a person appointed to fill the role of CEO temporarily for up to one year during a period of vacancy in the role.

Relevant management practices/documents

Delegations Register

Legislation/local law requirements

This policy is required under s5.39C of the *Local Government Act 1995*.

~~*Local Government Operational Guidelines – Number 10 Appointing a Chief Executive Officer.*~~

Office use only			
Relevant delegations	Appointment of Acting Chief Executive Officer		
Initial Council adoption	**Date**	**Resolution #**	
Last reviewed	**Date**	**Resolution #**	
Next review due	**Date**		

Appointment of Acting or Temporary Chief Executive Officer 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	**Office of the Chief Executive Officer** **Governance** **Human Resources**

Objective

To guide the Chief Executive Officer (CEO) and Council on the process and considerations for the appointment of an Acting or Temporary CEO.

Scope

This policy applies during:

- Periods of absence of the incumbent CEO; and
- Vacancy in the role of CEO.

Policy

Acting CEO

Council considers that the City's Directors (as senior employees) have suitable skills, capabilities and qualifications to perform the role of Acting CEO. Consistent with the City's Delegations Register, the incumbent CEO may appoint an Acting CEO, subject to the following conditions:

- The appointment must be for a period not exceeding **20 consecutive working days;** all other appointments to the position of Acting CEO **must** be referred to the Council for determination;
- Only employees classified as Directors can be appointed to the position of Acting CEO; and
- The CEO must provide the Elected Members with appropriate notice of all appointments to the position of Acting CEO.

Where there is a period of absence expected to exceed 20 consecutive working days, the CEO is to prepare a report to Council recommending a Director to be appointed as Acting CEO.

Where an Acting CEO is appointed by the CEO for a period less than 20 consecutive days, but the period extends or will extend beyond 20 consecutive days, the Acting CEO is to prepare an urgent report to Council recommending a Director to be appointed as Acting CEO.

Where there is an unexpected period of absence and there has not been an opportunity for Council or the CEO to appoint an Acting CEO, the Director with the longest tenure at the City is to be the Acting CEO until a further decision of the incumbent CEO or the Council.

Temporary CEO

Where a vacancy in the role of CEO is required to be filled on a temporary basis of up to one year, Council is to decide, in its absolute discretion, the appointment of a Temporary CEO in accordance with the *Local Government Act 1995.*

The following principles apply.

The appointment of a Temporary CEO where there is no advance notice.

- Where there is an unexpected vacancy, and there has not been an opportunity for Council to appoint a Temporary CEO, the Director with the longest tenure as a Director at the City is to be the Acting CEO until further decision of the Council.
- The appointment of a Temporary CEO is to be subject of an urgent report to Council for decision.
- The Acting CEO is to prepare a report recommending a Director ('senior employee') of the City to be appointed as Temporary CEO. That report is to outline the terms and conditions of the proposed contract for the Temporary CEO.
- Council is to appoint the Temporary CEO.

The appointment of a Temporary CEO where there is advance notice.

- Where there is an expected vacancy in the position of CEO that is to be filled temporarily, the CEO is to prepare a report to Council outlining:
    - the process to be followed to select a Temporary CEO;
    - the criteria for selecting a Temporary CEO; and
    - the terms and conditions of the proposed contract for the Temporary CEO.
- The CEO and Council are to consider, to the extent practicable and as suitable for the circumstances, the City's Model Standards for Recruitment of a CEO in the process, criteria and selection of a Temporary CEO.
- Council is to appoint the Temporary CEO.

Definitions

"**Acting CEO"** means a person appointed to act in the office of CEO during periods of absence of the incumbent CEO.

"**Temporary CEO**" means a person appointed to fill the role of CEO temporarily for up to one year during a period of vacancy in the role.

Relevant management practices/documents

Delegations Register

Legislation/local law requirements

This policy is required under s5.39C of the *Local Government Act 1995*.

Office use only				
Relevant delegations	Appointment of Acting Chief Executive Officer			
Initial Council adoption	**Date**	16 March 2021	**Resolution #**	0321/019
Last reviewed	**Date**		**Resolution #**	
Next review due	**Date**			

Elected Member and Chief Executive Officer Attendance at Events Policy

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

Objective

This policy complies with section 5.90A of the *Local Government Act 1995* by supporting Elected Members and the Chief Executive Officer (CEO) in attending events that benefit the community. The policy will provide a framework for the acceptance of invitations to Events and provide transparency on the acceptance and payments of tickets to events.

~~**The objective of this policy is:**~~

- ~~**For Council to set the purpose of, and benefits to the community, from Elected Members and the Chief Executive Officer attending Events;**~~
- ~~**To provide a framework for the acceptance of invitations to Events; and**~~
- ~~**To provide transparency to the community on the acceptance and payment of tickets to Events.**~~

Scope

This policy applies to all Elected Members and the ~~Chief Executive Officer~~CEO of the City of Stirling (the City).

Policy

Elected Members and the ~~Chief Executive Officer~~CEO attend Events to fulfil their leadership role in the community. Elected Members and/or the ~~Chief Executive Officer~~CEO will receive tickets or invitations to attend Events to represent the City on Council Business.

Tickets and invitations to Events require:

(a) a payment with City Funds;

(b) an Access Pass be allocated for Council or CEO representation while on Council Business; or

(c) the estimated ticket value of associated costs be disclosed as a gift (when valued at $300 or more, or multiple tickets within a 12 month period from the same donor) in accordance with section 5.87A – 5.87C~~AC~~ of the *Local Government Act 1995*.

~~The invitation to an Event may be a paid Event require a payment with City funds. A or a ticket/invitation or All Access pass may be gifted for Council or CEO representation. in kind.~~

1. Pre-Approved Events

~~In order to meet the policy requirements,~~ For pre-approved events, tickets and invitations ~~to Events~~ must be received by the City.

The City pre-approves attendance at the following Events, for Council Business, by ~~the~~ Elected Members and the ~~Chief Executive Officer~~CEO:

(a) Advocacy lobbying, Mayoral representation or Ministerial briefings;

(b) Industry and economic briefings, specifically related to the operation of local government;

(c) Community cultural and sporting Events, festivals and art exhibitions within the City;

(d) Opening or launch of an Event or Facility within the City;

(e) Professional development in accordance with the Elected Member ~~Professional Development~~Training Policy;

(f) Networking in accordance with the Elected Member Entitlements Policy;

(g) Conference or formal representation by the ~~Chief Executive Officer~~CEO in accordance with the Employee Conference Management Practice and/or City contract; and

(h) Where ~~the Mayor or the Chief Executive Officer~~Mayoral or CEO representation has been formally requested.~~;~~

Events hosted, run or sponsored by:

i. The City;
ii. The community (including meetings) held within the City, to which the Elected Members or the CEO have been officially invited; ~~and~~
iii. Major professional bodies associated with local government, such as WALGA and Local Government Professionals;
iv. Local, State or Federal government agencies; and
v. Educational instituitions within the City.

Attendance at Pre-Approved Events ~~are~~is is considered an "excluded gift" as defined in section 5.62(1B) of the *Local Government Act 1995*.

2. Sponsored Events

The City ~~often~~ sponsors events, shows, festivals, sporting contests and other community activities. Supporting sponsored events is an important part of the Civic life of the City.

Special care must be taken in relation to the provision of tickets to sponsored events.

The following rules ~~apply and~~ must be followed in relation to ticketed events:

- Sponsorship agreements must not provide ~~for the provision of~~ free tickets to employees or Elected Members to sponsored events.
- Employees must not accept free tickets to sponsored events.
- Where an employee is to attend a sponsored event in the normal course of their duties, they should be provided with an access pass, and not a free ticket.
- Where an Elected Member is to attend a sponsored event to give a speech or take part in ceremonial duties, they should be provided with an access pass, and not a free ticket.

- Where an Elected Member wishes to attend a sponsored event where tickets come at a cost, the Elected Member must pay for the ticket from their networking allowance (unless invited to give a speech or take part in ceremonial duties).

3. Approval Process

Where an invitation is received to an Event that is not pre-approved, it may be submitted for approval no later than three business days prior to the Event as follows:

(a) Events for the Mayor will be approved by the ~~Chief Executive Officer~~CEO; and
(b) Events for Councillors or the ~~Chief Executive Officer~~CEO will be approved by the Mayor.

Considerations for approval of the Event must:

- ~~i~~Include any justification provided by the applicant;~~ when th~~
- Details of t~~T~~he Event's ~~is submitted for approval, the~~ benefit to the City~~,~~;
- How the event relates to ~~relation to their~~the attendee's ~~official~~ role;
- ~~, a~~Alignment to the City's Strategic Community Plan;~~,~~ and ~~key result areas and the~~
- The number of City representatives already approved to attend ~~should be provided in the application.~~

4. Gift Disclosure

Elected Members and the ~~Chief Executive Officer~~CEO must declare any Gift/s received in relation to their role at the City when valued at $300 or more (either one gift or cumulative gifts over 12 months from the same donor). The recipient must disclose the Gift (and any other associated hospitality) within 10 days to the City.

Where an Elected Member or the ~~Chief Executive Officer~~CEO is offered a ticket to an Event, and the ticket falls under the definition of a Gift, details of the ticket are to be disclosed in accordance with ~~the~~ sections 5.87A – 5.87C of the *Local Government Act 1995*. The disclosed information ~~that is deemed a Gift,~~ will be listed on the City's website. If there are more Elected Members who wish to attend than tickets provided, the Mayor shall allocate the tickets.

5. Declaration of Interest

Where a donor of a Gift at/over $300 has a matter before Council, the Elected Member and/or ~~Chief Executive Officer~~ CEO must disclose a Conflict of Interest and remove themselves from the meeting (unless approval is granted by the Council or the Minister, depending on the value of the Gift).

A Gift is excluded from the Conflict of Interest provisions when:

(a) the Gift relates to attendance at a pre-approved Event in this policy; or
(b) the Gift is from the specified entities prescribed in section 20B of the Local Government (Administration) Regulations 1996.

6. Payment of Tickets

Where an Elected Member attends a pre-approved Event and there is a Cost associated with the Event, then the Cost of the attendance~~,~~ (including the attendance of a partner)~~,~~ is to be paid out

of the Elected Member's related allowance in accordance with the Elected Member Entitlements Policy.

Where the ~~Chief Executive Officer~~CEO attends a pre-approved Event and there is a Cost associated with the Event, the Cost of the attendance ~~,~~ (including the attendance of a partner)~~,~~ is to be met by the City.

If the Event is ticketed and the Elected Member or the ~~Chief Executive Officer~~CEO pays the full ticketed price from their Personal Funds, and does not seek reimbursement, or if the Event is ~~a~~ free to the public, then no action is required.

6.1 Free Tickets

A ticket is only considered free when~~if the event is~~ there are no associated costs through hospitality, catering, and event viewing that are of a financial benefit to the guest.~~a Free Event~~. All ~~ticketed and non-ticketed~~ events have a value and it is required that:

(a) a ticket be purchased;~~,~~

(b) ~~the~~ the estimated ticket value of associated costs be disclosed as a gift in accordance ~~with section 5.87C of the *Local Government Act 1995*~~with section 4 of this policy~~,~~; or

(c) be an Access Pass as per section ~~clause~~ 2 of this policy.

7. Non-Approved Events

Any Event that is not pre-approved, is not submitted through an approval process, or is received personally is considered a non-approved Event.

All E~~e~~vents are considered Non-Approved if attendance would breach a local, State or Federal declaration of emergency, a controlled border or a Commonwealth travel advisory.

The Cost of the following Events is not permitted to be met by City funds:

- Party political Events and fundraisers;
- Personal Social Events; and
-
- Cultural and sporting Events held outside of the City unless approved in accordance with section 3~~2~~ of this policy.
-

8. Record of Attendance at Events

Elected Members and the ~~Chief Executive Officer~~CEO must:

- Inform the City of their attendance at an Event under this policy; and
- Submit any invitation and records relevant to their attendance for recording in the City's corporate record keeping management system.

9. Community Engagement Events

The City approves attendance by Elected Members and the ~~Chief Executive Officer~~CEO at the following Community Engagement Events for Council Business. The partner of each Elected Member may attend the following Community Engagement Events as one of the invited Guests.

9.1 Community Engagement by Elected Members

The City will host events for Elected Members to engage with the Community. These events will be hosted and paid for by the City, and will be held under the following conditions:

(a) Each Elected Member, or any combination of Elected Members, may request an event at any time by submitting a request to the Mayor~~completing an event request form~~.

(b) Each event must be for an identified purpose that allows Elected Members to fulfill their role and advance the purposes of the City.~~Elected Member may suggest a guest list for the event and all guests must relate to the purpose of the proposed event.~~

(c) Each ~~event must be for an identified purpose that allows Elected Members to fulfill their role and addvance the purposes of the City.~~ Elected Member may suggest a guest list for the event and all guests must relate to the purpose of the proposed event.

(d) Final guest lists are to be approved by the Mayor's office ~~who~~ which retains sole discretion as to whether an event is to be held and, if so, the format of the event and who is approved to attend.

(e) Once every year the City will host a dinner ~~in the Reception Hall~~ for all Elected Members, who may each ~~to which Elected Members' may~~ invite up to nine personal friends and Relatives. This is in recognition of the contribution made by people close to an Elected Member due to the public nature of their role, their performance in the local community, and the need to support Elected Members undertaking their role out of core business hours.

~~(e)~~(f) ~~Other than on this occassison, even Guests may not include~~ Other than the annual dinner referred to in point (e), guests may not include ~~r~~Relatives or close personal friends of the Elected Member without approval of the Mayor.

The Mayor may request to host Community Engagement ~~throughout the year~~ Events that meet~~s~~ the strategic community engagement needs of the City throughout the year. The format of the community Event is to be advised to the City in advance and with Suitable Notice. The final decision of allocation of Guests is to be made by the Mayor.

10. Invitations and Attendance by Dignaitaries

Invitations to Parliamentary and Vice-Regal dignitaries must be managed in accordance with:

- the protocols of the State and Federal Government and Parliaments;~~,~~
- the protocols of the Vice-Regal Offices;~~,~~
- any funding agreements with State and Federal Governments;~~,~~ and
- the requirements of the Mayoral office to ensure appropriate Parliamentary and Vice-Regal representation.

The preparation of invitation lists at City events is a responsibility of the Mayor who may grant authorisation for another person to prepare and issue invitations.

11. Recognition Events

Recognition Events and the installation of recognition plaques must be arranged in accordance with the Recognition Events Management Practice. The management practice sets the requirement to invite Elected Members to attend the commencement or completion of a project, facility or program and the installation of recognition plaques.

12. Dispute Resolution

Any disputes under this policy are to be resolved by the Mayor ~~and~~ or the ~~Chief Executive Officer~~CEO.

Definitions

The following terms are defined by *Local Government Act 1995* and apply to this policy: Event, Relative, Gift.

Accompanying Person means person/s who have been officially invited by an Elected Member to attend a Community Engagement Event for Council Business.

Community Engagement Event means a function hosted by the Mayor to which all Elected Members are invited to engage with a section of the Community.

Cost means an amount of money to be paid in relation to attendance at an Event**.** This includes the price of the ticket, travel to the event and any other expenses incurred as a result of attending the event.

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 Councillor by the *Local Government Act 1995* or any other written law.

Elected Member means a person elected under the *Local Government Act 1995* as a member of the Council. The City's Elected Members include the Mayor, Deputy Mayor and Councillors.

Facility means a building, park or open space located within the City.

Free Event means an event where there are no associated costs through hospitality, catering, and event viewing that are of a financial benefit to the guest.

~~**Accompanying Person** means person/s who have been officially invited by an Elected Member to attend a Community Engagement Event for Council Business.~~

Personal Funds means a private payment of money from an individual, not the City.

Social Events means an Event of a personal nature that has no benefit to the City and its community.

Suitable Notice means providing advance notification of the event to enable coordination.

Ticketed means a ticket that requires financial payment.

Relevant management practices/documents

Community Engagement Event Guest Registration Form
Election Caretaker Policy
Disclosure of Gift Form
Elected Member ~~Professional Development~~Training Policy
Elected Member Entitlements Policy
Recognition Events Management Practice

Legislation/local law requirements

City of Stirling Employees Code of Conduct
Elected Member Code of Conduct
Local Government Act 1995
Local Government (Administration) Regulations 1996

Office use only			
Relevant delegations	Not Applicable		
Initial Council adoption	19 November 2019	**Resolution #**	1119/010
Last reviewed	**Date** 24 May 2022	**Resolution #**	0522/055
Next review due	**Date** ~~2024~~		

Elected Member and Chief Executive Officer Attendance at Events Policy

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

Objective

This policy complies with section 5.90A of the *Local Government Act 1995* by supporting Elected Members and the Chief Executive Officer (CEO) in attending events that benefit the community. The policy will provide a framework for the acceptance of invitations to Events and provide transparency on the acceptance and payments of tickets to events.

Scope

This policy applies to all Elected Members and the CEO of the City of Stirling (the City).

Policy

Elected Members and the CEO attend Events to fulfil their leadership role in the community. Elected Members and/or the CEO will receive tickets or invitations to attend Events to represent the City on Council Business.

Tickets and invitations to Events require:

(a) a payment with City Funds;

(b) an Access Pass be allocated for Council or CEO representation while on Council Business; or

(c) the estimated ticket value of associated costs be disclosed as a gift (when valued at $300 or more, or multiple tickets within a 12 month period from the same donor) in accordance with section 5.87A – 5.87C of the Local Government Act 1995.

1. Pre-Approved Events

For pre-approved events, tickets and invitations must be received by the City.

The City pre-approves attendance at the following Events, for Council Business, by Elected Members and the CEO:

(a) Advocacy lobbying, Mayoral representation or Ministerial briefings;

(b) Industry and economic briefings, specifically related to the operation of local government;

(c) Community cultural and sporting Events, festivals and art exhibitions within the City;

(d) Opening or launch of an Event or Facility within the City;

(e) Professional development in accordance with the Elected Member Training Policy;

(f) Networking in accordance with the Elected Member Entitlements Policy;

(g) Conference or formal representation by the CEO in accordance with the Employee Conference Management Practice and/or City contract; and

(h) Where Mayoral or CEO representation has been formally requested.

Events hosted, run or sponsored by:

i. The City;
ii. The community (including meetings) held within the City, to which the Elected Members or the CEO have been officially invited;
iii. Major professional bodies associated with local government, such as WALGA and Local Government Professionals;
iv. Local, State or Federal government agencies; and
v. Educational instituitions within the City.

Attendance at Pre-Approved Events is considered an "excluded gift" as defined in section 5.62(1B) of the *Local Government Act 1995*.

2. Sponsored Events

The City sponsors events, shows, festivals, sporting contests and other community activities. Supporting sponsored events is an important part of the Civic life of the City.

Special care must be taken in relation to the provision of tickets to sponsored events.

The following rules must be followed in relation to ticketed events:

- Sponsorship agreements must not provide free tickets to employees or Elected Members to sponsored events.
- Employees must not accept free tickets to sponsored events.
- Where an employee is to attend a sponsored event in the normal course of their duties, they should be provided with an access pass, and not a free ticket.
- Where an Elected Member is to attend a sponsored event to give a speech or take part in ceremonial duties, they should be provided with an access pass, and not a free ticket.
- Where an Elected Member wishes to attend a sponsored event where tickets come at a cost, the Elected Member must pay for the ticket from their networking allowance (unless invited to give a speech or take part in ceremonial duties).

3. Approval Process

Where an invitation is received to an Event that is not pre-approved, it may be submitted for approval no later than three business days prior to the Event as follows:

(a) Events for the Mayor will be approved by the CEO; and
(b) Events for Councillors or the CEO will be approved by the Mayor.

Considerations for approval of the Event must:

- Include any justification provided by the applicant;
- Details of the Event's benefit to the City;
- How the event relates to the attendee's role;
- Alignment to the City's Strategic Community Plan; and
- The number of City representatives already approved to attend.

4. Gift Disclosure

Elected Members and the CEO must declare any Gift/s received in relation to their role at the City when valued at $300 or more (either one gift or cumulative gifts over 12 months from the same donor). The recipient must disclose the Gift (and any other associated hospitality) within 10 days to the City.

Where an Elected Member or the CEO is offered a ticket to an Event, and the ticket falls under the definition of a Gift, details of the ticket are to be disclosed in accordance with sections 5.87A – 5.87C of the *Local Government Act 1995.* The disclosed information will be listed on the City's website. If there are more Elected Members who wish to attend than tickets provided, the Mayor shall allocate the tickets.

5. Declaration of Interest

Where a donor of a Gift at/over $300 has a matter before Council, the Elected Member and/or CEO must disclose a Conflict of Interest and remove themselves from the meeting (unless approval is granted by the Council or the Minister, depending on the value of the Gift).

A Gift is excluded from the Conflict of Interest provisions when:

(a) the Gift relates to attendance at a pre-approved Event in this policy; or

(b) the Gift is from the specified entities prescribed in section 20B of the Local Government (Administration) Regulations 1996.

6. Payment of Tickets

Where an Elected Member attends a pre-approved Event and there is a Cost associated with the Event, then the Cost of the attendance (including the attendance of a partner) is to be paid out of the Elected Member's related allowance in accordance with the Elected Member Entitlements Policy.

Where the CEO attends a pre-approved Event and there is a Cost associated with the Event, the Cost of the attendance (including the attendance of a partner) is to be met by the City.

If the Event is ticketed and the Elected Member or the CEO pays the full ticketed price from their Personal Funds, and does not seek reimbursement, or if the Event is free to the public, then no action is required.

6.1 Free Tickets

A ticket is only considered free when there are no associated costs through hospitality, catering, and event viewing that are of a financial benefit to the guest.. All events have a value and it is required that:

(a) a ticket be purchased;

(b) the estimated ticket value of associated costs be disclosed as a gift in accordance with section 4 of this policy; or

(c) be an Access Pass as per section 2 of this policy.

7. Non-Approved Events

Any Event that is not pre-approved, is not submitted through an approval process, or is received personally is considered a non-approved Event.

All Events are considered Non-Approved if attendance would breach a local, State or Federal declaration of emergency, a controlled border or a Commonwealth travel advisory.

The Cost of the following Events is not permitted to be met by City funds:

- Party political Events and fundraisers;
- Personal Social Events; and
- Cultural and sporting Events held outside of the City unless approved in accordance with section 3 of this policy.

8. Record of Attendance at Events

Elected Members and the CEO must:

- Inform the City of their attendance at an Event under this policy; and
- Submit any invitation and records relevant to their attendance for recording in the City's corporate record keeping management system.

9. Community Engagement Events

The City approves attendance by Elected Members and the CEO at the following Community Engagement Events for Council Business. The partner of each Elected Member may attend the following Community Engagement Events as one of the invited Guests.

9.1 Community Engagement by Elected Members

The City will host events for Elected Members to engage with the Community. These events will be hosted and paid for by the City, and will be held under the following conditions:

(a) Each Elected Member, or any combination of Elected Members, may request an event at any time by submitting a request to the Mayor.

(b) Each event must be for an identified purpose that allows Elected Members to fulfill their role and advance the purposes of the City.

(c) Each Elected Member may suggest a guest list for the event and all guests must relate to the purpose of the proposed event.

(d) Final guest lists are to be approved by the Mayor's office which retains sole discretion as to whether an event is to be held and, if so, the format of the event and who is approved to attend.

(e) Once every year the City will host a dinner for all Elected Members, who may each invite up to nine personal friends and Relatives. This is in recognition of the contribution made by people close to an Elected Member due to the public nature of their role, their performance in the local community, and the need to support Elected Members undertaking their role out of core business hours.

(f) Other than the annual dinner referred to in point (e), guests may not include relatives or close personal friends of the Elected Member without approval of the Mayor.

The Mayor may request to host Community Engagement Events that meet the strategic community engagement needs of the City throughout the year. The format of the community Event is to be advised to the City in advance and with Suitable Notice. The final decision of allocation of Guests is to be made by the Mayor.

10. Invitations and Attendance by Dignitaries

Invitations to Parliamentary and Vice-Regal dignitaries must be managed in accordance with:

- the protocols of the State and Federal Government and Parliaments;
- the protocols of the Vice-Regal Offices;
- any funding agreements with State and Federal Governments; and
- the requirements of the Mayoral office to ensure appropriate Parliamentary and Vice-Regal representation.

The preparation of invitation lists at City events is a responsibility of the Mayor who may grant authorisation for another person to prepare and issue invitations.

11. Recognition Events

Recognition Events and the installation of recognition plaques must be arranged in accordance with the Recognition Events Management Practice. The management practice sets the requirement to invite Elected Members to attend the commencement or completion of a project, facility or program and the installation of recognition plaques.

12. Dispute Resolution

Any disputes under this policy are to be resolved by the Mayor or the CEO.

Definitions

The following terms are defined by *Local Government Act 1995* and apply to this policy: Event, Relative, Gift.

Accompanying Person means person/s who have been officially invited by an Elected Member to attend a Community Engagement Event for Council Business.

Community Engagement Event means a function hosted by the Mayor to which all Elected Members are invited to engage with a section of the Community.

Cost means an amount of money to be paid in relation to attendance at an Event**.** This includes the price of the ticket, travel to the event and any other expenses incurred as a result of attending the event.

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 Councillor by *the Local Government Act 1995* or any other written law.

Elected Member means a person elected under the *Local Government Act 1995* as a member of the Council. The City's Elected Members include the Mayor, Deputy Mayor and Councillors.

Facility means a building, park or open space located within the City.

Free Event means an event where there are no associated costs through hospitality, catering, and event viewing that are of a financial benefit to the guest.

Personal Funds means a private payment of money from an individual, not the City.

Social Events means an Event of a personal nature that has no benefit to the City and its community.

Suitable Notice means providing advance notification of the event to enable coordination.

Ticketed means a ticket that requires financial payment.

Relevant management practices/documents

Community Engagement Event Guest Registration Form
Election Caretaker Policy
Disclosure of Gift Form
Elected Member Training Policy
Elected Member Entitlements Policy
Recognition Events Management Practice

Legislation/local law requirements

City of Stirling Employees Code of Conduct
Elected Member Code of Conduct
Local Government Act 1995
Local Government (Administration) Regulations 1996

Office use only			
Relevant delegations	Not Applicable		
Initial Council adoption	19 November 2019	**Resolution #**	1119/010
Last reviewed	**Date** 24 May 2022	**Resolution #**	0522/055
Next review due	**Date**		

Elected Member Entitlements 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	**Governance**

Objective

This policy outlines the entitlements that will be provided, and the expenses that the City of Stirling (the City) will reimburse to Elected Members in accordance with the *Local Government Act 1995 (the Act)*.

Scope

This policy applies to all Elected Members of the City.

Policy

1 Allowances - Determined by the Salaries and Allowances Tribunal

The following allowances are set by Salaries and Allowances Tribunal (SAT) determination, which is published ~~in the *Government Gazette* from time to time,~~ yearly in accordance with the *Salaries and Allowances Act 1975.*

1.1 ~~Annual~~ Mayoral Allowance

The City will pay the maximum Annual Local Government Allowance to the Mayor~~,~~. ~~r~~(Refer to Appendix).

1.2 ~~Annual~~ Deputy Mayor Allowance

The City will pay the maximum Annual Local Government Allowance to the Deputy Mayor (25% of the Mayoral Allowance)~~,~~ ~~r~~(Refer to Appendix).

1.3 ~~Annual~~ Council Meeting Attendance Fees

The City will pay the maximum Council meeting attendance fees to ~~the~~ Elected Members~~,~~ (~~r~~Refer to Appendix).

1.4 ~~Annual~~ Information Technology, Communication and Telecommunications Allowance (ICT)

The City will pay the maximum annual ICT Allowance to ~~the~~ Elected Members~~,~~. (~~r~~Refer to Appendix).

The ICT ~~a~~Allowance covers the costs of operating and maintaining information technology-related equipment and communication-related expenses.

Where an Elected Member has exhausted their allowance, the SAT determination provides for Elected Members to be ~~R~~reimbursed for reasonable 'out of pocket' expenses, upon submission of Sufficient Information and documentation evidencing that the full ICT ~~a~~Allowance has been expended.

2 Mayoral Entitlements

2.1 Attendance at Events

The Mayor is officially invited to attend Pre-Approved Events and the attendance costs are met from the Mayor's Gift, Monetary and Networking Allowance~~,~~ (~~r~~Refer to Appendix). In the event that the Mayor is unable to attend, the Mayor, with the organiser's agreement, will delegate the Deputy Mayor or a relevant Ward Councillor to attend on their behalf.

2.2 Community Recognition

The Mayor will recognise the following City resident milestones: 50th, 60th, 70th and above wedding anniversaries (in increments of 5 years)~~,~~ and 100th birthdays~~. and deaths.~~ The Mayor may present the following items on behalf of the City~~:~~; plaques, wine, flowers, and/or chocolates. These costs are met from ~~the Elected Member's Prize's and Trophies allocation~~City funds. In the event that the Mayor is unable to attend, the Mayor will delegate the Deputy Mayor or a relevant Ward Councillor to attend on their behalf.

2.3 Mayoral Representation

Where Mayoral representation is requested ~~with~~in Australia, the costs are to be met from the biennial Mayoral Representation Allowance~~,~~ (refer to Appendix). If Mayoral representation is requested internationally, referral to Council for approval is required. The Mayoral Representation Allowance is to be used for Council Business expenses relating to attendance at advocacy lobbying, ~~ministerial~~ Ministerial ~~briefings~~ Briefings and events where the Mayor has been formally invited to represent the City.

Council Business expenses may include~~:~~; accommodation, flights, meals and incidentals. Bookings and reimbursements are to be in accordance with the Elected Member ~~Professional Development~~Training Policy, however these costs will be met from the Mayoral Representation Allowance.

2.4 Qantas Membership

The Mayor is entitled to membership of the Qantas Club.

2.5 Vehicle

The Mayor is entitled to ~~elect to receive the provision of~~ a fully maintained vehicle to the equivalent standard of that provided to the Chief Executive Officer or Executive Team. The Mayor may ~~elect to~~ choose an alternative vehicle subject to the City's Fleet Management Practice.

The Mayor is to sign an agreement on terms consistent with this policy and the City's Fleet Management Practice, setting out the arrangements and conditions of use of the vehicle including any tax implications.

Provision of a Mayoral Vehicle is to be in~~-~~ lieu of travel/mileage claims ~~that would otherwise be claimed~~. ~~The~~ Mayoral Vehicle use is restricted ~~for~~ to Council Business and private purposes within Western Australia only, in accordance with the agreement.

3 Elected Member Entitlements

3.1 Standard Equipment and Stationery

At the commencement of their term, Elected Members will be issued with Standard Equipment, standard stationery and other standard items required to conduct Council Business~~,~~ (refer to Appendix).

Elected Members may be Rreimbursed for non-standard stationery and equipment upon submission of Sufficient Information~~,~~ (refer to Appendix).

An Elected Member who retires, resigns or is not re-elected must:

(a) Return Standard Equipment to the City; or
(b) Purchase Standard Equipment at its depreciated value, if any.

~~4~~3.2 Personal Allowance

Elected Members may be Rreimbursed for allowable personal expenses incurred on, or as a result of, undertaking Council Business~~,~~ upon submission of Sufficient Information. Elected Members are allocated a Personal Allowance in the Annual Budget (indexed by CPI annually~~)~~, refer to Appendix).

Claims are to be submitted within the related annual allowance period (1st November - 31st October) ~~to be accepted~~. Any unused allowance as at 31st October is forfeited.

Allowable personal expenses may include items required specifically for the role on Council:

- Clothing and footwear~~,~~;
- City of Stirling corporate uniform;
- Dry-cleaning;
- Repairs; and~~;~~
- Personal presentation, including hair styling and accessories/consumables.

~~5 Networking, Gifts and Monetary Donations Allowance~~

~~Elected Members are allocated a Networking, Gift and Monetary Donations Allowance in the Annual Budget (indexed by CPI annually), refer to Appendix).~~

~~To be accepted, C~~claims are to be submitted within the related annual allowance period (1st November ~~-~~ 31st October) ~~to be accepted. Any unused allowance~~ by as at 31st ~~October is forfeited.~~

~~5.1~~3.3 Networking*

Elected Members may attend Networking Events in accordance with the Elected Member and Chief Executive Officer Attendance at Events Policy, upon submission of Sufficient Information. Networking expenses may be paid by the Elected Member or City to the relevant event organisers. The City may reimburse the Elected Member~~,~~ from their allowance~~,~~ for Allowable Networking Expenses incurred.

~~5.2~~3.4 Gift Expenses*

Elected Members may request a gift for an Approved Recipient ~~that~~ who is located within, or ~~providing~~ provides services within, the City. Gift/s are allocated upon submission of Sufficient Information. Gifts are to be chosen from the City's approved list. ~~and are to be presented to the recipient within 60 days~~.

~~5.3~~3.5 Monetary Donations*

Elected Members may request a monetary donation for an Approved Recipient ~~that~~ who is located within or provides ~~ing~~ services within the City, upon submission of Sufficient Information. Monetary donations are to be in denominations of $50, to a maximum of $200 (i.e. $50, $100,

$150, $200). Approved Recipients are restricted to receive a maximum annual donation of $200 per allowance period (1st November - 31st October).

Elected Member's must obtain the written consent from both Ward Councillors prior to donating to an Approved Recipient located outside the Elected Member's own ward. The Mayor may donate to an Approved Recipient across the City without consent of the Ward Councillors, providing the Approved Recipient has not already received the maximum annual donation.

*In relation to 3.3, 3.4, and 3.5:

- Elected Members are allocated a Networking, Gift and Monetary Donations Allowance in the Annual Budget (indexed by CPI annually, refer to Appendix).
- To be accepted, claims are to be submitted within the related annual allowance period (1 November - 31 October). Any unused allowance by 31 October is forfeited.

~~All monetary donations are to be presented to the recipient within 60 days and will be recorded in the 'Monetary Donations Register'.~~

~~6~~3.6 Child Care

Elected Members will be Reimbursed for childcare expenses when attending a Council or Committee Meeting, where ~~he or she is~~ they are a member, in accordance with Regulation 31(1)(b) of the Local Government (Administration) Regulations 1996 and upon submission of Sufficient Information.

Elected Members may be Reimbursed for childcare expenses, in accordance with Regulation 32(1) of the Local Government (Administration) Regulations 1996 and upon submission of Sufficient Information, when attending:

- Pre-Approved Events (held at the City);
- Compulsory training; or
- Where Mayoral Representation is required.

Any childcare expense claims outside the policy are to be submitted to the Manager Governance for authorisation for reimbursement.

All claims must detail the provider's name and address, date/s, number of hours, hourly rate and meeting/event attended.

The rate of payment is determined by SAT~~,~~ (refer to Aappendix).

~~7 Travel~~

~~The following travel entitlements apply whilst Elected Members are undertaking Council Business. Refer to the Elected Member Professional Development Policy for travel relating to attendance at conferences and training.~~

~~7.1~~3.7 Motor Vehicle Expenses

Elected Members may be Reimbursed for motor vehicle expenses incurred ~~on~~when, or as a result of, undertaking Council Business~~,~~ upon submission of Sufficient Information.

The calculation of the reimbursement amount is by way of a log record, identifying the date, location and the number of kilometres travelled, and through the use of the rates specified by SAT in Section 30.6 of the Local Government Officers' (Western Australia) Award 2021.

~~7.2~~3.8 Alternative Travel Expenses

Elected Members may be r~~R~~eimbursed for allowable alternative travel expenses where they are undertaking Council Business, attending Council related Pre-Approved Events, or training upon submission of Sufficient Information.

Allowable alternative travel expenses include:

- Parking, Taxi or Public Transport.
- Ride share transport services, for example Uber (excluding chauffeur or private charter services).

The ~~T~~ttipping of transport service providers ~~are a liberality and~~ will not be reimbursed through City funds. Tips provided through Ride ~~s~~Share transport services, for example Uber, will be charged back to the Elected Member to be met via their Personal Funds.

Where suitable, the City will provide details of an available Ride-Sharing Application for Elected Members. The approved Ride-Sharing Application may be used for Council Business in line with the Elected Member ~~Professional Development~~Training Policy.

7.33.9 SmartRider

To encourage the use of public transportation, Elected Members are entitled to a SmartRider to be used for Council Business. When first elected to Council, Elected Members will receive one SmartRider preloaded with $20, which will be automatically reloaded as required. The costs will be met from the Elected Member's Public Transport allocation. Any lost or damaged cards are to be reported to the City as soon as practicable.

84 Returned and Services League of Australia (RSL) & Naval Association of Australia - Perth North

8.14.1 Floral Tributes for Anzac Day

The City will provide either one large or two small floral tributes to Elected Members per official for attendance at ANZAC Daycommemorative services, refer to Appendix. If two small floral tributes are requested, the combined value is not to exceed the value of one large floral tribute. All costs will be met with City funds.
Elected Members who wish to lay an additional floral tribute may do so, within the City, with the cost being met from their Networking, Gifts and Monetary Donations Allowance.

Floral tributes should be placed by the Mayor or Ward Councillor/s in attendance at the service.

8.24.2 Annual Donation

Each of the seven RSL branches within the City and the Naval Association of Australia - Perth North will be provided with an annual donation, in advance, from the Elected Members Annual Budget to assist with meeting the costs of holding an ANZAC Day service and associated traffic management, (refer to Appendix).

95 City of Stirling Social Club

The City will pay an annual amount in July, to the City of Stirling Social Club for the Elected Members' membership and to support the Social Club as listed below:

- 15 x Elected Member membership fees; and
- Annual donation of $1,500.

106 Election Caretaker Period

During the election Election cCaretaker pPeriod the balance of the Elected Member's Personal Allowance and Networking, Gifts and Monetary Donations Allowance cannot be expended and are is forfeited. The caretaker Caretaker pPeriod is in accordance with s.1.4A of the *Local Government Act 1995* and the City's Council Election Caretaker Policy.

117 Dispute Resolution

Any disputes under this policy are to be resolved by the Mayor and the Chief Executive Officer.

Definitions

The following terms are defined by *Local Government Act 1995* and apply to this policy; Event and Relative.

Allowable Networking Expenses means one or two tickets and associated costs of attending a Pre-Approved Event, incurred whilst Elected Members are undertaking Council Business.

Appendix means the Appendix listed at the end of this policy.

Approved Recipient means a third party providing services within the City and is limited to:

- charitable organisations and individuals raising money for charitable organisations;
- ~~non~~not-for-profit organisations;
- community clubs making a valuable contribution to the community; and
- educational institutions.

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 the Mayor, Deputy Mayor or Councillor (whichever is relevant) by the *Local Government Act 1995* or any other written law.

CPI means Consumer Price Index 'All Groups Perth', determined by the Australian Bureau of Statistics.

Elected Member means a person elected under the *Local Government Act 1995* as a member of the Council. The City's Elected Members include the Mayor, Deputy Mayor and Councillors.

Elected Members' Portal means an internal confidential website for Elected Members.

Election Caretaker Period has the meaning given in section 1.4A(1) of the *Local Government Act 1995.*

Formal Application means a submission to the City made with relating supporting documents.

Personal Funds means a private payment of money from an individual, not the City.

Pre-Approved Event ~~means~~means an event for which an Elected Member ~~it~~ has received approval ~~for an Elected Member~~ to attend in accordance with the Elected Member and Chief Executive Officer Attendance at Events Policy.

Reimbursed means the Elected Member will ~~receive a~~ recoup ~~of~~ approved 'out of pocket' expenses via an Electronic Funds Transfer (EFT) from the City to their nominated bank account.

Ride-Sharing Application means an arrangement in which a passenger travels in a private vehicle, for a fee, as arranged by means of a website or application.

Significant Milestone Celebration means an event which is considered to be of great importance to the City's community and be worthy of attention, such as a centennial celebration, as determined by the Mayor.

Standard Equipment means the equipment outlined in the Appendix of this policy.

Standard Issue means the items outlined in the Appendix of this policy.

Sufficient Information means completion of the required claim or request form (via the Elected Members' Portal) with the related documentation attached (if applicable), such as; receipt, transaction, proof of purchase, invoice (that has been paid) or completion of a statutory declaration.

Relevant management practices/documents

City of Stirling Fleet Management Practice
~~Council~~ Election Caretaker Policy
Elected Member and Chief Executive Officer Attendance at Events Policy
Elected Member Claim and Request Forms
Elected Member ~~Professional Development~~Training Policy

Legislation/local law requirements

Charitable Purposes Act 2004
Local Government Act 1995
Local Government (Administration) Regulations 1996
Local Government Officers' (Western Australia) Award 2021

Salaries and Allowances Act 1975

Office use only				
Relevant delegations	Not applicable			
Initial Council adoption	17 November 2020			
Initial Council adoption	**Date**	17 November 2020	**Resolution #**	1120/016
Last reviewed	**Date**	12 October 2023	**Resolution #**	0622/016
Next review due	**Date**	~~2024~~		

Appendix

Annual Mayoral Allowance

Position	Annual Allowance	Payments	Period
Mayor	$93,380	$7,782	Monthly in advance

Annual Deputy Mayor Allowance

Position	Annual Allowance	Payments	Period
Deputy Mayor	$23,345	$1,945	Monthly in advance

Annual Meeting Attendance Fees

Position	Annual Allowance	Payments	Period
Mayor	$49,435	$4,120	Monthly
Councillors (incl. Deputy Mayor)	$32,960	$2,747	Monthly

Annual ICT Allowance

Position	Annual Allowance	Payments made	Period
Elected Members	$3,500	1 payment	In advance in November each year

Childcare Allowance

Position	Allowance	
Elected Members	$35.00 per hour	Paid on provision of Sufficient Information as per *Local Government (Administration) Regulations 1996* and set by SAT

Travel Allowance
(Electric Vehicles, will be applied the 1600cc Motor Vehicle Allowance rate, ~~should be applied,~~ as per SAT Determination.)

Engine Displacement	Over 2600cc	Over 1600cc to 2600cc	1600cc and under
Cents per kilometre	93.97	67.72	55.85

~~**Electric Vehicles, the 1600cc Motor Vehicle Allowance rate should be applied, as per SAT Determination.**~~

Personal Allowance
(CPI 'All Groups Perth' increase or $50.00, whichever is greater, in November.)

Position	Annual Allowance	Period
Mayor	$3,139	1 November 2023 - 31 October 2024
Councillors (incl. Deputy Mayor)	$1,577	1 November 2023 - 31 October 2024

Gift, Monetary & Networking Allowance
(CPI 'All Groups Perth' increase or $50.00 whichever is greater, in November.)

Position	Annual Allowance	Period
Mayor	$5,755	1 November 2023 - 31 October 2024
Councillors (incl. Deputy Mayor)	$1,919	1 November 2023 - 31 October 2024

Mayoral Representation Allowance

(CPI 'All Groups Perth' increase or $50.00, whichever is greater, ~~in November~~following an Ordinary Election.)

Position	Allowance	Effective	Period
Mayor	$21,406	1 November 2023	1 November 2023 to 31 October 2025

Returned and Services League (RSL) Sub- -Branches and Naval Association of Australia - Perth North

The following six seveneight branches are host the official ANZAC Day services within the City of Stirling:

- RSL Sub- -Branches - General Sir John Monash, Mount Lawley/Inglewood, Nollamara, North Beach, Osborne Park, Scarborough, Yokine/Joondanna; and
- Naval Association of Australia - Perth North.

Annual Financial Donation

- The sixeven RSL Sub- -Branches are to receive an annual donation of $23,000.
- The Naval Association of Australia - Perth North is to receive an annual donation of $1,500.

Milestone Celebration

Subject to a Formal Application submitted to the City and approved by Council., Aa donation may be made in addition to the annual donation, towards holding a Significant Milestone celebration. A 'one-off' monetary donation will be available to the above branches of up to $6,000.

Traffic Management

Where a Sub- -Branch has a cost associated with traffic management for an Anzac Day services, upon submission they may be Reimbursed up to $2,000 in addition to the annual donation.

The traffic management reimbursement relates to the preparation and implementation of a Traffic Management Plan with an accredited company and endorsed by a Road Traffic Manager. The allocation takes into consideration the Sub- -Branches' capacity to raise sufficient funds, the responsibility to provide a safe environment and for the City to work with service organisations on community events.

Standard Equipment & Issue

When First Elected tTo Council

- Security pass to access the City Administration Centre, locker and key, name badge, City of Stirling Blazer and SmartRider.

Within six months, Elected Members may be Reimbursed for office furniture to the value of $1,000 including GST and delivery. Office furniture may include, but is not limited to a desk, chair, filing cabinet or book- case.

Election Year and After

The following IT Devices are allocated by the City to Elected Members for Council Business and are of the City's choice:

Every 42 years (after Election dayDay)

- One Apple iPad.
- One Apple iPhone.
- One allocation of standard accessories and warranties relating to the previous two points.

- Every 4 years (after Election day)
- OOne laptop device with one monitor.
- One all in one printer.
- One allocation of standard accessories and warranties relating to the previous two points.

At the end of each ~~two and~~ four year period, Elected Members will have the option to either return or purchase the devices provided by the City, for the depreciated value listed in the below table.

IT Devices	Replacement Schedule	Lifespan	Depreciated value (at the end of the device lifespan)
One Apple iPhone	~~2~~ 4 years	~~2~~ 4 years	$1.00
One Apple iPad	~~2~~ 4 years	~~2~~ 4 years	$1.00
One laptop device	4 years	4 years	$1.00
One all in one printer	4 years	4 years	$1.00

If an Elected Member requests to purchase their allocated IT Device prior to the replacement schedule above, they are to pay a ~~straight line~~straight-line depreciated value, as advised by the City.

If an Elected Member's mobile phone is damaged or lost:

(a) Lost phones will be replaced with a City issue replacement phone.

(b) Warranty damage will be referred to the manufacturer and a City issue replacement phone will be issued in the interim until the warranty claim is determined.

Standard Stationery

Upon request, Elected Members will receive the following standard stationery:

- ~~Annual allocation of 1,000 standard design business cards or reimbursement up to $150.00.~~
- Annual allocation of 1,000 standard design letterheads. ~~or reimbursement of up to $300.00.~~
-
- 500 standard design DL envelopes (plain or window face).
- Ink cartridges and recycled white A4 paper for the current City issued printer.
- A diary of the City's choice or reimbursement up to $75.00.
- Standard stationery items available through the City's Stores Catalogue.

Business Cards

Elected Members can request either of the following options:

- Annual allocation of 1,000 standard design business cards; or
- Annual allocation of 500 standard design business cards plus one branded digital business card (replaced every two years).

Non-standard Stationery & ICT Equipment

Elected Members may be Reimbursed for the following, upon submission of Sufficient Information:

- Nonstandard Stationery- up to $10.00 per item, including but not limited to stamps and envelopes.
- Nonstandard ICT Equipment - up to $50.00 per item if the annual ICT allowance has been expended, in accordance with section 1.4 of this policy.

Christmas eCard~~s~~

Each year, the Mayoral Executive Assistant will provide Elected Members with a link to an electronic City of Stirling Christmas card which Elected Members can then email to their chosen recipients.~~Each year, the Mayor's Executive Assistant will provide Elected Members with up to 100~~

~~Christmas cards and envelopes. After completing the cards, Elected Members may return the cards together with addressed envelopes to the City to arrange postage.~~

Elected Member Entitlements 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	**Governance**

Objective

This policy outlines the entitlements that will be provided, and the expenses that the City of Stirling (the City) will reimburse to Elected Members in accordance with the *Local Government Act 1995 (the Act)*.

Scope

This policy applies to all Elected Members of the City.

Policy

1 Allowances - Determined by the Salaries and Allowances Tribunal

The following allowances are set by Salaries and Allowances Tribunal (SAT) determination, which is published yearly in accordance with the *Salaries and Allowances Act 1975.*

1.1 Mayoral Allowance

The City will pay the maximum Annual Local Government Allowance to the Mayor. (Refer to Appendix).

1.2 Deputy Mayor Allowance

The City will pay the maximum Annual Local Government Allowance to the Deputy Mayor (25% of the Mayoral Allowance). (Refer to Appendix).

1.3 Council Meeting Attendance Fees

The City will pay the maximum Council meeting attendance fees to Elected Members. (Refer to Appendix).

1.4 Information Technology, Communication and Telecommunications Allowance (ICT)

The City will pay the maximum annual ICT Allowance to Elected Members. (Refer to Appendix).

The ICT Allowance covers the costs of operating and maintaining information technology-related equipment and communication-related expenses.

Where an Elected Member has exhausted their allowance, the SAT determination provides for Elected Members to be reimbursed for reasonable ‘out of pocket’ expenses, upon submission of

Sufficient Information and documentation evidencing that the full ICT Allowance has been expended.

2 Mayoral Entitlements

2.1 Attendance at Events

The Mayor is officially invited to attend Pre-Approved Events and the attendance costs are met from the Mayor's Gift, Monetary and Networking Allowance. (Refer to Appendix). In the event that the Mayor is unable to attend, the Mayor, with the organiser's agreement, will delegate the Deputy Mayor or a relevant Ward Councillor to attend on their behalf.

2.2 Community Recognition

The Mayor will recognise the following City resident milestones: 50th, 60th, 70th and above wedding anniversaries (in increments of 5 years), and 100th birthdays. The Mayor may present the following items on behalf of the City: plaques, wine, flowers, and/or chocolates. These costs are met from City funds. In the event that the Mayor is unable to attend, the Mayor will delegate the Deputy Mayor or a relevant Ward Councillor to attend on their behalf.

2.3 Mayoral Representation

Where Mayoral representation is requested in Australia, the costs are to be met from the biennial Mayoral Representation Allowance (refer to Appendix). If Mayoral representation is requested internationally, referral to Council for approval is required. The Mayoral Representation Allowance is to be used for Council Business expenses relating to attendance at advocacy lobbying, Ministerial Briefings and events where the Mayor has been formally invited to represent the City.

Council Business expenses may include: accommodation, flights, meals and incidentals. Bookings and reimbursements are to be in accordance with the Elected Member Training Policy, however these costs will be met from the Mayoral Representation Allowance.

2.4 Qantas Membership

The Mayor is entitled to membership of the Qantas Club.

2.5 Vehicle

The Mayor is entitled to a fully maintained vehicle to the equivalent standard of that provided to the Chief Executive Officer or Executive Team. The Mayor may choose an alternative vehicle subject to the City's Fleet Management Practice.

The Mayor is to sign an agreement on terms consistent with this policy and the City's Fleet Management Practice, setting out the arrangements and conditions of use of the vehicle including any tax implications.

Provision of a Mayoral Vehicle is to be in lieu of travel/mileage claims. Mayoral Vehicle use is restricted to Council Business and private purposes within Western Australia only, in accordance with the agreement.

3 Elected Member Entitlements

3.1 Standard Equipment and Stationery

At the commencement of their term, Elected Members will be issued with Standard Equipment, standard stationery and other standard items required to conduct Council Business (refer to Appendix).

Elected Members may be reimbursed for non-standard stationery and equipment upon submission of Sufficient Information (refer to Appendix).

An Elected Member who retires, resigns or is not re-elected must:

(a) Return Standard Equipment to the City; or
(b) Purchase Standard Equipment at its depreciated value, if any.

3.2 Personal Allowance

Elected Members may be reimbursed for allowable personal expenses incurred on, or as a result of, undertaking Council Business upon submission of Sufficient Information. Elected Members are allocated a Personal Allowance in the Annual Budget (indexed by CPI annually, refer to Appendix).

Claims are to be submitted within the related annual allowance period (1 November - 31 October). Any unused allowance as at 31 October is forfeited.

Allowable personal expenses may include items required specifically for the role on Council:

- Clothing and footwear;
- City of Stirling corporate uniform;
- Dry-cleaning;
- Repairs; and
- Personal presentation, including hair styling and accessories/consumables.

3.3 Networking*

Elected Members may attend Networking Events in accordance with the Elected Member and Chief Executive Officer Attendance at Events Policy, upon submission of Sufficient Information. Networking expenses may be paid by the Elected Member or City to the relevant event organisers. The City may reimburse the Elected Member from their allowance for Allowable Networking Expenses incurred.

3.4 Gift Expenses*

Elected Members may request a gift for an Approved Recipient who is located within, or provides services within, the City. Gift/s are allocated upon submission of Sufficient Information. Gifts are to be chosen from the City's approved list..

3.5 Monetary Donations*

Elected Members may request a monetary donation for an Approved Recipient who is located within or provides services within the City, upon submission of Sufficient Information. Monetary donations are to be in denominations of $50, to a maximum of $200 (i.e. $50, $100, $150, $200). Approved Recipients are restricted to receive a maximum annual donation of $200 per allowance period (1 November - 31 October).

Elected Members must obtain the written consent from both Ward Councillors prior to donating to an Approved Recipient located outside the Elected Member's own ward. The Mayor may donate to an Approved Recipient across the City without consent of the Ward Councillors, providing the Approved Recipient has not already received the maximum annual donation.

*****In relation to 3.3, 3.4, and 3.5:

- Elected Members are allocated a Networking, Gift and Monetary Donations Allowance in the Annual Budget (indexed by CPI annually, refer to Appendix).

- To be accepted, claims are to be submitted within the related annual allowance period (1 November - 31 October). Any unused allowance by 31 October is forfeited.

3.6 Child Care

Elected Members will be Reimbursed for childcare expenses when attending a Council or Committee Meeting, where they are a member, in accordance with Regulation 31(1)(b) of the Local Government (Administration) Regulations 1996 and upon submission of Sufficient Information.

Elected Members may be Reimbursed for childcare expenses, in accordance with Regulation 32(1) of the Local Government (Administration) Regulations 1996 and upon submission of Sufficient Information, when attending:

- Pre-Approved Events (held at the City);
- Compulsory training; or
- Where Mayoral Representation is required.

Any childcare expense claims outside the policy are to be submitted to the Manager Governance for authorisation for reimbursement.

All claims must detail the provider's name and address, date/s, number of hours, hourly rate and meeting/event attended.

The rate of payment is determined by SAT (refer to Appendix).

3.7 Motor Vehicle Expenses

Elected Members may be Reimbursed for motor vehicle expenses incurred when, or as a result of, undertaking Council Business, upon submission of Sufficient Information.

The calculation of the reimbursement amount is by way of a log record, identifying the date, location and the number of kilometres travelled, and through the use of the rates specified by SAT in Section 30.6 of the Local Government Officers' (Western Australia) Award 2021.

3.8 Alternative Travel Expenses

Elected Members may be reimbursed for allowable alternative travel expenses where they are undertaking Council Business, attending Council related Pre-Approved Events, or training upon submission of Sufficient Information.

Allowable alternative travel expenses include:

- Parking, Taxi or Public Transport.
- Ride share transport services, for example Uber (excluding chauffeur or private charter services).

The tipping of transport service providers will not be reimbursed through City funds. Tips provided through Ride Share transport services, for example Uber, will be charged back to the Elected Member to be met via their Personal Funds.

Where suitable, the City will provide details of an available Ride-Sharing Application for Elected Members. The approved Ride-Sharing Application may be used for Council Business in line with the Elected Member Training Policy.

3.9 SmartRider

To encourage the use of public transportation, Elected Members are entitled to a SmartRider to be used for Council Business. When first elected to Council, Elected Members will receive one SmartRider preloaded with $20, which will be automatically reloaded as required. The costs will be met from the Elected Member's Public Transport allocation. Any lost or damaged cards are to be reported to the City as soon as practicable.

4 Returned and Services League of Australia (RSL) & Naval Association of Australia - Perth North

4.1 Floral Tributes

The City will provide floral tributes to Elected Members for attendance at commemorative services. All costs will be met with City funds. Floral tributes should be placed by the Mayor or Ward Councillor/s in attendance at the service.

4.2 Annual Donation

Each of the RSL branches within the City and the Naval Association of Australia - Perth North will be provided with an annual donation, in advance, from the Elected Members Annual Budget to assist with meeting the costs of holding an ANZAC Day service and associated traffic management (refer to Appendix).

5 City of Stirling Social Club

The City will pay an annual amount in July to the City of Stirling Social Club for Elected Members' membership and to support the Social Club as listed below:

- 15 x Elected Member membership fees; and
- Annual donation of $1,500.

6 Election Caretaker Period

During the Election Caretaker Period the balance of the Elected Member's Personal Allowance and Networking, Gifts and Monetary Donations Allowance cannot be expended and is forfeited. The Caretaker Period is in accordance with s.1.4A of the *Local Government Act 1995* and the City's Election Caretaker Policy.

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Any disputes under this policy are to be resolved by the Mayor and the Chief Executive Officer.

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(a) Represents the interests of electors, ratepayers and residents of the district;
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Elected Member means a person elected under the *Local Government Act 1995* as a member of the Council. The City's Elected Members include the Mayor, Deputy Mayor and Councillors.

Elected Members' Portal means an internal confidential website for Elected Members.

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Pre-Approved Event means an event for which an Elected Member has received approval to attend in accordance with the Elected Member and Chief Executive Officer Attendance at Events Policy.

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Elected Member Training Policy

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Local Government Act 1995
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Initial Council adoption	**Date**	17 November 2020	**Resolution #**	1120/016
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Childcare Allowance

Position	Allowance	
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(Electric Vehicles will be applied the 1600cc Motor Vehicle Allowance rate, as per SAT Determination.)

Engine Displacement	Over 2600cc	Over 1600cc to 2600cc	1600cc and under
Cents per kilometre	93.97	67.72	55.85

Personal Allowance
(CPI 'All Groups Perth' increase or $50.00, whichever is greater, in November.)

Position	Annual Allowance	Period
Mayor	$3,139	1 November 2023 - 31 October 2024
Councillors (incl. Deputy Mayor)	$1,577	1 November 2023 - 31 October 2024

Gift, Monetary & Networking Allowance
(CPI 'All Groups Perth' increase or $50.00 whichever is greater, in November.)

Position	Annual Allowance	Period
Mayor	$5,755	1 November 2023 - 31 October 2024
Councillors (incl. Deputy Mayor)	$1,919	1 November 2023 - 31 October 2024

Mayoral Representation Allowance
(CPI 'All Groups Perth' increase or $50.00, whichever is greater, following an Ordinary Election.)

Position	Allowance	Effective	Period
Mayor	$21,406	1 November 2023	1 November 2023 to 31 October 2025

Returned and Services League (RSL) Sub-Branches and Naval Association of Australia - Perth North

The following six branches host the official ANZAC Day services within the City of Stirling:

- RSL Sub-Branches - General Sir John Monash, Mount Lawley/Inglewood, North Beach, Osborne Park, Yokine/Joondanna; and
- Naval Association of Australia - Perth North.

Annual Financial Donation

- The six RSL Sub-Branches are to receive an annual donation of $3,000.
- The Naval Association of Australia - Perth North is to receive an annual donation of $1,500.

Milestone Celebration

Subject to a Formal Application submitted to the City and approved by Council, a donation may be made in addition to the annual donation, towards holding a Significant Milestone celebration. A 'one-off' monetary donation will be available to the above branches of up to $6,000.

Traffic Management

Where a Sub-Branch has a cost associated with traffic management for Anzac Day services, upon submission they may be Reimbursed up to $2,000 in addition to the annual donation.

The traffic management reimbursement relates to the preparation and implementation of a Traffic Management Plan with an accredited company and endorsed by a Road Traffic Manager. The allocation takes into consideration the Sub-Branches' capacity to raise sufficient funds, the responsibility to provide a safe environment and for the City to work with service organisations on community events.

Standard Equipment & Issue

When First Elected to Council

- Security pass to access the City Administration Centre, locker and key, name badge, City of Stirling Blazer and SmartRider.

Within six months, Elected Members may be Reimbursed for office furniture to the value of $1,000 including GST and delivery. Office furniture may include a desk, chair, filing cabinet or bookcase.

Election Year and After

The following IT Devices are allocated by the City to Elected Members for Council Business and are of the City's choice:

Every 4 years (after Election Day)

- One Apple iPad.
- One Apple iPhone.
- One allocation of standard accessories and warranties relating to the previous two points.

- One laptop device with one monitor.
- One all in one printer.
- One allocation of standard accessories and warranties relating to the previous two points.

At the end of each four year period, Elected Members will have the option to either return or purchase the devices provided by the City, for the depreciated value listed in the below table.

IT Devices	Replacement Schedule	Lifespan	Depreciated value (at the end of the device lifespan)
One Apple iPhone	4 years	4 years	$1.00
One Apple iPad	4 years	4 years	$1.00
One laptop device	4 years	4 years	$1.00
One all in one printer	4 years	4 years	$1.00

If an Elected Member requests to purchase their allocated IT Device prior to the replacement schedule above, they are to pay a straight-line depreciated value, as advised by the City.

If an Elected Member's mobile phone is damaged or lost:

(a) Lost phones will be replaced with a City issue replacement phone.

(b) Warranty damage will be referred to the manufacturer and a City issue replacement phone will be issued in the interim until the warranty claim is determined.

Standard Stationery

Upon request, Elected Members will receive the following standard stationery:

- Annual allocation of 1,000 standard design letterheads.
- 500 standard design DL envelopes (plain or window face).
- Ink cartridges and recycled white A4 paper for the current City issued printer.
- A diary of the City's choice or reimbursement up to $75.00.
- Standard stationery items available through the City's Stores Catalogue.

Business Cards

Elected Members can request either of the following options:

- Annual allocation of 1,000 standard design business cards; or
- Annual allocation of 500 standard design business cards plus one branded digital business card (replaced every two years).

Non-standard Stationery & ICT Equipment

Elected Members may be Reimbursed for the following, upon submission of Sufficient Information:

- Nonstandard Stationery- up to $10.00 per item, including but not limited to stamps and envelopes.
- Nonstandard ICT Equipment - up to $50.00 per item if the annual ICT allowance has been expended, in accordance with section 1.4 of this policy.

Christmas eCard

Each year, the Mayoral Executive Assistant will provide Elected Members with a link to an electronic City of Stirling Christmas card which Elected Members can then email to their chosen recipients.

Elected Member Professional Development Policy

Responsible Directorate	**Chief Executive Officer**
Responsible Business Unit/s	**Governance**
Responsible Officer	**Manager Governance**
Affected Business Unit/s	**All**

Objective

To support Elected Members participation in professional development, as required under Section 5.126 and 5.128(1) of the *Local Government Act 1995* (the Act). Elected Members are encouraged to attend professional development opportunities that will improve their skills and knowledge that is essential to fulfil their duties and responsibilities on Council.

Scope

This policy applies to all Elected Members of the City of Stirling (the City).

Policy

1 Compulsory Elected Member Training

In accordance with Section 5.126 of the Act, all Elected Members are required to complete the 'Council Member Essentials' course, unless they meet limited exemptions.

Elected Members will be provided training options for the 'Council Member Essentials' course, by the Approved Training Providers, in line with the City's Procurement Policy. Elected Members are to ensure the training is completed within the required 12 month timeframe.

1.1 Funding

The 'Council Member Essentials' course will be funded by the City and met from the Elected Member's Training Allocation.

2 Continuing Professional Development (CPD)

In accordance with Section 5.128 of the Act and this policy, Elected Members whose terms expire at the next election are required to undertake CPD.

CPD opportunities will be provided to Elected Members via the Elected Members' Portal. Opportunities will be in line with the City's Strategic Community Plan key result areas and the following categories:

- Health and wellbeing
- Professional skill development.

The City will investigate opportunities for professional skill development based on the direction of Council or individual Elected Member needs and/or requests.

2.1 CPD Points

Elected Members must complete 10 CPD points every two years, from Ordinary Council Election to Ordinary Council Election. CPD Points will be earned for professional development that is in relation to the City's Strategic Community Plan key result areas or categories provided within this policy. The following CPD Points apply:

- Attendance at one approved conference is four points.
- Attendance at one external training seminar, webinar or course is two points.
- Attendance at one 'CPD Workshop' provided by the City is two points.
- Completion of the 'Australian Institute of Company Directors Course' is 10 points.
- Completion of a relevant diploma or higher qualification is 10 points.
- Completion of the 'Council Members Essentials' course is 10 points.

Any training requested, and not stipulated above, will be referred to the Manager Governance for review and points allocation (if approved).

Elected Members must forward records of completion of professional development to the City for inclusion in the Elected Members' Professional Development Register on the City's website, within 10 days of completion.

2.2 Funding

CPD will be funded by the City and met from the Elected Member's Training Allocation.

Where CPD is completed through attendance at an approved conference or training stipulated in Section 4 of this policy, the cost will be met from the Elected Member's Conference Allowance.

3 Other Professional Development Opportunities

Elected Members may attend professional development opportunities of their choice that supports their role as an Elected Member. All training is to be arranged by the City.

3.1 Funding

Costs associated with other professional development opportunities are to be met from the Elected Member's Training Allocation and/or Conference Allowance upon submission of Sufficient Information, as set below. If an Elected Member does not have sufficient funds, the cost is to be met from the Elected Member's Personal Funds.

- Company Directors Course – The total cost of the course is to be split (50/50) between the Elected Member's Training Allocation and Conference Allowance.
- Mentoring or Business Coaching –The total cost of the programme/plan is to be met from the Elected Member's Conference Allowance.
- Diploma or higher qualification –The total cost of the course is to be split (50/50) between the Elected Member's Training Allocation and Conference Allowance.
- Elected Members are entitled to one annual professional development membership with the cost to be met from the annual membership budget.

4 Conferences

Elected Members may attend conferences of their choice that supports their role as an Elected Member.

A conference is a Pre-Approved Event in accordance with the Elected Member and Chief Executive Officer Attendance at Events Policy.

Attendance at state, interstate and international conferences are permitted if the conference is an Eligible Conference; the Elected Member has sufficient Conference Allowance available to meet all conference expenses; and if Mayoral/Council approval is provided (where required).

Referral to the Mayor for approval is required, in the following circumstances:

- Three or more Elected Members have requested to attend the same conference that is held in the Perth Metropolitan area;
- Three or more Elected Members have requested to attend the Australian Local Government Association National General Assembly or
- Three or more Elected Members have requested to attend the same conference that is held online.

Referral to Council for approval is required, in the following circumstances:

- Three or more Elected Members have requested to attend the same state (excluding Perth metropolitan area) or interstate conference within Australia;
- Application to attend an international conference; or
- More than one Elected Member or employee has requested to attend the same international conference.

4.1 Funding

Elected Members are allocated a **biennial** Conference Allowance to attend conferences in their role as an Elected Member. The biennial Conference Allowance period commences on 1st November following the Ordinary Council Election to the date of the next ordinary election, refer to Appendix. Any unused allowance as at 31st October (end of the biennial period) is forfeited.

Refer to the Elected Member Entitlements Policy for funding of Mayoral Representation.

Should an Elected Member wish to upgrade their travel or accommodation standard, add additional travel arrangements or extend their visit for personal reasons, all additional costs are to be met from the Elected Member's Personal Funds.

4.2 Registration and Bookings

Conference related registration fees; air fares; accommodation; and car hire (if applicable) shall be arranged by the City and will be met from the Elected Member's Conference Allowance in accordance with the conditions below:

- Reasonable conference registration fees and related events will be booked, as requested by the Elected Member, and in accordance with Section 4.5 of this policy.
- Reasonable airfares will be determined by the most practical route to and from the conference venue, unless it is approved by the Manager Governance. All air travel shall be by Business Class unless the Elected Member nominates Economy Class as their preferred option.
- Reasonable accommodation for an Elected Member and an Accompanying Person (if applicable) will be made at, or in close proximity to, the conference venue unless approved by the Manager Governance. The length of stay at the accommodation will be made according to the conference location, refer to Appendix.
- Hire cars may be used to meet reasonable travel requirements during the conference.
- Travel insurance will be provided in accordance with the Corporate Travel Insurance Policy, for an Elected Member and an Accompanying Person (if applicable).
- Any additional travel expenses will be paid in accordance with Section 7 of the Elected Member Entitlements Policy.
- Where travel, accommodation bookings or other associated bookings are made which carry Loyalty Rewards or Bonus Points, they must not be personally claimed, as this may be considered a personal benefit gained through the position of an Elected Member.

4.3 Reimbursement of Costs

Providing conference requests meet all conditions of this policy, Council authorises reimbursement of expenses that have Sufficient Information. Elected Members seeking to claim reimbursement of expenses shall submit their claim within ten working days of return from the conference.

Meals and incidental expenses will be met from the Elected Member's Conference Allowance. Reasonable expenses incurred include:

- Meals – the purchase of breakfast, lunch and dinner where these are not provided at the conference or during travel.
- Incidentals – telephone calls, Wi-Fi charges, newspapers, laundry, public transport, taxi, ride-sharing, sundry food items and beverages.

4.4 Cash Advance (International only)

Elected Members may request a cash advance (EFT transfer) for attendance at an international conference. The cash advance rate covers the daily cost of meals and incidentals whilst at an international conference, refer to Appendix.

Within 30 days of returning from an international conference, an Elected Member must submit an acquittal that includes original invoices and receipts to verify the cash advance. The conversion rate will be calculated at the daily exchange rate provided on the evidence submitted by the Elected Member. Any cash advance that is not expended must be returned to the City and credited to the Elected Member's Conference Allowance.

4.5 Accompanying Person

All expenses incurred by the Elected Member's Accompanying Person, are to be met by the Elected Member's Personal Funds, except for attendance at an official conference luncheon and/or dinner.

4.6 Sharing of Knowledge

Where an Elected Member attends an interstate or international conference of more than two days, the Elected Member must provide a written report, or a composite report when attending with another Elected Member and/or employee, for publication on the Elected Members' Portal.

The report must be submitted within 30 days of returning from the conference and detail the proceedings, benefits, knowledge gained and outcomes for the City.

4.7 Cancellation of Travel

Where an Elected Member requests cancellation of a conference and costs are non-refundable, the costs will be met from the Elected Member's Conference Allowance. In the event of unforeseen circumstances, the Manager Governance may approve the cost to be removed in accordance with the City's insurance provider's advice. Where advice is provided by the City's insurer, Smartraveller or other Government authorities the Manager Governance may cancel travel to ensure safety of Elected Members.

5 Carer

In line with the *Disability Discrimination Act 1992* and the *Equal Opportunity Act 2010*, a Carer may accompany an Elected Member to a professional development event. Registration and incidental costs for the Carer will be met from the Elected Member's Conference Allowance.

6 Reporting

Section 5.127 of the Act requires the City to prepare a report for each financial year on the training completed by Elected Members within that financial year. All training and professional development completed in accordance with the Act and this policy will be included in the report for the financial year ended. The report will be published on the City's website by 31st July each year.

7 Election Caretaker Period

Professional Development is not to be scheduled and/or expenses expended during the election caretaker period. Any CPD or compulsory training stipulated in this policy is to be completed prior to the caretaker period. The caretaker period is in accordance with the City's Council Election Caretaker Policy.

8 Dispute Resolution

Any disputes under this policy are to be resolved by the Mayor and the Chief Executive Officer.

Definitions

The following term is prescribed in Regulation 35(2) of the *Local Government (Administration) Regulations 1996* and applies to this policy*;* Council Member Essentials.

The following term is defined by *Local Government Act 1995* and applies to this policy*;* Event.

Accompanying Person means travel companion.

Appendix means the Appendix listed in the end of this policy.

Approved Training Providers means the bodies listed under Section 35(2)(b) of the *Local Government (Administration) Regulations 1996*, which are North & South Metropolitan TAFE and WALGA.

Carer means a person employed or not, to care for a person with a disability.

Conference Allowance means a Council adopted budget allocation to each Elected Member for the purpose of attending conferences in their role as an Elected Member.

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;
d) Performs such other functions as are given to an Elected Member by the *Local Government Act 1995* or any other written law.

CPD Points is the City's method of measurement for professional development completed.

CPD Workshop means a training and/or professional development workshop for Elected Members, hosted by the City of Stirling, which can be presented by employees and/or external consultants.

EFT means Electronic Funds Transfer to a nominated bank account.

Elected Member means a person elected under the *Local Government Act 1995* as a member of the Council. The City's Elected Members include the Mayor, Deputy Mayor and Councillors.

Elected Members' Portal means an internal confidential website for Elected Members.

Eligible Conference means a conference that is relevant to the role of an Elected Member and includes a seminar, webinar, convention, congress, summit, roadshow, forum, workshop or study tour.

Loyalty Reward or Bonus Points means company benefits received for using their services, such as Frequent Flyer Points, discounts and other forms of loyalty rewards or benefits.

Personal Funds mean a private payment of money from an individual, not the City.

Pre-Approved Event/s means Events Council has approved in advance.

Referral to Council means a written report requesting approval by Council.

Sufficient Information means completion of the required claim or request form (via the Elected Members' Portal) with the related documentation attached (if applicable), such as; receipt, transaction, proof of purchase, invoice (that has been paid) or completion of a statutory declaration.

Training Allocation means a Council adopted budget allocation for the purposes of attending a training course, to support the role of an Elected Member.

Relevant management practices/documents

Council Election Caretaker Policy
Elected Member and Chief Executive Officer Attendance at Events Policy
Elected Member Entitlements Policy
Elected Member CPD Points Register
Elected Member Claim and Request Forms

Legislation/local law requirements

Local Government Act 1995
Local Government (Administration) Regulations 1996

Office use only				
Relevant delegations	Not Applicable			
Initial Council adoption	**Date**	17 November 2020	**Resolution #**	1120/016
Last reviewed	**Date**	12 October 2023	**Resolution #**	0421/014
Next review due	**Date**	2025		

Appendix

Elected Members Biennial Conference Allowance

The biennial Conference Allowance will be adjusted by the CPI rate every two years in November, rounded to the nearest $100.

Year	Amount	Effective	Period
2023	$21,406	1 November 2023	1 November 2023 to 31 October 2025

Accommodation

The City will arrange for reasonable accommodation for Council Business, as below, in accordance with this policy:

Conference Location	Length of Stay
State and/or Interstate Conference	One night prior, during and one night after
International Conference	Two nights prior, during and one night after

Cash Advance (International only)

The cash advance daily rate will be adjusted by the CPI rate every two years in November, rounded to the nearest dollar.

Year	Daily Rate	Effective	Period
2023	$233	1 November 2023	1 November 2023 to 31 October 2025

Elected Member Training Policy

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

Objective

This policy supports Elected Members to undertake Council Member Essentials Training and Continuing Professional Development including mandatory training as required under section 5.126 of the *Local Government Act 1995* (the Act).

Scope

This policy applies to all Elected Members of the City of Stirling (the City).

Policy

1 Approved Elected Member Training

Elected Members are required to undertake mandatory training and continuing professional development once appointed to Council. Training must be Approved Training and will be met with City funds.

1.1 Council Member Essentials Course

The mandatory 'Council Members Essentials' course must be completed within the first 12 months of an Elected Member's appointment to Council. Council Members are exempt from this requirement if they have met the criteria within the *Local Government (Administration) Regulations 1996*. Elected Members who are required to complete the Council Member Essentials course are not required to complete Continuing Professional Development until the next Election cycle, in two years.

1.2 Continuing Professional Development

The City is committed to supporting its Elected Members by providing continuing professional development (CPD) opportunities such as training courses, webinars and conferences. Elected Members must attain 10 CPD points biennially if they are not required to complete the Council Member Essentials course.

Elected Members may request training or development opportunities. Governance will also provide opportunities by hosting workshops and briefings. Opportunities will be in line with the City's Strategic Community Plan key result areas (refer to Appendix), as well as health and wellbeing, and safety and conduct.

The City will investigate opportunities for professional skill development based on the direction of Council or individual Elected Member needs and/or requests.

The allocation of CPD points is as follows:

- Attendance at one approved conference is four points;
- Attendance at one external training seminar, webinar or course is two points;
- Attendance at one 'CPD Workshop' provided by the City is two points;
- Completion of the 'Australian Institute of Company Directors Course' is 10 points;
- Completion of a relevant diploma is 10 points.

The Mayor can approve for all Elected Members to attend an event, networking or training if there is a benefit to the City. Costs will be met from the Elected Member's training budget.

2 Conferences

Elected Members can request to attend conferences that support their role as an Elected Member.

Attendance at state, interstate and international conferences is permitted if it meets the following criteria:

- It is an Eligible Conference;
- The Elected Member has sufficient Conference Allowance available to meet all conference expenses; and
- Mayoral/Council approval is provided (where required).

Referral to the Mayor for approval is required if more than half of the Council wishes to attend a local conference.

Referral to Council for approval is required in the following circumstances:

- Three or more Elected Members have requested to attend the same interstate conference within Australia; or
- Any application to attend an international conference.

3 Funding

All Approved Training will be met from City funds. This includes Council Member Essentials, CPD, and Conferences.

3.1 Funding – Conferences

Elected Members are allocated a biennial Conference Allowance. The biennial Conference Allowance period commences on 1 November following the Ordinary Council Election to the date of the next ordinary election (refer to Appendix). The Conference Allowance is increased by CPI each election cycle. Any unused allowance from 31 October (end of the biennial period) is forfeited.

Should an Elected Member wish to upgrade their travel or accommodation standard, add additional travel arrangements or extend their visit for personal reasons, all additional costs are to be met from the Elected Member's Personal Funds.

Refer to the Elected Member Entitlements Policy for funding of Mayoral Representation.

3.2 Funding – Cash Advance (International only)

Elected Members may request a cash advance (EFT transfer) for attendance at an international conference. The cash advance rate covers the daily cost of meals and incidentals whilst at an international conference (refer to Appendix).

Within 30 days of returning from an international conference, an Elected Member must submit an acquittal that includes original invoices and receipts to verify the cash advance. The conversion rate will be calculated at the daily exchange rate provided on the evidence submitted by the Elected Member. Any cash advance that is not expended must be returned to the City and credited to the Elected Member's Conference Allowance.

3.3 Funding – Additional Costs

Any additional costs incurred undertaking training, CPD or Conferences will be met by the City on the provision of Sufficient Information.

Conference meals and incidental expenses will be met from the Elected Member's Conference Allowance. Reasonable expenses incurred include:

- Meals – the purchase of breakfast, lunch and dinner where these are not provided at the conference or during travel.
- Incidentals – surcharges, telephone calls, Wi-Fi charges, newspapers, laundry, public transport, taxi, ride-sharing, sundry food items and beverages.

The tipping of service providers will not be reimbursed through City Funds. An exception will be made for International Conferences where it is customary to tip. The tip must be capped at a maximum of 20% of the total bill.

3.4 Funding - Special Conditions

Some training and CPD falls under special conditions. The special conditions and requirements are listed as follows:

- Company Directors Course – The total cost of the course is to be split (50/50) between the Elected Member's Training Allocation and Conference Allowance.
- Mentoring or Business Coaching –The total cost of the programme/plan is to be met from the Elected Member's Conference Allowance.
- Diploma –The total cost of the course is to be split (50/50) between the Elected Member's Training Allocation and Conference Allowance.
- Elected Members are entitled to one annual professional development membership with the cost to be met from the annual membership budget.

4 Registration and Bookings

Elected Member Services will arrange all training, CPD and conference registrations on behalf of Elected Members. All training, CPD and conference related registration fees; air fares; accommodation; and car hire (if applicable) shall be arranged by the City and will be met from the appropriate allowance in accordance with the conditions below:

- Conference registration fees and related events will be booked, as requested by the Elected Member.
- Reasonable airfares will be determined by the most practical route to and from the conference venue, unless otherwise approved by the Mayor. All air travel shall be by Business Class unless the Elected Member nominates Economy Class as their preferred option.
- Reasonable accommodation for an Elected Member and an Accompanying Person (if applicable) will be made at, or in close proximity to, the conference venue unless otherwise approved by the Mayor. The length of stay at the accommodation will be made according to the conference location (refer to Appendix).
- Hire cars may be used to meet reasonable travel requirements during the conference.
- Travel insurance will be provided in accordance with the Corporate Travel Insurance Policy, for an Elected Member and an Accompanying Person (if applicable).
- Where travel, accommodation bookings or other associated bookings are made which carry Loyalty Rewards or Bonus Points, they must not be personally claimed, as this may be considered a personal benefit gained through the position of an Elected Member.

4.1 Accompanying Person

All expenses incurred by the Elected Member's Accompanying Person, are to be met by the Elected Member's Personal Funds, except for attendance at an official conference luncheon and/or dinner.

4.2 Carer

In line with the *Disability Discrimination Act 1992* and the *Equal Opportunity Act 2010*, a Carer may accompany an Elected Member to a professional development event. Registration and incidental costs for the Carer will be met from the Elected Member's Conference Allowance.

5 Sharing of Knowledge

Where an Elected Member attends an interstate or international conference of more than two days, the Elected Member must provide a written report, or a composite report when attending with another Elected Member and/or employee, for publication on the Elected Members' Portal.

The report must be submitted within 30 days of returning from the conference and detail the proceedings, benefits, knowledge gained and outcomes for the City.

6 Cancellation of Travel

Where an Elected Member requests cancellation of training, CPD or a conference - and the costs are non-refundable - those costs will be met from the Elected Member's Allowance. In the event of unforeseen circumstances, the Manager Governance may approve the cost to be removed in accordance with the City's insurance provider's advice. Where advice is provided by the City's insurer, Smartraveller or other Government authorities, the Manager Governance may cancel travel to ensure safety of Elected Members.

7 Reporting

The *Local Government Act 1995 s 5.127* requires the City to prepare a report for each financial year on the training completed by Elected Members within that financial year. Elected Members are to provide all completed training certification to Elected Member Services for recordkeeping. Completed training will be published on the City's website by 31 July each year.

8 Election Caretaker Period

Professional Development is not to be scheduled and/or expenses expended during the Election Caretaker Period. Any CPD or compulsory training stipulated in this policy is to be completed prior to the Caretaker Period. The Caretaker Period is in accordance with the City's Election Caretaker Policy.

9 Dispute Resolution

Any disputes under this policy are to be resolved by the Mayor and the Chief Executive Officer.

Definitions

Accompanying Person means travel companion.

Appendix means the Appendix listed in the end of this policy.

Approved Training means training required by the *Local Government Act 1995 (WA)* which supports an Elected Member's role in Council.

Approved Training Providers means the bodies listed in the *Local Government (Administration) Regulations 1996 s 35(2)(b)*, which are North & South Metropolitan TAFE and WALGA.

Carer means a person employed or not, to care for a person with a disability.

Conference means a conference that is relevant to the role of an Elected Member and includes a seminar, webinar, convention, congress, summit, roadshow, forum, workshop or study tour.

Conference Allowance means a Council adopted budget allocation to each Elected Member for the purpose of attending conferences in their role as an Elected Member.

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;
d) Performs such other functions as are given to an Elected Member by the *Local Government Act 1995* or any other written law.

Council Member Essentials is a training course required to be inducted into Council as an Elected Member.

CPD Points measures the amount of continuing professional development completed.

CPI means Consumer Price Index 'All Groups Perth' determined by the Australian Bureau of Statistics.

EFT means Electronic Funds Transfer to a nominated bank account.

Elected Member means a person elected under the *Local Government Act 1995* as a member of the Council. The City's Elected Members include the Mayor, Deputy Mayor and Councillors.

Elected Members' Portal means an internal confidential website for Elected Members.

Loyalty Reward or Bonus Points means company benefits received for using their services, such as Frequent Flyer Points, discounts and other forms of loyalty rewards or benefits.

Personal Funds mean a private payment of money from an individual, not the City.

Pre-Approved Event/s means Events Council has approved in advance.

Referral to Council means a written report requesting approval by Council.

Sufficient Information means completion of the required claim or request form (via the Elected Members' Portal) with the related documentation attached (if applicable), such as receipt, transaction, proof of purchase, invoice (that has been paid) or completion of a statutory declaration.

Training Allocation means a Council adopted budget allocation for the purposes of attending a training course, to support the role of an Elected Member.

Relevant management practices/documents

Election Caretaker Policy
Elected Member and Chief Executive Officer Attendance at Events Policy
Elected Member Entitlements Policy
Elected Member CPD Points Register
Elected Member Claim and Request Forms

Schedule 2 – Fees for DAP Members (Regulation 30,31)

https://www.smartraveller.gov.au/

Legislation/local law requirements

Local Government Act 1995
Local Government (Administration) Regulations 1996

Office use only				
Relevant delegations	Not Applicable			
Initial Council adoption	**Date**	17 November 2020	**Resolution #**	1120/016
Last reviewed	**Date**	7 February 2023	**Resolution #**	
Next review due	**Date**		s5.128 requires a review following election.	

Appendix

The City's Strategic Community Plan Key Result Areas



Elected Members' Biennial Conference Allowance

The biennial Conference Allowance will be adjusted by the CPI 'All Groups Perth' rate following an Ordinary Election, rounded to the nearest $100.

Year	Amount	Effective	Period
2023	$19,931.00	1 November 2023	1 November 2023 to 31 October 2025

Cash Advance (International only)

The cash advance daily rate will be adjusted by CPI 'All Groups Perth' rate following an Ordinary Election, rounded to the nearest dollar.

Year	Daily Rate	Effective	Period
2023	$233.00	1 November 2023	1 November 2023 to 31 October 2025

Accommodation

The City will arrange for reasonable accommodation for Council Business, as below, in accordance with this policy:

Conference Location	Length of Stay
State and/or Interstate Conference	One night prior, during and one night after
International Conference	Two nights prior, during and one night after

Election Caretaker 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 is to avoid actions and decisions which could be perceived as intended to influence the result of an election, or otherwise have a significant impact on or commit the incoming Council to.~~

The policy ensures the City of Stirling's (the City) administration acts impartially in relation to candidates and prohibits Elected Members from using a wide range of City Resources during their candidacy for local, State and/or Federal elections.

Scope

This policy applies to all Elected Members and employees of the City.

Policy

1. Local Government Election Caretaker Practices

~~**1.1 Local Government Caretaker Period Notification**~~

~~The Chief Executive Officer (CEO) will ensure that all Elected Members and employees are aware of this policy, at least 30 days prior to the commencement of the Caretaker Period.~~

~~**1.2 Major Policy Decisions**~~

~~The CEO will not, as far as possible, schedule Major Policy Decisions for consideration during the Caretaker Period, and instead ensure decisions are either:~~

~~a) Considered by Council prior to the Caretaker Period; or~~

~~b) Scheduled for determination by the incoming Council.~~

~~Where Exceptional Circumstances prevail, the CEO may submit a Major Policy Decision to Council during the Caretaker Period. Where this occurs the following Caretaker Statement must be included in the report:~~

> ~~*"The decision Council may make in relation to this item could constitute a Major Policy Decision within the context of the Election Caretaker Policy however, an exemption should be made, due to (insert the circumstances for making the exemption)."*~~

~~1.3 Previous Council Decisions~~

~~The CEO will ensure, as far as possible, any announcements regarding decisions made by the Council prior to the Caretaker Period, are not made during the Caretaker Period.~~

~~1.4~~1.1 **Public Consultation**

Public Consultation is prohibited to be undertaken during the Caretaker Period, on an issue which is contentious or may influence the result of the election, unless the consultation is a mandatory statutory process.

~~1.5 Appointment or Dismissal of the CEO~~

~~The CEO may not be appointed or dismissed during the Caretaker Period.~~

~~The Council may appoint an Acting CEO or suspend the current CEO (in accordance with the terms and conditions of their contract) pending the election, after which date a permanent decision can be made.~~

~~1.6~~1.2 **Local Government Election Enquiries**

All election enquiries from candidates, will be directed to the Returning Officer or, where the matter is outside of the responsibility of the Returning Officer, to the CEO.

~~1.7~~1.3 **City Publications**

Any reference to Elected Members in City publications printed, published or distributed during the Caretaker Period must not include promotional text. Any publications affected by this policy will be reviewed by the CEO prior to distribution, to ensure that any circulated, displayed or otherwise publicly available material during the Caretaker Period does not contain material that may be considered Electoral Material.

~~1.8~~1.4 **City Publicity Campaigns**

During the Caretaker Period, publicity campaigns, other than for the purpose of conducting (and promoting) the election will be avoided wherever possible. Where a publicity campaign is deemed necessary, prior approval from the CEO must be obtained. Approval of publicity campaigns during the Caretaker Period will be restricted to communicating normal City activities and initiatives only.

~~1.9~~1.5 **City Website**

During the Caretaker Period, the City's website will not contain any material which is precluded by this policy. Any references to the election will only relate to the election process. Information relating Elected Members will be restricted to names, contact details, titles, membership of committees and other bodies they have been appointed to by Council.

~~1.10~~1.6 **City Organised Civic Events/Functions**

Events and/or functions organised by the City and held during the Caretaker Period, will be limited to those that the CEO considers essential to the operation of the City, and must not be considered relevant to, or likely to influence the outcome of an election.

~~1.11~~1.7 **Electoral Information and Assistance**

All candidates will have equal rights to access:

- Public information, ~~such as the electoral roll~~ and information relevant to their election campaign; and
- Assistance and advice on matters relating to the conduct of an election, such as the election timeline, placement of election signs and interpretation of legislative requirements.,

All requests for information and/or assistance must be recorded in the City's record keeping system.

2. State and Federal Government Election Caretaker Practices

For Federal elections the Caretaker Period commences upon dissolution of the House of Representatives. For State elections the Caretaker Period commences upon the issue of writs for the election by the Governor.

Should an Elected Member be a ~~Pr~~pre-selected Candidate/nominate for a State or Federal election, the Elected Member must avoid any appearance that their role as an Elected Member is being used as a platform for their campaign. Elected Members must ensure that:

- Items of business on the agenda and communication with members of the community relate to the role of Council and are not designed to enhance the Elected Member's campaign;
- Information received in the role of an Elected Member, is not used for campaigning purposes, except to the extent that the information is already in the public domain~~.~~;
- A leave of absence from Council is taken for the duration of the Caretaker Period;
- If a leave of absence is not to be taken, prior written notice is given to the Mayor outlining the reasons why a leave of absence will not be taken and the actions that will be put in place to manage any conflicts; and
- ~~If elected, notify the CEO in writing as soon as practicable, who in turn will advise Council.~~

Particular care should be taken when, but not restricted to:

- Considering planning matters before Council in its role as a responsible authority under the *Planning and Development Act 2005;*
- ~~Understanding~~ Undertaking a consultation or advocacy role on behalf of members of the community; and
- Representing Council communications with State or Federal government entities.

2.1 City Publications

The CEO has authority to remove promotional text relating to an Elected Member, from City publications during the Caretaker Period.

3. Over-arching Election Caretaker Practices

Caretaker practices detailed under this section are applicable to all elections (ie. L~~l~~ocal, State and Federal elections).

3.1 Notices of Motion

Elected Members may not raise Notices of Motion during the Caretaker Period or propose Notices of Motion to be considered by Council during the Caretaker Period. The CEO will ensure that consideration of any such Notice of Motion does not occur during the Caretaker Period.

A Notice of Motion may be raised during the Caretaker Period if, in the opinion of the CEO, Exceptional Circumstances exist.

3.2 Publishing Electoral Material

The City will not print, publish or distribute, or cause, permit or authorise others to print, publish or distribute on behalf of the City any advertisement, handbill, pamphlet or notice that contains Electoral Material during the Caretaker Period.

Without limiting the generality of the definition of Electoral Material, material will be considered to be intended or likely to influence voting in the election if it contains an express or implicit reference to, or comment on:

a) The election;

b) A candidate in the election; or

c) An issue submitted to, or otherwise before, the voters in connection with the election.

3.3 City Branding

Candidates and/or Elected Members are prohibited from using the City of Stirling address, Crest, branding ~~and/or~~ logo, or other material connected with the City on any Electoral Material published by, or on their behalf. The CEO will have discretion as to what constitutes material connected with the City.

3.4 Public Statements

During the Caretaker Period City employees are prohibited to make public statements that relate to an election issue unless the statements have been approved by the CEO.

3.5 Public Events Hosted by External Bodies

Elected Members may continue to attend events and functions hosted by external bodies during the Caretaker Period. Elected Members must still comply with the Elected Member Attendance at Events Policy.

3.6 City Organised Civic Events/Functions

During the Caretaker Period, Elected Members who have nominated as a candidate for a ~~l~~Local, State or Federal election are not permitted to:

- Make speeches or addresses (except for short welcome speeches) at events and/or functions organised or sponsored by the City; and
- Host Community Engagement Events.

3.7 Delegates to Community and Advisory Groups

Elected Members appointed to community groups, advisory groups and other external organisations as representatives of the City, must not use their attendance at meetings of these groups to recruit assistance with electoral campaigning or promote their personal or another candidate's electoral campaign.

~~3.8 Use of City Resources~~

~~Council's Code of Conduct and the *Local Government (Rules of Conduct) Regulations 2007* prescribe that The City's Elected Member Code of Conduct prevents City Resourcesthe resources of the City from being used for an electoral purpose or any other purpose unless authorised by the Act, CEO or the local government. are only to be used for Council business.~~

~~City Resources must not be used for electoral purposes. The prohibition on the use of City Resources for electoral purposes is not restricted to the Caretaker Period. Where the use of City Resources may be construed as being used for electoral purposes, advice is to be sought from the CEO.~~

~~3.9~~3.8 City Employees

City employees are prohibited from undertaking any tasks connected directly or indirectly with an election campaign and must avoid actions that may create a perception that they are assisting Elected Members with their campaign.

~~3.10~~3.9 Elected Member Access to Information

During the Caretaker Period, Elected Members can access Council information relevant to their role as an Elected Member. The provision of access to this information should be exercised with caution

and be limited to matters that are before Council for consideration. Any Council information accessed must not be used for electoral purposes.

~~3.11~~3.10 Media Advice

No media advice will be provided in relation to election issues or regarding publicity that involves an Elected Member who is a ~~Pr~~epre-selected Candidate or has nominated in a L~~l~~ocal, State or Federal election. Any requests for media advice or assistance from Elected Members during the Caretaker Period will be referred to the CEO. If satisfied that advice sought by an Elected Member during the Caretaker Period does not relate to the election or publicity involving an Elected Member's campaign, the CEO may authorise a response to be provided.

~~3.12~~3.11 Media Attention

Elected Members must not use their role, City Resources or their access to Council information to gain media attention in support of their, or another candidate's election campaign.

Definitions

~~**Caretaker Period** means:~~

~~a) For local government elections, from the date of the opening of nominations being 44 days prior to Election Day in accordance with Section 4.49(a) of the *Local Government Act 1995*, until 6pm on Election Day, and~~
~~b) For State or Federal elections, from the date of the writ issued by the Governor or Governor General.~~

~~**City Resources**~~**Resources of the City** ~~include, but are not limited to:~~has the same meaning as 'resources of a local government, as contained in clause 17 of the City's Elected Member Code of Conduct.~~

~~a) Employees;~~
~~b) Photographs;~~
~~c) Email addresses;~~
~~d) City addresses;~~
~~e) City facilities;~~
~~f) Stationery (including letterhead, business cards etc.); and~~
~~g) Equipment.~~

Community Engagement Events means an event hosted by the City, for Elected Members to engage with the community in accordance with the Elected Member and Chief Executive Officer Attendance at Events Policy.

Election Day means:

a) For local government elections, the day fixed under the *Local Government Act 1995* for the holding of any election, and
b) For State or Federal elections, the date specified in the writ issued by the Governor or Governor General.

Electoral Material means any advertisement, handbill, pamphlet, notice, letter, article or social media post that is intended or calculated to aid a candidate in an election.

Events and Functions means gatherings of internal and external stakeholders to discuss, review, acknowledge, communicate, celebrate or promote a program, strategy or issue which is of relevance to the City and its stakeholders and may take the form of launches, promotional activities and social occasions such as dinners and receptions.

Exceptional Circumstances means a situation that requires a decision of the Council during a local government Caretaker Period if, in the CEO's opinion:

a) the urgency of the issue is such that it cannot wait until after the local government election;
b) there is a reasonable prospect of legal and/or financial repercussions if a decision is deferred; or
c) it is in the best interests of the City for the decision to be made as soon as possible.

~~**Major Policy Decision** during a local government Caretaker Period means any:~~

~~a) Decisions relating to the improvement, termination or remuneration of the CEO or any other designated senior officer, other than a decision to appoint an Acting CEO, or suspend the current CEO (in accordance with the terms and conditions of their contract), pending the local government election.~~
~~b) Decisions relating to the City entering into a sponsorship arrangement with a total City contribution that would constitute Substantial Expenditure unless that sponsorship arrangement has previously been granted 'in principle' support by the Council and sufficient funds have been included in the Council's annual budget to support the project.~~
~~c) Irrevocable decisions that commit the City to Substantial Expenditure or significant actions, such as that which might be brought about through a Notice of Motion by an Elected Member.~~
~~d) Irrevocable decisions that will have a significant impact on the City or the community.~~
~~e) Reports requested or initiated by an Elected Member, candidate or member of the public that, in the opinion of the CEO, could be perceived within the community as an electoral issue and has the potential to call into question whether decisions are soundly based and in the best interests of the community.~~

Public Consultation means a process which involves an invitation to individuals, groups or organisations or the community generally to comment on an issue, proposed action or proposed policy.

Pre-selected Candidate means the process by which a candidate is selected by a political party to contest a State or Federal election for political office prior to nominations opening.

Relevant management practices/documents

City of Stirling Code of Conduct
Elected Member and Chief Executive Officer Attendance at Events Policy
Elected Member Entitlements Policy (proposed)
Elected Member Professional Development Policy (proposed)

Legislation/local law requirements

Local Government Act 1995
Local Government (Elections) Regulations 1996
Electoral Act 1907
Electoral Act 1918 (Commonwealth)

Office use only				
Relevant delegations	Not applicable			
Initial Council adoption	**Date** 17 November 2020		**Resolution #**	1120/015
Last reviewed	**Date**		**Resolution #**	
Next review due	**Date**			

Election Caretaker 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

The policy ensures the City of Stirling's (the City) administration acts impartially in relation to candidates and prohibits Elected Members from using a wide range of City Resources during their candidacy for local, State and/or Federal elections.

Scope

This policy applies to all Elected Members and employees of the City.

Policy

1. Local Government Election Caretaker Practices

1.1 Public Consultation

Public Consultation is prohibited to be undertaken during the Caretaker Period, on an issue which is contentious or may influence the result of the election, unless the consultation is a mandatory statutory process.

1.2 Local Government Election Enquiries

All election enquiries from candidates, will be directed to the Returning Officer or, where the matter is outside of the responsibility of the Returning Officer, to the CEO.

1.3 City Publications

Any reference to Elected Members in City publications printed, published or distributed during the Caretaker Period must not include promotional text. Any publications affected by this policy will be reviewed by the CEO prior to distribution, to ensure that any circulated, displayed or otherwise publicly available material during the Caretaker Period does not contain material that may be considered Electoral Material.

1.4 City Publicity Campaigns

During the Caretaker Period, publicity campaigns, other than for the purpose of conducting (and promoting) the election will be avoided wherever possible. Where a publicity campaign is deemed

necessary, prior approval from the CEO must be obtained. Approval of publicity campaigns during the Caretaker Period will be restricted to communicating normal City activities and initiatives only.

1.5 City Website

During the Caretaker Period, the City's website will not contain any material which is precluded by this policy. Any references to the election will only relate to the election process. Information relating Elected Members will be restricted to names, contact details, titles, membership of committees and other bodies they have been appointed to by Council.

1.6 City Organised Civic Events/Functions

Events and/or functions organised by the City and held during the Caretaker Period, will be limited to those that the CEO considers essential to the operation of the City, and must not be considered relevant to, or likely to influence the outcome of an election.

1.7 Electoral Information and Assistance

All candidates will have equal rights to access:

- Public information, and information relevant to their election campaign; and
- Assistance and advice on matters relating to the conduct of an election, such as the election timeline, placement of election signs and interpretation of legislative requirements.

All requests for information and/or assistance must be recorded in the City's record keeping system.

2. State and Federal Government Election Caretaker Practices

For Federal elections the Caretaker Period commences upon dissolution of the House of Representatives. For State elections the Caretaker Period commences upon the issue of writs for the election by the Governor.

Should an Elected Member be a pre-selected Candidate/nominate for a State or Federal election, the Elected Member must avoid any appearance that their role as an Elected Member is being used as a platform for their campaign. Elected Members must ensure that:

- Items of business on the agenda and communication with members of the community relate to the role of Council and are not designed to enhance the Elected Member's campaign;
- Information received in the role of an Elected Member, is not used for campaigning purposes, except to the extent that the information is already in the public domain;
- A leave of absence from Council is taken for the duration of the Caretaker Period; and
- If a leave of absence is not to be taken, prior written notice is given to the Mayor outlining the reasons why a leave of absence will not be taken and the actions that will be put in place to manage any conflicts.

Particular care should be taken when, but not restricted to:

- Considering planning matters before Council in its role as a responsible authority under the *Planning and Development Act 2005;*
- Undertaking a consultation or advocacy role on behalf of members of the community; and
- Representing Council communications with State or Federal government entities.

2.1 City Publications

The CEO has authority to remove promotional text relating to an Elected Member, from City publications during the Caretaker Period.

3. Over-arching Election Caretaker Practices

Caretaker practices detailed under this section are applicable to all elections (ie. Local, State and Federal elections).

3.1 Notices of Motion

Elected Members may not raise Notices of Motion during the Caretaker Period or propose Notices of Motion to be considered by Council during the Caretaker Period. The CEO will ensure that consideration of any such Notice of Motion does not occur during the Caretaker Period.

A Notice of Motion may be raised during the Caretaker Period if, in the opinion of the CEO, Exceptional Circumstances exist.

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a) The election;

b) A candidate in the election; or

c) An issue submitted to, or otherwise before, the voters in connection with the election.

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Candidates and/or Elected Members are prohibited from using the City of Stirling address, Crest, branding logo, or other material connected with the City on any Electoral Material published by, or on their behalf. The CEO will have discretion as to what constitutes material connected with the City.

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3.5 Public Events Hosted by External Bodies

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3.6 City Organised Civic Events/Functions

During the Caretaker Period, Elected Members who have nominated as a candidate for a Local, State or Federal election are not permitted to:

- Make speeches or addresses (except for short welcome speeches) at events and/or functions organised or sponsored by the City; and
- Host Community Engagement Events.

3.7 Delegates to Community and Advisory Groups

Elected Members appointed to community groups, advisory groups and other external organisations as representatives of the City, must not use their attendance at meetings of these groups to recruit assistance with electoral campaigning or promote their personal or another candidate’s electoral campaign.

3.8 City Employees

City employees are prohibited from undertaking any tasks connected directly or indirectly with an election campaign and must avoid actions that may create a perception that they are assisting Elected Members with their campaign.

3.9 Elected Member Access to Information

During the Caretaker Period, Elected Members can access Council information relevant to their role as an Elected Member. The provision of access to this information should be exercised with caution and be limited to matters that are before Council for consideration. Any Council information accessed must not be used for electoral purposes.

3.10 Media Advice

No media advice will be provided in relation to election issues or regarding publicity that involves an Elected Member who is a pre-selected Candidate or has nominated in a Local, State or Federal election. Any requests for media advice or assistance from Elected Members during the Caretaker Period will be referred to the CEO. If satisfied that advice sought by an Elected Member during the Caretaker Period does not relate to the election or publicity involving an Elected Member's campaign, the CEO may authorise a response to be provided.

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Elected Members must not use their role, City Resources or their access to Council information to gain media attention in support of their, or another candidate's election campaign.

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Community Engagement Events means an event hosted by the City, for Elected Members to engage with the community in accordance with the Elected Member and Chief Executive Officer Attendance at Events Policy.

Election Day means:

a) For local government elections, the day fixed under the *Local Government Act 1995* for the holding of any election, and
b) For State or Federal elections, the date specified in the writ issued by the Governor or Governor General.

Electoral Material means any advertisement, handbill, pamphlet, notice, letter, article or social media post that is intended or calculated to aid a candidate in an election.

Events and Functions means gatherings of internal and external stakeholders to discuss, review, acknowledge, communicate, celebrate or promote a program, strategy or issue which is of relevance to the City and its stakeholders and may take the form of launches, promotional activities and social occasions such as dinners and receptions.

Exceptional Circumstances means a situation that requires a decision of the Council during a local government Caretaker Period if, in the CEO's opinion:

a) the urgency of the issue is such that it cannot wait until after the local government election;
b) there is a reasonable prospect of legal and/or financial repercussions if a decision is deferred; or
c) it is in the best interests of the City for the decision to be made as soon as possible.

Public Consultation means a process which involves an invitation to individuals, groups or organisations or the community generally to comment on an issue, proposed action or proposed policy.

Pre-selected Candidate means the process by which a candidate is selected by a political party to contest a State or Federal election for political office prior to nominations opening.

Relevant management practices/documents

City of Stirling Code of Conduct
Elected Member and Chief Executive Officer Attendance at Events Policy
Elected Member Entitlements Policy (proposed)
Elected Member Professional Development Policy (proposed)

Legislation/local law requirements

Local Government Act 1995
Local Government (Elections) Regulations 1996
Electoral Act 1907
Electoral Act 1918 (Commonwealth)

Office use only				
Relevant delegations	Not applicable			
Initial Council adoption	**Date**	17 November 2020	**Resolution #**	1120/015
Last reviewed	**Date**		**Resolution #**	
Next review due	**Date**			

Election Signs 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	**Community Safety** **Development Services**			

Objective

This policy supports the implied freedom of political communication whilst establishing the City of Stirling's (the City) position in relation to the placement of Election Signs for Federal, State and local government elections.

Scope

The policy is based on the principle that guidelines for election signs are to be applied consistently and equitably to all political parties and candidates, while ensuring public safety and the visual amenity of the City is maintained during Election Periods.

This policy applies to all Election Signs on private property, on property under the care, control and management or held in fee simple by the City, including all roads, except the Mitchell Freeway and Reid Highway. The enforcement of Election Signs on these roads is the responsibility of Main Roads WA.

Note: ~~Q~~ Non-sign queries in relation to a Federal election should be directed to Australian Electoral Commission 13 23 36 and State and local government elections should be directed to Western Australian Electoral Commission 13 63 06.

Policy

1. Election Signs on Private Property

Election Signs placed on private property must:

- Have the consent of the owner;
- Be temporary in nature and displayed only during the Election Period between two months prior to the election day and two days after election day;
- Not be illuminated (either internally or directly), move, flash, rotate or cause a reflection or otherwise to cause a distraction to road users, within 50m ~~metres~~ of a signalised intersection; and
- Not pose a health or safety risk.

2. Election Signs on Public Property

Election Signs posted, affixed or erected on property under the care, control or management or held in fee simple by the City, for the purposes of candidate promotion during an election, must comply with the following conditions:

- Election Signs must be temporary in nature and displayed only during the Election Period, commencing ~~between~~ two months prior to election day and finishing two days after election day.
- Contain clear and legible writing or symbols.
- A candidate, or the candidate's Authorised Person, may place an individual sign or signs in pairs to a minimum distance of 500m ~~metres~~ between each sign or pair of signs.
- Election Signs must be robustly made and securely placed, ~~placed~~without posing a health or safety risk to people, vehicles, animals or property.~~.~~
- ~~Elections Signs must be placed so that they do not become fragile or have the potential to become detached and pose a health or safety risk to people, vehicles, animals or property.~~
- Election Signs must be regularly maintained during the Election Period.

Election Signs must not be placed or affixed:

- On any park or reserve.
- On a carriageway, dividing strip, traffic island, roundabout or within 50m ~~metres~~ of a signalised intersection or pedestrian activated crossing.
- On or adjacent to any municipal building.
- Within 10m ~~metres~~ of an intersection or junction, or any other location that may pose a health or safety risk or obstruction to motorists or pedestrians.
- On a verge adjacent to a property without the consent of the owner/occupier.
- In a location on a pole or fence so as to aid the climbing of the pole or fence.
- To restrict the line of sight ~~distance~~ of other traffic signs and traffic devices.
- To any building, tree, pole or infrastructure including any street sign, traffic direction sign, ~~or~~ parking sign or any other signs.
- So as to cause any damage to a fence, wall, tree or shrub.

Election Signs must not:

- Be more than 1.5m^2 ~~square metres~~ in area; be ~~and no~~ higher than 1.2m ~~metres~~ above the natural ground level; or have a maximum vertical or horizontal dimension greater than 1.2m ~~metres~~. *Note: a "back to back" sign facing in two directions may have the dimensions on both sides.*
- Be illuminated (either internally or directly), move, flash, rotate, ~~or~~ cause a reflection, or otherwise ~~to~~ cause a distraction to road users.
- Be constructed of materials or installed in a manner that may have an adverse effect on the health, safety or convenience of a person, traffic, or land.
- Be self-adhesive.
- Advertise any organisation or person other than a registered candidate or registered political party.

3. Election Signs on Vehicles

Vehicles exhibiting Election Signs must comply with the *Road Traffic Code 2000* and the *City of Stirling Parking Local Law 2014*.

4. Election Signs at Polling Places

The placement of Election Signs at Polling Places by a candidate, or the candidate's Authorised Person, must be in accordance with the relevant electoral legislation, any instructions of the Returning Officer or other person in charge of the polling place and in accordance with this policy.

5. Enforcement

The City will take appropriate action where an Election Sign located on land under the care, control and management of the City is non-compliant with this policy or the *City of Stirling Thoroughfares and Public Places Local Law 2009*. Enforcement action may include issuing a caution with a request that the sign be moved or altered, impounding or confiscating the sign, issuing an infringement or prosecution.

Note: The City will take appropriate enforcement action (including removal) if an Election Sign located on private property poses a health or safety risk to any person.

6. Election Promotion

The Australian Electoral Commission and Western Australian Electoral Commission may promote an election by the placement of a sign on land under the care, control, management or held in fee simple by the City or relevant Federal or State agency with its consent.

Definitions

Authorised Person means a person authorised by a candidate for the purposes of assisting the candidate's electoral campaign

Election Period means the period between two months prior to election day and two days after election day.

Election Sign means any advertisement for the purpose of promoting a registered candidate or political party or relating to an election which is displayed during the Election Period.

Polling Place means any building or structure in which the polling at Federal, State or local government elections is appointed to take place, and includes a pre-polling location available for electors to cast their vote prior to election day.

Relevant management practices/documents

Nil.

Legislation/local law requirements

Constitution of the Commonwealth of Australia
Western Australian Constitution
Local Government Act 1995
City of Stirling Parking Local Law 2014
City of Stirling Thoroughfares and Public Places Local Law 2009
City of Stirling Local Planning Scheme 3
Electoral Act 1907
Electoral Act 1918 (Commonwealth)
Main Roads Act 1930
Main Roads (Control of Advertising) Regulations 1996
Road Traffic Code 2000

Office use only				
Relevant delegations	Not applicable			
Initial Council adoption	**Date**	6 August 2013	**Resolution #**	0813/018
Last reviewed	**Date**	7 December 2021	**Resolution #**	1221/008
Next review due	**Date**			

Election Signs 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	**Community Safety** **Development Services**

Objective

This policy supports the implied freedom of political communication whilst establishing the City of Stirling's (the City) position in relation to the placement of Election Signs for Federal, State and local government elections.

Scope

The policy is based on the principle that guidelines for election signs are to be applied consistently and equitably to all political parties and candidates, while ensuring public safety and the visual amenity of the City is maintained during Election Periods.

This policy applies to all Election Signs on private property, on property under the care, control and management or held in fee simple by the City, including all roads, except the Mitchell Freeway and Reid Highway. The enforcement of Election Signs on these roads is the responsibility of Main Roads WA.

Note: Non-sign queries in relation to a Federal election should be directed to Australian Electoral Commission 13 23 36 and State and local government elections should be directed to Western Australian Electoral Commission 13 63 06.

Policy

1. Election Signs on Private Property

Election Signs placed on private property must:

- Have the consent of the owner;
- Be temporary in nature and displayed only during the Election Period between two months prior to the election day and two days after election day;
- Not be illuminated (either internally or directly), move, flash, rotate or cause a reflection or otherwise to cause a distraction to road users, within 50m of a signalised intersection; and
- Not pose a health or safety risk.

2. Election Signs on Public Property

Election Signs posted, affixed or erected on property under the care, control or management or held in fee simple by the City, for the purposes of candidate promotion during an election, must comply with the following conditions:

- Election Signs must be temporary in nature and displayed only during the Election Period, commencing two months prior to election day and finishing two days after election day.
- Contain clear and legible writing or symbols.
- A candidate, or the candidate's Authorised Person, may place an individual sign or signs in pairs to a minimum distance of 500m between each sign or pair of signs.
- Election Signs must be robustly made and securely placed, without posing a health or safety risk to people, vehicles, animals or property.
- Election Signs must be regularly maintained during the Election Period.

Election Signs must not be placed or affixed:

- On any park or reserve.
- On a carriageway, dividing strip, traffic island, roundabout or within 50m of a signalised intersection or pedestrian activated crossing.
- On or adjacent to any municipal building.
- Within 10m of an intersection or junction, or any other location that may pose a health or safety risk or obstruction to motorists or pedestrians.
- On a verge adjacent to a property without the consent of the owner/occupier.
- In a location on a pole or fence so as to aid the climbing of the pole or fence.
- To restrict the line of sight of other traffic signs and traffic devices.
- To any building, tree, pole or infrastructure including any street sign, traffic direction sign, parking sign or any other signs.
- So as to cause any damage to a fence, wall, tree or shrub.

Election Signs must not:

- Be more than 1.5m^2 in area; be higher than 1.2m above the natural ground level; or have a maximum vertical or horizontal dimension greater than 1.2m. *Note: a "back to back" sign facing in two directions may have the dimensions on both sides.*
- Be illuminated (either internally or directly), move, flash, rotate, cause a reflection, or otherwise cause a distraction to road users.
- Be constructed of materials or installed in a manner that may have an adverse effect on the health, safety or convenience of a person, traffic, or land.
- Be self-adhesive.
- Advertise any organisation or person other than a registered candidate or registered political party.

3. Election Signs on Vehicles

Vehicles exhibiting Election Signs must comply with the *Road Traffic Code 2000* and the *City of Stirling Parking Local Law 2014*.

4. Election Signs at Polling Places

The placement of Election Signs at Polling Places by a candidate, or the candidate's Authorised Person, must be in accordance with the relevant electoral legislation, any instructions of the Returning Officer or other person in charge of the polling place and in accordance with this policy.

5. Enforcement

The City will take appropriate action where an Election Sign located on land under the care, control and management of the City is non-compliant with this policy or the *City of Stirling Thoroughfares and Public Places Local Law 2009*. Enforcement action may include issuing a caution with a request that the sign be moved or altered, impounding or confiscating the sign, issuing an infringement or prosecution.

Note: The City will take appropriate enforcement action (including removal) if an Election Sign located on private property poses a health or safety risk to any person.

6. Election Promotion

The Australian Electoral Commission and Western Australian Electoral Commission may promote an election by the placement of a sign on land under the care, control, management or held in fee simple by the City or relevant Federal or State agency with its consent.

Definitions

Authorised Person means a person authorised by a candidate for the purposes of assisting the candidate's electoral campaign

Election Period means the period between two months prior to election day and two days after election day.

Election Sign means any advertisement for the purpose of promoting a registered candidate or political party or relating to an election which is displayed during the Election Period.

Polling Place means any building or structure in which the polling at Federal, State or local government elections is appointed to take place, and includes a pre-polling location available for electors to cast their vote prior to election day.

Relevant management practices/documents

Nil.

Legislation/local law requirements

Constitution of the Commonwealth of Australia
Western Australian Constitution
Local Government Act 1995
City of Stirling Parking Local Law 2014
City of Stirling Thoroughfares and Public Places Local Law 2009
City of Stirling Local Planning Scheme 3
Electoral Act 1907
Electoral Act 1918 (Commonwealth)
Main Roads Act 1930
Main Roads (Control of Advertising) Regulations 1996
Road Traffic Code 2000

Office use only				
Relevant delegations	Not applicable			
Initial Council adoption	**Date**	6 August 2013	**Resolution #**	0813/018
Last reviewed	**Date**	7 December 2021	**Resolution #**	1221/008
Next review due	**Date**			

Live Streaming and Recording of Council Meetings Policy

Aligned City Value/s	**Approachable**	**Responsive**	**Transparent**	**Innovative**
Responsible Directorate	**Corporate Services**			
Responsible Business Unit/s	**Corporate Information Services**			
Responsible Officer	**Manager Information Communications and Technology**			
Affected Business Unit/s	**All**			

From 1 January 2025, the policy will be superseded by new Act Provisions and Regulations.

Objective

This Policy provides guidance in relation to the recording and live streaming of Council meetings of the City of Stirling. Live streaming and recording improves accessibility of Council meetings for a broader audience.

Scope

This Policy outlines guidelines for the live audio and video streaming of Ordinary and Special Council meetings on the City's website, or appropriate social media platform, audio and video recording of those meetings, and publishing the audio and video recordings of those meetings.

The live streaming will commence at the times that the meetings are due to commence and finish when the presiding member closes or adjourns the meeting for any reason. Instances of public participation in meetings will not be included in the live stream or recordings. Meetings shall be live streamed in accordance with this Policy unless a motion to the contrary is passed by simple majority at the beginning or at any other time during the meeting.

The Policy does not extend to those meetings, or parts of meetings, that are closed to the public in accordance with Section 5.23 of the *Local Government Act 1995*.

Policy

Meetings to be recorded and live streamed via the City's Website or appropriate social media platform

All Ordinary and Special Council meetings will be live streamed and be publicly available via the City's website, or appropriate social media platform.

Confidential Council meetings and confidential items of business in a Council meeting will not be streamed live or made available later as a recording.

Video recordings of a meeting will be available for viewing on the City's website or appropriate social media platform approximately two business days after the meeting.

The City will make every reasonable effort to ensure that a live stream and video recording is available. Should technical difficulties arise in relation to live streaming or access to the City's website, or appropriate social media platform, live streaming may be stopped and the availability of recordings may be delayed.

Elected Members

It is intended that the standard camera positions will provide live and recorded vision of the Chambers, and live and recorded audio when Elected Members speak, for the duration of the meeting (other than for confidential items or meetings).

Officers

It is intended that the standard camera positions will provide live and recorded vision of the Chambers, and live and recorded audio when City officers speak, for the duration of the meeting (other than for confidential items or meetings). This Policy recognises that there will be incidental capture of other City officers, due to the seating arrangements in the Council Chamber and their role in participating in or attending meetings.

Public

It is intended that standard camera positions will provide live and recorded vision of all members of the public who address a Council meeting, and live and recorded audio when they speak. By participating in a public Council meeting, those members of the public in attendance agree to being recorded. As far as practically possible, it is not intended that there be either live or recorded video footage or audio of those members of the public who do not address the meeting, however this Policy recognises that there might be incidental capture.

Signage immediately outside the Council Chamber, a statement on the Public Question Time submission form, and a statement made by the presiding member (usually the Mayor) at the commencement of each meeting, will inform the public that audio and video of the meeting will be streamed live on the Internet and that the video recording will be made publicly available on the City's website or appropriate social media platform. Due to this recording, a member of the public will only be required to provide their name and suburb, not their full address, when addressing the meeting, but will still be required to provide contact details (such as a postal or email address) on the Public Question Time submission form in order that responses can be provided to them for any questions taken on notice.

Public Question Time and Deputations

The City of Stirling Meeting Procedures Local Law 2009 provides an opportunity at an Ordinary Meeting of Council for a member of the public to ask up to three questions.

A person proposing a question is asked to identify themselves and their question on a 'public question time submission form' before the meeting commences. A member of the public may identify their address by stating the relevant suburb. At the appropriate point in the meeting the presiding member will call on the person to ask their question, and they will be directed to a specific location within the Council Chamber. Live and recorded vision and audio of all members of the public who address a Council meeting will be captured.

A person proposing a question who has identified themselves and their question on a 'public question time submission form' before the meeting commences may request that their question be read to the meeting by a City Officer. At the appropriate point in the meeting the presiding member will ask whether the questioner is in attendance and ask that their question be read to the meeting by a City Officer.

The City provides the opportunity for public to submit their questions and any deputations on its website.

Meetings or Items of Business Closed to the Public

If Council resolves to close a meeting to the public in accordance with Section 5.23 of the *Local Government Act 1995*, live streaming and recording will cease.

Access to Recordings of Meetings

Council meetings that are streamed live on the Internet will be processed by the City's service provider and made available for viewing on the City's website or appropriate social media platform, approximately two business days after the meeting. The three most recent Council meeting recordings will be accessible on the City's website, or appropriate social media platform, at any point in time. The City will retain recordings of meetings for a period of one year after the minutes have been confirmed. Recordings of meetings will be disposed of in accordance with the *State Records Act 2000.*

Risk

Under section 9.57A of the *Local Government Act 1995* the City is not liable for an action for defamation in relation to matter published on its official website as part of a broadcast, audio recording, or video recording, of council proceedings. Council officers and Elected Members are not liable in defamation for any statements made in good faith. Council officers, Elected Members and members of public are not liable in defamation for any statements to which a defence is available under the Defamation Act 2005.

The presiding member may rule at any time prior to or during a meeting that the live streaming and recording be stopped. The live streaming and recording will be stopped following such a ruling unless Council resolves to disagree with the ruling of the presiding member. The presiding member may rule to recommence the live streaming and recording. The live streaming and recording will be recommenced following such a ruling unless Council resolves to disagree with the ruling of the presiding member.

Following any meeting, the presiding member or the Chief Executive Officer may exclude all or part of any meeting recording considered inappropriate to be published. Material considered to be inappropriate may include, but is not limited to, material that may:-

- Be defamatory;
- Infringe copyright;
- Breach the privacy of an individual, or provide unauthorised disclosure of the personal information of an individual;
- Be offensive, abusive or discriminatory;
- Constitute hatred or vilification of another person; and
- Disclose confidential or privileged information.

Disclaimer

Endorsed Council minutes provide the definitive record of Council's resolutions. Opinions and statements made during a Council meeting should not be relied upon.

Licence and Use of Live Streams and Recordings

Access to live streams and recordings of Council meetings is provided on the City's website, or appropriate social media platform, for personal and non-commercial use.

Video, images and audio contained in a live stream or recording must not be altered, reproduced or republished without the permission of the City. Copyright remains with the City.

Definitions

Recording means any recording made by an electronic device capable of recording sound and/or video images

Confidential/Closed means meetings that are closed to the public in accordance with Section 5.23 of the *Local Government Act 1995*

Live Streaming means to transmit or receive live video and audio coverage of an event over the Internet with the content simultaneously recorded and broadcast in real time to the viewer

Ordinary Council Meeting means a meeting for the purpose of considering and dealing with the ordinary business of the Council

Special Council Meeting means a meeting dealing with Council business that is urgent, complex in nature, for a particular purpose, or confidential

Relevant management practices/documents

City of Stirling Meeting Procedures Local Law 2009
Code of Conduct

Legislation/local law requirements

Local Government Act 1995
State Records Act 2000
Freedom of Information Act 1992
Defamation Act 2005

Office use only				
Relevant delegations	Nil.			
Initial Council adoption	**Date**	12 May 2020	**Resolution #**	0520/004
Last reviewed	**Date**	13 October 2020	**Resolution #**	1020/019
Next review due	**Date**			

Elected Member and Chief Executive Officer Attendance at Events Policy

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

Objective

This policy complies with section 5.90A of the *Local Government Act 1995* by supporting Elected Members and the Chief Executive Officer (CEO) in attending events that benefit the community. The policy will provide a framework for the acceptance of invitations to Events and provide transparency on the acceptance and payments of tickets to events.

Scope

This policy applies to all Elected Members and the CEO of the City of Stirling (the City).

Policy

Elected Members and the CEO attend Events to fulfil their leadership role in the community. Elected Members and/or the CEO will receive tickets or invitations to attend Events to represent the City on Council Business.

Tickets and invitations to Events require:

(a) a payment with City Funds;

(b) an Access Pass be allocated for Council or CEO representation while on Council Business; or

(c) the estimated ticket value of associated costs be disclosed as a gift (when valued at $300 or more, or multiple tickets within a 12 month period from the same donor) in accordance with section 5.87A – 5.87C of the Local Government Act 1995.

1. Pre-Approved Events

For pre-approved events, tickets and invitations must be received by the City.

The City pre-approves attendance at the following Events, for Council Business, by Elected Members and the CEO:

(a) Advocacy lobbying, Mayoral representation or Ministerial briefings;

(b) Industry and economic briefings, specifically related to the operation of local government;

(c) Community cultural and sporting Events, festivals and art exhibitions within the City;

(d) Opening or launch of an Event or Facility within the City;

(e) Professional development in accordance with the Elected Member Training Policy;

(f) Networking in accordance with the Elected Member Entitlements Policy;

(g) Conference or formal representation by the CEO in accordance with the Employee Conference Management Practice and/or City contract; and

(h) Where Mayoral or CEO representation has been formally requested.

Events hosted, run or sponsored by:

i. The City;
ii. The community (including meetings) held within the City, to which the Elected Members or the CEO have been officially invited;
iii. Major professional bodies associated with local government, such as WALGA and Local Government Professionals;
iv. Local, State or Federal government agencies; and
v. Educational instituitions within the City.

Attendance at Pre-Approved Events is considered an "excluded gift" as defined in section 5.62(1B) of the *Local Government Act 1995*.

2. Sponsored Events

The City sponsors events, shows, festivals, sporting contests and other community activities. Supporting sponsored events is an important part of the Civic life of the City.

Special care must be taken in relation to the provision of tickets to sponsored events.

The following rules must be followed in relation to ticketed events:

- Sponsorship agreements must not provide free tickets to employees or Elected Members to sponsored events.
- Employees must not accept free tickets to sponsored events.
- Where an employee is to attend a sponsored event in the normal course of their duties, they should be provided with an access pass, and not a free ticket.
- Where an Elected Member is to attend a sponsored event to give a speech or take part in ceremonial duties, they should be provided with an access pass, and not a free ticket.
- Where an Elected Member wishes to attend a sponsored event where tickets come at a cost, the Elected Member must pay for the ticket from their networking allowance (unless invited to give a speech or take part in ceremonial duties).

3. Approval Process

Where an invitation is received to an Event that is not pre-approved, it may be submitted for approval no later than three business days prior to the Event as follows:

(a) Events for the Mayor will be approved by the CEO; and
(b) Events for Councillors or the CEO will be approved by the Mayor.

Considerations for approval of the Event must:

- Include any justification provided by the applicant;
- Details of the Event's benefit to the City;
- How the event relates to the attendee's role;
- Alignment to the City's Strategic Community Plan; and
- The number of City representatives already approved to attend.

4. Gift Disclosure

Elected Members and the CEO must declare any Gift/s received in relation to their role at the City when valued at $300 or more (either one gift or cumulative gifts over 12 months from the same donor). The recipient must disclose the Gift (and any other associated hospitality) within 10 days to the City.

Where an Elected Member or the CEO is offered a ticket to an Event, and the ticket falls under the definition of a Gift, details of the ticket are to be disclosed in accordance with sections 5.87A – 5.87C of the *Local Government Act 1995.* The disclosed information will be listed on the City's website. If there are more Elected Members who wish to attend than tickets provided, the Mayor shall allocate the tickets.

5. Declaration of Interest

Where a donor of a Gift at/over $300 has a matter before Council, the Elected Member and/or CEO must disclose a Conflict of Interest and remove themselves from the meeting (unless approval is granted by the Council or the Minister, depending on the value of the Gift).

A Gift is excluded from the Conflict of Interest provisions when:

(a) the Gift relates to attendance at a pre-approved Event in this policy; or

(b) the Gift is from the specified entities prescribed in section 20B of the Local Government (Administration) Regulations 1996.

6. Payment of Tickets

Where an Elected Member attends a pre-approved Event and there is a Cost associated with the Event, then the Cost of the attendance (including the attendance of a partner) is to be paid out of the Elected Member's related allowance in accordance with the Elected Member Entitlements Policy.

Where the CEO attends a pre-approved Event and there is a Cost associated with the Event, the Cost of the attendance (including the attendance of a partner) is to be met by the City.

If the Event is ticketed and the Elected Member or the CEO pays the full ticketed price from their Personal Funds, and does not seek reimbursement, or if the Event is free to the public, then no action is required.

6.1 Free Tickets

A ticket is only considered free when there are no associated costs through hospitality, catering, and event viewing that are of a financial benefit to the guest.. All events have a value and it is required that:

(a) a ticket be purchased;

(b) the estimated ticket value of associated costs be disclosed as a gift in accordance with section 4 of this policy; or

(c) be an Access Pass as per section 2 of this policy.

7. Non-Approved Events

Any Event that is not pre-approved, is not submitted through an approval process, or is received personally is considered a non-approved Event.

All Events are considered Non-Approved if attendance would breach a local, State or Federal declaration of emergency, a controlled border or a Commonwealth travel advisory.

The Cost of the following Events is not permitted to be met by City funds:

- Party political Events and fundraisers;
- Personal Social Events; and
- Cultural and sporting Events held outside of the City unless approved in accordance with section 3 of this policy.

8. Record of Attendance at Events

Elected Members and the CEO must:

- Inform the City of their attendance at an Event under this policy; and
- Submit any invitation and records relevant to their attendance for recording in the City's corporate record keeping management system.

9. Community Engagement Events

The City approves attendance by Elected Members and the CEO at the following Community Engagement Events for Council Business. The partner of each Elected Member may attend the following Community Engagement Events as one of the invited Guests.

9.1 Community Engagement by Elected Members

The City will host events for Elected Members to engage with the Community. These events will be hosted and paid for by the City, and will be held under the following conditions:

(a) Each Elected Member, or any combination of Elected Members, may request an event at any time by submitting a request to the Mayor.

(b) Each event must be for an identified purpose that allows Elected Members to fulfill their role and advance the purposes of the City.

(c) Each Elected Member may suggest a guest list for the event and all guests must relate to the purpose of the proposed event.

(d) Final guest lists are to be approved by the Mayor's office which retains sole discretion as to whether an event is to be held and, if so, the format of the event and who is approved to attend.

(e) Once every year the City will host a dinner for all Elected Members, who may each invite up to nine personal friends and Relatives. This is in recognition of the contribution made by people close to an Elected Member due to the public nature of their role, their performance in the local community, and the need to support Elected Members undertaking their role out of core business hours.

(f) Other than the annual dinner referred to in point (e), guests may not include relatives or close personal friends of the Elected Member without approval of the Mayor.

The Mayor may request to host Community Engagement Events that meet the strategic community engagement needs of the City throughout the year. The format of the community Event is to be advised to the City in advance and with Suitable Notice. The final decision of allocation of Guests is to be made by the Mayor.

10. Invitations and Attendance by Dignitaries

Invitations to Parliamentary and Vice-Regal dignitaries must be managed in accordance with:

- the protocols of the State and Federal Government and Parliaments;
- the protocols of the Vice-Regal Offices;
- any funding agreements with State and Federal Governments; and
- the requirements of the Mayoral office to ensure appropriate Parliamentary and Vice-Regal representation.

The preparation of invitation lists at City events is a responsibility of the Mayor who may grant authorisation for another person to prepare and issue invitations.

11. Recognition Events

Recognition Events and the installation of recognition plaques must be arranged in accordance with the Recognition Events Management Practice. The management practice sets the requirement to invite Elected Members to attend the commencement or completion of a project, facility or program and the installation of recognition plaques.

12. Dispute Resolution

Any disputes under this policy are to be resolved by the Mayor and~~or~~ the CEO.

Definitions

The following terms are defined by *Local Government Act 1995* and apply to this policy: Event, Relative, Gift.

Accompanying Person means person/s who have been officially invited by an Elected Member to attend a Community Engagement Event for Council Business.

Community Engagement Event means a function hosted by the Mayor to which all Elected Members are invited to engage with a section of the Community.

Cost means an amount of money to be paid in relation to attendance at an Event**.** This includes the price of the ticket, travel to the event and any other expenses incurred as a result of attending the event.

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 Councillor by *the Local Government Act 1995* or any other written law.

Elected Member means a person elected under the *Local Government Act 1995* as a member of the Council. The City's Elected Members include the Mayor, Deputy Mayor and Councillors.

Facility means a building, park or open space located within the City.

Free Event means an event where there are no associated costs through hospitality, catering, and event viewing that are of a financial benefit to the guest.

Personal Funds means a private payment of money from an individual, not the City.

Social Events means an Event of a personal nature that has no benefit to the City and its community.

Suitable Notice means providing advance notification of the event to enable coordination.

Ticketed means a ticket that requires financial payment.

Relevant management practices/documents

Community Engagement Event Guest Registration Form
Election Caretaker Policy
Disclosure of Gift Form
Elected Member Training Policy
Elected Member Entitlements Policy
Recognition Events Management Practice

Legislation/local law requirements

City of Stirling Employees Code of Conduct
Elected Member Code of Conduct
Local Government Act 1995
Local Government (Administration) Regulations 1996

Office use only			
Relevant delegations	Not Applicable		
Initial Council adoption	19 November 2019	**Resolution #**	1119/010
Last reviewed	**Date** 24 May 2022	**Resolution #**	0522/055
Next review due	**Date**		

Elected Member and Chief Executive Officer Attendance at Events Policy

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

Objective

This policy complies with section 5.90A of the *Local Government Act 1995* by supporting Elected Members and the Chief Executive Officer (CEO) in attending events that benefit the community. The policy will provide a framework for the acceptance of invitations to Events and provide transparency on the acceptance and payments of tickets to events.

Scope

This policy applies to all Elected Members and the CEO of the City of Stirling (the City).

Policy

Elected Members and the CEO attend Events to fulfil their leadership role in the community. Elected Members and/or the CEO will receive tickets or invitations to attend Events to represent the City on Council Business.

Tickets and invitations to Events require:

(a) a payment with City Funds;

(b) an Access Pass be allocated for Council or CEO representation while on Council Business; or

(c) the estimated ticket value of associated costs be disclosed as a gift (when valued at $300 or more, or multiple tickets within a 12 month period from the same donor) in accordance with section 5.87A – 5.87C of the Local Government Act 1995.

1. Pre-Approved Events

For pre-approved events, tickets and invitations must be received by the City.

The City pre-approves attendance at the following Events, for Council Business, by Elected Members and the CEO:

(a) Advocacy lobbying, Mayoral representation or Ministerial briefings;

(b) Industry and economic briefings, specifically related to the operation of local government;

(c) Community cultural and sporting Events, festivals and art exhibitions within the City;

(d) Opening or launch of an Event or Facility within the City;

(e) Professional development in accordance with the Elected Member Training Policy;

(f) Networking in accordance with the Elected Member Entitlements Policy;

(g) Conference or formal representation by the CEO in accordance with the Employee Conference Management Practice and/or City contract; and

(h) Where Mayoral or CEO representation has been formally requested.

Events hosted, run or sponsored by:

i. The City;
ii. The community (including meetings) held within the City, to which the Elected Members or the CEO have been officially invited;
iii. Major professional bodies associated with local government, such as WALGA and Local Government Professionals;
iv. Local, State or Federal government agencies; and
v. Educational instituitions within the City.

Attendance at Pre-Approved Events is considered an "excluded gift" as defined in section 5.62(1B) of the *Local Government Act 1995*.

2. Sponsored Events

The City sponsors events, shows, festivals, sporting contests and other community activities. Supporting sponsored events is an important part of the Civic life of the City.

Special care must be taken in relation to the provision of tickets to sponsored events.

The following rules must be followed in relation to ticketed events:

- Sponsorship agreements must not provide free tickets to employees or Elected Members to sponsored events.
- Employees must not accept free tickets to sponsored events.
- Where an employee is to attend a sponsored event in the normal course of their duties, they should be provided with an access pass, and not a free ticket.
- Where an Elected Member is to attend a sponsored event to give a speech or take part in ceremonial duties, they should be provided with an access pass, and not a free ticket.
- Where an Elected Member wishes to attend a sponsored event where tickets come at a cost, the Elected Member must pay for the ticket from their networking allowance (unless invited to give a speech or take part in ceremonial duties).

3. Approval Process

Where an invitation is received to an Event that is not pre-approved, it may be submitted for approval no later than three business days prior to the Event as follows:

(a) Events for the Mayor will be approved by the CEO; and
(b) Events for Councillors or the CEO will be approved by the Mayor.

Considerations for approval of the Event must:

- Include any justification provided by the applicant;
- Details of the Event's benefit to the City;
- How the event relates to the attendee's role;
- Alignment to the City's Strategic Community Plan; and
- The number of City representatives already approved to attend.

4. Gift Disclosure

Elected Members and the CEO must declare any Gift/s received in relation to their role at the City when valued at $300 or more (either one gift or cumulative gifts over 12 months from the same donor). The recipient must disclose the Gift (and any other associated hospitality) within 10 days to the City.

Where an Elected Member or the CEO is offered a ticket to an Event, and the ticket falls under the definition of a Gift, details of the ticket are to be disclosed in accordance with sections 5.87A – 5.87C of the *Local Government Act 1995.* The disclosed information will be listed on the City's website. If there are more Elected Members who wish to attend than tickets provided, the Mayor shall allocate the tickets.

5. Declaration of Interest

Where a donor of a Gift at/over $300 has a matter before Council, the Elected Member and/or CEO must disclose a Conflict of Interest and remove themselves from the meeting (unless approval is granted by the Council or the Minister, depending on the value of the Gift).

A Gift is excluded from the Conflict of Interest provisions when:

(a) the Gift relates to attendance at a pre-approved Event in this policy; or

(b) the Gift is from the specified entities prescribed in section 20B of the Local Government (Administration) Regulations 1996.

6. Payment of Tickets

Where an Elected Member attends a pre-approved Event and there is a Cost associated with the Event, then the Cost of the attendance (including the attendance of a partner) is to be paid out of the Elected Member's related allowance in accordance with the Elected Member Entitlements Policy.

Where the CEO attends a pre-approved Event and there is a Cost associated with the Event, the Cost of the attendance (including the attendance of a partner) is to be met by the City.

If the Event is ticketed and the Elected Member or the CEO pays the full ticketed price from their Personal Funds, and does not seek reimbursement, or if the Event is free to the public, then no action is required.

6.1 Free Tickets

A ticket is only considered free when there are no associated costs through hospitality, catering, and event viewing that are of a financial benefit to the guest.. All events have a value and it is required that:

(a) a ticket be purchased;

(b) the estimated ticket value of associated costs be disclosed as a gift in accordance with section 4 of this policy; or

(c) be an Access Pass as per section 2 of this policy.

7. Non-Approved Events

Any Event that is not pre-approved, is not submitted through an approval process, or is received personally is considered a non-approved Event.

All Events are considered Non-Approved if attendance would breach a local, State or Federal declaration of emergency, a controlled border or a Commonwealth travel advisory.

The Cost of the following Events is not permitted to be met by City funds:

- Party political Events and fundraisers;
- Personal Social Events; and
- Cultural and sporting Events held outside of the City unless approved in accordance with section 3 of this policy.

8. Record of Attendance at Events

Elected Members and the CEO must:

- Inform the City of their attendance at an Event under this policy; and
- Submit any invitation and records relevant to their attendance for recording in the City's corporate record keeping management system.

9. Community Engagement Events

The City approves attendance by Elected Members and the CEO at the following Community Engagement Events for Council Business. The partner of each Elected Member may attend the following Community Engagement Events as one of the invited Guests.

9.1 Community Engagement by Elected Members

The City will host events for Elected Members to engage with the Community. These events will be hosted and paid for by the City, and will be held under the following conditions:

(a) Each Elected Member, or any combination of Elected Members, may request an event at any time by submitting a request to the Mayor.

(b) Each event must be for an identified purpose that allows Elected Members to fulfill their role and advance the purposes of the City.

(c) Each Elected Member may suggest a guest list for the event and all guests must relate to the purpose of the proposed event.

(d) Final guest lists are to be approved by the Mayor's office which retains sole discretion as to whether an event is to be held and, if so, the format of the event and who is approved to attend.

(e) Once every year the City will host a dinner for all Elected Members, who may each invite up to nine personal friends and Relatives. This is in recognition of the contribution made by people close to an Elected Member due to the public nature of their role, their performance in the local community, and the need to support Elected Members undertaking their role out of core business hours.

(f) Other than the annual dinner referred to in point (e), guests may not include relatives or close personal friends of the Elected Member without approval of the Mayor.

The Mayor may request to host Community Engagement Events that meet the strategic community engagement needs of the City throughout the year. The format of the community Event is to be advised to the City in advance and with Suitable Notice. The final decision of allocation of Guests is to be made by the Mayor.

10. Invitations and Attendance by Dignitaries

Invitations to Parliamentary and Vice-Regal dignitaries must be managed in accordance with:

- the protocols of the State and Federal Government and Parliaments;
- the protocols of the Vice-Regal Offices;
- any funding agreements with State and Federal Governments; and
- the requirements of the Mayoral office to ensure appropriate Parliamentary and Vice-Regal representation.

The preparation of invitation lists at City events is a responsibility of the Mayor who may grant authorisation for another person to prepare and issue invitations.

11. Recognition Events

Recognition Events and the installation of recognition plaques must be arranged in accordance with the Recognition Events Management Practice. The management practice sets the requirement to invite Elected Members to attend the commencement or completion of a project, facility or program and the installation of recognition plaques.

12. Dispute Resolution

Any disputes under this policy are to be resolved by the Mayor and the CEO.

Definitions

The following terms are defined by *Local Government Act 1995* and apply to this policy: Event, Relative, Gift.

Accompanying Person means person/s who have been officially invited by an Elected Member to attend a Community Engagement Event for Council Business.

Community Engagement Event means a function hosted by the Mayor to which all Elected Members are invited to engage with a section of the Community.

Cost means an amount of money to be paid in relation to attendance at an Event**.** This includes the price of the ticket, travel to the event and any other expenses incurred as a result of attending the event.

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 Councillor by *the Local Government Act 1995* or any other written law.

Elected Member means a person elected under the *Local Government Act 1995* as a member of the Council. The City's Elected Members include the Mayor, Deputy Mayor and Councillors.

Facility means a building, park or open space located within the City.

Free Event means an event where there are no associated costs through hospitality, catering, and event viewing that are of a financial benefit to the guest.

Personal Funds means a private payment of money from an individual, not the City.

Social Events means an Event of a personal nature that has no benefit to the City and its community.

Suitable Notice means providing advance notification of the event to enable coordination.

Ticketed means a ticket that requires financial payment.

Relevant management practices/documents

Community Engagement Event Guest Registration Form
Election Caretaker Policy
Disclosure of Gift Form
Elected Member Training Policy
Elected Member Entitlements Policy
Recognition Events Management Practice

Legislation/local law requirements

City of Stirling Employees Code of Conduct
Elected Member Code of Conduct
Local Government Act 1995
Local Government (Administration) Regulations 1996

Office use only			
Relevant delegations	Not Applicable		
Initial Council adoption	19 November 2019	**Resolution #**	1119/010
Last reviewed	**Date** 24 May 2022	**Resolution #**	0522/055
Next review due	**Date**		

Elected Member Training Policy

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

Objective

This policy supports Elected Members to undertake Council Member Essentials Training and Continuing Professional Development including mandatory training as required under section 5.126 of the *Local Government Act 1995* (the Act).

Scope

This policy applies to all Elected Members of the City of Stirling (the City).

Policy

1 Approved Elected Member Training

Elected Members are required to undertake mandatory training and continuing professional development once appointed to Council. Training must be Approved Training and will be met with City funds.

1.1 Council Member Essentials Course

The mandatory 'Council Members Essentials' course must be completed within the first 12 months of an Elected Member's appointment to Council. Council Members are exempt from this requirement if they have met the criteria within the *Local Government (Administration) Regulations 1996*. Elected Members who are required to complete the Council Member Essentials course are not required to complete Continuing Professional Development until the next Election cycle, in two years.

1.2 Continuing Professional Development

The City is committed to supporting its Elected Members by providing continuing professional development (CPD) opportunities such as training courses, webinars and conferences. Elected Members must attain 10 CPD points biennially if they are not required to complete the Council Member Essentials course.

Elected Members may request training or development opportunities. Governance will also provide opportunities by hosting workshops and briefings. Opportunities will be in line with the City's Strategic Community Plan key result areas (refer to Appendix), as well as health and wellbeing, and safety and conduct.

The City will investigate opportunities for professional skill development based on the direction of Council or individual Elected Member needs and/or requests.

The allocation of CPD points is as follows:

- Attendance at one approved conference is four points;
- Attendance at one external training seminar, webinar or course is two points;
- Attendance at one 'CPD Workshop' provided by the City is two points;
- Completion of the 'Australian Institute of Company Directors Course' is 10 points;
- Completion of a relevant diploma is 10 points.

The Mayor can approve for all Elected Members to attend an event, networking or training if there is a benefit to the City. Costs will be met from the Elected Member's training budget.

2 Conferences

Elected Members can request to attend conferences that support their role as an Elected Member.

Attendance at state, interstate and international conferences is permitted if it meets the following criteria:

- It is an Eligible Conference;
- The Elected Member has sufficient Conference Allowance available to meet all conference expenses; and
- Mayoral/Council approval is provided (where required).

Referral to the Mayor for approval is required if more than half of the Council wishes to attend a local conference.

Referral to Council for approval is required in the following circumstances:

- Three or more Elected Members have requested to attend the same interstate conference within Australia; or
- Any application to attend an international conference.

3 Funding

All Approved Training will be met from City funds. This includes Council Member Essentials, CPD, and Conferences.

3.1 Funding – Conferences

Elected Members are allocated a biennial Conference Allowance. The biennial Conference Allowance period commences on 1 November following the Ordinary Council Election to the date of the next ordinary election (refer to Appendix). The Conference Allowance is increased by CPI each election cycle. Any unused allowance from 31 October (end of the biennial period) is forfeited.

Should an Elected Member wish to upgrade their travel or accommodation standard, add additional travel arrangements or extend their visit for personal reasons, all additional costs are to be met from the Elected Member's Personal Funds.

Refer to the Elected Member Entitlements Policy for funding of Mayoral Representation.

3.2 Funding – Cash Advance (International only)

Elected Members may request a cash advance (EFT transfer) for attendance at an international conference. The cash advance rate covers the daily cost of meals and incidentals whilst at an international conference (refer to Appendix).

Within 30 days of returning from an international conference, an Elected Member must submit an acquittal that includes original invoices and receipts to verify the cash advance. The conversion rate will be calculated at the daily exchange rate provided on the evidence submitted by the Elected Member. Any cash advance that is not expended must be returned to the City and credited to the Elected Member's Conference Allowance.

3.3 Funding – Additional Costs

Any additional costs incurred undertaking training, CPD or Conferences will be met by the City on the provision of Sufficient Information.

Conference meals and incidental expenses will be met from the Elected Member's Conference Allowance. Reasonable expenses incurred include:

- Meals – the purchase of breakfast, lunch and dinner where these are not provided at the conference or during travel.
- Incidentals – surcharges, telephone calls, Wi-Fi charges, newspapers, laundry, public transport, taxi, ride-sharing, sundry food items and beverages.

The tipping of service providers will not be reimbursed through City Funds. An exception will be made for International Conferences where it is customary to tip. The tip must be capped at a maximum of 20% of the total bill.

3.4 Funding - Special Conditions

Some training and CPD falls under special conditions. The special conditions and requirements are listed as follows:

- Company Directors Course – The total cost of the course is to be split (50/50) between the Elected Member's Training Allocation and Conference Allowance.
- Mentoring or Business Coaching –The total cost of the programme/plan is to be met from the Elected Member's Conference Allowance.
- Diploma –The total cost of the course is to be split (50/50) between the Elected Member's Training Allocation and Conference Allowance.
- Elected Members are entitled to one annual professional development membership with the cost to be met from the annual membership budget.

4 Registration and Bookings

Elected Member Services will arrange all training, CPD and conference registrations on behalf of Elected Members. All training, CPD and conference related registration fees; air fares; accommodation; and car hire (if applicable) shall be arranged by the City and will be met from the appropriate allowance in accordance with the conditions below:

- Conference registration fees and related events will be booked, as requested by the Elected Member.
- Reasonable airfares will be determined by the most practical route to and from the conference venue, unless otherwise approved by the Mayor. All air travel shall be by Business Class unless the Elected Member nominates Economy Class as their preferred option.
- Reasonable accommodation for an Elected Member and an Accompanying Person (if applicable) will be made at, or in close proximity to, the conference venue unless otherwise approved by the Mayor. The length of stay at the accommodation will be made according to the conference location (refer to Appendix).
- Hire cars may be used to meet reasonable travel requirements during the conference.
- Travel insurance will be provided in accordance with the Corporate Travel Insurance Policy, for an Elected Member and an Accompanying Person (if applicable).
- Where travel, accommodation bookings or other associated bookings are made which carry Loyalty Rewards or Bonus Points, they must not be requested. ~~personally claimed, as this may be considered a personal benefit gained through the position of an Elected Member.~~

4.1 Accompanying Person

All expenses incurred by the Elected Member's Accompanying Person, are to be met by the Elected Member's Personal Funds, except for attendance at an official conference luncheon and/or dinner.

4.2 Carer

In line with the *Disability Discrimination Act 1992* and the *Equal Opportunity Act 2010*, a Carer may accompany an Elected Member to a professional development event. Registration and incidental costs for the Carer will be met from the Elected Member's Conference Allowance.

5 Sharing of Knowledge

Where an Elected Member attends an interstate or international conference of more than two days, the Elected Member must provide a written report, or a composite report when attending with another Elected Member and/or employee, for publication on the Elected Members' Portal.

The report must be submitted within 30 days of returning from the conference and detail the proceedings, benefits, knowledge gained and outcomes for the City.

6 Cancellation of Travel

Where an Elected Member requests cancellation of training, CPD or a conference - and the costs are non-refundable - those costs will be met from the Elected Member's Allowance. In the event of unforeseen circumstances, the Manager Governance may approve the cost to be removed in accordance with the City's insurance provider's advice. Where advice is provided by the City's insurer, Smartraveller or other Government authorities, the Manager Governance may cancel travel to ensure safety of Elected Members.

7 Reporting

The *Local Government Act 1995 s 5.127* requires the City to prepare a report for each financial year on the training completed by Elected Members within that financial year. Elected Members are to provide all completed training certification to Elected Member Services for recordkeeping. Completed training will be published on the City's website by 31 July each year.

8 Election Caretaker Period

Professional Development is not to be scheduled and/or expenses expended during the Election Caretaker Period. Any CPD or compulsory training stipulated in this policy is to be completed prior to the Caretaker Period. The Caretaker Period is in accordance with the City's Election Caretaker Policy.

9 Dispute Resolution

Any disputes under this policy are to be resolved by the Mayor and the Chief Executive Officer.

Definitions

Accompanying Person means travel companion.

Appendix means the Appendix listed in the end of this policy.

Approved Training means training required by the *Local Government Act 1995 (WA)* which supports an Elected Member's role in Council.

Approved Training Providers means the bodies listed in the *Local Government (Administration) Regulations 1996 s 35(2)(b)*, which are North & South Metropolitan TAFE and WALGA.

Carer means a person employed or not, to care for a person with a disability.

Conference means a conference that is relevant to the role of an Elected Member and includes a seminar, webinar, convention, congress, summit, roadshow, forum, workshop or study tour.

Conference Allowance means a Council adopted budget allocation to each Elected Member for the purpose of attending conferences in their role as an Elected Member.

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;
d) Performs such other functions as are given to an Elected Member by the *Local Government Act 1995* or any other written law.

Council Member Essentials is a training course required to be inducted into Council as an Elected Member.

CPD Points measures the amount of continuing professional development completed.

CPI means Consumer Price Index 'All Groups Perth' determined by the Australian Bureau of Statistics.

EFT means Electronic Funds Transfer to a nominated bank account.

Elected Member means a person elected under the *Local Government Act 1995* as a member of the Council. The City's Elected Members include the Mayor, Deputy Mayor and Councillors.

Elected Members' Portal means an internal confidential website for Elected Members.

Loyalty Reward or Bonus Points means company benefits received for using their services, such as Frequent Flyer Points, discounts and other forms of loyalty rewards or benefits.

Personal Funds mean a private payment of money from an individual, not the City.

Pre-Approved Event/s means Events Council has approved in advance.

Referral to Council means a written report requesting approval by Council.

Sufficient Information means completion of the required claim or request form (via the Elected Members' Portal) with the related documentation attached (if applicable), such as receipt, transaction, proof of purchase, invoice (that has been paid) or completion of a statutory declaration.

Training Allocation means a Council adopted budget allocation for the purposes of attending a training course, to support the role of an Elected Member.

Relevant management practices/documents

Election Caretaker Policy
Elected Member and Chief Executive Officer Attendance at Events Policy
Elected Member Entitlements Policy
Elected Member CPD Points Register
Elected Member Claim and Request Forms

Schedule 2 – Fees for DAP Members (Regulation 30,31)

https://www.smartraveller.gov.au/

Legislation/local law requirements

Local Government Act 1995
Local Government (Administration) Regulations 1996

Office use only				
Relevant delegations	Not Applicable			
Initial Council adoption	**Date**	17 November 2020	**Resolution #**	1120/016
Last reviewed	**Date**	7 February 2023	**Resolution #**	
Next review due	**Date**		s5.128 requires a review following election.	

Appendix

The City's Strategic Community Plan Key Result Areas



Elected Members' Biennial Conference Allowance

The biennial Conference Allowance will be adjusted by the CPI 'All Groups Perth' rate following an Ordinary Election, rounded to the nearest $100.

Year	Amount	Effective	Period
2023	$19,931.00	1 November 2023	1 November 2023 to 31 October 2025

Cash Advance (International only)

The cash advance daily rate will be adjusted by the CPI 'All Groups Perth' rate following an Ordinary Election, rounded to the nearest dollar.

Year	Daily Rate	Effective	Period
2023	$233.00	1 November 2023	1 November 2023 to 31 October 2025

Accommodation

The City will arrange for reasonable accommodation for Council Business, as below, in accordance with this policy:

Conference Location	Length of Stay
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International Conference	Two nights prior, during and one night after

Elected Member Training Policy

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

Objective

This policy supports Elected Members to undertake Council Member Essentials Training and Continuing Professional Development including mandatory training as required under section 5.126 of the *Local Government Act 1995* (the Act).

Scope

This policy applies to all Elected Members of the City of Stirling (the City).

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Elected Members may request training or development opportunities. Governance will also provide opportunities by hosting workshops and briefings. Opportunities will be in line with the City's Strategic Community Plan key result areas (refer to Appendix), as well as health and wellbeing, and safety and conduct.

The City will investigate opportunities for professional skill development based on the direction of Council or individual Elected Member needs and/or requests.

The allocation of CPD points is as follows:

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- Completion of the 'Australian Institute of Company Directors Course' is 10 points;
- Completion of a relevant diploma is 10 points.

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2 Conferences

Elected Members can request to attend conferences that support their role as an Elected Member.

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- The Elected Member has sufficient Conference Allowance available to meet all conference expenses; and
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Referral to Council for approval is required in the following circumstances:

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3 Funding

All Approved Training will be met from City funds. This includes Council Member Essentials, CPD, and Conferences.

3.1 Funding – Conferences

Elected Members are allocated a biennial Conference Allowance. The biennial Conference Allowance period commences on 1 November following the Ordinary Council Election to the date of the next ordinary election (refer to Appendix). The Conference Allowance is increased by CPI each election cycle. Any unused allowance from 31 October (end of the biennial period) is forfeited.

Should an Elected Member wish to upgrade their travel or accommodation standard, add additional travel arrangements or extend their visit for personal reasons, all additional costs are to be met from the Elected Member's Personal Funds.

Refer to the Elected Member Entitlements Policy for funding of Mayoral Representation.

3.2 Funding – Cash Advance (International only)

Elected Members may request a cash advance (EFT transfer) for attendance at an international conference. The cash advance rate covers the daily cost of meals and incidentals whilst at an international conference (refer to Appendix).

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3.3 Funding – Additional Costs

Any additional costs incurred undertaking training, CPD or Conferences will be met by the City on the provision of Sufficient Information.

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- Elected Members are entitled to one annual professional development membership with the cost to be met from the annual membership budget.

4 Registration and Bookings

Elected Member Services will arrange all training, CPD and conference registrations on behalf of Elected Members. All training, CPD and conference related registration fees; air fares; accommodation; and car hire (if applicable) shall be arranged by the City and will be met from the appropriate allowance in accordance with the conditions below:

- Conference registration fees and related events will be booked, as requested by the Elected Member.
- Reasonable airfares will be determined by the most practical route to and from the conference venue, unless otherwise approved by the Mayor. All air travel shall be by Business Class unless the Elected Member nominates Economy Class as their preferred option.
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- Hire cars may be used to meet reasonable travel requirements during the conference.
- Travel insurance will be provided in accordance with the Corporate Travel Insurance Policy, for an Elected Member and an Accompanying Person (if applicable).
- Where travel, accommodation bookings or other associated bookings are made which carry Loyalty Rewards or Bonus Points, they must not be requested.

4.1 Accompanying Person

All expenses incurred by the Elected Member's Accompanying Person, are to be met by the Elected Member's Personal Funds, except for attendance at an official conference luncheon and/or dinner.

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In line with the *Disability Discrimination Act 1992* and the *Equal Opportunity Act 2010*, a Carer may accompany an Elected Member to a professional development event. Registration and incidental costs for the Carer will be met from the Elected Member's Conference Allowance.

5 Sharing of Knowledge

Where an Elected Member attends an interstate or international conference of more than two days, the Elected Member must provide a written report, or a composite report when attending with another Elected Member and/or employee, for publication on the Elected Members' Portal.

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7 Reporting

The *Local Government Act 1995 s 5.127* requires the City to prepare a report for each financial year on the training completed by Elected Members within that financial year. Elected Members are to provide all completed training certification to Elected Member Services for recordkeeping. Completed training will be published on the City's website by 31 July each year.

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d) Performs such other functions as are given to an Elected Member by the *Local Government Act 1995* or any other written law.

Council Member Essentials is a training course required to be inducted into Council as an Elected Member.

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https://www.smartraveller.gov.au/

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Local Government (Administration) Regulations 1996

Office use only				
Relevant delegations	Not Applicable			
Initial Council adoption	**Date**	17 November 2020	**Resolution #**	1120/016
Last reviewed	**Date**	7 February 2023	**Resolution #**	
Next review due	**Date**		s5.128 requires a review following election.	

Appendix

The City's Strategic Community Plan Key Result Areas



Elected Members' Biennial Conference Allowance

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Accommodation

The City will arrange for reasonable accommodation for Council Business, as below, in accordance with this policy:

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State and/or Interstate Conference	One night prior, during and one night after
International Conference	Two nights prior, during and one night after

Council Resolution

1024/023

Moved Councillor Perkov, seconded Councillor Olow

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

The motion was put and declared CARRIED (12/0).

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

12.1/CD1 LOCAL CONVOS ENGAGEMENT OUTCOMES 2024

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

Role

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

Council Resolution

1024/024

Moved Councillor Perkov, seconded Councillor Olow

1. That Council NOTES the outcomes from the Local Convos community engagement.

2. That the City UNDERTAKES the following actions:

a. Utilise the local focus insights to inform the Integrated Planning and Budget process for 2025/2026; and

b. Identify key local priorities for collaboration and partnership with stakeholders, community and other tiers of government.

The motion was put and declared CARRIED (12/0) by exception resolution.

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

Committee Recommendation

1. That Council NOTES the outcomes from the Local Convos community engagement.
2. That the City UNDERTAKES the following actions:
    a. Utilise the local focus insights to inform the Integrated Planning and Budget process for 2025/2026; and
    b. Identify key local priorities for collaboration and partnership with stakeholders, community and other tiers of government.

Officer's Recommendation

1. That Council NOTES the outcomes from the Local Convos community engagement.
2. That the City UNDERTAKES the following actions:
    a. Utilise the local focus insights to inform the Integrated Planning and Budget process for 2025/2026; and
    b. Identify key local priorities for collaboration and partnership with stakeholders, community and other tiers of government.

Purpose

To present the detailed outcomes of the Local Convos engagement (undertaken between 22 January 2024 and 30 September 2024), and to seek Council's approval to utilise the local focus insights to inform the integrated planning and budget process, and identify key local priorities for collaboration and partnership with stakeholders, community and other tiers of government.

Details

The City is diverse in more ways than one, with a unique mix of cultures, lifestyles and abundant opportunities spanning its 30 suburbs.

To help achieve the City's vision ('A sustainable City with a local focus') the City reviewed its community and stakeholder engagement approach to provide an increased focus on two-way conversations that listen and respond with a local focus.

The City's Local Convos series was designed in this context to support the community in getting together to chat about local needs, deepen connection and identify the local focus for each of the City's 30 suburbs.

Local Convos is an initiative of Locally-led Stirling, supporting the vision for everyone to get involved in shaping what it means to be 'a local'. At the heart of this new place approach is an understanding that local people know what is important and what works locally.

The Locally-led Stirling Action Plan was presented at an Elected Member Workshop on 12 June 2023. It outlined how a Locally-led process would help people experience improved circles of connection, rethink how the City delivers services locally, as well as partner with local people to champion and co-create innovations to make our local areas better.

Several components underpin the City's Locally-led approach. These include the following:

- Local focus dashboard to support a greater understanding of what is important locally. A repository of engagement data grouped by local issue from across the organisation, which provides a current and centralised picture. The data is driven by a holistic survey methodology and includes data from the liveability census, annual tracking survey, urban change readiness index and local engagement data.

- Local suburb pages on the City's website to provide a central location for local news, events, demographic profiles, stories, engagement data, connections, and community groups. They outline the local focus for each suburb and enable the City to increase awareness about what the City is planning for and responding to local issues. www.stirling.wa.gov.au/suburbs

- Local focus circles and engagement collective to foster dynamic engagement that moves beyond silos of action and encourages information flow and support across Business Units to support planning and operations.

- Locally-led initiatives to bring together the local community to forge deeper connections, share local stories and enable opportunities to foster locally-led action. Initiatives include the Local Focus Fund to support City-led smaller initiatives (quick wins), Locally-led and Creative Communities grants and Local Convos.

The Local Convos series and mission to host a conversation in every suburb throughout 2024, aligned with the recent Community Engagement Internal Audit Report (Council Resolution Number 0224/026). The audit highlighted the importance of creating the necessary conditions to build up trust and credibility between the City and local community to optimise trust and preserve the City's reputation.

The audit identified that the City has improved and increased its engagement, but identified securing the support to develop and deliver on local issues as crucial to demonstrating that change can happen from getting involved. In this context, the audit included the following specific management action/s:

- Generate top three local suburb priorities for each of the City's 30 suburbs (suburb profiles) to be considered during service planning and drafting the 2025/26 budget and capital works programs submitted to Council for review and approval.

- Suburb profiles including top three local suburb priorities considered in drafting the 2025/26 budget and capital works programs submitted to Council for review and approval.

To deliver upon this management action, the City's Community Engagement team hosted over 60 Local Convos refining 3,392 community ideas to identify a total of 185 local issues across the City's 30 suburbs. The invitation was extended to 75,200 households and included 106,972 social media impressions and 43,072 suburb page visits. A highlight was celebrating the month of September by hosting a local walk in each of the 30 suburbs with more than 1,100 community members walking together. The efforts from the Mayor, Councillors, CEO, Executive Team and City Officers have ensured the Local Convos have been meaningful and inclusive leading to diverse voices being heard across the local community.

The outcome is the Local Convos Engagement Report provided in Attachment 1, which includes the local focus for each of the City's 30 suburbs. The report includes actionable insights that are likely to impact the community based on the City's accumulation of listening. The outcomes might include informing decisions that result in improved service, design, facilities, or policy; strengthen relationships between the community and Council; or help facilitate the process of sharing knowledge between the community and Council.

Financial Assessment and Implications

The Local Convos series was delivered within the adopted Community Engagement 2024/25 operational budget. In addition, to enable a more timely and reactive approach to local issues the Local Focus Fund was adopted within the 2024/25 budget to support small, high-priority City-led initiatives identified through community engagement.

The cost of not undertaking engagement well is significant, including failure to represent the needs of the community, failure to protect the City's reputation, and the fiscal implications on projects and programs. Strengthening the effectiveness of the City's community engagement and embracing a Locally-led process ensures the allocated efficiency of City services by ensuring alignment with community expectations.

It is intended that the insights obtained through the Local Convos be utilised to inform the Integrated Planning and Budget process for 2025/26 as another method to clearly link community aspirations with Council's vision and strategy. This integrated process is also informed by numerous informing strategies, resource plans, existing projects and programs, and Council decisions.

Stakeholder Engagement

Impact	The outcomes generated from the Local Convos engagement will inform the City's Integrated Planning and Budget process for 2025/26 and identify key local priorities for collaboration and partnership with stakeholders, community and other tiers of government.
Interest	A total of 75,200 flyers were distributed to locals throughout the engagement. The engagement included 60 Local Convos consisting of structured conversations, drop-ins and the Walking Together series between Monday 22 January 2024 and Monday 30 September 2024. Over 1,100 community members joined a local walk during the month of September. Digital support included a series of targeted newsletters and socials posts, with a total of 106,972 social media impressions. As of 30 September 2024, the Local Convos page had received 3,209 visits and the City's suburb pages had received 43,072 visits.
Influence	A total of 3,731 local votes helped refine 3,392 community ideas and suggestions to identify a total of 150 local issues across the City's 30 suburbs. At a City-wide level, the top three local issues are: 1. Trees and greening 2. Roads and traffic management 3. Crime prevention The local focus for each of the City's 30 suburbs is included in Attachment 1.

Recommended Action

Local Convos have helped build up the City's local knowledge about the needs of the community, and define the local focus for each of the City's 30 suburbs. The local focus insights will be utilised to inform the City's Integrated Planning and Budget process for 2025/26 and identify key local priorities for collaboration and partnership with stakeholders, community and other tiers of government consistent with the City's commitment to optimise trust and 'plan for the future'.

Relevant Policies, Legislation and Council Resolutions

Local Government Act 1995

Sustainable Stirling 2022-2032

Key Result Area: Our leadership

Objective: A customer-focused City

Priority: Involve, engage and inform our community

Strategic Risk

Strategic Risk	Risk Appetite
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.
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

Attachment 1 - Local Convos Outcomes Report 2024 ⇩

Available for viewing at meeting

Nil

Linked Documents

Nil.

Locally-led Stirling

Local Convos outcomes report 2024



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Locally-led Stirling

Local Convos outcomes report

The City of Stirling Local Convos series was undertaken between 22 January 2024 and 30 September 2024 to support the community in getting together to chat about local needs, deepen connection and identify local priorities.

Local Convos was an initiative of Locally-led Stirling. At the heart of this approach is a vision for everyone to get involved in shaping what it means to be 'a local' and an understanding that local people know what is important locally.

The process generated the local focus for each of the City's 30 suburbs as outlined in this report.

You told us

Key Local Convos stats

75,200 Flyers distributed

43,072 Suburb page visits

106,972 Social media impressions (136 posts)

3,392 Community ideas and suggestions

3,731 Local votes (60 Local Convos)

150 Local issues

What it means to be 'a local' - facts

243,871 City of Stirling population **Estimated residential population for 2023*

2.4 Average number of people per household

38 Average age

$1,786 Medium weekly household income

33% Households privately renting

23,513 Number of local business

Source: ABS Census data 2021

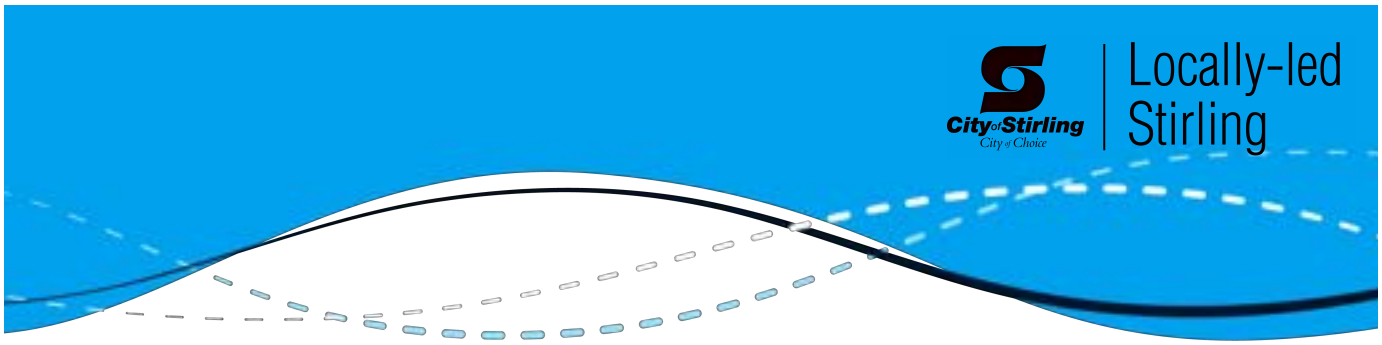
Top five birthplaces
Australia (58%)
England (5%)
India (3%)
New Zealand (2%)
South Africa (2%)

65% Neighbourly rating

16% City-wide volunteering

74% Sense of belonging

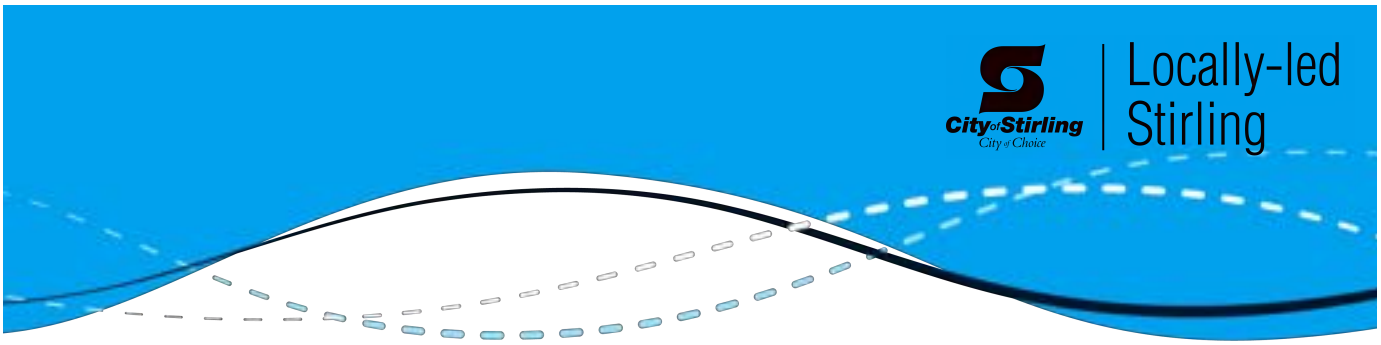
"I would like to see more in person engagement on important local matters! I have been in the community for 8 years and never once seen an in-person opportunity - only online. It could be me, but also heard our neighbours stating it, which is what made me think of it."



City local issues

These are the top local issues for the City

- **24** Trees and greening
- **18** Roads and traffic management
- **13** Crime prevention
- **12** Parks and reserves
- **9** Waste
- **9** Development
- **9** Footpaths
- **7** Parking
- **7** Cat and dog management
- **5** Community wellbeing
- **5** Public amenities
- **4** Local business
- **4** Street lights
- **3** Public transport
- **3** Pedestrian crossings
- **3** Community inclusivity
- **3** Conservation
- **3** Underground power
- **2** Events
- **2** Affordable housing
- **2** Local centres
- **1** Heritage
- **1** Public art
- **1** Cycleways
- **150** Total City local issues



Trees and greening local issue

These are your top local issues about trees and greening

"The councils efforts to increase tree canopy cover are great and should continue to be a focus."

Balcatta

"Verge revegetation and future proofing landscape ecosystems."

Doubleview

"Treasure our bushland spaces."

Coolbinia

“Plant more native species, encourage homeowners to get solar panels.”

“Cleanliness in roadsides and should grow more trees to increase greenness.”

Mirrabooka

"More green spaces."

Joondanna

“Better maintenance of the street verges."

Menora

"More tree shade on Carine Open Space trail Okely Rd side lots of gaps."

Carine

"More trees and turning verges into low water needs gardens.”

Dianella

"More native street trees would be good."

Glendalough

"Maintaining green space and tree canopy. Halt subdivision which is deleting trees and changing the character of the neighbourhood (traffic, density, hardscaping, etc)"

"Native plants for local wildlife."

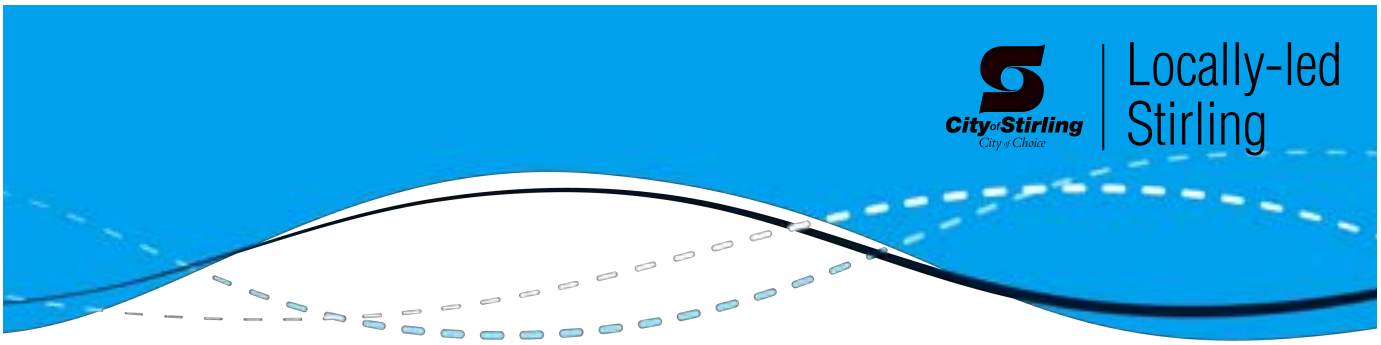
Inglewood

"More plants and nature."

Karrinyup

"More trees in the streets."

Gwelup



Trees and greening local issue

These are your top local issues about trees and greening

"Incentivise the planting of trees on each property and ensure these cannot be cut down unless dangerous to the household."

Mount Lawley

"More TREES and GRASS please."

Scarborough

"Trees PLEASE for shade for residential streets and to reduce summer temperatures and make walking possible. This also requires some underground power."

"Focus on planting a lot more trees and bring in cheap changes to make the area look more unique, colourful, neat and less depressing."

Tuart Hill

"More trees! We have many wildlife that have less and less homes. Hardly trees for shade for people too. I also enjoy looking at trees."

Osborne Park

"More street trees."

Churchlands

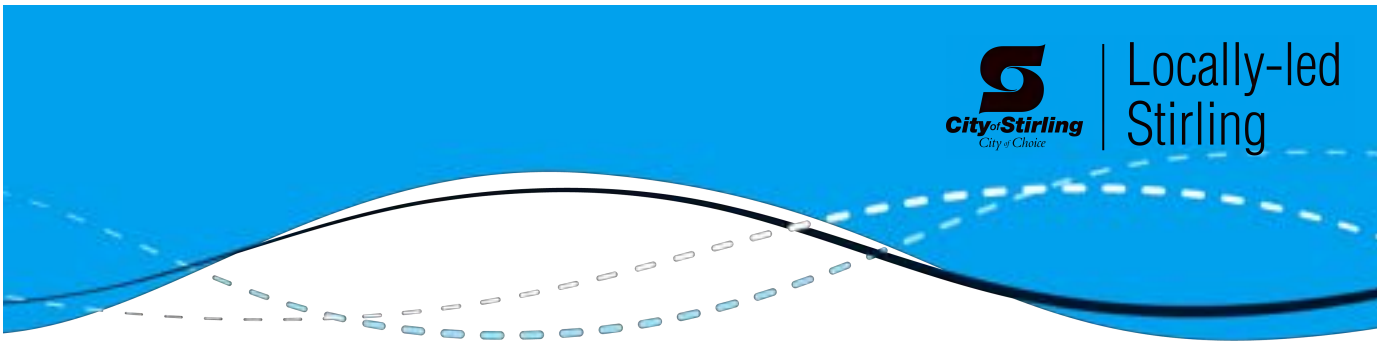
"Tree planting."

"More green areas."

Stirling

“More trees and greenery.”

Yokine



Roads and traffic management local issue

These are your top local issues about road and traffic management

"I've heard that a lot of high school students use electronic scooters, and some are riding it quite dangerously across the road and I think a road safety education especially focusing on using e scooters should be delivered at local high schools for both children and local driver safety."

Carine

"Traffic congestion at the intersections of Balcatta & Erindale Road and Reid Hwy and Erindale Road."

Hamersley

"Start making developers provide more parking at private dwellings so that there are less cars parked on the streets blocking line of sight."

"Traffic on Muir Street towards Karrinyup Road and the intersection."

Innaloo

"Improve flow of traffic along Karrinyup road - on and off freeway during Karrinyup shops opening hours."

Karrinyup

"I think the traffic management around Churchlands High School Hale School and Newman needs management. Churchlands traffic is quite extraordinary. The amount of street parking with students with P plates needs a solution."

Churchlands

"Put a roundabout at the intersection of Erindale Roadd and North Beach Road. Traffic would run soooooo much smoother!"

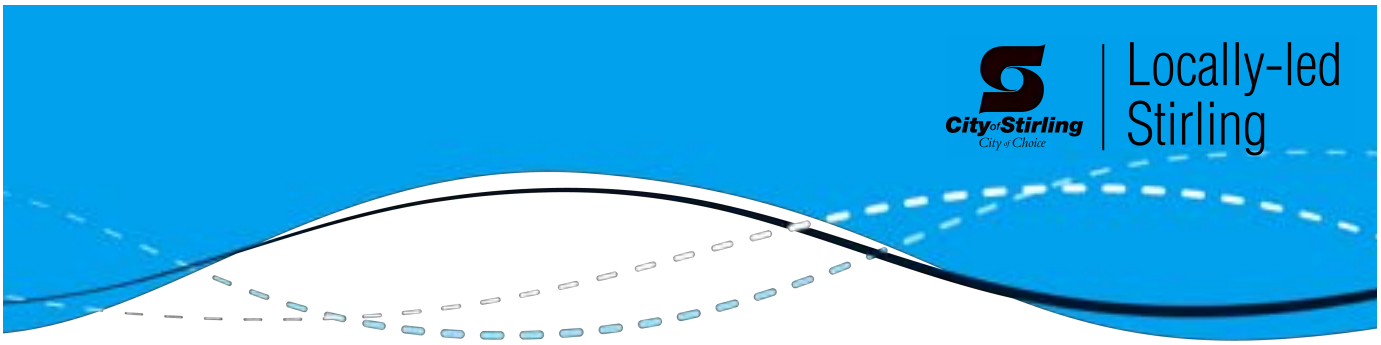
Gwelup

"Ensure that the Beaufort Street crossing at the library is SAFE. Too many drivers go through red lights and exceed the 40 km/h speed limit."

Inglewood

"Rat running through the Avenues needs to be addressed. Traffic should be encouraged to stay on the main roads (Beaufort, Central Ave, North Street etc) to keep them away from the quieter residential streets."

Mount Lawley



Roads and traffic management local issue

These are your top local issues about road and traffic management

"Upgrade to Hutton/ Main Street intersection."

Osborne Park

"Put new traffic lights with turning arrows at the intersection of Main Street and Royal Street."

Tuart Hill

"Corner of Rosewood and Pearson is very busy and needs lights." or "Round about - Rosewood and Pearson."

"More 50km signs to remind those travelling at higher speeds."

Woodlands

"Perhaps better policing hoon bikers and drivers."

North Beach

"Enormous amount of traffic on West Coast Drive, especially in summer. People parking on foot paths and blocking cycle ways. Inconsiderate drivers not giving way to pedestrians-cyclists and other road users. More bins at beaches and parks."

Trigg

"Remove trucks from Hail Road."

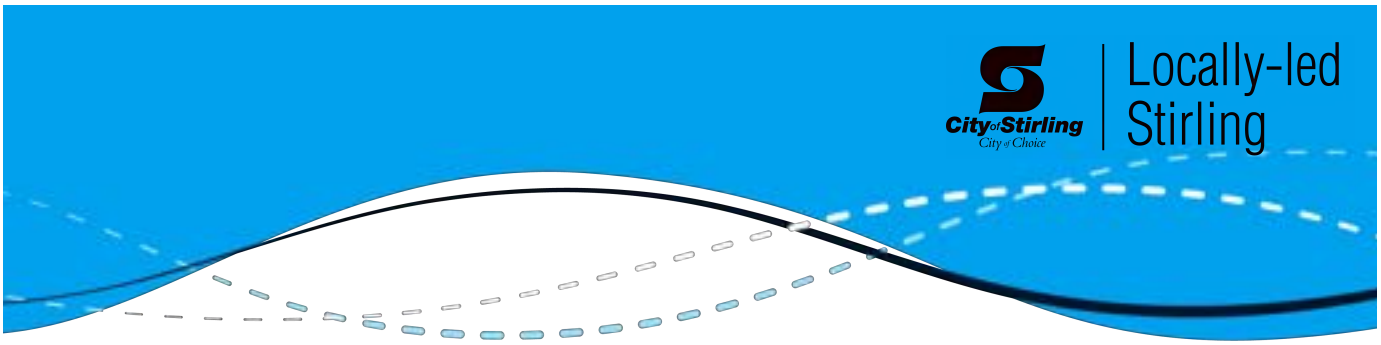
Wembley Downs

"Speed limit on Wordsworth Avenue should be reduced or measures put in place to stop it being used as a "rat run" between Alexander Drive and Flinders Street."

Yokine

"Safe pedestrian and cycle paths to train station away from polluted main roads."

Joondanna



Crime prevention local issue

These are your top local issues about crime prevention

"Community safety, more patrols."

Balcatta

"More police because of the riff raff walking the street late at night yelling."

Glendalough

"Preventing break-ins."

Inglewood

"Better security for residents - please help to address the anti-social behaviour."

Mirrabooka

"Security- residential security for crime, more CCTVs in high crime areas, more patrolling to deter unwanted activities."

Nollamara

"Security patrols and local crime."

Tuart Hill

"Better security at night for anti-social behaviour."

Scarborough

"Make security better by having more preventative measures in place to discourage crime." "Increased security patrols."

Balga

"Crime and drugs. There has been an increase in crime, mostly car thefts, open drug deals in the local parks, drugged out people at Morris Place. We need more investment in the community and infrastructure to deter this activity and behaviour."

Innaloo

"Homelessness and anti-social behaviour in public transport."

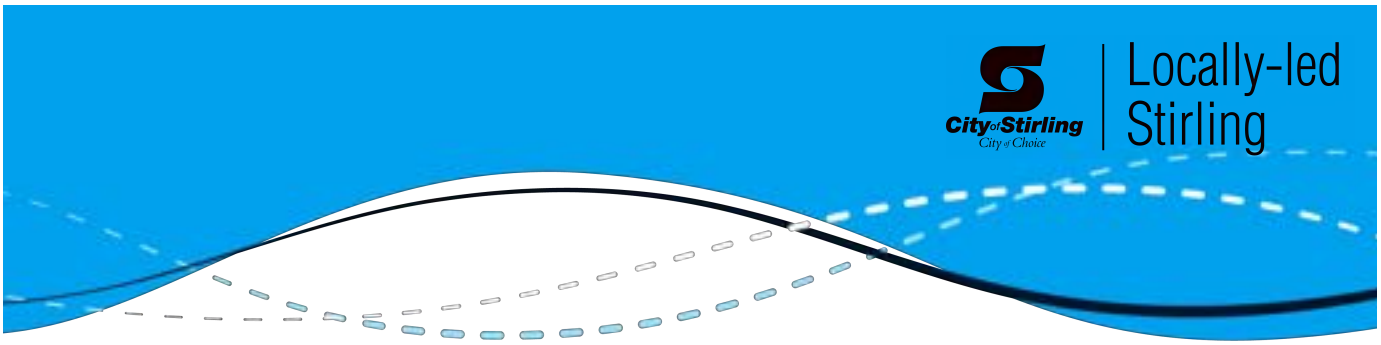
Mount Lawley

"Community safety. Infrastructure and facilities in the area dealing with on-going crimes (e.g. violence, drugs, break-ins, etc.)"

Westminster

"The area feels unsafe, with lots of suspicious characters cycling, walking through the area, particularly the laneways. Some areas clearly have lots of drug use/dealing, especially in the big unit complexes and some of the Dept of Housing properties. The traffic on McDonald Street is getting ridiculous and also unsafe, with lots of speeding vehicles and big trucks between Freeway and Main Street."

Osborne Park



Balcatta local focus

The local community describes Balcatta as a nice, friendly and multicultural neighbourhood, with the top connectors being 'walking the dog' and 'visiting the Stirling Farmers Market'. This snapshot identifies the unique character of Balcatta's neighbourhood and helps the City rethink how we listen and respond with a local focus.

You told us

Key insights about Balcatta

67%
Sense of belonging

52%
Neighbourly rating

12%
Balcatta volunteering

86%
Are satisfied with liveability in this Ward

What it means to be 'a local' - facts

10,812
Balcatta population

2.2
Average number of people per household

39
Average age

$1,537
Median weekly household income

31%
Households privately renting

1,672
Number of local business

Top five birthplaces
Australia (57%)
Italy (5%)
India (4%)
England (3%)
North Macedonia (2%)

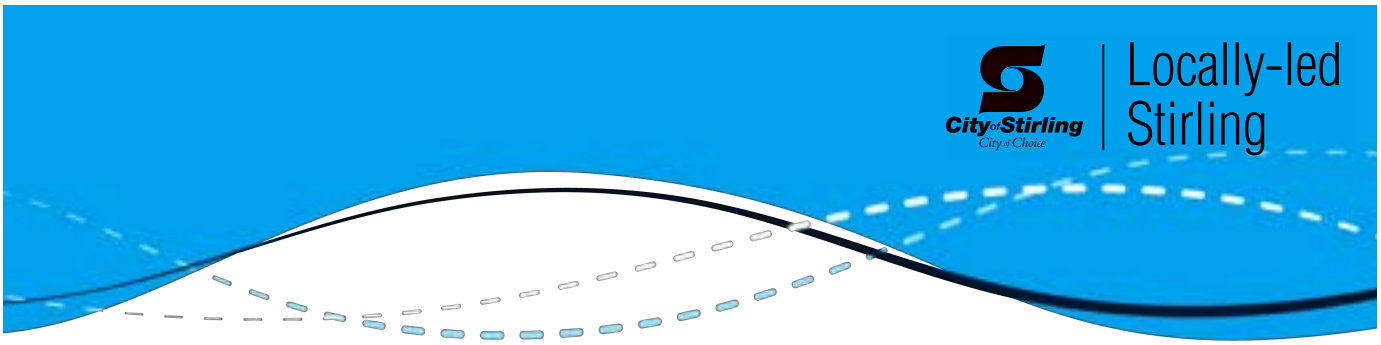
"Multicultural, active, friendly."

"Residential. A good mix of people."

"Calm and peaceful."

"Very central to all facilities."

"A nice neighbourhood."



Balcatta local focus

These are your top local issues for Balcatta

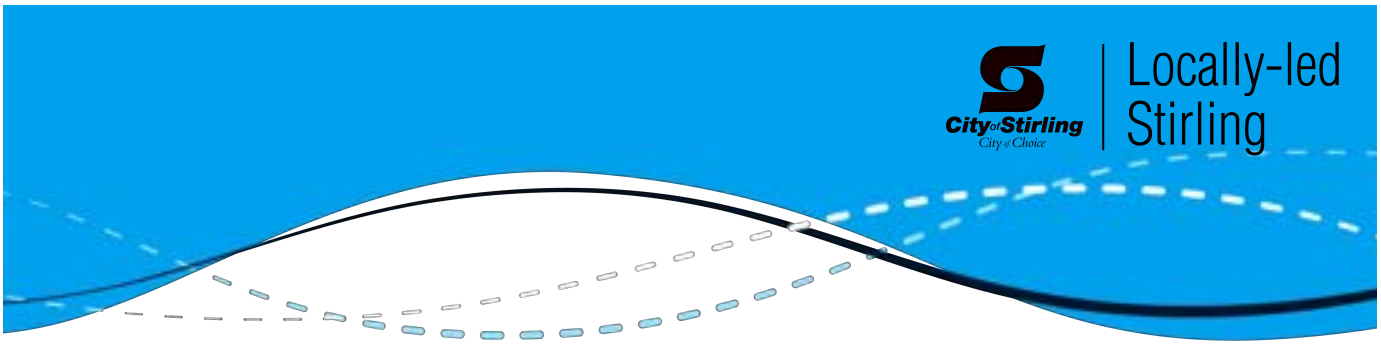
Waste - "More recycling option."

Waste - "More than one bulk rubbish collection yearly."

Crime prevention - "Community safety, more patrols."

Trees and greening - "The councils efforts to increase tree canopy cover are great and should continue to be a focus."

Development - "More sustainable housing infill. Maintaining trees and considering individual and community impacts when development approvals are given."



Balga local focus

The local community describes Balga as a multicultural and friendly community, with the top connectors being 'Bina Parkland', 'Leisure Park Balga' and 'Balga Plaza'. This snapshot identifies the unique character of Balcatta's neighbourhood and helps the City rethink how we listen and respond with a local focus.

You told us

Key insights about Balga

57%
Sense of belonging

38%
Neighbourly rating

10%
Balga volunteering

66%
Are satisfied with liveability in this Ward

What it means to be 'a local' - facts

13,864
Balga population

2.4
Average number of people per household

32
Average age

$1,299
Median weekly household income

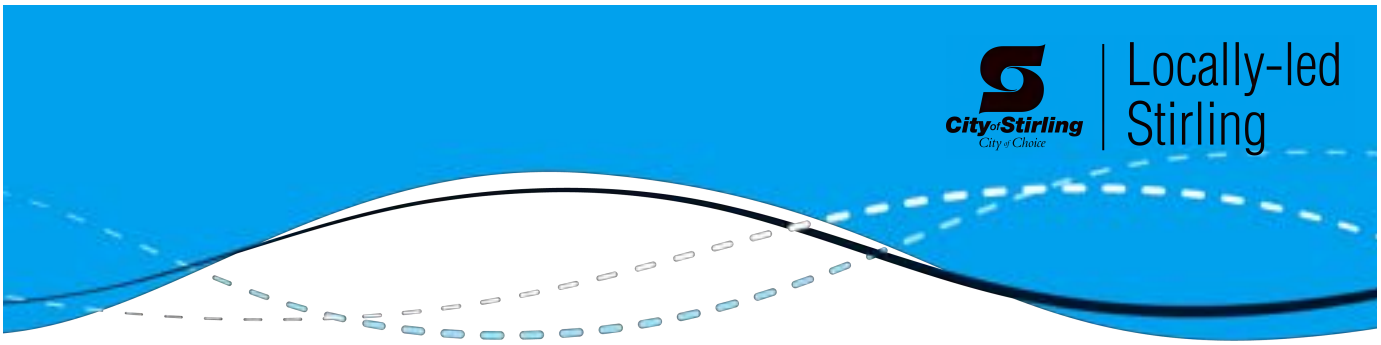
48%
Households privately renting

1,325
Number of local business

Top five birthplaces
Australia (45%)
India (6%)
Vietnam (3%)
England (3%)
Myanmar (3%)

"Love to have picnics at Bina Parkland with my community."

"High Urban density, multicultural friendly community."



Balga local focus

These are your top local issues for Balga

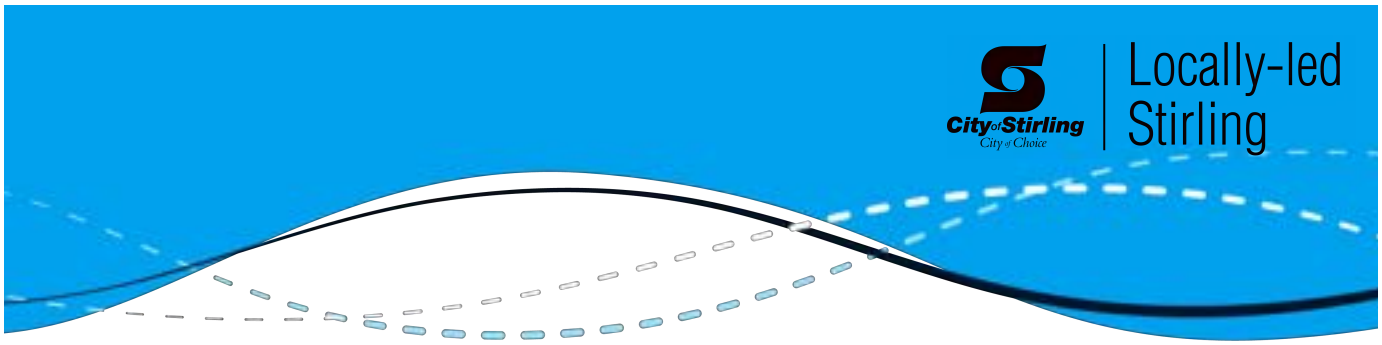
Community wellbeing - "More community events, food markets, stuff to do with kids. More social interaction to get people talking and feeling of togetherness."

Community wellbeing - "Murals and street art in common or high traffic spaces."

Crime prevention - "Make security better by having more preventative measures in place to discourage crime." "Increased security patrols."

Development - "Spend money on infrastructure/resources/shopping centres/roads/parks/etc."

Waste - "Have a better recycling and sustainability program."



Carine local focus

The local community describes Carine as a green, safe and family friendly neighbourhood, with the top connectors being 'Carine Open Space dog park' and 'Carine tree planting'. This snapshot identifies the unique character of Carine's neighbourhood and helps the City rethink how we listen and respond with a local focus.

You told us

Key insights about Carine

80%
Sense of belonging

83%
Neighbourly rating

21%
Carine volunteering

86%
Are satisfied with liveability in this Ward

What it means to be 'a local' - facts

7,330
Carine population

2.8
Average number of people per household

43
Average age

$2,442
Median weekly household income

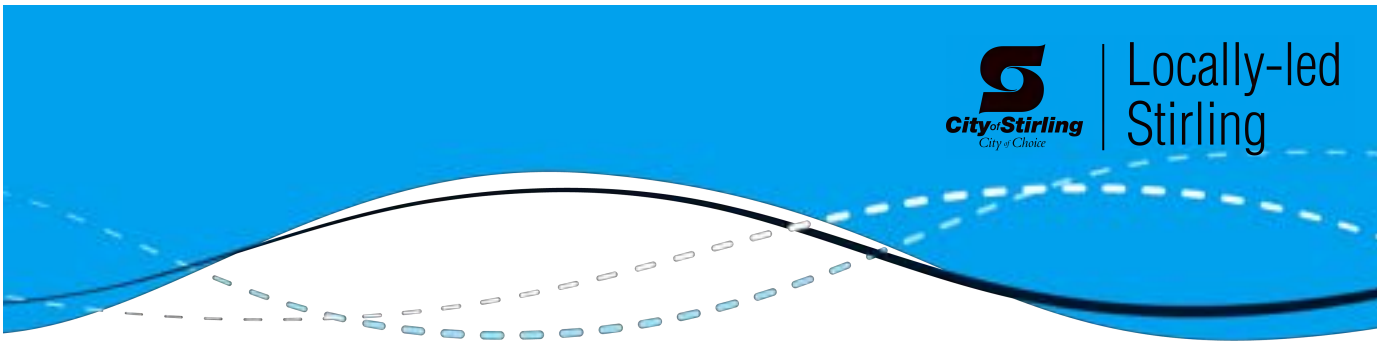
10%
Households privately renting

476
Number of local business

Top five birthplaces
Australia (68%)
England (9%)
South Africa (3%)
New Zealand (2%)
Scotland (1%)

"Friendly and safe for adults and children. the open space and the new developments are fantastic, e.g. lighting, new club house, fenced dog park, new cricket building."

"Residents are spoilt for choice of parks, gardens, lakes and interesting walking paths. This creates a sense of healthy lifestyles, comfort and safety."



Carine local focus

These are your top local issues for Carine

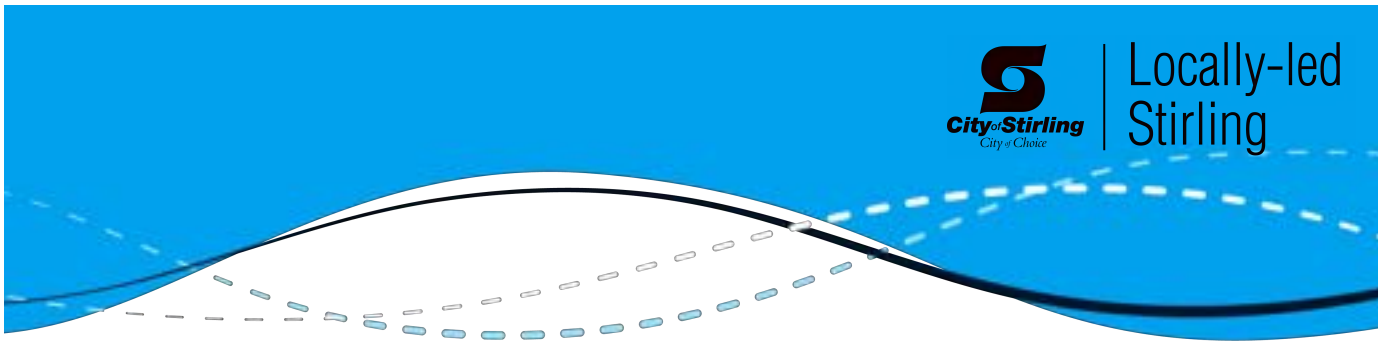
Parks and reserves - "Open space management so that our beautiful parkland sand their flora and fauna will be here for generations to come."

Trees and greening - "More tree shade on Carine Open Space trail Okely Road side lots of gaps."

Parks and reserves - "More free community events in the park, an amphitheatre for performances."

Cat and dog management - "Heaps of dog poo at the park."

Roads and traffic management - "I've heard that a lot of high school students use electronic scooters and some are riding it quite dangerously across the road and I think a road safety education especially focusing on using e scooters should be delivered at local high schools for both children and local driver safety."



Churchlands local focus

The local community describes Churchlands as a caring, diverse and friendly neighbourhood, with the top connectors being 'the Friends of Herdsman Lake' and 'street parties'. This snapshot identifies the unique character of Churchlands neighbourhood and helps the City rethink how we listen and respond with a local focus.

You told us

Key insights about Churchlands

79%
Sense of belonging

46%
Neighbourly rating

23%
Churchlands volunteering

87%
Are satisfied with liveability in this Ward

What it means to be 'a local' - facts

3,638
Churchlands population

2.6
Average number of people per household

41
Average age

$2,314
Median weekly household income

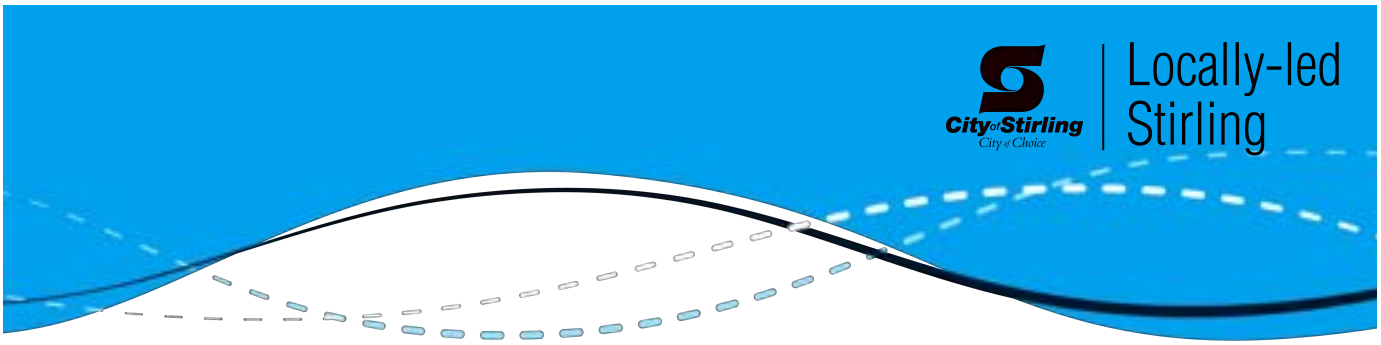
26%
Households privately renting

361
Number of local business

Top five birthplaces
Australia (51%)
China (8%)
England (5%)
India (4%)
Malaysia (4%)

"A friendly, diverse and caring community, passionate about appreciating and protecting the wildlife at makes the City of Stirling so unique."

"Nice to exercise and walk around."



Churchlands local focus

These are your top local issues for Churchlands

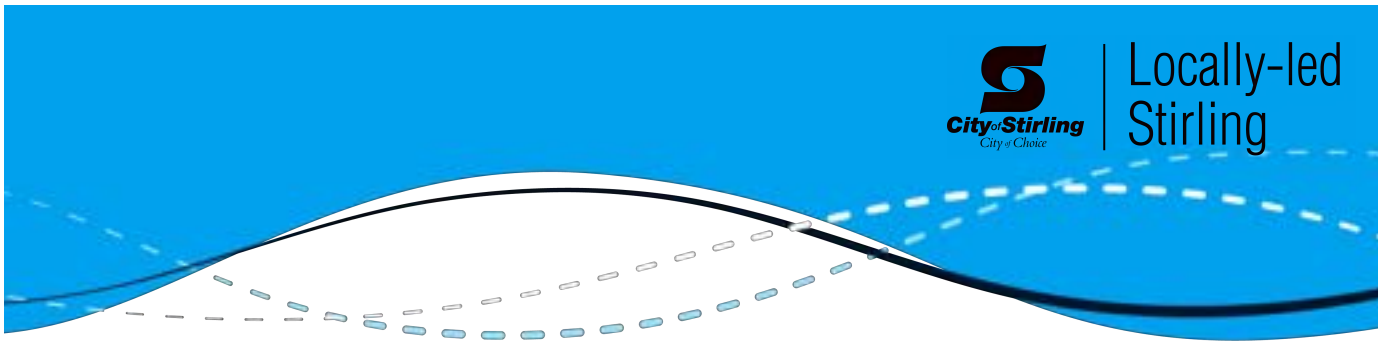
Conservation - "Enhancement of the natural environment."

Roads and traffic management - "I think the traffic management around Churchlands High School, Hale School and Newman needs management."

Trees and greening - "More street trees."

Parks and reserves - "More parkland and amenities."

Community wellbeing - "Community wellbeing - "Develop a hub full of activities, e.g. playground, small bars, food outlets."



Coolbinia local focus

The local community describes Coolbinia as a safe and quite with a community spirit, with the top connectors being 'food trucks at Yokine' and 'local golf clubs'. This snapshot identifies the unique character of Coolbinia's neighbourhood and helps the City rethink how we listen and respond with a local focus.

You told us

Key insights about Coolbinia

69%
Sense of belonging

36%
Neighbourly rating

25%
Coolbinia volunteering

81%
Are satisfied with liveability in this Ward

What it means to be 'a local' - facts

1,751
Coolbinia population

2.8
Average number of people per household

40
Average age

$3,229
Median weekly household income

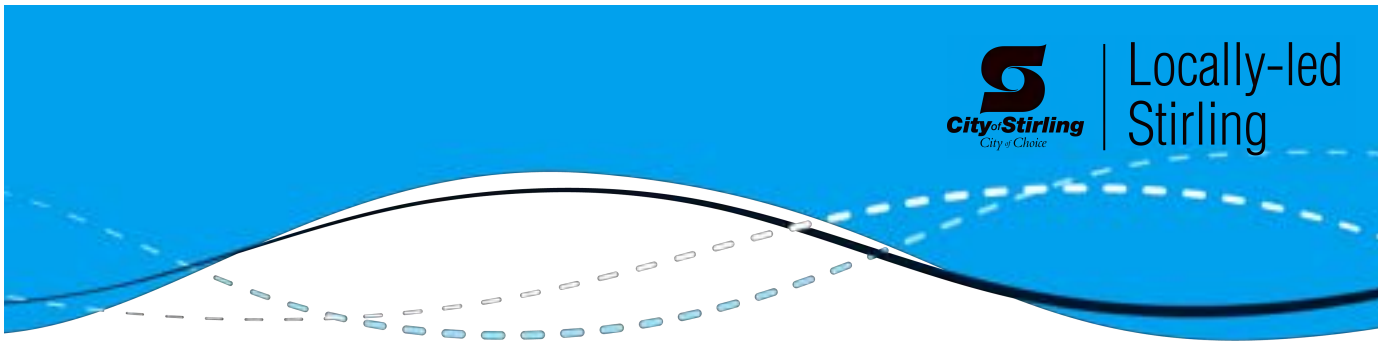
15%
Households privately renting

175
Number of local business

Top five birthplaces
Australia (75%)
England (4%)
South Africa (3%)
New Zealand (1%)
Italy (1%)

"The best place to live for growing families. Plenty of open spaces to kick a ball, neighbours friendly with the old fashion community spirit with kids playing games on the street."

"Coolbinia is a beautiful mixture of old and new homes with big gardens that are well maintained."



Coolbinia local focus

These are your top local issues for Coolbinia

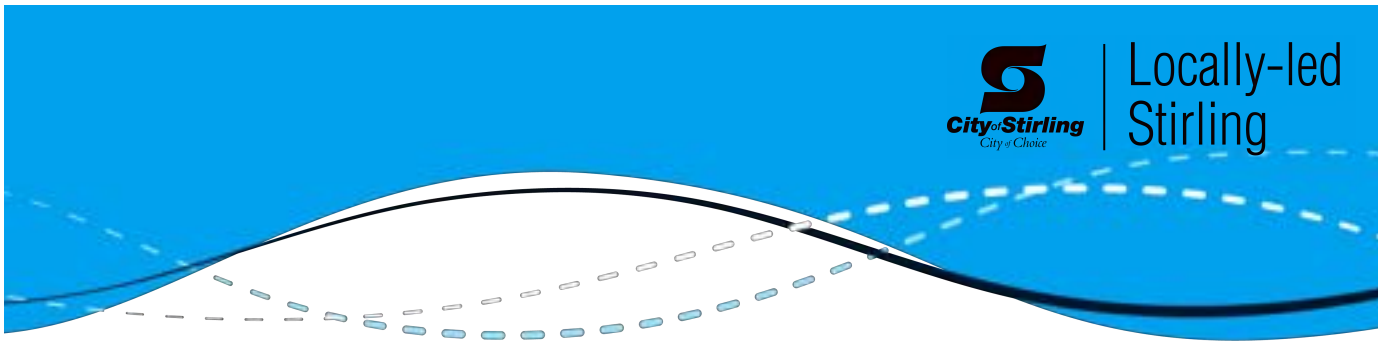
Cat and dog management - “No cats running wild.”

Community inclusivity - "More community-focused, more friendly neighbourhood, easier to meet new people, greener streets with more shade."

Trees and greening - "Treasure our bushland spaces."

Crime prevention - “Unwarranted graffiti in the area.”

Waste - “Being proactive in recycling. A lack of a FOGO system."



Dianella local focus

The local community describes Dianella as accessible, growing and family-friendly neighbourhood, with the top connectors being 'Dianella Plaza', 'Dianella Library' and 'Dianella Regional Open Space'. This snapshot identifies the unique character of Dianella's neighbourhood and helps the City rethink how we listen and respond with a local focus.

You told us

Key insights about Dianella

72%
Sense of belonging

51%
Neighbourly rating

15%
Dianella volunteering

84%
Are satisfied with liveability in this Ward

What it means to be 'a local' - facts

24,169
Dianella population

2.4
Average number of people per household

43
Average age

$1,684
Median weekly household income

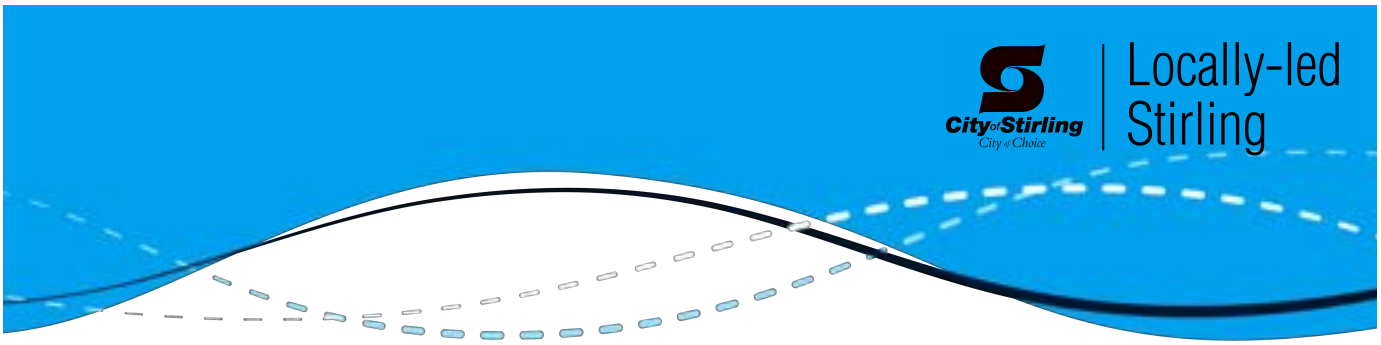
24%
Households privately renting

1,978
Number of local business

Top five birthplaces
Australia (52%)
England (4%)
Vietnam (4%)
South Africa (3%)
India (3%)

"Really good local cafes and is well placed from the beach, sawn valley and CBD - a lovely and wholesome place to live."

"Nice mixture of long term residents and new families. Welcoming community with a strong connection to the area, schools and public places."



Dianella local focus

These are your top local issues for Dianella

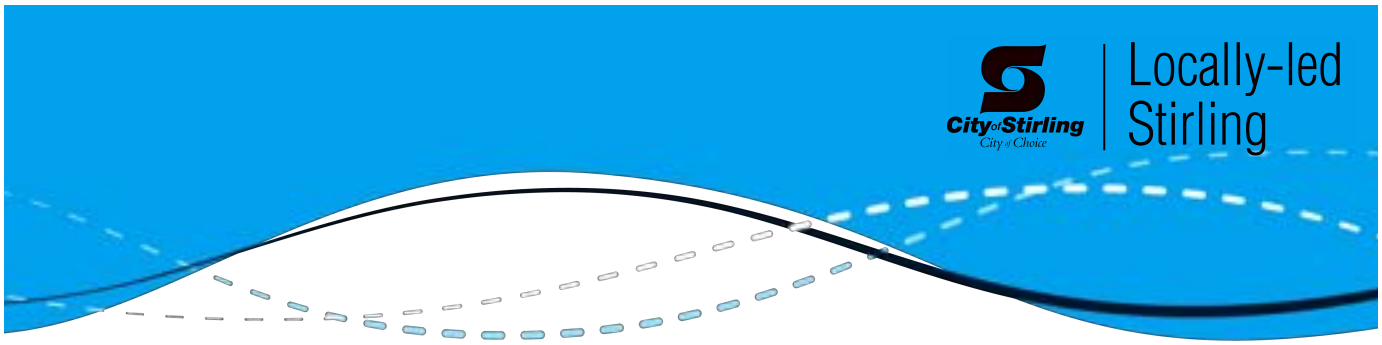
Waste - “I really want verge collection back because I can't fit all of my stuff in the skip bin."

Trees and greening - “More trees and turning verges into low water needs gardens.”

Development - “Making sure new home builds retain existing mature trees and new homes cover less than 50% of the block size.”

Local centres - "Improve Dianella Plaza and the surrounding vacant land."

Parks and reserves - “Personally I think the parks could do with better play equipment and some seating. Additional road sweeping too."



Doubleview local focus

The local community describes Doubleview as a caring, diverse and friendly neighbourhood, with the top connectors being 'Scarborough Library' and 'School groups'. This snapshot identifies the unique character of Doubleview's neighbourhood and helps the City rethink how we listen and respond with a local focus.

You told us

Key insights about Doubleview

75%
Sense of belonging

47%
Neighbourly rating

19%
Doubleview volunteering

87%
Are satisfied with liveability in this Ward

What it means to be 'a local' - facts

9,205
Doubleview population

2.4
Average number of people per household

37
Average age

$2,305
Median weekly household income

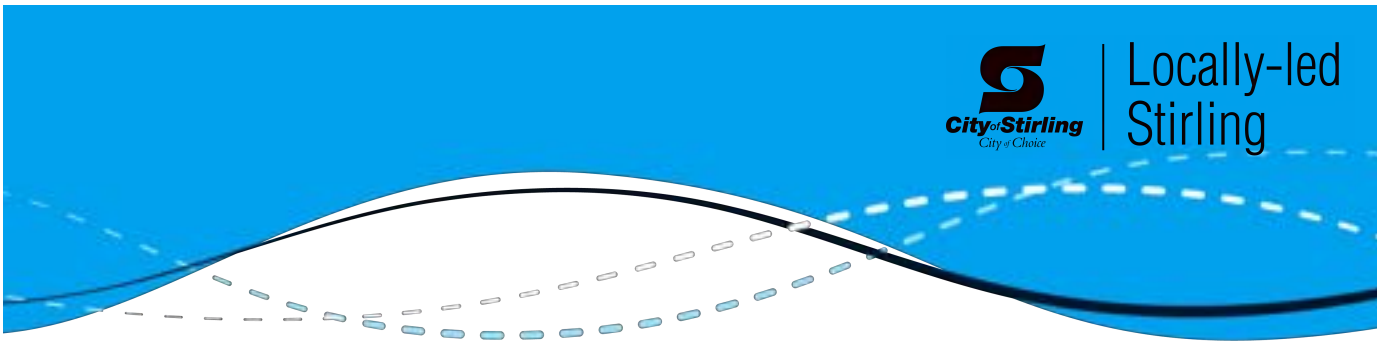
32%
Households privately renting

697
Number of local business

Top five birthplaces
Australia (66%)
England (7%)
New Zealand (2%)
South Africa (2%)
Ireland (1%)

"Good facilities and amenities close by with great public transport links."

"Friendly, connected, safe."



Doubleview local focus

TThese are your top local issues for Doubleview

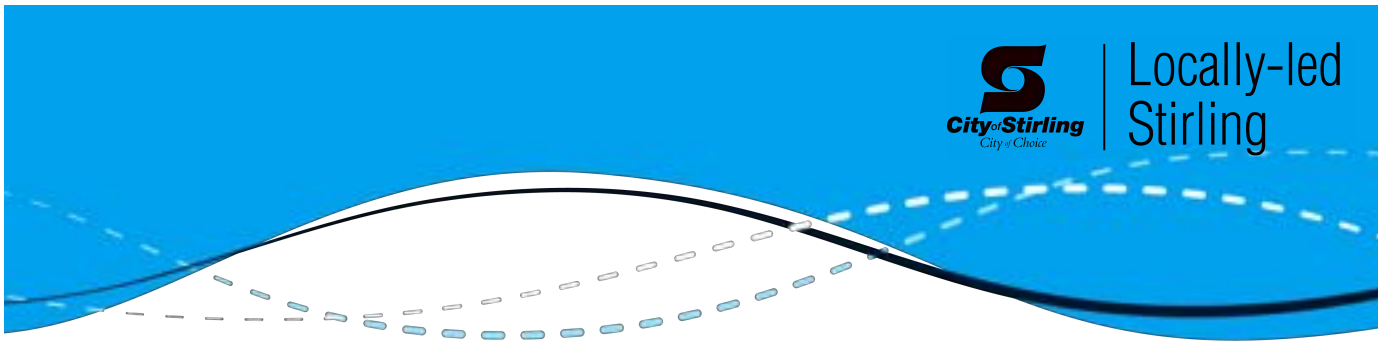
Public amenities - "Upgrade the bowling club, add a playground."

Public transport - "Free bus service down to Scarborough beach starting from huntriss road on Friday Saturday and Sunday evenings to help with over parking at Scarborough Beach."

Underground power - "Remove overhead powerlines and let the street trees grow!"

Trees and greening - "More street trees and trees in parks."

Trees and greening - "Verge revegetation and future proofing landscape ecosystems."



Glendalough local focus

The local community describes Glendalough as a nature-filled, connected neighbourhood, with the top connectors being 'Herdsman Lake'. This snapshot identifies the unique character of Glendalough's neighbourhood and helps the City rethink how we listen and respond with a local focus.

You told us

Key insights about Glendalough

62%
Sense of belonging

24%
Neighbourly rating

12%
Glendalough volunteering

76%
Are satisfied with liveability in this Ward

What it means to be 'a local' - facts

2,627
Glendalough population

2.1
Average number of people per household

34
Average age

$1,562
Median weekly household income

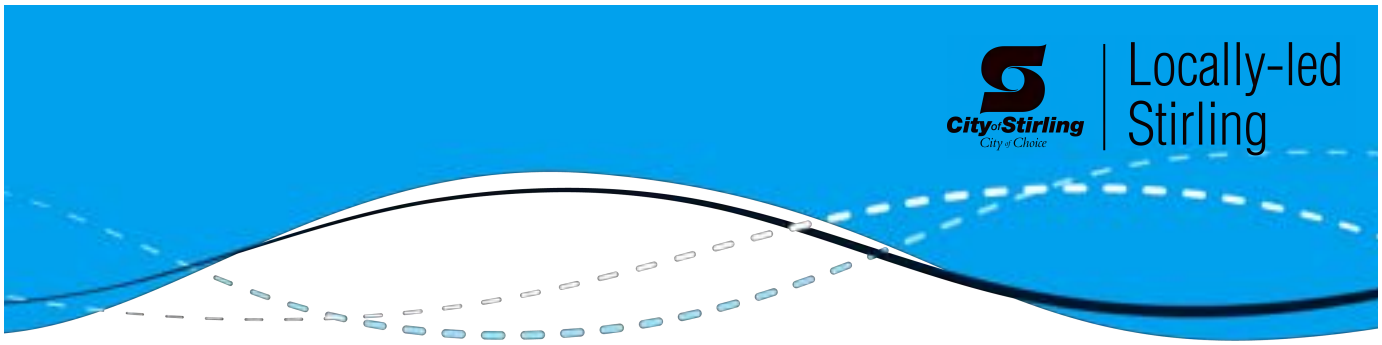
63%
Households privately renting

245
Number of local business

Top five birthplaces
Australia (33%)
Bhutan (21%)
India (11%)
Nepal (3%)
England (3%)

"Birdlife sanctuary."

"Wildlife habitat."



Glendalough local focus

These are your top local issues for Glendalough

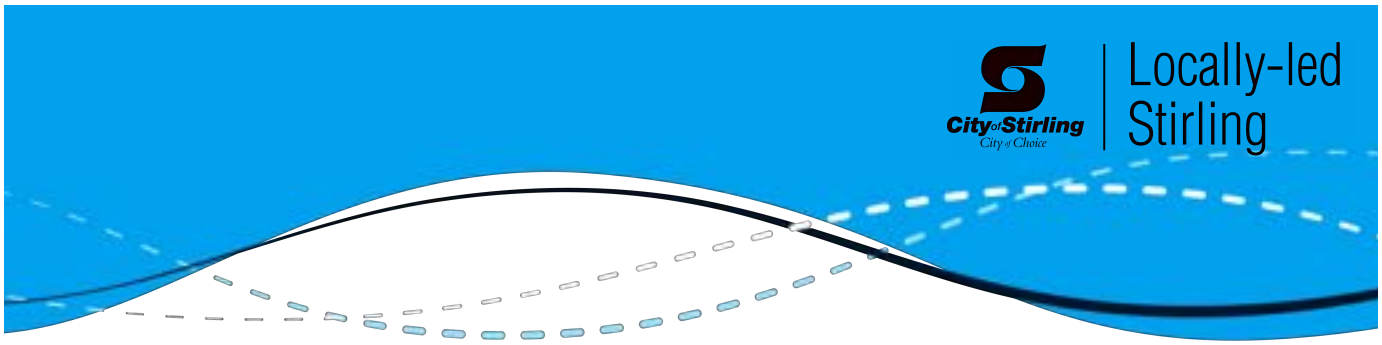
Street lighting - "More street lighting would be good."

Crime prevention - "More police because of the people walking the street late at night yelling."

Waste - "Need better education programs on how to use bins."

Parking - "Parking has become a major concern."

Trees and greening - "More native street trees would be good."



Gwelup local focus

The local community describes Gwelup as a family-friendly, vibrant and fun neighbourhood, with the top connectors being 'the Friends of Lake Gwelup' and 'community sport'. This snapshot identifies the unique character of Gwelup's neighbourhood and helps the City rethink how we listen and respond with a local focus.

You told us

Key insights about Gwelup

80% Sense of belonging

69% Neighbourly rating

18% Gwelup volunteering

86% Are satisfied with liveability in this Ward

What it means to be 'a local' - facts

5,391 Gwelup population

2.8 Average number of people per household

42 Average age

$2,658 Median weekly household income

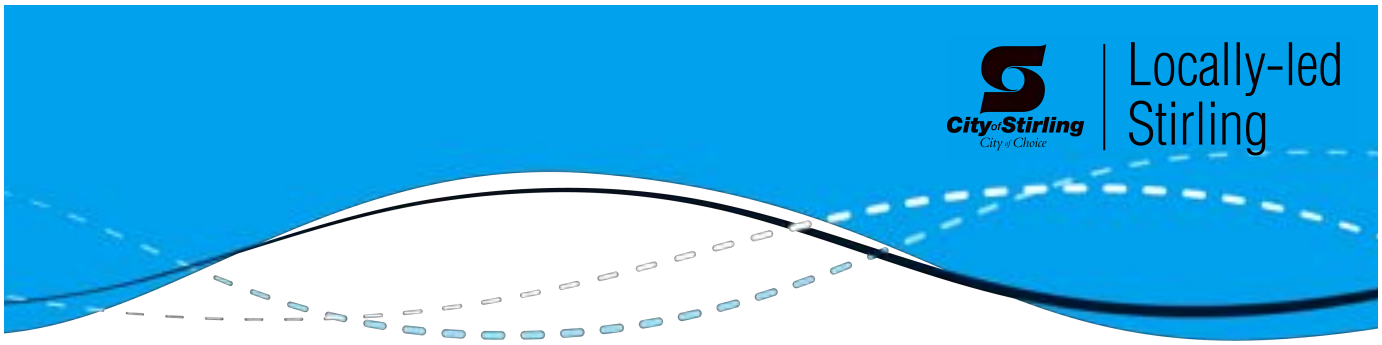
9% Households privately renting

353 Number of local business

Top five birthplaces
Australia (69%)
England (7%)
South Africa (2%)
New Zealand (2%)
China (1%)

"Feels like being in the country even though close to the city. A hidden gem."

"Safe, relaxed, family friendly."



Gwelup local focus

These are your top local issues for Gwelup

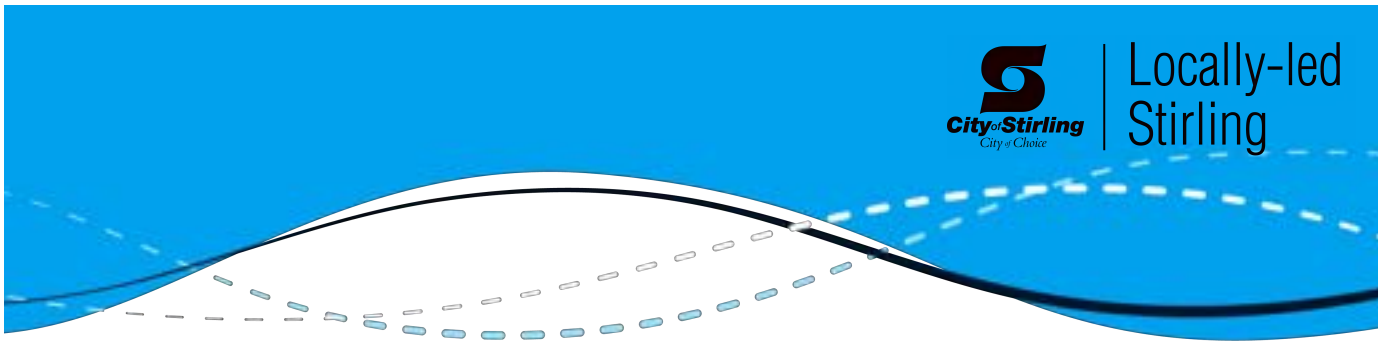
Footpaths - "A connection of footpaths that link with shops and facilities."

Trees and greening - "More trees in the street."

Roads and traffic management - "Put a roundabout at the intersection of Erindale Rd and North Beach Road. Traffic would run sooooo much smoother!"

Cat and dog management - "Dogs in the Lake."

Community inclusivity - "More of a community hub at the shopping centre. Something more to bring people together. (think food/drinks/playground)."



Hamersley local focus

The local community describes Hamersley as a green, quiet and peaceful neighbourhood, with the top connectors being 'Christmas carols' and 'Hamersley habitat community garden'. This snapshot identifies the unique character of Hamersley's neighbourhood and helps the City rethink how we listen and respond with a local focus.

You told us

Key insights about Hamersley

75%
Sense of belonging

65%
Neighbourly rating

17%
Hamersley volunteering

86%
Are satisfied with liveability in this Ward

What it means to be 'a local' - facts

5,208
Hamersley population

2.6
Average number of people per household

39
Average age

$1,856
Median weekly household income

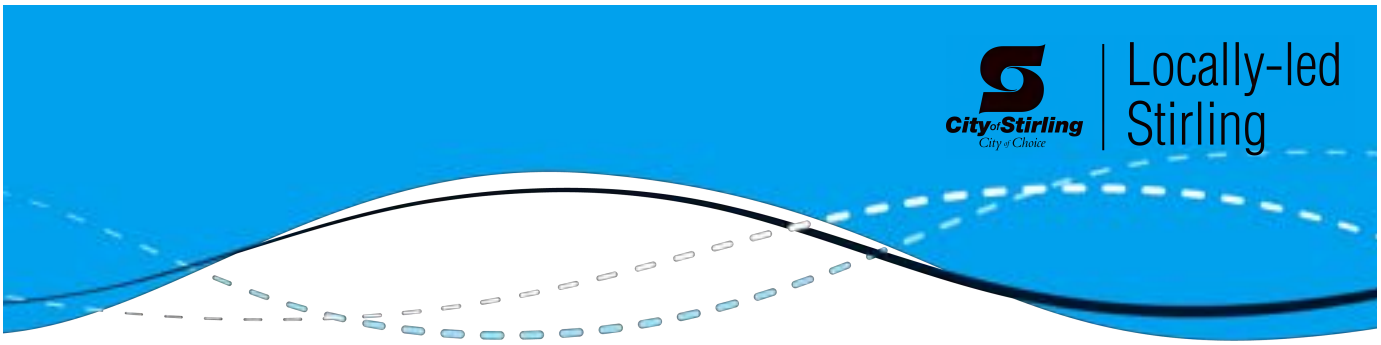
16%
Households privately renting

329
Number of local business

Top five birthplaces
Australia (69%)
England (7%)
New Zealand (3%)
Ireland (2%)
India (1%)

"Nice parks, lots of trees and shade, community feel, neighbours looking out for one another."

"Peaceful, quiet, spacious, friendly, green."



Hamersley local focus

These are your top local issues for Hamersley

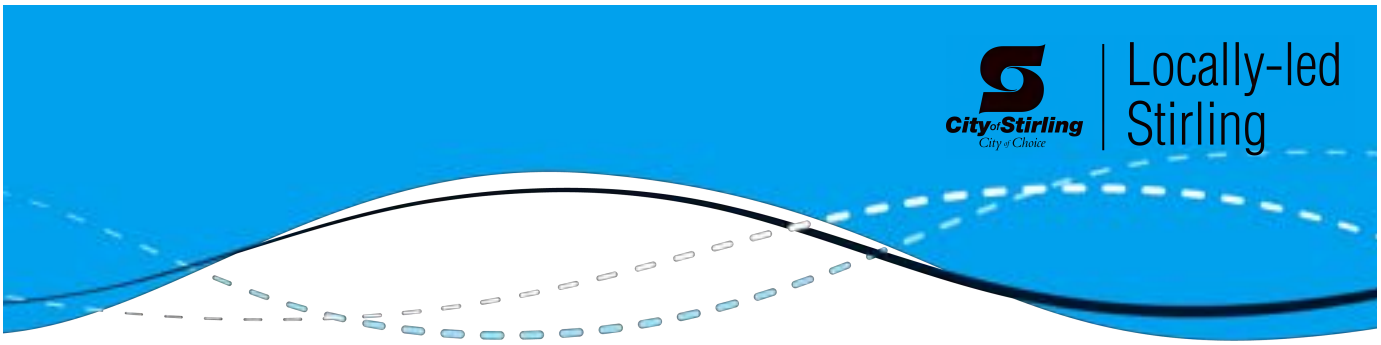
Roads and traffic management - "Traffic congestion at the intersections of Balcatta, Erindale Road, Reid Hwy and Erindale Road."

Local business - "I'd love one cafe in the suburb."

Development - "Maintain current native bushland areas, quarantine these areas from development so that our wildlife can continue to have a home."

Parks and reserves - "The playgrounds and parks."

Public amenities - "Local library hub."



Inglewood local focus

The local community describes Inglewood as a vibrant, friendly, connected neighbourhood, with the top connectors being the 'Monday Night Markets' and 'Arts Hub'. This snapshot identifies the unique character of Inglewood's neighbourhood and helps the City rethink how we listen and respond with a local focus.

You told us

Key insights about Inglewood

82%
Sense of belonging

85%
Neighbourly rating

18%
Inglewood volunteering

84%
Are satisfied with liveability in this Ward

What it means to be 'a local' - facts

5,837
Inglewood population

2.3
Average number of people per household

39
Average age

$2,031
Median weekly household income

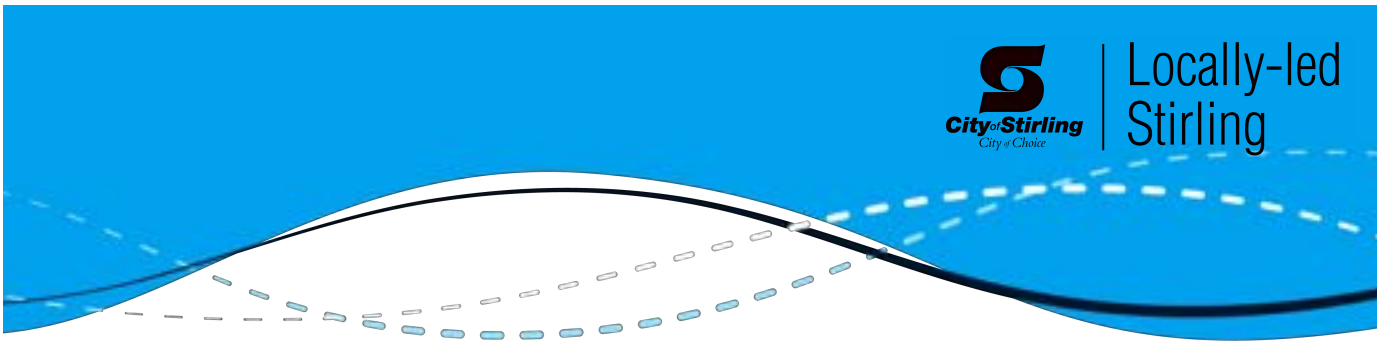
34%
Households privately renting

492
Number of local business

Top five birthplaces
Australia (70%)
England (7%)
New Zealand (1%)
Italy (1%)
India (1%)

"Vibrant, friendly, filled with wonderful shops, cafes, restaurants, community spaces, events, and most important of all to me, tree-lined streets and large yards filled with big trees and space between houses."

"Friendly, family orientated, close proximity to Perth city, good range of shops and businesses, good local public facilities such as the Inglewood Library."



Inglewood local focus

These are your top local issues for Inglewood

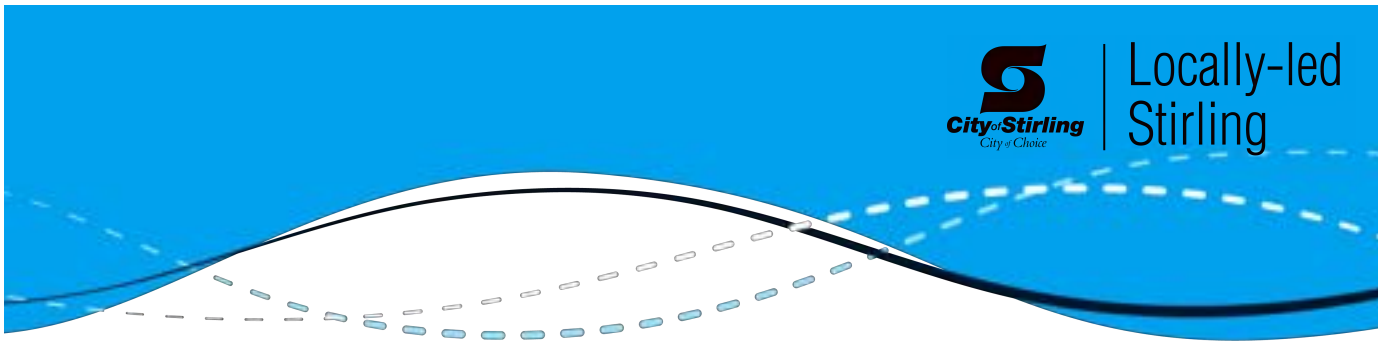
Crime prevention - "Preventing break-ins."

Trees and greening - "Native plants for local wildlife."

Trees and greening - "Maintaining green space and tree canopy. Halt subdivision which is deleting trees and changing the character of the neighbourhood (traffic, density, hardscaping, etc)"

Underground power - "Underground power, which will hopefully deliver better street lighting! Some streets are very gloomy and unsafe at night." "Underground power to help preserve street trees, improve the environment."

Roads and traffic management - "Ensure that the Beaufort Street crossing at the library is SAFE. Too many drivers go through red lights and exceed the 40 km/h speed limit."



Innaloo local focus

The local community describes Innaloo as a central and friendly neighbourhood, with the top connectors being 'Millett Park Stirling Street Foods'. This snapshot identifies the unique character of Innaloo's neighbourhood and helps the City rethink how we listen and respond with a local focus.

You told us

Key insights about Innaloo

67%
Sense of belonging

68%
Neighbourly rating

13%
Innaloo volunteering

87%
Are satisfied with liveability in this Ward

What it means to be 'a local' - facts

9,592
Innaloo population

2.1
Average number of people per household

36
Average age

$1,862
Median weekly household income

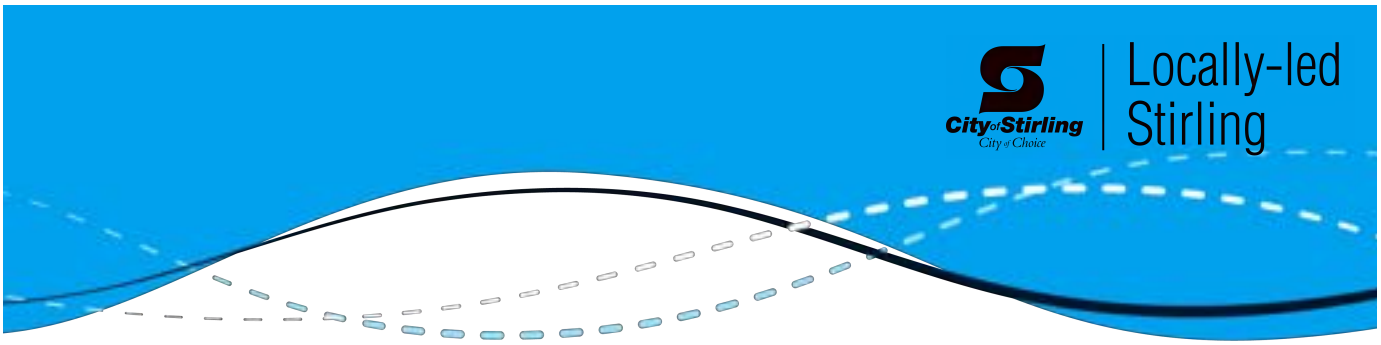
40%
Households privately renting

698
Number of local business

Top five birthplaces
Australia (58%)
England (6%)
New Zealand (3%)
South Africa (2%)
China (2%)

"A mix of parks, reasonably dense housing, good neighbourly community feel."

"Busy, friendly."



Innaloo local focus

These are your top local issues for Innaloo

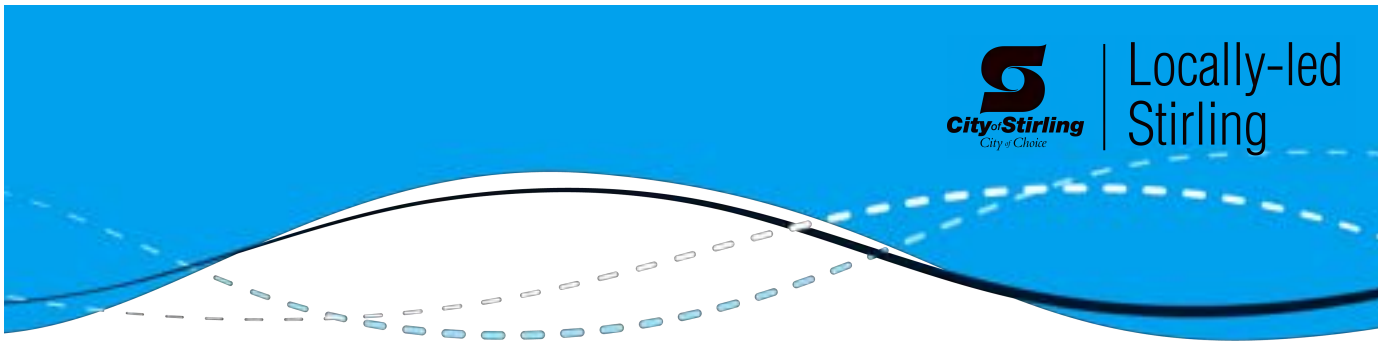
Crime prevention - "Crime and drugs. There has been an increase in crime, mostly car thefts, open drug deals in the local parks, drugged out people at Morris Place. We need more investment in the community and infrastructure to deter this activity and behaviour."

Local centres - "Make the Morris Place shops a nicer shopping precinct." "Improve antisocial behaviour at Morris Place shops and surrounding areas."

Roads and traffic management - "Start making developers provide more parking at private dwellings so that there are less cars parked on the streets blocking line of sight."

Roads and traffic management - "Traffic on Muir St towards Karrinyup Road and the intersection."

Parking - "Parking. With houses being knocked down and 3 or 4 units going up on the same block, streets are overcrowded with cars."



Joondanna local focus

The local community describes Joondanna as a quiet, green and friendly neighbourhood, with the top connectors being 'local markets' and 'daily dog walking groups'. This snapshot identifies the unique character of Joondanna's neighbourhood and helps the City rethink how we listen and respond with a local focus.

You told us

Key insights about Joondanna

68%
Sense of belonging

57%
Neighbourly rating

15%
Joondanna volunteering

78%
Are satisfied with liveability in this Ward

What it means to be 'a local' - facts

5,282
Joondanna population

2
Average number of people per household

37
Average age

$1,681
Median weekly household income

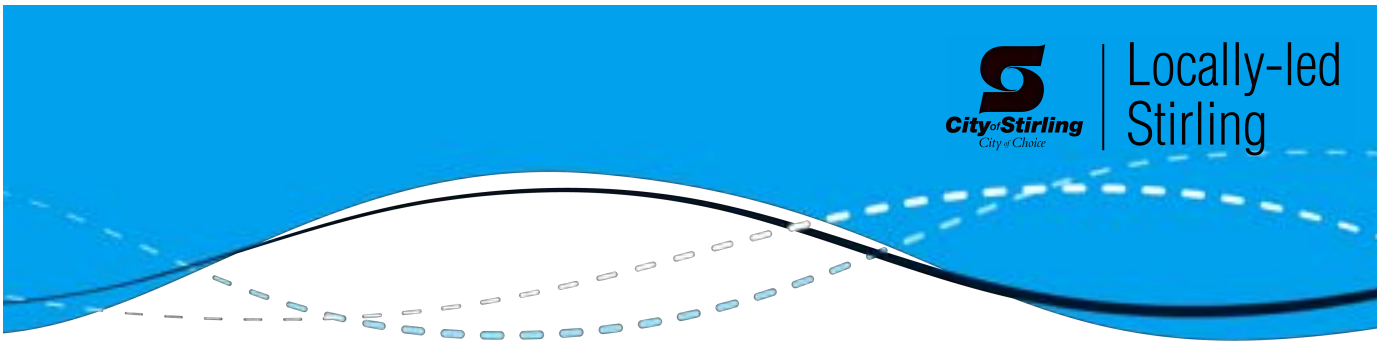
43%
Households privately renting

424
Number of local business

Top five birthplaces
Australia (59%)
England (6%)
India (3%)
Italy (2%)
New Zealand (2%)

"Home, family friendly, green, diverse, buzzing, accessible."

"Connected and neighbourly."



Joondanna local focus

These are your top local issues for Joondanna

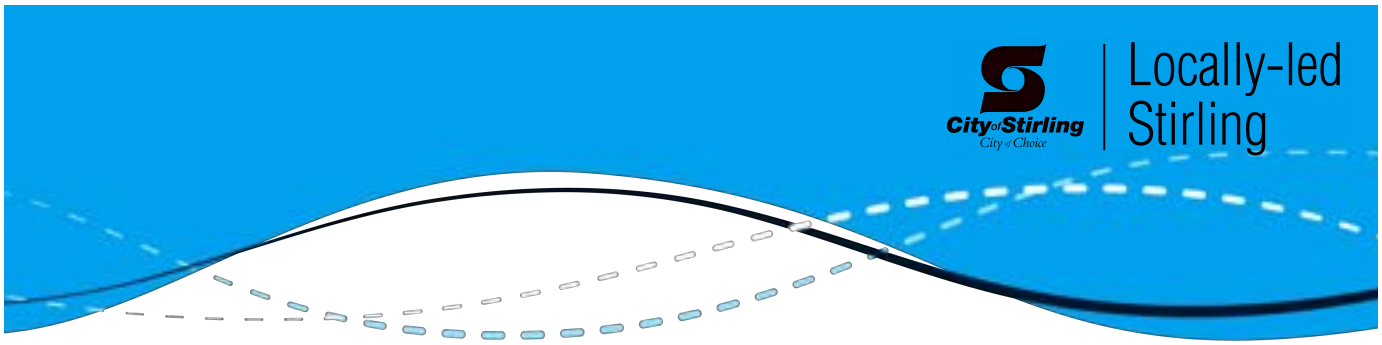
Local business - "Add more cafes and restaurants and pubs to create a more sociable atmosphere."

Roads and traffic management - "Safe pedestrian and cycle paths to train station away from polluted main roads."

Trees and greening - "More green spaces."

Development - "Stop people rip down large existing trees and build houses so close to each other covering the whole block."

Parks and reserves - "Nature playgrounds and scooter and bike tracks for kids."



Karrinyup local focus

The local community describes Karrinyup as a beautiful, clean and safe neighbourhood, with the top connectors being 'Trigg beach' and 'Street Christmas parties'. This snapshot identifies the unique character of Karrinyup's neighbourhood and helps the City rethink how we listen and respond with a local focus.

You told us

Key insights about Karrinyup

75%
Sense of belonging

66%
Neighbourly rating

19%
Karrinyup volunteering

86%
Are satisfied with liveability in this Ward

What it means to be 'a local' - facts

9,885
Karrinyup population

2.7
Average number of people per household

41
Average age

$2,456
Median weekly household income

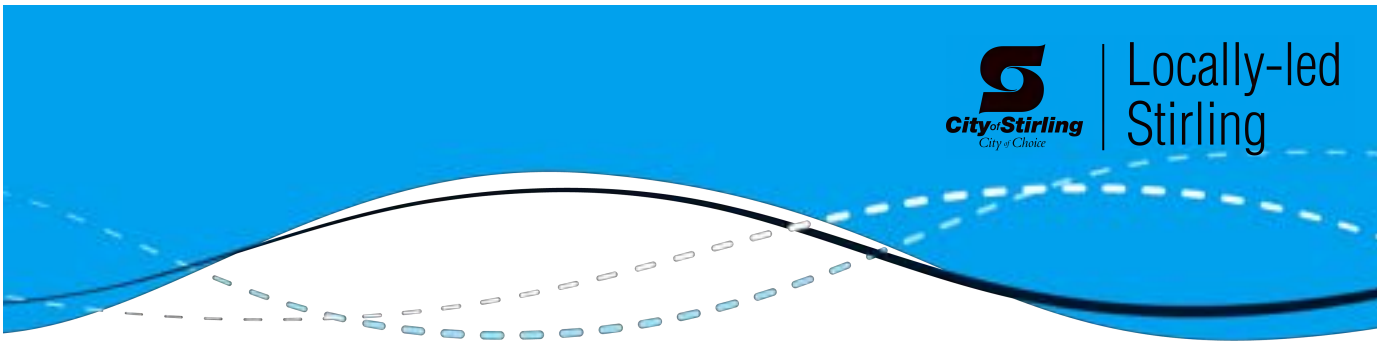
18%
Households privately renting

741
Number of local business

Top five birthplaces
Australia (69%)
England (7%)
South Africa (2%)
New Zealand (2%)
Scotland (1%)

"Friendly and warm, a lot of animal lovers and beautiful green well kept parklands within reach. Great local shops as well. Awesome local school our kids have both been through."

"Karrinyup is a desirable suburb to live with easy access to main roads and local amenities."



Karrinyup local focus

These are your top local issues for Karrinyup

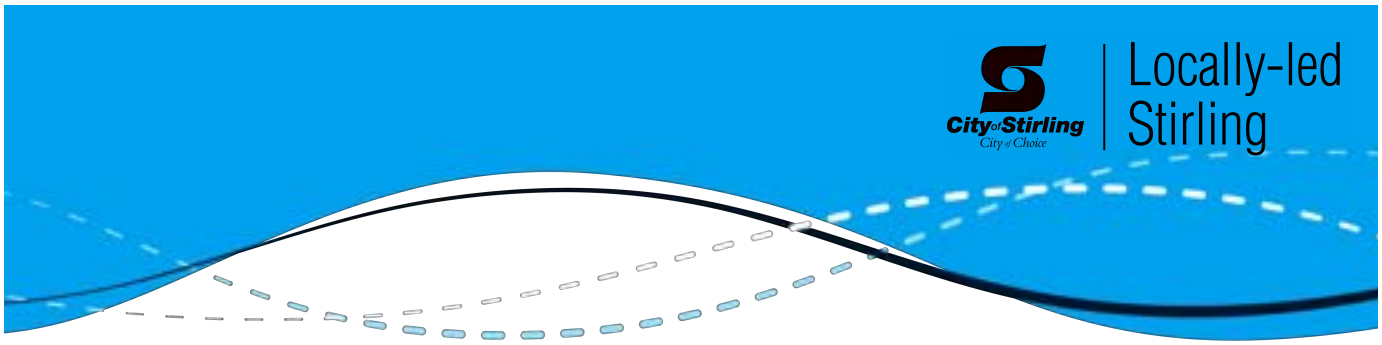
Parking - "Better traffic and parking management."

Cat and dog management - "Dog owners better educated to pick up their dog's excrement."

Trees and greening - "More plants and nature."

Roads and traffic management - "Improve flow of traffic along Karrinyup road - on and off freeway during Karrinyup shops opening hours."

Parking - "Street parking."



Menora local focus

The local community describes Menora as mature, conservative and full of friendly people, with the top connector being 'neighbourhood get togethers'. This snapshot identifies the unique character of Menora's neighbourhood and helps the City rethink how we listen and respond with a local focus.

You told us

Key insights about Menora

75%
Sense of belonging

44%
Neighbourly rating

21%
Menora volunteering

81%
Are satisfied with liveability in this Ward

What it means to be 'a local' - facts

2,691
Menora population

2.2
Average number of people per household

57
Average age

$1,311
Median weekly household income

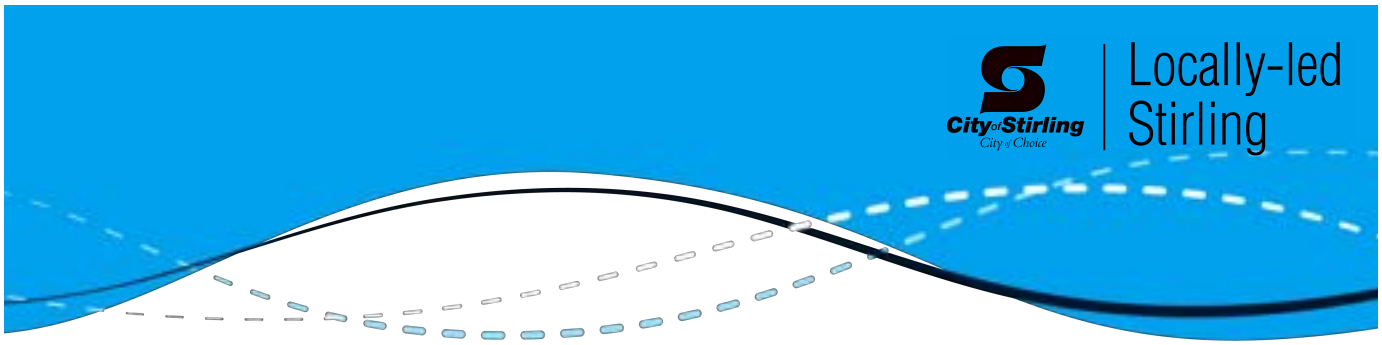
17%
Households privately renting

170
Number of local business

Top five birthplaces
Australia (68%)
England (8%)
South Africa (2%)
Italy (2%)
Scotland (1%)

"Old, mature, conservative."

"Safe and full of friendly people."



Menora local focus

These are your top local issues for Menora

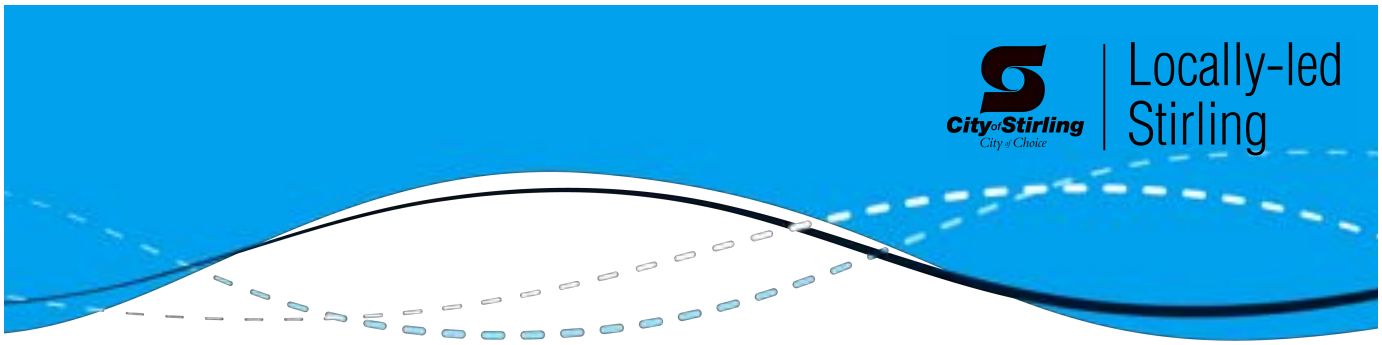
Heritage - “Encourage all owners to preserve the heritage of their homes rather than a select few listed.”

Development - “Activate the ECU university site once it moves to the city centre to be a community and live performance centre.”

Pedestrian crossing - "Dedicated pedestrian crossing on Alexander Drive to ECU for school and Uni kids, elderly crossing to the bus stop. This is decades overdue.”

Events - “More community events – I don’t hear much about them."

Trees and greening - “Better maintenance of the street verges."



Mirrabooka local focus

The local community describes Mirrabooka as a diverse home and accessible to services, with the top connectors being 'The Square Mirrabooka' and 'Sudbury Community House', 'Herb Graham Mirrabooka'. This snapshot identifies the unique character of Mirrabooka's neighbourhood and helps the City rethink how we listen and respond with a local focus.

You told us

Key insights about Mirrabooka

57%
Sense of belonging

47%
Neighbourly rating

9%
Mirrabooka volunteering

66%
Are satisfied with liveability in this Ward

What it means to be 'a local' - facts

8,000
Mirrabooka population

3
Average number of people per household

36
Average age

$1,267
Median weekly household income

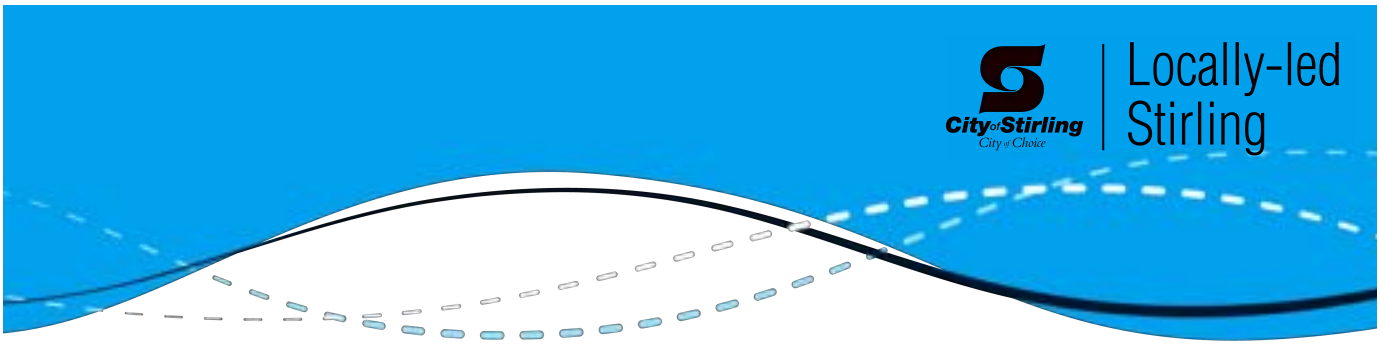
30%
Households privately renting

589
Number of local business

Top five birthplaces
Australia (42%)
Vietnam (9%)
Myanmar (6%)
Iraq (3%)
North Macedonia (2%)

"The Mirrabooka Friday Market is where I buy my fresh fruit and veg."

"Busy, urban, multicultural."



Mirrabooka local focus

These are your top local issues for Mirrabooka

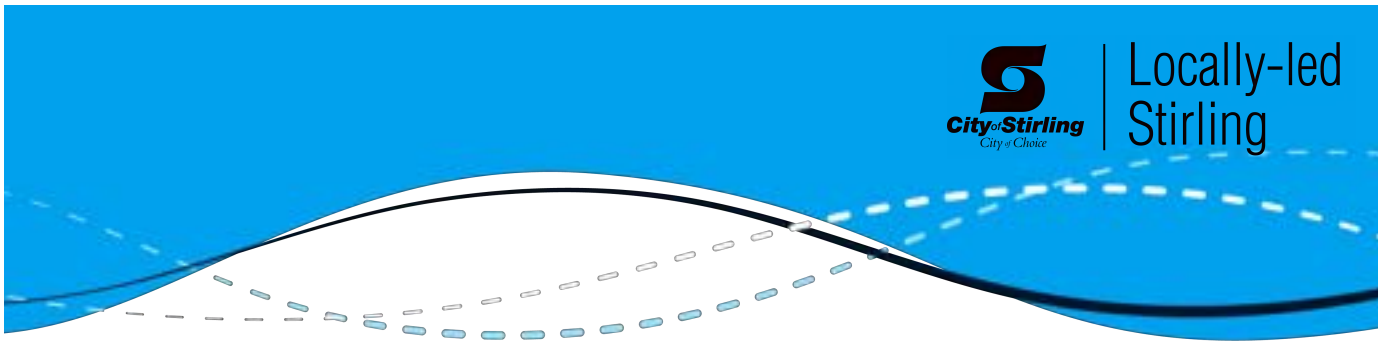
Crime prevention - "Better security for residents - please help to address the anti-social behaviour."

Trees and greening - "Plant more native species, encourage homeowners to get solar panels."

Trees and greening - "Cleanliness in roadsides and should grow more trees to increase greenness."

Cat and dog management - "More signage in parks for people to pick up after their dogs."

Affordable housing - "Better housing."



Mount Lawley local focus

The local community describes Mount Lawley as central, walkable and historic with mature trees, with the top connector being the 'Monday Night Markets'. This snapshot identifies the unique character of Mount Lawley's neighbourhood and helps the City rethink how we listen and respond with a local focus.

You told us

Key insights about Mount Lawley

78%
Sense of belonging

75%
Neighbourly rating

21%
Mount Lawley volunteering

81%
Are satisfied with liveability in this Ward

What it means to be 'a local' - facts

11,328
Mount Lawley population

2.2
Average number of people per household

38
Average age

$2,108
Median weekly household income

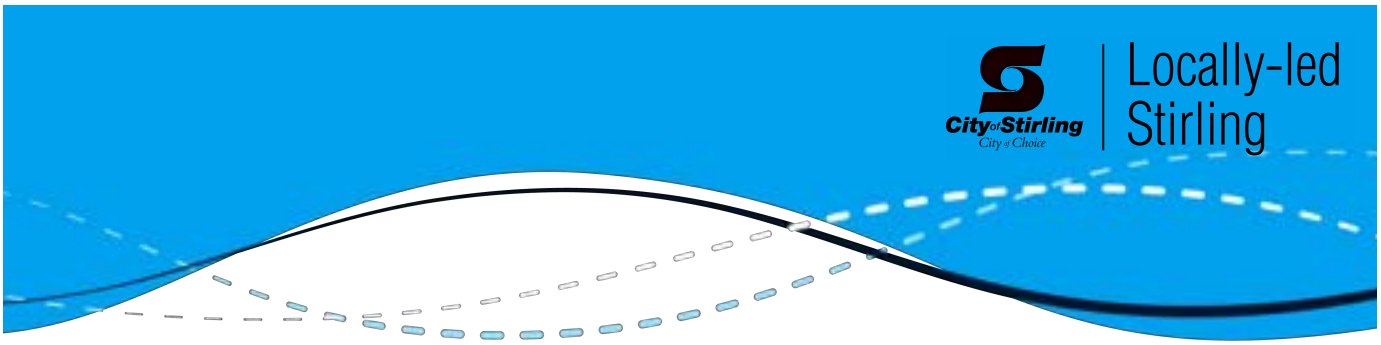
37%
Households privately renting

764
Number of local business

Top five birthplaces
Australia (64%)
England (7%)
New Zealand (2%)
Italy (2%)
Scotland (1%)

"We love Mount Lawley, its character, trees, mostly quiet streets, friendly people and how child friendly it is. People feel they can let their children walk and ride their bikes to the local schools but we need to make sure the streets stay safe for this to continue happening."

"Welcoming, friendly, young families, older homes that require renovations."



Mount Lawley local focus

These are your top local issues for Mount Lawley

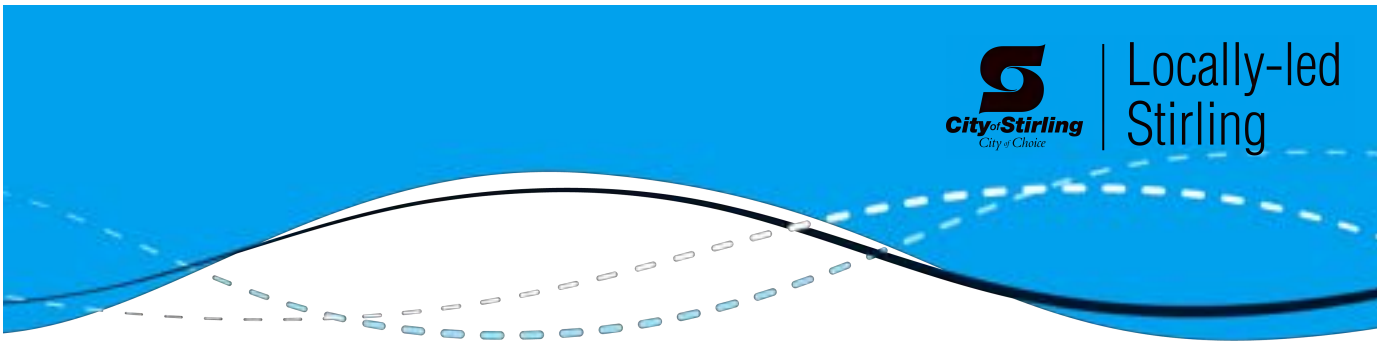
Roads and traffic management - "Rat running through the Avenues needs to be addressed. Traffic should be encouraged to stay on the main roads (Beaufort, Central Ave, North Street etc) to keep them away from the quieter residential streets."

Crime prevention - "Homelessness and anti-social behaviour in public transport."

Development - "Protection of the “heritage” of the suburb. Prevention of design control and maintenance of current zoning.”

Trees and greening - "Incentivise the planting of trees on each property and ensure these cannot be cut down unless dangerous to the household."

Street lights - "Street lighting. Often very dark especially during winter nights. Large trees block the weak street lighting. Can feel unsafe."



Nollamara local focus

The local community describes Nollamara as an affordable, multicultural and peaceful neighbourhood, with the top connector being "Des Penman Reserve for dog walking'. This snapshot identifies the unique character of Nollamara's neighbourhood and helps the City rethink how we listen and respond with a local focus.

You told us

Key insights about Nollamara

54%
Sense of belonging

54%
Neighbourly rating

11%
Nollamara volunteering

66%
Are satisfied with liveability in this Ward

What it means to be 'a local' - facts

12,779
Nollamara population

2.2
Average number of people per household

34
Average age

$1,492
Median weekly household income

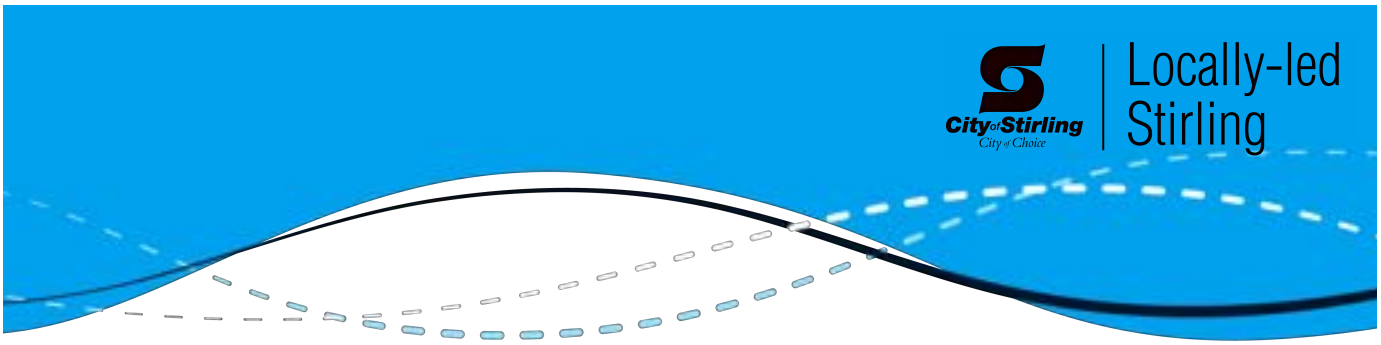
46%
Households privately renting

1,216
Number of local business

Top five birthplaces
Australia (44%)
India (6%)
England (3%)
Vietnam (3%)
New Zealand (2%)

"Affordable, Quite, Peaceful, nice."

"Wide range of ethnicities and is a multicultural suburb."



Nollamara local focus

These are your top local issues for Nollamara

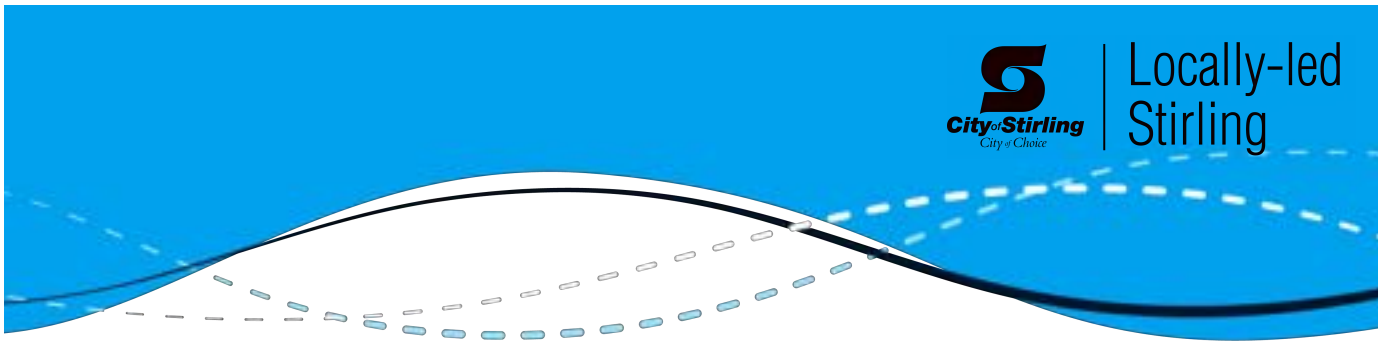
Affordable housing - “More housing options - think Terrace houses on green title-like in other areas, so we don't have to move out of the suburb.”

Street lights - “Better lighting in streets, particularly to the bus stops. More regular patrols around the shopping centre by the Stirling security team in evening.”

Parks and reserves - “More council investment into community public spaces and parks."

Crime prevention - "Security- residential security for crime, more CCTVs in high crime areas, more patrolling to deter unwanted activities."

Footpaths - “Footpaths on every street. As a mobility aid user walking anywhere is difficult and dangerous, as I have to walk on the roads.”



North Beach local focus

The local community describes North Beach as a lovely, peaceful and friendly neighbourhood, with the top connectors being 'Street parties' and 'Anzac Day'. This snapshot identifies the unique character of North Beach's neighbourhood and helps the City rethink how we listen and respond with a local focus.

You told us

Key insights about North Beach

83%
Sense of belonging

90%
Neighbourly rating

20%
North Beach volunteering

86%
Are satisfied with liveability in this Ward

What it means to be 'a local' - facts

3,689
North Beach population

2.3
Average number of people per household

44
Average age

$2,124
Median weekly household income

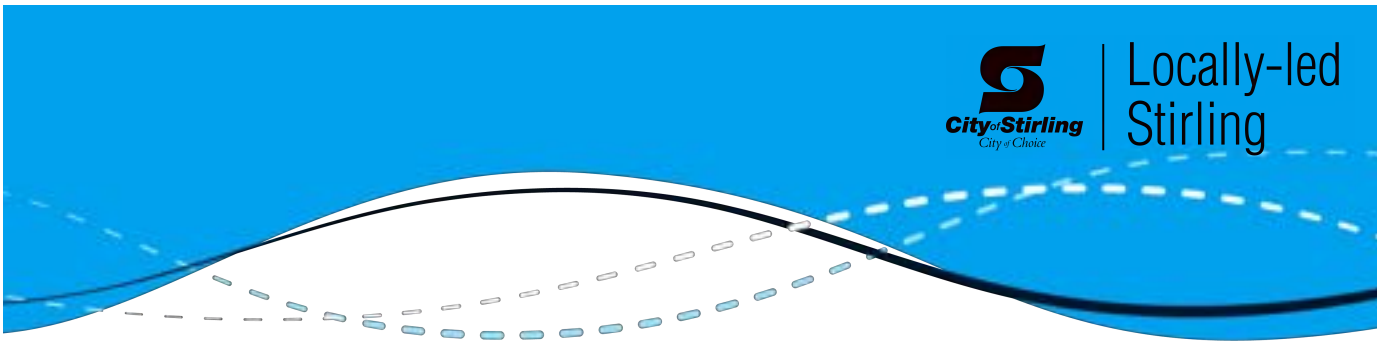
29%
Households privately renting

386
Number of local business

Top five birthplaces
Australia (69%)
England (9%)
New Zealand (2%)
South Africa (2%)
Scotland (1%)

"I love North Beach as it is on the whole a friendly suburb, living between the beach and the bush what could be better."

"A seaside village with a relaxed vibe, great community and some of the best natural assets in the world."



North Beach local focus

These are your top local issues for North Beach

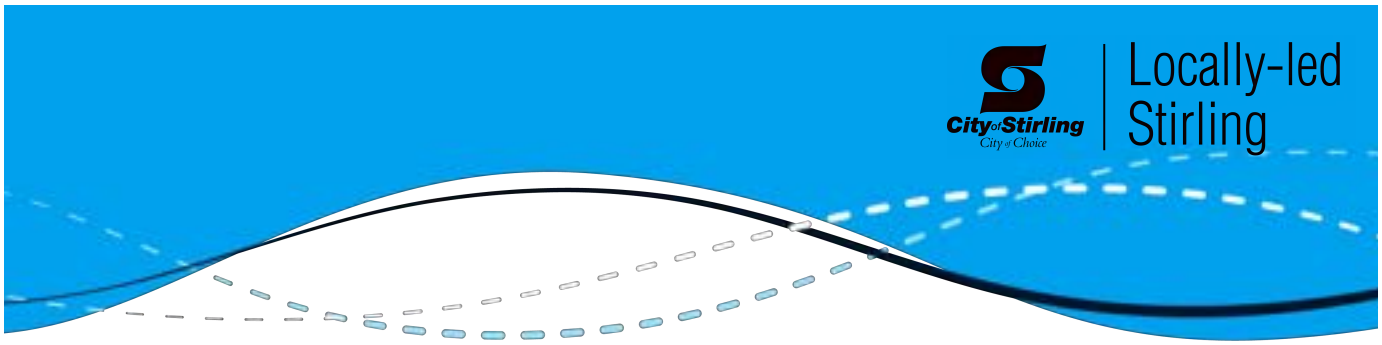
Underground power - "Underground power."

Cycleways - "A dedicated cycle path along WCD. I don't cycle but it is a fabulous healthy activity & we need to make it safe for all ages."

Public amenities - "Beach facilities need upgrade, including change rooms."

Road and traffic management - "Perhaps better policing hoon bikers and drivers."

Pedestrian crossings - "Pedestrian crossings along West Coast Drive."



Osborne Park local focus

The local community describes Osborne Park as a central, friendly and pleasant neighbourhood, with the top connectors being 'local markets' and 'community centre'. This snapshot identifies the unique character of Osborne Park's neighbourhood and helps the City rethink how we listen and respond with a local focus.

You told us

Key insights about Osborne Park

63%
Sense of belonging

52%
Neighbourly rating

11%
Osborne Park volunteering

78%
Are satisfied with liveability in this Ward

What it means to be 'a local' - facts

4,462
Osborne Park population

1.9
Average number of people per household

34
Average age

$1,478
Median weekly household income

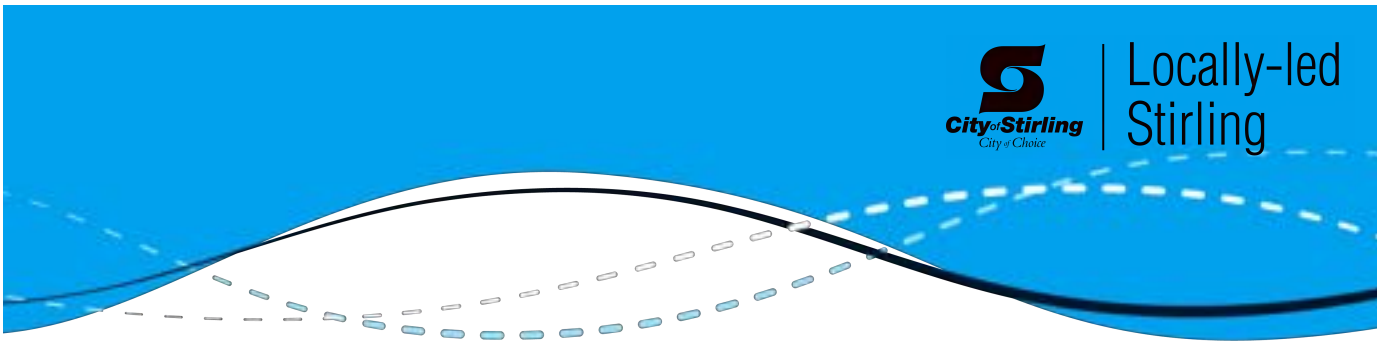
55%
Households privately renting

3,002
Number of local business

Top five birthplaces
Australia (43%)
Bhutan (11%)
India (6%)
England (4%)
Italy (2%)

"Friendly, quiet and relaxed."

"Medium density with a broad range of ages and status of residents as well as several public transport options."



Osborne Park local focus

These are your top local issues for Osborne Park

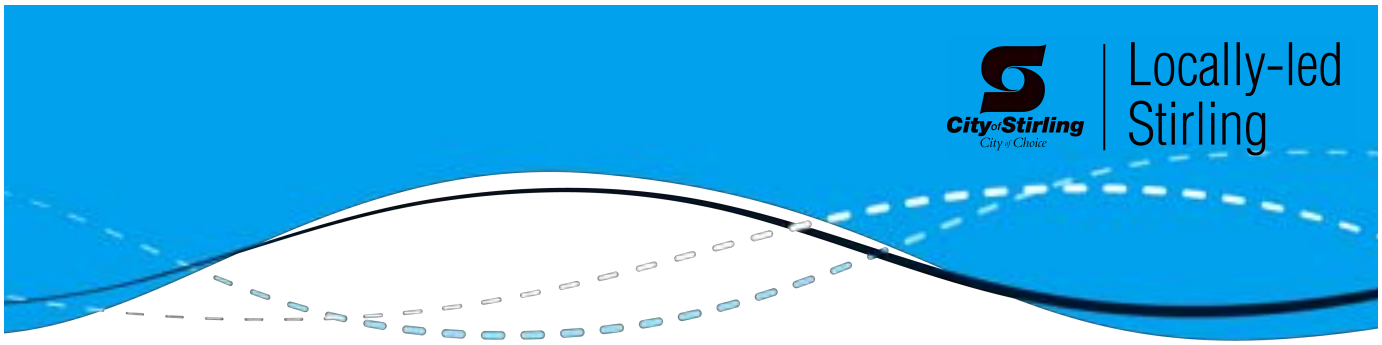
Trees and greening - "More trees! We have many wildlife that have less and less homes. Hardly trees for shade for people too. I also enjoy looking at trees."

Local business - "Encourage more social, food and entertainment businesses to opens on Main St precinct. Make this a pleasant hub for residents to spend time."

Events - "More community and social events."

Roads and traffic management - "Upgrade to Hutton/Main Street intersection."

Crime prevention - "The area feels unsafe, with lots of suspicious characters cycling, walking through the area, particularly the laneways. Some areas clearly have lots of drug use/dealing, especially in the big unit complexes and some of the Dept of Housing properties. The traffic on McDonald Street is getting ridiculous and also unsafe, with lots of speeding vehicles and big trucks between Freeway and Main Street."



Scarborough local focus

The local community describes Scarborough as a vibrant, coastal and relaxed neighbourhood, with the top connectors being 'the beach' and 'local markets'. This snapshot identifies the unique character of Scarborough's neighbourhood and helps the City rethink how we listen and respond with a local focus.

You told us

Key insights about Scarborough

76%
Sense of belonging

35%
Neighbourly rating

16%
Scarborough volunteering

86%
Are satisfied with liveability in this Ward

What it means to be 'a local' - facts

17,605
Scarborough population

2.1
Average number of people per household

36
Average age

$2,107
Median weekly household income

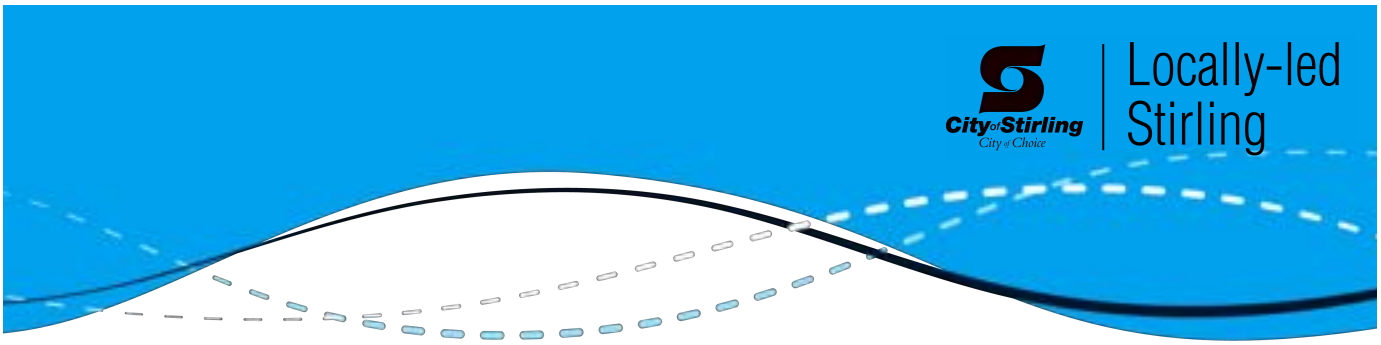
39%
Households privately renting

1,585
Number of local business

Top five birthplaces
Australia (62%)
England (8%)
New Zealand (3%)
South Africa (2%)
Brazil (2%)

"Laid back, vibrant, family orientated, youthful, diverse, cafe culture."

"Comfortable, beach access, trees, openness."



Scarborough local focus

These are your top local issues for Scarborough

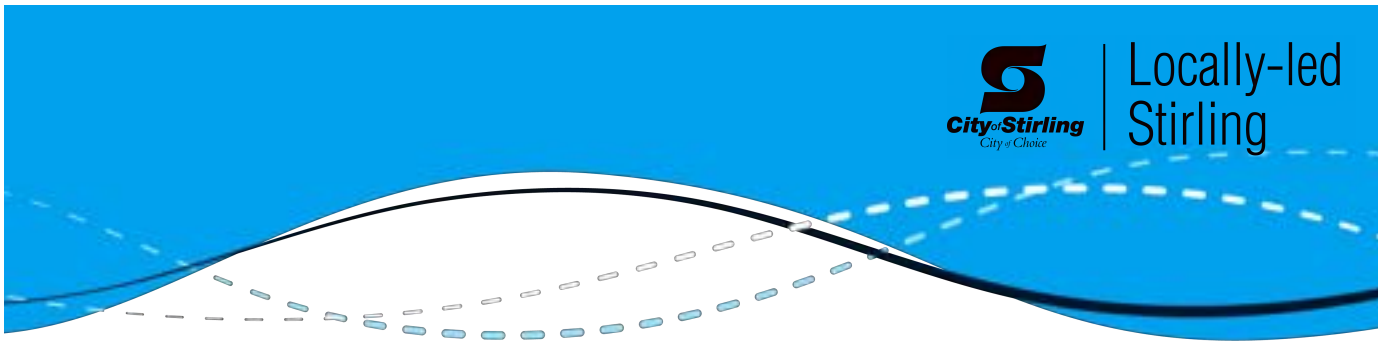
Trees and greening - "More TREES and GRASS please."

Parking - "Better parking at Scarborough Beach."

Public transport - "Better connectivity with public transport to other areas of Perth, particularly along the coast north and south."

Footpaths - "A boardwalk between North Scarborough and South Trigg so we don't have to walk on the shared path adjacent to West Coast Highway."

Crime prevention - "Better security at night for anti-social behaviour."



Stirling local focus

The local community describes Stirling as a clean, green and friendly neighbourhood, with the top connectors being 'local parks' and 'the Stirling Farmers Market'. This snapshot identifies the unique character of Stirling's neighbourhood and helps the City rethink how we listen and respond with a local focus.

You told us

Key insights about Stirling

69%
Sense of belonging

43%
Neighbourly rating

14%
Stirling volunteering

78%
Are satisfied with liveability in this Ward

What it means to be 'a local' - facts

10,165
Stirling population

2.7
Average number of people per household

42
Average age

$2,221
Median weekly household income

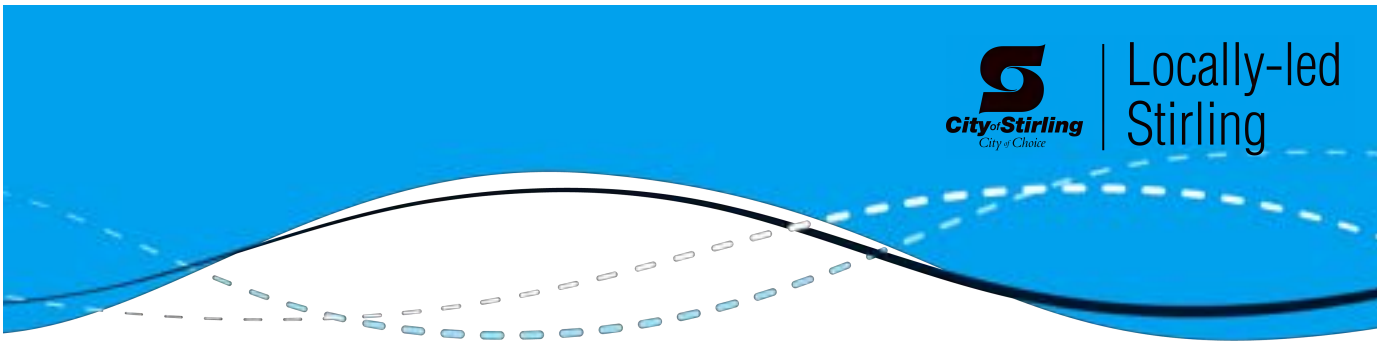
15%
Households privately renting

1,096
Number of local business

Top five birthplaces
Australia (58%)
Italy (5%)
England (4%)
China (3%)
India (3%)

"Conveniently located with a range of amenities."

"Family friendly and green, with great transport links."



Stirling local focus

These are your top local issues for Stirling

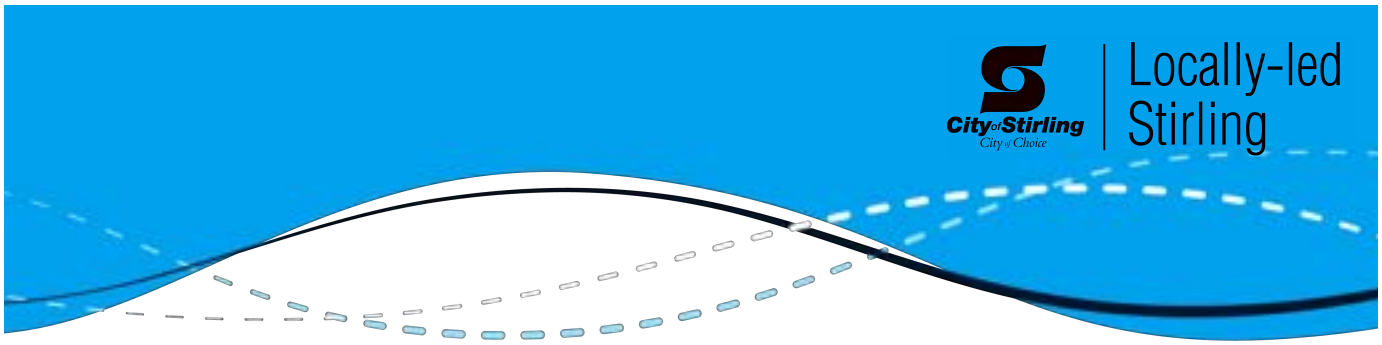
Parks and reserves - "Improved playground equipment in local parks."

Parking - "Review of parking at the train station."

Trees and greening - "Tree planting."

Trees and greening - "More green areas."

Parks and reserves - "Better parks for the kids - scooter park/bike park and bike path need to be prioritised and fixed up. Pedestrian crossings needed for major roads."



Trigg local focus

The local community describes Trigg as a beautiful, coastal and relaxed neighbourhood, with the top connectors being 'Summer X Salt Markets' and 'the beach'. This snapshot identifies the unique character of Trigg's neighbourhood and helps the City rethink how we listen and respond with a local focus.

You told us

Key insights about Trigg

83% Sense of belonging

83% Neighbourly rating

22% Trigg volunteering

86% Are satisfied with liveability in this Ward

What it means to be 'a local' - facts

2,854 Trigg population

2.7 Average number of people per household

43 Average age

$2,779 Median weekly household income

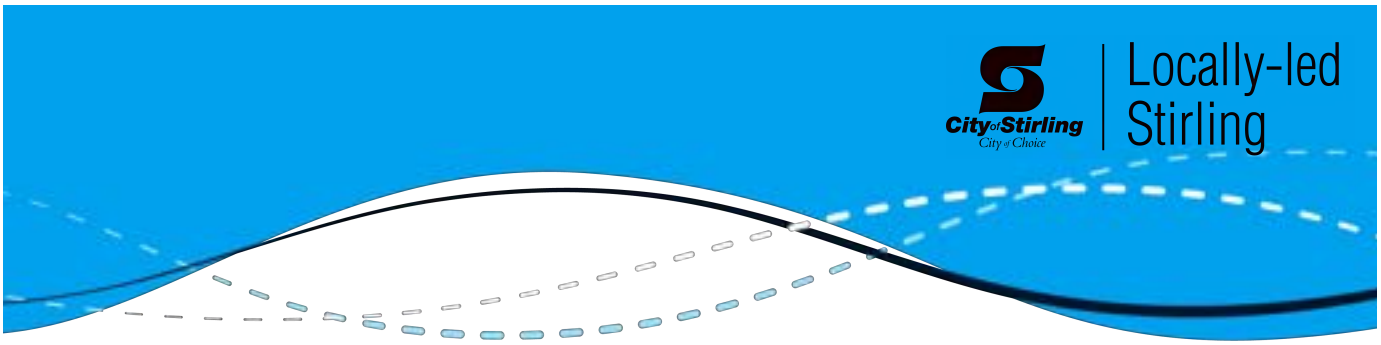
11% Households privately renting

257 Number of local business

Top five birthplaces
Australia (75%)
England (6%)
South Africa (2%)
New Zealand (2%)
Italy (1%)

"A fantastic place to live."

"Relaxed, coastal, clean."



Trigg local focus

These are your top local issues for Trigg

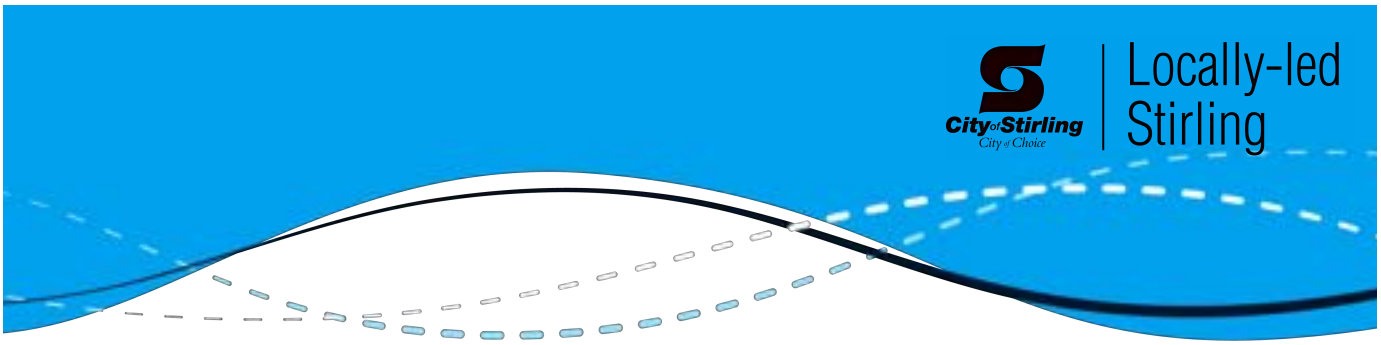
Pedestrian crossings - "A pedestrian crossing at the end of Elliott Road to cross West Coast Drive."

Footpaths - "Coastal boardwalk between Trigg and Scarborough."

Footpaths - "Strongly oppose Trigg boardwalk as it is bush forever class A reserve."

Development - "Stop high rise development. Sensible foreshore upgrades."

Roads and traffic management - "Enormous amount of traffic on West Coast Drive, especially in summer. People parking on foot paths and blocking cycle ways. Inconsiderate drivers not giving way to pedestrians-cyclists & other road users. More bins at beaches and parks."



Tuart Hill local focus

The local community describes Tuart Hill as a quiet and family-focused neighbourhood, with the top connectors being 'local markets' and 'library activities. This snapshot identifies the unique character of Tuart Hill's neighbourhood and helps the City rethink how we listen and respond with a local focus.

You told us

Key insights about Tuart Hill

63%
Sense of belonging

53%
Neighbourly rating

13%
Tuart Hill volunteering

78%
Are satisfied with liveability in this Ward

What it means to be 'a local' - facts

7,540
Tuart Hill population

2
Average number of people per household

36
Average age

$1,535
Median weekly household income

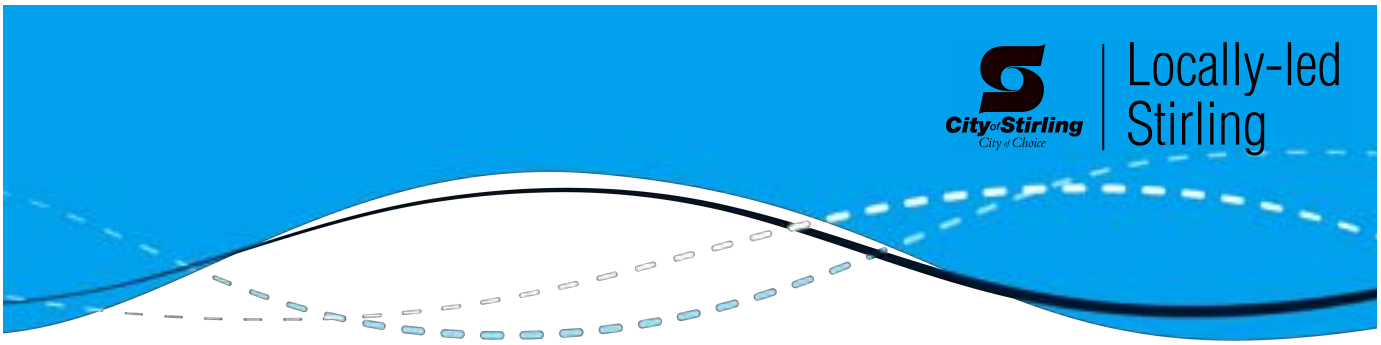
46%
Households privately renting

692
Number of local business

Top five birthplaces
Australia (50%)
India (7%)
England (4%)
Bhutan (3%)
Italy (2%)

"Quiet, pleasant, lots of trees and well maintained."

"A great place for exercise, socialising, dog walking, sport and outside spaces."



Tuart Hill local focus

These are your top local issues for Tuart Hill

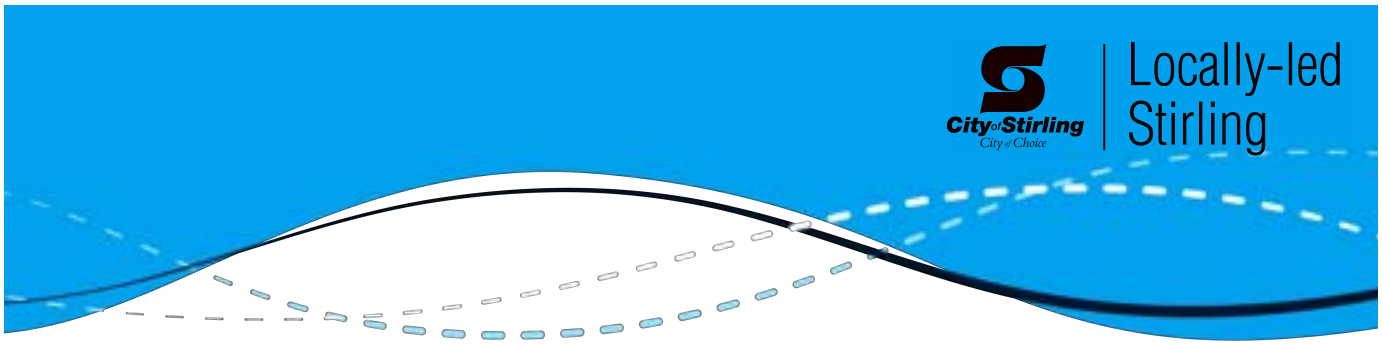
Roads and traffic management - "Put new traffic lights with turning arrows at the intersection of Main Street and Royal Street."

Development - "A high density precinct centred around the Main Street District Centre."

Trees and greening - "Focus on planting a lot more trees and bring in cheap changes to make the area look more unique, colourful, neat and less depressing."

Crime prevention - "Security patrols and local crime."

Trees and greening - "Trees PLEASE for shade for residential streets and to reduce summer temperatures and make walking possible. This also requires some underground power."



Watermans Bay local focus

The local community describes Watermans Bay as a seaside, small and peaceful neighbourhood, with the top connectors being 'neighbourhood bbqs' and 'tree planting'. This snapshot identifies the unique character of Watermans Bay's neighbourhood and helps the City rethink how we listen and respond with a local focus.

You told us

Key insights about Watermans Bay

81%
Sense of belonging

88%
Neighbourly rating

12%
Watermans Bay volunteering

86%
Are satisfied with liveability in this Ward

What it means to be 'a local' - facts

1,368
Watermans Bay population

2.4
Average number of people per household

49
Average age

$2,190
Median weekly household income

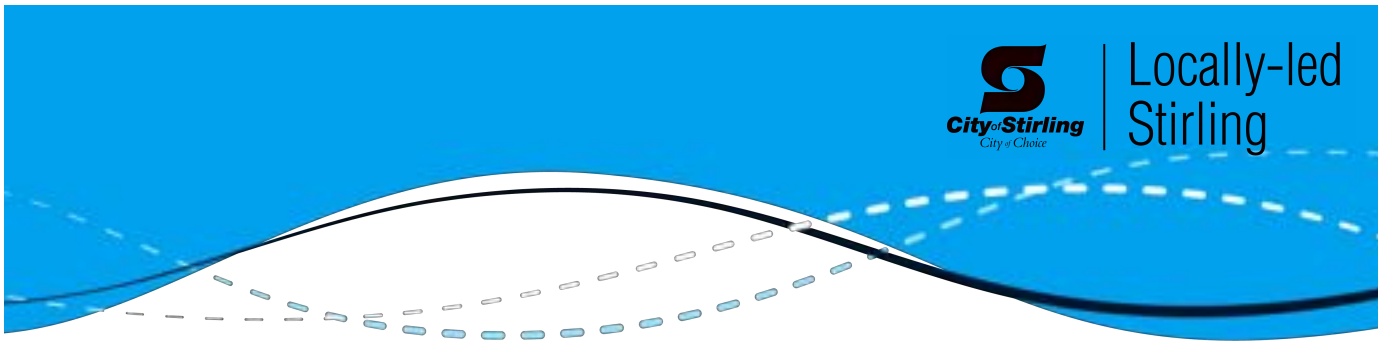
19%
Households privately renting

133
Number of local business

Top five birthplaces
Australia (73%)
England (9%)
South Africa (4%)
New Zealand (3%)
Ireland (1%)

"Watermans Bay is a small closely knit suburb with a strong sense of community and caring, with more and more young families moving into the area which is a real positive."

"A beautiful small suburb nestled between beach and bush, where streets are lined by peppermint trees or Norfolk pines and the neighbours all know and care about each other."



Watermans Bay local focus

These are your top local issues for Watermans Bay

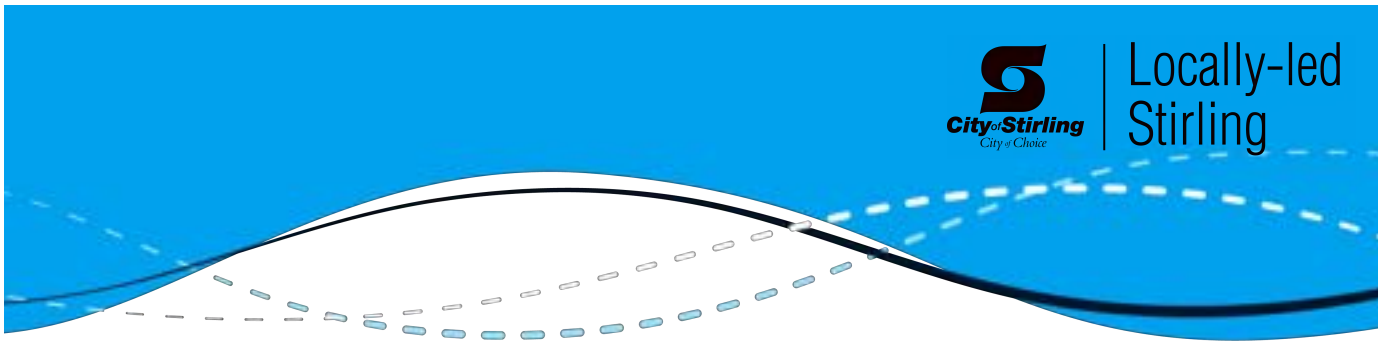
Conservation - "Erosion on Watermans Bay beach."

Parking - "Parking on verges at intersection of Mary Street and Flora Terrace is a major traffic and safety hazard. No parking on verge signs would help on the 4 corners of that intersection. Street parking is also a major safety issue."

Conservation - "Watermans Bay dune restoration, protection and amenity."

Public amenities - "Fix the showers at Watermans Bay."

Footpaths - "Safety for walker on the shared path along West Coast Drive."



Wembley local focus

The local community describes Wembley as a brilliant, green and leafy neighbourhood, with the top connectors being 'Herdsman wildlife centre' and 'Bushcare groups'. This snapshot identifies the unique character of Wembley's neighbourhood and helps the City rethink how we listen and respond with a local focus.

You told us

Key insights about Wembley

83%
Sense of belonging

52%
Neighbourly rating

21%
Wembley volunteering

87%
Are satisfied with liveability in this Ward

What it means to be 'a local' - facts

2,633
Wembley population

2.4
Average number of people per household

37
Average age

$2,005
Median weekly household income

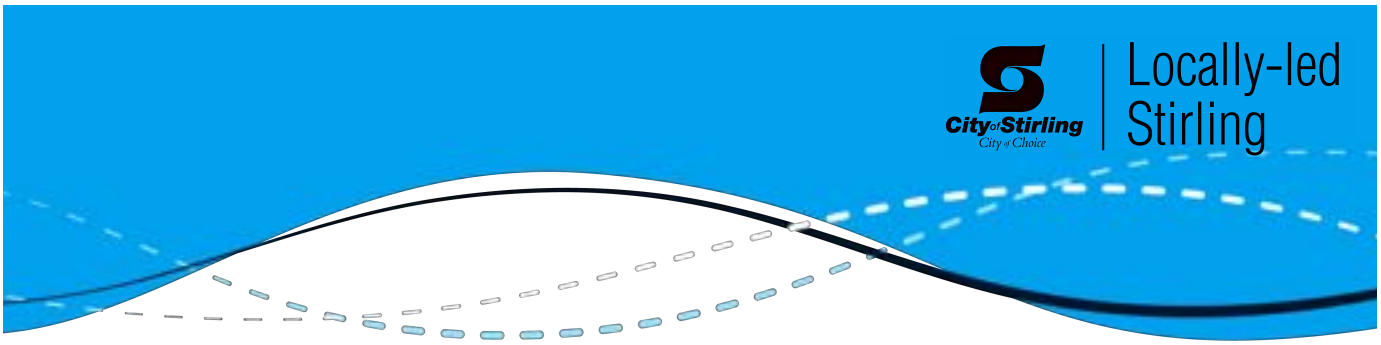
37%
Households privately renting

281
Number of local business

Top five birthplaces
Australia (60%)
Bhutan (7%)
England (6%)
India (2%)
New Zealand (2%)

"Brilliant."

"Green and leafy."



Wembley local focus

These are your top local issues for Wembley

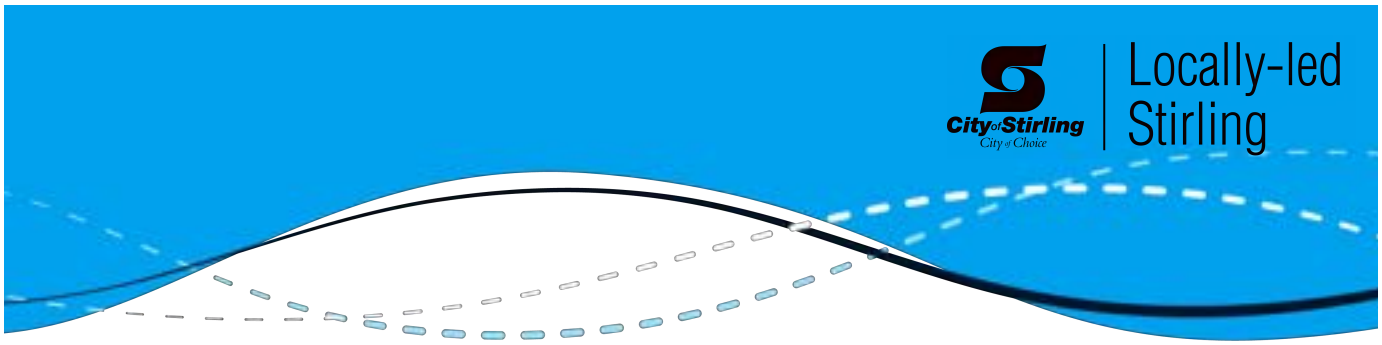
Parks and reserves - "I still think that the City can do even more with the greenspaces and I would like to see them to encourage verge planting that is water wise rather than lawn or dead weeds."

Footpaths - "Footpath connections."

Cat and dog management - "Dog control - more signage for dogs off lead."

Waste - "Focus on up to date rubbish and recycling initiatives."

Community inclusivity - "Set up a Noongar native community garden to teach residents about the history of Herdsman lake and First Nations people's in the area."



Wembley Downs local focus

The local community describes Wembley Downs as a leafy and clean neighbourhood, with the top connectors being 'dog walking' and 'school activities'. This snapshot identifies the unique character of Wembley Downs neighbourhood and helps the City rethink how we listen and respond with a local focus.

You told us

Key insights about Wembley Downs

65%
Sense of belonging

49%
Neighbourly rating

24%
Wembley Downs volunteering

87%
Are satisfied with liveability in this Ward

What it means to be 'a local' - facts

6,743
Wembley Downs population

2.7
Average number of people per household

41
Average age

$2,626
Median weekly household income

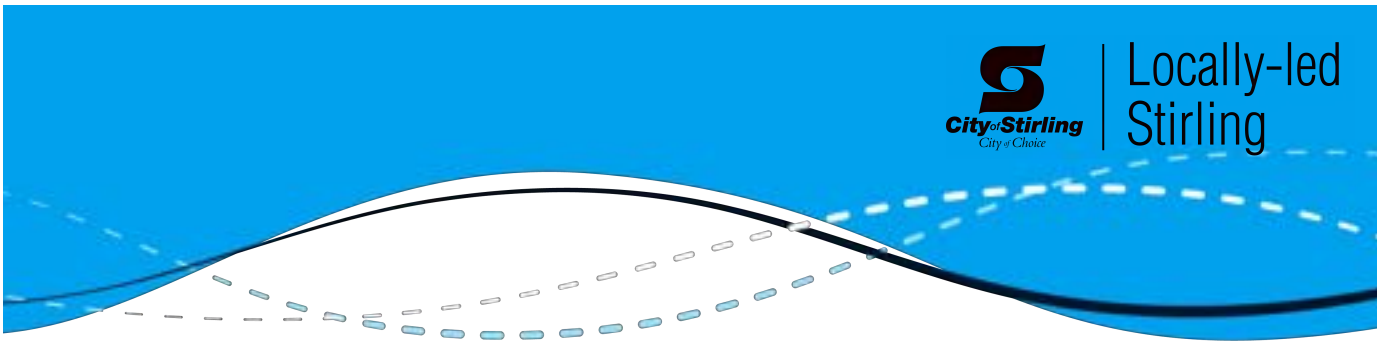
16%
Households privately renting

506
Number of local business

Top five birthplaces
Australia (68%)
England (7%)
South Africa (3%)
China (1%)
New Zealand (1%)

"Small with lots of mature trees."

"Large trees, green, hills, bird life."



Wembley Downs local focus

These are your top local issues for Wembley Downs

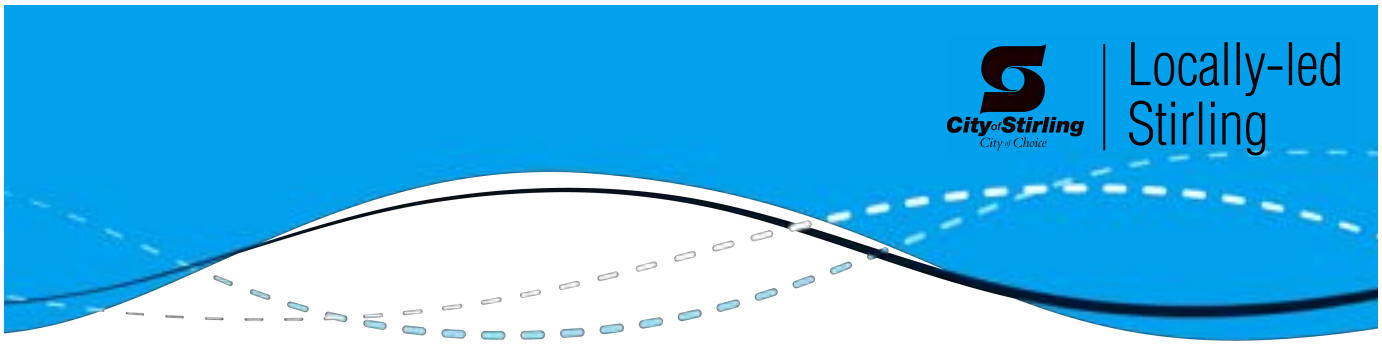
Roads and traffic management - "Remove trucks from Hail Road."

Public transport - "Build light rail to connect to metro."

Public amenities - "More walkable amenities such as cafes and restaurants."

Parks and reserves - "Investments in the maintenance of local parks, planting more trees or even a local veggie garden. Thinking sustainably for the good of the future."

Local business - "Invest in nightlife and community catch up areas such as wine bars or live music venues."



Westminster local focus

The local community describes Westminster as a diverse, accessible and affordable neighbourhood, with the top connectors being 'talking with neighbours' and 'Bina Parkland'. This snapshot identifies the unique character of Westminster's neighbourhood and helps the City rethink how we listen and respond with a local focus.

You told us

Key insights about Westminster

59%
Sense of belonging

26%
Neighbourly rating

10%
Westminster volunteering

66%
Are satisfied with liveability in this Ward

What it means to be 'a local' - facts

7,042
Westminster population

2.3
Average number of people per household

34
Average age

$1,404
Median weekly household income

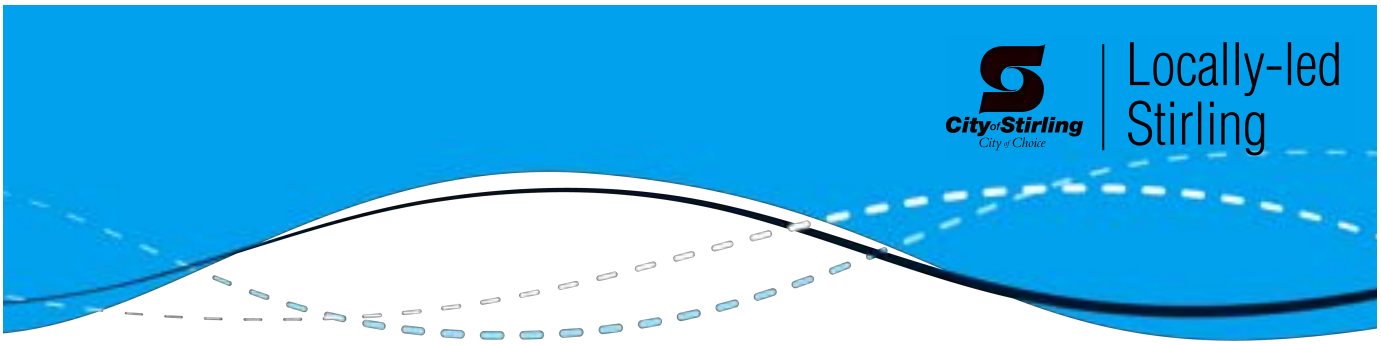
44%
Households privately renting

734
Number of local business

Top five birthplaces
Australia (44%)
India (9%)
Philippines (3%)
Vietnam (3%)
England (3%)

"What I love about the area is the community, people are friendly, you have Stirling Central shops which has everything you need from groceries to apparel. We are 10km's from the city and also close to the beach."

"My son was born here. It is very nice area. Public transport is very accessible, close to city."



Westminster local focus

These are your top local issues for Westminster

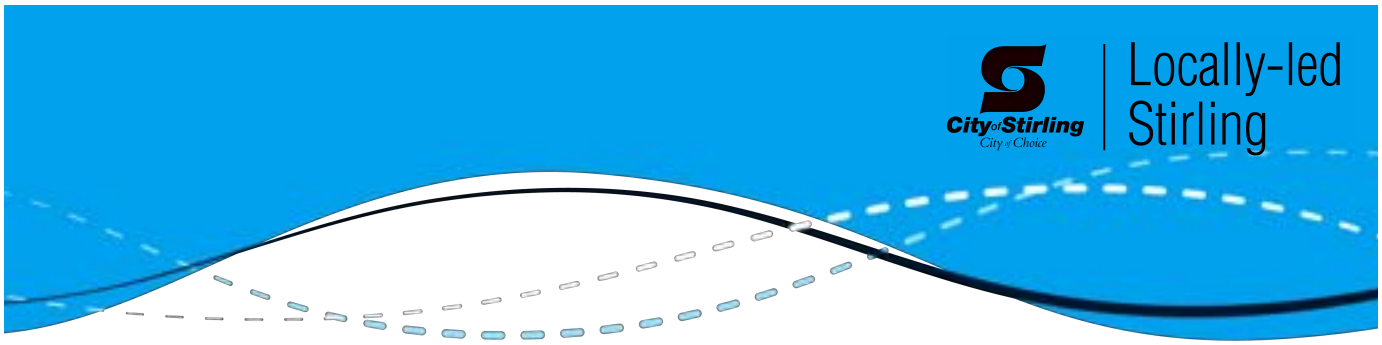
Waste - “More bulk rubbish collections."

Community wellbeing - “More help with the homeless."

Street lights - “More street lighting. More security patrols mainly between lunchtime and early evening’s.”

Crime prevention - “Community safety. Infrastructure and facilities in the area dealing with on-going crimes (e.g. violence, drugs, break-ins, etc.)”

Parks and reserves - “Safety within the local parks ie lighting."



Woodlands local focus

The local community describes Woodlands as a friendly and peaceful neighbourhood, with the top connectors being 'Jackadder Lake' and 'Buy nothing group'. This snapshot identifies the unique character of Woodlands neighbourhood and helps the City rethink how we listen and respond with a local focus.

You told us

Key insights about Woodlands

76%
Sense of belonging

69%
Neighbourly rating

22%
Woodlands volunteering

87%
Are satisfied with liveability in this Ward

What it means to be 'a local' - facts

4,550
Woodlands population

2.6
Average number of people per household

44
Average age

$2,098
Median weekly household income

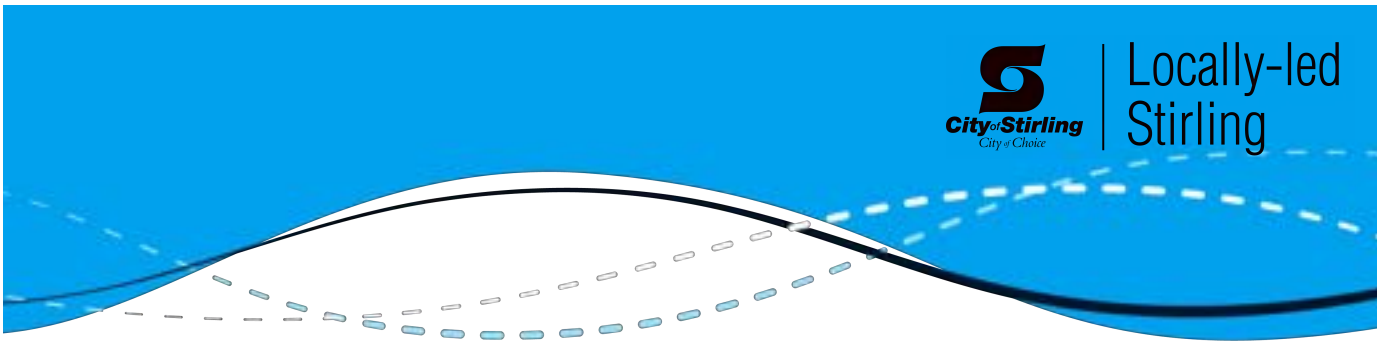
18%
Households privately renting

369
Number of local business

Top five birthplaces
Australia (66%)
England (7%)
South Africa (2%)
Malaysia (2%)
India (2%)

"Peaceful, quiet and respectful."

"Quiet with lots of trees"



Woodlands local focus

These are your top local issues for Woodlands

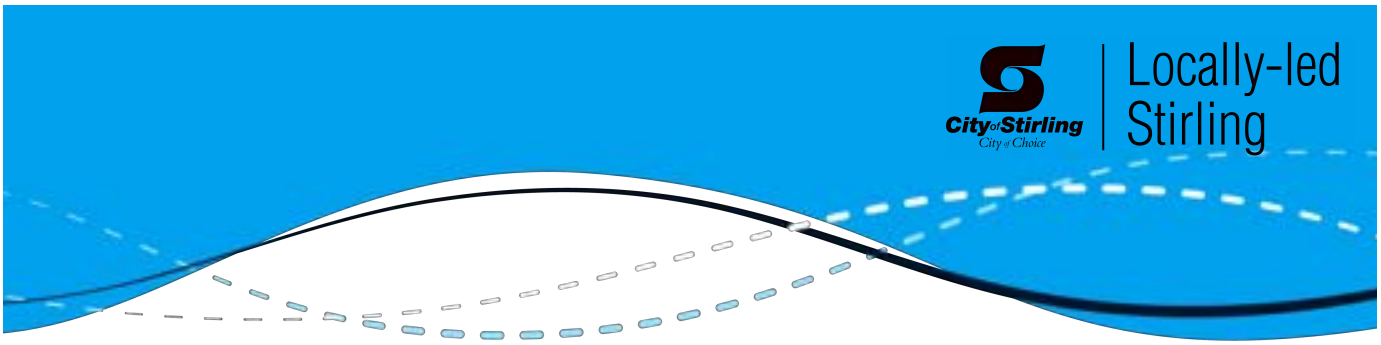
Roads and traffic management - "Corner of Rosewood and Pearson is very busy and needs lights." or "Roundabout - Rosewood and Pearson."

Roads and traffic management - "More 50km signs to remind those travelling at higher speeds."

Public art - "Public art spaces, live music."

Cat and dog management - "Dogs on leads at parks around wetlands to protect the native animals birds/turtles etc."

Footpaths - "More connected cycle paths."



Yokine local focus

The local community describes Yokine as established, diverse, growing and close to the CBD, with the top connectors being 'Yokine Regional Open Space' and 'food truck events'. This snapshot identifies the unique character of Yokine's neighbourhood and helps the City rethink how we listen and respond with a local focus.

You told us

Key insights about Yokine

70%
Sense of belonging

53%
Neighbourly rating

16%
Yokine volunteering

81%
Are satisfied with liveability in this Ward

What it means to be 'a local' - facts

12,706
Yokine population

2.2
Average number of people per household

38
Average age

$1,717
Median weekly household income

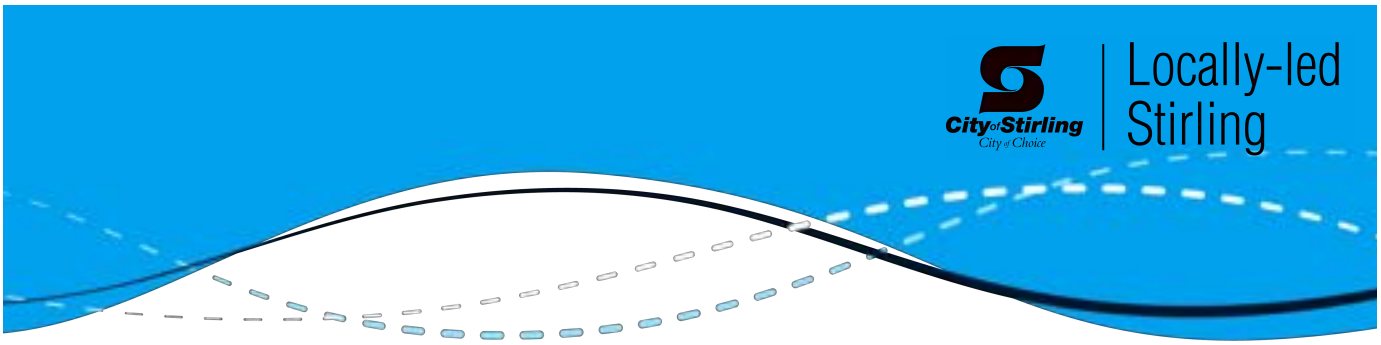
40%
Households privately renting

1,125
Number of local business

Top five birthplaces
Australia (56%)
England (5%)
India (3%)
South Africa (3%)
Italy (3%)

"Leafy and green. I like the verge trees and parks surround my house. I enjoy using and seeing people using Yokine reserve for recreation exercise and activities. "

"Visually appealing, safe communities where people connect and look out for each other. Established, diverse, growing, close to the CBD."



Yokine local focus

These are your top local issues for Yokine

Trees and greening - "More trees and greenery."

Roads and traffic management - "Speed limit on Wordsworth Avenue should be reduced or measures put in place to stop it being used as a "rat run" between Alexander Drive and Flinders Street."

Community inclusivity - "Community events to meet other people. Maybe at Yokine Reserve."

Waste - "Littering is a problem."

Footpaths - "More dedicated walking/bike paths."

12.1/F2 MONTHLY STATEMENT OF FINANCIAL ACTIVITY FOR THE MONTH ENDING 31 AUGUST 2024 AND 30 SEPTEMBER 2024

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

Role

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

Council Resolution

1024/025

Moved Councillor Perkov, seconded Councillor Olow

That the monthly Statement of Financial Activity and other relevant Financial Reports for the month ending 31 August 2024 and 30 September 2024 be RECEIVED.

The motion was put and declared CARRIED (12/0) by exception resolution.

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

Committee Recommendation

That the monthly Statement of Financial Activity and other relevant Financial Reports for the month ending 31 August 2024 and 30 September 2024 be RECEIVED.

Officer's Recommendation

That the monthly Statement of Financial Activity and other relevant Financial Reports for the month ending 31 August 2024 and 30 September 2024 be RECEIVED.

Purpose

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

Details

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

1. A financial summary comprising a Statement of Financial Activity (Attachments 1 and 4) 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 (Attachments 2 and 5) in accordance with the requirements of Regulation 34.
3. An Investment Report (Attachments 3 and 6) detailing the performance of the investment portfolio as required by the City’s Investment Policy.

Monthly Statement of Financial Activity for the Period Ending 31 August 2024

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

An explanation of major variances between YTD Actual and YTD Budget for the month ended 31 August 2024 is 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). $119.9 million of this debt had been collected by 31 August 2024.

1. Contributions, Reimbursements & Donations

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

2. Registration Licences & Permits

This revenue item has a positive variance of 12% to YTD budget, mainly due to the timing of Development Applications revenue. This is a timing issue only related to the phasing of the budget.

3. Other

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

Operating Expenditure

4. Employee Costs (including Agency Staff)

The total of direct employee costs (net of the cost of Agency Personnel) was more than budget for the year to date mainly due to staffing for City projects. Staffing for these projects was budgeted as consultancy costs on the assumption that the work would be outsourced. The City has actually engaged project staff as employees on a short-term basis as it is a cheaper and more efficient option.

Internal labour recoveries were also below budget contributing to the variance. 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.

5. Materials & Contract Direct Maintenance of Non-Current Assets

This expenditure item has a positive variance of 24% of YTD Budget due to the timing of maintenance and renewal expenditure. The largest impact is in the Parks and Environment Business Unit, but this is a timing variance only.

6. Underground Power Expenditure

This adverse variance relates to the City's project management costs associated with Underground Power projects. This will continue with the Targeted Underground Power Program.

7. Utilities

This adverse variance relates to electricity costs during the winter season. This is a timing variance only due to the phasing of the budget.

Investment Activity

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

The Loss on Disposal mainly relates to the disposal of 26 Odin Drive, Balcatta and a Right of Way in Inglewood. This has been offset by vehicle disposals where the sale prices of fleet vehicles have exceeded expectations.

9. Grants and Subsidies

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

10. Capital Expenditure

This variance mainly relates to the following:

- Capital renewals program
    - $0.7 million variance due to the Terry Tyzack Aquatic Centre redevelopment which relates to final invoices to be paid, with the project complete.
    - $1.2 million variance for Hamersley Public Golf Course Redevelopment. This project is on track to be completed in line with milestones.
- $0.7 million variance due to delays in the delivery of vehicles due to supply constraints for the Fleet Replacement Program.
- $0.7 million variance relating to IT projects which are budgeted as capital projects, but actual expenditure is included in operating expenses. The relevant project expenditure will be capitalised as an intangible asset on completion of the project.

Monthly Statement of Financial Activity for the Period Ending 30 September 2024

It should be noted that the statement shown as Attachment 4 only includes transactions as they relate to the Municipal Fund, and it removes the non-cash items to allow an assessment of the City's dependency on rate levies.

An explanation of major variances between YTD Actual and YTD Budget for the month ended 30 September 2024 is 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). $150.6 million of this debt had been collected by 30 September 2024.

1. Grants & Subsidies

This variance is due to the advance payment of the 2024/2025 Financial Assistance Grant which was received by the City in June 2024 but budgeted for in 2024/2025. This will remain as a variance until adjusted during mid-year planning and budget review.

2. Contributions, Reimbursements & Donations

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

3. Registration Licences & Permits

This revenue item has a positive variance of 13% to YTD budget, mainly due to the timing of Development Applications revenue. This is a timing issue only related to the phasing of the budget.

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 Wembley Downs and Scarborough. This revenue will be transferred to Reserves.

Operating Expenditure

5. Employee Costs (including Agency Staff)

The total of direct employee costs (net of the cost of Agency Personnel) was more than budget for the year to date mainly due to staffing for City projects. Staffing for these projects was budgeted as consultancy costs on the assumption that the work would be outsourced. The City has actually engaged project staff as employees on a short-term basis as it is a cheaper and more efficient option.

Internal labour recoveries were also below budget contributing to the variance. 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.

6. Materials & Contract Direct Maintenance of Non-Current Assets

This expenditure item has a positive variance of 32% of YTD Budget due to the timing of maintenance and renewal expenditure. The largest impact is in the Parks business unit for recreation reserves maintenance, but this is a timing variance only.

7. Other

This adverse variance relates to the Community Grants program, along with turf curation subsidy and rates donations to various sporting clubs. This is a timing variance only due to the phasing of the budget.

Investment Activity

8. Grants and Subsidies

This revenue item has a positive variance and relates the timing of capital grant revenue for the Terry Tyzack Aquatic Centre redevelopment and bushfire risk mitigation, which was budgeted in future periods.

9. Equity Share of Investment

This positive variance is due to the volume of Catalina Estate land sales which have exceeded forecast for the year to date.

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

The Loss on Disposal mainly relates to the disposal of 26 Odin Drive, Balcatta and a Right of Way in Inglewood. This has been offset by vehicle disposals where the sale prices of fleet vehicles have exceeded expectations.

11. Capital Expenditure

This variance mainly relates to the following:

- Capital renewals program
    - $1.3 million variance for Terry Tyzack Aquatic Centre redevelopment and $1.3 million variance for Hamersley Public Golf Course Redevelopment – both projects are on track to be completed in line with milestones.
- $1.2 million variance due to delays in the delivery of vehicles due to supply constraints for the Fleet Replacement Program.
- $1 million variance relating to IT projects which are budgeted as capital projects, but actual expenditure is included in operating expenses. The relevant project expenditure will be capitalised as an intangible asset on completion of the project.

Financial Assessment and Implications

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

Relevant Policies, Legislation and Council Resolutions

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

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

Sustainable Stirling 2022-2032

Key Result Area: Our leadership

Objective: A well-governed City

Priority: Comply with legislation, standards and obligations

Strategic Risk

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

Relevant Documents and Information

Attachments

Attachment 1 - Statement of Financial Activity in the form of a Rate Setting Statement for the period to 31 August 2024 ⇩

Attachment 2 - Net Current Assets as at 31 August 2024 ⇩

Attachment 3 - An Investment Report for the period to 31 August 2024 ⇩

Attachment 4 - Statement of Financial Activity in the form of a Rate Setting Statement for the period to 30 September 2024 ⇩

Attachment 5 - Net Current Assets as at 30 September 2024 ⇩

Attachment 6 - An Investment Report for the period to 30 September 2024 ⇩

Available for viewing at meeting

Nil

Linked Documents

Nil.

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

Description	Notes	YTD Actual $'000	YTD Budget $'000	Variance $'000	%	Adopted Budget $'000
OPERATING ACTIVITIES						
Net surplus/(deficit) start of financial year		**42,257**	**54,091**			**54,091**
Revenue from operating activity (excluding rates)						
Other Rates Revenue		(1)	0	(1)	(100)	500
Underground Power Rates		0	0	0	0	1,353
Security Charge		4,888	4,770	118	2	4,770
Grants & Subsidies		2,086	2,188	(102)	(5)	13,790
Contributions,Reimbursements & Donations	(1)	698	380	319	84	2,287
Interest		1,475	1,511	(36)	(2)	9,500
Registration,Licences & Permits	(2)	1,213	1,087	125	12	4,151
Service Charges		42,880	42,314	565	1	45,754
Fees & Charges		3,087	3,045	42	1	21,054
Other	(3)	719	599	119	20	4,285
Total Operating Revenue		**57,045**	**55,895**	**1,150**	2	**107,445**
Expenditure from operating activities						
Employee Costs (including Agency Staff)	(4)	(20,260)	(19,175)	(1,086)	(6)	(112,210)
Materials & Contracts Direct MTC of NCA	(5)	(3,843)	(5,052)	1,209	24	(32,303)
Materials & Contracts Other Works		(13,624)	(13,918)	293	2	(74,938)
Underground Power Expenditure	(6)	(33)	0	(33)	(100)	0
Utilities	(7)	(1,301)	(1,187)	(114)	(10)	(8,833)
Depreciation		(8,964)	(8,833)	(131)	(1)	(51,093)
Insurance		(1,054)	(1,108)	55	5	(2,223)
Other		(566)	(528)	(39)	(7)	(4,060)
Total Operating Expenditure		**(49,647)**	**(49,800)**	154		**(285,660)**
Sub Total Operating Result		**7,398**	**6,094**	**1,304**	21	**(178,216)**
Operating activities excluded						
Profit on disposal of assets	(8)	(354)	0	(354)	(100)	(611)
(Loss) on disposal of assets	(8)	1,095	0	1,095	100	788
Non cash movements in non current assets and liabilities		6,090	0	6,090	100	0
Depreciation on Assets		8,964	8,833	131	1	51,093
Total Excluded from Operating Result		15,795	8,833	6,963	79	51,270
Amount attributed to operating activities		**23,194**	**14,927**	8,267	55	**(126,945)**
INVESTMENT ACTIVITIES						
Grants & Subsidies	(9)	1,551	859	693	81	**11,104**
Equity Share of Investment		0	0	0	0	6,080
Proceeds from Disposal of Assets	(8)	1,006	0	1,006	100	3,633
Profit / (Loss) on Disposals	(8)	(741)	0	(741)	100	(177)
Total Capital Expenditure	(10)	(9,588)	(12,798)	3,210	25	(109,139)
Amount attributed to investment activities		**(7,771)**	**(11,939)**	4,168	35	**(88,499)**
FINANCIAL ACTIVITIES						
Transfers to/from Trust		(658)		0	100	0
Transfers to Reserves		(5,024)		(5,024)	100	(30,999)
Transfers to Accum Funds		24		24	100	25,928
Amount attribute to financial activities		**(5,658)**		**(5,658)**	**100**	**(5,071)**
Surplus/(deficient) before general rates		**(165,153)**	**(165,168)**			**(166,425)**
Total amount raised from general rates		165,153	165,168			166,425
Net current assets at end of period - suplus/(deficit)		**217,175**	**222,246**			**0**

City of Stirling

Net Current Asset Position Statement
As At 31 August 2024

	$'000
CURRENT ASSETS	
Cash and cash equivalents	245,106
Trade receivables	146,069
Other financial assets at amortised cost	2,178
Inventories	4,924
Contract assets	1,809
Total Current Assets	400,085
CURRENT LIABILITIES	
Trade and other payables	61,296
Contract liabilities	2,729
Lease liabilities	6
Employee related provisions	19,814
Other provisions	14,890
Total Current Liabilities	98,735
Closing Funds	301,350
Restricted Assets	
Restricted Investments	103,990
Total Restricted Assets	103,990
NET CURRENT ASSETS LESS RESTRICTED ASSETS	**197,361**
Add Cash Backed Leave	19,814
CLOSING FUNDS	**217,175**

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

	Short term Rating	Long-term Rating	Allocation %	AV RATE[1] %	TOTAL FUNDS $	MUNI FUNDS $	REST FUNDS $	TRUST FUNDS $	RESERVE FUNDS $
IN HOUSE INVESTMENTS									
Banks									
AMP Bank	BBB	BBB	0	0.00%	-	-	-	-	-
Bank of Queensland	A2	A-	24	4.98%	59,687,171	22,190,000	1,253,991	-	36,243,180
Bendigo / Adelaide Bank	A2	A-	3	4.78%	6,500,000	6,500,000			
Judo Bank	A-3	BBB-	1	4.66%	3,500,000	3,500,000			
NAB	A1+	AA-	29	5.07%	71,752,251	23,100,000	13,021,423	-	35,630,827
Sun Corp Metway	A-1	A+	14	5.28%	33,817,964	4,880,000	-	17,876,226	11,061,737
Westpac	A1+	AA-	29	4.87%	70,853,759	49,800,000	-	-	21,053,759
TOTAL INVESTMENTS			**100**	**5.03%**	**$ 246,111,144**	**$ 109,970,000**	**$ 14,275,415**	**$ 17,876,226**	**$ 103,989,504**

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

	INTEREST RECEIVED TO DATE	%	FULL YEAR BUDGET
INTEREST EARNED			
Municipal Fund	1,475,204	15.53%	9,500,000
TOTAL	**1,475,204**	**15.53%**	**9,500,000**

INTEREST RATES	JUL %	AUG %	SEP %	OCT %	NOV %	DEC %
AVGE EARNED RATE (ALL INVESTMENTS)	5.14	5.03				
BENCHMARK RATE	4.47	4.33				

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

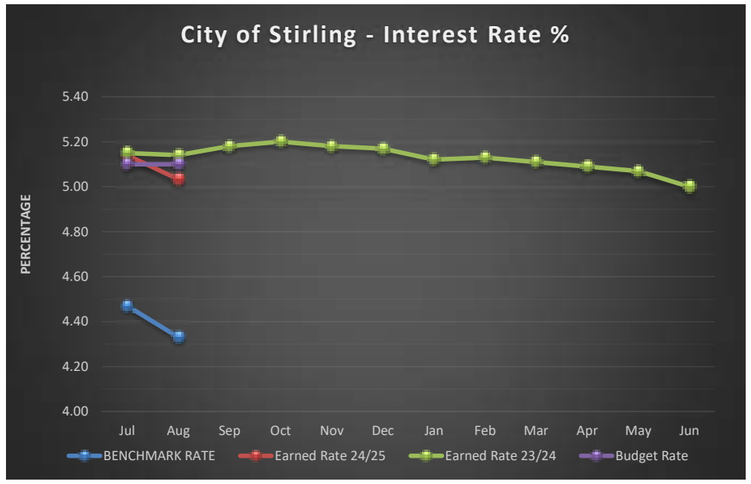
MARKET AVERAGE INTEREST RATES	At Call %	30 Day %	90 Days %	180 Days %	5 Yr Bond %	YTD Av %
FOR 2024-25 YEAR ONLY	4.35	4.25	4.31	4.44	0.00	4.33

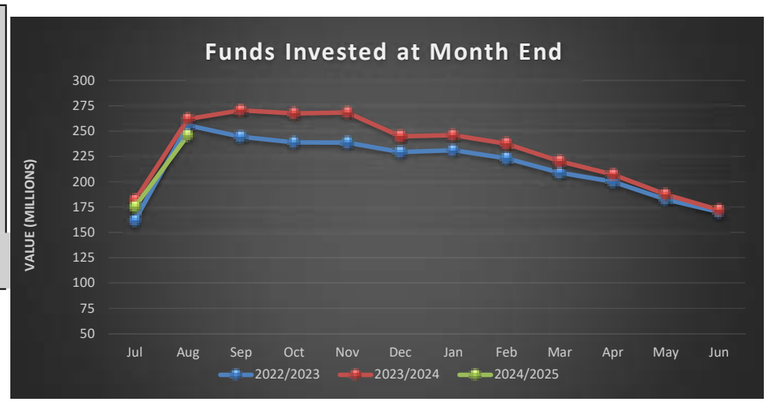
COMMENTARY

1 **The City of Stirling continues its cautious approach in managing and investing its funds and only invests funds as per the City's investment policy. To date the City only invests in approved and authorised institutions in line with the WA *Local Government Act 1995***

2 **For this financial year 2024/25, the City continued its cash investments strategy with local banking institutions administrated in house. The City may also consider recommendations from approved advisors should the need arise.**

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





TRUST FUND DETAILS	BALANCE $
Other Bonds	553,063
Right of Way Bonds	492,063
Payment in Lieu of Public Open Space	10,088,422
Town Planning Schemes	5,813,720
Other Trusts	270,983
FINANCE ONE	17,218,251
INVESTMENT REGISTER	17,876,226
Funds to be Transferred	**657,975**

RESERVE FUND DETAILS	BALANCE $
Asset Acquisition Reserve	104,528
Cash in Lieu of Public Open Space	1,332,851
Churchlands Lighting Reserve	44,616
Corporate Project Fund	13,540,247
Capital Investment Reserve	32,517,892
Investment Income Reserve	4,196,947
Leave Liability Reserve	14,666,767
Long Service Leave Reserve	844,740
Payment in Lieu of Parking Reserve	3,209,992
Plant Replacement Reserve	2,875,223
Public Parking Strategy Reserve	6,873,335
Road Widening Compensation Reserve	153,167
Scarborough Development Contribution Plan	271,585
Security Service Reserve	492,492
Strategic Waste Development Reserve	18,804,644
Tree Fund Reserve	1,451,473
Workers Compensation Reserve	2,731,573
FINANCE ONE	104,112,073
INVESTMENT REGISTER	103,989,504
Funds to be Transferred	**-122,569**

RESTRICTED FUND DETAILS	BALANCE $
Book Bond	135
Builders Registration Board Levy	86,694
BCITF Levy	48,796
Client Bonds	600
Development Trust	6,494
Hall Hire Bonds	6,100
Other Rest Funds	9,445
Pay in Lieu POS	5,076,410
Performance Bonds	4,623,608
Reserve Bond	600
Section 152 Land	1,722,744
Street Trees Bonds	261,301
Unclaimed Monies	126,911
Verge Bonds	2,920,376
FINANCE ONE	14,890,214
INVESTMENT REGISTER	14,275,415
Funds to be Transferred	**614,799**

City of Stirling
Rate Setting Statement
For the Period Ending 30 September 2024

Description	Notes	YTD Actual $'000	YTD Budget $'000	Variance $'000	%	Adopted Budget $'000
OPERATING ACTIVITIES						
Net surplus/(deficit) start of financial year		**42,257**	**54,091**			**54,091**
Revenue from operating activity (excluding rates)						
Other Rates Revenue		(0)	0	(0)	100	500
Underground Power Rates		0	0	0	0	1,353
Security Charge		4,891	4,770	121	3	4,770
Grants & Subsidies	(1)	2,495	3,282	(786)	(24)	13,790
Contributions,Reimbursements & Donations	(2)	948	572	376	66	2,287
Interest		2,492	2,490	2	0	9,500
Registration,Licences & Permits	(3)	1,550	1,371	178	13	4,151
Service Charges		43,437	42,658	778	2	45,754
Fees & Charges		4,771	4,634	137	3	21,054
Other	(4)	1,038	935	103	11	4,285
Total Operating Revenue		**61,621**	**60,713**	**909**	1	**107,445**
Expenditure from operating activities						
Employee Costs (including Agency Staff)	(5)	(30,052)	(28,414)	(1,639)	(6)	(112,210)
Materials & Contracts Direct MTC of NCA	(6)	(5,693)	(8,345)	2,652	32	(32,303)
Materials & Contracts Other Works		(18,157)	(19,514)	1,357	7	(74,938)
Underground Power Expenditure		(46)	0	(46)	(100)	0
Utilities		(2,006)	(2,077)	71	3	(8,833)
Depreciation		(13,304)	(13,074)	(230)	(2)	(51,093)
Insurance		(1,059)	(1,108)	49	4	(2,223)
Other	(7)	(1,091)	(732)	(359)	(49)	(4,060)
Total Operating Expenditure		**(71,409)**	**(73,265)**	1,855	3	**(285,660)**
Sub Total Operating Result		**(9,788)**	**(12,552)**	**2,764**	22	**(178,216)**
Operating activities excluded						
Profit on disposal of assets	(10)	(382)		(382)	(100)	(611)
(Loss) on disposal of assets	(10)	1,097		1,097	100	788
Non cash movements in non current assets and liabilities		5,192		5,192	100	0
Depreciation on Assets		13,304	13,074	230	2	51,093
Total Excluded from Operating Result		19,211	13,074	6,137	47	51,270
Amount attributed to operating activities		**9,423**	**522**	8,901	1,706	**(126,945)**
INVESTMENT ACTIVITIES						
Grants & Subsidies	(8)	2,010	1,345	666	49	**11,104**
Equity Share of Investment	(9)	1,156	1,013	143	14	6,080
Proceeds from Disposal of Assets	(10)	1,226	0	1,226	100	3,633
Profit / (Loss) on Disposals	(10)	(715)	0	(715)	(100)	(177)
Total Capital Expenditure	(11)	(14,222)	(21,367)	7,145	33	(109,139)
Amount attributed to investment activities		**(10,545)**	**(19,009)**	8,464	45	**(88,499)**
FINANCIAL ACTIVITIES						
Transfers to/from Trust		(658)			100	0
Transfers to Reserves		(5,042)		(5,042)	(100)	(30,999)
Transfers to Accum Funds		42		42	100	25,928
Amount attribute to financial activities		**(5,658)**		**(5,658)**	**(100)**	**(5,071)**
Surplus/(deficient) before general rates		**(165,240)**	**(165,168)**			**(166,425)**
Total amount raised from general rates		165,240	165,168			166,425
Net current assets at end of period - suplus/(deficit)		**200,717**	**200,771**			**0**

City of Stirling

Net Current Asset Position Statement
As At 30 September 2024

	$'000
CURRENT ASSETS	
Cash and cash equivalents	245,089
Trade receivables	115,531
Other financial assets at amortised cost	2,961
Inventories	4,938
Contract assets	1,828
Total Current Assets	370,346
CURRENT LIABILITIES	
Trade and other payables	47,999
Contract liabilities	2,715
Lease liabilities	6
Employee related provisions	20,122
Other provisions	14,920
Total Current Liabilities	85,762
Closing Funds	284,585
Restricted Assets	
Restricted Investments	103,990
Total Restricted Assets	103,990
NET CURRENT ASSETS LESS RESTRICTED ASSETS	**180,595**
Add Cash Backed Leave	20,122
CLOSING FUNDS	**200,717**

CITY OF STIRLING
CASH & INVESTMENT REPORT AS AT 30 SEPTEMBER 2024

	Short term Rating	Long-term Rating	Allocation %	AV RATE[1] %	TOTAL FUNDS $	MUNI FUNDS $	REST FUNDS $	TRUST FUNDS $	RESERVE FUNDS $
IN HOUSE INVESTMENTS									
Banks									
AMP Bank	BBB	BBB	0	0.00%	-	-	-	-	-
Bank of Queensland	A2	A-	23	4.94%	59,887,171	22,390,000	1,253,991	-	36,243,180
Bendigo / Adelaide Bank	A2	A-	3	4.71%	6,500,000	6,500,000			
Judo Bank	A-3	BBB-	1	4.65%	3,500,000	3,500,000			
NAB	A1+	AA-	34	5.07%	88,052,251	39,400,000	13,021,423	-	35,630,827
Sun Corp Metway	A-1	A+	13	5.28%	33,817,964	4,880,000	-	17,876,226	11,061,737
Westpac	A1+	AA-	26	5.09%	68,153,759	47,100,000	-	-	21,053,759
TOTAL INVESTMENTS			**100**	**5.06%**	**$ 259,911,144**	**$ 123,770,000**	**$ 14,275,415**	**$ 17,876,226**	**$ 103,989,504**

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

	INTEREST RECEIVED TO DATE	%	FULL YEAR BUDGET
INTEREST EARNED			
Municipal Fund	2,491,949	26.23%	9,500,000
TOTAL	**2,491,949**	**26.23%**	**9,500,000**

INTEREST RATES	JUL %	AUG %	SEP %	OCT %	NOV %	DEC %
AVGE EARNED RATE (ALL INVESTMENTS)	5.14	5.03	5.06			
BENCHMARK RATE	4.47	4.33	4.39			

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

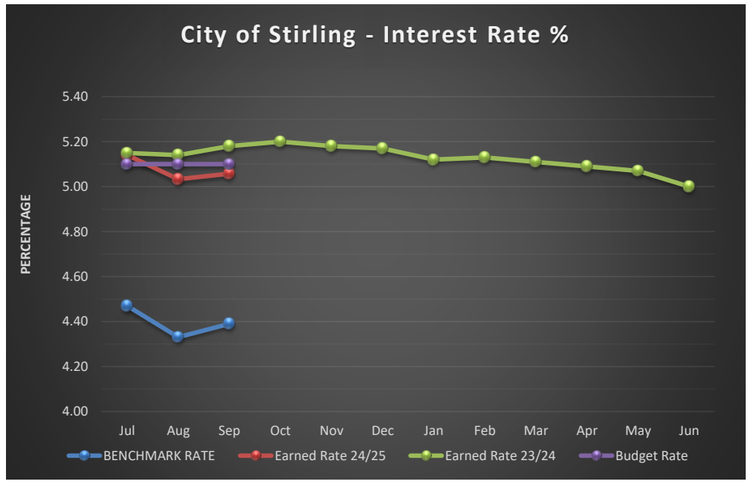
MARKET AVERAGE INTEREST RATES	At Call %	30 Day %	90 Days %	180 Days %	5 Yr Bond %	YTD Av %
FOR 2024-25 YEAR ONLY	4.35	4.25	4.38	4.54	0.00	4.39

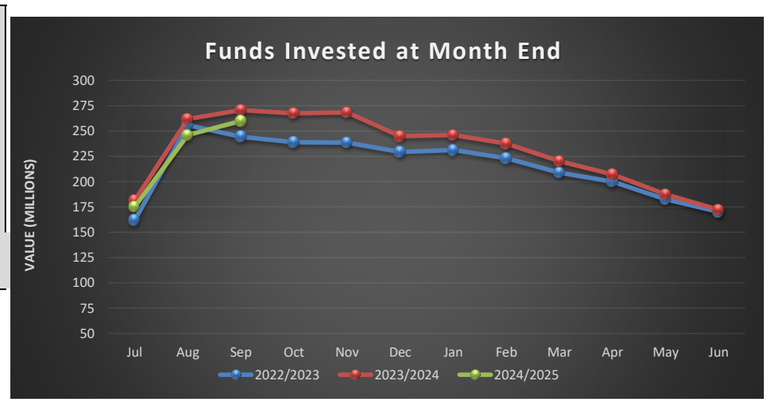
COMMENTARY

1 **The City of Stirling continues its cautious approach in managing and investing its funds and only invests funds as per the City's investment policy. To date the City only invests in approved and authorised institutions in line with the WA *Local Government Act 1995***

2 **For this financial year 2024/25, the City continued its cash investments strategy with local banking institutions administrated in house. The City may also consider recommendations from approved advisors should the need arise.**

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





TRUST FUND DETAILS	BALANCE $
Other Bonds	553,063
Right of Way Bonds	492,063
Payment in Lieu of Public Open Space	10,088,422
Town Planning Schemes	5,813,720
Other Trusts	270,983
FINANCE ONE	17,218,251
INVESTMENT REGISTER	17,876,226
Funds to be Transferred	**657,975**

RESERVE FUND DETAILS	BALANCE $
Asset Acquisition Reserve	104,528
Cash in Lieu of Public Open Space	1,332,851
Churchlands Lighting Reserve	44,616
Corporate Project Fund	13,540,247
Capital Investment Reserve	32,517,892
Investment Income Reserve	4,178,924
Leave Liability Reserve	14,666,767
Long Service Leave Reserve	844,740
Payment in Lieu of Parking Reserve	3,209,992
Plant Replacement Reserve	2,875,223
Public Parking Strategy Reserve	6,873,335
Road Widening Compensation Reserve	153,167
Scarborough Development Contribution Plan	271,585
Security Service Reserve	492,492
Strategic Waste Development Reserve	18,804,644
Tree Fund Reserve	1,451,473
Workers Compensation Reserve	2,731,573
FINANCE ONE	104,094,049
INVESTMENT REGISTER	103,989,504
Funds to be Transferred	**-104,546**

RESTRICTED FUND DETAILS	BALANCE $
Book Bond	135
Builders Registration Board Levy	83,773
BCITF Levy	52,409
Client Bonds	600
Development Trust	18,038
Hall Hire Bonds	6,300
Other Rest Funds	9,445
Pay in Lieu POS	5,076,410
Performance Bonds	4,630,108
Reserve Bond	600
Section 152 Land	1,722,744
Street Trees Bonds	258,301
Unclaimed Monies	127,703
Verge Bonds	2,933,154
FINANCE ONE	14,919,720
INVESTMENT REGISTER	14,275,415
Funds to be Transferred	**644,306**

12.1/TE1 VP413413 CONCRETE FOOTPATHS AND CROSSOVERS

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

Role

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

Council Resolution

1024/026

Moved Councillor Perkov, seconded Councillor Olow

That the Quotation for the Concrete Footpaths and Crossovers be ACCEPTED as detailed in Confidential Attachment 1.

The motion was put and declared CARRIED (12/0) by exception resolution.

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

Committee Recommendation

That the Quotation for the Concrete Footpaths and Crossovers be ACCEPTED as detailed in Confidential Attachment 1.

Officer's Recommendation

That the Quotation for the Concrete Footpaths and Crossovers 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 invites quotes for the construction and/or maintenance of concrete footpaths, crossovers, and associated works.

Quotation Details

IFQ Number VP413413

IFQ Title Concrete Footpaths and Crossovers

Recommended Respondent(s) As per confidential Attachment 1

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

Contract Term	Initial:	Two years
	Extension Options:	Two years
	Defects Liability Period:	12 months
Quoted Rates/Cost	Provided in Attachment 1 to this report (confidential)	
Quotation Deadline:	Wednesday 24 July 2024	1.00pm
Quotation Opening:	Wednesday 24 July 2024	3.00pm

Quotation Submissions

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

Respondent	Trading Name	Stirling or Local Business?
Techsand Pty Ltd	Techsand Pty Ltd	YES
Dowsing Group Pty Ltd	Dowsing Group Pty Ltd	YES

Contract

Commencement Date of New Contract: November 2024

Completion Date of New Contract: November 2026

Price Basis of New Contract: Schedule of Rates

Quotation Evaluation Panel

The 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 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
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 Occupational Safety and Health assessment and been deemed acceptable?	YES

Financial Assessment and Implications

Provided in Confidential Attachment 1 to this report.

Stakeholder Engagement

No stakeholder engagement was undertaken as part of this Tender process.

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 built environment

Objective: An accessible and connected City

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

Strategic Risk

Strategic Risk	Risk Appetite
People and Safety	The City will employ a capable workforce that is culturally aligned and is empowered to deliver strategic objectives without comprising safety.

Relevant Documents and Information

Attachments

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

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

Available for viewing at meeting

Nil

Linked Documents

Nil

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

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

13.1 TRACKLESS TRAM BUSINESS CASE

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

Role

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

Council Resolution

1024/027

Moved Councillor Krsticevic, seconded Councillor Paparde

1. **That Council NOTES the City of Stirling's Trackless Tram Business Case.**

2. **That Council ENDORSES the Chief Executive Officer to share the Trackless Tram Business Case with the State and Federal Government to advocate for the implementation of this important project.**

3. **That Council ENDORSES officers to continue to work with the relevant State Government agencies to advocate for improved public transport options in the Scarborough Beach Road Activity Corridor.**

The motion was put and declared CARRIED (11/1).

For: Councillors Creado, Dudek, Giudici, Hatton, Krsticevic, Migdale, Olow, Paparde, Perkov, Thornton and Mayor Irwin.
Against: Councillor Re.

Recommendation

1. That Council NOTES the City of Stirling's Trackless Tram Business Case.

2. That Council ENDORSES the Chief Executive Officer to share the Trackless Tram Business Case with the State and Federal Government to advocate for the implementation of this important project.

3. That Council ENDORSES officers to continue to work with the relevant State Government agencies to advocate for improved public transport options in the Scarborough Beach Road Activity Corridor.

Purpose

To note the City of Stirling's Trackless Tram Business Case and to consider next steps.

Details

In 2021, following the allocation of Australian Government funding of $2 million under the Urban Congestion Fund, the City commenced work on a Trackless Tram Business Case. Aligning with the City's broader vision for the Scarborough Beach Road Activity Corridor, this project aims to create a vibrant urban centre with improved public transport, increased jobs and additional housing for the local community.

The Scarborough Beach Road Activity Corridor extends 7km from Glendalough Station to Scarborough Beach. The City of Stirling's planning framework for the Scarborough Beach Road Activity Corridor is in place, and has been developed in partnership with the Department of Planning, Lands and Heritage, on behalf of the Western Australian Planning Commission. This Framework provides an overarching transport and land use vision that, when implemented over time, will significantly improve the form and function of the road and its surrounds.

Planning for the urban regeneration area has been based on a long-term vision for light rail as part of a mid-tier transit system. Preliminary business cases for light rail have been developed for this proposal, however new transit technology in Trackless Trams has emerged as an alternative.

The aim of the Trackless Tram Business Case is to provide an independent assessment of a range of transit technologies to determine the most suitable for the Scarborough Beach Road Activity Corridor and deliver the vision for the area. If endorsed, the Business Case will be submitted to the Western Australian Government for consideration and implementation of this mid-tier transit system.

Trackless Tram Business Case

The Western Australian Government is currently delivering the largest public transport project that Perth has ever seen with Metronet. The planning focus is now turning to complement and connect the heavy rail network to the broader community through the consideration of mid-tier transit solutions. The State Government's Transport Portfolio, through Metronet, is undertaking broad network planning with key input from the Department of Planning, Lands and Heritage and local governments. This planning aims to identify and prioritise routes and works staging to progress to investment decisions. Scarborough Beach Road Activity Corridor has been identified as a priority at this stage.

Mid-tier transit is a broader umbrella term for light rail, trackless trams and bus rapid transit. It is considered more reliable and efficient than current buses, can provide better value for money and be more rapidly delivered compared to heavy rail solutions. Mid-tier transport has an important role by linking railway stations, activity centres and housing to provide better connectivity and transport options for local communities. Many other cities across Australia already have successful mid-tier modes - Adelaide has trams, and Sydney, Canberra and the Gold Coast have light rail. Perth previously had an extensive tram network from 1899 until 1958.

The City's Trackless Tram Business Case includes comprehensive and independent research that has been undertaken by a number of respected global transport and engineering consultants over two separate packages of work.

Package 1: Business Case Feasibility and Scope Definition

Package 1: Business Case Feasibility and Scope Definition was delivered by ARUP to conduct a pre-feasibility study into medium capacity transit systems along the Scarborough Beach Road Activity Corridor. This research included the formation of a Project Working Group (PWG) comprising stakeholder representatives from the City of Stirling, Main Roads WA (MRWA), Public Transport Authority (PTA), Department of Transport (DOT) along with specialists from ARUP.

A Trackless Trams technology scan was conducted following the agreed definition of a Trackless Tram in the context of the Scarborough Beach Road activity corridor. This scan identified emerging commercially available vehicles that are largely a hybrid vehicle between traditional Light Rail Transit and Bus Rapid Transit vehicles. This was complemented with a strengths, weaknesses, opportunities and threats analysis to gain a comprehensive understanding of each technology.

The assessment of the vehicle technologies has concluded that the Trackless Tram vehicle manufactured by CRRC is the most suitable Trackless Trams vehicle for the Scarborough Beach Road activity corridor and should be brought forward into Package 2: Business Case Development for consideration.

For further information on the feasibility and scope definition refer to the ARUP Business Case Feasibility and Scope Definition report (Attachment 2).

Package 2: Business Case Development

Package 2: Business Case Development was delivered by SMEC and comprises a comprehensive body of work, including the development of a preliminary business case. This process aligns with Infrastructure Australia's guidelines for a Business Case Report which is to:

- Define the problems and opportunities to give a sound foundation to develop efficient and worthwhile solutions;
- Identify and analyse options to respond to the problems and opportunities; and
- Develop a business case for change.



Infrastructure Australia Business Case Assessment Framework stages

Defining problems and opportunities

Extensive consultation with key stakeholders, including DOT, PTA and MRWA, was undertaken to identify two key problems:

1. The policy vision for the redevelopment and future land use is not being realised due to car dependency and amenity constraints along the corridor.
2. Future travel demand will remain car centric unless alternative modes of public transport become time competitive, reliable, visible, safe and accessible.

Importantly, the research identified that if nothing is done to address the transport and related issues on the Scarborough Beach Road Activity Corridor, the long-term consequences will be significant. It was estimated in this report that the total cost of these problems is **$50.8 million per annum,** representing a 'problem of national significance' under the Infrastructure Australia guidelines.

Further detailed documentation of the problem definition and opportunities identified is contained within the Trackless Trams Business Case Development Package 2 – SMEC Stage 1 Report (Attachment 3).

Identification and analysis of options

A list of six options (with and without priority) were assessed using a Multi-Criteria Assessment (MCA) and a Rapid Benefit Cost (BC) assessment. The six options assessed included:

- Option 1: Bus (Without Priority).
- Option 2: Trackless Tram (Without Priority).
- Option 3: Tram (Streetcar) (Without Priority).
- Option 4: Bus Rapid Transit (BRT) (With Priority).
- Option 5: Trackless Tram (With Priority).
- Option 6: Light Rail (With Priority).

Both assessment methods (MCA and Rapid BC) highlighted that the preferred option to respond to the problems and opportunities is **Option 5 - Trackless Tram with Priority**.

For further information on the assessment please refer to the Trackless Trams Business Case Development Package 2 - SMEC Stage 2 report (Attachment 4).

Business Case Development

Through the independent and comprehensive research conducted by SMEC, it was identified that the implementation of a Trackless Tram system will trigger a nationally significant revitalisation of the Scarborough Beach Road Activity Corridor, delivering the following transformational and sustainable benefits for the City:

- Catalyse private sector investment in land use that will deliver increased housing and employment opportunities;
- Increase visitation, improve amenity and stimulate economic development along the corridor;
- Improve public transport usage and reduce traffic and travel across the network – delivering reduced accidents and emissions;
- Support improved liveability and environmental outcomes through reduced urban sprawl and car dependence.

The total benefits of the Trackless Tram system valued over a 30-year period is estimated to be **$586 million**.

A Cost Benefit Assessment has been undertaken and shows that the Benefit Cost Ratio (BCR) of this project (excluding Wider Economic Benefits WEBS) is **1.96**. This value of 1.96 shows that the Trackless Tram project is economically feasible and viable.

For further information on the assessment, refer to Attachment 4 - Trackless Trams Business Case Development Package 2 - SMEC Stage 2 report (Attachment 4).

Strategic need and justification

To conduct further due diligence in regard to the Trackless Tram Business Case, the City engaged additional support from experienced land use consultants Urbis, which was appointed in 2024 to further explore how a Trackless Tram could become a catalyst for the urban revitalisation of the Scarborough Beach Road Activity Corridor.

Urbis identified in its report that the redevelopment of the Scarborough Beach Road Activity Corridor through Trackless Tram investment represents a once in a generation opportunity for urban transformation. Further, this project will deliver on State and Federal Government urban policy objectives for sustainable and compact urban growth, improving housing supply and economic outcomes for the City of Stirling and more broadly the Perth metropolitan area.

For further information, refer to the Urbis Report - Compact, Connected, Competitive: The Trackless Tram Transformation (Attachment 1).

Trackless Tram Trial

Central to mid-tier transport planning is the consideration of the needs of the communities that mid-tier transport modes will connect. The City adopted an innovative approach to conduct this research by conducting an Australian First Trackless Tram Trial in November 2023. Over a period of eight weeks, the City worked with partners Curtin University, CRRC, Shanghai Electric and Infrastructure Technology Solutions Group (ITSG) to prepare for a trackless tram trial with a dedicated route in the City's Administration car park.

The purpose of the trial was to showcase the mode of transit to improve awareness of the project, bring together industry experts to conduct a study of the vehicle and understand community interest in response to the trackless tram.The Trackless Tram Community Showcase held on 26 November 2023 was a highlight of the Trial and a major success. More than 1,300 people attended the events to jump on board the Trackless Tram, experience this innovative technology first-hand and provide their feedback. The trial and associated events, including a Net Zero Transit Symposium and a Community Showcase, provided exclusive insights into this innovative technology and overwhelmingly positive support from the community to drive this project forward.

Following the extensive testing that was conducted as part of the Trackless Tram Trial, the City has since been granted 'In-Principle' approval by Main Roads Western Australia to conduct an on-road trial of a Trackless Tram on Scarborough Beach Road. Subject to a number of conditions, this on road trial would provide a unique opportunity to understand how the technology works in a real-life situation and rigorous evaluation prior to the implementation of this public transport. Further consideration by Council, together with detailed planning and additional funding from State and Federal Government would be required to conduct an on-road trial. Additionally, a testing report has been provided by City of Stirling partners, ITSG and Tiger Spider to the National Vehicle Heavy Regulator to progress vehicle certification.

The success of this trial positions the City as a pioneer in sustainable urban transit, demonstrating best practice in adopting innovative solutions for the benefit of its community and the environment. For further information please refer to Trackless Tram Trial Report (Attachment 6)

Next Steps

Mid-tier transport has already proven highly successful in many cities around Australia and the world. The Trackless Tram Business Case represents an opportunity to complement the significant current investment in Metronet and provide substantial benefits to the City of Stirling and wider Western Australian community.

Under the *Public Transport Authority Act 2003*, the PTA is responsible for the operation of public transport in Western Australia. As outlined in the Strategic Community Plan, Sustainable Stirling 2022-2032, the City's role is to advocate for improved public transport options to enhance activity and reduce reliance on vehicle use. As key stakeholders, the PTA, DOT and MRWA have been engaged throughout the development of the Trackless Tram business case.

It is therefore recommended that Council approves the Trackless Tram Business Case and endorses the Chief Executive Officer to share the business case with the State and Federal Government to advocate for the implementation of this important project. In addition, it is recommended that City officers continue to work with the relevant State Government agencies to advocate for improved public transport options in the Scarborough Beach Road Activity Corridor.

City officers will continue to update Elected Members as work progresses.

Financial Assessment and Implications

The Trackless Tram Business Case has been fully funded by the Australian Government with $2 million in funding provided through the Urban Congestion Fund. The total cost including the reports by ARUP, SMEC and Urbis and the Trackless Tram Trial is $1,979,728 and is within grant funding parameters.

SMEC has developed a capital cost estimate for the implementation of a Trackless Tram system based on a 5% design that is included in the business case. The project works estimate has been compiled using Expert Estimating Software. The estimate is expressed in Australian dollars (AUD) based on prices and market conditions ruling at Quarter 2 of the 2022 Financial Year. The base estimate for the delivery of a Trackless Tram System in the Scarborough Beach Road Corridor is $567,764,920. The P90 estimate (inclusive of risk) is $863,628,925.

With a BCR of 1.96, this identifies that the economic return from the project is expected to exceed the capital expense of the project (at the P90 estimate) and is economically viable and feasible.

Further details on the cost of the implementation of the project is included in the SMEC Stage 3 report of the Trackless Tram Business Case (Attachment 5).

Stakeholder Engagement

Throughout the development of the Trackless Tram Business Case, the City has led collaboration and engagement with technical experts, State and Federal Government, local business and the community.

A Project Steering Committee) was established during the project to oversee the delivery of the business case and included representatives from the Department of Infrastructure, Transport, Regional Development, Communications and the Arts (Federal Government), MRWA and the PTA. A Project Working Group was also formed to consider more detailed decision making during the business case development and included representatives from Development WA, the PTA, DOT and MRWA.

A highlight for the project was the community engagement conducted as part of the Trackless Tram Trial in November 2023. More than 1,200 people came to the Community Showcase on 26 November 2023. Additional community feedback through the City's Quarterly Marketing Effectiveness Surveys in January-March 2024 indicated strong community support with 76% of survey respondents supporting the implementation of Trackless Trams as a public transport system in the City of Stirling.

Recommended Action

1. That Council NOTES the City of Stirling's Trackless Tram Business Case.

2. That Council ENDORSES the Chief Executive Officer to share the Trackless Tram Business Case with the State and Federal Government to advocate for the implementation of this important project.

3. That Council ENDORSES officers to continue to work with the relevant State Government agencies to advocate for improved public transport options in the Scarborough Beach Road Activity Corridor.

Relevant Policies, Legislation and Council Resolutions

Local Government Act 1995

Meeting Date	Council Resolution Number	Council Resolution
29 August 2023	0823/077	1. That Council NOTES the progress of the City's Trackless Tram Business Case. 2. That Council NOTES the update regarding the recent Trackless Tram Tour. 3. That Council NOTES that the minor infrastructure works associated with the Trackless Tram Trial will be funded through remaining Federal Government Business Case funding and/or the City's existing 2023/2024 budget. 4. That Council APPROVES the use of the City's Reception Hall for a Net Zero Transit Symposium in November 2023.

Sustainable Stirling 2022-2032

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

Strategic Risk

Strategic Risk	Risk Appetite
Purpose	The City will pursue community and sector leadership through forward thinking decision making, and alignment of its services and operations with its strategic objectives.
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 - Urbis - Compact, Connected, Competitive: The Trackless Tram Transformation Report (previously circulated to Elected Members under separate cover) ⇨

Attachment 2 - Trackless Tram Business Case Package 1 - ARUP Business Case Feasibility and Scope Definition Report (previously circulated to Elected Members under separate cover) ⇨

Attachment 3 - Trackless Tram Business Case Development Package 2 - SMEC Stage 1 Report (previously circulated to Elected Members under separate cover) ⇨

Attachment 4 - Trackless Trams Business Case Development Package 2 - SMEC Stage 2 Report (previously circulated to Elected Members under separate cover) ⇨

Attachment 5 - Trackless Tram Business Case Development Package 2 - SMEC Stage 3 Report (previously circulated to Elected Members under separate cover) ⇨

Attachment 6 - Trackless Tram Trial Report (previously circulated to Elected Members under separate cover) ⇨

Available for viewing at meeting

Nil

Linked Documents

Nil.

13.2 MILESTONE EVENT APPLICATION - NAVAL ASSOCIATION OF AUSTRALIA PERTH NORTH SUB-SECTION

Business Unit:	Governance	Service: Council Governance
Ward:	Osborne	Location: Stirling Civic Gardens – 2A Cedric Street, Stirling WA 6021
Applicant:	Naval Association of Australia Perth North Sub-section	

Role

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

Council Resolution

1024/028

Moved Councillor Migdale, seconded Councillor Krsticevic

That Council APPROVES a one-off donation of $2,600 to the Naval Association of Australia Perth North Sub-section to commemorate a Remembrance Day Service to be held Monday 11 November 2024, in line with the Elected Members' Entitlements Policy.

The motion was put and declared CARRIED (12/0).

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

Recommendation

That Council APPROVES a one-off donation of $2,600 to the Naval Association of Australia Perth North Sub-section to commemorate a Remembrance Day Service to be held Monday 11 November 2024, in line with the Elected Members' Entitlements Policy.

Purpose

To consider the application from the Naval Association of Australia (NAA) Perth North Sub-section for a donation towards the Remembrance Day Commemorative Service at Stirling Civic Gardens on Monday 11 November 2024.

Details

The NAA Perth North Sub-section was chartered in 2005. The Sub-section currently has 40 members and is open to any serving or ex-serving member of an Allied Naval Force.

For the past 18 years, the NAA Perth North Sub-section has been conducting commemorative services at memorials within the Cities of Stirling, Joondalup and Wanneroo. These include services for the Coral Sea Battle, Anzac Day, Vietnam Veterans' Day, and Remembrance Day.

This Commemorative Service will be remembering and honouring those who served in the First World War and will be held at the Stirling Civic Garden War Memorial.

Financial Assessment and Implications

The NAA Perth North Sub-section has provided the City of Stirling with a formal application for financial assistance, as per the Elected Members' Entitlements Policy.

The Elected Members' Entitlements Policy states the following:

> *"Subject to a Formal Application submitted to the City and approved by Council, a donation may be made in addition to the annual donation, towards holding a Significant Milestone celebration. A 'one-off' monetary donation will be available to the above branches of up to $6,000."*

The NAA Perth North Sub-section is seeking $2,600 towards the cost of holding the event, and the Sub-section will be contributing $800 towards the service for additional infrastructure and wreaths.

It is recommended that Council approves the request for $2,600 (from within the existing budget) to assist with NAA Perth North Sub-section's milestone celebration.

Financial History

In the 2023/2024 financial year, on request from the NAA Perth North Sub-section, the City donated the following funds in support of the Sub-section's Commemorative Services.

Date	Commemorative Service	Donation Amount
9 Aug 2023	Milestone Donation for Vietnam Veterans' Day 2023	2,500.00
16 Aug 2023	Annual ANZAC Day Donation 2023/2024	1,500.00
1 May 2024	Milestone Donation Coral Sea Battle Day Service 2024	2,700.00
	Total	**6,700.00**

Stakeholder Engagement

Nil.

Relevant Policies, Legislation and Council Resolutions

The *Elected Member Entitlements Policy,* as recommended for adoption contained in this Agenda, provides for an annual donation of $3,000 to each of the City of Stirling Sub-Branches, and $1,500 to the Naval Association of Australia Perth North Sub-section to assist in conducting the annual ANZAC Day service.

The Elected Members' Entitlements Policy provides for a 'one-off' financial contribution to be available for Milestone celebrations up to $6,000.

The provisions of the *Local Government Act 1995* and Local Government (Financial Management) Regulations 1996 provide the power to approve the request.

Sustainable Stirling 2022-2032

Key Result Area: Our community

Objective: An inclusive and harmonious City

Priority: Encourage active participation and volunteering

Priority: Build strong relationships with our multicultural and diverse community

Strategic Risk

Strategic Risk	Risk Appetite
Community	The City will ensure that it engages with the community in accordance with its Community and Stakeholder Engagement Plan.

Relevant Documents and Information

Attachments

Nil.

Available for viewing at meeting

Nil.

Linked Documents

Nil.

14. NOTICES OF MOTION FOR CONSIDERATION

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

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

14.1 PROPOSED NOTICE OF MOTION - COUNCILLOR KARLO PERKOV - PEDESTRIAN BRIDGE AT LAKE GWELUP RESERVE, GWELUP

Business Unit:	Engineering Services	Service: Transport Services
Ward:	Hamersley	Location: Lake Gwelup Reserve Pedestrian Bridge
Applicant:	Not Applicable	

Role

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

Council Resolution

1024/029

Moved Councillor Perkov, seconded Councillor Hatton

That the Mayor WRITES to the Member for Scarborough, the Member for Carine and Water Corporation seeking a commitment to fully fund the reconstruction of the pedestrian bridge in Lake Gwelup Reserve between Porter Street and Pascoe Street.

The motion was put and declared CARRIED (12/0).

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

Notice of Motion Recommendation

That the Mayor WRITES to the Member for Scarborough, the Member for Carine and Water Corporation seeking a commitment to fully fund the reconstruction of the pedestrian bridge in Lake Gwelup Reserve between Porter Street and Pascoe Street.

Background provided by Elected Member

"The bridge is important to the community and needs to be resolved."

Details

Background

In the late 1990s, Water Corporation installed a new water main adjacent to an existing sewer main within a narrow parcel of land under their ownership (within Lots 6, 7 and 8 Pascoe Street) at the northern end of Lake Gwelup Reserve. As part of the works, Water Corporation constructed a timber footbridge over the wetlands area (approximately 90m in length) to provide the community with an east-west pedestrian link between the cul-de-sac end of Pascoe Street in Karrinyup and Porter Street in Gwelup. Water Corporation maintained ownership and maintenance responsibility for the structure since its construction and attended to repairs as needed.

Proposal to Change Management Responsibility

In 2018, Water Corporation approached the City to advise that it no longer required the bridge for its own purposes and was intending to decommission the bridge. As part of this process, Water Corporation discussed the idea of an asset transfer involving the City being issued a licence to take over control and management of the bridge. The licence would also allow the construction of a path connecting the Pascoe Street cul-de-sac to the bridge.

The City considered there was value in retaining the existing bridge, as it provided a convenient and direct pedestrian route for the local community. However, based on inspections and previous maintenance issues, the City advised that it would only accept management responsibility if the condition of the bridge was brought up to compliance with current standards.

In November 2019, a structural bridge inspection was undertaken by an independent consulting engineer to determine the condition of the bridge and its suitability for continued operation. In general, the bridge was in fair condition and safe for occupancy, but several defects were identified that required remediation.

At its meeting held 30 March 2021, a report was presented to Council seeking approval to enter into a Licence Agreement with Water Corporation over Lots 6, 7 and 8 Pascoe Street. Council resolved in part as follows (Council Resolution Number 0321/054):

"1. That Council APPROVES for the City to enter into a new Licence with the Water Corporation over Lots 6, 7 and 8, House Number 149, Pascoe Street, Karrinyup for the purposes of Public Access subject to:-

a. An initial term of 10 years;

b. One further term of 10 years at the City's sole discretion;

c. The City of Stirling paying an annual licence fee of $1.00 to the Water Corporation; and

d. The Water Corporation undertaking works to upgrade and repair the bridge infrastructure to an acceptable standard prior to commencement of the Licence."

To date, the required remediation works have not been undertaken as planned, and the asset transfer has not taken place.

In January 2024, Water Corporation advised that the condition of the bridge had deteriorated to the stage that it was unsafe for pedestrian usage. As such, they decided to temporarily close the bridge on 19 January 2024 to allow for investigation of required remedial works. While the bridge was closed, pedestrians wishing to walk east-west between Pascoe Street and Porter Street were required to detour via the existing paths within Lake Gwelup Reserve, as shown in Figure 1. The detour route represented an additional walking distance of 275m, which was not considered an onerous requirement.

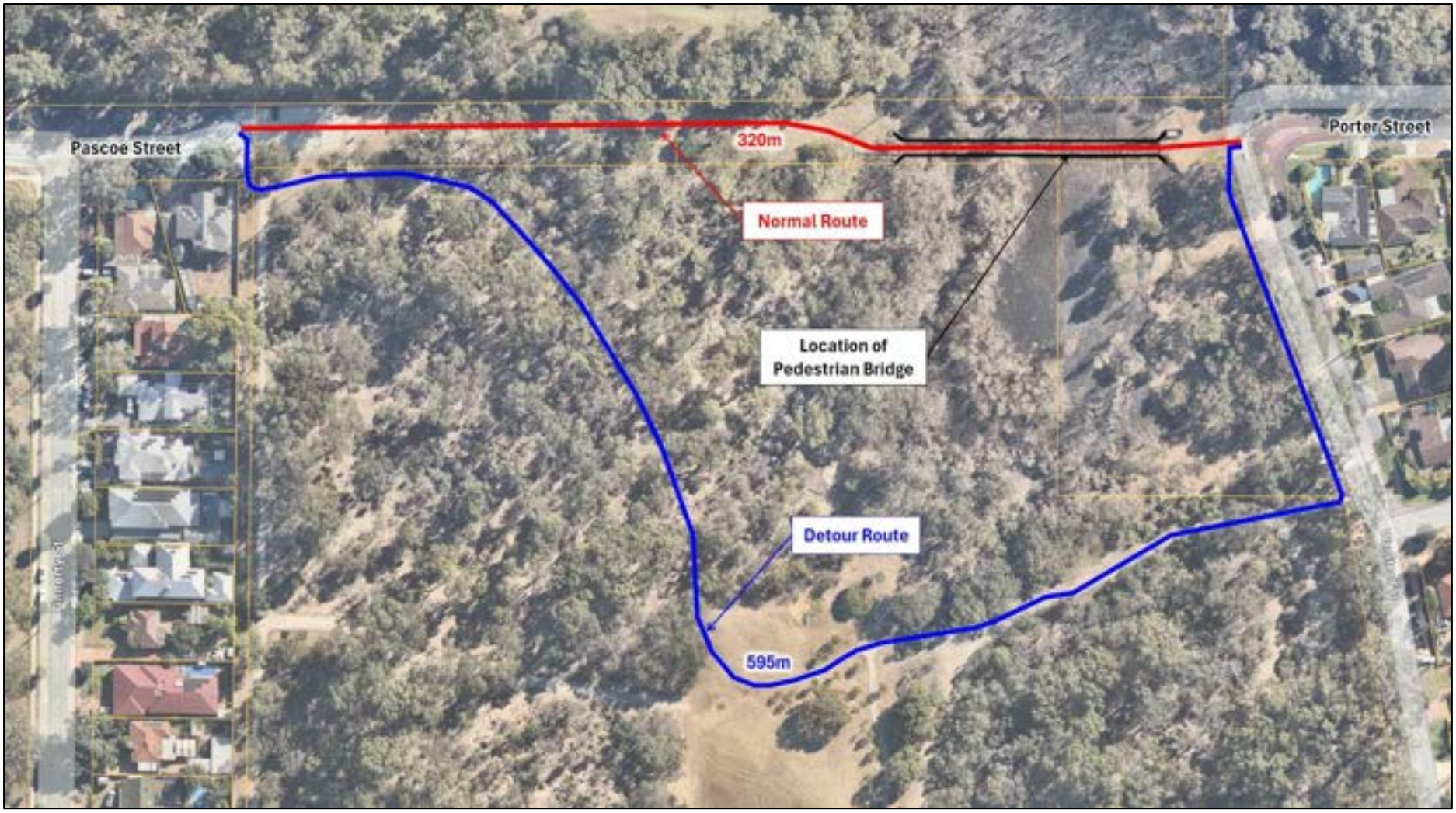


Figure 1 – Detour route through Lake Gwelup Reserve during closure of the pedestrian bridge

Destruction of Bridge by Fire

On Sunday 18 February 2024, a fire occurred in Lake Gwelup Reserve reportedly due to a crow flying into a power line. The fire enveloped the bridge and resulted in significant damage to the structural components, as shown in Figure 2. There was also minor material damage to water and sewer mains running alongside the bridge.



Figure 2 – Damage to the bridge, water and sewer mains caused by the fire

Following the fire, a formal structural assessment of the bridge was undertaken by Water Corporation. The assessment determined that the damage was considerable, and the bridge was deemed beyond repair. In April 2024, Water Corporation advised the City that it had made the difficult decision to not proceed with the repair of the bridge. Water Corporation subsequently undertook a site clean-up and removed the remnants of the bridge to ensure the area was made safe.

Notwithstanding the decision to not proceed with the repair, Water Corporation indicated a desire to work with the City to understand options for realigning or upgrading the existing path network in the adjacent section of Lake Gwelup Reserve.

Petition Seeking Reinstatement

At its meeting held 15 October 2024, Council received a petition containing 660 verified signatures which was tabled to request reinstatement of the bridge. The petition read as follows:

> *"We, the undersigned, do respectfully request that the Council seek funding to rebuild the Lake Gwelup Boardwalk between Porter and Pascoe Streets.*
>
> *In February this year a pedestrian bridge that connected Gwelup to Karrinyup (Porter Street to Pascoe Street) was destroyed in a fire, and it looks like it is not going to be rebuilt for some time. Understandingly it is a tricky situation, but to resolve this situation, funding will be required to rebuild the bridge (about $1.2 million but probably $1.5 million).*
>
> *The boardwalk was used by many people to get to and from shopping centres, schools, beaches, parks, etc instead of going by car. It is also an important bike boulevard that connects communities. It was a landmark that has gone, and we truly believe that it needs to be rebuilt."*

The City considers that responsibility for reinstatement of the bridge should rest with Water Corporation, as the land parcel containing the (former) bridge is under their control and management, and any new bridge would need to incorporate the existing water and sewer mains, which remain in operation. Based on the desire expressed by the community, it is proposed that the Mayor writes to the Member for Scarborough, the Member for Carine and Water Corporation seeking a commitment to fully fund the reconstruction of the pedestrian bridge in Lake Gwelup Reserve between Porter Street and Pascoe Street.

Financial Assessment and Implications

There are no financial implications to the City at this stage. The requested letters to the Member for Scarborough, the Member for Carine and Water Corporation are seeking their commitment to fully fund the reconstruction of the bridge.

Sustainable Stirling 2022-2032

Key Result Area: Our built environment

Objective: An accessible and connected City

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

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

Nil.

Available for viewing at the meeting

Nil.

Linked Documents

Nil

At the request of Councillor Joe Ferrante, Item 14.2 was WITHDRAWN prior to the meeting to enable consideration of the Item at a future Council meeting.

14.2 PROPOSED NOTICE OF MOTION - COUNCILLOR JOE FERRANTE - REVIEW OF OFFERS IN THE ANNUAL RATES NOTICE

Business Unit:	Finance Services	Service: Rates & Receivables
Ward:	Not Applicable	Location: Not Applicable
Applicant:	Not Applicable	

Role

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

Notice of Motion Recommendation

That a report be PRESENTED to the Community and Resources Committee meeting to be held 26 November 2024, regarding a review of the complimentary offers that are attached to the City's annual rates notices, and including the following as new proposed options:

a. Free Practise Range Golf at the New Hamersley Golf course
b. Free upgrades to Large Yellow Recycling Bins
c. Free upgrades to Large Green Waste Bin
d. Free Family swim pass
e. Free Spin or similar Classes at our Gyms
f. One Annual Parking Fine Credit (Excluding Disability Bays)

Notice of Motion Recommendation

That a report be PRESENTED to the Community and Resources Committee meeting to be held 26 November 2024, regarding a review of the complimentary offers that are attached to the City's annual rates notices, and including the following as new proposed options:

a. Free Practise Range Golf at the New Hamersley Golf course
b. Free upgrades to Large Yellow Recycling Bins
c. Free upgrades to Large Green Waste Bin
d. Free Family swim pass
e. Free Spin or similar Classes at our Gyms
f. One Annual Parking Fine Credit (Excluding Disability Bays)

Background provided by Elected Member

'The current offers have not been reviewed for many years and the City should be looking at cost of living help, and be more relevant and valuable for the ratepayer.'

Details

The City currently includes the following complementary offers for residential ratepayers with their annual rates notice:

- Tip Passes:
  - 4 x Green Waste
  - 4 x Clean Sand, Bricks & Concrete
  - 4 x Household Mixed Waste
  - 2 x Fridges
  - 2 x Mattresses

- Free Swim Pass
  - For four People or four Individual Swims

Officers can prepare a report to be presented to the Community and Resources Committee meeting to be held 26 November 2024.

Financial Assessment and Implications

The financial impact of the proposed options will be estimated in the report.

Sustainable Stirling 2022-2032

Key Result Area: Our community

Objective: An active and healthy City

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

Strategic Risk

Strategic Risk	Risk Appetite
Community	The City will ensure that it engages with the community in accordance with its Community and Stakeholder Engagement Plan.

Relevant Documents and Information

Attachments

Nil.

Available for viewing at the meeting

Nil.

Linked Documents

15. NOTICE OF MOTION FOR CONSIDERATION AT THE NEXT MEETING

15.1 PROPOSED NOTICE OF MOTION - COUNCILLOR SUZANNE MIGDALE - SAFER EXCHANGE SITES

Councillor Suzanne Migdale submitted the following Notice of Motion at the Council meeting held 29 October 2024.

Notice of Motion Recommendation

That a report be PRESENTED to a Community and Resources Committee Meeting before the end of March 2025 that investigates options to establish Safer Exchange Sites within the City of Stirling, in public areas covered by City CCTV cameras, to allow community members to safely exchange and trade goods bought online.

Reason for Motion

"Safer Exchange Sites provide a way for community members to exchange and trade goods bought online; these Sites can be established by the City of Stirling in appropriate locations around the City."

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

Nil.

17. NEW BUSINESS OF AN URGENT NATURE

Nil.

18. MATTERS BEHIND CLOSED DOORS

Council Resolution

1024/030

Moved Councillor Paparde, seconded Councillor Hatton

That item 18.1 - Event Sponsorships be CONSIDERED Behind Closed Doors in accordance with Section 5.23(2)(c) of the *Local Government Act 1995*, which permits the meeting to be closed to the public for business relating to the following:-

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

The motion was put and declared CARRIED (12/0).

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

At 7.46pm, the meeting was closed to the public.

At 7.47pm, Councillor Elizabeth Re retired from meeting prior to consideration of Item 18.1.

18.1 EVENT SPONSORSHIPS

Confidentiality

This report is **CONFIDENTIAL** in accordance with Section 5.23(2) of the *Local Government Act 1995*, which permits the meeting to be closed to the public for business relating to the following:-

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

Council Resolution

1024/031

Moved Councillor Migdale, seconded Councillor Krsticevic

That Council PROCEEDS with the confidential recommendation as outlined in the Recommended Action heading of this report.

The motion was put and declared CARRIED (11/0).

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

Council Resolution

1024/032

Moved Councillor Paparde, seconded Councillor Olow

That the Meeting be REOPENED to the public.

The motion was put and declared CARRIED (11/0).

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

At 7.49pm the meeting was reopened to the public.

19. CLOSURE

The Presiding Member declared the meeting closed at 7.49pm.

These minutes were confirmed as a true and correct record of proceedings on:

……/……/ 2024

SIGNED:

Presiding Member Name: ……..

_____

PRESIDING MEMBER