



NOTICE OF MEETING

ORDINARY COUNCIL

Members are advised that a meeting of the Council will be held in Council Chambers, Civic Building, 83 Mandurah Terrace, Mandurah on:

**Tuesday 30 April 2019
at 5.30pm**

MARK R NEWMAN
Chief Executive Officer
24 April 2019

AGENDA:

1. **OPENING OF MEETING AND ANNOUNCEMENT OF VISITORS**
2. **ACKNOWLEDGEMENT OF COUNTRY**
3. **ATTENDANCE AND APOLOGIES**

4. **IMPORTANT NOTE:**

Members of the public are advised that any decisions made at the meeting tonight, can be revoked, pursuant to the *Local Government Act 1995*. Therefore, members of the public should not rely on any decisions until formal notification in writing by Council has been received.

5. **ANSWERS TO QUESTIONS TAKEN ON NOTICE**

Please refer to Attachment 5.1

6. PUBLIC QUESTION TIME

Public Question time provides an opportunity for members of the public to ask a question of Council. For more information regarding Public Question Time, please telephone 9550 3706 or visit the City's website www.mandurah.wa.gov.au.

7. PUBLIC STATEMENT TIME

Any person or group wishing to make a 2-minute Public Statement to Council regarding a matter concerning local government must first complete an application form. For more information about Public Statement Time, or to obtain an application form, please telephone 9550 3706 or visit the City's website www.mandurah.wa.gov.au.

8. LEAVE OF ABSENCE REQUESTS

Councillor Lynn Rodgers: 9 - 31 May, 2019 inclusive

9. PETITIONS**10. PRESENTATIONS****11. DEPUTATIONS**

Any person or group wishing to make a 5-minute Deputation to Council regarding a matter listed on this agenda for consideration must first complete an application form. For more information about making a deputation, or to obtain an application form, please telephone 9550 3706 or visit the City's website www.mandurah.wa.gov.au.

12. CONFIRMATION OF MINUTES:

12.1 Ordinary Council Meeting: 26 March 2019 (attached).

13. ANNOUNCEMENTS BY THE PRESIDING MEMBER (WITHOUT DISCUSSION)**14. DECLARATIONS OF FINANCIAL, PROXIMITY AND IMPARTIALITY INTERESTS****15. QUESTIONS FROM ELECTED MEMBERS (WITHOUT DISCUSSION)**

15.1 Questions of which due notice has been given

15.2 Questions of which notice has not been given

16. BUSINESS LEFT OVER FROM PREVIOUS MEETING

17. RECOMMENDATIONS OF COMMITTEES

17.1 Adoption of Recommendations of Strategy Committee Meeting: 9 April 2019
(Buff pages)

<i>Item</i>	<i>Page No</i>	<i>Interests Declared / Additional Information</i>
S.3/4/19 Mandurah Matters Strategy and Outcomes	4	

17.2 Adoption of Recommendations of Committee of Council Meeting: 16 April 2019 (Green pages)

<i>Item</i>	<i>Page No</i>	<i>Interests Declared / Additional Information</i>
CC.4/4/19 Trading Permit Guidelines Review	5	Response to Question Taken on Notice to be circulated at Meeting
CC.5/4/19 Murrayfield Airport Upgrade	7	Impartiality Interest Declared: Councillor Tahlia Jones
CC.6/4/19 Code of Conduct Amendments	7	Additional Information: Updated recommendation
CC.7/4/19 Commercial Sponsorship Merlin Street Pavilion	9	
CC.8/4/19 Falcon Reserve Activation Plan	10	
CC.9/4/19 Madora Bay Pump Track	11	
CC.10/4/19 Smart Street Upgrade Final Approval of Concept Plan	12	Additional Information
CC.11/4/19 Local Planning Scheme 12 Modification	13	
CC.12/4/19 Bushfire Policy Review	14	
CC.13/4/19 Murdoch University Partnership Proposal	16	
CC.14/4/19 Embrace a Space Program	17	Deferred to Council refer CEO Report 5
CC.15/4/19 Lease Variation: EMACC Pty Ltd	17	
CC.16/4/19 Road Dedication: Faith Court	18	
CC.17/4/19 Demolition: Lot 503 Peel Street, Mandurah	19	Financial Interest Declared: Councillor Lynn Rodgers

18. REPORTS (Yellow Pages):

<i>Item</i>	<i>Page No</i>
1 Financial Report March 2019	1 - 16
2 National General Assembly 2019 Canberra	17 - 21
3 Jetties, Waterways and Marina Amendment Local Law 2018	22 - 32
4 WA Police Memorandum of Understanding	33 - 53
5 Embrace a Space	54 - 77

19. ADOPTION OF RECOMMENDATIONS NOT WITHDRAWN FOR FURTHER DISCUSSION**20. MOTIONS OF WHICH NOTICE HAS BEEN GIVEN**

- 20.1 Hon. Councillor Riebeling: Activation of Light Industrial Areas
- 20.2 Hon. Councillor Riebeling: In-House Road Construction Works
- 20.3 Councillors T Jones and Darcy: Localised Approach to Off Road Motor Bikes

21. NOTICE OF MOTIONS FOR CONSIDERATION AT THE FOLLOWING MEETING**22. LATE AND URGENT BUSINESS ITEMS****23. CONFIDENTIAL ITEMS****24. CLOSE OF MEETING**

COMMITTEE OF COUNCIL MEETING 16 APRIL 2019**CC.6/4/19 CODE OF CONDUCT AMENDMENTS (DP) (REPORT 2)**

Councillor Knight moved, Councillor Lynn Rodgers seconded the report recommendation as presented. Discussion ensued in relation to triggers and processes of automatic commencement of an independent person if complaints relate to the Chief Executive Officer and/or Mayor. The Chief Executive Officer responded to concerns raised and advised an alternate recommendation expanding point 4.3(2)(c) of the Code of Conduct would be presented at the Council meeting.

That Council approves the replacement of Section 4.3 of the Codes of Conduct for Elected Members, Committee Members and Employees with the following:

4.3 Procedure for dealing with complaint

- (1) Where a completed complaint form is received by the Director Corporate Services the matter will be notified to the CEO and/or the Mayor.**
- (2) The CEO and/or Mayor will be responsible for the investigation of allegations of breaches of the Code and must either:**
 - (a) where deemed possible and appropriate by the CEO and/or Mayor try and resolve the issue through discussions with the parties;**
 - (b) investigate the alleged breach; or**
 - (c) engage an independent person to investigate the allegation, noting that where the alleged breach involves the Mayor and/or CEO, an independent investigator will be required.**
- (3) Any investigation will follow the rules of procedural fairness. The investigator must:**
 - (a) inform the person/s against whose interests a decision may be made of any allegations against them and the substance of any adverse comment in respect of them;**
 - (b) provide the person/s with a reasonable opportunity to put their case;**
 - (c) hear all parties to a matter and consider submissions;**
 - (d) make reasonable enquiries before making a decision; and**
 - (e) ensure that no person is involved in enquiries in which they have a direct interest.**
- (4) Wherever reasonably practical parties will meet with the intent of resolving the issue.**
- (5) Wherever reasonably practical investigations will be kept confidential.**

COMMITTEE OF COUNCIL – 16 APRIL 2019

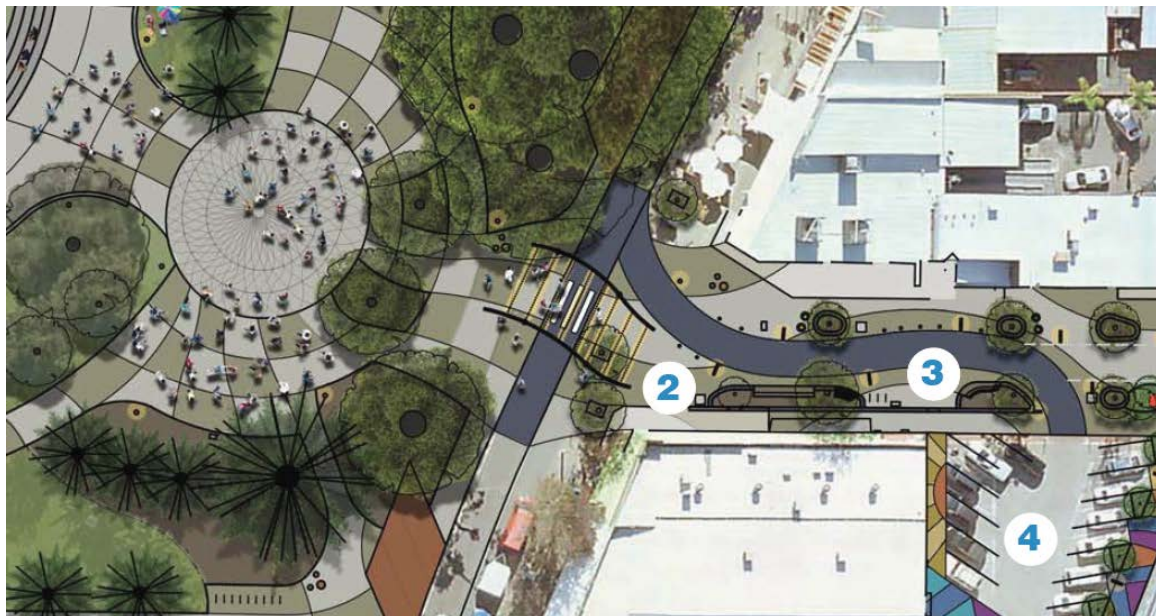
CC10/4/19 SMART STREET UPGRADE – FINAL APPROVAL OF CONCEPT PLAN

At the Committee of Council meeting of 16 April 2019 with respect to the final approval of the concept plan for Smart Street Upgrade, Councillors requested further information be presented in regard to the possibility of constructing a canopy at the Mandurah Terrace end of Smart Street Mall, including approximate costings for such works.

Additional details with respect to this proposal, including discussion regarding an entry statement for Smart Street is provided as follows:

- A feature illuminated sculptural element is proposed across Mandurah Terrace connecting the foreshore space and Smart Street. The structure will form a threshold between these spaces (east to west across Mandurah Terrace) and an entry into the Smart Street.

This structure is not intended to have a covered canopy, but be an open arbour-like structure with a form that compliments the ‘fishing net’ pattern of the paving treatment at ground level.



(Extract of Overall Site Concept Layout Plan - LAN0356-1819-CO-1/B).

Note 2 states “existing cross-walk relocated south with feature overhead catenary lighting-sculptural element.

In addition to this detail, Entry/Wayfinding signage is also proposed.

- A canopy cover across Smart Street at the Mandurah Terrace end connecting the north and south side of the street has not been proposed due to the east/west connection being given priority.

The addition of a north/south canopy would contribute additional ‘clutter’ of pole infrastructure/structures in this space. The design intent for the upgrade is to ‘open-up’ the space and pedestrian connections so it is not recommended overhead structures/entry statements be provided in both directions. Due to the sloping nature of Smart Street, a structure in this location would have the potential to block views of the foreshore from the east; and views up Smart Street from the foreshore distracting from the design intent.

- The Mandurah Terrace/Smart Street corner properties have significant redevelopment potential.

With future redevelopment of these sites there will be significant changes to the current building heights and facades providing opportunities to encourage extended awnings and architectural statements at the entry to Smart Street.

- A hard roof structure/s to connect across the street - 20 x 4m wide x up to 4.5m high (for vehicle clearance) could cost in the order of \$200,000 (\$2000/square metre) upwards depending on the architectural/structural design.



MINUTES OF COUNCIL MEETING

HELD ON

TUESDAY 26 MARCH 2019

AT 5.30PM

**IN COUNCIL CHAMBERS
CIVIC CENTRE
MANDURAH TERRACE MANDURAH**

PRESENT:

MAYOR	R WILLIAMS	
COUNCILLOR	C KNIGHT [DEPUTY MAYOR]	NORTH WARD
COUNCILLOR	R WORTLEY	NORTH WARD
COUNCILLOR	P JACKSON	NORTH WARD
COUNCILLOR	D LEE	EAST WARD
COUNCILLOR	L RODGERS	EAST WARD
COUNCILLOR	S JONES	EAST WARD
COUNCILLOR	M DARCY	COASTAL WARD
COUNCILLOR	P ROGERS	TOWN WARD
COUNCILLOR	M ROGERS	TOWN WARD
COUNCILLOR	D SCHUMACHER	TOWN WARD

MR	M NEWMAN	CHIEF EXECUTIVE OFFICER
MR	A CLAYDON	DIRECTOR WORKS & SERVICES
MR	T FREE	DIRECTOR SUSTAINABLE COMMUNITIES
MR	D PRATTENT	ACTING EXECUTIVE MANAGER FINANCE & GOVERNANCE
MR	C JOHNSON	ACTING EXECUTIVE MANAGER STRATEGY & BUSINESS PERFORMANCE
MRS	L SLAYFORD	MINUTE OFFICER

OPENING OF MEETING AND ANNOUNCEMENT OF VISITORS [AGENDA ITEM 1]

The Mayor declared the meeting open at 5.32pm acknowledging the recent tragic events in Christchurch, New Zealand and how this tragedy has impacted many communities. One minute silence was held to remember the Christchurch event and all those involved.

Councillor Schumacher informed the meeting of the 'One World, One People' event to be conducted on the Eastern Foreshore commencing at 6.00pm Thursday, 28 March 2019. The event will symbolize love and respect for all people throughout the World, particularly those suffering atrocities occurring in many places such as Christchurch.

The Mayor acknowledged the attendance of Jayne Jamieson and Andrew McKerrell of Peel Chamber of Commerce and Industry.

ACKNOWLEDGEMENT OF COUNTRY [AGENDA ITEM 2]

Mayor Williams acknowledged that the meeting was being held on the traditional land of the Bindjareb people, and paid his respect to their Elders past and present.

APOLOGIES [AGENDA ITEM 3]

Hon Councillor Riebeling is on leave of absence and Councillor Tahlia Jones submitted her apologies.

DISCLAIMER [AGENDA ITEM 4]

The Mayor advised that the purpose of this Council Meeting is to discuss and, where possible, make resolutions about items appearing on the agenda. Whilst Council has the power to resolve such items and may in fact, appear to have done so at the meeting, no person should rely on or act on the basis of such decision or on any advice or information provided by a Member or Officer, or on the content of any discussion occurring, during the course of the meeting. Persons should be aware that the provisions of the Local Government Act 1995 (Section 5.25(e)) and Council's Consolidated Local Laws (Section 4.86) establish procedures for revocation or rescission of a Council decision. No person should rely on the decisions made by Council until formal advice of the Council decision is received by that person.

The City of Mandurah expressly disclaims liability for any loss or damage suffered by any person as a result of relying on or acting on the basis of any resolution of Council, or any advice or information provided by a Member or Officer, or the content of any discussion occurring, during the course of the Council meeting.

ANSWERS TO QUESTIONS TAKEN ON NOTICE [AGENDA ITEM 5]

Nil.

PUBLIC QUESTION TIME [AGENDA ITEM 6] [OPEN 5.33pm - CLOSED 5.35pm]**G.1/3/19 M O'BRIAN: NAIRNS FORESHORE: MOORING OF HOUSEBOAT
(G.12/2/19)**

Mr O'Brian submitted the following three questions to Council which were responded to by the Acting Executive Manager Finance and Governance.

1. Has Council communicated since the 26 February 2019 meeting with the owner of the Houseboat?

The City's solicitors have been instructed to write to the owner of the houseboat. They have requested additional information which will be sent to them during the next two days.

2. What time limit or deadline has been set for removal of the houseboat from Lot 400?

The owner will be given 28 days' notice to remove the houseboat.

3. How much more time has been allowed, after safe removal of the houseboat to another location, for all piles to be removed and for the rock wall to be restored to its original condition?

The piles will be removed within a few days of the houseboat relocation. The rock wall will be the subject of assessment and maintenance. At the moment no funds are available for possible restoration.

**G.2/3/19 K SEEVER: COMMUNITY GROUP MEMBERSHIP TO PEEL CHAMBER
COMMERCE AND INDUSTRY**

Ms Seever asked if the Peel Chamber Commerce and Industry could broaden its membership to include community groups and become the Peel Chamber of Commerce, Industry and Community.

The Mayor advised this was a question that would require directing to the Peel Chamber of Commerce and Industry as Council did not have authority over this association.

G.3/3/19 R GENT: MERRIVALE STREET ROADWORKS

Mr Gent asked when he would receive the name of the Elected Member who attended a meeting with City officers (Refer previous question submitted), and also if the former Corporate Lawyer had provided information to the Chief Executive Officer regarding boxing out levels and what the Chief Executive Officer was doing in regard to those levels.

The Mayor advised that the questions would be taken on notice.

PUBLIC STATEMENT TIME [AGENDA ITEM 7]

Nil.

LEAVE OF ABSENCE REQUESTS [AGENDA ITEM 8]

Nil.

PETITIONS [AGENDA ITEM 9]

Nil.

PRESENTATIONS [AGENDA ITEM 10]**G.4/3/19 RECONCILIATION ACTION PLAN (RAP)**

George Walley and Ashlee Otway spoke of how the RAP provided a framework for the City of Mandurah to develop formal relationships throughout the community and assist with improving the economic, social and employment status for indigenous persons.

Highlights of achievements made via the implementation of the RAP over the years have included the Binjareeb Art Awards, development of cultural awareness training, Yaburgurt artwork, dual naming of reserves and creation of education packs for school use.

The City of Mandurah's RAP had moved through the Reflect and Innovate stages with the Stretch phase submitted for endorsement.

DEPUTATIONS [AGENDA ITEM 11]**G.5/3/19 MR C GRONDAL: TENDER T25-2018 CONTROL OF FERAL ANIMALS**

Mr Grondal delivered a deputation speaking against the Committee of Council recommendation CC.19/3/19. An overview of how NFC Products and Services came into existence to assist the City of Mandurah along with control programs, safety qualifications and support to Ranger Services was outlined. Mr Grondal advised of programs, controls and strategies developed and currently referenced by other Local Governments for the control of feral animals. Relationship developed by NFC Products and Services with community members and City staff were noted as positives in effective feral animal control within the District.

CONFIRMATION OF MINUTES [AGENDA ITEM 12]**G.6/3/19 CONFIRMATION OF COUNCIL MINUTES: TUESDAY 26 FEBRUARY 2019**

MOTION: D Lee / Lynn Rodgers

That the Minutes of Council Meeting held on Tuesday 26 February 2019 be confirmed.

CARRIED UNANIMOUSLY: 11/0

G.7/3/19 ANNOUNCEMENTS BY THE PRESIDING MEMBER [AGENDA ITEM 13]

- Mayor Williams recognised the April 2019 Local Legend, Mr John Lawrence, who has spent the last ten years supporting charitable and not-for-profit organisations throughout Mandurah.
- Deputy Mayor Councillor Knight spoke of the Madora Bay Community Association event celebrating Madora Bay 60 Years Strong! held on March 21 noting the participation of Mandurah Baptist College students in filming the event for historical purposes.
- Councillor Shane Jones updated the meeting with regard to the Peel Football and Netball League (PFNL) 2019 season launch held on March 25 and the success and growth of the league. It was noted two new women's teams, three men's second grade teams and all age group netball teams were currently filled by the PFNL.
- Councillor Matt Rogers attended the Cities and Regions 4.0 Summit on March 12 – 14 along with Mayor Williams and Hon Councillor Riebeling. Councillor Matt Rogers informed the meeting of the strong West Australian presence at the Summit and of the opportunities to engage and learn what other local governments and state authorities are doing in utilising technology to benefit the community.
- Councillor Peter Rogers informed Council of the 23rd Australasian Fire Service Men's Lawn Bowls Carnival held over a week at Halls Head and Port Bouvard Bowling and Recreation clubs. The carnival attracted 160 competitors and guest from across Australia and New Zealand.
- Councillor Jackson acknowledged the 102 new citizens created at the City's Citizenship Ceremony of March 21.
- Mayor Williams further acknowledged another successful Crab Fest event held on the weekend of March 16-17 along with the Yaburgurt Kaaleepga Reserve naming celebration on March 21.

G.8/3/19 DECLARATION OF INTERESTS [AGENDA ITEM 14]

- Councillor Lynn Rodgers previously declared a financial interest in CC.21/3/19 Confidential Report 1 Property Disposal as she is the Chief Executive Officer of Westaus Crisis and Welfare Services Inc. Councillor Lynn Rogers will not participate in discussion or voting in relation to this item.

- The Acting Executive Manager Finance and Governance previously declared an impartiality interest in CC.21/3/19 Confidential Report 1 Property Disposal as he is a board member of Westaus Crisis and Welfare Services Inc. The Acting Executive Manager Finance and Governance will leave the Chamber when this item is presented.
- Councillor Tahlia Jones previously declared an impartiality interest in CC.20/3/19 Report 16 Tender T01-2019 Mandjar Square Stage 4 Walling Works as the contractor is known to Councillor Tahlia Jones via her role as Local Content Advisor with the Department Planning, Infrastructure and Regional Development. Councillor Tahlia Jones will not participate in discussion or voting in relation to this item.
- Councillor Knight declared an impartiality interest in G.36/3/19 Late and Urgent Report Mandurah Water Tower Project as she is the Chairperson of the Peel Harvey Catchment Council. Councillor Knight will not participate in discussion or voting in relation to this item.
- Councillor Matt Rogers declared an impartiality interest in G.34/3/19 Report 6 Falcon Bay: Proposed Beach Enclosure as he is a resident of the Falcon area. Councillor Matt Rogers will consider this item on its merits and vote accordingly.

QUESTIONS FROM ELECTED MEMBERS [AGENDA ITEM 15]

Questions of which due notice has been given

Nil.

Questions of which notice has not been given

Nil.

BUSINESS LEFT OVER FROM PREVIOUS MEETING [AGENDA ITEM 16]

Nil.

RECOMMENDATIONS OF COMMITTEES [AGENDA ITEM 17]

NOTE: Council adopted en bloc (moved by Councillor Schumacher and seconded by Councillor Darcy), the recommendations of the Audit and Risk Committee meeting of Monday 11 March 2019.

G.9/3/19 REVIEW OF PROCUREMENT ACTIVITY (DP) (REPORT 1) (AR.4/3/19)

The Auditor General has been given the responsibility for both the audit of local government financial statements and the conduct of performance audits. The first performance finalised in October 2018 was aimed at assessing the effectiveness of procurement arrangements in eight local governments of varying sizes in both metropolitan and regional Western Australia.

The City was not one of the local governments to be audited. However it was felt that, because procurement is not only an important activity but a key fraud risk, there should be an independent evaluation of the City's systems and exposure to the risk of fraud. As a result, Deloitte Risk Advisory were engaged to conduct an evaluation of the City's purchasing system. In addition, the City has recently undertaken an internal review of purchasing activity.

Council is requested to note the contents of this report and the actions being implemented to improve systems.

MOTION: D Schumacher / M Darcy

That Council:

- 1. Notes the contents of this report and the key actions to be taken.**
- 2. Notes that a further report will be provided in November 2019 detailing progress on the implementation of the action plan.**

CARRIED UNANIMOUSLY: 11/0
(*This item was adopted en bloc*)

G.10/3/19 COMPLIANCE AUDIT RETURN 2018 (LC) (REPORT 2) (AR.5/3/19)

Each local government is required to complete a Compliance Audit Return (CAR) for the period 1 January to 31 December each year. The compliance audit has been conducted for 2018 which resulted in the City achieving almost full compliance.

One minor non-compliance was identified during the review. This is outlined further in the comments of this report, however, this was a minor administrative oversight and as such considered to be not serious.

There is a statutory requirement to have the compliance audit reviewed by the Audit and Risk Committee and then adopted by council. Once adopted, it will be certified by the Mayor and Chief Executive Officer and then forwarded to the DLGSCI prior to the 31 March 2018 deadline.

Council is requested to consider and adopt the 2018 Compliance Audit Return.

MOTION: D Schumacher / M Darcy

That Council adopts the City of Mandurah 2018 Compliance Audit Return.

CARRIED UNANIMOUSLY: 11/0
(*This item was adopted en bloc*)

G.11/3/19 THREE YEAR STRATEGIC OCCUPATIONAL SAFETY AND HEALTH PLAN (PL/RK) (REPORT 3) (AR.6/3/19)

In August 2018, the City's insurer Local Government Insurance Services (LGIS) was engaged by the City to conduct a 3 Steps to Safety Program audit. The purpose of the audit was to identify gaps within our existing Occupational Safety and Health (OSH) management system and to create the next 3 year strategic plan.

The OSH Plan was developed with the assistance of the City's OSH committees and sets the direction for achieving continuous improvement of the City's OSH systems, performance and culture.

Council is requested to endorse the City's 3 Year Strategic Occupational Health and Safety Plan.

MOTION: D Schumacher / M Darcy

That Council

- 1. Endorses the 3 Year Strategic Occupational Safety & Health Plan 2019-2022**
- 2. Notes the Occupational Safety & Health Key Performance Indicators**

CARRIED UNANIMOUSLY: 11/0
(*This item was adopted en bloc*)¹

NOTE: Council adopted en bloc (moved by Councillor Schumacher and seconded by Councillor Darcy), the recommendations of the Committee of Council meeting of Tuesday 12 March 2019 with the exception of Items CC.10/3/19, CC.19/3/19 and CC.21/3/19, which were dealt with separately.

G.12/3/19 SUPPLY OF NEW ENTERPRISE RESOURCE PLANNING (SH) (REPORT 1) (CC.5/3/19)

In June 2018, Council endorsed the Working Smarter business case that highlighted issues related to our current systems procurement strategy and existing technology systems. The report highlighted the fact that the current systems and procurement strategy were preventing the City from delivering our digital strategic objectives. It was recommended that if the organisation were to keep up with changing citizen demands and improve business performance, it would require a new system capable of providing;

- Citizen e-Services;
- 360° views of the customer and property;
- Workforce mobility;
- Business Intelligence and Data Analytics;
- Process workflow and automation; and
- Functionality that removed organisational silos.

In September 2018, an evaluation team comprising managers representing core functional areas across the City, was formed to procure and deliver an enterprise wide resource planning (ERP) system that would provide the above capabilities. The new ERP system would replace the current Civica "Authority" ERP system and a suite of best-of-breed systems that support it.

After an initial system capability assessment of all ERP suppliers was undertaken by the Governance and Tenders Team and the Working Smarter Team, it was determined that only TechnologyOne had the ability to deliver a solution that could meet the City's requirements. Council endorsed the recommendation to procure the system as sole provider in November 2018.

The evaluation team in collaboration with key users and teams across the organisation, developed 1400 detailed functional and technical business requirements, and issued this to TechnologyOne through eQuotes on November 2018. The evaluation which included 3 stages of evaluation against the stated functional and technical requirements is now effectively complete.

Council approval is sought to select TechnologyOne to deliver a new ERP system to the City.

MOTION: D Schumacher / M Darcy

That Council:

- 1. Awards TechnologyOne the contract to supply the City a new ERP system for the period of ten years commencing 1 April 2019.**
- 2. Authorises the Chief Executive Officer to undertake negotiations of the final contract.**

CARRIED UNANIMOUSLY: 11/0
(*This item was adopted en bloc*)

G.13/3/19 A SHARED ECONOMIC FUTURE: MEMORANDUM OF UNDERSTANDING (TB) (REPORT 2) (CC.6/3/19)

In January 2018, Council authorised the City to prepare a new economic development strategy – in partnership with the Shire of Murray - to replace the previous *Southern City Strategy*, which was adopted by Council in 2008.

In October 2018, Council adopted the newly created strategy, '*Mandurah and Murray: A Shared Economic Future*' as the City's new economic development strategy. Further, Council endorsed the programs and projects contained within the new strategy, and committed to a program of advocacy to ensure State and Federal Government support and investment in the strategy's projects.

In November 2018, Council authorised liaison to take place between the leaders of both Councils over a suitable cooperative Memorandum of Understanding for the delivery of *Mandurah and Murray: A Shared Economic Future*. Council also approved commencement of a process to create a suitably skilled Strategic Advisory Group, comprising of (as a minimum) the City of Mandurah Mayor and CEO, the Shire of Murray President and CEO, and four business representatives.

Council also authorised officers to examine the potential to create a Regional Subsidiary for the delivery of the economic development strategy beyond June 2020. Council also noted that the draft budget would recommend allowance for extra resources within the Mandurah/Murray Economic Development Unit to focus on Markets and Investments, Portfolio Development, and Business and Industry.

Leaders from the two Councils met on 11 February to discuss the proposed Memorandum of Understanding (MOU), and Council is requested to endorse this.

MOTION: D Schumacher / M Darcy

That Council endorses the signing of the MOU as presented in the report and instructs both the Mayor and Chief Executive Officer of the City of Mandurah to sign and formalise the document.

CARRIED UNANIMOUSLY: 11/0
(*This item was adopted en bloc*)

G.14/3/19 DISPOSAL OF COMPACTION TRAILERS (DP) (REPORT 3) (CC.7/3/19)

The City disposes of its waste to the Dardanup landfill facility. Waste is compacted at the Waste Management Centre (WMC), compacted, and transported in specialised trailers. The City owns the compaction equipment at the WMC and the trailers, and a transport company provides the prime mover and hauls the trailers to Dardanup.

As waste volumes have grown, the haulier has used its own fleet of compaction trailers to augment the City's fleet. The company has expressed an interest in acquiring the City's trailers to add to its existing stock.

From the City's point of view, a sale of trailers provides a minor annual saving. However, a sale represents an opportunity to avoid the future costs of maintenance, replacement and addition to a relatively expensive fleet of trailers.

Council is requested to approve the sale of four compaction trailers to Allpoint Nominees Pty Ltd trading as K Trans WA.

MOTION: D Schumacher / M Darcy

That Council:

- 1. Notes the sale of compaction trailers will be advertised publicly for submissions.**
- 2. Approves, in the event that there are no submissions, the sale of its compaction trailers to Allpoint Nominees Pty Ltd, trading as K Trans WA.**
- 3. Notes that, if submissions are received, a further report will be provided to Council.**

CARRIED UNANIMOUSLY: 11/0
(*This item was adopted en bloc*)

**G.15/3/19 RECONCILIATION ACTION PLAN 2019-2022 (TH) (REPORT 4)
(CC.8/3/19)**

The City of Mandurah developed and endorsed its first Reconciliation Action Plan (RAP) in 2012 and its second in 2014. The RAP journey has provided the City with opportunities to build meaningful, mutually beneficial relationships with local Aboriginal community. It has also enabled the organisation to deliver a number of quality outcomes for the City and for Mandurah's Aboriginal community.

The City began a process of consulting with the Aboriginal community throughout 2017 to establish priorities and new ideas for the City's third RAP. An Expression of Interest for a new RAP Steering Group was advertised in late 2017, which attracted a pleasingly wide range of applicants. The result has been a new RAP Steering Group with members representing a broad range of perspectives based on work and life experience, with connections to local Elders. The City ran a series of planning meetings with the RAP Steering group throughout 2018, where the group were invited to develop actions for an 'aspirational' Stretch RAP.

This report seeks council endorsement for the City's third Reconciliation Action Plan 2019-2022.

MOTION: D Schumacher / M Darcy

That Council endorse the City of Mandurah's STRETCH Reconciliation Action Plan 2019 – 2022.

CARRIED UNANIMOUSLY: 11/0
(*This item was adopted en bloc*)

**G.16/3/19 YALGORUP NATIONAL HERITAGE LISTING (BB/BR) (REPORT 5)
(CC.9/3/19)**

The Yalgorup National Park, inclusive of Lake Clifton and the other Yalgorup lakes, is one of the most important environmental assets in Mandurah and the broader Peel region.

In April 2017, Council resolved to undertake a community engagement campaign to assess and build community support for the National Heritage listing of the park. This was based on initial stakeholder engagement which indicated that the success of the nomination would be reliant on strong community support and political support at the State Government level.

Officers conducted targeted community and stakeholder engagement from July 2017 to October 2018. Results from this engagement show strong community support for the nomination of Yalgorup National Park for National Heritage listing, with 96% of respondents in support of nomination. Of the 248 people surveyed, 47 people indicated a willingness to be involved in helping with the nomination process and ten people indicated that they were willing to join a steering group to guide the process.

The engagement process also highlighted a strong community affinity with the environmental features of the park, with its provision of natural habitat, protection of native flora and fauna and the thrombolites being the three aspects most valued by respondents. However, a slight lack of understanding of the environmental significance of Yalgorup was also noted, with 57% of respondents indicating they know only "a little" about the park.

Going forward, instead of continuing community engagement specific to the nomination of Yalgorup National Park for National Heritage listing, it is recommended that support is channelled into raising community awareness of Mandurah's environmental value more broadly, with specific attention to places such as Yalgorup National Park. This includes the development of an appropriate tourism vision and identity for the National Park. This vision should be developed in conjunction with researchers and qualified tourism professionals to ensure all potential impacts of tourism are identified and accounted for.

MOTION: D Schumacher / M Darcy

That Council:

- 1. Acknowledges the update on the National Heritage listing of the Yalgorup National Park including Lake Clifton and the Yalgorup lakes.**
- 2. Acknowledges the results of the Yalgorup National Heritage Listing Community Engagement Campaign.**
- 3. Supports the nomination of Yalgorup National Park for National Heritage listing without an intensive and ongoing community engagement campaign, understanding that this may impact the length of the nomination assessment period.**

CARRIED UNANIMOUSLY: 11/0
(*This item was adopted en bloc*)

G.17/3/19 EMBRACE A SPACE (TR/VA) (REPORT 6) (CC.10/3/19)

At the meeting in April 2018, Council resolved that the City considers an Embrace a Space Program to enable the community to adopt and participate in the management of public spaces in Mandurah. In response to this, a community-led Embrace a Space Program has been developed which will operate alongside existing environmental volunteer groups and be supported through the Mandurah Environmental Volunteer Action Committee (MEVAC).

The Embrace a Space Program encourages community members to adopt and contribute to the management and activation of their favourite public space. It aims to strengthen community connections by creating a positive sense of ownership in spaces across Mandurah.

The Embrace a Space Program will be delivered by community and supported by City staff. The program will include a facilitation Toolkit and Activity Plan. The Toolkit will enable residents and the local community to facilitate a community workshop, to develop a vision for their space and to identify volunteer opportunities for their group. This will result in an Activity Plan being developed by group members and presented to relevant City officers, to enable collaboration between community and City operational activities.

Minor expenditure is expected and can be accommodated via the existing Volunteer Support program. If successful, this budget will continue to be used to support the Embrace a Space program in the future.

Council is being requested to acknowledge the Embrace A Space program and support the implementation of the Embrace A Space toolkit.

Report Recommendation:

That Council acknowledges the Embrace a Space Program and supports the implementation of the Embrace a Space Toolkit and Activity Plan.

Committee recommendation:

That this item be deferred to the 26 March, 2019 Council meeting to enable feedback to be provided to officers on this item.

Mayor Williams moved for this item to be deferred as Councillor Tahlia Jones had requested to provide feedback at the Committee of Council meeting of March 12. Given Councillor Tahlia Jones' absence tonight this was considered to be the appropriate action to take. Councillor Schumacher seconded the deferment motion.

MOTION: R Williams / D Schumacher

That Council defer consideration of the Embrace a Space item to the April 2019 round of meetings.

CARRIED UNANIMOUSLY: 11/0

G.18/3/19 TRADING PERMIT GUIDELINE REVIEW (NL) (REPORT 7) (CC.11/3/19)

This report seeks to review of the effectiveness of the Trading Permits Guidelines adopted in February 2018, and provide recommendations for changes to improve customer service and reduce red tape.

Over the past 12 month period, the City has received no complaints in relation to commercial and aquatic operators' and one complaint in relation to mobile food vendors, with the submitter seeking a time limit restriction of 2 hours in any one location for mobile traders.

As a part of this review, officers have:

- reconsidered the stated objectives of the document;
- considered possible modifications to the regulatory provisions relating to the locations of trade and the length of time spent in any one trading location;
- considered the inclusion of provisions relating to semi-permanent space activation and markets;
- the initiation of the 'expression of interest' process for key waterfront locations; and
- have undertaken a review of the fee structure.

Council is recommended to support the proposed modifications to the stated objectives of the Trading Permits Guidelines, in addition to the modifications to the Schedule of Fees and Charges for 2019/2020.

Report Recommendation:

That Council:

1. *Maintains the current Trading Permit Guidelines as an agreed position on how traders may operate from Council land, subject to the following modifications:*

(a) *Modify Section 1.1 of the Trading Permit Guidelines to read*

(a) *"Encourage the use of parks and reserves by commercial and aquatic operators and mobile traders, as a means of enhancing the vibrancy and community activity that flows from this activation of our public spaces, whilst managing the competing needs and interests of pedestrians, consumers and local business proprietors;*

(b) *To facilitate enjoyable, interesting, unique and convenient leisure and recreational options for residents, families and other members of the community to experience in their local area;*

(c) *Encourage and provide entrepreneurial, place-making and tourism opportunities that contribute to the well-being of residents, to the overall experience of visitors to Mandurah and to the growth of small businesses;*

(d) *Provide guidelines and assessment criteria for the consistent decision making of applications for trading permits applications on public land."*

(b) *Approves modifications that identify the semi-permanent/pop-up style activities from the approved City Centre Waterfront Precinct Concept Plans are included in the 'City Centre Waterfront Trading Locations' and are subject to the expression of interest process outlined in Section 2.8 of the Guidelines.*

2. *Notes the introduction of a quarterly fee of \$650 for mobile traders to the Schedule of Fees and Charges for 2019/2020 and an update to the fee structure within the guidelines;*

3. *Notes the introduction of a monthly fee of \$100 for commercial and aquatic operators to the Schedule of Fees and Charges for 2019/2020 and an update to the fee structure within the guidelines.*

MOTION: D Schumacher / M Darcy

That Council:

1. **Defer consideration of this item to the April 2019 round of meetings;**
2. **Receive further information from officers in relation to:**
 - 2.1 **Restricting trading commencement times;**
 - 2.2 **Duration of trading hour restrictions;**
 - 2.3 **Appropriateness of 400 metre trading distance;**
 - 2.4 **Appropriateness of Mandurah Terrace, Silver Sands trading location;**
 - 2.5 **Set-up time requirements for mobile traders;**
 - 2.6 **Monetary and staff costs in amending commencement trading time to 9.00am from the stated 7.00am**
3. **Receive a copy of the reviewed trading guidelines prior to consideration of the item in April 2019.**

CARRIED UNANIMOUSLY: 11/0
(*This item was adopted en bloc*)

**G.19/3/19 NAMING RESERVE 49425 SHIRLEY JOINER RESERVE (LP/VK)
(REPORT 8) (CC.12/3/19)**

The City is proposing to commemorate the late Mrs Shirley Joiner, who made a significant contribution to the community through her environmental advocacy and volunteering works, with the naming of a reserve in her honour.

Mrs Joiner, who passed away in 2017, meets the specific Landgate policy requirements for commemorative naming through her many years of community service for organisations including the Peel Preservation Group, Mandurah Environmental Advisory Group, Friends of Rivers Peel and the Mandurah Uniting Church.

Due to Mrs Joiner's passion for the environment, the naming of a reserve which holds environmental significance is considered to be an appropriate commemoration. Bushland Reserve 49425 in Tuckey Cove Dudley Park has been selected on the basis that it meets this criteria, with an endangered species of flora upon it and, as well, it is located in what was Mrs Joiner's home suburb.

Extensive consultation, to both the residents who live within the vicinity of the reserve and the wider community, has been carried out, with overwhelming support to the proposal received.

MOTION: D Schumacher / M Darcy

That Council:

- 1. Approves formal submission to the Geographic Naming Committee at Landgate for the official naming of Reserve 49425, Lot 1995 Sharperton Meander, Dudley Park, as Shirley Joiner Reserve;**
- 2. Acknowledges upon approval of the name by the Geographic Naming Committee, holds a suitable ceremony to officially name the reserve.**

CARRIED UNANIMOUSLY: 11/0
(*This item was adopted en bloc*)

G.20/3/19 LEASE: LIONS CLUB OF MANDURAH (LP/RL) (REPORT 9) (CC.13/3/19)

The current lease with the Lions Club of Mandurah Incorporated (Lions) is due to expire on the 30 June 2019, with the renewal term being fully exercised upon this date. The group has formally requested to enter into a new lease agreement with the City upon the expiry of the current term.

The Lions club occupy Lot 24 and a portion of Lot 25 Park Road, Mandurah, being City freehold owned land, with a total lease area of 3,395 square metres, the City's operations Centre is located adjacent to this site on Lot 31.

Due to the strategic nature, the possible redevelopment potential of the site together with the access required by the City via the lease area to the adjoining dog pound, on Lot 31, officers consider that a tenure term of three years with a two year renewal option (3+2 years) is appropriate, along with a reduced rental rate of \$50 per annum. These conditions align with the current lease agreement between the group and the City.

Council is requested to support a new lease with the Lions Club of Mandurah Incorporated, over Lot 24 and a portion of Lot 25 Park Road, Mandurah, for a term of three years with a two year renewal option (3+2 years) commencing on the 1 July 2019 with final expiry due on the 30 June 2024. An annual rental rate frozen at \$50 per annum until the lease expires or until the dog pound access is no longer required by the City.

MOTION: D Schumacher / M Darcy

That Council:

1. **Approves a lease over Lot 24 and a portion of Lot 25 Park Road, Mandurah, to the Lions Club of Mandurah Incorporated with the following conditions;**
 - 1.1 **Tenure of three years, commencing on 1 July 2019 and expiring on 30 June 2022;**
 - 1.2 **Renewal term of two years, commencing on 1 July 2022 and expiring on 30 June 2024;**
2. **Approves the application of the City's Fees and Charges Schedule 2018/19 to the term of lease being suspended, with rent being fixed at \$50 per annum until expiry of the lease, or until the dog pound is removed;**
3. **Approves the waiver of the documentation preparation fee as detailed in the City's Fees and Charges Schedule 2018/19 of \$600;**
4. **Authorises the Chief Executive Officer to finalise the conditions of the Lease.**

CARRIED UNANIMOUSLY: 11/0
(*This item was adopted en bloc*)

**G.21/3/19 LICENCE: MANDURAH NETBALL ASSOCIATION (LP/RL) (REPORT 10)
(CC.14/3/19)**

The Mandurah Netball Association Incorporated (MNA) have held tenure over a portion of Reserve 19312, Lot 503 (No. 20) Thomson Street, Mandurah, since 1995. Their current licence is due to expire on the 31 March 2019, with all renewal options being fully exercised upon this date.

After recent discussions with the club officers recommend a new licence agreement with the same tenure to their existing agreement, of three years with a two year renewal option (3+2 years), together with an annual rental fee aligning with the City's Schedule of Fees and Charges for Sporting and Community groups.

Council is requested to support a new licence with the Mandurah Netball Association Incorporated, over a portion of Reserve 19312 Thomson Street, Mandurah, for a term of three years with a two year renewal option (3+2 years) commencing on or after the Minister for Lands consent, together with an annual rental fee of \$1,000 proposed in accordance with the City's Schedule of Fees and Charge and all licence terms and conditions are subject to the approval of the Minister for Lands.

MOTION: D Schumacher / M Darcy

That Council:

- 1. Approve a licence over portion of Reserve 19312, Lot 503 (No. 20) Thomson Street, Mandurah, to the Mandurah Netball Association Incorporated with the following conditions;**
 - 1.1 Tenure of three years, with a two year renewal option (3+2 years);**
 - 1.2 Commencement on or after the Minister for Lands consent;**
- 2. Authorises the Chief Executive Officer to finalise the conditions of the licence agreement.**

CARRIED UNANIMOUSLY: 11/0
(*This item was adopted en bloc*)

**G.22/3/19 2019/2020 COMMUNITY SPORT AND RECREATION FACILITY FUND
SUMMER ROUND (NG) (REPORT 11) (CC.15/3/19)**

The Community Sport and Recreation Facilities Fund (CSRFF) is a Department of Local Government, Sport and Cultural Industries - Sport and Recreation program that provides financial assistance to community groups and local government authorities to develop basic infrastructure for sport and recreation.

The small grants aim to increase participation in sport and recreation, with an emphasis on physical activity through rational development of sustainable, good quality, well designed and well utilised facilities where the total cost does not exceed \$200,000. The application process for submissions involve Local Governments undertaking an initial assessment to ensure proposed projects are well planned, prioritised and of positive benefit to the community.

The City has received two applications from clubs as part of the Community Sport and Recreation Facility Fund (CSRFF) Small Grants – Summer Round. Details of these applications are:

- Mandurah Tennis Club Resurfacing of Courts 9-12
- South Mandurah Tennis Club Resurfacing of Courts 7-10

Council is requested to support the ratings and priorities of the two (2) 2019/20 Community Sport and Recreation Facility Fund (CSRFF) Small Grants applications submitted and note that an allowance for the City's contributions towards each project will be listed in the 2019/20 draft capital budget, subject to the projects being approved by the Department of Local Government, Sport and Cultural Industries - Sport and Recreation.

MOTION: D Schumacher / M Darcy

That Council:

1. **Supports the rankings and ratings for the Community Sport & Recreation Facility Fund Small Grant applications from the following clubs / organisations:**
 - **Mandurah Tennis Club**
Project – Resurfacing of courts 9 - 12
Ranking – one
Rating - Medium/High
 - **South Mandurah Tennis Club**
Project - Resurfacing of courts 7 - 10
Ranking – Two
Rating – Medium/High
2. **Notes that if any of the following applications are successful, the City will be required to commit the following amounts through the 2019/20 capital budget:**
 - **Mandurah Tennis Club**
 - **Project – Resurfacing of courts 9 – 12 - \$12,411.00**
 - **South Mandurah Tennis Club**
 - **Project - Resurfacing of courts 7 - 10 - \$10,625.30**

CARRIED UNANIMOUSLY: 11/0
(*This item was adopted en bloc*)

**G.23/3/19 PROPOSED TRAFFIC MANAGEMENT SCHEME SPINAWAY
PDE/PANAMUNA DVE FALCON (TC) (REPORT 12) (CC.16/3/19)**

In response to resident's concerns, a traffic management scheme has been developed for Spinaway Parade and Panamuna Drive, Falcon.

City officers have undertaken public consultation for a proposed traffic management treatment on Spinaway Parade and Panamuna Drive around the Falcon Bay Foreshore development.

The proposal includes:

- a) the installation of speed cushions at two locations in Spinaway Parade adjacent to the Falcon Bay Foreshore development (locations 2 and 3 on below plan) to protect pedestrians and drivers entering and exiting the on street parking bays at this location,

and
- b) the installation of a separation kerb with delineation around the bend between Panamuna Drive and Spinaway Parade (location 1 on below plan) to address vehicle speeds and separation at the bend.

Council is requested to endorse the implementation of the proposed traffic management measures as shown on Plan TM 2512 of the report.

MOTION: D Schumacher / M Darcy

That Council approves the installation of rubber speed cushions on Spinaway Parade along with separation kerbing at the bend between Panamuna Drive and Spinaway Parade as shown on Plan TM 2512 of the report.

CARRIED UNANIMOUSLY: 11/0
(*This item was adopted en bloc*)

G.24/3/19 TENDER T23-2018 SUPPLY AND DELIVERY OF PREMIX CONCRETE (CP/EJ/BN) (REPORT 13) (CC.17/3/19)

The City of Mandurah invited tenders for the Supply and Delivery of Premix Concrete and as a result of the evaluation of tendered submissions, Council is requested to accept the following tenderers as the preferred tenderers:

1. Separable Portion One General Premixed Concrete: The Gill Family Trust & The Ockwell Family Trust (trading as Mandurah U-Cart).
2. Separable Portion Two Coloured Premixed Concrete: The Gill Family Trust & The Ockwell Family Trust (trading as Mandurah U-Cart).
3. Separable Portion Three Fibre Reinforced Concrete: The Gill Family Trust & The Ockwell Family Trust (trading as Mandurah U-Cart).
4. Separable Portion Four Exposed Aggregate Concrete: BGC Concrete
5. Separable Portion Five Liquid Limestone: Reject all Tenderers.

MOTION: D Schumacher / M Darcy

That Council:

1. **Accepts The Gill Family Trust & The Ockwell Family Trust (trading as Mandurah U-Cart) as the preferred tenderer for T23-2018 for the Supply and Delivery of Premix Concrete Separable Portion One General Premixed Concrete.**
2. **Accepts The Gill Family Trust & The Ockwell Family Trust (trading as Mandurah U-Cart) as the preferred tenderer for T23-2018 for the Supply and Delivery of Premix Concrete Separable Portion Two Coloured Premixed Concrete.**
3. **Accepts The Gill Family Trust & The Ockwell Family Trust (trading as Mandurah U-Cart) as the preferred tenderer for T23-2018 for the Supply and Delivery of Premix Concrete Separable Portion Three Fibre Reinforced Concrete.**
4. **Accepts BGC Concrete as the preferred tenderer for T23-2018 for the Supply and Delivery of Premix Concrete Separable Portion Four Exposed Aggregate Concrete.**
5. **Declines to accept all tenders for T23-2018 for the Supply and Delivery of Premix Concrete Separable Portion Five Liquid Limestone.**

CARRIED UNANIMOUSLY: 11/0
(*This item was adopted en bloc*)

**G.25/3/19 TENDER T24-2018 COASTAL EARTHWORKS LARGE MACHINERY HIRE
(NC/VL) (REPORT 14) (CC.18/3/19)**

The City of Mandurah invited tenders for Coastal Earthworks - Large Machinery Hire. During the evaluation process, it was identified that there was no suitable tender that would achieve value for money.

Council approval is sought to decline to accept all tenders and note that the City will review the tender specification before re-tendering in the future.

MOTION: D Schumacher / M Darcy

That Council decline all tenders for Tender T24-2018 for the Coastal Earthworks – Large Machinery Hire

CARRIED UNANIMOUSLY: 11/0
(*This item was adopted en bloc*)

**G.26/3/19 TENDER T25-2018 CONTROL OF FERAL ANIMALS (CP/EJ) (REPORT
15) (CC.19/3/19)**

The City of Mandurah invited tenders for the Control of Feral Animals and as a result of the evaluation of tendered submissions, Council is requested to accept Terrestrial Ecosystems as the preferred tenderer.

Councillor Wortley moved the Committee recommendation which was seconded by Councillor Darcy. Discussion ensued in regard to post-tendering discussions offered to local suppliers with the Chief Executive Officer advising of debriefs offered to all tenderers.

MOTION: R Wortley / M Darcy

That Council accepts Terrestrial Ecosystems as the preferred tenderer for Tender T25-2018 for the Control of Feral Animals.

CARRIED UNANIMOUSLY: 11/0

**G.27/3/19 TENDER 01-2019 MANDJAR SQUARE STAGE 4 WALLING WORKS
(FK/VL) (REPORT 16) (CC.20/3/19)**

The City of Mandurah invited tenders for the Mandjar Square Stage 4 – Walling Works. The works include the supply of all labour and materials to construct in-situ concrete walls around the Mandurah Performing Arts Centre and is a key component of the Mandjar Square Redevelopment Project.

As a result of the evaluation of tendered submissions, Council is requested to accept Quality Assured Contracting Pty Ltd as the preferred tenderer.

MOTION: D Schumacher / M Darcy

That Council accepts Quality Assured Contracting Pty Ltd as the preferred tenderer for T01-2019 for the Mandjar Square Stage 4 – Walling Works.

CARRIED UNANIMOUSLY: 11/0
(This item was adopted en bloc)

G.28/3/19 CONFIDENTIAL ITEM: PROPERTY DISPOSAL (REPORT 1) (CC.21/3/19))

Confidential discussion ensued, refer minute G.37/3/19.

REPORTS [AGENDA ITEM 18]

G.29/3/19 FINANCIAL REPORT FEBRUARY 2019 (DP/PB) (REPORT 1)

The Financial Report for February 2019 together with associated commentaries, notes on investments, balance sheet information and the schedule of accounts are presented for Elected Members' consideration.

MOTION: D Schumacher / D Lee

That Council:

- 1 Receives the Financial Report for February 2019.**
- 2 Receives the Schedule of Accounts for the following amounts:**

Total Municipal Fund	\$ 7,388,707.60
Total Trust Fund	<u>\$ 72,285.97</u>
	<u>\$ 7,460,993.57</u>
- 3 Approves unbudgeted expenditure of \$108,000 for Casuarina Drive:**
 - Funded from Mulga Drive shared path project \$95,000;
 - Funded from Surplus \$13,000.
- 4 Approves unbudgeted expenditure of \$12,000 for Blue Bay ablution:**
 - Funded from Warrangup Springs Ablution \$28,000;
 - Added to Surplus \$16,000.

CARRIED UNANIMOUSLY: 11/0

G.30/3/19 FUTURE OF LOCAL GOVERNMENT SUMMIT (MN) (REPORT 2)

Council is asked to consider the attendance of an Elected Member(s) at the 2019 Future of Local Government National Summit in Melbourne on Thursday 23 and Friday 24 May 2019. The National Summit is being convened by the Municipal Association of Victoria (MAV) on behalf of local government nationally and held at The Angliss Conference Centre, Melbourne.

The Summit has been designed to provide Elected Members and Council officers with an interest in influencing the future of Local Government who wants to make a difference and add value to their communities and to the sector generally now and in the future.

Mayor Williams called for nominations to attend the May 2019 Summit. Councillor Lee nominated to attend.

Councillor Matt Rogers moved, Councillor Schumacher seconded the motion.

MOTION: Matt Rogers / D Schumacher

That Council consider the attendance of Councillor Lee at the 2019 Future of Local Government National Summit: *The Future of LG Journey (examining the role of local government)* in Melbourne on Thursday 23 and Friday 24 May 2019.

CARRIED UNANIMOUSLY: 11/0

G.31/3/19 LOCAL GOVERNMENT ACT REVIEW PHASE 2 (SL) (REPORT 3)

The Department of Local Government Sport and Cultural Industries (DLGSCI) have released discussion papers for phase two of the *Local Government Act 1995* (the 'Act') review and have invited submissions from Local Governments and the community.

Participating in the review process presents an opportunity for local governments to enact change and propose significant amendments to the legislation that guides us.

Council is requested to approve the prepared submission as shown at Attachment 1 in the report.

MOTION: Shane Jones / P Jackson

That Council approves the submission as per Attachment 1 of the report.

CARRIED UNANIMOUSLY: 11/0

G.32/3/19 FENCING AMENDMENT LOCAL LAW 2018 (SL) (REPORT 4)

Following the statutory advertising period, the Fencing Amendment Local Law 2018 is ready for final adoption.

As a legal requirement, all local laws are to have a purpose and effect where the following is proposed for the Fencing Amendment Local Law 2018:

PURPOSE: to amend provisions within the City of Mandurah Fencing Local Law 2015.

EFFECT: to ensure the City of Mandurah Fencing Local Law 2015 is as clear and effective as possible.

Council is requested to adopt the Fencing Amendment Local Law 2018 in its final form.

Mayor Williams stated the purpose and effect of the Local Law with Councillor Matt Rogers moving the motion which was seconded by Councillor Shane Jones.

MOTION: Matt Rogers / Shane Jones

That Council adopt and advertise the City of Mandurah Fencing Amendment Local Law 2018.

CARRIED WITH ABSOLUTE MAJORITY: 11/0

**G.33/3/19 PROPOSED DEVELOPMENT WORKS RUSHTON PARK PRECINCT (BD)
(REPORT 5)**

A development proposal has been received from Peel Thunder Football Club to make improvements to the corner of Clarice and Dower Street on the south eastern corner of Rushton Park. The proposal involves a number of components:

- A retaining wall and garrison style fencing (security fencing) around the perimeter of the existing reserve to provide a for a 'secure parking area' of 19 bays together with an access driveway off of Clarice Street;
- A storage shed and retaining wall surrounding the existing tanks in close proximity to the existing gatehouse to house the Club's two buses;
- Digital signage consisting of two large signs facing both directions of Dower Street with the intent to promote club events and activities and acknowledge club sponsors.

These works are proposed to be funded and constructed by the Club.

In response to the submitted proposal, officers have reviewed the proposal and have recommended a number of modifications that seeks to improve the design outcome for the precinct but accommodate the Club's request by modifying the following:

- Ensuring a minimum 5m verge remains between the road kerb of Dower Street (including the intersection of Clarice) and the proposed fence and retaining wall to provide for a continuation of the footpath and verge treatments recently completed adjacent to the Mandurah Forum Shopping Centre to improve the pedestrian environment in this location;
- Modifying the access to the car parking and shed to maintain the two existing tuart trees on site;
- Modifying the fencing and car parking design to ensure entry plaza pavement treatments can be provided between Dower Street and the gatehouse / main entrance and
- Moving the location of the shed to ensure that views to the gatehouse / main entrance to the stadium are maintained from Dower Street.

Council approval is sought for these works being undertaken on Crown Land under the Management of the City by a third party.

Further the submitted design concept requires Council's consideration of an upgrade to the footpath and paving treatment along Dower Street to match existing treatments which should be included in the design and funding allocated accordingly. It is considered that this upgrade continues the upgrades that have been ongoing in the Precinct following the completion of the Mandurah Forum and street upgrades in Dower Street to ensure continuity of linkages between the important spaces that support pedestrian movement, particularly with Rushton Park being a significant event and recreation space in Mandurah.

It is recommended that Council acknowledge the proposal as submitted and support Peel Thunder Football Club making improvements to this part of the Precinct.

MOTION: R Wortley / Shane Jones

That Council

- 1. Grants consent to the Peel Thunder Football Club to undertake development works over Crown Reserve 19312, Dower Street, Mandurah for works that include retaining, fencing, parking, signage and storage shed as outlined on Plan No 05/007/020 Dated 14 March 2019 (as generally shown in *Attachment 2*) subject to the following conditions and/or requirements:**
 - 1.1 Ensuring that all retaining works and buildings are granted a Building Permit prior to any works taking place;**
 - 1.2 Detailed civil design being submitted for the proposed car park and access prior to any works taking place that includes details relating to stormwater, which is to be contained on site;**
 - 1.3 Approves a licence to occupy portion of Reserve 19312 for the purpose of a shed and storage, for a term of five years with a five year renewal option (5+5 years) with a rental fee of \$1 per annum. The licence will be subject to the Minister for Lands approval;**
 - 1.4 The Club notes that the fencing, retaining wall and parking remain on land that is within land under the management of the City of Mandurah and that the City reserves the right to remove and/or replace such works at its discretion;**
 - 1.5 The Club notes that the proposed digital signage cannot be granted a licence and therefore once constructed will become the property of the City of Mandurah and that all content of the signage must be limited to:**
 - (a) Related to an event to be held at the Ground;**
 - (b) A club or City event being held within the Facility; and**
 - (c) To recognise Club and Event Sponsors.**
- 2. Notes that an amount of \$40,000 will be included in the 2019/20 draft Capital Budget as a City of Mandurah contribution to the overall project specifically for the verge paving and landscape works along Dower Street.**

CARRIED UNANIMOUSLY: 11/0

G.34/3/19 FALCON BAY: PROPOSED BEACH ENCLOSURE (AC) (REPORT 6)

The City of Mandurah was officially notified in June 2017 that the State Government is committed to working with the City to create a beach enclosure at Falcon Bay.

The Minister for Water, Fisheries, Forestry, Innovation and ICT, Science advised that a one off grant of \$200,000 would be provided to assist with the creation of 'a beach enclosure at Falcon Bay to provide a safe area for use by swimmers'. The grant is for the purchase and installation of a shark barrier specifically for Falcon Bay.

Council considered this proposal and undertook a public consultation program for a beach enclosure to be installed at Falcon Bay. A feasibility study was also undertaken during this period.

Recent events and the State Government's recent response to beach safety as part of its Sea Sense campaign has resulted in a rethink of the City of Mandurah's approach to safe swimming initiatives.

An alternative option to a fixed in place beach enclosure at Falcon Bay is to utilise the services of Surf Life Saving Western Australia (SLSWA) to provide a professional lifeguard service at four key beach locations within the City. This service provides for professional lifeguards to be in attendance at key locations and utilise jet-ski and drone patrols to augment the beach surveillance activities.

Council is requested to consider the alternative proposal to engage the services of Surf Life Saving Western Australia to provide professional lifeguard services from December to April each year for a trial period of three years commencing in December 2019.

This recommendation has followed discussions with both members of the Legislative Assembly Mr Zak Kirkup (Dawesville) and Mr David Templeman (Mandurah) who have strongly supported this proposal.

Report Recommendation:

That Council:

1. *Advise the Minister for Fisheries that it does not support the installation of a shark barrier at Falcon Bay.*
2. *Endorse the Mayor writing to the Minister for Fisheries requesting the grant funding be reallocated for the purpose of supporting beach patrols.*
3. *Note a further report will be provided to Council once a response has been received from the State Government.*
4. *Request officers to continue in actively monitoring the continuing development of non-lethal shark detection and deferred technologies to further protect beachgoers.*

Mayor Williams moved an altered motion which was seconded by Councillor Jackson. Councillor Schumacher foreshadowed his intention to move for a deferral of this item if the current motion was unsuccessful.

Elected Members discussed the change in position to looking at alternative options as fixed shark barriers were price prohibitive to install at multiple locations and required costly annual maintenance to be undertaken. The possibility of adverse effects on Mandurah's dolphin population was also spoken of.

Discussion ensued regarding shark deterrent technologies and Council's ability to look at available options and conduct discussions with other parties. At this stage however, approval for diversion of State funding was required before any actions could be implemented.

MOTION: R Williams / P Jackson

That Council:

- 1. Advise the Minister for Fisheries that it does not support the installation of a shark barrier at Falcon Bay.**
- 2. Endorse the Mayor writing to the Minister for Fisheries requesting the grant funding be reallocated for the purpose of supporting beach patrols.**
- 3. Endorse the City to conduct an online engagement process to test the community's support for a beach patrol service.**
- 4. Note a further report will be provided to Council with the outcomes of the community engagement process and the State Government's response to the beach patrol proposal.**
- 5. Request officers to continue in actively monitoring the continuing development of non-lethal shark detection and deferred technologies to further protect beachgoers.**

CARRIED: 10/1

FOR: Mayor Williams, Councillors Knight, Jackson, Darcy, Lee, Wortley, Matt Rogers, Peter Rogers, Shane Jones

AGAINST: Councillor Schumacher

MOTIONS OF WHICH NOTICE HAS BEEN GIVEN [AGENDA ITEM 20]

Nil.

NOTICE OF MOTIONS FOR CONSIDERATION AT THE FOLLOWING MEETING [AGENDA ITEM 21]

Nil.

G.35/3/19 LATE AND URGENT BUSINESS ITEMS [AGENDA ITEM 22]

RESOLVED: Lynn Rodgers / D Lee

That Council accept the report on the Water Tower Artworks Project as a late and urgent item for consideration.

CARRIED UNANIMOUSLY: 11/0

Having declared an interest in the following item Councillor Knight left the Chamber at 6.35pm.

G.36/3/19 WATER TOWER ART PROJECT (MN)

In May 2018 Council resolved to support the proposed Mandurah Water Tower Art Project.
Council resolved to:

- 1 Notes the inclusion of \$100,000 in the draft 2019/20 budget towards the project.
- 1 Requests Peel Harvey Catchment council to make a formal presentation to Council on the project and its merits.

Subsequently funding (\$100,000) was included in the 2018/19 budget as a contribution towards the project.

In January Peel Harvey Catchment Council (PHCC) wrote to Council on the necessity to scale back the project but were still hoping that Council would commit \$100,000 towards the project.

Council is asked to consider the various options.

RESOLVED: L Rodgers / P Jackson

That Council advise Peel Harvey Catchment Council that it is prepared to allocate \$100,000 towards the Water Tower Artwork Project for the Caddadup and Allan Place, Halls Head towers.

CARRIED UNANIMOUSLY: 10/0

Councillor Knight returned to the Chamber at 6.37pm.

CONFIDENTIAL ITEMS [AGENDA ITEM 23]

RESOLVED: Jones Shane / C Knight

That the meeting proceeds with closed doors at 6.38pm in accordance with Section 5.23(2)(e) of the *Local Government Act 1995*, to allow for the confidential discussion of items.

CARRIED UNANIMOUSLY: 11/0

Councillor Lynn Rodgers, members of the media, non-senior employees and persons in the gallery left the meeting at this point. The Minute Officer and Manager Planning and Land Services remained with Senior Officers.

THE MEETING PROCEEDED WITH CLOSED DOORS AT 6.38PM

G.37/3/19 CONFIDENTIAL ITEM: PROPERTY DISPOSAL (DC/LP) (CC.21/3/19)

Confidential discussion ensued regarding this issue.

MOTION: D Schumacher / S Jones

That Council note Westaus Crisis Care and Welfare Services Inc. have withdrawn the request for a lease extension with the previously approved expiry date of 30 June 2019 remaining.

CARRIED UNANIMOUSLY: 10/0

G.38/3/19

MOTION: D Schumacher / S Jones

That the meeting proceeds with open doors.

CARRIED UNANIMOUSLY: 10/0

THE MEETING PROCEEDED WITH OPEN DOORS AT 6.42PM

G.39/3/19

MOTION: Matt Rogers / C Knight

That Council endorses the resolutions taken with closed doors.

CARRIED UNANIMOUSLY: 10/0

CLOSE OF MEETING [AGENDA ITEM 24]

There being no further business, the Mayor declared the meeting closed at 6.43pm.

CONFIRMED (MAYOR)



Notice of Question(s) from an Elected Member

Name: Hon Councillor Fred Riebeling

I hereby give notice that at the meeting of the:

Committee of Council	<input type="checkbox"/> on
Public Art Committee	<input type="checkbox"/> on
Ordinary Council Meeting	<input checked="" type="checkbox"/> on 30 April 2019
Special Council Meeting	<input type="checkbox"/> on

I intend to ask the following question(s)

- 1 What was the FTE level of the City in the financial year 2017/18? What is the FTE level of the City in the 2018/19 financial year? What is the current FTE levels as at 4 April 2019?
- 2 How many City employees are employed:
 - 2.1 Part Time
 - 2.2 Full Time
 - 2.3 Casual.
- 3 For the periods set out in question 1, how many FTE's are allocated to the Mandurah Aquatic and Recreation Centre and the Halls Head Recreation Centre?
- 4 For the periods set out in questing 1, how are the staffing levels made up at the Mandurah Aquatic and Recreation Centre, in terms of:
 - 4.1 Part Time
 - 4.2 Full Time
 - 4.3 Casual.
- 5 What is the percentage of the City's budget that is currently paid in wages and allowances?
- 6 Given the expansion of FTE's across the City, what (if any) controls are in place to review the expansion?

Extract from the City's Standing Orders Local Law 2016

3.9 Questions from Members

- 3.9.1 An Elected Member who wishes to ask a question with notice at a **Committee** meeting of the Council is to:
- (a) give reasonable written notice of the question wherever possible to the CEO before the scheduled commencement of the meeting; and
 - (b) direct the question through the presiding member.
- 3.9.2 An Elected Member may ask a question without notice at a **Committee** meeting provided that any such question is relevant to the purpose of the meeting.
- 3.9.3 If the question referred to in clause 3.9.1 is in order, the answer is, so far as is practicable, to be included in written form in the agenda of the meeting, or otherwise tabled at that meeting.
- 3.9.4 An Elected Member who wishes to ask a question with notice at a **Council** meeting is to:
- (a) give reasonable written notice of the question wherever possible to the CEO before the scheduled commencement of the meeting; and
 - (b) direct the question through the presiding member.
- 3.9.5 An Elected Member may ask a question without notice at a **Council** Meeting.
- 3.9.6 If the question referred to in clause 3.9.4 is in order, the answer is, so far as is practicable, to be included in written form in the agenda of the meeting, or otherwise tabled at that meeting.
- 3.9.7 Questions asked by Elected Members and answers:
- (a) are to be brief and concise; and
 - (b) are not to be accompanied by:
 - (i) any argument, expression of opinion or statement of facts, except so far as may be necessary to explain the question or answer; or
 - (ii) any statement reflecting adversely on the integrity of any Elected Member; or
 - (iii) any discussion.



MINUTES OF

STRATEGY COMMITTEE

HELD ON

TUESDAY 9 APRIL 2019

AT 5.30 PM

**IN COUNCIL CHAMBERS - 83 MANDURAH TERRACE
MANDURAH**

PRESENT:

COUNCILLOR	T JONES [CHAIRPERSON]	COASTAL WARD
MAYOR	R WILLIAMS	
HON COUNCILLOR	F RIEBELING	COASTAL WARD
COUNCILLOR	P ROGERS	TOWN WARD
COUNCILLOR	L RODGERS	EAST WARD
COUNCILLOR	M DARCY	COASTAL WARD
COUNCILLOR	P JACKSON	NORTH WARD
COUNCILLOR	R WORTLEY	NORTH WARD

OFFICERS IN ATTENDANCE:

MR	M NEWMAN	CHIEF EXECUTIVE OFFICER
MR	M HALL	ACTING DIRECTOR WORKS AND SERVICES
MR	T FREE	DIRECTOR SUSTAINABLE COMMUNITIES
MR	C JOHNSON	ACTING EXECUTIVE MANAGER STRATEGY & BUSINESS PERFORMANCE
MRS	J POLE-BELL	MANAGER CORPORATE COMMUNICATIONS
MRS	L SLAYFORD	MINUTE OFFICER

OPENING OF MEETING AND ANNOUNCEMENT OF VISITORS [AGENDA ITEM 1]

The Chairman declared the meeting open at 5.33pm.

APOLOGIES [AGENDA ITEM 2]

Apologies received from Councillors Knight, Schumacher and Matt Rogers.

DISCLAIMER

The purpose of this Committee Meeting is to discuss and make recommendations to Council about items appearing on the agenda and other matters for which the Committee is responsible. The Committee has no power to make any decisions which are binding on the Council or the City of Mandurah unless specific delegation of authority has been granted by Council.

No person should rely on or act on the basis of any advice or information provided by a Member or Officer, or on the content of any discussion occurring, during the course of the meeting. The City of Mandurah expressly disclaims liability for any loss or damage suffered by any person as a result of relying on or acting on the basis of any advice or information provided by a Member or Officer, or the content of any discussion occurring, during the course of the Committee meeting.

ANSWERS TO QUESTIONS TAKEN ON NOTICE [AGENDA ITEM 3]

Nil.

PRESENTATIONS AND ANNOUNCEMENTS BY CHAIRMAN [AGENDA ITEM 4]

Nil.

CONFIRMATION OF MINUTES [AGENDA ITEM 5]**S.1/4/19 CONFIRMATION OF MINUTES**

RESOLVED: R Wortley / Lynn Rodgers

That the Minutes of the Strategy Committee held on Tuesday 19 February 2019 be confirmed.

CARRIED UNANIMOUSLY: 8/0

DECLARATION OF INTERESTS [AGENDA ITEM 6]

Nil.

SUSPENSION OF STANDING ORDERS [AGENDA ITEM 7]**S.2/4/19 SUSPENSION OF CITY'S STANDING ORDERS 8.5 AND 8.6**

RESOLVED: Peter Rogers / F Riebeling

That the City's Standing Orders 8.5 and 8.6 be suspended at 5.33pm in order to facilitate debate.

CARRIED UNANIMOUSLY: 8/0

QUESTIONS FROM ELECTED MEMBERS WITHOUT DISCUSSION [AGENDA ITEM 8]**Questions of which due notice has been given**

Nil.

Questions of which notice has not been given

Nil.

REPORTS [AGENDA ITEM 9]**S.3/4/19 MANDURAH MATTERS STRATEGY AND OUTCOMES (MG/CJ)
(REPORT 1)**

At the Council Meeting on the 24 July 2018, Mayor Rhys Williams proposed a notice of motion to;

- establish a framework for facilitating a City-wide community engagement campaign aimed at establishing a clear, citizen-led vision for Mandurah's future;
- as part of the campaign, convene the Future of Mandurah Summit for the purpose of engaging closely with local stakeholders and community members to consider priorities for the future, and to define the desired 'story' for Mandurah in the decades ahead;
- engage closely with Elected Members on the design and implementation of the campaign;
- use the findings of this process as a foundation for reviewing the City of Mandurah Strategic Community Plan, and associated strategic priorities.

This resulted in the establishment of the 'Mandurah Matters' project, an extensive community engagement process which commenced in October 2018 and culminated in a one-day summit held on the 23 February 2019. Throughout the campaign, the community has embraced the opportunity to be involved in leading the development of a future vision for Mandurah and taken ownership of the process.

Council is requested to note the progress of the Mandurah Matters campaign to date, acknowledge and celebrate the valuable contribution that the Community has played in the process and note the next steps in finalising the vision. Council is also asked to note that the Mandurah Matters project has constituted a major review of the City's Strategic Community Plan approve the revised timeline.

Councillor Wortley moved the report recommendation which was seconded by Councillor Jackson. Committee Members entered discussion relating to outcomes, community expectations and ability to achieve community expectations, particularly when some aspects and expectations are not within the local government's control. The Acting Executive Manager Strategy and Business Performance provided responses to all matters raised. Further discussion ensued relating to the data collection process and 'theme' development. The Chief Executive Officer, Acting Executive Manager Strategy and Business Performance and Manager Corporate Communications provided information to Committee Members on the points raised.

Councillor Lynn Rodgers left the Chamber at 5.49pm, returning at 5.52pm.

RESOLVED TO RECOMMEND: R Wortley / P Jackson

That Council:

1. **Notes the progress of the Mandurah Matters campaign to date and the outcomes as detailed in the Summit Report.**
2. **Acknowledges and celebrate the valuable contribution that the community has played in the process and the ownership they have taken in leading Mandurah's future vision.**
3. **Notes that the next step in the process is to finalise the community's vision for Mandurah and that a process for achieving this is being developed.**
4. **Notes that the Mandurah Matters project constituted a major review of the City's Strategic Community Plan which was not scheduled for a major review until 2021.**
5. **Approves the revised timeline for the Strategic Community Plan (August – December 2019) major review.**

CARRIED UNANIMOUSLY: 8/0

LATE AND URGENT BUSINESS ITEMS [AGENDA ITEM 10]

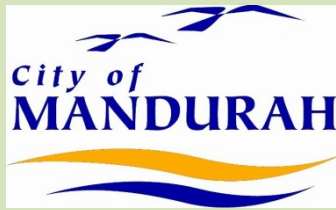
CONFIDENTIAL ITEMS [AGENDA ITEM 14]

Nil.

CLOSE OF MEETING [AGENDA ITEM 11]

There being no further business, the Chairman declared the meeting closed at 5.55pm.

CONFIRMED:[CHAIRMAN]



MINUTES OF

COMMITTEE OF COUNCIL MEETING

HELD ON

Tuesday 16 April 2019

AT 5.30 PM

IN COUNCIL CHAMBERS - 83 MANDURAH TERRACE
MANDURAH

PRESENT:

COUNCILLOR	D LEE [CHAIRMAN]	EAST WARD
COUNCILLOR	C KNIGHT	NORTH WARD
COUNCILLOR	R WORTLEY	NORTH WARD
COUNCILLOR	P JACKSON	NORTH WARD
COUNCILLOR	L RODGERS	EAST WARD
COUNCILLOR	S JONES	EAST WARD
HON COUNCILLOR	F RIEBELING	COASTAL WARD
COUNCILLOR	T JONES	COASTAL WARD
COUNCILLOR	M DARCY	COASTAL WARD
COUNCILLOR	D SCHUMACHER	TOWN WARD
COUNCILLOR	P ROGERS	TOWN WARD

OFFICERS IN ATTENDANCE:

MR	M NEWMAN	CHIEF EXECUTIVE OFFICER
MR	A CLAYDON	DIRECTOR WORKS & SERVICES
MR	T FREE	DIRECTOR SUSTAINABLE COMMUNITIES
MR	C JOHNSON	ACTING EXECUTIVE MANAGER STRATEGY & BUSINESS PERFORMANCE
MR	B DRECKOW	MANAGER PLANNING AND LAND SERVICES
MS	R BARTON	SENIOR LANDSCAPE ARCHITECT
MRS	L SLAYFORD	MINUTE OFFICER

OPENING OF MEETING AND ANNOUNCEMENT OF VISITORS [AGENDA ITEM 1]

The Chairman declared the meeting open at 5.32pm, welcoming Mandurah Environmental Advisory Group representative George Pascott.

APOLOGIES / LEAVE OF ABSENCE [AGENDA ITEM 2]

Mayor Williams.

DISCLAIMER [AGENDA ITEM 3]

The purpose of this Committee Meeting is to discuss and make recommendations to Council about items appearing on the agenda and other matters for which the Committee is responsible. The Committee has no power to make any decisions which are binding on the Council or the City of Mandurah unless specific delegation of authority has been granted by Council.

No person should rely on or act on the basis of any advice or information provided by a Member or Officer, or on the content of any discussion occurring, during the course of the meeting. The City of Mandurah expressly disclaims liability for any loss or damage suffered by any person as a result of relying on or acting on the basis of any advice or information provided by a Member or Officer, or the content of any discussion occurring, during the course of the Committee meeting.

RESPONSE TO PREVIOUS QUESTIONS TAKEN ON NOTICE [AGENDA ITEM 4]

Nil.

PUBLIC QUESTION TIME [AGENDA ITEM 5]

Nil.

PRESENTATIONS AND ANNOUNCEMENTS BY CHAIRMAN [AGENDA ITEM 6]

Nil.

DEPUTATIONS [AGENDA ITEM 7]

CC.1/4/19 B HOPE: TRADING PERMIT GUIDELINES REVIEW

Mr Hope spoke of concern he was aware of amongst business operators in the Silver Sands area with regard to mobile trader operations. Mr Hope provided suggestions for changes to the guidelines including time limits for trading, amendment to the operational commencement time, proof of business registration and a requirement of operators to reside within the Mandurah district.

CONFIRMATION OF MINUTES [AGENDA ITEM 8]

CC.2/4/19 CONFIRMATION OF MINUTES

RESOLVED: D Schumacher / Shane Jones

That the Minutes of the Committee of Council meeting of Tuesday 12 March 2019 be confirmed.

CARRIED UNANIMOUSLY: 11/0

CC.3/4/19 DECLARATION OF INTERESTS [AGENDA ITEM 9]

- Councillor Lynn Rodgers declared a financial interest in Minute CC.17/4/19 - Demolition: Lot 503 (60) Peel Street, Mandurah due to her position as Chief Executive Officer at WestAus Crisis and Welfare Services who currently lease the property being discussed. Councillor Lynn Rodgers would not be participating in discussion or voting on this item.
- Councillor Tahlia Jones declared an impartiality interest in Minute CC.5/4/19 - Murrayfield Airport Redevelopment: Contributions Toward Business Case due to her employment with Peel Development Commission who are a key partner and funding provider for the business case pertaining to this item. Councillor Tahlia Jones would not be participating in discussion or voting on this item.

QUESTIONS FROM ELECTED MEMBERS WITHOUT DISCUSSION [AGENDA ITEM 10]

Questions of which due notice has been given

Nil.

Questions of which notice has not been given

Nil.

BUSINESS LEFT OVER FROM PREVIOUS MEETING [AGENDA ITEM 11]

Nil.

REPORTS [AGENDA ITEM 12]

At this juncture of the meeting, the Chairman (Councillor Lee) suggested that with the consensus of Committee Members, the order of the agenda be changed and Report 7 be considered next relating to Trading Permit Guidelines: Update and Review.

CC.4/4/19 TRADING PERMIT GUIDELINES - UPDATE AND REVIEW (NL) (REPORT 7)

This report seeks to review the effectiveness of the Trading Permits Guidelines adopted in February 2018, and provide recommendations for changes to improve customer service and reduce red tape.

Over the past 12 month period, the City has received no complaints in relation to commercial and aquatic operators' and one complaint in relation to mobile food vendors, with the submitter seeking a time limit restriction of 2 hours in any one location for mobile traders.

As a part of this review, officers have:

- reconsidered the stated objectives of the document;
- considered possible modifications to the regulatory provisions relating to the locations of trade and the length of time spent in any one trading location;
- considered the inclusion of provisions relating to semi-permanent space activation and markets;
- the initiation of the 'expression of interest' process for key waterfront locations; and
- undertaken a review of the fee structure.

Council is recommended to support the proposed modifications to the stated objectives of the Trading Permits Guidelines, in addition to the modifications to the Schedule of Fees and Charges for 2019/2020.

In March 2019, Council resolved to defer the review of the Trading Permit Guidelines to April 2019 to ensure that all the impacts of the changes are clearly identified and understood by Council before making a decision.

Additional information has been included within this report, relating to the following:

- Restricting trading commencement times;
- Duration of trading hour restrictions;
- Appropriateness of 400m trading distance;
- Appropriateness of Mandurah Terrace, Silver Sands Reserve trading location;
- Set-up time requirements for mobile traders;
- Monetary and staff costs in amending commencement trading times from 7am to 9am.

Additions from the March 2019 report have been identified as italicised text.

The Manager Planning and Land Services delivered a visual presentation outlining aspects of the review which has been conducted over the past 12 months. The review has considered options for offering diversity and choice within the community, activation and further use of spaces within the District as part of the City's place making role. Trading permits are one facet of assistance in developing business operations that has been reviewed for Council's consideration.

Hon. Councillor Riebeling moved the report recommendation which was seconded by Councillor Knight. Discussion ensued in relation to trading commencement times and suggestion for traders to be Mandurah based. Councillor Peter Rogers asked if conditions restricting trading permits to only Mandurah residents would contravene any competition or trading laws. The Chief Executive Officer requested to take this question on notice and provide further information to Council's meeting on 30 April, 2019.

Councillor Wortley foreshadowed his intention to move an alternative recommendation amending trading commencement times should the recommendation by Hon Councillor Riebeling not be carried.

Committee members discussed the number and type of trading permits currently issued, requirements of trading days/times and differences in relation to event licence operators. The Manager Planning and Land Services, Director Sustainable Communities and Chief Executive Officer responded to all items raised.

RESOLVED TO RECOMMEND: F Riebeling / C Knight

That Council:

- 1. Maintains the current Trading Permit Guidelines as an agreed position on how traders may operate from Council land, subject to the following modifications:**
 - (a) Modify Section 1.1 of the Trading Permit Guidelines to read**
 - (a) "Encourage the use of parks and reserves by commercial and aquatic operators and mobile traders, as a means of enhancing the vibrancy and community activity that flows from this activation of our public spaces, whilst managing the competing needs and interests of pedestrians, consumers and local business proprietors;***
 - (b) To facilitate enjoyable, interesting, unique and convenient leisure and recreational options for residents, families and other members of the community to experience in their local area;***
 - (c) Encourage and provide entrepreneurial, place-making and tourism opportunities that contribute to the well-being of residents, to the overall experience of visitors to Mandurah and to the growth of small businesses;***
 - (d) Provide guidelines and assessment criteria for the consistent decision making of applications for trading permits applications on public land."***

- (b) Approves modifications that identify the semi-permanent/pop-up style activities from the approved City Centre Waterfront Precinct Concept Plans are included in the 'City Centre Waterfront Trading Locations' and are subject to the expression of interest process outlined in Section 2.8 of the Guidelines.
2. Notes the introduction of a quarterly fee of \$650 for mobile traders to the Schedule of Fees and Charges for 2019/2020 and an update to the fee structure within the guidelines;
3. Notes the introduction of a monthly fee of \$100 for commercial and aquatic operators to the Schedule of Fees and Charges for 2019/2020 and an update to the fee structure within the guidelines.

CARRIED: 8/3
FOR: Councillors Tahlia Jones, Shane Jones, Jackson, Peter Rogers, Lee, Darcy, Knight, Hon Councillor Riebeling
AGAINST: Councillors Wortley, Schumacher, Lynn Rodgers

**CC.5/4/19 MURRAYFIELD AIRPORT REDEVELOPMENT: CONTRIBUTIONS
TOWARD BUSINESS CASE (TB) (REPORT 1)**

During discussions held between the City of Mandurah and Shire of Murray Chief Executive Officers in February 2019, the Shire of Murray advised that it was preparing a business case on the proposed redevelopment of Murrayfield Airport, located approximately 15km north of Pinjarra. Funding of \$100,000 will be allocated for the business case, with \$25,000 to be provided by the PDC, \$25,000 by Brooks Hire Service, \$20,000 by the Shire of Murray and \$10,000 by the Royal Aero Club of WA. The Shire of Murray requested the City of Mandurah to contribute the final \$20,000 towards the business case.

Council is therefore requested to approve the allocation of \$20,000 from the Chief Executive Officer's Budget towards a business case for proposed redevelopment of Murrayfield Airport.

Councillor Tahlia Jones left the Chamber at 6.11pm having declared an impartiality interest in item CC.5/4/19.

Report Recommendation

That Council approves the allocation of \$20,000 from the Chief Executive Officer's budget towards a business case for the proposed redevelopment of Murrayfield Airport.

Hon Councillor Riebeling moved for deferral of this item to the May 2019 round of meetings to enable Council to be further briefed on this item, Councillor Schumacher seconded the alternate recommendation.

RESOLVED TO RECOMMEND: F Riebeling / D Schumacher

That Council defer consideration of the Murrayfield Airport Redevelopment: Contributions Toward Business Case to the Council meeting in May with an Elected Member briefing to be held prior to consideration of the item.

CARRIED UNANIMOUSLY: 10/0

Councillor Tahlia Jones returned to the Chamber at 6.12pm

CC.6/4/19 CODE OF CONDUCT AMENDMENTS (DP) (REPORT 2)

The City has three Codes of Conduct covering Elected Members, Committee Members and Employees. Each of these has a procedure for dealing with complaints which require a submission to be made to the Corporate Lawyer. At the moment, this position is not currently within the organisation structure. It is necessary to amend each of the Codes to provide for an alternative.

Council is requested to approve an interim amendment to each of the Codes to provide for complaints to be made to the Director Corporate Services.

Councillor Knight moved, Councillor Lynn Rodgers seconded the report recommendation as presented. Discussion ensued in relation to triggers and processes of automatic commencement of an independent person if complaints relate to the Chief Executive Officer and/or Mayor. The Chief Executive Officer responded to concerns raised and advised an alternate recommendation expanding point 4.3(2)(c) of the Code of Conduct would be presented at the Council meeting.

RESOLVED TO RECOMMEND: C Knight / Lynn Rodgers

That Council approves the replacement of Section 4.3 of the Codes of Conduct for Elected Members, Committee Members and Employees with the following:

4.3 Procedure for dealing with complaint

- (1) Where a completed complaint form is received by the Director Corporate Services the matter will be notified to the CEO and/or the Mayor.**
- (2) The CEO and/or Mayor will be responsible for the investigation of allegations of breaches of the Code and must either:**
 - (a) where deemed possible and appropriate by the CEO and/or Mayor try and resolve the issue through discussions with the parties;**
 - (b) investigate the alleged breach; or**
 - (c) engage an independent person to investigate the allegation.**
- (3) Any investigation will follow the rules of procedural fairness. The investigator must:**

- (a) inform the person/s against whose interests a decision may be made of any allegations against them and the substance of any adverse comment in respect of them;
 - (b) provide the person/s with a reasonable opportunity to put their case;
 - (c) hear all parties to a matter and consider submissions;
 - (d) make reasonable enquiries before making a decision; and
 - (e) ensure that no person is involved in enquiries in which they have a direct interest.
- (4) Wherever reasonably practical parties will meet with the intent of resolving the issue.
- (5) Wherever reasonably practical investigations will be kept confidential.

CARRIED UNANIMOUSLY: 11/0

**CC.7/4/19 COMMERCIAL SPONSORSHIP MERLIN STREET PAVILION (WM)
(REPORT 3)**

The City of Mandurah's "Promotions and Advertising Policy" (POL-CMR 04) is designed to manage the use of the City's sport and recreation facilities for advertising purposes with all applications for external corporate signage and venue naming rights to be referred to Council for consideration.

The Halls Head Football Club is a long term seasonal hirer of the Merlin Street Reserve and Pavilion in Halls Head. In 2013, the Club approached the City with a proposal to extend the existing facility and construct a function / social space at their cost. Since the completion of the project, the Club has attracted a couple of significant corporate sponsors including Hardcourts Mandurah and Elite Air-Conditioning.

This year the Club has used an innovative method to replace the naming rights sponsor for the venue. The club has sold 60 raffle tickets at \$250, totalling \$15,000. Each ticket entitled the business an entry into the draw to become the naming rights sponsor for 12 months.

Spartan Security and Data were the winners of the raffle and earned the right to become the Club's naming rights partner in 2019.

Whilst the City is supportive of the Club's ability to attract valuable sponsorship dollars, formal approval is required. The City has received the Club's formal application and is now seeking approval from Council. Provisional approval has been granted to the Club in order to service their sponsor from the commencement of the 2019 season (commencing on 6 April).

Council is requested to provide approval for the Halls Head Football Club to enter into a corporate sponsorship arrangement with Spartan Security and Data for the Merlin Street Pavilion; approve the Club to advertise the reserve and pavilion as "Spartan Stadium" for promotional purposes and note the additional conditions that will be associated with this approval.

RESOLVED TO RECOMMEND: D Schumacher / Tahlia Jones

That Council:

- 1. Approve the Halls Head Football Club to enter into a corporate sponsorship arrangement with Spartan Security and Data for the Merlin Street Pavilion.**
- 2. Approve the Halls Head Football Club to advertise the reserve and pavilion as “Spartan Stadium” for promotional purposes.**
- 3. Note the additional conditions that will be associated with this approval:**
 - 3.1 Only one external facing sign on the northern side of the pavilion and internal facing signage will be permitted.**
 - 3.2 The Halls Head Football Club will be permitted to advertise the reserve and pavilion as “Spartan Stadium” for Club promotional purposes only. The City will continue to refer to the facility as the Merlin Street Pavilion / Reserve and will book and hire the facilities under this title.**
 - 3.3 The seasonal hirer of the Merlin Street Pavilion will be given priority access to signage space. If a commercial sponsorship or naming rights proposal is received by another regular hirer (i.e. Peel Diamond Sports), the Halls Head Football Club will only be permitted to erect the approved signage for the duration of their sports season (1 April – 1 October each year).**
 - 3.4 The Halls Head Football Club is to inform the City of Mandurah in February each year of any changes to the Sponsorship agreement, including changes to sponsor details and signage.**

CARRIED UNANIMOUSLY: 11/0

CC.8/4/19 FALCON RESERVE ACTIVATION PLAN (JD) (REPORT 4)

The City is currently undertaking a number of projects at Falcon Reserve that considers the provision of appropriate changing facilities (including the growth of female sports participation), the provision of netball facilities for the Peel Netball and Football League and a timely upgrade to the Falcon Skate and BMX Park. As a result, the City has taken the opportunity to review the Reserve in its entirety with the intent to revitalise and activate the site.

Due to the size, location and function of Falcon Reserve and the number of buildings and structures already insitu, planning to activate the site is largely focused around creating linkages between current infrastructure, the provision of additional passive recreation opportunities such as playgrounds and shelters, improving traffic movements in and around the facilities and implementing strategies that may increase a sense of security process at the reserve.

Stage 1 of the Community Engagement process was carried out in April 2018. This included consultation with resident sports clubs of Falcon Reserve and the regular hirers of the Falcon Pavilion of which the City received very positive feedback on the objectives of the plan and its approach.

In May 2018 the City sought support from Council to carry out wider community engagement for the Falcon Reserve Activation Plan and was given approval to do so with an additional request to carry out focused workshops for the design of the Falcon Skate Park Upgrade.

Between November 2018 and February 2019 the City delivered a comprehensive engagement program to inform the design of the Falcon Skate Park Upgrade. Skate Sculpture were engaged by the City to facilitate the design sessions and deliver both the conceptual and detailed plans for the upgrade.

Simultaneously, the City provided further opportunity for the wider community to provide feedback into the draft Falcon Reserve Activation Plan which once again received a very positive response from the community.

The City now seek Council endorsement of the final Falcon Reserve Activation Plan and the Falcon Skate Park Concept Plan.

The report recommendation was moved by Hon Councillor Riebeling, seconded by Councillor Tahlia Jones. Committee members discussed requirements and timings of the staged works. The Acting Executive Manager Strategy and Business Performance responded to matters raised in this regard.

RESOLVED TO RECOMMEND: F Riebeling / Tahlia Jones

That Council:

- 1. Note the engagement process carried out for the Falcon Reserve Activation Plan.**
- 2. Endorse the Falcon Reserve Activation Plan as a guiding document to the delivery of capital upgrades at Falcon Reserve.**
- 3. Endorse the concept plan for the Falcon Skate Park upgrade.**
- 4. Note the 2019/20 draft capital budget includes a request for \$620,000 for the delivery of the Falcon Skate Park Upgrade and stage 1 of the district play space.**
- 5. Note future stages of the Falcon Reserve Activation Plan implementation will be put forward for consideration as part of the City's annual budget process.**

CARRIED UNANIMOUSLY: 11/0

CC.9/4/19 MADORA BAY PUMP TRACK (HM/PM) (REPORT 5)

The City of Mandurah is committed to creating an active and vibrant city through providing a choice of leisure activities that contribute to the health and wellbeing of the community. In 2017, the City of Mandurah received funding from the State Government to install a pump track at Coote Reserve, Madora Bay.

In March 2018, City officers undertook a high level consultation process in conjunction with the Madora Bay Community Association in regards to the proposed installation of a pump track at Coote Reserve. Whilst the feedback indicated a level of support for the project, there was some negative feedback regarding the Coote Reserve site, in particular for neighbouring residents.

In February 2019, City officers completed a comprehensive community engagement process which included seeking feedback on the original location at Coote Reserve plus the option of two other potential locations: Lord Hobart Drive Reserve and McLennan Reserve.

Council is requested to endorse the community engagement process undertaken identifying McLennan Park as the preferred location for the pump track and approve installation at the site.

RESOLVED TO RECOMMEND: C Knight / R Wortley

That Council:

- 1. Acknowledge the community consultation process and the results used to determine the preferred pump track location.**
- 2. Approve the installation of the pump track at McLennan Reserve, Madora Bay.**

CARRIED UNANIMOUSLY: 11/0

CC.10/4/19 SMART STREET UPGRADE – FINAL APPROVAL OF CONCEPT PLAN (RB) (REPORT 6)

Guided by direction from the Smart Street Working Group (established in October 2017) and feedback from stakeholders and the Community on three advertised options, a final concept design to facilitate the upgrade of Smart Street has been prepared.

In doing so, however, it should be acknowledged that the design and upgrade is one part of ensuring that Smart Street is seen as a 'successful place'. In reviewing the ingredients for a successful place, the vehicle or pedestrian options are considered secondary concerns when considering:

- Quality of the landscape (infrastructure) treatment;
- Movement of people (in vehicles, by foot or bicycle);
- Tenant mix and quality of storefronts; and
- Activity and activation.

A complete infrastructure upgrade is proposed with the primary focus being to create an adaptable, pedestrian focused, activated street.

Council is requested to adopt the Smart Street Precinct Upgrade Concept (Final), Drawing LAN0356-1819-CO – 1/B Feb 2019 and contribute \$2.5 million capital funding over the next two financial years to implement the plan proposals.

The City's Senior Landscape Architect delivered a visual presentation with artist impressions of the proposed Smart Street Mall upgrade. Committee Members acknowledged the requirement for upgrades to this area and requests for such from the general public and traders. Councillors requested further information be presented in regard to the possibility of constructing a canopy at the Mandurah Terrace end of Smart Street Mall, including approximate costings for such works.

RESOLVED TO RECOMMEND: Peter Rogers / Shane Jones

That Council:

1. **Adopts the following Concept Plan for the upgrade of Smart Street Precincts as the basis of proceeding with detail design and construction documentation:
LAN0356--1819-CO – 1/B Feb 2019 - Smart Street Precinct Upgrade Concept (Final).**
2. **Acknowledges that \$1.5 million is likely to be required in the 2019-20 budget and \$1 million in the 2020-21 budget to implement the proposed upgrade.**
3. **Thank working group members for their contribution.**
4. **Communicate the final concept to the community.**

CARRIED UNANIMOUSLY: 11/0

**CC.11/4/19 PROPOSED MODIFICATIONS TO LOCAL PLANNING SCHEME NO.12
AND LOCAL PLANNING STRATEGY (AH) (REPORT 8)**

In July 2013, Council resolved to prepare a new local planning scheme and in March 2014 Council adopted a draft Scheme (under the heading 'Mandurah Planning Scheme').

The following year, the *Planning and Development (Local Planning Scheme) Regulations 2015* ('LPS Regulations') were prepared, advertised and gazetted and became operative in October 2015. The LPS Regulations resulted in significant changes to the format and operation of local planning schemes requiring the draft Scheme to be rewritten and reformatted.

The revised format Scheme, entitled *City of Mandurah Local Planning Scheme No 12* ('Scheme 12') was adopted by Council at its meeting of 24 January 2017.

In September 2018, the City received advice that the Commission had determined the Scheme was suitable to be advertised in accordance with the Regulations subject to modifications. However, prior to advertising, the documents were required to be referred to the Environmental Protection (EPA) for consideration pursuant to Section 82 of the Planning and Development Act 2005 ('P&D Act').

Scheme 12 was subsequently forwarded to the EPA. Additional information was sought by the EPA and a meeting was held to discuss the key concerns of the EPA with specific reference to:

- The zoning change proposed for Lot 10 Pinjarra Road, Greenfields from 'Tourist' and 'Rural' to 'Urban Development'.

- Lots 2 Old Coast Road and Lots 20 and 21 Estuary Road, Bouvard;
- The zoning change of a number of lots with the Southern Rural Structure Plan area from 'Rural' to 'Rural Residential'.

Officers of the EPA have indicated that the changes in zoning proposed may result in a requirement for a formal environmental assessment of Scheme 12 in its entirety in order for the environmental implications of these changes to be explored in more detail. This could cause significant delays to the Scheme.

The zoning changes proposed relate to a small number of properties, and rather than further delay the progress of the entirety of Scheme 12, it is proposed to amend Scheme 12 to address the concerns of the EPA. The appropriateness of the zoning of the subject properties could then be further explored as a separate process.

It is therefore recommended that the proposed changes be adopted by Council.

Councillors Peter Rogers and Schumacher left the Chamber at 6.50pm

The Manager Planning and Land Services delivered an overview of the rationale for requested changes and submission of Local Planning Scheme Number 12.

Councillors Peter Rogers and Schumacher returned to the Chamber at 6.53pm

RESOLVED TO RECOMMEND: F Riebeling / C Knight

That:

- 1. In accordance with Section 72 of the *Planning and Development Act 2005* and Regulation 21(1) of the *Planning and Development (Local Planning Scheme) Regulations 2015*, Council adopts the modified draft *City of Mandurah Local Planning Scheme No 12 Scheme* (Scheme Text and Scheme Maps dated January 2019), and forward to the Western Australian Planning Commission seeking consent to the advertise the Scheme noting the following modifications from the Scheme Text and Scheme Maps dated January 2017:**
 - (a) The zoning Lot 10 Pinjarra Road, Greenfields being modified from 'Urban Development' to 'Tourist' and 'Rural' consistent with the zoning under Town Planning Scheme No. 3;**
 - (b) The zoning of the following sites being modified from Rural Residential and Rural Smallholdings to Rural consistent with the zoning under Town Planning Scheme No. 3:**
 - Lot 74 Old Coast Road, Bouvard;
 - Lot 20 Dalton Road, Herron;
 - Lot 7 Dalton Road, Herron;
 - Lot 21 Southern Estuary Road, Herron; and
 - Lot 101 Southern Estuary Road, Herron.

2. In accordance with Section 81 of the Planning and Development Act 2005, the modified draft *City of Mandurah Local Planning Scheme No 12* be forwarded to the Environmental Protection Authority for its assessment under the provisions of the Environmental Protection Act 1986.
3. Council modifies the draft Local Planning Strategy (dated June 2018) by highlighting the requirement for any significant proposal on the following sites to be referred to the Environmental Protection Authority under s38 of the Environmental Protection Act 1986 under Section 2.3 (Environment and Biodiversity):
 - (a) Lot 10 Pinjarra Road, Greenfields; and
 - (b) the 'Panorama; Development Site located at Lots 20 and 21 Estuary Road Dawesville and Lot 2 Old Coast Road, Bouvard.

CARRIED UNANIMOUSLY: 11/0

CC.12/4/19 BUSHFIRE PREVENTION AND CONTROL (BI) (REPORT 9)

This report provides information as requested by a Notice of Motion at the Council Meeting of 26 February relating to the City's application of its Bushfire Prevention and Control Policy. The information reviews compliance rates and opportunities to improve voluntary compliance in bushfire preparedness.

The report also undertakes a review of the content of the City's Bushfire Prevention and Control Policy. A number of changes have been recommended that will simplify requirements and reduce administration. The major recommended change requires properties that are under 4000m² to slash their properties rather than install firebreaks. The requirement to fully slash properties is currently in place for all properties under 2023m².

There are currently approximately 712 properties that are within the proposed new size range between 2023m² and 4000m². It is important to note that of these properties a small number will be required to undertake additional work.

The change aligns clearing and burning permit lot sizes and simplifies the requirement which assists communication with the community. The change would also remove the need for many firebreak variations that are currently issued. It is anticipated this will substantially reduce the administration burden for property owners and the City.

Other changes to the Policy are recommended relating to the recognition of Fire Management Plans within the Policy and altered terminology to assist in its implementation.

The purpose of this report is to request Councils endorsement of the modifications to Council Policy POL – EMS 01- Bushfire Prevention and Control.

RESOLVED TO RECOMMEND: F Riebeling / Peter Rogers

That Council:

1. **Notes modifications to its Bushfire Act 1954 inspection regime to commence inspections in areas outside bushfire prone areas on 4 November with direct**

advisory correspondence provided to land owners at the time of inspection for properties that would likely be non-compliant.

2. Approves modifications to Council Policy POL – EMS 01- Bushfire Prevention and Control at noted within *Attachment 1* which will be reflected in the City's 2019/20 Fire Notice.
3. That at the conclusion of the 2019/20 Bushfire season a report be provided to Council detailing the rate of compliance achieved.

CARRIED UNANIMOUSLY: 11/0

**CC.13/4/19 MURDOCH UNIVERSITY RESEARCH PARTNERSHIP PROPOSAL –
URBAN WILDFIRE MANAGEMENT (BBR) (REPORT 10)**

The City of Mandurah has a long history of partnering with Murdoch University on environmental research. In 2016, the City entered into a three-year partnership with Murdoch to investigate how bandicoots contribute to healthy urban bushland. This project, titled *Backyard Bandicoots*, concludes in October 2019. It has been highly effective in both engaging the local community and increasing the City's knowledge and capacity to manage urban bushland.

To build on the success of the Backyard Bandicoots project, the City of Mandurah, the Department of Biodiversity, Conservation and Attractions and Murdoch University have developed a new research project proposal, titled *Urban Wildlife Management: Manual Fuel Load Reduction for Biodiversity*.

This three-year project aims to address the important issue of managing fire risk in urban bushland in a way that has minimal impact on plants and wildlife. This also addresses an important problem for the City (and local government more broadly) because managing bushfire risk is fundamental for the protection of property and lives. The aim of this project is to identify how this work can be achieved in a way that also preserves the amenity and biodiversity values of these important remnants of native vegetation, which are vital habitat for urban wildlife. In addition, the project aims to involve the community in the mitigation of bushfire risk in urban bushland, therefore providing valuable educational and capacity building opportunities that can be utilised by landholders on private land. The objectives of this research partnership are to:

- Develop tools for protection of human lives and property in urban landscapes.
- Identify the impacts of manual fuel load reduction on biodiversity values such as tree health, soil condition, community perception and habitat for fauna.
- Address community values for urban bushland and increase manageability for emergency services.

The scientific, community and management outcomes of this project are:

- Greater confidence and engagement with wildfire management strategies.
- More urban residents engaged with conservation of their local urban bushland and urban wildlife.
- Long-term monitoring and conservation action.

Murdoch University have requested \$50,000 per annum for the three-year project, in addition to in-kind support in the form of officer time. The remainder of the project funding will be requested through an Australian Research Council Linkage Grant.

RESOLVED TO RECOMMEND: C Knight / R Wortley

That Council:

- 1. Endorses the submission of a joint application for an Australian Research Council Linkage Project grant with Murdoch University.**
- 2. Supports the provision of \$50,000 per year for three years towards the Urban Wildfire Management research partnership commencing in 2019/20, subject to the Council Budget approval and successful Australian Research Council application.**
- 3. Authorises the Chief Executive Officer to enter into a funding agreement with Murdoch University.**

CARRIED UNANIMOUSLY: 11/0

CC.14/4/19 EMBRACE A SPACE PROGRAM (TR/VA) (REPORT 11)

At the meeting in April 2018, Council resolved that the City considers an Embrace a Space Program to enable the community to adopt and participate in the management of public spaces in Mandurah. In response to this, a community-led Embrace a Space Program has been developed which will operate alongside existing environmental volunteer groups and be supported through the Mandurah Environmental Volunteer Action Committee (MEVAC).

The Embrace a Space Program encourages community members to adopt and contribute to the management and activation of their favourite public space. It aims to strengthen community connections by creating a positive sense of ownership in spaces across Mandurah.

The Embrace a Space Program will be delivered by community and supported by City staff. The program will include a facilitation Toolkit and Activity Plan. The Toolkit will enable residents and the local community to facilitate a community workshop, to develop a vision for their space and to identify volunteer opportunities for their group. This will result in an Activity Plan being developed by group members and presented to relevant City officers, to enable collaboration between community and City operational activities.

Minor expenditure is expected and can be accommodated via the existing Volunteer Support program. If successful, this budget will continue to be used to support the Embrace a Space program in the future.

Council is being requested to acknowledge the Embrace A Space program and support the implementation of the Embrace A Space toolkit.

Report Recommendation:

That Council acknowledges the Embrace a Space Program and supports the implementation of the Embrace a Space Toolkit and Activity Plan.

Councillor Tahlia Jones moved an alternate recommendation to defer this item to the Council meeting of 30 April, 2019 which was seconded by Councillor Schumacher. The deferral would enable further information relating to a policy and guidelines around this item to be presented.

RESOLVED TO RECOMMEND: Tahlia Jones / D Schumacher

That consideration of this item be deferred to the April 30 Council meeting to allow further information to be presented.

CARRIED UNANIMOUSLY: 11/0

CC.15 /4/19 VARIATION OF LEASE EMACC PTY LTD HANS CAFE (LP) (REPORT 12)

The directors of EMACC Pty Ltd (EMACC) have identified a proposal to expand their business beyond its current operation as an Asian Cuisine trading as Hans Café (Hans).

EMACC request Council support to redevelop the upstairs function area of the building into a small bar, to be known as Brew Vino. As this new enterprise would be independent of the lower floor tenancy, a separate entrance and emergency exit are required.

In order to facilitate the conversion, stairs and a lift would need to be constructed outside the current lease area. The additional land required to rationalise a new lease boundary equates to an extra 73 square meters of City owned and Crown reserved land into the current lease area.

The head lease would require a variation to reflect the new lease footprint, and a change of permitted use from Asian restaurant trading as Hans Café to restaurant and small bar, in order to provide additional flexibility regarding the use of the building.

The sublease between EMACC and Hans will also need a variation allowing the relinquishment of the top storey of the building from their sub-lease, together with Council support to allow a new sub-lease between EMACC and Brew Vino over the proposed new sublease area.

Council is requested to support the proposal by EMACC together with the necessary variances to the lease and sub-leases which are all subject to the Minister for Lands approval.

RESOLVED TO RECOMMEND: D Schumacher / F Riebeling

That Council:

- 1. Approves the advertising of and if no submission received the disposal of a further 73 square metres of lease area resulting in a total ground lease area of 473 square metres to EMACC Pty Ltd;**
- 2. Approves a variation of the head lease for the permitted purpose to change to restaurant and small bar;**
- 3. Approves the variation of the sublease between EMACC and TJD Sayoco Pty Ltd trading as Hans Café to reflect a reduction in their sublease area only;**
- 4. Approves a sublease between EMACC and Brew Vino over the top storey of the Hans Café building, stairs and lift areas with an expiry date on or before the 30 August 2026;**

5. **Acknowledges all variations to agreements and the new sublease will be subject to the Minister for Lands approval;**
6. **Approves the Chief Executive Officer to finalise the variations of the head lease.**

CARRIED UNANIMOUSLY: 11/0

CC.16/4/19 ROAD DEDICATION FAITH COURT, COODANUP (VK/LP) (REPORT 13)

Lot 66 Faith Court, Coodanup is currently identified as a public Right of Way (ROW) but is constructed as a road with under the care, control and maintenance of the City, to provide the road access to Lots 288-291.

The road was constructed in 2001, and it was officially named and the lots addressed as Faith Court, however, the process to formally dedicate the ROW as road was not undertaken.

The irregularity was identified when the Local Government Road Inventory Data Declaration process was undertaken in 2018, and the irregular land tenure caused officers to query whose responsibility it was to maintain the ROW.

As Faith Court is a fully constructed and operational public road, which is currently being maintained by the City, the current land tenure is not correct and leads to confusion and risks such as funding being missed.

The Department of Planning, Lands & Heritage are able to dedicate the ROW, subject to a Council resolution indemnifying the Minister and confirmation that the ROW has been utilised by the public for over 10 years as a fully constructed road, which it has.

Council is, therefore, requested to approve the dedication of the Public Right of Way being Lot 66 on Diagram 70947, as road, pursuant to *Section 56 of the Land Administration Act 1997* (LAA); and to indemnify the Minister for Lands against any claims for compensation in respect of the road dedication.

RESOLVED TO RECOMMEND: F Riebeling / R Wortley

That Council:

1. **Requests the Minister for Lands to approve the dedication as road of the Public Right of Way, being Lot 66 on Diagram 70947, pursuant to Section 56 of the Land Administration Act 1997.**
2. **Indemnifies the Minister for Lands against any claims for compensation in respect of the road dedication pursuant to Section 56 of the Land Administration Act 1997.**

CARRIED UNANIMOUSLY: 11/0

Councillor Lynn Rodgers left the Chamber at 7.08pm having declared a financial interest in the following item. Councillor Lynn Rodgers did not return to the Chamber.

**CC.17/4/19 DEMOLITION: LOT 503 (60) PEEL STREET, MANDURAH (LP/DC)
(REPORT 14)**

The current lease agreement with WestAus Crisis and Welfare Services Inc. (WestAus) over Lot 503 (60) Peel Street, Mandurah is due to expire on the 30 June 2019. The City has been advised by WestAus that they will be vacating at the end of the current lease term.

In 2016, Council resolved to dispose of the property at the end of this current term, as officers have raised concerns regarding the high risk associated with the ongoing management of residential housing.

The decline in the condition of the home, coupled with the City undertaking only basic repairs required as a residential landowner, the City would need to commit substantial funds to undertake the maintenance and repairs required to bring the property up to a residential rental standard, it is recommended that the demolition of buildings on site take place.

Council is requested to approve the demolition of the buildings on Lot 503 (60) Peel Street upon expiry of the current lease ending 30 June 2019 or at the time of the house being vacant by the existing tenant.

RESOLVED TO RECOMMEND: Tahlia Jones / Shane Jones

That Council:

- 1. Acknowledges that WestAus Crisis Care and Welfare Services Inc. will be vacating the property upon expiration of their current lease ending 30 June 2019.**
- 2. Authorises the demolition of the buildings on Lot 503 (No. 60) Peel Street, Mandurah upon expiry of the current lease ending 30 June 2019.**
- 3. Approves unbudgeted expenditure of up to \$30,000 for removal of buildings at 60 Peel Street.**

CARRIED ABSOLUTELY: 10/0

LATE AND URGENT BUSINESS ITEMS [AGENDA ITEM 14]

Nil.

CONFIDENTIAL ITEMS [AGENDA ITEM 15]

Nil.

CLOSE OF MEETING [AGENDA ITEM 16]

There being no further business, the Chairman declared the meeting closed at 7.11pm.

CONFIRMED:[CHAIRMAN]

1 SUBJECT: Financial Report March 2019
CONTACT OFFICER/S: David Prattent/ Paul Bates
AUTHOR: Paul Bates

Summary

The Financial Report for March 2019 together with associated commentaries, notes on investments, balance sheet information and the schedule of accounts are presented for Elected Members' consideration.

Disclosure of Interest

Nil

Previous Relevant Documentation

- SP.3/7/18 02/07/2018 2018/19 Budget Adoption

Comment

Financial Summary

Operating Summary	YTD Actuals '000's	YTD Budget '000s	YTD Variance '000s	2018/19 Current Budget '000s	2018/19 Forecast '000s
Operating Revenue	107,180	105,633	-1,546	111,332	111,220
Operating expenditure					
Direct Labour	37,113	37,945	832	51,817	50,888
Allocation of Administration Expenses	-6,636	-7,828	-1,192	-10,440	-10,440
Operating Costs	36,979	40,950	3,971	53,862	54,218
Total Operating expenditure	67,455	71,066	3,611	95,239	94,665
Operating (surplus)/ deficit before depreciation	-39,725	-34,567	5,158	-16,093	-16,554
Depreciation	22,548	22,541	-6	30,063	30,063
Operating (surplus)/ deficit	-17,177	-12,026	5,151	13,970	13,509
Other Inflows					
Grants & Contributions	3,877	5,222	1,345	6,965	6,945
Capital Revenue	17,382	16,910	-473	26,840	26,517
<i>Surplus (deficit) brought forward</i>				3,826	3,826
Other outflows					
Capital Expenditure	17,466	29,898	12,432	40,434	40,318
Repayment of debt	2,734	2,734		5,052	5,052
Transfer to reserve	1,100	1,100		1,132	1,100
Profit Sale	165	165		165	165
Total outflows				46,783	46,635
(Surplus)/ Deficit				-32	-318

YTD Operating revenue is \$1.5 million higher than budgeted, this is due to rates and refuse collection revenue received in the beginning of the year.

YTD Operating expenditure is \$3.6 million underspent and this is in part a result of the timing of expenditure throughout the year. Projects and programs will be further advanced towards the second half of the year, this YTD expenditure will reflect this as the year progresses.

Key Operating Activities

The Financial report outlines 12 key areas which are important to an understanding of how the City is performing throughout the year. These areas account for 94% of the operating budget for the City of Mandurah. Table 1.1 below outlines the key areas YTD position for the month of March.

Table 1.1

	YTD Actuals 000s	YTD Budgets 000s	YTD Variance 000s	YTD Variance %	Forecast 000s	Annual Budget 000s
Expenditure						
Building Services	1,457	1,488	32	-2%	2,001	2,014
City Centre Activation	435	607	171	-28%	1,235	1,107
City Events	1,537	1,522	(15)	1%	2,158	2,135
City Works	2,709	2,832	123	0%	3,819	3,819
Citybuild	12,405	12,526	121	-1%	16,838	16,759
Cityparks	7,939	8,515	575	-2%	11,510	11,510
Cultural Development	539	821	282	-34%	1,177	1,105
Economic Development	1,698	1,972	274	-14%	2,649	2,645
Environmental Services	1,399	1,690	291	-17%	2,273	2,276
HHCRC	733	828	95	-11%	1,084	1,090
Manager Libraries & Learning	3,282	3,471	189	-5%	4,689	4,691
MARC	5,323	5,378	55	-1%	6,897	7,195
Rates Section	1,605	1,583	(22)	1%	2,312	2,124
Waste Management	9,363	9,805	442	-5%	13,063	13,083
Income						
Building Services	(801)	(891)	(90)	90%	(1,189)	(1,189)
City Events	(266)	(330)	(63)	-19%	(432)	(432)
City Works	(355)	(21)	334	>100%	(25)	(28)
Citybuild	(1,117)	(930)	187	20%	(1,187)	(1,240)
Cityparks	(690)	(691)	(1)	0%	(884)	(921)
HHCRC	(261)	(305)	(44)	-14%	(383)	(380)
MARC	(3,387)	(3,522)	(134)	-4%	(4,651)	(4,729)
Rates Section	(79,374)	(78,623)	751	1%	(79,166)	(79,106)
Waste Management	(12,977)	(12,759)	218	2%	(13,398)	(13,372)

Expenditure

City Centre Activation

The City Centre Activation team is actively planning projects and developments. The City centre security patrols have continued in March. The first payment for the Shape Mandurah Agreement has also been made in March with an additional payment to be made on completion of key milestones.

Economic Development

Economic Development expenditure is tracking under budget due to timing of project expenditure.

City Events

Crabfest has spent \$645,000 so far this year, with approximately \$20,000 still anticipated to be spent by the end of the financial year. This is compared to a total of \$759,000 spent in the 2017-18 year.

This \$115,000 reduction in expenditure is due to Heathway sponsorship of \$115,000 ceasing in 2017/18.

Environmental Services

The HVAC feasibility research project is at the procurement stage and expected to commence beginning of May. It is unlikely that the body of feasibility work will be fully completed by 30th of June. All other projects are progressing as planned.

Recreation Centres

Revenue is under budget by \$134,000 primarily due to Café revenue as discussed in a prior report to Council and a budget timing issues in programs revenue.

Libraries

Changes to library staff rostering has brought labour expenditure in line with budget for March.

Works and Services

City Build

The City Build team is currently showing no significant variance.

City Works

The City Works team is currently showing no significant variance.

City Parks

The City Parks team is currently operating under budget by \$575,000. This underspend is due to the seasonality of the budget and is reducing slowly.

Waste Management

The Waste Management operating expenditure is under budget by \$442,000. Underspend is mainly attributable to verge and refuse collections still continuing. Variance will be expended as the year progresses.

Revenue

Building Services

Revenue is \$90,000 under budget as the applications for building licenses continue to slow down.

Rates Revenue

Interim rates revenue is \$600,000 over budget and associated charges such as interest and instalment fees are a further \$200,000 over.

Works and Services

City Works

City Works revenue is on budget for March

City Build

City Build are over budget by \$187,000 for the month of March. This is due to a timing difference with lease revenue being charged quarterly, and an increase in facility usage revenue.

Capital Projects

The table below shows current forecast by asset class with asset class year-to-date under / overspend

Job Type	YTD Actuals 000s	Forecast 000s	Annual Budget 000s	CMT 000s	% Complete
1631 - Land	31	-	-	1	-
1632 - Buildings	4,157	9,882	9,909	2,597	42%
1634 - Bridges	203	1,080	1,080	25	19%
1635 - Parks	2,113	4,375	4,395	1,062	48%
1636 - Roads	4,789	9,188	9,256	1,249	52%
1637 - Drainage	364	1,665	1,665	91	22%
1639 - Coastal & Estuary	428	2,568	2,568	413	17%
1640 - Equipment	266	358	358	25	74%
1641 - Machinery	1,853	4,118	4,118	1,291	45%
1643 - Other Infrastructure	189	955	955	-	20%
1644 - Eastern Foreshore Seawall	127	330	330	133	39%
1646 - Lakelands DOS	2,948	5,801	5,801	343	51%
Total	17,466	40,318	40,434	7,231	43%

Analysis of capital projects, including projects carried over from 2017-18, is currently being carried out to determine their status and identify the forecast position as at 30th of June and will be reported to council in May financial report.

Key Capital Projects

Project	2018/19		Comment
	Actuals \$'000	Budget \$'000	
Lakelands District Open Space	3,394	5,800	<i>Project status: Water & sewerage is 90% complete. Waiting on Water Corp approval.</i>
Port Bouvard Surf Life Saving Club	1,834	1,888	<i>Project status: Works are progressing as scheduled. Completion date 19 June 2019.</i>
Falcon Bay Seawall	253	362	<i>Project status: Project expected completion April.</i>
Waste Management Centre walking floor	805	805	<i>Project status: Complete</i>
Mandjar Square	612	1,068	<i>Project status: Walling contract has been awarded and works commenced including ramp and walkway. Paving renewal works to continue following completion of these works.</i>
Gibson Street Upgrade	366	371	<i>Project status: Completed.</i>
Dower St Intersection	205	1,221	<i>Project status: Relocation of services in progress. Civil works to be done in 2019-20.</i>
Casuarina Drive	640	640	<i>Project status: Completed.</i>

Balance Sheet information:

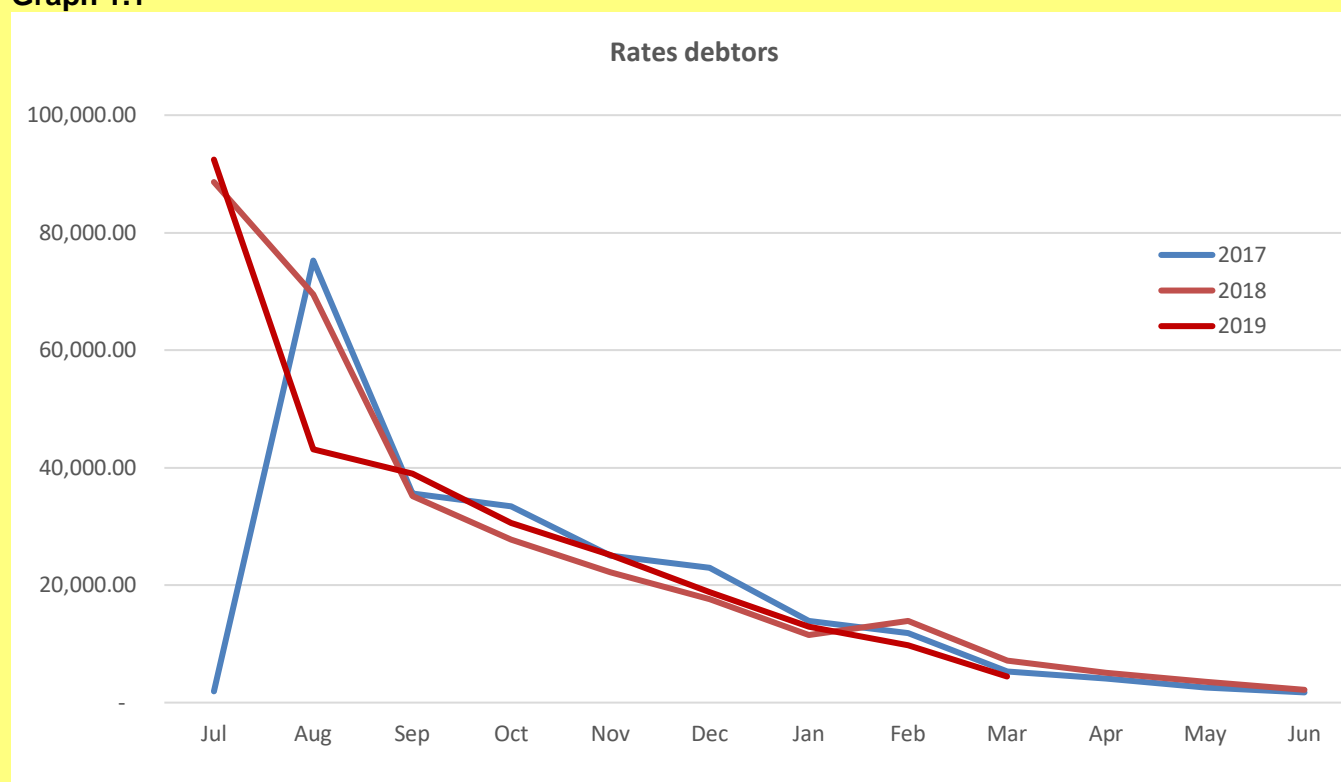
	31 March 2019	31 March 2018
General Debtors		
<i>Debtors</i>	\$ 1,002,650	\$ 1,557,080
<i>Other Debtors*</i>	\$ 606,395	\$ 648,388
Total	\$ 1,609,045	\$ 2,205,468

*Includes *Grants & Contributions, Marina & ATO.*

Rates Debtors – All**	\$ 5,674,937	\$ 8,191,168
Deferred Pensioner Rates	\$ (1,230,546)	\$ (1,066,397)
Net rates collectible	\$ 4,444,391	\$ 7,124,789

*** Debtor value includes rubbish collection, ESL charges & debt recovery legal costs.*

Graph 1.1



Creditors*	31 Mar 2019	31 Mar 2018
	\$ 6,477	\$ 220

**Creditor values vary from month to month depending on the timing of weekly invoice payment processes*

Bank Accounts

	31 Mar 2019	31 Mar 2018
City's Current account	\$ 2,347,268	\$ 9,974,559
Bonds & Deposits	\$ 246,665	\$ 299,280
Visitors Centre	\$ 31,372	\$ 29,492
Marina	\$ 974	\$ 721
Total	\$ 2,626,279	\$ 10,304,052

Schedule of accounts

A detailed schedule of accounts paid for the month has been placed in the Councillors' lounge for information and a copy will be entered into the minutes of this meeting. A summary of payments made for the month is:

Total Municipal Fund	\$ 11,046,139.10
Total Trust Fund	\$ 21,274.42
	<hr/>
	\$ 11,067,413.45

Remittances to creditors for the month of March were at normal levels except for:

Department of Fire & Emergency	\$ 2,573,984.00
ESL 3 rd Quarter payment	

Tender Exemptions

Listed below are Tender Exemptions under Delegation DA-CPM04 for March 2019:

IP Telephone and Data Services \$ 360,000.00
RFQ05-2019

Supply and Delivery of One 1 New 4WD 7000 Litre Water Tanker Truck \$ 204,232.00
RFQ08-2019

Cash Holdings

Market average int. rate - UBS Australian Bank Bill Index

	Rating	Allocation	Total Fund	Muni Fund	Bonds & Deposits	Reserves	Monthly Return (annualised rate)
		%	\$	\$	\$	\$	%
			000	000	000	000	%
Investment Type: Fixed Term							
Bankwest	AA-	27.52%	15,379	12,115	84	3,180	2.54%
Bendigo & Adelaide Bank	A-	1.84%	1,026	-	-	1,026	2.70%
Westpac	AA-	35.59%	19,886	6,809	3,322	9,755	2.48%
NAB	AA-	30.34%	16,953	9,131	-	7,822	2.62%
ANZ	AA-	0.05%	29	29	-	-	1.50%
At Call							
WA Treasury Corporation	AA+	0.46%	258	-	-	258	1.45%
Westpac	AA-	4.20%	2,347	2,347	-	-	1.28%
Total investments		100.00%	55,878	30,431	3,406	22,041	2.49%

Market average int. rate - UBS Australian Bank Bill Index

1.78%

(1) Other interest includes trading bank accounts, bonds & deposits, deferred rates.

The City's unrestricted investments are \$30.43 million, bonds and deposits \$3.41 million and reserve fund balances of \$22.04 million at the 31 March 2018. This total of \$55.88 million is lower than the comparable time last year when \$60.85 million was held on investment due to the introduction of a loan offset facility with Westpac. Surplus funds are now channelled into this new facility to decrease interest on the City's borrowings. As at 31 March 2019, the offset amount is \$9.50 million boosting the total of all funds to \$65.38 million.

Statutory Environment

Local Government Act 1995 Section 6.4 Financial Report

Local Government (Financial Management) Regulations 1996 Part 4 Financial Reports

Policy Implications

Nil

Economic Implications

Nil

Strategic Implications

The following strategy from the *City of Mandurah Strategic Community Plan 2017 – 2037* is relevant to this report:

Organisational Excellence:

- Deliver excellent governance and financial management.

Unbudgeted Expenditure

Halls Head Parade Resurfacing - No. 38 to No. 41

The scope of Halls Head Parade Resurfacing – Janis to Sharland, has been revised and has shown additional funding of \$128,700 is required to complete the project. This is requested to be funded from the resurfacing project, Old Coast Road/Fistina Ramble, where survey test results have exposed the road requiring a full road reconstruction, consequently needing to be rescored and re-budgeted.

Stewart Street Pump Upgrade

After an inspection to the pump systems in March, two of the inspected pumps have failed and need urgent replacing before winter starts. A quote has been obtained for the supply and installation for \$80,000 to replace both pumps. This is requested to be funded from the \$42,000 underspend in Admiralty Crescent due to changes in the construction methods. A change in scope for Tindale Street drainage has forecasted an underspend and it is requested that the other \$38,000 be funded from this account.

Bortolo Reserve Lighting

The final stage of the Bortolo Reserve Sports Lighting project will utilise the remainder of the local jobs, local projects grant funding. The City's contribution to the project is to facilitate the final stage, which is expected to cost \$64,000, funding is proposed to be utilised from the following underspend projects:

- Bortolo Oval Upgrade Sports Lighting \$16,000
- Sports Lighting Replacement Program \$37,000
- Eastern Foreshore Seawall \$11,000

Waste Management Centre Waste Oil Hardstand

The 2018/19 budget includes an allocation of \$67,420 for the upgrade of the waste oil hardstand. A recent review of the Waste Management Centre design suggested relocating the hardstand as the current location is not viable in the long term. In view of this, it would be premature to resurface the hardstand if the intent is to relocate it.

It is proposed that the funds be utilised within the Waste Management Centre as follows:

- Purchase a new dual-skinned self bunded oil tank \$20,000
- Roadworks of the road around the top shed to allow for an extra lane and improve traffic congestion in the area. \$30,000
- Concrete paths and line markings for pedestrian access from the gatehouse to the top shed. \$15,000

Dredging

In 2018, the City was asked by the Mandurah Professional Fisherman's Association to cancel proposed dredging works at Novara and Dawesville boat ramp channels due to the earlier than anticipated arrival of blue swimmer crabs back into the estuary. The project was rebudgeted and 50% of the dredging was completed at the MOM entrance prior to the dredge licence completion date of 16th December. The City recently met with DWER to apply for a further dredge licence to complete the remainder of the works. However, an additional \$50,000 is requested to complete the dredging works.

Funding is proposed to be utilised from:

- Dawesville Cut SE Side Fishing Platforms \$20,000
- 2018/19 sand bypassing operations \$30,000

NOTE:

- Refer **Attachment 1 Financial Schedule**
Attachment 2 Carryover Expenditure

RECOMMENDATION

That Council:

- 1 Receives the Financial Report for March 2019.
- 2 Receives the Schedule of Accounts for the following amounts:

Total Municipal Fund	\$ 11,046,139.10
Total Trust Fund	<u>\$ 21,274.35</u>
	<u>\$ 11,067,413.45</u>
- 3 Approves unbudgeted expenditure of \$128,700 for Halls Head Parade Resurfacing – No.38 to No.41:
 - Funded from Old Coast Road / Fistina Ramble resurfacing project \$128,700.
- 4 Approves unbudgeted expenditure of \$80,000 for Stewart Street Pump Upgrade:
 - Funded from Admiralty Crescent drainage project \$42,000;
 - Funded from Tindale Street drainage project \$38,000.
- 5 Approves unbudgeted expenditure of \$64,000 for Bortolo Reserve Sports Lighting:
 - Funded from Bortolo Oval Upgrade Sports Lighting \$16,000;
 - Funded Sports Lighting Replacement Program \$37,000;
 - Eastern Foreshore Seawall \$11,000.
- 6 Approves unbudgeted expenditure of \$65,000 for:
 - Self-bunding oil tank \$20,000;
 - Roadworks around the top shed \$30,000
 - Pedestrian paths and line markings \$15,000To be funded from the Waste Oil Hardstand \$67,420
- 7 Approves unbudgeted expenditure of \$50,000 for Dredging Marina Entrance:
 - Funded from Dawesville Cut SE Side Fishing Platforms capital project \$20,000;
 - Funded from 2018/19 Sand Bypassing operating expenditure \$30,000.

City of Mandurah Revenue March 2019

	YTD Actuals 000s	YTD Budget 000s	Forecast 000s	Annual Budget 000s	YTD Variance 000s	YTD % Variance	
Summary							
Chief Executive Officer Total	(57)	(42)	(56)	(56)	16	38%	
Director Sustainable Development Total	(2,885)	(3,001)	(3,824)	(3,904)	(116)	-4%	
Director Works & Services Total	(17,998)	(16,836)	(18,742)	(18,809)	1,162	7%	
Executive Manager Finance & Governance Total	(81,994)	(81,343)	(82,729)	(82,669)	651	1%	
Executive Manager Strategy & BP Total	(4,245)	(4,411)	(5,869)	(5,895)	(166)	-4%	
Total	(107,180)	(105,633)	(111,220)	(111,332)	1,546	1%	
Chief Executive Officer.							
Chief Executive Officer	(0)	-	-	0	0	-	
Economic Development	(57)	(42)	(56)	(56)	16	37%	
Chief Executive Officer Total	(57)	(42)	(56)	(56)	16		
Director Sustainable Development.							
Building Services	(801)	(891)	(1,189)	(1,189)	(90)	-10%	
City Centre Activation	(5)	-	-	-	5	-	
Community Development	(52)	(84)	(102)	(112)	(32)	-38%	
Community Safety	(92)	(74)	(10)	(95)	18	24%	
Cultural Development	(80)	(100)	(135)	(134)	(20)	-20%	
Emergency Management	(91)	(70)	(73)	(93)	21	31%	
Environmental Health	(299)	(229)	(325)	(305)	71	31%	
Environmental Services	(11)	(20)	(27)	(27)	(9)	-46%	
Land Administration	(21)	(16)	(18)	(21)	5	34%	
Manager Libraries & Learning	(129)	(190)	(253)	(253)	(61)	-32%	
Planning	(168)	(183)	(284)	(244)	(15)	-8%	
Ranger Services	(796)	(755)	(953)	(933)	40	5%	
Seniors and Community Centre	(255)	(298)	(372)	(377)	(43)	-14%	
Statutory Services	-	(1)	(2)	(2)	(1)	-100%	
Youth Development	(85)	(90)	(82)	(121)	(6)	-6%	
Director Sustainable Development Total	(2,885)	(3,001)	(3,824)	(3,904)	(116)		
Director Works & Services.							
Asset Management	(2)	(2)	(2)	(2)	0	11%	
Chalets	(518)	(562)	(750)	(750)	(44)	-8%	
City Works	(355)	(21)	(25)	(28)	334	>100%	
Citybuild	(1,117)	(930)	(1,187)	(1,240)	187	20%	
Cityfleet	(44)	(31)	(42)	(42)	13	41%	
Cityparks	(690)	(691)	(884)	(921)	(1)	0%	
Design & Development Services	(6)	(8)	(11)	(11)	(2)	-23%	
Director Works & Services	(2)	(2)	(2)	(2)	0	8%	
General Operations	(1)	(1)	(1)	(1)	(0)	-12%	
Landscaping Services	(3)	(2)	(3)	(3)	0	12%	
Marina & Waterways	(2,250)	(1,780)	(2,374)	(2,374)	469	26%	
Project Management	(3)	(4)	(6)	(6)	(1)	-30%	
Survey Services	(5)	(5)	(7)	(7)	0	9%	
Technical Services Manager	(25)	(37)	(50)	(50)	(12)	-32%	
Waste Management	(12,977)	(12,759)	(13,398)	(13,372)	218	2%	
Director Works & Services Total	(17,998)	(16,836)	(18,742)	(18,809)	1,162		
Executive Manager Finance & Governance.							
Financial Accounting	(3)	(1)	(1)	(1)	2	>100%	
Financial Services	(2,603)	(2,699)	(3,535)	(3,535)	(96)	-4%	
Legal Governance & Tenders	(14)	(20)	(26)	(26)	(5)	-28%	
Rates Section	(79,374)	(78,623)	(79,166)	(79,106)	751	1%	
Executive Manager Finance & Governance Total	(81,994)	(81,343)	(82,729)	(82,669)	651		
Executive Manager Strategy & BP.							
City Events	(266)	(330)	(432)	(432)	(63)	-19%	
Customer Service	(33)	(34)	(45)	(45)	(1)	-3%	
Elected Members	(2)	(1)	(1)	(1)	1	>100%	
HHCRC	(261)	(305)	(383)	(380)	(44)	-14%	
Human Resources	(1)	-	-	-	1	-	
MARC	(3,387)	(3,522)	(4,651)	(4,729)	(134)	-4%	
Organisational Development	(5)	(25)	(39)	(34)	(20)	-80%	
Records Management	(2)	(1)	(1)	(1)	1	>100%	
Recreation Services	(151)	(100)	(225)	(146)	52	52%	
Strategy & Business Performance	(1)	-	-	-	1	-	
Systems & Technology	(77)	(45)	(6)	(60)	32	71%	
Visitor Centre	(59)	(50)	(87)	(67)	9	18%	
Executive Manager Strategy & BP Total	(4,245)	(4,411)	(5,869)	(5,895)	(166)		

City of Mandurah Labour March 2019								
	YTD Actuals 000s	YTD Budgets 000s	Forecast 000s	Annual Budget 000s	YTD Variance 000s	YTD % Variance	YTD % Variance	
Summary								
Chief Executive Officer Total	718	718	951	982	(1)	0%	0%	
Director Sustainable Development Total	7,500	7,820	10,606	10,700	320	-4%	-4%	
Director Works & Services Total	13,211	13,736	18,718	18,786	524	-4%	-4%	
Executive Manager Finance & Governance Total	1,788	1,817	2,321	2,478	29	-2%	-2%	
Executive Manager Strategy & BP Total	8,763	9,040	11,838	12,319	277	-3%	-3%	
Total	31,980	33,129	44,433	45,265	1,149	-3%	-3%	
Chief Executive Officer.								
Chief Executive Officer	342	335	424	458	(7)	2%	2%	
Economic Development	377	383	527	524	6	-2%	-2%	
Chief Executive Officer Total	718	718	951	982	(1)	100	13%	
Director Sustainable Development.								
Building Services	704	746	1,010	1,021	43	-6%	-6%	
City Centre Activation	169	201	386	275	31	-16%	-16%	
Community Development	392	412	544	563	19	-5%	-5%	
Community Safety	214	199	238	273	(14)	7%	7%	
Cultural Development	269	302	353	413	33	-11%	-11%	
Director People & Communities	38	7	-	0	(31)	459%	>100%	
Director Sustainable Development	206	240	300	328	34	-14%	-14%	
Emergency Management	75	91	121	124	16	-17%	-17%	
Environmental Health	665	726	1,000	993	60	-8%	-8%	
Environmental Services	550	568	764	778	18	-3%	-3%	
Peron Naturalist	71	71	97	97	1	-1%	-1%	
Land Administration	288	307	418	419	18	-6%	-6%	
Manager Community & Social Development	171	160	185	220	(11)	7%	7%	
Manager Libraries & Learning	1,281	1,286	1,733	1,772	5	0%	0%	
Planning	548	577	763	789	29	-5%	-5%	
Ranger Services	1,051	1,032	1,504	1,412	(19)	2%	2%	
Seniors and Community Centre	278	297	402	407	19	-6%	-6%	
Statutory Services	157	159	215	217	2	-1%	-1%	
Youth Development	373	438	570	600	66	-15%	-15%	
Director Sustainable Development Total	7,500	7,820	10,606	10,700	320	-4%		
Director Works & Services.								
Asset Management	368	418	589	572	51	-12%	-12%	
Chalets	6	3	4	4	(3)	97%	97%	
City Works	2,148	2,149	2,904	2,938	1	0%	0%	
Citybuild	1,458	1,425	1,920	1,950	(33)	2%	2%	
Cityfleet	392	385	510	527	(7)	2%	2%	
Cityparks	5,397	5,888	8,052	8,053	491	-8%	-8%	
Design & Development Services	647	611	905	836	(36)	6%	6%	
Director Works & Services	338	340	462	466	3	-1%	-1%	
General Operations	509	515	698	705	7	-1%	-1%	
Infrastructure Manager	161	168	226	230	7	-4%	-4%	
Landscaping Services	315	334	453	457	18	-5%	-5%	
Marina & Waterways	645	667	917	913	22	-3%	-3%	
Project Management	224	225	304	308	1	-1%	-1%	
Survey Services	255	257	342	351	2	-1%	-1%	
Technical Services Manager	184	183	204	250	(1)	1%	1%	
Waste Management	165	167	229	228	2	-1%	-1%	
Director Works & Services Total	13,211	13,736	18,718	18,786	524	-4%		
Executive Manager Finance & Governance.								
EM Finance & Governance	-	148	-	202	148	-100%	-100%	
Financial Accounting	543	551	720	753	7	-1%	-1%	
Financial Services	158	37	205	50	(121)	328%	>100%	
Legal Governance & Tenders	474	462	570	626	(12)	2%	2%	
Management Accounting	261	270	356	370	9	-3%	-3%	
Rates Section	352	349	471	477	(3)	1%	1%	
Executive Manager Finance & Governance Total	1,788	1,817	2,321	2,478	29	-2%		
Executive Manager Strategy & BP.								
City Events	347	328	449	448	(20)	6%	6%	
Customer Service	608	642	863	878	34	-5%	-5%	
Elected Members	270	308	336	421	38	-12%	-12%	
HHCRC	357	403	545	545	46	-12%	-12%	
Human Resources	353	409	449	560	57	-14%	-14%	
Manager Recreation Services	57	61	83	84	5	-7%	-7%	
MARC	3,263	3,382	4,272	4,585	118	-3%	-3%	
Marketing & Communications	604	546	738	747	(58)	11%	11%	
Organisational Development	539	495	804	677	(44)	9%	9%	
Records Management	278	307	419	420	29	-9%	-9%	
Recreation Services	517	527	679	722	11	-2%	-2%	
Strategy & Business Performance	418	405	540	555	(12)	3%	3%	
Systems & Technology	899	990	1,337	1,354	91	-9%	-9%	
Visitor Centre	255	236	325	323	(18)	8%	8%	
Executive Manager Strategy & BP Total	8,763	9,040	11,838	12,319	277	-3%		

City of Mandurah Other Employee Costs March 2019

	YTD Actuals 000s	YTD Budget 000s	Forecast 000s	Annual Budget 000s	YTD Variance 000 s	Actuals % of YTD Budget	YTD % Variance	
Summary								
Chief Executive Officer Total	116	128	170	174	11	-9%	-9%	
Director Sustainable Development Total	1,305	1,198	1,638	1,631	(107)	9%	9%	
Director Works & Services Total	2,004	1,912	2,544	2,602	(92)	5%	5%	
Executive Manager Finance & Governance Total	290	291	375	397	1	0%	0%	
Executive Manager Strategy & BP Total	1,474	1,357	1,825	1,844	(117)	9%	9%	
Total	5,190	4,886	6,551	6,648	(304)	6%	6%	
Chief Executive Officer.								
Chief Executive Officer	51	52	66	71	1	-1%	-1%	
Economic Development	65	76	104	103	11	-14%	-14%	
Chief Executive Officer Total	116	128	170	174	11	-9%	-9%	
Director Sustainable Development.								
Building Services	150	141	186	192	(9)	6%	6%	
City Centre Activation	29	27	48	37	(1)	5%	5%	
Community Development	77	57	79	78	(20)	35%	35%	
Community Safety	29	21	29	29	(8)	37%	37%	
Cultural Development	28	9	23	12	(19)	212%	>100%	
Director People & Communities	13	0	9	0	(13)	22399%	>100%	
Director Sustainable Development	35	51	64	69	16	-32%	-32%	
Emergency Management	17	20	26	27	3	-15%	-15%	
Environmental Health	120	110	151	150	(11)	10%	10%	
Environmental Services	113	108	135	148	(5)	5%	5%	
Land Administration	53	52	70	72	(1)	2%	2%	
Manager Community & Social Development	24	35	44	48	12	-33%	-33%	
Manager Libraries & Learning	208	189	264	258	(19)	10%	10%	
Planning	94	99	132	135	5	-5%	-5%	
Ranger Services	171	141	198	192	(30)	21%	21%	
Seniors and Community Centre	45	47	63	64	2	-4%	-4%	
Statutory Services	36	36	49	49	(0)	1%	1%	
Youth Development	63	54	67	73	(9)	17%	17%	
Director Sustainable Development Total	1,305	1,198	1,638	1,631	(107)	9%	9%	
Director Works & Services.								
Asset Management	69	75	101	102	6	-9%	-9%	
City Works	359	357	488	485	-2	1%	1%	
Citybuild	166	162	203	220	-4	3%	3%	
Cityfleet	74	73	95	99	-1	2%	2%	
Cityparks	684	628	832	855	-56	9%	9%	
Design & Development Services	97	86	123	117	-12	14%	14%	
Director Works & Services	61	69	94	94	9	-13%	-13%	
General Operations	112	112	146	152	0	0%	0%	
Infrastructure Manager	37	34	44	47	-3	7%	7%	
Landscaping Services	73	64	83	88	-8	13%	13%	
Marina & Waterways	104	95	123	129	-9	10%	10%	
Project Management	41	44	55	60	3	-8%	-8%	
Survey Services	49	45	59	61	-4	8%	8%	
Technical Services Manager	53	40	60	54	-13	33%	33%	
Waste Management	27	28	38	37	0	-1%	-1%	
Director Works & Services Total	2,004	1,912	2,544	2,602	(92)	5%	5%	
Executive Manager Finance & Governance.								
EM Finance & Governance	1	31	0	43	31	-98%	-98%	
Financial Accounting	88	80	101	109	-8	10%	10%	
Financial Services	20	5	43	7	-15	305%	>100%	
Legal Governance & Tenders	85	90	114	122	5	-5%	-5%	
Management Accounting	43	36	52	50	-7	18%	18%	
Rates Section	54	49	65	66	-5	10%	10%	
Executive Manager Finance & Governance Total	290	291	375	397	1	0%	0%	
Executive Manager Strategy & BP.								
City Events	48	48	64	65	0	-1%	-1%	
Customer Service	110	97	126	132	-13	14%	14%	
Elected Members	60	64	81	86	4	-7%	-7%	
HHCRC	44	42	55	58	-2	4%	4%	
Human Resources	124	141	172	190	17	-12%	-12%	
Manager Recreation Services	14	13	16	17	-2	12%	12%	
MARC	472	377	505	514	-95	25%	25%	
Marketing & Communications	87	71	96	97	-15	22%	22%	
Organisational Development	115	113	181	153	-2	2%	2%	
Records Management	48	46	63	63	-1	2%	2%	
Recreation Services	96	89	120	121	-7	7%	7%	
Strategy & Business Performance	60	56	70	77	-3	6%	6%	
Systems & Technology	164	167	231	228	3	-2%	-2%	
Visitor Centre	33	31	44	43	-1	4%	4%	
Executive Manager Strategy & BP Total	1,474	1,357	1,825	1,844	(117)	9%	9%	

City of Mandurah Other Operating Costs March 2019								
Co-Ordinator	YTD Actuals 000s	YTD Budget 000s	Forecast 000s	Annual Budget 000s	CMT 000s	YTD Variance 000 s	Actuals % of YTD Budget	YTD % Variance
Summary								
Chief Executive Officer Total	1,193	1,462	1,949	1,949	73	269	-18%	-18%
Director Sustainable Development Total	3,021	4,056	5,474	5,700	373	1,035	-26%	-26%
Director Works & Services Total	25,182	27,286	36,707	36,412	1,424	2,104	-8%	-8%
Executive Manager Finance & Governance Total	1,385	1,418	2,105	1,891	45	33	-2%	-2%
Executive Manager Strategy & BP Total	6,199	6,728	8,766	8,309	458	530	-8%	-8%
Total	36,979	40,950	55,002	54,262	2,374	3,971	-62%	-62%
Chief Executive Officer.								
Chief Executive Officer	211	222	297	297	21	12	-5%	-5%
Economic Development	982	1,239	1,653	1,653	52	257	-21%	-21%
Chief Executive Officer Total	1,193	1,462	1,949	1,949	73	269	-18%	-18%
Director Sustainable Development.								
Building Services	48	47	65	62	1	(2)	4%	4%
City Centre Activation	237	379	800	795	57	141	-37%	-37%
Community Development	355	329	143	438	30	(27)	8%	8%
Community Safety	130	158	149	210	11	28	-18%	-18%
Cultural Development	242	510	801	680	118	268	-53%	-53%
Director People & Communities	24	16	25	21	0	(9)	54%	54%
Director Sustainable Development	40	99	32	132	2	59	-60%	-60%
Emergency Management	180	184	228	246	11	4	-2%	-2%
Environmental Health	235	233	382	310	7	(3)	1%	1%
Environmental Services	331	611	838	815	60	280	-46%	-46%
Land Administration	28	46	61	61	-	18	-40%	-40%
Manager Community & Social Development	10	9	12	12	0	(1)	11%	11%
Manager Libraries & Learning	577	780	1,071	1,040	43	203	-26%	-26%
Planning	29	46	61	61	1	17	-37%	-37%
Ranger Services	265	261	353	348	10	(4)	2%	2%
Seniors and Community Centre	146	196	260	261	8	50	-26%	-26%
Statutory Services	1	4	5	5	-	3	-73%	-73%
Youth Development	142	150	187	200	13	8	-6%	-6%
Director Sustainable Development Total	3,021	4,056	5,474	5,700	373	1,035	-26%	-26%
Director Works & Services.								
Asset Management	68	114	154	152	1	45	-40%	-40%
Chalets	379	502	669	669	31	123	-25%	-25%
City Works	2,042	2,040	2,722	2,721	111	(2)	0%	0%
Citybuild	6,412	6,662	9,011	8,886	299	250	-4%	-4%
Cityfleet	1,151	1,319	1,760	1,760	15	168	-13%	-13%
Cityparks	4,545	4,505	6,319	6,009	643	(40)	1%	1%
Design & Development Services	91	178	235	237	6	87	-49%	-49%
Director Works & Services	46	60	75	80	20	14	-24%	-24%
General Operations	155	110	144	146	5	(45)	41%	41%
Infrastructure Manager	49	53	97	71	7	4	-7%	-7%
Landscaping Services	197	209	153	278	50	12	-6%	-6%
Marina & Waterways	940	1,947	2,592	2,618	93	1,008	-52%	-52%
Project Management	40	42	66	56	7	2	-4%	-4%
Survey Services	108	114	152	152	2	6	-6%	-6%
Technical Services Manager	116	147	196	196	19	31	-21%	-21%
Waste Management	8,844	9,284	12,362	12,382	115	440	-5%	-5%
Director Works & Services Total	25,182	27,286	36,707	36,412	1,424	2,104	-8%	-8%
Executive Manager Finance & Governance.								
Financial Accounting	186	160	194	214	24	(26)	16%	16%
Financial Services	174	162	217	217	-	(12)	7%	7%
Legal Governance & Tenders	235	319	464	425	21	84	-26%	-26%
Management Accounting	1	2	3	3	-	1	-37%	-37%
Rates Section	788	774	1,227	1,032	-	(13)	2%	2%
Executive Manager Finance & Governance Total	1,385	1,418	2,105	1,891	45	33	-2%	-2%
Executive Manager Strategy & BP.								
City Events	831	891	1,245	1,281	78	60	-7%	-7%
Customer Service	56	54	84	72	9	(2)	3%	3%
Elected Members	828	671	879	895	5	(157)	23%	23%
HHCRC	101	151	176	178	3	51	-33%	-33%
Human Resources	63	53	71	71	2	(10)	19%	19%
Manager Recreation Services	14	15	20	20	6	1	-5%	-5%
MARC	867	898	1,157	1,134	93	31	-3%	-3%
Marketing & Communications	186	297	342	396	66	111	-37%	-37%
Organisational Development	167	195	260	260	11	28	-14%	-14%
Records Management	104	120	160	160	32	16	-13%	-13%
Recreation Services	392	306	591	382	12	(86)	28%	28%
Strategy & Business Performance	144	156	208	208	28	12	-8%	-8%
Systems & Technology	2,412	2,885	3,525	3,203	114	472	-16%	-16%
Visitor Centre	33	36	48	48	0	3	-9%	-9%
Executive Manager Strategy & BP Total	6,199	6,728	8,766	8,309	458	530	-8%	-8%

Note	Type	Directorate	Business Unit	Variance	Actuals as % of YTD Budget	Comment
1	Revenue	Sustainable Development	Building Services	(90,284.30)	-10%	Variance due to building applications being lower than previously anticipated.
2			Community Development	(32,133.66)	-38%	Variance due to grant funding not yet received.
3			Cultural Development	(20,141.75)	-20%	Variance due to grant funding not yet received.
4			Manager Libraries & Learning	(60,767.63)	-32%	Variance due to Lakelands library activity programs being lower than previously anticipated.
5			Seniors and Community Centre	(42,652.97)	-14%	Variance due to decrease in dining room revenue which is offset by reduction in expenses.
6		Works & Services	Technical Services Manager	(12,018.06)	-32%	Variance due to supervision fees which relies heavily on development projects.
7		Strategy & BP	City Events	(63,310.27)	-19%	Variance due to contributions and donations not yet received
8			HHCRC	(43,733.52)	-14%	Variance primarily due to low sales in MARC Café being lower than previously anticipated and also due to MARC Programs still to commence.
9			Organisational Development	(20,492.00)	-80%	Variance due to contributions not received.
10	Labour	Sustainable Development	Director People & Communities	(31,199.29)	>100%	Variance due to salaries budgeted under Director Sustainable Development.
11		Finance & Governance	Financial Services	(120,846.10)	>100%	Variance to labour budgeted under EM Finance & Governance.
12		Strategy & BP	Marketing & Communications	(57,653.19)	11%	Variance due to maternity leave and additional corporate communication hours.
13	Other Employee Costs	Sustainable Development	Community Development	(19,815.88)	35%	Variance due to project labour superannuation and training cost.
14			Cultural Development	(19,009.40)	>100%	Variance due to project labour superannuation.
15			Director People & Communities	(12,543.38)	>100%	Variance due to superannuation budgeted under Director Sustainable Development.
16			Manager Libraries & Learning	(19,203.80)	10%	Variance due to finalisation of workers compensation claims from 2013/14.
17			Ranger Services	(30,156.41)	21%	Variance due to casual labour for leave cover and unexpected demand.
18		Works & Services	Design & Development Services	(11,710.71)	14%	Combination of Workers Comp premium higher than budgeted and Training costs.
19			Technical Services Manager	(12,905.85)	33%	Variance due to superannuation and training costs.
20		Finance & Governance	Financial Services	(14,848.51)	>100%	Variance to superannuation budgeted under EM Finance & Governance.
21		Strategy & BP	Customer Service	(13,452.67)	14%	Variance primarily due to unbudgeted additional superannuation by staff members.
22			MARC	(94,714.49)	25%	Variance primarily due to superannuation sacrifice.
23			Marketing & Communications	(15,499.05)	22%	Variance due to superannuation in line with additional hours above budget.
24	Operating Costs	Works & Services	General Operations	(45,226.89)	41%	Variance due to interest on borrowings.
25		Finance & Governance	Financial Accounting	(26,104.35)	16%	Variance due to timing of audit expenditure, expected to come within annual budget.
26		Strategy & BP	Elected Members	(157,053.14)	23%	Variance due to phasing of elected members allowances and expected to fall below annual budget.
27		Strategy & BP	Recreation Services	(86,320.50)	28%	Variance due to phasing of projects budget, expected to fall within annual budget.

City of Mandurah Carryover Projects 2018-2019

Row Labels	Actuals	Actuals + CMT	Current Budget	Remaining Current Budget	% Completed Inc CMT	
Sustainable Communities						
Environmental Services						
MARC/Waste Transfer Station - Solar Plan Phase 5	0	0	300,993	300,993	0.00%	Will be progressed in 2019 once harmonics issues are rectified.
Manager Community & Social Development						
CCTV Infrastructure	189,848	189,848	197,302	7,454	91.27%	Completed
Mandurah Family & CC Playground	50,575	50,575	50,575	0	100.00%	Completed.
Mandurah Family & Community centre	115,859	115,859	115,859	0	100.00%	Completed.
	14,000	78,014	82,941	4,927	94.06%	Project progressing with works scheduled to commence 30/4/19 and expected completion late 2019.
Museum Courtroom Interpretation Project						
SCC Storeroom and Kitchenette	138,163	149,975	147,896	-2,079	101.41%	Project nearly complete.
Works & Services						
Ablutions						
Owen Ave Ablution	22,199	28,099	31,489	3,390	89.23%	Project nearly complete.
Boardwalks						
Cicerellos-Dome Boardwalk Renewal	19,220	19,220	19,215	-5	100.02%	Completed.
Mandurah Foreshore Boardwalk Renewal	220,544	457,727	458,214	487	99.89%	Contractor engaged – 2 month's work.
Seascapes Village POS Boardwalk	39,519	39,519	42,704	3,185	92.54%	Completed.
Bridges						
Mandurah Ocean Marina Footbridge	186,466	186,466	186,466	0	100.00%	Completed
	15,000	15,000	254,190	239,190	5.90%	Finalising Indigenous approval. Works will not be completed this year.
New Bridge boardwalk extension stairway						
Old Mandurah Bridge	264	264	495,484	495,220	0.05%	Artwork tender is currently underway.
Carpark						
CP Mandurah Marina	179,413	179,413	180,176	763	99.58%	Completed
Citiparks Major Projects						
Falcon Bay Foreshore development Stage 1	234,316	234,316	234,085	-231	100.10%	Completed
Novara Foreshore Stage 2	38,308	43,856	43,308	-548	101.27%	Completed
Cityfleet						
Trucks and Buses Carryover	326,364	422,364	414,360		230.77%	Completed
Parks and Mowers Carryover	110,091		117,358		0.00%	Completed
Heavy Vehicles Plant and Equipment carryover	0	143,000	145,000		102.14%	Waiting on delivery in mid 2019
Cityparks						
Mandurah Road Central Park	3,863	3,863	3,863	0	100.00%	Completed
Orion Rd Reserve Improvements	38,730	38,730	38,730	0	100.00%	Completed
Parks & Reserves Signage	980	980	8,290	7,310	11.82%	Completed
	14,369	17,524	28,882	11,358	60.67%	Trees ordered. Will be finished in May during planting season.
Pinjarra rd Landscaping						
Southern Operations - Storage Shed	10,919	10,919	10,919	0	100.00%	Completed
Tickner Park Exercise Equipment	5,895	5,895	5,747	-148	102.57%	Completed
Watersun Drive toddler playground	22,913	22,913	22,913	0	100.00%	Completed
Drainage						
DR Wamba Place	0	0	130,413	130,413	0.00%	Combining this project with 18/19 capital project Kurdal Road/Wamba Place project. Design is 85% completed.
Infrastructure Management						
Eastern Foreshore	130,872	263,304	329,558	66,254	81.41%	c/o adjustment
	41,073	62,090	210,000	147,910	29.57%	Stage 1 completed. Effectiveness being assessed prior to Stage 2 design. Due for completion June 2019.
MARC Systems Intergration						
MPAC - Lift Instalation	147,109	147,109	146,000	-1,109	100.76%	Completed.
	0	7,458	7,458	0	100.00%	Ongoing 6 month inspection. Finishing on 29 April 2019.
RS - MARC Redevelopment Stage 2	48,926	209,510	293,050	83,540	71.49%	Electrical Contractor to be engaged in the next couple of weeks. Works to be completed end June.
SL Peelwood Parade Reserve						
Marina & Waterways						
C&E - Falcon Bay Seawall	31,633	31,633	31,633	0	16.77%	Completed.
Marina Floating Public Jetty	60,496	172,821	232,874	60,053	74.21%	Progressing
New Road Construction						
	304,376	684,772	685,583	811	99.88%	Proposed to commence early May. Waiting for BP to tie in works with them. Advert is now in paper to disclose road closures.
Dower St - Pinjarra Rd Intersection						
Gibson St	36,065	36,065	36,065	0	100.00%	Completed.
NEW Dower St - Reconstruct/Widen	209,350	208,396	207,016	-1,380	100.67%	Completed
	24,482	24,118	24,482	364	98.51%	Completed.
Sutton Street finalise new road link						
Operations Centre						
Operations Centre Transportable	83,056	83,056	76,739	-6,317	108.23%	Completed. Overspend due to intergration with cityparks building.
Road Rehabilitation						
Glencoe Parade Stage 3	44,630	44,630	44,630	0	100.00%	Completed.
Lakes Rd Lighting, verges surface work	5,686	826	5,686	4,860	14.52%	Completed.
Shared Paths						
SP Kooljack St	28,909	28,909	29,205	296	98.98%	Completed
SP Ramp to Marina Boardwalk	16,046	16,046	16,046	0	100.00%	Completed
SP Sievwright Street	52,164	52,164	52,164	0	100.00%	Completed
Traffic Management						
TM Pinjarra Rd/ Randell St	57,517	57,517	57,045	-472	100.83%	Completed
Waste Management						
Bypass lane to new weighbridge at WTS	0	39,236	35,000	-4,236	112.10%	Completed except for some linemarking.

City of Mandurah Carryover Projects 2018-2019

Row Labels	Actuals	Actuals + CMT	Current Budget	Remaining Current Budget	% Completed Inc CMT	
Tims Thicket Septage Ponds upgrade	12,495	12,495	380,946	368,451	3.28%	Project on hold. Funds to be placed in reserve until ready to commence.
WMC - Waste Handstand Upgrade	0	0	67,420	67,420	0.00%	Being designed. Works will be commenced approx. April and be completed by year end.
WMC Install Walking Floor Main Shed	804,552	804,552	804,552	0	100.00%	Completed.
Strategy & Business Performance						
Manager Recreation Services						
Bortolo Reserve Sports Lighting	127,944	127,944	188,870	60,926	67.74%	Completed.
Coote Reserve BMX Track	0	0	60,000	60,000	0.00%	Community consultation. Expected completion June 2019.
Ocean Road Reserve - Sports Grnd Lights	250,577	250,577	280,000	29,423	89.49%	Completed.
Port Bouvard Surf Life Saving Club	1,012,129	1,834,483	1,888,236	53,753	97.15%	Works are progressing as scheduled. Completion date 19 June 2019.
Grand Total	5,527,906	7,654,049	9,957,630	2,192,227		
			0.5551427			

2 **SUBJECT:** National General Assembly 2019 Canberra
 CONTACT OFFICER/S: Mark R Newman
 AUTHOR: Mark R Newman

Summary

Council is requested to consider the attendance of an Elected Member(s) at the Australian Local Government Association, National General Assembly 2019 ("NGA19") to be held in Canberra during 16 – 19 June, 2019.

The theme for the NGA19 event is 'Future Focussed', celebrating the NGA's 25th anniversary and acknowledging that change is constant. The 2019 Regional Cooperation and Development Forum on 16 June will focus on *Boom or Bust: the Regional Yo-Yo Diet* and *Connected Communities*.

Disclosure of Interest

Nil

Previous Relevant Documentation

- G.30/3/19 26 March 19 Council approval: Councillor Lee attend 2019 Future of Local Government National Summit in Melbourne 23-24 May 2019
- G.7/1/19 29 January 19 Council approval: Mayor Williams, Councillors Riebeling and Matt Rogers *Cities and Regions 4.0 Summit 2019* in Melbourne 12 – 14 March 2019.
- G.29/4/18 24 April 18 Council approval: Mayor Williams and Councillor Lee *Improving Citizen Engagement and Experience Conference* in Melbourne 26 - 27 June 2018
- G.21/3/17 23 March 17 Council approval: Councillor Peter Rogers *2017 Future of Local Government National Summit* in Melbourne 25 - 26 May 2017

Background

This assembly will be the first held following the federal election and will include addresses by the Prime Minister, Federal Minister for Local Government and the Leader of the Opposition providing an ideal opportunity for council voices to be heard. Keynote speakers on the program include political commentators, futurists, community engagement specialists, a TV personality and youth alcohol and drug specialists.

Thought provoking discussions on the topics of housing affordability and density pressures along with community waste and harm will be forefront as the Assembly looks at expectations for the future.

The role of local government in housing Australians in the 21st century, Icelandic approaches to prevent youth alcohol and drug misuse will be presented along with a debate focussed on revenue, cost shifting and rate capping.

Comment

Change is everywhere be it digital transformation, community activism, ageing demographics, population policies, planning overlays, voice recognition, artificial intelligence and even self-driving cars are just around the corner. Layers of complexity are added by attitudes to climate change, energy generation, cost shifting and tax distributions. Increasing community expectations about the level and types of services and infrastructure provided by councils is growing and changing also.

This assembly will endeavour to assist councils to understand and work through challenges, current and those in the future, and find the best way to shape their responses to communities.

Consultation

Nil

Statutory Environment

Nil

Policy Implications

The formal approval of Council is appropriate for attendance at any interstate seminar or conference that requires air travel. The cost of attending this conference is within the maximum annual amount of \$4,000 per Elected Member for attendance at conferences, seminars and training programs.

Risk Implications

No Risk implications have been identified.

Economic Implications

The cost of the attendance for each delegate at the NGA19 four day Conference plus dinner functions is \$1,349 with costs for travel and accommodation estimated at \$2,000.

Strategic Implications

The following strategies from the *City of Mandurah Strategic Community Plan 2017 – 2037* are relevant to this report:

Infrastructure:

- Advocate for and facilitate the provision of infrastructure that matches the demands of a growing population.
- Advocate for and facilitate the provision of an integrated movement network.

Organisational Excellence:

- Listen to and engage with our community
- Ensure the City has the capacity and capability to deliver appropriate services and facilities.

Conclusion

Change is a constant that is everywhere. Community expectations of local governments, cost shifting, developing technologies, population growth and ageing demographics all impact the operations of each local government. This assembly offers insight and practical approaches to many of the issues facing local governments into the future. Council is requested to consider attendance by an Elected Member at the NGA19.

NOTE:

- Refer **Attachment 1** **Provisional Program 2019 National General Assembly**

RECOMMENDATION

That Council approves the attendance of _____ at the Australian Local Government Association's 2019 National General Assembly 2019 to be held in Canberra, 16 - 19 March 2019.

Provisional Program

2019 National General Assembly
16—19 June

National Convention Centre
Canberra

Future Focused
25 Years of NGA

SUNDAY 16 JUNE

08:00am	Registration Opens
05:00pm 07:00pm	Welcome Reception

MONDAY 17 JUNE

09:00am	Opening Ceremony Wally Bell — Welcome to Country
09:20am	ALGA President Opens the Assembly
09:30am	Prime Minister Address
10:00am	ALGA President Address
10:30am	MORNING TEA
11:00am	Keynote Address Karen Middleton — How did Local Government Fair Post Election
11:45am	Panel of Mayors Opportunities for Local Government Post Election
12:30pm	LUNCH
01:30pm	Keynote Address Steve Sammartino — Crowd Powered Communities <i>Exploring a future where the way forward is about handing over the technology tools of design and production to those who populate our communities.</i>
02:30pm	Councils Using Technology to Excel
03:00pm	AFTERNOON TEA
03:30pm	Debate on Motions
04:30pm	Federal Minister for Local Government
04:55pm	ALGA President Close
07:00pm	Networking Dinner Australian War Memorial

TUESDAY 18 JUNE

09:00am

Andrew Beer: Dean of Research and Innovation UniSA — The Role of Local Government in Housing Australians in the 21st Century

10:30am

Kylie Cochrane: Global Leader in Community Engagement — Engaging with your Community into the Future

11:00am

MORNING TEA

11:30am

Debate on Motions

12:30pm

LUNCH

01:30pm

Housing your Community
TBC

Reducing Community Harm

Dr Jón Sigfússon — Working with local government in alcohol and drug misuse in youth – a preventative approach from Iceland

Dr Erin Lalor — Local Drug Action Teams – an Australian community led approach to alcohol and drug misuse

Built Environment in Your Community
TBC

Your Community, Your Environment
TBC

03:00pm

AFTERNOON TEA

03:30pm

Leader of the Opposition Address

04:00pm

Debate on Motions

07:00pm 11:00pm

To be announced

WEDNESDAY 19 JUNE

09:00am

Revenue, Cost Shifting, Rate Capping

10:00am

David Pich; CEO, Institute of Managers and Leaders — Leadership Matters

10:30am

MORNING TEA

11:00am

Kurt Fearnley — Overcoming the Odds

12:00pm

ALGA President's Close — ALGA National Lobbying Priorities

12:30pm

LUNCH

REGIONS ARE DYNAMIC, MOVING THROUGH BOOM AND BUST CYCLES AND TIMES OF GROWTH AND DECLINE.

WITH CASE STUDIES AND FACILITATED HYPOTHETICAL SESSIONS AND Q&A PANELS OF INDUSTRY EXPERTS, THIS YEAR'S FORUM FOCUSES ON 2 MAIN THEMES:

BOOM OR BUST: THE REGIONAL YO-YO DIET

The rising pressures of rapidly growing regions, and those in decline, who are the winners and losers and how it relates to housing, youth, immigration and social cohesion, the impact of drought, funding and resilience.

CONNECTED COMMUNITIES

Digital readiness, the importance of social connectivity in a digital world, transport linkages and the challenges of digital demography with large, geographically-dispersed communities.

SUNDAY 16 JUNE

09:30am	Wally Bell — Welcome to Country
09:40am	ALGA's President Opening
09:50am	Keynote Address Gretel Killeen — Personal experiences in our regions, setting the scene and hypothetical introduction
10:05am	Boom or Bust: the Regional Yo-Yo Diet Examining regional growth and decline related to social cohesion, settlement, impacts of drought and funding
11:15am	Morning Tea
11:45am	Shadow Minister for Regional Services, Territories and Local Government Address
12:00pm	Q&A Panel How regional leaders are tackling real problems in our rural and regional communities
12:45pm	State of the Regions Report Launch
01:15pm	Lunch
02:15pm	Connected Communities Exploring digital readiness telecommunications, transport, youth projects and successful Local Government initiatives
03:30pm	Afternoon Tea
04:00pm	Minister for Regional Development, Territories and Local Government
04:15pm	Closing remarks

REGIONAL

3	SUBJECT:	Jetties, Waterways & Marina Amendment Local Law 2018 Final Adoption
	CONTACT OFFICERS:	Neil Carrol
	AUTHOR:	Sophie Luxton

Summary

Following the statutory advertising period, the Jetties, Waterways & Marina Amendment Local Law 2018 is ready for final adoption.

As a legal requirement, all local laws are to have a purpose and effect, the following is proposed for the Jetties, Waterways & Marina Amendment Local Law 2018:

PURPOSE: to amend provisions within the City of Mandurah Jetties, Waterways and Marina Local Law 2010.

EFFECT: to ensure that the City of Mandurah Jetties, Waterways and Marina Local Law 2010 is as clear, concise and effective as possible.

Council is requested to adopt the proposed Jetties, Waterways & Marina Amendment Local Law 2018 in its final form.

Disclosure of Interest

Nil

Previous Relevant Documentation

- G.24/11/18 27 November 2018 Proposed Jetties, Waterways & Marina Amendment Local Law
- G.29/3/18 27 March 2018 Jetties, Waterways & Marina Amendment Local Law 2018
- G.43/12/11 14 December 2011 Jetties, Waterways & Marina Amendment Local Law 2011
- G.30/3/11 22 March 2011 Final Adoption Jetties, Waterways & Marina Local Law 2010

Background

Council at its meeting of 27 November 2018 adopted the Proposed Jetties, Waterways & Marina Amendment Local Law 2018 for advertising. Advertising is now complete and submissions received are summarised later in this report.

The intent of the Jetties, Waterways & Marina Amendment Local Law is to address issues of mooring or anchoring to public foreshores for an extended period of time as well as a number of minor amendments which will add clarity to the principle local law.

This local law applies outside of the District and therefore requires the approval of the Governor. Approval for the local law to apply 200m seaward of the low water mark was granted and published in the Government Gazette in April 2019.

Comment

The Department of Local Government Sport and Cultural Industries (DLGSCI) suggested a number of minor amendments to the local law, these amendments related to the format and drafting style of the local law and do not in any way alter the intent of the local law. The suggested amendments have now been incorporated into the local law.

The Minister for Water has advised that he is happy with the content of the local law and that there are no issues that he or the Department of Water and Environmental Regulation wish to raise regarding the local law.

Consultation

The DLGSCI and Department of Water were consulted in the development of this Amendment Local Law.

McLeods Barristers and Solicitors were consulted to assist with the drafting of the Amendment Local Law.

The Governor was also consulted, via the Minister for Local Government, in order to obtain approval for the local law to apply outside of the District.

Statutory Environment

Local Government Act 1995, Part 3, Division 2;

- Subdivision 1 – Local Laws made under this Act.

Policy Implications

As a result of the final adoption of this local law this policy is considered redundant and is no longer required.

It is therefore proposed that the current policy POL – EVM 03 LIVE-ON-BOARDS – MANDURAH OCEAN MARINA be deleted.

Economic Implications

Nil

Risk Analysis

There are minor risks associated with introducing legislation around matters that affect community members. The nature of the amendments to this local law are minor and should have minimal impact.

Strategic Implications

The following strategy from the *City of Mandurah Strategic Community Plan 2017 – 2037* is relevant to this report:

Organisational Excellence:

- Deliver excellent governance and financial management.

Conclusion

Advertising of the proposed Jetties, Waterways and Marina Amendment Local Law 2018 is now complete. Council is requested to consider the submissions received and the City's response and make the local law as shown at **Attachment 1**.

NOTE:

- Refer:
 - **Attachment 1 City of Mandurah Jetties, Waterways & Marina Amendment Local Law 2018**
 - **Attachment 2 City of Mandurah Policy POL – EVM 03 Live-On Boards – Mandurah Ocean Marina**

RECOMMENDATION

That Council:

- 1 Adopt the Jetties, Waterways and Marina Amendment Local Law 2018; and
- 2 Delete policy POL – EVM 03 Live-On Boards – Mandurah Ocean Marina.

ABSOLUTE MAJORITY REQUIRED

**LOCAL GOVERNMENT ACT 1995
CITY OF MANDURAH
JETTIES WATERWAYS AND MARINA AMENDMENT LOCAL LAW 2018**

Under the powers conferred by the *Local Government Act 1995* and under all other powers enabling it, the Council of the City of Mandurah resolved on to make the following local law.

1. Citation

This local law may be cited as the *City of Mandurah Jetties, Waterways and Marina Amendment Local Law 2018*.

2. Commencement

This local law comes into operation 14 days after the date of its publication in the *Government Gazette*.

3. Principal Local Law

This local law amends the *City of Mandurah Jetties, Waterways and Marina Local Law 2010* as published in Government Gazette No. 53 of 4 April 2011 and as amended in Government Gazette No. 6 of 10 January 2012.

4. Clause 1.2 amended

Clause 1.2 is amended as follows:

- (a) move the definition of **authorised person** so that it appears in alphabetical order;
- (b) in the definition of **jetty** following “quay” add “walkway”;
- (c) in the definition of **marina** delete “waterways” and insert waterway;
- (d) after the definition of **mooring pile** insert:
 - nuisance** means
 - (a) an activity or condition which is harmful or annoying and which gives rise to legal liability in the tort of public or private nuisance at law; or
 - (b) an unreasonable interference with the use and enjoyment by a person of his or her ownership or occupation of land; or
 - (c) interference which causes material damage to land or other property on the land affected by the interference;
- (e) delete the definition of **owner** and replace with:
 - owner** in relation to any vessel, vehicle, cargo, property or other chattel, means the person who is the lawful owner of the person entitled to possession of the same if that is not the lawful owner;
- (f) delete the definition of **reasonable notice** and replace with:
 - reasonable notice** in regard to intended entry, means notice containing the purpose or purposes for which entry is required and giving a notice period of not less than 24 hours in accordance with section 3.32 of the Act; and
- (g) the definition of **vessel** is amended as follows:
 - (i) in subclause (b) after “wholly” insert “or”; and
 - (ii) delete “purposes or walkways or storage” and replace with “purpose of a jetty or for storage”.

5. Clause 2.5 amended

Clause 2.5 is amended as follows:

- (a) delete the number (1);
- (b) in paragraph (c) add “otherwise” before the term “within 20 metres”;
- (c) in clause 2.5(c) delete “except in a fuel storage facility constructed with the approval of an authorised person”; and
- (d) after clause 2.5(c) insert “except in a fuel storage facility constructed with the approval of an authorised person”.

6. Clause 2.8 amended

Clause 2.8 is amended as follows:

- (a) at the end of subclause (1) after the term “authority of this local law” delete the full stop and insert “and shall have effect as such.”; and
- (b) in subclause (2)(b) insert “related” after “next”.

7. Clause 3.3 amended

Clause 3.3 is amended as follows:

- (a) delete the number “(1)”;
- (b) insert the term “; and” after the mooring line diameter of “Not less than 24 mm”; and
- (c) in subclause (b) delete “lines which are unfit for their intended purpose” and replace with “line which is unfit for its intended purpose”.

8. Clause 3.4 amended

Clause 3.4 is amended as follows:

- (a) delete the number “(1)”;
- (b) delete “comply” and replace it with “compliant”; and
- (c) delete “clause 3.3(1)(a)” and replace with “clause 3.3(a)”.

9. Clause 3.5 amended

Delete clause 3.5 and replace with the following:

3.5 Connection of moored vessels to electrical power supply

The owner of a moored vessel must not connect or permit the connection of the vessel to the mains power supply of a dwelling unless-

- (a) the power supply of the vessel complies with AS/NZS 3004;
- (b) the power cords used to connect the power supply of the vessel to the mains power supply of the dwelling comply with AS/NZS 3191; and
- (c) the power cords or leads used to connect the vessel to the mains power supply of the dwelling do not enter the water and do not otherwise create a hazard for those in the vicinity of the vessel.

10. Clause 3.6 amended

Clause 3.6 is amended by:

- (a) insert the number (1) at the commencement of the text of the existing clause;
- (b) in subclause (1) delete “No person shall moor a vessel in a waterway so as to -” and replace with “A person shall not moor or anchor a vessel in a waterway so as to -”; and
- (c) insert a new subclause (2) as follows –

(2) A person shall not moor or anchor a vessel in a waterway for more than four hours in any seven day period if and while the vessel is moored or anchored to a public foreshore.

11. Clause 4.1 amended

Clause 4.1 is amended as follows:

- (a) in subclause (2)(b) delete “unless that person is engaged in the construction or repair of that public jetty in accordance with the written authorisation of an authorised person”; and
- (b) after subclause 2(b) insert “unless that person is engaged in the construction or repair of that public jetty in accordance with the written authorisation of an authorised person”.

12. Clause 4.2 amended

Clause 4.2 is amended as follows:

- (a) in subclause (1) after “jetty” insert “or allow a vessel to remain alongside or so that any part of the vessel is within 3 metres of the public jetty,”;
- (b) in subclause (1)(b) delete “single” in the first line and replace with “continuous”;
- (c) in subclause (2)(a) delete “make fast” and replace with “fasten”;
- (d) in subclause (2)(c) delete “or any part of the jetty”; and
- (e) insert a new subclause:

(3) For the purpose of this clause 4.2, a vessel is considered to remain alongside or adjacent to a public jetty if any part of the vessel remains within 3 metres of the jetty for more than two hours in any 24 hour period.

13. Clause 4.4 amended

Clause 4.4 is amended as follows:

- (a) in subclause (b) delete “except for an emergency vehicle responding to an emergency”; and
- (b) after subclause (b) insert “except for an emergency vehicle responding to an emergency”.

14. Clause 4.6 amended

In clause 4.6 title delete “**Nuisance on public jetties or bridges**” and replace with “**Prohibited activities on vessels, public jetties or bridges**”.

15. Clause 4.7 amended

In clause 4.7 delete “trees, shrubs, grasses” and replace with “tree, shrub, grass”.

16. Clause 4.8 amended

Clause 4.8 is amended as follows:

- (a) in subclause 3(b) after “by” insert “the use of”; and
- (b) in subclause (3) delete paragraph (c) and insert :
 - (c) where the damage is caused by the use of a vessel or a vehicle while under the control of an agent or employee of the owner of the vessel or vehicle, but without prejudice to the liability of any person arising under this or any other clause of the Local Law.

17. Clause 4.12 amended

Clause 4.12 is amended as follows:

- (a) in paragraph (a) delete “any jetty;” and replace with “the jetty or bridge;”;
- (b) delete paragraph (e) and renumber the remaining subclauses accordingly.

18. Clause 4.14 inserted

After clause 4.13 insert:

4.14 Local government may close jetties or regulate activities

The local government may –

- (a) Close or cause to be closed any jetty or any part thereof;
- (b) Regulate, prohibit or restrict access to any jetty or any part thereof;
and
- (c) Direct persons to leave the jetty or any part thereof, for the purposes of –
 - (i) a function or public convenience at or on the jetty;
 - (ii) repair, maintenance or construction of the jetty;
 - (iii) public safety; or
 - (iv) other operational reasons.

19. Clause 5.1 amended

In clause 5.1 title delete “**Causing a nuisance from a private jetty**” and replace with “**Activities prohibited on a private jetty**”.

20. Clause 5.2 amended

Clause 5.2 is amended as follows:

- (a) at the end of paragraph (a) after “,” insert “or”;
- (b) delete paragraph (b); and
- (c) re-number paragraph (c) accordingly.

21. Clause 5.3 amended

Clause 5.3 is amended as follows:

- (a) in the clause title after “**jetties**” insert “**and pontoons**”; and
- (b) delete subclause (4) and replace with:

(4) The owner of a private jetty or pontoon must maintain the jetty or pontoon so as to avoid it becoming dilapidated, unsightly, unsafe or otherwise unfit for its purpose, and must comply with any notice given by the local government in that regard within 28 days or such longer period as may be stipulated in the notice.

22. Clause 5.4 amended

In clause 5.4 subclause (2) delete “No person shall” and replace with “A person must not”.

23. Clause 6.1 amended

Clause 6.1 is amended as follows:

- (a) delete subclause (1) and replace with:

(1) An owner of property must maintain any waterway-edge wall within their property so as to avoid it becoming dilapidated, unsightly, unsafe or otherwise unfit for its purpose, and must comply with any notice given by the local government in that regard within 28 days or such longer period as may be stipulated in the notice.; and

- (b) in subclause (2) delete “No person shall” and replace with “A person must not”.

24. Clause 7.1 amended

In clause 7.1 delete “No person shall” and insert “A person must not”.

25. Clause 7.2 amended

Clause 7.2 is amended as follows:

- (a) in subclause (4) delete “will” and replace with “is to”; and
- (b) in subclause (5) delete “for a licence”.

26. Clause 7.3 amended

Clause 7.3 is amended as follows:

- (a) in subclause (1) delete “shall” and replace with “must”;
- (b) in subclause (1)(d):
 - (i) delete “shall” and replace with “does”;
 - (ii) delete “anytime” and replace with “any time”; and
 - (iii) delete the “s” from the end of “vessels”;
- (c) in subclause (1)(e):
 - (i) delete “shall” and replace with “does”; and
 - (ii) delete “anytime” and replace with “any time”;
- (d) in subclause (1)(f) delete “his agent” and replace with “or the licensee’s agent or licensee”;

- (e) delete subclause (1)(g) and replace with:
 - “(g) ensure that hose pipes or electricity leads or similar projections from a vessel do not obstruct or create a hazard to persons walking or otherwise travelling within a marina;”;
 - (f) in subclause (2) delete “shall” and replace with “must”; and
 - (g) delete subclause(2)(p) and replace with:
 - (p) do or leave undone, or cause or permit to be done or left undone, in or upon the pen any act or thing which may –
 - (i) cause damage; or
 - (ii) become a nuisance, annoyance or inconvenience;
- to other users of the pen system;

27. Clause 7.4 amended

Clause 7.4 is amended as follows:

- (a) in subclause (2) delete the second instance of the word “a” in the first line;
- (b) in subclause 2(a) insert “a” before “power”;
- (c) in subclause 2(b) insert “a” before “water”;
- (d) in subclause (2) after “midnight”, insert “of the previous day”; and
- (e) delete subclause (3) and replace with the following:
 - (3) A person who has obtained the written authorisation of the local government to live on board a vessel may connect to power for longer periods but must not in doing so restrict power to other pen holders required for the purpose of minor maintenance.

28. Clause 7.5 amended

Clause 7.5 is amended as follows:

- (a) in subclause (1):
 - (i) delete “the licence” and insert “a licence”;
 - (ii) insert “relevant” before “pen”; and
 - (iii) after “thereof”, add “within or attached to the pen”; and
- (b) in subclause (3) delete “shall” and replace with “must”.

29. Clause 7.6 amended

Clause 7.6 is amended as follows:

- (a) delete the “s” from the end of “costs”; and
- (b) after “licensee”, add “and recoverable in a Court of competent jurisdiction”.

30. Clause 7.7 amended

Clause 7.7 is amended as follows:

- (a) in subclause (3), after “payable by the licensee”, insert “and recoverable in a Court of competent jurisdiction”; and
- (b) delete subclause (5).

31. Clause 7.8 inserted

After clause 7.7 insert:

7.8 Breach of licence

In the event of a breach by the licensee of any of the provisions of this local law, the licensee's vessel may be removed, impounded and disposed of in accordance with Part 3, Division 3, Subdivision 4 of the Act.

32. Clause 8.2 amended

Clause 8.2 is amended as follows:

- (a) in subclause (2), after “giving of the notice”, insert “, except as provided in subclause (3).”;
- (b) insert a new subclause (3) as follows –
 - (3) Where the breach of a notice involves or includes the treatment or use of a vessel for a limited period of time, the breach will occur if the vessel is treated or used in the manner complained of for more than the limited or stipulated time.; and
- (c) re-number the subclause previously numbered (3) as (4).

33. Clause 8.3 amended

Clause 8.3 is amended as follows:

- (a) in subclause (1)(b) after “this local law”, insert “by the local government or”;
and
- (b) in subclause (5) delete “his” and replace with “the authorised person’s.”

34. Clause 8.4 amended

Clause 8.4 is amended as follows:

- (a) in subclause (2) insert a dash after “adjacent to the clause in Schedule 1”;
and
- (b) in subclause (2)(a) insert “and” after the semicolon.

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35. Clause 8.7 amended

In clause 8.7 after “caused to the local government” at the end of the clause, add “and the local government may recover the cost as a debt due in a Court of competent jurisdiction”.

36. Schedule 1 amended

Schedule 1 is amended as follows:

- (a) at item number 12 following “Mooring” insert “or anchoring”;
- (b) at item number 13 delete “on” and replace with “at”;
- (c) at item number 25 delete “Causing a nuisance from a public jetty” and replace with “Prohibited activities on a private jetty”;
- (d) at item number 26 delete reference to “5.2(1)” and replace with “5.2(a)”;
- (e) delete item number 27;
- (f) at item number 28 delete reference to “5.2(3)” and replace with “5.2(b)”;
- (g) at item number 35 delete reference to “8.2(3)” and replace with “8.2(4)”.

Dated:

The Common Seal of the City of Mandurah was affixed by authority of a resolution of the Council in the presence of—

RHYS JOHN WILLIAMS, Mayor.

MARK ROBERT NEWMAN, Chief Executive Officer.



POL-EVM 03

POLICY

LIVE-ON-BOARDS – MANDURAH OCEAN MARINA

Policy Objective:

To provide suitable controls to limit the amount of live on boards in the Mandurah Ocean Marina to protect the amenity, environment and security of the Mandurah Ocean Marina precinct.

Policy:

The Mandurah Ocean Marina (“the Marina”) does not accommodate full time live-on-boards except in accordance with the Pen Licence Terms and Conditions.

The Marina Manager is authorised to vary the Terms and Conditions if and when the situation warrants.

Procedure:

Originating Section:

Mandurah Ocean Marina

Relevant Legislation:

Reviewer:

Manager Waterways

Delegated Authority:

Approved:

Minute G.45/8/01, 21 August 2001

Reviewed:

Minute G.43/12/09, 15 December 2009

Minute G.57/2/12, 28 February 2012

Minute G.35/2/15, 24 February 2015

Other References:

- Previous reference – MOM-01
- Pen Licence Terms and Conditions

4	SUBJECT:	Memorandum of Understanding with WA Police Force
	CONTACT OFFICER/S:	Tim Hartland
	AUTHOR:	Kellie Wilson/ Tim Hartland

Summary

The City and the WA Police Force previously established a Memorandum of Understanding (MOU) that outlines the policy and procedures regarding the provision of City owned Closed Circuit Television (CCTV) footage and monitoring equipment being used by Police at the Mandurah Police Station. This MOU was first executed in 2011 and has been reviewed annually by both parties.

The City and Police work together on an ever increasing range of community issues and having an agreement that sets out clearer roles and responsibilities of each party assists in ensuring a collaborative approach. The existing agreement relates to just CCTV usage and it is imperative the existing MOU is broadened to include responses to wider operational issues and support. Police support an MOU and have provided the City with a template which they are also using with other Local Governments.

The objectives of an MOU are to provide clarity of the strategic priorities of each party relating to community safety, outlining roles and responsibilities and ensuring circumstances that information is shared is relevant and confidential. The report seeks Council's approval for entering into a new, broader MOU.

Disclosure of Interest

Nil

Previous Relevant Documentation

- G. 14/2/17 19 December 2017 Community Safety and Crime Prevention Strategy 2017 – 2022, strategy was endorsed by Council.

Background

The City and Police share a common goal in creating a safe community and this MOU seeks to strengthen the relationship between Police and the City by positioning both organisations to respond to a social need. The City plays an important role in community safety via planning and building stronger communities, compliance of local laws and providing community education and awareness. While each organisation has a defined function, there is evidence that a more joined up approach to community safety will produce a better outcome. The City currently supports or is involved with some key networks that ensuring communication is strategic, targeted and ongoing. These include the following community safety related groups:

- Roadwise Committee
- City/ Police bi-monthly operational meeting (Police - Water Police, Mandurah Police Station, Mandurah Police District Office, Southern Metro Traffic Police, Mandurah Detectives, Community Safety: City – Community Safety Team/Community Development, Rangers, Health Services/ Statutory Services)
- Group of 6 Strategic Meeting (Police, City, Corrections, Education, Health, WA Housing, Disabilities).
- Liquor Accord
- Local Emergency Management Committee (LMEC)
- Peel Homelessness & Street Present Sector Meeting
- Graffiti Operational Meeting Group
- Police and Principals Meeting Group (City attends each school term).

A Police/ City MOU was developed in 2012 as an operational document which related solely to the public CCTV system and has since been reviewed annually. The MOU has been very effective in ensuring the legal and ethical use of the system and to date has resulted in no recorded breaches of the well-used

system. In 2018 Police had a series of changes to their structure and focus with the retirement of long standing Commissioner appointment of a new Commissioner Mr Dawson. Following his appointment Commissioner Dawson undertook a review which resulted in the abolition of their policing method (which took a two tiered 'response and investigation teams' approach) back to a more traditional policing method of one operational team. They also redefined Police District Office boundaries and established a Mandurah Policing District. The new District includes the Local Government areas of Mandurah, Kwinana, Rockingham and Murray.

With a new policing District, busy working groups and increasingly complex community issues, Police have sought the expansion of the existing CCTV MOU to a broader MOU that outlines the breath of work undertaken across the two organisations. A similar approach to establishing an MOU between Police and Local Government has been undertaken at the City of Cockburn, with their completed MOU forming a rough guide for Mandurah's finalised MOU.

Comment

The MOU outlines the required support from Police to the City and the City to Police, for each party to provide support in responding to community needs. The aim is to build a positive rapport between the City and Police to ensure a collaborative approach.

As well as the existing use of CCTV, the City and Police continue to interact on many issues which the new MOU seeks to provide greater role clarity on. These include;

- Vandalism and Graffiti management
- Administration and direction of strategic interagency meetings
- Community and business engagement activities
- Community safety education (including resources used by either party)
- Security patrolling such as in the City Centre and other key locations
- Regular patrolling and response by Rangers across a broad function
- City support from Western Australian Police Force when attending to higher risk statutory and local by-laws enforcement (such as building and health compliance issues)
- Responding to issues of the day, including more strategic approaches like designing out crime and developing social strategies

Capturing these priority areas within a new MOU would assist in service delivery and clarify each parties roles and responsibilities at a strategic and operational level. It is important to have a commitment from Police in regards to supporting City Officers, especially our Rangers and external contracted security, when they require a Police response. The City's main focus is to continue the positive relationship with Police and work collaboratively to address safety issues and prevent crime, in partnership with the community. A major catalyst for this MOU has been to ensure a more joined up approach to responding to need, such as anti-social behaviour and vagrancy, in the Mandurah City Centre.

Key responsibilities and accountabilities within the MOU for each party are as follows;

City

- Provide information to Police that may assist in the investigation and prosecution of offences and for the provision of a safe and secure community.
- Undertake regular patrolling and responses by Rangers 7.00am to 7.00pm 7 Days for enforcement of local law breaches.
- An after-hours call out service by Rangers for dog attacks in progress and requests for assistance from Police relating to dogs and livestock on roads.

Police

- Prioritise City Centre calls regarding criminal and anti-social behaviour
- Provide timely information pertaining to crime hotspots and crime trends in accordance with Police policy to City Officers
- Provide support for the execution of warrants and attendance when visiting unsafe properties

- Provide operational support to City Officers as required with special attention and response to emergency situations

Jointly

- Provide operational assistance in support of each other as is reasonable in the circumstances and which is allowable by the relevant laws applicable to the circumstances by the provision of resources, equipment and staff carrying out operations
- Taking a consultative to achieve desired outcomes.

Consultation

The MOU has been reviewed by the Superintendent of Mandurah Policing District and also reviewed and approved/endorsed by the Assistant Commissioner WA Police Force.

Statutory Environment

Relevant Acts and Local Laws relating to the MOU:

- Local Government Act 1995
- Criminal Investigation Act 2006
- Surveillance Devices Act 1998
- State Records Act 2000
- Freedom of Information Act 1992
- Evidence Act 1906
- Control of Vehicles (Off Road Areas) Act 1978
- Animal, Environment & Nuisance Local Law 2010

Within the provision of freedom of information the exchange of information is for the following purposes:

- a) The investigation and prosecution of offences.
- b) Crime prevention programs.
- c) The enforcement of criminal law.
- d) Enhancing community safety.

Policy Implications

The City has a policy on the usage of CCTV Cameras, this MOU does not effect this or any other existing policy.

Within the provision of the Surveillance Devices Act and policy for exchanging information for CCTV between parties the following are key items:

- a) The system is operated in a way that respects the privacy of community members and their right to conduct lawful activities.
- b) Day to day cooperation and any amendments of the agreement between the parties is encouraged to maximise benefit.
- c) The system is intended to provide Police with the ability to download incidents.
- d) The City can and only will provide an 'observe and report' function in relation to its public areas.

Economic Implications

N/A

Strategic Implications

The following strategies from the *City of Mandurah Strategic Community Plan 2013 – 2033* are relevant to this report:

Social:

- Help build the community's confidence in Mandurah as a safe and secure City.

Organisational Excellence:

- Ensure the City has the capacity and capability to deliver services and facilities that meet community expectations.

Conclusion

The City and Police have a strong relationship and work closely on a range of issues to benefit the community. However notwithstanding that, each organisation has a discreet purpose and function, and it is essential that there is an improved understanding of this to ensure appropriate cross overs and alignment. The MOU will assist in guiding each organisation through an increasingly complex landscape of societal issues and associated preventative approaches.

- Refer **Attachment 1** *Signed Memorandum of Understanding with WA Police Force*

RECOMMENDATION

That Council approves the Memorandum of Understanding between the City of Mandurah and the Western Australia Police Force and authorises finalising of the agreement to the Chief Executive Officer.



WA Police Ref: MOU 0469-2019

Western Australia Police Force and City of Mandurah

Memorandum of Understanding

A commitment to achieve community safety goals in a mutually beneficial manner.

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THIS MEMORANDUM OF UNDERSTANDING (MOU) IS MADE THE 20th DAY OF FEBRUARY 2019

BETWEEN

Western Australia Police Force ("WA Police Force")

AND

City of Mandurah ("The City")

1. Background

1.1. The mission statement of the WA Police Force is:
"To provide trusted and valued policing for Western Australia."

1.2 The City of Mandurah's community aspirations are:

"To create a vibrant and connected City that supports and improves the community for everyone." The City has the following strategic objectives:

- I. A community that is a leader in environmental sustainability and protection of our waterways, city centre that is vibrant, and a community that is safe, healthy and engaged;
- II. A prosperous community with an innovative and skilled workforce that has accessible education and employment opportunities for all;
- III. A community that is welcoming and accessible, where infrastructure meets the needs of a growing and diverse population;
- IV. A regional community that is diverse yet inclusive, cosmopolitan yet relaxed, with a strong sense of belonging.

1.3 This MOU contains the understanding between the WA Police Force and the City with respect to the enhancement of a working partnership in accordance with best practice policy and procedures.

2. Status of MOU

Nothing in this MOU:

- a) Restricts the exercise of any legislative or operational responsibilities of the Parties.
- b) Affects the exercise of either Parties' discretion as to whether, or what matters, the agency investigates within their jurisdictions.

3. Definitions

In this MOU, unless the context otherwise requires:

CAD means the WA Police Force Computer Aided Dispatch system.

City of Mandurah Officers and Agents means the relevant City Managers, Coordinators, and relevant City Operational Officers including Rangers, Contracted Security, Parking, Community Safety, Environmental Health and Development Compliance Officers.

Community means the residents and visitors of the City of Mandurah, Western Australia and the general public (where applicable).

Incident: means an incident in relation to a WA Police Force inquiry and is a reported occurrence or event which has an incident report number (IR) as reported through WA Police Force procedures.

Liaison Officers means the representatives of the Parties detailed at Clause 12 of this MOU.

Parties mean the WA Police Force and the City of Mandurah and Party is a reference to either of them.

Third Party means a person or entity not a Party to this MOU.

4. Objectives

The objectives of this MOU are to:

- a) Provide for the continuity and quality of services by the parties to be maintained through an understanding of resource allocation to provide an efficient joint response to calls for assistance from the community.
- b) Provide clarity of the strategic priorities of the parties relating to community safety.
- c) Outline the respective roles and responsibilities of each party.
- d) Ensure the circumstances in which information is collected and shared is relevant to the official duties of the City and the WA Police Force and will be treated as confidential.
- e) Document the administrative and procedural arrangements agreed between the parties in respect of mutual cooperation and how the exchange of information and documentation is maintained.

5. Roles and Responsibilities

5.1 City of Mandurah - Responsibilities

The City will act in accordance with the *Local Government Act 1995* and this currently extends to security patrols within the City Centre of Mandurah. It will also provide community safety and crime prevention initiatives.

The City agrees to, where reasonably practicable:

- a) Direct its officers in support of local police requests and initiatives.
- b) Provide information to the WA Police Force that may assist in the investigation and prosecution of offences and for the provision of a safe and secure community.
- c) Undertake regular patrolling and response by Rangers 7:00am to 7:00pm x 7 Days for enforcement of local law breaches.
- d) An after-hours call out service by Rangers for dog attacks in progress and requests for assistance from the WA Police Force relating to dogs and livestock on roads.

5.2 WA Police Force - Responsibilities

The WA Police Force will continue to enforce all WA State Government Acts, Regulations and associated legislation they have responsibility for. This authority is derived from the *Police Act 1892*. The Commissioner of Police is the Hazard Management Agency for seven (7) hazards in the State of Western Australia and (in the role of State Emergency Coordinator) appoints District Emergency Coordinators and Local Emergency Coordinators for each Emergency Management District and Local Government District. (Refer to the *Emergency Management Act 2005 (WA)*).

The WA Police Force agrees to:

- a) Prioritise City Centre calls regarding criminal and anti-social behaviour.
- b) Provide operational support to the City Officers as required with special attention and response to emergency situations.
- c) Provide information in accordance with Sections 13 and 14 of the *Road Traffic (Administration) Act 2008 (WA)*, to City Officers.
- d) Provide timely information pertaining to crime hotspots and crime trends in accordance with the WA Police Force policy to City Officers.
- e) Regularly liaise with the City Manager of Community Development and other delegated officers.
- f) Provide support for the execution of warrants and attendance when visiting unsafe properties.

5.3 Joint Responsibilities

The Parties agree to:

- a) Provide operational assistance in support of each other as is reasonable in the circumstances and which is allowable by the relevant laws applicable to the circumstances by the provision of resources, equipment and staff in carrying out operations.
- b) Recognise that in most situations operational requirements and desired outcomes may overlap. It is for this reason that both Parties agree upon a consultative approach to achieve the desired outcomes.
- c) In all circumstances, undertake safe working practices and ensure that strict compliance is followed as per each Party's standard operating procedures.
- d) Negotiate logistics between both Parties prior to any joint operation commencing.
- e) Incur their own operational costs and not seek reimbursement from the Party that they are assisting.
- f) Work and endorse safe working practices in line with the *Occupational Safety and Health Act 2011*.

5.4 Guiding Principles for the City responding to non-urgent or non-life threatening calls from the public and or WA Police

- g) The City Officers may be requested to respond to community requests for assistance on behalf of the WA Police Force by Mandurah Police Station supervisors.
- h) The City Officers have not been afforded extraordinary police powers to enable them to undertake this role. The legislative powers afforded to a normal citizen still apply.
- i) The City Officers will only respond to tasks within the local government district.
- j) On receipt of a request, the delegated City staff on duty can only agree to that request if it is within the capabilities of their officers.

- k) Upon completion of the task, the attending City Officers will complete a written report which will be archived by the City and available to the WA Police Force if required.
- l) The police officer allocating a task to the City will supply a CAD job number for inclusion onto the incident report.
- m) If in response to a task, the City Officers locate an unsecured premise or premises that have been the subject of a criminal offence; they should not enter unless accompanied by police officers, but may enter if it belongs to the City.
- n) The Parties support a team effort to reduce the attraction of the City Centre area to those committing offences.

6. Provision and exchange of information

6.1 Exchange of information

The Parties agree to exchange information and intelligence that is relevant for the performance of core business requirements of the other Party and is not subject to statutory restraints.

The exchange of information is for the following purposes:

- a) The investigation and prosecution of offences.
- b) Crime prevention programs.
- c) The enforcement of criminal law.
- d) Enhancing community safety.

6.2 Requests for information

A request for information (other than information deriving from the CCTV System or information related to floor plans):

- a) By the WA Police Force to the City, must be made by a WA Police Officer holding a Supervisor, Officer in Charge, Assistant District Officer, District Officer position or delegate and directed to a City Manager, Coordinator or delegate.
- b) By the City to the WA Police Force, must be made by the City Manager, Coordinator, Authorised Officer (i.e. Rangers) or delegate to a WA Police Officer holding a Supervisor, Officer in Charge, Assistant District Officer, District Officer position or delegate. These requests are to include:
 - I. Support with indicative information about the safety of City Staff attending residential premises. This may include some information about the danger posed by occupants;
 - II. Permission to obtain owner details based on licence plate numbers in follow up to local government administered offences in accordance with existing procedures;
 - III. Under the following legislation, the City Ranger Service staff who have completed police integrity checks and have been authorised by the City Chief Executive Officer to obtain vehicle owner details. Authorised ranger staff can request vehicle owner/driver details for alleged offences against the following legislation; where a vehicle is allegedly used in the commission of an alleged offence:
 - *Dog Act 1976 & Regulations & Dog Local Law 2010*;
 - *Cat Act 2011 & Regulations*;
 - *Litter Act 1979 & Regulations*;
 - *Bush Fires Act 1954 and Regulations*;

- *Control of Vehicles (Off Road Areas) Act 1978 and Regulations;*
- *Local Government Act 1995;*
- *Local Government (Miscellaneous Provisions) Act 1960;*
- *Animal Environment & Nuisance Local Law 2010;*
- *Cemeteries Local Laws 2010;*
- *Jetties, Waterways & Marina Local Law 2010;*
- *Waste Management Local Law 2010;*
- *Local Government Property & Public Places Local Laws 2016;*
- *City of Mandurah Health By-Law 1996.*

6.3 Register of requests

Both Parties shall maintain a register of requests for information via email in order to assist with audit purposes and ensure email requests can be traceable.

6.4 Security of information

The Parties will at all times ensure appropriate security, storage and disposal of information subject to this MOU.

6.5 Third party access to information

Information may not be transferred to a third party without the consent of the individual(s) concerned or unless otherwise required by law.

6.6 Destruction of information

Information subject to this MOU will be destroyed and or disposed of in accordance with the Party's respective records and disposal schedule.

6.7 Information privacy principles

The Parties agree to comply with the Information Privacy Principles for the Public Sector produced by the Office of the Privacy Commissioner as well as any other principles that apply such as copyright, privacy and any other legislated principles.

7. **Exchanging Closed Circuit Television System (CCTV) Information**

7.1 Definitions

For the purposes of this clause, unless the context otherwise requires:

Public (access) areas means any location which has general public access including but not limited to, footpaths, roads, public access ways, reserves, vehicle parking areas and verges.

Response means any activity organised to deal with a specific situation or incident noted during the viewing of CCTV system images.

Suspicious activity means behaviour or actions that may indicate criminal or anti-social behaviour.

System means the City CCTV system which comprises the components, personnel and management procedures that form the City electronic image display and recording system.

System Information includes data, images, and other outputs of the public areas CCTV system and contacts made between the Parties relating to incidents viewed and or recorded by the system.

7.2 Principles of system operation

The following principles guide the operation of the System:

- a) The System is operated in a way that respects the privacy of community members and their right to conduct lawful activities.
- b) The System is operated and monitored with the aim of preserving all practical elements of personal and commercial privacy.
- c) The System is used for the surveillance of activities within public access areas which would therefore reasonably be expected to be observed.
- d) The System will not be used to monitor the activities of an individual or group based solely on their appearance, race, age, gender or other distinguishing features;
- e) The monitoring, recording, retention, distribution and deletion of images and data via the System is undertaken in a fair and lawful manner.
- f) The City CCTV Policy and Approved Operational Procedures form the basis for the implementation of the public areas CCTV system in the City.
- g) The City retains the right to decide on appropriate image viewing types and levels in line with its requirements and in consultation with the WA Police Force.
- h) The City aims to operate the System to support the activities of authorised law enforcement and investigative agencies in line with policy and procedure.

7.3 Cooperation

Day to day cooperation between the Parties is encouraged to maximise the community safety benefit from the System's operation. The following understandings exist between the Parties in view of their normal roles and responsibilities:

- a) Communication between the Parties is encouraged regarding trends in criminal and suspicious activity in local areas to assist the effective use of the System.
- b) The WA Police Force will be the first Party advised by the City of observed or suspected criminal activity in progress where that advice is able to be given. For the purposes of this provision, the City will in the first instance advise the Police Assistance Centre on 131444, of any such activity.
- c) The System is intended to provide the WA Police Force with the ability to download incidents at the Mandurah Police Station.
- d) The Parties will endeavour to work together in a spirit of cooperation and for the benefit of public safety, to support the operation of the City's public areas CCTV System and will liaise, wherever necessary, if either Party identifies a need to change their policies or procedures.
- e) The City can and will only provide an "observe and report" function in relation to its public areas. This includes the CCTV system, operational staff and contracted security patrols from time to time.
- f) In order to avoid unreasonable requests for assistance in relation to access to System Information, response to reported incidents, operational resourcing or other matters, each

Party must use reasonable judgement prior to requesting the involvement of the other Party to a specific incident.

- g) The WA Police Force will endeavour, where relevant, to provide the City with feedback when requested during System operation audits and reviews.
- h) Each Party, respectively, reserves the right to make the final decision on the deployment of its resources.
- i) System use and image viewing by the City will be implemented in line with its protocols and procedures. Liaison between the Parties on image viewing and communication is encouraged.
- j) The City will endeavour to advise the WA Police Force of any malfunction of the System as soon as reasonably practicable.
- k) The City will use the System to support event coordination, emergency management and other operational functions and will coordinate with the WA Police Force on these matters where relevant.

7.4 WA Police Force acknowledgements

The WA Police Force acknowledges that:

- a) It will have access to the City's public area CCTV System through equipment including a wireless network connection, computer and TV monitor which allows the capability for WA Police Officers at the Mandurah Police Station to access the City's CCTV public area CCTV cameras in the City Centre. Police officers at Mandurah Police Station will use the System to view footage (live and playback) and have the ability to download images.
- b) Any use by the WA Police Force of the information observed, monitored or retrieved from the System other than for the authorised purposes as set out in this MOU will be deemed to be a serious breach of this MOU and may result in the City of Mandurah's withdrawal from the MOU arrangement.

7.5 City of Mandurah responsibilities

The City acknowledges its responsibilities to:

- a) Provide the WA Police Force with:
 - i. A job instruction guide to assist in accessing footage to view System images remotely and training when suitable;
 - ii. A log book to record when the System cameras are accessed.
- b) Maintain insurance and upgrades (subject to funds being available) to the System (hardware and software) as scheduled by the City's Information Services Department.
- c) Operate the CCTV system taking into account that the system is:
 - i. Operated in a way that respects the privacy of community members and their right to conduct lawful activities;
 - ii. Operated and monitored with the aim of preserving all practical elements of personal and commercial privacy;
 - iii. Used for the monitoring of activities within public access areas which would in accordance with legislation reasonably be expected to be observed;
 - iv. Download images from the System to be used as evidence.
- d) Operate the system and image viewing in line with established protocols and procedures.
- e) Consider any Freedom of Information applications it receives from the WA Police Force in line with privacy and other consideration with the final decision, in this regard, being made by the City's Freedom of Information Co-ordinator.

7.6 WA Police Force responsibilities

The WA Police Force through its operations at Mandurah Police Station acknowledges its responsibilities to:

- a) Use the System as a resource with a view to assisting the WA Police Force and the City in improving community safety;
- b) Limit access and use to the System as to maintain the integrity of the System, with a view to minimising and/or eliminating the occurrences of:
 - i. Tampering with System files, output or software;
 - ii. Distribution of files, the output of software (including personal software) to user groups, or to the public domain;
 - iii. Disclosure of logon or password to unauthorised persons or to external sources;
 - iv. Unauthorised modification of System programs or procedures.
- c) Not load additional software onto the System.
- d) To limit its use of the System to:
 - i. View the CCTV cameras and search for footage of a particular Incident;
 - ii. View live footage, as necessary, (for example during peak periods i.e. Friday, Saturday nights and large community events);
 - iii. Utilise the System to search 'playback' footage to view past events related to an incident report;
 - iv. Download images from the System to be used as evidence.
- e) Record all Incidents searched and downloaded in a log-book provided by the City. The log book is a mechanism for records to be kept and notes to be made when the cameras are viewed, or footage is searched. The following information will be documented:
 - i. The WA Police Force personnel, name and number;
 - ii. Date of viewing;
 - iii. Date of incident;
 - iv. Time range of incident;
 - v. Whether the incident was being viewed in real time, or playback;
 - vi. The type of incident (e.g. stealing, property damage or assault);
 - vii. Incident report number (IR);
 - viii. Which camera/s were used to view the incident;
 - ix. Amount of time searching;
 - x. If the incident was found;
 - xi. If any footage was requested for download/or downloaded;
 - xii. A note indicating if the footage was useful in apprehending the person/people of interest.
- f) Manage the WA Police Force downloaded CCTV images/footage and retention of footage in accordance with the WA Police Force record retention strategy.
- g) Contact the City as soon as possible if issues are detected with the hardware and/or software.
- h) Utilise the information provided from the System to the WA Police Force for the specific support of authorised investigative and law enforcement activities, which may include public release of images/footage.
- i) Prevent the inappropriate release or unauthorised viewing of any information viewed or received from the use of the System.

7.7 Protocols and operational guidelines

- a) The City protocol and operational guidelines will form the basis for the implementation of the City public areas CCTV system.
- b) The Parties will work together in a spirit of co-operation and for the benefit of public safety, to support the operation of the System, include strategic focus, and the monitoring and evaluation of the performance of the System.
- c) The administrative and procedural arrangements agreed between Parties in respect of mutual cooperation and the exchange of information and documentation is maintained.
- d) The legislative responsibilities are acknowledged and integrity of the System Information is maintained; related to but not limited to the:
 - i. *Criminal Investigation Act 2006*;
 - ii. *Criminal Procedure Act 2004*;
 - iii. *Surveillance Devices Act 1998*;
 - iv. *State Records Act 2000*;
 - v. *Freedom of Information Act 1992*; and
 - vi. *Evidence Act 1906*.
- e) If either Party identifies a need to change the policies or procedures, that Party will forward a written request to the other Party requesting a review of the policies or procedures. Formal communication and correspondence should be initially exchanged between the liaison officers. Ongoing, day-to-day operational communication between the Parties is to be between the WA Police Force officers and the City Community Safety Officers.
- f) The policies or procedures relevant to a Party may be updated following consultation between the Parties. Each Party will ensure the other Party is provided with a copy of the updated policies or procedures at the earliest opportunity.
- g) The Parties agree that they will as far as reasonably practicable, act in accordance with the policies and procedures in the support and development of the City CCTV system.

7.8 Purpose to exchange information

Cooperation and information exchange between the Parties in relation to the City CCTV system can occur when such an exchange:

- a) Is in the public interest.
- b) Is in line with the roles and responsibilities of the Parties making the request.
- c) Complies with privacy, confidentiality and other legislative requirements and court or tribunal orders.

Any System Information exchanged between the Parties is made in good faith and carries no guarantee of specific relevance or accuracy.

7.9 Release and handling of Information

System Information provided by the City to the WA Police Force is not to be used for any purpose other than for the specific support of authorised investigative and law enforcement activities. Any use of the System Information for any other purpose will constitute a serious breach of this MOU giving rise to a right to terminate this MOU.

WA Police Force representatives taking possession of and handling System Information will take all possible steps to prevent the inappropriate release or unauthorised viewing of that System Information. Information (images and/or video) from the System can be utilised on

public/social media by the WA Police Force if the identity of a suspect is unknown to them and only upon written approval being provided by the City.

Where System Information provided by the City to the WA Police Force is no longer required for investigative or enforcement activities, the WA Police Force guarantees that the System Information will be destroyed in accordance with the WA Police Force standard operating procedures.

7.10 Format of information

The City will only provide copies (i.e. not the original recording) of System Information in accordance with an authorised and approved request by the WA Police Force.

Generally, the System Information will be in the form of recorded colour images and will not include audio information. Whenever possible, copies of recorded images provided to the WA Police Force in accordance with this MOU will include time and date stamping. Such images are to be in a non-editable format and will be marked with 'copy'. The WA Police Force will accept one copy of each recorded image that the City is able to reproduce.

Discussion between the Parties on the suitability of copied image formats and timeframes is encouraged.

7.11 Requests for information

- a) To apply/request other City CCTV footage through the City's Freedom of Information procedure (email address foi@mandurah.wa.gov.au) whenever:
 - i. The WA Police Force requires footage from the System but are unable (for whatever reason) to access the System directly for downloading purposes;
 - ii. The WA Police Force requires access to footage available from the CCTV System that is owned by the City and which monitors City's facilities/buildings and points of sale (such systems which are not connected to the Mandurah Police Station CCTV System).
- b) When making a Freedom of Information request to the City, provide the City with, as a minimum, the following information:
 - i. An incident report (IR) number;
 - ii. Date and time of the incident;
 - iii. Incident details including location;
 - iv. The Act (legislation) the WA Police Force is operating under to request/seize the footage e.g. "The CCTV footage is to be seized under the auspices of Section 146(e)(i)(ii) of the *Criminal Investigation Act 2006* as it is classified as being relevant to the indictable offence of burglary and stealing".
- c) The WA Police Force will only use the information observed, monitored or retrieved from the System for the authorised purposes as set out in this MOU and will at all times comply with all relevant legislation.
- d) Parties will abide by and utilise the Freedom of Information processes outlined in this MOU so as to provide the City with a record of incidents being used by the WA Police Force and that any saved images provided by the City will be saved as a corporate record and disposed of in accordance with the *State Records Act 2000*.
- e) The City accepts the footage held by police may be released to charged persons under disclosure requirements for the purpose of court.

- f) The Parties agree to cooperate with the auditing requirements of the Party supplying the System Information.

7.12 System control and review

The City is the owner of the public areas CCTV System and the System information and retains absolute operational control and management of it.

The City will seek feedback from the WA Police Force during System operation audits and reviews where relevant.

8. **Community Safety and Crime Prevention**

Both the City and the WA Police Force agree to commit to the implementation of the City Community Safety & Crime Prevention Strategic Plan 2017 – 2022 and versions created thereafter (CSCP Plan).

The WA Police Force agrees to the following commitments for the implementation of the 2017-2022.

- a) Police attendance at relevant meetings relating to the strategy.
- b) A collaborative approach on improving the perception of crime and safety.
- c) A partnership for community engagement, joint community promotions including stalls, engagement and events.
- d) Partner the City in hosting the annual Business Breakfast, including attendance by senior officers, presenting relevant crime prevention initiatives regarding business safety and promote the event through networks.

9. **Floorplans**

The City agrees to provide the WA Police Force with access to floorplans within its directorate where practicable.

Regulation 13 of the *Building Regulations 2012* allows the City to provide police with a floorplan in connection with a situation in which the safety of a person is at risk. The exchange of information relating to floorplans, the general conditions of information exchange is detailed below.

9.1 Request Process

A request for information relating to floor plans must:

- a) be sent to the City Coordinator of Building & Compliance or their delegate;
- b) be made by a WA Police Force officer who is authorised to make such a request;
- c) specify the name, rank, PD number and office details of the requesting police officer;
- d) contain the relevant address details of the floorplan requested;
- e) specify that the information is required for an ongoing investigation into offences.

10. **Graffiti**

Both the City and the WA Police Force agree to work together in partnership to address graffiti in the local community.

10.1 City of Mandurah responsibilities

The City agrees to:

- a) Ensure the City Graffiti Officers photograph graffiti with time, date and location details prior to removal of graffiti.
- b) Maintain a graffiti database and upload to the WA Police Force database.
- c) Analyse graffiti information provided by contractors, resulting in only the most prevalent graffiti tags to be sent to the police for investigation, a monthly report will be sent to relevant Parties.
- d) Remove graffiti in accordance with the State Government guidelines, ensuring that all graffiti is removed within 72 hours of reporting, unless the graffiti is considered by the City to be offensive or racist, and requires removal within 24 hours of reporting.

10.2 WA Police Force responsibilities

WA Police Force agrees to:

- a) Investigate all analysed graffiti reports sent to the police for investigation and provide information to the City regarding the outcome of the analysis (in accordance with the WA Police Force customer service delivery standards).
- b) Where applicable and provided resources are available, formulate joint operations to target graffiti in hotspot locations within the City.
- c) Support the City Graffiti Officers to execute a 'Section 29 Entry under Warrant' to remove graffiti from private property.

11. **Meetings**

The Parties agree to participate and support meetings which facilitate partnerships to address safety and crime prevention at the local level.

11.1 City of Mandurah and WA Police Force Network Meeting

The City agrees to:

- a) Hold bi-monthly meetings at the City to discuss current and emerging issues. The City will have representatives from Health, Rangers and Community Safety sections.
- b) Coordinate the attendance and ensure an officer from each interested group is present.
- c) Produce the agenda and minutes for the meeting.

WA Police Force agrees to:

- a) Attend all meetings, if relevant officers are not available, provide a proxy.
- b) Provide the City with monthly crime statistics.
- c) Support the City with agreed initiatives to improve community safety or crime prevention.

11.2 Group of 6 – Strategic Leaders Group

The City agrees to:

- a) Representation from an Executive Officer and relevant managers and officers.
- b) Hold bi-monthly meetings and produce the agenda and minutes for the meeting.
- c) Ensure the agencies is represented at a strategic level for all meetings.
- d) Providing leadership on emerging issues and collaborative with relevant organisations.

WA Police Force agrees to:

- a) Nominate a Superintendent or Inspector to attend all meetings; and if relevant officers are not available, provide a proxy.
- b) Provide crime statistics and relevant information.
- c) Provide a response to critical community safety issues.

11.3 Liquor Accord

The City agrees to:

- a) Provide administrative support including minutes, distribution and record management.
- b) Provide local government guidance including community safety, environmental health, sports club development and event management.
- c) Receive feedback and support licensees, to improve and grow the nightlife economy.

WA Police Force agrees to:

- a) Police representation at all meetings (Mandurah Police Station and Liquor Enforcement Unit).
- b) Inform members of anti-social behaviour, alcohol-related incidents and trends occurring within and surrounding Mandurah's licensed premises.
- c) Inform members of frontline policing and community crime prevention matters.
- d) Have Liquor Enforcement Unit (LEU) engage with venues and provide advice on legislation and policy to ensure safe and professional management practices.

11.4 Local Emergency Management Committee (LEMC)

The City, as per *Part 3 – Local Arrangements of the Emergency Management Act 2005 (WA)*, agrees to:

- a) Oversee the City emergency management arrangements and to plan and conduct an exercise of the arrangements.
- b) Hold quarterly meetings of the LEMC at the City to discuss the above (LEMC Meetings).
- c) Coordinate the attendance of the LEMC Meetings and ensure an officer from each interested group is present.
- d) Assist the community in recovery after an emergency situation.

WA Police Force agrees to:

- a) Attend all LEMC Meetings; and if relevant officers are not available, provide a proxy.
- b) Undertake the appropriate role of an agency during an emergency situation.

11.5 Roadwise

The City agrees to:

- a) Hold bi-monthly meetings and coordinate the attendance.
- b) Develop and implement community-based road safety programs and action plans consistent with state and federal government strategic road safety plans.
- c) Develop community involvement and support for road safety initiatives including sponsorship from local businesses.
- d) Work together with appropriate authorities and agencies to continue improvements in road safety within the District.
- e) Formulate a Strategic Action Plan.
- f) Promote the committee through applying for relevant competitions/awards, utilising the City's media team, contacting local newspapers, posting in the South West Roadwise Facebook page and by 'campaign sharing' with other local Roadwise groups.

WA Police Force agrees to:

- a) Attend all Roadwise meetings; and if relevant officers are not available, provide a proxy.
- b) Report/update on issues and statistics in Mandurah.

11.6 Peel Homelessness and Street Present Sector Meeting

The City agrees to:

- a) Facilitate the Peel Homelessness and Street Present (PH&SP) Group network meetings.
- b) Hold bi-monthly meetings for the PH&SP Group at the City to discuss community and relevant parties concerns around core issues of homelessness and associated negative behaviours in Mandurah.
- c) Coordinate the attendance of the PH&SP Group Meetings and ensure an officer from each interested group is present.
- d) Assist the community in homelessness and negative behaviours associated with street present situations.

WA Police Force agrees to:

- a) Attend all relevant PH&SP Group Meetings; and if relevant officers are not available, provide a proxy.
- b) Undertake the appropriate role of an agency during a report from operational staff around anti-social behaviour, particularly impacting the City Centre and Smart Street Mall.

12. Liaison Officers

Unless otherwise provided, the following positions are the first point of contact for any queries relating to this MOU.

WA Police

Officer in Charge

Mandurah Police Station

333 Pinjarra Road

Mandurah WA 6210

9581 0240 or 0407 533 725

Mandurah.police.station@police.wa.gov.au

City of Mandurah

Manager of Community Development

Tim Hartland

9550 3860 or 0419 947 043

Tim.Hartland@mandurah.wa.gov.au

13. General Provisions

13.1 Commencement and duration

This MOU commences on the date of execution by the Parties.

13.2 Review and Variation

This MOU is to be reviewed on the 12-month anniversary of the MOU's commencement. Any variation or extension to this MOU must be writing and signed by both Parties.

13.3 Termination

Any improper use, disclosure or unauthorised sharing of information or System Information will give rise to a right of the non-offending party to terminate this MOU and could result in criminal charges.

This MOU remains in effect until it is terminated by either Party, subject to 30 days' notice provided in writing.

13.4 Dispute resolution

If a dispute arises out of or in relation to this MOU, the Parties must attempt to resolve it through friendly consultation (in the first instance between the Liaison Officers and thereafter between

the Parties' Director(s)) and failing that, by way of appointing an independent arbitrator, with costs to be paid equally between the disputing Parties.

13.5 Conflict of interest

If a conflict of interest arises with respect to any Party, the relevant Party must:

- a) Promptly notify the other Party that the conflict has arisen and provide full details of the conflict.
- b) Take all reasonable steps (in consultation with the other Party) to remove the conflict.

ENDORSEMENT

Executed for and on behalf of **Western Australia Police Force** by:



Signature

PAUL STEEL APM
ASSISTANT COMMISSIONER
METROPOLITAN REGION

Assistant Commissioner

Date: 20/02/2019

Executed for and on behalf of the City of Mandurah by its authorised officers:

Signature

Signature

Name & Position

Name & Position

Date: _____

Date: _____

5	SUBJECT:	Embrace a Space Program
	CONTACT OFFICER/S:	Brett Brenchley/Bonnie Beal Richardson
	AUTHOR:	Tarnee Rutherford/Vanessa Allan

Summary

At the meeting in April 2018, Council resolved that the City considers an Embrace a Space Program to enable the community to adopt and participate in the management of public spaces in Mandurah. In response to this, a community-led Embrace a Space Program has been developed which will operate alongside existing environmental volunteer groups and be supported through the Mandurah Environmental Volunteer Action Committee (MEVAC).

The Embrace a Space Program encourages community members to adopt and contribute to the management and activation of their favourite public space. It aims to strengthen community connections by creating a positive sense of ownership in spaces across Mandurah.

The Embrace a Space Program will be delivered by community and supported by City staff. The program will include a facilitation Toolkit and Activity Plan. The Toolkit will enable residents and the local community to facilitate a community workshop, to develop a vision for their space and to identify volunteer opportunities for their group. This will result in an Activity Plan being developed by group members and presented to relevant City officers, to enable collaboration between community and City operational activities.

Minor expenditure is expected and can be accommodated via the existing Volunteer Support program. If successful, this budget will continue to be used to support the Embrace a Space program in the future. Infrastructure requests received through the program will be listed for consideration in the assessment of future priorities for reserve upgrades.

Council is being requested to acknowledge the Embrace A Space program and support the implementation of the Embrace A Space Community Toolkit.

Disclosure of Interest

Nil

Location

Nil

Previous Relevant Documentation

- G.30/4/18 24 April 2018 Councillor Tahlia Jones put forward a Notice of Motion which was adopted by Council for the City to consider an Embrace a Space program whereby community members could adopt a local park area and assist with the management of it.

Background

The City has a long history of supporting environmental volunteer groups. Over the past two years the City has changed their style of managing volunteers to a community-led approach in line with Council's direction. This includes providing upskilling and capacity building opportunities to volunteers and supporting and encouraging the development of community projects. This method of engaging with the community empowers individuals and groups, while fostering a sense of ownership around their chosen topic.

This community-led approach is demonstrated through Embrace a Space, which inspires residents to explore what they value about their chosen location. In addition, the program assists community in identifying how to actively use their space in a way that is meaningful to them. The Embrace a Space groups will complement the existing volunteer groups that the City supports. Bushcare and Coastcare groups have been supported by the City for over 15 years.

At the meeting in April 2018, Council resolved that the City considers an Embrace a Space Program. In response, a Toolkit was developed to guide community consultation and the formation of an Embrace a Space group.

The Toolkit has been trialled on two groups. The Embrace a Space facilitation process varied between trial one at Sirrocco Drive, Esrking and trial two at Bridgewater South, Esrking. The Embrace a Space program at Sirrocco Drive was initiated and facilitated by the City and although the group successfully developed an Activity Plan, issues were identified with the City-led approach. Issues that arose included high officer contact hours, referral to issues not related to Embrace a Space, and requests for infrastructure and facilities. Conversations around volunteer opportunities, the value residents could add and opportunities for place activation were not the key focus points. This officer-led approach highlighted the advantages of a community-led approach to be introduced and resulted in the development of a toolkit, which was utilised by the second group at Bridgewater South.

The Bridgewater South Embrace a Space group conducted their facilitation process using the Toolkit and are now in the process of formulating their Activity Plan in collaboration with the City. Some of the volunteer-led activities that will be undertaken in these spaces include; construction and installation of habitat boxes, revegetation, water quality monitoring and weeding activities.

The Embrace a Space Toolkit proved to be a more effective method of achieving the intent of the Notice of Motion. It has provided an opportunity for effective communication between residents for identifying common values, a shared vision for their local space and activities for the group.

Comment

As a key component of Embrace a Space, the Embrace a Space Toolkit has been developed (Attachment 1). It is proposed that the Toolkit will be available on the City's website and will allow interested residents to self-initiate the Embrace a Space process when and where they choose.

The Toolkit is designed to equip residents with the skills to form a group, facilitate their own workshops, identify and discuss the program and what it may look like in their chosen space. This process will enable participants to contribute to setting a collaborative vision for the group. An Activity Plan will be the outcome representing the overall vision and plan for each Embrace a Space group.

The key steps to the Embrace a Space program include;

- Preparing for the facilitation workshop
- Hosting the workshop and establishing an Embrace a Space group
- Developing an Activity Plan
- Collaborating and finalising the Activity Plan with the City
- Commencing Embrace a Space activities

The City of Mandurah will support the group's Activity Plan by providing basic resources and assisting with volunteering opportunities. These opportunities will be decided upon by the group and will link with their Embrace a Space vision. Activities may include hosting an event, revegetation, ecological monitoring, weeding or litter collection. Groups can also use this visioning process to identify possible assets (such as lighting, picnic benches etc) or improvements they'd like to see in the area.

Groups will have the opportunity to elect to have their Activity Plan installed as a fixed sign in their space. The sign will promote the Embrace a Space groups to other local residents and will indicate upcoming events.

To link Embrace a Space volunteers with existing environmental volunteer groups, Embrace a Space groups are encouraged to attend MEVAC meetings. MEVAC is the central platform for capacity building and upskilling through networking, education and cross collaboration between environmental groups and volunteers in Mandurah and is a ready-made support platform for Embrace a Space groups. In addition, groups will be informed of existing programs, such as the Waterwise Verge, Street Tree Planting and My Park Grooves programs, that may assist the development and growth of their Embrace a Space group.

MEAG/MCCAG Comment

This item was considered by the Mandurah Environmental Advisory Group at its meeting on Friday 15 February, 2019 and the following recommendations were made:

1. MEAG supports the Embrace a Space program and approves the implementation of the toolkit

Statutory Environment

Nil

Policy Implications

Nil

Risk Implications

No major risks have been identified. A number of minor risks have been identified as depicted below and will be addressed through the implantation of the program.

- *Low Risk – Tasks previously undertaken by City staff are taken on by the Embrace a Space group and not completed to the City's service standards.*
- *Low Risk – Embrace a Space volunteer injured whilst undertaking permitted activities in park*
- *Low Risk - Other residents not supportive of groups intentions*
- *Low Risk – It is difficult to project costs for each Embrace a Space group as the total number of groups is unknown.*

Economic Implications

Minor expenditure is expected and can be accommodated via the existing Volunteer Support program. If successful, this budget will continue to be used to support the Embrace a Space program in the future. The financial contribution will cover the provision of resources to allow groups to complete activities as outlined in their Activity Plan. The program will be delivered as a variation or additional element of existing environmental volunteer support programs.

Infrastructure requests received through Embrace a Space will be listed for consideration in the assessment of future priorities for reserve upgrades.

Strategic Implications

The following strategies from the *City of Mandurah Strategic Community Plan 2017 – 2037* are relevant to this report:

Environment:

- Encourage and enable our community to take ownership of our natural assets, and to adopt behaviours that assist in achieving our environmental targets.

Identity:

- Encourage active community participation and engagement.

Organisational Excellence:

- Listen to and engage with our community.

Conclusion

The Embrace a Space program is designed to provide park users and local community the opportunity to increase their engagement with their local spaces. This will lead to positive ownership, increased wellbeing through community connection and greater appreciation of the local environment leading to community empowerment and place activation. The two successful Embrace a Space trials and respective Activity Plans formulated for Sirrocco Drive and Bridgewater South show that a collaborative management approach has multiple benefits to the City and the community with scope to utilise this new approach in other City projects. The Embrace a Space program has shown to be a great demonstration of a community-led initiative.

NOTE:

- Refer ***Attachment 1: Embrace a Space Toolkit***

RECOMMENDATION

That Council acknowledges the Embrace a Space Program and supports the implementation of the Embrace a Space Community Toolkit and Activity Plan.



Embrace a Space

Community Toolkit

Thankyou for caring for Mandurah's Parks and Reserves!

Healthy open spaces, trees and lakes offer amazing environmental benefits whilst bringing beauty and nature into our communities. Nature spaces inspire neighbourhood connections to grow and foster positive communication and place activation.

By picking up this toolkit, you've shown that you care about our natural places, as well as the neighbourhood around you. You are ready to make a difference in the community.

Thankyou!

This Embrace a Space Toolkit will provide you with a step-by-step guide on how to start and manage your own Embrace a Space group.

There are over 170 parks and reserves in Mandurah. When people like you get involved and engaged, these spaces become activated community places that bring people together and create strong sense of wellbeing and belonging. At the same time, these places enhance and

protect local environmental values and become havens for wildlife.

Connecting local residents with parks and starting a program like Embrace a Space is a great way to get involved and get things done.

Through Embrace a Space, volunteers and residents can greatly improve the beautification of their parks and reserves, create community connection and become engaged in nature through volunteering opportunities and activities.

Each Embrace a Space will be unique and special in its own way. You will ultimately decide what you get engaged with in your local community space as well as design and enhance the space, adding to your own sense of place and belonging.



The City of Mandurah wants to help you make your Embrace a Space Program a success!

The City will help you through:

- Each step of this toolkit where required.
- Reaching out to your neighbours and local residents and provide you with necessary equipment so that you can get your program started.
- Contributing ideas about how to launch your Embrace a Space group and assist you with sharing your success with others.

If you are an individual or part of a community group working to improve your local, community space, and are enthusiastic about starting an Embrace a Space group, we want to hear from you and support you in your stewardship efforts. [Register your interest online.](#)

By starting an Embrace a Space group, you'll be joining a growing number of groups that are successfully helping to turn local spaces into much-loved community places.

What is Embrace a Space?

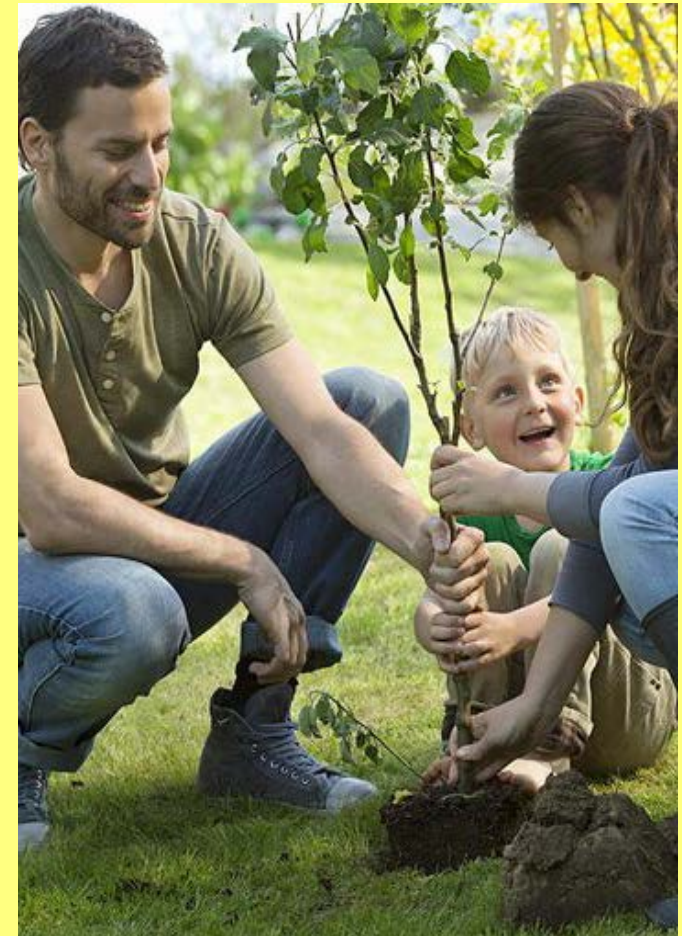
Embrace a Space is a program where park users, neighbours and local community are encouraged to come together to take ownership of their favourite open space. It provides the local community with the freedom to shape a shared vision for their local spaces.

Embrace a Space groups can choose any place within the neighbourhood including a local park or lake, bushland reserve, coastal strip or road reserve.

With the Embrace a Space program, each space that is embraced will become more frequently activated and utilised by the local community through a variety of volunteer activities and opportunities...opportunities which are chosen and created by the Embrace a Space group themselves.

Benefits of Embrace a Space

- The community decides what their Embrace a Space group will become
- Neighbours and residents become connected with a greater sense of pride
- Group members and residents become invested in these places, they care more about them and want everyone to benefit from them
- Healthy trees and parks become the urban canopy of the future
- Healthy lakes and reserves become a haven for native wildlife
- Cleaner, greener and happier parks
- Anyone can start an Embrace a Space group



Embrace a Space Toolkit

To help you get started with Embrace a Space, this toolkit has been developed to guide you through every step of the process.

The Embrace a Space Toolkit will help you facilitate a community meeting with park users and surrounding neighbours in your chosen space. Together you will be able to identify and discuss a vision and plan for your space.

Whether you want to beautify the park, maintain its natural environment, host community events and gatherings, or create something new in the space, this toolkit can help you launch a successful Embrace a Space program. The toolkit will take you through a week by week journey of creating your Embrace a Space group. It includes:

- A week by week guide
- A run sheet template for holding your community meeting
- Prompts and conversation starters
- Advice on forming an Embrace a Space group and how to keep everyone informed
- Suggestions for activities

Embrace a Space steps you will be guided through:

1. Preparing to facilitate your community meeting
2. Meeting with neighbours and facilitating your meeting
3. Forming an Embrace a Space Group
4. Developing an Activity Plan for your space
5. Discuss and collaborate with City of Mandurah staff
6. Launching your Embrace a Space group
7. Beginning activities within your space



Week 1: Beginning



Step 1. Register your program
Congratulations! By downloading this Embrace a Space Toolkit, you have already made the first step to creating your Embrace a Space group.

This is your chance to get together with neighbours and discuss what you plan to do with your chosen space and if they would also be open to being part of a local Embrace a Space group.

Over the next few weeks you can follow this toolkit through the steps to set up your group.

First things first, you will need to **establish a contact person** who will be the primary contact for your Embrace a Space group. The contact person can be yourself or any other local community member who has expressed an interest in being part of the program.

When you are ready to start, you can register your group and your chosen space

online at [Embrace a Space Online Registration](#)

The Environmental Services team at the City of Mandurah will be available to support you throughout your Embrace a Space journey by providing the following support:

- 🌿 Introducing Embrace a Space and key components of the toolkit
- 🌿 Ensuring there are no overlaps or current groups operating in the same space
- 🌿 Supplying promotional signs for events
- 🌿 Installing a permanent sign within the space
- 🌿 Supplying equipment for your group's activities

Environmental Services are available from Monday to Friday 8:30am-4:30pm on 9550 3941 or via email at environmental.services@mandurah.wa.gov.au.



Weeks 2-4: Preparing



Step 2. Prepare for your community meeting

The community meeting you are preparing to hold within your space is one of the key steps of the Embrace a Space program. At your meeting, the suggestions and comments you and your neighbours discuss will be used to help define a vision for your space and any activities that will take place there.

Preparing for your meeting is key to making sure your neighbours and other park users, can effectively communicate what they want to see in the chosen place, and what activities they want to be involved with.

To prepare for your meeting, you should develop discussion points to speak about with your neighbours. You should also design a tour through the space you wish to embrace. This way, you have the opportunity to discuss the types of activities you'd like to undertake, and in what areas, as a group.

If you're new to this and haven't hosted a community conversation before, some questions you might be asking include:

- How long should the conversation go for?
- How will you handle differing opinions?
- What should the group discuss?

The good news is that this toolkit is about to answer all of those questions. You have also been provided with an example Meeting Run Sheet at the end of the toolkit. **Please refer to Guide 3 to view the example run sheet.**

TIPS FOR HOSTING A CONVERSATION

1. Design Your Conversation

When planning what your Embrace a Space meeting will look like, and how your conversation will go, it is often helpful to reflect on the flow of conversation.

Generally, conversations run something like this:

- **Introduction** – Explain the intention of the meeting. Ask everyone to introduce themselves (this acts as an ice breaker).
- **Discussion** – This is the main component of your meeting. What questions would you like answered by the neighbours, park users or

local community attending the meeting?

- **Conclusion** – This is a quick wrap-up at the end to talk about “where to next?”

Firstly, prepare an **introductory welcome message** for all attendees. This is where you introduce yourself and explain why you are meeting. You could discuss Embrace a Space and why you think it would be great to get everyone together. You would then ask attendees to introduce themselves. The introductory section is also a good time to **ask attendees to sign themselves in on the Activity Sign-in Sheet**.

Next, you will want to start getting into the nitty gritty of the Embrace a Space conversation. This is where you may **commence your tour** around your space, and **ask what attendees value** about this particular place.

In conclusion, provide a **quick wrap-up** of the meeting. Here is a good time to collect everyone's best method of contact so you can keep in touch to share upcoming events and Embrace a Space updates. This is also where you will ask if attendees want to form an official group. **Don't forget to let them know what this would involve and what the next steps will be.**

2. Discussion Questions

Prior to your meeting, you will want to start developing key discussion questions that will guide your Embrace a Space meeting.

The responses you receive will help to develop a future Activity Plan for your chosen space. At the meeting, ask what sort of activities attendees want to be involved with. Ask them about their vision for the reserve. Some example discussion questions might include:

- What do you most value about this place?
- What activities would you like to see running at this place?
- As a community, how can we assist to manage this place?

3. The Setting

It's a good idea to hold your community meeting at the space you wish to embrace as part of the Embrace a Space program.

Choose a familiar meeting point to meet with attendees. It's also useful to define what the boundaries of your place will be and if there are particular sections your group would like to look after.

4. Reserve Tour

If you choose to take participants on a tour around the place, make sure you have had a look around first so you can plan for points of discussion at specific locations. For example:

- Open areas, such as grass or paved areas
- Lakes or a body of water
- Planted areas

This is a good time to draw a mud map (template located on page 16) or **print an aerial map** so you can mark activities and suggested straight onto a map. Make sure you have at least one map ready for the meeting so you can **record suggested activities/mark out areas of interest on it.**

5. Prompting

Attendees may not be able to suggest some group activities straight away. It's a good idea to prepare some helpful prompts to get everyone thinking in case this happens at your meeting. For example:

Location	Prompt
Around a water body	Water monitoring, koi control
Around a garden bed	Hand weeding events, revegetation

Around trees	park	Bird watching, habitat boxes
Around infrastructure		Maintenance, cleaning, events,
In an open area		Market stalls, sporting activities

6. Guiding the conversation

You have been provided with conversation pointers at the end of the toolkit which will come in handy when preparing for your community meeting. **Refer to Guide 2 on page 11 for some pointers for guiding the conversation.**

Step 3. Promoting your meeting

You will be provided with a promotional sign to install at a central meeting point within your chosen space. This sign will advertise your upcoming community meeting and notify neighbours, park users and the local community of the meeting date, time and location.

All you need to do is choose a date and time for your meeting and display this on your sign. Include your contact number or email on the sign for questions and RSVP's.

Place your sign out two weeks before your meeting so attendees can organise themselves. You can **promote your upcoming community meeting** in any

way that works for you. Some suggestions used for previous events include:

- ✿ Getting in contact with the local home owners association
- ✿ Creating a promotional flyer and completing a letter box drop.
- ✿ Asking neighbours to help promote the event by word of mouth
- ✿ Using email and social media

You may also wish to invite your local Councillors and Community Leaders to participate or help promote your meeting.

Week 4: Community Meeting

Step 4. Hosting the meeting

Congratulations, you have made it this far! The meeting day has arrived.

Today is the day of your first Embrace a Space meeting. You may want to arrive 15-20 minutes early so you can greet any early-comers who may have questions about the meeting.

TIPS FOR HOSTING YOUR MEETING

1. Beginning

Make sure everyone is signed in on the provided Activity Sign-in Sheet. **A copy of the Sign-in Sheet is located at the back**

of this toolkit. Once everyone is signed in you are ready to begin - good luck!

Things to remember:

- ✿ **Everyone is entitled to have their say.** If someone starts to dominate, you can use your prepared prompts to direct the conversation
- ✿ **Set ground rules.** Make it clear you want the conversation to stay on track and remain respectful and positive.
- ✿ **Steer the conversation to stay on topic.** Use your prepared discussion questions to ensure the conversation doesn't get off topic.

2. Note Taking

You can use your pre-prepared map or the Activity Plan Template at the back of this toolkit to record the groups' main points of interest and suggested activities.

3. Concluding

Use your notes to go through the key points raised at the meeting and check if there were any final comments. **At the end of the meeting you'll want to have a good idea of the group's vision and goals for the space, along with their preferred activities.** Remember to collect everyone's contact details for your Embrace a Space group.

The next step for your Embrace a Space group is to develop your Activity Plan. It's a good idea to talk your group through this so they can assist.

4. Meeting Follow-up

Your designated contact person will need to provide attendees with a copy of the meeting notes, along with group updates to those who indicated they'd like to participate.

They'll also need to provide updates to Environmental Services and let them know how your first meeting went. You don't need to update everyone too often – once a month is plenty.



Week 5-6: Development



Step 5. Develop an Activity Plan

Once you have established who is in your Embrace a Space group, you will need to come together to create an Activity Plan.

The Activity Plan Template at the end of the toolkit can be used to represent the vision and activities of your Embrace a Space group. **Refer to page 12 for a copy of this template.**

TIPS FOR DELIVERING YOUR ACTIVITY PLAN

1. Drafting the Activity Plan

To get started on the Activity Plan, use the template provided within the toolkit to sort through all of the suggested ideas and activities. Pinpoint the activities that best reflect your Embrace a Space vision.

Choose activities that will achieve your goals for your space, involve everyone in the group and connect the community.

In your Activity Plan you will want to address the following key points:

- Embrace a Space values
- Embrace a Space goals

- Embrace a Space vision
- Activities the group wants to drive
- Any requests for support from the City of Mandurah

In the next step, you will meet with Environmental Services staff and showcase your Embrace a Space Activity Plan.

You will want to **have a clear understanding of your Activity Plan** and your values, goals and activities to inform City staff. Going through the following points may be helpful for you to prepare for meeting with City staff.

2. Know how your activities link with your objectives

Make sure you understand and can explain how each of your listed activities links back to your Embrace a Space goals and vision. **Any suggested activities will need to connect with the Embrace a Space group vision** for the City to support them.

3. Request for support

List any requests for support you require from the City. Make it clear what equipment, funding or other items you may require for each of your activities.

4. Embrace a Space Signage

As a group, you have the option to request your Activity Plan is installed as a permanent sign in your chosen space. This allows all park users and neighbours to see what is happening as part of your Embrace a Space group, acts as a promotional tool for park users, and gives the local community the opportunity to join upcoming events. While you are finalising your Activity Plan, **chat to your group and decide whether you'd like this sign in your space.**

Week 7: Final Touches



Step 6. Meet with Environmental Services

Great work! Your Embrace a Space group is about to launch and you are now ready to share your Embrace a Space Activity Plan with City of Mandurah staff.

Get in touch with Environmental Services on 9550 3941 or via email at environmental.services@mandurah.wa.gov.au to schedule a meeting. Be sure to invite your group members along.

Remember to **bring your prepared Activity Plan with you**. At this meeting you will discuss your group's Embrace a Space vision, values, objectives and activities with the team. Share how the group came up with these and what support you'll need to implement your Activity Plan. Environmental Services will chat about the support available to you and give you guidance about some of the things that can and can't be done. They'll also let you know about existing programs that you may like to tap into for your Embrace a Space group, such as the City's Waterwise Verge and Street Tree programs, My Park Grooves, and other volunteer capacity building programs.

If you have chosen to have a sign installed in your space, the City of Mandurah will use your Activity Plan to create the sign.

Week 8: and onwards: Embrace Your Space!



Step 7. Launch Your Embrace a Space Group

Congratulations! You are now ready to launch your Embrace a Space group.

Your Activity Plan is complete and will soon be installed in your space (if requested). This means you are ready to start running your elected activities.

This is your chance to run an awesome launch event such as a BBQ or meet-and-greet for your Embrace a Space group members and any other local community members who want to get involved.

Environmental Services can provide support to run your launch event, such as providing a catering box and promoting your event online. Make sure to celebrate, as you have all come a long way in the past 8 weeks and created something very special.

Step 8. Running Your Embrace a Space Group

Your Embrace a Space group reflects a community of people working together to take ownership and activate their favourite community space.

Keeping your group happy and running smoothly is pivotal to keeping the initiative alive, and keeping activities happening within your space.

Your designated contact person will remain the link between your Embrace a Space group and the City of Mandurah. The

Activity Plan is a useful tool for updating your group and the local community about upcoming events so everyone can get involved.

Every Embrace a Space group is unique and will function differently. Developing an active Embrace a Space group takes time, commitment and effort. Be sure to get familiar with the following suggestions to best assist your group.

TIPS FOR RUNNING YOUR EMBRACE A SPACE ACTIVITIES

Activities

- Carry out activities with the group as suggested in your Activity Plan
- Identify desired activities/events for the group to participate in
- When carrying out activities, ensure the Activity Sign-in Sheet is filled out and returned to Environmental Services. This is essential for insurance purposes.
- Review and evaluate activities. Make note of what worked and what didn't, making suggestions for improvement for next time.
- Organise necessary equipment and supervision for activities/busy bees.

Mentoring

- Make volunteers feel recognised, appreciated and supported.
- Use people's strengths and abilities in your activities.
- Ensure you allow flexibility for people to try something new.

Safety

- Maintain a register of volunteers who hold a First Aid certificate.
- Ensure the safety induction is delivered, and safe work practices occur when carrying out any Embrace a Space activity. This is essential for insurance purposes.
- Report loss/damage of supplied Embrace a Space equipment including shovels, gloves, etc. to Environmental Services.
- Report any mechanical or general park maintenance issues through the City's online contact us form at <https://www.mandurah.wa.gov.au/Online-Tools/Report-It/Contact-Us>

- Care and safety must be taken when attending any activity.

Recruitment

- Encourage neighbours and park users to join the Embrace a Space group. Ensure the local community feel welcome to join in the group's activities.
- Look after volunteers' interests and safety. Take time to listen and make them feel heard.
- Contact new and existing members and make them aware of meetings, events and updates.

Communication

- Maintain good communication channels with group members and Environmental Services.
- Submit Activity Sign-in Sheets to Environmental Services after any activity.
- Provide any activity/busy bee updates to Environmental Services.
- Promote your upcoming events and activities through your social media channels, a letter box drop, flyers or word of

mouth and use the signs provided by the City of Mandurah.

Step 9. Building Capacity and moving forward

Embrace a Space group members are encouraged to join the Mandurah Environmental Volunteer Action Committee.

The Mandurah Environmental Volunteer Action Committee (MEVAC) connects environmental groups and volunteers from around Mandurah. MEVAC is a place for members to come together and discuss their upcoming events, requests for assistance and more.

MEVAC meet regularly throughout the year. Meetings last no longer than an hour and are followed by a community capacity building workshop. These workshops provide volunteers the opportunity to learn something new and incorporate new skills within their working groups.

To learn more about MEVAC please email environmental.services@mandurah.wa.gov.au.

Guide 1. Embrace a Space Checklist



This Toolkit has provided you with a step-by-step process of how to start and manage an Embrace a Space program. Once you have a core group of people (two to five people) who are committed to this program, use this ten-step checklist to confirm you have what you will need for a successful Embrace a Space group.

- ☐ **Online Registration**
- ☐ **Support from City of Mandurah**
- ☐ **Establish Contact person**
- ☐ **Prepare For Community Meeting**
- ☐ **Host the Embrace a Space meeting**
- ☐ **Develop a Volunteer Contact list**
- ☐ **Develop Your Activity Plan**
- ☐ **Launch Your Embrace a Space Group**
- ☐ **Continue with Embrace a Space activities**
- ☐ **Join the Mandurah Environmental Volunteer Action Committee**



Guide 2. Hosting a Community Meeting



Guide 2 is here to help you keep the discussion on topic and avoid any disputes or issues that may arise out of differing opinions during your community meeting. Feel free to refer back to any of these examples or use them within your Embrace a Space discussion.

Starting the conversation:

- 🌿 "Hi everyone, welcome to our Embrace a Space meeting. My name is __ and I will host this meeting today. Let's go around the group and introduce ourselves."

When multiple people have lots of suggestions:

- 🌿 "These are excellent suggestions. Let's keep it to one person at a time."
- 🌿 "I'm hearing some really good suggestions. Can we please ensure we are talking one at a time so everyone has a chance to contribute."
- 🌿 "As a group, do we agree...?"

When the conversation starts to go off topic:

- 🌿 "That reminds me..."
- 🌿 "Bringing it back to our key discussion points..."
- 🌿 "Let's focus on our key points today."

If attendees begin arguing or become aggressive

- 🌿 "Please remember we are all here to express our ideas. We are not discussing differences in opinion."
- 🌿 "Please remain friendly. We are all neighbours and all want the same thing from Embrace a Space"
- 🌿 "We are no longer discussing this point, let's move onto the next discussion point."

If the situation escalates and individuals start to become angry or abusive, you can inform the group you are ending the event because it is getting out of hand and reschedule for another time.

Interrupting a participant that is dominating or taking too long

- 🌿 "Thank you for your points. We are going to have to move on to the next discussion point now to stick to time."
- 🌿 "Thank you for your comments. I have recorded all of those down and it's now time we move on."
- 🌿 "Sorry to interrupt, but we will have to move on to the next discussion point now. Can you please summarise?"
- 🌿 "Can I interrupt for a moment?"
- 🌿 "While we're on that topic..."

Guide 3: Embrace a Space Example Meeting Sheet



An example Embrace a Space meeting would involve the following steps:

1. Attendees register on Activity Sign-in Sheet

2. Welcome/Introduction

Help people feel welcome and ensure everyone is introduced if they don't know each other. Introduce yourself and ask the rest of the group to introduce themselves.

3. Introduce Embrace a Space in general terms and warm people up to the type of questions that will be explored. Discuss what areas of the reserve you will be walking around to brainstorm activities and ideas.

4. Introduce ground rules and flow of the meeting. Make sure you set the rules at the start, e.g. when you plan to finish, let them know people are to be clear with suggestions and not dominate over others. Let your group know that you will be taking notes to accurately reflect the feedback you receive.

5. Begin the site tour. As you walk around the different sections within your space, ask your focus questions in relation to those areas.

6. Questions and Discussion

Your role is to maintain a respectful tone of discussion and explore different activities and ideas raised. Record suggestions and comments or ask for a volunteer scribe. Example discussion questions:

- 🌿 What do most value/what's your favourite thing about this place?
What activities could we as the community do to manage or activate this space?
- 🌿 Where should these activities or suggestions occur within your space?
Use a map to mark out activities.
- 🌿 Would meeting attendees like to be involved in an Embrace a Space group?

7. Conclusion and wrap-up

Summarise key points from the meeting to check you have captured the most important points. Ensure any suggestions and potential activities are marked on your map. Ask for any final comments and ensure you have everyone's contact details.



Guide 4. Example Activity Plan

EMBRACE YOUR SPACE

OBJECTIVES

- Retain the existing peaceful and relaxing amenity of the park
- Protect and enhance the natural habitat for the frogs and birdlife
- Protect the space for quiet leisure activities

REPORT SIGHTINGS TO ENVIRONMENTAL SERVICES 9550 3777

- Algal blooms result from an excess of nutrients which can cause harm to aquatic species
- Koi are fish that are non native and can negatively impact the water quality
- Faulty Infrastructure



Koi



Algal Bloom

EMBRACE THE SPACE ACTIVITIES

- Weekly water quality monitoring
- Revegetating with native plant species in the riparian area to improve amenity and encourage water birds, frogs and lizards into the park
- Hand weed control focussed within the riparian area
- Control of non-native Koi fish in the lake to improve the water quality
- Construction of habitat boxes for birds and bats to encourage them to the area

SUGGESTED FUTURE PARK IMPROVEMENTS

- Park benches to relax on while enjoying the wildlife
- Refuge island for waterfowl

REVEGETATION PLANT LIST

Planting locations will be either Single Plant (SP) to ensure lake views are not compromised, Flowering (F) to introduce small colourful species around the lake or Bird Habitat (BH) to provide thick protecting habitat for birds

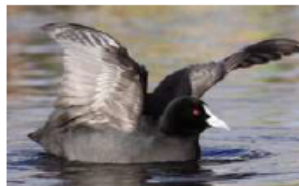
Green Kangaroo Paw (<i>Anigozanthos viridis</i>) (F)	Grevillea preissii (SP)
<i>Astartea fasciolaris</i> (SP)	Honey Bush (<i>Hakea lissocarpha</i>) (SP)
Bare Twigrush (<i>Baumea juncea</i>) (BH)	Stalked Guinea Flower (<i>Hibbertia racemosa</i>) (F)
Grey Cottonhead (<i>Conostylis obovatus</i>) (F)	White Myrtle (<i>Hypocalymma angustifolium</i>) (BH)
Knotted club-rush (<i>Flouina nodosa</i>) (BH)	Sea Rush (<i>Juncus kraussii</i>) (BH)
<i>Grevillea orthomifolia</i> (SP)	Scarlet Runner (<i>Kennedia prostrata</i>) (F)
Blueberry lily (<i>Dianella revoluta</i>) (F)	Purple Flag (<i>Patersonia occidentalis</i>) (F)
Fringe Lilly (<i>Thysanotus multiflorus</i>) (F)	Star flower (<i>Calytrix speciosa</i>) (F)



Yellow-billed Spoonbill



Splendid Fairy-wren



Eurasian Coot

UPCOMING EVENTS AND NOTICES



For information contact The City of Mandurah Environmental Services on 9550 3941





Guide 5. Activity Plan Template

Embrace-A-Space Goals

Embrace-A-Space Vision

Embrace-A-Space Plant and Wildlife
species identified

Embrace-A-Space Requests for support

Embrace-A-Space Activities

Embrace-A-Space suggested future park
improvements



Guide 6. Embrace a Space Site Map (Draw a mud map of your reserve to mark locations of activities)





Health and Safety Checklist- Community Volunteers

- ☐ Please ensure you are signed in before you start
- ☐ This is a smoke free event
- ☐ If you are taking medication or have an injury that may affect your capacity to participate, please advise the coordinator
- ☐ Please ensure you are wearing; enclosed shoes, sunscreen, a hat, long sleeved shirt and long pants- eye protection and mosquito repellent if applicable
- ☐ Wear gloves at all times- soil and rubbish items can contain bacteria
- ☐ Drink plenty of water- stay hydrated (morning or afternoon tea will be provided)
- ☐ Share the load- its best to work in pairs and take a break if you start to feel fatigued- remember to bend your knees when lifting
- ☐ Look out for trip, slip and fall hazards (uneven ground, brush/mulch, vegetation, tools etc.)
- ☐ Be aware of who is around you before using tools or moving through branches
- ☐ Keep an eye out for any glass or litter where you are working
- ☐ If a syringe or drug paraphernalia is found, do not touch it , please notify City of Mandurah staff immediately
- ☐ Watch out for insects and snakes to avoid bites and stings
- ☐ Some plants have spikes
- ☐ Refrain from working close to road sides
- ☐ In the event of an emergency or injury, please advise the coordinator and City of Mandurah staff immediately. Call 000 if emergency
- ☐ First aid kits are provided in all equipment boxes
- ☐ Please clean your shoes and bang off any soil on the soles to make sure you don't spread soil to other parts of Mandurah



Guide 7. Caring for Others in Your Space

- ☐ Connect with other space users to create a community who looks out for their space.
- ☐ Keep your space tidy and free from litter and shows visitors that the community respects and cares for the space.
- ☐ Report graffiti to the City of Mandurah on 9550 3777. Timely removal of graffiti helps discourage vandals.
- ☐ Ensure your space has clear lines of site to avoid any potential hiding places.
- ☐ Does your space have adequate lighting?
- ☐ Report any maintenance requirements to the City of Mandurah on 9550 3777.
- ☐ **Spend time in your space, and encourage others to do the same. A well-used and loved space becomes a place for everyone to enjoy. In doing so, you model the behaviours you'd like to see more of in your space, and discourage undesired behaviour.**

Useful Numbers

WA Police

Non-urgent police attendance - **131 444**

Emergencies - **000**

Crime Stoppers - **1800 333 000**

Graffiti

Report all graffiti to the City of Mandurah.

P: 9550 3777

E: council@mandurah.wa.gov.au

Faulty or broken street lights

P: 9550 3777

E: council@mandurah.wa.gov.au

Community and Family Support Service Numbers

Pat Thomas House & DV Services 24hrs	08 9535 4775
Lifeline	13 11 14
Crisis Care Helpline	1800 199 008
Kids Helpline	1800 551 800
Men's Domestic Violence Helpline	1800 000 599
National Sexual Assault, Domestic Violence	1800
Counselling Service	RESPECT
	1800 737 732
Women's Domestic Violence Helpline	1800 007 339
Mental Health Emergency Peel 24hrs	1800 676 822
Child Adolescent &	1800 048 636
Health Emergency 24hrs	

Guide 8. Activity Sign-in Sheet

Embrace a Space Activity Attendance Register

Register of participants for Public Liability and Personal Accident Insurance purposes.

[illegible]

CITY OF MANDURAH

NOTICE OF MOTION

COUNCIL MEETING OF TUESDAY 30 APRIL 2019

HON COUNCILLOR RIEBELING

Activation of Light Industrial Areas

I hereby give notice that I intend to move the following Motion at the Council meeting of Tuesday 30 April, 2019:

That Council requests officers to present a report setting out information on the measures that can be taken to activate light industrial areas that are under pressure, including tools that can be used to enhance business in those areas and incentives that could be introduced.

Reason for the Motion:

The reason for this Motion is over the last few years Council has seen a number of businesses close in light industrial areas, such as the old Bunnings site. Initiatives to see what support can be provided to assist in the regeneration of these areas, and the viability of the businesses that are operating in these localities, should be fully investigated.

Hon Councillor Fred Riebeling
Coastal Ward

3 April 2019

CITY OF MANDURAH

NOTICE OF MOTION

COUNCIL MEETING OF TUESDAY 30 APRIL 2019

HON COUNCILLOR RIEBELING

In-House Road Construction Works

I hereby give notice that I intend to move the following Motion at the Council meeting of Tuesday 30 April, 2019:

That Council requests officers to present a report on the viability of maintaining the City's capacity to build roads in-house. This report should examine the social impact of any change to the structure, and capital costs (including when the requirement for significant capital injection will be required). There should also be a comparison with the private sector per kilometre.

Reason for the Motion:

The reason for this Motion is to provide information that should be required in preparing this upcoming budget and future budgets.

Hon Councillor Riebeling
Coastal Ward

3 April 2019

CITY OF MANDURAH

NOTICE OF MOTION

COUNCIL MEETING OF TUESDAY 30 APRIL 2019

COUNCILLOR TAHLIA JONES AND COUNCILLOR MERV DARCY

Localised Approach to Off Road Motor Bikes Motion

We hereby give notice that we intend to move the following Motion at the Council meeting of Tuesday, 30 April 2019:

That Council:

- **Request officers to review and advise the number of complaints received from the community relating to off-road motor bikes during the 2018/2019 financial year;**
- **Request the City to investigate the development of a localised approach to target off road motor bikes in known hot spots across Mandurah;**
- **Request the City to develop an engagement plan to improve incident reporting to both the City of Mandurah Rangers and the Mandurah Police.**
- **Request the City to develop a community 'toolkit', giving people information on how they can help the City and the Police tackle the issue.**

Reason for the Motion:

The reason for this Motion is a number of community members have contacted us with their concerns about the problem of off road motor bikes.

Councillor Tahlia Jones
Coastal Ward

Councillor Merv Darcy
Coastal Ward

9 April 2019