

## Minutes of Council Meeting

held on

**Tuesday 23 July 2024, 5.30PM**

**in the Council Chamber,  
83 Mandurah Terrace Mandurah**

**PRESENT:**

MAYOR	R WILLIAMS	
COUNCILLOR	B POND	COASTAL WARD
COUNCILLOR	J SMITH	COASTAL WARD
COUNCILLOR	A KEARNS	EAST WARD
COUNCILLOR	D WILKINS	EAST WARD
COUNCILLOR	S WRIGHT	EAST WARD
COUNCILLOR	C KNIGHT [Deputy Mayor]	NORTH WARD
COUNCILLOR	P JACKSON	NORTH WARD
COUNCILLOR	A ZILANI	NORTH WARD
COUNCILLOR	D SCHUMACHER	TOWN WARD
COUNCILLOR	P ROGERS	TOWN WARD
COUNCILLOR	R BURNS	TOWN WARD

MS	C MIHOVILOVICH	CHIEF EXECUTIVE OFFICER
MR	B INGLE	ACTING DIRECTOR BUSINESS SERVICES
MS	J THOMAS	DIRECTOR PLACE AND COMMUNITY
MR	J CAMPBELL-SLOAN	DIRECTOR STRATEGY AND ECONOMIC DEVELOPMENT
MR	M HALL	DIRECTOR BUILT AND NATURAL ENVIRONMENT
MRS	T JONES	EXECUTIVE MANAGER GOVERNANCE SERVICES
MRS	L BARKER	MINUTE OFFICER

### 1. OPENING OF MEETING AND ANNOUNCEMENT OF VISITORS

The Mayor declared the meeting open at 5.30pm.

## 2. ACKNOWLEDGEMENT OF COUNTRY

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.

## 3. APOLOGIES

### Apologies

Councillor J Cumberworth

## 4. DISCLAIMER

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 the *City of Mandurah Standing Orders 2016* (Section 13.1(1)) 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.

## 5. ANSWERS TO QUESTIONS TAKEN ON NOTICE

### 5.1 PETA BRADSHAW: KINGS CARNIVAL

Questions from Peta Bradshaw taken on notice at the Council meeting held on Tuesday 25 June 2024.

#### Question 3

The pathway (where the train took out King Carnival fence) whilst avoiding the washed away path has deteriorated even more after recent high tides. We are down to just over a metre of usable pathway. I have made four phone calls to the Council with regard to this matter and pointed it out to two female rangers whose details I can provide to you and who assured me they would look into the matter. We are down to two bollards (which are bolted to the path and the two others were washed away) warning pedestrians of the danger. I am sure that a gopher cannot get through, and prams find it difficult. Please look into this matter before someone has an injury. I am fed up talking to locals and visitors about it. Seems nobody is willing to pick up the phone.

City of Mandurah Response:

The Director Built and Natural Environment has subsequently investigated the matter and has confirmed that the necessary path repair works have been prioritised and will be carried out as soon as practicable.

Question 4

As I am already resigned to the fact that King Carnival will no longer be part of Mandurah's history, I would like to make a request that the seat that I donated be placed on the Eastern foreshore along Galileo Loop. There is no seat available there and it would be perfectly placed. Myself and others will not be walking the Western foreshore in the two plus years to build your premium waterfront precinct. Please keep me informed. If the seat is to go, I would rather it be sooner than later as I am already walking along that area and would love to take my seat with me.

City of Mandurah Response:

The Director Built and Natural Environment has subsequently investigated the matter and has confirmed that, at the time of any redevelopment works, the seats will be relocated to the foreshore adjacent to Galileo Loop.

**6. PUBLIC QUESTION TIME**

Nil

**7. PUBLIC STATEMENT TIME**

Nil

**8. LEAVE OF ABSENCE REQUESTS**

Nil

## 9. PETITIONS

### G.1/07/24 COUNCILLOR R BURNS: RESTAURANT/BREWERY ON THE WESTERN FORESHORE

Councillor R Burns presented a petition containing the signatures of 90 residents, of which 84 have been verified, who are requesting that Council do not allow the construction of a Restaurant/Brewery on the Western Foreshore.

#### MOTION

**Moved:** Cr R Burns

**Seconded:** Cr D Schumacher

**That the petition be received and referred to relevant officers.**

CARRIED: 12/0

FOR: Cr R Burns, Cr D Schumacher, Mayor R Williams, Cr B Pond, Cr J Smith, Cr A Kearns, Cr D Wilkins, Cr S Wright, Cr C Knight, Cr P Jackson, Cr A Zilani, Cr P Rogers

AGAINST: Nil

## 10. PRESENTATIONS

Nil

## 11. DEPUTATIONS

Nil

## 12. CONFIRMATION OF MINUTES

### G.2/07/24 CONFIRMATION OF COUNCIL MINUTES: TUESDAY 25 JUNE 2024.

#### MOTION

**Moved:** Cr A Kearns

**Seconded:** Cr C Knight

**That the Minutes of Council Meeting held on Tuesday 25 June 2024 be confirmed.**

CARRIED: 12/0

FOR: Cr A Kearns, Cr C Knight, Mayor R Williams, Cr B Pond, Cr J Smith, Cr D Wilkins, Cr S Wright, Cr P Jackson, Cr A Zilani, Cr D Schumacher, Cr P Rogers, Cr R Burns

AGAINST: Nil

### **13. ANNOUNCEMENTS BY THE PRESIDING MEMBER**

At the invitation of the Mayor, Councillors updated the meeting on the following recent activities:

- 13.1** Councillor C Knight, 2024 Table Tennis Tournament
- 13.2** Councillor D Wilkins, Philippines Independence Day
- 13.3** Councillor S Wright, Grant Makers Showcase
- 13.4** Mayor R Williams, Strategy Environment Launch
- 13.5** Mayor R Williams, World Elderly Abuse Awareness Day
- 13.6** Mayor R Williams, June 2024 Local Legend – Peter Lamb

### **14. DECLARATION OF INTERESTS**

- 14.1** Councillor Cr A Zilani declared a impartiality interest in Minute Item G.3/07/24, Community Safety Strategy 2024 – 2029 Report because his son was the chair of the Youth Advisory Group and they provided comments on the report. Councillor A Zilani declared his interest and remained in the Chamber for debate and voting.

### **15. QUESTIONS FROM ELECTED MEMBERS**

#### **15.1 COUNCILLOR J SMITH: DAWESVILLE COMMUNITY CLEAN-UP**

##### Question 1

Councillor Smith asked could the officer please provide an update on their communication with the residential group 'Dawesville Community Clean Up'?

##### City of Mandurah Response

Acting Director Business Services advised that City officers have made at least two telephone calls and approximately four emails following the questions at Council last month. Following the meeting City officers collaborated with Interlife to clean up areas of Arrowsmith Avenue and Dandaragan Drive, focusing on clearing litter and illegally dumped items from surrounding bushland. This cleanup commenced on Tuesday 9 July and finished Thursday 11 July, with Cleanaway collecting the rubbish on Friday 12 July. City officers attended the area following the clean-up and feedback was provided to representatives of the group. A significant amount of waste was removed as part of this work.

##### Question 2

They have indicated there has been no Officer correspondence in relation to long term litter management strategy, policy, and procedures which was requested at the last Council meeting in June, is such a meeting possible?

City of Mandurah Response

Acting Director Business Services advised that meetings on the City's strategic direction on litter and dumping have not occurred but are expected. City officers will contact the Dawesville Community Group to advise on this. The City does have further internal work to do in preparation for finalising and consulting on the development of a City-wide littering and dumping plan which forms an action of the Waste Education Plan. The City needs to review current internal processes with enforcement and management with hopes to also identify areas of improvement and actions to implement. After this internal review the plan would be to engage community groups such as Dawesville Community Cleanup for feedback, data, and relay potential additional actions.

Just to update on efforts to reduce litter around this area to this point, City officers have worked with Cleanaway to engage nearby schools to participate in their Waste Education School Program to promote positive waste behaviours. Ranger Services have been actively monitoring building sites including within the Dawesville and Melros area. Over the last 3 months the City has issued 58 infringements for non-compliance with the City's Local Laws with penalties totalling \$14,500. Reviews of Developers Construction Management Plans have also been conducted but it does appear that a large amount of the waste is coming from individual sites.

**Questions of which notice has not been given****15.2 COUNCILLOR A ZILANI: SPECIAL COUNCIL MEETING**Question 1

Councillor Zilani asked the CEO whether there is any chance that a Special Council Meeting will be held before the next Council Meeting on 27 August.

City of Mandurah Response

The CEO advised that it will be unlikely a Special Council meeting will be called in relation to the Western Foreshore Commercial Site. The City is currently undertaking a further technical study and reviewing key dates, which will inform timeframes. Elected Members will be informed in the next week if there is a requirement to hold a Special Council Meeting.

**15.3 COUNCILLOR D WILKINS: HOMELESSNESS ACCOMMODATION**Question 1

Councillor Wilkins informed the meeting that he has been receiving an increased level of correspondence from the residents in Dudley Park in relation to street present people. These residents are concerned about the number of homeless people, squatters and subsequent rubbish in their community. Councillor Wilkins asked if the City has a definite commencement date for the Common Ground facility and if the City can advocate on behalf of the community to the State Government with regards to the urgency for this facility.

City of Mandurah Response

The Mayor responded that he will write to the Minister to raise the urgency for the Common Ground facility and request any updates.

The Director of Place and Community added that the State Government Construction Tender for the Common Ground closed in May 2024 and an outcome of this Tender process is anticipated in August. If a successful Tender is awarded, it is expected that construction may commence towards the end of this calendar year. The Director Place and Community reiterated that this is a State Government project and will provide a further update to Elected Members once the timeframes are confirmed.

#### **15.4 COUNCILLOR D SCHUMACHER: COMMON GROUND FACILITY**

##### Question 1

Councillor Schumacher stated that the Common Ground initiative was due to commence in 2021 and asked if the City had received an explanation from the State Government as to the reason for long delays with this construction taking place.

##### City of Mandurah Response

The Director of Place and Community informed the meeting that the State Government had released the original Tender as a Design and Construction Tender, however due to the issues relating to supply chain and the construction market, a successful Tender was not awarded. The Director advised that the State Government then issued a Tender for the design and construction separately, essentially splitting the Tender into two work packages. It was noted that the East Perth Common Ground Project is in the construction phase and going well, with the City's Common Ground following suit.

The Mayor advised the Chamber that this is a State Government Project and not a City run project and any updates following the letter to the Minister will be provided to Councillors.

#### **15.5 COUNCILLOR R BURNS: SPECIAL COUNCIL MEETING**

##### Question 1

Given the website site is currently advertising that the Western Foreshore Commercial Development will be considered by Council on 27 August, and given the high level of community interest, is the CEO concerned about any negative perception that a change to the advertised date might incur, especially by bringing it forward by the calling of a Special Council Meeting.

##### City of Mandurah Response

The Mayor responded that this is unlikely to happen as per the CEO's response to the question raised by Councillor Zilani.

The CEO added that it is likely that the Western Foreshore Commercial Site Major Land Transaction will be considered by Council at the August Council Meeting and not at a prior Special Council Meeting.

#### **16. BUSINESS LEFT OVER FROM PREVIOUS MEETING**

Nil.

**17. REPORTS****G.3/07/24 COMMUNITY SAFETY STRATEGY 2024 – 2029 – REPORT 1**Summary

The inaugural Community Safety and Crime Prevention Strategy (2017-2022) established a collaborative approach to address key safety priorities within Mandurah. The renewed Community Safety Strategy 2024-2029 builds on these strong foundations with an intention of ongoing improvements towards a safer community. The new Strategy focuses on the three pillars: Partnerships, Place and People.

In May 2024, Council resolved to release the draft Community Safety Strategy for public comment. The public comments period was open from 7 June 2024 to 5 July 2024 and received a total of 24 responses. Subsequently, the Strategy was reviewed by City officers with two changes made that respond to information from the Youth Advisory Group, and a clarification on the Security Incentive Scheme.

Council is now requested to approve the proposed Community Safety Strategy 2024-2029 for adoption.

Officer Recommendation

That Council approves the Community Safety Strategy 2024-2029, as per Attachment 1.1 for adoption.

Council Resolution**MOTION****Moved: Cr C Knight****Seconded: Cr J Smith**

**That Council approves the Community Safety Strategy 2024-2029, as per Attachment 1.1 for adoption.**

CARRIED: 11/1

FOR: Cr C Knight, Cr J Smith, Mayor R Williams, Cr B Pond, Cr A Kearns, Cr D Wilkins, Cr S Wright, Cr P Jackson, Cr A Zilani, Cr D Schumacher, Cr P Rogers

AGAINST: Cr R Burns

**G.4/07/24 HALLS HEAD PARADE TRAFFIC REVIEW – REPORT 2**Summary

At its meeting on 25 July 2024, Council considered the Halls Head Coastal Shared Path and Blue Bay Car Park, and approved the Blue Bay car park concept design, and requested that City officers provide the results of a traffic study on Halls Head Parade and associated commentary on any further need for traffic calming treatments.

Following the completion of additional local area traffic management on Halls Head Parade, as part of the 2023-2024 capital works program, City officers have subsequently carried out the further traffic study on Halls Head Parade. The traffic study has shown that the vehicle volumes and speeds on Halls Head Parade are generally considered to be within expected limits.

City officers have reviewed the information and do not recommend the installation of any additional local area traffic management devices on Halls Head Parade at this time. However, due to speed data indicating that there are two locations where general vehicle operating speeds marginally exceed the regulatory speed limit of 50km/hr, City officers recommend the installation of 'Remember 50' warning signage and the continued use of the City's temporary electronic speed radars to reaffirm the regulatory speed limit to motorists. City officers will also complete a further traffic study during the next peak summer period and, in the event that there is an increase in the general vehicle operating speeds on Halls Head Parade, City officers will prepare a report for Council's further consideration.

Officer Recommendation

That Council note the outcomes of the recent traffic study on Halls Head Parade and the further actions to be taken by City officers, including the installation of 'Remember 50' signs and the continued use of temporary electronic speed radars to reaffirm the regulatory speed limit to motorists.

Council Resolution**MOTION****Moved: Cr D Shumacher****Seconded: Cr S Wright**

**That Council note the outcomes of the recent traffic study on Halls Head Parade and the further actions to be taken by City officers, including the installation of 'Remember 50' signs and the continued use of temporary electronic speed radars to reaffirm the regulatory speed limit to motorists.**

CARRIED: 12/0

FOR: Cr D Schumacher, Cr S Wright, Mayor R Williams, Cr B Pond, Cr J Smith, Cr A Kearns, Cr D Wilkins, Cr C Knight, Cr P Jackson, Cr A Zilani, Cr P Rogers, Cr R Burns

AGAINST: Nil

**G.5/07/24            POLICY REVIEW – MANAGEMENT OF TREES IN STREETS AND PUBLIC OPEN SPACES – REPORT 3**

Summary

Council, at its meeting on 25 May 2021, approved Council Policy – Management of Trees in Streets and Public Open Spaces (POL – RDS 06).

A review of the policy has been completed and an amended draft Council Policy – Management of Trees in Streets and Public Open Spaces (POL – RDS 06) has been prepared for Council's consideration.

Officer Recommendation

That Council endorse the Council Policy Management of Trees in Streets and Public Open Spaces (POL-RDS 06) as detailed in Attachment 3.1.

Council Resolution

**MOTION**

**Moved:**            Cr D Schumacher  
**Seconded:**       Cr C Knight

**That Council endorse the Council Policy Management of Trees in Streets and Public Open Spaces (POL-RDS 06) as detailed in Attachment 3.1 with the following amendment being deletion of clause 3.5 and replace with:**

**3.5 The City approves the removal as a result of private development or private works, in which case the developer or owner of the works shall be responsible for expenses related to the tree removal and transplanting or establishment of a replacement tree, as directed by the City.**

**Comment:** The Council Resolution has been amended to include an amendment to the wording in clause 3.5 of the Council Policy.

**CARRIED:**            12/0

**FOR:**                Cr D Schumacher, Cr C Knight, Mayor R Williams, Cr B Pond, Cr J Smith, Cr A Kearns, Cr D Wilkins, Cr S Wright, Cr P Jackson, Cr A Zilani, Cr P Rogers, Cr R Burns

**AGAINST:**            Nil

**G.6/07/24 COUNCIL RECORDING OF COUNCIL MEETINGS POLICY GVN10 –  
REPORT 4**Summary

At the Council Meetings of 27 August 2019 and 27 February 2024, Notice of Motions were adopted by Council requiring the City of Mandurah (the City) to investigate, research and progress livestreaming of Council Meetings.

The most recent notice of motion presented on 27 February 2024 required City officers to present a livestreaming or recording policy for consideration at this Council Meeting. Council Recording of Council Meetings Policy POLGVN10 has been prepared to enable the audio and video recording of Council Meetings from the 27 August 2024 Ordinary Council Meeting. Where practicable, the policy has been developed in accordance with Section 5.23A of the *Local Government Act 1995* and Part 2A of the *Local Government (Administration) Regulations 1996*, which requires livestreaming and recording of Council Meetings to come into effect on 1 January 2025.

Following further consultation with Elected Members, Council is now requested to consider the following policy options regarding the recording of closed door proceedings (confidential items) and make a decision accordingly.

The policy options are below:

- Policy Option 1: Council Recording of Council Meetings Policy POLGVN10 (refer Attachment 4.1). This option recommends that closed door proceedings not be recorded (audio or video) at this time. The City is currently procuring technology which will enable the efficient recording of closed door proceedings once the regulations come in effect in January 2025.
- Policy Option 2: Council Recording of Council Meetings Policy POLGVN10 (refer Attachment 4.2). This option enables closed door proceedings to be recorded (audio and video), however will not be made public or published on the City's website in accordance with the *Local Government Act 1995*.

Council is also requested to note that a Council Livestreaming and Recording Policy will be presented to Council for adoption at the Council Meeting of 17 December 2024.

Officer Recommendation

That Council:

1. Approve the Council Recording of Council Meetings Policy POLGVN10 (Option 1), as per Attachment 4.1, and commence audio and video recording of Council Meetings from 27 August 2024.
2. Notes a further workshop will be undertaken with Elected Members before December 2024 to develop the Livestreaming and Recording Policy, which will be presented at the Ordinary Council Meeting of 17 December 2024, to commence on 1 January 2025.

### **Council Resolution**

#### **MOTION**

**Moved:** Cr A Zilani  
**Seconded:** Cr A Kearns

That Council:

1. Approve the Council Recording of Council Meetings Policy POLGVN10 (Option 1), as per Attachment 4.1, and commence audio and video recording of Council Meetings from 27 August 2024.
2. Notes a further workshop will be undertaken with Elected Members before December 2024 to develop the Livestreaming and Recording Policy, which will be presented at the Ordinary Council Meeting of 17 December 2024, to commence on 1 January 2025.

#### **AMENDMENT**

#### **MOTION**

**Moved:** Cr A Zilani  
**Seconded:** Cr P Rogers

That Council:

1. **Approve the Council Recording of Council Meetings Policy POLGVN10 (Option 1), as per Attachment 4.1, and commence audio and video recording of Council Meetings from August 2024.**

CARRIED: 12/0

FOR: Cr A Zilani, Cr P Rogers, Mayor R Williams, Cr B Pond, Cr J Smith, Cr A Kearns, Cr D Wilkins, Cr S Wright, Cr C Knight, Cr P Jackson, Cr D Schumacher, Cr R Burns

AGAINST: Nil

#### **SUBSTANTIVE MOTION**

That Council:

1. **Approve the Council Recording of Council Meetings Policy POLGVN10 (Option 1), as per Attachment 4.1, and commence audio and video recording of Council Meetings from August 2024.**
2. **Notes a further workshop will be undertaken with Elected Members before December 2024 to develop the Livestreaming and Recording Policy, which will be presented at the Ordinary Council Meeting of 17 December 2024, to commence on 1 January 2025.**

**Comment:** The Council Resolution 1 has been amended to capture any meetings held in August.

CARRIED: 10/2

FOR: Cr A Zilani, Cr A Kearns, Mayor R Williams, Cr B Pond, Cr J Smith, Cr D Wilkins, Cr S Wright, Cr C Knight, Cr P Jackson, Cr P Rogers

AGAINST: Cr R Burns, Cr D Schumacher

**18. MOTIONS OF WHICH NOTICE HAS BEEN GIVEN**

Nil

**19. NOTICE OF MOTIONS FOR CONSIDERATION AT THE FOLLOWING MEETING**

Nil

**20. LATE AND URGENT BUSINESS ITEMS**

Nil

**21. CLOSE OF MEETING**

There being no further business, the Mayor declared the meeting closed at 6.35pm.

CONFIRMED ..... (MAYOR)

**Attachments to Council Minutes:  
23 July 2024 Council Reports**

**NOTICE OF MEETING**

**ORDINARY COUNCIL**

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

**23 July 2024 at 5.30pm**

**CASEY MIHOVILOVICH**  
Chief Executive Officer  
18 July 2024

# AGENDA

## 1. OPENING OF MEETING AND ANNOUNCEMENT OF VISITORS

## 2. ACKNOWLEDGEMENT OF COUNTRY

## 3. 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

Questions from Ms P Bradshaw taken on notice at the Council Meeting held on 25 June 2024.

### Question 3

The pathway (where the train took out King Carnival fence) whilst avoiding the washed away path has deteriorated even more after recent high tides. We are down to just over a metre of usable pathway. I have made four phone calls to the Council with regard to this matter and pointed it out to two female rangers whose details I can provide to you and who assured me they would look into the matter. We are down to two bollards (which are bolted to the path and the two others were washed away) warning pedestrians of the danger. I am sure that a gopher cannot get through, and prams find it difficult. Please look into this matter before someone has an injury. I am fed up talking to locals and visitors about it. Seems nobody is willing to pick up the phone.

### City of Mandurah Response

The Director Built and Natural Environment has subsequently investigated the matter and has confirmed that the necessary path repair works have been prioritised and will be carried out as soon as practicable.

### Question 4

As I am already resigned to the fact that King Carnival will no longer be part of Mandurah's history. I would like to make a request that the seat that I donated be placed on the Eastern foreshore along Galileo Loop. There is no seat available there and it would be perfectly placed. Others and I, will not be walking the Western foreshore in the two plus years to build your premium waterfront precinct. Please keep me informed. If the seat is to go, I would rather it be sooner than later as I am already walking along that area and would love to take my seat with me.

### City of Mandurah Response

The Director Built and Natural Environment has subsequently investigated the matter and has confirmed that, at the time of any redevelopment works, the seats will be relocated to the foreshore adjacent to Galileo Loop.

**6. AMENDMENT TO STANDING ORDERS**

Modification to *Standing Orders Local Law 2016* - electronic attendance at meeting.

**7. 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 visit the City's website [mandurah.wa.gov.au](http://mandurah.wa.gov.au) or telephone 9550 3787.

**8. PUBLIC STATEMENT TIME**

Any person or group wishing to make a Public Statement to Council regarding a matter concerning local government must complete an application form. For more information regarding Public Statement Time please visit the City's website [mandurah.wa.gov.au](http://mandurah.wa.gov.au) or telephone 9550 3787.

**9. LEAVE OF ABSENCE REQUESTS**

**10. PETITIONS**

**11. PRESENTATIONS**

**12. DEPUTATIONS**

Any person or group wishing to make a Deputation to Council regarding a matter listed on this agenda for consideration must complete an application form. For more information regarding making a deputation please visit the City's website [mandurah.wa.gov.au](http://mandurah.wa.gov.au) or telephone 9550 3787.

**13. CONFIRMATION OF MINUTES**

13.1 Ordinary Council Meeting: 25 June 2024

Minutes available on the City's website via [mandurah.wa.gov.au/council/council-meetings/agendas-and-minutes](http://mandurah.wa.gov.au/council/council-meetings/agendas-and-minutes)

**14. ANNOUNCEMENTS BY THE PRESIDING MEMBER (WITHOUT DISCUSSION)**

**15. DECLARATIONS OF FINANCIAL, PROXIMITY AND IMPARTIALITY INTERESTS**

**16. QUESTIONS FROM ELECTED MEMBERS (WITHOUT DISCUSSION)**

16.1 Questions of which due notice has been given

16.2 Questions of which notice has not been given

**17. BUSINESS LEFT OVER FROM PREVIOUS MEETING**

Nil

**18. REPORTS**

<b>No.</b>	<b>Item</b>	<b>Page No</b>	<b>Note</b>
1	Community Safety Strategy 2024 - 2029	4 - 41	
2	Halls Head Parade Traffic Review	42 - 47	
3	Policy Review – Management of Trees in Streets and Public Open Spaces	48 - 54	
4	Council Recording of Council Meetings Policy GVN10	55 - 75	

**19. MOTIONS OF WHICH NOTICE HAS BEEN GIVEN**

Nil

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

Nil

**23. CLOSE OF MEETING**

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<b>1</b>	<b>SUBJECT:</b>	City of Mandurah – Community Safety Strategy 2024-2029
	<b>DIRECTOR:</b>	Place and Community
	<b>MEETING:</b>	Council
	<b>MEETING DATE:</b>	23 July 2024

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## Summary

The inaugural Community Safety and Crime Prevention Strategy (2017-2022) established a collaborative approach to address key safety priorities within Mandurah. The renewed Community Safety Strategy 2024-2029 builds on these strong foundations with an intention of ongoing improvements towards a safer community. The new Strategy focuses on the three pillars: Partnerships, Place and People.

In May 2024, Council resolved to release the draft Community Safety Strategy for public comment. The public comments period was open from 7 June 2024 to 5 July 2024 and received a total of 24 responses. Subsequently, the Strategy was reviewed by City officers with two changes made that respond to information from the Youth Advisory Group, and a clarification on the Security Incentive Scheme.

Council is now requested to approve the proposed Community Safety Strategy 2024-2029 for adoption.

## Disclosure of Interest

Nil

## Previous Relevant Documentation

G. 8/05/24	28/05/2024	Council approved the Draft Community Safety Strategy 2024 - 2029 be made available for public comment.
G.11/02/17	14/02/2017	Council approved the Community Safety and Crime Prevention Strategy 2017-2022.

## Background

The City's inaugural Community Safety and Crime Prevention Strategy (2017-2022) achieved significant progress through collaboration with local stakeholders, shifting from a gap approach to a strength-based model. Key successes included the development of a Homelessness Strategy, a three-year Memorandum of Understanding with WA Police, targeted community activations reducing vandalism, strengthening the Mandurah Liquor Accord, creating a Family and Domestic Violence network, improved collaboration with WA Police and expanded CCTV coverage in some public areas.

The new Community Safety Strategy (2024-2029) was prepared to continue the momentum towards a safe community. It was informed by extensive community engagement whereby the community identified their main safety issues such as antisocial behaviour, CCTV, graffiti, improved physical environments to prevent crime (such as improved lighting), education, burglaries, community pride, and advocacy for increased Police presence and additional mental health support services.

The new strategy contains actions that respond to issues raised by community with the Strategy structured around three pillars: Partnerships, Place, and People. It aims to build safe and connected neighbourhoods through collaborative efforts with residents, community groups and businesses. It introduces a series of actions and supports to address community priorities that were raised through consultation activities.

One of the new actions proposed in the Strategy is the Security Incentive Scheme which aims to create safer communities by combining individual efforts with collective actions, ultimately leading to a higher quality of life for all residents. There are several other local governments offering a similar rebate scheme.

Central to the scheme is a rebate for the installation of security measures at residential properties, including security sensor lights, keyed window locks, security window screens, roller shutters, security screen doors, CCTV, video doorbells and meter box security. These items offer some security to deter opportunistic crime. The scheme also includes financial incentives to support vulnerable residents to access the Western Australian Police Force (WAPF) initiative 'Safe and Found'. The scheme offers a touch point with residents for the City to pass on information, such as the proposed Safety Directory.

The Security Incentive Scheme has been modified to be available for two calendar years, 2025 and 2026 (spanning three financial years). The timeframes will be communicated clearly to the community to promote understanding that the rebate is time-sensitive and not an ongoing service level. This gives applicants a sufficient window of time to access the rebate. Offering the scheme for two years aligns with the employment of the cocooning grant project officer which is externally funded, and will encourage strong connections between victims of crime and promoting increased home security. After the two years, a review will be undertaken, with Council consideration regarding any further continuation of the scheme or changed conditions within the scheme. WA Police (via Mandurah Police) and Neighbourhood Watch are supportive of the Security Incentive Scheme.

The conditions for eligibility to the Security Incentive Scheme would be finalised at an operational level, with main conditions for eligibility drafted as follows:

- Open to all residents (owners, occupiers, landlords) who can show proof of address evidencing property is within the City of Mandurah.
- Permission must be provided from property owner.
- One rebate per applicant or property.
- Some of the devices would need to be installed by a registered business with a Security Agents License, or by a registered electrician.
- Some devices could be installed by the applicant, owner or employee of a registered business but proof of installation may be requested – e.g. DIY will require photos in place as proof of installation.
- The City provides no guarantee that a security rebate can be provided to all applicants if the allocated budget is fully expended prior to the end of the financial year.
- Feedback form needs to be completed before payment is issued (eg, how did you find out about the rebate, do you feel safer at home with the item installed).
- Applicants can install multiple security items in their home; however the total rebate amount will be capped at \$250 per residence.
- This is a rebate, so the applicant needs to purchase, install and then seek reimbursement.
- Applicants must not have outstanding debts or acquittals with the City.
- Applicants will be encouraged to seek out local service providers

When developing the conditions for eligibility, many options were explored and ultimately it was considered that maximum benefit could be gained by incentivising all owners and occupiers. Consideration was given to the following:

<p>Restrict eligibility to Concession Card Holders only</p>	<p>Whilst this would target the resource allocation to the most financially disadvantaged as well as reduce the budget, it fails to incentivise all residents and reduces extent of benefit. The scheme is not intended primarily as a hardship subsidy, but an incentive for all residents to increase security. Means testing the security incentive scheme could potentially make the rebates feel stigmatised to concession card holders and also doesn't support people facing general cost of living pressures who might need encouragement to prioritise funds for security. The community engagement found that there were many factors that impacted the feeling of safety and it was not linked necessary to financial position, such as victims of crime. The concession would increase administrative costs to ensure compliance with the scheme. Means testing the scheme could foster a sense of inequality and division amongst the community.</p>
<p>Restrict eligibility to owner Residents (ie not landlords)</p>	<p>It's noted that landlords may increase rent due to installation of increased security. Overall, it's considered that excluding eligibility to the scheme by landlords would be unfair to people who are renting and may be vulnerable to crime. It may infer that landlords have less responsibility to make tenanted homes secure. In Western Australia, landlords are required to provide tenants with basic security, such as all external doors should be secure and the front door fitted with a working deadbolt lock or a security screen door with a compliant keyed lock. There is an opportunity to incentivise more security measures, such as security screens, deadbolts to other doors, keyed window locks, sensor lights etc.</p>
<p>Restrict eligibility to Seniors Only</p>	<p>Whilst this would have the advantage of prioritising resources to a priority population group, it overlooks the wider benefit that can be gained when everyone takes a shared responsibility to improve security and design out crime. There are residents in all age groups who would benefit from incentivised improved security.</p>
<p>Restrict eligibility to known Hotspot Locations</p>	<p>There is an option to only make the Security Incentive Scheme available to residents in a location where WA Police data indicates it is known as a crime 'hot spot'. This would target the resource allocation where it is most needed with focussed intervention. It's considered this would create inequity and may promote negative stereotypes of certain places.</p>

The Community Safety Strategy outlines a comprehensive implementation plan, regularly reviewed and reported annually, to activate spaces, address residents' perceptions, provide education, and foster a shared understanding between the City, residents, and stakeholders. The overarching goal is to promote safety, resilience, and connection for all residents, ensuring sustainable, holistic approaches to well-being and safety.

### Comment

Consistent with the Council resolution of 28 May 2024, the draft Community Safety Strategy 2024-2029 was made available for public comment for a period of four weeks commencing 7 June 2024. During the comment period, 24 responses were received via the Mandurah Matters feedback survey. The majority of these responses advised the City of safety concerns, rather than comment specifically on direction or actions within the Strategy. The public comments received on Mandurah Matters were consistent with safety concerns raised through the consultation and engagement activities that inform the draft Strategy.

Common themes from the feedback are summarised below:

Theme	Response
<p><b>Public Order</b> These comments related to anti-social behaviour, public drinking, public intoxication, drug affected individuals, people experiencing homelessness, rough sleepers and young people who appeared disengaged or disruptive.</p>	<p>The feedback regarding public order matches information that was gathered through the consultation and engagement activities undertaken to inform development of the Strategy. The implementation plan includes actions/projects that respond accordingly.</p> <p>The Strategy makes reference to the Homelessness Strategy and Youth Development Strategy, which also address public order from a different perspective.</p>
<p><b>Crime Through Environmental Design (CPTED)</b> These comments related to public lighting, with a focus on the foreshore and other central areas, along with design of outdoor elements, CCTV and bystander visibility.</p>	<p>The feedback regarding safer environments matches information that was gathered through the consultation and engagement activities undertaken to inform development of the Strategy. The implementation plan includes actions/projects that respond accordingly.</p>
<p><b>Road Safety</b> These comments related mainly to hooning and speeding, with a few directed towards roads and e-scooter use.</p>	<p>The feedback regarding road safety matches information that was gathered through the consultation and engagement activities undertaken to inform the Strategy. The City collaborates with WA Police to address these concerns and advocates for an active, visible presence on the road with the Western Australian Police Force (WAPF) Road Patrol Group (RPG)-South team.</p>
<p><b>Security Incentive Scheme</b> Comments related to the use of a rebate scheme to incentivise residents to invest in target hardening measures around their homes.</p>	<p>The City received responses that supported the introduction of the Security Incentive Scheme.</p> <p>The Strategy has been updated to include cross-promotion of any other available incentive schemes or rebates where Mandurah residents are eligible, such as the rebate available to WA Seniors Card holders.</p>
<p><b>Perception of Safety</b> These comments relate to people identifying their feelings about safety, often not supported by crime statistics but directly impact how residents utilise their public spaces and places.</p>	<p>The feedback regarding perceptions of safety matches information that was gathered through the consultation and engagement activities undertaken to inform development of the Strategy. The implementation plan includes actions/projects that respond accordingly.</p>
<p><b>Police Resourcing</b> Feedback consistently identified wishing to see Police have a higher visibility in their neighborhoods and on roads.</p>	<p>The feedback regarding increased Police resourcing matches information that was gathered through the consultation and engagement activities undertaken to inform development of the Strategy. The implementation plan includes actions/projects that respond accordingly.</p>
<p><b>Community Connection</b> These comments referred to activating spaces, providing community activities and community support</p>	<p>The feedback regarding importance of community connection matches information that was gathered through the consultation and engagement process to development of the Strategy. The implementation plan includes actions/projects that respond accordingly.</p>

## Youth Advisory Group Comment

The Community Safety Strategy 2024-2029 was considered by the Youth Advisory Group (YAG) at its meeting on 1 November 2023 and the following recommendations were made:

*“The Youth Advisory Group has reviewed the community safety strategy and supports both the strategy and the ongoing consultation process being conducted with residents. The group appreciates the time and effort that has gone into a thorough community consultation by the City and acknowledges the focus on a “holistic approach” to help at-risk communities. The YAG however notes that more thought needs to be given to preventing anti-social behaviour. Especially for at-risk young people as from the consultation, the group understands that there is currently no plan to collaborate with schools or other community groups.”*

The Community Safety Strategy outlines a connection to the Youth Development Strategy which includes extensive partnerships and collaboration, as well as diversionary youth programs for at risk young people.

An action has been added to the Community Safety Strategy in Pillar 1: Partnerships. The new action supports delivery of youth initiatives that encourage young people to make informed choices for the benefit of personal safety and the safety of others. For example, the City is currently collaborating with the Local Drug Action Team and secondary schools to encourage safe partying during Leavers' Week.

## Statutory Environment

- Criminal Investigation Act 2006
- Surveillance Devices Act 1998
- State Records Act 2000
- Freedom of Information Act 1992 and
- Evidence Act 1906

## Policy Implications

Nil.

## Financial Implications

The financial implications of the Community Safety Strategy 2024-2029 are included in the Implementation Plan. The anticipated expenditure to implement year one of the Community Strategy is included in the City's 2024/25 budget which was adopted in June 2024. An amount of \$500,000 is in a reserve account for the delivery of the Strategy over the next 5 years.

External grants will be applied for where practicable. For example, the Community Development team, in 2023/24, successfully applied for a grant of \$197,985.81 with the State Governments Department of Justice, to deliver a two-year Stronger Suburbs Cocoon Project that supports and empowers residents, particularly in crime hotspot areas, to prevent repeat occurrences in collaboration with the proposed Safety Incentive Rebate. It's necessary for the City to implement a Security Incentive Scheme for the cocooning grant funds to be released.

## Risk Analysis

Community Safety and perception of safety can influence an area with profound impact. Without a guiding strategy, there is a risk that the groundwork, developed relationships, and built capacity over the last five years developed through the previous Strategy, may become diluted in its impact as well as inequitable in terms of where resources are directed.

A clear, Community Safety Strategy can be used to advocate for more funding and resources, develop positive local knowledge, skills, and perceptions, whilst also working to engage with both internal and external stakeholders to better focus common efforts.

Importantly, the Strategy will offer role clarity to support the community understand the different responsibilities of stakeholders, such as City and WA Police.

## Strategic Implications

The Community Safety Strategy 2024-2029 aligns with several objectives of (draft) Strategic Community Plan 2024 – 2044.

### Economy

1.4. A thriving city that residents are proud to call home and people want to visit

### Community

- 2.1. Access to support services that enhance opportunities for everyone
- 2.2. Safe and connected communities
- 2.3. Inclusive and welcoming places, spaces and neighbourhoods
- 2.5. A healthy lifestyle and healthy community, with an emphasis on prevention

### Leadership

- 4.1. A clear and shared vision for Mandurah's future.
- 4.2. Sound decisions based on evidence and meaningful engagement.
- 4.3. Effective advocacy focused on the needs of the community and strong relationships with key Stakeholders.
- 4.5. Responsible, transparent, value for money delivery of well planned, sustainable, projects, programs and services.

## Conclusion

The Draft Community Safety Strategy 2024-2029 responds to information and feedback garnered through consultation and engagement activities. The draft Strategy was advertised for public comment over four weeks commencing 7 June 2024. City officers have reviewed feedback, with three updates reflected in the new Strategy pertaining to (1) cross-promoting government security rebates or subsidies; and (2) City involvement in the Local Drug Action Team which supports young people, and (3) modification of the Security Incentive Scheme to be offered for a period of two years, then reviewed.

The Strategy includes actions that respond to community concerns, such as the Security Incentive Scheme that encourages residents to increase security hardening at their residence to design out opportunistic crime.

NOTE:

- **Attachment 1.1: City of Mandurah Community Safety Strategy 2024-2029.**

## RECOMMENDATION

**That Council approves the Community Safety Strategy 2024-2029, as per Attachment 1.1 for adoption.**



# Contents

- Acknowledgement of Country .....2
- Message from the Mayor .....3
- Community Safety – Introduction.....4
- Community Safety and Crime Prevention  
2017-2022: Key Achievements .....5
- Mandurah Profile.....6
- Community Safety Strategy – Strategic Context.....7
- Connection with other City Strategies.....8
- Role of Governments .....10
- Role of Community .....11
- Developing the Community Safety Strategy.....12
- Community Consultation .....13
- Community Feedback.....14
- Community Safety Strategy Framework.....16
  - Pillar One: Partnerships.....18
  - Pillar Two: Place.....22
  - Pillar Three: People.....28
- Community Safety Guiding Principles  
and Terminology..... 30



## Acknowledgement of Country

The City of Mandurah would like to acknowledge the Bindjareb people – the traditional custodians of this land – and pay respect to all Elders, past and present.

We wish to acknowledge and respect their continuing culture and the contribution they make to the life of this City and the region.



# Mayor's Message

[Mayor's Message to be added once endorsed]

**Rhys Williams**  
Mayor, City of Mandurah

Confirmed



# Community Safety – Introduction

Mandurah is a unique place, where people come together to work, live and play. It is a city with a village heart, that wraps itself around community, working to provide a feeling of connection, possibility, and safety for all.

The City has consistently committed to collaborating with the local community, businesses, organisations, community services, WA Police, and State and Federal Government in addressing community safety. This commitment involves effectively using the resources to tackle numerous key outcomes in the preceding Community Safety and Crime Prevention Strategy 2017-2022.

The City's Community Safety Strategy 2024-2029 illustrates its ongoing commitment to executing coordinated initiatives, seamlessly integrated into broader city strategies. This dedication is evident in the collaborative endeavours of all city business units, each contributing distinct roles to ensure community safety, forming a unified network focused on safeguarding the community.

Moving towards a community development approach, this strategic shift aims to build upon the accomplishments of the previous Community Safety and Crime Prevention Strategy while also addressing additional needs pinpointed through consultations with stakeholders.

The central theme is the promotion of community-based action to prevent, prepare, and respond to community safety concerns and perceptions, including crime prevention. Adopting a partnership approach to community safety, the City of Mandurah is committed to building and enhancing community knowledge, connectedness, and a strong sense of community. Together, we aim to see the village thrive with that all-important connection, fostering an environment where strong crime prevention is integral to community well-being.

In developing the new Community Safety Strategy 2024-2029, the City consulted extensively with community, actively listening to a diverse array of perspectives.

Around 800 residents and key stakeholders told us what safety meant to them and what they believed the City could do to strengthen and encourage a safer community.

In addressing the priorities identified, the City's Community Safety Strategy 2024 -2029 proposes three key pillars:

- **Pillar One: Partnerships**  
Foster a safer community by working together and leveraging the strengths of different stakeholders to maximise positive outcomes.
- **Pillar Two: Place**  
Design, establish and maintain public places and infrastructure that create positive interactions, enhance safety and reduce opportunistic crime.
- **Pillar Three: People**  
Empower people with the knowledge, understanding, resilience and capacity to contribute effectively toward a safer community.

# Community Safety and Crime Prevention 2017-2022: Key Achievements

The City's Community Safety & Crime Prevention Strategy 2017 – 2022 was the catalyst for implementing new initiatives.

Key progress and achievements include:



## Homelessness & Street Present

- Developed a Sector led 2-year strategy.
- Successfully implemented the Assertive Outreach trial that resulted in ongoing State Government support through extension of the HEART outreach initiative.



## Memorandum of Understanding (MOU) between WA Police and the City of Mandurah

- The City and WA Police agreed to an MOU that provides for a streamlined way the City worked with Police to access City information to best serve the local community.



## Activations

- Localised events were delivered over three years, to activate our suburbs and encourage community connections.



## Networks (all ongoing)

- Developed and supported networks to ensure all stakeholders were able to clearly communicate, share information and support where needed.



## CCTV

- Additional cameras were added to the network at key locations across the City including City facilities.



## Lighting

- Lighting audits conducted in key locations including improved lighting as part of the Waterfront Development.



## Service Review (2019)

- The City Community Safety Team roles were diversified into a contemporary, community development place approach. This ensured City officers worked with the local community to promote crime prevention and safety.



## The Implementation of Crime Prevention Through Environmental Design (CPTED)

- The City developed an internal resource to ensure CPTED principles were considered across all business units and City projects.

# Mandurah Profile

**9,838**

people, or 13.2% of the population, are volunteers.

**2.9%**

of population are First Nations People.

**959**

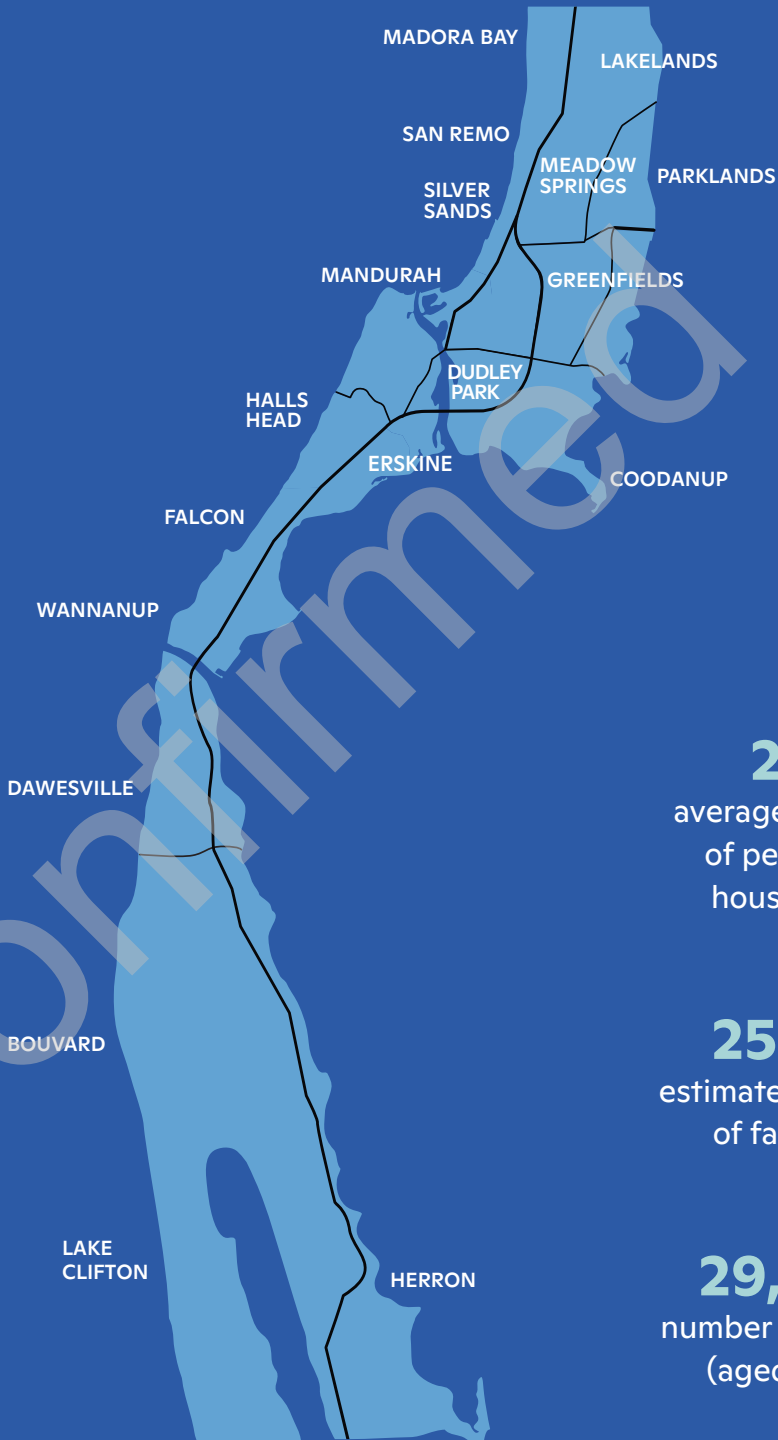
SEIFA Index showing Mandurah has more socio-economic disadvantage than Greater Perth.

**100,413**

Mandurah's forecasted population for 2024, expected to grow to 116,752 by 2046.

**44,141**

dwellings (homes).



**52km**  
of coastline.

**18**  
suburbs.

**174km<sup>2</sup>**  
land area.

**2.3**  
average number of people in household.

**21**  
primary schools.

**7**  
secondary schools.

**25,111**  
estimated number of families.

**1**  
university.

**29,091**  
number of seniors (aged 60+).

**1**  
tafe.

# Community Safety Strategy – Strategic Context

The Community Safety Strategy is aligned to the Strategic Community Plan and is one of the City’s key informing documents as part of the City’s Strategic Framework.



# Connection with other City Strategies



## Strategy: City of Mandurah – Place Enrichment Strategy

Endorsed in 2023, the Place Enrichment Strategy aims to create neighbourhoods that are thriving, resilient and socially connected where residents feel proud to call home. It takes a place-based approach across Mandurah, implementing initiatives to build capacity, create friendly places, activate neighbourhoods and create strong communication.



## Strategy Mandurah Homelessness and Street Presence Strategy 2021 - 2023

Endorsed in 2021 (and currently being updated), this strategy aims to work collaboratively to end homelessness and ensure there is a place for everyone. It had four main objectives; Accessible accommodation; Effective support systems; Meaningful systemic change; and Ensuring safety and security.



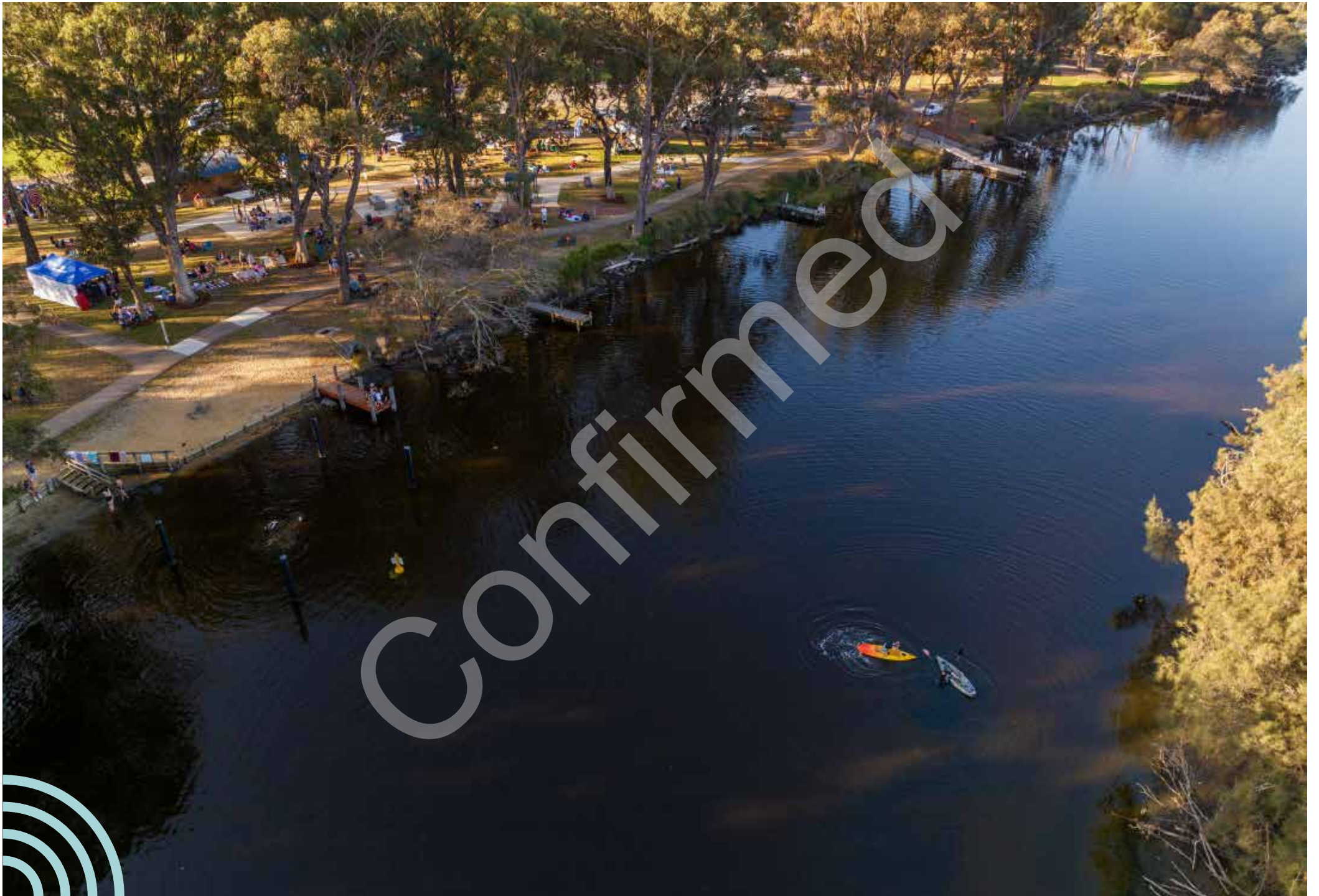
## Strategy: City of Mandurah - Youth Strategy 2021 - 2026

Endorsed in 2021, the Youth Development Strategy enables the City to be clear in its direction to ensure young people are central to designing and delivering projects, places and services that impact young people. The Strategy is underpinned by four key areas: Local Spaces and Places; Learning and Working; Connection and Wellbeing; and Leading and Creating.



## Public Health and Wellbeing Plan

Endorsed in 2020, the Public Health and Wellbeing Plan is required under the Western Australian Public Health Act 2016 and aligns with the State Public Health Plan for Western Australia 2019-2024. It aims to enhance the health, wellbeing and safety of all Mandurah residents through aligning with the City of Mandurah's Strategic Community Plan 2020 - 2040 and relevant State and Federal strategies and policy documents.



# Role of Governments

Article 3 of the United Nations Declaration of Human Rights states “Everyone has the right to life, liberty and security of person.” To make this a reality, each tier of government takes on responsibilities in an effort to create a safe community, with individuals and groups also contributing through good citizenship.

## Federal Government

The Federal Government plays a significant role in community safety, with responsibilities for legislative frameworks, policy and resourcing for high-level safety matters like national security, border protection, cyber-security, counterterrorism and emergency management.

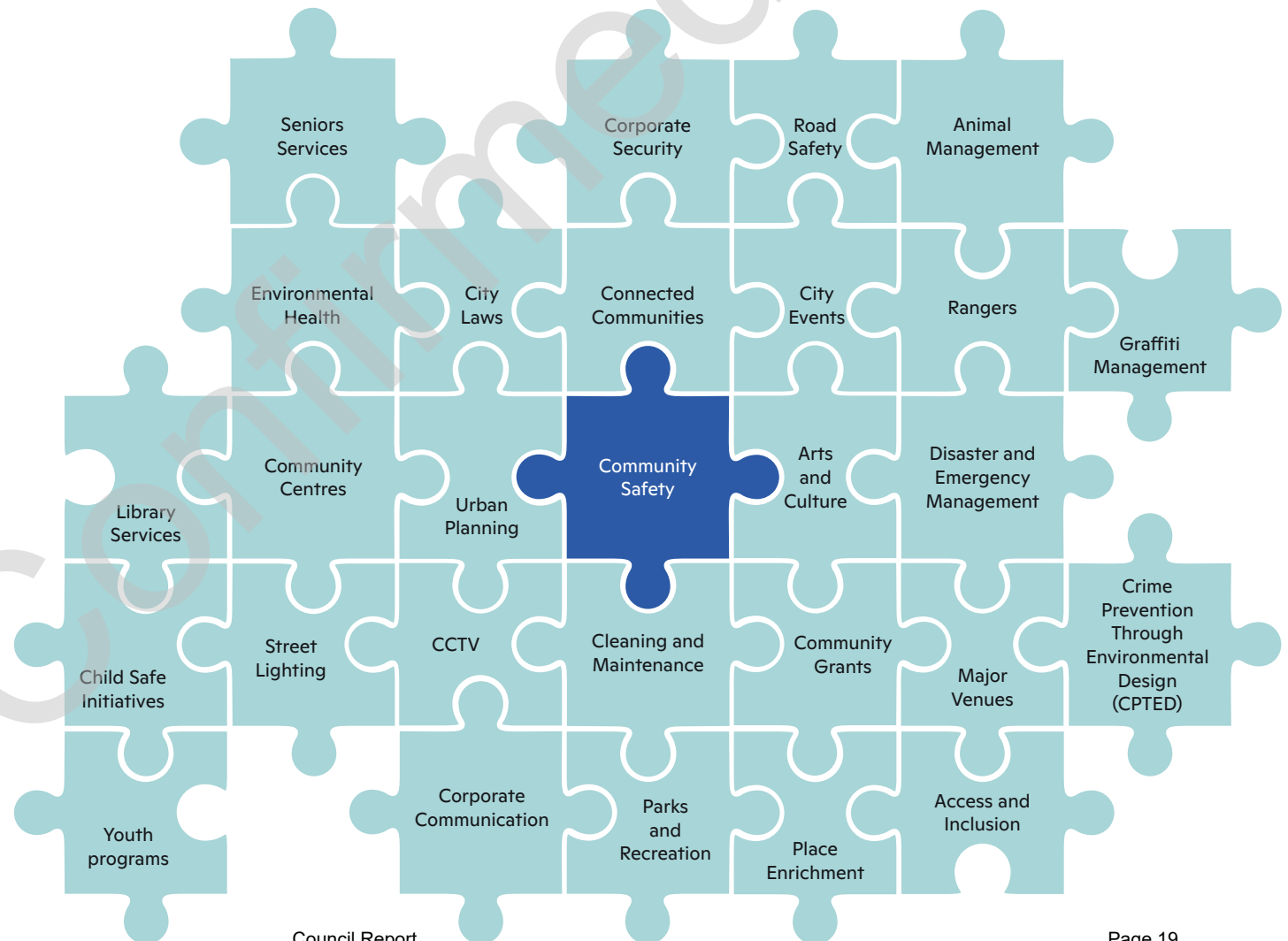
## State Government

The Western Australian State Government is at the forefront of community safety in Western Australia, primarily through WA Police who are responsible for law enforcement, maintaining order, preventing crime and ensuring public safety. The State Government is also responsible for legislation, regulation, policy, services and resourcing areas like homelessness, family and domestic violence, child protection, education, emergency services, health, mental health, road safety and more that are central to a safe community.

## Local Government

As a local government, the City of Mandurah plays a broader role in the social response to keeping our community safe through advocacy, facilitation, support and raising awareness. We also undertake some more direct roles in keep our places feeling safe, such as cleaning off graffiti and responding to vandalism on City-managed land, providing CCTV, responding to public safety, and designing public spaces that deter crime or anti-social behaviour.

### Example of City of Mandurah services that incorporate positive community safety outcomes



# Role of Community

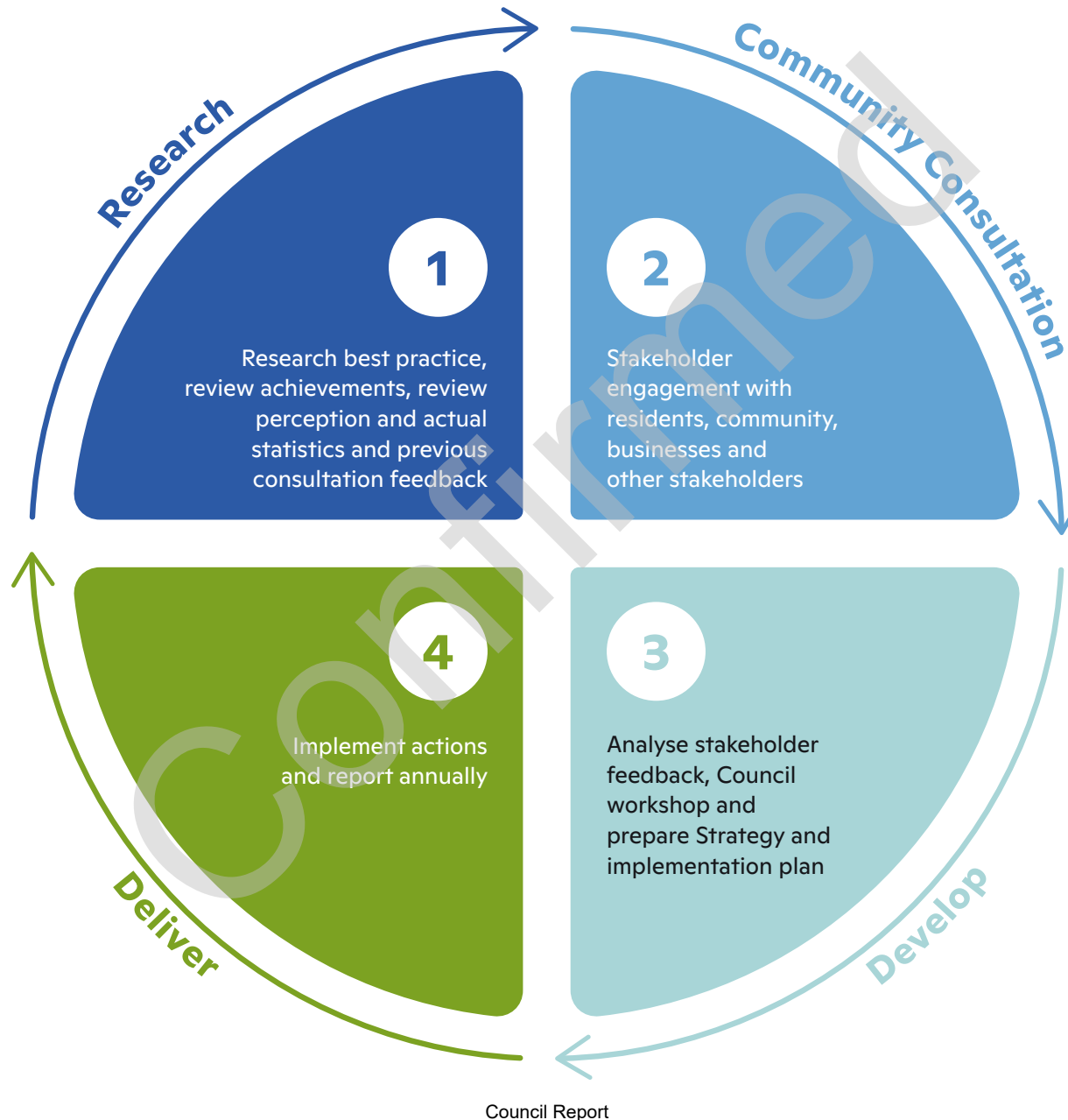


We can all play a part towards a safer Mandurah by ensuring our attitudes, actions and behaviours have a positive impact within our communities. Residents, communities and businesses can take meaningful steps to improve safety, like getting to know your neighbours, joining a residents group or Liquor Accord, reporting all incidents of crime to Police or the relevant authority, being informed about safety and security matters, and making good individual choices to deter opportunistic crime (like not leaving valuables in your car, and making sure your home is secure).



# Developing the Community Safety Strategy

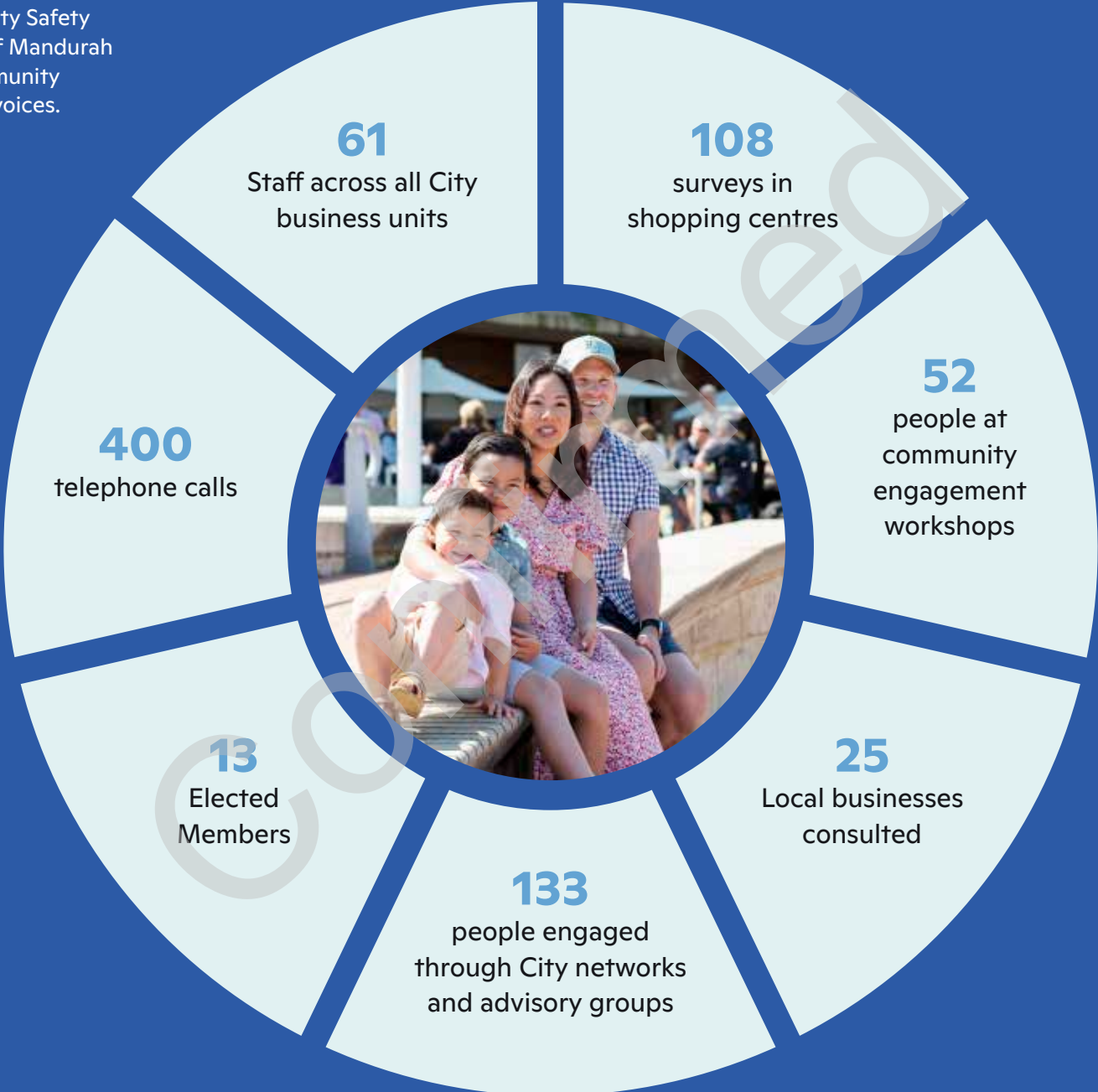
The activities that were undertaken in developing the Strategy included:



# Community Consultation

In developing the new Community Safety Strategy 2024 - 2029, the City of Mandurah consulted extensively with community and listened to a wide range of voices.

Over 700 residents and key stakeholders told the City what safety meant to them and what the City could do to strengthen and encourage a safer community.







# Community Safety Strategy Framework

**Strategic Goal** Everyone within Mandurah experiences a sense of safety and community connection.

Pillars	Partnerships	Place	People
Key Features	<ul style="list-style-type: none"> <li>• MOU with WA Police</li> <li>• Key stakeholder relationships are supported</li> <li>• Community capacity building opportunities</li> <li>• Liquor Accord</li> <li>• Safety Information Directory</li> <li>• Annual Summit</li> </ul>	<ul style="list-style-type: none"> <li>• Community safety resources produced and distributed</li> <li>• Lighting audits undertaken and actioned</li> <li>• Eyes on the Street re-established</li> <li>• CCTV networks maintained</li> <li>• Graffiti management</li> </ul>	<ul style="list-style-type: none"> <li>• Safety rebates</li> <li>• Preventing opportunistic crime</li> </ul>
Priorities	<ul style="list-style-type: none"> <li>• Leadership</li> <li>• Advocacy</li> <li>• Relationships</li> <li>• Engagement</li> <li>• Facilitation</li> </ul>	<ul style="list-style-type: none"> <li>• CPTED Principles</li> <li>• CCTV - Masterplan</li> <li>• Positive identity</li> <li>• Sense of Belonging</li> <li>• Recognition of unique qualities</li> </ul>	<ul style="list-style-type: none"> <li>• Equitable approach</li> <li>• Community and social connections</li> <li>• Supporting Residents</li> <li>• Empowerment through knowledge</li> <li>• Resilience</li> </ul>
Outcomes	<ul style="list-style-type: none"> <li>• Responsive, informed stakeholders.</li> <li>• Positive, collaborative, strong partnerships.</li> </ul>	<ul style="list-style-type: none"> <li>• Secure, connected, planned for places.</li> <li>• Activated, cared for safe, spaces and places.</li> </ul>	<ul style="list-style-type: none"> <li>• Equitable, community involvement.</li> <li>• Communities empowered through knowledge.</li> </ul>



# Pillar One: Partnerships

**Strategic Goal 1:** Through informed leadership, coordination, and advocacy the City of Mandurah aims to enhance, strengthen, and progress towards a safer, connected community for all residents, workers and visitors.

## Objectives:

- 1.1 Deliver and assess the City's collaborative efforts with all stakeholders to ensure ongoing and new actions have a positive impact with the local communities.
- 1.2 Develop and maintain positive communication and collaborative linkages with WA Police to ensure a consistent, localised approach is used that maximises community benefit.
- 1.3 Deliver initiatives that work collaboratively with local business to build knowledge, skills, and capacity to respond proactively to safety issues.
- 1.4 The City of Mandurah advocates at all levels of government to ensure local needs are identified, heard, and responded to proactively.

Projects/Actions	Objectives	Funding Type	Resourcing	Year 1 24/25	Year 2 25/26	Year 3 26/27	Year 4 27/28	Year 5 28/29	Measures of Success	Responsibilities
Networks are established and maintained with key stakeholders to maximise safety outcomes by working together.	1.1; 1.2; 1.3	Within existing budget  Internal (staff costs)	Finance  -	\$1,000  -	\$1,000  -	\$1,000  -	\$1,000  -	\$1,000  -	1. Number of meetings undertaken.  2. Examples provided of Improved safety outcomes generated by working together.	CEO Director, Place and Community Executive Manager – Community Services
Support local initiatives that address street present behaviour and its impact i.e., Homelessness Week Pop Up Events. <b>Aligns with actions identified in the sector-led Homeless and Street Present Strategy.</b>	1.1; 1.4	Within existing budget  Internal (staff costs)	Finance  -	\$2000  -	\$2000  -	\$2000  -	\$2000  -	\$2000  -	1. Number and effectiveness of local initiatives developed.	Executive Manager – Community Services
The City of Mandurah provides meetings (as needed) for internal staff to share information and work collaboratively on Community Safety topics.	1.1; 1.4	Within existing budget  Internal (staff costs)	Finance  -	-  -	-  -	-  -	-  -	-  -	1. Number of internal meetings held.  2. Examples of value gained from the meetings.	Executive Manager – Community Services
Facilitate the Liquor Accord and provide opportunities for communication, sharing data, knowledge building and collaboration with both WA Police and local licensed businesses that includes developing actions and collateral with a focus on community safety and reduction of alcohol related anti-social behaviour.	1.2; 1.1; 1.3	Within existing budget  Internal (staff costs)	Finance (\$'000) (1 FTE)  -	\$2500  -	\$2500  -	\$2500  -	\$2500  -	\$2500  -	1. Reduction in crime related incidents related to alcohol.	Executive Manager – Development and Compliance

Projects/Actions	Objectives	Funding Type	Resourcing	Year 1 24/25	Year 2 25/26	Year 3 26/27	Year 4 27/28	Year 5 28/29	Measures of Success	Responsibilities
Review current Memorandum of Understanding (MOU) with WA Police in 2024 with an intention to renew.	1.2; 1.1; 1.3	Within existing budget  Internal (staff costs)	-  -	-  -	-  -	-  -	-  -	-  -	1. Reduction in crime related incidents related to alcohol.	Executive Manager – Development and Compliance
Provide local initiatives that build capacity utilising a neighbourhood-based approach that includes fostering positive engagement with local Police in response to crime hot spots which are informed by relevant data.  i. Provide Street Meet and Greet in crime hotspot locations to develop residents' engagement, knowledge, and capacity.  ii. Research examples that demonstrate positive outcomes via collaboration with local government and the Police.  iii. Partner with high profile businesses to provide pop up sessions aligned with Safety Week, Easter and at other times as agreed upon by both parties.  iv. Promote safety week each year with aligned pop-up events.	1.2, 1.4	New external budget      Grant funding – Dept Justice submitted (100,000 per year -2-year term) (GCDO)	Finance	\$20,000     1 FTE	\$20,000     1FTE	\$20,000     -	\$20,000     -	\$20,000     -	1. Evidence based programs are researched.  2. Programs are developed and evaluated.  3. Feedback from residents is collated and tracked.	Executive Manager – Community Services
Address community safety including perceptions of safety (funding opportunities) to support the City's response.  I. Monitor local crime statistics in the City Centre and track trends and other relevant data sets to identify emerging issues and explore potential responses.  II. Implement those good practice examples that secure funding.  III. Evaluate programs and measure against collected data.	1.3; 1.4	New Internal budget     0.5FTE (CCDO)		-     1FTE	-     1FTE	-     1FTE	-     1FTE	-     1FTE	1. Examples are identified, trialed, and evaluated.  2. Grants are identified, and applications submitted.  3. Crime data sets are collated and used in evaluations.	Executive Manager – Community Services

Projects/Actions	Objectives	Funding Type	Resourcing	Year 1 24/25	Year 2 25/26	Year 3 26/27	Year 4 27/28	Year 5 28/29	Measures of Success	Responsibilities
<p>Provide a range of informative targeted collateral that is accessible and practical:</p> <p>i. Target both residents and businesses.</p> <p>ii. Develop a "Safety Directory" which serves as a practical guide on how stay safe, how to report, what to report and who to report to. (eg graffiti, hoon behaviour, crimes).</p> <p>iii. Provide the Safety Directory in a range of mediums to increase reach both digital format and hard copy.</p> <p>vi. Promote pro-active reporting.</p>	1.2, 1.3	<p>Within existing budget</p> <p>Internal (staff costs)</p>	<p>-</p> <p>-</p>	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	<p>1. Safety campaign is developed.</p> <p>2. Collateral is distributed and evaluated.</p> <p>3. Shift in perception data gathered via Catalyse.</p>	<p>Executive Manager – Community Services</p> <p>Executive Manager – Communications and Civic Affairs</p>
<p>Liaise with local businesses in conjunction with the Economic Development business unit to undertake CPTED audits, business packs and targeted information.</p>	1.2, 1.3	<p>Within existing budget</p> <p>Internal (staff costs)</p>	<p>Finance</p> <p>-</p>	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	<p>1. Number of attendees.</p> <p>2. Feedback collected and reported.</p>	<p>Executive Manager – Community Services</p> <p>Executive Manager – Strategy and Economic Development</p>
<p>Collaborate with Local Residents Associations to increase ability to share information.</p> <p>I. Host an annual Community Safety Summit for Residents Associations and relevant community stakeholders to build their community capacity in creating safer, more vibrant neighbourhoods.</p> <p>Encourage residents to improve security of belongings by raising awareness of programs like Bikelinc.</p> <p><b>Actions identified in Place</b> <b>Enrichment Strategy that align.</b></p>	1.4	<p>Within existing budget</p> <p>Internal (staff costs)</p>	<p>Finance</p> <p>-</p>	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	<p>1. Safety Information event held with identified local Residential Associations.</p> <p>2. Resident's Associations promote safety knowledge to residents.</p>	<p>Executive Manager – Community Services</p>

Projects/Actions	Objectives	Funding Type	Resourcing	Year 1 24/25	Year 2 25/26	Year 3 26/27	Year 4 27/28	Year 5 28/29	Measures of Success	Responsibilities
Advocate for long term, sustainable, services that address local Family and Domestic Violence preventions and supports.	1.4	Within existing budget  Internal (staff costs)	Finance  -	-  -	-  -	-  -	-  -	-  -	1. Advocacy is undertaken. 2. Positive shift in available services noted (to be measured at end of 5 years).	CEO Director – Place and Community
The City of Mandurah supports Peel Says No to Violence (PSNTV) by signing the Pledge biennially. Additionally: I. Provides support to the Annual Silent March through provision of an annual financial contribution. Lights up Mandurah Bridge each year in recognition of the impact of FDV in conjunction with Silent March.	1.4	Within existing budget  Internal (staff costs)	Finance  -	\$3000  -	\$3000  -	\$3000  -	\$3000  -	\$3000  -	1. Annual March is held and is well attended. 2. City commits to the Pledge.	Executive Manager – Community Services
Advocate for all services and programs delivering community safety actions be designed to reflect culturally appropriate, inclusive methodologies: I. Seek feedback from local Aboriginal residents annually via RAP Steering Group. II. Seek feedback from CaLD community annually through the Multicultural Network. III. Seek feedback from the Access and Inclusion Advisory Group (AIAG) annually. IV. Seek feedback from the Youth Advisory Group (YAG) annually.	1.4	Within existing budget  Internal (staff costs)	Finance  -	-  -	-  -	-  -	-  -	-  -	1. Feedback is implemented. 2. Services and programs offered are inclusive.	Executive Manager – Community Services

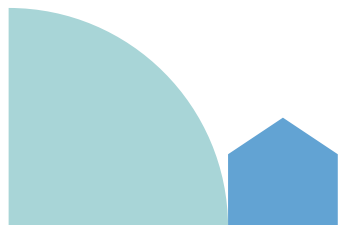
# Pillar Two: Place

**Strategic Goal 2:** Develop community connections to place and infrastructure to sustain a safer community for all.

## Objectives:

- 2.1 Creating positive, community linkages and connections between people, places and spaces ensuring culturally appropriate, inclusive good practice.
- 2.2 Crime Prevention Through Environmental Design (CPTED) Principles are consistently planned for, implemented, and evaluated across all business units.
- 2.3. Graffiti is responded to effectively to reduce the number of incidences over time.
- 2.4 Aesthetic spaces are created and maintained in culturally appropriate and inclusive ways to enable residents to feel a sense of pride and ownership.
- 2.5 Signage and other tools are utilised to provide knowledge, awareness, and information to ensure a secure and safe environment.

Projects/Actions	Objectives	Funding Type	Resourcing	Year 1 24/25	Year 2 25/26	Year 3 26/27	Year 4 27/28	Year 5 28/29	Measures of Success	Responsibilities
<p>A suite of actions to target social activities is developed and implemented.</p> <p>I. Investigate micro grants to support neighbourhood activations by residents annually.</p> <p>II. Celebrate Neighbour Day. Reinvigorate/review/relaunch Street Mates and activate.</p> <p><b>Actions align to Place Enrichment Strategy.</b></p>	2.1; 2.2; 2.4	<p>New Internal budget</p> <p>Additional 0.5 FTE (CCDO)</p>	<p>Finance</p> <p></p>	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	<p>1. Number of micro grants taken up.</p> <p>2. Number of people celebrating neighbour day.</p> <p>3. Number of people registered for Street Mates.</p> <p>4. Tip sheets delivered.</p>	<p>Executive Manager – Community Services</p> <p>Manager – Corporate Communications</p>
<p>Seek grant opportunities that will fund implementation of potential actions/programs/activities that address community safety and meet Strategic Community Plan objectives.</p>	2.1; 2.3; 2.4; 2.3	<p>Within existing budget</p> <p>Internal (staff costs)</p>	<p>Finance</p> <p>-</p>	-	-	-	-	-	<p>1. Number of grants applied for.</p> <p>2. Number of grants successful.</p>	<p>Executive Manager – Community Services</p>





Projects/Actions	Objectives	Funding Type	Resourcing	Year 1 24/25	Year 2 25/26	Year 3 26/27	Year 4 27/28	Year 5 28/29	Measures of Success	Responsibilities
<p>Increase residents' capacity and ability to respond proactively using CPTED principles by:</p> <p>I. Host an annual Community Safety Summit (refer to Partnerships annual community safety summit action) on various safety education topics each year facilitated by experts in community safety topics that address community interest/need.</p> <p>II. Undertake place activations to educate and provide resources on community safety.</p>	<p>Build City capacity through training and education:</p> <p>I. Provide CPTED audits to City facilities where high risk is identified</p> <p>II. Promote use of City's CPTED Guide</p>	<p>Within existing budget</p> <p>Internal (staff costs)</p>	<p>Finance</p> <p>-</p>	<p>\$5000</p> <p>-</p>	<p>\$5000</p> <p>-</p>	<p>\$5000</p> <p>-</p>	<p>\$5000</p> <p>-</p>	<p>1. No of workshops. 2. Satisfaction surveys. 3. CPTED resources developed/ promoted.</p>	<p>Executive Manager – Community Services</p>	
<p>Build City capacity through training and education:</p> <p>I. Provide CPTED audits to City facilities where high risk is identified.</p> <p>II. Promote use of City's CPTED Guide.</p>	<p>2.2</p>	<p>Within existing budget</p>	<p>Finance</p>	<p>\$2000</p>	<p>\$2000</p>	<p>\$2000</p>	<p>\$2000</p>	<p>\$2000</p>	<p>1. Number of CPTED referrals to CPTED Guide .</p>	<p>Executive Manager – Community Services</p>
<p>City responds to lighting in City Centre key areas to ensure residents and business' have strong feelings of safety in the evenings:</p> <p>I. Identify key lighting areas to be strengthened.</p> <p>II. Promote residents reporting lighting issues through recognised portals.</p> <p>III. Respond in a timely way to reports of faulty lighting under the control of the City in public places.</p>	<p>2.2</p>	<p>Within existing budget</p> <p>Internal (staff costs)</p>	<p>Finance</p> <p>-</p>	<p>-</p> <p>-</p>	<p>-</p> <p>-</p>	<p>-</p> <p>-</p>	<p>-</p> <p>-</p>	<p>1. Number of lighting improvements made. 2. Grants are identified, and applications submitted. 3. Crime data sets are collated and used in evaluations.</p>	<p>Executive Manager – Community Services Executive Manager – Built Environment</p>	

Projects/Actions	Objectives	Funding Type	Resourcing	Year 1 24/25	Year 2 25/26	Year 3 26/27	Year 4 27/28	Year 5 28/29	Measures of Success	Responsibilities
<p>Research responses to graffiti occurrences that support community and business to respond:</p> <p>I. Investigate grant opportunities to address graffiti.</p> <p>II. Distribute/implement Goodbye Graffiti resources and toolkit.</p> <p>Align approach with WA Police and State Government.</p>	2.3, 2.4	New Internal budget	Finance	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	<p>1. Number of Goodbye Graffiti packs distributed.</p> <p>2. No of grant opportunities identified.</p>	Executive Manager – Community Services
		Additional 0.5FTE (CCDO)	-	-	-	-	-	-		
<p>Implement awareness campaigns to promote the benefits and correct reporting processes for graffiti/vandalism.</p> <p>Remove graffiti from City facilities and assets within prescribed timeframes.</p> <p>Investigate potential alignment with State Government’s Graffiti Management Plan.</p> <p>Ensure ability to upload images to State Government’s reporting portal- Goodbye Graffiti to build database of local tags, provide accurate data and inform Police actions.</p>	2.3, 2.4	Within existing budget	Finance	\$1000	\$1000	\$1000	\$1000	\$1000	<p>1. Graffiti is responded to quickly.</p> <p>2. Graffiti is reported to Goodbye Graffiti.</p>	<p>Executive Manager – Community Services</p> <p>Executive Manager – Built Environment</p>
		Internal (staff costs)	-	-	-	-	-	-		
<p>Support community led response to maintaining and activating spaces that address areas of neighbourhood concern by:</p> <p>I. Investigate tidy up actions the City can support.</p> <p>II. Address ‘broken window principles’ with residents in actions that involves co-design and asset-based community approaches.</p> <p>III. Incorporates a ‘Cocooning’ response applicable where preventative actions can improve crime hot spots.</p> <p><b>Actions align to Place Enrichment.</b></p>	2.1, 2.4	New Internal budget	Finance	\$8000	\$8000	\$8000	\$8000	\$8000	<p>1. Number of activations held.</p> <p>2. Reduction in hot spot areas while Cocooning Project is in place.</p>	Executive Manager – Community Services
		Grant funding – Dept Justice submitted (100,000 per year -2-year term)	Additional FTE (GCDO 1 FTE – Level 5 – Funded via grant 2-year contract)	1FTE	1FTE					



Projects/Actions	Objectives	Funding Type	Resourcing	Year 1 24/25	Year 2 25/26	Year 3 26/27	Year 4 27/28	Year 5 28/29	Measures of Success	Responsibilities
Eyes on the Street Program is promoted to City staff and the app is utilised by Rangers and other City Staff where applicable. Promote Eyes on the Street to residents.	2.5	Within existing budget  Internal (staff costs)	Finance  -	\$5000  -	\$5000  -	\$5000  -	\$5000  -	\$5000  -	1. Increase in data provision via the Eyes on the Street.	Executive Manager – Development and Compliance Executive Manager – Community Services
Maintain an effective Closed-Circuit Television (CCTV) network in outdoor public spaces and indoor public spaces (City facilities) and areas of identified high risk that aims to reduce the incidence of: • Crime • Anti-social behaviour Uphold, review and Implement CCTV procedure and guidelines. Investigate developing a CCTV Strategy. Demonstrate (through audit checks) system is operated with strict adherence to: • Criminal Investigation Act 2006 • Surveillance Devices Act 2006 • State Records Act 2000 • Freedom of Information Act 1992 • Evidence Act 1906	2.2, 2.5	Within existing budget  Internal (staff costs)	Internal (Staff costs)  -	\$20,000  -	\$20,000  -	\$20,000  -	\$20,000  -	\$20,000  -	1. CCTV Network is maintained. 2. Areas with CCTV have decrease in incidents reported. 3. CCTV legislation, regulation and policy adherence is monitored and audited.	Executive Manager – Community Services Executive Manager – Development and Compliance Executive Manager – Systems and Projects Coordinator – Information Management Unit Executive Manager – Governance Services
Advocate for community priorities including road safety, hooning and community policing	2.1		-						CEO	



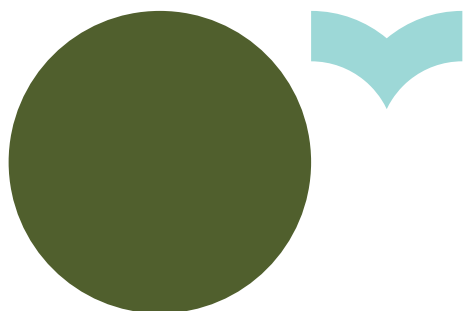
# Pillar Three: People

**Strategic Goal 3:** To build knowledge, skills and capacity that works to strengthen individual and community resilience to prevent, prepare and respond to safety initiatives.

## Objectives:

- 3.1 Provide locally based activities and opportunities that bring people together to build connections to each other, places, and promotes social cohesion.
- 3.2 Provide opportunities for residents to build knowledge and capacity via actions that can strengthen their individual, and communities' safety.
- 3.3. Develop activities that provide young people opportunities to connect to their communities in positive ways.
- 3.4 Provide support, information, and resources for residents to develop their proactive responses to safety issues.

Projects/Actions	Objectives	Funding Type	Resourcing	Year 1 24/25	Year 2 25/26	Year 3 26/27	Year 4 27/28	Year 5 28/29	Measures of Success	Responsibilities
Support activities that promote NeighbourhoodWatch.	3.2	Within existing budget	Finance	\$1000	\$1000	\$1000	\$1000	\$1000	1. Number of activities held.	Executive Manager – Community Services
		Internal (staff costs)		0.5FTE	0.5FTE	0.5FTE	0.5FTE	0.5FTE		
Facilitate connections for the State Government and not-for-profits to deliver their programs and information through City facilities.	3.2	New Internal budget	Finance	\$4000	\$4000	\$4000	\$4000	\$4000	1. Number of connections identified and delivered upon.	Executive Manager – Community Services
		Internal (staff costs)	0.5FTE	0.5FTE	- 0.5FTE	- 0.5FTE	- 0.5FTE	- 0.5FTE		
Provide information to residents to carry out personal CPTED safety audits at resident request that includes tailored resources and complements a Safety Incentive Scheme (links to Cocooning).	3.1 ;3.2; 3.4	Within existing budget	Finance	\$2000	\$2000	\$2000	\$2000	\$2000	1. Number residents engaged and requests for information. 2. Number and quality of resources produced tailored to community needs.	Executive Manager – Community Services
			Additional FTE (GCDO 1 FTE – Level 5 – Funded via grant 2-year contract)	1FTE	1FTE	-	-	-		



Projects/Actions	Objectives	Funding Type	Resourcing	Year 1 24/25	Year 2 25/26	Year 3 26/27	Year 4 27/28	Year 5 28/29	Measures of Success	Responsibilities
Implement a Security Incentive Scheme that:		New Internal budget	Finance	\$40,000	\$80,000	\$40,000	Review	-		
i. Incentivises residents to invest in target hardening measures at their home to reduce likelihood of opportunistic crime.									1. Number of rebates provided.	
ii. Incentivises residents to register with WA Police initiative Cam Maps.	3.2; 3.4								2. Increased resident uptake with WA Police initiatives.	Executive Manager – Community Services
iii. Supports residents' (with concession) registration cost with WA Police initiative Safe and Found.		Internal (staff costs)	Additional FTE (GCDO 1 FTE – Level 5 – Funded via grant 2-year contract)	1FTE	1FTE				3. Number of satisfaction Surveys undertaken including measurement of perception of safety.	
iv. Cross promotes any other security incentives or rebates provides by State Government or other agencies.										
Support the delivery of youth initiatives that encourage young people to make informed choices for the benefit of personal safety and that of the community.	3.3	Within existing budget	Finance	-	-	-	-	-	1. Initiatives delivered 2. Feedback is implemented	Executive Manager – Community Services

# Community Safety Guiding Principles and Terminology

## Antisocial Behaviour

refers to actions that harm or lack consideration for the well-being of others in a community. It can take various forms, such as vandalism, graffiti, intimidation, harassment, noise disturbances, and other actions that disrupt public order or violate social norms. Antisocial behaviour can be a broad term, encompassing a range of behaviours that are considered harmful or disruptive. Anti-social behaviours can increase a fear of crime, because the behaviours prevent the creation of a safe and harmonious environment for everyone.

## Asset Based Community Development (ABCD)

refers to an approach to community development that focuses on identifying and harnessing the existing strengths and assets within a community to drive positive change. Rather than starting with a needs assessment that highlights gaps or deficiencies, ABCD recognises and nurtures the skills, talents, resources, and capacities that individuals and communities already possess.

## Capacity Building

Community capacity building links community with resources and assets for productive future actions that strengthen community from within, empowering them with the tools to be self-led.

## Closed Circuit Television (CCTV)

refers to a system of video cameras that can monitor and record specific locations for surveillance (Note, the City of Mandurah only uses CCTV in public spaces and in accordance with legislation).

## Community Safety

refers to the combined efforts and measures taken to protect and enhance the well-being of individuals and communities. It involves creating environments and promoting behaviours, attitudes and actions where people feel safe, thrive, and are able to pursue their goals and aspirations without fear of harm.

## Crime Prevention

refers to implementing purposeful actions to reduce crime and stop offences occurring. Well-planned interventions can prevent crime and victimisation, promote community safety and make a significant contribution to the sustainable development of vibrant communities.

## Crime Prevention through Environmental Design (CPTED)

is a strategy used to prevent crime by designing the built environment in a way that reduces opportunities for criminal activity and increases the likelihood that people will see and report suspicious behaviour. CPTED principles are based on the idea that design and effective use of the built environment can lead to a reduction in the fear of crime and the incidence of crime (Crowe,2000 p1). Core elements of CPTED include:

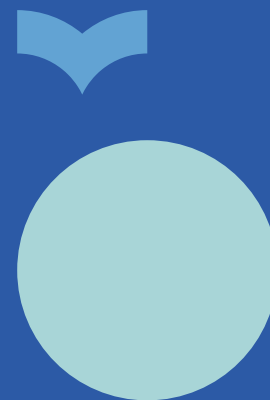
- **Natural Surveillance:** Designing buildings, streets, and open spaces in a way that maximises visibility, making it easier for people to see what is happening around them. This can include features like low planting, under pruning trees, few alcoves, windows overlooking public areas and lighting.
- **Territorial Identity:** Defining and enhancing the boundaries of spaces to increase a sense of ownership and responsibility among users. This can include things like clearly defined property lines and the use of landscaping and signage to demarcate private and public spaces.
- **Natural Access Control:** Designing entrances, exits, and pathways in a way that makes it easy for authorised users to access a space while deterring unauthorised access. This can include features like well-lit entrances, clearly marked pathways, and barriers to restrict access to certain areas. guide legitimate movement of people in open spaces, using pathways, landscape design and street furniture.
- **Security Maintenance and Management:** Ensuring that the environment is well-maintained and managed, as neglect can signal a lack of care and increase the likelihood of criminal activity. This can include things like landscaping upkeep, repairing broken windows, removing graffiti promptly, providing CCTV, and managing public areas effectively.

## Broken Windows Theory

The Broken Windows Theory is a criminological theory which suggests that visible signs of disorder and neglect, such as broken windows, graffiti, and rubbish, can create an environment that encourages further crime and disorder.



Confirmed





## Previous Relevant Documentation

G.14/7/23	25/07/2023	Council approved the Blue Bay car park concept design, and requested that City officers provide the results of a traffic study on Halls Head Parade and associated commentary on any further need for traffic calming treatments
G.6/4/23	18/04/2023	Council requested City officers to provide advice to address community safety concerns, beautification, and activation of the area, and to consider appropriate traffic calming, including management of the car park.
G.2/2/23	28/02/2023	Resolution to receive a petition for traffic calming of Halls Head Parade

## Background

Council previously approved the Blue Bay car park concept design which included intersection treatments of the Halls Head Parade with Leighton Road and Mippi Road. Council also requested that City officers provide the results of the traffic study on Halls Head Parade, in the form of a report, with associated commentary on any further need for traffic calming treatments.

Construction of additional Local Area Traffic Management (LATM) devices on Halls Head Parade as part of the 2023-2024 capital works program are now complete. The LATM treatments on Halls Head Parade include:

- Slow point LATM devices constructed on Halls Head Parade between Shayne Street and Sharland;
- Raised intersection treatments at the intersection of Halls Head Parade and Mippi Road and Halls Head Parade and Leighton Road (shown in Figure 1 and Figure 2 below); and
- Reduction of the road width of Halls Head Parade.



Figure 1



Figure 2

The above LATM devices complemented existing measures including:

- Raised and linemarking median delineation (with chevrons), and centre line marking with intersection channelisation the length of Halls Head Parade.
- Protected pedestrian crossing points (with tactile paving and guide rails) at Doddis Beach.
- Pedestrian crossing points at intersections.
- Speed hump/cushion on approach to Leighton Road.

## Comment

Traffic data was collected on Halls Head Parade and Leighton Road in March 2024, following the construction of the shared path and traffic management treatments to assess the effectiveness of the LATM devices. The traffic data also assists in identifying if further interventions are warranted to ensure the safety of all road users, including cyclists and pedestrians. The table below outlines vehicle volumes and speeds collected in March 2024, compared with previous traffic counts collected in 2020.

Location details	Date	Vehicles per day	85 <sup>th</sup> Percentile Speed (km/hr)
Halls Head Parade – between Mippi Road and Leighton Road (TC-6)	March 2020	1040	39.8
	March 2024	1317	35
Halls head Parade – Between Valley Road & Oversby Street (TC-4)	February 2020	1176	54
	March 2024	1400	55
Leighton Road – 85m east of Halls Head Parade (TC-5)	March 2020	369	44.5
	March 2024	320	44
50A Halls Head Parade (TC7)	March 2024	571	41
Tods Café (TC2)	February 2019*	1381	49
	March 2024	1981	45
5 Halls Head Parade (TC1)	January 2019*	2148	51
	March 2024	2567	51
27 Halls Head Parade (TC3)	August 2018*	1421	53
	March 2024	1377	50

\*Note: Older traffic data (2018 & 2019)

2024 Traffic Data

Traffic data collected in March 2024, indicated that most sites displayed a reduction in vehicle speeds when compared to traffic data collected in 2020. Overall, the LATM devices constructed on Halls Head Parade have resulted in an acceptable speed environment as the general vehicle operating speeds (determined through the 85<sup>th</sup> percentile speeds or the speeds at which 85 percent of vehicles travel at or below) are within expected limits along most sections of Halls Head Parade.

It is noted that the section between Valley Street and 22 Halls Head Parade showed a general vehicle operating speed increase from 54km/hr to 55km/hr over the study period. However, further vehicle speed monitoring at the same location in June 2024, showed this had reduced to 53km/hr over the subsequent study period. General vehicle operating speeds of between 55km/hr and 53km/hr in a 50km/hr speed zone would not generally require intervention and are considered within expected limits.

Traffic volumes on Halls Head Parade remain within the roads functional capacity. Halls Head Parade is classified as a local distributor road (capacity of up to 6000 vehicles/day) between Hill Street and Leighton Road and an access road (capacity of up to 3000 vehicles/day) between Leighton Road and Janis Street.

An analysis of riskier driver behaviours shows that 0.77% of vehicles surveyed in the 2024 traffic counts are travelling at speeds greater than 20km/hr than the posted speed limit.

It is proposed that City officers carry out a further traffic study during the next peak summer period, and in the event that there is an increase in the general vehicle operating speeds on Halls Head Parade, City officers will prepare a report for Council's further consideration.

In the meantime, due to speed data indicating that there are two locations where general vehicle operating speeds marginally exceed the regulatory speed limit of 50km/hr, City officers recommend the installation of 'Remember 50' warning signage and the continued use of the City's temporary electronic speed radar to reaffirm the regulatory speed limit to motorists.

## Community Consultation

The City has contacted the petition organisers adjacent to Halls Head Parade and informed them of the outcomes and recommendation of the traffic study. The City officers have committed to engaging with landowners as part of a further traffic study during the next peak summer period.

## Statutory Environment

N/A

## Policy Implications

N/A

## Financial Implications

The installation of signage and radar speed displays on Halls Head Parade is included in the 2024/25 budget.

## Risk Analysis

The completion of traffic counts on Halls Head Parade show that traffic volumes and speeds are within expected values.

## Conclusion

The results of a recent traffic study on Halls Head Parade show that vehicle volumes and speeds are within the expected limits.

Given this, City officers do not recommend the installation of any additional local area traffic management devices on Halls Head Parade, at this time. However, due to speed data indicating that there are two locations where general vehicle operating speeds marginally exceed the regulatory speed limit of 50km/hr, City officers recommend the installation of 'Remember 50' warning signage and the continued use of the City's temporary electronic speed radars to reaffirm the regulatory speed limit to motorists. City officers will also complete a further traffic study during the next peak summer period and, in the event that there is an increase in the general vehicle operating speeds on Halls Head Parade, City officers will prepare a report for Council's further consideration.

NOTE:

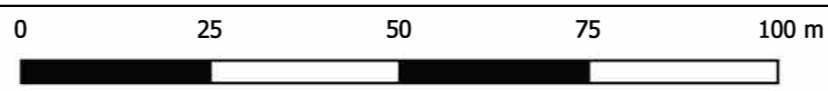
- **Attachment 2.1**      **01A City of Mandurah Traffic Survey (Janis Street to Sharland Street)**
- **Attachment 2.2**      **01B City of Mandurah Traffic Survey (Roberts Bay to 50A Halls Head Parade)**

## RECOMMENDATION

**That Council note the outcomes of the recent traffic study on Halls Head Parade and the further actions to be taken by City officers, including the installation of 'Remember 50' signs and the continued use of temporary electronic speed radars to reaffirm the regulatory speed limit to motorists.**

ID	Location	Survey Date	Volume (vehicles / day)	85th Percentile
TC-1	5 Halls Head Parade	2019	2148	51
		2024	2567	51
TC-2	TODS Café	2019	1381	49
		2024	1981	45

ATTACHMENT 2.1



**DISCLAIMER:**  
This document is compiled from various sources and whilst the City of Mandurah has made every effort to ensure the accuracy and currency of the information, Council accepts no responsibility or liability for any errors or omissions.

**PROJECT :**  
Halls Head Parade, Halls Head

**FIGURE 01A :**  
City of Mandurah Traffic Survey  
Janis Street to Roberts Point

Council Report 23 July 2024

Printed By: Honey John

Date : 24 April 2024

Scale : 1:1,000

Drawn By: Honey John

Council Report

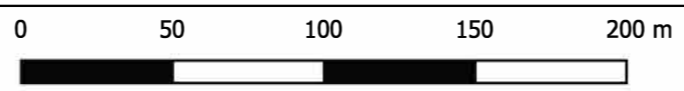
**NORTH**

**CITY OF MANDURAH**

E: council@mandurah.wa.gov.au  
T: 08 9550 3777 F: 08 9550 3888  
3 Peel St, Mandurah WA 6210  
mandurah.wa.gov.au

Page 46

ID	Location	Survey Date	Volume (vehicles / day)	85th Percentile (km/hr)
TC-3	27 Halls Head Parade	2018	1421	53
		2024	1377	50
TC-4	Between Valley Rd & Oversby Street	2020	1176	54
		2024	1400	55
TC-5	Leighton Rd - 85m East of Halls Head	2020	395	44.5
		2024	320	44
TC-6	Between Mippi Rd & Leighton Rd	2020	1040	39.8
		2024	1317	35
TC-7	50A Halls Head Parade	2024	571	41



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Council Report 23 July 2024

**PROJECT :**  
Halls Head Parade, Halls Head

**FIGURE 01B :**  
City of Mandurah Traffic Survey  
Roberts Point to 50A

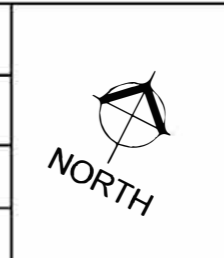
Council Report

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**CITY OF MANDURAH**

E: council@mandurah.wa.gov.au  
T: 08 9550 3777 F: 08 9550 3888  
3 Peel St, Mandurah WA 6210  
mandurah.wa.gov.au

Page 47

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<b>3</b>	<b>SUBJECT:</b>	Policy Review – Management of Trees in Streets and Public Open Spaces
	<b>DIRECTOR:</b>	Director Built and Natural Environment
	<b>MEETING:</b>	Council Meeting
	<b>MEETING DATE:</b>	23 July 2024

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### Summary

Council, at its meeting on 25 May 2021, approved Council Policy – Management of Trees in Streets and Public Open Spaces (POL – RDS 06).

A review of the policy has been completed and an amended draft Council Policy – Management of Trees in Streets and Public Open Spaces (POL – RDS 06) has been prepared for Council’s consideration.

### Disclosure of Interest

Nil

### Previous Relevant Documentation

G.11/5/21	25/05/2021	Council reviewed the Management of Trees in Streets and Public Open Spaces policy (POL-RDS 06) and made no further changes to the Policy from its adoption on 24/11/2020.
G.7/11/20	24/11/2020	Council adopted the new draft policy Management of Trees in Streets and Public Open Spaces (POL-RDS 06) and requested officers to bring the policy back to Council for a review in six months time.
G.12/7/19	23/07/2019	Council adopted the reviewed version of Council Policy – Tree Management (POL-RDS 06)

### Background

Council, at its meeting in November 2020, endorsed the Council Policy – Management of Trees in Streets and Public Open Spaces (POL – RDS 06). Council also requested that the policy was brought back for a further review in 6 months. Council again considered the policy at its meeting in May 2021, and approved the Policy without amendment.

A subsequent review of the Policy is now due and the review of Management of Trees in Streets and Public Open Space Policy (POL-RDS 06) Working Group (Working Group), consisting of Elected Members and City officers was established in June to guide the review of the Policy.

The terms of reference for the Working Group included:

- alignment with the City’s Environment Strategy;
- alignment with the City’s Greening Mandurah Framework; and
- clear and consistent direction for City officers, and the community, in relation to the management of trees in streets and public open spaces, under the care and control or ownership of the City, in order to guide sound tree management practices and action the objectives of the Environment Strategy and Greening Mandurah Framework including to nurture, value, protect and enhance the urban tree canopy and ecosystem.

## Comment

The Working Group met on 4 and 24 June 2024, and the outcome has been the updated draft Management of Trees in Streets and Public Open Space Policy (POL-RDS 06) as detailed in Attachment 3.1. The key elements of the draft Policy that were amended as part of the Working Group process are summarised below:

Amendment	Description of Amendment
1	The draft policy has been amended to include reference to, and ensure alignment with, the Environment Strategy that was adopted by Council at its meeting on 12 December 2023.
2	The draft policy has been amended to include reference to, and ensure alignment with, the Locality Street Tree Masterplan, and the associated community engagement process, that was adopted by Council at its meeting on 27 April 2021.
3	The draft policy has been amended to ensure that site-specific issues are referenced in relation to the selection of appropriate tree species.
4	The draft policy has been amended to expand the criteria for consideration of tree removal to ensure that the habitat value of dead or damaged trees was taken into account. City officers note that the intent of this amendment is to preserve a tree or trees for the period of time that they offer significant habitat value to native wildlife but do not otherwise pose a hazard to people or property.
5	The draft policy has been amended to expand the criteria for consideration of tree removal to ensure that the value of work required to retain a tree was taken into account alongside the environmental and aesthetic value of the tree.
6	The draft policy has been amended to allow for transplanting of trees. City officers note that that the intent of this amendment is to provide an option for a tree to be removed from its present location that is unsuitable and transplanted to a suitable location, in special circumstances, where preserving the tree offers significant community value and the process of transplanting the tree has a high likelihood of long term success.

## Statutory Environment

The City of Mandurah Animals, Environment and Nuisance Local Law 2010 is relevant to the management of trees under the Council Policy - Management of Trees in Streets and Public Open Spaces (POL-RDS 06).

## Policy Implications

This draft policy, if adopted by Council, will replace the previous version of the Council Policy - Management of Trees in Streets and Public Open Spaces (POL-RDS 06).

## Financial Implications

The draft policy implies financial commitments for the City in relation to delivering tree planting programs and in relation to arborist assessments when requests are received for tree removal. Tree planting programs are presently accounted for in the Long Term Financial Plan and the programs are scaled to match that funding allocation. Arborist assessments are also included in the operational budgets related to tree management under the Long Term Financial Plan.

## Risk Analysis

The City must make informed judgements on the suitability of tree removal and has some common law responsibility to manage the potential impact from trees within land it owns and manages. The Policy provides for clear and consistent decision making, mitigating the risk to public reputation related to inconsistent decision making in relation to tree management.

## Strategic Implications

The following Community Outcomes from the City of Mandurah Strategic Community Plan 2024 – 2044 are relevant to this report:

### Economic:

- Well-planned, sustainable urban development.

### Community:

- Inclusive and welcoming places, spaces and neighbourhoods.

### Environment:

- Nature has a voice in all decision-making
- Our natural environment is celebrated, protected and restored for generations to come
- Our built environment is clean, accessible and sustainable.

### Leadership:

- A clear and shared vision for Mandurah's future
- Sound decisions based on evidence and meaningful engagement
- Well-maintained assets and facilities that meet the needs of our community
- Responsible, transparent, value for money delivery of well planned, sustainable, projects, programs and services.

## Conclusion

The Council Policy - Management of Trees in Streets and Public Open Spaces Policy (POL-RDS 06) is a key component of the City's strategic approach to protecting and enhancing Mandurah's urban canopy.

Council is requested to consider the amendments proposed by the Working Group and adopt the amended Council Policy – Management of Trees in Streets and Public Open Spaces (POL-RDS) as detailed in Attachment 3.1.

### NOTE:

- ***Attachment 3.1 Management of Trees in Streets and Public Open Spaces (POL-RDS 06)***

## RECOMMENDATION

**That Council endorse the Council Policy Management of Trees in Streets and Public Open Spaces (POL-RDS 06) as detailed in Attachment 3.1.**

## COUNCIL POLICY

## ATTACHMENT 3.1

### Policy Objective

To provide direction to City officers in relation to the management of trees in streets and public open spaces in order to provide an attractive, healthy, resilient and diverse urban environment, and action the objectives of the **City's Environment Strategy** and Greening Mandurah Framework **toward a 'greener' Mandurah**.

### Policy Statement

The City of Mandurah (the City) will manage and maintain trees in streets and public open space that are under the care and control or ownership of the City in accordance with best practice industry standards and this Policy.

The City's operational tree management processes and procedures will ensure consistency with this Policy and alignment with the **Environment Strategy** and Greening Mandurah Framework and its objectives including to nurture, value, protect and enhance the urban tree canopy and ecosystem.

Tree management processes and procedures will fall under the following categories:

#### 1) Tree species selection and planting

The City has developed a **Locality Street Tree Masterplan**, following a city-wide community engagement process, to inform the selection of appropriate tree species to be planted to enhance the urban canopy and compliment the local character of the City's local streets and neighbourhoods. City officers will prepare tree planting programs, based on the **Locality Street Tree Masterplan**, to guide the staged planting of trees in **individual streets and public open spaces**. The preparation of the **planting programs** will include an appropriate level of community consultation, as defined in the City's **Community Engagement Framework**, and reflect the outcomes of this consultation where appropriate. Specific consideration will be given to:

- 1.1) **Appropriate species selection for each individual street or public open space locations including consideration of the local characteristics such as coastal conditions, existing site infrastructure, narrow verges and/or the proximity of a natural bushland;**
- 1.2) Promoting and enhancing cultural characteristics of locations; and
- 1.3) Protecting and enhancing environmental value and characteristics of locations.

#### 2) Tree maintenance

City officers will prepare a **Tree Management Technical Guideline** detailing best practice industry standards and providing a thorough operational methodology for the management of trees in streets and public open spaces. The City will conduct tree maintenance **on City managed land in streets and public open spaces at the City's expense**. The **Tree Management Technical Guidelines** will cover all aspects relating to:

# Management of Trees in Streets and Public Open Spaces

## POL-RDS 06

- Tree planting site requirements;
- Tree stock specifications and quality;
- New tree planting and establishment methodology;
- Tree maintenance requirements and methodology;
- Asset management;
- Methodology relating to the removal of trees;
- **Tree assessments**; and
- Tree protection.

2.1) Private street tree maintenance may be undertaken by a requesting person(s), in addition to any tree maintenance performed by the City, if approved by the City under a Permit issued pursuant to the City of Mandurah *Local Government Property and Public Places Local Law 2016*, at the expense of the requesting person(s). Approval will, among other things, be conditional on the private maintenance works having no detrimental impact on the health of the street tree and the requesting person(s) being the adjacent property owner.

### 3) Consideration of Tree Removal

City officers may consider the removal and replacement of established trees in streets and public open spaces, **at the City's expense**, where **one or more of the following applies**:

- 3.1) the species of the tree is listed as a pest plant under the City's *Animals, Environment and Nuisance Local Law 2010*;
- 3.2) the tree **does not provide current active, or significant future, habitat value and** is dead, in decline, diseased or damaged and past the point of recovery and no remedial treatment will be effective;
- 3.3) the tree has been deemed, by a suitably qualified arborist, as a hazard to persons or property and no practical remedial techniques can alleviate the hazard; and
- 3.4) **the value of the work required to retain the tree is significantly higher than that of the environmental, social, heritage and aesthetic value of the tree to the broader community.**

City officers may also consider the removal and **transplanting or** replacement of established trees in streets and public open spaces, at the expense of the requesting person(s), where:

- 3.5) a development or works approved by the City deems removal necessary, in which case the developer or owner of the works shall be responsible for expenses related to the tree removal and **transplanting or** establishment of a replacement tree, as directed by the City; or
- 3.6) the tree was not approved by the City before it was planted and it is in significant contrast to the objectives of the **Locality Street Tree Masterplan**, guiding the selection of trees in streets or public open space, in which case the requesting

# Management of Trees in Streets and Public Open Spaces

## POL-RDS 06

person(s) shall be responsible for expenses related to the removal and transplanting or establishment of a replacement tree, as directed by the City.

City officers will ensure a resident can make application for:

- The City to undertake works in relation to tree removal in a street or public open space (where the City or the resident will incur costs associated with the works approved); and
- A Permit for private street tree maintenance in accordance with the City of Mandurah *Local Government Property and Public Places Local Law 2016* (where the resident will incur the costs associated with the works approved).

This application will include details of how to lodge a request, the assessment method that will be used by City officers to determine whether or not a tree will be removed, and details of how a removed tree will be replaced.

#### 4) Review of City officer's decision to refuse removal of a tree in a street or public open space:

- Where a request for removal of a tree is not granted by the City officer, the requesting person(s) may request a review of the decision through the presentation of a suitably qualified arborist report, to the City, engaged at the requesting person(s) expense, recommending removal of the tree for one of the reasons outlined in 3.1 to 3.4 of this Policy.
- If there is conflict between advice given by the City's arborist (who is employed by the City) and the requesting person(s) arborist, the City will engage a separate and independent consultant arborist to make a determination on the matter. Where there is conflict between advice given by the City's arborist (who is engaged and is not an employee of the City) and the requesting person(s) arborist, the City's arborist report will prevail.
- A suitably qualified arborist under this Policy is a person who holds an AQF5 (Australian Qualified Framework Level 5) Diploma in Arboriculture qualification.

## Legislative Context

Animals, Environment and Nuisance Local Law 2010 – Schedule 5 Pest plants *Local Government Property and Public Places Local Law 2016*.

## Review

At a minimum this Council Policy will be reviewed every two years.

## Related Documents

These documents are mandatory and required to give effect to this policy:

- Greening Mandurah Framework;
- City of Mandurah operational processes and procedures; and

# Management of Trees in Streets and Public Open Spaces

## POL-RDS 06

- Locality Street Tree Masterplan.

**Responsible Directorate:** Built and Natural Environment  
**Responsible Department:** Landscape **Management**  
**Reviewer:** Manager Environmental Services  
**Creation date and reference:** 20 March 2007 Minute G.26/3/07  
**Last Review:** **XX July 2024** Minute **XXX**

Version #	Type <i>(Minor, Major)</i>	Amendment <i>(Reasoning)</i>	Reviewer	Council Approval Date and Reference	Date Document In force	Date Document Ceased
1	Minor	Policy review period	Manager Environmental Services	23/7/2019 G.12/7/19	24/7/2019	24/11/2020
2	Major	To provide clearer and unambiguous direction on how trees are managed within the City.	Manager Environmental Services	24/11/2020 G.7/11/20	25/11/2020	25/05/2021
3.	Nil	No further changes to Policy since Council adoption 24/11/2020.	Manager Environmental Services	25/05/2021 G.11/5/21	26/05/2021	

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<b>4</b>	<b>SUBJECT:</b>	Council Recording of Council Meetings Policy GVN10
	<b>DIRECTOR:</b>	Business Services
	<b>MEETING:</b>	Council Meeting
	<b>MEETING DATE:</b>	23 July 2024

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## Summary

At the Council Meetings of 27 August 2019 and 27 February 2024, Notice of Motions were adopted by Council requiring the City of Mandurah (the City) to investigate, research and progress livestreaming of Council Meetings.

The most recent notice of motion presented on 27 February 2024 required City officers to present a livestreaming or recording policy for consideration at this Council Meeting. Council Recording of Council Meetings Policy POLGVN10 has been prepared to enable the audio and video recording of Council Meetings from the 27 August 2024 Ordinary Council Meeting. Where practicable, the policy has been developed in accordance with Section 5.23A of the *Local Government Act 1995* and Part 2A of the *Local Government (Administration) Regulations 1996*, which requires livestreaming and recording of Council Meetings to come into effect on 1 January 2025.

Following further consultation with Elected Members, Council is now requested to consider the following policy options regarding the recording of closed door proceedings (confidential items) and make a decision accordingly.

The policy options are below:

- Policy Option 1: Council Recording of Council Meetings Policy POLGVN10 (refer Attachment 4.1). This option recommends that closed door proceedings not be recorded (audio or video) at this time. The City is currently procuring technology which will enable the efficient recording of closed door proceedings once the regulations come in effect in January 2025.
- Policy Option 2: Council Recording of Council Meetings Policy POLGVN10 (refer Attachment 4.2). This option enables closed door proceedings to be recorded (audio and video), however will not be made public or published on the City's website in accordance with the *Local Government Act 1995*.

Council is also requested to note that a Council Livestreaming and Recording Policy will be presented to Council for adoption at the Council Meeting of 17 December 2024.

## Disclosure of Interest

Nil.

## Previous Relevant Documentation

- G.9/2/24      27/02/2024      Notice of Motion: Livestreaming
- G.22/8/19    27/08/2019      Notice of Motion: Transparency Reforms

## Background

Section 58 of the *Local Government Amendment Act 2023* inserts a new section 5.23A into the *Local Government Act 1995* (the Act) covering electronic broadcasting (livestreaming) and video and audio recording of council meetings which comes into effect on 1 January 2025.

Section 5.23A(2) of the Act is a power that allows regulations to be made that may require, regulate, or otherwise make provision for any of the following matters: electronic broadcasting (livestreaming) of council meetings, making or retaining recordings of council meetings, making recordings of council meetings publicly available and the provision, or otherwise making available, recordings of council meetings.

Two notices of motions on livestreaming have been adopted by Council. A summary of the notice of motion, resolutions and specific actions undertaken are provided below:

- A notice of motion was presented to Council at the meeting of 27 August 2019, requiring City officers to prepare the following:
  1. Undertake analysis of best practice approaches across the Local Government sector in relation to increased transparency and accountability measures, including the feasibility of live streaming of Council meetings, and provide a report to Council outlining the findings of this analysis, and recommendations on potential reforms for the City of Mandurah; and
  2. Request Officers to facilitate a workshop with Elected Members (post the October 2019 elections) to explore the scope of potential transparency reforms to help guide Officers in this analysis.

A workshop was held with Elected Members on the 16 February 2021 and on 21 December 2021.

- A notice of motion was presented to Council at the meeting of 27 February 2024, requiring City officers to prepare the following:
  1. Council Policy on livestreaming or recording to be presented at the Council Meeting of 23 July 2024, with livestreaming or recording to take effect following the adoption of the Council Policy.
  2. Present technology options and a plan for implementation, including options for a phased approach to meet compliance with Part 2A of the *Local Government (Administration) Regulations 1996*, which take effect on 1 January 2025.

A workshop was held with Elected Members on 5 March 2024 and 16 July 2024 to determine the City's policy position and technology requirements.

## Comment

### Recording of Council Meetings Policy (audio and video)

As per the Notice of Motion adopted by Council on 27 February 2024, a Council Recording of Council Meetings Policy (Policy) has been developed for Council's consideration. This Policy will require Ordinary Council meetings and Special Council meetings to be audio and video recorded and published on the City of Mandurah website from August 2024.

Where practicable, City officers have drafted the Policy to align with the new Act and regulations, noting that livestreaming is not recommended to be included in the interim Policy. It is recommended that livestreaming take effect on 1 January 2025 in accordance with the Act requirements and Part 2A of the *Local Government (Administration) Regulations 1996* (Administration Regulations). A Livestreaming and Recording Policy will be presented to Elected Members in a workshop before December 2024, where Council may further consider options for managing the livestreaming and recording.

This approach will enable City officers to finalise the procurement process to engage a service provider to commission the new system and equipment upgrades, provide training to City officers and undertake testing of the system in November and December prior to going live in January 2025.

The Request for Quote is currently out to market via the WALGA supplier panel. Once the contract is awarded, the City will be seeking to commence commissioning in October and undertake staff training and testing of the livestream in November and December.

### Interim Recording Policy Options

Two policy options have been prepared which provide alternate options for closed door proceedings (confidential items).

**Policy Option 1:** recommends that closed door proceedings not be recorded at this time. There is currently no legislative requirement to record (video or audio) confidential items. In preparation for Part 2A of the regulations which come into effect on 1 January 2025, City officers are currently in the process of procuring a livestreaming and recording solution, which will enable the efficient recording of the council meetings, including the ability to record confidential discussions which minimal impact of City officer time.

**Policy Option 2:** recommends that closed door proceedings be recorded (audio and video). The recording of confidential items will be permitted for minute taking; however, the recording will not be released to the public, or made available on the City's website. This option enables confidential recordings to be released, if requested, to the Department of Local Government, Sport and Cultural Industries (DLGSC) or a State Government oversight agency.

Elected Members will also have access to the confidential records, however, will not be permitted to share the recording or disclose any discussions that occurred behind closed doors. In the event a confidential recording is shared, this would give rise to a breach of the Act and City of Mandurah Code of Conduct for Elected Members, Committee Members and Candidates. In the event the confidential recording is requested by a member public or other interested party, there are appropriate exemptions available under the *Freedom of Information Act 1992*.

Council should note Policy Option 2 will require additional resources and oversight to manage, edit, view and store the recording as the technology to enable the efficient recording of meetings is not currently in place.

### Livestreaming and Recording Requirements – 1 January 2025

Regulation 14H of the *Local Government (Administration) Regulations 1996* (Regulations) requires class 1 and 2 local governments to broadcast meetings of council electronically. The City of Mandurah is a class 1 local government and will be required to comply with the Section 5.23A of the *Local Government Act 1995* (the Act) from 1 January 2025.

Recordings of council meetings must be published on the City's website or another external website (for example the City's You Tube Channel) with a link placed on the City's website. The recording must be published within 14 days of the meeting taking place. All recordings must be retained for five years and made available on the City's Website. Closed door proceedings which consider matters under Section 5.23(2) of the Act (Confidential items) must not be livestreamed, however an audio recording is required.

There may be circumstances where local governments are required to provide a copy of a council meeting recording at the request of the DLGSC, Director General.

Both audio and video recordings must be of a quality sufficient to effectively watch and listen to the deliberations and communications that are part of the meeting proceedings. Meeting recordings can be regarded in a similar way to the taking of meeting minutes. It is the responsibility of Council to record the meeting. However, in practice, the local government administration would be performing the task of organising the recording.

Council should also note that the DLGSC are currently progressing the development of Standardised Meeting Procedures. It is recommended the Livestreaming and Recording Policy be further workshopped with Elected Members and presented to Council on 17 December 2024 and to come into effect on 1 January 2025. This will enable City officers to incorporate the Standardised Meeting Procedures (should they be released), which may include regulations relating to public participation in meetings.

Below is a summary of the Act and Administration Regulation requirements, comments from City officers and the Recording of Council Meetings Policy position:

<b>Act and Regulation requirements effective 1 January 2025</b>	<b>City of Mandurah comment on Act and Regulations</b>	<b>Recording of Council Meetings Policy (Interim Policy)</b>
<p><b>Livestreaming and Recording</b> Regulation 14H of the Administration Regulations requires class 1 and 2 local governments to broadcast meetings of council electronically from 1 January 2025.</p>	<p>City of Mandurah is a Class 1 local government and will be required to comply from 1 January 2025.</p>	<p>Policy recommends recording of Council Meetings and making the recording available on the City of Mandurah website within 14 days.</p>
<p><b>Meeting Type</b> Regulations apply only to the livestreaming of ordinary council meetings and special council meetings.</p>	<p>There is no requirement to livestream or record committee meetings.</p>	<p>Policy recommends recording of Council Meetings (ordinary and special meetings).  The Policy has been drafted in accordance with the minimum requirements.</p>
<p><b>Attendance by Electronic Means</b> Where an elected member attends a council meeting remotely by electronic means, the minimum requirement is for an audio broadcast of that elected member.</p>	<p>There is no legislative requirement for an Elected Member to participate with a live video feed (for example, webcam). Audio participation is the acceptable minimum standard for Elected Members attending meetings remotely. The draft Policy meets the minimum standards.  This minimum requirement acknowledges that there are certain circumstances where video participation may not be necessary or practical due to available technology or internet connectivity.</p>	<p>The Policy has been drafted in accordance with the minimum requirements.</p>

	<p>For example, if a person's camera fails, or is turned off momentarily, the recording requirements of the meeting have been satisfied if they are in audio contact with all other meeting participants.</p>	
<p><b>Meeting Not Held in Usual Place</b> If a meeting is held outside of the council's usual meeting place, the minimum requirement is for an audio recording to be made.</p> <p>If a local government regularly holds council meetings at different meeting locations where recording technology is not installed, appropriate portable recording technology should be utilised to ensure that meetings can be recorded with sufficient quality.</p> <p>Portable recording technology can also be used for improvised recordings in the case of technological failure.</p>	<p>Recommended that the City meets the minimum standards of audio recording. In the event that a meeting is held outside Council's usual meeting place, there may be the ability to facilitate a video recording via Microsoft Teams, with the appropriate portable equipment.</p>	<p>The Policy has been drafted in accordance with the minimum requirements.</p>
<p><b>Closed Proceedings</b> Local governments must not publish recordings of closed proceedings of council meetings where confidential matters are deliberated by council (5.23(2) of the Act).</p> <p>As a minimum standard for all classes of local governments, audio recordings of closed proceedings of a council meeting are required under regulation 14I(2)(a)(ii) of the Administration Regulations.</p>	<p>The draft Policy recommends audio and video recording of the closed meeting proceedings. The livestream will temporarily cease, and the meeting will be recorded in Microsoft Teams which enables both audio and video recording.</p>	<p>Two Policy options have been prepared for Council consideration on the recording of closed meeting proceedings. be recorded at this time. Refer to "Interim Recording Policy Options" in the body of this report.</p>
<p><b>Recording Requirements</b> Regulation 14I of the Administration Regulations requires class 1 and 2 local governments to make and retain video and audio recordings of council meetings for a period of up to 5 years.</p>	<p>Recordings of council meetings must be published on the local government's website or another external website with a link placed on the local government's website.</p> <p>The recording must be published within 14 days of the meeting taking place.</p>	<p>The Policy has been drafted to meet the recording requirements.</p>

<p><b>Defamation</b> Section 9.57A of the Act provides local governments with protections from liability for defamation in relation to broadcasts of council meetings.</p> <p>Regulation 14K of the Regulations provides a defamation protection for local governments in relation to the electronic broadcasting or recording requirements.</p>	<p>The DLGSC recommend that local governments do not provide the option for members of the public to provide comments in relation to livestreams or recordings (for example, turning off comments in the settings options for the livestreaming or recording platform). The draft Policy incorporates this position.</p>	<p>The Policy has been drafted in accordance with section 9.57A of the Act.</p> <p>However, the Policy has not incorporated Regulation 14K as it does not come into effect until 1 January 2025.</p> <p>Under section 9.57A the Act, the City is not liable to an action for defamation in relation to a matter published on its official website as part of a broadcast, audio recording, or video recording, of council proceedings; and</p> <p>Under section 29(4) of the <i>Defamation Act 2005 (WA)</i> it is a defence to the publication of defamatory matter if the defendant proves that the matter was, or was contained in, a published report of any proceedings of public concern.</p> <p>Whilst not directly related to defamation the policy provides the ability for the Presiding Member to suspend the recording if the meeting is adjourned in accordance with the City of Mandurah Standing Orders Local Law 2016 (<i>Standing Orders</i>).</p> <p>Following the Council meeting, the Chief Executive Officer has discretion to direct the exclusion of all or part of any meeting recording considered inappropriate to be published.</p> <p>Material considered to be inappropriate may include, but is not limited to, material that may: be defamatory; infringe copyright; breach the privacy of an individual; be offensive, abusive or discriminatory; disclose confidential or privileged information.</p>
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<p><b>Public Participation</b> Section 5.33A of the Amendment Act allows standardised meeting procedures for all local governments to be made in the form of regulations or model provisions.</p> <p>The State Government intends to make regulations that apply to all local governments, and an Order of the Governor under section 3.17 of the Amendment Act, to repeal all existing local government meeting procedures, Standing Orders or Council Meeting Local Laws.</p> <p>It is proposed that the standardised meeting procedures (standing orders) apply to all council and committee meetings held by the local government and that the Regulations will contain consistent rules for how these meetings are held.</p>	<p>The Standing Orders enables public participation in Council Meetings via public questions, deputations, and public statements.</p> <p>Council to date has not developed a policy position on public participation. It is recommended that Council incorporates such measures in a future policy, for example limiting the number of questions asked by members of the public to enable greater participation by all community members or requiring the public question to be submitted prior to the meeting.</p> <p>This will provide a further safeguard to protect the City and Council from defamation.</p> <p>It is recommended in the Livestreaming and Recording Policy that members of the public will not have the ability to participate in the Council Meetings via the livestream.</p> <p>The audio broadcast of all members of the public who address a Council Meeting will be livestreamed and recorded.</p>	<p>The Policy does not incorporate public participation. This will be managed in accordance with the Standing Orders and the Presiding Members management of meeting proceedings.</p> <p>It is recommended that one camera be positioned to record the visual and audio broadcast of Elected Members and relevant City officers. The camera will be positioned in a way to avoid members of the public in the gallery.</p>
<p><b>Copyright</b> The DLGSC have not formed a position on this matter, nor does the Act or regulations contain requirements.</p>	<p>The City is awaiting further advice from the DLGSC which will support the development of the Livestreaming and Recording of Council Meetings Policy.</p> <p>For the interim policy, City officers are recommending that the restrictions apply, with a provision be included for the City to approve use contrary to those restrictions on a case-by-case basis. This could then be evaluated on an as needs basis.</p>	<p>For the interim policy it is recommended that access to recordings of Council meetings be provided on the City's website for personal and non-commercial use only, unless otherwise approved by the City.</p> <p>Copying or distribution of any part of the recording is not permitted without prior approval of the City. The City reserves all rights in relation to its copyright.</p>

<p><b>Technical Issues Impacting on Recording</b></p> <p>If a council meeting is recorded by improvised recording, the local government must publish a notice on the local government's website stating the following:</p> <ul style="list-style-type: none"> <li>• that it was not possible for a recording of the meeting or part of the meeting to be made by means of the local government's recording technology (with an explanation of why that was the case)</li> <li>• that the improvised recording was made by means other than the local government's recording technology</li> <li>• the means by which the improvised recording was made (for example, the technology used)</li> <li>• any deficiencies in the improvised recording (with an explanation of the reasons for those deficiencies).</li> </ul> <p>If a local government was unable to make an improvised recording, the local government must publish a notice on the local government's website stating the following:</p> <ul style="list-style-type: none"> <li>• that it was not possible for a recording of the meeting (or part of the meeting) to be made by means of the local government's recording technology (with an explanation of why that was the case)</li> <li>• that no improvised recording was made</li> <li>• that it was not reasonably practicable for the local government to make any improvised recording (with an explanation of why that was the case).</li> </ul>	<p>If technology failure prevents a council meeting (or part of a meeting) from being recorded, the meeting may still proceed if the local government does everything reasonably practicable to make an improvised recording of the meeting.</p>	<p>The interim Policy requires the City to publish on the website the reason why the recording was not made available, however does not require the City to make an improvised recording. The City will be utilising Microsoft Teams to record the meetings, however in the event of technical difficulties the meeting will not be recorded.</p> <p>The Policy aligns with the Standing Orders which provide the ability for the Presiding Member to adjourn the meeting to establish connection.</p> <p>Through the procurement process for the hardware and equipment the City will be establishing possible solutions to respond to technical difficulties.</p>
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<b>Technical Issues Impacting on Livestreaming</b>  Requirement to publish reason on the website where there is a failure of technology.	If livestreaming technology fails, a local government may decide to continue with the meeting, however the City must publish the reasons why the meeting was unable to be broadcast on its official website within 14 days of the meeting taking place.	Not applicable as the interim Policy is not being livestreamed.
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## Consultation

A workshop was held with Elected Members on 5 March 2024 and 16 July 2024 to determine the following:

- Council's expectations for the technology requirements to guide the development of the specifications for the procurement process;
- Workshop the Act and Regulations and the Council's policy position; and
- Establish an approach for implementation of the new technology (including training requirements).

The feedback provided by Elected Members at this workshop has informed the development of the policies and the specifications for the Request for Quote.

## Statutory Environment

### Local Government Act 1995

#### 5.23A. Electronic broadcasting and video or audio recording of council meetings

(1) In this section —

**council meeting** means a meeting of a council or committee;

**electronic broadcasting** means broadcasting by way of the Internet or other electronic means;

**recording** means a video recording or an audio recording.

(2) Regulations may require, regulate or otherwise make provision in relation to any of the following —

(a) the electronic broadcasting of council meetings (either live or with a delay);

(b) the making or retaining of recordings of council meetings;

(c) the making of recordings of council meetings publicly available;

(d) the provision of, or otherwise making available of, recordings of council meetings to any person (on the person's request or otherwise).

(3) Regulations made for the purposes of subsection (2) cannot require or authorise —

(a) the electronic broadcasting of any part of a council meeting that is closed to members of the public; or

(b) a recording of any such part of a council meeting —

(i) to be made publicly available; or

(ii) to be provided to, or otherwise made available to, any person other than the Departmental CEO or a person authorised by the Departmental CEO.

- (4) Without limiting section 9.57A(2) or subsection (2), regulations made for the purposes of subsection (2) may provide for a local government, or any other person, to be not liable to an action for defamation in prescribed circumstances.

*Part 2A of the Local Government (Administration) Regulations 1996*

*Part 2A — Electronic broadcasting and video or audio recording of council meetings (Act s. 5.23A)*

**14F. Application of Part**

- (1) This Part applies for the purposes of section 5.23A(2).  
(2) This Part applies to meetings of councils held on or after 1 January 2025.

Note for this subregulation:

This Part does not apply to meetings of committees of councils.

[Regulation 14F inserted: SL 2023/158 r. 5.]

**14G. Terms used**

- (1) In this Part —

**broadcast technology**, in relation to a local government, means the technology by means of which meetings of its council are, or are to be, publicly broadcast under regulation 14H(2);

**closed proceedings**, in relation to a council, means —

- (a) if a meeting of the council is closed to the public — the meeting; or  
(b) if a part of a meeting of the council is closed to the public — that part of the meeting;

**electronic meeting** means a meeting held by electronic means under regulation 14D;

**improvised recording** — see regulation 14I(4);

**meeting day**, in relation to a council's meeting, means the day on which the meeting is held;

**publicly available** — see subregulations (2) and (3);

**recording** means a video recording (with audio) or an audio only recording;

**recording technology**, in relation to a local government, means the technology by means of which recordings of meetings of its council are, or are to be, made under regulation 14I(1)(a);

**usual meeting place**, in relation to a council, means the place at which its meetings (other than electronic meetings) are, or are to be, usually held.

- (2) For the purposes of this Part, a local government makes a video recording **publicly available** by making a copy of the recording publicly available for viewing (with audio) —  
(a) on its official website; or  
(b) on another website a link to which is publicly provided on its official website.
- (3) For the purposes of this Part, a local government makes an audio only recording **publicly available** by making a copy of the recording publicly available for listening to —  
(a) on its official website; or  
(b) on another website a link to which is publicly provided on its official website.
- (4) For the purposes of subregulations (2) and (3), the quality of the copy of the recording —  
(a) must be substantially the same as the quality of the recording; and  
(b) without limiting paragraph (a), must meet the requirement of regulation 14I(2)(b) or (c) (as applicable), subject to regulation 14I(5)(b) if the recording is an improvised recording.

*Note for this regulation:*

*In this Part, **class 1 local government** and **class 2 local government** have the meanings given in the Local Government (Constitution) Regulations 1998 regulations 2A and 2B.*

*[Regulation 14G inserted: SL 2023/158 r. 5.]*

**14H. Class 1 local governments and class 2 local governments to broadcast council meetings publicly**

- (1) *This regulation applies to a local government only if the local government is a class 1 local government or a class 2 local government.*
- (2) *A local government must, in accordance with subregulation (3), publicly broadcast every meeting of its council that —*
  - (a) *is held at the council's usual meeting place; or*
  - (b) *is an electronic meeting.*
- (3) *For the purposes of subregulation (2) —*
  - (a) *the broadcast must be live (with only so much of a delay as is inherent in live broadcasting by means of the local government's broadcast technology); and*
  - (b) *the broadcast must be on —*
    - (i) *the local government's official website; or*
    - (ii) *another website a link to which is publicly provided on the local government's official website;*

*and*

  - (c) *the broadcast must be both visual and audio; and*
  - (d) *the quality of the broadcast must be sufficient to allow persons effectively to watch and listen to the deliberations and communications that are part of the meeting's proceedings.*
- (4) *Despite subregulation (2), a council's meeting, or a part of a council's meeting, may be held without being publicly broadcast if, because of a technological failure beyond the control of the local government, it is not possible for the meeting or part (as the case requires) to be publicly broadcast by means of the local government's broadcast technology.*
- (5) *Despite subregulation (2), a local government must not publicly broadcast any closed proceedings of its council.*

*[Regulation 14H inserted: SL 2023/158 r. 5.]*

**14I. Local governments to make recordings of council meetings**

- (1) *A local government must —*
  - (a) *make a recording of every meeting of its council in accordance with subregulation (2); and*
  - (b) *make the recording publicly available —*
    - (i) *within 14 days after the meeting day; and*
    - (ii) *until, at least, the end of the period of 5 years after the meeting day;*

*and*

  - (c) *retain the recording until, at least, the end of the period of 5 years after the meeting day; and*
  - (d) *provide a copy of the recording to the Departmental CEO if the Departmental CEO requests a copy under subregulation (11)(a) during —*
    - (i) *the period of 5 years after the meeting day; or*

- (ii) any longer period during which the local government retains the recording or any copy of it.
- (2) For the purposes of subregulation (1)(a) —
  - (a) if the meeting is a meeting of the council of a class 1 local government or class 2 local government — the recording must be a video recording (with audio), except that the recording may be an audio only recording —
    - (i) if the meeting is not held at the council's usual meeting place and is not an electronic meeting; or
    - (ii) to the extent that the recording is of closed proceedings of the council;
  - and
  - (b) if, or to the extent that, the recording is a video recording (with audio) — the quality of the recording must be sufficient to allow persons effectively to watch and listen to the deliberations and communications that are part of the meeting's proceedings; and
  - (c) if, or to the extent that, the recording is an audio only recording — the quality of the recording must be sufficient to allow persons effectively to listen to the deliberations and communications that are part of the meeting's proceedings.
- (3) Subregulation (4) applies to a council's meeting, or a part of a council's meeting, if, because of a technological failure beyond the control of the local government, it is not possible for a recording of the meeting or part (as the case requires) to be made by means of the local government's recording technology.
- (4) Despite subregulation (1)(a), the meeting or part may be held so long as the local government does everything that is reasonably practicable to make a recording (an **improvised recording**) of the meeting or part by means other than the local government's recording technology.
- (5) An improvised recording must —
  - (a) cover as much of the meeting or part as it is reasonably practicable to cover; and
  - (b) meet the requirement of subregulation (2)(b) or (c) (as applicable) to the extent reasonably practicable.
- (6) If a meeting or part is held under subregulation (4) and an improvised recording is made —
  - (a) subregulation (1)(b) to (d) apply to the improvised recording; and
  - (b) the local government must publish on its official website, for the period during which it makes the improvised recording publicly available under subregulation (1)(b), a notice that does the following in effect —
    - (i) states that it was not possible for a recording of the meeting or part to be made by means of the local government's recording technology and explains why that was the case;
    - (ii) states that the improvised recording was made by means other than the local government's recording technology;
    - (iii) states the means by which the improvised recording was made;
    - (iv) states any deficiencies in the improvised recording and explains the reasons for them.

*Examples for this subparagraph:*

1. The improvised recording is deficient if it does not cover the whole of the meeting or part.
2. The improvised recording is deficient if it does not meet the requirement of subregulation (2)(b) or (c) (as applicable).

- (7) *Subregulation (8) applies if —*
- (a) *a meeting or part is held under subregulation (4); but*
  - (b) *no improvised recording is made because it is not reasonably practicable for the local government to make any improvised recording.*
- (8) *The local government must publish on its official website, in accordance with the timings in subregulation (1)(b)(i) and (ii), a notice that does the following in effect —*
- (a) *states that it was not possible for a recording of the meeting or part to be made by means of the local government's recording technology and explains why that was the case;*
  - (b) *states that no improvised recording was made;*
  - (c) *states that it was not reasonably practicable for the local government to make any improvised recording and explains why that was the case.*
- (9) *If a part of a meeting is held under subregulation (4) —*
- (a) *the local government must make a recording of the rest of the meeting under subregulation (1)(a) by means of the local government's recording technology; and*
  - (b) *subregulation (1)(b) to (d) apply to that recording accordingly.*
- (10) *Despite subregulation (1)(b), a local government must not make a recording publicly available to the extent that the recording is of closed proceedings of its council.*

*Note for this subregulation:*

*This subregulation does not affect a local government's duty to make a recording under subregulation (1)(a) of any closed proceedings of its council, to retain the recording under subregulation (1)(c) and to provide a copy of the recording to the Departmental CEO under subregulation (1)(d) if requested under subregulation (11)(a).*

- (11) *For the purposes of subregulation (1)(d) —*
- (a) *the Departmental CEO may request a copy of the recording for the purpose of obtaining information about a matter concerning the local government or its operations or affairs; and*
  - (b) *the quality of the copy provided to the Departmental CEO —*
    - (i) *must be substantially the same as the quality of the recording; and*
    - (ii) *without limiting subparagraph (i), must meet the requirement of subregulation (2)(b) or (c) (as applicable), subject to subregulation (5)(b) if the recording is an improvised recording.*

*[Regulation 14I inserted: SL 2023/158 r. 5.]*

**14J. Informing members of public of broadcasting or recording**

*A local government must take reasonable steps to ensure that members of the public attending a meeting of its council are informed beforehand of the following, as applicable —*

- (a) *that the meeting will be publicly broadcast;*
- (b) *that a recording of the meeting will be made.*

*Example for this regulation:*

*Members of the public could be informed by means of a notice displayed in a prominent place near or inside the meeting room.*

*[Regulation 14J inserted: SL 2023/158 r. 5.]*

#### 14K. Defamation

- (1) *A local government is not liable to an action for defamation in relation to any of the following done by the local government as required or authorised under this Part —*
  - (a) *publicly broadcasting a meeting;*
  - (b) *making a recording of a meeting;*
  - (c) *making a recording of a meeting publicly available;*
  - (d) *retaining a recording of a meeting or a copy of a recording;*
  - (e) *providing a copy of a recording of a meeting to the Departmental CEO.*
- (2) *In subregulation (1), references to a meeting include a part of a meeting.*

#### Policy Implications

Nil.

#### Financial Implications

The recording of council meetings interim policy has minimal impact on resourcing as the City will be utilising Microsoft Teams. If Policy Option 2 is adopted there will be an impact on City officer time to edit and manage the recording to omit the confidential recording. However, City officers will explore technology options available in Microsoft Teams.

There is sufficient budget available for the purchase and implementation of livestreaming. The staffing requirements for managing the livestreaming requirement has not yet been determined. This will be established once the system is implemented, and City officers are trained accordingly.

#### Risk Analysis

There is no requirement to record and livestream council meetings, however the majority of class 1 local governments have been early adopters of both livestreaming and recording. In the interests of transparency of meeting proceedings, Council may wish to consider the implementation of the recording until such time the regulations come into effect.

#### Strategic Implications

The following Community Outcomes from the City of Mandurah Strategic Community Plan 2024 – 2044 are relevant to this report:

##### Leadership:

- Responsible, transparent, value for money delivery of well planned, sustainable, projects, programs and services
- A committed, innovative, effective, and values driven Council and workforce

## Conclusion

Council is now requested to consider the Council Recording of Council Meetings Policy POLGVN10 (refer Attachment 4.1). This Policy will enable the audio and video recording of Council Meetings to commence from August 2024.

Council is also requested note the draft Council Livestreaming and Recording Policy, which will be presented to Council for adoption at the Council Meeting of 17 December 2024 (refer Attachment 4.2).

### NOTE:

- Refer **Attachment 4.1** Council Recording of Council Meetings Policy POLGVN10 (Option 1)  
**Attachment 4.2** Council Recording of Council Meetings Policy POLGVN10 (Option 2)

## RECOMMENDATION

### That Council:

1. **Approve the Council Recording of Council Meetings Policy POLGVN10 (Option 1), as per Attachment 4.1, and commence audio and video recording of Council Meetings from 27 August 2024.**
2. **Notes a further workshop will be undertaken with Elected Members before December 2024 to develop the Livestreaming and Recording Policy, which will be presented at the Ordinary Council Meeting of 17 December 2024, to commence on 1 January 2025.**

# Recording of Council Meetings – Council Policy (Option 1)

POL-GVN10

## Council Policy

## ATTACHMENT 4.1

### Policy Objective

To enhance Council's commitment to transparency and accountability through the recording of Ordinary and Special Council meetings.

### Applicability

This Policy applies to all Ordinary and Special Meetings of Council. This Policy does not apply to any part of the meeting which is closed under section 5.23(2) of the *Local Government Act 1995*.

### Policy Statement

#### 1. Recording of Council Meetings

Ordinary Council meetings and Special Council meetings will be audio and video recorded and published on the City of Mandurah website. The recordings will be published on the City of Mandurah website at the same time as the meeting minutes.

The recording will commence at the time the meeting is due to commence and finish when the Presiding Member closes or adjourns the meeting.

Meetings closed for consideration of matters under section 5.23(2) of the *Local Government Act 1995* (the Act) will not be recorded.

#### 2. Meeting Not Held in Usual Meeting Place

If a meeting is held outside of the Council's usual meeting place (City of Mandurah Council Chambers), the minimum requirement is for an audio recording only.

#### 3. Recordkeeping

The official record of the meeting will be the adopted minutes of the meeting kept in accordance with the Act and *Local Government (Administration) Regulations 1996*. All recordings will be retained in accordance with the *State Records Act 2000* and the City of Mandurah Recordkeeping Plan.

#### 4. Privacy and Notice to the Public

The following notices will be given to ensure that attendees to the meeting including the public, special guests, Elected Members and City officers are aware when a Council meeting is being recorded:

- Prominent signage must be displayed in the Council Chambers informing all attendees that the meeting will be recorded;
- At the commencement of each Council meeting to be recorded, the Presiding Member shall provide a statement to notify the attendees of the Council meeting that the meeting is being recorded;

# Recording of Council Meetings – Council Policy (Option 1)



## POL-GVN10

- The City of Mandurah website and public participation forms will include a statement advising that Council meetings will be recorded; and
- Notice will also be given in the Council meeting agenda.

### 5. Camera Positioning

One camera will be positioned to record the visual and audio for Elected Members and relevant City officers. The camera will be positioned in a way to avoid members of the public gallery. The audio recording of all members of the public who address a Council Meeting will be recorded.

### 6. Attendance via Electronic Means

Where an Elected Member is attending the Council Meeting via electronic means, the recording of the electronic attendee will be audio recording only.

### 7. Technical disclaimer

There may be situations where, due to technical difficulties, the recording of the Council meeting may not be available. Where the City experiences technical difficulties, the Presiding Member, may in accordance with the *City of Mandurah Standing Orders Local Law 2016* adjourn the meeting for a period not exceeding 15 minutes, to enable the technical issue to be rectified.

If technology failure prevents a council meeting (or part of a meeting) from being recorded, the meeting may still proceed. The City will provide a notice of the City's website stating the reasons why the recording was not available.

### 8. Suspension of recording

If the meeting is adjourned in accordance with the *City of Mandurah Standing Orders Local Law 2016* the recording will be suspended, until such time the meeting is reconvened, at which time the recording will be recommenced.

Following the Council meeting, the Chief Executive Officer has discretion to direct the exclusion of all or part of any meeting recording considered inappropriate to be published.

Material considered to be inappropriate may include, but is not limited to, material that may: be defamatory; infringe copyright; breach the privacy of an individual; be offensive, abusive or discriminatory; disclose confidential or privileged information.

### 9. Copyright

Access to recordings of Council meetings is provided on the City's website for personal and non-commercial use only, unless otherwise approved by the City. Copying or distribution of any part of the recording is not permitted without prior approval of the City. The City reserves all rights in relation to its copyright.

### 10. Defamation

In accordance with section 9.57A of the Act the City is not liable for an action for defamation in relation to matter published on its official website as part of a livestream, audio or video recording of Council proceedings. As from 1 January 2025, under regulation 14K of the *Local Government (Administration) Regulations 1996*, the City is not liable for an action in defamation in relation to any of the following actions authorised or required by Part 2A of the Regulations:

# Recording of Council Meetings – Council Policy (Option 1)

## POL-GVN10



- (a) publicly broadcasting a meeting;
- (b) making a recording of a meeting;
- (c) making a recording of a meeting publicly available;
- (d) retaining a recording of a meeting or a copy of a recording;
- (e) providing a copy of a recording of a meeting to the Departmental CEO.

Opinions expressed or statements made by persons during the course of a meeting and contained within a video and/or audio recording, are the opinions or statements of those individual persons and not necessarily the opinions or statements of the City or endorsed by the City.

City officers and Elected Members are not liable in defamation for any statements made in good faith in the performance of their statutory functions. City officers, Elected Members and members of the public are not liable in defamation for any statement to which a defence is applicable under the *Defamation Act 2005*.

### Legislative Context

*Local Government Act 1995*

*City of Mandurah Standing Orders Local Law 2016*

### Related Documents

Department of Local Governance Sport and Cultural Industries Livestreaming and Recording of Council Meetings Guide: Explanatory paper

**Responsible Directorate:** Business Services

**Responsible Department:** Governance Services

**Reviewer:** Executive Manager, Governance Services

**Creation date and reference:** TBC

**Last Review:**

Amendments			
Version #	Council Approval Date, Reference	Date Document In force	Date Document Ceased

# Recording of Council Meetings – Council Policy (Option 2)

POL-GVN10

## Council Policy

## ATTACHMENT 4.2

### Policy Objective

To enhance Council's commitment to transparency and accountability through the recording of Ordinary and Special Council meetings.

### Applicability

This Policy applies to all Ordinary and Special Meetings of Council.

### Policy Statement

#### 1. Recording of Council Meetings

Ordinary Council meetings and Special Council meetings will be audio and video recorded and published on the City of Mandurah website. The recordings will be published on the City of Mandurah website at the same time as the meeting minutes.

The recording will commence at the time the meeting is due to commence and finish when the Presiding Member closes or adjourns the meeting.

Meetings closed for consideration of matters under section 5.23(2) of the *Local Government Act 1995* (the Act) will be audio and video recorded. The recording of confidential items is permitted for minute taking, but will not be released to the public, or made available on the City's website.

Confidential recordings will be released, if requested, to the Department of Local Government, Sport and Cultural Industries or a State Government oversight agency.

#### 2. Meeting Not Held in Usual Meeting Place

If a meeting is held outside of the Council's usual meeting place (City of Mandurah Council Chambers), the minimum requirement is for an audio recording only.

#### 3. Recordkeeping

The official record of the meeting will be the adopted minutes of the meeting kept in accordance with the Act and *Local Government (Administration) Regulations 1996*. All recordings will be retained in accordance with the *State Records Act 2000* and the City of Mandurah Recordkeeping Plan.

#### 4. Privacy and Notice to the Public

The following notices will be given to ensure that attendees to the meeting including the public, special guests, Elected Members and City officers are aware when a Council meeting is being recorded:

- Prominent signage must be displayed in the Council Chambers informing all attendees that the meeting will be recorded;
- At the commencement of each Council meeting to be recorded, the Presiding Member shall provide a statement to notify the attendees of the Council meeting that the meeting is being recorded;

# Recording of Council Meetings – Council Policy (Option 2)



## POL-GVN10

- The City of Mandurah website and public participation forms will include a statement advising that Council meetings will be recorded; and
- Notice will also be given in the Council meeting agenda.

### 5. Camera Positioning

One camera will be positioned to record the visual and audio for Elected Members and relevant City officers. The camera will be positioned in a way to avoid members of the public gallery. The audio recording of all members of the public who address a Council Meeting will be recorded.

### 6. Attendance via Electronic Means

Where an Elected Member is attending the Council Meeting via electronic means, the recording of the electronic attendee will be audio recording only.

### 7. Technical disclaimer

There may be situations where, due to technical difficulties, the recording of the Council meeting may not be available. Where the City experiences technical difficulties, the Presiding Member, may in accordance with the *City of Mandurah Standing Orders Local Law 2016* adjourn the meeting for a period not exceeding 15 minutes, to enable the technical issue to be rectified.

If technology failure prevents a council meeting (or part of a meeting) from being recorded, the meeting may still proceed. The City will provide a notice of the City's website stating the reasons why the recording was not available.

### 8. Suspension of recording

If the meeting is adjourned in accordance with the *City of Mandurah Standing Orders Local Law 2016* the recording will be suspended, until such time the meeting is reconvened, at which time the recording will be recommenced.

Following the Council meeting, the Chief Executive Officer has discretion to direct the exclusion of all or part of any meeting recording considered inappropriate to be published.

Material considered to be inappropriate may include, but is not limited to, material that may: be defamatory; infringe copyright; breach the privacy of an individual; be offensive, abusive or discriminatory; disclose confidential or privileged information.

### 9. Copyright

Access to recordings of Council meetings is provided on the City's website for personal and non-commercial use only, unless otherwise approved by the City. Copying or distribution of any part of the recording is not permitted without prior approval of the City. The City reserves all rights in relation to its copyright.

### 10. Defamation

In accordance with section 9.57A of the Act the City is not liable for an action for defamation in relation to matter published on its official website as part of a livestream, audio or video recording of Council proceedings. As from 1 January 2025, under regulation 14K of the *Local Government*

# Recording of Council Meetings – Council Policy (Option 2)

## POL-GVN10

(Administration) Regulations 1996, the City is not liable for an action in defamation in relation to any of the following actions authorised or required by Part 2A of the Regulations:

- (a) publicly broadcasting a meeting;
- (b) making a recording of a meeting;
- (c) making a recording of a meeting publicly available;
- (d) retaining a recording of a meeting or a copy of a recording;
- (e) providing a copy of a recording of a meeting to the Departmental CEO.

Opinions expressed or statements made by persons during the course of a meeting and contained within a video and/or audio recording, are the opinions or statements of those individual persons and not necessarily the opinions or statements of the City or endorsed by the City.

City officers and Elected Members are not liable in defamation for any statements made in good faith in the performance of their statutory functions. City officers, Elected Members and members of the public are not liable in defamation for any statement to which a defence is applicable under the *Defamation Act 2005*.

## Legislative Context

*Local Government Act 1995*

*City of Mandurah Standing Orders Local Law 2016*

## Related Documents

Department of Local Governance Sport and Cultural Industries Livestreaming and Recording of Council Meetings Guide: Explanatory paper

**Responsible Directorate:** Business Services

**Responsible Department:** Governance Services

**Reviewer:** Executive Manager, Governance Services

**Creation date and reference:** TBC

**Last Review:**

Amendments			
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