



NOTICE OF MEETING

ORDINARY COUNCIL

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

Tuesday 22 July 2025 at 5.30pm

CASEY MIHOVLOVICH

Chief Executive Officer

17 July 2025

AGENDA

1. OPENING OF MEETING AND ANNOUNCEMENT OF VISITORS

Members of the public are advised that the Council Meeting is being livestreamed in accordance with the City's Council Meetings – Live Streaming, Recording and Electronic Attendance Policy. By being present at this meeting, members of the public consent to the City livestreaming and publishing their voice on the City's website. Members of the public are not subject to video livestreaming and only their voice will be captured. For further information on the Live streaming of Council Meetings please click here. [Live Streaming of Council Meetings](#)

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

5.1 COUNCILLOR D SCHUMACHER: RATES

Question 1

In relation to the Western foreshore and the budget of \$6.344 million, as in the long term financial plan. How will this money or how will this be funded?

City of Mandurah response:

The commercial lease revenue is proposed to be utilised for all car park works, the intersection upgrades and the foreshore hazard treatment works.

In relation to the public open space and landscaping upgrades that are included in the Long Term Financial Plan, it is proposed that Council will be required to allocate municipal funds in the relevant budget years.

Question 2

To clarify that question, if we look at the \$1.5 million for the intersection and road works. It states that that will be funded if the proposal goes up through the Lessee. However, \$1.5 million will take approximately six years of the lease to pay back, but the road works will be done and paid for before then. So where is that money coming from is it coming from borrowings?

City of Mandurah response

The \$1.5 million allocated for the Mary Street / Leighton Place / Pinjarra Road / Old Coast Road intersection upgrade is proposed to be prefunded by the City upfront and reimbursed through lease revenue over the first term of the commercial lease on the Western Foreshore.

This approach ensures that:

- The City funds the intersection works initially to allow for timely delivery of essential infrastructure;
- If the City borrows these funds, the total cost of the loan, including interest, will be fully repaid through lease payments from the commercial proponent; and
- No ratepayer funds will be required to cover the cost of the works, which would otherwise have to be funded from general revenue or reserves if no commercial lease were in place.

It's important to highlight that the intersection upgrade is required regardless of the commercial development, as it addresses current congestion and safety issues and supports long-term growth and activation of the entire Western Foreshore Leisure Precinct.

This arrangement represents a favourable outcome for the community, enabling infrastructure delivery now, while recovering the full cost from commercial lease revenue over time — reducing the financial burden on ratepayers.

Question 3

If we could do that on the \$6.344 million spend, understanding that the rates revenue is \$6.2 million over 25 years. Can we look at that entire funding and how it's going to be funded in the short term by the City and how long it's going to take to recoup those funds.

City of Mandurah response

The total \$6.344 million in works relates specifically to infrastructure within the Western Foreshore Leisure Precinct. Of this total, \$4.462 million is proposed to be funded through the commercial lease revenue, as it directly relates to infrastructure that supports or is impacted by the commercial proposal. The remaining \$1.882 million (relating to general public open space and landscaping upgrades) will be funded through municipal funds, as these works do not have a direct relationship to the commercial lease and therefore cannot be offset through lease revenue. The following is the breakdown of works funded by the proposed lease revenue:

Year 1 – 2025/26: \$448,000

\$198,000 – Skate Park Car Parking (Design & Stage 1 Construction)

\$50,000 – Intersection Upgrade Design

\$200,000 – Foreshore Hazard Treatment Planning & Design

Year 2 – 2026/27: \$3,295,000

\$170,000 – Skate Park Car Parking (Stage 2 Construction)

\$825,000 – War Memorial Car Park Upgrade & Expansion

\$800,000 – Coastal Hazard Treatments – Stage 1

\$1,500,000 – Intersection Upgrade Construction

Year 3 – 2027/28: \$719,000 - Coastal Hazard Treatments – Stage 2

The City is proposing to prefund the lease-recoverable works and then recoup both principal and interest (where loan funded) through the lease revenue stream over the lease term. The total lease revenue projected over the 25-year term is approximately \$6.2 million, which allows

full recovery of the \$4.462 million investment (plus interest), with capacity for reasonable contingencies. This approach ensures that ratepayers do not have to fund infrastructure that will activate the Western Foreshore and that has a commercial and community benefit.

The City expects to fully recoup the prefunded \$4.462 million (plus interest) over the initial lease term. The landscaping upgrades included in the \$6.344 million is being proposed to be delivered using general revenue or other funding sources as part of the broader Western Foreshore Leisure Precinct Plan.

5.2 COUNCILLOR R BURNS: INCIDENT AND USE OF CITY RECORDINGS

Question 1

At the May 2025 Ordinary Council Meeting, I raised questions regarding an incident at the City's administration offices on 4 April 2025, involving a small Aboriginal advocacy group, which prompted senior staff to request police assistance, resulting in a significant response.

Can the CEO confirm whether the investigation into the 4 April 2025 incident has been completed, and if not, provide an estimated timeline for its completion? If the CEO considers this procedural status confidential under section 5.23(2) of the *Local Government Act 1995*, can the specific clause and reasoning be provided, noting that the question does not seek employee-specific details – simply confirmation on whether the report has been completed or not? Alternatively, can this status be disclosed to elected members via a confidential briefing under section 5.92, consistent with our oversight duties under section 2.10?

City of Mandurah Response

A briefing has already been provided to Elected Members on this matter. As the matter concerned the safety and wellbeing of the City staff a post incident review has occurred in accordance with operational procedures.

Unless directed by Council, the City does not intend to provide any further reports or briefings to Elected Members regarding this matter.

Question 2

Can the CEO identify which policies, procedures, or operational plans were reviewed during the investigation, excluding any information specific to individual employees, to ensure transparency in the governance process followed? If section 5.23(2)(a) is being invoked, can the CEO explain how disclosure of general policy documents falls within that provision? If feasible, can non-confidential components be provided to elected members under section 5.92 to support our role under section 2.10?

City of Mandurah Response

Unless directed by Council, the City does not intend to provide any further reports or briefings to Elected Members regarding this matter.

Question 3

Can the CEO explain the basis for determining that no further briefing is required on the investigation, including whether the investigation has concluded and how elected members will otherwise be informed of its outcomes to fulfil our oversight role under section 2.10? If the information is considered confidential, will the CEO provide it via a confidential briefing under section 5.92?

City of Mandurah Response

A briefing has already been provided to Elected Members on this matter.

Section 2.10(b) of the Act is not relevant as there is currently no decision of Council required regarding this matter.

Question 4

Can the CEO confirm whether an investigation report was produced, and if so, whether it can be made available to elected members in a confidential format under section 5.92 to support our governance and accountability duties under section 2.10? If access is denied in full, can the CEO specify how section 5.23(2)(a) applies to the report in its entirety, rather than to specific employee-related sections?

City of Mandurah Response

Due to the operational nature of this matter, there is no intention to release this information to Council. Until such time there is a decision of Council to receive a confidential report, this matter is closed.

Question 5

At the May 2025 Ordinary Council Meeting, I raised questions regarding the legal advice obtained in response to Notice of Motion 20250414, which proposed allowing elected members to use short clips from the City's publicly available YouTube videos of council meetings, as well as related copyright and constitutional considerations under the *Copyright Act 1968* and the implied freedom of political communication.

Thank you for confirming that the legal advice was based on a single email to external counsel with attachments. Given that only a summary of this email was included in the confidential legal advice provided to elected members, can the CEO confirm whether the original instruction email itself can be shared with elected members under section 5.92, given its relevance to our duties under section 2.10 in relation to the Notice of Motion and that the brief, as it is relevant to our decision-making duties under section 2.10 regarding the Notice of Motion?

City of Mandurah Response

These questions appear to stem from the Notice of Motion that was presented by Councillor Burns at the Council Meeting of 29 April 2025. In accordance with clause 3.10 Notice of Motion of the City of Mandurah *Standing Orders Local Law 2016*, the Chief Executive Officer provided a detailed statement regarding the relevant and material facts pertaining to this Notice of Motion. Council Members were also provided with the full legal advice which contained the details of the legal brief.

The Notice of Motion failed due to a lack of a seconder. In accordance with the *Standing Orders Local Law 2016*, you have the opportunity to present the motion again after a three month period.

In the event you wish to present the Notice of Motion again to amend the relevant policies, an Elected Member briefing session can be arranged.

It is important to note, that decisions are made by Council and not by individual Elected Members. An amendment to the relevant policies would need to be adopted by Council.

Until such time as there is a Council resolution to amend the policy, this matter is now closed.

Question 6

If the instruction email cannot be shared, can the CEO specify the legal or procedural grounds for its non-disclosure - such as legal professional privilege under section 5.23(2)(d) - and explain why a summary was provided in lieu of the original document?

City of Mandurah Response

The CEO has responded to this question. This matter is now considered closed.

Question 7

Can the CEO specify the legal or procedural basis - such as legal professional privilege under section 5.23(2)(d) - that prevents elected members from accessing the written instructions to external legal counsel, given that those instructions relate directly to a Council motion and are relevant to councillors' duties under section 2.10(b)? As section 5.92 provides councillors with access to information held by the local government relevant to their role, can the CEO confirm whether the instructions will now be provided, and if so, when and in what format?

City of Mandurah Response

The CEO has responded to this question. This matter is now considered closed.

Question 8

In addition to the legal advice already provided, can the CEO confirm whether any additional communications (written or verbal) occurred with the external legal provider after the initial brief was sent? If not, can this be explicitly confirmed in writing for the record?

City of Mandurah Response

A response has already been provided to this question which was asked by the Council Member on 27 May 2025. This matter is now considered closed.

Question 9

Thank you for the explanation regarding the City's internal legal advice on the *Copyright Act 1968* in developing POL-GVN 11. Can the CEO confirm whether this internal legal advice can be shared with elected members under section 5.92 to support our policy review duties under section 2.10(b)? If access is restricted, can the CEO specify the applicable legal or procedural ground - such as legal privilege under section 5.23(2)(d) - and consider a confidential briefing to ensure councillors are properly informed while maintaining confidentiality?

City of Mandurah Response

The CEO can confirm that this policy is not currently under review, and therefore section 2.10(b) of the *Local Government Act 1995* does not apply in this instance. As per the previous responses, you may wish to present a Notice of Motion to amend the relevant policies.

The advice has been shared with Elected Members as part of the response to question 9 of the May Ordinary Council Meeting. This advice is as follows:

While the *Copyright Act 1968* provides for certain fair dealing exceptions, these are limited in scope and apply only to specific purposes (such as research or study, reporting the news, criticism or review, legal advice or proceedings, parody or satire). These exceptions do not automatically permit the redistribution, editing, or republishing of copyrighted material without consent. Whether a use qualifies as "fair" depends on several factors, including the

purpose of the use, how much of the content is used, and whether the use could negatively affect the value or intended audience of the original recording.

As stated in the Council Meetings – Live Streaming, Recording and Electronic Attendance Policy POL-GVN 11 the City retains copyright over all audiovisual content produced and published through its official channels, including live streamed and recorded Council meetings. This content is made publicly available to promote transparency and accessibility, but it remains the intellectual property of the City.

To protect the integrity and accuracy of the official public record, the City does not grant permission for its content to be edited or republished on personal or third-party platforms without its consent. In the development of the Council Policy, the City sought external legal advice on section 4.12 Copyright and the wording that was advised to be included is reflected in the Council Policy which states: Access to the live stream and 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 live stream or recording is not permitted without prior approval of the City. The City reserves all rights in relation to its copyright.

In summary, if a person wishes to copy or distribute any part of its live streaming or recording, the person should obtain the local government's prior approval.

Question 10

Thank you for confirming that the City's internal legal advice considered the implied freedom of political communication under the Australian Constitution in the development of POL-GVN 11 and related policies. Can the CEO confirm whether this advice can be shared with elected members under section 5.92 to inform our policy review and decision-making responsibilities under section 2.10(b), particularly regarding councilor use of Council meeting footage? Additionally, can the CEO confirm whether external legal advice on this matter was sought, and if not, explain why - particularly given that external advice was obtained for copyright wording in section 4.12 of POL-GVN 11? If disclosure is restricted, can the CEO cite the legal basis (e.g.. s.5.23(2)(d)) and consider providing a confidential briefing?

City of Mandurah Response

The CEO can confirm that this policy is not currently under review, and therefore section 2.10(b) of the *Local Government Act 1995* does not apply in this instance. As per the previous responses, you may wish to present a Notice of Motion to amend the relevant policies. Noting amending a Policy requires a Council decision.

Please refer to the question 9 response where the full internal legal advice has been provided.

Please note that a review of the Policy will take place as part of a suite of Council Policy reviews after the October 2025 local government elections.

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 or telephone 9550 3787.

8. PUBLIC STATEMENT TIME

8.1 Junior Council 2025 Project

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* or telephone 9550 3787.

13. CONFIRMATION OF MINUTES

13.1 Ordinary Council Meeting: 24 June 2025

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

18. REPORTS

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1	Draft Festival & Events Strategy 2025–2029	9 – 59	
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19. MOTIONS OF WHICH NOTICE HAS BEEN GIVEN**20. NOTICE OF MOTIONS FOR CONSIDERATION AT THE FOLLOWING MEETING****21. LATE AND URGENT BUSINESS ITEMS****22. CONFIDENTIAL ITEMS****23. CLOSE OF MEETING**

1	SUBJECT:	Draft Festivals and Events Strategy 2025–2029
	DIRECTOR:	Strategy & Economic Development
	MEETING:	Council Meeting
	MEETING DATE:	22 July 2025

Summary

The review of the City of Mandurah Events Strategy 2019-2023 commenced in 2024 with an external consultant contracted to undertake key stakeholder engagement and preliminary works.

Using the base data and recommendations prepared by the consultant, the draft Festivals and Events Strategy 2025-2029 has now been developed consistent with the City's approved Strategy Framework for Council's consideration.

The foundations of the strategy have been formulated through feedback received as part of the Mandurah Matters Strategic Community Plan engagement process to understand what the community values most about the City's events program, along with input from key industry stakeholders involved in supporting the planning and delivery of events in Mandurah. The strategy recognises Mandurah's current position, identifies opportunities for growth and sets a strategic direction for the attraction, growth and delivery of the City of Mandurah's Events program over the next 5 years.

Council is requested to approve the draft Festivals & Events Strategy 2025-2029 for public advertising and note that the final strategy will be presented back to Council for formal adoption following consideration of the community and stakeholder feedback received during the public advertising period.

Disclosure of Interest

N/A

Previous Relevant Documentation

G.15/5/19	28/5/2019	Council endorsed the City of Mandurah Event Strategy 2019–2023 as a guiding document in the future development of events and noted that further work will be undertaken to determine improvements in the areas of sponsorship, volunteer management and the communication of events.
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Background

Mandurah occupies a strong position in WA's Festivals and Events market having a long history and proud reputation of hosting events that bring the community together and attract visitors. Events fulfill an important role in supporting strategic outcomes for both the economy and the local community and have formed a cornerstone of Mandurah's calendar of activities as the City has grown and developed over the last 30+ years.

A successful events program is an important economic driver as it helps to attract visitors, fill hotel rooms and sustain hospitality businesses. Events also play a vital role in sustaining the vibrancy and pride in Mandurah as a place, showcasing its local culture and identity and creating social connections within the community.

The City's current Events Strategy, which was endorsed by Council in 2019 and has been in place for a number of years, has successfully helped to build and support the growth and development of the City's events program.

However, with changing community needs and emerging opportunities, a new strategy is required. The draft Festivals and Events Strategy 2025-2029 has been formulated through extensive community and stakeholder consultation ensuring that the strategic direction reflects both the community's aspirations and values as well as addressing identified gaps and future opportunities.

Comment

The draft Festivals and Events Strategy 2025-2029 is broken down into 4 parts:

1. Our Current Position

The strategy recognises Mandurah's current strengths in the events space including;

- Strong commitment from Council to support events in Mandurah
- Support of the local community and its pride in what Mandurah has to offer
- Quality facilities and spaces to attract and host events
- Positive reputation within the events industry
- Being nationally recognised through various tourism and major event awards
- Close proximity to Perth making Mandurah an attractive event destination

The strategy also identifies Mandurah's existing major event highlights with the City delivered events Mandurah Crab Fest, Mandurah Christmas Lights Trail and Mandurah Arts Festival all acknowledged, along with externally delivered events such as the Giants of Mandurah, Mandurah Boat, Caravan, 4WD and Camping Show and the Mandurah Country Music Festival.

A number of recommendations are contained within the strategy that focus on opportunities for the future growth of Mandurah's events program moving forward including;

- Build the City's External Event Portfolio
Actively look to source externally delivered events that align to Mandurah's brand, fill gaps in the existing calendar and work to build the night-time economy.
- Address Infrastructure Gaps & Maximise Capacity of Existing Assets
As a regional City, Mandurah currently has a limited maximum capacity for large events. Future opportunities to host large events should be explored along with long term planning to leverage existing assets and maximise their value and return.
- Use Events to Strengthen Mandurah's Brand and Reputation
Events present a significant opportunity to promote Mandurah as a unique destination and to attract private investment for long term prosperity.
- Enhanced Local Content
Leverage more local content and visual elements to promote Mandurah, including the City's strong support of events.
- Strengthen Partnerships, Attract Sponsors
Collaborate with external organisations such as Tourism WA to bring new externally delivered events to the city, attract new sponsors to build on the City's brand, improve the delivery of existing events and ensure attendance is affordable.
- Grow Existing Event Experiences & Foster the Local Events Industry
Identify opportunities to grow existing events (City and externally delivered) and provide clear information to support local businesses to develop Mandurah events supplier industry.

- Unified Approach to Event Reporting
Implement consistent pre and post event reporting for all event categories and improve the City's website for event listings.
- Celebrate Success
Encourage greater acknowledgement of event successes and outcomes and develop a local events forum to engage businesses and the community.

2. Our Aspirations

The feedback that residents provided through '2024 Strategic Community Plan Big Check In' highlighted the high value that the community place on events. The presence of a vibrant festivals and events program is greatly appreciated by Mandurah residents as they not only provide community benefits, but they also demonstrate why Mandurah is such an amazing place to live.

In developing the Festivals and Events Strategy 2025-2029, the City directly engaged a number of important event stakeholders. Their valuable input highlighted three key objectives expected from the City's festivals and events program moving forward;

Objective 1: Regional Profile

The festivals and events program should aim to enhance the City's reputation and visibility beyond its local area.

Objective 2: Community Pride

Activities should be crafted to instil a sense of pride within the community through their themes and implementation.

Objective 3: Long-term Economic Impact

Initiatives should be designed to support the City's sustainable development by providing enduring benefits.

The objectives that stakeholders desire from the City's Festivals and Events Strategy are aligned to the feedback gathered from the community, reflecting a shared aspiration for a program of events that have an enduring positive impact on the City. The strategy looks to bring all of this together through its Strategic Goal;

“To attract, support, create and deliver events that bring our community together, enhance our reputation, and celebrate our spirit and identity.”

1. Our Commitments

Festivals and events that are delivered in Mandurah will be appropriately categorised with clearly articulated goals and outcomes. The City's role in any event will be dependent on its category, with all categories being of equal importance to the City. While all categories of events have a role to play in achieving the City's broader outcomes, each category is designed to have a specific purpose.

Category 1: Cornerstone Events

A Cornerstone Event “tells the story” of Mandurah, showcasing the City's unique qualities. It elevates Mandurah's profile by attracting a significant audience from beyond the City's borders through either attendance or media coverage. These events highlight Mandurah's strengths and stand out as truly unique, making a powerful statement about the city with audiences easily able to recognise the event's alignment with the City's Strategic Community Plan.

Category 2: Feature Events

Feature Events exist to service and deliver benefits for specific sectors of the community. This may include events that support tourism, local area optimisation, arts and culture or local business. They can be delivered by the City of Mandurah or by a sponsored organisation.

Category 3: Community Events

Community Events highlight our diverse communities and offer each of them a chance to celebrate something of value. These events may be delivered by local groups who can apply for community grant funding or they may be organised by the City to celebrate and bring our community together.

Category 4: Civic Events

Civic Events are either delivered by the City or local groups with an interest and ability to manage the event successfully. Civic Events span a range of activities, including citizenship ceremonies and ANZAC Day and Australia Day celebrations, and can be of various sizes and scales. They are designed to be a celebration enjoyed by all sections of the community.

The strategy also includes a detailed implementation plan with 3 key outcome areas identified;

Outcome 1: Attract

- Identify new external event opportunities (cornerstone and feature) that showcase our unique destination.
- Prioritise events that align to Mandurah's strengths;
 - Waterways & Nature
 - Culture & Heritage (inc Aboriginal experiences)
 - Mass Participation & Sport
 - Arts & Creative experience
 - Family fun
- Promote Mandurah's festivals and events program to build community pride and drive tourism and visitation.

Outcome 2: Grow

- Build and extend the experience associated with the City's existing cornerstone and feature events (i.e. Mandurah Crab Fest, Christmas Lights Trail, Mandurah Art Festival).
- Identify existing events (City and externally delivered) and support opportunities to maximise their potential.
- Foster the growth of Mandurah's local events industry.

Outcome 3: Deliver

- Strategically plan and deliver the City's Festivals & Events program.
- Secure multi-year funding agreements (grants and sponsorship) for the City's cornerstone and feature events.
- Increase the total number of externally delivered events and explore opportunities for contracting out elements of existing events.
- Deliver a program of locally based community events.

2. Our Achievements

Through the life cycle of the Festival and Events Strategy 2025-2029 it is important that we continually measure our successes and have clear reporting and data collection processes in place. The successful implementation of the City's Festivals and Events Strategy will result in outcomes aligned to the following measures of success;

1. Positive Perception of Mandurah
2. Sustained Community Satisfaction

3. Economic Benefits created from the Festivals & Events Program

In addition, the strategy proposes the following data collection and reporting structure;

- Post Event reports for all Feature and Cornerstone events.
- Quarterly Festivals & Events Program Report.
- Annual Festivals & Events Program Report.

Youth Advisory Group Comment

This item was considered by the Youth Advisory Group (YAG) at its meeting on 4 June 2025 and the following recommendations were made:

The YAG welcomes the opportunity to contribute to the Festivals and Events Strategy 2025–2029 and supports its focus on inclusive, diverse, and community-driven events. Members value the role events play in building identity, connection, and local economic growth.

We highlight the need for more youth-focused events, especially since the shift from Stretch Festival to the Arts Festival. Young people often rely on community or private initiatives, which limits access. We also support more events outside the foreshore, activating neighbourhoods and underused spaces.

Improved marketing and communication, especially via youth-led social media, are essential to reaching young people and new residents. Members also support recurring, low-cost events like food truck nights or fun runs, and call for stronger cultural representation, including large-scale NAIDOC celebrations.

We thank the City for involving young people in shaping a vibrant and inclusive event calendar that reflects Mandurah's full community.

Consultation

Community Input

In developing the draft Festivals and Events Strategy 2025-2029, the City extracted a significant amount of event specific data from the community feedback collected through the 2024 Strategic Community Plan Big Check in process. This information helped the City to understand what local Mandurah residents value most about events and what objectives the new strategy should focus on from a community perspective.

Key Stakeholders

In 2024, the City contracted a consultant to undertake targeted engagement with key event partners. The purpose of this process was to define their goals and objectives and determine how the community's expectations for events align, ensuring that the strategic direction reflected the position of all stakeholders.

The draft strategy has also been shared with the Visit Mandurah Board and the Mandurah Performing Arts Centre Board for their information and feedback prior to it being presented to Council for consideration.

Statutory Environment

N/A

Policy Implications

The 'Events within the City of Mandurah Policy' (POL-RCS 05) outlines the City's decision-making framework in which to assess and provide support to internal and external events. The draft Festivals and Events Strategy 2025-2029 does not directly impact this policy, however, there may be opportunities

to improve the policy once the strategy has been fully embedded into operations as part of the next scheduled policy review.

Financial Implications

The implementation of the Festivals and Events Strategy 2025-2029 will require budget allocations for the various actions identified. The funding for each activity will either be delivered from within the existing operating budget or will require new operating funds subject to approval as part of the annual review of the Long Term Financial Plan.

Economic Implications

The Strategy is expected to have a significant positive economic impact on Mandurah. By attracting tourists and supporting local businesses, festivals and events can create jobs, stimulate economic activity, and enhance the City's reputation as a vibrant destination. The Strategy aims to leverage these economic benefits to support the long-term growth and prosperity of Mandurah.

Environmental Implications

Sustainability is a key focus of the strategy. Measures will be implemented to minimise the environmental impact of events, including waste reduction, energy efficiency, and promoting eco-friendly practices among event organisers and attendees. The strategy also encourages the use of sustainable materials and technologies to ensure that events are environmentally responsible.

Risk Analysis

Having a well-defined Festivals and Events strategy plays a crucial role in managing risks associated with the City's identity and reputation. Without clear direction, events may be ad hoc or misaligned with the city's values, leading to confusion about what the city stands for and providing inconsistent messaging to external audiences. The draft Festivals and Events Strategy 2025-2029 is designed to ensure that events are developed to reflect the city's unique character, heritage, and aspirations, helping to build a cohesive brand that fosters community trust and encourages investment and visitation.

The strategy has been developed to help balance and manage community expectations, economic goals, and social connection. Mandurah has strong, interwoven social fabrics, and events play a vital role in fostering inclusiveness and belonging. A clear strategy ensures that events are not only economically viable but also socially beneficial, with equitable access and relevance for diverse groups. This approach minimises the risk of community disengagement or dissatisfaction by aligning events with local needs and values while also targeting opportunities that support tourism, local business growth, and broader regional development objectives.

Strategic Implications

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

Economy:

- Local jobs to retain our people and attract skilled workers
- A thriving city that residents are proud to call home and people want to visit
- A supportive business environment where investment is encouraged, and entrepreneurship prospers

Community:

- Safe and connected communities
- Inclusive and welcoming places, spaces and neighbourhoods

Leadership:

- A clear and shared vision for Mandurah's future
- Sound decisions based on evidence and meaningful engagement
- Responsible, transparent, value for money delivery of well planned, sustainable, projects, programs and services

Conclusion

The draft Festivals and Events Strategy for 2025–2029 is a comprehensive plan that aims to enhance the positive perception of Mandurah, deliver increased economic and social impact of the City's festivals and events program and maintain community satisfaction through the types of events that are attracted and delivered across the City.

NOTE:

Refer **Attachment 1.1** **Draft Festivals and Events Strategy 2025–2029**
Attachment 1.2 **Draft Festivals and Events Strategy 2025-2029 (Short Version)**

RECOMMENDATION

That Council:

- 1. Approves the draft Festivals & Events Strategy 2025-2029 as detailed in Attachment 1.1 for public advertising; and**
- 2. Notes that the final Strategy will be presented back to Council for formal adoption following consideration of the community and stakeholder feedback received during the public advertising period.**



Festivals and Events Strategy 2025-2029

(Version 1: Community Consultation)





Acknowledgement of Country

The City of Mandurah acknowledges the Bindjareb people, the traditional custodians of this land, and pays respect to all Elders, past and present. We acknowledge and respect their continuing culture and the contribution they make to the life of this City and the region.

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Message from the Mayor

The City of Mandurah invites the community and key event industry stakeholders to provide feedback on the draft "Festival and Events Strategy 2025-2029."

The City of Mandurah is proud of the success we have achieved through the delivery and hosting of a wide range of festivals and events.

From the large crowds each year that are part of the Mandurah Crab Fest, through to special family experiences that are created at local neighbour events such as Moonlight Movies, our events calendar has something for everyone. Events provide an opportunity for our community to come together and celebrate everything that is truly special about Mandurah.

The Festivals and Events Strategy 2025-2029 sets a pathway for the City of Mandurah to support and grow a strong program of events, and help us fulfil our purpose of shaping a vibrant city, delivering possibilities for everyone.

The strategy has been shaped by the feedback received through the consultation conducted as part of the 2024 Strategic Community Plan Big Check In, where residents told us that events should not only benefit the local community, but also showcase the beauty and vitality of Mandurah as a great place to live, work and visit.

Our goal is to create a vibrant, connected, and resilient community where individuals feel valued and empowered. By promoting cultural and artistic activities, and celebrating our unique lifestyle, the City aims to build a strong sense of identity and pride within the community, ensuring that Mandurah remains a dynamic and welcoming place for all.

Mandurah loves events and this strategy aims to strengthen and maximise the value they can offer to our city.


I look forward to seeing you at the next great Mandurah Event!

Caroline Knight

City of Mandurah Mayor



Executive Summary

OUR CURRENT POSITION	OUR ASPIRATIONS	OUR COMMITMENTS	MEASURES OF SUCCESS
<p>Mandurah’s Strengths</p> <ul style="list-style-type: none"> Strong commitment from Council Support of the local community Quality facilities and spaces Industry reputation National recognition Proximity to Perth <hr/> <p>Current Event Highlights</p> <ul style="list-style-type: none"> Crab Fest Christmas Lights Trail Arts Festival Giants of Mandurah Caravan & Camping Show Country Music Festival <hr/> <p>Strong Partnership Arrangements</p> <ul style="list-style-type: none"> Tourism WA & State Government Visit Mandurah Mandurah Performing Arts Centre Industry Partnerships 	<p>Community Priorities</p> <p>1. Regional Profile Promote and engage audiences to tell the story of Mandurah.</p> <p>2. Community Pride Foster community support to enhance local pride in hosting and delivering events in Mandurah.</p> <p>3. Long-Term Economic Impact Support local industry growth and development through increased event visitation and private investment.</p> <hr/> <p>Strategic Goal <i>To deliver events that bring our community together, enhance our reputation, support economic growth and celebrate our spirit and identity.</i></p>	<p>Attract</p> <ul style="list-style-type: none"> Identify new event opportunities that showcase our unique destination Prioritise events that align to Mandurah’s strengths <ul style="list-style-type: none"> Waterways & Nature Culture & Heritage (inc Aboriginal experiences) Mass Participation & Sport Arts & Creative experience Family fun Promote Mandurah’s festivals and events program to build community pride and drive tourism and visitation <hr/> <p>Grow</p> <ul style="list-style-type: none"> Build and extend the experience associated with the City’s existing cornerstone and feature events (i.e. Mandurah Crab Fest, Christmas Lights Trail, Mandurah Art Festival) Identify existing events (City and externally delivered) and support opportunities to maximise their potential Foster the growth of Mandurah’s local events industry 	<p>Measuring Success</p> <ol style="list-style-type: none"> Positive Perception of Mandurah - measures from surveying, media sentiment and reach. Sustained Community Satisfaction - captured via community sentiment Economic Benefits created from the Festivals & Events Program - Positive economic impact and return on investment outcomes exceed benchmark levels. <hr/> <p>Data Collection & Reporting</p> <ol style="list-style-type: none"> Post Event reports for all Feature and Cornerstone events. Quarterly Festivals & Events Program Report. Annual Festivals & Events Program Report.
<p>Opportunities for Growth</p> <ul style="list-style-type: none"> Build the external event portfolio Address event infrastructure gaps Strengthen our brand & reputation Enhanced local content Strengthen partnerships, attract sponsors Grow & foster the local events industry Consistency of reporting Celebrate success 	<p>Resourcing</p> <ol style="list-style-type: none"> Attract an increasing proportion of State Government and external festival and events funding. A mature local event industry with capacity to deliver large scale events. Self sustaining local market for festivals and events. 	<p>Deliver</p> <ul style="list-style-type: none"> Strategically plan and deliver the City’s Festivals & Events program Secure multi-year funding agreements (grants and sponsorship) for the City’s cornerstone and feature events Increase the total number of externally delivered events and explore opportunities for contracting out elements of existing events Deliver a program of locally based community events 	

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1. Our Current Position

Why are events important?

Our Current Position

Overview

Mandurah occupies a strong position in WA's Festivals and Events market.

Recognised as Australia's Top Tourism Town in 2023, Mandurah is a city situated amid stunning beaches, waterways, and an estuary that is twice the size of Sydney Harbour. Located less than an hour from Perth, it stands as Western Australia's largest regional city, home to over 100,000 residents. The area boasts a breathtaking natural environment with high quality indoor and outdoor venues capable of accommodating events on a local, state and national scale.

Why are events important?

Festivals and events fulfil an important role supporting strategic outcomes for both the economy and the community. They have formed a cornerstone of Mandurah's calendar of activities as the city has grown and developed.

A successful events program is an important economic driver as it helps to attract visitors, fill hotel rooms and sustain hospitality businesses. Analysis from the Tourism WA indicates that events have an economic return of approximately 5 dollars for every 1 dollar invested.

Events also play a vital role in sustaining the vibrancy and pride of place, showcasing its local culture and identity and creating social connections within the community. Events enhance a location's reputation as a desirable place to live, work, study and play.



100,000
Population
(approx)



45 years
Median
Age



36.5%
Households
with Children



\$43M
Events program
economic impact
2023/24



3.9M
Total Visitors
2024



132
Tourism
Industry-related
businesses



221
Accommodation
& Food Services
Businesses



7.4%
People employed in
Accommodation & Food
Services Industry



21
Major events
delivered in
2024/25



58
Community events
delivered in
2024/25



13
Major / Regional
Event Venues



14
District Level
Event Facilities

"An event is an activity or attraction that brings together participants, audiences and visitors, with a high level of interest in its content. It is accessible and should be available for all to attend."

WA's Events Industry

WA's events industry is a wide and diverse sector. Providers range from large scale event management companies and promoters, to smaller sole traders and community groups.

Government incentives play an important part in attracting and supporting WA's events industry. Funding ensures many events remain affordable and accessible for the population and enhance the State's reputation nationally and internationally. The City's events program is dependent on relationships with a number of key stakeholders:

Tourism WA & State Government

Tourism WA's Events Division is the State Government's major events agency responsible for procuring, developing, sponsoring and promoting events aimed at attracting visitors to drive economic and media impacts for WA. They also support and develop regional events to promote intrastate travel, create jobs and drive expenditure within local economies.

Tourism WA is the largest funding source that is available to support the planning, growth and development of events. The Tourism WA Events budget was \$58.4m in 2023/24. This was used to support 99 festivals and events across WA. Mandurah competes with other local governments and private event providers for a share of this budget.

The City's annual festival and events budget of \$3.1 million (2024/25) is relatively small in comparison. The City runs a diversified events calendar, delivering and supporting 21 major events and 58 smaller scale community events in 2024/25. The scale and number of events has grown in line with the City over the past 30 years.

Visit Mandurah

Visit Mandurah is the City's destination tourism organisation. Their priorities are to promote Mandurah and support local tourism businesses, event operators and venues.

The benefits that events provide are directly linked to Visit Mandurah's goals, providing many opportunities for collaboration, such as event funding, sharing of promotional resources, and out-of-area communication. They also showcase the diverse range of community-led activities promoting the sense that 'something is always on' in Mandurah.

Industry Partnerships

The City has worked over a number of years to develop strong relationships with agencies responsible for pitching and placing events. This has resulted in a number of major event successes including, Waterski and Wakeboarding World Cup, Ironman 70.3 Mandurah and the Australasian Police & Emergency Service Games.

Local event organisers, suppliers and venues are also essential partners in managing and delivering events. Historically, many event services have had to be sourced from outside the city, but Mandurah is now starting to see the development of a local event industry. The City has a leading role in the continued development of the sector through the promotion and facilitation of event opportunities for local businesses.

Private sponsors

Western Australia has a large and active sponsorship base. Sponsors value the benefit of association with events that benefit the community and present a positive image.

Mandurah's Strengths

Attractive Event Destination

The key strengths that Mandurah offers as an attractive destination to host and deliver festivals and events include:

- A strong commitment from Council to invest in and promote events, resulting in a diverse schedule of activities, many of which are free or low-cost.
- Enthusiastic backing from the local community, including volunteers, stakeholders, and businesses, contributing to high attendances.
- Quality indoor facilities and outdoor spaces available for a wide array of event opportunities from mass participation / large scale outdoor events, to smaller more intimate ticketed experiences.
- A solid reputation and history of attracting, supporting, and hosting significant events, with awards over many years recognising Mandurah's achievements.
- National acclaim as a "Top Tourism Town" and a favoured tourist destination.
- A proximity to WA's capital city Perth that enhances Mandurah's appeal as a convenient and attractive event location.

Community Connection

Events are vital for fostering community engagement, cultural enrichment, social cohesion and showcasing local talent. Initiatives from local neighbourhood activations to larger community events such as the Mandurah Arts Festival, Peel Open Studios, and Youth Beats Under the Bridge provide platforms for artistic expression, youth development, and community interaction. These event programs are designed to enhance the community's quality of life by offering diverse and inclusive opportunities for participation and learning.



Mandurah's Strengths

Current Event Highlights

City Delivered events

- Channel 7 Mandurah Crab Fest
- Mandurah Arts Festival
- Mandurah Christmas Lights Trail
- Mandurah Christmas Pageant
- New Years Eve Celebrations
- Peel Open Studios
- Readers & Writers Festival

Externally delivered events

- Giants of Mandurah
- Mandurah Rotary Duck Race
- Winter in Mandurah
- Mandurah Boat, Caravan, 4WD & Camping Show
- Country Music Festival

Mandurah's Major Events Calendar

January

Australia Day Celebrations,
Readers & Writers Festival

February

March

Channel 7 Mandurah Crab Fest

April

Rotary Duck Race, ANZAC Day Services

May

Peel Open Studios

June

July

Winter in Mandurah

August

September

Mandurah Arts Festival

October

Mandurah Boat, Caravan, 4WD
& Camping Show; Country Music Festival

November

December

Mandurah Christmas Lights Trail;
Christmas Pageant; New Years Eve



100,000+
Average attendance

\$16.1M
Economic Impact (2025)

84%
Attendee satisfaction



85,000+
Average attendance

\$3.3M
Economic Impact (2024)

86%
Attendee satisfaction



12,000
Estimated attendance

43
No. Events/Activities Delivered

99%
Attendee satisfaction



498,000
Attendance (12 months)

\$81M
Economic Impact (12 months)

99%
Attendee satisfaction

Opportunities for Growth

By understanding and establishing clear actions designed to capitalise on its strengths and opportunities, Mandurah will continue to grow as one of Western Australia's leading event destinations.

Through recent community and stakeholder engagement the following examples of feedback for areas of improvement have been extracted:

"Don't just limit Mandurah to being fabulous during the day"

"Lack of winter trade, very limited night life especially after 11pm"

"Lack of cultural enterprises such as a great Museum and Art Gallery"

"Continue to host quality events which continue to attract visitors who support local businesses"

Outlined below are the key areas of focus for future growth:

Build the City's External Event Portfolio

Actively look to source externally delivered events that align to Mandurah's brand, fill gaps in the existing calendar (shoulder and off peak periods – i.e. Winter) and work to build the night time economy.

Address Infrastructure Gaps & Maximise Capacity of Existing Assets

Business events and conferences are important to drive mid week and off peak activation, and support the local hospitality sector and event providers. As a regional City, Mandurah currently has a limited maximum capacity for large events. Future opportunities to host large events (such as sport and entertainment events) should also be explored along with long term planning to leverage existing assets and maximise their value and return.

Use Events to Strengthen Mandurah's Brand and Reputation

Events present a significant opportunity to promote Mandurah as a unique destination and to attract private investment for long term prosperity.

Enhanced Local Content

Leverage more local content and visual elements to promote Mandurah, including City support of events.

Strengthen Partnerships, Attract Sponsors

Collaborate with external organisations such as Tourism WA to bring new externally delivered events to the city, attract new sponsors to build on the City's brand, improve the delivery of existing events and ensure attendance is affordable.

Grow Existing Event Experiences & Foster the Local Events Industry

Identify opportunities to grow existing events (City and externally delivered) and provide clear information to support local businesses to develop Mandurah events supplier industry.

Unified Approach to Event Reporting

Implement consistent pre- and post-event reporting for all event categories and improve the City's website for event listings.

Celebrate Success

Encourage greater acknowledgement of event successes and outcomes and develop a local events forum to engage businesses and the community.

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2. Our Aspirations

Where we want to be

Our Aspirations

How does our community view events?

Festivals and events are a significant part of our community's life, offering excitement, diversity and enriching their lifestyle.

The presence of a vibrant array of festivals and events are greatly appreciated by Mandurah residents as they not only provide community benefits, but they also demonstrate why Mandurah is such an amazing place to live.

The feedback that residents provided through '2024 Strategic Community Plan Big Check In' highlighted the high value that the community place on events with some of the comments including:

"Mandurah's vibrant events, festivals, & music scene add excitement to our coastal life."

"The diversity of events, from festivals to shows, offers something for everyone in Mandurah."

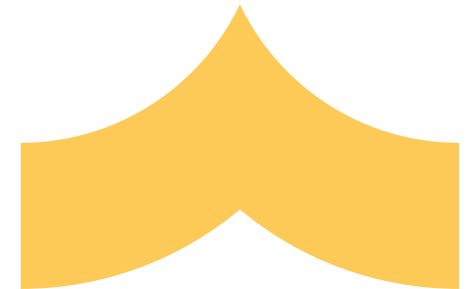
"Entertainment and events, like the Christmas Pageant and Crab Fest, define the Mandurah experience."

"The presence of arts, culture, and entertainment options enriches our community life."

"Mandurah's various events provide something to look forward to all year round."



Above: Word Cloud demonstrating "how our community views events in Mandurah"



Our Aspirations

What event objectives are important to our stakeholders?

In developing the Festivals and Events Strategy 2025-2029, the City directly engaged a number of important event stakeholders. Their valuable input highlighted three key objectives expected from the City’s festivals and events program moving forward:

1. Regional Profile

The festivals and events program should aim to enhance the City’s reputation and visibility beyond its local area.

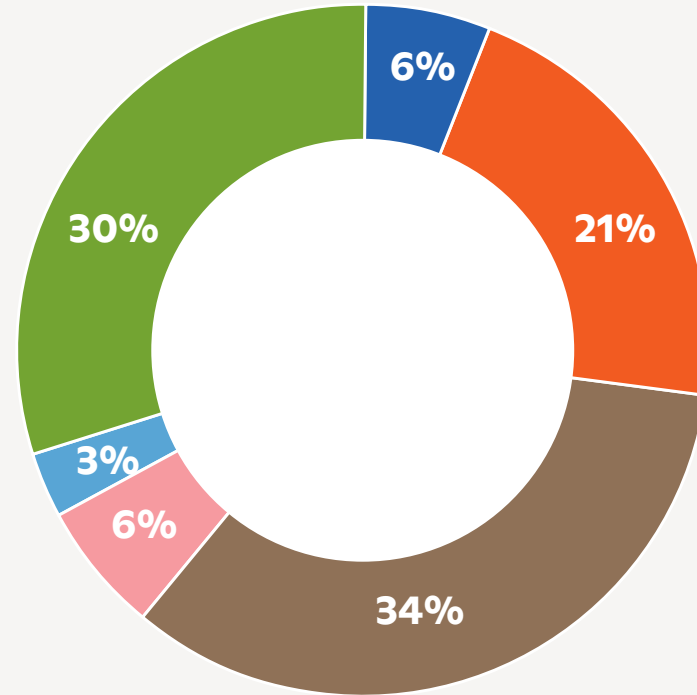
2. Community Pride

Activities should be crafted to instil a sense of pride within the community through their themes and implementation.

3. Long-term Economic Impact

Initiatives are to be designed to support the City’s sustainable development by providing enduring benefits.

The objectives that stakeholders desire from the City’s Festivals and Events Strategy are aligned to the feedback gathered from the community through the Big Check In process, reflecting a shared aspiration for a program of events that have an enduring positive impact on the City.



1.

Direct economic impact

Visitation, spend and local business impact during Event - 'Return on investment'

2.

Longer term economic impact

Building of city industry, future growth, return visitation and investment

3.

Regional profile

Promote to and engage audiences to tell the story of Mandurah

4.

Diverse calendar (a)

Spread events across the calendar year, city locations, 'peak' vs 'off-peak'

5.

Diverse calendar (b)

Event Types, scales and content.

6.

Community pride

Engage community support. Enhance local pride in hosting and delivering popular events. Reduce negative impact.

Above: The objectives that are the most important for the City’s Festivals and Events program

Our Aspirations – Event Outcomes

1. Regional Profile

Advocating and delivering possibilities for everyone

Events should enhance Mandurah’s image and reputation, engaging with the audience to promote the attractions and opportunities that the city offers.

Outcomes

- Showcase Mandurah as a vibrant, liveable and highly attractive destination to live, work and play.
- Increase regional, state and national awareness and engagement with Mandurah’s key assets.
- Increase externally led events – Mandurah wants to be a destination of choice for external event providers.
- Seek external funding to deliver events that align with State tourism outcomes.
- Celebrate and protect Mandurah’s waterways and natural environment.
- Promote environmentally sustainable event practices.

2. Community Pride

A city with a village heart, everyone has a place in our communities

Events should foster a sense of pride and connection among residents.

Outcomes

- Celebrate the diversity of the Mandurah community. Represent all areas of the community.
- Celebrate our unique place and culture.
- Foster Mandurah’s sense of pride and community connections.
- Deliver a year long event program that is safe, accessible, inclusive and welcoming to all.

3. Long-Term Economic Impact

Empowering our community to thrive

Events should support and build local business, and drive future investment and growth.

Outcomes

- Drive short and long-term economic impact.
- Support the local events industry and create jobs.
- Boost the local economy by supporting businesses and tourism.
- Create job opportunities and increase private investment.



Our Aspirations

The City of Mandurah aspires to be known and recognised as a destination that attracts and delivers high quality festivals and events. To support this objective, a self-assessment has been undertaken to understand the City's strengths and opportunities (see table opposite).

What makes a great event destination?

The City of Mandurah has recorded many event successes over the course of the past decade and is uniquely positioned to take advantage of its strengths and opportunities. An analysis of its maturity as an events destination has been captured against a list of assessment criteria to gauge Mandurah's current position.

Event Location & Facilities

The location where events are held and the facilities that they utilise, are also important factors in helping to drive the success of the strategy.

Event locations and facilities showcase the landscape, scenery and outlook. A well-balanced calendar of events across the year will include events of all scales and types, in as many areas as possible, to build a full and diverse picture of everything that Mandurah has to offer.

Assessment Criteria	Mandurah's Rating
Strategy and Vision	
A clear and understandable vision	Developing #
Established partnerships with key stakeholders to support delivery	Developing
Facilities and Location	
Ease of access	Strong (1 hr from Perth)
Quality natural environment	Strong
Quality outdoor event venues and locations (sport, music, festivals, water-based)	Strong
Quality indoor built event infrastructure (arts & culture, business conferences)	Developing
Range of accommodation options	Strong
Governance	
Flexible funding model to suit events of all scales	Developing
Clear application and approval systems	Developing
Post-event reporting	Developing#
Community Engagement	
Clear community explanation as to why Council supports events	Developing #
Full and detailed events calendar	Developing
Reports to the community regarding all outcomes and results	Developing #
Announce and celebrate events	Developing
Business Engagement	
Opportunities shared with local businesses	Developing
Proactive promotion of local businesses who support events	Developing #

An identified action in the Events Strategy 2025-2029

Strategic Alignment

The objectives and desired outcomes of the Festivals and Events Strategy 2025-2029 are directly aligned to the four key focus areas of the City of Mandurah's Strategic Community Plan 2024-2044: **Economy, Community, Environment and Leadership.**



Economy

Empowering our community to thrive

Community Outcomes

- 1.1. **Local jobs** to retain our people and attract skilled workers
- 1.4. A **thriving city** that **residents are proud** to call home and **people want to visit**
- 1.5. A **supportive business environment** where **investment is encouraged**, and **entrepreneurship prospers**



Community

A city with a village heart, everyone has a place in our communities

Community Outcomes

- 2.2. Safe and **connected communities**
- 2.3. **Inclusive** and **welcoming places, spaces** and neighbourhoods
- 2.4. An enriched, **creative**, and empowered **community that values culture, heritage** and life long learning



Environment

Built in nature, not on nature

Community Outcomes

- 3.3. Our **natural environment is celebrated, protected** and restored for generations to come
- 3.4. Our built environment is clean, **accessible and sustainable**
- 3.5. Our **coast and waterways** are healthy and **celebrated**



Leadership

Advocating and delivering possibilities for everyone

Community Outcomes

- 4.1. A **clear and shared vision** for Mandurah's future
- 4.4. **Well-maintained assets and facilities** that meet the needs of our community
- 4.5. Responsible, transparent, **value for money delivery** of well planned, sustainable, projects, programs and services

Strategic Alignment

The Festivals & Events Strategy 2025-2029 will have direct and indirect connections with a number of existing City Plans and Strategies:

City of Mandurah Economic Development Strategy

The Festivals and Events Strategy 2025 – 2029 supports a number of projects and outcomes with the City's Economic Development Strategy including City Centre activation, Investment Attraction, Tourism growth and development and Business support.

City of Mandurah Arts and Culture Strategy 2023 - 2028

The Arts and Culture Strategy aims to establish Mandurah as an inspired and innovative cultural city that celebrates diversity, creativity and opportunity. Within the strategy, festivals and events have been identified as an important vehicle to help deliver upon this goal.

City of Mandurah Place Enrichment Strategy 2023 - 2028

The Place Enrichment Strategy sets out a framework to facilitate community connection, build local capacity and support and motivate community-led initiatives. Investment in community events and neighbourhood activations are a key goal in achieving the objectives of the strategy.

City of Mandurah Youth Strategy 2021 - 2026

The Youth Strategy provides a framework for young people in Mandurah to feel connected with and proud of their community and see it as a place where they can participate, influence and inspire. Festivals and events are seen as a key vehicle to help facilitate the connection that young people have to their community.

City of Mandurah Access and Inclusion Plan 2021 - 2026

The purpose of the City of Mandurah's Access and Inclusion Plan is to create a vibrant and connected city that supports and improves the community for everyone. The Events Strategy 2025-2029 aims to support this objective through the planning and delivery of an inclusive annual event program.

City of Mandurah Child Safe Organisation Plan

The City of Mandurah's Child Safe Organisation Plan outlines the strategies and actions that govern how we operate as a local authority to ensure the safety and well-being of children in our community. Within the plan, the City commits to continuing to embed child safeguarding processes and practices into City events, and share this expectation with external event organisers.

The Strategy is also aligned to the WA State Government's Tourism and Events strategies including:

- **Tourism Western Australia - A Vision For Dream Events**
- **Western Australia Visitor Economy Strategy 2033**

Our Strategic Goal

To attract, support, create and deliver events that bring our community together, enhance our reputation, and celebrate our spirit and identity.





3. Our Commitments

How we get there

Our Commitments – Event Categories

Category 1: Cornerstone Events

A Cornerstone Event “tells the story” of Mandurah, showcasing the City’s unique qualities. It elevates Mandurah’s profile by attracting a significant audience from beyond the City’s borders – whether through attendance or media coverage. These events highlight Mandurah’s strengths and stand out as truly unique, making a powerful statement about the city. Audiences recognise the event’s alignment with the City’s Strategic Community Plan.

By fostering local connections and participation, Cornerstone events boost community pride and give residents a clear understanding of the City’s investment in the event. These events may be delivered by a City of Mandurah, or secured through external partnerships.

To be considered a Cornerstone Event, proposals must be submitted to the City, who will assess them against specific criteria. If successful, the event will be allocated sponsorship funding from the City’s annual external events attraction budget. Event proposals requiring funding outside of existing budgets will be referred to the Council for consideration.

Key Outcome

- Promote Mandurah to state and national audiences, enhancing the City’s image and fostering local community pride.

Secondary Outcomes

- Generate immediate and long-term tourism and economic benefits while promoting key Council priorities.

Category 2: Feature Events

Feature Events exist to service and deliver benefits for specific sectors of the community. This may include events that support tourism, local area optimisation, arts and culture or local business. They can be delivered by the City of Mandurah or by a sponsored organisation.

Key Outcome

- Achieve a year-round events calendar that builds liveability and lifestyle outcomes.

Secondary Outcomes

- Drive benefits for local businesses and promote local areas, tourism, and the arts.

Category 3: Community Events

Community Events highlight our diverse communities and offer each of them a chance to celebrate something of value. These events may be delivered by local groups who can apply for community grant funding or they may be organised by the City to celebrate and bring our community together.

Key Outcome

- Provide community activities and encourage engagement from across the city population.

Secondary Outcomes

- Demonstrate the vibrancy of the City and enhance community pride with an emphasis on free events. Ensure opportunities for all sectors of the community to engage.

Category 4: Civic Events

Civic Events are either delivered by the City or local groups with an interest and ability to manage the event successfully. Civic Events span a range of activities, including citizenship ceremonies and ANZAC Day and Australia Day celebrations, and can be of various sizes and scales. They are designed to be a celebration enjoyed by all sections of the community.

Key Outcome

- Provide the community with the opportunity to attend official celebrations.

Secondary outcome

- Foster community pride.

Our Commitments

Festivals and events that are delivered in Mandurah will be appropriately categorised with clearly articulated goals and outcomes. The City’s role in any event will be dependent on its category, with all categories being of equal importance to the City. While all categories of events have a role to play in achieving the City’s broader outcomes, each category is designed to have a specific purpose.

CATEGORY	1. Cornerstone Event	2. Feature Event	3. Community Event	4. Civic Event
Defining Features	<ul style="list-style-type: none"> Is unique and tells the story of Mandurah Has a local, state and national audience and media reach Attracts over 50,000 people to learn about Mandurah, either from participation, or through its media and online reach Links to wider City goals & objectives Visually showcases the City Supported by Tourism WA or other State based event funding program Ability to attract commercial sponsorship Creates local pride for Mandurah 	<ul style="list-style-type: none"> Primarily local audience Attractive event content Creates opportunities for local businesses Attracting statewide visitors and local spend Links to wider City goals and objectives 	<ul style="list-style-type: none"> Represents a local group or organisation Shows the diversity of the community Free or low cost Local services involvement – such as schools, sports clubs and community groups 	<ul style="list-style-type: none"> Celebrates something loved or important to the local community Welcoming, inclusive content
Aligned Outcomes	<p>Regional Profile:</p> <ul style="list-style-type: none"> Is unique and tells the story of Mandurah Drive the reputation of Mandurah to a state and national audience <p>Long-term Economic Benefit:</p> <ul style="list-style-type: none"> Create jobs and strengthen local business/industry Drive investment and economic growth <p>Community Pride:</p> <ul style="list-style-type: none"> Enhance community pride in the hosting of major events 	<p>Long Term Economic Benefit:</p> <ul style="list-style-type: none"> Achieve an annual calendar of events that promotes liveability and lifestyle Strengthen local business and industry Support for tourism, attractions, facilities and the arts Enhances community pride 	<p>Community Pride:</p> <ul style="list-style-type: none"> Creates community connections Represent the many communities within Mandurah Enhance community pride, by contributing to a diverse calendar of events 	<p>Community Pride:</p> <ul style="list-style-type: none"> To ensure the city celebrates together and welcomes new residents Enhances community pride
Delivered by	<ul style="list-style-type: none"> External Event Provider City of Mandurah 	<ul style="list-style-type: none"> External Event Provider City of Mandurah 	<ul style="list-style-type: none"> Community Club/Group City of Mandurah 	<ul style="list-style-type: none"> Community Club/Group City of Mandurah
Event Examples	<ul style="list-style-type: none"> Mandurah Crab Fest Mandurah Christmas Lights Trail AFL Pre-season Matches 	<ul style="list-style-type: none"> Mandurah Caravan & Camping Show Mandurah Country Music Festival Winter in Mandurah Mandurah Arts Festival 	<ul style="list-style-type: none"> En Plein Air Down Under Rotary Duck Race Music in the Burbs Moonlight Movies 	<ul style="list-style-type: none"> Australia Day Citizenship Ceremonies ANZAC Day

Implementation Plan

Outcome 1: Attract

1.1 Identify new event opportunities that showcase our unique destination

1.2 Prioritise and support events that align to Mandurah's strengths

Waterways & Nature • Culture & Heritage (incl. Aboriginal experiences) • Mass participation & sport • Arts & Creative experience • Family Fun

1.3 Promote Mandurah's festivals and events program to build community pride and drive tourism and visitation

Actions	Funding Type	Resourcing	Year 1 2025/26	Year 2 2026/27	Year 3 2027/28	Year 4 2028/29	Year 5 2029/30	Measures of Success / Milestones	Responsibility
New Event Attraction <ul style="list-style-type: none"> Actively seek new event opportunities that meet the priorities of the strategy and proactively engage event agents / organisers. Develop and strengthen the City's relationships with Tourism WA, other potential event funding partners and private event agents. 	Operating	Finance (\$,000)	Within existing operating budget \$218k	Within existing operating budget \$218k	Within existing operating budget \$218k	Within existing operating budget \$218k	Within existing operating budget \$218k	<ul style="list-style-type: none"> Secure a minimum of 12 feature category events each year 	Festivals & Events
	Operating	Finance (\$,000)	Within existing operating budget	Within existing operating budget	Within existing operating budget	Within existing operating budget	Within existing operating budget	<ul style="list-style-type: none"> Meet with TWA and other potential funding partners and event agents every 2 months 	Festivals & Events
Major Tourism Event Opportunity <ul style="list-style-type: none"> Identify options for Mandurah's next 'Major Tourism Event' opportunity (Cornerstone event) on the scale of the Giants of Mandurah. 	New Operating/ Capital (TBD)	Finance (\$,000)	Within existing operating budget (Arts & Culture Strategy)	Within existing operating budget (Arts & Culture Strategy)	Within existing operating budget (Arts & Culture Strategy)	Within existing operating budget (Arts & Culture Strategy)	Within existing operating budget (Arts & Culture Strategy)	<ul style="list-style-type: none"> Identify and present a new opportunity to Council by Jan 2028 	Visit Mandurah Festival & Events Arts & Culture
Event Prospectus <ul style="list-style-type: none"> Develop an event prospectus to highlight the benefits, opportunities, venues and audiences available, giving reasons to locate events in Mandurah. 	Operating	Finance (\$,000)	Within existing operating budget	Within existing operating budget	Within existing operating budget	Within existing operating budget	Within existing operating budget	<ul style="list-style-type: none"> Annual update of event sponsorship prospectus Share a minimum of 25 copies directly to event owners per year 	Festivals & Events Strategic Communications Visit Mandurah

Note: Financial amounts in years 2- 5 do not include annual CPI increases. These are determined as part of the annual review of the Long-Term Financial Plan.

Outcome 1: Attract continued

1.1 Identify new event opportunities that showcase our unique destination

1.2 Prioritise and support events that align to Mandurah’s strengths

Waterways & Nature • Culture & Heritage (incl. Aboriginal experiences) • Mass participation & sport • Arts & Creative experience • Family Fun

1.3 Promote Mandurah’s festivals and events program to build community pride and drive tourism and visitation

Actions	Funding Type	Resourcing	Year 1 2025/26	Year 2 2026/27	Year 3 2027/28	Year 4 2028/29	Year 5 2029/30	Measures of Success / Milestones	Responsibility
Events Calendar <ul style="list-style-type: none"> Create a new or updated Events Calendar that showcases all events, both Council and externally delivered, in line with the event categories defined within the strategy. 	Operating	Finance (\$,000)	Within existing operating budget	Within existing operating budget	Within existing operating budget	Within existing operating budget	Within existing operating budget	<ul style="list-style-type: none"> New Events Calendar in place by June 2026 	Systems & Projects Festivals & Events Strategic Communications
Facilities <ul style="list-style-type: none"> Undertake an audit of existing facilities (built and open spaces) to determine ability to attract and host events in Mandurah. Determine gaps in provision and make recommendations for temporary / new / upgraded facility and infrastructure requirements. 	New Operating	Finance (\$,000)	-	New operating \$25k	-	-	-	<ul style="list-style-type: none"> Audit report completed by June 2027 	Festivals & Events Visit Mandurah

Note: Financial amounts in years 2- 5 do not include annual CPI increases. These are determined as part of the annual review of the Long-Term Financial Plan.

Outcome 2: Grow

2.1 Build and extend the experience associated with the City’s existing cornerstone and feature events

(e.g. Mandurah Crab Fest, Christmas Lights Trail, Mandurah Art Festival)

2.2 Identify existing events (City and externally delivered) and support opportunities to maximise their potential

2.3 Foster the grown of Mandurah’s local events industry

Actions	Funding Type	Resourcing	Year 1 2025/26	Year 2 2026/27	Year 3 2027/28	Year 4 2028/29	Year 5 2029/30	Measures of Success / Milestones	Responsibility
<p>Mandurah Crab Fest</p> <ul style="list-style-type: none"> Undertake a review and develop a 3-year plan to build and extend the Crab Fest event experience. 	Operating	Finance (\$,000)	Within existing operating budget	-	-	-	-	<ul style="list-style-type: none"> Review and 3-year plan to be delivered by June 2026 	Festivals & Events Visit Mandurah
<p>Mandurah Christmas Lights Trail</p> <ul style="list-style-type: none"> Undertake a review and develop a 3-year plan to build and extend the Mandurah Christmas Lights Trail experience. 	Operating	Finance (\$,000)	-	Within existing operating budget	-	-	-	<ul style="list-style-type: none"> Review and 3-year plan to be delivered by June 2027 	Festivals & Events Visit Mandurah
<p>Mandurah Arts Festival</p> <ul style="list-style-type: none"> Develop a Growth Plan for the Mandurah Arts Festival that will position it as a potential future Cornerstone event within the annual events calendar. 	Operating	Finance (\$,000)	-	Within existing operating budget	-	-	-	<ul style="list-style-type: none"> Growth Plan delivered by June 2027 State / National awareness 	Arts & Culture

Note: Financial amounts in years 2- 5 do not include annual CPI increases. These are determined as part of the annual review of the Long-Term Financial Plan.



Outcome 2: Grow continued

2.1 Build and extend the experience associated with the City’s existing cornerstone and feature events

(e.g. Mandurah Crab Fest, Christmas Lights Trail, Mandurah Art Festival)

2.2 Identify existing events (City and externally delivered) and support opportunities to maximise their potential

2.3 Foster the growth of Mandurah’s local events industry

Actions	Funding Type	Resourcing	Year 1 2025/26	Year 2 2026/27	Year 3 2027/28	Year 4 2028/29	Year 5 2029/30	Measures of Success / Milestones	Responsibility
<p>Grow Local Mandurah Events</p> <ul style="list-style-type: none"> Identify existing externally delivered local events that align with Mandurah’s brand, and assist and support a plan to guide their growth into a future Feature event. 	Operating	Finance (\$,000)	Within existing operating budget	Within existing operating budget	Within existing operating budget	Within existing operating budget	Within existing operating budget	<ul style="list-style-type: none"> 1 new growth plan developed each year 	Festivals & Events Arts & Culture Strategic Communications
<p>Industry Development</p> <ul style="list-style-type: none"> Promote local business participation in the City’s festivals and events program through enhanced communication (such as Mandurah supplier programs). 	New Operating	Finance (\$,000)	Within existing operating budget	Within existing operating budget	Within existing operating budget	Within existing operating budget	Within existing operating budget	<ul style="list-style-type: none"> No. Local business engaged in the City’s Cornerstone and Feature events % Local Businesses taking up event stallholder opportunities at the City’s Cornerstone and Feature events 	Strategic Communications Festivals & Events Commercial Services
<p>Industry Recognition</p> <ul style="list-style-type: none"> Develop a local ‘Mandurah Event Supplier’ logo to distribute to, encourage and recognise local businesses (event suppliers) and help grow the events industry in Mandurah. 	Operating	Finance (\$,000)	-	Within existing operating budget \$10k	Within existing operating budget	Within existing operating budget	Within existing operating budget	<ul style="list-style-type: none"> New logo developed 10 new local businesses involved in the events program each year (logo displayed) 	Strategic Communications Festivals & Events

Note: Financial amounts in years 2- 5 do not include annual CPI increases. These are determined as part of the annual review of the Long-Term Financial Plan.

Outcome 3: Deliver

- 3.1 Strategically plan and deliver the City’s Festivals and Events program**
- 3.2 Secure multi year funding agreements (grants and sponsorship) for the City’s cornerstone and feature events**
- 3.3 Increase the total number of externally delivered events and explore opportunities for contracting out elements of existing events**
- 3.4 Deliver a program of locally based community events**

Actions	Funding Type	Resourcing	Year 1 2025/26	Year 2 2026/27	Year 3 2027/28	Year 4 2028/29	Year 5 2029/30	Measures of Success / Milestones	Responsibility
City Events									
<ul style="list-style-type: none"> • Plan and deliver the City’s major events as highlights of the City’s annual events calendar, including ongoing investigations into the outsourcing of identified event elements: 									
1. Mandurah Crab Fest	Operating	Finance (\$,000)	Within existing operating budget \$640k	Within existing operating budget \$640k	Within existing operating budget \$640k	Within existing operating budget \$640k	Within existing operating budget \$640k	<ul style="list-style-type: none"> • Event Attendance – 100,000 • Return on Investment - >\$15:1 • Event satisfaction - >85% 	Festivals & Events
2. Mandurah Christmas Lights Trail	Operating	Finance (\$,000)	Within existing operating budget \$522k	Within existing operating budget \$522k	Within existing operating budget \$522k	Within existing operating budget \$522k	Within existing operating budget \$522k	<ul style="list-style-type: none"> • Event Attendance – 80,000 • Event satisfaction - >85% 	Festivals & Events
3. Mandurah Arts Festival	Operating	Finance (\$,000)	Within existing operating budget \$283k	Within existing operating budget \$283k	Within existing operating budget \$283k	Within existing operating budget \$283k	Within existing operating budget \$283k	<ul style="list-style-type: none"> • No. events / activities delivered • No. community groups / artists engaged 	Arts & Culture

Note: Financial amounts in years 2- 5 do not include annual CPI increases. These are determined as part of the annual review of the Long-Term Financial Plan.

Outcome 3: Deliver continued

3.1 Strategically plan and deliver the City’s Festivals and Events program

3.2 Secure multi year funding agreements (grants and sponsorship) for the City’s cornerstone and feature events

3.3 Increase the total number of externally delivered events and explore opportunities for contracting out elements of existing events

3.4 Deliver a program of locally based community events

Actions	Funding Type	Resourcing	Year 1 2025/26	Year 2 2026/27	Year 3 2027/28	Year 4 2028/29	Year 5 2029/30	Measures of Success / Milestones	Responsibility
<p>Leverage Council & Community Objectives</p> <ul style="list-style-type: none"> Promote Council and Community priorities and objectives through four (4) Cornerstone or Feature events each year. 	Operating	Finance (\$,000)	Within existing operating budget	Within existing operating budget	Within existing operating budget	Within existing operating budget	Within existing operating budget	<ul style="list-style-type: none"> Council / community objectives clearly defined Evidence of Council/ community priorities promoted Positive economic impact 	Festivals & Events Strategic Communications Visit Mandurah
<p>Value Event Sponsorship</p> <ul style="list-style-type: none"> Undertake an assessment of the commercial value of key City events (Crab Fest, Christmas Lights Trail, Mandurah Arts Festival) to determine value and guide future sponsorship investment targets. 	Operating	Finance (\$,000)	Within existing operating budget	-	-	Within existing operating budget	-	<ul style="list-style-type: none"> Initial report due June 2026 Sponsorship target (% of total event budget) achieved 	Strategic Communications Festivals & Events Arts & Culture
<p>Environmental Sustainability & Accessibility</p> <ul style="list-style-type: none"> Create and provide clear guidelines on the City’s environmental sustainability and accessibility expectations for events held in Mandurah and communicate these to event organisers. 	New Operating	Finance (\$,000)	-	Within existing operating budget	Within existing operating budget	Within existing operating budget	Within existing operating budget	<ul style="list-style-type: none"> Guidelines developed and communicated Audit conducted of 4 events per year (from Yr 3) with event outcomes measured 	Environmental Services Community Development Arts & Culture Festivals & Events

Note: Financial amounts in years 2- 5 do not include annual CPI increases. These are determined as part of the annual review of the Long-Term Financial Plan.

Outcome 3: Deliver continued

- 3.1 Strategically plan and deliver the City’s Festivals and Events program**
- 3.2 Secure multi year funding agreements (grants and sponsorship) for the City’s cornerstone and feature events**
- 3.3 Increase the total number of externally delivered events and explore opportunities for contracting out elements of existing events**
- 3.4 Deliver a program of locally based community events**

Actions	Funding Type	Resourcing	Year 1 2025/26	Year 2 2026/27	Year 3 2027/28	Year 4 2028/29	Year 5 2029/30	Measures of Success / Milestones	Responsibility
Volunteer Management <ul style="list-style-type: none"> • Explore opportunities to connect local Event Volunteers to event organisers (external and City). 	New Operating	Finance (\$,000)	-	Within existing operating budget	Within existing operating budget	Within existing operating budget	Within existing operating budget	<ul style="list-style-type: none"> • 100+ local event volunteers identified 	Healthy Communities Festivals & Events Arts & Culture
Neighbourhood Events <ul style="list-style-type: none"> • Plan and deliver an annual program of community events aimed at fostering community connections and activating local neighbourhoods. 	Operating	Finance (\$,000)	Within existing operating budget	Within existing operating budget	Within existing operating budget	Within existing operating budget	Within existing operating budget	<ul style="list-style-type: none"> • Initial report due June 2026 	Community Development
Community Events <ul style="list-style-type: none"> • Undertake a strategic review of key community events including the time / month of the year delivered, (to help create a diverse annual calendar of events), location and alignment with the City’s brand and the objectives of the strategy. Events to be included <ul style="list-style-type: none"> • Readers & Writers Festival • Mandurah Open Studios • Heritage Festival • NAIDOC Week 	Operating	Finance (\$,000)	Within existing operating budget	Within existing operating budget	-	-	-	<ul style="list-style-type: none"> • Events to be reviewed with recommendations to be presented by June 2027 	Community Development

Note: Financial amounts in years 2- 5 do not include annual CPI increases. These are determined as part of the annual review of the Long-Term Financial Plan.

Outcome 3: Deliver continued

- 3.1** Strategically plan and deliver the City’s Festivals and Events program
- 3.2** Secure multi year funding agreements (grants and sponsorship) for the City’s cornerstone and feature events
- 3.3** Increase the total number of externally delivered events and explore opportunities for contracting out elements of existing events
- 3.4** Deliver a program of locally based community events

Actions	Funding Type	Resourcing	Year 1 2025/26	Year 2 2026/27	Year 3 2027/28	Year 4 2028/29	Year 5 2029/30	Measures of Success / Milestones	Responsibility
Community Event Grants <ul style="list-style-type: none"> • Undertake a review of the Community Event Grants program to ensure alignment with the Festivals and Events and Place Enrichment Strategies. 	Operating	Finance (\$,000)	Within existing operating budget	-	-	-	-	<ul style="list-style-type: none"> • Review completed by June 2026 	Festivals & Events Community Development
Program Review <ul style="list-style-type: none"> • Undertake an annual review of the Events Program. • Develop a consistent way to measure the benefits and return on investment for all Cornerstone and Feature events. 	Operating	Finance (\$,000)	Within existing operating budget	Within existing operating budget	Within existing operating budget	Within existing operating budget	Within existing operating budget	<ul style="list-style-type: none"> • Demonstrable, positive social and economic return on the event’s program 	Festivals & Events
Event Reporting <ul style="list-style-type: none"> • Develop an Annual Report for Council and community that demonstrates the outcomes achieved by the City’s Events Program against each event category. • Include post event reporting requirements in all event agreements (grant and sponsorship) with information relative to the event type. 	Operating	Finance (\$,000)	Within existing operating budget	Within existing operating budget	Within existing operating budget	Within existing operating budget	Within existing operating budget	<ul style="list-style-type: none"> • Annual Report generated and distributed each year • Post event reports received for all Cornerstone and Feature events 	Festivals & Events Community Development Arts & Culture Strategic Communications

Note: Financial amounts in years 2- 5 do not include annual CPI increases. These are determined as part of the annual review of the Long-Term Financial Plan.

Outcome 3: Deliver continued

- 3.1 Strategically plan and deliver the City’s Festivals and Events program**
- 3.2 Secure multi year funding agreements (grants and sponsorship) for the City’s cornerstone and feature events**
- 3.3 Increase the total number of externally delivered events and explore opportunities for contracting out elements of existing events**
- 3.4 Deliver a program of locally based community events**

Actions	Funding Type	Resourcing	Year 1 2025/26	Year 2 2026/27	Year 3 2027/28	Year 4 2028/29	Year 5 2029/30	Measures of Success / Milestones	Responsibility
<p>Strategic Events Working Group</p> <ul style="list-style-type: none"> • Establish a strategic working group between key event stakeholders to share ideas and plans and maximise event outcomes. 	Operating	Finance (\$,000)	Within existing operating budget	Within existing operating budget	Within existing operating budget	Within existing operating budget	Within existing operating budget	<ul style="list-style-type: none"> • Monthly Meetings • Actions reported • Review effectiveness annually 	Festivals & Events, Transform Mandurah, Community Services, Arts & Culture Visit Mandurah, ManPAC
<p>Review of Staff Resourcing</p> <ul style="list-style-type: none"> • Undertake a review of the Festivals and Events team resource requirements (staffing structure and skills assessment) in line with the objectives of the new strategy, with recommendations for any changes to be presented through the Long Term Financial Plan review process. 	Operating	Finance (\$,000)	Within existing operating budget	-	-	-	-	<ul style="list-style-type: none"> • Review completed by June 2026 	Festivals & Events

Note: Financial amounts in years 2- 5 do not include annual CPI increases. These are determined as part of the annual review of the Long-Term Financial Plan.



4. What success looks like

Measures of Success

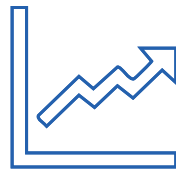
Measures of Success

The successful implementation of the City's Festivals and Events Strategy will result in outcomes aligned to the following measures of success:



Positive Perception of Mandurah

Measures from surveying, media sentiment and reach



Economic and Social Benefits

Positive economic impact and return on investment outcomes exceed benchmark levels



Community Satisfaction

Captured via community sentiment

Data Collection & Reporting

To benchmark existing event initiatives and guide future event investment, effective event data collection and outcome reporting is crucial.

Data collection is a vital tool for assessing the impact of any event. Post-event reporting is essential to determine the value or outcomes from each event, which can be reported individually (for a single event) or as a combination of outcomes from all events (the annual program of activities).

The system ensures that data is collected at every event, with the level of detail increasing depending on the type of event and the City's level of investment in it.

Appropriate data collection and reporting on events is a significant risk mitigation activity for the City, ensuring transparency in event spending.

When viewed as a unified program, events generate both immediate and long-term benefits to the City. The following data points can be used to measure the short-term impact of an event and the longer-term value.

For each event category, event organisers will be required to show their contribution to the short and long-term goals by reporting the following:

Immediate (delivered during the event)	Longer term (impact before & after the event)
Attendance and satisfaction	Annual community / liveability surveys
Community engagement numbers	Annual visitation numbers and inputs
Community surveys and feedback	Total event community attendance & interaction
Visitation data and economic benefit	Local business and employment growth
Local business outcomes	Annual audience reach and responses
Media and audience reach	Collection of imagery and promotional tools
Quality of imagery and event design	Assess links and benefits for wider programs
Links to City of Mandurah projects & targets	

Community and Civic Events

- Delivery date(s)
- Event attendance
- Details of the communities or community groups engaged
- Funding model: Free or ticketed event, any grants received

Feature Events

All of the above, plus:

- Out-of-region visitation
- Estimate of overnight visitors and average length of stay
- No. of local event services engaged and total spend on local event services
- Uniqueness of content
- Demand for the event (i.e. was it a sell-out?)

- How the event was locally promoted
- Event experience feedback

Cornerstone Events

All of the above, plus:

- Primary purpose visitors (attendees who came specifically for the event)
- Average daily spend
- Overview of local, state, national and social (including influencers) media coverage including unique content (i.e. specific imagery unique to Mandurah)
- Evidence of City of Mandurah and State branding at the event
- Opportunities for the promotion of Council initiatives and successes
- Total event budget and value of other funding sources

Event Attraction

What type of events do we hope to attract?

One of the key objectives of the City's Festivals and Events Strategy is to ensure consistency for all event stakeholders.

While the City of Mandurah attracts, supports, creates or delivers different types of events, each with its own goals and targets, this strategy provides a unified framework for consistent event reporting and outcomes. This will be achieved through clearly defined success metrics and ongoing event data collection, enabling informed decision-making for future strategic event development.

Future events will:

- Align with Mandurah's strengths, successes and opportunities.
- Represent our diverse community by incorporating feedback from key stakeholders.
- Determine realistic goals for the City considering our regional competitors' activities in the events space, while also outlining areas for improvement.
- Define priorities and measurable outcomes for event development and support.
- Emphasise data collection and transparency to guide future event planning.

- Categorise events into four types: Cornerstone, Feature, Community and Civic.
- Ensure direct links with the City's existing strategies.
- Work with Visit Mandurah and Tourism WA to maximise the City's tourism and economic objectives.

What makes an event unique?

Uniqueness refers to the ability of an event to represent the City. It is distinctive, memorable and unmatched. The criteria used to determine uniqueness are:

- Is the event held anywhere else, using the same style or structure?
- Does the location of the event and event concept showcase the City (through imagery, content or style)?
- Is the content of the event likely to raise community interest and pride?

e.g. A travelling music event, held in many parts of the country, confined to a stadium, with no clear link to the City, is not unique.

How do events showcase the City?

There are many ways events can showcase a place. Some examples include:

- **Liveability:** Evokes a feeling of 'something is always on'
- **Scenery:** Shows off the City and its surroundings highlighting the visual beauty of the area.
- **Opportunity:** Outlines why people choose Mandurah to live, study or invest.
- **Diverse Culture:** Highlights the range of community stakeholders active in the City.
- **Tourism:** Promotes the facilities, services, and activities that make Mandurah a great place to visit.

At the City of Mandurah, each category of event will have different 'showcasing' potential. A Cornerstone Event may highlight all the options above, while other events may contribute to a calendar of activities that work together to showcase the City. Events also offer low-cost marketing opportunities for the City, passively informing and educating audiences about Mandurah and its surroundings.





Festivals and Events Strategy 2025-2029



Executive Summary

OUR CURRENT POSITION	OUR ASPIRATIONS	OUR COMMITMENTS	MEASURES OF SUCCESS
<p>Mandurah’s Strengths</p> <ul style="list-style-type: none"> • Strong commitment from Council • Support of the local community • Quality facilities and spaces • Industry reputation • National recognition • Proximity to Perth <hr/> <p>Current Event Highlights</p> <ul style="list-style-type: none"> • Crab Fest • Christmas Lights Trail • Arts Festival • Giants of Mandurah • Caravan & Camping Show • Country Music Festival <hr/> <p>Strong Partnership Arrangements</p> <ul style="list-style-type: none"> • Tourism WA & State Government • Visit Mandurah • Mandurah Performing Arts Centre • Industry Partnerships 	<p>Community Priorities</p> <p>1. Regional Profile Promote and engage audiences to tell the story of Mandurah.</p> <p>2. Community Pride Foster community support to enhance local pride in hosting and delivering events in Mandurah.</p> <p>3. Long-Term Economic Impact Support local industry growth and development through increased event visitation and private investment.</p> <hr/> <p>Strategic Goal <i>To deliver events that bring our community together, enhance our reputation, support economic growth and celebrate our spirit and identity.</i></p>	<p>Attract</p> <ul style="list-style-type: none"> • Identify new event opportunities that showcase our unique destination • Prioritise events that align to Mandurah’s strengths <ul style="list-style-type: none"> • Waterways & Nature • Culture & Heritage (inc Aboriginal experiences) • Mass Participation & Sport • Arts & Creative experience • Family fun • Promote Mandurah’s festivals and events program to build community pride and drive tourism and visitation <hr/> <p>Grow</p> <ul style="list-style-type: none"> • Build and extend the experience associated with the City’s existing cornerstone and feature events (i.e. Mandurah Crab Fest, Christmas Lights Trail, Mandurah Art Festival) • Identify existing events (City and externally delivered) and support opportunities to maximise their potential • Foster the growth of Mandurah’s local events industry 	<p>Measuring Success</p> <ol style="list-style-type: none"> 1. Positive Perception of Mandurah - measures from surveying, media sentiment and reach. 2. Sustained Community Satisfaction - captured via community sentiment 3. Economic Benefits created from the Festivals & Events Program - Positive economic impact and return on investment outcomes exceed benchmark levels. <hr/> <p>Data Collection & Reporting</p> <ol style="list-style-type: none"> a. Post Event reports for all Feature and Cornerstone events. b. Quarterly Festivals & Events Program Report. c. Annual Festivals & Events Program Report.
<p>Opportunities for Growth</p> <ul style="list-style-type: none"> • Build the external event portfolio • Address event infrastructure gaps • Strengthen our brand & reputation • Enhanced local content • Strengthen partnerships, attract sponsors • Grow & foster local events industry • Consistency of reporting • Celebrate success 	<p>Resourcing</p> <ol style="list-style-type: none"> a. Attract an increasing proportion of State Government and external festival and events funding. b. A mature local event industry with capacity to deliver large scale events. c. Self sustaining local market for festivals and events. 	<p>Deliver</p> <ul style="list-style-type: none"> • Strategically plan and deliver the City’s Festivals & Events program • Secure multi-year funding agreements (grants and sponsorship) for the City’s cornerstone and feature events • Increase the total number of externally delivered events and explore opportunities for contracting out elements of existing events • Deliver a program of locally based community events 	

Our Current Position

Overview

Mandurah occupies a strong position in WA's Festivals and Events market.

Recognised as Australia's Top Tourism Town in 2023, Mandurah is a city situated amid stunning beaches, waterways, and an estuary that is twice the size of Sydney Harbour. Located less than an hour from Perth, it stands as Western Australia's largest regional city, home to over 100,000 residents. The area boasts a breathtaking natural environment with high quality indoor and outdoor venues capable of accommodating events on a local, state and national scale.

Why are events important?

Festivals and events fulfil an important role supporting strategic outcomes for both the economy and the community. They have formed a cornerstone of Mandurah's calendar of activities as the city has grown and developed.

A successful events program is an important economic driver as it helps to attract visitors, fill hotel rooms and sustain hospitality businesses. Analysis from the Tourism WA indicates that events have an economic return of approximately 5 dollars for every 1 dollar invested.

Events also play a vital role in sustaining the vibrancy and pride of place, showcasing its local culture and identity and creating social connections within the community. Events enhance a location's reputation as a desirable place to live, work, study and play.



100,000
Population
(approx)



45 years
Median
Age



36.5%
Households
with Children



\$43M
Events program
economic impact
2023/24



3.9M
Total Visitors
2024



132
Tourism
Industry-related
businesses



221
Accommodation
& Food Services
Businesses



7.4%
People employed in
Accommodation & Food
Services Industry



21
Major events
delivered in
2024/25



58
Community events
delivered in
2024/25



13
Major / Regional
Event Venues



14
District Level
Event Facilities

"An event is an activity or attraction that brings together participants, audiences and visitors, with a high level of interest in its content. It is accessible and should be available for all to attend."

Mandurah's Strengths

Current Event Highlights

City Delivered events

Channel 7 Mandurah Crab Fest
 Mandurah Arts Festival
 Mandurah Christmas Lights Trail
 Mandurah Christmas Pageant
 New Years Eve Celebrations
 Peel Open Studios
 Readers & Writers Festival

Externally delivered events

Giants of Mandurah
 Mandurah Rotary Duck Race
 Winter in Mandurah
 Mandurah Boat, Caravan, 4WD & Camping Show
 Country Music Festival

Mandurah's Major Events Calendar

January

Australia Day Celebrations,
 Readers & Writers Festival

February

March

Channel 7 Mandurah Crab Fest

April

Rotary Duck Race, ANZAC Day Services

May

Peel Open Studios

June

July

Winter in Mandurah

August

September

Mandurah Arts Festival

October

Mandurah Boat, Caravan, 4WD
 & Camping Show; Country Music Festival

November

December

Mandurah Christmas Lights Trail;
 Christmas Pageant; New Years Eve



100,000+
 Average attendance

\$16.1M
 Economic Impact (2025)

84%
 Attendee satisfaction



85,000+
 Average attendance

\$3.3M
 Economic Impact (2024)

86%
 Attendee satisfaction



12,000
 Estimated attendance

43
 No. Events/Activities Delivered

99%
 Attendee satisfaction



498,000
 Attendance (12 months)

\$81M
 Economic Impact (12 months)

99%
 Attendee satisfaction

Our Aspirations

What event objectives are important to our stakeholders?

In developing the Festivals and Events Strategy 2025-2029, the City directly engaged a number of important event stakeholders. Their valuable input highlighted three key objectives expected from the City's festivals and events program moving forward:

1. Regional Profile

The festivals and events program should aim to enhance the City's reputation and visibility beyond its local area.

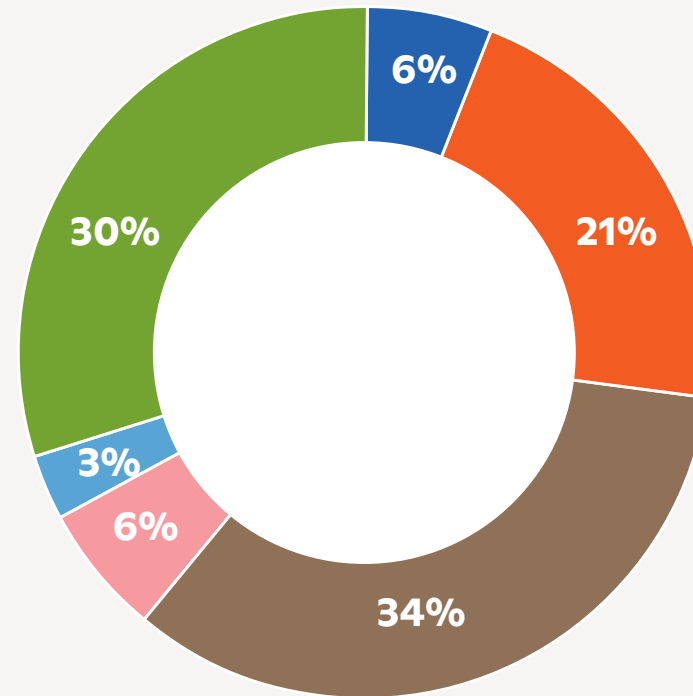
2. Community Pride

Activities should be crafted to instil a sense of pride within the community through their themes and implementation.

3. Long-term Economic Impact

Initiatives are to be designed to support the City's sustainable development by providing enduring benefits.

The objectives that stakeholders desire from the City's Festivals and Events Strategy are aligned to the feedback gathered from the community through the Big Check In process, reflecting a shared aspiration for a program of events that have an enduring positive impact on the City.



1.

Direct economic impact

Visitation, spend and local business impact during Event - 'Return on investment'

2.

Longer term economic impact

Building of city industry, future growth, return visitation and investment

3.

Regional profile

Promote to and engage audiences to tell the story of Mandurah

4.

Diverse calendar (a)

Spread events across the calendar year, city locations, 'peak' vs 'off-peak'

5.

Diverse calendar (b)

Event Types, scales and content.

6.

Community pride

Engage community support. Enhance local pride in hosting and delivering popular events. Reduce negative impact.

Above: The objectives that are the most important for the City's Festivals and Events program

Our Event Categories

Festivals and events that are delivered in Mandurah will be appropriately categorised with clearly articulated goals and outcomes. The City's role in any event will be dependent on its category, with all categories being of equal importance to the City. While all categories of events have a role to play in achieving the City's broader outcomes, each category is designed to have a specific purpose.

CATEGORY	1. Cornerstone Event	2. Feature Event	3. Community Event	4. Civic Event
Defining Features	<ul style="list-style-type: none"> Is unique and tells the story of Mandurah Has a local, state and national audience and media reach Attracts over 50,000 people to learn about Mandurah, either from participation, or through its media and online reach Links to wider City goals & objectives Visually showcases the City Supported by Tourism WA or other State based event funding program Ability to attract commercial sponsorship Creates local pride for Mandurah 	<ul style="list-style-type: none"> Primarily local audience Attractive event content Creates opportunities for local businesses Attracting statewide visitors and local spend Links to wider City goals and objectives 	<ul style="list-style-type: none"> Represents a local group or organisation Shows the diversity of the community Free or low cost Local services involvement – such as schools, sports clubs and community groups 	<ul style="list-style-type: none"> Celebrates something loved or important to the local community Welcoming, inclusive content
Aligned Outcomes	<p>Regional Profile:</p> <ul style="list-style-type: none"> Is unique and tells the story of Mandurah Drive the reputation of Mandurah to a state and national audience <p>Long-term Economic Benefit:</p> <ul style="list-style-type: none"> Create jobs and strengthen local business/industry Drive investment and economic growth <p>Community Pride:</p> <ul style="list-style-type: none"> Enhance community pride in the hosting of major events 	<p>Long Term Economic Benefit:</p> <ul style="list-style-type: none"> Achieve an annual calendar of events that promotes liveability and lifestyle Strengthen local business and industry Support for tourism, attractions, facilities and the arts Enhances community pride 	<p>Community Pride:</p> <ul style="list-style-type: none"> Creates community connections Represent the many communities within Mandurah Enhance community pride, by contributing to a diverse calendar of events 	<p>Community Pride:</p> <ul style="list-style-type: none"> To ensure the city celebrates together and welcomes new residents Enhances community pride
Delivered by	<ul style="list-style-type: none"> External Event Provider City of Mandurah 	<ul style="list-style-type: none"> External Event Provider City of Mandurah 	<ul style="list-style-type: none"> Community Club/Group City of Mandurah 	<ul style="list-style-type: none"> Community Club/Group City of Mandurah
Event Examples	<ul style="list-style-type: none"> Mandurah Crab Fest Mandurah Christmas Lights Trail AFL Pre-season Matches 	<ul style="list-style-type: none"> Mandurah Caravan & Camping Show Mandurah Country Music Festival Winter in Mandurah Mandurah Arts Festival 	<ul style="list-style-type: none"> En Plein Air Down Under Rotary Duck Race Music in the Burbs Moonlight Movies 	<ul style="list-style-type: none"> Australia Day Citizenship Ceremonies ANZAC Day

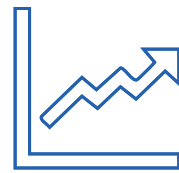
Measures of Success

The successful implementation of the City's Festivals and Events Strategy will result in outcomes aligned to the following measures of success:



Positive Perception of Mandurah

Measures from surveying, media sentiment and reach



Economic and Social Benefits

Positive economic impact and return on investment outcomes exceed benchmark levels



Community Satisfaction

Captured via community sentiment



2	SUBJECT:	CSRFF 2025/26 Small Grants Winter Round
	DIRECTOR:	Place and Community
	MEETING:	Council Meeting
	MEETING DATE:	22 July 2025

Summary

The Community Sporting and Recreation Facilities Fund (CSRFF) is administered by the Department of Creative Industries, Tourism and Sport (CITS), formerly known as the Department of Local Government, Sport and Cultural Industries. The fund provides financial assistance to community groups and local government authorities for the development of infrastructure that supports sport and recreation.

The CSRFF small grants round aims to increase participation in sport and recreation, with an emphasis on physical activity, through the development of sustainable, quality, well designed and well utilised facilities where the total cost of the project does not exceed \$500,000.

The application process for submissions under this grant type requires local government authorities to undertake an initial assessment to ensure that the proposed projects are well planned, prioritised and are of positive benefit to the community.

The City has received one (1) application as part of the CSRFF Small Grants – Winter Round:

- Dudley Park Bowling Club (DPBC) for an extension to the internal storage area.

Council is requested to support the rating of “medium/high” and support the ranking “one of one applications” for the 2025/26 CSRFF Small Grants – Winter Round.

Disclosure of Interest

N/A

Location

Dudley Park Bowling Club, 2 Comet Street, Dudley Park



Previous Relevant Documentation

G.20/7/20	23 July 2020	Council supported the rankings and ratings for the 2020/21 CSRFF Small Grants Winter Round application from Dudley Park Bowling Club Project: Installation of security fencing ranking it second out of two applications received. This application was unsuccessful, and the project was completed via other external funding avenues.
CC.8/8/19	19 August 2019	Council supported the rankings and ratings for the Community Sport and Recreation Facility Fund Small Grant application from Dudley Park Bowling Club Project: Replacement of bowling green D and upgrade of sports lighting to LED. This application was successful in receiving funding only for the LED lighting upgrade and the club funded the rest with the City continuing to fund one third of the total project cost as per the endorsement.

Background

CITS offers three grant categories within the CSRFF program:

- a) Forward Planning Grants: \$166,667 to \$2,500,000 can be allocated to large-scale projects where the total project cost exceeds \$500,000 and involves a detailed level of planning. Grants given in this category can be claimed up to 3 financial years following the date of approval, depending on the requirements and approved details of the project. The maximum CSRFF grant approved can be no greater than one-third of the total estimated cost. The CITS contribution must be at least matched by the applicant's contribution. The remaining third can be secured by the applicant or other partner.
- b) Small Grants: \$7,500 to \$200,000 can be allocated to projects involving a basic level of planning. The total project cost for Small Grants must not exceed \$500,000. Grants awarded in this category must be claimed in the financial year following the date of approval. There are two rounds per year and coincide with the summer and winter sporting seasons. The maximum CSRFF grant approved can be no greater than half (50%) of the total estimated project cost, up to a maximum amount of \$200,000. The remaining half can be secured by the applicant or split with other partner(s).
- c) Club Night Lights Program: \$1 million can be allocated to develop sports floodlighting. Grants awarded in this category must be claimed in the financial year following date of approval. There is one round per year.

Council is required by CITS to rate each project according to individual merit, and where there are multiple applications received, rank each project according to its priorities for the development or upgrade of facilities, ensuring consistency with relevant strategic documents.

CITS provides the following description to assist local governments to rate and rank CSRFF applications (including their own applications, and any applications from their community):

Well planned and needed by the municipality	High
Well planned and needed by applicant	Medium/High
Needed by municipality, more planning required	Medium
Needed by applicant, more planning required	Medium/Low
Idea has merit, more preliminary work needed	Low
Not recommended	Not recommended

Comment

Council is requested to consider one (1) application as part of the 2025/26 CSRFF Small Grants – Winter Grants Round.

Project – Dudley Park Bowling Club	
Project name	Extension of the Internal storage area
Location	2 Comet Street, Dudley Park
Years Applied For	2025/26
Total Project Cost	\$67,400.30
Eligible Grant Criteria Total	\$67,400.30
CSRFF Grant Request (50% contribution)	\$33,700.15
City of Mandurah Contribution (CSRFF) 25/26	\$16,850
Other Potential Funding	Nil
Clubs' Contribution (cash)	\$16,850.15
Clubs' Contribution (in kind)	Nil
Recommended Ranking	N/A

All figures are exclusive of GST

Project Description

The Dudley Park Bowling Club (DPBC), located at Reserve 25477 – Lot 1898 (No. 2) Comet Street, Dudley Park, holds a lease with the City of Mandurah that remains valid until 30 June 2034. The lease was renewed in 2023 for an additional 11 years, granting the Club exclusive use of specified internal areas within the building, as well as the external bowling greens.

Affiliated with Bowls Western Australia, the Club has approximately 416 members, comprising 200 competitive bowlers and 216 social members. While lawn bowls remains the core activity, the Club also offers a wide variety of recreational and social programs, including dancing, 8 ball and darts. These activities play an important role in supporting community connection, inclusion, and wellbeing.

To accommodate continued growth and enhance services for its bowling members, the Club is proposing an extension of its storage facilities. This project involves enclosing an underutilised outdoor area that is currently offering no functional use. It is intended to transform this space into a secure, enclosed storage area with internal access from an existing storage room.

The proposed storage extension will provide secure space for member lockers and the storage of shared lawn bowls equipment, addressing the Club's current storage constraints. By improving functionality and capacity, the project will directly support the growth of the Club's programs and services. It also reinforces the Club's commitment to increasing participation in lawn bowls and strengthening its role in community engagement. The additional storage is intended to improve the experience and satisfaction of members, promoting participation and member retention.

A registered builder will be engaged to carry out the proposed construction works, which will include:

- Site preparation and assessment
- Structural works to enclose the identified space
- Roofing and weatherproofing, integrated with the current structure
- Internal fit-out suitable for locker and equipment storage
- Full compliance with relevant building codes and regulations

In line with its lease agreement, the Club will be responsible for the capital and operating of the new storage area. Over the years, DPBC has consistently demonstrated strong governance and its ability to maintain infrastructure under its lease obligations.

City officers have assigned the project a "Medium/High" priority rating, recognising it as a well-planned and necessary initiative that benefits the club and its members (rather than community at large). This assessment also takes into account the Club's intention to seek third-party funding through a Community

Sporting and Recreation Facilities Fund (CSRFF) application, along with its proven financial capacity to meet any funding shortfalls.

Consultation

The Dudley Park Bowling Club has undertaken preliminary consultation with the Department of Creative Industries, Tourism and Sport for the proposed project and was advised that the project is eligible for funding consideration under the Community Sport and Recreation Facilities Fund, Small Grants Program.

The club consulted with City Officers on site to discuss the proposed project, ensuring the need for the project was clearly understood and to receive guidance on funding opportunities aligned with the City's processes. Furthermore, the Officers provided direction on possible additional project approvals that may be required.

Statutory Environment

N/A

Policy Implications

- Policy CNP-07 Community & Recreation Facilities: This policy guides the City in the design, development and management of City-owned community and recreational facilities. The policy applies to both existing and future facilities.
- Policy CNP-08 Community Initiated Infrastructure Council Policy: This policy guides consistent, transparent and accountable decision making when responding to unscheduled requests from community for the renewal, replacement, upgrade or alteration to community infrastructure on City of Mandurah (the City) owned or managed land.

Financial Implications

Previously, small grants were a maximum of one-third the total project cost. It is understood that applications under \$500k can request 50% project funding, up to a maximum of \$200k. Accordingly, the City has an expectation the Club apply for the maximum grant amount and the remaining 50% would be split equally between the City and the club (i.e. 25% each total project cost).

The project recommended for support is:

Project	Lodged By	City of Mandurah Contribution Requested
Extension to the internal storage area.	Dudley Park Bowling Club	\$16,850

The City has allocated \$150,000 for CSRFF contributions in 2025-26. Sufficient, existing budget is available for the City to fund a contribution to the storage at Dudley Park Bowling Club.

The City retains the discretion to contribute to any CSRFF project on a priority and financial capacity basis, including projects that are unsuccessful through the CSRFF funding program.

Results of the grant applications will be announced in December 2025 with the projects to be delivered in the 2025/26 financial year.

Economic Implications

N/A

Environmental Implications

N/A

Risk Analysis

The Dudley Park Bowling Club is proposing to engage qualified and experienced contractors to deliver the works. It is expected that they would have the capacity and capability to manage and deliver projects of this nature.

Strategic Implications

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

Community:

- A healthy lifestyle and healthy community, with an emphasis on prevention
- Modern health facilities and services that are local, accessible, affordable, and fit for purpose

Leadership:

- 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 CSRFF application from the Dudley Park Bowling Club has been well planned, well needed and is consistent with City Policy, with the project rated as Medium/High.

Grant Type	Project	Rating	Lodged by	CSRFF Funding Requested	Club Funding	Council Contribution Requested	Total Project Cost
Small Grant	Extension to the internal storage area	Medium/High	Dudley Park Bowling Club	\$33,700.15	\$16,850.15	\$16,850	\$67,400.30

RECOMMENDATION

That Council supports the rankings and ratings for the Community Sporting and Recreation Facility Fund Small Grant application from the following club / organisation:

- 1. Dudley Park Bowling Club**
Project: Extension to the internal storage area
Ranking: 1 of 1
Rating: Medium/High
Requested Council Contribution: \$16,850

3	SUBJECT:	Bushland Conservation and Management Policy
	DIRECTOR:	Director Built and Natural Environment
	MEETING:	Council Meeting
	MEETING DATE:	22 July 2025

Summary

The Bushland Conservation and Management Policy was initially adopted on 12 December 2001. This policy outlines the City's commitment to effectively managing local bushland reserves to achieve biodiversity and conservation outcomes for the community. The management of local bushland habitats and ecological corridors to achieve meaningful conservation outcomes is of high importance and supports a diverse range of significant conservation species and ecological communities, many of which depend on remnant bushland areas managed by the City for their continued survival. These species form an integral part of daily life in Mandurah, enriching our connection to the natural environment and contributing to our shared sense of place and identity.

In accordance with the City's Environmental Strategy implementation plan, City officers will review and update the Bushland Conservation and Management Policy every two years.

A subsequent review of the Policy is now due.

Disclosure of Interest

Nil

Previous Relevant Documentation

G.5/6/22	28 June 2022	Council requested the Director Built and Natural Environment to develop a Council Policy to ensure
G.12/7/19	23 July 2019	Council adopted the reviewed version.
G.26/3/15	25 February 2015	Council adopted the reviewed version.
G.29/2/12	29 February 2012	Council adopted the reviewed version.
G.23/12/01	12 December 2001	Initial adoption of the Bushland Conservation and Management Policy (POL-EVM 02).

Background

In June 2022, Council was updated on the City's Bushland Protection Strategy, including the successful achievement of acquiring 150 hectares of bushland that would have otherwise been developed. Council acknowledged these outcomes and resolved to amend the Bushland Acquisition Fund to include provisions for environmental restoration and maintenance. Council also requested that these amendments be embedded in a formal Council Policy, ensuring an annual commitment of \$200,000 to the renamed Bushland and Environmental Protection Reserve, and \$300,000 to operational bushland maintenance budgets.

The Bushland Conservation and Management Policy (POL-EVM 02) currently outlines measures to identify and prioritise bushland parcels, manage bushland to ensure compliance with environmental legislation and regulations, and guide the acquisition of bushland assets for conservation purposes.

Comment

The Bushland Conservation and Management Policy (POL-EVM 07) has been revised to align with the City's strategic direction, as articulated in the Environment Strategy, and reflects an increased focus on

the proactive conservation of biodiversity, ecological connectivity, and habitat protection. It formalises the City's role in managing both existing and newly acquired bushland areas through structured planning instruments and operational procedures, including the development and revision of key plans including the biodiversity strategy and bushland management plans.

In response to Council's June 2022 resolution, the policy now also references the Bushland and Environmental Protection Reserve and sets out guidance for the establishment and use of an Environmental Management Fund. These provisions ensure that the Council's decision to reallocate annual funding to both restoration and ongoing bushland maintenance is embedded within the City's policy framework.

The key elements of the revised Policy that were amended are summarised below:

Item	Description of Amendment
1	Amendment to the definition of bushland and inclusion of a definition for native vegetation.
2	Amendment to include the prioritisation and protection of ecological values guided by the Environment Strategy, Bushland Management Plans and other key ecological planning instruments.
3	Amendment to land use regulation identifying incompatible use.
4	Amendment to vegetation clearing process to include Approved Operating Procedure for Native Vegetation Clearing Referrals.
5	Amendment to include offset strategy guided by Environmental Planning Framework.
6	Amendment to private encroachment, prohibiting public use and actively enforcing removal.
7	Amendment to Purchase of Bushland, Bushland Acquisition to follow framework provided by Bushland Protection Plan.
8	New inclusion for long-term management after acquisition. Environmental management fund supporting ongoing management and restoration.

Mandurah Environmental Advisory Group (MEAG) Comment

This item was considered by the MEAG at its meeting on 20 June 2025 and the following recommendations were made:

1. MEAG is in strong support of the revised Bushland Conservation and Management policy. It provides a clear statement and method for ensuring sound conservation outcomes now and for the future. This is a fundamental piece of work required to take the City's conservation efforts to the next stage.

Statutory Environment

The revised Bushland Conservation and Management Policy (POL-EVM 07) has been drafted in consideration of the following statutory instruments that the City must adhere in decision making related to bushland and native vegetation:

- *Biodiversity Conservation Act 2016 (WA)*
- *Biodiversity Conservation Regulations 2018*
- *Biosecurity and Agriculture Management Act 2007 (WA)*
- *Bush Fires Act 1954*
- *Environmental Offsets Act 2014 (WA)*
- *Environmental Protection Act 1986 (WA)*
- *Environmental Protection & Biodiversity Conservation Act 1999*
- *Local Government Act 1995*
- *Planning and Development Act 2005.*

Policy Implications

This revised policy (POL-EVM 07) will replace the previous version of the Bushland Conservation and Management Policy (POL-EVM 02) and will be reviewed every two years as outlined in the City's Environmental Strategy implementation plan.

Financial Implications

The revised policy does not demand further resourcing that is otherwise currently provided for or required as part of delivering future strategic actions as outlined in the Environment Strategy.

Economic Implications

The revised policy seeks to ensure appropriate balance between environmental values and economic opportunities by identifying and protecting high-conservation value vegetation and supporting economic opportunities in those locations that complement conservation outcomes.

Environmental Implications

The revised policy aims to prevent and minimise adverse environmental impacts by guiding proactive and clear management practices designed to limit environmental degradation and support environmental restoration efforts.

Risk Analysis

The revised policy seeks to mitigate several significant operational risks including:

- Failure to comply with state and federal environmental legislation
- Failure to effectively manage bushland assets and environmental values
- Failure to effectively plan and provide for future community needs (environmental offset provision).

Strategic Implications

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

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
- Effective advocacy focused on the needs of the community and strong relationships with key stakeholders.

Conclusion

The Bushland Conservation and Management Policy (POL-EVM 07) is a key component of the City's strategic approach to the long-term protection and management of environmental values on City managed land as outlined in the Environment Strategy.

Council is requested to consider the revised Bushland Conservation and Management (POL-EVM 07) as detailed in Attachment 3.1.

NOTE:

- Refer

Attachment 3.1	Revised Bushland Conservation and Management Policy (POL-EVM 07).
Attachment 3.2	Existing Bushland Conservation and Management Policy (POL-EVM 02).

RECOMMENDATION

That Council:

- 1. Rescinds Bushland Conservation and Management Policy (POL-EVM 02) as detailed in Attachment 3.2.**
- 2. Endorses the revised Council policy Bushland Conservation and Management Policy (POL-EVM 07) as detailed in Attachment 3.1.**

Bushland Conservation and Management Policy

POL-EVM 07



Objective

The City of Mandurah (the 'City') recognises the importance of managing local bushland habitats and ecological corridors for tangible conservation outcomes. Mandurah is home to many different significant conservation species and communities that rely on remnant bushland parcels under the management of the City for their continued existence. Many of these species are embedded in our day-to-day lives and contribute to our connection with environment as well as our sense of place and identity.

This policy seeks to:

- guide the City in delivering conservation and biodiversity benefits that go beyond those achieved through existing planning and development mechanisms,
- ensure City activity is conducted within Commonwealth and State environmental legislation and regulatory requirements,
- protect priority conservation assets from competing land uses and practices.

Statement

The scope of this policy is for Bushland and native vegetation under the management control of the City.

Bushland is defined as:

Land on which there is vegetation which is either a remainder of the natural vegetation of the land or, if altered, is still representative of the structure and floristics of the natural vegetation

Native vegetation is defined as:

Indigenous aquatic or terrestrial vegetation, including revegetated and dead vegetation.

The City will implement and maintain the following measures to achieve the objectives of this policy:

1. Identification, Prioritisation and Protection of Ecological Values in Bushland

The City will actively assess the ecological values of local vegetation and natural areas to inform decision-making processes and ensure that the planning and placement of future infrastructure, including community facilities, recreational spaces, and landscaping align with the preservation of significant environmental values and minimise adverse ecological impacts.

This assessment will be undertaken through the development, review and implementation of key planning instruments, including but not limited to:

- **Biodiversity Plan** (previously referred to as Biodiversity Strategy) – to identify, map, and manage significant flora and fauna habitats and vegetation communities.
- **Bushland Management Plans** – to continually measure bushland condition and identify priority restoration and bushland maintenance actions at the bushland reserve level

Further plans will be developed to protect and enhance habitats for native wildlife, especially threatened or locally significant species and to ensure connectivity between habitat patches and prevent fragmentation through urban development.

Areas identified as having high ecological value will be designated primarily for conservation purposes. All land uses and activities permitted within these areas should be compatible with conservation objectives. Proposed land uses not compatible with protecting ecological values will be

deemed non-conforming and should not be permitted. Existing activities and infrastructure should be adjusted or modified to minimise ongoing ecological impacts through the implementation of Bushland Management Plans.

The City does not support the use of bushland under its management for private purposes. This includes, but is not limited to:

- Clearing to reduce Bushfire Attack Levels (BAL) on adjacent development sites that is beyond works permitted under the provisions of the *Bush Fires Act 1954*
- facilitating access to adjacent properties. Unauthorised private use of, or encroachment onto, bushland reserves will be actively addressed and removed.

To ensure the long-term protection of sites with high ecological value, the City will use statutory planning and land tenure mechanisms, such as seeking management orders for public land designated for conservation and placing a notification on the title of freehold land acquired for conservation purposes.

2. Management of Vegetation on City Property

The City may be required to clear native vegetation on land it manages for purposes such as infrastructure provision or bushfire risk mitigation. These activities may be subject to approval under Commonwealth and State legislation. Approval processes are proponent-led, and failure to obtain the necessary approvals may result in significant penalties and reputational damage.

To guide decision-making on whether an approval is required, all City-led activities involving vegetation clearing must comply with operational procedures in line with relevant Commonwealth and State environmental legislation and regulations.

Environmental offsets may be required as a condition of vegetation clearing approvals. The City will identify potential future projects that may necessitate clearing approvals and associated offsets. Land identified for future offset requirements will be reserved and managed to ensure its suitability for offset provision.

3. Bushland Acquisitions

Land will be acquired by the City for bushland conservation where it supports biodiversity, strengthens ecological connectivity, protects significant habitat, or aligns with strategic environmental planning. The City's Bushland Protection Plan provides the framework for this process, encompassing the following components:

- **Identification of Suitable Acquisitions**
The Plan identifies and conducts preliminary assessments of land parcels considered appropriate for conservation acquisition, based on strategic priorities and ecological significance.
- **Acquisition Criteria**
The Plan contains a defined set of ecological and strategic factors to assess the suitability of land for acquisition.
- **Acquisition Mechanisms**
The Plan identifies the range of procedurally acceptable methods through which land may be acquired, including purchase, donation, land exchange and developer contributions or offsets.
- **Integration into Conservation Estate**
The Plan outlines the process for formal incorporation of acquired land into the City's

conservation estate to ensure ongoing protection and management in accordance with the requirements outlined within this policy.

The Bushland Protection Plan will be periodically reviewed at a maximum of five yearly intervals to ensure it remains aligned with current environmental priorities, strategic planning frameworks and relevant legislative requirements.

To support bushland acquisitions, the City has established a Bushland and Environmental Protection Reserve Fund. The purpose of the fund is to support activities for the protection of bushland and environmentally sensitive sites within the City, including acquiring land parcels with high-ecological value, and capital works that provide benefits in relation to environmental restoration. An annual allocation of \$200,000 will be made to the Bushland and Environmental Protection Reserve, up to a capped balance of \$2 million.

4. Environmental Management Fund

The City will establish and maintain an annual Environmental Management Fund through its annual operating budgeting process to support the ongoing conservation, restoration, and management of land acquired for bushland conservation, as well as other priority bushland areas under its stewardship.

An annual allocation of \$300,000 will be made to the Environmental Management Fund which will be used to support:

- High-impact ecological restoration, with a focus on the City's bushland acquisitions.
- Targeted rehabilitation projects aligned with the strategic objectives of programs and plans identified in this policy.
- Conservation initiatives supporting the long-term protection of significant flora and fauna species.
- Activities that enhance ecological connectivity and maintain critical habitat for native biodiversity.

Legislative Context

Biodiversity Conservation Act 2016 (WA)

Biodiversity Conservation Regulations 2018

Biosecurity and Agriculture Management Act 2007 (WA)

Bush Fires Act 1954

Environmental Offsets Act 2014 (WA)

Environmental Protection Act 1986 (WA)

Environmental Protection & Biodiversity Conservation Act 1999

Local Government Act 1995

Planning and Development Act 2005

Related Documents

- *City of Mandurah Environment Strategy*
- *City of Mandurah Property Strategy*
- *City of Mandurah Environmental Planning Strategy 2023-2033*
- *City of Mandurah Bushfire Risk Management Plan*
- *Biodiversity Strategy*

- *Environmental Planning Framework (Clearing Permits and Environmental Offsets)*
 - *Approved Operating Procedure – Native Vegetation Clearing Referrals*
-

Responsible Directorate: Built & Natural Environment

Responsible Department: Natural Environment

Reviewer: Executive Manager Natural Environment

Creation date and reference:

Last Review: 23 July 2019, Minute G.12/7/19

Amendments			
Version #	Council Approval Date and Reference	Date Document In force	Date Document Ceased
2	Minute G.57/2/12	29/02/2012	24/07/2015
3	Minute G.26/3/15	25/02/2015	23/07/2019
4	Minute G.12/7/19	23/07/2019	-



Bushland Conservation and Management Policy

POL-EVM 02

Objective

The City of Mandurah (the 'City') recognises the value of effectively managing local bushland reserves for biodiversity and conservation outcomes for our community.

This Policy provides a broad direction for which the City will ensure bushland under the responsibility of the City is managed in a way that complies with federal and state environmental legislation and regulations; and enhances conservation and biodiversity outcomes beyond that which are achieved through existing planning and development processes.

Statement

The scope of this policy is for bushland under the management control of the City and is defined as:

Land that contains significant coverage of remnant native vegetation. Significant coverage meaning vegetation that would classify as a minimum of good under the Keighery vegetation condition scale; remnant meaning of a size large enough that could be reasonably considered to retain environmental values into the future; and native vegetation meaning vegetation communities of local provenance that have not been replanted or directly seeded within the previous 10 years.

The City aims to implement the following measures to achieve the objectives of this policy:

1. Identification and Assessment of Local Bushland

The City will identify and prioritise areas of bushland for management and protection through the creation and revision of a Biodiversity strategy. The biodiversity strategy will be used to help guide decision making processes around the placement of future infrastructure including community facilities, recreation grounds and landscaping, to avoid negative impacts on environmental values.

2. Management of Council Controlled Bushland

The City is frequently required to undertake clearing of native vegetation on its managed land for the provision of infrastructure as well as mitigation of bushfire risk. These actions may trigger requirements for approvals under State and Commonwealth legislation.

The City acknowledges that it is an offence to clear native vegetation without the authority of a permit from the Department of Water and Environmental Regulation or an exemption. It also understands that actions that have, or are likely to have, a significant impact on a matter of national environmental significance require approval from the Australian Government Minister for the Environment (the Minister).

In both cases there may be times where environmental offsets are also required as a part of the approvals process.

In meeting the legislative requirements outlined above, the City will create and regularly revise the *Environmental Planning Strategy – Clearing Permits and Environmental Offsets* focusing on potential future projects where there is a high likelihood of the City requiring a clearing approval and where a requirement to provide environmental offsets is likely. The strategy will seek to plan for all of the City's clearing approval and offset requirements and ensure that anticipated offsets are reserved for projects planned to commence in the longer term.

The City and the State do not support private access and use of crown reserves or private encroachments onto crown reserves. Where historical encroachments exist, the City will put in place appropriate measures for their removal.

To help ensure this, all City officers are encouraged to identify any projects requiring the clearing of native vegetation and refer these to Environmental Services for assessment prior to the project commencing in order to determine appropriate site selection and inform the clearing permit process. Adequate details on the project such as the location, size and extent of the anticipated clearing footprint are required to facilitate this assessment. Environmental Services will subsequently liaise with the relevant regulatory agency/ies where referrals from City officers require clearing approvals, and will also assist with the preparation of offset proposals where required.

The City will not pursue clearing approvals or undertake clearing of bushland as defined in this policy for the purposes of reducing Bushfire Attack Levels (BAL) on other properties.

3. Purchase of bushland

The City will establish an environmental reserve fund. This will be used for the purchase of local bushland where appropriate, for conservation purposes. Potential bushland purchases will be identified and prioritised under the City's *Property Strategy – Future Land Purchases* using the following conditions for assessment:

Priority criteria for bushland purchases:

- Example of regional vegetation type that is threatened through a lack of management or future development;
- A site that supports a population of declared rare flora;
- Vegetation in good condition or better;
- Bushland preferred as future public open space, for conservation purposes;
- Wetlands of local significance or in a relatively pristine state

General criteria for bushland purchases:

- Suitable for passive recreation or has the potential for scientific or educational study;
- Having cultural heritage values of local significance;
- Regular shape is desirable unless the area functions as a significant corridor between two areas of bushland;
- An area of vegetation capable of regeneration;

Bushland which has a reasonable degree of local community recognition.

Legislative Context

Planning and Development Act 2005

Local Government Act 1995

Environmental Protection Act 1986 (WA)

Environmental Protection & Biodiversity Conservation Act 1999

Related Documents

City of Mandurah Property Strategy

City of Mandurah Environmental Planning Strategy

Bushland Conservation and Management Policy

POL-EVM 02



Responsible Directorate: Built & Natural Environment

Responsible Department: Natural Environment

Reviewer: Executive Manager Natural Environment

Creation date and reference: 12 December 2001, Minute G.23/12/01

Last Review: 23 July 2019, Minute G.12/7/19

Amendments			
Version #	Council Approval Date and Reference	Date Document In force	Date Document Ceased
2	Minute G.57/2/12	29/02/2012	24/07/2015
3	Minute G.26/3/15	25/02/2015	23/07/2019
4	Minute G.12/7/19	23/07/2019	-

4	SUBJECT:	Disposal of Alfresco Dining License - Cicerello's Restaurant – Reserve 9633
	DIRECTOR:	Business Services
	MEETING:	Council Meeting
	MEETING DATE:	22 July 2025

Summary

Jetty Holdings Pty Ltd, trading as Cicerello's Restaurant Mandurah (Cicerello's or the Licensee), has been operating on the Eastern Foreshore for 26 years under a ground lease with the State's Department of Planning, Lands and Heritage (DPLH).

Prior to the redevelopment of the City's Eastern Foreshore Northern Precinct (Eastern Foreshore Redevelopment), Cicerello's entered into two separate alfresco licenses with the City. These alfresco licenses are due to expire in 2029. The area licensed for alfresco purposes is outside of the area subject to the ground lease with DPLH and are wholly contained within Reserve 9633 (No. 73) Mandurah Terrace.

Following the Eastern Foreshore Redevelopment, Cicerello's had the opportunity to expand their alfresco footprint with an additional 65m² area. This expansion had no material impact upon the general use and enjoyment of the reserve by the public, as it related to the consolidation of garden beds. The additional 65m² has been disposed of by granting a bridging alfresco licence which is valid from 10 March 2025 until 30 September 2025.

City Officers propose to enter into a single licence that amalgamates all three areas. The single licence will commence upon the date of expiry of the bridging licence for a period of five years, with an option to extend for an additional five years. The new license will terminate the existing licenses due to expire in 2029 and extend the end date of all options to September 2035.

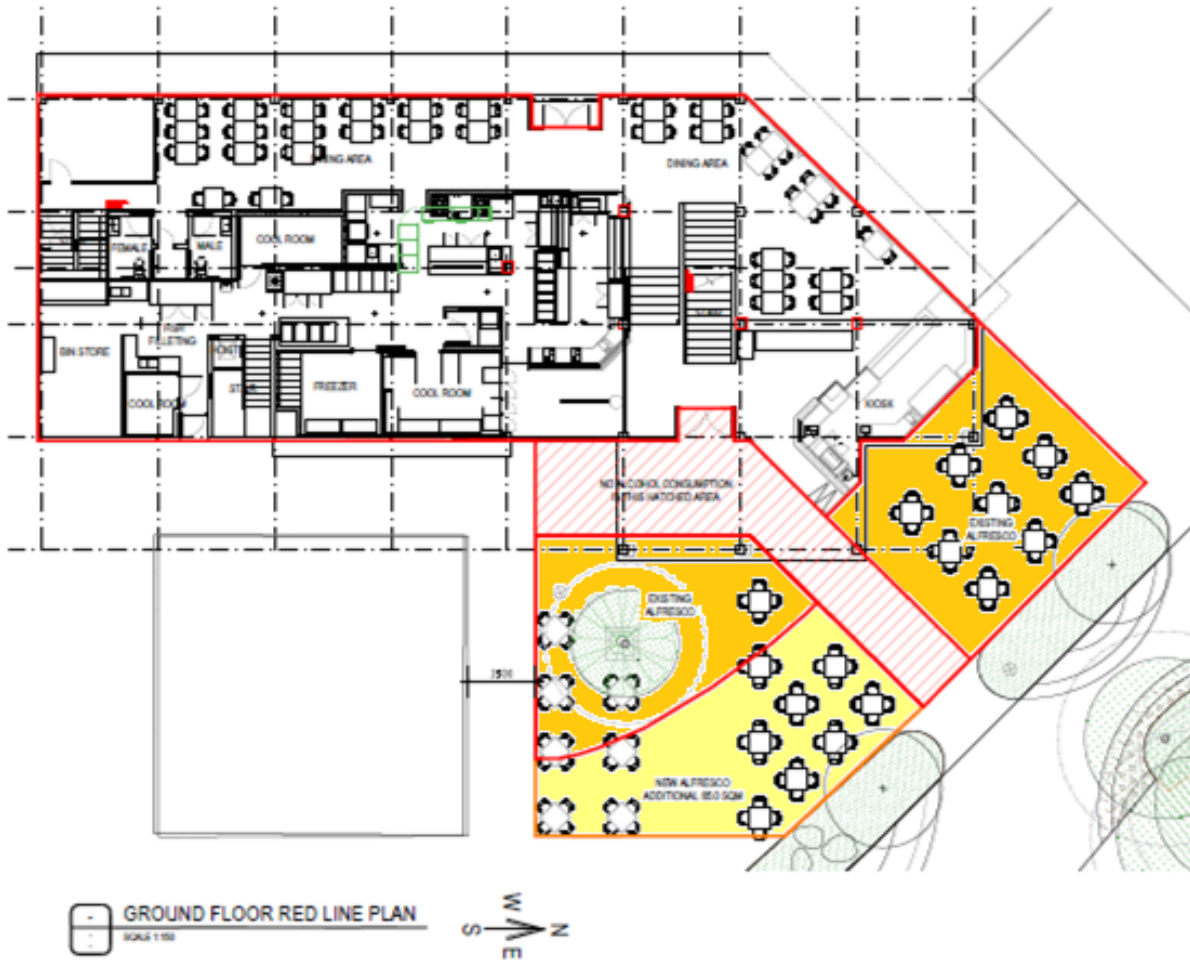
The licence will also be subject to the approval of the Minister for Lands.

Disclosure of Interest

No disclosures of interest.

Location

Portion of Reserve 9633 (No 73) Mandurah Terrace Mandurah



Previous Relevant Documentation

G.11/11/21	23 November 2021	Council approved the advertising and disposal of a portion of Reserve 9633 to Cicerello's for a five year term with a further three-year, four-month term, for the purpose of Licence One and Licence Two amalgamation upon expiry.
G.15/8/18	28 August 2018	Council approved the advertising and disposal of a portion of Reserve 9633 to Cicerello's (Licence Two) for a five-year term with a further five-year term.
GI.30/1/12	24 January 2012	Council approved the disposal following the consideration of submissions of an alfresco dining licence over portion of Reserve 9633 to Cicerello's for a five-year term with a further five-year term.
GI.17/11/11	15 November 2011	Council approved the advertising of the disposal of an alfresco dining licence over portion of Reserve 9633 to Cicerello's for a five-year term with a further five-year term.

Background

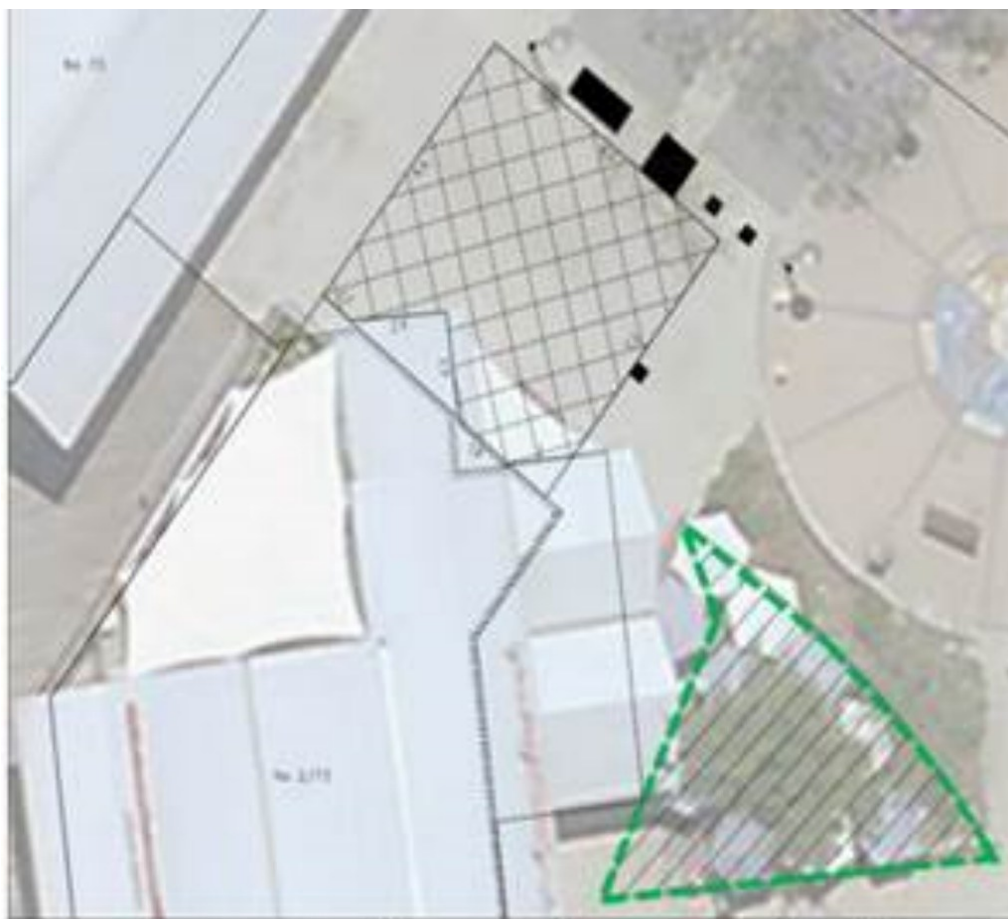
Cicerello's restaurant was established within the Mandurah boardwalk precinct area on the Eastern Foreshore in 1998. The restaurant is situated on Crown Land and is leased by the DPLH.

In September 2010, Cicerello's lodged a development application with the City requesting the addition of a kiosk area within the existing restaurant, as well as an adjacent external alfresco dining area. The City

approved the proposed development in May 2011, subject to the restructure of the garden bed within the proposed area.

In January 2012, Council approved the disposal of the alfresco dining license over the area depicted in green in the image below (Licence One).

In August of 2018, Council approved the disposal of an additional alfresco dining license of the area hatched in black on the image below (Licence Two). In November of 2021, Council approved a further disposal in order to align the expiration dates of Licence One and Licence Two.



During the 2024 Eastern Foreshore Northern Precinct Redevelopment, Cicerello's submitted plans to the City to extend their footprint by an additional 65m², tying in and complementing the redevelopment. A bridging licence for the additional area was approved under delegation, resulting in three separate licence agreements for Cicerello's alfresco dining area.

Comment

Following discussions with the Licensee, City Officers proposed to cancel Licence One and Licence Two from the date of expiration of the bridging license and amalgamate all three separate licence areas into one licence from the date of expiration of the bridging licence. This arrangement benefits both the City and the Licensee by reducing the administrative burden of managing three separate agreements and the Licensee incurring additional unnecessary fees.

In accordance with s3.58 of the *Local Government Act 1995* (the Act) the City engaged an independent valuer to determine the current market value for the 198m² area of the combined licence areas, which was assessed at \$90 per m² (exclusive of GST).

City Officers propose an alfresco licence be granted to Jetty Holdings Pty Ltd containing the same obligations as their current Licences with an annual rent of \$17,820.00 (exclusive of GST). The valuer has rationalised the rent determining that *“the rental evidence obtained generally ranges from \$51/m² through to \$114/m² of lease/licensed area. The lower end of this range comprises a large ground leased area in the City of Busselton with the upper end of this range being a larger ground leased area in the Mandurah Boardwalk Precinct. We have applied a similar Licence Fee rate of between \$80/m² and \$100/m² for the combined Licence of 198 m².”*

Council is requested to approve the disposal of a 198 m² alfresco dining licence to Jetty Holdings Pty Ltd, trading as Cicerello’s Restaurant Mandurah, over portion of Reserve 9633 (No.73) Mandurah Terrace, Mandurah, for a term of five years with five-year term option (5+5 years). Annual rent would commence at \$17,820.00 (exclusive of GST), with a market rent review due at the end of the first term, and subject to adjustment by Consumer Price Index (CPI) annually. Council are requested to delegate the consideration of submissions received and final determination to dispose of the licence to the CEO.

The licence will also be subject to the approval of the Minister for Lands.

Consultation

Consultation has been undertaken with the Licensee to outline the terms of the new licence subject to Council approval, and advertising. As no changes have been presented by the licence to the infrastructure requirements or licence area, no further consultation was undertaken.

Statutory Environment

Section 3.58 of the *Local Government Act 1995* – Disposal of Property

‘Dispose’ includes to sell, lease, or otherwise dispose of, whether absolutely or not.

Section 3.58 (3) of the *Local Government Act 1995*

A local government can dispose of property other than under subsection (2) if, before agreeing to dispose of the property —

- (a) it gives local public notice of the proposed disposition —
 - (i) describing the property concerned; and
 - (ii) giving details of the proposed disposition; and
 - (iii) inviting submissions to be made to the local government before a date to be specified in the notice, being a date not less than 2 weeks after the notice is first given; and
- (b) it considers any submissions made to it before the date specified in the notice and, if its decision is made by the council or a committee, the decision and the reasons for it are recorded in the minutes of the meeting at which the decision was made.

Section 3.58 (4) of the *Local Government Act 1995*

The details of a proposed disposition that are required by subsection (3)(a)(ii) include —

- (a) the names of all other parties concerned; and
- (b) the consideration to be received by the local government for the disposition; and
- (c) the market value of the disposition —
 - (i) as ascertained by a valuation carried out not more than 6 months before the proposed disposition; or
 - (ii) as declared by a resolution of the local government on the basis of a valuation carried out more than 6 months before the proposed disposition that the local government believes to be a true indication of the value at the time of the proposed disposition.

Section 18(1)(2)(3) and (4) of the *Land Administration Act* 1997 Crown land transactions that need Minister's approval.

1. A person must not without authorisation under subsection (7) assign, sell, transfer or otherwise deal with interests in Crown land or create or grant an interest in Crown Land;
2. A person must not without authorisation under subsection (7) –
 - (a) grant a lease or licence under this Act, or a licence under the Local Government Act 1995, in respect of Crown land in a manager reserve;
 - (b) being the holder of such a lease or licence, grant a sublease or sublicense in respect of the whole or any part of that Crown land; and
3. A person must not without authorisation under section (7) mortgage a lease of Crown land: and (4) A lessee of Crown land must not without authorisation under subsection (7) sell, transfer or otherwise dispose of the lease in whole or in part.

Policy Implications

Not applicable.

Financial Implications

The City will receive an annual rental income of \$17,820 (exclusive of GST) per annum, with market rent review at the end of the first term, and annual CPI increases over the term.

In accordance with the City of Mandurah 2025/26 Fees and Charges Schedule, the variation preparation administration charge of \$729.95 (incl GST) and Council Report fee of \$683.04 (incl GST) are to be borne by the Lessee.

All legal costs associated with the preparation of the Licence are to be borne by the licensee.

Economic Implications

The approval of an alfresco dining licence will help to sustain a strong tourism industry, along with providing job opportunities for residents.

Environmental Implications

No additional infrastructure is proposed, accordingly no environmental analysis has been undertaken.

Risk Analysis

Limited risk is associated with the disposal of this licence as the arrangement is already established. The Licensee has paid all payments due and payable in a timely manner.

Strategic Implications

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

Economy:

- Local jobs to retain our people and attract skilled workers
- A diversified economy that supports growth sectors
- A supportive business environment where investment is encouraged, and entrepreneurship prospers

Conclusion

Jetty Holdings Pty Ltd, trading as Cicerello's Restaurant, has formally agreed to enter into a new alfresco dining licence agreement with the City to amalgamate all three Licence agreements upon the expiry of the current bridging licence, and have confirmed they are agreeable with the terms and conditions relating to entering into a new licence with the City.

Council is requested to approve the disposal of a 198 m² alfresco dining licence to Jetty Holdings Pty Ltd, trading as Cicerello's Restaurant Mandurah, over portion of Reserve 9633 (No.73) Mandurah Terrace, Mandurah, for a term of five years with five-year term option (5+5 years). Annual rent would commence at \$17,820.00 (exclusive of GST), with a market rent review due at the end of the first term, and subject to adjustment by Consumer Price Index (CPI) annually. Council are requested to delegate the consideration of submissions received and determination to dispose of the licence to the CEO.

The licence will also be subject to the approval of the Minister for Lands.

RECOMMENDATION

That Council:

1. **Approves the disposal of an alfresco dining licence to Jetty Holdings Pty Ltd, trading as Cicerello's Restaurant – Cicerello's Mandurah, over portion of Reserve 9633 (No.73) Mandurah Terrace, Mandurah, with the following terms and conditions:**
 - 1.1 **Term of five years with a further five-year term option (5 + 5);**
 - 1.2 **Licensed area of approximately 198 square metres;**
 - 1.3 **Annual rent commencing at \$17,820.00 (exclusive of GST);**
 - 1.4 **Market rent review end of the first term, and annual CPI adjustments to apply;**
 - 1.5 **Subject to the Minister for Lands consent;**
 - 1.6 **Commencement upon the date of the approval of the Minister for Lands or 1 October 2025, whichever is the later.**
2. **Acknowledge all costs associated with the preparation of the alfresco dining licence are to be borne by the licensee.**
3. **Authorises the Chief Executive Officer to give local public notice of the proposed disposition in accordance with Section 3.58(3)(a) of the *Local Government Act 1995*.**
4. **Delegates authority to the Chief Executive Officer to consider any submissions made in response to local public notice of the proposed disposition and to agree to dispose of the property in accordance with Section 3.58(3)(b) of the *Local Government Act 1995*.**
5. **Subject to the Chief Executive Officer agreeing to dispose of the property in the exercise of authority delegated under Resolution Four, authorises the Chief Executive Officer to finalise the conditions of the agreement.**

5	SUBJECT:	Variation of Alfresco Dining and Boardwalk Lease - Strzelecki Holdings Pty Ltd - Reserve 51104
	DIRECTOR:	Director Business Services
	MEETING:	Council Meeting
	MEETING DATE:	22 July 2025

Summary

Strzelecki Holdings Pty Ltd (the Lessee) currently leases Reserve 51104 within the Mandurah Ocean Marina precinct, with the lease set to expire on 31 December 2051. The leased Reserve adjoins Lot 591 (No. 2) The Palladio, which is zoned Strategic Centre.

In efforts to reduce anti-social and nuisance behaviour on the boardwalk, City officers consulted with a range of stakeholders to explore solutions. City officers now propose to amend the permitted purpose of the lease, vary the existing footprint, to extend the alfresco area by approximately 64 m², and reduce the public access walkway from 133 m² to 69 m². This change would provide greater surveillance and create a barrier to the jumping while at the same time providing additional economic opportunity for the tenants of the commercial premises within Lot 591 (No.2) The Palladio.

Additionally, the City is the grantee of an easement for the purpose of pedestrian access over a portion of the boardwalk within Lot 591 The Palladio. To facilitate the proposed alfresco dining extension and achieve the outcomes set out above, City officers recommend granting the landowner revocable consent to obstruct approximately 58 m² of this easement.

Council is now requested to:

- Approve the variation to amend the permitted purpose of the lease, vary the existing footprint, extend the alfresco area by approximately 64 m², and reduce the public access walkway from 133 m² to 69 m²;
- Approve an obstruction of approximately 58 m² of the pedestrian access easement.

Disclosure of Interest

No disclosures of interest.

Location

Portion of Reserve 51104, The Palladio and Lot 591 The Palladio.



Previous Relevant Documentation

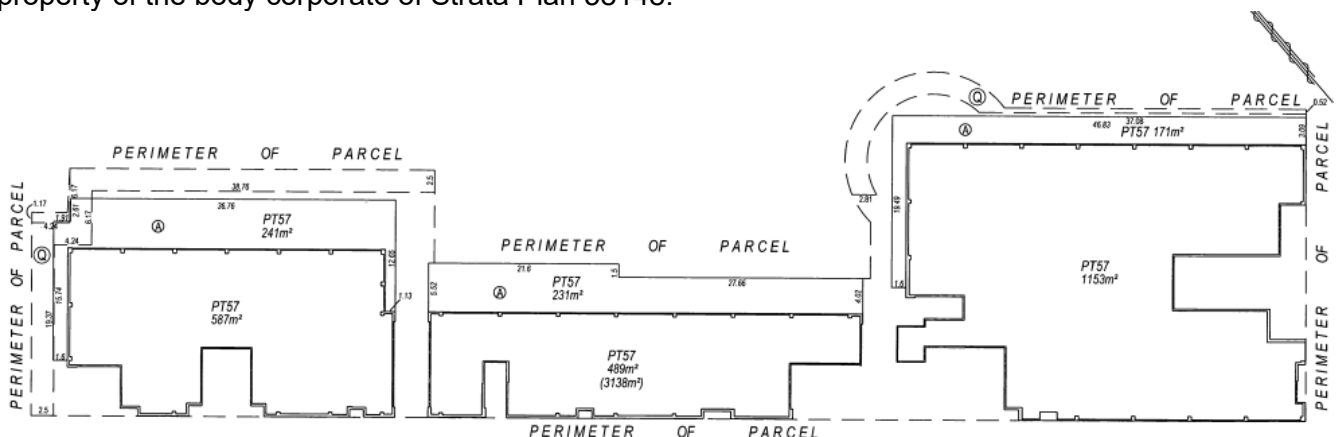
- G.19/1/11 25 January 2011 As part of the planning approval for the development of Lot 313 Council approved the lease for a term of 21 years with a further 21 year option for a 435m² alfresco and a 185m² public pedestrian walkway over Reserve 48415.

Background

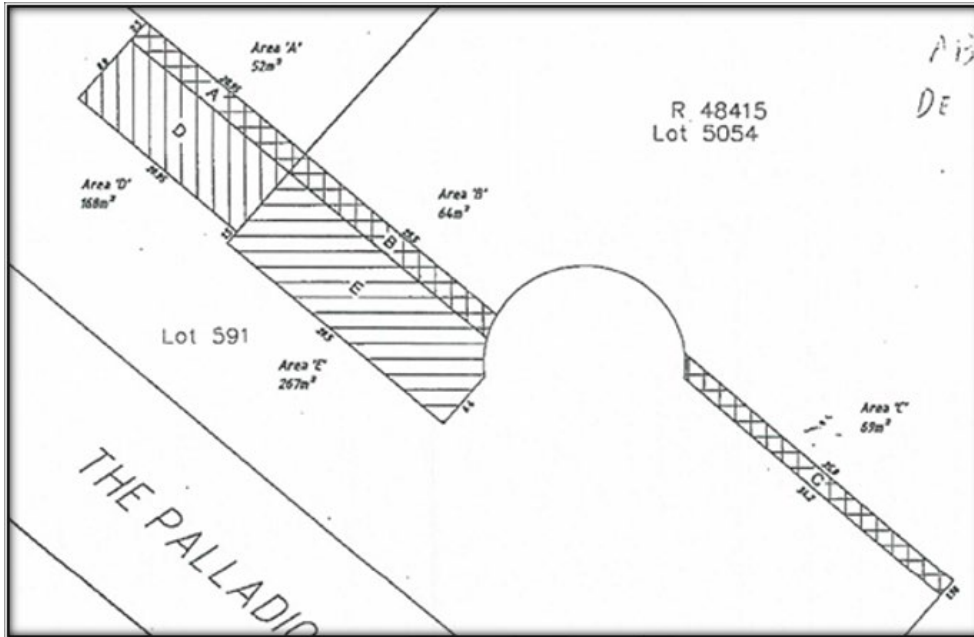
In 2010, as part of the planning approval and development of Lot 313 The Lido, the City excised Reserve 51104 from Reserve 48415. This excised landlocked Reserve 51104, leaving it accessible only via easements over Lot 591 The Palladio and Lot 502 The Lido. During this period, the City established both the lease and the easements.

The deed of easement provides that the Grantor (being the Lessee and its successors in title) must not:
“construct or place ... any obstruction on the Easement Area which would inhibit the exercise of the rights by the Grantee and the public at large to pass over the Easement Area ... without the prior written approval of the [City of Mandurah]”

The tenure of Lot 591 is divided by strata. The Lessee is the Landowner of the ground-level lot PT 57. The area outside of PT 57 on Strata Plan 58148, but within the perimeter of the parcel, is the common property of the body corporate of Strata Plan 58148.



To ensure connectivity between the easement area and the pedestrian access way, as well as the alfresco dining areas in both Lot 591 and Reserve 51104, Council approved the lease disposal to the Lessee, permitting use of the area for alfresco dining and a pedestrian walkway. The lease provides for pedestrian walkways in areas 'A', 'B' and 'C'; and alfresco dining in areas 'D' and 'E'. Lease fees payable were determined by valuation in 2010 to be \$25 per m² in the alfresco dining area and \$10 per m² in the pedestrian walkway areas, increased annually by CPI.



The Lessee has held the lease for Reserve 51104 for the past 15 years, during which they have fulfilled all lease obligations and consistently paid all monies owing to the City on time.

Comment

City officers have worked closely with the Lessee to develop this proposal as an opportunity to mitigate the nuisance caused by individuals using the boardwalk as a jumping platform. The alfresco extension proposal is to install seating along the edge of the boardwalk jetty. The seating will have umbrellas to minimise the opportunity for jumping and wire balustrading will be extended by the Lessee to provide further obstruction to the boardwalk edge.

The Lessee informed the City that their insurer had given clear direction on the need to rectify the issue of jumping area, citing inadequate risk mitigation. All parties agree that activating the boardwalk edge with seating will discourage jumping by ensuring the area is occupied by patrons and monitored by staff during operating hours. After hours, this section of the boardwalk remains inaccessible, as staff lock concertina gates restricting access to this section of the boardwalk.

City officers propose amending the permitted purpose of the leased area, varying the existing footprint of areas 'A' and 'B', by increasing the total alfresco area by approximately 64 m², and consequently reducing the public access walkway from 133 m² to 69 m². Council is requested to approve a variation to the lease to amend the permitted purpose and extend the alfresco dining area and reduce the pedestrian walkway as depicted below.

City officers also propose granting written consent to obstruct approximately 58 m² of the easement along the boardwalk edge to facilitate the proposed alfresco dining extension and to mitigate the risk of individuals using the boardwalk as a jumping platform along its entire length. It is noted that although the

Lessee has requested this consent, the Lessee may be required to obtain further approval from the body corporate of the strata, which is not a matter for the City to resolve.

The width of the pedestrian walkway element would be reduced to 1.5m from the current 3m that runs along the boardwalk edge. The new alignment would run along the frontage of the commercial premises. The width will provide similar access to the boardwalk on the northern side of the Mandurah Ocean Marina. Generally, a greater width of 2m is preferred for footpaths adjacent to alfresco areas. However, considering the volume of users and the outcomes seeking to be achieved by the change, the reduced width is appropriate. The alfresco seating positioning will provide for pull-in areas to allow wheelchairs to pass each other. The proposed layout is contained in Attachment 5.1, noting that the ultimate location of seating will be required to provide adequate embayment for disability access and is subject to further negotiation with the Lessee.



The lease variation will also be subject to the approval of the Minister for Lands.

The Lessee has noted their requirement to resolve all *Liquor Control Act 1988* related matters.

Consultation

City officers consulted with the Department of Planning, Lands and Heritage and the Lessee to assess the terms of the variation and the proposed amendment to the alfresco footprint within the current leased area, subject to Council approval and public advertising.

As the proposed variation to the permitted purpose remains within the existing lease boundary and the Lessee has not requested an increase to the leased area, City officers did not undertake any further consultation.

Statutory Environment

Section 3.58 of the *Local Government Act 1995* – Disposal of Property
'Dispose' includes to sell, lease, or otherwise dispose of, whether absolutely or not.

Section 3.58 (3) of the *Local Government Act 1995*

A local government can dispose of property other than under subsection (2) if, before agreeing to dispose of the property —

- (a) it gives local public notice of the proposed disposition —
 - (i) describing the property concerned; and*
 - (ii) giving details of the proposed disposition; and*
 - (iii) inviting submissions to be made to the local government before a date to be specified in the notice, being a date not less than 2 weeks after the notice is first given; and**
- (b) it considers any submissions made to it before the date specified in the notice and, if its decision is made by the council or a committee, the decision and the reasons for it are recorded in the minutes of the meeting at which the decision was made.*

Section 3.58 (4) of the *Local Government Act 1995*

The details of a proposed disposition that are required by subsection (3)(a)(ii) include —

- (a) the names of all other parties concerned; and*
- (b) the consideration to be received by the local government for the disposition; and*
- (c) the market value of the disposition —
 - (i) as ascertained by a valuation carried out not more than 6 months before the proposed disposition; or*
 - (ii) as declared by a resolution of the local government on the basis of a valuation carried out more than 6 months before the proposed disposition that the local government believes to be a true indication of the value at the time of the proposed disposition.**

Section 18(1)(2)(3) and (4) of the *Land Administration Act 1997* Crown land transactions that need Minister's approval.

- (1) A person must not without authorisation under subsection (7) assign, sell, transfer or otherwise deal with interests in Crown land or create or grant an interest in Crown Land;*
- (2) A person must not without authorisation under subsection (7) —
 - (a) grant a lease or licence under this Act, or a licence under the Local Government Act 1995, in respect of Crown land in a manager reserve;*
 - (b) being the holder of such a lease or licence, grant a sublease or sublicence in respect of the whole or any part of that Crown land; and**
- (3) A person must not without authorisation under section (7) mortgage a lease of Crown land: and*
- (4) A lessee of Crown land must not without authorisation under subsection (7) sell, transfer or otherwise dispose of the lease in whole or in part.*

Section 196(1)-(8) of the *Land Administration Act 1997* sets out rights and interests in relation to public access easements.

- (1) An easement created under section 195 may be specified to be a public access easement.*
- (2) A public access easement is a right of way for the use and benefit of the public at large.*
- (3) An interest in land cannot be taken under this Part for the purpose only of creating a public access easement.*
- (4) Subject to subsection (3), a public access easement is a public work for the purposes of this Part and Part 10.*
- (5) A public access easement may be limited in any way, including, for example —
 - (a) limitations on use by vehicles;*
 - (b) limitations by time, so that the right may only be exercised between particular hours, at particular times of year, or on the occurrence of particular events.**
- (6) A public access easement is not a public right of way for the purposes of section 68 of the Transfer of Land Act 1893.*
- (7) For the purposes of the Occupiers' Liability Act 1985, the Crown is not, and a local government is not, an occupier of the land over which a public access easement is granted.*
- (8) Any covenants in a deed creating a public access easement are binding on successors in title to the covenantor, unless the deed provides otherwise.*

Policy Implications

Not applicable.

Financial Implications

The City presently receives an annual rental income of \$20,109.54 (incl GST) per annum, with annual CPI increases over the term.

It is proposed that the rate applicable to the alfresco area within the lease (currently \$39.50 per m²) be applied to the increased 64 m² alfresco dining area. It is considered that the rate currently paid by the Lessee is a true indication of value at the time of this disposal. It is relevant that the Lessee is responsible for the substantial structural maintenance obligations for the boardwalk under the Lease which distinguishes this lease from other alfresco licenses in the district. This area would yield additional income of \$1,516 (incl GST) per annum over the remaining term.

In accordance with the City of Mandurah 2025/26 Fees and Charges Schedule, the variation preparation administration charge of \$729.95 (incl GST) and Council Report fee of \$683.04 (incl GST) are to be borne by the Lessee.

All legal costs associated with the preparation of the lease variation are to be borne by the Lessee.

Economic Implications

The approval of an alfresco dining variation will help to sustain a strong tourism industry, along with providing job opportunities for residents.

Environmental Implications

Proposed additional infrastructure is contained within the existing boardwalk and leased area, accordingly City officers consider the environmental implications to be negligible, and an environmental analysis has not been undertaken.

The recommended option will reduce the need to implement in-water obstructions to prevent jumping.

Risk Analysis

Limited risk is associated with the disposal of this lease variation; the Lessee has paid all payments due and payable in a timely manner.

There have been injuries reported of patrons and business operators slipping on the boardwalk due to water and sand being dragged onto the pedestrian area. There has also reports of users being run into by those jumping from the boardwalk causing injury.

The Lessee has highlighted concerns raised by their insurer and the need for action to resolve this issue to be taken.

Strategic Implications

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

Economy:

- Local jobs to retain our people and attract skilled workers
- A diversified economy that supports growth sectors

- A supportive business environment where investment is encouraged, and entrepreneurship prospers

Community:

- Safe and connected communities

Conclusion

Council is requested to approve the variation to amend the permitted purpose of the lease, vary the existing footprint, increase the alfresco area by approximately 64 m², and reduce the public access walkway from 133 m² to 69 m².

Additionally, under clause 3.3a of the easement, Council is requested to approve an obstruction of approximately 58 m² of the easement.

The Lease will also be subject to the approval of the Minister for Lands.

NOTE:

- Refer **Attachment 5.1** - Indicative Seating Plan

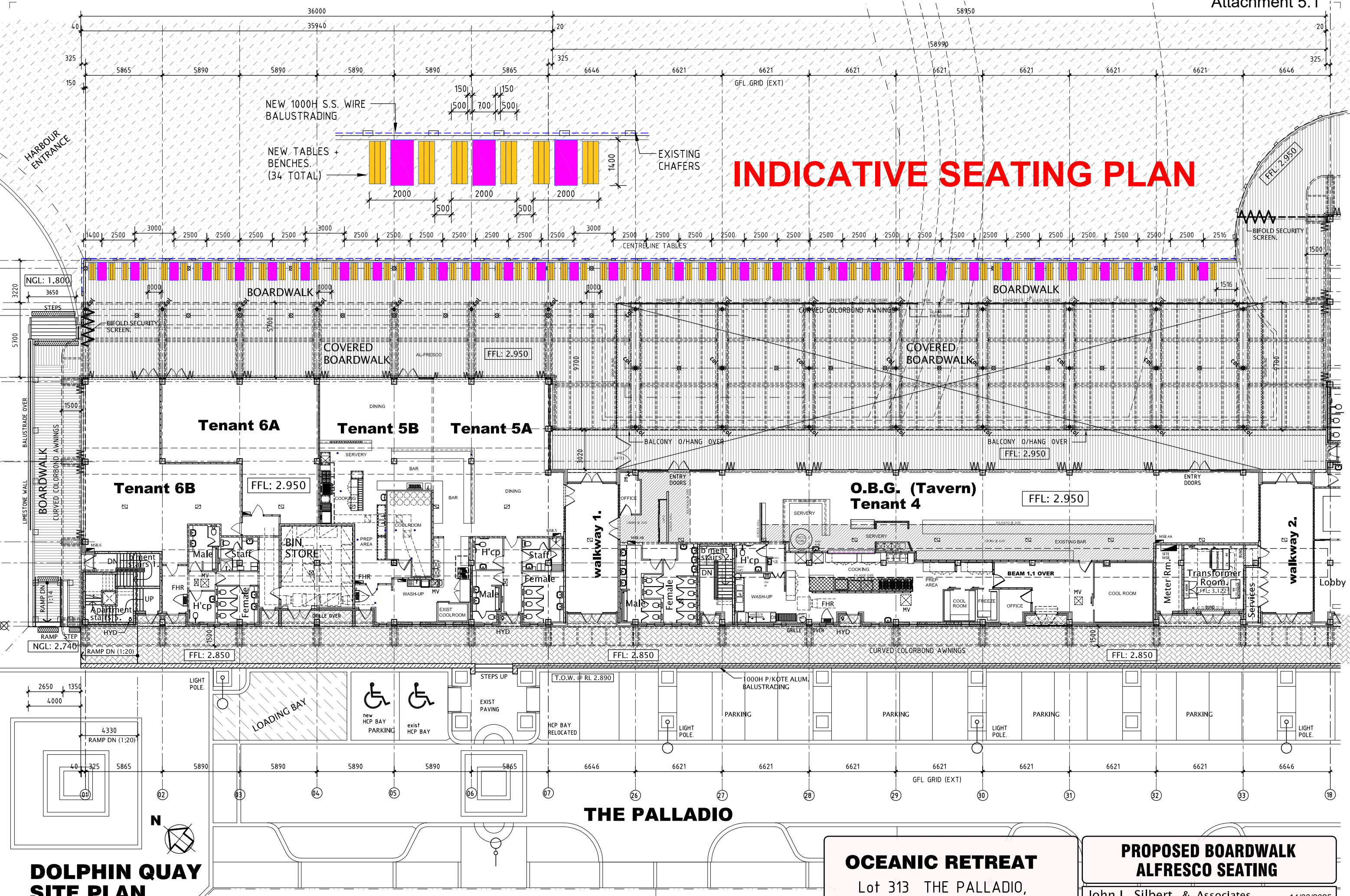
RECOMMENDATION

That Council:

- 1. Approves the disposal of a variation of Lease for Strzelecki Holdings Pty Ltd over Reserve 51104, Lot 501 The Palladio, Mandurah Ocean Marina, with the following terms and conditions:**
 - 1.1 vary the existing footprint by increasing the alfresco area by approximately 64 m²;**
 - 1.2 reduce the public access walkway from 133 m² to 69 m²; and**
 - 1.3 subject to the Minister for Lands consent.**
- 2 Notes that the ultimate seating plan shall be approved by the Chief Executive Officer prior to installation.**
- 3 Acknowledge all legal costs associated with the preparation of variation of the Lease are to be borne by the licensee.**
- 4 Authorises the Chief Executive Officer to give local public notice of the proposed disposition in accordance with Section 3.58(3)(a) of the *Local Government Act 1995*.**
- 5 Resolves that disposition in accordance with the terms of the existing lease and market valuation conducted prior to lease entry, as adjusted by CPI, represents fair value in accordance with Section 3.58(4)(c)(ii) of the *Local Government Act 1995*.**
- 6 Delegates authority to the Chief Executive Officer to consider any submissions made in response to local public notice of the proposed disposition and to agree to dispose of the property in accordance with Section 3.58(3)(b) of the *Local Government Act 1995*.**
- 7 Subject to the Chief Executive Officer agreeing to dispose of a variation for the property in the exercise of authority delegated under Resolution Five, authorises the Chief Executive Officer to finalise the conditions of the agreement.**

- 8 Provides the Local Government's revocable consent to obstruct a portion of approximately 58 m² of the easement registered on Deposited Plan 63148 as depicted in Attachment 5.1 in accordance with section 3.3 of the Deed of Easement.**

INDICATIVE SEATING PLAN



DOLPHIN QUAY SITE PLAN

SCALE 1:250 @ A3

Council Meeting
July 2025

THE PALLADIO

Council Report

OCEANIC RETREAT

Lot 313 THE PALLADIO,
NEW OCEAN MARINA,
MANDURAH, W.A.

PROPOSED BOARDWALK ALFRESCO SEATING

John L. Silbert & Associates	14/03/2025
Architect	
36 Parliament Place	
West Perth	
Western Australia 6005	
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Dwg: A1	

6 **SUBJECT:** Local Government Act Reform – Communications Agreement
DIRECTOR: Director Business Services
MEETING: Council Meeting
MEETING DATE: 22 July 2025

Summary

The State Government is introducing reforms to the *Local Government Act 1995* (the Act) with the aim to enhance transparency and accountability in local government. The *Local Government Amendment Act 2023 (2023 Amendment Act)* was passed by Parliament in May 2023. As part of the reforms, the Department of Local Government, Industry Regulation and Safety are now seeking input from the local government sector in relation to the drafting and implementation of formalised Communication Agreement between council members and employees of the local government.

The State Government has prepared the draft Local Government Regulations Amendment Regulations 2025 and Local Government Default Communications Agreement Order 2025. The City has drafted a submission (Attachment 6.1) addressing these reforms based on previous positions of Council and areas needing clarity.

It is recommended that Council endorse the City of Mandurah's submission in response to the Department of Local Government, Industry Regulation and Safety request for comments on the draft regulations.

Disclosure of Interest

Nil

Property Details

N/A

Previous Relevant Documentation

G.10/1/22	29 April 2025	Council approved the City of Mandurah's submission to the Proposed Local Government Reform relating to Online registers and CEO KPIs
G.10/1/22	25 January 2022	Council approved the City of Mandurah's submission to the Proposed Local Government Reform as identified in the report attachment.
G.23/11/20	24 November 2020	Council endorsed the City of Mandurah's submission (as set out in the report attachment) in response to the Department of Local Government, Sport and Cultural Industries request for feedback on the draft Local Government (Administration) Amendment Regulations (No. 2) 2020 and draft Local Government (Model Code of Conduct) Regulations 2020.

Background

The *Local Government Amendment Act 2023 (2023 Amendment Act)* was passed by Parliament in May 2023 and made a series of amendments to the *Local Government Act 1995* (the Act). The 2023 Amendment Act implements several key reforms, including those relating to local government elections, as well as some changes which are yet to commence. These include the requirement for a communications agreement between the council and the administration of a local government.

The Western Australian Government has prepared the draft Local Government Regulations Amendment Regulations 2025 and the draft Local Government (Default Communications Agreement) Order 2025.

These proposed draft regulations and the draft order are published on the Department of Local Government Local Government, Industry Regulation and Safety (DLGIRS) website and are available for public comment until Friday 22 August 2025.

The feedback received will inform the finalisation of draft regulations and the draft communications agreement.

Comment

The DLGIRS Communications Agreement Consultation Paper (refer Attachment 6.2) sets out the aims of the Communications Agreement and the proposed legislative requirements. The communications agreement is intended to function as a fundamental governance instrument within each local government to set out minimum expectations for formal communications between council members and employees of the local government.

City officers have prepared a response to the draft Local Government Regulations Amendment Regulations 2025 and Local Government Default Communications Agreement Order 2025 for consideration by Council.

Consultation

A recorded presentation was provided to Elected Members to assist with understanding of the draft regulations and default order and the City's submission.

Statutory Environment

Refer Attachment 6.3 for the draft Local Government Regulations Amendment Regulations 2025 and Attachment 6.4 Local Government Default Communications Agreement Order 2025.

Policy Implications

N/A

Financial Implications

N/A

Risk Analysis

In the event that Council do not support the City's submission, a submission will be provided by the Chief Executive Officer.

Strategic Implications

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

- A clear and shared vision for Mandurah's future
- Sound decisions based on evidence and meaningful engagement
- Effective advocacy focused on the needs of the community and strong relationships with key stakeholders
- 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 endorse the City of Mandurah Submission as per Attachment 6.1.

NOTE:

- Refer
 - Attachment 6.1** City of Mandurah Submission
 - Attachment 6.2** DLGIRS Communications Agreement Consultation Paper
 - Attachment 6.3** Draft Local Government Regulations Amendment Regulations 2025
 - Attachment 6.4** Draft Local Government Default Communications Agreement Order 2025

RECOMMENDATION

That Council:

That Council in response to the Department Government Local Government, Industry Regulation and Safety's, invitation to comment on the draft Local Government Regulations Amendment Regulations 2025 and the draft Local Government Default Communications Agreement Order 2025, endorses the City of Mandurah Submission as per Attachment 6.1.

City of Mandurah Submission on draft Communications Agreement

Part 2 – Local Government (Administration) Regulations 1996 amended	
Regulation	City of Mandurah Comment
<p>Regulation 2 - Commencement</p> <p>These regulations come into operation as follows — (a) Part 1 — on the day on which these regulations are published on the WA legislation website (publication day); (b) Part 2 (but only regulations 3 and 8) — on the day after publication day; (c) the rest of the regulations — on 19 October 2025</p>	<p>This regulation is not supported.</p> <ul style="list-style-type: none"> • The Regulations are intended to come into effect by 19 October 2025. Should the DLGSCI receive a considerable amount of feedback that requires the draft orders to be amended, it is considered the date for commencement may need to be delayed to enable consultation with the sector for revised draft of the orders. • It is recommended that the regulations come into effect 3 months after the new Council is formed. The Communications agreement is forward looking and only the new Council and the CEO should agree to the agreement. <p>General comments:</p> <ul style="list-style-type: none"> • It may also be practicable to bring into effect the draft Regulations and Order at the same time as the Standardised Meeting Procedures. It is noted that the draft Regulations and Orders do not apply to Council or Committee Meetings. For local governments with Standing Orders that do not restrict the use of questions (with or without notice) from Council Members to items of the Council Agenda only, this will enable Council Members to use Council Meetings to seek information outside of the Communications Agreement. • Department to provide further clarity on how the Communications Agreement will be endorsed during caretaker period and whether the current Council should be entering into the communications agreement with the CEO when it applies to the newly formed Council after the October local government election.

	<ul style="list-style-type: none"> • The draft Regulations and Draft Order are not prescriptive enough in relation to request for information outlined in clause 12 of the Draft Order and recommend that it be clear that an Elected Member may ask for any information relating to clause 12 at anytime, even if it is not required for a decision before Council. If the intention of a request for information is based on an item that is before Council for a decision than this must be clearly stated. Currently clause 12 of the Draft Order is proposed as follows: <ul style="list-style-type: none"> (a) <i>a service, project or initiative being delivered by the local government;</i> (b) <i>how the local government usually manages a particular matter, issue, service or query;</i> (c) <i>budgeting or financial information, including details of the costs of any service, project or initiative delivered or proposed to be delivered by the local government;</i> (d) <i>an issue or situation of broad public concern or interest within the district;</i> (e) <i>preparing a motion to council or a committee;</i> (f) <i>correspondence received by the council member or committee member;</i> (g) <i>an administrative matter.</i> • Clause 12(g) of the Draft Order and regulation 28D of the regulations “an administrative matter” includes “any other matter of an administrative nature” which is not defined. To avoid any disputes, if the Department are recommending this information to be included, then all operational, executive and administration information would be available regardless of whether it is required to perform an Elected Member role or an item is before Council. • If a communications agreement is going to be mandatory, further detail must be included to provide clarity and direction to Council and CEO. • It is also recommended that the Department work with WALGA to update the mandatory training content. It is essential that all parties understand their responsibilities, as breaches would
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	constitute a breach of the Code of Conduct for Council Members, Committee Members and Candidates, or the Employee Code of Conduct.
<p>Regulation 3 - Regulations amended</p> <p>This Part amends the <i>Local Government (Administration) Regulations 1996</i>.</p>	This regulation is supported .
<p>Regulation 4 - Regulation 3 amended</p> <p>In regulation 3(1) insert in alphabetical order: communications agreement, in relation to a local government, means — (a) the default communications agreement that is taken to be the local government’s communications agreement under section 5.92B; or (b) the communications agreement adopted by the local government that has effect as the local government’s communications agreement under section 5.92C;</p>	<p>This regulation is supported.</p> <p>It is requested that further clarity be provided as to when the new sections 5.92A-5.92C will be proclaimed.</p>
<p>Regulation 5 - Regulation 19AA amended</p> <p>In regulation 19AA delete the definition of local government employee and insert: local government employee means an employee of the local government;</p>	This regulation is supported .
<p>Regulation 6 - Regulation 19ADA inserted</p> <p>After regulation 19AD insert: 19ADA. Compliance with communications agreement</p> <p>A code of conduct must contain a requirement that a local government employee must (when acting in their capacity as such) comply with the local government’s communications agreement.</p>	This regulation is supported .
<p>Regulation 7 - Regulations 28C and 28D inserted</p> <p>Additional matters regulated by communications agreement (Act s. 5.92A(2)(d))</p>	<p>This regulation is not supported in part.</p> <p>In relation to regulation 28D, and the definition of ‘administrative matter’ it is considered the definition for ‘administrative matter’ is not</p>

For the purposes of section 5.92A(2)(d), the circumstances in which correspondence sent by the mayor or president on behalf of the local government must be provided to all council members by the CEO is a prescribed matter. 28D. Content of communications agreement (Act s. 5.92A(4)) (1) In this regulation —

administrative matter, in relation to a council member or committee member, means the following —

- (a) the scheduling of council meetings or committee meetings;
- (b) the council member's or committee member's compliance obligations under the Act, including in relation to disclosure of financial interests and gifts;
- (c) information technology support for the council member or committee member;
- (d) arrangements for the council member or committee member to attend training or a conference;
- (e) event invitations received by the council member or committee member;
- (f) the council member's or committee member's entitlement to a fee, allowance, reimbursement or superannuation contribution payment under the Act;
- (g) any other matter of an administrative nature;

request for information, in relation to a local government, means a request for — (a) access to information held by the local government under section 5.92 or otherwise; or (b) other information

(2) A local government's communications agreement must include content providing for —
(a) council members and committee members to make requests for information; and

prescriptive enough due to the last point being "any other matter of an administrative nature".

- The draft Regulations and Draft Order are not prescriptive enough in relation to request for information outlined in clause 12 of the Draft Order and recommend that it be clear that an Elected Member may ask for any information relating to clause 12 at anytime, even if it is not required for a decision before Council. If the intention of a request for information is based on an item that is before Council for a decision than this must be clearly stated.
- Currently clause 12 of the Draft Order is proposed as follows:
 - (h) a service, project or initiative being delivered by the local government;
 - (i) how the local government usually manages a particular matter, issue, service or query;
 - (j) budgeting or financial information, including details of the costs of any service, project or initiative delivered or proposed to be delivered by the local government;
 - (k) an issue or situation of broad public concern or interest within the district;
 - (l) preparing a motion to council or a committee;
 - (m) correspondence received by the council member or committee member;
 - (n) an administrative matter.
- Clause 12(g) of the Draft Order and regulation 28D of the regulations "an administrative matter" includes "any other matter of an administrative nature" which is not defined. To avoid any disputes, if the Department are recommending this information to be included, then all operational, executive and administration information would be available regardless of whether it is required to perform an Elected Member role or an item is before Council.
- Regulation 7(g) can mean that all operational, executive and administration information would be available regardless of whether it is required to perform an Elected Member role or an

(b) the way in which, and the employees of the local government to whom, a request for information must be made; and
(c) time limits within which a response to a request for information must be given; and
(d) the way in which information must be provided in response to a request for information; and
(e) the way in which disputes regarding the response given to a request for information are to be resolved; and
(f) the employees of the local government with whom council members and committee members may communicate or have dealings in relation to a request for information.

(3) A local government's communications agreement must include content providing for the agreement not to apply to anything that a council member, committee member or employee of the local government does as part of —
(a) the deliberations at a council or committee meeting; or
(b) recruiting, reviewing the performance of or terminating the employment of the CEO in accordance with the adopted standards.

item is before Council. If this is the case, then this must be clear in the regulations.

City of Mandurah suggests that an alternative definition could be as follows:

administrative matter in relation to a council member or committee member, means support or assistance provided to an individual council member or individual committee member to facilitate an administrative process related to that member function, and will include:

- (i) Council and committee meeting scheduling, attendance, apologies, leave of absence, committee deputy member attendance, drafting a notice of motion or alternative motion.
- (ii) Attendance at professional development, training or events, associated speech writing, ceremonial protocols, travel, accommodation and incidental expense arrangements
- (iii) Entitlements to a fee, allowance, reimbursement or superannuation.
- (iv) Personal compliance with obligations under the Act, Regulations, code of conduct, conflict of interest or gift disclosure requirements, record keeping.
- (v) Information and communication technology software or hardware provided by the local government; and

Clause (g) of regulation 28D provides that administrative matter means '*any other matter of an administrative nature,*' which is considered to be too generic and could encompass anything.

In relation to regulation 28D, and the definition of 'request for information' the inclusion in the Order of the terms 'or otherwise' after referencing section 5.92 of the Act, and 'other information' in sub-clause (b) appears to substantially broaden the scope of an information enquiry envisioned under clause 5.92.

	<p>The City agrees with WALGAs comments in that the definition in the draft regulations expands significantly beyond requests under section 5.92 and it is unclear what is intended by “or otherwise” in part (a) of the definition. Further, the inclusion of “other information” in part (b) is so open-ended, it may make any limitations imposed by (a) almost meaningless. It is requested that further clarity be provided.</p> <p>The Department must be clear on the intent of what is other information.</p>
Local Government (Default Communications Agreement) Order 2025	
Clause reference	City of Mandurah Comment
<p>Clause 4 - General principles</p> <p>The council and the CEO agree to the following general principles —</p> <p>(a) the CEO will support council members and committee members to perform their functions under the Act and any other written law;</p> <p>(b) without limiting paragraph (a), the CEO will ensure that —</p> <p>(i) requests for information and requests for administrative assistance made by council members and committee members are responded to in accordance with this agreement; and</p> <p>(ii) employees deal and communicate with council members and committee members in accordance with this agreement;</p> <p>(c) council members and committee members will ensure that —</p> <p>(i) their dealings and communications with employees are in accordance with this agreement; and</p> <p>(ii) their requests for information and requests for administrative assistance are made in accordance with this agreement; and</p> <p>(iii) they only request information that is relevant to their functions under the Act or any other written law.</p>	<p>The clause is supported with amendment.</p> <p>The Department is requested to provide advice to the sector and further training for Council Members on access to information in accordance with Communications Agreement and how this interacts with section 5.92 of the Act.</p> <p>4(c) to add another point in relation to how the information is provided is used and that is must not be used to gain advantage or cause disadvantage of another Elected Member or cause damage to the reputation of the local government.</p> <p>Another point relating to the Mayor being the Spokesperson for the local government and that information obtained is not to be used on personal platforms, released to the public without the consent of Council or posted on social media.</p>
Clause 5 - Correspondence sent by mayor or president on behalf of local government	This clause is not supported .

(1) Correspondence sent by the mayor or president on behalf of the local government must be provided to all council members by the CEO.

(2) Subclause (1) does not apply to correspondence if the mayor or president is satisfied that, because of particular circumstances, it is appropriate not to provide the correspondence to all council members.

- The consultation communications agreement paper provides that in clause 5, in general, all council members should receive a copy of formal correspondence sent by the Mayor or President on behalf of the local government. Clause 5(1) does not include the word '*formal*' correspondence.
- It is unclear what types of correspondence are intended to be captured by this provision. Further clarity is provided with regard to the definition of correspondence.
- For local governments that do not have an established system for sharing information, providing all correspondence sent by the Mayor or President to all council members may become an administrative burden for administrative staff.
- An alternate approach is for the local government to create a register of correspondence (for example, matter relating to advocacy or correspondence with key stakeholders) and share with Council Members, who may elect to review the correspondence.
- With regard to clause 5(2) it is considered the clause is too subjective as it would be left to the Mayor or President to decide what is appropriate (or not) to distribute.
- The consultation paper provides that in exceptional circumstances, the Mayor or President can decide if it is appropriate not to provide such correspondence, however there is no reference to exceptional circumstances but rather states that the Mayor or President is satisfied. The Department is requested to provide further clarity with regard to the intent of this clause, including circumstances where the correspondence is not shared.
- The Department to also provide guidance on how this clause interacts with the dispute process in the event a Council Member challenges a Mayor or Presidents decision not to share correspondence.
- The Department to provide further guidance on whether constituent matters the Mayor or President is dealing with are

	shared and to provide clarity on types of communications to be shared.
<p>Clause 6 - Requests must not be made during social or incidental dealing or communication</p> <p>A council member or committee member must not make a request for information or a request for administrative assistance during a social or incidental dealing or communication with an employee.</p>	The clause is supported .
<p>Clause 7 - Incidental or social interactions permitted</p> <p>Subject to clause 6, nothing in this agreement prohibits social or incidental dealings or communications between — (a) a council member or committee member; and (b) an employee.</p>	This clause is supported .
<p>Clause 8 - Nominated employees</p> <p>(1) The CEO may nominate employees for the purposes of this agreement.</p> <p>(2) The CEO must nominate at least the following number of employees under subclause (1) —</p> <p>(a) if the local government is a class 1 local government — 4 employees;</p> <p>(b) if the local government is a class 2 local government — 3 employees;</p> <p>(c) if the local government is a class 3 local government — 2 employees;</p> <p>(d) if the local government is a class 4 local government — 1 employee.</p> <p>(3) An employee nominated under subclause (1) must be nominated in relation to — (a) all requests for information; or (b) a type of request for information.</p> <p>(4) An employee nominated under subclause (1) may be nominated in relation to either or both of the following — (a) all media enquiries or a type of media enquiry; (b) all requests for administrative assistance or a type of request for administrative assistance.</p>	<p>This clause is supported, however it is the City's view this is overly prescriptive.</p> <p>The Department to note that the register should be separate to the communications agreement, to enable updating as and when required.</p>

<p>(5) The CEO must ensure that — (a) an up-to-date register of employees nominated under subclause (1) is available to council members and committee members; and (b) the register specifies, for each employee nominated under subclause (1), the matters in relation to which the employee is nominated under subclauses (3) and (4).</p>	
<p>Clause 9 - CEO may direct who responds Despite anything else in this agreement, the CEO may direct which employee is to respond to a particular request for information or request for administrative assistance.</p>	<p>This clause is supported.</p>
<p>Clause - 10 No response required out of hours Nothing in this agreement requires the CEO or another employee to respond to a request for information or a request for administrative assistance outside of office hours.</p>	<p>This clause is not supported.</p> <p>Council Members regularly participate in civic functions and events outside of typical “office hours” and require assistance from CEO and other employees from time to time. It should be up to the CEO of each local government to determine the operational hours of working for employees, including responding to Council Member request for information.</p> <p>If the Department intends to retain this clause, there is a requirement to provide clarity on the definition of “office hours” and to allow each local government to determine the office hours.</p>
<p>Clause 11 - Council member or committee member may make request for information</p> <p>A council member or committee member may make a request (a request for information) for — (a) access to information held by the local government under section 5.92 of the Act or otherwise; or (b) other information.</p>	<p>The clause is not supported in part.</p> <p>The City agrees with WALGA views on this issue.</p> <ul style="list-style-type: none"> • The inclusion in the Order of the terms ‘other otherwise’ after referencing section 5.92 of the Act, and ‘other information’ in sub-clause (b) appears to substantially broaden the scope of an information enquiry envisioned under clause 5.92. It is requested that further clarity be provided. • Clause 14 (b) of the order confirms that elected member are not required to information under 5.92(4) and section (f) refer to information that is not relevant to the performance of a function under law.

	<ul style="list-style-type: none"> • This may result in an elected member may request information under clause 11 the communication agreement that they do not have access to which is confirmed later in draft order at clause 14. • Currently, the way the draft Order is written, all operational, executive and administration information can be requested. If this is the intent of the Department, it is recommending that this direction is provided. If it is not the intention, the scope needs refinement and greater clarity for administration to apply the regulations to any requests for information.
<p>Clause 12 - Information that may be requested</p> <p>(1) A request for information may be for advice or other information regarding any of the following —</p> <p>(a) a service, project or initiative being delivered by the local government;</p> <p>(b) how the local government usually manages a particular matter, issue, service or query;</p> <p>(c) budgeting or financial information, including details of the costs of any service, project or initiative delivered or proposed to be delivered by the local government;</p> <p>(d) an issue or situation of broad public concern or interest within the district;</p> <p>(e) preparing a motion to council or a committee;</p> <p>(f) correspondence received by the council member or committee member;</p> <p>(g) an administrative matter.</p> <p>(2) The mayor or president may make a request for information for advice or other information regarding any of the following — (a) publicly representing the local government at a media appearance or other event (including advice or other information in the form of a briefing or speaking notes); (b) correspondence to be sent by the mayor or president; (c) arranging a formal meeting or an official event.</p>	<p>This clause is not supported in part.</p> <p>The City agrees with WALGA views on this issue.</p> <p>Clause 12 sets out the types of information a member may request however, it is noted that clause 12(3) provides that this clause does not limit what information may be sought. The inclusion of clause 12(3) appears to provide that any information may then be sought. It is requested that further clarity be provided.</p>

(3) This clause does not limit what information may be the subject of a request for information.	
Clause 13 – Requirements applicable to requests for information	This clause is supported .
<p>Clause 14 - Certain information not required to be provided Nothing in this agreement requires information to be provided to a council member or committee member in response to a request for information if —</p> <ul style="list-style-type: none"> (a) the request for information is not made in accordance with this agreement; or (b) the information is information mentioned in section 5.92(4) of the Act; or (c) The information — <ul style="list-style-type: none"> (i) is not held by the local government; and (ii) is held by a person or body other than the local government; and (iii) cannot reasonably be obtained by the local government; or (d) the CEO decides that preparing or providing the information would divert a substantial and unreasonable portion of the local government's resources away from its other functions. 	<p>This clause is not supported.</p> <p>The draft Order lacks clarity and rigour to enable the CEO to decline a request for certain circumstances.</p> <p>The Department to advise as to whether clause 15 (disputes) applies to information not provided under 5.92 (4) of the Act.</p>
<p>Clause 15 - Disputes regarding final response to request for information</p> <p>(1) If the final response to a request for information includes a refusal to provide some or all of the information the subject of the request, the requesting member may notify the CEO in writing that there is a dispute regarding the final response.</p> <p>(2) A dispute regarding the final response to a request for information must be discussed at a meeting between the mayor or president, the CEO and the requesting member.</p> <p>(3) If the dispute is not resolved at the meeting — (a) the requesting member may refer the dispute to the council; and (b) the council may determine the dispute.</p> <p>(4) The council's determination of the dispute —</p>	<p>This clause is not supported.</p> <p>The Communications Agreement is made between the Council and the CEO. There it is considered inappropriate for the Council to be the final arbiter of a dispute between the parties. It is suggested that such disputes be manager by the Local Government Inspectorate or alternatively the Departmental CEO until such time the local government inspector comes into effect.</p> <p>This will increase the administration burden as the cost of preparing a Council report for a Council decision, the matter being discussed at Council in public can cause reputation damage and financial costs.</p>

<p>(a) may override a decision made by the CEO under clause 14(d); and (b) is final.</p>	<p>In the event the Department proceed with this Clause the Department is requested to:</p> <ul style="list-style-type: none"> • Provide guidance on how this will work in practice – for example will the matter when presented to Council require a council report and will the report be public? • When the report is prepared for Council to make a decision. does the local government CEO have the ability to provide a comment on the legal and or other consequences of this information being released? • Is the report and decision confidential? As the information may relate to City staff, actions taken by staff relating to a matter, and ensuring City’s obligation to protect the organisation and staff, it is appropriate for the Department to outline how the report and decision will be dealt with. • In the event that a dispute arises due to the information requested being subject to 5.94 (4) of the Act, does the dispute process still apply? In event a decision of council is made to release the information, which contravenes 5.94 (4), will this create a precedent for access to information that is not permitted under the Act? • The Draft Order does not consider that a dispute may arise between the CEO and Mayor or President. How will clause 15 (2) work operationally in this instance?
<p>Clause 16 - Mayor or president may discuss media enquiry without making request for information (1) The mayor or president may discuss a media enquiry with the CEO or an appropriate nominated employee, either verbally or in writing, without making a request for information. (2) Subclause (1) does not prevent the mayor or president from making a request for information in relation to a media enquiry.</p>	<p>This clause is supported.</p>
<p>Clause 17 - Application This Division does not apply to or in relation to an administrative request for information.</p>	<p>This clause is supported.</p>
<p>18. Making a request for information</p>	<p>This clause is supported.</p>

<p>(1) A request for information must be made to the CEO or an appropriate nominated employee.</p> <p>(2) A request for information must be made in writing by — (a) email; or (b) other electronic means approved by the CEO.</p>	
<p>19. Receipt of request must be acknowledged</p> <p>The CEO must ensure that receipt of a request for information is acknowledged in writing within 2 working days after the day on which the request is made.</p>	<p>This clause is supported.</p>
<p>20. Request may be discussed and amended</p> <p>For the purposes of responding to a request for information, the CEO or an appropriate nominated employee may do either or both of the following — (a) discuss the request for information with the requesting member, including for the purpose of clarifying the scope of the information the subject of the request; (b) if the requesting member requests an amendment to the scope of the information the subject of the request for information — deal with the request for information as if it were so amended.</p>	<p>This clause is supported.</p>
<p>21. Responding to a request for information</p> <p>(1) The CEO must ensure that the requesting member is given a final response to their request for information as soon as practicable.</p> <p>(2) If a request for information relates to a matter included in the agenda for an upcoming council or committee meeting, the CEO must make best endeavours to ensure that the requesting member is given a final response to the request before the meeting.</p> <p>(3) Without limiting subclause (1) or (2), the CEO must ensure that, within 10 working days after the day on which a request for information is made, the requesting member is given — (a) a final response to the request; or (b) notice that a final response cannot be given within that period and an estimate as to when a final response will be given.</p>	<p>This clause is not supported in part.</p> <p>Clause 21 (2) requires the CEO to use their 'best endeavours' to respond to requests relating to items on a Council or Committee meeting agenda before the meeting takes place. The term 'best endeavours' is not defined in the Order and is considered to be highly subjective depending on who is making the judgment.</p> <p>As per the City's earlier comments, it would be practical to implement to Communications Agreements and the Standardised Meeting Procedures at the same time.</p>

<p>(4) The final response to a request for information must — (a) be in writing; and (b) include any advice or other information provided in response to the request for information.</p> <p>(5) If the final response includes a refusal to provide some or all of the information the subject of the request for information, the response must set out the reasons for that refusal.</p>	
<p>22. When final response must be provided to other members</p> <p>(1) A copy of the final response to a request for information given to the requesting member must be provided to — (a) all council members; and (b) if the final response is relevant to the work of a committee — any members of the committee who are not council members.</p> <p>(2) Subclause (1) does not apply if —</p> <p>(a) the request for information is a request for advice regarding correspondence and the final response is provided to all council members and committee members who received the correspondence; or</p> <p>(b) the request for information is for advice or other information regarding any of the matters mentioned in clause 12(2); or</p> <p>(c) the requesting member and the CEO agree that — (i) the final response is confidential; or (ii) because of particular circumstances, it is appropriate not to provide the final response to all council members and relevant committee members under subclause (1).</p>	<p>This clause is not supported.</p> <p>Clause 22 (c) is unclear. The Department to provide further clarity in relation to the circumstances this would apply.</p>
<p>23. Requesting member may discuss final response</p> <p>(1) The requesting member may discuss the final response to their request for information with the CEO or an appropriate nominated employee, either verbally or in writing.</p> <p>(2) During a discussion under subclause (1), the requesting member may be provided with additional information for the purpose of clarifying, or addressing queries in relation to, the final response.</p>	<p>This clause is supported.</p>
<p>24. CEO may arrange for briefing, meeting or discussion in relation to final response</p>	<p>This clause is supported.</p>

<p>(1) The CEO may arrange for some or all council members and committee members to attend a briefing, meeting or other discussion in relation to a final response to a request for information.</p> <p>(2) During a briefing, meeting or other discussion arranged under subclause (1), council members and committee members may be provided with additional information for the purpose of clarifying, or addressing queries in relation to, the final response.</p>	
<p>25. Term used: administrative request In this Division — administrative request means a request that is either or both of the following — (a) an administrative request for information; (b) a request for administrative assistance.</p>	<p>This clause is supported, noting earlier comments on the definition of administrative request.</p>
<p>26. Council member or committee member may request assistance regarding administrative matter A council member or committee member may make a request (a request for administrative assistance) for assistance regarding an administrative matter.</p>	<p>This clause is supported, noting earlier comments on the definition of administrative request.</p>
<p>27. Making an administrative request (1) An administrative request must be made to the CEO or an appropriate nominated employee. (2) Subject to subclause (3), an administrative request may be made verbally or in writing. (3) If an administrative request is made verbally, the CEO or an appropriate nominated employee may refuse to deal with the request unless it is made in writing. (4) An administrative request that is in writing must be made by — (a) email; or (b) other electronic means approved by the CEO</p>	<p>This clause is supported.</p>
<p>28. Responding to an administrative request (1) The CEO must ensure that the requesting member is given a final response to their administrative request as soon as practicable. (2) Without limiting subclause (1), the CEO must ensure that, within 10 working days after the day on which an administrative request is made, the requesting member is given — (a) a final response to the request; or (b) notice that a final response cannot</p>	<p>This clause is supported.</p>

<p>be given within that period and an estimate as to when the response will be given. (3) A final response to an administrative request may be given verbally or in writing.</p>	
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Western Australia

Local Government Regulations Amendment Regulations 2025

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Local Government Act 1995

Local Government Regulations Amendment Regulations 2025

Made by the Governor in Executive Council.

Part 1 — Preliminary

1. Citation

These regulations are the *Local Government Regulations Amendment Regulations 2025*.

2. Commencement

These regulations come into operation as follows —

- (a) Part 1 — on the day on which these regulations are published on the WA legislation website (**publication day**);
- (b) Part 2 (but only regulations 3 and 8) — on the day after publication day;
- (c) the rest of the regulations — on 19 October 2025.

**Part 2 — Local Government (Administration)
Regulations 1996 amended**

3. Regulations amended

This Part amends the *Local Government (Administration) Regulations 1996*.

4. Regulation 3 amended

In regulation 3(1) insert in alphabetical order:

communications agreement, in relation to a local government, means —

- (a) the default communications agreement that is taken to be the local government's communications agreement under section 5.92B; or
- (b) the communications agreement adopted by the local government that has effect as the local government's communications agreement under section 5.92C;

5. Regulation 19AA amended

In regulation 19AA delete the definition of *local government employee* and insert:

local government employee means an employee of the local government;

6. Regulation 19ADA inserted

After regulation 19AD insert:

19ADA. Compliance with communications agreement

A code of conduct must contain a requirement that a local government employee must (when acting in their capacity as such) comply with the local government's communications agreement.

7. Regulations 28C and 28D inserted

At the beginning of Part 7 insert:

28C. Additional matters regulated by communications agreement (Act s. 5.92A(2)(d))

For the purposes of section 5.92A(2)(d), the circumstances in which correspondence sent by the mayor or president on behalf of the local government must be provided to all council members by the CEO is a prescribed matter.

28D. Content of communications agreement (Act s. 5.92A(4))

- (1) In this regulation —
- administrative matter*, in relation to a council member or committee member, means the following —
- (a) the scheduling of council meetings or committee meetings;
 - (b) the council member's or committee member's compliance obligations under the Act, including in relation to disclosure of financial interests and gifts;

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- (c) information technology support for the council member or committee member;
- (d) arrangements for the council member or committee member to attend training or a conference;
- (e) event invitations received by the council member or committee member;
- (f) the council member's or committee member's entitlement to a fee, allowance, reimbursement or superannuation contribution payment under the Act;
- (g) any other matter of an administrative nature;

request for information, in relation to a local government, means a request for —

- (a) access to information held by the local government under section 5.92 or otherwise; or
 - (b) other information.
- (2) A local government's communications agreement must include content providing for —
- (a) council members and committee members to make requests for information; and
 - (b) the way in which, and the employees of the local government to whom, a request for information must be made; and
 - (c) time limits within which a response to a request for information must be given; and
 - (d) the way in which information must be provided in response to a request for information; and
 - (e) the way in which disputes regarding the response given to a request for information are to be resolved; and

- (f) the employees of the local government with whom council members and committee members may communicate or have dealings in relation to a request for information.
- (3) A local government's communications agreement must include content providing for the agreement not to apply to anything that a council member, committee member or employee of the local government does as part of —
 - (a) the deliberations at a council or committee meeting; or
 - (b) recruiting, reviewing the performance of or terminating the employment of the CEO in accordance with the adopted standards.
- (4) A local government's communications agreement must include content providing for —
 - (a) council members and committee members to make requests for assistance regarding administrative matters; and
 - (b) the way in which, and the employees of the local government to whom, a request for assistance regarding an administrative matter must be made; and
 - (c) time limits within which a response to a request for assistance regarding an administrative matter must be given; and
 - (d) the way in which information must be provided in response to a request for assistance regarding an administrative matter; and
 - (e) the employees of the local government with whom council members and committee members may communicate or have dealings in

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relation to a request for assistance regarding an administrative matter.

- (5) A local government's communications agreement must include content providing for the following —
- (a) a request for information or a request for assistance regarding an administrative matter by a commissioner of the local government may be made to the CEO or another employee of the local government in the manner determined by the commissioner;
 - (b) the CEO must ensure that the commissioner is given a response to the request for information or request for assistance regarding an administrative matter —
 - (i) as soon as practicable; and
 - (ii) in the manner requested by the commissioner (which may include in writing or in a briefing);
 - (c) disputes regarding the request for information or request for assistance regarding an administrative matter must be resolved by —
 - (i) if there are joint commissioners and 1 of them is appointed to be the chairperson — the chairperson; or
 - (ii) otherwise — the commissioner who made the request.

8. Regulation 29E inserted

At the end of Part 7 insert:

29E. Transitional provision for *Local Government Regulations Amendment Regulations 2025*

For the purposes of Schedule 9.3 clause 62(2), regulations 28C and 28D, as to be inserted by the *Local Government Regulations Amendment Regulations 2025* regulation 7, apply in relation to the exercise before 19 October 2025, under the *Interpretation Act 1984* section 25(2), of the Minister's power to make an order under section 5.92B, as to be inserted by the *Local Government Amendment Act 2023* section 74.

Part 3 — Local Government (Model Code of Conduct) Regulations 2021 amended

9. Regulations amended

This Part amends the *Local Government (Model Code of Conduct) Regulations 2021*.

10. Schedule 1 amended

- (1) After Schedule 1 clause 10 insert:

10A. Communications agreement

A council member or committee member must not contravene section 5.92A(3) of the Act.

- (2) In Schedule 1 clause 20(1) insert in alphabetical order:

administrative matter, in relation to a council member or committee member, means the following —

- (a) the scheduling of council meetings or committee meetings;
- (b) the council member's or committee member's compliance obligations under the Act, including in relation to disclosure of financial interests and gifts;
- (c) information technology support for the council member or committee member;
- (d) arrangements for the council member or committee member to attend training or a conference;
- (e) event invitations received by the council member or committee member;
- (f) the council member's or committee member's entitlement to a fee, allowance, reimbursement or superannuation contribution payment under the Act;
- (g) any other matter of an administrative nature;

communications agreement, in relation to a local government, means —

- (a) the default communications agreement that is taken to be the local government’s communications agreement under section 5.92B of the Act; or
- (b) the communications agreement adopted by the local government that has effect as the local government’s communications agreement under section 5.92C of the Act;

request for information, in relation to a local government, means a request for —

- (a) access to information held by the local government under section 5.92 of the Act or otherwise; or
- (b) other information.

- (3) In Schedule 1 clause 20(1) in the definition of **local government employee** paragraph (b) delete “services.” and insert:

services;

- (4) Delete Schedule 1 clause 20(3) and insert:

- (3) Subclause (2)(a) does not apply to anything that a council member does as part of —
 - (a) the deliberations at a council or committee meeting; or
 - (b) making a request for information or a request for assistance regarding an administrative matter in accordance with the local government’s communications agreement.

Clerk of the Executive Council

Western Australia

Local Government (Default Communications Agreement) Order 2025

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Local Government (Default Communications Agreement) Order 2025

Made by the Minister under section 5.92B of the Act.

1. Citation

This order is the *Local Government (Default Communications Agreement) Order 2025*.

2. Commencement

This order comes into operation on 19 October 2025.

3. Default communications agreement

For the purposes of section 5.92B(1) of the Act, the form of communications agreement is set out in Schedule 1.

Note for this clause:

Under section 5.92B(2) of the Act, for the purposes of section 5.92A of the Act, the form of communications agreement set out in Schedule 1 is taken to be a local government's communications agreement at any time when the local government does not have a communications agreement of its own under section 5.92C of the Act.

Schedule 1 — Default communications agreement

[cl. 3]

Division 1 — Preliminary provisions

1. Introduction

For the purposes of section 5.92A of the *Local Government Act 1995* (the *Act*), this is the local government's communications agreement between the council of the local government (the *council*) and the chief executive officer of the local government (the *CEO*).

2. Terms used

(1) In this agreement —

Act has the meaning given in clause 1;

administrative matter, in relation to a council member or committee member, means the following —

- (a) the scheduling of council meetings or committee meetings;
- (b) the council member's or committee member's compliance obligations under the Act, including in relation to disclosure of financial interests and gifts;
- (c) information technology support for the council member or committee member;
- (d) arrangements for the council member or committee member to attend training or a conference;
- (e) event invitations received by the council member or committee member;
- (f) the council member's or committee member's entitlement to a fee, allowance, reimbursement or superannuation contribution payment under the Act;
- (g) any other matter of an administrative nature;

administrative request has the meaning given in clause 25;

administrative request for information means a request for information that relates only to an administrative matter;

adopted standards means —

- (a) the standards adopted by the local government under section 5.39B of the Act; or
- (b) if the local government has not adopted standards under section 5.39B of the Act — the standards taken under section 5.39B(5) of the Act to be the local government’s adopted standards;

appropriate nominated employee means the following —

- (a) in relation to a request for information — an employee nominated under clause 8(1) and (3) in relation to —
 - (i) all requests for information; or
 - (ii) a type of request for information that includes the request for information;
- (b) in relation to a media enquiry to be discussed under clause 16(1) — an employee nominated under clause 8(1) and (4)(a) in relation to —
 - (i) all media enquiries; or
 - (ii) a type of media enquiry that includes the media enquiry;
- (c) in relation to a request for administrative assistance — an employee nominated under clause 8(1) and (4)(b) in relation to —
 - (i) all requests for administrative assistance; or
 - (ii) a type of request for administrative assistance that includes the request for administrative assistance;

CEO has the meaning given in clause 1;

class 1 local government has the meaning given in the *Local Government (Constitution) Regulations 1998* regulation 2A(a);

class 2 local government has the meaning given in the *Local Government (Constitution) Regulations 1998* regulations 2A(b) and 2B(3);

class 3 local government has the meaning given in the *Local Government (Constitution) Regulations 1998* regulations 2A(c) and 2B(4);

class 4 local government has the meaning given in the *Local Government (Constitution) Regulations 1998* regulations 2A(d) and 2B(5);

committee means a committee of the council;

council has the meaning given in clause 1;

employee means an employee of the local government;

mayor or president includes a councillor performing the functions of the mayor or president under Part 5 Division 3 of the Act;

request for administrative assistance has the meaning given in clause 26;

request for information has the meaning given in clause 11;

requesting member, in relation to a request for information or a request for administrative assistance, means the council member or committee member who made the request;

working day means a day other than —

- (a) a Saturday or a Sunday; or
- (b) a public holiday throughout the State; or
- (c) a public holiday in an area that is or includes the district or any part of the district.

(2) If any other term used in this agreement is given a meaning in section 1.4 of the Act or the *Interpretation Act 1984* section 5, it has the same meaning in this agreement.

(3) A reference in this agreement to a council member or committee member performing a function under a written law other than the Act does not include a reference to the council member or committee member performing a function in a capacity other than that of council member or committee member under the Act.

3. Application

(1) This agreement applies to a person who is a council member, committee member or employee when acting in their capacity as such.

(2) Despite subclause (1), this agreement does not apply to anything that a council member, committee member or employee does as part of —

- (a) the deliberations at a council or committee meeting; or

- (b) recruiting, reviewing the performance of or terminating the employment of the CEO in accordance with the adopted standards.

Division 2 — General provisions

4. General principles

The council and the CEO agree to the following general principles —

- (a) the CEO will support council members and committee members to perform their functions under the Act and any other written law;
- (b) without limiting paragraph (a), the CEO will ensure that —
 - (i) requests for information and requests for administrative assistance made by council members and committee members are responded to in accordance with this agreement; and
 - (ii) employees deal and communicate with council members and committee members in accordance with this agreement;
- (c) council members and committee members will ensure that —
 - (i) their dealings and communications with employees are in accordance with this agreement; and
 - (ii) their requests for information and requests for administrative assistance are made in accordance with this agreement; and
 - (iii) they only request information that is relevant to their functions under the Act or any other written law.

5. Correspondence sent by mayor or president on behalf of local government

- (1) Correspondence sent by the mayor or president on behalf of the local government must be provided to all council members by the CEO.
- (2) Subclause (1) does not apply to correspondence if the mayor or president is satisfied that, because of particular circumstances, it is appropriate not to provide the correspondence to all council members.

6. Requests must not be made during social or incidental dealing or communication

A council member or committee member must not make a request for information or a request for administrative assistance during a social or incidental dealing or communication with an employee.

7. Incidental or social interactions permitted

Subject to clause 6, nothing in this agreement prohibits social or incidental dealings or communications between —

- (a) a council member or committee member; and
- (b) an employee.

8. Nominated employees

- (1) The CEO may nominate employees for the purposes of this agreement.
- (2) The CEO must nominate at least the following number of employees under subclause (1) —
 - (a) if the local government is a class 1 local government — 4 employees;
 - (b) if the local government is a class 2 local government — 3 employees;
 - (c) if the local government is a class 3 local government — 2 employees;
 - (d) if the local government is a class 4 local government — 1 employee.
- (3) An employee nominated under subclause (1) must be nominated in relation to —
 - (a) all requests for information; or
 - (b) a type of request for information.
- (4) An employee nominated under subclause (1) may be nominated in relation to either or both of the following —
 - (a) all media enquiries or a type of media enquiry;
 - (b) all requests for administrative assistance or a type of request for administrative assistance.

- (5) The CEO must ensure that —
- (a) an up-to-date register of employees nominated under subclause (1) is available to council members and committee members; and
 - (b) the register specifies, for each employee nominated under subclause (1), the matters in relation to which the employee is nominated under subclauses (3) and (4).

9. CEO may direct who responds

Despite anything else in this agreement, the CEO may direct which employee is to respond to a particular request for information or request for administrative assistance.

10. No response required out of hours

Nothing in this agreement requires the CEO or another employee to respond to a request for information or a request for administrative assistance outside of office hours.

Division 3 — Requests for information generally

11. Council member or committee member may make request for information

A council member or committee member may make a request (a *request for information*) for —

- (a) access to information held by the local government under section 5.92 of the Act or otherwise; or
- (b) other information.

12. Information that may be requested

- (1) A request for information may be for advice or other information regarding any of the following —
- (a) a service, project or initiative being delivered by the local government;
 - (b) how the local government usually manages a particular matter, issue, service or query;

- (c) budgeting or financial information, including details of the costs of any service, project or initiative delivered or proposed to be delivered by the local government;
 - (d) an issue or situation of broad public concern or interest within the district;
 - (e) preparing a motion to council or a committee;
 - (f) correspondence received by the council member or committee member;
 - (g) an administrative matter.
- (2) The mayor or president may make a request for information for advice or other information regarding any of the following —
- (a) publicly representing the local government at a media appearance or other event (including advice or other information in the form of a briefing or speaking notes);
 - (b) correspondence to be sent by the mayor or president;
 - (c) arranging a formal meeting or an official event.
- (3) This clause does not limit what information may be the subject of a request for information.

13. Requirements applicable to requests for information

- (1) The information the subject of a request for information must be relevant to the functions of the requesting member under the Act or another written law.
- (2) A request for information must be —
 - (a) limited in scope to the specific information that the council member or committee member requires; and
 - (b) accompanied by any supporting information that may assist the local government to respond to the request.
- (3) A request for information regarding correspondence received by the council member or committee member must include a copy of the correspondence.

14. Certain information not required to be provided

Nothing in this agreement requires information to be provided to a council member or committee member in response to a request for information if —

- (a) the request for information is not made in accordance with this agreement; or
 - (b) the information is information mentioned in section 5.92(4) of the Act; or
 - (c) the information —
 - (i) is not held by the local government; and
 - (ii) is held by a person or body other than the local government; and
 - (iii) cannot reasonably be obtained by the local government;
- or
- (d) the CEO decides that preparing or providing the information would divert a substantial and unreasonable portion of the local government's resources away from its other functions.

15. Disputes regarding final response to request for information

- (1) If the final response to a request for information includes a refusal to provide some or all of the information the subject of the request, the requesting member may notify the CEO in writing that there is a dispute regarding the final response.
- (2) A dispute regarding the final response to a request for information must be discussed at a meeting between the mayor or president, the CEO and the requesting member.
- (3) If the dispute is not resolved at the meeting —
 - (a) the requesting member may refer the dispute to the council; and
 - (b) the council may determine the dispute.

Local Government (Default Communications Agreement) Order 2025

Schedule 1 Default communications agreement

Division 4 Requests for information other than administrative requests for information

cl. 16

- (4) The council's determination of the dispute —
 - (a) may override a decision made by the CEO under clause 14(d); and
 - (b) is final.

16. Mayor or president may discuss media enquiry without making request for information

- (1) The mayor or president may discuss a media enquiry with the CEO or an appropriate nominated employee, either verbally or in writing, without making a request for information.
- (2) Subclause (1) does not prevent the mayor or president from making a request for information in relation to a media enquiry.

Division 4 — Requests for information other than administrative requests for information

17. Application

This Division does not apply to or in relation to an administrative request for information.

18. Making a request for information

- (1) A request for information must be made to the CEO or an appropriate nominated employee.
- (2) A request for information must be made in writing by —
 - (a) email; or
 - (b) other electronic means approved by the CEO.

19. Receipt of request must be acknowledged

The CEO must ensure that receipt of a request for information is acknowledged in writing within 2 working days after the day on which the request is made.

20. Request may be discussed and amended

For the purposes of responding to a request for information, the CEO or an appropriate nominated employee may do either or both of the following —

- (a) discuss the request for information with the requesting member, including for the purpose of clarifying the scope of the information the subject of the request;
- (b) if the requesting member requests an amendment to the scope of the information the subject of the request for information — deal with the request for information as if it were so amended.

21. Responding to a request for information

- (1) The CEO must ensure that the requesting member is given a final response to their request for information as soon as practicable.
- (2) If a request for information relates to a matter included in the agenda for an upcoming council or committee meeting, the CEO must make best endeavours to ensure that the requesting member is given a final response to the request before the meeting.
- (3) Without limiting subclause (1) or (2), the CEO must ensure that, within 10 working days after the day on which a request for information is made, the requesting member is given —
 - (a) a final response to the request; or
 - (b) notice that a final response cannot be given within that period and an estimate as to when a final response will be given.
- (4) The final response to a request for information must —
 - (a) be in writing; and
 - (b) include any advice or other information provided in response to the request for information.
- (5) If the final response includes a refusal to provide some or all of the information the subject of the request for information, the response must set out the reasons for that refusal.

22. When final response must be provided to other members

- (1) A copy of the final response to a request for information given to the requesting member must be provided to —
 - (a) all council members; and
 - (b) if the final response is relevant to the work of a committee — any members of the committee who are not council members.
- (2) Subclause (1) does not apply if —
 - (a) the request for information is a request for advice regarding correspondence and the final response is provided to all council members and committee members who received the correspondence; or
 - (b) the request for information is for advice or other information regarding any of the matters mentioned in clause 12(2); or
 - (c) the requesting member and the CEO agree that —
 - (i) the final response is confidential; or
 - (ii) because of particular circumstances, it is appropriate not to provide the final response to all council members and relevant committee members under subclause (1).

23. Requesting member may discuss final response

- (1) The requesting member may discuss the final response to their request for information with the CEO or an appropriate nominated employee, either verbally or in writing.
- (2) During a discussion under subclause (1), the requesting member may be provided with additional information for the purpose of clarifying, or addressing queries in relation to, the final response.

24. CEO may arrange for briefing, meeting or discussion in relation to final response

- (1) The CEO may arrange for some or all council members and committee members to attend a briefing, meeting or other discussion in relation to a final response to a request for information.

- (2) During a briefing, meeting or other discussion arranged under subclause (1), council members and committee members may be provided with additional information for the purpose of clarifying, or addressing queries in relation to, the final response.

Division 5 — Administrative requests for information and requests for administrative assistance

25. Term used: administrative request

In this Division —

administrative request means a request that is either or both of the following —

- (a) an administrative request for information;
- (b) a request for administrative assistance.

26. Council member or committee member may request assistance regarding administrative matter

A council member or committee member may make a request (a *request for administrative assistance*) for assistance regarding an administrative matter.

27. Making an administrative request

- (1) An administrative request must be made to the CEO or an appropriate nominated employee.
- (2) Subject to subclause (3), an administrative request may be made verbally or in writing.
- (3) If an administrative request is made verbally, the CEO or an appropriate nominated employee may refuse to deal with the request unless it is made in writing.
- (4) An administrative request that is in writing must be made by —
 - (a) email; or
 - (b) other electronic means approved by the CEO.

28. Responding to an administrative request

- (1) The CEO must ensure that the requesting member is given a final response to their administrative request as soon as practicable.
- (2) Without limiting subclause (1), the CEO must ensure that, within 10 working days after the day on which an administrative request is made, the requesting member is given —
 - (a) a final response to the request; or
 - (b) notice that a final response cannot be given within that period and an estimate as to when the response will be given.
- (3) A final response to an administrative request may be given verbally or in writing.

Division 6 — Provision in relation to commissioner

29. Application of agreement to commissioner

This agreement applies to a commissioner of the local government as if the commissioner were the council and the mayor or president.

30. Requests for information by commissioner

- (1) Despite clause 29, a commissioner of the local government may make a request for information or a request for administrative assistance to the CEO or another employee in the manner determined by the commissioner.
- (2) The CEO must ensure that the commissioner is given a final response to the request made under subclause (1) —
 - (a) as soon as practicable; and
 - (b) in the manner requested by the commissioner (which may include in writing or in a briefing).
- (3) A dispute regarding a request made under subclause (1) must be determined by —
 - (a) if there are joint commissioners and 1 of them is appointed to be the chairperson — the chairperson; or
 - (b) otherwise — the commissioner who made the request.

- (4) The chairperson's or commissioner's determination of the dispute —
- (a) may override a decision made by the CEO under clause 14(d); and
 - (b) is final.

Minister for Local Government



Department of
**Local Government, Sport
and Cultural Industries**



Communications Agreement Consultation Paper

Local Government Reforms

Background

The *Local Government Amendment Act 2023* (2023 Amendment Act) was passed by Parliament in May 2023 and made a series of amendments to the *Local Government Act 1995* (the Act).

The *2023 Amendment Act* implements several key reforms, including those relating to local government elections, as well as some changes which are yet to commence. These include the requirement for a communications agreement between the council and the administration of a local government.

To implement these reforms, the Western Australian (WA) Government has prepared the draft Local Government Regulations Amendment Regulations 2025 and the draft Local Government (Default Communications Agreement) Order 2025.

These proposed draft regulations and the draft order are published on the Department of Local Government, Sport and Cultural Industries (DLGSC) website and are available for public comment until **Friday 22 August 2025**. This consultation paper sets out the aims of these reforms and the proposed legislative requirements.

DLGSC invites local governments, council members, CEOs, local government employees and members of the community to consider the proposed regulations and provide feedback. The feedback received will inform the finalisation of draft regulations and the draft order and the implementation of these changes.

Submissions can be made to DLGSC's Act Review team by:

1. email to actreview@dlgsc.wa.gov.au
2. post to:
DLGSC Act Review
PO Box 8349
PERTH BUSINESS CENTRE WA 6849

Your say and your privacy

Submissions will be treated as public documents unless explicitly requested otherwise.

If you do not consent to your submission being treated as a public document, you should mark it as confidential, or specifically identify the confidential information, and include an explanation.

Please note, even if your submission is treated as confidential by DLGSC, it may still be disclosed in accordance with the requirements of the *Freedom of Information Act 1995* (WA) or any other applicable written law.

DLGSC reserves the right to redact any content that could be regarded as racially vilifying, derogatory or defamatory to an individual or an organisation.

Establishing regulations for communications agreements

The communications agreement is intended to function as a fundamental governance instrument within each local government to set out minimum expectations for formal communications between council members and employees of the local government.

Communications agreements currently exist between each Minister of the WA Government and the agencies that support them. These agreements set out who Ministers and their staff may contact within an agency, what they may request, how they can expect their request to be dealt with and when they can expect a response.

In a local government context, new sections 5.92A – 5.92C inserted by the *2023 Amendment Act* provide that:

- each local government must have a communications agreement which deals with the matters required by the Act and regulations
- a local government may adopt a communications agreement by the council and the CEO **both agreeing** to its terms
- if a local government does not adopt or is unable to adopt a communications agreement, the default communications agreement set out in a ministerial order applies.

The draft Local Government Regulations Amendment Regulations 2025 seek to address minimum requirements for and enforcement of communications agreements.

Administration Regulations (amending regulations 3 to 8)

Amending regulations 3 to 8 set out a series of amendments to the Local Government (Administration) Regulations 1996 to deal with communications agreements.

Amending regulation 4 inserts a definition of communications agreements into the regulations.

Amending regulation 5 clarifies that the regulations regarding the employee code of conduct apply to employees of the local government, not contractors.

Amending regulation 6 requires the employee code of conduct to require a local government employee to comply with the communications agreement.

Amending regulation 7 inserts new regulations 28C and 28D.

Regulation 28C provides that in addition to the matters set out in the to be proclaimed section 5.92A of the Act, a communications agreement needs to set out the circumstances in which correspondence sent by the Mayor or President on behalf of the local government must be provided to all council members by the CEO.

Regulation 28D provides that there must be certain minimum content in a communications agreement adopted by a local government and its CEO.

Subregulation (1) provides definitions of an administrative matter and a request for information.

Subregulation (2) provides that a communications agreement must address:

- how council members and committee members can make requests for information
- the time within which a response to a request for information must be given
- the way in which information must be provided in response to a request for information
- a dispute resolution process
- which local government employees, council members and committee members may communicate or have dealings with relating to requests for information.

Subregulation (3) clarifies that the communications agreement does not apply to:

- deliberations at a council or committee meeting
- the process that needs to be undertaken for the recruitment, performance review or employment termination of the CEO.

This recognises that a Mayor or President and duly authorised council members may need to communicate with employees or contractors of the local government other than through the CEO to facilitate the recruitment, performance review or termination process.

Subregulation (4) provides that a communications agreement must address:

- how council members and committee members can make request for administrative assistance
- the time within which a response to a request for administrative assistance must be given
- the way in which information must be provided in response to a request for administrative assistance
- which local government employees, council members and committee members may communicate or have dealings with relating to administrative matters.

Subregulation (5) provides for circumstances where commissioners are administering the local government. This regulation provides that the commissioner may request information or assistance in the manner determined by the commissioner from any local government employee and that, if requested, it must be provided to the commissioner as soon as practicable. Where there is a dispute, it is resolved by the commissioner (or the chair commissioner if there is more than one commissioner).

This reflects that the circumstances that require the appointment of commissioners are unique, and as a result a commissioner should typically not be constrained by a communications agreement when undertaking the process required to restore good government to a local government district.

Regulation 8 provides for the default communications agreement ministerial order to be made prior to 19 October 2025.

Model code of conduct (amending regulations 9 & 10)

To ensure council and committee members comply with the communications agreement, it is proposed that contraventions of the agreement be dealt with under the code of conduct for council members, committee members and candidates.

Amending regulation 10(1) provides that a contravention of section 5.92(3) of the Act, which states that a council member or committee member must comply with the communications agreement, will be a behavioural breach. This means that the breach is dealt with internally by the local government, rather than through the Local Government Standards Panel process. Circumstances where a council member involves themselves in the administration of the local government without authority, or where a council member seeks to direct a local government employee, will remain a rule of conduct breach.

Amending 10(2)-(3) makes an amendment to clause 20 of the model code of conduct. Clause 20 currently provides that a council member or candidate cannot direct a local government employee. This amendment clarifies that the rule of conduct against directing a local government employee does not apply where the council member is acting consistently with the communications agreement in seeking information or administrative assistance.

Default Communications Agreement Order

The *2023 Amendment Act* inserted new section 5.92B, which provides for the Minister for Local Government, by order, to set out a form of default communications agreement. This will be considered the communications agreement of the local government at any time that the local government has not adopted a communications agreement of its own or the agreement has expired.

A local government's communications agreement will expire at the end of the local government's caretaker period following an ordinary election, or otherwise at the end of the employment of the CEO who agreed to that communications agreement.

It is important to note the range of circumstances where a local government will fall onto this default agreement. If unable to form an agreement of their own, a local government will be bound by this default agreement. If local governments and CEOs wish to alter something contained in the default agreement, they will need to reach an agreement on an alternative communications agreement.

The proposed default communications agreement is contained in Schedule 1 of the draft Local Government (Default Communications Agreement) Order 2025.

Preliminary provisions (Division 1 of the draft order)

The preliminary components of the agreement include definition and application clauses which address how the agreement is to be interpreted and applied.

The definition of an 'administrative matter' is important in that it clarifies what is considered an administrative matter for a council members' potential request.

Clause 3 (Application) provides that this agreement does not apply to:

- deliberations at a council or committee meeting (which to be dealt with by standardised meeting procedures)
- the process of CEO recruitment, performance reviews or termination of employment, in accordance with the CEO employment standards of the local government.

This covers practical situations, such as the Mayor or President needing to engage closely with the local government's human resources function and consultants in relation to certain instances of managing the employment of the CEO.

General provisions (Division 2 of the draft order)

Clauses 4 to 7 provide a series of general provisions.

Clause 4 addresses the general principles of the agreement:

- That the CEO supports council and committee members to fulfill their functions, including by providing information and administrative assistance that allows them to do so, and ensuring that employees communicate with council members in accordance with the agreement.
- That the council and committee members conduct themselves in accordance with the agreement to ensure the orderly running of the local government.

Clause 5 provides that, in general, all council members should receive a copy of formal correspondence sent by the Mayor or President on behalf of the local government. This reflects the Mayor or President's role of as a spokesperson of the local government, consistent with the decisions of the council. In exceptional circumstances the Mayor or President can decide it is not appropriate to provide such correspondence to all council members. If this is done where exceptional circumstances do not exist, it may constitute a breach of the agreement by the Mayor or President.

Clause 6 clarifies that requests for information or administrative should not be made during social or incidental dealings with employees or contractors, as these interactions are not an appropriate time to seek information.

Clause 7 clarifies that this agreement does not prevent social or incidental dealings or communications between council members and employees.

Clause 8 provides for the nomination of employees by the CEO, which is an important aspect of this agreement as it provides for who within the local government council members may speak with. This is similar to the approved contacts list used for WA Government communications agreements between Ministers and their agency(s).

These employees should be the most relevant employees for the council members to appropriately interact with, such as a local government's governance team, their directors (or equivalents), the executive assistant to the CEO, the communications manager or similar roles.

The clause specifies the number of employees to be nominated for each class of local government, reflecting the size of those local governments. It further clarifies that a CEO may specify that the employee is nominated for particular types of enquiries, such as nominating a communications manager for media enquiries. The CEO is required to maintain an up to date register for council and committee members of these employees and what they are able to be contacted for.

Clause 9 makes clear that the CEO determines who responds to a request for information.

Clause 10 further clarifies that nothing in this agreement requires a CEO or any other employee to respond to a request outside of office hours.

Requests for information generally (Division 3 of the draft order)

Clauses 11 to 16 deal with general requirements that apply to all requests for information.

Clause 11 provides for council and committee members to make requests for information.

Clause 12 sets out the types of information a member may request and the types of additional information a Mayor or President may request from the local government; however, this clause does not limit what information may be sought.

Clause 13 addresses certain things a council member must provide to assist the local government to respond to the request. This includes an appropriate scope, or a copy of correspondence received by the council member where they are seeking advice that relates to the correspondence.

Clause 14 deals with the circumstances where information does not need to be provided to a member, being:

- where the agreement has not been followed
- if the council member is not entitled to that information
- if the information is not held by the local government and unable to be reasonably obtained
- if in the CEO's view, preparing or providing the information would require substantial diversion of the local government's resources.

Clause 15 deals with disputes regarding the provision of information. This provision provides that a council member who is unhappy with a refusal of information may dispute the matter. Initially this should be sought to be resolved at a meeting between the council member, Mayor or President and CEO. If this does not resolve the matter, the council member should refer the matter to the council to resolve whether the information should be provided or not.

Clause 16 clarifies that the Mayor or President may discuss a media enquiry with the CEO or an appropriate nominated employee without making a request for information. This reflects that media enquiries often require urgent responses that are best dealt with promptly.

Responding to requests for information (Division 4 of the draft order)

Clause 17 to 24 deal with responding to requests for information that do not relate to administrative assistance.

Clause 17 provides that this division does not relate to an administrative request for information.

Clause 18 provides that a request for information is to be made to the CEO or an appropriate nominated employee in writing by email or such other electronic means approved by the CEO (such as a portal or similar).

Clause 19 requires the CEO to ensure that a request is acknowledged in writing within 2 working days of the request being made. This does not require the CEO to personally acknowledge the request, just ensure that a mechanism is established for their acknowledgement.

Clause 20 provides that for the purpose of responding to a request for information the CEO or other appropriate employee can discuss the request with the member for the purpose of clarifying the scope or subject of the request and enabling the request to be considered amended as a result of those discussions.

Clause 21 deals with the provision of a response to a request by providing:

- The request must be dealt with as soon as practicable.
- If a request relates to a matter on the agenda of an upcoming council or committee meeting, best endeavours are made to provide the response before that meeting.
- Requests are dealt with within 10 working days by either providing a final response or providing notice of when the final response will be given.
- Final responses should be in writing and include any advice or information relating to the request.
- If the final response is to refuse or partially refuse the request, the reasons for the refusal are given to the council member.

Clause 22 provides that a response to a request for information should generally be provided to all council members and relevant committee members, ensuring all members receive the same information. However, there are proposed exceptions to this where:

- The request is for advice on correspondence received by an individual council member. In these cases, the advice should only be given to the member or members who received the correspondence.
- The request relates to matters that only the Mayor or President can request; in which case those replies should only be given to the Mayor or President.
- The council member and the CEO agree that the matter should be treated confidentially because it is appropriate in the particular circumstances.

Clause 23 provides that the member may discuss the response to their request with the CEO or an appropriate nominated employee in order to clarify or address queries with the response.

Clause 24 provides that the CEO may arrange for a briefing, meeting or other discussion for members on the particular information requested. Members may be provided with information through these avenues, including members being able to seek further information following a briefing, meeting or other discussion.

Responding to administrative requests (Division 5 of the draft order)

Clause 25 to 28 deal with responding to administrative requests.

Clause 25 provides that administrative requests encompass an administrative request for information or a request for administrative assistance.

Clause 26 provides that a member may request administrative assistance regarding an administrative matter.

Clause 27 provides that these requests are:

- To be made to the CEO or the appropriate nominated employee.
- These requests may be made verbally, but the CEO or employee can refuse to deal with the request unless it is in writing.
- If a request is made in writing it must be made via email or other electronic means approved by the CEO (such as a portal).

Clause 28 deals with the provision of a response to an administrative request by providing:

- The request must be dealt with as soon as practicable.
- Requests are dealt with within 10 working days by either providing a final response or providing notice of when the final response will be given.
- Final responses to an administrative request may be verbally or in writing.

Commissioners (Division 6 of the draft order)

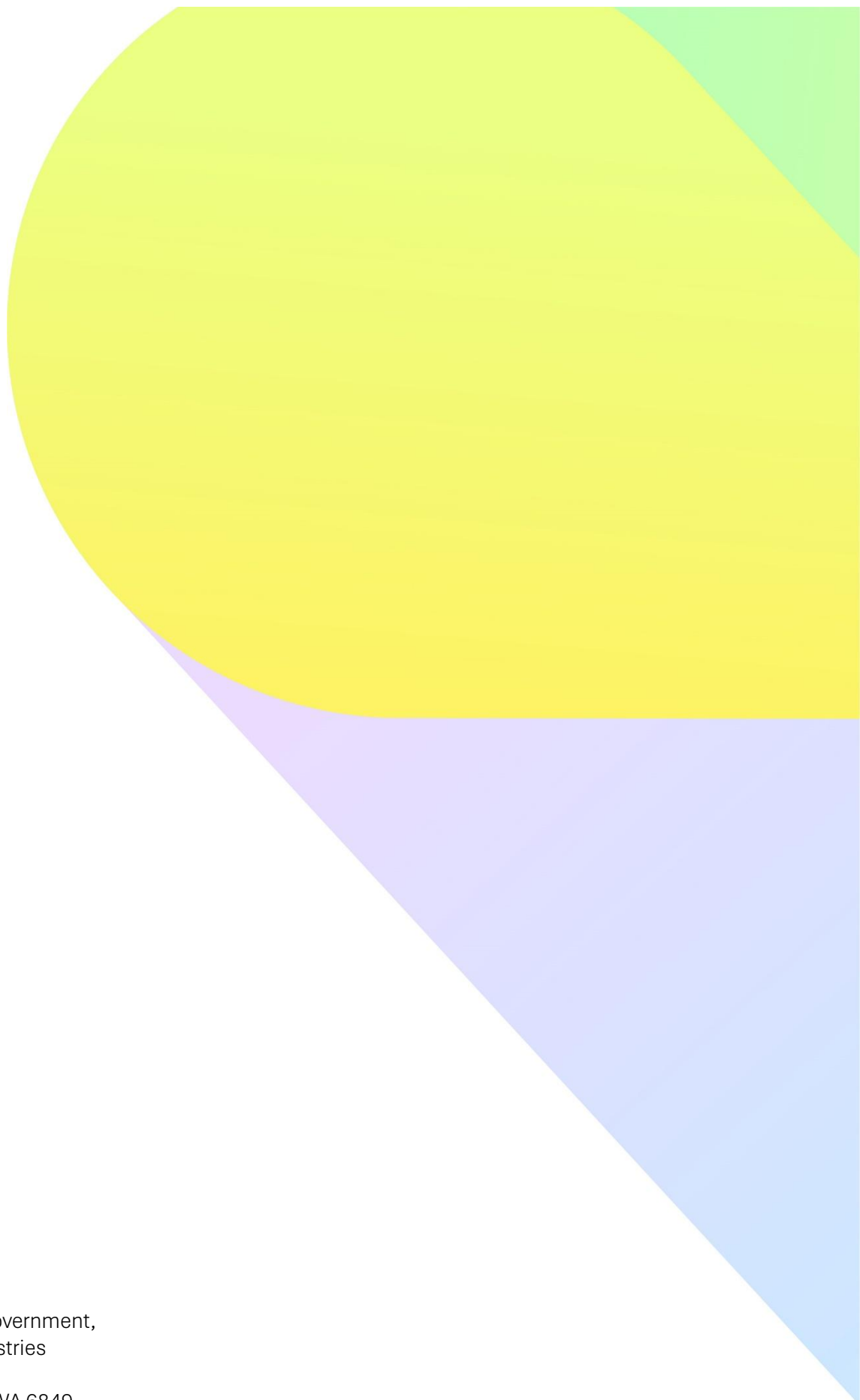
Clauses 29 and 30 deal with this agreement in relation to a commissioner appointed to administer a local government.

Clause 29 provides that the agreement applies to a commissioner as if the commissioner were the council and the Mayor or President.

Clause 30 provides that the commissioner:

- may request information from any local government employee for provision to the commissioner as soon as practicable
- where there is a dispute, it is to be resolved by the commissioner or the chair commissioner (if there is more than one commissioner).

This reflects that the circumstances that require the appointment of commissioners are unique, and as a result a commissioner should typically not be constrained by a communications agreement when undertaking the process required to restore good government to a local government district.



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7	SUBJECT:	Dawesville Community Centre – Dual Naming
	DIRECTOR:	Place and Community
	MEETING:	Council Meeting
	MEETING DATE:	22 July 2025

Summary

This report seeks endorsement for the proposed dual name of the new Dawesville Community Centre, which is scheduled to open in September 2025. The dual naming initiative reflects the City's ongoing commitment to cultural recognition and reconciliation, acknowledging the significance of the Bindjareb people in our region.

Winjan Aboriginal Corporation was engaged to provide a suitable recommendation for the naming of Dawesville Community Centre. The dual name proposed offers a culturally appropriate name to accompany the non-Aboriginal name.

This report recommends that the proposed dual name "Dawesville Community Centre / Djilba-Wardarn Bo" is approved.

Disclosure of Interest

Nil

Location

Dawesville Community Centre, corner of Dandaragan Drive and Woodstock Avenue, Dawesville.

Previous Relevant Documentation

- G.25/6/20 23 June 2020 This report endorsed a commitment to dual naming, including listing several City of Mandurah Buildings specifically, and noting an expectation for additional buildings to be dual named in the future.

Background

Dual naming is the practice of assigning both an Aboriginal name and a name of non-Aboriginal origin to a place or built structure. In Mandurah, this acknowledges the historical and cultural significance of the Traditional Owners, the Bindjareb people, and their connection to the land and waterways. It also serves to recognise and respect Bindjareb culture, knowledge and language. Dual naming reflects the City's ongoing commitment to cultural recognition and reconciliation, acknowledging the significance of the Bindjareb people in our region. In this instance, the dual naming is being applied to a new built structure, therefore not suitable to assign an original name (Original naming, Noongar Naming or Aboriginal naming refers to geographical features named by Aboriginal peoples long before the arrival of non-Aboriginal people).

The new state-of-the-art Dawesville Community Centre is scheduled to open in September 2025 and dual naming is considered appropriate and consistent with the City's approach to dual naming other community facilities. It is a highly anticipated hub that will cater for a growing population in Mandurah's south. The Centre is anticipated to address increased demand for social infrastructure, community facilities and services.

The City's third and latest RAP 2019-2022, supports dual naming and aims to increase dual naming or Noongar naming throughout the City of Mandurah. The City has dual named several community and civic buildings as well as other public infrastructure, and this practice has extended more widely into the community by other parties, for example dual naming of Mandurah Police Station.

Assigning Noongar names to features and places contributes to the wider preservation of local heritage and is an important way to progress reconciliation. The City's commitment to this has been established through actions outlined in the City's Reconciliation Action Plan, Aboriginal Connection to Country (Land) Policy and the guiding principles in the City's 'Naming of Community Infrastructure and Public Places' Policy.

Comment

Winjan Aboriginal Corporation was engaged to provide a suitable recommendation for the naming of Dawesville Community Centre. After drafts, the final name provided proposes a culturally appropriate name to accompany the non-Aboriginal name of the Dawesville Community Centre.

The report recommends that Council endorse the dual naming of the community centre as: Dawesville Community Centre / Djilba-Wardarn Bo meaning "the place where it is not far from the estuary to the ocean"

Djilba – Estuary

Wardarn – Ocean

Bo – abbreviated word which means 'at a distance'

It is acknowledged that within the Noongar language, there may be variations in spelling and terminology across different regions and language groups, reflecting the rich diversity of a spoken language, Noongar dialects and cultural practices.

MEAG Comment

This item does not have an impact on the natural environment and therefore has not been referred to Mandurah Environmental Advisory Group for comment.

YAG Comment

This item was not referred to the Youth Advisory Group for comment.

Statutory Environment

Nil

Policy Implications

POL-CMR 08 Aboriginal Connection to Country (Land) Policy:

The dual naming of Dawesville Community Centre is consistent with this Policy which acknowledges Aboriginal people's connection to Country (land and waterways) and its importance to them. It supports the use of Aboriginal names or dual naming for public facilities and infrastructure.

POL-PRK 04 Naming of Community Infrastructure and Public Places' Policy:

The dual naming of Dawesville Community Centre aligns with the principles of naming community infrastructure and public places set out in this Policy, with strong support and encouragement for the recovery and revival of Bindjareb Noongar language via dual naming of public facilities and infrastructure.

Financial Implications

The dual naming has minimal financial implication. Costs for signage are allocated in the project budget.

Economic Implications

Nil

Environmental Implications

Nil

Risk Analysis

The City has consulted Winjan Aboriginal Corporation who delegated this to a recognised local Aboriginal Representative to propose the dual name. The City has put forward this name exactly as described and spelled, without any changes.

There is a risk that the cultural interpretation of the name is misinterpreted or misunderstood. The City will ensure there is an explanation of the dual name on site with installation of interpretive signage.

There is a risk the name is unsuitable or contentious. The name reflects the unique geographic features of Dawesville, being within close proximity and view to estuary and ocean. This reference to natural features aligns with the Naming of Community Infrastructure and Public Places' Policy.

The City does not have a current Reconciliation Action Plan (RAP) or RAP Steering Group to consult with in relation to a dual name. Engagement for a new RAP (or equivalent) is underway. It was considered important and respectful to open Dawesville Community Centre with a dual name rather than wait for the RAP to be endorsed because it may cause a delay of up to 18 months.

Strategic Implications

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

Community:

- Inclusive and welcoming places, spaces and neighbourhoods
- An enriched, creative, and empowered community that values culture, heritage and lifelong learning

Environment:

- Our coast and waterways are healthy and celebrated

Leadership:

- Sound decisions based on evidence and meaningful engagement

Conclusion

The dual naming of Dawesville Community Centre using the proposed Bindjareb Noongar name “Djilba-Wardarn Bo” presents a valuable opportunity to honour the cultural heritage of the Bindjareb people. It also helps to promote the centre as a welcoming space, especially for our Bindjareb community.

RECOMMENDATION

That Council endorses the dual name of “Djilba-Wardarn Bo” for the Dawesville Community Centre.