

minutes

Audit and Risk Committee

MEETING HELD ON

MONDAY 10 NOVEMBER 2025

Acknowledgement of Traditional Custodians

The City of Joondalup acknowledges the traditional custodians of the land, the Whadjuk people of the Noongar nation, and recognises the culture of the Noongar people and the unique contribution they make to the Joondalup region and Australia. The City of Joondalup pays its respects to their Elders past and present and extends that respect to all Aboriginal and Torres Strait Islander peoples.

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Note:

Clause 15.10 of the City's *Meeting Procedures Local Law 2013* states:

This local law applies generally to committee meetings except for clause 7.1 in respect of members seating and clause 7.8 in respect of limitation on members speaking.

CITY OF JOONDALUP

MINUTES OF THE AUDIT AND RISK COMMITTEE MEETING HELD IN CONFERENCE ROOM 1, JOONDALUP CIVIC CENTRE, BOAS AVENUE, JOONDALUP ON MONDAY 10 NOVEMBER 2025.

1 DECLARATION OF OPENING

1.1 MEETING OPENING AND ATTENDANCE

The Deputy Presiding Member declared the meeting open at 6.00pm.

ATTENDANCE

Committee Members:

| | | |
|------------------------|--------------------------------|--------------------|
| Cr Rohan O'Neill | <i>Deputy Presiding Member</i> | |
| Mayor Daniel Kingston | | |
| Cr John Raftis | <i>via electronic means</i> | |
| Cr Christopher May, JP | | <i>from 6.06pm</i> |
| Cr Adrian Hill | | |
| Cr Matthew Count | | <i>from 6.02pm</i> |

Observer:

Cr Phillip Vinciullo

Officers:

| | | |
|-----------------------|---|-------------------------------------|
| Mr James Pearson | Chief Executive Officer | <i>absent from 6.38pm to 6.40pm</i> |
| Mr Jamie Parry | Director Governance and Strategy | <i>to 7.47pm</i> |
| Mr Nico Claassen | Director Infrastructure Services | <i>to 7.47pm</i> |
| Mr Mat Humfrey | Director Corporate Services | <i>to 7.47pm</i> |
| Mr Chris Leigh | Director Planning and Community Development | <i>to 7.47pm</i> |
| Ms Christine Robinson | Manager Audit, Risk and Executive Services | <i>absent from 6.39pm to 6.40pm</i> |
| Ms Hannah Tagore | Manager Communications and Stakeholder Relations | <i>to 7.29pm</i> |
| Mrs Kylie Bergmann | Manager Governance | <i>absent from 7.40pm to 7.41pm</i> |
| Ms Caitlin Wood | Governance Officer | <i>to 7.47pm</i> |

1.2 REQUESTS FOR ELECTRONIC ATTENDANCE

In accordance with regulation 14C(2)(b) of the *Local Government (Administration) Regulations 1996* and the *Electronic Attendance at Meetings Council Policy*, Mayor Kingston gave approval for Cr Raftis to attend this meeting via electronic means.

Cr Raftis made the following declaration:

"I John Raftis declare that I am able to maintain confidentiality during the closed part of this meeting. And if I am no longer able to maintain confidentiality, I will excuse myself from the meeting."

2 DECLARATIONS OF FINANCIAL INTEREST / PROXIMITY INTEREST / INTEREST THAT MAY AFFECT IMPARTIALITY

2.1 DISCLOSURES OF FINANCIAL INTEREST / PROXIMITY INTEREST

A declaration under this section requires that the nature of the interest must be disclosed. Consequently, a member who has made a declaration must not preside, participate in, or be present during any discussion or decision-making procedure relating to the matter the subject of the declaration. An employee is required to disclose their financial interest and if required to do so by the Council must disclose the extent of the interest. Employees are required to disclose their financial interests where they are required to present verbal or written reports to the Council. Employees are able to continue to provide advice to the Council in the decision-making process if they have disclosed their interest.

| | |
|---------------------------|---|
| Name / Position | Mr James Pearson, Chief Executive Officer. |
| Meeting Type | Audit and Risk Committee. |
| Meeting Date | 10 November 2025. |
| Item No. / Subject | Item 8.5 - Chief Executive Officer - Monitoring of Annual Leave and Long Service Leave Accruals (Ward - All). |
| Nature of Interest | Financial Interest. |
| Extent of Interest | Mr Pearson is the Chief Executive Officer. |

2.2 DISCLOSURES OF INTEREST AFFECTING IMPARTIALITY

Elected Members (in accordance with clause 22 of Schedule 1 of the *Local Government [Model Code of Conduct] Regulations 2021*) and employees (in accordance with the Code of Conduct) are required to declare any interest that may affect their impartiality in considering a matter. This declaration does not restrict any right to participate in or be present during the decision-making process. The Elected Member / employee is also encouraged to disclose the nature of their interest.

| | |
|---------------------------|--|
| Name / Position | Mayor Daniel Kingston. |
| Meeting Type | Audit and Risk Committee. |
| Meeting Date | 10 November 2025. |
| Item No. / Subject | Item 8.9 - City Contributions to Clubs for Provision of Services (Ward - All). |
| Nature of Interest | Interest of Impartiality. |
| Extent of Interest | Mayor Kingston is the treasurer for the Friends of Yellagonga. |

| | |
|---------------------------|--|
| Name / Position | Mr Mat Humfrey, Director Corporate Services. |
| Meeting Type | Audit and Risk Committee. |
| Meeting Date | 10 November 2025. |
| Item No. / Subject | Item 8.9 - City Contributions to Clubs for Provision of Services (Ward - All). |
| Nature of Interest | Interest of Impartiality. |
| Extent of Interest | Mr Humfrey is a member of Whitfords Hockey Club. |

| | |
|---------------------------|---|
| Name / Position | Cr Adrian Hill. |
| Meeting Type | Audit and Risk Committee. |
| Meeting Date | 10 November 2025. |
| Item No. / Subject | Item 8.14 - Confidential - Allegations of Misconduct (Ward - All). |
| Nature of Interest | Interest of Impartiality. |
| Extent of Interest | Cr Hill's Extent of Interest has been redacted due to the confidential nature of this Report. |

3 APOLOGIES AND LEAVE OF ABSENCE

3.1 LEAVE OF ABSENCE PREVIOUSLY APPROVED

| | |
|------------------|--|
| Cr Nige Jones | 23 October to 13 November 2025 inclusive. |
| Cr John Raftis | 10 November to 13 November 2025 inclusive. |
| Cr Denise Mercer | 10 November to 21 November 2025 inclusive. |
| Cr John Raftis | 14 November to 17 November 2025 inclusive. |
| Cr Nige Jones | 29 November to 24 December 2025 inclusive. |
| Cr John Raftis | 1 December to 5 December 2025 inclusive. |
| Cr Nige Jones | 1 June to 29 June 2026 inclusive. |

3.2 APOLOGIES

Nil.

Cr Count entered the Room at 6.02pm.

4 CONFIRMATION OF MINUTES

4.1 MINUTES OF THE AUDIT AND RISK COMMITTEE HELD ON 4 AUGUST 2025

MOVED Mayor Kingston, **SECONDED** Cr O'Neill that the Minutes of the Audit and Risk Committee held on 4 August 2025 be **CONFIRMED** as a true and correct record.

The Motion was Put and **CARRIED (5/0)**

In favour of the Motion: Cr O'Neill, Mayor Kingston, Cr Count, Cr Hill and Cr Raftis.
Against the Motion: Nil.

5 ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION

Nil.

Cr May entered the Room at 6.06pm.

6 IDENTIFICATION OF MATTERS FOR WHICH THE MEETING MAY BE CLOSED TO THE PUBLIC

In accordance with Clause 5.2 of the City's *Meeting Procedures Local Law 2013*, this meeting is not open to the public.

7 PETITIONS AND DEPUTATIONS

Nil.

8 REPORTS

8.1 APPOINTMENT OF EXTERNAL MEMBER TO THE AUDIT AND RISK COMMITTEE (WARD - ALL)

| | |
|-------------------------------|---|
| WARD | All |
| RESPONSIBLE DIRECTOR | Mr James Pearson Chief Executive Officer |
| FILE NUMBER | 107022, 101515 |
| AUTHORITY / DISCRETION | Executive - The substantial direction setting and oversight role of Council, such as adopting plans and reports, accepting tenders, directing operations, setting and amending budgets. |

PURPOSE

For Council to note the composition of the Audit and Risk Committee (Committee), leading up to the proclamation of the local government reforms relating to audit, risk and improvement committees.

EXECUTIVE SUMMARY

At its meeting held on 27 February 2024 (CJ031-02-24 refers), Council resolved by absolute majority to appoint Mr Mark Hall to the position of external member of the Committee. Mr Hall is no longer able to continue in this position.

At the Special Meeting of Council held on 3 November 2025 Council resolved (in part) that Council:

- 6 *NOTES that the current Audit and Risk Committee Terms of Reference and Charter will be updated to align with the current local government reforms, yet to be proclaimed, which will require a revised audit, risk and improvement committee, as presented to Council via a future meeting of the Audit and Risk Committee;*
- 7 *BY AN ABSOLUTE MAJORITY APPOINTS the following members and deputy members to the Audit and Risk Committee:*

Members

- | | | |
|-----|--------------------|------------|
| 7.1 | Mayor | |
| 7.2 | Central Ward | Cr May |
| 7.3 | North Ward | Cr Hill |
| 7.4 | North Central Ward | Cr Mercer |
| 7.5 | South Ward | Cr Raftis |
| 7.6 | South-East Ward | Cr O'Neill |
| 7.7 | South-West Ward | Cr Count |

Deputy Members

| | | |
|------|--------------------|--------------|
| 7.8 | Central Ward | Cr Pizzey |
| 7.9 | North Ward | Cr Hutton |
| 7.10 | North Central Ward | Cr Jones |
| 7.11 | South Ward | Cr Fishwick |
| 7.12 | South-East Ward | Cr Chester |
| 7.13 | South-West Ward | Cr Vinciullo |

- 8 *NOTES that Council will be required to appoint an independent presiding member and deputy presiding member to the new Audit, Risk and Improvement Committee, once the current local government reforms relating to audit, risk and improvement committees, are proclaimed;*

Part of the current local government reforms, yet to be proclaimed, will require a revised audit, risk and improvement committee, which includes having an independent presiding member to ensure a level of neutrality and impartial oversight in chairing meetings. An independent presiding member must be a person who is not a council member of any local government or an employee of the local government; and if a deputy presiding member is appointed, they must also be independent.

Once the proclamation of the local government reforms occurs, Council will be required to amend the composition of the Committee to appoint the independent presiding member and, if decided, an independent deputy presiding member.

In preparation for this decision, and to make the best use of the time remaining before the proclamation, it is recommended that the Chief Executive Officer prepare a process for the selection and appointment of the independent member(s) for decision by Council once the reforms are proclaimed, and that the terms of reference and charter be updated to reflect the new membership and responsibilities as required by relevant legislation and regulation, following Council endorsement.

It is therefore recommended that Council:

- 1 *NOTES the current composition of the Audit and Risk Committee only includes elected members of the City of Joondalup; and*
- 2 *AGREES that the Chief Executive Officer will prepare a process for the selection and appointment of the independent presiding member and independent deputy presiding member, including a recommendation as to remuneration for the independent member(s), for consideration by the Council once the proclamation of the reforms is confirmed.*

BACKGROUND

The *Local Government Act 1995* and the *Local Government (Audit) Regulations 1996* require local governments to establish an audit committee with certain roles and responsibilities. Members of the audit committee of a local government are to be appointed by the local government (absolute majority) and at least three of the members, and the majority of the members, are to be council members.

Part of the current local government reforms, yet to be proclaimed, will require a revised audit, risk and improvement committee, which includes having an independent presiding member to ensure a level of neutrality and impartial oversight in chairing meetings. An independent presiding member must be a person who is not a council member of any local government or an employee of the local government; and if a deputy presiding member is appointed, they must also be independent.

DETAILS

Composition of Committee

An external member, who was appointed by Council in February 2009, resigned in January 2013.

Prior to this, and following the 2015 and 2017 local government elections, the Committee was re-established without an external member representative in its composition.

In October 2018, Council by an absolute majority, amended the composition of the Committee to include external member representation.

Mr Richard Thomas – was appointed as external member by Council in October 2018 and re-appointed to the position by Council in November 2021.

The most recent external member – Mr Mark Hall – was appointed by Council in February 2024; the position became vacant at the 2025 local government elections.

The current composition of the Committee is:

- Mayor.
- One elected member representative from each of the City's six wards (with corresponding deputy member).

Proposed Local Government Reforms – Independent Members

To assist with the recruitment of independent members, WALGA has assembled a pool of suitably qualified and experienced independent persons who are available for consideration for appointment to audit, risk, and improvement committees; currently 29 members bringing a range of skills and experience, including candidates who are available for each WALGA Zone. The WALGA expression of interest invitation is attached for information (Attachment 1 refers).

Each local government will be responsible for undertaking their own assessment and due diligence as WALGA has not verified the information provided; pool members have been advised that local governments may seek further information from them as part of their selection processes.

In preparation for the proclamation of the local government reforms relating to audit, risk and improvement committees, the Chief Executive Officer will prepare a process for the selection and appointment of the independent presiding member and independent deputy presiding member. The Committee's current Terms of Reference and Charter will also be updated at this time, where applicable. Both the process and the updates will be brought to a future meeting of the Committee, and subsequent meeting of Council, for consideration.

Department of Local Government's Local Government Operational Guidelines Number 09 – Audit in Local Government

This Guideline – which was revised in September 2013 – states under Membership that:

“... local governments may decide to appoint a committee involving only elected members or they may appoint one or more persons who are external to the Council. If a Council considers it appropriate, the whole Council can be appointed to the audit committee. If the local government wishes to appoint one or more persons other than elected members to the committee, which is recommended, it should ensure that they have the requisite knowledge and skills to provide benefit to the committee”.

Remuneration

The Council can decide to appropriately compensate independent committee members depending on the skills and expertise they bring to the committee.

As part of the State Government's reform of the *Local Government Act 1995*, after 1 January 2024, local governments may remunerate independent committee members; with the Salaries and Allowances Tribunal issuing a Determination on 4 April 2025 stating committee meeting and prescribed meeting fees per meeting for Band 1 to 4 local governments being minimum \$0 and maximum \$450.

Clause 6.4 Meeting attendance fees for independent committee members – per meeting of the Determination states:

- (1) *The range of fees in table 8 apply where a local government or regional local government decides to pay an independent committee member a fee referred to in:
(a) section 5.100(2)(b) of the LG Act for attendance at a committee meeting;
or
(b) section 5.100(3)(a) of the LG Act for attendance at a meeting of a type prescribed in regulation 30(3A) of the LG Regulations.*
- (2) *The range is provided to enable local governments to appropriately compensate independent committee members depending on the skills and expertise they bring to the committee.*

Table 8: Committee meeting and prescribed meeting fees per meeting for independent committee members – local government and regional local governments

| <i>Independent Committee Member</i> | | |
|-------------------------------------|----------------|----------------|
| Bands | Minimum | Maximum |
| 1 – 4 | \$0 | \$450 |

- (3) *In accordance with sections 5.100(4), (5) and (6) of the LG Act, an independent committee member can be reimbursed for attending committee meetings referred to in 6.4(1) above.*
- (4) *The extent to which an independent committee member can be reimbursed for attending committee meetings is the actual travel and associated costs incurred by the independent member demonstrated to the satisfaction of the local government.*

Issues and options considered

Council can either:

- adopt the recommendation
- replace the recommendation with an alternate course of action
or
- amend the recommendation.

The first option is recommended as it enables the Administration to prepare for the implementation of the reforms once proclaimed subject to Council decision.

Legislation / Strategic Community Plan / Policy implications

Legislation *Local Government (Audit) Regulations 1996.*
Local Government Act 1995.

10-Year Strategic Community Plan

Key theme 5. Leadership.

Outcome 5-1 Capable and effective - you have an informed and capable
Council backed by a highly skilled workforce.

Policy Not applicable.

Risk management considerations

Risk management considerations in reports to Council consider the relevant strategic risk(s).

This category of risk requires input from Council and is managed by the Chief Executive Officer and relevant Director(s).

Strategic risks are external or internal risks that affect the achievement of the City's long-term objectives.

Strategic Risk Relationship

| | |
|-------------------------------|--|
| Risk | DECISIONS |
| Risk Event Description | Ineffective / improper decision making |
| Risk Responsibility | Director Governance and Strategy |
| Residual Risk | High |
| Control Effectiveness | Strong |
| Risk Appetite | High risk requires close monitoring with assurance of the highest levels of controls – strong – including plans for improving effectiveness levels. |
| Risk Control | <p>The relevant control, to mitigate risk, is the provision of information relating to committees that comply with legislation, and to ensure effective decision making.</p> <p>The establishment of committees assists Council in performing some of its legislative responsibilities and functions. If Council does not establish committees this may hinder the overall decision-making process and place an onerous burden on Council as a whole.</p> <p>Previous external members added value to the Audit and Risk Committees role through their experience, qualifications and independence. The inclusion of an external member(s) offers an independent view of the City’s systems of internal control, risk management, legislative compliance and internal and external audit reporting, and reduces risks associated with being perceived as non-objective or non-independent.</p> |

Financial / budget implications

As part of the State Government’s reform of the *Local Government Act 1995*, after 1 January 2024, local governments may remunerate independent committee members; with the Salaries and Allowances Tribunal issuing a Determination on 4 April 2025 stating committee meeting and prescribed meeting fees per meeting for Band 1 to 4 local governments being minimum \$0 and maximum \$450.

Section 5.100 – Fees paid and expenses reimbursed to committee members of the Local Government Act 1995 states:

(1) *In this section —*

committee member means a person who is a committee member but who is neither a council member nor an employee;

determined means determined by the Salaries and Allowances Tribunal under the Salaries and Allowances Act 1975 section 7BAA.

-
- (2) *A committee member who attends a meeting of the committee is entitled to be paid —*
- (a) the fee determined for attending a committee meeting; or*
- (b) if the local government has set a fee within the range determined for committee meeting attendance fees — that fee.*
- (3) *A committee member who attends a meeting of a prescribed type at the request of the council is entitled to be paid —*
- (a) the fee determined for attending a meeting of that type; or*
- (b) if the local government has set a fee within the range determined for meetings of that type — that fee.*
- (4) *Subsection (5) applies if a committee member incurs —*
- (a) an expense that is of a kind prescribed as being an expense to be reimbursed by all local governments; or*
- (b) an expense —*
- (i) that is of a kind prescribed as being an expense which may be approved by any local government for reimbursement by the local government; and*
- (ii) which has been approved by the local government for reimbursement.*
- (5) *The committee member must be reimbursed for the expense —*
- (a) if the extent of reimbursement for the expense has been determined — to that extent; or*
- (b) if the local government has set the extent to which the expense can be reimbursed and that extent is within the range determined for reimbursement — to that extent.*
- (6) *If an expense is of a kind that may be approved by a local government for reimbursement, the local government may approve reimbursement of the expense either generally or in a particular case but nothing in this subsection limits the application of subsection (5) if the local government has approved reimbursement of the expense in a particular case.*
- (7) *A local government cannot make any payment to, or reimburse an expense of, a person who is a committee member in that person's capacity as committee member unless the payment or reimbursement is in accordance with this section.*

Regional significance

The inclusion of external member(s) on the Committee allows for an independent view of the City's systems of internal control, risk management, legislative compliance and internal and external audit reporting; this enhances the City's capability to deliver services to the district, and beyond, as required.

Sustainability implications

An independent view of the City's systems of internal control, risk management, legislative compliance and internal and external audit reporting enhances the City's capability to operate sustainably.

Consultation

Not applicable.

COMMENT

Not applicable.

VOTING REQUIREMENTS

Absolute Majority.

OFFICER'S RECOMMENDATION MOVED Mayor Kingston, SECONDED Cr May that Council:

- 1 NOTES the current composition of the Audit and Risk Committee only includes elected members of the City of Joondalup; and**
- 2 AGREES that the Chief Executive Officer will prepare a process for the selection and appointment of the independent presiding member and independent deputy presiding member, including a recommendation as to remuneration for the independent member(s), for consideration by the Council once the proclamation of the reforms is confirmed.**

The Motion was Put and

CARRIED (6/0)

In favour of the Motion: Cr O'Neill, Mayor Kingston, Cr Count, Cr Hill, Cr May and Cr Raftis.
Against the Motion: Nil.

ATTACHMENTS

1. WALGA Expression of Interest Invitation [8.1.1 - 12 pages]

8.2 SETTING OF 2026 MEETING DATES - AUDIT AND RISK COMMITTEE (WARD - ALL)

| | |
|-------------------------------|---|
| WARD | All |
| RESPONSIBLE DIRECTOR | Mr Jamie Parry Director Governance and Strategy |
| FILE NUMBER | 107022, 02153, 101515 |
| AUTHORITY / DISCRETION | Executive - The substantial direction setting and oversight role of Council, such as adopting plans and reports, accepting tenders, directing operations, setting and amending budgets. |

PURPOSE

For the Audit and Risk Committee to consider the setting of committee meeting dates for 2026.

EXECUTIVE SUMMARY

In order to assist with forward planning for all Elected Members, management and staff, a schedule of meeting dates has been prepared for the Audit and Risk Committee, ensuring synergy between meeting dates and critical statutory audit operations.

The setting of the 2026 Council meeting dates is scheduled to be presented at the Council meeting to be held on 25 November 2025. This report will provide Elected Members with the proposed meeting dates for the Audit and Risk Committee meetings.

It is therefore recommended that the Audit and Risk Committee ADOPTS the following meeting dates and times for the Audit and Risk Committee of the City of Joondalup to be held at the Joondalup Civic Centre (Conference Room 1), Boas Avenue, Joondalup:

- 1 *Monday 9 March 2026, commencing at 6.00pm;*
- 2 *Tuesday 30 June 2026, commencing at 6:00pm;*
- 3 *Monday 3 August 2026, commencing at 6:00pm;*
- 4 *Monday 23 November 2026, commencing at 6:00pm.*

BACKGROUND

The Audit and Risk Committee was re-established at the Special Council meeting held on 3 November 2025 (CJ303-11/25 refers), and the Audit and Risk Committee's Terms of Reference were adopted at that time.

- 1 guide and assist the City in carrying out its functions:
 - 1.1 under Part 6 - Financial Management, of the *Local Government Act 1995*;
 - 1.2 in relation to audits conducted under Part 7 - Audit, of the *Local Government Act 1995*;
 - 1.3 relating to other audits and other matters related to financial management;
- 2 review the Chief Executive Officer's report into the appropriateness and effectiveness of the City's systems and procedures in relation to risk management, internal control and legislative compliance, presented to it by the Chief Executive Officer under regulation 17 of the *Local Government (Audit) Regulations 1996* and:
 - 2.1 report to the Council the results of that review;
 - 2.2 give the Council a copy of the Chief Executive Officer's report;
- 3 review the Chief Executive Officer's report into the appropriateness and effectiveness of the City's financial management systems and procedures under regulation 5(2)(c) of the *Local Government (Financial Management) Regulations 1996* and:
 - 3.1 report to the Council the results of that review;
 - 3.2 give the Council a copy of the Chief Executive Officer's report;
- 4 support the auditor of the City to conduct an audit and carry out the auditor's other duties under the *Local Government Act 1995* in respect of the City and to oversee the implementation of any actions in accordance with regulation 16(f) of the *Local Government (Audit) Regulations 1996*;
- 5 consider the adequacy and effectiveness of internal controls by reviewing reports from the Internal Auditor, the Administration, Office of the Auditor General, consultants and other external oversight agencies as appropriate;
- 6 enquiring with the Internal Auditor or the Administration about processes to detect and prevent fraud or corruption and to their awareness of any suspected, alleged or actual fraud or corruption and the City's response to it (subject to confidentiality considerations);
- 7 assessing the adequacy of the annual internal audit plan and the three-year internal audit plan;
- 8 identify and refer specific projects or investigations deemed necessary through the Chief Executive Officer, the Internal Auditor and the Council if appropriate and receive any reports detailing the results of those investigations;
- 9 review the strategic risks to the City and the plans to minimise or respond to those risks. This includes assessing whether risks that may prevent the City from achieving its objectives or maintaining its reputation have been identified.

DETAILS

The Audit and Risk Committee is required to be established in accordance with the *Local Government Act 1995* and associated regulations. It is responsible for matters associated with all aspects of financial auditing, legislative compliance, risk management and reviewing the efficiency of the City's use of resources.

Meetings of this committee are usually associated with statutory reporting requirements, including endorsement of the Annual Compliance Audit Return, appointment of the City's Auditor, and adoption of the Audited Financial Statements and Annual Report.

The Compliance Audit Return is required to be endorsed by Council and submitted to the Department of Local Government, Industry Regulation and Safety (LGIRS) before 31 March annually.

Consideration of the City's financial audit often occurs in August / September, with the audited financial statements proposed to be finalised by the Office of Auditor General (OAG) by December, enabling review and adoption of the financial statements by the committee and Council usually by the end of December. However, in recent years the presentation of the audited financial statements to Council has been delayed.

The setting of the 2026 Council meeting dates is scheduled to be presented at the Council meeting to be held on 25 November 2025. This report will provide Elected Members with the proposed meeting dates for the Audit and Risk Committee meetings.

Issues and options considered

The Audit and Risk Committee can either:

- adopt the meeting dates as proposed in this Report
or
- amend the meeting dates.

Legislation / Strategic Community Plan / Policy implications

Legislation *City of Joondalup Meeting Procedures Local Law 2013.*
Local Government Act 1995.
Local Government (Audit) Regulations 1996.
Local Government (Administration) Regulations 1996.
Local Government (Financial Management) Regulations 1996.

10-Year Strategic Community Plan

| | |
|------------------|---|
| Key theme | 5. Leadership. |
| Outcome | 5-1 Capable and effective - you have an informed and capable Council backed by a highly-skilled workforce. 5-4 Responsible and financially sustainable - you are provided with a range of City services which are delivered in a financially responsible manner. |
| Policy | Not applicable. |

Risk management considerations

Should forward planning of committee meetings not be identified, then there is a risk for meetings to be held on an ad-hoc basis, lacking coordination with other key meetings and corporate planning processes.

Financial / budget implications

Not applicable.

Regional significance

Not applicable.

Sustainability implications

Not applicable.

Consultation

Not applicable.

COMMENT

The proposed dates have been based on the statutory reporting outcomes required of the Audit and Risk Committee, the broader monthly meeting cycle of Council, as well as being cognisant of proposed meeting dates for a variety of other committees and civic events.

VOTING REQUIREMENTS

Simple Majority.

OFFICER'S RECOMMENDATION

That the Audit and Risk Committee ADOPTS the following meeting dates and times for the Audit and Risk Committee of the City of Joondalup to be held at the Joondalup Civic Centre (Conference Room 1), Boas Avenue, Joondalup:

- 1 Monday 9 March 2026, commencing at 6.00pm;
- 2 Tuesday 30 June 2026, commencing at 6:00pm;
- 3 Monday 3 August 2026, commencing at 6:00pm;
- 4 Monday 23 November 2026, commencing at 6:00pm.

ALTERNATE RECOMMENDATION MOVED Cr O'Neill, SECONDED Mayor Kingston that the Audit and Risk Committee ADOPTS the following meeting dates and times for the Audit and Risk Committee of the City of Joondalup to be held at the Joondalup Civic Centre (Conference Room 1), Boas Avenue, Joondalup:

- 1 Monday 9 March 2026, commencing at 6.00pm;**
- 2 Monday 3 August 2026, commencing at 6:00pm;**
- 3 Monday 23 November 2026, commencing at 6:00pm.**

The Alternate Motion was Put and

CARRIED (6/0)

In favour of the Alternate Motion: Cr O'Neill, Mayor Kingston, Cr Count, Cr Hill, Cr May and Cr Raftis.
Against the Alternate Motion: Nil.

ATTACHMENTS

Nil

8.3 ANNUAL CORPORATE COMPLIANCE CALENDAR (WARD – ALL)

| | |
|-------------------------------|--|
| WARD | All |
| RESPONSIBLE DIRECTOR | Mr Jamie Parry Director Governance and Strategy |
| FILE NUMBER | 110921, 101515 |
| AUTHORITY / DISCRETION | Information – includes items provided to Council for information purposes only that do not require a decision of Council (that is for ‘noting’). |

PURPOSE

For the Audit and Risk Committee to note the updated Annual Corporate Compliance Calendar.

EXECUTIVE SUMMARY

Local government operations and day-to-day business are governed and regulated by a vast array of legislation. The broad nature of this legislation requires the City to maintain a high degree of monitoring and oversight to ensure the City is complying with its legislative responsibilities and reporting requirements. As part of the City’s corporate risk oversight, the City’s Corporate Compliance Calendar was developed and endorsed in 2014 as a mechanism to monitor the City’s legislative reporting and compliance regime.

The Corporate Compliance Calendar (Attachment 1 refers) has been reviewed through an assessment of the legislative responsibilities affecting local governments, against the Western Australian Local Government Association (WALGA) template, and in consultation with Business Unit Managers and Directors. The calendar is not a static tool and can be added to or changed, as and when the need arises.

It is therefore recommended that the Audit and Risk Committee notes the updated Annual Corporate Compliance Calendar as provided in Attachment 1 to this Report.

BACKGROUND

At its meeting held on 24 September 2013 (CJ190-09/13 refers), Council adopted a *Risk Management Policy* and endorsed the City’s *Risk Management Framework* as a mechanism to raise the profile of risk, improve the City’s approach to risk and embed risk management across all the City’s systems and processes.

As part of the framework’s implementation, a Corporate Risk Register was developed which included the identification of a number of actions to monitor and minimise risk across a range of the City’s organisational activities. One control action was the need to develop a Corporate Compliance Calendar to monitor the City’s compliance with legislative obligations and respond to new legislation that places obligations on the City.

At the Executive Leadership Team (ELT) meeting held on 28 July 2014, the Chief Executive Officer (CEO) endorsed the City's inaugural Corporate Compliance Calendar.

As part of the CEO's three yearly review of risk management, internal control and legislative compliance, the City's Auditor has recommended that the City updates and actively uses the Annual Corporate Compliance Calendar to ensure that compliance with legislative requirements are met in a timely manner.

The Corporate Compliance Calendar (Attachment 1 refers) has been reviewed through an assessment of the legislative responsibilities affecting local governments, against the WALGA template, and in consultation with Business Unit Managers and Directors. The calendar is not a static tool and can be added to, as and when the need arises.

The calendar is updated on a monthly basis and reported through to the CEO on a monthly basis to monitor the City's legislative obligations as well as to identify areas of upcoming legislative responsibility that may need to commence.

DETAILS

At its meeting held on 19 September 2023 (CJ186-09/23 refers), Council resolved, in part, to:

"2.3 present the updated Risk Registers and Corporate Compliance Calendar to a future Audit and Risk Committee meeting, prior to the end of 2023, for consideration."

At the Audit and Risk Committee meeting held on 13 November 2023, the Committee resolved as follows:

"That the Audit and Risk Committee:

- 1 NOTES the Annual Corporate Compliance Calendar as provided in Attachment 1 to this Report;*
- 2 RECEIVES the updated Annual Corporate Compliance Calendar at each Ordinary Committee meeting, for noting."*

This report is presented to the Audit and Risk Committee in accordance with the Committee's decision of 13 November 2023.

Issues and options considered

The Council may choose to:

- note the Corporate Compliance Calendar
- accept the Corporate Compliance Calendar on an annual basis for noting
or
- accept the Corporate Compliance Calendar on a quarterly basis for noting.

Legislation / Strategic Community Plan / Policy implications

Legislation *Local Government Act 1995.*

10-Year Strategic Community Plan

Key theme 5. Leadership.

Outcome 5-1 Capable and effective - you have an informed and capable Council backed by a highly-skilled workforce.

Policy Not applicable.

Risk management considerations

The Corporate Compliance Calendar is a useful tool to ensure that the City's legislative responsibilities are being met.

Financial / budget implications

Not applicable.

Regional significance

Not applicable.

Sustainability implications

Not applicable.

Consultation

The revised Corporate Compliance Calendar was developed in consultation with all Directors and Business Unit Managers, as well as using the WALGA template and other resources as a guide.

COMMENT

The Corporate Compliance Calendar offers a simple but effective way for the City and the CEO to monitor a local government's legislative reporting responsibilities. Items in the Corporate Compliance Calendar can be added to as and when the need arises and will require the cooperation of Business Units to ensure that accurate information is recorded.

VOTING REQUIREMENTS

Simple Majority.

OFFICER'S RECOMMENDATION MOVED Cr Count, SECONDED Cr O'Neill that the Audit and Risk Committee NOTES the Annual Corporate Compliance Calendar as provided in Attachment 1 to this Report.

The Motion was Put and

CARRIED (6/0)

In favour of the Motion: Cr O'Neill, Mayor Kingston, Cr Count, Cr Hill, Cr May and Cr Raftis.

Against the Motion: Nil.

ATTACHMENTS

1. 2025 Corporate Compliance Calendar [8.3.1 - 24 pages]

8.4 CUSTOMER REQUESTS - FINANCIAL YEAR 2024-25 (WARD - ALL)

| | |
|-------------------------------|--|
| WARD | All |
| RESPONSIBLE DIRECTOR | Mr Jamie Parry Director Governance and Strategy |
| FILE NUMBER | 101515 |
| AUTHORITY / DISCRETION | Information – includes items provided to Council for information purposes only that do not require a decision of Council (that is for 'noting'). |

PURPOSE

To inform the Audit and Risk Committee about customer requests received by the City in FY2024–25.

EXECUTIVE SUMMARY

At the Audit and Risk Committee meeting held on 19 May 2025 Cr Kingston requested *that the Chief Executive Officer prepare a report on customer requests showing themes and common issues.*

This report provides an overview of customer requests received by the City of Joondalup during the 2024–25 financial year. These requests reflect the most common needs of residents, businesses and stakeholders and highlights common ways the City supports the community.

A total of 81,353 customer requests were received, with 95% completed within target timeframes, demonstrating strong alignment with service standards and community expectations. The highest proportion of customer requests related to core service areas, including Waste Services (52%), Community Safety (14%), Parks and Natural Environment (12%), Engineering Services (nine percent) and Graffiti Management (four percent).

The report outlines how customer requests are defined, received, and managed, and provides a breakdown of the most common request types across service areas. It supports the Audit and Risk Committee's oversight of service delivery and operational performance.

It is recommended that the Audit and Risk Committee NOTES the report on Customer Requests for the FY2024-25.

BACKGROUND

At the Audit and Risk Committee meeting held on 19 May 2025, Cr Kingston requested *that the Chief Executive Officer prepare a report on customer requests showing themes and common issues.*

This report provides an overview of customer requests received by the City of Joondalup during the 2024–25 financial year.

Customer requests are an important way the City delivers responsive, community-focused services. Generated by residents, businesses and other stakeholders, these requests reflect the needs and expectations of customers across a wide range of services provided by the City. The City responds promptly, guided by established service standards and a commitment to continuous improvement.

This report defines what a customer request is and explains how they are managed by the City. It provides information on the number and type of requests received and looks at high level trends.

Definition

| | |
|-------------------------|---|
| Customer Request | <p>A customer request is a submission from a resident, ratepayer, business, visitor, or stakeholder asking the City to deliver a service or take action within its responsibilities or statutory obligations.</p> <p>A customer request is not:</p> <ul style="list-style-type: none">• a complaint or compliment• an application (approval or permit)• a petition• general correspondence or enquiry▪ an infringement appeal. |
|-------------------------|---|

Customer requests can be made through multiple channels, including the City's online portal, by email, by telephone, in person at City facilities, via the *Snap, Send, Solve* app or via Australia Post. Requests are promptly actioned and recorded in the Customer Relationship Management system (CRM), informed by the [Customer Service Charter](#) and service standards available on the City's [website](#).

This information is available to Elected Members on an ongoing basis via the Performance Dashboard on the [Elected Members Portal](#). The dashboard is updated daily and provides information on planning and building approvals, City finance and customer requests. The dashboard outlines the most common requests received and demonstrates trends over the past three years.

City executive and business unit managers also have access to a similar dashboard, which provides access to real-time customer request data that can be used to track performance, improve transparency, and support good decision-making.

Typical examples of customer requests received by the City include the following:

- Waste and recycling services (e.g. a missed bin collection, bin repairs, requesting an additional bin, reporting illegal dumping, requesting new waste services and requests for bulk waste collections).
- Animal management and registration, parking matters or compliance investigations.
- Maintenance or repair of roads, footpaths, drainage, parks, or street lighting.
- Safety inspections relating to City buildings, infrastructure, trees, or traffic matters.
- Information requests about City services or facilities.

Governance

The City has established processes to ensure customer requests are managed consistently and efficiently. Once captured, customer requests are input into the City's CRM systems for tracking and resolution. Requests are then allocated to the relevant business unit or officer for completion.

- Telephone and in-person enquiries are entered directly into the CRM at the point of contact.
- Email and online submissions are acknowledged by email, including a reference number and indicative timeframe.
- Written correspondence, such as letters or Customer Feedback Forms, are processed through the City's Records Team, who register and distribute the correspondence to the relevant business unit(s) for action and response.
- Complex customer requests or enquiries which require input from multiple service areas are referred to the Customer Relations Advocate for coordinated oversight and a single consolidated response.

The City sets target timeframes to ensure services are delivered promptly and to provide residents with clear expectations. Examples include drainage maintenance (20 days), irrigation repairs (15 days), bus shelter maintenance (10 days) and leafy city maintenance (seven days). Timeframes vary depending on the nature of the service and, in some cases, are prescribed by legislation such as the *Dog Act 1976*, *Bush Fires Act 1954*, and *Local Government Act 1995*.

FY2024-2025 service requests

From 1 July 2024 to 30 June 2025, the City received 81,353 customer requests from residents, ratepayers, businesses, and visitors. The City responded to 91% of customer requests within target timeframes.

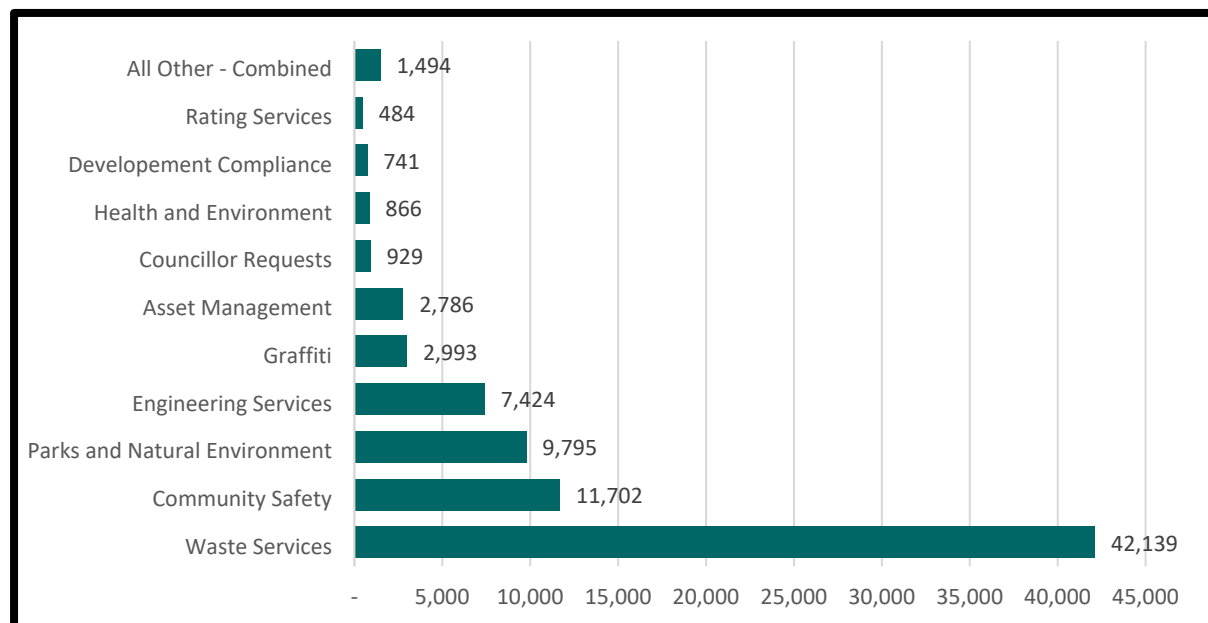
The top five customer request areas were:

| Service Area | Number | Percent of total | Examples |
|--|--------|------------------|--|
| Waste Services | 42,139 | 51.80% | Missed bin collection, bin repairs, requesting an additional bin, reporting illegal dumping, requests for new waste services and bulk waste collections (excluding skip bin provision) |
| Community Safety | 11,702 | 14.38% | Animal management and registration, parking matters or compliance investigation |
| Parks and Natural Environment | 9,795 | 12.04% | Maintenance of trees, sprinklers and other City assets |
| Engineering Services | 7,424 | 9.13% | Safety inspections relating to City buildings, infrastructure, trees, or traffic matters |
| Graffiti Management (Community Safety) | 2,993 | 3.68% | Graffiti removal |

The top five customer request groups, as shown above, represent 89 percent of total customer requests submitted. The top 10 groups represented 98 percent of customer requests.

The following tables provide further information on requests for service across the top 10 categories.

Top 10 Service Areas for Customer Requests FY2024–25

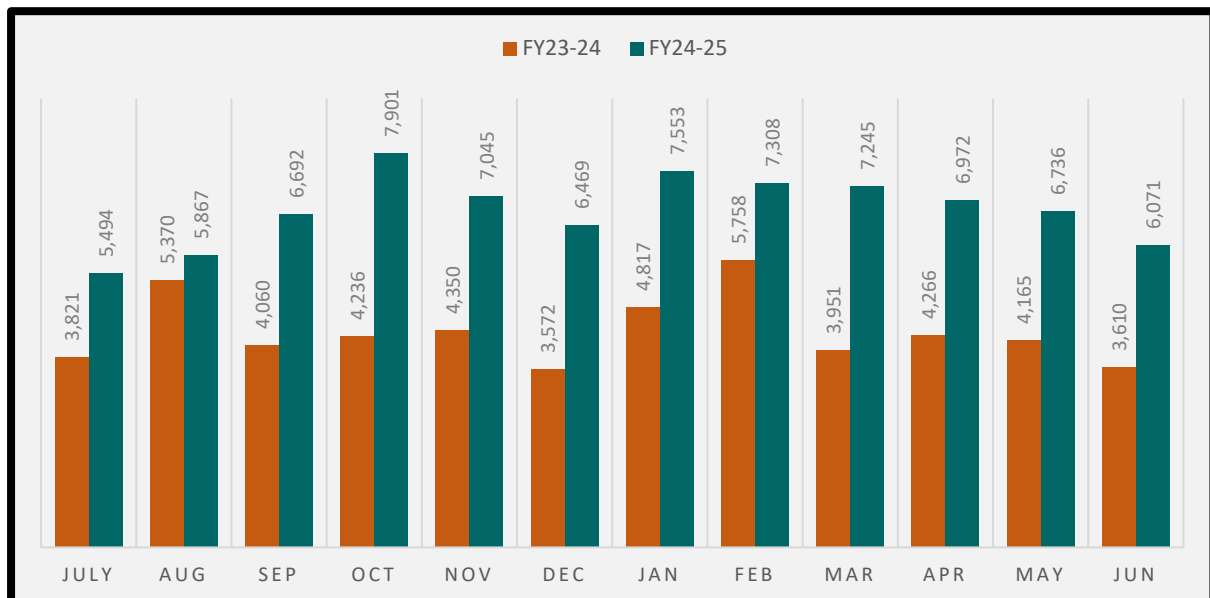


The highest number of requests relate to waste services, a reflection of how regularly residents engage with these services. Community safety, engineering services, and parks and natural environment also represent significant areas of community focus, collectively contributing to over 35 percent of customer requests. Graffiti management, while accounting for a smaller proportion of requests, remains within the top five, demonstrating its importance to the community.

Customer requests by service area and request type

| Service Area | Top 5 common customer requests | | | | |
|--|-----------------------------------|-----------------------------|--------------------------|----------------------------|--------------------------|
| | 1 | 2 | 3 | 4 | 5 |
| Waste Services | Bulk waste collections | Bin repairs | Greens tip vouchers | Missed bins | Change bin sizes |
| Community Safety | Dogs | Parking | Amenity | Litter | City patrols |
| Parks and Natural Environment | Tree maintenance | Irrigation | Landscape maintenance | Tree planting | Chemical weeding |
| Engineering Services (Internal) | Park lighting | Road sweeping | Road works | Pavement maintenance | Signs |
| Graffiti Management (Community Safety) | Signage and underpass | Toilet blocks | Residential | City buildings | Commercial property |
| Asset Management – City Building Maintenance | Reactive cleaning | Plumbing | Carpentry | Electrical | Doors |
| Councillor Requests | Infrastructure services | Planning and comm dev | Corporate services | Governance and strategy | Office of CEO |
| Health and Environmental Services | Noise | Food | Pest control | Sewerage | Air pollution |
| Development Compliance | Building compliance | Unauthorised works | Untidy land | Unauthorised home business | Building approval breach |
| Rating Services | Direct debit payment arrangements | Pool/spa removal from rates | Direct debit instalments | Other | Ownership amendments |

Comparison of requests received by month FY2023-24 and FY2024-25



In FY2024–25, the City of Joondalup recorded 42,139 waste-related customer requests—an increase from 13,775 in the previous financial year. This uplift reflects the City’s transition to Microsoft Dynamics 365 and a strategic shift to bring customer support for several waste services in-house.

Previously, many of these requests—such as greens tip vouchers (5,996), missed or additional bin collections (5,654), and bulk waste collections (14,943)—were managed directly by external contractors and not captured in the City’s systems. These new ways of working and capturing information provide the City with greater visibility over service demand and delivery. This change is a step toward greater transparency, accountability and a more seamless customer experience.

When additional categories are excluded to enable comparison, Waste Services recorded 15,546 requests in FY2024–25, representing an increase of 1,771 requests (13%) compared with FY2023–24.

Please note that skip bin requests are excluded from this report, as these are managed directly by Cleanaway. 20,701 requests were received in relation to skip bins in FY2024-25.

Enhancements to the way the City manages requests

The City of Joondalup has implemented a range of improvements to enhance the management of customer requests, with a focus on reducing the need for residents to proactively seek assistance.

Central to this transformation is Project Axiom, a major upgrade to the City’s enterprise systems, including the adoption of Microsoft Dynamics 365. This platform will provide a unified view of customer interactions across more than 20 service areas, enabling faster, more coordinated responses and reducing duplication.

Requests can be lodged via the City’s myJoondalup portal which continues to expand and improve. This portal offers residents greater flexibility to lodge and track requests online, anytime.

These enhancements are supported by improved internal workflows and data integration, allowing staff to anticipate needs and resolve issues before they escalate. Other proactive initiatives which the City hopes will address customer needs before a request is made include:

- the transition to a new waste service provider, Solo Resource Recovery, to deliver more efficient waste collection services
- streamlining parking services through the introduction of a digital ePermit system
- enhanced CCTV infrastructure to deter illegal parking and reduce manual reporting
- joint patrols in key public spaces leading up to major events, addressing issues before they escalate.

Legislation / Strategic Community Plan / Policy implications

Legislation Not applicable.

10-Year Strategic Community Plan

Key theme 5. Leadership.

Outcome 5-1 Capable and effective - you have an informed and capable Council backed by a highly skilled workforce.

Policy Not applicable.

Risk management considerations

Risk management considerations in reports to Council consider the relevant strategic risk(s).

This category of risk requires input from Council and is managed by the Chief Executive Officer and relevant Director(s).

Strategic risks are external or internal risks that affect the achievement of the City’s long-term objectives.

Strategic Risk Relationship

| Risk | DECISIONS | EXPECTATIONS | REPUTATION |
|-------------------------------|--|--|-------------------------|
| Risk Event Description | Ineffective / improper decision making | Inability to understand community expectations | Loss of community trust |
| Risk Responsibility | Director Governance and Strategy | | Chief Executive Officer |
| Residual Risk | High | | |
| Control Effectiveness | Strong | | |
| Risk Appetite | High risk requires close monitoring with assurance of the highest levels of controls – strong – including plans for improving effectiveness levels. | | |
| Risk Control | The relevant control, to mitigate risk, is the reporting of customer requests that can identify trends that may assist in the management of City service delivery. | | |

Financial / budget implications

Not applicable.

Regional significance

Not applicable.

Sustainability implications

Not applicable.

Consultation

Not applicable.

COMMENT

Customer requests in FY2024–25 highlight the areas most valued by the community, with waste, community safety, engineering services, and parks and natural environment accounting for a significant number of submissions.

Staff commitment is evident, with 91 percent of requests completed within target timeframes. This performance demonstrates strong service delivery, responsiveness to the community, and alignment with agreed standards.

Ongoing monitoring through the Corporate and Elected Member Dashboards will continue to support governance, risk oversight, and continuous improvement objectives.

VOTING REQUIREMENTS

Simple Majority.

OFFICER'S RECOMMENDATION MOVED Cr May, SECONDED Mayor Kingston that the Audit and Risk Committee NOTES the report on customer requests, for FY2024/25.

AMENDMENT MOVED Cr Raftis, SECONDED Cr Count that the Motion be AMENDED to read as follows:

"2 REQUESTS the Chief Executive Officer to present a report on customer requests on an annual basis to the Audit and Risk Committee."

The Amendment was Put and

CARRIED (6/0)

In favour of the Amendment: Cr O'Neill, Mayor Kingston, Cr Count, Cr Hill, Cr May and Cr Raftis.

Against the Amendment: Nil.

The Original Motion as Amended being MOVED Cr May, SECONDED Mayor Kingston that the Audit and Risk Committee:

1 NOTES the report on customer requests, for FY2024/25;

2 REQUESTS the Chief Executive Officer to present a report on customer requests on an annual basis to the Audit and Risk Committee.

The Motion was Put and

CARRIED (6/0)

In favour of the Motion: Cr O'Neill, Mayor Kingston, Cr Count, Cr Hill, Cr May and Cr Raftis.

Against the Motion: Nil.

ATTACHMENTS

1. [Customer Service Commitment - City of Joondalup \[8.4.1\]](#)
2. [Customer Service Charter \[8.4.2\]](#)

The Chief Executive Officer left the Room at 6.38pm.

Declaration of Financial Interest

| | |
|---------------------------|---|
| Name / Position | Mr James Pearson, Chief Executive Officer. |
| Meeting Type | Audit and Risk Committee. |
| Meeting Date | 10 November 2025. |
| Item No. / Subject | Item 8.5 - Chief Executive Officer - Monitoring of Annual Leave and Long Service Leave Accruals (Ward - All). |
| Nature of Interest | Financial Interest. |
| Extent of Interest | Mr Pearson is the Chief Executive Officer. |

8.5 CHIEF EXECUTIVE OFFICER - MONITORING OF ANNUAL LEAVE AND LONG SERVICE LEAVE ACCRUALS (WARD - ALL)

| | |
|-------------------------------|--|
| WARD | All |
| RESPONSIBLE DIRECTOR | Mr Jamie Parry Director Governance and Strategy |
| FILE NUMBER | 74574, 108783, 101515 |
| AUTHORITY / DISCRETION | Information – includes items provided to Council for information purposes only that do not require a decision of Council (that is for ‘noting’). |

PURPOSE

For the Audit and Risk Committee to note the annual leave and long service leave accruals for the Chief Executive Officer.

EXECUTIVE SUMMARY

At the Audit and Risk Committee meeting held on 9 August 2021 a report (Item 3 refers), was presented on the outcomes of an internal audit into payments made to former employees (Chief Executive Officer, Directors and Managers).

At this meeting, a report was requested in relation to the establishment of a reporting system for the Chief Executive Officer’s leave accruals. This report is intended to be provided annually to inform the Committee of the Chief Executive Officer’s leave accruals, as requested.

It is therefore recommended that the Audit and Risk Committee NOTES the annual and long service leave accruals for the Chief Executive Officer as at 30 September 2025.

BACKGROUND

The current Chief Executive Officer's contract includes the following clause:

"14.4 The Chief Executive Officer must take annual leave regularly to prevent more than 8 weeks of annual leave accruing at any time. In the event that the Chief Executive Officer has annual leave accrued beyond 8 weeks, the Council may direct the Chief Executive Officer to take the amount of leave accrued in excess of 8 weeks, on giving the Chief Executive Officer four (4) weeks' notice. The Chief Executive Officer agrees to comply with such a direction."

At the Audit and Risk Committee meeting held on 9 August 2021, a report was requested in relation to the establishment of a reporting system for the Chief Executive Officer's leave accruals.

DETAILS

A control, in the form of regular reports on accrued leave, shows the number of days of accrued leave for the Chief Executive Officer, for:

- annual leave (not including future leave booked)
- annual leave (including future leave booked)
- long service leave (not including future leave booked)
- long service leave (including future leave booked)
- total combined leave (including future leave booked).

An annual report is presented to the Audit and Risk Committee detailing the number of days of leave accrued by the Chief Executive Officer. The Chief Executive Officer has the following leave accrued, as at 30 September 2025:

- Annual leave (not including future leave booked) – 5.12 days.
- Annual leave (including future leave booked) – 10.87 days.
- Long service leave (not including future leave booked) – 00.00 days (*note this is pro rata long service leave, which the Chief Executive Officer cannot use until 7 years of service (currently at 0.0 years of service).
- Long service leave (including future leave booked) – 00.00 days (*as above, there is no future Long Service Leave booked as the Chief Executive cannot use Long Service Leave until 7 years service).
- Total combined leave (including future leave booked) – 10.87 days (*Long Service Leave of 00.00 days cannot be used until 7 years service).

The current leave balance is showing as negative. This is due to future leave booked in the Payroll system. The system has forecast that after the leave has been taken (up until 13 March 2026) and due to ongoing leave accrual, plus any planned leave, the remaining balance will be 2.52 hours, or 0.38 days or 0.08 weeks.

Legislation / Strategic Community Plan / Policy implications

Legislation Not applicable.

10-Year Strategic Community Plan

Key theme 5. Leadership.

Outcome 5-4 Responsible and financially sustainable - you are provided with a range of City services which are delivered in a financially responsible manner.

Policy Not applicable.

Risk management considerations

Risk management considerations in reports to Council consider the relevant strategic risk(s).

This category of risk requires input from Council and is managed by the Chief Executive Officer and relevant Director(s).

Strategic risks are external or internal risks that affect the achievement of the City’s long-term objectives

Strategic Risk Relationship

| Risk | DECISIONS | EXPECTATIONS | WORKFORCE |
|-------------------------------|---|--|--|
| Risk Event Description | Ineffective / improper decision making | Inability to understand community expectations | Inability to attract or retain skilled and competent workforce |
| Risk Responsibility | Director Governance and Strategy | | |
| Residual Risk | High | | |
| Control Effectiveness | Strong | | |
| Risk Appetite | High risk requires close monitoring with assurance of the highest levels of controls – strong – including plans for improving effectiveness levels. | | |
| Risk Control | The relevant control, to mitigate risk, is the provision of a report providing details required to maintain compliance with contractual requirements. | | |

| Risk | HEALTH/SAFETY | REPUTATION | FINANCIAL |
|------------------------------|---|-------------------------|---|
| Risk Description | Failure to maintain safe and healthy workplace | Loss of community trust | Lack of financial sustainability |
| Risk Responsibility | Chief Executive Officer | | Director Corporate Services |
| Residual Risk | High | | Medium |
| Control Effectiveness | Strong | | Strong |
| Risk Appetite | High risk requires close monitoring with assurance of the highest levels of controls – strong – including plans for improving effectiveness levels. | | Medium risk is acceptable without variation to existing control activities. |
| Risk Control | The relevant control, to mitigate risk, is the provision of a report providing details required to maintain compliance with contractual requirements. | | |

Other risk information

The accrual of excessive leave presents a risk to the City, including financial liability for the City and health and welfare risks for employees. In certain circumstances excessive accrued leave may also be considered as a red flag for fraudulent behaviours.

Regional significance

Not applicable.

Sustainability implications

Not applicable.

Consultation

Not applicable.

COMMENT

This control will provide transparent and regular reporting of leave accruals for the Chief Executive Officer to assist in the effective monitoring and management of excessive leave.

VOTING REQUIREMENTS

Simple Majority.

OFFICER'S RECOMMENDATION MOVED Cr Count, SECONDED Cr May that the Audit and Risk Committee NOTES the annual and long service leave accruals for the Chief Executive Officer as at 30 September 2025.

The Motion was Put and

CARRIED (6/0)

In favour of the Motion: Cr O'Neill, Mayor Kingston, Cr Count, Cr Hill, Cr May and Cr Raftis.

Against the Motion: Nil.

ATTACHMENTS

Nil

The Manager Audit, Risk and Executive Services left the Room at 6.39pm.

The Manager Audit, Risk and Executive Services and the Chief Executive Officer entered the Room at 7.40pm.

8.6 ELECTED MEMBER DINNER REPORT QUARTER 1 - JULY TO SEPTEMBER 2025 (WARD - ALL)

| | |
|-------------------------------|--|
| WARD | All |
| RESPONSIBLE DIRECTOR | Mr Jamie Parry Director Governance and Strategy |
| FILE NUMBER | 110756, 101515 |
| AUTHORITY / DISCRETION | Information – includes items provided to Council for information purposes only that do not require a decision of Council (that is for 'noting'). |

PURPOSE

For the Audit and Risk Committee to note attendees to Elected Member dinners as per Clause 10 of the *Elected Members' Entitlements Council Policy*, which provides that: “*details of invited guests that attend elected member dinners are to be reported to the Audit and Risk Committee on a quarterly basis*”.

EXECUTIVE SUMMARY

Elected Members are entitled under the *Elected Members' Entitlement Council Policy* (the Policy) to host up to six dinners per financial year and invite up to nine guests to each dinner.

Clause 10 of the Policy provides that: “*details of invited guests that attend elected member dinners are to be reported to the Audit and Risk Committee on a quarterly basis*”.

For an Elected Member dinner to proceed, a minimum of three Elected Members must elect to host a table. In Quarter 1 of the financial year 2025-26 (Q4 FY25-26) one elected member dinner went ahead on 25 July 2025.

It is therefore recommended that the Audit and Risk Committee NOTES one Elected Member Dinner was held in Quarter 1 FY2025-26.

BACKGROUND

Elected Member dinners are a provision within the *Elected Members' Entitlement Council Policy*. At its meeting held on 18 May 2021 (CJ072-05/21 refers), Council reviewed and endorsed the policy with clause 10.1 identifying the parameters relating to Elected Member dinners as follows:

- a *To provide an avenue to facilitate networking possibilities and for elected members to undertake discussions with various representatives of the community, the Council has agreed to host Elected Member dinners.*
- b *The Mayor is entitled to host six dinners per calendar year, and each Ward a total of 12 each year, based on six dinners per Ward Councillor.*

- c *Each table will allow for the Elected Member as host, plus up to a maximum of nine guests. Except for the Elected Member's spouse or partner, all guests invited are to have a relationship with the City or be a stakeholder of the City. Prior to an Elected Member dinner, elected members are to advise the City the details of their invited guests and their relationship with the City. Details of invited guests that attend elected member dinners are to be reported to the Audit and Risk Committee on a quarterly basis."*

DETAILS

Elected Members are entitled, under the *Elected Members' Entitlement Council Policy* (the Policy), to host up to six dinners per financial year and invite up to nine guests to each dinner.

Clause 10 of the *Elected Members' Entitlements Council Policy* provides that: "*details of invited guests that attend elected member dinners are to be reported to the Audit and Risk Committee on a quarterly basis.*"

Issues and options considered

The Committee may accept the report as presented or request further information.

Legislation / Strategic Community Plan / Policy implications

Legislation *Local Government Act 1995.*

10-Year Strategic Community Plan

Key theme 5. Leadership.

Outcome 5-2 Proactive and represented- you are confident that the City is advocating on your behalf for initiatives that benefit the community.

Policy *Elected Members' Entitlements Council Policy.*

Risk management considerations

Risk management considerations in reports to Council consider the relevant strategic risk(s).

This category of risk requires input from Council and is managed by the Chief Executive Officer and relevant Director(s).

Strategic risks are external or internal risks that affect the achievement of the City's long-term objectives.

Strategic Risk Relationship

| Risk | DECISIONS | EXPECTATIONS | REPUTATION |
|-------------------------------|--|--|-------------------------|
| Risk Event Description | Ineffective / improper decision making | Inability to understand community expectations | Loss of community trust |
| Risk Responsibility | Director Governance and Strategy | | Chief Executive Officer |
| Residual Risk | Medium | | |
| Control Effectiveness | Strong | | |
| Risk Appetite | Medium risk is acceptable without variation to existing control activities. | | |
| Risk Control | The relevant control, to mitigate risk, is the provision of a report detailing activities that contribute to compliance with the <i>Elected Members' Entitlements Council Policy</i> . | | |

| Risk | ATTRACTION |
|-------------------------------|--|
| Risk Event Description | Lack of desirability as a place to visit live, work, invest and do business |
| Risk Responsibility | Director Planning and Community Development |
| Residual Risk | Medium |
| Control Effectiveness | Strong |
| Risk Appetite | Medium risk is acceptable without variation to existing control activities. |
| Risk Control | The relevant control, to mitigate risk, is the provision of a report detailing activities that contribute to compliance with the <i>Elected Members' Entitlements Council Policy</i> . |

Financial / budget implications

The 2025-26 budget for Elected Member dinners is \$15,000 (excluding staffing costs).

All amounts quoted in this report are exclusive of GST.

Regional significance

Not applicable.

Sustainability implications

Not applicable.

Consultation

Not applicable.

COMMENT

Elected Members are entitled, under the *Elected Members' Entitlement Council Policy*, to host up to six dinners per financial year and invite up to nine guests to each dinner.

Clause 10 of the *Elected Members' Entitlements Council Policy* provides that “*details of invited guests that attend elected member dinners are to be reported to the Audit and Risk Committee on a quarterly basis*”.

One dinner was held in Quarter 1 FY25-26 on 25 July 2025.

VOTING REQUIREMENTS

Simple Majority.

OFFICER'S RECOMMENDATION MOVED Cr Hill, SECONDED Mayor Kingston that the Audit and Risk Committee NOTES one Elected Member dinner was held in Quarter 1 FY2025-26.

The Motion was Put and

CARRIED (6/0)

In favour of the Motion: Cr O'Neill, Mayor Kingston, Cr Count, Cr Hill, Cr May and Cr Raftis.

Against the Motion: Nil.

ATTACHMENTS

1. CONFIDENTIAL REDACTED - RSVP List Elected Member Dinner - 25 July 2025
[8.6.1 - 1 page]

8.7 CUSTOMER COMPLIMENTS AND COMPLAINTS - QUARTER 1 - 2025-26 (WARD - ALL)

| | |
|-------------------------------|--|
| WARD | All |
| RESPONSIBLE DIRECTOR | Jamie Parry Director Governance and Strategy |
| FILE NUMBER | 48420,101515 |
| AUTHORITY / DISCRETION | Information – includes items provided to Council for information purposes only that do not require a decision of Council (that is for ‘noting’). |

PURPOSE

To provide the Audit and Risk Committee with a summary of compliments and complaints received by the City for Quarter 1 of FY2025-26 (Q1 FY25-26).

EXECUTIVE SUMMARY

At the Ordinary Council Meeting held on 28 November 2023 (CJ227-11/23 refers), Council approved the structure, scope, and timelines for a quarterly report. This ongoing report will be provided to the Audit and Risk Committee and will include information and analysis of customer complaints and feedback, highlighting any perceived trending issues within the community.

The focus of this Report will be on identifying common themes, patterns, and trends to provide an accurate representation of community sentiment.

In Q1 FY2025–26, the City received 74 complaints and 62 compliments. Just over half of the complaints (51%) related to contractor-delivered services, particularly waste collection following the City’s transition to a new provider, Solo, on 1 July 2025. The City is actively working with Solo to ensure services continue to stabilise and that customer concerns are addressed promptly as part of robust contract management.

Other matters raised during the quarter included tree maintenance, verge management, and minor footpath repairs, which were largely resolved through routine operational responses.

Overall, the balance of compliments to complaints and the low number of issues raised in proportion to total customer requests demonstrate steady community sentiment and continued recognition of quality service delivery. Feedback received provides valuable insights to guide continuous improvement and further strengthen community confidence in the City’s services.

It is therefore recommended that the Audit and Risk Committee NOTES the Report on customer compliments, complaints and feedback for Quarter 1 of FY2025-26.

BACKGROUND

The City regards the management of complaints as a crucial component of its service delivery. In any organisation, errors, misunderstandings, customer dissatisfaction, and unforeseen challenges are inevitable. Effective complaint handling serves as a vital mechanism for addressing issues proactively and preventing their escalation.

By identifying and analysing trends in complaints, the City can respond to systemic issues, while root cause analysis supports the development of long-term solutions. Balancing these efforts with a focus on compliance, fairness, and the delivery of actionable recommendations forms the foundation of effective complaint management and continuous organisational improvement.

The City's *Customer Service Charter* outlines the standard of service that customers can expect. While the City strives to meet these standards consistently, it is reasonable to acknowledge that, at times, the expectations of all residents may not be fully met. To ensure the appropriate handling of complaints, well-defined procedures and guidelines are in place. These align with the Australian Standard on complaint management (*AS/NZS 10002:2022*) and reflect the principles set out by the Ombudsman of Western Australia.

Whenever possible, the City's frontline staff respond to enquiries and resolve concerns directly at the point of service. If an enquiry meets the definition of a complaint, it is recorded and referred to the Customer Relations Advocate for assessment and allocation to the appropriate Business Unit(s).

In cases where further intervention is required or requested, the Customer Relations Advocate (CRA) collaborates with the appropriate business unit(s) to oversee the investigation and response.

The CRA also supports residents when a multifaceted resolution is required, ensuring the progression and effective management of matters across the City. This process strengthens accountability and supports the development of meaningful and sustainable solutions in complex situations. Furthermore, residents benefit from having a dedicated single point of contact who actively manages their concerns, ensuring timely resolution by identifying and addressing any barriers throughout the process.

All complaints are documented in the City's customer relationship management system, which serves as the single data source for reporting feedback. This data informs the monthly Communications and Stakeholder Relations report, which is provided to the Executive Leadership Team.

Definition and clarification of complaints and compliments

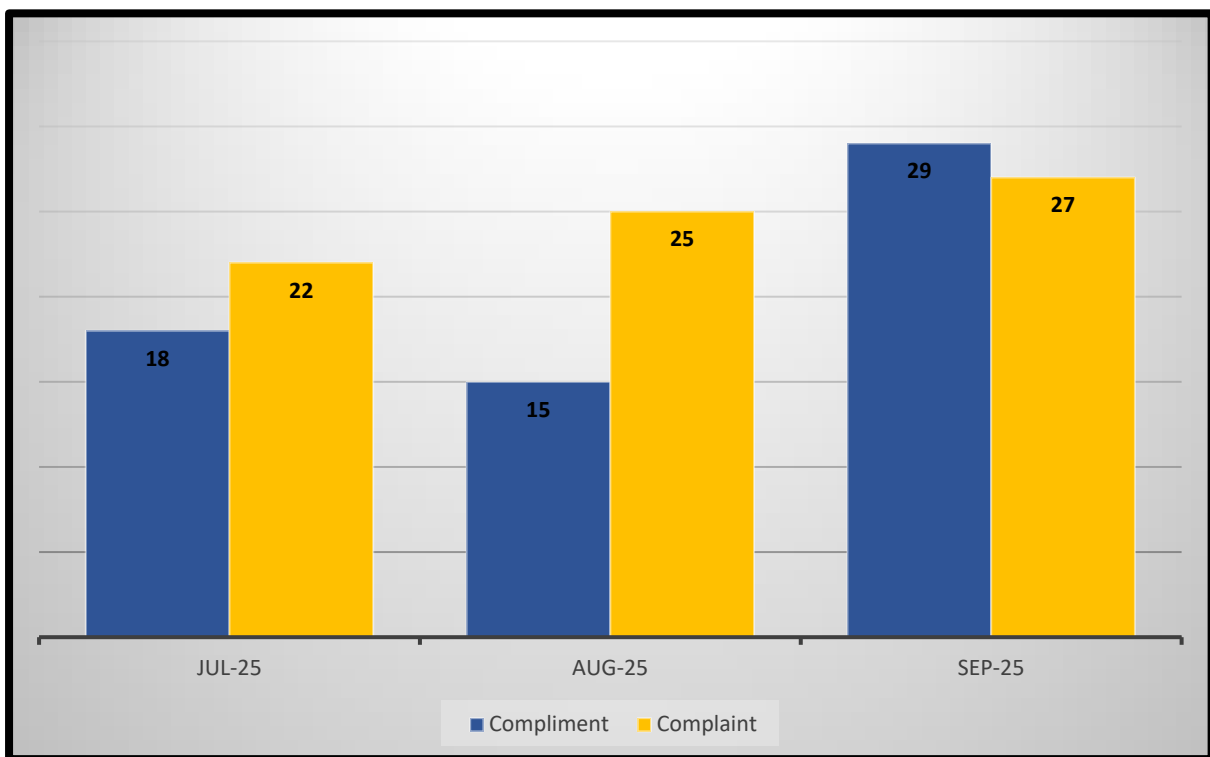
| | |
|--------------------------|---|
| <p>Complaint</p> | <p>A statement of dissatisfaction from an individual or group relating to the products, quality of service, actions, or inactions of the City, its employees, or contractors.</p> <p>A complaint is not:</p> <ul style="list-style-type: none"> ▪ A request for service. ▪ A comment, suggestion or opinion without a request for action or expression of dissatisfaction. ▪ A complaint against another resident, business or group. |
| <p>Compliment</p> | <p>An expression of praise, appreciation, or congratulations on the quality of products, services, and decisions offered or provided by the City, its employees or contractors.</p> |

DETAILS

There were 140 compliments, complaints, active ombudsman enquiries and mediations in Q1 FY25-26.

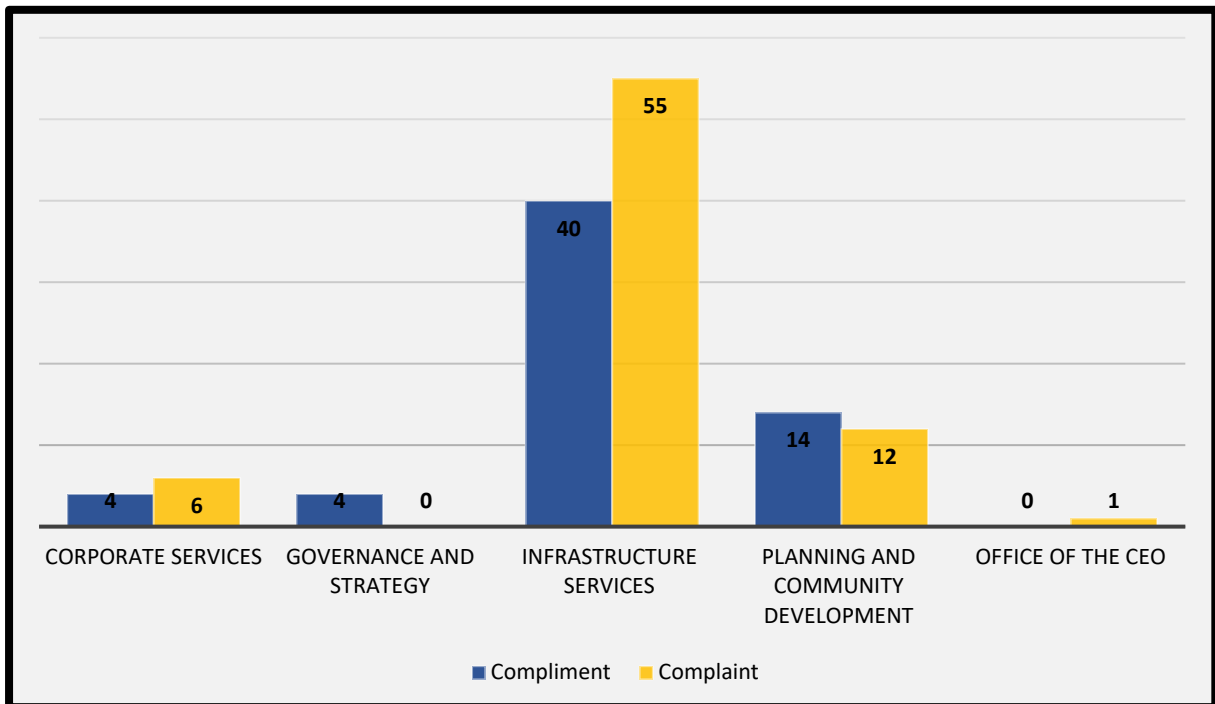
Monthly breakdown

| | Jul 2025 | Aug 2025 | Sep 2025 | Total |
|--------------|-----------|-----------|-----------|------------|
| Compliments | 18 | 15 | 29 | 62 |
| Complaints | 22 | 25 | 27 | 74 |
| Ombudsman | 0 | 1 | 0 | 1 |
| Mediations | 2 | 0 | 1 | 3 |
| TOTAL | 42 | 41 | 57 | 140 |



Monthly breakdown by directorate

| Directorate | Jul 2025 | | Aug 2025 | | Sep 2025 | | Quarter Total | |
|------------------------------------|------------|-----------|------------|-----------|------------|-----------|---------------|-----------|
| | Compliment | Complaint | Compliment | Complaint | Compliment | Complaint | Compliment | Complaint |
| Corporate Services | 0 | 1 | 2 | 2 | 2 | 3 | 4 | 6 |
| Governance and Strategy | 1 | 0 | 1 | 0 | 2 | 0 | 4 | 0 |
| Infrastructure Services | 15 | 18 | 9 | 19 | 16 | 18 | 40 | 55 |
| Planning and Community Development | 2 | 2 | 3 | 4 | 9 | 6 | 14 | 12 |
| Office of the CEO | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 1 |
| TOTAL | 18 | 22 | 15 | 25 | 29 | 27 | 62 | 74 |



Complaints by category

| Category | Jul 2025 | Aug 2025 | Sep 2025 |
|--|----------|----------|----------|
| City contractors | 14 | 14 | 10 |
| City services | 2 | 1 | 2 |
| City staff | 2 | 2 | 5 |
| Complaint about City facility or asset | - | - | 2 |
| Lack of communication | - | 3 | 1 |
| Policy or procedure | 3 | 2 | - |
| Fees and charges | - | 1 | - |
| Other complaints | 1 | 2 | 7 |

Ombudsman Western Australia (OWA)

One request for information was received from the Ombudsman Western Australia during Q1 FY25-26. Outcome of investigation is pending.

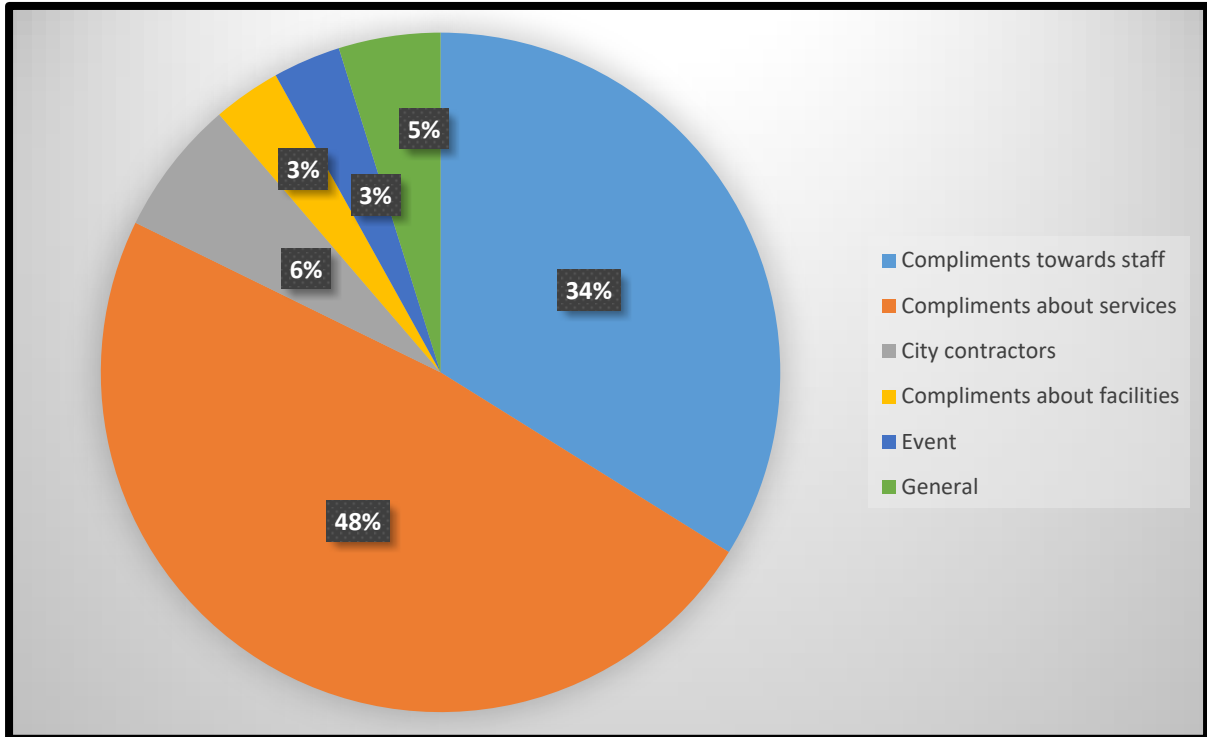
- 1 A complaint has been received concerning the City's planning process in relation to the approval of a patio application at the complainant's neighbouring property. The investigation is focused on compliance with documented processes, deemed-to-comply provisions, approved dimensions, and the requirement for written support.

Mediation

Three referrals were made to the Citizens Advice Bureau on behalf of residents during Q1 FY25-26. These relate to shared boundary issues involving dividing fence and shared retaining wall disputes.

Compliments by category

| Category | Jul 2025 | Aug 2025 | Sep 2025 |
|------------------------------|----------|----------|----------|
| Compliments towards staff | 4 | 9 | 8 |
| Compliments about services | 12 | 3 | 15 |
| City contractors | 2 | 2 | - |
| Compliments about facilities | - | 1 | 1 |
| Event | - | - | 2 |
| General | - | - | 3 |



Legislation / Strategic Community Plan / Policy implications

Legislation Not applicable.

10-Year Strategic Community Plan

Key theme 5. Leadership.

Outcome 5-1 Capable and effective - you have an informed and capable Council backed by a highly skilled workforce.

Policy Not applicable.

Risk management considerations

Risk management considerations in reports to Council consider the relevant strategic risk(s).

This category of risk requires input from Council and is managed by the Chief Executive Officer and relevant Director(s).

Strategic risks are external or internal risks that affect the achievement of the City's long-term objectives.

Strategic Risk Relationship

| Risk | DECISIONS | EXPECTATIONS | REPUTATION |
|-------------------------------|---|--|-------------------------|
| Risk Event Description | Ineffective / improper decision making | Inability to understand community expectations | Loss of community trust |
| Risk Responsibility | Director Governance and Strategy | | Chief Executive Officer |
| Residual Risk | High | | |
| Control Effectiveness | Strong | | |
| Risk Appetite | High risk requires close monitoring with assurance of the highest levels of controls – strong – including plans for improving effectiveness levels. | | |
| Risk Control | The relevant control, to mitigate risk, is the reporting of compliments and complaints that can identify trends that may assist in the management of City operations. | | |

Financial / budget implications

Not applicable.

Regional significance

Not applicable.

Sustainability implications

Not applicable.

Consultation

Not applicable.

COMMENT

Community feedback is an important mechanism to inform the delivery of services that reflect the needs of our residents.

When viewed against the number of customer requests received during the quarter, the 74 complaints represent less than 0.4% of customer interactions. In the same period, the City received 62 compliments, resulting in an almost one-to-one balance of positive to negative feedback. This proportion demonstrates that overall customer satisfaction with service provision remains steady.

Ongoing attention to transparency, accountability, and responsiveness will ensure community insights continue to inform service refinement and strategic decision-making across the organisation.

VOTING REQUIREMENTS

Simple Majority.

OFFICER'S RECOMMENDATION MOVED Cr Count, SECONDED Cr May that the Audit and Risk Committee NOTES the report on customer compliments, complaints and feedback for Quarter 1 of FY25-26.

The Motion was Put and

CARRIED (6/0)

In favour of the Motion: Cr O'Neill, Mayor Kingston, Cr Count, Cr Hill, Cr May and Cr Raftis.

Against the Motion: Nil.

ATTACHMENTS

Nil

8.8 ANNUAL SOCIAL MEDIA PAID ACTIVITY REPORT 2024-25 (WARD - ALL)

| | |
|-------------------------------|--|
| WARD | All |
| RESPONSIBLE DIRECTOR | Mr Jamie Parry Director Governance and Strategy |
| FILE NUMBER | 48420 |
| AUTHORITY / DISCRETION | Information – includes items provided to Council for information purposes only that do not require a decision of Council (that is for ‘noting’). |

PURPOSE

For the Audit and Risk Committee to note the City’s report on social media advertising.

EXECUTIVE SUMMARY

At the Audit and Risk Committee meeting held on 19 May 2025, Cr O’Neill requested that the Chief Executive Officer prepare a report on Facebook media analysis and cost benefits.

This report provides an overview of social media advertising and associated benefits during the 2024–25 financial year.

The City of Joondalup engages in social media advertising, primarily through Facebook and Instagram, as a key component of its communications strategy. This approach enables the City to target advertising efficiently, support events and services, and enhance community engagement.

For the FY2024–25, the City’s campaigns consistently delivered strong results, outperforming industry benchmarks in cost per click, click-through rate and cost per thousand impressions. Audience growth was significant, with Joondalup recording the highest increase among comparable local governments. Major campaigns such as the Joondalup Festival and Valentine’s Concert achieved high visibility, ticket sales and participation.

Meta advertising continues to be a cost-effective platform for advertising, offering greater precision, flexibility and accountability when compared to traditional media channels. Strong governance processes are in place. Campaign budgets are set by business units and reconciled monthly. The City monitors and reviews performance and adjusts promotional activities in accordance with requirements.

Community feedback confirms that Facebook is the most common way residents learn about City events, reinforcing the effectiveness of this channel. The integration of paid and organic content has expanded reach, improved engagement and supported the City’s strategic communication goals.

It is therefore recommended that the Audit and Risk Committee NOTES the City’s report on social media advertising.

BACKGROUND

At the Audit and Risk Committee meeting held on 19 May 2025, Cr O'Neill requested that the Chief Executive Officer prepare a report on Facebook media analysis and cost benefits.

As digital communication continues to evolve, the City of Joondalup has embraced data-driven, cost-effective tools to engage with its community and promote key initiatives. Paid social media advertising, particularly on Meta platforms (Facebook and Instagram), has become integral to the City's communications strategy, enabling targeted, measurable and flexible outreach across various community segments.

This report outlines the City's approach to paid social media advertising, highlights key campaigns and outcomes and demonstrates the value delivered across departments and community initiatives.

DETAILS

Strategic role of paid Meta advertising

Paid Meta advertising supports the City's broader communication objectives by delivering:

- precision targeting by location, demographics, interests, and prior engagement
- cost-efficiency, with adjustable budgets and reduced wastage
- real-time insights for performance optimisation
- interactive engagement that encourages organic amplification
- scalability and flexibility to meet emerging priorities
- retargeting capabilities to reach previously engaged users
- alignment with digital preferences of local residents
- detailed performance measurement (CPC, CTR, CPM).

Together, these features make Meta advertising a strategic and results-oriented tool that enhances engagement, supports events, promotes services and drives website traffic.

Integration with organic activity

Paid social media complements the City's organic presence across Facebook, Instagram, and LinkedIn, working together to:

- inform and engage the community and stakeholders
- promote City programs, services, and events
- increase awareness of targeted initiatives
- drive traffic to digital platforms
- support mobile-first, shareable communication
- reduce reliance on printed materials
- extend reach to niche or hard-to-reach audiences, and
- enhance and protect brand and reputation.

It also provides opportunities for the City to harness the power of narrative and storytelling.

This integrated approach ensures broader visibility and responsiveness, while also supporting relationship-building and community participation.

Account management

The City's Meta advertising account manages campaigns for the following pages:

| Page | Description | Engagement |
|------------------------|--|--|
| City of Joondalup | Content for both paid and organic managed by the Media and Marketing team. | Instagram: 10,077 followers, Estimated daily page reach of 1,833. Annual reach was 344,489 with 6,361 interactions for the year. Facebook: 52,100 followers. Annual reach was 1,198,735 users. Estimated daily page reach of 31,562; high engagement on civic updates, consultations and events. Highest reaching post for FY2024-25 period achieved 348,154. |
| Joondalup Libraries | Paid activity managed by CoJ Marketing; organic content managed by Libraries. | Instagram: 810 followers. Annual reach was 46,707 users. Estimated daily page reach of 116. Moderate engagement; posts about events and new collections. Facebook: 1,986 followers. Annual reach was 239,972 users. Moderate engagement; posts about events and new collections. |
| Youth Services | Paid activity managed by the CoJ Marketing; organic content managed by Youth Services. | Instagram: 961 followers. Annual reach was 43,437 users. Facebook: 3,470 followers. Annual reach was 78,964 users. Variable engagement; youth-focused content (reels, event promos) and shares from the City's page. |
| Joondalup Festival | Paid activity managed by CoJ Marketing; organic content externally managed. In FY24-25 this was managed by NONPLUS. | Instagram: 2,180 followers. High seasonal engagement. Annual reach was 141,352 users. Uses collaboration with influencers effectively during festival season. Facebook: 3,623 followers. High seasonal engagement; event posts. Annual reach was 199,552 users. |
| Uptown Joondalup | Paid activity managed by CoJ Marketing; organic content externally managed. In FY24-25 this was managed by SoCo Studios. | Instagram: 5,849 followers. Annual reach was 439,079 users. Growing destination and place activation engagement; business promotions and local events. Annual reach was 439,079. Facebook: 1,250 followers. Account mainly focusses on Instagram content. Annual reach of 39,739 users. |
| Craigie Leisure Centre | Organic and paid content managed by Craigie Leisure Centre marketing team. | Instagram: 2,933 followers. Content focusses on gym programs and staff content typically reels for Instagram. Best post reach of 3,751. Facebook: 9,927 followers. Content focusses on gym programs and staff content typically reels for Instagram. Best post reach of 53,959. |

Campaign planning and execution

Business Units set campaign objectives and budgets as part of communications planning. This is completed in partnership with the City's Communications and Stakeholder Relations Business Unit.

The Marketing team manages advertising creative, targeting, and calls to action aligned with campaign goals, which commonly include:

- awareness
- website traffic
- lead generation
- conversions/ticket sales.

Paid promotion significantly extends the reach of City messaging beyond the six percent typical organic reach (source: Social Status). Organic posts from the City also often perform better than this benchmark. For example, an organic post may reach ~2,800 users, while paid campaigns can reach hundreds of thousands. By way of example, for FY2024-25:

- The City of Joondalup account achieved a total reach of 1,788,477. Of this, 51 percent was generated by paid activity (992,202) compared to organic (1,198,735). Some users will fall into both paid and unpaid.
- Joondalup Festival account achieved a total reach of 1,147,526. Of this 91 percent was generated by paid activity (1,048,181) compared to organic (151,932).
- This data indicates a shift for the City's page toward greater organic reach, while the Joondalup Festival page continues to rely predominantly on paid promotion to drive visibility—an expected trend for event-specific accounts, which often require targeted, time-sensitive campaigns to maximise engagement and attendance.

Campaign performance and metrics

Campaign performance is continuously monitored and optimised. Key metrics include the following:

- Reach and impressions.
- Click-through rate (CTR).
- Cost per click (CPC).
- Cost per 1,000 impressions (CPM).
- Website traffic (via Google Analytics).

Campaigns are evaluated daily, monthly, quarterly, and annually, with post-campaign reviews and recommendations for future campaign planning. Underperforming ads are paused or revised; successful creatives are scaled.

An example of this is when a campaign has multiple creatives that may consist of a carousel, video and static tile. If the video is serving well, and the tile is not, the tile may be turned off to funnel the budget into the creative that is engaging well. This is only applicable for campaigns with a larger budget and has been undertaken for Joondalup Festival and Valentine's previously. Industry benchmark comparisons are provided in Attachment 2 to this Report.

Example campaigns

| | Joondalup Festival 2025 | Valentine’s Concert 2025 |
|-------------|----------------------------|---|
| Objective | Awareness and ticket sales | |
| Budget | \$20,000 | \$7,500 |
| Spent | \$18,994 | \$5,701 <i>Advertising stopped after selling out</i> |
| Impressions | 4.17M | 1.6M |
| Reach | 1.95M | 447,030 |
| Clicks | 104,275 | 31,539 |
| CTR | 2.49% | 1.95% |
| CPC | \$0.19 | \$0.18 |
| CPM | \$4.69 | \$3.53 |

These campaigns consistently outperformed industry benchmarks in CTR, CPC, and CPM.

During the lead up to Joondalup Festival weekly reports were provided to Cultural Services to highlight events that were selling well and those events that needed imminent additional support. Activities were then undertaken to support these events. An example weekly report is provided in Attachment 3 to this Report.

Benchmarking and media channel comparison

The City’s metrics performance compares favourably with Australian industry benchmarks for local government campaigns, with lower CPC and higher engagement.

| Metric | City average FY2024-25 | Industry benchmark (Local Gov) |
|----------------------------------|------------------------|--------------------------------|
| Average cost per click (CPC) | \$0.32 | \$1.00 |
| Average cost per thousand (CPM) | \$5.37 | \$6.00 |
| Average click through rate (CTR) | 4.15% | 1.00% |
| Source | City Meta account | XYZ Lab and WordStream (2024). |

Comparison to other channels

| Channel | Estimate | Source |
|------------------|--|--|
| TV Advertising | Estimated CPM: \$20 - \$60+, depending on time slot, channel, and region. Regional ads are more affordable. | The full guide on TV Advertising CPM |
| Newspaper | Estimated CPM: \$30 - \$80+, depending on ad size and placement. | CPM Benchmarks by the Industry |
| Radio | Estimated CPM Range: \$10 - \$25 | Advertising Trends: CPM Benchmarks by Industry |
| Unaddressed Mail | Estimated CPM Range: \$300 - \$1,000+ | Australia Post and Quick Mail |

The tables above highlight that Meta delivers a far more cost-efficient alternative with greater precision, flexibility and accountability.

Expenditure breakdown

Higher levels of advertising activity occur in February and March due to the Joondalup Festival campaign. The following tables provide a breakdown of the total spend for FY2024-25 by business unit and then campaigns.

Annual Meta advertising spend by business area FY2024-25

| Business Area | Amount spent | % of total spend |
|------------------------------|---------------------|------------------|
| Cultural Services | \$ 33,658.42 | 59.93% |
| Economic Development | \$ 6,440.98 | 11.47% |
| Craigie Leisure Centre | \$ 5,222.17 | 9.30% |
| Library Services | \$ 3,069.68 | 5.47% |
| Policy Planning and Research | \$ 1,499.77 | 2.67% |
| Waste Services | \$ 1,438.02 | 2.56% |
| Community Development | \$ 1,297.78 | 2.31% |
| Youth Services | \$ 1,099.96 | 1.96% |
| City Projects | \$ 1,000.00 | 1.78% |
| Marketing | \$ 700.00 | 1.25% |
| Recreation Services | \$ 649.75 | 1.16% |
| Governance | \$ 84.02 | 0.15% |
| Total | \$ 56,160.55 | 100% |

Annual Meta advertising spend by campaign

| Campaign | Amount spent | % |
|----------------------------------|---------------------|-------------|
| Joondalup Festival | \$ 18,994.30 | 33.82% |
| Valentine's Concert | \$ 5,701.88 | 10.15% |
| Craigie Leisure Centre - various | \$ 5,222.17 | 9.30% |
| Music in the Park | \$ 2,999.40 | 5.34% |
| Uptown | \$ 2,598.98 | 4.63% |
| Step into Volunteering | \$ 2,007.96 | 3.58% |
| Community Consultation | \$ 1,499.77 | 2.67% |
| Little Feet Festival | \$ 1,500.00 | 2.67% |
| Various small campaigns | \$ 1,422.04 | 2.53% |
| NAIDOC | \$ 1,379.04 | 2.46% |
| Christmas markets | \$ 1,149.99 | 2.05% |
| Green Waste | \$ 1,153.60 | 2.05% |
| Duffy House | \$ 1,000.00 | 1.78% |
| Invitation Art Prize | \$ 999.72 | 1.78% |
| Communities in-focus | \$ 947.86 | 1.69% |
| Youth School Awards | \$ 900.00 | 1.60% |
| Community Art Exhibition | \$ 849.62 | 1.51% |
| Walk of Fame | \$ 720.17 | 1.28% |
| Sunday Serenades | \$ 711.13 | 1.27% |
| Community Funding | \$ 649.75 | 1.16% |
| Innovate Joondalup | \$ 569.26 | 1.01% |
| Citizen of the Year Awards | \$ 500.00 | 0.89% |
| Perth Coastal Explorer | \$ 499.98 | 0.89% |
| Davidson Terrace consultation | \$ 499.53 | 0.89% |
| Threaded Perspectives | \$ 400.00 | 0.71% |
| Seniors Lifestyle Expo | \$ 349.92 | 0.62% |
| Cyberwest | \$ 250.00 | 0.45% |
| ANZAC Day | \$ 200.00 | 0.36% |
| Business Forum | \$ 153.07 | 0.27% |
| Light Source | \$ 123.33 | 0.22% |
| Discovery outbound | \$ 89.61 | 0.16% |
| Elections | \$ 84.02 | 0.15% |
| SOLO – new waste contractor | \$ 34.45 | 0.06% |
| Total | \$ 56,160.55 | 100% |

Examples of promotion by business area

| Business Area | Campaign promotion |
|------------------------|--|
| Cultural Services | Joondalup Festival and other event promotions. |
| Economic Development | Business Forum, Uptown Express, Coastal Explorer, Cyberwest, Innovate Joondalup. |
| Craigie Leisure Centre | School term programs, Christmas Pool Party, sports programs |
| Libraries | Volunteer session promotions, event guides. |
| Waste Services | Green waste collection awareness, SOLO waste contractor changeover |
| Community Development | Communities in-focus events, Senior Lifestyle Expo |
| Marketing | Anzac Day, Citizen of the Year Award. |
| Recreation Services | Community Funding promotion. |
| Strategic Development | Community consultations and nominations. |

Financial process and governance

Each campaign's budget is set by the responsible Business Unit. All Meta invoices are reconciled monthly and reviewed against campaign records.

The City of Joondalup uses its social media platforms to share timely information, engage with the community and provide updates on services, events and initiatives. While encouraging respectful interaction, the City monitors its channels during business hours, enforces clear user guidelines, and may remove inappropriate content or block users who violate the terms of use. The City's terms of use can be found on the website: [Join us on socials | City of Joondalup](#)

LinkedIn

The City has a LinkedIn business account that is primarily used by Human Resources for job postings, however LinkedIn is utilised for some key business/ investment campaigns, and in FY2024-25 this amounted to \$1,551.28.

Audience Growth

One of the ongoing benefits of paid advertising is its positive impact on organic page growth. The City has undertaken consistent efforts to grow its Facebook and Instagram audiences:

- Joondalup achieved the highest growth rate (8.98%) among comparable local governments for August 2024 – July 2025 (Attachment 1 refers).
- Meta advertising has contributed to increased reach, organic engagement, and follower growth.
- Hootsuite benchmarking shows Joondalup outperforms government averages:
 - o Global Gov Facebook growth: -4.24%;
 - o Global Gov Instagram growth: 0.43%.

The following table shows the increase of reach and follower growth over the last three years the City's main accounts:

| Financial Year | 21-22 | 22-23 | 23-24 | 24-25 | Average Growth per year |
|---|---------|----------|----------|-----------|-------------------------|
| Facebook reach - paid* | 695,747 | 1,429,65 | 1,652,06 | 1,715,754 | 20% |
| Number of Facebook followers at 30 June** | 43,623 | 45,420 | 47,920 | 52,021 | 6% |
| Number of Instagram followers at 30 June*** | 6,512 | 7,674 | 8,575 | 10,077 | 14% |

Community Feedback

Post-event surveys continue to identify Facebook as the most common way attendees learn about City events and programs. This validates Meta advertising as a highly effective, community-aligned marketing channel.

Conclusion

Paid Meta advertising continues to be a highly effective and cost-efficient tool in the City of Joondalup's wider communications campaigns. It delivers strong results through precise targeting, real-time performance tracking, and cost-effective reach – with the City's activity consistently performing well against industry benchmarks.

Due to its cost-effectiveness, high usage among City residents, ability to target specific audiences, and measurability, Meta ads have become a highly utilised channel for the City's marketing campaigns.

The integration of paid and organic content has expanded audience engagement, supported campaign objectives, and driven significant growth across platforms. With measurable outcomes and flexibility unmatched by traditional media, continued investment in Meta advertising is both justified and essential to meeting the City's evolving communication needs.

Legislation / Strategic Community Plan / Policy implications

Legislation Not applicable.

10-Year Strategic Community Plan

Key theme 5. Leadership.

Outcome 5-1 Capable and effective - you have an informed and capable Council backed by a highly-skilled workforce.

Policy Not applicable.

Risk management considerations

Risk management considerations in reports to Council consider the relevant strategic risk(s).

This category of risk requires input from Council and is managed by the Chief Executive Officer and relevant Director(s).

Strategic risks are external or internal risks that affect the achievement of the City’s long-term objectives.

Strategic Risk Relationship

| Risk | DECISIONS | EXPECTATIONS | REPUTATION |
|------------------------------|--|--|-------------------------|
| Risk Description | Ineffective / improper decision making | Inability to understand community expectations | Loss of community trust |
| Risk Responsibility | Director Governance and Strategy | | Chief Executive Officer |
| Residual Risk | High | | |
| Control Effectiveness | Strong | | |
| Risk Appetite | High risk requires close monitoring with assurance of the highest levels of controls – strong – including plans for improving effectiveness levels. | | |
| Risk Control | The relevant control, to mitigate risk, is the provision of a report providing information on activities that support delivery of strategic communication goals. | | |

Financial / budget implications

A budget of \$56,160.55 was utilised for Meta advertising campaigns in FY2024-25.

Sustainability implications

Not applicable.

Consultation

Not applicable.

COMMENT

The City’s use of paid Meta advertising demonstrates a strong return on investment, with campaigns consistently outperforming industry benchmarks in cost and engagement. The integration of paid and organic content has significantly expanded reach and audience growth, particularly for major events and initiatives. Continued use of this channel is recommended to maintain momentum, support strategic communication goals, and meet community expectations in a cost-effective and measurable way.

VOTING REQUIREMENTS

Simple Majority.

OFFICER'S RECOMMENDATION MOVED Mayor Kingston, SECONDED Cr O'Neill that the Audit and Risk Committee NOTES the City's report on social media advertising.

The Motion was Put and

CARRIED (6/0)

In favour of the Motion: Cr O'Neill, Mayor Kingston, Cr Count, Cr Hill, Cr May and Cr Raftis.

Against the Motion: Nil.

ATTACHMENTS

1. Audience Growth Benchmarking [8.8.1 - 2 pages]
2. Facebook Ad Industry Benchmarks [8.8.2 - 2 pages]
3. Sample of weekly monitoring reporting during Joondalup Festival - End of Festival Report [8.8.3 - 10 pages]

Declarations of Interest affecting Impartiality

| | |
|---------------------------|--|
| Name / Position | Mayor Daniel Kingston. |
| Meeting Type | Audit and Risk Committee. |
| Meeting Date | 10 November 2025. |
| Item No. / Subject | Item 8.9 - City Contributions to Clubs for Provision of Services (Ward - All). |
| Nature of Interest | Interest of Impartiality. |
| Extent of Interest | Mayor Kingston is the treasurer for the Friends of Yellagonga. |

| | |
|---------------------------|--|
| Name / Position | Mr Mat Humfrey, Director Corporate Services. |
| Meeting Type | Audit and Risk Committee. |
| Meeting Date | 10 November 2025. |
| Item No. / Subject | Item 8.9 - City Contributions to Clubs for Provision of Services (Ward - All). |
| Nature of Interest | Interest of Impartiality. |
| Extent of Interest | Mr Humfrey is a member of Whitfords Hockey Club. |

8.9 CITY CONTRIBUTIONS TO CLUBS FOR PROVISION OF SERVICES (WARD - ALL)

| | |
|-------------------------------|--|
| WARD | All |
| RESPONSIBLE DIRECTOR | Mr Mat Humfrey Director Corporate Services |
| FILE NUMBER | 101802; 101515 |
| AUTHORITY / DISCRETION | Information – includes items provided to Council for information purposes only that do not require a decision of Council (that is for ‘noting’). |

PURPOSE

For the Audit and Risk Committee to note the agreements between the City and clubs and associations for the provision of facilities or services.

EXECUTIVE SUMMARY

Current agreements exist for the following provision of facilities or services:

- Memorandum of Understanding with Constable Care Child Safety Foundation Inc.
- Memorandum of Understanding to outline the roles, responsibilities, and authorities of the Parties in the design, construction and management of Community Gardens.
- Friends’ Group Special Purpose Grants to fund project activities in the bushland managed by the City and reimbursement of administration costs.
- Funding agreements for the recipient to undertake management, maintenance and preparation of the bowling green facilities at the recipient’s bowling facilities.

- Funding agreement for the recipient to maintain delivery of the group's voluntary marine search and rescue operations as outlined within the *Fire and Emergency Services Act 1998 (WA)* between City Beach and Alkimos (up to 30 nautical miles out to sea).
- Perth NRM Coastal and Marine Programs Partnership Agreement.
- Funding agreement for the recipient to maintain delivery of the club's beach life saving service.
- Funding agreements for the recipient to undertake all responsibility for the maintenance and preparation of turf cricket wickets.

This report details the agreements that exist between the City and the respective clubs and associations.

BACKGROUND

At its meeting held on 24 February 2025, Cr Raftis requested a report which outlines the agreements between the City and clubs and associations for the provision of facilities or services.

Current agreements exist for the following provision of facilities or services:

- Memorandum of Understanding with Constable Care Child Safety Foundation Inc.
- Memorandum of Understanding to outline the roles, responsibilities, and authorities of the Parties in the design, construction and management of Community Gardens.
- Friends' Group Special Purpose Grants to fund project activities in the bushland managed by the City and reimbursement of administration costs.
- Funding agreements for the recipient to undertake management, maintenance and preparation of the bowling green facilities at the Recipient's bowling facilities.
- Funding agreement for the recipient to maintain delivery of the Group's voluntary marine search and rescue operations as outlined within the *Fire and Emergency Services Act 1998 (WA)* between City Beach and Alkimos (up to 30 nautical miles out to sea).
- Perth NRM Coastal and Marine Programs Partnership Agreement.
- Funding agreement for the recipient to maintain delivery of the Club's beach life saving service.
- Funding agreements for the recipient to undertake all responsibility for the maintenance and preparation of turf cricket wickets.

DETAILS

Constable Care Child Safety Foundation Inc

Constable Care Child Safety Foundation Inc (CCF) is a not-for-profit community-based charity whose aim is to prevent harm to children and young people through youth empowerment programs and activities. The CCF uses participatory theatre and experiential learning to engage children and young people aged four to 17 years in behaviour change strategies focusing on personal safety, protective behaviours, crime prevention, mental health, and risk-related decision-making. The City has held agreements with CCF since 1998. Key deliverables include the following:

- Promotion and delivery of requested life skills performances and workshops within the City (minimum delivery of 5,100 children and young people per annum).
- Delivery of an intensive 10-week program to a City secondary school in each year of the Memorandum of Understanding (MOU).

-
- Provision of CCF mascot visits at selected City event/s.
 - Access to real-time data relating to the City's uptake within City educational facilities;
 - Appropriate recognition of the City's contribution at events and activities and through other CCF forums.
 - Provide a detailed annual report.

In 2025-26, the annual budget for CCF is \$30,360.

2025-26 is the final year of a three-year agreement between the City and the CCF. The City is not proposing to enter into a new agreement for 2026-27 or beyond.

Community Gardens

The City's first community garden on City-owned land, Duncraig Edible Garden (DEG), opened in 2014. The project was initially a two-year pilot in partnership between the City and the DEG after a City-led expression of interest process identified the DEG as the preferred community garden group and location (CJ004-02/14 refers). As a City-led initiative, Council also approved a financial contribution of \$22,881 to support the establishment of the DEG.

In June 2016, an evaluation was completed on the project and a report presented to Council (CJ082-06/16 refers), allowing permission for DEG to continue to operate as an independent group on City land under a MOU. A MOU was developed to clearly outline the responsibilities of both parties and the land allocations approved by Council and covered by the MOU. The MOU addresses the interaction and interface between the community garden group, the City and patrons, as well as operational matters such as garden maintenance, area tidiness expectations, in-kind and operational supports, and what course of action would be taken in the event that the terms of the MOU are not adhered to, or community participation in the community garden project wanes and the site falls into disuse. Further MOU have also been signed for Padbury Community Garden (CJ137-08/23 refers) and Lakeview Contemplation Garden (CJ105-06/23 refers). There is no direct cost to the City to hold an MOU with an incorporated association for community gardens.

Friends' Groups

The City has 19 registered natural area friends' groups that actively assist the City in the maintenance of its natural areas. Friends' Groups have been an integral part of the City's approach to biodiversity conservation. Group members engage in a range of activities that include, but are not restricted to:

- conducting public planting / weeding days or educational activities/walks
- input into the development of natural area management plans
- weed removal
- rubbish removal
- flora and fauna surveys
- seed collection and propagation of native plant species
- revegetation.

The City commenced providing an annual budget to assist Friends' Groups in their volunteer activities in 2009. This funding provided as a special purpose grant in accordance with the Natural Areas Friends' Group Manual. The manual provides the framework and process for the City's support of Friends' Groups and volunteers. In 2025-26, the annual budget for Friends' Groups is \$54,177.

In 2015 a funding matrix was developed which considers a base amount, the area of bushland the group cares for and the group's historic contribution of volunteer hours. Dependent on these factors, groups can apply for and if approved receive funds annually, the 2025-26 allowance ranges from \$2,531 to \$4,146. The amount is indexed annually during the setting of the budget to align with increased costs for contractors and materials. In addition to Special Purpose Grants, groups can also submit an annual claim to reimburse administration expenses costs associated with running a group to a limit of \$700.

Following a motion carried at the Annual General Meeting of Electors, the Council at its meeting held on 28 May 2024, resolved in part (CJ117-05/24 refers):

13 *In relation to Motion No. 13 carried at the Annual General Meeting of Electors:*

13.1 *NOTES there is value in providing Special Purpose Grant funding to Friends' Groups to carry out approved tasks within the City's bushland;*

13.2 *APPROVES that any money budgeted for the Friends' Groups Special Purpose Grants that remains unallocated on 1st of March of each financial year:*

13.2.1 *Shall be made available for Friends' Groups (who have already received a grant of the annual prescribed maximum amount) to apply during March and April for additional funds so as to double their annual grant amount;*

13.2.2 *Any successful applicant shall be paid the additional funding requested, or a lesser amount depending on the number of applications received, by the end of the financial year;*

13.2.3 *Friends groups shall be instructed to place their application for a Special Purpose grant no later than the 1st March. If Friends groups then wish to later apply for any unallocated money that may be available, they shall be instructed to acquit their previous grant and place another application no later than the 1st May of that financial year;*

Lawn Bowling Clubs

The City has the following three lawn bowling clubs that operate on City owned properties:

- Joondalup Bowling Club - Iluka District Open Space, Iluka – three natural grass greens plus one synthetic green.
- Sorrento Bowling Club - Percy Doyle Reserve, Duncraig – five natural grass greens plus one synthetic green.
- Warwick Bowling Club – Warwick Open Space, Warwick – two natural grass greens plus two synthetic greens.

The clubs have access to a leased building and exclusive management over the lawn bowling greens within their club. Each club is responsible for the ongoing maintenance of their lawn bowling greens and must meet a minimum standard of quality set by Bowls WA.

The City has provided financial support to these clubs for maintenance of their bowling greens since 2013. In January 2013, Joondalup Bowling Club (formerly Beaumaris Bowling Club) expressed concerns to Elected Members regarding the escalating ongoing cost of their four natural lawn greens.

At its meeting held on 25 June 2013, Council adopted the 2013-14 budget (CJ117-06/13 refers). This budget included a financial contribution that was to be made to lawn bowling clubs within the City that maintain their bowling greens. Each bowling club entered into a funding agreement with the City to receive a financial contribution to assist with the costs of maintaining bowling greens, being \$5,000 per natural grass bowling green and \$2,500 per synthetic bowling green. The funding agreements indicated this amount would increase each year in line with CPI increases. In 2025-26, the annual budget for lawn bowling clubs is \$81,243.74 with the City contributing \$6,770.31 per natural grass green and \$3,385.15 per synthetic bowling green.

Marine Search and Rescue Organisations

The City has provided financial support to Marine Rescue Whitfords (previously known as Whitford Volunteer Sea Rescue Group) in an ongoing capacity since 2009-10. At this time, Council approved a funding request from the group (CJ012-02/10 refers) for financial support from the City for an amount of \$50,000 annually to support the group, and in particular the replacement of the Green Two vessel which was subsequently named "The City of Joondalup" to reflect the \$80,000 contribution endorsed by Council at its meeting on 24 July 2003 (Report 06995 refers).

Coastal and Marine Program originated through collaborative efforts between Perth NRM and local governments, aiming to address the environmental challenges facing Western Australia's coastal regions. Recognising the need for coordinated coastal management, Perth NRM partnered with local governments including the City of Joondalup, to implement projects focused on coastal restoration, community engagement, and capacity building. The City of Joondalup has been in partnership with Perth NRM Coastal and Marine Program for the past 15 years and it is an annual partnership agreement. In 2025-26, the annual budget for the Perth NRM Coastal and Marine Programs Partnership is \$9,000.

Surf Life Saving Clubs

The City has provided financial support to the Mullaloo Surf Life Saving Club and Sorrento Surf Life Saving Club since 2007. In 2007-08, this funding was distributed as a sponsorship to both surf life saving clubs, with \$13,636.36 provided annually between 2007-08 and 2009-10.

In 2011, the sponsorship agreement was replaced with a funding agreement that directly related to the club's providing a voluntary life saving service. The annual amount provided increased to \$36,363.64 for the 2011-12 to 2013-14 agreement. In 2014, the funding agreements were renewed for the period 2014-15 through 2016-17 with the amount increased to \$54,545.45 annually. In 2023, the agreements signed included the provision for increase of CPI. In 2025-26, the annual budget for the contribution to surf life saving clubs is \$117,190.04 with \$58,595.02 allocated to each club.

Turf Cricket Wicket Clubs

The City of Joondalup has three parks with turf cricket wickets utilised by the following community sporting groups:

- Joondalup Districts Cricket Club - Iluka District Open Space, Iluka - two centre wicket blocks each with six cricket pitches, plus 19 practice wickets.
- Ocean Ridge Cricket Club - Flinders Park, Hillarys - one centre wicket block with four cricket pitches.
- Whitfords and Districts Cricket Club - MacDonald Park South, Padbury - one centre wicket block with five cricket pitches, plus five practice wickets.

These agreements originated in October 1990 where the former City of Wanneroo received Report No F10835 Turf Cricket Wicket Facilities. This report outlined to Council the current procedures and expenditure regarding turf wicket maintenance and Council resolved in part as follows:

- 2 *That clubs be responsible for all turf maintenance of these facilities via a five year maintenance agreement.*

It is unclear whether the Whitfords and Districts Cricket Club were responsible for the turf wicket facilities at MacDonald Park from October 1990 in accordance with the Council decision. In 1994, the Whitfords and Districts Cricket Club proposed to the City of Wanneroo a long-term management arrangement. A report to the Policy and Special Purposes Committee on 17 August 1994 (Report 150808 refers) indicates the City was still maintaining the wickets and supported the idea of involving sporting bodies in field maintenance. Council resolved in part as follows:

- 1 *accepts the proposal submitted by the Whitfords and Districts Senior Cricket Club for the take over and management of the turf cricket wicket and practice wicket facilities at MacDonald Park, Padbury, for a twelve month period commencing 1 September 1994;*

This agreement was first entered into in 1994 with an annual payment of \$25,000 to Whitfords and Districts Cricket Club. Following the meeting of Council held on 28 June 2005 (CJ139-06/05 refers), Turf Cricket Wicket Maintenance agreements were developed to provide turf wicket cricket clubs within the City of Joondalup with equal and consistent levels of financial support. The five year agreements provided assistance to clubs in the preparation of centre wicket blocks only with a sum of \$2,500 per cricket pitch maintained. Practice wickets are maintained at the cost of each club. As a result of the expiry of its Turf Cricket Wicket Maintenance agreements, at its meeting held on 22 June 2010, Council resolved as follows (CJ090-06/10 refers):

- 1 *AGREES to provide financial assistance to the following cricket clubs to maintain turf cricket facilities commencing from 1 October 2010 for a five year period:*
 - *Joondalup District Cricket Club - \$30,000 (excluding GST) per annum;*
 - *Whitford and Districts Senior Cricket Club - \$15,000 (excluding GST) per annum;*
 - *Ocean Ridge Cricket Club - \$12,000 (excluding GST) per annum;*
- 2 *DEVELOPS agreements for a five year period with the clubs detailed in (Point 1) above, with the agreement to include annual increases based on the Consumer Price Index Perth figures for the period ending 30 June.*

The agreements which operate for five (5) years, were renewed in 2015 and 2020. In 2025- 26, the annual budget for the contribution to turf wicket clubs is \$137,574.79 with \$6,551.18 paid per wicket.

Issues and options considered

This report is presented for information as requested.

Legislation / Strategic Community Plan / Policy implications

Legislation Not applicable.

10-Year Strategic Community Plan

Key theme 1. Community.

Outcome 1-3 Active and social - you enjoy quality local activities and programs for sport, learning and recreation.

Key theme 3. Place.

Outcome 3-4 Functional and accessible - you have access to quality community facilities that are functional and adaptable.

Policy Not applicable.

Risk management considerations

Risk management considerations in reports to Council consider the relevant strategic risk(s).

This category of risk requires input from Council and is managed by the Chief Executive Officer and relevant Director(s).

Strategic risks are external or internal risks that affect the achievement of the City’s long-term objectives.

Strategic Risk Relationship

| Risk | DECISIONS | ATTRACTION | FINANCIAL |
|------------------------------|--|---|----------------------------------|
| Risk Description | Ineffective / improper decision making | Lack of desirability as a place to visit live, work, invest and do business | Lack of financial sustainability |
| Risk Responsibility | Director Governance and Strategy | Director Planning and Community Development | Director Corporate Services |
| Residual Risk | High | Medium | |
| Control Effectiveness | Strong | Strong | Strong |
| Risk Appetite | High risk requires close monitoring with assurance of the highest levels of controls – strong – including plans for improving effectiveness levels. | Medium risk is acceptable without variation to existing control activities. | |
| Risk Control | The relevant control, to mitigate risk, is the provision of a report detailing the agreements between the City and clubs and associations for the provision of facilities or services. | | |

Financial / budget implications

All amounts quoted in this report are exclusive of GST.

Regional significance

Not applicable.

Sustainability implications

Environmental

Friends' Groups play a key role in the stewardship of natural areas. In the absence of funding these groups, the capacity to manage and maintain these environments may be significantly reduced. This can lead to increased weed infestation, habitat degradation, and reduced biodiversity. Regular volunteer activity also supports monitoring, education, and community engagement, which contributes to long-term ecological health.

Community Gardens have an educational element with informal teaching/learning opportunities that have been available to participants including knowledge sharing in relation to organic gardening practices, water wise gardening, waste minimisation through composting, herb, fruit and vegetable gardening (food sustainability) and planting to suit the environment.

Social

Community groups play a significant role in fostering social connection, inclusion, and community wellbeing. Without agreements in place, access to these programs may become limited.

Economic

For some agreements, there may be a community expectation that the City continue to undertake this level of service, which would come at a direct cost to the City.

Consultation

Not applicable.

COMMENT

The City has for a number of years provided direct contributions to a variety of community groups to assist them in a number of areas.

These contributions assist the community groups to:

- deliver a community service that may normally be expected to be delivered by the City (life saving; marine rescue; natural area preservation and maintenance)
- maintain an asset that is accessed by members of the community, where the City may be required to maintain the asset (bowling greens, turf wickets).

VOTING REQUIREMENTS

Simple Majority.

OFFICER'S RECOMMENDATION MOVED Cr May, SECONDED Mayor Kingston that the Audit and Risk Committee NOTES the agreements between the City and clubs and associations for the provision of facilities or services.

The Motion was Put and

CARRIED (5/1)

In favour of the Motion: Mayor Kingston, Cr Count, Cr Hill, Cr May and Cr Raftis.

Against the Motion: Cr O'Neill.

ATTACHMENTS

1. CONFIDENTIAL REDACTED - Constable Care Foundation MOU [8.9.1 - 3 pages]
2. CONFIDENTIAL REDACTED - Community Garden MOU [8.9.2 - 9 pages]
3. CONFIDENTIAL REDACTED - Friends Group - Manual [8.9.3 - 32 pages]
4. CONFIDENTIAL REDACTED - Bowls Club Agreement [8.9.4 - 12 pages]
5. CONFIDENTIAL REDACTED - Marine Rescue Agreement [8.9.5 - 13 pages]
6. CONFIDENTIAL REDACTED - Perth NRM Partnership Agreement [8.9.6 - 6 pages]
7. CONFIDENTIAL REDACTED - Surf Lifesaving Agreement [8.9.7 - 12 pages]
8. CONFIDENTIAL REDACTED - Turf Wicket Agreement [8.9.8 - 7 pages]

8.10 CONFIDENTIAL - CORPORATE CREDIT CARD STATEMENTS (WARD - ALL)

| | |
|-------------------------------|--|
| WARD | All |
| RESPONSIBLE DIRECTOR | Mr Mat Humfrey Director Corporate Services |
| FILE NUMBER | 18049 |
| AUTHORITY / DISCRETION | Information – includes items provided to Council for information purposes only that do not require a decision of Council (that is for 'noting'). |

This report is confidential in accordance with s5.23(2) of the *Local Government Act 1995*, which permits the meeting to be closed to the public for business relating to the following:

(a) *a matter affecting an employee or employees.*

A full report is provided to Elected Members under separate cover. The report is not for publication.

The Manager Communications and Stakeholder Relations left the Room at 7.29pm.

OFFICER'S RECOMMENDATION MOVED Mayor Kingston, SECONDED Cr Count that the Audit and Risk Committee NOTES the copies of corporate credit card statements for July 2025 to September 2025.

The Motion was Put and

CARRIED (6/0)

In favour of the Motion: Cr O'Neill, Mayor Kingston, Cr Count, Cr Hill, Cr May and Cr Raftis.

Against the Motion: Nil.

8.11 CONFIDENTIAL - INTERNAL AUDIT OUTCOMES - RECOVERY OF LONG SERVICE LEAVE CONTRIBUTIONS (WARD - ALL)

| | |
|-------------------------------|--|
| WARD | All |
| RESPONSIBLE DIRECTOR | Mr James Pearson Chief Executive Officer |
| FILE NUMBER | 105279,110664 |
| AUTHORITY / DISCRETION | Information – includes items provided to Council for information purposes only that do not require a decision of Council (that is for 'noting'). |

This report is confidential in accordance with s5.23(2) of the *Local Government Act 1995*, which permits the meeting to be closed to the public for business relating to the following:

(a) *a matter affecting an employee or employees.*

A full report is provided to Elected Members under separate cover. The report is not for publication.

OFFICER'S RECOMMENDATION MOVED Mayor Kingston, SECONDED Cr Count that the Audit and Risk Committee NOTES the outcomes of the internal audit into the recovery of long service leave contributions.

The Motion was Put and

CARRIED (6/0)

In favour of the Motion: Cr O'Neill, Mayor Kingston, Cr Count, Cr Hill, Cr May and Cr Raftis.

Against the Motion: Nil.

8.12 CONFIDENTIAL - INTERNAL AUDIT OUTCOMES - SUPPLIER TO SUPPLIER RELATIONSHIPS (WARD - ALL)

| | |
|-------------------------------|--|
| WARD | All |
| RESPONSIBLE DIRECTOR | Mr James Pearson Chief Executive Officer |
| FILE NUMBER | 11805 |
| AUTHORITY / DISCRETION | Information – includes items provided to Council for information purposes only that do not require a decision of Council (that is for ‘noting’). |

This report is confidential in accordance with s5.23(2) of the *Local Government Act 1995*, which permits the meeting to be closed to the public for business relating to the following:

- (c) *a contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting.*
- (e) *a matter that if disclosed, would reveal:*
 - (ii) *information that has a commercial value to a person.*

A full report is provided to Elected Members under separate cover. The report is not for publication.

OFFICER’S RECOMMENDATION MOVED Cr May, SECONDED Cr O’Neill that the Audit and Risk Committee NOTES the outcomes of the internal audit into supplier to supplier relationships.

The Motion was Put and

CARRIED (6/0)

In favour of the Motion: Cr O’Neill, Mayor Kingston, Cr Count, Cr Hill, Cr May and Cr Raftis.

Against the Motion: Nil.

8.13 CONFIDENTIAL - NON-COMPLIANCE OF PREVIOUS COMPLIANCE AUDIT RETURN (WARD - ALL)

| | |
|-------------------------------|--|
| WARD | All |
| RESPONSIBLE DIRECTOR | Mr James Pearson Chief Executive Officer |
| FILE NUMBER | 32481, 09492 |
| AUTHORITY / DISCRETION | Information – includes items provided to Council for information purposes only that do not require a decision of Council (that is for 'noting'). |

This report is confidential in accordance with s5.23(2) of the *Local Government Act 1995*, which permits the meeting to be closed to the public for business relating to the following:

(a) *a matter affecting an employee or employees.*

A full report is provided to Elected Members under separate cover. The report is not for publication.

OFFICER'S RECOMMENDATION MOVED Cr May, SECONDED Cr Count that the Audit and Risk Committee NOTES:

- 1 The non-compliance of section 5.76 of the *Local Government Act 1995*, relating to the lodgment of annual returns; and**
- 2 Subject to the questions to be included in the 2025 Compliance Audit Return, this non-compliance will be reported to the Department of Local Government, Industry Regulation and Safety.**

The Motion was Put and

CARRIED (6/0)

In favour of the Motion: Cr O'Neill, Mayor Kingston, Cr Count, Cr Hill, Cr May and Cr Raftis.

Against the Motion: Nil.

Declarations of Interest affecting Impartiality

| | |
|---------------------------|---|
| Name / Position | Cr Adrian Hill. |
| Meeting Type | Audit and Risk Committee. |
| Meeting Date | 10 November 2025. |
| Item No. / Subject | Item 8.14 - Confidential - Allegations of Misconduct (Ward - All). |
| Nature of Interest | Interest of Impartiality. |
| Extent of Interest | Cr Hill's Extent of Interest has been redacted due to the confidential nature of this Report. |

8.14 CONFIDENTIAL - ALLEGATIONS OF MISCONDUCT (WARD - ALL)

| | |
|-------------------------------|--|
| WARD | All |
| RESPONSIBLE DIRECTOR | Mr James Pearson Chief Executive Officer |
| FILE NUMBER | 105279 |
| AUTHORITY / DISCRETION | Information – includes items provided to Council for information purposes only that do not require a decision of Council (that is for 'noting'). |

This report is confidential in accordance with s5.23(2) of the *Local Government Act 1995*, which permits the meeting to be closed to the public for business relating to the following:

(a) *a matter affecting an employee or employees.*

A full report is provided to Elected Members under separate cover. The report is not for publication.

The Director Corporate Services, Director Governance and Strategy, Director Infrastructure Services, Director Planning and Community Development and Governance Officer left the Room at 7.47pm.

OFFICER'S RECOMMENDATION MOVED Mayor Kingston, SECONDED Cr Count that the Audit and Risk Committee NOTES the finalised and active investigations of allegations of misconduct.

The Motion was Put and

CARRIED (6/0)

In favour of the Motion: Cr O'Neill, Mayor Kingston, Cr Count, Cr Hill, Cr May and Cr Raftis.
Against the Motion: Nil.

9 URGENT BUSINESS

Nil.

10 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil.

11 REQUESTS FOR REPORTS FOR FUTURE CONSIDERATION

Cr O'Neill requested that the Chief Executive Officer prepare a report on the following:

- 1 Audit of all subscription services the City currently pays for and to identify services that are now redundant or could be disconnected and a similar service could take over to save money;
- 2 Identify any service that is used so little that to keep the service would have no benefit to the City;
- 3 Include all services identified as priority and essential to the operation of the City and distinguish the "need versus want" services clearly.

12 CLOSURE

There being no further business, the Deputy Presiding Member declared the meeting closed at 8.23pm the following Committee Members being present at that time:

CR ROHAN O'NEILL
MAYOR DANIEL KINGSTON
CR JOHN RAFTIS
CR CHRISTOPHER MAY, JP
CR ADRIAN HILL
CR MATTHEW COUNT

10 NOVEMBER 2025 - AUDIT AND RISK COMMITTEE - AGENDA ATTACHMENTS

| | |
|--|-----------|
| 8.1 APPOINTMENT OF EXTERNAL MEMBER TO THE AUDIT AND RISK COMMITTEE (WARD - ALL)..... | 2 |
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WALGA Pool of Independent Presiding Members for Local Government Audit, Risk and Improvement Committees

Expression of Interest - Invitation

Expression of Interest Process

The Western Australian Local Government Association (WALGA) is seeking expressions of interest from suitably qualified and experienced persons to be included in a Pool from which Local Governments may select persons for appointment to their Local Government's Audit, Risk and Improvement Committee in the roles of:

- Independent Presiding Member
- Independent Deputy of the Presiding Member
- Independent Deputy Presiding Member (optional)

The Pool will be available to all Local Governments, enabling the Local Government to identify potential candidates, evaluate credentials, and determine to appoint independent Committee members at their own discretion.

Inclusion in the WALGA Pool does not guarantee appointment to a position on a Local Government's Audit, Risk and Improvement Committee.

We invite experienced professionals with **expertise in risk and financial management** to express their interest in serving as independent presiding members on a Local Government Audit, Risk and Improvement Committee.

This is a unique opportunity to contribute to governance excellence and improved Local Government performance.

Selection for inclusion in the Pool

WALGA will conduct this initial Expression of Interest using the below selection criteria to determine persons with qualifications and experience suitable to performance of the roles and responsibilities of an independent presiding member, deputy of the presiding member or deputy presiding member of a Local Government Audit, Risk and Improvement Committee.

Selection criteria: Applicants must:

1. Be a natural person, who is either an Australian Citizen or a Permanent Resident.
 - a. Companies or other corporate entities are not eligible.
2. Have current qualifications and / or demonstrate extensive senior experience relevant to one or more of the following:
 - a. Financial management
 - b. Audit and assurance
 - c. Governance, compliance
 - d. Risk Management
 - e. Fraud, cyber security, internal controls
3. Not have been subject to bankruptcy or insolvency proceedings under the *Bankruptcy Act 1966* (Cth).
4. Not have been convicted of a serious local government offence; or convicted of a criminal offence for which the indictable penalty was or included imprisonment for more than 5-years.

Desirable:

WALGA Pool of Independent Presiding Members
for Local Government Audit Risk and Improvement Committees



Expression of Interest – Invitation

5. Demonstrate experience in working with government and/or institutional governing bodies responsible for diverse and complex legislative functions.
6. Demonstrate knowledge and or experience in working in or with Local Government.
7. Experience in presiding at Local Government council or committee meetings and / or meetings conducted in accordance with formal rules for conduct, participation and voting.
8. Have demonstrated leadership, facilitation and communication skills, in complex compliance environments.

Application Requirements

Applicants are required to complete the **Expression of Interest – Respondent Form**, providing relevant information requested in each field of the Form.

Applicants may submit additional information, as the applicant considers appropriate, limited to a maximum of 3 x A4 pages.

Applicants must not submit copies of qualifications – Local Governments will conduct their own due diligence when selecting suitable candidates from the Pool.

Applications are requested to be submitted:

By email to governance@walga.asn.au

WALGA has established the initial Pool, however Expressions of Interest will remain open to enable suitably qualified and experienced applicants to be accepted into the Pool on an ongoing basis.

Need more information

For any enquiries, please contact Felicity Morris, Manager Governance and Procurement at fmorris@walga.asn.au or (08) 9213 2093.

WALGA Pool of Independent Presiding Members
for Local Government Audit Risk and Improvement Committees



Expression of Interest Invitation - Supporting Information

1. Introduction

The Western Australian Local Government Association (WALGA) is curating a Pool of persons who demonstrate qualifications, experience and expertise, relevant to performing the function of a Presiding Member for a Local Government Audit, Risk and Improvement Committee.

WALGA's Local Governments members will access information about the qualifications, experience and expertise of persons included in this Pool, to assist Local Governments in conducting a process to select Independent Committee Member(s) to perform the Presiding Member role in the Local Government's Audit, Risk and Improvement Committee.

2. Background

Recent [Local Government Act 1995](#) (the Act) reforms through the [Local Government Amendment Act 2024](#), will introduce changes to Local Government Audit, Risk and Improvement Committee functions.

The Presiding Member of the Audit, Risk and Improvement Committee will be required to be a person who is not:

- a current Council Member of the Local Government or another Local Government; or
- an employee of the Local Government.

Former Council Members are eligible.

These Act and Regulation amendments are expected to be effective in late 2025 / early 2026. Transitional provisions will allow a further 6-month period for Local Governments to establish their Audit, Risk and Improvement Committee and appoint, in accordance with the amended Act provisions, Committee membership that must include:

- An independent Presiding Member AND
- An independent Deputy of the Presiding Member, and
- Optionally may appoint an independent Deputy Presiding Member.

These reforms are intended to achieve independent oversight through an independent person chairing (presiding over) Committee meetings.

The reforms also provide for two or more Local Governments to agree to establish a shared Audit, Risk and Improvement Committee.

3. Audit, Risk and Improvement Committees

The Committee oversees the Local Government's functions under:

- Part 6 (Financial Management) and Part 7 (Audit) of the Act;
- Regulation 16¹ (Committee Functions) and Regulation 17 (CEO Review) of the [Local Government \(Audit\) Regulations 1996](#), and
- Regulation 5(2) (Financial Management Systems Reviews) of the [Local Government \(Financial Management\) Regulations 1996](#).

The Audit, Risk and Improvement Committee functions include guiding and assisting the Local Government in carrying out its financial management duties, monitoring internal and external financial and performance audits, monitoring and

¹ Audit Regulation 16 is expected to be amended as part of the implementation of the Local Government Act reforms

WALGA Pool of Independent Presiding Members
for Local Government Audit Risk and Improvement Committees



Expression of Interest Invitation – Supporting Information

advising the CEO relevant to internal controls, risk management and compliance, contributing to governance integrity and accountability, enhance transparency and strengthening financial and risk oversight.

Each Local Government determines the scheduling and frequency of its Audit, Risk and Improvement Committee - some Local Governments establish a schedule of meetings for each calendar year, other Local Governments call meetings periodically when required.

Committee meetings are called, convened and conducted in accordance with the *Local Government Act 1995* and [Local Government \(Administration\) Regulations 1996](#). Future reforms will introduce new Meeting Procedures Regulations that replace current Local Government Meeting Procedures or Standing Orders Local Laws that guide the conduct of meetings.

Overview of Committee Administration

- The Local Government's CEO is responsible for determining and preparing meeting agenda, inclusive of officer reports and recommendations for the Committee's consideration.
- The Committee's decision-making authority is limited to making recommendations that are referred to a Council meeting for decision. The Committee therefore cannot instruct, or direct the Local Government's administration, or commit to a particular course of action, unless the Committee's recommendation to do so has been endorsed by the Council.
 - Local Governments may delegate authority to the Committee, in which case the Committee may make decisions, limited to the matters delegated.
- Meetings are held in-person however the Act includes provisions that enable up to half the number of meetings held in any 12-month period to be held by electronic means. Further, committee members may request authorisation to attend by electronic means for up to half the in-person meetings held in any 12-month period.
- The Local Government's Administration provides administrative support, including the CEO and / or the Local Government's professional staff attending meetings, minute taking and provision of advice and support.
- Meeting minutes, including Committee decisions and recommendations to the Council are required to be published on the Local Government's website.
- Appointment to a Committee expires at the next biennial Local Government election day (being the third Saturday in October). An appointment following the 2025 Local Government Election will therefore expire on 16 October 2027, being the 2027 Local Government Election Day.
- Local Government Act reforms will in future require all Committee meetings to be open to the public, with provisions to enable a Committee to resolve to go behind closed doors to discuss matters prescribed as confidential.

4. Independent Member Roles and Responsibilities

Appointment to an Audit, Risk and Improvement Committee, is an appointment to specified office that is a member of the Committee, in accordance with *Local Government Act 1995* provisions. The specified offices prescribed in the Act, include:

- **Presiding Member** – refer LG Act s.5.12(1) and the yet to be proclaimed s.7.1A (*Local Government Amendment Act 2023*),
- **Deputy of the Presiding Member** refer LG Act s.5.11A and the yet to be proclaimed s.7.1B (*Local Government Amendment Act 2023*)
- **Deputy Presiding Member** – refer s.5.12(2) and the yet to be proclaimed s.7.1B (*Local Government Amendment Act 2023*)

An appointment is not a contract for supply of services or employment. It is a legislative appointment to a statutory office.

4.1. Audit, Risk and Improvement Presiding Member

The independent Presiding Member is responsible for ensuring meetings are conducted in accordance with the *Local Government Act 1995* and legislated meeting procedures.

WALGA Pool of Independent Presiding Members
for Local Government Audit Risk and Improvement Committees



Expression of Interest Invitation – Supporting Information

This includes:

- Preparing to attend Committee meetings, including in advance of Committee meetings:
 - prerequisite reading of agenda and attachments to the agenda, and
 - seeking advice, additional information, or clarifications regarding matters included in the agenda from the Local Government’s CEO.

NOTE: The volume of Committee Agenda information will vary between Local Governments, dependent upon the size and scale of the Local Government and the range and complexity of matters included in any agenda.

- Attending and presiding at Committee meetings, facilitating the meeting to progress through the order of business specified in the agenda.
- Maintaining orderly conduct of the meeting, Committee Members and members of the public.
- Complying with the [Local Government \(Model Code of Conduct\) Regulations 2021](#) as applicable to a Committee Member.
- Disclosing Direct Financial, Indirect Financial, Proximity and Impartiality interests in relation to matters considered by the Committee (refer [Local Government Act 1995](#), Part 5, Division 6, Subdivision 1 and the Model Code of Conduct Regulations).
- Facilitating the process of motions, including debate and voting requirements.
- Participating in debate, contributing your expertise and experience in the decision-making process and vote.
- Liaising with the Local Government’s CEO, seeking advice or support to ensure Committee compliance, operational and business requirements are met.

4.2. Audit, Risk and Improvement Committee Deputy of the Presiding Member

Perform the role and responsibilities of the Audit, Risk and Improvement Presiding Member, when the Presiding Member is unable to attend a Committee Meeting.

Local Government’s may additionally choose to appoint the Deputy of the Presiding Member as a Committee Member, with a Committee Member being required to:

- Preparing to attend Committee meetings, including in advance of Committee meetings:
 - prerequisite reading of agenda and attachments to the agenda, and
 - seeking advice, additional information, or clarifications regarding matters included in the agenda from the Local Government’s CEO.

NOTE: The volume of Committee Agenda information will vary between Local Governments, dependent upon the size and scale of the Local Government and the range and complexity of matters included in any agenda.

- Attending Committee meetings.
- Complying with the [Local Government \(Model Code of Conduct\) Regulations 2021](#) as applicable to a Committee Member.
- Disclosing Direct Financial, Indirect Financial, Proximity and Impartiality interests in relation to matters considered by the Committee (refer [Local Government Act 1995](#), Part 5, Division 6, Subdivision 1 and the Model Code of Conduct Regulations).
- Participating in debate, contributing your expertise and experience in the decision-making process and vote.
- Liaising with the CEO, seeking advice or support to ensure your effective participation as a Committee Member.

4.3. Audit, Risk and Improvement Committee, Deputy Presiding Member

(optional Local Government appointment)

WALGA Pool of Independent Presiding Members
for Local Government Audit Risk and Improvement Committees



Expression of Interest Invitation – Supporting Information

Perform the role and responsibilities of the Audit, Risk and Improvement Presiding Member, when the Presiding Member or Deputy of the Presiding Member is unable to attend a Committee Meeting – refer LG Act s.5.13.

Perform the duties of a Committee Member, as outlined above.

5. Remuneration

Local Governments may only remunerate independent Committee Members in accordance with the annually reviewed Salaries and Allowances Tribunal (WA) [Determination for Local Government Chief Executive Officers and Council Members](#), which provides the following arrangements effective from 1 July 2025.

Meeting Attendance Fee – Independent Committee Member

The meeting attendance fee is paid per meeting attended and is inclusive of:

- time required to prepare adequately for meetings (consideration of agenda papers and consultation with Local Government staff), and
- meeting attendance.

Local Governments determine the meeting attendance fee to be paid within the Salaries and Allowances Tribunal Determination range of \$0 to \$450.

The Local Government may also pay the meeting attendance fee where the Council has requested the Committee Member to attend a meeting other than a committee meeting.

Reimbursement of expenses

Committee members are also entitled to be reimbursed for:

- Travel and associated expenses incurred relevant to attending a committee meeting or performing a function with the express approval of the Local Government. The extent to which reasonable travel costs may be reimbursed is:
 - If the committee member lives or works in the local government district or an adjoining local government district, the actual cost for the person to travel from the person's place of residence or work to the meeting and back; or
 - If the person does not live or work in the local government district or an adjoining local government district, the actual costs in relation to a journey from the person's place of residence or work and back;
 - For the person's travel from the person's place of residence or work to the meeting and back; or
 - If the distance travelled is more than 100kms, for the person to travel from the outer boundary of an adjoining local government district to the meeting and back to that boundary.
 - Travel costs incurred while travelling in a privately owned or leased vehicle (rather than a commercially hired vehicle) are to be calculated at the same rate contained in Section 30.6 of the Local Government Officers' (Western Australia) Award 2021 as at the date of the SAT Determination. For electric vehicles, the 1600cc Motor Vehicle Allowance rate will be applied.
- Childcare costs being up to \$35 per hour. If the committee member incurs costs greater than \$35 per hour, the Local Government may reimburse the elected member the actual costs upon provision of sufficient receipts / evidence to satisfy the Local Government that the expense has been legitimately incurred.
- The extent to which accommodation and meal costs may be reimbursed is in the same or similar circumstances under the *Public Service Award 1992* issued by the WA Industrial Relations Commission as at the date of the Salaries and Allowances Tribunal's annual determination.

Reimbursement is subject to the Local Government being satisfied that the expenses have been reasonably incurred. Local Governments will provide procedures for Committee Members to make reimbursement claims.

WALGA Pool of Independent Presiding Members
for Local Government Audit Risk and Improvement Committees



Expression of Interest Invitation – Supporting Information

Local Governments may directly fund a reimbursable expense, without requiring the Committee Member to incur the expense personally.

6. Operation of the WALGA Pool

Once established, the Pool will remain open and dynamic, enabling WALGA to include in the Pool, at any time, new applicants that meet the selection criteria requirements.

On approval by WALGA for inclusion in the Pool, the person's Respondent Form, as submitted in response to the Expression of Interest, will be available to WALGA's Local Government Members on request.

The Pool will be promoted to WALGA's Local Government Members via regular WALGA newsletters and communications.

Local Governments may request WALGA to provide Respondent Forms of Pool Members that have demonstrated qualifications, knowledge, experience and criteria identify by the requesting Local Government as relevant to their specific requirements. **Local Governments must undertake their own due diligence to ensure an informed decision when selecting a Committee Presiding Member and may choose to invite Pool Members to further respond to the Local Government's selection process.**

The WALGA Pool serves only as an opportunity for WALGA's Local Government members to engage with potential candidates for the Local Government's selection of Independent Committee Members for their Local Government's Audit, Risk and Improvement Committee.

WALGA provides no guarantee that any person included in the WALGA Pool will be selected by a Local Government now or at any time in the future.

Pool members may request the details provided in the Respondent Form to be updated or for their details to be removed from the Pool, by advising WALGA by email to governance@walga.asn.au

WALGA may determine at its own discretion to remove a person from appearing in the Pool at any time where WALGA identifies the person:

- no longer demonstrates the prerequisite qualifications or experience required under the selection criteria; and / or
- has failed to reasonably perform the functions of a Presiding Member or independent Committee Member consistent with the requirements of the Local Government Act, Regulations or the Local Government's requirements.

WALGA's decision is final and not subject to review.



**WALGA Pool of Independent Presiding Members
for Local Government Audit, Risk and Improvement Committees**

Expression of Interest - Respondent Form

The information provided in this Form will be the basis by which:

- WALGA determines if a Respondent has met the selection criteria for inclusion in the Pool; and
- Local Governments identify and select suitably qualified and experienced persons to be appointed as an independent Presiding Member of an Audit, Risk and Improvement Committee.

This RESPONDENT FORM has been designed so that Parts 1 to 8 are to be complete electronically, by filling in the form fields.

| 1. PERSONAL INFORMATION | | |
|--|-----------------------------------|----------------------------------|
| Full Name: | Click or tap here to enter text. | |
| Email address: | Click or tap here to enter text. | |
| Mobile Phone: | Click or tap here to enter text. | |
| Identify below the location from which a Local Government would be required to arrange or reimburse travel TO and FROM Committee meetings: | | |
| Suburb / Township: | Click or tap here to enter text. | |
| Postcode: | Click or tap here to enter text. | |
| 2. PERSONAL STATEMENT | | |
| Provide a concise statement addressing your motivation for seeking appointment to a Local Government Audit, Risk and Improvement Committee. | | |
| Click or tap here to enter text. | | |
| 3. QUALIFICATIONS: | | |
| Please list your current qualifications, the name of the institution that awarded the qualification and the year the qualification was attained. | | |
| Qualification Name | Name of Institution | Year Qualification attained |
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| 4. MEMBERSHIP OF PROFESSIONAL ASSOCIATIONS: | | |
| Professional Association Name | Membership Level / Classification | |

WALGA Pool of Independent Presiding Members
for Local Government Audit Risk and Improvement Committees



Expression of Interest Invitation – RESPONDENT FORM

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| 5. PROFESSIONAL EXPERIENCE | |
| Briefly describe your experience regarding the following areas of expertise. You may provide details for all or only some elements as applicable to you and your professional experience. | |
| Financial Management | |
| Click or tap here to enter text. | |
| Audit and assurance | |
| Click or tap here to enter text. | |
| Governance and compliance | |
| Click or tap here to enter text. | |
| Risk Management | |
| Click or tap here to enter text. | |
| Fraud, Cyber Security, Internal Controls | |
| Click or tap here to enter text. | |
| Leadership, facilitation and communication skills, in complex compliance environments | |
| Click or tap here to enter text. | |
| Working with institutional governing bodies responsible for diverse and complex legislative functions, which may include Local Government. | |
| Click or tap here to enter text. | |
| Meeting Procedures and Practices , including presiding at meetings, outlining the regulatory frameworks that applied to the conduct of meetings. | |
| Click or tap here to enter text. | |

WALGA Pool of Independent Presiding Members
for Local Government Audit Risk and Improvement Committees



Expression of Interest Invitation – RESPONDENT FORM

| 6. List LOCAL GOVERNMENTS and OTHER ORGANISATIONS you are or have been associated with in the past 5 years. | |
|--|---|
| Local Government / Organisation Name: | Nature of your association: |
| Click or tap here to enter text. | Click or tap here to enter text. |
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| 7. WALGA ZONES for which you are interested in being considered (<input checked="" type="checkbox"/> select all that apply) | |
| <input type="checkbox"/> | Kimberley Country Zone Shires of Wyndham-East Kimberly, Broome, Derby-West Kimberley, and Halls Creek |
| <input type="checkbox"/> | Pilbara Country Zone City of Karratha, Town of Port Hedland, Shires of Ashburton and East Pilbara |
| <input type="checkbox"/> | Gascoyne Country Zone Shires of Exmouth, Carnarvon, Upper Gascoyne and Shark Bay |
| <input type="checkbox"/> | Murchison Country Zone Shires of Meekatharra, Murchison, Cue, Mount Magnet, Yalgoo and Sandstone |
| <input type="checkbox"/> | Goldfields Country Zone City of Kalgoorlie-Boulder, Shires of Wiluna, Ngaanyatjarraku, Leonora, Laverton, Menzies, Coolgardie, Dundas and Esperance |
| <input type="checkbox"/> | Northern Country Zone City of Greater-Geraldton, Shires of Northampton, Chapman Valley, Irwin, Mingenew, Morowa, Three Springs, Perenjori, Carnamah and Coorow |
| <input type="checkbox"/> | Avon-Midland Country Zone Shires of Dandaragan, Moora, Dalwallinu, Victoria Plains, Wongon-Ballidu, Gingin, Chittering, Goomalling, Toodyay, Northam, and York |
| <input type="checkbox"/> | Great Eastern Country Zone Shires of Mount Marshall, Koorda, Mukinbudin, Yilgarn, Westonia, Dowerin, Wyalkatchem, Trayning, Nungarin, Cunderdin, Tammin, Kellerberrin, Merredin, Bruce Rock, Narembeen, and Kondinin. |
| <input type="checkbox"/> | Peel Country Zone City of Mandurah, Shires of Murray, Waroona, and Boddington |
| <input type="checkbox"/> | Central Country Zone Shires of Beverley, Quairading, Brookton, Corrigin, Wandering, Pingelly, Cuballing, Wickepin, Kulin, Williams, Narrogin, West Arthur, Wagin, Dumbleyung and Lake Grace |
| <input type="checkbox"/> | South West Country Zone Cities of Bunbury and Busselton, Shires of Harvey, Collie, Dardanup, Donnybrook-Ballingup, Bridgetown-Greenbushes, Augusta-Margaret River, Nannup, and Manjimup |

WALGA Pool of Independent Presiding Members
 for Local Government Audit Risk and Improvement Committees



Expression of Interest Invitation – RESPONDENT FORM

| | | |
|--|--|---|
| <input type="checkbox"/> | Great Southern Country Zone | City of Albany, Shires of Woodanilling, Kent, Kojonup, Broomehill-Tambellup, Gnowangerup, Jerramungup, Cranbrook, Plantagenet, and Denmark |
| <input type="checkbox"/> | North Metropolitan Zone | Cities of Wanneroo, Joondalup and Stirling |
| <input type="checkbox"/> | Central Metropolitan Zone | Cities of Nedlands, Subiaco, Vincent, and Perth Towns of Cambridge, Cottesloe, Claremont, and Mosman Park, and Shire of Peppermint Grove |
| <input type="checkbox"/> | East Metropolitan Zone | Cities of Swan, Bayswater, Belmont, Kalamunda, Town of Bassendean and Shire of Mundaring |
| <input type="checkbox"/> | South Metropolitan Zone | Cities of Melville, Fremantle, Cockburn, Kwinana, Rockingham and Town of East Fremantle |
| <input type="checkbox"/> | South East Metropolitan Zone | Cities of South Perth, Victoria Park, Canning, Gosnells and Armadale |
| <input type="checkbox"/> | Alternatively: Nominate one or more specific Local Governments that you are interested in being appointed by: | Click or tap here to enter text. |
| 8. Additional Information Attached? | | <div style="display: flex; justify-content: space-around;"> YES <input type="checkbox"/> NO <input type="checkbox"/> </div> |
| Click or tap here to enter text. | | |



**WALGA Pool of Independent Presiding Members
for Local Government Audit, Risk and Improvement Committees**

Pool Member Declaration

| To be completed by respondents as a pre-requisite for inclusion in the WALGA Pool | |
|---|---|
| I DECLARE that: | |
| <input type="checkbox"/> | I have never been subject to bankruptcy or insolvency proceedings in accordance with the <i>Bankruptcy Act 1966</i> (Cth). |
| <input type="checkbox"/> | I have not been convicted of a serious local government offence; or convicted of a criminal offence for which the indictable penalty was or included imprisonment for more than 5 years. |
| <input type="checkbox"/> | The information I provided in or attached to this Respondent Form is true and correct at the time I signed this declaration. |
| <input type="checkbox"/> | I have read, understood and agree to the terms outlined in the: <ul style="list-style-type: none"> • Expression of Interest Invitation, including the Pool Selection Process; and • Supporting Information detailing applicable legislative and operational arrangements to appointment as an independent Presiding Member and WALGA’s operation of the Pool. |
| <input type="checkbox"/> | I acknowledge the information I have provided in or attached to this Respondent Form will be the basis by which WALGA determines if I am included in the WALGA Pool of Independent Presiding Members. |
| <input type="checkbox"/> | I authorise WALGA to distribute the information I provided in or attached to this Respondent Form to Local Governments at their request for the purpose of the Local Government assessing the information to determine person/s that may be suitable to be appointed as an independent Presiding Member of the Local Government’s Audit, Risk and Improvement Committee. |
| <input type="checkbox"/> | I acknowledge that if I am selected by a Local Government to perform an independent Presiding Member role, I will have a legislated obligation to comply with the Local Government (Model Code of Conduct) Regulations 2021 as applicable to a Committee Member |
| <input type="checkbox"/> | I acknowledge that if I am appointed as an independent Presiding Member of a Local Government’s Audit, Risk and Improvement Committee, that such appointment is between myself and the relevant Local Government, without reference to WALGA. |
| RESPONDENT SIGNATURE: | |
| PRINT NAME: | |
| DATE SIGNED: | |

Respondents may print, sign (wet signature), scan and submit this declaration.



2025 Corporate Compliance Calendar

Last Reviewed: January 2025

| | Compliance Action | Compliance Requirement | Section / Ref | Good Practice Resources and LG Operational Procedures | Compliance Frequency | Directorate | Business Unit | Officer Responsible | Date Completed | Records Ref (Evidence of completion) | Comments. If Action not completed, report on plan to rectify non-compliance | Status |
|------------------------------|---|--|--|---|-----------------------------------|-------------------------|------------------------------------|--|----------------|--------------------------------------|---|-------------|
| January - Take Action | | | | | | | | | | | | |
| Jan | Official Conduct Complaints Officer - Local Government has designated a Senior Employee [s.5.37] as its Complaints Officer, if not, then the CEO is the Complaints Officer. | Local Government Act 1995 | s.5.120 | DLGSCI Website - Local Government Standards Panel | Annual | Office of the CEO | Audit, Risk and Executive Services | Manager Audit, Risk and Executive Services | N/A | N/A | CEO is the Complaints Officer | Complete |
| Jan | Record of information about conduct The CEO must maintain a record of information about behavioural breaches, recurrent breaches, conduct breaches, specified breaches and orders made. | Local Government Act 1995 | s5.96C | | As required | Office of the CEO | Audit, Risk and Executive Services | Manager Audit, Risk and Executive Services | Ongoing | Container: 08166 | Updated register published to website when required | Complete |
| Jan | Compliance Audit Return - Commence Audit Commence the Compliance Audit Return as an internal audit. Due: 31 March | Local Government Act 1995 | s.7.13(1)(i) Audit.Regs. 13, 14 and 15 | | Annual | Office of the CEO | Audit, Risk and Executive Services | Manager Audit, Risk and Executive Services | In progress | In progress | To be reported to Audit and Risk Committee on 24 February; then onto Council on 25 March | In Progress |
| Jan | Monthly Financial Report LG is to prepare each month a statement of financial activity reporting on the revenue and expenditure as set out in the annual budget under FM.Reg.22(1)(d). Presented at an Ordinary Council meeting within 2-months after the end of the month to which the statement relates. | Local Government Act 1995 | s.6.4 FM.Reg.34 | DLGSC WA Local Government Accounting Manual | Monthly | Corporate Services | Financial Services | Manager Financial Services | | | January 2025 report to be presented at the March 2025 council meeting. | In Progress |
| Jan | Payments from municipal fund or trust fund LG is to prepare a list of accounts for approval to be paid is to be prepared each month and presented to the council at the next ordinary meeting of the council after the list is prepared. | Local Government Act 1995 | FM Reg 13 | | Monthly | Corporate Services | Financial Services | Manager Financial Services | | | January 2025 report to be presented at the March 2025 council meeting. | In Progress |
| Jan | Payment by employees via purchasing cards LG is to prepare a list of payments made using credit, debit or other purchasing cards, and present to the council at the next ordinary meeting of council after the list is prepared. | Local Government Act 1995 | FM Reg 13A | | Monthly | Corporate Services | Financial Services | Manager Financial Services | | | January 2025 report to be presented at the March 2025 council meeting. | In Progress |
| Jan | Chlorine Gas Safety Audit In line with the issuing of the Dangerous Good Licence for the storage of 2x 920L chlorine gas drums at Craigie Leisure Centre, the City is required to undertake a chlorine gas audit to support the renewal every 5 years. | Dangerous Goods Safety Act 2004 | Div 81 | | 5 yearly, Next due 2026 | Corporate Services | Leisure and Cultural Services | Manager Leisure and Cultural Services | 5/26/2021 | INT21/22938 | 5 yearly, next due 2026. Licence number DGS015339. Date of Issue 26/05/2021. | Complete |
| Jan | Master Compliance Calendar - Review Review the Master Compliance Calendar content and consult with the LGs CEO, Executive and key employees to identify any additional Compliance Actions for inclusion in the next year's Master Compliance Calendar. | N/A | N/A | | Annual | Governance and Strategy | Governance | Manager Governance | 2/6/2025 | INT25/3077 | Revised 2025 Corporate Compliance Calendar presented to ELT for endorsement on 6 February 2025. | Complete |
| Jan | Public Access to Information - Audit Check LG website to ensure all information listed in s.5.94, s.5.96A and Admin. Reg.29 is publicly accessible (see s.5.96 too). | Local Government Act 1995 | s.5.94 Admin. Reg.29 s.5.95 s.5.96 s.5.96A Admin. Regs 29A and 29B | WALGA - Governance Subscription Good Governance in Practice Resource - Public Information Access & LG Website Information Guide | Annual | Governance and Strategy | Governance | Manager Governance | 1/7/2025 | INT25/441 | | Complete |
| Jan | Gifts Register - Update Register with new entries and removal of entries . | Local Government (Administration) Regulations 1996 | s5.89A r28A | | Monthly | Governance and Strategy | Governance | Manager Governance | 1/2/2025 | INT25/153 INT25/152 | | Complete |
| Jan | Financial Interests Register - Review Issue and review Primary Returns; Update Register - Add / Remove entries; Update disclosures on website. | Local Government Act 1995 | s.5.88(3)(4) | | Bi-monthly | Governance and Strategy | Governance | Manager Governance | 31/01/2025% | INT17/61358 | | Complete |
| Jan | Code of Conduct for Employees The CEO must prepare and implement a code of conduct to be observed by employees of the local government. CoJ requirement to conduct biennial review. | Local Government Act 1995 | 5.51A | WALGA - Model Code of Conduct for Employees. | Biennial Next Due: 2025 | Governance and Strategy | Governance | Manager Governance | | | | In Progress |

2025 Corporate Compliance Calendar

Last Reviewed: January 2025

| | Compliance Action | Compliance Requirement | Section / Ref | Good Practice Resources and LG Operational Procedures | Compliance Frequency | Directorate | Business Unit | Officer Responsible | Date Completed | Records Ref <i>(Evidence of completion)</i> | Comments. If Action not completed, report on plan to rectify non-compliance | Status |
|-----|--|---|---------------------------------|--|--|------------------------------------|-------------------------|--|----------------|---|---|----------------|
| Jan | Agreement for WAEC to conduct the Election Report to Council. Due: 1 August | Local Government Act 1995 | s.4.20(2)(3)(4) s.4.61(2)(4) | DLGSC Elections Timetable DLGSC Returning Officer Manual | Biennial Next Due: 2025 | Governance and Strategy | Governance | Manager Governance | 2/4/2025 | EIN25/1335 | Written Costs Agreement received from WAEC 04/02/2025. Report to be presented to Council in March 2025. | In Progress |
| Jan | Primary Returns - New Elected Members - required to be lodged with CEO within 3 months of making Declarations of Office Due by: 18 Jan 2026 | Local Government Act 1995 | s.5.75(1) | WALGA - Governance Subscription - Guideline - Primary and Annual Returns Management DLGSC Operational Guideline No.21 Disclosure of Financial Interests in Returns | Biennial Next due 2026 | Governance and Strategy | Governance | Manager Governance | | | | Not Applicable |
| Jan | Authorised Persons - Review Review the LG's authorised persons to ensure authorisations are accurate, valid and the correct certificates of authorisation and / or identity cards have been issued | Various | | WALGA - Governance Subscription - Decision Making in Practice Toolkit - Part 3 Authorisations | Annual | Governance and Strategy | Governance | Manager Governance | | | Ongoing activity | In Progress |
| Jan | Legal Deposit Deposit digital copies of Annual Report to the State Library of WA and National Library of Australia within 30 days of its publication. | Legal Deposit Act 2012 & Legal Deposit Regulations 2013 | s8 & Reg 5 | | Annual | Governance and Strategy | Governance | Manager Strategic & Organisational Development | 1/23/2025 | | 2 x e-copies of the Annual Report sent electronically to the State Library of WA and National Library. | Complete |
| Jan | Occupational Safety and Health - Review of occupational safety and health processes to ensure compliance with City's legislative requirements | Work Health and Safety Act 2020 | | | Annual | Governance and Strategy | Human Resource Services | Manager Human Resource Services | 1/30/2025 | | ongoign requirement, updated strategic safety management plan re sent to CEO for approval | In Progress |
| Jan | MRRG Road Improvement and Rehabilitation and Black Spot Road Project Grants - Submit quarterly report | MRWA State Road Funds to Local Government Procedures | | | Quarterly | Infrastructure Services | Engineering Services | Manager Engineering Services | 12/13/2024 | EMO25/9605 | | Complete |
| Jan | ABS - Submit quarterly construction report to Australian Bureau of Statistics. | | | | Quarterly | Infrastructure Services | Engineering Services | Manager Engineering Services | N/A | Submitted online via ABS portal | | Complete |
| Jan | MRRG Road Improvement and Rehabilitation and Black Spot Road Project Grants - Progress payment Certificate and Certificate of Completion with final recoupment claim to be submitted to MRWA | MRWA State Road Funds to Local Government Procedures | | | As required | Infrastructure Services | Engineering Services | Manager Engineering Services | | | Ongoing - no claims submitted in January | In Progress |
| Jan | Roads to Recovery - Online submission expenditure report and forecast for the next quarter | Roads to Recovery Act 2000 (Clth) | | | Quarterly | Infrastructure Services | Engineering Services | Manager Engineering Services | N/A | Submitted online via R2R portal | | Complete |
| Jan | Report on DWER Site Licence for the WOC - undertake a compliance audit of the conditions set out in the site licence and submit an Annual Audit Compliance Report. | Waste Avoidance and Resource Recovery Act 2007 | s.44 | | Annually Due: end of January | Infrastructure Services | Waste Services | Manager Waste Services | 1/15/2025 | INT25/2274 | Annual report submitted to DWER. | Complete |
| Jan | Impounded Vehicles - Conduct Audit to ensure that OWNERS of all impounded vehicles were identified and notified within 7 days of impounding vehicle | Local Government Act 1995 | s. 3.40A (2) | | Annual | Planning and Community Development | Community Safety | Manager Community Safety | | New impounding vehicle process and system implemented July 2024. On review of system, various inefficiencies and system faults identified. Faults to be rectified by 31 March 2025 to rectify non-compliance. | | In Progress |

Complete
In Progress
Behind Schedule
Not Applicable

| | Compliance Action | Compliance Requirement | Section / Ref | Good Practice Resources and LG Operational Procedures | Compliance Frequency | | | Position Title Officer Responsible for Action Compliance | Date Completed | Records Ref (Evidence of completion) | Comments. If Action not completed, report on plan to rectify non-compliance | Status |
|-------------------------------|--|--|---|---|-----------------------------------|------------------------------------|----------------------|---|----------------|---|--|----------------|
| February - Take Action | | | | | | | | | | | | |
| Feb | Monthly Financial Report LG is to prepare each month a statement of financial activity reporting on the revenue and expenditure as set out in the annual budget under FM.Reg.22(1)(d). Presented at an Ordinary Council meeting within 2-months after the end of the month to which the statement relates. | Local Government Act 1995 | s.6.4 FM.Reg.34 | DLGSC WA Local Government Accounting Manual | Monthly | Corporate Services | Financial Services | Manager Financial Services | 2/25/2024 | MIN25/85 (Item 12.15 and 12.16) | Nov 2024 and Dec 2024 report presented at the Feb 2025 OCM | Complete |
| Feb | Payments from municipal fund or trust fund LG is to prepare a list of accounts for approval to be paid is to be prepared each month and presented to the council at the next ordinary meeting of the council after the list is prepared. | Local Government Act 1995 | FM Reg 13 | | Monthly | Corporate Services | Financial Services | Manager Financial Services | 2/25/2024 | MIN25/85 (Item 12.13 and 12.14) | Nov 2024 and Dec 2024 report presented at the Feb 2025 OCM | Complete |
| Feb | Payment by employees via purchasing cards LG is to prepare a list of payments made using credit, debit or other purchasing cards, and present to the council at the next ordinary meeting of council after the list is prepared. | Local Government Act 1995 | FM Reg 13A | | Monthly | Corporate Services | Financial Services | Manager Financial Services | 2/25/2024 | MIN25/85 (Item 12.17 and 12.18) | Nov 2024 and Dec 2024 report presented at the Feb 2025 OCM | Complete |
| Feb | Annual Electors' General Meeting - Local Public Notice of AEGM - CEO to give at least 14 days local public notice of AEGM | Local Government Act 1995 | s.5.27 s.5.29 Admin.Reg.15, 17 and 18. | | Annual | Governance and Strategy | Governance | Manager Governance | 12/19/2024 | | AGM advertised in the PerthNow, City website, Social Media and eNewsletter. | Complete |
| Feb | Gifts Register - Update Register with new entries and removal of entries . | Local Government (Administration) Regulations 1996 | s5.89A r28A | | Monthly | Governance and Strategy | Governance | Manager Governance | 2/11/2025 | INT25/4901 INT25-4900 | | Complete |
| Feb | Local Laws Review - Within a period of 15 years from the day when a local law commenced, or a report of a review of the local law was accepted under this section, a local government is to carry out a review of the local law to determine whether or not it considers that it should be repealed or amended. Last Reviewed: 16/02/2021 | Local Government Act 1995 | 3.16(1) | WALGA website - Local Laws Manual Subscription Service DLGSC website - Local Laws Statutory Procedures Checklist DLGSC website - Local Laws Register | 8-yearly Next Due: 2036 | Governance and Strategy | Governance | Manager Governance | | | | Not Applicable |
| Feb | Ward Boundary Review last completed on 16 November 2021 (CJ156-11/21 refers). Last Reviewed: 16/11/2021 Next due by: 27/02/2029 | Local Government Act 1995 | s.2.2 Sch.2.2(6) | | 8-yearly Next Due: 2029 | Governance and Strategy | Governance | Manager Governance | | | | Not Applicable |
| Feb | Local Emergency Management Committee - Hold committee meeting quarterly in accordance with the Act | Emergency Management Act 2005 | s. 38 | | Quarterly | Infrastructure Services | Asset Management | Manager Asset Management | 2/11/2025 | EIN25/402 | Meeting held 11 February 2025 - minutes to be finalised | Complete |
| Feb | MRRG Road Improvement and Rehabilitation and Black Spot Road Project Grants - Progress payment Certificate and Certificate of Completion with final recoupment claim to be submitted to MRWA | MRWA State Road Funds to Local Government Procedures | | | As required | Infrastructure Services | Engineering Services | Manager Engineering Services | | | Ongoing - 10 claims being prepared in February | In Progress |
| Feb | Caravan Park / Camping Ground Facility Annual Inspection Local Government is to inspect each facility in its District so that not more than 12 months elapses between inspections. | Caravan Parks and Camping Grounds Act 1995 | s.21 | | Annual | Planning and Community Development | Regulatory Services | Manager Regulatory Services | 6/20/2024 | PRP24/18638 INW24/6622 | | Complete |

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Behind Schedule
Not Applicable

| | Compliance Action | Compliance Requirement | Section / Ref | Good Practice Resources and LG Operational Procedures | Compliance Frequency | Directorate | Business Unit | Position Title Officer Responsible for Action Compliance | Date Completed | Records Ref (Evidence of completion) | Comments. If Action not completed, report on plan to rectify non-compliance | Status |
|----------------------------|--|--|--|---|--------------------------------------|-------------------------|------------------------------------|--|----------------|--------------------------------------|--|----------------|
| March - Take Action | | | | | | | | | | | | |
| Mar | Compliance Audit Return - Report to Audit Committee Compliance Audit Return, report considered by Audit Committee, with recommendations to Council. Note - Schedule Committee / Council consideration with sufficient time to enable submission to DLGSCI by 31 March | Local Government Act 1995 | s.7.13(1)(i) Audit.Regs. 13, 14 and 15 | | Annual Due: 31 March | Office of the CEO | Audit, Risk and Executive Services | Manager Audit, Risk and Executive Services | 2/25/2025 | MIN25/134 | | Complete |
| Mar | Rates and Revenue Policy A local government must prepare and adopt a policy setting out information about the local government's projected revenue from rates and other sources of projected revenue. An up-to-date version of the rates and revenue policy must be published on the local government's official website. | Local Government Act 1995 | s5.56AA | This section comes into effect on a date to be determined in accordance with the Local Government Regulations Amendment Regulations 2024. | Annual Due: Before 1 March | Corporate Services | Financial Services | Manager Financial Services | | | Presented to ELT 18 December 2024. Included in Budget 2025-26 workshop 1 presentation 18 February 2025. | In Progress |
| Mar | Monthly Financial Report LG is to prepare each month a statement of financial activity reporting on the revenue and expenditure as set out in the annual budget under FM.Reg.22(1)(d). Presented at an Ordinary Council meeting within 2-months after the end of the month to which the statement relates. | Local Government Act 1995 | s.6.4 FM.Reg.34 | DLGSC WA Local Government Accounting Manual | Monthly | Corporate Services | Financial Services | Manager Financial Services | 3/13/2025 | MIN25/134 (Item 12.10) | Report for January 2025 to March 2025 Council meeting. | Complete |
| Mar | Payments from municipal fund or trust fund LG is to prepare a list of accounts for approval to be paid is to be prepared each month and presented to the council at the next ordinary meeting of the council after the list is prepared. | Local Government Act 1995 | FM Reg 13 | | Monthly | Corporate Services | Financial Services | Manager Financial Services | 3/13/2025 | MIN25/134 (Item 12.9) | Report for January 2025 to March 2025 Council meeting. | Complete |
| Mar | Payment by employees via purchasing cards LG is to prepare a list of payments made using credit, debit or other purchasing cards, and present to the council at the next ordinary meeting of council after the list is prepared. | Local Government Act 1995 | FM Reg 13A | | Monthly | Corporate Services | Financial Services | Manager Financial Services | 3/13/2025 | MIN25/134 (Item 12.11) | Report for January 2025 to March 2025 Council meeting. | Complete |
| Mar | Emergency Services Levy - Option B Payment Due by: 21 March and ESL Assessment Profile Return Form A | DFES - ESL Manual of Operating Procedures | | DFES -ESL Manual of Operating Procedures | Quarterly | Corporate Services | Financial Services | Manager Financial Services | 3/19/2025 | EF127427 payment reference | Date of EFT payment - payment included in list of payments report to May 2025 Council meeting. | Complete |
| Mar | Annual Budget - Review Between 1 January and 31 March in each financial year, a review of the annual budget is to be carried out. • Review must be submitted to Council within 30 days after it has been carried out. • Council is to consider the review and determine, by absolute majority, whether or not to adopt the review, any parts of the review or any recommendations made in the review DUE: 31 March | Local Government Act 1995 | FM Reg.33A(1) (2A) (2) (3) | DLGSC website - WA Local Government Accounting Manual | Annual Due: 31 March | Corporate Services | Financial Services | Manager Financial Services | 2/25/2025 | MIN25/85 (Item 12.21) | The mid-year review adopted by the council at the OCM held on 25 Feb 2025. | Complete |
| Mar | Certification of compliance with adopted standards for renewal of CEO's contract of employment As soon as practicable after the CEO's contract is renewed, the local government must, by resolution, certify that the renewal was in accordance with the local government's adopted standards in relation to the recruitment of CEO's. | Local Government Act 1995 | s5.39B(7) | This section comes into effect on a date to be determined in accordance with the Local Government Regulations Amendment Regulations 2024. | As required | Governance and Strategy | Governance | Manager Governance | | N/A | N/A | Not Applicable |
| Mar | Certification of compliance with adopted standards for renewal of CEO's contract of employment The local government must give a copy of the resolution to the Departmental CEO within 14 days after the resolution is passed by the local government. | Local Government Act 1995 | s5.39B(7) | This section comes into effect on a date to be determined in accordance with the Local Government Regulations Amendment Regulations 2024. | As required | Governance and Strategy | Governance | Manager Governance | | N/A | N/A | Not Applicable |
| Mar | Financial Interests Register - Review Issue and review Primary Returns; Update Register - Add/remove entries; Update disclosures on website. | Local Government Act 1995 | s.5.88(3)(4) | | Bi-monthly | Governance and Strategy | Governance | Manager Governance | 3/31/2025 | INT17/61358 | | Complete |
| Mar | Elected Members - Review Meeting Attendance Register - check EMs have not been absent for 3 consecutive meetings without Leave of Absence being granted | Local Government Act 1995 | s.2.25 | | Quarterly | Governance and Strategy | Governance | Manager Governance | 4/1/2025 | INT24/46749 | EM Council Meeting Attendance Register review. All Elected Members compliant with the requirements of s2.25 of the LGA | Complete |
| Mar | Gifts Register - Update Register with new entries and removal of entries . | Local Government (Administration) Regulations 1996 | s5.89A r28A | | Monthly | Governance and Strategy | Governance | Manager Governance | | | | |

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|-----|--|--|---------------------------------|---|------------------------------------|--|--|-----------|-------------|--|-------------|
| Mar | Annual Electors' General Meeting - to be held once every financial year on a day selected by the LG but not more than 56 days after the Annual Report has been adopted. | Local Government Act 1995 | s.5.27 Admin.Reg.15, 17 and 18, | Annual | Governance and Strategy | Governance | Manager Governance | 1/23/2025 | | AGM held on Thursday 23 January 2025. | Complete |
| Mar | Corporate Business Plan - Review (Administrative) Review Corporate Business Plan and prepare options for Council's consideration for inclusion on the Plan. Review should consider - actions, projects and priorities from informing strategies (Workforce Plan, Asset Mgt Plan, Long Term Financial Plan and other strategies) as well as the prioritising Major Capital Works. | Local Government Act 1995 | s.5.56 Admin.Reg.19DA | Annual Next Due: March/April 2024 | Governance and Strategy | Strategic and Organisational Development | Manager Strategic & Organisational Development | | | | |
| Mar | MRRG Road Improvement and Rehabilitation and Black Spot Road Project Grants - Progress payment Certificate and Certificate of Completion with final recoupment claim to be submitted to MRWA | MRWA State Road Funds to Local Government Procedures | | As required | Infrastructure Services | Engineering Services | Manager Engineering Services | 3/4/2025 | EMO25/14409 | The last of the MRRG projects are scheduled to be completed in May 2025, after which final claims will be submitted prior to the end of financial year. | In Progress |
| Mar | Water Licences - Artesian and Non-artesian Water Licences - review and renew if necessary | Rights in Water and Irrigation Act 1914 | s. 26 (d) | Annual | Infrastructure Services | Parks and Natural Environment | Manager Parks and Natural Environment | | | | |
| Mar | WALGGC Road Information Return - Submit WALGA Road Information Return Certification Sheet | | | Annual | Infrastructure Services | Asset Management | Manager Asset Management | | | This is a normally a 4 yearly request for information (last received February 2023) and a request has not been received as of 08 April 2025. | Complete |
| Mar | Fines Enforcement - Designated Prosecuting Officers Review Designated Prosecuting Officers and provide written advice to Fines Enforcement Registry of changes. | Fines, Penalties and Infringement Notices Enforcement Act 1994 | s.13(2) | Annual | Planning and Community Development | Community Safety | Manager Community Safety | | | Community Safety have undertaken the annual review and updated the prosecuting officers schedule in writing with the Department of Justice - Fines Enforcement Registry. | Complete |

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Not Applicable

| | Compliance Action | Compliance Requirement | Section / Ref | Good Practice Resources and LG Operational Procedures | Compliance Frequency | Directorate | Business Unit | Position Title Officer Responsible for Action Compliance | Date Completed | Records Ref (Evidence of completion) | Comments. If Action not completed, report on plan to rectify non-compliance | Status |
|----------------------------|---|--|--|---|-----------------------------------|-------------------------|------------------------------------|--|----------------|--------------------------------------|---|----------------|
| April - Take Action | | | | | | | | | | | | |
| Apr | Audit - Compliance Audit Return Action Plan Prepare a Compliance Audit Return Action Plan that assigns responsibility and timeframes for implementing outcomes / actions arising from the Compliance Audit Return. Provide Compliance Audit Return Action Plan to Council via Audit Committee for endorsement. | n/a | n/a | Operational Practice | Annual or as required | Office of the CEO | Audit, Risk and Executive Services | Manager Audit, Risk and Executive Services | N/A | N/A | N/A | Not Applicable |
| Apr | Monthly Financial Report LG is to prepare each month a statement of financial activity reporting on the revenue and expenditure as set out in the annual budget under FM.Reg.22(1)(d). Presented at an Ordinary Council meeting within 2-months after the end of the month to which the statement relates. | Local Government Act 1995 | s.6.4 FM.Reg.34 | DLGSC WA Local Government Accounting Manual | Monthly | Corporate Services | Financial Services | Manager Financial Services | 4/29/2025 | MIN25/184 (Item 12.11) | Report for February 2025 to April 2025 Council meeting. | Complete |
| Apr | Payments from municipal fund or trust fund LG is to prepare a list of accounts for approval to be paid is to be prepared each month and presented to the council at the next ordinary meeting of the council after the list is prepared. | Local Government Act 1995 | FM Reg 13 | | Monthly | Corporate Services | Financial Services | Manager Financial Services | 4/29/2025 | MIN25/184 (Item 12.10) | Report for February 2025 to April 2025 Council meeting. | Complete |
| Apr | Payment by employees via purchasing cards LG is to prepare a list of payments made using credit, debit or other purchasing cards, and present to the council at the next ordinary meeting of council after the list is prepared. | Local Government Act 1995 | FM Reg 13A | | Monthly | Corporate Services | Financial Services | Manager Financial Services | 4/29/2025 | MIN25/184 (Item 12.12) | Report for February 2025 to April 2025 Council meeting. | Complete |
| Apr | Annual Budget - Copy of Review to DLGSCI Executive Director within 30 days after Budget Review adoption, plus a copy of the Council Report / Minutes relevant to Budget Review adoption. | Local Government Act 1995 | FM.Reg.33A(4) | DLGSC website - WA Local Government Accounting Manual | Annual | Corporate Services | Financial Services | Manager Financial Services | 3/7/2025 | EMO25/15351 and EIN25/2474 | Email sent to DLGSCI on 7 March 2025 | Complete |
| Apr | Annual Budget - Fees and Charges - Review In preparation for the Annual Budget, undertake an Administrative review of Fees and Charges to inform the fees and charges proposed for including in the Annual Budget. The Review should ensure: • Fees / Charges are set for a proper purpose - s.6.16(2) • The amount of each Fee or Charge has been set in accordance with s.6.17 • Fees and Charges to be imposed by the LG under other written laws are included and separately identified as to if the LG has the power to set the level of the Fee or Charge OR if the level has been set by / under the other written law. | Local Government Act 1995 | s.6.16 s.6.17 s.6.18 | DLGSC website - WA Local Government Accounting Manual | Annual | Corporate Services | Financial Services | Manager Financial Services | | | The draft schedule of fees and charges has been completed by all managers which will be circulated to all the Elected Members ahead of the workshop in May 2025. | Complete |
| Apr | Gifts Register - Update Register with new entries and removal of entries . | Local Government (Administration) Regulations 1996 | s5.89A r28A | | Monthly | Governance and Strategy | Governance | Manager Governance | 5/2/2025 | INT25/15903 & INT25/15922 | The Employee Gift Register and the Elected Members and CEO Gift Register have been updated to the 30/04/2025 on the City's website. | Complete |
| Apr | Annual Elector's General Meeting - Minutes / Responses to next Ordinary Council Meeting , if not practicable, either the first Ordinary Council Meeting after that meeting OR at a Special Council Meeting called for that purpose. Reasons for any Council decision made in response to an AEGM decision. | Local Government Act 1995 | s.5.33 | | Annual | Governance and Strategy | Governance | Manager Governance | 3/25/2025 | MIN25/139 | The Minutes of the Annual General Meeting of Electors held on 23 January 2025 were presented to Council at the meeting held on 25 March 2025 for consideration. | Complete |
| Apr | Elections - Enrolment Eligibility Claims (Owners and Occupiers) Register - Prepare for Elections - Review register and take action re expired Eligibility Claims (no longer property owner / claim based on occupation or nominee expired) | Local Government Act 1995 | s.4.35 Elections Regs.14 and 15 Form 6 and 7 | WALGA Template Enrolment Eligibility Claims Register | Biennial Next Due: 2025 | Governance and Strategy | Governance | Manager Governance | 4/23/2025 | EMI25/2786 | Rating Services have done a review of the Owners and Occupier's roll identifying no expiring electors for 2025. | Complete |
| Apr | Elections - Create Election Timeline | Local Government Act 1995 | Part 4 | | Biennial Next Due: 2025 | Governance and Strategy | Governance | Manager Governance | 1/2/2025 | INT25/60 & INT25/62 | The City's Election tasks and deliverables have been developed and align to the Department of Local Government, Sport and Cultural Industries Election Timetable for the Local Government Elections for 2025. | Complete |
| Apr | Electoral Gifts - Provide advice to sitting members whose term is due to expire of the commencement of the 'electoral period' and declaration requirements. | Local Government (Electoral) Regulations 1996 | r30C | | Biennial Next Due: 2025 | Governance and Strategy | Governance | Manager Governance | 4/4/2025 | INT25/12489 | The CEO has corresponded via email to Elected Members whose term will be expiring advising them of their requirement in relation to the declaration of gifts during the electoral period. | Complete |

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|-----|--|--|------------------------|---|---|------------------------------------|--|--|-----------|---|---|-------------|
| Apr | Corporate Business Plan - Review (Council Workshop) Schedule a workshop with Council Members and Executive staff to review options and priorities (including the Capital Works Plan) and to finalise the Corporate Business Plan for recommendation to Council. | Local Government Act 1995 | s.5.56 Admin.Reg. 19DA | DLGSC website - Integrated Planning and Reporting Framework and Guidelines | Annual Next Due: April/May 2024 | Governance and Strategy | Strategic and Organisational Development | Manager Strategic & Organisational Development | 18-Mar-25 | EMO25/20681 | Workshop held with Elected Members on 18 March 2025 | Complete |
| Apr | Equal Employment Opportunity - Send Equality Index & Representation Summary to the Equal Opportunity Commission | Equal Opportunity Act 1984 | | | Annual | Governance and Strategy | Governance | Manager Human Resource Services | 4/23/2025 | Submitted 23 April 2025 - STORED TO CONTENT MANAGER REF 11827 EIN25/4196 DOCUMENT NUMBER OUT25/3559 | submitted by Audit and Risk as per new process | Complete |
| Apr | ABS - Submit quarterly construction report to Australian Bureau of Statistics | | | | Quarterly | Infrastructure Services | Engineering Services | Manager Engineering Services | 4/8/2025 | Submitted online via ABS portal | | Complete |
| Apr | MRRG Road Improvement and Rehabilitation and Black Spot Road Project Grants - Submit quarterly report | MRWA State Road Funds to Local Government Procedures | | | Quarterly | Infrastructure Services | Engineering Services | Manager Engineering Services | | EMO25/27667 | | Complete |
| Apr | MRRG Road Improvement and Rehabilitation and Black Spot Road Project Grants - Progress payment Certificate and Certificate of Completion with final recoupment claim to be submitted to MRWA | MRWA State Road Funds to Local Government Procedures | | | As required | Infrastructure Services | Engineering Services | Manager Engineering Services | | | The last of the MRRG projects are scheduled to be completed in May 2025, after which final claims will be submitted prior to the end of financial year. | In Progress |
| Apr | Roads to Recovery - Online submission expenditure report and forecast for the next quarter | Roads to Recovery Act 2000 (Clth) | | | Quarterly | Infrastructure Services | Engineering Services | Manager Engineering Services | 4/24/2025 | Submitted online via Dept of Infrastructure portal | | Complete |
| Apr | Metropolitan Regional Road Group (MRRG) Funding - Submit Road Rehabilitation Grant Submission to Main Roads | MRWA State Road Funds to Local Government Procedures | | | Annual | Infrastructure Services | Engineering Services | Manager Engineering Services | 4/28/2025 | EMO25/27746 | | Complete |
| Apr | Local Planning Scheme No. 3 - Prepare a consolidation of the scheme every five years. | Planning and Development Act 2005 | s. 88 | | 5-yearly Next Due: 2023 | Planning and Community Development | Planning Services | Manager Planning Services | 5/27/2025 | MIN25/256, MIN25/257 | Presented to 27 May 2025 Council Meeting | Complete |

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Behind Schedule
Not Applicable

| | Compliance Action | Compliance Requirement | Section / Ref | Good Practice Resources and LG Operational Procedures | Compliance Frequency | Directorate | Business Unit | Position Title Officer Responsible for Action Compliance | Date Completed | Records Ref (Evidence of completion) | Comments. If Action not completed, report on plan to rectify non-compliance | Status |
|-----|--|--|---|--|-----------------------------------|-------------------------|-------------------------------|--|----------------|--------------------------------------|---|-------------|
| | May - Take Action | | | | | | | | | | | |
| May | Monthly Financial Report LG is to prepare each month a statement of financial activity reporting on the revenue and expenditure as set out in the annual budget under FM.Reg.22(1)(d). Presented at an Ordinary Council meeting within 2-months after the end of the month to which the statement relates. | Local Government Act 1995 | s.6.4 FM.Reg.34 | DLGSC WA Local Government Accounting Manual | Monthly | Corporate Services | Financial Services | Manager Financial Services | 5/27/2025 | MIN25/250 (Item 12.12) | | Complete |
| May | Payments from municipal fund or trust fund LG is to prepare a list of accounts for approval to be paid is to be prepared each month and presented to the council at the next ordinary meeting of the council after the list is prepared. | Local Government Act 1995 | FM Reg 13 | | Monthly | Corporate Services | Financial Services | Manager Financial Services | 5/27/2025 | MIN25/250 (Item 12.11) | | Complete |
| May | Payment by employees via purchasing cards LG is to prepare a list of payments made using credit, debit or other purchasing cards, and present to the council at the next ordinary meeting of council after the list is prepared. | Local Government Act 1995 | FM Reg 13A | | Monthly | Corporate Services | Financial Services | Manager Financial Services | 5/27/2025 | MIN25/250 (Item 12.13) | | Complete |
| May | Rates - Notice advising intention to impose differential general rates or a minimum payment applying to a differential rate category | Local Government Act 1995 | s. 6.36 | | Annual | Corporate Services | Financial Services | Manager Financial Services | | | Community Consultation to seek feedback on the City's proposal to levy differential rates in FY2025-26 to run Thursday 29 May 2025 until Thursday 19 June 2025 | In Progress |
| May | Annual Budget - Differential Rates and Minimum Payment Setting - Council Report Council Report required recommending Council to endorse the proposed Differential Rates and minimum payments for the purpose of giving Local Public Notice and calling for submissions. This report and Council decision must occur with sufficient time to enable compliance with the Local Public Notice requirements and 21 day public submission period - s.6.36 before Council resolves to impose the differential rates as part of the Annual Budget. • Notice must be published within the period 2 months before the commencement of the financial year | Local Government Act 1995 | s.6.33 s.6.35 s.6.36 FM.Reg.52A | DLGSC WA Local Government Accounting Manual | Annual | Corporate Services | Financial Services | Manager Financial Services | 5/27/2025 | MIN25/250 (Item 14.1) | | Complete |
| May | Annual Budget - Differential Rates and Minimum Payment Setting - Local Public Notices After the Council endorsement for advertising proposed Differential Rates and minimum payments, Local Public Notice must be published with sufficient time to comply with: • Notice must be published within the period 2 months before the commencement of the financial year • Notice must contain details of each rate or minimum payment. • Notice must invite public submissions within 21 days (or longer) of the notice • Notice must advise where public can inspect a document describing the object of, and reasons for, each proposed rate and minimum payment. | Local Government Act 1995 | s.6.33 s.6.35 s.6.36 FM.Reg.52A | DLGSC website - WA Local Government Accounting Manual | Annual | Corporate Services | Financial Services | Manager Financial Services | | | Community Consultation to seek feedback on the City's proposal to levy differential rates in FY2025-26 to run Thursday 29 May 2025 until Thursday 19 June 2025 | In Progress |
| May | Dangerous Goods Site Licence In order for the City to store and handle chlorine gas onsite, the City is required to have Dangerous Goods Site Licence. Issued in accordance with the Dangerous Goods Safety Act 2004 and associated regulations | Dangerous Goods Safety Act 2004 | | | 5-yearly Next Due: 2026 | Corporate Services | Leisure and Cultural Services | Manager Leisure and Cultural Services | 6/3/2025 | INT25/20589 & INT25/20590 | Dangerous Goods licence renewal due 2026. The annual licence fee for 2025-26 has been processed. Licence number DGS015339. Date of Issue 26/05/2021. Date of Expiry 23/06/2026. | Complete |
| May | Financial Interests Register - Review Issue and review Primary Returns; Update Register - Add/remove entries; Update disclosures on website. | Local Government Act 1995 | s.5.88(3)(4) | WALGA - Governance Subscription - Guideline - Primary and Annual Returns Management DLGSC Operational Guideline No.21 Disclosure of Financial Interests in | Bi-monthly | Governance and Strategy | Governance | Manager Governance | 6/11/2025 | | Financial Interest Register and Primary Returns reporting updated on the City's website for May 2025. | Complete |
| May | Gifts Register - Update Register with new entries and removal of entries . | Local Government (Administration) Regulations 1996 | s5.89A r28A | | Monthly | Governance and Strategy | Governance | Manager Governance | 5/31/2025 | INT25/21561 & INT25/21557 | The Elected Members and CEO Gifts Register and Employees Gifts Register has been updated for May 2025 and uploaded to the City's website. | Complete |
| May | Delegation Register Review - Sub-delegations are to be reviewed by the delegator (CEO) at least once every financial year Last Reviewed: 27/06/2023 Next Due: May 2024 | Local Government Act 1995 | s.5.16, 5.17, 5.18 s.5.42, 5.43, 5.44, 5.45, 5.46 s.7.1B | WALGA website - Decision Making in Practice Toolkit Part 2 Delegations WALGA website - Webinar - Decision Making in Practice - Delegations DLGSC website - Operational Guideline No.17 Delegations | Annual | Governance and Strategy | Governance | Manager Governance | 5/27/2025 | CJ113-05/25 | 2025 Delegation of Authority Register was reviewed by CEO on 25 March 2025 (INT25/10725) and endorsed by Council on 27 May 2025 (CJ113-05/25). | Complete |

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|-----|---|--|-------|--|-------------|-------------------------|----------------------|------------------------------|-----------|---------------------------|--|-------------|
| May | Local Emergency Management Committee - Hold committee meeting quarterly in accordance with the Act | Emergency Management Act 2005 | s. 38 | | Quarterly | Infrastructure Services | Asset Management | Manager Asset Management | 5/13/2025 | EIN25/4967 | LEMC held 13 May 2025 at City of Wanneroo - minutes to be finalised | Complete |
| May | Metropolitan Regional Road Group Funding - Submit Road Improvement Grant Submission to Main Roads | | | | Annual | Infrastructure Services | Engineering Services | Manager Engineering Services | 5/23/2025 | INT25/19268 & INT25/19265 | | Complete |
| May | MRRG Road Improvement and Rehabilitation and Black Spot Road Project Grants - Progress payment Certificate and Certificate of Completion with final recoupment claim to be submitted to MRWA | MRWA State Road Funds to Local Government Procedures | | | As required | Infrastructure Services | Engineering Services | Manager Engineering Services | | | Multiple final claims in circulation in readiness for the end of financial year. | In Progress |

Complete
 In Progress
 Behind Schedule
 Not Applicable

| | Compliance Action | Compliance Requirement | Section / Ref | Good Practice Resources and LG Operational Procedures | Compliance Frequency | Directorate | Business Unit | Position Title Officer Responsible for Action Compliance | Date Completed | Records Ref (Evidence of completion) | Comments. If Action not completed, report on plan to rectify non-compliance | Status |
|---------------------------|--|---|---|---|----------------------|--------------------|--------------------|--|----------------|--------------------------------------|---|----------|
| June - Take Action | | | | | | | | | | | | |
| Jun | Monthly Financial Report LG is to prepare each month a statement of financial activity reporting on the revenue and expenditure as set out in the annual budget under FM.Reg.22(1)(d). Presented at an Ordinary Council meeting within 2-months after the end of the month to which the statement relates. | Local Government Act 1995 | s.6.4 FM.Reg.34 | DLGSC WA Local Government Accounting Manual | Monthly | Corporate Services | Financial Services | Manager Financial Services | 6/24/2025 | MIN25/320 (Item 12.21) | | Complete |
| Jun | Payments from municipal fund or trust fund LG is to prepare a list of accounts for approval to be paid is to be prepared each month and presented to the council at the next ordinary meeting of the council after the list is prepared. | Local Government Act 1995 | FM Reg 13 | | Monthly | Corporate Services | Financial Services | Manager Financial Services | 6/24/2025 | MIN25/320 (Item 12.20) | | Complete |
| Jun | Payment by employees via purchasing cards LG is to prepare a list of payments made using credit, debit or other purchasing cards, and present to the council at the next ordinary meeting of council after the list is prepared. | Local Government Act 1995 | FM Reg 13A | | Monthly | Corporate Services | Financial Services | Manager Financial Services | 6/24/2025 | MIN25/320 (Item 12.22) | | Complete |
| Jun | Emergency Services Levy - Option B Payment Due by: 21 June and ESL Assessment Profile Return Form A | DFES - ESL Manual of Operating Procedures | | DFES -ESL Manual of Operating Procedures | Quarterly | Corporate Services | Financial Services | Manager Financial Services | | | Payment made to DFES 19/06/2025 | Complete |
| Jun | Financial Reporting - Material Variances Each Financial Year, a LG is to adopt a percentage or value, calculated in accordance with AAS, to be used in statements of financial activity for reporting material variances. (adopt and apply in the following Financial Year) | Local Government Act 1995 | s.6.4 FM.Reg.34(5) | | Annual | Corporate Services | Financial Services | Manager Financial Services | 6/24/2025 | MIN25/320 (Item 14.6) | Included as part of 2025-26 Budget Adoption | Complete |
| Jun | Annual Budget - Fees and Charges Schedule In preparation for the Annual Budget, a preliminary Council report may be provided detailing the revised Schedule of Fees and Charges, recommending endorsement for inclusion in the Annual Budget. Council's early consideration enables separate and detailed review, outside of the budget adoption, with any changes proposed then included in the Budget calculations. In any case, the Schedule of Fees and Charges must be included in the Annual Budget and Annual Budget Report, with a separate recommendation for Council to impose the Schedule of Fees and Charges, by absolute majority, as part of the Annual Budget adoption. | Local Government Act 1995 | s.6.16 s.6.17 s.6.18 | DLGSC website - WA Local Government Accounting Manual | Annual | Corporate Services | Financial Services | Manager Financial Services | 6/24/2025 | MIN25/320 (Item 14.6) | Included as part of 2025-26 Budget Adoption | Complete |
| Jun | Annual Budget - Rate Setting Statement In preparation for the Annual Budget, a preliminary Council report may be provided detailing the Rates Setting Statement. Early Council consideration enables: • consideration of public submissions on Differential Rates - see. s.6.36(4) • separate and detailed review of rating implications, outside of the budget adoption • Any changes proposed are then included in the Budget calculations. In any case, the Rate Setting Statement must be included in the Annual Budget Adoption Report, with a separate recommendation for Council to impose, by absolute majority: • the general rate (uniformly or differentially) • a specified area rate • minimum payment, • service charges • impose a discount | Local Government Act 1995 | s.6.32 s.6.35 s.6.36(4) s.6.37 s.6.38 s.6.46 FM.Reg. r.22(1)(d) (2) r.26 r.33(1)(c) r.52 | DLGSC website - WA Local Government Accounting Manual | Annual | Corporate Services | Financial Services | Manager Financial Services | 6/24/2025 | MIN25/320 (Item 14.6) | Included as part of 2025-26 Budget Adoption | Complete |
| Jun | Annual Budget - Borrowings - Changes or New In preparation for the Annual Budget, the preliminary Council report may be provided, recommending endorsement for inclusion in the Annual Budget. Early Council consideration enables • detailed review outside of the Budget adoption • any changes proposed are then included in the Budget calculations. In any case, Borrowings must be included in the Annual Budget and Annual Budget report, with a separate recommendation for Council to resolve, to expend the money or utilise the loan. | Local Government Act 1995 | s.6.20 s.6.21 | DLGSC website - WA Local Government Accounting Manual | Annual | Corporate Services | Financial Services | Manager Financial Services | 6/24/2025 | MIN25/320 (Item 14.6) | Included as part of 2025-26 Budget Adoption | Complete |

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|-----|---|--|---|---|--|-------------------------|--|--|-----------|--|--|-------------|
| Jun | Annual Budget - Setting Elected Member Fees, Payments and Reimbursements Salaries and Allowances Tribunal Determination for Local Government Elected Members (published annually usually in April). Report to Council for decision to set fees, allowances and reimbursements in accordance with the determination. | Local Government Act 1995 | Part 5, Div.8 Admin. Regs. Part 8 | Salaries and Allowances Tribunal website - Determination for Local Government | Annual | Corporate Services | Financial Services | Manager Financial Services | 6/24/2025 | MIN25/320 (Item 14.6) | Included as part of 2025-26 Budget Adoption | Complete |
| Jun | Annual Budget - Reserve Accounts - Changes or New Council decision, by absolute majority, if Annual Budget proposes: • Changes to the purpose of a Reserve Account; OR • Using the money in a Reserve Account for another purpose | Local Government Act 1995 | s.6.11 | DLGSC website - WA Local Government Accounting Manual | Annual | Corporate Services | Financial Services | Manager Financial Services | 6/24/2025 | MIN25/320 (Item 14.6) | Included as part of 2025-26 Budget Adoption | Complete |
| Jun | Annual Budget - Setting Interest Rate for Money Owed Council decision, by absolute majority, to require a person to pay interest rate set in the Annual Budget on any amount of money (other than rates and service charges) owed to the Local Government for a period of time as determined by Council that is not less than 35 days . May be by separate report or included in Annual Budget report with separate recommendation. | Local Government Act 1995 | s.6.14 FM.Reg.19A and 19B | DLGSC website - WA Local Government Accounting Manual | Annual | Corporate Services | Financial Services | Manager Financial Services | 6/24/2025 | MIN25/320 (Item 14.6) | Included as part of 2025-26 Budget Adoption | Complete |
| Jun | Annual Budget - Adoption During period 1 June to 31 August , Local Government is to prepare and adopt, by absolute majority, an Annual Budget for the next financial year. Annual budget content to comply with FM.Reg.22. | Local Government Act 1995 | s.6.2(1) FM.Reg.22 | DLGSC website - WA Local Government Accounting Manual | Annual | Corporate Services | Financial Services | Manager Financial Services | 6/24/2025 | MIN25/320 (Item 14.6) | Included as part of 2025-26 Budget Adoption | Complete |
| Jun | Native vegetation clearing permits Annual reporting against clearing permit conditions. | Environmental Protection Act 1986 | Environmental Protection (Clearing of Native Vegetation Regulations 2004) | Department of Water and Environmental Regulation requirement to report against clearing permit conditions | Annual | Governance and Strategy | Strategic and Organisational Development | Manager Strategic & Organisational Development | 6/20/2025 | OUT25/5795 EMO25/39204 EMO25/39205 | Sent Department of Water and Environmental Regulation annual compliance report for Warwick Bushland clearing permit CPS 9378/1 and notifications of expired clearing permits. | Complete |
| Jun | Gifts Register - Update Register with new entries and removal of entries . | Local Government (Administration) Regulations 1996 | s5.89A r28A | | Monthly | Governance and Strategy | Governance | Manager Governance | 6/30/2025 | INT25/24126 INT25/24124 | Completed | Complete |
| Jun | Elected Members - Review Meeting Attendance Register - check EMs have not been absent for 3 consecutive meetings without Leave of Absence being granted | Local Government Act 1995 | s.2.25 | | Quarterly | Governance and Strategy | Governance | Manager Governance | 7/1/2025 | INT24/46749 | EM Council Meeting Attendance Register review. All Elected Members compliant with the requirements of s2.25 of the LGA | Complete |
| Jun | FOI Annual Statistical Data - Response to Information Commissioner Due by: 30 June | Freedom of Information Act 1992 | s.111(3) | | Annual Due: 30 June | Governance and Strategy | Governance | Manager Governance | 7/8/2025 | INT25/25755 | | Complete |
| Jun | Delegation Register Review - Delegations are to be reviewed by the delegator (Council) at least once every financial year Last Reviewed: 27/06/2023 Next Due: June 2024 | Local Government Act 1995 | s.5.16, 5.17, 5.18 s.5.42, 5.43, 5.44, 5.45, 5.46 s.7.1B | WALGA website - Decision Making in Practice Toolkit Part 2 Delegations WALGA website - Webinar - Decision Making in Practice - Delegations DLGSC website - Operational Guideline No.17 Delegations | Annual | Governance and Strategy | Governance | Manager Governance | 5/27/2025 | INT25/20770 | Endorsed by Council at its meeting held on 27 May 2025. | Complete |
| Jun | Workforce Plan - Review Update the Workforce Plan to include outcomes of Corporate Business Plan Review and report, with recommendations to Council | Local Government Act 1995 | s.5.56 Admin.Reg.19DA | DLGSC website - Integrated Planning and Reporting Framework and Guidelines | Annual | Governance and Strategy | Human Resource Services | Manager Human Resource Services | | | Price Consulting appointed to conduct SWP March 2025 - schedule for completion may change due to issues contacting references JV 11/03/2025 schedule will be updated if required | |
| Jun | Strategic Community Plan - Review Review completed after community consultation, and adopted by Council, by absolute majority, at least once every 4 years Last reviewed (CJ093-06/22): 28 June 2022 Next Due by: 30 June 2026 | Local Government Act 1995 | s.5.56 Admin.Reg.19C | DLGSCI website - Integrated Planning and Reporting Framework and Guidelines | 4-yearly major review Next Due: 2026 | Governance and Strategy | Strategic and Organisational Development | Manager Strategic & Organisational Development | 6/24/2025 | MIN25/290 INT25/21850 | Minor review completed and revised plan adopted by Council on 24 June 2025. | Complete |
| Jun | Strategic Community Plan - Review - Local Public Notice After adoption of the revised Strategic Community Plan, LG is to give Local Public Notice that the Plan has been adopted, the period that the Plan is to apply and details of where and when the Plan may be inspected | Local Government Act 1995 | s.5.56 Admin.Reg.19D | DLGSC website - Integrated Planning and Reporting Framework and Guidelines | 4-yearly Next Due: 2026 | Governance and Strategy | Strategic and Organisational Development | Manager Strategic & Organisational Development | 7/1/2025 | EMO25/40729 | Uploaded to the City's website on 1 July 2025. | Complete |
| Jun | Strategic Community Plan Review - Website Publish the revised Strategic Community Plan on the LG's website | Local Government Act 1995 | s.5.94(f) | DLGSC website - Integrated Planning and Reporting Framework and Guidelines | 4-yearly Next Due: 2026 | Governance and Strategy | Strategic and Organisational Development | Manager Strategic & Organisational Development | 7/1/2025 | EM/25/4532 | A PDF of the word version was placed on the public website and the branded version will be uploaded to the website once it is finalised. | In Progress |
| Jun | Corporate Business Plan - Review (Council Adoption) Due by: 30 June Council to adopt by absolute majority. Amended Corporate Business Plan informs the preparation of the budget. | Local Government Act 1995 | s.5.56 Admin.Reg.19DA | DLGSC website - Integrated Planning and Reporting Framework and Guidelines | Annual | Governance and Strategy | Strategic and Organisational Development | Manager Strategic & Organisational Development | 6/24/2025 | MIN25/290 INT25/21849 | Amended Corporate Business Plan adopted by Council on 24 June 2025. | Complete |

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| Jun | Revaluation of Assets - Land, Buildings and Infrastructure LG must revalue all assets within the Land Building and Infrastructure Class by the expiry of each 5-yearly interval after 30 June 2017 | Local Government Act 1995 | FM.Reg.17A(4) | Annual | Infrastructure Services | Asset Management | Manager Asset Management | 8/28/2025 | Awaiting final signed document from Finance | External valuation of buildings completed 30 June 2025. Revaluation of infrastructure assets (buildings & lighting) in progress to meet required EOFY deadlines in mid-July. Update 13/08: Draft documentation with Finance for final approval. 28/08: Final documents provided to Finance | Complete |
| Jun | Local Emergency Management - Full review of local emergency management arrangements for the City to be conducted every five years Last reviewed: 2022/23 Next Due: 2027/28 | Emergency Management Act 2005 | s. 42 | 5-yearly Next Due: 2027 | Infrastructure Services | Asset Management | Manager Asset Management | 2/17/2025 | INT25/5544 | Mid-term review & update of the LEMA was completed February 2025 | Complete |
| Jun | MRRG Road Improvement and Rehabilitation and Black Spot Road Project Grants - Progress payment Certificate and Certificate of Completion with final recoupment claim to be submitted to MRWA | MRWA State Road Funds to Local Government Procedures | | As required | Infrastructure Services | Engineering Services | Manager Engineering Services | 6/30/2025 | EMO25/40107 EMO25/40089 EMO25/38675 EMO25/38673 EMO25/34645 | | Complete |
| Jun | Public Thoroughfares - Confirm plans of the levels and alignments of public thoroughfares are kept | Local Government Act 1995 | s. 3.52(4) | Annual | Infrastructure Services | Engineering Services | Manager Engineering Services | | | The Plans for Public Thoroughfares are kept in the City's Intranet System | Complete |
| Jun | Subdivisions - Notify WAPC of applications determined for the issuing of a certificate of approval under section 25 of the Strata Titles Act 1985 | Planning and Development Act 2005 (Delegation Notice DEL 2020/01) | s. 16 | Annually | Planning and Community Development | Planning Services | Manager Planning Services | 7/10/2025 | OUT25/6274 EMO25/42571 | | Complete |

Complete
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Not Applicable

| | Compliance Action | Compliance Requirement | Section / Ref | Good Practice Resources and LG Operational Procedures | Compliance Frequency | Position Title Officer Responsible for Action Compliance | Position Title Officer Responsible for Action Compliance | Position Title Officer Responsible for Action Compliance | Date Completed | Records Ref (Evidence of completion) | Comments. If Action not completed, report on plan to rectify non-compliance | Status |
|---------------------------|---|---|---------------------|---|---|--|--|--|----------------|--------------------------------------|---|----------------|
| July - Take Action | | | | | | | | | | | | |
| Jul | Risk Management - Review Undertake a review of the appropriateness and effectiveness of the Risk Management system and procedures at least once in every 3 financial years. CEO to report Review results to Council via the Audit Committee. Last completed (OCM decision date): 19/09/2023 Due during 2025/26 for 2024/25 financial year | Local Government Act 1995 | Audit.Reg. 17(1)(a) | AS ISO 31000:2018 Risk Management - Guidelines | Triennial Next Due: 2025/26 (for 2024/25) | Office of the CEO | Audit, Risk and Executive Services | Manager Audit, Risk and Executive Services | | | Paxon Group appointed to undertake audit (commencing in July 2025) | In Progress |
| Jul | Internal Control - Review Undertake a review of the appropriateness and effectiveness of the Internal Control system and procedures at least once in every 3 financial years. CEO to report Review results to Council via the Audit Committee. Last completed (OCM decision date): 19/09/2023 Due during 2025/26 for 2024/25 financial year | Local Government Act 1995 | Audit.Reg. 17(1)(b) | DLGSC website - WA Local Government Accounting Manual | Triennial Next Due: 2025/26 (for 2024/25) | Office of the CEO | Audit, Risk and Executive Services | Manager Audit, Risk and Executive Services | | | Paxon Group appointed to undertake audit (commencing in July 2025) | In Progress |
| Jul | Legislative Compliance - Review Undertake a review of the appropriateness and effectiveness of the Legislative Compliance system and procedures at least once in every 3 financial years. CEO to report Review results to Council via the Audit Committee. Last completed (OCM decision date): 19/09/2023 Due during 2025/26 for 2024/25 financial year | Local Government Act 1995 | Audit.Reg. 17(1)(c) | AS 3806-2006 Compliance Programs | Triennial Next Due: 2025/26 (for 2024/25) | Office of the CEO | Audit, Risk and Executive Services | Manager Audit, Risk and Executive Services | | | Paxon Group appointed to undertake audit (commencing in July 2025) | In Progress |
| Jul | Financial Management Systems and Procedures Review Not less than once in every 3 financial years, review the appropriateness and effectiveness of the systems and procedures established under FM Reg.5. CEO to report Review results to Council via the Audit Committee. Last completed (OCM decision date): 19/09/2023 Due during 2025/26 for 2024/25 financial year | Local Government Act 1995 | FM.Reg.5 | DLGSC website - WA Local Government Accounting Manual | Triennial Next Due: 2025/26 (for 2024/25) | Office of the CEO | Audit, Risk and Executive Services | Manager Audit, Risk and Executive Services | | | Paxon Group appointed to undertake audit (commencing in November 2025) | In Progress |
| Jul | Public Interests Disclosures - Provide Annual Report to Commissioner for Public Interests Disclosures by 31 July each year | Public Interest Disclosure Act 2003 | s. 23(f) | | Annual | Office of the CEO | Audit, Risk and Executive Services | Manager Audit, Risk and Executive Services | | OUT25/3559 | 2025 annual collection combines the previously separate Integrity and Conduct, Government Boards and Committees, and Equal Employment Opportunity Annual Collections into one annual collection; now due by 29 April each year. | Complete |
| Jul | Monthly Financial Report LG is to prepare each month a statement of financial activity reporting on the revenue and expenditure as set out in the annual budget under FM.Reg.22(1)(d). Presented at an Ordinary Council meeting within 2-months after the end of the month to which the statement relates. | Local Government Act 1995 | s.6.4 FM.Reg.34 | DLGSC WA Local Government Accounting Manual | Monthly | Corporate Services | Financial Services | Manager Financial Services | 7/22/2025 | MIN25/372 (Item 12.13) | | Complete |
| Jul | Payments from municipal fund or trust fund LG is to prepare a list of accounts for approval to be paid is to be prepared each month and presented to the council at the next ordinary meeting of the council after the list is prepared. | Local Government Act 1995 | FM Reg 13 | | Monthly | Corporate Services | Financial Services | Manager Financial Services | 7/22/2025 | MIN25/372 (Item 12.12) | | Complete |
| Jul | Payment by employees via purchasing cards LG is to prepare a list of payments made using credit, debit or other purchasing cards, and present to the council at the next ordinary meeting of council after the list is prepared. | Local Government Act 1995 | FM Reg 13A | | Monthly | Corporate Services | Financial Services | Manager Financial Services | 7/22/2025 | MIN25/372 (Item 12.14) | | Complete |
| Jul | Emergency Services Levy - End of Year Reconciliation Report Due by: 31 July Schedule 6 Form C | DFES - ESL Manual of Operating Procedures | Clause. 5.13.4 | DFES - ESL Manual of Operating Procedures | Annual Due: 31 July | Corporate Services | Financial Services | Manager Financial Services | NA | | This applies to LGs on Option A | Not Applicable |
| Jul | Annual Budget - Copy of Annual Budget as adopted to DLGSCI Executive Director within 14 days of the Budget adoption, plus a copy of the Council Report / Minutes relevant to the budget adoption. | Local Government Act 1995 | FM Reg.33. | DLGSC website - WA Local Government Accounting Manual | Annual | Corporate Services | Financial Services | Manager Financial Services | 7/2/2025 | EMO25/40737 | | Complete |
| Jul | Annual Budget - Website Publish the Annual Budget on the LG website. | Local Government Act 1995 | s.5.96A(1)(c) | | Annual | Corporate Services | Financial Services | Manager Financial Services | NA | | | Complete |

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|-----|---|---|----------------------|---|--|-------------------------|-------------------------------|---------------------------------------|-----------|---|--|----------------|
| Jul | Presiding and Deputy Presiding Members of Committees The local government must appoint a member of a committee to be the presiding member of the committee. The local government may appoint a member of a committee to be the deputy presiding member of the committee. | Local Government Act 1995 | s5.12(1) and (2) | This section comes into effect on 1 July 2025 in accordance with the Local Government Regulations Amendments Regulations 2024. | Bi-Annual | Governance and Strategy | Governance | Manager Governance | 6/24/2025 | (CJ160-06/25 refers) | A report was presented to Council on 24 June 2025. | Complete |
| Jul | Financial Interests Register - Review Issue and review Primary Returns; Update Register - Add/remove entries; Update disclosures on website. | Local Government Act 1995 | s.5.88(3)(4) | WALGA - Governance Subscription - Guideline - Primary and Annual Returns Management DLGSC Operational Guideline No.21 Disclosure of Financial Interests in Returns | Bi-monthly | Governance and Strategy | Governance | Manager Governance | 7/31/2025 | (INT25/30808, INT25/30810, INT25/30811 and INT17/61358) | | Complete |
| Jul | Gifts Register - Update Register with new entries and removal of entries . | Local Government (Administration) Regulations 1996 | s5.89A r28A | | Monthly | Governance and Strategy | Governance | Manager Governance | 7/31/2025 | (INT25/30380, INT25/30783) | | Complete |
| Jul | Report on Elected Member Training Due by: 31 July LG must prepare a report on the training completed by Council members in the previous financial year. CEO must publish the report on the LG's website within one month of the end of the financial year. | Local Government Act 1995 | s.5.127 | | Annual Due: 31 July | Governance and Strategy | Governance | Manager Governance | 7/22/2025 | (CJ198-07/25 refers) | A report was presented to Council on 22 July 2025. | Complete |
| Jul | Register of Fees and Allowances Paid to Elected Members Due by: 14 July Establish register of Elected Member fees, expenses and allowances paid and publish on the website by no later than 14 July. | Local Government (Admin) Regs 1996 | 29C(2)(f) | | Annual Due: 14 July | Governance and Strategy | Governance | Manager Governance | 8/1/2025 | INT25/30537 | The register was a little delayed in being uploaded to the City's website due to the finalisation of reimbursement claims at the EOFY. | Complete |
| Jul | Annual Returns - Request Elected Members and Designated Employees to provide an Annual Return by no later than 31 August CEO's Annual Return must be lodged with the President / Mayor | Local Government Act 1995 | s.5.76(1) | DLGSC Operational Guideline No.21 Disclosure of Financial Interests in Returns | Annual | Governance and Strategy | Governance | Manager Governance | | | Annual Returns process is on track. | In Progress |
| Jul | Code of Conduct for Council Members, Committee Members and Candidates A biennial review of the Code of Conduct to ensure ongoing applicability of the stated principles and standards of behaviour. | Local Government Act 1995 | 5.104 | WALGA - Model Code of Conduct for Council Members, Committee Members and Candidates | Biennial Next due 2023 | Governance and Strategy | Governance | Manager Governance | | | ON HOLD - To be updated following enactment of LG Reforms relating to LG Inspectors and Monitors. | Not Applicable |
| Jul | Record Keeping Plan - Review The LG's Record Keeping Plan must be reviewed within 5 years of its approval by the Commission Last completed: 6 July 2021 Due by: 6 July 2026 | State Records Act 2000 Local Government Act 1995 | s.28(5) s.5.41(h) | State Records Office website - Record Keeping Plan Templates and Guidelines | 5-yearly Next Due: July 2026 | Governance and Strategy | Governance | Manager Governance | | | A review of the Record Keeping Plan has commenced. | In Progress |
| Jul | Employees - Provide all employees with payment summaries within 14 days of the end of the financial year | Taxation | | | Annual | Governance and Strategy | Human Resource Services | Manager Human Resource Services | | this is no longer a requirement since single touch payroll this is now all done via ATO | | Not Applicable |
| Jul | Leases - Agreements or Arrangements ("Leases") of Council Land at 30 June - Land Tax for Office of State Revenue | Land Tax Assessment Act 2002 | | | Annual | Infrastructure Services | Asset Management | Manager Asset Management | 8/15/2025 | EMO25/50974 | | Complete |
| Jul | Water Licences - Report on usage of ground water licences to Water Corporation. | Rights in Water and Irrigation Act 1914 | s. 5 (C) | | Annual | Infrastructure Services | Parks and Natural Environment | Manager Parks and Natural Environment | | | | |
| Jul | ABS - Submit quarterly construction report to Australian Bureau of Statistics | | | | Quarterly | Infrastructure Services | Engineering Services | Manager Engineering Services | 7/30/2025 | No records reference due to online submission | | Complete |
| Jul | Main Roads Direct Grants - Submit Annual Certificate of Completion (4B) for each Road Project completed in previous financial year | MRWA State Road Funds to Local Government Procedures | s. 8 | | Annual | Infrastructure Services | Engineering Services | Manager Engineering Services | | | Due to delays with MRRG Approval of Direct Grant | In Progress |
| Jul | MRRG Road Improvement and Rehabilitation and Black Spot Road Project Grants - Submit quarterly report | MRWA State Road Funds to Local Government Procedures | | | Quarterly | Infrastructure Services | Engineering Services | Manager Engineering Services | 7/4/2025 | EMO25/48805 | | Complete |
| Jul | MRRG Road Improvement and Rehabilitation and Black Spot Road Project Grants - Progress payment Certificate and Certificate of Completion with final recoupment claim to be submitted to MRWA | MRWA State Road Funds to Local Government Procedures | | | As required | Infrastructure Services | Engineering Services | Manager Engineering Services | | | Due to delays with MRRG Approval of Rehabilitation and Improvement Grants | In Progress |
| Jul | Roads to Recovery - Online submission expenditure report and forecast for the next quarter | Roads to Recovery Act 2000 (Clth) | | | Quarterly | Infrastructure Services | Engineering Services | Manager Engineering Services | 7/30/2025 | No records reference due to online submission | | Complete |
| Jul | Blackspot - Prepare Black Spot submissions and submit by 31 July | Main Roads Western Australia - Blackspot Roads Funding Guidelines | | | Annual | Infrastructure Services | Engineering Services | Manager Engineering Services | 7/10/2025 | INT25/26601 INT25/26602 INT25/26604 | | Complete |
| Jul | Roads to Recovery - Submit Projects for current financial year | Roads to Recovery Act 2000 (Clth) | | | Annual | Infrastructure Services | Engineering Services | Manager Engineering Services | 6/30/2025 | No records reference due to online submission | | Complete |

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Not Applicable

| | Compliance Action | Compliance Requirement | Section / Ref | Good Practice Resources and LG Operational Procedures | Compliance Frequency | Directorate | Business Unit | Position Title Officer Responsible for Action Compliance | Date Completed | Records Ref (Evidence of completion) | Comments. If Action not completed, report on plan to rectify non-compliance | Status |
|-----------------------------|---|--|---------------------|--|------------------------------------|------------------------------------|--|--|----------------|--------------------------------------|---|----------|
| August - Take Action | | | | | | | | | | | | |
| Aug | Monthly Financial Report LG is to prepare each month a statement of financial activity reporting on the revenue and expenditure as set out in the annual budget under FM.Reg.22(1)(d). Presented at an Ordinary Council meeting within 2-months after the end of the month to which the statement relates. | Local Government Act 1995 | s.6.4 FM.Reg.34 | DLGSC WA Local Government Accounting Manual | Monthly | Corporate Services | Financial Services | Manager Financial Services | 8/26/2025 | MIN25/447 (Item 12.11) | | Complete |
| Aug | Payments from municipal fund or trust fund LG is to prepare a list of accounts for approval to be paid is to be prepared each month and presented to the council at the next ordinary meeting of the council after the list is prepared. | Local Government Act 1995 | FM Reg 13 | | Monthly | Corporate Services | Financial Services | Manager Financial Services | 8/26/2025 | MIN25/447 (Item 12.10) | | Complete |
| Aug | Payment by employees via purchasing cards LG is to prepare a list of payments made using credit, debit or other purchasing cards, and present to the council at the next ordinary meeting of council after the list is prepared. | Local Government Act 1995 | FM Reg 13A | | Monthly | Corporate Services | Financial Services | Manager Financial Services | 8/26/2025 | MIN25/447 (Item 12.12) | | Complete |
| Aug | Annual Budget - During period 1 June to 31 August . Local Government is to prepare and adopt, by absolute majority, an Annual Budget for the next financial year. | Local Government Act 1995 | s.6.2(1) | DLGSC WA Local Government Accounting Manual | Annual Due by: 31 August | Corporate Services | Financial Services | Manager Financial Services | 6/24/2025 | MIN25/320 (Item 14.6) | | Complete |
| Aug | Elections - Statewide Public Notice Enrolment Eligibility Claims - CEO to give notice of the closing date and time for elector enrolments. (to be given 70th to 56th days) | Local Government Act 1995 | s.4.39(2) | DLGSC Elections Timetable DLGSC Returning Officer Manual | Biennial Next due 2025 | Governance and Strategy | Governance | Manager Governance | 8/6/2025 | EM125/6623 EM125/6621 | | Complete |
| Aug | Elections - CEO to advise Electoral Commissioner of the need to prepare an updated residents roll Due by 56th day before Election Day | Local Government Act 1995 | s.4.40(1) | DLGSC Elections Timetable DLGSC Returning Officer Manual | Biennial Next due 2025 | Governance and Strategy | Governance | Manager Governance | 7/3/2025 | | Uploaded to WAEC's secure Sharepoint site. | Complete |
| Aug | Elections - Statewide Public Notice Call for Nominations - from 56 days and no later than 45th day before Election Day. | Local Government Act 1995 | s.4.47(1) | DLGSC Elections Timetable DLGSC Returning Officer Manual | Biennial Next due 2025 | Governance and Strategy | Governance | Manager Governance | 8/18/2025 | EM125/6625 EM125/6624 | | Complete |
| Aug | Elections - Close of Rolls at 5pm on 50th day before Election Day. Enrolment eligibility claims received by 5pm can continue to be processed with a decision on eligibility required for inclusion in the Owners and Occupiers Roll, as appropriate before it is certified by the CEO on the 36th day before Election Day [refer s.4.4(1)] | Local Government Act 1995 | s.4.39(1) | DLGSC Elections Timetable DLGSC Returning Officer Manual | Biennial Next due 2025 | Governance and Strategy | Governance | Manager Governance | 2208/2025 | | All eligibility claims processed. | Complete |
| Aug | Annual Returns - Elected Members and Designated Employees to provide an Annual Return by no later than 31 August CEO's Annual Return must be lodged with the President / Mayor. | Local Government Act 1995 | s.5.76(1) | DLGSC Operational Guideline No.21 Disclosure of Financial Interests in Returns | Biennial Next due 2025 | Governance and Strategy | Governance | Manager Governance | 8/31/2025 | Various | 1x staff member did not complete Annual return on time. | Complete |
| Aug | Gifts Register - Update Register with new entries and removal of entries . | Local Government (Administration) Regulations 1996 | s5.89A r28A | | Monthly | Governance and Strategy | Governance | Manager Governance | 9/1/2025 | | | Complete |
| Aug | Dangerous Goods - Dangerous Goods Storage Licence Renewal for 1st August | Dangerous Goods Safety Act 2004 | | | Annual | Infrastructure Services | Parks and Natural Environment | Manager Parks and Natural Environment | | | | |
| Aug | MRRG Road Improvement and Rehabilitation and Black Spot Road Project Grants - Progress payment Certificate and Certificate of Completion with final recoupment claim to be submitted to MRWA | MRWA State Road Funds to Local Government Procedures | | | As required | Infrastructure Services | Engineering Services | Manager Engineering Services | 8/22/2025 | EMO25/54576 EMO25/47845 | | Complete |
| Aug | Private Swimming Pool Inspection Reporting to be provided to Building Commissioner: including total number of private pools, total number inspected in the previous financial year, and total number not inspected within 4 years of the preceding inspection. | Building Amendment Regulations 2023 | Reg. 53B | | Annual Due by: 1 August | Planning and Community Development | Regulatory Services | Manager Regulatory Services | 7/11/2025 | EMO25/42823 | | Complete |
| Aug | Food Act and Public Health Act reporting - Enforcement agencies must report to the Dep't CEO on performance of functions under Acts. Reporting has been combined and must be submitted online by 31 August . | Food Act 2008 Public Health Act 2016 | s.121(1) s.22(1) | Department of Health website - Reporting requirements pages | Annual Due by: 31 August | Planning and Community Development | Regulatory Services | Manager Regulatory Services | 7/21/2025 | OUT25/9686 | | Complete |
| Aug | Disability Access and Inclusion Plan - Reporting Submit an annual report on the progress of the City's Access and Inclusion Plan. | Disability Services Act 1993 | s.29(2) | | Annual | Planning and Community Development | Community Development and Library Services | Manager Community Development & Library Services | 7/14/2025 | EMO25/43077 | | Complete |
| Aug | Library Statistics - Submit annual statistical returns relevant to library usage and financials to State Library of WA | Library Statistical Return and Local Government Financial Return | | | Annual | Planning and Community Development | Community Development and Library Services | Manager Community Development & Library Services | 8/22/2025 | OUT25/9428 | | Complete |

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Not Applicable

| | Compliance Action | Compliance Requirement | Section / Ref | Good Practice Resources and LG Operational Procedures | Compliance Frequency | Directorate | Business Unit | Position Title Officer Responsible for Action Compliance | Date Completed | Records Ref (Evidence of completion) | Comments. If Action not completed, report on plan to rectify non-compliance | Status |
|--------------------------------|--|--|---------------------------------------|---|---------------------------|-------------------------|-------------------------------|--|----------------|--------------------------------------|---|----------------|
| September - Take Action | | | | | | | | | | | | |
| Sep | Monthly Financial Report LG is to prepare each month a statement of financial activity reporting on the revenue and expenditure as set out in the annual budget under FM.Reg.22(1)(d). Presented at an Ordinary Council meeting within 2-months after the end of the month to which the statement relates. | Local Government Act 1995 | s.6.4 FM.Reg.34 | DLGSC WA Local Government Accounting Manual | Monthly | Corporate Services | Financial Services | Manager Financial Services | 9/23/2025 | MIN25/476 (Item 12.8) | | Complete |
| Sep | Payments from municipal fund or trust fund LG is to prepare a list of accounts for approval to be paid is to be prepared each month and presented to the council at the next ordinary meeting of the council after the list is prepared. | Local Government Act 1995 | FM Reg 13 | | Monthly | Corporate Services | Financial Services | Manager Financial Services | 9/23/2025 | MIN25/476 (Item 12.7) | | Complete |
| Sep | Payment by employees via purchasing cards LG is to prepare a list of payments made using credit, debit or other purchasing cards, and present to the council at the next ordinary meeting of council after the list is prepared. | Local Government Act 1995 | FM Reg 13A | | Monthly | Corporate Services | Financial Services | Manager Financial Services | 9/23/2025 | MIN25/476 (Item 12.9) | | Complete |
| Sep | Emergency Services Levy - Option B Payment Due by: 21 of the month and ESL Assessment Profile Return Form A | DFES - ESL Manual of Operating Procedures | | DFES - ESL Manual of Operating Procedures | Quarterly | Corporate Services | Financial Services | Manager Financial Services | 9/19/2025 | EFT Payment Reference EF132844 | Date of EFT payment - payment included in list of payments report to November 2025 Council meeting. | Complete |
| Sep | Annual Financial Report - Last day to be submitted to Auditor Due 30 September | Local Government Act 1995 | s. 6.4(3) | | Annual | Corporate Services | Financial Services | Manager Financial Services | | | | |
| Sep | Annual Financial Report - Prepare and submit to the Auditor. Content of Annual Report to comply with FM.Reg.36(2). Due: 30/09/2024 | Local Government Act 1995 | s.6.4 FM.Reg.36 | DLGSC website - WA Local Government Accounting Manual | Annual | Corporate Services | Financial Services | Manager Financial Services | | | | |
| Sep | Waterwise Aquatic Centre Program Annual re-endorsement report to manage water efficiency and use. | Best practice. | N/A | Water Corporation Program | Annual | Corporate Services | Leisure and Cultural Services | Manager Leisure and Cultural Services | 6/19/2025 | EIN25/11289 | Craigie Leisure Centre continues to be endorsed as a Gold waterwise aquatic centre. | Complete |
| Sep | Financial Interests Register - Review Issue and review Primary Returns; Update Register - Add/remove entries; Update disclosures on website. | Local Government Act 1995 | s.5.88(3)(4) | WALGA - Governance Subscription - Guideline - Primary and Annual Returns Management DLGSC Operational Guideline No.21 Disclosure of Financial Interests in Returns | Bi-monthly | Governance and Strategy | Governance | Manager Governance | 9/30/2025 | | (INT25/30808, INT25/30810, INT25/30811 and INT17/61358) | Complete |
| Sep | Elected Members - Review Meeting Attendance Register - check EMs have not been absent for 3 consecutive meetings without Leave of Absence being granted | Local Government Act 1995 | s.2.25 | | Quarterly | Governance and Strategy | Governance | Manager Governance | 9/30/2025 | INT24/46749 | EM Council Meeting Attendance Register review. All Elected Members compliant with the requirements of s.2.25 of the LGA | Complete |
| Sep | Gifts Register - Update Register with new entries and removal of entries . | Local Government (Administration) Regulations 1996 | s5.89A r28A | | Monthly | Governance and Strategy | Governance | Manager Governance | 10/1/2025 | | | Complete |
| Sep | Elections - Nominations Open -(44th day before Election Day) First day for candidates to lodge completed nomination papers with the returning officer. Nominations are open for eight days | Local Government Act 1995 | s.4.49(a) | DLGSC Elections Timetable DLGSC Returning Officer Manual | Biennial Next due 2025 | Governance and Strategy | Governance | Manager Governance | 8/28/2025 | | Nominations opened | Complete |
| Sep | Elections - Nominations Close at 4pm on (37th day before Election Day) | Local Government Act 1995 | s.4.49(a) | DLGSC Elections Timetable DLGSC Returning Officer Manual | Biennial Next due 2025 | Governance and Strategy | Governance | Manager Governance | 9/4/2025 | | Nominations closed | Complete |
| Sep | Elections - Candidate / Donor Gift Disclosures - CEO written advice to Candidates of Elections Gift Disclosure obligations. | Local Government Act 1995 | s.4.59 Elections Regs Part 5A Form 9A | | Biennial Next due 2025 | Governance and Strategy | Governance | Manager Governance | 8/28/2025 | | emails sent to all candidates as their nomination was received. | Complete |
| Sep | Elections - Residents Roll to be prepared by Electoral Commissioner and forwarded to CEO - Due by 36th day before Election Day | Local Government Act 1995 | s.4.40(2) | DLGSC Elections Timetable DLGSC Returning Officer Manual | Biennial Next due 2025 | Governance and Strategy | Governance | Manager Governance | 8/27/2025 | | email received from WAEC with certified residents roll. | Complete |
| Sep | Elections - Owners and Occupiers Roll to be prepared and certified by CEO Due by 36th day before Election Day | Local Government Act 1995 | s.4.41(1) | DLGSC Elections Timetable DLGSC Returning Officer Manual | Biennial Next due 2025 | Governance and Strategy | Governance | Manager Governance | 8/28/2025 | | certified copy of the owners and occupiers roll provided on 28/08/2025 | Complete |
| Sep | Elections - Statewide Public Notice of Election Day by Returning Officer - between 36th and 19th day before Election Day | Local Government Act 1995 | s.4.64(1) | DLGSC Elections Timetable DLGSC Returning Officer Manual | Biennial Next due 2025 | Governance and Strategy | Governance | Manager Governance | 9/22/2025 | | election notice distributed | Complete |
| Sep | Elections - Consolidated Roll (Resident / Owners and Occupiers) at Returning Officer's discretion, to be completed by (22nd day before Election Day) | Local Government Act 1995 | s.4.38(1) Elections Reg.18 | DLGSC Elections Timetable DLGSC Returning Officer Manual | Biennial Next due 2025 | Governance and Strategy | Governance | Manager Governance | | | not required. | Not Applicable |
| Sep | Elections - Supply of Rolls - CEO to provide Returning Officer with sufficient rolls and copies to be provided free of charge to candidates and Elected Members who ask | Local Government Act 1995 | s.4.42 | | Biennial Next due 2025 | Governance and Strategy | Governance | Manager Governance | | | none requested. | Not Applicable |
| Sep | Council - Mayor to call special Council Meetings post elections for election of Deputy Mayor and appointment to Committees and external boards - Agenda - Public Notice (if required) | Local Government Act 1995 | s. 5.4 | | Biennial Next due 2025 | Governance and Strategy | Governance | Manager Governance | | | Special Council meeting called for 22 October and 3 November 2025. | Complete |

| | | | | | | | | | | | | |
|-----|--|--|----------------|--|----------------------------------|------------------------------------|----------------------|------------------------------|-----------|----------------------------|--|----------|
| Sep | Report on Waste Plan - Perth, Peel and major regional centre LGs must submit report on the implementation of their waste plan, including any or all of matters in s.44(2) required by the CEO of DWER. First due: 1 October 2021, then annually by 1 October | Waste Avoidance and Resource Recovery Act 2007 | s.44 | | Annually Due 1 October | Infrastructure Services | Waste Services | Manager Waste Services | 9/24/2025 | INT25/36958 | | Complete |
| Sep | Annual return under regulation 18C - Department of Water Environmental Regulation has accepted City of Joondalup's 2023-24 annual return under regulation 18C of the Waste Avoidance and Resource Recovery Regulation 2008. Annually by 1 October | Waste Avoidance and Resource Recovery Regulations 2008 | Regulation 18C | | Annually Due 1 October | Infrastructure Services | Waste Services | Manager Waste Services | 9/22/2025 | INT25/36958 | | Complete |
| Sep | MRRG Road Improvement and Rehabilitation and Black Spot Road Project Grants - Progress payment Certificate and Certificate of Completion with final recoupment claim to be submitted to MRWA | MRWA State Road Funds to Local Government Procedures | | | As required | Infrastructure Services | Engineering Services | Manager Engineering Services | 9/30/2025 | EMO25/61442 EMO25/61442 | | Complete |
| Sep | Appoint Bush Fire Control Officers - Review appointments and update if necessary | Bush Fires Act 1954 | s.38 | | Annual | Planning and Community Development | Community Safety | Manager Community Safety | | | | |

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| | Compliance Action | Compliance Requirement | Section / Ref | Good Practice Resources and LG Operational Procedures | Compliance Frequency | Position Title Officer Responsible for Action Compliance | Position Title Officer Responsible for Action Compliance | Position Title Officer Responsible for Action Compliance | Date Completed | Records Ref (Evidence of completion) | Comments. If Action not completed, report on plan to rectify non-compliance | Status |
|------------------------------|--|--|-------------------------------------|--|--------------------------|--|--|--|----------------|--------------------------------------|---|----------------|
| October - Take Action | | | | | | | | | | | | |
| Oct | Register of Grants and Sponsorship The CEO must keep a register of grants and sponsorship containing the information in Regulation 29G(3) of the Admin Regs. The register must be made publicly available on the City's website, and must be up-to-date as at the beginning of 1 July 2025. | Local Government (Admin) Regs 1996 | 29G | This section comes into effect on 1 July 2025 in accordance with the Local Government Regulations Amendments Regulations 2024. | Quarterly | | | | | | | |
| Oct | Register of Contracts for Goods and Services The CEO must keep a register of goods and services containing the information in Regulation 29I(3) of the Admin Regs. The register must be made publicly available on the City's website, and must be up-to-date as at the beginning of 1 July 2025. | Local Government (Admin) Regs 1996 | 29I | This section comes into effect on 1 July 2025 in accordance with the Local Government Regulations Amendments Regulations 2024. | Quarterly | Corporate Services | Financial Services | Manager Financial Services | | | | |
| Oct | Monthly Financial Report LG is to prepare each month a statement of financial activity reporting on the revenue and expenditure as set out in the annual budget under FM.Reg.22(1)(d). Presented at an Ordinary Council meeting within 2-months after the end of the month to which the statement relates. | Local Government Act 1995 | s.6.4 FM.Reg.34 | DLGSC WA Local Government Accounting Manual | Monthly | Corporate Services | Financial Services | Manager Financial Services | 10/14/2025 | MIN25/497 (Item 12.7) | | Complete |
| Oct | Payments from municipal fund or trust fund LG is to prepare a list of accounts for approval to be paid is to be prepared each month and presented to the council at the next ordinary meeting of the council after the list is prepared. | Local Government Act 1995 | FM Reg 13 | | Monthly | Corporate Services | Financial Services | Manager Financial Services | 10/14/2025 | MIN25/497 (Item 12.6) | | Complete |
| Oct | Payment by employees via purchasing cards LG is to prepare a list of payments made using credit, debit or other purchasing cards, and present to the council at the next ordinary meeting of council after the list is prepared. | Local Government Act 1995 | FM Reg 13A | | Monthly | Corporate Services | Financial Services | Manager Financial Services | 10/14/2025 | MIN25/497 (Item 12.8) | | Complete |
| Oct | Water Efficiency Management Report Annual reporting as part of the Waterwise Business Program to manage water efficiency and use | N/A | N/A | Water Corp Customer requirement | Annual - Q2 | Corporate Services | Leisure and Cultural Services | Manager Leisure and Cultural Services | | | | |
| Oct | Geothermal Licence and Operating Strategy In order for the City to hold a geothermal licence an audited GLOS is required to be put in place annually to ensure all environmental considerations are monitored and required to be reviewed every 3 years. | Rights in Water and Irrigation Act 1914 | Clause 15 / Schedule 1 | | Annual | Corporate Services | Leisure and Cultural Services | Manager Leisure and Cultural Services | | | | |
| Oct | Establishment of audit and risk committee A local government must establish a committee of its council under section 5.8 to be called the audit and risk committee. | Local Government Act 1995 | s7.1A | | Bi-Annual | Governance and Strategy | Governance | Manager Governance | 11/3/2025 | | Report presented to the Special Council meeting on 3/11/2025. | Complete |
| Oct | Gifts Register - Update Register with new entries and removal of entries . | Local Government (Administration) Regulations 1996 | s5.89A r28A | | Monthly | Governance and Strategy | Governance | Manager Governance | 11/3/2025 | | | Complete |
| Oct | Council / Committee Meeting Schedule - At least once per year, give Local Public Notice of the meeting schedule for next 12 months | Local Government Act 1995 | s.5.25(1)(g) Admin.Reg.12 | | Annual | Governance and Strategy | Governance | Manager Governance | 10/1/2025 | | Report drafted. To be presented to Council in November. | Complete |
| Oct | Review Council Member Continuing Professional Development Policy LG must review the policy after each ordinary election. | Local Government Act 1995 | s.5.128 | | Biennial: Next Due: 2025 | Governance and Strategy | Governance | Manager Governance | 10/1/2025 | | Report drafted. To be presented to Policy Committee in November | Complete |
| Oct | Elections - Close of Absent Voting / Postal Voting Applications for 'in-person' elections (4th day before Election Day) | Local Government Act 1995 | s.4.68(1)(c) Elections Reg.37(3)(4) | DLGSC Elections Timetable DLGSC Returning Officer Manual | Biennial Next due 2025 | Governance and Strategy | Governance | Manager Governance | | | Not applicable. | Not Applicable |
| Oct | Elections - Close of Early Voting 4.00pm or 'in-person' elections. | Local Government Act 1995 | s.4.71(1)(3) Elections Reg.59(2) | DLGSC Elections Timetable DLGSC Returning Officer Manual | Biennial Next due 2025 | Governance and Strategy | Governance | Manager Governance | | | Not applicable. | Not Applicable |
| Oct | Election Day - Close of Poll 6.00pm | Local Government Act 1995 | s.4.7 s.4.68(1)(e) | DLGSC Elections Timetable DLGSC Returning Officer Manual | Biennial Next due 2025 | Governance and Strategy | Governance | Manager Governance | 10/18/2025 | | | Complete |
| Oct | Elections - Result declared and published as Local Public Notice by Returning Officer as soon as practicable | Local Government Act 1995 | s.4.77 Elections Reg.80 | DLGSC Elections Timetable DLGSC Returning Officer Manual | Biennial Next due 2025 | Governance and Strategy | Governance | Manager Governance | 10/21/2025 | | Published on the WAEC website, City's website and social media. | Complete |
| Oct | Elections - Declarations of Office for new Elected Members, Shire President / Mayor and Deputy Shire President / Mayor sworn in following Election Day (2 months from declaration of result - s.2.32(c)) | Local Government Act 1995 | s.2.29 | DLGSC Elections Timetable DLGSC Returning Officer Manual | Biennial Next due 2025 | Governance and Strategy | Governance | Manager Governance | 10/22/2025 | | Swearing-in ceremony held on Wednesday 22/10/2025 | Complete |
| Oct | Elections - Report to Minister (by 14th day after election) | Local Government Act 1995 | s.4.79 Elections Reg.81 | DLGSC Elections Timetable DLGSC Returning Officer Manual | Biennial Next due 2025 | Governance and Strategy | Governance | Manager Governance | 10/23/2025 | | Report 19 - completed by WAEC. Report 20 - Election of Deputy Mayor - completed on 23/10/2025 | Complete |

| | | | | | | | | | | | | |
|-----|---|--|-------------------------------------|---|----------------------------------|------------------------------------|--|--|------------|--|---|----------------|
| Oct | Primary Returns - Request new Elected Members - required to be lodged with CEO within 3 months of making Declarations of Office | Local Government Act 1995 | s.5.75(1) | WALGA - Governance Subscription Guideline - Primary and Annual Returns Management DLGSC Operational Guideline No.21 Disclosure of Financial Interests in Returns | Biennial Next due 2025 | Governance and Strategy | Governance | Manager Governance | 10/23/2025 | | Emails sent to new elected members on 23/10/2025. | Complete |
| Oct | Elections - Election Papers collected and secured in one or more parcels by Returning Officer | Local Government Act 1995 | s.4.84(a) Elections Reg.82 | DLGSC Returning Officer Manual | Biennial Next due 2025 | Governance and Strategy | Governance | Manager Governance | 10/20/2025 | | Election papers collected 20/10/2025. | Complete |
| Oct | Election of Deputy Mayor - elected from amongst the Councillors - conducted in accordance with Schedule 2.3, Div.1 - SCM - TBA | Local Government Act 1995 | s.2.11(1)(b) Schedule 2.3, Div.1 | | Biennial Next due 2025 | Governance and Strategy | Governance | Manager Governance | 10/22/2025 | | Special Council meeting held on 22/10/2025 for the purpose of electing a Deputy mayor. | Complete |
| Oct | Appointment of Elected Members to External Bodies - SCM - TBA | | | | Biennial Next due 2025 | Governance and Strategy | Governance | Manager Governance | 11/3/2025 | | Report considered at the Special Council meeting held on 3/11/2025. | Complete |
| Oct | Elections - Refund candidate deposits following advice from WAEC | Local Government (Elections) Regulations 1997 | Reg. 27 | | Biennial Next due 2025 | Governance and Strategy | Governance | Manager Governance | 11/3/2025 | | Refunds sent to Finance for processing on 3/11/2025. | In Progress |
| Oct | Electoral Gifts Register - Remove any unsuccessful candidates disclosures from Electoral Gift Register | Local Government (Elections) Regulations 1997 | Reg. 30G(3) | | Biennial Next due 2025 | Governance and Strategy | Governance | Manager Governance | | | N/A - no electoral gift declarations made. | Not Applicable |
| Oct | Gift Register - Review After a person ceases to be an Elected Member [s.5.87A] or CEO [s.5.87B] required to disclose gifts, the CEO is required to remove from the register all records relating to that person. These records must be retained as LG records for a period of at least 5-years and be made available for public inspection. | Local Government Act 1995 | s.5.89A(6) & (7) | | Biennial Next due 2025 | Governance and Strategy | Governance | Manager Governance | | | | In Progress |
| Oct | FOI Statement - Commence review City's Information Statement (and FOI processes) | Freedom of Information Act 1992 | s94-97 | | Annual | Governance and Strategy | Governance | Manager Governance | 10/1/2025 | | Review of FOI Statement commenced. | In Progress |
| Oct | Elected Member Induction - Provide an induction for newly elected Councillors. | n/a | n/a | WALGA website - Webinar Introduction to the Local Government Act for Elected Members | Biennial Next due 2025 | Governance and Strategy | Governance | Manager Governance | 10/23/2025 | | Elected Member Induction Program commenced on 23/10/2025 | In Progress |
| Oct | Waterwise Council Program Annual re-endorsement report to manage water efficiency and waterwise practices. | Best practice. | N/a | Water Corporation Program | Annual | Governance and Strategy | Strategic and Organisational Development | Manager Strategic & Organisational Development | | | Annual review completed and submitted to Water Corporation in September 2025. | Complete |
| Oct | Annual Performance Review - CEO & Staff Development Review - Audit | Local Government Act 1995 | s. 5.38 | | half-yearly | Governance and Strategy | Governance | Manager Human Resource Services | | | report at october status Final Review 570 25/26 Agreement 326 Mid-Year Review (Agreement COMPLETED) 365 | In Progress |
| Oct | Local Emergency Management - Annual report of Local emergency management committee | Emergency Management Act 2005 | s. 40 (1) | | Annual | Infrastructure Services | Asset Management | Manager Asset Management | 7/2/2025 | INT25/24948 | | Complete |
| Oct | ABS - Submit quarterly road construction report to Australian Bureau of Statistics | | | | Quarterly | Infrastructure Services | Engineering Services | Manager Engineering Services | 10/10/2025 | | Online submission, no record ref. available | Complete |
| Oct | MRRG Road Improvement and Rehabilitation and Black Spot Road Project Grants - Submit quarterly report | MRWA State Road Funds to Local Government Procedures | | | Quarterly | Infrastructure Services | Engineering Services | Manager Engineering Services | 10/10/2025 | EMO25/64119 | | Complete |
| Oct | MRRG Road Improvement and Rehabilitation and Black Spot Road Project Grants - Progress payment Certificate and Certificate of Completion with final recoupment claim to be submitted to MRWA | MRWA State Road Funds to Local Government Procedures | | | As required | Infrastructure Services | Engineering Services | Manager Engineering Services | | | | |
| Oct | Roads to Recovery - Online submission expenditure report and forecast for the next quarter | Roads to Recovery Act 2000 (Clth) | | | Quarterly | Infrastructure Services | Engineering Services | Manager Engineering Services | | | | |
| Oct | Metropolitan Regional Road Group (MRRG) Road Improvement Grant Funding - Submit Road Rehabilitation Grant Submission to Main Roads | MRWA State Road Funds to Local Government Procedures | | | Annual | Infrastructure Services | Engineering Services | Manager Engineering Services | | | | |
| Oct | Bush Fires - Advertise prohibited burning times | Bush Fires Act 1954 | s. 17(8) | | Annual | Planning and Community Development | Community Safety | Manager Community Safety | 9/12/2025 | INT25/40126, INT25/40128, INT25/40130, INT25/40131, INT25/40132. | | Complete |
| Oct | Bush Fires - Fire Break Notices - Advertise - Local Public Notice | Bush Fires Act 1954 | s. 33 | | Annual | Planning and Community Development | Community Safety | Manager Community Safety | 9/12/2025 | INT25/40126, INT25/40128, INT25/40130, INT25/40131, INT25/40132. | | Complete |

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Behind Schedule
Not Applicable

| | Compliance Action | Compliance Requirement | Section / Ref | Good Practice Resources and LG Operational Procedures | Compliance Frequency | Directorate | Business Unit | Position Title Officer Responsible for Action Compliance | Date Completed | Records Ref (Evidence of completion) | Comments. If Action not completed, report on plan to rectify non-compliance | Status |
|-----|--|--|--|---|---------------------------|-------------------------|------------------------------------|--|----------------|--------------------------------------|---|--------|
| | November - Take Action | | | | | | | | | | | |
| Nov | Public Interest Disclosure Officer- CEO must appoint a specified position with the authority as the person responsible for receiving public interest disclosures. PID Officer Declaration Form must be completed and provided to the PSC Commissioner | Public Interest Disclosure Act 2003 | s.23(1)(a) | Public Sector Commission Website - PID Officer's Code of Conduct and Integrity Public Sector Commission Website - PID Officer's Declaration Form | Annual | Office of the CEO | Audit, Risk and Executive Services | Manager Audit, Risk and Executive Services | | | | |
| Nov | Public Interest Disclosure Procedures - LG must prepare and publish internal procedures relating to the LG's obligations under the PID Act. Procedures must be consistent with the Commissioner's Guidelines. | Public Interest Disclosure Act 2003 | s.21 and s.23(1)(e), (2) | Public Sector Commission Website - Commissioner's Guidelines for Public Authorities | Annual | Office of the CEO | Audit, Risk and Executive Services | Manager Audit, Risk and Executive Services | | | | |
| Nov | Monthly Financial Report LG is to prepare each month a statement of financial activity reporting on the revenue and expenditure as set out in the annual budget under FM.Reg.22(1)(d). Presented at an Ordinary Council meeting within 2-months after the end of the month to which the statement relates. | Local Government Act 1995 | s.6.4 FM.Reg.34 | DLGSC website - WA Local Government Accounting Manual | Monthly | Corporate Services | Financial Services | Manager Financial Services | | | | |
| Nov | Payments from municipal fund or trust fund LG is to prepare a list of accounts for approval to be paid is to be prepared each month and presented to the council at the next ordinary meeting of the council after the list is prepared. | Local Government Act 1995 | FM Reg 13 | | Monthly | Corporate Services | Financial Services | Manager Financial Services | | | | |
| Nov | Payment by employees via purchasing cards LG is to prepare a list of payments made using credit, debit or other purchasing cards, and present to the council at the next ordinary meeting of council after the list is prepared. | Local Government Act 1995 | FM Reg 13A | | Monthly | Corporate Services | Financial Services | Manager Financial Services | | | | |
| Nov | Annual Financial Report - Audit by 31 December An auditor is required to examine the accounts and annual financial report and provide a report by 31 December | Local Government Act 1995 | s.7.9 s.7.12AB | DLGSC website - WA Local Government Accounting Manual | Annual | Corporate Services | Financial Services | Manager Financial Services | | | | |
| Nov | Annual Report - Auditor Report CEO Certified After the annual financial statements have been audited, the CEO is to sign and append to the auditors report a declaration (Form 1). | Local Government Act 1995 | Fin.Mgt.Reg.51(1) | DLGSC website - WA Local Government Accounting Manual | Annual | Corporate Services | Financial Services | Manager Financial Services | | | | |
| Nov | Safety Assessment and Improvement Plan Conducted in partnership with LGIS and Royal Life Saving WA to review the safety standards of aquatic centres against the Code of Practice, Chlorine gas Astandards and Health regulations | N/A | N/A | LGIS Member service | Annual | Corporate Services | Leisure and Cultural Services | Manger Leisure and Cultural Services | | | | |
| Nov | Audit - Auditor's Report to Council via Audit Committee Prepare report, presenting the Auditor's report that: • determines any matters raised by the audit report; and • stating what action is taken in respect of those matters | Local Government Act 1995 | s.7.12A(3) s.7.13 | | Annual or as required | Corporate Services | Financial Services | Manager Financial Services | | | | |
| Nov | Gifts Register - Update Register with new entries and removal of entries . | Local Government (Administration) Regulations 1996 | s5.89A r28A | | Monthly | Governance and Strategy | Governance | Manager Governance | | | | |
| Nov | Elections - Destruction of Election Papers - parcels which are more than 4 years old may be destroyed, supervised by CEO and witnessed by at least 2 employees OR to secure paper destruction company | Local Government Act 1995 | s.4.84(a) Elections Reg.82 | DLGSC website - Returning Officer Manual | Biennial Next due 2025 | Governance and Strategy | Governance | Manager Governance | | | | |
| Nov | Establishment of Audit Committee - following Elections, Council must establish an Audit Committee - with membership of 3 or more persons, by Absolute Majority, and appoint committee members and deputies. Each Elected Member is entitled to be a member of at least one committee. | Local Government Act 1995 | s.7.1A s.5.8 s.5.9 s.5.10 s.5.11A s.5.11 | | Biennial Next due 2025 | Governance and Strategy | Governance | Manager Governance | | | | |
| Nov | Establishment of Committees - following Elections, Council may establish committees (other than Audit) of 3 or more persons, by Absolute Majority, and appoint committee members and deputies. Each Elected Member is entitled to be a member of at least one committee. | Local Government Act 1995 | s.5.8 s.5.9 s.5.10 s.5.11A s.5.11 | | Biennial Next due 2025 | Governance and Strategy | Governance | Manager Governance | | | | |
| Nov | Establishment of Committees - Each committee has been established with a Terms of Reference, that details the purpose of the Committee and the scope of matters that the Committee will deal with. | Local Government Act 1995 | s.5.8 | | Biennial Next due 2025 | Governance and Strategy | Governance | Manager Governance | | | | |

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|-----|---|--|--|---|----------------------------------|-------------------------|----------------------|------------------------------|--|--|--|
| Nov | Election of Committee Presiding Members and deputies - conducted in accordance with Schedule 2.3, Div.1 | Local Government Act 1995 | s.5.12 Schedule 2.3, Div.1 | | Biennial Next due 2025 | Governance and Strategy | Governance | Manager Governance | | | |
| Nov | Election Papers - election of Deputy Mayor and Committee Presiding Members and deputies - Election Papers collected and secured in parcels | Local Government Act 1995 | s.4.84(a) Elections Reg.82 | | Biennial Next due 2025 | Governance and Strategy | Governance | Manager Governance | | | |
| Nov | Elections - Enrolment Eligibility Claims (Owners and Occupiers) Register - Review register and take action re expired Eligibility Claims (no longer property owner / claim based on occupation or nominee expired) | Local Government Act 1995 | s.4.35 Elections Regs.14 and 15 Form 6 and 7 | WALGA website - Template Enrolment Eligibility Claims Register | Biannual (Apr & Nov) | Governance and Strategy | Governance | Manager Governance | | | |
| Nov | Financial Interests Register - Review Issue and review Primary Returns; Update Register - Add/remove entries; Update disclosures on website. | Local Government Act 1995 | s.5.88(3)(4) | WALGA - Governance Subscription - Guideline - Primary and Annual Returns Management DLGSC Operational Guideline No.21 Disclosure of Financial Interests in Returns | Bi-monthly | Governance and Strategy | Governance | Manager Governance | | | |
| Nov | Gifts - Send reminder memo to staff and Elected Members re. Christmas gifts. | Local Government Act 1995 | s. 5.82 | | Yearly | Governance and Strategy | Governance | Manager Governance | | | |
| Nov | Local Emergency Management Committee - Hold committee meeting quarterly in accordance with the Act | Emergency Management Act 2005 | s. 38 | | Quarterly | Infrastructure Services | Asset Management | Manager Asset Management | | | |
| Nov | MRRG Road Improvement and Rehabilitation and Black Spot Road Project Grants - Progress payment Certificate and Certificate of Completion with final recoupment claim to be submitted to MRWA | MRWA State Road Funds to Local Government Procedures | | | As required | Infrastructure Services | Engineering Services | Manager Engineering Services | | | |

Complete
In Progress
Behind Schedule
Not Applicable

| | Compliance Action | Compliance Requirement | Section / Ref | Good Practice Resources and LG Operational Procedures | Compliance Frequency | Directorate | Business Unit | Position Title Officer Responsible for Action Compliance | Date Completed | Records Ref (Evidence of completion) | Comments. If Action not completed, report on plan to rectify non-compliance | Status |
|-----|--|--|-----------------------|--|-----------------------------------|------------------------------------|------------------------------------|--|----------------|--------------------------------------|---|----------|
| | December - Take Action | | | | | | | | | | | |
| Dec | Business Continuity Plan - Review Review the Business Continuity Plan to ensure it remains functional and is tested against current operational requirements. Last completed: 2024 Next Due: 31/12/2026 | n/a | n/a | AS/NZS 5050:2010 Business continuity – Managing disruption-related risks | Biennial Next Due: 2026 | Office of the CEO | Audit, Risk and Executive Services | Manager Audit, Risk and Executive Services | | | | |
| Dec | Monthly Financial Report LG is to prepare each month a statement of financial activity reporting on the revenue and expenditure as set out in the annual budget under FM.Reg.22(1)(d). Presented at an Ordinary Council meeting within 2-months after the end of the month to which the statement relates. | Local Government Act 1995 | s.6.4 FM.Reg.34 | DLGSC website - WA Local Government Accounting Manual | Monthly | Corporate Services | Financial Services | Manager Financial Services | | | | |
| Dec | Payments from municipal fund or trust fund LG is to prepare a list of accounts for approval to be paid is to be prepared each month and presented to the council at the next ordinary meeting of the council after the list is prepared. | Local Government Act 1995 | FM Reg 13 | | Monthly | Corporate Services | Financial Services | Manager Financial Services | | | | |
| Dec | Payment by employees via purchasing cards LG is to prepare a list of payments made using credit, debit or other purchasing cards, and present to the council at the next ordinary meeting of council after the list is prepared. | Local Government Act 1995 | FM Reg 13A | | Monthly | Corporate Services | Financial Services | Manager Financial Services | | | | |
| Dec | Emergency Services Levy - Remittance DUE by: 21st of the month Option A Remittance Report - see Form B Schedule 5 and ESL Assessment Profile Return Form A | DFES - ESL Manual of Operating Procedures | Clause 5.13. | DFES -ESL website - Manual of Operating Procedures | Monthly | Corporate Services | Financial Services | Manager Financial Services | | | | |
| Dec | Emergency Services Levy - Option B Payment Due by: 21 December and ESL Assessment Profile Return Form A | DFES - ESL Manual of Operating Procedures | | DFES -ESL website - Manual of Operating Procedures | Quarterly | Corporate Services | Financial Services | Manager Financial Services | | | | |
| Dec | Annual Report - Accepted , by Absolute Majority, by no later than 31st December 5.54 (2) If auditor's report is not avail in time for annual report to be accepted by 31/12, the AR is to be accepted by the LGA no later than 2 mths after the auditor's report becomes available. | Local Government Act 1995 | s.5.53 s.5.54 | DLGSCI website - WA Local Government Accounting Manual | Annual | Corporate Services | Financial Services | Manager Financial Services | | | | |
| Dec | Annual Report - Auditor Report to Department Executive Director Copy of the Annual Financial Report is to be submitted to the DLGSCI Executive Director within 30 days of the receipt by the CEO of the Auditors Report. | Local Government Act 1995 | FM.Reg.51(2) | DLGSC website - WA Local Government Accounting Manual | Annual | Corporate Services | Financial Services | Manager Financial Services | | | | |
| Dec | Audit - Auditor's Report Copies provided Copy of the Audit report to be provided to the President / Mayor, CEO and the Minister within 30 days of completing the audit. | Local Government Act 1995 | s.7.9 Audit.Reg.10(1) | | Annual | Corporate Services | Financial Services | Manager Financial Services | | | | |
| Dec | Elected Members - Review Meeting Attendance Register - check EMs have not been absent for 3 consecutive meetings without Leave of Absence being granted | Local Government Act 1995 | s.2.25 | | Quarterly | Governance and Strategy | Governance | Manager Governance | | | | |
| Dec | Gifts Register - Update Register with new entries and removal of entries . | Local Government (Administration) Regulations 1996 | s5.89A r28A | | Monthly | Governance and Strategy | Governance | Manager Governance | | | | |
| Dec | Information Statement LG must publish an up-to-date <i>Information Statement</i> , reviewed within every 12-months Last completed: Dec 2023 Due by: Dec 2024 | Freedom of Information Act 1992 | s.96 | | Annual | Governance and Strategy | Governance | Manager Governance | | | | |
| Dec | MRRG Road Improvement and Rehabilitation and Black Spot Road Project Grants - Progress payment Certificate and Certificate of Completion with final recoupment claim to be submitted to MRWA | MRWA State Road Funds to Local Government Procedures | | | As required | Infrastructure Services | Engineering Services | Manager Engineering Services | | | | |
| Dec | Local Emergency Management - Minor review local emergency management arrangements for the City and report to the SEMC as soon as they are prepared or amended. | Emergency Management Act 2005 | s. 41 | | Annual | Infrastructure Services | Asset Management | Manager Asset Management | | | | |
| Dec | Local Government Road Asset & Expenditure Report - Submit Expenditure Report to WALGA / Grants Commission | | | | Annual | Infrastructure Services | Asset Management | Manager Asset Management | | | | |
| Dec | Budget New - Determine Swimming Pool Inspection Fees for annual budget by 24 January | Building Amendment Regulations 2023 | Reg.53A(3) | | Annual | Planning and Community Development | Regulatory Services | Manager Regulatory Services | | | | |
| Dec | Local Heritage Survey - Updates and reviews LG must prepare a local heritage survey. LGs should have a procedure for administrative updates, ad hoc reviews, and general reviews at intervals set by the LG. | Heritage Act 2018 | s103(1), (2) | Heritage Council Guidelines for Local Heritage Surveys | Annual | Planning and Community Development | Planning Services | Manager Planning Services | 5/28/2024 | MIN24/373, INT24/33021 | Endorsed by Council on 28 May 2024 | Complete |

| | | | | | | | | | | | | |
|-----|--|----------------|--|--|--------|------------------------------------|--|--|--|--|--|--|
| Dec | Regional Homelessness Plan - Annual Review of the plan communicated to Elected Members via Desk of the CEO item after ELT approval. | Best practice. | | DLGSC website - Integrated Planning and Reporting Framework and Guidelines | Annual | Planning and Community Development | Community Development and Library Services | Manager Community Development & Library Services | | | | |
| Dec | Age-Friendly Plan - Annual Review of the plan communicated to Elected Members via Desk of CEO item after ELT approval. | Best practice. | | DLGSC website - Integrated Planning and Reporting Framework and Guidelines | Annual | Planning and Community Development | Community Development and Library Services | Manager Community Development & Library Services | | | | |

Complete
 In Progress
 Behind Schedule
 Not Applicable



Competitive analysis and benchmarking

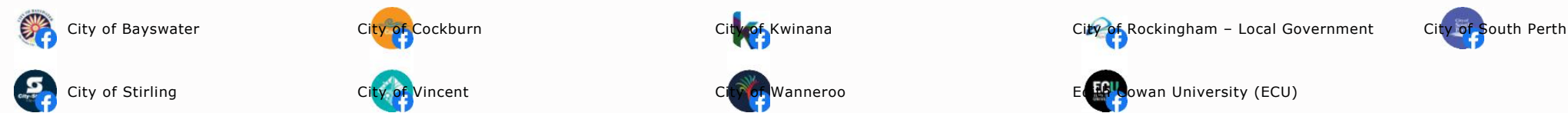
Data from 01 Aug, 2024 to 30 Jun, 2025

Your profile



Competitive analysis report in Facebook for the period August 2024 to June 30. This tool allows comparison to other Facebook business pages to track audience growth trends. The tool only allows data to be analysed for the previous 12 months. As this report was prepared in August 2025, the data below runs from 1 August to 30 June.

Competitors



Key takeaway

- The City has the highest audience growth amongst all other local governments.
- Aside from the top audience growth, this shows the City has the fourth highest number of posts for the period and third highest average engagement.

Overview

Get an overview of your efforts and how they compare to those of your competitors. Examine how often your competitors post and how that may affect engagement and audience growth.

| SOCIAL ACCOUNT | POSTS | POSTING FREQUENCY | AVERAGE ENGAGEMENT | FANS | AUDIENCE GROWTH |
|--|-------|-------------------|--------------------|---------|-----------------|
| City of Wanneroo <small>added on Jul21, 2023</small> | 747 | 2 posts/day | 39.5 | 39,136 | +8.08% |
| City of Kwinana <small>added on Jul27, 2023</small> | 740 | 2 posts/day | 33.3 | 36,063 | +5.49% |
| City of Rockingham - Local Government <small>added on Jul27, 2023</small> | 587 | 2 posts/day | 53.3 | 41,354 | +5.88% |
| City of Joondalup <small>youraccount</small> | 586 | 2 posts/day | 71.8 | 48,849 | +8.98% |
| City of Stirling <small>added on Jul24, 2023</small> | 574 | 2 posts/day | 46.2 | 54,752 | +4.24% |
| City of Vincent <small>added on Jul27, 2023</small> | 390 | 1 posts/day | 17.3 | 14,425 | +4.19% |
| City of Cockburn <small>added on Jul27, 2023</small> | 387 | 1 posts/day | 43.1 | 34,315 | +6.51% |
| City of South Perth <small>added on Jul27, 2023</small> | 331 | 1 posts/day | 17.4 | 14,294 | +5.06% |
| Edith Cowan University (ECU) <small>added on Aug31, 2023</small> | 201 | 1 posts/day | 102.2 | 196,404 | +0.42% |
| City of Bayswater <small>added on Aug31, 2023</small> | 175 | 1 posts/day | 81.7 | 19,472 | +7.21% |

Post performance

Show **Top-performing posts** by **Estimated engagement**

Review the posts from each account that got the most or the least likes, comments, and engagement. Your competitors' most successful posts can also serve as inspiration whenever you're stuck on what to publish next.

City of Joondalup
Feb 06, 01:05

The City is seeking community feedback on a proposal to change the name of Blackboy Park in Mullaloo to "Koorlangka Park". Check out the information...

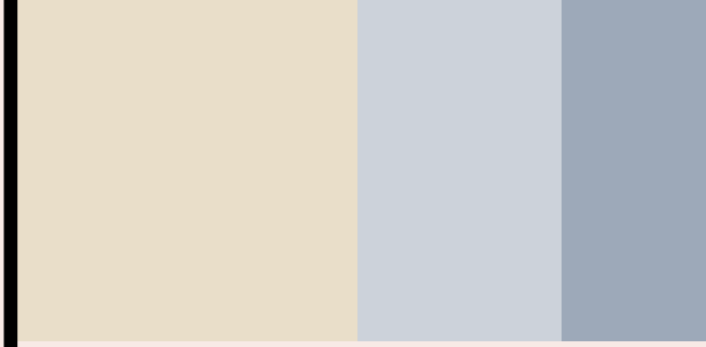


1.9K 1 105

Your post **2K** estimated engagement

City of Bayswater
Aug 01, 03:15

August signals the start of Djilba – the Noongar season of conception or growing. This is a transitional time of year, with a mix of cold, clear days ...




1.5K 24 0

22% less than yours **1.5K** estimated engagement

City of Cockburn
Nov 20, 00:50

"Spearwood is where my roots are and it's where my home is." Those are the words of legendary West Australian 'spud king', the inimitable Tony Galat...

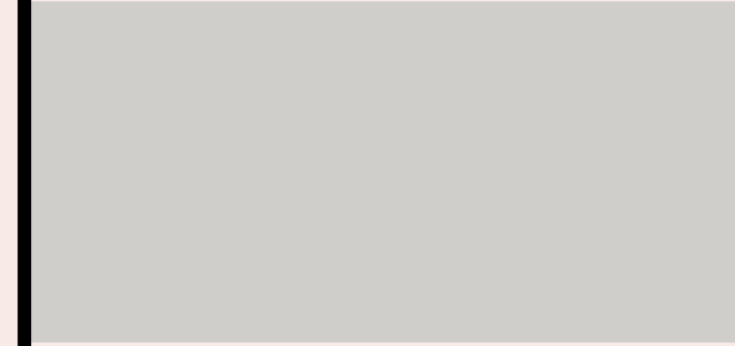


1K 115 45

40% less than yours **1.2K** estimated engagement

City of Kwinana
Nov 29, 04:00

The City has two new bird waterers to acts as sources of water for drinking and bathing for all species but are specifically designed for Carnab...

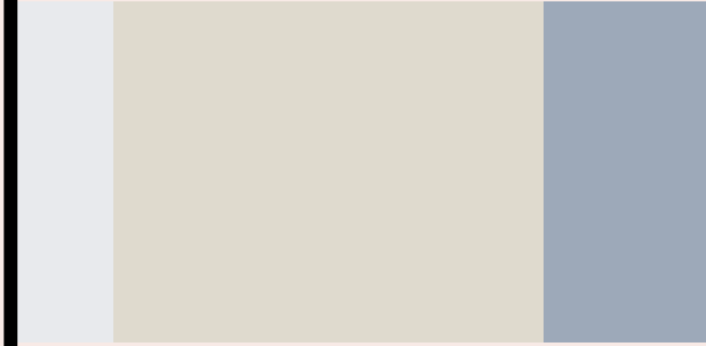


2.3K 216 284

42% more than yours **2.8K** estimated engagement

City of Rockingham – Local Government
Dec 13, 04:27

Santa's elves have been out and about hiding brand new books for all ages in parks, playgrounds and public spaces over the City of Rockingham.

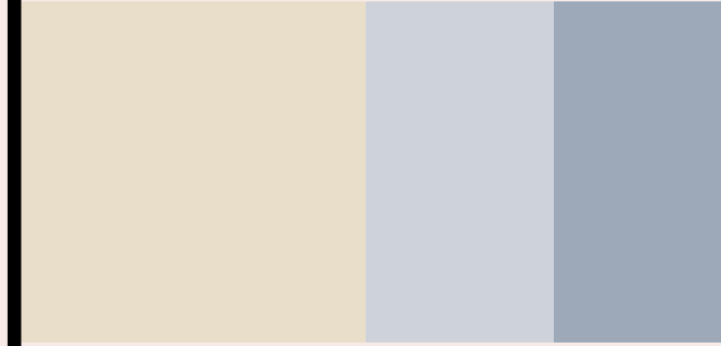


939 116 105

41% less than yours **1.2K** estimated engagement

City of South Perth
Aug 22, 03:00

Look who waddled into Hurlingham playground in South Perth today! These Australian wood ducklings are a 'goose-like' duck and like other waterbirds...

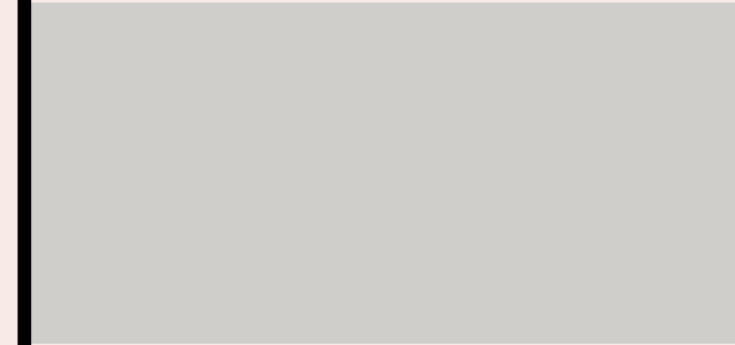


1.4K 72 88

18% less than yours **1.6K** estimated engagement

City of Stirling
May 30, 05:15

Quenda sighting at Star Swamp Reserve! A local resident has captured these fantastic photos of a Quenda foraging for food in the reserve. Thes...




1.2K 162 25

29% less than yours **1.4K** estimated engagement

City of Vincent
Jun 06, 05:54

Important notice - e-scooter trial suspended As of today (6 June 2025), our e-scooter trial has been temporarily suspended as we undertake a revi...

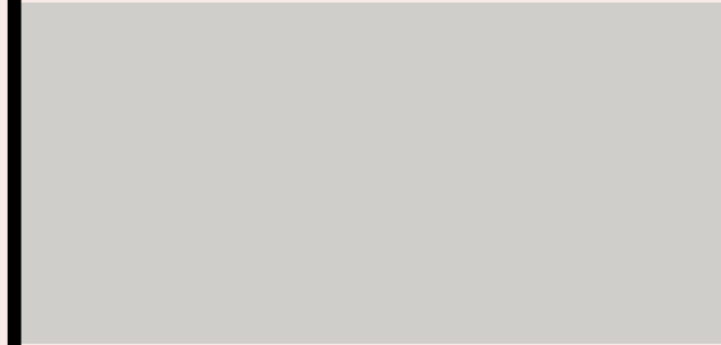


1356 10

89% less than yours **211** estimated engagement

City of Wanneroo
Mar 31, 23:00

PUBLIC NOTICE | Lake Joondalup will be renamed to Lake Wanneroo as of Monday 7 April, 2025. Enjoy your walk, run or bike around Lake Wanneroo!




2.1K 376 95

31% more than yours **2.6K** estimated engagement

Edith Cowan University (ECU)
Sep 05, 02:00

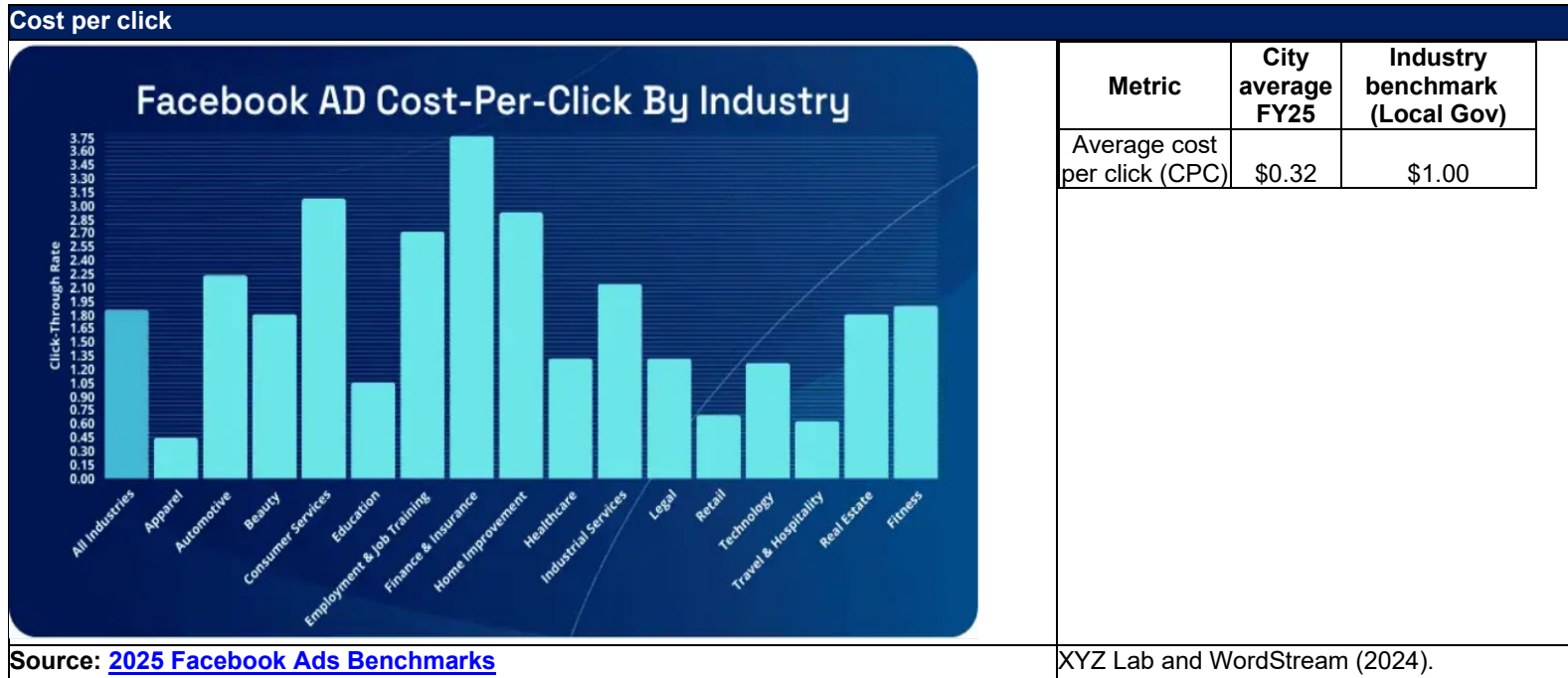
The best feeling 😊



475 40 626

42% less than yours **1.1K** estimated engagement

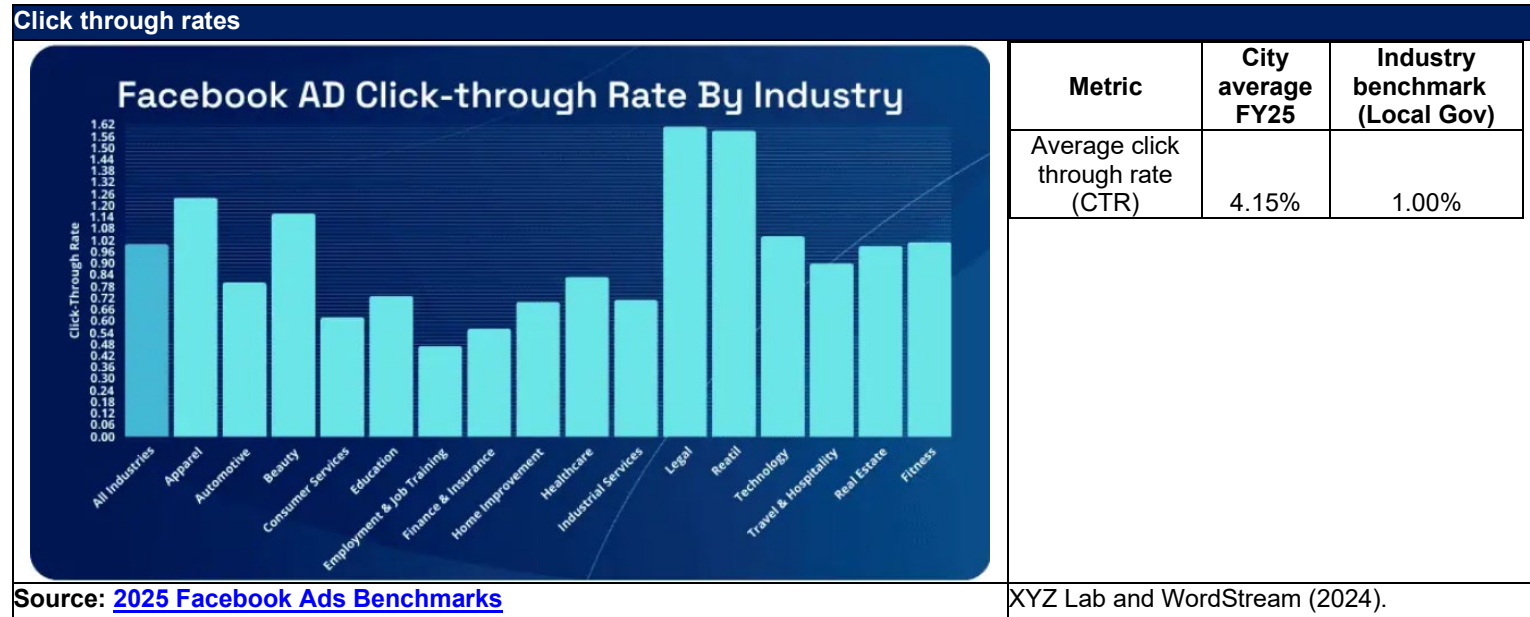
Appendix B - Facebook Ad Industry Benchmarks



Key takeaways

- The City's CPC is 68% lower than the industry benchmark, indicating highly cost-effective digital advertising performance.
- This suggests that the City's ad targeting, creative content, and platform selection are working well to attract clicks at a low cost.

Appendix B - Facebook Ad Industry Benchmarks



Key takeaways

- The City's CTR is over four times higher than the local government benchmark, indicating that its digital ads are highly engaging and relevant to the target audience.
- A high CTR suggests that the City's ad content, headlines, and calls-to-action are resonating well with users.
- Users may be more inclined to click on City ads due to strong brand familiarity or trust in the City's digital presence.
- This performance positions the City as a benchmark setter in local government digital communications.

**Appendix C - Sample of weekly monitoring reporting during Joondalup Festival - End of Festival Report
01/12/2024 – 08/04/2025**

Facebook Summary

This is a summary of how the Facebook campaigns & ads have performed based on the **spend, clicks and conversions** during the selected period

Campaign objective ▾
Campaign name: Joondalup ... (44) ▾
1 Dec 2024 - 9 Apr 2025 ▾

Campaign Breakdown

| | Campaign name | Reach | Impressions | Post engagements | Link clicks | CPC (link) | Amount spent |
|----|--|--------|-------------|------------------|-------------|------------|--------------|
| 1. | Joondalup Festival 2025 Phase Two Generic | 169.9K | 374,184 | 102,063 | 4,626 | 0.4 | 1,846.74 |
| 2. | Joondalup Festival 2025 Phase One Traffic WA | 70.9K | 181,958 | 34,741 | 3,473 | 0.35 | 1,199.96 |
| 3. | Joondalup Festival 2025 Phase One Throwback Thursday | 141.7K | 310,779 | 3,535 | 3,264 | 0.31 | 999.99 |
| 4. | Joondalup Festival 2025 The Cube Phase two | 36.8K | 72,845 | 10,689 | 2,405 | 0.29 | 699.84 |
| 5. | Joondalup Festival 2025 Phase One After School Club | 135.3K | 385,831 | 2,084 | 2,045 | 0.49 | 999.58 |
| 6. | Joondalup Festival 2025 Common People Traffic | 32.4K | 55,881 | 17,839 | 1,786 | 0.28 | 498.92 |
| 7. | Joondalup | 63.8K | 123,677 | 1,839 | 1,754 | 0.34 | 598.71 |
| | Grand total | 0 | 4,039,916 | 387,795 | 40,777 | 0.47 | 18,994.3 |

Most Engaging Ads

| | Image | Post type | Campaign name | Campaign objective | Reach | Impressions | Engagements |
|----|-------|-----------|---|--------------------|--------|-------------|-------------|
| 1. | | video | Joondalup Festival 2025 Phase Two Generic | OUTCOME_TRAFFIC | 123.3K | 300,273 | 84,394 |
| 2. | | video | Joondalup Festival 2025 Phase One Awareness WA | OUTCOME_AWARENESS | 400K | 663,959 | 70,741 |
| 3. | | video | Joondalup Festival 2025 Phase One Traffic WA | OUTCOME_TRAFFIC | 70.9K | 181,958 | 34,741 |
| 4. | | video | Joondalup Festival 2025 Tjaabi Flood Country | OUTCOME_TRAFFIC | 47.5K | 92,754 | 24,201 |
| 5. | | link | Joondalup Festival 2025 Common People Traffic | OUTCOME_TRAFFIC | 32.4K | 55,881 | 17,839 |
| 6. | | video | Joondalup Festival 2025 Common People Conversions | OUTCOME_SALES | 25.3K | 51,799 | 16,724 |
| 7. | | video | Joondalup Festival 2025 She is Strong | OUTCOME_TRAFFIC | 35.9K | 64,328 | 15,833 |
| | | | Grand total | | 0 | 4,039,916 | 387,795 |

**Sample of weekly monitoring reporting during Joondalup Festival - End of Festival Report
Engagement from paid ads - 01/12/2024 – 08/04/2025**

| Campaign name | Page engagement | Post reactions | Post comments | Post saves | Post shares | Link clicks | Follows or likes |
|--|-----------------|----------------|---------------|------------|-------------|---------------|------------------|
| Joondalup Festival 2025 Lady Macbeth Plays Wing Defence | 464 | 29 | 8 | 2 | 4 | 419 | 2 |
| Joondalup Festival 2025 Little Ho o Ha Phase one | 529 | 22 | | | | 505 | 2 |
| Joondalup Festival 2025 Randy Felt face | 423 | 23 | 6 | 1 | 5 | 377 | 11 |
| Joondalup Festival 2025 Tjaabi Flood | 287 | 4 | 1 | 1 | 2 | 279 | |
| Uptown Express Joondalup Festival | 3,037 | 96 | 15 | 13 | 8 | 2,877 | 28 |
| Joondalup Festival 2025 Anything 'Yo u Can Do | 30,333 | 50 | 1 | 2 | 2 | 501 | 1 |
| Joondalup Festival 2025 Lady Macbeth Played Wing Defence Conversions | 3,107 | 15 | 3 | 2 | 3 | 404 | |
| Joondalup Festival 2025 One Man Circus Conversions | 841 | 32 | 2 | | | 806 | 1 |
| Joondalup Festival 2025 Confessions of a Magician Conversions | 376 | 17 | 1 | 2 | | 354 | 2 |
| Joondalup Festival 2025 The Waiting Room Conversions | 251 | 10 | 1 | | 1 | 237 | 2 |
| Joondalup Festival 2025 Randy Felt face Conversions | 145 | 13 | 3 | 3 | 3 | 119 | 4 |
| Joondalup Festival 2025 The Little Ho o Ha Conversions | 461 | 12 | 1 | | 1 | 446 | 1 |
| Joondalup Festival 2025 Right Night | 573 | 33 | 5 | 2 | 4 | 523 | 6 |
| Joondalup Festival 2025 Anything 'Yo u Can Do Conversions | 8,295 | 37 | 2 | 4 | 1 | 356 | 2 |
| Joondalup Festival 2025 Tjaabi Flood Conversions | 282 | 3 | | | | 279 | |
| Joondalup Festival 2025 The Cube Phase two | 30,700 | 64 | 6 | 3 | 4 | 2,405 | 11 |
| Joondalup Festival 2025 The Waiting Room | 15,675 | 25 | 7 | 4 | 4 | 1,533 | 1 |
| Joondalup Festival 2025 She is Strong Traffic | 15,836 | 48 | 4 | 4 | 8 | 971 | 3 |
| Joondalup Festival 2025 Tjaabi Flood Country | 24,208 | 100 | 12 | 10 | 15 | 1,371 | 7 |
| Joondalup Festival 2025 Generic Phase 3 | 1,852 | 68 | 3 | 8 | 6 | 1,754 | 13 |
| Joondalup Festival 2025 The Waiting Room Conversions | 3,726 | 5 | 1 | 1 | | 298 | |
| Joondalup Festival 2025 Common People Traffic | 17,840 | 26 | 5 | | 3 | 1,786 | 1 |
| Post: Joondalup Festival 2025 Throwback Thursdays Traffic | 217 | 9 | | 1 | 1 | 179 | |
| Post: Joondalup Festival 2025 Characters | 9,769 | 28 | 10 | 4 | 13 | 950 | 4 |
| Joondalup Festival 2025 Common People Conversions | 36,726 | 53 | 5 | 1 | 8 | 885 | 2 |
| Joondalup Festival 2025 Phase One Awareness WA | 70,742 | 52 | | | | 186 | 1 |
| Joondalup Festival 2025 Phase One Traffic WA | 34,836 | 243 | 20 | 34 | 54 | 3,473 | 96 |
| Joondalup Festival 2025 Phase One Common People | 11,694 | 38 | 5 | 2 | 3 | 1,140 | 7 |
| Event: FEAST Joondalup Festival | 209 | 11 | 1 | | 2 | 194 | 1 |
| Event: Common People Joondalup Festival | 76 | 21 | | | 2 | 53 | |
| Event: Spray it Forward Joondalup Festival | 112 | 7 | | | 1 | 104 | |
| Event: Throwback Thursday Joondalup Festival | 116 | 5 | 1 | 1 | | 108 | 1 |
| Event: The Cube Joondalup Festival | 212 | 20 | 2 | 1 | 2 | 178 | 9 |
| Joondalup Festival 2025 Phase One Feast | 1,841 | 78 | 3 | 3 | 2 | 1,744 | 11 |
| Joondalup Festival 2025 Phase One Throwback Thursday | 3,552 | 190 | 14 | 24 | 43 | 3,264 | 17 |
| Joondalup Festival 2025 Phase One After School Club | 2,094 | 33 | 1 | 4 | 1 | 2,045 | 10 |
| Joondalup Festival 2025 Phase One The Cube | 1,685 | 73 | 7 | 5 | 11 | 1,570 | 19 |
| Joondalup Festival 2025 Phase Two Generic | 102,113 | 282 | 17 | 34 | 27 | 4,626 | 50 |
| Post: Joondalup Festival 2025 One man circus | 309 | 20 | 1 | 4 | 1 | 259 | 4 |
| Post: Joondalup Festival 2025 Throwback Thursdays | 1,741 | 251 | 40 | 33 | 40 | 1,264 | 7 |
| Joondalup Festival 2025 FEAST Phase 3 Conversions | 436 | 15 | 1 | | | 418 | 2 |
| Post: Joondalup Festival 2025 Choose your own adventure | 6,969 | 36 | 2 | 1 | 4 | 226 | 7 |
| Joondalup Festival 2025 Choose your own adventure Traffic | 5,414 | 34 | 7 | 1 | 2 | 1,246 | 4 |
| Joondalup Festival 2025 The Waiting Room Phase one | 3 | | | | | 3 | |
| Joondalup Festival 2025 Confessions of a Magician | 597 | 48 | 2 | 3 | 1 | 542 | 1 |
| Joondalup Festival 2025 The Waiting Room Phase one Traffic | 454 | 44 | 4 | 1 | 4 | 397 | 4 |
| | 391,168 | 2,363 | 290 | 219 | 296 | 43,664 | 364 |

**Sample of weekly monitoring reporting during Joondalup Festival - End of Festival Report
Performance from paid ads - 01/12/2024 – 08/04/2025**

| Campaign name | Reach | Frequency | Impressions | CPM | Clicks (all) | CTR (all) | CPC (all) (AUD) |
|---|-------------|------------------|---------------|---------------|--------------|---------------|-----------------|
| Joondalup Festival 2025 Lady Macbeth Plays Wink Defence | 27,638 | 1.36 | 37,589 | \$5.24 | 1,538 | 4.09% | \$0.13 |
| Joondalup Festival 2025 Little Hoo Ha Phase one | 27,472 | 4.05 | 111,203 | \$3.94 | 1,005 | 0.90% | \$0.44 |
| Joondalup Festival 2025 Randy Reliance | 23,058 | 1.67 | 38,570 | \$5.18 | 1,521 | 3.90% | \$0.13 |
| Joondalup Festival 2025 Tjaabi Flood | 19,547 | 3.22 | 62,993 | \$3.17 | 395 | 0.62% | \$0.51 |
| Joondalup Festival 2025 Anything You Can Do | 12,824 | 1.81 | 23,196 | \$10.69 | 2,520 | 10.86% | \$0.10 |
| Joondalup Festival 2025 Lady Macbeth Plays Wink Defence Conversions | 22,354 | 1.66 | 37,100 | \$9.43 | 1,242 | 3.34% | \$0.28 |
| Joondalup Festival 2025 One Man Circus Conversions | 20,730 | 1.21 | 25,024 | \$9.99 | 2,249 | 8.96% | \$0.11 |
| Joondalup Festival 2025 Confessions of a Magician Conversions | 28,231 | 2.17 | 61,163 | \$6.54 | 877 | 1.43% | \$0.46 |
| Joondalup Festival 2025 The Waiting Room Conversions | 19,434 | 1.97 | 38,194 | \$6.54 | 775 | 2.02% | \$0.32 |
| Joondalup Festival 2025 Randy Reliance Conversions | 11,445 | 1.47 | 35,813 | \$5.93 | 436 | 2.59% | \$0.23 |
| Joondalup Festival 2025 The Little Hoo Ha Conversions | 33,008 | 1.77 | 58,433 | \$6.85 | 785 | 1.34% | \$0.51 |
| Joondalup Festival 2025 Right Night | 33,615 | 1.89 | 63,502 | \$5.51 | 1,366 | 2.15% | \$0.26 |
| Joondalup Festival 2025 Anything You Can Do Conversions | 9,497 | 2.84 | 26,995 | \$12.72 | 1,798 | 6.51% | \$0.20 |
| Joondalup Festival 2025 Tjaabi Flood Conversions | 13,021 | 2.78 | 36,292 | \$6.89 | 297 | 0.81% | \$0.84 |
| Joondalup Festival 2025 The Cube Phase two | 36,785 | 1.98 | 72,846 | \$9.61 | 4,565 | 6.26% | \$0.15 |
| Joondalup Festival 2025 The Waiting Room | 35,960 | 1.66 | 59,894 | \$8.34 | 4,379 | 7.31% | \$0.11 |
| Joondalup Festival 2025 She is Strong Traffic | 35,871 | 1.79 | 64,328 | \$7.77 | 1,770 | 2.75% | \$0.28 |
| Joondalup Festival 2025 Tjaabi Flood Country | 47,545 | 1.95 | 92,754 | \$6.47 | 2,732 | 2.94% | \$0.22 |
| Joondalup Festival 2025 Generic Phase 3 | 63,784 | 1.94 | 123,677 | \$4.84 | 3,242 | 2.62% | \$0.18 |
| Joondalup Festival 2025 The Waiting Room Conversions | 8,675 | 2.60 | 22,546 | \$11.02 | 813 | 3.60% | \$0.31 |
| Joondalup Festival 2025 Common People Traffic | 32,395 | 1.72 | 55,881 | \$8.93 | 2,932 | 5.24% | \$0.17 |
| Post: Joondalup Festival 2025 Throwback Thursdays Traffic | 10,100 | 2.48 | 25,076 | \$7.96 | 361 | 1.43% | \$0.55 |
| Post: Joondalup Festival 2025 Characters | 26,054 | 2.18 | 56,806 | \$7.04 | 2,465 | 4.32% | \$0.16 |
| Joondalup Festival 2025 Common People Conversions | 25,280 | 2.05 | 51,799 | \$7.71 | 1,991 | 3.84% | \$0.20 |
| Joondalup Festival 2025 Phase One Awareness WA | 399,952 | 1.66 | 663,999 | \$1.51 | 485 | 0.07% | \$2.06 |
| Joondalup Festival 2025 Phase One Traffic WA | 70,946 | 2.95 | 181,996 | \$6.59 | 8,150 | 4.47% | \$0.15 |
| Joondalup Festival 2025 Phase One Common People | 18,072 | 2.13 | 38,560 | \$7.78 | 2,115 | 5.48% | \$0.14 |
| Bent: FEAST Joondalup Festival | 2,618 | 2.37 | 6,211 | \$8.04 | 331 | 5.32% | \$0.15 |
| Bent: Common People Joondalup Festival | 1,887 | 2.30 | 4,348 | \$11.47 | 115 | 2.64% | \$0.43 |
| Bent: Spraying Forward Joondalup Festival | 1,799 | 3.72 | 6,682 | \$7.48 | 141 | 2.11% | \$0.35 |
| Bent: Throwback Thursday Joondalup Festival | 2,068 | 2.98 | 6,182 | \$8.05 | 195 | 2.52% | \$0.32 |
| Bent: The Cube Joondalup Festival | 5,762 | 1.98 | 11,071 | \$4.51 | 443 | 4.9% | \$0.11 |
| Joondalup Festival 2025 Phase One Feast | 58,663 | 3.65 | 214,148 | \$3.74 | 3,335 | 1.55% | \$0.24 |
| Joondalup Festival 2025 Phase One Throwback Thursday | 141,749 | 2.19 | 310,775 | \$3.22 | 4,941 | 1.58% | \$0.20 |
| Joondalup Festival 2025 Phase One After School Club | 135,297 | 2.85 | 385,831 | \$2.59 | 3,529 | 0.91% | \$0.28 |
| Joondalup Festival 2025 Phase One The Cube | 93,361 | 1.92 | 178,926 | \$3.35 | 2,788 | 1.55% | \$0.21 |
| Joondalup Festival 2025 Phase Two Generic | 369,880 | 2.20 | 374,184 | \$4.94 | 9,570 | 2.55% | \$0.19 |
| Post: Joondalup Festival 2025 One man circus | 6,825 | 2.43 | 35,576 | \$6.03 | 1,043 | 6.29% | \$0.10 |
| Post: Joondalup Festival 2025 Throwback Thursdays | 48,040 | 2.51 | 120,696 | \$2.48 | 10,350 | 8.50% | \$0.03 |
| Joondalup Festival 2025 FEAST Phase 3 Conversions | 15,501 | 4.30 | 66,692 | \$7.20 | 601 | 0.90% | \$0.80 |
| Post: Joondalup Festival 2025 Choose your own adventure | 10,671 | 2.68 | 28,682 | \$15.69 | 933 | 3.25% | \$0.48 |
| Joondalup Festival 2025 Choose your own adventure Traffic | 54,336 | 1.70 | 92,576 | \$5.94 | 4,938 | 5.33% | \$0.11 |
| Joondalup Festival 2025 The Waiting Room Phase one | 237 | 1.08 | 296 | \$12.92 | 3 | 1.17% | \$1.05 |
| Joondalup Festival 2025 Confessions of a Magician | 20,351 | 1.57 | 31,883 | \$7.84 | 1,062 | 3.33% | \$0.24 |
| Joondalup Festival 2025 The Waiting Room Phase one Traffic | 21,283 | 1.74 | 37,029 | \$6.67 | 1,538 | 4.15% | \$0.16 |
| 1,054,490 | 2.26 | 4,039,916 | \$7.02 | 96,686 | 3.80% | \$0.33 | |
| unique meta accounts | | | | | | | |

**Sample of weekly monitoring reporting during Joondalup Festival - End of Festival Report
GA traffic sources – whole of site - 01/12/2024 – 08/04/2025**

| <input checked="" type="checkbox"/> Session source | | <input checked="" type="checkbox"/> Sessions | <input checked="" type="checkbox"/> Engaged sessions | <input checked="" type="checkbox"/> Engagement rate |
|---|--------------------|--|--|---|
| <input checked="" type="checkbox"/> | Total | 175,758 100% of total | 75,408 100% of total | 42.9% Avg 0% |
| <input checked="" type="checkbox"/> | 1 google | 75,714 (43.08%) | 37,108 (49.21%) | 49.01% |
| <input checked="" type="checkbox"/> | 2 meta | 33,272 (18.93%) | 7,673 (10.18%) | 23.06% |
| <input checked="" type="checkbox"/> | 3 (direct) | 29,235 (16.63%) | 12,032 (15.96%) | 41.16% |
| <input checked="" type="checkbox"/> | 4 hootsuite | 8,171 (4.65%) | 2,918 (3.87%) | 35.71% |
| <input checked="" type="checkbox"/> | 5 m.facebook.com | 7,470 (4.25%) | 2,810 (3.73%) | 37.62% |
| | 6 (not set) | 4,131 (2.35%) | 1,677 (2.22%) | 40.6% |
| <input type="checkbox"/> | 7 lm.facebook.com | 1,928 (1.1%) | 1,079 (1.43%) | 55.96% |
| <input type="checkbox"/> | 8 perthisok.com | 1,811 (1.03%) | 1,266 (1.68%) | 69.91% |
| <input type="checkbox"/> | 9 l.facebook.com | 1,614 (0.92%) | 976 (1.29%) | 60.47% |
| <input type="checkbox"/> | 10 perthnow.com.au | 1,412 (0.8%) | 845 (1.12%) | 59.84% |

This shows for the period of Joondalup Festival the highest traffic sources to the Joondalup Festival website was Google (expected) and then Meta.

Sample of weekly monitoring reporting during Joondalup Festival - End of Festival Report

| Session by source | Number of sessions vs. same period last year | | | | | | | | | | | | | | | | |
|--|--|-----|------|-----|-----------|------|----------------|------|-----------------|------|---------------|------|----------------|------|---|---|--|
| <div data-bbox="362 418 831 1040"> <p>Sessions ▾ by ✔ ▾</p> <p>Session manual so... ▾</p> <p>SESSION MANUAL ... SESSIONS</p> <table border="1"> <tr><td>google</td><td>74K</td></tr> <tr><td>meta</td><td>33K</td></tr> <tr><td>hootsuite</td><td>8.2K</td></tr> <tr><td>m.facebook.com</td><td>7.5K</td></tr> <tr><td>lm.facebook.com</td><td>1.9K</td></tr> <tr><td>perthisok.com</td><td>1.8K</td></tr> <tr><td>l.facebook.com</td><td>1.6K</td></tr> <tr><td>-</td><td>-</td></tr> </table> <p style="text-align: right;">View Manual campaigns →</p> </div> | google | 74K | meta | 33K | hootsuite | 8.2K | m.facebook.com | 7.5K | lm.facebook.com | 1.9K | perthisok.com | 1.8K | l.facebook.com | 1.6K | - | - | <div data-bbox="884 418 1395 1040"> <p style="text-align: center;">Sessions</p> <hr style="border-top: 1px dashed #ccc;"/> <p style="text-align: center;">175,758</p> <p style="text-align: center;">vs. 138,404</p> <p style="text-align: center; color: green;">↑ 26.99%</p> </div> |
| google | 74K | | | | | | | | | | | | | | | | |
| meta | 33K | | | | | | | | | | | | | | | | |
| hootsuite | 8.2K | | | | | | | | | | | | | | | | |
| m.facebook.com | 7.5K | | | | | | | | | | | | | | | | |
| lm.facebook.com | 1.9K | | | | | | | | | | | | | | | | |
| perthisok.com | 1.8K | | | | | | | | | | | | | | | | |
| l.facebook.com | 1.6K | | | | | | | | | | | | | | | | |
| - | - | | | | | | | | | | | | | | | | |

Sample of weekly monitoring reporting during Joondalup Festival - End of Festival Report
GA traffic sources for ticketed events - 01/12/2024 – 08/04/2025
Throwback Thursday – this is done for each webpage of each event to monitor traffic and ad performance

| Session source ▾ + | | ↓ Sessions | Engaged sessions | Engagement rate |
|--------------------|-----------------|------------------------|------------------------|------------------|
| Total | | 6,963 100% of total | 2,400 100% of total | 34.47% Avg 0% |
| 1 | meta | 3,279 (47.09%) | 980 (40.83%) | 29.89% |
| 2 | google | 967 (13.89%) | 413 (17.21%) | 42.71% |
| 3 | boosted post | 823 (11.82%) | 213 (8.88%) | 25.88% |
| 4 | hootsuite | 728 (10.46%) | 376 (15.67%) | 51.65% |
| 5 | (direct) | 480 (6.89%) | 161 (6.71%) | 33.54% |
| 6 | m.facebook.com | 174 (2.5%) | 71 (2.96%) | 40.8% |
| 7 | (not set) ⚠ | 145 (2.08%) | 44 (1.83%) | 30.34% |
| 8 | l.instagram.com | 64 (0.92%) | 21 (0.88%) | 32.81% |
| 9 | lm.facebook.com | 53 (0.76%) | 25 (1.04%) | 47.17% |
| 10 | perthisok.com | 52 (0.75%) | 29 (1.21%) | 55.77% |

Sample of weekly monitoring reporting during Joondalup Festival - End of Festival Report

Joondalup Festival platforms – organic vs. ads – 01/12/2024 – 08/04/2025

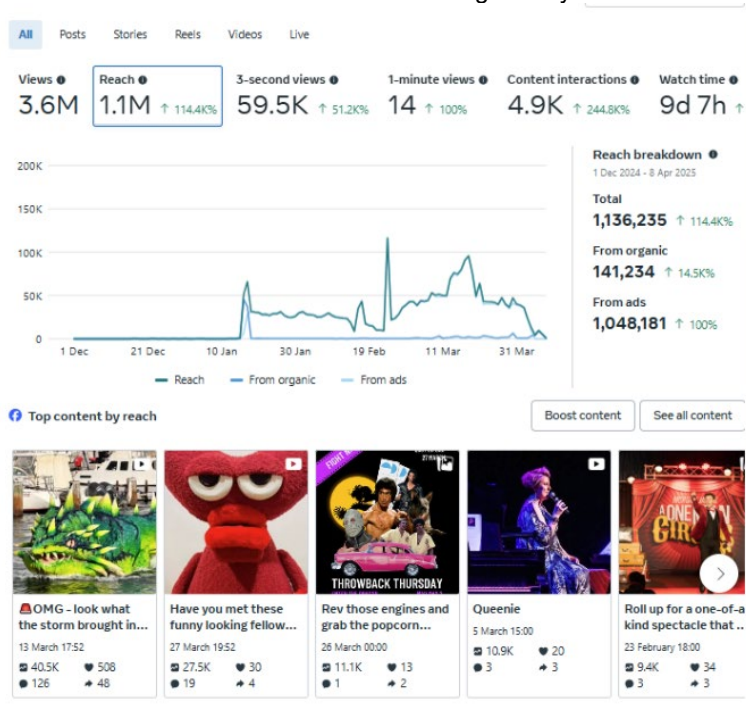
Joondalup Festival Facebook

- Reach from ads – 1,048,181
- Reach

organically

–

141,234



Sample of weekly monitoring reporting during Joondalup Festival - End of Festival Report

Joondalup Festival platforms – organic vs. ads – 01/12/2024 – 08/04/2025

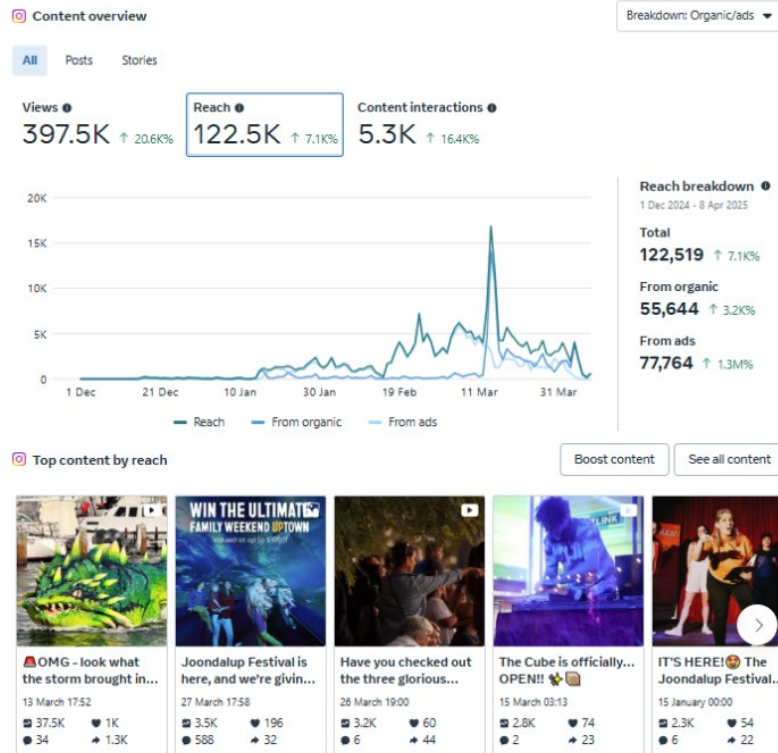
Joondalup Festival Instagram

- Reach from ads – 77,764
- Reach

organically

–

55,644



Sample of weekly monitoring reporting during Joondalup Festival - End of Festival Report**Final ticket sales**

| Event Name | Tickets sold |
|---|---------------------|
| A One Man Circus | 249 |
| A One Man Circus - Auslan | 196 |
| Adults Painting and Punch-Needling Workshop | 18 |
| Anything You Can Do | 60 |
| Anything You Can Do | 75 |
| Anything You Can Do | 71 |
| BB's Bootleg Cap Crafting | 15 |
| Chamber Choir | 155 |
| Chamber Choir | 156 |
| Choose Your Own Adventure | 13 |
| Choose Your Own Adventure | 78 |
| Common People Dance Eisteddfod | 455 |
| Common People Dance Eisteddfod - Participant Registration | 127 |
| Confessions of a Magician | 115 |
| FEAST | 40 |
| Kids Punch-Needling Workshop | 12 |
| Lady Macbeth Played Wing Defence | 240 |
| Lady Macbeth Played Wing Defence - Auslan | 225 |
| Randy and Friends | 324 |
| She is Strong | 80 |
| She is Strong | 70 |
| Skate Deck Painting Workshop | 20 |
| Skate Deck Painting Workshop | 20 |
| Teens Punch-Needling Workshop | 12 |
| The Little Hoo Haa! | 129 |
| The Waiting Room | 64 |

| | |
|------------------------------------|-------------|
| The Waiting Room | 62 |
| The Waiting Room | 54 |
| Throwback Thursdays - Bite Night | 187 |
| Throwback Thursdays - Fight Night | 74 |
| Throwback Thursdays - Fright Night | 131 |
| Tjaabi - Flood Country | 105 |
| Tjaabi - Flood Country | 95 |
| Total | 3727 |