



# Meeting attachments

## Ordinary Meeting of Council

Wednesday 13 March 2024 6pm

Part 3 of 3

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**C2403-12 MEETING PROCEDURES POLICY REVIEW**

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# Council Policy

## Meeting Procedures Policy

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# Meeting Procedures Policy

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## Part 1 - Definitions

In these meeting procedures, unless the context requires otherwise –

**Absolute majority** has the meaning given to it in the Act;

**Act** means the *Local Government Act 1995*;

**Amendment** means a change to a motion that does not negate the original motion or the intent of the original motion;

**CEO** means the Chief Executive Officer or Acting Chief Executive Officer for the City;

**City** means the City of Fremantle;

**Clause** means a clause of these meeting procedures;

**Committee** means a committee of council (established under section 5.8 of the Act);

**Council** means council of the City;

**Councillor** has the same meaning as is given to it in the Act;

**Department** means the state department responsible for administering the Act;

**Deputy Mayor** means the deputy mayor of the City;

**Elected member** means Councillor or Mayor of the City;

**Employee** has the same meaning as is given to it in the Act; **Mayor** means the mayor of the City;

**Meeting** means a meeting of council or of a committee, or an electors' meeting, as the context requires;

**Member** has the same meaning as given to it in the Act;

**Minister** means the Minister responsible for administering the Act;

**Presiding member** means –

- (a) in respect of council, the person presiding under section 5.6 of the Act, and
- (b) in respect of committee, the person presiding under sections 5.12, 5.13 and 5.14 of the Act;

**Procedural motion** means a motion that relates to how the meeting is conducted.

**Regulations** means the *Local Government (Administration) Regulations 1996*;

**Rules of Conduct Regulations** means the *Local Government (Rules of Conduct) Regulations 2007*;

**Simple majority** means more than 50% of the members present and voting;

**Special majority** has the same meaning as is given to it in the Act; and

**Substantive motion** means an original motion/recommendation relating to the business of the meeting, or an original motion as amended, but does not include a revocation or amendment motion or a procedural motion.



## **Part 2 - Meetings of council**

### **2.1 Ordinary and special council meetings**

- (1) Ordinary and special council meetings are dealt with in the Act (s5.3).

### **2.2 Calling council meetings**

- (1) The calling of council meetings is dealt with in the Act (s5.4).

### **2.3 Convening council meetings**

- (1) The convening of a council meeting is dealt with in the Act (s5.5)
- (2) Subject to subclause (3), the CEO is to give at least 72 hours' notice, for the purposes of section 5.5 of the Act, in convening a special meeting of council.
- (3) Where, in the opinion of the Mayor or at least 1/3 of the members, there is a need to meet urgently, the CEO may give a lesser period of notice of a special council meeting.

### **2.4 Calling committee meetings**

- (1) A meeting of a committee is to be held –
  - (a) if called for in a verbal or written request to the CEO by the Mayor or the presiding member of the committee, advising the date and purpose of the proposed meeting;
  - (b) if called for by at least 1/3 of the members of the committee in a notice to the CEO, setting out the date and purpose of the proposed meeting;
  - (c) in accordance with a decision of council or committee; or
  - (d) if called for by the CEO in a notice to elected members advising of the date and purpose of the proposed meeting.

### **2.5 Public notice of meetings**

- (1) Public notice of meetings is dealt with in the Regulations (r12)





### Part 2A – Electronic Meetings of council

Meetings of council may be attended and or held electronically in accordance with the *Local Government (Administration) Regulations 1996*. The following guide applies primarily when electronic meetings are held. However, Elected Members will be expected to follow the appropriate provisions of the guide when attending a meeting of Council electronically.

#### 1. Format for electronic meetings

- (a) The Mayor is to determine the electronic meeting method and is to notify the CEO of this in writing, in accordance with regulations 14D (3) & (4).
- (b) Notice of the electronic meeting is to be provided on the City's website.
- (c) Meetings that are ordinarily open to the public will be live Streamed.

#### 2. Public questions time

- (a) Meetings that are ordinarily open to the public will include a time for public questions and statements.
  - (i) Members of the public are invited to submit questions or statements in writing to the City prior to 1pm on the day of the meeting at which they would like them to be raised.
  - (ii) Questions / statements are to be submitted to the City in a format as specified by the Chief Executive Officer.
  - (iii) Questions / statements at Council Meetings can relate to any matter affecting the City.
  - (iv) Questions / statements at Special Council Meetings and Committee meetings must relate to items on the agenda for that meeting.
  - (v) You will be required to attend the meeting electronically to ask a question or make a statement.
- (vi) Responses to questions will be provided in the next relevant meeting Agenda.

#### 3. Conflicts of interest

- (a) Elected Members must complete disclosure of interest forms and submit via email, to the Agendas and Minutes Team, by 3pm on the day of the meeting.

#### 4. Procedures for elected members

- (a) Before leaving the electronic meeting an elected member is to raise their hand or indicate in the 'chat' facility of the meeting, wait for verbal acknowledgement from the Presiding Member.



- (b) Elected members who have disclosed an interest in an item and cannot vote must leave the electronic meeting in the same manner as set out in (a) above. The Presiding Member will verbally confirm that the Elected Member has disclosed a financial or proximity interest in the item and cannot participate in the discussion and / or vote and has left the videoconference for the item.
- (c) When returning to the electronic meeting, elected members must wait for the Presiding Member to acknowledge their return, by verbally confirming that the elected member has returned to the electronic meeting.
- (d) Elected Members must raise their hand or indicate in the 'chat' facility of the meeting and wait for verbal acknowledgement by the Presiding Member if they wish to:
  - (i) request to speak on an item
  - (ii) move, second or vote on an item

### **5. Matters behind closed doors**

- (a) Council may pass a motion to go behind closed doors. When this occurs any broadcasting of the meeting will cease.

## **Part 3 - Presiding member and quorum**

### **3.1 Who presides**

- (1) Who presides at a council meeting is dealt with in the Act (s5.6).

### **3.2 When the Deputy Mayor can act**

- (1) When the Deputy Mayor can act is dealt with in the Act (s5.34).

### **3.3 Who acts if no Mayor**

- (1) Who acts if there is no Mayor is dealt with in the Act (s5.35).

### **3.4 Election of presiding members of committees**

- (1) The election of presiding members of committees is dealt with in the Act (s5.12).

### **3.5 Election of deputy presiding members of committees**

- (1) The election of deputy presiding members of committees is dealt with in the Act (s.5.12)



### **3.6 Functions of deputy presiding members**

- (1) The functions of deputy presiding members are dealt with in the Act (s5.13).

### **3.7 Who acts if no presiding member**

- (1) Who acts if no presiding member is dealt with in the Act (s5.14).

### **3.8 Quorum for meetings**

- (1) The quorum for meetings is dealt with in the Act (s5.19).

### **3.9 Reduction of quorum for council meetings**

- (1) The power of the Minister to reduce the number for a quorum and certain majorities is dealt with in the Act (s5.7).

### **3.10 Reduction of quorum for committee meetings**

- (1) The reduction of a quorum for committee meetings is dealt with in the Act (s5.15)

### **3.11 Procedure where no quorum to begin a meeting**

- (1) The procedure where there is no quorum to begin a meeting is dealt with in the Regulations (r8).

### **3.12 Procedure where quorum not present during a meeting**

- (1) If at any time during a meeting a quorum is not present –
  - (a) the presiding member is immediately to suspend the proceedings of the meeting for a period of up to 15 minutes;
  - (b) if a quorum is not present at the expiry of the suspension period under subclause (a), the presiding member may either adjourn the meeting to some future time or date or may extend the suspension period for a further period of 30 minutes; and
  - (c) if a quorum is not present at the expiry of the extended period of suspension under subclause (b), the presiding member is to adjourn the meeting to a later time on the same day or to another day.

### **3.13 Names to be recorded**

- (1) At any meeting –
  - (a) at which there is not a quorum present to begin the meeting; or
  - (b) which is adjourned for want of a quorum,



the names of the members then present are to be recorded in the minutes.

## **Part 4 - Business of a meeting**

### **4.1 Business to be specified**

- (1) No business is to be transacted at any ordinary meeting of council other than that specified in the agenda, except as permitted in accordance with these meeting procedures.
- (2) No business is to be transacted at a special meeting of council other than that given in the notice of the meeting as the purpose of the meeting.
- (3) No business is to be transacted at a committee meeting other than that specified in the agenda, or in the notice of the meeting as the purpose of the meeting, except as permitted in accordance with these meeting procedures.
- (4) Where a council meeting is adjourned to the next ordinary meeting of council, the business unresolved at the meeting that is adjourned is to be given precedence at that ordinary meeting.
- (5) Where a committee meeting is adjourned to the next ordinary committee meeting, the business unresolved at the meeting that is adjourned is to be given precedence at that ordinary meeting.
- (6) Where a council or committee meeting is adjourned to a meeting not described in subclause (4) or (5), no business is to be transacted at that later meeting other than that -
  - (a) specified in the notice of the meeting that is adjourned; and
  - (b) which remains unresolved.

### **4.2 Order of business**

- (1) Ordinary Meeting of Council

Unless otherwise decided by the presiding member, the order of business at any Ordinary Meeting of Council is to be as follows:



- 1. Official opening, welcome and acknowledgement**
- 2. Attendance, apologies and leaves of absence**
  - 2.1 attendance
  - 2.2 apologies
  - 2.3 approved leave of absence
- 3. Applications for leave of absence**
- 4. Disclosures of interests**
  - 4.1 financial
  - 4.2 proximity
  - 4.3 impartiality
- 5. Responses to previous questions taken on notice**
- 6. Public question time**
- 7. Petitions**
- 8. Deputations**
  - 8.2 special deputations
  - 8.3 presentations
- 9. Confirmation of minutes**
- 10. Elected member communication**
- 11. Reports and recommendations from committees**
- 12. Reports and recommendations from officers**
- 13. Motions of which previous notice has been given**
- 14. Urgent business**
- 15. Late items**
- 16. Confidential business**
- 17. Closure**



### (2) Committee Meeting

Unless otherwise decided by the presiding member, the order of business at any Committee Meeting is to be as follows:

- 1. Official opening, welcome and acknowledgement**
- 2. Attendance, apologies and leaves of absence**
  - 2.1 attendance
  - 2.2 apologies
  - 2.3 approved leave of absence
- 3. Disclosures of interests**
  - 3.1 financial
  - 3.2 proximity
  - 3.3 impartiality
- 4. Responses to previous questions taken on notice**
- 5. Public question time**
- 6. Petitions**
- 7. Deputations**
  - 7.1 special deputations
  - 7.2 presentations
- 8. Confirmation of minutes**
- 9. Elected member communication**
- 10. Reports and recommendations**
- 11. Motions of which previous notice has been given**
- 12. Urgent business**
- 13. Late items**
- 14. Confidential business**
- 15. Closure**



### 4.3 Notices of motions

- (1) Unless the Act, Regulations or this policy otherwise provide, a member may raise at a meeting such business of the City as they consider appropriate, in the form of a motion, of which notice has been given in writing to the CEO.
- (2) A notice of motion under subclause (1) is to be given at least 7 working days before the meeting at which the motion is moved.
- (3) A notice of motion must relate to the good government for persons in the district.
- (4) The CEO –
  - (a) with the concurrence of the Mayor, may propose, for determination by the meeting at which it is to be considered, the dismissal of any notice of motion that they consider to be out of order, or irrelevant, for the purposes of these meeting procedures; and
  - (b) may propose, for determination by the meeting at which it is to be considered, such amendments to the form, but not the substance, as will bring the motion into due form.
- (5) A motion is not out of order because the content involved is considered to be objectionable.
- (6) A motion is to lapse unless –
  - (a) the member who gave notice of it, or some other member authorised by them in writing, moves the motion when called on; or
  - (b) council or committee on a motion agrees to defer consideration of the motion to a later stage or date.
- (7) A motion is to be presented in the first instance to the appropriate committee for consideration before final determination by council.
  - (a) Unless the presiding member has approved the motion to be presented directly to council.

### 4.4 New business of an urgent nature

- (1) In cases of extreme urgency or other special circumstances, matters may, on a motion that is carried by the meeting, be raised without notice and decided by the meeting.
- (2) In subclause (1), “cases of extreme urgency or other special circumstances” means matters –
  - (a) that have arisen after the preparation of the agenda that are considered by the meeting to be of such importance and urgency that they are unable to be dealt with administratively by the City and must be considered and dealt with by council before the next meeting; and



- (b) that, if not dealt with at the meeting, are likely to –
    - (i) have a significant adverse effect (financially or otherwise) on the City; or
    - (ii) result in a contravention of a written law.
- (3) Before debate begins on a matter under this clause that is not the subject of a written employee report to the meeting –
  - (a) the presiding member is to ask the CEO to give; and
  - (b) the CEO, or the CEO's nominee, is to give, a verbal report to the meeting.
- (4) The minutes of the meeting are to include –
  - (a) a summary of the verbal report and any recommendations of the CEO or the CEO's nominee; and
  - (b) the reasons for any decision made at the meeting that is significantly different from any recommendations of the CEO or the CEO's nominee.

### 4.5 Late items

- (1) In cases, where information is received after the finalisation of an agenda, that is considered by the CEO to be necessary for a meeting to consider, matters may, on a motion that is carried by the meeting, be raised and decided by the meeting when –
  - (a) a supporting report is provided, and
  - (b) the report has been distributed to elected members a minimum of 24 hours before the meeting is to begin.
- (2) The minutes of the meeting are to include –
  - (a) the reasons for any decision made at the meeting that is significantly different from any recommendations made in the supporting report.

### 4.6 Adoption by “en bloc” resolution

- (1) In this clause adoption “en bloc” means –
  - (a) a resolution of council that has the effect of adopting, for each of a number of specifically identified reports, the committee or employee recommendation as council resolution; and
  - (b) a resolution of a committee that has the effect of adopting, for each of a number of specifically identified reports, the employee recommendation as the committee resolution.
- (2) Council or committee may pass an “en bloc” resolution providing that the required majority is met.





- (3) An adoption by “en bloc” resolution may not be used for a matter –
  - (a) in which a financial or proximity interest has been disclosed;
  - (b) that is a matter on which a member wishes to make a statement; or
  - (c) that is a matter on which a member wishes to move a motion that is different to the recommendation.

### **4.7 Closure – time limits for council or committee meetings**

- (1) A committee or council meeting will not last longer than 3 hours unless a resolution by the meeting is made to extend this time. Where 3 hours is reached while a motion is under consideration then the meeting may continue until the final determination of that motion.

## **Part 5 - Public participation at meetings not being held electronically**

Deputations, presentations, statements or questions relating to a tenderer that seek to influence a decision of Council or Committee, in relation to the awarding of a tender to procure goods and / or services by the City of Fremantle, will NOT be permitted by the presiding member.

### **5.1 Meetings generally open to the public**

- (1) Meetings being generally open to the public is dealt with in the Act (s5.23)

### **5.2 Meetings not open to the public**

- (1) The CEO may, at any time, recommend that a meeting or part of a meeting be closed to members of the public
- (2) The council or committee, in one or more of the circumstances dealt with in the Act, may at any time, by resolution, decide to close to members of the public a meeting or part of a meeting.
- (3) A resolution under this clause may be made without notice of the relevant motion.
- (4) Unless council or committee resolves otherwise, once the meeting is reopened to members of the public the presiding member is to ensure that –
  - (a) any resolution of council or committee made while the meeting was closed is to be read out; and
  - (b) the vote of a member or members is recorded in the minutes.

### **5.3 Question time for the public**

- (1) Question time for the public is dealt with in the Act. (S5.24)



### **5.4 Question time for the public at certain meetings**

- (1) Question time for the public at certain meetings is dealt with in the Regulations.(r5)

### **5.5 Minimum question time for the public**

- (1) Minimum question time for the public is dealt with in the Regulations. (r6)

### **5.6 Procedures for question time for the public**

- (1) Procedures for question time for the public are dealt with in the Regulations. (r7)

### **5.7 Other procedures for question time for the public**

- (1) The presiding member may determine the order in which members of the public are invited to ask questions.
- (2) A member of the public who wishes to ask a question or make a statement during question time must –
  - (a) first state their name and Suburb;
  - (b) direct the question or statement to the presiding member;
  - (c) ask the question or make the statement briefly and concisely;
- (3) Each member of the public is entitled to ask questions or make public statements for up to 3 minutes before other members of the public will be invited to ask their questions or make their statements.
- (4) A member of the public may give prior written notice to the CEO of the text or substance of a question or statement that they wish to ask at a meeting.
- (5) Unless the presiding member determines otherwise, a question or statement of which prior written notice has been given to the CEO is to be given priority in question time.
- (6) Where a member of the public gives written notice of a question or statement, the presiding member may determine that the question or statement is to be responded to as normal business correspondence.
- (7) A question may be taken on notice by council or committee for later response.



- (8) When a question is taken on notice, the CEO is to ensure that –
  - (a) a written response is given to the person who asked the question; and
  - (b) a summary of the response is included in the agenda for the next meeting of council or committee.
- (9) A response to a question or statement –
  - (a) is to be brief and concise; and
  - (b) is not to be the subject of any discussion, except that if in the opinion of a member, false information or any adverse reflection is contained in any question asked or comments made by a member of the public, then (through the presiding member) the member may correct or clarify the matter.
- (10) Where a response to a question is given at a meeting, a summary of the question and the response is to be included in the minutes.
- (11) The presiding member may decide that a question is not to be responded to where –
  - (a) the same or similar question was asked at a previous meeting, a response was provided and the person who asked the question is directed to the minutes of the meeting at which the response was provided;
  - (b) it is in the form of a statement, provided that the presiding member has taken reasonable steps to assist the person to phrase the statement as a question; or
  - (c) the question is offensive or defamatory in nature, or is one which, if asked by a member, would be in breach of this policy or any law.
- (12) The presiding member may extend public question time.

### **5.8 Distinguished visitor**

- (1) If a distinguished visitor is present at a meeting of council or a committee, the presiding member –
  - (a) may invite the distinguished visitor to sit beside the presiding member or at the council table;
  - (b) may acknowledge the presence of the distinguished visitor at an appropriate time during the meeting; and
  - (c) may direct that the presence of the distinguished visitor be recorded in the minutes.



### 5.9 Special Deputations

- (1) Any person or group wishing to make a special deputation on matters not included on the agenda of a council meeting is to apply, 7 working days preceding the meeting, to the CEO for approval.
- (2) The CEO may either -
  - (a) approve the request and extend an invitation to attend a meeting of council; or
  - (b) refer the request to the Mayor to decide whether or not to approve the deputation.
- (3) Unless council resolves otherwise, a special deputation attending a council meeting -
  - (a) is not to exceed 5 persons, only 2 of whom may address council, although others may respond to specific questions from members;
  - (b) is not to address council for a period exceeding 10 minutes without the agreement of the presiding member; and,
  - (c) additional members of the deputation may be allowed to speak with the leave of the presiding member.
- (4) The presiding member may determine the order and time in which deputations will be invited to present to the committee or council.

### 5.10 Presentations

- (1) In this clause, a “presentation” means the acceptance of a gift or an award by council on behalf of the local government or the community.
- (2) A presentation, by any person other than an elected member, may be made to council at a meeting only with the prior approval of the CEO.

### 5.11 Public inspection of agenda material

- (1) The right of a member of the public to inspect the documents relating to a Council or committee meeting are dealt with in the Regulations<sup>r</sup> (r13).

### 5.12 Confidentiality of information withheld

- (1) Information withheld by the CEO from the public under regulation 14(2) of the Regulations is to be -
  - (a) identified in the agenda of a council or committee meeting under the item “confidential business”;
  - (b) marked “confidential” in the agenda; and
  - (c) kept confidential by members and employees until council or committee resolves otherwise.



- (2) A member or an employee who has –
  - (a) confidential information under subclause (1); or
  - (b) information that is provided or disclosed for the purposes of or during a meeting or part of a meeting that is closed to the public,must not disclose any of that information to any person other than another member or an employee to the extent necessary for the purpose of carrying out their duties.
- (3) Subclause (2) does not prevent a member or employee from disclosing information –
  - (a) at a closed meeting;
  - (b) to the extent specified by council and subject to such other conditions as council decides;
  - (c) that is already in the public domain;
  - (d) to an officer of the Department;
  - (e) to the Minister;
  - (f) to a legal practitioner for the purpose of obtaining legal advice; or
  - (g) if the disclosure is required or permitted by law.

### **5.13 Recording of proceedings**

- (1) The CEO may record the proceedings of a meeting in any way that they consider to be appropriate.
- (2) Unless with the written authorisation of the CEO, a person is not to use any electronic, visual or audio recording device or instrument to record the proceedings of a meeting.
- (3) If a person is permitted to record proceedings under this clause, the presiding member is to advise the meeting, immediately before the recording is commenced, that the recording is permitted and the extent of that permission.

### **5.14 Prevention of disturbance**

- (1) A reference in this clause to a “person” is to a person other than a member.
- (2) A person must ensure that their mobile telephone or audible pager is not switched on or used during any meeting of council or committee.
- (3) A person addressing council or committee must extend due courtesy and respect to council or committee and the processes under which it operates and must comply with any direction by the presiding member.
- (4) A person present at or observing a meeting must not create a disturbance, by interrupting or interfering with the orderly conduct of the proceedings, whether by expressing approval or dissent, by conversing or by any other means.



- (5) The presiding member may warn a person who fails to comply with this clause.
- (6) The presiding member may expel a person from the meeting by ordering them to leave the meeting room, if –
  - (a) after being warned, the person again acts contrary to this clause, or to this policy; or
  - (b) a person refuses or fails to comply with a direction by the presiding member,
- (7) A person who is ordered to leave the meeting room and fails to do so may, by order of the presiding member, be removed from the meeting room and, if the presiding member orders, from the premises.

### 5.15 Petitions

- (1) A petition is to –
  - (a) be addressed to the Mayor
  - (b) be made by electors of the district;
  - (c) state the request on each page of the petition;
  - (d) contain the name, address and signature of each elector making the request, and the date each elector signed;
  - (e) contain a summary of the reasons for the request; and
  - (f) nominate the name and postal address of a person to whom Council may provide notice to the petitioners
- (2) Upon receiving a petition, the Chief Executive Officer will nominate an officer who will be responsible for investigating the matter. The responsible officer will inform the petition initiator of the action proposed in dealing with their petition and inform Elected Members of the outcome. This may involve preparing a detailed report for Council consideration.
- (3) The Council can only vote on any matter that is the subject of a petition presented to that meeting, if:
  - (a) the matter is the subject of a report included in the agenda; and
  - (b) the Council has considered the issues raised in the petition.

## **Part 6 - Communications by elected members**

### **6.1 Elected member communication**

- (1) An elected member may speak at a committee or council meeting when written notice:
  - (a) containing a summary of the subject of the proposed communication has been provided to the presiding member and CEO by 12 noon on the day preceding the meeting.
- (2) A presiding member is exempt from the requirement to give notice to speak at a meeting at which they are presiding.
- (3) The presiding member may determine to suspend notice requirements when in their opinion:
  - (a) the subject of the proposed communication is appropriate and is considered to be time sensitive; or
  - (b) a reasonable explanation for failing to provide notice has been provided.
- (4) An elected member may not speak for longer than 5 minutes without the approval of the presiding member.

### **6.2 Questions**

- (1) A member may ask a question at a meeting of a committee or council.
- (2) Every question and answer is to be presented as briefly and concisely as possible and no discussion is to be allowed, unless with the consent of the presiding member.
- (3) Where it is not possible to provide a full and detailed answer at the meeting, the question will be taken on notice.

### **6.3 Questions during debate**

- (1) At any time during the debate on a motion before the motion is put, a member may ask a question.

### **6.4 Restrictions on questions and answers**

- (1) Questions asked by a member, and responses given by a member or an employee –
  - (a) are to be brief and concise; and
  - (b) are not to be accompanied by –
    - (i) expression of opinion, statement of fact or other comment, except where necessary to explain the question or answer; or
    - (ii) any discussion or further question, except with the consent of the presiding member.



- (2) In answering any question, a member or an employee may qualify their answer and may at a later time in the meeting or at a later meeting alter, correct, add to or otherwise amend their original answer.

## Part 7 - Conduct of members

### 7.1 Apologies for meetings

- (1) A member who is an apology for a meeting must notify the CEO as soon as practicable.

### 7.2 Acting as deputy at committee meetings

- (1) A member who is attending a committee meeting as a deputy must notify the CEO as soon as practicable.

### 7.3 Participation at committee meetings

- (1) A member who attends a committee meeting (who is not attending as a member or deputy member of that committee) who chooses to sit in the area allocated for public seating -
  - (a) is not permitted to address the committee other than during the allotted times provided for members of the public (unless seated at the meeting table).
  - (b) will not be recorded as attending the committee meeting in the Minutes of that meeting.

### 7.4 Entering or leaving a meeting

- (1) During the course of a meeting, a member must not enter or leave the meeting without first giving an appropriate indication, in order to facilitate the recording in the minutes of the time of entry or departure.

### 7.5 Members who wish to speak

- (1) A member who wishes to speak at a council meeting –
  - (a) must indicate their intention to speak by raising their hand, or by any other method determined by the presiding member; and
  - (b) when invited by the presiding member to speak, and unless otherwise determined by council, must address the meeting through the presiding member.

### 7.6 Priority of speaking

- (1) At a council meeting, where 2 or more members of council indicate, at the same time, their intention to speak, the presiding member is to decide which member is entitled to be heard first.





- (2) At a committee meeting, the presiding member is first to invite committee members to speak followed, at the discretion of the presiding member, by other members and attendees.
- (3) A decision of the presiding member under this clause is not open to discussion or dissent.

### **7.7 Relevance**

- (1) At council meetings, members must restrict their remarks to the motion or amendment under discussion, or to a point of order.
- (2) The presiding member, at any time, may –
  - (a) call the attention of the meeting to any irrelevant or repetitious remarks by a member; or
  - (b) direct that member, if speaking, to discontinue their speech.
- (3) A member must comply with the direction of the presiding member under subclause (2) by immediately ceasing to speak.

### **7.8 Speaking twice**

- (1) A member must not address council more than once on any motion or amendment except –
  - (a) as the mover of a substantive motion, to exercise a right of reply;
  - (b) to raise a point of order; or
  - (c) to request clarification on or explanation of committee reports or recommendations.
- (2) A member who asks a question before speaking has not addressed the meeting for the purposes of this clause.
- (3) This clause does not apply to committee meetings.

### **7.9 Duration of speeches**

- (1) A member must not speak on any matter for more than 10 minutes without the consent of the presiding member which, if given, is to be given without discussion.

### **7.10 No speaking after conclusion of debate**

- (1) A member must not speak on any motion or amendment –
  - (a) after the mover has replied; or
  - (b) after the question has been put.



### **7.11 No interruption**

- (1) A member must not interrupt another member who is speaking unless –
  - (a) to raise a point of order;
  - (b) to call attention to the absence of a quorum;
  - (c) to make a personal explanation or
  - (d) to move a procedural motion that the member be no longer heard.

### **7.12 No reopening of discussion**

- (1) A member must not reopen a discussion on any council or committee decision, except to move that the decision be revoked or changed.

## **Part 8 - Preserving order**

### **8.1 Presiding member to preserve order**

- (1) The presiding member is to preserve order and, whenever *they* consider it necessary, may call any member to order.
- (2) When the presiding member speaks during a debate, any member then speaking, or indicating that *they* wish to speak, is to stop talking and every member present must be silent so that the presiding member may be heard without interruption.
- (3) Subclause (2) is not to be used by the presiding member to exercise the right to take part in debate.

### **8.2 Point of order**

- (1) A member may object, by way of a point of order, only to a breach of –
  - (a) this policy; or
  - (b) any written law.
- (2) Examples of valid points of order are –
  - (a) a speaker's remarks not being relevant to the motion or amendment being debated; and
  - (b) a speaker's use of offensive or objectionable expressions.
- (3) Despite anything in this policy to the contrary, a point of order –
  - (a) takes precedence over any discussion; and
  - (b) until determined, suspends the consideration or discussion of any other matter.



### **8.3 Procedures on a point of order**

- (1) A member who is addressing the presiding member must not be interrupted except on a point of order.
- (2) A member interrupted on a point of order must resume their seat until –
  - (a) the member raising the point of order has been heard; and
  - (b) the presiding member has ruled on the point of order, and, if permitted, the member who has been interrupted may then proceed.

### **8.4 Ruling by the presiding member**

- (1) The presiding member is to rule on any point of order which is raised by either upholding or rejecting the point of order.
- (2) A ruling by the presiding member on a point of order –
  - (a) is to be final unless the majority of members then present and voting, on a motion moved immediately after the ruling, dissent from the ruling.
- (3) Subject to a motion of dissent being carried under subclause (2), if the presiding member rules that –
  - (a) any motion, amendment or other matter before the meeting is out of order, it is not to be considered further; and
  - (b) a statement made or act done by a member is out of order, the presiding member may direct the member to make an explanation, retraction or apology.

### **8.5 Continued breach of order**

- (1) If a member –
  - (a) persists in any conduct that the presiding member had ruled is out of order; or
  - (b) fails or refuses to comply with a direction from the presiding member, the presiding member may direct the member to refrain from taking any further part in the debate of the item, other than by voting, and the member must comply with that direction.



### 8.6 Presiding member may adjourn meeting

- (1) For the purpose of preserving or regaining order, the presiding member may adjourn the meeting for a period of up to 15 minutes.
- (2) On resumption, the debate is to continue at the point at which the meeting was adjourned.
- (3) If, at any one meeting, the presiding member adjourns the meeting more than once for the purpose of preserving or regaining order, the second or subsequent adjournment may be to a later time on the same day or to another day.

## Part 9 – Debate of motions

### 9.1 Motions to be stated and in writing

- (1) A member who wishes to move a substantive motion, alternative motion, or an amendment to a substantive motion is to state the substance of the motion before speaking to it.

### 9.2 Motions to be supported

- (1) A substantive motion, alternative motion, or an amendment to a substantive motion is not open to debate until it has been moved and seconded.
- (2) A motion to revoke or change a decision made at a council or committee meeting is not open to debate unless the motion has the support required under regulation 10 of the Regulations.
- (3) A motion that is not carried (a 'lost' motion) by the majority outlined as required for that motion does not form a decision of a committee or council, and the presiding member may call for a new substantive motion to be put.

### 9.3 Only one substantive motion considered

- (1) When a substantive motion is under debate, no further substantive motion is to be accepted.

### 9.4 ~~Complex motions~~ Motions to be considered in parts

- (1) At the request of a member, t~~The~~ presiding member may ~~require~~ determine that a ~~complex~~ substantive motion, alternative motion, or a ~~complex amendment to a substantive~~ amended motion, is to be broken down and put in the form of more than one motion, each of which is to be put to the vote in sequence.



### 9.5 Order of call in debate

- (1) The presiding member is to call speakers to a substantive motion in the following order –
  - (a) the mover to state the motion;
  - (b) a seconder to the motion;
  - (c) the mover to speak to the motion;
  - (d) the seconder to speak to the motion;
  - (e) other speakers against and for the motion, and
  - (f) mover takes right of reply which closes debate.

### 9.6 Limit of debate

- (1) The presiding member may offer the right of reply and put a substantive motion to the vote if they believe that sufficient discussion has taken place even though all members may not have spoken.

### 9.7 Alternative ~~recommendations~~ motions and amendments

- (1) *Should a member wish to negate a substantive motion or change the intent of the substantive motion and have Council consider an alternative motion, the Member must:*
  - (a) *provide written notice of the alternative motion and reason for the alternative motion, to the CEO by 12pm on the day preceding the meeting; or*
  - (b) *foreshadow the alternative motion prior to the right of reply to the substantive motion in the meeting.*
- (2) *Foreshadowed motions of which notice has not been given (as required by 1.a.), may only be put if the substantive motion is not carried, and is to be accepted by Council as a procedural motion.*
- (3) *A Member may request an alternative motion be moved in place of the officer's recommendation or substantive motion, or at any other time during debate.*
- (4) *Once moved and seconded, the alternative motion becomes the substantive motion and the same procedures and rules of debate apply to this motion as any other motion.*
- (5) *If more than one alternative motion is proposed for any item before the Council, the Presiding Member shall deal with them in the order in which they were received or as agreed by majority of Council members at the meeting.*



**(6) *Should a member wish to amend a substantive motion, the member must provide written notice of the proposed amendment and reason for the amendment, to the CEO by 12pm on the day preceding the meeting.***

~~(7) Elected members must give notice of proposed amendments and alternative recommendations on council agendas.~~

~~(8)~~(7) Written notice must be provided to the CEO for any proposed amendments ~~or alternative recommendations~~ to a council motion by 12 noon on the day preceding the meeting; and

~~(9)~~(8) All notices of proposed amendment or alternative motion must be distributed by the CEO to all elected members, and published on the council website ~~before 5 pm~~ on the day preceding the meeting; and

(4) Any proposed amendments or alternative motion that relate to matters which, in the opinion of the CEO, is or is likely to be closed to members of the public in accordance with S 5.23 (2) of the Act, will not be published on the council website; and

(5) The presiding member –

(a) is to determine whether an amendment is a minor amendment; and

(b) is to make that determination on the basis that a minor amendment is one which, in their opinion:

(i) does not significantly or materially change the original motion; or

(ii) does not significantly or materially impact on an interested person; and

(iii) may be moved at a council or committee meeting without prior notice having been given.

### **9.8 Order of amendments**

(1) Any number of amendments may be proposed to a substantive motion, but when an amendment is moved to a substantive motion, no second or subsequent amendment is to be moved or considered until the first amendment has been withdrawn, lost or carried.

### **9.9 Amendments must not negate original motion**

(1) An amendment to a substantive motion cannot negate the original motion or the intent of the original motion.

### **9.10 Relevance of amendments**

(1) An amendment must be relevant to the motion in respect of which it is moved.



**9.11 Mover of motion may speak on amendment**

- (1) Any member may speak during debate on an amendment.

**9.12 Effect of an amendment**

- (1) If an amendment to a substantive motion is carried, the motion as amended then becomes the substantive motion, on which any member may speak and any further amendment may be moved.

**9.13 Withdrawal of motion and amendments**

- (1) Council or committee may, without debate, grant leave to withdraw a motion or amendment upon request of the mover of the motion or amendment and with the approval of the seconder, provided that there is no voice expressed to the contrary view by any member, in which case discussion on the motion or amendment is to continue.

**9.14 Limitation of withdrawal**

- (1) Where an amendment has been proposed to a substantive motion, the substantive motion is not to be withdrawn, except by consent of the majority of members present, until the amendment proposed has been withdrawn or lost.

**9.15 Right of reply**

- (1) The mover of a substantive motion has the right of reply.
- (2) The right of the reply may be exercised only –
  - (a) where no amendment is moved to the substantive motion – at the conclusion of the discussion on the motion; or
  - (b) where one or more amendments have been moved to the substantive motion – at the conclusion of the discussion on the substantive motion and any amendments.
- (3) After the mover of the substantive motion has commenced the reply –
  - (a) no other member is to speak on the motion; and
  - (b) there is to be no further discussion on, or any further amendment to, the motion.
- (4) The right of the reply is to be confined to rebutting arguments raised by previous speakers and no new matter is to be introduced.
- (5) At the conclusion of the right of reply, the substantive motion, or the substantive motion as amended, is immediately to be put to the vote.



### 9.16 Delegated decisions of committee

- (1) A committee member, with the support of at least one other committee member, may cause a decision of committee, made under delegated authority, to be referred to Council for final decision.

## Part 10 - Procedural motions

### 10.1 Permissible procedural motions

- (1) In addition to the right to move an amendment to a substantive motion a member may move any of the following procedural motions –
  - (a) that the meeting proceed to the next item of business;
  - (b) that the item be ~~referred (for further information) or be~~ deferred (for *further information or* decision) to a council or committee meeting;
  - (c) that the meeting now adjourn;
  - (d) that the motion be now put;
  - (e) that the member be no longer heard;
  - (f) that the ruling of the presiding member be disagreed with; and
  - (g) that the meeting be closed to members of the public.
  - (h) *that the foreshadowed motion be considered.*

### 10.2 No debate

- (1) The mover of a motion stated in paragraphs (a), ~~(b)~~, (c), (f) or (g) of clause 10.1 may speak to the motion for not more than 5 minutes, the seconder may speak for not more than 3 minutes, and there is to be no debate on the motion without the agreement of the presiding member.
- (2) The mover of a motion stated in paragraph (d) or (e) of clause 10.1 may not speak to the motion, the seconder is not to speak other than to formally second the motion, and there is to be no debate on the motion.

### 10.3 Right of reply on substantive motion

- (1) The carrying of a procedural motion which closes debate on the substantive motion or amendment and forces a decision on the substantive motion or amendment does not deny the right of reply to the mover of the substantive motion.

### 10.4 Limit on deferrals

- (1) Committees may only procedurally defer a motion once.
- (2) This clause does not prohibit a committee from making a recommendation for deferral to council.





### **10.5 Meeting to proceed to the next business**

- (1) The motion “that the meeting proceed to the next item of business”, if carried has the effect that –
  - (a) the debate on the substantive motion or amendment ceases immediately;
  - (b) no decision is made on the substantive motion;
  - (c) the meeting moves to the next item of business; and there is no requirement for the matter to be raised again for consideration.

### **10.6 Item to be deferred or adjourned**

- (1) A motion “that the item be deferred or adjourned” –
  - (a) is to state the time to which the debate is to be deferred or adjourned and the reasons for the motion; and
  - (b) if carried, has the effect that all debate on the substantive motion or amendment ceases immediately, but continues at the meeting or the time stated in the motion.

### **10.7 Meeting now adjourn**

- (1) A member is not to move or second more than one motion of adjournment during the same meeting.
- (2) Before putting the motion for the adjournment, the presiding member may seek leave of the meeting to deal first with matters that may be subject of an adoption by exception resolution.
- (3) A motion “that the meeting now adjourn” –
  - (a) is to state the time and date to which the meeting is adjourned; and
  - (b) if carried, has the effect that the meeting is adjourned to the time and date specified in the motion.
- (4) A meeting adjourned under subclause (3) is to continue from the point at which it was adjourned, unless the presiding member or the meeting determines otherwise.

### **10.8 Motion to be put**

- (1) If the motion “that the motion be now put”, is carried during discussion on a substantive motion without amendment, the presiding member is to offer the right of reply and then immediately put the motion to the vote without further debate.
- (2) If the motion “that the motion be now put” is carried during debate of the amendment, the presiding member is to put the amendment to the vote without further debate.



- (3) This motion, if lost, causes debate to continue.

### **10.9 Member to be no longer heard**

- (1) If the motion “that the member be no longer heard”, is carried, the speaker against whom the motion has been moved cannot speak further on the current substantive motion, or any amendment relating to it, except to exercise the right of reply if they are the mover of the substantive motion.

### **10.10 Ruling of the presiding member be disagreed with**

- (1) If the motion “that the ruling of the presiding member be disagreed with” is carried, that ruling is to have no effect and the meeting is to proceed accordingly.

## **Part 11 - Disclosure of interests**

### **11.1 Disclosure of interests**

- (1) The requirements for members and employees to disclose financial and other interests, the nature of the interests that must be disclosed, and related matters are dealt with in the Act (s5.60 & 5.61), the Regulations (part 6) and the *Local Government (Model Code of Conduct) Regulations 2021*.

## **Part 12 – Voting**

### **12.1 Motion – when put**

- (1) Immediately after the debate on any question is concluded and the right of reply has been exercised, the presiding member –
  - (a) is to put the motion to the meeting; and
  - (b) if requested by a member, is again to state the terms of the motion.
- (2) A member must not leave the meeting when the presiding member is putting any motion.

### **12.2 Voting**

- (1) Voting is dealt with in the Act (s5.21) and the Regulations (r9).

### **12.3 Majorities required for decisions**

- (1) The majorities required for decisions of council and committees are dealt with in the Act. (s 1.9 & 1.10).



#### **12.4 Question – method of taking vote**

- (1) In taking the vote on any motion, the presiding member –
  - (a) is to put the motion, first in the affirmative, and then in the negative;
  - (b) may put the motion in this way as often as may be necessary to enable them to determine whether the affirmative or the negative has the majority of votes;
  - (c) is to cast a second vote if the votes are equally divided;
  - (d) is to count and determine the votes of members in any way (such as electronically or by a show of hands) that enables a record to be taken of each member's vote; and
  - (e) subject to this clause, is to declare the result.

### **Part 13 – Minutes**

#### **13.1 Keeping of minutes**

- (1) The keeping and confirmation of minutes are dealt with in the Act (5.22).

#### **13.2 Content of minutes**

- (1) The content of minutes is dealt with in the Regulations (r11).
- (2) The minutes of meetings are to include the reasons for any decision made at the meeting that is significantly different from any recommendations made in the agenda to that meeting.

#### **13.3 Public inspection of unconfirmed minutes**

- (1) The public inspection of unconfirmed minutes is dealt with in the Regulations (r13).

#### **13.4 Confirmation of minutes**

- (1) The CEO is to give to each member –
  - (a) the unconfirmed minutes of each council meeting – within 10 working days after the meeting; and
  - (b) the unconfirmed minutes of a committee meeting – within 5 clear working days after the meeting.
- (2) If a member is dissatisfied with the accuracy of the draft minutes they may request amendments



## Part 14 - Implementing decisions

### 14.1 Requirements to revoke or change decisions

- (1) The requirements to revoke or change a decision made at a meeting is dealt with in the Regulations. (r 10).

### 14.2 Meaning of terms

- (1) In this Part –

**authorisation** means a licence, permit, approval or other means of authorising a person to do anything;

**decision** means a decision that has effect under section 5.20 of the *Local Government Act 1995*.

**implement**, in relation to a decision, includes –

- (a) communicate notice of the decision to a person affected by, or with an interest in, the decision; and
- (b) take any other action to give effect to the decision; and

**valid notice of revocation motion** means a notice of a motion to revoke or change a decision that –

- (a) complies with the requirements of the Act, Regulations and this policy and may be considered, but has not yet been considered, by council or committee as the case may be; and
- (b) if carried and implemented, would result in the decision being revoked or being substantially different.

### 14.3 Limitations on powers to revoke or change decisions

- (1) Subject to subclause (2), council or committee is not to consider a motion to revoke or change a decision –
  - (a) where, at the time the motion is moved or notice is given, any action has been taken to implement the decision;
  - (b) where the decision concerns the grant of an authorisation, and where that authorisation has been communicated in writing by the City to the applicant; or
  - (c) where the decision is procedural in its form or effect.
- (2) Council or committee may consider a motion to revoke or change a decision of the kind described in subclause (1)(a) or (b) if the motion is accompanied by a written statement, by or on behalf of the CEO, of the legal and financial consequences of the motion being carried.



## **Part 15 - Suspension and non-application of meeting procedures**

### **15.1 Suspension of meeting procedures**

- (1) A member may, at any time, move that the operation of one or more of the clauses of this policy be suspended.
- (2) A member moving a motion under subclause (1) is to identify the clause or clauses to be suspended, and state the reasons for the motion, but no other discussion is to take place.
- (3) A motion under subclause (1) which is seconded and carried is to suspend the operation of the clause or clauses to which the motion relates for the duration of the meeting, unless the meeting earlier resolves otherwise.

### **15.2 Where meeting procedures do not apply**

- (1) In situations where –
  - (a) this policy has been suspended; or
  - (b) a matter is not regulated by the Act, the Regulations or this policy, the presiding member is to decide questions relating to the conduct of the meeting.
- (2) The decision of the presiding member under subclause (1) is final, except where a motion of dissent is moved and carried under clause 10.10.

## **Part 16 – Committees**

### **16.1 Establishment and appointment of committees**

- (1) The establishment of committees is dealt with in the Act (Part 5).
- (2) A council resolution to establish a committee under section 5.8 of the Act is to include –
  - (a) the terms of reference or functions of the committee;
  - (b) either –
    - (i) the names or titles of the members, employees and any other persons to be appointed to the committee; or
    - (ii) the number of members, officers and any other persons to be appointed to the committee and a provision that they be appointed under a separate resolution; and
  - (c) details of the delegation of any powers or duties to the committee under section 5.16 of the Act.



## **16.2 Types of committees**

- (1) The types of committees are dealt with in the Act. (5.9)

## **16.3 Delegation of some powers and duties to certain committees**

- (1) The delegation of some powers and duties to certain committees is dealt with in the Act. (5.16)

## **16.4 Limits on delegation of powers and duties to certain committees**

- (1) The limits on the delegation of powers and duties to certain committees are dealt with in the Act. (5.17)

## **16.5 Appointment of committee members**

- (1) The appointment of committee members is dealt with in the Act. (5.10)

## **16.6 Tenure of committee membership**

- (1) Tenure of committee membership is dealt with in the Act. (5.11)

## **16.7 Appointment of deputies**

- (1) The appointment of a person to be a deputy of a member of committee is dealt with in the Act. (5.11A)

## **16.8 Resignation of committee members**

- (1) The resignation of committee members is dealt with in the Regulations. (r4)

## **16.9 Register of delegations to committees**

- (1) The register of delegations to committees is dealt with in the Act. (518)

## **16.10 Meeting procedures to apply**

- (1) These meeting procedures apply generally to committees.

## **16.11 Committee to report**

- (1) A committee –
- (a) is answerable to council;
  - (b) is to report on its activities when, and to the extent, required by council; and
  - (c) is to prepare and submit to council a report containing recommendations.



**16.12 Presentation of committee reports**

- (1) The proposed adoption by council of recommendations of a committee may be moved –
  - (a) if the presiding member of the committee is a council member and is in attendance – by the presiding member;
  - (b) if the presiding member of the committee is not a council member or is absent – by a member of the committee who is also a council member; or
  - (c) otherwise – by the presiding member of the council meeting

**16.13 Reports of committees - questions**

- (1) Where a recommendation of a committee is submitted for adoption by council, any council member may direct questions directly relating to the recommendation, through the presiding member, to the presiding member of the committee or to any member of the committee in attendance.



### 16.14 Permissible motions on committee recommendations

- (1) A recommendation made by a committee may be –
- (a) adopted by council without amendment;
  - (b) rejected by council and replaced by an alternative decision;
  - (c) amended, and adopted as amended, by council; or
  - (d) referred back to the committee for further consideration.

Responsibility and review information	
Responsible officer:	Manager Governance
Document adoption/approval details	28 February 2018 – FPOL1802-11
Document amendment details	22 August 2018 – FPOL1808-10 22 June 2022 – FPOL2206-5 <u>Date – Ordinary Council Meeting - TBC</u>
Next review date	<del>22 June 2026</del> <u>27 March 2026</u>





**C2403-13 VERGE GARDEN POLICY**  
**Attachment 1 - Verge Garden Policy**



# Council Policy

## Verge Garden

[fremantle.wa.gov.au](http://fremantle.wa.gov.au)



# Verge Garden Policy

## Policy scope

The City of Fremantle encourages and supports residents to develop and maintain verge gardens to achieve social, environmental and economic values for the community through the Verge Garden Policy.

The Verge Garden Policy is to be read in conjunction with the Verge Garden Guidelines.

## Policy statement

### Approvals

An owner of land may on the part of the verge directly bordering the land install a verge garden in accordance with this Policy. Where the land is owned or managed by a third party, the written permission of the land owner or manager is required prior to creating a verge garden.

### Design and Planning

Residents are encouraged to undertake planning and design for their verge garden to:

- create a beautiful verge garden with a strong sense of place
- create diverse places for people, flora and fauna
- make provision for a safe and functional verge
- ensure a low water use and low maintenance verge garden.

The Verge Garden Guidelines provide design considerations and advice to help achieve the social, environmental and economic benefits as detailed below.

### Social Values

Verges can provide a place for community connection and improved health and wellbeing by providing social spaces and improved amenity. When planning a verge garden, consider play, pedestrian and cyclist comfort, social spaces with seats or benches, community libraries and toy libraries. When linked up with neighbouring verge gardens, a strong sense of place and improved amenity for pedestrian and cyclists is created. Verges can also be a productive space for residents with edible gardens, herb and vegetable planters.

### Environmental Values

Verges provide important environmental functions including biodiversity, fauna habitat, storm water management, low water use and green corridor connections. Verges can be fauna friendly. Consider habitat items such as insect hotels, logs and boulders, and plants that also provide food sources. When linked up with neighbouring verge gardens,



important green corridor connections are created for fauna. The City recommends the use of water wise, endemic and Australian plant species.

### **Economic Values**

A well planned and maintained verge garden provides a range of economic values to the resident and community. A verge garden can reduce maintenance costs while increasing property value. A reduction in the urban heat island can also lead to a reduction in utility costs and improved hard infrastructure asset life.

### **Acceptable Materials**

The Verge Garden Guidelines provide a list of acceptable materials not requiring approval, materials requiring approval and unacceptable materials. The installation of an acceptable material over no more than one third of the area of the verge is permitted.

### **Verge Garden Assistance**

The City will provide assistance with verge garden planning through the Verge Garden Guidelines and other annual events associated with the facilitation of verge gardens. The City will assist with implementation and maintenance of verge gardens through annual programs such as workshops, subsidised plants, free mulch and preparation assistance schemes. These will vary annually to respond to community requirements and will be developed through the annual budget process.

### **Community Verge Gardens**

The City encourages community or 'Friends of Groups' to develop, implement and maintain verge gardens on a large or multiple verge scale, or with approval from the City or land manager, other urban open space. Multiple, connected verge gardens have improved benefits for biodiversity, habitat creation, sense of place and urban heat island mitigation. The City will assist community or 'Friends of Groups' with implementation and maintenance of verge gardens through programs developed through the annual budget process.

### **Street Trees**

The City is responsible for planting and maintenance City trees in accordance with the City Tree Policy. To compliment verge gardens, residents can request the verge abutting their property be assessed for tree planting.

Care is to be taken during the installation of a verge garden to preserve the root zone and protect the trunk and canopy of trees as outlined in the Verge Garden Guidelines.

### **Non-compliance**

Non-compliance with this Policy may result in the City requesting the resident adjoining the verge to undertake works or remove items to meet the requirements of the Policy.

## Definitions and abbreviations

**Acceptable Materials** – The Activities in Thoroughfares and Public Places and Trading Local Law defines an "acceptable material" as any material which will create a hard surface, and which appears on a list of acceptable materials maintained by the local government and is defined in the Verge Garden Guidelines.

Responsibility and review information	
<b>Responsible officer:</b>	Manager Parks and Landscape
<b>Document adoption/approval details</b>	Approval/adoption date Proof of adoption/approval - meeting name or document no#
<b>Document amendment details</b>	
<b>Next review date</b>	(maximum of four years from last review)



**C2403-13 VERGE GARDEN POLICY**

**Attachment 2 - Verge Garden Guidelines**



# Verge Garden Guidelines



**The City of Fremantle  
acknowledges the Whadjuk people  
as the Traditional Owners of the  
greater Walyalup/Fremantle  
area and we recognise that their  
cultural and heritage beliefs are still  
important today.**

REV	DATE	ISSUED FOR	AUTHOR	CHECKED
A	22.11.23	COUNCIL APPROVAL	EP + SM	RA



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**Verge gardens provide inviting spaces to sit, rest, and enjoy nature!**

# 01. THE IMPORTANCE OF VERGES

**Welcome to the City of Fremantle Verge Guidelines! Transforming your verge creates social, environmental, and economic benefits for our community. This guide is your map, offering actionable steps to create your verge in alignment with the following City strategies:**

- **Greening Fremantle: Strategy 2020.**
- **Urban Forest Plan.**
- **Water Conservation and Efficiency Plan 2020-2025.**

**Creating thriving verges is dependent on good design, preparation, installation and maintenance, which is why the City has created these Guidelines for residents. Together, let's create a thriving and sustainable urban environment.**

## **WHAT IS A VERGE?**

A verge is the section of the street reserve between the property boundary and the street kerb line. While verge's primary function is to serve as a safe corridor for the street reserve flanks, and above and below ground service utilities such as street lighting, power, water, sewerage, gas, telephone and fibre optic cables, verges can do so much more! Creating and planting well designed native, waterwise plants in Fremantle verges can bring social, environmental, and economic benefits for the community.

## **WHO IS RESPONSIBLE FOR THE VERGE?**

Remember to get permission from the property owner before enhancing the verge if you're not the owner. Please note residents must reinstate verge gardens after utility or authorised maintenance work, i.e. service upgrades. The City is responsible for installing, maintaining, and removing street trees as required.

## WHY DO VERGE GARDENS MATTER?

The City encourages residents to be actively involved in the greening and care of their verges using waterwise, native plants to enhance liveability and amenities for the community. Well-designed and maintained verge gardens provide many social, environmental and economic benefits for residents, neighbours, and the community. We encourage you to team up with your neighbours to increase your streets biodiversity potential and greater positive impact on the community. As verges enhance our daily lives and foster the health and wellbeing of both people and wildlife. Benefits include:



### SOCIAL

- Verges contribute to creating beautiful streets.
- Native plants enhance the sense of place and showcase the unique flora of your area.
- Verges with places to rest, play or meet neighbours provides for social connection, contributing to health and wellbeing.



### ENVIRONMENTAL

- Urban food production.
- A place for biodiversity and native wildlife.
- Landscape can clean and cool the air.
- Pedestrian comfort will encourage active transport.
- Storage for bins and verge waste collections.
- Storage for water runoff and recharge, as well as carbon.



### ECONOMIC

- Improve property values.
- Reduced energy bills through cooling the climate.





**Verge gardens enhance the beauty of our neighbourhoods.**

## 02. DESIGNING YOUR VERGE GARDEN

**Designing your verge garden is an exciting venture that involves various considerations to ensure harmonious and sustainable outcomes. Here are key aspects to keep in mind.**

### UTILITY SERVICES

Before starting any verge design or excavation, be aware of underground utility services like sewer, water, gas, communications and power lines. Ensure that your features don't obstruct access, as utility providers have rights to service, upgrade, repair etc. Contact 'Before you Dig Australia' at 1100 or visit [byda.com.au](http://byda.com.au) for more details.

Also, don't forget to look up – as there may be power lines, lights, signs etc in your verge. These must be regarded in any verge landscaping. It's wise to mark them on a site plan prior to getting creative.

### STREET TREES

The City offers a free street tree program for residents. The City handles tree selection, installation, and maintenance, ensuring compliance with regulations and avoiding damage to underground services. Residents can request a tree through the [online form](#), and for more information, contact the Parks and Landscape Team at 1300 MYFREO (1300 693 736) or email [info@fremantle.wa.gov.au](mailto:info@fremantle.wa.gov.au).

Residents are not permitted to remove, prune or plant trees, as the City undertakes proper care and maintenance standards.





**Verge gardens make walking more pleasant for everyone, contributing to Fremantle's sustainability efforts.**





**The verges gardens creates a bee highway!**



## VERGE GARDEN ASSISTANCE

Explore the City's [Resident Perks](#) website for ongoing support and perks for your verge garden. Find practical assistance through workshops, preparatory support, subsidised plants, compost info, and free mulch. Visit the page regularly for updates to meet the evolving needs of our community.

## ORIENTATION AND SOLAR ASPECT

Consider these climatic conditions when designing your verge garden layout.

- North or west-facing verge gardens flourish with sun-loving, low-water-use natives.
- South or east-facing verge gardens will be more shaded and may require shade-tolerant species.
- Consider the wind direction, especially the afternoon Freo Doctor in our port city. Tailor your plant choices based on how your garden interacts with sea breezes.
- If you're near the coast before the first limestone ridge, ensure your verge garden includes wind and salt-tolerant species. Inland areas, which are less wind-exposed, are characterised by larger species like Tuarts and Banksias.

## SETBACKS AND SIGHTLINES

Let's make sure the verge is safe for everyone – cars, bikes, and pedestrians. Here's what to remember:

- Keep all plants and structures under 0.75m tall for clear visibility.
- Position features like raised beds 2m away from the street and 1m from the footpath for clear sightlines.
- Your plants must be planted 1m from paths and streets and don't forget to consider the mature plant size.
- If there's a street tree, maintain a 2m distance between any hard surfaces and its trunk.

## **ACCESSIBILITY**

If your street does not have a footpath on either side, ensure pedestrians have a 1m wide clear access strip along the verge adjacent to the street kerb. Use materials like mulch or acceptable hardstands. Again, keep planting holes over 1m from the street, and maintain plants to prevent encroachment. Features should be easily removable for utility access. For a larger verge, consider creating accessible maintenance paths with a trafficable surface like mulch or stepping stones for your garden.

## **WASTE COLLECTION**

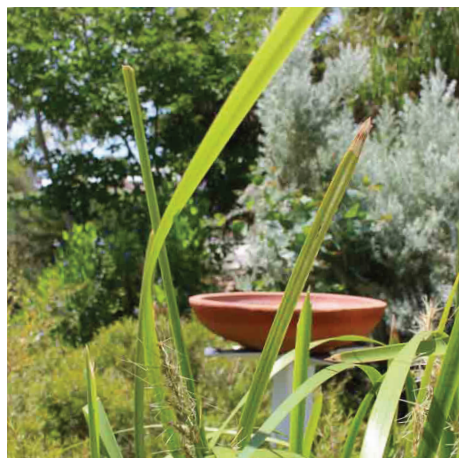
You need a spot on your verge for regular rubbish bin collection. Place your bin 0.5m back from the street kerb ensuring the lid opens to the street. The bin area should be away from street trees to prevent tree damage. Refer to our [Waste and Recycling](#) website for additional details.

## **BE WATERWISE**

On average almost half of our household water is used on our gardens! Before any design, think about how you plan to water the plants. If the answer is hardly ever, then choose local WA native plants that are waterwise and well suited to Fremantle's environment.

## **CREATING HABITAT**

Did you know we live amidst a biodiversity hotspot? That's why it is essential to transform your verge into a thriving sanctuary for wildlife! Introduce native plantings, mulch, habitat logs, boulders and insect hotels to nurture a robust ecosystem. Consider collaborating with neighbours to establish wildlife corridors, fostering a sense of community and enhancing environmental wellbeing.



Enjoying an afternoon in the verge garden.



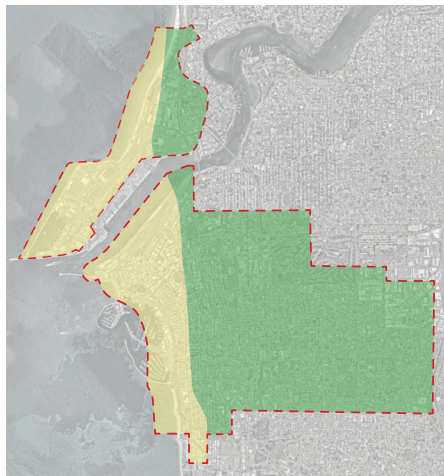


**Let's showcase our native plants in verge gardens, adding a sense of local identity.**

# CHOOSING THE RIGHT PLANTS

## SOILS

The City lies within various soil associations and vegetation complexes. It is important to choose plants which will survive and thrive in the local conditions including soil, plant types and exposure to sun and wind.



### COASTAL

Exposed to wind and salt on or before the first ridge. Soils are typically sandy, rocky limestone and alkaline. Plants must be very hardy in these extreme conditions.

### INLAND

Less exposed to wind, characterised by Tuarts and Banksia trees.





## OTHER FACTORS TO CONSIDER IN PLANT SELECTION

- Select native, waterwise and drought-tolerant options like acacias, banksias, grevilleas, and melaleucas that do well in Fremantle.
- Ensure your choices contribute to wildlife habitat, providing shelter and food sources.
- Opt for plants with varying flowering times.
- Create a diverse mix of groundcovers, strappy leaf plants, and shrubs, considering their sizes, shapes, colours, and textures.
- Factor in scents to add sensory appeal.
- Consider maintenance requirements.
- Avoid plants exceeding 0.75m in height and those with prickly, spiky, poisonous, or allergenic traits.
- Explore waterwise plant options for your area by visiting [Water Corporation](#).

### RECOMMENDED PLANT SPECIES

The City is encouraging the use of species well suited to its environment, promoting biodiversity, ecosystem services, and resilience to climate change. This approach reduces maintenance and enhances aesthetics. The City has compiled a list of recommended species.

### GROUNDCOVERS

SCIENTIFIC NAME	COMMON NAME	SIZE	DESIGN NOTES
<i>Acacia lasioscarpa</i>	Glow Wattle	0.5 x 1	<b>WA, S, L</b>   
<i>Adenanthos cuneatus</i>	Jugflower	0.25 x 2	<b>WA, L</b>   
<i>Banksia blechnifolia</i>	Groundcover Banksia	0.5 x 3	<b>WA, S, L</b>     
<i>Banksia spinulosa</i>	Birthday Candles	0.5 x 1	<b>EA, S, L</b>   
<i>Billardiera fusiformis</i>	Australian Bluebell	0.3 x 1	<b>WA, S, L</b>    
<i>Carpobrotus virescens*</i>	Coastal Pigface	0.2 x 1.5	<b>WA, S, L</b>   
<i>Darwinia citriodora</i>	Lemon Scented Myrtle	0.7 x 1	<b>WA, S, L</b>    
<i>Darwinia oldfieldii</i>	Oldfield's Darwinia	0.5 x 1	<b>WA, S, L</b>     
<i>Eremophila glabra</i>	Kalbarri Carpet	0.2 x 2	<b>WA, S, L</b>   
<i>Grevillea crithmifolia*</i>	Prostrate Grevillea	0.5 x 3	<b>WA, S, L</b>    
<i>Grevillea obtusifolia</i>	Gin Gin Gem	0.5 x 3	<b>WA, S, L</b>    
<i>Hardenbergia comptoniana</i>	Native Wisteria	0.3 x 2	<b>WA, S, L</b>    
<i>Hemiandra pungens*</i>	Snakebush	0.2 x 0.7	<b>WA, S, L</b>  
<i>Hibbertia scandens</i>	Snake Vine	0.8 x 4	<b>EA, S, L</b>    
<i>Kennedia prostrata*</i>	Running Postman	0.5 x 3	<b>WA</b>   
<i>Melaleuca huegelii*</i>	Rambler	0.8 x 2	<b>WA, S, L</b>     
<i>Myoporum parvifolium*</i>	Creeping Boobiala	0.3 x 2	<b>WA, S, L</b>   


#### LEGEND

**WA** Western Australian Native


**EA** Eastern Australian Native

**S** Salt tolerant


**L** Limestone tolerant


 Star performer

 Butterfly attracting

 Bird Attracting

 Coastal vegetation complex

 Tall forest vegetation complex

 Wetland plants for frog bogs

**Size** Height x Width in metres

**\*** Prostrate



## GROUNDCOVERS (FLOWERING INFORMATION)

***Acacia lasioscarpa***

Glow Wattle  
June to November



***Grevillea crithmifolia\****

Prostrate Grevillea  
June to November

***Adenanthos cuneatus***

Jugflower  
All Year



***Grevillea obtusifolia***

Gin Gin Gem  
March to November

***Banksia blechnifolia***

Groundcover Banksia  
September to November



***Hardenbergia comptoniana***

Native Wisteria  
September to November

***Banksia spinulosa***

Birthday Candles  
March to November



***Hemidandra pungens\****

Snakebush  
December to February

***Billardiera fusiformis***

Australian Bluebell  
November to February



***Hibbertia scandens***

Snake Vine  
September to February

***Carpobrotus virescens\****

Coastal Pigface  
June to January



***Kennedia prostrata\****

Running Postman  
June to February

***Darwinia citriodora***

Lemon Scented Myrtle  
June to November



***Melaleuca huegelii\****

Rambler  
September to February

***Darwinia odfieldii***

Oldfield's Darwinia  
September to November



***Eremophila glabra***

Kalbarri Carpet  
All Year



***Myoporum parvifolium\****

Creeping Boobiala  
September to February

# STRAPPY PLANTS

SCIENTIFIC NAME	COMMON NAME	SIZE	DESIGN NOTES
<i>Anigozanthos humilis</i>	Cat's Paw	0.5 x 0.3	<b>WA, S, L</b> ★  
<i>Anigozanthos manglesii</i>	Mangles Kangaroo Paw	0.8 x 0.4	<b>WA, S, L</b> ★   
<i>Conostylus candicans</i>	Grey Cottonheads	0.3 x 0.8	<b>WA, S, L</b> ★   
<i>Dianella 'Little Rev'</i>	Little Rev	0.4 x 0.4	<b>WA, S, L</b> ★  
<i>Dianella revoluta</i>	Flax Lily	0.8 x 0.4	<b>WA, S, L</b> ★  
<i>Isolepis cernua</i>	Nodding Club Rush	0.3 x 0.3	<b>WA, S</b> ★   
<i>Orthrosanthus laxus</i>	Morning Iris	0.5 x 0.5	<b>WA, S, L</b> ★   
<i>Patersonia occidentalis</i>	Native Iris	0.6 x 0.3	<b>WA, S, L</b> ★   

# SHRUBS

SCIENTIFIC NAME	COMMON NAME	SIZE	DESIGN NOTES
<i>Banksia nivea</i>	Couch Honeypot	1 x 1	<b>WA, S, L</b>    
<i>Bossiaea eriocarpa</i>	Common Brown Pea	0.7 x 0.5	<b>WA, S, L</b>    
<i>Calothamnus hirsutus</i>	Hairy Claw Flower	1 x 1.5	<b>WA, S, L</b>    
<i>Dampiera linearis</i>	Common Dampiera	0.3 x 0.5	<b>WA, S, L</b> ★  
<i>Eremophila nivea</i>	Silky Eremophila	1.5 x 0.5	<b>WA, S, L</b> ★  
<i>Grevillea thelemanniana</i>	Spider Net Grevillea	1 x 3	<b>WA</b>   
<i>Leucophyta brownii (dwarf)</i>	Silver Nugget	1 x 1	<b>WA, S, L</b> ★  
<i>Pimelia ferruginea</i>	Pink Rice Flower	1 x 1	<b>WA, S, L</b> ★   
<i>Scaevola aemula</i>	Fan Flower	0.5 x 0.8	<b>WA, S, L</b> ★    
<i>Scaevola crassifolia</i>	Thick Leaved Fan	1.5 x 2	<b>WA, S, L</b> ★  



## STRAPPY PLANTS (FLOWERING INFORMATION)

***Anigozanthos humilis***  
Cat's Paw  
March to November



***Dianella revoluta***  
Flax Lily  
September to February



***Anigozanthos manglesii***  
Mangles Kangaroo Paw  
September to February



***Isolepis cernua***  
Nodding Club Rush  
June to November



***Conostylus candicans***  
Grey Cottonheads  
June to February



***Orthrosanthus laxus***  
Morning Iris  
August to November



***Dianella revoluta***  
'Little Rev'  
September to November



***Patersonia occidentalis***  
Native Iris  
September to February



## SHRUBS (FLOWERING INFORMATION)

***Banksia nivea***  
Couch Honeypot  
March to December



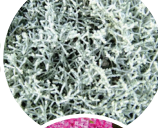
***Grevillea thelemanniana***  
Spider Net Grevillea  
June to November



***Bossiaea eriocarpa***  
Common Brown Pea  
September to August



***Leucophyta brownii* (dwarf)**  
Silver Nugget  
September to February



***Calothamnus hirsutus***  
Hairy Claw Flower  
October to February



***Pimelea ferruginea***  
Pink Rice Flower  
September to November



***Dampiera linearis***  
Common Dampiera  
March to November



***Scaevola aemula***  
Fan Flower  
All Year



***Eremophila nivea***  
Silky Eremophila  
June to February



***Scaevola crassifolia***  
Thick Leaved Fan Flower  
June to November



## **MATERIALS**

The City encourages the use of soft landscaping on verges to improve infiltration of rain water, reduce the urban heat island effect, lower maintenance and improve streetscape aesthetics. Preferred materials include native plants, organic mulch, vegetables and herbs, planters (removable and setback). All heights should be less than 0.75m.

### **ACCEPTABLE MATERIALS**

The following materials are pre-approved for installation as long as the rules (see section overleaf) are followed:

- Maintained turf.
- Garden of low plants like shrubs, groundcovers, vegetables and herbs.
- Organic mulch (best to choose a waterwise chunky one).
- Irrigation at ground level such as drip or spray.
- Planters and raised beds like timber vegetable planters as long as they are removable.
- Edging to gardens, turf and inorganic mulch.
- Social infrastructure features such as seats, benches, community libraries and toy libraries as long as they are removable.
- Fauna friendly features such as insect hotels, logs and boulders that are food and shelter sources, but they must be removable
- Play equipment features such as nature play and swings.
- Hardstands of an "acceptable material" such as trafficable paving including permeable paving, concrete, timber inlays, and/or consolidated inorganic mulch, or non-loose gravel (if less than 1/3 of the verge area excluding the crossover with the balance being the preferred soft landscaping materials).

## **VERGE GARDEN FEATURES**

We allow the use of features, such as benches, boulders, logs, etc, as acceptable materials to promote the health and happiness of people and fauna in the streetscape. Common sense should guide decisions, considering factors such as usage, verge size, access, safety, sightlines, urban heat island effect, ecological and community amenity.

## **UNACCEPTABLE MATERIALS**

If the City deems any material or structure unsafe for the public, it will be considered an unacceptable material, and necessary actions will be taken. Unacceptable materials include those that are hazardous, block sightlines, are loose or slippery, pose a threat, are weeds, or have sharp or prickly features. Examples of unacceptable materials are artificial turf, loose gravel, fences, and sharp items.



**A verge garden featuring a dedicated frog bog, providing a habitat for local critters!**

## **RULES RECAP**

Approval is **NOT** required prior to any installation if the following parameters are observed:

### **HEIGHTS**

- Maximum 0.75m high for anything, both soft like plants or hard features like raised beds. Handstand and edging are to be at ground level so as not to present a trip hazard by being slightly raised.

### **REMOVABLE FEATURES**

- Features like planters, seats, boulders or logs must be removable and not permanently fixed into the ground.

### **SETBACKS AND SIGHTLINES**

- A pedestrian refuge strip or buffer of minimum width of 1m along the street kerb must be kept clear and low and ready for foot traffic (if there is no footpath on either side of the street).
- Leave a space for your bins along the kerb.
- Planters and raised beds are to be located in a safe area 2m from the kerb and/or crossover, 1m from the footpath, and clear of pedestrian and vehicle sightlines.
- Planting holes are to be 1m back from verge edges.
- Hardstand of an “acceptable material” is to be 2m away from the trunk of a street tree to allow it to thrive.

### **RATIOS**

- No more than 1/3 of the verge excluding the crossover can be “acceptable material” hardstand.

### **TREE ATTACHMENTS ON STREET TREES**

- Feel free to set up a swing, be sure it won't harm our tree or cause problems for passers by. Keep an eye on it as the tree grows, use rubber tube to protect branches. If issues pop up, make sure to fix them. You might have to take down the swing if there are still concerns.





**Don't forget to make the most of what is available through the City.**

## **DESIGN TIPS**

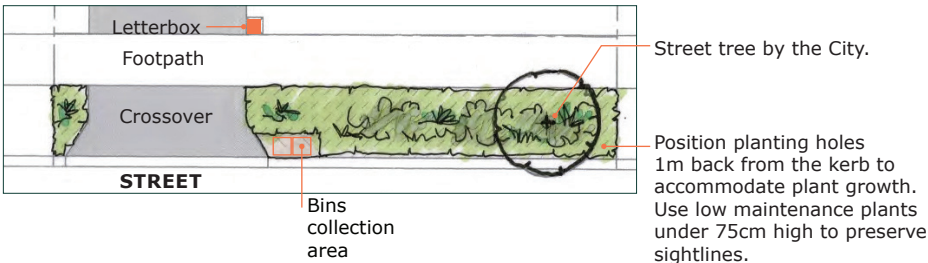
Here are some design tips for creating attractive and practical verge gardens:

- Read the Rules Recap adjacent.
- Measure your verge garden and draw up a plan.
- Calculate the area and how many materials you need.
- Consider your choice of materials e.g. native plants, organic mulch, planter boxes and vegetables.
- Offset plants from street trees (ensuring at mature growth their edge is 1m from trunks), kerbs, footpaths and driveways, allowing them room to grow and spread.
- Layered planting (groundcovers at the front with strappy plants and shrubs behind plus various colours) creates aesthetic variety and contrast.
- Flowering native plants look great and attract beneficial insects and birds.
- If you have a sloping verge, you may wish to use your planting and or hard features in the interior of the verge to take up some of the level change.
- Don't forget to make the most of what's available through the City.

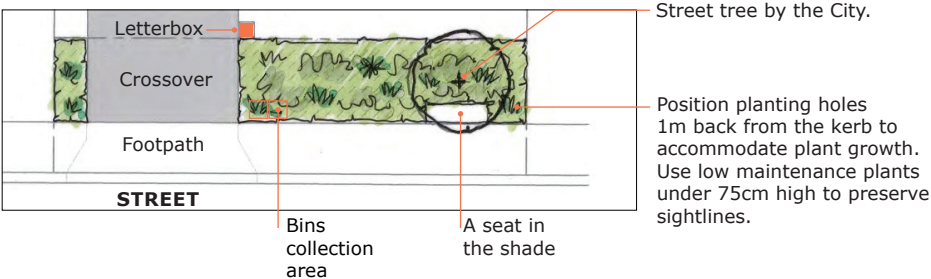
# VERGE DESIGN EXAMPLES

Below are examples of typical verges and how they might look when applying these guidelines. Our designs focus on layering shrubs, strappy leaves, groundcovers, boulders, and logs for visually engaging and habitat-rich places. Additionally, we integrate seating areas and vegetable planters to emphasise the importance of social connections.

## NARROW VERGE



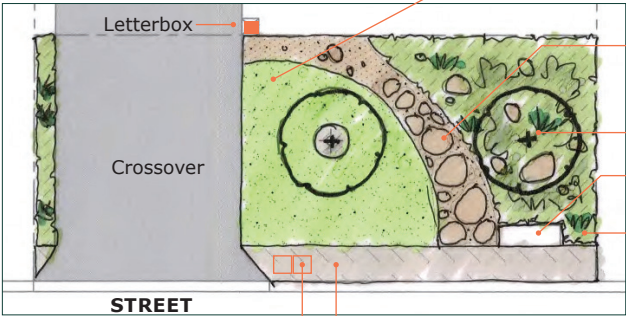
## SMALL VERGE



## STANDARD/MEDIUM VERGE



# LARGE VERGE



Bins collection area.

In areas without a footpath, allocate a 1m strip for pedestrian travel and safety.

Area of natural turf for sitting and playing.

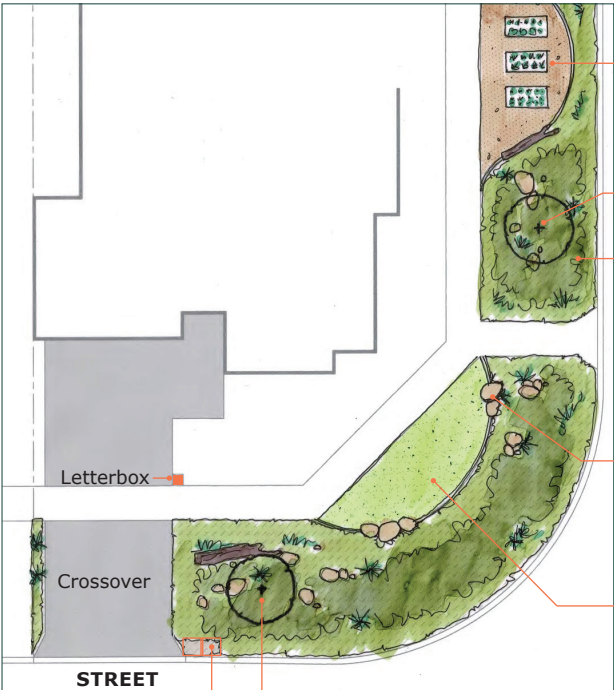
Informal path of gravel fines and steppers.

Street tree by the City.

A seat in the shade.

Position planting holes 1m back from the kerb to accommodate plant growth. Use low maintenance plants under 75cm high to preserve sightlines.

# CORNER VERGE



Bins collection area

Street tree by the City.

Informal gravel fines, vege planters.

Street tree by the City.

Position planting holes 1m back from the kerb to accommodate plant growth. Use low maintenance plants under 75cm high to preserve sightlines.

Seating, nature play and a frog bog.

Area of natural turf for sitting and playing.

## 03. VERGE INSTALLATION 'STEP BY STEP'

**Follow our user-friendly guide for a seamless verge installation. Stay tuned to our website for upcoming verge workshops, and don't forget to engage with your neighbours throughout the process. Collaboration can lead to shared efforts and enhanced verges gardens.**

### **STEP 1: LAWN AND WEED REMOVAL**

*Suggested Time: September and October*

The City recommends removing as many weeds as possible by hand, remove existing grass with a shovel, turf cutter or steam. Some targeted herbicide applications may be required to remove difficult grasses such as couch, but generally we should all aim to minimise the use of chemicals in our approach. Wait a few days for the grass to die, then dig it up and remove.



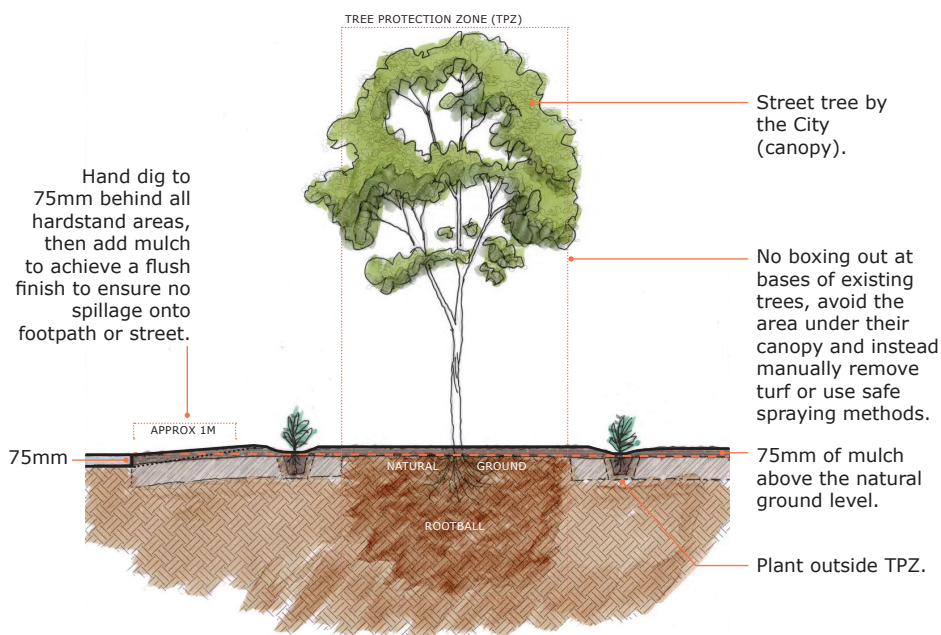
**Boxing out to the back of the kerb – refer to the adjacent detail.**



## STEP 2: BOXING OUT AND SOIL PREPARATION

*Suggested Time: November*

As you remove existing turf or weeds, consider lowering your topsoil level to about 75-100mm below the adjacent kerb and footpath. This ensures a flush finish with the kerb after mulching, preventing water and mulch from spilling onto the path or street and promoting better water retention within the verge. If your verge has an existing street tree, be careful not to damage or expose the roots during preparation.



**Boxing out to the back of kerb and tree protection detail.**

If your soil appears poor, it likely is. In Fremantle, many soils are sandy and hydrophobic, meaning they don't retain much moisture or nutrients. Consult your local garden center for site-specific advice. Consider enhancing your soil by manually mixing in organic compost, clay like bentonite, and soil wetting agents into the top 50mm of soil. Choose products with [Waterwise](#) and Smart Approved WaterMark symbols, and follow the manufacturer's instructions for application rates.

### STEP 3: IRRIGATION

*Suggested Time: December*

Ideally, your waterwise verge shouldn't need a permanent irrigation system. Once established, unirrigated dryland native plants can withstand hot, dry summers with minimal watering. If irrigation is necessary, the Water Corporation recommends subsurface drip irrigation. For assistance, reach out to your local Waterwise Irrigator.

Visit Water Corporation's [website](#) for more handy tips, garden design ideas and videos on how to makeover your verge.

Remember to check your designated watering days and apply for a watering exemption if your new verge garden requires extra watering.

### STEP 4: HARDSCAPES

*Suggested Time: December - February*

Now is the step to install hardscapes because your site is level, clean and prepared. This may be paving, concreting, stepping stones, edging and gravels etc.

The ideal time to do any hardscaping is summer when the ground is dry and hassle-free from weeds.



**Gravel fines, used for informal paths, evoke a laid-back, sandy-feet vibe, adding a touch of casual Freo charm to your verge as well as practicality and protection for plants.**

## STEP 5: PLANTING

*Suggested Time: April - May*

Before digging any holes, set out your plants in their pots. Check the mature size (height and width) of your plants, allowing them room to grow to their full size without obstructing sightlines and access ways. All planting holes are to be set back 1m from streets and crossovers.

Once you dig your holes, a few granules of slow release fertiliser or concentrated improvers like clay for native plants can be added before dropping your plants in and backfilling the hole. Gently compact the soil around and then water in your new plants.

Late autumn is the best time to plant your verge as rainfall and cooler temperatures will help to establish your new garden without additional watering.



**Plant installation detail.**

## **STEP 6: MULCHING**

*Suggested Time: April - May*

Applying a waterwise mulch reduces plant stress, minimises evaporation loss, suppresses weeds, and enhances garden appearance. Place organic mulch 75-100mm deep, level with or below adjacent hard surfaces, 100mm from plant stems, and 0.5m from street tree trunks.

You can also lay mulch before planting to control weeds. Move the mulch away from the planting hole and dig as needed.

## **STEP 7: MAINTENANCE**

*Suggested Time: Ongoing*

Maintenance of verge gardens is to be undertaken by the resident. Native verge gardens should only require occasional weeding and pruning. Prune plants periodically to ensure good form, maintain sightlines and access. Your garden may benefit from an application of slow release native plant fertiliser once a year. Mulch levels should be monitored and topped up as necessary. Supplementary weed management and supplementary planting may be required the following autumn.

Maintenance of all street trees is to be undertaken by the City. Please contact the City if your tree needs pruning.





**The pleasing textures and natural hues of native plants come together to create a visually stunning palette in our verge gardens.**

## SKETCH YOUR VERGE IDEAS!

Now you have read these guidelines use this space to sketch your verge plan. Suggestion: measure your verge first and use each square as 1m<sup>2</sup> when drawing.

## 04. FURTHER INFORMATION

### USEFUL WEBSITES

The City encourages residents to explore our website.

[Resident Perks](#)

[Compost and FOGO](#)

[Waste and Recycling](#)

Also, explore additional resources for advice, plant species ideas, design examples, and products.

[Water Corporation Waterwise](#)

[Apace](#)

[Atlas of Living Australia](#)

[Gardening Australia](#)

### POLICY

The City has created these guidelines to bolster our Verge Garden Policy, intricately connected with Greening Fremantle: Strategy 2020, the Urban Forest Plan, and the Water Conservation and Efficiency Plan 2020-2025.

### CONTACT

City of Fremantle PO Box 807, Fremantle WA 6959

1300 MY FREO

[parksandlandscape@fremantle.wa.gov.au](mailto:parksandlandscape@fremantle.wa.gov.au)



**Valley Verges in White Gum Valley cultivate community bonds through collaborative verge gardens. Chat with your neighbours and bring a green touch to your collective verges.**





**Let's cultivate a flourishing Fremantle, one verge garden at a time! The bees and the bobtails thank you for being a steward of our community's green legacy.**





**C2403-13 VERGE GARDEN POLICY**

**Attachment 3 - Verge Garden and Street and Reserve Tree Policy  
Community Engagement Report**



# VERGE GARDEN AND TREE POLICY REVIEW

## Community engagement report

October 2021

This document is available in alternative formats on request.

## Contents

Introduction .....	3
Community engagement .....	3
Key findings.....	4
Detailed findings .....	5
Next steps.....	7
Appendix: Submissions.....	<b>Error! Bookmark not defined.</b>

## Introduction

The City of Fremantle encourages residents to develop and maintain verge gardens to provide a range of social, environmental and economic benefits to the community such as:

- Community space – a place to come together and neighbours to meet.
- Support active transport - if greened, they can encourage walking and cycling.
- Contribute to the environment – street trees and gardens can contribute to our urban forest and support biodiversity as well as linking up green spaces to create movement corridors for wildlife.

Verge gardens also contribute to the strategic objectives of the City, helping meet our targets and goals of the [Greening Fremantle: Strategy 2020](#), [Urban Forest Plan](#) and [Water Conservation and Efficiency Plan 2020-25](#).

The engagement process will seek to understand our resident's verges, what they currently have, what happens around it, how they'd like to use it and how the City can support them. The feedback received will also inform a review of two Council policies, the [Verge Garden Policy](#) and the [Street and Reserve Tree Policy](#).

## Community engagement

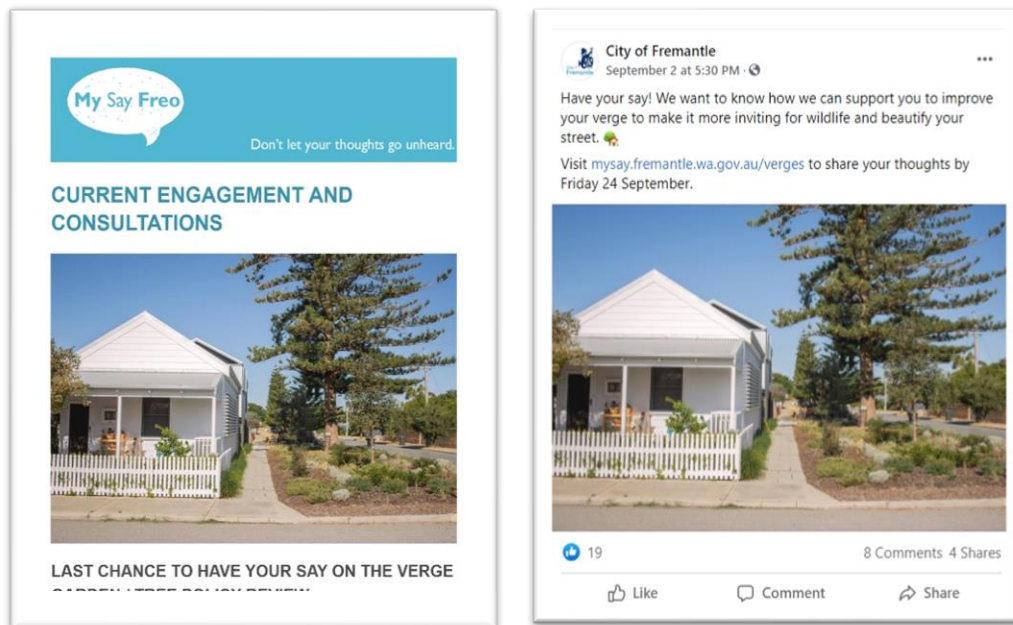
Engagement was undertaken via a survey on the My Say Freo project page and hardcopies at Fremantle Library, from 27 August 2021 to 24 September 2021.

Two stories highlighting popular and unique local verges were profiled on the inspiration wall on My Say Freo, residents were encouraged to share their own pictures and ideas, however no further stories were added during the engagement period. (double check this on page)

The community was made aware of the engagement period via promotion of the survey using:

- My Say Freo Newsletter (27 August 2021 and 20 September 2021)
- Poster in Fremantle Library notice board and by the hardcopy surveys
- Freo Weekly E Newsletter (3 September 2021)
- Social Media (2 September 2021)
- Precinct Groups





## Key findings

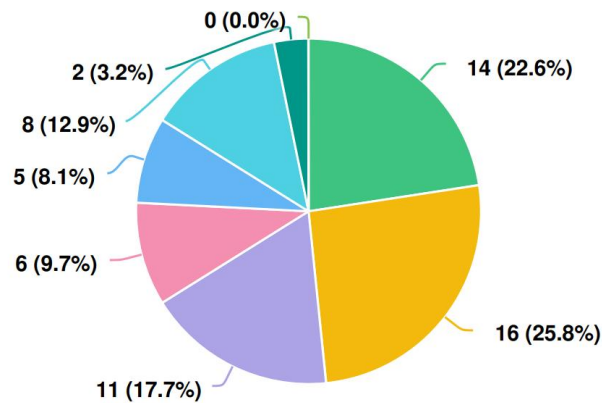
From 27 August 2021 to 24 September 2021 the My Say Freo page was visited by 427 people. There were 151 submissions (total).

Key findings:

- Majority of respondents (33) have a single verge followed by a corner verge
- The most common elements found on the existing verges are street trees, garden, unkept verges and turf (irrigated and unirrigated).
- Verges are often used as additional parking
- Majority of participants were not aware of the Verge Garden Policy and the various ways the City can support residents to develop and implement verge gardens.
- Survey participants were supportive of the initiative
- The main barriers to developing / maintaining a verge were parking, cost, existing footpaths and the labour involved

## Detailed findings

### Suburb Data



#### Question options

● Beaconsfield   
 ● Fremantle   
 ● Hilton   
 ● North Fremantle   
 ● Samson   
 ● South Fremantle  
● White Gum Valley   
● O'Connor

### Services and uses applying to existing verges and surrounds:

Top four uses:

1. Footpath
2. Overhead powerlines
3. Underground services
4. Parking

### What is preventing respondents from developing a verge garden:

- Parking
- Cost
- Footpath
- Labour
- Desire

### What would respondents like to do but cannot due to existing policies:

- Contribution to laneways
- Underground power
- Measures to prevent people from trampling existing verge gardens (barrier fencing)

- Native grass
- Remove non-native trees
- Install concrete / brick paving for additional parking
- Be able to plant a fruit tree or species of choice

**Q8 Under the current Verge Garden Policy, the City has a range of ways to support residents to develop and implement verge gardens. From the list of resources and services below please indicate your level of familiarity.**



### How can the City provide support in developing and maintaining a verge garden (question 9 of survey)

- Mulch deliveries – difficult for elderly / those without access to a vehicle to collect mulch
- Raised garden beds for vegetables and herbs
- Allow contributions to laneways
- Allow individuals to mow neighbours lawns (reduced rates compensation)
- Do a whole street assessment to work out where trees could be positioned to improve street aesthetics
- Landscaping advice
- Subsidy for reticulation / irrigation
- Community verge days

### Next steps

The engagement findings will be used to inform the revision of the Street and Reserve Tree Policy and the Verge Garden Policy. Your feedback will also be used to help inform programs, support and subsidies the City will implement to support the creation and maintenance of verge gardens.





**C2403-14 'FRIENDS OF' GROUPS POLICY**

**Attachment 1 - 'Friends of' Groups Policy**



# Council Policy

## 'Friends of' Groups

[fremantle.wa.gov.au](http://fremantle.wa.gov.au)

# ‘Friends of’ Groups Policy

## Policy scope

This policy applies to ‘Friends of’ groups that carry out conservation activities, focussed on urban bushland and coastal and river foreshore regeneration and management, within natural areas in the City of Fremantle.

This policy defines ‘Friends of’ groups and outlines how the City will support them in the delivery of their activities.

This policy establishes a framework to enable and support the conservation activities of ‘Friends of’ groups within the bushlands, river foreshore and coastal dunes of the City of Fremantle. The intent is to decrease the administrative burden on groups to allow them to focus on their core activities.

‘Friends of’ groups are either incorporated or unincorporated groups who get together to carry out conservation activities in natural areas managed by the City or other publicly owned natural areas with written approval from the landowner.

The focus of ‘Friends of’ groups is to conduct conservation activities in partnership with the City and aligned with the management plan/s for their chosen natural area. These partnerships are formalised through an approved Annual Work Plan.

The City also encourages and supports residents and community groups to undertake urban greening activities on other areas of urban open space through the Verge Garden Policy.

## Policy statement

The City may support ‘Friends of’ groups by:

- Providing a budget to fund or co-fund the delivery of conservation activities by ‘Friends of’ groups.
- Supporting with in-kind contributions where they are aligned with the City’s operational activities.
- Supporting grant submissions to help achieve the Annual Work Plan with budget and/or in-kind contributions where they are aligned with the City’s operational activities.
- Provision of training to meet Work Health and Safety requirements and increase relevant skills.
- Reimbursing incorporated groups for costs of Public Liability Insurance and ensuring unincorporated groups are covered by City’s Public Liability Insurance.

Details on the process is detailed in the ‘Friends of’ Groups Manual.



## Definitions and abbreviations

**Annual Work Plan** – A short term plan outlining the objectives of a 'Friends of' group and the activities and resources necessary to achieve them over a financial year.

**Conservation activities** – Activities that seek to maintain or improve biodiversity values. They include weeding, revegetation, fauna and flora surveys, community education, awareness raising, and other activities as approved by the City.

**Incorporated** – registered with Commerce WA as a legal entity.

**Management Plan** – a formal City document outlining the conservation objectives for a given Natural Area and the strategies that will be used to achieve them.

**Natural areas** – an area of public land dominated by native vegetation that is managed for biodiversity conservation.

**Unincorporated** – not registered with Commerce WA as a legal entity.

Responsibility and review information	
Responsible officer:	Manager Parks and Landscape
Document adoption/approval details	Approval/adoption date Proof of adoption/approval - meeting name or document no#
Document amendment details	
Next review date	(maximum of four years from last review)



**C2403-14 'FRIENDS OF' GROUPS POLICY**

**Attachment 2 - 'Friends of' Groups Manual**



# City of Fremantle

## 'Friends of' Groups Manual

[fremantle.wa.gov.au](http://fremantle.wa.gov.au)







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## Acknowledgement of Country

The City of Fremantle acknowledges the Whadjuk people as the Traditional Owners of the greater Fremantle/Walyalup area and we recognise that their cultural and heritage beliefs are still important today.



# Foreword

The City of Fremantle is privileged to have natural landscapes that include bushlands, coastal areas, and river foreshores. Most of these areas were modified through land use practices in the past but have since been the subject of significant habitat restoration efforts. For decades, the City's 'Friends of' Groups have committed their time and energy to the environmental conservation of their adopted spaces.

The purpose of the 'Friends of' Groups Manual' is to detail the processes to implement the City's 'Friends of' Groups Policy. The Policy seeks to establish the framework for the City to enable and support the conservation activities of 'Friends of' Groups. The intent is to make it as simple as possible for groups to spend majority of their time doing what they love – conservation work.





# What is a 'Friends of' Group:

'Friends of' groups are either incorporated or unincorporated groups who get together to conduct conservation activities in natural areas managed by the City or other publicly owned natural areas with written approval from the landowner.

As outlined in the Policy, 'Friends of' Groups:

- Conduct conservation activities in partnership with the City in publicly owned natural areas.
- Organise activities aligned with the management plan for their chosen natural area.
- Have written approval from the landowner if this is not the City.
- Formalise their partnership with the City through an approved Annual Work Plan.
- May receive financial and in-kind contributions from the City to conduct their conservation activities.
- May receive support from the City for grant submissions.
- Will be provided training to ensure compliance with Work Health Safety requirements.
- Will be reimbursed by the City for Public Liability Insurance costs if incorporated, or covered through the City's Public Liability Insurance, if unincorporated.

## 'Friends of' Groups in the City

The City of Fremantle currently has five active and recognised 'Friends of' Groups working within its natural areas. These are:

- Friends of Booyeembara Park
- Friends of Cantonment Hill
- Friends of Clontarf Hill
- Friends of Hollis Park
- Friends of Samson Park

Friends of Booyeembara Park, Cantonment Hill, Hollis Park and Samson Park operate on land managed by the City. Members are always welcome and needed and new groups are encouraged.



# Potential Friends Group Activities

Some of the conservation focussed activities that 'Friends of' Groups can carry out in their chosen reserves are:

- Revegetation
- Watering
- Weeding
- Litter Collection
- Monitoring (flora/fauna)
- Bushland walks
- Citizen science projects
- Other activities as agreed with the City.

The City's Natural Areas Team is dedicated to maintaining and improving the conservation values of our natural landscapes, often by implementing actions identified in management plans. Therefore, it is essential for the activities of 'Friends of' Groups and the City to complement each other.

## Getting started

'Friends of' Groups are usually formed when people with a shared passion for a particular natural area get together to enhance its ecological value, either directly through conservation activities, such as weeding or planting, or indirectly, through educating the community about the importance of conserving the biodiversity of the site.

Once a group is formed, it's time to nominate a convenor (this is the primary person who will liaise with the City) and begin conversations with the City's Natural Areas Team.

Unincorporated 'Friends of' groups are required to have their key group members registered as volunteers with the City (refer appendices) to ensure they are covered by the City's Public Liability Insurance. These key members are those who are willing to act in volunteer coordinator roles and will be responsible for ensuring that all activities are carried out safely and in accordance with the 'Friends of' Groups Policy.

In summary, the steps to become a recognised 'Friends of' Group with the City are:

1. Nominate a convenor for the group.
2. Discuss your plans with the City's Natural Areas Team.
3. Select at least two members of the group to become registered volunteers with the City.\*
4. Complete member registration forms and training.\*

*\*Incorporated groups do not need to complete steps 3 and 4.*



## Working in partnership with the City

The best outcomes are achieved by working together so it is essential for 'Friends of' Groups and the City to establish successful partnerships. Formalising these partnerships, through the development of an Annual Work Plan, may enable groups to access funding and in-kind support provided by the City.

The 'Annual Work Plan' (refer appendices) is a document shared by the 'Friends of' group and the City which allows both parties to detail projects and conservation activities over the course of the year. It will outline timelines and support/funding sources for activities and is where groups can request assistance from the City (such as financial support, seedlings, mulch, tools, or contractor services).

This plan is to be submitted to the City by **15 August** each year. It is expected that the plan will be created in collaboration between each 'Friends of' Group and the Natural Areas team.

### Open communication

Successful partnerships are built on trust, therefore it will be necessary for the City and 'Friends of' Groups to have open lines of communication to enable discussions around plans, issues and events relevant to each group and their activities.

## Receiving financial support from the City

Funding available for Friends of Groups will be determined through the City's budget development each Financial Year and how much is available for each group will usually be confirmed in July.

Requests for funding can be submitted to the City as part of the Annual Work Plan.

The process by which a 'Friends of' group can receive funds from the City will depend on whether the group is incorporated or not.

Incorporated groups can directly receive and manage their own funding. Unincorporated groups will need an incorporated sponsor to receive and manage the funding on their behalf. We will assist groups in organising a sponsor.

Once approved and signed, the Annual Work Plan will act as a financial agreement between the City, the 'Friends of' group and the sponsor (if applicable).





# Insurance

At a minimum, 'Friends of' Groups need to be covered by Public Liability Insurance (PLI). The purpose of PLI is to protect individuals from becoming personally responsible for compensation claims relating to accidents, property damage or injuries that occur because of their group's activities.

## Incorporated groups

Incorporated 'Friends of' groups operate as their own entity and are therefore required to hold their own PLI. The City may assist in covering this expense.

## Unincorporated groups

Members of unincorporated 'Friends of' groups can be considered volunteers for the City and can be covered by the City's PLI and Personal Accident Cover Insurance. To be covered, key members of unincorporated groups need to be formally registered as volunteers and all participants will need to complete sign-on sheets on the day of an activity.

# Work Health and Safety Requirements

Work Health and Safety (WHS) is everyone's responsibility and needs to be taken seriously. Accidents are preventable if we take the time to carefully plan how we will carry out an activity, consider and manage existing and potential hazards, and ensure all those involved have all the required information and training.

Responsibilities and duties at work are legislated under the Work Health and Safety Act 2020 and the Work Health and Safety Regulations 2022. It is important to note that volunteers are considered workers under this legislation. As part of this legislation, we are all required to show that we are doing our best and it is therefore necessary to carefully document each of the steps that can assist us in ensuring our safety at work.

## Planning and Prevention

The first step in keeping everyone safe is to complete the group's Annual Work Plan, listing the activities you plan to do over the year.

The next step is to complete a Risk Assessment. It will assist in identifying any potential hazards and how these will be managed to ensure everyone's safety. It is better to do this at least a few weeks before an activity, to ensure you have enough time to organise any additional resources that might help you reduce the risk to participants. We have provided a template Risk Assessment in Appendix A that includes the most common hazards



encountered in activities usually done by 'Friends of' groups. You can use it as a starting point and add anything else you consider relevant.

The Risk Assessment will inform what you may need to add to your Standard Operating Procedure (SOP). We have also provided a template to use as a starting point.

The Natural Areas Team is available to help you with the Risk Assessment, SOP and to ensure any training needs are met.

Make sure to have a first-aid kit, key contact numbers, Personal Protective Equipment (PPE) and other resources required (water, sunscreen, etc.) available for the activity and to advise participants of anything you need them to bring.

On the day of the activity, you will need to do a check of the site at which the activity will be held to identify any new or missed hazards. You can use the SOP to document this.

The SOP we have provided, will also double up as a registration form for the activity.

When you are ready to start the activity, make sure all participants have registered onto your SOP/registration sheet and to run through a short induction.

In the induction you will need to address housekeeping and safety at a minimum. We have provided a checklist the Appendices to help guide you. Use your SOP to run through the hazards and explain how you expect participants to help manage them. For example, explain that they are required to wear closed shoes and gloves, to watch their step to avoid slips, trips, and falls, etc.

## **Incident Management**

As above, preparation is key. Therefore, you will need to be prepared to manage an incident should it occur.

Having completed the requirements of the Planning and Prevention section above, you will have a clear understanding of the things that could possibly go wrong and how to deal with them.

All incidents must be reported to the Natural Areas Team immediately. They will record the incident in the City of Fremantle online system.



# Recordkeeping

Good recordkeeping is essential to demonstrate that we are taking every reasonable step to keep ourselves and others safe. It will also allow your group to operate in relative independence while meeting WHS requirements. Not meeting WHS requirements could jeopardise a group's ability to carry out routine work such as regular hand-weeding.

Your group will need to complete each of the forms below and retain for future reference.

Form	Frequency
Annual Work Plan	Yearly
Risk Assessment	Per activity/event
SOP/Sign-on sheets	Per activity/event

## Definitions

**Standard Operating Procedure (SOP)** is a set of step-by-step instructions compiled by an organisation to help workers carry out routine operations.

**Public Liability Insurance (PLI)**

## Contact Details

### City of Fremantle

Walyalup Civic Centre  
151 High Street  
Fremantle WA 6160

PO Box 807 | Fremantle WA 6959

**T** 1300 MY FREO (1300 693 736)

**E** [info@fremantle.wa.gov.au](mailto:info@fremantle.wa.gov.au)

### Parks and Landscape Team

**E** [parksaandlandscape@fremantle.wa.gov.au](mailto:parksaandlandscape@fremantle.wa.gov.au)





# Appendix A

## Friends Group Annual Work Plan Template

**Friends of <<group name>>**

**Annual Work Plan <<year/year>>**

### Conservation Goals (up to 5 years):

(Brief description of what the group would like to achieve)

--

### 5 Year Plan:

(Brief description of the goals for each year)

<<enter year>>	<<enter year>>	<<enter year>>	<<enter year>>	<<enter year>>

### Proposed Projects:

Project Name	Timeframe	External Funding Source	External Funding Amount (ex GST)	City Funding Amount Requested (ex GST)	City In-kind Support Requested
			\$____.____	\$____.____	



			\$ _____.____	\$ _____.____	
			\$ _____.____	\$ _____.____	
			\$ _____.____	\$ _____.____	
			\$ _____.____	\$ _____.____	

### Activity/Event Breakdown:

Month	Activity/event (eg. Planting, weeding, guided walks, surveys)	Resources requested from City of Fremantle	Is this project related?
September			
October			
November			
December			
January			
February			
March			
April			
May			
June			
July			
August			



**Other funding requested:**

(e.g. Tools, Promotions, Others)

Item	Cost (ex GST)

**Work Health & Safety**

The activities planned are covered by:

- ☐ Risk Assessment developed by the Group
- ☐ Safe Operating Procedure (SOP)
- ☐ We require assistance in completing a Risk Assessment

**Insurance**

- ☐ Unincorporated group under City's insurance
- ☐ Incorporated group and requesting \$\_\_\_\_\_ to cover insurance.

Total amount requested yr/yr (ex GST):

\$\_\_\_\_\_

**Total amount approved (ex GST): \$\_\_\_\_\_**

### Funding conditions

1. Funds to be used solely for the approved projects, activities and resources specified above. Any changes need to be communicated and approved by the City.
2. Annual report and copies of invoices to be submitted to the City by 1<sup>st</sup> of October.
3. Any unused funds to be returned to the City.

Friends Group Coordinator	Signature	Date:
		__/__/__

City of Fremantle Representative:	Signature	Date:
		__/__/__

Friends Funds Manager (If Applicable):	Signature	Date:
		__/__/__

## Friends of Group Roles and Responsibilities Checklist

Friends of Group Roles and Responsibilities Checklist	
<input type="checkbox"/>	1. Nominate a convenor for the group.
<input type="checkbox"/>	2. Discuss your plans with the City's Natural Areas Team.
<input type="checkbox"/>	3. Have key group members register as volunteers with the City.*
<input type="checkbox"/>	4. Select at least two members of the group to become registered volunteers with the City.*
<input type="checkbox"/>	5. Complete member registration forms and training.*
<input type="checkbox"/>	6. Submit an Annual Works Plan by 15 <sup>th</sup> August and gain approval from the City before undertaking any activities or receiving support from the City.
<input type="checkbox"/>	7. Ensure volunteers complete sign-on sheet and acknowledge they have read and understood SOP (Standard Operating Procedure) before starting activities (this includes a site-specific induction given by a Volunteer Coordinator).
<input type="checkbox"/>	8. Maintain a record of all sign-on sheets and provide these to the City upon request.

\* Incorporated groups do not need to complete steps 3,4 and 5.

## Site Specific Induction Checklist (for use by Volunteer Coordinator)

On the day of an event run through the following checklist:

Site Specific Induction Checklist (for use by Volunteer Coordinator)	
<input type="checkbox"/>	Site has been assessed for hazards and a Job Safety Environmental Analysis (JSEA) has been completed by Volunteer Coordinator
<input type="checkbox"/>	Provide Acknowledgement to Country (optional)
<input type="checkbox"/>	Where are the nearest amenities?
<input type="checkbox"/>	Where is the first aid kit located?
<input type="checkbox"/>	Where is the muster point?
<input type="checkbox"/>	Description of site location and activities to be undertaken (including any tools, equipment, and PPE to be used)
<input type="checkbox"/>	Any questions?
<input type="checkbox"/>	Direct volunteers to complete sign-on sheet



**By signing below, I acknowledge that:**

- (1) *I have read, understand, and will comply with the SOP (Safe Operating Procedure).*
- (2) *I have participated in a site-specific induction.*
- (3) *I have no pre-existing medical conditions that may pose a risk to myself or others (or I have discussed how risks will be managed with a Volunteer Coordinator).*
- (4) *I will only perform tasks within my individual capabilities.*
- (5) *Any persons accompanying me under the age of 16 will remain under adult supervision for the duration of the activities.*
- (6) *If I have ticked the photo permission checkbox I consent to photos or videos containing my image to be used for group/event promotion by the "Friends of" group or City of Fremantle.*

	NAME	Under 16 years old	Photo Permission	SIGNATURE (Parent or guardian if under 16)
1.		<input type="checkbox"/>	<input type="checkbox"/>	
2.		<input type="checkbox"/>	<input type="checkbox"/>	
3.		<input type="checkbox"/>	<input type="checkbox"/>	
4.		<input type="checkbox"/>	<input type="checkbox"/>	
5.		<input type="checkbox"/>	<input type="checkbox"/>	
6.		<input type="checkbox"/>	<input type="checkbox"/>	
7.		<input type="checkbox"/>	<input type="checkbox"/>	
8.		<input type="checkbox"/>	<input type="checkbox"/>	
9.		<input type="checkbox"/>	<input type="checkbox"/>	
10.		<input type="checkbox"/>	<input type="checkbox"/>	



## Workplace Health and Safety Risk Assessment Template

WORK TASK / ACTIVITY:			
Location:			
Developed by:			
Approved by:		(Signature)	Date:

**Note:** Use the Risk Assessment Matrix to determine the Initial and Residual Risk rating for each job step.

No #	Hazards	Current Controls	Initial Risk Rating	Future Controls	Residual Risk Rating





Recommended Actions			
Description	Person Responsible	Due date	Comment

Document Review							
Revision No	Date	Reviewed By	Department	Reason for Change	Manger/ Supervisor Approval (Name)	Position	Next Review Date
1							

	Likelihood				
Consequence	1 - Rare	2 - Unlikely	3 - Possible	4 - Likely	5 - Almost Certain
1 - Insignificant	LOW (1)	LOW (2)	LOW (3)	MODERATE (4)	MODERATE (5)
2 – Minor	LOW (2)	MODERATE (4)	MODERATE (6)	MODERATE (8)	MODERATE (10)
3 - Moderate	LOW (3)	MODERATE (6)	MODERATE (9)	SIGNIFICANT (12)	SIGNIFICANT (15)
4 - Major	MODERATE (4)	MODERATE (8)	SIGNIFICANT (12)	EXTREME (16)	EXTREME (20)
5 - Critical	MODERATE (5)	MODERATE (10)	SIGNIFICANT (15)	EXTREME (20)	EXTREME (25)

RISK CLASS	RISK MANAGEMENT RESPONSE
Extreme	Refer to Senior Executive for acceptance decision
Significant	Requires excellent controls Refer to Senior Executive for acceptance decision
Moderate	Acceptable with adequate controls
Low	Acceptable with adequate controls




















RISK		CONSEQUENCE		LIKELIHOOD
An uncertain event or condition that if it occurs will have an impact upon the achievement of objectives.	=	The impact of an event. e.g. health, personal safety impact (Injury), equipment damage, environment damage, community impact.	×	A qualitative description of probability or frequency.

LIKELIHOOD			
LEVEL	RATING	DESCRIPTION	PROBABILITY
1	Rare	Exceptional circumstances only	< 5%
2	Unlikely	Could occur at some time	5 - 25%
3	Possible	Should occur at some time	25 - 75%
4	Likely	Will probably occur in most circumstances	75 - 95%
5	Almost Certain	Expected to occur in most circumstances	> 95%

CONSEQUENCE		
LEVEL	RATING	HEALTH (Physical & Psychological)
1	Insignificant	Injury requiring first aid but no expected adverse physical / psychological / mental impacts.
2	Minor	Injury requiring medical treatment, or Restricted Work injury <10 days
3	Moderate	Lost Time Injury (LTI) > 1 day requiring medical treatment, or Restricted Work Injury > 10 days.
4	Major	Permanent injury, disability and/or health impact
5	Critical	Death(s) or permanent injuries, disabilities and/or health impacts

## Standard Operating Procedures Template

<b>WORK TASK / ACTIVITY</b>			
<b>PURPOSE / SCOPE</b>	The purpose of this document is to provide a Standard Operating Procedure (SOP) which applies to all personnel, contractors and visitors to the City of Fremantle.		
<b>PERMITS / LICENCES / QUALIFICATIONS / TRAINING REQUIRED</b> (Team members must have the appropriate qualifications and licences and training to operate specific equipment for this task)		<b>PLANT / TOOLS / EQUIPMENT REQUIRED</b>	
<b>REFERENCED DOCUMENTS</b> (Documents to be reviewed in consultation with this SOP)			
<b>RESPONSIBILITIES</b>	<p>Supervisors and Managers are responsible for ensuring team members are adequately trained and are competent in the application of this SOP.</p> <p>All team members must follow the requirements of this SOP. If a condition or situation changes during the course of your work or if the work becomes unsafe you must <b>STOP</b> the task immediately and report to your Supervisor. A review of this SOP may be required.</p>		

PERSONAL PROTECTION EQUIPMENT REQUIRED (Tick required PPE)											
											
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Head Protection AS 1801	Eye Protection AS 1337	Goggles AS 1337	Face Protection AS 1337	Ear Protection AS 1270	Dust Protection AS 1716	Respirator Protection AS 1716	Hand Protection AS 2161	Foot Protection AS 2210	Protective Body Clothing AS 3765	Fall Restrain Protection AS 1891	Hi Vis Vest AS 4602
HAZARDS											
											
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
Fire Risk	Toxic Hazard	Electric Shock	Forklifts Hazard	Biological Hazard	Corrosion Risk	Other Hazard	(Please Specify)				

**Note:** Use the Risk Assessment Matrix to determine the Initial and Residual Risk rating for each job step.



No #	Job Steps	Potential Hazards	Initial Risk Rating	Description and Controls	Residual Risk Rating





Document Review						
Revision No	Date	Reviewed By	Department	Reason for Change	Manger/ Supervisor Approval (Name)	Position

## HSE Risk Assessment

	Likelihood				
Consequence	1 - Rare	2 - Unlikely	3 - Possible	4 - Likely	5 - Almost Certain
1 - Insignificant	LOW (1)	LOW (2)	LOW (3)	MODERATE (4)	MODERATE (5)
2 – Minor	LOW (2)	MODERATE (4)	MODERATE (6)	MODERATE (8)	MODERATE (10)
3 - Moderate	LOW (3)	MODERATE (6)	MODERATE (9)	SIGNIFICANT (12)	SIGNIFICANT (15)
4 - Major	MODERATE (4)	MODERATE (8)	SIGNIFICANT (12)	EXTREME (16)	EXTREME (20)
5 - Critical	MODERATE (5)	MODERATE (10)	SIGNIFICANT (15)	EXTREME (20)	EXTREME (25)

RISK CLASS	RISK MANAGEMENT RESPONSE
Extreme	Refer to Senior Executive for acceptance decision
Significant	Requires excellent controls Refer to Senior Executive for acceptance decision
Moderate	Acceptable with adequate controls
Low	Acceptable with adequate controls

RISK		CONSEQUENCE		LIKELIHOOD
An uncertain event or condition that if it occurs will have an impact upon the achievement of objectives.	=	The impact of an event. e.g. health, personal safety impact (Injury), equipment damage, environment damage, community impact.	×	A qualitative description of probability or frequency.

LIKELIHOOD			
LEVEL	RATING	DESCRIPTION	PROBABILITY
1	Rare	Exceptional circumstances only	< 5%
2	Unlikely	Could occur at some time	5 - 25%
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4	Likely	Will probably occur in most circumstances	75 - 95%
5	Almost Certain	Expected to occur in most circumstances	> 95%

CONSEQUENCE		
LEVEL	RATING	HEALTH (Physical & Psychological)
1	Insignificant	Injury requiring first aid but no expected adverse physical / psychological / mental impacts.
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4	Major	Permanent injury, disability and/or health impact
5	Critical	Death(s) or permanent injuries, disabilities and/or health impacts

## Risk Acceptance and Ownership

Level of Risk	Criteria for Acceptance of Risk		Authorised to accept
Low	Acceptable	Acceptable with satisfactory Controls	Staff
Moderate	Acceptable	Acceptable with <b>satisfactory</b> controls	Manager
High	Monitor	Only Acceptable with <b>satisfactory</b> controls	Director
Extreme	Urgent Management Action Required	Not Acceptable	CEO