



The Council of the City of Cockburn

Ordinary Council Meeting
Agenda Paper

For Thursday, 14 September 2023



City of Cockburn
PO Box 1215, Bibra Lake
Western Australia 6965

Cnr Rockingham Road and
Coleville Crescent, Spearwood

Telephone: (08) 9411 3444
Facsimile: (08) 9411 3333

NOTICE OF MEETING

Pursuant to Clause 2.4 of Council's Standing Orders, an Ordinary Meeting of Council has been called for Thursday 14 September 2023.

The meeting is to be conducted at 7pm in the City of Cockburn Council Chambers, Administration Building, Coleville Crescent, Spearwood.

The Agenda will be made available on the City's website on the Friday prior to the Council Meeting.

A handwritten signature in black ink, appearing to read 'D. Arndt', is positioned above the name of the signatory.

Daniel Arndt
Acting Chief Executive Officer

The Council of the City Of Cockburn

Ordinary Council Meeting 14 September 2023 at 7pm

Table of Contents

	Page
1. Declaration of Meeting.....	5
2. Appointment of Presiding Member (If required)	5
3. Disclaimer (To be read aloud by Presiding Member)	5
4. Acknowledgement of Receipt of Written Declarations of Financial Interests and Conflict of Interest (by Presiding Member)	5
5. Apologies & Leave of Absence	5
6. Response to Previous Public Questions Taken on Notice	5
7. Written Requests for Leave of Absence.....	6
8. Public Question Time	6
9. Confirmation of Minutes.....	6
9.1 Minutes of the Ordinary Council Meeting - 10/8/2023	6
10. Deputations	6
11. Business Left Over from Previous Meeting (if adjourned)	6
12. Declaration by Members who have Not Given Due Consideration to Matters Contained in the Business Paper Presented before the Meeting	6
13. Decisions Made at Electors Meeting.....	6
14. Reports - CEO (and Delegates).....	7
14.1 Built and Natural Environment	7
14.1.1 Banjup Traffic Study - Update	7
14.1.2 MRS (Major) Amendment 1404/41 - Removal of Roe Highway (Remainder Stages 8 & 9) Primary Regional Road Reservation.....	30
14.2 Finance	72
14.2.1 RFQ04/2023 Landfill Compactor (Minimum 35 Tonne).....	72
14.2.2 Payments Made from Municipal Fund and Local Procurement Summary - July 2023	78
14.2.3 Monthly Financial Report - July 2023	114
14.3 Operations.....	142
14.3.1 Proposed Permanent Road Closure - Portion Neilson Street, Hammond Park	142
14.4 Community Services.....	150

14.4.1	Multiple Dog Application for 186 Gibbs Road, Banjup	150
15.	Reports-Standing Committee	154
15.1	Governance Committee Meeting – 24/08/2023.....	154
15.1.1	Sustainability Policy Review	154
15.1.2	Proposed Minor Amendments to Policies in Finance Division	160
15.1.3	Proposed Minor Amendments to Policies in Community Services Division.....	172
15.1.4	Bushfire Advisory Reference Group Terms of Reference	196
15.1.5	Strategic Community Plan Outcome - Deep Dive Review - Local Economy	210
15.1.6	Committees of Council	235
15.1.7	City of Cockburn Inquiry Update.....	243
15.1.8	Community Engagement Policy	274
15.1.9	Sister City Relationships and Engagement Policy	282
15.1.10	Council Meeting Policy Review	292
15.1.11	Sustainability and Environmental Reference Group	296
15.1.12	Policy: Performing Arts/Arts Hall of Fame.....	296
15.2	Organisational Performance Committee Meeting – 24/08/2023.....	297
15.2.1	FY2022-23 KPI Close Out Report	297
16.	Committee Minutes.....	312
16.1	Governance Committee Meeting – 24/08/2023.....	312
16.1	Organisational Performance Committee Meeting – 24/08/2023.....	312
17.	Motions of Which Previous Notice Has Been Given.....	313
17.1	Elected Member Invitations	313
18.	Notices Of Motion Given At The Meeting For Consideration At Next Meeting.....	315
19.	New Business of an Urgent Nature Introduced by Members or Officers	315
20.	Matters to be Noted for Investigation, Without Debate.....	315
21.	Confidential Business	315
22.	Resolution of Compliance.....	315
23.	Closure of Meeting	315

The Council of the City Of Cockburn

Ordinary Council Meeting 14 September 2023 at 7pm

Agenda

1. Declaration of Meeting

“Kaya, Wanju Wadjuk Budjar” which means “Hello, Welcome to Wadjuk Land”.

The Presiding Member will acknowledge the Nyungar People who are the traditional custodians of the land on which the meeting is being held and pay respect to the Elders of the Nyungar Nation, both past and present and extend that respect to Indigenous Australians present.

2. Appointment of Presiding Member (If required)

3. Disclaimer (To be read aloud by Presiding Member)

Members of the public, who attend Council Meetings, should not act immediately on anything they hear at the Meetings, without first seeking clarification of Council's position.

Persons are advised to wait for written advice from the Council prior to taking action on any matter that they may have before Council.

4. Acknowledgement of Receipt of Written Declarations of Financial Interests and Conflict of Interest (by Presiding Member)

5. Apologies & Leave of Absence

Cr C Stone - Leave of Absence

6. Response to Previous Public Questions Taken on Notice

Nil

7. Written Requests for Leave of Absence

Nil

8. Public Question Time

9. Confirmation of Minutes

9.1 Minutes of the Ordinary Council Meeting - 10/8/2023

Recommendation

That Council confirms the Minutes of the Ordinary Council Meeting held on Thursday, 10 August 2023 as a true and accurate record.

10. Deputations

11. Business Left Over from Previous Meeting (if adjourned)

Nil

12. Declaration by Members who have Not Given Due Consideration to Matters Contained in the Business Paper Presented before the Meeting

13. Decisions Made at Electors Meeting

Nil

14 Reports - CEO (and Delegates)

14.1 Built and Natural Environment

14.1.1 Banjup Traffic Study - Update

Executive A/Chief of Built and Natural Environment

Author Manager Transport and Traffic

Attachments

1. Traffic Data - Banjup [↓](#)
2. MRWA Approval Line Marking and Signage Plans [↓](#)
3. Banjup Preservation Principles [↓](#)
4. Proposed - Banjup Local Area Speed Zone and Treatment Locations [↓](#)
5. Schematic - Threshold Treatment [↓](#)

RECOMMENDATION

That Council:

- (1) RECEIVES the report;
- (2) NOTES that the City performed the traffic counts for roads in Banjup as follows:
 - (a) At the north and south ends of Liddelow and Beenyup Roads (on the main cross routes of Harper Road, Gibbs Road, and Coffey Road);
- (3) ENDORSES further engagement with Banjup residents and Main Roads WA to pursue a Local Area Speed Zone reduction via the introduction of "Threshold Treatments" and appropriate line marking and signage;
- (4) ACKNOWLEDGES an Investigation Report of Proposed Local Area Traffic Management – including concept designs and cost estimates for the initially proposed traffic treatments for Liddelow Road has been prepared by SMEC Engineering Consultancy but put on HOLD pending further instruction of Council;
- (5) ACKNOWLEDGES the City has submitted the latest traffic data for roads in Banjup to the WA Police and requested support for speed enforcement; and
- (6) REQUESTS a further report to Council with proposed concepts and costings of the 'Threshold Treatments' and outcomes of engagement activities for further consideration by the December 2023 OCM.

Background

At the 11 August 2022 Ordinary Council Meeting, Council resolved the following:

That Council:

- (1) PERFORMS counts of vehicles by number, axles, and speed on the following roads in November 2022:
 1. At the north and south ends of Liddelow and Beenyup Roads,
 2. On the main cross routes of Harper Road, Gibbs Road, Coffey Road;

- (2) USES the results from these traffic counts to advocate for Main Roads WA to reduce the speed limits on Liddelow, Gibbs and Beenyup Roads;
- (3) In the interim, ADVOCATES for MRWA for expeditious allocation of the work related to Banjup as previously voted by Council;
- (4) RECOMMENDS to the ERC for consideration for funding for designs for three modified T intersections and two slow points along Liddelow Road, as identified in the 2019 Cardno report, including a schedule of projects that may need to be deferred in order to allow for this funding;
- (5) REQUESTS that a report come back by the April 2023 Council meeting with the detailed designs and costings including the traffic count data;
- (6) WRITES to WA Police Traffic division requesting support for enforcement of speed limits.

Reason:

The Banjup suburb is a low density rural location with unique character.

It is surrounded by medium density Urban Development and bounded by significant arterial roads (Rowley Rd, Armadale Rd, Nicholson Rd and the Kwinana Freeway to the west of the Aubin Grove and Atwell suburbs.

Due to this location it has been subjected to significant traffic volumes on roads which are not constructed in a manner (Non Built up area standards) to deal with this significant Transport task.

The nature of the roads and increasing congestion on the surrounding roads has encouraged additional traffic to utilise the roads and due to historic Speed Zoning Practices in a manner which is both unsafe and impacts the amenity of the area.

It is considered as a unique area within the Draft Local Planning Strategy and has its own adopted planning principles referred within this strategy – refer Attachment 3 – Preservation Principles for Banjup

Submission

N/A

Report

Data Collection

The City undertook traffic surveys along Liddelow Road, Beenyup Road, Harper Road, Gibbs Road, and Coffey Road from 20 October, 2022 to 7 November, 2022.

Details of the collected data has been included (refer Attachment 1).

The data as collected has not demonstrated any significant shift in volumes or operating speed than previously provided to Council or utilised in earlier assessments.

Advocate for speed reduction

The City engaged with the Technical Services and Speeding Zoning teams at Main Roads WA (MRWA) and requested a review of speed limits and consideration of speed reduction on Liddelow, Gibbs, and Beenyup Roads in Banjup.

In alignment with the revised Speed Zoning Policy for MRWA, City Officers discussed the potential of taking an alternate approach to amending the legal speed limit of the local road network by utilising a “Local Area approach”.

This approach would identify the Banjup rural area locality and apply a series of minor identifying features known as “threshold treatments” as well as signage and linemarking to achieve a consistency in approach to speed limits within the Banjup rural area.

Importantly, the design and application of this treatment option would preserve the rural amenity of Banjup as has been adopted by Council in the Draft Local Planning Strategy (April 2023), following the original Notice of Motion for this item.

MRWA have provided in principle support for the City to request an area wide approach on all roads within rural Banjup (within the City of Cockburn) to receive a 60km/hr speed limit with the exception of Liddelow Road which would receive a speed reduction to 70km/hr.

Key to achieving this outcome would be the City proposing and having funding endorsed for the provision of the “Threshold Treatments” and reaching agreement with both MRWA and the community on the proposed treatments.

At a conceptual level, the locations for these treatments and style of the treatment can be seen in Attachments 4 and 5.

Indicative costing for the treatments would be \$50,000 per treatment; a total of \$450,000.

Advocate for work related to Banjup as previously voted by Council

In response to Part 3 of the August 2022 Council resolution, the City can advise:

The Council report adopted at the 9 April 2020 Ordinary Council Meeting requested that the City contact MRWA to undertake a review of line marking and signage within the study area.

Further, the Council report adopted at the 8 July 2021 Ordinary Council Meeting requests for the City to liaise with MRWA to complete a review of signage, line marking and speed zones for the remainder of the study area.

The City received MRWA approval for all line marking and signage drawings for Gibbs Road and Liddelow Road, Banjup in November 2022.

The approved drawings are included (refer Attachment 2).

Installation of new signs and lines are matters under the control of MRWA and this may take six to 12 months.

Should Council endorse the City pursuing the area wide speed limit reduction as noted above further signage and linemarking drawings would be produced to accompany the “threshold treatments” and identify the new speed zones.

Traffic Study, Treatment Analysis and Costings

Critically, any works and upgrades should embed, not erode the Banjup Preservation Principles (refer Attachment 3).

Working through draft designs with the community is integral. Often the legislative requirements applicable to some design options are not what the community envisaged and there needs to be the opportunity to test this before works are installed

As a case in point, whilst a substantial body of work has been completed (with designs and costings) for the scope of work proposed by the Notice of Motion, officers took the opportunity to further engage with the community on these designs. Together, opportunities to provide cost effective outcomes in conjunction with MRWA and recognised the significant misalignment in expectations were provided.

Initial findings of the draft design and costing reports indicated significant capital costs, land resumption requirements and an ‘urban character’ (concrete kerbing, streetlighting, structured drainage and extensive traffic calming) as well as significant loss of vegetation to achieve the engineering requirements for the functional hierarchy and proposed speed of the road.

These requirements did not align with the April 2023 decision of Council in the Draft Local Planning Strategy and Banjup Preservation Principles.

This finding is reflected in the officer recommendation which would seek to continue exploration of alternative concept designs with the community which align to the Banjup Preservation Principles. These can then be brought back for Council’s consideration later in the year.

Strategic Plans/Policy Implications

City Growth and Moving Around

A growing City that is easy to move around and provides great places to live.

- An integrated, accessible and improved transport network.

Listening and Leading

A community focused, sustainable, accountable and progressive organisation.

- Best practice Governance, partnerships and value for money.
- High quality and effective community engagement and customer service experiences.

Budget/Financial Implications

The cost for design, assessment and application to MRWA, along with signage and line marking, has been allocated within WC01790 - Banjup Traffic Management.

The cost for installation of signage and line marking installation will be covered by MRWA.

The City would need to allocate funding within a future Capital Works Budget to fund the Threshold Treatments proposed within this report.

Further detail on this treatment and its costings are required to be reported back to Council with a potential future implication of \$450,000 not yet considered in the Long Term Financial Plan.

The proposed Threshold Treatments would be unlikely to attract funding under the Road Safety or Road Improvement Programs offered by the Metropolitan Region Road Group. Officers will seek opportunities to minimise municipal funds required to deliver this project and present back in the subsequent report.

Given significant other priorities across the City it is recommended the above suite of projects be considered within the City Wide Infrastructure plan for prioritisation against other City Projects.

This process ensures the City will deliver projects with the greatest level of impact for the broader Cockburn community where the need can be best demonstrated.

Legal Implications

N/A

Community Consultation

The City undertook community consultation sessions to allow local residents to provide feedback on the existing traffic conditions within and around the study area.

The community consultation involved two stages; the first was held on 14 May 2019 to document the concerns of the residents within the Banjup locality, and the second stage, held on 6 August 2019, was conducted to allow residents to view Cardno's recommended treatments based on community concerns and to provide any further input.

The changes in speed zones approved by MRWA were available for public access on the MRWA website.

As outlined in the report above, officers have liaised with representatives of the Banjup Residents Group and would recommend continuing these productive discussions.

Specific consultation on the local area speed zone and design of the threshold treatment is required to inform Council of community sentiment and expectations for this treatment.

Risk Management Implications

Banjup has an engaged community who are keen to see improvements align to the Banjup Preservation Principles. The risk of not engaging them could result in outcomes which are costly and do not achieve the community vision (even if they met the technical details).

To ensure a safe environment for all road users, it is necessary to review and modify certain speed zones.

The enforcement of speed limits enables traffic flow, maximises road capacity, minimises overtaking and reduces crash risk.

While MRWA are responsible for speed zoning across the State, speed zone changes and signage and line marking on local roads are the responsibility of the Local Government.

Advice to Proponent(s)/Submitters

The Banjup Resident Group have been advised that this matter is to be considered at the 14 September 2023 Ordinary Council Meeting.

Implications of Section 3.18(3) *Local Government Act 1995*

Nil

Survey start date	Survey end date	Street name	Suburb	Location	Average weekday traffic	AM peak hour	AM peak hour volume	PM peak hour	PM peak hour volume	Average speed (km/h)	85th percentile speed (km/h)	Heavy vehicles %
20/10/2022	28/10/2022	Liddelow Road	Banjup	350m north of Wolfe Road	3,811	0700-0800	318.0 vehicles	1600-1700	564.0 vehicles	80.1	86.4	10.3%
20/10/2022	28/10/2022	Beenyup Road	Banjup	800m north of Rowley Road	2,072	0800-0900	199.0 vehicles	1600-1700	308.0 vehicles	78.2	85.3	11.0%
20/10/2022	28/10/2022	Harper Road	Banjup	950m west of Liddelow Rd	645	0800-0900	76.0 vehicles	1500-1600	79.0 vehicles	63.2	72.2	5.2%
20/10/2022	28/10/2022	Gibbs Road	Banjup	200m east of Liddelow Rd	2,016	0800-0900	181.0 vehicles	1600-1700	221.0 vehicles	67.3	75.2	8.7%
20/10/2022	28/10/2022	Coffey Road	Banjup	230m east of Beenyup Rd	830	0800-0900	85.0 vehicles	1500-1600	93.0 vehicles	67.7	77.4	8.0%
20/10/2022	28/10/2022	Liddelow Road	Banjup	90m south of Harper Rd	5,523	0700-0800	420.0 vehicles	1600-1700	762.0 vehicles	77.4	84.6	9.4%
28/10/2022	7/11/2022	Beenyup Road	Banjup	400m south of Tapper Rd	2,305	0800-0900	258.0 vehicles	1600-1700	339.0 vehicles	70.8	77.9	8.2%





PLAN SCALE 1500



PLAN SCALE 1500

NOTES:
 1. ALL DIMENSIONS ARE IN METERS UNLESS NOTED OTHERWISE.
 2. LINEMARKING LOCATIONS AND SIZES ARE BASED ON AERIAL FROM METROMAPS DATED FEB' 21.

LEGEND

- ◻ EXISTING SIGN POST SIGN
- ◻ EXISTING TWO POST SIGN
- PROPOSED SINGLE POST SIGN
- ◻ PROPOSED TWO POST SIGN
- ✕ LINEMARKING TO BE REMOVED (BY COUNCIL)

TRAFFIC SIGNS AND PAVEMENT MARKING APPROVED
 APPROVED
 ATSC: Andrea Hodgson
 Date: 25 November 2022
 MRWA File: 086124
 WR No: 38784
 Main Roads Western Australia

AMENDED

REV	DESCRIPTION	DRAWN	DATE	CHECKED
F	MRWA COMMENTS ADDED	DM	13.06.22	SM
E	ISSUED FOR REVIEW	DM	24.01.22	SM
D	ISSUED FOR REVIEW	DM	26.10.21	SM
C	ISSUED FOR REVIEW	DM	08.09.21	SM
B	ISSUED FOR REVIEW	DM	31.08.21	SM
A	ISSUED FOR REVIEW	DM	02.04.21	SM

CITY OF COCKBURN
 9 COLEVILLE CRESCENT, SPEARWOOD WA 6163
 PHONE: (08) 9411 3444 FAX: (08) 9347 3333

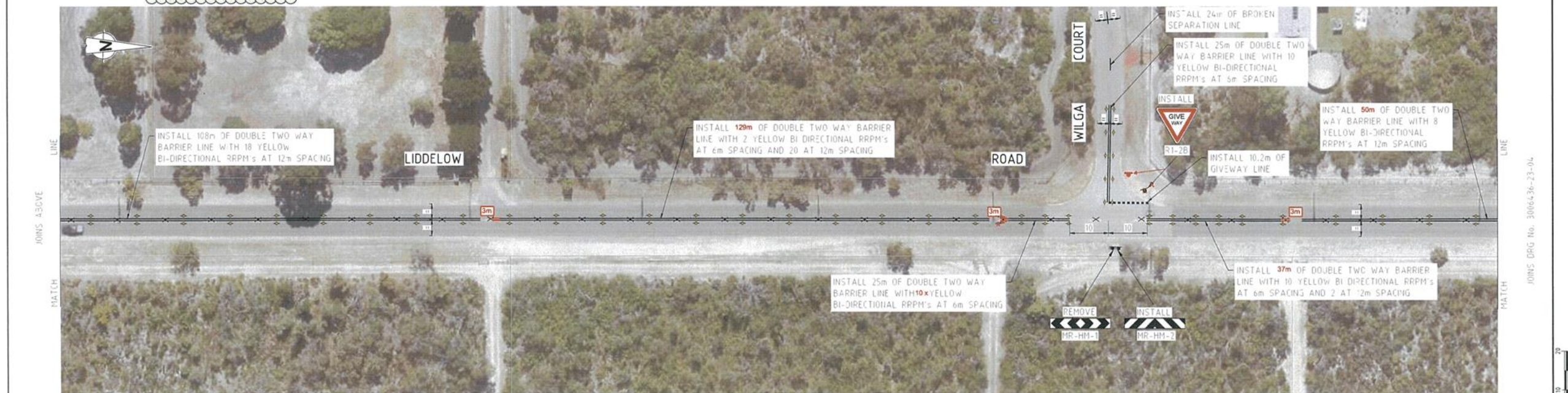
BANJUP LIDDELOW ROAD LINEMARKING AND SIGNAGE UPGRADE

DESIGNED	DM	APPROVED		SCALE	1500	JOB No.	3006436
DRAWN	SM			DWG No.		SHEET No.	REV
CHECKED		DESIGN MANAGER				3006436-23-02	F



PLAN
SCALE 1500

3m Gaps for residential driveways



PLAN
SCALE 1500

- NOTES:**
1. ALL DIMENSIONS ARE IN METERS UNLESS NOTED OTHERWISE.
 2. LINEMARKING LOCATIONS AND SETOUT ARE BASED ON AERIAL FROM METROMAPS DATED FEB '21.

- LEGEND**
- ◻ EXISTING SINGLE POST SIGN
 - ◻ EXISTING TWO POST SIGN
 - ◻ PROPOSED SINGLE POST SIGN
 - ◻ PROPOSED TWO POST SIGN
 - X LINEMARKING TO BE REMOVED (BY COUNCIL)

TRAFFIC SIGNS AND PAVEMENT MARKING
APPROVED
ATBC: Andrea Hodgson
Date: 25 November 2022
MRWA File: 08/6124
WR No: 38764
Main Roads Western Australia

AMENDED

REV	DESCRIPTION	DRAWN	DATE	CHECKED
E	ISSUED FOR REVIEW	DM	24.01.22	SM
D	ISSUED FOR REVIEW	DM	26.10.21	SM
C	ISSUED FOR REVIEW	DM	08.09.21	SM
B	ISSUED FOR REVIEW	DM	31.08.21	SM
A	ISSUED FOR REVIEW	DM	02.04.21	SM

CITY OF COCKBURN
9 COLEVILLE CRESCENT, SPEARWOOD WA 6163
PHONE: (08) 9411 3444 FAX: (08) 9347 3333

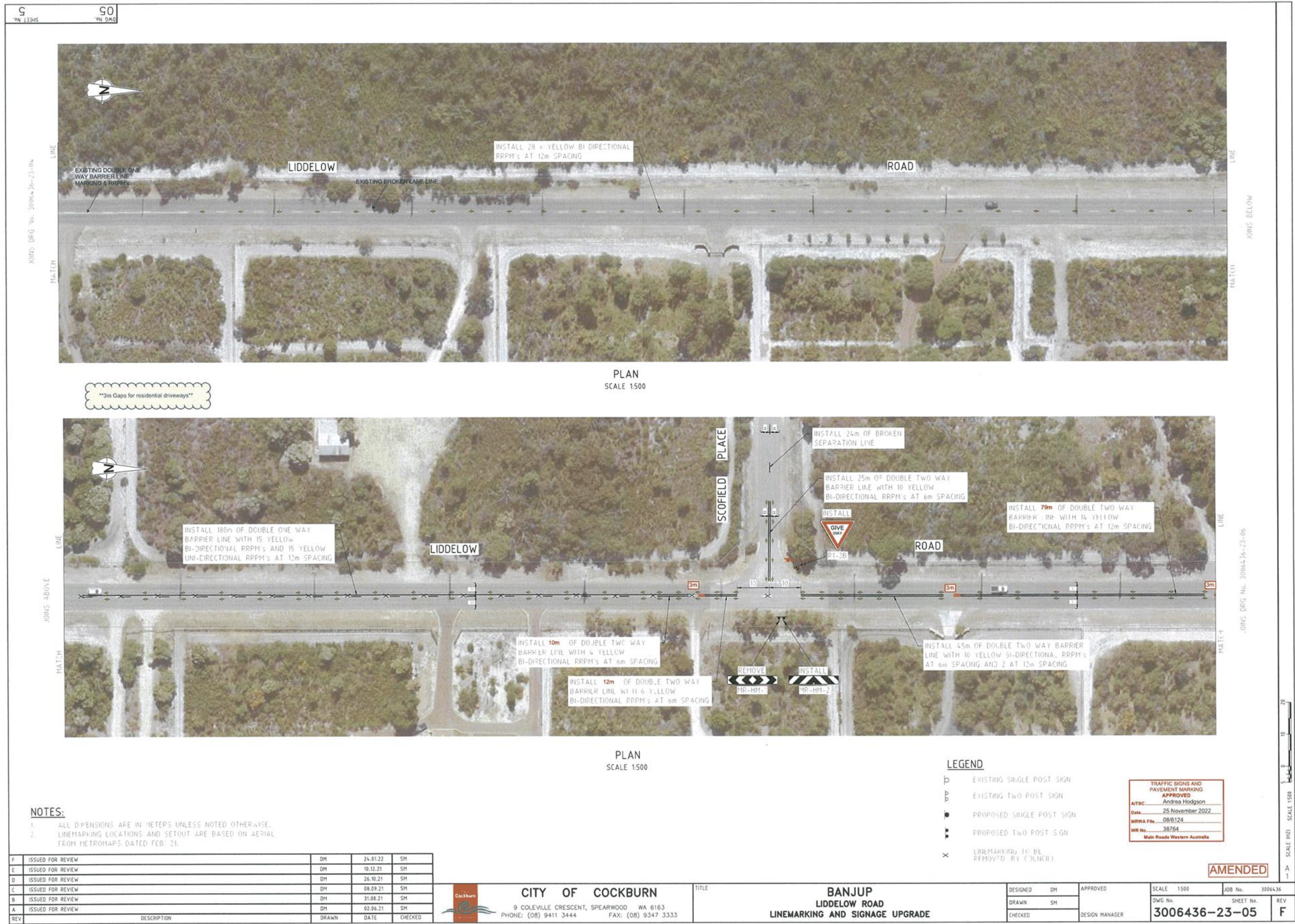
BANJUP
LIDDLELOW ROAD
LINEMARKING AND SIGNAGE UPGRADE

DESIGNED DM
DRAWN SM
CHECKED

APPROVED
DESIGN MANAGER

SCALE 1500
JOB No. 3006436
DWG No. 3006436-23-03
SHEET No. 1
REV E

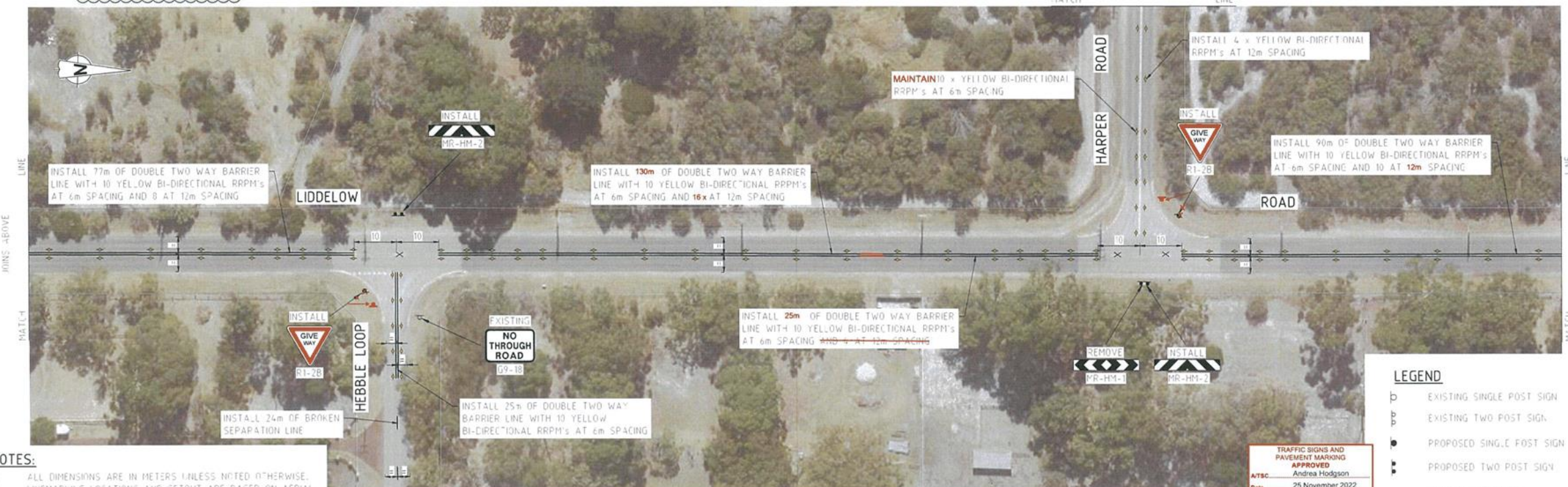






3m Gaps for residential driveways

PLAN SCALE 1500



NOTES:
 1. ALL DIMENSIONS ARE IN METERS UNLESS NOTED OTHERWISE.
 2. LINEMARKING LOCATIONS AND SETOUT ARE BASED ON AERIAL FROM METRMAPS DATED FEB '21.

LEGEND

- o EXISTING SINGLE POST SIGN
- o EXISTING TWO POST SIGN
- o PROPOSED SINGLE POST SIGN
- o PROPOSED TWO POST SIGN
- x LINEMARKING TO BE REMOVED (BY COUNCIL)

TRAFFIC SIGNS AND PAVEMENT MARKING APPROVED
 APPROVED
 Andrea Hodgson
 Date: 25 November 2022
 MHWB File: 08R124
 WR No.: 38764
 Main Roads Western Australia

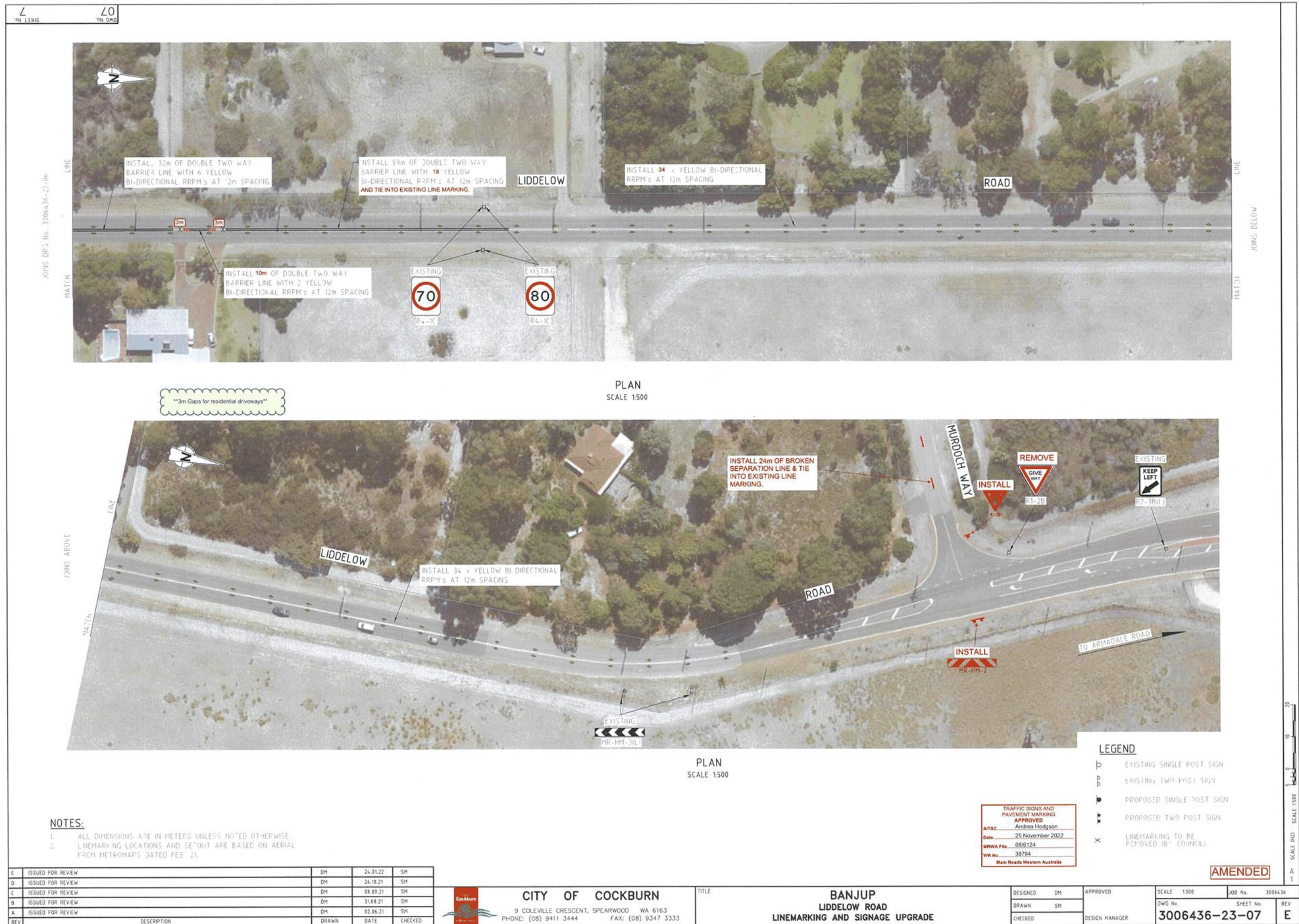
AMENDED

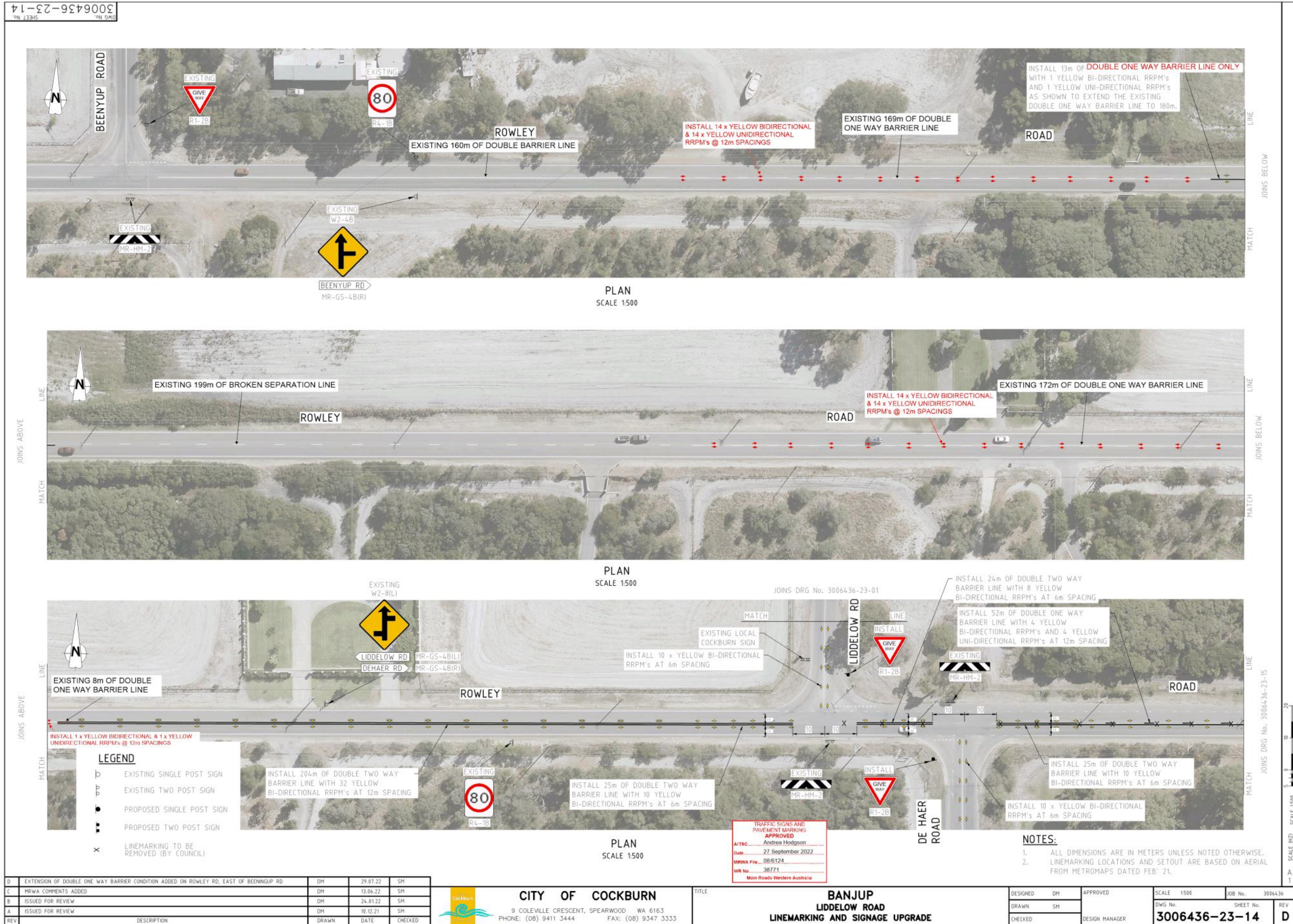
REV	DESCRIPTION	DM	DATE	SM	CHECKED
E	ISSUED FOR REVIEW	DM	24.01.22	SM	
D	ISSUED FOR REVIEW	DM	26.10.21	SM	
C	ISSUED FOR REVIEW	DM	08.09.21	SM	
B	ISSUED FOR REVIEW	DM	31.08.21	SM	
A	ISSUED FOR REVIEW	DM	02.06.21	SM	

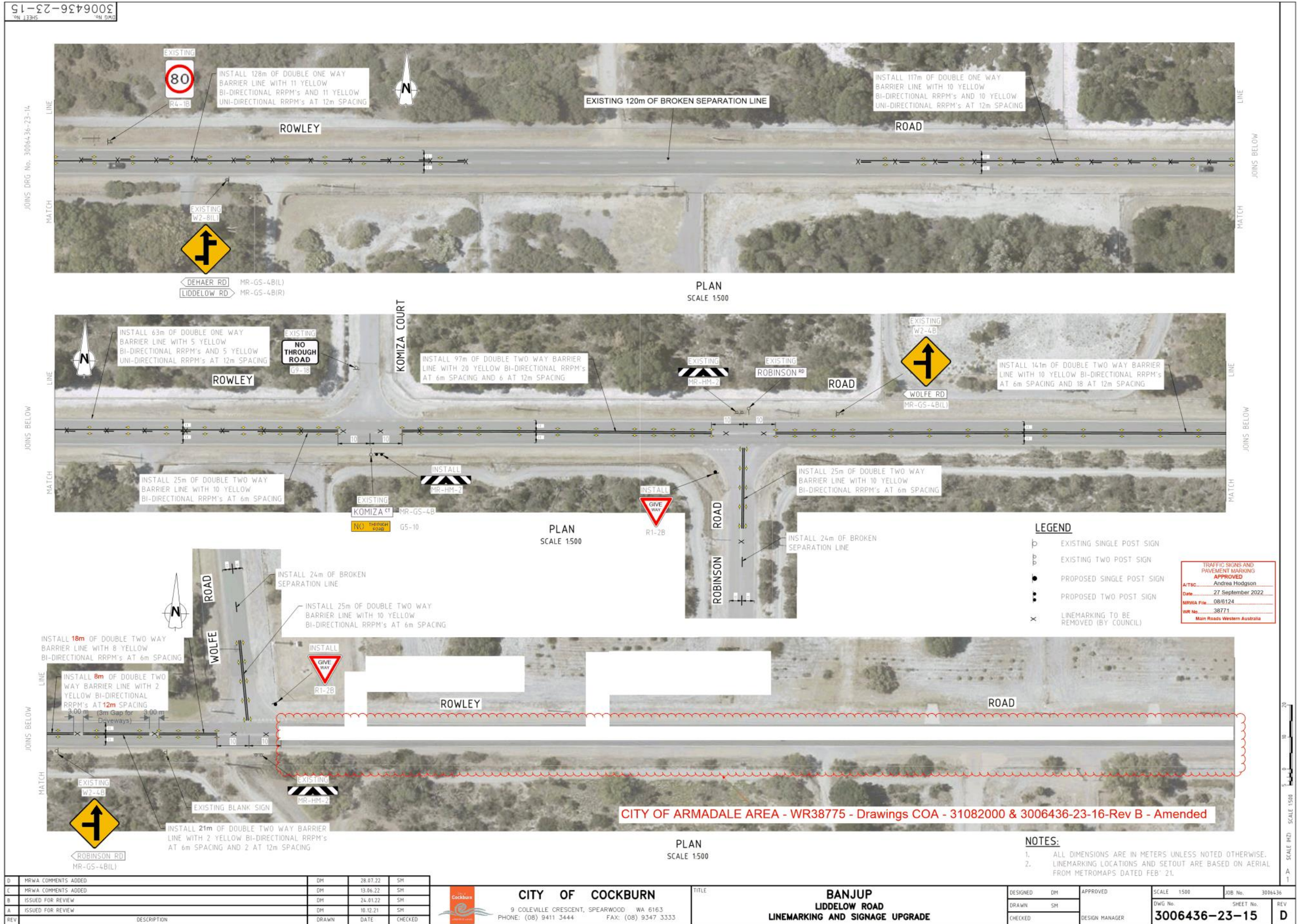
CITY OF COCKBURN
 9 COLEVILLE CRESCENT, SPEARWOOD WA 6163
 PHONE: (08) 9411 3444 FAX: (08) 9347 3333

BANJUP LIDDELOW ROAD LINEMARKING AND SIGNAGE UPGRADE

DESIGNED	DM	APPROVED	SCALE 1500	JOB No.	3006436
DRAWN	SM	DESIGN MANAGER	DWG No.	SHEET No.	
CHECKED			3006436-23-06		E







3006436-23-16
SHEET No. DWG No.



PLAN
SCALE 1:500

INSTALL 16 YELLOW BI-DIRECTIONAL RRPM'S
AND 16 YELLOW UNI-DIRECTIONAL RRPM'S AT
12m SPACINGS.

CITY OF ARMADALE AREA

NOTES:

1. ALL DIMENSIONS ARE IN METERS UNLESS NOTED OTHERWISE.
2. LINEMARKING LOCATIONS AND SETOUT ARE BASED ON AERIAL FROM METROMAPS DATED FEB' 21.

TRAFFIC SIGNS AND
PAVEMENT MARKING
APPROVED
A/TSC: Andrea Hodgson
Date: 27 September 2022
MRWA File: 08/6124
WR No: 38775
Main Roads Western Australia

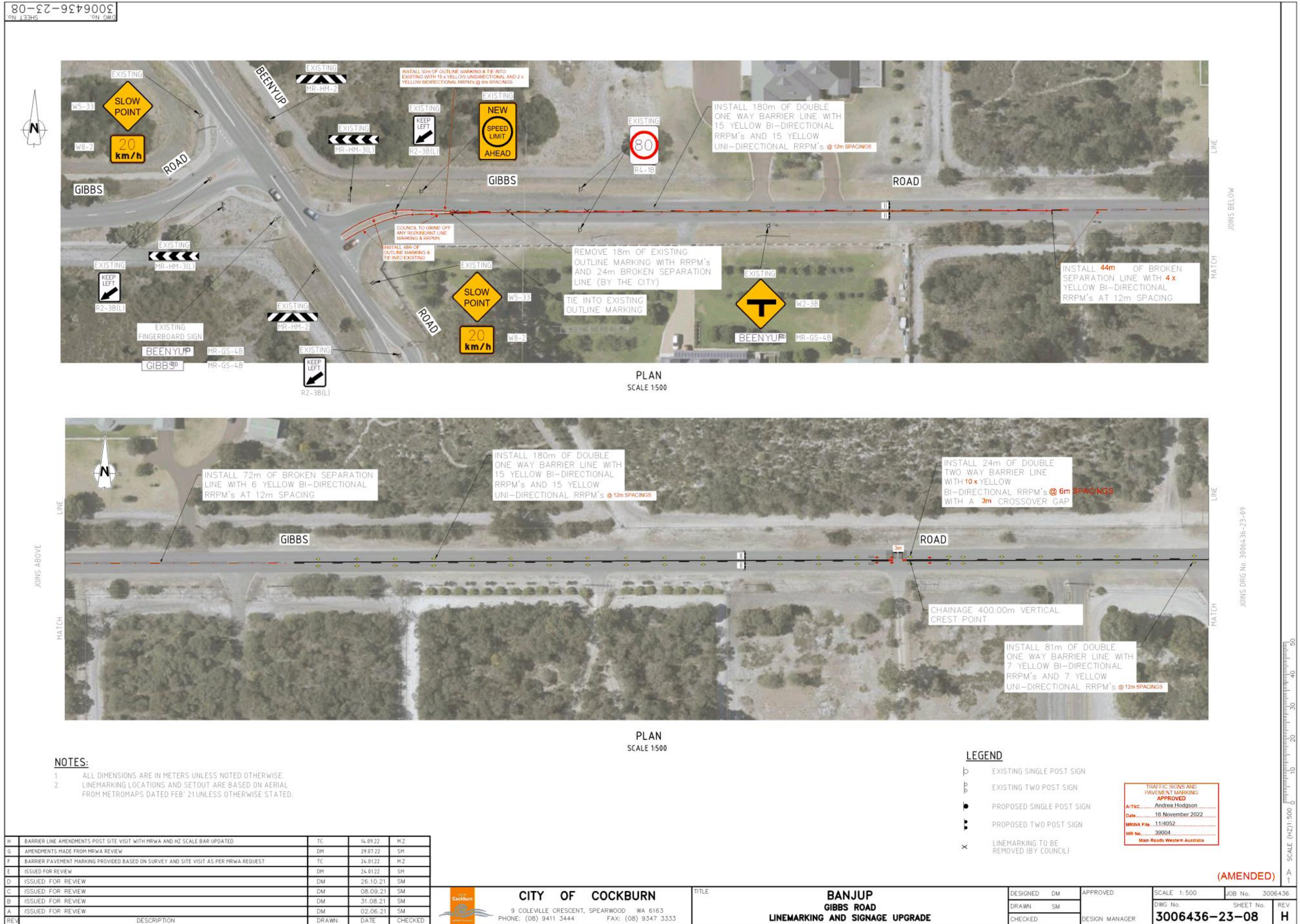
LEGEND

- ⊏ EXISTING SINGLE POST SIGN
- ⊐ EXISTING TWO POST SIGN
- PROPOSED SINGLE POST SIGN
- ⋮ PROPOSED TWO POST SIGN
- ✕ LINEMARKING TO BE REMOVED (BY COUNCIL)

(AMENDED)

TITLE BANJUP LIDDELOW ROAD LINEMARKING AND SIGNAGE UPGRADE	DESIGNED	DM	APPROVED	SCALE	1:500	JOB No.	309436
	DRAWN	SM	DESIGN MANAGER	DWG No.	SHEET No.		REV
	CHECKED			3006436-23-16	B		

SCALE 1:500
A
1



SCALE (M21-500) 0 10 20 30 40 50

(AMENDED) A 1



PLAN
SCALE 1:500



PLAN
SCALE 1:500

- NOTES:**
1. ALL DIMENSIONS ARE IN METERS UNLESS NOTED OTHERWISE.
 2. LINEMARKING LOCATIONS AND SETOUT ARE BASED ON AERIAL FROM METROMAPS DATED FEB' 21.

- LEGEND**
- ◻ EXISTING SINGLE POST SIGN
 - ◻ EXISTING TWO POST SIGN
 - PROPOSED SINGLE POST SIGN
 - ◻ PROPOSED TWO POST SIGN
 - x LINEMARKING TO BE REMOVED (BY COUNCIL)

TRAFFIC SIGNS AND PAVEMENT MARKING
APPROVED
A/TSC: Andrea Hodgson
Date: 16 November 2022
MRWA File: 11/4052
WR No: 39004
Main Roads Western Australia

REV	DESCRIPTION	DRAWN	DATE	CHECKED
H	BARRIER LINE AMENDMENTS POST SITE VISIT WITH MRWA AND HZ SCALE BAR UPDATED	TC	14.09.22	MZ
F	BARRIER PAVEMENT MARKING PROVIDED BASED ON SURVEY AND SITE VISIT AS PER MRWA REQUEST	TC	24.01.22	MZ
F	ISSUED FOR REVIEW	DM	24.01.22	SM
D	ISSUED FOR REVIEW	DM	26.10.21	SM
C	ISSUED FOR REVIEW	DM	08.09.21	SM
B	ISSUED FOR REVIEW	DM	31.08.21	SM
A	ISSUED FOR REVIEW	DM	02.06.21	SM

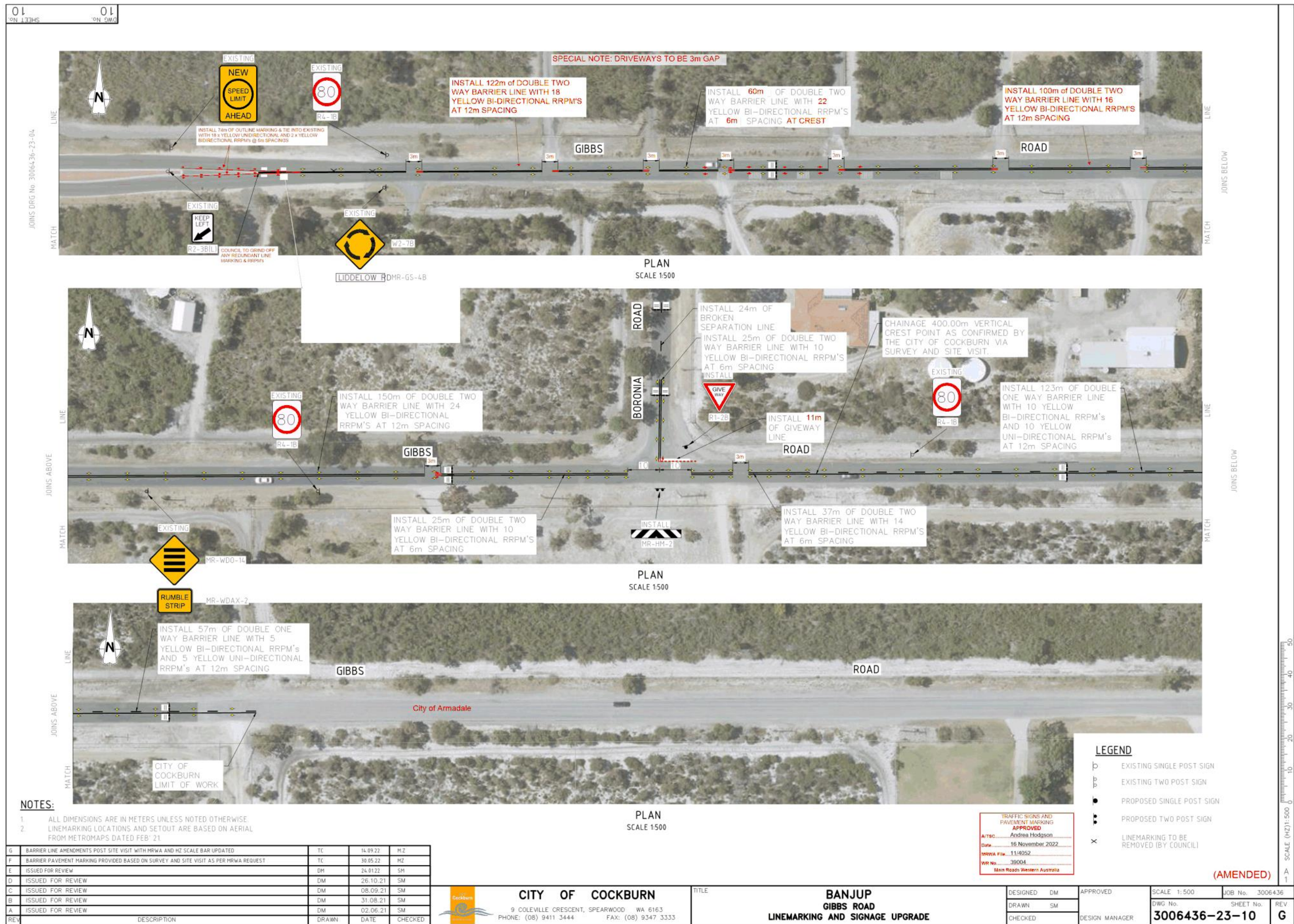
CITY OF COCKBURN
9 COLEVILLE CRESCENT, SPEARWOOD WA 6163
PHONE: (08) 9411 3444 FAX: (08) 9347 3333

BANJUP GIBBS ROAD LINEMARKING AND SIGNAGE UPGRADE

DESIGNED	DM	APPROVED		SCALE	1:500	JOB No.	3006436
DRAWN	SM			DWG No.		SHEET No.	
CHECKED		DESIGN MANAGER			3006436-23-09		H

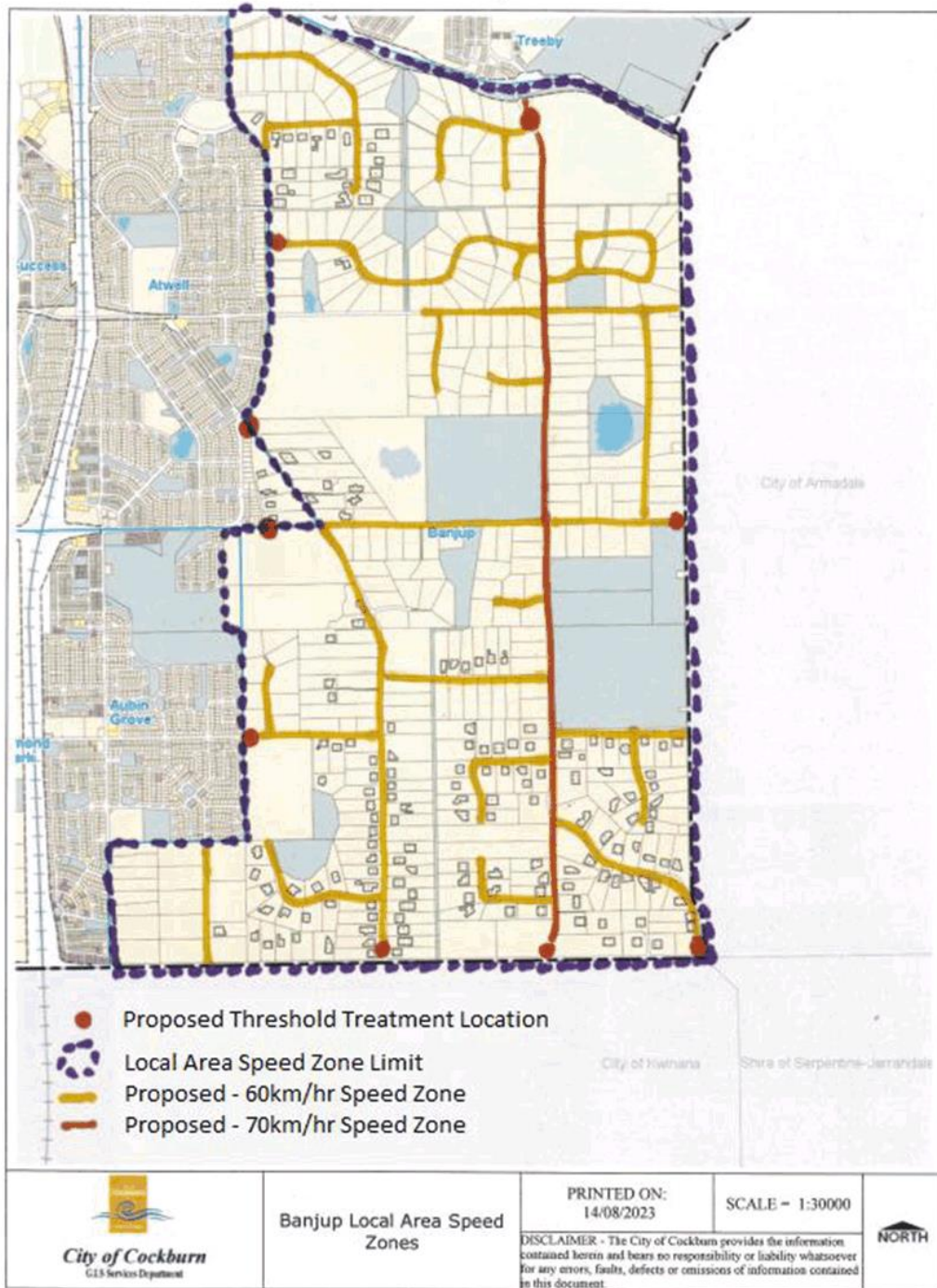
(AMENDED)

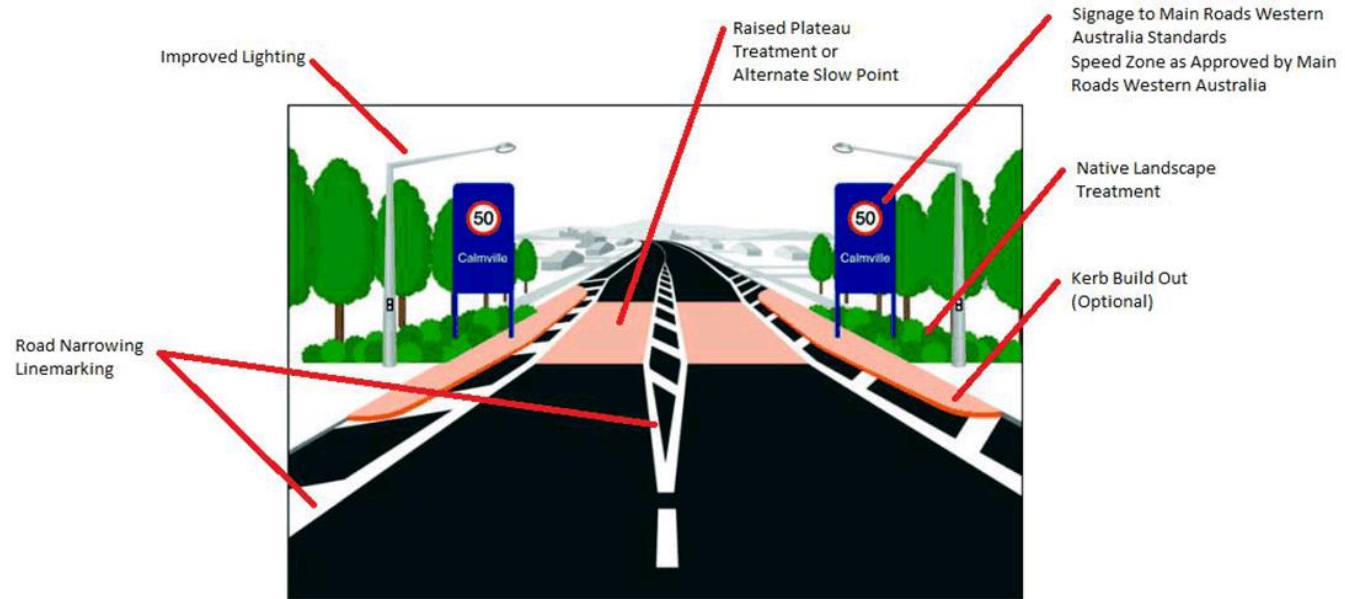
SCALE (M2) 1:500 0 10 20 30 40 50
A 1



APPENDIX B: Principles for Preservation of Banjup (as adopted by Council October 2022)

1. The City's continuing strategic intent for Banjup that its natural landscapes maintain a positive and memorable rural appearance.
2. Banjup is a highly appreciated, rural locality whose character and amenity will be preserved by the City.
3. Banjup will be advocated as a highly appreciated, naturally rich, rural locality to:
 - I. State and Commonwealth governments, particularly when planning its long-term future,
 - II. Property developers contemplating changes to Banjup's rural status.
4. The City will earnestly seek to resolve the zoning anomaly in the south west corner of Banjup.
5. The intended function of the roads in Banjup is for traffic within its local area and not for traffic between outside areas and they will be managed as such.
6. Reserves in Banjup will be preserved as accessible places of peace and quiet with rich flora and fauna.
7. Ecological linkages within and between reserves in Banjup will be developed and maintained for the enjoyment and amenity of residents and visitors.
8. The City will continuously encourage and inform Banjup landowners in the safe and sustainable stewardship and preservation of their lands so that future generations living in Banjup can enjoy increasingly richer flora and fauna.





Schematic - Threshold Treatment
Image Source : New Zealand Traffic Authority RTS15

14.1.2 MRS (Major) Amendment 1404/41 - Removal of Roe Highway (Remainder Stages 8 & 9) Primary Regional Road Reservation

Executive	A/Chief of Built and Natural Environment
Author	Strategic Planning Coordinator
Attachments	<ol style="list-style-type: none"> 1. MRS Amendment Plans ↓ 2. DPLH Indicative Concept Plans ↓ 3. City Preliminary Referral Response ↓ 4. MRS Amendment - Recommended Changes ↓
Location	Hamilton Hill, Coolbellup, North Lake & Bibra Lake
Owner	Various Government and Private Landowners
Applicant	Western Australian Planning Commission (WAPC)
Application Reference	108/001 and 110/232

RECOMMENDATION

That Council:

- (1) ENDORSES the City preparing a submission to the WAPC on MRS Amendment 1404/41, that:
 1. ACKNOWLEDGE the State Government's:
 - a) Commitment in actioning its election promise (to remove the residual portions of the former Perth Freight Network Primary Regional Road Reservation)
 - b) Pre-referral engagement with the directly affected community; and
 - c) Response to the feedback received, in particular the creation of a greater areas of regional 'Parks and Recreation' reserved land that encompass key stands of native vegetation.
 2. SUPPORTS the proposal, subject to the following modifications (as roughly depicted on Attachment 4):
 - a) Expansion of the regional 'Parks and Recreation' reservation to include the land between Lot 89 Rockingham Road, Dixon Park, Starling Street, Rockingham Road and Leda Street, to accommodate future development of a regional Basketball Facility in this location;
 - b) Removal of the small sliver of regional 'Parks and Recreation' reservation between Ahern Street and the southern boundary of Blackwood Avenue, to maintain the opportunity to explore a realignment of Forrest Road (through the existing Primary Regional Road reserve) as a local road connection (between Carrington Street and Stock Road) via subsequent local planning processes; and
 - c) Widening the 'Urban' zoned alignments of both Southwell Crescent and Forrest Road, based on updated traffic modelling (prepared in alignment with the City's current District Traffic Study work), that more appropriately considers the full implications of this proposal on the local road and associated movement network.

3. REQUESTS:

- a) pursuant to s.126(3) of the *Planning and Development Act 2005*, that the resultant 'Urban' zoned land be concurrently zoned 'Development' under the City of Cockburn Town Planning Scheme No.3, aside from:

- i. the existing road reservations of Carrington Street, Sudlow Road, Coolbellup Avenue and Bibra Drive; in addition to
- ii. the affected road reservations of Southwell Crescent and Forrest Road [as adjusted by (2)(c) above];

which the City will consider reserving as 'Local Roads' via a future local Scheme Amendment.

- b) The opportunity for City technical officers to speak on the proposal at a Public Hearing.

4. ENCOURAGES the State Government to:

- a) Commence the inter-agency land assembly process as a matter of urgency.
- b) Undertake complementary MRS Amendment(s) that (as roughly depicted on Attachment 4) consider:
 - i. Including all of the Hamilton Hill Swamp Registered Aboriginal Heritage Site #18332 within an expanded regional 'Parks and Recreation' reserve, reflective of its considerable cultural heritage significance;
 - ii. Including Lot 1 Southwell Crescent (or parts thereof) within an expanded regional 'Parks and Recreation' reservation, on the basis it contains vegetation of equal quality and environmental significance to adjoining land being reserved under this proposal, its awkward shape, and the difficulties the adjoining vegetation pose to accommodating a bushfire safe development outcome;
 - iii. Removes the residual portion of the former Hamilton Hill 'High School' reservation, and rationalises the future grade separated interchange of Stock Road and Forrest Road, in a manner that maximises the preservation of the environmentally significant vegetation within that area; and
 - iv. Appropriately reserves the constructed deviation of Roe Highway between the Kwinana Freeway interchange and Murdoch Drive, including the bridge over Farrington Road.
- c) Consider the inclusion of a fauna overpass, as part of the future design of the Stock Road pedestrian bridge.

5. ADVISES the State Government:

- a) Of its intention to initiate a complementary local scheme amendment that:
 - i. may refine the extent of the concurrent Development Zone, to streamline future redevelopment in appropriate circumstances;

and/or

- ii. introduces Special Control Areas (as roughly depicted on Attachment 4) to facilitate structure planning over broader areas (beyond the boundaries of the existing regional road reservation), to ensure future development appropriately integrates with (and facilitates the redevelopment opportunities) of surrounding landholdings afforded by this proposal.
- b) Of the City's expectation that the major landowners of the rezoned land will be primarily responsible for the future local structure planning of the resultant Urban/Development zoned land; and
- c) Not to assume that the City will automatically accept future management of the regional 'Parks and Recreation' reserves created. The City typically only accepts such arrangements where the land has been upgraded and/or revegetated to an appropriate standard (in particular, the removal of any existing or suspected contamination), to manage its future liability.

Proposal

On 7 July 2023, the Western Australian Planning Commission (WAPC) commenced advertisement of a 'Major' Metropolitan Region Scheme (MRS) amendment, that seeks to remove the remaining unconstructed portions of the Roe Highway 'Primary Regional Road' (PRR) reservation, west of the Kwinana Freeway (commonly referred to as Roe 8 and 9).

In total, the amendment affects approximately 58.01 hectares of land, which is proposed to be rezoned/reclassified in the following manner (refer Attachment 1):

- 27 hectares from 'PRR' to regional 'Parks and Recreation';
- 29 hectares from 'PRR' to the 'Urban' zone;
- 0.5 hectares from 'Parks and Recreation' to the 'Urban' zone; and
- 1.51 hectares from the 'Urban' zone to regional 'Parks and Recreation'.

Background

The Roe Highway PRR has been identified in the MRS since it was first created in 1963. Its primary purpose was to be a controlled access highway providing efficient transport connections between Perth's outer Industrial areas and Fremantle Port.

Construction of Roe (and Reid) Highways as an outer ring-road servicing Perth's Industrial areas has steadily progressed over the subsequent decades, with stage 7 (between South Street, Canning Vale and the Kwinana Freeway) and then the Murdoch Drive connection completed in early 2020.

Land clearing to facilitate construction of Roe 8 (between the Kwinana Freeway and Stock Road) as part of the Perth Freight Link (PFL) commenced shortly after but was halted in 2017 following a change of State Government.

Approximately 34 hectares of Roe 8, between North Lake Road and Bibra Drive was subsequently transferred from 'PRR' to regional 'Parks and Recreation' in August 2021, pursuant to the *Metropolitan Region Scheme (Beeliam Wetlands) Act 2021*.

A consequence of the *Beeliam Wetlands Act* coming into effect is the residual portions of Roe Highway (Roe 8 remainder and Roe 9), no longer directly connect to the Kwinana Freeway, preventing implementation of the PFL project.

Much of the site is undeveloped land. Existing uses include residential, commercial buildings, outbuildings and recreation and parking areas for nearby schools.

Most land is owned or managed by State Government entities including Main Roads Western Australia (MRWA), the State of Western Australia, the State Housing Commission, and the Western Australian Planning Commission (WAPC).

Thirty-three properties within, or partly within, the site are privately owned or owned by commercial entities, including two properties by the Water Corporation. Some contain houses, outbuildings, or other improvements.

The City owns two properties within, or partly within, the site and has care and control of numerous local road reserves, some of which are large undeveloped land parcels resembling public open space. The City also manages three properties owned by the State.

Preliminary community and stakeholder engagement in relation to this proposal was undertaken by the Department of Planning, Lands and Heritage (DPLH), between October 2022 and January 2023.

An indicative land use Concept Plan was advertised by DPLH, which was refined based on the feedback received to inform this formal MRS Amendment proposal. The concept plan provides a vision of how the current PRR corridor could be repurposed to accommodate a mix of land uses (refer **Attachment 2**).

The concept plan does not bind the City (or any other planning entity) in terms of how the local planning framework is subsequently updated. In the absence of a more rigorously prepared District Structure Plan (or similar), it sets a vision the community will likely measure future proposals against and expect the City to deliver.

A number of improvements suggested by the City during the preliminary engagement process (refer **Attachment 3**) have been reflected in the latest concept, however there are notable exceptions as discussed in further detail below.

Submission

This MRS Amendment has been prepared by DPLH on behalf of the State Government. The proposal is accompanied by technical reports that include an Environmental Assessment Study, Bushfire Management Plan, and a high-level Transport Modelling Technical Note prepared by Main Roads WA.

The complete documentation can be sourced from the State Government website at: [MRS Major Amendment 1404/41 – Roe 8 Remainder and Roe 9 \(Removal of Primary Regional Roads reservation\) \(www.wa.gov.au\)](http://www.wa.gov.au)

Report

First and foremost, it must be stated that the City strongly supports removal of the PRR reservation from the MRS, and its replacement with region zones and reservations that:

- ensure the long-term preservation of large stands of environmentally (and locally valued) significant vegetation
- will facilitate highly desirable infill development in an ideal location to both reintegrate the long-divided Hamilton Hill community and ensure future State Governments do not attempt to recommence construction of the PFL.

However, as with any project of this scale and importance, it poses significant challenges that will largely become the City's responsibility to manage and resolve.

There are also potential improvements to better align with the City's aspirations for the area as discussed under the key headings below.

Environment

Whilst the State has not embraced the opportunity to create a wide continuous ecological link between the Bibra Lake Wetlands and the coast (out of caution a future State Government might reintroduce the Perth Freight Link through this area), the City is particularly pleased with the significant increase in the amount of land containing native vegetation included in regional 'Parks and Recreation' reservation.

The additions will see a further 6-7 hectares of remnant vegetation (taking the overall total up to 29ha), being transferred into conservation estate greatly assisting with ecological connectivity in the region.

As anticipated in the City's pre-referral response however, the Environmental Assessment Study confirms the best quality vegetation is located within the Stock and Forrest Road intersection.

The assessment confirms this area contains Tuart and Banksia woodland (both threatened ecological communities), that provide habitat to Quenda, Carnaby's Black Cockatoo and Forest Red-Tailed Black Cockatoos, all of which are protected under the federal *Environmental Protection and Biodiversity Conservation Act 1999*.

It has also been the subject of significant recent conservation investment as part of the Rehabilitate Roe 8 project.

In recognition of DPLH’s repeated advice that land potentially affected by the future upgrade of Stock Road is beyond the scope of this proposal, it is recommended the City continue to encourage the rationalisation of this reserve, including removing the remaining portion of the former Hamilton High School reservation in a manner maximising the preservation of existing vegetation.



Figure 1 – Conservation Vegetation in Stock Road Interchange (& High School Reserve)

In addition, as part of the likely environmental offsets required to facilitate the future upgrade of Stock Road, the City should encourage the inclusion of a fauna overpass, potentially in combination with the future Stock Road pedestrian bridge.

Such an outcome would form an integral portion of the ‘green-street’ replacement biodiversity linkages shown on the indicative Concept Plan, consistent with the objectives of the Council endorsed *Natural Area Management Strategy (2012-2022)* and recommended actions of the *Manning Park Masterplan (2018)*.

A further improvement would be regional ‘Parks and Recreation’ reservation of Lot 1 Southwell Crescent. Owned by Development WA and currently zoned Urban (PFL #39 in TPS3), the environmental assessment indicates no notable difference in its environmental attributes to that being reserved as part of this proposal, and whose awkward shape will be difficult to develop in a bushfire safe manner without the introduction of an interface road (such as a realignment of Forrest Road through the current PRR reserve, as discussed later in this report).

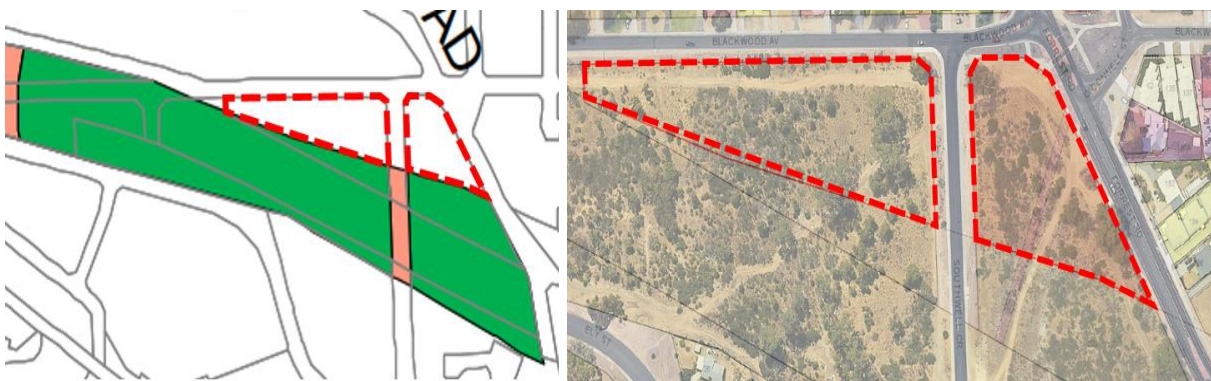


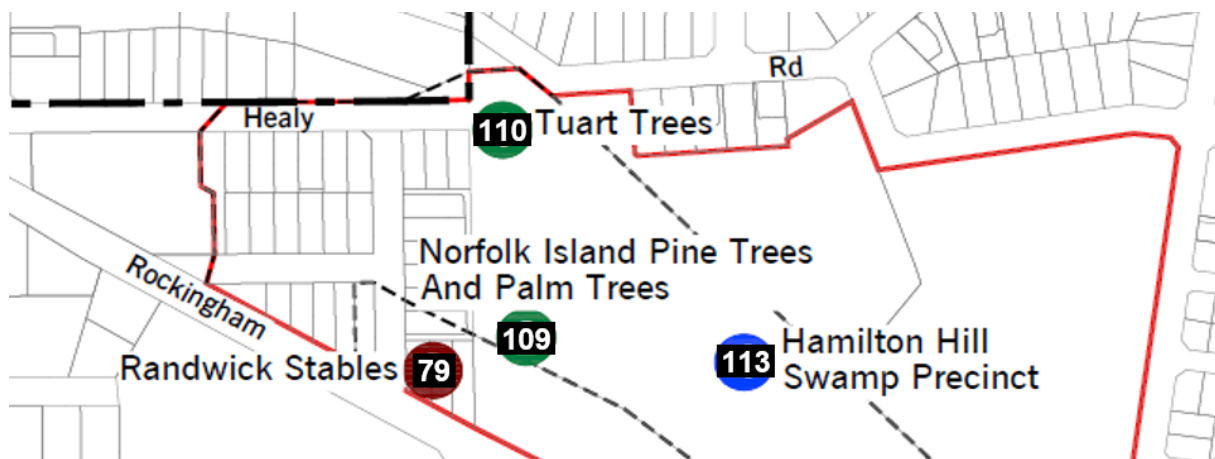
Figure 2 – Potential Future ‘Parks & Recreation’ Reserve Expansion (Lot 1 Southwell Crescent)

Heritage

The City supports protection of the State listed Randwick Stables (and a number of locally listed sites containing significant trees), via their proposed inclusion within regional ‘Parks and Recreation’ reservations, however no detail is included on the future management of those reserves.

In the absence of such detail, it would be prudent to advise the State not to assume that the City will automatically do so, and that it typically only accepts such arrangements where the land has been upgraded and/or revegetated to an appropriate standard (including removal of any contamination) prior to transfer, to ensure it does not inherit significant liabilities.

Heritage Inventory		Description
#79	Randwick Stables	The Stables represent a strong streetscape value along Rockingham Road and the racehorse industry within the area. It represents a fine example of stables within an urban setting.
#109	Norfolk Island Pine and Palm Trees	The pines and palm trees are located just east of the Randwick Stables and assist in locating the stables. The species, height and shape of the trees are unique for its location which aids in its heritage selection.
#110	Hamilton Hill Tuart Trees	Best viewed from Healy Road in Hamilton Hill. The stand of remnant vegetation is unique in its context within metropolitan Perth and has likely been somewhat protected by the existing PRR reservation.



110 Tuart Trees



109 Norfolk Island Pine Trees and Palm Trees



79 Randwick Stables (State Register of Heritage Places)

Figure 3 – Heritage Sites proposed for inclusion in a regional ‘Parks & Recreation’ Reserve

Heritage Inventory		Description
#96	Tuart Tree	Located on Lot 59 Roe Highway this Tuart is unique for its location given its size, shape and context given it is on its own.
#117	Corridor of Significant Trees	The corridor of trees extends from west of Progress Drive, Bibra Lake to approximately the intersection of Southwell Crescent/Blackwood Avenue, Hamilton Hill.

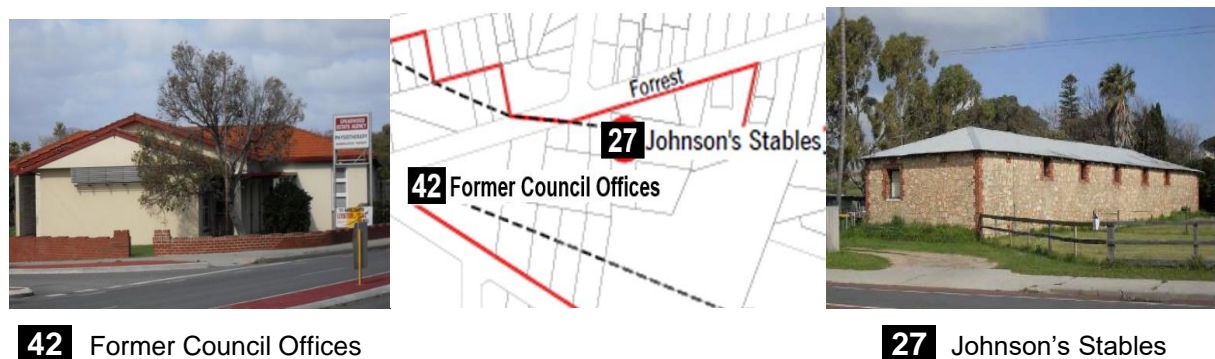


Figure 4 – Significant Trees proposed for inclusion in a regional ‘Parks & Recreation’ Reserve

Furthermore, the City acknowledges that despite their exclusion, the following locally registered sites will still be afforded a level of protection under the local planning framework and are likely to be used for purposes best suited to an ‘Urban’ zoning.

Heritage Inventory		Description
#27	Johnson’s Stables	The building is a fine example of a rural use constructed with locally sourced materials. The buildings are owned by MRWA but are still used as stables.
#42	Former Council Offices	The building was originally used by the former Fremantle Roads Board, who governed Cockburn prior to the creation of the Cockburn District Roads Board in 1955. The buildings are owned by MRWA and leased out for private commercial purposes.

In the case of Johnson’s Stables, it’s important to remember despite what is shown on the indicative Concept Plan, the City is still able to seek their inclusion within a local ‘Parks and Recreation’ reserve as part of the local rezoning and/or structure planning processes.



42 Former Council Offices

27 Johnson’s Stables

Figure 5 – Local Heritage Sites proposed for inclusion in the ‘Urban’ Zone

Aboriginal Heritage

Another missed opportunity is how the proposal deals with the recent investigation and State Aboriginal Heritage registration of the Hamilton Hill Swamp Precinct.

Heritage Inventory		Description
#113	Hamilton Hill Swamp Precinct (Aboriginal Heritage Place 18332)	The Hamilton Hill Swamp precinct holds several significant historical and cultural elements. It is thought to be a significant Aboriginal burial and location for corroborees and a site of significant contact and meetings between Aboriginal people and European settlers. It is also the site of the first writing and publication of the <i>Fremantle Gazette</i> , is associated with early European settlers of the district and potentially the location of Perth's first vineyard planted by Edmund Stirling.



Figure 6 – Map of the Hamilton Hill Swamp Precinct (highlighting Key Site Features)

Whilst the current proposal does now include reservation of Lot 52 Rockingham Road (a small strip of land outside of the existing PRR fronting Rockingham Road – refer Figure 7), the State has resisted the opportunity to include the balance of the registered site within an expanded regional ‘Parks and Recreation’ reservation.

When queried, the City was advised this is largely due to a lack of environmental analysis of the full site (in particular, Clontarf Hill and the land south of Rockingham Road).

Rather than risk delaying finalisation of the current proposal, instead the City should encourage the State to rectify this situation (at the earliest opportunity) via a separate, subsequent MRS Amendment.

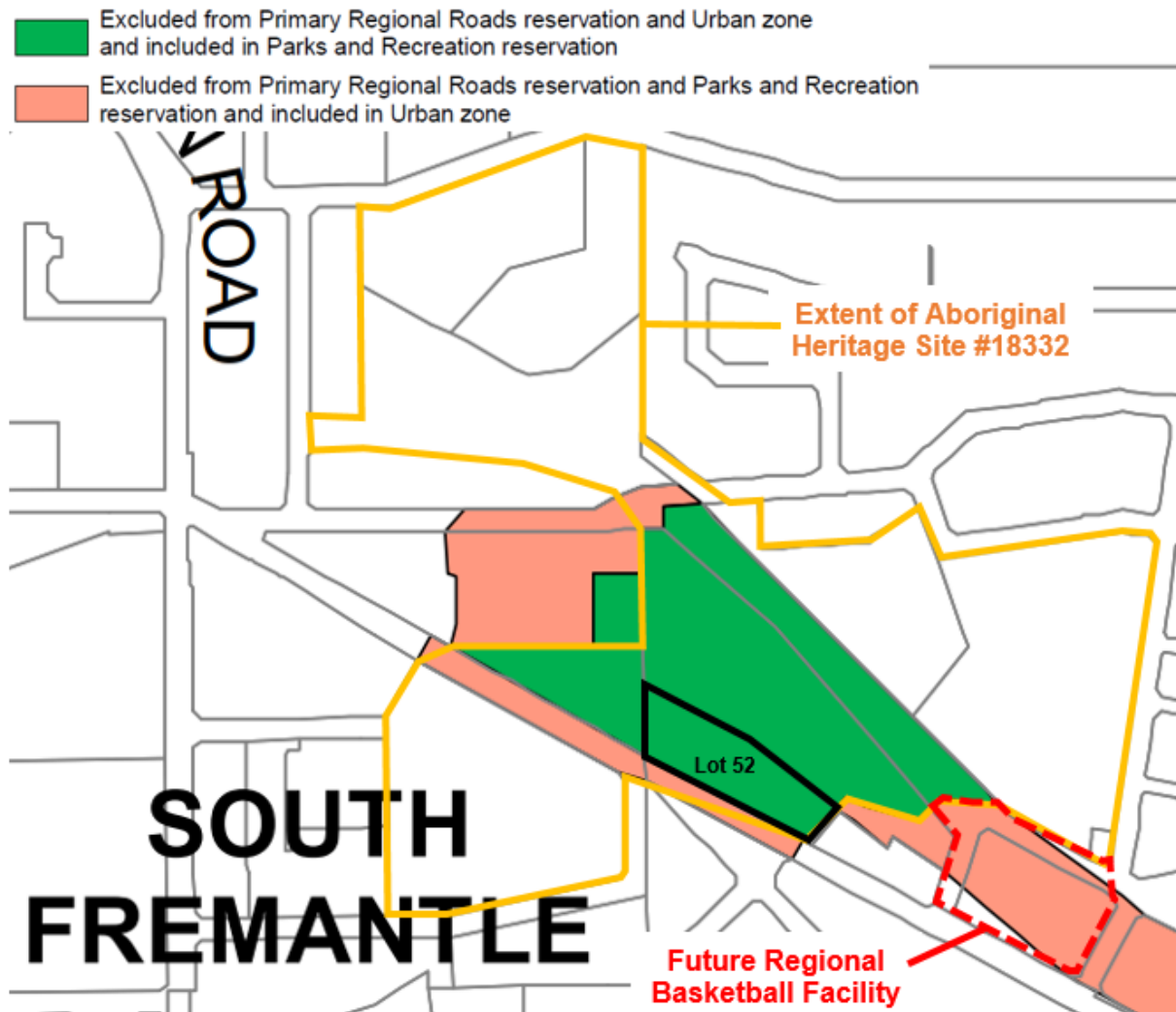


Figure 7 – Proposed MRS Amendment Plan Extract (with Potential Expansion Areas Overlaid)

Regional Recreation

The Aboriginal Heritage listing of the Hamilton Hill Swamp precinct poses a significant restriction on the City's proposed redevelopment of the Wally Hagan Basketball Stadium. Even if redevelopment was contained to within the existing footprint of the facility, it would seriously curtail the ability to resolve existing access and parking issues associated with the site before any consideration is given to the need to modernise and expand the facility.

Whilst the Concept Plan recognises the City's desire to address these issues by pushing the building forward towards Rockingham Road, given its regional function (the catchment for which extends well beyond the boundaries of Cockburn), the City should reiterate its request that the land be included within a further expansion of the regional 'Parks and Recreation' reserve (as depicted on Figure 7).

As outlined in the City's earlier response, such a reservation would be consistent with most other State League basketball centres across the metropolitan area.

Transport

The greatest impact of this proposal on the City, will undoubtedly be on its local road network. For decades the City has planned, invested and maintained its road network on the basis Roe Highway will ultimately be delivered.

As per the City District Traffic Study documents produced in 2006 and 2013 (Uloth and Associates) and again in 2016 (Arup), and the preliminary modelling contained within its 2023 (SMEC) review, removal of the Roe Highway PRR is expected to have a significant and detrimental impact to the City of Cockburn local road network. Likely transport impacts Council should be aware of include:

- A marked increase in motorists electing to 'rat-run' alternate streets to avoid congested road network's locations;
- An increased percentage of HEAVY vehicle traffic utilising local road network to navigate to businesses;
- Decreased productivity of vehicle movements within the transport network causing an increase in costs to local residents and businesses;
- Additional serious accidents on the local network as result of roads not being designed to cater for these additional volumes (with the subsequent resource and financial burden of treating these accident sites falling to the City);
- Increased land acquisition, maintenance, and renewal costs due to the local road network experiencing higher traffic volumes (not previously anticipated or planned for);
- Associated environmental costs, including an increased likelihood of needing to remove mature street trees, fund environmental offsets, and increased traffic noise and vehicle emissions experienced by local residents; and
- Reputational damage through media attention as result of each of the above.

The City estimates the potential financial burden of undertaking the necessary road network upgrades, increased maintenance, and road renewal across the Long-Term Financial Plan (LTFP) window, could easily be in the vicinity of \$50-100M.

These requirements are not currently considered in the LTFP and would drive the need for additional funding and resources to resolve.

Of significant concern therefore, is the absence of an appropriately detailed Transport Impact Assessment (consistent with DPLH's own [Transport Impact Assessment Guidelines \(Vol.2\)](#), that properly measures the impact of removing the regional road (and associated principal shared path), or the additional development it will facilitate.

Instead, the proposal is accompanied by a short Technical Note prepared by MRWA, based on key assumptions not previously discussed or tested with the City despite the significant work it has advanced through the review of its District Traffic Study.

These assumptions include:

- All assessments being based upon a 2041 planning horizon (instead of 5-year intervals measuring the gradual impact)
- Stock Road being upgraded to a Freeway Standard (three lanes in either direction inclusive of grade separated interchanges between South Street and Rowley Road), without any current commitment by the State to deliver the Stock Road upgrade by this time
- The absence of a comparative scenario modelling the volumes with, and without, the full construction of Roe Highway (inclusive of the full former portion of Roe 8) between Cockburn Road and Kwinana Freeway
- Deferred consideration of the volumes of any resulting development based on the anticipated outcomes of this proposal, to updating of the local planning framework.

This is unusual and inconsistent with what would be required of any developer instigated MRS Amendment proposal (prior to initiation).

In the absence of advancing its own technical studies this denies the City the opportunity to use that information to make informed recommendations or decisions to ensure impacted road corridors are appropriately treated.

It is important to understand the impacts at a district level will be felt somewhat differently to those at a local level.

Whilst the broader network may 'cope' with the change given alternate upgrades, those immediately adjacent to the Roe Highway Corridor and on nearby alternate routes will experience a noticeable change in vehicle volumes, with many doubling before and after the change.

Again, whilst a local road may 'cope' with these volumes from a technical viewpoint, the City must consider the reasonableness of this proposition when responding.

On this note, it should be acknowledged even under the MRWA modelled parameters, consistent with the City's predictions, the Technical Note identifies volumes on some existing roads rising to a level well beyond those recommended in Liveable Neighbourhoods (LN), resulting in localised congestion, traffic safety and amenity impacts on the residents of nearby dwellings during peak periods.

This is best evidenced along Forrest Road between Carrington Street and Blackwood Avenue, where volumes are forecast to increase from (west to east) between 6,400 - 6,800 vehicles per day (vpd), up to between 10,000 - 12,000 vpd.

For context, under LN, this would elevate the road from a 'Neighbourhood Connector' to an 'Integrator B' road classification, for which the following typical cross-section would apply:

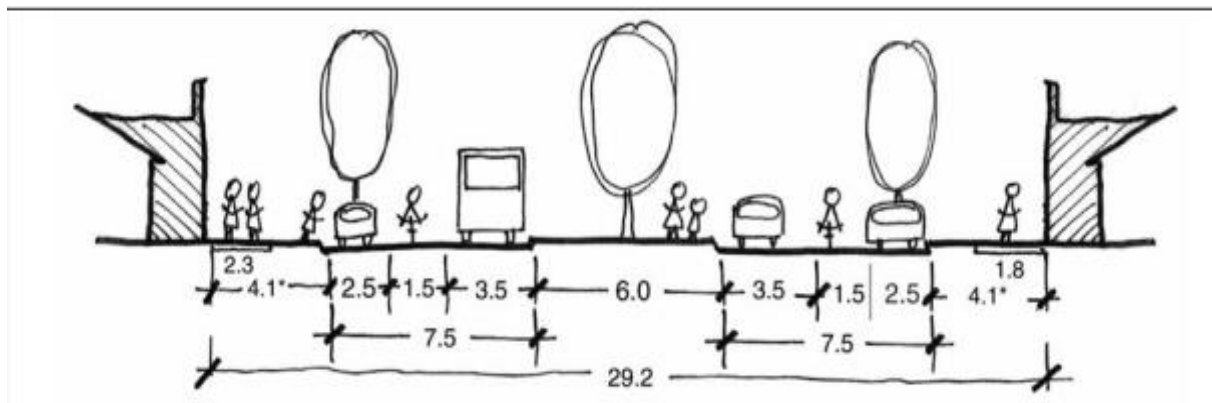


Figure 15: Integrator B – outside centres – 60 km/hr (up to 15 000 vehicles per day - see note 2).

Two lanes, central median, buses, cycle lanes and parking. Development fronting, forward vehicle exiting.

Note: 1. Central median may be reduced along sections where right-hand turn lanes are not required.

2. Traffic volumes up to 20 000 vehicles per day may be acceptable provided that detailed design addresses intersections, parking, access and bus movement (table 1).

3. The 6.0 m median is required for staged vehicle crossings and for clearance to trees.

4. The 2.5 m parking bays may be indented into the verge. If parking is indented, then the verge may be increased to 5.5 m minimum including parking, and reserve width may be decreased as a result, to 27 m.

* Where a wider shared path, extensive street furniture or provision for reversing into parking lane is required, the verge width will need to be widened. Typically verges may be up to 4.5 m and total reserve width 30 m.

Figure 8 – Liveable Neighbourhoods – Typical Cross Section (Integrator B Arterial Street)

At present Forrest Road is 20.5m in width (between 3.5-8.7m below the LN suggested width, depending on whether a reduced median and indented parking embayments are included – refer Notes 1,3 and 4 of Figure 8).

It also provides direct property access (in most instances without the ability for vehicles to safely exit the property in a forward motion), and has numerous local road intersections (allowing for right hand turning movements).

Based on the MRWA Technical Note provided and the City's various District Traffic Study outcomes, other City managed roads (highlighted on Figure 9) where impacts are expected to be noticed include:

- Cockburn Road – necessary upgrades (currently MRWA responsibility) are not budgeted and may subsequently be deferred to the City.
- Rockingham Road – volumes will exceed those recommended for an undivided road, with insufficient reserve width to feasibly upgrade the road. Existing road safety and pedestrian issues along corridor may therefore increase.
- Carrington Street – volumes will exceed those recommended for properties with direct fronting access, meaning existing road safety issues may increase.
- Winterfold Road, Phoenix Road, Berrigan Drive, Beeliar Drive & Russell Road – increased reliance on these regional east-west connections means existing road safety issues and congestion will worsen.

Given the lack of detail provided in the current proposal it is imperative a detailed Transport Impact Assessment (TIA) is urgently undertaken (at a minimum that focuses on the most immediate concerns relating to Forrest Road, Carrington Street and Blackwood Avenue), accompanied by costed upgrades to inform Council of its future impacts and obligations.

This will allow the City to lobby State and/or Federal Government for funding support to deliver these upgrades given the transference of responsibility that will have occurred.

In the interim, in recognition of the State’s consideration none of the above represent a fatal flaw to removal of the PRR reservation, to maximise the City’s options to best mitigate these impacts the following modifications are recommended:

1. Minor refinement of the proposed regional ‘Parks and Recreation’ reservation straddling Blackwood Avenue – to maintain the opportunity to explore redirecting traffic via an appropriately designed two-lane local road (through the existing Primary Regional Road) between Carrington Street and Forrest Road via subsequent local planning processes.

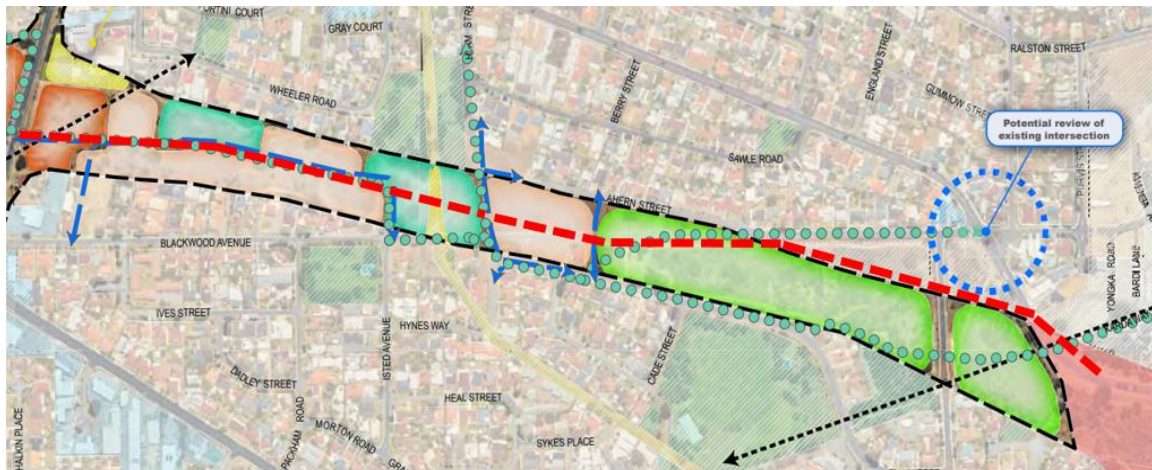


Figure 10 – Potential Local Connection (Carrington Street to Forrest Road)

Of importance, there is very little vegetation contained within the affected land, the most significant being one large Tuart tree, whose preservation can be accommodated via other means, and is already afforded a level of protection by virtue of its inclusion on the City’s Significant Tree Register (Heritage Place #96).



Figure 11 – Area Recommended for Removal from Proposed ‘Parks and Recreation’ Reserve

2. Consistent with the State’s intention to make clear this proposal does not involve closing the intervening portions of Southwell Crescent and Forrest Road, rather than match the existing 20m reservation width, widen the urban zone to simplify the subsequent processes involved in the likely need to upgrade both roads as important local linkages.

Given the absence of any fronting development on these sections, a 25m reserve width would be appropriate, and appears capable of implementation without disturbing any of the works undertaken via the Rehabilitate Roe 8 Project.



Figure 12 – Recommended Urban Zone Widening for Future Local Road Upgrades

Furthermore, in recognition of the State’s repeated advice it is beyond the scope of this proposal, it is recommended the City continue to encourage PRR reservation of the constructed deviation of Roe Highway to Murdoch Drive via a separate subsequent MRS Amendment proposal.

Inclusive of the bridge across Farrington Road, this route clearly serves a broader regional function and is a form of road infrastructure beyond what the City is reasonably able to or typically accepts as its responsibility to maintain.



Figure 13 – Recommended Future PRR Reservation – Roe Highway Deviation to Murdoch Drive

Alternative Transport Opportunities

Of note, the current proposal will likely negate any future opportunity to explore a passenger rail or mid-tier transport route along the former PRR reserve.

Again, whilst it would have been preferable for the State to investigate this opportunity (notionally foreshadowed in the Sub-Regional Planning Framework – refer **Figure 14**), as part of a more detailed Transport Impact Assessment that accompanied this proposal, based on the:

- City's own previous preliminary route considerations;
- recommendations of the ARUP led local government consortium; and
- current work by the Metronet led Mid-Tier Transport Planning Project;

it is reasonably safe to assume such an alignment (in particular, any heavy rail through the Bibra Lake wetlands) would be highly unlikely to eventuate.



Figure 14 – Extract from the Sub-Regional Planning Framework

In terms of the regional cycle network, the City is supportive of the Concept Plan's suggested creation of a continuous cycle/pedestrian route through the area (inclusive of complementary improvements to the local network).

However, similar to the notion of creating a local road connection between Carrington Street and North Lake Road, it is likely the City would seek to deliver a more direct connection with the recently completed Hope Road Shared Path (between the Kwinana Freeway and Bibra Drive) at its eastern end.

As advised in the City's earlier response, such an outcome would better align with the aspirational connections identified on the Council endorsed Department of Transport's Long-Term Cycle Network for Perth.

It might also form the backbone of the replacement 'green-street' biodiversity link discussed earlier in this report.

Concurrent Local Scheme Rezoning

When zoning land 'Urban' via a Region Scheme Amendment, s.126(3) of the *Planning and Development Act 2005* affords the WAPC the ability to concurrently rezone land to a 'Development' (or similar) zone under the local planning scheme.

Contrary to the City's earlier request a 'Development' zone be adopted across the resultant Urban zoned portions of this proposal, this has been resisted by the WAPC, who prefer the City consider the more immediate transfer of unconstrained land to another zone or reserve via a separate local scheme amendment process.

Whilst the desire to streamline the development process over certain areas is understandable, it ignores the very strong likelihood that for a significant period (between the MRS and TPS Amendment gazettal dates), all the land being transferred to the 'Urban' zone would become unzoned ('No Zone') under TPS3.

A highly undesirable consequence of this outcome would be the absence of any guidance on what the land could be used for, associated local development controls, or delegation to City Officers to determine any development application submitted (i.e. every application would need to be determined by Council or where triggered, a Development Assessment Panel).

Given some of the land is already in private ownership, and DPLH have advised it is unable to control or advise how, who by and via what means the various government landholdings will be consolidated and/or disposed of, this presents a significant development risk to the City (and surrounding community).

Noting s.124(3) of the *Planning and Development Act* only requires the City to 'initiate' a proposal within 90 days of gazettal of the Region Scheme Amendment, it is recommended that in the interests of proper and orderly planning, with exception to the isolated portions of existing road reservations (which in future will be reserved as 'Local Roads'), the City reiterate its earlier request for concurrent 'Development' rezoning as an interim step in the local scheme rezoning process.

Importantly, this won't preclude the City from approving minor development applications on existing landholdings, however where large portions are transferred into private ownership (or government agencies seek to develop them for their own purposes), it makes clear the expectation for a coordinated development outcome to be delivered prior to any major development applications being submitted for determination.

It would also ensure consolidated areas largely already in government ownership, containing old building stock due for renewal, on large lots, in prime locations (such as the Cardigan Street precinct example cited in the MRS Amendment Report), do not result in a continued proliferation of battle-axe subdivision to the detriment of the established character of the City's former revitalisation areas (such as Hamilton Hill and Coolbellup).

To address the WAPC's desire to simplify the local planning process, at the same time it should advise it of the intention to initiate a complementary local scheme amendment that may refine the extent of the Development Zone in appropriate circumstances.

Formalising the existing Mixed Business zones fronting Rockingham Road, zoning the newly 'Urban' zoned land in Bibra Lake (Residential – R30), or formalising the lease areas of existing schools are potential examples where this might occur.

Similarly, to ensure future development appropriately integrates with (and maximises the redevelopment opportunities of) surrounding landholdings, the City should reiterate its intention to introduce Special Control Areas (as opposed to a Development Zone), to facilitate structure planning over broader areas (beyond the boundaries of the existing regional road reservation), and of the City's expectation the major landowners within the identified precincts will be primarily responsible for the future structure planning of the resultant Urban/Development zoned land.

Based on the broad vision expressed in the indicative Concept Plan provided, the inclusion of fringing areas will be essential in ensuring important interface outcomes, such as:

- appropriate surveillance, via dwelling orientation and permeable fencing of adjacent development (already coded to allow additional dwellings), such as where adjacent new local roads or POS reserves (e.g., Wheeler Road)
- improved integration / completion of the local road network (e.g., Hyam and Ahern Streets)



Figure 15 – Examples of Fringing Areas befitting Integrated Structure Planning

- the integration of existing commercial businesses (e.g., the Mixed Business zoned former Council Buildings); and

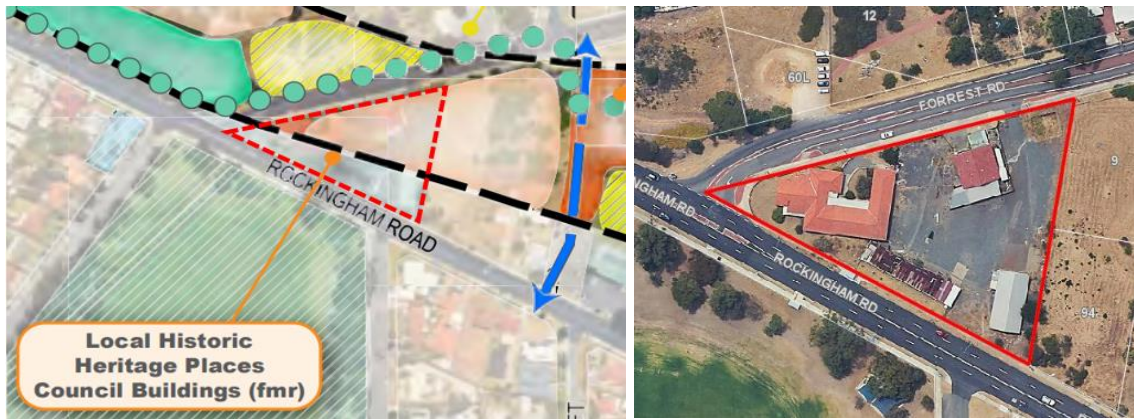


Figure 16 – Example of Fringing Areas that warrant Integrated Zonings

- the coordinated delivery of the suggested ‘green-streets’, cycle path (and other transport infrastructure improvements), which includes connections extending well beyond the existing PRR reserve.



Figure 17 – Infrastructure Delivery that would Benefit from Coordinated Structure Planning

Indicative Concept Plan

Last, but not least, despite the disclaimers clearly marked on each of the concept plans, to manage community expectations it is important the City take this opportunity to point out key elements of the plans that may not be encouraged or pursued as part of the subsequent local planning processes.

A key example is the amount and location of the local open space network depicted.

Whilst the City is pleased its suggestion to increase the size of Wheeler Park to maximise options for its future use has been depicted, other portions seem to be arranged purely based on existing vegetation of relatively low environmental value.

One such example is the local open space backing onto the Wheeler Road properties which based on the Environmental Assessment provided, includes just one isolated Tuart Tree within a completely degraded stand of vegetation.

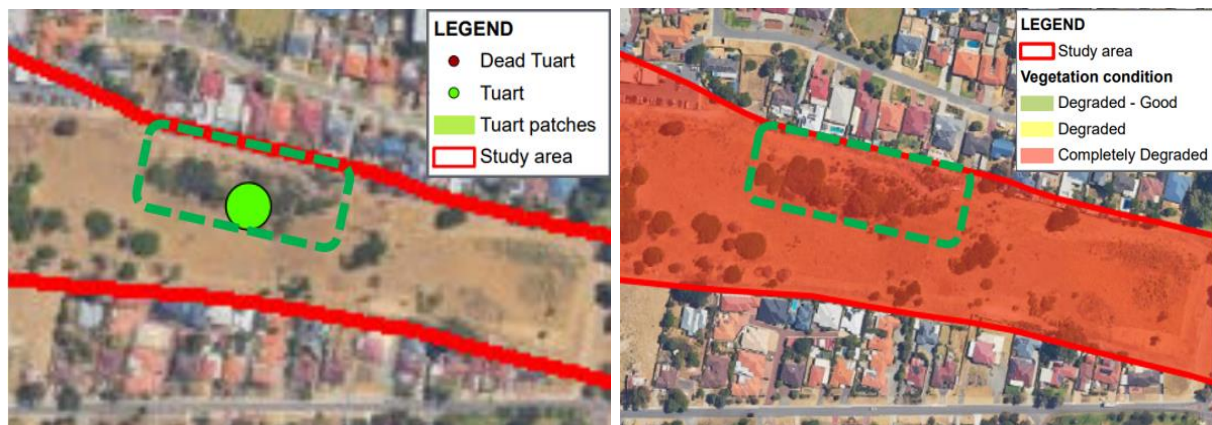


Figure 13 – Example of Uncertain Local POS Provision

Whilst the City has no desire to see this tree removed, its retention within a local reserve of the size shown does not necessarily represent best value for the limited amount of public open space it can seek through the local planning process.

Furthermore, based on a cursory assessment of the indicative concept plan, it is noted that the amount of local POS shown (approximately 3ha) is likely to be well above the typical 10% requirement (even inclusive of integrated drainage).

This is before the gross subdivisible area is further reduced (as expected) by virtue of developable land being taken up by school expansions not currently depicted on the concept plan, which are typically excluded from local open space calculations.

It is extremely important therefore, that the community note (or be reminded) of the highly conceptual nature of the plan, and that in the absence of:

- any commitment by the State to 'gift' a greater area;
- the City purchasing additional open space (via cash-in-lieu or other means); or
- establishing a Developer Contribution Scheme of some kind;

the size, location and use of the local open space shown could significantly change via the subsequent local planning process.

Strategic Plans/Policy Implications

Environmental Responsibility

A leader in environmental management that enhances and sustainably manages our local natural areas and resources.

- Protection and enhancement of our natural areas, bushland, parks and open spaces.

Community, Lifestyle & Security

A vibrant healthy, safe, inclusive and connected community.

- Accessible and inclusive community, recreation and cultural services and facilities that enrich our community.

City Growth & Moving Around

A growing City that is easy to move around and provides great places to live.

- An integrated, accessible and improved transport network.

Listening & Leading

A community focused, sustainable, accountable, and progressive organisation.

- Best practice Governance, partnerships and value for money.

Budget/Financial Implications

The proposal poses significant future financial implications on the City as discussed in the body of the report.

Of immediate impact is the need to fund the preparation of a more detailed Transport Impact Assessment that properly considers the broader transport implications of the proposal, as expected to be required as part of the local scheme rezoning process.

Legal Implications

- *Planning and Development Act 2005*
- *Planning and Development (Region Planning Scheme) Regulations 2023*

Community Consultation

Initiated prior to the 1 August 2023 commencement of the *Region Planning Scheme Regulations* (and consequential adjustments to the *Planning and Development Act*), the proposal has been processed as a 'Major' Amendment.

Under former Part 4, Division 3 s.43(3)(f) of the Act, 'Major' Region Scheme Amendments are advertised for a minimum period of 90 days, and at submitter's request, are followed by Public Hearings (typically held 4-8 weeks after advertising). Information gathered at hearings are summarised and included in a Report on Submissions subsequently considered by the WAPC and Minister for Planning.

A decision on whether public hearings will be held for this proposal will be made by the WAPC following completion of the current advertising period (which closes on Friday 6 October 2023).

It is recommended that Council request the opportunity for Officers to go before the WAPC to present its position and respond to any technical queries they may have.

Risk Management Implications

The officer recommendation considers the relevant planning matters associated with the proposal. It is considered the officer recommendation is appropriate.

If the Amendment is approved by the Minister for Planning, the greatest risk to the City is the significant cost involved in retrofitting the local transport network to adjust.

If the Amendment is refused (or ultimately doesn't take effect due to a notion of disallowance made by either House of Parliament within 12 parliamentary sitting days after it has been signed off by the Governor of Western Australia), there is a risk that a future State Government may decide to construct this section of the former Perth Freight Link.

Such an outcome would be contrary to Council's long-stated position not to support its construction.

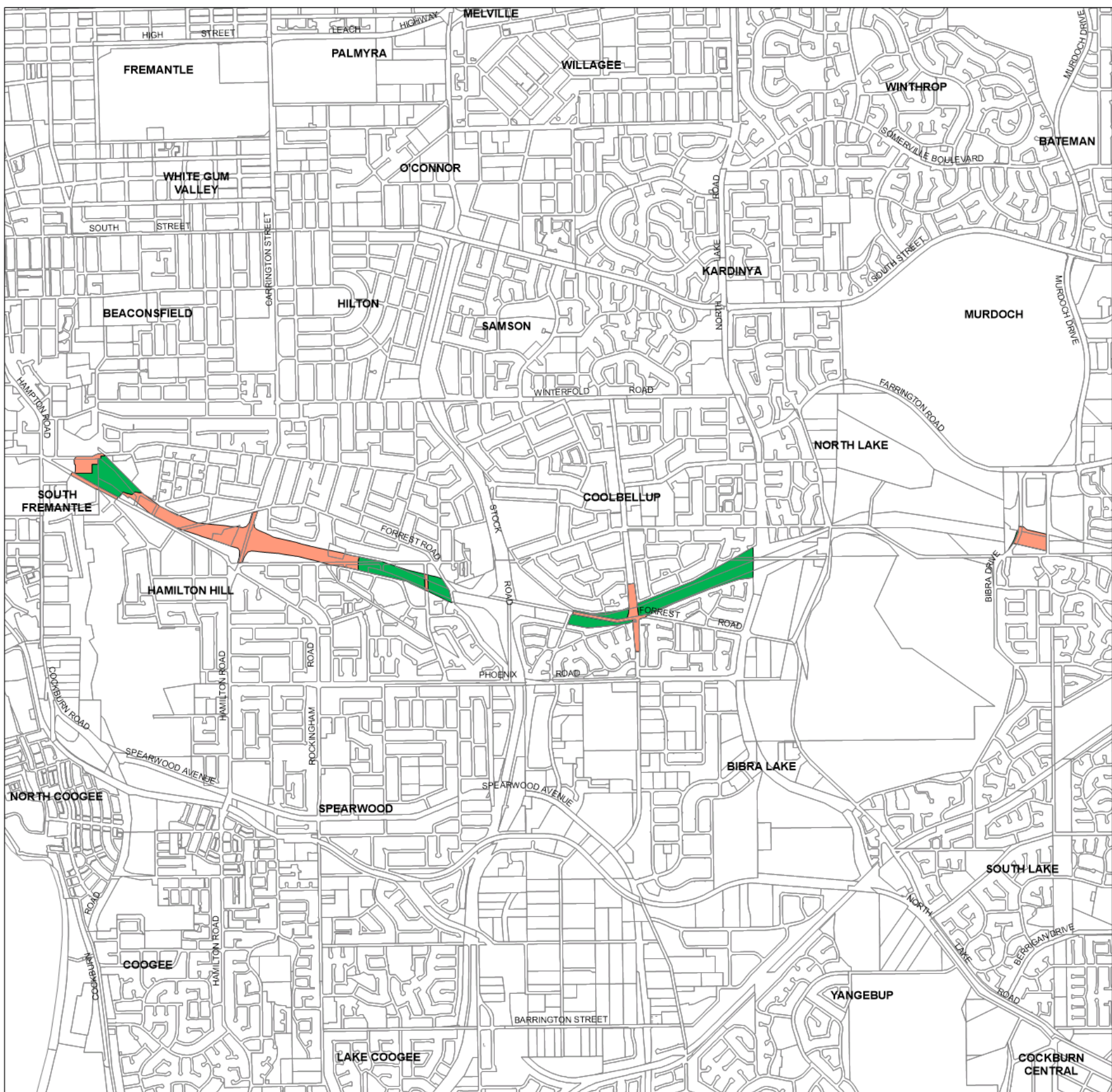
If Council does not make a recommendation on the matter, any concerns that the City may have in regard to the MRS zoning will not be taken into consideration by the department. The City has received an extension with the City's due date for comments being 6 October 2023.

Advice to Proponent(s)/Submitters

N/A

Implications of Section 3.18(3) *Local Government Act 1995*

Nil.



Signed for and on behalf of the
Western Australian Planning Commission

Minister's consent to public submissions being sought

Metropolitan Region Scheme

Amendment No. 1404/41

An officer duly authorised by the Commission
pursuant to section 24 of the
Planning and Development Act 2005
for that purpose in the presence of:

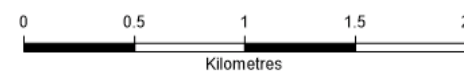
Minister for Planning

Legend

- Excluded from Primary Regional Roads reservation and Urban zone and included in Parks and Recreation reservation
- Excluded from Primary Regional Roads reservation and Parks and Recreation reservation and included in Urban zone

Witness

Approved



Date

Governor

Date



Created on date: Tuesday, 4 April 2023
Document Name: MRS_3873_v1_APlan3_2807
Produced by Data Analytics, Department of Planning, Lands and Heritage, Perth WA
Base information supplied by Western Australian Land Information Authority SLIP 1180-2020-1

Program Manager: L. Powell

Plan Number

File number: 809/02/01/0102

Geospatial Officer: J. Ballarotta

Plan reference:

Examined: A. Power

3.2807

Metropolitan Region Scheme
1:25000 sheet 19
detail plans: 1.6479, 1.6498 - 1.6502,
1.6513

Revised:

Version No. 1

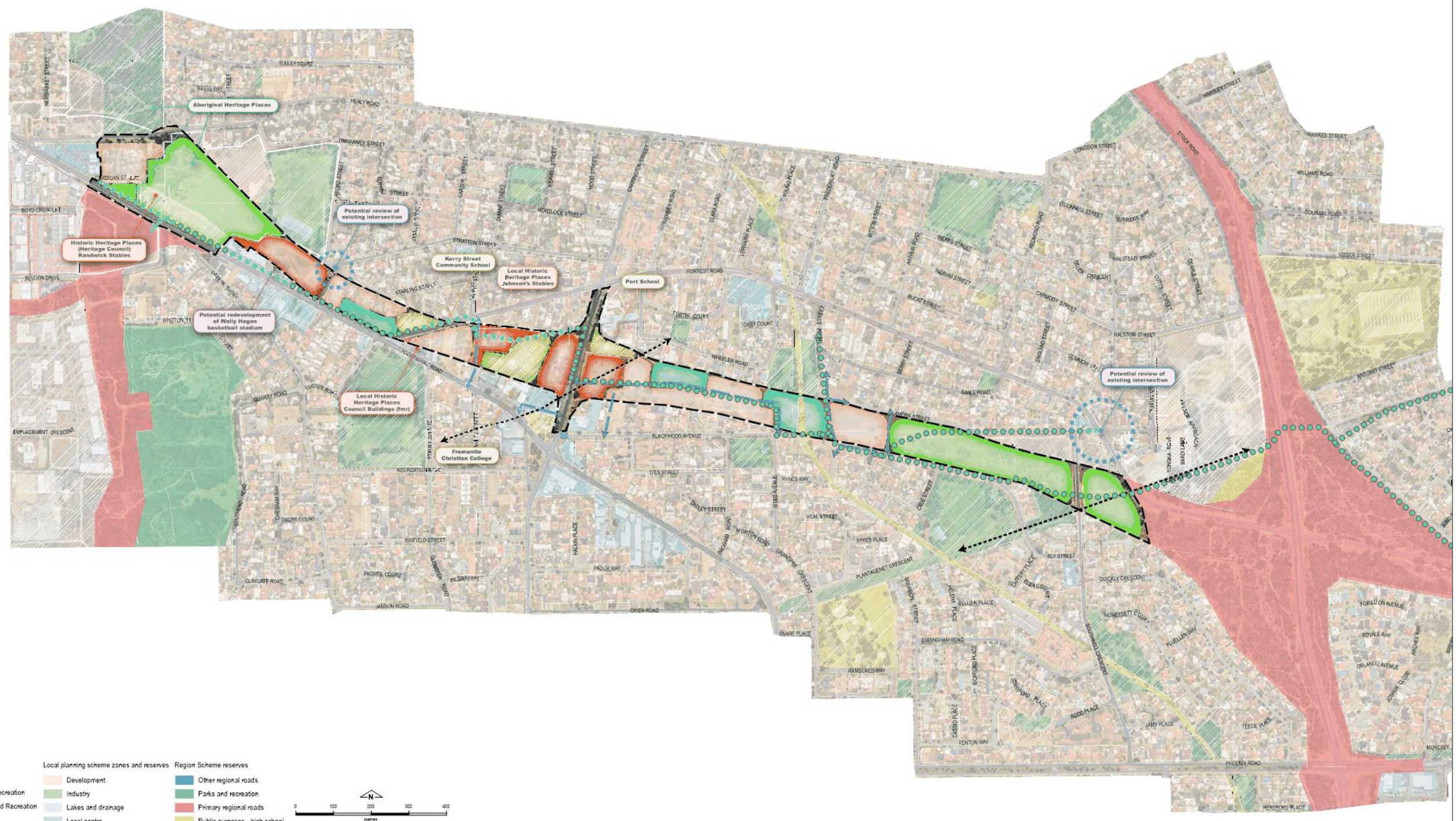
Date: WAPC/325.9.4 29 March 2023

Sheet 1 of 1

Oracle reference no: 3673

Roe 8 and Roe 9 Corridor Planning Study
Indicative Concept Plan – Roe 9

This plan is not binding and has been prepared to convey some potential land use planning outcomes that could eventuate in due course.



Legend

Study area	Development Zone	Local planning scheme zones and reserves	Region Scheme reserves
Local Parks and Recreation	Proposed Parks and Recreation	Public purpose	Residential
Indicative future road	Possible cycle/pedestrian route*	Overhead powerlines	Special use
Development	Industry	Lakes and drainage	Local centre
Parks and recreation/Open space	Mixed business	Public purposes	Residential
Other regional roads	Parks and recreation	Primary regional roads	Public purposes - high school

Produced by Data Analytics, Department of Planning, Lands and Heritage, Copyright © March 2023

Base information supplied by Victorian Aerials Land Information Authority (Scale 1:25,000, positional accuracy $\pm 2m$)

2022 aerial imagery supplied by Victorian Aerials Land Information Authority (Scale 1:25,000, positional accuracy $\pm 2m$)

Roe 8 and Roe 9 Corridor Planning Study
Indicative Concept Plan - Roe 8 remainder

This plan is not binding and has been prepared to convey some potential land use planning outcomes that could eventuate in due course.

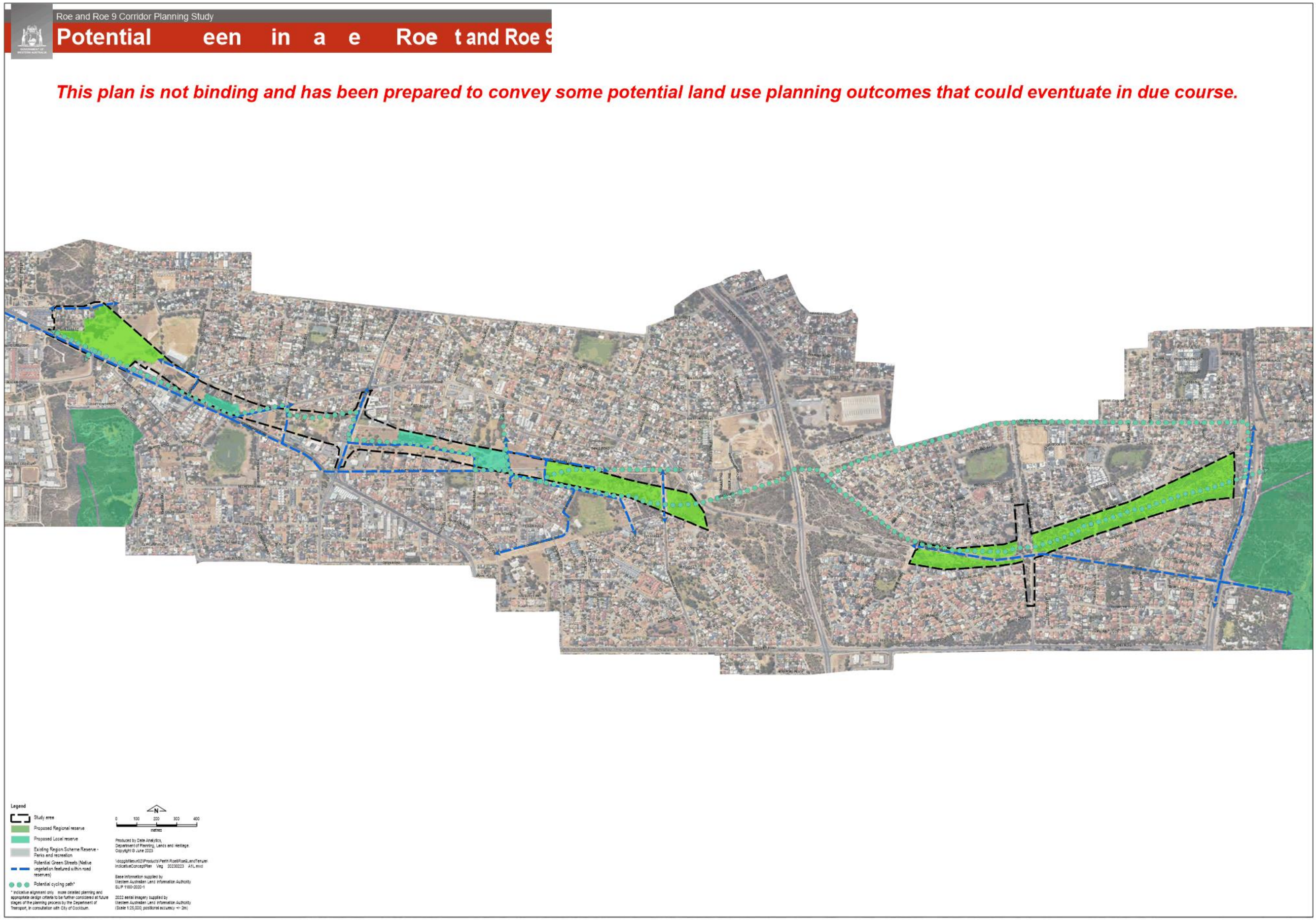


Legend

Study area	Residential	Regional road	Regional road
Residential	Residential	Regional road	Regional road
Residential	Residential	Regional road	Regional road
Residential	Residential	Regional road	Regional road
Residential	Residential	Regional road	Regional road

Scale: 1:10,000

North arrow



Enquiries: Strategic Planning – 9411 3505
Our ref: 105/001 & 110/232



10 January 2022

Western Australian Planning Commission
Locked Bag 6
PERTH WA 6001

Dear Sir/Madam

Roe 8 (West) and Roe 9 Corridor Planning Study – Draft Concept Plan

Thank you for the opportunity to review and provide comment on the draft Concept and Amendment Plans the Department has prepared to inform the preparation of a future Metropolitan Region Scheme (MRS) Amendment seeking to remove the existing Roe Highway Stage 8 (west) and Stage 9 reservations.

The City strongly supports the preparation of such an Amendment but has identified various matters that could be improved or may require further consideration prior to commencement of the formal MRS Amendment process. These items are discussed under the headings that follow.

Please note that the following advice constitutes officer level technical advice only prepared during the initial consultation period. Council's position of the proposal will be expressed during the formal advertising period.

Anticipated Future Planning Process

The City welcomes Minister Saffioti's recent statement about the State Government taking a more active role in leading District Structure Planning and suggests that this project is a perfect opportunity to do so.

The process would greatly benefit from State Government preparation of a more thoroughly considered Master Plan or District Structure Plan for the area, that includes consideration of the opportunities removal of the reservation provides for adjoining land beyond the current reservation boundaries, ahead and to inform the MRS Amendment process.

In the absence of such guidance, the City currently anticipates the following process in terms of updating its Local Planning Framework to reflect the outcome of the draft MRS Amendment as currently proposed:

9 Coleville Crescent, Spearwood WA 6163, PO Box 1215, Bibra Lake DC WA 6965
T: 08 9411 3444 E: customer@cockburn.wa.gov.au
W: cockburn.wa.gov.au ABN 27 471 341 209

1. Concurrent reclassification of the former road reservation to the 'Development' Zone under the City's Town Planning Scheme No.3 as part of the MRS Amendment process;
2. Upon substantial advancement and/or successful completion of the MRS Amendment, City initiation of a Local Scheme Amendment that proposes the creation of a series of Special Control / Development Areas that require the preparation of Local Structure Plans over select precincts, that may extend beyond the boundary of the former Regional Road reservation;
3. That the majority landowner within each precinct be responsible for the preparation of the local structure plan required within each Development Area, with the City assisting to facilitate this process.

To inform the process for the area straddling the existing Carrington Road reservation, the City is in the process of commissioning advice regarding the potential suitability of consolidating existing commercial activity in and around the Carrington Street area. The purpose of this work is to consider whether in combination with the existing community, education and public transport interchange, the area might form the nucleus of a new activity centre, at the heart of a reconnected Hamilton Hill locality.

Supporting Traffic Documentation

At present the proposal is lacking key informative / supporting documentation. Of particular importance is the need for accompanying Transport Analysis to allow the City (and others) to consider the consequential impact of removing the primary regional road reservation on the surrounding transport network.

As a minimum, it is suggested that both a District Transport Model Update (in conjunction with the City) be prepared, in addition to disclosure of the presumed Main Roads WA Regional Model update, that demonstrates where the planned transport volumes will redistribute if they are beyond the District boundary.

This will allow impacted parties the opportunity to negotiate suitable outcomes where the transport functions and costs of these are shifted from the proposed State Road network to the local road networks, which may require significant amendment to their function given earlier planning decisions made on the basis of the existing corridor.

Maintaining an adequate level of service within the local road network and ensuring public safety cannot be achieved by sporadic improvements to the road network, it requires a more strategic approach. Some of the key considerations are discussed in the context of the current proposal below.

1. Traffic Congestion

The City's [District Traffic Study Report 2018](#) shows several road links as exceeding their Volume Capacity ratio. This situation gets significantly worse as proposed options assume delivery of all projects included in the City's Major Roadworks list (pages 29-31).

Page 48 shows several roads marked as above capacity in 2031, such as Carrington Street, Winterfold Road, Farrington Road, and Cockburn Road. The necessary traffic modelling clearly needs to consider the impact on each of these roads.

Where environmental and heritage constraints do not allow improvements to the road network, improvements to alternative modes of transport should be considered. Examples might include a contiguous shared path and Tier 2 Public Transport route that roughly follows the existing Roe Highway reservation alignment. The impact of such alternatives in reducing traffic congestion, pollution, and crash rates should then be described in the traffic investigation report.

2. Road Safety

Of note, the current road safety record of the surrounding network is also concerning. For example, Carrington Street (that continues onto Hamilton Road) has seven (7) intersections flagged as Black Spots by the State for 2017-2021 period. It is expected that crash rates will increase due to activation of land uses that will attract additional traffic to the former Roe Highway corridor.

INTERSECTION NAME	TOTAL CRASH COUNT	CASUALTY CRASH COUNT
CARRINGTON ST & ROCKINGHAM RD & HAMILTON RD EAST	33	7
SPEARWOOD AV & HAMILTON RD	17	5
CARRINGTON ST & FORREST RD	16	2
CARRINGTON ST & CLONTARF RD	16	5
CARRINGTON ST & CARRINGTON ST & WINTERFOLD RD	8	2
HAMILTON RD & TROODE ST	6	0
CARRINGTON ST & BLACKWOOD AV	6	0

3. Support for Alternative Transport

In its current form, the concepts appear to do little in terms of considering responding public transport improvements, or the provision of infrastructure focussed on encouraging pedestrian and cycle transport modes. Potential options include:

- Utilising portion of the Roe 8 (West) reservation to accommodate a Principal Shared Path and dedicated Public Transport corridor; and/or
- Upgrading Forrest Rd (between North Lake Rd & Stock Rd) for a similar purpose.

Both of these options have a direct consequence on the draft MRS Amendment plan as currently shown, as it might involve refining the proposed 'Parks and Recreation' Reservation, and/or elevating the existing alignment of Forrest Road to an 'Other Regional Road' including allowance for future widening to accommodate the creation of a dual lane, divided carriageway to accommodate future district traffic needs.

Whilst ideal from a traffic connectivity perspective, it is suggested that accommodating a contiguous Neighbourhood Connector inclusive of shared paths and a public transport route within the Roe 9 reservation would raise serious concerns within the community. As a minimum however, a high-quality shared path should be accommodated, with connections to Rockingham Road, Hamilton Hill (including Hampton Road/Cockburn Road intersection) and the future creation of a complimentary North-South shared path within the BP pipeline corridor.

The [Long-Term Cycle Network for Perth \(arcgis.com\)](https://arcgis.com) map shows long term aspirational routes (out to 2050). Endorsed by Council in April 2020 ([OCM Minutes Item 16.1](#)), the plan identifies portions of the current reservation as a secondary Long Term Cycle Network route (between North Lake Road and Goodchild Park), and a separate local route between Cordelia Avenue and Carrington Street.

Completed in early 2022, the Hope Road Shared Path (between the Freeway and Bibra Drive) constitutes the first part of the secondary East-West cycle connection. Given the regional importance of this route, further investigation of a westward continuation of this path should form part of this project.

It is critical that connectivity for pedestrians and people on bicycles be improved so that the community is cohesive and not disconnected. On this note the City also has a comprehensive [Cycling and Walking Network Plan Oct 2018](#), that the Long-Term Cycle Network builds upon and which the City incrementally advancing as resources allow. An important component of this is the [Stock Road Pedestrian Bridge](#) which is still in the planning phase along with Stock Road duplication and shared path upgrades.

For completeness of understanding, and in the hope that the State will take a more active role in advancing a more comprehensive plan to accompany the MRS Amendment, the following tables discuss other transport and local connectivity issues that have previously been identified in the area that will require further consideration as part of this or the more detailed planning subsequently prepared for each area.

Area of concern	Comment – Roe 8/9 specific area (Figure 1)
Rockingham Road future upgrade	Opportunity to improve safety of area by installing median and crossing points plus quality shared path on eastern side (reclaiming one lane to do so) Hampton Road to Phoenix Road
Cockburn Road alignment	Future delivery uncertain – removal is likely to have a significant impact on the future role/function of existing Cockburn Road (and resultant Cockburn Coast built form)
Rockingham Road & Leda Street	Pedestrian crossing to shops previously requested
Wally Hagan & Starling Street	Wally Hagan is long overdue for redevelopment – will require installation / upgrade of ACROD parking at that time Starling Street Leda Street intersection – will need to be upgraded when intersection is reviewed and/or changed
Forrest, Rockingham & Lucius Roads	Opportunity to create elongated roundabout, four-way intersection to reinstate right turn out of Forrest Road and improve local east-west connection to offset loss of Roe Highway.
Kerry Street Community School	Small community school for years K-6 – likely to require pedestrian improvements over time

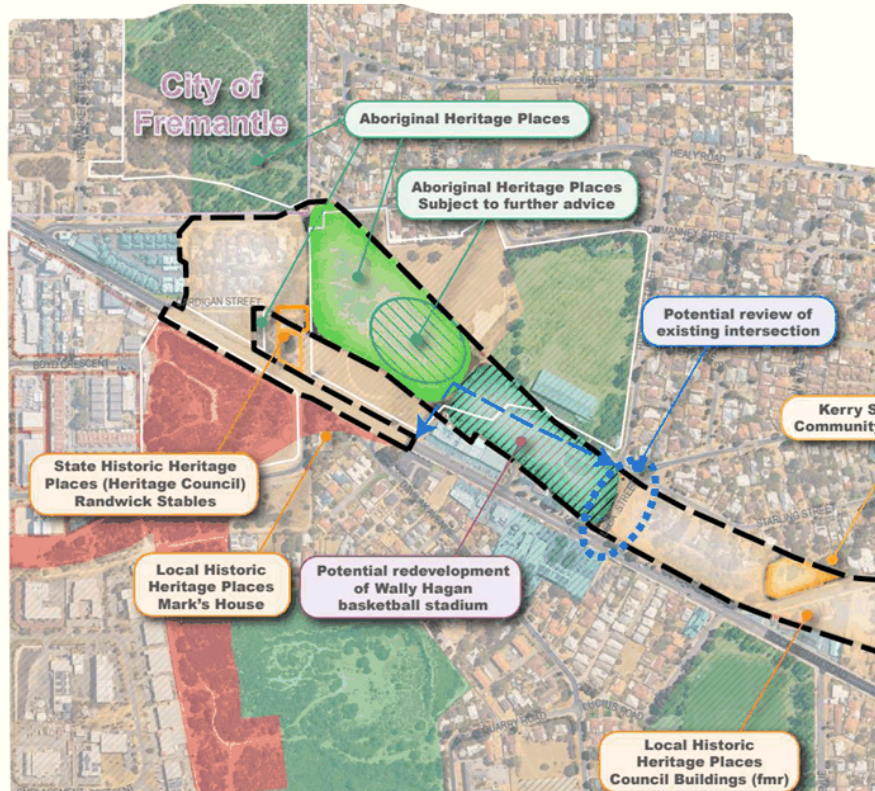


Figure 1

Area of concern	Comment – Roe 8/9 specific area (Figure 2)
Rockingham Road future upgrade	Opportunity to improve safety of area by installing median and crossing points plus quality shared path on eastern side
Carrington Street & Rockingham Rd	Pedestrian and cycling access difficult – signals to be upgraded in future (see Forrest & Carrington signals below)
Fremantle Christian College	College is expanding further in future – Master Plan – Fremantle Christian College (fremantlecc.wa.edu.au) Caters for all years K-12. Active transport links required as well as public transport. Currently issues for students crossing the busy roads and intersections
Bailey Street to Kerry Street	New connections from Bailey Street to Rockingham Road to Forrest Road to Kerry Street at corner of Kerry Street School and Fremantle Christian College (in particular 4-way intersection) require further testing.
Port School	Small independent school Year 8 – 12. 140 students plus Early Learning Centre (6 weeks to 3 years) 25 places – linked to Young Parents Centre at school

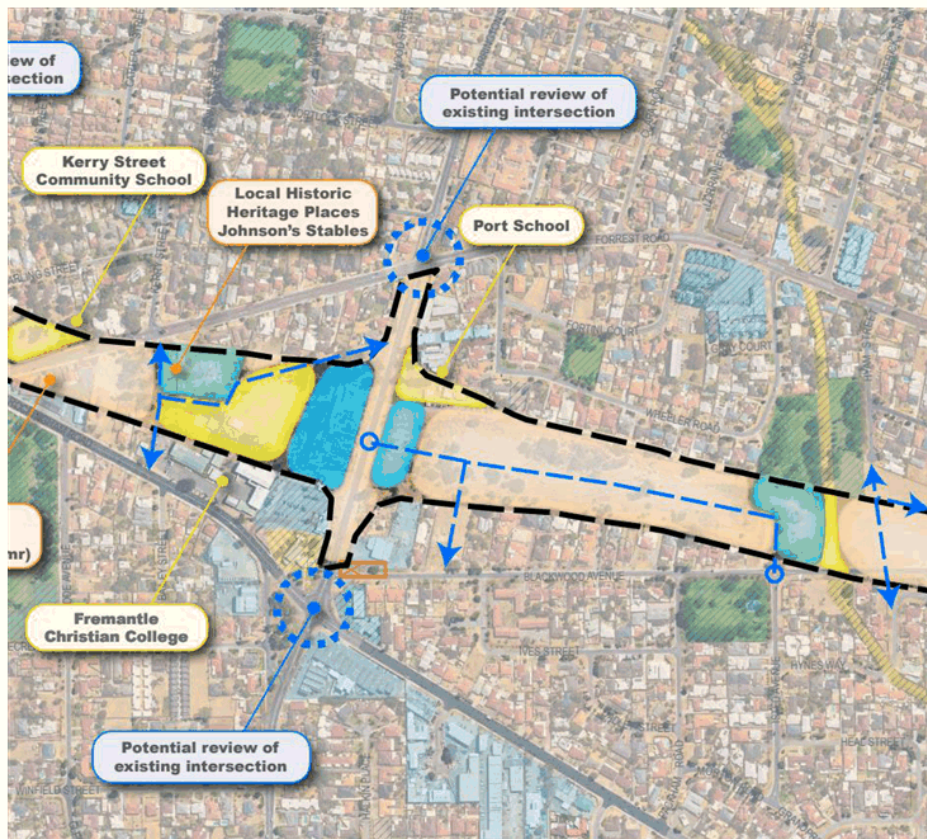


Figure 2

Area of concern	Comment – Roe 8/9 specific area (Figure 2 cont.)
Carrington Street	<p>Potential need for duplication – may require reserve widenings</p> <p>Opportunity to improve safety of area by installing median and crossing points plus quality shared path on both sides (linking bus stops)</p>
Carrington Street & Forrest Road signalised intersection	<p>Pedestrian and cycling access difficult – signals need to be upgraded</p> <p>Forrest Road and Carrington Street traffic signals, the City achieved Stage 2 endorsement from Main Roads WA (MRWA) in December 2021 to upgrade the signal phasing. This includes:</p> <ul style="list-style-type: none"> • Phasing modification from a two-phase to a four-phase sequence with leading right turns on the east and south approaches. • Upgrade of pedestrian crossing facilities on all approaches. • The installation of a Road Safety Platform under a separate endorsement from MRWA in January 2022. <p>The concept design for the intersection formulated as part of the Stage 2 endorsement was submitted for Federal and State Black Spot funding consideration in July 2022 to allow for:</p> <ul style="list-style-type: none"> • Detail design in 2023/24 • Construction in 2024/25 <p>The City is expected to be advised as to whether it was successful for Black Spot funding in May 2023.</p>
BP oil pipeline future shared path	<p>Connections to future shared path along the pipeline need to be maintained.</p>
Hyam Street to Hynes Way	<p>Connection between Hynes Way – crosses BP oil pipeline path – need to include raised pedestrian crossing for existing path (none of these culs-de-sac have paths)</p> <p>Connection Hyam to Ahearn – include paths as part of changes – potential to be done at same time as installing BP pipeline path</p>
Blackwood Ave	<p>New connections from Roe 8/9 corridor need testing</p> <p>Support disconnection from Carrington Street which is a blackspot location</p>
Healy Road	<p>Consider implications of traffic volumes on Healy Road – City currently progressing traffic calming and cycling improvements</p>

Area of concern	Comment – Roe 8/9 specific area (Figure 3)
Cade Street to Ahearn Street	New connections from Roe 8/9 corridor (presumed this involves removal of Blackwood Avenue) require testing
Ely Street to Blackwood Avenue	New connections from Roe 8/9 corridor require testing
Blackwood Avenue, Forrest Road connection	Need to review intersection design – links to O’Connell Street, Blackwood Avenue and former Hamilton Hill High School redevelopment and former Stock Road pedestrian bridge
Stock Road pedestrian bridge	Final position to be determined by MRWA
Stock Road, Forrest Road intersection upgrade	MRWA upgrading Stock Road in future and including shared path along the length – connecting to pedestrian bridge

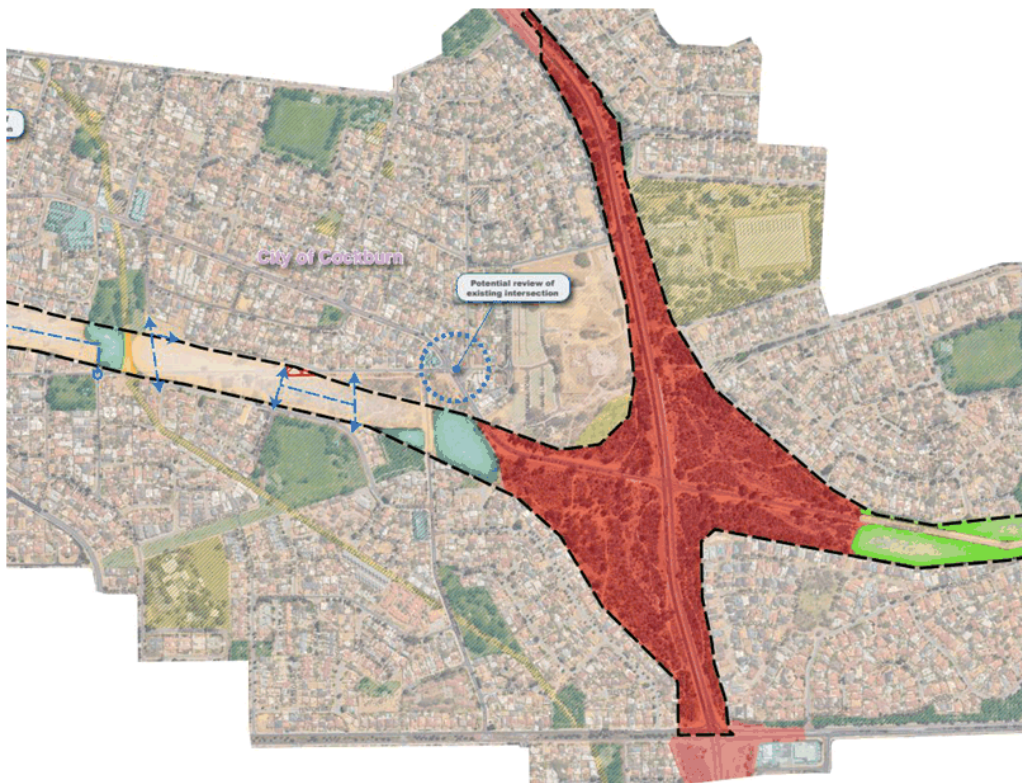


Figure 3



Area of concern	Comment – Roe 8/9 specific area (Figure 4)
Coolbellup Ave, Sudlow Road, Forrest Road	Opportunity to remove/improve staggered intersection on this important north-south connection
North Lake Road & Gwilliam Drive	Connections and crossing points will likely require improvements
Masefield Avenue crossing North Lake Road to Cordelia Avenue	Opportunity to improve pedestrian/cyclist connection across North Lake Road
Path in green corridor	Connect from green corridor to Bibra Lake and Hope Road with improved crossing points at intersections with any roads or streets



Figure 4



Supporting Environmental Documentation

Another lacking piece of key informative / supporting documentation is the environmental analysis the Department has commissioned RPS to prepare. In the absence of being able to review that information, the City offers the following observations.

4. Ecological Corridors

A large amount of the site forms part of a regionally significant ecological linkage between areas of conservation value, as identified by WALGA's Perth Biodiversity Project (2014). The Roe 8/9 corridor currently connects Bibra Lake and the Beeliam Wetland System to the coast, through Manning Park. Given the amount of ecological disturbance within the Perth metropolitan area, ecological connections between the interdunal wetlands system and the coastline are uncommon and should be protected wherever possible. This is important as it enables fauna to move from one place to another and thus reduces the risk of local extinction. It also enhances the genetic diversity of different species within the area.

Protection and enhancement of ecological corridors is a key objective of the City's [Natural Area Management Strategy 2012-2022](#), with Action 26 of the [Manning Park Master Plan 2018](#) stating:

- *Provide greenway corridors and links to connect Manning Park to the broader Beeliam Regional Park*

On the assumption that despite the above stated environmental values and unique opportunity the land presents as a movement corridor for wildlife, the State is unlikely to reserve the entire landholding (excluding important road and infrastructure connections) as Parks and Recreation for conservation with a management order in favour of the City, a contiguous ecological connection should be maintained via alternative means (such as road underpasses including Carrington Street, continuous areas of Public Open Space and/or where spacing makes land provision unviable substantive native tree planting along future road corridors).

5. Stock Road Interchange

It is acknowledged that the intersection of Stock Road and Forrest Road will require upgrading in the future to accommodate increased traffic demand. However, the extent of the Primary Regional Road reservation being retained for this purpose is overly conservative and fails to consider alternatives that would have a far lesser impact on surrounding vegetation.

For example, there appears to be sufficient space to add additional lanes to both roads without clearing any vegetation. In comparison to a flyover arrangement, which may have already been compromised by residential development on the south-east corner of the interchange, such an arrangement would significantly reduce the impact on vegetation, whilst also lessening likely amenity impacts to residents living in the Coolbellup, Hamilton Hill and Bibra Lake residential areas.

The significance of the affected vegetation, in both a local and regional sense includes:

- The eastern area of this intersection is mapped as containing the *Banksia Woodlands of the Swan Coastal Plain* Threatened Ecological Community (refer Figure 5). The TEC is listed as Endangered under the *Environmental Protection and Biodiversity Conservation Act 1999* and offers potential foraging habitat for Black Cockatoos. As a result, additional environmental approvals will need to be obtained prior to upgrading the road.



Figure 5: Extent of Banksia Woodland TEC in the Stock Road/Forrest Road intersection

- Whilst not shown on the mapping, the vegetation on the western side of this same intersection is likely to be classified as Tuart (*Eucalyptus gomphocephala*) Woodlands and Forests of the Swan Coastal Plain TEC. The Tuart Woodland TEC is afforded the same protections as the Banksia Woodlands TEC.
- A desktop assessment of mapping provided by the Department of Biodiversity, Conservation and Attractions also indicates that the vegetation within the intersection area is representative of both the Quindalup and Karrakatta (Central and South) complexes. The Karrakatta Complex is poorly represented both regionally and locally, with less than 25% of its original extent still remaining on the Swan Coastal Plain. The Environmental Protection Authority's *Position Statement 2 – Clearing of Native Vegetation 2000*, states that 'the "threshold level" below which species loss appears to accelerate exponentially at an ecosystem level is regarded as being at a level of 30% of the pre-clearing extent of the vegetation type'. As such, further clearing of the Karrakatta Complex is not supported in instances where it can be avoided

At a minimum, the area of retained vegetation located between the existing Stock Road and Blackwood Avenue reservations should be incorporated into the proposed 'Parks and Recreation' reservation in a similar manner to how the vegetation within the Roe 8 West reservation is being protected between Briere Green and the eastern extent of the corridor.

Aboriginal Heritage & Recreational Facilities

6. Dixon Reserve & Surrounds

Given its significance, ideally the MRS Amendment should be expanded to reserve all of the land within the boundaries of the recently registered Hamilton Hill Swamp Aboriginal Heritage Site (#18332) within the 'Parks and Recreation' reserve.

On the assumption that the intent is to limit the proposal to land within the former Primary Regional Road reservation, it appears that both the draft Concept Plan and MRS Amendment plan are still missing a portion of land located behind the existing commercial premises fronting Rockingham Road that should be reserved for this purpose (refer Figure 6).



Figure 6: Extent of Hamilton Hill Swamp – Aboriginal Heritage Site #18332

Given its existing and future regional function, the catchment for which extends well beyond the boundaries of Hamilton Hill or the City, it is also suggested that the balance of area notionally identified on the concept plan for the Wally Hagan Basketball Stadium should also be reserved for 'Parks and Recreation'.

Such a reservation would be consistent with a number of other basketball facilities across the metropolitan area, including a number of which that incorporate integrated health, gym and associated commercial facilities, such as:

- Bendat Basketball Centre, Floreat
- Lakeside Recreation Centre, North Lake
- Ray Owens Sports Centre, Lesmurdie
- Warwick Stadium, Warwick
- Beatty Park, North Perth
- Terry Tyzack, Inglewood
- Craigie Leisure Centre, Craigie

7. Wheeler Park

Whilst the affected portion may be currently devoid of vegetation, the City encourages expansion of Wheeler Park Reserve to include all of the land west of the proposed extension of Hyam Street to Blackwood Avenue (east of the BP Pipeline – refer Figure 7).



Figure 7: EMPP would support P&R reserves being located on either side of the existing BP pipeline

Adjusting the extent of the future local reserve in this manner would allow for the creation of a more substantive key feature mid-way along the former Roe 9 reservation, arranged in a more robust configuration capable of being used for a wider array of recreational purposes. It would also ensure better greenspace continuity from the reserve to the north, enable better access to the existing pipeline should it need to be maintained or removed in the future, and negate a number of potential CPTED considerations in the event that the land was otherwise developed for residential purposes.

8. Hamilton Hill Community Centre

The City's current [Community Sport and Recreation Facilities Plan](#) identifies the need for a District Level community facility to be provided, however site is yet to be identified for one.



Figure 8: City of Cockburn Community Sport & Recreation Facilities Plan

At the appropriate time the City would appreciate the future opportunity to discuss with the State:

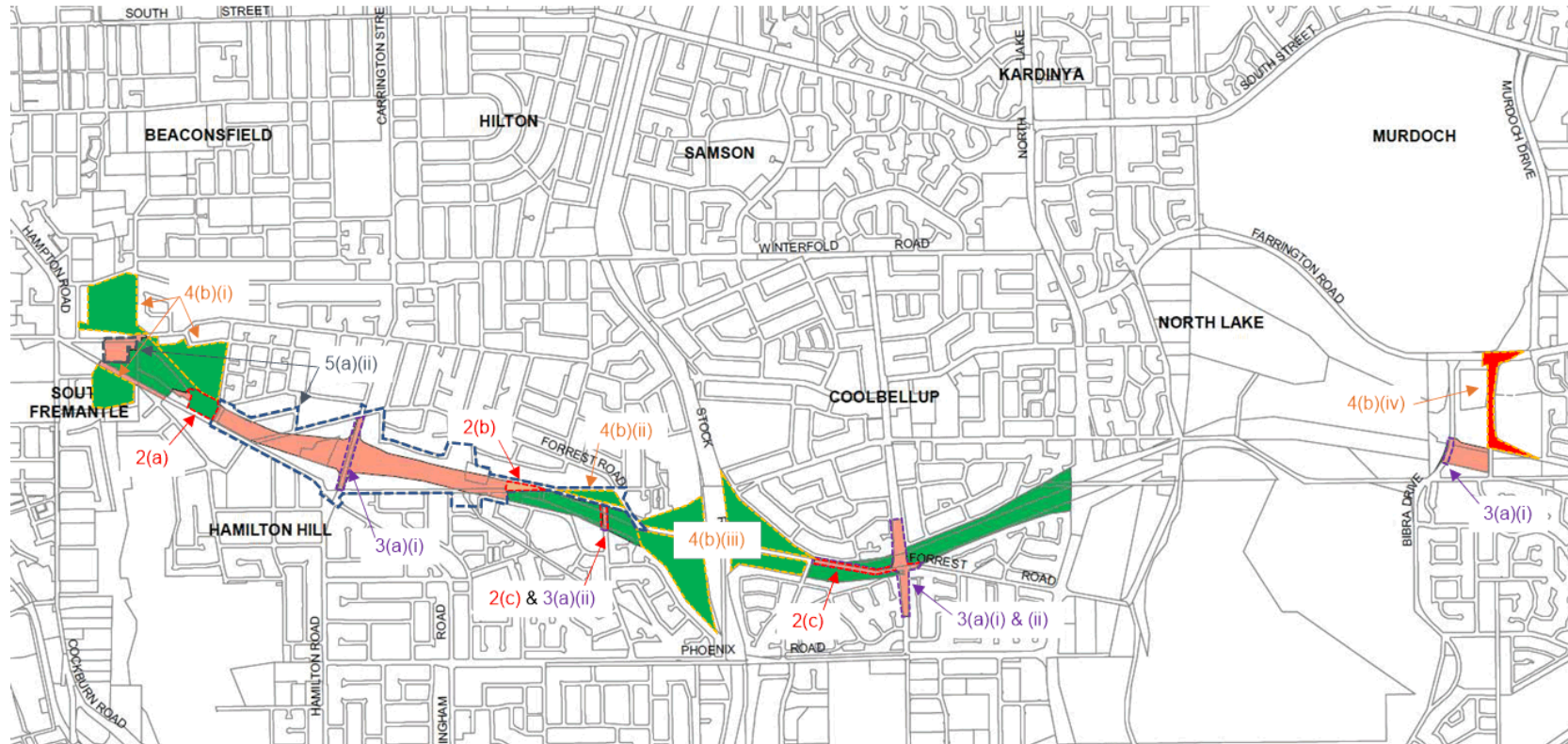
- The additional demand development of the corridor will have on these and other community facilities; and
- Potential opportunities for a location to be identified within the corridor land holding.

Should you wish to discuss any of the matters raised please contact the City's Strategic Planning Team on 9411 3505 or via stratplanning@cockburn.wa.gov.au.

Yours sincerely,

Daniel Arndt
Chief of Built and Natural Environment

RECOMMENDED MRS AMENDMENT MODIFICATIONS – REFERENCES AS PER RECOMMENDED COUNCIL RESOLUTION



Changes Recommended via this Amendment

- Excluded from 'Primary Regional Road' Reserve and 'Urban' Zone and included in 'Parks and Recreation' Reserve
- Excluded from 'Primary Regional Road' Reserve and included in the 'Urban' Zone
- Portions of 'Urban' Zone **not** to be zoned 'Development' in TPS3 via Concurrent MRS/TPS Process

Further Changes Recommended via Subsequent MRS/TPS Amendment(s)

- Excluded from 'Primary Regional Road' and 'High School' Reserves and include in 'Parks and Recreation' Reserve
- Excluded from 'Parks and Recreation' Reserve and include in 'Primary Regional Road' Reserve
- Potential Future Structure Plan Areas (TPS3 Special Control / Development Areas)

14.2 Finance

14.2.1 RFQ04/2023 Landfill Compactor (Minimum 35 Tonne)

Executive	Chief Operations Officer
Author	Fleet Management Coordinator
Attachments	1. Evaluation Summary (Confidential)

RECOMMENDATION

That Council:

- (1) ACCEPTS the tender submitted by BT Equipment Pty Ltd t/a Tutt Bryant Equipment for RFQ04-2023 – Landfill Compactor to supply a Bomag BC773RB-5 Tier 4 Landfill Compactor for a contract sum of \$1,150,217 (Ex GST), Including a four (4) year Service and Maintenance Agreement; and
- (2) AMENDS the FY24 budget through increasing CW 7768 by \$195,000 (funded from the Plant and Vehicle Replacement Reserve) to cover the current market price for the purchase of the equipment.

TO BE CARRIED BY AN ABSOLUTE MAJORITY OF COUNCIL

Background

The City of Cockburn requires the supply and delivery of one (1) new Landfill Compactor minimum 35 tonne for the Henderson Waste Recovery Park (HWRP).

The equipment will be required to be floated down to the HWRP located at 920 Rockingham Road, Henderson, being in a serviceable condition for immediate operations, complete with City of Cockburn decals.

The machine will generally operate for approximately 1,800 engine hours per year at an average speed of 4-12kph.

The desired machine will have polygonal wheels for best compaction using vertical and horizontal pressures offering high performance on a wide range of waste types.

A full-service agreement, along with an extended warranty was considered as an option. The supplier has been advised that the delivery timeframe for this unit is critical to the operation of the landfill with immediate delivery being requested.

The City's expectation is that the vehicle is to be delivered within a reasonable timeframe between 9 -12months by mutual agreement.

The successful Respondent will be required to provide all equipment, materials, transport/cartage, supervision, administration etc., and anything else necessary to supply and delivery the required Plant as requested under the Contract.

RFQ04-2023 Landfill Compactor (min 35 tonne) was advertised pursuant to the WALGA Preferred Supplier Agreement number PSP006 on Wednesday, 31 May 2023. The request remained open between Wednesday, 31 May 2023 and Wednesday, 21 June 2023.

Submission

The request closed at 2:00pm (AWST) Wednesday, 21 June 2023 with two (2) submissions received from:

Trading Name	Entity Name
Tutt Bryant Equipment	BT Equipment Pty Ltd
Westrac	Westrac Pty Ltd

Report

Compliance Criteria

The following criteria were used to determine whether the submissions received were compliant:

Compliance Criteria	
(a)	Compliance with A01 – RFQ04/2023 – Request Document
(b)	Compliance with the Conditions of Responding and Tendering
(c)	Compliance with the General and Special Conditions of Contract
(d)	Compliance with and completion of the Price Schedule in the format provided
(e)	Completion of Qualitative Criteria
(f)	Compliance with ACCC Requirements and completion of Certificate of Warranty
(g)	Acknowledgment of an Addenda Issued

Compliance Tenderers

All responses were deemed compliant by Procurement Services and forwarded to the Evaluation Panel.

Evaluation Criteria

Evaluation Criteria	Weighting Percentage
Demonstrated Experience	8%
Resources	12%
Technical Specification	25%
Sustainability	5%
Local/Regional	10%
Tendered Price	40%
TOTAL	100%

Tender Intent/ Requirements

The City of Cockburn requires the supply and delivery of One (1) new Landfill Compactor minimum 35 tonne required for the Henderson Waste Recovery Park; to spread and compact waste.

Evaluation Panel

Panel Member	Position
Craig Marshall	Fleet Management Coordinator
Roger Haripersad	Cockburn Resource Recovery Park Manager
Rory Garven	Environmental Coordinator - Management, Planning and Policy
Probity Role Only	
Sophie Adams	Contracts Officer

Scoring Table – Combined Totals

Tenderer's Name	Percentage Score		
	Non-Cost Evaluation	Cost Evaluation	Total
	60%	40%	100%
Tutt Bryant Equipment**	41.57	40	81.57
Westrac	34.50	35	69.50

** Recommended Submission

*Evaluation Criteria Assessment*Demonstrated Experience

Both respondents have significant experience in the manufacture and supply of heavy earthmoving machinery to international and domestic markets.

The machinery is extensively supplied to Civil construction, demolition and landfill operations and has proven credentials in these environments.

Tutt Bryant Equipment ranked first for this criterion providing more information, while the Panel noted both scores reflected the lack of information in response to demonstrating recent sales and services.

Resources

Both respondents displayed suitable workshops to carry out both minor and major repairs, along with mobile mechanics for servicing at site.

They both indicated that they either held or could access spares quickly and efficiently within Australia as required which was reflected with similar scores in this criterion.

Technical Specification

The respondents provided equipment that fully met the requirements of the landfill operations and specification. It was noted that the Tutt Bryant Equipment unit is fitted with a Mercedes engine, providing fuel efficiency, low emissions and durability.

The lead time for this unit was also shorter with an expected time frame of 12 months which was reflected in the criterion scoring.

Sustainability

The respondents provided equipment that met Euro 4 emissions standards (compliant with Australian Design Rules) and have sustainability policies in place.

Local / Regional

Tutt Bryant Equipment scored highest for this criterion, with a location within the Perth South Metropolitan Council Alliance. Noting, both respondents score reflected the lack of information provided in assessing this criterion.

Summation

The Evaluation Panel recommends that the submission by BT Equipment Pty Ltd t/a Tutt Bryant Equipment for RFQ04-2023 – Landfill Compactor to supply a Bomag BC773RB-5 Tier 4 Landfill Compactor be accepted as being the most advantageous respondent to delivery and maintain the equipment.

BT Equipment Pty Ltd t/a Tutt Bryant Equipment provides the best acceptable overall assessment against the combined selection criteria, including the qualitative and cost assessment evaluation.

The Tutt Bryant equipment (Bomag) ranked higher than the Westrac (Caterpillar) in both the non-cost and cost criteria.

Given the low of risk of the supply contract the independent financial risk assessment was not conducted.

The recommendation is based on:

- The level of demonstrated experience in supplying similar equipment
- Adequate resources and experienced personnel to service the equipment
- Sound technical grounds in accordance with the specification
- The best overall value for money and the most advantageous outcome for the City.

Strategic Plans/Policy Implications

Environmental Responsibility

A leader in environmental management that enhances and sustainably manages our local natural areas and resources.

- Sustainable resource management including waste, water and energy.

Listening & Leading

A community focused, sustainable, accountable and progressive organisation.

- Best practice Governance, partnerships and value for money.

Budget/Financial Implications

The FY23 budget contained an amount of \$850,000.00 (ex GST) against CW 7768 for the replacement of the landfill compactor.

This has since been carried forward into the FY24 budget and will need to be increased by \$195,000.00 (Ex GST) to cover the recommended tender price.

This cost differential is due to the unprecedented and unpredicted increases in the manufacturing supply chain seen over the last few years.

The following table shows the funding for the purchase of the landfill compactor:

	Originally	Updated	Increase
Purchase cost	\$850,000	\$1,045,000	\$195,000
Funded by:			
Plant Replacement Reserve	\$738,000	\$933,000	\$195,000
Sale of existing plant	\$112,000	\$112,000	-

The recommended tender also includes 4 years of service and maintenance costs for the landfill compactor totalling \$105,217, to be funded from the operational budget.

Tenderer submission breakdown:

Purchase price:	\$1,045,000
Service:	\$105,217
<u>Contract Value:</u>	<u>\$1,150,217</u>

Legal Implications

Section 3.57 of the *Local Government Act 1995* and Part 4 of the *Local Government (Functions and General) Regulations 1996* refers.

Community Consultation

N/A

Risk Management Implications

The following risk implications have been identified should Council not support the recommendation;

- A significant increase in down time of the waste compaction due to breakdowns, resulting in reduced efficiency in the capture of waste in the cells
- Lack of suitable compaction can leave air pockets within the waste, the risk of fire in these pockets is raised considerably
- Additional hours performed by the other compactor in maintaining the face during downtime of this compactor
- A substantial increase in wear and tear of secondary unit due to primary units down time
- Not meeting compaction requirements as set out in the operating licence conditions for the landfill.

The financial risk associated with this purchase is a consequence of the increase production costs and supply challenges being experienced globally and is likely to be expected with all capital asset purchases until supply and demand are equalised.

Advice to Proponent(s)/Submitters

The Proponent(s) and those who lodged a submission on the proposal have been advised that this matter is to be considered at the 14 September 2023 Ordinary Council Meeting.

Implications of Section 3.18(3) *Local Government Act 1995*

Nil

14.2.2 Payments Made from Municipal Fund and Local Procurement Summary - July 2023

Executive	A/Chief Financial Officer
Author	A/Head of Finance
Attachments	1. Payment Listing July 2023 ↓ 2. Credit Card Expenses Report June 2023 ↓

RECOMMENDATION

That Council:

- (1) RECEIVES the list of payments from the Municipal Fund during the month of July 2023, as attached to the Agenda.

Background

Council has delegated its power to make payments from the Municipal or Trust Fund to the Chief Executive Officer and other sub-delegates under Delegated Authority 'Local Government Act 1995 - Payment from Municipal and Trust Funds'.

Regulation 13 (1) of the Local Government (Financial Management) Regulations 1996 requires a list of accounts paid under this delegation to be prepared and presented to Council each month.

A new Regulation 13A under the Local Government (Financial Management) Regulations has come into effect on 1 September 2023, requiring a list of payments to be prepared and presented to Council each month for those made by employees using credit, debit, or other purchasing cards. It should be noted the City has already been reporting in this format since July 2022, following a Council decision at that time to introduce detailed credit card expenditure reporting.

Submission

N/A

Report

Payments made under delegation during the month of July totalled \$19.081 million, and a listing of these is attached to the agenda for review by Council.

These comprise:

- EFT payments (suppliers, sundry creditors) - \$15.544 million (834 payments)
- Cancelled EFT payments - \$20,738
- Payroll payments - \$3.437 million (2 fortnights)
- Corporate credit cards – total of \$109,363 (69 cards used)
- Bank transactional fees (BPay and merchant fees) - \$11,094.

The City has several payment runs each month to ensure its trade suppliers are paid on a timely basis, particularly local and small businesses.

Also attached is the monthly credit card payments report, showing June transactions (paid in July) by cardholder position.

There were 3 transactions made on the Acting CEO's credit card for \$1,407.

Local Procurement

Monthly statistics on local and regional procurement spend are summarised below, showing the spend amounts and percentages against total spend:

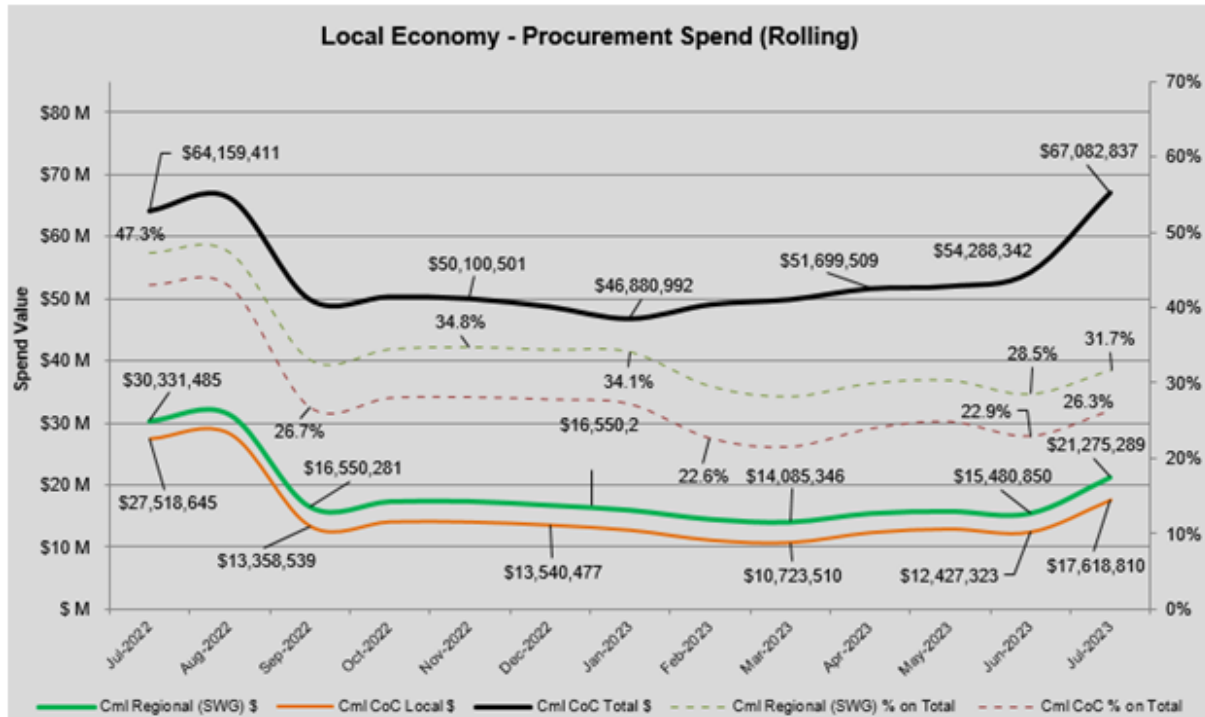
Procurement Report - Local Buy Summary & Trends				July 2023		
Monthly Statistics	Local/Regional Spend	\$7,223,930	CoC Local \$	35.4%	Local/Regional \$	39.8%
	CoC Local Spend	\$6,421,251	CoC Local %	32.4%	Local/Regional %	40.0%
Aboriginal Engagement	Suppliers used	4	Orders raised	15	Committed spend YTD	\$37,517

In July, local spending within Cockburn made up 35.4 percent of the City's monthly spend, comprising 32.4 percent of all procurement transactions made for the month.

Within the Perth South West Metropolitan Alliance region, this increased to 39.8 percent of monthly spend from 40.0 percent of transactions.

This report will now include procurement activity with aboriginal suppliers, shown each month on a YTD basis. In July, four aboriginal businesses were engaged with fifteen purchase orders raised totalling \$37,517.

The following one year rolling chart to July 2023 tracks the City's procurement spend with businesses located within Cockburn and the Perth South West Metropolitan Alliance region.



The 12-month rolling local Cockburn spend was \$17.62 million, representing 26.3 percent of the City’s total spend, with \$21.28 million or 31.7 percent of total spend within the Perth South West regional area.

These results track the City’s performance in achieving Council’s “local and regional economy” principle contained within its Procurement Policy (i.e., a buy local procurement preference).

Strategic Plans/Policy Implications

Local Economy

A sustainable and diverse local economy that attracts increased investment and provides local employment.

- Thriving local commercial centres, local businesses and tourism industry.

Listening & Leading

A community focused, sustainable, accountable and progressive organisation.

- Best practice Governance, partnerships and value for money.
- High quality and effective community engagement and customer service experiences.

Budget/Financial Implications

All payments made have been provided for within the City’s Annual Budget, as adopted and amended by Council.

Legal Implications

This item ensures compliance with s6.10(d) of the Local Government Act 1995 and Regulations 12, 13, and 13A of the *Local Government (Financial Management) Regulations 1996*.

Community Consultation

N/A

Risk Management Implications

Council is receiving the list of payments already made by the City under delegation in meeting its contractual obligations.

This is a statutory requirement and allows Council to review and clarify any payment that has been made.

Advice to Proponent(s)/Submitters

N/A

Implications of Section 3.18(3) *Local Government Act 1995*

Nil

JULY 2023 PAYMENT LISTING

MUNICIPAL FUND

PAYMENT No.	ACCOUNT No.	PAYEE	PAYMENT DESCRIPTION	DATE	VALUE \$
EF160391	99997	Lj & Dr Sinton	Final Discharge Of Compensation Claim	11/07/2023	275,645.00
EF160392	10152	Aust Services Union	Payroll Deductions	11/07/2023	770.80
EF160393	10154	Australian Taxation Office	Payroll Deductions	11/07/2023	548,121.00
EF160394	10305	Child Support Agency	Payroll Deductions	11/07/2023	900.71
EF160395	11001	Local Government Racing & Cemeteries Employees Union Lgrceu	Payroll Deductions	11/07/2023	44.00
EF160396	19726	Health Insurance Fund Of Wa	Payroll Deductions	11/07/2023	1,105.45
EF160397	27874	Smartsalary	Salary Packaging/Leasing Administration	11/07/2023	13,397.06
EF160398	28458	Easi Group	Novated Leasing	11/07/2023	5,188.35
EF160399	10086	Arteil Wa Pty Ltd	Ergonomic Chairs	11/07/2023	1,020.80
EF160400	10226	Bridgestone Australia Ltd	Tyre Services	11/07/2023	857.12
EF160401	10244	Building & Const Industry Training Fund	Levy Payment	11/07/2023	70,633.59
EF160402	10246	Bunnings Building Supplies Pty Ltd	Hardware Supplies	11/07/2023	119.42
EF160403	10535	Workpower Incorporated	Employment Services - Planting	11/07/2023	7,260.00
EF160404	10589	Fines Enforcement Registry	Fines Enforcement Fees	11/07/2023	1,215.00
EF160405	10888	Lj Caterers	Catering Services	11/07/2023	12,531.97
EF160406	10938	Mrp Pest Management	Pest & Weed Management	11/07/2023	419.10
EF160407	10944	Mcleods	Legal Services	11/07/2023	6,044.41
EF160408	10991	Beacon Equipment	Mowing Equipment	11/07/2023	116.00
EF160409	11004	Murdoch University Office Of Finance, Planning & Reporting	Analysing Services	11/07/2023	642.40
EF160410	11022	Native Arc	Grants & Donations	11/07/2023	3,800.00
EF160411	11036	Northlake Electrical Pty Ltd	Electrical Services	11/07/2023	62,632.23
EF160412	11152	Fulton Hogan Industries Pty Ltd	Road Maintenance	11/07/2023	6,290.35
EF160413	11182	Premium Brake & Clutch Services Pty Ltd	Brake Services	11/07/2023	3,472.92
EF160414	11308	Boss Industrial Formally Sba Supplies	Hardware Supplies	11/07/2023	1,474.00
EF160415	11334	Shenton Pumps	Pool Equipment/Services	11/07/2023	13,087.95
EF160416	11447	Spearwood Dalmatinac Club Inc	Community Grant	11/07/2023	35,855.30
EF160417	11483	St John Ambulance Aust Wa Operations	First Aid Courses	11/07/2023	270.00
EF160418	11625	Nutrien Water	Reticulation Supplies	11/07/2023	5,331.76
EF160419	11787	Department Of Transport	Vehicle Search Fees	11/07/2023	1,570.50
EF160420	11793	Western Irrigation Pty Ltd	Irrigation Services/Supplies	11/07/2023	28,507.60
EF160421	11806	Westrac Pty Ltd	Repairs/Mtnce - Earthmoving Equipment	11/07/2023	11,566.64
EF160422	11873	Wattleup Tractors	Hardware Supplies	11/07/2023	78,056.77
EF160423	13825	Jackson Mcdonald	Legal Services	11/07/2023	3,108.60
EF160424	15393	Stratagreen	Hardware Supplies	11/07/2023	893.02
EF160425	15550	Apace Aid Inc	Plants & Landscaping Services	11/07/2023	1,229.25
EF160426	15588	Natural Area Consulting Management Services	Weed Spraying	11/07/2023	30,665.80
EF160427	15609	Catalyse Pty Ltd	Consultancy Services	11/07/2023	27,204.72
EF160428	15746	Western Australia Police Service	Police Clearances	11/07/2023	34.00
EF160429	16064	Cms Engineering	Airconditioning Services	11/07/2023	7,857.94
EF160430	16985	Wa Premix	Concrete Supplies	11/07/2023	779.68
EF160431	17798	Western Diagnostic Pathology	Analytical Services	11/07/2023	2,013.17
EF160432	18114	Bolliq Design Group P/L	Architectural Services	11/07/2023	15,994.00
EF160433	18126	Dell Australia Pty Ltd	Computer Hardware	11/07/2023	5,621.00
EF160434	18962	Sealanes (1985) P/L	Catering Supplies	11/07/2023	753.08
EF160435	19533	Woolworths Group Ltd (Woolworths & Big W)	Groceries	11/07/2023	275.23
EF160436	19776	Josh Byrne & Associates	Environmental Consultant	11/07/2023	2,530.00
EF160437	21665	Mmj Real Estate (Wa) Pty Ltd	Property Management Services	11/07/2023	32.91
EF160438	21782	Westcoast Timber Flooring	Flooring Supplies	11/07/2023	9,900.00
EF160439	21946	Ryan's Quality Meats	Meat Supplies	11/07/2023	798.71
EF160440	22553	Brownes Food Operations	Catering Supplies	11/07/2023	424.46
EF160441	22589	Jb Hi Fi - Cockburn	Electrical Equipment	11/07/2023	993.00

EF160442	22623	Landmark Products Ltd	Landscape Infrastructure	11/07/2023	32,730.50
EF160443	22806	Chevron Australia Downstream Fuels Pty Ltd	Fuel Supplies	11/07/2023	63,842.91
EF160444	23332	Wrights Heavy Recovery	Towing Services	11/07/2023	3,740.00
EF160445	23351	Cockburn Gp Super Clinic Limited T/A Cockburn Integrated Health	Leasing Fees	11/07/2023	2,202.29
EF160446	23511	Twist Engineering Pty Ltd	Irrigation Design & Specifications	11/07/2023	4,708.00
EF160447	23570	A Proud Landmark Pty Ltd	Landscape Construction Services	11/07/2023	51,670.30
EF160448	23600	Ironbank Sustainability	Consultancy Services - Environmental	11/07/2023	14,743.30
EF160449	24610	All Flags Signs & Banners	Signs, Flags, Banners	11/07/2023	1,067.00
EF160450	24655	Automasters Spearwood	Vehicle Servicing	11/07/2023	1,542.20
EF160451	24748	Pearmans Electrical & Mechanical Services P/L	Electrical Services	11/07/2023	3,894.55
EF160452	25121	Imagesource Digital Solutions	Billboards	11/07/2023	952.60
EF160453	25418	Cs Legal	Legal Services	11/07/2023	7,207.73
EF160454	26399	Paperscout The Trustee For Peters Morrison Family Trust	Graphic Design Services	11/07/2023	5,610.00
EF160455	26470	Scp Conservation	Fencing Services	11/07/2023	2,288.00
EF160456	26614	Marketforce Pty Ltd	Advertising	11/07/2023	1,952.59
EF160457	26625	Andover Detailers	Car Detailing Services	11/07/2023	1,245.37
EF160458	26626	Senversa Pty Ltd	Environmental Auditing	11/07/2023	3,041.84
EF160459	26789	Raeco	Supplier Of Library Shelving And Furnitu	11/07/2023	1,011.45
EF160460	26813	Buswest	Bus Hire	11/07/2023	682.00
EF160461	26901	Alyka Pty Ltd	Digital Consultancy And Web Development	11/07/2023	17,635.20
EF160462	26987	Cti Risk Management	Security - Cash Collection	11/07/2023	3,795.52
EF160463	27006	Bibra Lake Iga Xpress	Liquor Supplies	11/07/2023	374.00
EF160464	27010	Quantum Building Services Pty Ltd	Building Maintenance	11/07/2023	377.42
EF160465	27028	Technogym Australia Pty Ltd	Fitness Equipment	11/07/2023	17,674.25
EF160466	27082	Kulbardi Pty Ltd	Stationery Supplies	11/07/2023	241.36
EF160467	27130	Motio Play Pty Ltd	Digital Marketing & Software Service Pro	11/07/2023	4,542.12
EF160468	27177	Rentokil Initial Pty Ltd (Initial Hygiene)	Hygiene	11/07/2023	2,542.10
EF160469	27241	Landscape Elements	Landscaping Services	11/07/2023	78,026.03
EF160470	27246	Veale Auto Parts	Spare Parts Mechanical	11/07/2023	59.40
EF160471	27374	Southern Cross Cleaning	Commercial Cleaning	11/07/2023	5,699.89
EF160472	27377	Accidental Health And Safety - Perth	First Aid Supplies	11/07/2023	619.85
EF160473	27499	Hodge Collard Preston Architects	Architects	11/07/2023	4,720.10
EF160474	27507	Serco Facilities Management Pty Ltd	Cleaning Services	11/07/2023	105,417.74
EF160475	27524	David Wills And Associates	Engineering Services	11/07/2023	22,869.00
EF160476	27551	Incognito Catering	Catering Services	11/07/2023	564.30
EF160477	27622	Truegrade Medical Supplies	Medical Supplies	11/07/2023	62.21
EF160478	27631	Aquatic Services Wa Pty Ltd	Pool Equipment & Maintenance	11/07/2023	2,463.34
EF160479	27657	Positive Balance Massage	Massage Therapy	11/07/2023	100.00
EF160480	27676	Blue Force Pty Ltd	Security Services	11/07/2023	8,690.00
EF160481	27684	Jani Murphy Pty Ltd	Training	11/07/2023	3,174.60
EF160482	27695	Otm Pty Ltd	Traffic Management	11/07/2023	1,895.00
EF160483	27701	Perth Better Homes	Shade Sails	11/07/2023	30,820.00
EF160484	27717	Moore Australia (Wa) Pty Ltd	Accounting Services	11/07/2023	5,720.00
EF160485	27865	Pritchard Francis Consulting Pty Ltd	Engineering Services	11/07/2023	2,849.00
EF160486	27894	Homecare Physiotherapy	Healthcare	11/07/2023	122.10
EF160487	27917	Go Doors Advanced Automation	Door Maintenance & Repair	11/07/2023	889.61
EF160488	27946	Kambarang Services Pty Ltd	Training Indigenous Culture	11/07/2023	9,680.00
EF160489	27965	Stantec Australia Pty Ltd	Engineering Services	11/07/2023	6,908.00
EF160490	27976	Melville Toyota	Motor Cars	11/07/2023	522.30
EF160491	28003	Taylor Made Design	Graphic Design	11/07/2023	561.00
EF160492	28049	Copy Magic	Printing Services	11/07/2023	423.28
EF160493	28196	Brightmark Group Pty Ltd	Cleaning Services	11/07/2023	11,933.53
EF160494	28201	Select Fresh	Food Supplies	11/07/2023	322.06
EF160495	28211	Nordic Fitness Equipment	Fitness Equipment	11/07/2023	279.00
EF160496	28222	Tcn Group Pty Ltd	Gift Vouchers	11/07/2023	4,017.16
EF160497	28233	Western Maze Wa Pty Ltd	Waste Collection Services	11/07/2023	22,143.00
EF160498	28241	Swift Flow Pty Ltd	Plumbing	11/07/2023	2,983.62

EF160499	28265	Tree Care Wa	Vegetation Maintenance Services	11/07/2023	34,055.84
EF160500	28270	Volunteer Home Support	Aged Care	11/07/2023	449.19
EF160501	28277	Gesha Coffee Co	Coffee Supplies	11/07/2023	984.20
EF160502	28303	Miracle Recreation Equipment	Playground Equipment	11/07/2023	4,405.50
EF160503	28313	Cannings Purple	Marketing	11/07/2023	8,250.00
EF160504	28336	Holonix Pty Ltd	Consulting - Enviro	11/07/2023	4,650.25
EF160505	28351	Clever Designs Uniforms	Clothing	11/07/2023	158.80
EF160506	28392	Mcs Civil Contracting	Engineering/Earthworks	11/07/2023	4,444.00
EF160507	28449	Sheridans	Manufacturing	11/07/2023	454.30
EF160508	28461	Carealert	Entertainment	11/07/2023	6.49
EF160509	28464	Harvey Norman	Electrical Appliances	11/07/2023	2,236.00
EF160510	28505	Maltia Caffe The Trustee For Caruana Family Trust	Cafe And Catering Services	11/07/2023	290.00
EF160511	28515	Cate Lijens Consultancy	Counselling, Supervision	11/07/2023	150.00
EF160512	28520	It 4 Retirees Pty Ltd	It Training And Support	11/07/2023	1,200.00
EF160513	28531	Little Miss Squeezebox	Music And Entertainment	11/07/2023	550.00
EF160514	28585	Beyond Solution Pty Ltd	Digital Printing & Fabrication	11/07/2023	2,864.40
EF160515	28592	International Conservation Services Pty Ltd	Heritage/Art Conservation	11/07/2023	7,150.00
EF160516	28601	The Feelgood Fashionista	Public Speaking/ Educational Presentatio	11/07/2023	500.00
EF160517	28619	Saito Systems Pty Ltd	Providing Smart Lock & Locking Systems	11/07/2023	13,519.00
EF160518	10747	inet Limited	Internet Services	11/07/2023	1,009.88
EF160519	28600	Buggybuddys	Advertising	12/07/2023	324.50
EF160520	88888	Gold Estate Holdings Pty Ltd	Bond refund	12/07/2023	14,311.88
EF160521	88888	Western Australian Land Authority	Bond refund	12/07/2023	55,827.62
EF160522	99997	Coc Grants, Donations & Refunds	Grants, Donations & Refunds	12/07/2023	73.00
EF160523	99997	Jandakot Jets Amateur Football Club	Invoice Inv2023014 - Capital Works Grant	12/07/2023	10,000.00
EF160524	99997	Stephen Walker	Port Coogee Marina - C095 Pen Fee Refund	12/07/2023	192.00
EF160525	99997	Benjamin Rowe	Apple Store Purchase - Ben Rowe	12/07/2023	297.00
EF160526	99997	Penelope Anne Mullunby	Grants, Donations & Refunds	12/07/2023	525.00
EF160527	99997	Shire Of Quairading	Grants, Donations & Refunds	12/07/2023	1,102.58
EF160528	99997	Sonia Dawn Hall	Reimbursement Of Fees - S Hall	12/07/2023	494.92
EF160529	99997	St Jerome's Seniors	Senior Members Outing	12/07/2023	100.00
EF160530	99997	Lisa Kniebe	Accommodation Charges	12/07/2023	292.60
EF160531	99997	Cockburn Cobras Football Club	Small Events Sponsorship	12/07/2023	3,000.00
EF160532	99997	David Milan Kursar	Petty Cash Reimbursement - D Kursar	12/07/2023	78.24
EF160533	99997	Ian Hill & Susanne Ottosson Hill	Crossover Contribution - Ian Hill	12/07/2023	250.00
EF160534	99997	Miss Nat'S Dance School	Application: Apr23-Ed01	12/07/2023	3,283.50
EF160535	99997	Fam-Ally	Application: Apr23-Ed05	12/07/2023	4,146.01
EF160536	99997	Made To Be Free	Application: Apr23-Ed07	12/07/2023	5,000.00
EF160537	99997	Connect Learning After School Pty Ltd	Application: Apr23-Ed08	12/07/2023	2,200.00
EF160538	99997	Glitterati Performance Company	Application: Apr23-Ed10	12/07/2023	3,300.00
EF160539	99997	Perth Psychologists	Application: Apr23-Ed11	12/07/2023	3,300.00
EF160540	99997	Mahjae Pty Ltd - Trading As Whitney Cons	Application: Apr23-Ed12	12/07/2023	3,300.00
EF160541	99997	Foodies Label Pt T/A Baked Thingz	Application: Apr23-Ed14	12/07/2023	3,000.00
EF160542	99997	Caroline'S Skincare Pty Ltd	Application: Apr23-Ed16	12/07/2023	5,500.00
EF160543	99997	Rockstar Brownies	Application: Apr23-Ed21	12/07/2023	2,999.99
EF160544	99997	Coc Grants, Donations & Refunds	Grants, Donations & Refunds	12/07/2023	2,970.00
EF160545	99997	Cosy Crab Laundrette	Application: Apr23-Ed23	12/07/2023	5,000.00
EF160546	99997	Green Pea Toy	Application: Apr23-Ed24	12/07/2023	3,454.00
EF160547	99997	The Organic Collective	Application: Apr23-Ed26	12/07/2023	3,300.00
EF160548	99997	Adventure Physio	Application: Apr23-Ed27	12/07/2023	4,365.75
EF160549	99997	Co Fit Studio Pty Ltd	Application: Apr23-Ed28	12/07/2023	3,300.00
EF160550	99997	Cooby Cowork	Application: Apr23-Ed31	12/07/2023	5,500.00
EF160551	99997	Tirohanga Counselling Services	Application: Apr23-Ed32	12/07/2023	3,300.00
EF160552	99997	Karri Penley- Independent Ndis Support C	Application: Apr23-Ed33	12/07/2023	3,000.00
EF160553	99997	Top One Hong Kong Bbq House	Application: Apr23-Ed44	12/07/2023	1,450.00
EF160554	99997	Lake Martin Films (Digital Jellyfish T/A	Application: Apr23-Ed45	12/07/2023	5,500.00
EF160555	99997	Disability Support Management	Application: Apr23-Ed46	12/07/2023	2,925.00

EF160556	99997	Peach Speech Pathology	Application: Apr23-Ed50	12/07/2023	5,500.00
EF160557	99997	Coolbellup Newsagency	Application: Apr23-Ed61	12/07/2023	4,950.00
EF160558	99997	Coc Grants, Donations & Refunds	Grants, Donations & Refunds	12/07/2023	3,000.00
EF160559	99997	Happy Chopstix Vietnamese Cafe	Application: Apr23-Ed65	12/07/2023	4,950.00
EF160560	99997	Digital Marketing Ninja	Application: Apr23-Ed66	12/07/2023	1,650.00
EF160561	99997	Rig Mate	Application: Apr23-Ed70	12/07/2023	4,131.60
EF160562	99997	Fbm Trust T/A Dale & Waters	Application: Apr23-Ed69	12/07/2023	3,300.00
EF160563	99997	Hillview Colon Care Health Centre	Hillview Health Centre (Inv 203)	12/07/2023	200.00
EF160564	99997	Carolyn Gimblett	Seniors Centre Busselton Outing Refund	12/07/2023	84.50
EF160565	99997	Catherine Scaife	Seniors Centre Busselton Outing Refund	12/07/2023	84.50
EF160566	99997	Di Hingston	Seniors Centre Busselton Outing Refund	12/07/2023	84.50
EF160567	99997	Dianne Myles	Seniors Centre Busselton Outing Refund	12/07/2023	84.50
EF160568	99997	Elena Cetrullo	Seniors Centre Busselton Outing Refund	12/07/2023	84.50
EF160569	99997	Evelyn Mijat	Seniors Centre Busselton Outing Refund	12/07/2023	84.50
EF160570	99997	Gwendolyn Rebeiro	Seniors Centre Busselton Outing Refund	12/07/2023	84.50
EF160571	99997	Josee L'enfle	Seniors Centre Busselton Outing Refund	12/07/2023	84.50
EF160572	99997	Lorraine Hicks	Seniors Centre Busselton Outing Refund	12/07/2023	84.50
EF160573	99997	Lubika Ward	Seniors Centre Busselton Outing Refund	12/07/2023	84.50
EF160574	99997	Lynda Morgan	Seniors Centre Busselton Outing Refund	12/07/2023	84.50
EF160575	99997	Maggie Graffin	Seniors Centre Busselton Outing Refund	12/07/2023	84.50
EF160576	99997	Marita & Tedeo Gonzalez	Seniors Centre Busselton Outing Refund	12/07/2023	169.00
EF160577	99997	Natala & Phillip Alford	Seniors Centre Busselton Outing Refund	12/07/2023	169.00
EF160578	99997	Pam Gibson	Seniors Centre Busselton Outing Refund	12/07/2023	84.50
EF160579	99997	Sandy Bassett	Seniors Centre Busselton Outing Refund	12/07/2023	84.50
EF160580	99997	Sandy Jason	Seniors Centre Busselton Outing Refund	12/07/2023	84.50
EF160581	99997	Teena Milton	Seniors Centre Busselton Outing Refund	12/07/2023	84.50
EF160582	99997	Danilo Mirovic	Senior Security Subsidy	12/07/2023	200.00
EF160583	99997	Debra Staveley	Senior Security Subsidy	12/07/2023	200.00
EF160584	99997	George Overton	Senior Security Subsidy	12/07/2023	100.00
EF160585	99997	Coc Grants, Donations & Refunds	Grants, Donations & Refunds	12/07/2023	100.00
EF160586	99997	Jilian Cowans	Senior Security Subsidy	12/07/2023	200.00
EF160587	99997	Maria Keleher	Senior Security Subsidy	12/07/2023	200.00
EF160588	99997	Robertus Welden	Senior Security Subsidy	12/07/2023	200.00
EF160589	99997	Rosemary Peters	Senior Security Subsidy	12/07/2023	200.00
EF160590	99997	Cyril Mellor	Senior Security Subsidy	12/07/2023	100.00
EF160591	99997	Adam Peck	Employee Reimbursement	12/07/2023	44.00
EF160592	99997	Ellen Ogborne	Refund	12/07/2023	45.00
EF160593	99997	Kelli Gordon	Pen Fee Refund - Kelli Gordon	12/07/2023	13.14
EF160594	11867	Kevin John Allen	Elected Member Sitting Fees & Allowances	13/07/2023	66.00
EF160595	12740	Logan Howlett	Elected Member Sitting Fees & Allowances	13/07/2023	285.99
EF160596	25353	Philip Eva	Elected Member Sitting Fees & Allowances	13/07/2023	66.00
EF160597	27326	Michael Separovich	Elected Member Sitting Fees & Allowances	13/07/2023	66.00
EF160598	27327	Chontelle Stone	Monthly Elected Member Allowance	13/07/2023	66.00
EF160599	27871	Tom Widenbar	Elected Member Sitting Fees & Allowances	13/07/2023	112.78
EF160600	27872	Phoebe Corke	Elected Member Sitting Fees & Allowances	13/07/2023	66.00
EF160601	28238	Tarun Dewan	Elected Member Sitting Fees & Allowances	13/07/2023	66.00
EF160602	99997	Family Day Care	Fdc Payment W/E 09/07/2023	13/07/2023	54,329.99
EF160603	10047	Alinta Energy	Natural Gas & Electricity Supply	14/07/2023	50.50
EF160604	11794	Synergy	Electricity Usage/Supplies	14/07/2023	98,845.00
EF160605	10016	Bushfire Works Deeley Family Trust	Consultancy Services - Environmental	14/07/2023	1,375.00
EF160606	10058	AlSCO Pty Ltd	Hygiene Services/Supplies	14/07/2023	289.42
EF160607	10118	Australia Post	Postage Charges	14/07/2023	7,182.39
EF160608	10184	Benara Nurseries	Plants	14/07/2023	17,787.23
EF160609	10212	Boss Bollards	Security Products	14/07/2023	753.50
EF160610	10226	Bridgestone Australia Ltd	Tyre Services	14/07/2023	22,167.59
EF160611	10239	Budget Rent A Car - Perth	Motor Vehicle Hire	14/07/2023	1,324.82
EF160612	10246	Bunnings Building Supplies Pty Ltd	Hardware Supplies	14/07/2023	2,885.73

EF160613	10279	Castrol Australia Pty Ltd	Grease/Lubricants	14/07/2023	5,428.78
EF160614	10287	Centreline Markings	Linemarking Services	14/07/2023	5,500.00
EF160615	10359	Cockburn Painting Service	Painting Supplies/Services	14/07/2023	9,361.00
EF160616	10483	Landgate	Mapping/Land Title Searches	14/07/2023	658,262.63
EF160617	10526	E & Mj Roshier Pty Ltd	Mower Equipment	14/07/2023	1,069.89
EF160618	10535	Workpower Incorporated	Employment Services - Planting	14/07/2023	37,972.53
EF160619	10589	Fines Enforcement Registry	Fines Enforcement Fees	14/07/2023	2,349.00
EF160620	10683	Gronbek Security	Locksmith Services	14/07/2023	10,925.24
EF160621	10787	Jandakot Accident Repair Centre	Panel Beating Services	14/07/2023	5,000.00
EF160622	10794	Jason Signmakers	Signs	14/07/2023	16,784.98
EF160623	10913	Bucher Municipal Pty Ltd	Purchase Of New Plant / Repair Services	14/07/2023	9,159.90
EF160624	10938	Mrp Pest Management	Pest & Weed Management	14/07/2023	558.80
EF160625	10944	Mcleods	Legal Services	14/07/2023	839.30
EF160626	10982	Modern Teaching Aids Pty Ltd	Teaching Aids	14/07/2023	3,983.21
EF160627	10991	Beacon Equipment	Mowing Equipment	14/07/2023	8,425.00
EF160628	11022	Native Arc	Grants & Donations	14/07/2023	500.00
EF160629	11028	Neverfail Springwater Ltd	Bottled Water Supplies	14/07/2023	127.86
EF160630	11036	Northlake Electrical Pty Ltd	Electrical Services	14/07/2023	124,144.87
EF160631	11247	Richgro Wa	Gardening Supplies	14/07/2023	589.50
EF160632	11307	Satellite Security Services Pty Ltd	Security Services	14/07/2023	5,473.05
EF160633	11361	Sigma Chemicals Pty Ltd	Chemical Supplies	14/07/2023	645.70
EF160634	11483	St John Ambulance Aust Wa Operations	First Aid Courses	14/07/2023	160.00
EF160635	11502	State Law Publisher	Advertising Services	14/07/2023	249.60
EF160636	11511	Statewide Bearings	Bearing Supplies	14/07/2023	528.20
EF160637	11619	Titan Ford	Purchase Of Vehicles & Servicing	14/07/2023	46,152.13
EF160638	11625	Nutrien Water	Reticulation Supplies	14/07/2023	1,342.00
EF160639	11701	Vibra Industrial Filtration Australasia	Filter Supplies	14/07/2023	193.05
EF160640	11722	Wa Hino Sales & Service	Purchase Of New Trucks / Maintenance	14/07/2023	825.90
EF160641	11789	Walga	Advertising/Training Services	14/07/2023	99.00
EF160642	11793	Western Irrigation Pty Ltd	Irrigation Services/Supplies	14/07/2023	7,633.85
EF160643	11806	Westrac Pty Ltd	Repairs/Mtnce - Earthmoving Equipment	14/07/2023	15,946.99
EF160644	11828	Worldwide Online Printing - O'connor	Printing Services	14/07/2023	481.24
EF160645	12014	Tutt Bryant Equipment Bt Equipment Pty Ltd T/As	Excavating/Earthmoving Equipment	14/07/2023	21,118.53
EF160646	12153	Hays Personnel Services Pty Ltd	Employment Services	14/07/2023	11,233.23
EF160647	12996	Accessible Transit Specialists (Omnibus) The Trustee For Omnibus Serv	Repairs/Maintenance Services	14/07/2023	2,706.00
EF160648	13102	Michael Page International (Australia) Pty Ltd	Employment Services	14/07/2023	7,374.34
EF160649	13563	Green Skills Inc	Employment Services	14/07/2023	9,969.91
EF160650	13834	Sulo Mgb Australia Pty Ltd	Mobile Garbage Bins	14/07/2023	21,788.21
EF160651	13849	McMullen Nolan Group Pty Ltd	Surveying Services	14/07/2023	2,739.00
EF160652	15393	Stratagreen	Hardware Supplies	14/07/2023	833.03
EF160653	15588	Natural Area Consulting Management Services	Weed Spraying	14/07/2023	189,107.25
EF160654	15895	Royal Wolf Trading Australia Pty Ltd	Container Hire	14/07/2023	842.60
EF160655	16064	Cms Engineering	Airconditioning Services	14/07/2023	6,383.23
EF160656	16107	Wren Oil	Waste Disposal Services	14/07/2023	533.50
EF160657	16653	Complete Portables Pty Ltd	Supply & Hire Of Modular Buildings	14/07/2023	1,106.05
EF160658	16985	Wa Premix	Concrete Supplies	14/07/2023	1,148.40
EF160659	17471	Pirtek (Fremantle) Pty Ltd	Hoses & Fittings	14/07/2023	862.79
EF160660	17927	Sharyn Egan	Artistic Services	14/07/2023	2,700.00
EF160661	18126	Dell Australia Pty Ltd	Computer Hardware	14/07/2023	3,113.00
EF160662	18286	Iw Projects Pty Ltd	Consultancy Services - Civil Engineering	14/07/2023	5,344.90
EF160663	19133	Innova Group Pty Ltd	Furniture	14/07/2023	5,329.50
EF160664	19533	Woolworths Group Ltd (Woolworths & Big W)	Groceries	14/07/2023	354.31
EF160665	20146	Data#3 Limited	Contract It Personnel & Software	14/07/2023	81.69
EF160666	20247	Da Christie Pty Ltd	Parks & Recreational Products	14/07/2023	21,868.00
EF160667	21139	Austraffic Wa Pty Ltd	Traffic Surveys	14/07/2023	2,156.00
EF160668	21577	Lavan	Legal Services	14/07/2023	4,688.20
EF160669	21627	Manheim Pty Ltd	Impounded Vehicles	14/07/2023	3,025.00

EF160670	21665	Mmj Real Estate (Wa) Pty Ltd	Property Management Services	14/07/2023	13,390.13
EF160671	21744	Jb Hi Fi - Commercial	Electronic Equipment	14/07/2023	1,408.97
EF160672	22106	Intellife Group	Services - Daip	14/07/2023	441.65
EF160673	22553	Brownes Food Operations	Catering Supplies	14/07/2023	294.67
EF160674	22569	Sonic Health Plus Pty Ltd	Medical Services	14/07/2023	1,092.55
EF160675	22589	Jb Hi Fi - Cockburn	Electrical Equipment	14/07/2023	145.93
EF160676	22658	South East Regional Centre For Urban Landcare Inc (Sercul)	Urban Landcare Services	14/07/2023	84,150.00
EF160677	22752	Elgas Limited	Gas Supplies	14/07/2023	1,213.53
EF160678	22854	Lgiswa	Insurance Premiums	14/07/2023	1,249,028.00
EF160679	23457	Totally Workwear Fremantle	Clothing - Uniforms	14/07/2023	16,443.32
EF160680	23579	Daimler Trucks Perth	Purchase Of New Truck	14/07/2023	230.99
EF160681	23849	Construction Equipment Australia	Plant/Machinery Purchase & Maintenance	14/07/2023	4,811.40
EF160682	24275	Truck Centre Wa Pty Ltd	Purchase Of New Truck	14/07/2023	3,933.60
EF160683	24655	Automasters Spearwood	Vehicle Servicing	14/07/2023	5,882.10
EF160684	24736	Zenien	Cctv Camera Licences	14/07/2023	13,992.28
EF160685	24864	Fremantle Football Club	Merchandise Stock For Retail Sale	14/07/2023	14,722.61
EF160686	25063	Superior Pak Pty Ltd	Vehicle Maintenance	14/07/2023	6,578.00
EF160687	25127	Milmar Distributors	Printing Services - Id Cards	14/07/2023	37.00
EF160688	25128	Horizon West Landscape & Irrigation Pty Ltd	Landscaping Services	14/07/2023	198.00
EF160689	25645	Yelakitj Moort Nyungar Association Inc	Welcome To The Country Performances	14/07/2023	400.00
EF160690	25771	Integral Development Associates Pty Ltd	Training Courses	14/07/2023	6,204.00
EF160691	26114	Grace Records Management	Records Management Services	14/07/2023	1,855.15
EF160692	26251	Healing India Creative Arts	Facilitation Services - Workshops	14/07/2023	445.00
EF160693	26257	Paperbark Technologies Pty Ltd	Arboricultural Consultancy Services	14/07/2023	605.00
EF160694	26303	Gecko Contracting Turf & Landscape Maintenance	Turf & Landscape Maintenance	14/07/2023	328,076.49
EF160695	26354	Electrofen	Repair Services - Security Fences	14/07/2023	1,177.00
EF160696	26470	Scp Conservation	Fencing Services	14/07/2023	8,591.00
EF160697	26614	Marketforce Pty Ltd	Advertising	14/07/2023	1,381.77
EF160698	26705	Creative Adm	Marketing Services	14/07/2023	12,876.60
EF160699	26735	Shane Mcmaster Surveys	Survey Services	14/07/2023	7,370.00
EF160700	26736	Ghems Holdings Pty Ltd	Revegetation	14/07/2023	1,996.50
EF160701	26745	Embroidme Myaree	Embroidery	14/07/2023	1,250.70
EF160702	26778	Robert Walters	Recruitment Services	14/07/2023	14,120.56
EF160703	26789	Raeco	Supplier Of Library Shelving And Furnitu	14/07/2023	67.60
EF160704	26888	Media Engine	Graphic Design, Marketing, Video Product	14/07/2023	11,853.00
EF160705	26901	Alyka Pty Ltd	Digital Consultancy And Web Development	14/07/2023	3,960.00
EF160706	26917	Cirrus Networks Pty Ltd	It Network & Telephony Services	14/07/2023	3,544.85
EF160707	26929	Elan Energy Matrix Pty Ltd	Recycling Services	14/07/2023	3,324.10
EF160708	26946	Av Truck Services Pty Ltd	Truck Dealership	14/07/2023	798.47
EF160709	26985	Access Icon Pty Ltd	Drainage Products	14/07/2023	3,526.60
EF160710	27010	Quantum Building Services Pty Ltd	Building Maintenance	14/07/2023	14,538.59
EF160711	27028	Technogym Australia Pty Ltd	Fitness Equipment	14/07/2023	45,415.98
EF160712	27031	Downer Edi Works Pty Ltd	Asphalt Services	14/07/2023	36,047.13
EF160713	27034	Adelby Pty Ltd	Firebreak Construction	14/07/2023	4,180.00
EF160714	27044	Graffiti Systems Australia	Graffiti Removal & Anti-Graffiti Coating	14/07/2023	19,093.39
EF160715	27060	Canterbury Group Pty Ltd	Office Furniture	14/07/2023	825.00
EF160716	27069	Hart Sport	Sports Equipment	14/07/2023	1,286.50
EF160717	27082	Kulibardi Pty Ltd	Stationery Supplies	14/07/2023	498.94
EF160718	27130	Motio Play Pty Ltd	Digital Marketing & Software Service Pro	14/07/2023	958.29
EF160719	27154	Veolia Recycling & Recovery Pty Ltd	Waste Services	14/07/2023	130,114.72
EF160720	27168	Nightlife Music Pty Ltd	Music Management	14/07/2023	465.53
EF160721	27195	Allflow Industrial	Oil Water Separators	14/07/2023	681.95
EF160722	27198	Green Promotions Pty Ltd	Promotional Supplies	14/07/2023	3,884.10
EF160723	27231	Civil Survey Solutions Pty Ltd	Consultancy - Engineering	14/07/2023	5,651.25
EF160724	27237	Lobel Events	Event Lighting	14/07/2023	11,003.41
EF160725	27241	Landscape Elements	Landscaping Services	14/07/2023	420.75
EF160726	27246	Veale Auto Parts	Spare Parts Mechanical	14/07/2023	361.60

EF160727	27348	Message Media	Telecommunications	14/07/2023	295.26
EF160728	27362	The Mighty Booths	Photobooth	14/07/2023	599.00
EF160729	27374	Southern Cross Cleaning	Commercial Cleaning	14/07/2023	5,803.84
EF160730	27396	Ankeet Mehta Spearwood Newspaper Round Delivery	Newspaper Delivery	14/07/2023	49.80
EF160731	27401	Emprise Mobility	Mobility Equipment	14/07/2023	9,938.50
EF160732	27427	Home Chef	Cooking/Food Services	14/07/2023	292.07
EF160733	27444	Veev Group Pty Ltd	Consultancy	14/07/2023	7,700.00
EF160734	27455	Site Protective Services	Cctv Parts	14/07/2023	140,851.29
EF160735	27507	Serco Facilities Management Pty Ltd	Cleaning Services	14/07/2023	212,191.28
EF160736	27534	Ralph Beattie Bosworth	Quantity Survey	14/07/2023	9,900.00
EF160737	27539	Jasmin Carpentry & Maintenance	Carpentry	14/07/2023	34,352.05
EF160738	27551	Incognito Catering	Catering Services	14/07/2023	1,210.00
EF160739	27575	Shred X Secure Destruction	Document Destruction	14/07/2023	11.07
EF160740	27596	Allwest Plant Hire Australia Pty Ltd	Plant Hire And Civil Contracting	14/07/2023	7,934.16
EF160741	27622	Truegrade Medical Supplies	Medical Supplies	14/07/2023	1,009.70
EF160742	27631	Aquatic Services Wa Pty Ltd	Pool Equipment & Maintenance	14/07/2023	7,005.24
EF160743	27644	Cmaktech	Ict Engineering & Consulting	14/07/2023	37,219.11
EF160744	27657	Positive Balance Massage	Massage Therapy	14/07/2023	100.00
EF160745	27676	Blue Force Pty Ltd	Security Services	14/07/2023	20.00
EF160746	27695	Qtm Pty Ltd	Traffic Management	14/07/2023	5,137.19
EF160747	27710	Relay Controls	Electrical Services	14/07/2023	596.75
EF160748	27722	Metra Australia	Software	14/07/2023	2,539.17
EF160749	27749	Advisian	Consulting - Enginnering	14/07/2023	3,344.56
EF160750	27813	Namisartroom	Education/Training	14/07/2023	700.00
EF160751	27850	Dowsing Group Pty Ltd	Concreting Services	14/07/2023	161,441.29
EF160752	27852	First 5 Minutes Pty Ltd	Training & Education	14/07/2023	3,665.37
EF160753	27861	Collaborative World Consultants	Consultancy - Engineering	14/07/2023	2,887.50
EF160754	27865	Pritchard Francis Consulting Pty Ltd	Engineering Services	14/07/2023	1,845.25
EF160755	27914	Fleetcare	Software	14/07/2023	924.00
EF160756	27916	Body Bike Australia Pty Ltd	Bike Repairs & Servicing	14/07/2023	733.27
EF160757	27917	Go Doors Advanced Automation	Door Maintenance & Repair	14/07/2023	14,369.82
EF160758	27919	Bark Environmental	Dieback Treatment	14/07/2023	17,765.00
EF160759	27953	Truckline	Spare Parts, Truck/Trailer	14/07/2023	67.89
EF160760	27965	Stantec Australia Pty Ltd	Engineering Services	14/07/2023	15,840.00
EF160761	27969	Perfect Gym Solutions	Software For Gym's	14/07/2023	257.95
EF160762	27978	Frontline Safety Australia Pty Ltd	Clothing - Uniforms	14/07/2023	5,506.17
EF160763	27986	Daily Living Products	Mobility Equip	14/07/2023	105.00
EF160764	28003	Taylor Made Design	Graphic Design	14/07/2023	209.00
EF160765	28041	Perth Husqvarna	Spare Aparts Motobikes	14/07/2023	418.00
EF160766	28049	Copy Magic	Printing Services	14/07/2023	1,216.60
EF160767	28100	Solair Group Pty Ltd	Water Systems/Pumping	14/07/2023	2,857.80
EF160768	28136	Shore Water Marine Pty Ltd	Marine Repair & Maintenance Services	14/07/2023	36,539.80
EF160769	28186	Oracle Corporation Australia Pty Ltd	Software	14/07/2023	5,648.28
EF160770	28191	Enviro Sweep	Sweeping Services	14/07/2023	3,707.00
EF160771	28196	Brightmark Group Pty Ltd	Cleaning Services	14/07/2023	15,689.76
EF160772	28197	Lite N Easy Pty Ltd	Food Supplies	14/07/2023	1,910.62
EF160773	28211	Nordic Fitness Equipment	Fitness Equipment	14/07/2023	6,870.40
EF160774	28215	Complete Office Supplies Pty Ltd	Stationery	14/07/2023	187.53
EF160775	28241	Swift Flow Pty Ltd	Plumbing	14/07/2023	19,255.14
EF160776	28246	Hendercare	Nursing Services	14/07/2023	2,556.71
EF160777	28258	Garden Care West	Gardening Services	14/07/2023	247.50
EF160778	28263	Julia Kay Wallis	Historian	14/07/2023	557.50
EF160779	28264	Garden Organics	Organics Processing	14/07/2023	61,036.84
EF160780	28265	Tree Care Wa	Vegetation Maintenance Services	14/07/2023	196,925.39
EF160781	28275	Farrington Dry Cleaners	Dry Cleaning	14/07/2023	140.00
EF160782	28277	Gesha Coffee Co	Coffee Supplies	14/07/2023	1,362.20
EF160783	28282	Birds Eye Media	Media	14/07/2023	572.00

EF160784	28297	Techbrain	It Consultancy	14/07/2023	160.88
EF160785	28303	Miracle Recreation Equipment	Playground Equipment	14/07/2023	5,247.00
EF160786	28353	Gemtek	Electrical Vehicle Charging	14/07/2023	6,967.46
EF160787	28371	Flexi Staff	Employment Services	14/07/2023	31,800.39
EF160788	28409	Sanpoint Pty Ltd (Ld Total)	Landscape Services	14/07/2023	30,133.02
EF160789	28421	Red Top Creations Pty Ltd	Entertainment	14/07/2023	605.00
EF160790	28454	Aussie Natural Spring Water	Water Supplies	14/07/2023	180.81
EF160791	28463	Antree Dnh Pty Ltd	Gardening	14/07/2023	1,201.20
EF160792	28479	Surgical House Pty Ltd	Health Care Consum & Equip	14/07/2023	70.73
EF160793	28506	Pk Technology Pty Ltd	Supply, install and repair UHF radios	14/07/2023	9,513.60
EF160794	28517	Robowash Pty Ltd	Automatic Cleaning System Manufacturer	14/07/2023	990.00
EF160795	28522	Bing Technologies Pty Ltd	Mailing Services	14/07/2023	132.13
EF160796	28526	All Good Grub	All Good Grub Bushtukka Catering	14/07/2023	2,156.00
EF160797	28530	Dva Fabrications	Furniture Manufacturer	14/07/2023	7,152.75
EF160798	28545	Iron Edge	Retail - Gym Equipment	14/07/2023	3,705.53
EF160799	28567	Accessibility 360	Adaptive Exercise Equipment& Inclusion S	14/07/2023	8,358.00
EF160800	28598	Acor Consultants (Wa) Pty Limited	Engineering	14/07/2023	7,925.50
EF160801	28612	Pickleball West	Pickleball Equipment Sales	14/07/2023	4,645.00
EF160802	28621	Imprint Plastic	Printing	14/07/2023	497.20
EF160803	28628	Department Of Climate Change, Energy, The Environment And Wa Dccc	Governing Body	14/07/2023	2,883.00
EF160804	99997	Coc Grants, Donations & Refunds	Grants, Donations & Refunds	14/07/2023	2,970.00
EF160805	99997	Jacqueline Vojkovic	Senior Security Subsidy	14/07/2023	100.00
EF160806	99997	The Beesitters	Invoice Number Inv - 0020	14/07/2023	2,191.00
EF160807	99997	Luciano Ambus Scherer	Coscover Rebate -- 6 Prizmic Street Beel	14/07/2023	500.00
EF160808	99997	Alison Waters	Petty Cash Reimbursement Invoice 100405	14/07/2023	957.10
EF160809	99997	Ayero Zico	Crossover Rebate - 36 Yellowstone Grove	14/07/2023	500.00
EF160810	99996	Satwant Kaur Bhullar	Property and Rates related refunds	14/07/2023	30.00
EF160811	99996	Value Electrical And Airconditioning Ser	Property and Rates related refunds	14/07/2023	593.02
EF160812	99996	Rhg Construction Fitout And Maintenance	Property and Rates related refunds	14/07/2023	4,704.75
EF160813	99996	Sidi Construction Pty Ltd	Property and Rates related refunds	14/07/2023	385.00
EF160814	99996	Ritebuild Group	Property and Rates related refunds	14/07/2023	56.65
EF160815	99996	Ritebuild Group	Property and Rates related refunds	14/07/2023	118.30
EF160816	99996	Andantino Pty Ltd T/A Outdoor World Wang	Property and Rates related refunds	14/07/2023	147.00
EF160817	99996	Abel Roofing & Abel Patios	Property and Rates related refunds	14/07/2023	147.00
EF160818	99996	Barrier Reef Pools Pty Ltd	Property and Rates related refunds	14/07/2023	216.08
EF160819	99996	Julie Higson	Property and Rates related refunds	14/07/2023	1,000.00
EF160820	11758	Water Corp Utility Account Only - Please Refer To 11760 When Raising	Water Usage / Sundry Charges	17/07/2023	33,436.53
EF160821	11760	Water Corporation	Sewer Easement	17/07/2023	4,250.20
EF160822	10118	Australia Post	Postage Charges	19/07/2023	2,505.05
EF160823	18760	Melville Subaru	Vehicle Purchase	19/07/2023	558.55
EF160824	26987	Cti Risk Management	Security - Cash Collection	19/07/2023	1,702.05
EF160825	10152	Aust Services Union	Payroll Deductions	21/07/2023	781.00
EF160826	10154	Australian Taxation Office	Payroll Deductions	21/07/2023	550,732.00
EF160827	10305	Child Support Agency	Payroll Deductions	21/07/2023	1,094.20
EF160828	10888	Lj Caterers	Catering Services	21/07/2023	1,757.80
EF160829	11001	Local Government Racing & Cemeteries Employees Union Lgrceu	Payroll Deductions	21/07/2023	44.00
EF160830	19726	Health Insurance Fund Of Wa	Payroll Deductions	21/07/2023	1,105.45
EF160831	27874	Smartsalary	Salary Packaging/Leasing Administration	21/07/2023	13,202.29
EF160832	28458	Easi Group	Novated Leasing	21/07/2023	5,188.35
EF160833	13179	Wr, Ma, Gd Knibbs	Lease Fee Drainage Sump	25/07/2023	1,510.49
EF160834	19533	Woolworths Group Ltd (Woolworths & Big W)	Groceries	25/07/2023	21.50
EF160835	22569	Sonic Health Plus Pty Ltd	Medical Services	25/07/2023	2,118.08
EF160836	26987	Cti Risk Management	Security - Cash Collection	25/07/2023	328.80
EF160838	99996	Margaret Grace Stone	1117523	26/07/2023	1,400.00
EF160839	27277	Department Of Water And Environmental Regulation	Quarterly Land Fill Levy	28/07/2023	2,319,237.84
EF160840	27492	Superchoice Services Pty Limited	Payroll Deductions	25/07/2023	833,109.06
EF160841	99997	Family Day Care	Fdc Payment W/E 23/07/2023	27/07/2023	77,138.34

EF160842	88888	Success Land-Max	Bond refund	31/07/2023	17,942.79
EF160843	88888	Success Land-Max	Bond refund	31/07/2023	263,254.65
EF160844	99997	Spearwood Retirees	Ageing Well Donation	31/07/2023	625.00
EF160845	99997	South Lake Primary School	Environmental Education Grant	31/07/2023	1,100.00
EF160846	99997	Atwell College	Environmental Education Grant	31/07/2023	1,100.00
EF160847	99997	Fremantle Christian College	Environmental Education Grant	31/07/2023	1,100.00
EF160848	99997	Aubin Grove Primary	Environmental Education Grant	31/07/2023	1,100.00
EF160849	99997	Coolbellup Learning Centre	Environmental Education Grant	31/07/2023	1,100.00
EF160850	99997	Mater Christi Catholic Primary	Environmental Education Grant	31/07/2023	1,100.00
EF160851	99997	Reece Herbert	Refund For Charged For Game In Error	31/07/2023	73.00
EF160852	99997	Suzette Collective Pty Ltd T/A Suzette C	Application: Apr23-Ed22	31/07/2023	2,970.00
EF160853	99997	Nurseprac Australia	Application: Apr23-Ed63	31/07/2023	3,000.00
EF160854	99997	Vincent And Domenica Carrello	Bird Bath Rebate - D Carrello	31/07/2023	50.00
EF160855	99997	S&P Ciraolo	Bird Bath Rebate - S Ciraolo	31/07/2023	40.00
EF160856	99997	P & Gch Ng	Bird Bath Rebate - P Ng	31/07/2023	35.55
EF160857	99997	Mills Oakley	Our Reference : Sjmp : 8134666	31/07/2023	14,326.40
EF160858	99997	J & T J Bassett	Waterwise Rebate - T Bassett	31/07/2023	250.00
EF160859	99997	Amy Wythes	Grants, Donations & Refunds	31/07/2023	1,482.00
EF160860	99997	Amneet Singh Malhi	Grants, Donations & Refunds	31/07/2023	1,037.00
EF160861	99997	Vj Hartill & Gl Maker	World Environment Day Schools Festival 9	31/07/2023	64.91
EF160862	99997	Hilda Hernandez	Crossover Contribution	31/07/2023	500.00
EF160863	99997	Jacey Sing	Crossover Claim	31/07/2023	500.00
EF160864	99997	Adam Hill	Crossover Claim	31/07/2023	250.00
EF160865	99997	Cecile Lucas-Lefeuve	Waterwise Verge Scheme Rebate	31/07/2023	299.45
EF160866	99997	I Mouilleron & C Abbott	Waterwise Verge Scheme Rebate	31/07/2023	490.00
EF160867	99997	Bernadette Pinto	Corporate Clothing Reimbursement	31/07/2023	304.86
EF160868	99997	Rodrigo Kadowaki	Crossover Claim	31/07/2023	500.00
EF160869	99997	Wendy Gillett	Crossover Claim	31/07/2023	125.00
EF160870	99997	Priscilla & Nicole Harry	Waterwise Verge Scheme Rebate	31/07/2023	150.00
EF160871	99997	Mrs Tarsha G Doubikin	Bird Bath Rebate	31/07/2023	27.58
EF160872	99997	Li Na Tan	Bird Bath Rebate	31/07/2023	49.99
EF160873	99997	Trevor Mahney	Senior Subsidy Payment	31/07/2023	500.00
EF160874	99997	Brett Todhunter	Senior Subsidy Payment	31/07/2023	300.00
EF160875	99997	Johanna Du Vree	Senior Subsidy Payment	31/07/2023	300.00
EF160876	99997	Neil Griffiths	Senior Subsidy Payment	31/07/2023	100.00
EF160877	99997	Nick Bozanich	Senior Subsidy Payment	31/07/2023	300.00
EF160878	99997	Francesca Fedele	Seniot Subcidy Payments	31/07/2023	300.00
EF160879	99997	Peter Element	Seniot Subcidy Payments	31/07/2023	200.00
EF160880	99997	Beverley Green	Seniot Subcidy Payments	31/07/2023	100.00
EF160881	99997	Brian Hunt	Seniot Subcidy Payments	31/07/2023	300.00
EF160882	99997	Robert Haddrell	Seniot Subcidy Payments	31/07/2023	500.00
EF160883	99997	Debra Burke	Seniot Subcidy Payments	31/07/2023	300.00
EF160884	99997	Ann Grace	Seniot Subcidy Payments	31/07/2023	300.00
EF160885	99997	Kevin Jones	Seniot Subcidy Payments	31/07/2023	160.00
EF160886	99997	Michael O'dowd	Seniot Subcidy Payments	31/07/2023	500.00
EF160887	99997	Denis Lacey	Seniot Subcidy Payments	31/07/2023	300.00
EF160888	99997	Bryan Street	Seniot Subcidy Payments	31/07/2023	100.00
EF160889	99997	Mirella Calderaro	Seniot Subcidy Payments	31/07/2023	300.00
EF160890	99997	Maryline Cassou	Grants, Donations & Refunds	31/07/2023	92.71
EF160891	99997	Ben Wong	Grants, Donations & Refunds	31/07/2023	595.00
EF160892	99997	Carus & The True Believers	Carus & The True Believers	31/07/2023	385.00
EF160893	99997	Ali Afshang	Engineers Australia Membership - Ali	31/07/2023	595.00
EF160894	99997	Port Coogee Community Association	Grants, Donations & Refunds	31/07/2023	501.60
EF160895	99997	Kim Scott	Tax Invoice 227 :	31/07/2023	344.30
EF160896	99997	Swann, Sandra Tjahjant	Reimbursement Of Fees - Sandra Swann	31/07/2023	1,197.88
EF160897	99997	Mare Luik	Reimbursement Of Fees Mare Luik	31/07/2023	576.63
EF160898	99997	Troy M Kirkham	Keynote Speaker: Club Recognition	31/07/2023	250.00

EF160899	99997	Servau Offcl. Departmental Recpts&Paymen	Document Number : 180145465	31/07/2023	219.78
EF160900	99997	Djurandi Dreaming	Naidoc Week Art Workshop	31/07/2023	990.00
EF160901	99997	South Lake Dolphins Swimming Club	Grants, Donations & Refunds	31/07/2023	716.36
EF160902	99997	Shire Of Augusta - Margaret River	Lsl Liability - Don Bothwell	31/07/2023	13,793.44
EF160903	10086	Arteil Wa Pty Ltd	Ergonomic Chairs	27/07/2023	143.00
EF160904	10170	Macri Partners	Auditing Services	27/07/2023	825.00
EF160905	10184	Benara Nurseries	Plants	27/07/2023	7,337.03
EF160906	10221	Bp Australia Pty Ltd	Diesel/Petrol Supplies	27/07/2023	23,516.32
EF160907	10226	Bridgestone Australia Ltd	Tyre Services	27/07/2023	1,911.35
EF160908	10239	Budget Rent A Car - Perth	Motor Vehicle Hire	27/07/2023	1,286.10
EF160909	10246	Bunnings Building Supplies Pty Ltd	Hardware Supplies	27/07/2023	1,862.49
EF160910	10325	City Of Fremantle	Contributions & Cost Sharing	27/07/2023	21,296.00
EF160911	10333	Cjd Equipment Pty Ltd	Hardware Supplies	27/07/2023	2,353.26
EF160912	10357	Cockburn Ice Arena	Entertainment Services	27/07/2023	390.00
EF160913	10359	Cockburn Painting Service	Painting Supplies/Services	27/07/2023	3,782.90
EF160914	10368	Cockburn Wetlands Education Centre	Community Grant	27/07/2023	55.00
EF160915	10375	Veolia Environmental Services	Waste Services	27/07/2023	4,425.15
EF160916	10459	David Gray & Co Pty Ltd	Mobile Garbage Bins	27/07/2023	11,076.45
EF160917	10526	E & Mj Rosher Pty Ltd	Mower Equipment	27/07/2023	2,592.19
EF160918	10535	Workpower Incorporated	Employment Services - Planting	27/07/2023	6,713.82
EF160919	10589	Fines Enforcement Registry	Fines Enforcement Fees	27/07/2023	1,863.00
EF160920	10609	Forestvale Trees Pty Ltd	Plants - Trees/Shrubs	27/07/2023	1,595.00
EF160921	10655	Ghd Pty Ltd	Consultancy Services	27/07/2023	11,833.80
EF160922	10683	Gronbek Security	Locksmith Services	27/07/2023	4,058.51
EF160923	10708	Heavy Automatics Pty Ltd	Equipment Maintenance Services	27/07/2023	15,156.90
EF160924	10787	Jandakot Accident Repair Centre	Panel Beating Services	27/07/2023	1,000.00
EF160925	10879	Les Mills Aerobics	Instruction/Training Services	27/07/2023	1,628.73
EF160926	10888	Lj Caterers	Catering Services	27/07/2023	7,805.49
EF160927	10892	Local Government Professionals Australia Wa	Subscription	27/07/2023	185.00
EF160928	10912	M2 On Hold	Messaging Services	27/07/2023	396.00
EF160929	10913	Bucher Municipal Pty Ltd	Purchase Of New Plant / Repair Services	27/07/2023	3,487.15
EF160930	10923	Major Motors Pty Ltd	Repairs/Maintenance Services	27/07/2023	93,804.95
EF160931	10938	Mrp Pest Management	Pest & Weed Management	27/07/2023	547.62
EF160932	10944	Mcleods	Legal Services	27/07/2023	3,993.47
EF160933	10991	Beacon Equipment	Mowing Equipment	27/07/2023	2,782.90
EF160934	11028	Neverfail Springwater Ltd	Bottled Water Supplies	27/07/2023	95.90
EF160935	11036	Northlake Electrical Pty Ltd	Electrical Services	27/07/2023	39,074.57
EF160936	11182	Premium Brake & Clutch Services Pty Ltd	Brake Services	27/07/2023	6,179.14
EF160937	11235	Reinforced Concrete Pipes Pty Ltd	Concrete Pipe Supplies	27/07/2023	142.56
EF160938	11307	Satellite Security Services Pty Ltd	Security Services	27/07/2023	4,573.50
EF160939	11308	Boss Industrial Formally Sba Supplies	Hardware Supplies	27/07/2023	161.94
EF160940	11361	Sigma Chemicals Pty Ltd	Chemical Supplies	27/07/2023	2,807.42
EF160941	11425	Resource Recovery Group	Waste Disposal Gate Fees	27/07/2023	630.00
EF160942	11447	Spearwood Dalmatinac Club Inc	Community Grant	27/07/2023	2,511.00
EF160943	11469	Sports Turf Technology Pty Ltd	Turf Consultancy Services	27/07/2023	577.50
EF160944	11483	St John Ambulance Aust Wa Operations	First Aid Courses	27/07/2023	1,100.00
EF160945	11511	Statewide Bearings	Bearing Supplies	27/07/2023	345.09
EF160946	11533	Superbowl Melville	Entertainment Services	27/07/2023	525.00
EF160947	11557	Technology One Ltd	It Consultancy Services	27/07/2023	825.00
EF160948	11625	Nutrien Water	Reticulation Supplies	27/07/2023	7,396.22
EF160949	11642	Trailer Parts Pty Ltd	Trailer Parts	27/07/2023	1,479.02
EF160950	11651	Tree Watering Services	Tree Watering Services	27/07/2023	5,764.00
EF160951	11699	Vernon Design Group	Architectural Services	27/07/2023	475.00
EF160952	11710	Volunteering Wa	Subscriptions	27/07/2023	550.00
EF160953	11722	Wa Hino Sales & Service	Purchase Of New Trucks / Maintenance	27/07/2023	5,002.29
EF160954	11793	Western Irrigation Pty Ltd	Irrigation Services/Supplies	27/07/2023	55,529.72
EF160955	11806	Westrac Pty Ltd	Repairs/Mtnce - Earthmoving Equipment	27/07/2023	19,186.66

EF160956	11828	Worldwide Online Printing - O'connor	Printing Services	27/07/2023	2,505.61
EF160957	11873	Wattleup Tractors	Hardware Supplies	27/07/2023	505.02
EF160958	11985	Ivo Grubelich	Bus Hire	27/07/2023	5,775.88
EF160959	12018	O'connor Lawnmower & Chainsaw Centre	Mowing Equipment/Parts/Services	27/07/2023	1,932.00
EF160960	12153	Hays Personnel Services Pty Ltd	Employment Services	27/07/2023	13,288.16
EF160961	12207	Civica Pty Ltd	Software Support/Licence Fees	27/07/2023	1,924.56
EF160962	12672	Norman Disney & Young	Consultancy Services	27/07/2023	3,470.50
EF160963	13102	Michael Page International (Australia) Pty Ltd	Employment Services	27/07/2023	7,030.67
EF160964	13563	Green Skills Inc	Employment Services	27/07/2023	10,410.22
EF160965	13779	Porter Consulting Engineers	Engineering Consultancy Services	27/07/2023	825.00
EF160966	13825	Jackson Mcdonald	Legal Services	27/07/2023	2,166.62
EF160967	14350	Baileys Fertiliser	Fertiliser Supplies	27/07/2023	3,844.50
EF160968	14530	Donald Veal Consultants Pty Ltd	Consultancy Services	27/07/2023	16,401.00
EF160969	15271	Ple Computers Pty Ltd	Computer Hardware	27/07/2023	1,288.00
EF160970	15393	Stratagreen	Hardware Supplies	27/07/2023	2,717.20
EF160971	15588	Natural Area Consulting Management Services	Weed Spraying	27/07/2023	297.00
EF160972	16064	Cms Engineering	Airconditioning Services	27/07/2023	17,671.53
EF160973	16107	Wren Oil	Waste Disposal Services	27/07/2023	16.50
EF160974	16985	Wa Premix	Concrete Supplies	27/07/2023	1,388.64
EF160975	17471	Pirtek (Fremantle) Pty Ltd	Hoses & Fittings	27/07/2023	2,400.54
EF160976	17555	Maia Financial	Equipment Lease Payments	27/07/2023	55,000.00
EF160977	18126	Dell Australia Pty Ltd	Computer Hardware	27/07/2023	7,370.00
EF160978	18799	Down To Earth Training & Assessing	Training Services	27/07/2023	3,270.00
EF160979	18962	Sealanes (1985) P/L	Catering Supplies	27/07/2023	2,197.67
EF160980	18997	Gissa International Pty Ltd	Training Services	27/07/2023	4,220.70
EF160981	19107	Forever Shining Artforms Wa	Monument	27/07/2023	18,150.00
EF160982	19533	Woolworths Group Ltd (Woolworths & Big W)	Groceries	27/07/2023	2,534.75
EF160983	19541	Turf Care Wa Pty Ltd	Turf Services	27/07/2023	16,239.27
EF160984	19558	Complete Fire Design	Fire Consultancy Services	27/07/2023	6,897.00
EF160985	20000	Aust West Auto Electrical Pty Ltd	Auto Electrical Services	27/07/2023	28,464.98
EF160986	20321	Riverjet Pty Ltd	Educting-Cleaning Services	27/07/2023	14,767.50
EF160987	20885	Tactile Indicators Perth	Tactiles	27/07/2023	570.00
EF160988	21291	The Worm Shed	Environmental Education	27/07/2023	2,120.00
EF160989	21294	Cat Haven	Animal Services	27/07/2023	755.70
EF160990	21627	Manheim Pty Ltd	Impounded Vehicles	27/07/2023	396.00
EF160991	21665	Mmj Real Estate (Wa) Pty Ltd	Property Management Services	27/07/2023	11,162.13
EF160992	21672	Mega Music Australia Pty Ltd	Musical Instruments/Sound Equipment	27/07/2023	287.00
EF160993	21744	Jb Hi Fi - Commercial	Electronic Equipment	27/07/2023	2,413.42
EF160994	21946	Ryan's Quality Meats	Meat Supplies	27/07/2023	2,274.46
EF160995	22106	Intelife Group	Services - Daip	27/07/2023	7,181.89
EF160996	22553	Brownes Food Operations	Catering Supplies	27/07/2023	478.05
EF160997	22569	Sonic Health Plus Pty Ltd	Medical Services	27/07/2023	2,574.94
EF160998	22613	Vicki Royans	Artistic Services	27/07/2023	600.00
EF160999	22639	Shatish Chauhan	Training Services - Yoga	27/07/2023	1,860.00
EF161000	22658	South East Regional Centre For Urban Landcare Inc (Sercul)	Urban Landcare Services	27/07/2023	29,146.00
EF161001	22806	Chevron Australia Downstream Fuels Pty Ltd	Fuel Supplies	27/07/2023	40,460.75
EF161002	22874	Economic Development Australia Ltd	Conference/Events	27/07/2023	2,420.00
EF161003	23457	Totally Workwear Fremantle	Clothing - Uniforms	27/07/2023	1,019.92
EF161004	23570	A Proud Landmark Pty Ltd	Landscape Contruction Services	27/07/2023	660.00
EF161005	23579	Daimler Trucks Perth	Purchase Of New Truck	27/07/2023	1,818.03
EF161006	24275	Truck Centre Wa Pty Ltd	Purchase Of New Truck	27/07/2023	6,688.68
EF161007	24506	Amaranti's Personal Training	Personal Training Services	27/07/2023	620.00
EF161008	24557	Aveling	Consultancy Services	27/07/2023	2,827.00
EF161009	24610	All Flags Signs & Banners	Signs, Flags, Banners	27/07/2023	434.50
EF161010	24643	Bibliotheca Rfid Library Systems Australia Pty Ltd	Purchase Of Library Tags	27/07/2023	13,420.40
EF161011	24974	Scott Print	Printing Services	27/07/2023	8,192.80
EF161012	25121	Imagesource Digital Solutions	Billboards	27/07/2023	282.70

EF161013	25127	Milmar Distributors	Printing Services - Id Cards	27/07/2023	59.00
EF161014	25128	Horizon West Landscape & Irrigation Pty Ltd	Landscape Services	27/07/2023	41,200.25
EF161015	25264	Acurix Networks Pty Ltd	Wifi Access Service	27/07/2023	6,470.20
EF161016	25333	Intelligenz Solutions	Computer Software	27/07/2023	5,367.68
EF161017	25418	Cs Legal	Legal Services	27/07/2023	470.50
EF161018	25586	Envirovap Pty Ltd	Hire Of Leachate Units	27/07/2023	11,660.00
EF161019	25731	Wheeler Clean	Cleaning Services	27/07/2023	341.00
EF161020	25771	Integral Development Associates Pty Ltd	Training Courses	27/07/2023	10,318.00
EF161021	25813	Lg Connect Pty Ltd	Erp Systems Development	27/07/2023	3,921.46
EF161022	26121	Cockburn Community Men's Shed Inc	Fabrication Services	27/07/2023	400.00
EF161023	26257	Paperbark Technologies Pty Ltd	Arboricultural Consultancy Services	27/07/2023	1,575.00
EF161024	26303	Gecko Contracting Turf & Landscape Maintenance	Turf & Landscape Maintenance	27/07/2023	28,957.50
EF161025	26314	Cpe Group	Temporary Employment Services	27/07/2023	277.34
EF161026	26403	Ches Power Group Pty Ltd	Engineering Solutions / Back Up Generato	27/07/2023	491.05
EF161027	26449	Eco Shark Barrier Pty Ltd	Leasing Fee For Shark Barrier	27/07/2023	21,138.00
EF161028	26470	Scp Conservation	Fencing Services	27/07/2023	3,014.00
EF161029	26533	Curtin University	Program Assessments	27/07/2023	1,382.70
EF161030	26574	Eva Bellydance	Entertainment - Belly Dancing	27/07/2023	225.00
EF161031	26610	Tracc Civil Pty Ltd	Civil Construction	27/07/2023	923,533.57
EF161032	26625	Andover Detailers	Car Detailing Services	27/07/2023	1,136.96
EF161033	26645	Professional Trapping Supplies	Animal Trapping Products/Wildlife/Securi	27/07/2023	3,339.00
EF161034	26677	Australia And New Zealand Recycling Platform Limited	Not- For-Profit Member Services Body	27/07/2023	1,553.49
EF161035	26698	Melville Mitsubishi	Purchase Of New Vehicles & Maintenance	27/07/2023	659.00
EF161036	26705	Creative Adm	Marketing Services	27/07/2023	20,369.25
EF161037	26709	Talis Consultants Pty Ltd	Waste Consultancy	27/07/2023	7,087.96
EF161038	26735	Shane McMaster Surveys	Survey Services	27/07/2023	5,500.00
EF161039	26754	Connect Call Centre Services	Call Centre Services	27/07/2023	3,026.82
EF161040	26773	Laser Corps Combat Adventruers	Entry Fees	27/07/2023	2,084.00
EF161041	26778	Robert Walters	Recruitment Services	27/07/2023	2,434.58
EF161042	26782	Soft Landing	Recycling Services	27/07/2023	12,080.20
EF161043	26789	Raeco	Supplier Of Library Shelving And Furnitu	27/07/2023	1,119.25
EF161044	26811	Romeri Motor Trimmers	Upholstery Repair	27/07/2023	150.00
EF161045	26829	Paraquad Industries	General Packaging, Industrial Cloth Cutt	27/07/2023	15,730.93
EF161046	26843	Ergolink	Ergonomic Office Furniture	27/07/2023	615.60
EF161047	26846	Visibility Limited	Disability Services	27/07/2023	1,427.50
EF161048	26888	Media Engine	Graphic Design, Marketing, Video Product	27/07/2023	295.00
EF161049	26917	Cirrus Networks Pty Ltd	It Network & Telephony Services	27/07/2023	3,794.98
EF161050	26923	Woodlands	Rubbish Collection Equipment	27/07/2023	21,089.20
EF161051	26929	Elan Energy Matrix Pty Ltd	Recycling Services	27/07/2023	1,002.16
EF161052	26946	Av Truck Services Pty Ltd	Truck Dealership	27/07/2023	3,571.82
EF161053	26953	Rock And Roll Mountain Biking	Mountain Bike Tours	27/07/2023	1,350.00
EF161054	26964	South Metropolitan Tafe	Education	27/07/2023	799.87
EF161055	26988	Bladon Wa Pty Ltd	Promotional Products	27/07/2023	5,363.88
EF161056	27002	Cockburn Party Hire	Hire Services	27/07/2023	1,382.00
EF161057	27010	Quantum Building Services Pty Ltd	Building Maintenance	27/07/2023	35,155.74
EF161058	27015	Intelli Trac	Gps Tracking	27/07/2023	2,685.10
EF161059	27018	Mark Norman Consulting	Consultancy - Electrical	27/07/2023	1,320.00
EF161060	27028	Technogym Australia Pty Ltd	Fitness Equipment	27/07/2023	1,813.94
EF161061	27031	Downer Edi Works Pty Ltd	Asphalt Services	27/07/2023	1,062.15
EF161062	27032	Wtp Australia Pty Ltd	Quantity Surveyors	27/07/2023	33,121.00
EF161063	27044	Graffiti Systems Australia	Graffiti Removal & Anti-Graffiti Coating	27/07/2023	5,885.55
EF161064	27069	Hart Sport	Sports Equipment	27/07/2023	2,003.90
EF161065	27078	Infocouncil Pty Ltd	Software	27/07/2023	31,469.90
EF161066	27082	Kulbardi Pty Ltd	Stationery Supplies	27/07/2023	4,106.67
EF161067	27098	Q2 (Q-Squared)	Digital Data Service	27/07/2023	4,950.00
EF161068	27131	West Coast Commercial Industries	Lockers	27/07/2023	2,194.50
EF161069	27177	Rentokil Initial Pty Ltd (Initial Hygiene)	Hygiene	27/07/2023	7,329.70

EF161070	27198	Green Promotions Pty Ltd	Promotional Supplies	27/07/2023	544.50
EF161071	27246	Veale Auto Parts	Spare Parts Mechanical	27/07/2023	426.30
EF161072	27288	Urbis	Consultancy - Property	27/07/2023	35,750.00
EF161073	27334	Westcare Print	Printing Services	27/07/2023	768.90
EF161074	27348	Message Media	Telecommunications	27/07/2023	316.36
EF161075	27366	The Henna Leaf	Artistic - Henna	27/07/2023	552.00
EF161076	27374	Southern Cross Cleaning	Commercial Cleaning	27/07/2023	7,573.18
EF161077	27377	Accidental Health And Safety - Perth	First Aid Supplies	27/07/2023	322.49
EF161078	27381	Fit For Life Exercise Physiology	Exercise Classes	27/07/2023	540.00
EF161079	27406	Straker Pty Ltd	Translation Services	27/07/2023	4,665.43
EF161080	27422	Little Hawk Freo	Catering	27/07/2023	431.00
EF161081	27423	Mechanical Project Services Pty Ltd	Airconditioning Services	27/07/2023	5,453.72
EF161082	27427	Home Chef	Cooking/Food Services	27/07/2023	296.12
EF161083	27479	Vital Interpreting Personnel	Translating Services	27/07/2023	264.00
EF161084	27518	Kyocera Document Solutions Australia Pty Ltd	Photocopying Machines	27/07/2023	4,187.70
EF161085	27524	David Wills And Associates	Engineering Services	27/07/2023	5,717.25
EF161086	27530	Push Mobility	Beach Access Equipment	27/07/2023	1,800.00
EF161087	27539	Jasmin Carpentry & Maintenance	Carpentry	27/07/2023	568.60
EF161088	27548	Standing Fork	Catering	27/07/2023	1,970.10
EF161089	27551	Incognito Catering	Catering Services	27/07/2023	5,412.00
EF161090	27592	Hey Jay Fix It!! Home Maintenance Service	Home Maintenance	27/07/2023	100.00
EF161091	27596	Allwest Plant Hire Australia Pty Ltd	Plant Hire And Civil Contracting	27/07/2023	42,163.00
EF161092	27602	Rawlinsons (Wa)	Surveying Services	27/07/2023	2,145.00
EF161093	27631	Aquatic Services Wa Pty Ltd	Pool Equipment & Maintenance	27/07/2023	4,367.22
EF161094	27635	Mammoth Security	Security	27/07/2023	52.60
EF161095	27650	Datacom Systems (Au) Pty Ltd	It Sales, Consulting & Service	27/07/2023	1,001.21
EF161096	27657	Positive Balance Massage	Massage Therapy	27/07/2023	100.00
EF161097	27695	Qtm Pty Ltd	Traffic Management	27/07/2023	13,860.22
EF161098	27724	Active Xchange Pty Ltd	Data Analysis	27/07/2023	3,245.00
EF161099	27732	Glowing Rooms	Sports - Mini Golf	27/07/2023	570.00
EF161100	27784	Rops Engineering Australia Pty Ltd	Crane Repairs	27/07/2023	1,708.93
EF161101	27806	Creative Canary	Web Hosting	27/07/2023	396.00
EF161102	27809	Ra-One Pty Ltd	Software	27/07/2023	14,107.50
EF161103	27812	Oceanis International Pty Ltd	Consultancy - Aquatic	27/07/2023	2,145.00
EF161104	27850	Dowsing Group Pty Ltd	Concreting Services	27/07/2023	217,509.46
EF161105	27861	Collaborative World Consultants	Consultancy - Engineering	27/07/2023	17,902.50
EF161106	27873	Playground Safety Inspectors Australia Pty Ltd (Psia)	Training	27/07/2023	2,640.00
EF161107	27908	Raubex Construction	Engineering Civil	27/07/2023	1,044,630.78
EF161108	27917	Go Doors Advanced Automation	Door Maintenance & Repair	27/07/2023	13,089.40
EF161109	27953	Truckline	Spare Parts, Truck/Trailer	27/07/2023	325.94
EF161110	27984	Sabrina Fenwick	Exercice Classes	27/07/2023	1,600.00
EF161111	28003	Taylor Made Design	Graphic Design	27/07/2023	418.00
EF161112	28034	Visual Workwear	Ppe	27/07/2023	1,809.31
EF161113	28049	Copy Magic	Printing Services	27/07/2023	1,551.00
EF161114	28101	Melbourne Mailing Pty Ltd	Library Cards	27/07/2023	462.00
EF161115	28138	Jll Public Sector Valuations Pty Ltd	Valuation Services	27/07/2023	5,225.00
EF161116	28163	Boorloo Aboriginal Cultural Experience	Cultural Services	27/07/2023	880.00
EF161117	28181	Seaview Rentals	Aquarium Servicing	27/07/2023	196.00
EF161118	28184	Spearwood Veterinary Hospital	Veterinary Hospital	27/07/2023	315.00
EF161119	28191	Enviro Sweep	Sweeping Services	27/07/2023	2,603.15
EF161120	28197	Lite N Easy Pty Ltd	Food Supplies	27/07/2023	1,460.97
EF161121	28201	Select Fresh	Food Supplies	27/07/2023	664.62
EF161122	28206	Destination Perth	Marketing	27/07/2023	3,294.50
EF161123	28210	Bobcat Attach	Fabrication Services	27/07/2023	528.00
EF161124	28211	Nordic Fitness Equipment	Fitness Equipment	27/07/2023	140.00
EF161125	28215	Complete Office Supplies Pty Ltd	Stationery	27/07/2023	2,779.56
EF161126	28218	Laminar Capital Pty Ltd	Financial Services	27/07/2023	1,474.00

EF161127	28228	Delta Roofing Pty Ltd	Roofing Services	27/07/2023	2,782.49
EF161128	28231	Typeset Pty Ltd	Editorial And Business Communications Se	27/07/2023	544.50
EF161129	28233	Western Maze Wa Pty Ltd	Waste Collection Services	27/07/2023	7,381.00
EF161130	28241	Swift Flow Pty Ltd	Plumbing	27/07/2023	21,938.72
EF161131	28246	Hendercare	Nursing Services	27/07/2023	901.50
EF161132	28254	Cleantex Pty Ltd	Laundry Service	27/07/2023	1,078.66
EF161133	28258	Garden Care West	Gardening Services	27/07/2023	990.00
EF161134	28264	Garden Organics	Organics Processing	27/07/2023	10,738.13
EF161135	28265	Tree Care Wa	Vegetation Maintenance Services	27/07/2023	12,288.54
EF161136	28277	Gesha Coffee Co	Coffee Supplies	27/07/2023	2,205.30
EF161137	28289	Grafton General Products	Mobility Equipment	27/07/2023	918.50
EF161138	28297	Techbrain	It Consultancy	27/07/2023	1,417.11
EF161139	28302	Ohura Group Pty Ltd	Industrial Relations Consulting	27/07/2023	774.90
EF161140	28303	Miracle Recreation Equipment	Playground Equipment	27/07/2023	5,954.30
EF161141	28313	Cannings Purple	Marketing	27/07/2023	16,445.00
EF161142	28333	Treetops Adventure Yanchep	Outdoor Activities	27/07/2023	980.00
EF161143	28344	Seat Shop Wa Pty Ltd	Repairs And Replacements To Heavy Fleet	27/07/2023	1,551.00
EF161144	28346	Reconciliation Wa	Cultural Support	27/07/2023	5,500.00
EF161145	28349	Cable Locates & Consulting	Underground Utility Location And Survey	27/07/2023	1,097.80
EF161146	28351	Clever Designs Uniforms	Clothing	27/07/2023	189.50
EF161147	28354	Sauna And Steam Wa	Carpentry Services	27/07/2023	990.00
EF161148	28361	Indoor Gardens Pty Ltd	Hiring Indoor Plants	27/07/2023	765.60
EF161149	28371	Flexi Staff	Employment Services	27/07/2023	17,780.19
EF161150	28392	Mcs Civil Contracting	Engineering/Earthworks	27/07/2023	19,894.60
EF161151	28396	Industrial Decontamination Services Pty Ltd	Decontamination Services	27/07/2023	54.85
EF161152	28410	Wa Temporary Fencing Supplies	Hire Fencing	27/07/2023	998.80
EF161153	28418	Property Council Of Australia Limited	Non Profit	27/07/2023	7,410.00
EF161154	28437	Building & Industrial Cleaning Services	Clenaing Services	27/07/2023	59,360.57
EF161155	28449	Sheridans	Manufacturing	27/07/2023	1,902.78
EF161156	28454	Aussie Natural Spring Water	Water Supplies	27/07/2023	94.71
EF161157	28462	Spacetoco Pty Ltd	Software	27/07/2023	1,980.00
EF161158	28463	Antree Dnh Pty Ltd	Gardening	27/07/2023	1,201.20
EF161159	28505	Mallia Caffè The Trustee For Caruana Family Trust	Cafe And Catering Services	27/07/2023	222.00
EF161160	28507	Armac Sixty-Four Pty Ltd & Others (Mcgrathnical Advisory) Mcgrathnical	Advisory	27/07/2023	18,059.14
EF161161	28519	Ryan Emery Communications	Mailing Services	27/07/2023	850.00
EF161162	28522	Bing Technologies Pty Ltd		27/07/2023	207.99
EF161163	28541	Perth Bouncy Castle Hire	Amusement Hire	27/07/2023	330.00
EF161164	28556	The Leadership Institute T/A Konnect Learning	Leadership Conferences	27/07/2023	4,835.60
EF161165	28570	Kaya Kwoberdak	Bush Medicine Healing Workshops	27/07/2023	350.00
EF161166	28574	Psg Eyewear	Manufacturer Prescription Safety Glasses	27/07/2023	332.00
EF161167	28579	Project M Group	Building Works, Repairs & Maintenance	27/07/2023	17,146.80
EF161168	28580	Successful Projects	Project Management, Planning &Scheduling	27/07/2023	5,203.00
EF161169	28581	Mental Fitness Champion	Wellness Programs	27/07/2023	750.00
EF161170	28598	Acor Consultants (Wa) Pty Limited	Engineering	27/07/2023	808.50
EF161171	28599	Tessa Dorotich	Artist	27/07/2023	4,000.00
EF161172	28602	Purpose Driven Performance	Business Consulting	27/07/2023	5,024.25
EF161173	28614	Ronan Freeburn	Event Producer	27/07/2023	33,000.00
EF161174	28621	Imprint Plastic	Printing	27/07/2023	470.80
EF161175	28623	New Line Group Pty Ltd (Infront Technologies)	CCTV and Security Retail and Wholesale	27/07/2023	2,352.00
EF161176	28625	Breathalyser Sales And Service Pty Ltd	Drug And Alcohol Testing Equipment	27/07/2023	396.00
EF161177	28631	Joanne Metcalf	Consultancy	27/07/2023	6,750.00
EF161178	28637	Site Safe Security Rentals Pty Ltd	Rental Of Security Equipment	27/07/2023	1,834.80
EF161179	11758	Water Corp Utility Account Only - Please Refer To 11760 When Raising	Water Usage / Sundry Charges	31/07/2023	24,395.98
EF161180	11760	Water Corporation	Sewer Easement	31/07/2023	2,125.10
EF161181	11794	Synergy	Electricity Usage/Supplies	31/07/2023	317,983.72
EF161182	11867	Kevin John Allen	Elected Member Sitting Fees & Allowances	31/07/2023	2,770.73
EF161183	19059	Carol Reeve-Fowkes	Elected Member Sitting Fees & Allowances	31/07/2023	2,767.80

EF161184	25353	Philip Eva	Elected Member Sitting Fees & Allowances	31/07/2023	2,774.86
EF161185	27326	Michael Separovich	Elected Member Sitting Fees & Allowances	31/07/2023	2,757.39
EF161186	27327	Chonelle Stone	Monthly Elected Member Allowance	31/07/2023	2,796.24
EF161187	27475	Lara Kirkwood	Elected Member Sitting Fees & Allowances	31/07/2023	66.00
EF161188	27871	Tom Widenbar	Elected Member Sitting Fees & Allowances	31/07/2023	4,732.89
EF161189	27872	Phoebe Corke	Elected Member Sitting Fees & Allowances	31/07/2023	2,771.05
EF161190	28238	Tarun Dewan	Elected Member Sitting Fees & Allowances	31/07/2023	2,817.10
EF161191	99996	Vania Kristella	Property and Rates related refunds	27/07/2023	30.00
EF161192	99996	Luana Proietti	Property and Rates related refunds	27/07/2023	62.50
EF161193	99996	Vakili Basira	Property and Rates related refunds	27/07/2023	295.00
EF161194	99996	Rebecca Goncalves	Property and Rates related refunds	27/07/2023	1,476.11
EF161195	99996	Erika Urbini	Property and Rates related refunds	27/07/2023	792.63
EF161196	99996	Shannon M Thomson-Edwards	Property and Rates related refunds	27/07/2023	2,000.00
EF161197	99996	Gary Small	Property and Rates related refunds	27/07/2023	30.00
EF161198	99996	Katherine Orton	Property and Rates related refunds	27/07/2023	100.00
EF161199	99996	Ben Tisdale	Property and Rates related refunds	27/07/2023	51.66
EF161200	99996	Edwin Hartono	Property and Rates related refunds	27/07/2023	150.00
EF161201	99996	K And L Mcentee	Property and Rates related refunds	27/07/2023	150.00
EF161202	99996	Antonius De Jager	Property and Rates related refunds	27/07/2023	711.00
EF161203	99996	Peter Comley	Property and Rates related refunds	27/07/2023	118.30
EF161204	99996	Benjamin & Refilwe Johnstone	Property and Rates related refunds	27/07/2023	288.00
EF161205	99996	Nathan Beresford	Property and Rates related refunds	27/07/2023	147.00
EF161206	99996	Andantino Pty Ltd T/As Outdoor World Wan	Property and Rates related refunds	27/07/2023	147.00
EF161207	99996	Lance Chatley	Property and Rates related refunds	27/07/2023	147.00
EF161208	99996	Complete Approvals	Property and Rates related refunds	27/07/2023	147.00
EF161209	99996	Infill Property Group Pty Ltd	Property and Rates related refunds	27/07/2023	295.00
EF161210	99996	Calum Charles Reeves	Property and Rates related refunds	27/07/2023	441.00
EF161211	99996	Vision Surveys Consulting	Property and Rates related refunds	27/07/2023	359.00
EF161212	99996	Bafc Settlements	Property and Rates related refunds	27/07/2023	2,260.92
EF161213	99996	Hazel Jean Brough	Property and Rates related refunds	27/07/2023	307.60
EF161214	99996	Stephanie Renee Spencer	Property and Rates related refunds	27/07/2023	758.14
EF161215	99996	Claire L Kellock	Property and Rates related refunds	27/07/2023	1,335.04
EF161216	99996	A Biabani	Property and Rates related refunds	27/07/2023	2,101.82
EF161217	99996	Anthony Giles	Property and Rates related refunds	27/07/2023	600.00
EF161218	99996	S J & J A Buckingham	Property and Rates related refunds	27/07/2023	900.00
EF161219	99996	The Red Door Community Church	Property and Rates related refunds	27/07/2023	757.62
EF161220	99996	J Silas	Property and Rates related refunds	27/07/2023	500.00
EF161221	99996	Shadi M S Bahbah	Property and Rates related refunds	27/07/2023	1,800.00
EF161222	17343	Rac Businesswise	Membership Subscription	28/07/2023	11,567.95
EF161223	11741	Western Australian Treasury Corporation	Loan Repayments	31/07/2023	30,277.40
EF161224	28167	Press Reader International Limited	Subscriptions	31/07/2023	13,545.00
		TOTAL OF 834 EFT PAYMENTS			15,544,866.46
		LESS: CANCELLED EFT PAYMENTS			
EF160264	99997	Coc Grants, Donations & Refunds	Grants, Donations & Refunds	17/07/2023	-625.00
EF160276	99997	Coc Grants, Donations & Refunds	Grants, Donations & Refunds	17/07/2023	-4,400.00
EF160277	99997	Coc Grants, Donations & Refunds	Grants, Donations & Refunds	14/07/2023	-1,100.00
EF160283	99997	Coc Grants, Donations & Refunds	Grants, Donations & Refunds	17/07/2023	-1,100.00
EF160285	99997	Coc Grants, Donations & Refunds	Grants, Donations & Refunds	17/07/2023	-1,100.00
EF160286	99997	Coc Grants, Donations & Refunds	Grants, Donations & Refunds	17/07/2023	-1,100.00
EF160287	99997	Coc Grants, Donations & Refunds	Grants, Donations & Refunds	17/07/2023	-1,100.00
EF160288	99997	Coc Grants, Donations & Refunds	Grants, Donations & Refunds	17/07/2023	-1,100.00
EF160522	99997	Coc Grants, Donations & Refunds	Grants, Donations & Refunds	14/07/2023	-73.00
EF160544	99997	Coc Grants, Donations & Refunds	Grants, Donations & Refunds	14/07/2023	-2,970.00
EF160558	99997	Coc Grants, Donations & Refunds	Grants, Donations & Refunds	18/07/2023	-3,000.00
EF160585	99997	Coc Grants, Donations & Refunds	Grants, Donations & Refunds	14/07/2023	-100.00

EF160804	99997	Coc Grants, Donations & Refunds	Grants, Donations & Refunds	18/07/2023	-2,970.00
		TOTAL CANCELLED EFT PAYMENT			-20,738.00
		TOTAL EFT PAYMENTS (EXCL. CANCELLED PAYMENTS)			15,524,128.46
		ADD: BANK FEES			
		BPAY BATCH FEE			14.70
		MERCHANT FEES COC			3030.47
		MERCHANT FEES MARINA			127.08
		MERCHANT FEES ARC			2,056.62
		MERCHANT FEES VARIOUS OUT CENTRES			1,966.00
		NATIONAL BPAY CHARGE			3,880.32
		RTGS/ACLR FEE			
		NAB TRANSACT FEE			18.99
		MERCHANDISE / OTHER FEES			11,094.18
		ADD: CREDIT CARD PAYMENTS			109,363.24
		ADD: PAYROLL PAYMENTS			
		COC02/07/23 Pmt 000235840468 City of Cockburn		5/07/2023	1,688,541.21
		COC04/07/23 Pmt 000235804064 City of Cockburn		5/07/2023	3,509.18
		COC29/06/23 Pmt 000235802328 City of Cockburn		5/07/2023	5,539.51
		COC30/06/23 Pmt 000235803379 City of Cockburn		5/07/2023	14,933.74
		COC06/07/23 Pmt 000235933367 City of Cockburn		6/07/2023	763.47
		COC07/07/23 Pmt 000236046955 City of Cockburn		7/07/2023	2,459.50
		COC12/07/23 Pmt 000236328381 City of Cockburn		12/07/2023	190.47
		COC13/07/23 Pmt 000236433350 City of Cockburn		13/07/2023	1,829.06
		COC14/07/23 Pmt 000236523325 City of Cockburn		14/07/2023	715.85
		COC12/07/23 Pmt 000236831699 City of Cockburn		19/07/2023	1,856.02
		COC16/07/23 Pmt 000236852114 City of Cockburn		19/07/2023	1,710,017.18
		COC20/07/23 Pmt 000236969337 City of Cockburn		20/07/2023	2,252.15
		COC24/07/23 Pmt 000237133385 City of Cockburn		24/07/2023	1,279.28
		COC24/07/23 Pmt 000237174530 City of Cockburn		24/07/2023	2,317.95
		COC25/07/23 Pmt 000237224140 City of Cockburn		25/07/2023	387.12
					3,436,591.69
		TOTAL PAYMENTS MADE FOR THE MONTH			19,081,177.57

City of Cockburn

Credit Card Transactions Report

Transactions Post Date Between 31-May-2023 and 28-Jun-2023

Reference	Date	Service Provider	Card Liability	Description
Acting CEO			1,407.11	
000722	2/06/2023	WILSON PARKING P082	21.26	Parking Expenses
000722	5/06/2023	AVIS RENT A CAR	692.85	Travel and Accommodation
000722	12/06/2023	PLANNING INSTITUTE OF	693.00	Subscriptions and Memberships
ACTING MANAGER OF DEVELOPMENT SERVICES			170.00	
000724	9/06/2023	LGPA	170.00	Events and Functions
Acting Manager Public Health and Buildin			1,495.18	
000732	1/06/2023	AIR MET SCIENTIFIC	132.00	Hire of Equipment and Facilities
000732	2/06/2023	BUNNINGS 303000	13.18	Equipment Purchases
000732	9/06/2023	EHA (WA) Inc	1,100.00	Subscriptions and Memberships
000732	9/06/2023	GURU BROTHERS CAFE AND	50.00	Events and Functions
000732	20/06/2023	SPACETOCO VENUE HIRE	200.00	Hire of Equipment and Facilities
Adult Services Coordinator			57.11	
000711	14/06/2023	WOOLWORTHS 4367	3.75	Meeting/Workshop Catering
000711	15/06/2023	FARMER JACKS SPEARWO	23.61	Meeting/Workshop Catering
000711	19/06/2023	WOOLWORTHS 4394	18.30	Meeting/Workshop Catering
000711	19/06/2023	WOOLWORTHS 4394	5.45	Meeting/Workshop Catering
000711	22/06/2023	WOOLWORTHS 4367	6.00	Meeting/Workshop Catering
Art and Culture Coordinator			1,152.51	
000685	9/06/2023	SP HANGING MAN	1,087.63	Equipment Purchases
000685	12/06/2023	DRACA FARM PTY LTD	20.00	Events and Functions
000685	12/06/2023	SQ *BEELIAR DRIVE FLOW	44.88	Events and Functions
Branch Manager - Spearwood Library			1,517.72	
000678	7/06/2023	MYO*GREEN WORLD INDOOR MR CL	207.90	Professional Services
000678	14/06/2023	NEVERFAIL SPRINGWTR	46.20	Supplies and Materials Purchases

KSHAH

Page 1 of 16

21-Aug-2023

000678	20/06/2023	WANEWSDTI	650.41	Subscriptions and Memberships
000678	23/06/2023	WANEWSDTI	613.21	Subscriptions and Memberships

Branch Support Librarian**900.63**

000709	31/05/2023	SP JB HI-FI ONLINE	17.00	Supplies and Materials Purchases
000709	31/05/2023	SPACETOCO VENUE HIRE	76.00	Hire of Equipment and Facilities
000709	1/06/2023	WOOLWORTHS 4703	12.05	Supplies and Materials Purchases
000709	2/06/2023	Booktopia Pty Ltd	152.85	Supplies and Materials Purchases
000709	5/06/2023	NEWS LIMITED	72.00	Supplies and Materials Purchases
000709	8/06/2023	WOOLWORTHS 4703	6.20	Supplies and Materials Purchases
000709	9/06/2023	OFFICEWORKS 0620	93.20	Supplies and Materials Purchases
000709	9/06/2023	SLIMLINE WAREHOUSE	325.88	Supplies and Materials Purchases
000709	14/06/2023	Ink Station	46.45	Supplies and Materials Purchases
000709	16/06/2023	FAIRFAX SUBSCRIPTIONS	99.00	Supplies and Materials Purchases

Chief of Community Services**60.50**

000706	12/06/2023	NEWS LIMITED	40.00	Subscriptions and Memberships
000706	20/06/2023	BACK BAR AT HYLIN	10.40	Meeting/Workshop Catering
000706	23/06/2023	CPP HIS MAJESTYS	10.10	Parking Expenses

Chief Operations Officer**367.09**

000721	14/06/2023	Portuguese Delights	325.00	Events and Functions
000721	16/06/2023	WOOLWORTHS 4367	7.50	Meeting/Workshop Catering
000721	26/06/2023	WILSON PARKING AUSTRAL	25.00	Parking Expenses
000721	27/06/2023	CITY OF PERTH PARKING-	9.59	Parking Expenses

Child Care Services Manager**2,541.00**

000743	7/06/2023	MYO*Harmony Kids	770.00	Subscriptions and Memberships
000743	9/06/2023	DEPARTMENT OF COMMUN	492.00	Subscriptions and Memberships
000743	9/06/2023	FAMILYDAYCAREAUSTRALIA	299.00	Subscriptions and Memberships
000743	12/06/2023	MYO*Harmony Kids	980.00	Subscriptions and Memberships

CHILDREN'S DEVELOPMENT OFFICER**449.50**

000717	31/05/2023	SLIMLINE WAREHOUSE	336.06	Equipment Purchases
000717	13/06/2023	WOOLWORTHS 4367	61.19	Meeting/Workshop Catering
000717	15/06/2023	SPACETOCO VENUE HIRE	52.25	Hire of Equipment and Facilities

Citizenship and Civic Services Superviso**358.00**

000727	16/06/2023	BWS LIQUOR 4097	348.00	Meeting/Workshop Catering
000727	21/06/2023	BWS LIQUOR 4097	10.00	Meeting/Workshop Catering

City Facilities Coordinator**1,291.22**

000772	9/06/2023	OZWASHROOM	799.00	Supplies and Materials Purchases
000772	9/06/2023	PARKER BLACK FORREST	166.65	Supplies and Materials Purchases
000772	19/06/2023	PARKER BLACK FORREST	285.97	Supplies and Materials Purchases
000772	23/06/2023	SQ *METRO FILTERS	39.60	Supplies and Materials Purchases

City Facilities Manager**1,045.00**

000683	21/06/2023	BUSINESS NEWS PTY LT	1,045.00	Subscriptions and Memberships
--------	------------	----------------------	----------	-------------------------------

Civil Infrastructure Manager**693.31**

000700	15/06/2023	TECH REVO GROUP PTY LT	29.95	Supplies and Materials Purchases
000700	16/06/2023	WESTERN POWER	498.91	Supplies and Materials Purchases
000700	16/06/2023	JB HI FI COCKBURN	69.90	Equipment Purchases
000700	21/06/2023	JB HI FI COCKBURN	94.55	Equipment Purchases

Cockburn ARC Manager**3,206.80**

000688	31/05/2023	WORLD WIDE SWIM SCHOOL	100.00	Supplies and Materials Purchases
000688	12/06/2023	PLUNGE	9.90	Meeting/Workshop Catering
000688	16/06/2023	EMP INDUSTRIAL AUSTR	611.60	Equipment Purchases
000688	16/06/2023	SP COSTUMEBOX AUS	317.72	Events and Functions
000688	16/06/2023	SPOTLIGHT PTY LTD	135.00	Events and Functions
000688	16/06/2023	TEMU.COM	266.19	Events and Functions
000688	16/06/2023	Temu.com	204.28	Events and Functions
000688	16/06/2023	TEMU.COM	148.60	Supplies and Materials Purchases
000688	19/06/2023	FLEX FITNESS EQUIPMENT	535.41	Equipment Purchases
000688	19/06/2023	THERAQUATICS	571.70	Equipment Purchases
000688	20/06/2023	EZI*Aqua Fitness Onli	145.00	Conferences and Seminars
000688	20/06/2023	EZI*Aqua Fitness Onli	145.00	Conferences and Seminars
000688	28/06/2023	GRAND HOTEL MANAGEMENT	16.40	Parking Expenses

Collection Development Librarian**904.99**

000737	9/06/2023	NEW EDITION BOOKSHOP	69.99	Supplies and Materials Purchases
000737	14/06/2023	BIG W 0455	30.00	Supplies and Materials Purchases

KSHAH

Page 3 of 16

21-Aug-2023

000737	14/06/2023	BUYDIRECTONLINE	760.00	Supplies and Materials Purchases
000737	27/06/2023	ACON HEALTH LIMITED	45.00	Supplies and Materials Purchases

Communications and Marketing Manager 2,967.82

000675	31/05/2023	DROPBOX*T39QG1ZSSCG5	18.69	Subscriptions and Memberships
000675	1/06/2023	FACEBK *JR2QWPFMT2	518.61	Advertising
000675	12/06/2023	OFFICEWORKS	142.88	Supplies and Materials Purchases
000675	13/06/2023	INTNL TRANSACTION FEE MRS S SEYM	0.07	Bank and Other Fees
000675	13/06/2023	PIXLR.COM Inmagine Lab MRS S SEYM	2.97	Subscriptions and Memberships
000675	14/06/2023	FAIRFAX SUBSCRIPTIONS MRS S SEYM	59.00	Subscriptions and Memberships
000675	15/06/2023	ASANA.COM	505.73	Subscriptions and Memberships
000675	15/06/2023	Tickets-After Effects MRS S SEYMOUR	595.00	Training & Professional Development
000675	16/06/2023	SUBLY UK	25.00	Subscriptions and Memberships
000675	21/06/2023	OFFICEWORKS	529.98	Supplies and Materials Purchases
000675	26/06/2023	INTNL TRANSACTION FEE MRS S SEYM	0.04	Bank and Other Fees
000675	26/06/2023	LNK.BIO	1.49	Subscriptions and Memberships
000675	26/06/2023	Mailchimp	514.51	Subscriptions and Memberships
000675	27/06/2023	BITLY.COM	52.54	Subscriptions and Memberships
000675	27/06/2023	INTNL TRANSACTION FEE MRS S SEYM	1.31	Bank and Other Fees

Community Development Coordinator 4,379.94

000694	9/06/2023	SP SHOCKLOC	199.50	Supplies and Materials Purchases
000694	12/06/2023	BIBRA LAKE LUNCH BAR	69.00	Meeting/Workshop Catering
000694	14/06/2023	THE HUB 6163	152.63	Hire of Equipment and Facilities
000694	15/06/2023	LOCAL GOVERNEMENT MANA	450.00	Training & Professional Development
000694	15/06/2023	SP SHOCKLOC	239.40	Supplies and Materials Purchases
000694	15/06/2023	SPACETOCO VENUE HIRE	66.50	Hire of Equipment and Facilities
000694	15/06/2023	SPACETOCO VENUE HIRE	33.00	Hire of Equipment and Facilities
000694	16/06/2023	WOOLWORTHS 4367	89.85	Supplies and Materials Purchases
000694	19/06/2023	BIG W 0455	139.90	Supplies and Materials Purchases
000694	20/06/2023	PHOENIX CENTRE PHARM	12.95	Supplies and Materials Purchases
000694	20/06/2023	The Body Shop Australi	520.00	Supplies and Materials Purchases
000694	21/06/2023	VenKy's PURE VEG	500.00	Meeting/Workshop Catering
000694	21/06/2023	WOOLWORTHS 4604	150.27	Supplies and Materials Purchases
000694	22/06/2023	OFFICEWORKS 0604	489.41	Supplies and Materials Purchases
000694	26/06/2023	EMBROIDME SUCCESS	598.40	Supplies and Materials Purchases
000694	27/06/2023	THE PAMPHLETEERS	359.13	Professional Services

KSHAH

Page 4 of 16

21-Aug-2023

000694	28/06/2023	BIG W 0455	150.00	Supplies and Materials Purchases
000694	28/06/2023	THE REJECT SHOP	102.50	Supplies and Materials Purchases
000694	28/06/2023	WOOLWORTHS 4367	57.50	Supplies and Materials Purchases

Community Safety Manager**278.44**

000680	8/06/2023	CHALLENGE CHEMICALS JIN CHENG W	100.65	Equipment Purchases
000680	8/06/2023	OFFICEWORKS 0620 JIN CHENG WU	114.00	Office Supplies
000680	9/06/2023	SMP*Visual Workwear JIN CHENG WI	30.89	Equipment Purchases
000680	14/06/2023	WOOLWORTHS 4367 JIN CHENG W	26.60	Meeting/Workshop Catering
000680	21/06/2023	BIG W 0455 JIN CHENG WU	6.30	Office Supplies

Coordinator Work Health and Safety**204.24**

000781	1/06/2023	SAFETYCULTURE	184.80	Subscriptions and Memberships
000781	19/06/2023	INTNL TRANSACTION FEE	0.47	Disputed Transaction
000781	19/06/2023	LIVEPLAYGO.COM	18.97	Disputed Transaction

Customer Experience and Marketing Lead**754.73**

000730	12/06/2023	FACEBK *UZQCHR7ZC2	22.04	Advertising
000730	14/06/2023	FACEBK *BP3LBT7EE2	268.08	Advertising
000730	19/06/2023	CAMPSITE PRO	10.36	Subscriptions and Memberships
000730	19/06/2023	INTNL TRANSACTION FEE	0.26	Bank and Other Fees
000730	20/06/2023	CRICUT	13.99	Subscriptions and Memberships
000730	21/06/2023	SPOTLIGHT PTY LTD	132.00	Supplies and Materials Purchases
000730	22/06/2023	IKEA PTY LTD	308.00	Supplies and Materials Purchases

Customer Experience Coordinator**1,847.36**

000712	1/06/2023	MJ* NATIONALLOCALGOVER	546.76	Subscriptions and Memberships
000712	8/06/2023	ERGOLINK	1,084.60	Equipment Purchases
000712	21/06/2023	STRIKE AUSTRALIA PTY L	216.00	Events and Functions

Customer Experience Coordinator - ARC**3,902.14**

000692	31/05/2023	INTNL TRANSACTION FEE MS CAROLIN	0.73	Bank and Other Fees
000692	31/05/2023	ZUBTITLE.COM	29.16	Subscriptions and Memberships
000692	1/06/2023	COCKBURN GATEWAY SHOPP MS CAF	159.00	Supplies and Materials Purchases
000692	2/06/2023	KMART 1362	92.40	Supplies and Materials Purchases
000692	5/06/2023	INTNL TRANSACTION FEE MS CAROLIN	13.59	Bank and Other Fees
000692	5/06/2023	KEEPME PTE LTD	543.76	Subscriptions and Memberships

KSHAH

Page 5 of 16

21-Aug-2023

000692	7/06/2023	INTNL TRANSACTION FEE MS CAROLI	4.37	Bank and Other Fees
000692	7/06/2023	OUTGROW	174.84	Subscriptions and Memberships
000692	9/06/2023	Hart Sport Pty Ltd	1,334.40	Equipment Purchases
000692	12/06/2023	AUSACTIVE	1,075.00	Training & Professional Development
000692	12/06/2023	iStock.com	93.50	Subscriptions and Memberships
000692	13/06/2023	COCKBURN ARC	126.00	Program Costs
000692	13/06/2023	COCKBURN ARC	84.00	Program Costs
000692	13/06/2023	COCKBURN ARC	-84.00	Program Costs
000692	14/06/2023	BUNNINGS 729000	82.40	Equipment Purchases
000692	14/06/2023	PLUNGE	60.00	Supplies and Materials Purchases
000692	15/06/2023	SP JB HI-FI ONLINE	112.99	Equipment Purchases

Events Coordinator

928.30

000704	8/06/2023	OFFICEWORKS 0616	41.78	Office Supplies
000704	9/06/2023	THE FINISHING TOUCH	538.00	Professional Services
000704	21/06/2023	LFA FIRST RESPONSE	213.68	Supplies and Materials Purchases
000704	26/06/2023	PHOENIX CENTRE PHARM	75.65	Supplies and Materials Purchases
000704	26/06/2023	WOOLWORTHS 4367	59.19	Supplies and Materials Purchases

Events Officer

1,924.99

000679	9/06/2023	BIG W 0455	36.10	Events and Functions
000679	9/06/2023	COLES 0494	592.40	Events and Functions
000679	9/06/2023	WOOLWORTHS 4367	81.00	Events and Functions
000679	12/06/2023	BIG W 0455	24.75	Events and Functions
000679	16/06/2023	THE FINISHING TOUCH	630.00	Supplies and Materials Purchases
000679	27/06/2023	BUNNINGS 303000	560.74	Events and Functions

Executive Corporate Affairs • Corporate

4,690.13

000698	7/06/2023	QANTAS	402.60	Travel and Accommodation
000698	7/06/2023	QANTAS	402.60	Travel and Accommodation
000698	7/06/2023	AVIS RENT A CAR	69.94	Travel and Accommodation
000698	8/06/2023	SMP*RJ Catering	121.98	Meeting/Workshop Catering
CC83660	12/06/2023	INTNL TRANSACTION FEE	2.89	Disputed Transaction
CC83662	12/06/2023	LAZADA PH	115.47	Disputed Transaction
CC83613	13/06/2023	LAZADA PH	115.47	Disputed Transaction
CC83635	13/06/2023	INTNL TRANSACTION FEE	2.89	Disputed Transaction
CC83641	13/06/2023	CHARLOTTESVILLE TOMORR	44.84	Disputed Transaction

KSHAH

Page 6 of 16

21-Aug-2023

CC83643	13/06/2023	INTNL TRANSACTION FEE	1.12	Disputed Transaction
CC83463	15/06/2023	INTNL TRANSACTION FEE	1.28	Disputed Transaction
CC83465	15/06/2023	INTNL TRANSACTION FEE	1.28	Disputed Transaction
CC83467	15/06/2023	INTNL TRANSACTION FEE	1.28	Disputed Transaction
CC83469	15/06/2023	INTNL TRANSACTION FEE	1.28	Disputed Transaction
CC83478	15/06/2023	GLOBE-BILLSPAY	51.16	Disputed Transaction
CC83487	15/06/2023	GLOBE-BILLSPAY	51.16	Disputed Transaction
CC83489	15/06/2023	GLOBE-BILLSPAY	51.16	Disputed Transaction
CC83496	15/06/2023	GLOBE-BILLSPAY	51.16	Disputed Transaction
CC83689	19/06/2023	INTNL TRANSACTION FEE	0.38	Disputed Transaction
CC83692	19/06/2023	INTNL TRANSACTION FEE	0.38	Disputed Transaction
CC83694	19/06/2023	IMMORTALBOOST.COM	15.18	Disputed Transaction
CC83695	19/06/2023	IMMORTALBOOST.COM	15.18	Disputed Transaction
CC83701	19/06/2023	CROWNE PLAZA HOTEL CAN	50.00	Disputed Transaction
CC83723	19/06/2023	SPOTTO WA	58.17	Disputed Transaction
000698	19/06/2023	Crowne Plaza Hotel Can	45.68	Travel and Accommodation
000698	20/06/2023	LUP TIX INDOPACIFIC 20	2,340.00	Conferences and Seminars
000698	20/06/2023	COMPANY DIRECTOR	660.00	Subscriptions and Memberships
CC83596	21/06/2023	INTNL TRANSACTION FEE	0.38	Disputed Transaction
CC83623	21/06/2023	IMMORTALBOOST.COM	15.22	Disputed Transaction

Executive Governance and Strategy 305.45

000693	15/06/2023	Rumbles Cafe	305.45	Meeting/Workshop Catering
--------	------------	--------------	--------	---------------------------

Executive Officer 4,341.27

000741	12/06/2023	NEWS LIMITED	40.00	Subscriptions and Memberships
000741	13/06/2023	WOOLWORTHS 4367	18.40	Meeting/Workshop Catering
000742	13/06/2023	SPACETOCO VENUE HIRE	95.00	Hire of Equipment and Facilities
000741	16/06/2023	PLUNGE	15.50	Meeting/Workshop Catering
000741	16/06/2023	PLUNGE	10.50	Meeting/Workshop Catering
000741	19/06/2023	CABERNET & CANVAS	375.00	Training & Professional Development
CC83647	20/06/2023	CODASHOP	75.99	Disputed Transaction
CC83653	20/06/2023	P.A.D.E. SWIMMING POOL	89.50	Disputed Transaction
CC83598	21/06/2023	INTNL TRANSACTION FEE	0.38	Disputed Transaction
CC83608	21/06/2023	IMMORTALBOOST.COM	15.22	Disputed Transaction
000741	21/06/2023	Threepence Cafe & Bak	78.58	Meeting/Workshop Catering
000741	22/06/2023	CABERNET & CANVAS	382.50	Training & Professional Development

KSHAH

000741	22/06/2023	SQ *CAFFISSIMO PHOENIX	57.70	Meeting/Workshop Catering
000741	27/06/2023	EB *Leadership Matters	1,500.00	Conferences and Seminars
000741	27/06/2023	EB *Leadership Matters	1,500.00	Conferences and Seminars
000742	27/06/2023	FLOWER STATION WA	87.00	Supplies and Materials Purchases

Executive officer to the Mayor and Counc **3,973.71**

000699	7/06/2023	CROWNE PLAZA HOTEL CAN	2,004.63	Travel and Accommodation
000699	14/06/2023	COMPANY DIRECTOR	705.00	Subscriptions and Memberships
000699	14/06/2023	COMPANY DIRECTOR	138.00	Conferences and Seminars
000699	19/06/2023	CROWNE PLAZA HOTEL CAN	82.22	Travel and Accommodation
000699	20/06/2023	PEPPERS GALLERY HTL	1,043.86	Travel and Accommodation

Family & Community Development Manager **278.13**

000687	6/06/2023	THE GROCER AND THE CHE MS BARBA	21.97	Meeting/Workshop Catering
000687	7/06/2023	THE GROCER AND THE CHE MS BARBA	46.46	Meeting/Workshop Catering
000687	8/06/2023	RILEYCALLIERESOURCES	209.70	Supplies and Materials Purchases

Fleet Manager **1,535.98**

000684	15/06/2023	HIDRIVE GROUP	44.88	Supplies and Materials Purchases
000684	15/06/2023	KERFAB INDUSTRIES	1,090.10	Supplies and Materials Purchases
000684	26/06/2023	RAC MOTORING PTY LTD	401.00	Motor Vehicle Expenses

Head of Community Development **1,414.70**

000677	7/06/2023	EB *FACETs Connecting	149.00	Conferences and Seminars
000677	15/06/2023	MODERN TEACHING AIDS	950.70	Supplies and Materials Purchases
000677	16/06/2023	Tickets-Vicarious Trau	315.00	Conferences and Seminars

Head of Community Safety & Ranger Svcs **537.66**

000738	31/05/2023	SQ *FIONA'S FLORIST &	58.00	Supplies and Materials Purchases
000738	1/06/2023	COLES 0494	25.00	Meeting/Workshop Catering
000738	1/06/2023	Subway Beeliar	263.00	Meeting/Workshop Catering
000738	6/06/2023	JB HI FI BOORAGOON	57.95	Supplies and Materials Purchases
000738	6/06/2023	Lucid Software Inc.	15.40	Subscriptions and Memberships
000738	20/06/2023	INTNL TRANSACTION FEE	0.69	Bank and Other Fees
000738	20/06/2023	VENNGAGE.COM	27.72	Subscriptions and Memberships
000738	28/06/2023	JB HI FI COCKBURN	89.90	Equipment Purchases

Head of Develop Assessment & Compliance**844.90**

CC83664	12/06/2023	LGPA	85.00	Conferences and Seminars
CC83620	13/06/2023	LGPA	170.00	Training & Professional Development
CC83587	21/06/2023	OFFICEWORKS	120.95	Equipment Purchases
CC83591	21/06/2023	OFFICEWORKS	468.95	Equipment Purchases

Head of Information & Technology**1,441.09**

000703	31/05/2023	INTNL TRANSACTION FEE	35.15	Supplies and Materials Purchases
000703	31/05/2023	DIGICERT INC.	1,405.94	Supplies and Materials Purchases

Head of Library and Cultural Services**1,364.62**

000691	1/06/2023	HOWARDS STORAGE	425.90	Equipment Purchases
000691	27/06/2023	BUNNINGS 303000	938.72	Events and Functions

Head of Planning**3,516.19**

000697	1/06/2023	BIBRA LAKE LUNCH BAR	265.00	Meeting/Workshop Catering
000697	1/06/2023	WILSON PARKING PER057	12.15	Parking Expenses
000697	8/06/2023	GILBERTS FRESH HILTON	329.96	Meeting/Workshop Catering
000697	12/06/2023	MED*ALDIMobile	15.00	Supplies and Materials Purchases
000697	14/06/2023	WESFARMERS CSBP LTD	17.60	Supplies and Materials Purchases
000697	15/06/2023	OFFICEWORKS	1,257.00	Equipment Purchases
000697	15/06/2023	SPACETOCO VENUE HIRE	104.50	Hire of Equipment and Facilities
000697	16/06/2023	GILBERTS FRESH HILTON	139.98	Meeting/Workshop Catering
000697	20/06/2023	EB *SIDRA for Network	1,375.00	Conferences and Seminars

Head of Recreation Infrastructure & Svcs**1,037.55**

000676	2/06/2023	TEACHER SUPERSTORE	169.85	Supplies and Materials Purchases
000676	16/06/2023	SPOTLIGHT PTY LTD	103.50	Supplies and Materials Purchases
000676	23/06/2023	Woolworths Online	490.00	Supplies and Materials Purchases
000676	27/06/2023	BUNNINGS GROUP LTD	219.00	Equipment Purchases
000676	27/06/2023	OFFICEWORKS	55.20	Supplies and Materials Purchases

Health Promotion Officer**1,956.00**

000686	9/06/2023	Public Health Associat MRS GLORIA A	950.00	Subscriptions and Memberships
000686	28/06/2023	EZI*ESSA	1,006.00	Subscriptions and Memberships

Infrastructure & Operations Coordinator**2,875.55**

KSHAH

Page 9 of 16

21-Aug-2023

000690	2/06/2023	GECKOBOARD MISS SARAH J WESTBE	306.09	Subscriptions and Memberships
000690	2/06/2023	Head MARES SSI MISS SARAH J WEST	291.25	Equipment Purchases
000690	2/06/2023	INTNL TRANSACTION FEE MISS SARAH	7.65	Bank and Other Fees
000690	2/06/2023	SCTA SHOP MISS SARAH J WESTBERG	145.00	Equipment Purchases
000690	5/06/2023	Canva* 03804-5509796 MISS SARAH	17.99	Subscriptions and Memberships
000690	5/06/2023	NAAVI PTY LTD MISS SARAH J WESTB	25.00	Subscriptions and Memberships
000690	6/06/2023	Head MARES SSI MISS SARAH J WEST	-100.00	Equipment Purchases
000690	9/06/2023	SUCCESS HEALTH P/L MISS SARAH J W	122.36	Supplies and Materials Purchases
000690	9/06/2023	THE GOOD GUYS MISS SARAH J WEST	313.05	Equipment Purchases
000690	15/06/2023	SIGMA CHEMICALS MISS SARAH J WE	231.61	Equipment Purchases
000690	15/06/2023	SPOTLIGHT PTY LTD MISS SARAH J W	216.00	Events and Functions
000690	20/06/2023	OFFICEWORKS 0620 MISS SARAH J W	60.11	Office Supplies
000690	20/06/2023	SYSTEMOLOGY-SYSTEMHUB MISS SAF	754.50	Subscriptions and Memberships
000690	20/06/2023	WOOLWORTHS 4394 MISS SARAH	26.75	Meeting/Workshop Catering
000690	21/06/2023	MISS MAUD MISS SARAH J WESTBERG	57.85	Meeting/Workshop Catering
000690	22/06/2023	FACEBK *MWVUEP7D52 MISS SARAH	200.34	Advertising
000690	26/06/2023	FACEBK *B9C4SNKC52 MISS SARAH J	200.00	Advertising

Landfill Supervisor HWRP

594.00

000696	14/06/2023	SAFETY ZONE	594.00	Supplies and Materials Purchases
--------	------------	-------------	--------	----------------------------------

Lead Advocacy and Engagement

2,740.30

000769	1/06/2023	CITY OF WANNEROO	93.53	Travel and Accommodation
000769	2/06/2023	Little Stove	31.50	Meeting/Workshop Catering
000769	13/06/2023	AERIAL CG 132227	33.13	Travel and Accommodation
000769	13/06/2023	UBER *TRIP	38.49	Travel and Accommodation
000769	13/06/2023	UBER *TRIP	16.45	Travel and Accommodation
000769	13/06/2023	UBER *TRIP	14.28	Travel and Accommodation
000769	14/06/2023	Crowne PLaza Hotel Can	1,813.81	Travel and Accommodation
000769	14/06/2023	UBER *TRIP	14.94	Travel and Accommodation
000769	14/06/2023	UBER *TRIP	13.26	Travel and Accommodation
000769	15/06/2023	UBER *TRIP	9.34	Travel and Accommodation
000769	15/06/2023	WANEWSDTI	84.00	Subscriptions and Memberships
000769	16/06/2023	Live Payments*Live Pa	14.59	Travel and Accommodation
000769	16/06/2023	UBER *TRIP	20.80	Travel and Accommodation
000769	16/06/2023	UBER *TRIP	16.38	Travel and Accommodation
000769	19/06/2023	Live Payments*Live Pa	64.51	Travel and Accommodation

KSHAH

Page 10 of 16

21-Aug-2023

000769	19/06/2023	UBER *TRIP	19.52	Travel and Accommodation
000769	19/06/2023	UBER *TRIP	10.55	Travel and Accommodation
000769	20/06/2023	SP WA VISITOR CENTRE	431.22	Supplies and Materials Purchases

Library Technician**1,843.83**

000682	1/06/2023	AMAZON AU	46.73	Supplies and Materials Purchases
000682	1/06/2023	AMAZON AU	17.70	Supplies and Materials Purchases
000682	1/06/2023	BIGW ONLINE	86.90	Supplies and Materials Purchases
000682	1/06/2023	Booktopia Pty Ltd	411.87	Supplies and Materials Purchases
000682	1/06/2023	SP JB HI-FI ONLINE	270.72	Supplies and Materials Purchases
000682	2/06/2023	AMAZON AU	25.00	Supplies and Materials Purchases
000682	5/06/2023	AMAZON AU	34.43	Supplies and Materials Purchases
000682	14/06/2023	IKEA PTY LTD	898.00	Equipment Purchases
000682	16/06/2023	AMAZON AU	52.48	Supplies and Materials Purchases

Library Technology Coordinator**1,218.70**

000728	6/06/2023	MAILCHIMP *MISC	367.80	Subscriptions and Memberships
000728	9/06/2023	Windcave	250.10	Subscriptions and Memberships
000728	14/06/2023	STK*Shutterstock	49.00	Subscriptions and Memberships
000728	14/06/2023	SHUTTERSTOCK IRELAND L	98.00	Subscriptions and Memberships
000728	14/06/2023	DREAMITHOS* DREAMIT HO	234.70	Subscriptions and Memberships
000728	16/06/2023	PAYMATE*SPUN	200.00	Subscriptions and Memberships
000728	26/06/2023	CURTIN PARKING CHARGES	7.50	Parking Expenses
000728	26/06/2023	CURTIN PARKING CHARGES	7.70	Parking Expenses
000728	27/06/2023	COLES 0490	3.90	Office Supplies

Manager Advocacy and Engagement**1,180.00**

000769	23/06/2023	LOCAL GOVERNEMENT MANA	1,180.00	Training & Professional Development
--------	------------	------------------------	----------	-------------------------------------

Manager Building Services**263.40**

CC83640	13/06/2023	BUNNINGS 317000	69.00	Supplies and Materials Purchases
CC83629	21/06/2023	MISS MAUD	194.40	Meeting/Workshop Catering

Manager Business & Economic Development**1,066.06**

000707	8/06/2023	UNIVERSITY OF WESTER	4.38	Parking Expenses
000707	12/06/2023	KMART	42.00	Supplies and Materials Purchases
000707	12/06/2023	OFFICEWORKS	63.61	Supplies and Materials Purchases

KSHAH

Page 11 of 16

21-Aug-2023

000707	13/06/2023	CITY OF VINCENT	3.46	Parking Expenses
000707	13/06/2023	EB *FACETs Connecting	184.00	Events and Functions
000707	14/06/2023	EB *AIDN WA End of Fin	176.44	Events and Functions
000707	15/06/2023	City of Joondalup	2.40	Parking Expenses
000707	15/06/2023	DOME JOONDALUP	10.00	Meeting/Workshop Catering
000707	16/06/2023	CRANKED PTY LTD	10.40	Meeting/Workshop Catering
000707	19/06/2023	CITY OF VINCENT	1.05	Parking Expenses
000707	27/06/2023	CITY OF PERTH PARKING-	7.57	Parking Expenses
000707	27/06/2023	EB *FACETs Connecting	184.00	Events and Functions
000707	27/06/2023	EB *FACETs Connecting	149.00	Events and Functions
000707	27/06/2023	EB *FACETs Connecting	149.00	Events and Functions
000707	27/06/2023	GM CABS PTY LTD	78.75	Travel and Accommodation

Marina Manager**660.00**

000739	14/06/2023	SP SIXTY SUMMERS	660.00	Professional Services
--------	------------	------------------	--------	-----------------------

Organisational Development Coordinator**2,776.70**

000740	1/06/2023	ST JOHN AMBULANCE AUST ALEXAND	160.00	Training & Professional Development
000740	2/06/2023	PINNACLE HEIGHT SAFETY ALEXANDR	1,295.00	Training & Professional Development
000740	2/06/2023	RLSSWA	159.00	Training & Professional Development
000740	5/06/2023	INTNL TRANSACTION FEE	0.84	Subscriptions and Memberships
000740	5/06/2023	POLINODE - NETWORKS	33.51	Subscriptions and Memberships
000740	7/06/2023	RLSSWA	159.00	Training & Professional Development
000740	8/06/2023	RLSSWA	328.00	Training & Professional Development
000740	13/06/2023	ST JOHN AMBULANCE AUST ALEXAND	55.00	Training & Professional Development
000740	13/06/2023	TONY AVELING & ASSOCIA ALEXANDR	595.00	Training & Professional Development
000740	15/06/2023	GLOBAL GYPSIES P/L	425.00	Training & Professional Development
000740	15/06/2023	ST JOHN AMBULANCE AUST ALEXAND	110.00	Training & Professional Development
000740	20/06/2023	AUST WIDE FIRST AID	62.00	Training & Professional Development
000740	21/06/2023	RLSSWA	-159.00	Training & Professional Development
000740	22/06/2023	RLSSWA	507.00	Training & Professional Development
000740	27/06/2023	ST JOHN AMBULANCE AUST ALEXAND	160.00	Training & Professional Development
000740	28/06/2023	PUBLIC SECTOR NETWORK	-1,113.65	Training & Professional Development

Parks Operations Coordinator**1,378.67**

000681	14/06/2023	TOTALLY WORK WEAR FR	108.00	Supplies and Materials Purchases
000681	15/06/2023	Bronson Safety Pty Ltd	516.59	Supplies and Materials Purchases

KSHAF

Page 12 of 16

21-Aug-2023

000681	15/06/2023	SEC*MOBILE MATE	82.35	Supplies and Materials Purchases
000681	20/06/2023	EZI*Irrigation AUS	544.50	Conferences and Seminars
000681	20/06/2023	UBER *TRIP	52.70	Travel and Accommodation
000681	26/06/2023	UBER *TRIP	55.17	Travel and Accommodation
000681	26/06/2023	UBER *TRIP	19.36	Travel and Accommodation

Recycling Supervisor**246.85**

000725	16/06/2023	COLES 0494	246.85	Supplies and Materials Purchases
--------	------------	------------	--------	----------------------------------

Senior Centre Programs Booking Officer**7,426.99**

000705	8/06/2023	EMCARE	793.65	Program Costs
000705	12/06/2023	DEPARTMENT OF TRANSPOR MISS KA	99.00	Training & Professional Development
000705	13/06/2023	Captain Cook*26JCF3	202.50	Events and Functions
000705	13/06/2023	DEPARTMENT OF TRANSPOR MISS KA	99.00	Training & Professional Development
000705	14/06/2023	STIRLING ARMS HOTEL	465.89	Events and Functions
000705	15/06/2023	GESHA COFFEE CO	168.00	Supplies and Materials Purchases
000705	15/06/2023	SPACETOCO VENUE HIRE	190.00	Hire of Equipment and Facilities
000705	21/06/2023	FAIRBRIDGE WA INC	410.00	Events and Functions
000705	21/06/2023	PINJARRA HARNESS RAC	1,221.00	Events and Functions
000705	23/06/2023	TICKETMASTER PERTH	3,897.00	Events and Functions
000705	27/06/2023	FAIRBRIDGE WA INC	-400.00	Events and Functions
000705	27/06/2023	Personalised Favours	280.95	Supplies and Materials Purchases

Senior Home Care Package Coordinator**640.98**

000733	7/06/2023	eBay O*15-10139-86634	173.60	Supplies and Materials Purchases
000733	13/06/2023	THE LOCAL GROCER IGA H	6.78	Supplies and Materials Purchases
000733	14/06/2023	Woolworths Online	85.60	Supplies and Materials Purchases
CC83774	16/06/2023	LIONS HEARING CLINIC	375.00	Equipment Purchases

Senior Library Manager**1,812.70**

000674	5/06/2023	EZI*ALIA	1,245.00	Subscriptions and Memberships
000674	5/06/2023	MYO*GREEN WORLD INDOOR MRS A	519.75	Hire of Equipment and Facilities
000674	9/06/2023	YELLOW RAVEN CAFE	3.50	Supplies and Materials Purchases
000674	12/06/2023	Booktopia Pty Ltd	32.45	Supplies and Materials Purchases
000674	28/06/2023	BIG W 0455 MRS AMANDA HEP	12.00	Supplies and Materials Purchases

Senior Youth Outreach Worker**-91.82**

KSHAH

Page 13 of 16

21-Aug-2023

CC83833	6/06/2023	MISCELLANEOUS CREDIT	-28.64	Disputed Transaction
CC83822	19/06/2023	INTNL TRANS FEE REFUND	-1.54	Disputed Transaction
CC83832	19/06/2023	MISCELLANEOUS CREDIT	-61.64	Disputed Transaction

Seniors and Childcare Manager**2,443.50**

000729	8/06/2023	LIVE LIFE ALARMS	12.00	Equipment Purchases
000729	16/06/2023	EZI*SANDWAI	1,581.58	Subscriptions and Memberships
000729	22/06/2023	PEOPLE SOLUTIONS AUST	849.92	Professional Services

Seniors Centre Coordinator**2,170.75**

000710	15/06/2023	THE LOCAL GROCER IGA H MRS JULIE	11.83	Meeting/Workshop Catering
000710	21/06/2023	OFFICEWORKS	438.95	Office Supplies
000710	21/06/2023	OFFICEWORKS	212.80	Office Supplies
000710	22/06/2023	APE MEDICAL	177.10	Supplies and Materials Purchases
000710	23/06/2023	OFFICEWORKS	524.84	Office Supplies
000710	27/06/2023	Limepay*DiscPartySupp	416.42	Events and Functions
000710	28/06/2023	THE CHRISTMAS WARE	388.81	Events and Functions

Social Club Coordinator**1,039.21**

000714	31/05/2023	HAMILTON HILL IGA	53.92	Supplies and Materials Purchases
000714	2/06/2023	GOLDEN CARERS PTY LTD	74.95	Subscriptions and Memberships
000714	6/06/2023	Woolworths Online	118.60	Supplies and Materials Purchases
000714	7/06/2023	HAMILTON HILL IGA	38.45	Supplies and Materials Purchases
000714	14/06/2023	WANEWSDTI	35.60	Subscriptions and Memberships
000714	19/06/2023	AP HAMILTON HILL LPO	4.99	Supplies and Materials Purchases
000714	23/06/2023	PAYPAL *LIMEFLOWERS	88.00	Supplies and Materials Purchases
000714	26/06/2023	Woolworths Online	624.70	Supplies and Materials Purchases

Strategic Procurement Manager**8,577.26**

000689	31/05/2023	CLEAN ENERGY REGULR	97.36	Application, Licence, Registration Fees
000689	16/06/2023	NOISE VIBRATION MEASUR	2,530.00	Training & Professional Development
000689	16/06/2023	THE FLOWER RUN	87.00	Supplies and Materials Purchases
000689	21/06/2023	PLANMATE	3,243.90	Office Supplies
000689	28/06/2023	LOGIKAL TRAINING	2,520.00	Training & Professional Development
000689	28/06/2023	THE FLOWER RUN	99.00	Supplies and Materials Purchases

Streetscapes Coordinator**480.00**

KSHAH

Page 14 of 16

21-Aug-2023

000731	9/06/2023	CLOGGER	480.00	Supplies and Materials Purchases
--------	-----------	---------	--------	----------------------------------

Support Services Lead **538.50**

000720	15/06/2023	Prof Psych Services	220.00	Professional Services
000720	15/06/2023	SPACETOCO VENUE HIRE	318.50	Hire of Equipment and Facilities

Waste Collection Supervisor **350.38**

CC83730	19/06/2023	BUNNINGS 303000	250.88	Supplies and Materials Purchases
000701	22/06/2023	COLES 0333	20.40	Meeting/Workshop Catering
000702	23/06/2023	BOSS INDUSTRIAL	10.70	Supplies and Materials Purchases
000702	26/06/2023	BOSS INDUSTRIAL	48.40	Supplies and Materials Purchases
000701	28/06/2023	COLES 0494	20.00	Supplies and Materials Purchases

Waste Services Manager **205.75**

000715	2/06/2023	BUNNINGS 303000	19.79	Supplies and Materials Purchases
000715	21/06/2023	Subway Spearwood 19850	112.00	Meeting/Workshop Catering
000715	22/06/2023	OPP SOUTH LAKE	73.96	Supplies and Materials Purchases

YOUNG PEOPLES SERVICES COORDINATOR **1,183.89**

000716	7/06/2023	EDIBLE BLOOMS PTY LTD MISS JESSIC	114.90	Supplies and Materials Purchases
000716	9/06/2023	COCKBURN ORIENTAL FOOD MISS JES	28.68	Supplies and Materials Purchases
000716	9/06/2023	COLES 0490	16.10	Supplies and Materials Purchases
000716	9/06/2023	SPACETOCO VENUE HIRE	51.00	Hire of Equipment and Facilities
000716	16/06/2023	BLOOMEX PTY LTD	69.91	Supplies and Materials Purchases
000716	27/06/2023	WWW.BOOKERY.COM.AU	899.80	Subscriptions and Memberships
000716	27/06/2023	YELLOW RAVEN CAFE	3.50	Supplies and Materials Purchases

Youth Centre Coordinator **1,339.61**

000735	31/05/2023	COLES 0490	23.00	Program Costs
000735	2/06/2023	WOOLWORTHS 4394	19.60	Program Costs
000735	7/06/2023	AP SUCCESS LPO	5.10	Supplies and Materials Purchases
000735	7/06/2023	COLES 0490	70.34	Program Costs
000735	8/06/2023	COLES 0490	17.96	Program Costs
000735	9/06/2023	COLES 0490	26.00	Program Costs
000735	12/06/2023	COLES ONLINE	95.20	Program Costs
000735	14/06/2023	JACKSONS DRAWING SUP	289.20	Supplies and Materials Purchases
000735	14/06/2023	Kitchen Warehouse	299.95	Equipment Purchases

KSHAH

Page 15 of 16

21-Aug-2023

000735	15/06/2023	AP COMO BEACH LPO	58.70	Training & Professional Development
000735	16/06/2023	COLES ONLINE	104.27	Program Costs
000735	19/06/2023	JACKSONS DRAWING SUP	45.00	Supplies and Materials Purchases
000735	20/06/2023	COLES 0490	20.25	Program Costs
000735	21/06/2023	COLES 0490	45.14	Program Costs
000735	23/06/2023	COLES ONLINE	112.10	Program Costs
000735	23/06/2023	SQ *BAD APPLE PRESS	75.00	Supplies and Materials Purchases
000735	28/06/2023	COLES 0490	32.80	Program Costs

Youth Development Officer**782.18**

000719	31/05/2023	Woolworths Online	61.26	Meeting/Workshop Catering
000719	9/06/2023	BUNNINGS 729000	382.68	Supplies and Materials Purchases
000719	12/06/2023	BCF AUSTRALIA	169.99	Program Costs
000719	14/06/2023	Woolworths Online	57.20	Meeting/Workshop Catering
000719	21/06/2023	Woolworths Online	51.30	Meeting/Workshop Catering
000719	28/06/2023	Woolworths Online	59.75	Meeting/Workshop Catering

Youth Services Manager**1,576.29**

000695	31/05/2023	COLES 0490 MR EVAN HILLMAN	28.35	Meeting/Workshop Catering
000695	1/06/2023	ANNUAL FEE MR EVAN HILLMAN	10.67	Bank and Other Fees
000695	1/06/2023	Tickets-Working Includ MR EVAN HILL	315.00	Training & Professional Development
000695	7/06/2023	Tickets-fair.ground co MR EVAN HILL	615.50	Conferences and Seminars
000695	12/06/2023	ZLR*Health Freak Cock MR EVAN HILL	10.30	Meeting/Workshop Catering
000695	23/06/2023	170517CH PTY LTD MR EVAN HILLMA	547.47	Equipment Purchases
000695	23/06/2023	BUNNINGS 303000 MR EVAN HILLMA	49.00	Equipment Purchases

Total Cards - 69 **109,363.24**

Report Run On: 21-Aug-2023 15:11:48

14.2.3 Monthly Financial Report - July 2023

Executive A/Chief Financial Officer

Author A/Head of Finance

Attachments 1. Monthly Financial Report July 2023 [↓](#)

RECOMMENDATION

That Council:

- (1) ADOPTS the Monthly Financial Report containing the Statement of Financial Activity and other financial information for the month of July 2023, as attached to the Agenda.

Background

Local Government (Financial Management) Regulations 1996 prescribe that a Local Government is to prepare each month a Statement of Financial Activity.

Regulation 34(2) requires the Statement of Financial Activity to be accompanied by documents containing:

1. Details of the composition of the closing net current assets (less restricted and committed assets)
2. Explanation for each material variance identified between year to date (YTD) budgets and actuals
3. Any other supporting information considered relevant by the Local Government.

Regulation 34(4)(a) prescribes that the Statement of Financial Activity and accompanying documents be presented to Council within two months after the end of the month to which the statement relates.

The regulations require the information reported in the statement to be shown either by nature or type, statutory program, or business unit.

The City has chosen to report the information according to nature or type and its organisational business structure.

Local Government (Financial Management) Regulations 1996 - Regulation 34 (5) states "Each financial year, a Local Government is to adopt a percentage or value, calculated in accordance with the Australian Accounting Standards, to be used in statements of financial activity for reporting material variances."

This regulation requires Council to annually set a materiality threshold for the purpose of disclosing budget variances within monthly financial reporting.

The materiality threshold has been set by Council at \$300,000 for the 2023-24 financial year (FY24).

Detailed analysis of budget variances is an ongoing exercise, with necessary budget amendments either submitted for Council approval through the Expenditure Review Committee or included in the City's mid-year budget review required by legislation.

Submission

N/A

Report

The attached Monthly Financial Report for July 2023 has been prepared in accordance with the Local Government Act and the associated Financial Management Regulations.

This was reviewed by management, with the following commentary addressing key financial results and the City's budgetary performance to the end of the month.

Statement of Financial Position

Due to recent amendments to the *Local Government (Financial Management) Regulations 1996*, the new Regulation 35 (1) requires the City to now include a Statement of Financial Position each month in the financial report.

This shows the City's financial position at the end of the month, compared to the end of the previous financial year. Net assets total \$1.725 billion at the end of the month (\$1.603 billion end of June), mainly increasing due to the levying of the annual rates.

The previous financial year figures are not yet final as they are subject to audit completion.

Opening Surplus

The current opening surplus of \$10.32 million is \$0.44 million under the amended budget of \$10.76 million. These include the \$8.76 million municipal funding for the City's carry forward projects (adopted by Council in August).

With end of financial year processing and audit still to be finalised, the opening surplus is subject to further adjustment, which will also determine any needed adjustment to the carry forward municipal funding requirement.

Closing Surplus

The City's YTD closing surplus to the end of July was \$137.15 million, versus a YTD budget of \$130.10 million.

This represents a favourable variance of \$7.05 million, inclusive of variances across the FY24 operating and capital budgets reported in the following sections.

Operating Revenue

Operating revenue of \$133.35 million was \$1.68 million ahead of YTD budget for July.

The following table summarises the operating revenue budget performance by nature:

Revenue from operating activities	Amended		YTD Actual \$	YTD Variance \$
	Full Year Budget \$	YTD Budget \$		
Rates	125,200,000	124,062,930	124,151,021	88,091
Specified Area Rates	555,000	521,238	583,137	61,899
Operating Grants, Subsidies, Contributions	15,875,011	879,560	1,855,749	976,189
Fees and Charges	38,827,375	5,585,096	5,913,762	328,666
Service charges	500,000	0	0	0
Interest Earnings	8,530,280	701,436	745,907	44,471
Profit/(Loss) Asset Sale	1,277,988	(83,910)	95,455	179,365
Total	190,765,654	131,666,350	133,345,031	1,678,681

Material variances identified in the City's operating revenue were identified as follows:

- Operating Grants, Subsidies, Contributions (\$0.98 million over YTD budget):
 - Home Care Packages and CHSP Aged Services received their grants 6 months in advance, creating \$106k and \$816k variances. This is a timing issue and budget cashflow will be amended before the October OCM.

Operating Expenditure

Operating expenditure to the end of July of \$11.32 million was under YTD budget by \$0.71 million.

The following table summarises the operating expenditure budget variance performance by nature:

Expenditure from operating activities	Amended		YTD Actual \$	YTD Variance \$
	Full Year Budget \$	YTD Budget \$		
Employee costs	78,353,050	6,053,711	5,075,374	(978,337)
Materials & Contracts	55,376,197	978,316	1,482,924	504,608
Utility charges	6,318,958	519,347	366,724	(152,623)
Depreciation/Amortisation	42,037,630	3,330,450	3,331,018	568
Interest/Finance Costs	400,883	130	0	(130)
Insurance expenses	2,197,970	0	0	0
Other expenditure	11,404,389	1,148,872	1,066,343	(82,529)
Total	196,089,077	12,030,826	11,322,383	(708,443)

Significant variances identified in the City's operating expenditure were identified as follows:

- Employee Costs (\$0.98 million under YTD budget):
 - Salary and wages were generally underspent across the organisation, with Enterprise Agreement (EA) related increases deferred until sign off by the WA Industrial Relations Commission (increases will be backdated once EA is registered). Several positions also remain vacant awaiting recruitment.
- Materials and Contracts (\$0.50 million over YTD budget):
 - The Operations business unit is showing a variance of \$0.47 million over YTD budget, but mainly from a budgeting cashflow issue to be corrected next month (YTD budget is understated).

Capital Expenditure

Council adopted a capital works program of \$43.87 million in the FY24 annual budget, that is now \$77.91 million following carry forwards adopted by Council.

The City had spent \$0.95 million on its capital program to the end of July, representing an underspend of \$0.51 million against YTD.

The following table shows the budget performance by asset class:

Capital Acquisitions	Amended		YTD Actual \$	YTD Variance \$
	Budget \$	YTD Budget \$		
Buildings	17,837,534	162,581	305,804	143,223
Furniture & Equipment	540,000	45,000	0	(45,000)
Plant and equipment	14,166,030	10,000	176,894	166,894
Information Technology	5,093,293	251,459	1,171	(250,288)
Infrastructure - Roads	12,468,708	400,367	70,197	(330,170)
Infrastructure - Drainage	7,140,337	49,170	151,751	102,581
Infrastructure - Footpath	2,827,324	239,452	49,274	(190,178)
Infrastructure - Parks hard	9,779,659	84,300	63,642	(20,658)
Infrastructure - Landscaping	1,258,180	0	29,101	29,101
Infrastructure - Landfill site	3,012,853	186,747	87,430	(99,317)
Infrastructure - Marina	1,505,782	18,351	13,000	(5,351)
Infrastructure - Coastal	2,277,873	8,213	0	(8,213)
Total	77,907,573	1,455,640	948,264	(507,376)

There were no material project variances identified at this early stage of the year.

Non-Operating Grants, Subsidies and Contributions

The City's budget for capital grants and contributions is a net \$11.89 million. This includes \$13.91 million in funding to be received, less an outgoing contribution of \$2.02 million to the State Government for underground power in South Lake.

There were no non-operating grants or contributions recognised to the end of July.

Financial Reserves

A detailed schedule of the City's financial reserves is included in the financial report, showing a balance of \$210.36 million held at the end of July (\$204.17 million last month).

Council funded reserves made up \$173.31 million of the balance, \$18.36 million for restricted and legislated purposes, and another \$18.68 million for developer contribution plans.

Transfers in and out of financial reserves are made in accordance with budgetary requirements.

Cash and Financial Assets

The City’s closing cash and financial assets investment holding at month’s end totalled \$232.03 million (down from \$235.05 million last month).

This balance included financial assets (term deposits and investments) of \$223.35 million, and cash and cash equivalent holdings (cash at bank and at call deposits) of \$8.68 million.

\$214.20 million of these funds were internally and externally restricted, representing the City’s financial reserves and liability for bonds and deposits held.

The remaining \$17.82 million represented unrestricted municipal funds for the City’s operating activities and liabilities.

Investment Performance, Ratings and Maturity

The City’s term deposit portfolio running yield has jumped to an annualised 4.17 percent as of 30 July (up from 4.00 percent last month (adjusted) and 3.75 percent the month before).

This still underperformed the City’s KPI target rate of 4.60 percent, comprising RBA cash rate of 4.10 percent (end of July) plus a 0.50 percent performance margin.

The swiftness of back-to-back increases previously made to the official cash rate by the Reserve Bank of Australia (RBA), has meant several of the City’s existing term deposits are yielding well under the City’s current KPI target.

Performance against the KPI target continues improving each month with the City’s new deposits being placed at relatively higher rates.

New investments placed during the month were at rates ranging between 5.45 and 5.75 percent over various durations.

There was no increase at the last two RBA meetings (July and August), indicating the RBA may be nearing the top of this tightening cycle.

Current term deposit investments are fully compliant with Council’s Investment Policy requirements, as indicated below:

Investment Policy Compliance		
Legislative Requirements	✓	Fully compliant
Portfolio Credit Rating Limit	✓	Fully compliant
Institutional Exposure Limits	✓	Fully compliant
Term to Maturity Limits	✓	Fully compliant

The portfolio also includes several reverse mortgage securities purchased under previous policy and statutory provisions.

These have a face value of \$2.424 million and market value of \$1.591 million, although the City currently carries them at a book value of \$0.85 million (net of a \$1.575 million impairment provision made several years ago).

The City continues receiving interest and capital payments, with \$0.576 million returned to date of the original \$3.0 million invested.

The City's investments were held with the following financial institutions as at 31 July (inclusive of accrued interest):

Issuer	Market Value	% Total Value
AMP Bank Ltd	14,227,039.85	6.26%
Auswide Bank Limited	8,120,591.80	3.57%
Bank of Queensland Ltd	32,655,676.16	14.37%
Commonwealth Bank of Australia Ltd	55,654,522.48	24.49%
Credit Union Australia Ltd t/as Great Southern Bank	25,320,310.17	11.14%
Defence Bank Ltd	15,275,164.40	6.72%
Emerald Reverse Mortgage Trust	1,575,585.36	0.69%
Heritage and People's Choice Limited t/as People's Choice Credit Union	5,501,520.55	2.42%
ING Bank Australia Limited	3,015,789.03	1.33%
Macquarie Bank	0.01	0.00%
MyState Bank Ltd	10,688,657.27	4.70%
Suncorp-Metway Ltd	25,129,819.71	11.06%
Westpac Banking Corporation Ltd	30,064,939.41	13.23%
Portfolio Total	227,229,616.19	100.00%

The City's short-term deposits (less than 12 months) made up 81.86 percent (\$186.02 million) of the City's portfolio, compared to 82.42 percent (\$185.76 million) last month.

These were classified under the following credit ratings:

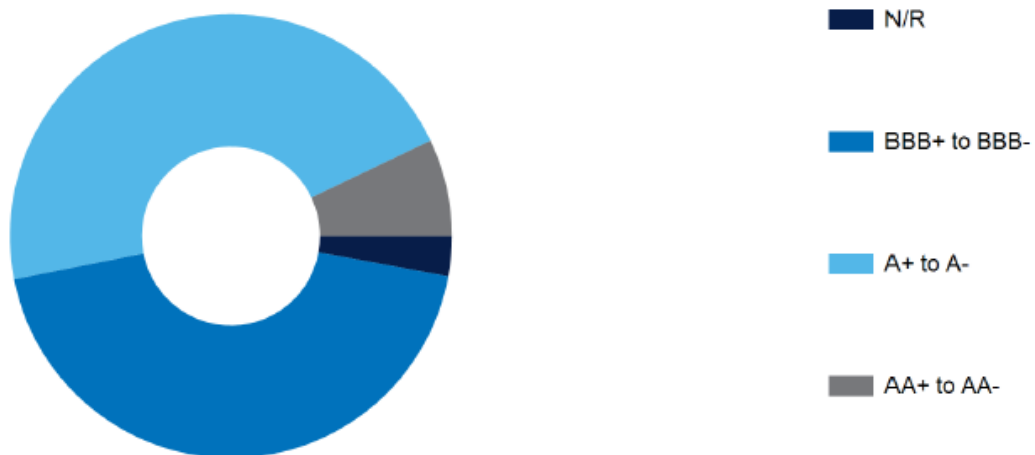
Market Value by Security Rating Group (Short Term)



Deposits invested between 1 and 3 years made up 18.68 percent (\$42.45 million) of the City’s portfolio, compared to 17.48 percent (\$39.34 million) last month.

These were classified under following credit ratings:

Market Value by Security Rating Group (Long Term)



Investment in Fossil Fuel Free Banks

At month end, the City held \$90.9 million (36.9 percent) of its investment portfolio with banks considered non-funders of fossil fuel related industries (\$83.4 million or 34.1 percent last month).

The amount invested with fossil fuel free banks fluctuates depending on the competitiveness of deposit rates being offered and the capacity of fossil fuel free banks to accept funds.

The City will always endeavour to preference a fossil fuel free investment, given a similar deposit rate.

Rates Debt Recovery

The collectible rates and charges for 2023-24 (comprising arrears, annual levies, and part year rating) totals \$148.02 million.

At the end of July the City had collected \$9.15 million (6.18 percent), leaving a balance outstanding of \$138.87 million (93.82 percent).

The City has also received \$0.46 million in prepayments for future year's rates.

In terms of overdue and delinquent rates accounts under formal or legal debt recovery processes, the City had 79 properties owing a total of \$0.34 million in combined rates and legal fees (down from 90 properties last month owing \$0.51 million).

Given the size of the City's ratepayer base (around 53,000 properties), this reflects the City's effective processes in controlling and managing overdue rates accounts.

Formal debt recovery activities are commenced when ratepayers have overdue rates and have not committed to instalment or other payment arrangements or sought relief under the City's Financial Hardship Policy.

Trade and Sundry Debtors

The City had \$3.26 million in outstanding trade and sundry debtors to the end of July (\$2.28 million last month).

Those debts overdue by more than 90 days made up \$410k or 12.58 percent of total debts outstanding (\$155k or 6.81 percent last month). This large increase includes a significant commercial waste debt of \$247k, considered low risk and expected to be paid in August.

The 90-day debtors also included lease monies owed by naval base tenants totalling \$70.74k (on payment plans).

Strategic Plans/Policy Implications

Listening & Leading

A community focused, sustainable, accountable and progressive organisation.

- Best practice Governance, partnerships and value for money.

Budget/Financial Implications

Budget amendments are initially referred to Council's Expenditure Review Committee for recommendation to Council. Changes adopted by Council at its August meeting have been included in this monthly financial report.

Council's adopted budget surplus for FY24 of \$262,844 has since reduced to \$31,618 due to the Council decisions made at the August meeting.

These budget surplus changes are listed at Note 8 in the financial report.

Legal Implications

N/A

Community Consultation

N/A

Risk Management Implications

It is important that Council reviews the performance of its adopted budget each month for revenue, expenditure, and the closing financial position.

This enables it to be informed on and identify any potential financial risks.

Advice to Proponent(s)/Submitters

N/A

Implications of Section 3.18(3) *Local Government Act 1995*

Nil

CITY OF COCKBURN
MONTHLY FINANCIAL REPORT
(Containing the Statement of Financial Activity)
For the Period Ended 31 July 2023

LOCAL GOVERNMENT ACT 1995
LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996

TABLE OF CONTENTS

Monthly Summary Information	2
Statement of Financial Activity by Nature or Type	4
Statement of Financial Activity by Business Unit	6
Statement of Financial Position	7
Basis of Preparation	8
Note 1 Statement of Financial Activity Information	9
Note 2 Cash and Financial Assets	10
Note 3 Disposal of Assets	11
Note 4 Capital Acquisitions	12
Note 5 Borrowings	13
Note 6 Cash Reserves	15
Note 7 Other Current Liabilities	16
Note 9 Budget Amendments	17
Note 10 Explanation of Material Variances	18

MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED 31 JULY 2023

SUMMARY INFORMATION

Funding surplus / (deficit) Components					
Funding surplus / (deficit)					
	Amended Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	
Opening	\$10.76 M	\$10.76 M	\$10.32 M	(\$0.44 M)	
Closing	\$0.03 M	\$130.10 M	\$137.15 M	\$7.05 M	
Refer to Statement of Financial Activity					
Cash and financial assets					
	\$232.03 M	% of total			
Unrestricted Cash	\$17.82 M	7.7%			
Restricted Cash	\$214.20 M	92.3%			
Refer to Note 2 - Cash and Financial Assets					
Key Operating Activities					
Amount attributable to operating activities					
Amended Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)		
\$36.24 M	\$123.05 M	\$128.79 M	\$5.74 M		
Refer to Statement of Financial Activity					
				Employee Cost	
				YTD Actual (\$5.08 M) % Variance	
				YTD Budget (\$6.05 M) (16.2%)	
				Refer to Statement of Financial Activity	
Rates Revenue		Fees and Charges		Materials & Contracts	
YTD Actual	\$124.73 M	% Variance	YTD Actual	\$5.91 M	% Variance
YTD Budget	\$124.58 M	0.0%	YTD Budget	\$5.59 M	5.9%
Refer to Statement of Financial Activity		Refer to Statement of Financial Activity		Refer to Statement of Financial Activity	
Key Investing Activities					
Amount attributable to investing activities					
Amended Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)		
(\$63.73 M)	(\$1.43 M)	(\$0.85 M)	\$0.58 M		
Refer to Statement of Financial Activity					
Proceeds on sale		Asset Acquisition		Capital Grants	
YTD Actual	\$0.10 M	%	YTD Actual	\$0.95 M	% Spent
Amended Budget	\$2.28 M	4.2%	Amended Budget	\$77.91 M	1.2%
Refer to Note 3 - Disposal of Assets		Refer to Note 4 - Capital Acquisition		Refer to Note 4 - Capital Acquisition	
Key Financing Activities					
Amount attributable to financing activities					
Amended Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)		
\$16.76 M	(\$2.27 M)	(\$1.10 M)	\$1.17 M		
Refer to Statement of Financial Activity					
Borrowings			Reserves		
Principal repayments	\$0.00 M		Reserves balance	\$210.36 M	
Interest expense	\$0.03 M		Interest earned	\$0.08 M	
Principal due	\$7.50 M				
Refer to Note 5 - Borrowings			Refer to Note 6 - Cash Reserves		

This information is to be read in conjunction with the accompanying Financial Statements and notes.

MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED 31 JULY 2023

SUMMARY INFORMATION - GRAPHS



This information is to be read in conjunction with the accompanying Financial Statements and Notes.

STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JULY 2023

BY NATURE OR TYPE

	Ref Note	Amended Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
		\$	\$	\$	\$	%	
Opening funding surplus / (deficit)	1(c)	10,759,609	10,759,609	10,318,046	(441,563)	(4.10%)	▼
Revenue from operating activities							
Rates		125,200,000	124,062,930	124,151,021	88,091	0.07%	
Specified area rates		555,000	521,238	583,137	61,899	11.88%	
Operating grants, subsidies and contributions		15,875,011	879,560	1,855,749	976,189	110.99%	▲
Fees and charges		38,827,375	5,585,096	5,913,762	328,666	5.88%	▲
Service charges		500,000	0	0	0	0.00%	
Interest earnings		8,530,280	701,436	745,907	44,471	6.34%	
Profit/(loss) on disposal of assets		1,277,988	(83,910)	95,455	179,365	(213.76%)	
		190,765,654	131,666,350	133,345,031	1,678,681	1.27%	
Expenditure from operating activities							
Employee costs		(78,353,050)	(6,053,711)	(5,075,374)	978,337	16.16%	▲
Materials and contracts		(55,376,197)	(978,316)	(1,482,924)	(504,608)	(51.58%)	▼
Utility charges		(6,318,958)	(519,347)	(366,724)	152,623	29.39%	
Depreciation on non-current assets		(42,037,630)	(3,330,450)	(3,331,018)	(568)	(0.02%)	
Interest expenses		(400,883)	(130)	0	130	100.00%	
Insurance expenses		(2,197,970)	0	0	0	0.00%	
Other expenditure		(11,404,389)	(1,148,872)	(1,066,343)	82,529	7.18%	
		(196,089,077)	(12,030,826)	(11,322,383)	708,443	5.89%	
Non-cash amounts excluded from operating activities							
Amount attributable to operating activities	1(a)	41,561,826	3,414,360	6,764,205	3,349,845	98.11%	▲
		36,238,403	123,049,884	128,786,853	5,736,969		
Investing activities							
Proceeds from non-operating grants, subsidies and contributions		11,892,034	21,488	0	(21,488)	(100.00%)	
Proceeds from disposal of assets	3	2,284,908	0	95,455	95,455	0.00%	
Payments for property, plant and equipment and infrastructure	4	(77,907,573)	(1,455,640)	(948,264)	507,376	34.86%	▲
Amount attributable to investing activities		(63,730,631)	(1,434,152)	(852,809)	581,343		
Financing Activities							
Transfer from reserves	6	54,741,788	312,375	102,422	(209,953)	(67.21%)	
Repayment of debentures	5	(2,500,000)	(2,500,000)	0	2,500,000	100.00%	▲
Transfer to reserves	6	(35,477,552)	(85,000)	(1,202,364)	(1,117,364)	(1314.55%)	▼
Amount attributable to financing activities		16,764,237	(2,272,625)	(1,099,942)	1,172,683		
Closing funding surplus / (deficit)	1(c)	31,618	130,102,716	137,152,149	7,049,433		

KEY INFORMATION

▲▼ Indicates a variance between Year to Date (YTD) Actual and YTD Actual data as per the adopted materiality threshold.

Refer to Note 9 for an explanation of the reasons for the variance.

This statement is to be read in conjunction with the accompanying Financial Statements and Notes.

**KEY TERMS AND DESCRIPTIONS
FOR THE PERIOD ENDED 31 JULY 2023**

NATURE OR TYPE DESCRIPTIONS

REVENUE

RATES

All rates levied under the *Local Government Act 1995*. Includes general, differential, specified area rates, minimum rates, interim rates, back rates, ex-gratia rates, less discounts and concessions offered. Exclude administration fees, interest on instalments, interest on arrears, service charges and sewerage rates.

OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS

Refers to all amounts received as grants, subsidies and contributions that are not non-operating grants.

NON-OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS

Amounts received specifically for the acquisition, construction of new or the upgrading of identifiable non financial assets paid to a local government, irrespective of whether these amounts are received as capital grants, subsidies, contributions or donations.

REVENUE FROM CONTRACTS WITH CUSTOMERS

Revenue from contracts with customers is recognised when the local government satisfies its performance obligations under the contract.

FEES AND CHARGES

Revenues (other than service charges) from the use of facilities and charges made for local government services, sewerage rates, rentals, hire charges, fee for service, photocopying charges, licences, sale of goods or information, fines, penalties and administration fees. Local governments may wish to disclose more detail such as rubbish collection fees, rental of property, fines and penalties, other fees and charges.

SERVICE CHARGES

Service charges imposed under *Division 6 of Part 6 of the Local Government Act 1995*. *Regulation 54 of the Local Government (Financial Management) Regulations 1996* identifies these as television and radio broadcasting, underground electricity and neighbourhood surveillance services. Exclude rubbish removal charges. Interest and other items of a similar nature received from bank and investment accounts, interest on rate instalments, interest on rate arrears and interest on debtors.

INTEREST EARNINGS

Interest and other items of a similar nature received from bank and investment accounts, interest on rate instalments, interest on rate arrears and interest on debtors.

OTHER REVENUE / INCOME

Other revenue, which can not be classified under the above headings, includes dividends, discounts, rebates etc.

PROFIT ON ASSET DISPOSAL

Excess of assets received over the net book value for assets on their disposal.

EXPENSES

EMPLOYEE COSTS

All costs associate with the employment of person such as salaries, wages, allowances, benefits such as vehicle and housing, superannuation, employment expenses, removal expenses, relocation expenses, worker's compensation insurance, training costs, conferences, safety expenses, medical examinations, fringe benefit tax, etc.

MATERIALS AND CONTRACTS

All expenditures on materials, supplies and contracts not classified under other headings. These include supply of goods and materials, legal expenses, consultancy, maintenance agreements, communication expenses, advertising expenses, membership, periodicals, publications, hire expenses, rental, leases, postage and freight etc. Local governments may wish to disclose more detail such as contract services, consultancy, information technology, rental or lease expenditures.

UTILITIES (GAS, ELECTRICITY, WATER, ETC.)

Expenditures made to the respective agencies for the provision of power, gas or water. Exclude expenditures incurred for the reinstatement of roadwork on behalf of these agencies.

INSURANCE

All insurance other than worker's compensation and health benefit insurance included as a cost of employment.

LOSS ON ASSET DISPOSAL

Shortfall between the value of assets received over the net book value for assets on their disposal.

DEPRECIATION ON NON-CURRENT ASSETS

Depreciation expense raised on all classes of assets.

INTEREST EXPENSES

Interest and other costs of finance paid, including costs of finance for loan debentures, overdraft accommodation and refinancing expenses.

OTHER EXPENDITURE

Statutory fees, taxes, allowance for impairment of assets, member's fees or State taxes. Donations and subsidies made to community groups.

STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JULY 2023

STATUTORY REPORTING BY BUSINESS UNIT

	Ref Note	Amended Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
		\$	\$	\$	\$	%	
Opening funding surplus / (deficit)	1(c)	10,759,609	10,759,609	10,318,046	(441,563)	(4.10%)	▼
Revenue from operating activities							
Governance, Risk & Compliance		1,653	138	150	12	8.70%	
Finance		141,224,220	125,298,077	125,485,709	187,632	0.15%	
Library & Cultural Services		329,060	17,921	8,205	(9,716)	(54.22%)	
Recreation Infrastructure & Services		15,175,970	1,136,343	1,117,462	(18,881)	(1.66%)	
Community Development & Services		8,096,036	798,774	1,792,077	993,303	124.35%	▲
Community Safety & Ranger Services		1,360,960	99,994	147,696	47,702	47.70%	
Development Assessment & Compliance		3,321,485	614,707	813,124	198,417	32.28%	
Planning		203,200	0	5,817	5,817	0.00%	
Sustainability & Environment		691,750	17,438	140	(17,298)	(99.20%)	
Operations & Maintenance		14,642,800	3,322,906	3,519,747	196,841	5.92%	
Projects		0	0	545	545	0.00%	
Property & Assets		4,014,311	335,302	448,809	113,507	33.85%	
Business & Economic Development		1,407,209	0	0	0	0.00%	
People Experience		297,000	24,750	5,550	(19,200)	(77.58%)	
		190,765,654	131,666,350	133,345,031	1,678,681		
Expenditure from operating activities							
Executive Support		(3,546,431)	(265,585)	(212,946)	52,639	19.82%	
Corporate Strategy		(682,670)	(33,411)	(24,847)	8,564	25.63%	
Governance, Risk & Compliance		(2,677,961)	(144,608)	(105,729)	38,879	26.89%	
Finance		(6,700,186)	(248,591)	(266,870)	(18,279)	(7.35%)	
Information & Technology		(9,199,210)	(505,761)	(436,188)	69,573	13.76%	
Procurement		(1,032,909)	(78,795)	(55,693)	23,102	29.32%	
Library & Cultural Services		(7,637,298)	(458,772)	(453,754)	5,018	1.09%	
Recreation Infrastructure & Services		(17,322,633)	(1,161,628)	(1,043,656)	117,972	10.16%	
Community Development & Services		(13,596,651)	(868,319)	(740,205)	128,114	14.75%	
Community Safety & Ranger Services		(7,105,936)	(326,486)	(281,275)	45,211	13.85%	
Development Assessment & Compliance		(7,176,450)	(535,815)	(368,258)	167,557	31.27%	
Planning		(3,746,797)	(211,904)	(220,107)	(8,203)	(3.87%)	
Sustainability & Environment		(4,620,102)	(174,176)	(176,009)	(1,833)	(1.05%)	
Operations & Maintenance		(85,787,590)	(5,922,460)	(5,892,144)	30,316	0.51%	
Projects		(1,427,877)	(63,461)	8,746	72,207	113.78%	
Property & Assets		(13,124,762)	(740,203)	(602,616)	137,587	18.59%	
Stakeholder Management		(1,312,161)	(56,666)	(50,379)	6,287	11.09%	
Communications & Marketing		(2,048,258)	(103,499)	(97,834)	5,665	5.47%	
Customer Experience		(1,489,144)	(102,787)	(89,090)	13,697	13.33%	
Business & Economic Development		(2,287,833)	(53,973)	(36,843)	17,130	31.74%	
People Experience		(3,942,960)	(279,754)	(229,382)	50,372	18.01%	
Transformation, Culture & Innovation		(1,027,821)	(64,615)	(39,033)	25,582	39.59%	
Internal Recharging		1,404,560	370,441	91,729	(278,712)	(75.24%)	
		(196,089,077)	(12,030,826)	(11,322,382)	708,445		
Non-cash amounts excluded from operating activities	1(a)	41,561,826	3,414,360	6,764,205	3,349,845	98.11%	▲
Amount attributable to operating activities		36,238,403	123,049,884	128,786,854	5,736,970		
Investing Activities							
Proceeds from non-operating grants, subsidies and contributions		11,892,034	21,488	0	(21,488)	(100.00%)	
Proceeds from disposal of assets	3	2,284,908	0	95,455	95,455	0.00%	
Payments for property, plant and equipment and infrastructure	4	(77,907,573)	(1,455,640)	(948,264)	507,376	34.86%	▲
Amount attributable to investing activities		(63,730,631)	(1,434,152)	(852,809)	581,343		
Financing Activities							
Transfer from reserves	6	54,741,788	312,375	102,422	(209,953)	(67.21%)	
Repayment of debentures	5	(2,500,000)	(2,500,000)	0	2,500,000	100.00%	▲
Transfer to reserves	6	(35,477,552)	(85,000)	(1,202,364)	(1,117,364)	(1314.55%)	▼
Amount attributable to financing activities		16,764,237	(2,272,625)	(1,099,942)	1,172,683		
Closing funding surplus / (deficit)	1(c)	31,618	130,102,716	137,152,150			

KEY INFORMATION

▲ ▼ Indicates a variance between Year to Date (YTD) Actual and YTD Actual data as per the adopted materiality threshold. Refer to threshold. Refer to Note 9 for an explanation of the reasons for the variance.

The material variance adopted by Council for the 2023-24 year is \$300,000 or 0.00% whichever is the greater.

This statement is to be read in conjunction with the accompanying Financial Statements and notes.

**MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED 31 JULY 2023**

BASIS OF PREPARATION

BASIS OF PREPARATION

REPORT PURPOSE

This report is prepared to meet the requirements of *Local Government (Financial Management) Regulations 1996 , Regulation 34* . Note: The statements and accompanying notes are prepared based on all transactions recorded at the time of preparation and may vary due to transactions being processed for the reporting period after the date of preparation.

BASIS OF ACCOUNTING

This statement comprises a special purpose financial report which has been prepared in accordance with Australian Accounting Standards (as they apply to local governments and not-for-profit entities) and Interpretations of the Australian Accounting Standards Board, and the *Local Government Act 1995* and accompanying regulations.

The *Local Government (Financial Management) Regulations 1996* take precedence over Australian Accounting Standards. Regulation 16 prohibits a local government from recognising as assets Crown land that is a public thoroughfare, such as land under roads, and land not owned by but under the control or management of the local government, unless it is a golf course, showground, racecourse or recreational facility of State or regional significance. Consequently, some assets, including land under roads acquired on or after 1 July 2008, have not been recognised in this financial report. This is not in accordance with the requirements of *AASB 1051 Land Under Roads paragraph 15* and *AASB 116 Property, Plant and Equipment paragraph 7*.

Accounting policies which have been adopted in the preparation of this financial report have been consistently applied unless stated otherwise. Except for cash flow and rate setting information, the report has been prepared on the accrual basis and is based on historical costs, modified, where applicable, by the measurement at fair value of selected non-current assets, financial assets and liabilities.

PREPARATION TIMING AND REVIEW

Date prepared: All known transactions up to 31 July 2023

SIGNIFICANT ACCOUNTING POLICES

CRITICAL ACCOUNTING ESTIMATES

The preparation of a financial report in conformity with Australian Accounting Standards requires management to make judgements, estimates and assumptions that effect the application of policies and reported amounts of assets and liabilities, income and expenses. The estimates and associated assumptions are based on historical experience and various other factors that are believed to be reasonable under the circumstances; the results of which form the basis of making the judgements about carrying values of assets and liabilities that are not readily apparent from other sources. Actual results may differ from these estimates.

THE LOCAL GOVERNMENT REPORTING ENTITY

All funds through which the City controls resources to carry on its functions have been included in the financial statements forming part of this financial report.

In the process of reporting on the local government as a single unit, all transactions and balances between those funds (for example, loans and transfers between funds) have been eliminated.

All monies held in the Trust Fund are excluded from the financial statements. A separate statement of those monies

GOODS AND SERVICES TAX

Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Australian Taxation Office (ATO). Receivables and payables are stated inclusive of GST receivable or payable. The net amount of GST recoverable from, or payable to, the ATO is included with receivables or payables in the statement of financial position. Cash flows are presented on a gross basis. The GST components of cash flows arising from investing or financing activities which are recoverable from, or payable to, the ATO are presented as operating cash flows.

ROUNDING OFF FIGURES

All figures shown in this statement are rounded to the nearest dollar.

MONTHLY FINANCIAL REPORT

AS AT 31 JULY 2023

STATEMENT OF FINANCIAL POSITION

	Year to Date 31 July 2023	Last Year Closing 30 June 2023
	\$	\$
CURRENT ASSETS		
Cash and cash equivalents	8,677,712	13,592,531
Financial assets	182,000,000	183,000,000
Trade and other receivables	157,602,874	17,870,405
Inventories	3,070	27,313
TOTAL CURRENT ASSETS	348,283,656	214,490,249
NON-CURRENT ASSETS		
Trade and other receivables	(1,715,154)	1,362,704
Other financial assets	41,504,665	38,504,665
Property, plant and equipment Infrastructure	347,263,607	347,564,288
	1,096,612,193	1,098,783,371
TOTAL NON-CURRENT ASSETS	1,483,665,310	1,486,215,028
TOTAL ASSETS	1,831,948,966	1,700,705,277
CURRENT LIABILITIES		
Trade and other payables	26,485,370	17,571,900
Other liabilities	2,829,310	2,829,310
Lease liabilities	934	934
Borrowings	2,500,000	2,500,000
Employee related provisions	8,872,037	9,017,177
TOTAL CURRENT LIABILITIES	40,687,651	31,919,321
NON-CURRENT LIABILITIES		
Other liabilities	23,009,666	22,626,514
Borrowings	5,000,000	5,000,000
Employee related provisions	1,881,333	1,811,775
Other provisions	36,418,461	36,418,461
TOTAL NON-CURRENT LIABILITIES	66,309,459	65,856,750
TOTAL LIABILITIES	106,997,111	97,776,071
NET ASSETS	1,724,951,855	1,602,929,206
EQUITY		
Retained surplus	714,834,482	593,911,776
Reserve accounts	210,362,416	209,262,473
Revaluation surplus	799,754,958	799,754,957
TOTAL EQUITY	1,724,951,855	1,602,929,206

This statement is to be read in conjunction with the accompanying notes.

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JULY 2023

NOTE 1
STATEMENT OF FINANCIAL ACTIVITY INFORMATION

(a) Non-cash items excluded from operating activities

The following non-cash revenue and expenditure has been excluded from operating activities within the Statement of Financial Activity in accordance with Financial Management Regulation 32.

	Notes	Amended Budget	YTD Budget (a)	YTD Actual (b)
		\$	\$	\$
Non-cash items excluded from operating activities				
Adjustments to operating activities				
Less: (Profit)/loss on asset disposals	3	(1,277,988)	83,910	(95,455)
Less: Movement in liabilities associated with restricted cash		802,184	0	367,392
Less: Movement in other liabilities		0	0	20,457
Movement in employee benefit provisions (non-current)		0	0	69,558
Movement in Underground Power debtors (non-current)		0	0	3,057,400
Add: Public Open Space payment (non-current)		0	0	13,835
Add: Depreciation on assets		42,037,630	3,330,450	3,331,018
Total non-cash items excluded from operating activities		41,561,826	3,414,360	6,764,205

(b) Adjustments to net current assets in the Statement of Financial Activity

The following current assets and liabilities have been excluded from the net current assets used in the Statement of Financial Activity in accordance with *Financial Management Regulation 32* to agree to the surplus/(deficit) after imposition of general rates.

		Last Year Closing 30 June 2023	This Time Last Year 31 July 2022	Year to Date 31 July 2023
Adjustments to net current assets				
Less: Reserves - restricted cash	6	(209,262,474)	(181,198,053)	(210,362,415)
Less: Bonds & deposits		(3,840,400)	(4,491,961)	(3,842,329)
Add: Borrowings	5	2,500,000	3,934,065	2,500,000
Add: Lease liabilities		934	114,651	934
Add: Financial assets at amortised cost - non-current	2	38,349,058	101,900,141	41,349,058
Total adjustments to net current assets		(172,252,882)	(79,741,157)	(170,354,752)
Cash and cash equivalents	2	13,592,531	6,029,448	8,677,712
Financial assets at amortised cost	2	183,000,000	198,000,000	182,000,000
Rates receivables		1,923,204	105,268,901	123,733,291
Receivables		9,126,434	22,022,162	27,162,704
Other current assets		6,848,080	5,314,478	6,620,849
Less: Current liabilities				
Payables		(17,571,900)	(23,301,098)	(26,485,369)
Borrowings	5	(2,500,000)	(4,020,624)	(2,500,000)
Contract liabilities	7	(2,829,310)	(6,550,336)	(2,829,310)
Lease liabilities		(934)	(9,295)	(934)
Provisions	7	(9,017,177)	(9,004,526)	(8,872,038)
Less: Total adjustments to net current assets	1(b)	(172,252,882)	(170,981,382)	(170,354,752)
Closing funding surplus / (deficit)		10,318,046	122,767,728	137,152,149

CURRENT AND NON-CURRENT CLASSIFICATION

In the determination of whether an asset or liability is current or non-current, consideration is given to the time when each asset or liability is expected to be settled. Unless otherwise stated assets or liabilities are classified as current if expected to be settled within the next 12 months, being the Council's operational cycle.

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JULY 2023

OPERATING ACTIVITIES
NOTE 2
CASH AND FINANCIAL ASSETS

Description	Classification	Unrestricted	Restricted	Total Cash	Institution
		\$	\$	\$	
Cash on hand					
Cash at bank	Cash and cash equivalents	1,648,797	0	1,648,797	NATIONAL AUSTRALIA BANK
Cash on hand	Cash and cash equivalents	28,915	0	28,915	
Term deposits - current	Cash and cash equivalents	7,000,000		7,000,000	NATIONAL AUSTRALIA BANK
Term deposits - current	Financial assets at amortised cost	0	13,200,000	13,200,000	BANK OF QUEENSLAND
Term deposits - current	Financial assets at amortised cost	9,144,314	45,655,687	54,800,000	COMMONWEALTH BANK
Term deposits - current	Financial assets at amortised cost	0	3,000,000	3,000,000	ING BANK
Term deposits - current	Financial assets at amortised cost	0	8,000,000	8,000,000	AUSWIDE BANK
Term deposits - current	Financial assets at amortised cost	0	27,000,000	27,000,000	WESTPAC
Term deposits - current	Financial assets at amortised cost	0	24,500,000	24,500,000	SUNCORP
Term deposits - current	Financial assets at amortised cost	0	21,000,000	21,000,000	CREDIT UNION AUSTRALIA
Term deposits - current	Financial assets at amortised cost	0	5,000,000	5,000,000	DEFENCE BANK
Term deposits - current	Financial assets at amortised cost	0	12,500,000	12,500,000	AMP
Term deposits - current	Financial assets at amortised cost	0	10,500,000	10,500,000	MYSTATE BANK
Term deposits - current	Financial assets at amortised cost	0	2,500,000	2,500,000	HERITAGE
Other investment - non current	Financial assets at amortised cost	0	849,058	849,058	BARCLAYS BANK
Other investment - non current	Financial assets at amortised cost	0	19,000,000	19,000,000	BANK OF QUEENSLAND
Other investment - non current	Financial assets at amortised cost	0	10,000,000	10,000,000	DEFENCE BANK
Other investment - non current	Financial assets at amortised cost	0	3,000,000	3,000,000	WESTPAC
Other investment - non current	Financial assets at amortised cost	0	4,000,000	4,000,000	CREDIT UNION AUSTRALIA
Other investment - non current	Financial assets at amortised cost	0	1,500,000	1,500,000	AMP
Other investment - non current	Financial assets at amortised cost	0	3,000,000	3,000,000	HERITAGE
Total		17,822,026	214,204,744	232,026,770	
Comprising					
		\$	\$	\$	
Cash and cash equivalents		8,677,712	0	8,677,712	
Financial assets at amortised cost		9,144,314	214,204,744	223,349,058	
		17,822,026	214,204,744	232,026,770	

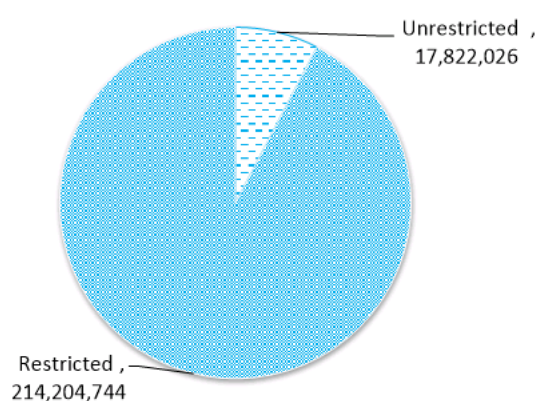
KEY INFORMATION

Cash and cash equivalents include cash on hand, cash at bank, deposits available on demand with banks and other short term highly liquid investments highly liquid investments with original maturities of three months or less that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value and bank overdrafts. Bank overdrafts are reported as short term borrowings in current liabilities in the statement of net current assets.

The local government classifies financial assets at amortised cost if both of the following criteria are met:

- the asset is held within a business model whose objective is to collect the contractual cashflows, and
- the contractual terms give rise to cash flows that are solely payments of principal and interest.

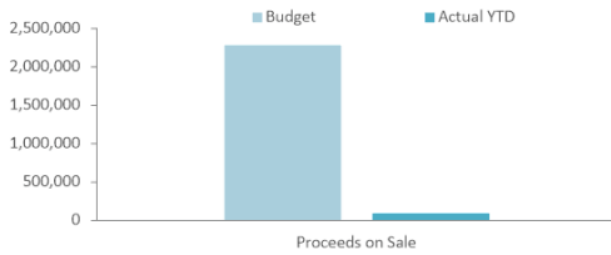
Financial assets at amortised cost held with registered financial institutions are listed in this note other financial assets at amortised cost are provided in Note 4 - Other assets.



NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JULY 2023

OPERATING ACTIVITIES
NOTE 3
DISPOSAL OF ASSETS

Asset Ref.	Asset description	Budget				YTD Actual			
		Net Book Value	Proceeds	Profit	(Loss)	Net Book Value	Proceeds	Profit	(Loss)
		\$	\$	\$	\$	\$	\$	\$	\$
	Plant and equipment	1,006,920	2,284,908	1,277,988	0	0	95,455	95,455	0
		1,006,920	2,284,908	1,277,988	0	0	95,455	95,455	0



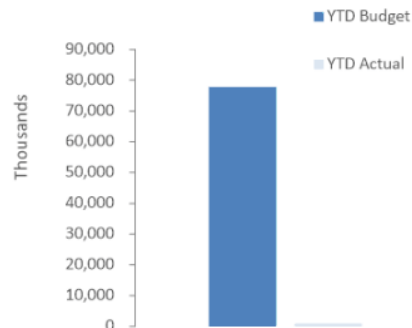
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JULY 2023

INVESTING ACTIVITIES
NOTE 4
CAPITAL ACQUISITIONS

Capital acquisitions	Amended		YTD Actual	YTD Actual Variance
	Budget	YTD Budget		
	\$	\$	\$	\$
Buildings	17,837,534	162,581	305,804	143,223
Furniture and equipment	540,000	45,000	0	(45,000)
Plant and equipment	14,166,030	10,000	176,894	166,894
Information technology	5,093,293	251,459	1,171	(250,288)
Infrastructure - roads	12,468,708	400,367	70,197	(330,170)
Infrastructure - drainage	7,140,337	49,170	151,751	102,581
Infrastructure - footpath	2,827,324	239,452	49,274	(190,178)
Infrastructure - parks hard	9,779,659	84,300	63,642	(20,658)
Infrastructure - parks landscaping	1,258,180	0	29,101	29,101
Infrastructure - landfill site	3,012,853	186,747	87,430	(99,317)
Infrastructure - marina	1,505,782	18,351	13,000	(5,351)
Infrastructure - coastal	2,277,873	8,213	0	(8,213)
Payments for Capital Acquisitions	77,907,573	1,455,640	948,264	(507,376)
Total Capital Acquisitions	77,907,573	1,455,640	948,264	(507,376)
Capital Acquisitions Funded By:				
	\$	\$	\$	\$
Capital grants and contributions	(11,892,034)	(21,488)	0	21,488
Other (disposals & C/Fwd)	(2,284,908)	0	(95,455)	(95,455)
Cash backed reserves				
Plant & Vehicle Replacement	(9,159,096)	0	0	0
Information Technology	(405,000)	0	0	0
Waste & Recycling	(4,195,357)	(52,500)	(18,086)	34,414
Land Development and Investment Fund	(2,020,796)	(290)	0	290
Roads & Drainage Infrastructure	(3,963,214)	0	0	0
Community Infrastructure	(3,982,109)	0	(37,021)	(37,021)
Port Coogee Special Maintenance - SAR	(280,000)	0	0	0
Community Surveillance	(684,250)	0	0	0
Waste Collection	(918,000)	0	0	0
CIHCF Building Maintenance	(563,013)	0	(985)	(985)
Cockburn ARC Building Maintenance	(1,920,000)	0	0	0
Carry Forward Projects	(16,296,984)	(166,906)	0	166,906
Port Coogee Marina Assets Replacement	(578,470)	0	0	0
Port Coogee Waterways - WEMP	(344,600)	0	0	0
Contribution - operations	(18,419,742)	(1,214,455)	(796,717)	417,738
Capital funding total	(77,907,573)	(1,455,640)	(948,264)	507,376

SIGNIFICANT ACCOUNTING POLICIES

All assets are initially recognised at cost. Cost is determined as the fair value of the assets given as consideration plus costs incidental to the acquisition. For assets acquired at no cost or for nominal consideration, cost is determined as fair value at the date of acquisition. The cost of non-current assets constructed by the local government includes the cost of all materials used in the construction, direct labour on the project and an appropriate proportion of variable and fixed overhead. Certain asset classes may be revalued on a regular basis such that the carrying values are not materially different from fair value. Assets carried at fair value are to be revalued with sufficient regularity to ensure the carrying amount does not differ materially from that determined using fair value at reporting date.



NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JULY 2023

FINANCING ACTIVITIES
NOTE 5
BORROWINGS

Repayments - borrowings

Information on borrowings Particulars	Loan No.	1 July 2023	New Loans		Principal Repayments		Principal Outstanding		Interest Repayments	
			Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
		\$	\$	\$	\$	\$	\$	\$	\$	
Community amenities										
SMRC		0	0	0	0	0	0	3,120	50,020	
Recreation and culture										
To assist fund the Cockburn Central West development	8	7,500,000	0	0	0	2,500,000	7,500,000	5,000,000	30,277	
C/Fwd Balance		7,500,000	0	0	0	2,500,000	7,500,000	5,000,000	33,397	
Total		7,500,000	0	0	0	2,500,000	7,500,000	5,000,000	33,397	
Current borrowings		3,226,983					2,500,000			
Non-current borrowings		4,273,017					5,000,000			
		7,500,000					7,500,000			

All debenture repayments were financed by general purpose revenue.

KEY INFORMATION

All loans and borrowings are initially recognised at the fair value of the consideration received less directly attributable transaction costs. After initial recognition, interest-bearing loans and borrowings are subsequently measured at amortised cost using the effective interest method. Fees paid on the establishment of loan facilities that are yield related are included as part of the carrying amount of the loans and borrowings.

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JULY 2023

OPERATING ACTIVITIES
NOTE 6
CASH RESERVES

Reserve name	Opening	Budget Interest	Actual Interest	Budget Transfers	Actual Transfers	Budget Transfers	Actual Transfers	Budget Closing	Actual YTD
	Balance	Earned	Earned	In (+)	In (+)	Out (-)	Out (-)	Balance	Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Council Funded									
Staff Payments & Entitlements	1,762,036	0	0	0	0	(41,475)	0	720,561	1,762,036
Plant & Vehicle Replacement	12,583,033	0	0	3,085,500	0	(9,159,096)	0	5,390,070	12,583,033
Information Technology	3,147,908	0	0	1,500,000	0	(405,000)	0	2,742,908	3,147,908
Major Building Refurbishment	20,348,071	0	0	1,500,000	0	0	0	19,501,558	20,348,071
Waste & Recycling	18,035,440	0	0	3,822,443	0	(4,275,357)	(18,086)	15,719,696	18,017,354
Land Development and Investment Fund	3,113,463	0	0	500,000	0	(4,848,590)	0	(209,832)	3,113,463
Roads & Drainage Infrastructure	16,583,249	0	0	3,000,000	0	(4,057,870)	0	15,214,329	16,583,249
Naval Base Shacks	1,291,186	0	0	150,000	0	0	0	1,441,186	1,291,186
Community Infrastructure	40,209,548	0	0	0	0	(4,044,351)	(37,021)	26,588,978	40,172,527
Insurance	2,109,607	0	0	0	0	0	0	1,832,364	2,109,607
Greenhouse Action Fund	1,108,938	0	0	200,000	0	0	0	1,308,938	1,108,938
HWRP Post Closure Management & Contan	4,871,959	0	0	2,000,000	0	(360,000)	0	6,465,769	4,871,959
Municipal Elections	301,420	0	0	150,000	0	(300,000)	0	1,420	301,420
Community Surveillance	936,514	0	0	300,000	0	(1,067,894)	0	12,456	936,514
Waste Collection	9,920,005	0	0	2,000,000	0	(1,165,500)	0	10,754,505	9,920,005
Environmental Offset	248,759	0	0	0	0	0	0	248,759	248,759
Bibra Lake Management Plan	15,267	0	0	0	0	0	0	15,267	15,267
CIHCF Building Maintenance	12,119,211	0	0	1,000,000	151,818	(563,013)	(985)	12,843,734	12,270,045
Cockburn ARC Building Maintenance	8,175,048	0	0	1,500,000	0	(1,920,000)	0	6,255,048	8,175,048
Carry Forward Projects	13,850,707	0	0	8,759,609	0	(17,306,481)	0	2,677,216	13,850,707
Port Coogee Marina Assets Replacement	2,298,541	0	0	300,000	0	(578,470)	0	1,618,601	2,298,541
Coogee Beach Foreshore Management	118,334	0	327	1,000,000	70,439	0	0	1,117,706	189,101
Total Council Funded Reserve	173,148,245	0	327	30,767,552	222,257	(50,093,097)	(56,092)	132,261,237	173,314,737

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JULY 2023

OPERATING ACTIVITIES
NOTE 6
CASH RESERVES

Reserve name	Opening Balance	Budget Interest Earned	Actual Interest Earned	Budget Transfers In (+)	Actual Transfers In (+)	Budget Transfers Out (-)	Actual Transfers Out (-)	Budget Closing Balance	Actual YTD Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Restricted Funded									
Aged and Disabled Asset Replacement	476,874	0	1,319	0	0	0	0	474,343	478,194
Welfare Projects Employee Entitlements	1,065,301	0	1,415	0	0	(20,629)	0	1,041,956	1,066,716
Port Coogee Special Maintenance - SAR	2,119,576	0	5,843	400,000	422,122	(531,681)	(46,308)	2,009,344	2,501,233
Port Coogee Waterways - SAR	307,267	0	988	100,000	108,681	0	0	405,370	416,936
Family Day Care Accumulation Fund	11,875	0	33	0	0	0	0	11,812	11,908
Naval Base Shack Removal	881,216	0	2,438	50,000	0	(20,000)	0	906,537	883,654
Restricted Grants & Contributions	6,594,851	0	0	0	0	(252,617)	0	1,050,967	6,594,851
Public Open Space - Various	5,172,673	0	13,835	0	0	0	0	5,146,123	5,186,508
Port Coogee Waterways - WEMP	1,042,500	0	3,031	0	0	(498,626)	0	94,328	1,045,531
Cockburn Coast SAR	124,974	0	346	55,000	52,335	(22,323)	(22)	161,035	177,633
Total Restricted Funded Reserve	17,797,107	0	29,249	605,000	583,137	(1,345,875)	(46,330)	11,301,816	18,363,163
Developer Contribution Plans									
Community Infrastructure (DCA 13)	3,730,674	0	11,237	3,000,000	188,007	(2,925,602)	0	878,197	3,929,918
Developer Contribution Plans - Various	14,586,448	0	36,922	1,105,000	131,227	(377,214)	0	14,969,663	14,754,597
Total Developer Contribution Reserve	18,317,123	0	48,159	4,105,000	319,234	(3,302,816)	0	15,847,860	18,684,515
Total Cash Reserve	209,262,474	0	77,735	35,477,552	1,124,629	(54,741,788)	(102,422)	159,410,912	210,362,415

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JULY 2023

OPERATING ACTIVITIES
NOTE 7
OTHER CURRENT LIABILITIES

Other current liabilities	Note	Opening Balance 1 July 2023	Liability Increase	Liability Reduction	Closing Balance 31 July 2023
		\$	\$	\$	\$
Contract liabilities					
Unspent grants, contributions and reimbursements - non-operating		2,829,310	0	0	2,829,310
Total unspent grants, contributions and reimbursements		2,829,310	0	0	2,829,310
Provisions					
Annual leave		4,643,393	4,539,636	(4,684,774)	4,498,254
Long service leave		4,373,784	0	0	4,373,784
Total Provisions		9,017,177	4,539,636	(4,684,774)	8,872,038
Total other current assets		11,846,487	4,539,636	(4,684,774)	11,701,348
Amounts shown above include GST (where applicable)					

KEY INFORMATION

Provisions

Provisions are recognised when the City has a present legal or constructive obligation, as a result of past events, for which it is probable that an outflow of economic benefits will result and that outflow can be reliably measured.

Provisions are measured using the best estimate of the amounts required to settle the obligation at the end of the reporting period.

Employee benefits

Short-term employee benefits

Provision is made for the City's obligations for short-term employee benefits. Short-term employee benefits are benefits (other than termination benefits) that are expected to be settled wholly before 12 months after the end of the annual reporting period in which the employees render the related service, including wages, salaries and sick leave. Short-term employee benefits are measured at the (undiscounted) amounts expected to be paid when the obligation is settled.

The City's obligations for short-term employee benefits such as wages, salaries and sick leave are recognised as a part of current trade and other payables in the calculation of net current assets.

Other long-term employee benefits

The City's obligations for employees' annual leave and long service leave entitlements are recognised as provisions in the statement of financial position.

Long-term employee benefits are measured at the present value of the expected future payments to be made to employees. Expected future payments incorporate anticipated future wage and salary levels, durations of service and employee departures and are discounted at rates determined by reference to market yields at the end of the reporting period on government bonds that have maturity dates that approximate the terms of the obligations. Any remeasurements for changes in assumptions of obligations for other long-term employee benefits are recognised in profit or loss in the periods in which the changes occur. The City's obligations for long-term employee benefits are presented as non-current provisions in its statement of financial position, except where the City does not have an unconditional right to defer settlement for at least 12 months after the end of the reporting period, in which case the obligations are presented as current provisions.

Contract liabilities

An entity's obligation to transfer goods or services to a customer for which the entity has received consideration (or the amount is due) from the customer. Grants to acquire or construct recognisable non-financial assets to identified specifications be constructed to be controlled by the City are recognised as a liability until such time as the City satisfies its obligations under the agreement.

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JULY 2023**

**NOTE 8
BUDGET AMENDMENTS**

Amendments to original budget since budget adoption. Surplus/(Deficit)

Project/ Activity	Description	Council Resolution	Classification	Non Cash Adjustment	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
				\$	\$	\$	\$
	Budget adoption						262,844
Various	Expenditure Review Committee July 2023	OCM 10/08/2023				(106,226)	156,618
OP4111	Coogee Golf Complex flora and fauna study	OCM 10/08/2023				(125,000)	31,618
				0	0	(231,226)	

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JULY 2023**

**NOTE 9
EXPLANATION OF MATERIAL VARIANCES**

The material variance thresholds are adopted annually by Council as an indicator of whether the actual expenditure or revenue varies from the year to date Actual materially.

The material variance adopted by Council for the 2023-24 year is \$300,000 or 0.00% whichever is the greater.

Reporting Program	Var. \$	Var. %	Timing/ Permanent	Explanation of Variance
Revenue from operating activities				
Community Development & Services	993,303	124.35%	▲ Timing	Revenue delayed
Expenditure from operating activities				
Investing activities				
Payments for property, plant and equipment and infrastructure	507,376	34.86%	▲ Timing	Expenditure delayed
Financing activities				
Repayment of debentures	2,500,000	100.00%	▲ Timing	Expenditure brought forward
Repayment of debentures	2,500,000	100.00%	▲ Timing	Higher repayment due to population adjustment
Transfer to reserves	(1,117,364)	(1314.55%)	▼ Timing	Revenue delayed

14.3 Operations

14.3.1 Proposed Permanent Road Closure - Portion Neilson Street, Hammond Park

Executive	Chief Operations Officer
Author	Senior Property Services Officer
Attachments	1. Site Map ↓ 2. Schedule of Submissions ↓

RECOMMENDATION

That Council:

- (1) SUPPORTS the proposal for the State of Western Australia to transfer their ownership (closure) of the portion of road reserve located at Neilson Street, Hammond Park for amalgamation with an adjacent property situated at 36 Gaebler Road, Hammond Park and identified as Lot 9500 on DP410992.

Background

The subject portion of road reserve is situated at the western end of Neilson Street, Hammond Park where the road reserve thoroughfare of Neilson Street currently ceases at an existing cul-de-sac. The Site Map can be viewed at Attachment 1.

A subdivision application submitted by the Rowe Group to the Western Australian Planning Commission for development of Lot 9008 on Deposited Plan 77340 situated on Frankland Avenue, Hammond Park was approved 24 January 2022.

In order to service the subdivision development, connection to the existing sewerage network and other utility services are to be extended from the services currently located within the Neilson Street Road Reserve.

It is also proposed to extend Neilson Street to connect to a new road to be provided within the subdivision of Lot 9008.

This extension and subsequent design realignment of Neilson Street eliminates the need for the existing cul-de-sac.

Submissions

Four submissions were received during the 35-day public consultation period. The Schedule of Submissions can be viewed at Attachment 2.

Those interested persons who lodged a submission on the proposal have been advised that this matter is to be considered at the 14 September 2023 Ordinary Council Meeting.

Report

Following approval by the Western Australian Planning Commission for the proposed subdivision of Lot 9008 Frankland Avenue, Hammond Park, it is proposed to extend the newly developed road within the subdivision and connect to the western end of Neilson Street, Hammond Park.

To allow the redesign of the Neilson Street road reserve cul-de-sac and to allow the extension of utility services two actions are required:

1. Undertake a road closure process of a portion of Neilson Street and amalgamate with Lot 9500 as highlighted in the colour purple as shown on the Site Map identified in Attachment 1.
2. Excise a portion of Lot 9500 to be ceded as road reserve allowing for the extension of Neilson Street as highlighted in the colour pink as shown on the attached Site Map.

This report and recommendation addresses action No.1 only.

The developer has formally committed to responsibility of all costs associated with both transactions and has provided property owners consent and agreement to both actions.

Advice of the proposed permanent road closure was forwarded to Dial Before You Dig who notified relevant utility providers who may have infrastructure assets within the Neilson Street road reserve.

Responses have been received identifying all utilities are located on the southern side of Neilson Street and are not impacted by the proposed road closure.

Strategic Plans/Policy Implications

Local Economy

A sustainable and diverse local economy that attracts increased investment and provides local employment.

- Increased investment, economic growth and local employment.

City Growth and Moving Around

A growing City that is easy to move around and provides great places to live.

- An attractive, socially connected diverse built environment.

Budget/Financial Implications

There are no cost implications to the City of Cockburn.

The developer has committed to cover the City's costs for advertising in the West Australian newspaper, and the developer will cover the City's legal costs for reviewing the road closure documentation.

The developer will be responsible for costs incurred in the preparation of a Deposited Plan by a registered surveyor, when and as required.

The City does not receive any remuneration from the road closure and subsequent amalgamation with the adjacent land parcel.

Procedural Requirements for Permanent Road Closure

From an administrative and procedural perspective, pursuant to the relevant legislation, in order for a road to be permanently closed and then created into private land, section 58 of the *Land Administration Act 1997 (WA)* (LAA) and regulation 9 of the *Land Administration Regulations 1998 (WA)* (LAR) must be followed.

Summarised in the table below is the City's adherence to the statutory procedural requirements for closing a road:

Statutory requirements	Action
S58 (1) When a local government wishes a road in its district to be closed permanently, the local government may request the Minister to close the road.	The City has been in contact with the Department of Planning, Lands and Heritage who are supportive of the road closure.
S58(3) & Reg 9(c) A local government must not resolve to close a road until a period of 35 days has elapsed from the publication in a newspaper circulating in its district of notice of motion for the resolution, and the local government has considered any objections made to it within that period concerning the proposals set out in that notice. Provide Minister with copies of any submissions the local government has received on those submissions.	The Schedule of Submissions is attached, with responses and consideration given to submissions.
Reg 9(a) Provide the Minister with written confirmation that the local government has resolved to make the request, details of the date when the relevant resolution was passed.	Should Council support the recommendation, this Regulation will be satisfied.
Reg 9(b) A sketch plan showing the location of the road and the proposed future disposition of the land comprising the road after it has been closed.	Copy of the sketch attached to this report – Attachment 1.

Legal Implications

The City has complied with section 58 *Land Administration Act 1997* and regulation 9 *Land Administration Regulation 1997*.

Community Consultation

Pursuant to section 58(3) *Land Administration Act 1997*, the City advertised the proposed road closure in the West Australian newspaper on 8 June 2023 inviting public comment by 5pm on Friday 14 July 2023, a period of the mandatory 35 days.

As a matter of courtesy, the City separately advised all owners and residents of Neilson Street of the proposed permanent road closure by way of individual letters dated 31 May 2023.

The City has considered submissions received within the mandatory 35-day advertising period, and the Schedule of Submissions is attached.

Risk Management Implications

If Council chooses not to support the proposed road closure, there is a risk that the negotiated further property acquisition proposal by the developer for the purpose of road reserve from the same owner of Lot 9500 may be jeopardised.

The further acquisition, and subsequent dedication to road reserve, will allow for the western extension of Neilson Street to link with the new subdivision resulting in utility services to extend and service the new subdivision within the extended road reserve of Neilson Street.

Advice to Proponent(s)/Submitters

The Proponent(s) and those who lodged a submission on the proposal have been advised that this matter is to be considered at the 14 September 2023 Ordinary Council Meeting.

Implications of Section 3.18(3) *Local Government Act 1995*

Nil

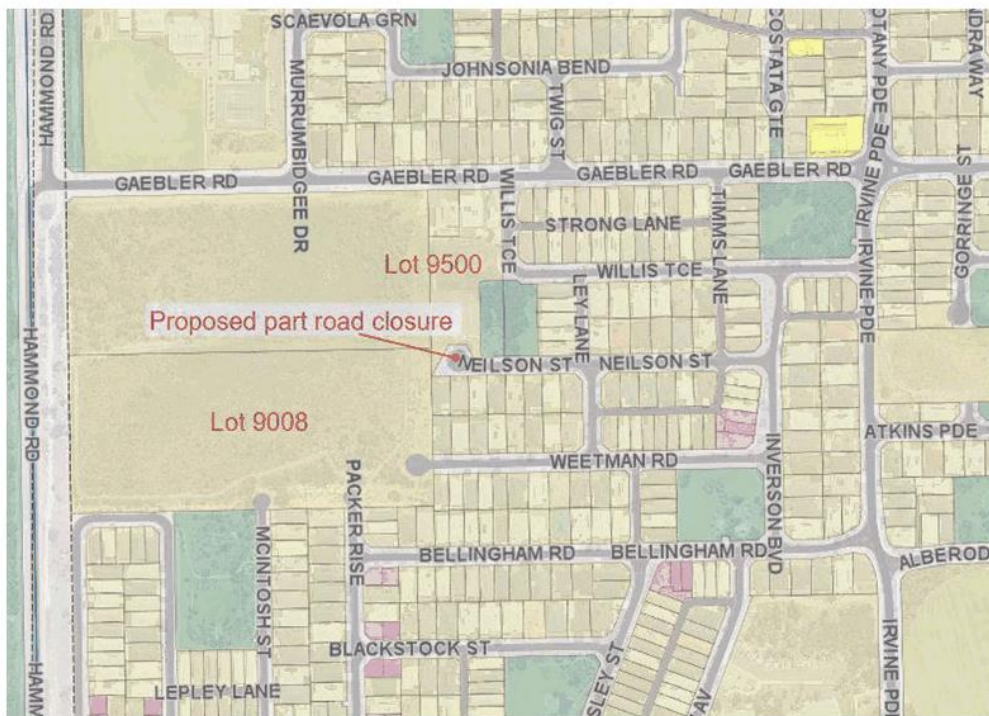
Item 0.0 Attachment 1

OCM 10/08/2023

File No.

Attachment 1 – Site Map

Proposed Permanent Road Closure – Portion Neilson Street, Hammond Park



Item 0.0 Attachment 2

OCM 10/08/2023

File No. 160/002

SCHEDULE OF SUBMISSIONS
PROPOSED ROAD CLOSURE: Portion Neilson Street, Hammond Park

No.	Name/Address	Submission	City Comments
1	Christopher Holliday 14 Neilson Street Hammond Park	Clarification enquiry 8 June 2023 – The resident/owner submitted an email enquiry requesting further detail of the proposed subdivision and clarification of heavy vehicular impacts on Neilson Street. Enquiry and questions answered by return email with the resident responding 12 June 2023 advising his understanding of the part road closure.	Enquiry explained, clarified and understood by the resident.
No.	Name/Address	Submission	City Comments
2	Richard Kilmartin 25 Neilson Street Hammond Park	Request for further information 12 June 2023 – The resident/owner requested information from a construction aspect as to the amount of fill to be trucked to the development site (Lot 9008), the number of heavy vehicles and compaction vibration on surrounding properties. As the email enquiry was of a project/engineering aspect the enquiry was forwarded to the Rowe Group as stakeholder for further comment.	Enquiry forwarded to the Rowe Group as developer. Response received and content forwarded to the resident.

Item 0.0 Attachment 2

OCM 10/08/2023

		Further emails received from the resident up to 28 June 2023 requesting further clarifications and enquiry as to specifics of planning and engineering aspects of the proposed subdivision of Lot 9008.	City responded 28 June 2023 explaining the current property matter was the only dealing related to this report to Council, being the permanent road closure of portion Neilson Street and not the subdivision application of the adjacent Lot 9008. The resident was referred to the City's Strategic Planning for further advice regarding technical aspects of the subdivision.
No.	Name/Address	Submission	City Comments
3	Brad Baker 7 Neilson Street Hammond Park	Request for further information 16 June 2023 – The resident/owner submitted an enquiry requesting confirmation that Neilson Street is to be extended and connect to the proposed subdivision on Lot 9008. Further request for information on requirements to make a submission. Process explained for lodging submissions.	Confirmation provided that it is proposed to reconfigure the cul-de-sac and extend Neilson Street and connect to a proposed new road within the new subdivision.

Item 0.0 Attachment 2

OCM 10/08/2023

No.	Name/Address	Submission	City Comments
4	Brian Redworth-Maley 15 Neilson Street Hammond Park	Request for information 21 June 2023 – The owner submitted an enquiry regarding the lack of consultation related to the proposed subdivision of Lot 9008, advertised submission timeframes, confirmation of the proposed extension of Neilson Street, increased vehicular traffic if Neilson Street becomes a through road, decreased property value and enquiry regarding planning and engineering aspects of the proposed subdivision of Lot 9008.	City responded 21 June 2023 advising the City's letter communication dated 31 May 2023 related to the property matter of the permanent road closure of portion Neilson Street only. The City response explained the submission process and property matters related to the reconfiguration of the Neilson Street cul-de-sac. In regard to the planning and engineering content of the enquiry the City offered to forward the request to the City's Strategic Planning for further advice. No further response or comment was received from the enquirer.

14.4 Community Services

14.4.1 Multiple Dog Application for 186 Gibbs Road, Banjup

Executive	Chief of Community Services
Author	Ranger Services Manager and Head of Community Safety and Ranger Services
Attachments	<ol style="list-style-type: none">1. Community Feedback - Multiple Dog Application - 186 Gibbs Road, Banjup (Confidential)2. Subject Site - 186 Gibbs Road, Banjup ↓

RECOMMENDATION

That Council:

- (1) REJECTS the Multiple Dog Application dated 17 July 2023, from Jennifer Fox (the applicant), 186 Gibbs Road, Banjup to keep four dogs at the property; and
- (2) PROVIDES the owner with one month to rehome two of the four dogs of their choosing, subject to this application.

Background

The City has received an application for retrospective approval to keep four dogs at 186 Gibbs Road, Banjup.

Pursuant to the City's Consolidated Local Law 2000, Division 3, part 2.9, owners or occupants within the City of Cockburn require approval to keep more than two dogs over the age of three months.

Applicants must be able to demonstrate there are no bona fide objections prior to an approval being granted.

According to the Council's Delegated Authority, Application to Keep More Than Two Dogs at a Residential Property, if any bona fide objections are received, an applicant may not keep more than two dogs without the approval of Council.

As a result of the application's mandatory public consultation, five submissions were received, four of which were objecting to the application.

The application to keep more than two dogs at 186 Gibbs Road, is presented to Council for consideration.

Submission

N/A

Report

The applicant sought retrospective approval after Rangers were alerted to four dogs residing at the address.

During the investigation by the City's Rangers, four dogs were confirmed to be residing at the applicant's address.

Historically, the applicant's address has been linked to previous unregistered dogs and two dog nuisance complaints.

As part of the process outlined within the City's Consolidated Local Laws 2000, neighbouring properties within a 100-metre radius of the applicant's property were notified of the application.

During the public consultation phase, the City received five submissions (refer Attachment 1), four of which were objecting to the multiple dog application.

Based on these historical and ongoing complaints, there is clearly an ongoing community impact by the dogs at this address.

Based upon the following grounds, it is recommended that this application be refused:

1. Objections received and concerns raised by nearby residents; and
2. Owner's history of ongoing animal non-compliance.

If the application is refused, the applicant may refer the matter to the State Administrative Tribunal.

Strategic Plans/Policy Implications

Community, Lifestyle & Security

A vibrant healthy, safe, inclusive and connected community.

- A safe and healthy community that is socially connected.

Listening & Leading

A community focused, sustainable, accountable, and progressive organisation.

- High quality and effective community engagement and customer service experiences.

Budget/Financial Implications

N/A

Legal Implications

City of Cockburn Consolidated Local Law 2000, Division 3, part 2.9.

Community Consultation

As part of the application process, the City wrote to neighbouring homes within 100 metres of the applicant's address.

The City received five submissions, four objections, in relation to the application to keep four dogs at the subject property.

All but one submission opposed the application.

The fifth submission did not object but raised concerns regarding the keeping of more than two dogs (refer Attachment 1).

Risk Management Implications

If approval is given, there may be isolated adverse community reaction for all future instances of nuisance dog behaviour from the property.

Accordingly, this item has a "low" level of localised possible "Brand/Reputation" risk.

Advice to Proponent(s)/Submitters

The Proponent(s) and those who lodged a submission on the proposal have been advised that this matter is to be considered at the 14 September 2023 Ordinary Council Meeting.

Implications of Section 3.18(3) *Local Government Act 1995*

Nil



15. Reports-Standing Committee

15.1 Governance Committee Meeting – 24/08/2023

15.1.1 Sustainability Policy Review

Executive	A/Chief of Built and Natural Environment
Author	Sustainability and Climate Change Coordinator
Attachments	1. Sustainability Policy - Reviewed Aug 2023 ↓

Officer Recommendation/Committee Recommendation

That Council:

- (1) APPROVES the amended Sustainability Policy.

Background

The Sustainability Policy is the overarching Policy for climate action and includes eleven (11) principles to guide Elected Members and staff in all aspects of decision-making, planning, operations and program delivery.

The Sustainability Policy was first adopted in 2006 and was supported by the Sustainability Strategy and Action Plan. The Sustainability Strategy 2017-2022 has been superseded by the Climate Change Strategy 2020-2030.

The minor amendments detailed below are to ensure alignment with the Climate Change Strategy and other related City documents.

Submission

N/A

Report

The proposed minor changes ensure alignment with related City policies and strategies including the Climate Change Strategy 2020-2030, Natural Area Management Strategy 2017-2022, Wastewise Events Policy, Public Health Plan and Economic Development Framework.

The proposes changes are:

- Policy Purpose and Strategic Link sections – remove reference to the Sustainability Strategy and Action Plan and replace with the Climate Change Strategy. The Sustainability Strategy 2017-2022 has been superseded by the Climate Change Strategy 2020-2030.

- Principle 2 – replace ‘Integrity’ with ‘Conservation’ to align with the Natural Area Management Strategy, and the Climate Change Strategy objective 10 Conserve Biodiversity.
- Principle 3 – addition of ‘circular economy principles’ to align with the City’s Wastewise Events Policy, and Climate Change Strategy Objective 4 Zero Waste to Landfill.
- Principle 4 – replace ‘prevention’ with ‘avoidance’ to align with the correct terminology.
- Principle 5 – addition of ‘beyond business as usual’ to clarify that the 3 percent set aside is for innovative and best practice Environmentally Sustainable Design to promote continual improvement and align with the Climate Change Strategy’s objectives.
- Principle 8 – updated to ‘First Nations People’ to align with correct terminology.
- Principle 9 – corrected spelling of the word ‘preventive’ to align with the National Preventive Health Strategy. To align with the Public Health Plan, inclusion of ‘infrastructure’ as a tool to reduce preventive illness, encourage healthy lifestyles and enable active transport.
- Principle 10 – inclusion of ‘building capacity and capability’ for supporting businesses to align with Economic Development Framework and the Climate Change Strategy Objective 8 Education and Collaboration.
- Principle 11 – inclusion of ‘demonstrate leadership in sustainability’ to align with the Climate Change Strategy Objective 1 Strong Leadership.

Strategic Plans/Policy Implications

Environmental Responsibility

A leader in environmental management that enhances and sustainably manages our local natural areas and resources.

- Protection and enhancement of our natural areas, bushland, parks and open spaces.
- Sustainable resource management including waste, water and energy.
- Address Climate Change.

Listening & Leading

A community focused, sustainable, accountable, and progressive organisation.

- Best practice Governance, partnerships and value for money.

Budget/Financial Implications

N/A

Legal Implications

N/A

Community Consultation

N/A

Risk Management Implications

If the amended Sustainability Policy is not approved the existing Policy, which refers to superseded documents and incorrect terminology, may impact accurate application of the Policy to all aspects of decision-making, planning, operations and program delivery.

Advice to Proponent(s)/Submitters

N/A

Implications of Section 3.18(3) *Local Government Act 1995*

Nil

Title	Sustainability
-------	----------------



Policy Type

Council

Policy Purpose

Sustainability is one of the City of Cockburn's core values. Council seeks to have all employees think and act with sustainability at the forefront of their decision making.

The requirements of the *Local Government Act 1995, Section 1.3*, states:

(3) In carrying out its functions, a local government is to use its best endeavours to meet the needs of current and future generations through an integration of environmental protection, social advancement and economic prosperity.

The City of Cockburn defines sustainability as:

Pursuing governance excellence to meet the needs of current and future generations through an integration of the environment, society and economy.

This policy forms part of Council's integrated reporting framework which incorporates the [Climate Change Strategy and Action Plan Sustainability Strategy, Sustainability Action Plan](#) and annual State of Sustainability Report.

This policy applies to all Elected Members in decision-making and staff in all aspects of planning, operations and program delivery.

Policy Statement

Council is committed to achieving sustainability by applying the following eleven principles to decision-making processes across the City's operations:

(1) Integrated decision-making

Council will carefully consider both the long and short term implications of all decisions on the local economy, environment, and society.

(2) Environmental [Integrity Conservation](#)

Council will protect strategically identified remnant bushland, wetlands, the coastal environment, ecological corridors and associated eco-systems to ensure the integrity of these systems is conserved and enhanced for future generations.

(3) Sustainable Procurement

Council will implement sustainable procurement practices that minimise unnecessary resource consumption, consider whole-of-life costs, [circular economy principles](#), and deliver beneficial environmental, social and economic outcomes.

[1]

Title	Sustainability
-------	----------------



(4) Responsible Waste Management

Council will manage waste according to the waste hierarchy with the highest priority given to ~~the prevention of waste~~ avoidance, followed by reuse and recycling, with 'energy from waste' and landfill as a last resort.

(5) Environmentally Sustainable Design (ESD)

Council will design, build and operate all community facilities and civic infrastructure in a sustainable manner. All new Council facilities exceeding a budget of \$1 million will set aside a minimum of three percent (3%) of the total project cost for innovative ESD initiatives that are beyond business as usual.

(6) Climate Change Action

Council is committed to taking action on climate change and ensuring that mitigation and adaptation actions are equitable and consistent with the aims of the United Nations Sustainable Development Goals.

(7) Sustainable City Growth

Council will plan for population growth in accordance with the planning framework to ensure high density living is balanced with the provision of open space, tree-lined streetscapes, connected shared pathways, accessible community facilities and integrated transport infrastructure.

(8) Social Equity and Inclusion

Council recognises the First Nations people as the traditional owners of the land. The City embraces cultural diversity and celebrates the significance of the City's social and built heritage. Council will take action to improve universal accessibility, create welcoming and inclusive communities for everyone.

(9) Community Health and Wellbeing

Council will minimise risks to human health by managing the natural and built environment, delivering programs and infrastructure to reduce preventable illness, and encouraging healthy lifestyles and enable active transport.

(10) Economic Advancement

Council is committed to long term sustainable financial management and will deliver value for money for ratepayers. Council will strive for a diverse workforce and create opportunities for local employment, support the sustainable development of business through building capacity and capability and help empower community groups.

Title	Sustainability
-------	----------------



(11) Leadership and Governance

Council will regularly review its performance, publicly report progress and continuously strive for excellence **and to demonstrate leadership in sustainability**. Consultation opportunities will be provided to the community and stakeholders on decisions that impact them.

Strategic Link:	Strategic Community Plan Sustainability-Climate Change Strategy
Category	Environment & Sustainability
Lead Business Unit:	Sustainability and Environment
Public Consultation: (Yes or No)	Yes
Adoption Date: (Governance Purpose Only)	10 June 2021
Next Review Due: (Governance Purpose Only)	June 2023
ECM Doc Set ID: (Governance Purpose Only)	4134030

[3]

15.1.2 Proposed Minor Amendments to Policies in Finance Division

Executive	A/Chief Financial Officer
Author	A/Head of Finance
Attachments	1. Investment of Funds Policy ↓ 2. Records Management Policy ↓

Officer Recommendation/Committee Recommendation

That Council:

- (1) ADOPTS the minor amendments to the following policies:
1. Investment of Funds
 2. Records Management.

Background

The above policies are scheduled for a review and are presented to the Governance Committee (GovCo) for review, and recommendation to Council.

This report proposes minor amendments to the following policies:

- Investment of Funds
- Records Management.

Submission

N/A

Report

The following table summarises the proposed minor changes following the Governance and Strategy Policy Review:

Policy Title	Description	Comments
Investment of Funds	Policy Statement – Clause (4)	Minor amendment to include other rating agencies in the Policy as currently used by some banks. As advised by the City's external fund manager, Laminar, most local governments refer to all three rating agencies as required. The intent of the Policy remains unchanged.
Records Management	Policy Statement – Clause (2), (3), (6), (7) and (8)	Minor amendments to include a change to a position title and service unit name to reflect the current organisation structure. Reference was also included to Microsoft 365, which is now used as a collaboration and working space within the organisation but is not considered a suitable location for records to be stored. The list of legislation was also updated. The intent of the Policy remains unchanged.

It is recommended these minor policy changes be adopted.

Strategic Plans/Policy ImplicationsListening & Leading

A community focused, sustainable, accountable and progressive organisation.

- Best practice Governance, partnerships and value for money.
- Employer of choice focusing on equity, innovation and technology.

Budget/Financial Implications

N/A

Legal Implications

Local Government Act 1995, Section 2.7(2)

Community Consultation

N/A

Risk Management Implications

The amendments to the policies correct several minor discrepancies without making any substantive change to their intent or operation.

Advice to Proponent(s)/Submitters

N/A

Implications of Section 3.18(3) *Local Government Act, 1995*

Nil

Title	Investment of Funds
-------	---------------------



Policy Type

Council

Policy Purpose

The principal objective of this policy is to set the City's risk tolerance relating to the investments of surplus funds.

Section 6.14 of the Local Government Act 1995 provides for monies held in the Municipal and Trust funds to be invested in accordance with Part III of the Trustees Act 1962. Regulation 19C of the Local Government (Financial Management) Regulations has placed restrictions on what local governments can invest in and for how long.

This policy aims to ensure investments made by the City comply with these legislative requirements whilst also enabling investment performance to be optimised within a conservative, risk averse framework. It also provides policy direction for investing with certain types of financial institutions.

Policy Statement

- (1) The investment portfolio aims to achieve an optimal average rate of return that consistently outperforms the adopted benchmark by a level reflecting prevailing market conditions. Management of the investment portfolio will be in accordance with the following principles:
1. Preservation of Capital – Protecting the principal amount invested is the paramount consideration for all investment decisions and these are to be made exercising the care, diligence and skill that a prudent person with those responsibilities would exercise.
 2. Effective Cash Flow Management - The City's cash flows are to be effectively managed to ensure sufficient liquidity to meet operational requirements and allow flexibility in choosing investment terms.
 3. Optimising Investment Return – Investment decisions should aim to optimise investment returns within the legislative, credit framework, cash flow and other policy constraints.
 4. Held to Maturity - Investments are to be made with the objective of being held to maturity.
 5. Fossil Fuel Free Investments - All other things being equal (deposit rates, credit ratings), the City will preference financial institutions deemed free from funding fossil fuel related industries (as determined from time to time by Market Forces, an affiliate project of Friends of the Earth Australia).
 6. Ensuring Compliance - Appropriate internal control measures are to be developed and maintained to ensure compliance with Regulation 19 of the Local Government (Financial Management) Regulations, compliance with this policy and ensuring the power to invest is only exercised by appropriately authorised officers.

[1]

Title	Investment of Funds
-------	---------------------



7. Operational Efficiency – The City will transact its investments through the Austraclear licensed clearing and settlement facility (when available) in order to minimise operational and settlement risk (through the reduction of manual processing of funds transfer).

(2) Approved Investments

Regulation 19C of the Local Government (Financial Management) Regulations 1996 requires the investment of surplus funds to only be made with an authorised deposit-taking institution (ADI) as defined in the Banking Act 1959, the WA Treasury Corporation or in Commonwealth, State or Territory government guaranteed bonds. This regulation also restricts the fixed terms to no more than 3 years for each type of investment.

In responding to the requirements of Regulation 19C, Council has determined the following policy for its approved investments:

1. Investments will be held in interest bearing term deposits with authorised deposit-taking institutions (ADIs) for a maximum fixed term of three years (includes major and regional Australian banks, building societies and credit unions – maximum term allowed under legislation).
2. Investments with foreign owned ADI's are prohibited, noting that foreign owned ADI's operating in Australia are regulated by APRA but are exempt from Div 2 of the Banking Act (Protection of Depositors), lessening APRA's intervention powers.
3. Government guaranteed bonds with a term to maturity of up to 3 years may be invested in, but only where investment returns are comparable to those achievable from ADI's – maximum term allowed under legislation.

For the avoidance of doubt, all managed investment products, bank bills, floating rate notes, commercial paper, tradeable securities or any derivative based instruments are prohibited investments under this policy and current legislation.

Any non-conforming investments held as at 4 April 2012 being the date of the revised Local Government (Financial Management) Amendment Regulations 2012 and that were compliant with the prevailing Legislation prior to that date, remain eligible to be held to maturity (grandfathered).

(3) Performance Benchmarks

1. Bank Bill Swap (BBSW) Rate

The performance of the City's investment portfolio will be benchmarked against the Bank Bill Swap (BBSW) Rate, a short-term interest rate used as a benchmark for the pricing of Australian dollar derivatives and securities

2. RBA Cash Rate

The official RBA cash rate will also be used to compare the portfolio's performance as it is an industry standard and provides an accurate measure.

[2]

Title	Investment of Funds
-------	---------------------



(4) Credit Management

1. Portfolio Credit Framework

The portfolio credit guidelines to be adopted will be based on the Standard and Poors (S & P) ratings system criteria determined for each institution. A description of each rating category is included in Section 76. If not rated by S&P, comparable Moody's or Fitch Ratings may be used instead.

For authorised deposit-taking institution (ADI) investments the portfolio limits for each credit rating group are as follows:

S & P Short Term Rating (1 Year)	S & P Long Term Rating (over 1 Year)	Max Direct Investment
A-1	AAA, AA	100%
A-2	A, BBB	100%
A-3 to Unrated	BB to Unrated	Nil

2. Institution Credit Framework

Exposure to an individual institution will be restricted by their S&P rating and the single entity exposure limits detailed in the table below:

Short Term Credit Rating	S & P Long Term Rating (over 1 Year)	Direct Investment Maximum
A-1	AAA, AA	50%
A-2*	A, BBB	40%
A-3 to Unrated	BB to Unrated	Nil

3. Government Issued Bonds

For Bonds guaranteed by the Commonwealth, State or Territory of Australia, the credit rating will be that of the guaranteeing government and will be deemed to be adequate under this policy.

(5) Reporting Requirements

1. A report will be provided to Elected Members each month containing a concise overview of the City's investment portfolio and its performance. This will include a summary of investments held in the portfolio including the following:
 - (a) Investments held compared to the Institution Credit Framework.
 - (b) Investments held compared to the Global Credit Framework.
 - (c) Investments held by sector including foreign owned banks.
 - (d) Percentage of investments held deemed free from funding fossil fuel related industries.
 - (e) The portfolio's performance against the Performance Benchmark over varying terms.
 - (f) The weighted duration of the portfolio.

[3]

Title	Investment of Funds
-------	---------------------



(g) Overall status of compliance against this policy.

2. An annual report on the performance of the investment portfolio will be submitted to Council outlining the performance of the portfolio for the financial year.

(6) Standard & Poors Credit Ratings:

Standard & Poor's (S & P) is a professional organisation that provides analytical services. An S & P rating is an opinion of the general creditworthiness of an obligor with respect to particular debt security or other financial obligation — based on relevant risk factors.

Credit ratings are based, in varying degrees, on the following considerations:

- Likelihood of payment.
- Nature and provisions of the obligation.
- Protection afforded by, and relative position of, the obligation in the event of bankruptcy, reorganisation or other laws affecting creditors' rights.

The issue rating definitions are expressed in terms of default risk. Short-Term Obligation Ratings are:

A-1

This is the highest short-term category used by S&P. The institution's capacity to meet its financial commitment on the obligation is strong. Within this category, certain obligations are designated with a plus sign (+). This indicates that the obligor's capacity to meet its financial commitment on these obligations is extremely strong.

A-2

A short-term obligation rated A-2 is somewhat more susceptible to the adverse effects of changes in circumstances and economic conditions than obligations in higher rating categories. However, the institution's capacity to meet its financial commitment on the obligation is satisfactory.

A-3

A short-term obligation rated A-3 exhibits adequate protection parameters. However, adverse economic conditions or changing circumstances are more likely to lead to a weakened capacity of the obligor to meet its financial commitment on the obligation.

Long-Term Ratings are:

AAA

An institution rated AAA has the highest rating assigned by S&P. The institution's capacity to meet its financial commitment on the obligation is extremely strong.

AA

An institution rated AA differs from the highest rated obligations only in a small degree. The institution's capacity to meet its financial commitment on the obligations is very strong.

[4]

Title	Investment of Funds
-------	---------------------



A

An institution rated A is somewhat more susceptible to the adverse effects of changes in circumstances and economic conditions than institutions in higher rated categories. However, the institutions capacity to meet its financial commitment on the obligation is still strong.

BBB

An institution rated BBB exhibits adequate protection parameters. However, adverse economic conditions or changing circumstances are more likely to lead to a weakened capacity to the institution to meet its financial commitment on the obligation.

UNRATED

Securities issued by institutions that cannot justify going through the formal and expensive exercise of attaining a credit rating from a credit rating agency such as Standard and Poors.

Plus (+) or Minus (-): The ratings from "AA" to "CCC" may be modified by the addition of a plus or minus sign to show relative standing within the major rating categories.

Strategic Link:	Local Government Act 1995
Category	Business, Economy & Technology
Lead Business Unit:	Finance
Public Consultation: (Yes or No)	No
Adoption Date: (Governance Purpose Only)	9 September 2021
Next Review Due: (Governance Purpose Only)	September 2023
ECM Doc Set ID: (Governance Purpose Only)	4133535

[5]

Title	Records Management
-------	--------------------



Policy Type

Council

Policy Purpose

The purpose of this policy is to provide guidance and direction on the creation and management of records and to clarify responsibilities for recordkeeping within the City of Cockburn.

This policy and related recordkeeping procedures/guidelines are the framework for ensuring records are created and retained appropriately to meet accountability requirements, legislative compliance and adherence to best practice standards.

Policy Statement

Records are recognised as an important information resource within the City of Cockburn, and it is accepted that sound records management practices will contribute to the overall efficiency and effectiveness of the organisation.

The effective management of records will also:

- Protect the interests of the City of Cockburn and the rights of its employees, customers and stakeholders
- Support informed decision making
- Provide evidence of achievements
- Increase efficiency in administration and service delivery across the organisation

(1) Ownership

All records created or received during the course of business belong to the City of Cockburn not to the individuals who created them.

All contractual arrangements will ensure the City's ownership of records.

(2) Creation of Records

All employees, contractors and ~~elected~~ Elected members ~~Members~~ will ensure that full and accurate records are created to provide evidence of business transactions and decisions and that these records will be registered in the City of Cockburn's recordkeeping system.

(3) Capture and Control of Records

All records created and received in the course of City business will be captured at the point of creation (wherever possible), regardless of format, with required metadata into the recordkeeping system or appropriate business system.

[1]

Title	Records Management
-------	--------------------



Records created when using social media applications will also be captured in the City of Cockburn's recordkeeping system.

Records will not be maintained in email folders, shared drives, personal drives, [Microsoft 365](#), external storage media or personal cloud services (such as Dropbox, [OneDrive](#), Box, Google Drive), as these lack the necessary functionality to protect business information and records over time.

(4) Security and Protection of Records

Records will be maintained in a safe and secure environment ensuring their usability, reliability, authenticity and preservation for as long as they are needed.

Records will not be removed from the City's sites unless in accordance with the approved retention and disposal schedule, they are being transferred to the City's archive storage provider, or they are in the custody of an officer performing official business. It is preferred that wherever possible only copies of records are removed by those officers performing official business.

(5) Access to Records

Access to the City's records by staff and contractors will be in accordance with designated access and security classifications and in accordance with the requirements of their role.

Access to the City's records by the general public will be in accordance with the Local Government Act 1995 and the Freedom of Information Act 1992.

Access to the City's records by Elected Members will be via the Chief Executive Officer in accordance with the Local Government Act 1995.

(6) Appraisal, Retention and Disposal of Records

All records kept by the City of Cockburn will be disposed of in accordance with the General Disposal Authority for Local Government Records, published by the State Records Commission of Western Australia.

Staff and Elected Members must not personally undertake destruction of any records.

Records identified for destruction will be subject to review and approval by the Records Manager or Senior Records Officer, the Manager of the business unit the records relate to, and the Chief Executive Officer.

Copies/duplicates may be disposed of after use by staff and Elected Members ensuring any such records that contain personally identifiable information or information that is not publicly available are placed into confidential destruction bins or given to [Information Management Records Services](#) to dispose of.

(7) Roles and Responsibilities

[2]

Title	Records Management
-------	--------------------



1. Elected Members

Elected Members will create and keep records of communications or transactions which convey information relating to the City's business or functions. These records will be forwarded to the [Elected Members Personal Assistant Executive Officer to the Mayor and Councillors](#) for capture into the City's recordkeeping system. Refer to the Elected Members Recordkeeping Guidelines for detailed procedures.

2. Chief Executive Officer

The Chief Executive Officer will ensure there is a system for the capture and management of records that is compliant with the State Records Act 2000 and best practice standards.

3. Executive and Managers

Executive and managers will ensure that all staff (and contractors) under their supervision comply with this policy, associated records management procedures/guidelines and the City of Cockburn's Recordkeeping Plan.

4. All Staff

All staff (including contractors) will create and receive records relating to the business activities they perform and are required to:

- (a) Make records to document and support business activities.
- (b) Ensure that records are captured and registered into the recordkeeping system or appropriate business system
- (c) Ensure that records are secure at all times.

Refer to the Employees Recordkeeping Guidelines for detailed procedures.

(8) Legislation and Standards

Legislation and standards applicable to recordkeeping in Western Australian Local Government organisations include:

1. State Records Act 2000
2. Corruption, [Crime and Misconduct and Crime Commission](#) Act 2003
3. Criminal Code Act Compilation Act 1913
4. Electronic Transactions Act 2011
5. Evidence Act 1906
6. Freedom of Information Act 1992
7. Interpretation Act 1984
8. Local Government Act 1995
9. State Records Commission: Principles and Standards
10. Australian Standard on Records Management: AS ISO 15489

(9) Definitions

1. Record

[3]

Title	Records Management
-------	--------------------



A record is information recorded in any form that is created, received and maintained by an organisation in the course of conducting its business activities and kept as evidence of such activity.

A record may have any or all of the following attributes:

- (a) Information which is of evidentiary or historical value and is not recorded elsewhere;
- (b) Formal communications and/or transactions between officers or between an officer and another party; or
- (c) It may document the rationale behind organisational policy, decisions or directives.

2. Ephemeral Records

Ephemeral records are duplicated records and/or those that have only short-term value to the City of Cockburn, with little or no ongoing administrative, legal, fiscal, evidential or historical value. They may include insignificant drafts and rough notes, or records of routine enquiries.

3. Recordkeeping Plan

The Recordkeeping Plan ensures that records are created, managed and maintained over time and disposed in accordance with legislation. It is the primary means of providing evidence of compliance with the State Records Act 2000. All government organisations must have a Recordkeeping Plan that is approved by the State Records Commission.

4. General Disposal Authority (GDA)

The General Disposal Authority for Local Government records (the schedule) is designed to provide consistency throughout Local Government in disposal activities and decisions. It is a continuing authority for the disposal and archival of records which document a Local Government's operations.

5. Personally Identifiable Information (PII)

PII refers to information, or an opinion, that can be used to distinguish or trace an individual's identity, either alone or when combined with other personal or identifying information that is linked or linkable to a specific individual, whether the information or opinion is true or not; and whether the information or opinion is recorded in a material form or not.

Title	Records Management
--------------	---------------------------



Strategic Link:	City of Cockburn Recordkeeping Plan
Category	Governance
Lead Business Unit:	Information Management
Public Consultation: (Yes or No)	No
Adoption Date: (Governance Purpose Only)	9 September 2021
Next Review Due: (Governance Purpose Only)	September 2023
ECM Doc Set ID: (Governance Purpose Only)	4521606

[5]

15.1.3 Proposed Minor Amendments to Policies in Community Services Division

Executive	Chief of Community Services
Author	Chief of Community Services
Attachments	<ol style="list-style-type: none"> 1. Access and Equity Policy - Proposed Amendments ↓ 2. Acknowledgement of Traditional Custodians Policy - Proposed Amendments ↓ 3. Artwork Collection Policy - Proposed Amendments ↓ 4. Completion of Firebreaks on Private Property Policy - Proposed Amendments ↓ 5. Fund for Community Organisations and Individuals Policy - Proposed Amendments ↓ 6. Library Services Policy - Proposed Amendments ↓ 7. Prohibition of Exotic Animals in Circuses Policy - Proposed Amendments ↓ 8. Sports Hall of Fame Policy - Proposed Amendments ↓ 9. Use of Closed Circuit Television (CCTV) System Policy - Proposed Amendments ↓

Officer Recommendation/Committee Recommendation

That Council:

- (1) ADOPTS the minor amendments to the following Community Services policies:
 1. Access and Equity
 2. Acknowledgement of Traditional Custodians
 3. Artwork Collection
 4. Completion of Firebreaks on Private Property
 5. Fund for Community Organisations & Individuals (Grants, Donations and Sponsorships)
 6. Library Services
 7. Prohibition of Exotic Animals in Circuses
 8. Sports Hall of Fame
 9. Use of Closed-Circuit Television (CCTV) System.

Background

The following policies are scheduled for a review and are presented to the Governance Committee (GovCo) for review, and recommendation to Council:

1. Access and Equity
2. Artwork Collection
3. Acknowledgement of Traditional Custodians
4. Community Funding for Community Organisations & Individuals (Grants, Donations and Sponsorships)
5. Completion of Firebreaks on Private Property
6. Library Services

7. Prohibition of Exotic Animals in Circuses
8. Sports Hall of Fame
9. Use of Closed-Circuit Television (CCTV) System

Submission

N/A

Report

The following Council Policies have been reviewed, amended and presented for consideration as outlined in the table below:

Policy Title	Description	Comments
Access and Equity	Purpose of Policy is to ensure the City is an inclusive, equitable and accessible local govt	A small number of minor edits are made.
Acknowledgement of Traditional Custodians	Policy is to determine how and when the City is to acknowledge the Beeliar people.	Removal of “emerging” to reflect current protocols.
		Removal of point 7. as staff may not have Cultural authority to provide advice in this matter.
Artwork Collection	The purpose of this Policy is to convey why the City of Cockburn collects and commissions artworks, when it purchases artwork and what criteria are used to purchase artwork. This Policy applies to all aspects of commissioning, purchasing and auditing of artwork for the City.	Updates refer to how works are selected for purchase to provide additional rigour and clarity as well as additional information relating to donations and deaccessioning.
Completion of Firebreaks on Private Property	The purpose of this Policy is to ensure all affected landholders are treated equitably and the process of inspecting firebreaks by a Fire Control Officer is completed in a coordinated and risk-based approach.	No material change to the Policy, minor changes have been made to reflect the new organisational structure.
Community Funding for Community Organisations & Individuals	The purpose of this Policy is to provide a framework for the provision of community funding to local groups, organisations and individuals.	Cat C has been changed to include the decision to have open for applications all year round as endorsed by Council at its OCM on

(Grants, Donations and Sponsorships)		13/7/23
Library Services	The Policy provides the City and the community with a clear and consistent framework for the management of the City's libraries and its resources.	Updated to reflect the current organisational structure and some minor edits.
Prohibition of Exotic Animals in Circuses	The Policy adopts a position on circuses acceptable to operate in the City of Cockburn.	No material changes to the Policy, minor changes have been made to reflect the new organisational structure.
Sports Hall of Fame	The purpose of the Policy is to recognise and promote the outstanding sporting achievements of athletes and sport administrators who currently or previously resided in the City of Cockburn.	No change to the Policy, updated to reflect the current organisational structure.
Use of Closed-Circuit Television (CCTV) System	The purpose of this policy is to provide a framework for the overarching use and installation of CCTV in public locations or private property where there is collaboration with the City.	Changes in the Policy reflect Council's newly adopted Community Safety and Crime Prevention Plan 2022-2027.

Strategic Plans/Policy Implications

Listening & Leading

A community focused, sustainable, accountable and progressive organisation.

- High quality and effective community engagement and customer service experiences.

Budget/Financial Implications

There are no budget implications from the recommendation in this report.

Legal Implications

Local Government Act 1995, Section 2.7(2) (b).

Community Consultation

N/A

Risk Management Implications

The policy amendments will improve the policies and address some deficiencies in those policies. It is recommended the policy changes be adopted.

Advice to Proponent(s)/Submitters

N/A

Implications of Section 3.18(3) *Local Government Act 1995*

Nil

Title	Access & Equity
-------	-----------------



Policy Type

Council

Policy Purpose

To ensure the City of Cockburn is an inclusive, equitable and accessible local government for its diverse population.

Access, cultural diversity, and equity requirements will be considered and incorporated into all of the City's information provision, facility and service planning and delivery and decision-making processes, in accordance with relevant legislations, including the federal *Australian Human Rights Commission, Age, Disability, Racial and Sex Discrimination Acts*; the *Western Australian Equal Opportunity Act (1984)*; *National Disability Insurance Scheme Act (2013)* and the *Disability Services Act (1993)* which inform the City's Disability Access and Inclusion Plan and the Reconciliation Action Plan.

Policy Statement

The City of Cockburn aims to maintain and improve the quality of life of its residents, ~~staff and visitors~~ by creating an accessible and inclusive community in which information, services, resources, facilities, decision-making processes and other activities are equitably accessible, welcoming and inclusive to all ~~residents~~.

Access needs are diverse and may include physical, cognitive, psychological, sensory, communication (including language), cultural, socio-economic and literacy considerations. They encompass the range of human diversity including ~~all abilities, disabilities~~, age, family structure, language, sexual identity, gender, cultural, religious and socio-economic background.

The City acknowledges its leadership role in the community and is committed to upholding the social justice principles of access, equity, participation and rights.

(1) Planning and Development

1. Support the inclusion of social justice principles, equity and access needs into its Strategic Community Plan and all other planning and development processes and activities, including demographic representation.
2. Support City planning, project management systems and service design to consider access needs and adequately budget for universal design and best practice, wherever possible.
3. Ensure adequate resourcing is provided for the provision of facilities, equipment, activities and services that assist people with specific access and/or cultural requirements.

[1]

Title	Access & Equity
-------	-----------------



(2) Participation and Citizenship

1. Ensure residents have an equitable opportunity to participate in City events, decision-making processes, services, activities and opportunities.
2. Ensure residents have access to community education on the role of Local Government and electoral processes and that all residents are encouraged to participate in elections as voters and candidates. Recognise that a demographically representative diversity of candidates in elections is valued.
3. Recognise that a demographically representative diversity for candidates in elections is valued.
4. Provide information to residents about their rights and mechanisms to provide feedback, complain, with any grievances and concerns addressed through fair, accessible and equitable processes, in a timely manner.
5. Provide systemic advocacy and support where inequality, gaps, vulnerability and other access needs and barriers are identified that prevent participation by individuals and groups in community life.
- 5.6. Ensure a workplace culture that embraces diversity, equity, inclusion and belonging to assist in the attraction and retention of people of all abilities in employment at the City of Cockburn.

(3) Information and Communication

1. Ensure information created and provided by the City is universally accessible ~~for people with disability and access needs~~ and is available in a variety of formats and languages on request.
2. ~~Require a Language Services Procedure be developed and implemented across the organisation.~~

(4) Social and Cultural Inclusion

1. Recognise that respect for the local Nyungar traditional custodians of this land and for other Aboriginal and Torres Strait Islanders is the foundation for meaningful relationships and participation.
2. Support social cohesion and commit to the elimination of racism and all other discrimination within the community.
3. Support cultural and linguistic maintenance and development as a means of enhancing personal growth, quality of life and community diversity.

(5) Training and Development

1. Provide competency training and professional development to staff and Elected Members (including use of translation and interpreting services), to ensure a sound understanding of Culturally and/or Linguistically Diverse communities, First Nations people ~~of Aboriginal and Torres Strait Islander backgrounds~~ and people with disability.
2. ~~Support Elected Members to attend disability access and inclusion training and cultural awareness, and Aboriginal cultural competency training to enhance understanding of the value of community diversity.~~

[2]

Title	Access & Equity
-------	-----------------



Strategic Link:	Cultural Diversity Strategy; Disability Access and Inclusion Plan; Reconciliation Action Plan; Age Friendly Strategy
Category	Community Support & Development
Lead Business Unit:	Community Development and Services
Public Consultation: (Yes or No)	Yes
Adoption Date: (Governance Purpose Only)	11 March 2021
Next Review Due: (Governance Purpose Only)	March 2023 ³⁵
ECM Doc Set ID: (Governance Purpose Only)	8967988

[3]

Title	Acknowledgement of Traditional Custodians
-------	---



Policy Type

Council

Policy Purpose

To determine how and when the City will acknowledge the Beeliar people of the Whadjuk Nyungar nation as the traditional custodians of the lands upon which City of Cockburn has been founded.

Policy Statement

The City shall acknowledge the Beeliar people of the Whadjuk Nyungar nation as the traditional custodians of the lands upon which City of Cockburn has been founded and shall pay its respect to the Elders of the Nyungar nation, past and, present ~~and emerging~~.

- (1) Acknowledgement of the traditional custodians of a region can be done through:
 1. A Welcome to Country, which is a traditional protocol only delivered by an Aboriginal person widely recognised as having ancestral connection with the local area where the function or meeting is held. This is expected at more formal events.
 2. An Acknowledgement of Country which can be delivered by either Aboriginal or non-Aboriginal people, at both formal and informal functions, meetings and activities.
- (2) An Acknowledgment of Country is a statement acknowledging and showing respect for the Aboriginal history, culture and ongoing connection of traditional custodians with the land. For the lands on which City of Cockburn has been established, the traditional custodians are the Beeliar people of the Whadjuk Nyungar region.
- (3) Acknowledgement of traditional custodians is a foundation action of all Reconciliation Action Plans, with the goal of strengthening opportunities, respect and relationships between ~~the~~ Aboriginal and Torres Strait Islander peoples and all other Australians. It is a requirement of Reconciliation Australia, which oversees all Reconciliation Action Plans.
- (4) The City adopted the practice of Acknowledgement of Country in 2009 and reaffirmed it in the Reconciliation Action Plan.
 1. An Acknowledgement of Country will be delivered by the Mayor or other delegated official at all Council Meetings, Citizenship Ceremonies and formal functions and events.
 2. Acknowledgement of Country may also be delivered by staff or other attendees upon request, at City functions, meetings, events or activities.

[1]

Title	Acknowledgement of Traditional Custodians
-------	---



3. A statement of Acknowledgement of Country will be displayed on the City website.
4. A statement of Acknowledgement of Country will be prominently displayed in Council Chambers, public reception rooms, customer service areas and at other City facilities.
5. A short Acknowledgement will be added as a footer to staff emails.
6. Acknowledgement of Country must be used within the City's Annual Report, Strategic Plans and Business Plans, and Powerpoint templates. It will be clearly located near the front of the document.
7. ~~Appropriate wording and use of Nyungar language can be provided by staff.~~
8. Welcome to Country will be delivered at formal functions, Citizenship Ceremonies, events and activities. A list of acknowledged Elders or Custodians of the Whadjuk Nyungar region can be provided by staff to ensure appropriate protocol is followed.

Strategic Link:	Reconciliation Action Plan
Category	Community Support
Lead Business Unit:	Community Development & Services
Public Consultation: (Yes or No)	No
Adoption Date: (Governance Purpose Only)	9 December 2021
Next Review Due: (Governance Purpose Only)	December 2025 ³
ECM Doc Set ID: (Governance Purpose Only)	4134587

Title	Artwork Collection
-------	--------------------



Policy Type

Council

Policy Purpose

The purpose of this policy is to convey why the City of Cockburn collects and commissions artworks, when it purchases artwork and what criteria are used to purchase artwork.

This policy applies to all aspects of commissioning, purchasing and auditing of artworks for the City.

Policy Statement

~~The City's art collection represents a cultural and financial investment through the The City of Cockburn will purchase or commissioning of~~ artworks to build a collection that reflects the history, people, place and diverse cultural identity of Cockburn.

In commissioning artwork the City will be:

- Developing and enhancing a sense of place, pride and ownership of public spaces.
- Improving the quality, attractiveness, functionality and design of public spaces.
- Increasing public awareness in the value of art.
- Contributing towards the development of cultural tourism opportunities.
- Giving added meaning to Cockburn's unique environment, history and multicultural community.
- Improving legibility by introducing artworks that assist in making streets and buildings more identifiable

Funding and purchasing artworks:

- ~~One percent of the construction costs of the city's capital works projects will be allocated to public art on that site. This applies to new buildings and additions to existing buildings over the value of \$1,000,000.~~
- An annual budget will be allocated to commission, install, insure and maintain artworks.
- Works will be of the highest affordable quality.
- Commissioned works will be undertaken by professional artists with relevant specialist skill levels.
- ~~Works will primarily be purchased~~ Purchases will be considered from the Cockburn Community and Cultural Council Art and Craft Exhibition and the City of Cockburn's Show Off art exhibition with the ability to purchase works from other exhibitions, artist studio visits within Cockburn and ~~broader afield~~ more broadly throughout Western Australia such as sculptures by the sea that reflect the collections ethos.

[1]

Title	Artwork Collection
-------	--------------------



- Artworks purchased to be digitised for use in signage and promotional material, etc, are considered part of the City Collection and must be guided by this policy.
- All artworks purchased using city funds are deemed a City asset and will therefore are required to be captured on the City's art collection register as per art collection procedures. so all relevant information should be supplied to the officer responsible for the register for inclusion.
- All artworks purchased should be approved by the Chief Community Services or the Chief Executive Officer.

The City's art collection will include:

- Innovative contemporary art that reflects the City's diverse community by artists who have lived in, worked in or have a strong connection with the City of Cockburn or the work will have relevance to the site and/or Cockburn culture/heritage
- Purchasing of Art works by local Aboriginal art works artists.
- Two and three dimensional works in all media with reference to the existing strengths of the collection.

The City will consider but is not obligated to accept:

- artwork donations and gifts based on the above criteria,
- philanthropic monetary donations may also be considered to augment the City's artwork collection.

De-accession

Many artworks have an end of life and can be de-accessioned when they have fulfilled their purpose or can no longer be feasibly maintained. When de-accessioning occurs, the artwork will be:

- documented,
- removed from its site and
- de-registered as a City asset as per collections de-accessioning procedures.

Strategic Link:	The Cultural Strategy (Art, Culture, Heritage and Events) 2016 – 2020
Category	Events, Arts, Culture and Heritage
Lead Business Unit:	<u>Corporate Communications Library and Cultural Services</u>
Public Consultation: (Yes or No)	No
Adoption Date: (Governance Purpose Only)	9 December 2021
Next Review Due: (Governance Purpose Only)	December 2023 2024
ECM Doc Set ID: (Governance Purpose Only)	8028150

Title	Completion of Firebreaks on Private Property
Policy Number (Governance Purpose)	



Policy Type

Council Policy

Policy Purpose

The *Bush Fires Act, 1954*, requires a Local Government to produce an annual order (hereafter referred as Fire Control Order) pursuant to *Section 33* of the *Act*. The Fire Control Order allows the Local Government to specify measures a property owner/occupier is required to undertake to prevent the occurrence and spread of a bushfire.

Policy Statement

The purpose of this Policy is to ensure all affected landholders are treated equitably and the process of inspecting firebreaks by a Fire Control Officer is completed in a coordinated and risk based approach.

- (1) The priority of inspection is;
 - (1) Property within areas zoned rural by the Metropolitan Region Scheme;
 - (2) all land within the specified Bushfire Prone Areas; and
 - (3) all other land.
- (2) If works prescribed within the Order are not completed by the date specified within the Order an Infringement and Work Order will be issued.
- (3) If after 14 days (from date of infringement), the owner still does not comply with the Work Order in its entirety, the Fire Control Officer will infringe a second time and will arrange for the completion of works pursuant to the Order. All associated costs are to be borne by the land owner.
- (4) The City advises appointed contractors that extensions in time will not be allowed in accordance with (3) above.

Strategic Link:	Bushfire Risk Management Plan
Category	Fire and Emergency Management
Lead Business Unit:	Recreation and Community Safety <u>and Ranger Services</u>
Public Consultation: (Yes or No)	No (Prior consultation was undertaken)
Adoption Date: (Governance Purpose Only)	13 December 2018
Next Review Due: (Governance Purpose Only)	December 2025 <u>50 (or if the Fire Control Order is reviewed prior)</u>
ECM Doc Set ID: (Governance Purpose Only)	4132715

[1]

Title	Community Funding for Community Organisations & Individuals (Grants, Donations & Sponsorships)
--------------	---



Policy Type

Council

Policy Purpose

The purpose of this policy is to provide a framework for the provision of community funding to local community groups, organisations and individuals.

Policy Statement

- (1) Council provides up to two per cent of the annual rates income to a budget for grants, donations, sponsorships and subsidies. To ensure that these funds are distributed in a rational way, eligibility, selection and evaluation criteria are required for the assessment and prioritisation of applications to be funded.
- (2) The funds allocated to local community groups, organisations and individuals are to assist in the provision of activities and services that benefit the local community. This program is divided into seven (7) categories (A-G) to encourage and cater for a range of applications and activities.

Community Funding Category	Description	Open for applications	Maximum amount available per application	Approval
Category A – Community Grants	One-off projects, programs or activities that benefit the wider Cockburn community.	Twice a year, in March and September	\$15,000	Delegated Authority
Category B – Cultural Grants	Events, projects, workshops and residencies that embody at least one of the diverse art and cultural interests of the Cockburn community.	Twice a year, in March and September	\$5,000	Delegated Authority
Category C – Sustainability Grants	Projects or activities that demonstrate Sustainability principles and themes for the benefit of the Cockburn community.	Annually in March. Open all year round	\$4,000	Delegated Authority
Category D - Small Events Sponsorship	Small-scale neighbourhood events across Cockburn.	Open all year round	\$3,000	Delegated Authority

[1]

Title	Community Funding for Community Organisations & Individuals (Grants, Donations & Sponsorships)
--------------	---



Community Funding Category	Description	Open for applications	Maximum amount available per application	Approval
Category E - Donations	Financial contribution towards operating or ongoing expenses for not for profit or benevolent organisations to assist the disadvantaged and/or vulnerable within the Cockburn community.	Twice a year, in March and September	\$20,000	Council Decision
Category F – Sponsorships	Financial contribution to a significant event, activity, service or endeavour to either a Group or Individual and, in return, the City receives public recognition for its contribution.	Groups - Twice a year, in March and September Individuals - open all year round	Groups - \$20,000 Individuals - \$1,000	Groups – Council Decision Individuals – Delegated Authority
Category G – Major and Minor Funding	Major funding proposals, minor funding and requests outside of established categories.	Upon enquiry and invitation to apply	Dependent on funding type	Dependent on funding type Applications over \$5,000 are to be referred to Council for decision

- (3) The categories are described in further detail in the associated 'Community Funding Guidelines for Community Organisations and Individuals' that outlines the relevant selection and evaluation criteria, and limitations of each funding category.
- (4) Applicants for funding to be distributed from the Grants and Donations budget are required to apply and address the relevant criteria in one of the funding categories. Assessment and approval will be done according to the category and be done under the relevant delegated authority or recommendation by the [Grants and Donations Expenditure Review](#) Committee to Council, and applicants cannot bypass these processes.
- (5) An applicant may successfully apply for and receive funding from two different categories from this policy per financial year, provided they meet the criteria for the particular category, however, the applications cannot be for the same project. Applicants that have been successful in previous years are eligible to apply provided all previous funding has been satisfactorily acquitted.

[2]

Title	Community Funding for Community Organisations & Individuals (Grants, Donations & Sponsorships)
--------------	---



Strategic Link:	Strategic Community Plan
Category	Community Support
Lead Business Unit:	Community Development and Services
Public Consultation: (Yes or No)	No
Adoption Date: (Governance Purpose Only)	11 March 2021
Next Review Due: (Governance Purpose Only)	March 2023
ECM Doc Set ID: (Governance Purpose Only)	8242612

[3]

Title	Library Services
-------	------------------



Policy Type

Council

Policy Purpose

This policy provides the City and the community with a clear and consistent framework for the management of the City's libraries and its resources.

Policy Statement

(1) Membership

In accordance with the Library Board of Western Australia Act 1951-1985, members of the community are invited to apply for library membership by providing proof of their identity and current residential address in accordance with the Conditions of Membership statement and agreeing to the Terms and Conditions of Use. Categories of membership with restricted conditions are available for people without proof of address.

Any person under 16 years of age must have their membership application authorised by their parent or legal guardian.

Conditions of library use are outlined in the libraries' terms and conditions and are agreed to at the time of membership.

Materials recovery fees for long overdue items shall be levied in accordance with Regulation 14(1) of the Library Board of WA Act 1951-1985. Charges will be determined by Council's adopted Fees and Charges in the Annual Budget. Temporary suspension of membership will be applied to any library member who retains library materials and/or has an outstanding debt.

(2) Confidentiality

In normal circumstances the library does not make available the personal details or borrowing history of any library member unless an 'order to produce' is presented pursuant to federal, state, or local law. However, in the event that a member fails to return long overdue library items personal details will be made available to a material recovery agency to facilitate the return of these items.

(3) Library Collections

Cockburn Libraries is committed to enhancing and maintaining a collection of library materials and resources to support the informational, educational, ~~recreational~~ recreational, and cultural needs of the community. Purchase of library materials demonstrates the City's commitment to enhancing the collection to a very high standard to supplement library materials provided by the State Library of Western Australia. Collections will meet the Collection Development Guidelines for Cockburn Libraries.

[1]

Title	Library Services
-------	------------------



Donations will be accepted on the understanding that the material donated becomes the property of the City of Cockburn. The Library reserves the right to include or not to include donated materials in its collections or to dispose of such materials in any way which in the opinion of the [Manager, Library Services Branch Manager](#) is in the best interests of the Library Service. The Library Service will not be bound in any way whatsoever to account to donors for the manner of the disposal of donated materials.

Cockburn Libraries endorse the Statement on Free Access to Information (Adopted 2001, amended 2007, [2015](#)), the Statement on Libraries and [Literary Literacies](#) (Adopted 1979, amended 1996, 2006) issued by the Australian Library and Information Association and the United Nations 2030 Agenda for Sustainable Development (Adopted September, 2015).

The Library will not exercise censorship in the selection of materials by rejecting on moral, gender, individual lifestyle, political, racial or religious grounds alone material which is otherwise relevant to the purpose of the Library and meets the standards, such as historical importance, intellectual integrity, effectiveness of expression or accuracy of information which are required by the Library Service. Material will not be rejected on the grounds that its content is controversial or likely to offend some section of the [Library's library's](#) community. Library resources are available to all library users without restriction, except where legally required, or as set out in the Library's loan conditions. ~~The library encourages parents/carers to set their own family rules in consultation with their child.~~ It is the responsibility of parents/carers to monitor [children and](#) young people's selection and use of library resources.

(4) Public Internet Access

Library Services will provide access to computer and Internet facilities and Wi Fi access in accordance with the Public Internet Usage Guidelines. To facilitate equitable access to computers, a member is required to use the booking system and will be limited to a specified amount of computer access per day as determined by the conditions of use.

The City cannot guarantee continuous Internet access during the time booked.

Access to printing will be available for a fee as determined by Council's adopted Fees and Charges in the Annual Budget.

(5) Supervision of Children

The responsible parent, legal guardian or caregiver must supervise their children while in the library. The following principles apply:

1. Children (under 13 years of age) are not to be left unattended at any time.
2. The City takes no responsibility for the welfare of unattended children.
3. A child left unattended in a public library may be classed as a "child at risk of harm" under section 28(2) of the Children and Community Services Act 2004 and may be reported to the police or Department of Child Protection. A parent who leaves an unattended child in a Cockburn Library may be breaching the

Title	Library Services
--------------	-------------------------



Children and Community Services Act 2004 (failing to protect a child from harm s.101).

(6) Public Welfare

All users are expected to behave in a manner that is appropriate to the nature of the library. Those who misuse the library or adversely impact other users can be banned from the libraries at the discretion of the [Manager, Library Services Branch](#) under section 29 of the Library Board Act 1951-1985 and, if appropriate, referred to the police and/or other authorities.

(7) Copyright

Cockburn Libraries support and uphold the rights of copyright owners as documented in the Commonwealth Copyright Act 1968.

Strategic Link:	Community, Lifestyle & Security
Category	Libraries
Lead Business Unit:	Library and Cultural Services
Public Consultation: (Yes or No)	Yes
Adoption Date: (Governance Purpose Only)	10 December 2020
Next Review Due: (Governance Purpose Only)	December 2022
ECM Doc Set ID: (Governance Purpose Only)	8028320

[3]

Title	Prohibition of Exotic Animals in Circuses
Policy Number (Governance Purpose)	



Policy Type

Council

Policy Purpose

The purpose of this policy is to adopt a position on circuses acceptable to operate within the City of Cockburn district.

Policy Statement

- (1) The City of Cockburn disapproves of circuses with exotic animals as a form of entertainment.
- (2) The City of Cockburn allows circuses without exotic animals to operate on City controlled land subject to the following conditions:
 1. The circus complies with current Western Australian legislation relevant to the welfare of animals, health, planning and public buildings.
 2. The circus demonstrating full compliance with all requirements of Public Liability Insurance. Certification must be presented with the application.
 3. The circus is required to adhere to the Animal Welfare Act – Code of Practice for the conduct of circuses in Western Australia (March 2003) and should there be any breaches or claims of breaches brought to the attention of the City the matter will be referred to the Royal Society for the Prevention of Cruelty to Animals W.A. Inc.
 4. The circus having in place a suitable Management Policy, Emergency Procedures and Safety Policy to ensure the full safety of the public to the satisfaction of Council.
 5. The circus owners provide to the City before the circus is held, a certificate from a Qualified Structural Engineer certifying that temporary structures including the seating and animal training performance cages are safe and secure.
 6. At the request of the City a traffic management plan is submitted to the City's satisfaction.
 7. Circuses are charged the appropriate hire fees and bond as set by the schedule of fees and charges.
- (3) The Chief Executive Officer is authorised to make decisions on Circuses Applications.

[1]

Title	Prohibition of Exotic Animals in Circuses
Policy Number (Governance Purpose)	



Strategic Link:	Community, Lifestyle & Security
Category	Sport and Recreation Ranger Services
Lead Business Unit:	Recreation and Community Safety & Ranger Services
Public Consultation: (Yes or No)	No
Adoption Date: (Governance Purpose Only)	14 March 2019
Next Review Due: (Governance Purpose Only)	March 2025 ¹
ECM Doc Set ID: (Governance Purpose Only)	4132703

[2]

Title	Sports Hall of Fame
Policy Number (Governance Purpose)	



Policy Type

Council

Policy Purpose

The purpose of this policy is to:

- (1) Recognise and promote the outstanding sporting achievements of athletes and sport administrators who currently or previously resided in the City of Cockburn.
- (2) Outline the selection criteria in order to be considered eligible for recognition.

Policy Statement

- (1) The promotion of outstanding achievements of athletes and sports administrators is important to:
 1. Recognise the achievements made by individuals from the Cockburn community.
 2. Motivate aspiring individuals within the Cockburn community.
- (2) The City will call for nominations for the City of Cockburn Sports Hall of Fame every three years.
- (3) For consideration to be inducted into the City of Cockburn Sports Hall of Fame, individuals:
 1. Must have been a resident for five years or more of the City of Cockburn.
 2. Can be deceased or living.
- (4) Nominees will be assessed under the following selection criteria:
 1. Demonstrate a consistent high standard of elite level sport performance at a national or international level.
 2. Long term outstanding commitment to and achievement in a sport(s).
 3. Be or have been a participant in sport or involved in sports administration at an elite national or international competition.
 4. Must have been ranked or selected to represent their chosen sport by a National and/or International Sporting Body.

[1]

Title	Sports Hall of Fame
Policy Number (Governance Purpose)	



(5) Nominees who satisfy the selection criteria will be recommended to Council for approval for induction to the City of Cockburn Sports Hall of Fame.

(6) Definitions:

Athlete: Participant in sporting activity competing on the sporting field, court, track, arena etc.

Sports administrator: Individual who contributes to sport off the field, court, track or arena in a paid or unpaid capacity which includes officiating, governing and/or working within the media.

Strategic Link:	Strategic Community Plan - Community, Lifestyle and Security
Category	Sport and Recreation
Lead Business Unit:	Recreation Infrastructure & Services & Community Safety
Public Consultation: (Yes or No)	No
Adoption Date: (Governance Purpose Only)	14 September 2023 12 December 2019
Next Review Due: (Governance Purpose Only)	September 2026 December 2021
ECM Doc Set ID: (Governance Purpose Only)	8968136

Title	Use of Closed Circuit Television (CCTV) System
-------	--



Policy Type

Council

Policy Purpose

The purpose of this policy is to provide a framework for the overarching use and installation of CCTV in public locations or private property where there is collaboration with the City. CCTV is an established technology and is continually evolving. The proliferation of CCTV within the community has been the result of the foreseen benefits of CCTV.

Policy Statement

The City of Cockburn has endorsed a Community Safety and CCTV Strategy which details Council's level of support for the implementation of Closed Circuit Television as a tool to reduce criminal and anti-social activity.

CCTV does not absolutely prevent crime or anti-social behaviour, but can reduce the incidence of opportunistic anti-social behaviour and may provide forensic evidence when such events occur. In 2016, the City of Cockburn signed a Memorandum of Understanding with the WA Police to share data from the City's CCTV system to further enhance community safety.

Evidence suggests that CCTV improves the public perception of safety and reduces their fear of being a victim of crime in public places.

This Policy describes the criteria to be used when a new installation is being considered for deployment.

- (1) CCTV will be installed where recurrent anti-social or criminal behaviour has been identified or installed in as a proactive measure to minimise damage to Council facilities.
- (2) CCTV installations will meet the requirements of the City of Cockburn Community Safety and CCTV Strategy and the Australian New Zealand Policing Advisory Agency - Recommendations for CCTV Systems or any other relevant industry standards considered appropriate.
- (3) CCTV installations will be clearly signed. In some instances, where covert cameras are used for monitoring breaches to Local Laws, such as dumping of rubbish, it may not be appropriate to install signage, but all efforts will be made to advise nearby residents as required.
- (4) The use of "dummy" or replica Cameras is not permitted

[1]

Title	Use of Closed Circuit Television (CCTV) System
--------------	---



- (5) CCTV cameras may be passive or “event activated” for recording purposes.
- (6) CCTV installations may be deployed on City or private land, with the permission of the land owner. Installations may be permanent or temporary. At times, the City may need to negotiate for the use of land and use of utilities, such as power, during the installation and ongoing operation of the CCTV system.
- (7) Access to any CCTV footage and other operational matters will be controlled through a Code of Practice that is consistent with all CCTV relevant State and Commonwealth legislation.
- (8) A CCTV system may use automated software to:
 - 1. Scan passive footage to identify vehicles;
 - 2. Alert f the presence of people;
 - 3. confirm a specific activity has occurred; and
 - 4. identify people
- (9) The City may store images of vehicles, people and other identifying details for the purposes of evidence retention community safety and assisting law enforcement agencies provisioned through a Memorandum of Understanding or an order by a court.

Strategic Link:	Community Safety and CCTV Strategy
Category	Public Health & Security
Lead Business Unit:	Recreation and Community Safety
Public Consultation: (Yes or No)	Yes
Adoption Date: (Governance Purpose Only)	9 December 2021
Next Review Due: (Governance Purpose Only)	December 2023
ECM Doc Set ID: (Governance Purpose Only)	8968124

[2]

15.1.4 Bushfire Advisory Reference Group Terms of Reference

Executive	Chief of Community Services
Author	Fire and Emergency Management Manager and Head of Community Safety and Ranger Services
Attachments	<ol style="list-style-type: none"> 1. Revised Bush Fire Advisory Reference Group Terms of Reference with track changes ↓ 2. Bushfire Advisory Reference Group 2023-24 Annual Plan ↓

Officer Recommendation/Committee Recommendation

That Council:

- (1) ADOPTS the Bushfire Advisory Reference Group Terms of Reference and Annual Plan as attached to this report.

Background

The Bushfire Advisory Reference Group (BFARG) has reviewed its Terms of Reference.

The BFARG was established to support the operations and management of the City's two Bush Fire Brigades, namely South Coogee and Jandakot Volunteer Bush Fire Brigade's, and provide advice and information on bushfire matters.

The BFARG endorsed the revised Terms of Reference and new Annual Calendar out of session, as their meeting schedule for Tuesday 18 July did not reach a quorum.

Submission

N/A

Report

The revised Terms of Reference include an updated purpose and objectives reflecting feedback from a facilitated workshop held with the BFARG on Tuesday 23 May. New sections are also included to align with other City of Cockburn Reference Groups, including resignation, roles and responsibilities, code of conduct, and accountability.

The BFARG's purpose and objectives have been updated as follows:

Purpose

To advise the City on all matters relating to preventing, controlling, and extinguishing of bush fires, and any other function assigned to the Reference Group under Section 67 of the *Bush Fires Act 1954*, regulations, or Council policy.

Ensuring operational alignment and collaboration between all agencies involved in bush fire prevention and mitigation.

Monitor the effectiveness of the currency and implementation of local laws, the Bushfire Risk Management Plan, and other relevant emergency management plans.

- Check the various relevant legislation and rules
- Check the currency of the plan and identify any early risks and/or changes in the operating environment.

Provide a channel for escalation of any systemic blockages.

Being a collective voice for local needs.

Objectives & Strategies

1. Open communication and information sharing on bushfire issues and concerns
2. Providing meaningful reports on issues arising
3. Providing guidance in the development of policies, programs and community preparedness activities relating to the prevention and preparedness of bushfires
4. Providing guidance in the development of strategic policies, programs and plans to ensure we can effectively respond and recover from bushfires within the City of Cockburn
5. Ensure effective governance guides the group in achieving its objectives.

An Annual Calendar of Business has also been prepared to support the BFARG to achieve its objectives over the next financial year.

The Annual Plan includes a minor review of the structure of the BFARG to consider whether the Reference Group should transition to a Bushfire Advisory Committee, aligned to Section 67 of the *Bush Fires Act 1954* which states that a local government establish a bush fire advisory committee.

Strategic Plans/Policy Implications

Environmental Responsibility

A leader in environmental management that enhances and sustainably manages our local natural areas and resources.

- Protection and enhancement of our natural areas, bushland, parks and open spaces.

Listening & Leading

A community-focused, sustainable, accountable, and progressive organisation.

- Best practice Governance, partnerships and value for money.
- High quality and effective community engagement and customer service experiences.

Budget/Financial Implications

N/A

Legal Implications

N/A

Community Consultation

N/A

Risk Management Implications

Failing to adopt the proposed Terms of Reference would impact the focus and objectives of the BFARG. As a result, the retention of valued volunteers could be impacted and the quality of advice the City receives on bushfire matters could be reduced.

Advice to Proponent(s)/Submitters

N/A

Implications of Section 3.18(3) *Local Government Act 1995*

Nil



Bush Fire Advisory Reference Group

Terms of Reference

July 2023

Version no.	Date	Author	Comments/Amendments
1.0	24/09/19	M. Emery	Creation and reformatting with Accepted changes from Group
2.0	07/2023	C. Mora	Update purpose, objectives, and additional membership terms to align with other City reference groups

Document Set ID: 11410562
Version: 1, Version Date: 23/03/2023

Name

Name of this group shall be known as;

Bush Fire Advisory Reference Group or (BFARG)

Purpose

To advise the City of Cockburn (hereafter: the City) on all matters relating to preventing, controlling, and extinguishing of bush fires, and any other function assigned to the Reference Group under Section 67 of the *Bush Fires Act 1954*, regulations, or Council policy.

Ensure operational alignment and collaboration between all agencies involved in bush fire prevention and mitigation.

Monitor the effectiveness of the currency and implementation of local laws, the Bushfire Risk Management Plan, and other relevant emergency management plans.

- Check the various relevant legislation and rules
- Check the currency of the plan and identify any early risks and/or changes in the operating environment.

Provide a channel for escalation of any systemic blockages.

Be a collective voice for local needs.

Objectives & Strategies

The purpose of the group will be achieved through:

1. Open communication and information sharing on bushfire issues and concerns
2. Providing meaningful reports on issues arising
3. Providing guidance in the development of policies, programs and community preparedness activities relating to the prevention of and preparedness for bushfires
4. Providing guidance in the development of strategic policies, programs and plans to ensure effective response and recovery from bushfires within the City of Cockburn
5. Ensuring effective governance guides the group in achieving its objectives.

Membership of the Group

The BFARG will comprise of;

- South Coogee Volunteer Bush Fire Brigade
 - Captain or proxy
 - First Lieutenant or proxy
- Jandakot Volunteer Bush Fire Brigade
 - Captain or proxy
 - First Lieutenant or proxy
- Elected Member/s appointed by Council in accordance with Council policy
 - Nominated Chair
- City of Cockburn staff – Head of Community Safety and Ranger Services, Fire and Emergency Management Manager, and Fire and Emergency Management Officer or equivalents
- Chief Bushfire Control Officer
- Deputy – Chief Bushfire Control Officers

- Fire Control Officers (operational).

Guests;

- Regional staff and representatives from the Department of Fire and Emergency Services and/or the Department of Biodiversity, Conservation and Attractions
- Others as invited.

Membership Resignation

- A member may resign from membership of the BFARG by giving written notice of the resignation to the Fire and Emergency Management Officer or equivalent
- The resignation takes effect when the City's Fire and Emergency Management Officer or equivalent receives the notice.

Quorum

A quorum constitutes more than 50% of members.

Roles & Responsibilities

Members

- Prepare for, attend, and participate in meetings
- Adhere to the Terms of Reference for this group (This Document)
- Provide information and advice on items related to the group's purpose, scope, and objectives
- Be respectful to the Chair and other members and assist in maintaining an orderly and positive meeting by taking turns to speak and encouraging others to voice opinions
- Maintain positive relationships and communication with City staff and Elected Members, to be an effective liaison.

Chairperson

This role shall be filled by a City of Cockburn Elected Member appointed to the Reference Group by the Council.

The Chairperson shall ensure:

- The meeting is conducted according to the Terms of Reference
- Matters are dealt with in an orderly and efficient manner
- Meetings are kept on time.

In the absence of the Chair, an attending City of Cockburn staff member will undertake this role.

Elected Members

- Attend to provide a level of support and its membership
- Not to 'drive' the Group in achieving its objectives
- Not to try influence outcomes
- Meet responsibilities of Members as detailed in the Terms of Reference.

Fire and Emergency Management Officer

- Coordinating the BFARG
- Administrative support to the BFARG
- Progression of meeting outcomes
- Liaison between the BFARG and the City

Accountability and Process

Members are required to:

- Act with honesty, good faith, and integrity
- Abide by the Terms of Reference and Code of Conduct

- Actively participate in meetings
- Declare any actual or perceived conflicts of interest at the commencement of the meeting
- Maintain confidentiality of discussions within meetings.

Members are not permitted to:

- Liaise with the media and represent either the opinions of Council or the group
- Use any Reference Group for any public lobbying or political purposes, including use of social media to promote specific campaigns or strategies
- Discuss City of Cockburn business outside of the boundaries of official BFARG and the City of Cockburn.

Term

The BFARG will be ongoing until terminated by agreement by resolution of Council.

These Terms of Reference will be reviewed biennially in line with the Local Government election cycle and may be amended, varied, or modified in writing after consultation and agreement by resolution of the Council.

Meeting Information

Decision-making

- The process of coming to an agreement is generally by consensus decision-making
- A motion is carried if a majority of the Group members present at the meeting vote in favour of the motion.

Meetings

- Quarterly (typically February, May, August, and November), or as determined by the BFARG
- Held at the City of Cockburn Administration Building or other City facilities
- Generally, meetings will not exceed one and a half hours
- Members to attend in person
- Requests for virtual attendance should be received by the Fire and Emergency Management Officer no later than five business days prior to the meeting
- Chaired by the Chairperson.

Notice of motion for significant matters

A Member may have significant matters of business included in the agenda of a meeting by forwarding a notice of motion in writing to the minute taker no less than 14 clear days before the meeting so it can be considered by the membership.

The notice of motion must include a draft version of the motion proposed to be moved by the member.

Code of Conduct for Reference Group Members

Members are required to understand and agree with the Code of Conduct, as breaches may result in the forfeiting of membership.

Conflicts of Interest

BFARG members must not use their position as a means of making personal gain or influencing others in this regard. Meetings or group discussions should therefore not be misused by bringing personal interest or potential personal gain to the agenda or discussion. This includes the promotion of personal businesses or skills.

Misuse of position as a member

BFARG members are not permitted to use their position to exert influence in any community setting to claim to be representing the BFARG without the express direction to do so from the City, or to bring disrepute to the Group or to the City.

Where approved by the City, members may represent the Group if in an official capacity at an agreed upon function. Members are then required to do so in a professional and respectful manner

Communication

Members are required to use positive and respectful means of communicating with each other, with staff, and with the wider community.

Integrity

Members of the BFARG have a responsibility to act with good intent towards their fellow BFARG members, the City of Cockburn and all who engage with the BFARG. This means:

- Maintaining the business confidentiality of the City of Cockburn (written, spoken or otherwise)
- Maintaining the personal confidentiality of fellow BFARG members and all others who support or engage the BFARG (written, spoken or otherwise)

- Declaring one's own conflict of interest where applicable and removing oneself from the meeting where this is the case
- Being honest, open, and fair, in all dealings and conversations whilst conducting BFARG business.



Bushfire Advisory Reference Group Annual Plan 2023-24

The BFARG Annual Plan 2023-24 denotes the group's strategic objectives and activities to achieve the Group's objectives and purpose.

Purpose

To advise the City of Cockburn (hereafter: the City) on all matters relating to preventing, controlling, and extinguishing of bush fires, and any other function assigned to the Reference Group under Section 67 of the *Bush Fires Act 1954*, regulations, or Council policy.

Ensure operational alignment and collaboration between all agencies involved in bush fire prevention and mitigation.

Monitor the effectiveness of the currency and implementation of local laws, the Bushfire Risk Management Plan, and other relevant emergency management plans.

- Check the various relevant legislation and rules
- Check the currency of the plan and identify any early risks and/or changes in the operating environment

Provide a channel for escalation of any systemic blockages.

Be a collective voice for local needs.

Forward Planning

Below is a list of local and State policy reviews that the Group may wish to provide advice on to the City:

- The City's Local Emergency Management Arrangements to be reviewed in 2023/24.
- State Hazard Plan – HAZMAT review required in August 2023
- State Support Plan – Emergency Public Information review required in December 2023
- State Hazard Plan – Fire review required in November 2024
- Consolidation of Emergency Services Legislation consultation expected in 2024 (*Fire Brigades Act 1942*, *Bush Fires Act 1954*, and *Fire and Emergency Services Act 1998*)
- The City's Bushfire Risk Management Plan to be reviewed annually
- The City's Fire Control Order review to commence in 2024
- Grant opportunities include the Local Government Grants Scheme (LGGS), Mitigation Activity Fund (MAF), All West Australians Reducing Disasters (AWARE), National Disaster Risk Reduction (NDRR) and Disaster Ready Fund (DRF).



BFARG 2023-24 Annual Plan

X activities to be completed within the quarter or at a quarterly meeting

X* tentative activities to be completed within the quarter or at a quarterly meeting

- completed as required at the meetings

Item		Lead	Q1	Q2	Q3	Q4
1. Open communication and information sharing on bushfire issues and concerns						
1.1	Invite other agencies to provide updates on bushfire mitigation strategies and schedules	All	-	-	-	-
1.2	Members to provide updates relating to Brigades operations	Brigade Captains/CESM	X	X	X	X
2. Providing meaningful reports on issues arising						
2.1	Prepare an annual report on the administration of the City's Bushfire Risk Management Plan	City of Cockburn	X			
2.2	Prepare an annual report on the administration of the City's Fire Control Order	City of Cockburn				X
2.3	Report on any matters relating to the role and duties of Fire Control Officers under the <i>Bush Fires Act 1954</i>	All	-	-	-	-
2.4	Present on the operational outcomes of the 2023-24 fire season	Brigade Captains/CESM			X	
3. Providing guidance in the development of policies, programs, and community preparedness activities relating to the prevention and preparedness of bushfires						



Item	Lead					
		Q1	Q2	Q3	Q4	
3.1	Prepare and distribute community messaging regarding bushfire safety and preparedness	City of Cockburn		X		
3.2	Draft a schedule of activities for bushfire preparedness media and communications in 2024/25	City of Cockburn			X	
3.3	Provide advice on the strategic intent of the City's revised Local Emergency Management Arrangements (LEMA)	City of Cockburn			X*	
3.4	Discuss and review all upcoming exercises and community preparedness initiatives being conducted within the City	City of Cockburn	X	X	X	X
4. Providing guidance in the development of strategic policies, programs and plans to ensure effective response and recovery from bushfires within the City of Cockburn						
4.1	Provide input to City submissions to State and Local policy reviews (refer to forward planning list)	City of Cockburn	-	-	-	-
4.2	Provide advice on any identified policy or planning gaps in the City	All	-	-	-	-
4.3	Prepare an annual report on the implementation of the Brigades' Strategic Plans	Brigade Captains/CESM				X
4.4	Discuss any 3rd alarm incidents within the City, highlighting any learning opportunities	CESM	X	X	X	X
5. Ensure effective governance guides the group in achieving its objectives						



Item	Lead					
		Q1	Q2	Q3	Q4	
5.1	Prepare and adopt an annual plan of activities and objectives to fulfil the purpose of the group	City of Cockburn				X
5.2	Conduct a survey to gauge whether the Group is achieving its purpose and objectives	City of Cockburn			X	
5.3	Respond to matters addressed to the BFARG from Council and LEMC	All	-	-	-	-

15.1.5 Strategic Community Plan Outcome - Deep Dive Review - Local Economy

Executive	Executive Governance and Strategy
Author	Business Planning Coordinator
Attachments	1. Local Economy Deep Dive Report ↓

Officer Recommendation/Committee Recommendation

That Council:

- (1) ENDORSES the Strategic Objective Deep Dive Report on the Local Economy.

Background

Council endorsed the two-year agenda for the Governance Committee (GovCo) at the 12 May 2022 Ordinary Council Meeting.

This agenda includes deep dive reports on each of the Strategic Outcomes included in the Strategic Community Plan (SCP).

Submission

N/A

Report

This report assesses the City of Cockburn's progress for the Local Economy Outcome in the SCP, presented to the Governance Committee for CBP and KPI review and Council recommendations.

The longitudinal Deep Dive analyses SCP alignment, community sentiment, industry trends, and the broader environment, highlighting strengths and potential improvements.

Shifting from revitalisation to economic growth, the focus is on:

- local employment
- ease of doing business

The report notes advancements in:

- investment
- economic growth
- employment, and
- emphasises the potential in the blue economy.

Business capacity building is encouraged, including collaboration, and streamlined processes for attracting new enterprises. Infrastructure upgrades and technological adoption are crucial to advance this capacity.

Recommendations encompass strategic blue economy focus, supply chain development, workforce attraction, and international engagement.

The City of Cockburn has shown positive overall performance in achieving the Local Economy Outcome outlined in the SCP and CBP.

However, it is further recommended to assess the effectiveness of the current action-based KPIs and their alignment with industry trends.

The community sentiment remains favourable, yet incrementally declining benchmark scores require further analysis to address underlying causes, albeit in line with the broader sector.

The City's activities align with best practices for the Local Economy outcome, but limitations in resource allocation can significantly restrict service and scale.

A service review is advised in the medium term to ensure services match Local Economy objectives effectively.

Strategic Plans/Policy Implications

Strategic Community Plan

Local Economy

1.1 Increased investment, economic growth, and local employment.

1.2 Thriving local commercial centres, local businesses, and tourism industry.

1.3 A City that is “easy to do business with”.

Budget/Financial Implications

N/A

Legal Implications

N/A

Community Consultation

N/A

Risk Management Implications

There are no risks associated with the Strategic Objective Deep Dive Report on the Local Economy Strategic Outcome.

Advice to Proponent(s)/Submitters

N/A

Implications of Section 3.18(3) *Local Government Act 1995*

Nil



Deep Dive Report Local Economy

A sustainable and diverse local economy that attracts increased investment and provides local employment

1.1 Increased investment, economic growth, and local employment.

1.2 Thriving local commercial centres, local businesses, and tourism industry.

1.3 A City that is “easy to do business with”.

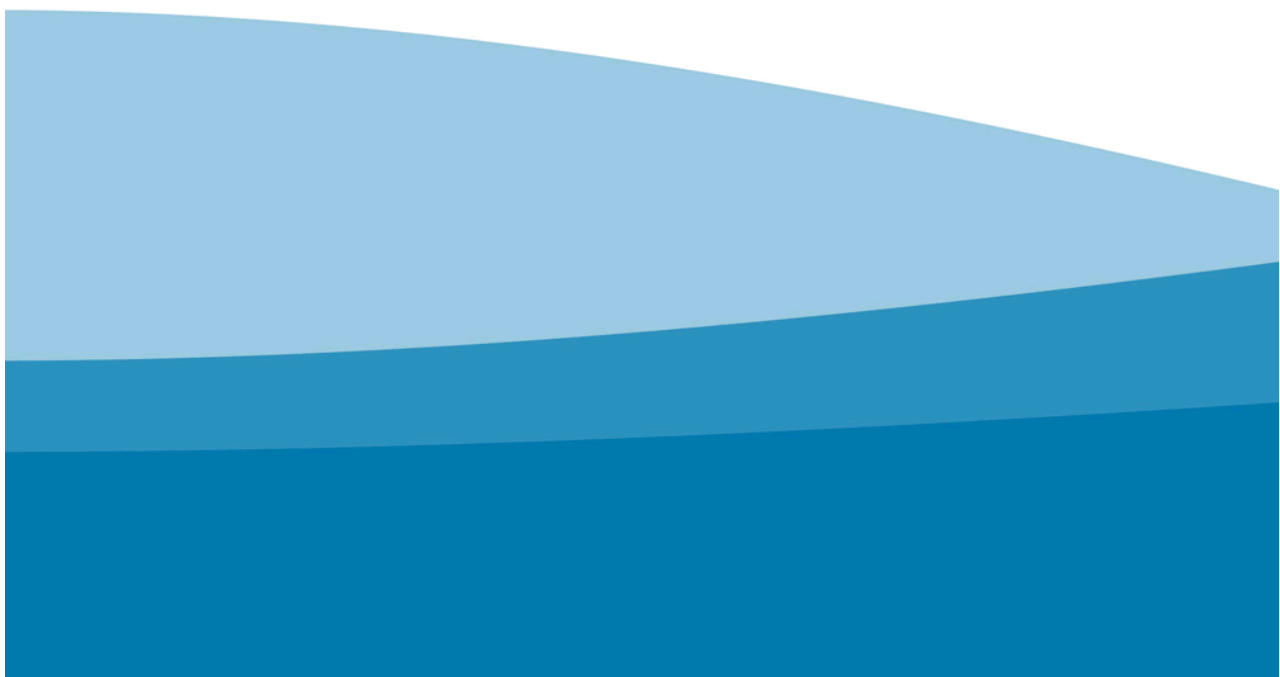


Table of Contents

1	Introduction	3
2	Administration Performance	5
2.1	Corporate Business Plan KPIs	5
2.2	SCP Strategic Objectives and Measurements.....	5
3	Community Sentiment	11
3.1	SCP Strategic Objectives and Measurements.....	11
4	Industry Trends – a wider lens	13
4.1	Global Overview	13
4.2	National Overview	13
4.3	State Overview	14
4.4	Cockburn Local Government Area (LGA) Local Economy	14
5	Economic Development in Local Government.....	15
5.1	Why is Local Economic Development Important?	15
5.2	Best Practice Approach for Local Government.....	15
6	Conclusion	19
6.1	Administration Performance	19
6.2	Community Sentiment.....	19
6.3	Industry Trends – a wider lens	19
7	Appendix One: Corporate Business Plan KPI Data	20
8	Appendix Two: Business Score Card Analysis	23

1 Introduction

This report presents a review of the City of Cockburn's (the City's) performance against the Local Economy Outcome in the Strategic Community Plan (SCP). The report is presented to the Governance Committee to support its responsibility for the review of the Corporate Business Plan (CBP) and associated Key Performance Indicators (KPIs) and subsequent recommendations to Council.

The Deep Dive examines the City's performance against the SCP outcome longitudinally, and analyses community sentiment relating to the outcome, industry trends, and broader environmental data. The Deep Dive aims to identify areas of strength, opportunities for improvement as well as learnings for the future.

In the previous SCP (2010 to 2020) this outcome was referred to as the City Growth outcome. In the 2020 to 2030 SCP, it is the Local Economy Outcome, and the focus has shifted away from planning and revitalisation and captures economic growth, local employment, commercial enterprises, local businesses, tourism and how easy the City is to do business with. The report finds that in this short period the City has made progress in terms of increasing investment, economic growth, and local employment, that overall, the City is making progress in terms of its Local Economy Outcome, however there are still some areas where improvement is needed.

The City has identified the blue economy as a key strength and opportunity. The City is home to several marine industries and is well-positioned to capitalise on the growing demand for these services. The City is also working to build the capacity and capabilities of its businesses, which will help them grow and succeed.

The City needs to do more to attract new businesses to the area. It also needs to work to improve its infrastructure, which will make it easier for businesses to operate in Cockburn.

Key Findings

- The City has historically under-invested in the resources required to support this outcome. Increased resourcing will lead to increased investment and growth.
- The City has made some progress in terms of increasing investment, economic growth, and local employment; however, the rate of progress has been slow, and more resources will facilitate greater focus in this growth area.
- The City is well-positioned to capitalise on the growing demand for the blue economy. However, there are decisions made at State and Federal levels that may have a significant impact and it needs to take steps to ensure that it is advocating on behalf of its local economy and able to attract and retain businesses in this sector.
- The City is working to build the capacity and capabilities of its businesses, that are primarily sole traders or small businesses. However, more can be done with collaborations, partnerships, and investment to ensure that businesses have the skills and resources they need to succeed.
- The City can do more to attract new businesses to the area. This can be done by streamlining the business registration process and effectively marketing the City to potential investors.
- The City needs to work to improve its infrastructure. This includes upgrading roads, bridges, and public transportation. It also includes investing in new technologies that can help businesses operate more efficiently.

Recommendations

- The City should continue to focus on the blue economy through developing a strategic plan for the blue economy, investing in research and development, and promoting the City as a destination for businesses in this sector.
- The development of industry supply chains is critical, and a focus on skilled workforce attraction and attracting businesses to the area will ensure that this sector continues to grow.
- The City should work to improve its infrastructure by upgrading roads, bridges, and public transportation. This also includes investing in new technologies that can help businesses operate more efficiently.
- The City should continue to build the capacity and capabilities of its businesses by providing training and support services and connecting businesses with mentors and other resources.
- As per the recent Business Score Card, 40% of respondents are interested in learning more about the global supply chain. Local businesses are seeking increased economic opportunities, including the securing of new markets, partnerships and innovation, skilled workers, and investment attraction. International engagement is seen by many businesses as an attractive way to secure additional market opportunities where local, regional, or national markets are considered fully supported.

The deep dive covers the sources outlined in *Table 1*, where accessible.

Table 1: Deep Dive Sources

Administration performance	Community sentiment	Industry standards and trends	Environmental scanning data
Corporate Business Plan KPIs	Community Score Card Business Score Card	Relevant State and federal policies and frameworks	ABS data
Strategic Objective Measures	Customer Service requests reporting	Industry megatrends	Economic data
Other relevant internal reporting, e.g. Development Approval reporting	Other relevant community engagement, e.g. Reference groups	Best practice analysis	
Project Management Office reporting Budget reporting	One of engagement Social media tracking and analysis		

Administration performance is assessed using the Corporate Business Plan (CBP) KPIs from the current and the previous two financial years, indicated as follows:

- FY22 - 1 July 2021 to 30 June 2022
- FY23 - 1 July 2022 to 30 June 2023
- FY24 - 1 July 2023 to 30 June 2024

2 Administration Performance

2.1 Corporate Business Plan KPIs

The City went through an organisational restructure in 2021. The City has since worked to reduce the number of CBP KPIs in response to a history of over commitment and under delivery. This was supported by Council.

KPI data is available in Appendix 1.

- All KPIs for the Local Economy SCP Outcome were delivered in FY22 and FY23.
- In FY22 the CBP projects relate to all three strategies, 1.1 Increased investment, economic growth, and local employment, 1.2 Thriving local commercial centres, local businesses, and tourism industry and 1.3 A City that is “easy to do business with”.
- In FY23 and FY24, the focus is on strategy 1.1 Increased investment, economic growth, and local employment only.
- The majority of CBP KPI delivery against the Local Economy SCP Outcome is met by the Business and Economic Development Business Unit.
- Generally, the CBP KPIs are action orientated and completed yearly meaning year on year comparison is not possible. It does mean that outcomes are being achieved to improve the local economy with a layering effect for the Community. Further assessment is required to determine if these KPIs are adequate indicators of performance.
- Overall, the City’s CBP KPI performance related to the Local Economy outcome is steady.

2.2 SCP Strategic Objectives and Measurements

Strategy 1.1: Increased investment, economic growth, and local employment

Measure: Increased annual value of major new developments and number of local jobs.

Background: The City is at the centre of a \$15 billion cluster of excellence in marine manufacturing and technology development, with a myriad of other industries supported along the Indian Ocean coastline, including tourism, recreation, fishing, research and development, advanced manufacturing, energy, defence, and coastal preservation.

A thriving blue economy in Cockburn will attract further public and private investment, resulting in the proliferation of support industries, training options and quality employment opportunities to futureproof the local economy. The marine industry is worth \$68 billion and is of greater economic value to Australia than either agriculture or the coal industry.

Increased investment, economic growth, and local employment are being met through the following program areas of the Economic Development Framework; Place-Based Economic Development, the Blue Economy, the Visitor Economy, Local Business Knowledge, Capacity Building and Development Applications. Further detail is provided below.

Defence Strategic Review and Cockburn

The Federal Government released details of the Defence Strategic Review on 24 April 2023. The review makes a strong case for the dry berth infrastructure, calling it a 'critical enabler' for naval shipbuilding, however there is no acknowledgement or agreement to this recommendation in the Government's release.

The Henderson shipbuilding precinct is home to Australia's largest marine industry and the City is poised to become a major national and global centre for blue economy industries, especially shipbuilding and maritime defence, following the AUKUS (Australia, United Kingdom, And United States Of America) submarine pathway announcement in March 2023.

AUKUS And Cockburn

AUKUS will result in Garden Island's HMAS Stirling naval base, adjacent to Henderson shipbuilding precinct in Cockburn Sound, hosting increased port visits and rotational presence of US and UK nuclear-powered submarines (SSNs), and Australia's first sovereign SSNs, the US Virginia-class submarines, from the early 2030s.

At its peak, building and sustaining SSNs will create up to 8,500 direct jobs in the industrial workforce. An additional 500 direct jobs are expected to be created to sustain the rotational presence between 2027-32 in Western Australia.

Visitor Economy

The City's visitor offer is focused on outdoor, coastal and adventure experiences which cater to families. Hero experiences which attract the greatest or increasing visitation include Woodman Point, Omeo Wreck, Coogee Beach, Manning Park, Bibra Lake Regional Playground and Adventure World.

Major visitor projects in the pipeline (Surf Park, Aboriginal Cultural and Visitors Centre and Ammo Jetty redevelopment) have the potential to transform the local visitor economy, bringing unique attractions, additional accommodation offers and activating currently underutilised spaces.

Research tells the City that future visitor economy development should focus on:

- Developing and promoting the coastline through an itinerary or trail that connects experiences like Woodman Point, Ammo Jetty, Coogee Beach, Omeo Wreck and Fremantle Power Station.
- Activating spaces along the coastline through sculpture development, interpretation, enhanced wayfinding, and trails, guided tours, and events.
- Leveraging the City's existing strengths and comparative advantages (outdoor and coastal experiences, adventure experiences, family experiences) rather than seeking to duplicate or compete with regional offers (culture, food, and dining).
- Managing coastal assets responsibly and sustainably, taking into consideration proximity to residential areas, the impacts of increased visitation on heritage assets (Omeo Wreck) and the impacts of climate change (coastal erosion and inundation).
- Investigating ways to support hidden gems such as the Woodman Point Quarantine Station and Recreation Camp and Azelia Ley Museum (and other attractions in Manning Park) to be better utilised by visitors and leveraged as unique and high-quality destinations.

Capacity And Capability Building

The City is active in supporting economic development in our local area, working with business and industry to create enterprise and employment and to ensure the long-term economic sustainability of our communities. The City works with registered training organisations and universities to offer workshops, training, and specialist programs to build the capacity and capabilities of the businesses and enterprises in our community.

The Amplify Program is a one-month intensive small business marketing program delivered by Business Foundations. Eight Cockburn businesses were sponsored to attend the program in 2022. They gave the program a 4.8-star quality rating.

The Thrive Program, delivered by Business Station, is designed to help enterprises grow and improve their performance by helping business owners improve their knowledge of business fundamentals. It includes three full-day workshops over three months and three months of mentoring.

The Micro Business Networking Group launched in October 2022 and is designed to connect and build the capabilities and capacities of business owners with fewer than four employees, who are solo operators or work from home. The group is now about 40 members strong and growing.

The Curtin Ignition Program is an immersive start-up experience, offering a positive and supportive environment to test out business ideas. The City recently sponsored two local businesses to take part in the program, which ran over six days. During the program the entrepreneurs developed business ideas and presented them to industry experts and 150 people drawn from the “who’s who” of the WA start-up ecosystem.

The City makes \$100,000 in grant sponsorships available to Cockburn businesses each year. The grants focus on training, skills development, innovation projects and capital works. They are designed for businesses of all sizes, including micro and small businesses.

The City of Cockburn is currently undertaking a review of the Economic Development Framework to ensure that it remains focused and relevant in building capability and capacity and aligns with the CBP and SCP. International engagement, investment attraction and activation of the Cockburn Central precinct are key focus areas identified as being significant factors in the revision of the framework. The revision will make recommendations with targeted outcomes that will need to be resourced by the City.

High-Value Commercial And Industrial Precincts

The City is evolving into a vibrant and growing industrial and commercial epicentre and major contributor to economic activity and employment in Western Australia. Major industrial and commercial areas include:

The Australian Marine Complex (AMC) is a world-class industrial precinct at Henderson in the City of Cockburn, servicing the defence, marine, oil and gas, and resource industries. It is home to major businesses in the defence, marine and shipbuilding sectors, including Austal, BAE Systems, Cvmec, and Luerssen Australia. Henderson is also a critical sustainment hub for the Royal Australian Navy’s presence on Garden Island. All out-of-water repair and upgrade activities for the fleet in WA are undertaken at AMC. The AMC has been instrumental in some of the country’s largest mining, oil and gas projects and is one of only two locations suitable for naval shipbuilding in Australia.

At more than 1,400 hectares, **Latitude 32** is one of the largest industrial zones in Australia. It is made up of six distinct development areas, each at different stages of development, and is still largely undeveloped. It is a 30-year project. There are two areas currently in

development: The Flinders Precinct, which is now completely sold, and the Orion Industrial area, which is currently for sale. **Latitude 32** will be a major economic driver and employer in the cities of Cockburn and Kwinana.

Jandakot City is a 150-hectare integrated commercial and industrial park under development by the junction of Roe Highway and Kwinana Freeway, and bordering Jandakot Airport, in the City of Cockburn. The industrial park's transportation links make it an ideal precinct for both industry and commercial enterprises, and it is expected Jandakot City will become a major employment hub in Cockburn. Jandakot Airport, right next door, is the major general aviation airport in Western Australia and one of the busiest airfields and largest aviation training bases in Australia.

Cockburn Central is a strategic regional centre in the southern part of Perth. Cockburn Central is a vibrant combination of mixed-use residential, retail and commercial properties and is one of the fastest-growing communities in the south of Perth metropolitan area. It is a vibrant meeting place to live, work, play, visit and do business. It is home to the award-winning Cockburn ARC and the Fremantle Football Club. An exciting \$1 billion transformation of Cockburn Gateway Shopping City is currently underway.

A new port planned for Cockburn Sound, called **Westport**, is expected to meet future industrial growth needs for Perth for the next 50 to 100 years. That will unlock more potential for investment, business, industry, and jobs growth.

Collaborations and Partnerships

For Blue: With Cockburn poised to become a major national and global centre for blue economy industries, the City has partnered with For Blue, a WA-based not-for-profit organisation focused on ocean health. The collaboration is focused on growing innovations that strengthen the local blue economy. Together, they launched the Blue Gravity Program in 2022, which offered innovative businesses a single point of access to a variety of support, including training, capital, workspace, professional services, and networks, to accelerate growth.

AIDN: The Australian Industry Defence Network (WA Chapter) represents small and medium-sized businesses in the country's defence and security sectors. It operates as an industry forum, to find new business opportunities and encourage collaboration, acts as a voice of WA in the defence sector, and keeps its members up to date on industry developments and opportunities. With Cockburn the centre of much of WA's defence industry activity and poised to become a major national and global centre for blue economy industries, the City works closely with AIDN's WA chapter to build the capabilities and capacity of the local defence supply chain.

Henderson Alliance: The Henderson Alliance represents almost 140 businesses and organisations operating in WA's shipbuilding and defence industry and its supply chain. It provides a voice to industry and the WA Government for Small to Medium Enterprises (SMEs) working or wanting to work in defence, provides a platform for collaboration to allow SMEs to partner in large scale projects, and operates as an industry forum for networking, support, and innovation. With Cockburn the centre of much of WA's defence industry activity and poised to become a major national and global centre for blue economy industries, the City works closely with the Henderson Alliance.

MCCC: The Melville Cockburn Chamber of Commerce (MCCC) is the not-for-profit peak body representing business in the City of Cockburn. The MCCC fosters business growth and development through events, activities, networking, and training opportunities. The City of Cockburn plays an active role in encouraging economic development in our local area, working with business and industry to create enterprise and employment and to ensure the

long-term economic sustainability of our communities. The MCCC is an important partner in this work.

Development Applications

A development application (also referred to as a planning application) is a formal request for consent to carry out proposed development in the City. This can include construction of a house, shed, undertaking a home occupation or business, and includes the use of an existing building.

Approval is required to ensure that development being undertaken within the City complies with relevant planning requirements and legislation. This includes the [City's Town Planning Scheme No. 3](#), [Local Planning Policies](#) and other statutory documents.

Data: Estimated value of development applications granted by the City

Figure 1 shows the total estimated value of Development Applications by year from FY16 to FY23. The overall trend is relatively stable. The increase in value from FY21 to FY22 is likely due to increase in materials and labour costs (inflationary pressure). Figure 1 also indicates that the number of applications are trending lower since FY16, apart from a spike in FY21 and FY22.

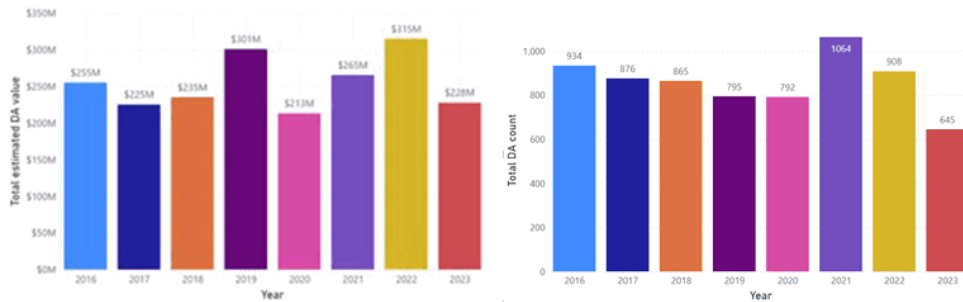


Figure 1: Total Estimated Value and Total Count of Development Applications Received by Year

Figure 2 outlines the number of development applications received by the City, categorised by application value. Most applications have estimated values of below \$5 million. The upper section of Figure 2 demonstrates a relatively stable (albeit small) flow of higher value developments.

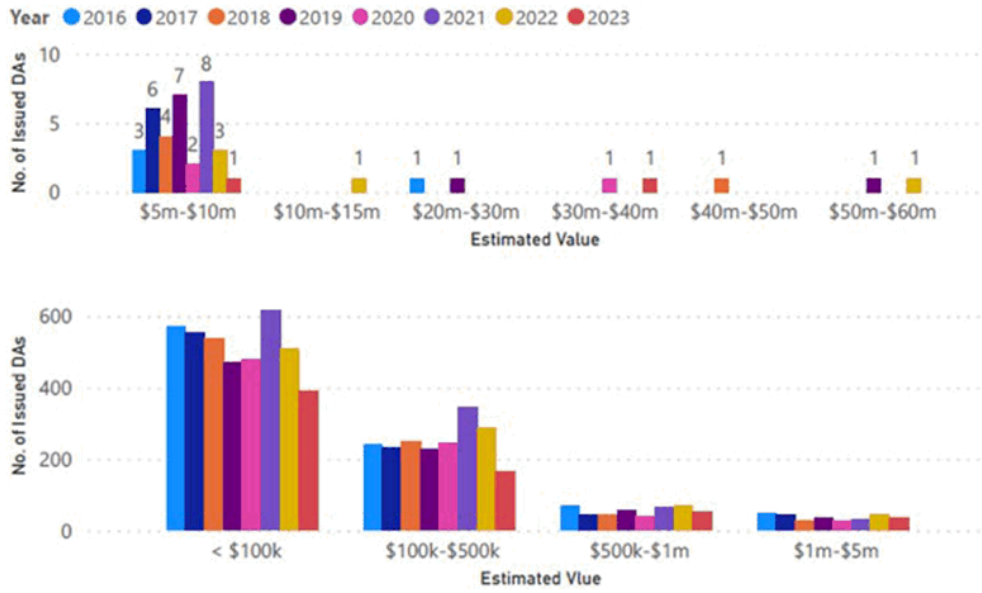


Figure 2: Issued Development Application Value by Year

Figure 3 shows the total value of development applications by type (FY16–FY23). Most approvals issued were for residential developments (56.61%), followed by commercial and industrial at 22.23% and 20.74% respectively. Rural applications make up only 0.42%.

Figure 4 shows the number of development applications by type (FY16–FY23). Residential make up the majority (72.43%), followed by commercial (15.42%), industrial (10.4%) and rural (1.75%).

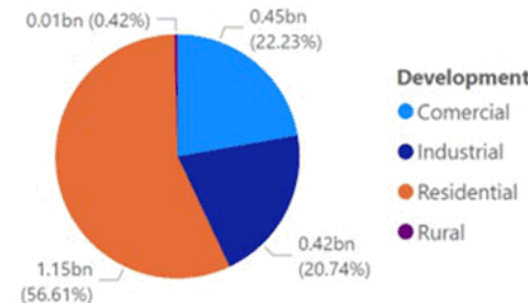


Figure 3: Total Value of Development Applications by Type

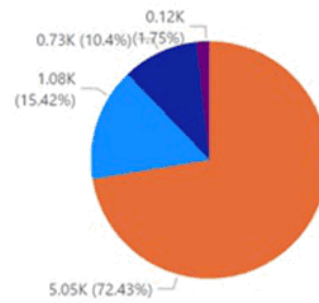


Figure 4: Total Number of Development Applications by Type

Figure 3 and Figure 4 demonstrate the higher value of industrial and commercial development applications. Commercial applications make up 15.42% of the count but 22.23% of the total value. Industrial applications are 10.4% of the count and 20.74% of the total value. The high value of commercial and industrial applications is indicative of their contribution to local economic growth.

Findings: Figure 1 and Figure 2 show a decline in application value and number from FY21 to FY23. This is likely indicative of the impact of post COVID-19 pandemic inflationary pressures on development.

The City has not maintained an upward trend for the measure to increase the annual value of major new developments. The trend in new development has been relatively constant varying between increasing and decreasing on a year-by-year basis.

There is no simple way to calculate the activities undertaken by the City and increased annual value of major new developments and number of local jobs. Results are impacted by multiple sources, the economic context, state and federal policy, and global events and identifying the specific influence of City activities and services is not possible.

This report is unable to provide direction on how the City can improve results related to this measure. Further assessment to identify a measure that is more directly linked to the impact of City activities and services is recommended.

3 Community Sentiment

Community sentiment in relation to Local Economy is assessed based on the Community Scorecard (annual) and the Business Scorecard (biannual).

In the 2023 Business Scorecard:

- In 2021, 16 **WA** Councils surveyed, in 2023, up to 26 **Nationally** (162% increase)
- 130 responses, is in line with industry norm and past years
- Overall improved performance 3rd out of 26 councils (4th out of 16 in 2021)

3.1 SCP Strategic Objectives and Measurements

Strategy 1.2: Thriving local commercial centres, local businesses, and tourism industry.

Measure: Improved satisfaction with efforts to support and retain existing businesses

Data: Community Scorecard measure: Improved satisfaction with efforts to support and retain existing businesses¹

Findings: As shown in *Figure 5* customer perception of the City's efforts to support local business are consistently at the top of the state benchmark, measure 1.2 is on track.

2023 Business Scorecard feedback - Rating of 71 achieved as a place to work or operate a business (6 points above industry average).

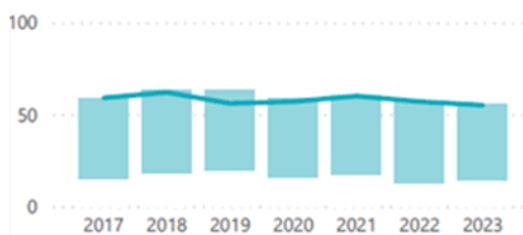


Figure 5: Satisfaction with efforts to support and retain existing business¹

¹ Community Scorecard, 2023, Catalyse

Strategy 1.3: A City that is “easy to do business with”

Measure: Improved satisfaction with the ease of doing business in the City

Data: Business Score Card measure: Improved satisfaction with the ease of doing business in the City²

Findings: *Figure 6* shows that ease of doing business with us has declined since 2019, reducing from 60 in 2019 to 53 in 2023. The city is no longer sitting at the benchmark for this score and is closer to the industry average. This measure has room for improvement.

2023 Business Scorecard feedback

Direct Engagement: 87% of business owners rate the City’s newsletters favourably and 65% of respondents rate overall communication positively (up 3 points on 2021).

Capacity Building: 76% rate access to education, training and Professional Development favourably (up 6 points on 2021) and there was an 11% increase in awareness of business events and support services offered by the City.

Grants: 25% increase in awareness of the City’s grants program.

Red Tape Reduction: 71% rate the City favourably when it comes to ease of doing business.

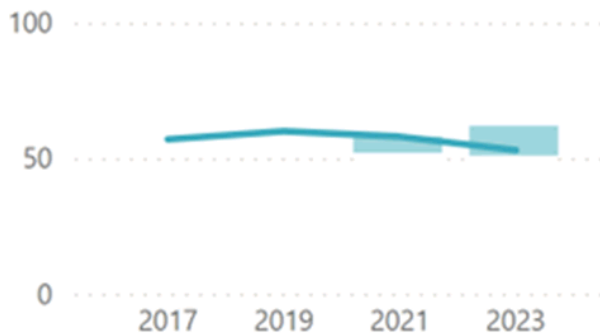


Figure 6: Ease of doing business with the City

² Business Scorecard, 2023, Catalyse

4 Industry Trends – a wider lens

The global and national economic landscapes are facing significant challenges due to slowing growth, high inflation, and tightening monetary policies. These factors are impacting economies worldwide, including Australia, and at the City for example this translates to the cost of doing business and impacts in the supply chain.

It is essential to understand the economic overview at different levels, from the global and national perspectives to the local level. This section also highlights the role of local government in economic development and explores the City's performance.

By understanding the broader economic trends and the specific efforts of the local government, valuable insight can be drawn on the challenges and opportunities faced delivering the Local Economy SCP Outcome.

4.1 Global Overview

In the recent World Bank³ report, slowing global growth is putting the global economy at risk of recession, only three years after emerging from the pandemic-induced recession of 2020. The slowdown is due to high inflation triggering monetary policy tightening around the world. Tightening has worsened global financial conditions, exerting a substantial drag on economic activity. Asset prices have been in broad, synchronous decline, investment growth has weakened substantially, and housing markets in many countries are worsening rapidly.

Central banks around the world have tightened monetary policy faster than expected, due to inflation remaining well above central bank targets in most inflation-targeting economies. There are signs that underlying inflation pressures could be becoming persistent. Many governments have announced new support measures to shield households and firms from the effects of sharply rising prices, slowing the pace of fiscal consolidation as pandemic-related stimulus is withdrawn.

Global growth is forecast to slow to 1.7 percent in 2023, which would be the third weakest in nearly three decades, overshadowed only by the global recessions caused by the pandemic in 2020 and the global financial crisis in 2009. Growth projections have been downgraded for almost all advanced economies and about two-thirds of emerging markets and developing economies in 2023, and for about half of all countries in 2024. The negative shocks of the past three years, namely the pandemic, the invasion of Ukraine, and the rapid increase in inflation and associated tightening of monetary policy worldwide, are having a lasting impact on economic prospects.⁴

4.2 National Overview

The Australian economy is facing challenges as global growth remains slow and the cost-of-living increases. The country's Gross Domestic Product (GDP) growth is expected to slow due to rising interest rates, declining real wealth, and higher living costs. The recent increase in net arrivals following the reopening of the international border has supported employment growth, however the unemployment rate is expected to rise as output growth slows.

High inflation (7.8% in 2022) poses a significant challenge for the Australian economy. Inflation is expected to decline; however, the trajectory is unclear.

³ Global Economic Prospects, 2023, World Bank

⁴ Fostering economic resilience in a world of open and integrated markets, 2023, OECD

Competing forces affecting household spending are also a source of uncertainty for the domestic outlook, as high inflation and rising interest rates are dampening household disposable income and spending in real terms, while strong labour demand and stronger wage growth are supporting household incomes.

Overall, the Australian economy is expected to pick up a little from late 2024 onwards as the drag on growth from the earlier monetary policy tightening starts to wane and inflation moderates. However, the balance of risks remains uncertain due to the global environment and domestic challenges.

4.3 State Overview

National interest rates are increasing at a record pace to combat inflation. Western Australia's economy is expected to weather the storm, according to the biannual 'Outlook' report from the Chamber of Commerce and Industry Western Australia. The private sector is expected to support the economy. Business investment growth is predicted to be 4.0% this financial year. Household spending growth is forecasted to decrease to 3% this financial year and 0.75% beyond. The report predicts that WA's domestic economy will grow by 3.5% in 2022-23, easing 2.1% since last year. Despite signs of some of the main economic strains peaking, such as inflation, supply chain constraints, and workforce shortages, the next 12 months are expected to be challenging. The report highlights that WA remains the only state with more job vacancies than unemployed people.⁵

At the beginning of FY24 Western Australia's economy had experienced stronger growth in FY23 than was predicted. End of FY23 reforecasts increased the annual growth rate to 4.25%, the highest rate since 2013-14. Growth is expected to moderate to 2.25% in 2023-24 due to a slowdown in household consumption resulting from higher interest rates.

Despite global economic challenges, the state has shown robust export performance, with goods exports reaching a record-breaking \$272 billion, accounting for 44.7% of national exports. The labour market remains favourable, with employment reaching a record high of 1.53 million people in March 2023, accompanied by rapid wage growth. The unemployment rate is projected to gradually rise from 3.5% to 4.5% by 2025-26, population growth supported by strong migration is expected to continue, with a 2% increase anticipated in 2022-23, exceeding the long-run average. The consumer price index is forecasted to ease to 3.5% by the June 2024 as supply chain pressures diminish.⁶

4.4 Cockburn Local Government Area (LGA) Local Economy

The Cockburn LGA ranges from small sole traders and micro enterprises to large multinational corporations, primarily situated in the Henderson and Jandakot industrial areas. Approximately 9,200 individual businesses are located within the Cockburn LGA, with construction and professional services sectors accounting for over 22% of the area's overall business landscape.

The following information on the Cockburn LGA local economy is derived from ABS data (2021 Census). The following section outlines the Cockburn LGA's economic and workforce contributions at the regional (Perth South West Metropolitan Alliance and Metropolitan) and State level. The Cockburn LGA economy provides support for an estimated 51,957 jobs, representing:

- 28.0% of the 185,261 individuals employed within the South West Group,

⁵ Economic and Fiscal Outlook, 2023, Treasury WA

⁶ WA Budget Overview, 2023, Government of Western Australia

- 5.1% of the 1,015,946 individuals employed in Greater Perth, and
- 4.0% of the 1,308,799 individuals employed across Western Australia.

The Henderson locality within the Cockburn LGA stands as the prominent hub for employment opportunities. The Cockburn LGA economy generates a substantial estimated output of \$27.847 billion, signifying its pivotal role in the region accounting for:

- 31.7% of the \$87.877 billion output generated in the South West Group,
- 5.5% of the \$503.834 billion output in Greater Perth, and
- 3.7% of the \$744.109 billion output across Western Australia.

Manufacturing is the primary contributor to the annual economic output in Cockburn, comprising 28.9% of the total output, followed by construction at 17.3% and mining at 9.4%. Within the Cockburn LGA, Henderson is the area generating the highest output, with manufacturing as the largest industry. The Bibra Lake industrial precinct is the second most significant contributor to economic growth, generating \$3.6 billion in output, followed by the Jandakot Airport industrial zone at \$2.6 billion.

While output is a primary indicator of economic performance, value added is also a useful measure. While output measures the total value of goods and services produced, value added is a subset of output and is a useful measure of wealth created by that economy. In terms of value added, The Cockburn LGA contributes an estimated \$11.584 billion.

- This equates to 29.9% of the \$38.736 billion value added in the South West Group,
- 4.6% of the \$252.201 billion value added in Greater Perth, and
- 3% of the \$388.660 billion value added across Western Australia.

These figures underscore Cockburn's integral role as a key driver of regional economic growth and development.⁷

5 Economic Development in Local Government

5.1 Why is Local Economic Development Important?

Local Governments are increasingly prioritising the development of their local economies to achieving better outcomes for the community. Given their proximity to local businesses and residents, they are well-positioned to drive economic growth. Local economic development initiatives typically focus on creating job opportunities, and have the following potential benefits:

- Provide local employment opportunities and potentially reduce commuting times.
- Provide access to diverse products and services.
- Reduce crime rates; studies have shown a correlation between unemployment and criminal behaviour.
- Generate revenue to invest in community services and infrastructure, reducing the financial burden on individual ratepayers.⁸

5.2 Best Practice Approach for Local Government

Local Governments have the capacity to impact local economic activity directly and indirectly through their functions and activities.

⁷ Census data, 2021, Australian Bureau of Statistics

⁸ The role of local government in local and regional economic development, 2017, University of Technology Sydney

Local Governments also have a significant economic footprint. In the 2016-17 financial year Western Australian Local Governments

- spent \$4.1 billion on community services
- managed assets worth over \$48 billion
- raised \$2.2 billion in rates revenue
- collected \$976 million in fees and charges.⁹

The key avenues for Local Government to support local economic development are by implementing policies and programs that:

- Reduce red tape: Promoting a favourable business environment
- Attract new businesses and industries
- Support existing businesses
- Connect: invest in infrastructure.

The following sections explore each of the above items in more detail.¹⁰

5.2.1 Reducing red tape: Promoting a Favourable Business Environment

One of the most effective ways for Local Government to impact the local economy is by creating a business-friendly environment that attracts entrepreneurs, investors, innovation, and job creation. Key approaches to achieve a business-friendly environment include:

- Reducing regulations
- Simplifying permitting and licensing processes to reduces the time and cost of starting a business
- Providing incentives and grants to new and existing businesses.

Planning: Local Government has limited ability to impact regulations, as they are largely governed at the state-level. Development control is one area where Local Government does retain some control, via the local planning strategy and scheme.

The City reviews its local planning scheme to reduce the component of regulatory burden within its control. The key methodology employed by the City to reduce regulation is to enable relevant business types to establish themselves in specific planning zones without requiring approval.

The application of regulation is as important as its content. The City is pragmatic when assessing development proposals for local businesses. Rather than applying the scheme in an arbitrary fashion, the City exercises professional expertise and discretion to flexibly adjust requirements to achieve the best outcome for the community.

It is uncommon for the City to reject development proposals. Instead, the City prefers to collaborate with stakeholders, amending applications to secure approval. Overall, the City adopts a risk-averse approach to development assessment, prioritising collaboration with the community and businesses to find mutually beneficial solutions.

The City has a reputation as an accommodating local government that supports businesses with a flexible approach.

⁹ Local Economic Development, 2019, Western Australian Local Government Association

¹⁰ Local Government – The agents of change and prosperity, 2022, Economic Development Journal
Page 16 of 23

Small Business Friendly Approvals Program: Positioning Cockburn as a City that is easy to do business with is a strategic objective that focuses on improving business processes including reducing red tape.

It is in the implementation stage with an average progression across all reform areas of 75%.

The reform areas are:

- Customer Friendly Information
- Streamlined and Consistent Customer Experience
- Supporting Small Business Success
- Better Use of Data

5.2.2 Attracting new businesses and industries

Local Governments can attract new businesses and industries to by offering incentives, grants, and other financial inducements. Local Governments can identify and promote their area's unique strengths and assets to businesses and industries that are likely to thrive in the local market. Regularly evaluating and adjusting economic development policies and programs to ensure they are attractive in the local economic landscape attracts investment. The City's strategic economic advantages include:

- Strong connections on the regional transport networks (road and rail)
- Existing established industrial areas
- Industrial expansion (e.g., Latitude 32)
- Port infrastructure
- Ongoing residential development
- Alignment with state industrial expansion strategies
- A diverse range of businesses, with key industries including manufacturing, construction, and mining.

The City's strategic economic advantages provide a strong base for local economic growth. To build on this base the City targets business types that are relevant to local industries and actively facilitates relationships that promote economic growth. A prime example is the recent Indonesian trade forum and delegation (refer inset case study).

The 2022 Indonesian Trade Forum and Delegation are exemplars of local government supporting local economic growth and are a valuable model for expanding councils. The City has strategic plans to extend this initiative to other Asian countries in Oceania during the current fiscal year.

The City is currently creating an Investment Prospectus the purpose of which is:

- Strengthen supply chain
- Commercial diversification
- City economic growth strategy
- Employment self-containment
- Future focussed

5.2.3 Supporting existing businesses

Local government can support existing businesses by:

- offering business development services, such as training and counselling,
- providing access to capital through loans and grants.
- Creating networking opportunities and business incubation programs to help local businesses grow and succeed.

The City offers support tailored to small local business through the Small Business Development Centre such as complimentary workshops on financial literacy and digital marketing. This endeavour is aimed at equipping entrepreneurs with valuable knowledge and skills. The City actively promotes the program, aiming to expand workshop attendance to provide significant and practical resources to the broader Cockburn business community.

5.2.4 Connectivity: Investing in infrastructure

A LGA's infrastructure is the physical network necessary for any business (large or small) to operate. Physical connection via road, rail, and sea are equally as important as digital connectivity (e.g., access to the National Broadband Network (NBN)) are key to supporting the local economy. Recent projects delivered by the City in this space include:

- **Digital Connectivity:**
The City forged a partnership with NBN to pioneer the provision of super-fast fibre connection in business zones, the first local government in Western Australia to do so. The City invested nearly \$80,000 in partnership with NBN Co. to establish a Business Fibre Zone (BFZ) in Cockburn Central, benefitting over 1,200 businesses in the area, including Success, South Lake, Jandakot, and Yangebup. Providing top-tier business-grade fibre connectivity, facilitates the growth and development of Cockburn Central as a central mixed-use location. The City will now have five BFZ's in this area, extending coverage to approx. 70% of businesses within its boundaries.
- **Physical Connectivity:**
The City shares responsibility for its transport network with the State Government. Infrastructure is important to regional connectivity and is owned and managed by the Department of Main Roads. The City identifies the needs of its local business community and advocates for projects that will support local economic growth.

5.3 Implementing Best Practice

The City boasts a wide range of diverse businesses, encompassing both large multinational corporations predominantly located in Henderson and Jandakot, as well as numerous small and local enterprises scattered throughout the City. These enterprises play a pivotal role in driving the local economy by generating employment opportunities, fostering knowledge sharing, and contributing to the income of the City.

The key service facilitating and advocating for businesses within the Cockburn LGA is Business and Economic Development. This specialised service aims to position the Cockburn LGA as the premier destination for businesses by devising business-centric solutions and attracting fresh investments to the region. Provision of Business and Economic Development services is new to the City (the service was introduced in 2021) and is still developing.

The business and economic delivery service has achieved significant outcomes since establishment, including;

- Implementation of the Small Business Friendly Approvals scheme which aims to streamline approvals and ensure consistent customer experiences, providing customer-friendly information, and supporting the success of small businesses.
- Cockburn Micro Business Networking group has experienced remarkable growth, expanding from a mere 40 sole traders or businesses with fewer than four employees to a robust community of over 120 members.
- Established and hosted the Cockburn's Indonesian Trade Forum and Delegation, unlocking new avenues for trade relationships that benefit both the community and local businesses.

The City takes a proactive and innovative approach to supporting local economy, which serves as a distinct competitive advantage over other Local Governments in the Perth Metro Region.

Resourcing allocated to the Business and Economic Development service remains small in comparison to the overall service delivery of the City. The Strategic Community Plan (SCP) includes Local Economy as one of five key outcomes. However, services supporting delivery of the Local Economy outcome are allocated less than 0.5% of total FTE and approximately 0.6% of the annual municipal budget (based on FY24 figures). A strategic service review is recommended to identify if this is sufficient service delivery of an entire outcome within the SCP.

6 Conclusion

6.1 Administration Performance

Overall, the City is delivering Local Economy as defined by the CBP KPIs and the SCP measures. The value of this finding depends on the strength and suitability of the KPIs and measures in use. The suitability of the KPIs and measures requires further assessment against industry trends and best practice. The following actions are recommended:

- Assessment of the current action based KPIs to identify if they are a holistic measure of performance against Local Economy.
- Assessment of KPI allocation across the three (3) strategies to ensure appropriate prioritisation and resource allocation.
- Assessment of the appropriateness of 'Increased annual value of major new developments and number of local jobs' as a measure of local economy given this is largely outside the control of the City and/or difficult to measure.
- Best practice assessment to establish the line of site between the CBP KPIs and the SCP Measures.

6.2 Community Sentiment

The Cockburn LGA business community perceives the City's delivery favourably. The City's community scorecard results have remained consistent since 2019 and in 2023 were near the top of the national benchmark. Benchmark scores have dropped over time indicating a broader sector trend. The value of these findings is tempered by their retrospective nature. The following actions are recommended:

- Analysis of community sentiment to understand causes of the downward trend in benchmark satisfaction.
- Best practice assessment to establish the line of site between service delivery activities and the community sentiment measures.
- Consideration of the appropriateness of 'increasing satisfaction' as a measure for Local Economy.

6.3 Industry Trends – a wider lens

The City's activities undertaken in delivering services related to the Local Economy SCP outcome are aligned with best practice. The scale of the service (proportion of the local businesses supported) is limited by the amount of resource dedicated to relevant service (Business and Economic Development). A service review to ensure the scale and scope of services related to Local Economy are appropriate is recommended.

7 Appendix One: Corporate Business Plan KPI Data

Table 1: Longitudinal Local Economy CBP KPI Assessment

Financial Year	Link to Strategy	Project	Outcome
Strategic Objective 1.1 Increased investment, economic growth, and local employment			
FY22	1.1	Develop the Economic Development Framework and Action Plan	Complete
FY22	1.1	Review and update the Local Commercial and Activity Centres Strategy 2011	Complete
FY22	1.1	Strategic research and partnerships focused on new investments	Complete
FY22	1.1	Progress planning and advocacy to support development Latitude 32 and Australian Marine Complex	Complete
FY22	1.1	Provision of new Economic Development area to support the Economic Development Framework	Complete
FY22	1.1	Prepare an infrastructure and funding advocacy plan that underpins economic and growth strategic priorities for Cockburn	Complete
FY22	1.1	Work with South-West Group, innovators, community and industry to explore development of clusters, innovation and co-working hubs	Complete
FY22	1.1	Leverage off national defence programs to position Cockburn as the destination of choice for investment	Complete
FY23	1.1.2a	Position Cockburn as a leader in the Blue Economy	Complete
FY24	1.1.2a	Position Cockburn as a leader in the Blue Economy	FY24
FY24	1.1.2b	Develop Visitor Economy Approach	FY24
FY24	1.1.2c	Development of Investment attraction program and prospectus	FY24
FY24	1.1.2d	Cockburn Blue Innovation Hub - operationalising	FY24
FY24	1.1.2e	Development of the International Engagement program	FY24
FY24	1.1.2f	Development of Strategic partnership program	FY24
Strategic Objective 1.2 Thriving local commercial centres, local businesses, and tourism industry			
FY22	1.2	Support buying local through policies and practices	Complete
FY22	1.2	Deliver grants to support Economic Development Policy and Guidelines	Complete
FY22	1.2	Embed economic development principles into the Grants and Donations sponsorship program	Complete

Financial Year	Link to Strategy	Project	Outcome
FY22	1.2	Advocate for education and training opportunities to support business and industry	Complete
FY22	1.2	Promote programs to build innovation skills and pathways	Complete
FY22	1.2	Identify general education and training gaps in Children and Families Strategy	Complete
FY22	1.2	Promote the revised Procurement Policy which supports the City buying locally.	Complete
FY22	1.2	Develop a Tourism Plan as part of the Economic Development Framework.	Complete
FY22	1.2	Develop the City's new Visitor Information Service as part of the Aboriginal Cultural and Visitors Centre (ACVC).	Delayed
FY23	1.2.1a	Deliver business grants program supporting Economic Development Principles, Policy, and Guide	Complete
Strategic Objective 1.3 A City that is "easy to do business with."			
FY22	1.3	Ensure the City is 'easy to do business with' through improved business focused processes.	Complete
FY22	1.3	Develop a new commercial food waste collection service	Complete
FY23	1.3.1a	Small Business Friendly Approvals Project Implementation	Complete

Table 2: FY 2023-24 Local Economy CBP KPI Progress

Link to Strategy	Project	Quarterly Milestone	Outcome
1.1.2a	Position Cockburn as a leader in the Blue Economy		FY24
		Q1 - Develop Blue Economy Implementation Plan	
		Q2 - Commence activities outlined in Blue Economy Implementation plan	
		Q3 -	
		Q4 -	
1.1.2b	Develop Visitor Economy Approach		FY24
		Q1 - Cockburn Visitor Advisory Group established	
		Q2 -Visitor Destination Plan scoped	
		Q3 - Visitor Destination Planning commenced	

Link to Strategy	Project	Quarterly Milestone	Outcome
		Q4 - Visitor Destination Plan finalised	
1.1.2c	Development of Investment attraction program and prospectus		FY24
		Q1 - Investment attraction approach scoped	
		Q2 - Expressions of Interest and consultant appointed	
		Q3 - Development of investment attraction approach commenced	
		Q4 - Investment attraction approach finalised	
1.1.2d	Cockburn Blue Innovation Hub - operationalising		FY24
		Q1 - Founding Partners secured and Advisory Board established	
		Q2 - Lease signed and fit-out commences	
		Q3 - Expressions of Interest open	
		Q4 - Hub operational	
1.1.2e	Development of the International Engagement program		FY24
		Q1 - International Engagement approach scoped	
		Q2 - International Engagement event held in Cockburn	
		Q3 - Ongoing international engagement	
		Q4 - Ongoing international engagement	
1.1.2f	Development of Strategic partnership program		FY24
		Q1 - Steering Groups in place for all strategic partnerships	
		Q2 -	
		Q3 -	
		Q4 -	

8 Appendix Two: Business Score Card Analysis

Every two years, the City undertakes a perception survey of the business community; the Business Scorecard. The survey identifies local business perception of services delivered by the City. It should be noted that the number of businesses participating in the survey is significantly lower than the number of residents participating in the community scorecard, resulting in a smaller sample size and greater variability in results. The following table presents a summary of the survey results:

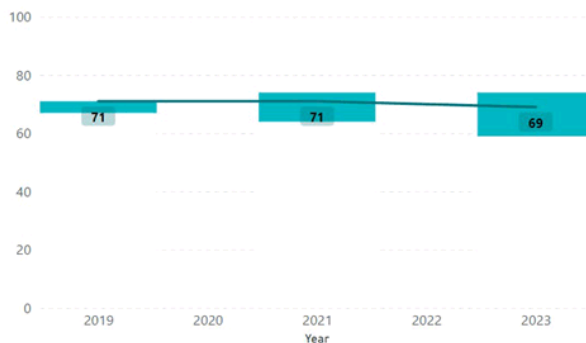


Figure 7: Business Scorecard Results

In the 2019 survey, only a limited number of Local Governments implemented the Business scorecard, which explains the minimal variation observed in the results. Although the overall scorecard figure for Cockburn has decreased by 2 points since 2019, the industry average has dropped by 5 points, suggesting that the challenges faced by Local Government engaging businesses are widespread and not Cockburn LGA specific. The reduction in the City's score is less than the benchmark reduction and suggests the City's delivery is relatively strong for the sector.

This year's scorecard results indicate that respondents perceive Cockburn LGA as a favourable place to work, as evidenced by a performance score of 73, which aligns with scores from previous scorecards. Many businesses expressed satisfaction with Cockburn LGA as a conducive location for operating their enterprises, resulting in a performance score of 69, consistent with previous years.

One area of concern is the understanding of issues and challenges faced by businesses within the City, as reflected by a relatively low performance score of 36. It is note-worthy, that this score represents an industry high, implying that this is not a localised issue, rather a broader challenge for the sector.

The declining scores identified through the business score card warrant more in-depth investigation. Reduced perception scores are a lag indicator, flagging issues that have already occurred, and do not identify root cause. The limited resource dedicated to delivery of the Local Economy SCP Outcome may limit the ability to undertake further analysis.

The business scorecard has provided valuable insights into the experiences of businesses in the current economic climate. The top 3 challenges identified by respondents were:

1. Rising costs and inflation (53% of respondents)
2. Recruitment and retention of staff (28% of respondents)
3. Managing time and establishing a sustainable work-life balance (27% of respondents)

The City's response to these findings will be defined in the business engagement plan which is currently under development.

15.1.6 Committees of Council

Executive	Executive Governance and Strategy
Author	Manager Legal and Compliance
Attachments	1. Annual Committee Schedule with CPC ↓

Officer Recommendation/Committee Recommendation

That Council:

- (1) RECEIVES the Committees of Council review; and
- (2) DEFERS the review to the first Governance Committee meeting following the end of the Caretaker Period, in accordance with the Caretaker Policy.

Background

The City commenced a simple review of the Committee structure to address some limitations and inefficiencies with the current structure in May 2023, after which Council indicated an appetite to complete a more thorough review.

On 22 June 2023 Council participated in a workshop review of the matters which are referred to Council through Committee.

Currently there are four committees of Council, the Governance Committee (GovCo), the Organisational Performance Committee (OpCo), the Expenditure Review Committee (ERC) and the Audit Risk and Compliance Committee (ARC).

Each Committee has an annual calendar, which while not prescriptive, is an indicator of which items are to be referred to a Committee, and when.

The outcome of the workshop is presented here for Council's information.

Submission

N/A

Report

On 8 June 2023 Council resolved to:

“Defer any restructuring or merging of existing Council Committees pending workshops with Elected Members’

The workshop was undertaken with all Elected Members in attendance on 22 June 2023.

Following the workshop, feedback was collated and the outcome of feedback, combined with officer recommendations, was collated (refer Attachment 1).

The Council are seeking to review both the City's Committee Structure, as well as Council meetings and related processes such as Agenda Briefings.

These matters are related and should be considered together, particularly as the current Committee structure is an impediment to some changes to Council Meeting processes, such as agenda availability two weeks before Ordinary Council Meetings.

Elected Members have been provided with Attachment 1 via the Hub, and at the time of this report, no feedback has been received, therefore there is no change to the Attachment as presented, or reference to additional feedback from Elected Members.

It is recommended the review process conclude with the involvement of the City's new Chief Executive Officer, Daniel Simms, commencing on 2 October 2023.

Strategic Plans/Policy Implications

Listening & Leading

A community focused, sustainable, accountable and progressive organisation.

- Best practice Governance, partnerships and value for money.
- Employer of choice focusing on equity, innovation and technology.

Budget/Financial Implications

There are no budget implications from the recommendations in this report.

Legal Implications

There are no legal implications from the recommendations in this report.

Community Consultation

N/A

Risk Management Implications

The matters which were identified in the report to Council on June 2023 remain, however it is recommended the Committee structure be reviewed after the Caretaker Period ends, as a change to the Committee structure would impact the future Council.

Advice to Proponent(s)/Submitters

N/A

Implications of Section 3.18(3) *Local Government Act 1995*

Nil

Committee Meeting - Annual Calendar

Expenditure Review Committee (ERC) Exec: Chief Financial Officer	Audit, Risk and Compliance (ARC) Exec: Executive Governance & Strategy	Governance Committee (GovCo) Exec: Executive Governance & Strategy	CEO Performance Committee (CPC) Exec: Executive People, Experience and Transformation/ Executive Governance & Strategy
--	--	--	--

	Expenditure Review Committee (ERC)	Governance Committee (GovCo)	CEO Performance Committee (CPC)
Feb	Standing Items (only when required) Oversight and Review of Revenue Streams Expenditure proposals not in budget Grants & Donations requests outside funding rounds <i>Mid-Year Budget Review, if timing permits, or direct to March OCM</i>	Service Level Plan Reviews Standing Items – where required Review Local Laws/ Action Status Report Review of Policies/ Action Status Report Legislative Changes	Confidential Performance Review Report (from Independent Consultant) Q2 and Mid-Year review: <ul style="list-style-type: none"> • CEO KPI • CBP KPI
Mar	Expenditure Review Committee (ERC) Bad Debt Review/Write Offs Standing Items (only when required) Oversight and Review of Revenue Streams Expenditure proposals not in budget Grants & Donations requests outside funding rounds <i>Standing EMSBF item – workshop for Annual Review of Calendar of Community Events</i>	Audit, Risk and Compliance (ARC) (Week 3) Compliance Audit Return (CAR) - SCM at the end of March to accept the CAR. Standing Items – when required Operational Risk Report Review of OAG Focus Area/Performance Audits Report Audit Recommendations/Action Status Report Review of CCC Report Notifiable Incidents Reporting Notifiable Compliance Reporting	
Apr	Expenditure Review Committee (ERC) Grants – March Round Standing Items (only when required) Oversight and Review of Revenue Streams Expenditure proposals not in budget		
	Expenditure Review Committee (ERC)	Governance Committee (GovCo)	CEO Performance Committee (CPC)

Committee Meeting - Annual Calendar

May	Annual Review of Calendar of Community Events Standing Items (only when required) Oversight and Review of Revenue Streams Expenditure proposals not in budget Grants & Donations requests outside funding rounds	Delegations Review Standing Items – where required Review Local Laws/ Action Status Report Review of Policies/ Action Status Report Legislative Changes	Q3 review: <ul style="list-style-type: none">• CBP KPI
Jun			
Jul	Expenditure Review Committee (ERC) Standing Items (only when required) Oversight and Review of Revenue Streams Expenditure proposals not in budget Grants & Donations requests outside funding rounds	Audit, Risk and Compliance (ARC) Annual Strategic Risk Review Report Audit Plan Standing Items – when required Operational Risk Report Review of OAG Focus Area/Performance Audits Report Audit Recommendations/Action Status Report Review of CCC Report Notifiable Incidents Reporting Notifiable Compliance Reporting	
Aug	Expenditure Review Committee (ERC) Standing Items (only when required) Oversight and Review of Revenue Streams Expenditure proposals not in budget Grants & Donations requests outside funding rounds	Governance Committee (GovCo) Standing Items – where required Review Local Laws/ Action Status Report Review of Policies/ Action Status Report Legislative Changes	CEO Performance Committee (CPC) Q4 review and Close Out: <ul style="list-style-type: none">• CEO KPI• CBP KPI• Senior Staff and CEO Bonus Update Annual CEO KPI Performance Review <ul style="list-style-type: none">• KPI's and deliverables for next review year set.• Mutual Agreement between the CEO and CPC on the planned and structured review process for next review year.
	Expenditure Review Committee (ERC)	Audit, Risk and Compliance (ARC)	

Committee Meeting - Annual Calendar

<p>Sep</p>	<p>Standing Items (only when required) Oversight and Review of Revenue Streams Expenditure proposals not in budget Grants & Donations requests outside funding rounds</p>	<p>Operational Risk Review – Deep Dive Financial Management Review (3 yearly – FY25) Standing Items – when required Operational Risk Report Review of OAG Focus Area/Performance Audits Report Audit Recommendations/Action Status Report Review of CCC Report Notifiable Incidents Reporting Notifiable Compliance Reporting *Caretaker period will need to be considered in Election years.</p>	
<p>Oct</p>	<p>Expenditure Review Committee (ERC) Grants – September Round Standing Items (only when required) Oversight and Review of Revenue Streams Expenditure proposals not in budget</p>		
<p>Nov</p>	<p>Expenditure Review Committee (ERC) Standing Items (only when required) Oversight and Review of Revenue Streams Expenditure proposals not in budget Grants & Donations requests outside funding rounds Review and make recommendations on the Long-Term Financial Plan</p>	<p>Governance Committee (GovCo) Standing Items – where required Review Local Laws/ Action Status Report Review of Policies/ Action Status Report Legislative Changes</p>	
	<p>Audit, Risk and Compliance (ARC) (Week 1)</p>	<p>CEO Performance Committee</p>	

Committee Meeting - Annual Calendar

Dec	<p>Annual Financial Report</p> <p>Standing Items – when required</p> <p>Operational Risk Report</p> <p>Review of OAG Focus Area/Performance</p> <p>Audits Report</p> <p>Audit Recommendations/Action Status Report</p> <p>Review of CCC Report</p> <p>Notifiable Incidents Reporting</p> <p>Notifiable Compliance Reporting</p> <p>*Minutes of the ARC will be a late item at the December Ordinary Council Meeting</p>	<p>Q1 Review:</p> <ul style="list-style-type: none"> • CBP KPI • CEO KPI <p>Acting CEO Appointment – annual review</p>
------------	---	--

Governance requested 6 propose 4

Advocacy – annual report on Advocacy currently submitted to Council

Submissions to State - refer to items the administration might send to an agency on an advertised document (such as the Medium Density Housing Code or other technical documents) – updates can be provided as part of the monthly management report

Position statements – no longer in place

Place naming – Parks and Roads – Clarification required. City input - ultimately its Geographic Names committee (Landgate) *Geographic Naming Policy provides framework for naming and required to follow – Landgate’s Policies and Standards for Geographical Naming in Western Australia. There is no process for dual naming under the City’s policy.*

Review rates and revenue strategy and policy – all policies come through this committee for review however this refers to the annual requirement as part of the Budget process.

Audit, Risk and Compliance requested 4 propose 4

Audit Plan – added

Financial Management Review – added (3 yearly)

CEO Committee Requested 4 propose 4

Committee Meeting - Annual Calendar

CBP KPI quarterly updates – whole of organisational performance – added

Senior Staff and CEO bonus – added

Annual CEO KPI performance review – added

WHS updates are operational. Any notifiable incidents go to ARC.

ERC requested 10 propose 9

Recommend 9 as Committee cycle week (4) this would occur after the December OCM – therefore not become subject to a decision of Council until February

Project scopes and variations – as per update earlier this week, further review required by Division

Annual review of calendar of community events – Annual standing workshop scheduled for the March EMSBF to allow changes leading into May ERC

Grants for March and September – at April and October ERC, ensures operational efficiency and removes the issue with proximity to Award ceremony in December. Items presented to May and November OCM. ERC items can have extended discussion as the only Committees for each month and non-Committee members can attend where interested.

Bad debt review and write offs – added in

Review rates and revenue strategy and policy – all policies come through this committee for review however this refers to the annual requirement as part of the Budget process.

- FAGS - Financial Assistance Grants (FAGs) are determined by the Commonwealth and distributed by the State Grants Commission. No decision to be made by a committee, other than varying the budget if the contribution is more or less (therefore ERC budget amendment as required).
- Development contributions review - Planning Reports to a Committee and Reports to State Government Agencies
 - There are other statutory obligations under the local planning scheme, such as the administration of the City's development contribution plans (DCP). These obligations range from estimating, invoicing, and collecting of contributions to the management of the plans themselves. This aspect includes the mandatory annual review of costs (done by an independent), the annual audit (of transactions) and annual reporting on progress of the DCP to the Department of Planning, Lands and Heritage.

Committee Meeting - Annual Calendar

- The report is a snapshot of income, growth, and progression of the infrastructure's delivery to the community. This is a new requirement of the State Government who have now established a specific team within DPLH to oversee the local government's compliance with DCP.
- It would create an additional cost on the administration of the DCPs (which are funded by the contributions received by developers) to take DCP matters via committee – or Council. This additional layer of administration through a committee would likely to be deemed inappropriate by the DPLH given the cost burden on the development industry.
- Key information is provided on the City's website currently: www.cockburn.wa.gov.au/dca including audit statements. It is considered an update from the relevant Exco can be provided when the webpage information changes (new documents or updated rates) but DCP administration should not be considered (or 'noted') via a committee given the cost burden back to the DCP. This would be an acceptable compromise where the reputational risk of the City is not impacted. It still offers Elected Members the opportunity to ask questions and access information.

Proposed Structure

The proposed structure based on Elected Member Feedback does not address some of the issues raised in the OCM Report 14.4.1 - Committees of Council.

The meeting frequency of this proposed structure will see the City increase its Annual Committee meetings from 20 per year to 21 per year which may continue to have operational output impacts if adopted.

15.1.7 City of Cockburn Inquiry Update

Executive	Executive Governance and Strategy
Author	Manager Legal and Compliance
Attachments	<ol style="list-style-type: none">1. Elected Member Continuing Professional Development Policy ↓2. Track changed version - Elected Member Professional Development - Policy ↓3. EM Professional Development Plan ↓4. EM Professional Development Application ↓5. City of Cockburn Independent Governance Review 2021 Report (Confidential)

Officer Recommendation/Committee Recommendation

That Council:

- (1) ENDORSES the amendments to the Elected Member Professional Development Policy as at Attachment 1;
- (2) ENDORSES the Elected Member Professional Development Plan; and
- (3) RECEIVES the update on the City of Cockburn Inquiry.

Background

On 14 April 2020, the Director General of the Department of Local Government, Sport and Cultural Industries (the Department) authorised an inquiry into the City of Cockburn (the Inquiry) in accordance with section 8.3(2) of the *Local Government Act 1995*.

Council authorised publication on the City's website of the City of Cockburn Authorised Inquiry Action report for the community to review the City's actions following the inquiry in September 2022.

Since the last update to Council, the City has been working collaboratively with the Department to address matters related to the Inquiry which the Department considered outstanding.

The Departments focus was on the recommendations from the "Cole" Report, and how those recommendations have been addressed by the City.

The Department considers there are four recommendations outstanding.

This report presents the future actions to be taken by the City to address those recommendations and seeks endorsement by Council for changes to the Professional Development Policy and endorsement of the Professional Development Plan.

Submission

N/A

Report

The Department has identified four recommendations from the Cole Report which it considers to be outstanding.

The Department has given clear indication to the Acting Chief Executive Officer actions which it considers would address the recommendations.

Recommendation 10 [Periodic Council governance/performance evaluation]

- a) *Council adopt a policy concerning its own periodic evaluation and review having regard to the comments in Section 7.4.2.*
- b) *Council submit to its evaluation and review in the terms of that policy adopted, which may also assist Council in considering its own succession planning needs as mentioned in Section 7.4.3.*

The City has provided the *draft* amended Elected Member Professional Development Policy and the Elected Member Professional Development Plan (PDP).

Council has previously considered this recommendation and resolved to not support a policy concerning its own periodic evaluation.

The PDP includes a self-assessment tool to support the recommended outcomes and provide Elected Members with the resources to conduct their own regular self-assessments, with the objective of supporting personal improvement.

The Department has indicated the PDP will be accepted as an action which addresses recommendation 10.

Recommendation 11 [Professional Development and New Councillor Induction]

The Council, with assistance from management and expert consultancy support, develop:

- a) *a professional development curriculum beyond the regulated “Essentials” course with flexibility to tailor the same to individual EM needs;*
- b) *an integrated, thorough and continuing induction program for new Councillors, including physical attendance of City facilities and functional divisions, to better acquaint them, in a timely manner after their election, with the City, its assets, its finances, its functions and its needs so that the value of their contribution as a Councillor can be realised sooner, with strong encouragement for Councillors (and senior executive management personnel as appropriate) to participate, so as to enhance their capabilities to deliver civic performance outcomes for the City.*

The PDP seeks to establish a professional development program beyond the regulated “Essentials” course.

Council have previously indicated that professional development of Elected Members is a matter of importance.

The PDP seeks to ensure Elected Members have the necessary skills, knowledge, and resources to effectively govern, engage with stakeholders, make informed decisions, and adapt to changing environments.

Recommendation 16 [Risk Management Awareness and Oversight at Council level]

By way of ongoing professional development for Elected Members (and City officers as appropriate) the important principles of applied risk management in the context of a local authority be shared in a workshop training session.

Moore Australia are attending the Elected Member Strategic Briefing Forum on 17 August 2023 (which will be prior to the Committees consideration of this item).

The PDP also incorporates ongoing Risk Management training as part of the City of Cockburn mandatory training. The City is in the process of developing an online training program for Elected Member participation on an annual basis.

The Council has previously endorsed a request to the Minister seeking to include Risk Management training as part of the *Local Government Act 1995* mandatory training.

Recommendation 18 [Benchmark Analysis of the City's Policies]

The City give consideration to the benchmark analysis in Sections 8 and 11.8, and therefrom to develop a program of Council Policy review, development and augmentation (as appropriate) in support of enhanced systematic governance assurance for the City. Such review should commence with agreeing a "chart" of relevant policies and then developing the substantive policies based on that "chart" and the City's Policy Framework.

The Department has requested a copy of the 2021 Conway Highbury Policy review report, and the City's Policy Framework. The City has commenced a review of the Policy Framework, to be presented to Council in due course. Pending confirmation from the Department, this recommendation is considered closed.

Caretaker Period

The CEO has reviewed and considered this matter requires a decision of Council despite that it will be presented before Council during the Caretaker Period. The Inquiry is a matter which has been outstanding for several years, with these four recommendations being the only outstanding matters to be addressed.

Following the endorsement of the PDP and the amended Elected Member Professional Development Policy, the Inquiry will be considered closed out by the Department.

Strategic Plans/Policy Implications

Listening & Leading

A community focused, sustainable, accountable, and progressive organisation.

- Best practice Governance, partnerships and value for money.

Budget/Financial Implications

The City has existing budget provisions for Elected Member Professional Development, which is sufficient for the proposed amendments to Elected Member Professional Development.

Legal Implications

In accordance with the *Local Government Act 1995*, Council must have a Professional Development Policy.

Community Consultation

N/A

Risk Management Implications

There is a moderate risk associated with the recommendations in this report if they are not endorsed by Council.

The Department and the City are both seeking to close out the actions and recommendations from the Authorised Inquiry. In the event the recommendations in this report are not endorsed, the progress in closing out the inquiry will be stalled.

Advice to Proponent(s)/Submitters

N/A

Implications of Section 3.18(3) *Local Government Act 1995*

Nil.

Title	Elected Member Continuing Professional Development
-------	--



Policy Type

Council

Policy Purpose

To support Elected Members' participation in professional development, as required under section 5.126 and 5.128(1) of the *Local Government Act 1995* (the Act), continued professional development that will improve their skills and knowledge is essential to fulfil their duties and responsibilities.

Training undertaken by Elected Members must be reported annually.

Policy Statement

Continuing professional development for Elected Members ensures they have the necessary skills, knowledge, and resources to effectively govern, make informed decisions, engage with stakeholders, and adapt to changing environments. It promotes good governance, accountability, and the overall well-being of the community.

The Professional Development Plan outlines four focus areas to support Elected Members to fulfill their duties as prescribed in the Act.

1. Mandatory Training

Key focus areas for mandatory training are orientation, legal and ethical training, governance and decision-making, policy development and analysis and financial management.

All new Elected Members are required to undertake the following mandatory training within 12 months of their election to Council, consisting of the following modules:

- 1.1. Understanding Local Government
- 1.2. Serving on Council
- 1.3. Meeting Procedures
- 1.4. Conflicts of Interest
- 1.5. Understanding Financial Reports and Budgets

Exemptions for completion of the Council Member Essentials Course are prescribed in the *Local Government (Administration) Regulations 1996*.

Title	Elected Member Continuing Professional Development
-------	---



The following training is mandatory for Elected Members:

- 1.6. Annual review and certification of the Code of Conduct for Council Members, Committee Members and Candidates (online)
- 1.7. Annual training on the principles of risk management for local government (online)
- 1.8. Record keeping awareness for Elected Members (online, once per term)

2. Recommended Training

Key focus areas for recommended training are strategic decision making and oversight, leadership and teamwork, effective communication, and stakeholder engagement.

There are several WALGA courses that are recommended to Elected Members in the Professional Development Plan.

Some courses are delivered to the whole Council to facilitate collective understanding of process and knowledge.

- 2.1. CEO Recruitment
- 2.2. CEO Performance Review
- 2.3. Annual mock Council meeting to support effective Council meetings and a collegiate environment

3. Collaboration and Networking

Key focus areas for collaboration and networking are conferences and workshops, intergovernmental collaboration and mentoring and peer support.

- 3.1. Elected Members participate in the *Life Styles Inventory*[™]. This is an organisational tool that uses both self-assessment and peer feedback to identify individual thinking and behavioural styles.
- 3.2. Elected Members participate in a skills and experience analysis to understand the collective base in the context of the perceived needs of the City.
- 3.3. Council undertakes a biennial review and evaluation of its own effectiveness.
- 3.4. Elected Members may join at least one Standing Committee of Council and may represent the Council on City of Cockburn Reference Groups. There are also External Groups at which Elected Members can represent the City of Cockburn. Appointment to these is made as a decision of Council following an Election cycle.

Title	Elected Member Continuing Professional Development
-------	--



4. Personal Development

Individual Development Plans, Continued Learning and Evaluation and Feedback.

- 4.1. A template is provided to Elected Members to create their Individual Development Plans. An individual development plan is unique, with the flexibility to tailor it to specific circumstances and achievement of personal and professional goals.

For continuing professional development identified in the Individual Development Plans to be funded, they must meet the following criteria:

- 4.2. Build the skills and knowledge of Elected Members
- 4.3. Meet the needs of the Community
- 4.4. Fill the gaps of expertise of the Council as a whole
- 4.5. Align with the City's strategic direction and values

Requests for continuing professional development and memberships to professional bodies are required to be submitted to the CEO for prior assessment and determination in accordance with the above criteria.

5. Funding

- 5.1. Professional Development will be funded by the City and met from the Elected Member's Training Allocation, except for the *Life Styles Inventory*TM.
- 5.2. Budget Allocation will be made annually, with unspent funds rolled over.
- 5.3. Expenses for approved Professional Development are:
 - 5.3.1. Registration Fees (including conference dinners and any official delegate tours)
 - 5.3.2. Accommodation costs
 - 5.3.3. All reasonable expenses for example, meals and refreshments, laundry and dry cleaning and fares relevant to the conference, seminar, or training
 - 5.3.4. **State and Interstate** - Economy return air fare (allowing flexibility for preferred travel arrangements)
 - 5.3.5. **International** - Business Class travel for flights longer than six hours duration leaving Australia

Title	Elected Member Continuing Professional Development
--------------	---



Strategic Link:	Governance Framework
Category	Elected Members
Lead Business Unit:	Legal and Compliance
Public Consultation: (Yes or No)	No
Adoption Date: (Governance Purpose Only)	
Next Review Due: (Governance Purpose Only)	
ECM Doc Set ID: (Governance Purpose Only)	11304587

DRAFT

Title	Elected Member Professional Development
-------	---



Policy Type

Council

Policy Purpose

To support Elected Members' participation in professional development, as required under section 5.126 and 5.128(1) of the *Local Government Act 1995* (the Act) continued professional development that will improve their skills and knowledge is essential to fulfil their duties and responsibilities. ~~Elected Members are encouraged to attend professional development opportunities that will improve their skills and knowledge that is essential to fulfil their duties and responsibilities on Council.~~

~~The Act requires all elected members and councillors who have been re-elected to undertake compulsory training within 12 months of being elected.~~

Training undertaken by elected members must be reported annually.

~~Local governments are also required to adopt a Continuing Professional Development Policy.~~

Policy Statement

~~1. Training and Continued Professional Development (CPD)~~

Continuing professional development for Elected Members ensures they have the necessary skills, knowledge, and resources to effectively govern, make informed decisions, engage with stakeholders, and adapt to changing environments. It promotes good governance, accountability, and the overall well-being of the community.

The Professional Development Plan outlines four focus areas to support Elected Members to fulfill their duties as prescribed in the Act.

1. Mandatory Professional Development

Key focus areas for mandatory training are orientation, legal and ethical training, governance and decision-making, policy development and analysis and financial management.

All new Elected Members are required to undertake the following mandatory training within 12 months of their election to Council, consisting of the following modules: ~~referred to as Council Member Essentials.~~

- 1.1.1 Understanding Local Government
- 1.1.2 Serving on Council
- 1.1.3 Meeting Procedures
- 1.1.4 Conflicts of Interest
- 1.1.5 Understanding Financial Reports and Budgets.

[1]

Title	Elected Member Professional Development
-------	---



Exemptions for completion of the Council Member Essentials Course are prescribed in the *Local Government (Administration) Regulations 1996*.

The following training is mandatory for Elected Members:

- 1.6.1 1.6 Annual review and certification of the Code of Conduct for Council Members, Committee Members and Candidates (online)
- 1.6.2 1.7 Annual training on the principles of risk management for local government (online)
- 1.6.3 1.8 Record keeping awareness for Elected Members (online, once per term)

~~1.2 — Mandatory training is to be provided by any of the following bodies---~~

- ~~1.2.1 — North Metropolitan TAFE~~
- ~~1.2.2 — South Metropolitan TAFE; or~~
- ~~1.2.3 — WA Local Government Association (WALGA)~~

~~1.3 — Exemptions for completion of the Council Member Essentials Course are prescribed in the *Local Government (Administration) Regulations 1996* and applies for Elected Members who have completed:~~

- ~~1.3.1 — the requirements in clause 1.1 within the 5 year period ending immediately before the day on which the Elected Member was elected; or~~
- ~~1.3.2 — the course titled 52756WA Diploma of Local Government (Elected Member).~~
- ~~1.3.3 — Other exemptions may apply as prescribed.~~

2. Recommended Training

Key focus areas for recommended training are strategic decision making and oversight, leadership and teamwork, effective communication, and stakeholder engagement.

There are several WALGA courses that are recommended to Elected Members in the Professional Development Plan.

Some courses are delivered to the whole Council to facilitate collective understanding of process and knowledge.

- 1. 2.1 CEO Recruitment
- 2. 2.2 CEO Performance Review
- 3. 2.3 Annual mock Council meeting to support effective Council meetings and a collegiate environment

Title	Elected Member Professional Development
-------	---



3. Collaboration and Networking

Key focus areas for collaboration and networking are conferences and workshops, intergovernmental collaboration and mentoring and peer support.

1. 3.1 Elected Members participate in the *Life Styles Inventory*™. This is an organisational tool that uses both self-assessment and peer feedback to identify individual thinking and behavioural styles.
2. 3.2 Elected Members participate in a skills and experience analysis to understand the collective base in the context of the perceived needs of the City.
3. 3.3 Council undertakes a biennial review and evaluation of its own effectiveness.
4. 3.4 Elected Members may join at least one Standing Committee of Council and may represent the Council on City of Cockburn Reference Groups. There are also External Groups at which Elected Members can represent the City of Cockburn. Appointment to these is made as a decision of Council following an Election cycle.

4. Personal Development

Individual Development Plans, Continued Learning and Evaluation and Feedback.

1. 4.1 A template is provided to Elected Members to create their Individual Development Plans. An individual development plan is unique, with the flexibility to tailor it to specific circumstances and achievement of personal and professional goals.

For continuing professional development identified in the Individual Development Plans to be funded, they must meet the following criteria:

2. 4.2 Build the skills and knowledge of Elected Members
3. 4.3 Meet the needs of the Community
4. 4.4 Fill the gaps of expertise of the Council as a whole
5. 4.5 Align with the City's strategic direction and values

Requests for continuing professional development and memberships to professional bodies are required to be submitted to the CEO for prior assessment and determination in accordance with the above criteria.

Other Professional Development

1.4 — Attending Other Professional Development training provides Elected Members with the opportunity to build their knowledge base. This has a benefit personally and collectively for Council. This Professional Development policy provides the criteria to guide what additional training is relevant for Elected Members.

[3]

Title	Elected Member Professional Development
-------	---



~~1.4.1 — Criteria for Other Professional Development:~~

- ~~1.4.1.1 — Builds the skills and knowledge of Elected Members;~~
- ~~1.4.1.2 — Meets the needs of the district; and~~
- ~~1.4.1.3 — Fills the gaps of expertise of the Council as a whole.~~

~~Consideration must also be given to how any proposed training aligns with the City's strategic direction and the organisation's values.~~

~~Other Professional Development opportunities Elected Members may wish to attend are required to be submitted to the CEO for prior assessment and determination in accordance with the above criteria.~~

~~52. Funding~~

~~5.1 Professional Development will be funded by the City and met from the Elected Member's Training Allocation, except for the Life Styles Inventory™.~~

~~5.2 2.1 Budget Allocation will be made annually, with unspent funds to rolled over for the duration of an Elected Members Term. Elected Members may transfer budget funds to another Elected Member by consent of both parties and notice in writing to the CEO.~~

~~5.32.2 Expenses for approved Professional Development are:~~

~~Expenses to be met by Council for Elected Members are:~~

~~2.2.1 — Interstate and Overseas~~

~~5.3.12.2.1.1 Registration Fees (including conference dinner and official delegate tours)~~

~~5.3.22.2.1.2 Accommodation costs~~

~~5.3.32.2.1.3 All reasonable expenses for example, meals and refreshments, laundry and dry cleaning and fares relevant to the conference, seminar or training~~

~~5.3.42.2.1.4 State and interstate - Economy return air fare (allowing flexibility for preferred travel arrangements)~~

~~5.3.52.2.1.5 International - Business Class travel for flights longer than six hours duration leaving Australia~~

~~2.2.2 — State~~

~~2.2.2.1 — Registration Fees (including conference dinner and official delegate tours).~~

~~2.2.2.2 — Accommodation costs.~~

~~2.2.2.3 — All reasonable expenses for example meals and refreshments, laundry and dry cleaning and fares relevant to the conference, seminar or training.~~

~~2.2.2.4 — If applicable, economy return airfare (allowing flexibility for preferred travel arrangements).~~

~~3. Reporting~~

Title	Elected Member Professional Development
-------	---



- 3.1— The City is required to report annually on training undertaken by Elected Members. A register must be published on the City's website for that financial year, before 31 July.
- 3.2— The register only includes training undertaken in accordance with this policy.

Definitions

Act means the *Local Government Act 1995*

CEO means Chief Executive Officer

City means City of Cockburn

Other Professional Development means approved professional development in accordance with clause 1.3.

Professional Development means the training and continued professional development as identified in clause 1.

Term means the period a person holds office for following election to the office of Elected Member (usually four years).

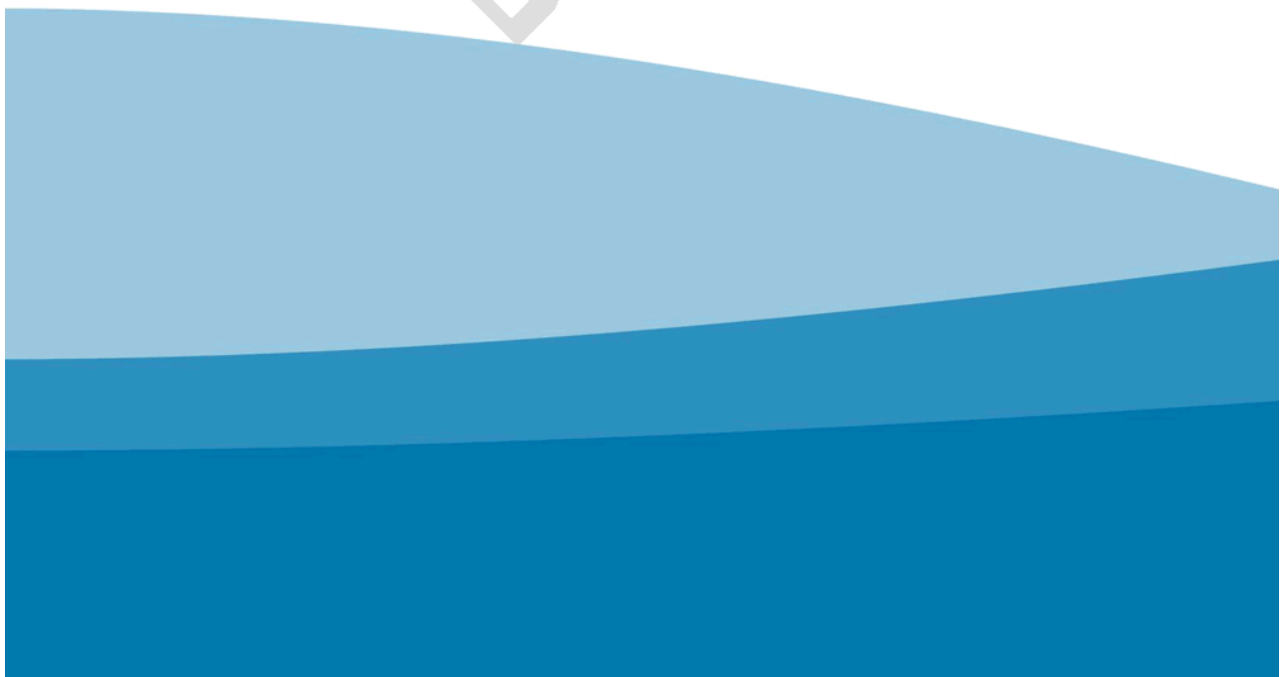
Strategic Link:	Governance Framework
Category	Elected Members
Lead Business Unit:	Legal and Compliance
Public Consultation: (Yes or No)	No
Adoption Date: (Governance Purpose Only)	11 May 2023
Next Review Due: (Governance Purpose Only)	May 2025
ECM Doc Set ID: (Governance Purpose Only)	11304587



City of Cockburn

Elected Member Professional Development Plan

DRAFT



1. The role of an Elected Member

Generally, local government Elected Members, who include the Mayor and Councillors, do not have any authority to act or make decisions as individuals. They are members of an elected body that makes decisions on behalf of a local government through a formal meeting process. The Community look to their elected representatives for leadership and guidance.

Role of Mayor

The *Local Government Act 1995* (the Act), s. 2.8 outlines that a Mayor -

- a) *presides at meetings in accordance with this Act; and*
- b) *provides leadership and guidance to the community in the district; and*
- c) *carries out civic and ceremonial duties on behalf of the local government; and*
- d) *speaks on behalf of the local government; and*
- e) *performs such other functions as are given to the Mayor or President by this Act or any other written law; and*
- f) *liaises with the CEO on the local government's affairs and the performance of its functions.*

Role of Councillors

The Act, s. 2.10 outlines that a Councillor -

- a) *represents the interests of electors, ratepayers, and residents of the district; and*
- b) *provides leadership and guidance to the community in the district; and*
- c) *facilitates communication between the community and the council; and*
- d) *participates in the local government's decision-making processes at council and committee meetings; and*
- e) *performs such other functions as are given to a Councillor by this Act or any other written law.*

2. Professional Development Plan

A Professional Development Plan for Elected Members ensures they have the necessary skills, knowledge, and resources to effectively govern, engage with stakeholders, make informed decisions, and adapt to changing environments. It will promote good governance, accountability, and the overall well-being of the community.

This plan outlines four focus areas with key actions to support Elected Members to fulfill their duties as prescribed in the Act.



Having a Professional Development Plan (PDP) for Elected Members is essential for:

- **Effective Governance:** Elected Members play a vital role in shaping policies, making decisions, and representing their constituents. A PDP ensures Elected Members have the necessary knowledge, skills, and competencies to fulfill their responsibilities effectively, leading to better governance outcomes.
- **Compliance and Ethics:** Elected Members must adhere to ethical standards and legal requirements. A PDP includes mandatory training on ethics, governance, and legal compliance to ensure Elected Members operate within the legal framework and maintain high ethical standards.

- **Enhanced Decision-Making:** Local government decisions have a direct impact on the Community. Professional development equips Elected Members with the skills and tools needed for policy development, analysis, and evaluation. It enhances their ability to make informed decisions, consider diverse perspectives, and assess the potential impact of their choices on the community.
- **Communication and Engagement:** Elected Members serve as a bridge between the community and the local government. Effective communication and stakeholder engagement are vital for building trust, fostering collaboration, and addressing community needs. PDPs can contribute to enhanced communication skills, public speaking abilities, and stakeholder engagement strategies.
- **Adaptation to Changing Environments:** Local government landscapes are dynamic, with evolving challenges and opportunities. A PDP helps Elected Members stay updated on emerging issues, technological advancements, and best practices. It enables them to adapt to changing environments, make informed decisions, and effectively address the needs of their constituents.
- **Collaboration and Networking:** Collaborating with other Elected Members, government agencies, and community stakeholders is crucial for successful governance. PDPs provide opportunities for collaboration, networking, and knowledge sharing. These interactions facilitate the exchange of ideas, experiences, and innovative approaches to problem-solving.
- **Personal and Professional Growth:** A PDP recognises the importance of personal and professional growth for Elected Members. It encourages them to set goals, pursue areas of interest, and continuously enhance their skills and knowledge. This fosters individual development, improves role satisfaction, and contributes to their long-term success.

3. Mandatory Training

Key focus areas for mandatory training are:

- **Orientation:** Providing a comprehensive introduction to the local government structure, policies, procedures, and key responsibilities.
- **Legal and Ethical Training:** Educating members on legal obligations, conflict of interest, code of conduct, and transparency requirements.
- **Governance and Decision-Making:** Developing an understanding of governance principles, decision-making processes, and the role of elected officials.
- **Policy Development and Analysis:** Enhancing skills in policy formulation, analysis, and evaluation to effectively contribute to the development of local government policies and make informed decisions.
- **Financial Management:** Gaining knowledge in budgeting, financial planning, and reporting to ensure Elected Members have a solid understanding of financial matters to make informed decisions on resource allocation.

On 27 June 2019, changes to the *Local Government Act 1995* were passed by Parliament which require all Elected Members to undertake training within the first 12 months of being elected. The changes were introduced in recognition of the unique and challenging role Elected Members have. The training course, Council Member Essentials, has been developed to provide Elected Members with the skills and knowledge to perform their role as leaders in their district. Training can be delivered face to face (F2F) at WALGA, or via eLearning (eL).

Actions:

1. Elected Members undertake the five foundational units, Council Member Essentials, within the first 12 months of being elected:
 - a) Understanding local government (F2F/eL)
 - b) Serving on council (F2F/eL)
 - c) Meeting procedures (F2F/eL)
 - d) Conflicts of interest (F2F/eL)
 - e) Understanding of financial reports and budgets (F2F/eL)

All council members must complete the Council Member Essentials course unless, in the previous five years, they have passed the Diploma of Local Government 52756WA (Elected Member) or the course titled LGASS00002 Elected Member Skill Set.

2. Annually, Elected Members review and certify the [Code Of Conduct For Council Members, Committee Members and Candidates](#) (eL).
3. Annually, Elected Members undertake online training on the principles of risk management for local government.
4. Elected Members undertake [Record keeping awareness for Elected Members](#) training during their term. Good recordkeeping ensures accountability and transparency for the Local Government and the community Elected Members serve.
5. An induction program is provided for all newly Elected Members in the week following the Election. This will include physical attendance at City facilities with each Division providing a detailed overview so that the value of the Elected Member's contribution can be realised sooner.
6. Elected Members undertake an annual bus-tour of all Major Capital Projects and significant locations in the City of Cockburn.

4. Recommended Training

Key focus areas for recommended training are:

- **Strategic Decision Making and Oversight:** Explore links between planning, policy development and major strategy documents such as integrated planning and reporting, asset management and infrastructure plans to ensure sound contribution to high level strategic decision making.
- **Leadership and Teamwork:** Workshops on leadership styles, team dynamics, and collaborative decision-making to promote effective teamwork of Elected Members.
- **Effective Communication:** Workshops or courses to enhance communication skills, including public speaking, negotiation, conflict resolution techniques and effective stakeholder engagement.
- **Stakeholder Engagement:** Providing training on building and maintaining relationships with stakeholders, including community members and businesses.

The W.A. Local Government Association (WALGA) produce an annual [Training Calendar](#). It is recommended these bespoke local government courses are accessed by Elected Members as required.

Training can be delivered face to face (F2F) at WALGA, via eLearning (eL) or face to face in-house at the City of Cockburn for all of Council.

Actions:

1. WALGA courses recommended to Elected Members are:
 - a. Effective Community Leadership
 - b. Strategic Decision Making
 - c. Strategic Policy Development
 - d. Oversee Asset Management Strategy
 - e. Dealing with Conflict
 - f. Planning Practices - Essentials
 - g. Economic Development Essentials for Elected Members
 - h. Speaking Professionally as an Elected Member
 - i. Procurement in Local Government - The Basics (eL)
 - j. Emergency Management Fundamentals (eL)
 - k. Introduction to Planning (eL)
2. Some courses are delivered to Elected Members face to face and in-house to facilitate collective understanding of process and knowledge. Examples would include:
 - a. CEO Recruitment
 - b. CEO Performance Review
 - c. Annual [mock meeting](#) to work through any issues that continue to arise in meetings of Council but can be addressed in a relaxed and collegiate environment.

5. Collaboration and Networking

Key focus areas for collaboration and networking are:

- **Continued Learning:** Promoting a culture of continuous learning by providing access to online courses, webinars, and resources to support Elected Members in expanding their knowledge and skills in areas of interest.
- **Evaluation and Feedback:** Implementing a process for regular performance evaluations and feedback sessions to help Elected Members identify areas for improvement and set goals for their ongoing development.
- **Conferences and Workshops:** Encouraging Elected Members to attend relevant conferences, workshops, and seminars to gain exposure to best practices, learn from other jurisdictions, and network with peers.
- **Intergovernmental Collaboration:** Facilitating opportunities for Elected Members to engage with counterparts from other local governments, regional bodies, or national associations to share knowledge and collaborate on common issues.
- **Mentoring and Peer Support:** Facilitating mentoring relationships and peer support networks among Elected Members to foster knowledge sharing and professional growth.

Actions:

1. Elected Members participate in the [Life Styles Inventory™](#) (LSI). This is an organisational tool that uses both self-assessment and peer feedback to identify individual, thinking, and behavioural styles. It provides insights into strengths and areas for development.
2. It is recommended that all Elected Members participate in a skills and experience analysis to understand the collective base in the context of the perceived needs of the City. This information can be used to:
 - a. Better inform Individual Development Plans for Elected Members
 - b. Define the skills and experience of Elected Members required to meet the City's needs.
3. Council undertakes a biennial review and evaluation of its own effectiveness.
4. Elected Members can join any of the [Standing Committees of Council](#) and can represent the Council on City of Cockburn Reference Groups. There are also

External Groups at which Elected Members can represent the City of Cockburn. Appointment to these is made as a decision of Council following an Election cycle.

5. There are many avenues that provide information for Elected Members on conferences and workshops, intergovernmental collaboration, and opportunities for meeting other Elected Members. It can be helpful to follow these bodies on social media platforms such as Facebook and LinkedIn. A few are listed for information:
 - a. [WALGA](#)
 - b. [Local Government Professionals](#)
 - c. [Department of Local Government, Sport and Cultural Industries](#)
 - d. [Media statements from the WA Government](#)
 - e. [The Australian Local Government Women's Association \(ALGWA\) WA](#)

6. Personal Development

- **Individual Development Plans:** Encouraging Elected Members to create individual development plans that align with their personal interests and professional goals, with support from local government administration.

Action:

1. A template is provided for Elected Members to create their Individual Development Plans (see Attachment 1).

7. Timeline and Ownership

Focus Area	Training	Timeframe	Division Responsible
Mandatory Training	Council Member Essentials	Within 12 months of Election	Governance and Strategy
Mandatory Training	Certify Code of Conduct	Quarter 2 of Financial Year (includes new Elected Members)	Governance and Strategy

Focus Area	Training	Timeframe	Division Responsible
Mandatory Training	Risk Management	Quarter 2 of Financial Year (includes new Elected Members)	Governance and Strategy
Mandatory Training	Record keeping awareness for Elected Members	Year one of term	Governance and Strategy
Mandatory Training	Induction	First week post-Election	Governance and Strategy
Mandatory Training	Capital Projects and significant locations - tour	Quarter 2 of Financial Year (includes new Elected Members)	Operations
Recommended Training	As requested, or required (e.g., CEO performance)	N/A	Governance and Strategy
Recommended Training	Annual mock meeting	Quarter 3 of Financial Year	Governance and Strategy
Collaboration and Networking	<i>Life Styles Inventory™</i>	Quarter 3 of FY24, then incoming Elected Members there after	Governance and Strategy
Collaboration and Networking	Skills and experience analysis	Quarter 3 of FY24, then incoming Elected Members there after	Governance and Strategy
Collaboration and Networking	Biennial review and evaluation	Next October 2024	Governance and Strategy

8. Budget

Focus Area	Amount
Mandatory Training	Provided for in Elected Member Continuing Professional Development Policy (11304587) and relevant administrative budgets
Recommended Training	Provided for in Elected Member Continuing Professional Development Policy (11304587) and relevant administrative budgets
Collaboration and Networking	<p>Provided for in Elected Member Continuing Professional Development Policy (11304587)</p> <p>Additional budget required for the <i>Life Styles Inventory™</i> (LSI), the skills and experience analysis and the review and evaluation of the effectiveness of Council</p>
Personal Development	Provided for in Elected Member Continuing Professional Development Policy (11304587)

Attachment 1

Individual Development Plan (IDP)

An individual development plan is unique to everyone, with the flexibility to tailor it to specific circumstances and aspirations. It is a dynamic tool that helps guide growth, self-improvement, and achievement of personal and professional goals.

Elected Member		
Date		
	PDP Components	Notes
Self-Assessment	Begin by assessing your current skills, knowledge, strengths, weaknesses, and areas for improvement. Reflect on your values, interests, and aspirations to gain clarity on your professional goals.	
Goal Setting	Establish specific, measurable, achievable, relevant, and time-bound (SMART) goals that align with your aspirations. These goals should be challenging yet attainable and should cover various aspects of your life, including career, education, personal growth, or any other areas of importance to you.	
Action Plan	Break down your goals into actionable steps or milestones. Determine the resources, support, and activities required to achieve each goal. Set	

	deadlines and create a timeline to track your progress.	
Skill Development	Identify the skills and knowledge necessary to reach your goals. Determine the training programs, workshops, courses, or self-study methods that can help you acquire or enhance those skills. Seek opportunities to practice and apply these skills in real-life scenarios.	
Networking and Mentoring	Build a network of professionals in your field or areas of interest. Attend conferences, seminars, or industry events to meet like-minded individuals and expand your connections. Seek out mentors who can provide guidance, support, and valuable insights based on their experience.	
Continuous Learning	Cultivate a mindset of lifelong learning. Stay updated with industry trends, advancements, and best practices through reading, research, and staying engaged with relevant resources. Explore online courses, webinars, podcasts, or workshops to broaden your knowledge base.	
Reflection and Evaluation	Regularly reflect on your progress and evaluate your achievements against the set goals. Assess the effectiveness of your action plan and adjust as	

	needed. Celebrate successes and learn from setbacks or challenges to refine your approach.	
Accountability	Hold yourself accountable for your personal development by tracking your progress, maintaining records of completed activities, and regularly reviewing your plan. Share your goals and progress with a trusted friend, colleague, or mentor who can provide support and hold you accountable.	
Review and Update	Review and update your individual development plan periodically, adjusting goals and action steps as needed. As you achieve goals or new aspirations emerge, modify your plan to reflect your evolving needs and priorities.	
Cost Implications		
Endorsement	As per policy	

Conducting a Self-Assessment

- **Skills:** Evaluate the skills you possess in various areas, such as technical skills (e.g., software proficiency, data analysis), soft skills (e.g., communication, leadership, problem-solving), and specific domain-related skills (e.g., project management, financial analysis).
- **Knowledge:** Assess your knowledge base in your field or areas of interest. Consider

your educational background, industry-specific knowledge, understanding of current trends, regulations, and best practices.

- **Strengths:** Identify your strengths by reflecting on activities or tasks in which you excel. These can include personal qualities (e.g., adaptability, creativity, resilience) or specific skills and knowledge that you excel at compared to others.
- **Weaknesses:** Recognise areas where you may have limitations or room for improvement. These can be skills, knowledge gaps, or personal traits that hinder your effectiveness or growth potential.
- **Areas for Improvement:** Determine areas where you want to enhance your skills, knowledge, or personal attributes. These can be related to career advancement, addressing weaknesses, pursuing new opportunities, or expanding your expertise in a particular domain.

To perform a self-assessment effectively, you can utilise various strategies, such as:

- Reflecting on past experiences, projects, and feedback received from others.
- Seeking input from colleagues, supervisors, mentors, or trusted individuals who can provide objective insights about your skills and areas for improvement.
- Engaging in self-reflection and introspection to identify personal strengths, weaknesses, and aspirations.
- Conducting self-assessment tools or surveys that can help identify your strengths, preferences, and areas for development.

Setting SMART Goals

SMART goals are a framework for setting specific, measurable, achievable, relevant, and time-bound objectives. Here's an outline for creating SMART goals:

- **Specific:** Develop effective communication skills to enhance community engagement.
 - Example: Conduct media training workshops to improve public speaking and media relations skills, resulting in delivering clear and impactful messages during public appearances and media interactions.
- **Measurable:** Increase citizen participation in local government decision-making processes.
 - Example: Increase the number of attendees at Community Meetings by 25% within the next six months, as measured by sign-in sheets or registration records.
- **Achievable:** Enhance knowledge of environmental sustainability practices to promote green initiatives within the local community.
 - Example: Complete a comprehensive training program on sustainable

development and identify at least three actionable environmentally friendly initiatives that can be implemented within the municipality within the next year.

- Relevant: Improve understanding of budgeting and financial management to make informed fiscal decisions.
 - Example: Attend a financial management workshop and successfully create a budget proposal for a local government project that demonstrates a clear understanding of revenue sources, cost allocations, and financial implications.
- Time-bound: Strengthen leadership and collaboration skills to effectively chair and lead local government committees.
 - Example: Complete a leadership development program within six months to enhance facilitation, conflict resolution, and decision-making skills required to lead committee meetings and foster productive collaboration among committee members.

Action Plan - template

Action Plan					
Goal	Milestones	Resources	Support	Activities	Deadline
1.					
2.					
3.					
4.					

Contact Us

City of Cockburn

9 Coleville Crescent, Spearwood WA 6193
PO Box 1215, Bibra Lake DC Western Australia 6965
Telephone: 08 9XXX XXXX Fax: 08 9411 3333
Email: name@cockburn.wa.gov.au
[City of Cockburn website: cockburn.gov.wa.au](http://cockburn.gov.wa.au)





Professional Development Request (Elected Members)

<i>For completion by Applicant</i>		
Name of Applicant		
Name of Provider		
Details of professional development (indicate if membership/training/course/certificate/etc.)		
Category of Personal Development (mandatory/recommended etc)		
Date/s of training		
Location of training		
Demonstration of how PD meets policy criteria: Alignment with SCP		
Estimated costs	Registration	
	Accommodation (breakfast included)	
	Travel	
	Incidentals: (Laundry, transport, meals, business services etc.)	
	Total Estimate	
Date of submission		

Administration Use Only	
Budget A/C	
Approved by CEO	
Date	
Available funds for Elected Members	\$

9 Coleville Crescent, Spearwood WA 6163, PO Box 1215, Bibra Lake DC WA 6965
 T: 08 9411 3444 E: customer@cockburn.wa.gov.au
 W: cockburn.wa.gov.au ABN 27 471 341 209

15.1.8 Community Engagement Policy

Executive	Executive Corporate Affairs
Author	Manager Advocacy and Engagement
Attachments	1. Draft Community Engagement Policy ↓

Officer Recommendation/Committee Recommendation

That Council:

- (1) ADOPTS the Community Engagement Policy 2023 subject to the standard public advertising process to inform the community.

Background

The City of Cockburn is a rapidly developing growth region with complex and competing needs.

The growth of the region invites more opportunity for community participation in decision making.

The City recognises the importance of community participation and has sought to align its Policy with the evolving needs of its residents.

With the assistance of Aha! Consulting, the City developed a high-level Policy that aims to be more responsive and reflective of the current environment.

The decision to adopt a high-level approach was based on previous experiences where prescriptive components led to difficulties and inefficiencies in policy implementation.

Submission

N/A

Report

Identifying the need:

Cockburn has been a growth council for many years and the rapid expansion of residential estates and associated population growth has seen an increased need to build and provide more services to residents.

Changing community expectations now demand local governments take more proactive approaches to community participation where possible.

This must be balanced with the growing concern of over-consultation also known as consultation fatigue.

Consultation fatigue occurs when individuals are engaged on multiple occasions about different issues within a short period of time and results in lower participation rates and less informative responses.

To avoid consultation fatigue, the City needs to prioritise its engagement programs and take a risk-based approach to balance the opportunity for participation with the ability to influence change.

The City prioritises engagement resources in the following order:

- 1) Strategic Community Plans and Corporate Business Plans
- 2) Statutory functions
- 3) City Policy and Program decisions
- 4) City Infrastructure
- 5) External programs seeking input

Defining engagement:

Community engagement is a planned process with the specific purpose of working across organisations, stakeholders, and communities to help the City shape decisions or actions related to a problem, opportunity, or outcome.

There are three distinct types of engagement undertaken by the City of Cockburn.

1. **Statutory planning matters:** these have strict timelines and specified activities defined under legislation. Examples include:
 - Development Applications
 - Scheme Amendments
 - Structure Plans
 - Building Development
 - Change of Use
2. **Other Statutory matters:** these have agreed timelines and specific deliverables as defined in legislation, however the City guides the process and has some level of control over how and/or when activities are undertaken. Examples of this include:
 - Policy advertising
 - Disability Access and Inclusion Plans
 - Strategic Community Plans
 - Major Land Transactions
3. **City Engagement:** these constitute the majority of the City's engagement activities. City engagement is non-statutory and aims to present information learned through the engagement process to inform better solutions and provides critical reference information for Elected Members in the decision-making process. Examples of this include:
 - Capital Works programs (eg Playgrounds, paths, roads)
 - Plans and Policies

Importantly, the Community Engagement policy does not define specific activities, as it is critical that the City's specialist engagement officers develop bespoke programs to best suit the audience, location and situation.

Under legislation, some activities are specified and required to be delivered in a certain format and location, with specific wording. These include Statutory Advertising and Notifications, which mostly relate to Planning and Development activities.

Popularity and Consultation:

Throughout the process, the City engaged with a wide-range of stakeholders and it was clear there was some confusion about the importance of decision making being based on competing factors and not simply on popularity.

This policy is developed in line with the IAP2 best practice and includes a vision statement which outlines that '*Community engagement activities support Council's leadership role by providing relevant insights.*' This statement infers that Council does not make decisions based on popularity or simple majority, rather considers all the information and context provided to them.

Quality engagement

Through consultation with the community and stakeholders the following parameters were described as quality engagement:

Inclusive: engagement activities are accessible to people of all abilities and diverse backgrounds, and all community members can participate and have their voices heard.

Fit for purpose: engagement methods and processes match the context and project purpose.

Informative: people know how to be involved and have the information they need to participate in a meaningful way.

Transparent: the purpose, process, and outcomes of an engagement are clear, so participants understand how their input will be used in the decision-making process.

Timely: engagement activities are delivered in a timely manner allowing for participants to fully consider information and avoiding periods of national holiday including between Good Friday and Easter Monday, and Christmas to Australia Day.

Meaningful: the input sought is used to the degree possible, considering the varying and sometimes competing needs within the community, and followed through in a timely way.

Key changes:

The Community Engagement Policy has been developed for a modern and inclusive environment. The notable changes from the current Community Engagement Policy include:

- Clear definition of quality engagement
- Creating definition between processes the City can control and those required by State Government legislation. Eg; excluding advertising and notification requirements under the Planning and Development Regulations (local Planning Schemes) 2015
- Defined periods where consultation should not be done (eg; over Christmas school holidays).
- Specifically references seniors; young people, Culturally and Linguistically diverse people, First Nations people; Lesbian, Gay, Bisexual, Transgender, Intersex, Queer, and Asexual people, and people living with disabilities as audiences to be included in engagement programs
- Clear expectations for role of Elected Members (as decision makers) in engagement programs.
- Clear approval processes for implementation of activities – single point of reference to reduce conflicting activities and consultation fatigue.

Foreshadowing the Community Engagement Charter requirements:

The Local Government Act reform agenda has foreshadowed the inclusion of a Community Engagement Charter in the next tranche of changes. It may become mandatory for all Local Governments to adopt a Community Engagement Charter with similar content to this policy.

This policy has been developed with the impending Charter requirements in mind.

Strategic Plans/Policy ImplicationsListening & Leading

A community focused, sustainable, accountable and progressive organisation.

- High quality and effective community engagement and customer service experiences.

Budget/Financial Implications

The adoption of this policy will not have a direct financial impact on the City beyond the existing policy scope; however, there may be future financial implications resulting from increased involvement with reference groups, which may include payments to members of reference groups providing specialist information.

Legal Implications

This policy excludes planning matters as they are covered under specific statutory instruments.

Extending assessment timeframes for development applications could impact on the City being unable to meet statutory assessment timeframes and therefore could result in the City being exposed to litigation matters under the State Administrative Tribunal (SAT). Matters at the SAT can cost the City in excess of \$60,000 per matter.

Community Consultation

In developing this policy, the City, through its consultant Aha! Consulting undertook robust and varied community consultation activities. These activities included:

- Staff workshop
- Elected Member workshop
- Elected Member online survey
- Public online survey (including advertising of survey to Businesses, Disability Reference group, Age-friendly reference group, Youth advisory Committee)
- 2x 2hr community workshops
- Aboriginal community workshop (and phone calls)

The draft Community Engagement Policy was presented to the Aboriginal Reference Group on 6 June 2023. The group recommended changes which have been incorporated into the final document. These changes related to the method of communicating with the Aboriginal and Torres Strait Island community.

It is now recommended that the standard public advertising process is conducted following Council endorsement to inform the community.

Risk Management Implications

The City is capable of undertaking Community Engagement activities without the adoption of a specific policy; however, the clarity and direction provided in an agreed policy provide confidence to the community and our stakeholders.

The Local Government Act reform agenda has foreshadowed the inclusion of a Community Engagement Charter in the next tranche of Local Government reforms. It may become mandatory for all Local Governments to adopt a Community Engagement Charter with similar content to this Policy.

Advice to Proponent(s)/Submitters

N/A

Implications of Section 3.18(3) *Local Government Act 1995*

Nil

Title	Community Engagement
Policy Number (Governance Purpose)	



Policy Type

Council

Policy Purpose

To guide the City in its approach to seeking input from community and stakeholders on decisions which impact them.

Policy Statement

1) Vision

As a local government, everything we do is done with and/or on behalf of the community. The City is committed to engaging with the community and stakeholders in a way that positively contributes to the City's planning, decision-making, programs and service delivery.

Community engagement activities support Council's leadership role by providing relevant community and stakeholder insights in a timely way.

Community consultation is vital to effective decision-making. However, we acknowledge that it may not be possible to consult with the community on every issue. We will prioritise engagement on issues where community input will have the greatest impact whilst being prudent with when and how engagement is undertaken.

2) Defining quality engagement

Community engagement is a planned process with the specific purpose of working across organisations, stakeholders, and communities to help the City shape decisions or actions related to a problem, opportunity or outcome. *(Based on IAP2 definition).*

Together, the community, stakeholders and City define 'quality engagement' as having the following attributes:

- **Inclusive:** engagement activities are accessible to people of all abilities and diverse backgrounds, and all community members can participate and have their voices heard.
- **Fit for purpose:** engagement methods and processes match the context and project purpose.
- **Informative:** people know how to be involved and have the information they need to participate in a meaningful way.
- **Transparent:** the purpose, process, and outcomes of an engagement are clear, so participants understand how their input will be used in the decision-making process.
- **Timely:** engagement activities are delivered in a timely manner allowing for participants to fully consider information and avoiding periods of national holiday including between Good Friday and Easter Monday, and Christmas to Australia Day.
- **Meaningful:** the input sought is used to the degree possible, considering the varying and sometimes competing needs within the community, and followed through in a timely way

[1]

Title	Community Engagement
Policy Number (Governance Purpose)	



3) Inclusion

- a) The City acknowledges the valuable insight of the Nyungar people as the Traditional Custodians of this land and commits to including and considering input from our Aboriginal and Torres Strait Island community through the Aboriginal Reference Group.
- b) The City acknowledges the valuable insight of seniors; young people, Culturally and Linguistically diverse people, First Nations people; Lesbian, Gay, Bisexual, Transgender, Intersex, Queer, and Asexual people, and people living with disabilities and actively seeks input from the community and relevant local Reference Groups.
- c) The City seeks to ensure that Elected Members don't unintentionally influence engagement in their role as decision makers by providing a dedicated activity or workshop on matters prior to decision making. Elected Members should only attend consultation sessions as an observer.

4) Implementation

- a) The implementation of this policy will be guided by the Community Engagement Framework and other internal documents.
- b) all Community Engagement programs and timelines must be agreed and approved by the Manager Advocacy and Engagement prior to commencement.

5) Parameters

- a) This policy applies to City employees and to consultants engaged by the City. It also recognises the important role Elected Members play in facilitating dialogue and engagement with their constituents.
- b) This policy complements but does not supersede any statutory obligations defined by relevant Federal, State and Local legislation.
- c) This policy excludes advertising, notification and other defined statutory requirements under the Planning and Development Regulations (Local Planning Schemes) 2015.

[2]

Title	Community Engagement
Policy Number (Governance Purpose)	



Strategic Link:	City of Cockburn's Strategic Community Plan Community Engagement Framework Cockburn Community Development Strategic Plan Communications Strategy and Action Plan Disability Access and Inclusion Plan Reconciliation Action Plan
Category	Corporate Affairs
Lead Business Unit:	Advocacy and Engagement
Public Consultation: (Yes or No)	Yes
Adoption Date: (Governance Purpose Only)	
Next Review Due: (Governance Purpose Only)	
ECM Doc Set ID: (Governance Purpose Only)	

DRAFT

[3]

Document Set ID: 4133906
Version: 5, Version Date: 19/12/2022

15.1.9 Sister City Relationships and Engagement Policy

Executive	Executive Corporate Affairs
Author	Manager Advocacy and Engagement
Attachments	<ol style="list-style-type: none">1. Cockburn Sister Cities Reference Group - Terms of Reference ↓2. Draft Sister City Relationships and Engagement - Policy ↓

Officer Recommendation/Committee Recommendation

That Council:

- (1) ADOPTS the updated Terms of Reference for the Cockburn Sister Cities Reference Group; and
- (2) ADOPTS the updated Sister City Relationships and Engagement Policy.

Background

Sister City relationships are commonly established to promote cultural understanding, foster economic, educational, environmental, and social/cultural ties between the cities involved.

These partnerships often lead to various cultural, educational, and economic activities between the cities.

Typical activities within a Sister City program may include delegation visits, trade and cultural exchanges, joint business ventures, and collaboration on shared issues such as sustainability, public health, or urban development.

The COVID-19 pandemic of the early 2020s saw Sister City relationships stall and weaken across the globe.

Following the lifting of travel restrictions across Western Australia and internationally, the City has sought to modernise its strategic international relationships.

The Sister City Reference Group requested an update to the Policy and the Terms of Reference in advance of the normal review period to expedite the modernisation of the post-COVID strategic international relationships program.

Submission

N/A

Report

The COVID-19 pandemic has necessitated re-evaluation and updating of sister city policies globally.

For local governments like the City of Cockburn, aligning with cities of similar demographics and strategic opportunities has become an essential consideration.

The Sister City Relationships and Engagement Policy has been updated to better reflect the strategic intent of these relationships and to provide clarity on scenarios relating to entering and supporting international relationships.

The Policy was workshopped with the Sister City Reference Group to identify issues to improve. These items included:

- Defining specific terms
- Clarifying attendees at inbound events
- Separating official delegations from visitations
- Referring all inbound and outbound delegations to the reference group
- Clarifying authority to enter into agreements on behalf of the City while participating in a delegation
- Budgeting and spending for specific activities.

The Policy has been updated and the draft document is attached to this report (refer Attachment 2).

The Sister City Reference Group further sought to review the Terms of Reference to modernise the document and reflect contemporary arrangements.

The Terms of Reference was workshopped with the Sister City Reference Group to identify issues to improve. These items included:

- Attendance of non-members at meetings
- Merging components into broader segments
- Meeting frequency
- Who can call a meeting
- Aligning the Terms of Reference and Policy.

City staff consider these amendments to be of a minor nature and are primarily made to improve clarity and alignment to other policies and documents.

The Terms of Reference document has been updated and the draft document is attached to this report (refer Attachment 1).

Strategic Plans/Policy Implications

Local Economy

A sustainable and diverse local economy that attracts increased investment and provides local employment.

- Increased Investment, economic growth and local employment.
- Thriving local commercial centres, local businesses and tourism industry.

Listening & Leading

A community focused, sustainable, accountable and progressive organisation.

- Employer of choice focusing on equity, innovation and technology.
- Best practice Governance, partnerships and value for money.

Budget/Financial Implications

N/A

Legal Implications

Any activities, relationship or agreement between the City of Cockburn and any foreign entity, including local governments, agencies and departments, shall be in compliance with *Australia's Foreign Relations (State and Territory Arrangements) Act 2020*, and subsequent legislation.

Community Consultation

No community consultation was undertaken in the updating of this Policy and Terms of Reference.

Risk Management Implications

The proposed updates to the Policy and Terms of Reference are unlikely to have a significant impact on risk because they do not propose substantial changes. There are no changes to legislative alignment, core strategy or the types of relationships to be maintained.

By adopting the proposed Policy and Terms of Reference, the City is able to better govern the activities associated with international relationships.

The clarity provides staff and Elected Members with a better understanding of processes and improves alignment with the City's overall direction.

Failure to adopt the Policy and Terms of Reference will see continued confusion and opaque guidance over the Sister City activities and attendance at events.

Advice to Proponent(s)/Submitters

N/A

Implications of Section 3.18(3) *Local Government Act 1995*

N/A

COCKBURN SISTER CITIES REFERENCE GROUP

Terms of Reference

1. Name

- 1.1 Cockburn Sister Cities Reference Group

2. Purpose

- 2.1 The purpose of the Reference Group is to:

- 2.1.1 facilitate the development and maintenance of effective international relations and enhance the City of Cockburn in conjunction with its partnered Cities
- 2.1.2 establish guidelines for Council to follow when considering engagement with potential new international relationships or partners.
- 2.1.3 consider the rationale and criteria for entering into new international relationships and terminating existing arrangements.

3. Memberships and Term

- 3.1 ~~membership~~ Membership of the Reference Group will comprise of elected members duly appointed by Council following the biennial election cycle.
- 3.2 The Mayor may be appointed to the Reference Group on an *ex officio* basis, upon indicating to this effect.
- 3.3 Notice of resignation is effected by notification in writing being provided to the Chief Executive Officer (CEO)
- 3.4 ~~the~~ The Reference Group may invite persons with specific interest in a matter to attend and/or present at a meeting, ~~be considered at a Meeting to attend any the relevant meeting~~ Meeting.
- 3.5 City officers, as directed by the Chief Executive Officer (CEO), will attend Meetings ~~meetings~~ for the purpose of providing advisory, administrative, and secretarial support.
- 3.6 The term of the Cockburn Sister Cities Reference Group will continue until formally disbanded by Council.

4. Quorum

- 4.1 At least 50% of elected members appointed to the Reference Group are required to be in attendance prior to the opening and ongoing conduct of the Reference Group Meetings ~~meetings~~. If quorum is not present either before the start of the meeting or at any time during the meeting, the meeting shall be adjourned to some future time or date and time.

5. Roles and Responsibilities

- 5.1 The primary role of the Reference Group is to ensure that the integrity of the City of Cockburn Sister City ~~arrangements~~ are upheld and regularly monitored for effectiveness and ongoing value to the Cockburn community, in accordance with ~~its relevant~~ adopted Policy ~~esy~~ on "International Relations & Engagement".
- 5.2 It will be the responsibility of the Reference Group to participate in any arrangements related to inward delegations from overseas partner Cities and to ensure that outward delegations are comprised of adequate representation to ensure the purpose of the visit ~~it is~~ is justifiable.

6.—Accountability

~~6.15.3~~ The Reference Group will ensure that any recommendation it makes regarding expenditure which has not been provided for ~~by~~ the City's ~~Sister City activities~~ budget is reported to Council for approval.

~~7.6~~ The Reference Group will ensure ~~relevant any matters dealing with proposals to undertake incoming and outgoing wards delegations to one or more of its partner cities-~~ ~~is~~are referred to Council for endorsement.

8.—Term

~~8.1 7.1~~ The term of the Cockburn Sister Cities Reference Group will continue until formally disbanded by Council.

~~8.2~~
~~8.3 7.2~~ Membership of the Reference Group continues until an appointed member either resigns or their Term of Office expires (i.e. maximum of four (4) years). Notice of resignation is effected by notification in writing being provided to the CEO.

9.7. Meeting Information

~~7.1~~ Meetings of the Cockburn Sister Cities Reference Group will be conducted on an as required basis, ~~with a minimum of two meetings per calendar year.~~

~~7.2~~ Meetings can be called by either the Presiding member or CEO, as required.

~~7.3~~ The reference group is to appoint a presiding member using the methodology described in Section 5.12 of the Local Government Act.

~~9.1~~ The Mayor, if an appointed member, will preside at the ~~m~~Meetings. Otherwise, a councillor elected by a simple majority of those in attendance, will preside at the ~~Meetings~~meetings. In the absence of the presiding ~~Member~~member, a councillor present will be appointed to the position of ~~for the duration off the meeting~~Meeting.

~~9.27.4~~ An agenda will be prepared and circulated to each member prior to the ~~meeting~~Meeting.

~~9.37.5~~ Minutes of the ~~M~~meeting will be taken and stored as an official record by the City of Cockburn.

~~9.47.6~~ Any resolution/s of the Meeting which require a Council decision to be effective will require a formal Report to be prepared and presented at the next practicable Ordinary Council Meeting, together with any officer recommendation/s, for Council consideration.

Title

Sister Sister City City Relationships and Engagement



Policy Type

Council

Policy Purpose

This policy applies to all **Sister Sister City City** and international relationships, including, Friendship **City City** and Memorandum of Understanding. This policy also applies to applications and requests to the **City City** of Cockburn for letters of invitation and for intended visits by international **sister Sister city City** delegations.

The purpose of the policy is to:

1. facilitate the development and maintenance of effective international relations that promote and enhance Cockburn's reputation as the best place to be;
2. outline the rationale and criteria for entering into international and **sister Sister city City** relationships;
3. provide Council with guidelines for initiating and accepting requests to engage in new relationships.

Policy Statement

The **City City** of Cockburn is committed to establishing and maintaining effective relationships with international, interstate, and intrastate local governments to facilitate sustainable and continuous improvement in the development of its economic, educational, cultural, social and environmental objectives.

All relationship initiatives must contribute to the achievement of at least one of the **City City** of Cockburn Strategic Community Plan strategy objectives. The officer designated by the Chief Executive Officer shall be the central point of coordination and assessment of all relationships.

In establishing a new relationship the Council is to first establish a Friendship Agreement which will be reviewed by Council after a period of five years, or earlier if appropriate, to determine if a **Sister Sister City City** relationship would be beneficial to the **City City**.

The friendship is to have demonstrated considerable activity in the areas of trade, tourism, education, cultural and sporting exchanges.

(1) Criteria

A relationship may only be entered into if it is likely to yield one or more of the following outcomes:

1. Economic
 - (a) Business partnerships and opportunities;
 - (b) Trade, investment and / or export opportunities;

[1]

Title	Sister Sister City Relationships and Engagement
-------	---



- (c) Industry attraction and expansion;
- (d) Introduction of new technologies or processes;
- (e) Tourism promotion opportunities.

2. Educational

- (a) Enhanced education and training opportunities;
- (b) Attraction of new adult training or tertiary institutions and students;
- (c) University partnerships;
- (d) Local Government knowledge sharing and information exchange.

3. Environmental

- (a) Ecosystem and biodiversity research and conservation partnerships;
- (b) Environmental and climate change adaptation information exchange;
- (c) Environmental technology and innovation exchange.

4. Social/Cultural

- (a) Cultural enhancement;
- (b) Attraction of sporting competitions and events;
- (c) Improved governance, leadership and internal standing

(2) Visitation and delegations

1. Council will support a delegation~~visitation~~ program ~~of each~~ of its ~~Sister~~**Sister** Cities. Any program of visiting delegations, both inbound and outbound, will be supplemented by an appropriate funding allocation in Council's annual Municipal Budget. The ~~visitation~~ program will ~~allow for~~consider annual delegations (incoming or outgoing) to be reciprocated to/by the partner ~~City~~**City** in the following financial year or later date. The program will be routinely reviewed as a means of assessing the outcomes of the visits and determining their value for the future.
2. Council will encourage all delegation~~ones~~ (both inbound and outbound) to be supplemented with representatives who may be able to assist in furthering the benefits of these relationships, as noted at Clauses (1) 1 – 4 above.
3. Outbound delegations will be led by the Mayor and accompanied by up to a maximum of three (3) ~~other~~ Councillors, the Chief Executive Officer (CEO) or nominated representative, and relevant staff as appropriate for the scale of the delegation. if the receiving city allows. In the event of the Mayor not being available to attend any outbound delegation, the Deputy Mayor will be nominated to undertake this responsibility.
4. Inbound delegations will be received by the Mayor and accompanied by all interested Councillors, the Chief Executive Officer (CEO) or nominated representative, and relevant staff. In the event of the Mayor not being available to attend any inbound delegation activities, the Deputy Mayor will be nominated to undertake this responsibility. For practical, cultural or financial reasons, the Mayor may define a smaller list of attendees.

Title	Sister Sister City City Relationships and Engagement
-------	--



~~5.~~ All inbound and outbound delegations are to be referred to the Sister Cities Reference group for consideration before agreement is made.

~~3.~~_____

~~4.6.~~ The principle of selecting Councillors referred to in Clause (2) 3 to form an outbound delegation above will be on the basis of expressions of interest and administered by the CEO as follows:

- (a) The CEO will arrange a ballot, if required, to which all Councillors participating in the ballot will be invited to attend at ~~the a~~ time and place nominated by the CEO,
- (b) If a Councillor has previously joined a delegation, then that Councillor is ineligible to enter the ballot.
- (c) When or if all Councillors have participated in a delegation, then the process recommences with all previous attendances being disregarded for the future selection process.
- (d) A register of delegates attending outward delegations is to be established and maintained by the officer designated by the Chief Executive Officer.

~~7.~~ The Mayor, accompanied by the Chief Executive Officer or his/her delegated nominee, and any other person deemed to have relevance to the enhancing of the relationship, may participate in a delegation subject to appropriate provisions being made in the ~~City~~~~City~~'s adopted budget.

~~8.~~ Elected Members may accept an invitation to visit any existing Sister City or Friendship City in the interest of maintaining an ongoing relationship. Visitation of this nature is not considered a delegation and is not funded through the Sister City budget. Invitations of visitations shall be reviewed by the Sister City Reference Group to determine if the opportunity warrants initiating a formal delegation.

~~9.~~ Delegates participating in activities are authorised to represent the interests of the City of Cockburn. Delegates are not authorised to enter into agreements, contracts or programs unless approved by the Mayor or Chief Executive Officer.

~~5.~~_____

~~(3)~~ Travel Authorisation

~~6-10.~~ The Chief Executive Officer is authorised to make arrangements for official travel under this policy and the expenditure of appropriate funds to meet the costs involved without further reference to the Council.

~~7-11.~~ An Elected Member may, as part of other travel, be provided with a letter of introduction to visit a ~~sister~~~~Sister~~ ~~city~~~~City~~. Such a visit is not considered to be an official ~~Sister~~~~Sister~~ ~~City~~~~City~~ visit and is not to be funded from the ~~Sister~~~~Sister~~ ~~City~~~~City~~ budget or ~~by~~ Council.

~~8-12.~~ Any travel related to ~~Sister~~~~Sister~~ Cities that is not in accordance with this policy is required to be formally considered by the Council.

[3]

Title	SisterCity Relationships and Engagement
-------	--



(43) Compliance with Australia’s Foreign Policy

Any activities, relationship or agreement between the City of Cockburn and any foreign entity, including local governments, agencies and departments, shall be in compliance with *Australia’s Foreign Relations (State and Territory Arrangements) Act 2020*, and subsequent legislation.

(54) International Relationship Types

Model	Purpose	Duration
SisterCity	A SisterCity relationship is a formal, long-term relationship based on diverse linkages between the two cities, including cultural, educational, tourism, sporting and business links. SisterCities often have similar demographic and other characteristics; however, this is not a mandatory requirement. The relationship requires a high degree of commitment on both sides.	Long-term commitment.
Friendship City	A Friendship City relationship is less formal than a SisterCity and it generally has a lower profile. It is likely to be a long-term relationship, but the level of required community support and involvement is not as high as for a SisterCity relationship. For example, the purpose may be for: <ul style="list-style-type: none"> • a particular sporting event held on an annual basis, • cultural diversity, • a specific project, • specific objectives and opportunities between two cities, • mentoring. 	Generally enduring, but can be set for a specific term
Memorandum of Understanding (MoU)	A MoU is a document describing a bilateral or multilateral agreement between parties. It expresses a convergence of will between the parties, indicating an intended common line of action, and may not imply a legal commitment. It is a more formal alternative to a Statement of Intent, but in some cases, depending on the exact wording, lacks the binding power of a contract.	Generally entered into for a specific term.

[4]

Title	Sister Sister City Relationships and Engagement
-------	---



(6) Definitions

- a) Delegation: A delegation is an official, in-person representation of the City, backed by City's resources and a structured program of activities. The delegation's role is to actively pursue one or more of the relationship outcomes as per the City's established objectives.
- b) Visitation: A visitation is an informal, in-person representation of the City, not supported by City staff or a detailed program of activities. Despite its informal nature, visitations contribute to the City's profile and relations with others.
- c) Inbound: An inbound visit refers to the travel of representatives from another city or organisation to the City of Cockburn. This could be a part of a delegation, visitation, or other diplomatic or professional event.
- d) Outbound visit: An outbound visit refers to the travel of representatives from the City of Cockburn to another city or organisation. Such visits can serve various diplomatic, economic, cultural, or educational purposes.
- e) Relationship: A relationship is a formal or informal arrangement between the City of Cockburn and one or more cities or organisations. This can take various forms, such as a Sister City agreement, Friendship City designation, or Memorandum of Understanding, each with its own set of objectives, benefits, and responsibilities.

Strategic Link:	Strategic Community Plan
Category	Business, Economy & Technology
Lead Business Unit:	Advocacy and Engagement
Public Consultation: (Yes or No)	No
Adoption Date: (Governance Purpose Only)	8 September 2022
Next Review Due: (Governance Purpose Only)	September 202 5 ⁴
ECM Doc Set ID: (Governance Purpose Only)	4134016

15.1.10 Council Meeting Policy Review

Executive	Executive Governance and Strategy
Author	Manager Legal and Compliance
Attachments	N/A

Officer Recommendation/Committee Recommendation

That Council:

- (1) REVIEWS the Council Meetings policy within six (6) months of the commencement of the new Chief Executive Officer.

Background

Deputy Mayor Widenbar submitted the following Notice of Motion on 22 June 2023:

That Council:

- (1) REVIEWS the Council Meetings Policy, through the appropriate committee, within the three months of the Committee structure workshop being held on 22 June 2023.

The review is to determine a pathway for the City to provide OCM agenda to Elected Members prior to the OCM agenda briefing session, and is to consider the following themes:

1. OCM Briefing Guiding Principles
2. Briefing Process
3. Agenda Contents
4. Agenda Distribution.

Reason

Our current OCM agenda briefing process is no longer best practice and is not providing the most efficient utilisation of Exec and EM effort. This is shown by the continued poor attendance, the short duration, as well as the number of late questions and alternatives.

I believe we need to go back to the drawing board on our OCM briefing process to ensure that as a council we are making informed strategic decisions.

Submission

N/A

Report

On 22 June 2023 Deputy Mayor Widenbar submitted a notice of motion as urgent business, which was subsequently endorsed by Council in July 2023, and sought a review of the City's Council Meetings Policy.

The review required four themes be addressed. The following report has been prepared in consideration of these themes.

It is recognised that the City's incoming Chief Executive Officer (CEO) commences on 2 October 2023, after a period of over 12 months with an Acting CEO.

The Council Meeting process is an important process, usually developed collaboratively between the Council and the CEO, to best meet the collective needs of the community, Council, and the administration.

This report has reviewed the policy based on the principles identified in the notion of motion, however, recommends this matter be deferred to the commencement of the CEO, as well as giving due consideration to the caretaker period, commencing on 7 September 2023.

OCM Briefing Guiding Principles

Current best practice for the sector supports Agenda Briefings which are open to the public. The recent independent governance review, an action following the City of Cockburn Inquiry, also recommended that the City open Agenda Briefings to the public.

Recent advice to the City of Cockburn on public attendance at Agenda Briefings advised as follows:

Openness and transparency

A significant strength of local government is the openness and accessibility of its processes to the community. In conducting forums each local government should make a conscious decision to promote the community perception that it embraces the concept of openness and transparency. Therefore, whenever appropriate, forums should be open to the public.

In addition, it is common practice within the sector for agenda briefings to be open to the public to enable for public questions and deputations.

The City does not currently hold Agenda Briefing meetings which are open to the public. To align to best practice, it is recommended Agenda Briefings be open to the public and streamed online.

The City conducted a review of some other Band 1 local governments Agenda Briefing processes which identified the following local governments who have public attendance at Agenda Briefings:

City of Wanneroo
City of Perth
City of Joondalup
City of Belmont
City of Canning
City of Vincent

On average the Briefing Agenda is available 4 days before the Agenda Briefing.

Briefing Process

The City's current process sees the closed Agenda Briefing meeting take place before the Agenda is published, noting it is published at 8pm on the Thursday preceding the OCM. This is 4 days earlier than the prescribed last day for publication of the Agenda in the *Local Government Act 1995*.

The briefing process occurs by providing Elected Members with a high-level strategic summary of matters in the OCM Agenda. This briefing process now also applies to Committee meetings.

The briefing process could be improved by Agenda Briefings taking place following publication of the OCM Agenda, where the briefings are open to the public also.

Agenda Briefings could be moved to the week of the Ordinary Council (e.g., Tuesday evening), or alternatively publication of the agenda could occur on Tuesday 8pm, before an open Agenda Briefing on the Thursday preceding the OCM.

Under the current structure, the City committee meetings occur approximately two weeks before an OCM (there a limited occasions where there may be three weeks between meetings). Items considered by Committee are then determined by Council at the next OCM. An OCM Agenda **could not** be produced two weeks before the OCM.

Agenda Contents

The City's Council Meetings policy provides for requirements for reports and recommendations.

In accordance with the provisions of the *Local Government Act 1995* the CEO is required to ensure that advice and information is available to Council so that informed decisions can be made.

Reports published in the Agenda are required to comply with the legislative requirements, as well as the policy.

Agenda contents is determined by the CEO and includes matters which require a decision of Council. At times, items for noting or information of Council appear in the Agenda to support openness and transparency of the City.

Agenda Distribution

The City is required to comply with the requirements of the *Local Government Act 1995* with respect to agenda distribution. A local government must ensure the agenda which has been made available to members of the Council or Committee are published on the website from the time they were made available to Council or committee.

There are administrative considerations which impact the agenda publication process, such as the finalisation of Committee meeting minutes.

The Agenda could not be made available before the finalisation of Committee meetings, and the administrations Agenda Settlement process.

The CEO authorises the publication of the agenda to the Elected Members and public.

The City will continue to maintain agenda distribution processes which meet the legislative requirements.

Strategic Plans/Policy Implications

Listening & Leading

A community focused, sustainable, accountable and progressive organisation.

- Best practice Governance, partnerships and value for money.
- High quality and effective community engagement and customer service experiences.

Budget/Financial Implications

There are no budget implications from the recommendation in this report. Budget implications for any alternate decisions are not considered.

Legal Implications

There are no legal implications from the recommendation in this report.

Community Consultation

N/A

Risk Management Implications

There are no risk management implications from the recommendation in this report.

Advice to Proponent(s)/Submitters

N/A

Implications of Section 3.18(3) *Local Government Act 1995*

Nil

**15.1.11 Sustainability and Environmental Reference Group
(Governance Committee Meeting 24 August 2023)**

Cr Corke submitted the following Notice of Motion to the 24 August 2023 Governance Committee Meeting on 21 August 2023

That Council receives a report to the Governance Committee on the establishment of a Sustainability and Environment Reference Group.

Reason

Reference Groups perform an important role for the City and the wider community.

Input from residents helps shape the direction and implementation of various strategies and also leads to greater community involvement in projects and volunteering opportunities.

At present none of our Reference Groups have a specific focus on sustainability and the environment despite this being identified as a priority in the Strategic Community Plan.

Additionally, we have numerous individual environmental community groups operating across the City. A Reference Group would provide opportunities for collaboration, information sharing and uniformity of approach.

**15.1.12 Policy: Performing Arts/Arts Hall of Fame
(Governance Committee Meeting 24 August 2023)**

Mayor Howlett submitted the below Matter to be Noted for Investigation on 20 July 2023:

That Council gives consideration to the introduction of a Performing Arts/Arts Hall of Fame Policy to recognise and promote the outstanding achievements of individuals and groups who currently or previously resided in the City of Cockburn, including the proposed selection criteria in order to be considered eligible for recognition. Such a Hall of Fame would be akin to the current Sports Hall of Fame.

15.2 Organisational Performance Committee Meeting 24/08/2023

15.2.1 FY2022-23 KPI Close Out Report

Executive	Executive Governance and Strategy
Author	Business Planning Coordinator
Attachments	<ol style="list-style-type: none"> 1. Corporate Key Performance Indicators ↓ 2. Corporate Business Plan Key Performance Indicators ↓ 3. Reforecast FY23 to FY24 ↓

RECOMMENDATION

The Committee recommends Council:

- (1) RECEIVES the Financial Year 2023 Corporate Business Plan and Corporate Key Performance Indicator results (Attachment 1 and 2); and
- (2) ENDORSES inclusion of one item recommended for reforecast in the Financial Year 2024 Corporate Business Plan (Attachment 3).

Background

Council endorsed the FY22 Chief Executive Officer (CEO) Corporate Key Performance Indicators (KPIs) at the 14 July 2022 Ordinary Council Meeting.

The FY23 Corporate Business Plan (CBP) KPIs are based on the Corporate Business Plan adopted by Council at the 23 June 2022 Special Council Meeting.

Council have been provided with updates on the KPI performance at the following Ordinary Council Meetings:

- 10 November 2022 – Quarter One Corporate and CBP KPIs
- 9 March 2023 - Quarter Two Corporate and CBP KPIs
- 15 May 2023 - Quarter Three Corporate and CBP KPIs

This report closes out the delivery of the Corporate and CBP KPIs for FY23.

Submission

N/A

Report

Organisational performance is assessed using the Corporate, and CBP KPIs identified by the CEO and Executive Committee (ExCo).

The KPIs are each associated with a strategic objective and have an accountable ExCo member.

In addition, where required, the KPIs cascade to a Senior Leadership Team (SLT) member, generally a direct report to an Executive.

FY23 is complete and Attachments 1 and 2 outline the final status of the Corporate and CBP KPIs. The attachments are colour coded to indicate the status of the KPIs.

- Green indicates the KPI is complete, and the target has been achieved
- Orange indicates the KPI is ongoing
- Red indicates the KPI is at risk, or the target has not been achieved
- Grey indicates the KPI is reforecast or moved to a subsequent financial year.

Corporate KPI's

The majority of Corporate KPIs were not completed at end of financial year, refer Table 1.

Table 1: Corporate KPIs FY23 Results

CORPORATE KPI's	COMPLETE		DELIVERY		NOT MET		TOTAL
Status	5	33%	1	7%	9	60%	15

At the end of FY23, 33% of the corporate KPIs met or exceeded their target, 7% are still in delivery, and 60% failed to meet their targets and were not achieved.

Figure 1 provides a visual summary of the results. The outstanding KPI (Customer Satisfaction) is listed as being in delivery, as all activities are complete and close out only requires results to identify if target and outperformance are met.

Figure 1: Corporate KPIs by status

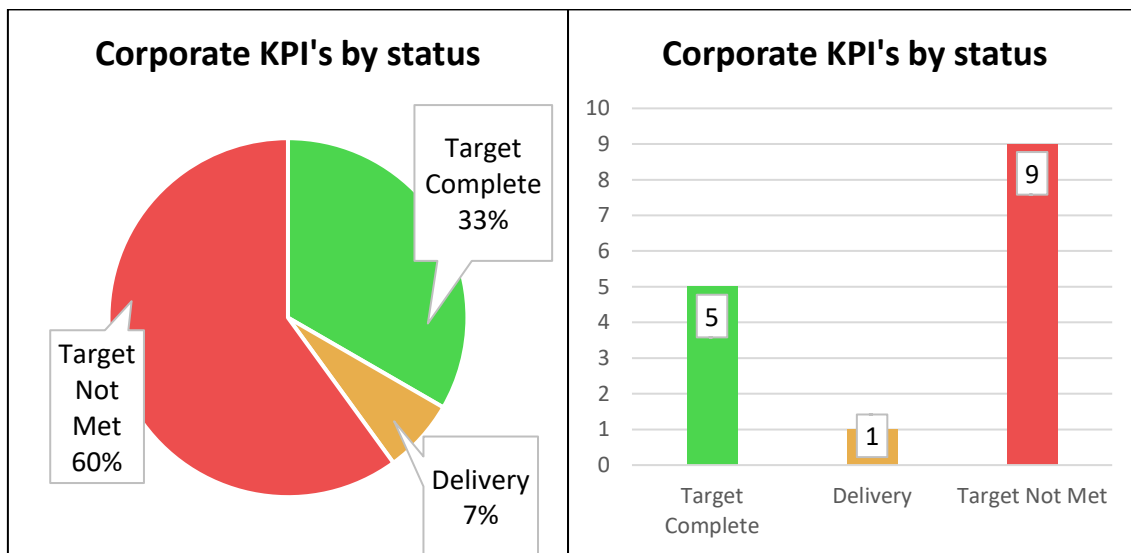


Table 2 below provides a more detailed overview by service area:

Table 2: Corporate KPIs by Service Area

SERVICE	COMPLETE		DELIVERY		NOT MET		TOTAL
Business Activities	1	100%	0	0%	0	0%	1
Community Performance	0	0%	0	0%	2	100%	2
Customer Experience	0	0%	1	100%	0	0%	1
Financial	1	33%	0	0%	2	67%	3
Governance	2	100%	0	0%	0	0%	2
People and Culture	1	20%	0	0%	4	80%	5
Safety	0	0%	0	0%	1	100%	1
Grand Total	5	33%	1	7%	9	60%	15

Corporate KPIs by service area highlights strong performance in Governance and Business Activities, with all KPIs successfully completed.

A significant number of KPIs were not achieved in Community Performance, Financial, People and Culture.

These will be reviewed with the incoming CEO and targeted strategies may be required to improve performance in some service areas.

Community Performance – both the Community and Business Scorecards were one to two points below their target.

Customer Experience – still awaiting results.

Financial - Operating expenditure was under budget due to the current economic climate impacting labour and supply markets (supply constraints), with escalating costs lessening the impact. Actual operating expenditure of \$172.91M against the revised budget of \$181.12M (-4.53%) underperformed the KPI target (+ or – 2.0%).

Operating revenue came in over budget mainly due to advance payment of Financial Assistance Grants for 2023-24. Actual operating revenue of \$182.30M against revised budget target of \$179.56M (+1.52%) performed within KPI target (+ or – 2.0%).

The Financial service area includes the Corporate KPI for Delivery of Service Plans. The KPI is not met due to the Council decision at the 29 June 2023 Special Council Meeting to *WITHOLD from adopting any changes to the Service Level Plans and Workforce Plan until after the commencement of the new Chief Executive Officer* (refer 29 June Special Council Meeting Agenda item 10.2.1).

People and Culture – Employee engagement, organisational culture and staff turnover have all been impacted by the following

- The prolonged recruitment process of the Chief Executive Officer
- The significant organisational transformation process that was commenced by the former CEO and not finalised upon cessation
- The prolonged negotiation of the Enterprise Agreement (impacted by the change in legislative jurisdiction)
- Perceived lack of career progression and development opportunities
- Workload pressures that were exacerbated because of the organisational transformation process and under resourcing.

Despite not meeting the KPI by 30 June 2023, it must be noted that significant improvement has been made in relation to these KPI’s since December 2022. In addition, turnover has reached an 18-month low of 19.02% in July 2023.

Safety - The Long Term Injury Frequency Rate (LTIFR) has been trending up over the last 12 months from an unprecedented low of zero. An analysis of injuries, root cause and associated corrective actions has indicated the following areas of improvement:

- The requirement for regular training and induction for any medium to high-risk work tasks
- Poor manual handling techniques and lack of task rotation with repetitive tasks
- Lack of awareness and understanding of risk assessments and hazard identification
- Aging workforce and pre-existing co-morbidities that were not appropriately identified through a functional assessment prior to commencement of employment, i.e., arthritis, heart conditions and obesity
- Lack of awareness of injury management processes, specifically: roles and responsibilities and the availability of meaningful suitable duties, for employees with limited capacity and transferable skills.

In response to these short comings, the City has developed a program focusing on training, induction, and employee wellbeing, to build awareness and capability of our leadership group and wider workforce regarding work health and safety.

Table 3: Corporate KPIs completion by decision of council

KPI	Measure	FY23 KPI Target	Executive	Officer Recommendation
Delivery of service level plans	Service Plans	By decision of Council	Emma Milne	At Risk Service Level Plans endorsement delayed due to Council decision at June 2023 Special Council Meeting

Full details of the end of financial year Corporate KPI results refer to Attachment 1.

Corporate Business Plan KPIs

Analysis of the FY23 CBP KPIs results show 52% of the KPIs were completed, 14% are incomplete and 33% were reforecast to FY24 at mid-year review (refer Agenda Item 15.2.1, March 2023 OCM). The completion challenges are mainly due to labour, material, and economic constraints.

Future planning should work to account for the current economic climate and other constraints such as resourcing. Delivery commitments should be assessed to ensure the City is not overcommitting and increasing the likelihood of continued under performance.

These will be reviewed with the incoming CEO and targeted strategies may be required to improve performance in some areas.

Full details of the end of financial year CBP KPI results refer Attachment 2.

Table 4: End of FY23 CBP KPI's Results

CBP KPI's	COMPLETE		INCOMPLETE		REFORECAST TO FY24 (mid-year review)		TOTAL
Status	22	52%	6	14%	14	33%	42

Figure 2 provides a visual summary of the CBP KPI results for FY23.

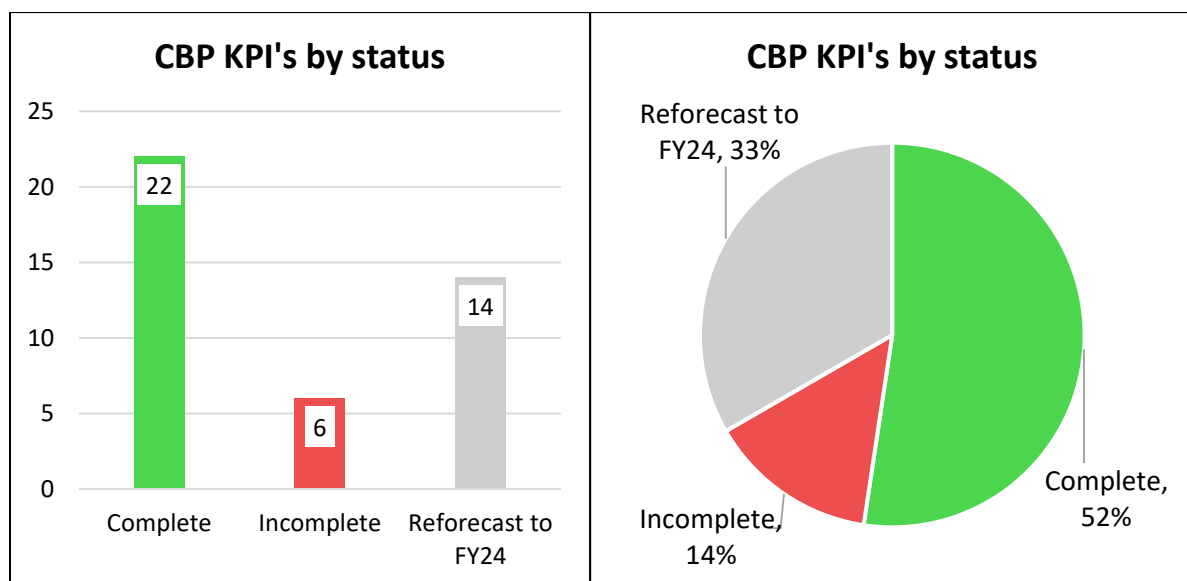


Figure 2: End of FY23 CBP KPI Results

Detailed CBP KPI results are analysed excluding reforecast KPIs. Overall, in FY23 the CBP KPIs show varying levels of completion across divisions. The CBP KPIs, categorised by division (refer

Table 5), show the following trends:

1. Operations:

The Operations division completed 60% of the KPIs with two KPIs not being achieved.

The Aboriginal Cultural and Visitors Centre was expected to commence delivery in Q4, however the tender submission exceeded the budget allocation resulting in the project being placed on hold.

Although Hammond Road reached 90% construction by the end of June the impact on resources and material shortages restricted achieving the target.

2. Built and Natural Environment:

This division achieved moderate success, completing 63% of the KPIs, while 38% remained incomplete. KPIs were impacted by resource shortages.

The 'Development of Coastal Management and Development Plan' KPI was incomplete and is recommended for reforecast and inclusion in the FY24 CBP. The item recommended for inclusion in the FY24 CBP is: Coastal Hazard Risk Management and Adaptation Plan. This is supported by the responsible ExCo member and the Acting CEO.

Full details of the item are outlined in Attachment 3.

3. Community Services:

The Community Services division performed well, completing 100% of the KPIs and achieving all objectives for the fiscal year. This result demonstrates a careful and measured approach to planning and execution.

4. Corporate Affairs:

Corporate Affairs demonstrated strong performance, with 100% of the KPIs completed. This division set realistic goals and adapted well to any potential challenges.

5. Governance and Strategy:

This division faced some challenges, with 67% of the KPIs completed and 33% remaining incomplete. KPI delivery was impacted by inability to recruit the structure required to deliver the outcomes.

6. Finance:

The Finance division encountered challenges. The assigned KPI was not achieved (one item). Resource and integration challenges were encountered.

7. People Experience and Transformation:

Did not have any items in the CBP therefore no KPIs are reported.

Table 5: CBP KPIs by Division

DIVISION	COMPLETE		INCOMPLETE		TOTAL
	Count	Percentage	Count	Percentage	
Operations	3	60%	2	40%	5
Built and Natural Environment	5	63%	3	38%	8
Community Services	6	100%	0	0%	6
Corporate Affairs	6	100%	0	0%	6
Governance and Strategy	2	67%	1	33%	3
Finance	0	0%	0	0%	0
People Experience and Transformation	0	0%	0	0%	0
Grand Total	22	79%	6	21%	28

The CBP KPIs, categorised by Strategic Community Outcomes are summarised in Table 6:

Table 6: CBP KPIs by SCP Outcome

SCP OUTCOME	COMPLETE		INCOMPLETE		TOTAL
	Count	Percentage	Count	Percentage	
1. Local Economy	3	100%	0	0%	3
2. Environmental Responsibility	3	60%	2	40%	5
3. Community, Lifestyle & Security	5	83%	1	17%	6
4. City Growth and Moving Around	6	75%	2	25%	8
5. Listening and Leading	5	83%	1	17%	6
Grand Total	22	79%	6	21%	28

Overall, the CBP KPIs show varying levels of achievement across the Strategic Community Outcomes.

The "Local Economy," "Community, Lifestyle & Security" and "Listening and Leading" outcomes performed well, with a significant proportion of KPIs completed.

The "City Growth and Moving Around" outcome had a mix of completion, reflecting a need for ongoing efforts in this area.

The "Environmental Responsibility" requires further focus, with 60% of the KPIs complete in FY23.

Strategic Plans/Policy Implications**Listening & Leading**

A community focused, sustainable, accountable, and progressive organisation.

- Best practice Governance, partnerships and value for money.
- Employer of choice focusing on equity, innovation and technology.

Budget/Financial Implications

Budget implications of the CBP are addressed through annual budget setting. The CBP KPI recommended for reforecast is already accounted for in the FY24 budget.

Legal Implications

Sections 5.38 and 5.39A (1) (b) of the *Local Government Act 1995* and Division 3 Schedule 2 of Regulation 18FA of the *Local Government (Administration) Regulations 1996* refer.

Community Consultation

N/A

Risk Management Implications

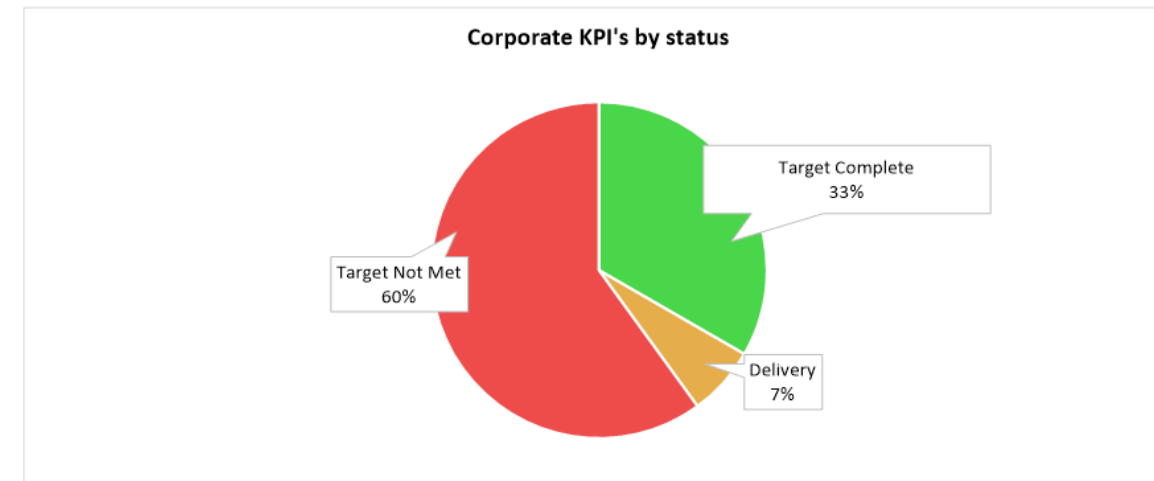
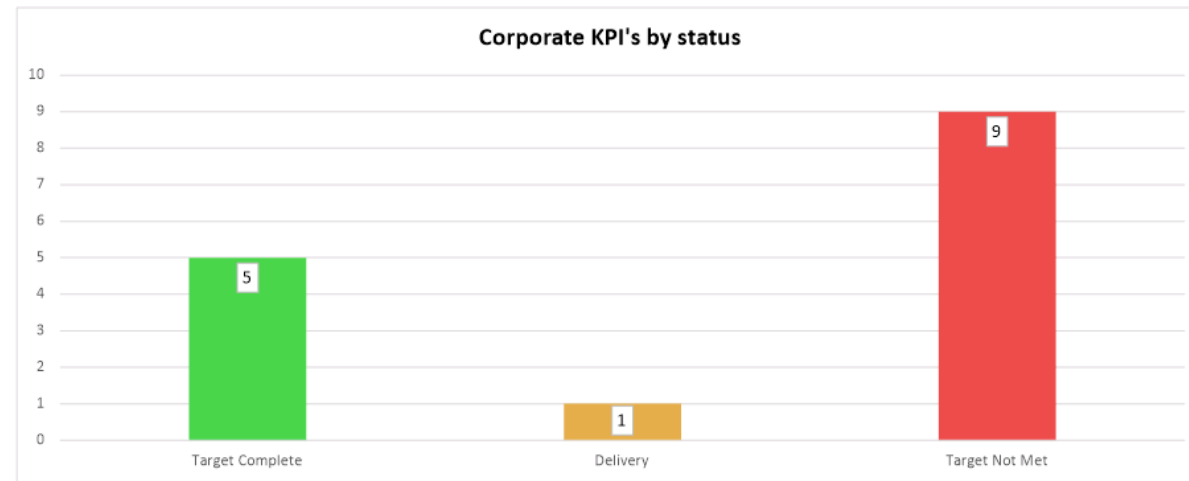
There is a “Low” level of “Compliance” risk associated with this item.

Advice to Proponent(s)/Submitters

N/A

Implications of Section 3.18(3) *Local Government Act 1995*

Nil



SERVICES	MEASURE	KPI	TARGET	PROGRESS	EXECUTIVE (Accountable)	EXECUTIVE DIRECT REPORT (Responsible)	OUTPERFORMANCE	NOTES
Business Activities	Delivery of Business Outputs	Delivery of major (>\$500k) projects against targets (Registered in PPM)	0.8	Target Complete	Anton Lees	Terry Green	5% improvement	All FY23 major projects populated in Project Portfolio Management system, performance calculated as 92.3%
Community Performance	Community Scorecard Results	Performance Scorecard results (place to live and governing organisation) maintained	73 performance indicator score	Target Not Met	Victoria Green	Samantha Seymour-Eyles	Additional 1 point	Achieved 71
Community Performance	Business Scorecard Results	Performance Scorecard results (place to work or operate a business and as a governing organisation) maintained	71 performance indicator score	Target Not Met	Victoria Green	Michael Faulkner	Additional 2 points	Achieved 69
Customer Experience	Customer Satisfaction (CS) with services	Average customer satisfaction levels maintained from the Customer Satisfaction surveys (internal and external); Internal Customer satisfaction levels maintained	External average 89.1%, and; Internal average 81.5% on KPI of 7	Delivery	Victoria Green	Colleen Miller	additional 2%	Satisfaction surveys completed throughout the year. Continuous improvement activities underway with business units. June 2023 CS Surveys conducted mid July - results available September 23.
Financial	Budget versus actual Operating Expenditure	No Budget Variance	+ or - 2% Variance	Target Not Met	Nelson Mauricio	Sinta Rosita	+ or - 1% Variance	\$8.21m or 4.53% underspent as at end of financial year. Final variance available post audit. Variance is expected to reduce but the target is unlikely to be met.
Financial	Budget versus actual Operating Revenue	No Budget Variance	+ or - 2% Variance	Target Complete	Nelson Mauricio	Sinta Rosita	+ or - 1% Variance	\$2.74m or 1.52% additional revenue. Final variance available post audit but target expected to continue being met.
Financial	Service Plans	Ensures the organisation delivers on agreed plans and services against budget	By decision of Council	Target Not Met	Emma Milne	Jane Downsborough	N/A	Council did not adopt the Service Plans at the Special Council Meeting for FY24 Budget due to new CEO commencing October 2023.
Governance	Governance Framework	Ensure the Council and City's governance and communication processes provide a best practice framework and are supported with appropriate training	Presentation of a revised Governance Framework and Charter, in consultation with Elected Members, to GovCo by March 2023	Target Complete	Emma Milne	Michelle Todd	N/A	Governance Framework Report presented to October 2022 GovCo.
Governance	Audit and Compliance	Demonstrated improvement in compliance	implementation of process improvement to address any adverse compliance audit findings	Target Complete	Emma Milne	Michelle Todd	N/A	Audit action tracking system implemented - to be input in Attain in the future. FY24-26 Internal Audit Plan adopted.
People and Culture	Employee Engagement & Culture	Employees promote the City as the Employer of choice (recommend City to others) from the Culture Scorecard	75%	Target Not Met	Chantelle Hanrahan	Michael Swanepoel	additional 2%	Engagement survey in June 2023 indicated that 63% of employees would recommend the City as an Employer. This was an increase on the previous pulse survey result.

SERVICES	MEASURE	KPI	TARGET	PROGRESS	EXECUTIVE (Accountable)	EXECUTIVE DIRECT REPORT (Responsible)	OUTPERFORMANCE	NOTES
People and Culture	Employee Engagement & Culture	Results of the culture survey indicate employees feel both physically and psychologically, in the work environment	85%	Target Not Met	Chantelle Hanrahan	Michael Swanepoel	additional 2%	Pulse Survey undertaken in December 2022, indicates that 82% of employees feel safe at work
People and Culture	Staff Turnover	Turnover to be less than Tier 1 LG equivalent benchmark rates	<21%	Target Not Met	Chantelle Hanrahan	Chantelle Hanrahan	<18%	Turnover is 21.40%
People and Culture	Staff Turnover	Results of the exit survey indicate that ceasing employees recommend the city as an employer	85%	Target Not Met	Chantelle Hanrahan	Chantelle Hanrahan	N/A	53% of ceasing Employees would recommend the City as an Employer
People and Culture	Diversity Strategy	Increased senior leadership gender diversity	30% composition of either gender in leadership roles	Target Complete	Chantelle Hanrahan	Chantelle Hanrahan	additional 5%	ExCo - 42.8% (1 vacancy) SLT including ExCo - 36% (1 vacancy) SLT only - 33%
Safety	Safety Program	Deliver Safety program against targets	5<LTI	Target Not Met	Chantelle Hanrahan	Chantelle Hanrahan	3<LTI	The current 12 month rolling average LTIFR is 7.81. This is down significantly from 10.09 in December 2022 (6 month LTI free).

STRATEGIC OUTCOME	LINK TO STRATEGY (CBP)	KPI	TARGET	PROGRESS	EXECUTIVE (Accountable)	EXECUTIVE DIRECT REPORT (Responsible)	OUTPERFORMANCE	NOTES
1. Local Economy	1.1.2a	Position Cockburn as a leader in the Blue Economy	Establish Blue Economy Advisory Committee and undertake promotional activity	Complete	Victoria Green	Michael Faulkner	Placement of Blue Economy articles in strategic media	Published social media (Linkedin, Facebook etc) establishing Cockburn as a leader in the blue economy. Blue Economy Advisory group now meeting regularly. State Government is aware of the City's involvement with the Blue Economy.
1. Local Economy	1.1.2b	Develop visitor economy approach	Develop Cockburn Destination Plan	Reforecast to FY24	Victoria Green	Michael Faulkner	Present Destination plan to Council for decision Q3 FY23	Research currently underway to help develop the Cockburn Destination Plan.
1. Local Economy	1.2.1a	Deliver business grants program supporting Economic Development Principles, Policy and Guide	Deliver two rounds of revised business grant program	Complete	Victoria Green	Michael Faulkner	Oversubscription in both rounds	Grants rollout completed June 2023. Assessment completed, Invoices received and payments on target by 30/6/2023
1. Local Economy	1.3.1a	Small Business Friendly Approvals Project Implementation	Undertake implementation activities in line with plan	Complete	Victoria Green	Michael Faulkner	Project rollout and completion Q3 FY23	Working through the different implementation activities as part of the overarching plan.
2. Environmental Responsibility	2.1.1a	Define a scope of works to inform review of the Coogee Beach Masterplan	Presented for Council decision (advertising) by end of Q4 FY23	Incomplete	Daniel Arndt	Carol Catherwood	Presented for Council decision (advertising) before Q4 FY23	Reliant on appointment of strategic planner role (as per budget - to commence 1 March 2023) to manage project. Interim measure 2 day planner contracted - commenced project plan/draft project scope for manager review (Jan 2023). Working draft of scope complete and initial background scoping works starting to be procured (bushfire assessment and traffic counts) (Feb 2023). Initial background information has been procured (bushfire assessment and traffic counts). (April 2023). Draft RFQ is prepared awaiting final review prior to release Q1 FY24. Primary focus of review will be Community Engagement strategy for project which was delayed as reported in Q4 milestone update (July23). Project continues in FY24 CBP.
2. Environmental Responsibility	2.1.1b	Review Urban Forest Plan 2018-2028	Review complete by March 2023	Complete	Daniel Arndt	Christopher Beaton	Review complete by Dec 2022	Review to occur in March 2023.
2. Environmental Responsibility	2.1.3a	Undertake Yandjet Park Yangebup Improvements	Revised concept and engagement with stakeholders by Q4 FY23	Reforecast to FY24	Anton Lees	Terry Green	Revised concept and engagement with stakeholders by Q3 FY23	Design and site review underway. Project on target to meet delivery dates.
2. Environmental Responsibility	2.2.1a	EV charges at all City Infrastructure with Solar	Project Initiation & Design Q4 FY23	Reforecast to FY24	Anton Lees	Joe Saraceni	Project Initiation & Design Q3 FY23	Project was reliant on Project manager commencing 1 Jan 2023.
2. Environmental Responsibility	2.2.1b	Waterwise Council Action Plan 2018-2028	Waterwise gold accreditation retained	Complete	Daniel Arndt	Christopher Beaton	Achieve Platinum Waterwise Council Accreditation by June 2023.	Re-endorsement letter received 24 February 2023. Accreditation for 2024 to commence in October 2023. Waterwise garden and verge community workshops completed in May 2023. RG 12/06/2023
2. Environmental Responsibility	2.2.2a	Henderson Waste Recovery Park Redevelopment	Design approved and project delivery commences Q4 FY23	Complete	Anton Lees	Terry Green	Design approved and project delivery commences Q3 FY23	Stage 1 works ongoing. Works scheduled for completion August 24. Project continues in FY24 CBP.
2. Environmental Responsibility	2.3.1a	Develop the Coastal Management and Development Plan	CMDP completed by June 2023	Incomplete	Daniel Arndt	Christopher Beaton	CMDP completed by April 2023	Received Grant Funding from DPLH to develop Benefit Distribution Analysis (this to determine who benefits from coastal protection works as this is potential funding source). Quotes being sought to develop BDA. Second draft of project scope circulated for internal feedback June 2023. RG 09/04/2023. Scope is not finalised. CC 13/7/23.
3. Community, Lifestyle & Security	3.1.1a	Review the Disability Access and Inclusion Plan	Draft Plan completed for Council consideration Q4 FY23	Complete	David van Ooran	Karoline Jamieson	Draft Plan completed for Council consideration Q3 FY23	DAIP review commenced July 2022. Engagement plan developed. DAIP endorsed by Council.
3. Community, Lifestyle & Security	3.1.4a	Malabar BMX Park Redevelopment	Refer to the Expenditure Review Committee prior to Tender Q4 FY23	Reforecast to FY24	Anton Lees	Terry Green	Refer to the Expenditure Review Committee prior to Tender Q3 FY23	Design review in preparation for market engagement in Q3.
3. Community, Lifestyle & Security	3.1.4b	Beale Park Redevelopment	Refer to the Expenditure Review Committee prior to Tender Q4 FY23	Reforecast to FY24	Anton Lees	Terry Green	Refer to the Expenditure Review Committee prior to Tender Q3 FY23	Project Milestones re-forecasted to align with Project resources and scheduling of Malabar BMX.
3. Community, Lifestyle & Security	3.1.4c	Port Coogee Community Space	Fit out designs complete Q4 FY23	Complete	David van Ooran	Andrew Tomlinson	Fit out designs complete Q3 FY23	
3. Community, Lifestyle & Security	3.1.4d	Wally Hagan Recreation Centre Redevelopment	Revise Project Plan	Complete	David van Ooran	Andrew Tomlinson		Plan revised for FY 23/24.
3. Community, Lifestyle & Security	3.1.4e	Cockburn ARC – Health and Fitness Expansion	Market engagement and tender award Q4 FY23	Reforecast to FY24	Anton Lees	Terry Green	Market engagement and tender award Q3 FY23	Project currently out to market. Construction to commence in Qtr. 2 (FY24 Project Plan revised).

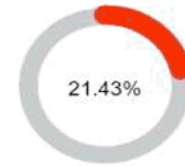
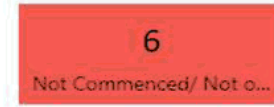
STRATEGIC OUTCOME	LINK TO STRATEGY (CBP)	KPI	TARGET	PROGRESS	EXECUTIVE (Accountable)	EXECUTIVE DIRECT REPORT (Responsible)	OUTPERFORMANCE	NOTES
3. Community, Lifestyle & Security	3.1.4g	Beelias Reserve Redevelopment	Project Initiation Q4 FY23	Reforecast to FY24	Anton Lees	Terry Green	Project Initiation Q3 FY23	Project planning documentation complete (PPM). Project initiation commenced, consultant market engaged
3. Community, Lifestyle & Security	3.1.4h	Tempest Park Redevelopment	Project Initiation Q4 FY23	Reforecast to FY24	Anton Lees	Terry Green	Project Initiation Q3 FY23	Project planning documentation complete (PPM). Project initiation commenced, consultant market engaged
3. Community, Lifestyle & Security	3.1.4i	Santich Park – Upgrade	Oval lighting component completed Q4 FY23	Reforecast to FY24	Anton Lees	Terry Green	Oval lighting component completed Q3 FY23	2nd round of community engagement complete. Project design ongoing and due to be completed Jan 23.
3. Community, Lifestyle & Security	3.1.4j	Manning Park Master Plan Implementation	Completion of a further 3 action items	Reforecast to FY24	Daniel Arndt	Christopher Beaton	Completion of 4 action items	No funding made available in 2022/23 for Manning Park Actions. ERC approval for 2023 funding of European and Aboriginal Cultural Survey, Flora and Fauna Survey and Trails Audit. Infill planting undertaken in June 2022. CB 16/1/23
3. Community, Lifestyle & Security	3.1.4k	Review the Community, Sport & Recreation Facilities Plan 2018-2033	Draft plan to Council by June 23	Reforecast to FY24	David van Ooran	Andrew Tomlinson	Draft plan to Council by April 23	Community Engagement underway (7 March 2023).
3. Community, Lifestyle & Security	3.1.4l	Multicultural Centre for Sport and Education – ARC Precinct	Stage 1 feasibility study complete Q4 FY23	Complete	David van Ooran	Andrew Tomlinson	Stage 1 feasibility study complete Q3 FY23	Feedback provided on initial draft feasibility study to FFC.
3. Community, Lifestyle & Security	3.2.1a	Smart Buildings Project (Project BETTI)	Continue roll-out of CCTV and Access Control Systems to identified sites Q2 FY23	Complete	David van Ooran	Michael Emery	Integrate online bookings and mobile phone based access control to selected locations Q4 FY23	Sept 2022 - PO has been raised and finalising supplier arrangements to secure enough hardware for the phase 1 roll out due to international shortages. April 2023 - Cockburn ARC server has required significant updating beyond what was initially scoped and involvement from Dockers. The variation to the project has been completed and awaiting for the change over to commence within the next 4 weeks. Due to the ARC changes, their has been limited time to assess the full functional spec of integration into Spacetoco. June 23 - Outperformance has been achieved by contracting spacetoco to design and build a unique integration tool. Deployment of the tool will be discussed with Rec Services.
3. Community, Lifestyle & Security	3.3.1a	Aboriginal Cultural and Visitors Centre Development	Project delivery commences Q4 FY23	Incomplete	Anton Lees	Terry Green	Project delivery commences Q3 FY23	Workshop with Elected Members proposed for August 23 to review options. Project continues in FY24 CBP.
3. Community, Lifestyle & Security	3.3.1b	Review the Reconciliation Action Plan 2018-2021	Draft Plan ready to go to Council Q4 FY23	Reforecast to FY24	David van Ooran	Karoline Jamieson	Draft Plan ready to go to Council Q3 FY23	RAP review process has commenced. However Reconciliation Australia timeframes have resulted reforecast of adoption to FY24.
4. City Growth and Moving Around	4.1.1a	Prepare the new Local Planning Strategy for the District	Commencement of public consultation by Q2 FY 23	Complete	Daniel Arndt	Carol Catherwood	Completion of public consultation before Q1 FY23	Advertising period (60 days) started 22 Sept and finished 21 November (see ECM Document Set ID 11238979 for dates and 11214079 for copy of document as advertised)
4. City Growth and Moving Around	4.1.1b	Prepare the new Local Planning Scheme for the District	Document drafted by end of Q3 FY23	Reforecast to FY24	Daniel Arndt	Carol Catherwood	Document drafted before Q3 FY23	While this project can proceed to a degree, it is inherently dependant on the finalisation of the draft local planning strategy. As time progresses, it is clear there will be a number of significant and related planning matters at a State level, which will likely drive community interest in the draft local planning strategy. These submissions need to be comprehensively considered and it is highly likely consideration by both Council and ultimately the WAPC will take a significant amount of time (noting it took 18 months for WAPC consent to advertise the draft)
4. City Growth and Moving Around	4.1.2a	Cockburn Central town centre parking facility feasibility study - AT GRADE	Finalise business case for project and present to the Expenditure Review Committee by End Q4	Complete	David van Ooran	Michael Emery	Finalise business case for project and present to the Expenditure Review Committee by End Q3	Project planning underway, site has been vacated and awaiting further clarification on drainage. Sept 2022 - Two consultants have been engaged to inform the Business Case for the ERC's consideration. Aug 2022 - Business Case is underway and further financial assessment is due to be completed by Oct 2022. Pending ERC agenda, the business case should be presented in Q2 FY 23. 7 Nov - ERC report was being drafted however the final business case showed no return on investment due to the leasing period terms proposed by the owner. ExCo have been informed prior to the ERC report being finalised. Further evidence of ExCo decision not to proceed is in the email to Joe, Anton and Emma. Recommendation by M.Emery was completed.
4. City Growth and Moving Around	4.1.2b	Reconnecting Hamilton Hill (post Roe 9) Urban Renewal Project	Prepare lists of technical disciplines and draft stakeholders by Q2 FY23	Complete	Daniel Arndt	Carol Catherwood	Prepare lists of technical disciplines and draft stakeholders by Q1 FY23	DPLH provided with list of technical disciplines and stakeholders. DPLH currently using for prelim consultation with a view to advertise formally in ~March 2023

STRATEGIC OUTCOME	LINK TO STRATEGY (CBP)	KPI	TARGET	PROGRESS	EXECUTIVE (Accountable)	EXECUTIVE DIRECT REPORT (Responsible)	OUTPERFORMANCE	NOTES
4. City Growth and Moving Around	4.2.1b	Cockburn Central Carparking Project (Cockburn Central West car parking (Poletti rd.))	Construction completed by end of Q3	Complete	Anton Lees	Terry Green	Construction completed by end of Q2	This particular KPI was raised by an EM, and the reason it is delayed is because we are awaiting the outcome of other parking investigations in the area.
4. City Growth and Moving Around	4.3.1a	Review and update the City's District Traffic Study 2018	Report to Expenditure Review Committee by end of Q2 FY23	Complete	Daniel Arndt	Carol Catherwood	Report to Expenditure Review Committee before Q2 FY23	Further initiation of the project is subject to budget adjustment. ERC (general report) completed Nov 2022 - requesting transfer of \$150K to this project from another Planning BU account
4. City Growth and Moving Around	4.3.1b	Advocacy for Cockburn Road Upgrade, Pedestrian Crossing and Car Parking.	Undertake proactive stakeholder engagement, including meeting with relevant Member(s) of Parliament.	Complete	Victoria Green	Daniel Newman		Stakeholder discussions are continuing with a number of meetings held and the construction of an interim pedestrian crossing underway.
4. City Growth and Moving Around	4.3.2a	Semple/Berrigan Realignment	Quantify landowner costs as part of DCP11 review by end of Q2 FY23	Incomplete	Daniel Arndt	Carol Catherwood	Quantify landowner costs before Q2 FY23	While this project has commenced with landowner discussions, they have asked for specific costings relative to their own landholdings. It was intended this be captured in the developer contribution plan annual review for this area. The DCP review requests for quote went out. Several engineers firms were invited to quote to undertake the work, however there were no contractors able or willing to do the work required. The DCP review will not be undertaken again till the same time next year. There is currently no other budget allocated to having those costs done. The most sensible approach would be to revisit the project when consultant engineers may have better availability next year. Meeting to be arranged in first part of 2023 with community group to update (developer already aware)
4. City Growth and Moving Around	4.3.2b	Hammond Road Duplication	Project (construction) complete Q4 FY23	Incomplete	Anton Lees	Terry Green	Project (construction) complete Q3 FY23	Project has reached 90% completion. PC scheduled for end of August 23
5. Listening and Leading	5.1.1a	Deliver Corporate Strategy Framework	Elected Member endorsement for proposed Reform October 2022	Incomplete	Emma Milne	Jane Downsborough	Consolidated Divisional Strategies endorsed by Council November 2022.	80% complete - inadequate resource to deliver total outcome. Ongoing project work captured under Major Strategic Review Program in FY24 CBP.
5. Listening and Leading	5.1.1b	Review Organisational Risk Management Maturity	Undertake Risk Management Maturity Review for completion by June 2023	Complete	Emma Milne	Michelle Todd	Commence procurement process to measure the City's approach to risk management to ensure it is driving stakeholders to put in place suitable risk mitigation strategies by Feb 2023	Procurement planning commenced for Risk Management Maturity Assessment
5. Listening and Leading	5.1.1d	Review and Implement the Corporate Governance Framework	Implement Corporate Governance Framework by June 2023	Complete	Emma Milne	Michelle Todd	Council adoption by Feb 2023	Report to October 2023 GovCo.
5. Listening and Leading	5.1.2a	Refine the long-term financial planning methods to better integrate with the City's Strategic Community Plan objectives and Implement COVID-19 financial measures	KPI - Council adopt the Long Term Financial Plan Target - Adopted by 30 June 2023	Reforecast to FY24	Nelson Mauricio	Aaron Thomas	Council adoption by December 2022	Draft LTFP underway. Waiting for three key components 1. WFP (now adopted by June 22 SCM) 2. CSRFP - update and review to occur in FY23 (significant impact on LTFP capital program) 3. DTS (update to occur in FY23 - will have a significant impact on capital program)
5. Listening and Leading	5.2.2a	Progress community priorities highlighted in MARKYT Community Scorecard 2021.	Present MARKYT scorecard results to ExCo by Q4	Complete	Victoria Green	Samantha Seymour-Eyles	Present MARKYT scorecard results to Elected Members in Q4 (usually Q1 due to busy June for EMs)	Budget was approved at December 2023 OCM for additional verge slashing and landscaping. So action on that priority is complete this financial year. In regard to the look and feel of local shopping areas, Head of Property and Assets is reviewing how much land if any the City owns at Coolbellup, South Lake, Forrest Road and Yangebup shops for the City to then review any landscaping/art options and the Business Engagement officer will visit those shops in 2023 to advise of business grants for facade improvements.
5. Listening and Leading	5.3.3a	Develop and Implement Smart Cities projects in partnership with South West Group		Complete	Anton Lees	Michael Emery		
5. Listening and Leading	5.3.3d	Review requirements for required website upgrades	Requirements are understood	Complete	Victoria Green	Samantha Seymour-Eyles		

STRATEGIC OUTCOME	LINK TO STRATEGY (CBP)	KPI	TARGET	PROGRESS	EXECUTIVE (Accountable)	EXECUTIVE DIRECT REPORT (Responsible)	OUTPERFORMANCE	NOTES
-------------------	------------------------	-----	--------	----------	-------------------------	---------------------------------------	----------------	-------

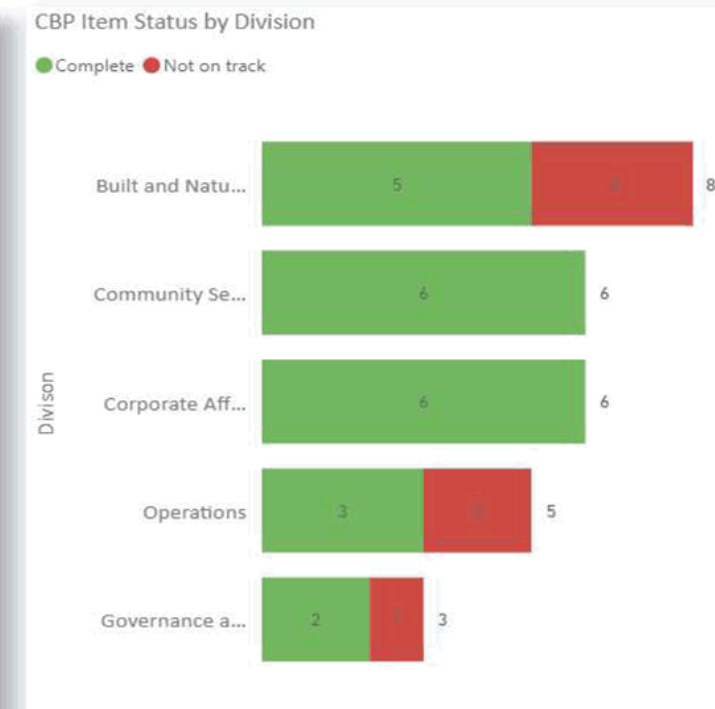
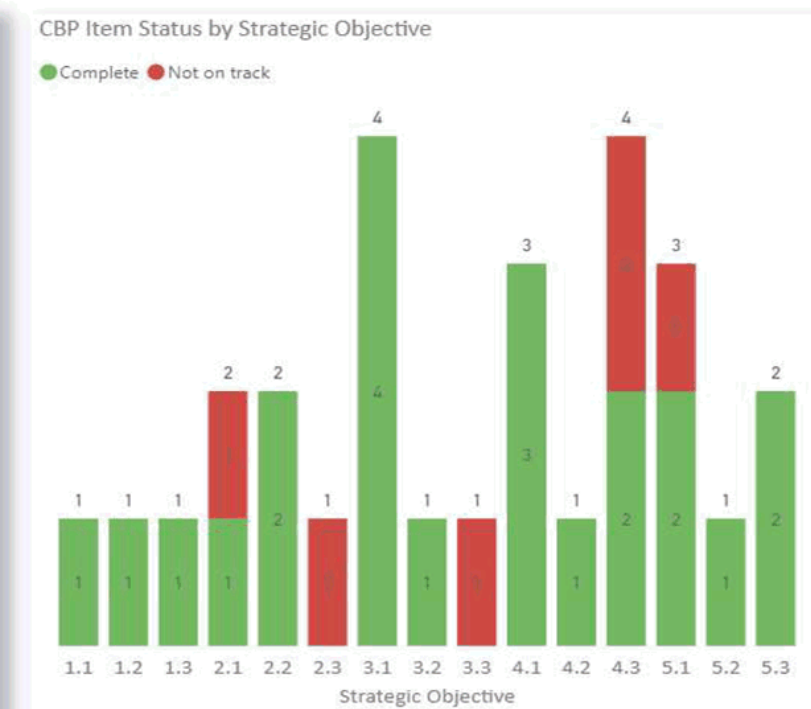
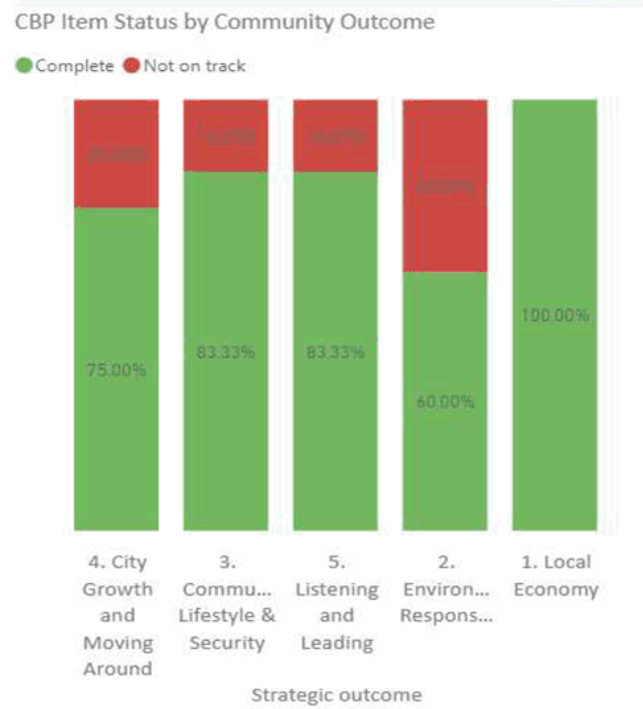
FY 22/23 CBP

FY, Qtr No
 ✓ FY 21/22
 ✓ FY 22/23
 ✓ FY 23/24



Strategic Outcome
All

KPI/Milestone
KPI



- Operations
- Built and Natural...
- Governance and...
- Community Services
- People Experience...
- Finance
- Corporate Affairs

Reforecast Item from FY23 to FY24 CBP

Development of Coastal Management and Development Plan

SCP Outcome	Link to Strategy	Item	Q1	Q2	Q3	Q4	Budget	Budget notes	Division	BU	SU
Environmental Responsibility	2.3.1a	Coastal Hazard Risk Management and Adaptation Plan		Confirm final scope of work and advertise tender			\$0	\$115k from grant funding. \$105k from municipal contribution. Funding already included in FY24 Budget	Built and Natural Environment	Sustainability and Environment	Coastal Management, Policy and Planning

16. Committee Minutes

16.1 Governance Committee Meeting – 24/08/2023

Recommendation

That Council

- (1) RECEIVES the Minutes of the 24 August 2023 Governance Committee Meeting.

16.2 Organisational Performance Committee Meeting – 24/08/2023

Recommendation

That Council

- (1) RECEIVES the Minutes of the 24 August 2023 Organisational Performance Committee Meeting.

17. Motions of Which Previous Notice Has Been Given

17.1 Elected Member Invitations

Executive	Executive Governance and Strategy
Author	Manager Legal and Compliance
Attachments	N/A

RECOMMENDATION

That Council:

- (1) REQUESTS a review of the Attendance at Events Policy to consider incorporating a provision for publication of an invitations register on the City's website.

Background

Mayor Howlett submitted the following Notice of Motion at the 10 August 2023 Ordinary Council Meeting:

That invitations and their subsequent acceptance/declined status that are received by all Elected Members from all sources appertaining to the role of an Elected Member, be placed on the City's website to ensure transparency and accountability to the community on the activities undertaken by their elected representatives throughout their terms.

Reason

The opportunity for Elected Members to demonstrate their activity in the community through an online notification facility on the City's website is long overdue.

The details of all invitations, including tickets to community, sporting, cultural, service, faith group etc events need to be identified, including the value associated with the invitation need to be on the public record to ensure transparency and accountability to the community.

Submission

N/A

Report

There is no statutory requirement for invitations to Elected Members to be published on the City's website, therefore there is currently no process for registering Elected Member invitations and responses.

Council may choose to implement a process to require the publications of an "Invitations Register" by decision.

It is recommended that Council initiate a review of the Attendance at Events Policy and consider incorporating an Invitations Register into this Policy.

Provisions such as that proposed by Mayor Howlett are recommended to be affirmed in Council Policy, rather than standalone resolutions of Council.

Incorporating Council positions in policy ensures the information is easily and readily available to both Elected Members, staff, and the community, rather than being lost over time as can happen with standalone resolutions.

The objective of the motion by Mayor Howlett is to allow the community to have oversight and information relating to the invitations received by Elected Members, and their attendance at events.

The City already has a process which allows Elected Members to have their Council and community event attendance on the City's website and it is understood this proposal would be an extension of this.

It is recommended that submissions to an Invitations Register be elective, rather than compulsory.

Strategic Plans/Policy Implications

Listening & Leading

A community focused, sustainable, accountable, and progressive organisation.

- Best practice Governance, partnerships and value for money.
- High quality and effective community engagement and customer service experiences.

Budget/Financial Implications

N/A

Legal Implications

There are no legal implications from the recommendation in this report.

Community Consultation

N/A

Risk Management Implications

There is nominal risk associated with the recommendation in this report, as the recommendation seeks to commence a review of the Attendance at Events Policy.

Advice to Proponent(s)/Submitters

N/A

Implications of Section 3.18(3) *Local Government Act 1995*

Nil

18. Notices Of Motion Given At The Meeting For Consideration At Next Meeting

19. New Business of an Urgent Nature Introduced by Members or Officers

20. Matters to be Noted for Investigation, Without Debate

Nil

21. Confidential Business

Nil

22. Resolution of Compliance

RECOMMENDATION

That Council is satisfied that resolutions carried at this Meeting and applicable to items concerning Council provided services and facilities, are:-

- (1) integrated and co-ordinated, so far as practicable, with any provided by the Commonwealth, the State or any public body;
- (2) not duplicated, to an extent Council considers inappropriate, services or facilities as provided by the Commonwealth, the State or any other body or person, whether public or private; and
- (3) managed efficiently and effectively.

23. Closure of Meeting