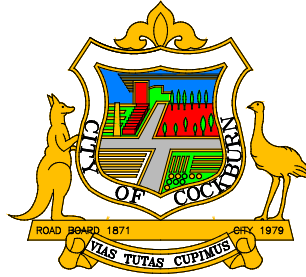


CITY OF COCKBURN



ORDINARY COUNCIL

AGENDA PAPER

FOR

THURSDAY, 14 APRIL 2016

CITY OF COCKBURN

SUMMARY OF AGENDA TO BE PRESENTED TO THE ORDINARY COUNCIL MEETING TO BE HELD ON THURSDAY, 14 APRIL 2016 AT 7:00 PM

	Page
1. DECLARATION OF MEETING.....	1
2. APPOINTMENT OF PRESIDING MEMBER (IF REQUIRED)	1
3. DISCLAIMER (TO BE READ ALOUD BY PRESIDING MEMBER).....	1
4. ACKNOWLEDGEMENT OF RECEIPT OF WRITTEN DECLARATIONS OF FINANCIAL INTERESTS AND CONFLICT OF INTEREST (BY PRESIDING MEMBER).....	1
5 (OCM 14/4/2016) - APOLOGIES AND LEAVE OF ABSENCE	1
6. ACTION TAKEN ON PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE	1
7. PUBLIC QUESTION TIME	1
8. CONFIRMATION OF MINUTES.....	1
9. WRITTEN REQUESTS FOR LEAVE OF ABSENCE.....	1
10. DEPUTATIONS AND PETITIONS	1
11. BUSINESS LEFT OVER FROM THE PREVIOUS MEETING (IF ADJOURNED)	1
12. DECLARATION OF COUNCILLORS WHO HAVE NOT GIVEN DUE CONSIDERATION TO MATTERS IN THE BUSINESS PAPER.....	2
13. COUNCIL MATTERS.....	2
13.1 (OCM 14/4/2016) - MINUTES OF THE AUDIT & STRATEGIC FINANCE COMMITTEE MEETING - 17 MARCH 2016 (026/007) (S DOWNING) (ATTACH).....	2
13.2 (OCM 14/4/2016) - DRAFT STRATEGIC COMMUNITY PLAN 2016 - 2026 (021/004; 021/009) (M TOBIN) (ATTACH).....	4
14. PLANNING AND DEVELOPMENT DIVISION ISSUES	6
14.1 (OCM 14/4/2016) - REQUEST FROM DEPARTMENT OF FIRE AND EMERGENCY SERVICES – COOPER STREET RESERVE (110/148) (C CATHERWOOD / K SIM) (ATTACH).....	6
14.2 (OCM 14/4/2016) - RECONSIDERATION OF PLANNING APPLICATION RETROSPECTIVE CHANGE OF USE – SINGLE HOUSE TO HOLIDAY HOME (STANDARD) – LOCATION: 3 (LOT 128) PERLINTE VIEW, NORTH COOGEE – OWNER: HENG PROPERTIES HOLDING PTY LTD – APPLICANT: ROWE GROUP (6015354 & DA15/0751) (P ANDRADE) (ATTACH)	12

14.3	(OCM 14/4/2016) - ESTABLISHMENT OF A DESIGN REVIEW PANEL (052/011) (A LEFORT).....	19
14.4	(OCM 14/4/2016) - RETROSPECTIVE CHANGE OF USE FROM PRIVATE RECREATION TO HEALTH STUDIO (DANCE SCHOOL) - LOCATION: 9/153 ROCKINGHAM ROAD HAMILTON HILL- OWNER: WORLDCLASS HOLDINGS PTY LTD - APPLICANT: CADD COMPLIANCE (DA16/0100) (G ALLIEX) (ATTACH).....	28
15.	FINANCE AND CORPORATE SERVICES DIVISION ISSUES	39
15.1	(OCM 14/4/2016) - LIST OF CREDITORS PAID - FEBRUARY 2016 (076/001) (N MAURICIO) (ATTACH).....	39
15.2	(OCM 14/4/2016) - STATEMENT OF FINANCIAL ACTIVITY AND ASSOCIATED REPORTS - FEBRUARY 2016 (071/001) (N MAURICIO) (ATTACH)	41
16.	ENGINEERING AND WORKS DIVISION ISSUES.....	50
16.1	(OCM 14/4/2016) - PORT COOGEE MARINA HANDOVER AGREEMENT AND RELATED MATTERS (041/013 & 6017122) (D VICKERY) (ATTACH).....	50
17.	COMMUNITY SERVICES DIVISION ISSUES.....	73
17.1	(OCM 14/4/2016) - NAMING OF RECREATION & AQUATIC FACILITY COCKBURN CENTRAL WEST (154/006) (S SEYMOUR- EYLES) (ATTACH).....	73
17.2	(OCM 14/4/2016) - REPORT ON IMPOUNDED VEHICLE FENTON WAY, HAMILTON HILL (112/001) (R AVARD) (ATTACH).....	78
18.	EXECUTIVE DIVISION ISSUES	83
18.1	(OCM 14/4/2016) - 360 DEGREE ASSESSMENT TOOL ASSESSOR SELECTION (027/002) (S CAIN).....	83
19.	MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN	86
19.1	(OCM 14/4/2016) - COOGEE BEACH RESERVE DOGS ON LEADS (144/003) (R AVARD) (ATTACH)	86
20.	NOTICES OF MOTION GIVEN AT THE MEETING FOR CONSIDERATION AT NEXT MEETING.....	89
21.	NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY COUNCILLORS OR OFFICERS	89
22.	MATTERS TO BE NOTED FOR INVESTIGATION, WITHOUT DEBATE.....	89
23.	CONFIDENTIAL BUSINESS.....	89
23.1	(OCM 14/4/2016) - MINUTES OF THE CHIEF EXECUTIVE OFFICER PERFORMANCE & SENIOR STAFF KEY PROJECTS APPRAISAL COMMITTEE MEETING - 31 MARCH 2016.....	89
24	(OCM 14/4/2016) - RESOLUTION OF COMPLIANCE (SECTION 3.18(3), LOCAL GOVERNMENT ACT 1995).....	91
25	(OCM 14/4/2016) - CLOSURE OF MEETING	91

CITY OF COCKBURN**AGENDA TO BE PRESENTED TO THE ORDINARY
COUNCIL MEETING TO BE HELD ON
THURSDAY, 14 APRIL 2016 AT 7:00 PM**

- 1. DECLARATION OF MEETING**
- 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 (OCM 14/4/2016) - APOLOGIES AND LEAVE OF ABSENCE**
 - ❖ Cr. Chamonix Terblanche – Leave of Absence
- 6. ACTION TAKEN ON PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE**
- 7. PUBLIC QUESTION TIME**
- 8. CONFIRMATION OF MINUTES**
- 9. WRITTEN REQUESTS FOR LEAVE OF ABSENCE**
- 10. DEPUTATIONS AND PETITIONS**
- 11. BUSINESS LEFT OVER FROM THE PREVIOUS MEETING (If adjourned)**

12. DECLARATION OF COUNCILLORS WHO HAVE NOT GIVEN DUE CONSIDERATION TO MATTERS IN THE BUSINESS PAPER

13. COUNCIL MATTERS

13.1 (OCM 14/4/2016) - MINUTES OF THE AUDIT & STRATEGIC FINANCE COMMITTEE MEETING - 17 MARCH 2016 (026/007) (S DOWNING) (ATTACH)

RECOMMENDATION

That Council receive the Minutes of the Audit and Strategic Finance Committee Meeting held on Thursday, 17 March 2016, and adopt the recommendations contained therein.

COUNCIL DECISION

Background

A meeting of the Audit and Strategic Finance Committee was conducted on 17 March 2016.

Submission

N/A

Report

The Audit and Strategic Finance Committee received and considered the following items:

1. Risk Management Information Report
2. Local Government Compliance Audit Return 2015
3. Financial Audits – External Audit Services
4. 2015/16 External Audit Plan

Strategic Plan/Policy Implications

Leading & Listening

- A responsive, accountable and sustainable organisation.

- Manage our financial and infrastructure assets to provide a sustainable future.
- A culture of risk management and compliance with relevant legislation, policy and guidelines

Budget/Financial Implications

As contained in the Minutes

Legal Implications

As contained in the Minutes

Community Consultation

N/A

Risk Management Implications

The Audit and Strategic Finance Committee is a formally appointed Committee of Council and is responsible to that body. The Audit and Strategic Finance Committee does not have executive powers or authority to implement actions in areas over which management has responsibility and does not have any delegated financial responsibility. The Audit and Strategic Finance Committee does not have any management functions and is therefore independent of management.

Therefore, if any Committee recommendations of the Audit & Strategic Finance Committee are not adopted or deferred by Council, officers will be unable to proceed to action the recommendations contained within the Minutes.

Attachment(s)

Minutes of the Audit & Strategic Finance Committee Meeting 17 March 2016.

Advice to Proponent(s)/Submissioners

N/A

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

Nil.

13.2 (OCM 14/4/2016) - DRAFT STRATEGIC COMMUNITY PLAN 2016 - 2026 (021/004; 021/009) (M TOBIN) (ATTACH)

RECOMMENDATION

That Council endorse the proposed Draft Strategic Community Plan 2016-2026 to be released to the community for comment.

COUNCIL DECISION

Background

The Strategic Community Plan review was last conducted in 2012 and as part of the process of consultation with the community, a draft plan was advertised. This worked well as it was one method of providing timely response and acknowledgement of the community feedback obtained through the consultation methods. Since then, the community engagement framework has been adopted and this includes keeping the community informed so it is desirable to inform them that a draft plan has been developed.

Submission

N/A

Report

The current community engagement model includes a cycle of three ways of engaging with the community – informing; consulting; and actively participating. This model operates continuously so whilst we informed them at the beginning of the Strategic Community Plan review process and then moved on to consultation with active participation by around 2,000 community members, we should now return to the informing component and inform the community about our draft plan. This enables them to make any comment or seek further information before the plan is final.

By advertising the draft Strategic Community Plan 2016 – 2026, Council will also have the opportunity to gather further feedback and make changes before producing a final plan for Council consideration. If a majority of the feedback is positive and nil or minor changes are

required, the draft plan will reflect community validation of the Council's objectives.

As the Corporate Business Plan, Long Term Financial Plan and Workforce Plan hinges on the acceptance of the priorities and objectives listed in the draft Strategic Community Plan, it is important that enough time is allowed for further community input. Around 2 – 3 weeks is an ideal period to allow for community feedback. Advertising lead times and time for consolidation of comments and changes to the draft, require endorsement of the draft plan at the April OCM.

Strategic Plan/Policy Implications

Leading & Listening

- Effective and constructive dialogue with all City stakeholders.
- Effective advocacy that builds and manages relationships with all stakeholders.
- A responsive, accountable and sustainable organisation.
- Manage our financial and infrastructure assets to provide a sustainable future.

Budget/Financial Implications

The budget for Strategic Community Plan community engagement allows for the cost of advertising of the draft Strategic Community Plan 2016 – 2026 for further public comment.

Legal Implications

Regulation 19C of the Local Government (Administration) Regulations 1996 refer.

Community Consultation

Before undertaking consultation with our the community on this plan, City officers reviewed feedback from sources such as the annual Community Perception Survey, our annual Business Perception Survey, recent Customer Satisfaction Results and the community engagement workshop "Community Conversation" conducted by the City's Community Development Unit last year.

This year the City launched an online method of community consultation, branded as "Comment on Cockburn" which gathered feedback through an online portal and Facebook. There were over 1000 site visits to Comment on Cockburn. Face to face "Comment on

Cockburn” consultation workshops were also held which involved community members, reference group members and associates, young indigenous people and some City of Cockburn employees (most of who live locally).

The outcomes of this consultation are what have been considered in developing the strategic objectives

Risk Management Implications

If Council do not endorse the draft plan for advertising at this meeting, there will be insufficient time to inform the community of a draft before the final plan is presented to Council for adoption. If the community do not see a draft plan and are presented with a final plan only, they may believe they have not been adequately consulted. By not informing them at this stage of the process, Council may not be acting in the spirit of its community engagement framework.

Deferral of advertising a draft may result in Council not meeting its legislative requirement to have a new Strategic Community Plan adopted by the end of the financial year 2015/16.

Attachment(s)

Draft Strategic Community Plan 2016 – 2026.

Advice to Proponent(s)/Submissioners

N/A

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

Nil.

14. PLANNING AND DEVELOPMENT DIVISION ISSUES

14.1 (OCM 14/4/2016) - REQUEST FROM DEPARTMENT OF FIRE AND EMERGENCY SERVICES – COOPER STREET RESERVE (110/148) (C CATHERWOOD / K SIM) (ATTACH)

RECOMMENDATION

That Council

- (1) acknowledge a request from the Department of Fire and Emergency Services (“DFES”) to facilitate the provision of land for a replacement Career Fire and Rescue Service (“CFRS”), to be excised from Reserve 45447 Cooper Road, Cockburn Central;

- (2) advise DFES, Department of Planning and Department of Lands that as the land represents public open space, the Council is required to consult with its community on this proposal as per Government Lands Operational Policy 4.1.5 – Section 152 Public Recreation Reserves;
- (3) before consulting with its community, Council require a formal agreement with DFES in order to solidify the offer made by DFES to effectively offset the land excision they propose. Council requires the offer to include the following:
 1. The Fire Station building and all associated improvements at Lot 727 Hammond Road, Success be removed.
 2. Lot 727 Hammond Road Success be rendered suitable for netball courts and car parking.
 3. Lot 727 Hammond Road, Success then be returned to the Crown as a reserve for recreation, and included in the broader Success Reserve (Reserve No. 7756).
 4. The balance portion of Reserve 45447 be landscaped to a standard acceptable to the immediate community and at DFES cost.
- (4) receive a report back following community consultation in order to make a final decision on the proposal.

COUNCIL DECISION

Background

An approach has been made to the City of Cockburn (“the City”) by the Department of Fire and Emergency Services (“DFES”) regarding a portion of the Cooper Street Reserve to locate a replacement fire station. Cooper Street Reserve is a piece of public open space, and best described as a passive natural reserve which provides separation between the residential area and the adjoining industrial area.

The new station is intended to replace the fire station (currently vacated) at Lot 727 (365) Hammond Road, Success adjacent to the Success Recreation Facility. This report explains the proposal, and recommends a path forward to Council.

Submission

DFES has approached City staff previously, as referred to in their correspondence formalising the request (see Attachment 1) to gain an understanding of the process required to vacate the current landholding and obtain a new landholding for a fire station.

DFES are aware the process is administered by the Department of Lands and will be subject to community consultation. In their submission they have offered to upgrade the remainder of the Cooper St Reserve for the adjacent residents. They have also acknowledged the existing site would need to be surrendered back to the Crown. There is potential for the existing site to be subject to a management order with the City given the site is bordered on three sides by the Success Reserve. This would be a requirement of the City, for inclusion of the land into Success Reserve.

Report

Consideration of this request must adhere to the Department of Land's Operational Policy 4.1.5 'Section 152 Public Recreation Reserves' (Attachment 2).

The Department of Lands in formulating their policy take into account the fact that reserves such as Reserve 45447 are given up by the original subdivider with the expectation that they will be maintained as public open space in perpetuity. This is a general expectation that the City holds also.

In respect of the proposal at hand, Reserve 45447 was created when the land bounded by Cooper and Poletti Road, Beeliar Drive and the industrial area on the western boundary was approved for a 118 lot residential subdivision in 1997. This created the estate and associated public open space areas, with Reserve 45447 (the topic of this report) highlighted in the image below:



Reserve 45447

Effectively in this situation it is the State Government seeking the land for a new public purpose (replacement fire station), and it is also the State Government who need to ultimately balance the issue of the land being part of the public open space network, or in other words land that is to service the needs of the local residents. DFES has provided an initial concept plan to indicate how the development could be configured on the site. This is provided at Attachment 3.

The City is cognisant of this issue, and has made it clear how important community consultation will be on the proposal.

Before embarking on a public consultation process, it is also important to consider the broader community betterment offered by DFES. In this respect the offer has been made that:

1. The existing Fire Station building and all associated improvements at Lot 727 Hammond Road, Success be removed;
2. Lot 727 Hammond Road Success be rendered suitable for netball courts and car parking;
3. Lot 727 Hammond Road, Success then be returned to the Crown as a reserve for recreation, and included in the broader Success Reserve (Reserve No. 7756);
4. The balance portion of Reserve 45447 be landscaped to a standard acceptable to the immediate community and at DFES cost.

The existing site (Lot 727) and its relationship with the Success Sporting Reserve, is shown below:



Success Sporting Facility Reserve 7756

The consultation as a minimum will see the City writing to all residents in the subject estate near Reserve 45447. This letter will include the offer of a Council organised public meeting so that DFES can present their concept building, landscaping and operational plans for general discussion. This would provide additional information to residents, to enable them to be fully informed on the proposal and make a fully informed submission back to the Council. Council would then consider the proposal for a final decision.

The Department of Lands policy stipulates that where it is contemplated that a public recreation reserve be cancelled or substantially reduced that the proposal be signposted at the reserve location, advertised in a local newspaper and that nearby landholders are canvassed by mail. These actions are designed to gauge the level of ratepayer support for the proposal.

DFES in their letter to the City note that their proposed facility will require approximately 6000 m² from the current area of 8739 m² at Reserve 45447. DFES also state that they continue to explore all potential options including freehold land to find a replacement site for the Hammond Road site. It is acknowledged by DFES that there is no guarantee that the community consultation will allow the City to request the excision from Reserve 45447 or indeed that the Department of Lands will transfer the land to DFES on the terms sought. On balance it is believed that given the important community benefit derived from DFES having this facility, the community consultation by the City on behalf of DFES is warranted.

However, it is recommended that Council not embark on this until a full agreement is secured, to secure the offer made by DFES, as this would need to be part of the basis for Council and the community to consider the broader potential benefit (or not) of the proposal.

Should the proposal not proceed, such formal agreement would lapse. This is the recommendation to Council.

Strategic Plan/Policy Implications

Leading & Listening

- Effective and constructive dialogue with all City stakeholders.
- A culture of risk management and compliance with relevant legislation, policy and guidelines.

A Prosperous City

- Sustainable development that ensures Cockburn Central becomes a Strategic Regional Centre.
- Investment in the local economy to achieve a broad base of services and activities.

Budget/Financial Implications

There are administrative costs associated with considering this request that will be met by internal resources.

Legal Implications

Department of Land's Operational Policy 4.1.5 'Section 152 Public Recreation Reserves'.

Community Consultation

Community consultation is imperative before any recommendations should be made to the Department of Lands. The land is currently vested as a local public open space reserve and is adjacent to a small residential development served by this reserve.

Risk Management Implications

All relevant risks have been taken in to account in generating this report and recommendation to Council.

A key community risk will be the delay in replenishing a new fire station for the district.

Attachment(s)

1. Request from DFES
2. Department of Land's Operational Policy 4.1.5 'Section 152 Public Recreation Reserves'
3. Concept Site Plan

Advice to Proponent(s)/Submissioners

DFES have been advised of the report going to the Ordinary Council Meeting 14 April 2016.

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

Nil.

14.2 (OCM 14/4/2016) - RECONSIDERATION OF PLANNING APPLICATION RETROSPECTIVE CHANGE OF USE – SINGLE HOUSE TO HOLIDAY HOME (STANDARD) – LOCATION: 3 (LOT 128) PERLINTE VIEW, NORTH COOGEE – OWNER: HENG PROPERTIES HOLDING PTY LTD – APPLICANT: ROWE GROUP (6015354 & DA15/0751) (P ANDRADE) (ATTACH)

RECOMMENDATION

That Council

- (1) pursuant to S31 of the State Administrative Tribunal Act 2004 (WA), affirm the decision to refuse to grant planning approval for a Retrospective Change of Use (Single House to Holiday Home Standard) at 3 (Lot 128) Perlinte View, North Coogee for the following reasons:
 1. Approval of the proposal is likely to adversely impact on amenity of the current and future residents in the locality as per Clause 67 of the Planning and Development (Local Planning Schemes) Regulations 2015.
 2. Approval of the proposal would not constitute orderly and proper planning as per Clause 67 of the Planning and Development (Local Planning Schemes) Regulations 2015.
 3. Approval of the proposed development would set an undesirable precedent.
- (2) notify the applicant and State Administrative Tribunal of Council's decision.

COUNCIL DECISION**Background**

The subject site is located in Perlinte View North Coogee and comprises of a two storey terrace style single house. The dwelling has rear garage access from Orsino Boulevard via an easement across adjoining lots.

The City received a development application for the retrospective change of use of the dwelling from a Single House to Holiday Home - Standard (DA15/0751) including a Management Plan and Code of Conduct. The application was determined by Council at its ordinary meeting held on 10 December 2015, the following decision was made:

'That Council

- (1) *refuse to grant planning approval for a Holiday Home (Standard) at 3 (Lot 128) Perlinte View, North Coogee for the following reasons:*
 1. *Approve of the proposal is likely to adversely impact on amenity of the current and future residents in the locality as per Clause 67 of the Planning and Development (Local Planning Schemes) Regulations 2015.*
 2. *Approval of the proposal would not constitute orderly and proper Planning as per Clause 67 of the Planning and Development (Local Planning Schemes) Regulations 2015.*
 3. *Approval of the proposed development would set an undesirable precedent.*
- (2) *notify the applicant and those who made a submission of Council's decision.'*

Subsequent to Council's decision, the applicant exercised their right to apply for a review of the decision by the State Administrative Tribunal (SAT). In response, the City had one mediation session with the applicant where the following orders were made:

1. *'The respondent is to provide a revised proposal to the respondent by 14 March 2016.*

2. *Pursuant to s 31 of the State Administrative Tribunal Act 2004 (WA) the respondent is invited to reconsider its decision at its meeting of 14 April 2016.*
3. *By 20 April 2016 the respondent must file with the Tribunal and give to the applicant a statement of its decision upon reconsideration.*
4. *By 27 April 2016:*
 - (a) *if the applicant is content with the respondent's decision upon reconsideration, then the applicant must file with the Tribunal and give to the respondent a statement seeking leave to withdraw the proceeding; or*
 - (b) *if the applicant is not content with the respondent's decision upon reconsideration, then the applicant must file with the Tribunal and give to the respondent a statement of the aspects of the respondent's decision upon reconsideration which the applicant contests in the proceeding with brief contentions in relation to each aspect.*
5. *If the applicant seeks leave to withdraw the proceeding, then the respondent must, within two working day of receiving the applicant's statement seeking leave to withdraw the proceeding, file with the Tribunal and give to the applicant a statement of whether the respondent consents to leave being granted to the applicant to withdraw the proceeding and any consequent orders the respondent seeks.*
6. *The proceeding is adjourned to a further directions hearing at 12 pm on 6 May 2016 in order to it the reconsideration.'*

Therefore, based on the above SAT orders, Council is requested to reconsider its previous decision of refusal, based on a revised proposal.

Submission

The revised proposal for the retrospective Change of Use (Single House to Holiday Home - Standard) consists of:

- A minimum of 4 night stay for guests (previously 3 nights minimum);
- Accommodation for up to 4 guests (previously 6 guests);
- Guest parking restricted to two cars and they are to park in the garage (previously no restriction on the number of guest vehicles);
- A maximum of 2 visitors at any one time (previously 4 visitors);
- No visitors between 10pm and 8am (previously no restriction on visiting times); and

- Installation of security cameras to the rear and front of the property to monitor the guests (not previously included).

The use is intended to be managed as per the submitted revised property Management Plan and the Code of Conduct to be signed by guests (attachment 3 and 4).

The applicants' justification letter is summarised as follows:

- The intensity of the use is now equal to that of a single house;
- The proposed land use is not permissible within any other zone within the Scheme area;
- The proposal is consistent with the provisions of Bulletin 99 as the subject site is located within close proximity to high amenity areas such as Coogee Beach and the Port Coogee Marina;
- Sufficient car parking is provided for guests and visitors; and
- A suitable Property Management Plan and Code of Conduct have been prepared and proposed for the Holiday Home.

Report

*Statutory Planning Framework
City of Cockburn Town Planning Scheme No. 3 (TPS 3)*

Under TPS 3 and the Port Coogee Local Structure Plan (LSP) which was approved under the TPS, the lot is zoned 'Residential R80'. The use is classed as a 'Holiday Home (Standard)' which as per the Land Use Table (Table 1) is an 'A' use in a residential zone. This means the use is not permitted unless the local government has exercised its discretion and granted planning approval after being advertised.

Holiday Home (Standard) is defined as:

"a single house (excluding ancillary accommodation), which may also be used for short stay accommodation for no more than six people (but does not include a bed and breakfast, guesthouse, chalet and short stay accommodation unit)."

Western Australian Planning Commission (WAPC) Planning Bulletin 99: Holiday Homes – Short-stay use of residential dwellings

The WAPC bulletin is a guideline which recommends the following:

- That initial approvals be granted for one year and renewed on a three to five year basis for certainty and flexibility reasons;
- That non-problematic holiday homes should be considered for longer approvals;
- That holiday homes be on freehold titled lots; and

- Be preferably within an identified tourism orientated area and/or next to areas of high tourism amenity and close proximity to key attractions such as the beach, town centre or rural areas.

With regards to this document and the revised development proposal, the following points are provided:

- The applicant continues to seek the Holiday Home on a permanent basis – not temporary.
- The lot is technically a freehold lot, however, is burdened by a significant right of access easement. The lot shares its access with a minimum of 19 other residential dwellings and is further accessible to the surrounding general public.
- The lot is not defined within a tourism precinct however, within the Port Coogee vicinity.

It should be noted that Council has no Local Planning Policy addressing the development requirements or standards for Holiday Homes however one is being drafted.

Community Consultation

This revised plan has not been advertised to neighbours. It is considered that this revised plan would be unlikely to appease neighbours' concerns. The applicant understood that the revised proposal would not be re-advertised but their initial concerns will be taken into account.

Management

There are major concerns that the revised management plan will not necessarily resolve the issues which impact on the amenity of neighbours. It should be noted that potentially affected neighbouring landowners were previously approached by the operators of the holiday home to discuss the management of the holiday home. This did not abate problems, hence their objections to the original proposal.

It would be difficult for the City to ensure compliance with the management plan on an ongoing basis. The City cannot effectively inspect the number of cars in and around the dwelling, check how many people are within the dwelling, for how long or what hours the visitors are leaving whenever there is a disturbance or neighbour concern. If neighbours were to experience an issue in the evening/night or on a weekend, the City would be unable to easily police this and by the time the situation could be investigated, guests could have vacated the premises.

The issue of the owners/managers not being on-site or in close proximity to the dwelling remains an issue, regardless of the revised management plan. Firstly, if there is an issue, the owner may not be available or it may be impractical for them to attend to the matter which is a major issue. This differs to bed and breakfast type uses where the owner resides in the dwelling or a well-designed tourist development which usually employs an on-site manager or caretaker to resolve issues which could negatively impact the amenity of the area.

Appropriateness of Use

If approved, guests could stay a minimum of four (4) nights which has been increased from three (3) nights. Even with this increase, in a one week period, there could be up to eight (8) different guests entering the premises at any given time. Concerns raised by adjoining landowners relate to the impacts on amenity and enjoyment of the residential area. This proposal, regardless of the revised management plan, if approved would continue to create a scenario of detachment to the locality. The operation of a holiday home can result in the dwelling being used at irregular times which may make it difficult for adjoining landowners to distinguish when someone is home or whether someone is meant to be there.

Vehicle Parking

The revised management plan restricts the number of guest vehicles to two (2) and the inclusion of security cameras which may assist. However, the applicants would need to be nearby in order to immediately rectify any issue which may not be practical. The management of vehicles in and around the site is proposed to be based on good-will of guests and camera surveillance which is not ideal.

Noise

The number of visitors/guests permitted and visiting hours in this revised proposal have been restricted but again, policing this would be very difficult. As discussed in the report relating to the original proposal, it is expected that the proposal will see a heightened generation of noise, compared to that of a single residential dwelling. It would be typical that holiday makers will use the dwelling differently to permanent residents. As discussed above, neither the City nor the owner are likely to be able to attend to any complaint immediately, therefore causing potential amenity impacts on neighbours.

Temporary Approval

It would be open to Council to consider approval of the proposal on a temporary basis, for example 6 or 12 months. However, based on the reasons explained in this report regarding off-site management and difficulties in ensuring compliance, a temporary approval is not appropriate and is likely to result in amenity impacts for neighbours during any temporary approval period.

Conclusion

The subject dwelling is in a residential area and is in close proximity to neighbouring dwellings given the terrace style design incorporating two-storey boundary walls on both sides and rear laneway garage access. The dwelling and neighbouring dwellings were designed as single dwellings for permanent residential use. They were not designed as holiday homes or short-stay tourism units and conversion of the subject dwelling to a holiday home has the potential to cause unacceptable amenity impacts to neighbours. Whilst the revised management plan that has been lodged to support the proposal may appear to address some issues, it is practically very difficult to ensure compliance with the plan given there is no on-site management of the premises.

It is therefore recommended that Council uphold its previous decision to refuse the proposal in accordance with the recommendation above.

Strategic Plan/Policy Implications

Growing City

- Development that is soundly balanced between new and existing areas.
- Diversity of housing to respond to changing needs and expectations.

A Prosperous City

- Creation and promotion of opportunities for destination based leisure and tourism facilities.

Budget/Financial Implications

To date, the City has not incurred costs (in addition to staff time) in being the respondent to the application for review to the State Administrative Tribunal. There will be additional costs should the matter continue to proceed through the State Administrative Tribunal process, especially to a full hearing should legal representation be required.

Legal Implications

Town Planning Scheme No. 3
 Planning and Development Act 2005
 State Administrative Tribunal Regulations

Community Consultation

N/A

Risk Management Implications

Should Council approve the proposal, it would set an undesirable precedent by way of short-term tourist accommodation being established sporadically throughout the area with no strategic basis or coordination potentially causing impacts on permanent nearby residents.

Should Council uphold its previous decision of refusal, the matter could proceed to a full hearing in the State Administrative Tribunal which will result in additional cost to the City, particularly if legal representation is required.

Attachment(s)

- 1 SAT Directions Notice.
- 2 Location Site Plan.
- 3 Property Management Plan
- 4 Code of Conduct.
- 5 Dwelling Floor Plan

Advice to Proponent(s)/Submissioners

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 April 2016 Ordinary Council Meeting.

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

Nil.

14.3 (OCM 14/4/2016) - ESTABLISHMENT OF A DESIGN REVIEW PANEL (052/011) (A LEFORT)**RECOMMENDATION**

That Council

- (1) establish a Design Review Panel in accordance with Clause

11.9 of Town Planning Scheme No.3 for the purposes of providing independent expert design review advice for complex planning proposals to commence in the 2016/2017 financial year (second half);

- (2) draft a Local Planning Policy outlining the type of development that will be referred to the Panel, a set of Design Principles that the panel will use for a basis for review and terms of reference for the panel;
- (3) seek expressions of interest and nominations for suitably qualified membership of the City of Cockburn Design Review Panel for a period of not less than 28 days; and
- (4) receive a further report following assessment of the expressions of interest to consider further appointment of panel members.

COUNCIL DECISION

Background

The City of Cockburn continues to experience a high level of growth in development occurring in both greenfield and infill areas and community expectations about the quality of built form outcomes are high. To cater adequately for the growth of the City in accordance with the City's Strategic Community Plan, large scale developments which can have a significant impact on established and new neighbourhoods will become more common. Therefore ensuring that the City has a consistent and robust approach to building design should be addressed. Currently, a noticeably higher degree of design quality is observed in medium-large scale developments in areas subject to a design review process. The community values quality built form outcomes and this is evidenced in recent feedback collected by the City in its Community Perceptions Surveys where *'overall appearance of the area (including streetscapes)'* was ranked as the second most important issue raised by the community.

To encourage improved design quality outcomes across the City, Council should consider the establishment of its own Design Review Panel (DRP) which is the purpose of this report. In August 2014, the

Western Australian Planning Commission published '*Planning makes it happen – Phase 2 Blueprint for Planning Reform*' including recommendations in section 3.11 Design and Development that are being progressed as Planning Reform for Better Design (PRBD). The principal initiatives included in this package are:

- Formulation of a WAPC State Planning Policy promoting the importance of quality design principles, relating to architecture, urban design, landscape and environmentally sensitive design outcomes.
- Establishment of a best practice model for design advisory panels to improve consistency by providing guidance on how State and local government should operate the panels, types of applications and other detail regarding such panels.

Whilst the policy and best practice model have not been finalised by the WAPC, the City has liaised with the Office of Government Architect to ensure that the detail contained in this report is in the spirit of what the WAPC aims to achieve in urban areas.

It should be noted that the establishment of a DRP within the City has been identified on the City's Annual Business Plan for 2015/2016.

Submission

N/A

Report

Purpose

A DRP is a group of design experts who provide technical design advice relating to planning proposals. It should comprise highly experienced, multi-disciplinary built environment professionals including architects, urban designers and landscape architects.

Currently, there are three DRPs that operate within the City, for the areas of Cockburn Central Town Centre (CCTC), Port Coogee and a newly established panel for the portion of Cockburn Coast owned by Landcorp (known as 'Shoreline'). None of these are funded or administered by the City (although City staff are members of all three panels). In addition to the above panels, a new design review panel is being assembled by Landcorp for the Cockburn Central West Local Structure Plan area. Other areas within the City – outside these project areas - including the City's revitalisation areas are not subject to a DRP process. This has resulted in a somewhat inconsistent approach to the evaluation of building design across the City. Achieving good design

outcomes is equally important in the City's revitalisation areas and newer outer urban areas to those controlled by large developers (including Landcorp and Frasers).

Currently, DRPs operate in a number of other metropolitan Local Government Areas in various forms including the Cities of Vincent, Perth, Fremantle, Subiaco, South Perth, Canning, Joondalup and Melville and the Towns of Cottesloe and Victoria Park. The Town of Cambridge is also investigating the establishment of their own DRP. Each of the existing panels operates slightly differently however all with the objective to ensure good design outcomes are delivered within their respective areas.

Benefits

Engaging in design review improves the design quality of projects and can speed up the planning process, leading to the quicker delivery of high quality places. Design reviews are ideally held before a planning application has been submitted, when advice is most likely to be useful and implemented before too many project variables are set. The benefits of a successful design review panel can be enjoyed by all stakeholders including developers/applicants, local government and importantly the community as discussed below.

The Design Review Panel would provide recommendations to the Director of Planning and Development and to the Manager of Statutory Planning to assist them in the assessment of applications for planning approval.

Developers

Developers benefit from DRPs by:

- receiving independent expert advice on the design quality of their project;
- reducing project risks and expense by identifying weaknesses in the design at the earliest possible opportunity; and
- gaining a level of certainty with a proposal before investing in detailed development application drawings.

Applicants/Design Teams

Applicants and Design teams benefit from DRPs by:

- receiving constructive, independent advice from a panel (with a broad range of experience) of appropriately skilled design experts;
- receiving advice from a range of disciplines on a proposal before preparing detailed development application drawings;
- earning support for good design intentions;

- gaining suggestions for better solutions; and
- potentially faster determination timeframes if issues are resolved pre-lodgement.

Local Government

Local Government benefits from DRPs by:

- gaining independent expert design advice on evaluating proposals, which is not necessarily available internally and assists the approvals process;
- expediting the approvals process as major design issues can be resolved before a Development Application is lodged;
- gathering suggestions for changes in strategic policy based on best practice knowledge and common design issues faced by applicants;
- making clear that design quality is of importance to the City which will be an incentive for developers to engage good design expertise;
- once familiar with the local authority area, panel members will bring comprehensive knowledge of context, community, history and future direction, and support local authorities as the guardians of the community's aspirations and expectations; and
- providing Elected Members and JDAP members with the confidence to determine proposals which have been subject to a more rigorous approach to design.

Community

The Community benefit from design review panels by:

- the delivery of better buildings and spaces that offer a higher quality of amenity to occupants and the public;
- higher quality activity centres, places to live, and places to work;
- having confidence that the ability of developers to deliver well designed, quality buildings that are sensitive to their surroundings and minimise negative impacts on neighbouring properties and the streetscape; and
- having confidence that the City of Cockburn values well-designed quality buildings.

Costs

There is a cost associated with establishing and maintaining a DRP which depends on:

- The types of applications that the local government requires to be presented to a DRP;
- The frequency of meetings;
- The number of members who attend each meeting;

- The amount of time allocated for each meeting (preparation and attendance);
- Whether there is a fee charged to applicants;
- Staff time required for the preparation and operation of the meetings.

More detailed costing for a proposed City of Cockburn DRP is included below.

Proposed Model

Statutory Basis

Should Council resolve to establish a DRP, it is recommended that it not be established as a committee of Council in accordance with Section 5.9 of the Local Government Act. Part 10 (Clause 11.9) of Town Planning Scheme No. 3 deals with Advisory Committees and states that:

'The local government may from time to time establish Advisory Committees to advise it on any matter in the Scheme, subject to such terms of reference, procedures and conditions of office as the local government thinks fit.

The membership of an Advisory Committee may comprise of community representatives or technical experts who in the opinion of the local government may have the relevant knowledge, experience or expertise to give fair and reasoned advice on the matters referred to the Committee.

The Advisory Committee shall comprise no more than 5 members appointed by the Local Government and shall be chaired by a person elected by the Committee.

A member of an Advisory Committee shall not discuss or vote on any matter before the Committee in which that member has a pecuniary interest.

When dealing with any matter involving an application for planning approval or Structure Plans or when dealing with any other matter involving a development or land use proposal, the local government shall have due regard to any relevant recommendation of any Advisory Committee.'

It is proposed that the panel's recommendation be 'independent' (would not seek involvement from elected members or community representatives) and 'advisory' (would not have any decision making power). It could be open for elected members to attend as observers

only. The DRP does not replace Council in any way and does not necessarily represent the community's view; it would operate simply to provide technical design advice to Council and staff.

Should Council establish a DRP, a Local Planning Policy should be drafted which shall detail the process including outlining the type of development to be referred to the Panel for design review, a set of Design Principles that the Panel will use as the basis for review, terms of reference for the Panel and other relevant information. This would be presented to the DAPPS committee as per the required process.

Membership

Should Council establish a DRP, it is recommended that the panel comprise of five members requiring a minimum of three (quorum) required to consider any matter. Panel members should be highly-regarded experts in their field, have demonstrated experience in effectiveness in design review, and demonstrate appropriate qualifications and significant experience in architecture and/or urban design or landscape architecture. The panel should comprise a diversity of expertise and skills. As the intent is to broaden the level of expertise available to Council in its decision making, Elected Members and City employees should not be eligible for membership on the DRP. Elected Members could however attend meetings as observers.

Should Council resolve to establish a DRP, it would be recommended that appointment of members is undertaken by formal Council resolution through a public process seeking expression of interest.

Application Criteria

It is proposed that a City of Cockburn DRP would provide design advice on the following types of applications:

- Any proposal including a building that is 3 storeys or greater in height (above natural ground level), excluding single residential dwellings, grouped dwellings and industrial buildings;
- Any proposal with greater than 20 multiple dwellings (apartments);
- Any proposal that meets the mandatory requirement to be determined by the Joint Development Assessment Panel, excluding grouped dwellings and industrial buildings.
- Any other proposal referred to the panel by the Director Planning and Development.

The above criteria would include development across the City with the exception of the following areas which are already subject to an

existing design review process administered and funded by a third party:

- Cockburn Central Town Centre - Landcorp
- Cockburn Central West – Landcorp
- Cockburn Coast (Shoreline) – Landcorp
- North Coogee (Port Coogee) – Fraser's Property Group (formerly Australand)

Based on the above criteria in the 2014/2015 financial year, there were approximately 12 planning proposals that met the above criteria and would be subject to review. These major proposals were in areas including Cockburn Central (Muriel Court LSP Area), North Coogee (South Beach Estate), Atwell (Harvest Lakes Village), Coolbellup (The Canteen Estate), Hamilton Hill and Spearwood. Most of these were in established communities.

Meeting Frequency

Holding meetings on a monthly basis is recommended as members will have a set scheduled time which will be the same time each month. If no applications are required for presentation, then the meeting can simply be cancelled. This is considered administratively easier than trying to schedule meetings on an as-needed basis trying to coordinate a time amongst conflicting member schedules. Monthly meetings are likely to have an average of 3 items presented so allowing a timeframe of 3 hours per meeting (an hour for each item) is reasonable. Members will also require an hour for preparation for each meeting. Items may only require as a minimum, presentation to one meeting, however more complex or problematic applications may require presentation to more than one meeting with an average of three.

Administration

Based on existing models currently operating including the Cities of Fremantle and Melville and Town of Victoria Park, additional resourcing for administration staff will not necessarily be required. In all three LGAs, a brief informal agenda is prepared before the meeting by planning staff which is circulated electronically to members with the plans prior to the meeting. Then, in each case, the Manager Planning or another staff member in attendance at the meeting will informally minute the meeting which will then be electronically circulated to members and applicants after the meeting with the assistance of existing administration resources which is considered efficient.

Fees for Applicants

Based on research of the other Local Governments, fees are not generally paid by the applicants to cover this service. The general

consensus of other LGAs is that the development application fee (and often JDAP fee) is sufficient and any additional fee may act as a deterrent for applicants to engage with the panel which is obviously undesirable. It is therefore recommended that if Council establishes such a panel that no additional fees are sought from applicants.

Cost

The table below indicates the approximate cost based on the criteria outlined above which would need to be come from municipal funds:

Meeting Frequency	No. Members per meeting	No. Hours per meeting	No. Hours Preparation per meeting	\$ per hour	Total Cost per meeting	Annual Cost
Monthly	3-4	3	1	\$240	\$3840	\$46,080

Conclusion

As the City of Cockburn matures so does the expectations of those who live, work and recreate in the area regarding the delivery of a great built environment. Development in the City is no longer restricted to single storey dwellings in new urban growth areas in the outer suburbs. It continues to occur at a fast pace in both major project areas such as Cockburn Central and North Coogee and largely in the City's established suburbs, many of which are experiencing high levels of redevelopment as a result of the City's revitalisation strategies.

Establishing a Design Review Panel to provide independent expert architectural and design advice on large-scale and complex development that has the ability to impact the community and is seen as the next logical step for the City. It is therefore recommended that Council pursue the establishment of a Design Review Panel as per the recommendation.

Strategic Plan/Policy Implications

Growing City

- To grow our City in a sustainable way by: using land efficiently, protecting the natural environment and conserving biodiversity.
- Development that is soundly balanced between new and existing areas.

Leading & Listening

- A responsive, accountable and sustainable organisation.
- A culture of risk management and compliance with relevant legislation, policy and guidelines.

Budget/Financial Implications

Funding required for the proposed DRP model required from municipal funds and this should be included in Council's 2016/2017 budget. The estimated cost for 2016/2017 is \$25,000 (second half only) including panel establishment. The ongoing annual budget estimate for following years is estimated at \$50,000.

Legal Implications

N/A

Community Consultation

The City has consulted with the Office of Government Architect and the Department of Planning to ensure that the proposal constitutes best practice.

Risk Management Implications

Should Council resolve not to proceed with the establishment of a Design Review Panel, there may be a missed opportunity to improve the evaluation of building designs within the City of Cockburn.

Attachment(s)

N/A

Advice to Proponent(s)/Submissioners

N/A

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

Nil.

- 14.4 (OCM 14/4/2016) - RETROSPECTIVE CHANGE OF USE FROM PRIVATE RECREATION TO HEALTH STUDIO (DANCE SCHOOL) - LOCATION: 9/153 ROCKINGHAM ROAD HAMILTON HILL- OWNER: WORLDCLASS HOLDINGS PTY LTD - APPLICANT: CADDS COMPLIANCE (DA16/0100) (G ALLIEX) (ATTACH)**

RECOMMENDATION

That Council

- (1) grant retrospective planning approval for a Change of Use - Private Recreation to Health Studio (Dance School), in

accordance with the attached plans and subject to the following conditions and footnotes:

Conditions

1. Development may be carried out only in accordance with the details of the application as approved herein and any approved plan. This includes the use of the land and/or a tenancy. The approved development has approval to be used for a Health Studio only.
2. In the event it is proposed to change the use of the tenancy, a further application needs to be made to the City for determination.
3. Hours of operation are restricted from between 9.00am to 7.00pm Monday to Saturday.
4. The approved change of use to Health Studio is restricted to a maximum of 15 persons at any one given time.
5. The development shall be retrofitted within 30 days of the date of this approval to comply with the requirements of the Environmental Noise Assessment prepared by Lloyd George Acoustics (Ref 16023492-01c; dated 10 March 2016). The Building Permit Application is to demonstrate that all recommendations made in the Environmental Noise Assessment prepared by Lloyd George Acoustics (Ref 16023492-01c; dated 10 March 2016) have been incorporated into the proposed development.
6. The premises shall be kept in a neat and tidy condition at all times by the owner/occupier to the satisfaction of the City.
7. All outdoor lighting must be installed and maintained in accordance with Australian Standard AS 4282 - 1997 "*Control of the Obtrusive Effects of Outdoor Lighting*".

Footnotes

1. This is a Planning Approval only and does not remove the responsibility of the applicant/owner to comply with all relevant building, health and engineering requirements of the Council, or with any requirements of the City of Cockburn Town Planning Scheme No. 3 or with the requirements of any external agency. Prior to the commencement of any works associated with the development, a Building Permit is required.

2. The applicant/owner is advised that the approved change of use will generate the requirement for an Occupancy Permit to be obtained from the City's Building Services Department prior to commencement of use. In this regard, please contact the City's Building Services on 9411 3444 to confirm.
 3. The development shall comply with the requirements of the Building Code of Australia.
 4. The development shall comply with the *Environmental Protection Act 1986* which contains penalties where noise limits exceed those prescribed by the *Environmental Protection (Noise) Regulations 1997*.
 5. You are advised that all waste and recycling must be contained within bins. These must be stored within the buildings or within an external enclosure. Should an internal fitout be required, this information should be submitted for approval at the building permit stage.
- (2) advise the applicant and those who made a submission of Council's decision.

COUNCIL DECISION

Background

Site Description

The subject site is located at 153 Rockingham Road Hamilton Hill and contains an existing building comprising 13 commercial units constructed in the mid-1990s. The site, which backs onto Paulik Way is contained within a small precinct zoned 'Mixed Business' under the City of Cockburn Town Planning Scheme No. 3 (TPS 3). The site abuts commercial development adjacent to the eastern and a portion of the western boundary also abuts two residential-zoned dwellings which front Paulik Way. The tenancy the subject of this application is Unit 9

(Strata Lot 7) which has an area of 197m² and is in the rear half of the complex.

Site History

The initial proposal for a '*Showroom/Warehouse and Factory Unit Development*' in 1995 was contentious with surrounding residents and was referred to Council four times, each time with amendments. According to the City's records, the main issues relevant to the initial application were in relation to a proposed access way to Paulik Way and the proposed front setback to Rockingham Road. The development was approved on 6 March 1996 with an average setback of 9m and with no access to Paulik Way.

Since the approval and occupation of the development, noise complaints have been received from adjoining residents dating back to 2003 in relation to this unit. Approval for a Change of Use to Private Recreation (Gym) was issued under delegated authority in September 2014. The approval was granted with specific conditions to ameliorate noise issues. It should be noted that the gym was approved to operate between 5.30pm-9.00pm Monday to Thursday subject to compliance with the *Environmental Protection Noise Regulations 1997*. Subsequent to this approval, further noise complaints were received and noise measurements were taken to determine compliance with assigned decibel levels as specified by the *Environmental Protection Noise Regulations 1997*. The City's Environmental Health Officers issued a Noise Abatement Direction which stated that the noise had to cease immediately. The gym consequently shut down and relocated.

In early February 2016 a noise complaint was received by the City regarding loud music from dance classes at Unit 9 between 7.30pm-8.30pm. The City's Environmental Health Officers informed the new owner that Planning Approval for a Change of Use was to be sought given the Dance School is considered to be a 'Health Studio', as explicitly defined in the City's Local Planning Policy 3.3.

An application for a Change of Use from Private Recreation to 'Health Studio' was lodged with the City on 19 February 2016 (DA16/0100) and a Building Permit was also lodged (BP16/0449) for the acoustic refurbishment of Unit 9 in order to ameliorate noise issues. The application was submitted with an acoustic report to address noise levels as this was flagged as an issue from the outset which is the subject of this report.

Submission

The proposed retrospective Change of Use is for a Health Studio (Dance Studio) trading as *Kelete Theatre and Performing Arts Company*. The proposal comprises:

- a) Offering of dance/exercise classes for children with disabilities during daytime hours.
- b) Use of unit for commercial purposes after 7:00pm such as Zumba exercise classes.
- c) Operating hours between 9.00am to 9.00pm Monday-Saturday.
- d) The maximum number of persons proposed between 4.00pm-7.00pm is 15 persons and a maximum of 20 persons for classes after 7.00pm to 9.00pm.

An Acoustic Report was submitted as part of the application which recommends internal building alterations to mitigate noise. The following internal works have been proposed:

- a) Upgrade ceiling construction to incorporate two layers of 13mm thick fire rate plasterboards to significantly increase the attenuation of low frequency noise;
- b) New double door to be built from 44mm solid core doors minimum;
- c) All gaps will be filled and all doors sealed adequately;
- d) Windows will double glazed; and
- e) Air grilles will be installed in the new ceiling to prevent break out noise;

Further to the internal works recommended in the Acoustic Report, the applicant has included outside noise management measures to mitigate 'breakout' noise. The following measures are proposed:

- a) Cones will be placed on parking bays adjacent to the adjoining residential dwelling after 7.00pm so that persons parked to the north of Unit 7 (see map attached);
- b) Persons will be verbally advised of the car parking stipulations after 7.00pm; and
- c) A sign will be erected inside the premises to further inform persons of the parking stipulations.

The following timetable has been included as part of the proposal:

Day	Studio	Time	Activity
Monday	1	4.00pm-4.45pm	Junior Musical Theatre
		5.00pm-5.45pm	Junior Tap
		6.00pm-6.45pm	Junior Jazz
	2	9.00am-3.00pm	Counselling Sessions
		4.00pm-6.00pm	Private Piano Lesson
Tuesday	1	7.30pm-8.30pm	Zumba

	2	6.00pm-7.00pm	Choir
Wednesday	1	4.00pm-4.45pm	Hip Hop
		5.00pm-5.45pm	Senior Musical Theatre
		5.45pm-6.45pm	Acting
	2	3.30pm-7.00pm	Private Piano Lessons
Thursday	1	4.00pm-5.00pm	Girls Hip Hop
		5.00pm-6.00pm	Mixed Hip Hop
	2	3.30pm-6.00pm	Singing Lessons by App
		6.00pm-7.00pm	Belly Dancing
Friday	1	Not stipulated	Studio for Hire
	2	Not stipulated	Studio for Hire
Saturday	1	9.00am-10.00am	Tiny Toddler Ballet/ Jazz
		11.00am-12.00pm	Acro
		12.00pm-3.00pm	Kelete Theatre Company production
	2	4.00pm-7.00pm	Studio for Hire

Consultation

The proposal was advertised to the owner of the two dwellings which abut the site adjacent to the western boundary who lodged an objection (as attached) which is summarised as follows:

1. Operating hours
 - The business operates till 9pm which impacts the adjoining residential development as the noise levels result in lack of sleep, stress and nuisance to residents.
2. Internal Building operations
 - The proposed alteration cannot fully insulate the vibration and echoing bass music.
3. Outside Noise Management
 - The measures as proposed cannot be fully monitored as stated with daily placement of cones.
4. Proposed timetable
 - The proposal for 'Studio for Hire' on Fridays and Saturdays can result in the breach of conditions (party functions).

The objection has relevant planning merit as the issues outlined have the potential to negatively impact the amenity of the adjoining residents. Part 9 of the *Local Planning Schemes Regulations 2015* states that amenity of the locality (environmental impacts, the

characters of the locality and social impacts of the development) shall be considered by Local Government when determining planning applications.

Report

Town Planning Scheme No. 3 (TPS 3)

Zoning and Use

The subject site is zoned 'Urban' in the Metropolitan Region Scheme (MRS) and 'Mixed Business' in *Planning and Development (Local Planning Schemes) Regulation 2015*.

The objective of the 'Mixed Business' zone under Part 4.2.1 (e) of TPS 3 is:

"To provide for a wide range of light and service industrial, wholesaling, showrooms, trade and professional services, which, by reason of their scale, character, operation or land requirements, are not generally appropriate to, or cannot conveniently or economically be accommodated within the Centre or industry zones."

A 'Health Studio' is defined in TPS 3 as:

"Land and buildings designed and equipped for physical exercise, recreation and sporting activities including outdoor recreation".

A Health Studio is a 'P' use in the zoning table as per TPS 3. A 'P' use means that the use is permitted by the Scheme providing the use complies with the relevant development standards and requirements of the Scheme.

Relevant Local Planning Policies

Local Planning Policy 3.3 – Health Studios

The purpose of this policy is to provide clarity and direction on the types of health studios within the City as well as general siting and design criteria for such land uses and information required by the City to assess such applications which TPS 3 does not provide for. The policy encourages Health Studios and in particular dance schools to be located in areas such as commercial and industrial areas with a readily available supply of parking spaces or a capacity to create additional parking spaces.

Local Planning Policy 1.12 Noise Attenuation

This policy details the noise attenuation and noise management reporting process when undertaking development within the City of Cockburn. Provision 2.2 states that an acoustic report must accompany a Development Application where a Change of Use is proposed that may involve noise emitting activity such as entertainment or amplified music.

Issues

Car Parking

Car parking for health studios as per LPP 3.3 is at a rate of 1 car parking bay for every two persons accommodated. Based on this rate, the total number of parking bays required is 10 based on 20 persons occupying the premises at any one time. The subject unit has 3 parking bays allocated to it which would result in a shortfall of 7 parking bays. As shown on the timetable, the Health Studio predominantly operates outside of normal business hours and given there are 40 parking bays within the complex, those bays could be available for use. The application includes a letter of consent from the Strata Manager, dated 16 February 2016, for 153 Rockingham Road. In the letter of consent, the Strata Manager states that *“although each unit only has 3 parking bays allocated, the majority of our units are only one car owners and will be more than happy to provide this company with the use of more bays”*.

Based on the hours of operation and the reciprocal use of car bays outside business hours, the vehicle car parking shortfall is not expected to cause inconvenience or impact on the surrounding area.

Noise

An acoustic report was prepared by a recognised acoustic consultant to accompany the application (Attachment 4). The report outlines the noise assessment, methodology and noise modelling for the activities that occur at the premises including the noise associated with car parking and persons making a noise. The report provides a number of recommendations to attenuate and manage the noise for compliance with the assigned noise levels, as stipulated in the *Environmental Protection (Noise) Regulations 1997*. The recommendation proposes alterations to the existing building which are predicted to mitigate noise levels for compliance with the evening assigned noise. The alterations and modifications to the building are subject to a building application which the city has received and is currently pending. Upon assessment the methodology and the modelling within the report outlines that once the building works have been completed the

activities within the building should not create unreasonable noise for the neighbouring residential properties.

The report also outlines a noise management plan in order to minimise noise from car parking and persons leaving the venue after 7pm by encouraging persons to park further north and discouraging small gatherings in the car park after the last session. Specifically, the noise management plan proposes to minimise the impact from car doors closing and/or persons talking, by:

- The applicant physically placing cones on car parking spaces adjacent to the residential properties and advertising on site that all classes after 7.00pm are to utilise the car spaces towards the front of the subject lot towards Rockingham Road; or
- As an alternative measure, the applicant directs customers to park at 145 Rockingham Road.
- All customers to be advised of the car parking rules and a representatives from the studio will also be present to direct persons to the car parks to be used after 7.00pm and signage to be erected inside the premises to reinforce the parking rules.
- Signage to be erected to request that all persons are to keep noise to a minimum when attending the venue and in particular after 9.00pm in order to be considerate to surrounding residents. Signage to that effect will also be erected on the external wall by the entry door to reinforce this message.
- The main entry/exit door will be kept closed at all times during classes and access managed at end of classes to ensure the door is not propped open or left open for extended periods of time.
- The applicant will inform clients and any other persons in written and verbal forms about alternative transportation methods that are available and recommended, including car-pooling, walking, catching public transportation and cycling.

The applicant's acoustic report and noise management plan is a response to mitigate noise that may be generated from Unit 9 thereby satisfying the requirements of the *Environmental Protection Noise Regulations 1997* and aiming to alleviate noise impacts to the adjoining residential development.

The proposed internal works to ameliorate noise from the premises are extensive and will likely result in internal noise levels complying with the *Environmental Protection Noise Regulations 1997*. However, breakout noise after 7pm is still of concern. The breakout noise from persons leaving the premises (after 7pm when the permitted noise levels drop) including persons leaving the buildings and returning to

vehicles, car doors opening and closing etc. is still likely to cause a negative impact on the amenity of the neighbours which is a concern. The Noise Management Plan which includes staff of the dance school, restricting access to car bays adjacent to the tenancy which are close to the dwellings or restricting vehicle parking to an adjacent site (No.145 Rockingham Road) is problematic and would be difficult to police from the City's perspective. It could cause inconvenience to other unit occupiers who may wish to access their unit when bays are restricted.

It is clear that potential noise from the proposal and its impact on the ability of the adjoining residents to enjoy their property is the key issue for Council to consider in the determination of this proposal. One option open to Council, should they seek to approve the proposal, is to restrict the hours of operation to 7pm which could be imposed through a condition of approval. However, this may prove to be problematic for the applicant who relies on funds from the commercial use of the unit after 7.00pm to fund the activities provided to the community during daytime hours. It may appease the adjoining residents who would not be subject to noise from the business after 7.00pm.

A second option for Council should they seek to support the proposal, is to issue a temporary planning approval for the premises to operate until 9pm for a set period of time (for example 3 or 6 months). Should noise levels remain compliant during the set timeframe, then the applicant could seek to have the proposal approved on a permanent basis. Should the acoustic treatment and noise management measures successfully ameliorate the noise, the amenity of the neighbour would be protected. As discussed above, the noise management plan relies heavily on making the parking bays adjacent to the unit unavailable which is not ideal. It would also become a planning compliance issue should the management plan be unsuccessful and result in amenity impacts for neighbours.

Conclusion

The use of the subject unit for a 'Health Studio' is permitted by TPS 3 and provides some activation of the area beyond normal business hours which is ordinarily a desirable outcome in terms of surveillance of the area.

However, the City acknowledges that the proximity of the complex to the adjoining western neighbours has caused them ongoing noise issues which they claim has greatly impacted on their amenity, particularly the previously approved use of the unit as a gym which was approved until 9pm. It was their expectation that no uses (light industrial or other) would be approved within the units that would generate noise on the site after 6.00pm. Whilst the applicant has

proposed alterations to the building and on-site management options to address noise, ceasing the use at 7.00pm is considered to be a much more effective measure in ensuring the protection of the amenity of the adjoining residents. It is also more consistent with the original approval of the building which restricts Showroom/Warehouse/Factory Unit (Light Industry) uses to cease at 6.00pm. It is therefore recommended that Council approve the retrospective change of use of the subject site subject to conditions, most importantly restricting hours of operation from 9.00am–7.00pm Monday to Saturday.

Strategic Plan/Policy Implications

Growing City

- Development that is soundly balanced between new and existing areas.

Leading & Listening

- Effective and constructive dialogue with all City stakeholders.
- A culture of risk management and compliance with relevant legislation, policy and guidelines.

Budget/Financial Implications

N/A

Legal Implications

N/A

Community Consultation

See Consultation section of the report above.

Risk Management Implications

Should the applicant lodge a review of the decision with the State Administrative Tribunal, there may be costs involved in defending the decision, particularly if legal Counsel is engaged. Should Council approve the proposal either on a temporary basis or without the recommended evening time restriction, there is a risk that noise will not be effectively managed which would impact negatively on the amenity of adjoining residents.

Attachment(s)

1. Location Plan

2. Site Plan
3. Floor Plans
4. Acoustic Report & Noise Management Plan
5. Neighbour Objection

Advice to Proponent(s)/Submissioners

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 April Council Meeting.

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

Nil.

15. FINANCE AND CORPORATE SERVICES DIVISION ISSUES

15.1 (OCM 14/4/2016) - LIST OF CREDITORS PAID - FEBRUARY 2016 (076/001) (N MAURICIO) (ATTACH)

RECOMMENDATION

That Council adopt the List of Creditors Paid for February 2016, as attached to the Agenda.

COUNCIL DECISION

Background

It is a requirement of the Local Government (Financial Management) Regulations 1996, that a List of Creditors be compiled each month and provided to Council.

Submission

N/A

Report

The list of accounts for November and February 2016 is attached to the Agenda for consideration. The list contains details of payments made by the City in relation to goods and services received by the City.

Strategic Plan/Policy Implications

Leading & Listening

- Effective and constructive dialogue with all City stakeholders.
- A responsive, accountable and sustainable organisation.

Budget/Financial Implications

N/A

Legal Implications

N/A

Community Consultation

N/A

Risk Management Implications

The report reflects the fact that the payments covered in Attachment 1 are historic in nature. The non-acceptance of this report would place the City in breach of the Regulation 13 of the Local Government (Financial Management) Regulations 1996.

Attachment(s)

List of Creditors Paid – January 2016.

Advice to Proponent(s)/Submissioners

N/A

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

Nil.

15.2 (OCM 14/4/2016) - STATEMENT OF FINANCIAL ACTIVITY AND ASSOCIATED REPORTS - FEBRUARY 2016 (071/001) (N MAURICIO) (ATTACH)

RECOMMENDATION

That Council

- (1) adopt the Statement of Financial Activity and associated reports for February 2016, as attached to the Agenda; and
- (2) amend the 2015/16 Municipal Budget by the following:

Revenue Adjustments:		
Proceeds from Sale of Asset – Lot 23 Russell Rd	Decrease	1,355,000
Reserve TF Adjustment:		
Transfer to Land Development Reserve	Decrease	1,355,000
Net change to Municipal Budget Closing Funds		\$0.00

TO BE CARRIED BY AN ABSOLUTE MAJORITY OF COUNCIL

COUNCIL DECISION

Background

Regulations 1996 prescribes 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:–

- (a) details of the composition of the closing net current assets (less restricted and committed assets);
- (b) explanation for each material variance identified between YTD budgets and actuals; and

- (c) 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 2 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 and type, statutory program or business unit. The City chooses to report the information according to its organisational business structure, as well as by nature and type.

Local Government (Financial Management) Regulations - Regulation 34 (5) states:

- (5) *Each financial year, a local government is to adopt a percentage or value, calculated in accordance with the AAS, 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 variance details within monthly reporting. Council has adopted a materiality threshold of \$200,000 for the 2015/16 financial year.

Whilst this level of variance reporting helps to inform the mid-year budget review, detailed analysis of all budget variances is an ongoing exercise. Certain budget amendments are submitted to Council each month where deemed necessary to do so ahead of the mid-year review.

Submission

N/A

Report

Opening Funds

The opening funds of \$13.7M brought forward from last year have been audited and the budget has been amended to reflect this final position. These compare closely to the opening funds used in the adopted budget of \$13.5M and include the required municipal funding for carried forward works and projects of \$9.7M (versus the original \$10.5M estimated in the adopted budget). The additional \$1.0M of available municipal funding was redirected into the Roads and Drainage Infrastructure Reserve at the November 2015 Ordinary Council meeting.

Closing Funds

The City's actual closing funds of \$55.5M were \$5.9M lower than the YTD budget target. This comprises a combination of favourable and unfavourable cash flow variances across the operating and capital programs (detailed throughout this report).

The budgeted end of year closing funds currently shows \$0.39M, compared to \$0.30M last month and the \$0.36M originally adopted. The mid-year year budget review added \$0.9M to the closing position when applied during the month of February.

The budgeted closing funds fluctuate throughout the year due to the ongoing impact of Council decisions and the recognition of additional revenue and costs. Details on the composition of the budgeted closing funds are outlined in Note 3 to the Financial Statement attached to the Agenda.

Operating Revenue

Consolidated operating revenue of \$116.6M was over the YTD budget target by \$2.5M.

The following table shows the operating revenue budget variance at the nature and type level:

Nature or Type Classification	Actual Revenue \$M	Revised Budget YTD \$M	Variance to Budget \$M	FY Revised Budget \$M
Rates	(88.8)	(87.2)	1.6	(89.0)
Specified Area Rates	(0.3)	(0.3)	0.1	(0.3)
Fees & Charges	(15.6)	(15.9)	(0.3)	(22.1)
Service Charges	(1.1)	(1.1)	(0.0)	(1.1)
Operating Grants & Subsidies	(5.6)	(5.2)	0.4	(7.5)
Contributions, Donations, Reimbursements	(1.1)	(0.6)	0.5	(0.8)
Interest Earnings	(4.1)	(3.8)	0.2	(5.6)
Other Revenue	(0.0)	(0.0)	0.0	(0.0)
Total	(116.6)	(114.1)	2.5	(126.3)

The significant variances at month end were:

- Rates revenue was over the YTD budget by \$1.6M due to the processing of significant interim rating adjustments. The revenue to date has already achieved the expected full year budget target.
- Commercial lease revenue was \$0.3M under the YTD budget.

- Subsidies received for childcare services were \$0.38M ahead of YTD budget. These are offset by higher payments to the Caregivers.
- Interest earnings were \$0.2M ahead of budget with investment interest contributing an extra \$0.17M and interest on outstanding rates \$41k ahead of the cash flow budget.

Operating Expenditure

Reported operating expenditure (including asset depreciation) of \$77.6M was under the YTD budget by \$3.8M.

The following table shows the operating expenditure budget variance at the nature and type level. The internal recharging credits reflect the amount of internal costs capitalised against the City's assets:

Nature or Type Classification	Actual Expenses \$M	Revised Budget YTD \$M	Variance to Budget \$M	FY Revised Budget \$M
Employee Costs - Direct	29.3	30.4	1.1	46.9
Employee Costs - Indirect	0.4	0.5	0.0	1.1
Materials and Contracts	22.7	24.5	1.8	38.1
Utilities	2.9	3.0	0.2	4.6
Interest Expenses	0.0	0.0	0.0	0.1
Insurances	2.1	2.1	0.0	2.1
Other Expenses	4.0	4.3	0.2	6.8
Depreciation (non-cash)	17.4	18.3	1.0	27.5
Internal Recharging-CAPEX	-1.3	-1.8	-0.5	-3.0
Total	77.6	81.4	3.8	124.2

The significant variances at month end were:

- Material and Contracts were \$1.8M under YTD budget with the main contributors being Waste Collection (\$0.36M) and Parks Maintenance (\$0.31M). The balance comprised immaterial variances across the remaining activity areas.
- Salaries and direct employee on-costs were \$1.1M under the YTD budget without any material variances (ie. greater than \$0.2M) recorded in any one business area.
- Under Other Expenses, Council's grants, donations and contributions scheme was running \$0.42M behind the YTD budget. Conversely, the landfill levy paid was \$0.25M over the adjusted YTD budget.
- Depreciation on assets were \$0.98M under the YTD budget mainly due to lower depreciation for road assets of \$0.45M (due to

EOFY revaluations) and lower depreciation for parks equipment of \$0.21M.

- The internal recharging of overhead costs to the CAPEX program was \$0.48M behind the YTD budget setting, being in line with the under spend for the program (particularly roads infrastructure projects).

Capital Expenditure

The City's total capital spend at the end of the month was \$27.9M, representing an under-spend of \$16.0M against the YTD budget of \$43.9M.

The following table shows the budget variance analysis by asset class:

Asset Class	YTD Actuals \$M	YTD Budget \$M	YTD Variance \$M	FY Revised Budget \$M	Commit Orders \$M
Roads Infrastructure	3.8	6.2	2.4	13.1	4.6
Drainage	0.5	0.6	0.1	1.4	0.0
Footpaths	0.6	0.5	-0.1	1.2	0.0
Parks Hard Infrastructure	1.6	4.1	2.5	7.6	0.1
Parks Soft Infrastructure	0.3	0.8	0.5	1.3	0.0
Landfill Infrastructure	0.2	0.3	0.1	0.5	0.0
Freehold Land	0.3	0.5	0.1	1.6	0.0
Buildings	23.8	30.8	7.0	64.7	57.1
Furniture & Equipment	0.0	0.0	0.0	0.0	0.0
Computers	0.2	0.9	0.7	1.0	0.1
Plant & Machinery	1.9	5.6	3.8	6.2	2.7
Total	33.3	50.2	16.9	98.6	64.7

These results included the following significant items:

- Buildings – had a net under spend against YTD budget of \$7.0M comprising the Operations Centre upgrade (\$2.67M), CCW RAEPEC project (\$2.74M), Civic building energy reduction initiative (\$0.21M) Coleville Crescent carpark extension (\$0.26M) and Atwell clubrooms upgrade (\$0.39M).
- Roads Infrastructure - The roads construction program was \$2.4M under-spent against the YTD budget, mainly due to Beeliar Drive [Spearwood Avenue to Stock Road] under by \$1.49M; Berrigan Drive [Kwinana Freeway to Jandakot Road] under by \$1.44M; North Lake Road [Hammond to Kentucky] under by \$0.27M and Cockburn Road and Poore Grove intersection project \$0.21M over the YTD budget.

- Plant & Machinery - The plant replacement program was \$3.8M behind the YTD budget although \$2.7M of heavy and light fleet items is on order and awaiting delivery.
- Parks Hard Infrastructure - The parks capital program is collectively \$2.5M behind YTD budget with the only material variances being the adventure playground at Bibra Lake (\$0.74M) and Coogee Beach Master Plan works (\$0.37M). The balance is comprised of immaterial under spends across the program.
- Parks Soft Infrastructure - The parks streetscaping program is collectively \$0.5M behind the YTD budget.
- Computers - The City's technology capital spend budget is collectively \$0.65M behind its YTD budget.

Capital Funding

Capital funding sources are highly correlated to capital spending, the sale of assets and the rate of development within the City (developer contributions received).

Significant variances for the month included:

- Transfers from financial reserves were \$14.8M below YTD budget due to the capital budget under spend.
- Developer contributions received under the Community Infrastructure plan were \$0.93M over the YTD budget.
- Regional road grant and R2R funding for the roads construction program was \$0.42M behind YTD budget as a result of the YTD under spend.
- External funding for CCW RPAEC project was \$13.2M behind YTD budget comprising \$8.3M from loan funds, \$4.5M from development partner contributions and \$0.4M from government grants.
- Proceeds from the sale of land were \$13.2M below the YTD budget due to several unrealised land sales on Beeliar Drive (\$11.8M) and Davilak Avenue (\$1.3M).
- Proceeds from the sale of plant items were \$0.9M behind YTD budget, correlating to the lag in the replacement program.

Cash & Investments

The closing cash and financial investment holding at month's end totalled \$158.0M, slightly down from \$163.2M the previous month. \$103.0M of this balance represented the amount held for the City's cash backed financial reserves. Another \$6.9M represented restricted funds held to cover deposit and bond liabilities. The remaining \$48.1M represented the City's liquid working capital, available to fund current operations, capital projects, financial liabilities and other financial commitments (e.g. end of year reconciling transfers to financial reserves).

Investment Performance, Ratings and Maturity

The City's investment portfolio made a weighted annualised return of 3.00% for the month, slightly up from 2.98% the previous month and 2.96% the month before that. This result compares favourably against the UBS Bank Bill Index (2.72%) and has stabilised in recent months as new investments are placed at similar or higher rates to those on maturing investments. The cash rate set by the Reserve Bank of Australia currently sits at 2.00% and is not anticipated to change within the next couple of months.

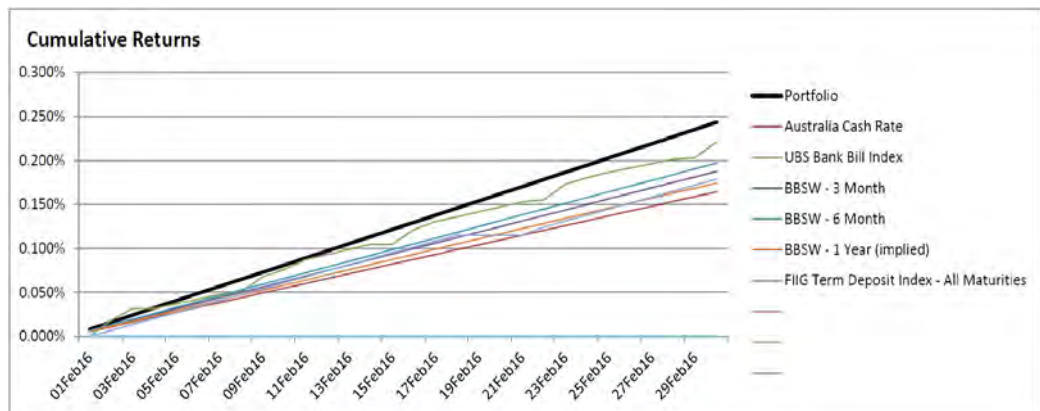


Figure 1: COC Portfolio Returns vs. Benchmarks

The majority of investments are held in term deposit (TD) products placed with highly rated APRA (Australian Prudential Regulation Authority) regulated Australian and foreign owned banks. These are invested for terms ranging from three to twelve months. All investments comply with the Council's Investment Policy other than those made under previous statutory requirements and grandfathered by the new provisions.

TD investments fall within the following Standard and Poor's short term risk rating categories:

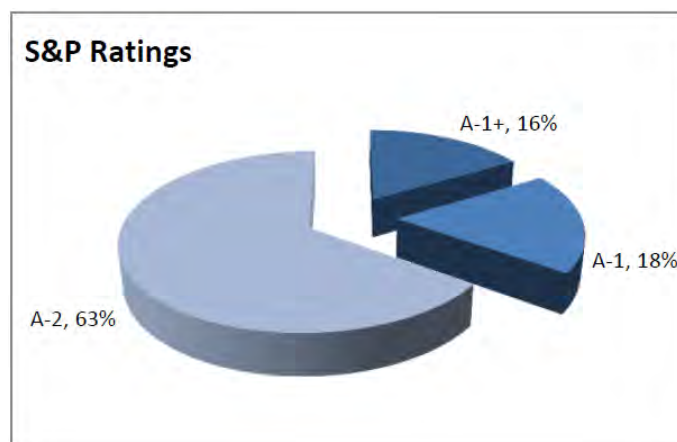


Figure 2: Council Investment Ratings Mix

The current investment strategy seeks to secure the best possible rate on offer over the longest duration term allowed under legislation and policy (up to 12 months for term deposits), subject to cash flow planning requirements. The City’s investment portfolio currently has an average duration of 125 days or 4.2 months (down slightly from 132 days the previous month) with the maturity profile graphically depicted below:

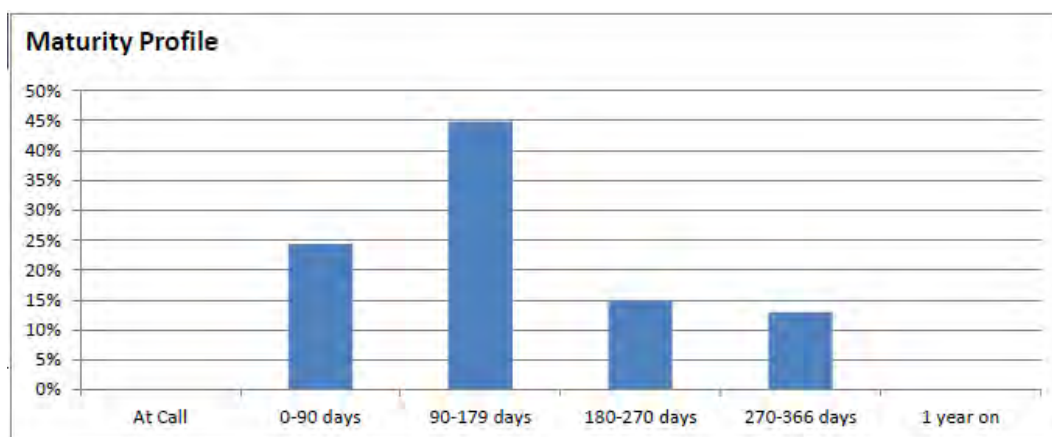


Figure 3: Council Investment Maturity Profile

Investment in Fossil Fuel Free Banks

At month end, the City held 65% (\$99.9M) of its TD investment portfolio in banks deemed as free from funding fossil fuel related industries. This is up from 61% the previous month and up from 36% a year ago. This outcome has been achieved without compromising investment return through increased awareness and more thoughtful funds placement.

Budget Revisions

The sale of lot 23 Russell Road, Hammond Park has fallen through. Accordingly, the budgeted sale proceeds of \$1,355,000 and the matching transfer to the Land Development Reserve need to be removed from the 2015/16 budget.

Description of Graphs and Charts

There is a bar graph tracking Business Unit operating expenditure against budget. This provides a quick view of how the different units are tracking and the comparative size of their budgets.

The Capital Expenditure graph tracks the YTD capital spends against the budget. It also includes an additional trend line for the total of YTD actual expenditure and committed orders. This gives a better indication of how the capital budget is being exhausted, rather than just purely actual cost alone.

A liquidity graph shows the level of Council's net current position (adjusted for restricted assets) and trends this against previous years. This gives a good indication of Council's capacity to meet its financial commitments over the course of the year. Council's overall cash and investments position is provided in a line graph with a comparison against the YTD budget and the previous year's position at the same time.

Pie charts included show the break-up of actual operating income and expenditure by nature and type and the make-up of Council's current assets and liabilities (comprising the net current position).

Strategic Plan/Policy Implications

Leading & Listening

- Effective and constructive dialogue with all City stakeholders.
- Manage our financial and infrastructure assets to provide a sustainable future.
- A culture of risk management and compliance with relevant legislation, policy and guidelines

Budget/Financial Implications

The City's closing Municipal Budget position has increased by \$85,639 to \$388,698 due to the impact of the mid-year budget review. Sale proceeds from asset sales will reduce by \$1,355,000 but this is offset by a reduction in the transfer to reserves of the same amount.

Legal Implications

N/A

Community Consultation

N/A

Risk Management Implications

Council's budgeted revenue and financial reserves will be overstated, thereby misrepresenting Council's expected financial position if the recommendation amending the budget is not adopted.

Attachment(s)

Statement of Financial Activity and associated reports – February 2016

Advice to Proponent(s)/Submissioners

N/A

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

Nil.

16. ENGINEERING AND WORKS DIVISION ISSUES

16.1 (OCM 14/4/2016) - PORT COOGEE MARINA HANDOVER AGREEMENT AND RELATED MATTERS (041/013 & 6017122) (D VICKERY) (ATTACH)

RECOMMENDATION

That Council

- (1) authorise the Chief Executive Officer to enter into a Deed of Agreement with Port Catherine Developments Pty Ltd (Port Coogee Developments) associated with handover of the Port Coogee Marina to the City of Cockburn at midnight on the 23rd July 2016 ("handover date"), this Deed to include:
 1. The City accepting the transfer to it of Lot 1101 Maraboo Wharf, Port Coogee, including the Marina Services Building located on the lot.
 2. The City entering into a lease agreement for the upper floor of the Marina Services Building with Frasers Property Australia Pty Ltd (Frasers):
 - (i) for a period of three years with two options to renew of one year each; and
 - (ii) at a lease fee of \$46,750.00 ex GST per annum with annual CPI increases plus all outgoings.
 3. The City accepting the transfer to it of Lot 1103 Maraboo Wharf, Port Coogee subject to all defects in the construction of the fuel storage facility contained within the lot being remedied by Frasers Property Australia Pty Ltd (Frasers) prior to transfer to the satisfaction of the City.
 4. The City accepting the transfer to it of the 150 mooring pens and associated finger jetties and access boardwalks plus the fuel services jetty, subject to them being fit for purpose.

5. The City accepting the transfer to it of the other Marina infrastructure including breakwaters, sea walls and revetments subject to any defects having been rectified to the satisfaction of the City and an appropriate coastal engineering firm by Port Catherine Developments prior to the handover.
6. The City accepting the transfer of the Department of Transport's Marina Jetty licence subject to the payment by Frasers to the City of the City's Proportion of the marina mooring pen licence fees paid by pen licence holders to Frasers, plus accepts the transfer of other Department of Transport licences pertaining to the Port Coogee Marina infrastructure including breakwaters.
7. The City accepts the provision to it from Port Catherine Developments of the concept design plans for the future up to 150 additional marina mooring pens and previous pen construction specifications as a fulfilment of Port Catherine Developments' obligations to provide to the City the design of the additional mooring pens; and the City shall accept responsibility for provision of the additional mooring pens subject to the staging and timing of that provision being determined by the City when demand for those pens plus the business case justifies that provision.
8. The City accept the transfer to it of the Groundwater Interception Drain and related infrastructure including pumps, tanks, bores, pipework and control and monitoring devices, plus the non-potable water supply infrastructure servicing private properties, subject to it being fit for purpose and any defects remedied to the satisfaction of the City prior to handover.
9. The City accept the transfer to it of the obligations pertaining to the Waterways Environmental Management Plan including environmental water quality monitoring and reporting, sand bypass and operation of the Groundwater Interception Drain, subject to Port Catherine Developments payment to the City of the 'minimum sum' calculated in accordance with the formula set down in the Waterways Management Transfer Facilitation Agreement.
10. The City agrees to make available the non-potable water supply drawn from the groundwater interception drain to new and existing development areas within the Port Coogee development, subject to any extension of the non-potable water supply infrastructure to service new lots

being at the expense of Port Catherine Developments, and the continued provision of the non-potable water supply shall be subject to periodic Council review and the continued provision of the Department of Water extraction licence.

11. The City agrees to employ the Marina Manager currently contracted to Frasers for a period of not less than two months past handover, to aid in the orderly transfer of operations over to the City, subject to a satisfactory employment package including working hours and remuneration being agreed upon between the City and the officer.
 12. The City agrees to construct a southern toilet block at its cost in the vicinity of the Port Coogee southern peninsula at a time when demand due to development of that area requires the facility.
 13. Accept Port Catherine Developments commitment to construct the remaining over water boardwalks to the south east and south of the marina waterway area, together with the southern disability friendly fishing jetty in accordance with the District Structure Plan, on the basis that the construction shall be no later than the development and clearance of the adjacent public open space areas of the southern peninsular by/for Port Catherine Developments, and that security is to be provided in the form of a caveat on property to a value sufficient for the benefit of the City.
- (2) enter into a licence agreement with Baileys Marine Fuels Australia Pty Ltd for a period of five years with an option for a further five years, for an annual licence fee income to the City of \$4,545 ex GST with annual CPI increases plus a fuel levy payment of 5.5 cents/litre to the City for the use of the land and the operation of the Marina Fuel Supply Operations Facility; and
 - (3) agree to adopt the Port Coogee Business Financial Model, Mooring Pen Licence Agreement form and fee schedule as attached at Annexure 3, with subsequent licence fees and charges being determined and advertised as part of the Council's annual budget formulation and approval process.

COUNCIL DECISION**Background**

In the year 2000 Port Catherine Developments Pty Ltd (PCD), a subsidiary of Australand Pty Ltd (now Frasers Property Pty Ltd), entered into 'Project Agreement No.2' with Western Australian Planning Commission (WAPC) to undertake the Port Coogee residential, commercial and marina development. The Agreement included the requirement on the Developer to construct the breakwaters, seawalls, waterways and various other marina related infrastructure including a minimum of 150 mooring pens, which would in due course be passed to the relevant authority (the City of Cockburn). The Project Agreement was subsequently varied in 2005 by agreement between the parties to it to stipulate approximately 300 mooring pens were to be constructed.

In 2002 to facilitate the development an amendment to the Metropolitan Regional Scheme was initiated by WAPC and assessed by the Environmental Protection Agency (EPA). The projects approval was provided on the basis of the development and implementation of a number of plans including the Waterways Environmental Management Program (WEMP), which in turn comprises:

- Volume 1 - Water and Sediment Quality Monitoring and Management Program;
- Volume 2 - Coastal Monitoring and Management Plan;
- Volume 3 - Waterways Emergency Response Plan;
- Volume 4 - Water Drainage and Intercept Plan; and
- Volume 5 - Landscape management Plan

An environmental concern was nutrient rich groundwater emanating from the higher ground to the east entering the (to be) constructed marina waterway and causing algal blooms or other undesirable environmental outcomes, and so the developer was to construct a Groundwater Interception Drain (GID) that intercepts the groundwater and redirects it to reticulating the landscaped areas of the Port Coogee Development and a significant quantity is to be reinjected into the ground north of the Port Coogee Development, where its migration into the ocean would not cause such issues.

In 2005 the Port Coogee Waterways Management Transfer Facilitation Agreement (WMTFA) was signed between the City of Cockburn and PCD, this setting out particulars including the transfer of land and waterways (as Reserves with management vested in the City) thereafter and the passing of the marina, mooring pens and the waterways management responsibilities of the WEMP to the City of Cockburn on and from the Date of Handover, set at midnight on the 23 July 2016.

PCD proceeded to construct the marina facilities including 139 mooring pens, access jetties, boardwalks and a services jetty, gained a jetty licence through the Department of Transport (DoT) and commenced issuing pen sub-licences to vessel owners in January 2012.

In June 2014 following the creation of the marina related crown reserves and management vesting in the City, the City entered into a lease with PCD (the Marina Reserve Lease) to facilitate PCD's continued access to the reserve for the ongoing provision via pen licences of the mooring pens and undertaking the responsibilities of Waterways Manager. The Lease end date was set at midnight on the 23rd July 2016 to coincide with the Date of Handover.

Through the course of the site development, PCD have submitted Structure Plans and Development Applications and on receipt of the various Development Approvals from the City have proceeded to construct the various boardwalks, a fishing jetty, marina services building, public ablution building and marina fuel service facilities.

Eleven (11) additional mooring pens were provided by PCD in February 2016 to bring the number being handed over to the City to 150 mooring pens as stipulated in the WMTFA and Port Coogee Marina Reserve Lease documents. Additionally PCD have provided the design layout for the placement of the further approximately 150 mooring pens stipulated in the Project Agreement No. 2 Variation.

Works encompassed in the Structure Plans but not yet constructed include the southern over the water boardwalks and fishing jetty and the additional approximately 150 mooring pens.

Through 2012 and 2013 PCD commissioned the design and installation of the fuel facilities including a dual fuel underground storage tank under the paved area to the east side of the Dome property, delivery pumps, under walkway pipework and two dispensing bowsers plus a card reader control unit positioned on the service jetty within the marina. Whilst the equipment has been installed, it has not been commissioned, awaiting the issue of a fuel facility operating licence to a suitable fuel facility service provider and the granting of a Dangerous Goods License by the Department of Mines and Petroleum when that

agency is satisfied the facility and appropriate management plans meet their requirements.

In January 2015, it was recognised that as the fuel facility is situated within a Crown Reserve with management vesting with the City, and with the fuel facility licence proposed to be of a 5 to 10 year term, thus past the Handover Date, both the Minister for Lands and the City of Cockburn needed to be a party to a fuel facility licence issued by PCD. This introduced complications that the parties agreed would best be overcome by the City, and not PCD, entering into a fuel facility licence agreement with a suitable fuel facility operating company. Inspection of the fuel facility infrastructure installed by contractors to PCD has shown various items requiring rectification before commissioning, plus amended Development Approval conditions were assigned, and these are currently being attended to by PCD.

Since early 2012 PCD have been issuing mooring pen licences (being sub-licences to the jetty licence) and these have been for terms as long as 10 years. The fees that PCD have charged were a large up front construction contribution fee (CCF) and a smaller annual licence fee each year of the licence. The CCF's charged were scaled to encourage longer term licence take-up. As licences came to an end and were renewed a further CCF contribution (or Application Fee as it was re-termed in recent years) was charged relevant to the term of the new licence taken up.

As the marina is situated on a Crown Reserve with management vested with the City, both the City and Department of Lands on behalf of the Minister for Lands have co-signed these pen licence agreements prepared by PCD. Since early 2015 the City requested PCD not to issue mooring pen licences with term extending beyond the Handover Date, citing the absence of suitable commercial terms agreeable to both parties. PCD agreed to implement this measure.

Through 2015 and early 2016 City officers have been liaising with PCD in respect to the various Handover matters, including outstanding infrastructure items, property transfers, fuel facility state of readiness, and mooring pen licence arrangements, culminating the proposed Deed of Handover particulars.

Separately the City has arranged for the new mooring pen licence to be prepared and has developed the fee schedule for proposed application to pen licences it issues with terms commencing at the Handover date and beyond. The proposed fee schedule and draft new Mooring Pen Licence is attached at Annexures 3 & 4.

Submission

N/A

Report

(A) Handover Deed Items

1. Land Transfer & Licencing

- (i) Lot 1101 Maraboo Wharf, upon which the Marina Services Building is constructed, is to be transferred in ownership from Port Catherine Developments Pty Ltd (PCD) to the City free of cost in accordance with the Port Coogee Structure Plan and the Development Approval dated 21 March 2012. The transfer can occur on or before the Marina Handover date.

The Marina Services Building comprises upstairs an area currently used by Frasers as a sales office and a secure ablution facility for use by the mooring pen licence holders, and downstairs an office area for the Marina Manager and other marina servicing staff, and several marina related storerooms.

PCD have requested as part of the Handover Deed negotiations, that Council consent to them leasing the upper floor of the building that they (Frasers) have been using as a sales office, with the lease commencing at the date of the land transfer and extending for a period of three years with two option periods thereafter of one year each.

Subject to Council consent, the parties have agreed to transfer the land where the Marina Services building is located to the City's ownership prior to the handover date of 24 July 2016.

The lease arrangement with Frasers will allow a lease commencement date of the date of transfer, but the lease fee charges will not commence until the marina handover date.

The recommended lease fee of \$46,750 ex GST per annum to be charged to Frasers is in accordance with a recent valuation by a licensed Valuer. The lessee will be responsible for all outgoings from the date of transfer including the installation of separate meters for any utility services.

- (ii) Lot 1103 Maraboo Wharf contains the marine fuel storage tank and pumps that supply fuel via the underground and under jetty pipelines to the marina services jetty fuel dispensing bowsers. The Lot is freehold land owned by PCD.

Subject to the City accepting the design and construction of the fuel storage facilities, which require a number of defects addressed, it is recommended that Council accept Lot 1103 being transferred to the City in freehold.

It is therefore recommended that Council:

- As part of a Deed of Handover:
 - a) Accept the transfer from PCD of freehold lots 1101 and 1103 Maraboo Wharf, Port Coogee; and
 - b) Enter into a lease agreement with Frasers Property Australia Pty Ltd. for their leasing from the City of the designated upper floor area of the Marina Services Building

2. Marina Mooring Pen, Breakwater & Waterway Management Handover

PCD are required to transfer, and the City is required to accept, at the Handover Date, in accordance with the Waterways Management Transfer Facilitation Agreement (WMTFA), the ownership and management responsibility of the Port Coogee Marina constructed by PCD in accordance with Project Agreement No.2 and the various WAPC and City of Cockburn Development Approvals.

Additional to the waterway management responsibility (including that associated with Njarkel beach) passing to the City, this transfer includes responsibility for the breakwaters, sea walls, jetties, mooring pens, boardwalks and walkways that are not otherwise privately owned or not yet developed or not already passed to the City.

PCD have commissioned inspections by coastal engineering firm M P Rogers & Associates (MRA) from which remedial works to bring the various infrastructure assets into appropriate condition for Handover has also been initiated by PCD. Over the intervening months up to Handover the City will be seeking As Constructed asset information, undertaking inspections and requiring of PCD any further corrective works to bring the assets and facilities to an agreed standard for the Handover.

It is therefore recommended that Council:

- As part of a Deed of Handover:
 - a) Note and accept the transfer of the Port Coogee Marina elements including waterway management from PCD to the City at the Handover Date, based on PCD transferring the various elements in an agreed standard suitable for Handover.

3. Jetty Licence Transfer

A number of jetty licences have been issued by the Department of Transport (DoT) pertaining to Port Coogee. The jetty licence for the northern fishing jetty has already been transferred from PCD as Licensee to the City as Licensee. At Handover it is proposed that the jetty licence for the Port Coogee breakwater structures will also be transferred from PCD to the City as Licensee.

The DoT jetty licence for the marina mooring pens and service jetty, Jetty Licence No.4097 would also be expected to be transferred from PCD as Licensee to the City as Licensee, at Handover. Mooring pen licences issued by PCD since 2012, some with term end dates well past Handover, are sub-licences to this Jetty Licence No.4097. The mooring pen (sub) licences issued by PCD incorporate terms allowing reimbursement of licence fees paid by the Licensee in the event of the pen licence being surrendered. PCD received very large up front licence fees from the Licensees at commencement of the licence, and have charged a comparatively low (compared with other Marinas) annual licence fee thereafter.

The City is concerned that subsequent to Handover the pre-existing mooring pen licences associated with Jetty License 4097 will represent a contingent liability on the City of reimbursement of licence fees paid in the event of a surrender of the licence by the Licensee. The City is also concerned that the terms of the pre-existing mooring pen licences preclude the City charging what would be a market aligned annual licence fee for those pens post-Handover, until such time as the mooring pen licence reaches the end of its term, some expiring as far out as the year 2022.

To address this liability and shortfall the City has negotiated with PCD the payment to the City within 28 days of the Handover Date the City's Proportion of the licence fees received by PCD associated with that pen licence. This payment will enable the City to reimburse any of these pre-existing pen licence holders with licences carrying past Handover the amounts due (according to the terms of the pen licence) in the event of that party surrendering their pen licence after Handover. The funds can be drawn upon (unless used for surrender reimbursement) to support the annual licence fees being received associated with the carry over pen licences. Surrender payments will be calculated at the end of every quarter in arrears to provide the City time to process surrender applications, discuss with applicant, and seek new pen holder tenants and to fund the payment by way of transfer from relevant reserve.

It is therefore recommended that Council:

- As part of a Deed of Handover:

- a) Accept the transfer from PCD as Licensee to the City as Licensee of the DoT Jetty Licence(s) associated with the marina breakwaters and other similar structures at the marina; and
- b) Accept the transfer from PCD as Licensee to the City as Licensee of the DoT Jetty Licence No.4097 subject to the payment by PCD to the City of the City's Proportion of mooring pen licence fees received by PCD associated with mooring pen licence terms past the Handover Date of 24 July 2016.

4. Future Pen Design & Provision

Project Agreement No.2 Variation No.2 entered into between PCD and the West Australian Planning Commission (WAPC) requires the Developer (PCD) to provide approximately 300 mooring pens in total at Port Coogee.

PCD have constructed 150 mooring pens at Port Coogee, this number being as required for Handover to the City as stipulated in the Port Coogee Waterways Management Transfer Facilitation Agreement (WMTFA) and the Marina Reserve Lease entered into between PCD (the Licensee) and the City of Cockburn (Licensor).

The WMTFA also requires that PCD provide to the City prior to or at Handover the engineering design drawings for the further approximately 150 mooring pens associated with the final marina design (excluding private mooring pens connected to freehold lots).

PCD have provided the future marina mooring pen layout plans developed by coastal engineers M P Rogers and Associates (MRA) and reviewed by the DoT. The pen layout entails all of Jetty F (currently part used for day visitor vessel tie up) being taken up with licenced mooring pens, a new jetty and pens being installed at toward the southern end of the marina reserve (at the end of the current boardwalk), and the majority of the additional mooring pens being constructed on finger jetties leading off of the Stage 5 – Islands land area (see Annexure 2). Encompassed in this layout design the day visitor vessel tie up area will shift from Jetty F to the land backed boardwalk at the southern extent of the marina waterway area.

PCD have also noted that the prior 150 mooring pens were constructed via a Design and Construct contract whereby the Contractor proposed their proprietary product floating finger jetties and alike to suit a broad design brief and technical specification, and PCD have proposed that this be the approach taken for the further 150 pens, thereby obviating the need for detailed engineering design drawings. City officers concur with this being a logical approach.

The WAPC and the Department of Transport (DoT) are of the view that the further approximately 150 mooring pens are needed and should be provided at Port Coogee, and would be satisfied whether the additional mooring pens are constructed by PCD (in accordance with the Project Agreement No.2 Variation No.2) or by the City. They (WAPC and DoT) have not expressed a view as to when the additional approximately 150 mooring pens are needed to be constructed.

As part of the Handover Deed negotiations, the City has tentatively proposed that the City take responsibility for the construction, in due course, of the additional approximately 150 mooring pens. The reasoning for this is that the City can time the construction, in stages or in full, to suit the demand from prospective pen holders for the additional mooring pens, plus manage the ongoing licensing and income receipt from those pens without conflicting with the ongoing management of the initial 150 mooring pens. Construction of the additional mooring pens can thus be timed to suit the Business Plan and ensure the construction cost is appropriately recovered over time through pen licence income.

Should the City (or WAPC) require in the alternative for PCD to construct the additional approximately 150 mooring pens, there does not exist within the current relevant documents a means by which PCD would have an opportunity to recover the cost of the construction of those additional mooring pens, nor for the City to stipulate the specific timing of the construction of the additional mooring pens.

The City officers see the benefit, as part of the Deed of Handover, of absolving PCD of the requirement to construct the additional approximately 150 mooring pens and instead to arrange construction of them itself at a time or in stages to suit the demand and business plan, when cost recovery and least impact on the other aspects of the marina including income through licence fees can best be assured.

It is therefore recommended that Council:

- As part of a Deed of Handover:
 - a) Accept the provision by PCD of layout design and broad specification information for the future approximately 150 mooring pens, together with As Constructed design information for the previously constructed mooring pens, satisfies PCD's obligations to the City at Handover; and
 - b) Accept that the City will take over from PCD at Handover the responsibility for the provision of the future approximately 150 mooring pens, this commitment (to WAPC and DoT) being subject to the staging and timing of that provision being determined by the City when demand for those pens plus business case justifies it.

- c) Seek the retention of the existing temporary parking bays at the southern end of the marina (approximately 80 bays) for general parking until such time as the development of the southern peninsula progresses, after which the equivalent number of bays will be required in that locality to maintain the parking capacity of the marina area

5. Groundwater Interception Drain & Associated Infrastructure & Servicing Including Non-Potable Water Supply Provision

PCD are required to transfer and the City is required to accept at the Handover Date of 24 July 2016, in accordance with the Waterways Management Transfer Facilitation Agreement (WMTFA), the Marina Waterways management obligations, and “all plant, equipment, fixtures and fittings employed by the Developer for the purposes of carrying out the Waterways Management Obligations and required by the City to carry out the Waterways Management Obligations which the City elects to take assignment of”. The WMTFA notes “such plant, equipment, fixtures and fittings are to be in good working order.”

The Groundwater Interception Drain (GID) has been installed and operated by PCD as part of fulfilling their waterways environmental management responsibilities. The City will likewise need to operate the GID for nutrient rich water interception after the City takes over at Handover and until the need for the drain no longer exists.

The water extracted from the GID is variously used for public open space and roadside vegetation watering, and for a non-potable water supply via third pipe system to those property owners that would wish to connect to it, whilst the balance of the water extracted is reinjected into the ground to the north of Port Coogee. The water used for the POS reticulation and non-potable water supply to residential lots applications is drawn from the GID and stored in a large underground tank before being pumped to where it is required. The other extracted water is pumped from the GID directly to the reinjection bore near Rollinson Road (well north of the Port Coogee development).

PCD currently install the non-potable water supply pipe infrastructure to the residential land development areas and enter into licence agreements with those property owners that wish to connect to it, charging a nominal fee. PCD advise that approximately 80 property owners (or 20%) of the total lot owners, have to date applied to connect to the non-potable water supply.

As part of the Handover negotiations, PCD have sought for the City to commit to, post the Handover, continuing with the non-potable water supply from the GID to those current and future Port Coogee property

owners that currently, or wish to, connect to it. There is ample water supply available from the GID extraction.

Continued supply of non-potable water via third pipe system will incur costs for the City not covered by the current very low Application Fee (\$1). These costs include a proportion of the running costs for the water pumps drawing the water from the GID and from the holding tank and the ongoing inspection and maintenance of the equipment including water supply lines within the road reserves. If the City were to significantly elevate the joining/application fees for property owners, this can be expected to deter property owners from signing up to it.

As the non-potable water supply is currently and proposed to, if agreed with PCD, be available to all residential property owners within Port Coogee into the future, it is proposed that the cost of servicing the non-potable water supply be incorporated into the Port Coogee Special Area Rate (SAR).

It is therefore recommended that Council:

- As part of a Deed of Handover:
 - a) Agree to commit to the ongoing provision of non-potable water via the third pipe system installed by PCD to residential property owners within the Port Coogee development area that seek it; AND
 - b) In order to cover costs for ongoing non-potable water provision to residential properties, continue to charge a small application fee for new connections and incorporate the approximate cost of the non-potable water supply provision and servicing otherwise into the Port Coogee Special Area (SAR) Rate.

6. Marina Manager Employment

The City has established a position within its structure of Marina and Coastal Engineering Manager. The duties of the position include the role of Port Coogee Marina Manager. The position was advertised and applications will be assessed over the next several weeks with expectation that an officer will be appointed into the role in time for the City taking responsibility for the Marina on the 24th July 2016.

Frasers employed Mr Nich Grundy as Marina Manager, this contract coming to an end at Handover. Frasers have proposed as part of the Handover Deed negotiations that Mr Grundy be employed by the City for a period of not less than 2 months past Handover to assist City staff with the transition, citing the benefit this will provide the City due to his familiarisation with the marina operations and pen holders.

There is support from the City's officers to this proposal and preliminary contact has been made with Mr Grundy that confirms his interest. The proposal is for a formal offer of employment be made on a fixed term casual basis with remuneration being comparable to a Level 9 (Service Unit Manager) position within the City if on casual rates.

It is therefore recommended that Council:

- As part of a Deed of Handover:
 - a) Agrees to employ the Marina Manager currently contracted to Frasers for a period of not less than two months past Handover to aid in the orderly transfer of operations over to the City, subject to a satisfactory employment package including working hours and remuneration being agreed upon between the City and the officer.

7. Southern Toilet Block

A public toilet block is proposed for the area of the southern peninsula. PCD are seeking as part of the Handover Deed provisions that the City provide this toilet block at its cost and it to be of a standard comparable to the northern toilet block that PCD provided.

It is the case that when the Marina Services Building and northern toilet block were agreed to be provided by PCD, as assets to be gifted to the City, it was agreed that PCD would not have to also fund the provision of a southern toilet block.

The toilet block can potentially be constructed as a standalone facility toward the southern side of the southern peninsula, near the carpark area, or perhaps integrated into the ground floor of a building constructed by others. When the Local Structure Plan proposal(s) and Development Applications pertaining to the southern peninsula are submitted to the City, a determination can be made on how and where best to position the proposed southern toilet block.

It is proposed to be agreed that the City will install a toilet block at its cost in the most appropriate site within the area of the southern peninsula but not before the demand for such ablution facilities is apparent and not before the full extent of the development of that area is fully articulated.

It is therefore recommended that Council:

- As part of a Deed of Handover:
 - a) Agrees to construct a southern toilet block at its cost in the vicinity of the Port Coogee southern peninsula at a time when demand due to development of that area requires the facility

8. Outstanding Boardwalk & Fishing Jetty

The approved Structure Plans for the wider Port Coogee marina precinct include for PCD providing additional over water boardwalks to the south east corner and southern side of the marina waterway area, and an additional fishing jetty also on the southern side of the marina waterway. These are represented on the Plan at Annexure 2.

PCD is committing to commission the design and construction of the additional boardwalks and fishing jetty at a future date at its cost, and for this commitment to be built into the Handover Deed and for the City to place a caveat on a property to the value of as security.

The southern side boardwalk and jetty will be expected to be completed by PCD when they undertake the adjacent southern peninsular Public Open Space works. Desirably the south eastern boardwalk is constructed sooner to facilitate the first of the next stages of marina pen construction and/or new day visitor pen tie up provision, works the City would propose to initiate.

It is therefore recommended that Council:

- As part of a Deed of Handover:
 - a) Accepts Port Catherine Developments commitment to construct the remaining over water boardwalks to the south east and south of the marina waterway area, together with the southern disability friendly fishing jetty, in accordance with the District Structure Plan, on the basis that the construction shall be no later than the development and clearance of the adjacent public open space areas of the southern peninsular by/for Port Catherine Developments, and will require security in the form of a caveat on property to a value sufficient for the benefit of the City
 - b) Port Coogee Marina Fuel Service Facility & Licence Agreement

As per delegated decision dated 1 April 2016, Baileys Marine Fuels Australia Pty Ltd is being appointed to manage the fuel service facility located within the Marina at Port Coogee. To formalise this arrangement it is intended that subject to Council consent, the City will enter into a licence arrangement with Baileys for the management of the fuel service facility and to provide access for shared usage of the land being on Reserve 51717 and the City's future freehold lot 1103.

The annual licence fee has been set by public tender at \$4,545 (ex GST) including annual CPI increases together with a fuel levy payable to the City of \$0.055 per litre. The term of

the licence will be five years with an option for a further five years.

It is therefore recommended that Council:

- Enter into a licence agreement with Baileys Marine Fuels Australia Pty Ltd for the Port Coogee fuel service provision.

c) Financial Including Pen Fees

1. Proposed Fees and Charges

The proposed Fees and Charges post-handover are comprised of two parts:

(i) Part 1 – Existing Pen Licences Extending Past Handover

The existing penholders that have a mooring pen licence that transitions the handover date of midnight on 23 July 2016 will continue to pay the same Annual Licence Fee similar to that previously set by Port Catherine Developments Pty Ltd (PCD), plus a small increase to cover CPI and minor escalations.

When this group of mooring pen licences expire, the licensee will thereafter need to will pay a market linked annual fee. There will be no lump sum up front fee. This is because PCD needed to recoup as much of the capital invested prior to handover as possible. In essence their fee structure was similar to other public marinas but weighted to a large upfront fee and a small annual fee, repeated each time the licence was renewed or extended. Further they did not need to cover any significant maintenance on the facility as they are not the long term owners of the facility.

For example – a pen holder who took out a licence for a 12m (4.4m wise) pen for 10 years would pay the following:

Fees under PCD (Fraser Property Group):

- Up-front payment fee\$54,308
- Annualised Up-front fee\$5,431
- Annual fee\$2,416
- Equivalent Total Annual Fee:.....\$7,847

Fees under City of Cockburn:

- Proposed Cockburn Annual Fee:..... \$6,545

The proposed fees for existing pen licenses carrying past Handover are represented on the second column in the Schedule of Fees at Annexure 3.

(ii) Part 2 – New Mooring Pen Licences

Penholders that have a new mooring pen licence commencing at or post-handover will pay a market linked annual fee, similar to the Mandurah Marina, Mindarie Marina and Hillarys Marina. This amount is contained in the last column on the right hand side of the table below and the 3rd column of the Table at Annexure 3.

The City commissioned an independent assessment of current market rates by McGee's Valuers to assist in determination of the proposed Annual Pen Licence Fees, also included in the table below.

PEN LENGTH (Metres)	PEN WIDTH (Metres)	REF. 2014 PCD Construct ion Contribution Fee (CCF)	REF. 2014 PCD ANNUAL LICENSE FEE	PCD's Annualis ed CCF & Annual Licence Fee	McGees Recomm ended Rates (ex GST)	Other Marina Rates				Now Proposed Annual Starting (2016/17) Pen Licence Fees (ex GST)
						DoT Challenger Fremantle '15/16 (ex GST)	DoT Fishing Boat Harbour Fremantle '15/16 (ex GST)	DoT Hillarys '15/16 * (ex GST)	Co Mandurah Ocean Marina '15/16 & '16/17 (ex GST)	
8		\$29,601 (10 Yr) - \$4,485 (1 Yr)	\$1,389	\$4,349 (10 Yr) -> \$5,874 (1 Yr)						\$4,000
10	4	\$42,257 (10 Yr) - \$6,403 (1 Yr)	\$1,897	\$6,123 (10 Yr) -> \$8,300 (1 Yr)	\$5,000	\$5,338	\$6,150	\$4,869	\$4,355	\$5,000
12	4.4	\$54,308 (10 Yr) - \$8,288 (1 Yr)	\$2,416	\$7,847 (10 Yr) -> \$10,704 (1 Yr)	\$6,545	\$6,406	\$7,380	\$5,842	\$5,225	\$6,545
12	6.5				\$6,655					\$6,655
12	7.2									
12	8									
15	5	\$75,433 (10 Yr) - \$11,505 (1 Yr)	\$3,266	\$10,809 (10 Yr) -> \$14,771 (1 Yr)	\$8,523	\$8,007	\$9,225	\$7,303	\$6,532	\$8,523
15	7.5				\$8,659					\$8,659
16	5.2	\$83,135 (10 Yr) - \$12,675 (1 Yr)	\$3,579	\$11,893 (10 Yr) -> \$16,254 (1 Yr)	\$9,309	\$8,541	\$9,840	\$7,790	\$6,967	\$9,309
20	5.7	\$109,750 (10 Yr) - \$18,500 (1 Yr)	\$4,830	\$15,805 (10 Yr) -> \$23,330 (1 Yr)	\$12,273	\$10,676	\$12,300	\$9,737	\$8,709	\$12,273

2. Business Model for Operating the Marina Post-Handover

Below is a four year model and budget of operating the marina and non-marina assets in accordance with the Proposed Handover Agreement between the Council and PCD.

City of Cockburn - Port Catherine Marina	2016/17	2017/18	2018/19	2019/20
Marina Pen Fees - Current Occupancy	\$896,750	\$919,169	\$942,148	\$965,702
Marina Services Building Lease	\$46,750	\$47,919	\$49,117	\$50,345
Other Income	\$14,000	\$14,000	\$14,000	\$14,000
Total Income	\$957,500	\$981,088	\$1,005,265	\$1,030,046
Marina Pen Fees - Full Occupancy	\$1,055,000	\$1,081,375	\$1,108,409	\$1,108,410
Marina Services Building Lease	\$46,750	\$47,919	\$49,117	\$50,345
Other Income	\$36,000	\$36,000	\$36,000	\$36,000
Total Income	\$1,137,750	\$1,165,294	\$1,193,526	\$1,194,755
General Expenses (including salaries)	\$377,109	\$381,104	\$390,632	\$400,398
Recurrent Expenses				
a) Marina Pens	\$59,670	\$59,670	\$60,863	\$62,081
b) Marina External (inc Fishing Jetty)	\$33,618	\$51,720	\$52,754	\$53,809
c) Marina Services Building	\$54,690	\$54,690	\$55,784	\$56,899
d) Marina Groundwater Interception Device	\$0	\$0	\$0	\$0
Non Recurrent OP Expenses	\$71,750	\$71,750	\$73,185	\$74,649
Depreciation	348,000	348,000	348,000	348,000
Total Expenditure	\$944,837	\$966,934	\$981,218	\$995,836
Operating Surplus - Part Occupancy	\$12,663	\$14,153	\$24,046	\$34,210
Operating Surplus - Full Occupancy	\$192,913	\$198,360	\$212,308	\$198,919

City of Cockburn - Port Coogee Non-Marina Costs	2016/17	2017/18	2018/19	2019/20
A. INCOME				
Municipal Fund	\$50,784	\$49,189	\$51,512	\$53,881
Other Income	\$282,934	\$284,529	\$286,156	\$287,815
Total Income	\$333,718	\$333,718	\$337,667	\$341,696
B. EXPENDITURE				
General Expenses (including salaries)	\$0	\$0	\$0	\$0
Recurrent Expenses				
a) Marina Pens	\$0	\$0	\$0	\$0
b) Marina External (Inc. Fishing Jetty)	\$33,618	\$33,618	\$34,290	\$34,976

c) Marina Services Building	\$0	\$0	\$0	\$0
d) Marina Groundwater Interception Device	\$35,350	\$35,350	\$36,057	\$36,778
Non Recurrent OP Expenses	\$128,500	\$128,500	\$131,070	\$133,691
Depreciation	\$136,250	\$136,250	\$136,250	\$136,250
Total Expenditure	\$333,718	\$333,718	\$337,667	\$341,696
C. BALANCE				
Operating Surplus/Deficiency	\$0	\$0	\$0	\$0

As part of the Marina Pen Fees, the City will bring to account the amortised portion of the outstanding licence fee income for pen holders who transition across the handover period. This will be funded by PCD as part of the handover payments negotiated as part of the proposed Deed of Handover.

Where the marina business unit operates in a surplus, the surplus will be placed into a reserve for future maintenance and development of the marina. The free cash generated by the depreciation charge will be placed into the reserve for future replacement of waterway assets. Where the marina operates as a deficit, the deficit will be offset against the cash arising from the depreciation charge before being transferred to the reserve.

Under the WEMP agreement, the City is responsible for the maintenance and eventual replacement of the following assets encapsulated by the construction of the seawalls and marina. The Marina is responsible for the following:

- Stage 1 - Floating Pen System
- Marina Administration Building
- Refuelling & Sullage Facility (including jetty, tanks & pipes)
- Boardwalk Stage 1 (35%)
- Outer Seawalls
- Inner Seawalls

Council is responsible for the following:

- The public toilets
- Fishing platform
- Boardwalk (65%)
- Beach shelter and BBQ
- North shelter and BBQ
- Beach Maintenance
- GID/3rd Pipe system
- Sand Bypass

The estimated value of the asset base being “gifted” to council is \$17.325m and will be depreciated over periods ranging from 20 to 50

years. The cash generated from the depreciation will be placed into a reserve to fund the replacement of the assets noted above, apart from the GID.

The aim of the business model is to break-even and the budget set above, will not return a profit to the City. This will need to be closely monitored if the City is to fund the second tranche of 150 marina pens due to be constructed as per the agreement with the WAPC.

The leaseholders of the marina pens are in effect assisting the City to pay for the maintenance of the Marina and associated assets. There is additional income from the leasing of the Marina building, fuel sales and transfers from two reserve accounts. Firstly, the WEMP reserve (money paid by PCD for the ongoing implementation of the waterways environmental management program (including the sand bypass, water quality monitoring and the ongoing running and maintenance of the groundwater interception drain (GID)) and secondly from the Specified Area Rate (the second SAR) also for the maintenance of waterway assets. The Port Coogee precinct will have two specified area rates (SAR). The first and current SAR is for the extra over servicing and maintenance of public open space assets including street lights and cleaning. This SAR will be retained but modified to non-waterway properties and land. The second SAR will be introduced as part of the 2016/17 draft budget and will relate to properties with a waterfront connection. This will mean approximately 55 properties will be moved from the current SAR to the new SAR. The overall income will not be increased.

The proposed mooring pen licence fees enable the City to target a break even situation for the Port Coogee Marina inclusive of allowing for marina related infrastructure depreciation. Council could subsidise the impact of depreciation on pen leaseholders by charging lower pen licence fees but this would cost ratepayers up to \$484,000 per annum. This would not be financially prudent.

This would not be equitable on other ratepayers as the seawall and marina were constructed for the specific purpose and benefiting a select group of persons. There could be an argument that up to \$136,000 is for general use including the boardwalk, public toilets, bbq's and fishing platform. This argument is countered that any surplus generated from the operations of the marina will be reserved and put back into the marina.

Two costs contained within the draft budget for the non-marina assets are:

1. Groundwater Interception Drain (GID)
The aim of this water system is to limit the amount of nutrient rich groundwater in the precinct entering the marina waterways.

The GID provides water for reticulation of the public open space landscaped areas and also provides water through a “third pipe” system available to each residential lot for use in gardens. There is a cost to maintaining this system which is budgeted at \$35,000 per annum. There is no additional charge envisaged for the GID to the end users of the system.

2. Sand Bypass

Every three years approximately 15,000 m³ of sand sediments accreted on the north side of the Port Coogee northern breakwater will have to be relocated to the southern side of the marina to provide a sediment feed to Coogee Beach, so as to offset the risk of erosion of that part of coastline. The cost for this activity is in the order of \$240,000. An annual charge of \$80,000 will be accrued to cover this cost. Again like the GID, the cost is allocated to the marina budget as the sand accretion to the north side and reduced volume on the south side is due to the construction of the Port Coogee breakwaters.

To fund part of the City’s obligations contained in the WEMP agreement, PCD will pay the City approximately \$2.1m at the date of handover. These funds will be placed into the reserve and be drawn on to fund the continued implementation of the environmental management provisions including maintenance of the waterways and other eligible marina elements.

Strategic Plan/Policy Implications

Growing City

- To grow our City in a sustainable way by: using land efficiently, protecting the natural environment and conserving biodiversity.

Infrastructure

- Community facilities that meet the diverse needs of the community now and into the future.
- Community infrastructure that is well planned, managed, safe, functional, sustainable and aesthetically pleasing.
- Partnerships that help provide community infrastructure.

Leading & Listening

- Effective and constructive dialogue with all City stakeholders.
- A responsive, accountable and sustainable organisation.
- Manage our financial and infrastructure assets to provide a sustainable future.

Budget/Financial Implications

The proposed Deed of Handover for which endorsement is sought from Council provides the mechanism for Port Catherine Developments/Fraser Property Group to, in addition to the transferring of property and infrastructure at no cost, also to pay to the City moneys determined and negotiated in the form of:

- a) The 'Minimum Sum' amount for transferring of the Waterways Management Obligations;
- b) The "City's Proportion" of Pen Licence Fees received;
- c) The lease income for the upper floor of the Marina Services Building

The Council's commitment also associated with the Handover Deed is:

- a) The short term casual employment of Fraser's Marina Manager;
- b) The cost of construction in due course of the southern toilet block; and
- c) The ongoing cost of providing and maintaining the non-potable water supply to current and future residences.

Separately the marina mooring pen fee schedule detailed in the Report sets out the proposed fees for existing pen licences that carry past Handover, and new pen licences, the income from these licences being necessary to fund the marina annual operating costs and provide an appropriate allowance for depreciation.

Legal Implications

The City is bound by:

- a) Section 3.58 of the *Local Government Act 1997* in respect to disposal of land whether by sale, leasing or licencing of Local Government owned or managed property. The lease of the portion of the Marina Services Building to Frasers was advised on 21 March 2016 for a period of fourteen days and no submissions were received.
- b) The Port Coogee Waterways Management Transfer Facilitation Agreement, Waterways Environmental Management Program, Port Coogee Marina Reserve Lease in respect to the required take-over of the Port Coogee Marina and the infrastructure associated with the environmental management program.

Community Consultation

Existing mooring pen holders have been advised by correspondence dated 1st April 2016 that matters concerning the Port Coogee Marina handover to the City are being considered by Council at the April Ordinary Council Meeting.

Risk Management Implications

The Risks associated with Council not endorsing the recommendations presented in this Report are significant.

Negotiations with Port Catherine Developments Pty Ltd (PCD) have provided a set of proposed inclusions to a Deed of Handover that balance the interests of both parties and provide a complying outcome in respect to the relevant controlling documents including the Port Coogee Waterways Management Transfer Facilitation Agreement.

The City is obliged to take over management of the Port Coogee Marina and the waterways and the environmental management program commitments as of 24 July 2016. It is the City officer's view that the Handover Deed inclusions provide the most satisfactory, best value, compliant (in respect to controlling documents) and lowest risk outcome for the City and for the current marina pen licence holders.

In the event that any of the recommendations are not endorsed or are varied there is the risk that PCD shall retreat from their current position on one or more other items, leaving the full suite of Handover Deed elements at risk. Additionally if a decision is made on an item that has the effect of being contrary to any of the various controlling documents, there is the risk of a negative response from state agencies such as the WAPC, EPA or DoT and/or legal action being brought by other entities.

A deferral of a decision on one or more of the items may limit the City's ability to be suitably ready for the takeover of the Marina on the 24th July 2016.

Attachment(s)

1. Annexure 1 Current Marina Pen Layout diagram
2. Annexure 2 Future Pen Layout & Remaining Boardwalk & Fishing Jetty Layout Diagram
3. Annexure 3 Proposed Marina Mooring Pen Fee Schedule
4. Annexure 4 Proposed New Port Coogee Mooring Pen Licence (draft)

Advice to Proponent(s)/Submissioners

N/A

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

Nil.

17. COMMUNITY SERVICES DIVISION ISSUES**17.1 (OCM 14/4/2016) - NAMING OF RECREATION & AQUATIC FACILITY
COCKBURN CENTRAL WEST (154/006) (S SEYMOUR-EYLES)
(ATTACH)****RECOMMENDATION**

That Council

- (1) apply the name *Cockburn ARC* to the recreation and aquatic facility at Cockburn Central West, based on the results of the community voting survey, and
- (2) approve funds of \$32,300 from the 2015/16 Municipal Budget Surplus for the development of the style guide, and the final trademarking of the proposed name.

TO BE CARRIED BY AN ABSOLUTE MAJORITY OF COUNCIL**COUNCIL DECISION****Background**

Council at its ordinary Council Meeting in February 2016 resolved that the naming of the new recreation and aquatic centre be deferred and that a four week community naming competition between the four shortlisted names be undertaken.

The four shortlisted names are: AVIVA Cockburn, Stadium Central, Requa Cockburn and Cockburn ARC.

Submission

N/A

Report

2163 people voted in total.

- 51% hard copy voting cards – 1112 people
- 49% online – 1051 people – 19% of whom visited the online voting platform voted.

Facebook paid advertising redirected people to the 'voting platform'

- 1st post (16 February 2016) - reached 69,961 people and secured 162 likes, 2 loves, 1 angry (emoji's)
- 2nd post (2 March 2016) – reached 18,422 people, 29 likes
- The paid advertising resulted in 2727 click throughs to voting platform from the two Facebook advertisements
- Of all people who visited the voting platform – 61% came via Facebook

Cockburn Chat Facebook page

As Cockburn Chat is a closed user group page, paid advertising does not reach it and businesses are not permitted to post on closed user group pages. The City requested the moderator of the site post the competition on Cockburn Chat which occurred and a staff member also shared it to the page.

Facebook comments

- Approximately 120 people commented on Facebook
- 36 of these comments didn't like any option
- Around eight comments were in relation to the lack of aboriginal names
- The remainder were just comments, not negative/ not offering alternative names
- Alternative names that were offered:
 - Success Stadium
 - City of Cockburn Aquatic & Recreation Centre
 - Cockburn Recreation & Aquatic Park
 - Cockburn Recreation Centre
 - Success Recreation & Aquatic Centre
 - Gateway Central
- Cockburn Sports Centre
- Despite material advising that this was about naming the City of Cockburn's Recreation and Aquatic Facility and not the Fremantle Football Club's facility, it was clear that many people still thought

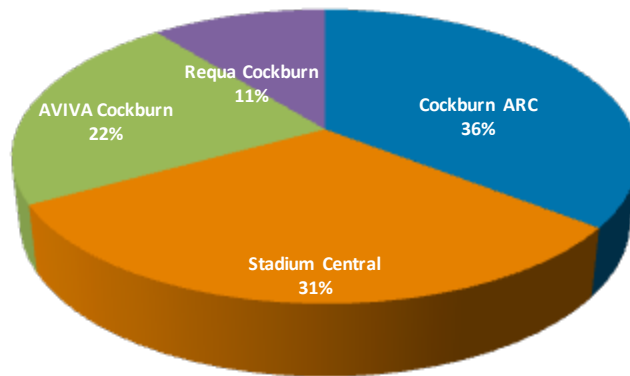
they were naming the Fremantle Football Club's facility, e.g. The Pavlich Centre.

The results of the combined online and hard copy votes were as follows:

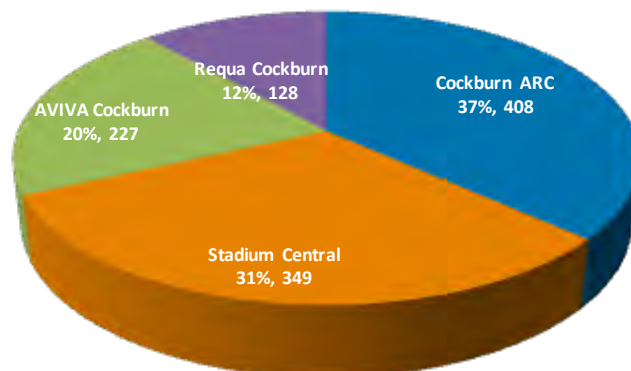
- Requa Cockburn – 11%
- AVIVA Cockburn – 22%
- Stadium Central – 31%
- Cockburn ARC – 36%

Interestingly there was greater support for Cockburn ARC (45%) from those who voted in hard copy at South Lake Leisure Centre.

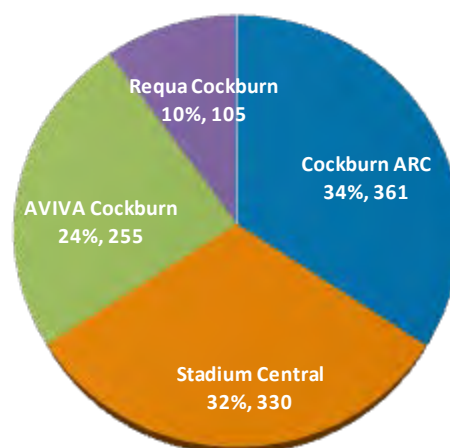
Online & Hard Copy -Total Votes



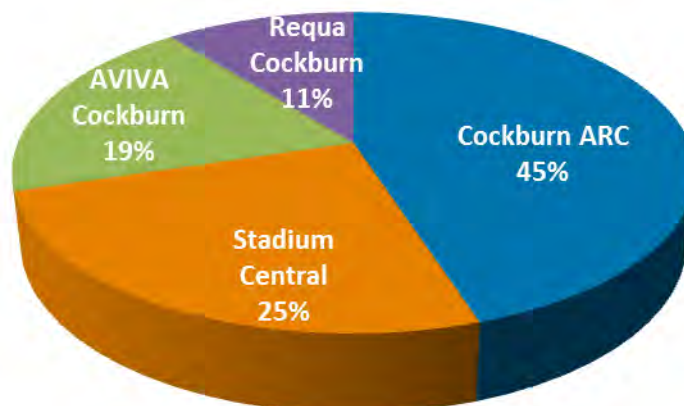
Hard Copy - Total Votes



Online - Total Votes



SLLC - Total Votes



Development of Brand and Brand Style Guide

Website

The new facility will require a dedicated and branded website to ensure that attendance / memberships meet targets. This will include details of hours, prices, employment, childcare, birthday parties, what's on, swim school, membership, café, personal training, ability to book online etc. This will be developed once the new centre Manager is employed and will be a priority together with developing the budget for the centre. The website requires detailed scoping but is likely to cost around \$100K.

Once a name is approved, three further logo concepts need to be developed (\$2,000) and the preferred logo agreed by the reference group. A brand style guide (\$30,000) needs to be developed to inform all future marketing material – digital and printed, signage, uniforms etc. (see attached example from Watermarc in Victoria). Final trademark registration will also then be required (\$300 for 10 years). There is currently no budget allocated for these items in the 2015/16 budget hence the recommendation for Council to allocate funds from the 2015/16 surplus.

Strategic Plan/Policy Implications

Infrastructure

- Facilities that promote the identity of Cockburn and its communities.

Leading & Listening

- Effective and constructive dialogue with all City stakeholders.

Budget/Financial Implications

- Develop three further concepts for the final logo - \$2,000
- Develop Brand Style Guide - \$30,000

- Final trademark registration per name (10 years) - \$300

Legal Implications

N/A

Community Consultation

The marketing of this competition was undertaken via the website, intranet, newspaper advertising, posters, billboards, voting cards at City locations, including the main administration building, South Lake Leisure Centre, Libraries and youth centre, wi-fi, media release, social media, e-newsletters, internally via email signatures and computer screen savers and at the City's concerts and Jetty to Jetty swim. See attachment for more detailed schedule.

The survey closed on 15 March 2016.

Risk Management Implications

The naming of the facility is the first step in the process of developing the style guide which determines the logo, colours, font and all the other 'style matters' that gives the new facility its unique identity as the premier facility in the region. Once this has been resolved, a concerted marketing of the facility can be started in earnest across the City and in the southwest metropolitan region generally. A marketing program that in the first instance culminates in a grand opening and leads to ongoing name recognition is an essential ingredient to long term financial success of the facility. The anticipated deficit in the first year is \$611,000 which is based on a quality well managed marketing plan. A delayed marketing plan could result in an increased deficit.

The builders advise that 93% of the equipment and materials that they require have been ordered. The matters outstanding are in part related to signage and some colour selection. A decision on the name will permit the immediate development of the style guide and provide an opportunity for the builder to order signs and colours that match the City's requirements.

Council has had a deal of community involvement in the naming process through focus groups and the recently completed survey. Reputational damage to the City could occur if the matter is again deferred for community consultation.

Further delay may also perpetuate the perception by some that this is a Fremantle Football Club facility.

Attachment(s)

1. Marketing Schedule
2. Example Style Guide

Advice to Proponent(s)/Submissioners

N/A

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

Nil.

17.2 (OCM 14/4/2016) - REPORT ON IMPOUNDED VEHICLE FENTON WAY, HAMILTON HILL (112/001) (R AVARD) (ATTACH)

RECOMMENDATION

That Council

- (1) receive the report and advise the owner of the vehicle left on Fenton Way Hamilton Hill that the vehicle was impounded lawfully and in accordance with the City's standard operating procedures; and
- (2) write to the State Government Minister of Police seeking a change to Police policy to allow local government to be able to gain the ownership details of a vehicle should they have reason to believe it is abandoned.

COUNCIL DECISION

Background

Clr Clr Sweetman at the Ordinary Council Meeting of 10 March 2016 requested a *Matter Noted for Investigation, Without Debate* as follows:

A report to be brought back to the April Ordinary Council Meeting detailing the process of how the owners of cars reported as abandoned or impounded are notified.

The report should also include a recommendation on how to manage a suitable outcome to the recent impounding of a car in Hamilton Hill, and feasibility of holding yards closer to the City.

Submission

N/A

Report

A regular role of rangers is dealing with abandoned vehicles (AV) across the City with the figures below indicating the extent of the activity.

- 2013/2014 – 506 AV complaints – 108 impounded
- 2014/2015 – 641 AV complaints – 150 impounded
- 2015/2016 – 740 AV complaints – 320 impounded.

There has been a significant number of vehicles being abandoned and not claimed as it is understood it is cheaper today to abandon a vehicle and not claim it as there is a charge to dispose of a vehicle now as scrap metal prices have fallen substantially. The City is also unable to gain the name of the owner from the Police until the vehicle is impounded due to a change in Police procedures. The significant increase in impounded vehicles over the past year has been experienced by most local governments.

Given the number of vehicles impounded the City is unable to store the vehicles at its Council depot.

A standard operating procedure (SOP) is used by rangers to deal with reports of abandoned vehicles and the process to be followed when impounding vehicles. A copy of the SOP is attached to the agenda. In summary the process is as follows:

1. Collect all relevant details of the vehicle that are available.
2. Mark tyres and photograph vehicle.
3. Contact the Police to see if the vehicle is of any interest to them (has it been stolen etc.). If the vehicle is stolen it becomes a police matter.
4. If the owner's details are known rangers request the owner remove the vehicle.
5. Place notices on the vehicle advising that it has been reported and that the vehicle needs to be removed within 24 hours.
6. After 24 hours usually between 5-7 days the ranger revisits the site to see if the vehicle has been removed.

7. If the vehicle has not been removed the ranger checks again to see if the vehicle is of interest to the Police i.e. has it been reported stolen or of interest for some other reason.
8. If it is of no interest to the Police the City's contractors (Mannheim's) remove the vehicle and impound it.
9. The rangers contact the police and advise that the vehicle is impounded and are only then provided with the owner's details. The owners are then written to advising that the vehicle is impounded and where it can be recovered from.
10. If the vehicle is not recovered within 2 months it is disposed of, usually for scrap.

In relation to the Fenton Way Hamilton Hill impounded vehicle. The Rangers received a report from a member of the public on a vehicle that had been left in the same place for at least 4 months. An aerial photograph taken of the City shows the vehicle located at the reported location on 20 November 2015. As a result of the complaint the City's Ranger Services, visited the site on the same day as the report, the 16 February 2016.

The vehicle a badly damaged Daihatsu Charade Registration Number 1DNQ 270 was parked at an angle partly on a crossover that was no longer in use. There was no house or property that could be readily identified with the location of the vehicle and the vehicle was considered by the ranger as likely to be abandoned.

The attending Ranger at the time checked with the Western Australian Police Service (WAPOL) to determine if the vehicle was stolen or of interest to them. The Police advice was that they had no interest in the vehicle but did note its location and registration details. Note that the WAPOL will not provide the City with information of the owners of a vehicle until such time as the vehicle is impounded by the City.

As a consequence the attending officer then placed on the vehicle an Orange sticker advising the owners of the vehicle and any members of the public and other enforcement authorities that the matter had been reported and an enquiry process into this vehicle had commenced. At the same time a 24 hour impound notice number 402828, was placed on the vehicle advising the party responsible for the vehicle of the requirements to move the vehicle within 24 hour period of the notice being issued otherwise it would be impounded.

On 22 February 2016, the City's Ranger revisited the location and found that the vehicle in question had not moved. The ranger then undertook one last investigation with the WAPOL to determine if the vehicle had since been reported stolen or was of interest to them. The vehicle remained of no interest. The vehicle was impounded and taken away 6 clear days from the date of the impounding notice by the City's

contractors Manheim at Perth Airport. Manheim's at the time were the only company that offers a vehicle removal and holding service for vehicles impounded by Councils.

On 25 February 2016 at 12.22 am a person contacted the WAPOL to report the vehicle stolen. On the same day at 13.28pm he contacted the City and was advised that the vehicle had been impounded.

Once the impoundment has occurred and the owner details are obtained from the Police the City then sends to the registered owner of the vehicle a letter advising the owner of the impoundment of the vehicle and the location where the vehicle can be claimed. The owner is then required to pay the required schedule fees for its release. This advice of the impoundment to the owner was made by telephone on 25 February 2016 and hence it had not been stolen.

The owner of the vehicle is also advised that a failure to claim the vehicle within 2 months of being impounded may also result in the vehicle being sold off and the City retrieving some costs off.

Day to day access to the property is via a wide crossover off Phoenix Road and not off Fenton Way. The property runs from Phoenix Road through to Fenton Way as can be seen from the attached map. The vehicle was parked mainly on an old cross over on the back of the property. There is an old gate at the rear of the property. It would be a reasonable assumption that should the owner of the vehicle own the house they would park the damaged vehicle on their property rather than on the City verge. It would also be expected that if the property owner did intend to leave the vehicle on the verge for some time it would be parked clearly on the crossover rather than in a way that could suggest it was driven off the road and abandoned.

The vehicle was impounded lawfully and in accordance with the City's procedures.

The City has a three (3) year agreement with Manheim's for the removal and storage of impounded vehicles. Pickles are another vehicle disposal firm but do not impound and store vehicles; although, they do have a premises in Bibra Lake. With the expiry of the current agreement with Manheim the City will again seek applications from firms to provide this service.

Strategic Plan/Policy Implications

Community & Lifestyle

- Communities that take pride and aspire to a greater sense of community.

- Safe communities and to improve the community's sense of safety.

Budget/Financial Implications

There are no financial obligations on the City at this time. Manheim will charge the owner \$323.40 to retrieve the car from their yard. There will be additional costs to the owner to have the car moved. These costs are not known as it is a decision by the owner on where the vehicle is returned to and by what method.

Legal Implications

The provision for the officers undertaking this action is located within Clause 48 of the City's Parking and Parking Facilities Local Law 2007 (as amended) extract of the relevant section is as below:

No Obstruction of Public Places

48. (1) *A person shall not park a vehicle in a public place so as to cause an obstruction.*
- (2) *For the purposes of sub-clause (1):*
- (a) *a vehicle which is parked in any portion of a public place where vehicles may not lawfully be parked is deemed to be causing an obstruction;*
- (b) *a vehicle that is parked in any portion of a public place where vehicles may lawfully be parked does not cause an obstruction, unless –*
- (i) *the vehicle is so parked for any period exceeding 24 hours, without the consent in writing of the CEO or an authorised person;*

Community Consultation

N/A

Risk Management Implications

The enforcement of the City of Cockburn Local Laws is a clear function of the administration of the City of Cockburn. The administration of Local Laws is rarely brought to Council for consideration due to their essential administrative nature.

Any influence by Council in this operational function without substantial justification would set a precedent where individuals who have been

infringed for any reason could seek recourse from Council to have an infringement withdrawn.

Attachment(s)

1. Photographs showing the vehicle in-situ with the advice stickers in place and an aerial photograph highlighting the location of the vehicle.
2. Standard Operating Procedure (SOP)

Advice to Proponent(s)/Submissioners

N/A

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

Nil.

18. EXECUTIVE DIVISION ISSUES

18.1 (OCM 14/4/2016) - 360 DEGREE ASSESSMENT TOOL ASSESSOR SELECTION (027/002) (S CAIN)

RECOMMENDATION

That Council notes the information contained in the report.

COUNCIL DECISION

Background

At the Ordinary Council Meeting of 10 March 2015, Cr Lee-Anne Smith raised the following Matter for Investigation Without Debate:

“A report to be brought back to the April Ordinary Council Meeting stating: When it comes to choosing who gives feedback in a 360 degrees feedback process, who would generally choose the members who would take part in that 360 degrees performance feedback, and whether it would be a mix of subordinates feeding into the CEO. Basically, in the report to come back, who generally makes

up the members that give feedback on a 360 degrees feedback process”.

Submission

N/A

Report

Wikipedia provides the following definitions about 360 degree performance assessments:

“In [human resources](#) or [industrial psychology](#), 360-degree feedback, also known as multi-rater feedback, multi source feedback, or multi source assessment, is feedback that comes from members of an employee's immediate work circle. Most often, 360-degree feedback will include direct feedback from an employee's subordinates, peers (colleagues), and supervisor(s), as well as a self-evaluation. It can also include, in some cases, feedback from external sources, such as customers and suppliers or other interested stakeholders.

In the selection of the performance assessors, there is no hard rule to apply. The essential ingredient, however, is that the assessor has sufficient knowledge of the candidate in order to make a sound and unbiased assessment.

Jai Ghorpade, a professor of management in the College of Business Administration at San Diego State University says that "involving multiple constituents broadens the scope of information that is gathered. However, a mere increase in the scope of information may not necessarily yield data that are more accurate, impartial, and competent than those provided by the individual manager..." (Source: <http://humanresources.about.com> 'Recommended Methods for your 360 Feedback Process').

In the same article Professor Ghorpade goes on to say that “it is important that organizations allow employee input into the rater (ie assessor) selection process. Perhaps the employee selects several peers, customers, direct reports and knowledgeable co-workers.”

The essential elements of the 360 degree assessment are as follows:

- Assessors (raters) are nominated by the person being assessed;
- They must have solid knowledge of the skills and attributes of the person being assessed ;
- Subordinates can come from various levels of the organisation, but would include immediate subordinates and only others that meet the attributes of the point above;

- Selection of external parties; i.e. peers or the like, has also to meet the requirement for being knowledgeable about the candidates overall performance.

With regard to the input from supervisors, in this case members of the CEO Performance Committee, the literature offers the following pointers:

- The supervisor of the employee and the employee being assessed should always fill out the 360 degree assessment.
- The individual's rating of their own performance is important for later comparison with the assessment group's feedback.
- The supervisor's feedback is important, too, especially since, in most instruments, this feedback is not averaged with the rest of the feedback from other assessor.

Strategic Plan/Policy Implications

Leading & Listening

- A skilled and engaged workforce.

Budget/Financial Implications

N/A

Legal Implications

N/A

Community Consultation

N/A

Risk Management Implications

There are no risks identified with this matter.

Attachment(s)

N/A

Advice to Proponent(s)/Submissioners

N/A

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

Nil.

19. MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

19.1 (OCM 14/4/2016) - COOGEE BEACH RESERVE DOGS ON LEADS (144/003) (R AVARD) (ATTACH)

RECOMMENDATION

That Council

- (1) adopts the proposed City of Cockburn (Local Government Act) Amendment local law 2013 for advertising;
- (2) give state-wide public notice stating that:
 1. The City of Cockburn proposes to amend the City of Cockburn (Local Government Act) Local Laws 2000 the purpose of which is to delete 'Reserve 24306' from the list of places where dogs are restricted under Section 2.6 (1) (d) and replace it with 'Portion of reserve 24306 being the beach and dunes of Coogee Beach Reserve'. The effect of which is to allow dogs on leads on a portion of Reserve 24306, and not allow dog on the beach and the dunes of Coogee Beach Reserve.
 2. A copy of the proposed local law may be inspected or obtained at any place specified in the notice.
 3. Submissions about the proposed local law may be made to the City before the day specified in the notice, being not less than 6 weeks after the notice is given.
- (3) provide a copy of the proposed local law and notice to the Minister for Local Government.

COUNCIL DECISION

Background

In accordance with Council standing orders Councilor Kevin Allen requested that a notice of motion be placed on the agenda for the 14th April 2016 Ordinary Council meeting an amendment to the City of Cockburn Local Laws (2000) to allow dogs on leads on Coogee Beach Reserve.

The notice of motion is as follows:

“In accordance with the requirements of section 3.12 of the Local Government Act seek to amend the City of Cockburn Local Law 2000 (as amended) by deleting Section 2.6 (1) (b) “Reserve 24306 known as Coogee Beach” to allow dogs on leads on Coogee Beach Reserve 24306.”

Submission

N/A.

Report

The City of Cockburn Local Laws identifies Coogee Beach (Reserve 24306) as the only reserve under Council control and management that does not allow dogs on leads. There are 27 reserves that are identified in the Local Laws where dogs can be off leads.

Under section 2.6 (1) of the City Local Laws “A person liable for the control of a dog shall prevent that dog from entering or being in any of the following places:

(d) Reserve 24306 known as Coogee Beach”.

To allow dogs on Coogee Beach we would need to repeal section 2.6 (1) (d). However, Reserve 24306 includes the beach area of Coogee beach which is a very popular swimming area and includes the shark net area. It is proposed that Council allow dogs of leash on the portion of the reserve excluding the beach and dunes area of Coogee Beach on Reserve 24306.

Purpose

Is to delete ‘Reserve 24306’ from the list of places where dogs are restricted under Section 2.6 (1) (d) and replace it with ‘Portion of reserve 24306 being the beach and dunes of Coogee Beach Reserve’.

Effect

Is to allow dogs on leads on Reserve 24306, and restrict dogs on leads on the beach and the dunes of Coogee Beach Reserve.

The Process

If Council adopts this local law for advertising, the public comment period will be open for six weeks. The item will then be brought back to Council for adoption whereby all submissions will be considered. If there are significant changes to the amendments, the item goes back

for a six week submission period again. The amendment gazettal is then advertised before the local law will come in to effect. The amendment is then reviewed by the Joint Standing Committee on Delegated Legislation.

Strategic Plan/Policy Implications

Community & Lifestyle

- Promotion of active and healthy communities.

Leading & Listening

- Effective and constructive dialogue with all City stakeholders.

A Prosperous City

- Creation and promotion of opportunities for destination based leisure and tourism facilities.

Budget/Financial Implications

Costs associated with any the amendments to the Local Laws are of a minor nature and can be dealt with in current budget allocations.

Legal Implications

There is a requirement to meet section 3.12 of the Local government Act which relates to making and amending a Local Law.

Community Consultation

The Act has very specific requirements in relation to amending a Local Law in relation to advice to the community. The City will meet its statutory obligations and also consult in accordance to Council's Community Consultation Policy.

Risk Management Implications

There are frequently strong views held by the community as to the areas dogs can and cannot be. Coogee Reserve is very popular especially for families. Any proposed amendments to the status quo in relation to dogs will create considerable debate and potential criticism of Council.

Attachment(s)

1. Plan of Coogee Beach Reserve
2. Proposed *City of Cockburn (Local Government Act) Amendment Local Law 2016*

Advice to Proponent(s)/Submissioners

N/A

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

Nil.

- 20. **NOTICES OF MOTION GIVEN AT THE MEETING FOR CONSIDERATION AT NEXT MEETING**
- 21. **NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY COUNCILLORS OR OFFICERS**
- 22. **MATTERS TO BE NOTED FOR INVESTIGATION, WITHOUT DEBATE**
- 23. **CONFIDENTIAL BUSINESS**
 - 23.1 **(OCM 14/4/2016) - MINUTES OF THE CHIEF EXECUTIVE OFFICER PERFORMANCE & SENIOR STAFF KEY PROJECTS APPRAISAL COMMITTEE MEETING - 31 MARCH 2016**

RECOMMENDATION

That Council adopt the Minutes of the Chief Executive Officer Performance & Senior Staff Key Projects Appraisal Committee Meeting held on Thursday, 31 March 2016, as attached to the Agenda, and adopt the recommendations therein.

COUNCIL DECISION

Background

The Chief Executive Officer's Performance and Senior Staff Key Projects Appraisal Committee met on 31 March 2016 2016. The minutes of that meeting are required to be presented to Council and its recommendations considered by Council.

Submission

The Minutes of the Committee meeting are provided as a confidential attachment to the Agenda. Items dealt with at the Committee meeting form the basis of the Minutes.

Report

The Committee recommendations are now presented for consideration by Council and, if accepted, are endorsed as the decisions of Council. Any Elected Member may withdraw any item from the Committee meeting for discussion and propose an alternative recommendation for Council's consideration. Any such items will be dealt with separately, as provided for in Council's Standing Orders.

Strategic Plan/Policy Implications

Leading & Listening

- A responsive, accountable and sustainable organisation.
- A skilled and engaged workforce.

Budget/Financial Implications

Committee minutes refer.

Legal Implications

Committee minutes refer.

Community Consultation

N/A

Risk Management Implications

Committee minutes refer.

Attachment(s)

Minutes of the Chief Executive Officer Performance and Senior Staff Key Projects Appraisal Committee meeting held 31 March 2016 are provided to the Elected Members as a confidential attachment.

Advice to Proponent(s)/Submissioners

The CEO and Senior Staff have been advised that this item will be considered at the April 2016 Ordinary Council Meeting.

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

Committee Minutes refer.

24 (OCM 14/4/2016) - RESOLUTION OF COMPLIANCE (SECTION 3.18(3), LOCAL GOVERNMENT ACT 1995)

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.

COUNCIL DECISION

25 (OCM 14/4/2016) - CLOSURE OF MEETING

The meeting closed at

CITY OF COCKBURN

SUMMARY OF MINUTES OF AUDIT & STRATEGIC FINANCE COMMITTEE MEETING HELD ON THURSDAY, 17 MARCH 2016 AT 6:00 PM

	Page
1. DECLARATION OF MEETING.....	1
2. APPOINTMENT OF PRESIDING MEMBER (IF REQUIRED)	1
3. ACKNOWLEDGEMENT OF RECEIPT OF WRITTEN DECLARATION.....	1
4. (ASFC 17/3/2016) - APOLOGIES & LEAVE OF ABSENCE	1
5. PUBLIC QUESTION TIME	2
6. DEPUTATIONS & PETITIONS.....	2
7. CONFIRMATION OF MINUTES.....	2
7.1 <u>(MINUTE NO 167)</u> (ASFC 17/3/2016) - MINUTES OF THE AUDIT & STRATEGIC FINANCE COMMITTEE MEETING - 19 NOVEMBER 2015.....	2
8. BUSINESS LEFT OVER FROM THE PREVIOUS MEETING (IF ADJOURNED)	2
9. DECLARATION OF COUNCILLORS WHO HAVE NOT GIVEN DUE CONSIDERATION TO MATTERS IN THE BUSINESS PAPER	2
10. COUNCIL MATTERS.....	2
10.1 <u>(MINUTE NO 168)</u> (ASFC 17/3/2016) - RISK MANAGEMENT INFORMATION REPORT (021/012) (J NGOROYEMOTO).....	2
10.2 <u>(MINUTE NO 169)</u> (ASFC 17/3/2016) - LOCAL GOVERNMENT COMPLIANCE AUDIT RETURN 2015 (087/005) (J NGOROYEMOTO) (ATTACH)	7
10.3 <u>(MINUTE NO 170)</u> (ASFC 17/3/2016) - FINANCIAL AUDITS - EXTERNAL AUDIT SERVICES (067/002) (S DOWNING) (ATTACH)	8
11. PLANNING & DEVELOPMENT DIVISION ISSUES	10
12. FINANCE & CORPORATE SERVICES DIVISION ISSUES	10
12.1 <u>(MINUTE NO 171)</u> (ASFC 17/3/2016) - 2015/16 EXTERNAL AUDIT PLAN (067/003) (N MAURICIO) (ATTACH)	10
13. ENGINEERING & WORKS DIVISION ISSUES.....	14
14. COMMUNITY SERVICES DIVISION ISSUES.....	14
15. EXECUTIVE SERVICES DIVISION ISSUES	14
16. MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN	14
17. NOTICES OF MOTION GIVEN AT THE MEETING FOR CONSIDERATION AT NEXT MEETING.....	15
18. NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF MEETING BY COUNCILLORS OR OFFICERS	15

19.	MATTERS TO BE NOTED FOR INVESTIGATION, WITHOUT DEBATE.....	15
20.	CONFIDENTIAL BUSINESS.....	15
21	(ASFC 17/3/2016) - CLOSURE OF MEETING.....	15

CITY OF COCKBURN

MINUTES OF AUDIT & STRATEGIC FINANCE COMMITTEE MEETING HELD ON THURSDAY, 17 MARCH 2016 AT 6:00 PM

PRESENT:

ELECTED MEMBERS

Mr S Portelli	-	Councillor (Presiding Member)
Mr L Howlett	-	Mayor
Mrs C Reeve-Fowkes	-	Deputy Mayor
Mr K Allen	-	Councillor
Mr B Houwen	-	Councillor

IN ATTENDANCE

Mr D. Green	-	Director, Governance & Community Services
Mr S. Downing	-	Director, Finance & Corporate Services
Mr D. Arndt	-	Director, Planning & Development
Mr C. Sullivan	-	Director, Engineering & Works
Mr J Ngoroyemoto	-	Governance & Risk Co-ordinator
Mrs B. Pinto	-	PA to Directors – Fin. & Corp. Services & Governance & Comm. Services

1. DECLARATION OF MEETING

The Presiding Member declared the meeting open at 6.04 pm.

2. APPOINTMENT OF PRESIDING MEMBER (If required)

Nil.

3. ACKNOWLEDGEMENT OF RECEIPT OF WRITTEN DECLARATION

Nil

4 (ASFC 17/3/2016) - APOLOGIES & LEAVE OF ABSENCE

Clr Chamonix Terblanche	-	Leave of Absence
Mr Stephen Cain, CEO	-	Apology



5. PUBLIC QUESTION TIME

Nil

6. DEPUTATIONS & PETITIONS

Nil

7. CONFIRMATION OF MINUTES

7.1 **(MINUTE NO 167) (ASFC 17/3/2016) - MINUTES OF THE AUDIT & STRATEGIC FINANCE COMMITTEE MEETING - 19 NOVEMBER 2015**

RECOMMENDATION

That Council receive the Minutes of the Audit and Strategic Finance Committee Meeting held on Thursday, 19 November 2015 as a true and accurate record.

COMMITTEE RECOMMENDATION

MOVED Mayor L Howlett SECONDED Cllr K Allen that the recommendation be adopted.

CARRIED 5/0

8. BUSINESS LEFT OVER FROM THE PREVIOUS MEETING (IF ADJOURNED)

Nil

9. DECLARATION OF COUNCILLORS WHO HAVE NOT GIVEN DUE CONSIDERATION TO MATTERS IN THE BUSINESS PAPER

Nil

10. COUNCIL MATTERS

10.1 **(MINUTE NO 168) (ASFC 17/3/2016) - RISK MANAGEMENT INFORMATION REPORT (021/012) (J NGOROYEMOTO)**

RECOMMENDATION

That Council receive the report on the Risk Management Program.



COMMITTEE RECOMMENDATION

MOVED Deputy Mayor C Reeve-Fowkes SECONDED Mayor L Howlett that the recommendation be adopted.

CARRIED 5/0

COUNCIL DECISION**Background**

At the Ordinary Council Meeting on 13 June 2013, Council endorsed the City's Risk Management Policy and associated roll-out program. Subsequently at the Ordinary Council Meeting (OCM) of 11 December 2014, via the Audit Committee, Council endorsed the Risk management Strategy. The City is progressing in implementing the Risk Program, and this report provides an update on the key milestones achieved over the past 4 months since the last information report was submitted to the Audit Committee.

The City's Risk Program, through adopting the guidelines and principles of the Australian risk standard, AS/NZ ISO 31000:2009 is committed to a culture of risk management. City policy SC51 Enterprise Risk Management (the policy) is a commitment by the City to ensuring that sound risk management practices and procedures are fully integrated into its strategic and operational processes and day to day business practices. The City continues to roll out the Risk Program in line with the Risk Management Strategy.

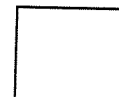
Submission

N/A

Report

Risk Management Program;

1. The City's Risk Monitoring and Reporting System; All of the City's operational risks are currently housed on excel spreadsheet. Investigations to identify an appropriate Risk Management Software have now been completed. Requests for quotations were sent out to three selected providers in accordance with the procurement policies. An analysis was conducted, and Risk Management and Safety Systems Pty Ltd (RMSS) were selected as the successful service provider.
2. Risk Review Group (RRG); Risk review group has been leading the review of the position statement PSES7 'Reports to Council',



in order to incorporate risk management as a standing item on the agendas. The DAPPS Committee reviewed the Position Statement at its meeting of 25 February 2016 and subsequently adopted by Council on 10 March 2016. It is anticipated that this practice will commence in April 2016, after proper training for staff. The RRG continues its work on reviewing the Internal Audit Plan as its current project, in conjunction with spearheading implementation of RMSS software.

3. Strategic Risks; LGIS Risk Management is facilitating the development of a City of Cockburn Strategic Risk Register. This process has seen four workshops conducted with the Executive during the month of February. The workshops were focused on establishing the Strategic context, identifying Strategic risks, analysis, evaluation and treatments. The resulting strategic risk register will be presented at the next Audit committee meeting.
4. Operational Risks; 265 operational risks currently sit on the City's risk registers. All risks were reviewed at the previous Audit Committee meeting of November 2015, and have been rated using the City's risk matrix and compiled on excel spreadsheets. As at 10 March, there are;
 - NO EXTREME risks
 - 3 HIGH risks
 - 28 SUBSTANTIAL
 - 116 MODERATE risks
 - 115 LOW risks

Updates on the previously identified HIGH risks are detailed below;

Risk Update: EW18

Risk ID	Risk Statement	Existing Controls	Risk Rating
EW18	Inability to appropriately manage coastal Council Built assets and other infrastructure leading to loss of and/or higher rates of deterioration and associated maintenance costs.	CSCA Coastal vulnerability and adaptation studies being undertaken.	High

Comment: CSCA Adaptation report expected March, which will provide recommended coastal adaptation actions. Sand bypassing has been undertaken at Port Coogee to assist preserve Coogee Beach width. A seawall inspection has also been carried out at Port Coogee and remedial works will be undertaken by Fraser Property over next 3 months. Additionally a beach remediation contract will be advertised by the City in March which when the works are completed will provide a



buffer between beach and the reserve at C Y O'Connor Beach. This risk remains rated as High.

Risk Update: EW20

Risk ID	Risk Statement	Existing Controls	Risk Rating
EW20	Failure to manage adverse environmental impacts on Natural Assets (coastal reserves and wetlands including loss of biodiversity)	CSCA Coastal vulnerability and adaptation studies being undertaken.	High

Comment: CSCA Adaptation Plan expected March, which will provide recommended environmental actions, planning for biodiversity buffer zones, environmental vegetation management plans and groundwater management. This risk currently remains rated as High.

Risk Update: EW38

Risk ID	Risk Statement	Existing Controls	Risk Rating
EW38	Closure of the SMRC or becomes no longer viable	<p>"All waste staff to remain informed on industry trends.</p> <p>Sit on advisory committee to SMRC.</p> <p>Alternative sites including private contractors, landfill (waste, recycling, green waste).</p> <p>Agreements with other facilities.</p> <p>Use of hopper camera to check contents in the bin.</p> <p>HWRP could landfill all kerb collected waste initially. EOI to determine consultants qualified to deliver a Commercial Materials Recovery Facility. RFT to follow.</p> <p>Loan commitments will still be active though the risk of disposal of waste is reduced. DER reinstated full licence conditions."</p>	High

Comment: This issue is still the subject for discussion between Elected Members and Executive. The City has the option to landfill waste if the SMRC were to close with short notice, though this outcome is unlikely. The DER has permitted the SMRC to run at full capacity now that the



odour issues are resolved. Mr Sullivan and Mr Downing currently represent the City at a strategic level at SMRC at REC (Regional Executive Committee) Meetings. The construction of a Materials Recovery Facility is still proposed. The scope and type of this facility depends on decisions around the strategic future of waste management at Cockburn. This risk remains rated as High.

Future direction

As the City continues to implement and embed risk management through its Risk Program, the next four months will continue to focus on the following key areas and current initiatives:

- Implementation (scoping, project management, installation and configuration) staff training, system trial and rollout of the Risk Management and Safety Systems Software (RMSS)
- Finalisation and endorsement of the Strategic Risk Register
- Internal Audit Plan review
- Staff training awareness on usage of the 'risk management implications' section on Council Reports
- Continual review and monitoring of Operational risks

Strategic Plan/Policy Implications

Leading & Listening

- A responsive, accountable and sustainable organisation.
- A culture of risk management and compliance with relevant legislation, policy and guidelines

Budget/Financial Implications

The City's 2015/16 Annual Budget makes provision for the continue development of and further introduction of Risk Management Framework.

Legal Implications

Local Government (Audit) Regulations 2013, Reg. 17.

Community Consultation

N/A

Attachment(s)

N/A

Advice to Proponent(s)/Submissioners

N/A



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

Nil.

10.2 (MINUTE NO 169) (ASFC 17/3/2016) - LOCAL GOVERNMENT COMPLIANCE AUDIT RETURN 2015 (087/005) (J NGOROYEMOTO) (ATTACH)

RECOMMENDATION

That Council adopt the Local Government Compliance Audit Return for the period 1 January 2015 to 31 December 2015, as attached to the Agenda.

COMMITTEE RECOMMENDATION

MOVED Deputy Mayor C Reeve-Fowkes SECONDED Mayor L Howlett that the recommendation be adopted.

CARRIED 5/0

COUNCIL DECISION

Background

Since 2000, completion of the Local Government Compliance Audit Return has been mandatory for all local governments in this State in accordance with Regulations 14 and 15 of the Local Government (Audit) Regulations 1996.

Submission

N/A

Report

The Annual Compliance Audit Return is to be presented to, and reviewed by, a meeting of the Audit and Strategic Finance Committee in accordance with Regulation 14(3A) of the Local Government (Audit) Regulations 1996 and the result of that review be reported to a meeting of Council for adoption.

Following adoption by Council, a certified copy of the Return, signed by the Mayor and Chief Executive Officer, along with a copy of the relevant section of the Council Minutes, is submitted to the Director



General, Department of Local Government and Regional Development in accordance with Regulations 14 and 15 of the Local Government (Audit) Regulations 1996, by 31 March. The Return indicates a conformity rating of 100% for the year.

Strategic Plan/Policy Implications

Leading & Listening

- A responsive, accountable and sustainable organisation.
- A culture of risk management and compliance with relevant legislation, policy and guidelines

Budget/Financial Implications

N/A

Legal Implications

Regulations 14 and 15 of the Local Government (Audit) Regulations 1996 refer.

Community Consultation

N/A

Attachment(s)

City of Cockburn Compliance Audit Return 2015.

Advice to Proponent(s)/Submissioners

N/A

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

Nil.

10.3 (MINUTE NO 170) (ASFC 17/3/2016) - FINANCIAL AUDITS - EXTERNAL AUDIT SERVICES (067/002) (S DOWNING) (ATTACH)

RECOMMENDATION

That Council note the report.



COMMITTEE RECOMMENDATION

MOVED Clr K Allen SECONDED Clr B Houwen that the recommendation be adopted.

CARRIED 5/0

COUNCIL DECISION**Background**

As part of the post-local government reform agenda, the Minister for Local Government has proposed a greater role for the Auditor General of WA auditing Local Governments in Western Australia. The role, envisioned by the Minister is to review the financial and non-financial performances of Councils. The relevant sections of the Local Government Act have been amended to permit the Auditor General to take on the role envisioned by the Minister.

Submission

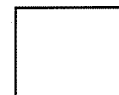
N/A

Report

Auditing of Local Governments in WA is performed under Section 7.2 of the Local Government Act. This has allowed individual Councils to appoint a suitably qualified auditor to audit the financial performance of the Council. The focus of the audit has been on the annual financial statements of the Council including an interim audit focusing on financial systems and controls. In addition to the formal audit of the financial statements of the Council, the City of Cockburn has contracted with a suitably qualified accounting firm to undertake a range of internal audit functions.

The Department of Local Government and Communities (DLGC) has written to all Councils in WA advising of the proposed changes to the Local Government Act and the role the Auditor General will undertake in auditing the finances of Councils. As a precursor to any formal action, the DLGC has requested when audit contracts expire for all Councils. This will allow the DLGC and Auditor General to manage a staged role out of the new process. This process has yet to be finalised and advised to Councils.

The City has advised the DLGC that the City's current audit contract will expire with the completion of the audit associated with the 2015/16 Financial Statements.



A copy of the letter from Director General of the DLGC is attached

Strategic Plan/Policy Implications

Leading & Listening

- Effective and constructive dialogue with all City stakeholders.
- Manage our financial and infrastructure assets to provide a sustainable future.

Budget/Financial Implications

N/A

Legal Implications

Sec. 7.2 of the Local Government Act 1995, refers.

Community Consultation

N/A

Attachment(s)

1. Email from Senior Legislative & Strategy Officer, Department of Local Government & Communities.
2. Letter from Director General, Department of Local Government & Communities.

Advice to Proponent(s)/Submissioners

N/A

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

Nil.

11. PLANNING & DEVELOPMENT DIVISION ISSUES

Nil

12. FINANCE & CORPORATE SERVICES DIVISION ISSUES

12.1 (MINUTE NO 171) (ASFC 17/3/2016) - 2015/16 EXTERNAL AUDIT PLAN (067/003) (N MAURICIO) (ATTACH)

RECOMMENDATION

That Council :

- (1) adopt the External Audit Plan for the year ending 30 June 2016,



as attached to the Agenda; and

- (2) endorse the Presiding Member of the Committee to sign on behalf of the Committee, the Fraud and Error Assessment document submitted by the City's appointed Auditor, Macri Partners.

COMMITTEE RECOMMENDATION

MOVED Mayor L Howlett SECONDED Clr K Allen that the recommendation be adopted.

CARRIED 5/0

COUNCIL DECISION

Background

Section 7.12A of the Local Government Act 1995 requires a local government to assist its appointed auditor conduct successful and expeditious audits.

Regulation 16 of the Local Government (Audit) Regulations 1996 states that an audit committee may provide guidance and assistance to the local government in relation to matters to be audited and the scope of audits and this is reinforced within Local Government operational guidelines for the appointment, function and responsibilities of Audit Committees.

The duties and responsibilities listed under the City's terms of reference for the Audit & Strategic Finance Committee includes point 6.1.12 - Discuss with the external auditor the scope of the audit and the planning of the audit

Submission

N/A

Report

The City's External Auditor, Macri Partners has forwarded their proposed Audit Plan for the financial year ending 30 June 2016. This serves to inform members of the Audit and Strategic Finance Committee and the City's Management about the Auditor's responsibilities and how they will be discharged.



The Audit Plan outlines the purpose and scope of the audit and explains the audit approach and methodology to be used. The audit is delivered over two stages, being interim audit and final audit. Planning and control evaluation activities are undertaken during the interim audit stage, with substantive testing and audit completion making up the final audit stage.

The interim audit stage is primarily concerned with the examination of internal controls and reviewing the control and risk assessment environment within the City. This is aimed at ultimately providing the auditor with sufficient confidence in the information reported within the City's financial statements to allow an unqualified audit opinion to be expressed.

During the final audit stage, the Auditor focuses on auditing and testing balances, disclosures and other information within the City's financial statements. Management representations are also sought during this stage and the Auditor forms their audit opinion upon completion. The audit opinion given may be qualified if the Auditor has not been able to achieve the necessary level of confidence required for an unqualified opinion. The City's management always aims to work co-operatively with the Auditor to mitigate any risk of a qualified audit.

The 2015/16 Audit Plan has a number of focus areas including the following:

Revenue	Completeness and accuracy of Rates and service charges, Grant income, Fees and charges and Other revenue.
Expenses	Completeness of operating expenses.
Payroll	Completeness of payroll expenses.
Cash and Cash Equivalents, Investments	Existence, completeness and accuracy of cash and investment balances held with financial institutions.
Trade and Other Receivables	Existence, completeness and accuracy of receivables.
Property and Infrastructure	<ul style="list-style-type: none"> • Impairment of property and infrastructure • Appropriateness of useful lives • Accuracy of depreciation charge
Plant and Equipment	Valuation and accuracy of the asset class
Trade and Other Payables	Existence, completeness and accuracy of Sundry Creditors.
Borrowings	Existence, completeness and accuracy of borrowings with the Western Australian Treasury Corporation (WATC).
Provisions for Annual and Long Service Leave	Completeness, Accuracy and Valuation of Annual and Long Service Leave provisions.

The Auditor is required to consider fraud in the audit of the City's financial report in accordance with Auditing Standard ASA 240 *The Auditor's responsibility to consider fraud in an Audit of a*



Financial Report. The Audit Plan outlines the procedures to be undertaken and they will report any findings to Council.

The Auditor requires a Fraud and Error Assessment Form to be signed by the Presiding Member of the Audit and Strategic Finance Committee on behalf of the Committee. This attests to whether Council's Policies and Procedures are adequate to minimise the risk of fraud, whether there is any awareness of fraud or suspected fraud and whether management has communicated its processes for identifying/responding to risks of fraud to the Committee.

Regulation 17A of the Local Government (Financial Management) Regulations 1996 required the take up of fair value for all property, plant, equipment and infrastructure assets, phased in over a three year period ending 2014/15. The City successfully achieved this requirement last financial year and this same regulation now requires plant and equipment to be revalued during the 2015/16 financial year. For this reason, the audit plan has identified plant and equipment values as a significant risk area this year. However, the City is well prepared to successfully meet this regulatory requirement.

Materiality drives the scope of the audit and is determined in accordance with auditing standards. The Auditors use their professional judgement to assess what is considered material and has set various materiality thresholds within the Audit Plan as follows:

Type of Materiality	Amount
Overall materiality	\$2,500,000 - Approximately 2% of Total budgeted expenditure (2015/16 year) \$124.1M
Performance materiality	\$1,875,000 - which has been set at 75% of Overall Materiality
Trivial error threshold	\$125,000 - which has been set at 5% of overall materiality

Explanations for what and how these are used are disclosed in the Audit Plan.

Strategic Plan/Policy Implications

Leading & Listening

- Effective and constructive dialogue with all City stakeholders.
- A responsive, accountable and sustainable organisation.
- A culture of risk management and compliance with relevant legislation, policy and guidelines

Budget/Financial Implications

The 2015/16 budget includes sufficient provision for the conduct of the external audit.



Legal Implications

Australian Auditing Standards (AS 2401: Consideration of Fraud in a Financial Statement Audit) require the Auditor to consider the risk that fraud could occur within the Council. In preparing their Interim Audit Fraud Risk Assessment, they communicate with the Audit and Strategic Finance Committee through this Fraud and Error Assessment Form. Arising from this requirement, the Presiding Member signs an appropriate statement on behalf of the Audit and Strategic Finance Committee.

Community Consultation

N/A

Attachment(s)

1. City of Cockburn External Audit Plan for the year ending 30 June 2016.
2. Fraud & Risk Assessment Form

Advice to Proponent(s)/Submissioners

N/A

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

Nil.

13. ENGINEERING & WORKS DIVISION ISSUES

Nil

14. COMMUNITY SERVICES DIVISION ISSUES

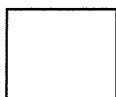
Nil

15. EXECUTIVE SERVICES DIVISION ISSUES

Nil

16. MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil



17. NOTICES OF MOTION GIVEN AT THE MEETING FOR CONSIDERATION AT NEXT MEETING

Nil

18. NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF MEETING BY COUNCILLORS OR OFFICERS

Nil

19. MATTERS TO BE NOTED FOR INVESTIGATION, WITHOUT DEBATE

Nil

20. CONFIDENTIAL BUSINESS

Nil

21 (ASFC 17/3/2016) - CLOSURE OF MEETING

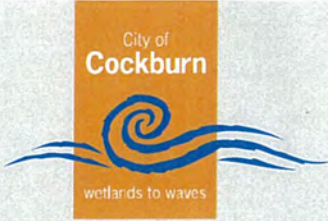
6.18 pm.

CONFIRMATION OF MINUTES

I, (Presiding Member) declare that these minutes have been confirmed as a true and accurate record of the meeting.

Signed: Date:/...../.....





City of Cockburn
STRATEGIC COMMUNITY PLAN
2016–2026



cockburn.wa.gov.au

CONTENTS

3	EXECUTIVE SUMMARY
4	INTRODUCTION
5	SUCCESS
5	KEY ACHIEVEMENTS
7	RECOGNITION
8	CHALLENGES AHEAD
8	OUR VALUES ENABLE OUR VISION
8	OUR VISION
8	OUR STRATEGIC OBJECTIVES
9	CITY GROWTH
9	MOVING AROUND
10	COMMUNITY, LIFESTYLE AND SECURITY
11	ECONOMIC, SOCIAL AND ENVIRONMENTAL RESPONSIBILITY
11	LEADING & LISTENING
12	REPORTING
12	TAKING A 'PULSE'
12	PROGRESS REPORTS
13	REFERENCE INFORMATION
13	CORPORATE PLANNING FRAMEWORK
14	COMMENT ON COCKBURN
15	COMMUNITY WORKSHOPS
17	PERCEPTION SURVEYS
18	CUSTOMER SATISFACTION SURVEYS
18	COMMUNITY CONVERSATION
19	KEY DOCUMENTS
20	OUR CITY IN A SNAPSHOT
22	WHAT WE WILL LOOK LIKE BY 2026
23	RISK

EXECUTIVE SUMMARY

The Strategic Community Plan encompasses the period 2016 to 2026. The plan is reviewed every two years with a formal review, including community consultation, every four years. This plan includes feedback from consultation that occurred in 2015/2016.

The Plan has been prepared in accordance with the Integrated Planning and Reporting Framework and Guidelines issued by the Department of Local Government.

Population forecasts indicate that the City continues to grow at 2.5% to 3.5% per annum and remains a “growth” council. This will result in approximately 38,000 more people calling Cockburn “home” over the life of this plan.

Community aspirations have been listed under the Reference Information section of the document and recognised in the strategic objectives. They are grouped around five key themes:

City Growth	planning for the population growth of our City and maintaining our strong financial position
Moving Around	facilitating safe, efficient, connected and sustainable movement around the City
Community, Lifestyle & Security	providing safe, attractive, healthy programs and infrastructure for a diverse range of activity and people
Economic, Social & Environmental Responsibility	enabling a sustainable future economically, socially and environmentally; including business activity, job opportunities and sustainable use of resources
Leading & Listening	being accountable to our community and engaging through multiple effective communication channels

These are further elaborated and priorities reflected in the Corporate Business Plan.

INTRODUCTION



The Strategic Community Plan 2016 – 2026 sets the City's direction and lists our strategic aspirations. It reflects the priorities of our community and builds on our history and the previous plans we have to shape our community. This document contains our major achievements and awards since the last Strategic Community Plan was published four years ago, as well as the challenges we face over the next ten years.

This plan states our strategic vision and the values which enable this vision. It lists our high level objectives under five key themes. We've included the framework and model under which we plan and the key outcomes of our community consultation. Other information such as a snapshot of what the City looks like now, how it will change over the next ten years, relevant demographic data and a statement about how we deal with risk are also included.

The City looks forward to working with our community over the next ten years. Thank you to everyone who participated in our community consultation.

A handwritten signature in black ink that reads "Logan Howlett". The signature is written in a cursive, flowing style.

Logan K Howlett JP
Mayor

SUCCESS

Key Achievements 2012 – 2016

Over the past four years we achieved a lot of what we set out to achieve despite resources having to be allocated to the local government reform program which was cancelled in February 2015. Some of our key achievements during this period were:

Working with the community on the “Hands Off Cockburn” campaign, which sent the state government a clear message on amalgamations

Lobbying and marketing campaigns that resulted in \$145 million commitment of funding for the duplication of Armadale Road; funding for a train station at Aubin Grove (\$75 million) and funding for the duplication of the Russell Road Bridge (\$38 million)

Supporting the “Rethink the Link” community campaign to oppose the Perth Freight Link

Undertaking significant community infrastructure projects totalling more than \$55 million; including the Cockburn Health & Community Facility (including Success Library); Coogee Beach Surf Life Saving Club, and Western Suburbs Skate Park (Market Garden Swamp, Spearwood)

Realising land sales of \$50 million, including former drainage sumps which were reinvested to community infrastructure

Funding for the \$109 million Regional Aquatic & Recreation Facility, with the City attracting \$22.4 million in grant funding from the Federal and State Governments

Major roads upgraded including Spearwood Avenue, Beeliar Drive, Berrigan Drive and North Lake Road

Development of the Phoenix Business Park, Port Coogee Marina Village; and Beeliar Village Town Centre was facilitated and all areas are now home to thriving local businesses

Underground power installed in areas of Hamilton Hill (East) and Coolbellup (East) after successful bids for part funding under the State Underground Power Program

Demonstrated leadership in the area of sustainability through continued investment in renewable energy, including installation of photovoltaic cells on many City buildings; two Electric Vehicle charging stations; and approval for geothermal at the new Regional Aquatic and Recreation Facility.

The City leads the Cockburn Sound Coastal Alliance (CSCA) to work on an integrated and collaborative approach to coastal impacts of climate change

Supported innovative projects with the installation of an Eco-Shark Barrier at Coogee Beach

Ongoing installation of CCTV cameras to increase security as part of our crime prevention strategy





Awards and Recognition

The City was formally recognised in the last four years at state and national level for many of its achievements:

Keep Australia Beautiful 2012 Australian Sustainable Cities Awards, National Award - Overall Winner (National); National Winner (Energy Innovation) and National Winner (Community Action and Partnerships)

Urban Development Institute of Australia (UDIA) National Awards for Excellence - 2012 Australand - National Regional Development Award Port Coogee Winner National Environmental Excellence Award

Public Sector Commission 2012 Western Australia Premier's Awards Finalist, Cockburn Community Fund (Strengthening Families and Communities)

Heritage Council, 2013 Western Australian Heritage Awards Finalist, Outstanding Heritage Practices by a Local Government

Public Health Advocacy Institute WA 2013 Children's Environment and Health, Local Government Awards; Overall Winner - Best in WA and Category Winner - Child care centre design/placement and Category Winner - Smoke free environments and Category Winner - Prevention of disease and Category Winner - Child Health and development

Planning Institute of Australia (WA Division) 2013 Awards for Planning Excellence Category Winner - Hard Won Victory for Scheme Amendment 92 - Bushfire Prone Areas.





CHALLENGES AHEAD

The City faces some significant external challenges including State Government planning and the funding of infrastructure and services. Internally, the most significant issue is the management of municipal and commercial waste (and the income stream generated by commercial waste). The pace of innovation and cost of new technology is also a challenge for the City. A more detailed discussion of these is included in the Corporate Business Plan 2016/17 – 2019/20.

OUR VALUES ENABLE OUR VISION

We seek to have all employees think and act according to five values. These values influence our workforce culture and assist our staff to deliver quality customer service.



OUR VISION

Council's vision is to build on the solid foundations that our history has provided to ensure that Cockburn of the future will be the most attractive place to live, work, visit and invest in, within the Perth Metropolitan area.

OUR STRATEGIC OBJECTIVES

City Growth

Moving Around

Community, Lifestyle and Security

Economic, Social and Environmental Responsibility

Leading and Listening



City Growth

planning for the City's population growth and maintaining our strong financial position

- 1 Ensure planning caters for a population growth of 38,000 residents over the next ten years
- 2 Continue revitalisation of older urban areas to cater for population growth and take account of social changes such as changing household types
- 3 Ensure growing high density living is balanced with the provision of open space and social spaces
- 4 Ensure a variation in housing density and housing type is available to residents
- 5 Maintain service levels across all programs and areas

Moving Around

facilitating safe, efficient, connected and sustainable movement around the City

- 1 Reduce traffic congestion, particularly around Cockburn Central and other activity centres
- 2 Identify gaps and take action to extend the coverage of the cycle way, footpath and trail networks
- 3 Improve connectivity of transport infrastructure
- 4 Continue advocacy for a better solution to regional freight movement
- 5 Improve parking facilities, especially close to public transport links and the city centre
- 6 Advocate for improvements to public transport, especially bus transport



Community, Lifestyle and Security

providing safe, attractive, healthy programs and infrastructure for a diverse range of activity and people

- 1 Provide residents with a range of high quality programs and services
- 2 Provide community facilities and infrastructure in a planned and sustainable manner
- 3 Provide safe places and activities for residents and visitors to relax and socialise
- 4 Create and maintain recreational, social and sports facilities and regional open space
- 5 Advocate for improvements to information technology infrastructure such as the NBN rollout
- 6 Foster a greater sense of community identity by developing Cockburn Central as our regional centre whilst ensuring that there are sufficient local facilities throughout our community
- 7 Apply for areas to be included in funding to replace aging infrastructure under the State Underground Power Program - Major Residential Projects



Economic, Social and Environmental Responsibility

enabling a sustainable future – economically, socially and environmentally, including business activity, job opportunities and sustainable use of resources

- 1 Create opportunities for business and industry to establish and thrive
- 2 Increase local employment and career opportunities across a range of different employment areas
- 3 Sustainably manage our environment by protecting, managing and enhancing our unique natural resources and minimising risks to human health
- 4 Improve the appearance of streetscapes, especially with trees suitable for shade
- 5 Improve water efficiency, energy efficiency and waste management in our community

Leading & Listening

being accountable to our community and engaging through multiple communication channels

- 1 Deliver sustainable governance through transparent and robust policy and processes
- 2 Ensure sound long term financial management
- 3 Listen to and engage with our residents, business community and ratepayers with greater use of social media
- 4 Strengthen our regional collaboration to achieve sustainable economic outcomes. Ensure advocacy for funding and promote a unified position on regional strategic projects
- 5 Provide for civic facilities in a planned and sustainable manner, including civic administration, operations and waste management



REPORTING

Taking the 'Pulse'

The City conducts annual business and community surveys which reveal an array of issues which it then prioritises in terms of delivery.

The City also measures its level of customer service across all key services. Targets are set and support provided to services that need improvement.

Progress Reports

Going forward the City will publish a biannual summary of progress on the Strategic Community Plan. This will allow the to community to see what projects and activities Council has undertaken that arose from its strategic plan. At the end of each financial year, a comprehensive Annual Report is published which describes our progress from the Annual Business Plan.

The Corporate Business Plan contains detailed objectives arising from the strategic initiatives, key projects, business as usual activities and major resource requirements. From this document an Annual Business Plan is developed which details by Service Unit, what will be achieved each financial year. A mid-year and end of year report is also produced detailing activities listed in the Annual Business Plan. An Annual Report is produced in accordance with statutory requirements.

REFERENCE INFORMATION

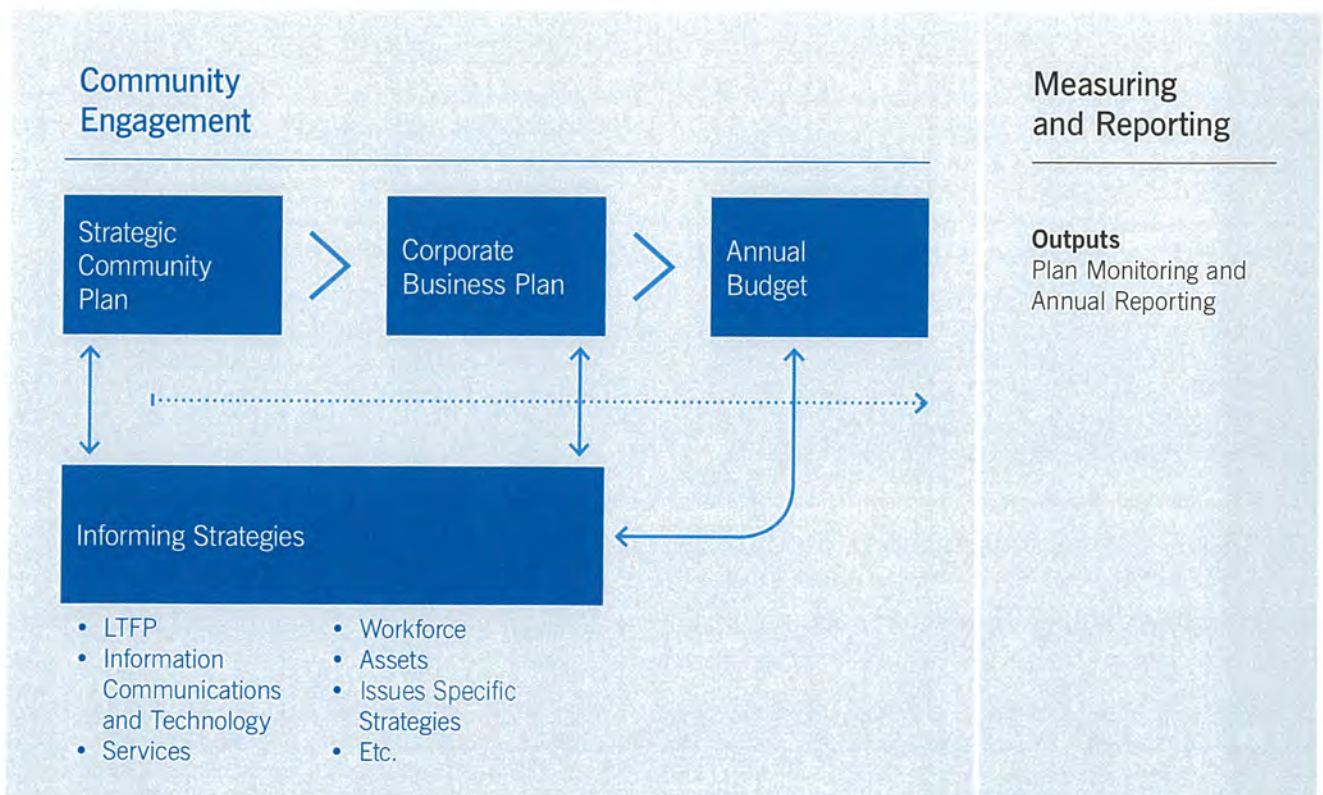
Corporate Planning Framework

The City is required to use an Integrated Planning Framework developed by the Department of Local Government. The diagram below illustrates the model.

A **Long Term Financial Plan (LTFP)** is a ten year plan developed alongside the Strategic Community Plan that identifies the resources required to deliver long term objectives. It includes long term financial projections based on our Asset Management Plans; Workforce Plan; Major Project Plans; our Revenue Strategy; and specific, subsidiary strategies.

The **Corporate Business Plan** is developed on a four yearly cycle and reviewed annually to prioritise projects and services. It links annual operations to the Strategic Community Plan and informs the annual budget process. The annual budget details the revenue and expenditure estimates for activities scheduled for the relevant financial year. The annual perspective is summarised in an Annual Business Plan which provides a broad operational plan on which the City's Business Units base their detailed operational plans.

Elements of Integrated Planning and Reporting Framework





Community Consultation Outcomes

We strive to engage with our community through:

Informing

Consulting

Actively Participating

Comment on Cockburn

We have gathered a lot of community ideas and comments through our “Comment on Cockburn” online portal and via Facebook. Digital mediums allow us to reach significantly more people than what can be achieved using traditional mediums. During the consultation period there were over 1000 site visits to Comment on Cockburn with people expressing the following aspirations:

Adequate facilities to accommodate growing high-density living including provision of open space, play grounds with adjoining cafés and a cinema

Ensure areas are not overdeveloped especially existing large blocks, natural bush areas, wetlands and the coastline/beach areas

Reduced traffic congestion

Improved traffic management

Improved road design and development and making them more cyclist friendly

Improved cycle ways and footpaths – including connectivity with public transport and support infrastructure. A pedestrian overpass at Cockburn Central was mentioned many times

Improved public transport, especially buses and to a lesser degree, light rail



Improved parking at Cockburn Central train station

Safety and security

Building a greater sense of community identity

More trees and green streetscapes

Environmental conservation

Increased local employment – job opportunities and support to local business

More underground power

Continued consultation

Continued communication with Council, especially using social media

Community Workshops

We also held face to face “Comment on Cockburn” consultation workshops involving Elected Members, community members, our reference group members and associates, young indigenous people and some of our employees (most of whom live locally). Their aspirations included:

Balancing growth in the City with preservation of some rural areas

Better traffic management

Better connections, especially roads, cycle paths, pedestrian overpasses and footpaths

Adequate parking

Reduced road congestion

Public transport – better connections with trains and buses, possibly CAT, and planning for light rail

Mapping of existing connections and making this easily accessible, especially cycle ways.

Partnering with Main Roads more effectively for integrated planning

Recreation and entertainment facilities for youth and children

Building safety into infrastructure creation



Improve the general cleanliness of the City, particularly around shopping centres and fast food outlets

Having Council take the lead in developing the heart of Cockburn and more of a City identity

Mapping and promoting community, recreational and cultural facilities and services

Essential communications infrastructure

Equitable access and inclusion

Developing an Arts Hub

Diverse indoor and outdoor cultural spaces

Quality parks and playgrounds as destination spaces – safe, with good lighting and cafés

Creating an entertainment precinct

Promote local business including 'Buy Local'

Diversify economic opportunities to support employment opportunities and reduce traffic

Promote Eco-Tourism, Cultural Tourism and Recreational Tourism through development of infrastructure, services and events. Coogee Beach, nature trails and wetlands were noted

Promote and preserve the natural beauty

Advocate to address or ameliorate social needs

such as homelessness, vandalism and anti-social behaviour, and the need for affordable housing and services for special needs or marginalised groups

Continue to support crime prevention, youth services, health, well-being and safety strategies

Continue to support bushfire mitigation strategies and education about bushfire risk and prevention

Support social inclusion strategies and provide and promote affordable and accessible community and cultural facilities, services and events that encourage community spirit and community engagement and reduce isolation

Effective and transparent communication and real community engagement through a range of mediums

A simple means of understanding the Strategic Community Plan and clear measures to assess progress were raised in several groups

Continue listening and learning through community consultation, especially true consultation with Reference Groups and listening (and hearing) that respects the values and input of Aboriginal people

Involving specific interest groups at the planning stages of facilities, especially Cultural, Indigenous and Disability and Access groups

Fostering direct communication and connections at the grass roots level between organisations and community networks

Perception Surveys

Before undertaking consultation with the community for this plan, we reviewed feedback for our annual Community Perception Survey, the annual Business Perception Survey, recent Customer Satisfaction results and the community engagement carried out across a range of areas.

The results of the last Community Perceptions Survey and Business Perception Survey (both June 2015) are shown below. Our community want us to prioritise:

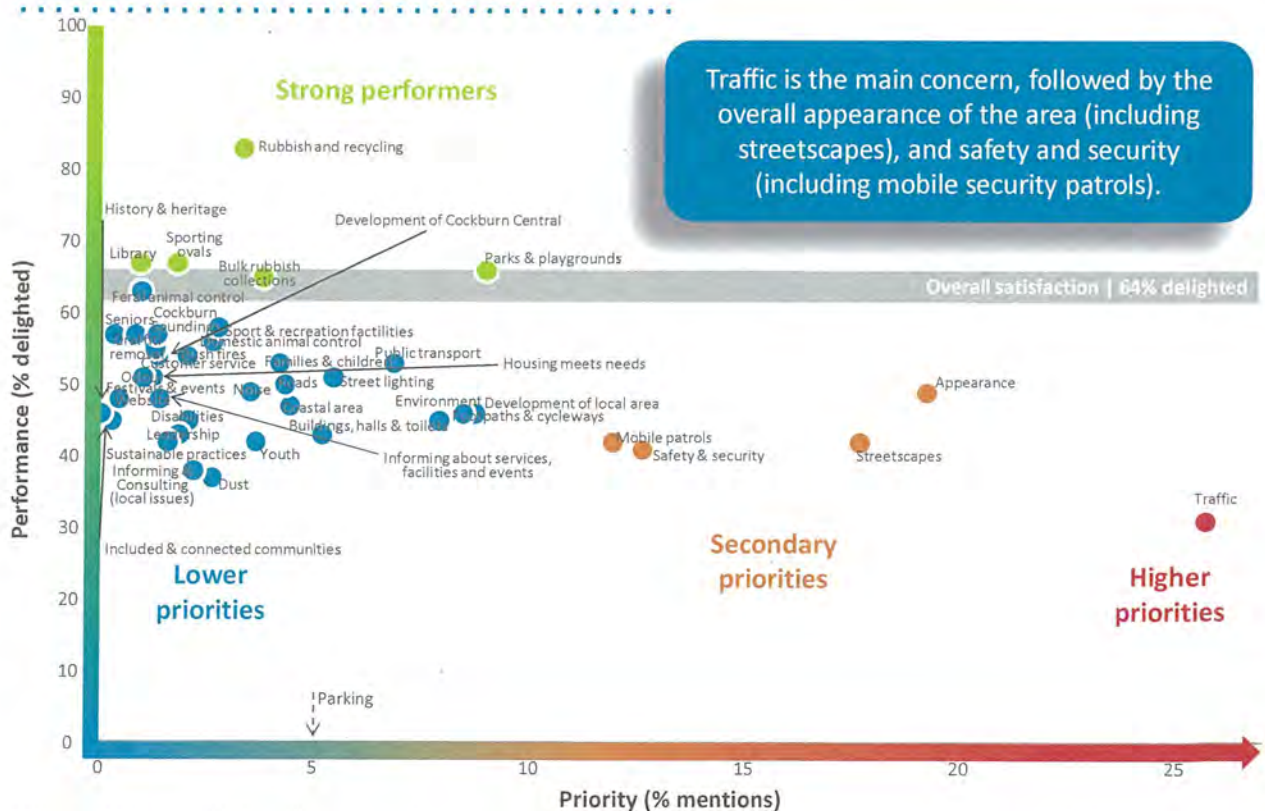
Traffic – congestion hotspots, public transport, speeding, parking

Overall appearance of the area including streetscapes – vegetation, rubbish, jazz it up

Security including mobile security patrols, anti-social behaviour, hooning, vandalism

Promoting the area as a desirable place to do business which includes the appearance of shopping centres as well as understanding and supporting local businesses

Community Priorities™



Traffic is the main concern, followed by the overall appearance of the area (including streetscapes), and safety and security (including mobile security patrols).

Q. How satisfied are you with: Base: All respondents who provided a valid response (Residents 2015 n = varies)
 Q. Which areas would you most like the City of Cockburn to focus on improving? Base: All respondents (Residents 2015 n = 402)
 ↓ Areas where satisfaction was not measured but were spontaneously mentioned by respondents as areas to focus on improving



Customer Satisfaction Surveys

Community Satisfaction with customer service remained strong in 2015, with all business units receiving KPI scores above 80% (rating 6+ out of 10) and with 14 (of 16) units achieving 90% or higher. There were even four perfect KPI scores (100% rating 6 or more out of 10): Strategic Planning Services, Customer Services, Youth Centre and Seniors Services. There were no decreases in customer satisfaction in any business unit.

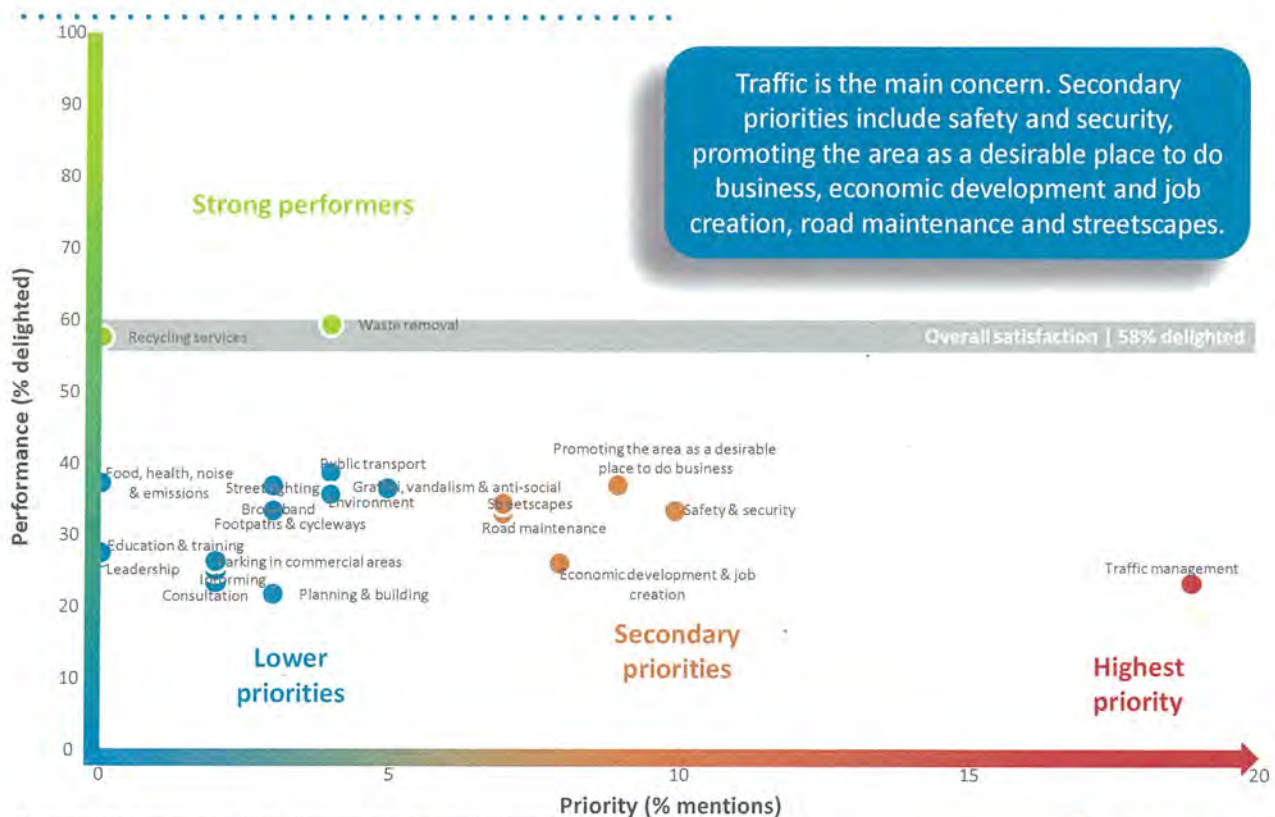
Community Conversation

In workshops we held in 2015 community participants said they wanted a connected, viable, interactive, safe, sustainable, inclusive, vibrant, flourishing, family friendly, accessible, diverse, cohesive community with a homely feel!

The outcomes of our consultation are what we have considered in developing our strategic objectives.

The City has taken into consideration all community feedback in the development of its strategic objectives.

Business Priorities™



Q. How satisfied are you with: Base: All respondents who provided a valid response (Business 2015 n = varies)
 Q. Which areas would you most like the City of Cockburn to focus on improving? Base: All respondents (Business 2015 n = 101)
 ♡ Areas where satisfaction was not measured but were spontaneously mentioned by respondents as areas to focus on improving





KEY DOCUMENTS

The following documents were reviewed to inform this plan:

1. Asset Management Plans

Road Infrastructure

Drainage

Buildings

Fleet and Plant

Parks and Environment

Footpaths

2. Revitalisation Strategies

Coolbellup

Phoenix Central

Hamilton Hill

The Lakes (at draft stage).

3. Structure Plans

Cockburn Central Activity Centre Structure Plan 2015

Cockburn Coast District Structure Plan Part 1 2009 and Part 2 2012

Port Coogee Marina

4. Community, Sport and Recreation Facilities Strategic Plan (at draft stage)

5. Libraries Strategic Plan 2014–2019

6. Age Friendly Strategic Plan 2009

7. Child and Family Strategic Plan 2016–2021

8. Civic Infrastructure Plans

Council Administration Building – current and future

Operations Centre

Port Coogee Marina

Waste Recovery Centre

Information Services – Public WiFi

9. Other

Other key strategies such as the Public Open Space Strategy; Waste Management and Education Strategic Plan; and Land Management Strategy.

Key documents can be found on the City's website cockburn.wa.gov.au

OUR CITY IN A SNAPSHOT

Based on 2014-15 financial year



VALUE OF CURRENT ASSETS

\$1,103B



VALUE OF DEVELOPMENT APPLICATIONS

\$591M



POPULATION

106,540



AVERAGE WAIST REDUCTION FOR PARTICIPANTS IN THE HEAL PROGRAM

38MM



NUMBER OF VISITS TO THE CITY'S WEBSITE

572,678



NUMBER OF JOBS IN COCKBURN

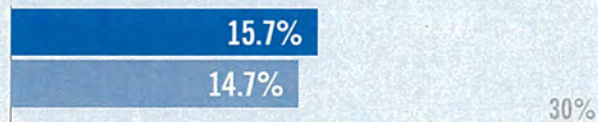
46,585

CITY OF COCKBURN compared to **GREATER PERTH** Based on 2011 Census data

PARENTS AND HOMEBUILDERS



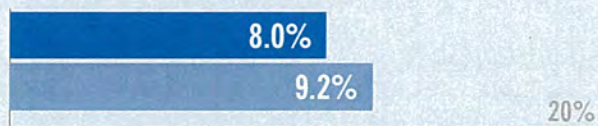
YOUNG PEOPLE IN THE WORKFORCE



SENIORS



EMPTY NESTERS AND RETIREES





NUMBER OF CUSTOMER REQUESTS RECEIVED ON AVERAGE PER BUSINESS DAY

133



NUMBER OF REGISTERED POOLS & SPAS

6,692



NUMBER OF CALLS TO CONTACT CENTRE

106,609



DISCOUNTED PLANTS SOLD UNDER THE ANNUAL NATIVE PLANT SUBSIDY SCHEME

3,666



NUMBER OF STREET TREES

36,173



TONNES OF WASTE RECOVERED AT HENDERSON WASTE RECOVERY PARK

10,515

PEOPLE WITH CROATIAN ANCESTRY



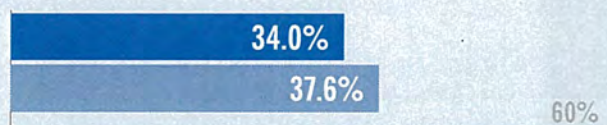
PEOPLE WITH ITALIAN ANCESTRY



PEOPLE WITH PORTUGUESE ANCESTRY



PEOPLE WITH ENGLISH ANCESTRY





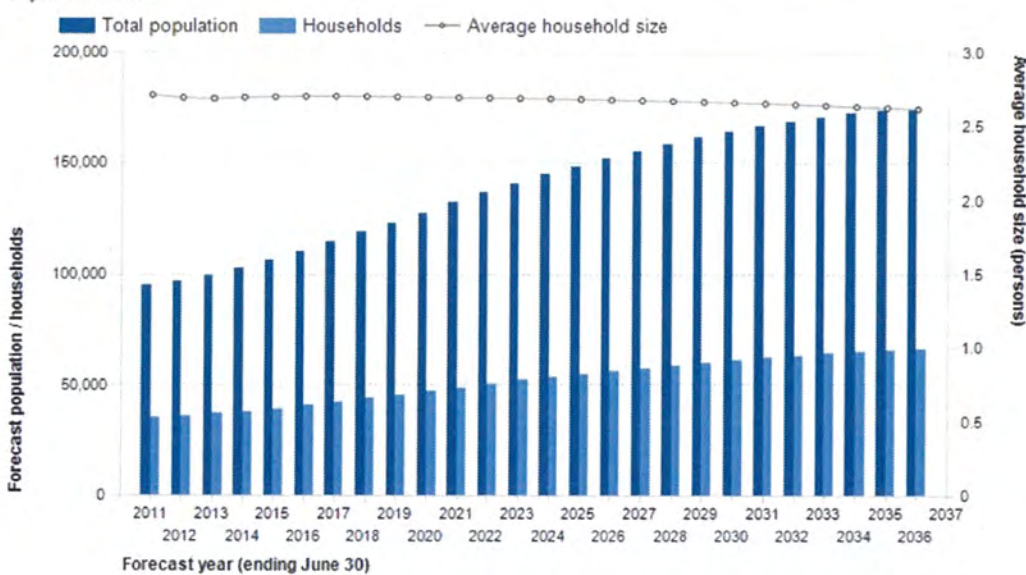
WHAT WE WILL LOOK LIKE BY 2026

The City's population is forecast to grow from 110,314 in 2016 to 148,477 in 2025; an increase of 35%. The number of dwellings is expected to change from 41,832 to 54,841. The average number of people in a household is expected to remain fairly constant.

Much of this population growth will result from greenfield residential development. This decade is likely to be the last one in which this is the case. From 2026, population growth is more likely to come from the revitalisation of existing suburbs and the rate of growth is forecast to decline.

Forecast population, households and average household size

City of Cockburn



Population and household forecasts, 2011 to 2036, prepared by id the population experts, April 2015.





RISK

Risk Management identifies and assesses threats and opportunities confronting the City's attempts to achieve its business objectives and defines effective response strategies. The City is progressing in the implementation of its Risk Program, ensuring that sound risk management practices and procedures are fully integrated into its strategic, projects and operational processes and day to day business practices.

The City has developed a Risk Management Framework to assist Council in achieving its goals and objectives, and continues to roll out the Risk Program in line with the Risk Management Strategy. Under the Framework the Council's Audit and Strategic Finance Committee has the responsibility for the systems and processes for risk management in line with the Local Government (Audit) Regulations 1996.

Risk management aims to maximise the City's chance of delivering its strategies as well as ensuring that associated risks are managed and monitored. The ability of Council to influence, advocate and partner with others will be important to deliver on Council's strategic directions. The strategic risk review will be conducted in conjunction with the review of this plan to align the strategic outcomes to the strategic risks.

The City's Risk Management documents including the Local Emergency Management Arrangements 2011 can be found on the City's website at cockburn.wa.gov.au



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cockburn.wa.gov.au





Government of Western Australia
Department of Fire & Emergency Services



Our Ref: 02139-05; 16/12904
Your Ref:

Mr Andrew Trosic
Acting Director Planning and Development Services
City of Cockburn
PO Box 1215
BIBRA LAKE DC WA 6965

Dear Mr Trosic

COOPER ROAD RESERVE – COCKBURN CENTRAL – POTENTIAL SUCCESS REPLACEMENT FIRE STATION SITE

In response to your email dated 24 December 2015 and our subsequent meeting on 20 January 2016, I am pleased the City of Cockburn (the City) is willing to continue the dialogue regarding the possibility of the Department of Fire and Emergency Services (DFES) acquiring part of the Cooper Road Reserve (the Reserve) for the purpose of the development of a replacement Success Career Fire and Rescue Service (CFRS).

As you are aware, DFES has and continues to explore, all potential options (including freehold land) to expediently resolve the current situation despite the associated operational and land use planning complexities, and associated challenges and timeframes. DFES is appreciative of the collaboration and understanding shown by the City and the Cockburn Emergency Services Volunteers in supporting the Success CFRS personnel to undertake their community service delivery from the Volunteer facility.

In line with our discussions on 20 January 2016, and without prejudice, I would like to confirm DFES' position regarding the Reserve as follows:

- That due to functional design requirements and the odd shape of the site, DFES requires the majority of the Reserve (approximately 6,000m²) to enable the development of a fit-for-purpose CFRS facility as indicated in the concept site plans previously presented; and
- That subject to the Department of Lands and Department of Planning processes and approvals:
 - DFES seeks to have part of the Reserve (approximately 6,000m²) transferred under a Management Order from the City; and

- In exchange for the part of the Reserve transferred to DFES:
 - DFES agrees for the Success CFRS site to be transferred to the City as part of the Success Recreational Reserve; and
 - DFES agrees to fund the cost (subject to a maximum limit yet to be determined and agreed) of developing the remaining part of the Reserve to a recreational park standard for the benefit of local residents.

Thank you for your invitation to participate in a briefing to the City of Cockburn Council meeting scheduled for 25 February 2016 at 7pm. I will be available for the briefing and I can also advise the following DFES officers will be in attendance:

- Mr Darren Klemm, Assistant Commissioner Metropolitan Operations; and
- Mr Richard Wilson, Manager Planning and ESL Allocation.

Should you require any additional information in this matter, please contact me via email on frank.pasquale@dfes.wa.gov.au or on telephone number 9395 9828.

Yours sincerely



FRANK PASQUALE
EXECUTIVE DIRECTOR CORPORATE SERVICES

// February 2016

- GOVERNMENT LAND POLICY MANUAL -

Policy Statement

Category	04. Reserves
Sub Category	04.01. Reserves - General
Policy Area	04.01.05. Section 152 "Public Recreation" Reserves (Former s20A TPDA)

LAA Section No : 18(2), 46
 File Number : 1966/967, 1800/991, 433/963, 809/983
 Policy Number : 04.01.05 **Linked Policies** : (see also 22.28.1)
 Status : 4. Approved
 Policy Title : Section 152 Public Recreation Reserves (Former s20A TPDA)
 LAA Priority : 1. Essential
 Policy Date : 07/11/2012

**OPERATIONAL POLICY 4.1.5
 SECTION 152 PUBLIC RECREATION RESERVES**

POLICY OBJECTIVE

- To ensure a very high order of protection for reserves created under s152 of the *Planning and Development Act 2005* (PDA) or in the past under s20A of the *Town Planning and Development Act 1928* (TPDA), having regard for the special trust nature attendant on these reserves.
- To provide guidelines for dealing with s152 "public recreation" reserves.

POLICY PRINCIPLES

(i) There are strong moral arguments for retaining for its vested purpose land set aside under s152 of the PDA. In particular:

- (a) The subdivider of the land would be justified in expectations that the reserve would be used for the purpose for which it was taken.
- (b) Purchasers or users of subdivided blocks are frequently influenced in their decisions to acquire land and build by the existence of such reserve and an expectation that these reserves will remain.

(ii) Although deriving from the operations of the PDA, such reserves are created under and owe their existence to the *Land Administration Act 1997* (LAA); and may legally be dealt with in whatever way sanctioned by the LAA.

(iii) The Department of Lands (DoL) will however give effect to the clear intentions of the PDA and associated planning approvals by reserving the land for its vested purpose.

(iv) Nevertheless, once the land has been removed from the operations of the *Transfer of Land Act 1893*, it can from a strictly legal perspective be reserved for purposes deemed

appropriate, and possibly reserved and used for other purposes in whole or in part at a later time if considered expedient (and in accordance with sound planning principles); or even disposed of.

(v) Section 152 reserves should be retained in Crown ownership for their reserved purpose to the greatest degree practicable. Any variations in the Crown's interest in s152 land (eg., cancellation and/or sale of fee simple) should be strictly in accordance with the Cabinet-approved guidelines.

(vi) Greatest protection should be afforded to s152 "public recreation" reserves, and private interests should not be granted in such reserves.

POLICY PROCEDURES

"Public Recreation"

1. Land vesting the Crown under s152 of the PDA for recreation should be reserved for "public recreation". This purpose should only be applied to s.152 recreation land.

Management

2. Every effort should be made to locate an appropriate management body, with the ideal being to secure agreement with local governments for management orders to issue to them automatically over s152 land, as soon as the land has been revested and reserved.

Leasing and Licensing

3. The general principle to be followed is that leasing powers should not be included in management orders over s152 "public recreation" reserves, to avoid private interests being given over such land.

4. Leasing powers may however be included in a local government's management order over a s152 "public recreation" reserve in limited circumstances, to enable outsourcing of Council recreational facilities.

5. S152 "public recreation" reserves may however be used for organised sporting events, as such arrangements in fact promote the public's recreational enjoyment of the land. Organised recreational use inevitably means that the public's use of such land must be regulated, in the interests of facilitating the organised event, and public safety.

6. Licensing is an appropriate means for achieving a level of control and regulation of use of a s152 reserve, with an associated deed specifying the responsibilities and powers of parties and limitations on public exclusion.

7. While having regard for points 5 and 6, the public should not be unreasonably excluded from access to such land for recreational use.

8. Licensing powers may be included in a local government's management order, to allow licensing.

9. Section 18(2)(a) of the LAA requires the Minister's prior approval to all licences by local governments over managed reserves.

Sporting Clubs

10. As a matter of principle, DoL will not permit leasing of s152 recreation reserves to clubs. A case can however be argued for the use of small areas of large reserves for club premises while the playing fields remain open for public use when not being actively utilised

by clubs for games and perhaps training. In certain localities s152 reserves might comprise the only public land available, and where the area of reserve is great, it may be reasonable to insist it remain open in its entirety to the general public.

Excisions for Club Premises

11. Small portions of “public recreation” reserves may therefore be excised and separately reserved (eg., for “club and club premises”) with management order issuing to local governments with power to lease. Use by clubs of the playing fields on the remainder of the original reserves may be licensed. This course has, for instance, been adopted in relation to certain tennis clubs.

Licensing

12. Licences should not be permitted where:

(i) while being stated to be licences, they are in fact leases (advice should be sought from DoL's Legal Services Division in this connection);

(ii) they interfere with the general public's continuous access to and use of the whole of the reserve affected (ie., exclusive possession is conveyed, and the licensees have authority to interfere with others using the reserve);

(iii) buildings or developments are constructed consequent to such agreements, for the use of the licensees (buildings on recreation reserves cannot legally have any other character than premises in or relation to which the public is entitled to enjoy recreation upon the reserve; ie., exclusive use could not be given to a club).

Use of s152 reserves by schools

13. Organised sport promotes the objectives of public recreation, and requires a degree of control and exclusion of the public's right of access at particular times.

14. There is not an essential conflict with the policy's objectives, if a licensing arrangement between the relevant local government and the Department of Education (DoE) enables an adjacent school to use a s152 reserve exclusively for particular periods of specified days, for the school's recreational purposes. It is reasonable for schools to be given licences to use s152 land during school hours, for organised, supervised sporting events.

15. Such an arrangement would also be consistent with paragraphs 3.3.3 and 3.3.4 of the WA Planning Commission's (WAPC) Policy No DC.2.4.

16. The WAPC would have concerns if this arrangement were to result in an effective diminution of public open space, reasonably available for public use. Those concerns would be less, where WAPC is given the opportunity to consider and approve such a proposal as part of a new subdivision. There would be far greater concern where the arrangement is being used to facilitate subdivision and disposal of existing school lands.

17. The tests would be one of reasonableness, and level of local acceptance of the arrangement. If local residents are significantly and reasonably unhappy as a consequence of the arrangement, then it would be likely to be seen as self-evident that the licence is interfering unreasonably with the local public's rights of access. A useful safeguard would lie in local consultation, prior to putting the licence into place.

18. Public consultation is not required in relation to a proposal to license a school's use of s152 land, where the subdivision is new and there has been no sale of adjoining or nearby lots. Developers and their agents should however notify intending purchasers of lots in that

subdivision, of the intended use, so that they are aware of the arrangement before they buy.

19. Where lots within the particular subdivision creating the s152 land have not been sold yet, consultation is not required. However, if the subdivision is part of a series of staged subdivisions being undertaken by the one developer, and nearby land-owners within an earlier stage may have had a reasonable expectation that proposed s152 land shown on concept plans for future stages would be available for their use, consultation may be necessary.

20. Where an existing reserve, or s152 land not yet reserved under the LAA, and in a subdivision where lots have been sold, is proposed to be licensed to a school, consultation will be required.

21. Consultation will not be required where a school's use of a reserve has already been in effect for at least two years, without problems.

22. A reasonable catchment should be used, in determining the extent of households or property-owners to be consulted. Consultation should not be limited to owners of lots in the subdivision creating the s152 reserve, but should take in households within a radius of at least 200 metres of the reserve. In certain circumstances this catchment may need to be larger – e.g. the school is large and use of the reserve will be more intensive.

23. Standards of consultation are generally to be determined by the relevant local government, but DoL may specify additional requirements on a case by case basis. Basic standards would consist of the local government or other proponent signposting the affected reserve to indicate the intended change, advertising in the local newspaper and canvassing nearby landholders by mail, in order to demonstrate to the Minister the level of ratepayer support.

24. The relevant local government will be responsible for undertaking consultation, at the request of and in close liaison with DoE. Efforts should be made to accommodate reasonable requests by parties responding to the process.

25. Results of the consultation process should be submitted to DoL for review.

26. Most larger reserves can be used for a number of purposes and by different parties simultaneously. A s152 reserve should be licensed for a school's use only to the extent required for active, organised, supervised use. Residual areas of such a reserve should remain available for the general public's use.

27. In circumstances where adequate space exists within a school's grounds, it would not be reasonable to allow s152 reserves to be used as incidental 'spill-over' playgrounds for schools, for continual, exclusive school use during (and before and after) school hours. Schools should continue to provide sufficient space within their own grounds for such purposes. However, schools on smaller sites (typically 3.5 ha, the minimum allowed by WAPC Policy DC 2.4) and experiencing peak usage in their life cycle may have inadequate space for school playgrounds. In such cases, schools may be given 'priority' use - not exclusive, but having priority over other competing uses.

28. Schools would not be permitted to fence s152 land, and there would be limited permanent structures permitted (eg., recreational facilities, or for storage of recreational equipment).

29. To ensure consistency of practice and policy, it would be advisable for DoE to execute such licence agreements in head office, rather than delegating powers in this connection to school principals. A model licence document, endorsed by DoL, is preferred all such arrangements, with variations where necessary for different local governments.

30. DoE should indemnify the relevant local government and DoL against any claims for damages, consequent to the school's use of the reserve.

31. The maximum term of a licence should be 21 years, and there should be no consideration payable to the local government. The local government's reasonable costs (eg., additional maintenance arising from the school's use of the reserve) should, however, be recoverable.

32. There should be provision in the licence deed for variation or termination, whether by agreement between parties, or by the Minister for Lands, if it is in the public interest for the Minister to intervene.

33. Where a local government wishes to enter into a licensing arrangement with the DoE over a s152 reserve which it manages, it should ask DoL to include a power to license in its management order under s.46(3) of the LAA. Licences then granted by the local government would be subject to the approval of the Minister for Lands, under s.18 of the LAA. Such approval would in any case be required in relation to any licence granted over a managed reserve, under the *Local Government Act 1995* – s.18(2)(a) of the LAA refers.

Protection of s152 Reserves

34. Section 152 land – particularly s152 “public recreation” land – should be retained for its reserved purpose.

35. Necessity or desirability of a high order is to be established before a proposal adversely affecting a s152 “public recreation” reserve may be approved.

36. Nevertheless, subject to the following requirements, s152 “public recreation” reserves may be exchanged, disposed of, or have land excised from them.

Advertising Proposals

37. Where the “public recreation” reserve is to be cancelled or substantially reduced, a Council or other proponent must signpost the affected reserve to indicate the intended change, advertise in the local newspaper and, in appropriate cases, canvass nearby landholders by mail in order to demonstrate to the Minister the level of ratepayer support. This action may be satisfied by town planning procedures where formal rezonings are required.

Submissions by the Local Government

38. A request from a local government for approval to dispose of a s152 reserve must be supported by the following:

- (i) reasons for requesting the disposal of the reserve(s).
- (ii) in the event that the proposal is to purchase replacement land, the submission should –
 - (a) identify the land involved and detail what negotiations for purchase have been undertaken, and
 - (b) meet the requirements of point 39 below.

(iii) Details of the level of public consultation undertaken together with the results of that consultation.

Purchase of Replacement Land

39. Where the reserve is to be sold to fund the purchase of other replacement land to effect the consolidation of another recreational reserve nearby, a Council must provide details of the proposed new site and budget forecasts, and give an undertaking to supply a statement of income and expenditure in relation to the transaction, with surplus proceeds either being committed to a Trust fund established by Council for capital improvements to recreational land or being passed to the Crown (s.152 reserves should not be a source of general revenue).

40. Such relocation is to be on the basis of equal area and suitability, and support by the Department of Planning is necessary.

Town Planning Schemes

41. Town Planning Schemes may be employed to comprehensively rationalise reserves created under s152 of the PDA, subject to the agreement of the Minister to the content of each Scheme and to such variation of the Guidelines as may be agreed by the Minister is necessary to give effect to the intent of the Scheme and to ensure Crown land administration issues are also accounted for.

Disposals by Local Governments

42. Where relocation of unwanted s152 land does not offer the best solution to the local community's needs, with the prior approval of the Minister, a local government may dispose of identified reserves and apply the proceeds to capital improvements to other recreation reserves in the general locality.

43. A condition of a reserve's transfer to a local government for disposal will require that a Trust fund be established for this purpose and that a separate audit and Audit Certificates be provided annually to show how the proceeds have been applied. Should certification be inadequate or indicate a breach of conditions, the Minister for Local Government will be asked to issue directions under the Local Government Act to address the situation.

44. To facilitate disposal in accordance with this policy, DoL will transfer the fee simple of the land to the relevant local government.

45. Disposal of s152 reserve to a local government shall be on the basis of payment to DoL of \$500 or 5% of unimproved market value (as advised by the Valuer General), whichever is the greater. Statutory fees are also payable by the local government.

Trust Funds and Audits

46. A local government may establish one s152 Trust fund for proceeds from sale of all surplus s152 land, subject to:

- (i) community consultation, including reference to where funds are likely to be expended;
- (ii) the community being given an opportunity to comment on where funds from a particular disposal should be expended;
- (iii) establishment of a separate Trust fund for a particular purpose, where the community attitude is that disposal funds should be allocated to a specific project.

47. DoL Regional Teams are to maintain a Register (initially manual but preferably PC-based) recording details of reserves approved for disposal, VG valuation, land to be acquired by Council (if appropriate), record of follow-up of Trust Fund and payments out of

the Trust Fund (as audited).

48. DoL Regional Teams are to follow up outstanding audits in January of each year, peruse the audits, and take any appropriate action.

49. Separate files are to be maintained for each local government to deal with disposal of s152 Reserves. Files are to contain copies of recommendations etc from the relevant reserve(s) file(s) and follow up of Trust audits will be undertaken in the general file. (This file will also be used to consider overall rationalisation programs covering s152 reserves).

Disposals by DoL

50. Where DoL has exhausted all other avenues for passing management responsibility to local governments, s152 reserves identified as being no longer required for community purposes may be sold by DoL, with revenue offsetting funds needed to undertake essential maintenance on unvested reserves remaining under DoL's control.

51. Where s152 reserves are to be disposed of by DoL –

- Regional Teams need to undertake public consultation;
- VG valuation and Department of Planning approval need to be obtained;
- The approval of the Minister for Lands needs to be sought;
- Disposal is to be by competitive process, except where s87 amalgamation with an adjoining property is the only feasible option;
- Payment to be within a short term (30 to 90 days);
- Funds are to be paid into Consolidated Fund following which a submission is to be made to Treasury seeking additional funds for ongoing program of removal of hazards from Crown reserves etc;
- If additional funds are granted, expenditure is to be identified by a separate Chart Number (to be established by the Finance and Budget Officer);
- Expenditure is to be approved by the Regional Manager;
- Regional Teams are to maintain a Register detailing reserves to be disposed of, local government area, VG valuation, release date, disposal price, fund sought from Treasury, funds received and expenditure (how much, on what).

Telecommunications

52. Sites may be excised from s152 “public recreation” reserves for telecommunications facilities. Such sites will then be reserved for that purpose, and a management order issued to the local government with power to lease, subject to the lease revenue being used for either –

(a) improvements to the “parent” s152 reserve from which the telecommunications site is excised, or

(b) betterment of other “public recreation” reserves in the general locality, if the lease revenue cannot reasonably be applied to the “parent reserve” (see policy 22.30.1).

Public Purpose Excisions

53. Excisions of minor areas for public utilities such as Western Power padmounts or Water Corp pumping stations may be permissible where an easement is not a reasonable alternative.

54. Land may also be excised for other public purposes such as a road widening, where there are sound planning reasons or little alternative for doing so.

Conservation

55. When s152 reserves created to protect areas with conservation values are involved, there shall be consultation with the relevant Government agencies during formulation of the

Town Planning Scheme.

56. The change of purpose of s152 reserves affected by EPA System recommendations (or similar) are not to be constrained by the Guidelines, provided that specific clearance is given by the Minister for Lands in each case, following consultation with the Department of Parks & Wildlife.

57. Where appropriate, s152 reserves may be added to adjoining Conservation reserves.

Sundry Issues

58. There is no obligation to return s152 land to a former owner for nominal consideration.

59. These policy guidelines apply to land set aside in Crown subdivisions for the purposes specified in s152 of the PDA.

60. Landscaped drainage ponds can form part of the landscaping of a “public recreation” reserve, and drainage can therefore co-exist with recreation in such cases.

61. Leasing or licensing of a s152 foreshore reserves can occur in certain cases – see policy 4.4.4.

62. Section 152 land in rural subdivisions intended for recreation may be set aside for purposes such as “paddock and recreation” or “bridle path”, depending on the circumstances; and leasing powers may be appropriately included in a local government’s management order.

Submissions to the Minister

63. The general principle is that amendments to s152 “public recreation” reserves should be approved by the Minister, to ensure a high level of scrutiny and protection of such reserves. However, provided the guidelines set down in this policy document are complied with, Regional Managers can determine –

- (i) excisions for public purposes, where the area excised does not exceed 5% of the reserve’s area (paras 53 and 54);
- (ii) excisions for telecommunications tower sites (para 52).

64. These policy guidelines can only be changed by specific approval of the Minister for Lands.

FURTHER INFORMATION

RESPONSIBLE AREA

- Strategic Policy
- Regional and Metropolitan Services

APPROVAL DATE

- November 2012

LEGISLATION

- *Section 152 of the Planning and Development Act 2005 (formerly s.20A of the Town Planning and Development Act 1928).*
- Sections 18(2) and 46 of the LAA.

POLICIES AND GUIDELINES

- 4.1.4 Permitted Use of Reserved Land
- 4.4.1 Management Orders
- 4.4.2 Leasing Under Management Orders.
- 4.4.4 Foreshore Reserves
- Government Land Bulletin no.7 Licensing of s152 'Public Recreation Reserves to Department of Education for School Sporting Activities

PROCESS MATERIAL

- WI 1755 Reserves Created Pursuant to s.152 PDA 2005

CORRESPONDENCE FILES

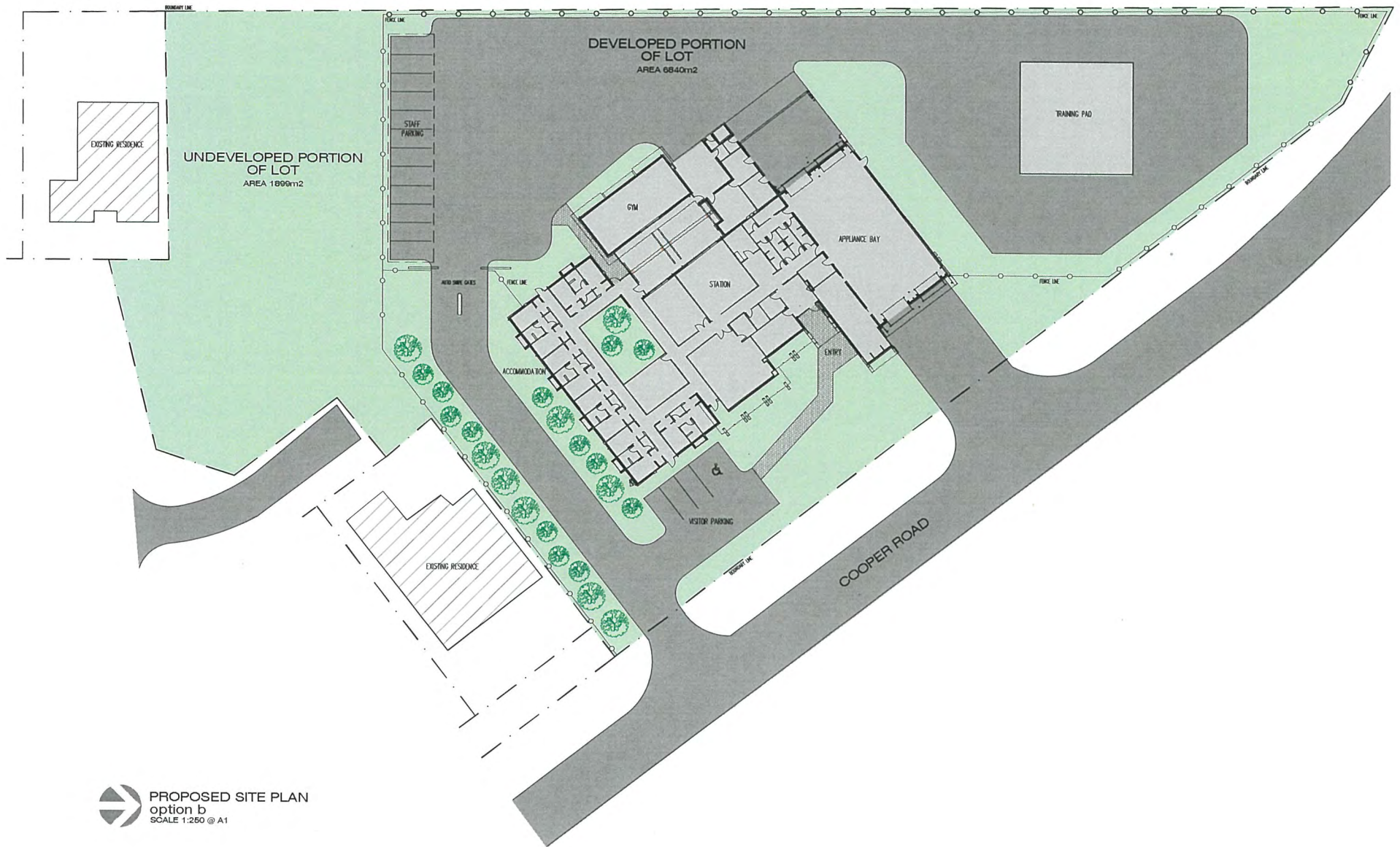
- 1966/967 – Policy on s152 Reserves
- 1800/991 - Sale of s152 Reserves.
- 433/963 – Amendment of TP&DA to introduce s20A.
- 809/983 – s20A vestings

ACRONYMS/TERMS USED

DoE	Department of Education
DoL	Department of Lands
LAA	<i>Land Administration Act 1997</i>
PDA	<i>Planning and Development Act 2005</i>
TPDA	<i>Town Planning and Development Act 1928</i>
WAPC	Western Australian Planning Commission

REVISION HISTORY

Version 0.1	07/11/2012	Policy Approved
Version 0.2	25/11/2014	Updated Policy to New Operational Template




PROPOSED SITE PLAN
 option b
 SCALE 1:250 @ A1

proposed FUTURE SUCCESS CFRS
 lot 723 cooper road
 for DEPARTMENT of FIRE & EMERGENCY SERVICES

C	PRELIMINARY	IN	9/15/15	MM
D	PRELIMINARY	IN	10/15/15	MM
A	PRELIMINARY	IN	11/15/15	MM
T	REVISION	BY:	DATE:	CHG'D

OLDFIELD KNOTT
 ARCHITECTS PTY LTD
 567 HAY STREET DAGLISH WA 6008
 Tel: 081 93814755 Fax: 081 93214819 E-mail: oaks@architects.com.au

PRELIMINARY

DRAWING TITLE:
OPTION B

DRAWING No. REV
SK02 C

SCALE 1:250 @ A1	DATE NOVEMBER 2015	DRAWN: RN	CHECKED: MW	PROJECT NO. 15150
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SAT STATE ADMINISTRATIVE TRIBUNAL

Matter No: DR 469 of 2015
 Contact Officer: Suzy
 Your Ref: Lot 128 (No. 3) Perlinte View, Nth Congee

City of Cockburn
 PO Box 1215
 BIBRA LAKE WA 6163

Dear Sirs

NOTICE OF DIRECTIONS HEARING

**DR 469/2015: Heng Properties Holding Pty Ltd v City of Cockburn
 Planning and Development Act 2005 - Section 252(1)**

Please find enclosed order made on 4 March 2016. This matter has been listed for directions as follows:

Place: Hearing Room 2.06 (565 Hay Street, PERTH, WA)
Date: 6 May 2016
Time: 12:00PM

The Tribunal's first step is to hold a directions hearing, to establish how the matter will be dealt with by the Tribunal, whether it involves any particular questions of law, whether it is capable of resolution through mediation and how it will be listed for hearing.

If you require any of the following services or have questions relating to these services please contact the Tribunal on (08) 9219 3111 (local call cost on 1300 306 017):

- Teleconferencing (by arrangement)
- Video conferencing
- An interpreter
- Special accessibility requirements (eg: wheelchair access, hearing loop)

If you have any enquiries, please contact the Tribunal on (08) 9219 3111.

Yours sincerely

for EXECUTIVE OFFICER

8 March 2016

cc: Heng Properties Holding Pty Ltd
 cc: Rowe Group

CITY OF COCKBURN	
11 MAR 2016	
SUBJECT 053/001	
RETENTION 78-3 D10	
PROPERTY 6015354	
APP DAIS/0452	
ACTION PATRICK ANDRADE	

Jurisdiction: *Planning and Development Act, 2005*

Application: Review of a decision under a local planning scheme or region planning scheme

Parties: **Heng Properties Holding Pty Ltd** (Applicant)
City of Cockburn (Respondent)

Matter Number: DR 469/2015

Application Lodged: 22 December 2015

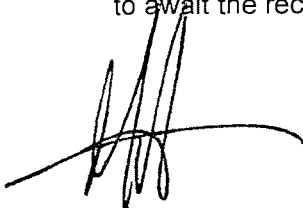
Hearing Type: Mediation Conference between parties to a matter

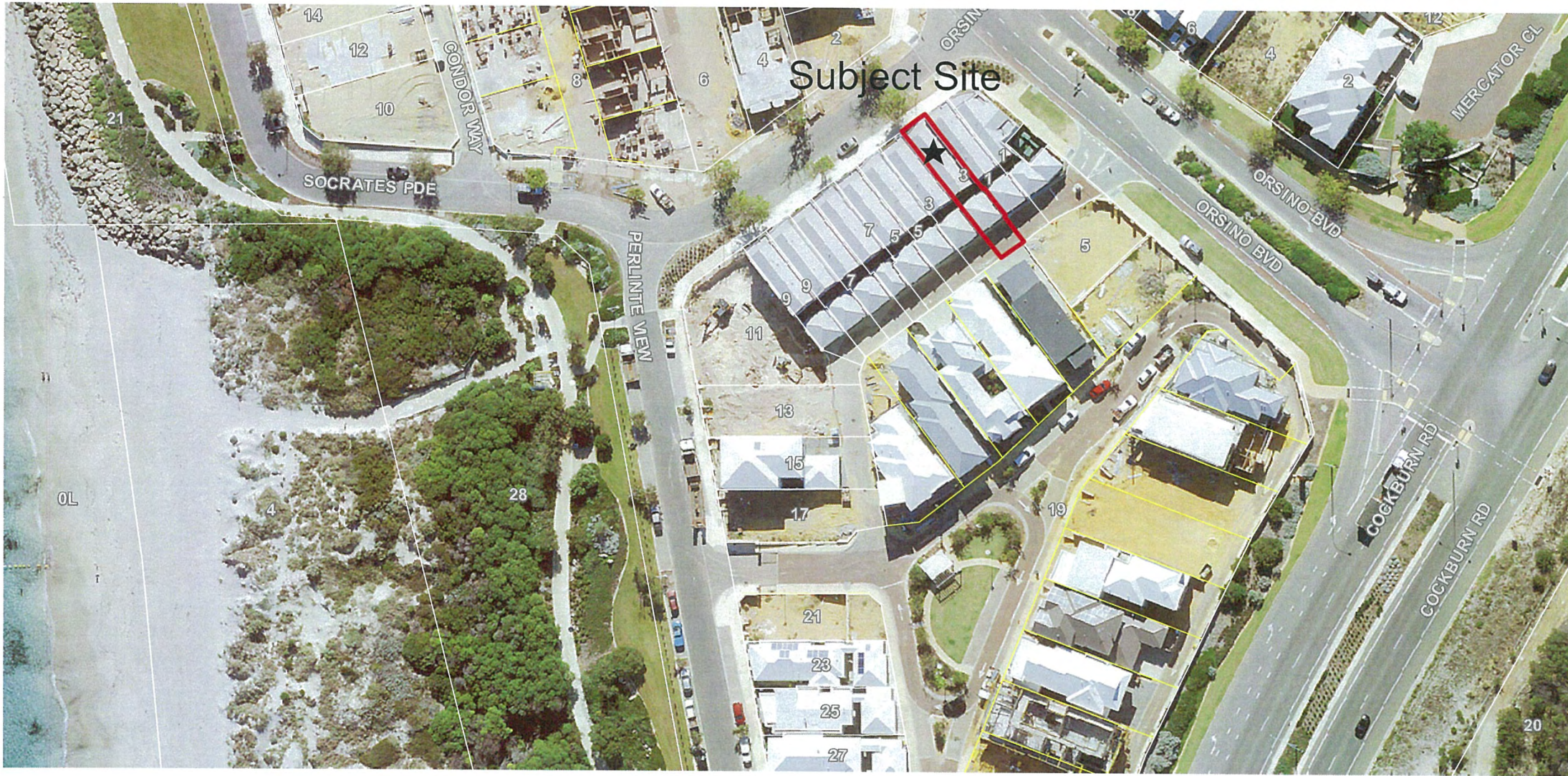
Date of Decision: 4 March 2016

Decision of: Member Marie Connor

Outcome: Adjourned to Directions Hearing

1. The respondent is to provide a revised proposal to the respondent by 14 March 2016.
2. Pursuant to s 31 of the State Administrative Tribunal Act 2004 (WA) the respondent is invited to reconsider its decision at its meeting of 14 April 2016.
3. By 20 April 2016 the respondent must file with the Tribunal and give to the applicant a statement of its decision upon reconsideration.
4. By 27 April 2016:
 - (a) if the applicant is content with the respondent's decision upon reconsideration, then the applicant must file with the Tribunal and give to the respondent a statement seeking leave to withdraw the proceeding; or
 - (b) if the applicant is not content with the respondent's decision upon reconsideration, then the applicant must file with the Tribunal and give to the respondent a statement of the aspects of the respondent's decision upon reconsideration which the applicant contests in the proceeding with brief contentions in relation to each aspect.
5. If the applicant seeks leave to withdraw the proceeding, then the respondent must, within two working day of receiving the applicant's statement seeking leave to withdraw the proceeding, file with the Tribunal and give to the applicant a statement of whether the respondent consents to leave being granted to the applicant to withdraw the proceeding and any consequent orders the respondent seeks.
6. The proceeding is adjourned to a further directions hearing at 12 pm on 6 May 2016 in order to await the reconsideration.





PROPERTY MANAGEMENT PLAN

For Holiday Rental Guests and Visitors at

3 Perlinte View, North Coogee

Use of the property will be managed in the following way:

1. Check-in Procedure

Upon arrival, all guests will be checked-in by the Property Manager. The Property Manager will explain all details contained within the Property Management Plan and the Code of Conduct (refer to Attachment '1') to ensure that guests are aware of the expected behaviour and what the consequences are should they breach the requirements of the Property Management Plan or Code of Conduct.

Guests are permitted to check-in between the hours of 2:00PM and 6:00PM.

A copy of the Management Plan and Code of Conduct will be retained on site at all times.

The Property Manager will collect the guests' vehicle registration, identity and contact details as a prerequisite to staying on site.

2. Minimum Stay Requirements

The minimum stay requirement for the property is four (4) days. Bookings which are less than four (4) days will not be accepted.

3. The Control of Noise

In order to minimise noise and reduce any potential adverse impacts to the surrounding locality the following measures will be undertaken:

- All activities will comply with the *Environmental Protection (Noise) Regulations 1997*.
- No visitors are permitted at the property after 10:00PM and before 8:00AM.
- Guests are not to use the outdoor living spaces (balconies and courtyard) after 9:00PM and before 7:00AM.
- Upon check in guests will be advised of Code of Conduct requirements and advised to minimise noise.
- Check in is permitted between 2:00PM and 6:00PM and check out is between 10:00AM and 11:00AM. Guests will be advised to enter and exit the property in a quiet and orderly manner.
- No exterior amplified noise will be permitted.
- No interior amplified music shall be permitted before 10:00AM and after 10:00PM. Amplified music shall be required to comply with the *Environmental Protection (Noise) Regulations 1997*.
- If any noise complaint is received it will be dealt immediately if possible or, as soon as reasonably practicable.
- Any substantiated complaint associated with noise will result in the guests being evicted from the premises.

4. Light Mitigation

As the proposed use is residential in nature it is not expected that nuisance from light will spill onto adjoining properties in excess of what would normally occur if the land use remained unchanged.

Guests are required to manage lighting in a sensitive manner so as to not adversely impact on the amenity of the locality.

5. Complaints Management Procedure and Security Measures

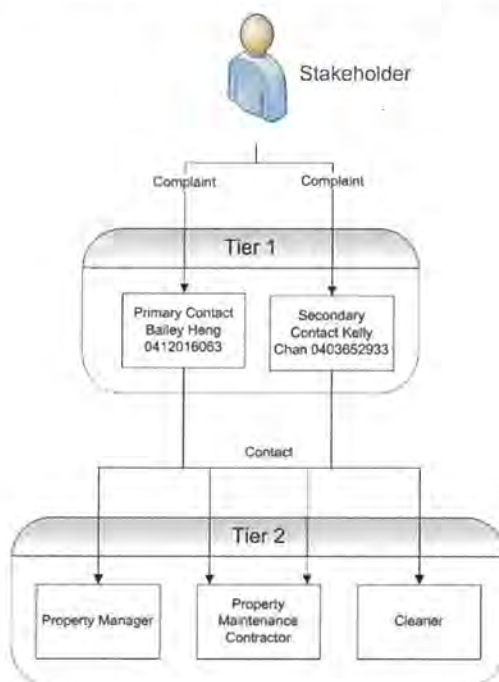
The complaints management procedure is a multi tiered procedure. It involves a primary and secondary point of contact. Should the primary contact not be reachable, guests and neighbours are provided with a secondary point of contact.

Once contact has been made with the first tier the complaint will be rectified within 24hrs.

Depending on the nature of the complaint, the complaint will be escalated and actioned to either one or multiple stakeholders. This can be seen in the below diagram. This includes, but is not limited to:

- Property Owners.
- Property Manager
- Property Maintenance Contractor
- Cleaner

Note: As of the 9th of August 2015 all neighbours have been contacted and relevant contact details pertaining to the complaints management procedure has been provided.



The contact details for the Property Manager have been provided our neighbours. If there is a complaint the Property Manager \ Property Owners have been requested to be notified.

A complaints register will be kept by the Property Manager or Property Owners and will be available for the review at the request of the City. The complaints register will include the time and date of the complaint, the nature of the complaint, the name of complainant and the complainant's address.

In order to ensure the security of our guests and neighbouring properties the following measures have been undertaken:

- Installation of security cameras at the front and rear of the property.
- Installation of security related systems e.g. first aid kit, alarms, and intuitive locks.
- Installation of security related procedures e.g. self locking doors.

- Notification to our guests of details relating to security e.g. being vigilant past midnight as that is when break-ins most commonly occur.
- Installation of an escalation and response procedure e.g. providing relevant primary and secondary contact details to our guests to ring in an event of a breach of security.

In addition to the above, in order to ensure the security of residents and visitors, the following measures will be undertaken:

- Details pertaining to guest identities exist within our system and will be held for a period of 12 months.
- Contact details of all our guests exist within our systems and will be held for a period of 12 months.
- Guest booking details will be held within our existing system for a period of 12 months.

6. Ongoing Management of the Premises

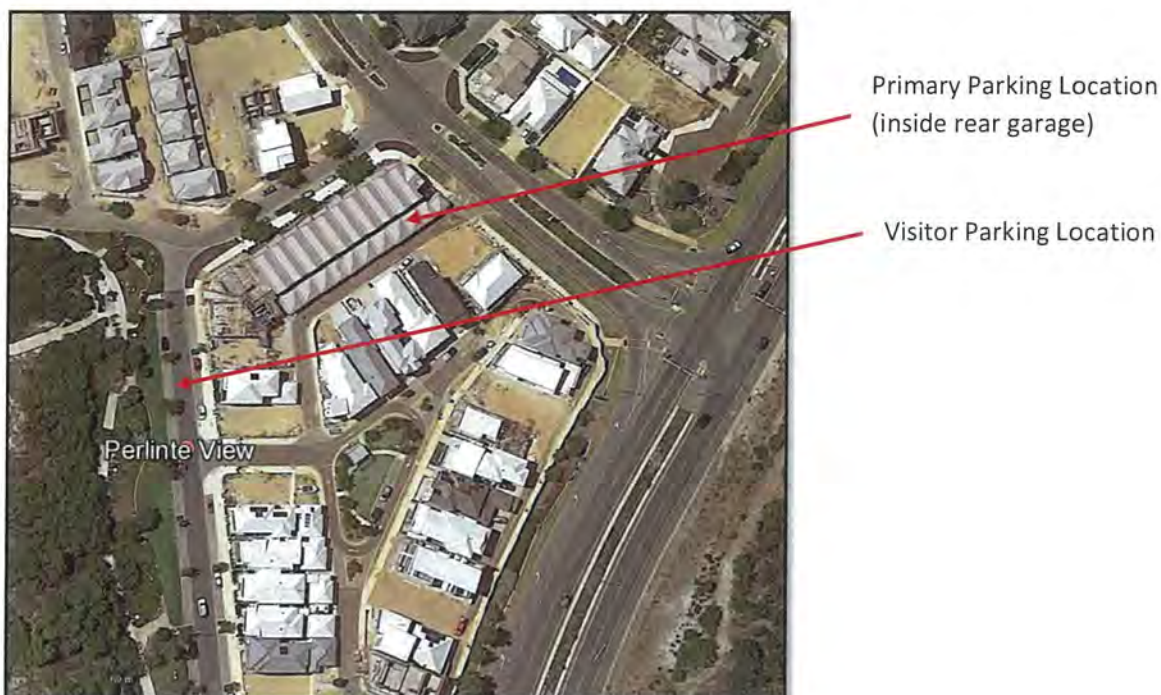
The following measures will be undertaken to ensure ongoing maintenance of the premises:

- Appointments of a cleaner to ensure all areas are clean prior to guest check-in. Normal check out time is 10:00AM and check-in is between 3:00PM and 6:00PM. The property will be cleaned between the hours of 10:00AM to 3:00PM.
- Appointment of a full time Property Manager whose sole accountability is maintenance. This Property Manager is available 24hrs 7 days a week (on call) to resolve any faults.
- Should the Property Manager be unable to repair or resolve a fault, a maintenance contractor will be employed to undertake the necessary repairs.

7. Parking Management Plan

In order to ensure that vehicle movement will not adversely impact the amenity of the locality, the following areas have been allocated as the preferred car parking areas (see below map for further details):

- Rear garage parking for guests only.
- Public parking on Perlinte View for visitors only.



A maximum of two guest vehicles are permitted on site at any one time. Guest vehicles are to be parked within the rear garage.

8. Vehicle Movements

Guests will be advised to access the rear garage from Orsino Boulevard to reduce vehicle movement within the vehicle easement area.

9. Waste Collection

The waste generated by guests will be collected by the City's waste collected service on a Thursday. The Property Manager will visit the site each Thursday to wheel the bins to the correct collection area. Once the bins have been emptied the Property Manager will return the bins to allocated storage area.

All bins are to be stored within the garage, with the exception of collection day.

10. Security of guests, residents and visitors

In order to ensure the security of residents and visitors, the following measures will be undertaken:

- Details pertaining to guest identities exist within our system and will be held for a period of 12 months.
- Contact details of all our guests exist within our systems and will be held for a period of 12 months.
- Guest booking details will be held within our existing system for a period of 12 months.

11. Control of antisocial behaviour

In order to control anti social behaviour the following measures have been undertaken:

- Establishment of a Code of Conduct which visitors are required to comply with as a condition of stay.
- If any antisocial behaviour complaint occurs it will be dealt immediately if possible or, as soon as reasonably practicable.
- Any substantiated complaint associated with anti-social behaviour will result in the guests being evicted from the premises.
- Any substantiated anti-social behaviour will be reported to the Police.

12. Compliance with House Rules

The House Rules are to be provided to all guests and complied with as a condition of stay. Non-compliance with the House Rules will result in the guest being evicted from the premises.

CODE OF CONDUCT

For Holiday Rental Guests and Visitors at

3 Perlinte View, North Coogee

The following Code of Conduct must be complied with.

- 1. Maximum number of Guests and Visitors**
 - a) Maximum permitted number of Guests is 4; and
 - b) Maximum permitted number of Visitors is 2.
- 2. General obligations of Guests and Visitors**

Guests and Visitors must:

 - a) Comply with all House Rules.
 - b) Respect the residential amenity and security of the Property and neighbours.
 - c) Refrain from anti-social behaviour. Any substantiated complaint associated with anti-social behaviour will result in the guests being evicted from the premises.
 - d) Guests must control and be responsible for Visitors and ensure that Visitors comply with the House Rules.
 - e) Comply with any instructions from the Property Manager and owners during their stay.
 - f) Notify the Manager of any disputes or complaints as soon as is practicable.
 - g) Guests must check-out between 10:00AM and 11:00AM.
 - h) Guests may check-in between 2:00PM and 6:00PM.
- 3. Noise and Residential Amenity**
 - a) Guests must not create noise which is offensive to neighbours.
 - b) No exterior amplified noise will be permitted.
 - c) No interior amplified music shall be permitted before 10:00AM and after 10:00PM. Amplified music shall be required to comply with the *Environmental Protection (Noise) Regulations 1997*.
 - d) Guests are not use to the outdoor living areas after the hours of 9:00PM and before 7:00PM.
 - e) No visitors are permitted at the property after 10:00PM and before 8:00AM.
 - f) Guests must abide by any noise abatement conditions, standards and orders issued by Police or any regulatory authority to minimise impacts upon the residential amenity of neighbours and local community.
 - g) Any substantiated complaint associated with noise will result in the guests being evicted from the premises.
- 4. Functions and parties**
 - a) The Property is not a "party house" and any such activities are strictly prohibited.
 - b) No parties, gatherings, celebrations are permissible. A maximum of two visitors are permitted on site at any one time.
- 5. Access and Parking**
 - a) Guests are restricted to a maximum of two (2) vehicles which are to be parked in the rear garage at all times.
 - b) Visitors are restricted to one (1) vehicle which is to be parked in the rear garage if there is space. Alternatively, visitor vehicles are to park within on street parking bays.
 - c) Ensure that the garage door is closed and all doors are locked when no one is at home to avoid the possibility of theft.
- 6. Recycling and Garbage**
 - a) Guests must dispose of garbage and recycling in accordance with the usual practice at the Property and in the allocated bins.
 - b) Guests must not leave excess rubbish in public or common areas.
 - c) Rubbish bins are to remain within the garage. The Property Manager is on site every Wednesday evening to push out the bins and push back the bins every Thursday.
- 7. Security and Site Monitoring**
 - a) Security cameras at the front and rear of the property will also be used to monitor noise and the behaviour of guests and visitors.

- b) Whenever guests are absent from the Property, all windows and doors are to be closed to maintain security and prevent rain and water damage.

8. General requirements

- a) Guests and Visitors must comply with all House Rules and instructions from the Manager and during their stay.
- b) Guests must notify the Manager of any disputes or complaints from neighbours as soon as is practicable.
- c) Guests and Visitors must not engage in anti-social behaviour and must minimise their impact upon the residential amenity of neighbours and local community.

9. Smoking

Smoking is not permitted on site.

10. Arrangements for Departure

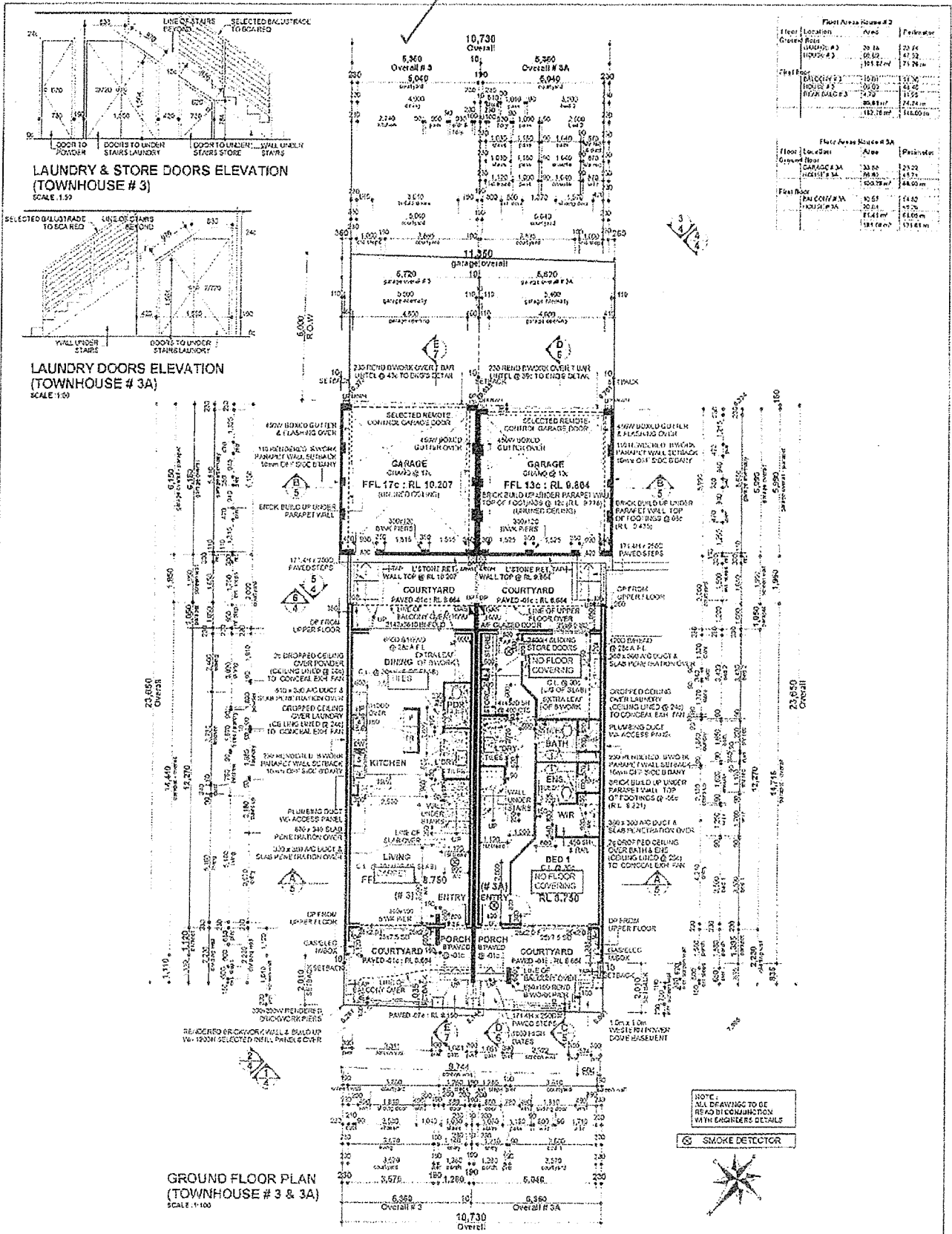
- a) Return the garage remote control to the basket on kitchen top.
- b) Ensure all doors and windows are locked.
- c) Switch off air-conditioning and all lights.

11. Emergency Contact

In the event of an emergency relating to the property, please telephone Bailey 0412016063 or Henry 0402465432.

12. Compliance

- a) A breach of the Code of Conduct is a breach of the Terms and Conditions of occupancy.
- b) The Owner and Manager reserve the right to terminate permission to occupy and to evict from the Property, Guests or Visitors who refuse to follow these House Rules or who cause a nuisance.
- c) Please note that our accommodation is under a Management Plan stipulated by the City of Cockburn. The Code of Conduct is in place to ensure that our neighbours, the public and yourself live in a safe, secure and peaceful environment without causing inconvenience or disturbance to day-to-day activities of our residents who live in this precinct.

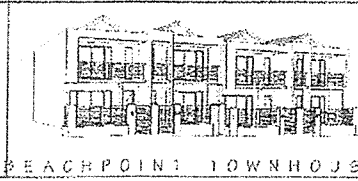


Floor	Location	Area	Perimeter
Ground Floor	TOWNHOUSE # 3	23.14	73.74
	TOWNHOUSE # 3A	23.52	74.32
	TOTAL	46.66	148.06
First Floor	BALCONY # 3	1.51	5.36
	BALCONY # 3A	1.51	5.36
	TOTAL	3.02	10.72
Second Floor	PORCH # 3	1.79	6.12
	PORCH # 3A	1.79	6.12
	TOTAL	3.58	12.24
Total	TOWNHOUSE # 3	24.65	75.82
	TOWNHOUSE # 3A	25.03	76.40
	TOTAL	50.68	152.22

Floor	Location	Area	Perimeter
Ground Floor	GARAGE # 3A	33.52	103.22
	TOTAL	33.52	103.22
First Floor	PORCH # 3A	1.51	5.36
	TOTAL	1.51	5.36
Second Floor	PORCH # 3A	1.51	5.36
	TOTAL	1.51	5.36
Total	TOWNHOUSE # 3A	36.54	113.94
	TOTAL	36.54	113.94

NOTE: ALL DRAWINGS TO BE READ IN CONNECTION WITH ENGINEER'S DETAILS

SMOKE DETECTOR



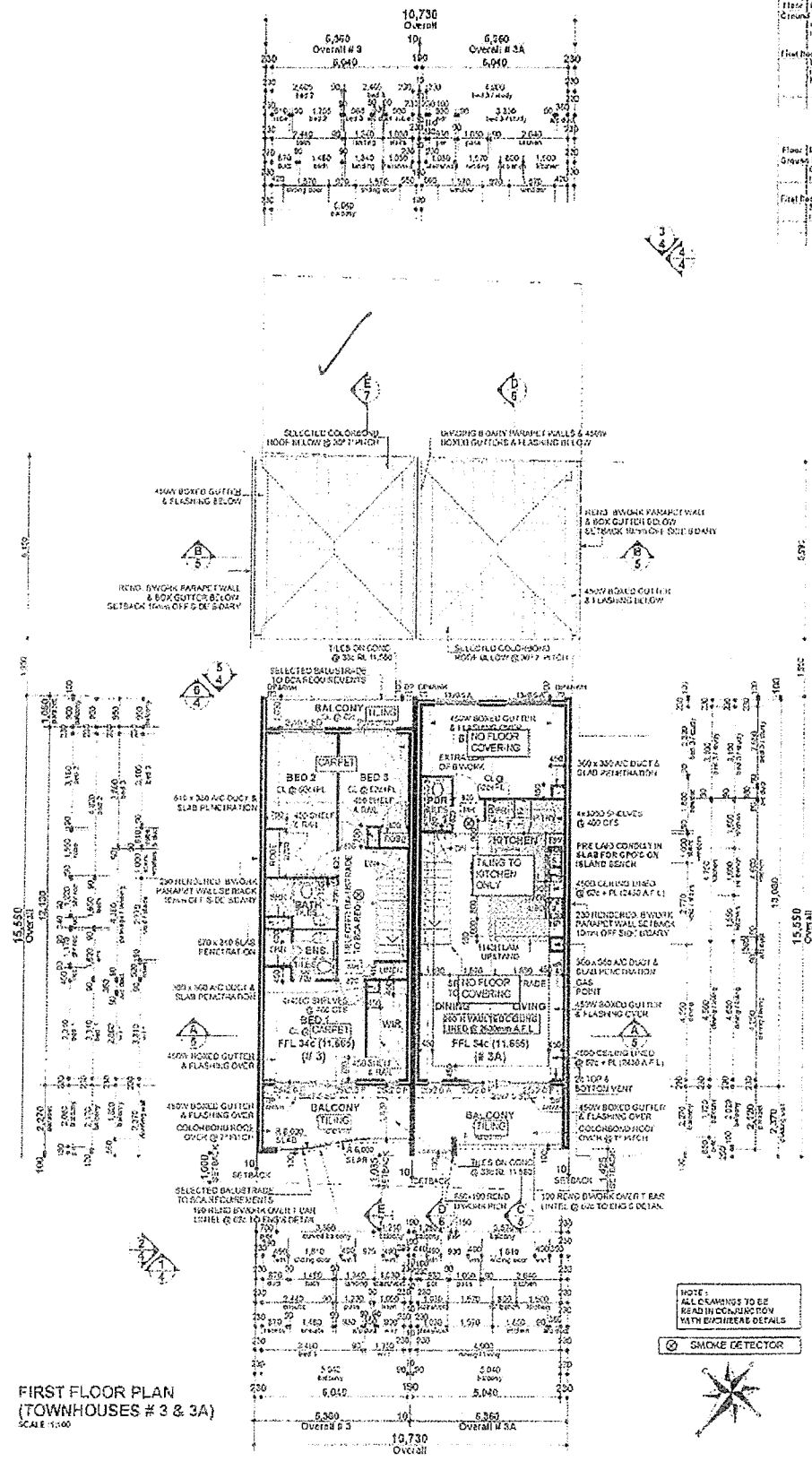
REVISIONS	DRAWN	DATE	CLIENT
1
2
3

CLIENT: BEACHPOINT TOWNHOUSES
 SITE: LOT 128 & 129 (40'x100'x20')
 (HOUSE # 3 & 3A)
 PERLINE VIEW
 PORT COORSEE

THE BUILDING DEVELOPMENT GROUP
 REV # 01
 SHEET 2 OF 10
 ISSUE TO CONSTRUCTION

Floor Areas in Use #3			
Floor	Location	Area	Perimeter
Ground Floor	HOUSE #3	20.18	23.24
	HOUSE #3A	20.22	47.52
	REAR BALCONY	4.72	21.26m
First Floor	HOUSE #3	10.01	14.30
	HOUSE #3A	20.22	46.40
	REAR BALCONY	4.72	11.50
	REAR PATIO	8.85m	24.74m
		182.7m	148.00m

Floor Areas in Use #3A			
Floor	Location	Area	Perimeter
Ground Floor	HOUSE #3A	20.22	23.22
	HOUSE #3A	20.22	45.11
		100.24m	48.57m
First Floor	HOUSE #3A	10.02	14.40
	HOUSE #3A	20.22	45.08
		81.61m	61.08m
		181.22m	131.61m



FIRST FLOOR PLAN
(TOWNHOUSES # 3 & 3A)
SCALE 1:100

NOTE: ALL DRAWINGS TO BE READ IN CONJUNCTION WITH ENGINEER DETAILS

⊙ SMOKE DETECTOR



BEACHPOINT TOWNHOUSES

REVISIONS	DRAWN	DATE	CLIENT
1	PERLINTIE VIEW	27/07/2011	BEACHPOINT TOWNHOUSES
2	PERLINTIE VIEW	27/07/2011	BEACHPOINT TOWNHOUSES
3	PERLINTIE VIEW	27/07/2011	BEACHPOINT TOWNHOUSES

CLIENT: BEACHPOINT TOWNHOUSES
SITE: LOT 126 & 129 (adjacent to 125)
(HOUSE # 3 & 3A)
PERLINTIE VIEW
PORT COOGEET

THE BUILDING DEVELOPMENT GROUP
REV # 01
SHEET 3 OF 10
ISSUE TO CONSTRUCTION



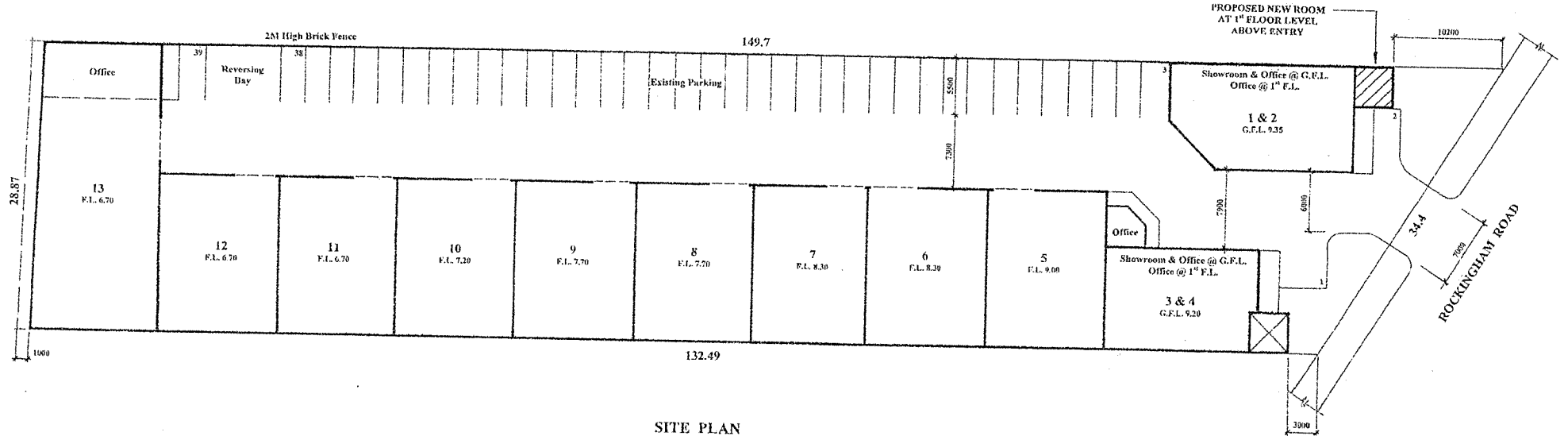
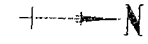

City of Cockburn
C.I.S Services Department

PRINTED ON:
30/03/2016

SCALE = 1:1212

DISCLAIMER - The City of Cockburn provides the information contained herein and bears no responsibility or liability whatsoever for any errors, faults, defects or omissions of information contained in this document.





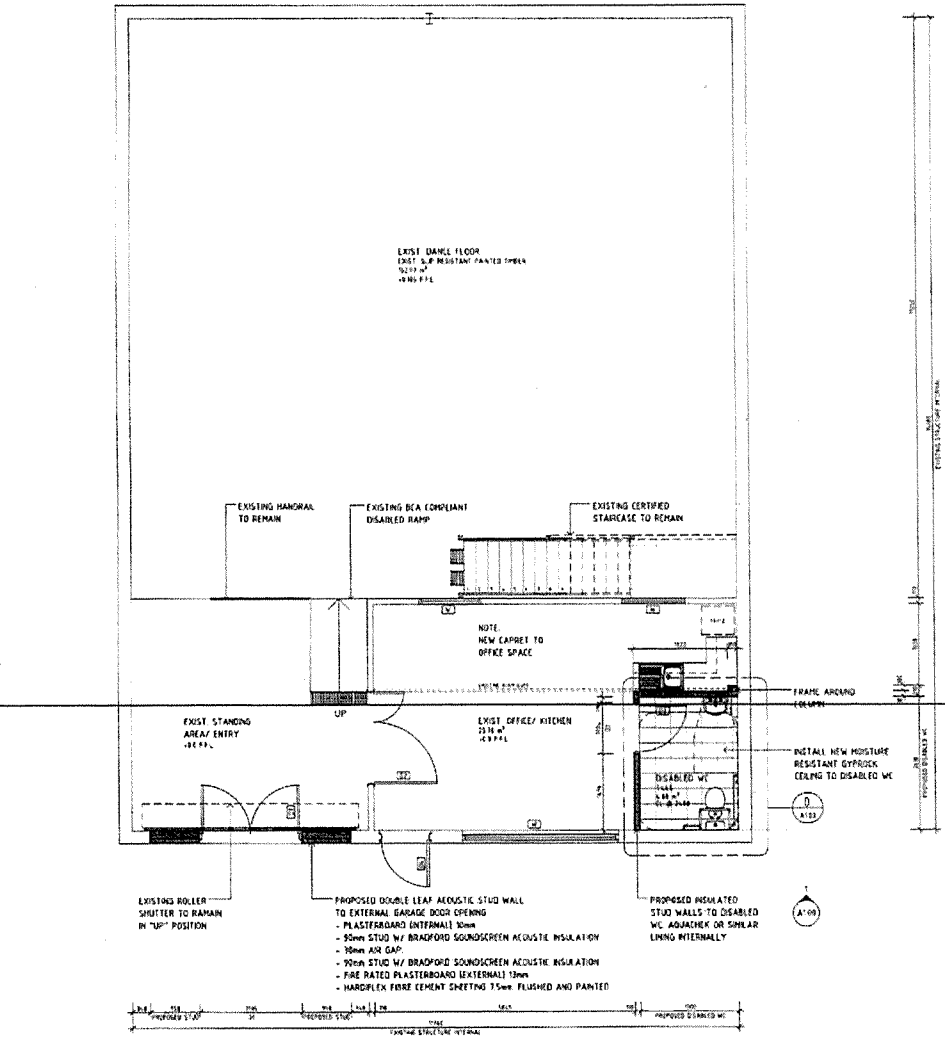
SITE PLAN
 SCALE 1:200
 NOTE: ALL BUILDINGS AND FACILITIES ARE EXISTING
 WITH NO ALTERATIONS TO EXISTING ELEVATIONS.

BRIAN PAINE UNIT 67 28 DAVEY STREET, HAMILTON WA 6100 EMAIL: brianpaine55@gmail.com MOBILE No. 0872 933 729	
TITLE: LOT 11 ROCKINGHAM RD. HAMILTON HILL PROPOSED NEW 1st FLOOR OFFICE SITE PLAN	
DRAWN: BRIAN PAINE	DRAWING No.
DATE: DECEMBER 2013	A1
SCALE: 1:200	REVISION: A

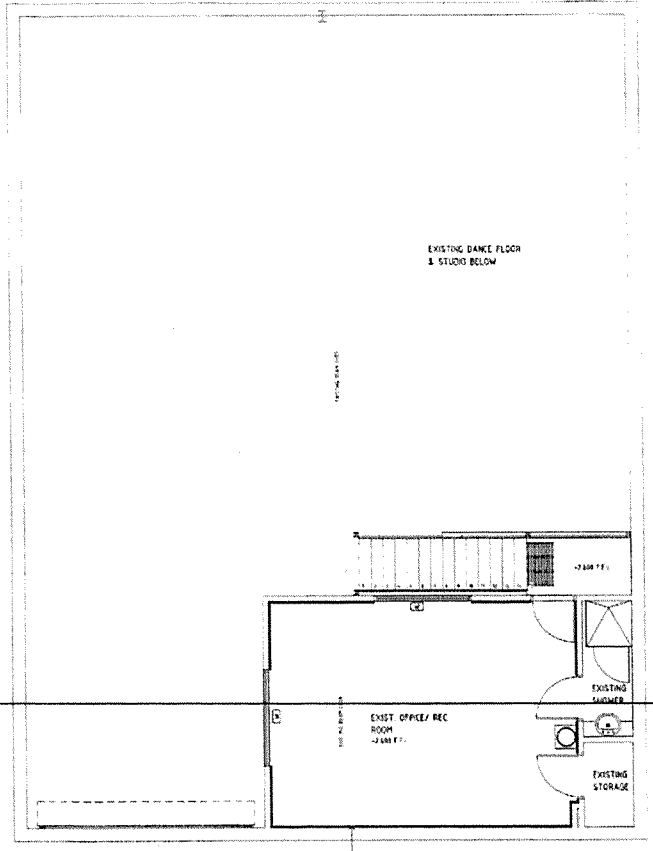
CONTENTS: ALL DIMENSIONS INDICATED ON THIS PLAN SHALL BE AS SHOWN UNLESS OTHERWISE NOTED. THE USER SHALL BE RESPONSIBLE FOR VERIFYING ALL DIMENSIONS AND CONDITIONS AT THE TIME OF CONSTRUCTION. ALL DIMENSIONS SHALL BE MEASURED TO THE FACE UNLESS OTHERWISE NOTED.
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- D1** PROPOSED EXTERNAL ALUMINUM THICK SOLID CORE DOUBLE GLASS W/ BRUNNEN SI PERIMETER SEAL, RPYSI, BUTTOM SEAL & WPFS OR RPYSI ASTRAGAL ACQUASTIC DOOR SEAL TO ALL EDGES. ENSURE HARDWARE AS PER BICA REQUIREMENTS. ENSURE FLUSH SEAL FOR COMPLIANT DISABLED ACCESS. 900mm MIN OPENING WIDTH.
- D2** PROPOSED EXTERNAL STUD CORE DOUBLE DOORS W/ RAYEN RP44S ACQUASTIC DOOR SEAL TO ALL EDGES. ENSURE HARDWARE AS PER BICA REQUIREMENTS. ENSURE FLUSH SEAL FOR COMPLIANT DISABLED ACCESS. 900mm MIN OPENING WIDTH.
- D3** PROPOSED SOLID CORE DOOR W/ DISABLED OPENING HARDWARE & FLUSH SEAL TO BICA REQUIREMENTS. 900mm MIN OPENING.
- D4** PROPOSED EXTERNAL SOLID CORE DOOR W/ RAYEN RP44S ACQUASTIC DOOR SEAL TO ALL EDGES TO EXISTING OPENING.

WINDOW NOTE
 ALL WINDOWS TO BE REPLACED W/ FIXED & 20mm SINGLE PLANE LAMINATED GLASS. WINDOW SIZES TO BE MEASURED & CONFIRMED ON-SITE.



PROPOSED GROUND FLOOR
 SCALE 1 : 50



PROPOSED FIRST FLOOR
 SCALE 1 : 50

Author	Revision Description	Date

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Drawing Coordinator:

Drawing Director Approval:

Project Description:
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 43 HOLDCOSON ST
 RIVERVALE
 Project Number: 101555**

PROPOSED FLOOR PLANS as indicated

Information	Issue
Drawing Number: A1.02	ISSUE A

Attach 3



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Environmental Noise Assessment

Kelete Theatre and Performing Arts Company

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Prepared for:

CADDs Architectural



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Report: 16023492-01c.docx

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Prepared By:	Olivier Mallié 
Position:	Project Director
Date:	10 March 2016

Table of Contents

1	INTRODUCTION	1
2	CRITERIA	2
3	METHODOLOGY	5
3.1	Site Inspection	5
3.2	Noise Modelling	8
3.2.1	Meteorological Information	8
3.2.2	Topographical Data and Buildings	8
3.2.3	Ground Absorption	9
3.2.4	Noise Sources	9
4	ASSESSMENT	10
4.1	Existing Building	10
4.2	Future Building	11
4.3	Car Park and Patrons Noise	12
5	RECOMMENDATIONS	16
5.1	Alterations to Existing Building	16
5.2	Noise Management Plan	17

List of Tables

Table 2-1	Adjustments Where Characteristics Cannot Be Removed	2
Table 2-2	Baseline Assigned Noise Levels	3
Table 2-3	Assigned Noise Levels	4
Table 3-1	Summary of Noise Levels Recorded On Site	6
Table 3-2	Modelling Meteorological Conditions	8
Table 4-1	Noise Modelling Results and Assessment - Existing Building	10
Table 4-2	Noise Modelling Results and Assessment - Future Building	11

List of Figures

Figure 1-1 Location of Kelete Dance Studio and Closest Residence _____	1
Figure 3-1 Recorded Spectral Data _____	7
Figure 4-1 Predicted Spectral Noise Levels _____	13
Figure 4-2 Noise Contour Plot - Future Building With 10mm Ceiling _____	14
Figure 4-3 Noise Contour Plot - Future Building With Upgraded Ceiling _____	15

Appendices

A	Development Plans
B	Noise Model Overview
C	Terminology

1 INTRODUCTION

Kelete Theatre and Performing Arts Company is a community based venture wishing to seek permission to operate the following land use activities at Unit 9/ 153 Rockingham Road:

- 9.00am till 4.00pm – use of Music and Dance therapy for people with disabilities; and
- 4.00pm till 9.00pm – theatrical/dance/singing classes for children and fitness classes for adults.

Lloyd George Acoustics was engaged to identify noise mitigation measures for the music noise to comply at the nearest residences. In addition, a noise management plan addressing noise from patrons leaving the venue as well as car doors closing is presented.

The Kelete premises ('Dance Studio') is located within a commercial complex and is bounded by a residential property to the south-west, vacant land to the east and other commercial tenancies to the north and south - refer *Figure 1.1*.

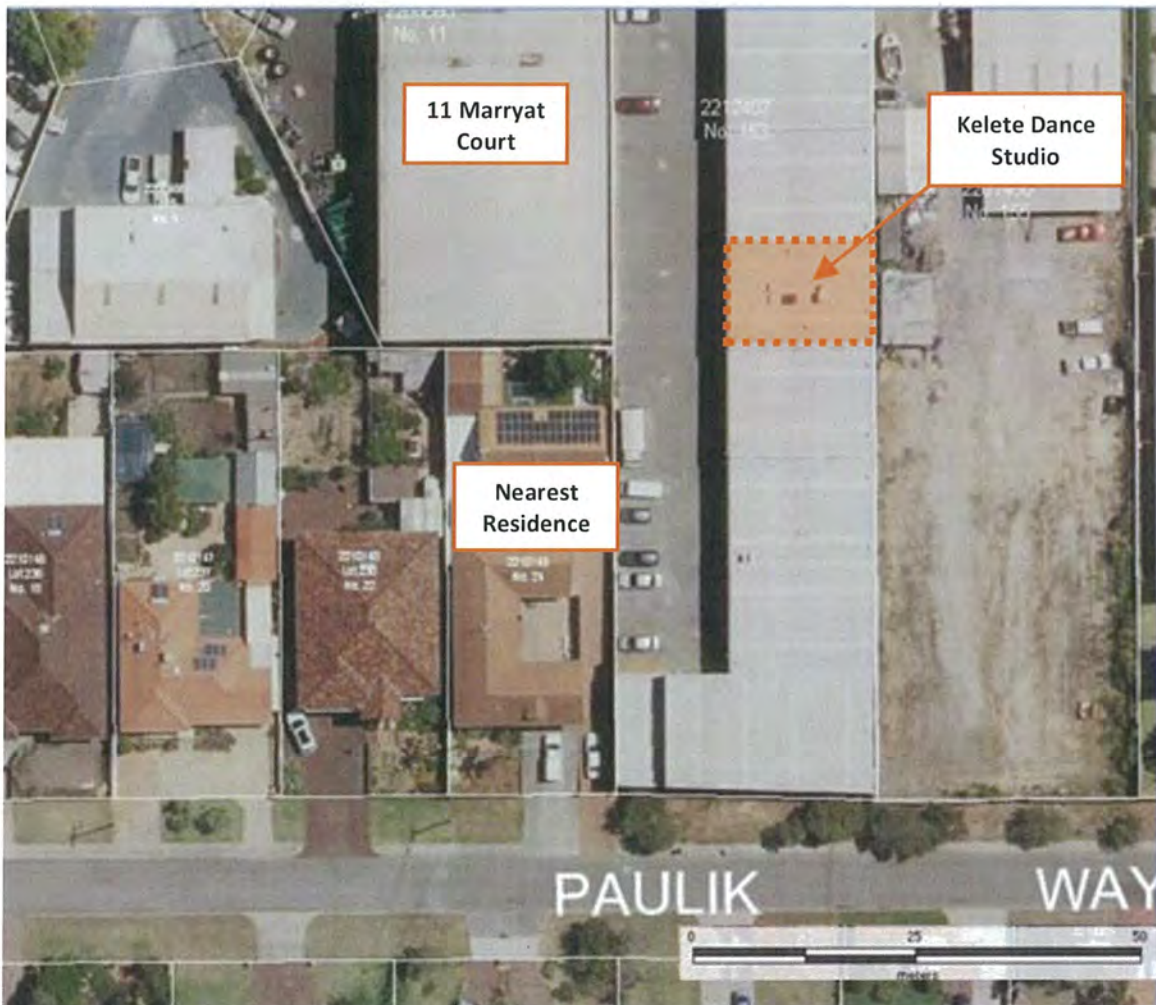


Figure 1-1 Location of Kelete Dance Studio and Closest Residence

Appendix A shows the development plans used as the basis for this assessment.

Appendix C contains a description of some of the terminology used throughout this report.

2 CRITERIA

Environmental noise in Western Australia is governed by the *Environmental Protection Act 1986*, through the *Environmental Protection (Noise) Regulations 1997* (the Regulations).

Regulation 7 defines the prescribed standard for noise emissions as follows:

“7. (1) Noise emitted from any premises or public place when received at other premises –

- (a) Must not cause or significantly contribute to, a level of noise which exceeds the assigned level in respect of noise received at premises of that kind; and
- (b) Must be free of –
 - i. tonality;
 - ii. impulsiveness; and
 - iii. modulation,
 when assessed under regulation 9”

A “...noise emission is taken to significantly contribute to a level of noise if the noise emission ... exceeds a value which is 5 dB below the assigned level...”

Tonality, impulsiveness and modulation are defined in Regulation 9. Noise is to be taken to be free of these characteristics if:

- (a) The characteristics cannot be reasonably and practicably removed by techniques other than attenuating the overall level of noise emission; and
- (b) The noise emission complies with the standard prescribed under regulation 7 after the adjustments of *Table 2-1* are made to the noise emission as measured at the point of reception.

Table 2-1 Adjustments Where Characteristics Cannot Be Removed

Where Noise Emission is Not Music			Where Noise Emission is Music	
Tonality	Modulation	Impulsiveness	No Impulsiveness	Impulsiveness
+ 5 dB	+ 5 dB	+ 10 dB	+ 10 dB	+ 15 dB

Note: The above are cumulative to a maximum of 15 dB.

The baseline assigned levels (prescribed standards) are specified in Regulation 8 and are shown in *Table 2-2*.

Table 2-2 Baseline Assigned Noise Levels

Premises Receiving Noise	Time Of Day	Assigned Level (dB)		
		L _{A10}	L _{A1}	L _{Amax}
Noise sensitive premises: highly sensitive area ¹	0700 to 1900 hours Monday to Saturday (Day)	45 + influencing factor	55 + influencing factor	65 + influencing factor
	0900 to 1900 hours Sunday and public holidays (Sunday)	40 + influencing factor	50 + influencing factor	65 + influencing factor
	1900 to 2200 hours all days (Evening)	40 + influencing factor	50 + influencing factor	55 + influencing factor
	2200 hours on any day to 0700 hours Monday to Saturday and 0900 hours Sunday and public holidays (Night)	35 + influencing factor	45 + influencing factor	55 + influencing factor
Noise sensitive premises: any area other than highly sensitive area	All hours	60	75	80
Commercial	All hours	60	75	80
Industrial	All hours	65	80	90

1. *highly sensitive area* means that area (if any) of noise sensitive premises comprising –
- (a) a building, or a part of a building, on the premises that is used for a noise sensitive purpose; and
 - (b) any other part of the premises within 15 metres of that building or that part of the building.

The influencing factor, applicable at the nearest noise sensitive premises has been calculated as 4.5 dB by the City of Cockburn.

Table 2-3 shows the assigned noise levels including the influencing factor at the receiving location.

Table 2-3 Assigned Noise Levels

Premises Receiving Noise	Time Of Day	Assigned Level (dB)		
		L_{A10}	L_{A1}	L_{Amax}
Noise sensitive premises: highly sensitive area ¹	0700 to 1900 hours Monday to Saturday (Day)	49.5	59.5	69.5
	0900 to 1900 hours Sunday and public holidays (Sunday)	44.5	54.5	69.5
	1900 to 2200 hours all days (Evening)	44.5	54.5	59.5
	2200 hours on any day to 0700 hours Monday to Saturday and 0900 hours Sunday and public holidays (Night)	39.5	49.5	59.5

¹ *highly sensitive area* means that area (if any) of noise sensitive premises comprising –
 (a) a building, or a part of a building, on the premises that is used for a noise sensitive purpose; and
 (b) any other part of the premises within 15 metres of that building or that part of the building.

It must be noted the assigned noise levels above apply outside the receiving premises and at a point at least 3 metres away from any substantial reflecting surfaces. Given the close proximity of existing buildings and fences, the noise emissions were assessed at a point 1 metre away from building facades and a -2 dB adjustment was made to the predicted noise levels to account for reflected noise.

It is further noted the assigned noise levels are statistical levels and therefore the period over which they are determined is important. The Regulations define the Representative Assessment Period (RAP) as *a period of time of not less than 15 minutes, and not exceeding 4 hours, which is determined by an inspector or authorised person to be appropriate for the assessment of a noise emission, having regard to the type and nature of the noise emission. An inspector or authorised person is a person appointed under Sections 87 & 88 of the Environmental Protection Act 1986 and include Local Government Environmental Health Officers and Officers from the Department of Environment Regulation. Acoustic consultants or other environmental consultants are not appointed as an inspector or authorised person. Therefore, whilst this assessment is based on a 4 hours RAP, which is assumed to be appropriate given the nature of the operations, this is to be used for guidance only.*

Under regulation 3, nothing in the Regulations applies to the following noise emissions –

- (a) noise emissions from the propulsion and braking systems of motor vehicles operating on a road;
- (b) noise emissions from a safety warning device, other than a reversing alarm, fitted to a motor vehicle operating on a road;
- (c) noise emissions from trains or aircraft (other than model aircraft and trains operating on railways with a gauge of less than 70 cm);
- (d) noise emissions from a safety warning device fitted to a train or vessel;

- (e) noise emissions from an emergency vehicle as defined in the Road Traffic Code 2000 regulation 3(1);
- (f) noise emissions from the propulsion system or the movement through the water of a vessel operating in water other than water on private premises;
- (g) noise emissions –
 - (i) from a device for warning pedestrians installed at a pedestrian crossing on a road; or
 - (ii) from a device for warning of the passage of a train installed at a level crossing; or
 - (iii) from a safety warning device fitted to a building as a requirement of the Building Code as defined in the *Building Regulations 2012* regulation 3; or
 - (iv) for the purpose of giving a warning required under the *Mines Safety and Inspection Regulations 1995* regulation 8.26,if every reasonable and practicable measure has been taken to reduce the effect of the noise emission consistent with providing an audible warning to people;
- (h) noise emissions from –
 - (i) a reversing alarm fitted to a motor vehicle, mobile plant, or mining or earthmoving equipment; or
 - (ii) a startup or movement alarm fitted to plant,if
 - (iii) it is a requirement under another written law that such an alarm be fitted; and
 - (iv) it is not practicable to fit an alarm that complies with the written law under which it is required to be fitted and emits noise that complies with these Regulations;
- (i) noise emissions from an engine, equipment, machinery or plant on a vessel while the vessel is in a port.
Port is defined in either the *Port Authorities Act 1999* section 3(1) or the *Shipping and Pilotage Act 1967* section 3.

3 METHODOLOGY

3.1 Site Inspection

The premises were inspected on the Friday 5 February 2016 and the following was noted in relation to the dance studio and its surroundings:

- The nearest residence is located approximately 17 metres to the south-west of the dance studio west facade;
- A large roller shutter door is located on the west wall;
- The current entry door is a hollow core without seals;

- There is a large window on the west facade;
- The roof construction is metal sheet decking with insulation under the purlins;
- The ground level of the dance studio is elevated compared to the nearest residence; and,
- There is a solid 1.8 metre high wall on the east boundary of the residence.

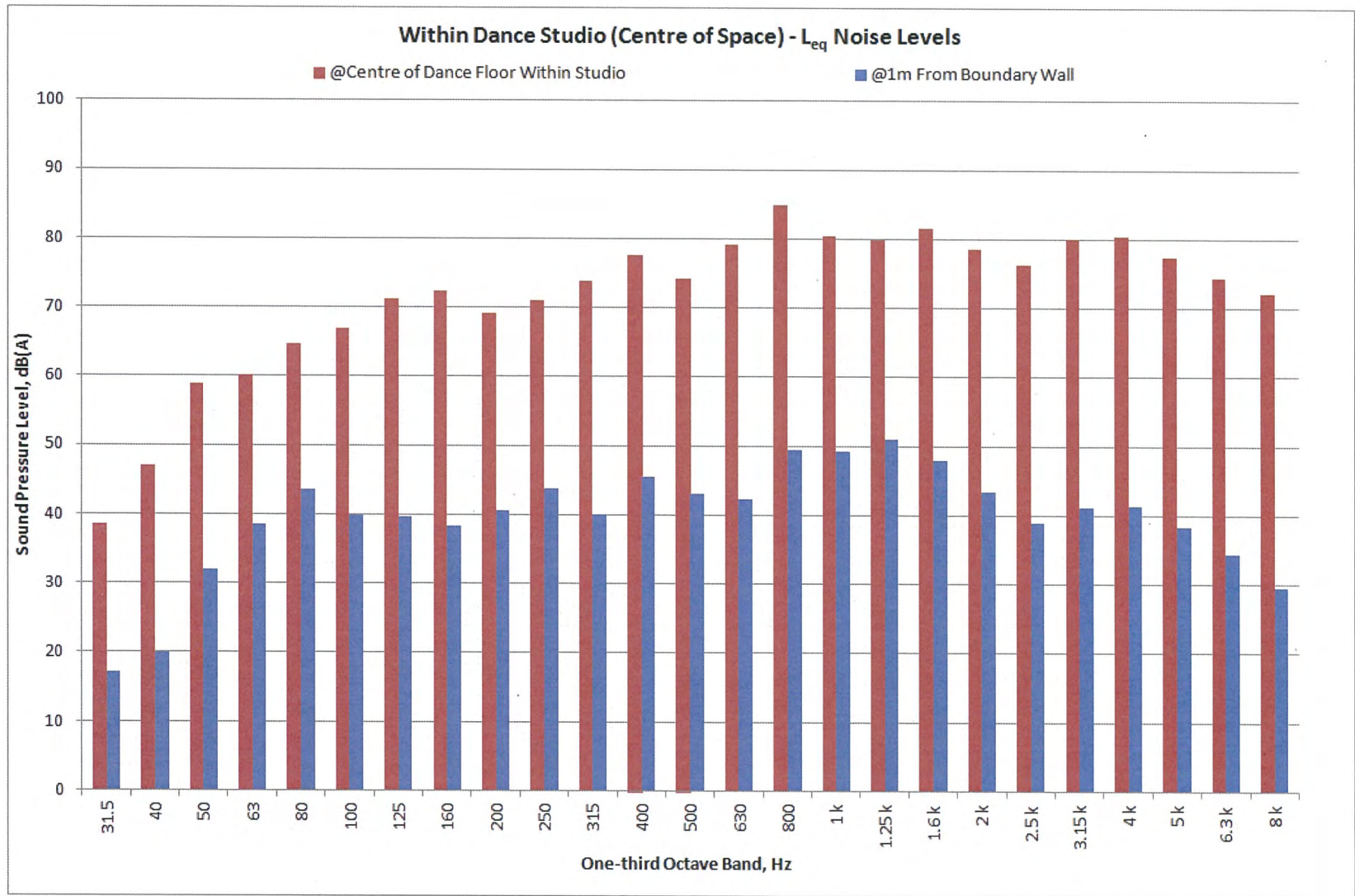
While on site, noise measurements were also conducted to establish typical noise levels within and outside of the dance studio and later used for noise model calibration. The noise measurements were conducted with a Rion NA-28 hand held sound level meter while loud music, of a type which included a good amount of low frequency noise, was being played within the dance studio. The noise levels recorded are summarised in *Table 3-1* with the spectral data of the first and last measurements shown in *Figure 3-1*.

Table 3-1 Summary of Noise Levels Recorded On Site

Location	Measurement Duration	Measured Level
Within Dance Studio at Centre of Floor space. Microphone was 1.5 metre above dance floor.	1 min	91.4 dB L _{Aeq}
Within Dance Studio 2 metres from the Roller Shutter Door. Microphone was 1.5 metre above dance floor.	1 min	88.0 dB L _{Aeq}
Within Office Space of Dance Studio near entry door. All doors and windows to dance floor shut. Microphone was 1.5 metre above dance floor.	1 min	66.0 dB L _{Aeq}
Outside Dance Studio, 7 metres directly in front of Roller Shutter Door. Microphone was 1.5 metre above local ground.	1 min	60.4 dB L _{Aeq}
Outside Dance Studio 1 metre from Boundary Wall (approximately 17 metres from Roller Shutter Door). Microphone was 1.5 metre above local ground.	1 min	57.8 dB L _{Aeq}

It is noted that music was clearly audible at both outside measurement locations.

Figure 3-1 Recorded Spectral Data



3.2 Noise Modelling

Computer modelling has been used to support the site measurements and identify noise mitigation measures. The advantage of modelling is that it is not affected by background noise sources and can provide the individual noise contribution of each source in the model.

The software used was *SoundPLAN 7.4* with the ISO 9613-2 algorithms selected. These algorithms have been selected given the relative short distance between source and receiver (less than 20 metres) and as they are one of the few that include the influence of wind. Input data required in the model are:

- Meteorological Information;
- Topographical data and Buildings;
- Ground Absorption; and
- Noise Sources.

An overview of the noise model showing the extent and location of the various model inputs is shown in *Appendix B*.

3.2.1 Meteorological Information

Meteorological information utilised (*Table 3-1*) is based on that specified in the *draft EPA Guidance for the Assessment of Environmental Factors No.8 Environmental Noise*. These conditions are considered the worst-case for noise propagation. At wind speeds greater than those shown, sound propagation may be further enhanced, however background noise from the wind itself and from local vegetation is likely to be elevated and dominate the ambient noise levels.

Table 3-2 Modelling Meteorological Conditions

Parameter	Evening and Night (1900-0700)	Day (0700-1900)
Temperature (°C)	15	20
Humidity (%)	50	50
Wind Speed (m/s)	3	4
Wind Direction*	All	All

* Note that the modelling package used allows for all wind directions to be modelled simultaneously.

The EPA policy is that compliance with the assigned noise levels needs to be demonstrated for 98% of the time, during the day and night periods, for the month of the year in which the worst-case weather conditions prevail. In most cases, the above conditions occur for more than 2% of the time and therefore must be satisfied.

3.2.2 Topographical Data and Buildings

Given the short source to receiver distance and local surrounding topography, flat ground was assumed over the study area.

Buildings and boundary walls and fences were also included in the noise model as they can provide noise attenuation effects as well as reflection paths. However, the roof of pergolas were not included. The model include the following buildings and fences:

- Commercial complex, of which the dance studio is part of, modelled as 5 metres high and with the southern-most section modelled as 2.5 metres high;
- 6 metre high commercial building on 11 Marryat Court;
- Residence to the south-west modelled as single storey, 3.5 metres high; and,
- 1.8 metres high solid wall on east boundary of residence (between residence and car park).

3.2.3 Ground Absorption

Ground absorption varies from a value of 0 to 1, with 0 being for an acoustically reflective ground (e.g. bitumen or asphalt) and 1 for acoustically absorbent ground (e.g. grass). In this instance, a value of 0 has been used as an average across the study area.

3.2.4 Noise Sources

The noise sources incorporated in the model were based on that observed on site and the development plans in *Appendix A*. The source sound power levels were derived based on the measurements taken on site and the estimated transmission loss of the various construction elements. The following noise sources were included in the model:

- Existing Building
 - Roller Shutter Door of steel construction and surface area of 15.2 m², estimated R_w rating of 22;
 - Roof is steel construction with insulation under the purlins, of surface area of 132 m² and with an estimated R_w rating of 18; and,
 - Large office window with 4mm thick glass of surface area of 3.9 m² rated R_w 25, with the bottom sill approximately 0.8 metres above ground.
- Re-furbished Dance Studio
 - Stud wall partition in front of roller shutter door comprising:
 - Proprietary 8mm thick Soundstop plasterboard directly fixed to 90mm steel stud,
 - 30mm gap between studs,
 - Hardiflex 7.5mm thick cement fibre sheet directly fixed to 90mm steel stud,
 - Cavity insulation to be double layer of Bradford Soundscreen insulation.
 Above construction estimated rating R_w (C, C_{tr}) of 48 (-4, -11)
 - Double door to be incorporated in new stud wall partition comprising of two 44mm solid core doors with drop seal, astragal and full perimeter seals with overall estimated R_w rating of 32;
 - Office window to be upgraded to double glazed unit (10.38mm laminated / 12mm air gap / 6.38mm laminated) with estimated R_w rating of 41; and,

- Ceiling to be Gyprock perforated ceiling panels on suspended steel grid system. It is noted the perforated ceiling will have negligible transmission loss and therefore it was taken to be standard 10mm plasterboard with an estimated R_w rating of 26 as a basis for this assessment.
- Patrons leaving the venue - as a guide to assess the potential impact of patrons leaving the Venue, the noise model include 3 patrons standing and chatting at once as follows:
 - Three point sources of sound power level L_w of 77 dB(A) each;
 - Sources are 1.5 metres above ground level; and,
 - Sources were located by the entrance/exit door, and also near a car park spot.
- Car doors closing - this was also included in the model to provide guidance on the potential impact from cars using the car park as follows:
 - One point source per car door with a sound power level of 84 dB(A);
 - Sources are 1 metre above local ground; and,
 - Sources were located in several car park spot to identify 'worst' spot.

It is noted that with the exception of the roof, all noise paths are located on the west facade, that is, the east wall is of solid construction with no penetrations to outside.

Once refurbished, it is understood the roller door will remain fully open when the Studio is in use.

4 ASSESSMENT

4.1 Existing Building

The noise contribution of each noise paths was determined using the noise model. They are presented in *Table 4-1* along with the assessment of the overall predicted noise levels against the evening L_{A10} assigned noise levels.

Table 4-1 Noise Modelling Results and Assessment - Existing Building

Source	Predicted Noise Levels At Receiver	Evening Assigned Noise Levels at Receiver ¹	Adjusted Noise Levels ²	Calculated Exceedance
Roller Shutter Door (Closed)	45.4 dB L_{A10}			
Roof	44.2 dB L_{A10}			
Office Window	16.0 dB L_{A10}			
Overall Levels	48 dB L_{A10}	45 dB L_{A10}	58 dB L_{A10}	13 dB

Notes:

1. The assigned noise level is as defined in *Table 2-3*.
2. Predicted existing noise levels adjusted by + 10 dB for music

From the results, it can be seen that the noise contribution from the roller shutter door and roof are similar and dominate the overall noise levels, while the contribution from the office window is not significant.

Then, it can also be seen the adjusted noise levels exceed the evening L_{A10} assigned noise levels by 13 dB.

4.2 Future Building

The noise contribution from the various noise paths was determined using the noise model. They are presented in *Table 4-2* along with the assessment of the predicted overall noise levels against the evening L_{A10} assigned noise levels.

The predicted noise levels are also presented in *Figure 4-2* as noise contours.

Table 4-2 Noise Modelling Results and Assessment - Future Building

Source	Predicted Noise Levels At Receiver	Evening Assigned Noise Levels at Receiver ¹	Adjusted Noise Levels ²	Calculated Exceedance
Roof	32.6 dB L_{A10}			
Double Door	23.8 dB L_{A10}			
New Partition	20.1 dB L_{A10}			
Office Window	5.7 dB L_{A10}			
Overall Levels	33 dB L_{A10}	45 dB L_{A10}	43 dB L_{A10}	Complies

Notes:

1. The assigned noise level is as defined in *Table 2-3*.
2. Predicted existing noise levels adjusted by + 10 dB for music.

From the results, it can be seen that the noise contribution from the roof is predicted to dominate the overall noise levels, while the contribution from the other building elements are less significant.

Then, it can also be seen the adjusted noise levels would comply with the evening L_{A10} assigned noise levels.

However, while the overall noise levels have significantly reduced compared to existing building condition, it is noted the predicted levels of low frequency noise from the music are still relatively high. This is illustrated in *Figure 4-2* which shows the difference between predicted noise levels for 'existing building' and 'future building' conditions.

In addition, it must be noted this assessment is based on the internal noise levels recorded during the site visit (refer *Table 3-1* and *Figure 3-1*). From the results above, the predicted overall levels are close to the assigned levels and therefore there is not a lot of room for the internal noise levels to increase, either overall or at low frequency, which could still lead to exceedances.

It is therefore recommended to further mitigate the low frequency noise by upgrading the ceiling construction using two layers of fire rated 13mm plasterboards. Doing so results in the overall predicted noise levels to decrease to 28 dB L_{A10} and the low frequency noise to decrease by a further 6 dB approximately in the 31.5, 63 and 125 Hz octave bands. This is also shown in *Figure 4-1* and the predicted noise levels with the upgraded ceiling are also shown in *Figure 4-3*.

4.3 Car Park and Patrons Noise

The highest predicted noise level from a car door closing is 47.5 dB(A). Car doors closing could be considered impulsive as per the Regulations however, it is considered unlikely this noise will be impulsive when assessed at the receiver, which is behind the existing 1.8 metre high brick wall. Given the short duration of such events, car doors closing would have to comply with the evening L_{Amax} assigned level of 59.5 dB(A). The highest predicted level is well below that and therefore no specific noise mitigation would be required.

The highest predicted noise level from people talking is 47 dB(A). For this source, it is noted the applicable assigned noise level will depend on how long the patrons are talking. The L_{A10} assigned noise level is 44.5 dB(A) which means that a level of 44.5 dB(A) cannot be exceeded for more than 10% of the representative period (RAP). As such, for compliance with the Regulations to be achieved patrons cannot talk for more than:

- 24 minutes if the RAP is taken as 4 hours; or,
- 6 minutes if the RAP is taken as 1 hour; or,
- 1.5 minutes if the RAP is taken as 15 minutes.

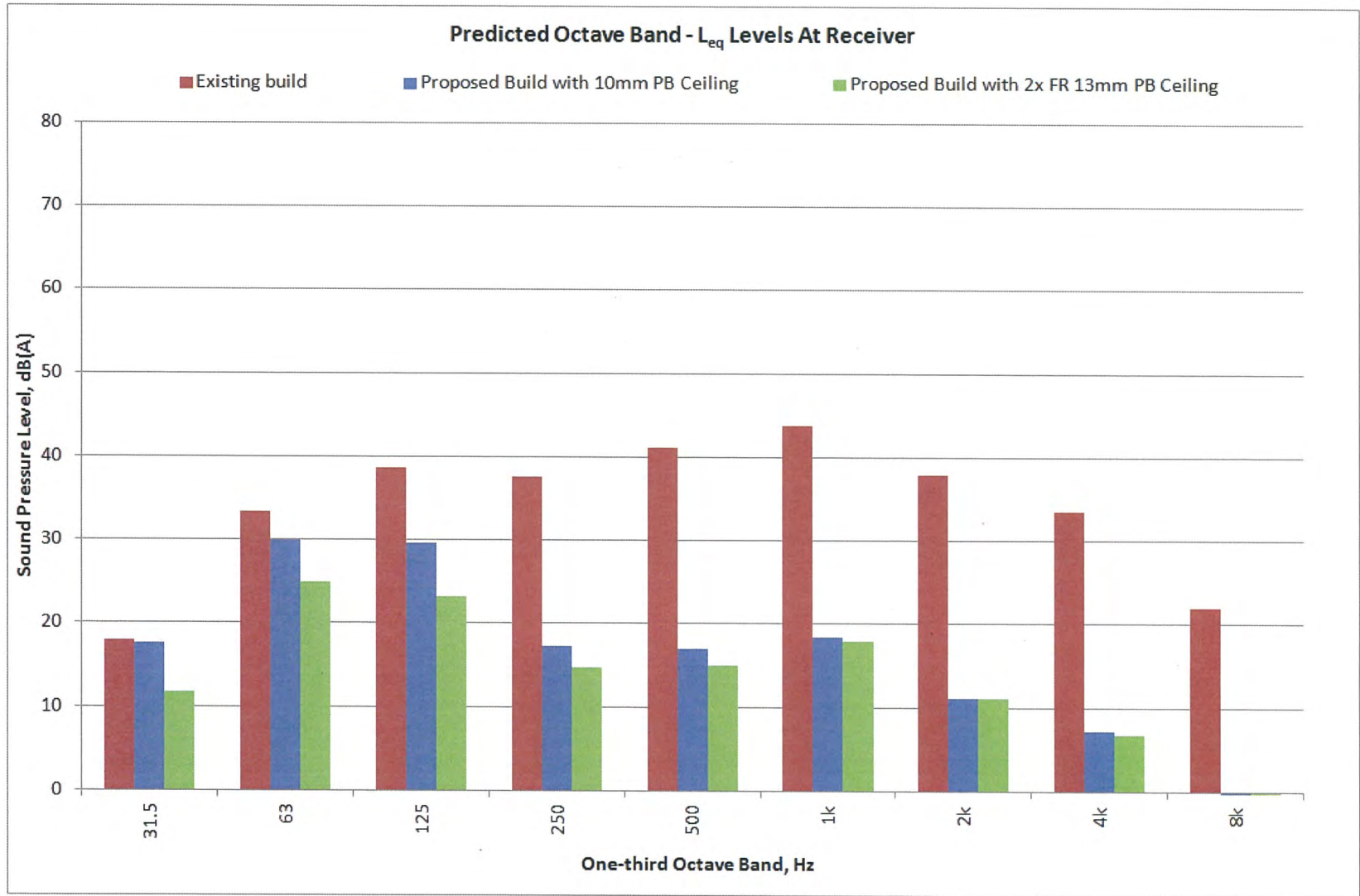
To minimise the impact from car doors closing and/or patrons talking, it is proposed to implement a noise management plan to encourage patrons to park further north and discourage small gatherings in the car park after the last session. This plan is presented in *Section 5.0*.

Alternatively to the above, increasing the boundary wall height was also investigated to reduce the impact from both sources. It was found that:

- Increasing wall height to 2.1m high wall result in predicted car doors closing and people talking noise levels of 45 dB(A) and 44 dB(A) respectively; and,
- Increasing wall height to 2.4m high wall result in predicted car doors closing and people talking noise levels of 43 dB(A) and 42 dB(A) respectively.

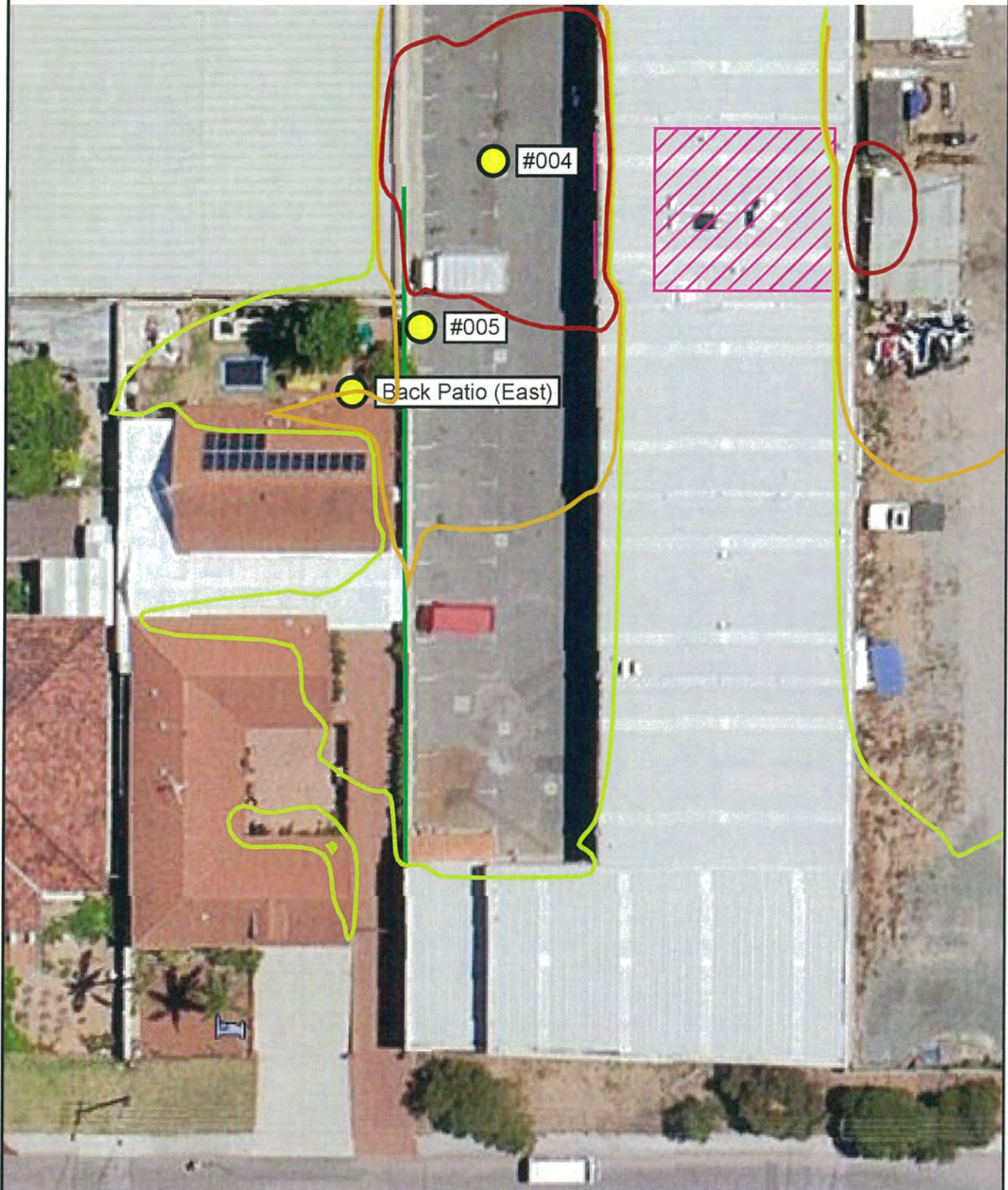
Based on the above, it is noted that increasing the height of the existing boundary wall to 2.1 metres would result in the above noise sources to comply with the Regulations.

Figure 4-1 Predicted Spectral Noise Levels

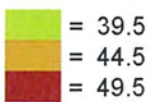


Kelete Dance Studio - Proposed Alterations
 Music Noise Levels with 10mm ceiling and +10 dB Music Penalty Added




Figure 4-2



Noise Levels
 dB LA10



Signs and symbols

-  Receiver
-  Area Source
-  Existing Fences/Walls



11 February 2016

Length Scale 1:360



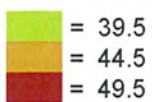
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Kelete Dance Studio - Proposed Alterations
 Music Noise Levels with upgraded ceiling and +10 dB Music Penalty Added

Figure 4-3



Noise Levels
 dB L_{A10}



Signs and symbols

- Receiver
- Area Source
- Existing Fences/Walls



11 February 2016

Length Scale 1:360



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5 RECOMMENDATIONS

5.1 Alterations to Existing Building

The proposed alterations to the existing building were predicted to mitigate noise levels so that compliance with the evening L_{A10} assigned noise levels are complied with, even with the music penalty added.

However, the following is noted in regard to the proposed new construction:

- The ceiling is of solid construction, that is, perforated ceiling cannot be used. The minimum construction required is 10mm thick plasterboard suspended ceiling. It is however recommended to upgrade the ceiling construction to incorporate two layers of 13mm thick fire rated plasterboards to significantly increase the attenuation of low frequency noise.
- The new wall partition in the roller door opening as proposed is considered sufficient however it is recommended to be upgraded as follows to provide additional low frequency attenuation:
 - One layer of standard 10mm thick plasterboard to inside directly fixed to 90mm steel stud,
 - 20 to 30 mm gap between studs with 2 layers of acoustic insulation,
 - One layer of 13mm fire rated plasterboard directly fixed to 90mm steel stud and covered with one layer of Hardiflex 7.5mm cement fibre sheet,
 - Cavity insulation to be double layer of Bradford Soundscreen insulation.

Above construction estimated rating is $R_w (C, C_{tr})$ of 58 (-4, -11)

- New double door to be built from pair of 44mm solid core doors minimum and fitted with RP10/RP10 Si perimeter seal, RP99Si bottom seal and RP71 or RP71Si astragal (source Raven). In addition, all gaps are to be filled and ensure all door seals are adequately fitted.
- The windows, including the external office window, are proposed to be double glazed which a significant improvement from existing. Given the relative noise contribution from the external office window, it is noted though a single pane of 6.38mm laminated glass would be sufficient.
- To allow for fresh air circulation and prevent noise breakout from the existing ventilation outlets, it is recommended to incorporate air grilles in the new ceiling and connect to the existing vents via at least 2 metres of flexible acoustic ducts. Additional fresh air inlets should not be incorporated in either the roof or walls however, if more vents are specifically required, a detailed review of the acoustic requirements for any additional vents should be carried out.

It is noted that with the installation of the new ceiling, the acoustic absorption provided by the insulation blanket under the purlins will be lost, resulting in a more reverberant space. It is therefore recommended incorporating an equal amount of acoustic absorption within the space than was available to the underside of the ceiling (approximately 130 m²). Typical suitable products include Ecophon Solo baffles or Armstrong Soundscape baffles which could be hang underneath the ceiling or Autex wall panels.

Finally, this assessment and recommendations are based on the internal noise levels as recorded on site and presented in this report. It is therefore recommended to monitor internal noise levels and/or setup the audio system in such a way as to prevent excessive overall or low frequency noise levels being played back within the Dance Studio.

5.2 Noise Management Plan

In order to minimise noise from car parking and patrons leaving the venue, the procedures presented below will be put in place.

- Kelete Theatre and Performing Arts Company (Kelete Company) will physically place cones on car parking spaces from Unit 7 down toward the rear of the subject lot adjacent to the residential properties and advertise on site that all classes after 7.00pm are to utilise car parking spaces:
 - From Unit 6 to the front of the subject lot toward Rockingham Road, which accommodates 14 car parking spaces prior to the start of residential properties. Refer to Photo 1 below.

Photo 1



- As an alternative measure (and if the City accepts this method), Kelete Company can direct people by advertisement and word of mouth to park at 145 Rockingham Road. There are 15-20 car parking spaces available for public use adjacent to Rockingham Road and Kelete Company has received verbal agreement from the owner that this is suitable. The alternative car park location is shown below in red.



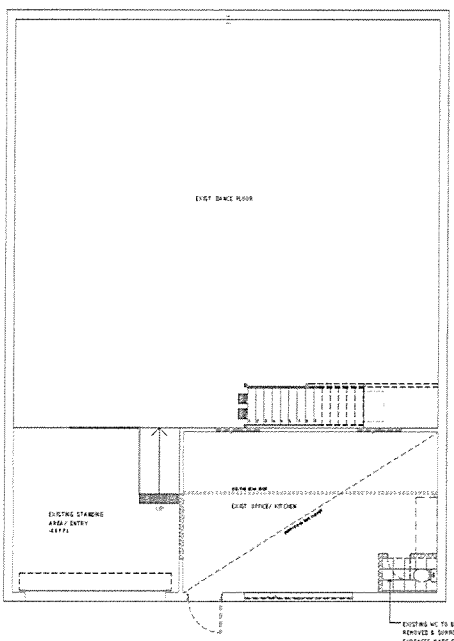
- Any patrons using the subject premises after 7.00pm will be advised of the car parking rules, and a representative from the studio will also be present. Maps will also be supplied to all patrons to clearly show which car parking bays are not to be used after 7.00pm. Finally, signage will be erected inside the premises to reinforce these parking rules.
- Similar to the above, signage will also be erected to request patrons are to keep noise to a minimum when attending the Venue, and in particular after 9.00pm in order to be considerate to the surrounding residents. Signage to that effect will also be erected on the external wall by the entry door to reinforce this message.
- The main entry / exit door will be kept closed at all times during Classes and access managed at end of classes to ensure the door is not propped open or left open for extended periods of time.
- Kelete Company will inform clients and patrons in written and verbal form that alternative transportation methods are encouraged where possible, including car-pooling, walking, catching public transportation and cycling.

- To manage traffic effectively Kelete Company will ensure ALL classes do not exceed the following maximum number of patrons:
 - Classes from 4.00pm – 7.00pm = 15 patrons; and,
 - Classes after 7.00pm = 20 patrons.

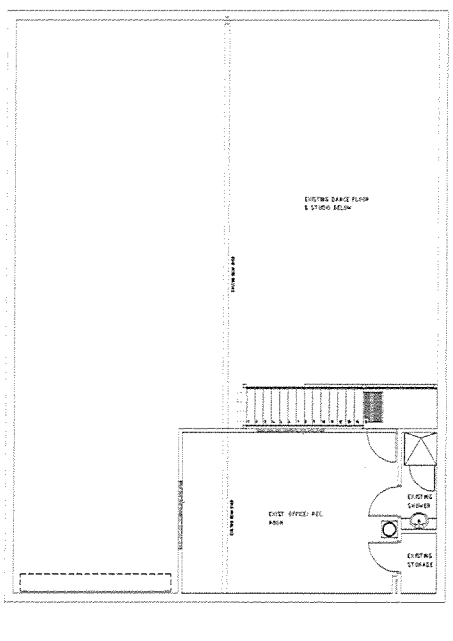
Appendix A

Development Plans

CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE LOCAL, STATE AND FEDERAL AUTHORITIES. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE LOCAL, STATE AND FEDERAL AUTHORITIES. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE LOCAL, STATE AND FEDERAL AUTHORITIES.



EXISTING/ DEMOLITION GROUND FLOOR
SCALE 1/8" = 1'-0"



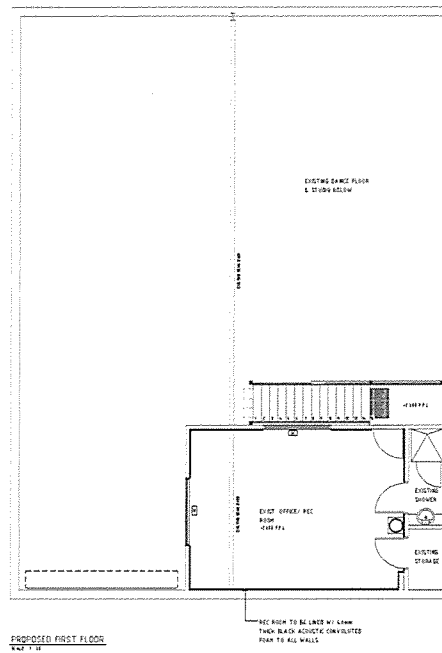
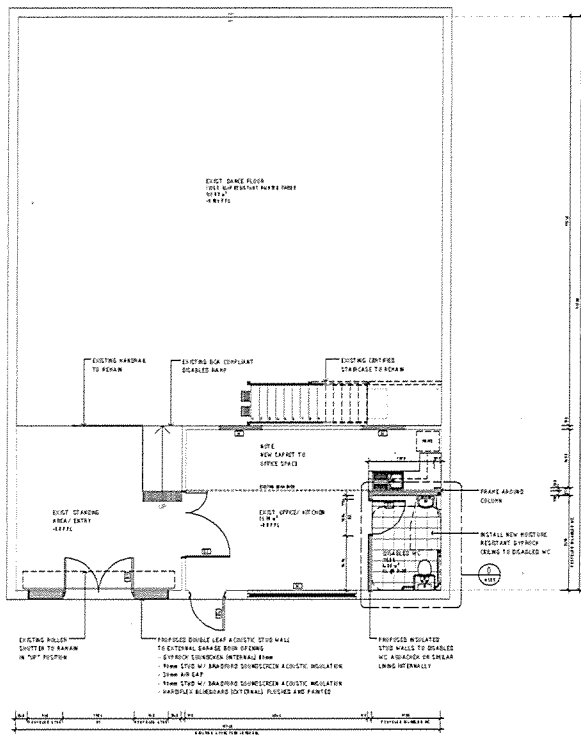
EXISTING FIRST FLOOR
SCALE 1/8" = 1'-0"

1	Sheet Information	Rev. 0
2	Rev. 0	Rev. 0

CADD'S ARCHITECTURAL
 ARCHITECTS
 1000 W. 10TH AVENUE, SUITE 1000
 DENVER, CO 80202

DATE	11/04/2016
PROJECT	1000 W. 10TH AVENUE, SUITE 1000
OWNER	1000 W. 10TH AVENUE, SUITE 1000
DESIGNED BY	1000 W. 10TH AVENUE, SUITE 1000
DRAWN BY	1000 W. 10TH AVENUE, SUITE 1000
CHECKED BY	1000 W. 10TH AVENUE, SUITE 1000
DATE	11/04/2016
SCALE	1/8" = 1'-0"
TITLE	EXISTING FLOOR PLANS

INFORMATION	
Sheet No.	Rev.
A1.01	A



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DATE: 11/04/2016

- 21. PROPOSED EXTERNAL STUD CONCRETE EXPOSED W/ RASTER FINISH. ACOUSTIC STUD SEAL TO ALL EDGES. EXPOSED FINISH APPROXIMATE AS FOR SOA REQUIREMENTS. EXISTING FINISH SEAL FOR CONCRETE EXPOSED ACCESS. REFER TO OPENING SCHEDULE.
- 22. PROPOSED EXTERNAL STUD CONCRETE EXPOSED W/ RASTER FINISH. ACOUSTIC STUD SEAL TO ALL EDGES. EXPOSED FINISH APPROXIMATE AS FOR SOA REQUIREMENTS. EXISTING FINISH SEAL FOR CONCRETE EXPOSED ACCESS. REFER TO OPENING SCHEDULE.
- 23. PROPOSED STUD CONCRETE W/ BEANBEE OPENING HARDWARE & FLUSH SEAL TO SOA REQUIREMENTS EXISTING FINISH APPROXIMATE.
- 24. PROPOSED EXTERNAL STUD CONCRETE W/ RASTER FINISH. ACOUSTIC STUD SEAL TO ALL EDGES TO EXISTING STUD.

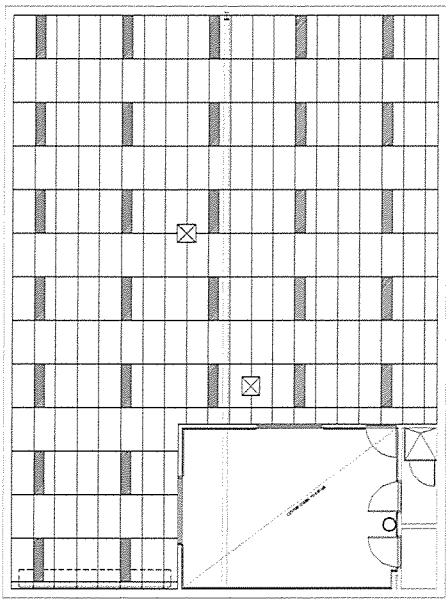
WORK NOTE:
 ALL WINDOWS TO BE REPLACED W/ FROED DOUBLE GLAZED ACOUSTIC GLAZING. EXISTING UNFRAMED GLAZING TO BE RE-INSTALLED & COMPLY AS PER.

CADOS ARCHITECTURAL <small>11/04/2016 11:04 AM</small>	
Client Name: ALAN KROGER	Project Name: 11/04/2016
Project Location: 11/04/2016	Project Number: 11/04/2016
Architect: 11/04/2016	Scale: 11/04/2016
Project Description: 11/04/2016	Project Status: 11/04/2016
Project Address: 11/04/2016	Project Contact: 11/04/2016
Project Date: 11/04/2016	Project Time: 11/04/2016

PROPOSED FLOOR PLANS indicated

INFORMATION	
Sheet Number	Scale
A1.02	A

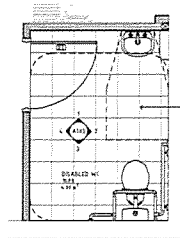
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ARCHITECT: [illegible]
DATE: [illegible]



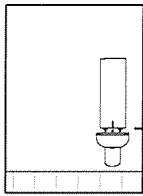
PROPOSED FIRST FLOOR
WAP 1-11

NOTE:
PROPOSED GYPSUM CEILING THROUGHOUT BRACK
HANG OVER TO EXISTING STEEL JOIST STRUCTURE
TO MANUFACTURER'S SPECIFICATIONS. HEIGHT TO
CLEAR EXISTING FLOOR TOP W/ OF FLOORING
STAFF AND INSULATED CEILING PANELS INSTALLED
ON FLOORING'S SUSPENSION SYSTEM. BRACKING
SEE RESISTIVE BARRIERS OVER LIGHTING FIX

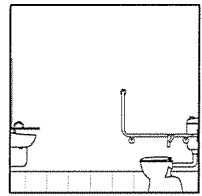
NOTE:
CONTRACTOR TO NOTE POSITIONS OF OTHER
A/C EQUIPMENT PLUMB PENETRATIONS &
ALLOW FOR W/ FINISHED CEILING COVER



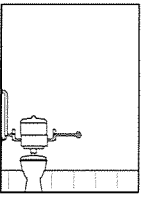
DISABLED WC - INTERNAL LAYOUT
WAP 1-11



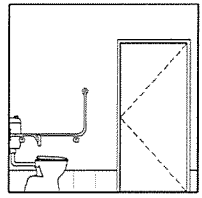
INTERNAL ELEVATION 2
WAP 1-11



INTERNAL ELEVATION 3
WAP 1-11



INTERNAL ELEVATION 4
WAP 1-11



INTERNAL ELEVATION 5
WAP 1-11

Scale: 1/4" = 1'-0"

CADD'S ARCHITECTURAL
ARCHITECTS
1000 [illegible]
[illegible] [illegible] [illegible]

Client: [illegible]
Project: [illegible]
Design: [illegible]
Contractor: [illegible]

DATE: 11/04/2016
PROJECT: [illegible]

PROPOSED CEILING PLANS indicated

INFORMATION	
Sheet Title: A1.03	Scale: A

Appendix B

Noise Model Overview

Kelete Dance Studio - Noise Model Overview - Building Noise Sources
Unit 9, 153 Rockingham Road, Hamilton Hill



Signs and symbols



Receiver



Area Source



Existing Fences/Walls

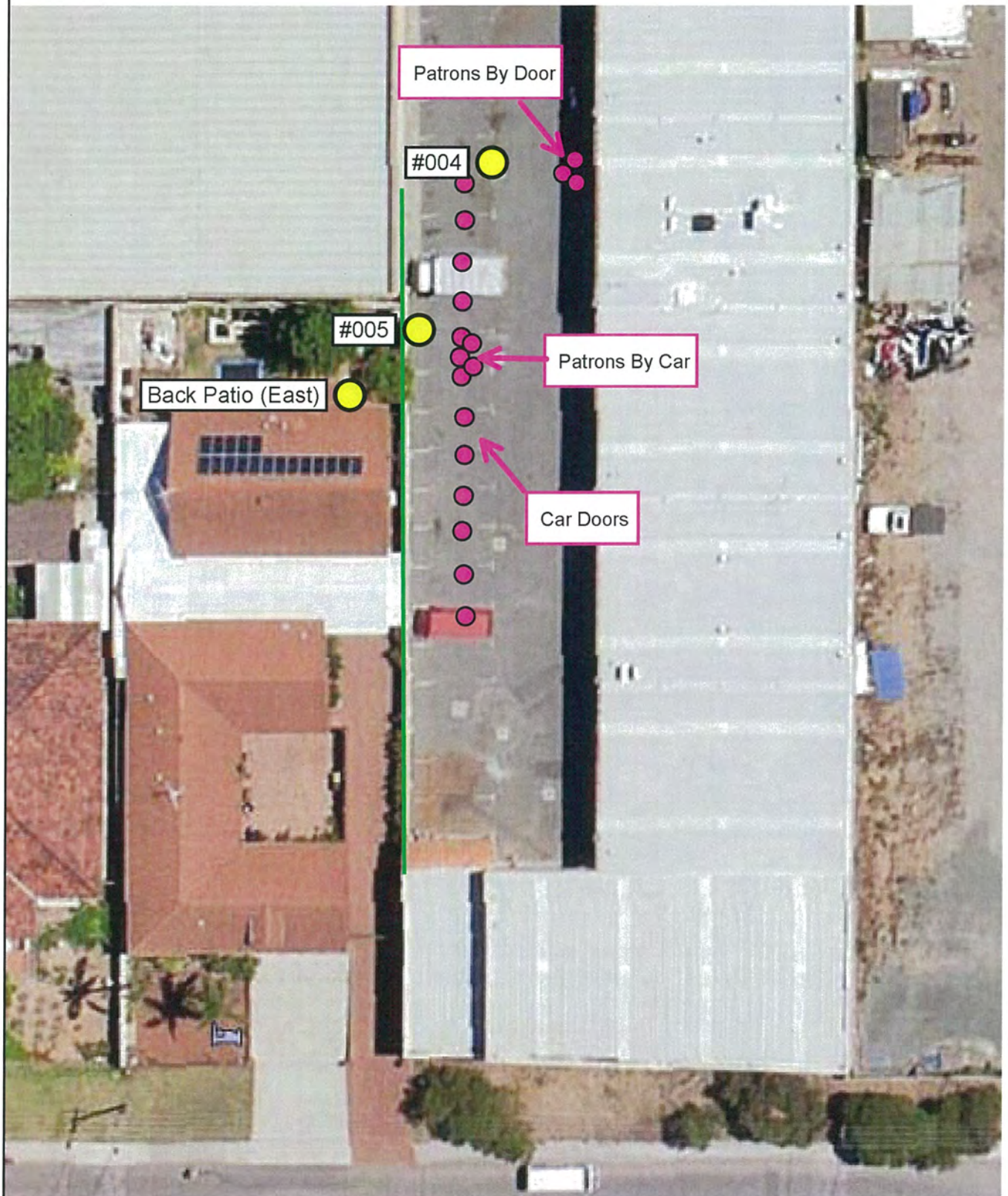
10 March 2016

Length Scale 1:360



Lloyd George Acoustics
by Olivier Mallié
olivier@lgacoustics.com.au
0439 987 455

Kelete Dance Studio - Noise Model Overview - Car Park Noise Sources
 Unit 9, 153 Rockingham Road, Hamilton Hill



Signs and symbols



-  Receiver
-  Existing Fences/Walls
-  Point Source

10 March 2016

Length Scale 1:360



Lloyd George Acoustics
 by Olivier Mallié
 olivier@lgacoustics.com.au
 0439 987 455

Appendix C

Terminology

The following is an explanation of the terminology used throughout this report.

Decibel (dB)

The decibel is the unit that describes the sound pressure and sound power levels of a noise source. It is a logarithmic scale referenced to the threshold of hearing.

A-Weighting

An A-weighted noise level has been filtered in such a way as to represent the way in which the human ear perceives sound. This weighting reflects the fact that the human ear is not as sensitive to lower frequencies as it is to higher frequencies. An A-weighted sound level is described as L_A dB.

Sound Power Level (L_w)

Under normal conditions, a given sound source will radiate the same amount of energy, irrespective of its surroundings, being the sound power level. This is similar to a 1kW electric heater always radiating 1kW of heat. The sound power level of a noise source cannot be directly measured using a sound level meter but is calculated based on measured sound pressure levels at known distances. Noise modelling incorporates source sound power levels as part of the input data.

Sound Pressure Level (L_p)

The sound pressure level of a noise source is dependent upon its surroundings, being influenced by distance, ground absorption, topography, meteorological conditions etc and is what the human ear actually hears. Using the electric heater analogy above, the heat will vary depending upon where the heater is located, just as the sound pressure level will vary depending on the surroundings. Noise modelling predicts the sound pressure level from the sound power levels taking into account ground absorption, barrier effects, distance etc.

L_{ASlow}

This is the noise level in decibels, obtained using the A frequency weighting and the S time weighting as specified in AS1259.1-1990. Unless assessing modulation, all measurements use the slow time weighting characteristic.

L_{AFast}

This is the noise level in decibels, obtained using the A frequency weighting and the F time weighting as specified in AS1259.1-1990. This is used when assessing the presence of modulation only.

L_{APeak}

This is the maximum reading in decibels using the A frequency weighting and P time weighting AS1259.1-1990.

L_{Amax}

An L_{Amax} level is the maximum A-weighted noise level during a particular measurement.

L_{A1}

An L_{A1} level is the A-weighted noise level which is exceeded for one percent of the measurement period and is considered to represent the average of the maximum noise levels measured.

L_{A10}

An L_{A10} level is the A-weighted noise level which is exceeded for 10 percent of the measurement period and is considered to represent the "intrusive" noise level.

L_{Aeq}

The equivalent steady state A-weighted sound level (“equal energy”) in decibels which, in a specified time period, contains the same acoustic energy as the time-varying level during the same period. It is considered to represent the “average” noise level.

L_{A90}

An L_{A90} level is the A-weighted noise level which is exceeded for 90 percent of the measurement period and is considered to represent the “background” noise level.

One-Third-Octave Band

Means a band of frequencies spanning one-third of an octave and having a centre frequency between 25 Hz and 20 000 Hz inclusive.

L_{Amax} assigned level

Means an assigned level which, measured as a $L_{A\ Slow}$ value, is not to be exceeded at any time.

L_{A1} assigned level

Means an assigned level which, measured as a $L_{A\ Slow}$ value, is not to be exceeded for more than 1% of the representative assessment period.

L_{A10} assigned level

Means an assigned level which, measured as a $L_{A\ Slow}$ value, is not to be exceeded for more than 10% of the representative assessment period.

Tonal Noise

A tonal noise source can be described as a source that has a distinctive noise emission in one or more frequencies. An example would be whining or droning. The quantitative definition of tonality is:

the presence in the noise emission of tonal characteristics where the difference between -

- (a) the A-weighted sound pressure level in any one-third octave band; and
- (b) the arithmetic average of the A-weighted sound pressure levels in the 2 adjacent one-third octave bands,

is greater than 3 dB when the sound pressure levels are determined as $L_{Aeq,T}$ levels where the time period T is greater than 10% of the representative assessment period, or greater than 8 dB at any time when the sound pressure levels are determined as $L_{A\ Slow}$ levels.

This is relatively common in most noise sources.

Modulating Noise

A modulating source is regular, cyclic and audible and is present for at least 10% of the measurement period. The quantitative definition of modulation is:

a variation in the emission of noise that —

- (a) is more than 3 dB $L_{A\ Fast}$ or is more than 3 dB $L_{A\ Fast}$ in any one-third octave band;
- (b) is present for at least 10% of the representative.

Impulsive Noise

An impulsive noise source has a short-term banging, clunking or explosive sound. The quantitative definition of impulsiveness is:

a variation in the emission of a noise where the difference between $L_{A\ peak}$ and $L_{A\ Max\ slow}$ is more than 15 dB when determined for a single representative event;

Major Road

Is a road with an estimated average daily traffic count of more than 15,000 vehicles.

Secondary / Minor Road

Is a road with an estimated average daily traffic count of between 6,000 and 15,000 vehicles.

Influencing Factor (IF)

$$= \frac{1}{10} (\% \text{ Type A}_{100} + \% \text{ Type A}_{450}) + \frac{1}{20} (\% \text{ Type B}_{100} + \% \text{ Type B}_{450})$$

where :

% Type A₁₀₀ = the percentage of industrial land within a 100m radius of the premises receiving the noise

%TypeA₄₅₀ = the percentage of industrial land within a 450m radius of the premises receiving the noise

% Type B₁₀₀ = the percentage of commercial land within a 100m radius of the premises receiving the noise

%TypeB₄₅₀ = the percentage of commercial land within a 450m radius of the premises receiving the noise

+ Traffic Factor (maximum of 6 dB)

= 2 for each secondary road within 100m

= 2 for each major road within 450m

= 6 for each major road within 100m

Representative Assessment Period

Means a period of time not less than 15 minutes, and not exceeding four hours, determined by an inspector or authorised person to be appropriate for the assessment of a noise emission, having regard to the type and nature of the noise emission.

Background Noise

Background noise or residual noise is the noise level from sources other than the source of concern. When measuring environmental noise, residual sound is often a problem. One reason is that regulations often require that the noise from different types of sources be dealt with separately. This separation, e.g. of traffic noise from industrial noise, is often difficult to accomplish in practice. Another reason is that the measurements are normally carried out outdoors. Wind-induced noise, directly on the microphone and indirectly on trees, buildings, etc., may also affect the result. The character of these noise sources can make it difficult or even impossible to carry out any corrections.

Ambient Noise

Means the level of noise from all sources, including background noise from near and far and the source of interest.

Specific Noise

Relates to the component of the ambient noise that is of interest. This can be referred to as the noise of concern or the noise of interest.

Peak Component Particle Velocity (PCPV)

The maximum instantaneous velocity in mm/s of a particle at a point during a given time interval and in one of the three orthogonal directions (x, y or z) measured as a peak response. Peak velocity is normally used for the assessment of structural damage from vibration.

Peak Particle Velocity (PPV)

The maximum instantaneous velocity in mm/s of a particle at a point during a given time interval and is the vector sum of the PCPV for the x, y and z directions measured as a peak response. Peak velocity is normally used for the assessment of structural damage from vibration.

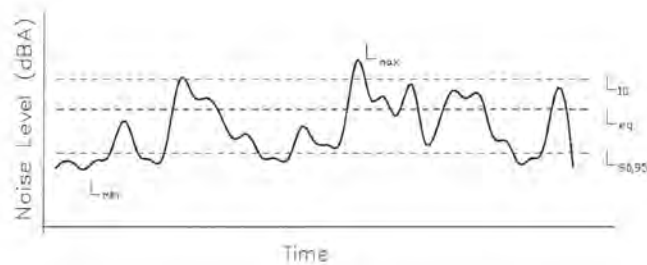
RMS Component Particle Velocity (PCPV)

The maximum instantaneous velocity in mm/s of a particle at a point during a given time interval and in one of the three orthogonal directions (x, y or z) measured as a root mean square (rms) response. RMS velocity is normally used for the assessment of human annoyance from vibration.

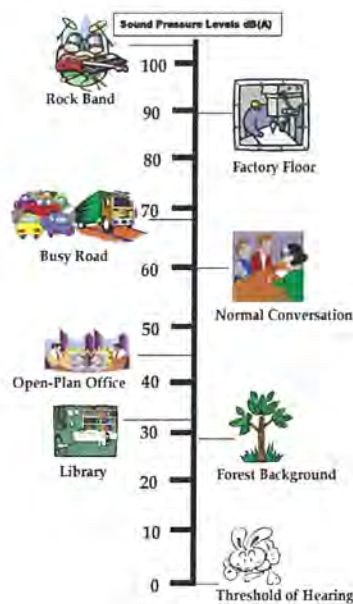
Peak Particle Velocity (PPV)

The maximum instantaneous velocity in mm/s of a particle at a point during a given time interval and is the vector sum of the PCPV for the x, y and z directions measured as a root mean square (rms) response. RMS velocity is normally used for the assessment of human annoyance from vibration.

Chart of Noise Level Descriptors



Typical Noise Levels



Peter and Rosaline Kovacich
24 Paulik Way
HAMILTON HILL 6163 WA
Email: akovacich_6@msn.com

12 March 2016

Chief Executive Officer
City of Cockburn
PO BOX 1215
BIBRA LAKE WA 6965
REF: 2212413 - DA16/0100

**Proposed Change of Use from Private Recreation to Health Studio at Unit 9/153
Rockingham Road Hamilton Hill WA 6163**

Dear Sir/Madam

We are submitting this petition to you in strongly objecting to the proposal of change of use from private recreation to health studio at Unit 9/153 Rockingham Road Hamilton Hill from the submitted retrospective application from Kelete Theatre and Performing Arts Company.

We have two main reasons for objecting to this proposal.

Firstly, all the units were only ever approved under special conditions as warehouse storage only as outlined in Planning Approval 05/03/1996 that was implemented from numerous meetings between the Council and local residents because local residents were highly concerned of the noise impact being a residential area.

In the application for change of use Kelete have requested for late night dance and singing business activities with very loud bass music and use of shouting over a PA system. This is a direct breach of the current Planning Approval Section 11 that clearly states "THAT NO ACTIVITIES CAUSING NOISE AND/OR INCONVENIENCE TO NEIGHBOURS BEING CARRIED OUT AFTER 6.00PM OR BEFORE 7.00AM MONDAY TO SATURDAY AND NOT AT ALL ON SUNDAY."

The proposal states premises will be insulated but it will only reduce noise pollution not completely remove it therefore still causing noise activities breaching current regulations.

We strongly urge for Compliance to unhold and enforce the current regulations of noise activities ceasing after 6.00pm for the health and safety of the residents of Paulik Way.

The following list of residents of Paulik Way have inspected the development application plans are in support of objecting to the proposal Change of Use (REF 2212413- DA16/0100):

Abigail Kovacich	24R Paulik Way Hamilton Hill	<i>Kovacich</i>
Simon Dinger	24R Paulik Way Hamilton Hill	<i>[Signature]</i>
MARIA TROLO	22 Paulik W. Hamilton Hill	CB Trust Co 12-3
MC LEONARD	34 PAULIK WAY HAMILTON HILL	<i>V. Leonard</i>
Asathi Leonard	34 PAULIK WAY HAMILTON HILL	<i>A Leonard</i>
Maria De'Abreu	36-A Paulik way Hamilton	<i>[Signature]</i>
Rebecca Mondello	31A Paulik Way Hamilton Hill	<i>[Signature]</i>
MIROSLAV MILIS	25A PAULIKWAY, HAMILTON HILL	<i>M. Milis</i>
GURGIEV DUSKO	27 PAULIK WAY HAMILTON HILL	<i>[Signature]</i>
GORGIEV TRAJANKA	27 PAULIK WAY HAMILTON	T. GORGIEV
Dana Corma	29 Paulik Way Hamilton Hill	<i>[Signature]</i>
Dung Pham	23B Paulik Way Hamilton Hill	<i>[Signature]</i>
JOAK TAYLOR	21 B PAULIK WAY HAMILTON HILL	<i>J. Taylor</i>
TERRI TAYLOR	21B PAULIK WAY HAMILTON HILL	<i>J. Smith</i>
PETER KOVACICIT	22 OWEN RD. HAMILTON HILL	<i>P. Kovacic</i>
ROSALIND KOVACIC	22 OWEN RD. HAMILTON HILL	<i>[Signature]</i>

MUNICIPAL BANK ACCOUNT

Cheque/ EFT	Account No.	Account/Payee	Date	Value
EF093227	10152	AUST SERVICES UNION PAYROLL DEDUCTIONS	3/02/2016	1,599.80
EF093228	10154	AUST TAXATION DEPT PAYROLL DEDUCTIONS	3/02/2016	340,185.00
EF093229	10305	CHILD SUPPORT AGENCY PAYROLL DEDUCTIONS	3/02/2016	4,421.93
EF093230	10733	HOSPITAL BENEFIT FUND PAYROLL DEDUCTIONS	3/02/2016	283.05
EF093231	11001	LOCAL GOVT RACING & CEMETERIES EMP UNION PAYROLL DEDUCTIONS	3/02/2016	369.00
EF093232	11857	CHAMPAGNE SOCIAL CLUB PAYROLL DEDUCTIONS	3/02/2016	564.00
EF093233	11860	45S CLUB PAYROLL DEDUCTIONS	3/02/2016	22.00
EF093234	18553	SELECTUS PTY LTD PAYROLL DEDUCTIONS	3/02/2016	10,142.74
EF093235	19726	HEALTH INSURANCE FUND OF WA PAYROLL DEDUCTIONS	3/02/2016	1,180.40
EF093236	25987	TOYOTA FLEET MANAGEMENT PAYROLL DEDUCTIONS - NOVATED LEASE	3/02/2016	567.62
EF093237	26517	CLICKSUPER PAYROLL DEDUCTIONS	9/02/2016	426,160.02
EF093238	10152	AUST SERVICES UNION PAYROLL DEDUCTIONS	15/02/2016	1,616.10
EF093239	10154	AUST TAXATION DEPT PAYROLL DEDUCTIONS	15/02/2016	329,644.00
EF093240	10305	CHILD SUPPORT AGENCY PAYROLL DEDUCTIONS	15/02/2016	4,421.93
EF093241	10733	HOSPITAL BENEFIT FUND PAYROLL DEDUCTIONS	15/02/2016	283.05
EF093242	10771	INTERLEC PTY LTD STREET LIGHT INSTALLATION & RELOCATION	15/02/2016	201,297.88
EF093243	11001	LOCAL GOVERNMENT RACING & CEMETERIES EMP U PAYROLL DEDUCTIONS	15/02/2016	369.00
EF093244	11857	CHAMPAGNE SOCIAL CLUB PAYROLL DEDUCTIONS	15/02/2016	566.40
EF093245	11860	45S CLUB PAYROLL DEDUCTIONS	15/02/2016	22.00
EF093246	18553	SELECTUS PTY LTD PAYROLL DEDUCTIONS	15/02/2016	10,925.21
EF093247	19726	HEALTH INSURANCE FUND OF WA PAYROLL DEDUCTIONS	15/02/2016	1,180.40
EF093248	25987	TOYOTA FLEET MANAGEMENT PAYROLL DEDUCTIONS - NOVATED LEASE	15/02/2016	567.62
EF093249	99997	ALESHA FOSTER JUNIOR TRAVEL ASSISTANCE	15/02/2016	400.00
EF093250	99997	TAMATI FOSTER JUNIOR TRAVEL ASSISTANCE	15/02/2016	400.00
EF093251	99997	MELVYN & SYLVIA LOWRY COMPOST BIN REBATE	15/02/2016	50.00
EF093252	99997	PATRICK ANDRADE STUDY FEES CONTRIBUTION	15/02/2016	2,965.25
EF093253	99997	JANDAKOT VOLUNTEER BUSH FIRE BRIGADE PPE GRANT 2015/16	15/02/2016	7,500.00
EF093254	99997	JANDAKOT VOLUNTEER BUSH FIRE BRIGADE EXPENSES REIMBURSEMENT	15/02/2016	40.00

CITY OF COCKBURN
MUNICIPAL BANK ACCOUNT

Cheque/ EFT	Account No.	Account/Payee	Date	Value
EF093255	99997	COCKBURN VOLUNTEER SES EXPENSES REIMBURSEMENT	15/02/2016	2,129.10
EF093256	99997	COCKBURN VOLUNTEER SES EXPENSES REIMBURSEMENT	15/02/2016	637.12
EF093257	99997	COCKBURN VOLUNTEER SES EXPENSES REIMBURSEMENT	15/02/2016	3,116.46
EF093258	99997	GAIL BOWMAN STUDY FEES CONTRIBUTION	15/02/2016	3,950.00
EF093259	99997	STUART GREER REFUND FOR 4WD TRACKS	15/02/2016	199.00
EF093260	99997	ROSS LATTER IN HOME CARE EDUCATOR WE 07/02/16	15/02/2016	1,680.22
EF093261	10879	LES MILLS AEROBICS INSTRUCTION/TRAINING SERVICES	16/02/2016	1,131.73
EF093262	10991	BEACON EQUIPMENT MOWING EQUIPMENT	16/02/2016	1,500.00
EF093263	16704	ACCIDENTAL FIRST AID SUPPLIES - PERTH SOUTH MEDICAL SUPPLIES	16/02/2016	291.84
EF093264	17092	CENTRAL SCREENS SECURITY SYSTEMS/PRODUCTS	16/02/2016	100.00
EF093265	19847	PFD FOOD SERVICES PTY LTD CATERING SERVICES	16/02/2016	630.15
EF093266	21463	CAPITAL FINANCE AUSTRALIA LTD FINANCIAL SERVICES - LEASE FINANCES	16/02/2016	32,979.13
EF093267	22404	CLEVERPATCH PTY LTD ARTS/CRAFT SUPPLIES	16/02/2016	539.44
EF093268	22448	CAKES WEST PTY LTD CATERING	16/02/2016	145.90
EF093269	22806	PUMA ENERGY (AUSTRALIA) FUELS PTY LTD FUEL SUPPLIES	16/02/2016	11,717.42
EF093270	23338	STEVE PORTELLI MILEAGE CLAIM NOV 15 - JAN 16	16/02/2016	555.36
EF093271	23339	STEPHEN PRATT REIMBURSEMENT - DRYCLEANING EXPENSES	16/02/2016	70.00
EF093272	23818	AM & IE MUTCH ENGINEERING CONSULTANTS CONSULTANCY SERVICES	16/02/2016	10,516.00
EF093273	24974	SCOTT PRINT PRINTING SERVICES	16/02/2016	611.60
EF093274	26403	CHES POWER GROUP ENGINEERING SOLUTIONS / BACK UP GENERATO	16/02/2016	320.83
EF093275	11795	WESTERN POWER ELECTRICAL SERVICES	19/02/2016	199,744.00
EF093276	25795	DEPARTMENT OF LANDS TRANSFER OF LAND - LOT 2718 BENEDICK RD	19/02/2016	300.10
EF093277	26696	CHAMONIX TERBLANCHE REIMBURSEMENT - CHILDCARE EXPENSES	19/02/2016	662.50
EF093278	10009	AAA PRODUCTION SERVICES AUDIO EQUIPMENT HIRE	29/02/2016	10,546.88
EF093279	10031	ADVANCED SPATIAL TECHNOLOGIES PTY LTD SOFTWARE MAINTENANCE & SUPPORT	29/02/2016	2,530.00
EF093280	10032	ADVANCED TRAFFIC MANAGEMENT (WA) PTY LTD CONTROLLERS AND SIGNS	29/02/2016	58,258.49
EF093281	10058	ALSCO PTY LTD HYGIENE SERVICES/SUPPLIES	29/02/2016	3,610.41
EF093282	10071	AUSTRALASIAN PERFORMING RIGHT ASSOC. LTD LICENCE - PERFORMING RIGHTS	29/02/2016	496.02

CITY OF COCKBURN
MUNICIPAL BANK ACCOUNT

Cheque/ EFT	Account No.	Account/Payee	Date	Value
EF093283	10086	ARTEIL WA PTY LTD ERGONOMIC CHAIRS	29/02/2016	451.00
EF093284	10110	AUSRECORD STATIONERY SUPPLIES	29/02/2016	741.40
EF093285	10118	AUSTRALIA POST POSTAGE CHARGES	29/02/2016	29,131.68
EF093286	10160	DORMA AUSTRALIA PTY LTD AUTOMATIC DOOR SERVICES	29/02/2016	4,317.50
EF093287	10206	BOB COOPER OUTB REPAIRS/MAINTENANCE SERVICES	29/02/2016	1,485.00
EF093288	10207	BOC GASES GAS SUPPLIES	29/02/2016	588.91
EF093289	10212	BOSS BOLLARDS SECURITY PRODUCTS	29/02/2016	939.40
EF093290	10219	BOUSFIELDS MENSWEAR CLOTHING SUPPLIES	29/02/2016	3,032.00
EF093291	10221	BP AUSTRALIA LIMITED DIESEL/PETROL SUPPLIES	29/02/2016	10,648.51
EF093292	10226	BRIDGESTONE AUSTRALIA LTD TYRE SERVICES	29/02/2016	40,057.69
EF093293	10244	BUILDING & CONST INDUSTRY TRAINING FUND LEVY PAYMENT	29/02/2016	58,732.77
EF093294	10246	BUNNINGS BUILDING SUPPLIES PTY LTD HARDWARE SUPPLIES	29/02/2016	578.10
EF093295	10247	BUNZL AUSTRALIA LTD PAPER/PLASTIC/CLEANING SUPPLIES	29/02/2016	973.36
EF093296	10255	CABCHARGE AUSTRALIA PTY LTD CABCHARGES	29/02/2016	202.86
EF093297	10279	CASTROL AUSTRALIA PTY LTD GREASE/LUBRICANTS	29/02/2016	5,678.61
EF093298	10287	CENTRELINE MARKINGS LINEMARKING SERVICES	29/02/2016	880.00
EF093299	10292	CHADSON ENGINEERING PTY LTD MEDICAL SUPPLIES	29/02/2016	109.34
EF093300	10307	CHILDRENS BOOK COUNCIL WA CHILDRENS BOOKS	29/02/2016	60.00
EF093301	10333	CJD EQUIPMENT PTY LTD HARDWARE SUPPLIES	29/02/2016	3,291.09
EF093302	10346	COATES HIRE OPERATIONS PTY LTD EQUIPMENT HIRING SERVICES	29/02/2016	1,986.49
EF093303	10348	COCA COLA AMATIL SOFT DRINK SUPPLIES	29/02/2016	5,814.19
EF093304	10358	COCKBURN LIQUOR CENTRE LIQUOR SUPPLIES	29/02/2016	428.83
EF093305	10359	COCKBURN PAINTING SERVICE PAINTING SUPPLIES/SERVICES	29/02/2016	2,871.00
EF093306	10360	COCKBURN PARTY HIRE HIRE OF PARTY EQUIPMENT	29/02/2016	1,043.00
EF093307	10368	COCKBURN WETLANDS EDUCATION CENTRE COMMUNITY GRANT	29/02/2016	651.51
EF093308	10375	VEOLIA ENVIRONMENTAL SERVICES WASTE SERVICES	29/02/2016	7,006.10
EF093309	10380	COLQUHOUNS FREMANTLE BAG COMPANY WOVEN BAGS	29/02/2016	462.00
EF093310	10384	PROGILITY PTY LTD COMMUNICATION SERVICES	29/02/2016	15,930.98

CITY OF COCKBURN
MUNICIPAL BANK ACCOUNT

Cheque/ EFT	Account No.	Account/Payee	Date	Value
EF093311	10386	COMMUNITY NEWSPAPER GROUP ADVERTISING SERVICES	29/02/2016	23,446.51
EF093312	10394	CD'S CONFECTIONERY WHOLESALERS CONFECTIONERY	29/02/2016	558.71
EF093313	10456	DATANET PTY LTD SOFTWARE MODIFICATIONS	29/02/2016	1,061.02
EF093314	10483	LANDGATE MAPPING/LAND TITLE SEARCHES	29/02/2016	7,783.93
EF093315	10498	DIGITAL MAPPING SOLUTIONS COMPUTER SOFTWARE	29/02/2016	577.50
EF093316	10526	E & MJ ROSHER PTY LTD MOWER PARTS	29/02/2016	6,766.95
EF093317	10535	WORKPOWER INCORPORATED EMPLOYMENT SERVICES - PLANTING	29/02/2016	8,861.41
EF093318	10550	EMERALD PEST CONTROL PEST CONTROL SERVICES	29/02/2016	121.00
EF093319	10580	FC COURIERS COURIER SERVICES	29/02/2016	3,098.62
EF093320	10603	FLOORING SOLUTIONS FLOOR COVERINGS	29/02/2016	1,551.00
EF093321	10636	FUJI XEROX AUSTRALIA PTY LTD PHOTOCOPY CHARGES	29/02/2016	6,316.39
EF093322	10641	GALVINS PLUMBING SUPPLIES PLUMBING SERVICES	29/02/2016	893.44
EF093323	10655	GHD PTY LTD CONSULTANCY SERVICES	29/02/2016	13,157.43
EF093324	10688	GYMCARE SPORTING EQUIPMENT MAINTENANCE	29/02/2016	108.90
EF093325	10692	AECOM AUSTRALIA PTY LTD CONSULTANCY SERVICES	29/02/2016	3,795.00
EF093326	10699	HARMONY SOFTWARE SOFTWARE SUPPORT FEES	29/02/2016	1,056.77
EF093327	10709	HECS FIRE FIRE SYSTEM MAINTENANCE	29/02/2016	852.50
EF093328	10711	HERALD PUBLISHING COMPANY PTY LTD ADVERTISING SERVICES	29/02/2016	1,412.89
EF093329	10726	HOLTON CONNOR ARCHITECTS & PLANNERS ARCHITECTURAL SERVICES	29/02/2016	15,070.00
EF093330	10743	ICON-SEPTECH PTY LTD DRAINAGE PRODUCTS	29/02/2016	19,750.50
EF093331	10767	INST OF PUBLIC WORKS ENG AUST - NSW TRAINING SERVICES	29/02/2016	7,040.00
EF093332	10768	INST OF PUBLIC WORKS ENG AUST - WA MEMBERSHIP FEES	29/02/2016	2,200.00
EF093333	10771	INTERLEC PTY LTD STREET LIGHT INSTALLATION & RELOCATION	29/02/2016	121,952.01
EF093334	10779	J F COVICH & CO PTY LTD ELECTRICAL SERVICES	29/02/2016	55,946.45
EF093335	10783	JANDAKOT METAL INDUSTRIES METAL SUPPLIES	29/02/2016	166.10
EF093336	10787	JANDAKOT ACCIDENT REPAIR CENTRE PANEL BEATING SERVICES	29/02/2016	3,717.54
EF093337	10838	KERRY STREET COMMUNITY SCHOOL COMMUNITY GRANT	29/02/2016	500.00
EF093338	10859	LAKELAND SENIOR HIGH SCHOOL ELECTRICAL CONSUMPTION REIMBURSEMENT	29/02/2016	10,795.00

CITY OF COCKBURN
MUNICIPAL BANK ACCOUNT

Cheque/ EFT	Account No.	Account/Payee	Date	Value
EF093339	10878	ABNOTE AUSTRALASIA PTY LTD PRINTING SERVICES	29/02/2016	759.00
EF093340	10879	LES MILLS AEROBICS INSTRUCTION/TRAINING SERVICES	29/02/2016	1,131.73
EF093341	10888	LJ CATERERS CATERING SERVICES	29/02/2016	11,020.65
EF093342	10913	BUCHER MUNICIPAL PTY LTD PURCHASE OF NEW PLANT / REPAIR SERVICES	29/02/2016	15,604.51
EF093343	10939	LINFOX ARMAGUARD BANKING SECURITY SERVICES	29/02/2016	1,555.26
EF093344	10944	MCLEODS LEGAL SERVICES	29/02/2016	17,779.34
EF093345	10973	MIRCO BROS PTY LTD FERTILISER SUPPLIES	29/02/2016	44.00
EF093346	10991	BEACON EQUIPMENT MOWING EQUIPMENT	29/02/2016	934.00
EF093347	11004	MURDOCH UNIVERSITY ANALYSING SERVICES	29/02/2016	4,661.80
EF093348	11026	NESTLE FOOD SERVICES CATERING SUPPLIES	29/02/2016	400.20
EF093349	11028	NEVERFAIL SPRINGWATER LTD BOTTLED WATER SUPPLIES	29/02/2016	2,937.91
EF093350	11029	NEWCASTLE WEIGHING SERVICES PTY LTD SOFTWARE SUPPORT	29/02/2016	15,050.20
EF093351	11036	NORTHLAKE ELECTRICAL ELECTRICAL SERVICES	29/02/2016	29,340.46
EF093352	11068	VODAFONE HUTCHISON AUSTRALIA PTY LTD PAGING SERVICES	29/02/2016	665.50
EF093353	11182	PREMIUM BRAKE & CLUTCH SERVICE BRAKE SERVICES	29/02/2016	280.50
EF093354	11205	QUALITY TRAFFIC MANAGEMENT PTY LTD TRAFFIC CONTROL SERVICES	29/02/2016	50,739.03
EF093355	11208	QUICK CORPORATE AUSTRALIA PTY LTD STATIONERY/CONSUMABLES	29/02/2016	11,178.42
EF093356	11235	REINFORCED CONCRETE PIPES PTY LTD CONCRETE PIPE SUPPLIES	29/02/2016	1,141.25
EF093357	11264	ROCLA PIPELINE PRODUCTS CONCRETE LINER SUPPLIES	29/02/2016	35,676.76
EF093358	11294	SAFEMAN (WA) PTY LTD PROTECTIVE CLOTHING/EQUIPMENT	29/02/2016	520.44
EF093359	11307	SATELLITE SECURITY SERVICES PTY LTD SECURITY SERVICES	29/02/2016	2,822.00
EF093360	11308	SBA SUPPLIES HARDWARE SUPPLIES	29/02/2016	3,746.56
EF093361	11328	SHACKS HOLDEN VEHICLE PURCHASES	29/02/2016	32,039.00
EF093362	11331	SHAWMAC PTY LTD CONSULTANCY SERVICES - CIVIL	29/02/2016	7,920.00
EF093363	11337	SHERIDANS FOR BADGES NAME BADGES & ENGRAVING	29/02/2016	2,192.54
EF093364	11361	SIGMA CHEMICALS PTY LTD CHEMICAL SUPPLIES	29/02/2016	1,192.18
EF093365	11373	SKIPPER TRUCK PARTS SPARE PARTS & MAINTENANCE SERVICES	29/02/2016	1,158.71
EF093366	11376	SLICKER STICKERS STICKER SUPPLIES	29/02/2016	1,353.00

CITY OF COCKBURN
MUNICIPAL BANK ACCOUNT

Cheque/ EFT	Account No.	Account/Payee	Date	Value
EF093367	11387	BIBRA LAKE SOILS SOIL & LIMESTONE SUPPLIES	29/02/2016	305.00
EF093368	11425	SOUTHERN METROPOLITAN REGIONAL COUNCIL WASTE DISPOSAL GATE FEES	29/02/2016	590,080.50
EF093369	11469	SPORTS TURF TECHNOLOGY TURF CONSULTANCY SERVICES	29/02/2016	1,276.00
EF093370	11470	SPORTSWORLD OF WA SPORT SUPPLIES	29/02/2016	1,564.20
EF093371	11483	ST JOHN AMBULANCE AUST WA OPERATIONS FIRST AID COURSES	29/02/2016	15.50
EF093372	11496	STANLEE WA LTD CATERING EQUIPMENT/SUPPLIES	29/02/2016	255.75
EF093373	11505	STATE LIBRARY OF WESTERN AUSTRALIA BOOK SUPPLIES	29/02/2016	1,521.30
EF093374	11546	T FAULKNER & CO INSTALLATIONS/SUPPLY OF HAND RAILS	29/02/2016	7,924.40
EF093375	11557	TECHNOLOGY ONE LTD IT CONSULTANCY SERVICES	29/02/2016	29,184.52
EF093376	11607	THE WESTERN AUST DEAF SOCIETY INC INTERPRETING SERVICES	29/02/2016	666.60
EF093377	11625	TOTAL EDEN PTY LTD RETICULATION SUPPLIES	29/02/2016	16,526.59
EF093378	11642	TRAILER PARTS PTY LTD TRAILER PARTS	29/02/2016	1,598.81
EF093379	11651	TREE WATERING SERVICES TREE WATERING SERVICES	29/02/2016	51,280.00
EF093380	11665	TUNNEL VISION PLUMBING SERVICES	29/02/2016	1,947.00
EF093381	11667	TURFMASTER FACILITY MANAGEMENT TURFING SERVICES	29/02/2016	10,927.81
EF093382	11684	UNIVERSITY OF WESTERN AUSTRALIA EDUCATIONAL/RESEARCH SERVICES	29/02/2016	2,200.00
EF093383	11697	VAT MAN-FAT FILTERING SYSTEMS FILTER CLEANING SERVICES	29/02/2016	1,344.10
EF093384	11699	VERNON DESIGN GROUP ARCHITECTURAL SERVICES	29/02/2016	1,210.00
EF093385	11701	VIBRA INDUSTRIA FILTER SUPPLIES	29/02/2016	909.70
EF093386	11708	VITAL PACKAGING PTY LTD PACKAGING SUPPLIES	29/02/2016	2,337.50
EF093387	11722	WA HINO SALES & SERVICE PURCHASE OF NEW TRUCKS / MAINTENANCE	29/02/2016	3,451.59
EF093388	11726	WA LIMESTONE LIMESTONE SUPPLIES	29/02/2016	5,264.83
EF093389	11749	WARRENS EARTHMOVING CONTRACTORS EARTHMOVING SERVICES	29/02/2016	17,325.00
EF093390	11773	WESFARMERS LANDMARK LIMITED CHEMICAL SUPPLIES	29/02/2016	4,174.50
EF093391	11793	WESTERN IRRIGATION PTY LTD IRRIGATION SERVICES/SUPPLIES	29/02/2016	60,144.34
EF093392	11795	WESTERN POWER ELECTRICAL SERVICES	29/02/2016	500.00
EF093393	11806	WESTRAC PTY LTD REPAIRS/MTNCE - EARTHMOVING EQUIPMENT	29/02/2016	341.61
EF093394	11828	WORLDWIDE ONLINE PRINTING - O'CONNOR PRINTING SERVICES	29/02/2016	5,443.19

CITY OF COCKBURN
MUNICIPAL BANK ACCOUNT

Cheque/ EFT	Account No.	Account/Payee	Date	Value
EF093395	11835	WURTH AUSTRALIA PTY LTD HARDWARE SUPPLIES	29/02/2016	1,610.69
EF093396	11854	ZIPFORM PRINTING SERVICES	29/02/2016	15,997.96
EF093397	11873	WATTLEUP TRACTORS HARDWARE SUPPLIES	29/02/2016	608.10
EF093398	11972	COBEY MAINTENANCE SERVICES TURF MANAGEMENT	29/02/2016	1,980.00
EF093399	11987	SAFETY ZONE AUSTRALIA PTY LTD SAFETY EQUIPMENT	29/02/2016	1,881.39
EF093400	12014	TUTT BRYANT EQUIPMENT EXCAVATING/EARTHMOVING EQUIPMENT	29/02/2016	3,538.08
EF093401	12028	CITY OF ARMADALE ANIMAL DISPOSAL SERVICES	29/02/2016	24.40
EF093402	12101	THE GREAT ESCAPE ENTRY FEES	29/02/2016	1,264.30
EF093403	12127	ABLE WESTCHEM CHEMICAL/CLEANING SUPPLIES	29/02/2016	139.27
EF093404	12153	HAYS PERSONNEL SERVICES PTY LTD EMPLOYMENT SERVICES	29/02/2016	25,852.98
EF093405	12207	CIVICA PTY LTD SOFTWARE SUPPORT/LICENCE FEES	29/02/2016	2,150.50
EF093406	12415	FACE PAINTING FUN AND GAMES ENTERTAINMENT SERVICES	29/02/2016	1,377.50
EF093407	12542	SEALIN GARLETT CEREMONIAL SERVICES	29/02/2016	1,900.00
EF093408	12549	TOOLMART, ROCKINGHAM WELDING EQUIPMENT PURCHASE	29/02/2016	1,599.00
EF093409	12560	AUSTSWIM LTD TRAINING SERVICES	29/02/2016	550.00
EF093410	12592	CHEMISTRY CENTRE SAMPLE TESTING	29/02/2016	220.00
EF093411	12796	ISENTIA PTY LIMITED MEDIA MONITORING SERVICES	29/02/2016	2,430.56
EF093412	12811	SPORTS CIRCUIT LINEMARKING SPORTS LINE MARKING SERVICES	29/02/2016	2,530.00
EF093413	13056	CLEANDUSTRIAL SERVICES PTY LTD CLEANING SERVICES	29/02/2016	56,190.43
EF093414	13067	FRIENDS OF LIBRARIES AUSTRALIA INC MEMBERSHIP FEES	29/02/2016	120.00
EF093415	13111	OCE-AUSTRALIA LIMITED COPIERS/PRINTERS	29/02/2016	292.44
EF093416	13325	MARTINS ENVIRONMENTAL SERVICES WEED SPRAYING SERVICES	29/02/2016	1,138.50
EF093417	13393	SOUTH WEST GROUP CONTRIBUTIONS	29/02/2016	77,825.00
EF093418	13462	ATI-MIRAGE PTY LTD TRAINING SERVICES	29/02/2016	1,190.00
EF093419	13563	GREEN SKILLS INC EMPLOYMENT SERVICES	29/02/2016	16,778.78
EF093420	13670	HISCO PTY LTD HOSPITALITY SUPPLIES	29/02/2016	89.10
EF093421	13671	STAPLES AUSTRALIA PTY LTD OFFICE/STATIONERY SUPPLIES	29/02/2016	23.72
EF093422	13767	ELLIOTTS IRRIGATION PTY LTD IRRIGATION SERVICES	29/02/2016	4,114.00

CITY OF COCKBURN
MUNICIPAL BANK ACCOUNT

Cheque/ EFT	Account No.	Account/Payee	Date	Value
EF093423	13825	JACKSON MCDONALD LEGAL SERVICES	29/02/2016	16,346.58
EF093424	13860	KRS CONTRACTING WASTE COLLECTION SERVICES	29/02/2016	2,956.50
EF093425	13940	CHEMFORM CLEANING SUPPLIES	29/02/2016	321.64
EF093426	14118	AGED & COMMUNITY SERVICES WA WORKSHOPS	29/02/2016	270.00
EF093427	14305	INSTITUTE OF ACCESS TRAINING AUSTRALIA TRAINING SEMINAR	29/02/2016	2,200.00
EF093428	14311	BBC ENTERTAINMENT ENTERTAINMENT SERVICES	29/02/2016	6,600.00
EF093429	14350	BAILEYS FERTILISERS FERTILISER SUPPLIES	29/02/2016	21,128.52
EF093430	14459	BIDVEST (WA) FOOD/CATERING SUPPLIES	29/02/2016	2,335.76
EF093431	14593	AUSTREND INTERNATIONAL PTY LTD ALUMINIUM SUPPLIES	29/02/2016	8,665.36
EF093432	15267	CHEMSEARCH AUSTRALIA CHEMICAL SUPPLIES	29/02/2016	8,382.32
EF093433	15393	GREENWAY ENTERPRISES HARDWARE SUPPLIES	29/02/2016	659.43
EF093434	15455	PHOENIX PARK LITTLE ATHLETICS CLUB SPORTS FEES	29/02/2016	1,200.00
EF093435	15541	JANDAKOT NEWS NEWSPAPER SUPPLIERS	29/02/2016	215.80
EF093436	15588	NATURAL AREA HOLDINGS PTY LTD WEED SPRAYING	29/02/2016	19,306.65
EF093437	15609	CATALYSE PTY LTD CONSULTANCY SERVICES	29/02/2016	11,275.00
EF093438	15678	A2Z PEST CONTROL PEST CONTROL	29/02/2016	1,825.00
EF093439	15868	CARDNO (WA) PTY LTD CONSULTANCY SERVICES - ENGINEERING	29/02/2016	539.00
EF093440	16064	CMS ENGINEERING PTY LTD AIRCONDITIONING SERVICES	29/02/2016	17,588.87
EF093441	16291	WA PROFILING ROAD PROFILING SERVICES	29/02/2016	32,305.79
EF093442	16396	MAYDAY EARTHMOVING ROAD CONSTRUCTION MACHINE HIRE	29/02/2016	60,242.18
EF093443	16510	LLOYD GEORGE ACOUSTICS PTY LTD CONSULTANCY SERVICES - ACOUSTIC	29/02/2016	14,256.00
EF093444	16704	ACCIDENTAL FIRST AID SUPPLIES - PERTH SOUTH MEDICAL SUPPLIES	29/02/2016	663.99
EF093445	16985	WA PREMIX CONCRETE SUPPLIES	29/02/2016	29,659.74
EF093446	16997	AUS SECURE SECURITY SERVICES/PRODUCTS	29/02/2016	100.00
EF093447	17097	VALUE TISSUE PAPER PRODUCTS	29/02/2016	399.30
EF093448	17121	UNDERGROUND POWER DEVELOPMENT PTY LTD ELECTRICAL SERVICES	29/02/2016	825.00
EF093449	17362	JOHN EARLEY TRAINING	29/02/2016	250.00
EF093450	17384	FIRST AID SERVICES WA TRAINING SERVICES	29/02/2016	192.00

CITY OF COCKBURN
MUNICIPAL BANK ACCOUNT

Cheque/ EFT	Account No.	Account/Payee	Date	Value
EF093451	17471	PIRTEK (FREMANTLE) PTY LTD HOSES & FITTINGS	29/02/2016	2,053.73
EF093452	17481	ADS AUTOMATION PTY LTD DOOR/GATE REPAIRS	29/02/2016	258.50
EF093453	17600	ERLECTIONS (WA) GUARD RAILS	29/02/2016	2,647.70
EF093454	17608	NU-TRAC RURAL CONTRACTING BEACH CLEANING/FIREBREAK CONSTRUCTION	29/02/2016	8,490.00
EF093455	17798	WESTERN DIAGNOSTIC PATHOLOGY ANALYTICAL SERVICES	29/02/2016	1,835.96
EF093456	17887	RED SAND SUPPLIES PTY LTD MACHINERY HIRE	29/02/2016	847.00
EF093457	17927	SHARYN EGAN ARTISTIC SERVICES	29/02/2016	560.00
EF093458	17942	MRS MAC'S FOOD SUPPLIES	29/02/2016	946.70
EF093459	18122	SIGNMAN SIGNAGE	29/02/2016	99.00
EF093460	18126	DELL AUSTRALIA PTY LTD COMPUTER HARDWARE	29/02/2016	1,754.50
EF093461	18135	SUPERYACHT BASE SUBSCRIPTION	29/02/2016	2,200.00
EF093462	18147	AURECON AUSTRALASIA PTY LTD CONSULTANCY - CIVIL ENGINEERING	29/02/2016	2,606.58
EF093463	18203	NATSYNC ENVIRONMENTAL PEST CONTROL	29/02/2016	1,665.50
EF093464	18249	LASSO KIP PTY LTD ADVERTISING	29/02/2016	363.00
EF093465	18293	EASTERN PRESS PRINTING	29/02/2016	580.00
EF093466	18343	HEYDER & SHEARS EXCLUSIVE CATERERS CATERING SERVICES	29/02/2016	24,579.03
EF093467	18373	ROCKINGHAM NISSAN PURCHASE OF NEW VEHICLE	29/02/2016	16,748.21
EF093468	18446	ARTZPLACE INC CULTURAL GRANT	29/02/2016	500.00
EF093469	18508	JOHN TURNER BRICK LAYING SERVICES	29/02/2016	935.00
EF093470	18533	FRIENDS OF THE COMMUNITY INC. DONATION	29/02/2016	8,750.00
EF093471	18628	UNILEVER AUSTRALIA LTD BEVERAGES	29/02/2016	1,262.37
EF093472	18695	MYAREE CRANE HIRE CRANE HIRE	29/02/2016	242.00
EF093473	18734	P & R EDWARDS ENTERTAINMENT SERVICES	29/02/2016	325.00
EF093474	18799	DOWN TO EARTH TRAINING & ASSESSING TRAINING SERVICES	29/02/2016	1,318.00
EF093475	18801	FREMANTLE BIN HIRE BIN HIRE - SKIP BINS	29/02/2016	466.00
EF093476	18962	SEALANES (1985) P/L CATERING SUPPLIES	29/02/2016	926.43
EF093477	19436	WHITCHURCH REFRIGERATION & AIRCONDITIONING AIR CONDITIONING SERVICES	29/02/2016	979.00
EF093478	19505	ADVANCED WINDOW SHUTTERS WINDOW SHUTTERS	29/02/2016	1,500.00

CITY OF COCKBURN
MUNICIPAL BANK ACCOUNT

Cheque/ EFT	Account No.	Account/Payee	Date	Value
EF093479	19533	WOOLWORTHS LTD GROCERIES	29/02/2016	2,780.61
EF093480	19541	TURF CARE WA PTY LTD TURF SERVICES	29/02/2016	9,509.50
EF093481	19546	THE BIG PICTURE FACTORY PRINTING SERVICES	29/02/2016	1,047.20
EF093482	19623	ERGOLINK OFFICE FURNITURE	29/02/2016	1,018.26
EF093483	19657	BIGMATE MONITORING SERVICES PTY LTD COMPUTER HARDWARE/SOFTWARE	29/02/2016	1,543.30
EF093484	19747	ALLERDING & ASSOCIATES CPLANNING CONSULTANCY SERVICES	29/02/2016	17,826.87
EF093485	19798	BANYAN CREATIVE TRAINING SERVICES	29/02/2016	1,161.60
EF093486	19847	PFD FOOD SERVICES PTY LTD CATERING SERVICES	29/02/2016	4,875.90
EF093487	19856	WESTERN TREE RECYCLERS SHREDDING SERVICES	29/02/2016	26,020.17
EF093488	20000	AUST WEST AUTO ELECTRICAL P/L AUTO ELECTRICAL SERVICES	29/02/2016	21,450.55
EF093489	20146	DATA#3 LIMITED CONTRACT IT PERSONNEL & SOFTWARE	29/02/2016	2,146.43
EF093490	20215	POWERVAC CLEANING EQUIPMENT	29/02/2016	922.43
EF093491	20307	OCTAGON-BKG LIFTS MAINTENANCE SERVICES	29/02/2016	1,404.60
EF093492	20321	RIVERJET P/L EDUCTING-CLEANING SERVICES	29/02/2016	15,625.50
EF093493	20549	A1 CARPET, TILE & GROUT CLEANING CLEANING SERVICES - TILES/CARPET	29/02/2016	979.00
EF093494	20763	JECODA CONCRETE CONCRETE SUPPLY	29/02/2016	660.00
EF093495	21005	BRAIN TEASERS OZ PTY LTD EDUCATIONAL PRODUCTS	29/02/2016	132.00
EF093496	21010	REDMAN SOLUTIONS PTY LTD COMPUTER SOFTWARE	29/02/2016	2,360.47
EF093497	21127	JOANNA AYCKBOURN (VOICES IN SINC) INSTRUCTION - SINGING	29/02/2016	900.00
EF093498	21139	AUSTRAFFIC WA PTY LTD TRAFFIC SURVEYS	29/02/2016	192.50
EF093499	21287	T.J.DEPIAZZI & SONS SOIL & MULCH SUPPLIES	29/02/2016	1,361.80
EF093500	21294	CAT HAVEN ANIMAL SERVICES	29/02/2016	528.00
EF093501	21371	LD TOTAL SANPOINT PTY LTD LANDSCAPING WORKS/SERVICES	29/02/2016	26,452.01
EF093502	21627	MANHEIM PTY LTD IMPOUNDED VEHICLES	29/02/2016	2,134.00
EF093503	21666	ENVIROLAB SERVICES (WA) PTY LTD ANALYTICAL SERVICES	29/02/2016	2,086.70
EF093504	21744	JB HI-FI - COMMERCIAL ELECTRONIC EQUIPMENT	29/02/2016	1,053.00
EF093505	21844	DRAIN PAVE REFER TO 21371 ASPHALT STAMPING SERVICES	29/02/2016	11,214.03
EF093506	21879	SPOTLESS SERVICES AUSTRALIA LTD (CLEANING) CLEANING SERVICES	29/02/2016	49,114.54

CITY OF COCKBURN
MUNICIPAL BANK ACCOUNT

Cheque/ EFT	Account No.	Account/Payee	Date	Value
EF093507	21946	RYAN'S QUALITY MEATS MEAT SUPPLIES	29/02/2016	1,544.05
EF093508	22012	ELEGANT GLOVES EVENTS AND SERVICES CATERING SERVICES	29/02/2016	2,415.00
EF093509	22109	PUBLIC LIBRARIES WESTERN AUSTRALIA INC PROFESSIONAL ORGANISATION	29/02/2016	377.00
EF093510	22119	BINDI BINDI DREAMING MARISSA VERMA CONSULT - ABORIGINAL EDUCATION/ENT	29/02/2016	750.00
EF093511	22242	ASPHALT SURFACES PTY LTD ASPHALTING SERVICES	29/02/2016	264,453.68
EF093512	22258	WATERLOGIC AUSTRALIA PTY LTD WATER SUPPLY EQUIPMENT	29/02/2016	247.50
EF093513	22307	CREATIVE SPACES GRAPHIC DESIGN	29/02/2016	5,219.06
EF093514	22348	MAL ATWELL LEISURE GROUP AMUSEMENT, ENTERTAINMENT	29/02/2016	810.00
EF093515	22448	CAKES WEST PTY LTD CATERING	29/02/2016	97.86
EF093516	22511	JOHNNY'S TILING TILING SERVICES	29/02/2016	510.45
EF093517	22541	SURFING WESTERN AUSTRALIA INC. TRAINING SERVICES - SURFING	29/02/2016	375.00
EF093518	22553	BROWNES FOOD OPERATIONS CATERING SUPPLIES	29/02/2016	2,643.73
EF093519	22569	SONIC HEALTH PLUS PTY LTD MEDICAL SERVICES	29/02/2016	2,392.50
EF093520	22589	JB HI FI - COCKBURN ELECTRICAL EQUIPMENT	29/02/2016	512.00
EF093521	22600	CUBIC PROMOTIONS PTY LTD PROMOTIONAL PRODUCTS	29/02/2016	1,045.00
EF093522	22619	KSC TRAINING TRAINING SERVICES	29/02/2016	660.00
EF093523	22639	SHATISH CHAUHAN TRAINING SERVICES - YOGA	29/02/2016	640.00
EF093524	22680	LEONARD THORN CULTURAL PRESENTATION SERVICES	29/02/2016	900.00
EF093525	22682	BEAVER TREE SERVICES PTY LTD TREE PRUNING SERVICES	29/02/2016	20,414.92
EF093526	22751	WORKFORCE CLOTHING PTY LTD CLOTHING - INDUSTRIAL	29/02/2016	543.29
EF093527	22805	COVS PARTS PTY LTD MOTOR PARTS	29/02/2016	1,893.68
EF093528	22806	PUMA ENERGY (AUSTRALIA) FUELS PTY LTD FUEL SUPPLIES	29/02/2016	75,848.16
EF093529	22854	LGISWA INSURANCE PREMIUMS	29/02/2016	73,733.00
EF093530	22859	TOP OF THE LADDER GUTTER CLEANING GUTTER CLEANING SERVICES	29/02/2016	1,416.47
EF093531	22903	UNIQUE INTERNATIONAL RECOVERIES LLC DEBT COLLECTORS	29/02/2016	473.60
EF093532	22913	AUSTRALIAN OFFICE LEADING BRANDS.COM.AU ENVELOPES	29/02/2016	651.07
EF093533	23213	SPOTLESS FACILITY SERVICES PTY LTD (LAUNDRY) LAUNDRY SERVICES	29/02/2016	245.34
EF093534	23253	KOTT GUNNING LEGAL SERVICES	29/02/2016	1,232.00

CITY OF COCKBURN
MUNICIPAL BANK ACCOUNT

Cheque/ EFT	Account No.	Account/Payee	Date	Value
EF093535	23288	ARIANE ROEMMELE AMUSEMENT - CHILDREN'S ACTIVITIES	29/02/2016	640.00
EF093536	23302	BUILDING SERVIC BUILDING SERVICES LEVIES	29/02/2016	142,508.70
EF093537	23348	ZUMBA WITH HONEY FITNESS CLASSES	29/02/2016	1,144.00
EF093538	23457	TOTALLY WORK WEAR FREMANTLE CLOTHING - UNIFORMS	29/02/2016	13,514.24
EF093539	23549	WEST OZ WILDLIFE AMUSEMENT PARK ENTRY FEES	29/02/2016	1,174.80
EF093540	23568	WATER ON WHEELS WATER CART HIRE	29/02/2016	175.00
EF093541	23570	A PROUD LANDMARK PTY LTD LANDSCAPE CONTRUCTION SERVICES	29/02/2016	8,350.21
EF093542	23579	DAIMLER TRUCKS PERTH PURCHASE OF NEW TRUCK	29/02/2016	55,817.50
EF093543	23670	LIEBHERR AUSTRALIA PTY LTD SPARE PARTS	29/02/2016	1,682.00
EF093544	23685	ASTRO SYNTHETIC TURF PTY LTD SITE INSPECTIONS	29/02/2016	385.00
EF093545	23818	AM & IE MUTCH ENGINEERING CONSULTANTS CONSULTANCY SERVICES	29/02/2016	3,058.00
EF093546	23822	URIMAT AUSTRALIA PLUMBING SUPPLIES	29/02/2016	803.00
EF093547	23849	JCB CONSTRUCTION EQUIPMENT AUSTRALIA PLANT/MACHINERY	29/02/2016	338.80
EF093548	23858	SPECIALISED SECURITY SHREDDING DOCUMENT DESTRUCTION SERVICES	29/02/2016	10.12
EF093549	23971	FIND WISE LOCATION SERVICES LOCATING SERVICES - UNDERGROUND	29/02/2016	996.60
EF093550	23990	NOONGAR RADIO ENTERPRISES RADIO BROADCASTING	29/02/2016	165.00
EF093551	24156	MASTEC AUSTRALIA PTY LTD PURCHASE OF NEW BINS	29/02/2016	39,819.78
EF093552	24183	WELLARD GLASS GLASS REPAIR SERVICES	29/02/2016	5,120.28
EF093553	24186	ELAN ENERGY MANAGEMENT PTY LTD RECYCLING SERVICES - TYRES	29/02/2016	1,932.96
EF093554	24195	PAYNE'S WINDOW CLEANING AND SERVICES WINDOW CLEANING SERVICES	29/02/2016	16,603.23
EF093555	24281	ECO LOGICAL AUSTRALIA PTY LTD MAPPING SERVICES	29/02/2016	15,930.38
EF093556	24383	PALMYRA-BICTON LITTLE ATHLETIC CLUB SPORTS SERVICES	29/02/2016	400.00
EF093557	24436	DASH PAINTBALL ENTRY FEES	29/02/2016	1,600.00
EF093558	24506	AMARANTI'S PERSONAL TRAINING PERSONAL TRAINING SERVICES	29/02/2016	1,430.00
EF093559	24524	CALO HEALTH HEARTMOVE CLASSES	29/02/2016	2,180.00
EF093560	24557	AVELING CONSULTANCY SERVICES	29/02/2016	380.00
EF093561	24558	MACQUARIE BANK LIMITED LEASE REPAYMENT	29/02/2016	1,615.13
EF093562	24594	THE GREEN ROOM CREATIVE PTY LTD GRAPHIC DESIGN SERVICES	29/02/2016	924.00

CITY OF COCKBURN
MUNICIPAL BANK ACCOUNT

Cheque/ EFT	Account No.	Account/Payee	Date	Value
EF093563	24595	CONTEMPORARY IMAGE PHOTOGRAPHY PTY LTD PHOTOGRAPHY SERVICES	29/02/2016	4,868.20
EF093564	24655	AUTOMASTERS SPEARWOOD VEHICLE SERVICING	29/02/2016	6,100.00
EF093565	24724	QUALITY MARINE COATING SYSTEMS P/L CLEANING SERVICES - ROAD SURFACES	29/02/2016	3,720.00
EF093566	24736	ZENIEN CCTV CAMERA LICENCES	29/02/2016	4,970.90
EF093567	24748	PEARMANS ELECTRICAL & MECHANICAL SERVICES P ELECTRICAL SERVICES	29/02/2016	1,889.95
EF093568	24805	KAREN WOOLHEAD DANCING CLASSES	29/02/2016	400.00
EF093569	24862	BEARDS SECURITY SECURITY SERVICES	29/02/2016	200.00
EF093570	24864	FREMANTLE FOOTBALL CLUB REIMBURSEMENT - DEVELOPMENT COSTS	29/02/2016	21,141.12
EF093571	24886	A NATURAL SELF ENTERTAINMENT SUPPLIES	29/02/2016	432.00
EF093572	24945	NS PROJECTS PTY LTD PROJECT MANAGEMENT SERVICES	29/02/2016	85,800.00
EF093573	24946	WT PARTNERSHIP QUANTITY SURVEYING SERVICES	29/02/2016	4,950.00
EF093574	24974	SCOTT PRINT PRINTING SERVICES	29/02/2016	12,962.40
EF093575	24976	SNAP PRINTING - COCKBURN CENTRAL PRINTING SERVICES	29/02/2016	886.10
EF093576	25060	DFP RECRUTIMENT SERVICES EMPLOYMENT SERVICES	29/02/2016	19,855.13
EF093577	25102	FREMANTLE MOBILE WELDING WELDING SERVICES	29/02/2016	5,731.00
EF093578	25115	FIG INVESTMENT MANAGEMENT SERVICES	29/02/2016	2,750.00
EF093579	25121	IMAGESOURCE DIGITAL SOLUTIONS BILLBOARDS	29/02/2016	8,561.30
EF093580	25127	MILMAR DISTRIBUTORS PRINTING SERVICES - ID CARDS	29/02/2016	56.00
EF093581	25128	HORIZON WEST LANDSCAPE & IRRIGATION P/L LANDSCAPING SERVICES	29/02/2016	3,215.06
EF093582	25158	MPIRE SECURITY SECURITY SERVICES	29/02/2016	4,138.67
EF093583	25263	SYSTEM MAINTENANCE SEWERAGE PUMP MAINTENANCE	29/02/2016	1,923.75
EF093584	25264	ACURIX NETWORKS PTY LTD WIFI ACCESS SERVICE	29/02/2016	1,940.40
EF093585	25415	JANDAKOT STOCK & PET SUPPLIES PET SUPPLIES	29/02/2016	100.00
EF093586	25418	CS LEGAL LEGAL SERVICES	29/02/2016	38,664.55
EF093587	25471	ELEMENTAL SURF PTY LTD SURFING LESSONS	29/02/2016	825.00
EF093588	25539	CALIBRE CONSULTING (MELB) PTY LTD CONSULTANCY SERVICES	29/02/2016	5,827.25
EF093589	25644	DYMOCKS GARDEN CITY PURCHASE OF BOOKS	29/02/2016	1,992.31
EF093590	25645	YELAKITJ MOORT NYUNGAR ASSOCIATION INC WELCOME TO THE COUNTRY PERFORMANCES	29/02/2016	1,000.00

CITY OF COCKBURN
MUNICIPAL BANK ACCOUNT

Cheque/ EFT	Account No.	Account/Payee	Date	Value
EF093591	25648	NANKIVELL, MATTHEW LEE MN CREATIVE PHOTOGRAPHY SERVICES	29/02/2016	228.00
EF093592	25657	LOCK JOINT AUSTRALIA LOCKSMITH SERVICES	29/02/2016	979.00
EF093593	25665	COLLEAGUES PRINT SOLUTIONS PRINTING SERVICES	29/02/2016	1,799.74
EF093594	25713	DISCUS ON DEMAND PRINTING SERVICES	29/02/2016	1,795.13
EF093595	25733	MIRACLE RECREATION EQUIPMENT PLAYGROUND INSTALLATION / REPAIRS	29/02/2016	8,310.50
EF093596	25813	LGCONNECT PTY LTD DEVELOPMENT CONSULTANCY	29/02/2016	11,000.00
EF093597	25822	FIT2WORK.COM.AU EMPLOYEE CHECK	29/02/2016	38.39
EF093598	25832	EXTERIA ENGINEERING & DESIGN SERVICES	29/02/2016	19,025.60
EF093599	25875	COOGEE PLUMBING SERVICES PLUMBING SERVICES	29/02/2016	11,492.06
EF093600	25955	ADECCO INDUSTRIAL PTY LTD EMPLOYMENT SERVICES	29/02/2016	57,542.28
EF093601	25962	ALL LINES LINEMARKING SERVICES	29/02/2016	440.00
EF093602	26018	TOTAL ALARMS & SECURITY PRODUCTS SECURITY	29/02/2016	200.00
EF093603	26020	GRANT ELEVATORS LIFT MAINTENANCE	29/02/2016	858.00
EF093604	26029	AUTOSWEEP WA SWEEPING SERVICES	29/02/2016	6,974.00
EF093605	26067	SPRAYKING WA PTY LTD CHEMICAL WEED CONTROL SERVICES	29/02/2016	385.00
EF093606	26090	FREMANTLE MILK DISTRIBUTORS MILK DISTRIBUTORS	29/02/2016	124.25
EF093607	26114	GRACE RECORDS MANAGEMENT RECORDS MANAGEMENT SERVICES	29/02/2016	9,705.51
EF093608	26120	ECOBURBIA ENVIRONMENTAL WASTE WORKSHOPS	29/02/2016	6,710.00
EF093609	26173	SOUTHSIDE PLUMBING PLUMBING SERVICES	29/02/2016	12,644.30
EF093610	26211	AMCOM PTY LTD INTERNET/DATA SERVICES	29/02/2016	9,144.32
EF093611	26251	HEALING INDIA GLASS AND GIFTWARES FACILITATION SERVICES - WORKSHOPS	29/02/2016	120.00
EF093612	26257	PAPERBARK TECHNOLOGIES ARBORICULTURAL CONSULTANCY SERVICES	29/02/2016	2,805.00
EF093613	26299	IMAGE LAB DIGITAL PRODUCTION EXHIBITION PRINTING SERVICES	29/02/2016	1,404.48
EF093614	26303	GECKO CONTRACTING TURF & LANDSCAPE MAINTEN TURF & LANDSCAPE MAINTENANCE	29/02/2016	88,564.40
EF093615	26314	CPE GROUP TEMPORARY EMPLOYMENT SERVICES	29/02/2016	1,280.69
EF093616	26323	AT THE KITCHEN CATERING SERVICES	29/02/2016	400.00
EF093617	26354	ELECTROFEN REPAIR SERVICES - SECURITY FENCES	29/02/2016	2,754.40
EF093618	26359	WILSON SECURITY SECURITY SERVICES	29/02/2016	186,757.96

CITY OF COCKBURN
MUNICIPAL BANK ACCOUNT

Cheque/ EFT	Account No.	Account/Payee	Date	Value
EF093619	26369	CJS CONTRACTORS (WA) PTY LTD CONSTRUCTION SERVICES	29/02/2016	28,600.00
EF093620	26371	KATE DRENNAN PHOTOGRAPHY PHOTOGRAPHY SERVICES	29/02/2016	200.00
EF093621	26386	AIRMASTER AUSTRALIA PTY LTD AIRCONDITIONING MAINTENANCE SERVICES	29/02/2016	3,501.85
EF093622	26399	PAPERSCOUT GRAPHIC DESIGN SERVICES	29/02/2016	3,300.00
EF093623	26400	PREMIER ARTISTS PTY LTD ENTERTAINMENT SERVICES	29/02/2016	22,000.00
EF093624	26418	INTEGRANET TECHNOLOGY GROUP PTY LTD ICT CONSULTANCY SERVICES	29/02/2016	25,740.00
EF093625	26439	ALTERNATIVE TECHNOLOGY ASSOCIATION INC SUSTAINABILITY EDUCATION SERVICES	29/02/2016	220.00
EF093626	26442	BULLANT SECURITY PTY LTD LOCKSMITH & SECURITY SERVICES	29/02/2016	2,890.32
EF093627	26447	CHATTERJEE, ANIMESH PHYSICAL TRAINING SERVICES	29/02/2016	900.00
EF093628	26449	ECO SHARK BARRIER PTY LTD LEASING FEE FOR SHARK BARRIER	29/02/2016	21,250.00
EF093629	26461	777 MAINTENANCE PTY LTD MAINTENANCE SERVICES	29/02/2016	4,319.97
EF093630	26462	SOLARWINDS SOFTWARE EUROPE LIMITED ORACLE LICENSES	29/02/2016	3,225.00
EF093631	26469	MURFETT LEGAL PTY LTD LEGAL SERVICES	29/02/2016	1,171.34
EF093632	26470	SCP CONSERVATION AND LAND MANAGEMENT FENCING SERVICES	29/02/2016	5,240.00
EF093633	26480	MATTRESS REMOVAL WA MATTRESS REMOVAL SERVICES	29/02/2016	7,833.00
EF093634	26521	HAFELE AUSTRALIA PTY LTD LOCKS	29/02/2016	163.99
EF093635	26536	SKYLINE LANDSCAPE SERVICES (WA) LANDSCAPING SERVICES	29/02/2016	26,720.84
EF093636	26545	CANVALE PTY LTD (CORPORATE LIVING) OFFICE CHAIRS	29/02/2016	2,076.80
EF093637	26549	SHARON GREGORY (KOORT-KADAK CONSULTANCY) CONSULTANCY SERVICES	29/02/2016	50.00
EF093638	26561	MOSS AND FERN FLORIST	29/02/2016	100.00
EF093639	26568	UNITED DIAMOND TOOLS DIAMOND CUTTING TOOLS	29/02/2016	1,650.00
EF093640	26574	EVA BELLYDANCE ENTERTAINMENT - BELLY DANCING	29/02/2016	450.00
EF093641	26579	THE BRAND AGENCY CONSULTANCY SERVICES	29/02/2016	6,050.00
EF093642	26586	WA TEMPORARY FENCING SUPPLIES FENCING - TEMPORARY	29/02/2016	2,310.00
EF093643	26596	QUANTUM BUILDING SERVICES BUILDING MAINTENANCE	29/02/2016	12,404.43
EF093644	26604	SERLING CONSULTING (AUSTRALIA) PTY LTD CIVIL ENGINEERING CONSULTANCY	29/02/2016	1,958.00
EF093645	26606	ENVIRO INFRASTRUCTURE PTY LTD CONSTRUCTION & FABRICATION	29/02/2016	50,352.46
EF093646	26612	PROFESSIONAL PUBLIC RELATIONS PUBLIC RELATIONS	29/02/2016	272.25

CITY OF COCKBURN
MUNICIPAL BANK ACCOUNT

Cheque/ EFT	Account No.	Account/Payee	Date	Value
EF093647	26613	AVE BIN AND BBQ CLEANING PTY LTD CLEANAING SERVICES (BBQ - BINS)	29/02/2016	1,845.00
EF093648	26614	MARKETFORCE PTY LTD ADVERTISING	29/02/2016	3,794.10
EF093649	26619	SPEARWOOD NEWS DELIVERY NEWSPAPER DELIVERY	29/02/2016	340.92
EF093650	26620	GRA EVERINGHAM PTY LTD CONSULTING/ADVISORY	29/02/2016	5,500.00
EF093651	26623	TELFORD INDUSTRIES CHEMICALS - POOL	29/02/2016	313.94
EF093652	26624	SKIPPER TRUCKS PRUCHASE OF NEW TRUCKS & MAINTENANCE	29/02/2016	1,303.90
EF093653	26625	ANDOVER DETAILERS CAR DETAILING SERVICES	29/02/2016	822.75
EF093654	26626	SENVERSA PTY LTD ENVIRONMENTAL AUDITING	29/02/2016	5,500.00
EF093655	26639	SAFEGUARD INDUSTRIES SECURITY DOORS, SCREENS AND ROLLER SHUTT	29/02/2016	1,420.00
EF093656	26643	APOLLO FABRICATIONS FABRICATION SERVICES	29/02/2016	6,600.00
EF093657	26647	BROOKFIELD MULTIPLEX CONSTRUCTIONS BUILDING - CONSTRUCTION	29/02/2016	4,048,833.54
EF093658	26648	EMC SOLAR CONSTRUCTION PTY LTD SOLAR ENERGY	29/02/2016	16,051.20
EF093659	26649	KUBED MEDIA HIRE OF ADVERTISING LED SCREENS	29/02/2016	1,065.90
EF093660	26667	TANGELO CREATIVE GRAPHIC DESIGN	29/02/2016	8,250.00
EF093661	26677	AUSTRALIA AND NEW ZEALAND RECYCLING PLATFOR NOT- FOR-PROFIT MEMBER SERVICES BODY	29/02/2016	832.04
EF093662	26694	SANDSTORM EVENTS PTY LTD ARTISTIC - SAND CASTLE SCULPTURES	29/02/2016	8,525.00
EF093663	26704	PERTH MERMAIDS ENTERTAINMENT SERVICES	29/02/2016	600.00
EF093664	26709	TALIS CONSULTANTS PTY LTD WASTE CONSULTANCY	29/02/2016	2,491.50
EF093665	26713	STONERIDGE QUARRIES WA RECYCLING SERVICES	29/02/2016	735.02
EF093666	26715	AIR BORN AMUSEMENTS AMUSEMENT SERVICES	29/02/2016	2,932.00
EF093667	26720	PROJECT RE CYCLE COACHING & MENTORING	29/02/2016	300.00
EF093668	26725	360 ENVIRONMENTAL PTY LTD ENVIRONMENTAL CONSULTING	29/02/2016	495.00
EF093669	26728	PROGRESSING PRIORITY PROJECTS CONSULTANCY - COMMUNITY SERVICES	29/02/2016	2,800.00
EF093670	26729	BENJAMIN JOHNSTONE ENTERTAINMENT	29/02/2016	1,700.00
EF093671	26730	TICKETMASTER AUSTRALASIA P/L TICKETS - ENTERTAINMENT	29/02/2016	2,236.80
EF093672	26732	AMARE SAFETY CLOTHING UNIFORMS	29/02/2016	2,584.34
EF093673	26735	SHANE MCMASTER SURVEYS SURVEY SERVICES	29/02/2016	17,182.00
EF093674	26736	GHEMS HOLDINGS PTY LTD REVEGETATION	29/02/2016	12,795.90

CITY OF COCKBURN
MUNICIPAL BANK ACCOUNT

Cheque/ EFT	Account No.	Account/Payee	Date	Value
EF093675	26739	KERB DOCTOR KERB MAINTENANCE	29/02/2016	1,584.00
EF093676	26743	STATEWIDE TURF SERVICES TURF RENOVATION	29/02/2016	1,650.00
EF093677	26745	EMBROIDME MYAREE EMBROIDERY	29/02/2016	3,543.10
EF093678	26747	BELL-VISTA FRUIT & VEG FRUIT AND VEGETABLES.	29/02/2016	1,637.46
EF093679	26748	TENDERLINK.COM ONLINE TENDER SUBSCRIPTION	29/02/2016	990.00
EF093680	26749	BOOMERS PLUMBING AND GAS PTY LTD PLUMBING SERVICES	29/02/2016	1,121.78
EF093681	26750	KLEENIT PTY LTD CLEANING	29/02/2016	24,660.00
EF093682	26751	CARDNO BEC PTY LTD CONSULTANCY - ENGINEERING	29/02/2016	8,951.25
EF093683	26754	INSIGHT CALL CENTRE SERVICES CALL CENTRE SERVICES	29/02/2016	6,972.46
EF093684	26758	CLASSIC CONTRACTORS CONSTRUCTION	29/02/2016	5,500.00
EF093685	26759	METRO FILTERS CANOPY, FLUE AND FANS CLEANIND AND FILTE	29/02/2016	118.80
EF093686	26760	EXCEL TRAFFIC DATA TRAFFIC SURVEYS & TRAFFIC COUNTERS	29/02/2016	2,293.50
EF093687	26761	THE SAND CARD COMPANY ENTERTAINMENT SERVICES	29/02/2016	955.00
EF093688	26770	LAKESIDE MOWERS & MOTORCYCLES REPAIRS/MAINTENANCE SERVICES	29/02/2016	531.50
EF093689	26771	INSTANT PRODUCTS HIRE PORTABLE TOILET HIRE	29/02/2016	1,729.20
EF093690	26777	THE SPOOKY MEN OF THE WEST ENTERTAINMENT SERVICES	29/02/2016	800.00
EF093691	26778	ROBERT WALTERS RECRUITMENT SERVICES	29/02/2016	17,885.15
EF093692	26779	SAFEMASTER SAFETY PRODUCTS PTY LTD SAFETY PRODUCTS	29/02/2016	1,738.00
EF093693	26780	METROPOLITAN OMNIBUS COMPANY BUS HIRE	29/02/2016	1,551.00
EF093694	26781	THE ARCHERY CENTRE & LASER RANGER ENTRY FEES	29/02/2016	1,540.00
EF093695	26784	WINGS PHOTOGRAPHICS PHOTOGRAPHY SERVICES	29/02/2016	1,190.00
EF093696	26786	NUTURF HERBICIDE PRODUCTS	29/02/2016	1,375.00
EF093697	26787	WALLEYSTACK INTERNATIONAL PTY LTD ENTERTAINMENT SERVICES	29/02/2016	1,650.00
EF093698	26789	RAECO SUPPLIER OF LIBRARY SHELVING AND FURNITU	29/02/2016	1,115.51
EF093699	26794	TASKERS MANUFACTURES SHADE SALES	29/02/2016	275.00
EF093700	26795	OPUS INTERNATIONAL CONSULTANTS (AUSTRALIA) P ENGINEERING CONSULTANCY	29/02/2016	2,750.00
EF093701	26797	DONEGAN ENTERPRISES PTY LTD INSTALL PARK FURNITURE	29/02/2016	1,738.00
EF093702	26800	THE GOODS RETAIL	29/02/2016	247.50

CITY OF COCKBURN
MUNICIPAL BANK ACCOUNT

Cheque/ EFT	Account No.	Account/Payee	Date	Value
EF093703	99996	CHUEN YIU WAN PROPERTY REFUND	29/02/2016	25.83
EF093704	99996	DENISE GARDINER PROPERTY REFUND	29/02/2016	98.00
EF093705	99996	LEANNE BECHES PROPERTY REFUND	29/02/2016	30.00
EF093706	99996	MATTHEW CALLANAN PROPERTY REFUND	29/02/2016	30.00
EF093707	99996	ALYCIA THOMAS PROPERTY REFUND	29/02/2016	30.00
EF093708	99996	AIMEE DUFF PROPERTY REFUND	29/02/2016	42.50
EF093709	99996	SUSAN HANCOCK PROPERTY REFUND	29/02/2016	42.50
EF093710	99996	DALE BROWN-KENYON PROPERTY REFUND	29/02/2016	42.50
EF093711	99996	CIJO AUGUSTINE & BINDU ZACHARIAS PROPERTY REFUND	29/02/2016	50.00
EF093712	99996	ANDREW MUNRO PROPERTY REFUND	29/02/2016	166.00
EF093713	99996	LAKESIDE GARDEENS MANAGEMENT PTY LTD PROPERTY REFUND	29/02/2016	4,710.00
EF093714	99996	DAVID & TZEITEL ROCHFORD PROPERTY REFUND	29/02/2016	217.53
EF093715	99996	EMC SOLAR CONSTRUCTION PTY LTD PROPERTY REFUND	29/02/2016	1,089.90
EF093716	99996	LOUIS MERVYN CLIFF PROPERTY REFUND	29/02/2016	411.00
EF093717	99996	UNITED MARITIME AUSTRALIA PTY LTD PROPERTY REFUND	29/02/2016	969.15
EF093718	99996	BRENT ROBERTS PROPERTY REFUND	29/02/2016	106.14
EF093719	99996	CLARE BATEMAN PROPERTY REFUND	29/02/2016	30.00
EF093720	99996	RICHARD PAUL KILMARTIN PROPERTY REFUND	29/02/2016	30.00
EF093721	99996	SANDRA HARRIS PROPERTY REFUND	29/02/2016	77.50
EF093722	99996	NOELINE EPIS PROPERTY REFUND	29/02/2016	77.50
EF093723	99996	JEANIE HOUSTON PROPERTY REFUND	29/02/2016	21.25
EF093724	99996	HAYSTEAD HOLDINGS PTY LTD PROPERTY REFUND	29/02/2016	2,439.16
EF093725	99996	ALISTAIR & ANNIE MAWSON PROPERTY REFUND	29/02/2016	57.00
EF093726	99996	MELGIE SUDARASO PROPERTY REFUND	29/02/2016	132.00
EF093727	99996	TYSON TRADING PTY LTD PROPERTY REFUND	29/02/2016	730.00
EF093728	99996	BACEVIC CONCRETE PROPERTY REFUND	29/02/2016	588.00
EF093729	99996	SUNMIST NOMINEES PTY LTD PROPERTY REFUND	29/02/2016	351.00
EF093730	99996	MELISSA HARRIS PROPERTY REFUND	29/02/2016	802.63

CITY OF COCKBURN
MUNICIPAL BANK ACCOUNT

Cheque/ EFT	Account No.	Account/Payee	Date	Value
EF093731	99996	KRISTY ELLIS PROPERTY REFUND	29/02/2016	1,254.61
EF093732	99996	MELISSA HARRIS PROPERTY REFUND	29/02/2016	1,845.05
EF093733	99996	BRENDAN PALINKAS PROPERTY REFUND	29/02/2016	150.00
EF093734	99996	JANELLE RUDOLPH PROPERTY REFUND	29/02/2016	42.50
EF093735	99996	NICKI XANTHIS PROPERTY REFUND	29/02/2016	30.00
EF093736	11794	SYNERGY ELECTRICITY USAGE/SUPPLIES	29/02/2016	400,828.17
EF093737	25823	ENIGIN WESTERN AUSTRALIA ELECTRICITY USAGE/SUPPLIES	29/02/2016	18,052.97
EF093738	11867	KEVIN JOHN ALLEN MONTHLY COUNCILLOR ALLOWANCE	29/02/2016	2,575.00
EF093739	12740	MAYOR LOGAN HOWLETT MONTHLY COUNCILLOR ALLOWANCE	29/02/2016	11,158.33
EF093740	19059	CAROL REEVE-FOWKES MONTHLY COUNCILLOR ALLOWANCE	29/02/2016	4,398.96
EF093741	20634	LEE-ANNE SMITH MONTHLY COUNCILLOR ALLOWANCE	29/02/2016	2,575.00
EF093742	21185	BART HOUWEN MONTHLY COUNCILLOR ALLOWANCE	29/02/2016	2,575.00
EF093743	23338	STEVE PORTELLI MONTHLY COUNCILLOR ALLOWANCE	29/02/2016	2,575.00
EF093744	23339	STEPHEN PRATT MONTHLY COUNCILLOR ALLOWANCE	29/02/2016	2,575.00
EF093745	25352	LYNDSEY SWEETMAN MONTHLY COUNCILLOR ALLOWANCE	29/02/2016	2,575.00
EF093746	25353	PHILIP EVA MONTHLY COUNCILLOR ALLOWANCE	29/02/2016	2,575.00
EF093747	26696	CHAMONIX TERBLANCHE MONTHLY COUNCILLOR ALLOWANCE	29/02/2016	2,575.00
EF093748	13353	JANDAKOT AIRPORT HOLDINGS PTY LTD RATES REFUND	29/02/2016	171,302.00
EF093749	23250	DEPARTMENT OF PLANNING DAP APPLICATIONS & DAP FEES	29/02/2016	10,360.00
EF093750	99997	SPEARWOOD PRIMARY SCHOOL DONATION - BUS TRAVEL EXPENSES	29/02/2016	240.00
EF093751	99997	CHOO SAN WEE BIRD BATH REBATE	29/02/2016	49.50
EF093752	99997	MICHELLE CHAMPION STUDY FEES CONTRIBUTION	29/02/2016	2,775.30
EF093753	99997	JOSEPH BOTHAMS SKATEBOARDING JUDGING SERVICES	29/02/2016	600.00
EF093754	99997	MILLINGTON ENTERPRISES WASTE TRUCK GRAPHIC DESIGN REPAIRS	29/02/2016	612.48
EF093755	99997	PETER TRaine PRESCRIPTION SAFETY GLASSES CONTRIBUTION	29/02/2016	300.00
EF093756	99997	CHRISTINA EARL REFUND FOR PRIVATE MUSIC LESSONS	29/02/2016	180.00
EF093757	99997	BP OIL REFUND OF PAYMENT MADE IN ERROR	29/02/2016	352.00
EF093758	99997	WARREN AND NATALIE ANGEL BIRD BATH REBATE	29/02/2016	39.99

CITY OF COCKBURN
MUNICIPAL BANK ACCOUNT

Cheque/ EFT	Account No.	Account/Payee	Date	Value
EF093759	99997	MARK AND KYLIE SANTICH BIRD BATH REBATE	29/02/2016	40.00
EF093760	99997	JANDAKOT VOLUNTEER BUSH FIRE BRIGADE EXPENSES REIMBURSEMENT	29/02/2016	369.93
EF093761	99997	GLEN WILLIAMSON REIMBURSEMENT - HR LICENCE RENEWAL	29/02/2016	132.00
EF093762	99997	KEITH HUDSON PRESCRIPTION SAFETY GLASSES CONTRIBUTION	29/02/2016	300.00
EF093763	99997	SANDY GASKETT EXPENSES REIMBURSEMENT - EMPLOYEE OF THE	29/02/2016	3,151.66
EF093764	99997	HARRISON ROYCE CLARK SKATEBOARDING JUDGING SERVICES	29/02/2016	600.00
EF093765	99997	NIAN E CHUA REFUND FOR OUTRAGE	29/02/2016	81.00
EF093766	99997	DEPARTMENT OF EDUCATION AND TRAINING RETURN OF OUT OF SCHOOL CARE FUNDS	29/02/2016	744.48
EF093767	99997	BILJANA AND JOSEPH CASPAR MAHRI RENEWAL	29/02/2016	360.00
EF093768	99997	WILMARI NEL STUDY FEES CONTRIBUTION	29/02/2016	5,210.00
EF093769	99997	SHARON ENDERSBY TAX TRAINING SCHOOL FEES (1090) 2015	29/02/2016	530.00
EF093770	99997	ROGER ALLEN COMPOST BIN REBATE	29/02/2016	50.00
EF093771	99997	JIAJIAN HE COMPOST BIN REBATE	29/02/2016	39.90
EF093772	99997	SPEARWOOD DALMATINAC CLUB INC DONATION - REPLACEMENT BOWLING GREEN	29/02/2016	63,030.00
EF093773	99997	OLD JANDAKOT PRIMARY SCHOOL COMMITTEE DONATION AS TO LEASE AGREEMENT	29/02/2016	3,000.00
EF093774	99997	EAST HAMILTON HILL PRIMARY P&C ASSOCIAT COMMUNITY GRANT - SAFE 4 KIDS PARENT WOR	29/02/2016	740.00
EF093775	99997	COOGEE BEACH CARAVAN AND SOCIAL CLUB BUS SUBSIDY - LAKE NAVARINO 14.11.15	29/02/2016	65.00
EF093776	99997	ST JEROMES SENIORS CLUB BUS SUBSIDY - 16.11.15	29/02/2016	65.00
EF093777	99997	GUNTHER FAHRNER LANDOWNER BIODIVERSITY GRANT	29/02/2016	1,511.50
EF093778	99997	HAZEL PARSONS LANDOWNER BIODIVERSITY GRANT	29/02/2016	1,628.00
EF093779	99997	KLINT ULLRICH LANDOWNER BIODIVERSITY GRANT	29/02/2016	2,134.00
EF093780	99997	IAN ALLISON LANDOWNER BIODIVERSITY GRANT	29/02/2016	1,457.50
EF093781	99997	KATINKA RUTHROF LANDOWNER BIODIVERSITY GRANT	29/02/2016	924.80
EF093782	99997	AMANDA AND ROB NOOYEN LANDOWNER BIODIVERSITY GRANT	29/02/2016	1,805.10
EF093783	99997	SARAH MCELWEE LANDOWNER BIODIVERSITY GRANT	29/02/2016	2,208.00
EF093784	99997	MERYLIN ROSENAUER LANDOWNER BIODIVERSITY GRANT	29/02/2016	1,023.00
EF093785	10152	AUST SERVICES UNION PAYROLL DEDUCTIONS	29/02/2016	1,590.30
EF093786	10154	AUST TAXATION DEPT PAYROLL DEDUCTIONS	29/02/2016	339,465.00

CITY OF COCKBURN
MUNICIPAL BANK ACCOUNT

Cheque/ EFT	Account No.	Account/Payee	Date	Value
EF093787	10305	CHILD SUPPORT AGENCY PAYROLL DEDUCTIONS	29/02/2016	4,188.47
EF093788	10733	HOSPITAL BENEFIT FUND PAYROLL DEDUCTIONS	29/02/2016	283.05
EF093789	11001	LOCAL GOVERNMENT RACING & CEMETERIES EMP U PAYROLL DEDUCTIONS	29/02/2016	430.50
EF093790	11857	CHAMPAGNE SOCIAL CLUB PAYROLL DEDUCTIONS	29/02/2016	548.00
EF093791	11860	45S CLUB PAYROLL DEDUCTIONS	29/02/2016	22.00
EF093792	18553	SELECTUS PTY LTD PAYROLL DEDUCTIONS	29/02/2016	10,967.16
EF093793	19726	HEALTH INSURANCE FUND OF WA PAYROLL DEDUCTIONS	29/02/2016	1,180.40
EF093794	25987	TOYOTA FLEET MANAGEMENT PAYROLL DEDUCTIONS - NOVATED LEASE	29/02/2016	567.62
026548	13932	ARMAGUARD BANKING SERVICES	4/02/2016	1,817.10
026549	99999	SUNDRY CREDITOR REFUND	4/02/2016	4,000.00
026550	99999	SUNDRY CREDITOR REFUND	4/02/2016	3,000.00
026551	10747	IINET LIMITED INTERNET SERVICES	4/02/2016	1,010.35
026552	11795	WESTERN POWER ELECTRICAL SERVICES	4/02/2016	378.20
026553	13932	ARMAGUARD BANKING SERVICES	12/02/2016	1,890.40
026554	13932	ARMAGUARD BANKING SERVICES	18/02/2016	2,179.75
026555	13932	ARMAGUARD BANKING SERVICES	24/02/2016	1,290.95
026556	14598	ALF REBOLA THE GOOD GUYS ELECTRICAL GOODS	29/02/2016	192.00
026557	99995	SOCIETY OF ST VINCENT DE PAUL WA INC PROPERTY REFUND	29/02/2016	396.54
026558	99995	NADEZHDA STROMILOVA PROPERTY REFUND	29/02/2016	132.50
026559	99995	MOHAMMAD MATAKAH PROPERTY REFUND	29/02/2016	147.00
026560	99995	CWS LAWYERS PROPERTY REFUND	29/02/2016	899.40
026561	99995	DALE ALCOCK HOMES PROPERTY REFUND	29/02/2016	838.71
026562	99999	GARY WARE NBOND REFUND	29/02/2016	610.67
026563	99999	BO YU HALL BOND REFUND	29/02/2016	150.00
026564	99999	PORT CATHERINE DEVELOPMENTS BOND REFUND	29/02/2016	9,631.17
026565	99999	PORT CATHERINE DEVELOPMENTS BOND REFUND	29/02/2016	18,232.31
026566	99999	D & J BARHAM PROPERTY PTY LTD BOND REFUND	29/02/2016	42,706.00
026567	10047	ALINTA ENERGY GAS SUPPLIES	29/02/2016	1,077.45

CITY OF COCKBURN
MUNICIPAL BANK ACCOUNT

Cheque/ EFT	Account No.	Account/Payee	Date	Value
026568	11758	WATER CORP WATER USAGE / SUNDRY CHARGES ADD RETENTION HELD NIL LESS PRIOR PERIOD CANCELLED CHEQUES/EFTS	29/02/2016	82,864.83
EF093141		MELVIN & SYLVIA LOWEY	-	50.00
EF093125		TAMATI FOSTER	-	400.00
EF093124		ALESHA FOSTER	-	400.00
EF093204		DOROTHEA CAMPBELL	-	96.00
EF093203		KERRY MAREE LOCKLEY	-	152.00
EF093064		CHATTERJEE, ANIMESH	-	900.00
EF091983		SPEARWOOD PRIMARY SCHOOL	-	240.00
EF092020		CHOO SAN WEE	-	49.50
EF087409		SPEARWOOD NEWSROUND	-	1,465.84
EF091847		PALMYRA-BICTON LITTLE ATHLETIC CLUB	-	400.00
		TOTAL		11,299,323.40
		TOTAL AS PER AP SOURCE 16GLACT9991000		11,299,323.40
		TOTAL AS PER TR SOURCE 16GLACT9991000		11,299,323.40
		ADDITIONAL DIRECT PAYMENTS		
		BANK FEES		
		MERCHANT FEES COC		-
		MERCHANT FEES SLLC		-
		MERCHANT FEES VARIOUS OUT CENTRES		-
		NATIONAL BPAY CHARGE		3,505.19
		RTGS/ACLR FEE		11.50
		NAB TRANSACT FEE		3,163.04
		MERCHANDISE / OTHER FEES		-
				6,679.73
		FAMILY DAY CARE AND IN HOME CARE PAYMENTS		
		FDC PAYMENTS		64,658.33
		IHC PAYMENTS		76,284.57
				140,942.90
		PAYROLL TRANSACTIONS		
		COC 09/02/16 CITY OF COCKBURN 042958		1,063,172.41
		COC 12/02/16 CITY OF COCKBURN 042958		17,956.94
		COC 17/02/16 CITY OF COCKBURN 042958		7,361.24
		COC 23/02/16 CITY OF COCKBURN 042958		1,081,297.38
		COC 28/01/16 CITY OF COCKBURN 042958		11,561.36
				2,181,349.33
		CREDIT CARD PAYMENTS		
		CBA CREDIT CARD PAYMENT		38,058.81
				38,058.81
		TOTAL PAYMENTS FOR FEBRUARY		13,666,354.17

PAYMENT SUMMARY

CHEQUE PAYMENTS

026548- 026568

ELECTRONIC FUNDS TRANSFER PAYMENT

EF093227- EF093794

CANCELLED PAYMENTS

EF093141; EF093125; EF093124; EF093204; EF093203
EF093064; EF091983; EF092020; EF087409; EF091847

STATEMENT OF FINANCIAL ACTIVITY

for the period ended 29 February 2016

	Actuals	YTD Revised Budget	Variance to YTD Budget	\$ Variance to YTD Budget	Revised Budget	Adopted Budget
	\$	\$	%	\$	\$	\$
Operating Revenue						
Governance	95,272,718	93,453,134	2%	1,819,585 ✓	97,341,212	99,121,749
Financial Services	724,827	569,533	27%	155,294	657,050	657,050
Information Services	-	1,000	-100%	(1,000)	1,500	1,500
Human Resource Management	188,897	190,661	-1%	(1,765)	286,000	286,000
Library Services	30,381	39,441	-23%	(9,060)	57,790	57,790
Community Services	3,153,999	3,195,860	-1%	(41,862)	4,799,191	4,570,177
Human Services	4,846,302	4,444,067	9%	402,235 ✓	6,431,724	6,275,826
Corporate Communications	50,091	13,200	279%	36,891	13,400	13,400
Statutory Planning	994,889	1,159,344	-14%	(164,454)	1,739,015	1,739,015
Strategic Planning	1,710,553	1,952,608	-12%	(242,054) ✗	2,599,986	2,502,303
Building Services	1,126,835	1,153,463	-2%	(26,628)	1,607,963	1,607,963
Environmental Health	269,468	159,467	69%	110,001	247,500	225,500
Waste Services	7,593,361	7,458,501	2%	134,860	10,012,629	13,181,768
Parks & Environmental Services	15,298	9,267	65%	6,032	13,900	13,900
Engineering Services	311,530	195,797	59%	115,733	293,695	293,695
Infrastructure Services	295,655	125,288	136%	170,367	201,387	3,297
	116,584,804	114,120,630	2%	2,464,174	126,303,942	130,550,933
Total Operating Revenue	116,584,804	114,120,630	2%	2,464,174	126,303,942	130,550,933
Operating Expenditure						
Governance	(2,973,300)	(3,302,225)	-10%	328,925 ✓	(5,210,868)	(5,625,919)
Financial Services	(4,501,388)	(4,330,928)	4%	(170,460)	(5,509,118)	(5,444,589)
Information Services	(3,009,881)	(3,303,545)	-9%	293,665 ✓	(4,801,338)	(4,589,733)
Human Resource Management	(1,425,524)	(1,686,608)	-15%	261,084 ✓	(2,725,519)	(2,676,655)
Library Services	(2,201,300)	(2,288,115)	-4%	86,815	(3,487,879)	(3,502,079)
Community Services	(5,760,785)	(6,623,711)	-13%	862,926 ✓	(9,899,329)	(9,397,846)
Human Services	(5,379,821)	(5,496,849)	-2%	117,029	(8,401,729)	(7,991,815)
Corporate Communications	(1,734,845)	(1,950,979)	-11%	216,134 ✓	(3,220,690)	(3,033,146)
Statutory Planning	(847,742)	(927,619)	-9%	79,876	(1,433,266)	(1,350,078)
Strategic Planning	(1,197,665)	(1,138,572)	5%	(59,093)	(1,738,143)	(1,715,760)
Building Services	(950,316)	(1,063,717)	-11%	113,400	(1,650,628)	(1,650,628)
Environmental Health	(995,728)	(1,129,984)	-12%	134,256	(2,109,368)	(1,690,419)
Waste Services	(12,124,545)	(12,145,056)	0%	20,511	(19,563,055)	(21,691,182)
Parks & Environmental Services	(7,511,033)	(8,047,292)	-7%	536,259 ✓	(12,322,578)	(12,051,467)
Engineering Services	(5,345,979)	(5,446,188)	-2%	100,209	(8,413,890)	(8,051,738)
Infrastructure Services	(5,568,205)	(5,953,733)	-6%	385,529 ✓	(9,214,316)	(8,952,654)
	(61,528,056)	(64,835,122)	-5%	3,307,067	(99,701,714)	(99,415,708)

STATEMENT OF FINANCIAL ACTIVITY

for the period ended 29 February 2016

	Actuals	YTD Revised Budget	Variance to YTD Budget	\$ Variance to YTD Budget	Revised Budget	Adopted Budget
	\$	\$	%	\$	\$	\$
Less: Net Internal Recharging	1,308,952	1,791,967	-27%	(483,015) X	3,024,460	3,024,460
Add: Depreciation on Non-Current Assets						
Computer & Electronic Equip	(148,963)	(144,586)	3%	(4,377)	(216,879)	(32,091)
Furniture & Equipment	(96,640)	(95,812)	1%	(828)	(143,718)	(143,718)
Plant & Machinery	(1,856,715)	(1,965,504)	-6%	108,789	(2,949,690)	(2,949,690)
Buildings	(3,265,750)	(3,361,760)	-3%	96,010	(5,042,645)	(5,382,841)
Roads	(7,002,737)	(7,454,656)	-6%	451,919 ✓	(11,181,984)	(11,181,984)
Drainage	(1,665,326)	(1,682,808)	-1%	17,482	(2,524,212)	(2,524,212)
Footpaths	(771,212)	(800,880)	-4%	29,668	(1,201,320)	(1,201,320)
Parks Equipment	(1,799,521)	(2,013,008)	-11%	213,487 ✓	(3,019,512)	(3,019,512)
Landfill	(759,385)	(830,944)	-9%	71,559	(1,246,416)	(1,246,416)
	(17,366,249)	(18,349,958)	-5%	983,709	(27,526,376)	(27,681,784)
Total Operating Expenditure	(77,585,353)	(81,393,113)	-5%	3,807,761	(124,203,630)	(124,073,032)
Change in Net Assets Resulting from Operations	38,999,452	32,727,517	19%	6,271,935	2,100,312	6,477,902
Non-Operating Activities						
Profit/(Loss) on Assets Disposal						
Plant & Machinery	97,240	(102,229)	-195%	199,469	77,771	(266,729)
Freehold Land	2,436,364	15,330,000	-84%	(12,893,636) X	12,237,938	8,437,938
Furniture & Office Equipment	-	-	0%	-	-	-
Buildings	(90,767)	-	0%	(90,767)	-	-
	2,442,837	15,227,771	-84%	(12,784,935)	12,315,709	8,171,209
Asset Acquisitions						
Land and Buildings	(24,157,913)	(31,308,007)	-23%	7,150,093 ✓	(66,316,285)	(63,968,000)
Infrastructure Assets	(7,032,845)	(12,411,524)	-43%	5,378,679 ✓	(25,049,670)	(13,135,576)
Plant and Machinery	(1,890,935)	(5,642,300)	-66%	3,751,365 ✓	(6,205,800)	(4,568,000)
Furniture and Equipment	(6,105)	(6,002)	2%	(103)	(6,000)	(6,000)
Computer Equipment	(211,732)	(864,171)	-75%	652,440 ✓	(1,033,171)	(503,800)
Note 1.	(33,299,529)	(50,232,004)	-34%	16,932,474	(98,610,926)	(82,181,376)
Add: Land - Vested in Crown	(610,366)	-	0%	(610,366) X	-	-
Add: Transfer to Reserves	(23,279,176)	(37,088,505)	-37%	13,809,329 ✓	(73,159,111)	(63,087,125)

STATEMENT OF FINANCIAL ACTIVITY

for the period ended 29 February 2016

	Actuals	YTD Revised Budget	Variance to YTD Budget	\$ Variance to YTD Budget	Revised Budget	Adopted Budget
	\$	\$	%	\$	\$	\$
Add Funding from						
Grants & Contributions - Asset Development	12,868,785	17,304,462	-26%	(4,435,677) X	28,670,504	26,705,947
Proceeds on Sale of Assets	2,900,317	16,925,500	-83%	(14,025,183) X	20,195,500	16,051,000
Reserves	27,334,332	42,104,239	-35%	(14,769,907) X	56,413,075	31,635,188
Loan Funds Raised	-	8,333,333	-100%	(8,333,333) X	25,000,000	25,000,000
	43,103,435	84,667,535	-49%	(41,564,100)	130,279,079	99,392,135
Non-Cash/Non-Current Item Adjustments						
Depreciation on Assets	17,366,249	18,349,958	-5%	(983,709) X	27,526,376	27,681,784
Profit/(Loss) on Assets Disposal	(2,442,837)	(15,227,771)	-84%	12,784,935 ✓	(12,315,709)	(8,171,209)
Loan Repayments	(705,302)	(705,302)	0%	-	(1,423,320)	(1,423,320)
Non-Current Leave Provisions	228,207	-	0%	228,207 ✓	-	-
	14,446,317	2,416,885	498%	12,029,433	13,787,347	18,087,255
Opening Funds	13,676,287	13,676,287	0%	0	13,676,287	13,500,000
Closing Funds	Note 2, 3. 55,479,256	61,396,411	-10%	(5,917,155)	388,698	360,000
	-	-		-	-	-

Notes to Statement of Financial Activity

Note 1.

Additional information on the capital works program including committed orders at end of month:

Assets Classification	Actuals	Commitments at Month End	Commitments & Actuals YTD	YTD Revised Budget	Full Year Revised Budget	Uncommitted at Month End
	\$	\$			\$	\$
Land and Buildings	(24,157,913)	(58,802,520)	(82,960,434)	(31,308,007)	(66,316,285)	(16,644,149)
Infrastructure Assets	(7,032,845)	(7,756,671)	(14,789,516)	(12,411,524)	(25,049,670)	10,260,154
Plant and Machinery	(1,890,935)	(2,698,788)	(4,589,723)	(5,642,300)	(6,205,800)	1,616,077
Furniture and Equipment	(6,105)	-	(6,105)	(6,002)	(6,000)	(105)
Computer Equipment	(211,732)	(67,784)	(279,516)	(864,171)	(1,033,171)	753,655
	<u>(33,299,529)</u>	<u>(69,325,763)</u>	<u>(102,625,293)</u>	<u>(50,232,004)</u>	<u>(98,610,926)</u>	<u>(4,014,367)</u>

Note 2.

Closing Funds in the Financial Activity Statement are represented by:

	Actuals	YTD Revised Budget	Full Year Revised Budget	Adopted Budget
	\$	\$	\$	\$
Current Assets				
Cash & Investments	153,371,038	158,615,903	113,947,104	120,256,114
Rates Outstanding	14,028,361	11,132,055	700,000	700,000
Rubbish Charges Outstanding	220,042	370,535	320,000	320,000
Sundry Debtors	3,946,119	385,960	2,700,000	2,700,000
GST Receivable	1,625,188	-	-	-
Prepayments	2,433	350,000	350,000	350,000
Accrued Debtors	322,493	-	-	-
Stock on Hand	26,828	80,000	80,000	80,000
	<u>173,542,500</u>	<u>170,934,454</u>	<u>118,097,104</u>	<u>124,406,114</u>
Current Liabilities				
Creditors	(7,431,540)	(6,624,452)	(5,935,000)	(5,935,000)
Income Received in Advance	-	-	-	-
GST Payable	(502,569)	-	-	-
Withholding Tax Payable	-	-	-	-
Provision for Annual Leave	(3,017,990)	(3,000,000)	(3,000,000)	(3,000,000)
Provision for Long Service Leave	(1,852,386)	(2,397,320)	(2,595,980)	(2,595,980)
	<u>(12,804,486)</u>	<u>(12,021,772)</u>	<u>(11,530,980)</u>	<u>(11,530,980)</u>
Net Current Assets	<u>160,738,014</u>	<u>158,912,682</u>	<u>106,566,124</u>	<u>112,875,134</u>
Add: Non Current Investments	<u>4,619,001</u>	<u>4,541,761</u>	<u>4,541,761</u>	<u>4,541,761</u>
	<u>165,357,015</u>	<u>163,454,443</u>	<u>111,107,885</u>	<u>117,416,895</u>
Less: Restricted/Committed Assets				
Cash Backed Reserves #	(103,018,610)	(102,058,032)	(123,819,802)	(117,056,895)
Deposits & Bonds Liability *	(6,859,149)	(6,802,184)	(6,802,184)	(6,802,184)
Grants & Contributions Unspent *	-	6,802,184	6,802,184	6,802,184
	<u>55,479,256</u>	<u>61,396,411</u>	<u>(12,711,918)</u>	<u>360,000</u>
Closing Funds (as per Financial Activity Statement)	<u><u>55,479,256</u></u>	<u><u>61,396,411</u></u>	<u><u>(12,711,918)</u></u>	<u><u>360,000</u></u>

See attached Reserve Fund Statement

* See attached Restricted Funds Analysis

Note 3.

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

Ledger	Project/ Activity	Description	Council Resolution	Classification	Non Change (Non Cash Items) Adjust.	Increase in Available Cash	Decrease in Available Cash	Amended budget Running Balance
					\$	\$	\$	\$
		Budget Adoption		Closing Funds Surplus(Deficit)				360,000
OP	6818	Remove lease income		Operating Income			5,000	355,000
GL	480	Increase RRRC funding payment		Operating Expenditure			63,758	291,242
	161, 162,							
GL	175	Adjusting FESA budget to the final grants agreement		Operating Income		2,082		293,324
OP	9562	Remove Municipal funding		Operating Expenditure		7,104		300,428
GL	378	New grant funded activity, funded by surpluses from GL350 and GL375		Operating Expenditure		2,631		303,059
Various		Mid-year budget review				85,639		388,698
				Closing Funds Surplus (Deficit)	0	97,456	68,758	388,698

Statement of Comprehensive Income by Nature and Type

for the period ended 29 February 2016

	Actual	Amended YTD Budget	\$ Variance to YTD Budget	Forecast	Amended Budget	Adopted Budget
	\$	\$	\$	\$	\$	\$
OPERATING REVENUE						
01 Rates	88,824,165	87,211,253	1,612,912	90,643,926	89,031,014	89,031,014
02 Specified Area Rates	336,161	274,438	61,723	336,161	274,438	274,438
05 Fees and Charges	15,622,611	15,917,181	(294,571)	21,758,797	22,053,368	25,121,953
06 Service Charges	1,060,032	1,070,325	(10,293)	1,060,032	1,070,325	1,037,370
10 Grants and Subsidies	5,584,848	5,222,420	362,427	7,868,811	7,506,383	9,098,273
15 Contributions, Donations and Reimbursements	1,050,862	571,393	479,470	1,263,987	784,517	592,253
20 Interest Earnings	4,057,934	3,846,186	211,748	5,784,845	5,573,097	5,385,532
25 Other revenue and Income	48,192	7,433	40,759	51,559	10,800	10,100
Total Operating Revenue	116,584,804	114,120,630	2,464,174	128,768,117	126,303,942	130,550,933
OPERATING EXPENDITURE						
50 Employee Costs - Salaries & Direct Oncosts	(29,321,908)	(30,381,265)	1,059,356	(45,799,518)	(46,858,874)	(46,409,834)
51 Employee Costs - Indirect Oncosts	(427,497)	(465,135)	37,639	(1,104,294)	(1,141,933)	(1,133,185)
55 Materials and Contracts	(22,672,661)	(24,522,176)	1,849,515	(36,249,770)	(38,099,285)	(36,109,194)
65 Utilities	(2,880,703)	(3,032,802)	152,099	(4,416,611)	(4,568,710)	(4,622,148)
70 Interest Expenses	(46,686)	(43,026)	(3,660)	(76,996)	(73,336)	(73,336)
75 Insurances	(2,132,185)	(2,134,448)	2,263	(2,132,185)	(2,134,448)	(2,134,448)
80 Other Expenses	(4,046,416)	(4,256,271)	209,855	(6,615,274)	(6,825,128)	(8,933,563)
85 Depreciation on Non Current Assets	(17,366,249)	(18,349,958)	983,709	(26,542,667)	(27,526,376)	(27,681,784)
Add Back: Indirect Costs Allocated to Capital Works	1,308,952	1,791,967	(483,015)	2,541,446	3,024,460	3,024,460
Total Operating Expenditure	(77,585,353)	(81,393,113)	3,807,761	(120,395,869)	(124,203,630)	(124,073,032)
CHANGE IN NET ASSETS RESULTING FROM OPERATING ACTIVITIES						
	38,999,452	32,727,517	6,271,935	8,372,247	2,100,312	6,477,902
NON-OPERATING ACTIVITIES						
11 Capital Grants & Subsidies	6,780,068	7,661,674	(881,606)	13,565,469	14,447,075	12,964,025
16 Contributions - Asset Development	6,088,717	9,642,788	(3,554,071)	10,669,358	14,223,429	13,741,922
95 Profit/(Loss) on Sale of Assets	2,442,837	15,227,771	(12,784,935)	(469,225)	12,315,709	8,171,209
57 Acquisition of Crown Land for Roads	(610,366)	-	(610,366)	(610,366)	-	-
58 Underground Power Scheme	-	-	-	-	-	-
Total Non-Operating Activities	14,701,256	32,532,234	(17,830,978)	23,155,235	40,986,213	34,877,156
NET RESULT	53,700,707	65,259,751	(11,559,043)	31,527,483	43,086,526	41,355,058

Notes to Statement of Comprehensive Income

Note 1.

Additional information on main sources of revenue in fees & charges.

	Actual	Amended YTD Budget	Amended Budget	Adopted Budget
	\$	\$	\$	\$
<u>Community Services:</u>				
Recreational Services	329,033	356,856	525,280	515,280
South Lake Leisure Centre	1,950,983	2,023,662	3,017,837	3,020,401
Law and Public Safety	402,937	445,664	618,496	518,496
	<u>2,729,249</u>	<u>2,826,182</u>	<u>4,161,613</u>	<u>4,054,177</u>
<u>Waste Services:</u>				
Waste Collection Services	2,506,181	2,350,222	2,350,222	2,350,222
Waste Disposal Services	5,085,605	5,108,279	7,662,407	10,831,546
	7,591,786	7,458,501	10,012,629	13,181,768
	<u>10,321,035</u>	<u>10,284,683</u>	<u>14,174,242</u>	<u>17,235,945</u>

Note 2.

Additional information on Salaries and Direct On-Costs by each Division.

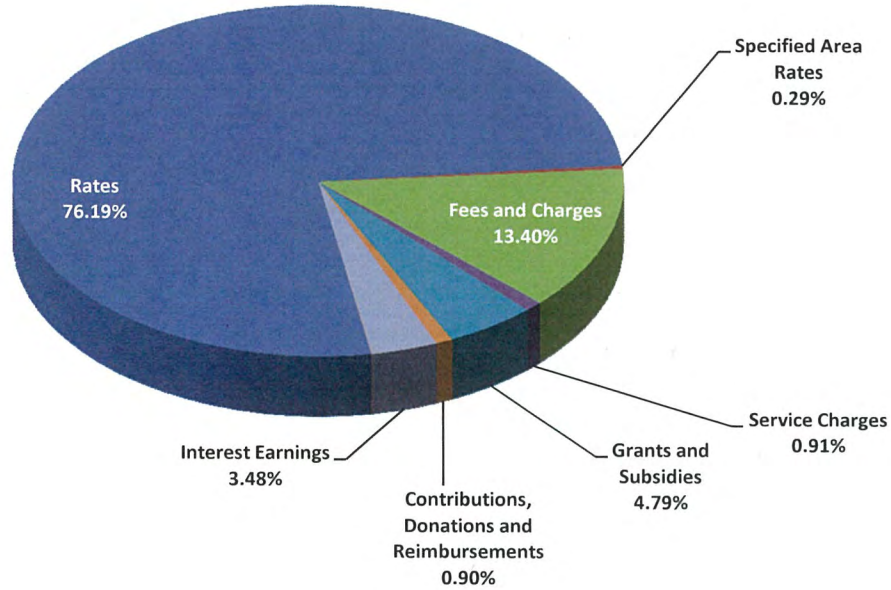
	Actual	Amended YTD Budget	Amended Budget	Adopted Budget
	\$	\$	\$	\$
Executive Division	(1,536,747)	(1,772,448)	(2,766,601)	(3,238,351)
Finance & Corporate Services Division	(4,408,000)	(4,636,217)	(7,235,839)	(7,171,946)
Community Services Division	(8,931,125)	(9,233,172)	(14,250,485)	(13,636,381)
Planning & Development Division	(3,386,459)	(3,520,010)	(5,405,570)	(5,284,832)
Engineering & Works Division	(11,059,577)	(11,219,417)	(17,200,379)	(17,078,324)
	<u>(29,321,908)</u>	<u>(30,381,265)</u>	<u>(46,858,874)</u>	<u>(46,409,834)</u>

Note 3

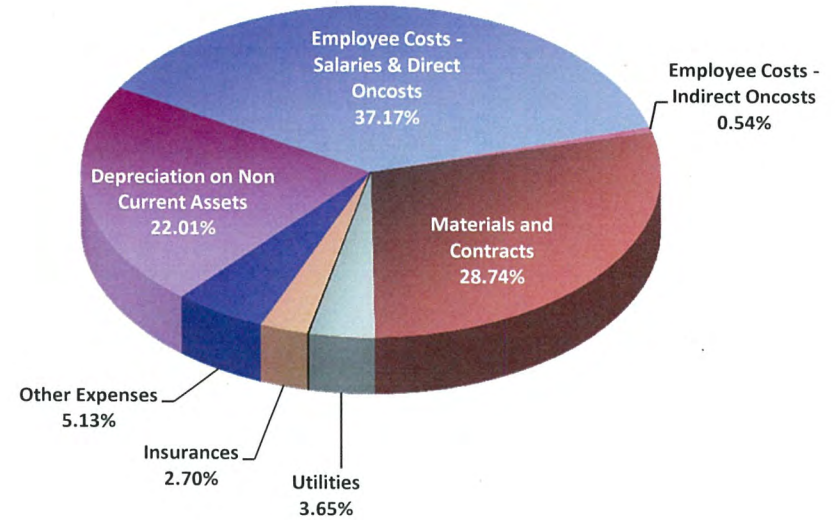
Additional information on Materials and Contracts by each Division.

	Actual	Amended YTD Budget	Amended Budget	Adopted Budget
	\$	\$	\$	\$
Executive Division	(1,262,588)	(1,357,573)	(2,099,592)	(2,042,892)
Finance & Corporate Services Division	(2,012,644)	(2,172,913)	(3,037,977)	(2,780,872)
Community Services Division	(4,819,370)	(5,362,728)	(8,328,666)	(7,834,840)
Planning & Development Division	(528,863)	(693,707)	(1,391,679)	(990,397)
Engineering & Works Division	(14,049,196)	(14,935,255)	(23,241,370)	(22,460,193)
Not Applicable	0	0	0	0
	<u>(22,672,661)</u>	<u>(24,522,176)</u>	<u>(38,099,285)</u>	<u>(36,109,194)</u>

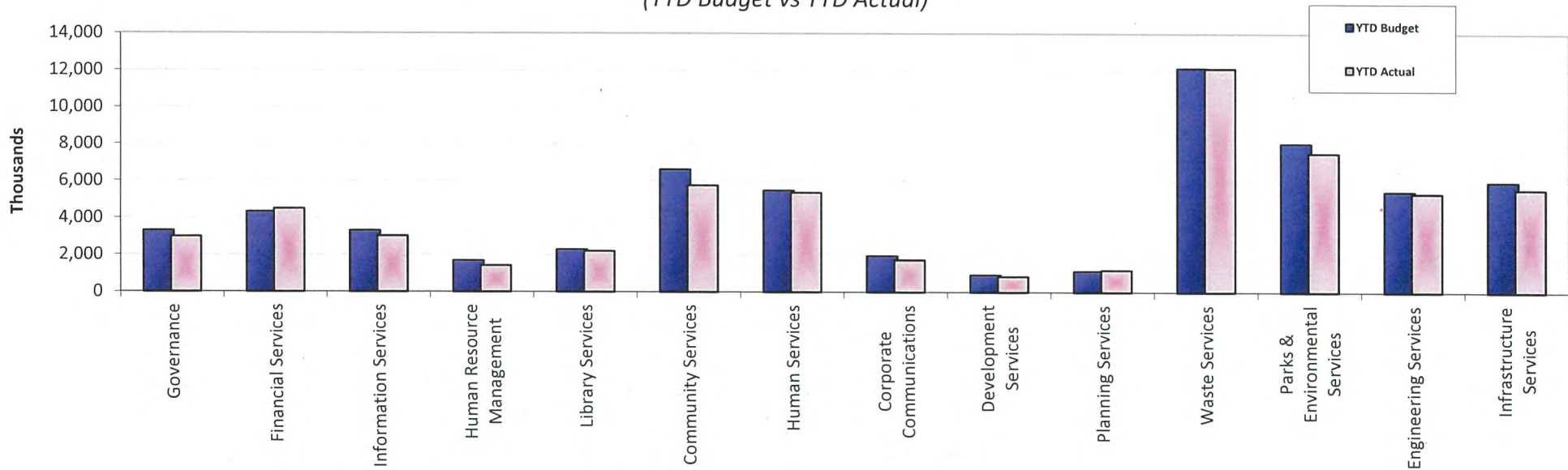
Operating Income by Nature and Type
(YTD Actual)



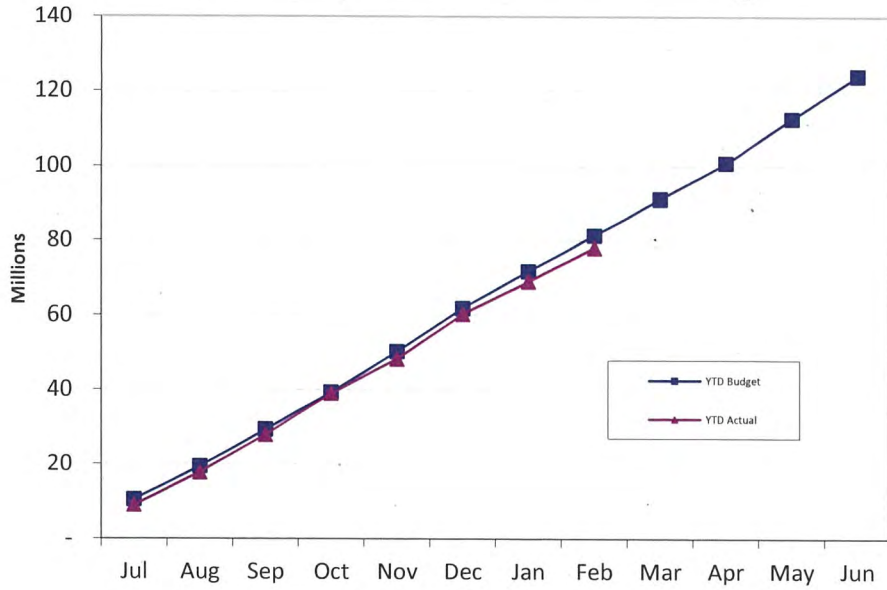
Operating Expenditure by Nature and Type
(YTD Actual)



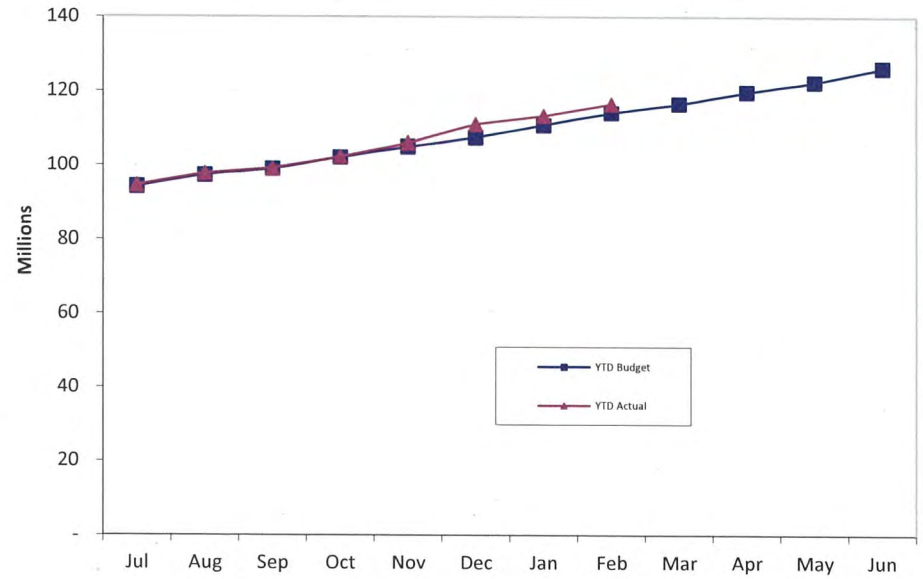
Operating Expenditure by Business Unit
(YTD Budget vs YTD Actual)



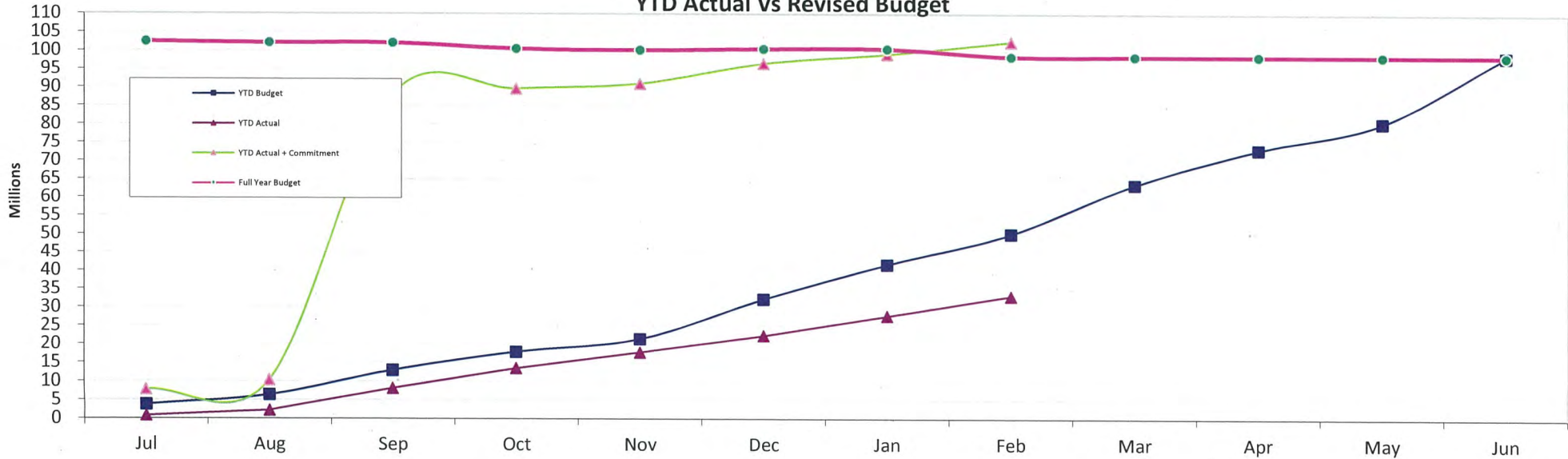
YTD Operating Expenditure Vs YTD Revised Budget



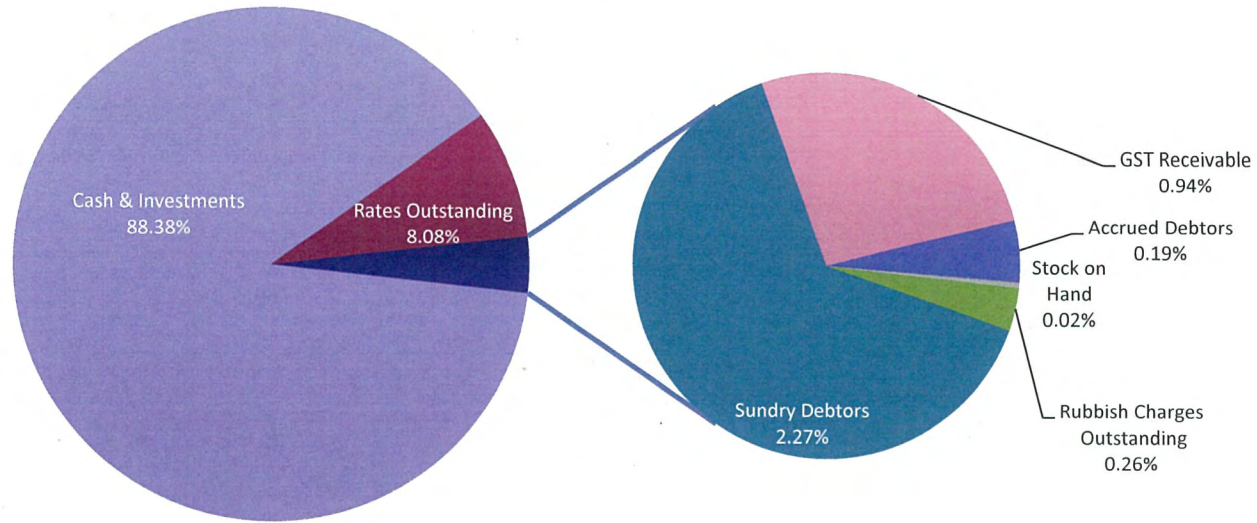
YTD Operating Income Vs YTD Revised Budget



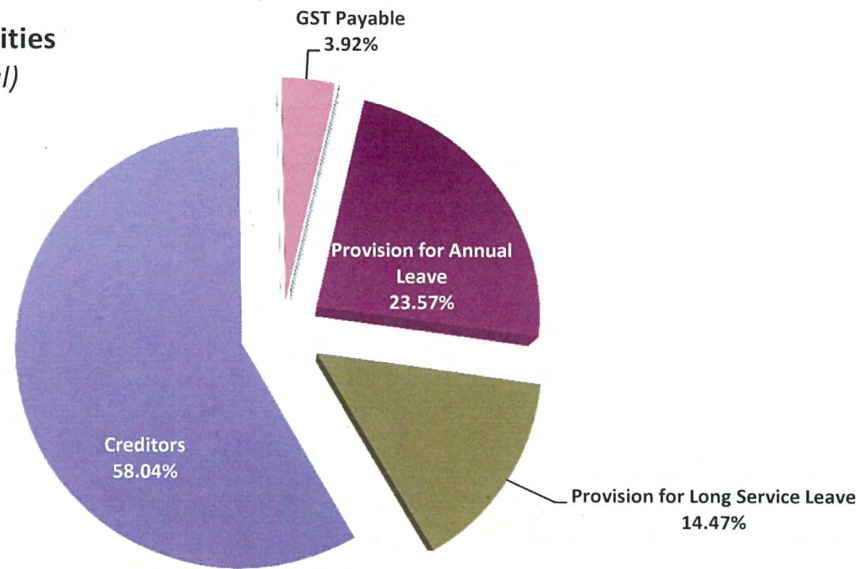
**Capital Expenditure
YTD Actual Vs Revised Budget**



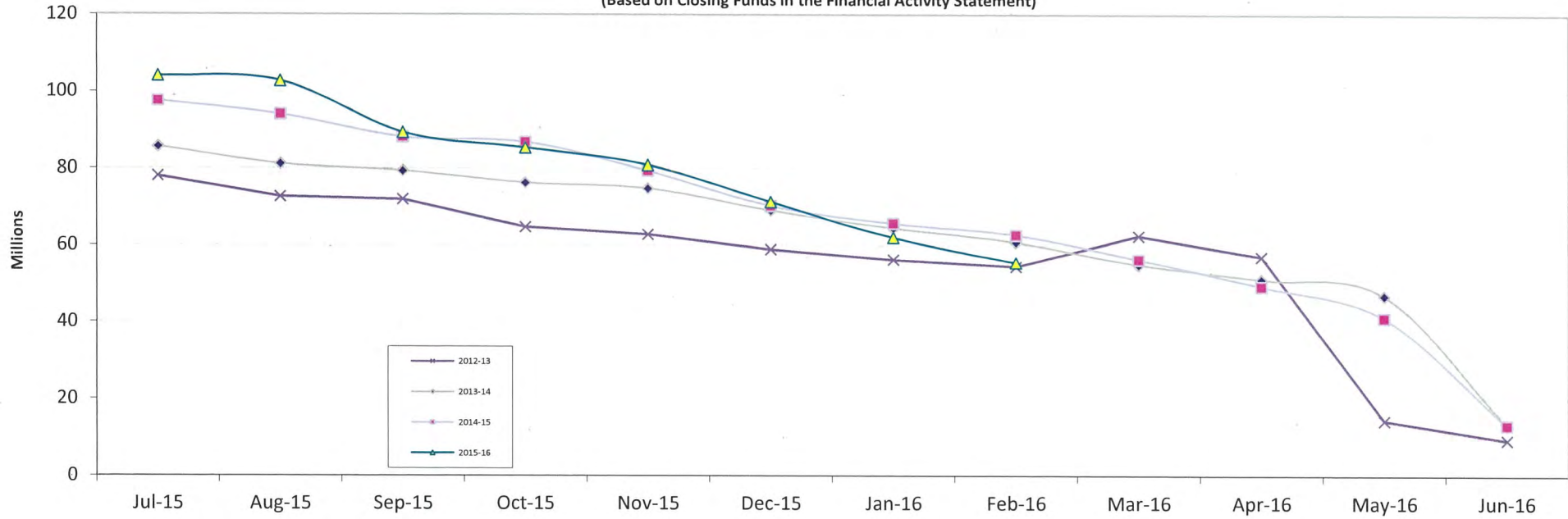
Current Assets (YTD Actual)



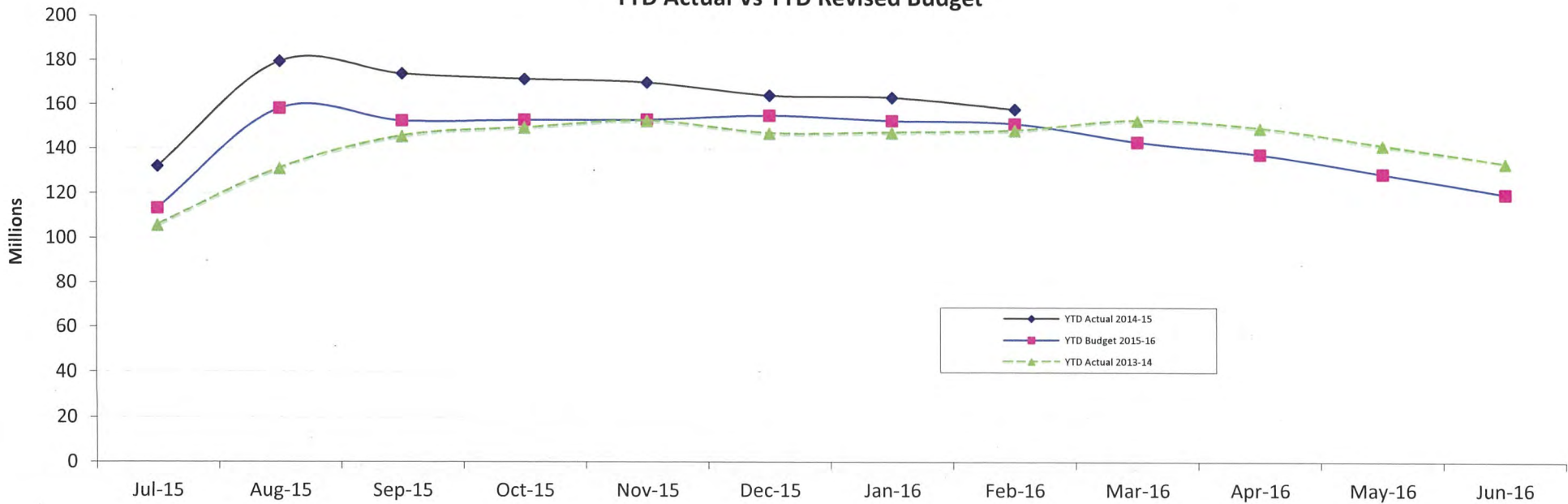
Current Liabilities (YTD Actual)



Municipal Liquidity Over the Year (Based on Closing Funds in the Financial Activity Statement)



Cash & Investments Positions YTD Actual Vs YTD Revised Budget



City of Cockburn - Reserve Funds

Financial Statement for Period Ending 29 February 2016

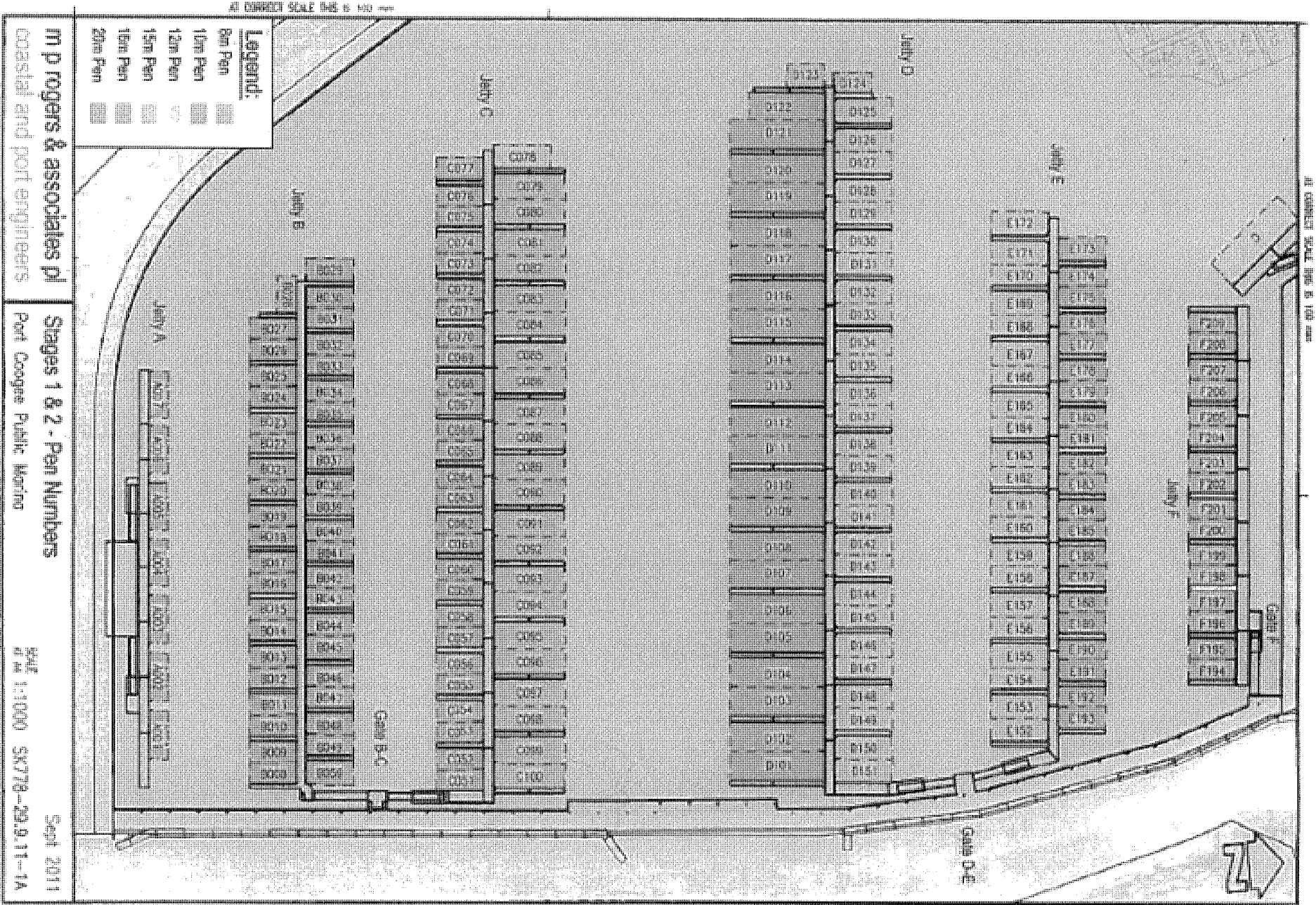
Account Details	Opening Balance		Interest Received		t/f's from Municipal		t/f's to Municipal		Closing Balance	
	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual
Council Funded										
Bibra Lake Management Plan Reserve	748,863	748,863	-	11,528	-	-	(550,000)	(53,759)	198,863	706,632
Bibra Lake Nutrient Management	321,564	321,564	11,999	5,064	-	-	-	-	333,563	326,627
C/FWD Projects Reserve	-	-	-	-	9,657,071	-	(9,158,240)	(415,794)	498,831	(415,794)
CCW Development Fund	7,908,607	7,908,607	-	177,716	14,688,595	12,688,595	(6,950,000)	(6,861,735)	15,647,202	13,913,182
Community Infrastructure	6,210,948	6,210,948	198,992	97,764	5,300,000	-	(480,747)	(4,000)	11,229,193	6,304,712
Community Surveillance Levy Reserve	1,481,926	1,481,926	29,127	23,279	-	-	(281,358)	(20,000)	1,229,695	1,485,204
Contaminated Sites	2,488,919	2,488,919	50,542	39,130	-	-	(450,000)	(17,371)	2,089,461	2,510,678
DCD Redundancies Reserve	39,839	39,839	-	627	-	-	-	-	39,839	40,466
Environmental Offset Reserve	284,550	284,550	-	4,481	-	-	-	-	284,550	289,031
Green House Emissions Reductions	636,855	636,855	13,617	9,537	200,000	-	(533,961)	(100,616)	316,511	545,776
Information Technology	279,795	279,795	36,514	4,406	100,000	-	(157,186)	-	259,123	284,200
Land Development & Investment Fund Reserve	5,605,100	5,605,100	278,221	98,914	19,944,648	2,766,584	(11,028,639)	(327,484)	14,799,330	8,143,114
Major Buildings Refurbishment	5,452,406	5,452,406	25,439	83,067	4,928,686	-	(699,840)	(405,928)	9,706,691	5,129,544
Mobile Rubbish Bins	572	572	-	9	-	-	-	-	572	581
Municipal Elections	51,009	51,009	13,018	128	150,000	-	(200,000)	(165,905)	14,027	(114,768)
Naval Base Shacks	828,752	828,752	16,109	12,884	158,497	-	(33,607)	(16,176)	969,751	825,459
Plant & Vehicle Replacement	7,416,121	7,416,121	77,520	108,439	2,800,000	2,657	(3,766,120)	(1,157,767)	6,527,521	6,369,449
Port Coogee Special Maintenance Reserve	1,224,733	1,224,733	22,623	18,197	274,438	-	(195,885)	(184,238)	1,325,909	1,058,693
Roads & Drainage Infrastructure	3,207,854	3,207,854	99,653	50,360	600,000	-	(1,313,531)	(11,485)	2,593,975	3,246,729
Staff Payments & Entitlements	2,049,042	2,049,042	154,552	31,872	110,000	-	(180,000)	(62,867)	2,133,594	2,018,046
Waste & Recycling	21,330,958	21,330,958	614,391	334,596	1,670,665	-	(608,120)	(206,545)	23,007,894	21,459,008
Waste Collection Levy	1,055,070	1,055,070	1,511	18,373	1,090,079	-	(580,000)	(120,363)	1,566,660	953,080
Workers Compensation	389,322	389,322	15,187	6,130	-	-	-	-	404,509	395,453
POS Cash in Lieu (Restricted Funds)	5,485,916	5,485,916	130,194	84,822	481,507	325,457	(840,692)	(221,409)	5,256,925	5,674,786
	74,498,719	74,498,719	1,789,209	1,221,320	62,154,186	15,783,293	(38,007,926)	(10,353,443)	100,434,188	81,149,889
Grant Funded										
Aged & Disabled Vehicle Expenses	430,493	430,493	10,728	5,419	60,317	40,211	(328,643)	(172,023)	172,895	304,100
CIHF Building Maintenance Resrv	2,189,423	2,189,423	-	35,815	1,000,000	326,795	-	-	3,189,423	2,552,034
Cockburn Super Clinic Reserve	-	-	-	-	-	-	-	-	-	-
Family Day Care Accumulation Fund	-	-	-	-	-	-	-	-	-	-
Naval Base Shack Removal Reserve	397,285	397,285	4,189	6,256	54,693	-	-	-	456,167	403,541
Restricted Grants & Contributions Resrv	5,569,838	5,569,838	-	(4)	9,264	9,076	(3,501,455)	(3,470,747)	2,077,647	2,108,164
UNDERGROUND POWER	550,927	550,927	-	8,675	1,030,000	-	(1,372,063)	-	208,864	559,602
Welfare Projects Employee Entitlements	432,255	432,255	10,719	6,569	49,037	49,037	(34,207)	(34,207)	457,804	453,654
	9,570,222	9,570,222	25,636	62,730	2,203,311	425,120	(5,236,368)	(3,676,977)	6,562,801	6,381,095
Development Cont. Plans										
Aubin Grove DCP	174,478	174,478	4,705	2,747	-	-	(890)	-	178,293	177,226
Community Infrastructure DCA 13	16,479,668	16,479,668	140,052	184,584	5,000,000	4,242,359	(13,052,058)	(12,693,358)	8,567,662	8,213,253
Gaebler Rd Development Cont. Plans	1,006,568	1,006,568	18,924	15,850	-	-	(4,543)	-	1,020,949	1,022,418
Hammond Park DCP	457,825	457,825	9,354	7,277	396,000	204,586	(15,218)	(610,366)	847,961	59,321
Munster Development	692,062	692,062	18,147	11,671	443,798	169,844	(13,500)	-	1,140,507	873,578
Muriel Court Development Contribution	(79,429)	(79,429)	-	(1,251)	206,000	-	(20,689)	-	105,882	(80,680)
Packham North - DCP 12	7,270	7,270	10,529	381	434,388	25,818	(21,359)	-	430,828	33,469
Solomon Road DCP	411,393	411,393	8,493	8,839	120,000	205,380	(8,110)	-	531,776	625,612
Success Lakes Development	909,941	909,941	3,817	14,328	-	-	(4,543)	-	909,215	924,269
Success Nth Development Cont. Plans	1,700,726	1,700,726	15,311	30,746	11,700	384,573	(6,683)	-	1,721,054	2,116,045
Thomas St Development Cont. Plans	12,392	12,392	294	195	-	-	-	-	12,686	12,587
Wattleup DCP 10	2,647	2,647	-	42	-	-	(15,218)	-	(12,571)	2,689
Yangebup East Development Cont. Plans	851,367	851,367	6,026	14,494	130,036	258,108	(3,270)	-	984,159	1,123,970
Yangebup West Development Cont. Plans	377,918	377,918	9,195	5,951	-	-	(2,700)	-	384,413	383,869
	23,004,825	23,004,825	244,847	295,857	6,741,922	5,490,669	(13,168,781)	(13,303,724)	16,822,813	15,487,626
Total Reserves										
	107,073,767	107,073,767	2,059,692	1,579,907	71,099,419	21,699,081	(56,413,075)	(27,334,144)	123,819,802	103,018,610

DETAILED BUDGET AMENDMENTS REPORT

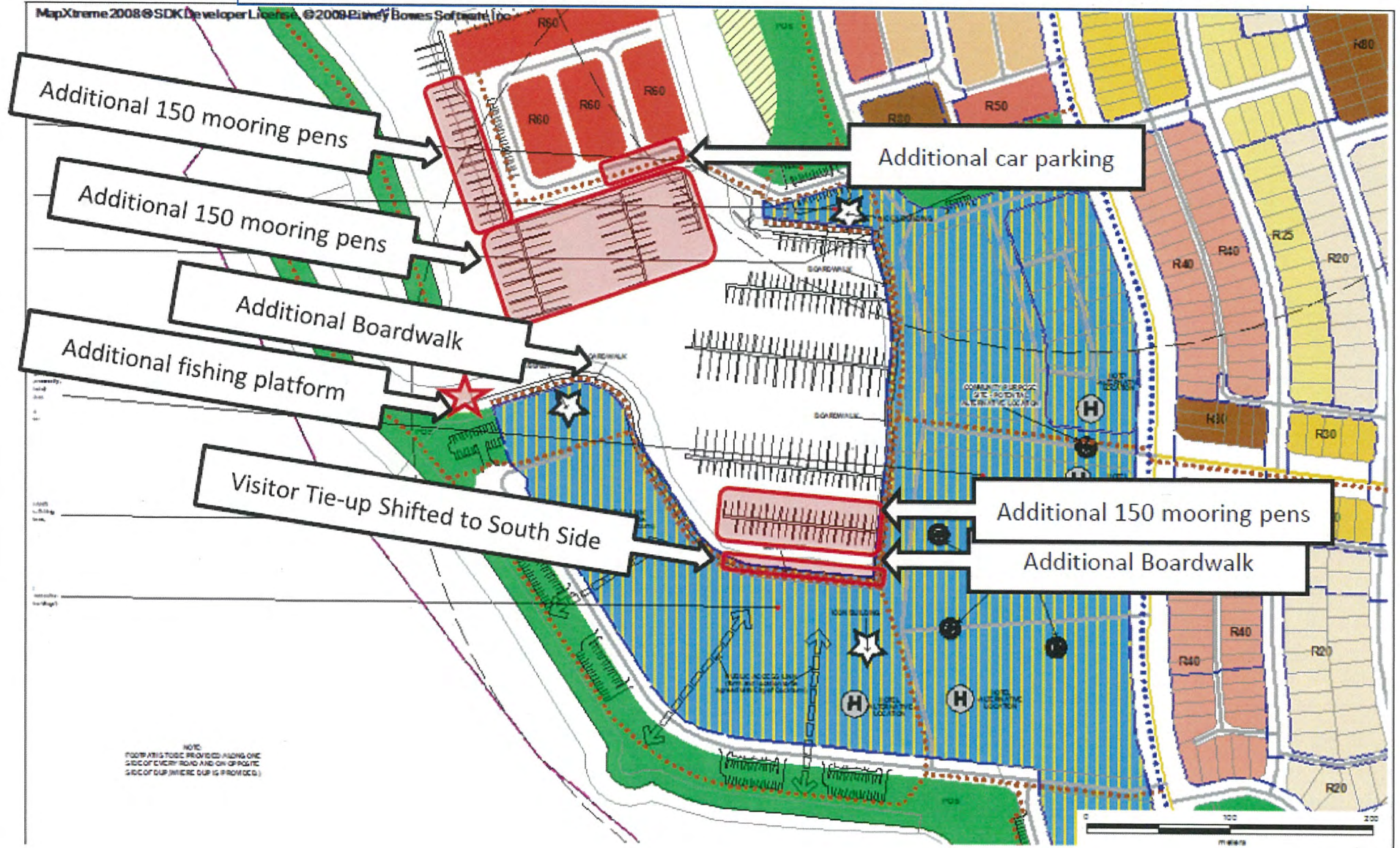
for the period ended 29 February 2016

PROJECT/ACTIVITY LIST		ADD/LESS	EXPENDITURE	TF TO RESERVE	FUNDING SOURCES			
					RESERVE	EXTERNAL	MUNICIPAL	NON-CASH
GL 235-6000	Long service leave funded from Reserve	ADD	1,862		(1,862)			
GL 235-6000	Cockburn Youth Centre - Salary	ADD	27,133				(27,133)	
GL 235-6100	Cockburn Youth Centre - Superannuation	ADD	2,309				(2,309)	
GL 531-6304	Community Development - Sustainability Initiatives	LESS	(100)				100	
CW 1585	Lot 23 Russell Road, Hammond Park - Remove proceed of sale	LESS		(1,355,000)		1,355,000		
CW 2075	Crossover Contribution - Transfer to OP	LESS	(70,000)				70,000	
CW 2076	Crossover Contribution to Construct - Transfer to OP	LESS	(35,000)				35,000	
OP 9750	Staff Contingency - Salary & Superannuation	LESS	(29,442)				29,442	
OP 8139	Sustainability Initiatives - Transferred from Community Dev	ADD	100				(100)	
OP 8814	Crossover Contribution - from CW	ADD	70,000				(70,000)	
OP 8815	Crossover Contribution to Construct - from CW	ADD	35,000				(35,000)	
			1,862	(1,355,000)	(1,862)	1,355,000	0	0

ANNEXURE 1 – CURRENT MARINA MOORING PEN LAYOUT DIAGRAM



ANNEXURE 2 FUTURE MARINA MOORING PENS, BOARDWALKS & FISHING JETTY



ANNEXURE 3 – PROPOSED FEE SCHEDULE FOR MOORING PEN LICENCES 2016/17

CoC Proposed Pen Licence Fee Schedule					
Pen Length	Annual Licence Fee for Carry Over Licences	Annual Licence Fee for New Licences	Monthly Licence Fee New Licences with Terms Less Than 12 Mths	Daily Licence Fee (for periods up to 2 weeks only)	Daily Per Person Overnight Stay Rate
8m	\$1,431	\$4,000	\$550	\$40	\$15
10m	\$1,954	\$5,000	\$625	\$42	\$15
12m (4.4m width)	\$2,489	\$6,545	\$730	\$50	\$15
12m (6.5m width)		\$6,655	\$1,100	\$75	\$15
15m (5m width)	\$3,364	\$8,523	\$940	\$65	\$15
15m (7.5m width)		\$8,659	\$1,400	\$95	\$15
16m	\$3,686	\$9,309	\$1,250	\$85	\$15
20m	\$4,975	\$12,273	\$1,600	\$110	\$15

ANNEXURE 4 – DRAFT NEW MOORING PEN LICENCE

(For new mooring pen licences entered into from

24th July 2016,

Draft & Subject to Change)



Deed of Licence

Port Coogee Marina
Mooring Pen

BETWEEN

City of Cockburn

of 9 Coleville Crescent, Spearwood, Western Australia

AND

[Licensee]

of **[Licensee's postal address]**

Details

Parties

City of Cockburn

of 9 Coleville Crescent, Spearwood, Western Australia
(Licensor)

[Licensee Name]

of [Licensee Address]
(Licensee)

Background

- A The Licensor holds a licence to occupy that portion of the Port Coogee Marina described at **Item 1** of the Schedule (**Marina Area**) under the terms of a Head Licence between the Department of Transport as Head Licensor and the City of Cockburn as Licensee.
- B The Head Licensor and the Licensor have agreed that the Licensor may sublicense the Licensed Area on the terms and conditions contained in the Licence, without the express consent of the Head Licensor to this individual Licence.
- C The Licensor has agreed to licence that portion of the Licensed Area described in **Item 2** of the Schedule (**Licensed Area**) to the Licensee.
- D The Parties enter into this Deed for the purpose of creating the terms and conditions that are to apply to the Licence.

Agreed terms

1. Definitions

(1) In this deed:

Amounts Payable means any sum of money payable by the Licensee pursuant to the terms of this Deed including but not limited to the Licence Fee, Outgoings, any costs as a result of the Licensee's default and any other sum payable including Interest calculated thereon;

Common Area means that portion of the Marina Services Building being the showers and toilets for use by the Licensee together with other tenants, agents, invitees or employees of the Licensor.

Contamination has the meaning set out in the *Contaminated Sites Act 2003*;

Deed means this Licence;

Environmental Harm has the meaning given to that term in the *Environmental Protection Act 1986*.

Environmental Rules means the environmental rules set out in Annexure D as varied or added from time to time by the Licensor.

GST means a tax under the *A New Tax System (Goods and Services Tax) Act 1999* (Cth) and any legislation substituted for, replacing or amending that Act, levied on a supply including but not limited to the Licence Fee or other money payable to the Licensor for goods or services or property or any other thing under this Licence;

Head Licence means Jetty Licence *[Insert #No.]* annexed to this Licence at **Annexure A** or such other Jetty Licence as may be issued for the Marina Area from time to time between the Department of Transport as Head Licensor and the City of Cockburn as Licensee;

Head Licensor means the Department of Transport;

Interest means any interest on any Amounts Payable calculated at the interest rate at the time the payment falls due being 2% greater than the Licensor's general overdraft on borrowings from its bankers on amounts not exceeding \$100,0000;

Local Laws means all local laws made and amended by the City of Cockburn from time to time;

Licensed Area means boat pen described in **Item 2** of the Schedule and more particularly shown on the plan at **Annexure B** to this Licence;

Marina Area means that portion of Port Coogee Marina described in **Item 1** of the Schedule and more particularly shown on the plan at **Annexure A** to this Licence;

Marina Manager means the person authorised by the Licensor to perform the duties of the Licensor under this Licence.

Nominated Vessel means the Licensee's Nominated Vessel specified at **Item 6** of the Schedule before the commencement of this licence and any replacement vessel that the Licensor has consented to under **clause 9**.

Pollution has the meaning contained in the *Environmental Protection Act 1986*.

Schedule means the schedule to this deed;

Short Stay Application means the Licensee's application to reside on the Nominated Vessel for an overnight period in accordance with **clause 8** and the Licensor's processes as may apply from time to time;

Term means the term of this Licence as specified in **Item 3** of the Schedule;

Transferee means the proposed purchaser of the Licensee's Nominated Vessel moored in the Licensed Area;

- (2) Except to the extent inconsistent with this deed, terms in this deed have the same meaning as they have under the Head Licence.

2. Interpretation

In this deed unless the contrary intention appears:

- (a) reference to a person includes a reference to that person's personal representatives, successors and assigns;
- (b) reference to a person includes a natural person, partnership, trust, association and company;
- (c) a word importing the singular number includes the plural number and a word importing the plural number includes the singular number;
- (d) a word importing a gender includes each other gender;
- (e) reference to a company includes any incorporated body of any description;
- (f) reference to any statute, regulation, proclamation, ordinance, by-law or local law includes all statutes, regulations, proclamations, ordinances, by-laws or local laws varying, consolidating or replacing them, and a reference to a statute includes all regulations, proclamations, ordinances, by-laws and local laws issued under that statute; and
- (g) reference to the provisions of a document or part of a document includes a reference to all the terms, covenants, conditions, stipulations, acknowledgments and reservations contained or implied in that document or in that part of a document.

3. Conditional Licence

This Licence is conditional upon:

- (a) the continuation of the Head Licence; and
- (b) the Head Licensor's ongoing consent to the Licensor subletting the Licensed Area.

4. Grant of Licence

Subject to **clause 3**, the Licensor licences the Licensed Area to the Licensee on the terms and conditions set out in this Licence.

5. Term

The Licence granted pursuant to **clause 4** shall continue:

- (a) for the term specified in **Item 4** of the Schedule; or
- (b) until either party gives the other party a notice terminating the Licence.

6. Head Licence

6.1 Comply with Head Licence

The Licensee agrees, subject to **clause 6.2**, to:

- (a) comply with and observe the obligations of the Licensor under the Head Licence, whether those obligations are express or implied, as if those obligations were included in this Licence as obligations of the Licensee enforceable against the Licensee by the Licensor; and
- (b) indemnify the Licensor against any breach by it of the provisions of the Head Licence.

6.2 Except if Inconsistent

If there is any inconsistency between the Head Licence and this Licence, this Licence will prevail in so far as it establishes the obligations of the Licensee.

7. Licence Fees & other Payments

7.1 Licence Fee and GST

The Licensee covenants and agrees to pay to the Licensor:

- (a) the Licence Fee referred to in **Item 4** of the Schedule (**Licence Fee**) from the commencement of the Term without any abatement or deduction whatsoever; and
- (b) any GST payable on the Licence Fee and on any other supply made by the Licensor to the Licensee under this Licence.

7.2 Electricity

- (1) The Licensee covenants and agrees to pay to the Licensor all electricity charges and related administrative fees plus GST incurred in respect of the Licensee's use of the Licensed Area, within 28 days of receipt of invoice from the Licensor.
- (2) If the Licensee does not comply with subclause (1), and the electricity remains unpaid after notice is given demanding payment, then in addition to those remedies available under **clause 17**, the Licensor may disconnect the electricity supply to the Licensed Area until the Amounts Payable are paid.

7.3 Bond

- (1) The Licensee covenants and agrees to pay the Bond specified in **Item 7** of the Schedule prior to the commencement of this licence, to be held by the Licensor and drawn upon for any Amounts Payable which remain unpaid for 14 days.
- (2) If the Licensor is required to use the Bond for payment of any Amounts Payable during the Term of this Licence, the Licensee shall on demand from the Licensor, replenish the Bond reserve to the original Bond amount specified at **Item 7**.

- (3) At the determination of this Licence, the Licensee may elect for the balance of the Bond to be:
- (a) applied to the Bond under a new licence (if applicable); or
 - (b) refunded to the Licensee within 30 days of the determination of this Licence.

8. Use

8.1 General use of Licensed Area

- (1) The Licensee agrees not to:
- (a) use the Licensed Area or allow any person to use the Licensed Area for any use or activity which is not permitted under any local planning scheme or written law;
 - (b) use the Licensed Area for any purpose other than the permitted purpose specified in **Item 5** of the Schedule to the Head Licence; and
 - (c) use or permit the Licensed Area to be used for any illegal purpose or so as to create a public or private nuisance to the owners or occupiers of any land, structure or boat pen adjoining or neighbouring the Licensed Area;
 - (d) store or permit to be stored any items or property in or around the Licensed Area, excepted upon the Nominated Vessel of the Licensee;
 - (e) do or permit to be done any act or thing which might result in excessive stress or floor loading to any part of the Marina Area;
 - (f) dispense fuel from or over the jetty within the Marina Area;
 - (g) use or store any chemical or inflammable substance within the Licensed Area, except for in reasonable quantities for normal applications in connection with cleaning of the Licensed Area or the Nominated Vessel;
 - (h) moor the Nominated Vessel within the Licensed Area unless it is completely within the Licensed Area;
 - (i) display, hang or drape any towel, wearing apparel or similar article from the Licensed Areas or from the Nominated Vessel while moored in the Licensed Area;
 - (j) park or drive any vehicle on the jetty within the Marina Area, without the consent of the Licensor and Head Licensor (which consent may be withheld for any reason); or
 - (k) obstruct the Licensor, Head Licensor, other licensee or any person or member of the public from free and unrestricted access to and across the jetty or to another licensed area within the Marina Area.

8.2 No Living on Vessel

Subject to **clause 8.3** the Licensee will not, and must ensure that other persons do not, live on board the Nominated Vessel while it is in the Licensed Area.

8.3 Short Stay Application

- (1) If the Licensee intends to stay on the Nominated Vessel for a short term period, the Licensee agrees to make a Short Stay Application to the Licensor in accordance with the Licensor's procedures applicable from time to time.

- (2) The Licensor may consent (which consent the Licensor may in its absolute discretion withhold, give or give subject to conditions) to the Short Stay Application:
 - (a) for the Licensee together with a maximum of three (3) other persons staying overnight on the Nominated Vessel in the Licensed Area;
 - (b) for periods not exceeding three (3) nights in any seven (7) day period; and
 - (c) to a maximum of 20 nights per annum.
- (3) The Licensee acknowledges and agrees that any approved Short Stay Application will be subject to the Licensor's fees and charges per person, per night as published in the Licensor's Annual Schedule of Fees and Charges as amended from time to time and available on the Licensor's website.
- (4) The Licensor can revoke its approval for the Short Stay Application at any time if the Licensee and/or their guests utilising the Marina Area or Licensed Area breach the terms of this Licence, including the Marina Rules and the Environmental Rules.
- (5) If the Short Stay Application is revoked for any reason, the Licensee and other parties utilising the Licensed Area will be expected to vacate the Licensed Area and the whole of the Marina Area and not return before the following day.

8.4 Pets & Other Animals

The Licensee will not allow domestic pets or other animals to enter the Marina Area without the Licensor's prior written consent (which consent the Licensor may in its absolute discretion withhold, give or give subject to conditions). If the Licensor grants consent:

- (1) the animal must be under the effective control of the Licensee including the use of a leash or harness as required at all times;
- (2) the animal must not obstruct, interfere with or be a nuisance to any other user of the Marina Area; and
- (3) any animal faeces must be disposed of immediately in appropriate waste receptacles and not be allowed to enter the Marina waterways or otherwise soil the boardwalks or other areas of the Marina precinct.

8.5 Rules

The Licensee covenants and agrees that the Licensee and the Licensee's agents, invitees, contractors and guests will comply with the Marina Rules at **Annexure C** and the Environmental Rules at **Annexure D**.

8.6 Cleaning of Licensed Area

The Licensee agrees to maintain at all times and at the Licensee's expense, the Licensed Area in a clean and tidy state, unobstructed and free from dirt and rubbish.

8.7 Pollution or Contamination

The Licensee covenants and agrees to do all things necessary to prevent Pollution or Contamination of the Licensed Area and the Marina Area and to immediately report to the Licensor any Pollution or Contamination howsoever caused in or around the Licensed Area or Marina Area.

9. Nominated Vessel

9.1 Registration of Nominated Vessel

- (1) The Licensee will only moor the Nominated Vessel specified at **Item 6** of the Schedule in the Licensed Area.
- (2) If this Licence is issued without details of the Nominated Vessel specified at **Item 6**, the Licensee shall not moor any vessel within the Licensed Area without first notifying the Licensor in writing of the Nominated Vessel details including the registration number and providing those insurances required under this Licence in respect of that Nominated Vessel.
- (3) If the Licensee wishes to make an application to change the vessel to be moored in the Licensed Area, the Licensee must:
 - (a) make an application in writing to the Licensor requesting a change of Nominated Vessel, specifying the dimensions of the proposed vessel and evidencing that the proposed vessel will fit in the Licensed Area; and
 - (b) provide copies of those insurances required under this Licence for the proposed vessel,

and on receipt of that information, the Licensor may approve the Licensee's application to change the Nominated Vessel to be moored in the Licensed Area in its absolute discretion.

9.2 Securing Nominated Vessel

- (1) The Licensee will secure the Nominated Vessel within the Licensed Area with ropes or ties of good quality at all times that the Nominated Vessel is in the Licensed Area.
- (2) If the Licensee fails to comply with this requirement after notice from the Licensor, the Licensee acknowledges that the Licensor may do all things necessary to ensure the Nominated Vessel is correctly moored, including but not limited to the Licensor replacing or installing security ropes or ties at the Licensee's expense.
- (3) The Licensee acknowledges that the Licensor may do all things necessary to secure the Nominated Vessel in the event of an emergency, without notice to the Licensee, and any expense incurred to secure the Nominated Vessel in such circumstances will be borne by the Licensee.

9.3 State of Nominated Vessel

The Licensee will ensure that the Nominated Vessel is at all times kept in good, tidy and seaworthy condition.

9.4 Works to Nominated Vessel

- (1) The Licensee will notify the Marina Manager:
 - (a) if the Nominated Vessel requires works for any reason;
 - (b) the details of any tradespersons or company that will undertake works on the Nominated Vessel; and
 - (c) the expected timeframe for completion of the works.
- (2) The Licensee covenants and agrees that it will not have works done to the Nominated Vessel in the Licensed Area which may cause nuisance, damage, hazard or safety risk to person or property of other users to the Marina Area or the Marina Area itself.

10. Services

10.1 Electrical and Gas Certification

- (1) The Licensee will lodge with the Licensor before the commencement of this Licence, and make available to the Licensor thereafter on request, a certificate from a suitably qualified competent person certifying that the Nominated Vessel's electrical and gas fittings have been inspected, are safe, and meet Australian Standards: AS 3000:2007, AS 3004:2014 and AS 5601:2013 (or any replacement Australian Standard). The Certificate must not be more than two (2) years old. (**Valid Safety Certificate**)
- (2) If Licensee is unable to provide a Valid Safety Certificate at any time, or if the Licensor considers that any electrical or gas fittings on the Nominated Vessel may be unsafe, the Licensor may take any action necessary to ensure the safety of the Licensed Area or the Marina Area, and its users, including disconnecting the electricity and/or gas supply until such time as a Valid Safety Certificate is provided by the Licensee.

10.2 Electricity Connection

- (1) The Licensee must ensure that any electrical cords used to connect the Nominated Vessel to the Jetty power supply:
 - (a) have a three pin plug with a rating of IP56 or greater;
 - (b) have a minimum current rating of 15 amps;
 - (c) do not exceed 25 metres in length;
 - (d) meet Australian Standard AS 3004:2007 (or any replacement Australian Standard); and
 - (e) are inspected, certified and tagged at a minimum, every two years by a suitably qualified competent electrician.
- (2) The Licensee acknowledges and agrees that it may not make any claim against the Licensor, the Head Licensor or the Minister for Lands for any loss or expense because electricity is disconnected, is interrupted, not supplied, fails for any reason or is affected in any way because the Licensor's plant or equipment breaks down.

11. Common Area

11.1 Grant of Licence

The Licensor grants the Licensee the non-exclusive right to use the Common Area in common with other users of the Marina Area.

11.2 Access to Common Area

The Licensee shall be provided an access key or card as required from time to time to facilitate the Licensee's use of the Common Area.

11.3 Obligations in respect of Common Area

- (1) The Licensee shall ensure that the Common Area is left in a clean and tidy state after each use.
- (2) The Licensee shall immediately report to the Licensor any vandalism, damage or antisocial behaviour in or around the Common Area.

11.4 Revocation of Licence to use Common Area

In the event of any misuse of the Common Area by persons utilising that access key or card, e.g. by a failure to maintain cleanliness or through over consumption of water or extended periods of occupancy such as to inconvenience others, then the Licensor reserves the right to withdraw the Licensees ongoing use of the Common Area and require the access key or card to be returned.

12. Licensor's Rights

12.1 Reallocation of Licensed Area

- (1) The Licensor reserves the right to, in its absolute discretion, reallocate the Licensed Area to another boat pen of a suitable size, and the Licensee shall relocate their Nominated Vessel to the new licensed area assigned within seven (7) days of receiving the notification of reassignment, or such longer period as may be agreed with the Marina Manager.
- (2) The Licensee may request (which request must be in writing) that the Licensor relocate their Nominated Vessel to an alternative vacant boat pen of a suitable size. The Licensor may, subject to availability and in its absolute discretion, agree to the relocation of the Nominated Vessel to another boat pen for the unexpired residue of the term of this Deed. The Licensee acknowledges that Licence Fee adjustments and administrative charges may apply.

12.2 Abandoned Vessels

- (1) The Licensee acknowledges and agrees that if the Licensee leaves the Nominated Vessel or any other vessel in the Licensed Area without a valid licence (**Abandoned Vessel**), then if the Abandoned Vessel has not been removed from the Licensed Area within SEVEN (7) days after notice has been served in accordance with this Licence, the Licensor may treat the vessel as abandoned and remove and/or deal with the Abandoned vessel as it sees fit, including:
 - (a) removing the vessel from the Licensed Area and/or the Marina Area;
 - (b) selling or otherwise disposing of the vessel;
 - (c) charging the Licensee on a pro rata basis for the time that the Abandoned Vessel was moored in the Licensed Area (which charges will be considered an Amounts Payable for the purpose of this Licence); and
 - (d) recovering the cost of any disposal, sale or other fees or charges incurred in respect of the Abandoned Vessel from the Licensee.
- (2) The Licensor, Head Licensor and the Minister for Lands are not responsible for any loss or damage arising as a result of the Licensee's failure to remove the Abandoned Vessel from the Licensed Area in accordance with this clause 12.2.

13. General

13.1 Compliance with Legislation and Notices

The Licensee agrees to comply with all laws including but not limited to the Local Laws relating to the use of the Licensed Area and anything that is done on the Licensed Area.

13.2 Licences and Permits

The Licensee agrees to keep in force at all times all licences and permits required for carrying on the Licensee's Permitted Use on the Licensed Area.

13.3 Alterations

The Licensee covenants and agrees not, without the prior written approval of the Licensor and the Head Licensor, to erect, alter or modify in any manner any existing structure in the Licensed Area.

13.4 Damage to Licensed Area

The Licensee covenants and agrees to repair and make good any damage to the Licensed Area caused by or arising out of or in relation to or incidental to the use of the Licensed Area by the Licensee or any employee, agent or invitee of the Licensee or resulting from an act or omission of the Licensee or any employee, agent or invitee of the Licensee and where such repairs are undertaken by the Licensor pay the cost of any repairs or making good of damage within seven (7) days of receipt of a written demand for such payment being made by the Licensor.

13.5 Costs

The Licensee agrees to pay the costs of and incidental to the preparation and execution of this Licence if requested by the Licensor.

13.6 Signs

The Licensee must not, without the prior written consent of the Licensor and the Head Licensor erect any sign or advertising material on the Licensed Area.

12. Insurance and Indemnity

12.1 Insurance

The Licensee shall:

- (a) insure and keep insured with an insurer approved by the Licensor against all claims based on what is commonly known as public liability or public risk insurance so as in particular to insure the Licensor against all claims which may be made against the Licensor by any person arising from the Licensed Area during the Term which could cause or might cause any claim in damages against the Licensor by any third party which insurance shall be in an amount of not less than fifteen million dollars (\$15,000,000) for any one claim;
- (b) insure and keep insured such other insurances that a prudent owner of a vessel similar to the Nominated Vessel would take out and maintain; and
- (c) deliver such policy or policies of insurance to the Licensor and receipts for the payment of the premiums on such policy or policies.

12.2 Indemnity

The Licensee covenants and agrees to (notwithstanding the existence of any policy of insurance in the name of any person) indemnify and keep indemnified the Licensor, the Head Licensor and the Minister for Lands from and against all actions, claims, demands, losses, damages and expenses for which the Licensor becomes liable as a result of, or caused or contributed by:

- (a) the Licensee's use or occupation of the Licensed Area except to the extent that the same is caused, or contributed to, by the negligence or default of the Licensor; or
- (b) the negligence of the Licensee or any employees, members, contractors, agents, and invitees of the Licensee and in particular but without limiting in any way the generality of the foregoing by reason of the negligent or careless use or misuse waste or abuse of water gas or electricity or faulty fittings or fixtures by the Licensee.

13. Entry by Licensor

The Licensee shall permit the Licensor or the Head Licensor, and their servants and agents, to enter the Licensed Area at any reasonable time for the following purposes:

- (a) to inspect and view the same;
- (b) to do or cause to be done all such matters and things as are necessary in order to rectify any breach by the Licensee of the Licence;
- (c) to execute any works or improvements to the Licensed Area or any neighbouring property but so as not to interfere unreasonably with the Licensee in the ordinary course of its activities;
- (d) to rope and re rope the Licensed Area and to do all things necessary to secure the Nominated Vessel if the Licensee has failed to do so;
- (e) to move the Nominated Vessel to a different mooring pen in the Marina if necessary, in which case, the Licensor will use all reasonable endeavours to notify the Licensee before moving the Nominated Vessel; and
- (f) to do all things necessary to ensure the safety of persons and property in the Licensed Area, Marina Area and surrounding areas including evacuating the Licensed Area and the Marina Area.

14. Termination

14.1 Determination of Licence

- (1) At the determination of this Licence:
 - (a) the Licensee shall remove the Nominated Vessel and any equipment, fixtures and fittings of the Licensee from the Licensed Area and to make good any damage caused by such removal and to remove or restore (as appropriate) any sign, placard, hoarding, pylon sign, free standing sign or other type of advertising material which was painted or placed on the Licensed Area with the consent of the Licensor; and
 - (b) deliver up possession of the Licensed Area to the Licensor in good condition and repair.
- (2) It is agreed that these obligations will survive the termination of this Licence.

14.2 Early Termination

- (1) If this Licence is issued for a Term of greater than one year and up to two (2) years, the Licensee may terminate and surrender this Licence in accordance with this clause 14.2 only (**Early Termination**).
- (2) The Licensee must provide notice in writing of the Early Termination to the Licensor no later than one (1) month prior to the first anniversary of the commencement date of this Licence and the Licensor may, acting in its absolute discretion, refund any Licence Fee previously paid by the Licensee for the portion of the licence period that is beyond the first anniversary.
- (3) In the event that the Licensee exercises its right to Early Termination (and whether or not the Licensor agrees to provide a refund of the balance of the Licence Fee paid in advance for the period in excess of one year, in its absolute discretion) the Licensee acknowledges and agrees that:

- (a) any Amounts Payable outstanding at the time of Early Termination, including up to midnight on the day prior to the anniversary of the commencement date of this Licence, will remain payable and may be deducted from the bond if they remain unpaid in accordance with this Licence; and
 - (b) the Licensee must comply with subclause 14.1.
- (4) For the avoidance of doubt, this clause 14.2 does not apply to a Licence with Term of one year or less.

15. Subletting and Assignment

- (1) The Licensee covenants with the Licensor not to mortgage, charge or encumber nor sublet, assign, transfer or part with the possession of the Licensed Area or any part of the Licensed Area or any estate or interest in the Licensed Area to any person except in accordance with subclause (ii). Sections 80 and 82 of the *Property Law Act 1969* are expressly excluded.
- (2) The Licensee may transfer possession of the whole of the Licensed Area only in circumstances where the Licensee transfers ownership of the Nominated Vessel moored in the Licensed Area together with this Licence, and on the following conditions:
 - (a) The Licensee must notify the Licensor in writing at least one (1) month prior to the proposed transfer of ownership of the Nominated Vessel and this Licence;
 - (b) The Licensee must satisfy the Licensor that the purchaser (**Transferee**) will purchase the Nominated Vessel moored in the Licensed Area by producing evidence of the transfer; and
 - (c) The Licensee, Licensor and the Transferee must execute a Deed of Transfer of Licence for the remainder of the unexpired residue of the Term under this Licence.

16. Mutual Covenants

16.1 Default

The Licensor and Licensee agree as follows:

- (a) If any moneys payable under the Licence are unpaid fourteen (14) days after written demand has been made; or
- (b) If the Licensee is in breach of any other covenant and the Licensor serves on the Licensee a notice specifying the particular breach and (where the breach is capable of remedy) requiring the Licensee to remedy the breach or requiring the Licensee to make compensation in money for the breach and the Licensee fails within twenty eight (28) days after service of the notice to remedy the breach or to make reasonable compensation in money to the satisfaction of the Licensor for the breach; or
- (c) If any person is in occupation or possession of the Licensed Area or in receipt of the rents or profits thereof other than the Licensee or an approved Transferee of the Licensee; or
- (d) If the interest of the Licensee in this Licence is taken in execution,

THEN and in any of the said cases the Licensor may at any time thereafter by notice in writing addressed to the Licensee determine this Licence or without notice re-enter the Licensed Area or

any part thereof and thereupon this Licence will absolutely determine but without releasing the Licensee from liability for any Amounts Payable accrued up to such determination or for breaches of covenant antecedent to such determination.

16.2 Notice to Licensee

Any notice required to be given to the Licensee under this Licence may be given by the Licensor or its solicitors and may be left for the Licensee at its address herein or at the Licensed Area or sent to it by post in a letter addressed to it at such address or at the Licensed Area or at its office last known to the Licensor and a notice sent by post shall be deemed to have been served on the next day following that on which it was posted notwithstanding actual non receipt.

16.3 Notice to Licensor

A requirement herein to deliver payment or serve any document on the Licensor shall include a requirement that such delivery or service be effected at the address herein of the Licensor or as directed by the Licensor in writing.

16.4 Dispute Resolution

The parties agree that any dispute between the Licensee and the Licensor in regard to anything arising from this Licence shall:

- (a) Be addressed in the first instance by a meeting between representatives of the Licensee, appointed for that purpose, and the officer of the Licensor responsible for administering the Licensed Area; and
- (b) If the dispute cannot be resolved, in a manner that is satisfactory to both parties through such a meeting, the Licensee agrees that the CEO of the Licensor will have the power to make a final determination in resolution of the dispute, but only after giving due consideration to all of the matters discussed at the meeting referred to in sub-clause (a) of this clause and setting out in writing the reason for his or her decision.

17. Exclusion of Warranty

The Licensee acknowledges that no promise representation warranty or undertaking has been given by or on behalf of the Licensor in respect to the suitability of the Licensed Area for any use proposed or undertaken by the Licensee.

18. Termination of Head Licence

Upon termination of the Head Licence, whether by expiry of the Term or sooner termination, this Licence shall automatically determine without any compensation being payable to the Licensee by either the Licensor or the Head Licensor.

19. Rights rest in contract only

The Licensee ACKNOWLEDGES that the rights hereby conferred rest in contract only and nothing herein contained or implied shall be construed as granting or shall be deemed to grant to the Licensee any estate or interest in the Licensed Area.

20. No right of exclusive possession

The Licensee acknowledges that this Licence does not convey any proprietary right of exclusive possession over the Licensed Area to the Licensee and the Licensee AGREES that it shall not

interfere with the use of the Licensed Area by any other person authorised by the Licensor or otherwise entitled at law to access or use the Licensed Area.

21. No Holding Over

On expiry of the Term the Licensee will not be permitted to any period of holding over or to continue to use and occupy the Licensed Area.

22. Severance

If any part of this Licence is or becomes void or unenforceable then that part is or will be severed from this Licence so that all parts not void or unenforceable remain in full force and effect and unaffected by that severance.

23. No Fetter

Notwithstanding any other provision of this Licence, the Licensee acknowledges that the Licensor is a Local Government established by the *Local Government Act 1995* (WA), and in that capacity, the Licensor may be obliged to determine applications for approvals having regard to statutes governing such applications including matters required to be taken into consideration and formal processes to be undertaken, and the Licensor shall not be taken to be in default under this Licence by performing its statutory obligations or exercising its statutory discretions, nor shall any provision of this licence fetter the Licensor in performing its statutory obligations or exercising any discretion.

24. Additional terms, covenants and conditions

Each of the terms, covenants and conditions (if any) specified in **Item 8** of the Schedule shall be deemed part of this Licence and shall be binding upon the Licensor and Licensee as if incorporated in the body of this Licence.

Schedule

Item 1 Marina Area

That area of the Port Coogee Marina under the Head Licence, as shown annexed hereto as **Annexure A**.

Item 2 Licensed Area

Boat Pen *[Insert]* as shown at **Annexure B** to this Licence.

Length:

Width:

Item 3 Term

[Insert #no] *[days/weeks/years]* commencing on *[Insert]* and expiring on *[Insert]*

Item 4 Licence Fee

- (a) The Licence Fee set by the Council of the Licensor according to the size of the Licensed Area and amended from time to time by the Licensor in the Licensor's Annual Schedule of Fees and Charges, available on the Licensor's website; or
- (b) If the Licensed Area is larger than that required for the size of the Nominated Vessel due to availability of suitable pens, the Licensor may, acting reasonably, charge a lesser Licence Fee in accordance with the size of the licensed area that the Nominated Vessel actually requires.

Item 5 Permitted Use

Nominated Vessel mooring only.

Item 6 Nominated Vessel

[DoT Vessel Registration #No.: INSERT]

[Vessel Name: INSERT]

Item 7 Bond

[Insert Bond]

Item 8 Additional terms and conditions

Signing page

Executed on the _____ day of _____ 2016

THE COMMON SEAL of the **CITY OF COCKBURN**)
was hereunto affixed in the presence of:)

(Signed) (Position) (Print Full Name)

(Signed) (Position) (Print Full Name)

[Company with Director and Secretary]

EXECUTED BY [company] [ACN ***
***] pursuant to Section 127 of the
Corporations Act:

Name of Director

Signature of Director

Name of Director/Secretary*

Signature of Director/Secretary*

[Company – Sole Director and Secretary]

EXECUTED BY [Company] [ACN ***
***] pursuant to Section 127 of the
Corporations Act:

Signature of Sole Director/Secretary

(Print Full Name)

[NATURAL PERSON]

SIGNED by **[FULL NAME]** in the presence of

Signature of **[FULL NAME]**

Witness Sign

Name of Witness

Address

Occupation

Annexure A – Head Licence

Annexure B – Licensed Area

Annexure C – Marina Rules

Annexure D – Environmental Rules

MARKETING OF RECREATION AND AQUATIC FACILITY NAMING COMPETITION February / March 2016

Mediums	Cost (\$)	Information	Feb					Mar	
			1	8	15	22	29	7	14
Week Commencing									
Marketing									
Website		Corporate homepage and SLLC site			X	X	X	X	
Intranet					X	X	X	X	
Advertising - Gazette	450	1* - 23 Feb. 1/2 page, p4.				X			
Posters (A4 and A3)	280	60 A4, 30 A3. Put in shopping centre/ SLLC etc. Printed on 19/2				X	X	X	
Billboards	1000	*2. Coogee and North Lake Rd (To go up 22/2 for 2 weeks)				X	X		
DL Voting cards	275	To be distributed at Admin building, all libraries, SLCC, Seniors Centre, Youth Centre. Printed on 19/2.				X	X		
Library/ Youth Centre Screen savers					X	X	X	X	
Wifi					X	X	X	X	
PR									
Media/ Press Release		Detailing council decision and platforms to vote		X					
Radio		Appeared on radio following council meeting		X					
Social									
Facebook posts					X	X	X	X	
Facebook advert (*2)	600	2 adverts			X	X	X	X	
Twitter posts/ boost posting	140				X	X			
Direct Marketing									
E-newsletter (Corporate)		23-Feb				X			
E-newsletter (SLLC)		16/2 (staff) and 17/2 to members				X			
E-newsletter (library/ youth centre)						X			
E-newsletter (community/ ref groups)						X			
E-newsletter (sporting groups)						X			
Email Signatures						X	X	X	
Events									
Concerts x 2		message on screen behind stage. Get MC to announce 'campaign'				X			
Swim through		voting cards							
Other									
Consultancy	120	instructions on FB polling feature		X					
TOTAL SPEND	2865								

OCM 14/4/2016 - Item 17.1 Attach 1





Creating an impression WaterMarc Banyule brand identity guidelines

A Banyule City Council Initiative | 2012



Contents

Our Brand			
The WaterMarc Identity	3	Membership	
Identity Toolkit		Membership Cards	34
Understanding Our Logo	5	Publication Examples	
Logo Formats	6	A4 Group Fitness Timetable	35
Colour Palette	8	Form/Survey Style	36
Our Core Colours	9	Presentation Folder	37
Secondary Colours	10	DL Flyer	38
Primary Typeface	12	A5 Flyer	39
Internal Typeface	13	Poster Formats (A4, A3, A2)	40
Clear Space	14	Pull Up Banners	41
Minimum Size	15	E-Newsletter	43
Incorrect Usage	16	Newspaper Advertisements	44
Co-Sponsorship	17	A5 Feedback Form	47
Filenames	18	Powerpoint Presentation	48
Secondary Graphics	20	Multipurpose Word Document	49
Photography Style	28	Contact	50
Corporate Communication			
Our Stationery	29		
Internal Communication Styles	30		
Staff Uniforms	31		
Email Footer	33		



WaterMarc Identity

The aim of this brand identity is to leave a unique and lasting positive

Impression



WaterMarc Identity

For
every
body



WaterMarc is the name of the Banyule City Council's exciting regional centre. Water refers to the aquatic elements of this iconic development, MARC stands for Multi Activity Regional Centre which describes the broader range of features available for our community to enjoy.

Banyule City Council believe that WaterMarc will make its mark in our broad and inclusive community, offering a vast array of activities and spaces for fitness, fun, leisure, recreation, exercise, relaxation, meeting places and so much more -across all age groups.

The identity has been created to fit with the dynamic energy of the centre.

Words to describe our identity: Community, Gregarious, Welcoming, Vibrant, Adventurous, Magnetic, Accessible, Fun, Unique and Iconic.

Understanding Our Logo

To ensure consistent usage of our brand identity, please follow this guide and use professional suppliers and high quality reproduction methods.

The WaterMarc logo

The WaterMarc logo is made up of two key elements:

1. The WaterMarc 'swirl'
2. The WaterMarc type

The diagram on the right shows the elements that make up the WaterMarc logo.

The logo must always appear in the proportions shown, no attempt should be made to redraw, stretch or distort the logo in any way.

If there is any uncertainty or if you are an external supplier, please contact WaterMarc to obtain the correct electronic logo and to gain usage approval.

Watermarc logo is a visual representation of our brand, and its integrity must be maintained at all times.



Logo Formats

Stacked Format

The full colour format is the preferred version of the logo to be used in most instances.

If this is not possible due to reproduction challenges, choose a logo from the one colour (mono) logo formats.

FULL COLOUR



FULL COLOUR REVERSED



MONO



MONO REVERSED



Logo Formats

Horizontal Format

The full colour format is the preferred version of the logo to be used in most instances.

If this is not possible due to reproduction challenges, choose a logo from the one colour (mono) logo formats.

FULL COLOUR



FULL COLOUR REVERSED



MONO FORMAT



MONO REVERSED



Colour Palette

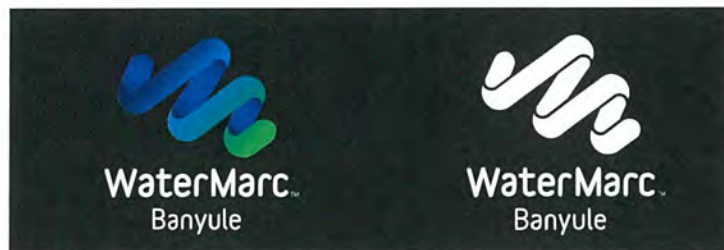
The WaterMarc colour palette consists of 3 variations when used in full colour - the 'corporate' dark blue, light blue and green and the 'mono' versions as per the examples.

Colour Usage

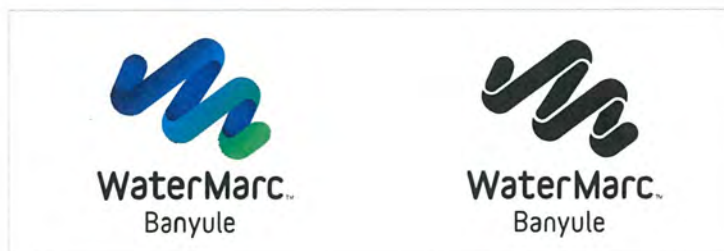
The colour logo should only be used on a light or white background or dark or black background. The colour logo should never be reproduced as a greyscale logo. Use the mono versions.

The 2 mono versions can both be used in positive and negative formats. For example, the black logo on white or light colour background or the white logo reversed out of a black or dark colour background.

BACKGROUND COLOUR - DARK



BACKGROUND COLOUR - LIGHT



Our Core Colours

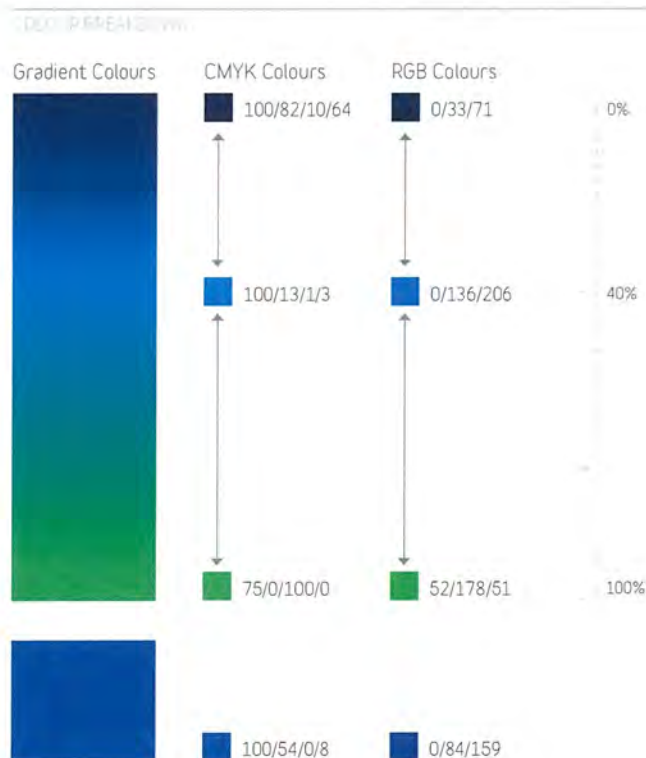
WaterMarc navy, blue and green appear in the logo and are the core colours for the brand identity. Use these colours consistently across print, electronic and environmental communications.

Colour reproduction

There are two ways to reproduce the logo. When printing it is important to specify which type of printing suits your requirements.

1. CMYK process - Use where only process colour printing is available.
2. One colour greyscale - where only one colour is available eg. fax and some forms of newspaper advertising.

Please note the representation of colours shown in this document is not accurate to actual printed colours. They should not be used as a guide for colour matching purposes.

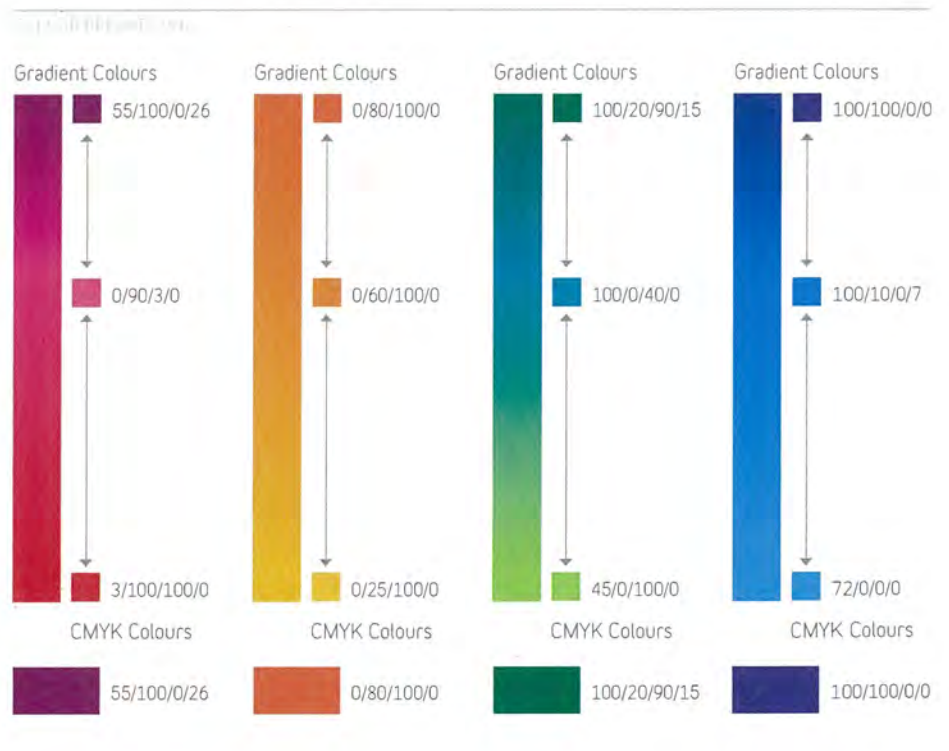


Secondary Colours

The secondary colour palette is used to compliment the core colours of the logo.

They can be used to colour text and the secondary graphics. Gradients should only be used as seen to the right, if a new gradient is to be created the colours should sit beside each other in the colour wheel.

Please note the representation of colours shown in this document is not accurate to actual printed colours. They should not be used as a guide for colour matching purposes.



A true watermark
is a unique symbol which leaves a lasting impression
a mark showing the greatest height to which water has risen.

WATERMARC WILL LEAVE AN IMPRESSION

even after you've left, and you'll want to return again and again to enjoy the many features and benefits; health, fitness, relaxation and recreation, at this iconic centre.

Primary Typeface

For customer communication our external design font is Variable. Variable is distinctive and fresh and WaterMarc will become recognised for using it across most communications.

Other fonts can be partnered with Variable for unique expression but must be approved.

See examples on the following pages for reference.

PRIMARY TYPEFACE

Variable bold

ABCDEFGHIJKLMNOPQRSTUVWXYZ
abcdefghijklmnopqrstuvwxyz
0123456789

Variable Ultralight

Ww
Ww

Variable Light

Ww
Ww

Variable Regular

Ww
Ww

Variable Bold

Ww
Ww

Variable Black

Ww
Ww

Internal Typeface

For internal communication our font is Arial
Arial is widely used across all platforms

INTERNAL TYPEFACE

Arial bold

ABCDEFGHIJKLMNOPQRSTUVWXYZ
abcdefghijklmnopqrstuvwxyz
0123456789

Arial

Ww

Arial italic

Ww

Arial bold

Ww

Arial bold italic

Ww

Clear Space

To maximise the brand's presence and visual standout, there is a defined minimum clear space area.

This clear zone around the logo defines the area into which no other graphic elements, such as text, imagery or other logo can intrude.

The distance marked x represents the height of the 'W'. The formula shown opposite applies to all sizes of logo reproduction.



Minimum Size

A minimum size has been set for the logo to ensure successful reproduction. All samples found within the style guide have been set up with the correct recommended size.

STANDARD LOGO WITH RASTRE

Logo height 20mm



SMALLER LOGO WITH MINIMUM SIZE

Logo height 12mm



STANDARD LOGO WITH RASTRE

Logo height 20mm



SMALLER LOGO WITH MINIMUM SIZE
















Logo height 12mm



Incorrect Usage

The WaterMarc logo may not be redrawn or altered in any way.

The following examples show how the logo should not be reproduced.

 <p>WaterMarc. Banyule</p>	 <p>WaterMarc. Banyule</p>	 <p>WaterMarc. Banyule</p>	 <p>WaterMarc. Banyule</p>	 <p>WaterMarc. Banyule</p>
<p>Do not use colours that do not sit next to each other in the colour wheel.</p>	<p>Do not outline.</p>	<p>Do not place a full colour logo on the same gradient used within the logo.</p>	<p>Do not rotate.</p>	<p>Do not use a drop shadow.</p>
 <p>WaterMarc. Banyule</p>	 <p>WaterMarc. Banyule</p>	 <p>WaterMarc. Banyule</p>	 <p>WaterMarc. Banyule</p>	 <p>WaterMarc Banyule</p>
<p>Do not place a full colour logo on the same colour used within the logo.</p>	<p>Do not place a full colour logo on the same colour used within the logo.</p>	<p>Do not redraw.</p>	<p>Do not distort.</p>	<p>Do not retype.</p>
 <p>WaterMarc. Banyule</p>	 <p>WaterMarc Banyule</p>	 <p>WaterMarc. Banyule</p>	 <p>WaterMarc. Banyule</p>	 <p>WaterMarc. Banyule</p>
<p>Do not change the proportion/relationship between the mark and the type.</p>	<p>Do not put logo on a perspective.</p>	<p>Do not add any other elements.</p>	<p>Do not use glows.</p>	<p>Do not use 'WaterMarc Banyule' on its own.</p>

Co-sponsorship

For clarification on co-sponsorship layout contact the communication department at Banyule City Council.

File names

The following are the exact file names for the corresponding logo.

FULL COLOR (CMYK) (REVERSED)



WM_TAG_VER_CMYK



WM_TAG_VER_CMYK_REV



WM_TAG_HOR_CMYK



WM_TAG_HOR_CMYK_REV

MONOCHROME (REVERSED)



WM_TAG_VER_BW



WM_TAG_VER_BW_REV



WM_TAG_HOR_BW



WM_TAG_HOR_BW_REV

File names

The following are the exact file names for the corresponding logo.

FULL COLOR (F) FULL COLOR REVERSED



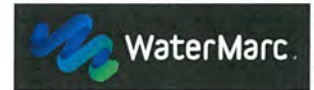
WM_VER_CMYK



WM_VER_CMYK_REV



WM_HOR_CMYK



WM_HOR_CMYK_REV

MONO CHROME (B) MONO CHROME REVERSED



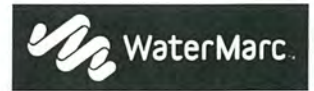
WM_VER_BW



WM_VER_BW_REV



WM_HOR_BW



WM_HOR_BW_REV

Secondary Graphics

Kit of Parts

The secondary graphics are used to energise all print and marketing collateral.

The kit of parts for WaterMarc consists of a set of graphic elements:

1. the curved linework,
2. the message,
3. the hero photo,
4. key words within linework,
5. the illustrative add-ons (splash, bubbles etc)
6. the WaterMarc logo and web address

These elements are used together to form the WaterMarc Marketing Campaign.

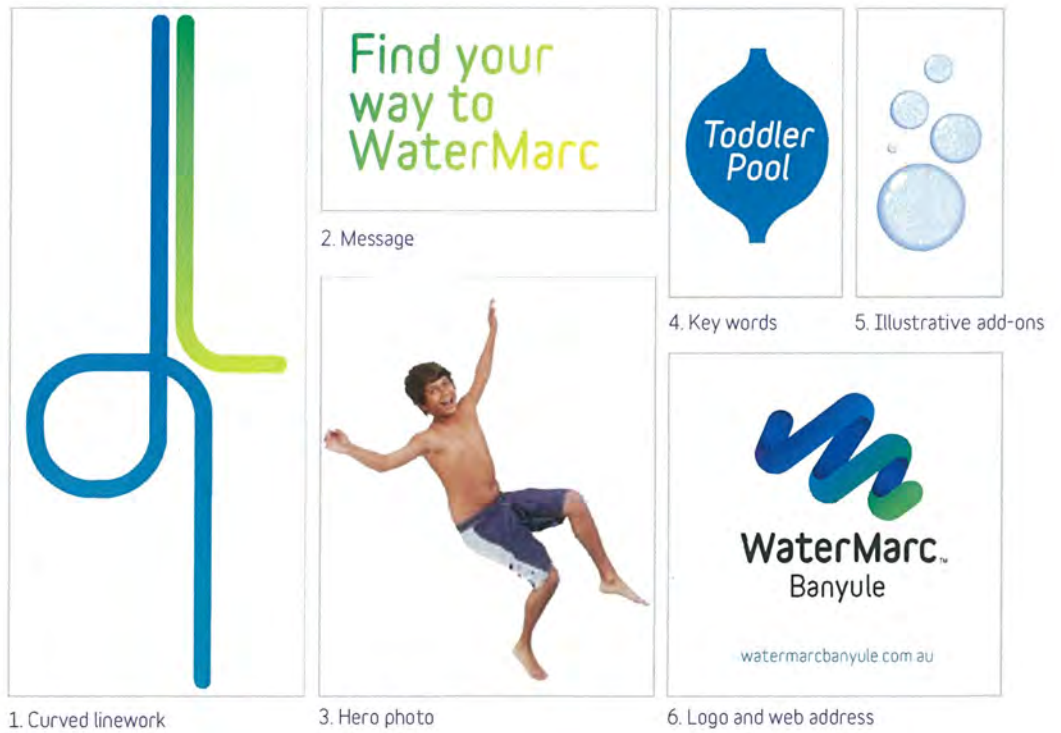
NOTE: Wherever possible the ratios and placement need to remain consistent for the full expression of the campaign message.

Colours can be found in the secondary colour palette and should be complimentary with the type colour as seen in this example and the ones to follow.



Secondary Graphics

Kit of Parts

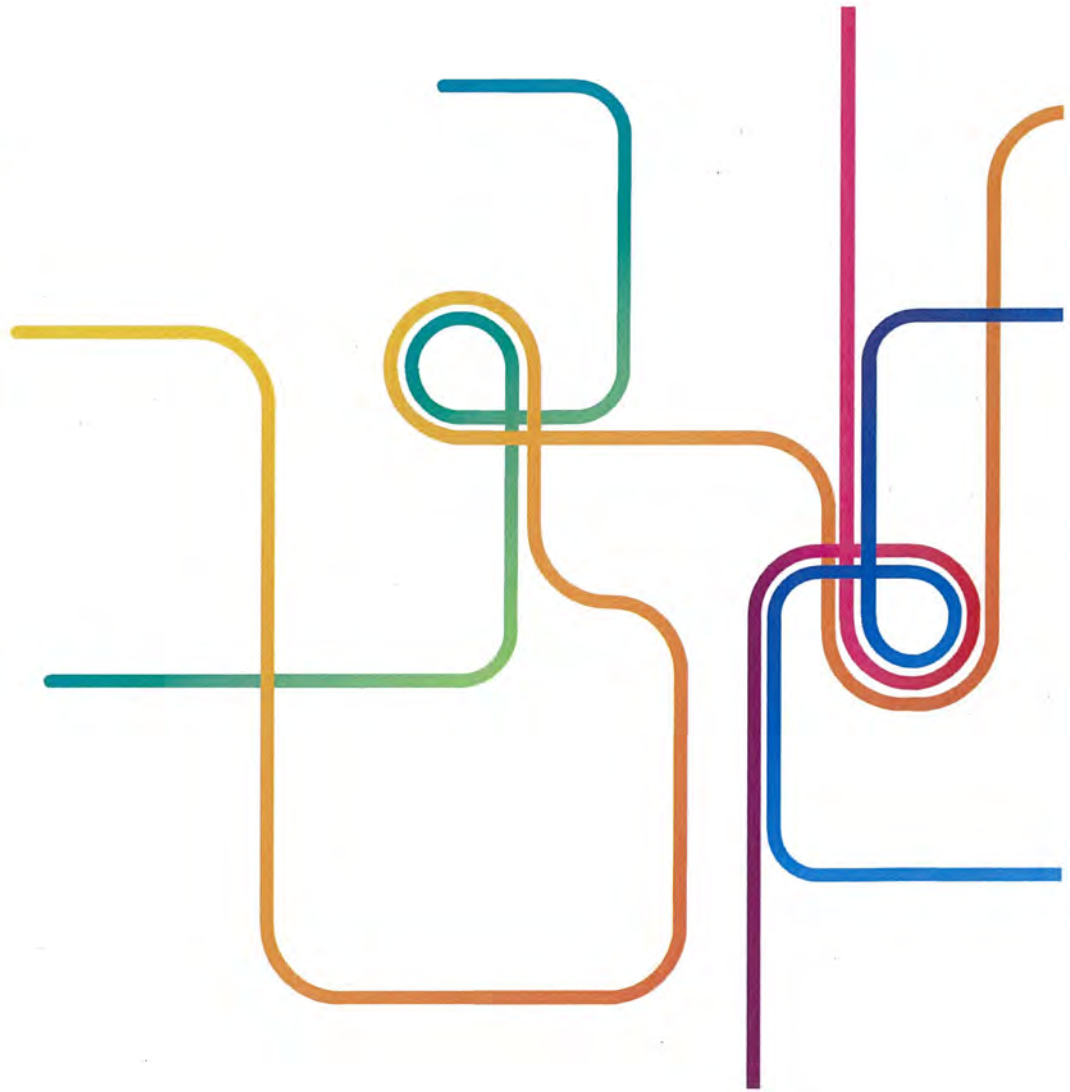


Secondary Graphics

1. Curved Linework

The curved linework is used to link the hero image with the text, give energy to the campaign and to extend the WaterMarc brand.

It must interact with the hero image in some way as per the examples shown, so it doesn't feel like a static graphic.



Secondary Graphics

2. Message

The colour palette used in the main message should compliment the linework colour palette.

Your day at
WaterMarc

Find your
way to
WaterMarc

Get fit at
WaterMarc

Recharge at
WaterMarc

Secondary Graphics

3. Hero Photo

The WaterMarc photographic style for the campaign has been crafted to further communicate the brand message.

When choosing to use images in any WaterMarc material, the photographic style as it appears here, needs to be considered.

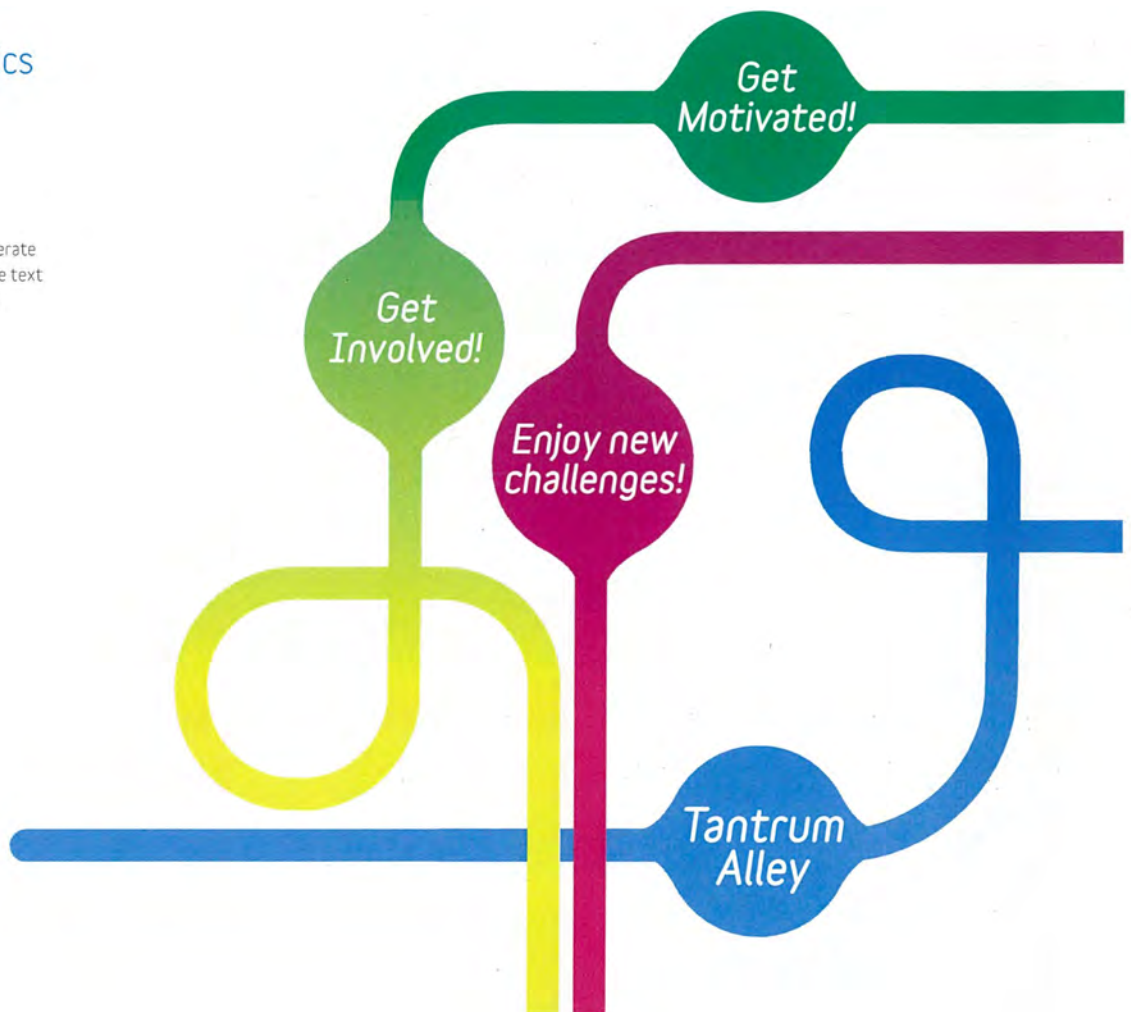
Please see further examples in the advertising section of this document or refer to the photo library.



Secondary Graphics

4. Key Words

These key words can be used to reiterate the message found in the body of the text or the energy of the brand (or both!)



Secondary Graphics

5. Illustrative Add-ons

These additional illustrations are not necessary across all campaign collateral. They are used to interact with the linework and hero graphic to add an extra dimension and to create movement.



Secondary Graphics

6. WaterMarc logo and web address

The WaterMarc logo is required on all campaign material.

The web address must use the complimentary solid colour taken from the message gradient (see secondary colour palette for reference)



watermarcbanyule.com.au

Photographic Style



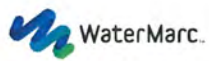
Photography

Please note photos used are sample stock photography only to demonstrate the photo style. All photos must be taken on site.

Our Stationery



WaterMarc
1 Flintoff Street
Greensborough
Victoria 3088
TEL 03 0000 0000
FAX 03 0000 0000
info@watermarcbanyule.com.au
watermarcbanyule.com.au



Firstname Surname
TITLE
email@watermarcbanyule.com.au

1 Flintoff Street MOB 0400 000 000
Greensborough TEL 03 0000 0000
Victoria 3088
watermarcbanyule.com.au



Internal Communication Styles



Memorandum

Date _____
 Attention _____
 Copy _____
 From _____
 Department _____
 Subject _____
 File Number _____

Dear Sir/Madam,

Uta consetit, silis volentem sed minuter aut iumentae nias ut assequi et venio molorep erupatqui des as re pro pidere etatumquis as modigenda volorehenis mi, solut voluptas esectus quata sens as aceti ut iicidens volo eaquam, simus ex esiam ut prasit alparochi esectio verum fuga. Ut as na doluptas a verupendant molupta volupatur autate voleet fugam factosa nisi qui doluptur, susapicis ad ma nobis ut fuga essit vendusa aut po peliqua tempori onserbus quis repeditserit qui la dolupta buresequid magniatur, quias aut qua voluptaepe pro eum quis doluptaquis dolupta sartin pra suntibu scips aut volentis netur?

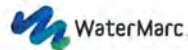
Onsandi sumis acratari dolor magnam oumtoitatis as de consequi odorest, tem re sio ipsaectatus dolorporem conecta si voluptes estio ee sapelecte nobit et quatur, sifaspiet mo exerer simos va rum volorepe pa nal.

Ipte pa ped que nos molestocia silas molore, to es ulpa sintur, accum ilitem diquois moluptasui offic, tentidae non ponbreit qui nidermqui beaquem et ut enicraju laeprioreped modit resouit molestio laspeliquam rarisicium naturis apicis dolupta quiesibus con consete explant.

Regards,

Firstname Surname

WaterMarc
 1, Rue de l'Orme
 D'Ardennebrugh
 10500, Aarts
 Tel: 03 0000 0000
 Fax: 03 0000 0000
 info@watermarc.be
 watermarc@watermarc.com



Media Release

For immediate release
 June 11, 2012

Heading 2

Vellaut volonup taquid qui cumeria tisseferunt quo et autataquas iducis reprimem eatur rescit elites ad usiam decti episcitem inveribus as aut aliqndm unsum hucabor ecturempo magisalem unio quat dus volent, et, tenti volupion esimus nequ nonseric hique vit que nonie nobis veni officitapio eius dolorectur mi, ullab is rematur?

Inti diam, ut inveni mixt e munde ndelitate sed excea doloni con nobis et ducimpe fatis ex evenimus ut asinus, sane eorum aut est, sinverit ererit conera conestume quid quibus de non net am, si restum il invent quam, venneri con ecit in re velatibus voliqui idicibus con pro eunas labo. Ut lunc veni ommodit aut est, ulupta opemta et esto eorum re, ut esiam quis est labo. Os exaper rupatam algnatur aut viducidia velesent.



Staff Uniforms

Staff Lanyard



Staff ID Card



Staff Name Badge



Staff Uniforms



Email Footer

Dear John,

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Regards,

Firstname Surname

TITLE

email@watermarcbanyule.com.au



watermarcbanyule.com.au

Membership Cards



A4 Group Fitness Timetable

Group Fitness Timetable

GROUP FITNESS							
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY	
8:15am	• BODYSTEP Suzy	• BODYSTEP Suzy	• BODYSTEP Suzy	• BODYSTEP Suzy	• BODYSTEP Suzy	• BODYSTEP Suzy	• BODYSTEP Suzy
9:30am	• ACTIVE 50+ Antoinette D	• ACTIVE 50+ Michelle	• STRENGTH & STABILITY Suzy	• ACTIVE 50+ Suzy	• STRENGTH & STABILITY Suzy	• BODYPUMP Annie	• BODYPUMP Annie
9:30am	• BODYATTACK Antoinette D	• BODYPUMP Heath	• ABT Antoinette D	• BODYPUMP Annie	• BODYCOMBAT Ashi	• BUTZ George	• BODYPUMP Balharrae
10:30am	• PILATES Mary	• YOGA Iris	• ACTIVE 50+ Mary	• YOGA Melina	• BODYBALANCE Antoinette D	• BODYSTEP George	• BODYJAM Gina
11:30am	• PRE-POST NATAL Suzy	• PILATES Mary	• PILATES Mary	• PILATES Mary	• YOGA Antoinette	• BODYBALANCE Gina	
12:15pm	• BODYPUMP Annie	• BODYPUMP Annie	• BODYSTEP Suzy	• BODYATTACK Antoinette D			
3:00pm	• BODYATTACK Antoinette D	• BODYPUMP Dianne	• BODYSTEP Suzy	• BODYATTACK Antoinette D			
6:00pm	• BODYPUMP Annie	• BODYATTACK Islands	• BODYBALANCE Balharrae	• BODYJAM Suzy			
7:00pm	• YOGA Antoinette	• ABT George	• BODYCOMBAT Pink	• BODYSTEP Gina			
8:00pm	• BODYCOMBAT George	• ZUMBA Gina	• BODYPUMP Annie	• BODYBALANCE Gina			
GYM (STRETCH AREA)							
6:15am	• LULU Suzy			• LULU Danel			
CYCLE							
8:15am	• CYCLE Jason		• CYCLE Nick				
9:30am		• CYCLE Annie			• CYCLE Annie		• CYCLE Annie
10:30am	• CYCLE Val			• CYCLE Val	• CYCLE Annie		
12:15pm			• CYCLE Antoinette D				
3:00pm					• CYCLE Jason/Pink		
8:00pm			• CYCLE Val	• CYCLE Nick			
7:00pm	• CYCLE Islands	• CYCLE Nick					
POOL							
8:15am					• WATER WORKOUT July		
9:30am	• WATER WORKOUT July	• WATER WORKOUT July	• WATER WORKOUT July	• WATER WORKOUT July	• WATER WORKOUT July		
10:30am	• Aqua 50+ Pat	• Aqua 50+ Pat	• Aqua 50+ Ange	• Aqua 50+ Pat			
10:45am	• Aqua 50+ Antoinette D				• Aqua 50+ Pat		
7:00pm	• WATER WORKOUT Ange	• WATER WORKOUT Heath		• WATER WORKOUT Tracy			

Active 50+ classes are signed for people over 50 years of age

Please Note

- Minimum age - 15 years
- This timetable is subject to change without notice.
- All classes run for 1 hour, except for those specified which are 45 minutes.
- No entry to any class 5 minutes when it is scheduled commencement time.

- Class entry sport. Be early to avoid disappointment.
- Make sure you have a valid ID to make a entry, hold and it will be collected by the instructor.
- Contact your order paper to participating in any group exercise program.
- Remember to bring a towel and a water bottle to your class.



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Group Fitness Description

Group Fitness

• ABT A great workout to isolate and tone those problem areas. Great for all levels of fitness. If you want rock hard abs, buns of steel and thighs to die for, then this class is for you!

• Bike A high energy workout combining athletic moves and motivating aerobic combinations. The session involves upper body and abdominal components to provide a complete body workout.

• Body Attack The sports-inspired cardio workout for building strength and stamina. This high-energy interval training class combines athletic aerobic movements with strength and stabilization exercises.

• Body Balance The Yoga, Tai Chi Pilates workout that builds flexibility and strength and leaves you feeling centered and calm. Controlled breathing, concentration and a carefully structured series of stretches, moves and poses to music create a holistic workout that brings the body into a state of harmony and balance.

• Body Combat The empowering cardio workout where you are totally unleashed. This fiercely energetic program is inspired by martial arts. Supported by driving music as powerful role model instructors strike, punch, kick your way through calories to superior cardio fitness.

• Body Jam A cardio workout where you are free to enjoy the sensation of dance. An addictive fusion of the latest dance moves and hottest new sounds puts the emphasis as much on

having fun as breaking a sweat. Funky instructors teach you to move with attitude through this class.

• Body Pump The original barbell class that strengthens your entire body. This workout challenges all your major muscle groups by using the best weight-room exercises with great music, awe some instructors inspiring you to get the results you came for – and fast!

• Body Step An energizing step workout that makes you feel alive. Using a height-adjustable step and simple movements on, over and around the step you get huge motivation from sing-a-long music and approachable instructors. Great for fat burning and toning.

• Boxing Punching technique, pad work, shadowing and abdominal work will bring a sweat to the best of them. Lets burn some calories!

• Pilates This class will assist in strengthening your core area and improving your flexibility, by focusing on correct body alignment, breathing and lengthening and strengthening your muscles.

• Pre/Post Natal This pregnancy class is designed to maintain core strength, flexibility of the spine, posture and to give a clear picture of what pelvic floor control means. Classes are suitable for mothers from 8 weeks after birth (for natural birth and Caesarean).

• Yoga Our instructors will gently guide you to a new level of strength and

flexibility whilst helping you to re-centre and relax yourself. It will develop an alignment of body, mind and spirit for a healthier state of being.

• Zumba Exotic rhythms set to high energy Latin and international beats. It's a combination of fitness and dance moves on swinging Latin music. It's easy to do, effective and totally exhilarating.

Cycle

• Cycle An exercise class performed on stationary bikes. It will increase your fitness level, burn fat and tone and shape your legs, hips and butt.

Pool

• Water Workout A great work-out whilst receiving the benefits of a low impact session. The class is set to uplifting music, is designed to improve cardiovascular fitness, strengthen your muscles and is ideal for all types of fitness levels, especially those recovering from injury.

Active 50+

• All Active 50+ Classes Wet or dry there are several classes for older adults all designed to increase mobility, flexibility, strength, balance and cardiovascular fitness. All levels from beginner to advanced are catered to. So join the crowd, have some fun and feel fitter and stronger for longer! For individual class descriptions see the Active 50+ brochure.

Centre Opening Hours

Please note all aquatic areas close 15 minutes before closing time.

WaterMarc Banyule 1 Flaxton Drive Greensborough Victoria 3088
Tel: 03 0300 0000 Fax: 03 0300 0000
watermarcbanyule.com.au



CLASS TYPE	ADULT	CONCESSION	DAYS	TIMES
Group Fitness / Water Workout	\$11.50	\$8.50	Monday to Friday	6:00am - 8:30pm
Group Fitness / Water Workout 10 Visits	\$88.50	\$75.00	Saturday & Sunday	8:00am - 6:00pm
Group Fitness / Water Workout 20 Visits	\$185.20	\$141.80		
Active 50+ Classes	N/A	\$6.70		
Active 50+ Classes 10 Visits	N/A	\$63.80		

Form/Survey Style

WaterMarc Centre Survey

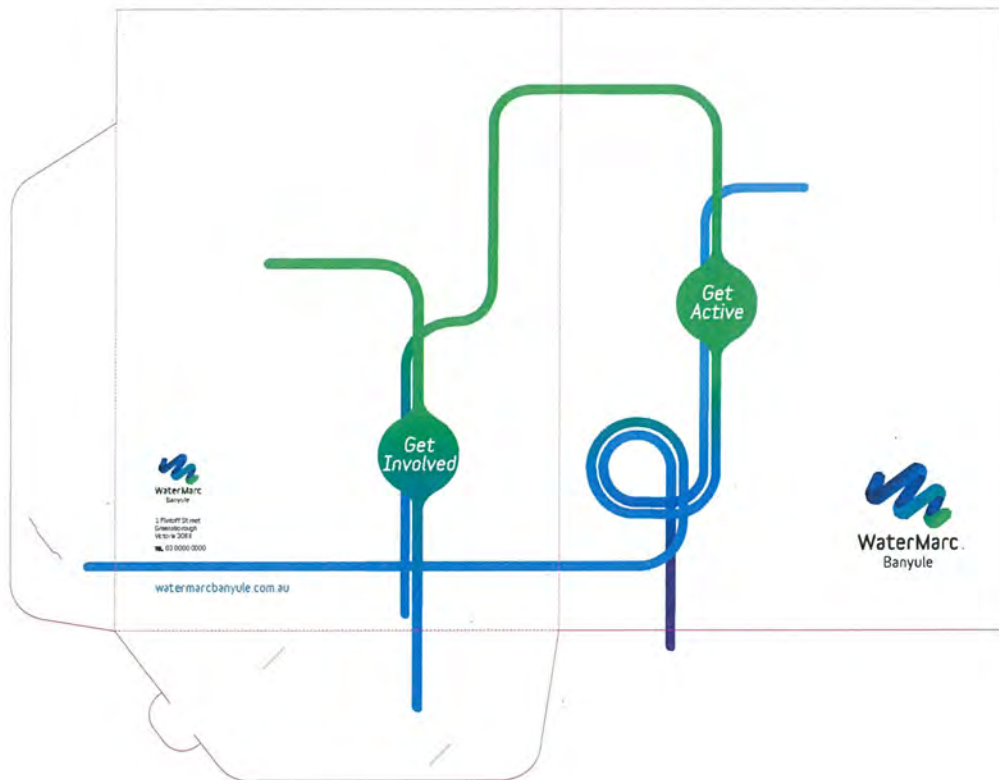
How are we doing?

Please take a few minutes to fill out this survey on your experiences at the WaterMarc Leisure Centre. We welcome your feedback and your answers will be kept confidential. Thank you for your participation.

OVERALL						
How long have you been attending WaterMarc?						
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
< 1 month	1-6 months	6-12 months	1-2 years	2-4 years	4+ years	
CUSTOMER SERVICE						
How would you rate the customer service staff?						
Knowledge	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	Excellent	Very Good	Good	Average	Poor	NA
Friendliness	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	Excellent	Very Good	Good	Average	Poor	NA
Professionalism	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	Excellent	Very Good	Good	Average	Poor	NA
Overall	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	Excellent	Very Good	Good	Average	Poor	NA
HEALTH CLUB						
How would you rate the health club?						
Equipment	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	Excellent	Very Good	Good	Average	Poor	NA
Cleanliness	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	Excellent	Very Good	Good	Average	Poor	NA
Staff	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	Excellent	Very Good	Good	Average	Poor	NA
Overall	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	Excellent	Very Good	Good	Average	Poor	NA
GROUP FITNESS						
How would you rate the group fitness?						
Range of classes	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	Excellent	Very Good	Good	Average	Poor	NA
Time of classes	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	Excellent	Very Good	Good	Average	Poor	NA
Standard of equipment	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	Excellent	Very Good	Good	Average	Poor	NA
Room temperature	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	Excellent	Very Good	Good	Average	Poor	NA
Quality of the group fitness instructor	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	Excellent	Very Good	Good	Average	Poor	NA
Overall	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	Excellent	Very Good	Good	Average	Poor	NA

AQUATICS						
How would you rate the swimming pool temperature?						
25 metre	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	Excellent	Very Good	Good	Average	Poor	NA
Toddler/kids	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	Excellent	Very Good	Good	Average	Poor	NA
Spa's/steam	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	Excellent	Very Good	Good	Average	Poor	NA
How would you rate the swimming pool cleanliness?						
25 metre	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	Excellent	Very Good	Good	Average	Poor	NA
Toddler/kids	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	Excellent	Very Good	Good	Average	Poor	NA
Spa's/steam	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	Excellent	Very Good	Good	Average	Poor	NA
How would you rate our lifeguards?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	Excellent	Very Good	Good	Average	Poor	NA
CHANGE ROOMS						
How would you rate the standard of the change rooms?						
Cleanliness	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	Excellent	Very Good	Good	Average	Poor	NA
Temperature	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	Excellent	Very Good	Good	Average	Poor	NA
WATERMARC CAFE						
How would you rate the WaterMarc Cafe?						
Quality of food and drinks	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	Excellent	Very Good	Good	Average	Poor	NA
Variety of food and drinks	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	Excellent	Very Good	Good	Average	Poor	NA
Quality of service	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	Excellent	Very Good	Good	Average	Poor	NA
ADDITIONAL FEEDBACK						
Please list any areas in which you feel WaterMarc could improve or explain any low responses.						
Please share any additional comments.						
PERSONAL INFORMATION						
Do you wish to be contacted regarding this survey? <input type="radio"/> Yes <input type="radio"/> No						
Name _____ Phone _____						
Thank you for taking time to fill out our survey. We rely on your feedback to help us improve. Your input is greatly appreciated.						

Presentation Folder



DL Flyer

Outside

Important things to know:

- Please allow your child 15 minutes to get a warm-up & change of nappy plus a swimming costume
- Remember: children always sit their own pack on their own terms
- Ensure that your child has been to the toilet before the lesson
- Wash & play time in the water before the lesson
 - As this can help children feel more relaxed in the pool
- Please arrive on time for your child's lesson
- We have chairs to be seen while taking lessons
- Lying or curling hair to be left back and out of the face
- Do not borrow Loans to Swim, Leisure Centre equipment. It is intended for use by instructors during the lesson
- Watch the ABCDEF rules for the instructor to complete the lesson
- Feel free to talk to instructors and reception staff if you have any queries, need information or if there is anything in particular you need to know about your child
- Occasionally there will be new instructors, gaining experience by working alongside our instructors, and your children. If an instructor is absent, the class will continue with another member of our staff
- As a courtesy and/or to provide you and your child with the best training available. With your help and support this can be achieved

Centre Opening Hours
Monday to Thursday 6am-4pm
Friday Sat: 7am-3pm
Sun/Thu 7am-12.30pm
Sunday 8am-12.30pm
Public Holidays 9am-4pm
Closed Christmas Day, Good Friday & August Day

No Child missing on Sundays & Public Holidays



For further information
Please contact the WaterMarc
Front Desk on 0203 8000

Dive into Swim School at WaterMarc



Inside

Our Learn to Swim Program aims to provide a happy and safe environment, where individuals can learn to be confident in water. As they explore the aquatic environment, each individual's progress and development will be facilitated by the guidance of our Aquatic trained instructors. After progressing through carefully graded Learn to Swim classes, children can progress to preliminary squad training aimed at improving stamina and developing correct techniques in a variety of strokes.

Children's Rights

- While in our care, children have the right to:
 - Participate and receive a full range of activities
 - Be heard
 - Have fun, and
 - Develop at their own pace

Babies & Water Awareness

The programme's focus is on developing the water skills of adults in attendance as the children play safely, only steps and floaties.

Our Baby and Family Swim Program is available for parents and their baby from 6 months of age. Before entering the programme you may think you can do for your child:

- Use the bath tub to explore water from Day 1
- As your child gets older hop into the family bath with them. Let them explore the water, use toys. Gently blow their hair to get water on the baby's head, and use 6 year child's hair dry. 12.30 Ready, Go! that gently tap some water over your child's head. Always give the child the cue, they will soon know when to react
- Have showers with your child
- Visit the pool so your child can get to know the surroundings

Costs

- 1st Child* - \$120 per session weekly in term
- 2nd & 3rd Child* - \$100 per child weekly in term
- *Fee includes a term ticket
- Private Lessons
- \$20 per hour - 1 child
- \$40 per hour - 2 children

Booking Information

- Booking: All lessons will be conducted on a term basis
- All bookings must be accompanied by a completed enrolment form and payment for the term
- How payments must be paid in full for the whole term (usually 12 weeks) at the start of booking
- All children in our waiting programme will be given preference in our next term program
- There is a comprehensive range of classes offered. All children will be graded prior to the end of the term, so that parents will know what class to put them in for the following term
- Booking: during the term is subject to availability
- One make-up per term allowed, which must be taken within the current term
- The pool must be checked at reception before attending your child's class

CLASS LEVELS

Level	Type	Class Size & Duration
Babies	6mths - 2 yrs	8 only Parent and Child (30 mins)
Babies - Advanced	2.5mths - 2yrs	8 only Parent and Child (30 mins)
Pre-School	Beginner	4 only (30 mins)
	Intermediate 1	4 only (30 mins)
	Intermediate 2	8 only (30 mins)
School Age	Advanced	8 only (30 mins)
	Beginner	4 only (30 mins)
	Intermediate 1	8 only (30 mins)
Squads	Intermediate 2	8 only (30 mins)
	Swimmer	7 only (30 mins)
Coaching	Min Level 1	15 only 80 mins
	Min Level 2	15 only 80 mins
Adults	Beginner	1hr - 1.5hrs
	Advanced	1hr

A5 Flyer

Outside

Important things to know...

- Please ensure your child is in their correct swimming level and age group.
- Remember children develop at their own pace (SWIM) is compulsory.
- Ensure that your child has been to the toilet before the lesson.
- Children play time in the water before the lesson so the children challenge and enjoy their lessons.
- Please arrive on time for your child's lesson.
- We have a strict no-swimming while eating policy.
- Long or curly hair to be tied back and out of the face.
- Do not borrow Learn to Swim Leisure Centre equipment. It is essential for use by instructors during the lesson.
- Wipe at the door before you go for the instructor to ensure the pool is dry.
- Feel free to talk to instructors and reception staff if you have any concerns, need information and there's anything a parent has need to know about your child.
- Occasionally there will be new instructors joining supported by working alongside our instructors and your children. It is an instructor's intent, the class will continue with another member of our staff.
- All lessons are supervised by qualified staff and your child will be safe to enjoy their lesson. With your help and support this can be achieved.



Centre Opening Hours

Monday to Thursday 8am-6pm
 Friday 8am - 3pm
 Saturday 9am - 5.30pm
 Sunday 9am - 5.30pm
 Public Holiday: 9am - 4pm
 Closed Christmas Day Good Friday & Easter Day
 No child swimming on Sundays & Public Holidays.

For further information
 Please contact the WaterMarc
 Front Desk on 0200 9000.

Dive into Swim School at WaterMarc



Inside

Our Learn to Swim Program aims to provide a happy and safe environment where individuals can learn to be confident in water. As they explore the aquatic environment, each individual's progress and development will be facilitated by the guidance of AUSTSWIM trained instructors. After progressing through carefully graded Learn to Swim classes, children can progress to preliminary squad training aimed at improving stamina and developing correct techniques in a variety of strokes.

Children's Rights

While in our care, children have the right to:

- Participate and enjoy at all times.
- Be heard.
- Have fun, and
- Develop at their own pace.

Babies & Water Awareness

This program works toward independence in the water (such as adults in attendance) as the children play games, sing songs and have fun.

Our Baby Water Familiarisation Program is available for parents and their babies from 6 months of age. Before entering the program there are many things you can do for your child:

- Use the bath time to explore water.
- Use the pool in your child's cot to get to know the surroundings.

- As your child gets older, help into the family bath with them. Let them explore the water on their own. Baby Water Familiarisation is not water on the baby's head and feet. Give your child a lot of big, 12-15 second, big splashes to get water over your child's head. Always give the child the cue they will use to know when to splash.
- Have showers with your child.
- Use the pool in your child's cot to get to know the surroundings.

Costs

1st Child: \$11.00 per lesson (1 week in term)
 2nd & 3rd Child: \$10.50 per child (1 week in term)
 Private Lessons: \$30 per half hour - 1 child
 \$44 per half hour - 2 children
 *Fee will be payable on a term basis.

Booking Information

- Bookings for lessons will be conducted on a term basis.
- Bookings must be accompanied by a completed enrolment form and payment for the term.
- New enrolments must pay in full for the whole term (usually 10 weeks) at the time of booking.
- All children in our existing term program will be given preference in our next term program.
- There is a comprehensive range of classes offered. All children will be graded prior to the end of the term so that parents will know what classes to put them in for the following term.
- Bookings during the term are subject to availability.
- One make-up per term is allowed, which must be taken within the current term.
- There must be a receipt of payment before attending your child's class.

Class Levels

Level	Type	Class Size & Duration
Babies	6mths - 2 yrs (Parent and Child)	8 only, 30 mins
Babies (Advanced)	18mths - 2 yrs (Parent and Child)	8 only, 30 mins
Pre-School	Beginner	4 only, 30 mins
	Intermediate 1	4 only, 30 mins
	Intermediate 2	5 only, 30 mins
School Age	Advanced	5 only, 30 mins
	Beginner	4 only, 30 mins
	Intermediate 1	5 only, 30 mins
Squads	Intermediate 2	5 only, 30 mins
	Advanced	6 only, 30 mins
Coaching	Starter	7 only, 30 mins
	Me Level 1	10 only, 60 mins
Adults	Me Level 2	10 only, 60 mins
	All levels	1 hr - 1.5 hrs
Adults	Beginner - Advanced	1 hr

Poster Formats (A4/A3/A2)



Pull Up Banners



Please note photos used are sample stock photography only to demonstrate the photo style. All photos must be taken on site.

Pull Up Banners



E-Newsletter



Newspaper Advertisements

4 Module



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Get Active



WaterMarc.
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www.watermarcbanyule.com.au



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Get Involved



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Enjoy New Challenges



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Newspaper Advertisements

4 Module Wide

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Enjoy New
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Get
Involved



Please note photos used are sample stock photography only to demonstrate the photo style. All photos must be taken on site.

Newspaper Advertisements

8 Module Wide



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Get Involved

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Get Active

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Banyule

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Please note photos used are sample stock photography only to demonstrate the photo style. All photos must be taken on site.

A5 Feedback Form

Feedback Form

We welcome your comments and suggestions

Name: _____

Date: _____

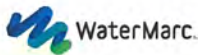
Do you wish to be contacted: Yes No

Contact number: _____

Email address: _____

Are you happy for your feedback to be displayed? Yes No

Thank you for your comments.



Office use only

Actioned by: _____

Date: _____


Response:

Powerpoint Presentation

Cover page

Type Heading Here

Subheading Here

 WaterMarc.

Inside page

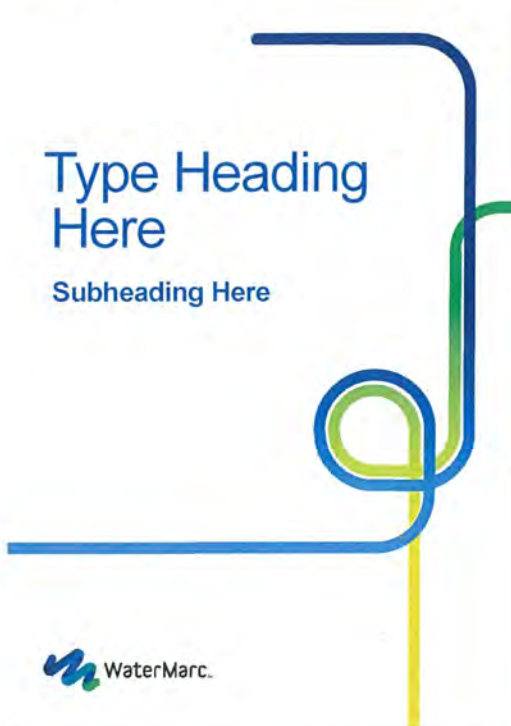
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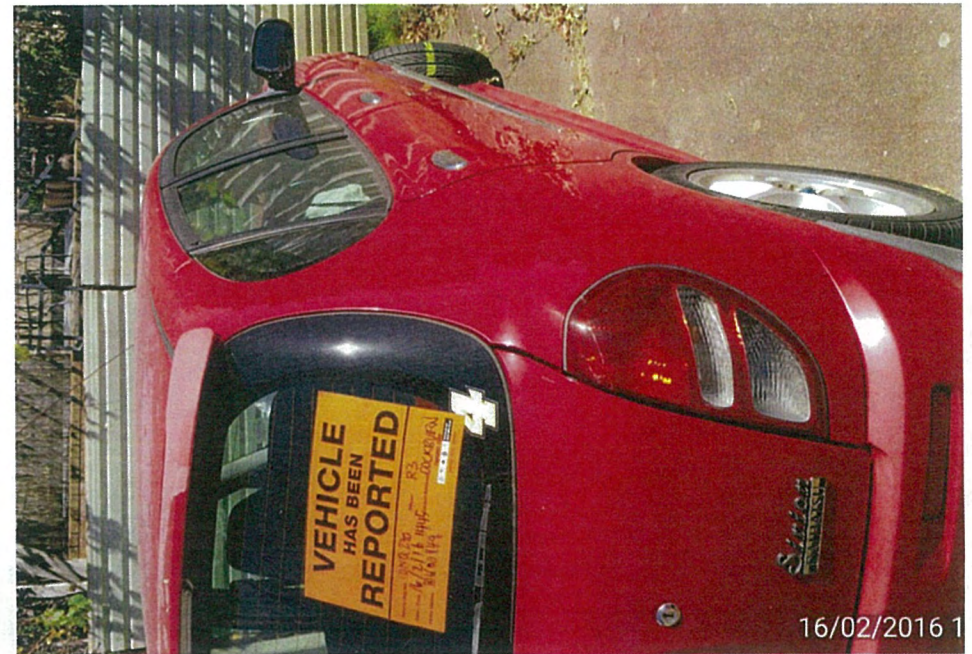
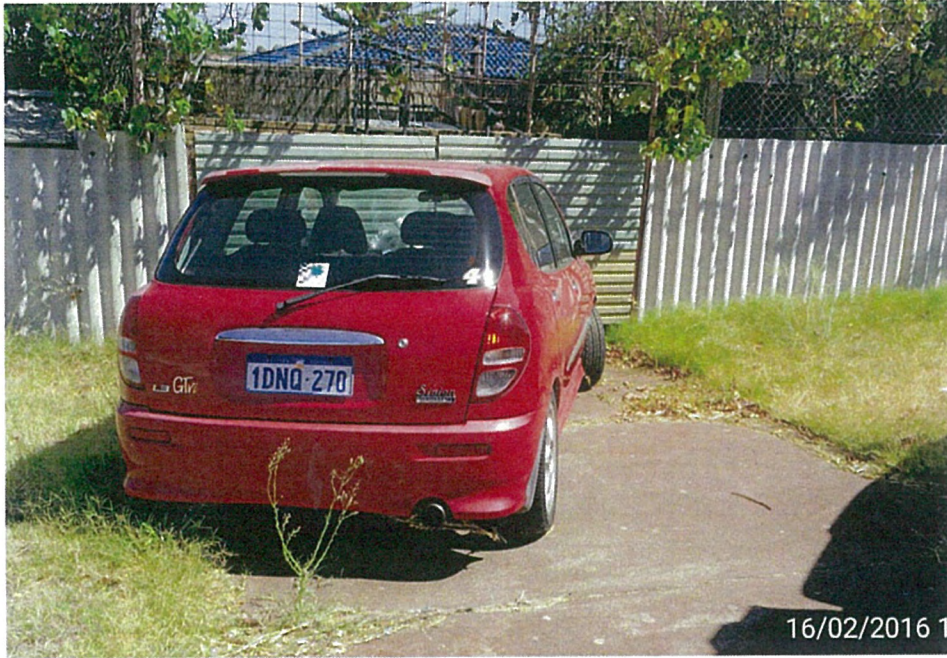
Inside page



Contact

For all WaterMarc logo usage,
artwork must be approved by the
Banyule City Council Communications
Unit before proceeding.

Trish Hosking
Corporate Communications Coordinator
TEL 03 9490 4237
EMAIL comms@banyule.vic.gov.au





Parcel	
PIN	283257
Piparcel	P011048 143
Deposited Plans	
Nearmap	View the latest aerial photography in NearMap
Building Envelope	No
Councillors	View your Ward Elected Members
Waste/Recycle Collection Day	WEDNESDAY
Junk Whitegoods Collection	29-June-2015 and 11-January-2016
Green Waste Collection	21-September-2015 and 11-April-2016
Property	
Property No	2206613
Association	PROPERTY
Prop Type	Residential Single Dwelling
Address	98 Phoenix Road HAMILTON HILL WA 6163
Lot	143
Plan No	P 11048
Reserve No	
Reserve Name	
Vol Fol	1410 / 774
Area	0.072800 HA
Ward	West
TPS3 Zoning	Development Contribution Area 13 Residential-



City of Cockburn
G.I.S Services Department

Vehicle on verge 1DNQ 270

PRINTED ON:
25/02/2016

SCALE = 1:533

DISCLAIMER - The City of Cockburn provides the information contained herein and bears no responsibility or liability whatsoever for any errors, faults, defects or omissions of information contained in this document.





IMPOUND NOTICE



LOCAL GOVERNMENT ACT 1995 (SECTIONS 3.39, 3.40 & 9.3)
City of Cockburn (Local Government Act)
Parking & Parking Facilities Local Law 2007

Notice No.: 402828
Date: 16/02/2016
Time: 2:43 PM

To the owner of the vehicle:
Rego: 1DNQ270
State: WA
Make: DAIHATSU
Model: HATCHBACK

Location:
FENTON WAY
HAMILTON HILL

Your vehicle must be removed by:

Time: 2:43 PM
Date: 17/02/2016

Authorised Officer:

.....
Officer ID: 3664

It will then be alleged that it will have contravened the City of Cockburn's Local Law Clause 48 (2)(d)(i) - parked in excess of 24 hours.

Failure to remove your vehicle by the above time and date may result in the vehicle being impounded at Manheim, 62 Grogan Road, Perth International Airport, WA, 6105, in which case you will incur removal costs, impounding fees and ongoing storage fees.

Alternatively or additionally, the Council Local Law authorises Council to take action against you for the

ABANDONED VEHICLES – RCSS 3

Purpose

The purpose of this procedure is to govern the process of dealing with vehicles left abandoned within the City of Cockburn.

Scope

All vehicles that are abandoned whether registered or not anywhere within the City of Cockburn are subject to the following.

Relevant legislation:

- 48(2)(b)(1) – *Parking and Parking Facilities Local Law 2007*
- 49 – *Impounding*

Related legislations:

- Section 3.37 – 3.48 LGA 1995
- Regulations 29 LG (*Functions and General*) Regulations 1996

Procedure/Process

All abandoned vehicles must have a customer request created and related memos placed on the system are updated **at all times**.

Safety Note: *When inspecting vehicle please be mindful of discarded syringes, if a syringe is located please follow the procedure for the disposal of the syringes located in dot point (RCSS 0000) and please ensure you are wearing gloves at all times*

COMPLAINTS 3.1

1. On receiving a complaint complete as many details as possible especially in regard to vehicle's position, registration, make/colour/model length of time abandoned, including photographs, please ensure tyres are marked at this point in time.
2. Rangers are to ensure that all other relevant details are transferred onto the customer request management (CRM) system.
3. Check with the police and establish whether the vehicle is stolen or of interest to the police

ALL INFORMATION ACCESSED IS CONFIDENTIAL

- a. Details can **ONLY** be obtained by contacting Police Communications on **131444**.
- b. Information as to owner's details (name, address, etc.) of the abandoned vehicle itself will not be provided until such time as the vehicle itself has been impounded under current Police policies.

- c. **Individual authorised officer passwords have been provided and must be quoted.** (any issues with password *MUST* be report to the Senior Administration Officer)
- d. **WA Police will record all requests from authorised persons for vehicle owner details using the Police Computer Aided Dispatch (CAD) system.**
- e. **The Senior Ranger, Senior Administration Officer, or Ranger & Community Safety Services Manager *MUST* counter signs each request entry.**
- f. **It is the requesting officer's responsibility to ensure each request is signed by the Supervisor.**

Whilst the WA Police will supply the information in good faith, it does not guarantee the accuracy of the information.

- 4. Ensure registration number, engine number and chassis number are obtained if possible.
- 5. If stolen - Council responsibility ends there.
- 6. If not stolen and where appropriate try to contact owner to remove. If not removed within time specified proceed with impounding as per below in RCSS 3.2.
- 7. If vehicle is moved to another area, recommence process.

IMPOUNDING 3.2

- 1. Tow immediately if in dangerous position, unless reported stolen, contact Police for advice on removal. (Refer to relevant legislation as has been listed above).
- 2. Complete vehicle police registration check (to ascertain if stolen or not or of interest to the Police).
- 3. If possible, attempt to contact owner and request removal.

If not of interest or listed as stolen to WA Police:

- 4. Attach 24hr impounding notice on vehicle.
- 5. Place 'Vehicle Reported Sticker', on vehicle to advise the community that the matter is being investigated.
- 6. Tyres must be marked at this point in time.
- 7. Take photo in situ including tyre markings.

After 24 hours has elapsed at least:

- 8. Once 24 hours have lapsed and owner has not been contacted or vehicle has not been removed by owner; undertake another Police check to ascertain if interest has change (Stolen or not, etc.) and then commence impound process, if necessary.
- 9. Arrange towing time with contractor (Manheim 9267 8888)

10. Transport Operator will require the following:
- (a) Make/model & colour of vehicle (as much information as possible)
 - (b) Vehicle registration number, if available
 - (c) Vehicle condition, i.e. no wheels etc.
 - (d) Vehicle location – road, street, nearest crossroad, on verge, in bush etc.
 - (e) Ref number City of Cockburn – Year – Number (e.g. COC14xxx)
 - (f) Ranger name
 - (g) Date and time job received
 - (h) With copy of email to Senior Ranger
- 11.
- i. Where vehicle is of no commercial value (\$200.00 or less) it may be removed and disposed of immediately (abandoned vehicle wreck as defined under LGA Subdivision 4 and Regulations 29 LG *(Functions and General) Regulations 1996*).
 - ii. Once impounded complete register of impounded vehicle form and attach photo. Record **ALL damage to vehicle** including photos of the same.
- If vehicle is of interest to WAPOL please ensure follow up occurs until abandoned vehicle is disposed of or, if no longer of interest to WAPOL commence the impound process mentioned above.*

ADMINISTRATION 3.3

- 1) Complete impounded vehicle book and note tag number (e.g. COC14xxx) Ensuring as much detail as possible is recorded (better too much than too little).
- 2) Complete CRM and make necessary memo notes on action taken and outcome, ensuring all impound registers are updated.
- 3) Tag number must be written on windscreen of vehicle for identification purposes.
- 4) The investigating officer is then to forward the completed CRM to the CSO for ECM recording.
- 5) The investigating officer also needs to ensure that any hard copy paperwork including photos are placed within a labelled plastic sleeve with CRM number written on the front of this hard copy documentation and then placed in the CSO tray, for scanning and attachment to the CRM in question.
- 6) The CSO will then format a template letter to be sent to the registered owner of the vehicle as provided from WAPOL (at the time of impoundment).
- 7) Any further phone calls or correspondence on each vehicle are to be noted in register and also kept with the original CRM under memos.

Officers please note:

For recording purposes should documents be mislaid or lost Ranger Customer Service Officers will be scanning and recording all abandoned vehicle documentation in ECM. This is to take effect as from today.

When letter is to be sent to owner: CRM category 'Admin' – 'Abandoned Vehicle'

1. Allocate CRM to CSO (Jenni's position, currently Danielle or Ali). If either staff is absent forward to any CSO.
2. Write CRM number on front of documentation and put in CSO tray for letter to be sent.
3. CSO will send letter record in ECM, attach to CRM and file documentation.

I'm thinking we dispose of the 'Register of Impounded Vehicles Form' (please don't mistake this for the daily register currently used, this will continue) so long as you make notes in Pin force of any damage etc. which would normally be written on the form. Please write your original CRM number on the copy of the Impound Notice which will help if we need to look up any information.

This process includes paperwork for vehicles which have been removed by 'unknown persons' which should also be recorded.

When allocating a CRM to the CSO does please do a CHILD CRM from your original this is to keep all consistent. See attached and I have place a copy in your in tray.

Below examples:

The screenshot displays the 'Customer Request Management System - Application Process' window. The application ID is R14/07458, and the description is 'Abandoned Vehicle - 1 x Billy Cart left in bay at shop. Been there 6 weeks.' The status is 'Current', and the completion date is blank. The caller details include the company 'Bear', given name 'Fred', and address '52 Wellard Street, BIBRA LAKE WA 6163'. The owner is listed as 'City of Cockburn'. The customer type is 'Internal'. The interface includes a sidebar with navigation options like 'Primary Property Transfer', 'Save and Email Responsible Officer', and 'Add a Child Request'. The bottom status bar shows 'ALERTS: 2 Critical, 2 Warning, 8 Information, 0 Events, 0 Workflow' and the system time '4:36 PM 8/04/2015'.

Click on Add Child request

Not this on!

Enter details as per sample & Refer to CSO

CHANGE THIS TO YOU EG RANGER - LYN


SELECT THESE FIELDS
SOURCE=OTHER
NOTIFY BY=NO CONTACT
CUSTOMER TYPE=INTERNAL
GROUP=CRM RANGERS
REQUEST TYPE =ADMIN
SUBTYPE= AV

RELEASE OF VEHICLE 3.4

1. Any vehicle not been claimed within 60 days of impounding will be auctioned through Manheim. (Local Government Act Section 3.47).
2. All liaisons regarding an impounded vehicle once impounded will be dealt with by Manheim unless extension of time is requested by Senior Rangers or the Community Safety Services Manager.



Legend

 Dog on leads allowed

 No dogs allowed including a the cafe

**Cooge Beach Reserve 24306
Dog Permissions**

LOCAL GOVERNMENT ACT 1995

City of Cockburn

(LOCAL GOVERNMENT ACT) AMENDMENT LOCAL LAW 2016

Under the powers conferred by the *Local Government Act 1995* and all other powers enabling it, the City of Cockburn resolved on to adopt the following local law.

1. Citation

This local law may be cited as the *City of Cockburn (Local Government Act) Amendment Local Law 2016*.

2. Commencement

This local law comes into operation 14 days after the day of its publication in the *Government Gazette*.

3. Principal Local Laws

The *City of Cockburn (Local Government Act) Local Laws 2000* as published in the *Government Gazette* on 9 October 2000 and as published and amended in the *Government Gazette* on 13 November 2001, 15 November 2002, 26 September 2003, 25 November 2003, 27 July 2004, 17 May 2005, 11 January 2008, 10 December 2010, 16 December 2011, 22 June 2012, and 20 December 2013 is referred to as the Principal Local Law. The Principal Local Law is amended.

4. Part II amended

In clause 2.6 (1) (d) delete the following wording:

Reserve 24306 known as Coogee Beach.

and insert the following wording:

Portion of reserve 24306, being the beach and dunes of Coogee Beach Reserve.

Dated:

The Common Seal of the City of Cockburn was affixed under the authority of a resolution of Council in the presence of –

LOGAN K. HOWLETT, Mayor

STEPHEN CAIN, Chief Executive Officer