



# City of Cockburn Ordinary Council Meeting **Minutes**

For Thursday, 9 December 2021

These Minutes are subject to confirmation

Presiding Member's signature

A handwritten signature in blue ink, which appears to read "Logan Hewitt", is positioned above a horizontal blue line.

Date: 10 February 2022

# CITY OF COCKBURN

## Minutes

### Ordinary Council Meeting

#### Thursday, 9 December 2021

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**CITY OF COCKBURN**  
**Minutes**  
**Ordinary Council Meeting**  
**Thursday, 9 December 2021**

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**PRESENT****ELECTED MEMBERS**

Mr L Howlett	-	Mayor (Presiding Member)
Mr T Widenbar	-	Deputy Mayor
Mr K Allen	-	Councillor
Mr M Separovich	-	Councillor
Ms P Corke	-	Councillor
Cr P Eva	-	Councillor
Dr C Terblanche	-	Councillor
Mr T Dewan	-	Councillor
Ms C Stone	-	Councillor

**IN ATTENDANCE**

Mr T Brun	-	Chief Executive Officer
Ms V Green	-	Executive Corporate Affairs
Ms J Iles	-	Executive People Experience and Transformation
Ms E Milne	-	Executive Governance and Strategy
Mr D Arndt	-	Chief of Built and Natural Environment
Mrs G Bowman	-	Chief of Community Services
Mr A Lees	-	Chief of Operations
Mr N Mauricio	-	Acting Chief of Finance
Mrs B Pinto	-	Governance Officer
Mrs S D'Agnone	-	Council Minute Officer

**1. Declaration of Meeting**

The Presiding Member declared the meeting open at 7pm.

“Kaya, Wanju Wadjuk Budjar” which means “Hello, Welcome to Wadjuk Land”  
The Presiding Member acknowledged the Nyungar People who are the traditional custodians of the land on which the meeting is being held and pay respect to the Elders of the Nyungar Nation, both past and present and extend that respect to Indigenous Australians who are with us tonight.

Mayor Howlett advised the meeting would be electronically recorded and live streamed on the City’s website, except where Council resolves to go behind closed doors. All recordings are retained in accordance with the General Disposal Authority for Local Government Records, produced by the State Records Office.

A copy of the recorded proceedings of the whole Council Meeting will be available on the website within two business days of this Council meeting.

Images of the public gallery will not be included in the webcast, however voices will be captured and streamed. Everybody present should be mindful of their conduct during the recorded meeting.

Live streaming meetings is a Council initiative aimed at increasing the City's transparency and openness, as well as making Council meetings more accessible to the Cockburn community and those beyond.

Elected Members at the meeting will be voting on agenda items using an electronic system that will display the vote of each member and allow the votes to be recorded in the minutes of the meeting.

## **2. Appointment of Presiding Member**

Nil

## **3. Disclaimer (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)**

Elected Member	Type of Declaration	Item
Cr T Dewan	Impartiality Interest	Item 13.1
Cr C Stone	Impartiality Interest	Item 13.1
Cr K Allen	Impartiality Interest	Item 14.1
Mayor L Howlett	Impartiality Interest	Item 15.1
Cr K Allen	Impartiality Interest	Item 15.2
Cr K Allen	Impartiality Interest	Item 15.3
Deputy Mayor T Widenbar	Indirect Financial Interest	Item 16.1
Cr M Separovich	Financial Interest	Item 17.2
Mayor L Howlett	Impartiality Interest	Item 17.5
Cr C Stone	Impartiality Interest	Item 17.5
Cr K Allen	Impartiality Interest	Item 17.5
Mayor L Howlett	Impartiality Interest	Item 17.6
Cr C Stone	Impartiality Interest	Item 17.6
Cr K Allen	Impartiality Interest	Item 17.6

## **5. Apologies and Leave of Absence**

Cr L Kirkwood - Leave of Absence  
Mr S Downing, Chief Financial Officer - Apology



## **6. Written Requests for Leave of Absence**

Nil

## **7. Response to Previous Public Questions Taken on Notice**

All questions submitted at the previous Ordinary Council Meeting were responded to.

## **8. Public Question Time**

**Janette Mouttet, Jandakot**

Agenda Item 13.1 - Proposed Initiation- Scheme Amendment 152 to Local Planning Scheme 3 - Various Lots Comprising the Former Glen Iris Golf Course

Q1. Has the author of Item 13.1 of the Ordinary Council Meeting Proposed Initiation Submission, dated 9 December 2021, declared a potential Conflict of Interest with his well-known commercial activity, that is located within close proximity of the Glen Iris Golf Course and fragile ecosystem?

A1. The Chief of Built and Natural Environment advised the employee has previously declared this interest, and it has been determined that there is no Conflict of Interest, as the business is not located in the suburb of Jandakot. It should also be noted that all reports are reviewed by the City's Executive before they are included on a Council agenda.

Q2. So what was the date of the declaration?

A2. The Chief of Built and Natural Environment advised it was approximately 18 months ago.

Q3. Do you acknowledge seeing evidence of approximately 35 federally protected Carnabys resting on a Glen Iris Golf Course resting tree?

A3. The Chief of Built and Natural Environment acknowledged the City had sighted a photo provided by Ms Mouttet, showing black cockatoos on a tree on the former Glen Iris Golf Course and advised Ms Mouttet's email was circulated to all Elected Members.

Q4. Are Elected Members aware under Eastcourt Property Group and Acumen's watch, two large resting trees, including that one, have been removed from the course?

A4. The Chief of Built and Natural Environment advised this matter has previously been responded to, with the City's response copied into all Elected Members.

Q5. Were they native trees requiring a permit before removal (the resting trees)?

A5. The Chief of Built and Natural Environment advised that, as previously stated in responses to similar public questions, the removal of trees from private properties do not require the approval of the City.

- Q6. Do you think Mr Arndt's email to me on 6 December 2021, stating: "In support of their request to initiate a scheme amendment to rezone the former golf course, EPG has submitted an environmental report prepared by a suitably credentialed consultant that does not identify the land as an environmentally significant, fragile ecosystem" could possibly be due to the property owner or its Project Managers either incompetence, or purposeful own degradation of the golf course?
- A6. The Chief of Built and Natural Environment advised no. It should be noted that if the scheme amendment is initiated, the detailed Environmental Assessment Report will be forwarded to the State Environmental Protection Authority for review, a decision on the adequacy of the information, and whether the likely impact of the proposal warrants formal environmental assessment.
- Q7. Have Elected Members asked why Eastcourt Property Group's submission has omitted to reveal the significant degradation of the course since purchase, including removal of the irrigation infrastructure, five water bodies, as well as removal of course greens? If not, why not?
- A7. The Chief of Built and Natural Environment advised the scheme amendment report provides sufficient detail, in that it acknowledges the course was closed and the land has remained mostly unused since the current landowners acquired the properties. Regarding the scheme amendment, the assessment does not relate to the quality of what exists, but what is being proposed.

### **Jason Silvester, Jandakot**

#### **Agenda Item 13.1 - Proposed Initiation- Scheme Amendment 152 to Local Planning Scheme 3 - Various Lots Comprising the Former Glen Iris Golf Course**

- Q1. Are the Elected Members aware that Council Officers were provided with a report titled 'Coogee Golf Complex Business Plan' on 6 April 2021, and that report details the costs to develop a new 9 Hole, Par 3 Course at Coogee, at a staggering \$27M? If not, why not?
- A1. The Chief of Built and Natural Environment advised the City HAS received a confidential report on the 6 April 2021 on a draft and unreviewed business plan for the future golf course at Coogee. This is yet to be formally considered by Council, as the draft needs to be thoroughly assessed and peer reviewed.
- Q2. It must be noted that the only project listed of the 16 Key Projects set out in the Draft Annual Report that is completed refers to the Coogee Golf Course. Despite the Key Project being listed by Council Officers in their report as having been completed and Council Officers having received the Coogee Golf Course Business Plan some eight months ago, no details (either in summary form or by way of an actual copy of the Business Plan), have been provided to Council.

Are all of the Elected Members aware of any acceptable justification as to why the Council Officers have not been more diligent with their timing and transparent in a more timely and appropriate manner and not even advised Council of the existence of the Business Plan which they have had for eight months?



- A2. The Chief of Built and Natural Environment advised that, as the project is not proposed to be planned for delivery until 2028, subject to future Council approval of funding, this process will follow current priority projects.
- Q3. Within the submission Council Officers have stated that “despite the recent closure of Glen Iris ... the vast majority of the City’s residents continue to have access to golf course facilities in line with the recommendations of the above guidelines” (referring to travel distances).

Were Councillors advised by Council Officers that many golfing members of the community have already highlighted to Council Officers that due to the closure of the Glen Iris Golf Course they are faced with long queues, booking well ahead to get a tee-off time at these golf courses?

In light of Council Officers having been made aware of the long delays being experienced, why have the Councillors not asked Council Officers to provide a balanced view to their statement by obtaining readily available, factual evidence to confirm either ease of access to make a booking to play or indeed that there are sufficient vacancies at other courses (the publicly accessed courses such as Glen Iris Golf Course was). In reality, only a few public golf course players could afford to join the expensive golf clubs.

- A3. The Chief of Built and Natural Environment advised no specific research has been undertaken by the City to confirm the validity of this statement. The City has relied on the latest professional advice provided by the relevant industry bodies.
- Q4. Why have Council Officers referred to the Parks and Leisure Australian Guidelines in terms of determining the need for a golf course in the locality rather than referring to the City’s own Plan developed with the community and adopted by Council, that identifies that golf is the second highest most popular organised sport for adults and that the Plan outlines an implementation plan for a regional golf facility within the City of Cockburn?

The City’s own adopted Plan has identified the need for a regional golf course within the City of Cockburn and this should be the determining factor not a more generalised state-wide guideline.

- A4. The Chief of Built and Natural Environment advised the Parks and Leisure Australia (WA) Guidelines of Community Infrastructure was prepared in 2020. It is the more recent document, and provides a far more contemporary view of the community and sporting needs. It would be remiss of the City not to include comment on these guidelines in consideration of the current scheme amendment.

**Jeanette Smith, Jandakot****Agenda Item 13.1 - Proposed Initiation- Scheme Amendment 152 to Local Planning Scheme 3 - Various Lots Comprising the Former Glen Iris Golf Course**

- Q1. The City of Cockburn website states: "healthy and well-managed urban forests have been shown to provide a wide range of social economic and environmental benefits to urban communities, including health and well-being, enhancing biodiversity and improving ecological corridors, lower maximum summer temperatures, increasing amenity and property values, up to \$17,000, and reducing urban-heat-island-effect".

Then the website asks: 'how can you help', and answers: 'conserve existing trees on private property'. Therefore how can Councillors positively consider submissions which advocate destruction by proponents, in this case Eastcourt, of 700 of 1200 trees on Glen Iris Golf Course that will add to urban heat islands, increase the carbon footprint, adversely effect climate change, be detrimental to the well-being of its residents, as well as having an irreversible negative impact on the environment fauna and flora, added to which is the significant loss of amenity by infill of 550 houses that are not required for the City of Cockburn to meet its infill target?

- A1. The Chief of Built and Natural Environment advised the Perth metropolitan area as a whole is facing ongoing development pressures and it is unsustainable to force all urban growth to the fringes of the metropolitan area. It is a challenge faced by the City, and other local governments, to balance retention of vegetation in some infill areas but it also provides an opportunity to bring some of the private vegetation into the public domain, which will assist in ensuring its preservation into the future.
- Q2. Why would Councillors positively consider the total destruction of the wider community's 54.9ha open green space to simply add to the increasing concrete jungle, as evidenced on City of Cockburn's Intramaps?
- A2. The Chief of Built and Natural Environment advised that, as previously stated, on numerous occasions, the former Glen Iris Golf Course is not community open space, it is privately owned land. Through the future structure planning processes, there is opportunity to enhance the protection of a significant number of mature trees within this area, via their transfer into public domain, together with the opportunity for significant additional plantings.
- Q3. Are Councillors aware that a study by the University of Maryland, Environmental Science and Technology, October 2018, which cites data from the University of Melbourne, that the average 18-hole golf course of 32ha produces enough oxygen annually to sustain 85,000 people and that turf grass and vegetation also have the effect of reducing the heat of an area, Critical in Urban Environments"?

Extrapolated to the Glen Iris Golf Course area of 54.9ha the study confirms that the course can annually produce enough oxygen for over 135,000 people. If we are all meant to combat climate change, why would Councillors advocate such immediate destruction of significant oxygen-producing capabilities with nothing done in immediate substitution by Eastcourt?





- A3. The Chief of Built and Natural Environment advised it is unlikely Elected Members are aware of this exact study, however, they are familiar with the ways of reducing heat in urban environments, given the City is a growth Council, which balances the competing priorities of vegetation preservation and urban growth.
- Q4. Is Council aware that of the 1,200 mature trees listed in Eastcourt's huge submission, 700 of these trees will be destroyed which directly contravenes Council's own statement that the City asks it's ratepayers to "conserve existing trees on private property" to keep the healthy and well managed urban forests for social economic and environment benefits to urban communities, including health and well-being, to enhance biodiversity and improving ecological corridors, to lower maximum summer temperatures, increasing amenity and property values, and reducing urban heat island effect."?
- A4. The Chief of Built and Natural Environment advised the pertinent word is 'asks'. As a local government we can only ask this of our landowners. When a tree is on private property, it is exceedingly difficult to protect. What does provide protection is land tenure, and where vegetation can be included in the public domain, such as parks and road verges, it allows the local government an opportunity to protect and conserve this vegetation.

**Peter Lamkpin, Jandakot****Agenda Item 13.1 - Proposed Initiation- Scheme Amendment 152 to Local Planning Scheme 3 - Various Lots Comprising the Former Glen Iris Golf Course**

- Q1. Is every Councillor aware that the infill dwelling target for the City of Cockburn which consists of 14,680 dwellings by 2050, is already forecast to be delivered as part of the City's "Revitalisation Strategy Areas" with the infill of areas such as Hamilton Hill, Spearwood North, and Coolbellup, coupled with the dwellings expected to be provided within the vicinity of the Cockburn Central Activity Centre?
- A1. The Chief of Built and Natural Environment replied yes, Elected Members are aware of this projection, as it has been discussed at length in the City's draft local planning strategy. They would also be aware these are projections only.

7.23pm Cr Eva departed the meeting.

- Q2. Do the Councillors know that the subject site of Eastcourt's submission has not been identified as required to achieve the infill dwelling target as that target will already be met as part of the City's Revitalisation Strategy Area and those within the vicinity of the Cockburn Central Activity Centre? If not, why not; and if yes, why is the subject site then included?
- A2. The Chief of Built and Natural Environment advised that, as stated previously, on numerous occasions, the land is privately owned and the landowner is entitled to seek a change in zoning. This proposal is only being considered for initiation of the planning process and therefore is not included as part of the City's infill targets.

- Q3. At any point since 1 January 2018, has Eastcourt Property Group, or Acumen Development Solutions on behalf of Eastcourt Property Group, or any of its representatives, had any discussions/negotiations with the Council Officers relating to the City of Cockburn purchasing the Glen Iris Golf Course, if Eastcourt's Scheme Amendment does not receive approval from the Minister of Planning?
- A3. The Chief of Built and Natural Environment advised Eastcourt Property Group have consistently stated that they are not intending to sell the former Glen iris Golf Course. Whilst Eastcourt Property Group and Acumen Development Solutions have discussed how the site could hypothetically be developed within the parameters of the existing zoning, they have not discussed with officers what actions they would take if the scheme amendment is not approved.

7.26pm Cr Eva returned to the meeting.

### **Leanne Chaproniere, Jandakot**

#### **Agenda Item 13.1 - Proposed Initiation- Scheme Amendment 152 to Local Planning Scheme 3 - Various Lots Comprising the Former Glen Iris Golf Course**

- Q1. Why has Council not required Council officers to provide throughout this recommendation actual proof, actual facts and/or background information for their broadly worded statements made within the document in an effort to substantiate the change in zoning?
- A1. The Chief of Built and Natural Environment advised the proponent has provided more than sufficient detail for the City to recommend initiation and a request for consent to advertise from the Western Australian Planning Commission and the Environmental Protection Authority. There is no prescribed content required for scheme amendment reports, other than the provision of the amending text and mapping changes proposed.
- Q2. The need for extensive capital expenditure is mentioned. Where did the list come from and why is it there with no costings, when the replacement of the entire irrigation system is due to the fact that the owners dug it up and sold it.
- A2. The Chief of Built and Natural Environment advised provision of a specific set of costings is irrelevant to the item under consideration. As a local government, the City is well versed in this type of infrastructure and the relative costs required, when comprises a golf course, noting it has been planning one in Coogee for a number of years, and has had a number of feasibility reports prepared.
- Q3. Why has Council not insisted that Council Officers provide a detailed summary of the community's interests and concern that have been expressed in detail to those officers? For such a significant application with wide ranging ramifications to our community, as well as those of the wider Perth area, why have Council not required Officers, given the extensive consultation that has been undertaken between themselves and the proponent, listed within the submission, the critical issues associated with the submission, that are known at this point and not broad statements for later?



A3. The Chief of Built and Natural Environment advised Elected Members are well versed in the various views expressed over the past 18 months or so. Not only have some of those parties attended Council meetings to avail themselves of the opportunity for public questions, but many have also been diligent in copying the Elected Members into the majority of their emailed correspondence.

Q4. At the November Ordinary Council Meeting I asked how many meetings had been held between Eastcourt and their consultations with the City's officers, and on that night, the Mayor said to Mr Arndt to please ensure that Mrs C receives that number, because that is what I asked for. Mr Arndt has replied to me saying they do not have the resources to check it, and for me to go to FOI.

Section 5.36 (1) of the Local Government Act says a local government is to employ (b) such other persons as the Council believes are necessary to enable the functions of the local government and the function of the Council to be performed.

When will the CEO recommend to Council to employ more staff to enable them to undertake their functions to the satisfaction of the ratepayers of this City, or more so when will Council instruct all staff to complete a Contact Register to enable questions to be asked and answered with relevance in a timely manner, without having to resort to paying money to get the answers through Freedom of Information?

A4. The Chief of Built and Natural Environment advised the City is operating consistent with the Local Government Act and Planning Legislation Regulations and associated policies and practices, as directed by the state government. The additional reporting, demanded by certain ratepayers, is not consistent with state government requirements, and therefore the City will not be recommending to Council to increase resources to fund an unrequired level of service.

### **Wolfgang Javonovic, Jandakot**

Agenda Item 13.1 - Proposed Initiation- Scheme Amendment 152 to Local Planning Scheme 3 - Various Lots Comprising the Former Glen Iris Golf Course

Q1. Why have the Councillors not ensured that Council Officers have met one of their own publicly stated, primary benchmark criteria for the submission established by the Acting Chief Executive Officer in a letter to State Government, given that specifically, the Acting Chief Executive Officer has publicly stated to State Government some 15 months ago, that the proponent "would also be expected to provide extensive justification including but not limited to, demonstrating why a golf course is no longer viable", and having established that this primary benchmark the submission having had ample opportunity to address this, provides no such extensive justification to demonstrate the primary and significant benchmark criteria?

A1. The Chief of Built and Natural Environment advised this information is sufficiently set out within the proposal, which is included as an attachment to the report Officer's report.

7.34pm Deputy Mayor Widenbar departed the meeting.

Q2. Why have the Councillors, in accordance with the primary benchmark established by Council Officers, not requested actual proof and actual facts by way of extensive justification and demonstration to back up the general statement within the submission that "It is understood that the former use of the site as a golf course was not financially sustainable."?

A2. The Chief of Built and Natural Environment advised this information is sufficiently set out in the proposal, which is included as an attachment to the report.

Q3. Do the Councillors agree that Council Officers have fallen short of their own publicly declared primary benchmark for determining the ongoing viability of the Glen Iris Golf Course within the submission?

A3. The Chief of Built and Natural Environment advised that, as previously advised, this is a matter for the Elected Members to determine tonight.

Q4. Do the Council officers agree that in order to make a well informed and considered decision on such a significant, complex application with wide-ranging ramifications not only to the whole Cockburn community but also those of the wider Perth and country regions that the Council must be expected to be provided with unbiased, factually supported and detailed summaries by Council Officers of all submissions made to date on this Agenda item?

If yes, then the Councillors must agree that the current submission falls well short of these expectations?

If no, then where do the Councillors believe the current submission meets these expectations of unbiased, factually supported and detailed summaries?

7.36pm Deputy Mayor Widenbar returned to the meeting.

A4 The Chief of Built and Natural Environment replied no, as advised on numerous occasions during public question time, the process for a scheme amendment is prescribed by the Planning Regulations.

At this stage, Council is yet to initiate the amendment and request the consent needed to advertise from the Western Australian Planning Commission and the Environmental Protection Authority. Consideration of whether a proposed amendment should be supported only occurs after the public submission period has concluded.



**Joe Falzon, Spearwood**

As Mr Falzon was not present at the meeting, his questions will be treated as correspondence and a response provided in writing.

**Dragan Kuzmanovic, Coogee**

As Mr Kuzmanovic was not present at the meeting, his questions will be treated as correspondence and a response provided in writing.

The Presiding Member declared public question time closed. Questions submitted in writing that could not be asked at the meeting would be treated as correspondence and a response provided in writing.

**9. Confirmation of Minutes****9.1 (2021/MINUTE NO 0229) Minutes of the Ordinary Council Meeting - 11/11/2021****Recommendation**

That Council confirms the Minutes of the Ordinary Council Meeting held on Thursday, 11 November 2021 as a true and accurate record.

**Council Decision**

MOVED Cr K Allen SECONDED Cr M Separovich

That the recommendation be adopted.

**CARRIED 9/0**

**10. Deputations**

The Presiding Member invited the following deputations:

**Andra Biondi, Urbanista Town Planning and Paul McQueen, Lavan Legal**

Item 13.4 Reconsideration of Development Application DA21/0009 Lot 7 (157) Beenyup Road, Banjup - Retrospective Transport Depot and Storage Yard  
The Presiding Member thanked the deputation for their presentation.

7.40pm The Governance Officer departed the meeting and returned at 7.43pm.

**Jarrod Rendell (Accumen), George Hajigabriel (Rowe Group), Tanya Moran (Stantec GTA), Jason Hick (Emerge and Associates)**

Item 13.1 Proposed Initiation - Scheme Amendment 152 to Local Planning Scheme 3  
Various Lots Comprising the Former Glen Iris Golf Course  
The Presiding Member thanked the deputation for their presentation.

7.53pm The Council Minute Office departed the meeting and returned at 7.55pm.

**Nik Hidding - Peter Webb and Associates**

Item 13.4 Reconsideration of Development Application - DA21/0009 - Lot 7 (157)  
Beenyup Road, Banjup - Retrospective Transport Depot and Storage Yard  
The Presiding Member thanked the deputation for their presentation.

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

Nil

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

Cr Dewan declared he had not had sufficient time to properly read the amendments  
distributed at 5pm on the day of the meeting.

**8.10pm The following Items were carried by 'En Bloc resolution of Council:**

13.3	20.1	23.1
13.5	20.2	
13.7		



### 13. Built and Natural Environment

8.12pm Cr Separovich departed the meeting.

#### Declarations of Interest

Cr Dewan submitted a Declaration of Impartiality Interest, pursuant to r22 of *Local Government (Model Code of Conduct) Regulations 2021* for Item 13.1.

Nature of Interest: If a Council Member was elected on a platform which included opposition to the rezoning and redevelopment of the golf course land in the present case there is a strong reason why that support should be disclosed as an impartiality interest.

There having been a disclosure of an Impartiality Interest in my opinion there is a good reason having regard to the Dain case and the IW case referred to above, for the Council Member having disclosed the Impartiality Interest to be in a position where they are not present in the chamber when the issue of rezoning comes up for consideration and voting.

I have made a lawful disclosure of Impartiality Interest. I have received a legal opinion from the executive, received on 7 December 2021 at 10.20pm. In view of the opinion received, I have taken a considered view, to minimise any risk for the Council and abide by it and stay out of Chambers when the Item 13.1 is to commence.

Cr Stone submitted a Declaration of Impartiality Interest, pursuant to r22 of *Local Government (Model Code of Conduct) Regulations 2021* for Item 13.1.

Nature of Interest: Cr Stone distributed material during the recent election outlining her position on this matter.

8.14pm Having each declared an Impartiality Interest in Item 13.1, Cr Dewan and Cr Stone departed the meeting.

8.14pm Cr Separovich returned to the meeting.



### 13.1 (2021/MINUTE NO 0230) Proposed Initiation - Scheme Amendment 152 to Local Planning Scheme 3 - Various Lots Comprising the Former Glen Iris Golf Course

<b>Author</b>	A Davis
<b>Attachments</b>	<ol style="list-style-type: none"> <li>1. Draft Scheme Amendment Proposal (Circulated under separate cover)</li> <li>2. Letter to Glen Iris Residents - 15 November 2021 <a href="#">↓</a></li> <li>3. Petition response letter - to Standing Committee on Environmental and Public Affairs - 2 September 2020 <a href="#">↓</a></li> <li>4. Attachment 4 - letter to JRRA re presentation <a href="#">↓</a></li> </ol>
<b>Location</b>	Lot 139 Berrigan Drive, Lots 3, 6 and 7 Glen Iris Drive and Lots 509 and 512 Dean Road, Jandakot
<b>Owner</b>	Eastcourt Property Group
<b>Applicant</b>	Rowe Group/Acumen Development Solutions
<b>Application Reference</b>	109/152

#### RECOMMENDATION

That Council:

- (1) AMENDS the *City of Cockburn Town Planning Scheme No. 3*, pursuant to Section 75 of the *Planning and Development Act 2005*, or the following purposes:
- a Rezoning Lot 3 on Diagram 30047, Lot 6 on Diagram 91027, Lot 7 on Plan 21402, Lot 139 on Plan 18946, and Lot 509 on Diagram 91028 in the locality of Jandakot from 'Special Use' to 'Development',
  - b Rezoning Lot 512 on Diagram 94292 from 'Residential R40' to 'Development',
  - c Including the following new provisions in Table 9 – Development Areas:

Ref No.	Area	Provisions
DA 45	Glen Iris Estate, Jandakot	<ol style="list-style-type: none"> <li>1. An approved Structure Plan together with all approved amendments shall be given due regard in the assessment of applications for subdivision and development in accordance with clause 27(1) of the Deemed Provisions.</li> <li>2. The Structure Plan is to provide an appropriate mix of residential and compatible land uses.</li> </ol>
  - d Deleting 'Special Use 1' and 'Special Use 6' from Table 8; and
  - e Amending the Scheme map accordingly; and





- (2) NOTES the Amendment is complex under the provisions of the *Planning and Development (Local Planning Schemes) Regulations 2015* for the following reasons:
- a it is an amendment not addressed by the City's local planning strategy; and
  - b is an amendment relating to development that is of a scale, or will have an impact, that is significant relative to development in the locality.
- (3) REFERS the scheme amendment to the EPA, pursuant to Clause 81 of the Act, by giving to the EPA written notice of this resolution and such written information about the amendment as is sufficient to enable the EPA to comply with section 48A of the EP Act in relation to the proposed scheme amendment;
- (4) SUBMITS two copies of the proposed Scheme amendment to the Commission, pursuant to Regulation 37 (2) of the Regulations, to obtain consent to advertise the Scheme amendment; and
- (5) Subject to Clause 81 and 82 of the Act, if the Commission advises the City of Cockburn that it is satisfied that the complex amendment is suitable to be advertised, ADVERTISES the proposed amendment pursuant to the details prescribed within Regulation 38. Regulation 38 specifies advertising must not be less than a period of 60 days
- (6) REQUESTS permission from the WAPC to prepare a structure plan for the area identified in Point 1 above, pursuant to Clause 15(c) of the Deemed Provisions; and
- (7) REQUESTS permission from the WAPC to extend the advertising period of the Structure Plan from 42 to 60 days, pursuant to Clause 18(3A)(b) of the Deemed Provisions, and allow concurrent advertising of the proposals, consistent with Supplemental Provision 18(6) of Town Planning Scheme No.3.

### Council Decision

MOVED Cr P Corke SECONDED Cr P Eva

That Council:

- (1) Adopts (1) – (7) as recommended; and
- (2) Includes an additional point (8):  
Subject to the Council recommending initiation of the scheme amendment and subsequently the WAPC granting consent to advertise the scheme amendment and requiring a structure plan be prepared that an independently facilitated community forum be held during the advertising period, to provide residents with the opportunity to discuss all aspects of the proposal and to inform any submissions on the scheme amendment and structure plan.

**CARRIED 6/1**

**For:** Mayor L Howlett, Deputy Mayor T Widenbar, Cr M Separovich, Cr P Corke, Cr C Terblanche, Cr P Eva

**Against:** Cr K Allen



**Reasons**

An independently facilitated community forum would offer residents and the proponent the opportunity to question, discuss, evaluate and fully understand the implications and potential outcomes of this complex amendment and the proposed structure plan.

It is a simple fact that no matter how much any of us would like to be able to retain the golf course at Glen Iris, it is not within our power as a Council.

The land is privately owned and there is no legal mechanism under which a compulsory purchase could be forced. As such, it is incumbent upon us to look for the best possible outcome for all concerned, and as much as possible, for the flora and fauna of the area.

Residential development is actually permitted under the current zoning, and if they so desired, Eastcourt could lodge a subdivision plan for the R40 zoned driving range at any point.

For the other five lots, the SU1 and the SU6 zoned land, Eastcourt could prepare a structure plan with no statutory referral to the Environmental Protection Authority. There could be no conformity in the design of the area overall, the housing density could be much higher than in the Concept Plan and there could be considerably less public open space and retention of trees.

If it was developed in an piecemeal manner, the land could actually be moonscaped and we could lose all the trees.

**Executive Comment**

A community forum would result in residents being better informed about all aspects of the scheme amendment and structure plan prior to lodging a submission on the proposals.

8.18pm Cr Dewan and Cr Stone returned to the meeting.

**Background**

Council has received a request from the owners of the former Glen Iris Golf Club (Site) to amend the *City of Cockburn Town Planning Scheme No. 3* (TPS3) to rezone the land from a combination of 'Special Use' and 'Residential' zones to the 'Development' zone, in association with enabling textual modifications.

If accepted, rezoning the land to 'Development' (and including it within Table 9 of the Scheme) would establish a modern planning framework to consider comprehensive coordinated redevelopment of the total landholding, by requiring the preparation and Western Australian Planning Commission (WAPC) approval of a local structure plan prior to any subdivision or redevelopment of the site.



Initiation of the amendment will allow the City to refer the proposal to both the WAPC and Environmental Protection Authority (EPA) for their consideration, prior to advertising the proposal for a minimum period of 60 days.

If initiated, it is recommended that WAPC consent to prepare and concurrently advertise the more detailed structure plan proposal be sought at the same time, with an extended consultation time-period of 60 days to match the scheme amendment. This is to provide for a more informed consultation period.

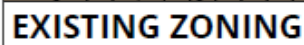
A golf course in one form or another has been on the central portion of the combined site since at least the early 1960's. Reflective of that existing use, the same land was zoned "Private Clubs and Institutions – Golf Club" when the City adopted its first town planning scheme (District Planning Zoning Scheme No.1) in 1974.



















As detailed in the report presented to the 10 September 2020 Ordinary Council Meeting (2020/Minute No.0203), the site has since formed the subject of a number of scheme amendment proposals, of which Amendments #64, #82, #119 and #168 to former District Planning Zoning Scheme No.2, effectively facilitated its staged evolution to an integrated golf course and residential estate during the 1990s.

Under the current City of Cockburn Town Planning Scheme No.3, the site is predominantly zoned 'Special Use No.1' (SU1 – Golf Course Estate), with the land encompassing the former clubhouse zoned 'Special Use No.6' (SU6 – allowing Private Recreation, Hotel, Convention Centre and associated uses), and the former driving range zoned 'Residential R40'.

Pursuant to Clause 3.10 of TPS3, the non-conforming use rights relating to the former driving range on Lot 512 Dean Road, expired 6 months after the cessation of use (approximately October 2020).





<b>REGION SCHEME RESERVES</b>		<b>LOCAL SCHEME RESERVES</b>			
	PRIMARY REGIONAL ROADS		PARKS AND RECREATION		R CODES
	OTHER REGIONAL ROADS		LOCAL ROAD		SPECIAL USE AREA
	WATER CATCHMENTS		PUBLIC PURPOSES : WATER CORPORATION		SUBJECT SITE
	RAILWAYS	<b>LOCAL SCHEME ZONES</b>			EXISTING LOT NUMBER
	PARKS AND RECREATION		RESIDENTIAL		
	PUBLIC PURPOSES		RESOURCE		
	PUBLIC PURPOSES : STATE ENERGY COMMISSION		MIXED BUSINESS		
			LOCAL CENTRE		

## Submission

The request to initiate the Scheme Amendment has been submitted by Rowe Group on behalf of Acumen Development Solutions (the appointed development management company of the Eastcourt Property Group), who lead a team of specialist technical consultants.

The previous owners ceased operating the golf course and sold the land to Eastcourt Property Group (Eastcourt) in March 2020. Eastcourt is a land development and investment company who purchased the land, with the intention to redevelop the land as a residential estate. This request to initiate an amendment to TPS3 is the first statutory step in seeking to achieve that vision.

## Report

The closure and redevelopment of golf courses is a growing trend both in Australia and internationally, to the point where other jurisdictions have prepared specific planning policy guidance. An example is the Victorian Government, with its *Planning Guidelines for the Conversion of Golf Course Land to Other Purposes (2020)*.

While the processes outlined in the above guidelines do not align particularly well with, or strictly apply to, the Western Australian planning framework, the basic principles (in particular as they relate to steps 1-4 of the following list) are broadly applicable to this stage of the formal process, as discussed in the following sections:

1. *Consider whether the land should be redeveloped.*
2. *Identify the strategic direction for the site.*
3. *Determine what assessments and approvals are required.*
4. *Document site values, constraints and opportunities.*
5. Engage the community.
6. Develop a land use concept that delivers net community benefit.
7. Deliver a quality outcome

Whilst the proponent would suggest that steps 5-7 have been addressed through their own pre-lodgement consultation process (and resultant Development Concept that informs their complementary draft Structure Plan proposal), under the formal statutory process, Steps 5 onwards will only occur if a scheme amendment (in one form or another) is initiated.

It is important to note that the Victorian Guidelines are quite broad, as they have been prepared to include assessment of both publicly and privately owned golf courses proposed for full or partial redevelopment. Some of the considerations raised, have greater applicability to the redevelopment of publicly owned assets, as opposed to privately owned land (as is the case in this instance).



Should the land be redeveloped?

The former golf course would need extensive capital expenditure if it were to reopen as viable proposition, including:

- replacement of the golf course maintenance machinery fleet
- replacement of the entire irrigation system
- club house major refurbishment
- on-course replacements including all greens.

Eastcourt have repeatedly advised that they have no intention of investing the significant capital necessary to reinstate the former golf course use, or of on selling the land to a third party for this purpose.

The City has no statutory authority to force the landowner to either sell the land or reinstate the former use, in fact without a similar scheme amendment, expiry of the non-conforming use rights over Lot 512 means there is now an impediment to that occurring over the former driving range portion of the site.

Of note, whilst the current zonings don't preclude redevelopment, development under this framework would be ad-hoc and highly unlikely to deliver a coordinated development outcome respectful of existing, surrounding land use and neighbourhood character.

For example, those lots zoned Special Use No.1 require inclusion of an integrated golf course in order to develop a range of residential, commercial, and community facilities. TPS3 does not define the use 'Golf Course' however or set any minimum standards (such as the number of holes, or the minimum proportion of the site to be set aside for this purpose).

Conversely, the former club house land (Lot 512 – Special Use No.6) may be developed with Private Recreation, Hotel, Convention Centre and Associated Uses but does not require construction of an integrated golf course.

A wide range of land uses are currently approvable under the 'Residential' (R40) zoning of the former driving range, including subdivision down to a minimum of 180m<sup>2</sup> (with an average of 220m<sup>2</sup>), without the need for any preceding structure plan to be approved.

Regardless of the redevelopment outcome, adopting a Development zone over the total site that requires the preparation of one comprehensive structure plan, will best enable community scrutiny and participation in the redevelopment process and afford Council the greatest influence over the ultimate form of redevelopment.

What is the strategic direction for the site?

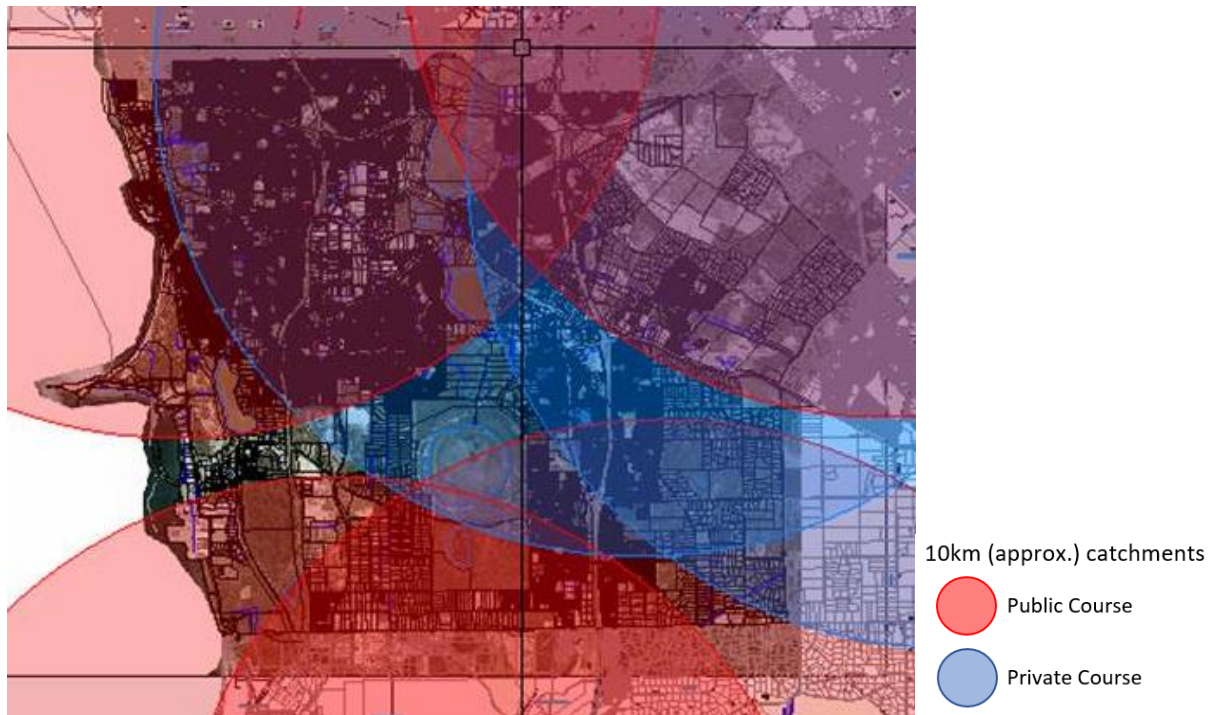
The land is both identified for 'Urban' purposes in the South Metropolitan Sub-Regional Planning Framework (the WA State Government's long-term integrated framework for land use and infrastructure provision), and zoned 'Urban' under the Metropolitan Region Scheme (MRS). It is not, nor has the golf course ever been identified or reserved for public use.



In terms of determining the need for a golf course in this locality, of relevance is the Parks & Leisure Australia (WA) *Guidelines of Community Infrastructure (2020)*, which specifically discourages the creation of additional golf courses within the Perth and Peel Regions (based on an oversupply of existing facilities).

Notably, the guidelines also suggest that golf courses have a 10km population catchment, with there being a number of private and publicly accessible courses within that distance of the City's local authority boundary, including:

- Melville (Private) – approx. 1km (to the north-east);
- Fremantle (Public & Private) – approx. 3km (to the north);
- Gosnells (Private) – approx. 5km (to the east);
- Marri Park (Public) – approx. 6km (to the south);
- Kwinana (Public) – approx. 8km (to the south); and
- Whaleback (Public) – approx. 8km (to the north east).



As demonstrated by the above graphic, despite the recent closure of Glen Iris therefore, the vast majority of the City's residents continue to have access to golf course facilities in line with the recommendations of the above guidelines.

In this context, it is appropriate that alternate land uses, consistent with the MRS Urban zoning of the land now be considered. This amendment seeks to enable such a process, via the most appropriate, coordinated, and transparent planning process available.



The proposal also presents an opportunity for a number of broader social, economic and environmental objectives to be achieved, including (but not limited to):

- Maximising the efficiency of existing urban zoned land, consistent with the sustainable growth objectives in Perth and Peel @ 3.5 Million;
- Generating additional infill development, consistent with the City's housing and growth objectives under both its current and draft Local Planning Strategies;
- Improving housing diversity (including age-in-place opportunities) consistent with the City's Age Friendly Strategy (2016), Housing Affordability and Diversity Strategy (2018), and Strategic Community Plan (2020);
- Delivering important upgrades to existing services and key road infrastructure (in particular, improvements to the future operation of Berrigan Drive);
- Significantly reducing annual groundwater usage over a Priority 3 Public Drinking Water Source; and
- Allowing for long term protection of a significant number of existing trees, via transfer into public ownership.

#### What assessments and approvals are required?

In effect, proposed Scheme Amendment 152 is an enabling mechanism, in that it proposes to rezone the entirety of the site into the 'Development' zone, whose objective is:

*To provide for **future residential, industrial or commercial** development to be guided by a comprehensive **Structure Plan** prepared under the Scheme.*

The Amendment also proposes to include the site within a 'Development Area'. This designation is a Special Control Area which provides the City with the ability to require specific provisions when considering structure plan proposals.

Scheme Amendment 152 proposes to insert the site into 'Development Area No.45' (DA45) within Table 9 of the Scheme. The specific provisions required for DA45 are proposed to be as follows:

REF. NO.	AREA	PROVISIONS
DA 45	Glen Iris Estate, Jandakot	<ol style="list-style-type: none"> <li>1. An approved Structure Plan together with all approved amendments shall be given due regard in the assessment of applications for subdivision and development in accordance with clause 27(1) of the Deemed Provisions.</li> <li>2. The Structure Plan is to provide an appropriate mix of residential and compatible land uses.</li> </ol>

The above provisions are considered acceptable, as they provide a further head of power for a structure plan to be lodged. Further, provision 2 considers that residential and compatible land uses are a logical development outcome for the site (industrial and large-scale commercial would not be appropriate).





The means to address critical issues identified later through the rezoning process can be inserted (where or if required), prior to final approval.

In recognition of the Special Use zonings being removed, the Amendment also proposes the deletion of the existing special land uses and conditions listed in Table 8 of the scheme that relate to different portions of the site.

Should Council resolve to initiate the amendment, the amendment must then be referred to the EPA, whom have 28 days to determine whether it requires formal environmental assessment. If it is not assessed, the developer and relevant planning authorities are still obliged to follow the recommendation of any advice given.

To be processed via the 'complex' local scheme amendment stream, the amendment must also be referred to the WAPC, whom have 60 days to determine whether to grant 'consent to advertise'.

If formal assessment is not required by the EPA, and consent is granted by the WAPC, the City must then advertise the scheme amendment for a minimum period of 60 days.

Consistent with TPS3 Supplemental Provision 18(6) (and the City's previous processing of similar proposals), WAPC permission would also be sought to prepare a structure plan over the site, and for its advertising to be extended to match the length and period of time as the scheme amendment.

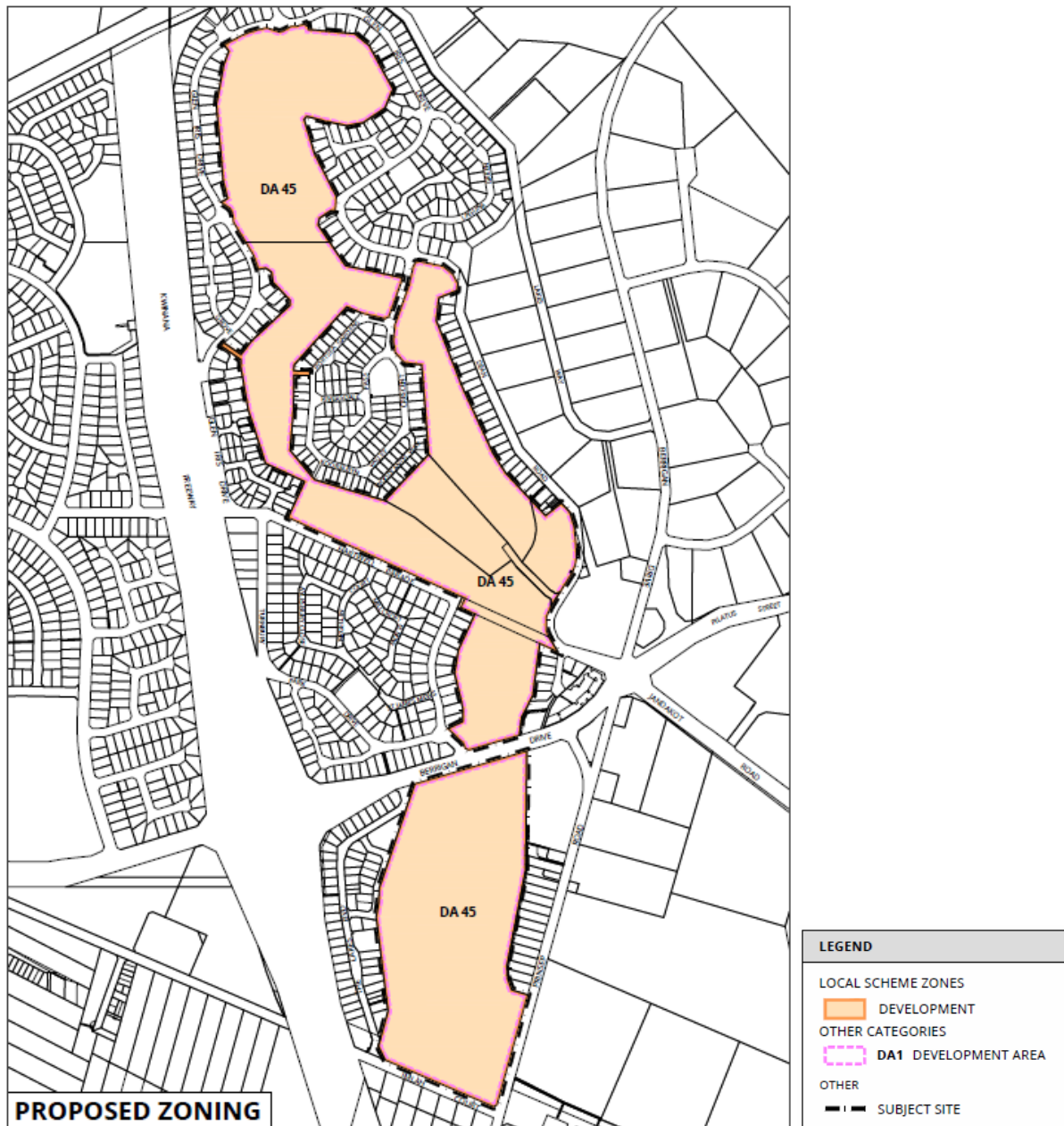
It's important to note that in no way does initiating the scheme amendment, or WAPC granting consent to advertise, oblige those agencies to recommend final approval to the scheme amendment or approve the draft structure plan.

The City is required to compile and consider the content of the submissions received, and whether any changes are warranted before making a final recommendation to the Minister for Planning on the scheme amendment, and to the WAPC on the draft structure plan (whom are the ultimate decision bodies).



What would the rezoning permit on the land?

Rezoning the site to 'Development' will not in itself permit any development, rather it mandates the preparation of a structure plan to establish appropriate land use and guide future subdivision and development of that land.

What issues have been considered?

Given its location within an established residential area, the former golf course land presents significant challenges for redevelopment, particularly with respect to site limitations (e.g. levels, drainage, vegetation retention), and community values and expectations.



Whilst the cumulative impact of the proposed development on surrounding landowners and the broader character of the area are best considered through the more detailed structure planning process, before agreeing to present the scheme amendment for Council's consideration, the City specifically sought and obtained:

- a comprehensive Environmental Assessment Report – examining the environmental attributes of the land (against relevant legislation);
- a Bushfire Management Plan – confirming the site can be redeveloped in a manner that is not reliant on compromising environmentally sensitive areas, or the safety of future or surrounding landowners; and
- Main Roads WA confirmation (in the form of a Stage 1 Intersection Control Approval) that the prospect of introducing a new traffic light-controlled intersection on Berrigan Drive, was a realistic proposition.

With respect to the latter, the City is aware of the existing traffic congestion issues and difficulties with accessing Berrigan Drive during peak periods. In the absence of the new intersection, Berrigan Drive is unlikely to be capable of accommodating the additional 5,000 vehicles per day the structure plan development concept is expected to generate on that road.

#### What's the status of the Local Structure Plan?

Clause 15 of the *Planning and Development (Local Planning Schemes) Regulations 2015* Deemed Provisions for Local Planning Schemes limits the City's ability to prepare or process structure plans to specific circumstances (such as where an enabling Development Zone is already in place).

As such, the draft Structure Plan submitted by the applicant with the scheme amendment proposal is yet to be receipted as a valid application, after which strict timeframes would apply to its future processing.

Clause 15(c) of the Deemed Provisions however, allows permission to be sought from the WAPC to prepare a structure plan where it accepts "*that a structure plan for the area is required for the purposes of orderly and proper planning.*" Such a request is reflected in the recommendation.

Arguably, it is this proposal which will be of greatest interest to the community as it includes far more detail, including the specific land uses proposed, the range of residential densities, key roads and the public open space network. It also includes a comprehensive development concept demonstrating the proposed interface treatment with surrounding land and analysis of neighbourhood character (both existing and desired).

If accepted by the WAPC, it would also avoid an unnecessary duplication of the advertising process, whilst affording a longer advertising period for consideration of the structure plan component.



There is also the opportunity to remove the uncertainty around what is proposed to be developed and if it will be supported by the agencies and Minister who make the final decision. If not accepted, then the advertising of a scheme amendment proposal will not have an informing plan (only a scheme amendment map to annotate a development zone and development area number).

City Officers (consistent with standard operating procedures and the City's Code of Conduct) have been liaising with the applicant and its technical consultants for several months regarding the required content and level of detail necessary for a local structure plan. This occurs for all strategic planning proposals in the interests of ensuring sufficient information is provided to enable proper scrutiny of planning proposals by both the public and government agencies. Put more simply, if this did not occur, applications would be advertising often missing critical information that our community and government agencies need.

In addition to more detailed versions of the documents discussed above, included in that documentation are:

- an Environmental Noise / Acoustic Assessment – assessing the likely impact on development and necessary amelioration techniques from noise generated by the surrounding regional road network, freight and passenger rail lines;
- a Servicing Report – identifying key infrastructure requirements and confirming the existing utility network's ability to accommodate the proposed development;
- a Transport Impact Assessment – examining the existing transport conditions, the adequacy of the proposed site layout, traffic generating characteristics of the development and its anticipated impact on the surrounding road network (for example looking at current traffic counts and what a new development would generate and whether that creates the need for road upgrades);
- a Local Water Management Strategy – providing a comprehensive assessment of the existing water management system (for example impacts to the groundwater levels and surface water flows from stormwater), and how it will be modified/integrated with the new development to improve water sensitive urban design outcomes;
- a Landscape Strategy – identifying how the proposed network of public open space (and other public realm areas), are to be landscaped to provide an attractive green link network that both acts as a buffer to surrounding development, and connects a series of smaller 'pocket' parks and focal open space spread throughout the site;
- a Retail Needs Assessment – assessing the potential for sustainable retail development opportunities resulting from the additional population generated by the development (having regard for the potential impact on nearby centres) as well as alignment with the City's draft local planning strategy analysis (which suggests an additional centre in the City's north east might be needed); and
- a Local Centre Concept – based on the above findings, that indicates how a local centre might be arranged (adjacent the existing commercial sites on Berrigan Drive), to service the needs of both existing and future residents.



There remain a number of relatively minor items that require correction and/or further refinement prior to public advertisement, but in general the content of the proposal and accompanying technical information submitted, is consistent with the requirements of the WAPC's *Structure Plan Framework (2015)*.

### **Strategic Plans/Policy Implications**

#### Local Economy

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

- Increased Investment, economic growth and local employment.
- Thriving local commercial centres, local businesses and tourism industry.

#### Environmental Responsibility

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

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

#### Community, Lifestyle & Security

A vibrant healthy, safe, inclusive and connected community.

- Accessible and inclusive community, recreation and cultural services and facilities that enrich our community.
- A safe and healthy community that is socially connected.

#### City Growth & Moving Around

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

- An attractive, socially connected and diverse built environment.
- An integrated, accessible and improved transport network.

#### Listening & Leading

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

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

### **Budget/Financial Implications**

N/A

### **Legal Implications**

*Planning and Development Act (2005)*

*Planning and Development Regulations (2009)*

*Planning and Development (Local Planning Scheme) Regulations (2015)*



## Community Consultation

### Preliminary engagement

While under no obligation to do so, the landowner has undertaken their own community engagement process to inform their proposal. Whilst pre-application engagement with surrounding landowners is always encouraged, the City will have much higher regard for the results of the its own consultation undertaken during the formal process.

In response to increasing community interest regarding the future of the golf course land, since the land was sold in early 2020 the City has:

- issued a number of media releases regarding its knowledge of the likely forthcoming redevelopment proposal;
- responded to a relatively large number of telephone enquiries;
- researched and responded to more than 250 email enquiries (many of which involved multiple exchanges);
- investigated and responded to over 200 questions at Council meetings;
- received four Freedom of Information requests;
- written (at key milestones) directly to Glen Iris estate residents (refer Attachment 2);
- Responded to the petition lodged by concerned residents to the Standing Committee on Environmental and Public Affairs (refer Attachment 3), and
- met directly with the Jandakot Residents and Ratepayers Association (refer Attachment 4);
- created and periodically updated a dedicated webpage to inform the public on the relevant planning processes, including a series of frequently asked questions.

The cumulative efforts to deliver the above have far exceeded the comparatively limited time City officers have spent across the preliminaries of the actual proposal itself (i.e. providing initial feedback about the level of information presented, and preparing this report to be considered). These efforts are unusual, even in the context of a high interest proposal but are perhaps reflective of the openness the current landowner has with regard to their intentions.

Knowing how the Glen Iris community value their current neighbourhood character and the angst they may feel to any changes proposed, City officers have been more than happy to engage with landowners to ‘demystify’ what can seem a confusing process.

### Formal consultation

As per Part 5 of the *Planning and Development (Local Planning Schemes) Regulations*, there are several amendment types: basic, standard and complex. These are defined in Part 5, Division 1, Regulation 34.



A complex amendment (such as this) requires 60 days consultation in recognition that such proposals have a greater impact on the community. Whereas a basic amendment requires no consultation and a standard amendment is 42 days consultation.

Section 18 of the Deemed Provision of the *Planning and Development (Local Planning Schemes) Regulations 2015* requires a structure plan to be advertised for 42 days.

Should the amendment be initiated, consistent with the intent of TPS3 Supplemental Provision 18(6), WAPC permission to extend and align the structure plan advertising to allow concurrent assessment with the enabling zoning should be requested.

### **Risk Management Implications**

It's important to note that when initiating an Amendment for advertising, it does not infer that it will ultimately be supported by the Local Government, the WAPC or approved by the Minister for Planning.

Should Council resolve to not initiate this amendment, the applicant has the ability under s.76 of the *Planning and Development Act 2005* to request the Minister for Planning direct Council to initiate the amendment.

In this event, the City's statutory role in the process is largely the same, however its opinion and ability to influence the final outcome is likely to be diminished.

The other risk is that similar landowner approaches to the Minister for Planning are made as part of the new local planning scheme.

### **Advice to Proponent(s)/Submitters**

N/A

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

Nil





Our Ref: 109/152

15 November 2021

Glen Iris Residents

## **GLEN IRIS ESTATE, JANDAKOT - PLANNING UPDATE**

Dear Resident,

Further to the City's update provided to all residents on 4 May 2021, I am writing to advise you that as of 15 October 2021 the City of Cockburn has received a formal proposal from the owners of the closed Glen Iris Golf Course land.

The request is to initiate an amendment to the City of Cockburn Town Planning Scheme No. 3 (TPS3) seeking to rezone the land from its current 'Special Use' and 'Residential' zones to 'Development' zone (including complimentary textual modifications).

The first step in the process is for City's officers to consider the scheme amendment and supporting documentation in the context of State Government planning frameworks/policies and any other applicable legislation.

A report will be presented for Council's consideration at its Ordinary Council Meeting (OCM) on Thursday 9 December 2021. The report to Council will consider the request on its planning merits, with an officer's recommendation based on this assessment.

The OCM agenda item will be published on the City's website at 8:00pm on Thursday 2 December, the week prior to the Council meeting. Please note all Council meetings are livestreamed or you can register to attend in person. Please go to [www.cockburn.wa.gov.au/agendas-and-minutes](http://www.cockburn.wa.gov.au/agendas-and-minutes) for the agenda and visit [www.cockburn.wa.gov.au/attend](http://www.cockburn.wa.gov.au/attend) if you wish to attend the meeting in person.

At its meeting, Council can resolve to:

1. initiate the amendment
2. initiate the amendment with modifications
3. refuse to initiate the amendment

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



Should Council resolve to initiate the amendment (with or without modifications), the documentation will then be submitted to the Environmental Protection Authority (EPA) and the Western Australian Planning Commission (WAPC) seeking consent to advertise the proposal.

Following their assessment, the EPA and WAPC would determine whether to grant approval for the amendment to be advertised, and if granted, the City would seek comments from the public, local residents and all other stakeholders for a minimum of 60 days. All comments received during this period will be fully considered by Council prior to a final recommendation being made.

Given the importance of this proposed amendment, the City requested that the landowner also prepare a Structure Plan detailing their development intentions. If the amendment is initiated, it is the City's desire to advertise this Structure Plan concurrent with the amendment, should the WAPC grant their consent.

Enclosed is an overview of the scheme amendment process and Structure Plan process. Please note that these are highly simplified versions of complex processes. A more detailed explanation of what a scheme amendment is can be found on the City's website which also includes links to the City's Town Planning Scheme No. 3. Visit [www.cockburn.wa.gov.au/scheme](http://www.cockburn.wa.gov.au/scheme).

The City is in the process of updating its webpage, including the frequently asked questions on Glen Iris ([www.cockburn.wa.gov.au/gleniris](http://www.cockburn.wa.gov.au/gleniris)).

It should be stressed that the City's officers have made no decisions regarding the proposed redevelopment of the closed golf course and that they are still determining an appropriate recommendation.

Any enquiries should be directed to the City's Strategic Planning team on 9411 3444 or at [stratplanning@cockburn.wa.gov.au](mailto:stratplanning@cockburn.wa.gov.au) in the first instance.

Yours sincerely,

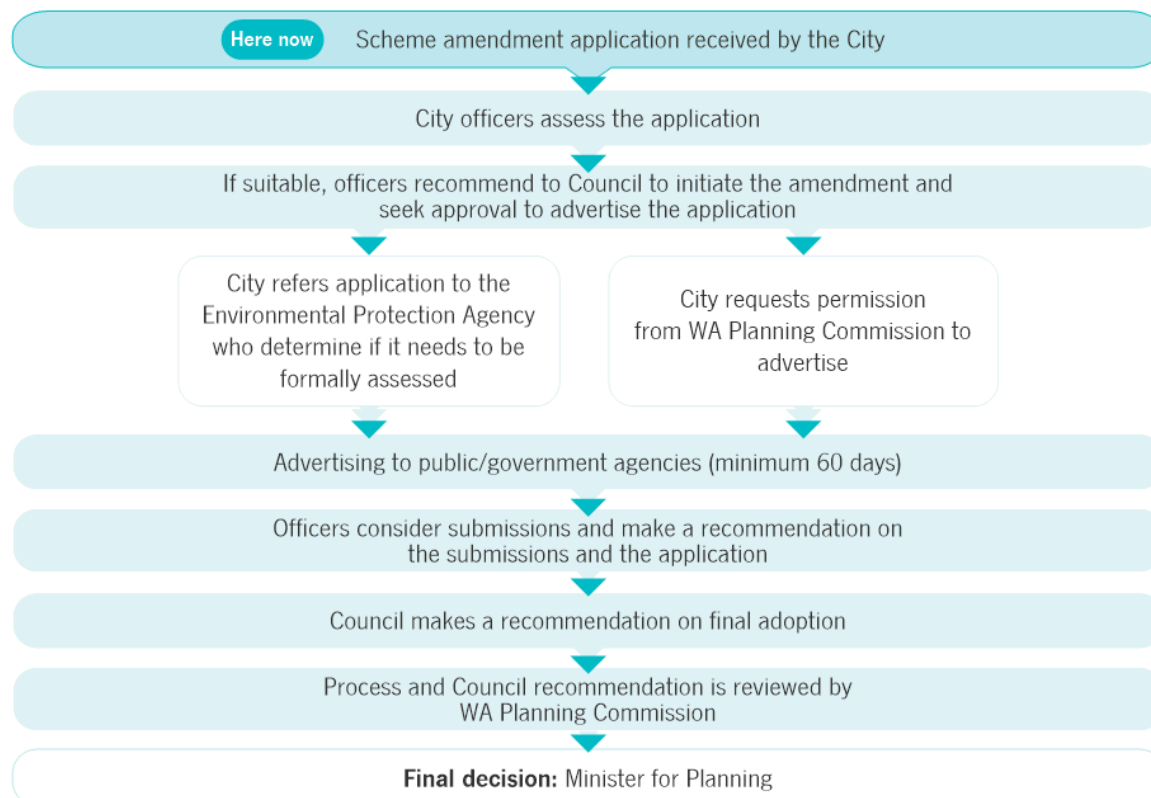


Daniel Arndt  
**Chief of Built and Natural Environment**



## 'Complex' Scheme Amendment Process

A 'Complex' Scheme Amendment typically seeks to change the zoning and/or high-level development standards that apply to specific land.



This is a simplified view of the complex amendment stream process.

### Scheme Amendment application considerations:

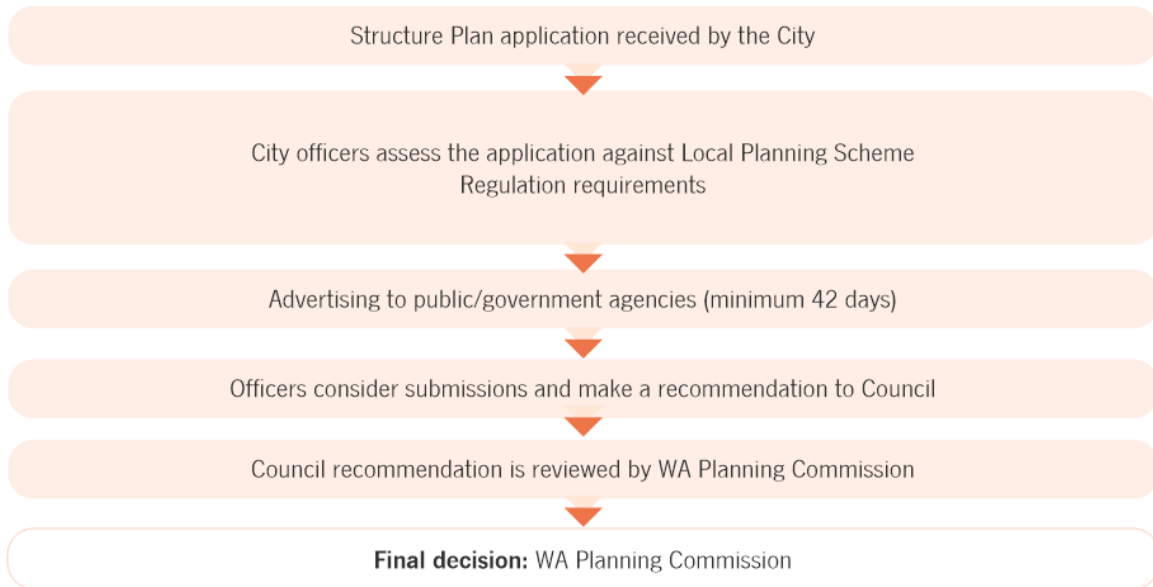
- ✓ Alignment with state level planning (Sub-Regional Planning Framework, state planning policies and Metropolitan Region Scheme)
- ✓ Why the zoning change is being requested
- ✓ If changed, what is the appropriate zoning
- ✓ Analysis of supporting assessments (e.g. environmental, servicing capability, traffic, bushfire, drainage etc.)
- ✓ Community submissions (highlights local issues and concerns)
- ✗ Feedback that relates to non-planning matters such as perceived loss of property value or the impact of future construction activity work cannot be considered in the City's assessment.

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## Structure Planning Process

Where enabled by an appropriate zone, a Structure Plan may be prepared.

A Structure Plan outlines the broad layout of development, including land use, residential densities, key roads and public open space, as informed by detailed technical studies.



### Structure Planning application considerations:

- ✓ Alignment with state and local planning policies
- ✓ Broad level design and interface with surrounding development land uses, density, traffic, movement and public open space
- ✓ Analysis of supporting assessments (e.g. environmental, servicing capability, traffic, bushfire, drainage etc.)
- ✓ Key matters to be addressed at subdivision and development stages of development.

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2 September 2020

Hon. Matthew Swinbourn MLC  
Chair  
Standing Committee on Environment and Public Affairs  
Parliament House  
4 Harvest Terrace  
WEST PERTH WA 6005  
Email: [env@parliament.wa.gov.au](mailto:env@parliament.wa.gov.au)

**Attn: Kristina Crichton, Committee Clerk**

Dear Hon Matthew Swinbourn,

**Re: Petition No. 154 - Redevelopment of the Glen Iris Golf Course**

I refer to your letter of 13 August 2020 (Your Ref: Petition No. 154) inviting the City of Cockburn to comment on the terms of the petition, as well as the submission made by the principle petitioner and the tabling Member.

The City has reviewed the terms of the petition and the submissions made and provide the following summarised responses to each of the issues raised.

1. Background and History of the Glen Iris Golf Course

The Glen Iris Golf Course was a privately owned and operated public golf course and was since it was first developed. The City has never had any involvement in the ownership or operation of the golf course.

The City has had three local planning schemes over the years and the zoning history of the land under the earlier (now revoked schemes) is set out in Attachment 1. The changes to the land over time covered an extensive number of scheme amendments. These amendments all occurred to District Zoning Scheme No. 2 which was in place until December 2002, when the current scheme was introduced. The golf course area is currently zoned 'Special Use No. 1' which permits a golf course estate, private recreation, hotel, convention centre and associated uses. The 'Special Use No. 1' zoning was adopted to facilitate the golf course estate in the mid-1990s and at the time included a structure plan, which guided the subdivision, land use and development of the area. There is also a small area, approximately 2ha, upon which the driving range is located, which is zoned 'Residential R40'. The

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land has never been indicated as public open space or any other form of reserve. It has always been privately owned.

2. Offer of sale of the Glen Iris Golf Course

The petition submission claims that the City of Cockburn declined the previous owner's invitation to purchase the Glen Iris Golf Course, which is incorrect. No decision was made. The City was approached by the previous landowners in 2017 to discuss the confidential sale of the golf course and whether the City would be interested in negotiating a purchase. Following a meeting with the landowners it became clear they considered the land was worth the equivalent residential land value and not the value as an operational golf course.

Before considering any potential purchase, the City sought details of the operational and management accounts for the golf course, however the landowners were not forthcoming with this information. As a result, the City was unable to undertake any due diligence in respect to a potential purchase.

The landowners subsequently proceeded to negotiate with a number of other parties based on the land being developed for residential purposes. Following its offer on the open market, the land was purchased by a development company (Eastcourt Property Group) who have indicated their intention to redevelop the land. They have advised that they are not in the business of operating golf courses and did not intend to keep the golf course and associated clubhouse running.

3. Planning consultation and procedural fairness

There are no proposals in respect to the subject land before Council for consideration at this point in time. The new landowner has made it known they intend to seek to redevelop the former golf course land. City staff have had some discussions with the new landowner, to provide procedural information. At this stage, the City does not have any further details of what or how the new owners might be intending to redevelop the golf course site.

To facilitate a redevelopment, the TPS3 zoning would need to be amended (for the Special Use 1 portion). The driving range is also zoned residential and has a density assigned (i.e.: R40), meaning a subdivision could be lodged and considered.

There are three key planning processes which apply to redevelopments; Scheme amendments, structure planning and subdivision. Amending the town planning scheme and the structure plan process are able to run concurrently. The City is not the ultimate decision maker in the planning process for redevelopments; this authority lies with the WAPC. The procedure for processing scheme amendments



and structure plans is set out in the *Planning and Development (Local Planning Scheme) Regulations 2015* and includes the deemed provisions for public consultation and referrals.

If the City did receive an application for rezoning of the golf course in the coming weeks, the first step is for officers to prepare a report for a Council meeting at which it would be determined whether Council would wish to initiate the Scheme Amendment (rezoning process) for advertising. This step in itself can take up to a month. If Council voted to initiate the Scheme Amendment for advertising, it would be assessed at that stage as to what measures would need to be taken into account to ensure that the public has adequate means to provide feedback, in accordance with the *Planning and Development (Local Planning Scheme) Regulations 2015*. The Scheme Amendment (rezoning) process is very comprehensive and should a proposal be received the City of Cockburn would ask landowners and the community to provide their feedback. All landowners within Glen Iris would receive a letter from the City requesting feedback, and it would also be advertised on the City of Cockburn website and more broadly to the community. This feedback would be taken into account in any final decision by Council.

#### 4. Effect of Planning and Development Amendment Bill 2020

The petitioners have sought inquiry into whether the recently passed *Planning and Development Amendment Bill 2020* would have an effect on a redevelopment proposal of the subject land. Specifically Part 17 'Special provisions for COVID-19 pandemic relating to development applications' provides new provisions that allow significant developments to bypass the standard development application procedure.

The *Planning and Development Amendment Bill 2020* will have no effect on the procedure for a proposed redevelopment of the golf course, as Part 17 of the Bill only pertains to the development application procedure. A proposed redevelopment of the golf course land will need to be considered through a scheme amendment and structure plan procedure, neither of which is subject to Part 17 of the Bill.

#### 5. Public Consultation Process

Public consultation is built into the redevelopment process, with formal advertising requirements outlined within the *Planning and Development Act 2005* ('the Act') and the associated *Planning and Development (Local Planning Scheme) Regulations 2015* ('the Regulations'). The Regulations outline the statutory requirements for advertising a proposed scheme amendment or structure plan, which includes the method of public advertising and the length of time required to advertise. The following table summarises some of the frequently asked questions about the

redevelopment planning process.

Frequently asked questions	Planning process		
	Amending planning scheme/s	Structure Planning	Subdivision
Can the landowner apply?	✓	✓	✓
Requires consultation with surrounding landowners	✓	✓	×
Where do applications get submitted?	City of Cockburn	City of Cockburn	Department of Planning, Lands and Heritage
Average timeframe for a decision	~10-12 months or longer	~8-10 months	~3 months
Decision maker	Minister for Planning	Western Australian Planning Commission	Western Australian Planning Commission

Some local residents have expressed frustration that they were not consulted or made aware of the sale of the Glen Iris Golf Course; however private land sales are not bound to any consultation requirements.

#### 6. Impact on local residents

Since the recent sale of the property, a significant amount of interest has been noted from the existing residential community surrounding the former golf course. To assist with keeping the community updated, the City has a dedicated webpage addressing some of the frequently asked questions and also containing information about planning processes and links to the developer's webpage and community engagement officer.

Many of the local residents have expressed their opposition to a redevelopment of the subject land, which would result in residential zoned land where there is currently open space and significant vegetation attributed to the former golf course. The City understands the community's concern regarding the future of this site, and how integral the golf course was to the existing neighbourhood.

An application to rezone and redevelop the subject land would need to comprehensively address issues such as the impact on neighbourhood character, amongst other things. They would also be expected to provide extensive justification including but not limited to demonstrating why a golf course is no longer viable.

The City understands the value that the Glen Iris community places on the existing

neighbourhood character and will be interested in any proposals to change land uses or zonings. Given the considerable community interest, City staff have prepared a background information report to Council for the 10 September 2020 Ordinary Council Meeting, detailing the history of the former golf course land and the implications of the recent land sale.

7. Environmental Considerations

Any application to rezone the land would be required to address issues including environmental assessment. Should any endangered species or quality ecological communities be identified at the subject site; this would form a considerable amount of the assessment of a redevelopment proposal.

In regards to the petitioner's query about whether the subject site may contain any hazardous materials; as per the *Contaminated Sites Act 2003* and the associated *Contaminated Sites Regulations 2006*, it is the duty of the landowners to report any known or suspected contamination to DWER.

Should you require any further information, please contact Acting Manager of Strategic Planning Carol Catherwood on (08) 9411 3598 or [ccatherwood@cockburn.wa.gov.au](mailto:ccatherwood@cockburn.wa.gov.au).

Sincerely,



Mr Daniel Arndt  
**Acting Chief Executive Officer**

**Attch.**

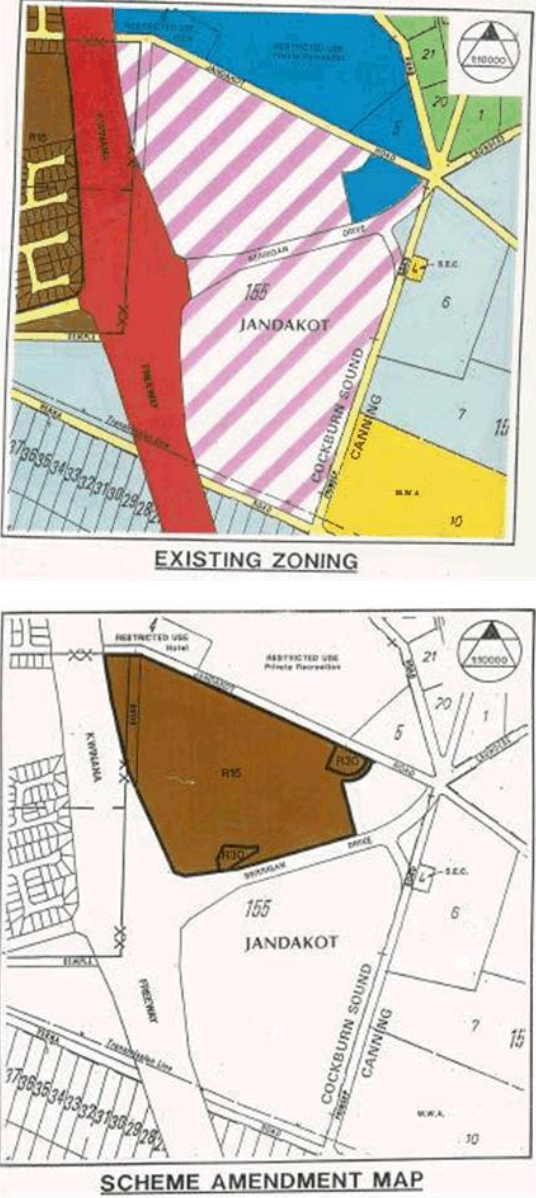
1. Zoning History – Glen Iris



ATTACHMENT ONE - PREVIOUS REZONINGS UNDER DISTRICT ZONING  
SCHEME NO. 2 (DZS2)

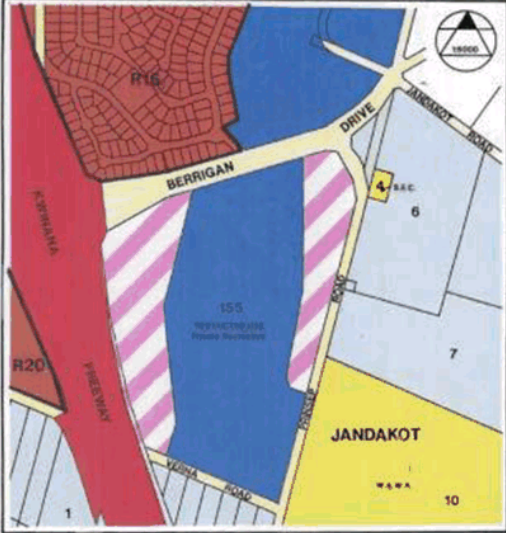
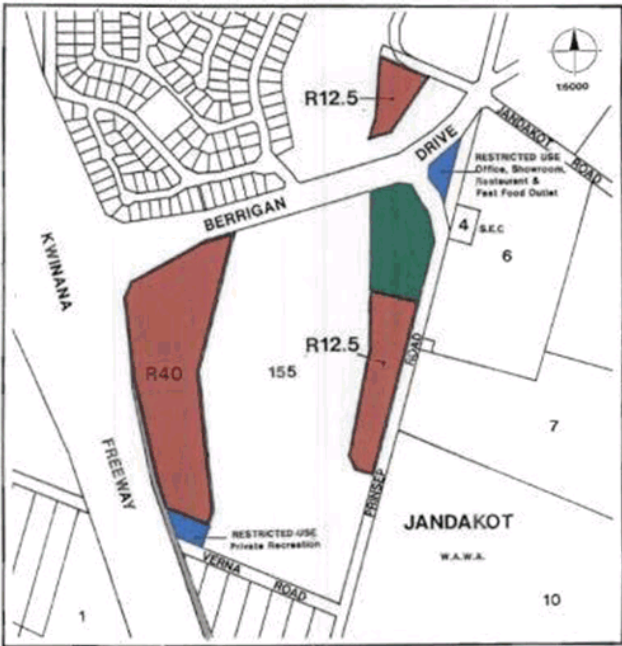
Amdt #	Description	Date Gazetted
56	<p>Rezoning portion of Lot 2, 3, 4 and 5 Jandakot Road from Commercial – Restricted Use – Private Recreation and Hotel to Residential R15/12.5, Restricted Use Private Recreation, and Hotel and Commercial.</p> <p>ONCEPT PLAN FOR "THE LAKES" at Jandakot.</p>	<p>OCM meeting July 1990</p> <p>(gazette date not clear)</p>
	<p>Amendment 56 was supported by the above Concept Plan which was adopted in 1990 as a Structure Plan to guide development.</p>	

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Amdt #	Description	Date Gazetted
64	<p>Rezoning portion of JAA Lot 155 Jandakot Road and portion of CSL 544 Lot 54 Potters Place, Jandakot from Light Industry to Residential R15 and R30.</p>  <p><b>EXISTING ZONING</b></p> <p><b>SCHEME AMENDMENT MAP</b></p>	2 October 1992

Amdt #	Description	Date Gazetted
82	<p>Rezoning portion of JAA 170, JAA 169, Lots 1 Lakes Way, Lots 3, 4, 5 Jandakot Road and Lot 20 Prinsep Road, portion of JAA 155, and portion of Dean Road, Jandakot Road, Berrigan Drive and Prinsep Road from Public Purposes (Special Use) Reserve, Commercial – Restricted Use – Private Recreation/Hotel, Residential R15 and R30, Light Industry, Commercial, Special Rural and Local Reserve – Local Road to Residential R15, R20 and R40, Commercial Restricted Use – Private Recreation, Commercial – Restricted Use – Private Recreation Hotel Convention Centre and Associated Uses, Commercial, Rural and Local Reserve – Local Road.</p> <div data-bbox="405 663 903 1178"> <p><b>EXISTING ZONING</b></p> </div> <div data-bbox="405 1238 922 1776"> <p><b>SCHEME AMENDMENT MAP</b></p> </div>	15 October 1993

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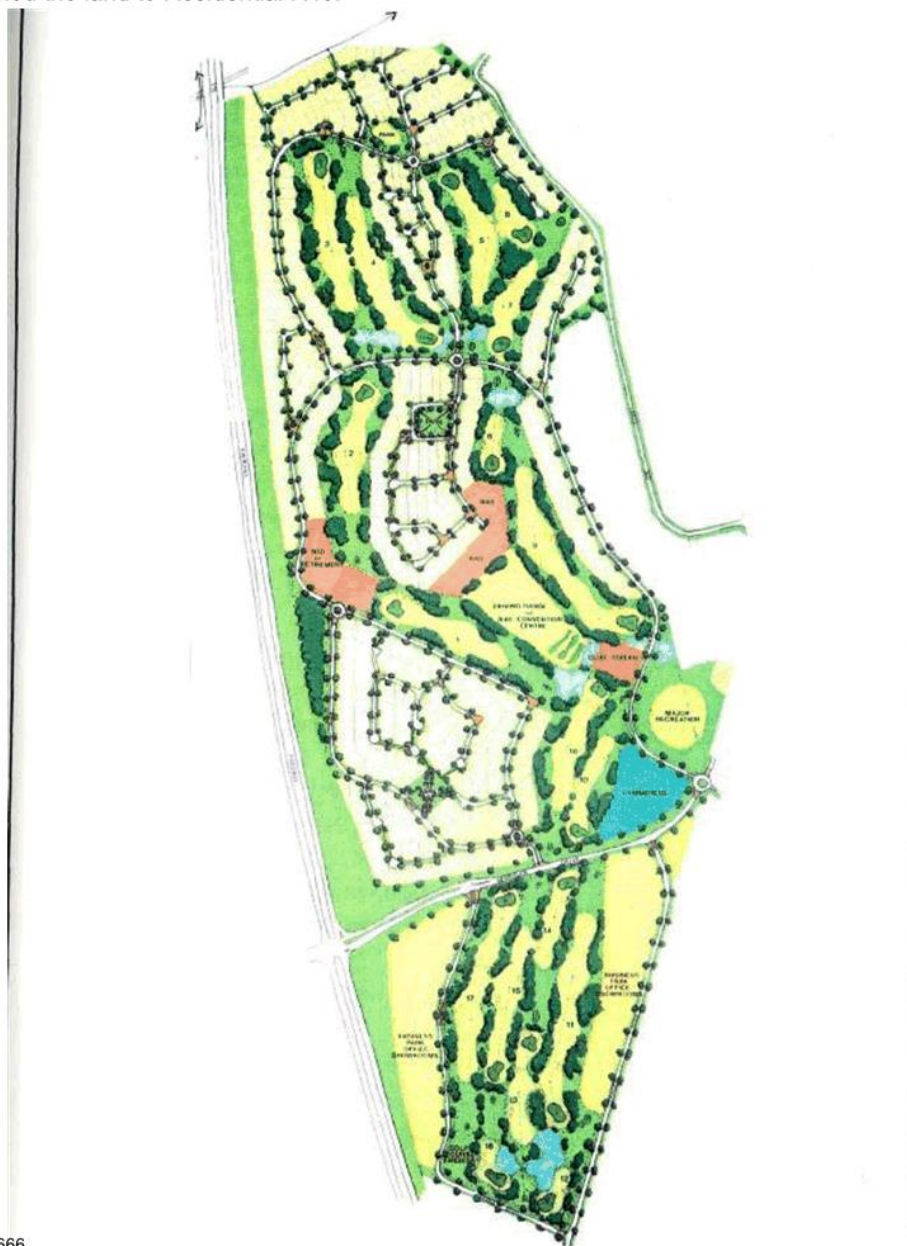
Amdt #	Description	Date Gazetted
119	<p>Rezoning portion of Lot 139 and JAA Lot 155 Berrigan Drive, Prinsep Road, Imlah Court, Jandakot from Light Industry, Commercial Restricted Use – Private Recreation and Rural to Residential R12.5 and R40, Commercial – Restricted Use (Office, Showroom, Restaurant &amp; Fast Food Outlet), Parks and Recreation and Railways.</p>  <p style="text-align: center;"><b>EXISTING ZONING</b></p>  <p style="text-align: center;"><b>SCHEME AMENDMENT MAP</b></p>	15 April 1997



Amdt #	Description	Date Gazetted
168	Rezoning portion of Lot 3, Lot 4 and Lot 504 and Dean Road to R20/R40 and R40, Local Reserves	27 February 1998

*WHY IS THE DRIVING RANGE ZONED R40?*

The concept plan attached to the Amendment No. 82 document shows the driving range as "Driving Range or R40/Convention Centre". It would appear when the time came to develop, they decided on the former. Amendment No. 82 zoned the land "Restricted Use – Private Recreation Hotel/Convention & Associated Use". A subsequent amendment must have rezoned the land to Residential R40.



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Ref: 103/004

17 May 2021

Jandakot Residents and Ratepayers Association  
156 Glen Iris Drive  
JANDAKOT WA 6164

Dear Leanne and Wolfgang

**Meeting regarding Concept Plan for the former Glen Iris Golf Course**

Thank you for coming to meet with the City's CEO, Mr. Brun and I on 11 May 2021 to discuss the Jandakot Residents and Ratepayers Association's (JRRA) input into the redevelopment of the former Glen Iris Golf Course.

As we discussed, while the Concept Plan recently released provides an indication of the landowner's vision for redevelopment of the land, without a formal application and the relevant explanatory and supporting technical reports, we are unable to provide any detailed assessment or comment.

At the meeting and in your letter, you have raised a number of important matters that we expect to be addressed in the documentation submitted, and subsequently considered through the formal application process.

I commend JRRA in taking a constructive approach to the redevelopment of the former golf course and making a positive contribution to the proposal, and encourage your continued engagement with the proponent (both individually and through the JRRA) throughout the total planning process.

Otherwise, until the City commences advertising a formal application (which is likely to still be some months from now) the best place to monitor this project remains the Glen Iris page on the City's website (<https://www.cockburn.wa.gov.au/Building-Planning-and-Roads/Town-Planning-and-Development/Glen-Iris>), which we will continue to update as new information comes to hand.

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T: 08 9411 3444 E: [customer@cockburn.wa.gov.au](mailto:customer@cockburn.wa.gov.au)  
W: [cockburn.wa.gov.au](https://www.cockburn.wa.gov.au) ABN 27 471 341 209

Document Set ID: 10475070  
Version: 1 Version Date: 17/05/2021

Once again, thank you for your time and continued interest in this project and we look forward to further positive collaboration on the redevelopment project.

Should you require further information, please contact **Andrew Davis** on 9411 3444 in the first instance as he will be leading the City's assessment and response to the formal proposal once received.

Kind regards



DANIEL ARNDT  
**Acting Chief Built and Natural Environment**



### 13.2 (2021/MINUTE NO 0231) Development Application - DA21/0470 - Lot 25 (17) Kinley Road, Banjup - Retrospective Change of Use from Single House to Use Not Listed - Residential Building and Sea Container

<b>Author</b>	C Hill
<b>Attachments</b>	<ol style="list-style-type: none"> <li>1. Location Plan <a href="#">↓</a></li> <li>2. Development Plans <a href="#">↓</a></li> <li>3. Schedule of Submissions <a href="#">↓</a></li> <li>4. Applicant's response to Submissions <a href="#">↓</a></li> </ol>
<b>Location</b>	Lot 25 (17) Kinley Road, Banjup
<b>Owner</b>	Maystar Priority Pty Ltd
<b>Applicant</b>	Lyons Architects
<b>Application</b>	DA21/0470
<b>Reference</b>	

#### RECOMMENDATION

That Council:

- (1) REFUSES the application for Retrospective Change of Use from 'Single House' to 'Use Not Listed – Residential Building and Sea Container' at Lot 25 (17) Kinley Road, Banjup (DA21/0470) for the following reasons:

#### Reasons

1. The proposal does not comply with *State Planning Policy 2.1 – Peel-Harvey coastal plain catchment*.
  2. The proposal does not comply with *State Planning Policy 2.3 – Jandakot Groundwater Protection*.
  3. The proposal does not comply with *Draft State Planning Policy 2.9 – Planning for Water*.
  4. The proposal does not comply with *State Planning Policy 3.7 – Planning in bushfire prone areas*.
  5. The proposal does not comply with the relevant factors of the *South Metropolitan Peel Sub-regional Planning Framework March 2018*.
  6. The proposal does not comply with the City of Cockburn's Town Planning Scheme No. 3, including the "aims of the scheme".
  7. The proposal does not meet 15 of the objectives outlined under Schedule 2 part 9 of Clause 67 "Matters to be considered by local government" under the *Planning and Development (Local Planning Schemes) Regulations 2015 – Deemed Provisions*.
  8. The proposal poses an unacceptable risk of contamination to the groundwater.
  9. The proposal does not adequately address effluent disposal requirements.
  10. The proposal does not adequately address the bushfire protection criteria.
  11. The proposal is not considered to accord with the provisions of orderly and proper planning.
  12. Approving such a land use would set an undesirable precedent for development within the Resource Zone; and
- (2) NOTIFIES the applicant and those who made a submission of Council's decision.





**Council Decision**

MOVED Cr P Corke SECONDED Cr K Allen

That Council:

- (1) REFUSES the application for Retrospective Change of Use from 'Single House' to 'Use Not Listed – Residential Building and Sea Container' at Lot 25 (17) Kinley Road, Banjup (DA21/0470) for the reasons as set out in the officers recommendation;
- (2) NOTIFIES the applicant of the Council decision and ADVISES the applicant that it will allow the operator a minimum of 90 days from the date of Council's decision in which to cease the operation of the residential building and remove the existing sea container; and
- (3) NOTIFIES those individuals who made a submission on the proposal of Council's decision.

**CARRIED UNANIMOUSLY 9/0**

**Reason**

The City recognises that it could take some time for the applicant to arrange alternative accommodation for the individuals currently residing at the subject site.

The proposed 90-day timeframe should allow sufficient time for the to safely relocate individuals to other suitable premises.

It is noted that any longer timeframe may further increase the risk of groundwater contamination given the site currently operates with an unsatisfactory wastewater disposal system.

**Executive Comment**

This is supported by Administration.

**Background**

The subject site at 17 Kinley Road, Banjup is 3.92 hectares in area and is bounded by similar properties to the north, south and west. The site is located on Kinley Road (to the east), and is 160 metres north of Rowley Road, which borders the City of Cockburn and the City of Kwinana. A location plan is available (refer Attachment 1).

In July 2019 the City received a complaint, advising the site was being used for accommodation purposes for a large number of individuals. The City commenced planning compliance investigations and undertook several site visits.



The following was observed and determined to have no prior development approval:

- The site was being leased by an organisation that provides means of housing for individuals
- The original main dwelling was inhabited by up to four persons (not related to each other)
- The existing detached Games Room/Workshop now contained a kitchen, bathroom, two bedrooms and a 'study' (though likely being used as another bedroom, with a bed being present in the room)
- A demountable building was located 9.7m south-east of the original main dwelling, containing four bedrooms, each with their own bathroom
- Residents' vehicles were informally parked immediately south of the original dwelling
- A sea container was located at a 70 metre setback from Kinley Road, south-east of the original main dwelling. This contained various construction materials for future intended garden works on the site.

Two existing approved outbuildings were also present on the western and southern ends of the site though these did not contain items related to the unapproved land use activities and hence did not require any further action.

Following discussion with the City and continued compliance investigation, the retrospective development application was formally lodged in May 2021.

It was confirmed by both the City's Health officers and the Department of Water and Environmental Regulation (DWER) that the current effluent disposal system is insufficient for the number of persons using the subject site. This is a key issue that has informed the refusal.

The planning framework applicable to the subject site emphasises the importance of groundwater protection, and it would be inappropriate for this application to be considered in the absence of any certainty surrounding this matter.

This application is being presented to Council for determination as City officers do not have Delegated Authority to determine applications where advertising is required and the objections received relate to valid planning considerations.

## Submission

N/A



## Report

### Proposal

The application submitted to the City was titled “*Retrospective Development Application – Proposed Additional (Grouped) Dwelling and 12m Sea Container*”.

The following details were provided:

- A four-bedroom ‘grouped dwelling’ comprising two separate buildings – the (previous) games room/workshop, which would provide for washing and cooking facilities, and the demountable building, which would contain the bedrooms and bathrooms. The maximum occupancy of the grouped dwelling would be four persons
- Residents of the site sign up to a minimum three-month sub-lease executed with the lessee of the property
- Up to ten (10) persons would occupy the property overall (across the grouped dwelling and the original main dwelling)
- The 12m sea container would be used for storage purposes associated with the property.

Following further discussion with the City, the applicant advised they would be willing to reduce the overall maximum number of persons on the site from ten (10) to eight (8): four in the demountable and four in the original main dwelling.

The applicant also advised they would be willing to remove the sea container from the site. The development plans are available (refer Attachment 2).

### Planning Framework

#### *Zoning and Use*

The subject site is zoned ‘Rural – Water Protection’ under the Metropolitan Region Scheme (MRS), and ‘Resource’ under the City of Cockburn Town Planning Scheme No. 3 (TPS 3).

The objective of the Resource zone in TPS 3 is:

*“To provide for the protection of the Perth Metropolitan **underground water** resource in accordance with the requirements of Statement of Planning Policy No. 6 Published by the Western Australian Planning Commission on 12 June 1998.”*

In terms of land use in the Resource Zone, Table 1 (the Zoning Table) of TPS 3 makes reference to Note 1. One of the requirements of Note 1 is that development and land use is to be in accordance with:

*“(ii) Statement of Planning Policy No. 2.3 – Jandakot Groundwater Protection Policy gazetted on 12 June 1998.”*



It is noted in *State Planning Policy 2.3 – Jandakot Groundwater Protection* (SPP 2.3) that this policy should be read in conjunction with the Department of Water's *Water Quality Protection Note 25: Land Use Compatibility Tables in Public Drinking Water Source Areas* (Note 25) for the purposes of determining land use permissibility.

The activity occurring on the subject site does not fit within a land use listed in Note 25. Therefore, the use is deemed to be a 'Use Not Listed' (discussed further in the 'Assessment' section below).

*State Planning Policy 2.1 – Peel-Harvey Coastal Plain Catchment (SPP 2.1)*

The subject site, being located at the City's southern-most end, falls within the Peel-Harvey coastal plain catchment area. The intention of SPP 2.1 is to avoid and minimise damage to the estuarine system, which is often caused by nutrient runoff.

The policy emphasises the importance of all waste water being contained within sites and appropriately disposed of.

*SPP 2.3 and State Planning Policy 6 – Jandakot Groundwater Protection (SPP 6)*

SPP 6 seeks to ensure that development over the Jandakot public groundwater supply mound is compatible with the long-term use of the groundwater mound. SPP 6 notes that groundwater is a highly valued state resource, and the proper protection of that resource is linked to, and dependent upon, appropriate land use planning and management.

SPP 6 has been superseded by SPP 2.3, however as TPS 3 makes specific reference to SPP 6 the assessment of this application has been undertaken against the objectives of SPP 6 (see the 'Assessment' section below).

The purpose of SPP 2.3 is similar to that of SPP 6, in that the policy:

*"Aims to protect the Jandakot Groundwater Protection area from development and land uses that may have a detrimental impact on the water resource."*

*Draft State Planning Policy 2.9 – Planning for Water (Draft SPP 2.9)*

It should also be noted that Draft SPP 2.9 and its associated Guidelines are currently being considered by the Western Australian Planning Commission (WAPC). This policy will simplify and streamline all existing water-related policies, including SPP 2.1 and 2.3, with one of the key objectives being to:

*"Protect public health and the long-term supply of good quality and affordable drinking water."*

Despite the evolving policy framework, the importance of protecting groundwater remains critical. Ensuring land uses do not compromise groundwater is therefore a central consideration when assessing development applications.



*State Planning Policy 3.7 – Planning in Bushfire prone areas (SPP 3.7)*

The subject site is located within a bushfire prone area as per the Department of Fire and Emergency Services' (DFES) *Map of Bushfire prone areas*. The development is therefore subject to the requirements of SPP 3.7. Assessment against this policy is discussed in the 'Assessment' section below.

*Perth and Peel @ 3.5 million*

The *Perth and Peel @ 3.5 million South Metropolitan Peel Sub-Regional Planning Framework* provides a high-level framework to guide development up to the year 2050. The subject site is identified on *Plan 1* of the document as 'Rural Residential'. This confirms the current and intended character of the locality and is discussed further in the 'Assessment' section below.

Consultation*Referral to DWER*

The application was referred to DWER as part of the assessment process and in accordance with Note 25 for uses not listed. DWER advised that a secondary residence would not be compatible within the Priority 2 (P2) public drinking water sources area, nor would it comply with SPP 2.3.

DWER's advice confirmed that the land use has the potential to impact the groundwater and should only be considered if waste-water disposal could be appropriately addressed (noting this consideration is in addition to the other planning considerations outlined in this report). The nature of this area is discussed further in the 'Assessment' section below, as is the issue of waste-water disposal.

*Community Consultation*

The application was advertised in accordance with the requirements of clause 64(3) of the *Planning and Development (Local Planning Schemes) Regulations 2015* (the Regulations). Nineteen (19) objections and two (2) non-objections were received. All submissions are listed and addressed in Attachment 3. The applicant's response to each submission is also available (refer Attachment 4).

The concerns/issues raised in the submissions can be summarised as follows:

- Risk to the integrity of the groundwater resulting from the waste-water requirements of the number of persons on the subject site
- Inconsistency of the use with the character of the area
- Confusion as to why the proposal is a 'Use Not Listed'
- Concerns regarding lack of safety, increased crime and antisocial behaviour
- Concerns that the subject site is being used as a 'rehabilitation facility'
- Visual impact of the sea container
- Risk of setting a precedent for other similar uses and further sea containers.

These themes are addressed throughout the 'Assessment' section below.



## Assessment

### *Matters to be considered under the Regulations*

Schedule 2, Part 9, Clause 67 (2) of the Regulations lists matters which must be considered by the local government when assessing a development application. It was determined that the proposal did not satisfy a number of these matters, particularly in relation to compliance with the State planning framework, amenity of the locality and impact on the natural environment (particularly the groundwater). These matters are discussed further below.

### *Prevailing character of the area*

The locality comprises large 'rural style' lots with significant sections of established native vegetation. The area overall has more of a rural-residential or rural lifestyle character with dwellings generally setback at least 20 metres from the road.

In terms of built form and land use, most properties contain a residential dwelling and associated outbuildings, and there are often rural outbuildings. Overall, the buildings and structures are subservient to the light agricultural use, established vegetation and open landscape character of the area. The character of the area is evident in the location plan through Attachment 1.

The land use on the subject site differs to those of surrounding properties in that it involves a larger number of residents on site than would normally be expected, and therefore the land use could not be said to be consistent with the prevailing character of the area. Furthermore, it is noted that the approval of one such land use could lead to the potential increase of other, more intensive land uses over time. This cumulative effect would further erode the rural-type character of the area.

### *Amenity*

The Regulations define amenity as:

*"All those factors which combine to form the character of an area and include the present and likely future amenity."*

It has been demonstrated in the section above that the current character of the area is clearly low-density rural/residential.

The land use in question is more 'commercial' in nature, given the number of persons residing on the subject site. Whilst the number of residents (and vehicles) would be unlikely to result in noticeable increased traffic congestion on Kinley and Rowley Roads, vehicle movements would still be above what would be anticipated for a single residential dwelling.



Another theme raised in the community consultation was the perceived lack of safety and increase in crime/antisocial behaviour resulting from the land use on the subject site. Whilst important for residents in the area, these are police-related matters not relevant planning considerations.

*Determining a land use that most appropriately describes the proposal*

Concern was raised through community consultation surrounding the somewhat unclear nature of the land use occurring on the subject site. As noted in the 'Planning Framework' section above, land use permissibility is guided by Note 25. The following uses listed in Note 25 were considered:

- Holiday Accommodation
- Grouped Dwelling.

Neither of these uses were considered to appropriately describe the proposal. The subject site will not be used for holiday purposes, nor does it comply with the definition for a 'Grouped Dwelling' under *State Planning Policy 7.3 – Residential Design Codes Volume 1* (the R-Codes).

Additionally, a Grouped Dwelling is listed as an 'incompatible' land use in Note 25, meaning it poses an unacceptable contamination risk to water quality. Of central importance is the wastewater produced and how it can be disposed of, however this was not resolved during the application process. This is discussed further in the sections below.

With the uses listed in Note 25 having been explored, the application must be deemed a 'Use Not Listed'. It is noted however that the proposal does somewhat align with the R-Codes definition of 'Residential Building', which is:

*“A building or portion of a building, together with rooms and outbuildings separate from such building but incidental thereto; such building being used for the purpose of human habitation:*

- *Temporarily by two or more persons; or*
- *Permanently by seven or more persons, who do not comprise a single family, but does not include a hospital or sanatorium, a prison, a hotel, a motel or a residential school.”*

Therefore, the most accurate description of the land use occurring on the subject site can be described as a 'Use Not Listed – Residential Building'.

*Inconsistency of the use with relevant objectives of SPP 6*

Whilst SPP 6 has been superseded, as discussed in the 'Planning Framework' section above, TPS 3 still specifically refers to this policy within the objective of the Resource Zone, and hence SPP 6 has been considered in the assessment of this application.



Three of the five objectives of SPP 6 are relevant to this application, the first being:

*“Objective One – to ensure that all changes to land use within the Policy Area are compatible with long-term protection and maintenance of groundwater for public supply and maintenance of associated ecosystems”.*

The proposal on the subject site intensifies the previous land use, which was that of a single residential dwelling. As DWER noted, the risk of the use contaminating the groundwater is high, particularly given the details of the wastewater disposal system were not resolved as part of this application. Therefore, the proposal does not meet Objective One.

The second objective relevant to this application is:

*“Objective Two – to prevent land uses likely to result in contamination of groundwater through nutrient or contaminant export”.*

The City’s Health officers confirmed that there is currently only one approved effluent disposal system serving the subject site, which was installed in 1977 for the original dwelling. The system is adequate only for a three bedroom dwelling and does not account for waste produced by the cooking and washing facilities in the second building nor the four individual bathrooms in the demountable building.

It is clear that the current system is not sufficient for the number of persons residing on the subject site, and this has been confirmed by DWER, who requested installation of a secondary system with nutrient removal, or Aerobic Treatment Unit, (ATU) if this development application were to be considered.

As part of their application, the applicant acknowledged that the system would need to be upgraded; however, no maintenance agreement was entered into. Furthermore, despite multiple requests for further information, no formal ‘*Application to Construct or Install an Apparatus for the Treatment of Sewage*’ has been provided to the City. Therefore, the second objective of SPP 6 has not been met.

The planning framework applicable to the subject site emphasises the importance of groundwater protection, and critical to this is the ability for all effluent to be disposed of appropriately to avoid contamination. It would be therefore inappropriate for this application to be considered in the absence of any certainty surrounding this matter, also noting the amount of time that has already passed since the City first undertook compliance action over two years ago.

*“Objective Four – to maintain or increase natural vegetation cover over the policy area”.*

The demountable building to the south of the original dwelling sits in close proximity to existing established trees. Whilst site visits and aerial imagery indicate that no significant vegetation was removed to make way for the building itself, there would be limited opportunity for regrowth in the immediately surrounding areas.





Furthermore, the (currently informal) vehicle parking area has resulted in noticeable degradation of the scrub over several years.

### *Bushfire Risk*

A Bushfire Attack Level (BAL) assessment was provided with the development application to address SPP 3.7. The highest BAL rating for the development was determined at BAL-19. However, clause 4.6.1 of the associated *Guidelines for Planning in Bushfire Prone Areas* (the Guidelines) requires that a Bushfire Management Plan (BMP) also be provided.

A BMP was not provided as part of this application. Due to the intensification of the use of land and the generally high risk of bushfire in a semi-rural vegetated setting, a simple BAL assessment is not considered appropriate to sufficiently address the bushfire protection criteria.

### Conclusion

The retrospective application for a Change of Use from Single House to Use Not Listed – Residential Building and Sea Container is not supported for the following reasons:

- The proposal does not comply with the State planning framework, nor is it consistent with the character of locality
- The proposal poses an unacceptable risk of contamination to the groundwater due to effluent disposal requirements not having been addressed
- The proposal does not adequately address the bushfire protection criteria
- Approving such a land use would set an undesirable precedent for development within the Resource Zone.

It is therefore recommended that the proposal be refused.

### **Strategic Plans/Policy Implications**

#### Environmental Responsibility

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

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

#### Listening & Leading

A community focused, sustainable, accountable and progressive organisation.

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



**Budget/Financial Implications**

Should Council resolve to refuse this application, the applicant has the right of review of the decision through the State Administrative Tribunal (SAT). Should this occur there may be costs involved in defending the decision, particularly if legal counsel is engaged.

**Legal Implications**

Should Council refuse the proposal the applicant has available to them to option to lodge a review of the decision with the SAT. Should this occur the City may be required to engage legal counsel.

**Community Consultation**

The application was advertised over a period of 28 days. Two non-objections and 19 objections were received and are addressed in the 'Community Consultation' section of this report.

**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 the application be approved without appropriate conditions addressing effluent disposal, there is a significant risk of contamination of the groundwater mound. Should the application be approved it sets a precedent for the types of development that may be applied for in the Resource zone.

**Advice to Proponent(s)/Submitters**

The Proponent(s) and those who lodged a submission on the proposal have been advised that this matter is to be considered at the 9 December 2021 Ordinary Council Meeting.

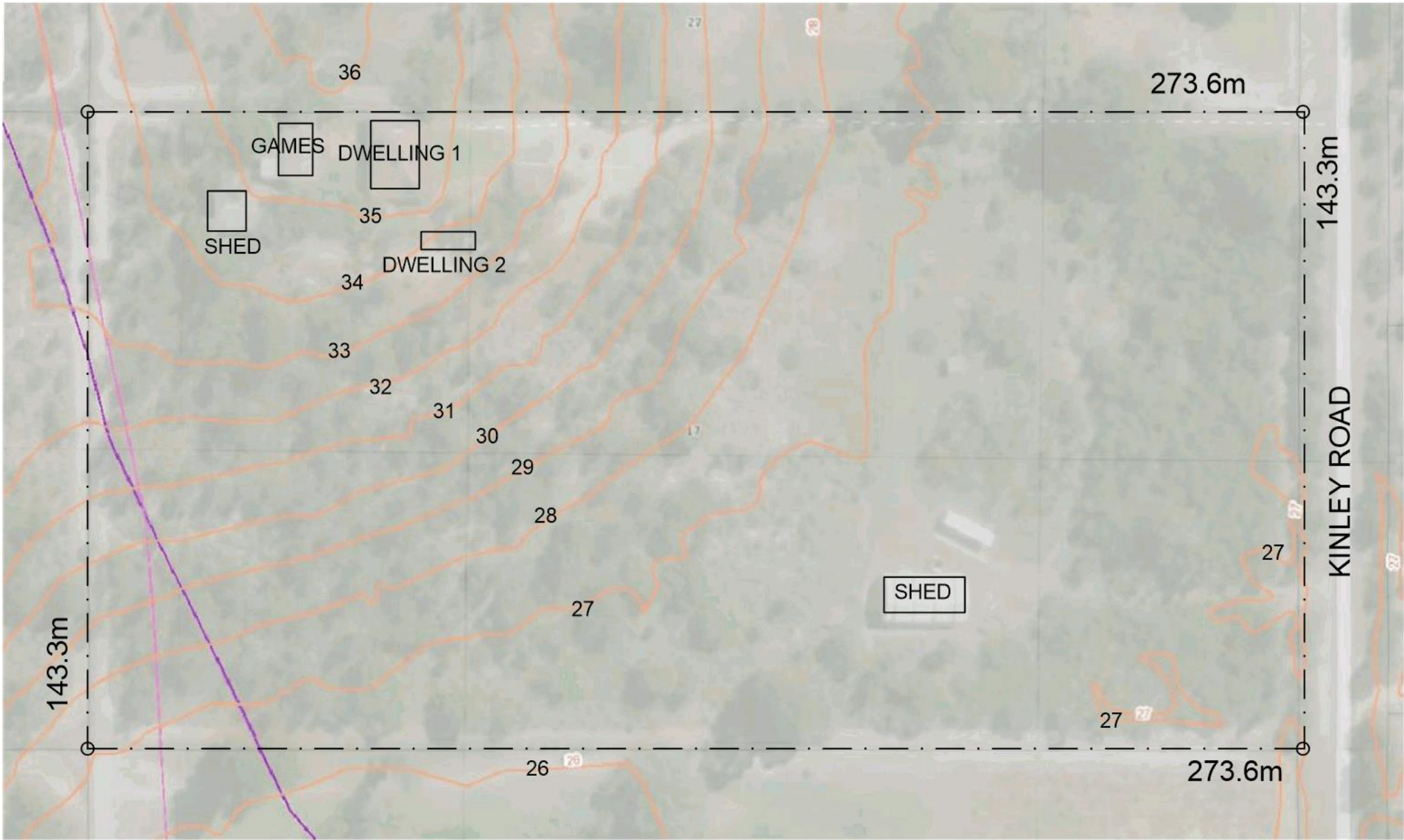
**Implications of Section 3.18(3) *Local Government Act 1995***

Nil



**Attachment 1 – Location Plan****DA21/0470 – 17 Kinley Road, Banjup**





CONTOUR SITE PLAN  
1:1000

**NEW GROUPED DWELLING**  
Lot 25, 17 Kinley Road, Banjup

SCALE 1:1000 @ A3  
0 10m 50m

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February 2021  
Job No. 21975  
**DA4**

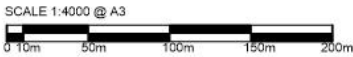




STREETVIEW

LOCATION PLAN  
1:4000

**NEW GROUPED DWELLING**  
Lot 25, 17 Kinley Road, Banjup



Document Set ID: 10865989  
Version: 2 Version Date: 11/11/2021



February 2021  
Job No. 21975  
**DA1**





 SITE PLAN  
1:1000

**NEW GROUPED DWELLING**  
Lot 25, 17 Kinley Road, Banjup

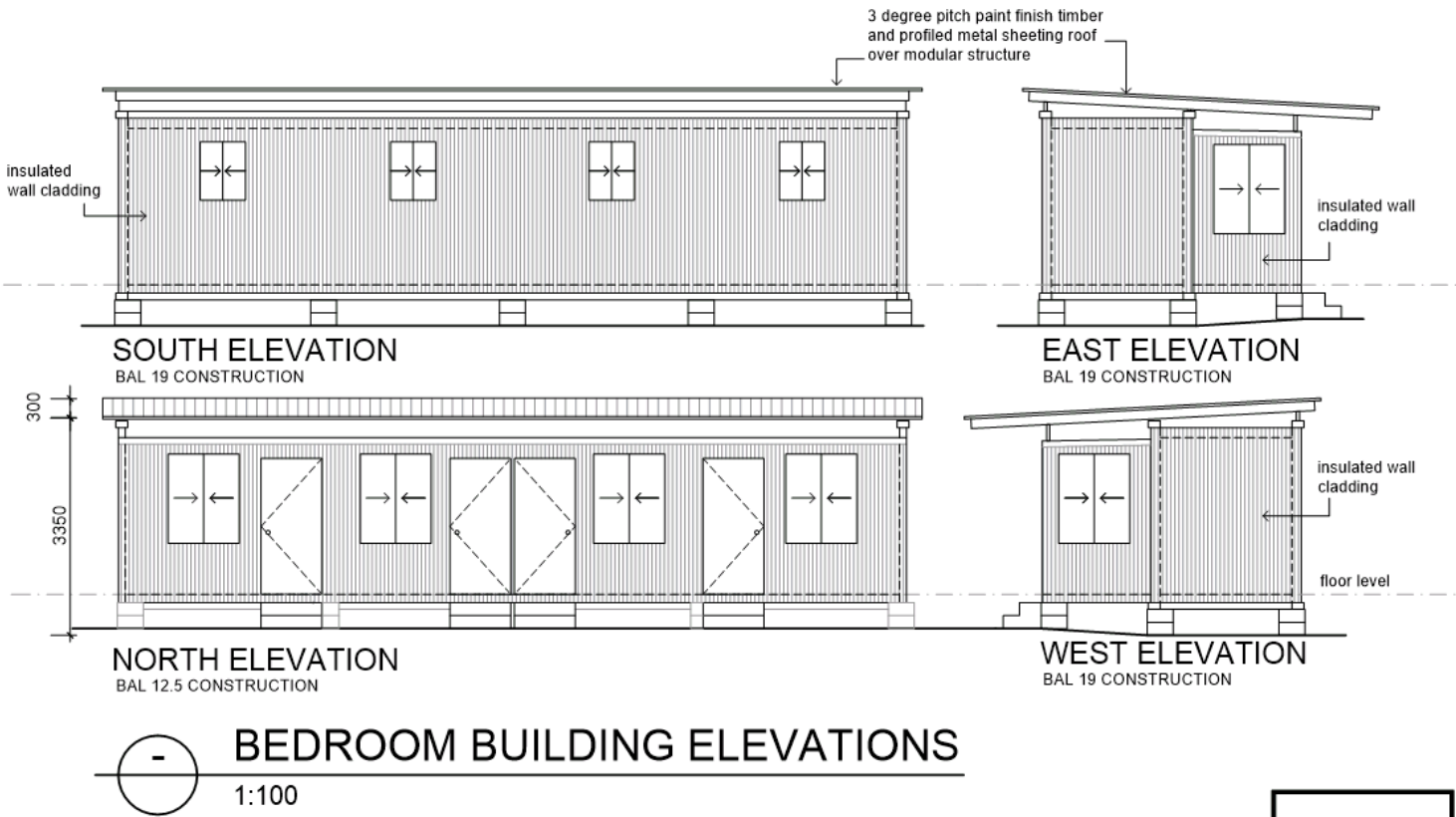
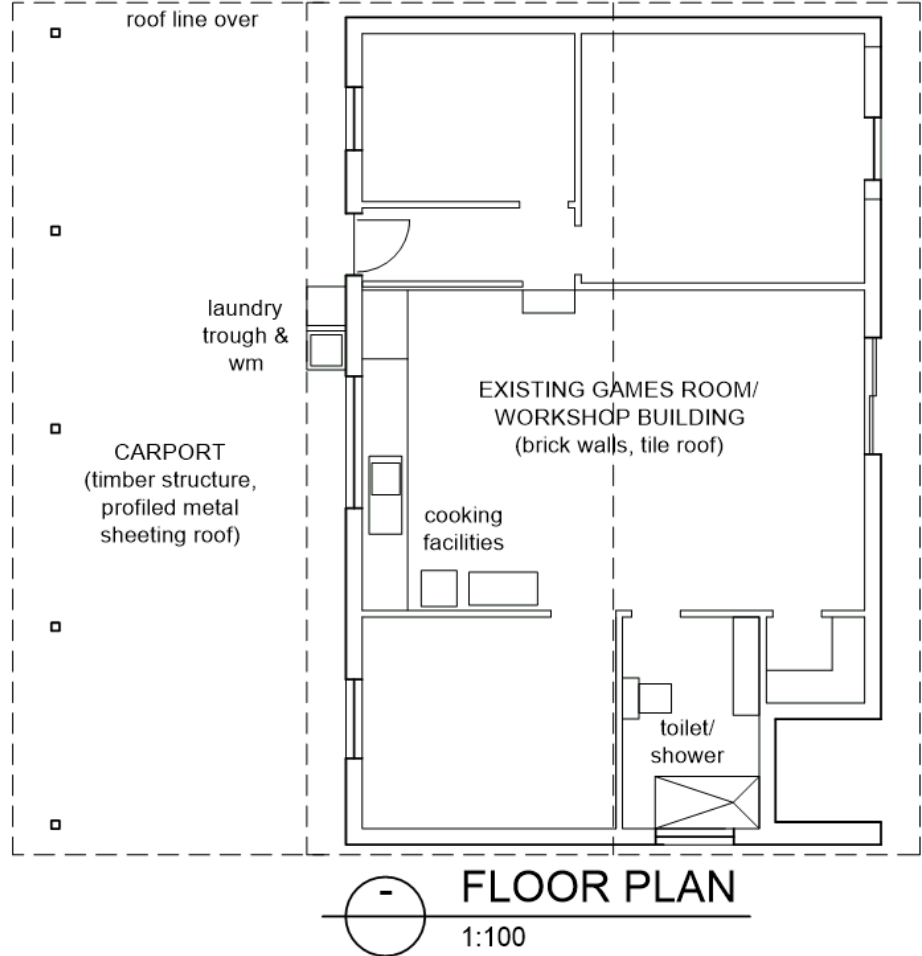
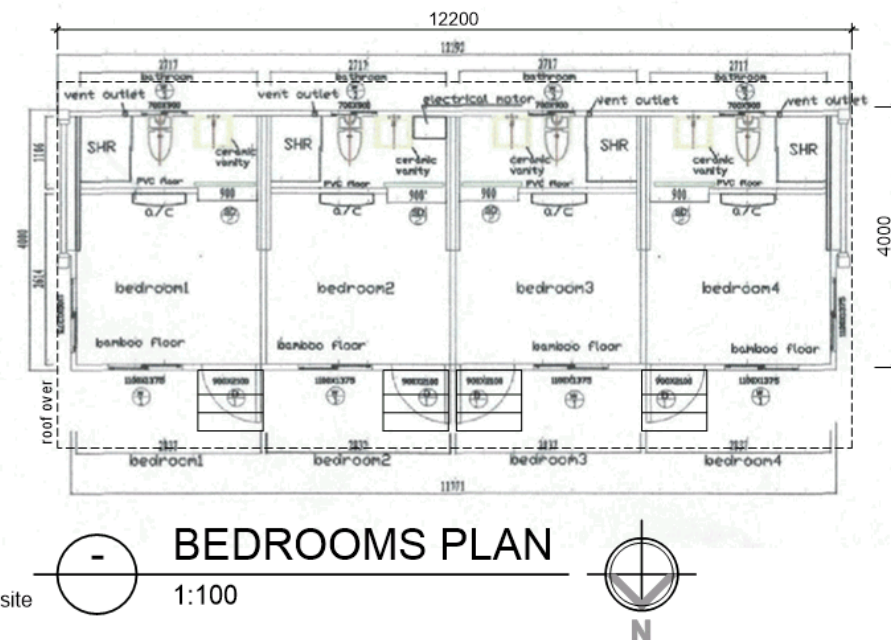
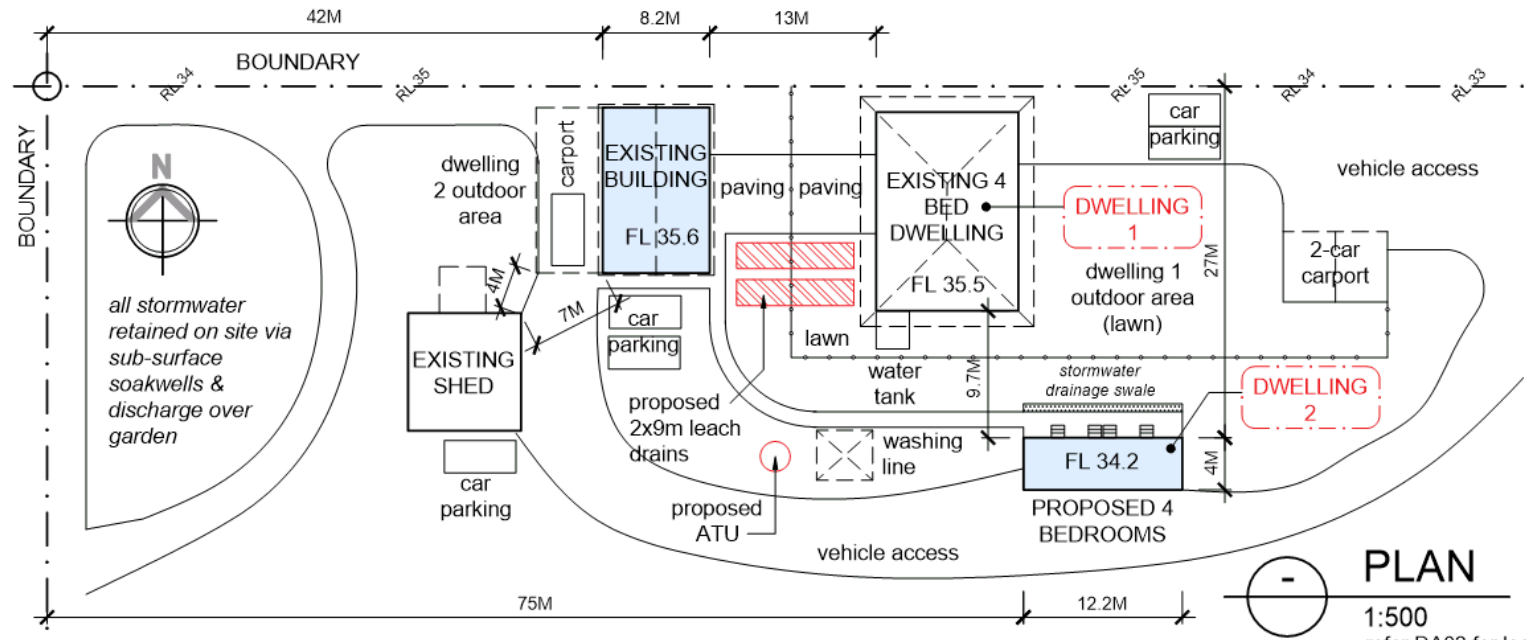


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**DA2**

Document Set ID: 10865989  
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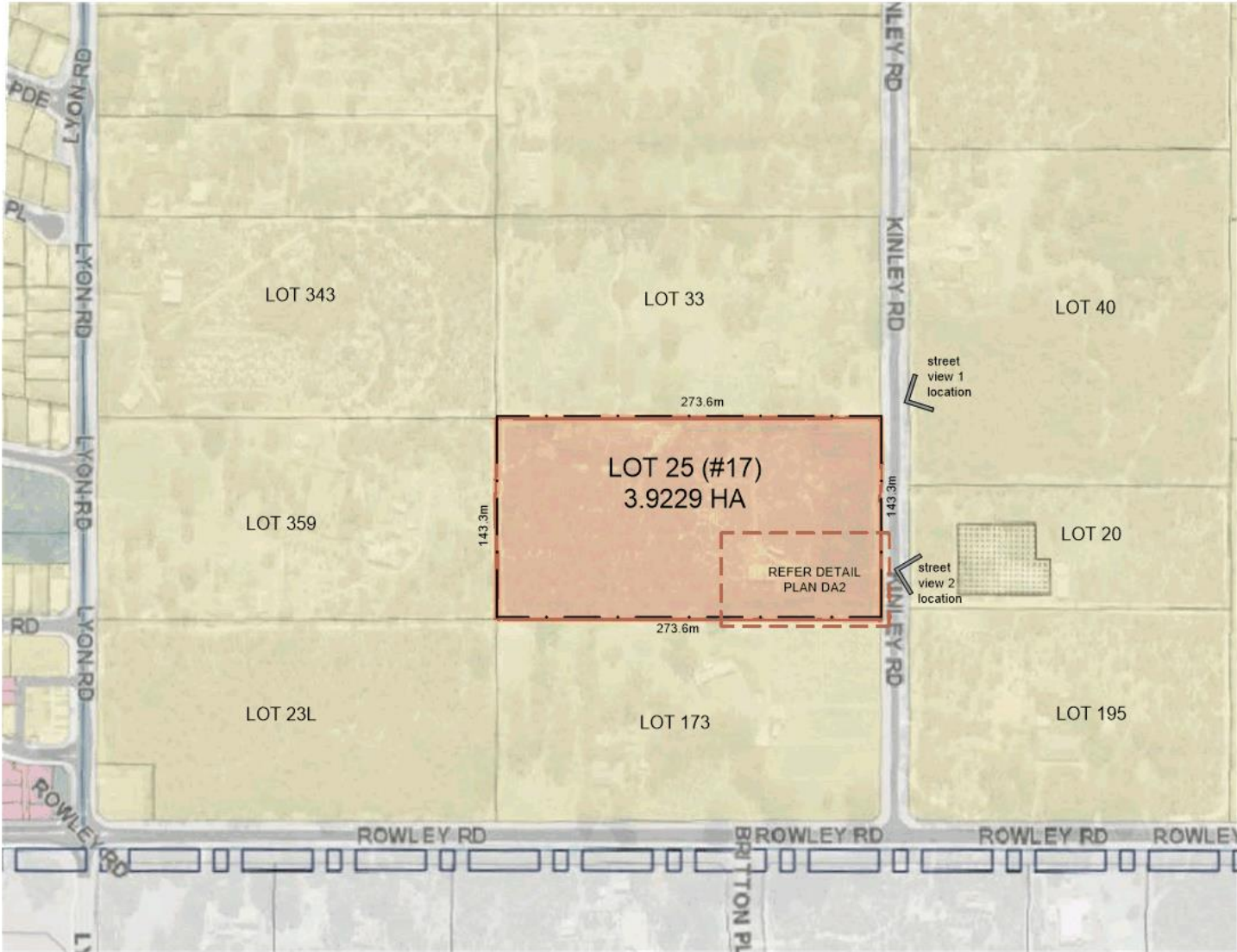
**NEW GROUPED DWELLING**  
Lot 25, 17 Kinley Road, Banjup



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Job No. 21975  
**DA3**





LOCATION PLAN  
1:4000

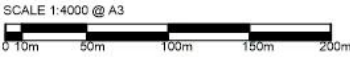


STREETVIEW 1



STREETVIEW 2

**SEA CONTAINER**  
Lot 25, 17 Kinley Road, Banjup



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**DA5**





## SEA CONTAINER

Lot 25, 17 Kinley Road, Banjup



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**DA6**

Document Set ID: 10865989  
Version: 2, Version Date: 11/11/2021

**Attachment 3 – Schedule of Submissions****DA21/0470 – 17 Kinley Road, Banjup**

No.	Name & Address	Submission	Officer's Recommendation
1	Name & Address withheld	<p><i>Objection.</i></p> <p>1. I do not support the development of tenements within zoned special rural lots in Banjup that are designed to house multiple people or families. Furthermore, I am extremely dubious that the transient nature of these short-term tenants will be compatible with the culture of environmental awareness and responsibility of permanent residents of a fire-prone landscape.</p>	<p>1. Noted.</p> <p>The nature of the land use (in terms of being short-term or more permanent) is acknowledged in the report. Assessment against SPP 3.7 is also provided in the report.</p>
2	Name & Address withheld	<p><i>Objection.</i></p> <p>1. This is a resource-zoned property in the Jandakot Underground Water Pollution Control Area. At a minimum the donga is an illegal dwelling. The landowner is knowingly renting this out, so should be penalised and required to remove the donga. I am surprised that City of Cockburn has even put this out for comment as the application is clearly not allowed. Having rental lodgings for many people is not permitted under the Resource zone listed uses. It should have been rejected immediately.</p> <p>2. The applicant appears to be trying to deceive as there are obviously 3 dwellings on the property (not 2). I understand that on a recent inspection of a Resource-zoned property in the Jandakot area, Cockburn officers found people living in a sea-container as well as caravans on a property, and the landowner has to clear these out. So I hope that Cockburn officers have inspected the</p>	<p>1. Noted.</p> <p>Given the land use is deemed a 'Use Not Listed', there is the potential for an application to be lodged (and therefore considered and assessed) by the City, subject to the advertising process as per the <i>Planning and Development (Local Planning Schemes) Regulations 2015</i>.</p> <p>2. Noted.</p> <p>The City has inspected the property on multiple occasions and is aware of all</p>

		container and all the sheds at 17 Kinley Road to ensure that there are no accommodation-type facilities or people living in those.	the buildings on site, and which are inhabited.
3	Name & Address withheld	<p><i>Objection.</i></p> <p>1. We live on the street and our property runs down the side of Aubin grove school and we DO NOT want this in our street.</p>	<p>1. Noted.</p> <p>The amenity impact of the proposal is acknowledged in the report.</p>
4	Name & Address withheld	<p><i>Objection.</i></p> <p>1. Why is the retrospective use not listed? If the use of the proposed development is for a drug rehabilitation centre, then I oppose it. Feedback from online forums report of frequent break-ins to the dwellings on Descanso Loop, Bellingrath Way and Adromeda Link which are all within a 6km radius from the subject property. Moreover a primary school is also within the radius. A drug rehabilitation centre shouldn't be within walking distance to an existing school.</p>	<p>1. Not supported.</p> <p>The City has inspected the property on multiple occasions and is satisfied that the property is not being used as a 'drug rehabilitation centre' – nor does the subject application propose such a use.</p>
5	Name & Address withheld	<p><i>Non-objection.</i></p> <p>1. I am in full support of the application. There are nowhere near enough rehab facilities available in WA and I think the location is perfect. I have no concerns with people trying to stop taking drugs and need support. I have a problem with people running around taking drugs and committing crimes to find their habit. People who want to change deserve support and encouragement. The availability of services is paramount.</p>	<p>1. Noted.</p>
6	Name & Address withheld	<p><i>Objection.</i></p> <p>1. I am annoyed by these retrospective approvals. Why don't they do</p>	<p>1. Noted.</p> <p>The City actively undertakes compliance action against</p>

		<p>the right thing, like the majority of home owners in Banjup and seek approval first?</p> <p>2. There is very little information on what this facility is being used for. Why is that so? It seems like an excessive number of renters for one property.</p> <p>3. I anticipate that there will be a number of cars. What are they going to do about traffic control onto Rowley from this road?</p> <p>4. What about fires? What is their fire plan. With a turnover of renters how are they going to ensure they are bushfire ready. Seems like a lot of people to evacuate.</p> <p>5. Shipping containers are an eyesore and do not meet fire regulations as they only have one way in and out. Build a shed if you need storage, like everyone else in Banjup.</p> <p>6. What is their building envelope? We are down the road in Banjup too and do not have a large building envelope. How do they fit everything into theirs? They should not exceed the envelope.</p> <p>7. What about septic? Is it large enough to cope with extra bodies?</p>	<p>landowners undertaking unapproved land use and development.</p> <p>2. Noted. The information provided through the advertising was deemed to be of appropriate detail.</p> <p>3. Noted. The number of residents on the property is unlikely to cause a material impact to traffic congestion on Rowley road, and therefore no traffic control measures are deemed to be required.</p> <p>4. Noted. SPP 3.7 requires Emergency Evacuation Plans where vulnerable land uses are being proposed. The application is not considered to be a vulnerable land use. Nevertheless, the proposal is required to comply with other aspects of SPP 3.7, which is acknowledged in the report.</p> <p>5. Noted.</p>
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			<p>The applicant has advised that the sea container will be removed – the City will ensure that this occurs.</p> <p>6. Noted. Whilst majority of properties in the Resource Zone have building envelopes, there are some areas which historically do not. The nomination of a new building envelope was not considered necessary; regardless, the removal of the sea container will ensure no further fragmented development.</p> <p>7. Supported. The application does not adequately address effluent disposal requirements for the extra residents.</p>
7	Name & Address withheld	<p><i>Objection.</i></p> <p>1. This is clearly a rehab facility that is expanding. Too close to schools and young families, it is encouraging more sketchy characters in the area. There is enough break-ins and dodgy people hanging around the area lately and this will bring more. And this block has potential to become a mega size facility! One has just happened in west Leederville - started out small like this and</p>	<p>2. Not supported. Please see submission 4, point 1. Additionally, the application does not propose further development beyond what is already on the site.</p>

		now a multi-storey drug rehab is under construction. Please keep these in areas away from children. I'm disappointed as a resident that we were uninformed such facility is in the area, and down the road from primary school. Shame.	
8	Name & Address withheld	<p><i>Objection.</i></p> <p>1. Don't like the idea of it being expanded so close to schools and being in a family oriented area</p>	<p>1. Noted. Please see submission 3, point 1.</p>
9	Name & Address withheld	<p><i>Objection.</i></p> <p>1. It's currently being used for drug rehabilitation centre and we don't want this near to our home and kids school. Pls let the residents of Aubin Grove live peacefully. Let it be residential suburb only don't strive to make it dodgy residential suburb. Why you guys even accept application for such things we don't understand. Earlier you got fuel station request and now this. Please reject this application.</p>	<p>2. Not supported. Please see submission 4, point 1.</p>
10	Name & Address withheld	<p><i>Objection.</i></p> <p>1. It is too close to children's primary school and this year is full of young families</p>	<p>2. Noted. Please see submission 3, point 1.</p>
11	Name & Address withheld	<p><i>Objection.</i></p> <p>1. We live on Bellingrath and have already had issues with people that live at this property. We had footage on our cameras and so did all of our neighbours. 2 men were wandering our streets checking out all the caravans and boats. They were filming our houses on their phone. Our neighbours saw their car parked at culdesac at end of kinley. Our neighbours followed their car and it</p>	<p>1. Not supported. Criminal and antisocial behaviour is not a planning consideration and is a police matter.</p>



		turned into the property on kinley. It has been reported to police and police had started surveillance on them and they were already known to police. Other people in the area have already had trouble with people from this site and have had break ins at the top of descanso loop. My children walk past the end of kinley to go to school. I do not want this facility and these people in this area. I understand not everyone that goes there would be bad but from my experience so far it has not had trustworthy, nice people. They are people who are a threat to the safety of our community .	
12	Name & Address withheld	<i>Objection.</i>  1. This should not be considered for use for large groups of people. It is close to the school and children walking along that road	1. Noted. Please see submission 3, point 1.
13	Name & Address withheld	<i>Non-objection.</i>  1. Rehabilitate humans	1. Noted.
14	Name & Address withheld	<i>Objection.</i>  1. I do not support the property being used for its intended purpose given locality to local school and young children and do not support further development	1. Noted. Please see submission 3, point 1. Additionally, the application does not propose further development beyond what is already on the site.
15	Name & Address withheld	<i>Objection.</i>  1. To close to school and young families	1. Noted. Please see submission 3, point 1.
16	Tim Taylor	<i>Objection.</i>	1. Not supported. Please see submission 4,



	199 Gaebler Road AUBIN GROVE	1. There is danger to kids and families there is already enough junkies in the area we don't need any more absolutley the wrong thing to do	point 1.
17	Name & Address withheld	<i>Objection.</i>  1. Reports the use of this property will be a drug rehabilitation centre. do not believe this sort of development is suitable near a school and in close proximity to a suburb with one of the highest rates of school aged children. A suitable application would outline purpose of property.  2. leasing for 10 people for a minimum three months suggest a high turnover establishment, which is again, not appropriate for a suburb with aubin groves profile.	1. Not supported. Please see submission 4, point 1.  2. Noted. Whilst the proposal specifies a three month minimum lease, there is no specified maximum – meaning residents could sign leases for longer timeframes.
18	Name & Address withheld	<i>Objection.</i>  1. I feel it's to close to a school and in a growing suburban area that mainly comprises of young families. This facility needs to be placed into a more rural area for the safety of all. A more rural location with no chance of accessing public transport easily would do better for its quests, otherwise harvest lakes shopping centre will become its local "hangout".	2. Not supported. The report acknowledges that the land use is not suitable for areas with rural-type character.
19	Name & Address withheld	<i>Objection.</i>  1. I have heard that the development will be used as a hostel for people with addictions. Now I don't know if that is true or not but if it is I don't support that happening within our suburbs where our	1. Not supported. Please see submission 4, point 1.



		children walk to school etc.	
20	Don Greyson  57 Triandra Court BANJUP	<p><i>Objection.</i></p> <p>1. I believe that the area in question has limits on the number of dwellings that may be constructed and used, my understanding is that 1 or 2 dwellings are the limit with limitations, this proposal is for more than is allowed and is obviously a short term accommodation project which may or could prejudice the neighboring residence, I ask Council to reject the proposal.</p>	<p>1. Noted. SPP 2.3 and the associated Note 25 state that a grouped dwelling (i.e. more than one dwelling) is an incompatible land uses. However, it is noted that the land use in question is not deemed to be a grouped dwelling, nor is it deemed 'short-term accommodation'.</p>
21	Banjup Residents Group (Inc)  Address withheld	<p><i>Objection.</i></p> <p>1. Banjup Residents Group (Inc) opposes the application, as described in our attached submission. <b><i>(Please see additional attachment on next page).</i></b></p>	<p>1. Noted. With regard to the points in Section 1 'Summary of objections':</p> <ul style="list-style-type: none"> <li>- Non-compliance with SPP 2.3 is acknowledged in the report;</li> <li>- The potential for precedence of more intensified land uses is acknowledged in the report;</li> <li>- The intensification of the land being inconsistent with the objectives of the Resource Zone is acknowledged in the</li> </ul>

			<p>report;</p> <ul style="list-style-type: none"><li>- Insufficient justification for requiring the sea container was provided. The sea container will be removed; risk of precedence for additional sea containers in the surrounding area is acknowledged.</li></ul>
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17 KINLEY ROAD, BANJUP – APPLICATION FOR ADDITIONAL 4 BEDROOM DWELLING AND SEA CONTAINER  
 DA21/0470  
 APPLICANT RESPONSES TO SUBMISSIONS RECEIVED DURING THE PUBLIC CONSULTATION PERIOD

	Support or oppose	Comment	Applicant Response
1	Oppose	<p>Banjup Residents Group (Inc) – BRG - opposes the application, as described in our attached submission. <i>(Please see additional attachment).</i></p> <p><i>Summary of Objections:</i></p> <p><i>BRG opposes the change of use application from rural 'single house and ancillary dwelling' to 'Use Not Listed' on the grounds that:</i></p> <ul style="list-style-type: none"> <li>Any relaxation of the State Planning Policy 2.3 (Jandakot Groundwater Protection) would prejudice the integrity of the area's groundwater.</li> </ul>	<p>The applicant is very aware of the provisions of the State Planning Policy 2.3 and the limitations of use within the P2 area as noted under the WA water protection note 25.</p> <p>There will be a maximum of 8x persons permanently living on the site (4x per dwelling) – which Council is able to make condition of approval. The risk to the water supply would be similar/less than a single house with 6-8 occupants plus an ancillary dwelling with another 2x persons, or any other compatible or acceptable development (with conditions) across all P-rated areas ie:</p> <ol style="list-style-type: none"> <li>1. A single house with multiple (unlimited) number of bedrooms - Acceptable</li> <li>2. Bed and Breakfast (including farm stays) - Acceptable</li> <li>3. Attached holiday accommodation in addition to an existing residential dwelling (eg chalets) – Compatible with conditions</li> <li>4. Ancillary accommodation (small dwelling of less than 100m2) - Compatible with conditions</li> <li>5. Caretakers dwelling - Compatible with conditions</li> </ol>

17 KINLEY ROAD, BANJUP – APPLICATION FOR ADDITIONAL 4 BEDROOM DWELLING AND SEA CONTAINER  
 DA21/0470  
 APPLICANT RESPONSES TO SUBMISSIONS RECEIVED DURING THE PUBLIC CONSULTATION PERIOD

		<ul style="list-style-type: none"> <li><i>‘Use Not Listed’ could potentially be applied to any Banjup property and undermine the rural residential character and amenity of the locality and encourage development of multiple accommodation units on residential properties</i></li> <li><i>‘Use Not Listed’ would facilitate short term tenancy of multiple persons (which cannot be assured in practice) and is</i></li> </ul>	<p>If the application for the second dwelling is approved, as part of the conditions a WA Health Dept approved effluent treatment system would be installed to dispose of the waste from both the existing dwelling and the new dwelling. This would not only ‘pose no unacceptable contamination risk to water quality’ by approving the additional dwelling, but it would actively REDUCE the water quality contamination risk on the site compared to the existing effluent disposal services (leach drain) to the existing house and games room/shed. The proposed development would therefore be beneficial to protection to the groundwater quality in the area.</p> <p>The application is for an additional dwelling to the rear of the existing dwelling, which will have the bedrooms in the transportable building. There are no requirements for all parts of a ‘dwelling’ to be within the same building – the proposed rear dwelling comprises of the proposed four bedroom/ensuite building for sleeping and general ablutions, plus the use of the kitchen, laundry and recreation facilities in the approved Games Room/Workshop building.</p> <p>‘Use not listed’ was not what the applicant has applied for. It is our understanding that this is a mechanism for Council to consider the application on its merits as it does not neatly fit into one of the other planning uses in the TPS. Planning approval for a specific use/building on a specific site would not ‘encourage’ development of multiple accommodation units on residential properties – the SPP2.3 would not allow this to occur for a start, and all development would need to be assessed and approved on a site-by-site basis.</p> <p>The applicant is assuming that there will be specific conditions attached to any approvals of the application and that one of these conditions is</p>
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17 KINLEY ROAD, BANJUP – APPLICATION FOR ADDITIONAL 4 BEDROOM DWELLING AND SEA CONTAINER

DA21/0470

APPLICANT RESPONSES TO SUBMISSIONS RECEIVED DURING THE PUBLIC CONSULTATION PERIOD

		<p><i>a contrivance to circumvent planning laws and Cockburn's Town planning Scheme No. 3.</i></p> <ul style="list-style-type: none"> <li><i>It would also be inconsistent with the objectives of the Resource Zone.</i></li> </ul> <p>BRG opposes retrospective approval for the donga of so-called 'Dwelling 2' and urges the Council to have the donga removed forthwith, on the grounds that:</p> <ul style="list-style-type: none"> <li>Dwelling 2, as defined in the application would significantly exceed the maximum 60m<sup>2</sup> area prescribed in the TPS; and</li> <li>Dwelling 2 has no purpose if the change in land use is not approved; and</li> <li>Retrospective approval would set a significant precedent for the unscrupulous to erect unapproved buildings anywhere in rural Banjup, Jandakot and Treeby.</li> </ul>	<p>likely to be that the dwellings must only be used for permanent long-stay tenancies. 'Use Not Listed' does not mean any use is applicable on the site.</p> <p>Refer comments against the Groundwater protection measures proposed for the site above.</p> <p>The existing games room/workshop building is already approved. The additional area of the transportable building is only 49m<sup>2</sup>, and this is to provide 4 bedrooms/sleeping facilities for the additional dwelling. The smaller rooms inside the existing building will become store rooms and not bedrooms – there would be no additional resident occupancy numbers proposed on the site if the additional dwelling is approved.</p> <p>Agreed</p> <p>The applicant assumes that Council would assess all applications for unapproved buildings in the area on their own merit. There is already a disincentive for Owners to delay approval applications for new structures via the additional planning fee to be paid for retrospective applications. The potential risk of unapproved buildings being constructed should not have any impact on this current application.</p>
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		<p>BRG opposes retrospective approval for the sea container and urges Council to have it removed forthwith, on the grounds that:</p> <ul style="list-style-type: none"> <li>• The container was installed 2 years ago without Council approval by the Owner, who knowingly ignored the regulations.</li> <li>• Retrospective approval would set a precedent for the unscrupulous to install unapproved sea containers anywhere in rural Banjup, Jandakot and Treeby.</li> <li>• No explanation is given as to why the applicant needs a further 30m2 has been provided given that there are 2 large sheds...on the property.</li> <li>• And a charity or not-for-profit does not trump everyone else.</li> </ul>	<p>The BRG states that the operator ‘knowingly ignored the regulations’, implying that they have been dishonest or seeking to avoid assessment of the organisation. This is not the case – the applicant encourages members of the BRG to discuss this in person with Paul Alkins from St Robs (who has given approval for his phone number to concerned residents).</p> <p>The applicant assumes that Council would assess all applications for unapproved buildings and structures in the area on their own merit. There is already a disincentive for Owners to delay approval applications for new structures via the additional planning fee to be paid for retrospective applications. The potential risk of unapproved buildings being constructed should not have any impact on this current application.</p> <p>The container was brought to the site fully loaded and remains fully loaded. The Owner of the container has confirmed that it can be removed, but they would need 2 months to arrange for it to be moved to another location.</p> <p>Correct – the applicant and organisation are seeking approval for equal consideration and assessment of the actual and foreseeable impacts of the development being proposed – on both the groundwater and neighbouring properties. There are two dwellings per property already on two adjacent properties ie 359 Lyon Road Banjup (Main House plus Ancillary Dwelling) and 33 Kinley Road, Banjup (Second Dwelling approved in 1975), so there has been a precedence for more than one dwelling per site in the immediate area.</p>
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			<p>Other comments in response to the detail in the BRG submission:</p> <p>1. We are not able to determine what drawings have been viewed by the respondent but we disagree that the drawings are confusingly annotated. The drawings and site plans show exactly what has been marked up on the aerial photographs accompanying the submission.</p> <p>2. The comment said to be made to the BRG by Cockburn Council that the property is being used to operate as a hostel for homeless people or for those being treated for addictions is not correct. Any concerned residents or councillors are encouraged to discuss the St Robs organisation direct with Paul Alkins, who has given approval for his contact details to be provided.</p> <p>3. 'Use not listed' was not what the applicant has applied for. It is our understanding that this is a mechanism for Council to consider the application on its merits as it does not neatly fit into one of the other planning uses in the TPS.</p> <p>4. The site is not, and will not, be used as a Hostel. Under the R-Codes, Management plans are not required for single residential dwellings and there is no oversight or ongoing inspections of large houses with multiple bedrooms (for example) or Department of Communities dwellings where permanent tenants reside. There are alternative mechanisms to deal with any antisocial or criminal behaviours which are not unique to a particular location or dwelling.</p> <p>5. Under the WA State Planning R Code definitions, a 'dwelling' may comprise of no more than 6 persons who do not comprise a single family (our underlining) ie:</p>
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			<p>Dwelling – “A building or portion of a building being used, adapted, or designed or intended to be used for the purpose of human habitation on a permanent basis by a single person, a single family, <u>or no more than six persons who do not comprise a single family</u>”</p> <p>The residents of the dwelling are tenants and will have a minimum 3 month sub-lease executed with the lessee of the property. They are therefore considered to be permanent residents and not ‘short stay residents’ or ‘lodgers’. The new rear dwelling (across the two buildings) is a permanent place of residence with no more than 6 occupants, therefore meeting the definitions of a single residential dwelling.</p> <p>7. The BRG has raised concerns that the organisation may move their operation elsewhere and that the Owner of the property may ‘take advantage’ of the use not listed use the accommodation on the property for other purposes. It is the understanding of the applicant that if granted, any approval for the additional dwelling with bedrooms in the 4 bedroom transportable building would remain in force only while the transportable building remained on the site and/or while St Robs lease is current. The transportable building is the property of St Robs and will be removed from site when the lease ends. The original planning approvals for the front house (Dwelling 1) and the rear games room/workshop (Dwelling 2) would remain. The applicant is NOT seeking to change the approved use of the two existing brick buildings.</p> <p>8. Emotive language used in the BRG submission such as ‘knowing and flagrant disregard of planning legislation’, ‘property owner takes advantage’ etc should not be considered as being applicable to the applicant, lessee or owner of this property. A retrospective approval application has been made with Council and the applicant and lessee are endeavouring to ensure that the concerns of other residents and</p>
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			Council are addressed in a manner which is equitable and which would be applied to any other residential application.
2	Oppose	<p>I do not support the development of tenements within zoned special rural lots in Banjup that are designed to house multiple people or families.</p> <p>Furthermore, I am extremely dubious that the transient nature of these short-term tenants will be compatible with the culture of environmental awareness and responsibility of permanent residents of a fire-prone landscape.</p>	<p>The residents in the dwellings are permanent residents with a minimum 3 month lease. They are not short-term or transient residents.</p> <p>Residents are advised of fire risks and evacuation procedures if they are advised or directed to leave the property when unsafe to remain.</p>
3	Oppose	<p>This is a resource-zoned property in the Jandakot Underground Water Pollution Control Area.</p> <p>At a minimum the donga is an illegal dwelling. The landowner is knowingly renting this out, so should be penalised and required to remove the donga.</p> <p>I am surprised that City of Cockburn has even put this out for comment as the application is clearly not allowed. Having rental lodgings for many people is not permitted under the Resource zone listed uses. It should have been rejected immediately.</p>	<p>Correct</p> <p>The 4 bedroom transportable building is located on the site but is not being occupied and is not yet approved as a dwelling. This is part of the current application to Council for approval.</p> <p>The statement that rental lodgings for many people not being permitted under the Resource Zone listed uses is not correct. Permitted residential and accommodation uses under the P2 zone area Resource Zone (which may be rented and not owner-occupied) and as noted under the WA water protection note 25 are:</p> <ol style="list-style-type: none"> <li>1. A single house with multiple (unlimited) number of bedrooms - Acceptable</li> <li>2. Bed and Breakfast (including farm stays) - Acceptable</li> <li>3. Attached holiday accommodation in addition to an existing residential dwelling (eg chalets) – Compatible with conditions</li> </ol>



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			<p>4. Ancillary accommodation (small dwelling of less than 100m2) - Compatible with conditions</p> <p>5. Caretakers dwelling - Compatible with conditions</p> <p>We also note that there are two dwellings per property already on two adjacent properties ie 359 Lyon Road Banjup (Main House plus Ancillary Dwelling) and 33 Kinley Road, Banjup (Second Dwelling approved in 1975), so there has been a precedence for approval of two dwellings in the immediate area.</p> <p>Addressing the respondent's initial comment, we assume that this has been mentioned due to concerns regarding the P2 groundwater protection zone across the site. Given that there will be a maximum of 8x persons living on the site (4x per dwelling) as noted in our application - which could be made a condition of approval - the risk to the water supply would be similar/less than a single house with 6 occupants and an ancillary dwelling with another 2x persons – which is considered to be a compatible development with conditions across all P-rated areas.</p> <p>If the application for the second dwelling is approved, as part of the conditions a WA Health Dept approved effluent treatment system would be installed to dispose of the waste from both the existing dwelling and the new dwelling. This would not only 'pose no unacceptable contamination risk to water quality' by approving the additional dwelling, but it would actively REDUCE the water quality contamination risk on the site compared to the existing effluent disposal services (leach drain) to the existing house and games room/shed. The proposed development would therefore be beneficial to protection to the groundwater quality in the area.</p>
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		<p>The applicant appears to be trying to deceive as there are obviously 3 dwellings on the property (not 2).</p> <p>I understand that on a recent inspection of a Resource-zoned property in the Jandakot area, Cockburn officers found people living in a sea-container as well as caravans on a property, and the landowner has to clear these out. So I hope that Cockburn officers have inspected the container and all the sheds at 17 Kinley Road to ensure that there are no accommodation-type facilities or people living in those.</p>	<p>There is no attempt to deceive the council – the application is for 2 dwellings (front and rear), each with no more than 4x occupants. There are no requirements for all parts of a ‘dwelling’ to be within the same building – the rear dwelling comprises of the proposed four bedroom/ensuite building for sleeping and general ablutions, plus the use of the kitchen, laundry and recreation facilities in the approved Games Room/Workshop building.</p> <p>Under the WA State Planning R Code definitions, a ‘dwelling’ may comprise of no more than 6 persons who do not comprise a single family (our underlining) ie:</p> <p style="padding-left: 40px;">Dwelling – “A building or portion of a building being used, adapted, or designed or intended to be used for the purpose of human habitation on a permanent basis by a single person, a single family, <u>or no more than six persons who do not comprise a single family</u>”</p> <p>We are not applying for approval for occupancy of sheds, caravans or sea container, therefore this comment is not relevant to the application under consideration.</p>
4	Oppose	<p>We live on the street and our property runs down the side of Aubin grove school and we DO NOT want this in our street.</p>	<p>There are no details from the respondent on what is not wanted in their street. A second dwelling on a site (which is what is being applied for) already exists on Kinley Road.</p>

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5	Oppose	<p>Why is the retrospective use not listed?</p> <p>If the use of the proposed development is for a drug rehabilitation centre, then I oppose it.</p> <p>Feedback from online forums report of frequent break-ins to the dwellings on Descanso Loop, Bellingrath Way and Adromeda Link which are all within a 6km radius from the subject property. Moreover a primary school is also within the radius.</p> <p>A drug rehabilitation centre shouldn't be within walking distance to an existing school.</p>	<p>This response comes from the Council's listing of the application as being 'use not listed'. Our application is for approval to occupy a second residential dwelling on the site.</p> <p>The proposed development is not for a drug rehabilitation centre.</p> <p>Crime occurs in all areas and there is proof that crime in the area is linked to the residents at this location.</p> <p>Not relevant to this application - the proposed development is not for a drug rehabilitation centre.</p>
6	Support	<p>I am in full support of the application. There are nowhere near enough rehab facilities available in WA and I think the location is perfect. I have no concerns with people trying to stop taking drugs and need support. I have a problem with people running around taking drugs and committing crimes to find their habit. People who want to change deserve support and encouragement. The availability of services is paramount.</p>	<p>The proposed use is not a drug rehabilitation centre.</p>
7	Oppose	<p>I am annoyed by these retrospective approvals. Why don't they do the right thing, like the majority of home owners in Banjup and seek approval first?</p> <p>There is very little information on what this facility is being used for. Why is that so? It seems like an excessive number of renters for one property.</p>	<p>Not all residents and landowners are aware of the requirements for planning and building approvals – now that they have been made aware, an application for approval has been lodged with Council.</p> <p>The application is for a second dwelling on the site – the proposed use is residential for permanent tenants.</p>

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	<p>I anticipate that there will be a number of cars. What are they going to do about traffic control onto Rowley from this road?</p> <p>What about fires? What is their fire plan. With a turnover of renters how are they going to ensure they are bushfire ready. Seems like a lot of people to evacuate.</p> <p>Shipping containers are an eyesore and do not meet fire regulations as they only have one way in and out. Build a shed if you need storage, like everyone else in Banjup.</p> <p>What is their building envelope? We are down the road in Banjup too and do not have a large building envelope. How do they fit everything into theirs? They should not exceed the envelope.</p> <p>What about septic? Is it large enough to cope with extra bodies?</p>	<p>There are currently not a number of cars on the site – there are a total of 4 currently, with up to 2 additional cars for visitors. It is a large property and all cars can be accommodated on the site. There is no requirement for traffic control on other sites with two dwellings.</p> <p>As with any rental property, residents are advised of risks and there is a fire evacuation plan. The Landowner is responsible for maintaining firebreaks as required by the local council.</p> <p>The shipping container is only an eyesore if it can be seen. The container cannot be seen from the road. It was only located on the site as a temporary measure and was brought to the site full (not for additional storage space). The Owner of the container has confirmed that it can be removed, but they would need 2 months to arrange for it to be moved to another location.</p> <p>We are not aware of a building envelope for the site. There are two existing approved buildings on the site and the application is for a 50m2 additional building to provide sleeping and ablutions for 4 additional residents. No additional land or trees are proposed to be cleared to allow for this.</p> <p>The existing septic system was installed in 1977 and was approved for the existing 'front' dwelling, adequate for up to three bedrooms. As noted in the application documentation, a Health Department approved AHU sewerage water treatment system is proposed to be installed to accommodate the additional 4x ensuite bathrooms and the existing bathroom/kitchen in the rear approved Games Room/Workshop building.</p>
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8	Oppose	<p>This is clearly a rehab facility that is expanding.</p> <p>Too close to schools and young families, it is encouraging more sketchy characters in the area.</p> <p>There is enough break-ins and dodgy people hanging around the area lately and this will bring more.</p> <p>And this block has potential to become a mega size facility! One has just happened in west Leederville - started out small like this and now a multi-storey drug rehab is under construction. Please keep these in areas away from children.</p> <p>I'm disappointed as a resident that we were uninformed such facility is in the area, and down the road from primary school. Shame.</p>	<p>The proposed use is not a drug rehabilitation centre. The application is for a second dwelling on the site – the proposed use is residential for permanent tenants. The maximum number of residents living at the site will be limited to 8.</p> <p>We are not able to reply to this respondent's comment as the reasons for opposing the additional dwelling are not relevant from a planning perspective.</p> <p>There is crime and antisocial behaviour in all areas and legal avenues to deal with criminal activity. This is not a planning consideration. There is no evidence to suggest that an additional dwelling will bring more crime to an area.</p> <p>Future uses of the site are not being considered or form part of the current application and based on current State Planning policies for Groundwater protection, there are few avenues to develop the site further.</p> <p>There is no 'facility' being proposed.</p>
9	Oppose	<p>Don't like the idea of it being expanded so close to schools and being in a family oriented area</p>	<p>We are not able to reply to this respondent's comment as the reasons for opposing the additional dwelling are not relevant from a planning perspective.</p>
10	Oppose	<p>It's currently being used for drug rehabilitation centre and we don't want this near to our home and kids school. Pls let the residents of Aubin Grove live peacefully. Let it be residential suburb only don't strive to make it dodgy residential suburb. Why you guys even accept application for such things we don't understand. Earlier you got fuel station request and now this. Please reject this application.</p>	<p>The site is not being used as a drug rehabilitation centre.</p> <p>The proposed use is not a drug rehabilitation centre.</p>

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11	Oppose	It is too close to children's primary school and this year is full of young families	We are not able to reply to this respondent's comment as the reasons for opposing the additional dwelling are not relevant from a planning perspective.
12	Oppose	We live on Bellingrath and have already had issues with people that live at this property. We had footage on our cameras and so did all of our neighbours. 2 men were wandering our streets checking out all the caravans and boats. They were filming our houses on their phone. Our neighbours saw their car parked at culdesac at end of kinley. Our neighbours followed their car and it turned into the property on kinley. It has been reported to police and police had started surveillance on them and they were already known to police. Other people in the area have already had trouble with people from this site and have had break ins at the top of descanso loop. My children walk past the end of kinley to go to school. I do not want this facility and these people in this area. I understand not everyone that goes there would be bad but from my experience so far it has not had trustworthy, nice people. They are people who are a threat to the safety of our community .	<p>We are not able to reply to this respondent's comment as the reasons for opposing the additional dwelling are not relevant from a planning perspective.</p> <p>There is crime and antisocial behaviour in all areas and legal avenues to deal with criminal activity. This is not a planning consideration.</p>
13	Oppose	This should not be considered for use for large groups of people. It is close to the school and children walking along that road	<p>We are not able to reply to this respondent's comment as the reasons for opposing the additional dwelling are not relevant from a planning perspective.</p> <p>The maximum occupancy on the site (across the two houses) will be 8. A single residential dwelling with 4 bedrooms could easily have a total of 8+ occupants.</p> <p>The proximity of an additional house adjacent to a school is not relevant from a planning perspective.</p>

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14	Support	Rehabilitate humans	Not able to comment as not a planning consideration but the sentiment is noted.
15	Oppose	I do not support the property being used for its intended purpose given locality to local school and young children and do not support further development	The application is for a second dwelling on the site to accommodate a maximum of 8x permanent residents across the site – the proposed and current intended purpose is residential which is permitted on the site.
16	Oppose	To close to school and young families	We are not able to reply to this respondent's comment as the reasons for opposing the additional dwelling are not relevant from a planning perspective.
17	Oppose	There is danger to kids and families there is already enough junkies in the area we don't need any more absolutley the wrong thing to do	We are not able to reply to this respondent's comment as the reasons for opposing the additional dwelling are not relevant from a planning perspective.
18	Oppose	reports the use of this property will be a drug rehabilitation centre.  do not believe this sort of development is suitable near a school and in close proximity to a suburb with one of the highest rates of school aged children.  A suitable application would outline purpose of property. leasing for 10 people for a minimum three months suggest a high turnover establishment, which is again, not appropriate for a suburb with aubin groves profile.	The proposed use is not a drug rehabilitation centre.  We are not able to reply to this respondent's comment as the reasons for opposing the additional dwelling are not relevant from a planning perspective.  The application is for a second dwelling on the site to accommodate a maximum of 8x permanent residents – the proposed and current intended purpose is residential. Any dwelling is generally is able to be leased to a permanent residential tenant for 3 months or more – in Aubin Grove or any suburb.
19	Oppose	I feel it's to close to a school and in a growing suburban area that mainly comprises of young families. This facility needs to be placed into a more rural area for the safety of all. A more rural location with no chance of accessing public transport easily would do better	We are not able to reply to this respondent's comment as the reasons for opposing the additional dwelling are not relevant from a planning perspective.



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		for its quests, otherwise harvest lakes shopping centre will become its local “hangout”.	There is no ‘facility’ being proposed.
20	Oppose	I have heard that the development will be used as a hostel for people with addictions. Now I don’t know if that is true or not but if it is I don’t support that happening within our suburbs where our children walk to school etc.	There will not be a hostel or similar facility on the site.  The application is for a second dwelling on the site to accommodate a maximum of 8x permanent residents across the site – the proposed and current intended purpose is residential.
21	Oppose	I believe that the area in question has limits on the number of dwellings that may be constructed and used, my understanding is that 1 or 2 dwellings are the limit with limitations, this proposal is for more than is allowed  ....and is obviously a short term accommodation project which may or could prejudice the neighboring residence, I ask Council to reject the proposal.	The application is for two dwellings with no more than 8 residents across the site. This would have no greater impact on the site or the groundwater than permitted uses/development for residential and accommodation under the P2 zone area in the Resource Zone and as noted under the WA water protection note 25 being: <ol style="list-style-type: none"> <li>1. A single house with multiple (unlimited) number of bedrooms - Acceptable</li> <li>2. Bed and Breakfast in one dwelling (including farm stays) with an unlimited number of bedrooms - Acceptable</li> <li>3. Attached holiday accommodation in addition to an existing residential dwelling (eg chalets) – Compatible with conditions</li> <li>4. Ancillary accommodation (small dwelling of less than 100m2) - Compatible with conditions</li> <li>5. Caretakers dwelling - Compatible with conditions</li> </ol> The application is for a second dwelling on the site to accommodate a maximum of 8x permanent residents across the site. It is not for short term accommodation.

### 13.3 (2021/MINUTE NO 0232) Proposed Basic Scheme Amendment No. 155 - Resource Zone Provisions

Author D Di Renzo

Attachments N/A

#### RECOMMENDATION

That Council:

- (1) in pursuance of Section 75 of the *Planning and Development Act 2005*, AMENDS the City of Cockburn Town Planning Scheme No. 3 ("Scheme") for the following purposes:
  - a) Modifying Note 1 of Table 1 by deleting (i)-(v), and replacing it with: "Development and use of land is to be in accordance with clause 14.10.11."
  - b) Deleting clause 3.4.2(b).
  - c) Modifying all references in clause 14.10.11 from 'Statement of Planning Policy' to 'State Planning Policy'.
  - d) Modifying clause 14.10.11(d) to state – "Despite the provisions of the Policies referred to in clause 4.10.11(a)(i) and clause 4.10.11 a)(ii) the Use Classes of Cattery, Dog Kennels and Poultry Farm (housed) are uses not permitted 'X' in the Resource Zone, except that a Cattery and Dog Kennels may be permitted in part of the Resource Zone in accordance with Table 6 - Additional Uses - No. AU7."
  - e) Modifying clause 14.10.11(e) to state – "Uses that are identified as 'incompatible' or which are not listed in Water Quality Protection Note 25 are 'X' uses in the Resource zone."
  - f) Deleting Clause 14.10.11(f), and insertion of replacement clause 14.10.11(f) which states: "All uses which are not prohibited (X) uses shall be treated as 'D' uses, unless otherwise specified in this Scheme."
- (2) NOTES the amendment referred to in resolution (1) above is a 'basic amendment' as it satisfies the following criteria of Regulation 34 of the Planning and Development (Local Planning Schemes) Regulations 2015:
 

*an amendment to the scheme so that it is consistent with a State planning policy.*
- (3) upon preparation of amending documents in support of resolution (1) above, DETERMINES that the amendment is consistent with Regulation 35 of the Planning and Development (Local Planning Schemes) Regulations 2015 and the amendment be referred to the Environmental Protection Authority ("EPA") as required by Section 81 of the Act, and on receipt of a response from the EPA indicating that the amendment is not subject to formal environmental assessment, ensure the amendment documentation, be signed and sealed and then submitted to the Western Australian Planning Commission along with a request for the endorsement of final approval by the Hon. Minister for Planning.



**Council Decision**

MOVED Cr C Stone SECONDED Cr T Dewan

That the recommendation be adopted.

**CARRIED UNANIMOUSLY 9/0****Background**

State Planning Policy 2.3 - Jandakot Groundwater Protection (SPP 2.3) aims to protect the Jandakot Groundwater Protection area from development and land uses that may have a detrimental impact on the water resource.

SPP 2.3 provides guidance regarding planning requirements that need to be considered in the Jandakot Groundwater Protection Area, and is read in conjunction with the Department of Water's 'Water Quality Protection Note 25: Land use compatibility tables in public drinking water source areas' (WQPN 25). The WQPN 25 sets out priority areas which are used to guide land use planning.

Pursuant to the City of Cockburn Town Planning Scheme No. 3 (TPS3) the Priority 2 (P2) area is zoned 'Resource'. The objective of P2 areas is to minimise water quality contamination risk.

**Submission**

NA.

**Report**

The purpose of this report is for Council to consider adopting a basic amendment to the 'Resource' zone provisions to correct anomalies and ensure alignment with SPP 2.3.

TPS3 refers to the 'Statement of Planning Policy No. 2.3 Jandakot Groundwater Protection Area' (1995), which is now superseded. A revised SPP 2.3 was gazetted on 11 January 2017, and included significant modifications. One of the key changes is that the current SPP 2.3 does not contain Table 1 setting out land use suitability for the rural-water protection zone. Rather SPP 2.3 now refers to the WQPN 25; and this contains the table (Table 2) 'Compatibility of land uses and activities for the protection of water quality within public drinking water source areas'.

This means that references in TPS3 to Table 1 in SPP 2.3 are no longer valid, meaning the intended control over land uses in the 'Resource' zone has been undermined, creating ambiguity.

It is therefore recommended that the Scheme be amended to refer to the WQPN 25.

The table below sets out each of the proposed changes in detail, and the reason for these changes:

Amendment No. 155 Proposed Changes	Reason for proposed change
<b>Modifying Note 1 of Table 1</b> Modifying Note 1 of Table 1 by deleting (i)-(v), and replacing it with: "Development and use of land is to be in accordance with clause 14.10.11."	<ul style="list-style-type: none"> <li>Note 1 duplicates provisions from clause 4.10.11, and notes to a written law are generally not part of the law – s.32 Interpretation Act. Clause 1.7.3 of TPS3 says that 'Notes and instructions printed in italics, are not part of the Scheme.'</li> </ul>
<b>Deletion of clause 3.4.2 (b)</b>	<ul style="list-style-type: none"> <li>To remove outdated reference to the SPP2.3 Land Use Suitability Table.</li> </ul>
<b>Update of clause 14.10.11 Resource Zone</b> Updating all references from 'Statement of Planning Policy' to 'State Planning Policy'.	<ul style="list-style-type: none"> <li>Update outdated references to refer to current name 'State Planning Policy'.</li> </ul>
<b>Modifying clause 14.10.11(d) as follows:</b> <del>d.) Although the Use Classes of Plant Nursery uses (wholesale and retail) and Equestrian Activity in Table 1 of Statement of Planning Policy No. 2.3 – Jandakot Groundwater Planning Policy are an 'AA' use they will not be permitted on lots within the Resource Zone which have an area less than 4 hectares.</del>	<ul style="list-style-type: none"> <li>To remove outdated references; including removing reference to 'Equestrian Activity' as this is now identified as an 'Incompatible' use in WQPN 25.</li> </ul>
<b>Modifying clause 14.10.11(e) as follows:</b> <del>Any use which is not provided for in Statement of Planning Policy No. 2.1 – Peel-Harvey Coastal Plain Catchment Policy or included in Table 1 of Statement of Planning Policy No. 2.3 – Jandakot Groundwater Protection Policy is not permitted 'X' in the Resource Zone.</del> <u>d.) Uses that are identified as 'incompatible' or which are not listed in Water Quality Protection Note 25 are 'X' uses in the Resource zone.</u>	<ul style="list-style-type: none"> <li>Given there is no longer Table 1 in SPP2.3 it is proposed to be replaced with a new clause to ensure alignment with SPP2.3 and WQPN 25 specifying that uses identified as 'incompatible' or not listed in Water Quality Protection Note 25 are 'X' uses in the Resource zone.</li> <li>Consistent with clause 6.4(a)(iii) of SPP2.3 which specifies that 'incompatible' uses should not be permitted, and should be represented as 'X' uses in local planning schemes.</li> <li>Will bring TPS3 into line with current policy position, reflecting the intent of existing clauses 14.10.11(e) and 3.4.2(b) which specify uses not provided for in SPP2.3 are 'X' uses.</li> </ul>
<b>Deletion of clause 14.10.11(f), and insertion of replacement clause 14.10.11(f) as follows:</b> <u>All uses which are not prohibited (X) uses shall be treated as 'D' uses, unless otherwise specified in this Scheme.</u>	<ul style="list-style-type: none"> <li>Clause 14.10.11(f) includes numerous outdated references that render it defunct.</li> <li>Proposed replacement clause provides clarity around permissibility of other land uses under TPS3 where they are identified as 'compatible, with conditions' (majority of other uses) or 'acceptable' under WQPN 25.</li> <li>This reflects current approach, and will allow for existing exemptions under the Scheme to continue to apply (eg. for single houses).</li> </ul>



The proposed amendment will provide clarity around the permissibility of land uses in the 'Resource' zone and will ensure consistency with SPP 2.3 and the current policy intent of TPS3.

In August 2021 the Department of Planning, Lands and Heritage (DPLH) released Draft State Planning Policy 2.9 - Planning for Water (draft SPP 2.9) and Draft Planning for Water Guidelines for consultation. It intended that SPP 2.9 will supersede a number of other water-related policies, including SPP 2.3, to streamline and simplify the current water-related policy framework.

It is noted that the Draft SPP 2.9 and Guidelines still refer to the WQPN 25, and therefore these proposed references in TPS3 will remain valid should this new SPP be gazetted, replacing SPP 2.3.

If adopted by Council, the amending documents in support of the amendment will be prepared and referred to the Environmental Protection Authority ("EPA") as required by Section 81 of the *Planning and Development Act 2005*.

On receipt of a response from the EPA indicating that the amendment is not subject to formal environmental assessment, the amendment documentation will be signed and sealed and then submitted to the Western Australian Planning Commission along with a request for the endorsement of final approval by the Hon. Minister for Planning.

### **Strategic Plans/Policy Implications**

#### Environmental Responsibility

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

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

### **Budget/Financial Implications**

Nil

### **Legal Implications**

The proposed Amendment will provide greater clarity around the permissibility of land uses in the 'Resource' zone.

Clause 3.8.1 of TPS3 provides for the continued use of any land for the purpose for which it was being lawfully used immediately prior to the Gazettal date; and the carrying out of any development on that land for which, immediately prior to the Gazettal date, an approval or approvals, lawfully required to authorise the development to be carried out, were duly obtained and are current.



**Community Consultation**

Not applicable. This amendment is an administrative matter, specifically it is a response to a change to State policy/guidance which has been through consultation already and there is no further opportunity for any party to suggest changes or modifications.

As per Part 5 of the Planning and Development (Local Planning Schemes) Regulations, there several amendment types: basic, standard and complex. These are defined in Part 5, Division 1, Regulation 34.

A basic amendment (such as this) requires no consultation. A standard amendment is 42 days consultation and a complex amendment is 60 days consultation in recognition that such proposals which have a greater impact on the community are given a longer period of consideration.

**Risk Management Implications**

The officer's recommendation takes into consideration all the relevant planning factors associated with this proposal. It is considered that the officer recommendation is appropriate in recognition of making the most appropriate planning decision to ensure the City's Scheme is consistent.

**Advice to Proponent(s)/Submitters**

N/A

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

Nil.



**13.4 (2021/MINUTE NO 0233) Reconsideration of Development Application - DA21/0009 - Lot 7 (157) Beenyup Road, Banjup - Retrospective Transport Depot and Storage Yard**

<b>Author</b>	C Hill
<b>Attachments</b>	<ol style="list-style-type: none"> <li>1. Locality Plan <a href="#">↓</a></li> <li>2. Development Plans <a href="#">↓</a></li> <li>3. Acoustic Report <a href="#">↓</a></li> <li>4. Dust Management Plan <a href="#">↓</a></li> </ol>
<b>Location</b>	Lot 7 (157) Beenyup Road, Banjup
<b>Owner</b>	Bradley Douglas and June Kathleen Whincup
<b>Applicant</b>	Urbanista Town Planning
<b>Application</b>	DA21/0009
<b>Reference</b>	

**RECOMMENDATION**

That Council:

- (1) APPROVES the application for a temporary Transport Depot and Storage Yard at Lot 7 (157) Beenyup Road, Banjup, subject to the following conditions and footnotes:

**Conditions**

1. This is a temporary approval only, valid for a period of five (5) years from the date of this decision. Upon expiry of this date the use shall cease.
2. Hours of operation shall be limited to 4am to 7pm, Monday to Sunday.
3. A maximum of five (5) staff members are permitted to work on the site at any one time in the administration of the use.
4. A maximum of fifteen (15) additional staff shall be permitted to visit the site at any one time for the purposes of picking up and delivering vehicles and equipment associated with the approved use.
5. A maximum of four (4) 9-tonne heavy vehicles are permitted on the site at any one time.
6. A maximum of 40 light passenger vehicles are permitted on the site at any one time.
7. A maximum of 40 6-foot x 4-foot trailers are permitted on the site at any one time.
8. No servicing, maintenance or repair of any vehicles shall occur on the site.
9. No chemicals or hydrocarbons shall be stored on the site.
10. No fuelling or un-fuelling of vehicles is permitted on site.
11. The approved Dust Management Plan (DMP) shall be implemented at all times for the duration of the use, to the satisfaction of the City.
12. The existing onsite waste-water disposal system shall be maintained for the duration of the use, to the satisfaction of the City.
13. Within 30 days from the date of this approval, an updated Acoustic Report shall be submitted to the City for approval. The Acoustic Report shall include any recommendations necessary to ensure the development complies with assigned noise.
14. The approved Acoustic Report required by Condition 12 above, shall be



implemented at all times to the satisfaction of the City.

15. All commercial vehicles associated with the hereby approved use shall be manoeuvred and parked so as to avoid the need for reversing on the site.
16. Within 30 days from the date of this approval, an updated Site Plan shall be provided to the City for approval to address the following:
  - i) a designated vehicle parking area for vehicles associated with the hereby approved development,
  - ii) a designated vehicle parking area for staff members,
  - iii) amended crossover and vehicle access arrangements to account for the largest-sized vehicle accessing the site.
17. Within 60 days from the date of the approval of the approved Site Plan, the crossover and vehicle access arrangements shall be installed and maintained thereafter for the duration of the use, to the satisfaction of the City.
18. Within 60 days from the date of this approval, the unapproved northern crossover indicated on the hereby approved plans shall be removed and the verge reinstated to its original condition to the satisfaction of the City.
19. The parking of vehicles on the site must be in accordance with the approved Site Plan.
20. All stormwater being contained and disposed of on-site to the satisfaction of the City.
21. Floodlights shall not be illuminated after 10.00pm with all illumination being confined to the limits of the development. Light spill shall be contained on site in accordance with AS 4282 - 1997.

#### Footnotes

- a) 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 City, or with any requirements of the City of Cockburn Town Planning Scheme No. 3 or with the requirements of any external agency.
- b) This particular Transport Depot differs from the definition of 'Transport Depot' as defined within Town Planning Scheme No. 3, as indicated by Condition 8 above. Specifically, any Transport Depot on this site does not permit any maintenance or repair (servicing).
- c) Storage Yard is defined under the City's Town Planning Scheme No. 3 as:  
*"Means premises used for the storage of goods, equipment, plant or materials."*
- d) With regard to Conditions 12 and 13, should the updated Acoustic Report require the construction of any structures for noise screening, the applicant is advised to liaise with the City to determine whether a further development approval is required.
- e) The City's Health Services advises that it will require the cessation of any process, activity or equipment employed on the site if it is causing a dust nuisance, until such time as the process, activity or equipment has been satisfactorily modified.





(2) NOTIFIES the proponent and all submitters of the decision of Council.

8.36pm Cr Allen departed the meeting and returned at 8.37pm.

**Council Decision**

MOVED Cr C Stone SECONDED Cr P Eva  
That Council:

(1) APPROVES the application for a temporary Transport Depot and Storage Yard at Lot 7 (157) Beenyup Road, Banjup, subject to the following conditions and footnotes:

1. Condition 1: This is a temporary approval only, valid for a period of two (2) years from the date of this decision. Upon expiry of this date the use shall cease.
2. Conditions 2-21 and Footnotes (a)-(e) as recommended:

Condition 22: Subject to the provisions of State Planning Policy 3.7 - Planning in Bushfire Prone Areas, if required, a Bushfire Management Plan be prepared and lodged with the City within 30 days from the date of the approval and implemented to the satisfaction of the City.

(2) As recommended.

**CARRIED 5/4**

**For:** Cr K Allen, Cr P Corke, Cr C Terblanche, Cr P Eva, Cr C Stone

**Against:** Mayor L Howlett, Deputy Mayor T Widenbar, Cr M Separovich, Cr T Dewan

**Reason**

The two-year timeframe will ensure that should the proponent wish to continue the use beyond two years, they would need to re-apply to the City for development approval. This will allow the City to re-assess the application based on the planning framework at that time.

**Executive Comment**

The applicant is most likely going to be aggrieved by the decision to modify condition 1 from an approval of 5 years to 2 years based on conversations at a recent SAT mediation.

The risks to the City are as follows:

**Risk of a Permanent Approval** - Should the applicant be successful in the SAT at a full hearing the SAT may determine to approve the proposal for a period longer than 2 years or even a permanent approval. This is a possible outcome, based on officers' opinions, experience and precedence and therefore the implications should be strongly considered by Council.

In other words, the intent to limit the approval to 2 years (rather than five years) has the potential have the opposite to the desired effect.

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This is a risk to the City and to the community.

- a. Should the planning framework be modified in the future to prohibit 'Transport Depot' in the 'Resource' Zone a prior approval by SAT would provide the property 'non-conforming use rights' meaning they could continue to operate subject to the non-conforming use rights provisions. This would be a highly undesirable outcome
- b. Notwithstanding the recommended conditions being imposed, the applicant/ owner/ business operator may over time pose a risk to groundwater by hydrocarbons, storage or otherwise.

**2. Current Court Proceeding Incentive** - The City has prosecuted the applicant in the Fremantle Court for the existing retrospective 'Transport Depot'. The applicant has pleaded guilty. The sentencing (when the judge determines the \$ fine amount) has been postponed following the SAT appeal for the refusal of the Development Application.

The outcome of this Council decision or future SAT decision is an influencing factor for the judge in the Fremantle Court. In short there is a financial incentive for the applicant to proceed to a full SAT hearing (permanency of Transport Depot) as that potential outcome will lessen their fine amount from the Fremantle Court Judge.

- a. The fine from Court is likely to be in the order of \$100,000+-. This may influence the applicant to proceed to a full SAT hearing (to lessen the fine).

**3. Financial implications of a formal SAT hearing** - A two-year approval is less financially viable for the applicant (in comparison to a 5-year approval), for the reasons above, because of our proposed scheme amendment to rectify this anomaly and because they need to undertake works on the driveway and crossover.

The applicant has already made investments on the current site/ buildings completed prior to the retrospective application. The applicant would need to weigh up the cost of renting an alternative (more expensive) industrial/ commercial (or otherwise) premises along with relocation costs vs the cost of defending an appeal in SAT and potentially staying on the subject site permanently. Hence, they would have a strong motivation to proceed to a full hearing through SAT given their current below market rent expense, for the reason of the scheme amendment and for reason 2 above.

- a. The applicant has already engaged highly qualified and experienced legal counsel (SAT mediation + court proceeding) who would be advising the applicant on the pros and cons of attending a full hearing in SAT.
- b. defending an appeal in SAT, for the proposed alternative recommendation, could cost the City between \$50,000+/- and \$100,000+/-.
- c. The City would need to engage legal counsel, any expert witnesses and potentially cover the applicant's costs should a SAT decision be ruled in favour of the applicant. This is a probable outcome considering the current planning framework.





## Background

The subject site is 4.07 hectares in size and is bounded by rural development to the south, regional reserves to the north and east, and Beenyup Road to the west.

At the 8 July 2021 OCM Council refused this development application (Retrospective Transport Depot and Storage Yard at DA21/0009). The applicant subsequently exercised their right for review through the *State Administrative Tribunal* (SAT).

On 15 October 2021, following mediation, the SAT issued orders which included an invitation for the City to reconsider its decision pursuant to Section 31(1) of the *State Administrative Tribunal Act 2004* (SAT Act).

Following issue of the orders, the applicant provided additional information and a modified business proposal for the City's review, comprising the following:

- A reduction in the number of onsite staff from eight (8) to five (5) persons
- A reduction in the number of workers who attend the site daily to collect/return vehicles, from 25 to 15 persons
- A reduction in the number of nine-tonne rigid vehicles (commercial vehicles) from six (6) to four (4)
- Clarification of the number of toilets on the subject site due to a previous error on the original plans – confirming two (2) within the dwelling (office) and one (1) within the 'yard', with plans updated to suit
- A reduction in the number of access points to the subject site from two (2) to one (1)
- A change from seeking permanent approval, to seeking a **temporary five (5) year approval**
- An Acoustic Report to address noise produced on the subject site
- A Dust Management Plan (DMP) to address dust at the subject site
- Further clarification on staff movements to address effluent disposal concerns.

This application was advertised for community consultation in accordance with the requirements of clause 64(4) (advertising applications) of the *Planning and Development (Local Planning Schemes) Regulations 2015* (the Regulations).

Over the course of the advertising period a total of 102 submissions were received, comprising 96 objections, 4 non-objections and 2 'Comment Only'. Key concerns as raised by the community included increased traffic, noise, house values and community safety.

Pursuant to the SAT procedures and the reduction in size and scale of the proposal the revised application, following mediation, was not re-advertised. The concerns of the community have been heard and considered under the initial advertising (prior to SAT and prior to the refusal of Council at the 8 July 2021 OCM). The concerns of the community under the initial advertising have informed the subsequent proceedings including:



1. The SAT mediation process
2. The revised application (reduced size and scale)
3. The revised term of the approval being 'temporary' in nature – 5 years only
4. The additional information addressing vehicular access, dust, noise and effluent disposal.

Other details of the proposal, for example number of light passenger vehicles, trailers and hours of operation, remain unchanged.

Due to the original development application being determined by Council, this reconsideration is also required to be determined by Council.

## Submission

N/A

## Report

### Planning Framework

#### *Zoning*

As noted in the 8 July 2021 OCM report for this application, the subject site is zoned 'Rural – Water Protection' under the Metropolitan Region Scheme (MRS) and 'Resource' under the City of Cockburn Town Planning Scheme No. 3 (TPS 3). The objective of the Resource zone in TPS 3 is:

*"To provide for the protection of the Perth Metropolitan **underground water** resource in accordance with the requirements of Statement of Planning Policy No. 6 Published by the Western Australian Planning Commission on 12 June 1998."*

A Transport Depot is defined within TPS 3 as follows:

*"Means land or buildings used or intended to be used for the transfer of goods or persons from one motor vehicle to another motor vehicles for hire or reward, **including management, maintenance and repair of the vehicles** used and includes the garaging or parking of such vehicles associated with this use, but does not include the parking of a commercial vehicle in the residential and rural land use areas."* [emphasis added]

Please note that the bold [emphasis added] text above involving maintenance and repair of vehicles has been excluded via proposed condition 8 above, in accordance with the Department of Water and Environmental Regulation's (DWER's) advice.

A Storage Yard is defined within TPS 3 as follows:

*"Premises used for the storage of goods, equipment, plant or materials".*

*State Planning Policy 2.3 – Jandakot Groundwater Protection (SPP 2.3)*



The purpose of SPP 2.3 is to protect the Jandakot Groundwater Mound from development and land uses that may have a detrimental impact upon the water resource.

The policy outlines that it should be read in conjunction with the *Water Quality Protection Note 25: Land Use Compatibility Tables in Public Drinking Water Source Areas* (Note 25) for the purposes of determining land use permissibility.

At the time of assessment of the original application, neither land use ('Transport Depot' or 'Storage Yard') was specifically referred to in Note 25. However since this time, amendments to Note 25 have resulted in 'Transport Depot' being deemed an 'Incompatible' use in the Priority 2 (P2) area.

Advice from DWER was sought during assessment of the original application. DWER did not object to the proposal, subject to recommending that the following conditions be applied:

- No servicing of vehicles to be undertaken on the site; and
- Any chemicals or hydrocarbons are to be stored in hardstand areas with appropriate bunding.

Given the restrictions of this 'Transport Depot' and 'Storage Yard' (see proposed conditions 8, 9 and 10) the risks/ potential damage to ground water are considered in this instance to be acceptable for a temporary basis only.

The City recognises that our future new scheme or amendment to our current scheme will need to prohibit such uses in line with State Planning Policies. Once the City's new scheme is adopted or current scheme amended and the 5 year temporary planning approval has lapsed the City would be in a stronger legal position to refuse any future Transport Depots in the Resource Zone.

Any future appeal of an 'X' use in SAT would likely be in favour of the City ('black and white'). This is because the use would be specifically prohibited in the scheme. The current provisions/ permissibility of land use in the scheme for the 'resource' zone are 'grey' which has resulted in the proposed compromise. This recommended decision is considered as an interim decision until such time as our planning framework is strengthened.

*Perth and Peel @ 3.5 million*

The *Perth and Peel @ 3.5 million South Metropolitan Peel Sub Regional Planning Framework* provides a high-level framework to guide development up to the year 2050. The subject site is identified within the document as Rural – Water Protection. Whilst the original assessment noted that the proposed use generally did not align with the intention of *Perth and Peel @ 3.5 million*, there is potential for such a temporary use to be considered.



*Creation of a new Scheme to address uses in the Resource Zone*

As noted above, the TPS 3 refers to SPP 2.3, and further, Note 25, for guidance on land use permissibility. The City is currently in the process of creating a new Scheme which will incorporate the land uses and their permissibility in line with SPP 2.3 and Note 25.

Assessment*Consideration of a temporary timeframe for approval*

The City seeks to avoid the approval of land uses that could permanently impact the character of the Resource Zone. However, it is acknowledged that there is potential for some discretion to be applied until such time as the new Scheme takes effect. For this reason, a temporary approval may be considered appropriate subject to careful conditions minimising impacts on the environment and neighbouring properties.

The issuing of temporary development approvals has been proven as an effective measure in the context of the changing planning framework in other areas, for example the Hope Valley Wattleup Redevelopment Area (Latitude 32).

In this instance, five-year approvals provide an appropriate balance between viability for applicants and the time it takes for updated planning framework to come into effect. Given the anticipated number of years until the new Scheme takes effect, five years is considered to therefore be an appropriate timeframe for the subject application.

It should be noted that at the end of a five-year timeframe, applicants would have the opportunity to apply for an extension to their development applications. However, assuming the new Scheme is in effect by this time, it is likely that 'Transport Depot' and 'Storage Yard' will be 'X' uses, meaning that they will not be permitted, and hence a new/extended approval would not be issued.

*Additional information provided through the SAT process*

As noted in the 'Background' section above, following the refusal of the original application and commencement of an appeal to the SAT, the applicant provided additional information to the City. In accordance with Part 4 Division 2 Section 55 of the SAT Act, nothing said or done at the mediation can be disclosed at any later stage of the proceedings; therefore the details of the mediation are confidential. However, based on separate legal advice sought by the City and by the applicant, it was determined that the new information provided by the applicant could address previous concerns raised in the original assessment. These are discussed below.

*Reduction to staff and vehicle numbers*

As mentioned in the 'Background' section above, a reduction is proposed to the onsite staff, daily workers dropping off/collecting equipment and 9-tonne vehicles on site. This will alleviate several amenity-related concerns raised in the original assessment; particularly in terms of noise, dust and effluent disposal.



*Reconfiguration of vehicular access*

Plans submitted with the original application depicted vehicle access from an existing, unapproved, crossover on the northern side. This crossover was identified as being unsafe due to its proximity to the nearby roundabout.

Through provision of updated plans, access is now proposed from the approved central crossover. Further updated plans are recommended to be required through a condition, to ensure that the design of the crossover and connecting internal access roads can safely accommodate the largest-sized vehicle using the site.

*Noise*

A significant concern identified during the original assessment was the potential noise impact on surrounding properties. The applicant has now provided an acoustic report to address these concerns. Key sources of noise were found to be the vehicle movements, starting/idling of engines and loading of the vehicles.

Based on the findings of the report, all activity on the subject site was found to comply with the Noise Regs, with the exception of rigid trucks entering and exiting the site, which was found to *marginally* exceed the maximum assigned noise levels.

The report recommends a number of measures that could be implemented day-to-day, (for example low vehicle speeds, maintaining the access roads, securing loads) which would ensure that the noise levels could comply with the Noise Regs.

It is acknowledged that the submitted report accounts for vehicles utilising the (unapproved) northern crossover only. Therefore, a further Acoustic Report is recommended to be required through a condition to provide updated modelling, based on access being from the central crossover.

It is possible that the updated Acoustic Report could result in further recommendations that would need to be implemented to achieve compliance with the Noise Regs. A condition is therefore recommended to require that all said recommendations are to be implemented at all times, to the satisfaction of the City.

It is also noted that further modelling is required to account for the loading and unloading of vehicles, which was identified as one of the potential noise sources. This can again be addressed in the further updated Acoustic Report.

The location of the storage sheds in relation to the vehicle parking area is such that the noise produced by loading/unloading would be unlikely to exceed that of the vehicle engine noise, and as such no *additional* unreasonable noise is expected.

*Dust*

Another concern raised through the original assessment of DA21/0009 was the potential for dust nuisance caused by vehicle movements, given the northern access track and vehicle parking areas are a combination of crushed limestone and loose bitumen. The applicant has now provided a DMP to confirm the implementation of





dust management techniques such as weather monitoring and watering down. Contact details would also be available to the public to allow for a clear complaints procedure.

The measures are determined to be sufficient to mitigate potential dust impacts. Enforcement of the DMP would occur through recommended condition 11.

#### *Effluent disposal*

At the time of the original assessment of DA21/0009, limited information was available on how waste-water could be appropriately contained and disposed of. Further information has since become available to confirm that the existing system, which is connected to two (2) toilets in the existing dwelling and one (1) toilet in the 'yard' will in fact be able to support the persons on site. Firstly, the applicant now proposes to reduce their on-site staff numbers to five (5).

Secondly, the applicant confirmed that the remaining 15 workers, who drop off vehicles and equipment, would only visit the site up to twice per day, for a maximum of ten minutes.

The City's Health officers have confirmed that the existing disposal system can support up to seven (7) persons. These workers then travel to their respective worksites in various locations, which all have toilets present. It is also noted that 15 staff is the *worst-case* scenario on any one day, as many workers normally only attend the subject site sporadically once or twice per week.

In this context, it is reasonable to say that the only persons using the onsite ablutions would be the five onsite staff members, and as a result, the current waste water disposal system is sufficient. A condition is recommended to ensure the system is maintained for the duration of the use, to the satisfaction of the City.

#### Conclusion

The Retrospective Transport Depot and Storage Yard is proposed to be reconsidered for approval in light of the following:

- The concerns of the residents under the initial advertising have informed a revised proposal which seeks to meet those concerns
- Additional information has been provided by the applicant to address the potential amenity impacts that were raised previously, specifically in relation to traffic, dust, noise and effluent disposal
- The use is proposed to be temporary only.

It is noted that by imposing the recommended conditions above, the impact of the use on the amenity of surrounding areas will be reduced. The use will also be able to comply with the requirements of SPP 2.3, and will satisfy the concerns raised by DWER, who ultimately had no objection to the proposal.



## Strategic Plans/Policy Implications

### Environmental Responsibility

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

- Sustainable resource management including waste, water and energy.

### Listening & Leading

A community focused, sustainable, accountable and progressive organisation.

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

## Budget/Financial Implications

Should Council resolve to refuse the proposal for reconsideration, the matter (which is currently subject to SAT proceedings) would proceed to a Full Hearing. This would incur further costs as legal counsel would be required.

A full Hearing would likely cost in the order of approximately \$30,000 to \$60,000 in legal fees for the City's engaged legal counsel. Should the City lose the matter the City may be subject to paying the legal fees of the applicant which would likely be \$60,000 to \$120,000.

## Legal Implications

Should Council resolve to refuse the proposal for reconsideration, the matter (which is currently subject to SAT proceedings) would proceed to a Full Hearing at SAT. Should this occur the City will be required to engage legal counsel. In addition, should the City lose the Full hearing in SAT [noting as mention above that the current framework is 'grey' (not black and white)] a hypothetical loss in SAT would result in an undesirable legal precedent.

A hypothetical refusal in SAT could potentially 'open the flood gates' for undesirable 'incompatible' applications within the 'resource' zone. Rather than risk a hypothetical SAT refusal outcome, it is considered the officers recommendation is considered the more appropriate strategic / risk minimisation approach.

## Community Consultation

Community consultation was undertaken and discussed under the 8 July 2021 OCM (see item 13.2). This report is for the same application and therefore re-advertising is not considered necessary. See 'background section above' for more details.

## Risk Management Implications

Should Council resolve to approve the proposal without the recommended conditions, there is potential for amenity impacts upon surrounding properties.



**Advice to Proponent(s)/Submitters**

The Proponent(s) and those who lodged a submission on the proposal have been advised that this matter is to be reconsidered at the 9 December 2021 Ordinary Council Meeting.

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

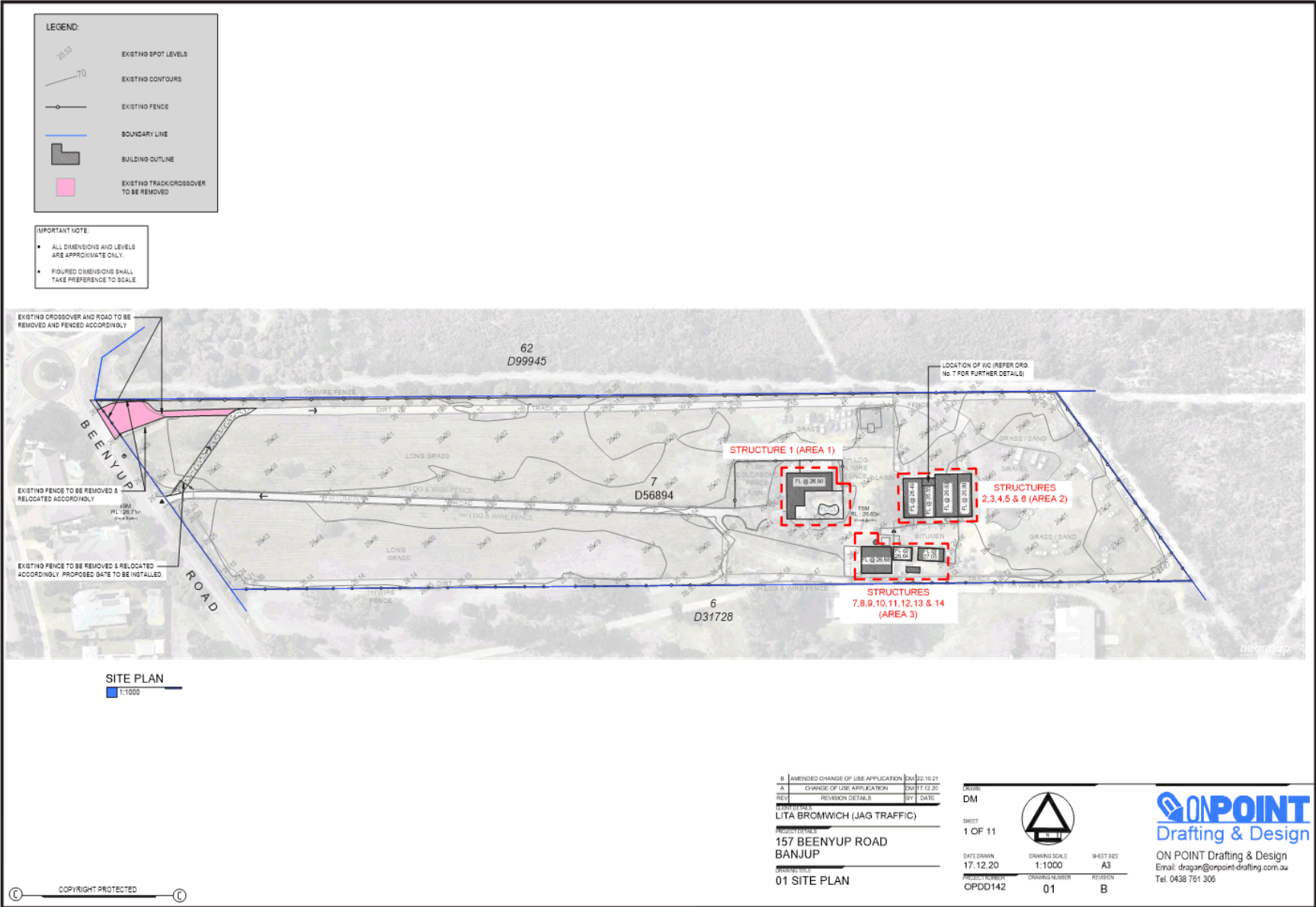
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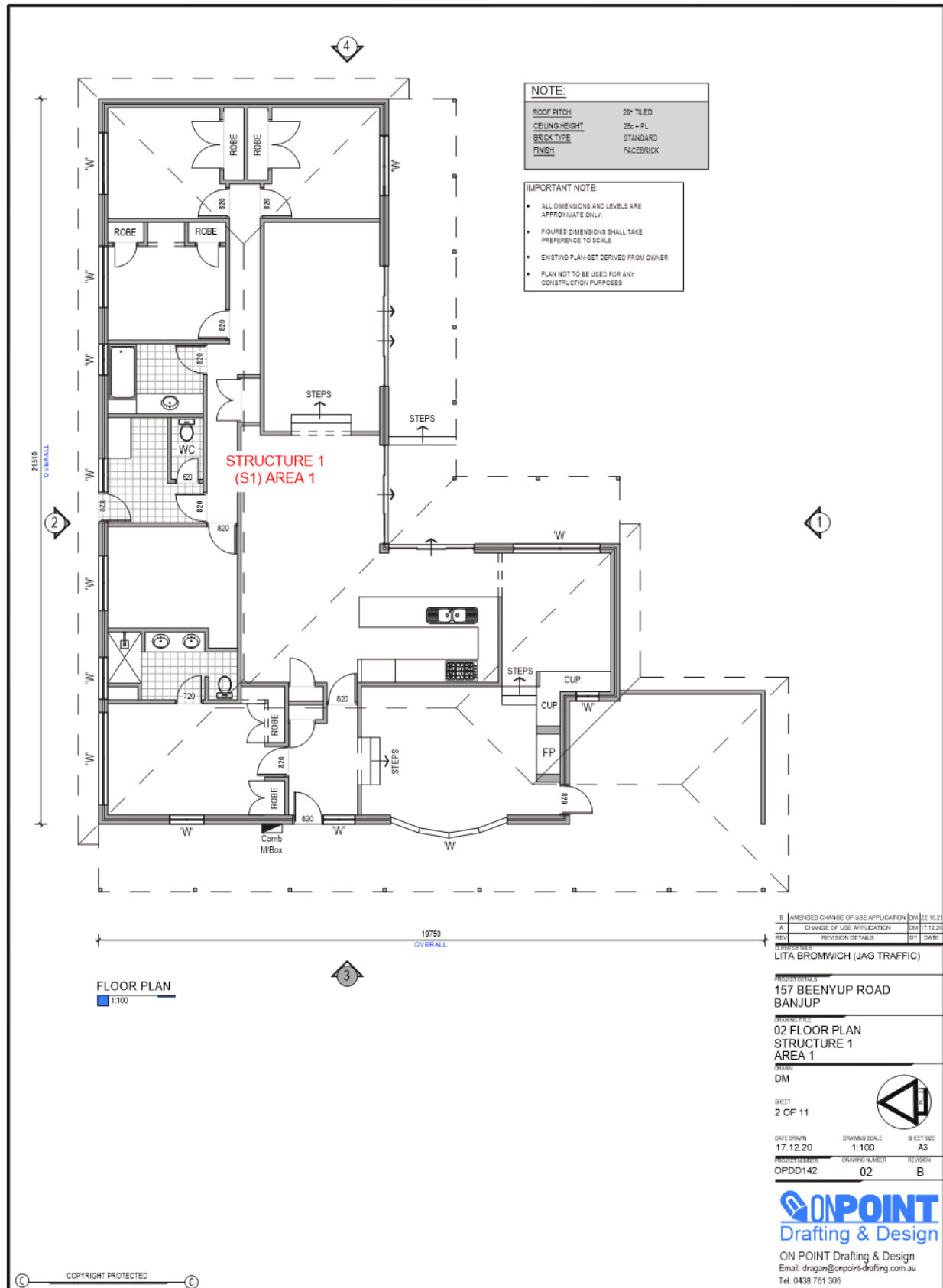


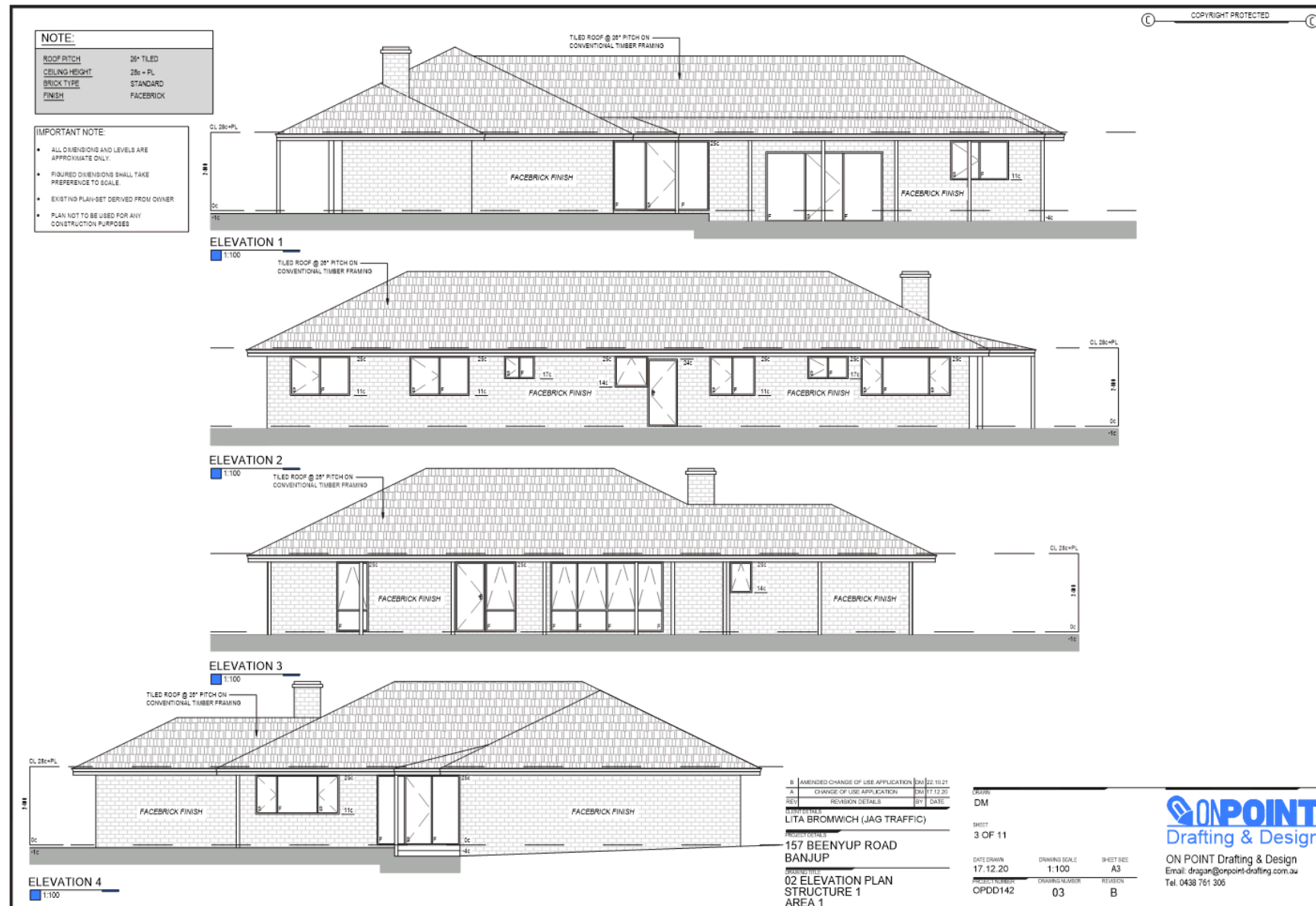








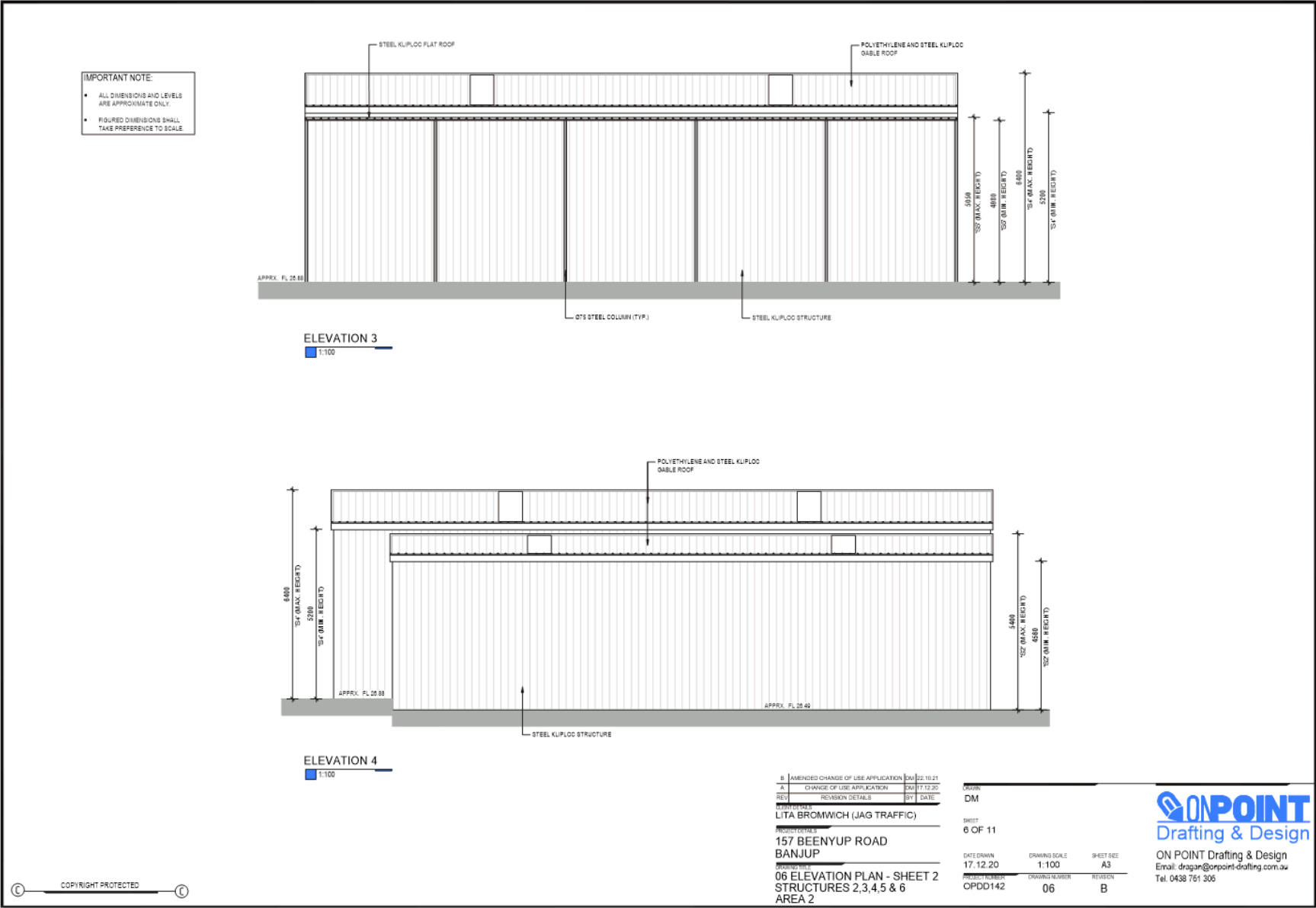


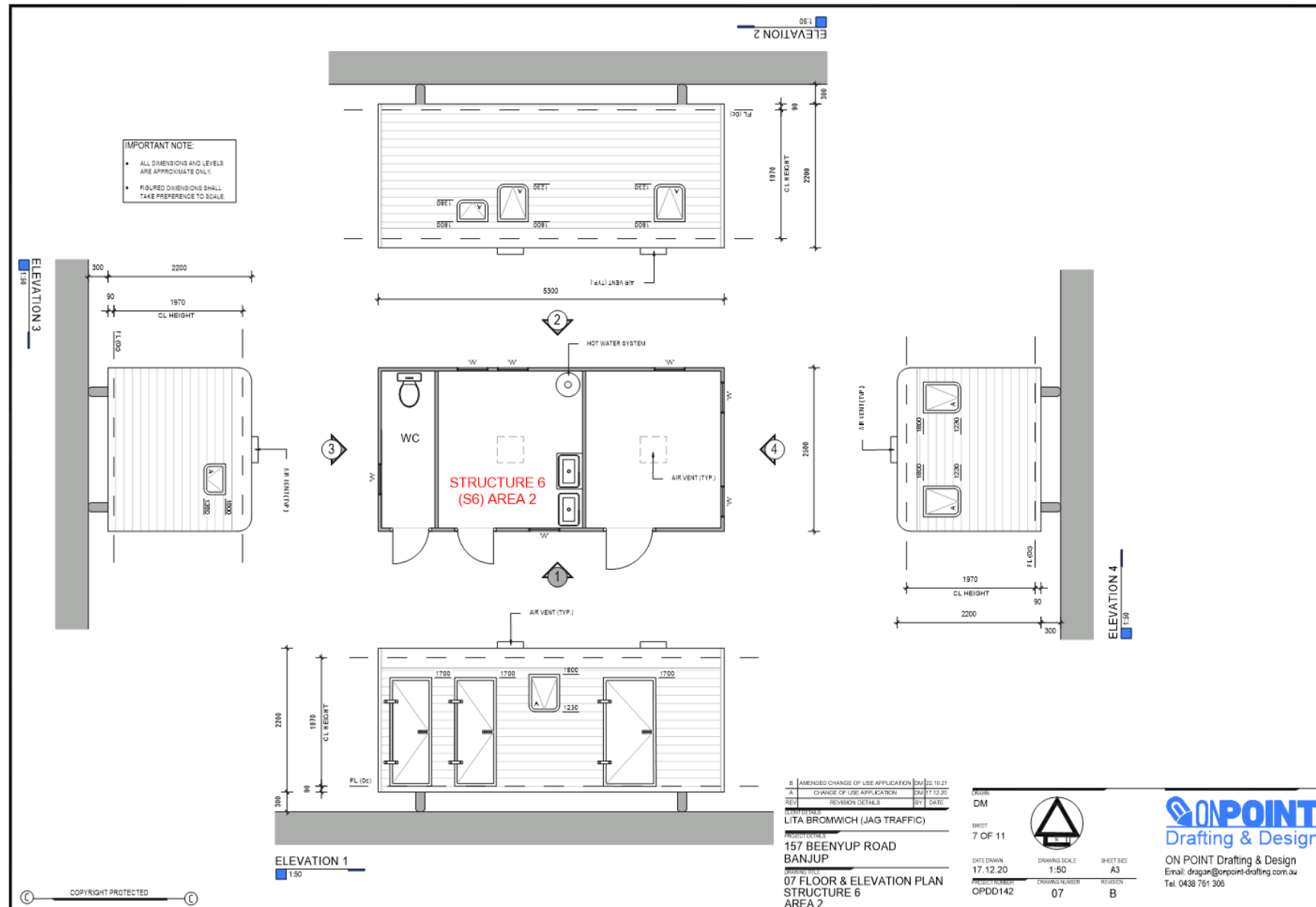




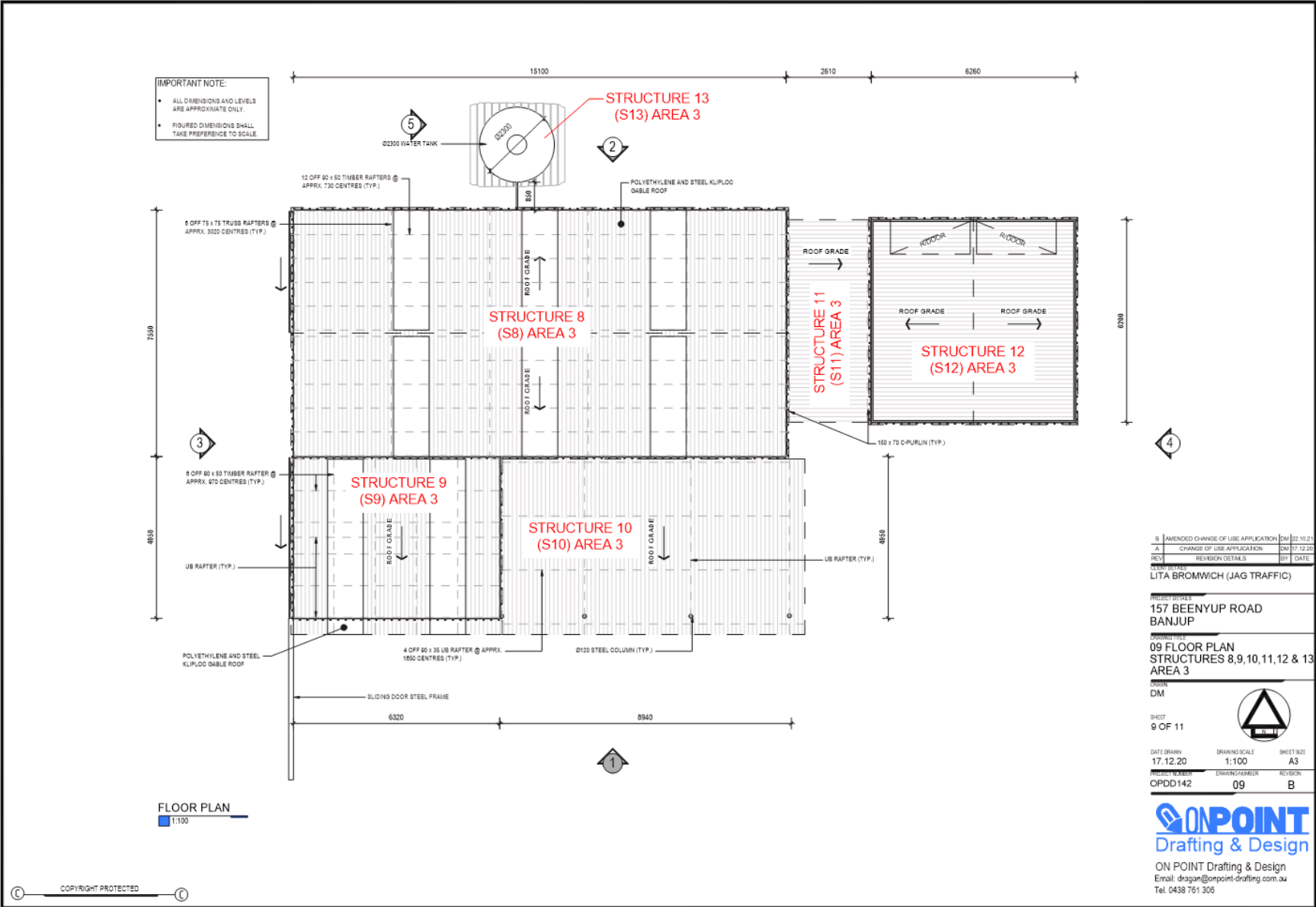


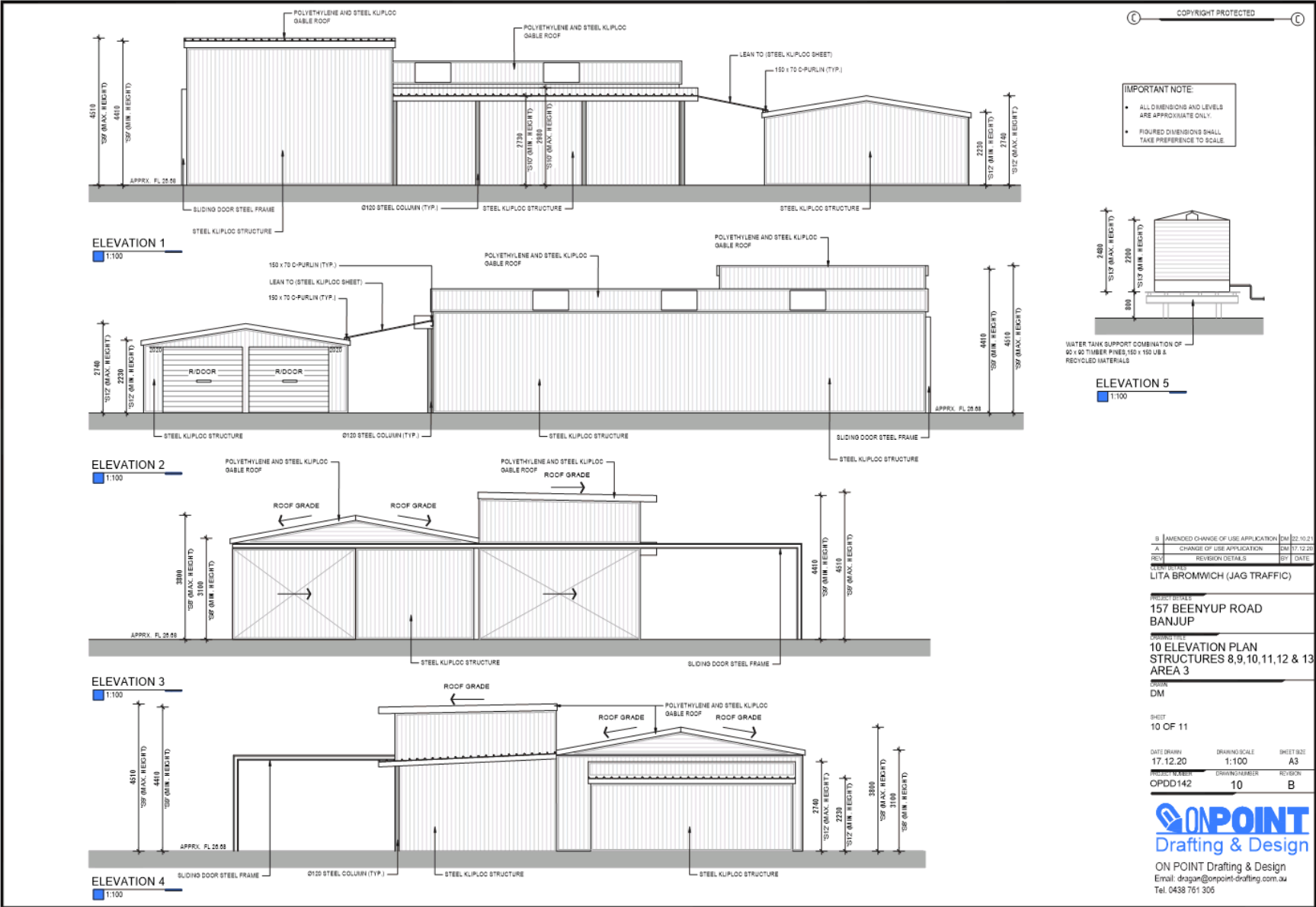


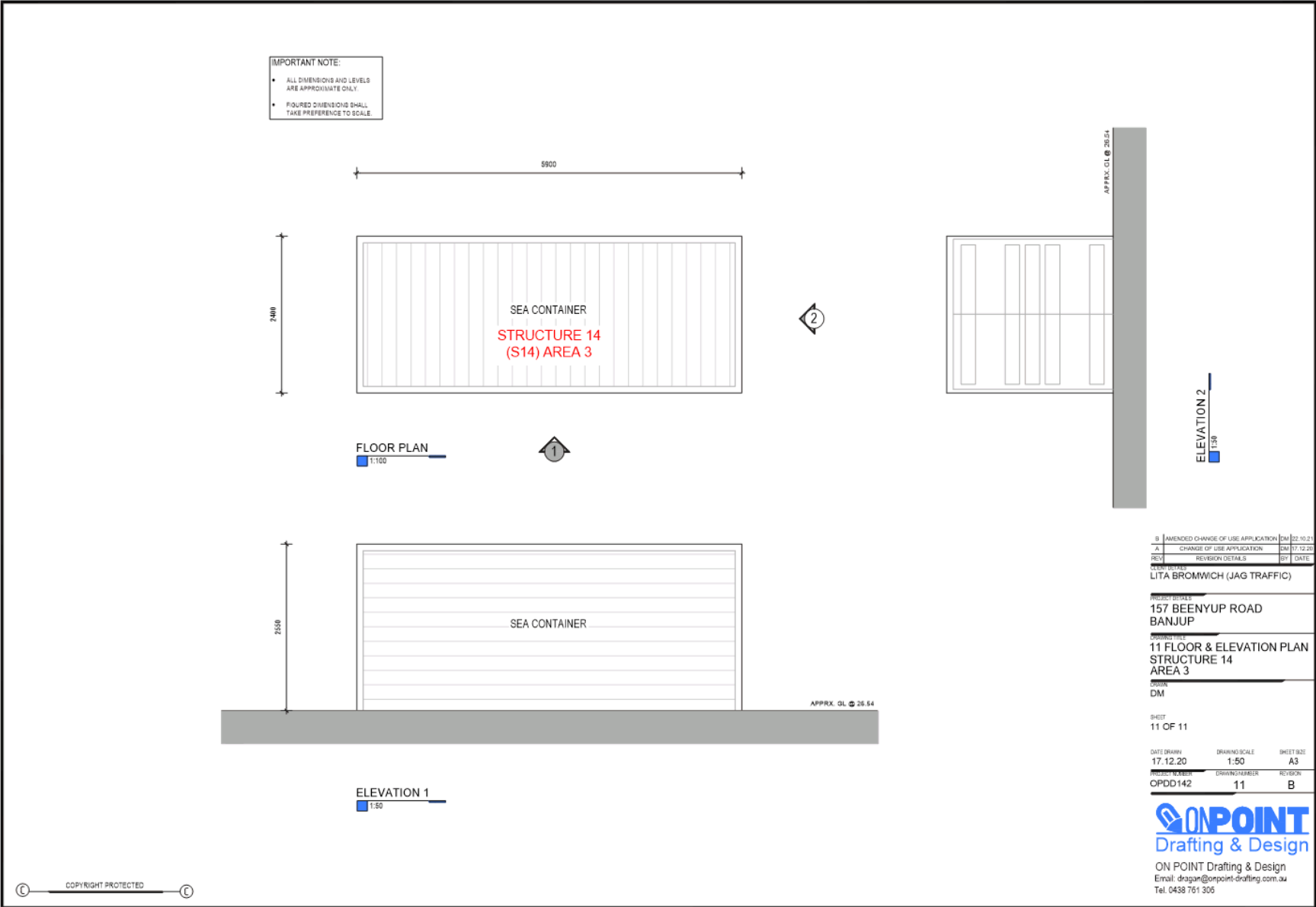
















# 157 BEENYUP ROAD, BANJUP TRANSPORT DEPOT NOISE ASSESSMENT

Report 10.00115R-01  
prepared on 29/10/2021



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157 BEENYUP ROAD, BANJUP  
TRANSPORT DEPOT  
NOISE ASSESSMENT

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**BASIS OF REPORT**

This report has been prepared by **Acoustics Consultants Australia (ACA)** with all reasonable skill, care and diligence, and taking account of the timescale and resources allocated to it by agreement with the Client. Information reported herein is based on the interpretation of data collected, which has been accepted in good faith as being accurate and valid.

This report is for the exclusive use of the Client. No warranties or guarantees are expressed or should be inferred by any third parties. This report may not be relied upon by other parties without written consent from ACA. ACA disclaims any responsibility to the Client and others in respect of any matters outside the agreed scope of the work.

**DOCUMENT CONTROL**

REFERENCE	DATE	PREPARED	REVIEWED	AUTHORISED
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**Report 10.00115R-01****1. INTRODUCTION**

This report presents the findings of the noise assessment conducted by Acoustics Consultants Australia (ACA) at Jag Traffic located at 157 Beenyup Road, Banjup (the site).

The aims of this assessment are:

- To identify the main sources and paths of noise from the site and the nearest noise sensitive receivers;
- to conduct an objective noise assessment based on a noise model calibrated with measurements conducted at the site during day of typical operations; and
- to provide recommendations to minimise noise impacts to the nearest residents.

Noise has been identified as a potential source of annoyance to surrounding sensitive receivers.

The site is located within 'Resource' zoning and surrounded in majority by other lots of the same type and residential use. Residents are located approximately 25 m from the site's drive way entry.

An inspection was conducted at the site by ACA to understand the current conditions of the existing building and surroundings. Noise monitoring was conducted during a busy work day at the site.

The assessment summarised in the following sections of this report has been conducted following the stipulations of the WA Environmental Protection (Noise) Regulations 1997 (EPNR) considering typical existing operational conditions.

The methodology and Standards used to conduct the assessment, as well as the numeric assessment results and the relevant assessment criteria are presented in the following sections of this report.

Acoustic terms used in this report are defined in the Glossary of **Appendix A**.

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## 2. BACKGROUND INFORMATION

JAG Traffic has been operating at the site for the past four years. Noise sensitive residential dwellings are located in proximity to the site, to the south, west and northwest.

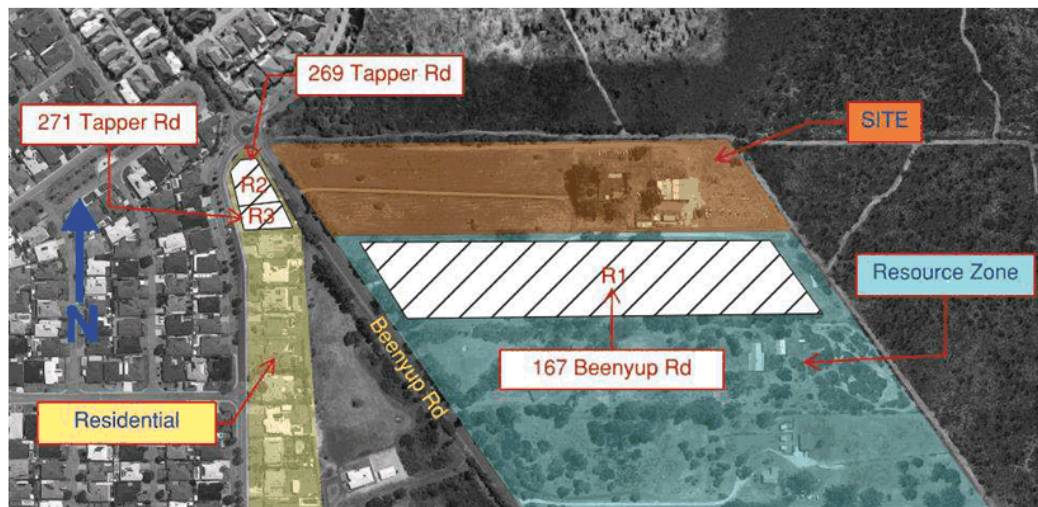
The site is a transport depot and storage of the operations. The operations that take place on site are related to traffic control support vehicles being loaded with road traffic management devices (i.e. cones, barricades and signage) and then driving off for jobs.

### 2.1. Location

The site is a lot located at Lot 7 (No. 157) Beenyup Road, Banjup. The lot is within 'Resource' zoning, following the City of Cockburn's LPS3. The entry to the site is via Beenyup Road. The surroundings are comprised of other 'Resource' lots to the south, including a residential dwelling immediately south and residential land to the west/northwest. The adjacent land to the north and east of the site is a 'swamp reserve', zoned as 'park and recreation'.

The nearest sensitive receivers are located approximately 25 m to the site entry (west) and a dwelling located directly south of the site. **Figure 1** depicts an annotated aerial view of the site and its surroundings.

**Figure 1** Site location and nearest noise sensitive receivers



The nearest noise sensitive residential receivers are identified below:

- R1 – 167 Beenyup Rd
- R2 – 269 Tapper Rd
- R3 – 271 Tapper Rd



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### 2.2. Site Description

The site operations are principally conducted between 6am and 5pm; however, occasional access to site would be required by staff outside these hours.

In the worst-case scenario, the identified hours fall within the night-time period as described by WA Noise Regulations, discussed in **Section 3**.

The identified key sources of noise associated with the site are:

- Light and rigid trucks vehicles' movements (driving in and out of site);
- Starting of vehicles and idling engines; and
- Loading of vehicles.

From our site observations and the measurements, the key noise sources abovementioned define the representative average assessment scenario. Other noise emissions identified from typical operations on site are linked to staff vehicles, staff general conversations and occasional background music (radio) from vehicles.

The site is a long-shaped lot with a building at the centre used as office. The front of the lot is mainly grassland, which works as a buffer zone (approximately 300 metres) between the site operations and the most sensitive residents west of the site. There is a large shed on site used mainly as storage of traffic signs and cones. Light and heavy vehicles are parked towards rear of the lot (south and east). The access driveway of the site is located along the northern boundary of the lot. **Figure 2** describes the site layout and its main features.

**Figure 2** Site layout



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### 3. ACOUSTIC CRITERIA

Criteria have been determined from a review of the following documents:

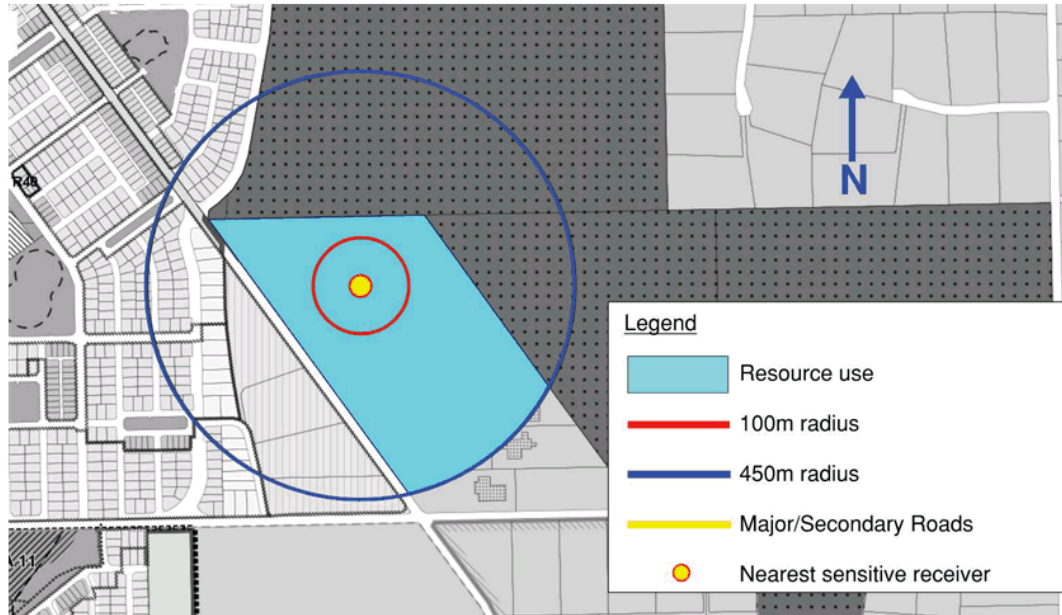
- State requirements: Western Australia *Environmental Protection (Noise) Regulations 1997* (EPNR1997); and
- Australian Standard AS/NZS 2107:2016 *Acoustics – Recommended design sound levels and reverberation times for building interiors* (AS 2107).

#### 3.1. WA Environmental Protection (Noise) Regulations 1997

Noise emissions from commercial premises to nearby residential properties are covered by state noise policy in the form of the Western Australia Environmental Protection (Noise) Regulations 1997 (EPNR). To achieve compliance with this policy, noise levels at nearby residential areas are not to exceed defined limits, named Assigned Noise Levels. These limits are determined from consideration of prevailing background noise levels and 'influencing factors' that consider the level of commercial and industrial zoning in the locality.

The influencing factor considers zoning and road traffic volumes around the two sensitive receivers of interest, within a 100 and 450 m radius (see **Figure 3** for representation of R1 and **Figure 4** R2 and R3) from these residents.

**Figure 3** Influencing factor calculation map (R1)



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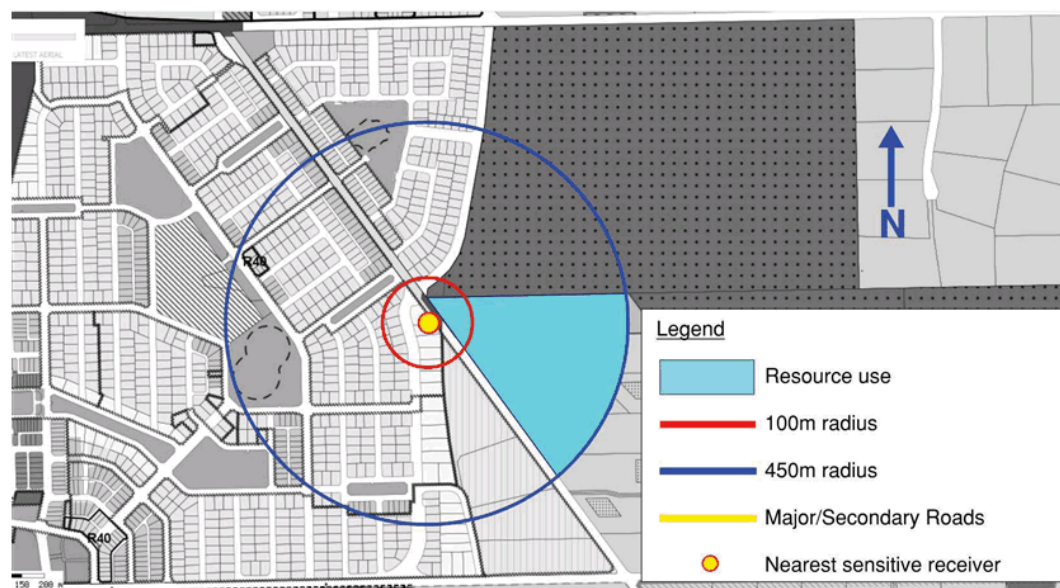
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The resulting influencing factor is 6 dB, based on:

- A commercial zoning factor of 6.4 dB due to 97% commercial/mixed use land within the inner circle, and 31% commercial/mixed land in the outer circle.
- A transport factor of 0 db.

**Figure 4** Influencing factor calculation map (R2 and R3)



The resulting influencing factor is 2 dB, based on:

- A commercial zoning factor of 1.8 dB due to 20% commercial/mixed use land within the inner circle, and 16% commercial/mixed use in the outer circle.
- A transport factor of 0 db.

Resource zoning has been considered commercial zone for influencing factor purposes, based on the definitions provided by the EPNR of 'Commercial Premises' under Schedule, Part B or the Regulations. Furthermore, following definition by the City of Cockburn's information sheet regarding 'Resource' zoning. That is:

- "Properties previously zoned Special Rural and Rural in parts of Jandakot and Banjup are now included in the Resource zone. The term 'Resource zone' was chosen to reflect the existence of the groundwater and its value to the community as a resource.
- It predominantly encompasses the semi-rural landholdings of the suburbs of Banjup and Jandakot;

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- *The Resource zone is also home to a number of non-residential uses. Examples include; dog kennels, nurseries and sand quarries."*

A summary of the applicable outdoor noise criteria for each receiver is provided in the following table.

**Table 1 WA EPNR Assigned Noise Levels**

Type of premises receiving noise	Time of day	Assigned Level (dB)		
		L <sub>A10</sub>	L <sub>A1</sub>	L <sub>Amax</sub>
Noise sensitive premises: highly sensitive area	0700 to 1900 hours Monday to Saturday	51	61	71
<b>RECEIVER R1</b>	0900 to 1900 hours Sunday and public holidays	46	56	71
	1900 to 2200 hours All days	46	56	61
	2200 hours on any day to 0700 hours Monday to Saturday and 0900 hours Sunday and public holidays	41	51	61
Noise sensitive premises: highly sensitive area	0700 to 1900 hours Monday to Saturday	47	57	67
<b>RECEIVERS R2 and R3</b>	0900 to 1900 hours Sunday and public holidays	42	52	67
	1900 to 2200 hours All days	42	52	57
	2200 hours on any day to 0700 hours Monday to Saturday and 0900 hours Sunday and public holidays	37	47	57
Noise sensitive premises: any area other than highly sensitive area	All hours	60	75	80
Commercial premises	All hours	60	75	80

A series of adjustments must be added to the noise source levels if noise received at the sensitive premises cannot reasonably be free of intrusive characteristics of tonality, modulation and impulsiveness, or if the noise emission is music, and the adjusted level must comply with the assigned level. Definition of these terms (tonality, modulation and impulsiveness) can be read from Regulation 9(1) of the EPNR. **Table 2** summarises the adjustments, as defined by the Regulations.

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**Table 2 Noise character adjustments**

Adjustment where noise emission is not music			Adjustment where noise emission is music	
Where tonality is present	Where modulation is present	Where impulsiveness is present	Where impulsiveness is not present	Where impulsiveness is present
+5 dB	+ 5 dB	+ 10 dB	+10 dB	+15 dB

Notes: (These adjustments are cumulative to a maximum of 15 dB)

In this case, tonality, modulation and impulsiveness has not been found from site measurements; therefore, no correction is applicable as there is no music emissions from the site.

Based on the site operations and the relevant periods of the day, the most stringent noise criteria are:

- For the **night-time periods at R1**: outdoor noise limit of  $L_{A10}$  41 dB and  $L_{Amax}$  61 dB at the residential sensitive receivers' locations.
- For the **night-time periods at R2 and R3**: outdoor noise limit of  $L_{A10}$  37 dB and  $L_{Amax}$  57 dB at the residential sensitive receivers' locations

### 3.2. Australian Standard 2107:2016

For internal spaces, Australian Standard 2107:2016 *Acoustics – Recommended design sound levels and reverberation times for building interiors* (AS/NZS 2107) and the World Health Organisation Guidelines for Community Noise 1999 (The WHO Guidelines) documents provide recommended noise limits for specific room usages.

Indoor targets are considered more appropriate to noise sensitive activities such as sleep and residential living since they generally occur indoors. Therefore, where it can be shown that the *outdoor* Assigned Noise Levels are impracticable to achieve, consideration is usually given to appropriate application of industry guidelines such as Australian Standard 2107:2016.

The following table presents recommended internal noise levels recommended for residential houses and apartments near major roads in Table 1 of AS/NZS 2107.

**Table 3 AS/NZS 2107 Recommended design sound levels**

Type of occupancy	Design sound levels ( $L_{Aeq,t}$ range) – dB
Houses and apartments near major roads	
Living areas	35-45
Sleeping areas (night-time)	35-40
Work areas	35-45

From this table an internal noise target of  $L_{Aeq}$  40 dB is considered reasonable for habitable areas facing the site. The recommended sound levels given are not necessarily appropriate in all

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circumstances and may not reflect each occupant's expectations of quality; this is particularly the case when the noise content has considerable low frequency energy or when the levels do not correspond to a quasi-steady noise source (i.e. sound fluctuates by a significant range in a short period of time).

The WHO Guidelines (World Health Organisation) provide internal noise limits recommended to avoid negative health impacts based on sleep disturbance scenarios. The guidelines are not specific to industrial noise; however, acknowledges that when a significant low frequency component is present, then a 10-dB safety factor may be applied. The recommended limits by the WHO Guidelines are shown in **Table 4**.

**Table 4** WHO Guidelines, sleep disturbance recommended noise limits

Noise metric	Recommended indoor levels – dB
Sleep disturbance, inside bedrooms	
L <sub>Aeq,8hour</sub>	35
L <sub>Amax</sub>	50

Note: The WHO Guidelines set out outdoor limits based on assumptions of 10dB indoor-outdoor difference. For windows closed, indoor to outdoor level difference may be 5-15 dB higher than with windows open. We summarise the indoor goals, as the façade transmission would vary from resident to resident.

Recommended external noise limits may vary between 10 and 25 dB higher than the figures of **Table 4**, depending on the façade transmission loss specific to each case (i.e. some houses/apartments attenuate sound better than others).



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### 4. ASSESSMENT

#### 4.1. Approach

The assessment has been conducted based on the following steps:

- Field measurements conducted to quantify the existing noise emissions from the site;
- Noise modelling built and calibrated to the measurements conducted in order to predict noise levels at surrounding noise sensitive receivers; and
- Assessment of predictions against the applicable noise criteria.

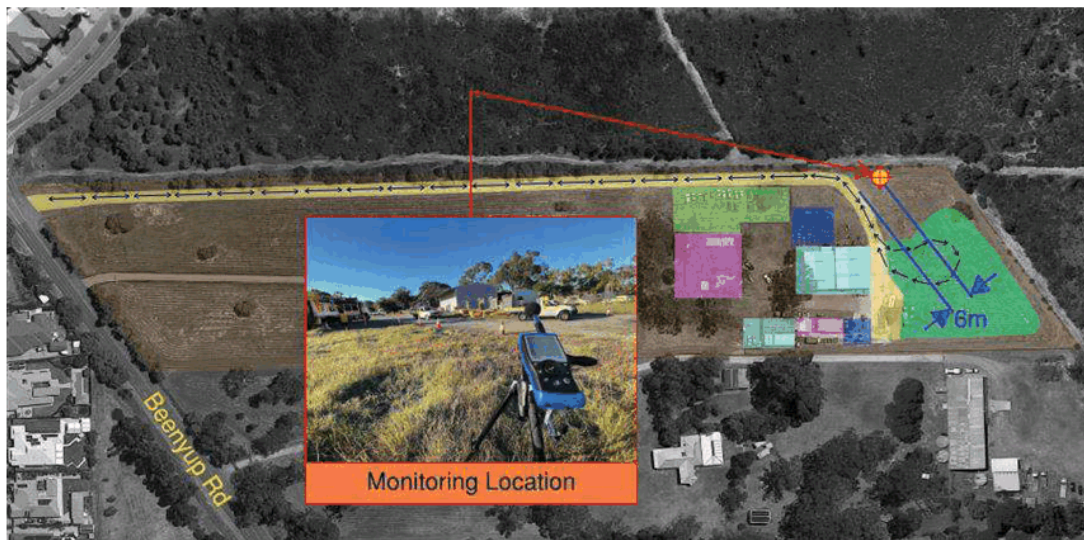
#### 4.2. Field Measurements

##### 4.2.1. Methodology

Noise monitoring was conducted during operations of the site on Thursday 28<sup>th</sup> of October 2021. The site was predominantly quiet during the measurement and only active during vehicles' load in and driving off to a job.

The measurement location was used to calculate overall sound energy of vehicle movements and to calibrate the noise model. The monitoring location is shown in **Figure 5**.

**Figure 5** Monitoring location



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Measurements were conducted during a busy morning period, where staff were preparing and leaving the site. The sound level meter was located at, approximately, 7m from the main site's driveway.

The following table lists the equipment used in the measurements.

**Table 5 Monitoring equipment**

Sound Level Meter			
Make and model	Type	Serial No.	Calibrated on
NTi XL2	1	A2A-18134-E0	10/10/2020
Field Calibrator			
Make and model		Serial No.	Calibrated on
SVANTEK SV-33		76674	10/12/2020

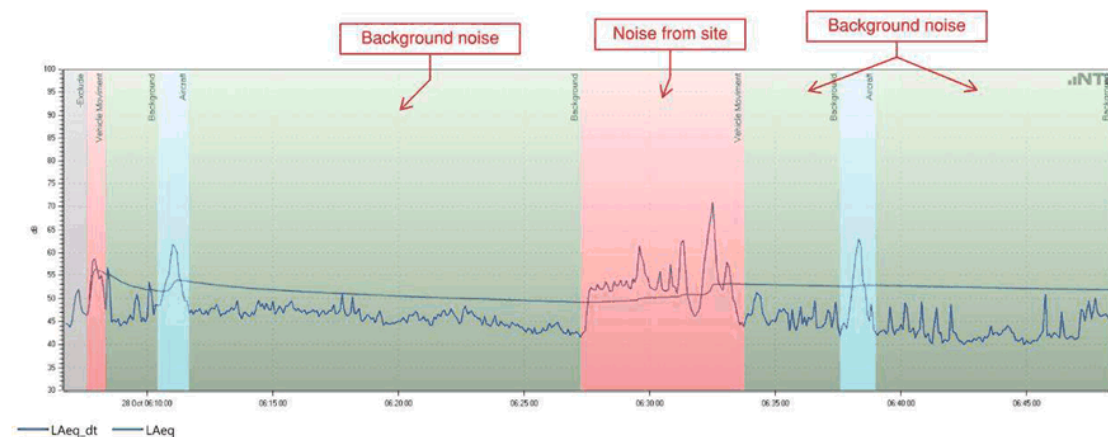
Note: The equipment used is NATA certified IEC 61672 Type 1 meters. It is common practice to use Type 1 (or 2) noise loggers for measuring ambient noise levels in accordance with the Australian Standard AS 1055.1 *Acoustics – Description and measurement of environmental noise*.

All items of acoustic instrumentation employed for noise monitoring were set to 'Slow' response. The instrumentation employed during the noise measurement surveys were designed to comply with AS IEC 61672.2-2004 *Electroacoustics-Sound level meters-Specifications*. The sound levels meters were field calibrated before and after the measurements with the calibrator. No significant drift (greater than 0.5 dB) in calibration was detected.

### 4.2.2. Results

Noise measurements were analysed to exclude events non-related to the site's operations from overall measured levels and correlate the combined contribution of noise. **Appendix B** shows a detailed noise logging graph for the measurements' period. The measurements are representative of a busy operations scenario. **Figure 6** below shows the noise logging details annotations.

**Figure 6 Measurements' Results**



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During the site visit it was determined that the operations were intensified over one hour, between 6am and 7am. Thus, the representative assessment period for this site is deemed for these early hours of the morning.

Overall noise levels of representative of the measurements are shown in **Table 6**.

**Table 6** Noise measurement results (6-7am)

Events	L <sub>Aeq,40min</sub>	L <sub>A1</sub>	L <sub>A10</sub>	L <sub>A90</sub>	L <sub>Amax</sub>
Site activity/ Vehicle Movements	57	70	59	46	72
Natural Ambient Noise Levels (Without Site Activity)	46	53	48	41	58
Overall Noise Levels (Throughout the Monitoring)	52	64	53	42	72

### 4.3. Noise Modelling

#### 4.3.1. Model

Geometry from the site and surroundings, surfaces, existing buildings, barriers and noise sources were modelled using internationally recognised noise prediction algorithms. A three-dimensional noise model was developed using the SoundPLAN Essential V5.1. environmental noise prediction software. An adaptation of the algorithm contained within ISO 9613:1996 Acoustics – Attenuation of sound during propagation outdoors was used in this instance. The following items are considered:

- Three-dimensional location, height and orientation;
- shielding/reflection effects due to surrounding structures (such as awnings, parapets and roofs);
- meteorological/thermal effects considering the use of ISO 9613 methodologies;
- noise source emission levels and locations;
- receiver locations;
- ground topography;
- noise attenuation due to geometric spreading;
- ground absorption; and
- atmospheric absorption.



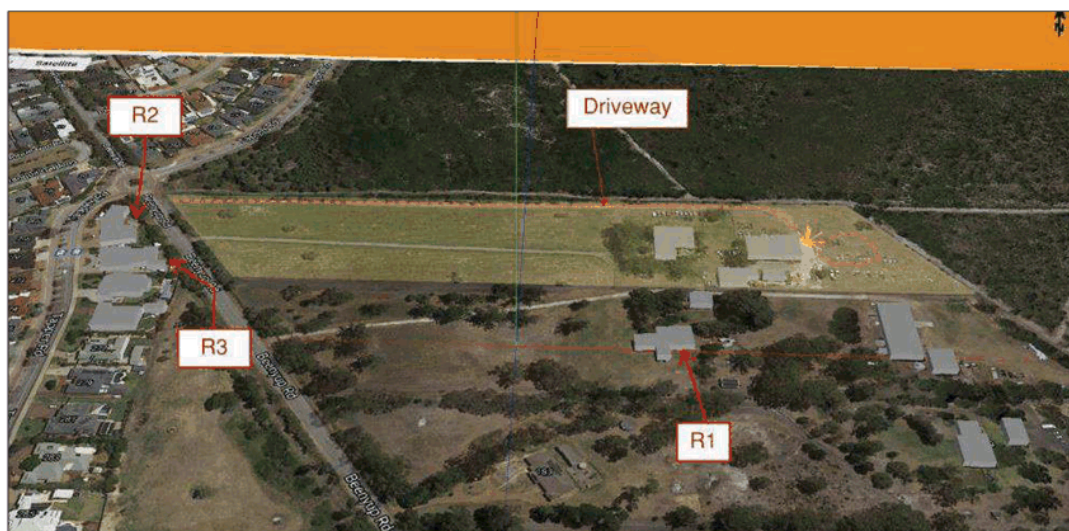
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It is noted that, these noise predictions are considered reasonably representative of typical operations scenarios; however, it is expected that actual noise levels would be less than that predicted for the majority of adjacent receivers.

**Figure 7** shows a depicted figure with details of the noise model, including the points of assessment (receivers).

**Figure 7 Noise model**



#### 4.3.2. Modelling Scenario

Two scenarios have been considered in this assessment:

- **Scenario 1** – This scenario addresses  $L_{A10}$  noise criterion. Based on operations conducted on site during the busiest one-hour period of the day:
  - o Three (3) light vehicles simultaneously started and idling.
  - o One (1) rigid truck started and idling.
  - o Loading of the vehicles by staff.
- **Scenario 2** – This scenario addresses  $L_{Amax}$  noise criterion. Based on operations conducted on site during the busiest one-hour period of the day:
  - o One (1) rigid truck driving on the driveway (entering or leaving).

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#### 4.3.3. Results

Noise contours maps have been generated in SoundPLAN V5.1 (see **Appendix C**). The results from the noise model are presented in **Table 7**.

**Table 7 Outdoor noise level results.**

Receiver / Location	L <sub>A10</sub> Noise Predictions
<b>Scenario 1</b>	
R1 – 167 Beenyup Rd, Banjup	34
R2 – 269 Tapper Rd, Banjup	12
R3 – 271 Tapper Rd, Banjup	15
<b>Scenario 2</b>	
R1 – 167 Beenyup Rd, Banjup	53
R2 – 269 Tapper Rd, Banjup	57
R3 – 271 Tapper Rd, Banjup	58

#### 4.4. Assessment and Discussion

The results presented in the previous section have been assessed to the noise criteria (per **Section 3**) and the results are presented in **Table 8**.

**Table 8 Assessment of results**

Receiver	Noise Prediction (dB)	Noise Criterion (dB)	Difference (dB)	Comments
<b>Scenario 1</b>				
R1	34	L <sub>A10</sub> 41	-7	Compliant
R2	12	L <sub>A10</sub> 37	-25	Compliant
R3	15	L <sub>A10</sub> 37	-22	Compliant
<b>Scenario 2</b>				
R1	53	L <sub>Amax</sub> 61	-8	Compliant
R2	57	L <sub>Amax</sub> 57	0	Compliant (audible)
R3	58	L <sub>Amax</sub> 57	+1	Marginal exceedance

The assessment concludes that there is slight change for exceedance of the L<sub>Amax</sub> assigned noise levels (short-term events) during trucks drive-bys, when driving into and from the site, at the nearest point to the residents located on Tapper Rd. This is expected to be reasonably manageable with staff training and by raising awareness to encourage slow and quiet driving near the site entry point.

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## 5. RECOMMENDATIONS

**Table 9** outlines the considerations of various noise mitigation options to manage noise emissions from the site. The table is divided in 3 sections:

- **Treating the source:** This refers to ways of reducing emissions directly at the source of sound generation.
- **Treating the path:** This refers to treatment to the medium that is physically in between the source and the receivers (i.e. air paths, buildings, reflective surfaces, supporting structures).
- **Management:** This refers to measures that will be required by the site management to minimise noise from operations.

**Table 9 Noise Mitigation Options**

Item #	Recommendation
<b>Treating the Source</b>	
1	Maintain good conduct, driving behaviour and practices within the site, parking areas and particularly while entering or exiting the site.
2	Ensure vehicles accessing the site are generally well maintained and serviced to minimise their noise emissions. Eliminate the use of horns etc. Ensure that loads are secured to the vehicles to avoid unnecessary rattling and impact on loading trays of vehicles.
3	Ensure the site access road is generally well maintained to avoid noise arising from potholes.
4	The current speed limit of 10 km/hr shall be maintained and thoroughly followed. Avoid engine revving near the site entry/exist and use low speed/acceleration to leave/enter the site.
<b>Treating the Path</b>	
5	Where there is potential to, the acoustic screening provided by the site structures should be exploited to reduce noise from loading in/out works at sensitive receiver locations.
<b>Management</b>	
6	Keep good management practices on site at all times and review procedures periodically.

It is expected that with the thorough implementation of the identified noise control measures, noise levels at sensitive receivers would remain in compliance with the EPNR noise criteria.

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## STATEMENT OF PREDICTION UNCERTAINTY

The typical uncertainty of prediction in  $L_{Aeq}$  for the prediction scenario described in the previous sections is estimated as being  $U_{95}$  2 dB according to the methods listed within the ISO Guide to Uncertainty of Measurement with empirical data obtained from published sources. This infers that the true value for such a scenario is expected to lie within a  $\pm 2$  dB range for 95 out of 100 observations.

## LIMITATION

This report has been prepared by ACA with all reasonable skill, care and diligence, and taking account of the timescale and resources allocated to it by our agreement. Information reported herein is based on the interpretation of data collected, which has been accepted in good faith as being accurate and valid. This report is for the client exclusive use.

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## APPENDICES



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## APPENDIX A: GLOSSARY

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### 1 Sound Level or Noise Level

Sound consists of minute fluctuations in atmospheric pressure capable of evoking the sense of hearing. Noise is often used to refer to unwanted sound.

The human ear responds to changes in sound pressure over a very wide range. The loudest sound pressure to which the human ear responds is ten million times greater than the softest. The decibel (abbreviated as dB) scale reduces this ratio to a more manageable range by using logarithms.

The symbols SPL, L or  $L_p$  are commonly used to represent Sound Pressure Level.

The symbol  $L_A$  represents A-weighted Sound Pressure Level. The standard reference unit for Sound Pressure Levels expressed in decibels is  $2 \times 10^{-5}$  Pa.

### 2 "A" Weighted Sound Levels

The overall level of a sound is usually expressed in terms of dB(A), which is measured using a sound level meter with an "A-weighting" filter. This is an electronic filter with a frequency response corresponding approximately to that of human hearing.

People's hearing is most sensitive to sounds at mid frequencies (500 Hz to 4000 Hz), and less sensitive at lower and higher frequencies. Thus, the level of a sound in dB(A) is a good measure of the loudness of that sound. Different sources having the same dB(A) level generally sound about equally loud.

A change of 1 dB or 2 dB in the level of a sound is difficult for most people to detect, whilst a 3 dB to 5 dB change corresponds to a small but noticeable change in loudness. A 10 dB(A) change corresponds to an approximate doubling or halving in loudness. The table below lists examples of typical noise levels:

**Typical noise levels and subjective scale**

Sound Pressure Level dB(A)	Noise Source	Subjective Evaluation
130	Threshold of pain	Intolerable
120	Heavy rock concert	Extremely loud
110	Grinding on steel	
100	Loud car horn at 3 m	Very loud
90	Construction site with pneumatic hammering	
80	Kerbside of busy street	Loud
70	Loud radio or television	
60	Department store	Moderate to quiet
50	General Office	
40	Inside private office	Quiet to very quiet
30	Inside bedroom	
20	Recording studio	Almost silent

Other weightings (e.g. B, C and D) are less commonly used than A-weighting in environmental acoustics. Sound Levels measured without any weighting are referred to as "linear" and the units are expressed as dB(Lin) or dB.



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157 BEENYUP ROAD, BANJUP  
TRANSPORT DEPOT  
NOISE ASSESSMENT



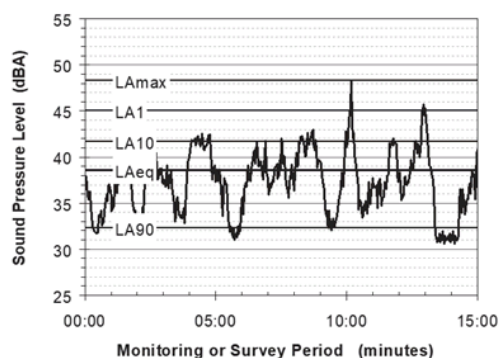
### 3 Sound Power Level

The Sound Power of a source is the rate at which it emits acoustic energy. As with Sound Pressure Levels, Sound Power Levels are expressed in decibel units, and these may be identified by the symbols SWL or  $L_W$ . The Sound Power definitions expressed in dB are typically referenced to the acoustic energy unit  $10^{-12}$  W.

### 4 Statistical Noise Levels

Sounds that vary in level over time, such as road traffic noise and most community noise, are commonly described in terms of the statistical exceedance levels  $L_{AN}$ , where  $L_{AN}$  is the A-weighted sound pressure level exceeded for N% of a given measurement period. For example, the  $L_{A1}$  is the noise level exceeded for 1% of the time,  $L_{A10}$  the noise exceeded for 10% of the time.

The following figure presents a hypothetical 15-minute noise survey, illustrating various common statistical indices of interest.



Of particular relevance, are:

- $L_{A1}$  The noise level exceeded for 1% of the 15 minute interval.
- $L_{A10}$  The noise level exceeded for 10% of the 15 minute interval. This is commonly referred to as the average maximum noise level.
- $L_{A90}$  The noise level exceeded for 90% of the sample period. This noise level is described as the average minimum background sound level (in the absence of the source under consideration), or simply the background level.
- $L_{Aeq}$  The A-weighted equivalent noise level (basically the average noise level). It is defined as the steady sound level that contains the same amount of acoustical energy as the corresponding time-varying sound.

When dealing with numerous days of statistical noise data, it is sometimes necessary to define the typical noise levels at a given monitoring location for a particular time of day. Standardised methods are available for determining these representative levels. Different jurisdictions would choose to define their own preferred Standard.

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## APPENDIX B: NOISE LOGGING GRAPHS

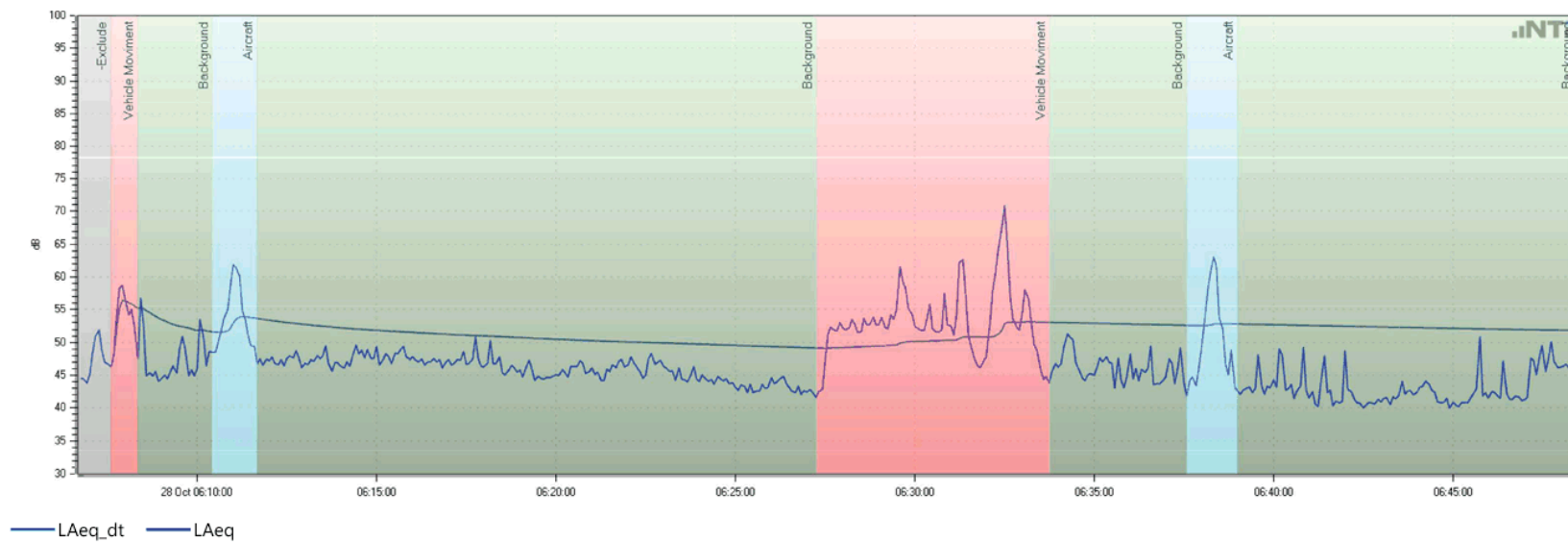
**10.00115 157 Beenyup Rd Banjup - Transport Depo**

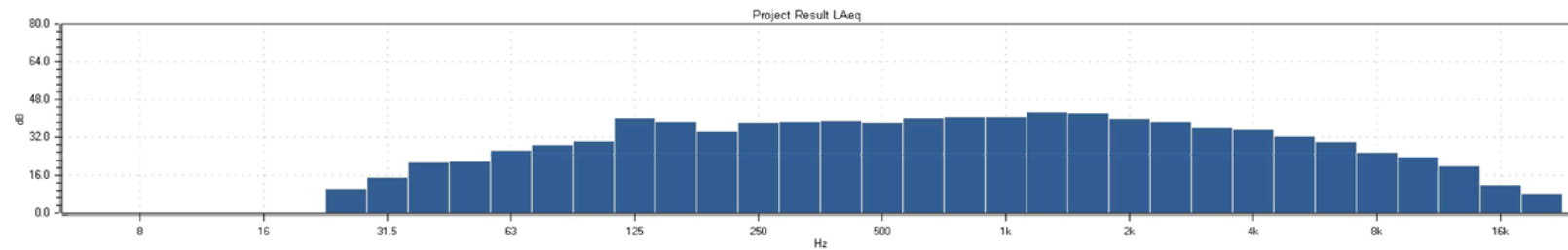
Start: 2021-10-28 06:06:40

End: 2021-10-28 06:48:25

Approximately 7 m away from vehicle movement

5 Vehicle movement in 1 hr





## Results

Type	Start	Duration	LASmax [dB]	LAeq [dB]	L 1.0 % [dB]	L 10.0 % [dB]	L 90.0 % [dB]	L 99.0 % [dB]
Recorded	2021-10-28 06:06:40	00:41:45	71.9	51.8				
-Exclude (1)		00:00:55	57.6	47.9	56.9	49.6	43.8	42.6
Project Result		00:40:50	71.9	51.8	63.8	53.0	41.7	40.0

## Markers

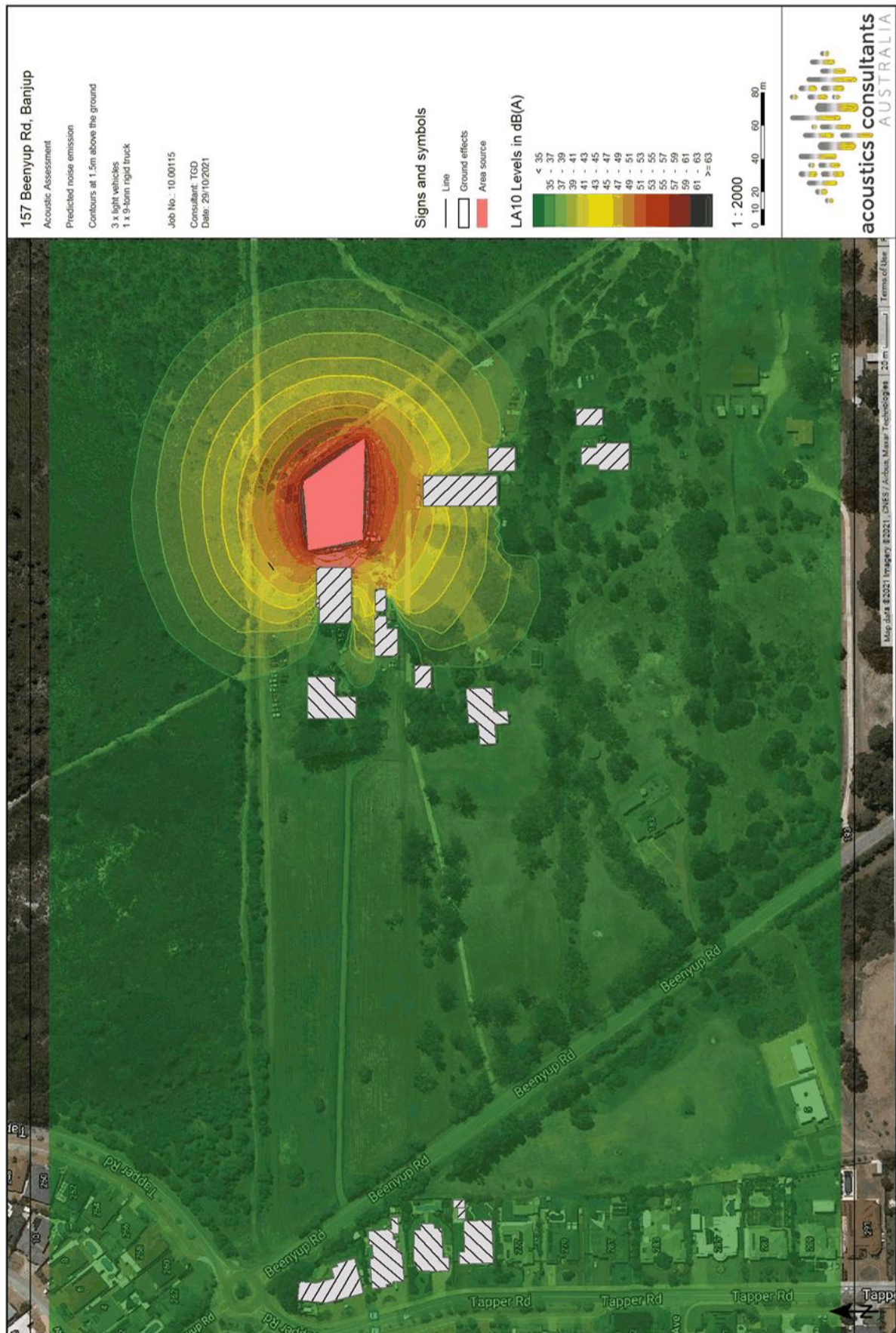
Type	Start	Duration	LASmax [dB]	LAeq [dB]	L 1.0 % [dB]	L 10.0 % [dB]	L 90.0 % [dB]	L 99.0 % [dB]
Vehicle Moviment (2)		00:07:15	71.9	57.3	69.5	59.4	46.2	42.2
Aircraft (2)		00:02:40	66.1	56.0	66.2	60.9	44.0	41.9
Background (4)		00:30:55	57.6	46.0	52.9	48.2	41.3	39.9

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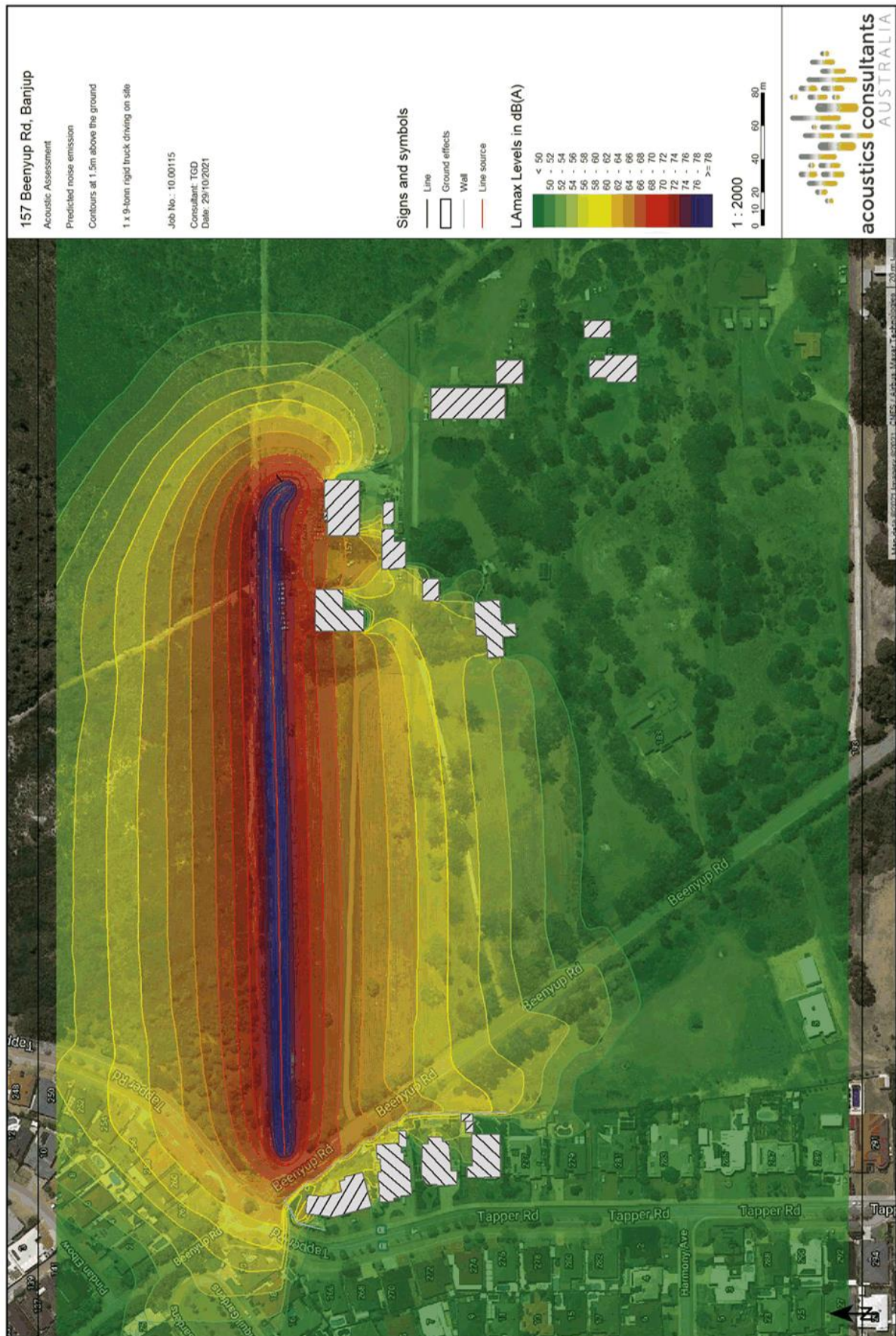
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## APPENDIX C: NOISE MODELLING CONTOURS









**DUST MANAGEMENT PLAN****JAG TRAFFIC – NO. 157 (LOT 8) BEENYUP ROAD, BANJUP****MONITORING, MAINTENANCE, AND IMPLEMENTATION SCHEDULE**

Item	Site Location	Frequency	Responsible Personnel	Implementation
Visual Dust Monitoring	Driveways and vehicle storage area	Opportunistic observation of visual dust lift-off or emissions	Site supervisor	If visible dust is noticed watering down is required to be undertaken immediately.
Weather	Site	Weekly	Site supervisor	If increased heat and wind patterns are predicted watering down is required to be undertaken accordingly.  This will be recorded and kept for record keeping purposes.
Record Keeping	On site	Inspections and implementation records as undertaken	Site supervisor	To be collected and stored for record keeping purposes.
Complaints Register	On site	As received	Site supervisor	Contact details of the site supervisor to be provided to adjoining property owner.
Sign on site	On site	Ongoing	Site supervisor	A sign is to be installed at the front of the property, visible to the public with appropriate contact details to address any concerns a member of the public may have.

**Visual Monitoring** of dust emissions is the primary mechanism for dust management following an observation of dust lift off or emission. Mitigation actions are instigated without delay, this relates to dust generation of trafficable areas.

**Weather Monitoring** is a review of the Bureau of Meteorology weather forecast undertaken at the start of each week to determine if there are any strong winds forecasted that may impact upon dust emissions off-site. This is an internal process and will be logged and responded to accordingly.

**COMPLAINT REGISTER**

Date and time of Complaint	Name and address of complainant	Nature of the complaint	Investigations carried out	Actions taken	Date and summary of Response to complainant

**DETAILED COMPLAINT SHEET**

Date and time of Complaint	/ / Time: : am / pm
Complaint taken by	
Name and address of complainant	
Nature of Complaint	
Investigations carried out	
Actions taken	
Summary of response to complainant and date advised	/ /



**WEATHER MONITORING**

Reviewed week commencing:					
Date	Weather Forecast	Suppression Required	Date and Time of Dust Suppression	Actions taken	Actions taken by
Monday (DATE)	Temperature: Wind speed:	Y/N			
Tuesday (DATE)	Temperature: Wind speed:	Y/N			
Wednesday (DATE)	Temperature: Wind speed:	Y/N			
Thursday (DATE)	Temperature: Wind speed:	Y/N			
Friday (DATE)	Temperature: Wind speed:	Y/N			
Saturday (DATE)	Temperature: Wind speed:	Y/N			
Sunday (DATE)	Temperature: Wind speed:	Y/N			

### 13.5 (2021/MINUTE NO 0234) Initiation of Amendment No.154 to Local Planning Scheme No.3 - Rezone Various Land Parcels and Basic Scheme Text Adjustments

<b>Author(s)</b>	D Reynolds
<b>Attachments</b>	1. DRAFT Scheme Amendment Report <a href="#">↓</a>
<b>Location</b>	Various
<b>Owner</b>	Various
<b>Applicant</b>	City of Cockburn
<b>Application Reference</b>	109/154

#### RECOMMENDATION

That Council:

- (1) in pursuance of Section 75 of the Planning and Development Act 2005, AMENDS the City of Cockburn Town Planning Scheme No.3 by:
  - a) Modifying the Contents Page of the Scheme Text by inserting “4.4 Special Application of Residential Design Codes” in the appropriate location,
  - b) Modifying clause 3.9.2 of the Scheme Text by replacing the reference to clause “64(3)” of the Local Planning Scheme Deemed Provisions, with clause “64(4)”,
  - c) Modifying Table 1 – Zoning Table of the Scheme Text by deleting the land use “Home Office”,
  - d) Modifying clause 4.8.5(a)(i) of the Scheme Text by inserting the words “Unless exempt under clause 61 of the deemed provisions,” at the start of the first sentence,
  - e) Modifying Table 4 – Industrial Use Classes – Vehicle Parking of the Scheme Text, by adjusting the current visitor car parking bay requirement for Marine Engineering to state “plus 1 : 200m2 GLA for Visitor Parking”, and replacing “sqm” with “m2” in the Bicycle Racks column,
  - f) Modifying clause 4.10.9(a) of the Scheme Text by replacing the references to the “Water and Rivers Commission” with the “Department of Water and Environmental Regulation”,
  - g) Modifying clause 4.10.9(b)(ii) of the Scheme Text by inserting the words “above the highest known water table for the land” after the words 1.2 metres,
  - h) Modifying Clause 4.13.2 of the Scheme Text by adding the words “As set out in clause 3.8,” at the beginning of the clause,
  - i) Modifying Schedule A – Supplemental Provisions to the Deemed Provisions of the Scheme Text, by:
    - i. correcting the numbering of 61(1) to “61(2)”.
    - ii. at (k) adding the word “dividing” before the “fence”;
    - iii. deleting (m)(i) in its entirety, and renumbering provisions (ii) to (iv) thereafter;
    - iv. at (m)(iv) deleting “, and in the case of the Resource Zone, Table 1 and 2 of Statement of Planning Policy No. 2.3” at the end of the clause; and
    - v. deleting (p) in its entirety.



- j) Rezoning portions of Lots 201 (#7) & 202 (#9) Winchester Road from “unzoned” to the “Industry” zone.
  - k) Rezoning Lot 800 Warton Road from “unzoned” to the “Resource” zone;
  - l) Rezoning portions of Lots 133 (#814) and 333 (#810) North Lake Road from “unzoned” to the “Mixed Business” zone.
  - m) Modifying the Scheme maps accordingly.
- (2) NOTES the amendment referred to in the resolution (1) above is a basic amendment as it satisfies the following criteria of Regulation 34 of the Planning and Development (Local Planning Schemes) Regulations 2015:
- An amendment to the local planning scheme that is consistent with a region scheme and will have minimal effect on the scheme or landowners in the scheme area.
- (3) upon preparation of amending documents in support of resolution (1) above, DETERMINES that the amendment is consistent with Regulation 35 of the Planning and Development (Local Planning Schemes) Regulations 2015 and the amendment be referred to the Environmental Protection Authority (EPA) as required by Section 81 of the Act, and on receipt of a response from the EPA indicating that the amendment is not subject to formal environmental assessment, ensure the amendment documentation, be signed and sealed and then submitted to the Western Australian Planning Commission along with a request for the endorsement of final approval by the Hon. Minister for Planning.

### Council Decision

MOVED Cr C Stone SECONDED Cr T Dewan

That the recommendation be adopted.

**CARRIED UNANIMOUSLY 9/0**

### Background

In May 2007, the Hon. Minister for Planning approved Metropolitan Region Scheme (MRS) Amendment 1110/33A (South West Districts Omnibus No.7).

In October 2009, the Hon. Minister for Planning approved MRS Amendment 1166/57 (South West District Omnibus No.8).

Both of those Amendments involved the rezoning of private land, that for unknown reasons remain unzoned under the City’s Local Planning Scheme No.3.

Pursuant to Section 124 of the Planning and Development Act 2005, the local planning scheme needs to be modified to ensure it remains consistent with the MRS. During a recent review of operations, City officers also identified a number of minor textual errors, or clauses that require adjustment to avoid conflict with the (Local Planning Scheme) Deemed Provisions.





## Submission

N/A

## Report

The purpose of this amendment is to improve readers understanding of the relevant requirements of TPS3 and to amend the zoning of various landholdings to ensure they remain consistent with the Metropolitan Region Scheme (MRS).

The textual modifications involve correcting a number of typographical errors, updating the reference to current government agencies, and removing standards superseded by the Deemed Provisions. The effect, reason and minor nature of these modifications are best outlined in Table 1 (refer Attachment 1).

The changes are clearly very minor in nature in that they will have minimal effect on the scheme or landowners in the scheme area but will improve readers understanding of the relevant requirements.

The three zoning changes all relate to privately owned land that have formed the subject of historic MRS Amendment proposals that removed public reservations from the land. The sites are:

### Proposal 10

The affected portions of Lots 201 & 202 Winchester Road, Bibra Lake involve a disused portion of “Railways” reservation, that was transferred to the “Industrial” Zone via MRS Amendment 1110/33A. Under TPS3 the subject land is currently not zoned.

The land was amalgamated with adjoining landholdings and transferred into private ownership approximately 15 years ago and has been used as a lay down, or for storage, ever since.

To achieve consistency with the current balance of those lots it is proposed to zone the land “Industry”, and therefore align the existing zoning with the cadastral boundary.

Clause 3.2.1(g) of TPS3 sets out the objective for the “Industry Zone”:

*To provide for manufacturing industry, the storage and distribution of goods and associated uses, which by the nature of their operations should be separated from residential areas.*

### Proposal 11

Lot 800 Warton Road, Treeby involves vacant land that was transferred from the “Public Purpose – Special Use” reservation to the “Rural – Water Protection” zone and removed from the Water Catchments Special Control Area via MRS Amendment 1166/57. Under TPS3 the subject land is currently not zoned.

Whilst currently undeveloped, the land is privately owned and requires a local zoning to apply appropriate land use permissibility and associated development standards.



To achieve consistency with surrounding privately owned land (on top of the Jandakot Water Mound), it is proposed to zone the land "Resource".

Clause 3.2.1(m) of TPS3 sets out the objective for the "Resource Zone":

*To provide for the protection of the Perth Metropolitan underground water resource in accordance with the requirements of Statement of Planning Policy No.6 published by the Western Australian Planning Commission on 12 June 1998.*

### Proposal 12

The affected portions of Lots 133 & 333 North Lake Road, Cockburn Central involve a surplus portion of "Other Regional Roads" reservation, that was transferred to the "Urban" zone via MRS Amendment 1166/57. Under TPS3 the subject land is currently not zoned.

The affected portions remain in private ownership and have previously been developed for on-site car parking as part of the commercial developments that exist over the balance landholdings.

To achieve consistency with the current balance of those lots it is proposed to zone the land "Mixed Business", and therefore align the existing zoning with the cadastral boundary.

Clause 3.2.1(e) of TPS3 sets out the objective for the "Mixed Business":

*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.*

### **Conclusion**

The proposed amendment will address existing anomalies and bring TPS3 into greater consistency with the deemed provisions and Metropolitan Region Scheme.

### **Strategic Plans/Policy Implications**

#### Local Economy

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

- A City that is 'easy to do business with'.

#### City Growth & Moving Around

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

- An attractive, socially connected and diverse built environment.

#### Listening & Leading

A community focused, sustainable, accountable and progressive organisation.

- Best practice Governance, partnerships and value for money.



**Budget/Financial Implications**

N/A

**Legal Implications***Planning and Development Act 2005*

Section 58 provides that within 21 days of passing a resolution to prepare or adopt a basic amendment to a local planning scheme under regulation 35(1), or such longer period as the Commission approves, the local government must provide the amendment to the Commission together with any relevant maps, plans, specifications and particulars required by the Commission.

*Planning and Development (Local Planning Scheme) Regulations 2015***Community Consultation**

Part 5 (Division 1, Regulation 34) of the Planning and Development (Local Planning Schemes) Regulations identifies three amendment types: basic, standard and complex.

In this instance, the changes proposed are considered administrative only and meeting the definition of a 'Basic' Amendment, that do not require public advertisement.

**Risk Management Implications**

Proposals 10-12 involve the zoning of private land.

A consequence of unzoned land is that any development proposal automatically requires development approval, with the scheme providing limited guidance on appropriate land uses or development standards.

This uncertainty can have all sorts of inadvertent consequences in terms of development control and unnecessarily complicating the transfer of ownership, and thus should be rectified at the earliest opportunity.

By grouping proposals into an omnibus amendment, it creates some risk that an issue with any one proposal will inadvertently delay finalisation of the rest. City officers have screened and limited the proposals to minimise the risk that this may occur.

**Advice to Proponent(s)/Submitters**

N/A

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

Nil





Town Planning Scheme No.3  
Amendment No.154

*Omnibus Amendment  
including rezoning various land parcels to bring the Scheme  
into consistency with the Metropolitan Region Scheme*

**DECEMBER 2021**

***Planning and Development Act 2005***  
**RESOLUTION TO AMEND A TOWN PLANNING SCHEME**

***City of Cockburn***  
***Town Planning Scheme No. 3***  
***Amendment No.154***

RESOLVED that the Council, in pursuance of Section 75 of the *Planning and Development Act 2005*, amend the City of Cockburn Town Planning Scheme No.3 by:

1. Modifying the Contents Page of the Scheme Text by inserting "*4.4 Special Application of Residential Design Codes*" in the appropriate location.
2. Modifying clause 3.9.2 of the Scheme Text by replacing the reference to clause "64(3)" of the Local Planning Scheme Deemed Provisions, with clause "64(4)";
3. Modifying Table 1 – Zoning Table of the Scheme Text by deleting the land use "*Home Office*";
4. Modifying clause 4.8.5(a)(i) of the Scheme Text by inserting the words "*Unless exempt under clause 61 of the deemed provisions,*" at the start of the first sentence;
5. Modifying Table 4 – Industrial Use Classes – Vehicle Parking of the Scheme Text, by adjusting the current visitor car parking bay requirement for Marine Engineering to state "*plus 1 : 200m2 gla for Visitor Parking*", and replacing "*sqm*" with "*m<sup>2</sup>*" in the Bicycle Racks column;
6. Modifying clause 4.10.9(a) of the Scheme Text by replacing the references to the "*Water and Rivers Commission*" with the "*Department of Water and Environmental Regulation*";
7. Modifying clause 4.10.9(b)(ii) of the Scheme Text by inserting the words "*above the highest known water table for the land*" after the words 1.2 metres;
8. Modifying Clause 4.13.2 of the Scheme Text by adding the words "*As set out in clause 3.8,*" at the beginning of the clause;
9. Modifying Schedule A – Supplemental Provisions to the Deemed Provisions of the Scheme Text, by:
  - a. Correcting the numbering of clause 61(1) to "61(2);
  - b. at (k) adding the word "*dividing*" before the "*fence*";
  - c. deleting (m)(i) in its entirety, and renumbering provisions (ii) to (iv) thereafter;

- d. at (m)(iv) deleting “, and in the case of the Resource Zone, Table 1 and 2 of Statement of Planning Policy No. 2.3” at the end of the clause; and
  - e. deleting (p) in its entirety.
- 10. Rezoning portions of Lots 201 (#7) & 202 (#9) Winchester Road from “unzoned” to the “Industry” zone.
  - 11. Rezoning Lot 800 Warton Road from “unzoned” to the “Resource” zone;
  - 12. Rezoning portions of Lots 133 (#814) and 333 (#810) North Lake Road from “unzoned” to the “Mixed Business” zone.
  - 13. Modifying the Scheme maps accordingly.

The Amendment is basic under the provisions of the *Planning and Development (Local Planning Schemes) Regulations 2015* for the following reason(s):

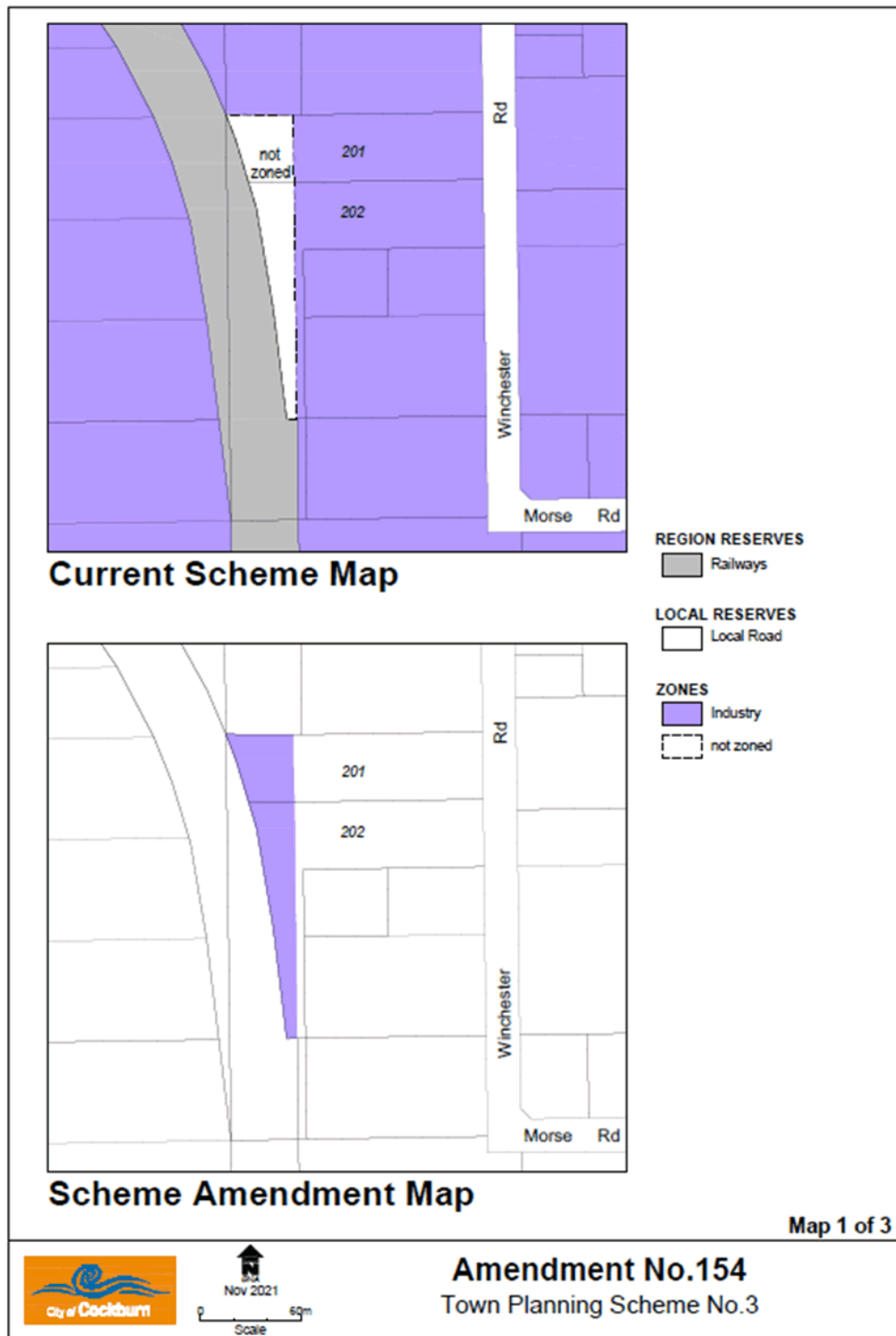
It is an amendment to the local planning scheme that simply:

- corrects minor administrative (typographical) errors;
- removes provisions superseded by the Planning and Development (Local Planning Scheme) Deemed Provisions; or otherwise
- seeks to bring the local zoning of land into alignment with the Region Scheme;

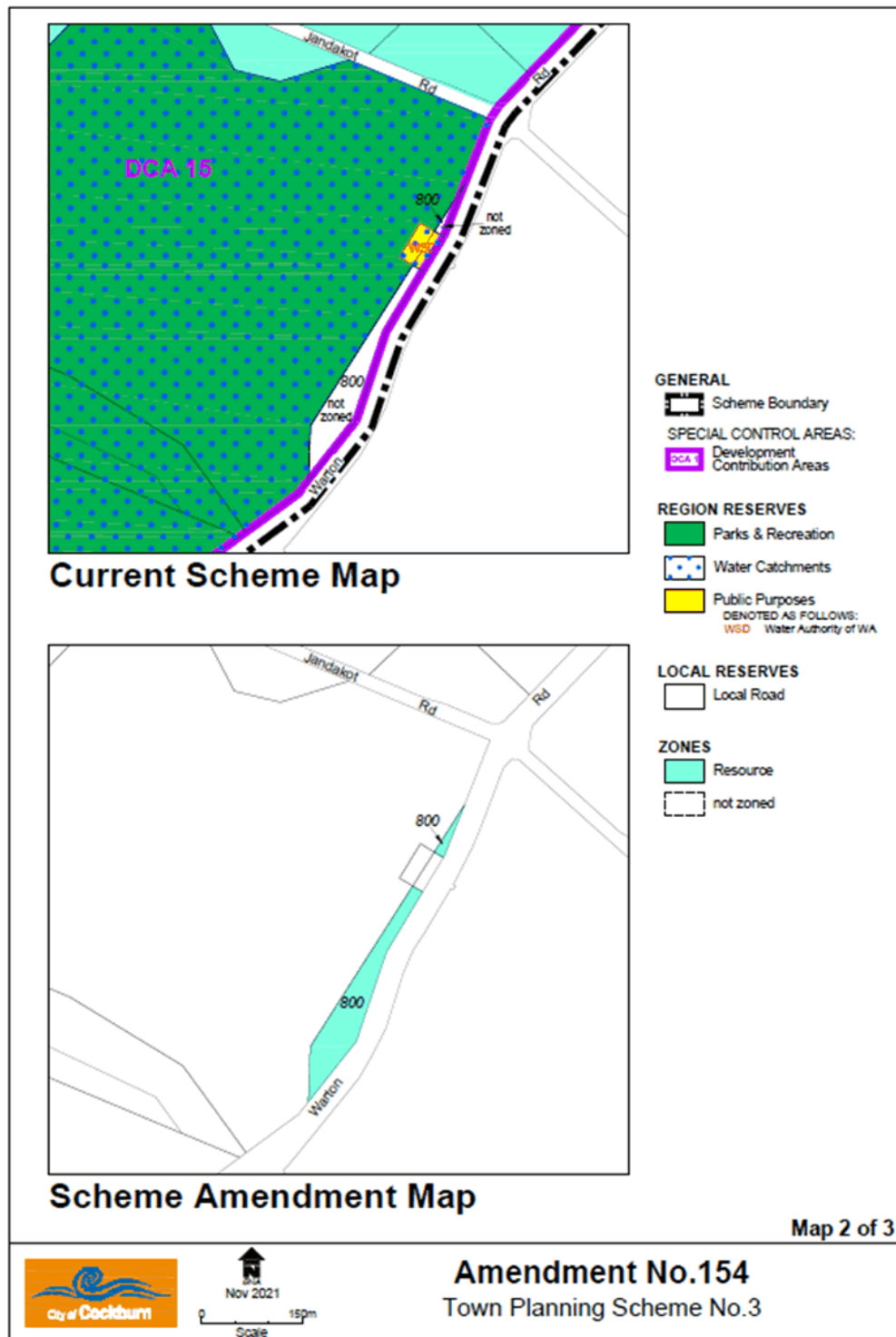
in a manner that will have minimal effect on the scheme or landowners within the scheme area.

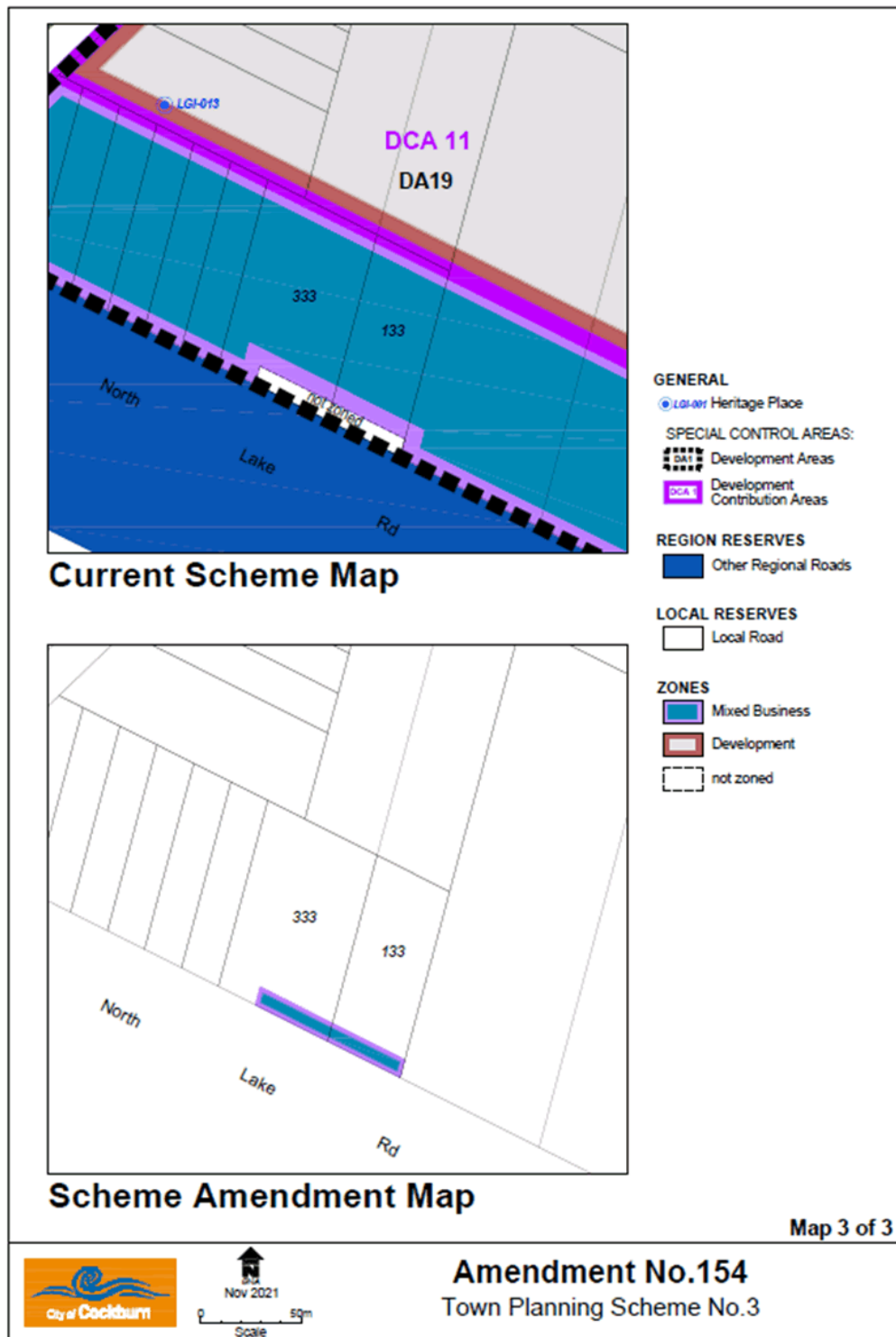
Dated this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_

\_\_\_\_\_  
(Chief Executive Officer)









## AMENDMENT REPORT

### 1.0 INTRODUCTION

The purpose of this basic amendment is to both correct a number of minor anomalies in the scheme (to improve readers understanding of the relevant requirements), and to amend the zoning, classification or designation of various landholdings within the City of Cockburn Town Planning Scheme No. 3 (TPS3) to ensure that it remains consistent with the Metropolitan Region Scheme (MRS).

In May 2007, the Hon. Minister for Planning approved MRS Amendment 1110/33A. Referred to as 'South West Districts Omnibus No.7', the amendment included twenty-eight (28) proposals of which eleven (11) are located within the City of Cockburn. One (1) of those proposals (relating to Lots 201 & 202 Winchester Road, Bibra Lake), remains unzoned under the local scheme.

In October 2009, the Hon. Minister for Planning approved MRS Amendment 1166/57. Referred to as 'South West District Omnibus No.8', the amendment included seventeen (17) proposals of which six (6) are located within the City of Cockburn.

Pursuant to Section 124 of the *Planning and Development Act 2005*, the above MRS amendments require the local planning scheme be modified to ensure it remains consistent with the MRS.

### 2.0 BACKGROUND

#### Proposals 1-9

These proposals simply seek to correct a number of minor typographical errors, update the reference to government agencies, and remove standards that conflict with the *Planning and Development (Local Planning Schemes) Deemed Provisions*. The changes will have minimal effect on the scheme or landowners in the scheme area but will improve readers understanding of the relevant requirements.

#### Proposal 10

The affected portions of Lots 201 & 202 Winchester Road, Bibra Lake involve a disused portion of "Railways" reservation, that was transferred to the "Industrial" Zone via MRS Amendment 1110/33A. Under TPS No. 3 the subject land is currently not zoned.

The land was amalgamated with adjoining landholdings and transferred into private ownership approximately 15 years ago and has been used as a lay down or for storage ever since.

Proposal 11

Lot 800 Warton Road, Treeby involves vacant land that was transferred from the "Public Purpose – Special Use" reservation to the "Rural – Water Protection" zone and removed from the Water Catchments Special Control Area via MRS Amendment 1166/57. Under TPS No. 3 the subject land is currently not zoned.

Whilst currently undeveloped, the land is privately owned and requires a local zoning to apply appropriate land use permissibility and associated development standards.

Proposal 12

The affected portions of Lots 133 & 333 North Lake Road, Cockburn Central involve a surplus portion of "Other Regional Roads" reservation, that was transferred to the "Urban" zone via MRS Amendment 1166/57. Under TPS No. 3 the subject land is currently not zoned.

The affected portions remain in private ownership and have previously been developed for on-site car parking as part of the Commercial developments that exist over the balance landholdings.

**3.0 AMENDMENT TYPE**

As per Part 5 of the Regulations, there are several amendment types: basic, standard and complex. These are defined in Part 5, Division 1, Regulation 34.

Regulation 35(2) requires the local government to specify in their resolutions to prepare or adopt an amendment what type of amendment it is, as well as the explanation for forming that opinion.

This proposed amendment is considered to be a basic amendment, which Regulation 34 describes as:

*basic amendment means any of the following amendments to a local planning scheme —*

- a) an amendment to correct an administrative error;*
- b) an amendment to the scheme so that it is consistent with the model provisions in Schedule 1 or with another provision of the local planning scheme;*
- c) an amendment to the scheme text to delete provisions that have been superseded by the deemed provisions in Schedule 2;*
- d) an amendment to the scheme so that it is consistent with any other Act that applies to the scheme or the scheme area;*
- e) an amendment to the scheme so that it is consistent with a State planning policy;*
- f) an amendment to the scheme map to include a boundary to show the land covered by an improvement scheme or a planning control area;*

- g) an amendment to the scheme map that is consistent with a structure plan, activity centre plan or local development plan that has been approved under the scheme for the land to which the amendment relates if the scheme currently includes zones of all the types that are outlined in the plan;*
- h) an amendment that results from a consolidation of the scheme in accordance with section 92(1) of the Act;*
- i) an amendment to the scheme so that it is consistent with a region planning scheme that applies to the scheme area if the amendment will have minimal effect on the scheme or landowners in the scheme area.*

This proposed amendment satisfies four of the above criteria. In particular:

- a) Proposals 1-2 and 5-9, correct minor administrative (typographical) errors;
- c) Proposals 3-4 remove provisions superseded by the Planning and Development (Local Planning Scheme) Deemed Provisions; and
- g) Proposal 12 seeks to adjust the scheme map to align with the zoning for the land identified on a WAPC approved Structure Plan; and
- i) Proposals 10-12 seek to bring the local zoning of land into alignment with the Region Scheme;

all in a manner that will have minimal effect on the scheme or landowners within the scheme area.

#### **4.0 TOWN PLANNING CONTEXT**

##### **4.1 Metropolitan Region Scheme**

The following Region Scheme zones apply to the three (3) sites identified for rezoning as par this proposed amendment:

- Proposal 10 – Industrial – Lots 201 and 202 Winchester Road, Bibra Lake
- Proposal 11 – Rural – Water Protection – Lot 800 Warton Road, Treeby
- Proposal 12 – Urban – Lots 133 and 333 North Lake Road, Cockburn Central.

##### **4.2 City of Cockburn Town Planning Scheme No. 3**

All three (3) sites identified for rezoning as par this proposed amendment are currently unzoned.

#### **5.0 PROPOSAL**

##### Proposals 1-9

The effect, reason and minor nature of these textual modifications are described in Table 1 below:

TABLE 1 – PROPOSED TEXTUAL MODIFICATIONS

Tracked changes

Reason for proposed change

Proposal 1

PART 4 - GENERAL DEVELOPMENT REQUIREMENTS .....

4.1 Compliance With Development Standards And Requirements .....

4.2 Residential Design Codes .....

4.3 Sewerage Connection .....

4.5 Restrictive Covenants.....

Update Table of Contents:  
  
To reference existing clause 4.4 (Special Application of Residential Design Codes)

Proposal 2

3.9 Extensions and changes to a non-conforming use

3.9.1 A person must not -  

a) alter or extend a non-conforming use;  
b) erect, alter or extend a building used in conjunction with or in furtherance of a non-conforming use; or  
c) change the use of land from a non-conforming use to another non-conforming use,  
  
without first having applied for and obtained planning approval under the Scheme.

3.9.2 An application for planning approval under this clause is to be advertised in accordance with clause 64(34) of the deemed provisions.

3.9.3 Where an application is for a change of use from an existing non-conforming use to another non-conforming use, the local government is not to grant its planning approval unless the proposed use is less detrimental to the amenity of the locality than the existing non-conforming use and is, in the opinion of the local government, closer to the intended purpose of the zone.

Update clause 3.9.2:  
  
To reference the correct advertising clause in the deemed provisions.

Proposal 3

USE CLASS	RESIDENTIAL	REGIONAL CENTRE (See Note 4)	DISTRICT CENTRE	LOCAL CENTRE	MIXED BUSINESS	MIXED USE AMD 96 GG 23/6/15	LIGHT AND SERVICE INDUSTRY	INDUSTRY	RURAL LIVING	RURAL	RESOURCE	SPECIAL USE	DEVELOPMENT	CONSERVATION	STRATEGIC INDUSTRY AMD 144 GG 17/11/2020
RESIDENTIAL USES															
Ancillary Dwelling (R-Code) AMD 116 GG 06/01/17	P	X	X	X	X	D	X	X	D	D				X	X
Bed and Breakfast AMD 8 GG 13/6/06	A	D	X	X	P	A	X	X	D	D				X	X
Child Care Premises	A	P	P	P	D	A	A	A	A	A				X	X
Civic Use	D	P	P	P	P	D	P	P	A	A				X	D
Dwelling Aged or Dependent Persons (R-Code)	D	X	P	P	X	D	X	X	D	D				X	X
Caretakers' Grouped (R-Code) AMD 58 GG 1/5/09	P	P	P	P	P	X	P	P	X	X				X	X
Multiple (R-Code)	P	D	P	P	D	D	X	X	X	X				A	X
Educational Establishment	D	D	P	P	D	D	X	X	X	X				X	X
Home Business AMD 58 GG 1/5/09	D	D	D	D	P	A	D	D	A	D				X	D
Home Occupation AMD 58 GG 1/5/09	A	P	P	P	P	X	X	X	D	D				A	X
Home Office AMD 58 GG 1/5/09	D	P	P	P	D	A	X	X	D	D				A	X
Home Office AMD 58 GG 1/5/09	P	P	P	P	D	P	X	X	D	D				A	X

Update Table 1 – Zoning Table:  
  
To remove the 'Home Office' land use which is now exempt from requiring Development Approval under cl.61(2)(d) of the deemed provisions.

Tracked changes		Reason for proposed change																																
Proposal 4																																		
<p>4.8.5 Home Occupation and Home Business</p> <p>a) Application -</p> <p>(i) <u>Unless exempt under clause 61 of the deemed provisions.</u> No person shall commence a home occupation or home business without first having applied for and received the planning approval of the local government.</p> <p>(ii) A home occupation or home business can be undertaken subject to clause 4.8.5 a)(ii) by the occupier of the land and is not transferable.</p> <p>(iii) On the sale of the property or change in ownership of the land the home occupation or home business entitlement ceases.</p>		<p><b>Update clause 4.8.5(i):</b></p> <p>To acknowledge that a wider range of home based activities are exempt from requiring Development Approval under the deemed provisions.</p>																																
Proposal 5																																		
<table><tr><th rowspan="2">USE CLASS</th><th colspan="3">VEHICLE PARKING PROVISIONS</th></tr><tr><th>Car Parking Bays</th><th>Delivery Bays</th><th>Bicycle Racks</th></tr><tr><td rowspan="6">• Industry</td><td>- Cottage</td><td>1 : 50m<sup>2</sup> gla</td><td>Not applicable</td><td>Not applicable</td></tr><tr><td>- Extractive</td><td>1 : 1 employee</td><td>Not applicable</td><td>Not applicable</td></tr><tr><td>- General/ General (Licensed)</td><td>1 : 50m<sup>2</sup> gla</td><td>1 : Service/ Storage Area</td><td>1 : 200m<sup>2</sup> gla</td></tr><tr><td>- Light</td><td>1 : 50m<sup>2</sup> gla</td><td>1 : Service/ Storage Area</td><td>1 : 200m<sup>2</sup> gla</td></tr><tr><td>- Service</td><td>1 : 50m<sup>2</sup> gla</td><td>1 : Service/ Storage Area</td><td>1 : 200m<sup>2</sup> gla</td></tr><tr><td>- Marine Engineering AMD 6 GG 13/6/06</td><td>1 : 1 employee Visitor Car Parking Bays: additional 1,200 parking bays required per employee</td><td>1 : Service/Storage Area</td><td>1 : 200sqm gla</td></tr></table> <p>plus 1 : 200m<sup>2</sup> gla for Visitor Parking</p> <p>1:200sqm<sup>2</sup> gla</p>		USE CLASS	VEHICLE PARKING PROVISIONS			Car Parking Bays	Delivery Bays	Bicycle Racks	• Industry	- Cottage	1 : 50m <sup>2</sup> gla	Not applicable	Not applicable	- Extractive	1 : 1 employee	Not applicable	Not applicable	- General/ General (Licensed)	1 : 50m <sup>2</sup> gla	1 : Service/ Storage Area	1 : 200m <sup>2</sup> gla	- Light	1 : 50m <sup>2</sup> gla	1 : Service/ Storage Area	1 : 200m <sup>2</sup> gla	- Service	1 : 50m <sup>2</sup> gla	1 : Service/ Storage Area	1 : 200m <sup>2</sup> gla	- Marine Engineering AMD 6 GG 13/6/06	1 : 1 employee Visitor Car Parking Bays: additional 1,200 parking bays required per employee	1 : Service/Storage Area	1 : 200sqm gla	<p><b>Update Table 4 – Industrial Use Classes – Vehicle Parking:</b></p> <p>Correct the wording of the Marine Engineering visitor parking requirement to relate to gross lettable area.</p> <p>Update the Marine Engineering bicycle parking square meter reference to be consistent with that used throughout the rest of the table.</p>
USE CLASS	VEHICLE PARKING PROVISIONS																																	
	Car Parking Bays	Delivery Bays	Bicycle Racks																															
• Industry	- Cottage	1 : 50m <sup>2</sup> gla	Not applicable	Not applicable																														
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	- Marine Engineering AMD 6 GG 13/6/06	1 : 1 employee Visitor Car Parking Bays: additional 1,200 parking bays required per employee	1 : Service/Storage Area	1 : 200sqm gla																														
Proposals 6 & 7																																		
<p>4.10.9 Water Table and Effluent Disposal</p> <p>a) The minimum vertical distance of land on which a building is to be erected above the highest known water table as determined by the <u>Water and Rivers Commission Department of Water and Environmental Regulation</u> or the Health Department of WA shall be 1.2 metres.</p> <p>b) Every Single House and dwelling in the Rural Zone and Rural Living Zone shall be connected to an approved domestic waste effluent disposal system where –</p> <p>(i) the vertical distance between the bottom of the domestic waste effluent disposal system is greater than 1.2 metres above the highest known water table for the land, and the horizontal distance between the proposed system and a wetland or a public water supply bore is greater than 100 metres, the local government may approve the installation of a septic effluent disposal system.</p> <p>(ii) the vertical distance between the bottom of the domestic waste effluent disposal system is less than 1.2 metres <u>above the highest known water table for the land</u>, and the horizontal distance between the proposed system and a wetland or a public water supply bore is less than 100 metres, the owner of the land shall install an alternative domestic waste water treatment system, subject to the approval of the local government and the Health Department of WA.</p>		<p><b>Update clause 4.10.9(a):</b></p> <p>To reference the update the name of the State Government Agency who monitor and advise on groundwater levels.</p> <p><b>Update clause 4.10.9(b)(ii):</b></p> <p>To include missing text that advises what the bottom of the effluent disposal system needs to be vertically separated from [as per the wording of 4.10.9(b)(ii) above].</p>																																



Tracked changes	Reason for proposed change
<b>Proposal 8</b>	
<p>4.13 Development Zone</p> <p>4.13.1 There shall be no change to any land use or development existing on land within the Development Zone without the owner of the land having made an application for and received the approval of the local government.</p> <p>4.13.2 <del>As set out in clause 3.8, E</del>existing land use and development within the Development Zone which were legally approved prior to the gazettal of the Scheme may continue to operate in accordance with the approval, licence or permit granted.</p>	<p><b>Update clause 4.13.2 to include reference clause 3.8 (Non-Conforming Uses):</b></p> <p>The reference is proposed to be inserted to ensure readers don't interpret this clause to vary the general non-conforming use clause that applies to all zones within the scheme.</p>
<b>Proposal 9</b>	
<p>61(21) j) the demolition of any building or structure except where the building or structure is -</p> <p>(i) located in a place that has been entered in the Register of Places under the Heritage of Western Australia Act 1990;</p> <p>(ii) the subject of an order under Part 6 of the Heritage of Western Australia Act 1990;</p> <p>(iii) included on the Heritage List under the Scheme;</p> <p>(iv) located within a Heritage Area designated under the Scheme;</p> <p>(v) included on the Local Government Inventory.</p> <p>k) the erection of a <del>dividing</del> fence;</p> <p>l) the erection on a single lot of two grouped dwellings (included extensions and ancillary outbuildings) where a grouped dwelling is designated with the symbol 'P' in the cross-reference to that Use Class and a Zone in the Zoning Table, and where the development is consistent with Local Planning Policy No. 1.2 (Residential Design Guidelines) and the Residential Design Codes.</p> <p>m) the erection on a lot of a single house, including extensions and ancillary outbuilding with an area:-</p> <p>(i) <del>of 100 square metres or less and a wall height of 2.4 metres or less in the Development and Residential Zone.</del></p> <p>(ii) of less than 100 square metres and a wall height not exceeding 4.5 metres in the Rural Zone and Rural Living Zone;</p> <p>(iii) of 200 square metres or less with a wall height of 4.5 metres in the Resource Zone;</p> <p>(iiiiv) and the single house addition or outbuilding are located within a building envelope applying to the lot, where a single house is designated with the symbol 'P' in the cross-reference to that Use Class and the respective zones in the Zoning Table, in the case of the Rural Zone and the Rural Living Zone, <del>and in the case of the Resource Zone, Table 1 and 2 of Statement of Planning Policy No. 2.3.</del></p> <p>n) the erection of a single house and two grouped dwellings including any ancillary outbuildings and swimming pools which comply with the provisions of a Local Development Plan;</p> <p>o) The parking of commercial vehicles in accordance with clause 4.10.8 a), 4.10.8 b) and clause 4.10.8 c).</p> <p><del>p) any of the exempted classes of advertisements listed in below</del></p>	<p><b>Update clause 61(1):</b></p> <p>To reference the correct deemed provision relating to exemption from local development approval.</p> <p><b>Update clause 61(2)(k):</b></p> <p>To correct the clause number and clarify that it is only 'dividing' fences that are exempt from requiring development approval under this clause of the deemed provisions.</p> <p><b>Delete clause 61(2)(m)(i) and renumber (ii)-(iv) thereafter:</b></p> <p>To recognise that a single house meeting these limitations is 111 exempt from requiring Development Approval under the deemed provisions.</p> <p><b>Update clause 61(1)(m)(iv):</b></p> <p>To remove reference to tables that no longer exist in SPP2.3.</p> <p><b>Delete clause 61(1)(p) in its entirety:</b></p> <p>To remove duplication of signage, that by virtue of being listed in the City's Local Signs and Advertising Planning Policy (LPP3.7), are now exempt from requiring</p>

except in respect of a place included on the Heritage List or in a Heritage Area;			development approval under clause 61(1) Table 1, Row 10 of the deemed provisions.
Land Use and/ or Development	Exempted Sign	Maximum Size	
In all zones except in the Residential Zone. <i>AMD 6 GG 13/6/06</i>	Advertising. Relating directly to advising the name, address, telephone number and purpose of the service provided on the property on which it is located.	4 square metres	
In all zones	Property for sale or auction sign.	6 square metres	
In all zones	Advisory signs. About future development or proposal.	6 square metres	
In all zones	Temporary sign. Advertising a coming event within the district where it will not be erected for more than 4 weeks.	4 square metres	
In all zones except the Residential Zone.	Advertising signs. Displayed on walls, windows or verandah facades which do not project above the wall or roof on which it is attached.	6 square metres	

#### Proposal 10

Following gazettal of MRS Amendment 1110/33A a portion of Lots 201 & 202 is currently not zoned under TPS3. To achieve consistency with the current balance of those lots it is proposed to zone the land "Industry", and therefore align the existing zoning with the cadastral boundary.

Clause 3.2.1(g) of TPS3 sets out the objective for the "Industry Zone":

*To provide for manufacturing industry, the storage and distribution of goods and associated uses, which by the nature of their operations should be separated from residential areas.*

#### Proposal 11

Following gazettal of MRS Amendment 1166/57, Lot 800 is currently not zoned under TPS3. To achieve consistency with surrounding privately owned land (on top of the Jandakot Water Mound), it is proposed to zone the land "Resource".

Clause 3.2.1(m) of TPS3 sets out the objective for the "Resource Zone":

*To provide for the protection of the Perth Metropolitan underground water resource in accordance with the requirements of Statement of Planning Policy No.6 published by the Western Australian Planning Commission on 12 June 1998.*

Proposal 12

Following gazettal of MRS Amendment 1166/57 a portion of Lots 133 & 333 is currently not zoned under TPS3. To achieve consistency with the current balance of those lots it is proposed to zone the land "Mixed Business", and therefore align the existing zoning with the cadastral boundary.

Clause 3.2.1(e) of TPS3 sets out the objective for the "Mixed Business":

*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.*

**5.0 CONCLUSION**

The proposed amendment will address existing anomalies and bring TPS No. 3 into greater consistency with the deemed provisions and Metropolitan Region Scheme.



This Basic Amendment was adopted and is recommended for approval by resolution of the Council of the City of Cockburn at the Ordinary Council Meeting of the Council held on the 9th day of December, 2021 and the Common Seal of the City of Cockburn was hereunto affixed by the authority of a resolution of the Council in the presence of:

.....  
MAYOR

.....  
A/CHIEF EXECUTIVE OFFICER

WAPC ENDORSEMENT (r.63)

.....  
DELEGATED UNDER S.16 OF  
THE P&D ACT 2005

DATE.....

APPROVAL GRANTED

.....  
MINISTER FOR PLANNING

DATE.....

### 13.6 (2021/MINUTE NO 0235) Development Assessment Panel - Nomination of Members for the Metro South West Joint Development Assessment Panel

**Author** L Dunstan

**Attachments** 1. Correspondence - DAP Secretariat to City of Cockburn [↓](#)

#### RECOMMENDATION

That Council:

- (1) NOMINATES \_\_\_\_\_ and \_\_\_\_\_ as its two members of the Metro South West Joint Development Assessment Panel;
- (2) NOMINATES \_\_\_\_\_ and \_\_\_\_\_ as its two alternate members of the Metro South West Joint Development Assessment Panel; and
- (3) ADVISES the Director General of the Department of Planning, Lands and Heritage of the above nominations.

#### Council Decision

MOVED Cr C Stone SECONDED Cr P Corke

That Council:

- (1) NOMINATES Cr Chontelle Stone and Cr Phoebe Corke as its two Members of the Metro South West Joint Development Assessment Panel;
- (2) NOMINATES Cr Tom Widenbar and Cr Michael Separovich as its two Alternate Members of the Metro South West Joint Development Assessment Panel; and
- (3) ADVISES the Director General of the Department of Planning, Lands and Heritage of the above nominations.

**CARRIED 6/3**

**For:** Mayor L Howlett, Deputy Mayor T Widenbar, Cr M Separovich, Cr P Corke, Cr C Terblanche, Cr C Stone

**Against:** Cr K Allen, Cr T Dewan, Cr P Eva

#### Reason

Three of the Elected Members have completed the training and have sat on the JDAP, being Cr Stone, Cr Corke and Deputy Mayor Widenbar.

Cr Terblanche was previously a member of this committee and has come off.

The intent of this is to circle through and everyone bumping up the line, as a new Councillor coming on board as the Alternative Member.

Cr Stone is a current delegate who has been on the JDAP panel for two years and would like to continue for another two years. On the completion of the next two years Cr Stone will be standing down so that members can cycle through once again.

Cr Corke, as first deputy, has attended three meetings and would like to continue her professional development by becoming a full member of the JDAP panel.



Deputy Mayor Widenbar has also done his JDAP training and would like to continue on as the first delegate.

Cr Separovich has indicated that he would also like to become a delegate of this JDAP panel.

So the idea and intent behind this motion is to rotate the current Elected Members to give everyone a chance to represent on this panel.

### **Background**

Development Assessment Panels (DAPs) are panels set up by the State Government pursuant to the *Planning and Development Act 2005* (the Act). DAPs comprise a mix of technical experts and Local Government representatives with the power to determine some types of development applications in place of the relevant decision-making authority.

The *Planning and Development (Development Assessment Panel) Regulations 2011* (the Regulations) give effect to the provisions in the Act and enable the operation, constitution and administration of DAPs. A key component of planning reform in Western Australia, DAPs are intended to enhance planning expertise in decision making by improving the balance between technical advice and local knowledge.

Each DAP consists of five panel members, three being specialist members and two Local Government Elected Members. Under the Regulations, each DAP determines development applications that meet set type and value thresholds.

The role of DAP members is to determine development applications within a certain type and value threshold through consistent, accountable and professional decision making. There are nine DAPs in Western Australia and the City of Cockburn is part of the Metro South West Joint Development Assessment Panel (JDAP).

The City's current appointments of the Local Government DAP members which were appointed on 12 December 2019 are due to expire on 26 January 2022. Therefore the purpose of this report is to provide nominations of four members to State Government for the next two year term ending **26 January 2024**.

### **Submission**

Correspondence from DAP Secretariat (refer Attachment 1).

## Report

The City's current Local Government members on the Metro South West Joint Development Approval Panel are:

- Cr Chamonix Terblanche (Member 1)
- Cr Chontelle Stone (Member 2)
- Cr Phoebe Corke (Alternate Member 1)
- Cr Tom Widenbar (Alternate Member 2).

The City is required to nominate four Elected Members of the Council, comprising of two members and two alternate members (who can be called upon if either of the two members cannot attend a meeting). Subsequent to nominations, members will be appointed by the Minister for Planning for a period of two years, with the term commencing on 26 January 2022 and expiring 26 January 2024.

All appointed members will be placed on the Local Government member register and advised of DAP training dates and times.

It is a mandatory requirement, pursuant to the Regulations for all DAP members to undertake training before being able to sit on a DAP and determine applications. Members who have already undertaken the required training are not required to attend further training but are encouraged to attend refresher training.

DAP members are paid for their attendance at DAP meetings by the Department of Planning, Lands and Heritage (DPLH), unless they are from within a class of persons excluded pursuant with Clause 31 (6) of the Regulations.

The number of meetings held for the Metro South West DAP in the past three-four years is:

- 2016 – 16 meetings
- 2017 – 10 meetings
- 2018 – 9 meetings
- 2019 – 3 meetings
- 2020 – 12 meetings
- 2021 – 9 meetings.

Meetings are held during business hours and generally at the City of Cockburn (Administration Building). However, meetings can also be held at the Cities of Fremantle, Kwinana, Rockingham, Mandurah, and the Shire of Murray and at the DPLH Offices in the Perth CBD.

More detailed, comprehensive information regarding DAPs can be obtained from the DPLH website <https://www.dplh.wa.gov.au/daps>





**Strategic Plans/Policy Implications**Leading and Listening

Deliver sustainable governance through transparent and robust policy and processes.

**Budget/Financial Implications**

N/A

**Legal Implications**

N/A

**Community Consultation**

N/A

**Risk Management Implications**

Should the local government fail to nominate four representatives, the Minister has the power to appoint two alternative community representatives to provide local representation.

**Advice to Proponent(s)/Submitters**

N/A

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

Nil





Government of Western Australia  
Development Assessment Panels

Our Ref: DP/12/00609  
Enquiries: DAP Secretariat  
Telephone: 6551 9919

Dear Local Government CEO,

#### **DEVELOPMENT ASSESSMENT PANELS – LOCAL GOVERNMENT NOMINATIONS**

Following the upcoming local government elections to be held on 16 October 2021, there may be a change in your local government DAP membership if the composition of your council changes. All existing local government DAP members are currently appointed for a term ending 26 January 2022. Prior to this expiry date, your local government will need to nominate four (4) DAP members for appointment by the Minister for Planning.

Representation of local interests is a key aspect of the DAPs system. Under regulation 24 of the *Planning and Development (Development Assessment Panels) Regulations 2011* your local council is requested to nominate, as soon as possible following the elections, four elected council members to sit as DAP members for your local government. Using the attached form, nominations should be submitted via email to the DAPs Secretariat at [daps@dph.wa.gov.au](mailto:daps@dph.wa.gov.au).

All local government councils are requested to provide nominations for local government DAP members by Friday 19 November 2021, to ensure local interests are represented in future DAP determinations. If you are unable to provide nominations by the above date, please contact the DAPs Secretariat to discuss alternative arrangements and implications. Once nominations are received, the Minister will appoint local government DAP members for the term ending 26 January 2024.

The McGowan Government launched OnBoardWA as part of its commitment to increase the diversity and backgrounds of Government board and committees along with the total number of women appointed.

I encourage you to consider diversity of representation when putting forward your local government nominations in supporting this important election commitment. Further information about OnBoardWA can be found at <http://www.onboardwa.jobs.wa.gov.au>.

Postal address: Locked Bag 2506 Perth WA 6001 Street address: 140 William Street Perth WA 6000  
Tel: (08) 6551 8002 info@dph.wa.gov.au [www.dph.wa.gov.au](http://www.dph.wa.gov.au)  
ABN 68 565 723 484  
wa.gov.au

The WA Government is committed to continue implementing the Action Plan for Planning Reform to ensure the planning system continues to deliver great outcomes and great places for Western Australians. Changes to the DAP system, identified as part of the reform initiatives, aims to provide a more robust DAP process that promotes consistency and transparency in decision-making. Please note that the local government membership configuration on the DAP will not be affected by the reform initiatives.

If you have any queries regarding this request for nominations, please contact the DAPs secretariat on (08) 6551 9919 or email [daps@dplh.wa.gov.au](mailto:daps@dplh.wa.gov.au). Further information is available online at <https://www.dplh.wa.gov.au/daps>.

Yours sincerely



Jodi Cant  
Director General

16 September 2021

### 13.7 (2021/MINUTE NO 0236) RFT18-2021 - Revegetation and Maintenance Services (Including Roe 8)

**Author(s)**

C Beaton

**Attachments**

1. Evaluation Summary (**Confidential**)

#### **RECOMMENDATION**

That Council:

- (1) ACCEPTS the Tender submitted by Natural Area Holdings Pty Ltd for Revegetation and Maintenance Services (Zone A) for an estimated contract value of \$270,226 (Ex GST) for a period of three (3) years from the date of contract award, with Principal instigated options to extend up to One (1) year and a further twelve (12) months after that; to a maximum of five (5) years. The contract value is based on a procurement model derived from submitted costs where the additional Schedules are used to determine ad-hoc requirements and variations;
- (2) ACCEPTS the Tender submitted by Workpower Incorporated for Revegetation and Maintenance Services (Zone B) for an estimated contract value of \$257,743 (Ex GST) for a period three (3) years from the date of contract award, with Principal instigated options to extend up to One (1) year and a further twelve (12) months after that; to a maximum of five (5) years. The contract value is based on a procurement model derived from submitted costs where the additional Schedules are used to determine ad-hoc requirements and variations;
- (3) ACCEPTS the Tender submitted by Natural Area Holdings for Revegetation and Maintenance Services (Zone C) for an estimated value of \$260,675 (Ex GST) for the first year of the contract to a maximum period of five (5) years from the date of contract award. This contract will require annual Principal instigated options and be subject to external funding budget approval from Main Roads WA (Roe 8 reserve). The contract value is based on a procurement model derived from submitted costs where the additional Schedules are used to determine ad-hoc requirements and variations; and
- (4) ENDORSES the inclusion of natural area's new or existing not yet under these contracts, to be added in accordance with the Tender, whereby the City may select a contractor based on the management strategy required for that area.

#### **Council Decision**

MOVED Cr C Stone SECONDED Cr T Dewan

That the recommendation be adopted.

**CARRIED UNANIMOUSLY 9/0**

#### **Background**

The City of Cockburn manages over 1,200 hectares of natural areas including wetland, coastal and bushland conservation reserves. A further 69 hectares of Roe 8 reservation land is managed by the City with funding from Main Roads.



The objective of the City's revegetation works is to improve biodiversity values, increase vegetation condition ratings and to meet community expectations and on occasion, legislative requirements associated with offsets.

To ensure our conservation areas are revegetated and maintained to the standards expected by the community, the City (The Principal) is seeking a suitably qualified and experienced contractor(s) to undertake a range of revegetation related services within these natural areas.

The scope of works for Revegetation Services includes installation of native tubestock, native tubestock supply, direct seeding, weed control (chemical and manual), site preparation including scalping and tree guard maintenance. The successful tenderer(s) shall be required to adhere to dieback procedures and is required to provide all labour, plant and equipment, materials, chemicals, wetting agents etc necessary to carry out all of the works.

This Contract does not include tubestock watering, fence repairs (major) or tree pruning (major).

The works will be required on a monthly or seasonal basis for all services and categories unless otherwise indicated. It should be noted that there is an increased level of revegetation activity required during the winter period (June-July) with the Principal installing several thousand native tubestock per annum as well as additional weed control. The majority of works conducted will be on a scheduled basis, however some ad-hoc works may be required.

The City currently is receiving external funding from Main Roads to deliver the Rehabilitating Roe 8 project which includes weed control, tubestock planting and tree guard maintenance. This element of the works program is subject to approved external funding on an annual basis.

As revegetation works may be in response to external considerations the contracts have been designed to be flexible and responsive. It is anticipated that annually new revegetation sites shall be added while the previous year's sites will continue to be maintained. It is anticipated that contract will be assigned based on suburbs / zones, as noted below.

Zone A	North Coogee, Coogee, Lake Coogee Henderson, Coolbellup, Bibra Lake, Jandakot, Treeby, Banjup, Aubin Grove, Atwell, Leeming.
Zone B	Hamilton Hill, Spearwood, North Lake, South Lake, Yangebup, Cockburn Central, Munster, Beeliar, Success, Wattleup, Hammond Park.
Zone C	Roe 8 Rehabilitation Project.

It should be noted that Zone C, rehabilitating Roe 8 delivery is linked to a Service Agreement with Main Roads WA, which is in place until July 2022 with an option to extend for a further twelve (12) months. The costs of the Rehabilitating Roe 8 is 100% covered by the State Government and does not utilise municipal funds. Zone C is treated as a separate contract.



The proposed Contract's shall be in force for a period of three (3) years from the date of contract award, with Principal instigated options to extend up to One (1) year and a further twelve (12) months after that; to a maximum of five (5) years.

Tender Number RFT18/2021 – Revegetation and Maintenance Service was advertised on Wednesday 1 September 2021 in the Local Government Tenders section of the West Australian newspaper. It was also displayed on the City's E-Tendering website between Wednesday 1 September 2021 and Thursday 16 September 2021.

### Submission

The request for tender closed at 2:00pm (AWST) on Thursday 16 September 2021, with seven submissions received from the following companies:

<b>Tenderers Name</b>	<b>Registered Entity Name</b>
Green Skills	Green Skills Incorporated
Natural Area Holdings	Natural Area Holdings Pty Ltd
LD Total	Sanpoint Pty Ltd
SERCUL	South East Regional Centre For Urban Landscape Incorporated
Benara Nurseries	The Trustee For The Quito Unit Trust
UGC Group	UGC Holdings Pty Ltd
Workpower	Workpower Incorporated

All Tenderers submitted for all Zones.

### Report

#### Compliance Criteria

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

<b>Compliance Criteria</b>	
(a)	Compliance with the Request document
(b)	Compliance with the Conditions of Responding and Tendering
(c)	Compliance with the General Conditions of Contract
(d)	Compliance with and completion of the Qualitative Criteria
(e)	Compliance with the Specified Scope of Works
(f)	Compliance with and completion of the Price Schedule
(g)	Compliance with the ACCC Requirements and completion of the Certificate of Warranty



Compliance Tenderers

Procurement Services undertook an initial compliance assessment. Benara Nurseries were deemed non-compliant as they intended to supply tube stock only and therefore did not meet the requirements of the request.

Evaluation Criteria

<b>Evaluation Criteria</b>	<b>Weighting Percentage</b>
Demonstrated Experience	15%
Tenderer's Resources	10%
Methodology	15%
Sustainability	10%
Local/Regional	10%
Tendered Price	40%
<b>TOTAL</b>	<b>100%</b>

Tender Intent/ Requirements

The intent of this Tender is to select suitably qualified and experienced Contractor/s to undertake Revegetation and Maintenance Services. The Tender (and proposed Contract(s)) provides for new natural areas including bushland conservation reserves to be added to the Schedule as circumstances associated with those area's change, with variation of costs being determined based on the agreed rate schedules. Additionally, this Tender offers the opportunity for the appointment of multiple Contractors, such that as new areas are brought online, the City may vary the contract by seeking costings and award the work to the Contractors offering the best overall value for money quality service.

Evaluation Panel

The tender submissions were evaluated by the following personnel. Procurement Services representative attended in a probity role only.

<b>Name</b>	<b>Position</b>
Linda Metz (chair)	Acting Environment Manager
Lou Vieira	Head of Operations and Maintenance
Adam Harris	Environmental Officer Natural Resource
<b>Probity Role &amp; Business Unit Review</b>	
Caron Peasant	Contracts Coordinator
Chris Beaton	Head Sustainability and Environment



Scoring Table

The below table represents the scoring of the submissions relevant to the non-cost criteria for all Zones (A, B and C).

Tenderer's Name	Percentage Score
	Non-Cost Evaluation
	60%
Natural Area Holdings	50.93%
Workpower	50.60%
Green Skills	44.97%
SERCUL	45.75%
LD Total	27.53%
UGC Group	37.33%

The above qualitative scores demonstrated the two ranked tenderers as Natural Area Holdings ranked one (1) and Workpower ranked two (2) in the qualitative assessment. A procurement model was created to determine the cost estimates for inclusion as part of the cost evaluation.

The amount was based on their scheduled rates and indicative quantities with hours for each Zone. The qualitative score for each tenderer was fundamental in determining their preference.

The below tables represent the scoring of the tender submissions for Zone A, Zone B and Zone C respectively. Tenderers were required to address different cost criteria for each of the Zones in their respective schedules. Whilst not contractually binding, the provision of these figures assisted the evaluation Panel with their assessment.

Zone A

Tenderer's Name	Percentage Score		
	Non-Cost Evaluation	Cost Evaluation	Total
	60%	40%	100%
Workpower	50.60%	35.61%	86.21%
<b>**Natural Area Holdings</b>	<b>50.93%</b>	<b>26.94%</b>	<b>77.87%</b>
SERCUL	45.73%	31.20%	76.93%
UGC Group	37.33%	40.00%	77.33%
Green Skills	44.97%	29.92%	74.89%
LD Total	27.53%	19.33%	46.86%

\*\* Recommended Submission



Zone B

Tenderer's Name	Percentage Score		
	Non-Cost Evaluation	Cost Evaluation	Total
	60%	40%	100%
<b>**Workpower</b>	<b>50.60%</b>	<b>40.00%</b>	<b>90.60%</b>
Green Skills	44.97%	39.07%	84.04%
SERCUL	45.73%	22.83%	68.56%
Natural Area Holdings	50.93%	16.62%	67.55%
LD Total	27.53%	22.97%	50.50%
UGC Group	37.33%	27.38%	64.71%

\*\* Recommended Submission

Zone C

Tenderer's Name	Percentage Score		
	Non-Cost Evaluation	Cost Evaluation	Total
	60%	40%	100%
Workpower	50.60%	39.37%	89.97%
SERCUL	45.73%	34.42%	80.15%
<b>**Natural Area Holdings</b>	<b>50.93%</b>	<b>27.68%</b>	<b>78.61%</b>
UGC Holdings	37.33%	40.00%	77.33%
Green Skills	44.97%	30.88%	75.85%
LD Total	27.53%	25.88%	53.41%

\*\* Recommended Submission

**Evaluation Criteria Assessment**Demonstrated Experience

Natural Area Holdings and Workpower clearly demonstrated that they have the necessary experience to meet the requirements as detailed in the Specifications and the General and Special Conditions of Contract as indicated in the Tender document. Both also identified relevant previous experience with similar jobs for other local governments. Green Skills rated the next highest followed by UGC Group, SERCUL and LD Total.

Natural Area Holdings and Workpower clearly demonstrated their experience and knowledge of plants, weeds, hygiene protocols using examples that showed that they are able to resolve issues and achieve goals and outcomes.

The Panel were also able to identify that both tenderers have previous successful experience working with other local governments with a similar scope of services.



### Tenderers' Resources

Natural Area Holdings and Workpower demonstrated they had sufficient resources in line with the scope of services. Both Natural Area Holdings and Workpower outlined their extensive plant, equipment and material. Natural Area Holdings and Workpower detailed sound business process for delivery of goods and services and were recognised for their offer of afterhours customer service support.

The next highest scores as assessed by the Panel in each the resources areas were Green Skills, SERCUL, UGS Group and LD Total respectively.

### Methodology

Natural Area Holdings and Workpower, both scored highly for this criterion and demonstrated a suitable understanding of the key issues for the scope of services.

While Workpower scored marginally less for this criterion, both Tenderers demonstrated an acceptable level of understanding of the key issues likely to be encountered and the proposed approach required to manage such issues.

All Tenderers confirmed the estimated level of service required to meet the demands of the contract is achievable.

### Sustainability

All tenderers scored well for this criterion, with Workpower providing the best understanding of the Principal's sustainability values and objectives. Natural Area Holdings scored less in this criterion as compared to SERCUL and Green Skills however Natural Area Holdings has achieved ISO 14001 Environmental Management systems which is a high industry standard. Both Workpower and Natural Area Holdings demonstrated they have or can provide an improved social and economic outcome to the City.

### Local/Regional

Workpower and Natural Area Holdings scored highest in this criterion, with locations in the City boundary. LD Total and Green Skills are located within the South West Metropolitan Regional Councils. These Tenderers demonstrated they can provide an improved local and regional outcome to the City.

### Summation

The evaluation panel recommends that Council accept the submissions from:

- (1) Natural Area Holdings Pty Ltd for Revegetation and Maintenance Services (Zones A) for an estimated value of \$270,345 (Ex GST) over a 3 year contract as being the most advantageous submission, given their high qualitative score (Rank 1).
- (2) Workpower Incorporated for Revegetation and Maintenance Services (Zone B) for an estimated value of \$256,830 (Ex GST) over a 3 year contract as being the most advantageous submission, given their relative high qualitative score (Rank 2) as well as a relative high cost evaluation. (Rank 1).



- (3) Natural Area Holdings Pty Ltd for Revegetation and Maintenance Services (Zone C) for an estimated value of \$260,675 (Ex GST) in the first year of the contract as being the most advantageous submission, given their high qualitative score (Rank 1). This service will be dependent on Main Roads WA funding approval.

The recommendation is based on each tenderer having:

- Well demonstrated experience in performing similar works for other local governments; where the City received strong and positive feedback from referees
- A range of personnel that have experience in managing the works associated with the requirements of the contract
- Meeting the resource requirements and contingency measures to undertake the works
- Demonstrated sustainability and local employment objectives
- The most advantageous value for money submission to the City.

An independent financial risk assessment has been requested and will be available prior to the Council meeting for both Natural Area Holdings Pty Ltd and Workpower Incorporated.

### **Strategic Plans/Policy Implications**

#### Local Economy

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

- Increased Investment, economic growth and local employment.

#### Environmental Responsibility

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

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

#### Listening & Leading

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

- Best practice Governance, partnerships and value for money.

### **Budget/Financial Implications**

The funding associated with this Tender will be sourced from:

- (1) Zone A – the estimated cost for year one of \$142,287 (Ex GST) for Natural Area Holdings Pty Ltd will be sourced from WC01066-CW5908 with an annual budget of \$128,000 and OP 8105 with an annual budget for 2021/2022 of \$183,420.
- (2) Zone B – the estimated cost for year one of \$102,732 (Ex GST) for Workpower Incorporated will be sourced from several OP budgets being, OP 8113, OP 8108, OP 8220 and OP 8017 with an annual approved budget for 2021/22.
- (3) Zone C – the estimated cost for year one of \$260,675 (Ex GST) for Natural Area Holdings Pty Ltd will be sourced from OP 8906 with an annual approved budget



of \$875,299. This funding is sourced annually from Main Roads WA following approval of their budget.

It is expected, for all Zones, that forecasted budgets will be reduced in-line with the scope of program. It is expected that the program allocation for revegetation and maintenance will be available for the following 2 years which will meet the needs of the of the expected length of the contract.

### **Legal Implications**

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

### **Community Consultation**

N/A

### **Risk Management Implications**

If the recommendation is not approved there is a risk of delay to meeting the project requirements and key performance indicators linked to both the City's Community Strategic Plan and the service agreement with Main Roads WA for the rehabilitation of the Roe 8 corridor.

Managing fuel levels within bushland reserves will be adversely impacted resulting in potential increase in risk from fire or arson. This may result in an increase in complaints from neighbouring residents who are concerned about fire safety and increase the potential loss of life and/or property.

Delays will also result in an increase in the occurrence of declared pest (DP) and WONS weed species which the City is required to control under the Biosecurity Act. This can result in a financial and reputational risk to the City in addition to a loss of bushland condition:

### **Advice to Proponent(s)/Submitters**

The Proponent(s) and those who lodged a submission on the proposal have been advised that this matter is to be considered at the 9 December 2021 Ordinary Council Meeting.

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

Nil



## 14. Finance

### Declaration of Interest

Cr Allen submitted a Declaration of Impartiality Interest, pursuant to r22 of Local Government (Model Code of Conduct) Regulations 2021 for Item 14.1.

Nature of Interest: A payment has been made to the organisation Cr Allen works for 'Equifax', for the Financial Viability Reports the City purchases to assess tenderers.

### 14.1 (2021/MINUTE NO 0237) Payments Made from Municipal Fund and Local Procurement Summary - October 2021

**Author** N Mauricio

**Attachments** 1. Payments Report - October 2021 [↓](#)  
2. Credit Card Expenses Report - September 2021 [↓](#)

#### RECOMMENDATION

That Council RECEIVES the list of payments made from the Municipal Fund for October 2021, as attached to the Agenda.

#### Council Decision

MOVED Cr C Stone SECONDED Cr P Corke

That the recommendation be adopted.

**CARRIED UNANIMOUSLY 9/0**

8.47pm The Chief of Built and Natural Environment departed the meeting.

### Background

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

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

It should be noted that the City no longer holds any funds within the Trust fund, following legislative amendments requiring public open space (POS) cash in lieu contributions to now be held in Municipal reserves.

### Submission

N/A

## Report

A list of payments made during October 2021 for a total of \$17.66 million is attached to the agenda for review. This comprises:

- EFT payments (suppliers and sundry creditors) - \$14.35 million (796 payments).
- Payroll payments - \$3.17 million (2 fortnights).
- Corporate credit cards – total of \$93,062 (66 cards); and
- Bank and credit card merchant fees - \$40,797.

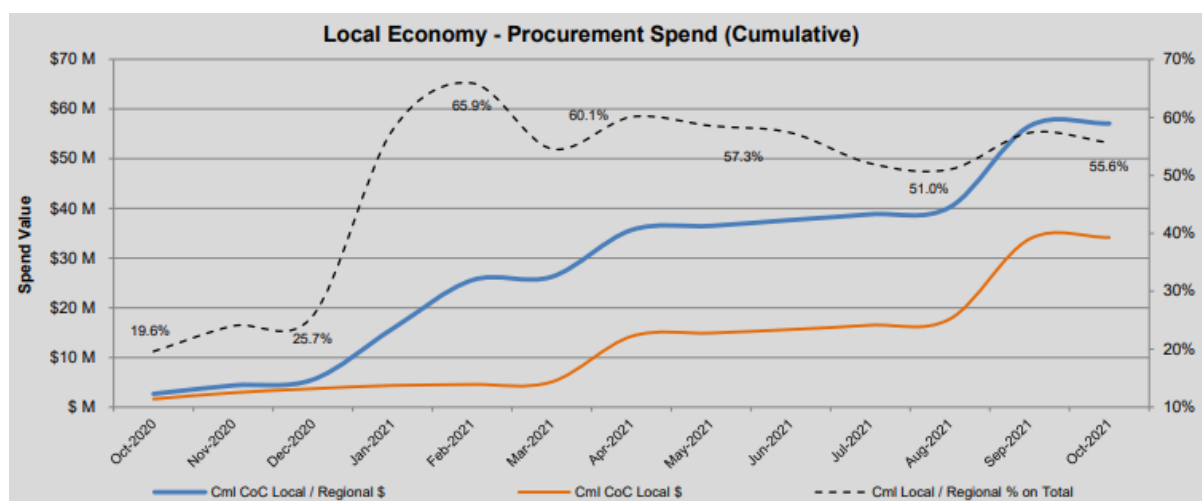
The City processes two significant payment runs each month to ensure its trade suppliers are paid more promptly. This has proven particularly beneficial for the City's local and smaller suppliers.

Also attached is a separate listing of credit card spending for the month of September (settled in October), summarised by cardholder. There was one transaction made on the CEO's credit card for \$45.60.

Proposed local government reforms announced in November by the State Government will look to introduce a requirement for employee credit card statements to be provided to Council meetings monthly. The City is developing a reporting format to comply with the anticipated legislative change (expected sometime in 2022).

## Local Procurement

The following one year rolling chart to October 2021 tracks the City's procurement spend with businesses located within Cockburn and the South West Group (SWG) region. The rolling 12 month cumulative regional spend value decreased marginally from 57.4% to 55.6%:



The volume of procurements made with Cockburn based businesses for the month was 19.1%, increasing to 24.8% for the whole SWG region.

These results measure the City's performance in achieving Council's "local and regional economy" principle contained within its Procurement Policy (i.e. a buy local procurement preference).





**Strategic Plans/Policy Implications**Local Economy

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

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

Listening and Leading

A community focused, sustainable, accountable and progressive organisation

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

**Budget/Financial Implications**

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

**Legal Implications**

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

**Community Consultation**

N/A

**Risk Management Implications**

Council is receiving the list of payments already made by the City under delegation in meeting its contractual obligations. This is a statutory requirement and allows Council to review and clarify any payment that has been made.

**Advice to Proponents/Submitters**

N/A

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

Nil



## October 2021 PAYMENT LISTING

## MUNICIPAL FUND

PAYMENT No.	ACCOUNT No.	PAYEE	PAYMENT DESCRIPTION	DATE	VALUE \$
EF143732	10152	Aust Services Union	Payroll Deductions	6/10/2021	990.10
EF143733	10154	Australian Taxation Office	Payroll Deductions	6/10/2021	482,073.00
EF143734	10305	Child Support Agency	Payroll Deductions	6/10/2021	1,716.65
EF143735	11001	Local Government Racing & Cemeteries Employees Union Lgrceu	Payroll Deductions	6/10/2021	82.00
EF143736	19726	Health Insurance Fund Of Wa	Payroll Deductions	6/10/2021	1,385.50
EF143737	27874	Smartsalary	Salary Packaging/Leasing Administration	6/10/2021	11,845.72
EF143738	26987	Cti Risk Management	Security - Cash Collection	6/10/2021	302.45
EF143740	99996	Utoikamanu & Kalo Fotu	Rates And Property Related Refunds	6/10/2021	328.81
EF143739	99997	Harriet Johnson	Br1217 - Refund For Pre-Authorisation	6/10/2021	500.00
EF143741	99997	In Home Care Payments	Ihc Payments Fe 03/10/21	7/10/2021	26,817.51
EF143742	99997	Family Day Care	Fdc Payments Fe 03/10/2021	7/10/2021	50,942.83
EF143743	26987	Cti Risk Management	Security - Cash Collection	12/10/2021	977.95
EF144029	99996	Cockburn Central Property Settlements	Rates And Property Related Refunds	15/10/2021	795.32
EF144030	99996	V M J Lombardo	Rates And Property Related Refunds	15/10/2021	400.00
EF144031	99996	Kristen Clifton	Rates And Property Related Refunds	15/10/2021	869.44
EF143744	10023	Activ Foundation Inc	Packaging Services	15/10/2021	121.77
EF143745	10082	Armandos Sports	Sporting Goods	15/10/2021	407.00
EF143746	10118	Australia Post	Postage Charges	15/10/2021	38,622.76
EF143747	10184	Benara Nurseries	Plants	15/10/2021	14,622.95
EF143748	10207	Boc Gases	Gas Supplies	15/10/2021	449.03
EF143749	10212	Boss Bollards	Security Products	15/10/2021	267.30
EF143750	10239	Budget Rent A Car - Perth	Motor Vehicle Hire	15/10/2021	1,190.31
EF143751	10246	Bunnings Building Supplies Pty Ltd	Hardware Supplies	15/10/2021	1,182.22
EF143752	10255	Cabcharge Australia Pty Ltd	Cabcharges	15/10/2021	27.30
EF143753	10287	Centreline Markings	Linemarking Services	15/10/2021	1,045.00
EF143754	10333	Cjd Equipment Pty Ltd	Hardware Supplies	15/10/2021	492.62
EF143755	10338	Cleanaway Pty Ltd	Waste Disposal Services	15/10/2021	810.91
EF143756	10354	Cockburn Community And Cultural Council	Poster Boards	15/10/2021	1,250.00
EF143757	10357	Cockburn Ice Arena	Entertainment Services	15/10/2021	348.00
EF143758	10358	Aussie Liquor Cockburn	Liquor Supplies	15/10/2021	1,142.01
EF143759	10368	Cockburn Wetlands Education Centre	Community Grant	15/10/2021	798.50
EF143760	10375	Veolia Environmental Services	Waste Services	15/10/2021	10,065.26
EF143761	10384	Progility Pty Ltd	Communication Services	15/10/2021	20,691.00
EF143762	10483	Landgate	Mapping/Land Title Searches	15/10/2021	4,795.53
EF143763	10484	Department Of Mines, Industry Regulation And Safety	Building Services Levy	15/10/2021	66,173.90
EF143764	10528	Easifleet	Vehicle Lease	15/10/2021	973.93
EF143765	10535	Workpower Incorporated	Employment Services - Planting	15/10/2021	11,713.63

EF143766	10588	Financial Counsellors Assoc Of Wa Inc	Membership Renewal	15/10/2021	330.00
EF143767	10597	Flexi Staff Pty Ltd	Employment Services	15/10/2021	16,640.95
EF143768	10609	Forestvale Trees Pty Ltd	Plants - Trees/Shrubs	15/10/2021	2,728.00
EF143769	10655	Ghd Pty Ltd	Consultancy Services	15/10/2021	51,089.72
EF143770	10679	Grasstrees Australia	Plants & Planting Services	15/10/2021	20,953.90
EF143771	10683	Gronbek Security	Locksmith Services	15/10/2021	428.08
EF143772	10726	Holton Connor Architects & Planners	Architectural Services	15/10/2021	1,980.00
EF143773	10888	Lj Caterers	Catering Services	15/10/2021	3,436.57
EF143774	10913	Bucher Municipal Pty Ltd	Purchase Of New Plant / Repair Services	15/10/2021	1,029.47
EF143775	10938	Mrp Pest Management	Pest & Weed Management	15/10/2021	7,697.27
EF143776	10944	Mcleods	Legal Services	15/10/2021	10,672.62
EF143777	10991	Beacon Equipment	Mowing Equipment	15/10/2021	608.90
EF143778	11028	Neverfail Springwater Ltd	Bottled Water Supplies	15/10/2021	359.25
EF143779	11036	Northlake Electrical Pty Ltd	Electrical Services	15/10/2021	21,658.76
EF143780	11077	P & G Body Builders Pty Ltd	Plant Body Building Services	15/10/2021	445.50
EF143781	11208	Quick Corporate Australia	Stationery/Consumables	15/10/2021	402.73
EF143782	11248	Ricoh Australia	Office Equipment	15/10/2021	6.33
EF143783	11267	Rollaways Leisure Centre	Entertainment Services	15/10/2021	196.00
EF143784	11307	Satellite Security Services Pty Ltd	Security Services	15/10/2021	11,290.90
EF143785	11308	Boss Industrial Formally Sba Supplies	Hardware Supplies	15/10/2021	1,784.55
EF143786	11333	Shelford Constructions Pty Ltd	Construction Services	15/10/2021	177,329.05
EF143787	11334	Shenton Pumps	Pool Equipment/Services	15/10/2021	15,862.03
EF143788	11425	Resource Recovery Group	Waste Disposal Gate Fees	15/10/2021	1,350.00
EF143789	11449	Spearwood Florist Ultimate Co Pty Ltd	Floral Arrangements	15/10/2021	125.00
EF143790	11496	Stanlee Hospitality Supplies	Catering Equipment/Supplies	15/10/2021	306.90
EF143791	11505	State Library Of Western Australia	Book Supplies	15/10/2021	9,691.00
EF143792	11511	Statewide Bearings	Bearing Supplies	15/10/2021	192.81
EF143793	11557	Technology One Ltd	It Consultancy Services	15/10/2021	6,207.30
EF143794	11625	Nutrien Water	Reticulation Supplies	15/10/2021	5,215.63
EF143795	11701	Vibra Industrial Filtration Australasia	Filter Supplies	15/10/2021	382.80
EF143796	11715	Wa Bluemetal	Roadbase Supplies	15/10/2021	9,477.13
EF143797	11722	Wa Hino Sales & Service	Purchase Of New Trucks / Maintenance	15/10/2021	466.46
EF143798	11726	Wa Limestone	Limestone Supplies	15/10/2021	3,867.39
EF143799	11787	Department Of Transport	Vehicle Search Fees	15/10/2021	42.95
EF143800	11789	Walga	Advertising/Training Services	15/10/2021	623.00
EF143801	11793	Western Irrigation Pty Ltd	Irrigation Services/Supplies	15/10/2021	45,257.96
EF143802	11795	Western Power	Street Lighting Installation & Service	15/10/2021	2,853.40
EF143803	11854	Zipform Pty Ltd	Printing Services	15/10/2021	8,860.63
EF143804	11985	Ivo Grubelich	Bus Hire	15/10/2021	4,752.00
EF143805	12153	Hays Personnel Services Pty Ltd	Employment Services	15/10/2021	21,191.24
EF143806	12394	Mp Rogers & Associates	Consultancy Services - Marine	15/10/2021	20,238.93
EF143807	12497	Trophy Choice	Trophy Supplies	15/10/2021	2,275.90
EF143808	12500	Ellenby Tree Farm	Plant Supplies	15/10/2021	1,369.50

EF143809	12672	Norman Disney & Young	Consultancy Services	15/10/2021	550.00
EF143810	12796	Isentia Pty Ltd	Media Monitoring Services	15/10/2021	1,496.00
EF143811	13102	Michael Page International (Australia) Pty Ltd	Employment Services	15/10/2021	5,230.97
EF143812	13462	Ati-Mirage Pty Ltd	Training Services	15/10/2021	1,155.00
EF143813	13764	Ddls Australia Pty Ltd	Computer Software	15/10/2021	2,750.00
EF143814	13825	Jackson Mcdonald	Legal Services	15/10/2021	14,037.65
EF143815	13834	Sulo Mgb Australia Pty Ltd	Mobile Garbage Bins	15/10/2021	14,465.00
EF143816	14350	Baileys Fertilisers	Fertiliser Supplies	15/10/2021	23,715.34
EF143817	15271	Ple Computers Pty Ltd	Computer Hardware	15/10/2021	207.55
EF143818	15393	Stratagreen	Hardware Supplies	15/10/2021	14,898.40
EF143819	15587	Benestar Group Pty Ltd Previously: Davidson Trahaire Corpsych	Training Services	15/10/2021	3,542.00
EF143820	15588	Natural Area Consulting Management Services	Weed Spraying	15/10/2021	5,879.46
EF143821	15746	Western Australia Police Service	Police Clearances	15/10/2021	116.90
EF143822	15850	Ecoscape Australia Pty Ltd	Environmental Consultancy	15/10/2021	330.00
EF143823	15868	Cardno (Wa) Pty Ltd	Consultancy Services - Engineering	15/10/2021	726.00
EF143824	16064	Cms Engineering	Airconditioning Services	15/10/2021	9,907.42
EF143825	16107	Wren Oil	Waste Disposal Services	15/10/2021	16.50
EF143826	16396	Mayday Earthmoving	Road Construction Machine Hire	15/10/2021	26,677.75
EF143827	16648	Youth Affairs Council Of Wa Inc	Youth Affairs	15/10/2021	980.10
EF143828	16653	Complete Portables Pty Ltd	Supply & Hire Of Modular Buildings	15/10/2021	488.72
EF143829	16846	Action Glass & Aluminium	Glazing Services	15/10/2021	1,698.13
EF143830	17471	Pirtek (Fremantle) Pty Ltd	Hoses & Fittings	15/10/2021	681.49
EF143831	17553	Altus Traffic Pty Ltd	Traffic Control Services	15/10/2021	1,985.64
EF143832	17600	Lightforce Asset Pty Ltd (Erections!)	Guard Rails	15/10/2021	5,445.00
EF143833	18114	Bollig Design Group P/L	Architectural Services	15/10/2021	7,381.00
EF143834	18126	Dell Australia Pty Ltd	Computer Hardware	15/10/2021	16,552.80
EF143835	18203	Natsync Environmental	Pest Control	15/10/2021	995.00
EF143836	18272	Austraclear Limited	Investment Services	15/10/2021	70.40
EF143837	18801	Fremantle Bin Hire	Bin Hire - Skip Bins	15/10/2021	420.00
EF143838	18962	Sealanes (1985) P/L	Catering Supplies	15/10/2021	2,132.28
EF143839	19533	Woolworths Ltd	Groceries	15/10/2021	3,149.09
EF143840	19762	Australian Training Management Pty Ltd	Training Services	15/10/2021	292.50
EF143841	19776	Josh Byrne & Associates	Environmental Consultant	15/10/2021	5,088.60
EF143842	19856	Western Tree Recyclers	Shredding Services	15/10/2021	30,818.16
EF143843	20146	Data#3 Limited	Contract It Personnel & Software	15/10/2021	3,995.41
EF143844	20247	Da Christie Pty Ltd	Parks & Recreational Products	15/10/2021	15,058.78
EF143845	21101	Amy Warne	Compost Workshops	15/10/2021	450.00
EF143846	21291	The Worm Shed	Environmental Education	15/10/2021	1,420.00
EF143847	21294	Cat Haven	Animal Services	15/10/2021	2,917.75
EF143848	21371	Ld Total Sanpoint Pty Ltd	Landscaping Works/Services	15/10/2021	24,597.16
EF143849	21627	Manheim Pty Ltd	Impounded Vehicles	15/10/2021	1,324.40
EF143850	21665	Mmj Real Estate (Wa) Pty Ltd	Property Management Services	15/10/2021	341.01
EF143851	21672	Mega Music Australia Pty Ltd	Musical Instruments/Sound Equipment	15/10/2021	1,060.00

EF143852	21747	Unicare Health	Wheelchair Hire	15/10/2021	926.00
EF143853	21782	Westcoast Timber Flooring	Flooring Supplies	15/10/2021	6,820.00
EF143854	21946	Ryan's Quality Meats	Meat Supplies	15/10/2021	1,510.21
EF143855	22541	Surfing Western Australia Inc.	Training Services - Surfing	15/10/2021	600.00
EF143856	22553	Brownes Food Operations	Catering Supplies	15/10/2021	462.10
EF143857	22623	Landmark Products Ltd	Landscape Infrastructure	15/10/2021	26,906.00
EF143858	22624	Aussie Earthworks Pty Ltd	Earthworks	15/10/2021	9,675.60
EF143859	22658	South East Regional Centre For Urban Landcare Inc (Sercul)	Urban Landcare Services	15/10/2021	38,775.00
EF143860	22682	Beaver Tree Services Pty Ltd	Tree Pruning Services	15/10/2021	5,004.18
EF143861	22806	Chevron Australia Downstream Fuels Pty Ltd	Fuel Supplies	15/10/2021	24,517.11
EF143862	22903	Unique International Recoveries Llc	Debt Collectors	15/10/2021	704.00
EF143863	22913	Opal Australian Paper	Envelopes	15/10/2021	755.57
EF143864	23253	Kott Gunning Lawyers	Legal Services	15/10/2021	726.88
EF143865	23351	Cockburn Gp Super Clinic Limited T/A Cockburn Integrated Health	Leasing Fees	15/10/2021	1,095.33
EF143866	23450	Clever Designs	Uniforms	15/10/2021	171.60
EF143867	23457	Totally Workwear Fremantle	Clothing - Uniforms	15/10/2021	1,572.57
EF143868	23550	Henricks Consulting Pty Ltd	Consultancy Services - Human Resources	15/10/2021	990.00
EF143869	23570	A Proud Landmark Pty Ltd	Landscape Contruction Services	15/10/2021	20,137.92
EF143870	23579	Daimler Trucks Perth	Purchase Of New Truck	15/10/2021	1,253.34
EF143871	23848	Greenbase Pty Ltd	Enviromental Consultancy	15/10/2021	3,344.00
EF143872	23930	West Bin	Hook Truck Hire	15/10/2021	16,403.44
EF143873	23971	Find Wise Location Services	Locating Services - Underground	15/10/2021	3,157.55
EF143874	24557	Aveling	Consultancy Services	15/10/2021	990.00
EF143875	24718	Solar Lighting Designs	Solar Design	15/10/2021	16,830.00
EF143876	24736	Zenien	Cctv Camera Licences	15/10/2021	16,202.20
EF143877	24816	Consolidated Training Services	Training Services	15/10/2021	1,080.00
EF143878	24945	Ns Projects Pty Ltd	Project Management Services	15/10/2021	5,500.00
EF143879	24974	Scott Print	Printing Services	15/10/2021	13,698.30
EF143880	24978	Ambius	Plants Supplies	15/10/2021	55.52
EF143881	25063	Superior Pak Pty Ltd	Vehicle Maintenance	15/10/2021	148.19
EF143882	25121	Imagesource Digital Solutions	Billboards	15/10/2021	5,052.30
EF143883	25128	Horizon West Landscape & Irrigation Pty Ltd	Landscaping Services	15/10/2021	46,986.12
EF143884	25193	Hilti Aust Pty Ltd	Power And Cordless Tools	15/10/2021	1,148.58
EF143885	25264	Acurix Networks Pty Ltd	Wifi Access Service	15/10/2021	6,360.20
EF143886	25418	Cs Legal	Legal Services	15/10/2021	8,767.65
EF143887	25733	Miracle Recreation Equipment	Playground Installation / Repairs	15/10/2021	665.50
EF143888	25832	Exteria	Street And Park Infrastructure	15/10/2021	1,548.80
EF143889	25940	Leaf Bean Machine	Coffee Bean Supply	15/10/2021	440.00
EF143890	25962	All Lines	Linemarking Services	15/10/2021	2,200.00
EF143891	26114	Grace Records Management	Records Management Services	15/10/2021	1,262.84
EF143892	26211	Amcom Pty Ltd	Internet/Data Services	15/10/2021	14,628.37
EF143893	26257	Paperbark Technologies Pty Ltd	Arboricultural Consultancy Services	15/10/2021	415.00
EF143894	26303	Gecko Contracting Turf & Landscape Maintenance	Turf & Landscape Maintenance	15/10/2021	157,067.35

EF143895	26314	Cpe Group	Temporary Employment Services	15/10/2021	4,902.81
EF143896	26382	Rangs Graphics And Design	Software Licences	15/10/2021	385.00
EF143897	26419	Equifax Australasia Credit Ratings Pty Ltd	Credit Reference Checks	15/10/2021	603.90
EF143898	26470	Scp Conservation	Fencing Services	15/10/2021	4,609.00
EF143899	26558	Healthcare Australia Pty Ltd	Temporary Employment Services	15/10/2021	304.91
EF143900	26597	West Coast Shade Pty Ltd	Shade Structures	15/10/2021	47,300.00
EF143901	26606	Enviro Infrastructure Pty Ltd	Construction& Fabrication	15/10/2021	16,865.17
EF143902	26610	Tracc Civil Pty Ltd	Civil Construction	15/10/2021	776,387.24
EF143903	26614	Marketforce Pty Ltd	Advertising	15/10/2021	6,099.02
EF143904	26625	Andover Detailers	Car Detailing Services	15/10/2021	773.06
EF143905	26626	Senversa Pty Ltd	Environmental Auditing	15/10/2021	3,300.00
EF143906	26698	Melville Mitsubishi	Purchase Of New Vehicles & Maintenance	15/10/2021	190.69
EF143907	26709	Talis Consultants Pty Ltd	Waste Consultancy	15/10/2021	3,960.00
EF143908	26735	Shane McMaster Surveys	Survey Services	15/10/2021	1,100.00
EF143909	26739	Kerb Doctor	Kerb Maintenance	15/10/2021	10,448.85
EF143910	26743	Statewide Turf Services	Turf Renovation	15/10/2021	8,677.35
EF143911	26759	Metro Filters	Canopy, Flue And Fans Cleanind And Filte	15/10/2021	39.60
EF143912	26773	Laser Corps Combat Adventrues	Entry Fees	15/10/2021	990.00
EF143913	26778	Robert Walters	Recruitment Services	15/10/2021	6,122.66
EF143914	26782	Soft Landing	Recycling Services	15/10/2021	29,264.88
EF143915	26791	Monsterball Amusement & Hire	Amusement Hire	15/10/2021	790.00
EF143916	26807	Transair Two Way Radio	Equipment Repairs & Maintenance Services	15/10/2021	1,083.50
EF143917	26812	Brooks Choice Removals	Removalists	15/10/2021	4,686.00
EF143918	26846	Visability Limited	Disabilibilty Services	15/10/2021	1,097.26
EF143919	26898	Spandex Asia Pacific Pty Ltd	Signage Supplier	15/10/2021	810.04
EF143920	26909	West Coast Profilers Pty Ltd	Road Planing Cold Services	15/10/2021	8,658.84
EF143921	26917	Cirrus Networks Pty Ltd	It Network & Telephony Services	15/10/2021	32,506.78
EF143922	26931	Progressive Diagnostics Pty Ltd	Training And Instruction Services	15/10/2021	550.00
EF143923	26938	Majestic Plumbing	Plumbing Services	15/10/2021	4,676.11
EF143924	26946	Av Truck Services Pty Ltd	Truck Dealership	15/10/2021	507.71
EF143925	26985	Access Icon Pty Ltd	Drainage Products	15/10/2021	9,981.08
EF143926	26987	Cti Risk Management	Security - Cash Collection	15/10/2021	1,069.20
EF143927	27010	Quantum Building Services Pty Ltd	Building Maintenance	15/10/2021	31,122.74
EF143928	27031	Downer Edi Works Pty Ltd	Asphalt Services	15/10/2021	45,532.05
EF143929	27032	Wtp Australia Pty Ltd	Quantity Surveyors	15/10/2021	2,574.00
EF143930	27054	Vocus Pty Ltd	Telecommunications	15/10/2021	2,323.20
EF143931	27059	Frontline Fire & Rescue Equipment	Manufacture-Fire Vehicles/Equipment	15/10/2021	490.46
EF143932	27065	Westbooks	Books	15/10/2021	6,636.32
EF143933	27068	Austral Pool Solutions	Pool Equipment/Supplies	15/10/2021	1,038.27
EF143934	27077	Carbon Neutral	Carbon Solutions Provider	15/10/2021	2,194.50
EF143935	27082	Kulbardi Pty Ltd	Stationery Supplies	15/10/2021	598.95
EF143936	27083	Darren Hutchens Community Artist	Artists	15/10/2021	8,250.00
EF143937	27093	Magnetic Automation Pty Ltd	Gates/Barriers	15/10/2021	445.50

EF143938	27130	Adline Media Pty Ltd	Digital Marketing & Software Service Pro	15/10/2021	1,180.10
EF143939	27154	Suez Recycling & Recovery Pty Ltd	Waste Services	15/10/2021	8,269.53
EF143940	27161	Next Power	Solar Panel	15/10/2021	1,251.39
EF143941	27177	Initial Hygiene	Hygiene	15/10/2021	209.17
EF143942	27184	Birdlife Australia Western Australia	Conservation Projects And Education	15/10/2021	159.15
EF143943	27189	Healthstrong Pty Ltd	Home Care	15/10/2021	330.00
EF143944	27198	Green Promotions Pty Ltd	Promotional Supplies	15/10/2021	907.50
EF143945	27204	Cohera-Tech Pty Ltd	People Counting Systems	15/10/2021	2,576.40
EF143946	27205	Cameron Chisholm Nicol	Architectural Services	15/10/2021	618.75
EF143947	27210	Urban Design Lab	Landscape Design	15/10/2021	960.00
EF143948	27241	Landscape Elements	Landscaping Services	15/10/2021	85,376.27
EF143949	27246	Veale Auto Parts	Spare Parts Mechanical	15/10/2021	546.90
EF143950	27269	Integrpay Pty Ltd	Payment Processing	15/10/2021	19,931.63
EF143951	27273	Tony And Sons Nurseries And Orchid Farm	Plants	15/10/2021	627.00
EF143952	27308	Jatu Clothing & Ppe Pty Ltd	Clothing Ppe	15/10/2021	54.45
EF143953	27334	Westcare Print	Printing Services	15/10/2021	126.50
EF143954	27348	Message Media	Telecommunications	15/10/2021	708.88
EF143955	27374	Southern Cross Cleaning	Commercial Cleaning	15/10/2021	2,763.75
EF143956	27377	Accidental Health And Safety - Perth	First Aid Supplies	15/10/2021	826.41
EF143957	27379	Esri Australia Pty Ltd	Gis Software	15/10/2021	19,800.00
EF143958	27396	Ankeet Mehta Spearwood Newspaper Round Delivery	Newspaper Delivery	15/10/2021	334.38
EF143959	27401	Emprise Mobility	Mobility Equipment	15/10/2021	3,104.00
EF143960	27423	Mechanical Project Services Pty Ltd	Airconditioning Services	15/10/2021	6,966.96
EF143961	27427	Home Chef	Cooking/Food Services	15/10/2021	519.39
EF143962	27442	Conway Highbury Pty Ltd	Consultancy	15/10/2021	9,504.00
EF143963	27455	Site Protective Services	Cctv Parts	15/10/2021	2,820.53
EF143964	27456	Securepay Pty Ltd	Payment Solutions	15/10/2021	500.23
EF143965	27479	Vital Interpreting Personnel	Translating Services	15/10/2021	440.00
EF143966	27499	Hodge Collard Preston Architects	Architects	15/10/2021	6,904.70
EF143967	27507	Facilities First Australia Pty Ltd	Cleaning Services	15/10/2021	136,218.84
EF143968	27512	Agent Sales & Services Pty Ltd	Pool Chemicals	15/10/2021	3,699.85
EF143969	27518	Kyocera Document Solutions Australia Pty Ltd	Photocopying Machines	15/10/2021	100.10
EF143970	27523	Robert Lawrence Toohey	High Pressure Cleaning	15/10/2021	4,755.50
EF143971	27524	David Wills And Associates	Engineering Services	15/10/2021	3,300.00
EF143972	27529	Wa Library Supplies	Library Supplies & Furniture	15/10/2021	61.10
EF143973	27534	Ralph Beattie Bosworth	Quantity Survey	15/10/2021	12,619.20
EF143974	27539	Jasmin Carpentry & Maintenance	Carpentry	15/10/2021	1,925.00
EF143975	27546	Bpa Engineering	Consultancy - Engineering	15/10/2021	731.50
EF143976	27548	Standing Fork	Catering	15/10/2021	2,393.60
EF143977	27560	Artem Design Studio Pty Ltd	Architectural Services	15/10/2021	4,127.20
EF143978	27575	Shred X Secure Destruction	Document Destruction	15/10/2021	30.36
EF143979	27579	Travis Hayto Photography	Photography Services	15/10/2021	893.75
EF143980	27587	New Ground Water Services Pty Ltd	Irrigation/Reticulation	15/10/2021	1,936.00



EF143981	27592	Hey Jay Fix It!! Home Maintenance Service	Home Maintenance	15/10/2021	500.00
EF143982	27617	Galaxy 42 Pty Ltd	Consultancy - It	15/10/2021	7,920.00
EF143983	27620	Gold Corporation	Ceremonial Coins	15/10/2021	2,785.75
EF143984	27622	Truegrade Medical Supplies	Medical Supplies	15/10/2021	350.00
EF143985	27631	Aquatic Services Wa Pty Ltd	Pool Equipment & Maintenance	15/10/2021	8,747.20
EF143986	27635	Threat Protect	Security	15/10/2021	198.00
EF143987	27657	Positive Balance Massage	Massage Therapy	15/10/2021	100.00
EF143988	27675	Wgawa Pty Ltd	Consultancy Engineering	15/10/2021	950.40
EF143989	27695	Qtm Pty Ltd	Traffic Management	15/10/2021	7,642.25
EF143990	27701	Perth Better Homes	Shade Sails	15/10/2021	66,407.00
EF143991	27794	Domus Nursery	Plant Nursery	15/10/2021	743.99
EF143992	27806	Creative Canary	Web Hosting	15/10/2021	66.00
EF143993	27816	Asterisk Information Security	It Consultancy	15/10/2021	28,468.00
EF143994	27827	Abc Containers	Sea Containers	15/10/2021	961.40
EF143995	27842	Light House Laundry	Laundering	15/10/2021	66.39
EF143996	27850	Dowsing Group Pty Ltd	Concreting Services	15/10/2021	4,345.00
EF143997	27855	Total Landscape Redevelopment Service Pty Ltd	Tree Watering	15/10/2021	5,544.00
EF143998	27865	Pritchard Francis Consulting Pty Ltd	Engineering Services	15/10/2021	8,761.50
EF143999	27868	The Basketball Man	Basketball Equipment	15/10/2021	14,810.40
EF144000	27894	Homecare Physiotherapy	Healthcare	15/10/2021	3,263.50
EF144001	27917	Go Doors Advanced Automation	Door Maintenance & Repair	15/10/2021	12,359.88
EF144002	27965	Stantec Australia Pty Ltd	Engineering Services	15/10/2021	13,423.85
EF144003	27972	David Castelanelli Pty Ltd.	Training/Education Workshops	15/10/2021	2,500.00
EF144004	27992	Learning Horizons	Training/Education	15/10/2021	7,700.00
EF144005	28003	Taylor Made Design	Graphic Design	15/10/2021	1,210.00
EF144006	28022	Grafton General Products	Home Safety Modifications	15/10/2021	782.12
EF144007	28027	Likeable Creative Pty Ltd	Marketing/Advertising	15/10/2021	30,250.00
EF144008	28030	Running Works	Computer Software	15/10/2021	5,455.50
EF144009	28031	Brandon's Shredding Boxes	Recycling	15/10/2021	30.00
EF144010	28049	Copy Magic	Printing Services	15/10/2021	1,482.80
EF144011	28073	Construction Hydraulic Design	Hydraulic Design	15/10/2021	6,160.00
EF144012	28082	For Blue Pty Ltd	Consultancy - Economic	15/10/2021	1,700.00
EF144013	28102	Community Data Solutions	Financial Services	15/10/2021	396.00
EF144014	28138	Jll Public Sector Valuations Pty Ltd	VALUATION SERVICES	15/10/2021	40,700.00
EF144015	28139	Advance Scanning Services	Locating Services - Cables/Pipes Etc.	15/10/2021	1,969.00
EF144016	28166	Australian Waterslides And Leisure	Welding Services	15/10/2021	4,224.00
EF144017	28174	Central West Refrigeration Pty Ltd	Refrigeration	15/10/2021	1,030.70
EF144018	28181	Seaview Rentals	Aquarium Servicing	15/10/2021	50.00
EF144019	28184	Spearwood Veterinary Hospital	Veterinary Hospital	15/10/2021	560.00
EF144020	28191	Enviro Sweep	Sweeping Services	15/10/2021	4,961.00
EF144021	28196	Brightmark Group Pty Ltd	Cleaning Services	15/10/2021	15,751.80
EF144022	28197	Lite N Easy Pty Ltd	Food Supplies	15/10/2021	264.33
EF144023	28202	Carers Plus Australia Pty Ltd	Employment Services	15/10/2021	2,315.39

EF144024	28208	Art Plus Public Art	Artistic	15/10/2021	14,850.00
EF144025	28215	Complete Office Supplies Pty Ltd	Stationery	15/10/2021	1,229.04
EF144026	28220	Comcare Foodservice Repairs	Catering Equipment Repairs	15/10/2021	231.00
EF144027	28227	Profounder Turfmaster Pty Ltd	Turf Services	15/10/2021	37,135.45
EF144032	99996	Housing Authority	Rates And Property Related Refunds	15/10/2021	1,992.27
EF144033	99996	Harmen Visser	Rates And Property Related Refunds	15/10/2021	789.25
EF144034	99996	Sasa Gajic	Rates And Property Related Refunds	15/10/2021	1,614.75
EF144035	99996	Constance Craig	Rates And Property Related Refunds	15/10/2021	795.29
EF144036	99996	Martin Ratcliff	Rates And Property Related Refunds	15/10/2021	395.37
EF144037	99996	Ivo Mistic	Rates And Property Related Refunds	15/10/2021	220.08
EF144038	99996	Petar Gavranich	Rates And Property Related Refunds	15/10/2021	100.00
EF144039	99996	Rental Management Australia - South Pert	Rates And Property Related Refunds	15/10/2021	488.37
EF144040	99996	Rental Management Australia	Rates And Property Related Refunds	15/10/2021	509.61
EF144041	99996	Semple Property Group	Rates And Property Related Refunds	15/10/2021	1,221.00
EF144042	99996	Hinke Van Gelder	Rates And Property Related Refunds	15/10/2021	289.23
EF144043	99996	Francis King	Rates And Property Related Refunds	15/10/2021	228.60
EF144044	99996	Pamela Metropolis	Rates And Property Related Refunds	15/10/2021	1,029.95
EF144045	99996	Jack Helliwell	Rates And Property Related Refunds	15/10/2021	1,818.40
EF144046	99996	De Freitas & Ryan Commercial	Rates And Property Related Refunds	15/10/2021	2,631.19
EF144047	99996	Revenuewa	Rates And Property Related Refunds	15/10/2021	686.50
EF144048	99996	Angus Marsden	Rates And Property Related Refunds	15/10/2021	893.00
EF144049	99996	Nicholas Galipo	Rates And Property Related Refunds	15/10/2021	56.65
EF144050	99996	Sheridans Settlement Trust Account	Rates And Property Related Refunds	15/10/2021	1,551.85
EF144051	99996	Revenuewa	Rates And Property Related Refunds	15/10/2021	451.30
EF144052	99996	Ante Babic	Rates And Property Related Refunds	15/10/2021	489.43
EF144053	99996	The Public Trustee Pm33177186	Rates And Property Related Refunds	15/10/2021	20.00
EF144054	99996	Kerri Hector	Rates And Property Related Refunds	15/10/2021	396.49
EF144055	99996	Mahmood Hasan Khan	Rates And Property Related Refunds	15/10/2021	772.87
EF144056	99996	Perth One Real Estate	Rates And Property Related Refunds	15/10/2021	516.48
EF144057	99996	Leone Goldspink	Rates And Property Related Refunds	15/10/2021	1,533.97
EF144058	99996	Wa Net Repairs Pty Ltd	Rates And Property Related Refunds	15/10/2021	5,077.92
EF144059	99996	Adam Lomax	Rates And Property Related Refunds	15/10/2021	1,034.39
EF144060	99996	Five Star Settlements	Rates And Property Related Refunds	15/10/2021	408.81
EF144061	99996	Wattleup Road Development Trust	Rates And Property Related Refunds	15/10/2021	819.23
EF144062	99996	Stockland Wa Development Pty Ltd	Rates And Property Related Refunds	15/10/2021	438.50
EF144063	99996	Stockland Wa Development Pty Ltd	Rates And Property Related Refunds	15/10/2021	206.82
EF144064	99996	Stockland Wa Development Pty Ltd	Rates And Property Related Refunds	15/10/2021	810.00
EF144065	23250	Department Of Planning, Lands & Heritage	Dap Applications & Dap Fees	15/10/2021	4,432.37
EF144066	88888	Sameh Gowegeti	Bond Refund	15/10/2021	400.00
EF144067	88888	Werok Pty Ltd	Bond Refund	15/10/2021	1,718.75
EF144068	88888	Beeliar Management Pty Ltd	Bond Refund	15/10/2021	1,378.57
EF144069	88888	Beeliar Management Pty Ltd	Bond Refund	15/10/2021	57,148.67
EF144070	99997	Benny Houston	Refund Request Arc - Benny Houston	15/10/2021	111.30

EF144071	99997	Suzannah Stanford	Waterwise Verge Incentive Scheme Rebate	15/10/2021	250.00
EF144072	99997	David And Carmen Allan-Petale	Invoice Waoe-0006	15/10/2021	300.00
EF144073	99997	Emma Lorraine Gage	Refund Request Arc Emma Gage	15/10/2021	70.00
EF144074	99997	Emma Ward	Compost Bin Rebate - E Ward	15/10/2021	50.00
EF144075	99997	Michael And Belinda Leyland	Compost Bin Rebate - M Leyand	15/10/2021	50.00
EF144076	99997	Wa Commercial Appliances Australia	Invoice 17086593	15/10/2021	220.00
EF144077	99997	Wa Commercial Appliances Australia	Invoice 17086592	15/10/2021	379.50
EF144078	99997	Laurence Alexander Steed	Invoice No : 202158	15/10/2021	260.00
EF144079	99997	Lauren Matthews	Modern Cloth Nappies Rebate	15/10/2021	50.00
EF144080	99997	Mr Jg & Mrs Ma Patterson	Senior Security Subsidy Scheme	15/10/2021	100.00
EF144081	99997	Jl & Ma Priemus	Senior Security Subsidy Scheme	15/10/2021	160.00
EF144082	99997	Bianca Poletti	Senior Security Subsidy Scheme	15/10/2021	300.00
EF144083	99997	Lj & Mk Hawkins	Senior Security Subsidy Scheme	15/10/2021	200.00
EF144084	99997	S M Summerell	Senior Security Subsidy Scheme	15/10/2021	200.00
EF144085	99997	James Montesana	Senior Security Subsidy Scheme	15/10/2021	300.00
EF144086	99997	Ronald J & Evelyn D Wilson	Senior Security Subsidy Scheme	15/10/2021	200.00
EF144087	99997	Robert And June Close	Senior Security Subsidy Scheme	15/10/2021	200.00
EF144088	99997	Bianca Davey	Refund Request - B Davey	15/10/2021	105.30
EF144089	99997	R Feehon & M Beatty	Refund Request Arc - Michael Beatty	15/10/2021	70.00
EF144090	99997	Toni Dixey	Refund Request- T Dixey	15/10/2021	70.00
EF144091	99997	Karl Hellbusch	Bibra Lake Fun Run 12Km 1St Male 12-16Yo	15/10/2021	80.00
EF144092	99997	Joanne L Appleby	Bibra Lake Fun Run 12Km 2Nd Male 12-16Yo	15/10/2021	60.00
EF144093	99997	Desiree Martinez	Bibra Lake Fun Run 12Km 3Rd Male 12-16Yo	15/10/2021	40.00
EF144094	99997	Matt Smith	Bibra Lake Fun Run 12Km 1St Male 17-30Yo	15/10/2021	80.00
EF144095	99997	Mitchell Crook	Bibra Lake Fun Run 12Km 2Nd Male 17-30Yo	15/10/2021	60.00
EF144096	99997	Wen Quan Chee	Bibra Lake Fun Run 12Km 3Rd Male 17-30Yo	15/10/2021	40.00
EF144097	99997	Katherine Audsley	Bibra Lake Fun Run 12Km 1St Female 17-30	15/10/2021	80.00
EF144098	99997	Tracey L Foster	Bibra Lake Fun Run 12Km 2Nd Female 17-30	15/10/2021	60.00
EF144099	99997	Lea S Coray	Bibra Lake Fun Run 12Km 3Rd Female 17-30	15/10/2021	40.00
EF144100	99997	Joshua Chugg	Bibra Lake Fun Run 12Km 1St Male 31-54Yo	15/10/2021	80.00
EF144101	99997	Paul McLaughlan & Gavin Nicklette	Bibra Lake Fun Run 12Km 2Nd Male 31-54Yo	15/10/2021	60.00
EF144102	99997	Paul Watson	Bibra Lake Fun Run 12Km 2Nd Male 31-54Yo	15/10/2021	60.00
EF144103	99997	Clare N T Wardle	Bibra Lake Fun Run 12Km 1St Female 31-54	15/10/2021	80.00
EF144104	99997	Evelyn Ritter	Bibra Lake Fun Run 12Km 2Nd Female 31-54	15/10/2021	60.00
EF144105	99997	Mu-Chen Sun	Bibra Lake Fun Run 12Km 3Rd Female 31-54	15/10/2021	40.00
EF144106	99997	Michael Kowal & Catherine Steenson	Bibra Lake Fun Run 12Km 1St Male 55Yo &	15/10/2021	80.00
EF144107	99997	Cr & Ke Gore	Bibra Lake Fun Run 12Km 2Nd Male 55Yo &	15/10/2021	60.00
EF144108	99997	Ap & Lk Grosas	Bibra Lake Fun Run 12Km 3Rd Male 55Yo &	15/10/2021	40.00
EF144109	99997	Sue Zlnay	Bibra Lake Fun Run 12Km 1St Female 55Yo	15/10/2021	80.00
EF144110	99997	Pauline K Harris	Bibra Lake Fun Run 12Km 2Nd Female 55Yo	15/10/2021	60.00
EF144111	99997	M F And J M Audsley	Bibra Lake Fun Run 12Km 3Rd Female 55Yo	15/10/2021	40.00
EF144112	99997	Matt Smith	Bibra Lake Fun Run 12Km 1St Male Overall	15/10/2021	50.00
EF144113	99997	Joshua Chugg	Bibra Lake Fun Run 12Km 2Nd Male Overall	15/10/2021	30.00

EF144114	99997	Mitchell Crook	Bibra Lake Fun Run 12Km 3Rd Male Overall	15/10/2021	20.00
EF144115	99997	Clare N T Wardle	Bibra Lake Fun Run 12Km 1St Female Overa	15/10/2021	50.00
EF144116	99997	Katherine Audsley	Bibra Lake Fun Run 12Km 2Nd Female Overa	15/10/2021	30.00
EF144117	99997	Sue Zlnay	Bibra Lake Fun Run 12Km 3Rd Female Overa	15/10/2021	20.00
EF144118	99997	Nicola Millard	Bibra Lake Fun Run 6Km 1St Male 12-16Yo	15/10/2021	80.00
EF144119	99997	James Kjellgren-Lewis	Bibra Lake Fun Run 6Km 2Nd Male 12-16Yo	15/10/2021	60.00
EF144120	99997	John And Sarah Saratsis	Bibra Lake Fun Run 6Km 3Rd Male 12-16Yo	15/10/2021	40.00
EF144121	99997	Olivia Mccay	Bibra Lake Fun Run 6Km 1St Female 12-16Y	15/10/2021	80.00
EF144122	99997	M And S Heathcote	Bibra Lake Fun Run 6Km 2Nd Female 12-16Y	15/10/2021	60.00
EF144123	99997	Imogen Winfield	Bibra Lake Fun Run 6Km 3Rd Female 12-16Y	15/10/2021	40.00
EF144124	99997	Luke Ryley Burrows	Bibra Lake Fun Run 6Km 1St Male 17-30Yo	15/10/2021	80.00
EF144125	99997	Samuel Mileham	Bibra Lake Fun Run 6Km 2Nd Male 17-30Yo	15/10/2021	60.00
EF144126	99997	John Sirett	Bibra Lake Fun Run 6Km 3Rd Male 17-30Yo	15/10/2021	40.00
EF144127	99997	Amy Buckingham	Bibra Lake Fun Run 6Km 1St Female 17-30Y	15/10/2021	80.00
EF144128	99997	Ellaby L Hansen	Bibra Lake Fun Run 6Km 2Nd Female 17-30Y	15/10/2021	60.00
EF144129	99997	Lauren Hyde-Cooling	Bibra Lake Fun Run 6Km 3Rd Female 17-30Y	15/10/2021	40.00
EF144130	99997	Samuel Maxwell	Bibra Lake Fun Run 6Km 1St Male 31-54Yo	15/10/2021	80.00
EF144131	99997	Jordan S Mayston	Bibra Lake Fun Run 6Km 2Nd Male 31-54Yo	15/10/2021	60.00
EF144132	99997	Kr & Mdf Lawson	Bibra Lake Fun Run 6Km 3Rd Male 31-54Yo	15/10/2021	40.00
EF144133	99997	Paige Heifner	Bibra Lake Fun Run 6Km 1St Female 31-54Y	15/10/2021	80.00
EF144134	99997	Melinda Burmas	Bibra Lake Fun Run 6Km 2Nd Female 31-54Y	15/10/2021	60.00
EF144135	99997	Michael Cc Ho & Jeanne J Ong	Bibra Lake Fun Run 6Km 3Rd Female 31-54Y	15/10/2021	40.00
EF144136	99997	Trevor Scott	Bibra Lake Fun Run 6Km 1St Male 55Yo & O	15/10/2021	80.00
EF144137	99997	Michael Wartenweiler	Bibra Lake Fun Run 6Km 2Nd Male 55Yo & O	15/10/2021	60.00
EF144138	99997	Anthony Marks	Bibra Lake Fun Run 6Km 3Rd Male 55Yo & O	15/10/2021	40.00
EF144158	10047	Alinta Energy	Natural Gas & Electricity Supply	15/10/2021	41,583.00
EF144159	11794	Synergy	Electricity Usage/Supplies	15/10/2021	394,987.84
EF144160	12025	Telstra Corporation	Communications Services	15/10/2021	1,246.43
EF144161	10152	Aust Services Union	Payroll Deductions	15/10/2021	964.20
EF144162	10154	Australian Taxation Office	Payroll Deductions	15/10/2021	488,360.00
EF144163	10305	Child Support Agency	Payroll Deductions	15/10/2021	1,672.83
EF144164	11001	Local Government Racing & Cemeteries Employees Union Lgrceu	Payroll Deductions	15/10/2021	82.00
EF144165	19726	Health Insurance Fund Of Wa	Payroll Deductions	15/10/2021	1,385.50
EF144166	27874	Smartsalary	Salary Packaging/Leasing Administration	15/10/2021	12,747.94
EF144167	28117	Leaseplan Australia Limited	Payroll Deductions - Leaseplan	15/10/2021	849.52
EF144168	10154	Australian Taxation Office	Payroll Deductions	15/10/2021	27,706.89
EF144139	99997	Leanne Bird	Bibra Lake Fun Run 6Km 1St Female 55Yo &	15/10/2021	80.00
EF144140	99997	Elizabeth Bryson	Bibra Lake Fun Run 6Km 2Nd Female 55Yo &	15/10/2021	60.00
EF144141	99997	A And R Evison	Bibra Lake Fun Run 6Km 3Rd Female 55Yo &	15/10/2021	40.00
EF144142	99997	Luke Ryley Burrows	Bibra Lake Fun Run 6Km 1St Male Overall	15/10/2021	50.00
EF144143	99997	Samuel Mileham	Bibra Lake Fun Run 6Km 2Nd Male Overall	15/10/2021	30.00
EF144144	99997	Samuel Maxwell	Bibra Lake Fun Run 6Km 3Rd Male Overall	15/10/2021	20.00
EF144145	99997	Amy Buckingham	Bibra Lake Fun Run 6Km 1St Female Overal	15/10/2021	50.00

EF144146	99997	Ellaby L Hansen	Bibra Lake Fun Run 6Km 2Nd Female Overall	15/10/2021	30.00
EF144147	99997	Lauren Hyde-Cooling	Bibra Lake Fun Run 6Km 3Rd Female Overall	15/10/2021	20.00
EF144148	99997	Graeme Warner	Bibra Lake Fun Run 12Km 3Rd Male 31-54Yo	15/10/2021	40.00
EF144149	99997	Bel Y Fer	Compost Bin Rebate - Maria Vecchi	15/10/2021	45.00
EF144150	99997	Garth Cleveland	Compost Bin Rebate	15/10/2021	50.00
EF144151	99997	Louise Grant	Waterwise Rebate - 23 Scroop Way	15/10/2021	250.00
EF144152	99997	Pippa Jasmina Montoya	Bore Water Tank Reimbursement	15/10/2021	400.00
EF144153	99997	Herbert Smith Freehills	Legal Advise	15/10/2021	6,870.27
EF144154	99997	Curtin University	Invoice No.: 11416641 Student Id 11365	15/10/2021	2,454.25
EF144155	99997	Connecting South Lake	Small Events Sponsorship	15/10/2021	3,000.00
EF144156	99997	Curtin University	50% Council Contribution	15/10/2021	4,716.00
EF144157	99997	Curtin University	50% Council Contribution	15/10/2021	4,830.00
EF144169	24748	Pearmans Electrical & Mechanical Services P/L	Electrical Services	19/10/2021	22,827.82
EF144170	26987	Cti Risk Management	Security - Cash Collection	19/10/2021	1,290.85
EF144171	26989	P & M Automotive Equipment	Service & Maintenance Mechanical	19/10/2021	41,006.57
EF144174	27492	Superchoice Services Pty Limited	Payroll Deductions	21/10/2021	617,423.77
EF144172	99997	In Home Care Payments	Ihc Payments Fe 17/10/21	21/10/2021	27,526.99
EF144173	99997	Family Day Care	Fdc Payments Fe 17/10/2021	21/10/2021	52,242.64
EF144175	26987	Cti Risk Management	Security - Cash Collection	26/10/2021	636.95
EF144176	27277	Department Of Water And Environmental Regulation	Quarterly Land Fill Levy	26/10/2021	2,218,070.15
EF144177	28222	Tcn Group Pty Ltd	Gift Vouchers	26/10/2021	2,348.68
EF144178	99996	Lisa Parkinson	Rates And Property Related Refunds	29/10/2021	5.00
EF144179	99996	Nicole Cammack	Rates And Property Related Refunds	29/10/2021	150.00
EF144180	99996	Wormall Civil Pty Ltd	Rates And Property Related Refunds	29/10/2021	2,564.06
EF144181	99996	Ylp Constructions Pty Ltd	Rates And Property Related Refunds	29/10/2021	132.00
EF144182	99996	Crishan Fernando	Rates And Property Related Refunds	29/10/2021	800.00
EF144183	99996	Main Roads Operating	Rates And Property Related Refunds	29/10/2021	4,638.99
EF144184	99996	Stacey Josephine Marino	Rates And Property Related Refunds	29/10/2021	2,000.00
EF144185	99996	My House Property Settlements	Rates And Property Related Refunds	29/10/2021	2,186.40
EF144186	99996	Brenda Farr	Rates And Property Related Refunds	29/10/2021	3,850.88
EF144187	99996	Ryan Hovingh	Rates And Property Related Refunds	29/10/2021	1,933.62
EF144188	99996	Sean Serfontein	Rates And Property Related Refunds	29/10/2021	5,653.00
EF144189	99996	Raymond Ian Jones	Rates And Property Related Refunds	29/10/2021	1,554.31
EF144190	99996	Main Roads Wa	Rates And Property Related Refunds	29/10/2021	1,553.98
EF144191	99996	Caroline Mcivor	Rates And Property Related Refunds	29/10/2021	30.00
EF144192	99996	Annette Kerp	Rates And Property Related Refunds	29/10/2021	100.00
EF144193	99996	Thomas Lemann	Rates And Property Related Refunds	29/10/2021	441.00
EF144194	99996	Housing Authority	Rates And Property Related Refunds	29/10/2021	1,992.26
EF144195	99996	Winnifred Mccoy	Rates And Property Related Refunds	29/10/2021	183.76
EF144196	99996	Mercy Pringle	Rates And Property Related Refunds	29/10/2021	396.24
EF144207	23250	Department Of Planning, Lands & Heritage	Dap Applications & Dap Fees	29/10/2021	21,251.00
EF144208	88888	Aigle Royal Developments	Bond Refund	29/10/2021	683,535.75
EF144209	88888	Megara Twenty Two Pty Ltd	Bond Refund	29/10/2021	21,030.23

EF144210	99997	Herbert Smith Freehills	Legal Advise	29/10/2021	2,599.08
EF144211	99997	Christian Carr	Bird Bath Rebate - Christian Carr	29/10/2021	50.00
EF144212	99997	Gd Peach	Senior Security Subsidy Scheme	29/10/2021	200.00
EF144213	99997	Eg Dejong & Sa Scarcelli	Senior Security Subsidy Scheme	29/10/2021	80.00
EF144214	99997	Brett Edmund Todhunter & Louise Elizabet	Senior Security Subsidy Scheme	29/10/2021	300.00
EF144215	99997	Je & JI Wood	Senior Security Subsidy Scheme	29/10/2021	200.00
EF144216	99997	Katherine Phyllis Skoog	Senior Security Subsidy Scheme	29/10/2021	300.00
EF144217	99997	Roy & Gail Arnold	Senior Security Subsidy Scheme	29/10/2021	200.00
EF144218	99997	Mrs Lj Skellorn	Senior Security Subsidy Scheme	29/10/2021	100.00
EF144219	99997	Pelliccione	Senior Security Subsidy Scheme	29/10/2021	200.00
EF144220	99997	Jennifer Fenton	Senior Security Subsidy Scheme	29/10/2021	200.00
EF144221	99997	Ivan Xavier Menezes	Senior Security Subsidy Scheme	29/10/2021	200.00
EF144222	99997	G & G Aulsebrook	Senior Security Subsidy Scheme	29/10/2021	200.00
EF144223	99997	Ng & Ja McGillivray	Senior Security Subsidy Scheme	29/10/2021	200.00
EF144224	99997	Stewart Max & Stewart Valerie	Senior Security Subsidy Scheme	29/10/2021	200.00
EF144225	99997	Rj & Mc Hudson	Senior Security Subsidy Scheme	29/10/2021	200.00
EF144226	99997	Ms Sandra W Chaney	Senior Security Subsidy Scheme	29/10/2021	160.00
EF144227	99997	Maree Lim	Swipe Card Refund	29/10/2021	25.00
EF144228	99997	Servau Offcl. Departmental Recpts	Document Number : 180127161	29/10/2021	274.23
EF144229	99997	Insurance Commission Of Wa	Invoice 00081/0821 Paid In Error - 21/90	29/10/2021	404.50
EF144230	99997	Brodie Wooding	Refund For Overcharge	29/10/2021	71.00
EF144231	99997	Christopher Yee Tai	Capstone - Council 50% Contribution	29/10/2021	643.00
EF144232	99997	Ines G Sams	Bird Bath Rebate - I Sams	29/10/2021	50.00
EF144233	99997	Desiree Wolter	Payment For Performing Mouldy Locks And	29/10/2021	500.00
EF144234	99997	Herman Koch	Senior Security Subsidy Scheme	29/10/2021	300.00
EF144235	99997	Barbara Ekdahl	Senior Security Subsidy Scheme	29/10/2021	100.00
EF144236	99997	Au & Jr Grljusich	Senior Security Subsidy Scheme	29/10/2021	100.00
EF144237	99997	Judith Margaret & Tp Green	Senior Security Subsidy Scheme	29/10/2021	100.00
EF144238	99997	Draginja Sekulic	Senior Security Subsidy Scheme	29/10/2021	300.00
EF144239	99997	Lillian Marjorie Merlino	Senior Security Subsidy Scheme	29/10/2021	200.00
EF144240	99997	Joseph Perez-Lebron	Senior Security Subsidy Scheme	29/10/2021	100.00
EF144241	99997	Carmel J Luxton	Senior Security Subsidy Scheme	29/10/2021	100.00
EF144242	99997	Patricia Maree Cleary	Senior Security Subsidy Scheme	29/10/2021	300.00
EF144243	99997	Mrs C Robinson	Senior Security Subsidy Scheme	29/10/2021	140.00
EF144244	99997	Ta & RI Mahney	Senior Security Subsidy Scheme	29/10/2021	200.00
EF144245	99997	Ricky Donaldson	Refund During Cooling Off Period	29/10/2021	66.15
EF144246	99997	Finishing Wa	Invoice Inv-14040	29/10/2021	2,899.60
EF144247	99997	Reconciliation Wa	Invoice 00000942 - Reconciliation Wa	29/10/2021	3,666.66
EF144248	99997	Benjamin Johnstone	Waterwise Verge Rebate	29/10/2021	500.00
EF144249	99997	Camille Wilson	Arc Refund - Camille Wilson	29/10/2021	70.00
EF144250	99997	Roberta Bunco	Reimbursement Of Coffee - Volunteer	29/10/2021	42.53
EF144251	99997	Weng Ng	Compost Bin Rebate - W Ng	29/10/2021	50.00
EF144252	99997	Julia Smit	Modern Cloth Nappies Rebate - J Smit	29/10/2021	50.00

EF144253	99997	Mrs Ushonah Hutchings	Waterwise Verge Rebate - S Hutchings	29/10/2021	401.00
EF144254	99997	Chanel 7 Telethon Trust	Fc16 Ollie 21 For Fat Cat Dolls	29/10/2021	320.00
EF144255	99997	Barry Divola	Invoice Bd557	29/10/2021	300.00
EF144256	99997	Shiatsu Massage Perth	Invoice 99 - Teddy Bears Picnic	29/10/2021	300.00
EF144257	99997	Perth Disc Golf Club	Perth Disc Golf Club Event	29/10/2021	200.00
EF144258	99997	N&B Neff	Water Wise Verge Incentive Scheme	29/10/2021	250.00
EF144259	99997	Damian Ucich	Compost Bin Rebate - I Ucich	29/10/2021	45.00
EF144260	99997	Alison J Blunsden	Invoice 2 - Teddy Bears Picnic	29/10/2021	300.00
EF144261	99997	Cockburn Masters Swimming Club (Inc) Tre	Seg-202203	29/10/2021	1,000.00
EF144262	99997	Fremantle Wolves Inc Jose' Galindo	Seg-202204	29/10/2021	500.00
EF144263	99997	Cockburn Junior Cricket Club Treasurer	Seg-202201	29/10/2021	1,000.00
EF144264	99997	Kim Southam	Junior Sport Travel Assistant Grant	29/10/2021	400.00
EF144265	99997	Kaisha & Leroy Jetta	Junior Sport Travel Assistant Grant	29/10/2021	400.00
EF144266	99997	Justine Buntain	Crossover Contribution Justine Buntain	29/10/2021	300.00
EF144267	99997	Sheena Irish Gabule	Crossover Contributionsheen Irish Gabule	29/10/2021	300.00
EF144268	99997	St Jeromes Seniors Club	Bus Subsidy /Lgacs2	29/10/2021	75.00
EF144269	99997	St Jeromes Seniors Club	Bus Subsidy /Lgacs2	29/10/2021	75.00
EF144270	10058	Alsco Pty Ltd	Hygiene Services/Supplies	29/10/2021	293.07
EF144271	10184	Benara Nurseries	Plants	29/10/2021	5,740.34
EF144272	10207	Boc Gases	Gas Supplies	29/10/2021	163.65
EF144273	10221	Bp Australia Pty Ltd	Diesel/Petrol Supplies	29/10/2021	23,894.69
EF144274	10226	Bridgestone Australia Ltd	Tyre Services	29/10/2021	32,290.32
EF144275	10246	Bunnings Building Supplies Pty Ltd	Hardware Supplies	29/10/2021	5,131.54
EF144276	10353	Cockburn Cement Ltd	Cement And Lime	29/10/2021	740.52
EF144277	10359	Cockburn Painting Service	Painting Supplies/Services	29/10/2021	12,171.50
EF144278	10368	Cockburn Wetlands Education Centre	Community Grant	29/10/2021	40.00
EF144279	10526	E & Mj Rosher Pty Ltd	Mower Equipment	29/10/2021	6,827.51
EF144280	10535	Workpower Incorporated	Employment Services - Planting	29/10/2021	8,405.54
EF144281	10537	Edartsupplies	Art/Craft Supplies	29/10/2021	37.95
EF144282	10597	Flexi Staff Pty Ltd	Employment Services	29/10/2021	19,065.68
EF144283	10655	Ghd Pty Ltd	Consultancy Services	29/10/2021	5,248.10
EF144284	10683	Gronbek Security	Locksmith Services	29/10/2021	3,083.65
EF144285	10879	Les Mills Aerobics	Instruction/Training Services	29/10/2021	1,481.16
EF144286	10888	Lj Caterers	Catering Services	29/10/2021	1,665.35
EF144287	10912	M2 On Hold	Messaging Services	29/10/2021	396.00
EF144288	10913	Bucher Municipal Pty Ltd	Purchase Of New Plant / Repair Services	29/10/2021	12,351.39
EF144289	10923	Major Motors Pty Ltd	Repairs/Maintenance Services	29/10/2021	308,964.95
EF144290	10938	Mrp Pest Management	Pest & Weed Management	29/10/2021	3,789.95
EF144291	10944	Mcleods	Legal Services	29/10/2021	30,253.57
EF144292	10991	Beacon Equipment	Mowing Equipment	29/10/2021	301.60
EF144293	11004	Murdoch University Office Of Finance, Planning & Reporting	Analysing Services	29/10/2021	764.50
EF144294	11028	Neverfail Springwater Ltd	Bottled Water Supplies	29/10/2021	195.99
EF144295	11036	Northlake Electrical Pty Ltd	Electrical Services	29/10/2021	53,843.99



EF144296	11077	P & G Body Builders Pty Ltd	Plant Body Building Services	29/10/2021	116.60
EF144297	11182	Premium Brake & Clutch Services Pty Ltd	Brake Services	29/10/2021	4,598.00
EF144298	11208	Quick Corporate Australia	Stationery/Consumables	29/10/2021	418.19
EF144299	11235	Reinforced Concrete Pipes Pty Ltd	Concrete Pipe Supplies	29/10/2021	3,525.06
EF144300	11247	Richgro Wa	Gardening Supplies	29/10/2021	220.44
EF144301	11284	The Royal Life Saving Society Wa Inc Pty Ltd	Training Services	29/10/2021	440.00
EF144302	11307	Satellite Security Services Pty Ltd	Security Services	29/10/2021	2,565.40
EF144303	11308	Boss Industrial Formally Sba Supplies	Hardware Supplies	29/10/2021	1,135.50
EF144304	11333	Shelford Constructions Pty Ltd	Construction Services	29/10/2021	1,040,120.03
EF144305	11483	St John Ambulance Aust Wa Operations	First Aid Courses	29/10/2021	4,476.62
EF144306	11511	Statewide Bearings	Bearing Supplies	29/10/2021	95.04
EF144307	11625	Nutrien Water	Reticulation Supplies	29/10/2021	1,290.80
EF144308	11667	Turfmaster Facility Management	Turf & Mowing Services	29/10/2021	6,182.00
EF144309	11701	Vibra Industrial Filtration Australasia	Filter Supplies	29/10/2021	446.82
EF144310	11702	Villa Dalmacia Association Inc.	Spical Club Activities	29/10/2021	1,420.00
EF144311	11722	Wa Hino Sales & Service	Purchase Of New Trucks / Maintenance	29/10/2021	2,211.64
EF144312	11787	Department Of Transport	Vehicle Search Fees	29/10/2021	861.00
EF144313	11793	Western Irrigation Pty Ltd	Irrigation Services/Supplies	29/10/2021	17,549.31
EF144314	11795	Western Power	Street Lighting Installation & Service	29/10/2021	235,703.00
EF144315	11806	Westrac Pty Ltd	Repairs/Mtnce - Earthmoving Equipment	29/10/2021	3,357.96
EF144316	11828	Worldwide Online Printing - O'connor	Printing Services	29/10/2021	79.00
EF144317	11835	Wurth Australia Pty Ltd	Hardware Supplies	29/10/2021	1,291.87
EF144318	11854	Zipform Pty Ltd	Printing Services	29/10/2021	799.73
EF144319	12014	Tutt Bryant Equipment Bt Equipment Pty Ltd T/As	Excavating/Earthmoving Equipment	29/10/2021	5,375.27
EF144320	12153	Hays Personnel Services Pty Ltd	Employment Services	29/10/2021	17,026.32
EF144321	12500	Ellenby Tree Farm	Plant Supplies	29/10/2021	4,290.00
EF144322	13102	Michael Page International (Australia) Pty Ltd	Employment Services	29/10/2021	3,714.51
EF144323	13462	Ati-Mirage Pty Ltd	Training Services	29/10/2021	1,155.00
EF144324	13558	Engineering Technology Consultants	Consultants Services	29/10/2021	825.00
EF144325	13563	Green Skills Inc	Employment Services	29/10/2021	382.36
EF144326	14350	Baileys Fertilisers	Fertiliser Supplies	29/10/2021	9,944.44
EF144327	14530	Donald Veal Consultants Pty Ltd	Consultancy Services	29/10/2021	34,265.00
EF144328	15393	Stratagreen	Hardware Supplies	29/10/2021	1,798.21
EF144329	15588	Natural Area Consulting Management Services	Weed Spraying	29/10/2021	19,088.32
EF144330	15868	Cardno (Wa) Pty Ltd	Consultancy Services - Engineering	29/10/2021	2,291.85
EF144331	16064	Cms Engineering	Airconditioning Services	29/10/2021	4,459.09
EF144332	16107	Wren Oil	Waste Disposal Services	29/10/2021	33.00
EF144333	16846	Action Glass & Aluminium	Glazing Services	29/10/2021	1,950.41
EF144334	16985	Wa Premix	Concrete Supplies	29/10/2021	6,581.74
EF144335	17471	Pirtek (Fremantle) Pty Ltd	Hoses & Fittings	29/10/2021	2,993.46
EF144336	17600	Lightforce Asset Pty Ltd (Erections!)	Guard Rails	29/10/2021	8,911.98
EF144337	18203	Natsync Environmental	Pest Control	29/10/2021	1,293.50
EF144338	18533	Friends Of The Community Inc.	Donation	29/10/2021	2,191.00

EF144339	18763	Local Community Insurance Services (Part Of Jlt Group)	Community Insurance Policies	29/10/2021	17,078.71
EF144340	18962	Sealanes (1985) P/L	Catering Supplies	29/10/2021	1,682.79
EF144341	19533	Woolworths Ltd	Groceries	29/10/2021	1,345.58
EF144342	19649	Telstra Network Integrity Services	Communication Services	29/10/2021	200,146.51
EF144343	19776	Josh Byrne & Associates	Environmental Consultant	29/10/2021	5,879.50
EF144344	20000	Aust West Auto Electrical Pty Ltd	Auto Electrical Services	29/10/2021	23,304.89
EF144345	20247	Da Christie Pty Ltd	Parks & Recreational Products	29/10/2021	6,804.93
EF144346	20321	Riverjet Pty Ltd	Educting-Cleaning Services	29/10/2021	21,895.50
EF144347	21127	Joanna Ayckbourn (Voices In Sinc)	Instruction - Singing	29/10/2021	300.00
EF144348	21665	Mmj Real Estate (Wa) Pty Ltd	Property Management Services	29/10/2021	23,169.11
EF144349	21672	Mega Music Australia Pty Ltd	Musical Instruments/Sound Equipment	29/10/2021	2,411.00
EF144350	21747	Unicare Health	Wheelchair Hire	29/10/2021	664.50
EF144351	21782	Westcoast Timber Flooring	Flooring Supplies	29/10/2021	9,240.00
EF144352	22106	Intelife Group	Services - Daip	29/10/2021	4,288.38
EF144353	22404	Cleverpatch Pty Ltd	Arts/Craft Supplies	29/10/2021	2,147.16
EF144354	22553	Brownes Food Operations	Catering Supplies	29/10/2021	192.52
EF144355	22569	Sonic Health Plus Pty Ltd	Medical Services	29/10/2021	5,577.00
EF144356	22613	Vicki Royans	Artistic Services	29/10/2021	450.00
EF144357	22624	Aussie Earthworks Pty Ltd	Earthworks	29/10/2021	21,495.65
EF144358	22639	Shatish Chauhan	Training Services - Yoga	29/10/2021	1,765.00
EF144359	22658	South East Regional Centre For Urban Landcare Inc (Sercul)	Urban Landcare Services	29/10/2021	27,637.50
EF144360	22682	Beaver Tree Services Pty Ltd	Tree Pruning Services	29/10/2021	32,742.63
EF144361	22752	Elgas Limited	Gas Supplies	29/10/2021	1,163.94
EF144362	22806	Chevron Australia Downstream Fuels Pty Ltd	Fuel Supplies	29/10/2021	18,386.83
EF144363	22854	Lgiswa	Insurance Premiums	29/10/2021	786,859.28
EF144364	22859	Top Of The Ladder	Gutter Cleaning Services	29/10/2021	20,421.50
EF144365	23288	Ariane Roemmele	Amusement - Children's Activities	29/10/2021	900.00
EF144366	23351	Cockburn Gp Super Clinic Limited T/A Cockburn Integrated Health	Leasing Fees	29/10/2021	2,063.33
EF144367	23457	Totally Workwear Fremantle	Clothing - Uniforms	29/10/2021	1,577.24
EF144368	23570	A Proud Landmark Pty Ltd	Landscape Contruction Services	29/10/2021	51,202.00
EF144369	23579	Daimler Trucks Perth	Purchase Of New Truck	29/10/2021	3,881.40
EF144370	24275	Truck Centre Wa Pty Ltd	Purchase Of New Truck	29/10/2021	1,256.19
EF144371	24506	Amaranti's Personal Training	Personal Training Services	29/10/2021	525.00
EF144372	24557	Aveling	Consultancy Services	29/10/2021	990.00
EF144373	24610	All Flags Signs & Banners	Signs, Flags, Banners	29/10/2021	2,241.80
EF144374	24643	Bibliotheca Rfid Library Systems Australia Pty Ltd	Purchase Of Library Tags	29/10/2021	2,963.95
EF144375	24655	Automasters Spearwood	Vehicle Servicing	29/10/2021	7,050.10
EF144376	24718	Solar Lighting Designs	Solar Design	29/10/2021	16,616.60
EF144377	24725	Feral Invasive Species Eradication Management	Eradication Management Services	29/10/2021	8,120.00
EF144378	24864	Fremantle Football Club	Merchandise Stock For Retail Sale	29/10/2021	2,533.15
EF144379	24978	Ambius	Plants Supplies	29/10/2021	685.54
EF144380	25063	Superior Pak Pty Ltd	Vehicle Maintenance	29/10/2021	824.47
EF144381	25121	Imagesource Digital Solutions	Billboards	29/10/2021	669.90

EF144382	25128	Horizon West Landscape & Irrigation Pty Ltd	Landscaping Services	29/10/2021	198.00
EF144383	25264	Acurix Networks Pty Ltd	Wifi Access Service	29/10/2021	6,360.20
EF144384	25418	Cs Legal	Legal Services	29/10/2021	8,715.46
EF144385	25733	Miracle Recreation Equipment	Playground Installation / Repairs	29/10/2021	478.50
EF144386	25736	Blue Tang (Wa) Pty Ltd T/As Emerge Associates (The Trustee For The Reef Unit Trust) Emerge Associates	Consultancy Services	29/10/2021	5,346.00
EF144387	25940	Leaf Bean Machine	Coffee Bean Supply	29/10/2021	220.00
EF144388	26257	Paperbark Technologies Pty Ltd	Arboricultural Consultancy Services	29/10/2021	330.00
EF144389	26303	Gecko Contracting Turf & Landscape Maintenance	Turf & Landscape Maintenance	29/10/2021	6,193.00
EF144390	26314	Cpe Group	Temporary Employment Services	29/10/2021	2,701.45
EF144391	26403	Ches Power Group Pty Ltd	Engineering Solutions / Back Up Generato	29/10/2021	1,030.95
EF144392	26470	Scp Conservation	Fencing Services	29/10/2021	24,293.50
EF144393	26574	Eva Bellydance	Entertainment - Belly Dancing	29/10/2021	300.00
EF144394	26597	West Coast Shade Pty Ltd	Shade Structures	29/10/2021	22,000.00
EF144395	26606	Enviro Infrastructure Pty Ltd	Construction& Fabrication	29/10/2021	60,531.27
EF144396	26614	Marketforce Pty Ltd	Advertising	29/10/2021	10,922.58
EF144397	26618	Global Spill Control Pty Ltd	Road Safety Products	29/10/2021	1,483.35
EF144398	26643	Apollo Fabrications	Fabrication Services	29/10/2021	13,178.00
EF144399	26645	Professional Trapping Supplies	Animal Trapping Products/Wildlife/Securi	29/10/2021	1,222.00
EF144400	26650	Carnival Amusements	Rides And Amusements	29/10/2021	5,311.00
EF144401	26728	Progressing Priority Projects	Consultancy - Community Services	29/10/2021	7,568.00
EF144402	26734	Copyright Agency Ltd	Copyright Licensing	29/10/2021	13,561.87
EF144403	26735	Shane McMaster Surveys	Survey Services	29/10/2021	6,325.00
EF144404	26739	Kerb Doctor	Kerb Maintenance	29/10/2021	2,814.90
EF144405	26750	Kleenit Pty Ltd	Graffiti Removal	29/10/2021	1,375.00
EF144406	26754	Insight Call Centre Services	Call Centre Services	29/10/2021	5,203.28
EF144407	26761	The Sand Card Company	Entertainment Services	29/10/2021	635.00
EF144408	26773	Laser Corps Combat Adventruers	Entry Fees	29/10/2021	1,054.00
EF144409	26778	Robert Walters	Recruitment Services	29/10/2021	1,360.59
EF144410	26782	Soft Landing	Recycling Services	29/10/2021	15,321.20
EF144411	26783	Leslie Hinton	Entertainment	29/10/2021	1,344.00
EF144412	26800	The Goods	Retail	29/10/2021	924.89
EF144413	26807	Transair Two Way Radio	Equipment Repairs & Maintenance Services	29/10/2021	2,860.96
EF144414	26818	Perth's Outback Splash	Amusement	29/10/2021	589.00
EF144415	26820	Nbn Co Ltd	Telecommunications	29/10/2021	226,318.23
EF144416	26867	Einsteins Australia	Childrens Workshops	29/10/2021	990.00
EF144417	26888	Media Engine	Graphic Design, Marketing, Video Product	29/10/2021	5,885.00
EF144418	26898	Spandex Asia Pacific Pty Ltd	Signage Supplier	29/10/2021	4,347.65
EF144419	26900	Bg & E Pty Ltd	Consulting Engineering	29/10/2021	3,300.00
EF144420	26901	Alyka Pty Ltd	Digital Consultancy And Web Development	29/10/2021	577.50
EF144421	26917	Cirrus Networks Pty Ltd	It Network & Telephony Services	29/10/2021	3,775.49
EF144422	26929	Elan Energy Matrix Pty Ltd	Recycling Services	29/10/2021	1,572.87
EF144423	26938	Majestic Plumbing	Plumbing Services	29/10/2021	270.46

EF144424	26946	Av Truck Services Pty Ltd	Truck Dealership	29/10/2021	383,478.60
EF144425	26982	Plantrite	Plants	29/10/2021	4,402.94
EF144426	26985	Access Icon Pty Ltd	Drainage Products	29/10/2021	19,077.62
EF144427	27002	Cockburn Party Hire	Hire Services	29/10/2021	3,002.00
EF144428	27010	Quantum Building Services Pty Ltd	Building Maintenance	29/10/2021	25,305.42
EF144429	27011	Baileys Marine Fuel Australia	Fuel	29/10/2021	232.72
EF144430	27015	Intelli Trac	Gps Tracking	29/10/2021	2,491.50
EF144431	27031	Downer Edi Works Pty Ltd	Asphalt Services	29/10/2021	1,653.33
EF144432	27034	Adelby Pty Ltd	Firebreak Construction	29/10/2021	1,210.00
EF144433	27044	Graffiti Systems Australia	Graffiti Removal & Anti-Graffiti Coating	29/10/2021	2,032.60
EF144434	27052	Event Marquees	Marquee Hire	29/10/2021	1,000.00
EF144435	27069	Hart Sport	Sports Equipment	29/10/2021	180.30
EF144436	27071	Pro-Am Australia	Swimwear, Aquatic Products	29/10/2021	715.55
EF144437	27082	Kulbardi Pty Ltd	Stationery Supplies	29/10/2021	27.26
EF144438	27130	Adline Media Pty Ltd	Digital Marketing & Software Service Pro	29/10/2021	679.06
EF144439	27156	El Bennett Consulting	Training	29/10/2021	1,575.00
EF144440	27161	Next Power	Solar Panel	29/10/2021	517.00
EF144441	27168	Nightlife Music Pty Ltd	Music Management	29/10/2021	465.53
EF144442	27179	Plunge & Co Cafe	Catering Services	29/10/2021	147.00
EF144443	27189	Healthstrong Pty Ltd	Home Care	29/10/2021	220.00
EF144444	27211	Chris Melsom	Urban Planning And Design	29/10/2021	2,868.00
EF144445	27212	A&L Sauna & Steam Wa	Carpentry - Sauna	29/10/2021	605.00
EF144446	27243	Arjohuntleigh Pty Ltd	Supply, Repairs Health Equipemnt	29/10/2021	597.00
EF144447	27246	Veale Auto Parts	Spare Parts Mechanical	29/10/2021	1,092.80
EF144448	27308	Jatu Clothing & Ppe Pty Ltd	Clothing Ppe	29/10/2021	389.40
EF144449	27324	Bebbcart Pty Ltd	Cartographic And Drafting Services	29/10/2021	334.13
EF144450	27348	Message Media	Telecommunications	29/10/2021	694.73
EF144451	27353	The Gelo Company	Booking Agent	29/10/2021	3,300.00
EF144452	27381	Fit For Life Exercise Physiology	Exercise Classes	29/10/2021	2,160.00
EF144453	27396	Ankeet Mehta Spearwood Newspaper Round Delivery	Newspaper Delivery	29/10/2021	52.75
EF144454	27401	Emprise Mobility	Mobility Equipment	29/10/2021	2,686.00
EF144455	27423	Mechanical Project Services Pty Ltd	Airconditioning Services	29/10/2021	3,078.35
EF144456	27427	Home Chef	Cooking/Food Services	29/10/2021	856.62
EF144457	27437	Pb Reticulation & Maintenance Services Pty Ltd	Irrigation Services	29/10/2021	1,012.00
EF144458	27444	Veev Group Pty Ltd	Consultancy	29/10/2021	3,982.00
EF144459	27448	Selectro Services Pty Ltd	Electrical	29/10/2021	1,573.11
EF144460	27450	Aaa Production Services	Hire Pa/Satge Systems	29/10/2021	2,020.15
EF144461	27455	Site Protective Services	Cctv Parts	29/10/2021	6,977.62
EF144462	27463	Agile Dogs	Dog Training	29/10/2021	450.00
EF144463	27482	Billi Australia Pty Ltd	Water Filter Taps	29/10/2021	429.00
EF144464	27507	Facilities First Australia Pty Ltd	Cleaning Services	29/10/2021	6,469.00
EF144465	27518	Kyocera Document Solutions Australia Pty Ltd	Photocopying Machines	29/10/2021	4,679.02
EF144466	27519	Euphorium Creative	Events Management	29/10/2021	8,250.00

EF144467	27539	Jasmin Carpentry & Maintenance	Carpentry	29/10/2021	1,036.96
EF144468	27560	Artem Design Studio Pty Ltd	Architectural Services	29/10/2021	16,336.10
EF144469	27566	Thuroona Services	Asbestos Removal	29/10/2021	9,828.50
EF144470	27587	New Ground Water Services Pty Ltd	Irrigation/Reticulation	29/10/2021	8,687.80
EF144471	27592	Hey Jay Fix It!! Home Maintenance Service	Home Maintenance	29/10/2021	490.00
EF144472	27610	Rockwater Pty Ltd	Hydrogeological Consultancy	29/10/2021	4,675.00
EF144473	27622	Truegrade Medical Supplies	Medical Supplies	29/10/2021	4,424.12
EF144474	27631	Aquatic Services Wa Pty Ltd	Pool Equipment & Maintenance	29/10/2021	3,677.30
EF144475	27657	Positive Balance Massage	Massage Therapy	29/10/2021	100.00
EF144476	27675	Wgawa Pty Ltd	Consultancy Engineering	29/10/2021	44,683.38
EF144477	27676	Blue Force Pty Ltd	Security Services	29/10/2021	100.60
EF144478	27695	Qtm Pty Ltd	Traffic Management	29/10/2021	35,597.52
EF144479	27720	Bj Systems	Security Services	29/10/2021	330.00
EF144480	27749	Advisian	Consulting - Enginnering	29/10/2021	2,759.68
EF144481	27757	Ground Support Systems (Aust)	Shoring Equipment	29/10/2021	2,921.60
EF144482	27797	City Lift Services Pty Ltd	Lift Maintenance	29/10/2021	3,399.00
EF144483	27803	Born To Sparkle	Entertainment	29/10/2021	825.00
EF144484	27809	Ra-One Pty Ltd	Software	29/10/2021	15,180.00
EF144485	27816	Asterisk Information Security	It Consultancy	29/10/2021	6,740.25
EF144486	27829	Smec Australia Pty Ltd	Consultancy - Engineering	29/10/2021	56,488.85
EF144487	27831	Butler And Brown	Event Management	29/10/2021	60,500.00
EF144488	27842	Light House Laundry	Laundering	29/10/2021	204.99
EF144489	27850	Dowsing Group Pty Ltd	Concreting Services	29/10/2021	226,680.00
EF144490	27855	Total Landscape Redevelopment Service Pty Ltd	Tree Watering	29/10/2021	154.00
EF144491	27887	The Wilding Project	Sports/Exercise Classes	29/10/2021	550.00
EF144492	27894	Homecare Physiotherapy	Healthcare	29/10/2021	13,264.55
EF144493	27904	Gemtek	Electrical	29/10/2021	269.61
EF144494	27917	Go Doors Advanced Automation	Door Maintenance & Repair	29/10/2021	22,902.00
EF144495	27944	Nedlands Yacht Club Inc	Yacht Club	29/10/2021	1,750.00
EF144496	28001	Corsign Wa Pty Ltd	Sign Making Material	29/10/2021	8,146.05
EF144497	28002	Little Aussie Directories	Advertising	29/10/2021	907.50
EF144498	28003	Taylor Made Design	Graphic Design	29/10/2021	1,210.00
EF144499	28012	Munster Motor Trimmers	Motor Trimming	29/10/2021	297.00
EF144500	28022	Grafton General Products	Home Safety Modifications	29/10/2021	152.98
EF144501	28053	Zoic Environmental Pty Ltd	Consultancy - Enviromental	29/10/2021	1,622.50
EF144502	28058	Sage Consulting Engineers Pty Ltd	Consultancy - Engineering	29/10/2021	1,446.50
EF144503	28061	Go2cup	Paper Cups	29/10/2021	939.40
EF144504	28130	Geoffrey London Architectural Consultant	Architectural Consultant	29/10/2021	1,440.00
EF144505	28161	Indianic Group Pty Ltd	Diving Services	29/10/2021	22,129.79
EF144506	28165	Evergreen Synthetic Grass	Synthetic Surfaces	29/10/2021	164,872.65
EF144507	28169	Nexacu	Excel Courses	29/10/2021	1,760.00
EF144508	28171	Smc Marine Pty Ltd	Construction Services	29/10/2021	399,868.92
EF144509	28189	Mercury Messengers Pty Ltd	Courier Service	29/10/2021	2,498.09

EF144510	28193	Deep Recognition Holdings Limited	Cctv Software	29/10/2021	64,944.00
EF144511	28194	Grandstand Agency	Entertainment Agency	29/10/2021	2,640.00
EF144512	28196	Brightmark Group Pty Ltd	Cleaning Services	29/10/2021	1,582.19
EF144513	28197	Lite N Easy Pty Ltd	Food Supplies	29/10/2021	389.20
EF144514	28198	Filtered Pty Ltd	Event Management	29/10/2021	8,256.40
EF144515	28201	Select Fresh	Food Supplies	29/10/2021	216.83
EF144516	28202	Carers Plus Australia Pty Ltd	Employment Services	29/10/2021	2,993.12
EF144517	28204	Water Polo Wa	Sporting Association	29/10/2021	400.00
EF144518	28211	Nordic Fitness Equipment	Fitness Equipment	29/10/2021	3,508.00
EF144519	28215	Complete Office Supplies Pty Ltd	Stationery	29/10/2021	5,205.01
EF144520	28218	Laminar Capital Pty Ltd	Financial Services	29/10/2021	1,474.00
EF144521	28222	Tcn Group Pty Ltd	Gift Vouchers	29/10/2021	3,141.46
EF144522	28223	Nateis Contracting Pty Ltd	Demolition Services	29/10/2021	9,350.00
EF144523	28225	Cybercx Pty Ltd	It Services	29/10/2021	3,300.00
EF144524	28227	Profounder Turfmaster Pty Ltd	Turf Services	29/10/2021	7,062.00
EF144525	10047	Alinta Energy	Natural Gas & Electricity Supply	29/10/2021	924.45
EF144526	11794	Synergy	Electricity Usage/Supplies	29/10/2021	45,665.57
EF144527	12025	Telstra Corporation	Communications Services	29/10/2021	12,010.04
EF144528	11867	Kevin John Allen	Monthly Elected Member Allowance	29/10/2021	5,384.33
EF144529	12740	Logan Howlett	Monthly Elected Member Allowance	29/10/2021	14,222.09
EF144530	25353	Philip Eva	Monthly Elected Member Allowance	29/10/2021	2,639.83
EF144531	26696	Chamonix Terblanche	Monthly Elected Member Allowance	29/10/2021	3,244.83
EF144532	27326	Michael Separovich	Monthly Elected Member Allowance	29/10/2021	2,639.83
EF144533	27327	Chontelle Stone	Monthly Elected Member Allowance	29/10/2021	2,639.83
EF144534	27475	Lara Kirkwood	Monthly Elected Member Allowance	29/10/2021	3,930.80
EF144535	27871	Tom Widenbar	Monthly Elected Member Allowance	29/10/2021	6,754.58
EF144536	27872	Phoebe Corke	Monthly Elected Member Allowance	29/10/2021	6,139.83
EF144537	28238	Tarun Dewan	Monthly Elected Member Allowance	29/10/2021	4,103.34
EF144538	28224	Keepme	Software	29/10/2021	17,163.70
		<b>TOTAL OF 796 EFT PAYMENTS</b>			<b>14,352,946.78</b>
		<b><u>LESS: CANCELLED EFT PAYMENTS:</u></b>			
EF143468	99997	Coc Grants, Donations & Refunds	Grants, Donations & Refunds	6/10/2021	-111.30
EF143476	99997	Coc Grants, Donations & Refunds	Grants, Donations & Refunds	6/10/2021	-250.00
		<b>TOTAL CANCELLED EFT PAYMENT</b>			<b>-361.30</b>
		<b>TOTAL EFT PAYMENTS ( EXCL. CANCELLED PAYMENTS)</b>			<b>14,352,585.48</b>

		<b><u>ADD: BANK FEES</u></b>		
		BPAY BATCH FEE		5.25
		MERCHANT FEES COC		24,264.75
		MERCHANT FEES MARINA		364.51
		MERCHANT FEES ARC		6,222.08
		MERCHANT FEES VARIOUS OUT CENTRES		2,731.61
		NATIONAL BPAY CHARGE		6,548.48
		RTGS/ACLR FEE		-
		NAB TRANSACT FEE		660.53
		MERCHANDISE / OTHER FEES		-
				<b>40,797.21</b>
		<b><u>ADD: CREDIT CARD PAYMENTS</u></b>		<b>93,062.70</b>
		<b><u>ADD: PAYROLL PAYMENTS</u></b>		
		274713412092110002 SuperChoice P/L CITY OF COCKBURN	22/10/2021	1603.73
		274713412092110003 SuperChoice P/L CITY OF COCKBURN	22/10/2021	978.56
		274713412092110004 SuperChoice P/L CITY OF COCKBURN	22/10/2021	1552.33
		COC-01/10/21 Pmt 000191314445 City of Cockburn	1/10/2021	774.77
		COC-14/10/21 Pmt 000192114289 City of Cockburn	14/10/2021	699.06
		COC-15/10/21 Pmt 000192219259 City of Cockburn	15/10/2021	330.26
		COC-15/10/21 Pmt 000192349177 City of Cockburn	19/10/2021	22482.51
		COC-20/10/21 Pmt 000192918712 City of Cockburn	27/10/2021	1580589.24
		COC-27/09/21 Pmt 000192011499 City of Cockburn	13/10/2021	1565464.21
		COC-28/10/21 Pmt 000193031313 City of Cockburn	28/10/2021	664.33
				<b>3,175,139.00</b>
		<b>TOTAL PAYMENTS MADE FOR THE MONTH</b>		<b>17,661,584.39</b>



Credit Card Transactions - Sept 21 Statement	
Credit Card Holder	Amount
ADRIAN CHESTER	70.81
ADRIANNE VASILE	334.45
ALEXANDRA K MORTON	3,386.10
ALISON WATERS	1,535.81
ANDREW TOMLINSON	320.00
ANTHONY BRUN	45.60
ANTON LEES	4,062.50
ASANKA VIDANAGE	330.70
BENJAMIN TANO	1,104.42
BIANCA BRENTON	3,952.30
CAROL CATHERWOOD	183.60
CASSANDRA COOPER	77.69
CHRISTOPHER BEATON	1,041.00
COLLEEN MILLER	506.90
COURTNEE THOMSON	121.45
DEAN BURTON	1,994.24
DEBORAH RIGBY	128.69
FIONA LOGAN	1,580.25
JAYNE MCENIRY	385.17
JEMMA ILES	2.67
JOSHUA L GARDNER	1,184.37
KAREN O'REILLY	233.21
KAROLINE JAMIESON	897.92
LINDA SEYMOUR	3,204.79
LINDA WALKER	850.79
LORENZO SANTORIELLO	537.99
LYNETTE SPEARING	531.47
MARIE LA FRENAIS	1,222.33
MATTHEW ARGAT	1,589.26
MICHAEL EMERY	692.31
MIJALCE DANILOV	615.03
MISS JESSICA DONALD	1,988.79
MISS KAYLA MALONEY	4,252.50
MISS SARAH J WHITELEY	2,715.47
MR ANTONIO NATALE	12,190.41
MR CLIFFORD RYAN	1,225.12
MR CLIVE J CROCKER	717.20
MR DANIEL ARNDT	25.31
MR DONALD M GREEN	3.04
MR JOHN WEST	3,233.27
MR LYALL DAVIESON	514.60
MR NELSON MAURICIO	245.45
MR NICHOLAS JONES	3,085.22
MR S ATHERTON	16.99
MR TRAVIS MOORE	390.00
MRS GLORIA ASKANDER	1,410.50
MRS JULIE MCDONALD	3,049.86
MRS KIM HUNTER	1,491.04
MRS S SEYMOUR-EYLES	2,918.88
MRS SANDRA TAYLOR	1,466.40
MRS SARAH KAHLE	233.64
MS BARBARA FREEMAN	1,269.86
MS CAROLINE LINDSAY	2,214.87
MS CLARE COURTAULD	870.49
MS GAIL M BOWMAN	149.50
MS JILL ZUMACH	770.00
MS MICHELLE CHAMPION	1,816.43
MS SAMANTHA STANDISH	382.58
MS SANDRA EDGAR	1,003.19
MS SIMONE SIEBER	1,003.15
PAUL DANIEL NORLIN	1,501.45
PIETER QUARTERMAINE	242.89
SANDRA SWANN	1,915.03
STUART DOWNING	5,024.14
TERRY GREEN	198.88
WHITI GUY MAIKA	836.71
<b>Grand Total</b>	<b>93,062.70</b>

CEO Credit Card Breakdown				
Card Holder	Amount	Budget Number	Narrative 1	Narrative 2
Anthony Brun	45.6	GL116-6304	Tickets-Danjoo Koorlin	T Brun ticket - UWA - 12 Oct 2021

**14.2 (2021/MINUTE NO 0238) Monthly Financial Report - October 2021****Author(s)** N Mauricio**Attachments** 1. Monthly Financial Report October 2021 [↓](#)**RECOMMENDATION**

That Council:

- (1) ADOPTS the Monthly Financial Report containing the Statement of Financial Activity and other financial information for the month of October 2021, as attached to the Agenda;
- (2) AMENDS the FY22 Municipal Budget as detailed in the Monthly Financial Report for October 2021 and summarised below:

Nature	Amount \$	Budget Surplus Impact
Operating Expenses	(187,816)	Decrease
Operating Revenue	187,816	Increase
<b>Net Budget Surplus impact</b>	<b>-</b>	<b>None</b>

- (3) Amend the Fees & Charges Schedule for 2021-22 as follows:
  - (i) Change existing charge from "Mattress in addition to the standard entry fee - \$20" to "Resident mattress disposal fee (in addition to standard entry fee) \$25"
  - (ii) Establish new charge of "Commercial mattress disposal fee (in addition to the standard entry fee) \$30".

TO BE CARRIED BY AN ABSOLUTE MAJORITY OF COUNCIL

**Council Decision**

MOVED Cr K Allen SECONDED Cr P Eva

That the recommendation be adopted.

**CARRIED BY ABSOLUTE MAJORITY OF COUNCIL 9/0**

8.48pm The Chief of Built and Natural Environment returned to the meeting.

**Background**

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

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

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

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

The regulations require the information reported in the statement to be shown either by nature or type, statutory program or business unit. The City has chosen to report the information according to nature or type and its organisational business structure.

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

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

Council adopted to continue with a materiality threshold of \$300,000 for the FY22 at the August 2021 Ordinary Council Meeting. This is applied based on relevance to capital works programs, significant projects, and distinct service areas.

Remedial action is sometimes required to address budget variances, including budget cash flow timing adjustments or budget amendments (either submitted to Council each month via this standing agenda item or included in the City's mid-year budget review as legislated).

## Submission

N/A

## Report

The attached Monthly Financial Report for October 2021 has been prepared in accordance with the *Local Government Act 1995* and Financial Management Regulations. The following commentary addresses key results contained within the report and the City's budgetary performance to the end of the month.

### Opening Surplus

The budgeted opening surplus is showing a value of \$8.34 million, as adopted by Council last month to fund the City's carry forwards. This reflected a conservative budgeting approach due to uncertainty surrounding the COVID-19 pandemic and associated lockdowns.



The actual opening surplus brought forward is currently reported as \$10.12 million, which includes the Municipal funding for the City's carry forwards of \$8.34 million.

The final surplus amount will be reported to Council post end of financial year audit, together with any necessary adjustment to the budget.

### Closing Surplus

The City's closing surplus to the end of October was \$91.42 million versus the YTD budget of \$79.94 million. This starts as a large amount in July (reflecting the annual rates revenue), then progressively reduced during the year by net spending. The budget variance of \$11.48 million in the closing surplus represents all variances across the operating and capital programs, which are separately reviewed in this report.

### Operating Revenue

Operating revenue of \$133.43 million for October was \$2.03 million ahead of the YTD year budget. The following table summarises the operating revenue budget performance by nature:

Revenue from operating activities	Amended		YTD Actual (b) \$	Variance (b) - (a) \$
	Full Year Budget \$	YTD Budget (a) \$		
Rates	112,170,000	111,476,138	111,726,376	250,238
Specified Area Rates	555,000	555,000	582,442	27,442
Operating Grants, Subsidies, Contributions	15,539,465	5,061,742	4,367,182	(694,560)
Fees and Charges	34,480,480	13,322,507	15,337,943	2,015,436
Interest Earnings	1,610,000	783,333	946,255	162,922
Profit/(Loss) on Asset Disposals	3,628,957	206,341	470,958	264,617
<b>Total</b>	<b>167,983,902</b>	<b>131,405,061</b>	<b>133,431,156</b>	<b>2,026,095</b>

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

- Rates
  - Part year rating was \$0.28 million ahead of the YTD budget, partly due to timing as well as a conservative budget setting.
- Fees and Charges (\$2.01 million over YTD budget)
  - Revenue from the Waste Services business unit was \$0.87 million ahead, including the City's landfill site ahead by \$0.69 million.
  - Recreation Infrastructure & Services revenue was \$0.45 million ahead of YTD budget, with the marina ahead by \$0.21 million and the Cockburn ARC ahead by \$0.17 million.



- Development Assessment related revenue was \$0.22 million ahead.
- Rates administration fees exceeded YTD budget by \$0.23 million as not sufficiently allowed for in the annual budget (following previous year's rates freeze).
- Operating Grants, Subsidies, Contributions (0.69 million under YTD budget)
  - Financial Assistance Grants (FAG's) received for the first quarter of the year are causing a variance of \$0.48 million. This is due to the federal government's strategy of advancing future year payments in June each year and reducing following year instalments. The cashflow budget will be amended to reflect the advance payment outcomes (timing issue only).

### Operating Expenditure

Operating expenditure to 31 October of \$50.03 million was under YTD budget by \$3.42 million. The following table summarises the operating expenditure budget variance performance by nature:

Expenditure from operating activities	Amended		YTD Actual (b) \$	Var. \$ (b) - (a) \$
	Full Year Budget \$	YTD Budget (a) \$		
Employee Costs	(64,463,042)	(20,343,503)	(19,696,724)	646,779
Materials and Contracts	(39,089,863)	(13,246,635)	(10,155,874)	3,090,761
Utility Charges	(6,109,826)	(2,041,708)	(1,889,451)	152,257
Depreciation on Non-Current Assets	(36,429,117)	(12,191,018)	(12,180,213)	10,805
Interest Expenses	(542,341)	(23,916)	(25,654)	(1,738)
Insurance Expenses	(1,910,200)	(2,010,200)	(1,884,020)	126,180
Other Expenditure	(12,492,212)	(3,594,792)	(4,203,149)	(608,357)
<b>Total</b>	<b>(161,036,601)</b>	<b>(53,451,772)</b>	<b>(50,035,085)</b>	<b>3,416,687</b>

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

- Employee Costs (\$0.65 million under YTD budget)
  - Employee costs were down across the board, mainly attributable to vacant positions.
- Materials and Contracts (\$3.09 million under YTD budget):
  - Operations & Maintenance were showing a \$1.46 million underspend of their YTD budget, with streetscapes maintenance under by \$0.31 million and waste collection costs for recyclables under by \$0.28 million (due to improved market prices).
  - Community Safety & Ranger Services were \$0.50 million under YTD budget (CoSafe under by \$0.22m and rangers by \$017m).



- Sustainability & Environment was \$0.49 million under budget, with only major variance for rehabilitating Roe 8 land project (under by \$0.25m)
- Finance is showing an overspend of \$0.60 million against the YTD budget, however this is due to insurance claim related payments (Visko Park claim was \$0.40m) that are reimbursable in part.
- Other Expenditure (\$0.61 million over YTD budget)
  - The waste landfill levy expense was \$0.48 million over YTD budget, reflecting extra landfill tonnages (and revenue) received.

### Capital Expenditure

Council adopted a capital expenditure budget of \$36.19 million that has now increased to \$96.22 million following budget amendments this year (including the carry forwards).

The following table shows the budget performance by asset class:

Capital acquisitions	Amended		YTD Actual \$	YTD Actual Variance \$
	Budget \$	YTD Budget \$		
Land	2,520,000	840,000	840,000	0
Buildings	20,357,871	5,358,544	5,906,528	(547,984)
Furniture and equipment	92,000	7,000	0	7,000
Plant and equipment	6,897,375	1,623,997	1,694,887	(70,890)
Information technology	1,604,890	479,978	370,117	109,861
Infrastructure - roads	30,262,399	6,652,847	5,541,977	1,110,870
Infrastructure - drainage	2,193,416	891,151	209,416	681,735
Infrastructure - footpath	2,913,494	1,048,798	671,297	377,501
Infrastructure - parks hard	17,658,982	1,081,502	936,436	145,066
Infrastructure - landscaping	2,185,641	531,212	623,919	(92,707)
Infrastructure - landfill site	3,130,709	99,011	17,104	81,907
Infrastructure - marina	6,289,234	897,814	647,889	249,925
Infrastructure - coastal	1,074,987	254,967	40,800	214,167
<b>Total</b>	<b>97,180,998</b>	<b>19,766,820</b>	<b>17,500,370</b>	<b>2,266,450</b>

The following asset classes contained projects showing material variances:

- Roads infrastructure was showing an overall budget variance of \$1.11 million under YTD budget and included the following project material variances (timing issues):

Project	Amended Annual Budget	YTD Amended Budget	YTD Actual \$	YTD Variance \$
Rockingham Road Hamilton to Bailey	474,069	474,069	1,894	472,175
Rockingham Road Paulik to Hamilton	407,871	407,871	0	407,871
Rockingham Road and Phoenix Roundabout	1,141,507	380,502	60,167	320,335

- Buildings construction had a net budget variance of \$0.55 million over YTD budget (timing issue only) due to the following projects:

Project	Amended Annual Budget	YTD Amended Budget	YTD Actual \$	YTD Variance \$
Frankland Park Recreation Centre & Ovals - Design	6,421,561	1,983,545	2,438,311	(454,766)
Calleya Estate 'Treeby' Community Centre	3,051,833	1,464,154	1,837,436	(373,282)

#### Non-Operating Grants, Subsidies and Contributions

The City's budget for capital grants and contributions is \$28.85 million, with only \$0.64 million accounted for against the YTD budget of \$1.05 million. The recognition of this revenue under accounting standards is tied to the completion of funded capital projects.

#### Financial Reserves

A detailed schedule of the City's financial reserves is included in the financial report, showing total reserves held of \$171.1 million. Council funded reserves make up \$133.92 million of this balance, with the remaining \$37.18 million held for externally restricted purposes.

Transfers into reserves to the end of the month totalled \$11.31 million, including the \$8.34 million funding for last year's carried forward projects.

YTD transfers out of reserves totalled \$11.66 million, with \$10.98 million relating to funding for delivery of capital projects.

#### Cash and Financial Assets

The City's closing cash and financial assets investment holding at month's end totalled \$248.17 million (up from \$242.88 million last month). This included financial assets (term deposits and investments) of \$242.93 million, with the balance of \$5.24 million representing cash and cash equivalent holdings.

\$176.39 million of these funds were internally and externally restricted, representing the City's financial reserves and liability for bonds and deposits. The remaining \$71.78 million represented unrestricted funding for the City's operating activities and liabilities.

#### Investment Performance, Ratings and Maturity

The City's term deposit portfolio yield increased for the first time in nearly four years to an annualised 0.53 percent (up from 0.50% last month and 0.52% the month before that). This remains just below the City's performance target rate of 0.60 percent (comprising RBA cash rate of 0.10% plus a 0.50% performance margin).





Interest earned on investments to the end of the month was \$0.35 million, on track to achieve the full year budget of \$1.0 million.

New investments for the month were placed at rates ranging from 0.40% for 8 months to 1.38% for two years. Banks are showing a greater appetite for long term fixed deposits on the view that the RBA will be forced to start lifting rates well before 2024.

With the City's strong financial position and high level of reserves, this is creating opportunity for the City to improve its investment yield. The small increase in yield this month is expected to keep increasing over coming months, although not to any great extent.

Current investments held are fully compliant with Council's Investment Policy, other than some reverse mortgage securities purchased under previous policy and statutory provisions. These have a face value of \$2.50 million and market value of \$1.58 million. The City is carrying them at a book value of \$0.926 million (net of a \$1.575 million impairment provision) and continues receiving interest and capital payments, with \$0.498 million returned to date of the original \$3.0 million invested.

The City's short-term deposits made up 79.3% of the portfolio (down from 86.3% last month) classified under the following credit ratings:

Short Term Issuer/Security Rating Group	Market Value	% Total Value
A2	122,704,766.40	50.30%
A1	14,077,024.68	5.77%
A1+	56,555,995.84	23.18%
Portfolio Total	193,337,786.91	79.26%

Deposits invested between 1 and 3 years made up 20.7% of the portfolio (up from 13.7% last month) as per following credit ratings:

Long Term Issuer/Security Rating Group	Market Value	% Total Value
BBB+ to BBB-	11,004,937.02	4.51%
A+ to A-	11,580,374.22	4.75%
AA+ to AA-	28,015,970.38	11.48%
Portfolio Total	50,601,281.62	20.74%

74.2% of the City's portfolio currently sits with three issuers, being Commonwealth Bank (29.7%), Members Equity Bank (24.6%), and Bank of Queensland (19.9%):

Issuer	Market Value	% Total Value
AMP Bank Ltd	10,032,089.05	4.11%
Auswide Bank Limited	3,014,465.76	1.24%
Bank of Queensland Ltd	48,556,902.73	19.91%
Commonwealth Bank of Australia Ltd	72,559,571.74	29.74%
Defence Bank Ltd	3,000,739.74	1.23%
Emerald Reverse Mortgage Trust	1,580,374.22	0.65%
Macquarie Bank	24,077,024.68	9.87%
Members Equity Bank Ltd	60,103,788.31	24.64%
MyState Bank Ltd	9,001,717.83	3.69%
National Australia Bank Ltd	12,012,394.48	4.92%
Portfolio Total	243,939,068.53	100.00%

### Investment in Fossil Fuel Free Banks

At month end, the City held 28% or \$68.5 million of its investment portfolio with banks considered non-funders of fossil fuel related industries (down from 34% last month).

The amount invested with fossil fuel free banks fluctuates month to month, due to the attractiveness of deposit rates being offered and the capacity of fossil fuel free banks to accept funds.

### Rates Debt Recovery

The collectible rates and charges for 2021-22 (comprising arrears, annual levies and part year rating) totals \$136.8 million. At the end of October, the City had \$47.5 million (34.7%) of this balance outstanding (excluding rates paid in advance).

In terms of overdue and delinquent rates accounts under formal or legal debt recovery processes, the City had 585 properties owing a total of \$1.99 million (90 properties last month owing \$0.69 million). This large increase is due to the formal debt recovery processes commencing this month for rates issued for 2021-22.

Formal debt recovery activities commence where ratepayers have not committed to instalment or other payment arrangements or sought relief under the City's Financial Hardship Policy.



Trade and Sundry Debtors

The City had \$3.51 million in outstanding debtors to the end of October. Those overdue by more than 90 days made up \$478,886 (13.6%) of this balance. State Government related debts totalled \$135k, while lease monies owing from naval base tenants totalled \$171k (\$89k on payment arrangements and \$82k in delinquent payers under legal advice). Another \$37k is subject to write-off as presented to the Audit & Strategic Finance Committee meeting held on 25 November.

Budget Amendments - 2021-22 Budget Year

There are several budget amendments proposed to the 2021-22 Council adopted budget as outlined below:

- A reallocation of savings in the salaries budget for Corporate Affairs of \$110,000 to fund advocacy and community engagement initiatives.
- Allocate \$137,816 in development contributions (DCA) previously received and held as a liability to fund the employment of Community Infrastructure Planners (2 FTE's).
- Revenue received of \$50,000 from the WAPC to assume management responsibilities from them for 1.3 hectares of ceded land to be consolidated into the nature reserve around Lake Coogee.
- Reallocation of \$100,000 budgeted for Community, Sport and Recreation Facilities Plan (CSRFP) projects pre-planning for the Port Coogee Community Centre fit-out design (being constructed by Frasers).

The following table summarises these budget changes by classification (as detailed under note 8 of the attached Monthly Financial Report):

<b>Classification</b>	<b>Amount \$</b>	<b>Budget Impact</b>
Operating Expenses	(187,816)	Decrease
Operating Revenue	187,816	Increase
<b>Net Budget Surplus impact</b>	<b>-</b>	<b>None</b>

Elected Member Budget Contingency

The 2021-22 Municipal Budget does not currently include a contingency provision. Should the (audited) end of financial year closing surplus allow, Council can consider making a contingency provision at that time.

Amendment to Fees and Charges Schedule for 2021-22

There are current capacity issues in the mattress recycling industry, resulting in a large increase in mattresses received at the landfill facility in Henderson. The City's fee for receiving these is currently \$20 per mattress (having been frozen at this level due to COVID). However, the City's contractor now charges \$25 per mattress for disposal and recycling (including those collected by the bulk verge service), and it is likely this could increase soon due to the market.



It is recommended that the existing charge for mattress disposal be increased to \$25 for residential customers (in addition to the standard entry fee) and a new fee of \$30 be introduced for commercial clients (in addition to the standard entry fee).

### **Strategic Plans/Policy Implications**

#### Listening and Leading

A community focused, sustainable, accountable and progressive organisation

- Best practice Governance, partnerships and value for money.

### **Budget/Financial Implications**

The City's revised budgeted surplus for 2021-22 of \$37,637 remains unchanged if the budget amendments proposed in this report are adopted.

### **Legal Implications**

N/A

### **Community Consultation**

N/A

### **Risk Management Implications**

Council's adopted budget for revenue, expenditure and the closing financial position could factually misrepresent actual financial outcomes if the recommended budget amendments are not adopted.

Further, some services and projects could be disrupted if budgetary requirements are not appropriately addressed.

### **Advice to Proponents/Submitters**

N/A

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

Nil



**CITY OF COCKBURN****MONTHLY FINANCIAL REPORT****(Containing the Statement of Financial Activity)****For the period ending 31 October 2021****LOCAL GOVERNMENT ACT 1995****LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996****TABLE OF CONTENTS**

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MONTHLY FINANCIAL REPORT  
FOR THE PERIOD ENDED 31 OCTOBER 2021

## SUMMARY INFORMATION

Funding surplus / (deficit) Components

Funding surplus / (deficit)				
	Amended Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
Opening	\$8.34 M	\$8.34 M	\$10.12 M	\$1.77 M
Closing	\$0.04 M	\$79.94 M	\$91.42 M	\$11.48 M
Refer to Statement of Financial Activity				

Cash and financial assets		
	\$248.17 M	% of total
Unrestricted Cash	\$71.78 M	28.9%
Restricted Cash	\$176.39 M	71.1%
Refer to Note 2 - Cash and Financial Assets		

Key Operating Activities

Amount attributable to operating activities			
Amended Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
\$40.77 M	\$90.77 M	\$97.76 M	\$7.00 M
Refer to Statement of Financial Activity			

Employee Cost		
YTD Actual	(\$19.70 M)	% Variance
YTD Budget	(\$20.34 M)	(3.2%)
Refer to Statement of Financial Activity		

Rates Revenue		
YTD Actual	\$112.31 M	% Variance
YTD Budget	\$112.03 M	0.0%
Refer to Statement of Financial Activity		

Fees and Charges		
YTD Actual	\$15.34 M	% Variance
YTD Budget	\$13.32 M	15.1%
Refer to Statement of Financial Activity		

Materials & Contracts		
YTD Actual	(\$10.16 M)	% Variance
YTD Budget	(\$13.25 M)	(23.3%)
Refer to Statement of Financial Activity		

Key Investing Activities

Amount attributable to investing activities			
Amended Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
(\$63.84 M)	(\$18.22 M)	(\$16.39 M)	\$1.84 M
Refer to Statement of Financial Activity			

Proceeds on sale		
YTD Actual	\$0.47 M	%
Amended Budget	\$4.50 M	10.5%
Refer to Note 3 - Disposal of Assets		

Asset Acquisition		
YTD Actual	\$17.50 M	% Spent
Amended Budget	\$97.18 M	18.0%
Refer to Note 4 - Capital Acquisition		

Capital Grants		
YTD Actual	(\$0.64 M)	% Received
Amended Budget	(\$28.85 M)	2.2%
Refer to Note 4 - Capital Acquisition		

Key Financing Activities

Amount attributable to financing activities			
Amended Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
\$14.76 M	(\$0.95 M)	(\$0.07 M)	\$0.88 M
Refer to Statement of Financial Activity			

Borrowings	
Principal repayments	\$0.38 M
Interest expense	\$0.03 M
Principal due	\$15.05 M
Refer to Note 5 - Borrowings	

Reserves	
Reserves balance	\$171.10 M
Interest earned	\$0.04 M
Refer to Note 6 - Cash Reserves	

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

**MONTHLY FINANCIAL REPORT  
FOR THE PERIOD ENDED 31 OCTOBER 2021**

**SUMMARY INFORMATION - GRAPHS**



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

CITY OF COCKBURN | 3



**STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 OCTOBER 2021**

**BY NATURE OR TYPE**

	Ref Note	Amended Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
		\$	\$	\$	\$	%	
Opening funding surplus / (deficit)	1(c)	8,344,612	8,344,612	10,116,611	1,771,999	21.24%	▲
<b>Revenue from operating activities</b>							
Rates		112,170,000	111,476,138	111,726,376	250,238	0.22%	
Specified area rates		555,000	555,000	582,442	27,442	4.94%	
Operating grants, subsidies and contributions		15,539,465	5,061,742	4,367,182	(694,560)	(13.72%)	▼
Fees and charges		34,480,480	13,322,507	15,337,943	2,015,436	15.13%	▲
Interest earnings		1,610,000	783,333	946,255	162,922	20.80%	
Profit/(loss) on disposal of assets		3,628,957	206,341	470,958	264,617	128.24%	
		167,983,902	131,405,061	133,431,156	2,026,095		
<b>Expenditure from operating activities</b>							
Employee costs		(64,463,042)	(20,343,503)	(19,696,724)	646,779	3.18%	▲
Materials and contracts		(39,089,863)	(13,246,635)	(10,155,874)	3,090,761	23.33%	▲
Utility charges		(6,109,826)	(2,041,708)	(1,889,451)	152,257	7.46%	
Depreciation on non-current assets		(36,429,117)	(12,191,018)	(12,180,213)	10,805	0.09%	
Interest expenses		(542,341)	(23,916)	(25,654)	(1,738)	(7.27%)	
Insurance expenses		(1,910,200)	(2,010,200)	(1,884,020)	126,180	6.28%	
Other expenditure		(12,492,212)	(3,594,792)	(4,203,149)	(608,357)	(16.92%)	▼
		(161,036,601)	(53,451,772)	(50,035,085)	3,416,687		
Non-cash amounts excluded from operating activities							
	1(a)	33,825,916	12,812,904	14,365,654	1,552,750	12.12%	▲
<b>Amount attributable to operating activities</b>		40,773,217	90,766,193	97,761,725	6,995,532		
<b>Investing activities</b>							
Proceeds from non-operating grants, subsidies and contributions		28,847,542	1,048,635	643,156	(405,479)	(38.67%)	▼
Proceeds from disposal of assets	3	4,498,033	496,033	470,958	(25,075)	(5.06%)	
Payments for property, plant and equipment and infrastructure	4	(97,180,998)	(19,766,820)	(17,500,370)	2,266,450	11.47%	▲
<b>Amount attributable to investing activities</b>		(63,835,423)	(18,222,152)	(16,386,256)	1,835,896		
<b>Financing Activities</b>							
Proceeds from new debentures	5	5,277,400	2,380,520	0	(2,380,520)	(100.00%)	▼
Transfer from reserves	6	58,760,002	8,413,724	11,661,084	3,247,360	38.60%	▲
Repayment of debentures	5	(4,020,624)	(375,270)	(378,038)	(2,768)	(0.74%)	
Transfer to reserves	6	(45,261,547)	(11,365,220)	(11,351,511)	13,709	0.12%	
<b>Amount attributable to financing activities</b>		14,755,231	(946,246)	(68,465)	877,781		
<b>Closing funding surplus / (deficit)</b>	1(c)	37,635	79,942,406	91,423,620	11,481,214		

**KEY INFORMATION**

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

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

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

**KEY TERMS AND DESCRIPTIONS  
FOR THE PERIOD ENDED 31 OCTOBER 2021**

**NATURE OR TYPE DESCRIPTIONS**

**REVENUE**

**RATES**

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

**OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS**

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

**NON-OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS**

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

**REVENUE FROM CONTRACTS WITH CUSTOMERS**

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

**FEES AND CHARGES**

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

**SERVICE CHARGES**

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

**INTEREST EARNINGS**

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

**OTHER REVENUE / INCOME**

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

**PROFIT ON ASSET DISPOSAL**

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

**EXPENSES**

**EMPLOYEE COSTS**

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

**MATERIALS AND CONTRACTS**

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

**UTILITIES (GAS, ELECTRICITY, WATER, ETC.)**

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

**INSURANCE**

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

**LOSS ON ASSET DISPOSAL**

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

**DEPRECIATION ON NON-CURRENT ASSETS**

Depreciation expense raised on all classes of assets.

**INTEREST EXPENSES**

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

**OTHER EXPENDITURE**

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

STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 OCTOBER 2021

STATUTORY REPORTING BY BUSINESS UNIT

	Ref Note	Amended Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
		\$	\$	\$	\$	%	
<b>Opening funding surplus / (deficit)</b>	1(c)	8,344,612	8,344,612	10,116,611	1,771,999	21.24%	▲
<b>Revenue from operating activities</b>							
Governance, Risk & Compliance		800	267	1,514	1,247	467.04%	
Finance		119,328,300	114,154,114	114,307,001	152,887	0.13%	
Information & Technology		1,500	500	0	(500)	(100.00%)	
Library & Cultural Services		153,050	29,350	20,986	(8,364)	(28.50%)	
Recreation Infrastructure & Services		13,220,658	4,358,281	4,963,448	605,167	13.89%	▲
Community Development & Services		8,518,247	3,060,955	2,958,641	(102,314)	(3.34%)	
Community Safety & Ranger Services		1,050,050	356,181	447,491	91,310	25.64%	
Development Assessment & Compliance		3,333,833	1,406,593	1,622,216	215,623	15.33%	
Planning		176,180	56,946	32,682	(24,264)	(42.61%)	
Sustainability & Environment		890,558	293,246	108,683	(184,563)	(62.94%)	
Operations & Maintenance		14,891,708	6,254,111	7,373,105	1,118,994	17.89%	▲
Projects		80,000	0	0	0	0.00%	
Property & Assets		6,041,420	1,335,317	1,478,974	143,657	10.76%	
Customer Experience		600	200	0	(200)	(100.00%)	
Human Resources		297,000	99,000	116,413	17,413	17.59%	
		167,983,904	131,405,061	133,431,154	2,026,093		
<b>Expenditure from operating activities</b>							
Executive Support		(3,286,274)	(1,035,153)	(1,002,257)	32,896	3.18%	
Civic Services		(2,179,227)	(632,099)	(596,721)	35,378	5.60%	
Corporate Strategy		(304,887)	(94,687)	32,463	127,150	134.28%	
Governance, Risk & Compliance		(572,053)	(202,400)	(178,726)	23,674	11.70%	
Finance		(5,929,035)	(3,267,777)	(3,732,751)	(464,974)	(14.23%)	▼
Information & Technology		(7,707,534)	(3,109,666)	(3,029,988)	79,678	2.56%	
Procurement		(857,135)	(271,889)	(244,902)	26,987	9.93%	
Library & Cultural Services		(5,596,696)	(1,726,065)	(1,525,054)	201,011	11.65%	
Recreation Infrastructure & Services		(15,699,839)	(5,053,238)	(4,750,761)	302,477	5.99%	▲
Community Development & Services		(12,656,841)	(3,925,471)	(3,428,994)	496,477	12.65%	▲
Community Safety & Ranger Services		(5,868,000)	(1,972,578)	(1,453,745)	518,833	26.30%	▲
Development Assessment & Compliance		(6,110,327)	(1,926,384)	(1,885,092)	41,292	2.14%	
Planning		(2,031,419)	(652,191)	(551,609)	100,582	15.42%	
Sustainability & Environment		(3,558,099)	(1,085,520)	(858,261)	227,259	20.94%	
Operations & Maintenance		(69,825,266)	(22,579,135)	(21,270,289)	1,308,846	5.80%	▲
Projects		(1,716,292)	(554,058)	(535,053)	19,005	3.43%	
Property & Assets		(12,029,099)	(3,847,119)	(3,513,643)	333,476	8.67%	▲
Stakeholder Management		(324,411)	(100,807)	6,269	107,076	106.22%	
Communications & Marketing		(1,445,921)	(459,656)	(521,473)	(61,817)	(13.45%)	
Customer Experience		(1,261,427)	(411,361)	(313,675)	97,686	23.75%	
Business & Economic Development		(442,025)	(148,294)	(21,208)	127,086	85.70%	
Grants & Research		(184,715)	(67,830)	(63,944)	3,886	5.73%	
Human Resources		(2,333,035)	(673,716)	(913,391)	(239,675)	(35.58%)	
Workplace Health & Safety		(548,922)	(187,176)	(40,670)	146,506	78.27%	
Transformation, Culture & Innovation		(240,812)	(83,132)	(24,244)	58,888	70.84%	
Internal Recharging		1,672,688	615,630	382,636	(232,994)	(37.85%)	
		(161,036,603)	(53,451,772)	(50,035,083)	3,416,689		
<b>Non-cash amounts excluded from operating activities</b>	1(a)	33,825,916	12,812,904	14,365,654	1,552,750	12.12%	▲
<b>Amount attributable to operating activities</b>		40,773,217	90,766,193	97,761,725	6,995,532		
<b>Investing Activities</b>							
Proceeds from non-operating grants, subsidies and contributions		28,847,542	1,048,635	643,156	(405,479)	(38.67%)	▼
Proceeds from disposal of assets	3	4,498,033	496,033	470,958	(25,075)	(5.06%)	
Payments for property, plant and equipment and infrastructure	4	(97,180,998)	(19,766,820)	(17,500,370)	2,266,450	11.47%	▲
<b>Amount attributable to investing activities</b>		(63,835,423)	(18,222,152)	(16,386,256)	1,835,896		
<b>Financing Activities</b>							
Proceeds from new debentures	5	5,277,400	2,380,520	0	(2,380,520)	(100.00%)	▼
Transfer from reserves	6	58,760,002	8,413,724	11,661,084	3,247,360	38.60%	▲
Repayment of debentures	5	(4,020,624)	(375,270)	(378,038)	(2,748)	(0.74%)	
Transfer to reserves	6	(45,261,547)	(11,365,220)	(11,351,511)	13,709	0.12%	
<b>Amount attributable to financing activities</b>		14,755,231	(946,246)	(68,465)	877,781		
<b>Closing funding surplus / (deficit)</b>	1(c)	37,635	79,942,407	91,423,620			

KEY INFORMATION

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

The material variance adopted by Council for the 2021-22 year is \$300,000 or 0.00% whichever is the greater.

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

**MONTHLY FINANCIAL REPORT  
FOR THE PERIOD ENDED 31 OCTOBER 2021**

**BASIS OF PREPARATION**

**BASIS OF PREPARATION**

**REPORT PURPOSE**

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

**BASIS OF ACCOUNTING**

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

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

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

**PREPARATION TIMING AND REVIEW**

Date prepared: All known transactions up to 31 October 2021

**SIGNIFICANT ACCOUNTING POLICES**

**CRITICAL ACCOUNTING ESTIMATES**

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

**THE LOCAL GOVERNMENT REPORTING ENTITY**

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

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

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

**GOODS AND SERVICES TAX**

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

**ROUNDING OFF FIGURES**

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

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 OCTOBER 2021

NOTE 1  
STATEMENT OF FINANCIAL ACTIVITY INFORMATION

(a) Non-cash items excluded from operating activities

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

	Notes	Amended Budget	YTD Budget (a)	YTD Actual (b)
<b>Non-cash items excluded from operating activities</b>		\$	\$	\$
<b>Adjustments to operating activities</b>				
Less: (Profit)/loss on asset disposals	3	(3,628,957)	(496,033)	(470,958)
Less: Reversal of prior year revaluation loss		0	0	0
Less: Non-cash grants and contributions for assets				
Less: Movement in liabilities associated with restricted cash		1,025,756	1,117,919	2,515,535
Less: Movement in leased liabilities			0	0
Less: Fair value adjustments to financial assets at amortised cost			0	
Less: Fair value adjustments to investment property		0	0	0
Movement in pensioner deferred rates (non-current)		0	0	58,898
Movement in accrued debtors (non-current)		0	0	0
Movement in inventory (non-current)				0
Movement in employee benefit provisions (non-current)		0	0	43,251
Movement in contract liabilities (non-current)				
Movement in lease liabilities (non-current)				
Add: Public Open Space payment (non-current)		0	0	38,714
Add: Loss on asset disposals	3	0	0	0
Add: Loss on revaluation of non current assets		0	0	0
Add: Change in accounting policies				
Add: Depreciation on assets		36,429,117	12,191,018	12,180,213
<b>Total non-cash items excluded from operating activities</b>		<b>33,825,916</b>	<b>12,812,904</b>	<b>14,365,654</b>

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

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

		Last Year Closing 30 June 2021	This Time Last Year 31 October 2020	Year to Date 31 October 2021
<b>Adjustments to net current assets</b>				
Less: Reserves - restricted cash	6	(171,410,639)	(149,164,489)	(171,101,066)
Less: - Financial assets at amortised cost - self supporting loans		0	0	0
Less: Bonds & deposits		(5,720,406)	(4,491,385)	(5,289,081)
Less: User defined				
Less: User defined				
Add: Borrowings	5	4,020,624	3,542,432	3,642,586
Add: Provisions - employee	7	0	0	0
Add: Lease liabilities		218,182	0	218,182
Add: Financial assets at amortised cost - non-current	2	941,521	941,521	925,971
<b>Total adjustments to net current assets</b>		<b>(171,950,718)</b>	<b>(149,171,921)</b>	<b>(171,603,408)</b>

(c) Net current assets used in the Statement of Financial Activity

<b>Current assets</b>				
Cash and cash equivalents	2	4,606,858	6,636,208	5,240,797
Financial assets at amortised cost	2	197,500,000	201,400,000	242,000,000
Rates receivables		2,153,253	66,058,353	45,526,085
Receivables		4,604,250	9,289,465	6,540,872
Other current assets		5,436,822	162,375	2,601,580
<b>Less: Current liabilities</b>				
Payables		(11,942,703)	(18,627,035)	(18,451,292)
Borrowings	5	(4,020,624)	(3,542,432)	(3,642,586)
Contract liabilities	7	(6,552,672)	(5,503,005)	(7,030,310)
Lease liabilities		(218,182)	0	(218,182)
Provisions	7	(9,499,673)	(8,890,971)	(9,539,938)
<b>Less: Total adjustments to net current assets</b>	1(b)	<b>(171,950,718)</b>	<b>(149,171,921)</b>	<b>(171,603,408)</b>
<b>Closing funding surplus / (deficit)</b>		<b>10,116,611</b>	<b>97,811,037</b>	<b>91,423,618</b>

CURRENT AND NON-CURRENT CLASSIFICATION

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



NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 OCTOBER 2021

OPERATING ACTIVITIES  
NOTE 2  
CASH AND FINANCIAL ASSETS

Description	Classification	Unrestricted	Restricted	Total Cash	Trust	Institution
		\$	\$	\$	\$	
<b>Cash on hand</b>						
Cash at bank	Cash and cash equivalents	5,214,279	0	5,214,279		NATIONAL AUSTRALIA BANK
Cash on hand	Cash and cash equivalents	26,518	0	26,518		
Term deposits - current	Financial assets at amortised cost	12,500,000	36,000,000	48,500,000		BANK OF QUEENSLAND
Term deposits - current	Financial assets at amortised cost	0	24,000,000	24,000,000		MACQUARIE BANK
Term deposits - current	Financial assets at amortised cost	10,000,000	50,000,000	60,000,000		MEMBERS EQUITY BANK
Term deposits - current	Financial assets at amortised cost	5,500,000	6,500,000	12,000,000		NATIONAL AUSTRALIA BANK
Term deposits - current	Financial assets at amortised cost	3,000,000		3,000,000		DEFENCE BANK
Term deposits - current	Financial assets at amortised cost	9,000,000		9,000,000		MYSTATE BANK
Term deposits - current	Financial assets at amortised cost	5,000,000	5,000,000	10,000,000		AMP
Term deposits - current	Financial assets at amortised cost	20,609,853	51,890,147	72,500,000		COMMONWEALTH BANK
Term deposits - current	Financial assets at amortised cost	0	3,000,000	3,000,000		AUSWIDE BANK
Other investment - non current	Financial assets at amortised cost	925,971	0	925,971		BARCLAYS BANK
<b>Total</b>		<b>71,776,621</b>	<b>176,390,147</b>	<b>248,166,768</b>	<b>0</b>	
<b>Comprising</b>		<b>Unrestricted</b>	<b>Restricted</b>	<b>Total Cash</b>	<b>Trust</b>	
		\$	\$	\$	\$	
Cash and cash equivalents		5,240,797	0	5,240,797	0	
Financial assets at amortised cost		66,535,824	176,390,147	242,925,971	0	
		<b>71,776,621</b>	<b>176,390,147</b>	<b>248,166,768</b>	<b>0</b>	

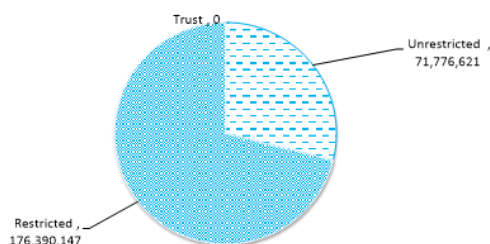
KEY INFORMATION

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

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

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

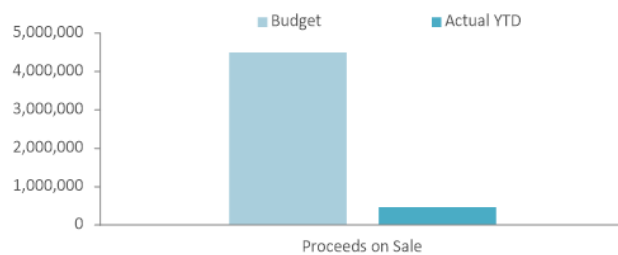
Financial assets at amortised cost held with registered financial institutions are listed in this note other financial assets at amortised cost are provided in Note 4 - Other assets.



**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 OCTOBER 2021**

**OPERATING ACTIVITIES  
NOTE 3  
DISPOSAL OF ASSETS**

Asset Ref.	Asset description	Budget				YTD Actual			
		Net Book Value	Proceeds	Profit	(Loss)	Net Book Value	Proceeds	Profit	(Loss)
		\$	\$	\$	\$	\$	\$	\$	\$
	Plant and equipment	869,076	1,398,033	528,957	0	0	470,958	470,958	0
	Freehold Land	0	3,100,000	3,100,000	0	0	0	0	0
		<b>869,076</b>	<b>4,498,033</b>	<b>3,628,957</b>	<b>0</b>	<b>0</b>	<b>470,958</b>	<b>470,958</b>	<b>0</b>





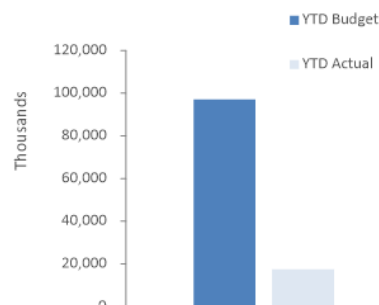
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 OCTOBER 2021**

**INVESTING ACTIVITIES  
NOTE 4  
CAPITAL ACQUISITIONS**

Capital acquisitions	Amended		YTD Actual	YTD Actual Variance
	Budget	YTD Budget		
	\$	\$	\$	\$
Land	2,520,000	840,000	840,000	0
Buildings	20,357,871	5,358,544	5,906,528	547,984
Furniture and equipment	92,000	7,000	0	(7,000)
Plant and equipment	6,897,375	1,623,997	1,694,887	70,890
Information technology	1,604,890	479,978	370,117	(109,861)
Infrastructure - roads	30,262,399	6,652,847	5,541,977	(1,110,870)
Infrastructure - drainage	2,193,416	891,151	209,416	(681,735)
Infrastructure - footpath	2,913,494	1,048,798	671,297	(377,501)
Infrastructure - parks hard	17,658,982	1,081,502	936,436	(145,066)
Infrastructure - parks landscaping	2,185,641	531,212	623,919	92,707
Infrastructure - landfill site	3,130,709	99,011	17,104	(81,907)
Infrastructure - marina	6,289,234	897,814	647,889	(249,925)
Infrastructure - coastal	1,074,987	254,967	40,800	(214,167)
<b>Payments for Capital Acquisitions</b>	<b>97,180,998</b>	<b>19,766,820</b>	<b>17,500,370</b>	<b>(2,266,450)</b>
<b>Total Capital Acquisitions</b>	<b>97,180,998</b>	<b>19,766,820</b>	<b>17,500,370</b>	<b>(2,266,450)</b>
<b>Capital Acquisitions Funded By:</b>				
	\$	\$	\$	\$
Capital grants and contributions	(28,847,542)	(1,048,635)	(643,156)	405,479
Borrowings	(5,277,400)	(2,380,520)	0	2,380,520
Other (disposals & C/Fwd)	(4,498,033)	(496,033)	(470,958)	25,075
Cash backed reserves				
Plant & Vehicle Replacement	(4,536,264)	(1,082,509)	(291,726)	790,783
Information Technology	(285,000)	0	(96,620)	(96,620)
Major Building Refurbishment	(834,157)	0	(247,907)	(247,907)
Waste & Recycling	(3,590,709)	(99,011)	(17,104)	81,907
Land Development and Investment Fund	(12,346,982)	(461,358)	(1,695,522)	(1,234,164)
Roads & Drainage Infrastructure	(8,344,632)	(654,600)	(535,765)	118,835
Community Infrastructure	(3,990,851)	(246,820)	(17,920)	228,900
Greenhouse Action Fund	(35,300)	0	0	0
Aged and Disabled Asset Replacement	(46,213)	0	0	0
Port Coogee Special Maintenance - SAR	(37,907)	(37,907)	(4,907)	33,000
Community Surveillance	(220,000)	0	0	0
Bibra Lake Management Plan	(191,882)	0	0	0
Restricted Grants & Contributions	(34,936)	0	(34,937)	(34,937)
CIHCF Building Maintenance	(300,000)	0	0	0
Carry Forward Projects	(17,372,231)	(4,842,146)	(8,019,880)	(3,177,734)
Port Coogee Marina Assets Replacement	(174,000)	(28,000)	0	28,000
Public Open Space - Various	(631,082)	0	(22,217)	(22,217)
Contribution - operations	(5,585,877)	(8,389,281)	(5,401,751)	2,987,530
<b>Capital funding total</b>	<b>(97,180,998)</b>	<b>(19,766,820)</b>	<b>(17,500,370)</b>	<b>2,266,450</b>

**SIGNIFICANT ACCOUNTING POLICIES**

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



**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 OCTOBER 2021**

**FINANCING ACTIVITIES  
NOTE 5  
BORROWINGS**

**Repayments - borrowings**

Information on borrowings		1 July 2021	New Loans		Principal Repayments		Principal Outstanding		Interest Repayments	
Particulars	Loan No.		Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
		\$	\$	\$	\$	\$	\$	\$	\$	\$
<b>Governance</b>										
To assist fund the stage 2 of Marina infrastructure expansion	9	0	0	5,277,400	0	0	0	5,277,400	0	0
<b>Community amenities</b>										
SMRC		2,929,222	0	0	378,038	1,520,624	2,551,184	1,408,598	25,654	105,000
<b>Recreation and culture</b>										
To assist fund the Cockburn Central West development	8	12,500,000	0	0	0	2,500,000	12,500,000	10,000,000	0	434,500
<b>C/Fwd Balance</b>		15,429,222	0	5,277,400	378,038	4,020,624	15,051,184	16,685,998	25,654	539,500
<b>Total</b>		15,429,222	0	5,277,400	378,038	4,020,624	15,051,184	16,685,998	25,654	539,500
Current borrowings		3,226,983					3,642,586			
Non-current borrowings		12,202,239					11,408,598			
		15,429,222					15,051,184			

All debenture repayments were financed by general purpose revenue.

**KEY INFORMATION**

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

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 OCTOBER 2021

## OPERATING ACTIVITIES

## NOTE 6

## CASH RESERVES

Reserve name	Opening Balance	Budget Interest Earned	Actual Interest Earned	Budget Transfers In (+)	Actual Transfers In (+)	Budget Transfers Out (-)	Actual Transfers Out (-)	Budget Closing Balance	Actual YTD Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$	\$
<b>Council Funded</b>									
Staff Payments & Entitlements	1,593,128	0	0	0	0	(40,000)	0	1,553,128	1,593,128
Plant & Vehicle Replacement	11,869,994	0	0	2,000,000	0	(4,536,264)	(291,726)	9,095,948	11,578,268
Information Technology	926,599	0	0	1,000,000	0	(285,000)	(96,620)	1,732,034	829,979
Major Building Refurbishment	17,341,289	0	0	1,500,000	0	(834,157)	(247,907)	18,954,255	17,093,382
Waste & Recycling	12,523,659	0	0	2,980,000	0	(3,590,709)	(17,104)	9,156,599	12,506,555
Land Development and Investment Fund	12,863,720	0	0	3,368,114	130,948	(12,456,982)	(1,695,522)	4,086,350	11,299,146
Roads & Drainage Infrastructure	12,203,545	0	0	3,421,864	0	(8,644,632)	(546,290)	6,275,841	11,657,255
Naval Base Shacks	1,242,899	0	0	18,287	18,287	0	0	1,198,213	1,261,186
Community Infrastructure	21,757,381	0	0	12,027,695	0	(3,990,851)	(17,920)	26,825,711	21,739,461
Insurance	2,672,674	0	0	300,000	0	0	0	2,959,263	2,672,674
Greenhouse Action Fund	708,938	0	0	200,000	0	(35,300)	0	1,053,734	708,938
HWRP Post Closure Management & Contan	2,915,674	0	0	500,000	0	(70,000)	(14,980)	3,869,276	2,900,694
Municipal Elections	151,420	0	0	150,000	0	(150,000)	0	151,420	151,420
Community Surveillance	932,870	0	0	200,000	0	(365,000)	(62,375)	789,480	870,496
Waste Collection	6,512,856	0	0	1,073,123	0	0	0	7,246,651	6,512,856
Environmental Offset	248,759	0	0	0	0	0	0	308,011	248,759
Bibra Lake Management Plan	192,968	0	0	0	0	(191,882)	0	161,243	192,968
CIHCF Building Maintenance	10,688,137	0	0	720,779	272,491	(300,000)	0	10,822,499	10,960,629
Cockburn ARC Building Maintenance	5,218,365	0	0	1,500,000	0	(50,000)	0	6,668,365	5,218,365
Carry Forward Projects	11,867,222	0	0	8,344,612	8,344,612	(17,573,471)	(8,070,873)	1,553,818	12,140,961
Port Coogee Marina Assets Replacement	1,784,887	0	0	300,000	0	(174,000)	0	1,610,887	1,784,887
<b>Total Council Funded Reserve</b>	<b>136,216,987</b>	<b>0</b>	<b>0</b>	<b>39,604,474</b>	<b>8,766,338</b>	<b>(53,288,248)</b>	<b>(11,061,316)</b>	<b>116,072,726</b>	<b>133,922,009</b>
<b>Restricted Funded</b>									
Aged and Disabled Asset Replacement	422,872	4,257	552	76,596	25,532	(46,213)	0	452,140	448,956
Welfare Projects Employee Entitlements	1,850,773	18,465	677	0	0	0	0	2,308,736	1,851,450

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 OCTOBER 2021

## OPERATING ACTIVITIES

## NOTE 6

## CASH RESERVES

Reserve name	Opening Balance	Budget Interest Earned	Actual Interest Earned	Budget Transfers In (+)	Actual Transfers In (+)	Budget Transfers Out (-)	Actual Transfers Out (-)	Budget Closing Balance	Actual YTD Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Port Coogee Special Maintenance - SAR	1,980,900	22,245	2,496	360,000	0	(388,380)	(145,550)	1,645,236	1,837,846
Port Coogee Waterways - SAR	146,257	1,291	188	95,000	0	(50,000)	0	149,222	146,444
Family Day Care Accumulation Fund	11,560	0	15	0	0	0	0	11,549	11,575
Naval Base Shack Removal	792,815	7,998	1,035	30,477	30,477	0	0	725,695	824,327
Restricted Grants & Contributions	5,174,134	0	0	0	0	(325,651)	(422,656)	691,434	4,751,478
Public Open Space - Various	5,458,078	0	7,005	0	0	(631,082)	(22,217)	4,886,388	5,442,866
Port Coogee Waterways - WEMP	1,246,537	15,831	1,599	0	0	(234,755)	0	1,091,612	1,248,136
Cockburn Coast SAR	50,644	465	62	35,000	0	(11,429)	(9,344)	39,043	41,362
<b>Total Restricted Funded Reserve</b>	<b>17,134,568</b>	<b>70,551</b>	<b>13,628</b>	<b>597,073</b>	<b>56,009</b>	<b>(1,687,510)</b>	<b>(599,767)</b>	<b>12,001,055</b>	<b>16,604,439</b>
<b>Developer Contribution Plans</b>									
Community Infrastructure DCP 13	6,832,991	17,282	9,256	3,000,000	1,410,661	(3,137,613)	0	5,492,335	8,252,908
Developer Contribution Plans - Various	11,226,093	162,167	14,715	1,810,000	1,080,903	(646,631)	0	12,079,115	12,321,711
<b>Total Developer Contribution Reserve</b>	<b>18,059,084</b>	<b>179,449</b>	<b>23,971</b>	<b>4,810,000</b>	<b>2,491,564</b>	<b>(3,784,244)</b>	<b>0</b>	<b>17,571,451</b>	<b>20,574,619</b>
<b>Total Cash Reserve</b>	<b>171,410,639</b>	<b>250,000</b>	<b>37,599</b>	<b>45,011,547</b>	<b>11,313,912</b>	<b>(58,760,002)</b>	<b>(11,661,084)</b>	<b>145,645,231</b>	<b>171,101,066</b>

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 OCTOBER 2021

OPERATING ACTIVITIES  
NOTE 7  
OTHER CURRENT LIABILITIES

Other current liabilities	Note	Opening Balance 1 July 2021	Liability Increase	Liability Reduction	Closing Balance 31 October 2021
		\$	\$	\$	\$
<b>Contract liabilities</b>					
Unspent grants, contributions and reimbursements - non-operating		6,552,672	934,018	(456,380)	7,030,310
<b>Total unspent grants, contributions and reimbursements</b>		6,552,672	934,018	(456,380)	7,030,310
<b>Provisions</b>					
Annual leave		5,078,573	20,611,183	(20,570,917)	5,118,838
Long service leave		4,421,100	0	0	4,421,100
<b>Total Provisions</b>		9,499,673	20,611,183	(20,570,917)	9,539,938
<b>Total other current assets</b>		<b>16,052,345</b>	<b>21,545,201</b>	<b>(21,027,298)</b>	<b>16,570,248</b>
Amounts shown above include GST (where applicable)					

KEY INFORMATION

Provisions

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

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

Employee benefits

Short-term employee benefits

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

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

Other long-term employee benefits

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

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

Contract liabilities

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

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 OCTOBER 2021**

**NOTE 8  
BUDGET AMENDMENTS**

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

Project/ Activity	Description	Council Resolution	Classification	Non Cash Adjustment	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
				\$	\$	\$	\$
	<b>Budget adoption</b>		Opening surplus				160,114
GL 445	Adjustment to grant income	09/09/21 0150	Operating Revenue			(666,212)	(506,098)
GL 445	Adjustment to Home Care Packages due to reduction in grant income	09/09/21 0150	Operating Expenses		8,961		(497,137)
GL 445	Adjustment to transfer to reserve from Home Care Packages due to reduction in grant income	09/09/21 0150	Transfer to Reserve		657,251		160,114
GL 414	Unspent grant carried forward from 20/21	09/09/21 0150	Transfer from Reserve		25,000		185,114
GL 414	Increase in NDIS expenditure from unspent grant	09/09/21 0150	Operating Expenses			(25,000)	160,114
GL 505	Strategic Planning recoup of DCA admin fee	09/09/21 0150	Operating Revenue		153,980		314,094
OP9080/1	Reduction in DCA review fees recouped	09/09/21 0150	Operating Revenue			(97,972)	216,122
OP9080/1	Reduction in DCA review fees	09/09/21 0150	Operating Expenses		97,972		314,094
CW1678	Transfer Executives mobile phones to OP as they are under the capitalisation threshold.	09/09/21 0150	Capital Expenses		40,000		354,094
OP4941	Purchase of Executives mobile phones	09/09/21 0150	Operating Expenses			(40,000)	314,094
CW6128	Release of partial quarantined fund for Santich Park	09/09/21 0150	Transfer from Reserve		100,000		414,094
CW6128	Development at Santich Park	09/09/21 0150	Capital Expenses			(100,000)	314,094
OP4991/2/4	Wetlands Centre and Native Arc	09/09/21 0150	Operating Expenses			(132,000)	182,094
OP4991/2/4	Reimbursements from community groups for water and electricity costs	09/09/21 0150	Operating Revenue		132,000		314,094
OP4944	WALGA Urban Canopy Grant grant #2	09/09/21 0150	Operating Revenue		18,723		332,817
OP4944	Urban canopy expenditure	09/09/21 0150	Operating Expenses			(18,723)	314,094
OP7696	Lease revenue at Success Fire Station from DFES for 6 months	09/09/21 0150	Operating Revenue		32,010		346,104
OP9503	Volunteer Week Events is a recurrent project	09/09/21 0150	Operating Expenses			(3,000)	343,104
CW4971	Removal of LRCI grant to LED Lighting project	09/09/21 0150	Operating Revenue			(3,723,182)	(3,380,078)
CW4971	LED Lighting project funded from Road Reserve	09/09/21 0150	Transfer from Reserve		3,723,182		343,104
CW3917	Removal Road Reserve funding to Jandakot Road (Berrigan to Solomon)	09/09/21 0150	Transfer from Reserve			(3,723,182)	(3,380,078)
CW3917	Jandakot Road (Berrigan to Solomon) funded from LRCI grant	09/09/21 0150	Operating Revenue		3,723,182		343,104



**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 OCTOBER 2021**

**NOTE 8  
BUDGET AMENDMENTS**

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

Project/ Activity	Description	Council Resolution	Classification	Non Cash Adjustment	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
				\$	\$	\$	\$
CW4149	Reduce expenditure to fund for Community Engagement salary	09/09/21 0150	Capital Expenses		110,000		453,104
CW4149	Reduce transfer from Land Development Reserve	09/09/21 0150	Transfer from Reserve			(110,000)	343,104
OP4939	Community Engagement salary and on-cost	09/09/21 0150	Operating Expenses			(110,000)	233,104
OP4939	Community Engagement salary funded from Land Development Reserve	09/09/21 0150	Transfer from Reserve		110,000		343,104
OP8190	Works on slip road between Warton & Jandakot Roads	09/09/21 0150	Operating Expenses			(300,000)	43,104
OP8190	Funding works on Warton & Jandakot Roads	09/09/21 0150	Transfer from Reserve		300,000		343,104
OP4942	Works on Woodman Point	09/09/21 0150	Operating Expenses			(24,760)	318,344
OP4942	Fairy Tern grant to fund works on Woodman Point	09/09/21 0150	Operating Revenue		24,760		343,104
OP9576	Mitigation works on CY O'Connor	09/09/21 0150	Operating Expenses			(53,667)	289,437
OP9576	Coastwest grant to fund works on CY O'Connor	09/09/21 0150	Operating Revenue		53,667		343,104
GL 965	DCP 4 Repmt for prefunded cost for Beeliar Drive [Spearwood/Stock]	to OCM 14/10/21	Transfer to Reserve			(190,000)	153,104
GL 895	Recognising the payment received from developer and reducing the City's liability	to OCM 14/10/21	Operating Revenue		190,000		343,104
GL 965	DCP5 Repmt for prefunded cost for Beeliar Drive [Spearwood/Stock]	to OCM 14/10/21	Transfer to Reserve			(231,864)	111,240
GL 896	Recognising the payment received from developer and reducing the City's liability	to OCM 14/10/21	Operating Revenue		231,864		343,104
GL 485	Waste income and levy adjustment	to OCM 14/10/21	Operating Revenue		1,480,000		1,823,104
GL 485	Transfer waste income to Waste Reserve	to OCM 14/10/21	Transfer to Reserve			(1,480,000)	343,104
GL 400	Grant adjustment and indexation	to OCM 14/10/21	Operating Revenue		4,244		347,348
GL 400	Expenditure adjustments due to increase in grant	to OCM 14/10/21	Operating Expenses			(4,244)	343,104
GL 330	Grant adjustment	to OCM 14/10/21	Operating Revenue		3,871		346,975
GL 330	Expenditure adjustments due to increase in grant	to OCM 14/10/21	Operating Expenses			(3,871)	343,104
CW4937	Jean Willis kitchen refurbishment funded from Reserve	to OCM 14/10/21	Capital Expenses			(20,000)	323,104
CW4937	Transfer from Asset Replacement Reserve to fund refurbishment at Jean Willis Centre	to OCM 14/10/21	Transfer from Reserve		20,000		343,104
CW3950	Reducing grant income due to change in funding source	to OCM 14/10/21	Capital Revenue			(566,403)	(223,299)
CW3950	Transfer from Road Reserve	to OCM 14/10/21	Transfer from Reserve		566,403		343,104
CW6300	Cockburn ARC temporary carpark funded from surplus	to OCM 14/10/21	Capital Expenses			(20,000)	323,104

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**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 OCTOBER 2021**

**NOTE 8  
BUDGET AMENDMENTS**

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

Project/ Activity	Description	Council Resolution	Classification	Non Cash Adjustment	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
				\$	\$	\$	\$
OP4940	Bore cleaning at Cockburn ARC	to OCM 14/10/21	Operating Expenses			(50,000)	273,104
OP4940	Transfer from ARC maintenance reserve to fund bore cleaning	to OCM 14/10/21	Transfer from Reserve		50,000		323,104
CW7318	Missed from carry forward - Welfare trailer for Jandakot Fire Brigade	to OCM 11/11/21	Capital Expenses			(7,032)	316,072
CW7318	Welfare trailer for Jandakot FB funded from proceeds of sale	to OCM 11/11/21	Capital Revenue		6,669		322,741
CW7318	Welfare trailer for Jandakot FB funded from reserve	to OCM 11/11/21	Transfer from Reserve		363		323,104
CW7710	Missed from carry forward - Refurbish IVECO Compactor Truck	to OCM 11/11/21	Capital Expenses			(232,943)	90,161
CW7710	Refurbish IVECO Compactor Truck funded from proceeds of sale	to OCM 11/11/21	Capital Revenue		109,091		199,252
CW7710	Refurbish IVECO Compactor Truck funded from reserve	to OCM 11/11/21	Transfer from Reserve		123,852		323,104
CW7746	Missed from carry forward - Low Profile Rear Loading Waste Truck	to OCM 11/11/21	Capital Expenses			(235,866)	87,238
CW7746	Low Profile Rear Loading Waste Truck funded from proceeds of sale	to OCM 11/11/21	Capital Revenue		59,091		146,329
CW7746	Low Profile Rear Loading Waste Truck funded from reserve	to OCM 11/11/21	Transfer from Reserve		176,775		323,104
CW7785	Missed from carry forward - Hino Sideload Recycle Truck	to OCM 11/11/21	Capital Expenses			(345,756)	(22,652)
CW7785	Hino Sideload Recycle Truck funded from proceeds of sale	to OCM 11/11/21	Capital Revenue		68,182		45,530
CW7785	Hino Sideload Recycle Truck funded from reserve	to OCM 11/11/21	Transfer from Reserve		277,574		323,104
CW6301	Shelter refurbishment at Omeo North funded from Frazer Development handover funds	to OCM 11/11/21	Capital Expenses			(41,585)	281,519
CW6301	Frazer Development handover funds	to OCM 11/11/21	Capital Revenue		41,585		323,104
CW2364	Transfer to OP Project for demolishing Ethel Cooper Kindy	to OCM 11/11/21	Capital Expenses		20,000		343,104
OP4933	Ethel Cooper Kindy demolition	to OCM 11/11/21	Operating Expenses			(20,000)	323,104
CW6026	Building accessible playground at Lucretia Park	to OCM 11/11/21	Capital Expenses			(15,000)	308,104
OP8930	Transfer to CW to build accessible playground at Lucretia Park	to OCM 11/11/21	Operating Expenses		15,000		323,104

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 OCTOBER 2021**

**NOTE 8  
BUDGET AMENDMENTS**

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

Project/ Activity	Description	Council Resolution	Classification	Non Cash Adjustment	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
				\$	\$	\$	\$
OP7966	COVID-19 related expenditure and preparation for Delta variance	to OCM 11/11/21	Operating Expenses			(20,000)	303,104
OP9775	IAP2 Engagement Essentials training for 20 staff	to OCM 11/11/21	Operating Expenses			(15,225)	287,879
OP4934	Resourcing costs on administrative review	to OCM 11/11/21	Operating Expenses			(23,000)	264,879
Various	Balancing budget variances due to restructure	to OCM 11/11/21	Operating Expenses			(227,242)	37,637
CW4714	Fremantle Football Club contribution to ARC expansion project	to OCM 11/11/21	Capital Revenue		230,000		267,637
CW4714	ARC Expansion project attached to Kailis Oval	to OCM 11/11/21	Capital Expenses			(230,000)	37,637
GL 152	Transfer underspent in salaries to fund Advocacy Initiative and Community Engagement projects	to OCM 09/12/21	Operating Expenses		55,000		92,637
GL 518	Transfer underspent in salaries to fund Advocacy Initiative and Community Engagement projects	to OCM 09/12/21	Operating Expenses		55,000		147,637
OP4937	Advocacy Initiative and Community Engagement projects funded by underspent in Stakeholder Management and Business & Economic Development salaries	to OCM 09/12/21	Operating Expenses			(110,000)	37,637
GL 853	Recruiting 2.0 FTE as Community Infrastructure Planners funded by DCA	to OCM 09/12/21	Operating Expenses			(137,816)	(100,179)
Various	Transfer from distributed DCA's to fund 2.0 FTE Community Infrastructure Planners	to OCM 09/12/21	Transfer from Reserve		137,816		37,637
Various	Withdrawal from DCA Reserves to fund 2.0 FTE Community Infrastructure Planners	to OCM 09/12/21	Operating Revenue		137,816		175,453
Various	Reduction in DCA liabilities due to the funding of 2.0 FTE Community Infrastructure Planners	to OCM 09/12/21	Contract Liabilities			(137,816)	37,637
OP4932	Contribution received from WAPC to build footpath on crownland	to OCM 09/12/21	Operating Revenue		50,000		87,637
OP4932	Footpath construction on crownland	to OCM 09/12/21	Operating Expenses			(50,000)	37,637
OP4988	Renaming and repurposing CSRFP Projects to Port Coogee Centre Fit Out Design	to OCM 09/12/21	Non Cash Item				37,637
				<b>0</b>	<b>13,420,885</b>	<b>(13,543,362)</b>	

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 OCTOBER 2021**

**NOTE 9  
EXPLANATION OF MATERIAL VARIANCES**

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

The material variance adopted by Council for the 2021-22 year is \$300,000 or 0.00% whichever is the greater.

Reporting Program	Var. \$	Var. %	Timing/ Permanent	Explanation of Variance
<b>Revenue from operating activities</b>				
Recreation Infrastructure & Services	605,167	13.89%	▲ Timing	Revenue brought forward
Operations & Maintenance	1,118,994	17.89%	▲ Timing	Revenue brought forward
<b>Expenditure from operating activities</b>				
Finance	(464,974)	(14.23%)	▼ Timing	Expenditure brought forward
Recreation Infrastructure & Services	302,477	5.99%	▲ Timing	Expenditure delayed
Community Development & Services	496,477	12.65%	▲ Timing	Expenditure delayed
Community Safety & Ranger Services	518,833	26.30%	▲ Timing	Expenditure delayed
Operations & Maintenance	1,308,846	5.80%	▲ Timing	Expenditure delayed
Property & Assets	333,476	8.67%	▲ Timing	Expenditure delayed
<b>Investing activities</b>				
<b>Financing activities</b>				
Transfer from reserves	3,247,360	38.60%	▲ Timing	Expenditure delayed
Payments for property, plant and equipment and infrastructure	2,266,450	11.47%	▲ Timing	Expenditure brought forward
Proceeds from non-operating grants, subsidies and contributions	(405,479)	(38.67%)	▼ Timing	Revenue delayed
Proceeds from new debentures	(2,380,520)	(100.00%)	▼ Timing	Revenue delayed

## 15. Operations

### Declaration of Interest

Mayor Howlett submitted a Declaration of Impartiality Interest, pursuant to r22 of *Local Government (Model Code of Conduct) Regulations 2021* for Item 15.1.

Nature of Interest: Mayor Howlett is the owner of a home in the Woodman Point Holiday Village and has a sub-lease with Discovery Parks, who manage the Coogee Beach Caravan Park.

### 15.1 (2021/MINUTE NO 0239) Lease for the Coogee Beach Caravan Park

**Author** L Gatt

**Attachments** 1. Coogee Beach Caravan Park Lease - Extract [↓](#)

#### RECOMMENDATION

That Council, having considered the submissions received from the public advertising of the disposal of land, in accordance with s3.58 of the *Local Government Act 1995* decide to:

- (1) REFERS the draft Coogee Beach Caravan Park Lease (at Attachment 1) and the draft Surrender of Lease – Coogee Beach Caravan Park (at Attachment 2) to the Department of Planning Lands and Heritage seeking the Minister for Lands consent to both documents; and
- (2) DELEGATES authority to the Chief Executive Officer, subject to the Minister's consent, to finalise and enter into:
  1. The lease for the Coogee Beach Caravan Park with Discovery Holiday Parks Pty Ltd substantially in the form attached,
  2. The surrender of lease by Colorado Parks Land Co Pty Ltd (Colorado) of the existing lease over the Coogee Beach Caravan Park substantially in the form attached.

#### Council Decision

MOVED Cr K Allen SECONDED Cr P Corke

That the recommendation be adopted.

**CARRIED UNANIMOUSLY 9/0**

### Background

The City of Cockburn (the City), is the authority vested with the care, control and management of Reserve 29678. This Reserve accommodates the Coogee Beach Holiday Park (the Park), on the foreshore of Cockburn Sound.

A Business Plan detailing the proposal to enter into a major land transaction (lease) with Discovery Holiday Parks Pty Ltd (Discovery Parks) was advertised previously under s3.59 of the *Local Government Act 1995* (s3.59) which commenced on 11 February 2021 and closed on 26 March 2021.



In response to the previous advertising the City received 488 submissions. Of the 488 submissions 78 (16%) are residents from the Park and 231(47%) were City of Cockburn residents. We also received 18 identical petitions which included 705 signatures. 646 (91.63%) of the signatures on the petitions were deemed valid.

A report seeking consent to finalise the lease was presented to Council on 10 June 2021 which included all submissions and petitions with relevant responses. The Council resolution for the lease is detailed below:

***“Item 14.3 Coogee Beach Holiday Park – Proposed Lease***

*That Council:*

- (1) REFERS the draft Lease (further to the draft documentation in Attachment 1) and the draft Surrender of Lease (further to the draft documentation in Attachment 2) to the Department Planning Lands and Heritage seeking the Minister for Lands consent to both documents; and*
- (2) DELEGATES authority to the Chief Executive Officer, subject to the Minister’s consent, to finalise and enter into:*
  - i. the lease for the Coogee Beach Caravan Park with Discovery Holiday Parks Pty Ltd; and*
  - ii. the surrender of lease by Colorado Parks Land Co Pty Ltd (Colorado) of the existing lease over the Coogee Beach Caravan Park.”*

At the 10 June 2021 Ordinary Council meeting it was also resolved to enter into a Heads of Agreement that included an Assistance Package to help support the long stay tenants at the Park.

The City is required to comply with Regulation 30 of the *Local Government (Functions and General) Regulations 1996* (r30) which requires that the land is disposed of within six months of the State-wide public notice under s3.59 (the previous advertising which was undertaken from 11 February 2021 and closed on 26 March 2021).

The lease negotiations commenced following the Council decision on 10 June 2021 and have continued until now, which is longer than the six months required by the r30. The extended timeframe has triggered the requirement for the advertising (re-advertising) of the disposal of the interest in land by way of a lease for public comment under s3.58 of the *Local Government Act 1995* (s3.58) and for Council to resolve to enter into the lease.

To comply with s3.58 the City is required to advertise (re-advertise) the disposal of an interest in land providing a minimum of 14 days for public comment. The advertising for public comment commenced on 4 November 2021 and closed on 19 November 2021. Council is required to consider any submissions received from the advertising before resolving to enter into the lease. The advertising on this occasion has attracted only three submissions which are detailed and responded to below.



**Submission**

Details of submissions and responses are provided below:

<b>Name</b>	<b>Date</b>	<b>Submission</b>	<b>Response</b>
Kathleen Lawson  147/3 Powell Road	15/11/21	The total amount of money (apart from rental) is 4Million. This is slated to be spent on "Assets on behalf of the City". Which assets in particular would these be? Why is this so much less than the 15 Million Discovery were hoping to invest earlier in the year?	The \$4m which will be spent by Discovery Holiday Parks on behalf of the City will be spent on assets and infrastructure within the Park eg: sewer, power and water. Discovery Holiday Parks will spend \$15m upgrading the holiday accommodation, infrastructure and assets within the Park.
Jillian Spruyt  Address not provided	16/11/21	Saw that in the new business proposal posted on the Cockburn council webpage, that it states the redevelopment will be completed within 5 years? This is contrary to what you and Discovery Parks have told us all. We have been told there are various stages, some of which are years away. Have we read this wrong?	The City previously advertised the Business Plan under s3.59. Council resolved at the Ordinary Council meeting 10 June 2021 to proceed with the proposal subject to modifications to assist the tenants at the Coogee Beach Caravan Park. The Business Plan is not being re-advertised, only the draft lease under s3.58. The information within the Business Plan has not changed from the last time it was advertised and subsequently adopted, at the OCM 10 June 2021.
Michelle Abbott De Rivera  137/3 Powell Road	19/11/21	In regard to the clauses to be included in the head lease be reviewed by consumer protection to ensure the residents rights a great you protected by these as opposed to the Residential Parks Long Stay Tenancy Act. All permanent residents have existing Long Stay Periodic Tenancy agreements with Discovery Holiday Parks Pty Limited.	The Department of Commerce does not have the ability to review private lease arrangements. It is always recommended that individual tenants seek independent legal advice, before entering any leasing arrangement.

## Report

The purpose of this report is to provide Council the opportunity to consider the submissions received from the statutory s3.58 advertising and to resolve to finalise and enter into the lease and the incidental surrender of the current lease.

## Strategic Plans/Policy Implications

### Local Economy

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

- Thriving local commercial centres, local businesses and tourism industry.
- Increased Investment, economic growth and local employment.

### Listening & Leading

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

- Best practice Governance, partnerships and value for money.

## Budget/Financial Implications

The budget and financial implications were detailed in Ordinary Council Meeting report of 10 June 2021.

## Legal Implications

Section 3.58 *Local Government Act 1995.*

Section 3.59 *Local Government Act 1995.*

Regulation 30 *Local Government (Functions and General) Regulations 1996.*

## Community Consultation

N/A

## Risk Management Implications

Council has previously resolved to proceed to enter into and finalise the lease with Discovery Holiday Parks Pty Ltd at the Ordinary Council meeting of 10 June 2021. Due to the timeframe for the negotiations, further advertising was required and once considered a resolution to enter into and finalise the lease with Discovery Parks.

This report is to consider any further submissions/comments received from the s3.58 advertising and to resolve to dispose of the interest in the land by way of lease to Discovery Holiday Parks Pty Ltd and surrender the current lease with Colorado.

## Advice to Proponent(s)/Submitters

The Proponent(s) and those who lodged a submission on the proposal have been advised that this matter is to be considered at the 9 December 2021 Ordinary Council Meeting.





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

Nil



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**SCHEDULE****Particulars****Item 1. Lessor:**  
(the Parties)

**City of Cockburn** (ABN 27 471 341 209) of 9 Coleville Crescent, Spearwood, Western Australia.

**Item 2. Lessee:**  
(the Parties)

**Discovery Holiday Parks Pty Limited** (ACN 111 782 846) of Level 7, 60 Light Square, Adelaide, South Australia.

**Item 3. Guarantor:**  
(clause 19)

Not Applicable.

**Item 4. Premises:**  
(clause 1.1)

Coogee Beach Holiday Park, 3 Powell Road, Coogee, Western Australia being more particularly described as Lot 173 on Deposited Plan 193079 and being the whole of the land comprised in Certificate of Crown Land Title Volume LR3107, Folio 991 together with all Improvements and services located thereon.

**Item 5. Commencement Date:**  
(clause 2.3)

The day after the last of the Conditions Precedent is satisfied.

**Item 6. Term:**  
(clause 2.3)

21 years commencing on the Commencement Date.

**Item 7. Rent:**  
(clause 3.1)

For the first FOUR (4) years of the Term, the Rent shall be as follows:

Year 1	\$1,300,000 plus GST
Year 2	\$1,300,000 plus GST;
Year 3	\$1,300,000 plus GST
Year 4	\$1,150,000 plus GST

The Rent on and from the FOURTH (4<sup>th</sup>) anniversary of the Commencement Date shall be the greater of:

- (a) the Turnover Rent calculated in accordance with clause 4; and

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- (b) the Base Rent, which as at the Commencement Date was \$300,000 per annum plus GST.

**Item 8. Rent Commencement Date:**  
(clause 3.1)

The Commencement Date.

**Item 9. Rent Review Date:**  
(clauses 3.3)

**CPI Rent Review Date:**

Annually, on each anniversary of the Commencement Date.

**Item 10. Insured Amount (Public Liability Insurance):**  
(clause 6.2)

\$20,000,000.00.

**Item 11. Permitted Purpose:**  
(clause 11.4)

Caravan Park and Holiday Accommodation.

**Item 12. Security Deposit:**  
(clause 18.1)

Not Applicable.

**Item 13. Further Term:**

21 years.

**Item 14. Further Term Rent Review Date:**

**CPI Rent Review Date:**

On each anniversary of the Commencement Date during the Further Term.

**Item 15. Special Conditions:**  
(clause 16.14)

**Item 16. Bank Guarantee:**  
(clause 20)

The sum being equal to SIX (6) months' Base Rent plus GST.

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Executed by  
**DISCOVERY HOLIDAY PARKS PTY LIMITED**  
(ACN 111 782 846)  
in accordance with s127 of the *Corporations Act 2001* (Cth)

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Director Signature

---

Director / Secretary Signature

---

Director Name (Please Print)

---

Director / Secretary Name (Please Print)

The Common Seal of  
**THE CITY OF COCKBURN**  
was hereunto affixed in the presence of:

)

)

---

Mayor Signature

---

Chief Executive Officer Signature

---

Mayor Name (Please Print)

---

Chief Executive Officer Name (Please Print)

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**Declaration of Interest**

Cr Allen submitted a Declaration of Impartiality Interest, pursuant to r22 of *Local Government (Model Code of Conduct) Regulations 2021* for Item 15.2.

Nature of Interest: Cr Allen is State Manager of Equifax, the organisation from which Council sought Financial Viability Reports, to assist officers and Council in its final determination of selecting a preferred tenderer.

## 15.2 (2021/MINUTE NO 0240) RFT 24/2021 Hot Asphalt Road Surfacing (Supply, Lay and Supply Only)

**Author** CM MacMillan

**Attachments** 1. Evaluation Summary (**Confidential**)

**RECOMMENDATION**

That Council ACCEPTS the tender submitted by Downer EDI Works Pty Ltd t/a Downer (Surfacing) for RFT 24/2021 Hot Asphalt Road Surfacing (Supply and Lay and Supply Only), for an estimated expenditure of \$4,736,445 (Ex GST) based on a cost model created from the submitted schedules for an initial period of three (3) years; with City instigated options to extend the period for one (1) subsequent year period and up to an additional twelve (12) months after that, to a maximum of five (5) years, in accordance with the submitted Schedule of Rates; and the additional schedule of rates for determining variations and/or additional services.

**TO BE CARRIED BY ABSOLUTE MAJORITY OF COUNCIL**

**Council Decision**

MOVED Cr T Dewan SECONDED Cr P Eva

That the recommendation be adopted.

**CARRIED BY ABSOLUTE MAJORITY 9/0**

**Background**

The City of Cockburn (the Principal) is seeking a Contractor for the supply and laying of hot asphalt road surfacing, including new works as well as road resurfacing works, at various locations throughout the City. Additionally, these materials are also required on a "supply only" basis, to be collected by the Principal from the Contractor's nominated manufacturing plant that shall be within a reasonable distance of the Principal.

The Contractor will be required to provide all labour, plant, tools and equipment, materials, chemicals, transportation/cartage, administrative costs, travelling expenses etc and anything else necessary for the completion of the proposed Contract.

The Contract is expected to commence in December 2021.



RFT 24/2011 Hot Asphalt Road Surfacing (Supply and Lay and Supply Only) was advertised on Wednesday 13 October 2021 in the Local Government Tender Section of The West Australian newspaper. The Tender was also displayed on the City of Cockburn's E-tendering website from Wednesday 13 October to Thursday 28 October 2021.

### Submission

Tenders closed at 2:00pm (AWST) Thursday, 28th October 2021 and three (3) tender submissions were received from:

<b>Tenderer's Name</b>	<b>Registered Entity Business Name</b>
Downer (Surfacing)	Downer EDI Works Pty Ltd
Fulton Hogan	Fulton Hogan Industries Pty Ltd
Kee Surfacing	Kee Surfacing Pty Ltd

### Report

#### Compliance Criteria

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

<b>Compliance Criteria</b>	
(a)	Compliance with the Request Document
(b)	Compliance with the conditions of Responding and Tendering
(c)	Compliance with the General and Special Conditions of Contract
(d)	Compliance with and completion of the Price Schedule in the format provided
(e)	Completion of Qualitative Criteria
(f)	Compliance with ACCC Requirements and completion of Certificate of Warranty

#### Compliance Tenderers

Three (3) submissions were received and compliance checks conducted by Procurement Services. The submission from Kee Surfacing Pty Ltd was deemed non-complaint as they failed to provide documentation which conformed to the conditions of responding and tendering. Two (2) compliant submissions were released to the evaluation panel.

#### Evaluation Criteria

<b>Evaluation Criteria</b>	<b>Weighting Percentage</b>
Demonstrated Experience	20%
Tenderer's Resources	10%
Sustainability	20%
Local/Regional	10%
Tendered Price	40%
<b>TOTAL</b>	<b>100%</b>



Tender Intent/ Requirements

The intent of the Tender is to appoint a contractor for the supply and lay of hot asphalt road surfacing, including new works as well as road resurfacing works, at locations throughout the City. Additionally, the contractor is also required to provide on a “supply only” basis, from their nominated manufacturing plant.

**Evaluation Panel**

<b>Name</b>	<b>Position</b>
Colin Macmillan	Civil Infrastructure Manager
Elizabeth Bettie	Engineering Technical Officer
Nelson Mauricio	Head of Finance
<b>Probity Role:</b>	
Stephen White	Contracts Officer

**Scoring Table – Combined Totals**

<b>Tenderer's Name</b>	<b>Percentage Score</b>		
	<b>Non-Cost Evaluation</b>	<b>Cost Evaluation</b>	<b>Total</b>
	<b>60%</b>	<b>40%</b>	<b>100%</b>
Downer (Surfacing)**	37.80%	40.00%	77.80%
Fulton Hogan	45.03%	27.47%	72.51%

\*\* Recommended Submission

***Evaluation Criteria Assessment***Demonstrated Experience

Downer (Surfacing) and Fulton and Hogan both demonstrated the necessary experience to deliver the contract for the City. Downer (Surfacing) and Fulton Hogan supply similar services to many local governments and Main Roads WA.

Fulton Hogan scored highest in the criteria with a clear concise submission. Downer (Surfacing) held the previous contract for the City and have demonstrated they can deliver the services required.

Tenderers Resources

Downer (Surfacing) and Fulton Hogan both demonstrated they have the personnel and resources to supply and lay asphalt products to meet the City requirements.

Downer (Surfacing) provided three (3) asphalt crews that are available for the contract, with their key employees and plant list.

Fulton Hogan provided a specific crew with details assigned to the contract with extensive plant list and back up contingency measures.





### Sustainability

Both Downer (Surfacing) and Fulton Hogan submitted recycled asphalt products (RAP) suitable for the contract. Downer (Surfacing) supplies 'Reconophalt' which is made from recycled soft plastics, ink tonner and glass.

Fulton Hogan supplies 'PlastiPhalt' which is made with recycled waste plastics, including use of crumbed rubber and glass.

### Local / Regional

Downer (Surface) asphalt plant is located in Hope Valley (12km from the City's Operations Centre, Bibra Lake). This is the closest site for collection (ex-plant) asphalt for road patching and repairs. Downer (Surfacing) scored the highest for this criterion given the location within the South West Metropolitan region.

Fulton Hogan asphalt plant is in Hazelmere (36.2km from the City's Operations Centre, Bibra Lake), which reflected their score.

### Summation

The evaluation panel recommends that Council accepts the submission from Downer EDI Pty Ltd as being the most advantageous submission to deliver RFT 24/2011 Hot Asphalt Road Surfacing (Supply and Lay and Supply Only). Downer EDI Pty Ltd achieved the highest overall score with the closest asphalt plant and proven experience in delivery of the hot asphalt supply and lay.

The recommendation is based on:

- Well demonstrated experience in performing similar works
- A range of personnel and resources that have the experience and capacity to meet the City requirements
- The required plant, machinery, and contingency measures
- The best overall value for money that provides the most advantageous outcome for the City in performing the works.

The recommendation has considered all available information including as the City's incumbent contracted supplier. Reference checks have been deemed not required in this instance with the external financial assessment to be provided prior to the decision.

### **Strategic Plans/Policy Implications**

#### Local Economy

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

- Increased Investment, economic growth and local employment.



City Growth & Moving Around

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

- An integrated, accessible and improved transport network.

Listening & Leading

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

- Best practice Governance, partnerships and value for money.

**Budget/Financial Implications**

There are sufficient funds allocated in long term financial plan and external funding grants to cover the expenditure for hot asphalt supply and lay. The 2020/21 annual budget has an allocation of \$150,000 for road maintenance, \$1,137,402 for the resurfacing program along with \$1,299,909 for the MRRG rehabilitation program.

The estimated expenditure against this contract is based on a cost model formed from both the schedule rates and the mix type required for the works. The Fulton Hogan submission was significant more expensive against the model.

**Legal Implications**

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

**Community Consultation**

N/A

**Risk Management Implications**

If Council was not to support the recommendation it would put at risk the City's delivery of the capital works projects (major and minor road construction, resurfacing and MRRG rehab projects). Without a contract in place, Officers would be required to use individual quotations which would lead to potential increases in delivery lead times and cost.

**Advice to Proponent(s)/Submitters**

The Proponent(s) and those who lodged a submission on the proposal have been advised that this matter is to be considered at the 9 December 2021 Ordinary Council Meeting.

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

Nil



**Declaration of Interest**

Cr Allen submitted a Declaration of Impartiality Interest, pursuant to r22 of *Local Government (Model Code of Conduct) Regulations 2021* for Item 15.3.

Nature of Interest: Cr Allen is State Manager of Equifax, the organisation from which Council sought Financial Viability Reports, to assist officers and Council in its final determination of selecting a preferred tenderer.

**15.3 (2021/MINUTE NO 0241) RFT20/2021 - Tree Management Services (Parks, Streetscapes and Bushland Reserves)**

**Author** A Waters

**Attachments** 1. Evaluation Summary (**Confidential**)

**RECOMMENDATION**

That Council ACCEPTS the tender submission for RFT 20/2021 – Tree Management Services from The Trustee for USSHERIDAN (Tree Care WA) for an estimated total expenditure of \$3,057,285 (Ex GST), to deliver Tree Management Services for the City parks, streetscapes and bushland reserves. The contract value was determined from a cost model created for the tender based on the submitted schedules and will be in force for an initial three (3) year period, with Principal instigated options to extend the period for a subsequent one (1) year period and up to an additional twelve (12) months after that, to a maximum of five (5) years, in accordance with the submitted Schedule of Rates.

**TO BE CARRIED BY ABSOLUTE MAJORITY**

**Council Decision**

MOVED Cr T Dewan SECONDED Cr C Stone

That the recommendation be adopted.

**CARRIED BY ABSOLUTE MAJORITY 9/0**

**Background**

The City of Cockburn (The Principal) is seeking a suitably qualified and experienced Contractor to conduct maintenance of trees within parks, streetscapes, and bushland reserves.

The scope of works includes: pruning and removal of trees, the grinding of tree stumps, tree root barrier installation, and emergency call outs.

The Contractor will be required to provide all labour, plant, tools and equipment, materials, transportation/cartage, administrative costs, travelling expenses etc. and anything else necessary for the completion of the works/services.



The proposed Contract shall be in force for a period of three (3) years from the date of contract award, with Principal instigated options to extend the period for a subsequent one (1) year period and up to an additional twelve (12) months after that, to a maximum of five (5) years. The contract is expected to commence in January 2022.

Tender Number RFT 20/2021 – Tree Management Services (Parks, Streetscapes and Bushland Reserves) was advertised on Wednesday 29 September 2021 in the Local Government Tenders section of the West Australian newspaper. It was also displayed on the City's E-Tendering website between Wednesday 29 September and Thursday 14 October 2021.

### Submission

The request for tender closed at 2:00pm (AWST) on Thursday 14 October 2021, with three submissions received from the following companies:

<b>Tenderers Name</b>	<b>Registered Entity Name</b>
Beaver Tree Services	Beaver Tree Services Aust Pty Ltd
Trees Need Tree Surgeons	Radiant Nominees Pty Ltd
Tree Care WA	The Trustee for USSHERIDAN trust

### Report

#### Compliance Criteria

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

<b>Compliance Criteria</b>	
(a)	Compliance with the Request document
(b)	Compliance with the Conditions of Responding and Tendering
(c)	Compliance with the General Conditions of Contract
(d)	Compliance with and completion of the Qualitative Criteria
(e)	Compliance with the Specified Scope of Works
(f)	Compliance with the Price Schedule
(g)	Compliance with the ACCC Requirements and completion of the Certificate of Warranty

#### Compliance Tenderers

Procurement undertook an initial compliance assessment, and all submitted tenders were deemed compliant and released for evaluation.



Evaluation Criteria

Evaluation Criteria	Weighting Percentage
Demonstrated Experience	10%
Tenderer's Resources	15%
Methodology	15%
Sustainability	10%
Local/Regional	10%
Tendered Price	40%
<b>TOTAL</b>	<b>100%</b>

Tender Intent/Requirements

The Principal is seeking a suitably qualified and experienced Contractor to conduct maintenance of trees within parks, streetscapes, and bushland reserves.

Evaluation Panel

The Tender submissions were evaluated by the following personnel. Procurement Services representative attended in a probity role only.

Name	Position
Alison Waters (Chair)	Parks Operations Coordinator
Logan Vickers	Parks Supervisor
Chris Beaton	Head of Sustainability and Environment
Stuart Downing	Chief Financial Officer
<b>Probity Role Only</b>	
Caron Peasant	Contracts Coordinator

Scoring Table – Combined Totals

Tenderer's Name	Percentage Score		
	Non-Cost Evaluation	Cost Evaluation	Total
	60%	40%	100%
<b>Tree Care WA **</b>	<b>44.25%</b>	<b>40.00%</b>	<b>84.25%</b>
Beaver Tree Services	45.48%	33.72%	79.20%
Trees Need Tree Surgeons	37.95%	23.09%	61.04%

\*\* Recommended Submission

***Evaluation Criteria Assessment***Demonstrated Experience

Tree Care WA is a medium sized organisation established in 1991 with a workforce of 36 staff. Their submission in this criterion demonstrated a high level of experience in delivering tree management services for local and state government organisations.



Beaver Tree Services scored highest in this criterion. They provided relevant examples of similar services and demonstrated that they are equipped with the resources and personnel to deliver the scope of services as outlined in the tender documents.

Trees Need Tree Surgeons demonstrated a good level of experience in providing a lower volume of tree management services to local governments, in comparison to the other two submissions.

#### Tenderers' Resources

Tree Care WA demonstrated a satisfactory level of both organisational and staff commitments with the capacity to fulfill the City's requirements through resource contingency and a well-maintained fleet of plant and equipment.

Beaver Tree Services achieved the highest score against this criterion by providing a detailed submission of their key personnel. The detail included the crews to be engaged in undertaking the works and demonstrated good resource planning to meet the scope of services.

Trees Need Tree Surgeons have the resources and equipment to undertake the works. Their current organisational commitments lacked detail.

#### Methodology

Tree Care WA demonstrated to the panel they understood the process required for scheduling of works, timeframes, staff mobilisation and the requirement for the provision of traffic management.

Beaver Tree Services demonstrated a high-level of understanding in delivering the tree management services for the City. This included the provision of software-based workflow solutions for work scheduling.

Trees Need Tree Surgeons submission lacked detail in the provision of traffic management services and provided minimal detail on the software-based workflow scheduling technology.

#### Sustainability

All tenderers demonstrated a commitment to environmental conservation and waste minimisation/recycling.

Tree Care WA provided detail of their practices in supporting diversity, equity, and inclusion in the workplace.

Beaver Tree Services provided relevant examples on improving economic, social, and environmental benefits.

Trees Need Tree Surgeons provided limited detail for this criterion.



Local/Regional

Trees Need Tree Surgeons operation is located in the City boundary with limited information provided on local supply and economic benefits.

Tree Care WA is based within the South West Metropolitan Regional Council boundary with detailed information on local suppliers and percentage of employees that reside in the SWG boundary.

Beaver Tree Services is located outside the South West Metropolitan Regional Council boundary with a high percentage of employees that reside in the SWG boundary.

Summation

The evaluation panel recommends that Council accept the submission from The Trustee for USSHERIDAN trust (Tree Care WA) as being the most advantageous tender to deliver the requirements of RFT 20/2021 Tree Management Services (parks, streetscapes, and bushland reserves).

Reference checks have been completed with positive responses provided. The external financial assessment has been requested and will be provided prior to the decision.

The recommendation is based on:

- Well demonstrated experience in performing similar work.
- A range of personnel that have experience in managing the works and associated services, the methodology and program schedule to complete the works in accordance with the specification.
- The available resources and contingency measures to undertake the works.
- The tender submission provides the best overall value for money and the most advantageous outcome for the City.

**Strategic Plans/Policy Implications**Local Economy

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

- Increased Investment, economic growth, and local employment.

Environmental Responsibility

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

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

Listening & Leading

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

- Best practice Governance, partnerships, and value for money.



**Budget/Financial Implications**

The Environment, Parks and Streetscapes service unit allocates funding across a number of sub-activities for tree management works. Due to the reactive nature of tree management works, indicative quantities were provided to tenderers for pricing purposes with estimated volumes and annual expenditure.

For the purposes of tender assessment and comparison, a cost model was utilised based on the submitted schedules and actual quantities. The cost model indicated an estimated contract value for Tree Care WA on a three year contract period of \$3,057,285 (Ex GST).

Over the next three years, the Parks, Streetscapes and Environmental budget allocations will vary depending on priorities, but it is anticipated to be approximately \$2,400,000 (Ex GST) based on the 2021/22 annual budgets. The actual costs of the works will vary annually and align with approved budgets and submitted schedule of rates.

**Legal Implications**

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

**Community Consultation**

N/A

**Risk Management Implications**

The City has approximately 38,000 street trees valued at approximately \$137 million. This unique asset requires specialised maintenance and techniques to ensure the following risks are managed:

- Implement tree pruning programs for power line clearance to mitigate the instance of power outages and disruptions to private and commercial properties
- Maintain the health and vitality of the Urban Forest Canopy to mitigate the heat island affect
- Mitigate the risk of limb and tree failure with the potential to cause significant damage to persons and property

**Advice to Proponent(s)/Submitters**

The Proponent(s) and those who lodged a submission on the proposal have been advised that this matter is to be considered at the 9 December 2021 Ordinary Council Meeting.

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

Nil





## 16. Community Services

### Declaration of Interest

Deputy Mayor Widenbar submitted a Declaration of Indirect Financial Interest, pursuant to Section 5.61A of the *Local Government Act 1995*.

Nature of Interest: Deputy Mayor Widenbar's employer and the City of Cockburn are in discussions of potential funding for the facility.

### 16.1 (2021/MINUTE NO 0242) Aboriginal Cultural and Visitors Centre - Design and Costings

**Authors** K Koelen and K Jamieson

**Attachments** 1. Aboriginal Cultural and Visitors Centre Concept Design  
[↓](#)

#### RECOMMENDATION

That Council:

- (1) ENDORSES the revised Aboriginal Cultural and Visitors Centre concept design;
- (2) NOTES that \$100,000 was allocated in the 2018/19 Financial Year to complete the preliminary design and other project planning requirements, with an approved budget allocation of \$2M in 2020/21 and \$4.4M in 2021/22, financial years inclusive of \$1.5M Lotterywest grant funding;
- (3) ENDORSES the increased total Capital Works Budget allocation of \$12.5M to be spread over the 21/22 and 22/23 financial years;
- (4) ENDORSES applying for Corporate Sector and Federal Government funding for the project;
- (5) NOTES that if no additional capital works funding is obtained. The City approves a loan for the shortfall of (\$4,077,034) from the WA Treasury Corporation which will include an additional Interest expense of \$536,730 bringing the total project cost to \$13,022,034; and
- (6) CONSIDERS other budget allocations contained in this report at the 2021/22 Mid-Year Budget Review and in the relevant financial year.

#### Council Decision

MOVED Cr C Stone SECONDED Cr P Corke

That the recommendation be adopted.

**CARRIED 8/1**

**For:** Mayor L Howlett, Deputy Mayor T Widenbar Cr M Separovich, Cr P Corke, Cr C Terblanche, Cr T Dewan, Cr P Eva, Cr C Stone

**Against:** Cr K Allen



**(2021/MINUTE NO 0243) Extension of Meeting****Council Decision**

MOVED Cr C Terblanche SECONDED Cr P Corke

That Council extend the meeting for a period of 60 minutes, the time being 8.47, in accordance with Clause 4.13 of Council's Standing Orders Local Law to allow sufficient time to conclude the business of Council.

**CARRIED UNANIMOUSLY 9/0**

**Background**

The opportunity for an Aboriginal Cultural Centre was first identified as part of the City's first Reconciliation Action Plan (RAP), produced in May 2011.

The Aboriginal Reference Group and the Aboriginal Community saw the development of a local Cultural and Visitors Centre as a way to showcase the district's rich and unique Aboriginal history and living culture of stories, music, dance, language and art.

As part of the 2011 RAP an Aboriginal Cultural and Visitors Centre Feasibility Study was commissioned in 2012 which identified there was potential tourism product including significant Indigenous sites, local Indigenous artists, 'bush tucker', Indigenous flora and fauna, dance groups, and educational Nyungar language groups.

With the City's proximity to current tourist locations such as Fremantle, its coastal appeal, large tracts of natural vegetation, a chain of wetlands of international significance, and its abundance of Aboriginal and non-Aboriginal historic sites, there are also significant opportunities for tourism to develop and prosper, creating future employment and economic benefits.

In 2012 a Feasibility Study was carried out and number of options, models, and sites were considered, and a range of views and experiences were provided, with insights and recommendations.

Council considered the Aboriginal Cultural and Visitors Centre Feasibility Study report and approved the recommended management model, location, scope, and general building and outdoor requirements, for the Centre, subject to receiving a \$1M grant on 13 December 2012. (Minute No 4948).

A number of other Council Decisions have been made regarding the commitment to develop an Aboriginal Cultural and Visitors Centre subject to receiving a Lotterywest Grant to part fund the Capital Works cost of the development as follows:

- Council adopted the Reconciliation Action Plan 2018-21 at the February 2018 OCM (2018/MINUTE NO 0025) which contained a key action '9.0 Develop and

Progress the Aboriginal Cultural and Visitors Centre' which included sourcing grant funding.

- Council adopted the Community, Sport and Recreation Facilities Plan 2018-2033 at the December 2018 OCM which included the commitment of the Aboriginal Cultural and Visitors Centre to commence design in 2018/2019 with construction to commence in the 2020/2021 financial year.
- The Long-Term Financial Plan (LTFP) 2019-2033 includes a \$6M capital works budget for the Aboriginal Cultural and Visitor Centre spread across the 2018/2019, 2020/2021 and the 2021/2022 financial years. It also includes the Workforce Plan staff costs, the building maintenance and depreciation cost.
- A budget for the design and professional consultancy fees was allocated in the 2019, 2021, and 2022 financial years to proceed with the design, updated capital works cost estimate and site and land analysis for the Aboriginal Cultural and Visitors Centre development.

Most recently Council resolved the following at the February 2020 Ordinary Council meeting (2020/MINUTE NO 0023):

- (1) endorses a Lotterywest grant application of \$1.5M to part fund the planned development of the Aboriginal Cultural and Visitors Centre at Lot 65L Progress Drive, Bibra Lake;
- (2) notes that \$100,000 was allocated in the 2018/2019 financial year to complete the preliminary design and other project planning requirements; and
- (3) considers the budget allocation of \$2.0M in 2020/2021 and 4.4M

in 2021/2022, financial years inclusive of \$1.5M grant funding.

The \$1.5M of Lotterywest funding has now been secured, however due to a number of changes including a significant increase in the capital works and operational cost estimate this matter is now being brought back to Council for consideration.

## Submission

N/A

## Report

The Aboriginal Cultural and Visitors Centre project has progressed to the preliminary design stage and the grant funding for Lotterywest of \$1.5M has been successfully secured in accordance with the previous Council decision.

However, due to a major increase in the capital works cost estimate by the new Quantity Surveyor and an increased operating cost estimate there is a need for Council to consider increasing the Capital Works budget and note the proposed operating budget before the project can proceed to tender for construction.

In November 2020 architects Officer Woods were appointed to review the concept design and progress the project through all stages of architectural design.



Other consultants were also appointed between October 2020 and January 2021 to review the former Architect's design and provide specialised consultancy services throughout all stages of the project.

Consultants included a new Quantity Surveyor cost estimator, kitchen designer, mechanical engineer, Electrical Consultants, Hydraulic engineer, Civil and Structural Engineering, Landscape designers. With an Interpretive designer for the knowledge sharing space to be appointed in December 2021.

### **Concept Design and Cost Review**

As part of the concept design review process, the new Architect, Project Manager and the new Quantity Surveyor identified in early 2021 a significant capital works cost estimate increase for the Aboriginal Cultural and Visitors Centre design in comparison to the previous 2019 Quantity Surveyor cost estimate.

This information was provided to Elected Members and the Aboriginal Reference Group and the City and the Architect then worked closely with the Aboriginal Reference Group to undertake a value engineering process.

The value engineering review was unable to meet the Cultural and functional requirements and the cost reduction target. The Architect then worked with the Aboriginal Reference Group and Aboriginal Community members in small discussion groups at the site in May and June 2021 to consider changes to the design to provide Cultural and Environmental benefits and potential cost savings.

The design continued to be developed with the Aboriginal Reference Group Aboriginal Community Development Officers supporting the City to facilitate individual consultations with Traditional Owners, Elders and Aboriginal Community Members to provide input into the evolving design.

A Working Party was formed to continue to provide Cultural advice throughout the design process.

Following this extensive consultation, the Aboriginal Reference Group endorsed the revised concept design on 13 September 2021 which has now been re-costed by the Quantity Survey to \$12.5M for Council consideration.

The City has worked with the architect to re-orientate the building and car parking to significantly minimize tree removal. The architect has created a concept design with greatly reduced environmental impact by reorienting the building to the already degraded area.

### **Site Requirements**

The Centre will be located on the western side of Bibra Lake, on lot 65L Progress Drive in an area with special cultural significance to the Nyungar community as a meeting place. The site is also accessible via public transport, is located near the Bibra Lake Regional Playground and other tourist destinations such as Adventure



World, and backs onto high grade bush land suitable for cultural tours and other associated activities. The site was selected based upon cultural requirements and the minimal clearing requirements for the development.

Bushfire Risk Assessment, Environmental Impact Assessment Flora and Fauna, Traffic Management Study, Aboriginal Heritage Assessment, Site Specific Services Assessment Geotechnical Study and Site survey have now been completed.

### **Management Model**

The Management Model is based upon the approved Education and Tourism model and includes information from the 2012 Feasibility Study. Additional research was conducted into the operations of other Aboriginal Cultural Centres in Australia that identified the need for additional resourcing to operate the centre.

While some activities will attract a fee, the aim is to maximise access for all community members. Furthermore, while the Visitors Centre, shop and leased café are expected to generate some revenue to offset operational costs. Further financial modelling has been conducted and identified that the operating cost has increased from the initial forecast significantly due to cost escalation. The facility will require an ongoing operational subsidy from the City of Cockburn, however in return, will provide a unique and highly valuable cultural and community asset.

The Centre will also provide employment and small business opportunities for Aboriginal people through the creation of dedicated Aboriginal positions that recognise the need to have particular activities delivered by Aboriginal people.

Some of the key activities to be offered via the Cultural Centre to the public include:

- Bush story cultural trail – usually a guided bush tucker/bush medicine walk
- Tool making and spear or boomerang throwing workshops
- Art, Music, and Dance performances and workshops
- Static displays and interactive audio visual displays – interpretive centre with timeline stories, hands on activities. Displays include cultural heritage, and contemporary cultural knowledge sharing
- Artist in Residence, Art Gallery and workshop spaces
- Retail Gift Shop
- Café - to be commercially leased
- Welcome to Country – point of contact
- Nyungar language programs
- Cultural Awareness Training
- Indigenous Educational Programs that fit the school curriculum
- Traditional and bush food cooking workshops.

The hours of operation of the Aboriginal Cultural and Visitors Centre are initially proposed to be six days a week, 10am to 4pm, and open during evenings as required for activities, programs and events.



The revised annual draft net operating budget will be considered by Council in the relevant financial year and excluding depreciation, interest and indirect costs is estimated to be \$846,000 per annum. The operational requirements include facilities and grounds maintenance, outgoings, marketing, staff, contractor costs, event and program costs, gifts shop stock, materials for programs, centre management costs, and security.

The City's Workforce Plan 2016-2022 includes positions to operate the Cultural and Visitors Centre. In addition to this, the Corporate Communications Manager has identified that a Marketing and Tourism position is needed to provide marketing and promotion of the Visitors Centre and general tourism products across the District.

The estimated annual operating budget and fees and charges for the Centre is included in the Budget/financial implications section of the report and will need to be reviewed after the first year of operation.

### Capital Works Cost Estimate

The Project Quantity Surveyor has provided a revised capital works project cost estimate for the for the Schematic Design of \$12.5M which is detailed in the Budget/ Financial Implications section of this report. In order to manage the net cost increase the City has held a number of meetings with potential funding sources including Lotterywest, Federal Funding and corporate sector.

The current project cost estimate is now inclusive of 15% contingency, depreciation charges and escalation. All of which have increased significantly due to current market conditions and increased resource demand in the construction sector.

### Project Timeline

The Cultural Centre is due for practical completion by June 2023 in accordance with the below timeline estimate.

<b>Aboriginal Cultural and Visitors Centre – Timeline</b>	
Detailed Design	January 2022
Contract documentation	March 2022
PCG Approval	March 2022
Tender Advertising	April 2022
Head Contractor Award	June 2022
Construction Commences	July 2022
Practical Completion (PC)	September 2023
Anticipated Opening	September 2023



## Strategic Plans/Policy Implications

### Community, Lifestyle and Security

A vibrant healthy, safe, inclusive and connected community.

- Aboriginal and Torres Strait Islander cultures and other diverse cultures and heritage are recognised and celebrated.
- Accessible and inclusive community, recreation and cultural services and facilities that enrich our community.

## Budget/Financial Implications

Council adopted the Community, Sport and Recreation Facilities Plan 2018-2033 in December 2018 which contains a capital works budget commitment of \$6M for the Aboriginal Cultural and Visitor Centre inclusive of \$1M grant funding, \$2M of DCP 13 funding and \$3M of funding from the community facilities reserve fund.

The Bibra Lake Management Plan has been updated in accordance with the 2012 Council decision. The DCP 13 commitment for the Centre requires the inclusion of a Café, Aboriginal Art and Heritage display areas, and Visitors' information displays, in order to be eligible for the \$2M of DCP funding.

The Long Term Financial Plan 2019-2033 includes a capital works commitment of \$6M for the development of an Aboriginal Cultural Centre inclusive of \$1M of grant funding.

New Quantity Surveyors were appointed in December 2020 for the Aboriginal Cultural and Visitors Centre. Following a concept design review a revised cost estimate was provided to the City in November 2021 costing the project at \$12,485,304.

Current secured funding streams for the project is \$8,945,000 (Federal funding \$1,445,000, DCP Funding \$1,468,440, Municipal \$3,531,560 and Lotterywest \$2,500,000) leaving a shortfall of \$3,555,000.

Alternate additional funding sources are being investigated including Federal Funding and the Corporate Sector.

In the event that additional funding is not successful, the Project would need the City to provide a loan from WA Treasury Corporation (WATC) for the shortfall which would incur an interest charge of \$536,730 over the life of the loan at today's interest rates.

Capital repayments for the loan will be from the municipal fund as there are no other sources of funds that will be available to satisfy the potential liability.



## Operational Budget Estimate

A draft operating budget has been developed. The net operating deficit will be approximately \$1,325,807 per annum including depreciation and this will be considered by Council, in the relevant financial year/s, as part of the budget process. There is a potential opportunity for the Corporate sector to fund \$0.5M to \$1M towards the centres program costs.

If successful, the City has potential to reduce the operating cost deficit significantly. Without significant funding this corporate sector organisation, the proposed operating shortfall will lead to a rates increase of 1.2% to 1.3% as the quantum of the operating cost has not been factored into the current Long Term Financial Plan other than for depreciation for the initial costed project value of \$6.5m.

The Workforce Plan had a number of staff identified for the ACVC but cost constraints over the last two financial years have seen the allocation for new staff removed from the annual budget.

2021-22	INCOME	EXPENDITURE
Salaries		\$35,000
<b>TOTAL</b>		\$35,000

2022-23	INCOME	EXPENDITURE
Salaries		\$314,000
Website design, marketing plan, branding, advertising		\$158,000
<b>TOTAL</b>		\$472,000

2023-24	INCOME	EXPENDITURE
Total revenue/income	\$163,380	
Salaries		\$636,137
Opening launch, advertising, media promotion		\$50,000
Operating costs		\$323,522
Depreciation		\$255,978
Interest expense		\$93,500
Activity based costing		\$130,050
Total costs/expenditure		\$1,489,187
<b>Net Operating Deficit</b>		\$1,325,807





### Capital Works Budget Estimate

A qualified quantity surveyor was engaged as part of the consultancy team to ensure an accurate cost estimate was obtained. The schematic design cost estimate for November 2021 including internal project management charges will be \$12.5M. Income sources and amounts are also included in the Capital Works budget below.

### Aboriginal Cultural and Visitors Centre Capital Works Budget

Income Source	
Federal Funding	\$1,445,000
DCP Funding	\$1,468,440
Municipal Funding	\$3,531,560
Lotterywest	\$2,500,000
Total Income	<b><u>\$8,945,000</u></b>
Capital Expenditure Budget	
Preliminaries	\$8,078,188
Design and construct contingency (15%)	\$1,211,728
Artwork (1%)	\$92,899
Allowances for loose FF&E / window treatments	\$75,000
Allowances for AV, trails, landscaping, signage and specialised equipment	\$155,125
Exhibition fit out to Kaaddijin	\$756,756
Professional fees and disbursements	\$1,014,567
COC internal costs – Including internal PM fees	\$394,325
Escalation	\$706,715
Total QS Estimate November 2021	<b><u>\$12,485,304</u></b>
Interest Expense over 10 years	\$536,730
Total Capital Expenditure Budget	<b><u>\$13,022,034</u></b>

### Legal Implications

N/A

### Community Consultation

Community consultation has been undertaken regarding the development of the Aboriginal Cultural and Visitors Centre (ACVC). The most recent consultation related to the design of the Centre.

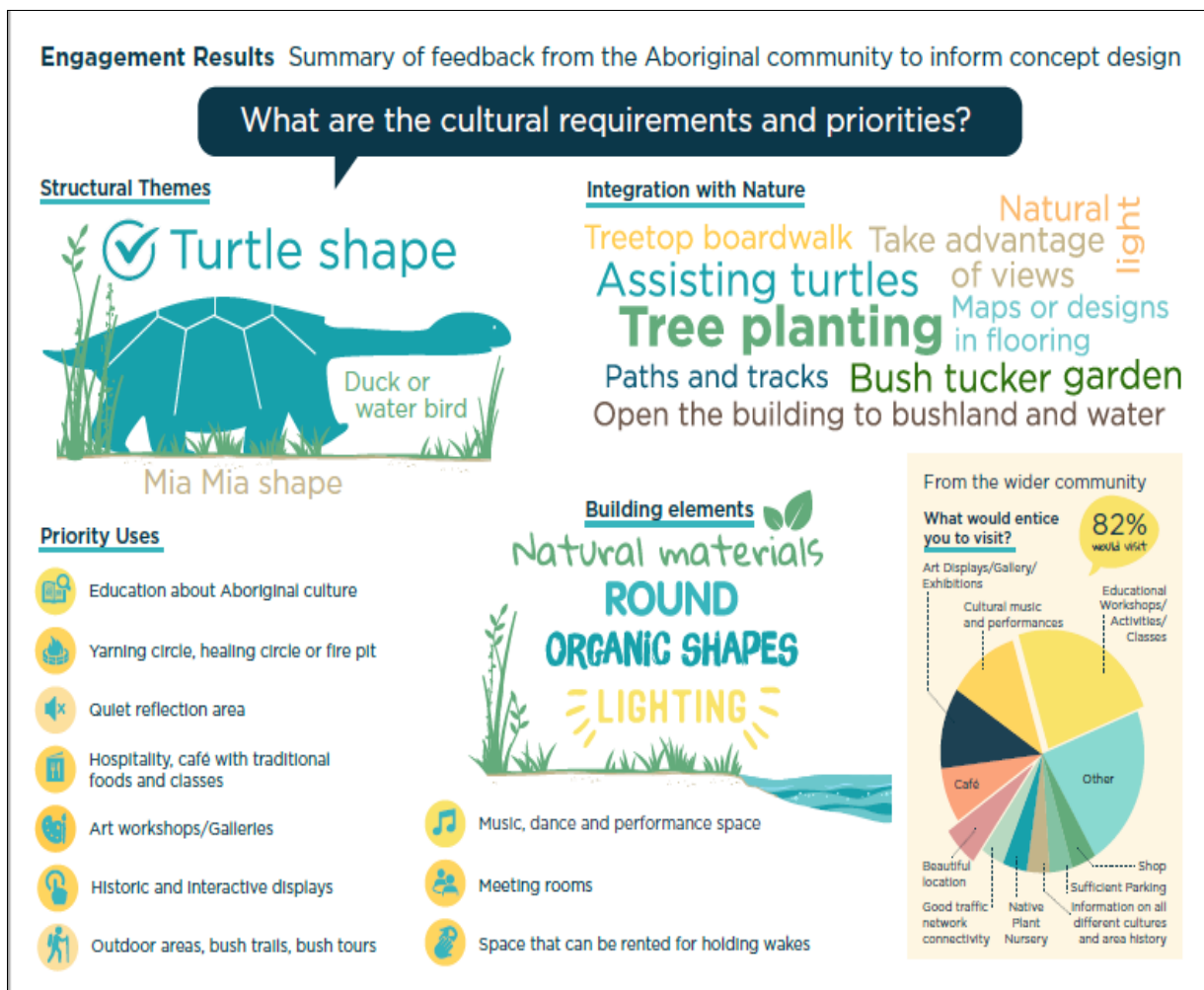
In 2019, consultants Keogh Bay, on behalf of the City of Cockburn, undertook a range of culturally appropriate consultations with the Aboriginal Reference Group, broader Aboriginal community, Aboriginal Elders and Whadjuk Nyungar Traditional



Owners to establish the priority themes for the development of the Aboriginal Cultural and Visitors Centre. These consultations included:

The City also conducted a general public consultation in 2019 through a Comment on Cockburn survey and a drop in session which identified that 82% of respondents were interested in visiting the Aboriginal Cultural and Visitors Centre.

A summary of the consultation results are in the below Infographic.



Recent community consultations have informed the design and confirmed the Centre continues to be a need and high priority for both the Aboriginal community and the wider community.

As the Aboriginal Cultural and Visitors Centre has been discussed by local Nyungar people for many years there is a remarkable level of consistency and agreement about its overall purpose and design which has now been captured into the design.

An extensive list of other stakeholders were consulted in 2019/2020 including nearby businesses, Wetlands Precinct, local schools, community reference groups, Bibra Lake resident association and environmental groups.

Stakeholder feedback indicated strong support for the design of the Centre and the opportunities the development will bring to the District. There were some concerns raised that the design needed to minimise the number of trees removed. The City confirmed that it is actively trying to minimise clearing through the orientation of the building, but that it also needs to meet Statutory Planning and Building requirements regarding Bushfire Management or other development conditions.

In May, June, July and August 2021 additional four (4) group consultations occurred, along with individual consultation with six (6) key stakeholders including Traditional Owners and Aboriginal Elders.

The stakeholder consultation to date has been supportive of the Cultural Centre design in particular the rotation of the design for the environmental benefits.

The Aboriginal Reference Group (ARG) at its meeting 13 September endorsed the updated design.

### **Risk Management Implications**

The City has progressed the design of the Aboriginal Cultural and Visitors Centre in accordance with previous Council decisions and extensive Aboriginal Community Consultation.

There would be a high likelihood of significant reputation damage in particular with the Aboriginal Community and key external funding partners should the City not proceed with the Centre, as the Centre was previously endorsed by Council and is a key objective of the City's Reconciliation Action Plan.

There would be risk financially for current active contractual obligations in place for consultants, expenditure already made and committed funds.

### **Advice to Proponent(s)/Submitters**

N/A

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

Nil







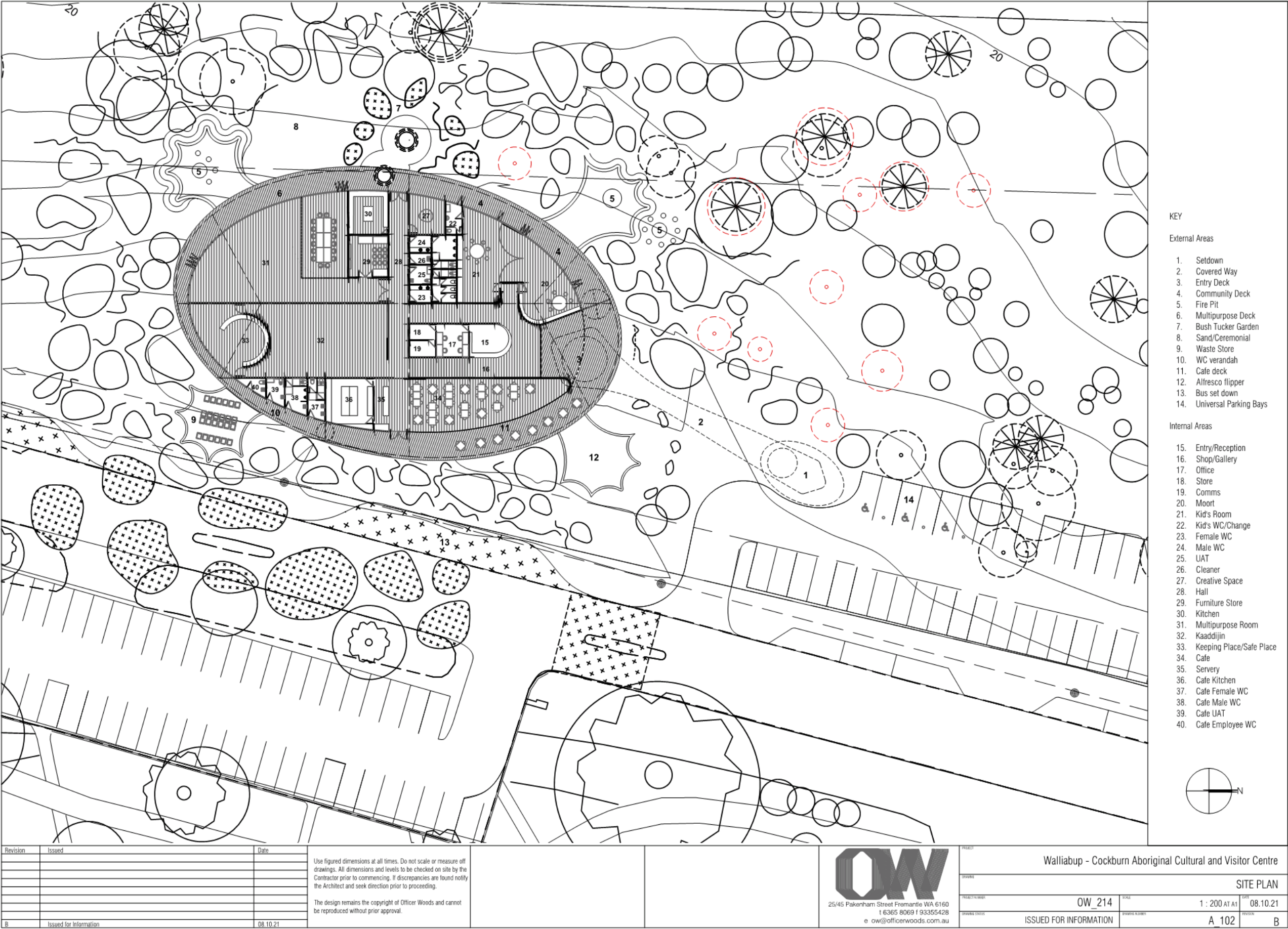












**16.2 (2021/MINUTE NO 0244) Dog On-Leash Beach Community Consultation Update****Author** M Emery**Attachments** N/A**RECOMMENDATION**

That Council:

- (1) NOTES this report; and
- (2) NOTES that the final report will be presented to the 10 February 2021 Ordinary Council Meeting.

**Council Decision**

MOVED Mayor L Howlett SECONDED Cr M Separovich

That Council:

- (1) as recommended; and
- (2) NOTES that the final report will be presented to 10 February 2022 Ordinary Council Meeting.

**CARRIED UNANIMOUSLY 9/0****Reason**

The correct date of 2022 is required to be shown in (2) above.

**Background**

At the 8 July 2021 Ordinary Council Meeting, Council resolved the following;

That Council:

- (1) ENDORSES Options 1, 3 and 4 listed within this report to be released for community consultation;
- (2) ADDS Option 5: Designate up to 400 metres of the southern end of CY O'Connor dog beach area (currently dog off-leash) as an on-leash dog beach (recommended for community consultation);
- (3) REQUIRES that a final recommendation be presented to Council inclusive of the community consultation results by December 2021; and
- (4) NOTES that Option 2 has been discounted due to the Department of Biodiversity, Conservation and Attractions not being supportive

A report has been prepared for the December Council meeting which provides updated information on the consultation process and timing.





**Submission**

N/A

**Report**

In accordance with Council's decision at the July 2021 Ordinary Council Meeting, the City engaged an external research consultant Catalyse Pty Ltd, to design and commence the community consultation on Council's four approved options.

Following the July Ordinary Council Meeting, a Special Electors' Meeting was held on 28 July 2021, which passed two motions regarding the potential creation of an on-leash dog beach at Woodman Point and a related community consultation process. Due to the Special Electors' Meeting motions being carried, a report was then required to be prepared and presented at the September Ordinary Council Meeting.

Due to the possibility that Council may have decided to revoke their previous decision, the City had due regard to the motions passed at the Special Electors Meeting and held back from releasing the community consultation until after the September Ordinary Council Meeting.

Postponing the commencement of consultation until after the September Ordinary Council Meeting provided Council the opportunity to revoke the decision should they wish to do so and then amend their previously approved consultation options, without causing public confusion part way through the community consultation process.

Elected Members were informed of the delay to the consultation commencement date prior to the July 2021 Special Electors' Meeting, and prior to the September Ordinary Council Meeting.

Following the amended closing date (5 November 2021), Catalyse Pty Ltd requires sufficient time to:

- correlate all online and postal surveys
- review and analyse the survey responses
- note any submissions.

Once Catalyse Pty Ltd has produced the consultation report, the City also then requires time to review the community consultation to ensure any recommendation provided to Council is reviewed internally.

Due to the above time constraints, it was not possible for the report to be completed and presented to Council at the December Ordinary Council Meeting.

It is therefore recommended that Council note this report with the final recommendation, inclusive of the community consultation results, to be presented at the February 2022 Ordinary Council Meeting.



This delay is not likely to make a difference to the timing of any approved changes to create a dog on-leash beach, as the City would not recommend any change in zoning to dog beach access until after the 2021-22 summer period is over.

Implementing an approved change outside of the peak period is likely to reduce any confusion and enable improved communication with the community.

### **Strategic Plans/Policy Implications**

#### Community, Lifestyle & Security

A vibrant healthy, safe, inclusive, and connected community.

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

#### Listening & Leading

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

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

### **Budget/Financial Implications**

N/A

### **Legal Implications**

N/A

### **Community Consultation**

The community consultation process and outcomes will be outlined in a future report to Council.

### **Risk Management Implications**

Their “low” level brand and reputation impact associated with this item.

### **Advice to Proponent(s)/Submitters**

N/A

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

Nil



### 16.3 (2021/MINUTE NO 0245) Adoption of the Community Safety and Crime Prevention Plan 2022-2027

**Author** M Emery

**Attachments** 1. Community Safety and Crime Prevention Plan 2022-2027 [↓](#)

#### RECOMMENDATION

That Council:

- (1) ADOPTS the Community Safety and Crime Prevention Plan 2022–2027; and
- (2) CONSIDERS budget allocations to resource the Plan's initiatives within the relevant financial year.

#### Council Decision

MOVED Cr C Stone SECONDED Cr K Allen

That Council:

- (1) DEFERS adoption of the Community Safety and Crime Prevention Plan to a future Council Meeting;
- (2) REQUIRES a report providing further information and justification as outlined in the reason; and
- (3) INVESTIGATES putting the Community Safety and Crime Prevention Plan out for community consultation.

**CARRIED 5/4**

**For:** Deputy Mayor T Widenbar , Cr K Allen, Cr M Separovich, Cr C Terblanche, Cr C Stone

**Against:** Mayor L Howlett, Cr P Corke, Cr T Dewan, Cr P Eva

#### Reason

Concerned that some objectives in this strategy may be over-reaching our role in LG and should perhaps be initiatives run by WA Police instead.

Also require more information on the following to make an informed decision on:

- current use and success of existing Mobile CCTV units and justification of why to increase the numbers of these
- justification for each proposed new fixed CCTV location such as crime stats, complaints received, value of damage to assets etc.
- how this avoids possible duplication of State Govt incentives for CCTV and Senior safety
- justification for why Local Government is planning to monitor commercial premises
- What the full budget implications are over the term of the Strategy.

#### Executive Comment

- Community Safety is the number one community priority, with CCTV ranked the second highest in the 2021 Community Scorecard Survey.



- 
- The Edith Cowan University (ECU) independent study identifies CCTV is successful and decreased crime by approximately 13% (pg 78).
  - CCTV data is used frequently by CoSafe and Police and the CCTV location plan is based on areas of community concern and known hotspots monitored by CoSafe and Police.
  - Crime data from WAPOL is not available for specific proposed CCTV locations it is only available on a suburb level.
  - The draft Plan including expansion of CCTV and proposed subsidies have been developed in accordance with the May 2020 OCM Council resolution.
  - The Plan does not intend to monitor commercial premises. The aim is to support local businesses with crime prevention and reporting. Retail theft is the highest reported crime category within the City (pg 13).
  - The full budget implications for the Plan are in Annexure 2 (pg 27) and provides cost of all FY22 and future proposed projects in the Plan.
  - Deferring consideration of the Plan will delay implementation. Council may consider putting the Draft out for public comment as an alternate.

## Background

At the 14 May 2020 Ordinary Council meeting, Council resolved to;

- 1) *endorse the review and drafting of a new Community Safety and CCTV Strategy to occur in 2021;*
- 2) *include the installation of CCTV in Treeby and the development of a CCTV Subsidy Scheme as items to be considered as part of the development of the Community Safety and CCTV Strategy 2021; and*
- 3) *expand the current Seniors Security Subsidy to include CCTV systems for current eligible residents.*

Presenting this document as a plan aligns with the City's overall intent to rationalise the number of strategies to the organisation's divisional areas or as required by legislation or external parties.

Community Safety is an important priority for the Cockburn community. According to the 2021 Catalyse Market research, Community Safety is the leading priority for the Cockburn community. Improving the safety of our community is also identified within the City's Strategic Community Plan.

Together with the WA Police and numerous other stakeholders, the City provides community safety services, such as CoSafe, CCTV in public places, security subsidies and numerous other early intervention and prevention programs.

The proposed Community Safety and Crime Prevention Plan aims to coordinate initiatives with stakeholders and ensure there is a coordinated process to improve community safety actions and reduce duplication done by other stakeholders.



## Submission

N/A

## Report

The feeling of safety and avoiding becoming a victim of crime is the desire for all residents within Cockburn and the broader community across Australia. The desire for safety is reflective within the City's annual community scorecard, where residents can identify their priorities for community services provided by the City.

Ensuring the City continues to provide a vibrant, healthy, safe, inclusive and connected community is an outcome identified within the City's Strategic Community Plan 2020-2030 and the Corporate Business Plan 2020 to 2024. The Community Safety and Crime Prevention Plan 2022-2027 (CSCP) has been developed to support these strategic priorities.

Effectively managing the City's response to support improved community safety requires a coordinated effort with residents, visitors, businesses, community groups and State Government service providers. To coordinate these efforts, the CSCP proposes four key objectives to guide the City's response to improving our community's real and perceived safety.

The four objectives are:

- Strengthen Partnerships through Collaboration and Advocacy
- Reducing the Opportunity for Crime through Technology
- Increase Awareness of Community Safety and Crime Prevention
- Early Intervention to Improve the Wellbeing of our Community.

Among the four objectives, some of the key new initiatives include:

- Provide an Aboriginal Ranger Traineeship program
- Expanding the City's Artificial Intelligence (AI) CCTV software to more fixed camera locations
- Roll out Project BETTI – A Citywide security and CCTV upgrade of well-utilised community facilities
- Coordinate the rollout of CCTV to public spaces throughout the City
- Expand the City's mobile fleet of CCTV cameras
- Test new Internet of Things (IoT) technologies, such as the LoRaWAN network
- Provide Crime Prevention Through Environmental Design (CPTED) training to the community
- Advocate for increased CCTV by Main Roads and Public Transit Authority around the Metronet site.

The Plan's rollout will be monitored by the City's Crime Prevention Reference Group. Performance measures of its success are listed in full within the Plan.



**Strategic Plans/Policy Implications**Community, Lifestyle & Security

A vibrant healthy, safe, inclusive, and connected community.

- A safe and healthy community that is socially connected.

**Budget/Financial Implications**

The overall cost to implement the outcomes of the proposed Community Safety and Crime Prevention Plan 2022–2027 is approximately \$4.1m for the life of the Plan.

The Plan's projected expenditure is consistent with the Long-Term Financial Plan projections and annual spending on community safety.

The primary spend is in the continued rollout of CCTV to City facilities and public open spaces, which equates to \$3.1m.

All items included within the Draft Plan are subject to Council's annual budget deliberation process.

**Legal Implications**

Installing closed-circuit television (CCTV) is regulated by Surveillance Devices Act 1998.

**Community Consultation**

As part of the overall development of the proposed Community Safety and Crime Prevention Plan 2022 – 2027, the City Officers conducted a comprehensive community engagement process with the assistance of two external consultants, Edith Cowan University (ECU) and Catalyse Pty Ltd.

*Edith Cowan University*

ECU developed a community survey to determine public perception of crime, disorder and anti-social behaviour.

This survey included categories of behaviour that may not have been captured in official data. The survey also assessed community perceptions of what is needed to prevent crime and improve community safety in the area. Although the survey had 13 questions and response fields, the research was guided by the following overarching principle questions:

- What is the prevalence of crime and anti-social behaviour in the City of Cockburn?
- What are community perceptions of crime, anti-social behaviour and community safety?
- What are stakeholder perceptions of crime, anti-social behaviour and community safety?

The ECU survey received over 900 submissions online or via in-person workshops.



**Catalyse**

The Catalyse data provided was from further analysis of 502 community feedback surveys from the 2021 Community Scorecard. Feedback from this research identified the community would like the following:

- Provide increased frequency of CoSafe patrols and improve how CoSafe responds to community concerns
- Advocate for a greater Police presence and stronger enforcement of criminal and anti-social behaviour
- Provide more CCTV in public places and residential areas
- Provide improved reporting and follow-up communications with residents who support issues
- Advocate for homeowners to install more security measures
- Educate residents about safety
- Provide improved lighting in streets, parks and public places
- Engage with young people and provide more youth activities.

These community consultation and research results have informed the development of the plan.

**Risk Management Implications**

If Council decides not to adopt the proposed Community Safety and Crime Prevention plan 2022 – 2027, there is a potential "Moderate" level of associated reputational risk with this item. The elevated risk is caused by community safety being a high priority for the community.

**Advice to Proponent(s)/Submitters**

N/A

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

Nil





# Community Safety and Crime Prevention Plan 2022-2027



City of Cockburn website: [www.cockburn.wa.gov.au](http://www.cockburn.wa.gov.au)



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### Acknowledgement of Country

The Mayor, Councillors and staff of the City of Cockburn acknowledge the Whadjuk Nyungar people of Beeliar boodja as the traditional custodians of this land. We pay our respect to the Elders, past, present and emerging.



## Executive Summary

The feeling of safety and avoiding becoming a crime victim is a desire for all residents within Cockburn and the broader community across Australia. Crime and anti-social behaviour issues are often brought about by more prominent complex societal factors and frequently not quickly resolved. At the same time, mitigation programs are difficult to effectively gauge their successes.

The City is just one part of the broader community's responsibility to promote and provide a safer community for those who live, visit, invest, and work within the City of Cockburn.

The Cockburn community regularly identifies community safety as a priority within the City's Strategic Community Plan.

Effectively managing the City's response to support improved community safety requires a coordinated effort with residents, visitors and State service providers.

To coordinate these efforts, the City has developed the Community Safety and Crime Prevention Plan 2022-2027.

**The Plan proposes four key objectives;**



**Strengthen Partnerships through Collaboration and Advocacy;**



**Reducing the Opportunity for Crime through Technology;**



**Increase Awareness of Community Safety and Crime Prevention;**



**Early Intervention to Improve the Wellbeing of our Community.**

The approaches mentioned above will address community priorities by making Cockburn a safer place to be.

## Introduction

According to annual community perception surveys, community safety has been the highest priority within recent years. Although the highest priority, the City's community safety and crime prevention services attract high levels of community satisfaction.

The City has been a leader in this space and completed many sector first initiatives to benefit the community.

Ensuring the City continues to provide a vibrant, healthy, safe, inclusive and connected community is an outcome identified within the City's Strategic Community Plan 2020-2030 and the Corporate Business Plan 2020-2021 to 2024-2025. The Community Safety and Crime Prevention Plan 2022-2027 (CSCP) has been developed to support these strategic priorities.

This Plan was developed on the years of growth by the City's existing operations and independent research conducted by leading academia in Criminology from Edith Cowan University and further detailed analysis of the community's annual perception survey.

The actions within this Plan are in addition to the already extensive existing business as usual activities conducted by the City. The Plan highlights future initiatives to continue to make Cockburn a true leader in community safety and drive improved security for our residents, visitors and businesses.

## Links to the Strategic Community Plan 2020–2030

The Community Safety and Crime Prevention Plan 2022-2027 supports and underpins the Corporate Business Plan Outcome 3: Community, Lifestyle and Security. More specifically;

*Work to increase understanding and compliance to relevant state and local government local laws to improve safety and amenity to the City's residents, businesses and visitors. A range of education; prevention and mitigation; and enforcement strategies are used.*

### AND

*Continue to provide best practice mobile security patrolling. Oversee the development of the CCTV camera network and artificial intelligence software, to develop a smarter, safer City.*



## What is crime prevention and the perception of community safety?

### Crime prevention:

Crime prevention focuses on deterring criminal activity and reducing crime. It aims to eliminate factors that lead to crime occurring.

### Perception of community safety:

It is vital that people feel safe living in, working in and visiting Cockburn.

Feeling unsafe can lead to people avoiding certain places and discourage people from being actively part of their communities. Nationally, it is common for gaps between perceptions of crime in an area and the actual risk of experiencing crime.

While this is the case, community members have expressed concern and genuine fear of crime in Cockburn and their personal safety.

Informed by crime statistics, this Plan (this document) aims to paint an accurate picture of crime in the area. Misconceptions about the actual risk of crime can undermine perceptions of safety. This Plan seeks to address these issues and improve how safe the community feels in the City of Cockburn.

## Review of Community Safety and Closed Circuit Television (CCTV) Strategy 2017-2022

The City's Community Safety and Closed Circuit Television (CCTV) Strategy 2017-2022 was reviewed ahead of its intended document life due to the early completion of the actions listed.

As part of the previous strategy we have completed 100% of all our CCTV projects expanding the City's CCTV network to;



500 fixed cameras



12 Rapid Deployment Kits



30 mobile cameras



## Recent Highlights: City's Crime Prevention and Community Safety Initiatives



### CoSafe Review

A comprehensive review of CoSafe in 2019, resulting in the City changing the operating model and functions of the service.

The new CoSafe service is now overseen by City employed staff 24 hours a day. This improves oversight and has been authorised with expanded powers to manage local law matters.

This service resulted in;

- Saving the City over \$0.5 million.
- impounding 20 bikes and serving 3 warrants.
- working with WA Police on 441 incidents.



### CCTV Artificial Intelligence

The City has been leading the way in trialling artificial intelligence (AI) solutions since 2013. In recent years the technology has dramatically improved and is achieving high accuracy rates. The City has trialled the technology at the Success Regional Sporting Facility as a pilot initiative.

The City is currently rolling out a comprehensive AI solution to many CCTV cameras throughout the City. This roll-out will increase the detection of anti-social behaviour and allow for automated alerts to be sent to CoSafe and WA Police.

The City has also increased the number of License Plate Number Recognition (LPNR) cameras in suburban areas to aid law enforcement partners to identify suspects of local crimes.



## Recent Highlights: City's Crime Prevention and Community Safety Initiatives



### Police Dashboard

With the new CoSafe service introduction, the City invested in a workforce distribution software through ESRI Australia. As part of the development of this solution, a dedicated police dashboard has been created, giving police real-time information and reports completed by CoSafe Officers.

The dashboard allows police to historically search by key descriptors, such as vehicles, persons of interest and community calls to CoSafe.

Within one week of operation, the dashboard led to an arrest of a person charged with residential burglary.



Treeby Community and Sports Centre Project - Artist impression

### Building Efficiencies Through Technological Innovation (Project BETTI)

The City has commenced a City wide upgrade of access control and security systems at most community facilities.








Once completed, residents will be able to hire community facilities online and use their mobile phone and other devices to unlock buildings during their hire period.

The project will increase the City's CCTV network by approximately 250 cameras, around some of the City's busiest buildings and reserves.

## Existing Services & Initiatives

Organisationally, the City of Cockburn undertakes numerous community safety initiatives as business as usual processes.

We contribute to this through the provision of the following services and initiatives:

Service/Initiative	Description
 <b>CoSafe</b>	A 24/7 mobile response service that provides specially trained officers to manage a wide range of issues within the community, including anti-social behaviour, suspicious behaviour, noise complaints, vandalism and various other concerns.
 <b>Technology/CCTV</b>	The City manages over 500 fixed CCTV cameras and 30 mobile cameras, which are deployed on vehicles or in hotspot areas.
 <b>Youth and Family Services</b>	Supports young people and their families through group programs and activities. Youth Services also work closely with WA Police Youth Engagement Officers to improve the take-up of support services by at-risk youth.
 <b>Youth XLR8 Program</b>	In collaboration with WA Police, Cockburn Youth Services, City mechanics and the coastal motorcycle club, the Youth XLR8 Motocross program is targeted to engage young people aged 14 years and over, who may benefit from mentoring and guidance. Access to the program is by referral from key organisations.
 <b>Neighbourhood Watch</b>	Cockburn has an active Neighbourhood Watch group, with representatives from most suburbs. The group of volunteers participates in crime prevention initiatives, including antitheft screw installations, providing bicycle D-locks, letterboxing and information displays at shopping centres and community events.
 <b>Graffiti Removal</b>	The City has a KPI to remove offensive graffiti within 3 business days. The City also removes graffiti that is visible to the public on residential and commercial property free of charge if it is considered to be of a racist or obscene nature.
 <b>Community Safety</b>	The City employs a team within the Safer Cities Service Unit. This team helps coordinate, and contributes to the implementation of various strategies, plans and initiatives to improve the ongoing safety of the community.

## Existing Services & Initiatives

Service/Initiative	Description
 <b>Rangers</b>	Operating 7 days per week, Rangers provide peace of mind to residents through patrols, complaints relating to animals, litter, parking and off-road vehicles. At times, the Rangers work to resolve neighbourhood disputes by acting as an intermediary.
 <b>Community Development</b>	The Community Development team works with community members, volunteers and not for profit organisations to support and contribute to the community in which people feel a sense of belonging and connection.
 <b>Waste reduction</b>	Waste Services ensure the City's streetscapes are kept in presentable condition and reduce litter. Hole top bins with locks are used in specific areas. Locks provided on bin enclosures and rubber rosettes over bin holes to prevent access. Covert cameras are also set up in illegal dumping areas in conjunction with the Community Safety and Ranger Services team.
 <b>Public Safety Education</b>	The City facilitates Cyber Crime Prevention workshops, Seniors Safety workshops, and general crime prevention presentations in partnership with WAPOL.
 <b>Events and Community Bookings</b>	Recreation Services have strict criteria applicants must meet to use any of the City's halls and venues. Age limits, alcohol consumption, security requirements, and noise restrictions apply to bookings. WA Police and CoSafe are notified of any one-off party bookings if deemed 'high risk'.
 <b>Planning - Crime Prevention through Environmental Design (CPTED)</b>	The City incorporates CPTED strategies into the design of buildings and public open space as part of a holistic approach to crime prevention through passive surveillance.
 <b>Collaboration with agencies</b>	The City partners with many agencies and businesses, including but not limited to WA Police, Neighbourhood Watch, CrimeStoppers, Cockburn Gateways, other Local Governments and various organisations across WA, to reduce crime in our community. The City supports the Crime Prevention Reference Group, which makes recommendations about safety and crime prevention.



## Community Consultation and Input

To develop this Plan, the City engaged two external consultants, Edith Cowan University (ECU) and Catalyse, to undertake extensive community consultation. The objective of this consultation was to assess the prevalence of crime, actual reported crime and identify community concerns within Cockburn.

The action items in this Plan have been developed based on this community engagement, statistics, strategic priorities and relevant literature.

The ECU engagement analysed the views of more than 900 people either via an online survey, face to face via interviews or focus groups as part of this consultation phase.

The average age of participants was 48.9 years, ranging from 14-88 years old. 539 female, 349 male, 3 non-binary & 15 non - indication.

The engagement process further included;

The findings of the Catalyse consultation were formed on 502 surveyed residents as part of the City's Annual Community Perceptions Scorecard.

### Edith Cowan University

As part of the ECU scope, the community survey was developed to determine community perceptions of crime, disorder and anti-social behaviour.

This survey included categories of behaviour that may not have been captured in official data. The survey also assessed community perceptions of what is needed to prevent crime and improve community safety in the area.

Although the survey had 13 questions and response fields, the research was guided by the following overarching principle questions;

What is the prevalence of crime and antisocial behaviour in the City of Cockburn?

What are community perceptions of crime, anti-social behaviour and community safety?

What are stakeholder perceptions of crime, antisocial behaviour and community safety?

### ECU suggested strategies:

The outcome of the ECU report focused on six key themes;



Monitored street and residential CCTV



Micro dotting of goods



Targeted hot spots approaches to crime prevention



Approaches to urban renewal and/or community design



Security services/presence



Resident groups

## Catalyse

The Catalyse data provided was from further analysis of community feedback from the 2021 Community Scorecard.



Surveyed  
**502**  
residents



Safety is a greater concern among families with teenagers and those who speak a Language other than English (LOTE) at home.



Safety, security and crime prevention was the #1 priority



**79%** of respondents gave a positive rating with a performance index score of **56/100**

### Suggested actions;

Provide increased frequency of CoSafe patrols and improve how CoSafe responds to community concerns

Advocate for greater Police presence and stronger enforcement of criminal and anti-social behaviour

Provide more CCTV in public places and residential areas

Provide improved reporting and follow-up communications with residents who support issues

Advocate for homeowners to install more security measures

Educate residents about safety

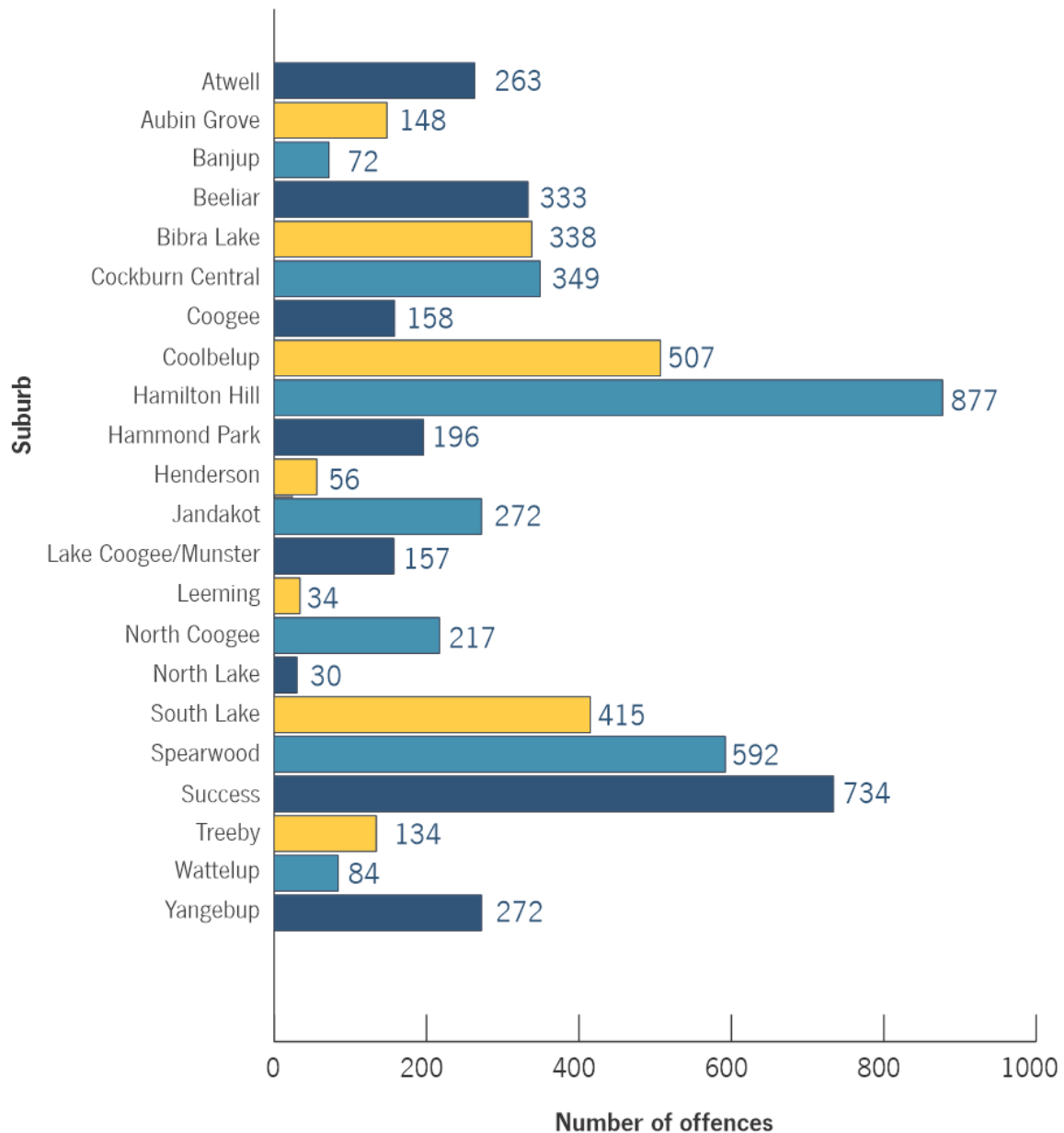
Provide improved lighting in streets, parks and public places

Engage with youth and provide more youth activities

## Crime Trends

The purpose of this analysis was to ensure the actions proposed as part of this Plan would be reflective of reported crimes within the City.

### Crime in Suburbs July 2020 – June 2021

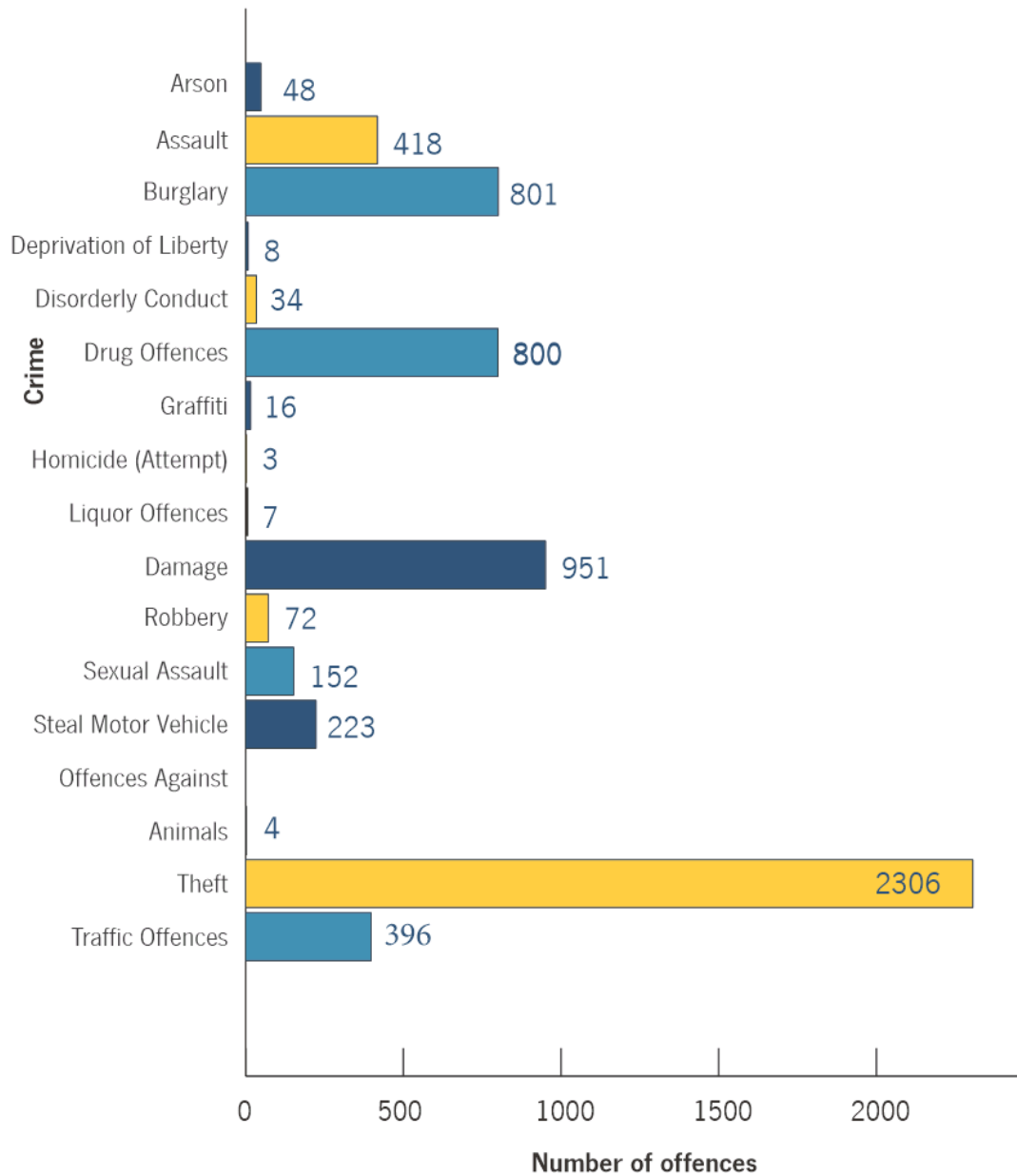


Source: Western Australian Police Force

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## Crime Trends

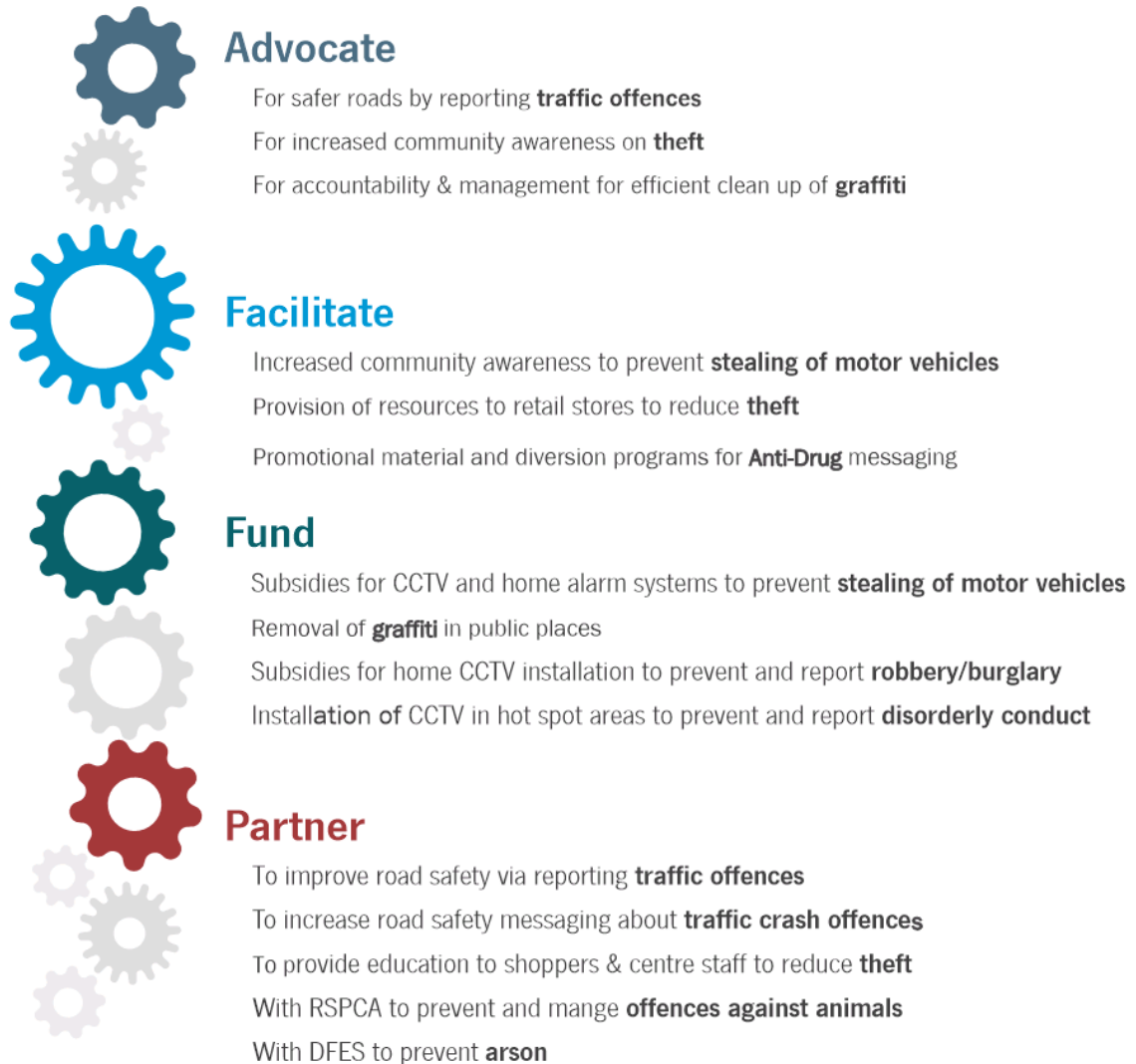
### Crime Category July 2020 – June 2021



Source: Western Australian Police Force

## The City's Role in Community Safety and Crime Prevention

As a local government, the City is only one part of the broader social response to keeping our community safe and preventing crime. All communities and levels of government have their role in keeping residents safe. The Image below highlights where the City is placed in this social response.



## Key Strategic Objectives

This Plan 2022-2027 provides a framework to guide the City and its partners to improve our communities sense of security and invest in broader social initiatives designed to contribute to the community's overall wellbeing.

It also recognises that the City cannot address many of these factors alone. Working with other stakeholders, including local businesses, government agencies, and the community, is vital to the plans success.

This Plan 2022-2027 is underpinned by four key objectives;



1. **Strengthen Partnerships Through Collaboration and Advocacy;**



3. **Increase Awareness of Community Safety and Prevention;**



2. **Reducing the Opportunity for Crime Through Technology;**



4. **Early Intervention to Improve the Wellbeing of our Community.**

Each objective is explained within the below section, and specific action items are added to each objective area.

The following actions are used to determine the City's role in each objective;



**Advocate** – As the closest level of government to the community, we are a voice for the community about community safety.



**Facilitate** – We help to make it possible or easier for our communities.



**Fund** – We fund external organisations or companies to provide services or infrastructure.



**Partner** – We form strategic alliances with other interest groups and organisations to achieve our outcomes.

## Objective 1 – Strengthen Partnerships Through Collaboration and Advocacy

Objective 1 is to enhance community safety and reduce criminal and anti-social behaviour through collaboration with key interest groups and agencies.

Objective 1 also focuses on upskilling Neighbourhood Watch (NHW) volunteers. Making NHW a desirable place and group for residents with community safety interests to be a part of and promote the values of NHW to the Cockburn community.

Objective 1 Deliverables					Timeframe		
Action	Lead	Budget (\$)	Measure of Success		Short Term	Mid Term	Long Term
1.1 <b>Facilitate</b> a teachers package for primary and secondary schools, increasing youth awareness of community safety programs and services.	Safer Cities	Existing	Program implemented within the allocated timeframe and provided to all public and private schools within the City. The program meets the relevant curriculum guidelines.		X		
1.2 <b>Provide</b> an Aboriginal ranger traineeship program.	Rangers	\$40,000 p/a New	A suitable candidate is employed and provided ranger training within 12 months. Improving and maintaining community relationships.		X	X	X
1.3 <b>Advocate</b> for better accountability and management of freight rail links operated by ARC Infrastructure.	Safer Cities	Existing	Increased response to the clean-up of graffiti and damaged fences by ARC Infrastructure.		X	X	X
1.4 <b>Facilitate</b> the City's Crime Prevention Reference Group.	Safer Cities	Existing	Improved representation of members and advocate for community safety outcomes relevant to the community.		X	X	X
1.5 <b>Partner</b> with WA Police to provide training opportunities for Cockburn NHW volunteers.	Safer Cities	\$20,000 (\$5k p/a) Funded by existing municipal funds.	Increase the desirability of joining NHW. Increasing new volunteers who are entering the workforce.		X	X	X

Objective 1 Deliverables					Timeframe		
	Action	Lead	Budget (\$)	Measure of Success	Short Term	Mid Term	Long Term
1.6	<b>Advocate</b> for increased support by the State government to NHW and future ways to engage younger members via online and social media platforms.	Safer Cities	Existing	Increased WA Police support for the program and renewal of the State's NHW Strategy. Implementation of online forums and groups available.	X	X	X
1.7	<b>Fund</b> a review of the City's community safety social media messaging.	Safer Cities	\$10,000 New	Improved messaging of community safety via social media platforms, resulting in higher post engagements and community sharing.	X		
1.8	<b>Advocate</b> for increased CCTV and surveillance at the Australian Marine Complex, Henderson.	Community Safety and Ranger Services	Existing	Secure funding to implement CCTV in and around the Marine Complex, improving the area's security and business desirability to invest within the precinct.	X	X	X
1.9	<b>Facilitate</b> the trial of the LED street lighting within identified residential areas.	Civil Infrastructure	Funded outside of this Plan	Measures of success are identified within the project plan of the trial.	X	X	X
1.10	<b>Facilitate</b> with local communities to paint murals on the City's movable CCTV (RDK) units.	Safer Cities	Existing	100% of RDK units painted within 12 months of the project commencement and repainted every 18 months.	X	X	X
1.11	<b>Advocate</b> for increased Police resources within the Cockburn Area.	Community Safety and Ranger Services	In-Kind	Using the appropriate forums advocate for an increased Police response to ongoing anti-social issues and timely response to crime.	X	X	X



## Objective 2 – Reducing the Opportunity for Crime Through Technology

The use of technology to improve safety is an increasing trend within the community. CCTV monitoring of public open spaces shows improvements in the perception of crime reduction and the overall sense of security by residents.

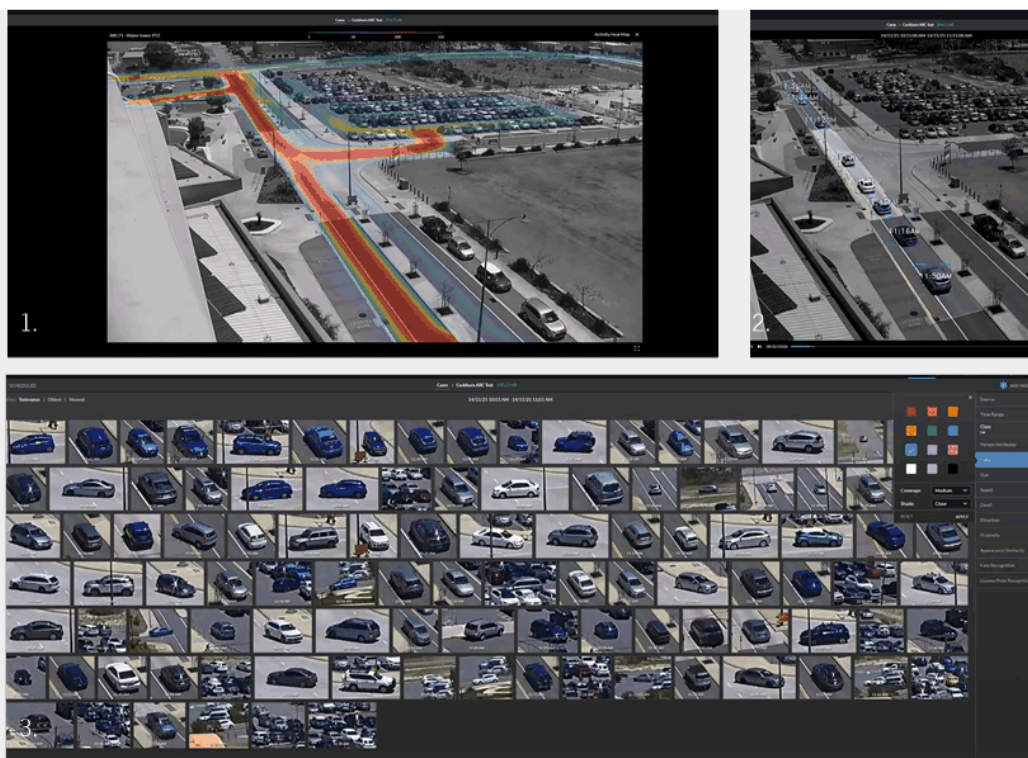
Technology such as artificial intelligence combined with an extensive CCTV network improves evidence to identify offenders. Ultimately this leads to increased arrest rates or prevention of crime in the first place.

Using research outcomes of the Catalyse study, Objective 2 also recommends introducing a home subsidy scheme for homeowners to install their own CCTV networks. The increased surveillance around residential homes will decrease the risk of burglaries and improve the feeling of safety while at home.

Stealing was the highest reported crime to police between July 2020 - July 2021. Stealing is often seen as a low-level but high volume crime by the police and shopping centre security.

With the advances in technology and the increasing shopping precinct in Cockburn Central, the City believes there is an emerging area that, with the help of technology, could reduce the volume of stealing.

Reducing the risk of stealing will improve local business with loss prevention, increasing business desirability to stay in Cockburn. Reducing this behaviour will reduce the likelihood that retail theft becomes a 'entry level crime' in youth to undertake broader crime within the community if apprehended earlier.



Briefcam - 1. Car movements 2. Time of cars movements 3. Blue cars selected and display on Briefcam Video Analytics Platform - Footage collected from Cockburn ARC CCTV. Cameras.

Objective 2 Deliverables					Timeframe		
	Action	Lead	Budget (\$)	Measure of Success	Short Term	Mid Term	Long Term
2.1	<b>Fund</b> an expanded use of Artificial Intelligence across the City's CCTV network.	Community Safety and Ranger Services	\$150,000 (\$75k p/a)	Installation of AI on identified cameras within public open spaces and hotspot areas.	X	X	
2.2	<b>Facilitate</b> a residential home subsidy or purchase scheme for the installation of residential CCTV systems.	Safer Cities	\$200,000 (\$50k p/a)	The number of residents take up the subsidy.	X	X	X
2.3	<b>Fund</b> the Project BETTI roll-out plan. (Annexure 1)	Community Safety and Ranger Services	\$1,375,000	Completion of the project on schedule and within the project tolerances.	X	X	X
2.4	<b>Fund</b> the CCTV Roll-out plan attached as Annexure 2 of this Plan.	Community Safety and Ranger Services	\$1,190,000	Completion of the projects on schedule and within the allocated budget.	X	X	X
2.5	<b>Fund</b> the expansion of mobile CCTV cameras fleet.	Community Safety and Ranger Services	\$90,000	Completion of the project on time and within the allocated budget. Increased use of the mobile systems in consultation with the WA Police.	X	X	
2.6	<b>Facilitate</b> a Cockburn Central retail network to identify repeat shoplifters through AI and shopping centre CCTV systems.	Safer Cities	In-kind (CoC Contribution)	Implementation and financial funding from shopping centres within Cockburn Central and major retail outlets. Note: The City will seek external funding to implement this project.		X	X
2.7	<b>Fund</b> a public upload cloud to correlate possible offenders captured on private and business-owned CCTV.	Safer Cities	\$30k	Successful implementation of the concept and use by the public and police.	X		
2.8	<b>Fund</b> a super trial of Internet of Things (IoT) or LoRaWAN devices to selected parks to aid community safety and smarter cities.	Community Safety and Ranger Services	\$30k	Successful implementation of the project and selected locations and incorporation into the CoSafe service.	X		

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### Objective 3 – Increase Awareness of Community Safety and Crime Prevention

The City aims to increase awareness of community safety and how to prevent crime while improving security. Through these awareness programs, the community will better understand the local environment and its associated risks, contributing to a better quality of life by reducing unjustified fears.

Creating stronger community links can also detect crime, as unusual or suspicious activity is more likely to be reported to the police.

Empowering the community through education and other means will influence the perceived perception of crime and where people are informed, engaged and welcome.



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Objective 3 Deliverables					Timeframe		
	Action	Lead	Budget (\$)	Measure of Success	Short Term	Mid Term	Long Term
3.1	<b>Facilitate</b> the development of a calendar of events for October - 'Community Safety Month'	Safer Cities	Existing	The creation of a wide range of activities and inclusive events utilised by the Community during Community Safety Month.	X	X	X
3.2	<b>Facilitate</b> a 'short course' in Crime Prevention Through Environmental Design (CPTED) for residents to target harden their homes.	Safer Cities	\$15,000	The program will engage a broad age group and provide solid fundamentals of CPTED in an easy to interpret and meaningful way.	X	X	
3.3	<b>Partner</b> with WALGA to promote the WALGA Road wise program 'Community Safe Speed Promise'.	Safer Cities	Existing	Quality of the City's promotion of the program and engagement achieved.	X	X	X
3.4	<b>Partner</b> with Cockburn Gateways and Phoenix Shopping Centre to educate shoppers on the dangers of leaving items unattended.	Safer Cities	Existing	Quality of education material created and the uptake by shops take up the program. Note: the City will provide designs and materials for shops to use.		X	
3.5	<b>Provide</b> elder abuse prevention and awareness program with Council of the Ageing (COTA WA)	Safer Cities	\$5,000 (p.a.)	Number of participants attend the workshops and achieving a post-session positive rating of 90% happy with the training provided.	X	X	X
3.6	<b>Provide</b> increased awareness of CoSafe to people with a disability.	CoSafe	Existing	Number of attendances to the City's Disability Reference Group. Referrals by the City's Community Development Services.	X	X	X
3.7	<b>Provide</b> revised CCTV signs for Language other than English communities.	Safer Cities	\$8,000	100% of City CCTV signs reinstalled with a revised design.	X		
3.8	<b>Provide</b> keyed secure lockers at Omeo Wreck beach for visitors as part of a pilot project.	Safer Cities	\$30,000	Installation is incorporated into the ablution block design for the area. Lockers are accessible through a smart phone and incorporated into the City's Project BETTI system.	X		

## Objective 4 – Early Intervention to Improve the Wellbeing of our Community

Early intervention means identifying and providing practical early support to those at risk of committing or being victims of crime. Early intervention has been identified as the best way to support the community in building effective and resilient crime prevention mechanisms.

With early intervention and prevention programs, we aim to limit the number of young people at risk of offending to prevent contact with the justice system.

With a significant investment by stakeholders, early intervention programs can address the causes and risk factors of those offending.

Early intervention demands a united, coordinated and flexible approach between government departments designed and delivered in partnership with non-government organisations.



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Objective 4 Deliverables				Timeframe		
Action	Lead	Budget (\$)	Measure of Success	Short Term	Mid Term	Long Term
4.1 <b>Provide</b> the CoSafe service on a 24/7 basis.	CoSafe	\$2.5m (funded outside of the Plan)	Measures of the success of CoSafe identified within the Key Performance Indicators of this Plan.	X	X	X
4.2 <b>Provide</b> an age-appropriate social media content campaign to youth between 16 – 25) to reduce anti-social behaviour.	Safer Cities	\$21,000 (\$15k in 22/23 and \$2k p.a. until 25/26.	Quality and volume of engagement measured by social media tools. Content created should include local performance groups and artists from within the City of Cockburn area.	X	X	X
4.3 <b>Facilitate</b> a mentoring program between CoSafe and Youth.	CoSafe	\$60K	Creation of genuine relationships to improve awareness of CoSafe and other City community safety services relevant for youths.	X	X	X
4.4 <b>Facilitate</b> planning applications to ensure they meet State planning policies regarding CPTED principles.	Development & Compliance	Existing	Planning applications are reviewed following the CPTED principles required by State Planning Policy.	X	X	X
4.5 <b>Advocate</b> for Peron Group to implement a crime prevention study into major redeployment phases of Cockburn Gateways.	Community Safety and Ranger Services	Existing	The number of initiatives identified within the study incorporated by Peron Group into the redevelopment of Cockburn Gateways.	X	X	X
4.6 <b>Advocate</b> Main Roads to install CCTV into pedestrian bridges and tunnels in and around the Armadale Road to North Lake Road Bridge.	Community Safety and Ranger Services	Existing	CoC enters into a partnership with Main Roads to implement and monitor CCTV within the area. Note: The City will seek external funding to implement this project.	X	X	X
4.7 <b>Facilitate</b> the increased use of mobile CCTV units around secondary schools and promote community safety to parents of children aged between 13 – 17.	CoSafe	Existing	Deploy at least one RDK unit to a secondary school at any given time (outside of school holidays). CoSafe officers undertake targeted community engagement at least 2 times per month.	X	X	X

## Performance Measures

Each Project and Initiative added within the Plan has a measurement of success on a per-project basis.

The overall measurement of this plan will be assessed against the City's annual community scorecard and below assessment criteria.

Performance Outcome	2020-21 Current	2026-27 Target Score	2026-27 Stretch Score
<b>Community safety, security and crime prevention</b>			
Positive Rating	79%	84%	87%
Performance Index Score	56	65	70
Languages Other Than English communities	50	65	70
People with children 13 – 17	51	60	70
Home owner	56	65	70
<b>Community safety patrols (CoSafe)</b>			
Positive Rating	80%	85%	88%
Performance Index Score	61	75	80
People with a disability	56	70	75
<b>CCTV cameras (in public open spaces, parks and City facilities)</b>			
Positive Rating	72%	80%	85%
Performance Index Score	52	65	70
People with children 13 – 17	42	55	60
Languages Other Than English communities	47	55	60
<b>Service Delivery Targets of Plan</b>			
Safer Cities	N/A	100%	N/A
CoSafe	N/A	100%	N/A
Community Safety and Ranger Services	N/A	100%	N/A
Development & Compliance	N/A	100%	N/A



## Resourcing and Implementation

Additional municipal funding (outside of recurring funding) is highlighted within Annexure 2 of this Plan. Where actions fall part of commonly provided budgets, the project/ action has not been included within Annexure 2.

Although CoSafe is considered to be recurring funding for the purposes of this Plan, the estimated financial cost of CoSafe is approximately \$2.5m per year, inclusive of all internal charges. This equates to approximately \$12.8m for the life of the plan.

With the increase in technology proposed within this Plan, there may be an opportunity to rationalize the CoSafe service in the future, without impact to the core response role CoSafe plays within the community.

Where specific objectives have outlined external funding, the funding arrangements will be facilitated by the City. The City will seek to fund these projects by State/ Federal grants programs or by direct contributions from government and non-government sources.

---

## Resourcing the Plan

The City's Community Safety and Ranger Services business unit has been reviewed as part of an organisational wide restructure in 2021. As such, there is no immediate need to restructure this business unit to implement this Plan.

The Plan underpinning objectives of improving the community through education and promotion has identified a shortfall in staff to deliver some of these actions and effectively handle the growing reliance our communities have on social media.

Accordingly, the City's officers will advocate to create an additional 0.5FTE into the City's Workforce plan throughout the life of this Plan.

The 0.5FTE will further assist with public education and social media campaigns to reduce the fear of being impacted by crime by residents, visitors and businesses within Cockburn.

---

## Reporting and Revision

The ongoing reporting on the completion and updates of the Community Safety and Crime Prevention Plan 2022-2027 will be provided at and through the City's Crime Prevention Reference Group.

Throughout this plans life, snapshot surveys will be undertaken to assess the trend of performance, ensuring the City is on target to meet the performance measures identified.

The Crime Prevention Reference Group meets quarterly and has representation from the City's Elected Members, WA Police, State Agencies and key private/ public educational institutes and businesses.

Annexure 1 – CCTV Roll Out Plan



Annexure 2 – Proposed Municipal Funding

Actions Items		Short Term	Mid Term	Long Term	Total Project Cost
Objective 1 – Strengthen Partnerships Through Collaboration and Advocacy					
1.2	Provide an Aboriginal ranger traineeship program.	\$80,000	\$80,000	\$40,000	\$200,000
1.7	Fund a review of the City’s community safety social media messaging.	\$10,000			\$10,000
Objective 2 – Reducing the Opportunity for Crime Through Technology					
2.1	Fund an expanded use of Artificial Intelligence across the City’s CCTV network.	\$75,000	\$75,000		\$150,000
2.1	Provide a residential home subsidy or purchase scheme for the installation of residential CCTV systems.	\$50,000	\$100,000	\$50,000	\$200,000
2.3	Fund the Project BETTI roll-out plan.	\$684,000	\$505,000	\$186,000	\$1,375,000
2.4	Fund the CCTV Roll-out plan attached as Annexure 1 of this Plan.	\$870,000	\$665,000	\$320,000	\$1,855,000
2.5	Fund the expansion of mobile CCTV cameras fleet.	\$90,000	\$90,000		\$180,000
2.7	Provide a secure public upload cloud to correlate possible offenders captured on private and business owned CCTV.	\$30,000			\$30,000
2.8	Fund a super trial of Internet of Things (IoT) or LoRaWAN devices to selected parks to aid community safety and smarter cities.	\$30,000			\$30,000
Objective 3 – Increase Awareness of Community Safety and Crime Prevention					
3.1	Provide a ‘crash course’ in Crime Prevention Through Environmental Design (CPTED) for residents to target harden their homes.	\$15,000			\$15,000
3.5	Provide an elder abuse prevention and awareness program.	\$10,000	\$10,000	\$5,000	\$25,000
3.7	Provide revised CCTV signs for LOTE communities.	\$8,000			\$8,000
3.8	Provide Keyed lockers at Omeo Wreck at Coogee Beach for visitors as part of a pilot project.	\$30,000			\$30,000
Objective 4 – Early Intervention to Improve the Wellbeing of our Community					
4.2	Provide an age-appropriate social media content campaign to youth between 16 – 25) to reduce anti-social behaviour.	\$15,000	\$4,000	\$2,000	\$21,000
Sub-totals		\$1,997,000	\$1,419,000	\$603,000	
				Total:	\$4,129,000



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City of Cockburn Twitter: [twitter.com/CityOfCockburn](https://twitter.com/CityOfCockburn)



City of Cockburn Instagram: [www.instagram.com/cityofcockburn](https://www.instagram.com/cityofcockburn)



City of Cockburn YouTube: [www.youtube.com/CityOfCockburn](https://www.youtube.com/CityOfCockburn)



City of Cockburn LinkedIn: [www.linkedin.com/company/city-of-cockburn](https://www.linkedin.com/company/city-of-cockburn)



This information is available in alternative formats upon request.



Paper from responsible sources.

City of Cockburn website: [www.cockburn.wa.gov.au](https://www.cockburn.wa.gov.au)

## 17. Governance and Strategy

### 17.1 (2021/MINUTE NO 0246) Amendment of the City of Cockburn Parking and Parking Facilities Local Law 2007

**Author** D Green

**Attachments** 1. Parking and Parking Facilities Amendment No 2 Local Law 2021



#### RECOMMENDATION

That Council:

- (1) ADOPTS the following amendment to its Parking and Parking Facilities Local Law 2007 as follows;
  - In Clause 8 'Powers of the local government; add the words "by resolution," after the word "may";
- (2) PUBLISHES the adopted City of Cockburn Parking and Parking Facilities Amendment No 2 Local Law 2021 in the Government Gazette;
- (3) PROVIDES a copy of the gazetted City of Cockburn Parking and Parking Facilities Amendment No 2 Local Law 2021 to the Minister for Local Government; and
- (4) upon gazettal, GIVES NOTICE in a newspaper circulating in the district and PUBLISH a copy of the Amendment Local Law on the City of Cockburn website and notice board.

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

#### Council Decision

MOVED Cr T Dewan SECONDED Cr C Stone

That the recommendation be adopted.

**CARRIED BY ABSOLUTE MAJORITY OF COUNCIL 9/0**

## Background

At the 11 February 2021 Ordinary Council Meeting, it was resolved to amend the City's Parking and Parking Facilities Local Law 2007 by removing the requirement for a resolution of Council to be made on each occasion that the City wished to regulate its parking controls by way of installing signage or by road markings.

However, the state government, through the Joint Standing Committee on Delegated Legislation (JSCDL), did not support this position and directed the City to have this requirement reinstated.

Accordingly, Council provided the requisite undertaking at its 8 July 2021 Ordinary Council Meeting and the intent of this report is to finalise the necessary arrangements.



**Submission**

N/A

**Report**

The primary purpose of the amendment is to reinstate the requirement for new or amended vehicle parking restrictions and associated installation of signage and road pavement markings to be affected exclusively by the resolution of Council only.

The amendment was advertised for a statutory period of six (6) weeks for public comment closing on 6 December 2021. No submissions were received.

The **purpose** of the amendment is to reinstate the requirement for regulating public vehicle parking in the district “by resolution” of Council only.

The **effect** of the amendment is that the function of administering the regulation of public vehicle parking in the district will not be capable of being affected without a formal resolution of Council on each occasion.

One of the objectives of the Parking Facilities Local Law is to enable vehicle parking restrictions to be undertaken at any time subsequent to development occurring within the district, which may be desirable or required due to the changed conditions.

Such restrictions are usually implemented as a result of community raised concerns and are only undertaken following a thorough investigation of parking conditions which identify a need for parking regulation or a controlled outcome.

As a consequence of this amendment, all parking controls which have not been expressly supported by a prior resolution of Council will in future be referred to Council for approval, prior to any signage or road markings being installed.

Exceptions apply where prior approvals to any public parking component of Development Applications have been provided and before the installation of signage or road markings is commenced.

**Strategic Plans/Policy Implications**City Growth & Moving Around

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

- An integrated, accessible and improved transport network.

Listening & Leading

A community focused, sustainable, accountable and progressive organisation.

- Best practice Governance, partnerships and value for money.



**Budget/Financial Implications**

Minor expenses associated with the processing of the Local Law amendment are provided for within the City's Governance budget.

**Legal Implications**

Section 3.12 of the *Local Government Act 1995* and Clause 8 of the City of Cockburn Parking and Parking Facilities Local Law 2007 refer.

**Community Consultation**

The proposed amendment was advertised for public comment for a period of six (6) weeks closing on 6 December. No public submissions were received at the time of preparing this report.

**Risk Management Implications**

There is a "High" level of "Operations/Service Disruption" risk and a "Moderate" level of "Compliance" risk associated with this item, should urgent parking control be required in specifically identified circumstances.

**Advice to Proponent(s)/Submitters**

N/A

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

Parking control in local areas is a traditional function of local government in this State.





**LOCAL GOVERNMENT ACT 1995***City of Cockburn***PARKING & PARKING FACILITIES AMENDMENT NO 2 LOCAL LAW 2021**

Under the powers conferred by the Local Government Act 1995 and all other powers enabling it, the Council of the City of Cockburn resolved on \_\_\_\_\_ to make the following local law.

**1. Citation**

This local law may be cited as the *City of Cockburn Parking and Parking Facilities Amendment No 2 Local Law 2021*.

**2. Commencement**

This local law will commence 14 days after the publication in the *Government Gazette*.

**3. Principal Local Law amended**

This local law amends the *City of Cockburn Parking and Parking Facilities Local Law 2007* published in the *Government Gazette* on 11 January 2008 and as amended on 16 May 2014, 21 July 2015, 23 May 2017 and 19 February 2021.

**4. Clause 8 amended**

Insert “, by resolution,” after the word “may”.

Dated: \_\_\_\_\_

The Common Seal of the City of Cockburn was affixed by authority of a resolution of Council in the presence of –

\_\_\_\_\_  
LOGAN HOWLETT, Mayor

\_\_\_\_\_  
ANTHONY BRUN, Chief Executive Officer

**Declaration of Interest**

Cr Separovich submitted a Declaration of Financial Interest, pursuant to Section 5.60A of the *Local Government Act 1995* in relation to Item 17.2.

Nature of Interest: Cr Separovich is seeking reimbursement of funds towards fees incurred in relation to the State Administrative Tribunal.

9.08pm Cr Separovich departed the meeting.

## **17.2 (2021/MINUTE NO 0247) Application for Reimbursement of Expenses - Cr M Separovich**

**Author** D Green

**Attachments** 1. State Administrative Tribunal - Complaint Review (**Confidential**)

**RECOMMENDATION**

That Council NOT REIMBURSE Cr Michael Separovich for application fees of \$605 associated with a review by the State Administrative Tribunal of Local Government Standards Panel decisions.

**Council Decision**

MOVED Cr C Stone SECONDED Cr P Corke

That Council:

- (1) DEFERS the application for reimbursement of expenses until paperwork has been received from State Administrative Tribunal; and
- (2) PREPARES a policy to clarify the conditions of claiming compensation from escalating complaints to the State Administrative Tribunal.

**CARRIED 7/1**

**For:** Mayor L Howlett, Deputy Mayor T Widenbar, Cr K Allen, Cr P Corke, Cr C Terblanche, Cr T Dewan, Cr C Stone

**Against:** Cr P Eva

**Reason**

Council is still awaiting paperwork from the State Administrative Tribunal to be able to make a fully informed decision.

**Executive Comment**

The Legal Representation and Costs Indemnification Policy does not relate to the reimbursement of application fees for the review of Standards Panel decisions. The Policy (attached) clearly stipulates that legal representation is the provision of legal services "by an approved lawyer". It is not the case in this instance.

Accordingly, the application from Cr Separovich should be treated as one for a reimbursement only as determined by the sole discretion of the Council, as it does not relate to the intent of the Policy referred to by Cr Stone.

9.10pm Cr Separovich returned to the meeting. The Presiding Member advised Cr Separovich of the recommendation resolved in his absence.

## Background

During the period from June 2020 to September 2020, the City received 16 Complaints of a Minor Breach against Cr Separovich, alleging that he had breached the Local Government (Rules of Conduct) Regulations related to “Securing Personal Advantage or Disadvantaging Others”.

The Complaints were centred on allegations of racist commentary made by Cr Separovich on his personal face book page. In accordance with due legislative requirements, the Complaints were processed by the City’s Complaints Officer and forwarded to the Local Government Standards Panel for assessment.

Of the 16 Complaints, 13 were upheld with various sanctions ordered by the Panel, one was cleared of any breach, one was refused consideration on the basis it was misconceived, and one was upheld, with no sanction applied.

The statutory process enables Elected Members who have been found to have committed a breach by the Panel and issued sanction orders, to apply to the State Administrative Tribunal (SAT) for a review of the Panel decision.

This process incurs an application fee to be paid in advance to secure a SAT review hearing. Subsequently, Cr Separovich applied to SAT for a review of 12 Complaints which were upheld with sanctions ordered against him.

On 5 October 2021, Cr Separovich provided the City with a copy of correspondence from SAT which confirmed that SAT had “set aside” the decisions (orders) made by the Standards Panel and had instead imposed “no sanction” in respect of each of the Complaints. In the same correspondence, he requested that he be reimbursed for the SAT application he paid for the matters to be reviewed.

## Submission

N/A

## Report

The Local Government Act 1995 provides the process by which any person may lodge a Complaint against an elected member alleging a breach of the Rules of Conduct. The process involves the complainant lodging a Complaint in the approved Form and forwarding it to the relevant local government’s Complaints Officer, who in turn, forwards the Complaint to the relevant Standards Panel Member (Director General for the Department of Local Government).

It is to be noted that this is a mandated procedure to ensure the Complaint Forms are correctly formatted. Beyond that, the appointed Complaints Officer has no discretion in assessing the Complaint for content and/or plausibility.



As previously mentioned, there was a community reaction to a series of comments made by Cr Separovich on his personal face book page which drew criticism from members of the public. Accordingly, the City informed these people and the public more broadly, of the process for lodging a Complaint, if they wished to take the matter further.

As a result, 13 such Complaints were lodged with the Complaints Officer and forwarded to the Standards Panel for assessment.

The matters were considered by the Panel at three separate hearings and decisions made on 16 December 2020 (one Complaint), 9 February 2021 (three Complaints) and 25 March 2021 (nine Complaints) that the alleged breaches had been found to have occurred, with a variety of sanctions imposed by the Panel, including training, public apology, public censure and monetary penalty.

On 13 May 2021, Cr Separovich forwarded a copy of correspondence from SAT that confirmed he had lodged an application for the Standards Panel to review the decisions made by the Standards Panels on 12 separate Complaints.

The SAT correspondence confirmed that any related sanctions imposed by the Panel in respect of these Complaints were “stayed”, to the extent they had not been complied with.

Over the ensuing months, the associated SAT review process was undertaken and on 5 October 2021, Cr Separovich forwarded correspondence (attached) which confirmed that the 12 decisions (including sanctions imposed by the Panel) were each “set aside” and that no sanctions were to be imposed on each of the Complaints.

Interestingly, the SAT findings did not stipulate that the breaches had not occurred, and the focus of its correspondence was centred on the removal of sanctions in accordance with the Act provisions.

This is important as the SAT ruling did not overrule the Panel findings, but did overrule the Panel sanctions. Accordingly, as it stands, the breaches, while not considered as being of sufficient substance to warrant any sanctions, remain a breach of the relevant Regulations upon which the Complaints were initially based.

In these circumstances, it is not considered appropriate for the City to reimburse the cost of the statutory application fee for the SAT review, given that there is no evidence that the SAT review concluded that the breaches, as documented, did not occur.

### **Strategic Plans/Policy Implications**

#### Listening & Leading

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

- Best practice Governance, partnerships and value for money.



**Budget/Financial Implications**

Should Council resolve to support the claim for reimbursement to Cr Separovich, funds are available within the City's Municipal Budget

The City is required to pay an amount of \$31,531.59 to the Department of Local Government, Sport and Cultural Industries for costs associated with Standards Panel hearings during 2020/21.

**Legal Implications**

Sections 5.107, 5.110, 5.125 and Schedule 5.1 Clause 9 (3) of the *Local Government Act 1995* refer.

Pursuant to sections 5.65 and 5.67 of the Act, Cr Separovich has a financial interest in this item and is required to disclose this prior to consideration of the item.

**Community Consultation**

N/A

**Risk Management Implications**

A "Substantial" level of assessed "Brand/Reputation" risk is associated with this item.

**Advice to Proponent(s)/Submitters**

Cr Separovich has been advised this matter is to be considered at the 9 December 2021 Ordinary Council Meeting.

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

Nil



**17.3 (2021/MINUTE NO 0248) Annual Report 2020-2021****Author** S Seymour-Eyles

- Attachments**
1. Draft Annual Report 2020-2021 [↓](#)
  2. City of Cockburn Financial Report - Year Ending 30 June 2021  
[↓](#)
  3. Auditor General Report - 2021 [↓](#)
  4. Officer of the Auditor General - Transmittal Letter [↓](#)

**RECOMMENDATION**

That Council ACCEPTS the Annual Report 2020-2021, in accordance with Section 5.53 and 5.54(1) of the *Local Government Act 1995*, as shown in the attachment to the Agenda, subject to any minor information and typographical corrections being included in the final document.

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

**Council Decision**

MOVED Cr T Dewan SECONDED Cr C Stone

That the recommendation be adopted.

**CARRIED BY ABSOLUTE MAJORITY 9/0**

**Background**

Council is required to accept the Annual Report 2020-2021 to enable it to be available for the Annual Electors' Meeting scheduled to be held on Tuesday, 1 February 2022.

The *Local Government Act 1995* (the Act) requires Council to accept the report no later than 31 December each year. This is the last formal meeting in 2021 in which this can be undertaken. Elected Members were provided with the Financial Report and Auditor's Report at a Special Meeting of the Audit and Strategic Finance Committee, the Minutes of which are presented at this Council Meeting.

There will be a website link provided in the Annual Report to the full Financial Report in time for the Annual Electors Meeting. The full financial report will be available on the City's website.

**Submission**

N/A

**Report**

The Annual Report 2020-2021 is provided in conformity with the requirements of [Section 5.53](#), [5.54](#) of the *Local Government Act 1995*.

Under the revised Local Government (Administration) Regulations, Part 5, Division 2, Section 19B some new information is required to be included. This includes the gender, linguistic background, ages and country of birth of Elected Members, and whether or not they identify as Aboriginal and Torres Strait Islander.

The report must also contain details of any modifications made to the Strategic Community Plan as well as any significant modifications made to the Corporate Business Plan. These are detailed on page 13 of the Report.

Section 5.53 (hb) states that the report must contain details of entries made under section 5.121 during the financial year in the register of complaints. These are detailed from page 39 of the report.

This year the City will print no more than ten copies of the report in house, to have available at the Annual Electors Meeting. After the meeting these copies will be re-distributed to the Administration Building and Cockburn Libraries. A digital copy will be available on the website.

### **Strategic Plans/Policy Implications**

A community focused, sustainable, accountable and progressive organisation.

- Best practice Governance, partnerships and value for money.

### **Budget/Financial Implications**

Nil

### **Legal Implications**

Sections 5.53 – 5.55A of the *Local Government Act 1995* refers.

### **Community Consultation**

The Report will be available for public access at the Annual Electors' Meeting to be held 1 February 2022.

### **Risk Management Implications**

There is a low level of compliance risk associated with this item, as the *Local Government Act 1995* requires Council to accept the report no later than 31 December each year.

### **Advice to Proponent(s)/Submitters**

N/A

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

Nil







**DRAFT**

# City of Cockburn **Annual Report 2020-2021**



**Cockburn**, the best place to be

[www.cockburn.wa.gov.au](http://www.cockburn.wa.gov.au)

DRAFT Annual Report 2020-2021



## Acknowledgement of Country

The Mayor, Councillors and staff of the City of Cockburn acknowledge the Whadjuk Nyungar people of Beeliar boodja as the traditional custodians of this land. We pay our respect to the Elders, past, present and emerging.

Top: Marissa Verma - Bindi Bindi Dreaming, Janetia Knapp, Nyungar Elder Marie Taylor at International Women's Day - March 2021

Front Cover: Cockburn Coastline, Coogee - December 2020



Cockburn, the best place to be

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DRAFT Annual Report 2020–2021

## Elected Members and Executive Team 2020–2021

### Elected Members



**Logan K. Howlett, JP**  
His Worship the Mayor



**Lara Kirkwood**  
Deputy Mayor  
and Councillor,  
East Ward



**Lee-Anne Smith**  
OAM, Councillor,  
East Ward



**Chamonix  
Terblanche**  
Councillor,  
East Ward



**Kevin Allen**  
Councillor,  
West Ward



**Michael Separovich**  
Councillor,  
West Ward



**Phoebe Corke**  
Councillor,  
West Ward



**Philip Eva JP**  
Councillor,  
Central Ward



**Chontelle Stone**  
Councillor,  
Central Ward



**Tom Widenbar**  
Councillor,  
Central Ward

### Executive Team



**Tony Brun**  
Chief Executive  
Officer *from*  
*February 2021*



**Daniel Arndt**  
Chief Built  
and Natural  
Environment/  
Acting CEO



**Charles Sullivan**  
Director Engineering  
and Works *until*  
*November 2020*



**Anton Lees**  
Chief Operations  
Officer *from*  
*November 2020*



**Don Green**  
Executive  
Governance  
and Strategy



**Stuart Downing**  
Chief Financial  
Officer



**Gail Bowman**  
Executive  
Manager Strategy  
and Civic Support/  
Chief Community  
Services

Vision

**Cockburn, the  
best place to be**

Purpose

Support our communities to thrive by  
providing inclusive and sustainable  
services which reflect their aspirations.

Cockburn, the best place to be

## Meeting Attendance and Background Elected Members 2020-2021

Elected Members	Ordinary Council Meeting (11)	Special Council Meetings (6)	Delegated Authorities and Policies Committee (4)	Audit and Strategic Finance Committee (4)	Events Committee (1)	Grants and Donations Committee (3)
<b>Mayor Logan Howlett</b>	11	6	4	4	1	3
Age group: 64+, Gender: Male, Linguistic background: English, Country of birth: Australia, Identify as Aboriginal or Torres Strait Islander (Yes or No): No						
<b>Deputy Mayor Cr Lara Kirkwood</b>	11	6	Non Member	Non Member	1	Non Member
Age group: 35-44, Gender: Female, Linguistic background: English, Country of birth: South Africa, Identify as Aboriginal or Torres Strait Islander (Yes or No): No						
<b>Cr Lee-Anne Smith</b>	7	1	Non Member	Non Member	Non Member	1
Information not provided						
<b>Cr Kevin Allen</b>	10	5	Non Member	4	Observer	Non Member
Age group: 64+, Gender: Male, Linguistic background: English, Country of birth: Australia, Identify as Aboriginal or Torres Strait Islander (Yes or No): No						
<b>Cr Philip Eva</b>	11	6	Non Member	Non Member	Observer	3
Age group: 55-64, Gender: Male, Linguistic background: English, Country of birth: United Kindom, Identify as Aboriginal or Torres Strait Islander (Yes or No): No						
<b>Cr Chamonix Terblanche</b>	7	3	2	1	Observer	1
Age group: 35-44, Gender: Female, Linguistic background: Afrikaans, Country of birth: South Africa, Identify as Aboriginal or Torres Strait Islander (Yes or No): No						
<b>Cr Chontelle Stone</b>	11	3	3	3	Observer	Non Member
Age group: 35-44, Gender: Female, Linguistic background: English, Country of birth: Australia, Identify as Aboriginal or Torres Strait Islander (Yes or No): Yes						
<b>Cr Michael Separovich</b>	11	6	4	4	Non Member	Non Member
Age group: 25-35, Gender: Male, Linguistic background: English, Country of birth: Australia, Identify as Aboriginal or Torres Strait Islander (Yes or No): No						
<b>Cr Phoebe Corke</b>	11	6	4	3	1	3
Age group: 55-64, Gender: Female, Linguistic background: English, Country of birth: England, Identify as Aboriginal or Torres Strait Islander (Yes or No): No						
<b>Cr Tom Widenbar</b>	10	5	3	3	1	2
Age group: 25-35, Gender: Male, Linguistic background: English, Country of birth: Australia, Identify as Aboriginal or Torres Strait Islander (Yes or No): No						

## DRAFT Annual Report 2020-2021

## Mayor's Report

I am delighted to present my 13th annual report to the Cockburn community. As I write, Western Australia remains one of the safest places in the world to be during the COVID-19 pandemic. Once again, during lockdown, City employees did a fantastic job adapting services, providing support to the vulnerable in our community, and enabling the technology for over 90 per cent of employees to work safely from home. As a result, we were able to deliver the majority of our services and continue with planned projects.

In September 2020, Cockburn became the first Council in Western Australia to set a zero-waste target following the adoption of a Climate Change Strategy 2020-2030. The strategy is committed to continuing the City's 20-year role as a climate resilience and sustainability leader. The City will work with the Cockburn community and the State Government to achieve net zero community emissions by 2050, aligning with the WA government's proposed emissions reduction target.

I was delighted to host the City's first United Nations International Day of Peace event on

21 September. Six Ginkgo biloba saplings, raised from a seed harvested from a Ginkgo biloba that survived the WW2 bombing of Hiroshima on 6 August 1945 were planted.

Cockburn's unique youth ANZAC parade, founded by RSL City of Cockburn sub-branch patron Arthur J Stanton OAM, celebrated its 20th anniversary this year. It remains the only enduring ANZAC youth parade and service of its kind in Australia.

Happily, the Coogee Live festival went ahead just before lockdown. This was the fourth year of this two-day celebration of all that is great about Cockburn. We were blessed with good weather, and the event was a roaring success, with thousands turning out to enjoy the activities, food, and entertainment.

In June, Council adopted a balanced budget, with a small overall surplus and a surplus on the operating account, which are primary indicators of financial health and performance. The budget incorporates a small rate rise of 1.5 per cent in keeping with the City's continued financial strategy to ensure our rates are low, including in comparison to neighbouring councils.





## Cockburn, the best place to be

Our community continues to tell us, through independent research the City commissions, that we are doing a good job. When benchmarked against other WA local governments, the City leads the way in several areas, including health and community services, Cockburn ARC, sustainable practices, kerbside bin collections, and economic development.

Our community rated us as an organisation with a performance index score of 68 and an 89 per cent positive rating, which shows Cockburn as the leader among similar Councils and 13 points above the WA average. However, we are always looking for continuous improvement. The research highlights what community priorities the City should focus on. These include safety and security, traffic management, and streetscapes, particularly in the older suburbs. We will continue to work on these.

At Cockburn, we are a community focused organisation. Last year, the City gave \$1.46m back to the community in grants and donations for the community groups, environmental, sporting, and cultural projects.

Supporting our local business community continues to be a big part of our focus. Prior to and throughout the COVID-19 pandemic, we have supported businesses with a range of activities to develop their skills. This year we also started providing small business financial counselling, which has been well received.

The City also sponsored two Cockburn businesses to participate in Curtin University's five-day Ignition program. The program helps businesses trial and prepare fresh ideas for the commercial environment.

And finally, I would like to acknowledge the many volunteers out there in our community who give up so much time to help make Cockburn the great place that it is.



His Worship the Mayor  
**Logan K. Howlett. JP**



(L-R) General Manager Tracc Civil Pty Ltd Frank Janssen, Mayor Howlett, Deputy Mayor Lara Kirkwood, Operations Manager Tracc Civil Pty Ltd Craig Risbey at Jandakot Road Stage 2 sod-turning - May 2021



DRAFT Annual Report 2020–2021

## Chief Executive Officer's Report

This is my first annual report as CEO, having started at the City in February 2021. This also happened to be the first day of lockdown for the year in WA. I was immediately impressed how the staff transitioned into closing necessary facilities and services, communicating this to the community, with 90 per cent of staff equipped to work from home and continue local government business.

The first thing I noticed is that Cockburn is a community focused, fiscally responsible, and passionate organisation. My strategy is to build on those strengths by creating a modern organisation that is best equipped to deliver on the Strategic Community Plan 2020-2030. The plan was developed with the community and adopted by Council, with a vision to make Cockburn the best place to be.

Cockburn is also a powerhouse growth zone, with high-value investment opportunities in the commercial and industrial sectors generating sustainable prosperity. World-class opportunities exist at the Australian Marine Complex in Henderson, the Western Trade Coast and Latitude 32, Bibra Lake commercial zone, Jandakot City, and Cockburn Central, fast becoming the south metro area's leading regional centre.

Looking inwards, I undertook a restructure of the business to ensure we are in the best shape to deliver the outcomes that we have promised to the community. Council adopted my proposal to move from a five-division structure to seven divisions. The two new divisions are Corporate Affairs, and People, Experience, and Transformation.

Corporate Affairs encompasses Advocacy and Engagement and Business and Economic Development, both significant new areas of focus for the City, and Customer Experience and Communications and Marketing.

People, Experience, and Transformation is a new standalone division because our people are critical to delivering our projects and services. We need to ensure that we have the right culture and a diverse and flexible workplace to attract the best people. We also need to create a safe workplace where employees come to work and know that they will go home at the end of the day.

We also undertook a small review of the Strategic Community Plan to consolidate the number of objectives to ensure the plan is achievable while still delivering on our community aspirations.



8

**Cockburn, the best place to be**

In April 2020, the City was made aware of a Department of Local Government Inquiry into the City. We received no detail as to why this was initiated, but the City cooperated fully with the inquiry. The final report was tabled in Parliament on 12 May 2021. After reviewing the report and liaising with the Department, Council committed to undertake a full independent governance review, which, as I write, has commenced. I will report on the outcomes of this review in the annual report next financial year.

The City's population forecast is 119,149 and is forecast to grow to 165,989 by 2041 (Source: REMPLAN). As our population continues to grow, we must manage to expand our infrastructure and manage our assets.

However, with finite resources, low interest rates, and an expectation of prudent rate rises, we must ensure we deliver our services sustainably. To that end, we commenced a review of all expenditures across the City with the aim of reducing recurrent and capital works expenditure without overly impacting service delivery.

This review has resulted in the deferral of some projects and a review of the scope of other projects. We have also started reviewing how we undertake procurement to ensure that we are getting the best value for money.

During the year, we finalised designs for the Port Coogee Marina expansion and continued redevelopment of the Cockburn Wetlands Precinct at Bibra Lake. We started building Frankland Park Recreation Centre and ovals and began stage two of Jandakot Road. We continued to refine the design and seek additional funding for the Aboriginal Cultural and Visitors Centre.

It has been a pleasure getting to know the Elected Members, staff, and the diverse community members I have met to date. I will continue to get out and further meet and listen to our community.



Tony Brun  
Chief Executive Officer



(L-R) City of Cockburn CEO Tony Brun, Acting Chief Operations Officer Anton Lees, Head of Community Development Karoline Jamieson, Acting Chief of Community Services Gail Bowman, Mayor Howlett, Deputy Mayor Lara Kirkwood, Treeby Community Association President Lani Slaughter, Fremantle Roosters Rugby League Club (FRRLC) President Steve Revere, FRRLC Vice President Wendy Mann, FRRLC Director Ryan Foster, City of Cockburn Leisure and Planning Projects Officer Rohan Blee, McCorkell Constructions Managing Director Mark Nyaanga at sod turning Treeby Community Sports Centre - April 2021

## DRAFT Annual Report 2020–2021

## Emerging Issues

### COVID-19 Pandemic

The world is experiencing unprecedented challenges due to the COVID-19 pandemic. The emergent social and economic crisis continues to demand new and evolving responses from Local Government. The City will continue to support the community while focusing on areas such as public health and wellbeing, support for vulnerable people, financial relief, and supporting local businesses and the economy.



### Economic Challenges

While Australia's unemployment rate as at March 2021 was 5.6 per cent, WA's rate is the lowest in the Country at 4.8 per cent. Significant challenges remain as the COVID-19 pandemic continues to require lockdowns and restrictions, impeding economic recovery and increasing the need for the City to support local businesses and industry to provide local employment opportunities.



### Environmental Challenges

Climate change impacts have been identified as a key factor for future planning. The City will need to be prepared for a possible rise in sea level, an increase in erosion impacts on vulnerable coastal areas, an increase in temperatures and a drying climate. The reduction of the City's tree canopy, decrease in groundwater availability and bushfire mitigation are also key environmental challenges for the future.



### Community, Lifestyle and Security Challenges

Services to enhance safety and security, and services to support our ageing, culturally diverse and growing community, continue to be important priorities into the future. Community safety and crime prevention issues are complex in nature and require all levels of government and the community to work together to achieve significant change over the life of this plan. An increase in mental health and social issues will require the City to continue to increase provision or facilitation of responsive local social support and mental health services for the community.



### City Growth and Moving Around Challenges

Traffic congestion will continue to be a priority area due to population growth. It is anticipated that improvements in car driving behaviour, public transport, and transport networks will reduce traffic congestion. The City will need to identify strategic partnerships and work collaboratively with the State and Federal Governments to address this issue.



### Listening and Leading Challenges

Financial sustainability challenges will continue, including pressure for rate capping, increasing ratepayer expectations and demand to decrease 'red tape'. Over the next 10 years it is anticipated that society will go through a significant digital transformation journey that will enable new innovative products and services, drive efficiency and allow better decision making. Legacy systems are also an emerging issue that are creating challenges for large organisations to be agile and quickly adapt to change. Cybersecurity continues to be a global and local risk that will need to be managed into the future.

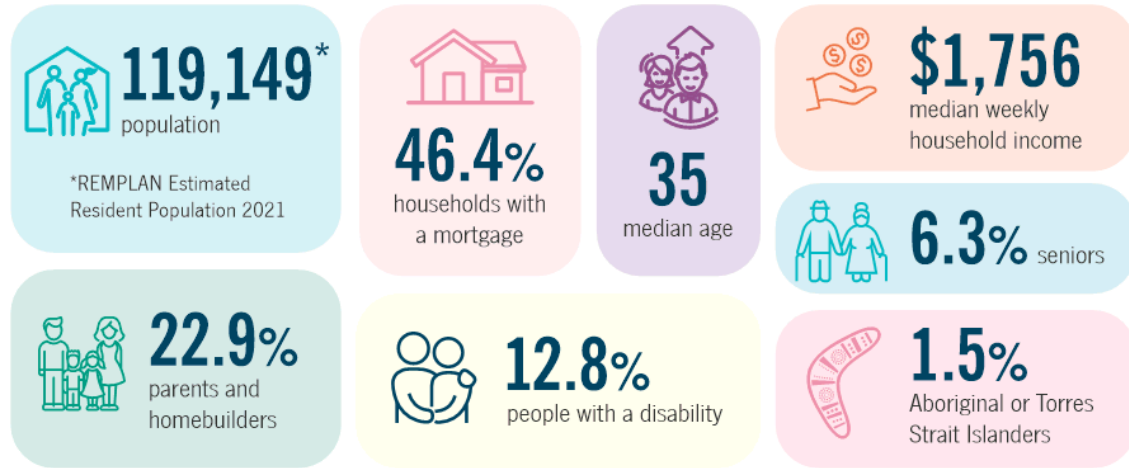




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## A Snapshot of our City

Based on Australian Bureau of Statistics 2016 Census data.



## Cultural Diversity in Cockburn

### Diversity statistics in Cockburn from the 2016 Census

Australian Census 2016 results show that the City of Cockburn is becoming more culturally diverse. Overall, 34.1 per cent of the population was born overseas.

#### The most common ancestries



#### The most common countries of birth



#### The common languages other than English spoken at home

In 2016, 21.4 per cent of residents spoke a language other than English at home, again above the average for WA (19 per cent).



DRAFT Annual Report 2020–2021

## The Year Ahead 2021–2022

Below are examples of major projects and services as detailed in the Corporate Business Plan 2020–2024.

### Major Expenditure

\$million

#### City Growth and Moving Around

Roads projects including Hammond Road duplication (Branch Circus to Bartram Road), Rowley Road and Lyon Road, Rockingham Road rehabilitation, Spearwood Avenue and Hamilton Road upgrades

13.8

#### Community, Lifestyle and Security

Parks and environment construction program including playground renewals, natural area improvements and shade sails

4.8

Goodchild Park changerooms upgrade

0.85

Frankland Park Sport and Community Facility construction – total budget \$6.7m

1.77

Treeby Community and Sports Centre construction – total budget \$6.7m

2.92

Community grants and donations

1.46

Free community events

0.9

CCTV expansion

0.5

#### Local Economy

Support buying local through policy and buy local campaign

negligible

Deliver grants to support economic development

0.08

#### Listening and Leading

Develop advocacy plans as per the Council-adopted Advocacy and Engagement Framework

negligible

Review the Community Engagement Policy and Framework

0.02

#### Environmental Responsibility

Tree planting

0.7

Review the City's Bushfire Risk Management Plan 2015–2020

negligible

Cockburn, the best place to be

## Corporate Strategic Planning

### Strategic Community Plan

The City's Strategic Community Plan 2020-2030 sets the strategic direction for the organisation. A minor review of the plan was undertaken this financial year. The review consolidated the strategic objectives to better reflect the priorities of the community and to align accountabilities within the organisation for reporting purposes.

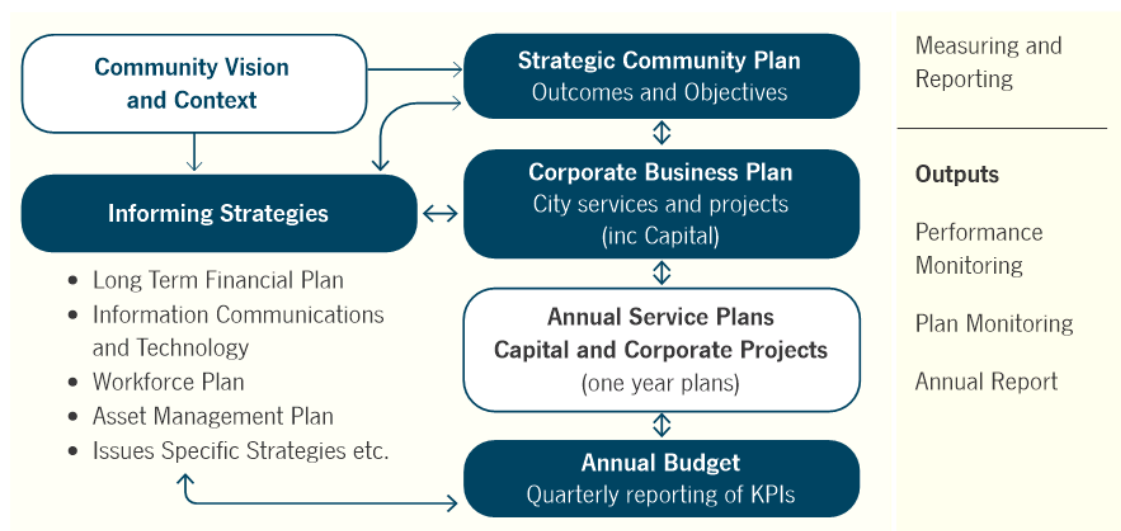
The 33 strategic objectives that were adopted by Council during the major review in July 2020 have been consolidated to 15, without losing the original intent under the five existing outcome areas. The consolidated objectives were advertised for a public comment period.

### Corporate Business Plan

The Corporate Business Plan 2020-2021 to 2023-2024 concurrently underwent a minor review to reflect changes to the Strategic Community Plan 2020-2030. The Corporate Business Plan hinges on the acceptance of priorities, outcomes and strategic objectives included in the Strategic Community Plan.

### Summary

The City has reviewed and updated its Corporate Strategic Planning process (below) to align with the Integrated Planning and Reporting Framework Guidelines developed by the Department of Local Government, Sport and Cultural Industries (DLGSCI).



The Strategic Community Plan has five key community outcomes:

- **Local Economy**
- **Community, Lifestyle and Security**
- **Listening and Leading.**
- **Environmental Responsibility**
- **City Growth and Moving Around**

### Measurement

The City measures its success each year by reporting on the progress of the projects in the Corporate Business Plan (see page 27). Other measures that demonstrate the City's progress towards the achievement of the objectives outlined in the Strategic Community Plan include:

- Community Scorecard results
- Customer satisfaction survey results
- Awards
- Community engagement outcomes
- State of Sustainability Report
- Internal Audit Report.

## DRAFT Annual Report 2020–2021

## Governance Report

### Compliance

The DLGSCI requires all local governments to complete a Compliance Audit Return 2020 (CAR 2020).

The City utilised the services of Macri Partners to subject the CAR 2020 to an external audit before submitting the CAR 2020 to Council. Based on the audit methodology employed, Macri Partners confirmed that the City's responses to the questions in the audited sections of the CAR 2020 are correct, with conformity of 99 per cent for the year.

The City utilises an online compliance management system for statutory forms such as financial disclosures, gifts, travel contributions and delegated authorities.

### Legislative Review

On 3 February 2021 the Western Australian government concluded a review of the Local Government Act 1995 which resulted in the *Local Government Legislation Amendment Act 2019* (LG Amendment Act). This review resulted in a new code of conduct for employees and one for elected members. These are now available on the City's website.

### Freedom of Information

The *Freedom of Information (FOI) Act 1992* gives members of the public the right to access documents held by local governments, subject to limitations. The City prepared, as required by section 96 of the FOI Act, an up-to-date information statement and made it available to the public. The City had 27 FOI requests in the 2020-21 financial year.

### Public Interest Disclosure

The *Public Interest Disclosure (PID) Act 2003* promotes accountability within state and local government agencies and organisations by facilitating the disclosure of public interest information involving misconduct, offences and misuse of public resources or risks to public health or safety. The Act aims to protect informers who make public interest disclosures. In the 2020-21 financial year, the City has had no disclosures under the PID Act.

### Audits – External and Internal

#### External

The Western Australian Office of the Auditor General is responsible for auditing the local government sector and conducted audits on local government in the following areas:

- Local Government Building Approvals
- Fraud Prevention in Local Government
- Waste Management – Service Delivery
- Regulation of Consumer Food Safety Laws by Local Governments
- Information Systems Audit Report 2020 – Local Government Entities
- Audit Results Report – Annual 2019-20 Financial Audit of Local Government Entities.

In demonstrating continual improvement of its operations and services the City has adopted the recommendation from the audit findings.

#### Internal

The City engaged an enterprise security and solution service provider to undertake an audit to determine what type of personal and sensitive information is held by the City and what the privacy considerations for the held data are.

They conducted the audit, in accordance with AS ISO 31000:2008 Risk Management Guidelines and the audit report was submitted to Council. An outcome of this audit was that the City has now drafted a Privacy Management Policy and Framework which has been endorsed by Council.



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## Competition Principles Agreement

In 2007, all Australian governments recommitted to the Competition Principles Agreement (CPA), (11 April 1995). The CPA is an inter-governmental agreement between the Commonwealth and state/territory governments that sets out how governments will apply National Competition Policy Principles to public sector organisations within their jurisdiction. The National Competition Policy itself concluded in 2005-06 and has been succeeded by Australia's National Reform Agenda which is an addition to, and continuation of, the National Competition Policy reforms.

The Competition Principles Agreement (as amended 13 April 2007) sets out nominated principles from the agreement that now apply to local government. The provisions of clause 5 within the CPA require local government to report annually on the implementation, application and effects of Competition Policy. Competition Policy does not require contracting out or competitive tendering. It does not preclude local government from continuing to subsidise its significant business activities from general revenue, nor does it require privatisation of government functions. It does require local governments to identify their significant business activities and apply competitive disciplines to those businesses which compete with the private sector.

A number of the City's services are exempt from the Competition Policy, as it applies only to business activities that generate income in excess of \$200,000 from fee revenue that is directly generated from external users and an operating expenditure greater than \$2m. Activities undertaken by the City which have previously been considered for market testing, owing to the competitive nature of the service include:



**Domestic waste collection**



**Waste disposal business**



**Cockburn ARC**  
(aquatic and leisure centre).

The City has resolved to retain the in-house provision of Cockburn ARC, domestic waste collection and waste disposal business.

## Risk Management

In in the 2020-21 financial year, the City undertook a request for tender for an Enterprise Risk Management Solution – Supply, Implementation (including Project Management, Scoping and commissioning), Training and Support. A successful service provider was identified and subsequently the City awarded Risk Management and Safety Systems Pty Ltd (RMSS) a three-year contract, with an option to extend for another two years. RMSS will provide the City with a cloud based on-line risk register as part of the City's enterprise risk management system.

## Business Continuity

Since the declaration of the state of emergency in WA on 15 March 2020, as a result of the COVID-19 pandemic, the City has been working under the guidelines issued by the WA Health Department while updating its Infectious Disease Pandemic Business Continuity Plan. This plan has enabled the City to identify and manage resources to continue its critical operations and delivery of essential services to the community

DRAFT Annual Report 2020–2021

## Recordkeeping Compliance Report

### Evaluation of Recordkeeping Systems

Work was undertaken with the organisation's Information Services Business Unit to review its recordkeeping practices through the Knowledge Management project. This resulted in several changes to processes to improve recordkeeping and reduce the amount of information being stored outside of the recordkeeping system.

The City's Records Management Policy was reviewed, updated, and adopted by Council in December 2020. The policy is reviewed every two years with the next review due in December 2022.

### Recordkeeping Training Program

All new staff are required to undertake an online Records Awareness Training (RAT) course. The interactive course outlines the recordkeeping roles and responsibilities of all employees at the City of Cockburn. Participants must undertake and pass a short assessment at the completion of the course. Employees must then repeat the course every two years.

An online course outlining the specific recordkeeping responsibilities of Managers and Supervisors has also been implemented.

Regular training for new and existing staff is also held on the use of the organisation's electronic document and records management system, called ECM.

### Evaluation of the Recordkeeping Training Program

All participants who attend ECM training are asked to complete a training feedback form. The feedback forms are regularly reviewed and suggestions for improvements are incorporated into the training program.

The ECM training program was reviewed and amended in September 2020. All training is now undertaken in the new ECM CiAnywhere interface.

### Recordkeeping Induction Program

New staff must complete the RAT and where relevant ECM training as part of their induction.

New Managers/Supervisors are also required to complete the online Recordkeeping Training for Managers and Supervisors.



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## Building and Statutory Planning Approvals Report

### Building

 3,444 building permits issued

 Total value of building works \$616.2m

 Average time of 14 working days to issue all building permits

 The average issuance time for a building permit in 2020-21 was:

Certified – 8 working days

Uncertified – 20 working days.

Building approvals for the previous four years are as follows:

Year Ending	Number of Permits	\$million Value	\$million Fee	Residential	Commercial	Industrial	Other
30 June 2018	2,489	422	0.82	941	79	36	1,438
30 June 2019	2,230	506	0.848	988	27	46	1,433
30 June 2020	2,247	349	0.712	1,076	80	14	1,169
30 June 2021	3,444	616	1.24	1,993	121	9	1,321

### Statutory Planning

Statutory Planning received 1,515 development applications, a 29 per cent increase from the previous year

2,196 new lots were approved (green title, survey strata and built strata), an increase of 51 per cent from the previous year

828 development applications were required to be determined within 60 days. The City determined 76.93 per cent of those applications within 60 days

The estimated construction value of all development applications received over the year increased by 53 per cent over the previous year to \$266 million

265 development applications were required to be determined within 90 days. The City determined 74.34 per cent of those applications within 90 days

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## Research and Community Engagement

### Community Scorecard Results 2021

The City annually measures residents' perceptions of the services, infrastructure and facilities in Cockburn to gauge satisfaction levels with services in Cockburn and services provided by the City. This year's independent survey was undertaken by Catalyse using a representative sample of residents.

This survey also highlights community priority areas for the City to focus on. In the last year these were safety and security, traffic management and streetscapes, particularly in older suburbs. The City is leading the industry in 11 industry areas including economic development and job creation, recognition and respect for Aboriginal people, culture and heritage, health and community services and efforts to promote and adopt sustainable services.

### Results from the Community Scorecard 2021

Overall performance	Performance Index Score*
The City as a governing organisation	68
Customer service	67
Enjoy living in the City of Cockburn	78
Sport and recreation facilities	72
Maintenance of local roads	62
Preservation and promotion of local history and heritage	64
Management of the environment	66
Safety and security	56
Mobile security patrols	61
Promotion and adoption of sustainable practices	64
Community buildings, halls and toilets	67
Streetscapes residential areas	52
Footpath and cycleways	58
Access to public transport	67
Traffic management	54
Feel included and connected to the community	63
Cockburn ARC	84

Percentage of population who agree	Agreement Index Score*
The City has developed and communicated a clear vision	49
The City has a good understanding of the community's needs	38

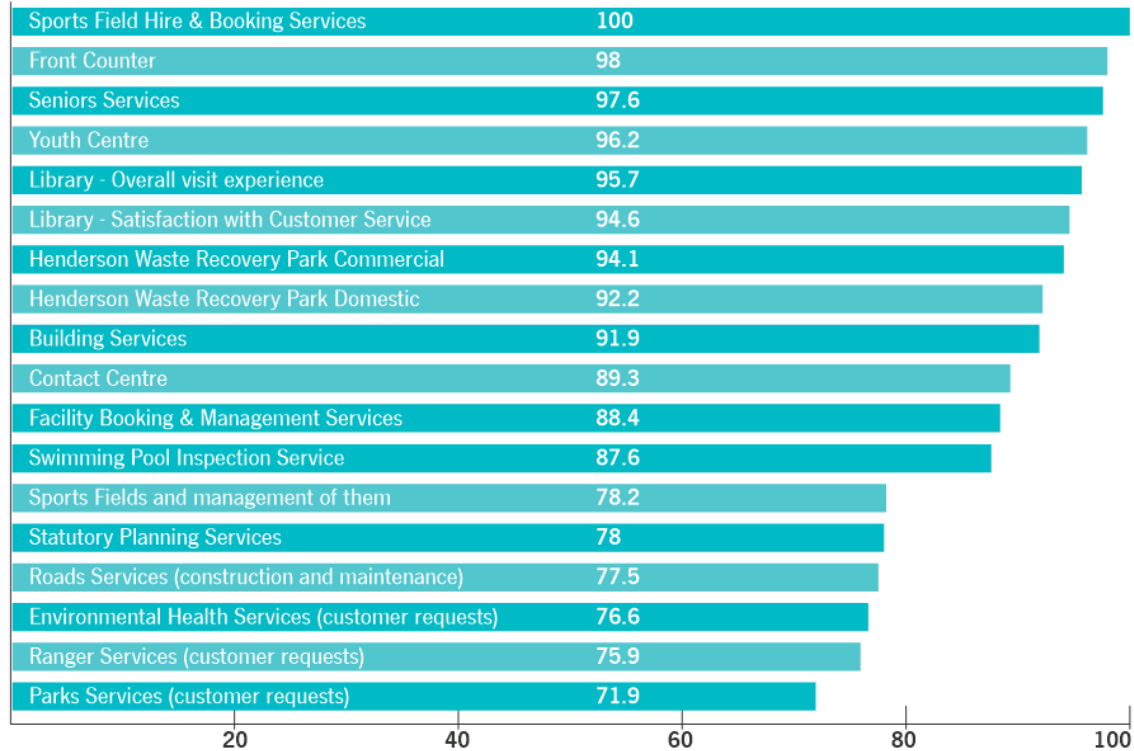
\*The Performance Index Score is not a percentage score. It is calculated by taking into account the entire scale from strongly disagree to strongly agree. The Agreement Index Score is explained as a score out of 100 using the formula  $(\text{average score} - 1) \div 4 \times 100$ .



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## Customer Satisfaction Results

The City undertakes independent customer satisfaction surveys across a number of service units each year. The percentage of satisfied customers reported is the number of customers who scored the service seven or more out of 10.



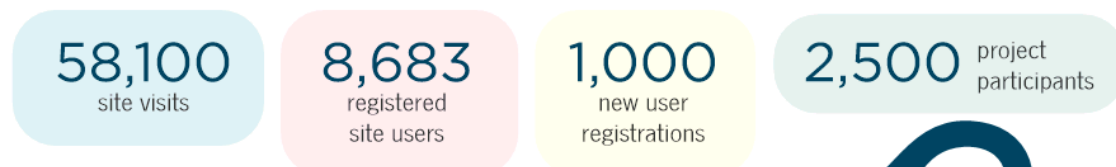
## Community Engagement Report

The City undertakes community engagement throughout the year to seek feedback on various initiatives and to inform the community of its priorities.

The City's focus is to inform, consult and provide opportunities for active participation in City projects and activities. The City uses a variety of methods to seek feedback including listening posts, workshops, surveys, meetings, one-on-one conversations and more.

These projects are communicated using a number of mediums. Some examples include direct mail, newspaper advertisements, e-newsletters, social media and signage.

Over the past 12 months, the City has attracted community input via its Comment on Cockburn community engagement website which had:



## DRAFT Annual Report 2020–2021

## State of Sustainability Report

The City of Cockburn's 11th annual State of Sustainability Report is a snapshot of the City's collective efforts in working towards a sustainable future.

The City had 76 indicators for sustainability across the organisation along with a number of high-level targets across five key sustainability areas including water conservation, waste minimisation, energy and emissions reduction, biodiversity and liveability. One hundred per cent of the key performance indicators were in progress or achieved during 2020-21 reflecting the City's ongoing commitment to pursuing sustainability excellence.

Below is a snapshot of the City's sustainability highlights for 2020-21.

### Sustainability Highlights

Achieved platinum Waterwise Council status

Adopted the following strategies and plans:

Climate Change Strategy 2020-2030

Waste Strategy 2020-2030

Integrated Transport Strategy 2020-2030

Coogee Beach Foreshore Management Plan 2020-2070

Community Development Strategy 2021-2025

Established new corporate targets for 100 per cent renewable energy and net zero emissions by 2030

Maintained a Zero Emissions Fleet via the carbon offset program

Rehabilitated 4.8 hectares of bushland with 76,000 seedlings

Commenced a green hydrogen feasibility study and electric waste truck trial

Integrated Environmentally Sustainable Design (ESD) into five facilities

Established a partnership with Climate Active to empower schools, business and households to reduce their carbon footprint

Gazetted and implemented an important amendment to the local planning scheme and Local Planning Policy 1.2 known as 'Better Neighbourhoods'

Installed an additional 12 artificial reef structures at the Coogee Maritime Trail

Received a \$37,000 Urban Canopy Grant for areas in Beeliar and Bibra Lake

Successfully trialled a commercial food waste service, which is now in operation

Continued local business support including masterclasses, briefings, enewsletters, events, workshops, and the #ShopLocalCockburn campaign

Developed Cockburn Restart Hub to assist businesses with COVID-19 recovery

#### Governance 18 KPIs



72% achieved  
28% in progress

Governance is the cornerstone of the City's approach to sustainability. It enables the City to listen to and guide its residents and ratepayers to build a sustainable future.

#### Environment 31 KPIs



68% achieved  
32% in progress

The environment is the foundation for sustainability in the City of Cockburn. Our natural areas and resources must be sustainably managed now and in the future.

#### Society 18 KPIs



72% achieved  
28% in progress

Society is at the heart of sustainability in Cockburn. Our people, from our residents, ratepayers, volunteers and businesses, to schools, visitors and employees, are the driving force behind the way we develop, now and into the future.

#### Economy 9 KPIs



67% achieved  
33% in progress

A viable economy underpins the sustainable development of the City and must be resilient in the face of uncertainty and risk. The City's economy is directly integrated with its society and environment.

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## Disability Access and Inclusion Report

The City's Disability Access and Inclusion Plan (DAIP) provides a framework for translating the principles and objectives of the Disability Services Act 2003 into achievable initiatives. Below are the outcomes.

### Outcome 1: People with disability can access City of Cockburn services and events

With COVID-19 shutdowns impacting events, an accessible 'Wide Angle Film Festival' was offered free of charge to the community online

The City hosted a Social Inclusion Forum with the theme 'Leave no one behind', to celebrate International Day of People with Disability

The City held a free Beach Access Day to showcase the City's beach access equipment and facilities along the Cockburn coastline on International Day of People with Disability

Other City of Cockburn events and workshops provided inclusive and accessible provisions, including:

- Christmas on the Green included theatrical Auslan Interpreting for the deaf and hard of hearing community to participate in Christmas celebrations
- Australia Day Coogee Beach Festival: Accessible matting provided and free hire of portable hearing devices
- Teddy Bears Picnic: Accessible matting provided at Manning Park
- Coogee Live Event: Audio description and video captioning for a performance by the East Hamilton Hill Primary School where they told dreamtime stories in Nyungar and English. An accessible tactile tour was run by Disability in the Arts, Disadvantage in the Arts, Australia. Free hire of beach wheelchairs, beach walker, portable hearing devices and accessible matting were also provided

- Author presentation at Success Library by Craig Silvey on his book Honeybee was Auslan interpreted. The story is about a transgender teenager, mental health issues, unconventional friendships and resilience
- Mini Beasts Workshop: A hands-on interactive workshop with two Auslan interpreters
- The annual family dance provides entertainment including performances by DAPAK (dancers with disability).

### Outcome 2: People with disability have equal opportunity to access the buildings and other facilities at the City of Cockburn

An access audit was conducted in 2020 at Cockburn ARC (Aquatic and Recreation Centre) in response to both staff and community feedback. A priority list of improvements was identified

Accessible pathway improvements were provided at Bibra Lake shopping complex in response to a local resident's request. The shopping area is now wheelchair and pram accessible

Hearing Australia provided information sessions and testing of the City's portable and integrated hearing loops systems across the organisation

Construction of a new accessible ramp is planned to be ready by summer 2021-2022, to enable people with disability easier access to Coogee Beach

The City introduced procurement guidelines to assist staff involved in new building constructions and renovation projects. The guidelines require project staff to engage and include the services of an access consultant for the project



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## Disability Access and Inclusion Report (continued)

Port Coogee Accessible Fishing Jetty, Chelydra Point Reserve, North Coogee: Accessible parking was increased to two ACROD bays. This improvement combined with the ramp on the fishing jetty increases access to this area

Accessible bench seats with backs and armrests have been installed at Bibra Lake Reserve

An accessible BBQ has been installed at Bloodwood Park, South Lake

Upgrades to the existing facility at the Wetlands Precinct on Hope Road in Bibra Lake includes additional parking, improved traffic and public access to the site. Interconnected landscaped walkways and outdoor classrooms are included

Playground renewal and installation of lighting at Duggan Park, Hammond Park includes an accessible basket swing

An accessible shelter with picnic setting including wheelchair access on one end has been installed at Hopbush Park, South Lake

At Lakeridge Reserve, Cockburn Central an accessible table setting, and an accessible parent/child swing has been installed

Manning Park, Spearwood has had new accessible BBQs, drinking fountains and furniture

Perena Rocchi Park, Yangebup upgrades included an accessible carousel

Radonich Park, Beeliar upgrades included a shelter with an accessible picnic setting with wheelchair access

At Ramsay Park, Bibra Lake an accessible BBQ has been installed.

### Outcome 3: People with disability receive information that is readily accessible from the City of Cockburn

An Access and Inclusion e-newsletter has been established

The City continues to make its information as accessible as possible. This includes providing accessible templates for staff, a corporate style guide that has 12pt minimum font size and clear colour contrast guidelines, producing large corporate documents in accessible word and PDF formats for the website, WCAG2.1 accreditation for the website, ensuring that all videos have transcripts and subtitles

An accessible venues document was created for staff to assist with local community and business enquiries regarding accessible venues and availability in the City of Cockburn

Accessible hire forms have been created for free hire of the City's beach wheelchairs and walker. Businesses such as Rocky Bay, Therapy Focus, Senses Australia, Perth Dive School, Alpha Carers and the Education Department of WA have utilised this service over the past 12 months in Cockburn.

### Outcome 4: People with disability receive the same level of quality service as other people in the community from staff at the City of Cockburn

Disability Awareness training is offered face to face annually to all new staff. The City has created an online refresher disability awareness course for staff. This caters to a larger number of City staff who work shifts.

### Outcome 5: People with disability have equal opportunity to lodge complaints to the City of Cockburn

Community feedback is encouraged and advertised on the City's website and an article was published in the City's Disability Access and Inclusion eNewsletter

The City's fulltime Disability Access and Inclusion Officer provides ongoing support to staff and community members

## Cockburn, the best place to be

A Clinical Governance Framework for Cockburn Care was introduced in 2020. Cockburn Care has been supporting older residents and people with a disability to live independently in their own home for as long as possible. The Clinical Framework underpins the program and incorporates the City's Abuse and Neglect Policy and Procedures, the Challenging Behaviours Policy (including Minimal Restriction principle), and Staff Code of Behaviour among other City policies and procedures.

### Outcome 6: People with disability have equal opportunity to participate in public consultation conducted by the City of Cockburn

The City's Disability Reference Group (DRG) provided feedback on a range of projects and strategies:

- The New Council Administrative and Chambers Building Concept Design
- Climate Change Strategy
- Community Development and Volunteer Strategy
- Draft designs for the Omeo Park Rest room and shade area in North Coogee.

The City participated in the co-design and creation of the digital marketing campaign with the National Disability Service to raise awareness of the misuse of ACROD bay parking across the state

A workshop was held in March 2021 for the members of the DRG to develop and create disability access and inclusion goals and priorities for the year ahead

The City continued to facilitate monthly DRG meetings via online platforms during the COVID-19 shutdown period enabling the DRG to remain connected and to discuss emerging issues due to the pandemic. Since the shut down this new meeting format is preferred and remains in place

Grant applications and grant terms and conditions are now hyperlinked to the City's DAIP. Upon

signing the 'Conditions of Funding' successful applicants, agree to complete an accessible events checklist

A grant for Rocky Bay was approved to establish a demonstration space for assistive and adaptive equipment in an accessible community kitchen in the City. The fit out will be suitable for teaching kitchen skills for increased independence

Council supported a grant to Coogee Beach Surf Lifesaving Club to support the marketing and accessibility of the Starfish Nippers program which is designed for children with disability and run in conjunction with the regular Sunday Nippers Program

Community consultation was held with the local community living along the Cockburn coast which resulted in a request for the future DAIP to include improvements to accessibility in this area.

### Outcome 7: People with disability have the same opportunities as other people to obtain and maintain employment with the City of Cockburn

The City has a memorandum of understanding in place with BizLink until 2023, which commits to the City continuing to support the employment development of people with disability

The Cockburn Youth Centre Employ Me program is a free service helping young people, including young people with disability, with all things career and work related. Young people aged 14-24 can book in and get assistance with writing resumes and cover letters, applying for jobs, building interview skills and general career advice. Participants have the choice of having sessions in person at Cockburn Youth Centre, over the phone or online with the Youth Development Officer.

## DRAFT Annual Report 2020–2021

## Awards and Achievements

Award or Agency	Place and Category
Parks & Leisure Australia (WA)	High Commendation, Playspace Award 2020 under \$0.5m for Perena Rocchi Reserve and Pump Track, Yangebup
Australian Institute of Landscape Architects	Winner, National Landscape Architecture Award 2020 for Barrow Park Play Space, North Coogee
Cities for Climate Protection Climate Awards 2020	Highly Commended. Renewable Energy Achievement Award. Leading the Way in WA.
Department of Planning, Lands & Heritage	Commendation, Contribution by a Public or Private Organisation for the City of Cockburn history website
Environmental Health Association	Fellowship awarded to Nick Jones, Manager Environmental Health
Master Builders-Bankwest Excellence in Construction Awards	Winner, Best Public Use Building \$5m-\$10m for Lakeland Hockey and Sporting Facility
AUSTSWIM	Mel Holst, National Teacher of Infant and Preschool Aquatics 2020
Public Health Advocacy Institute of Western Australia Local Government Policy Awards	Inaugural Outstanding Service Award – Joan de Castro, Childrens Development Officer
Public Health Advocacy Institute of Western Australia Local Government Policy Awards	City of Cockburn named overall winner in the policy category
Public Health Advocacy Institute of Western Australia Local Government Policy Awards	Commended in the Aboriginal Child Health category
Public Health Advocacy Institute of Western Australia Local Government Policy Awards	Commended in the Environments Promoting Physical Activity category
Public Health Advocacy Institute of Western Australia Local Government Policy Awards	Winner, Smoke Free Environment category
Public Health Advocacy Institute of Western Australia Local Government Policy Awards	Winner, Shade in Public Places category
Royal Life Saving WA	Winner, Gold Star Bravery Award, 2020. Cockburn ARC staff, Adam Anistino, Tamila Andreeva, Rhiannon Keel, Jennifer Littlejohn
Royal Life Saving WA	Winner, Bravery Commendation Cockburn ARC aquatic staff, Tayliah Zimmer and Sarahjayne Whiteley
Water Corporation	Platinum Waterwise Council of the Year (joint award)

Left: Vic Andrich, President of Environmental Health Australia giving Nick Jones the Fellowship award  
Right: Joan de Castro with Inaugural Outstanding Service Award



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## Organisational Structure

Council adopted a new seven division structure during the financial year. The structure has been created to deliver on the Strategic Community Plan objectives more effectively.





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## Remuneration of Senior Employees

### Annual Salary of Senior Employees

Annual Salary Range (\$)	Number of Employees	Annual Salary Range (\$)	Number of Employees
130,000 – 139,999	13	240,000 – 249,999	1
140,000 – 149,999	8	250,000 – 259,999	0
150,000 – 159,999	3	260,000 – 269,999	1
160,000 – 169,999	2	270,000 – 279,999	0
170,000 – 179,999	2	280,000 – 289,999	1
180,000 – 189,999	4	290,000 – 299,999	0
190,000 – 199,999	3	300,000 – 309,999	0
200,000 – 209,999	4	310,000 – 319,999	1
210,000 – 219,999	1	320,000 – 329,999	1
220,000 – 229,999	2	330,000 – 339,999	0
230,000 – 239,999	0	370,000 – 379,999	0

- The CEO's salary is a combination of the Acting CEO (seven months) and the current CEO (five months)
- All payments which form salary and wages have been included, plus superannuation and company matching super contributions
- If an employee received an allowance for a vehicle this is included above, however if an employee was provided with a vehicle there is no allowance payable and therefore nothing has been included.



C.Y. O'Connor Beach planting - June 2021

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# Corporate Business Plan 2020-2021

## KPI Progress Report

### Highlights from the Year

Below are some highlights from this financial year. A full report of the progress of all 2021-2022 actions in the Corporate Business Plan follows on page 28.



#### 1. Local Economy

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

- First City Economic Development Grants program awarded 20 businesses \$85,000
- Ran #ShopLocalCockburn campaign to encourage residents to shop local and amended procurement policy to ensure the City shops locally where possible.



#### 2. Environmental Responsibility

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

- Review of the Waste Strategic Plan completed
- Climate Change Strategy 2020-2030 adopted by Council.



#### 3. Community, Lifestyle and Security

**A vibrant, healthy, safe, inclusive and connected community.**

- Gave \$1.46m back to the community in grants and donations
- Re-launched a new, more effective and affordable CoSafe service
- New Community Development and Volunteering strategies adopted by Council.



#### 4. City Growth and Moving Around

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

- The Transport Strategy, incorporating the Road Safety Strategy, Parking Plan and TravelSmart Plan was adopted by Council
- Verde Drive extension was completed
- Yarra Vista Park upgrades were completed.



#### 5. Listening and Leading

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

- Asset Management Plan for Marine and Coastal Assets was completed
- Requirements gathered for a single view of the customer and customer relationship management tool was completed.

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## Corporate Business Plan Progress 2020-2021

Only projects for the 2020-21 financial year are shown under each strategy area.



### Outcome 1: Local Economy

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

#### Business as usual

Facilitate a sustainable and diverse local economy that attracts increased investment and provides local employment. Businesses are engaged and informed about City services and processes, business skills and capacity development, and regional and local opportunities.

#### Key Projects



= not started

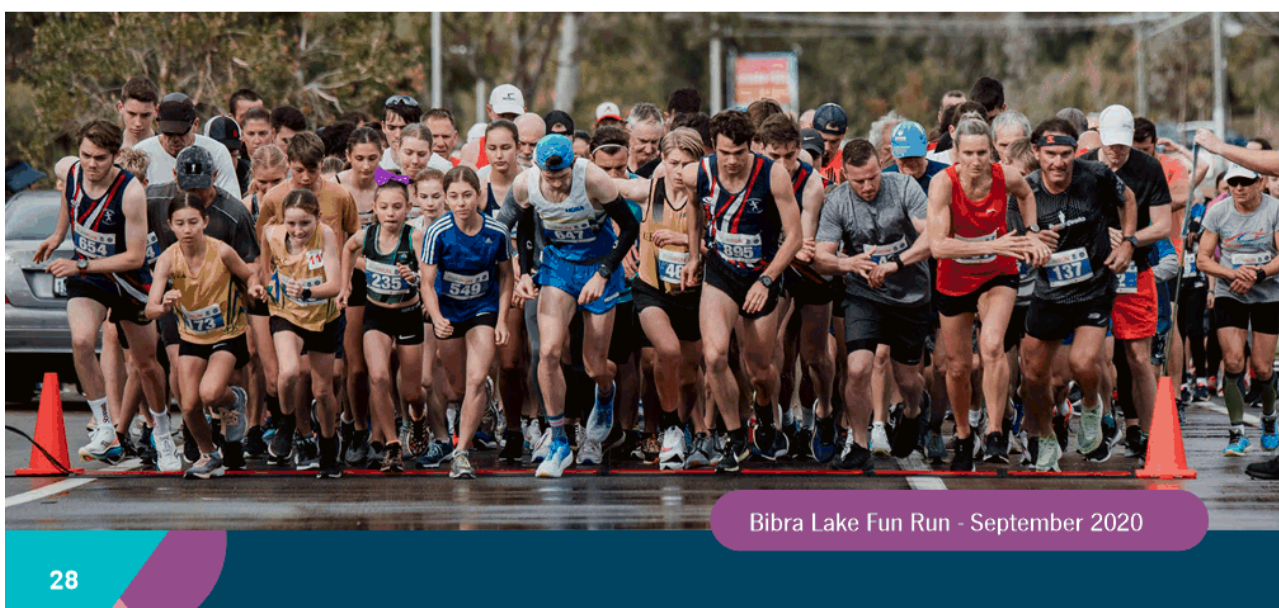


= in progress



= completed

Strategy	Project	
Plan for and facilitate opportunities for local business (including home business and sole traders), local activity centres and industry to thrive	Develop the Economic Development Framework and Action Plan	
	Work with business and the community to expand the use of smart technology to improve resource efficiency and affordability	
	Review and update the Local Commercial and Activity Centres Strategy 2011	
Build local business capacity through partnerships, networks, programs and skill development	Support buying locally through our policies and practices	
	Deliver grants to support Economic Development Policy and Guidelines	
	Embed economic development principles into the Grants & Donations program to support business development	



Bibra Lake Fun Run - September 2020



## Cockburn, the best place to be

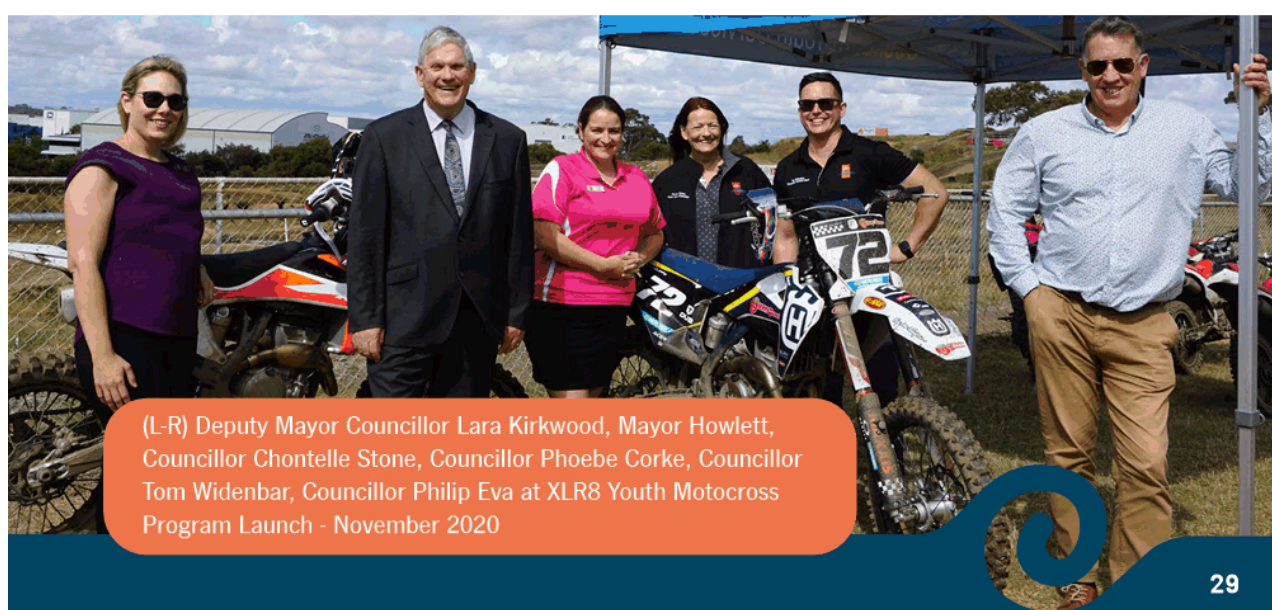
## Key Projects

● = not started

● = in progress

● = completed

Strategy	Project	
Advocate for and attract investment, economic growth, and local employment	Strategic research and partnerships focused on new investments	●
	Progress planning and advocacy to support the development of Latitude 32 and the Australian Marine Complex	●
	Provision of New Economic Development Service area to support the Economic Development Framework	●
	Prepare an infrastructure and funding advocacy plan that underpins economic and growth strategic priorities for Cockburn	●
	Work with the community, South West Group, innovators and industry to explore development of clusters, innovation and co-working hubs across Cockburn	●
	Leverage of national defence programs to position Cockburn as the destination of choice for investment	●
Facilitate and advocate for the provision of a full range of education and training opportunities	Promote programs to build innovation skills and pathways to accelerate innovation activity	●
Ensure the City is 'easy to do business with' through improved business focused processes	Review community events approvals process and other process reviews	●
	Implement Small Business Friendly Approvals Project	●
Waste Strategy	Develop a new commercial food waste collection service	●
Community, Sport and Recreation Facilities Plan	Develop the City's new Visitor Information Service as part of the Aboriginal Cultural and Visitors Centre	●



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## Outcome 2: Environmental Responsibility

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

## Business as usual

Manage and recover waste. Manage public open space. Assess landscape and environmental areas development approvals. Maintain Platinum Waterwise Council status. Protect strategically identified remnant bushland, wetlands, coastal, environment and ecological corridors. Provide environmental education and administer grants that enhance and protect the environment. Develop and implement the Climate Change Strategy.

## Key Projects



= not started



= in progress



= completed

Strategy	Project	
Sustainably manage our environment by protecting and enhancing our unique natural areas, coast, bushland, wetlands and native wildlife	Construct Wetlands Education Centre/WA Wildlife	●
	Review and continue to implement the Natural Areas Management Strategy 2012-2022	●
	Review the City's Bushfire Risk Management Plan 2015-2020	●
	Implement and review the Urban Forest Plan 2018-2028	●
	Develop and Implement Citywide entry statement program	●
Improve our urban forest and streetscapes across the City	Implement and review the Cash in Lieu Plan 2017-2020 for public open space	●
Provide accessible high-quality open spaces and parks for community benefit	Develop Aubin Grove youth facilities	●
	Implement and review the Public Open Space Strategy 2014-2024	●
Minimise the City's waste to landfill through reducing, reusing, re-purposing, re-gifting and recycling of waste	Henderson Waste Recovery Park leachate evaporation project (ongoing)	●
	Review and implement the Waste Strategic Plan 2020-2030	●
	Deliver general waste to the East Rockingham Energy from Waste Facility 2022	●
	Construct a new Community Drop-off Facility, relocated entry and leasable land for complimentary waste contractors at Henderson Waste Recovery Park	●

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## Key Projects

● = not started

● = in progress

● = completed

Strategy	Project	
Sustainably manage water, energy and other resources and promote the use of environmentally responsible technologies	Plan and implement initiatives to reduce building and facility and plant non-renewable energy consumption and Green House Gas Emissions	●
	Research and develop a position on alternative fuelled waste trucks	●
	Implement the Water Efficiency Action Plan 2018–2028	●
	Undertake a feasibility study for the use of hydrogen powered waste trucks	●
	Invest in Henderson Waste Recovery Park onsite renewable energy generation	●
Address climate change through planning, adaptation, mitigation, infrastructure and ecological management	Review and implement the City's Coastal Management and Adaptation Plan	●
	Develop a Climate Change Strategy 2020-2030	●
	Implement the Climate Change Strategy	●



Victoria Hartill, Clare Courtald at Coogee Beach for World Ocean Day - June 2021





## DRAFT Annual Report 2020–2021



## Outcome 3: Community, Lifestyle and Security

A vibrant, healthy, safe, inclusive and connected community.

## Business as usual

Provide community safety and development initiatives, free community events, ranger services, recreation and community development and services. Administer grants and donations through the Cockburn Community Fund to support the community. Provide a range of community services including libraries, a volunteer resource centre, childcare services, youth services, family and children's services, seniors' services and public health services.

## Key Projects



= not started



= in progress



= completed

Strategy	Project	
Provide a diverse range of accessible, inclusive and targeted community services, recreation programs, events and cultural activities that enrich our community	Review and implement the Age Friendly Strategy 2016-2021	●
	Review and implement the Children and Families Strategy 2016-2021	●
	Review and implement the Disability Access and Inclusion Plan 2017-2022	●
	Review and implement the Youth Services Strategy 2017-2022	●
	Review and implement the Cultural Strategy (Art, Culture, Heritage and Events) 2016-2020	●
	Review and Implement the Libraries Strategic Plan 2020-2025	●
	Incorporate the Cultural Diversity Strategy into the Community Development Strategy	●
	Map the application and approval process for external and internal run events and implement recommended process improvements	●
Foster local community identity and connection through social inclusion, community development, and volunteering opportunities	Undertake a feasibility study for arts and cultural spaces in Cockburn and implement approved recommendations	●
	Review and implement the Community Development Strategy 2016-2020	●
	Develop a Volunteering Strategy	●

## Cockburn, the best place to be

## Key Projects

● = not started

● = in progress

● = completed

Strategy	Project	
Facilitate and support health and wellbeing outcomes for our community	Develop a Public Health Plan	●
Provide community, sport, recreational, and cultural facilities and infrastructure to meet community needs	Review and implement the Community, Sport and Recreation Facilities Plan 2018-2033	●
	Treeby Community and Sports Centre design and construction	●
	Malabar Park construction	●
	Beale Park design and construction	●
	Cockburn Coast Oval construction	●
	Expansion of Port Coogee Marina	●
	Frankland Park construction	●
	Wally Hagan Recreation Centre development	●
	Cockburn ARC – health and fitness expansion	●
	Complete a peer review of the draft design of the Coogee Golf Course	●
	Santich Park upgrade – Stage 1	●
Facilitate and advocate for increased community safety	Review and Implement the City's Community Safety and CCTV Strategy 2017-2022	●
	Finalise the development of a Smart City facility security and access control system and commence roll-out of preselected locations	●
Recognise and celebrate the significance of cultural, social and built heritage including Aboriginal and Torres Strait Islanders and multicultural groups	Review and implement the Reconciliation Action Plan 2018-2021	●
	Review Azelia Ley Homestead Museum management model and tenure	●
	Design and construct the Aboriginal Cultural and Visitors Centre	●

## DRAFT Annual Report 2020–2021



## Outcome 4: City Growth and Moving Around

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

## Business as usual

Provide guidance for the growth of the City. Ensure that buildings and structures are safe and comply with all relevant building legislation, codes, standards and regulations. Design roads, drains, paths, cycle ways and associated infrastructure. Construct and maintain roads, drainage, paths and associated infrastructure. Manage the City's property interests and land portfolio.

## Key Projects












= not started



= in progress



= completed

Strategy	Project	
Plan to provide residents with great places to live, activated social connections and high-quality open spaces	Review and implement the Land Management Strategy	
	Prepare the new Local Planning Strategy and Scheme for the District	
	Australian Building Cladding Audit – complete the audit and follow up work related to flammable cladding	
Sustainably revitalise urban areas to deliver high levels of amenity and to cater for population growth	Implement the Phoenix Central; Hamilton Hill, Coolbellup, The Lakes Revitalisation Strategies	
Review the City's approach to future revitalisation strategies	To be informed by the review of the City's Local Planning strategy	
Plan and facilitate diverse and affordable housing choices for residents and vulnerable communities	Implement and Review the Housing Affordability and Diversity Strategy	
Progress planning and advocacy for redevelopment of the South Fremantle Power Station site and the associated electrical sub-station		
Develop Cockburn Central as our City centre and strengthen local area localities through planning and activation	Prepare an intervention framework to promote growth, good design, and viable outcomes in our activity centres. (part of the Local Commercial and Activity Centres Strategy review)	
	Design of the New Council and Administration Centre - Cockburn Central	

## Cockburn, the best place to be

## Key Projects

● = not started

● = in progress

● = completed

Strategy	Project	
Advocate and plan for reduced traffic congestion	Advocate for the analysis and planning to support the delivery of the Fremantle to Cockburn Transit Link	●
	Develop public events, information campaigns and education resources about traffic congestion, road safety and alternative transport mode choices to reduce the dependency on trips by private car	●
Plan, develop and advocate for safe, sustainable, integrated local transport networks, public transport and regional transport networks	Implement Road Projects Plan 2019-2033	●
	Advocate for improvements to public transport	●
	Review and implement the Integrated Transport Strategy, incorporating the Road Safety Strategy, Parking Plan and Travel Smart Plan	●
Continue to complete the coverage of accessible cycleways, footpaths, parking and end of trip facilities, and trail networks across the City	Construct new and refurbished footpaths	●
	Complete Bicycle Network Infrastructure 2017-2026	●
	Review and integrate the Footpath Plan	●
	Review and implement the Trails Master Plan	●
Progress concept development and advocacy for coastal corridor and east-west public transport options		●



(L-R) Mitchell Garlett, Councillor Phoebe Corke, Mayor Howlett, Shelley Farmer, Roshann Kaputin, Kathleen Miller, Tim Kelly, Councillor Chontelle Stone at Reconciliation Week, Flag Raising - May 2021



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## Outcome 5: Listening and Leading

A community focused, sustainable, accountable and progressive organisation.

**Business as usual**

Provides strategic direction for the City, and administrative and governance support to the organisation to ensure compliance with legislative requirements and corporate guidelines and meets statutory obligations in accordance with the Local Government Act 1995. Engage with State and Federal Government agencies to secure funding and support. Manage the City's assets through Asset Management Plans. Provide best practice project management services to deliver the City's capital works projects, programs and strategies. Provide excellent customer service and community engagement.

**Key Projects**

= not started



= in progress



= completed

Strategy	Project	
Ensure good governance through transparent and accountable planning, processes, reporting, policy and decision making	Implement Knowledge Management Project – corporate records management	●
	Develop, implement, and maintain a four-year corporate planning cycle and new strategy software system	●
	Consolidate the existing strategies and strategic documents into a cohesive framework of strategies and list of operational documents linked to the strategic outcomes and objectives	●
	Review and continual management of the Enterprise Risk Management Framework	●
	Organisational Risk Management Maturity Review	●
Actively advocate and seek regional collaboration focused on growing the wellbeing and self-sufficiency of the community to better meet its social, environmental and economic needs	Review, assess and apply new or amended legislative requirements from the LG Act Review	●
	Apply for areas to be included in funding for underground power	●
Listen to, communicate, consult and engage with our residents, businesses and community in a timely, open and collaborative manner	Participate in the Westport Local Government Reference Group as per the Terms of Reference	●
	Review the Community Engagement Policy and Framework	●

## Cockburn, the best place to be

## Key Projects

● = not started

● = in progress

● = completed

Strategy	Project	
Deliver value for money through sustainable financial management, planning and asset management	Review and implement the Asset Management Strategy 2017 and ensure consistent organisational asset management principles are in place	●
	Create and review an Asset Management Plan for marine and coastal assets	●
	Create and review the Asset Management Plan for Cockburn ARC	●
	Operations Centre Upgrade Stage 2	●
	Office of the Auditor General performance audits – participation and review better practice recommendations	●
	Refine the long-term financial planning methods to better integrate with the City's Strategic Community Plan objectives	●
	Implement COVID-19 financial measures including zero % rate, fee and charges increase for 2021. The impact has then been extrapolated across the 10 years of the Long-Term Financial Plan	●
Provide high quality accessible customer service and experiences for all our community	Undertake requirements for gathering a single view of the customer/ CRM and implement a solution	●
Focus on providing a workplace that supports diversity		●
Attract, engage, develop, support and retain our employees to provide exceptional services for the community	Review and Implement the Workforce Plan 2017-2022	●
Build an organisational culture that encourages innovation in both digital and non-digital mediums, and utilisation of technology to increase efficiency and effectiveness	Implement and review the Sustainability Strategy 2017-2022	●
	Review and Implement the Information Services Strategy 2016-2020	●
	Review and update the existing customer request system to meet current business processes	●
	Develop and implement two Smart Cities Projects in partnership with the South West Group (Smart Street lighting and LoRaWAN network)	●
	Develop an Innovation Framework and culture	●
	Review and Implement the Digital Strategy 2019-2024	●

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## Spend on Asset Development and Operational Activities 2020–2021

Asset Development	\$Million	Operational Activities	\$Million
Landfill site	\$0.31	Plant maintenance	\$3.16
Plant – new and replacement	\$3.77	Facilities maintenance	\$7.20
Parks and environment	\$4.20	Marina and coastal	\$1.14
Roads, footpath and drainage	\$11.51	Waste disposal	\$9.97
Developer contributed infrastructure	\$11.42	Roads, footpaths and drainage maintenance	\$7.64
Buildings	\$14.22	Parks and environment maintenance	\$17.36
Marina and coastal	\$0.29	Waste collection	\$5.82
<b>Total</b>	<b>\$45.72</b>	<b>Total</b>	<b>\$52.29</b>



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## Complaints of Minor Breaches

The *Local Government Act 1995* (Section 5.121) requires a Register of Complaints against Elected Members to be maintained. For 2020-21, 16 official complaints were received and a censure imposed by the Standards Panel. The details must be entered into the complaints register and published on the City's website.

### Complaint 1

**Date of hearing:** 1 February 2021 (SP 2020-033)

**Name of Councillor:** Michael Separovich

**Name of person who made the complaint:**  
Don Green, Executive Governance & Strategy

**Description of minor breach determined by standards panel**

Councillor Michael Separovich committed one breach of Regulation 10(1)(b) of the *Local Government (Rules of Conduct) Regulations 2007 (WA)* when he attempted to influence, by means of a threat, the conduct of a person who is a local government employee in their capacity as a local government employee.

**Details of action taken under section 5.110(6)**

Councillor Michael Separovich, a councillor for the City of Cockburn, publicly apologise, as specified in paragraph 2, or failing compliance with paragraph 2, then paragraph 3:

**Public Apology**

2. At the ordinary council meeting first occurring after the expiration of 28 days from the date of service of this Order on him, Councillor Michael Separovich ("Cr Separovich")
  - a. attend the relevant ordinary council meeting;
  - b. ask the presiding person for his or her permission to address the meeting to make a public apology to the public;
  - c. make the apology immediately after Public Question Time or during the Announcements part of the meeting, or at any other time when the meeting is open to the public, as the presiding person thinks fit; and
  - d. address the Council and public as follows, without saying any introductory words before the address, and without making any comments or statement after the address: 'I advise this meeting that:
    - i. A complaint was made to the Local Government Standards Panel, in which it

was alleged that I contravened the *Local Government (Rules of Conduct) Regulations 2007 (WA)* when I sent an email and used a threatening tone towards a senior member of Council staff.

- ii. The Panel found that by behaving in this manner I committed one breach of Regulation 10(1)(b) of the said Regulations as I attempted to influence, by means of a threat, the conduct of a person who is a local government employee in their capacity as a local government employee.
- iii. I accept that I should not have acted in such a manner and I now apologise to Mr Daniel Arndt for having done so."

3. If Cr Separovich fails to, or is unable to, comply with the requirements of paragraph 2 in the required timeframe then, within the next 28 days following the ordinary council meeting referred to in paragraph 2:
  - a. Cr Separovich shall cause the following notice of public apology to be published in no less than 10 point print, as a one-column or two-column display advertisement in the first 10 pages of the 'Cockburn 'Gazette' newspaper; and
  - b. The Chief Executive Officer of the City of Cockburn shall arrange for the following notice of public apology to be published:
    - i. on the Facebook page of the City of Cockburn in no less than 10 point font size; and
    - ii. in an appropriate place on the website of the City of Cockburn in no less than 10 point font size; and
    - iii. in the next occurring issue of any City of Cockburn public newsletter (if any) (whether in electronic or print copy) in no less than 10point font size.



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## Complaints of Minor Breaches (continued)

## PUBLIC APOLOGY BY COUNCILLOR

## MICHAEL SEPAROVICH

A complaint was made to the Local Government Standards Panel, in which it was alleged that I contravened the Local Government (Rules of Conduct) Regulations

2007 (WA) when I sent an email and used a threatening tone to a senior member of Council staff. The Panel found that by behaving in this manner I committed one breach of Regulation 10(1)(b) of the said Regulations as I attempted to influence, by means of a threat, the conduct of a person who is a local government employee in the person's capacity as a local government employee. I accept that I should not have acted in such a manner and I now apologise to Mr Daniel Arndt for having done so.

## Complaint 2

**Date of hearing:** 1 February 2021 (SP 2020-039)

**Name of Councillor:** Michael Separovich

**Name of person who made the complaint:**

Don Green, Executive Governance & Strategy

**Description of minor breach determined by standards panel**

Councillor Michael Separovich committed one breach under the Local Government Act 1995 (WA) ("the Act") and regulation 17(1)(b) of the Local Government (Rules of Conduct).

**Details of action taken under section 5.110(6)**

Councillor Michael Separovich, a member of the City of Cockburn, within four(4) months of the date of this Order, shall undertake: (1) the training course for Elected Members 'Serving on Council' provided by WA Local Government Association (WALGA) for a period of fifteen(15) hours; or (2) a training course with substantially similar learning outcomes provided by an alternative Version: 12, Version Date: 27/07/2021 Document Set ID: 8253716 registered organisation for a similar duration, but at least twelve (12) hour.

## Complaint 3\*

**Date of hearing:** 9 February 2021 (SP 2020-108)

**Name of Councillor:** Michael Separovich

**Name of person who made the complaint:**

Don Green, Executive Governance & Strategy, on behalf of a third party

**Description of minor breach determined by standards panel**

Councillor Michael Separovich committed one breach under the Local Government Act 1995 (WA) ("the Act") and regulation 7(1)(b) of the Local Government (Rules of Conduct) Regulations 2007 ("the Regulations") when he made deliberately antagonistic and offensive remarks on social media regarding the fatal shootings at a Black Lives Matter protest in the United States of America.

**Details of action taken under section 5.110(6)**

Councillor Michael Separovich,

1. a councillor for the City of Cockburn, be publicly censured, as specified in paragraph 3.
2. a councillor for the City of Cockburn, make the monetary payment set out in paragraph

**Public Censure**

3. Within the period of 29 days to 43 days from the day following the date of service of this Order on Councillor Separovich, the Chief Executive Officer of the City of Cockburn shall arrange for the following Notice of Public Censure to be published, in no less than 10 point print or font:
  - a. on the Facebook Page of the City of Cockburn;
  - b. on an appropriate page of the website of the City of Cockburn; and
  - c. be published in every City of Cockburn public or community newsletter (whether in electronic or print copy) (if any).

**NOTICE OF PUBLIC CENSURE** The Local Government Standards

Panel has found that Councillor Michael Separovich, a Councillor of the City of Cockburn, breached regulation 7(1)(b) of the Local Government (Rules of Conduct) Regulations 2007 (WA) when he made

## Cockburn, the best place to be

a Facebook Post that was deliberately antagonistic and offensive on social media in relation to the Black Lives Matter protests in the United States of America. Councillor Separovich's conduct was improper, in breach of the City's Code of Conduct and deserving of a penalty. The Panel censures Councillor Separovich for the breach of regulation 7(1)(b) of the Local Government (Rules of Conduct) Regulations 2007 (WA).

## LOCAL GOVERNMENT STANDARDS PANEL

## Monetary Sanction

4. Within two (2) months of being advised of the sum total of the remuneration and allowances payable by the City in relation to the Complaint, Cr Separovich shall pay to the City that amount in full.

\*Upon review by the State Administrative Tribunal this decision was set aside on 29 September 2021 and no sanction was imposed.

## Complaint 4 \*

**Date of hearing:** 9 February 2021 (SP 2020-102)

**Name of Councillor:** Michael Separovich

**Name of person who made the complaint:**

Don Green, Executive Governance & Strategy, on behalf of a third party

## Description of minor breach determined by standards panel

Councillor Michael Separovich committed one breach under the Local Government Act 1995 (WA) ("the Act") and regulation 7(1)(b) of the Local Government (Rules of Conduct) Regulations 2007 ("the Regulations") when he made comments that were deliberately antagonistic and offensive remarks on social media regarding the fatal shootings at a Black Lives Matter protest in the United States of America.

## Details of action taken under section 5.110(6)

Councillor Michael Separovich, a councillor for the City of Cockburn publicly apologise, as specified in paragraph 3, or failing to comply with paragraph 3, then paragraph 4 shall apply.

Councillor Michael Separovich, a councillor for the City of Cockburn, make the monetary payment set out in paragraph 5.

## Public Apology

3. On the ordinary council meeting first occurring after the expiration of 28 days from the date of service of this Order on him, Councillor Separovich shall:
  - a. attend the relevant ordinary council meeting;
  - b. ask the presiding person for his or her permission to address the meeting to make a public apology to the public;
  - c. make the apology immediately after Public Question Time or during the Announcements part of the meeting, or at any other time when the meeting is open to the public, as the presiding person thinks fit; and
  - d. address the Council and public as follows, without saying any introductory words before the address, and without making any comments or statement after the address:
 

'I advise this meeting that:

    - i. A complaint was made to the Local Government Standards Panel, in which it was alleged that I contravened the Local Government (Rules of Conduct) Regulations 2007 (WA) when I made an offensive and derogatory Facebook Post.
    - ii. The Panel found that I breached regulation 7(1)(b) of the said Regulations as my conduct was in breach of the City's Code of Conduct and deserving of a penalty.
    - iii. I accept that I should not have engaged in the relevant conduct.
    - iv. I now apologise to my fellow Councillors and the public.'
4. If Councillor Separovich fails to, or is unable to, comply with the requirements of paragraph 3 THEN, within the next 28 days following the ordinary council meeting referred to in paragraph 3, the Chief Executive Officer shall arrange for the following notice of public apology to be published in no less than 10 point print or font:
  - a. on the Facebook Page of the City of Cockburn;
  - b. on an appropriate page of the website of the City of Cockburn; and

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## Complaints of Minor Breaches (continued)

- c. be published in every City of Cockburn public or community newsletter (whether in electronic or print copy) (if any):

A complaint was made to the Local Government Standards Panel, in which it was alleged that I contravened the Local Government (Rules of Conduct) Regulations 2007 (WA) when I made an offensive and derogatory Facebook Post. The Panel found that I breached regulation 7(1)(b) of the said Regulations as my conduct was in breach of the City's Code of Conduct and deserving of a penalty. I accept that I should not have engaged in the relevant conduct. I now apologise to my fellow Councillors and the public

### Monetary Sanction

5. Within two(2) months of being advised of the sum total of the remuneration and allowances payable by the City in relation to the Complaint, Cr Separovich shall pay to the City that amount in full.

\*Upon review by the State Administrative Tribunal this decision was set aside on 29 September 2021 and no sanction was imposed.

### Complaint 5

**Date of hearing:** 1 February 2021 (SP 2020-042)

**Name of Councillor:** Michael Separovich

**Name of person who made the complaint:**  
Don Green, Executive Governance & Strategy

#### Description of minor breach determined by standards panel

Councillor Michael Separovich committed one breach of Regulation 7(1)(b) of the Local Government (Rules of Conduct) Regulations 2007 (WA), as his conduct was wrongful, inappropriate and deserving of a penalty and, further, his actions were likely to cause detriment to the parties involved.

#### Details of action taken under section 5.110(6)

Councillor Michael Separovich, a councillor for the City of Cockburn, publicly apologise, as specified in paragraph 2, or failing compliance with paragraph 2, then paragraph 3:

### Public Apology

2. At the ordinary council meeting first occurring after the expiration of 28 days from the date of service of this Order on him, Councillor Michael Separovich ("Cr Separovich")

- attend the relevant ordinary council meeting;
- ask the presiding person for his or her permission to address the meeting to make a public apology to the public;
- make the apology immediately after Public Question Time or during the Announcements part of the meeting, or at any other time when the meeting is open to the public, as the presiding person thinks fit; and
- address the Council and public as follows, without saying any introductory words before the address, and without making any comments or statement after the address.

'I advise this meeting that::

- A complaint was made to the Local Government Standards Panel, in which it was alleged that I contravened the Local Government (Rules of Conduct) Regulations 2007 (WA) when I wrote an email to elected members that discredited staff members of the City and implied that they had not distributed an agenda for the Special Council Meeting planned for March 2020 in a timely manner.
  - The Panel found that by behaving in this manner I committed one breach of Regulation 10(1)(b) of the said Regulations as my conduct was wrongful, inappropriate and deserving of a penalty and, further, my actions were likely to cause detriment to the parties involved.
  - I accept that I should not have acted in such a manner and I now apologise to staff of the City concerned for having done so."
3. If Cr Separovich fails to, or is unable to, comply with the requirements of paragraph 2 in the required timeframe then, within the next 28 days following the ordinary council meeting referred to in paragraph 2:



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- a. Cr Separovich shall cause the following notice of public apology to be published in no less than 10 point print, as a one-column or two-column display advertisement in the first 10 pages of the 'Cockburn 'Gazette' newspaper; and
- b. The Chief Executive Officer of the City of Cockburn shall arrange for the following notice of public apology to be published:
  - i. on the Facebook page of the City of Cockburn in no less than 10 point font size; and ii. in an appropriate place on the website of the City of Cockburn in no less than 10 point font size; and iii. in the next occurring issue of any City of Cockburn public newsletter (if any) (whether in electronic or print copy) in no less than 10 point font size than 10 point font size; and
  - ii. in an appropriate place on the website of the City of Cockburn in no less than 10 point font size; and iii. in the next occurring issue of any City of Cockburn public newsletter (if any) (whether in electronic or print copy) in no less than 10 point font size.

#### PUBLIC APOLOGY BY COUNCILLOR MICHAEL SEPAROVICH

A complaint was made to the Local Government Standards Panel, in which it was alleged that I contravened the Local Government (Rules of Conduct) Regulations 2007 (WA) when I wrote an email to elected members that discredited staff members of the City and implied that they had not distributed an agenda for the Special Council Meeting planned for March 2020 in a timely manner. The Panel found that by behaving in this manner I committed one breach of Regulation 71(b) of the said Regulations as my conduct was wrongful, inappropriate and deserving of a penalty and, further, my actions were likely to cause detriment to the parties involved.

I accept that I should not have acted in such a manner and I now apologise to staff of the City of Cockburn, for having done so.

#### Complaint 6\*

**Date of hearing:** 25 March 2021 (SP 2020-057)

**Name of Councillor:** Michael Separovich

**Name of person who made the complaint:**  
Don Green, Executive Governance & Strategy, on behalf of a third party

#### Description of minor breach determined by standards panel

Councillor Michael Separovich, a councillor for the City of Cockburn, where it was alleged that he contravened the Local Government (Rules of Conduct) Regulations 2007 (WA) when he published a series of derogatory and disrespectful posts on Facebook that were highly inflammatory and provocative.

The Panel found that by behaving in this manner he committed one breach of Regulation 7(1) (b) of the said Regulations as his conduct was in breach of the City's Code of Conduct and was wrongful, inappropriate and deserving of a penalty. Furthermore, his actions were likely to cause detriment to the parties involved.

#### Details of action taken under section 5.110(6)

1. Councillor Michael Separovich, a councillor for the City of Cockburn, publicly apologise, as specified in paragraph 5, or failing compliance with paragraph 5, then paragraph 6.
2. If Cr Separovich is ordered to make the same public apology (as specified in paragraph 5 or 6) by the Panel in relation to other Minor Breach matters for the same conduct, then the Public Apology is only to be made once (in all forms as specified in paragraph 5 or 6).
3. Councillor Michael Separovich, a councillor for the City of Cockburn, be censured, as specified in paragraph 7.
4. If the same Notice of Public Censure (as specified in paragraph 7) is ordered to be published by the Panel in relation to other Minor Breach matters for the same conduct, then the Notice of Public Censure is only to be published once in each publication and on each forum.

#### Public Apology

5. At the ordinary council meeting first occurring after the expiration of

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## Complaints of Minor Breaches (continued)

28 days from the date of service of this Order on him, Councillor Michael Separovich ("Cr Separovich") shall:

- a. attend the relevant ordinary council meeting;
- b. ask the presiding member for his or her permission to address the meeting to make a public apology to the public;
- c. make the apology immediately after Public Question Time or during the Announcements part of the meeting, or at any other time when the meeting is open to the public, as the presiding person thinks fit; and
- d. address the Council and public as follows, without saying any introductory words before the address, and without making any comments or statement after the address:
 

'I advise this meeting that:

  - i. A complaint was made to the Local Government Standards Panel, in which it was alleged that I contravened the Local Government (Rules of Conduct) Regulations 2007 (WA) when I published a series of derogatory and disrespectful posts on Facebook that were highly inflammatory and provocative.
  - ii. The Panel found that by behaving in this manner I committed one breach of Regulation 7(1)(b) of the said Regulations as my conduct was in breach of the City's Code of Conduct and was wrongful, inappropriate and deserving of a penalty. Furthermore, my actions were likely to cause detriment to the parties involved.
  - iii. I accept that I should not have acted in such a manner and I now apologise to the City, the Council and the community, for having done so.

6. If Cr Separovich fails to, or is unable to, comply with the requirements of paragraph 5 in the required timeframe then, within the next 28 days following the ordinary council meeting referred to in paragraph 2:

- a. Cr Separovich shall cause the following notice of public apology to be published in the first 10 pages of the 'Cockburn Gazette' newspaper; and

- b. the Chief Executive Officer of the City of Cockburn shall arrange for the following notice of public apology to be published:
  - i. on the Facebook page of the City of Cockburn; and
  - ii. in an appropriate place on the website of the City of Cockburn; and
  - iv. in the next occurring issues of all City of Cockburn community and public newsletters (if any) (whether in electronic or print copy).

## Public Censure

7. Within the period of 29 days to 43 days from the day following the date of service of this Order on Councillor Separovich, the Chief Executive Officer of the City of Cockburn shall arrange for the following Notice of Public Censure to be published:

- a. In The West Australian newspaper
- b. In Cockburn Gazette
- c. Public Notices on the website of City of Cockburn
- d. In every City of Cockburn community and public newspaper (if any) (whether in electronic or print copy); and
- e. On the Facebook page of the City of Cockburn

## Notice of Public Censure

The Local Government Standards Panel has found that Councillor Michael Separovich, a Councillor for the City of Cockburn breached regulation 7(1)(b) of the Local Government (Rules of Conduct) Regulations 2007 (WA) when he published a series of derogatory and disrespectful posts on Facebook that were highly inflammatory and provocative. Councillor Separovich's conduct was wrongful and inappropriate and deserving of a penalty and, further, his comments were likely to cause detriment to the City, the Council and community. The Panel censures Councillor Separovich for the breach of regulation 7(1)(b) of the Local Government (Rules of Conduct) Regulations 2007 (WA).

## LOCAL GOVERNMENT STANDARDS PANEL.

\*Upon review by the State Administrative Tribunal this decision was set aside on 29 September 2021 and no sanction was imposed.

**Cockburn, the best place to be****Complaint 7\*****Date of hearing:** 25 March 2021 (SP 2020-055)**Name of Councillor:** Michael Separovich**Name of person who made the complaint:**

Don Green, Executive Governance &amp; Strategy, on behalf of a third party

**Description of minor breach determined by standards panel**

Councillor Michael Separovich, a councillor for the City of Cockburn, where it was alleged that he contravened the Local Government (Rules of Conduct) Regulations 2007 (WA) when he published a series of derogatory and disrespectful posts on Facebook that were highly inflammatory and provocative.

The Panel found that by behaving in this manner he committed one breach of Regulation 7(1) (b) of the said Regulations as his conduct was in breach of the City's Code of Conduct and was wrongful, inappropriate and deserving of a penalty. Furthermore his actions were likely to cause detriment to the parties involved.

**Details of action taken under section 5.110(6)**

1. Councillor Michael Separovich, a councillor for the City of Cockburn, publicly apologise, as specified in paragraph 5, or failing compliance with paragraph 5, then paragraph 6.
2. If Cr Separovich is ordered to make the same public apology (as specified in paragraph 5 or 6) by the Panel in relation to other Minor Breach matters for the same conduct, then the Public Apology is only to be made once (in all forms as specified in paragraph 5 or 6).
3. Councillor Michael Separovich, a councillor for the City of Cockburn, be censured, as specified in paragraph 7.
4. If the same Notice of Public Censure (as specified in paragraph 7) is ordered to be published by the Panel in relation to other Minor Breach matters for the same conduct, then the Notice of Public Censure is only to be published once in each publication and on each forum.

**Public Apology**

5. At the ordinary council meeting first occurring after the expiration of 28 days from the date of

service of this Order on him, Councillor Michael Separovich ("Cr Separovich") shall:

- a. attend the relevant ordinary council meeting;
  - b. ask the presiding member for his or her permission to address the meeting to make a public apology to the public;
  - c. make the apology immediately after Public Question Time or during the Announcements part of the meeting, or at any other time when the meeting is open to the public, as the presiding person thinks fit; and
  - d. address the Council and public as follows, without saying any introductory words before the address, and without making any comments or statement after the address:
 

'I advise this meeting that:

    - i. A complaint was made to the Local Government Standards Panel, in which it was alleged that I contravened the Local Government (Rules of Conduct) Regulations 2007 (WA) when I published a series of derogatory and disrespectful posts on Facebook that were highly inflammatory and provocative.
    - ii. The Panel found that by behaving in this manner I committed one breach of Regulation 7(1)(b) of the said Regulations as my conduct was in breach of the City's Code of Conduct and was wrongful, inappropriate and deserving of a penalty. Furthermore, my actions were likely to cause detriment to the parties involved.
    - iii. I accept that I should not have acted in such a manner and I now apologise to the City, the Council and the community, for having done so.
6. If Cr Separovich fails to, or is unable to, comply with the requirements of paragraph 5 in the required timeframe then, within the next 28 days following the ordinary council meeting referred to in paragraph 2:
- a. Cr Separovich shall cause the following notice of public apology to be published in the first 10 pages of the 'Cockburn Gazette' newspaper; and

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## Complaints of Minor Breaches (continued)

- b. the Chief Executive Officer of the City of Cockburn shall arrange for the following notice of public apology to be published:
- on the Facebook page of the City of Cockburn; and
  - in an appropriate place on the website of the City of Cockburn; and
  - in the next occurring issues of all City of Cockburn community and public newsletters (if any) (whether in electronic or print copy).

### Public Censure

7. Within the period of 29 days to 43 days from the day following the date of service of this Order on Councillor Separovich, the Chief Executive Officer of the City of Cockburn shall arrange for the following Notice of Public Censure to be published:
- In The West Australian newspaper
  - In Cockburn Gazette
  - Public Notices on the website of City of Cockburn
  - In every City of Cockburn community and public newspaper (if any) (whether in electronic or print copy); and
  - On the Facebook page of the City of Cockburn

### Notice of Public Censure

The Local Government Standards Panel has found that Councillor Michael Separovich, a Councillor for the City of Cockburn breached regulation 7(1)(b) of the Local Government (Rules of Conduct) Regulations 2007 (WA) when he published a series of derogatory and disrespectful posts on Facebook that were highly inflammatory and provocative. Councillor Separovich's conduct was wrongful and inappropriate and deserving of a penalty and, further, his comments were likely to cause detriment to the City, the Council and community.

The Panel censures Councillor Separovich for the breach of regulation 7(1)(b) of the Local Government (Rules of Conduct) Regulations 2007 (WA).

LOCAL GOVERNMENT STANDARDS PANEL

\*Upon review by the State Administrative Tribunal

this decision was set aside on 29 September 2021 and no sanction was imposed.

### Complaint 8\*

**Date of hearing:** 25 March 2021 (SP 2020-043)

**Name of Councillor:** Michael Separovich

**Name of person who made the complaint:**  
Don Green, Executive Governance & Strategy, on behalf of a third party

### Description of minor breach determined by standards panel

Councillor Michael Separovich, a councillor for the City of Cockburn, where it was alleged that he contravened the Local Government (Rules of Conduct) Regulations 2007 (WA) when he published a series of derogatory and disrespectful posts on Facebook that were highly inflammatory and provocative. The Panel found that by behaving in this manner he committed one breach of Regulation 7(1)(b) of the said Regulations as his conduct was in breach of the City's Code of Conduct and was wrongful, inappropriate and deserving of a penalty. Further more his actions were likely to cause detriment to the parties involved.

### Details of action taken under section 5.110(6)

- Councillor Michael Separovich, a councillor for the City of Cockburn, publicly apologise, as specified in paragraph 5 below, or failing compliance with paragraph 5, then paragraph 6.
- If Cr Separovich is ordered to make the same public apology (as specified in paragraph 5 or 6) by the Panel in relation to other Minor Breach matters for the same conduct, then the Public Apology is only to be made once (in all forms as specified in paragraph 5 or 6).
- Councillor Michael Separovich, a councillor for the City of Cockburn, be censured, as specified in paragraph 7.
- If the same Notice of Public Censure (as specified in paragraph 7) is ordered to be published by the Panel in relation to other Minor Breach matters for the same conduct, then the Notice of Public Censure is only to be published once in each publication and on each forum.



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## Public Apology

5. At the ordinary council meeting first occurring after the expiration of 28 days from the date of service of this Order on him, Councillor Michael Separovich ("Cr Separovich") shall:
  - a. attend the relevant ordinary council meeting;
  - b. ask the presiding member for his or her permission to address the meeting to make a public apology to the public;
  - c. make the apology immediately after Public Question Time or during the Announcements part of the meeting, or at any other time when the meeting is open to the public, as the presiding person thinks fit; and
  - d. address the Council and public as follows, without saying any introductory words before the address, and without making any comments or statement after the address:
 

'I advise this meeting that:

    - i. A complaint was made to the Local Government Standards Panel, in which it was alleged that I contravened the Local Government (Rules of Conduct) Regulations 2007 (WA) when I published a series of derogatory and disrespectful posts on Facebook that were highly inflammatory and provocative.
    - ii. The Panel found that by behaving in this manner I committed one breach of Regulation 7(1)(b) of the said Regulations as my conduct was in breach of the City's Code of Conduct and was wrongful, inappropriate and deserving of a penalty. Furthermore, my actions were likely to cause detriment to the parties involved.
    - iii. I accept that I should not have acted in such a manner and I now apologise to the City, the council and the community, for having done so.
6. If Cr Separovich fails to, or is unable to, comply with the requirements of paragraph 5 above in the required timeframe then, within the next 28 days following the ordinary council meeting referred to in paragraph 2 above:
  - a. Cr Separovich shall cause the following notice of public apology to be published in the first 10

pages of the 'Cockburn Gazette' newspaper; and

- b. the Chief Executive Officer of the City of Cockburn shall arrange for the following notice of public apology to be published:
  - i. on the Facebook page of the City of Cockburn; and
  - ii. in an appropriate place on the website of the City of Cockburn; and
  - iii. in the next occurring issues of all City of Cockburn community and public newsletters (if any) (whether in electronic or print copy).

## Public Censure

7. Within the period of 29 days to 43 days from the day following the date of service of this Order on Councillor Separovich, the Chief Executive Officer of the City of Cockburn shall arrange for the following Notice of Public Censure to be published:
  - a. In the West Australian newspaper
  - b. In Cockburn Gazette
  - c. Public Notices on the website of City of Cockburn
  - d. In every City of Cockburn community and public newspaper (if any) (whether in electronic or print copy); and
  - e. On the Facebook page of the City of Cockburn

## Notice of Public Censure

The Local Government Standards Panel has found that Councillor Michael Separovich, a Councillor for the City of Cockburn breached regulation 7(1)(b) of the Local Government (Rules of Conduct) Regulations 2007 (WA) when he published a series of derogatory and disrespectful posts on Facebook that were highly inflammatory and provocative.

Councillor Separovich's conduct was wrongful and inappropriate and deserving of a penalty and, further, his comments were likely to cause detriment to the City, the Council and community.

The Panel censures Councillor Separovich for the breach of regulation 7(1)(b) of the Local Government (Rules of Conduct) Regulations 2007 (WA).

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## Complaints of Minor Breaches (continued)

### LOCAL GOVERNMENT STANDARDS PANEL

\*Upon review by the State Administrative Tribunal this decision was set aside on 29 September 2021 and no sanction was imposed.

### Complaint 9\*

**Date of hearing:** 25 March 2021 (SP 2020-051)

**Name of Councillor:** Michael Separovich

**Name of person who made the complaint:**

Don Green, Executive Governance & Strategy, on behalf of a third party

#### Description of minor breach determined by standards panel

Councillor Michael Separovich, a councillor for the City of Cockburn, where it was alleged that he contravened the Local Government (Rules of Conduct) Regulations 2007 (WA) when he published a series of derogatory and disrespectful posts on Facebook that were highly inflammatory and provocative. The Panel found that by behaving in this manner he committed one breach of Regulation 7(1)(b) of the said Regulations as his conduct was in breach of the City's Code of Conduct and was wrongful, inappropriate and deserving of a penalty. Furthermore his actions were likely to cause detriment to the parties involved.

#### Details of action taken under section 5.110(6)

1. Councillor Michael Separovich, a councillor for the City of Cockburn, publicly apologise, as specified in paragraph 5, or failing compliance with paragraph 5, then paragraph 6.
2. If Cr Separovich is ordered to make the same public apology (as specified in paragraph 5 or 6) by the Panel in relation to other Minor Breach matters for the same conduct, then the Public Apology is only to be made once (in all forms as specified in paragraph 5 or 6).
3. Councillor Michael Separovich, a councillor for the City of Cockburn, be censured, as specified in paragraph 7.
4. If the same Notice of Public Censure (as specified in paragraph 7) is ordered to be published by the Panel in relation to other Minor Breach matters

for the same conduct, then the Notice of Public Censure is only to be published once in each publication and on each forum.

#### Public Apology

5. At the ordinary council meeting first occurring after the expiration of 28 days from the date of service of this Order on him, Councillor Michael Separovich ("Cr Separovich") shall:

- a. attend the relevant ordinary council meeting;
- b. ask the presiding member for his or her permission to address the meeting to make a public apology to the public;
- c. make the apology immediately after Public Question Time or during the Announcements part of the meeting, or at any other time when the meeting is open to the public, as the presiding person thinks fit; and
- d. address the Council and public as follows, without saying any introductory words before the address, and without making any comments or statement after the address:

'I advise this meeting that:

- i. A complaint was made to the Local Government Standards Panel, in which it was alleged that I contravened the Local Government (Rules of Conduct) Regulations 2007 (WA) when I published a series of derogatory and disrespectful posts on Facebook that were highly inflammatory and provocative.
- ii. The Panel found that by behaving in this manner I committed one breach of Regulation 7(1)(b) of the said Regulations as my conduct was in breach of the City's Code of Conduct and was wrongful, inappropriate and deserving of a penalty. Furthermore, my actions were likely to cause detriment to the parties involved.
- iii. I accept that I should not have acted in such a manner and I now apologise to the City, the Council and the community, for having done so.

6. If Cr Separovich fails to, or is unable to, comply with the requirements of paragraph 5 in the

## Cockburn, the best place to be

required timeframe then, within the next 28 days following the ordinary council meeting referred to in paragraph 5:

- a. Cr Separovich shall cause the following notice of public apology to be published in the first 10 pages of the 'Cockburn Gazette' newspaper;
- and b. the Chief Executive Officer of the City of Cockburn shall arrange for the following notice of public apology to be published: i. on the Facebook page of the City of Cockburn; and ii. in an appropriate place on the website of the City of Cockburn; and iii. in the next occurring issues of all City of Cockburn community and public newsletters (if any) (whether in electronic or print copy).

### Public Censure

7. Within the period of 29 days to 43 days from the day following the date of service of this Order on Councillor Separovich, the Chief Executive Officer of the City of Cockburn shall arrange for the following Notice of Public Censure to be published:
  - a. In The West Australian newspaper
  - b. In Cockburn Gazette
  - c. Public Notices on the website of City of Cockburn
  - d. In every City of Cockburn community and public newspaper (if any) (whether in electronic or print copy); and
  - e. On the Facebook page of the City of Cockburn

### Notice of Public Censure

The Local Government Standards Panel has found that Councillor Michael Separovich, a Councillor for the City of Cockburn breached regulation 7(1)(b) of the Local Government (Rules of Conduct) Regulations 2007 (WA) when he published a series of derogatory and disrespectful posts on Facebook that were highly inflammatory and provocative. Councillor Separovich's conduct was wrongful and inappropriate and deserving of a penalty and, further, his comments were likely to cause detriment to the City, the Council and community. The Panel censures Councillor Separovich for the breach of regulation 7(1)(b) of the Local Government (Rules of Conduct) Regulations 2007 (WA).

LOCAL GOVERNMENT STANDARDS PANEL

\*Upon review by the State Administrative Tribunal this decision was set aside on 29 September 2021 and no sanction was imposed.

### Complaint 10\*

**Date of hearing:** 25 March 2021 (SP 2020-047)

**Name of Councillor:** Michael Separovich

**Name of person who made the complaint:**  
Don Green, Executive Governance & Strategy, on behalf of a third party

### Description of minor breach determined by standards panel

Councillor Michael Separovich, a councillor for the City of Cockburn, where it was alleged that he contravened the Local Government (Rules of Conduct) Regulations 2007 (WA) when he published a series of derogatory and disrespectful posts on Facebook that were highly inflammatory and provocative.

The Panel found that by behaving in this manner he committed one breach of Regulation 7(1)(b) of the said Regulations as his conduct was in breach of the City's Code of Conduct and was wrongful, inappropriate and deserving of a penalty. Furthermore his actions were likely to cause detriment to the parties involved.

### Details of action taken under section 5.110(6)

1. Councillor Michael Separovich, a councillor for the City of Cockburn, publicly apologise, as specified in paragraph 5, or failing compliance with paragraph 5, then paragraph 6.
2. If Cr Separovich is ordered to make the same public apology (as specified in paragraph 5 or 6) by the Panel in relation to other Minor Breach matters for the same conduct, then the Public Apology is only to be made once (in all forms as specified in paragraph 5 or 6).
3. Councillor Michael Separovich, a councillor for the City of Cockburn, be censured, as specified in paragraph 7.
4. If the same Notice of Public Censure (as specified in paragraph 7) is ordered to be published by the Panel in relation to other Minor Breach matters



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## Complaints of Minor Breaches (continued)

for the same conduct, then the Notice of Public Censure is only to be published once in each publication and on each forum.

### Public Apology

5. At the ordinary council meeting first occurring after the expiration of 28 days from the date of service of this Order on him, Councillor Michael Separovich ("Cr Separovich") shall:
  - a. attend the relevant ordinary council meeting;
  - b. ask the presiding member for his or her permission to address the meeting to make a public apology to the public;
  - c. make the apology immediately after Public Question Time or during the Announcements part of the meeting, or at any other time when the meeting is open to the public, as the presiding person thinks fit; and d. address the Council and public as follows, without saying any introductory words before the address, and without making any comments or statement after the address:
 

'I advise this meeting that:

    - i. A complaint was made to the Local Government Standards Panel, in which it was alleged that I contravened the Local Government (Rules of Conduct)
    - ii. Regulations 2007 (WA) when I published a series of derogatory and disrespectful posts on Facebook that were highly inflammatory and provocative.
    - iii. The Panel found that by behaving in this manner I committed one breach of Regulation 7(1)(b) of the said Regulations as my conduct was in breach of the City's Code of Conduct and was wrongful, inappropriate and deserving of a penalty. Furthermore, my actions were likely to cause detriment to the parties involved.
    - iv. I accept that I should not have acted in such a manner and I now apologise to the City, the Council and the community, for having done so.
6. If Cr Separovich fails to, or is unable to, comply with the requirements of paragraph 5 in the

required timeframe then, within the next 28 days following the ordinary council meeting referred to in paragraph 2:

- a. Cr Separovich shall cause the following notice of public apology to be published in the first 10 pages of the 'Cockburn Gazette' newspaper; and b. the Chief Executive Officer of the City of Cockburn shall arrange for the following notice of public apology to be published:
  - i. on the Facebook page of the City of Cockburn; and
  - ii. in an appropriate place on the website of the City of Cockburn; and
  - iii. in the next occurring issues of all City of Cockburn community and public newsletters (if any) (whether in electronic or print copy).

### Public Censure

7. Within the period of 29 days to 43 days from the day following the date of service of this Order on Councillor Separovich, the Chief Executive Officer of the City of Cockburn shall arrange for the following Notice of Public Censure to be published:

- a. In The West Australian newspaper
- b. In Cockburn Gazette
- c. Public Notices on the website of City of Cockburn
- d. In every City of Cockburn community and public newspaper (if any) (whether in electronic or print copy); and
- e. On the Facebook page of the City of Cockburn

### Notice of Public Censure

The Local Government Standards Panel has found that Councillor Michael Separovich, a Councillor for the City of Cockburn breached regulation 7(1) (b) of the Local Government (Rules of Conduct) Regulations 2007 (WA) when he published a series of derogatory and disrespectful posts on Facebook that were highly inflammatory and provocative. Councillor Separovich's conduct was wrongful and inappropriate and deserving of a penalty and, further, his comments were likely to cause detriment to the City, the Council and community. The Panel censures Councillor Separovich for the breach of regulation 7(1)(b) of the Local

## Cockburn, the best place to be

Government (Rules of Conduct) Regulations 2007 (WA).

## LOCAL GOVERNMENT STANDARDS PANEL

\*Upon review by the State Administrative Tribunal this decision was set aside on 29 September 2021 and no sanction was imposed.

## Complaint 11\*

**Date of hearing:** 25 March 2021 (SP 2020-046)

**Name of Councillor:** Michael Separovich

**Name of person who made the complaint:**

Don Green, Executive Governance & Strategy, on behalf of a third party

**Description of minor breach determined by standards panel**

Councillor Michael Separovich, a councillor for the City of Cockburn, where it was alleged that he contravened the Local Government (Rules of Conduct) Regulations 2007 (WA) when he published a series of derogatory and disrespectful posts on Facebook that were highly inflammatory and provocative.

The Panel found that by behaving in this manner he committed one breach of Regulation 7(1) (b) of the said Regulations as his conduct was in breach of the City's Code of Conduct and was wrongful, inappropriate and deserving of a penalty. Furthermore his actions were likely to cause detriment to the parties involved.

**Details of action taken under section 5.110(6)**

1. Councillor Michael Separovich, a councillor for the City of Cockburn, publicly apologise, as specified in paragraph 6, or failing compliance with paragraph 6, then paragraph 7.
2. If Cr Separovich is ordered to make the same public apology (as specified in paragraph 6 or 7) by the Panel in relation to other Minor Breach matters for the same conduct, then the Public Apology is only to be made once (in all forms as specified in paragraph 6 or 7).
3. Councillor Michael Separovich, a councillor for the City of Cockburn, be censured, as specified in paragraph 8.
4. If the same Notice of Public Censure (as specified

in paragraph 8 next page) is ordered to be published by the Panel in relation to other Minor Breach matters for the same conduct, then the Notice of Public Censure is only to be published once in each publication and on each forum.

5. Councillor Michael Separovich, a councillor for the City of Cockburn, make the monetary payment set out in paragraph 9.

## Public Apology

6. At the ordinary council meeting first occurring after the expiration of 28 days from the date of service of this Order on him, Councillor Michael Separovich ("Cr Separovich") shall:

- a. attend the relevant ordinary council meeting;
- b. ask the presiding member for his or her permission to address the meeting to make a public apology to the public;
- c. make the apology immediately after Public Question Time or during the Announcements part of the meeting, or at any other time when the meeting is open to the public, as the presiding person thinks fit; and
- d. address the Council and public as follows, without saying any introductory words before the address, and without making any comments or statement after the address:

'I advise this meeting that:

- i. A complaint was made to the Local Government Standards Panel, in which it was alleged that I contravened the Local Government (Rules of Conduct) Regulations 2007 (WA) when I published a series of derogatory and disrespectful posts on Facebook that were highly inflammatory and provocative.
- ii. The Panel found that by behaving in this manner I committed one breach of Regulation 7(1)(b) of the said Regulations as my conduct was in breach of the City's Code of Conduct and was wrongful, inappropriate and deserving of a penalty. Furthermore, my actions were likely to cause detriment to the parties involved.

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## Complaints of Minor Breaches (continued)

iii. I accept that I should not have acted in such a manner and I now apologise to the City, the Council and the community, for having done so.

7. If Cr Separovich fails to, or is unable to, comply with the requirements of paragraph 6 in the required timeframe then, within the next 28 days following the ordinary council meeting referred to in paragraph 6:

a. Cr Separovich shall cause the following notice of public apology to be published in the first 10 pages of the 'Cockburn Gazette' newspaper; and

b. the Chief Executive Officer of the City of Cockburn shall arrange for the following notice of public apology to be published:

i. on the Facebook page of the City of Cockburn; and

ii. in an appropriate place on the website of the City of Cockburn; and

iv. in the next occurring issues of all City of Cockburn community and public newsletters (if any) (whether in electronic or print copy).

### Public Censure

8. Within the period of 29 days to 43 days from the day following the date of service of this Order on Councillor Separovich, the Chief Executive Officer of the City of Cockburn shall arrange for the following Notice of Public Censure to be published:

a. In The West Australian newspaper

b. In Cockburn Gazette

c. Public Notices on the website of City of Cockburn

d. In every City of Cockburn community and public newspaper (if any) (whether in electronic or print copy); and

e. On the Facebook page of the City of Cockburn

### Notice of Public Censure

The Local Government Standards Panel has found that Councillor Michael Separovich, a Councillor for the City of Cockburn breached regulation 7(1)

(b) of the Local Government (Rules of Conduct) Regulations 2007 (WA) when he published a series of derogatory and disrespectful posts on Facebook that were highly inflammatory and provocative. Councillor Separovich's conduct was wrongful and inappropriate and deserving of a penalty and, further, his comments were likely to cause detriment to the City, the Council and community.

The Panel censures Councillor Separovich for the breach of regulation 7(1)(b) of the Local Government (Rules of Conduct) Regulations 2007 (WA).

### LOCAL GOVERNMENT STANDARDS PANEL

#### Monetary Sanction

9. Within two (2) months of being advised of the sum total of the remuneration and allowances payable by the City in relation to the Complaint, Cr Separovich shall pay to the City that amount in full.

\*Upon review by the State Administrative Tribunal this decision was set aside on 29 September 2021 and no sanction was imposed.

## Complaint 12\*

**Date of hearing:** 25 March 2021 (SP 2020-044)

**Name of Councillor:** Michael Separovich

**Name of person who made the complaint:**

Don Green, Executive Governance & Strategy, on behalf of a third party

### Description of minor breach determined by standards panel

Councillor Michael Separovich, a councillor for the City of Cockburn, where it was alleged that he contravened the Local Government (Rules of Conduct) Regulations 2007 (WA) when he published a series of derogatory and disrespectful posts on Facebook that were highly inflammatory and provocative.

The Panel found that by behaving in this manner he committed one breach of Regulation 7(1) (b) of the said Regulations as his conduct was in breach of the City's Code of Conduct and was wrongful, inappropriate and deserving of a penalty.

## Cockburn, the best place to be

Furthermore his actions were likely to cause detriment to the parties involved.

**Details of action taken under section 5.110(6)**

1. Councillor Michael Separovich, a councillor for the City of Cockburn, publicly apologise, as specified in paragraph 5 below, or failing compliance with paragraph 5, then paragraph 6 below.
2. If Cr Separovich is ordered to make the same public apology (as specified in paragraph 5 or 6) by the Panel in relation to other Minor Breach matters for the same conduct, then the Public Apology is only to be made once (in all forms as specified in paragraph 5 or 6).
3. Councillor Michael Separovich, a councillor for the City of Cockburn, be censured, as specified in paragraph 7.
4. If the same Notice of Public Censure (as specified in paragraph 7) is ordered to be published by the Panel in relation to other Minor Breach matters for the same conduct, then the Notice of Public Censure is only to be published once in each publication and on each forum.

**Public Apology**

5. At the ordinary council meeting first occurring after the expiration of 28 days from the date of service of this Order on him, Councillor Michael Separovich ("Cr Separovich") shall:
  - a. attend the relevant ordinary council meeting;
  - b. ask the presiding member for his or her permission to address the meeting to make a public apology to the public;
  - c. make the apology immediately after Public Question Time or during the Announcements part of the meeting, or at any other time when the meeting is open to the public, as the presiding person thinks fit; and
  - d. address the Council and public as follows, without saying any introductory words before the address, and without making any comments or statement after the address:
 

'I advise this meeting that:

    - i. A complaint was made to the Local Government Standards Panel, in which it was alleged that I contravened the Local Government (Rules of Conduct) Regulations

2007 (WA) when I published a series of derogatory and disrespectful posts on Facebook that were highly inflammatory and provocative.

- ii. The Panel found that by behaving in this manner I committed one breach of Regulation 7(1)(b) of the said Regulations as my conduct was in breach of the City's Code of Conduct and was wrongful, inappropriate and deserving of a penalty. Furthermore, my actions were likely to cause detriment to the parties involved.
- iii. I accept that I should not have acted in such a manner and I now apologise to the City, the Council and the community, for having done so.

6. If Cr Separovich fails to, or is unable to, comply with the requirements of paragraph 5 in the required timeframe then, within the next 28 days following the ordinary council meeting referred to in paragraph 2:

- a. Cr Separovich shall cause the following notice of public apology to be published in the first 10 pages of the 'Cockburn Gazette' newspaper; and
- b. the Chief Executive Officer of the City of Cockburn shall arrange for the following notice of public apology to be published:
  - i. on the Facebook page of the City of Cockburn; and
  - ii. in an appropriate place on the website of the City of Cockburn; and
  - iii. in the next occurring issues of all City of Cockburn community and public newsletters (if any) (whether in electronic or print copy).

**Public Censure**

7. Within the period of 29 days to 43 days from the day following the date of service of this Order on Councillor Separovich, the Chief Executive Officer of the City of Cockburn shall arrange for the following Notice of Public Censure to be published:
  - a. In The West Australian newspaper
  - b. In Cockburn Gazette



## DRAFT Annual Report 2020–2021

## Complaints of Minor Breaches (continued)

- c. Public Notices on the website of City of Cockburn
- d. In every City of Cockburn community and public newspaper (if any) (whether in electronic or print copy); and
- e. On the Facebook page of the City of Cockburn

### Notice of Public Censure

The Local Government Standards Panel has found that Councillor Michael Separovich, a Councillor for the City of Cockburn breached regulation 7(1)(b) of the Local Government (Rules of Conduct) Regulations 2007 (WA) when he published a series of derogatory and disrespectful posts on Facebook that were highly inflammatory and provocative.

Councillor Separovich's conduct was wrongful and inappropriate and deserving of a penalty and, further, his comments were likely to cause detriment to the City, the Council and community. The Panel censures Councillor Separovich for the breach of regulation 7(1)(b) of the Local Government (Rules of Conduct) Regulations 2007 (WA).

### LOCAL GOVERNMENT STANDARDS PANEL

\*Upon review by the State Administrative Tribunal this decision was set aside on 29 September 2021 and no sanction was imposed.

The Panel found that by behaving in this manner he committed one breach of Regulation 7(1)(b) of the said Regulations as his conduct was in breach of the City's Code of Conduct and was wrongful, inappropriate and deserving of a penalty. Furthermore his actions were likely to cause detriment to the parties involved.

### Details of action taken under section 5.110(6)

1. Councillor Michael Separovich, a councillor for the City of Cockburn, publicly apologise, as specified in paragraph 5, or failing compliance with paragraph 5, then paragraph 6.
2. If Cr Separovich is ordered to make the same public apology (as specified in paragraph 5 or 6) by the Panel in relation to other Minor Breach matters for the same conduct, then the Public Apology is only to be made once (in all forms as specified in paragraph 5 or 6).
3. Councillor Michael Separovich, a councillor for the City of Cockburn, be censured, as specified in paragraph 7.
4. If the same Notice of Public Censure (as specified in paragraph 7) is ordered to be published by the Panel in relation to other Minor Breach matters for the same conduct, then the Notice of Public Censure is only to be published once in each publication and on each forum. Public Apology
5. At the ordinary council meeting first occurring after the expiration of 28 days from the date of service of this Order on him, Councillor Michael Separovich ("Cr Separovich") shall:
  - a. attend the relevant ordinary council meeting;
  - b. ask the presiding member for his or her permission to address the meeting to make a public apology to the public;
  - c. make the apology immediately after Public Question Time or during the Announcements part of the meeting, or at any other time person thinks fit; and
  - d. address the Council and public as follows, without saying any introductory words before the address, and without making any comments or statement after the address: when the meeting is open to the public, as the presiding

### Complaint 13\*

**Date of hearing:** 25 March 2021 (SP 2020-045)

**Name of Councillor:** Michael Separovich

**Name of person who made the complaint:**

Don Green, Executive Governance & Strategy, on behalf of a third party

**Description of minor breach determined by standards panel**

Councillor Michael Separovich, a councillor for the City of Cockburn, where it was alleged that he contravened the Local Government (Rules of Conduct) Regulations 2007 (WA) when he published a series of derogatory and disrespectful posts on Facebook that were highly inflammatory and provocative.

**Cockburn, the best place to be**

I advise this meeting that:

- i. A complaint was made to the Local Government Standards Panel, in which it was alleged that I contravened the Local Government (Rules of Conduct) Regulations 2007 (WA) when I published a series of derogatory and disrespectful posts on Facebook that were highly inflammatory and provocative.
- ii. The Panel found that by behaving in this manner I committed one breach of Regulation 7(1)(b) of the said Regulations as my conduct was in breach of the City's Code of Conduct and was wrongful, inappropriate and deserving of a penalty. Furthermore, my actions were likely to cause detriment to the parties involved.
- iii. I accept that I should not have acted in such a manner and I now apologise to the City, the Council and the community, for having done so.

6. If Cr Separovich fails to, or is unable to, comply with the requirements of paragraph 5 in the required timeframe then, within the next 28 days following the ordinary council meeting referred to in paragraph 2:

- a. Cr Separovich shall cause the following notice of public apology to be published in the first 10 pages of the 'Cockburn Gazette' newspaper; and
- b. the Chief Executive Officer of the City of Cockburn shall arrange for the following notice of public apology to be published:
  - i. on the Facebook page of the City of Cockburn; and
  - ii. in an appropriate place on the website of the City of Cockburn; and
  - iii. in the next occurring issues of all City of Cockburn community and public newsletters (if any) (whether in electronic or print copy).

#### Public Censure

7. Within the period of 29 days to 43 days from the day following the date of service of this Order on Councillor Separovich, the Chief Executive Officer of the City of Cockburn shall arrange

for the following Notice of Public Censure to be published:

- a. In The West Australian newspaper
- b. In Cockburn Gazette
- c. Public Notices on the website of City of Cockburn
- d. In every City of Cockburn community and public newspaper (if any) (whether in electronic or print copy); and
- e. On the Facebook page of the City of Cockburn Notice of Public Censure

The Local Government Standards Panel has found that Councillor Michael Separovich, a Councillor for the City of Cockburn breached regulation 7(1)(b) of the Local Government (Rules of Conduct) Regulations 2007 (WA) when he published a series of derogatory and disrespectful posts on Facebook that were highly inflammatory and provocative.

Councillor Separovich's conduct was wrongful and inappropriate and deserving of a penalty and, further, his comments were likely to cause detriment to the City, the Council and community. The Panel censures Councillor Separovich for the breach of regulation 7(1)(b) of the Local Government (Rules of Conduct) Regulations 2007 (WA).

#### LOCAL GOVERNMENT STANDARDS PANEL

\*Upon review by the State Administrative Tribunal this decision was set aside on 29 September 2021 and no sanction was imposed.

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## Complaints of Minor Breaches (continued)

### Complaint 14

**Date of hearing:** 25 March 2021 (SP 2020-052)

**Name of Councillor:** Michael Separovich

**Name of person who made the complaint:**

Don Green, Executive Governance & Strategy

**Description of minor breach determined by standards panel**

Councillor Michael Separovich, a councillor for the City of Cockburn, committed two minor breaches under the Local Government Act 1995 (WA) ("the Act") and regulations 6(2)(a) and 7(1)(b) of the Local Government (Rules of Conduct) Regulations 2007 (WA) ("the Regulations") when he disclosed information relating to a confidential minor breach complaint ("Minor Breaches").

**Details of action taken under section 5.110(6)**

The Local Government Standards Panel Orders that: Within four (4) months of the date of this Order, Councillor Michael Separovich, a member of the City of Cockburn, shall undertake:

1. the training course for Elected Members 'Serving on Council' provided by the WA Local Government Association (WALGA) for a period of fifteen (15) hours; or
2. a training course with substantially similar learning outcomes provided by an alternative registered training organisation for similar duration, but at least twelve (12) hours.

on Facebook that were highly inflammatory and provocative. The Panel found that by behaving in this manner he committed one breach of Regulation 7(1)(b) of the said Regulations as his conduct was in breach of the City's Code of Conduct and was wrongful, inappropriate and deserving of a penalty. Further more his actions were likely to cause detriment to the parties involved.

**Details of action taken under section 5.110(6)**

1. Councillor Michael Separovich, a councillor for the City of Cockburn, publicly apologise, as specified in paragraph 6 below, or failing compliance with paragraph 6, then paragraph 7.
2. If Cr Separovich is ordered to make the same public apology (as specified in paragraph 6 or 7 below) by the Panel in relation to other Minor Breach matters for the same conduct, then the Public Apology is only to be made once (in all forms as specified in paragraph 6 or 7).
3. Councillor Michael Separovich, a councillor for the City of Cockburn, be censured, as specified in paragraph 8.
4. If the same Notice of Public Censure (as specified in paragraph 8) is ordered to be published by the Panel in relation to other Minor Breach matters for the same conduct, then the Notice of Public Censure is only to be published once in each publication and on each forum.
5. Councillor Michael Separovich, a councillor for the City of Cockburn, make the monetary payment set out in paragraph 9. Public Apology.
6. At the ordinary council meeting first occurring after the expiration of 28 days from the date of service of this Order on him, Councillor Michael Separovich ("Cr Separovich") shall:
  - a. attend the relevant ordinary council meeting;
  - b. ask the presiding member for his or her permission to address the meeting to make a public apology to the public;
  - c. make the apology immediately after Public Question Time or during the Announcements part of the meeting, or at any other time when

### Complaint 15\*

**Date of hearing:** 25 March 2021 (SP 2020-053)

**Name of Councillor:** Michael Separovich

**Name of person who made the complaint:**

Don Green, Executive Governance & Strategy

**Description of minor breach determined by standards panel**

Councillor Michael Separovich, a councillor for the City of Cockburn, where it was alleged that he contravened the Local Government (Rules of Conduct) Regulations 2007 (WA) when he published a series of derogatory and disrespectful posts



## Cockburn, the best place to be

the meeting is open to the public, as the presiding person thinks fit; and

- d. address the Council and public as follows, without saying any introductory words before the address, and without making any comments or statement after the address: 'I advise this meeting that:
  - i. A complaint was made to the Local Government Standards Panel, in which it was alleged that I contravened the Local Government (Rules of Conduct) Regulations 2007 (WA) when I published a series of derogatory and disrespectful posts on Facebook that were highly inflammatory and provocative.
  - ii. The Panel found that by behaving in this manner I committed one breach of Regulation 7(1)(b) of the said Regulations as my conduct was in breach of the City's Code of Conduct and was wrongful, inappropriate and deserving of a penalty. Furthermore, my actions were likely to cause detriment to the parties involved.
  - iii. I accept that I should not have acted in such a manner and I now apologise to the City, the Council and the community, for having done so.
7. If Cr Separovich fails to, or is unable to, comply with the requirements of paragraph 6 above in the required timeframe then, within the next 28 days following the ordinary council meeting referred to in paragraph 6 above:
  - a. Cr Separovich shall cause the following notice of public apology to be published in the first 10 pages of the 'Cockburn Gazette' newspaper; and
  - b. the Chief Executive Officer of the City of Cockburn shall arrange for the following notice of public apology to be published:
    - i. on the Facebook page of the City of Cockburn; and
    - ii. in an appropriate place on the website of the City of Cockburn; and iv. in the next occurring issues of all City of Cockburn community and public newsletters (if any) (whether in electronic or print copy).

## Public Censure

8. Within the period of 29 days to 43 days from the day following the date of service of this Order on Councillor Separovich, the Chief Executive Officer of the City of Cockburn shall arrange for the following Notice of Public Censure to be published: a. In The West Australian newspaper b. In Cockburn Gazette c. Public Notices on the website of City of Cockburn d. In every City of Cockburn community and public newspaper (if any) (whether in electronic or print copy); and e. On the Facebook page of the City of Cockburn

## Notice of Public Censure

The Local Government Standards Panel has found that Councillor Michael Separovich, a Councillor for the City of Cockburn breached regulation 7(1)(b) of the Local Government (Rules of Conduct) Regulations 2007 (WA) when he published a series of derogatory and disrespectful posts on Facebook that were highly inflammatory and provocative. Councillor Separovich's conduct was wrongful and inappropriate and deserving of a penalty and, further, his comments were likely to cause detriment to the City, the Council and community. The Panel censures Councillor Separovich for the breach of regulation 7(1)(b) of the Local Government (Rules of Conduct) Regulations 2007 (WA).

## LOCAL GOVERNMENT STANDARDS PANEL

## Monetary Sanction

9. Within two (2) months of being advised of the sum total of the remuneration and allowances payable by the City in relation to the Complaint, Cr Separovich shall pay to the City that amount in full.

\*Upon review by the State Administrative Tribunal this decision was set aside on 29 September 2021 and no sanction was imposed.

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## Complaints of Minor Breaches (continued)

### Complaint 16

**Date of hearing:** 15 January 2021 (SP 2020-103)

**Name of Councillor:** Michael Separovich

**Name of person who made the complaint:**  
Don Green, Executive Governance & Strategy, on behalf of a third party

**Description of minor breach determined by standards panel**

Councillor Michael Separovich (Councillor) for the City of Cockburn ("the City"), committed one minor breach under the Local Government Act 1995 (WA) ("the Act") and regulation 7 of the Local Government (Rules of Conduct) Regulations 2007 (WA) ("the regulations") when he made comments that were deliberately antagonistic and offensive on social media in respect to the Black Lives Matter protests in the United States of America ("the Minor Breach").

**Details of action taken under section 5.110(6)**

The Local Government Standards Panel orders pursuant to section 5.110(6)(b)(iii), section 5.110(6)(b)(iv) and section 5.110(6)(c) of the Act that, in relation to the Minor Breach of regulation 7 or the regulations, Cr Separovich:

- a. undertake training as set out in paragraph 3; and
- b. make the monetary payment set out in paragraph 4.

#### Training

3. Within 4 months of the date of this Order, Councillor Michael Separovich, a Councillor for the City of Cockburn, shall undertake:
  - a. the training course for Elected Members 'Effective Community Leadership' provided by WA Local Government Association (WALGA) for a period of no less than 7.5 hours, attending either in person or via e-learning; or
  - b. a training course with substantially similar learning outcomes provided by an alternative registered training organisation for a period of not less than 7.5 hours.

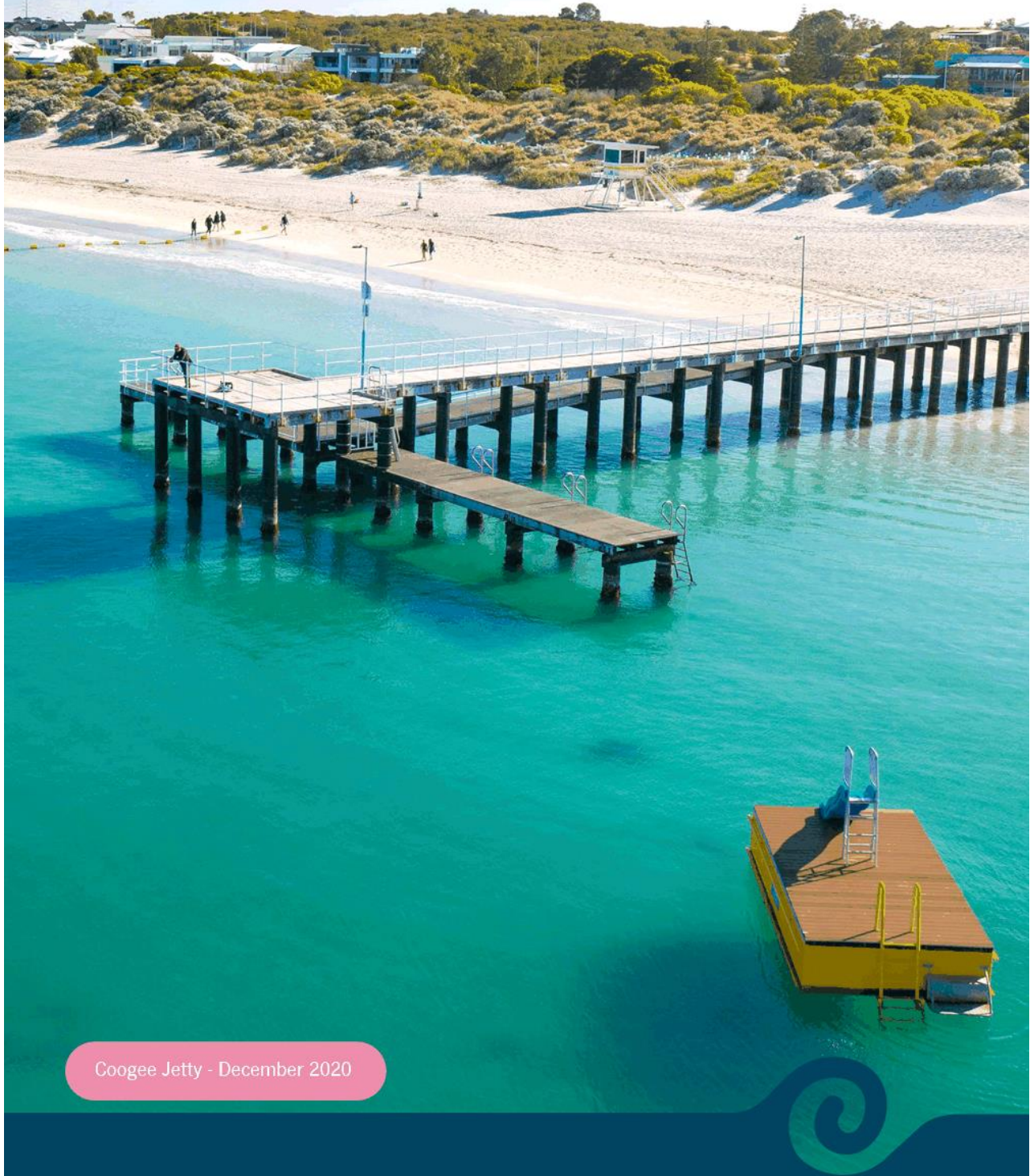
#### Monetary Sanction

4. Within two (2) months of being advised of the sum total of the remuneration and allowances payable by the City in relation to the Complaint, Cr Separovich shall pay to the City that amount in full.

# Financial Report

To view the City of Cockburn's Annual Financial Report 2020-2021 on the City's website visit the link below and scroll down.

<https://www.cockburn.wa.gov.au/Strategies-and-Plans>







Coogee Jetty - December 2020




9 Coleville Crescent, Spearwood WA 6163  
PO Box 1215, Bibra Lake DC WA 6965  
Telephone: 08 9411 3444 Email: [customer@cockburn.wa.gov.au](mailto:customer@cockburn.wa.gov.au)

City of Cockburn website: [www.cockburn.wa.gov.au](http://www.cockburn.wa.gov.au)

-  City of Cockburn Facebook: [www.facebook.com/CityofCockburn](http://www.facebook.com/CityofCockburn)
-  City of Cockburn Twitter: [www.twitter.com/CityofCockburn](http://www.twitter.com/CityofCockburn)
-  City of Cockburn Instagram: [www.instagram.com/cityofcockburn](http://www.instagram.com/cityofcockburn)
-  City of Cockburn YouTube: [www.youtube.com/CityofCockburn](http://www.youtube.com/CityofCockburn)

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 This information is available in alternative formats upon request.





CITY OF COCKBURN  
FINANCIAL REPORT  
FOR THE YEAR ENDED 30 JUNE 2021

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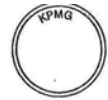
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COMMUNITY VISION

Cockburn the best place to be.

Principal place of business:  
Spearwood, WA





**CITY OF COCKBURN  
FINANCIAL REPORT  
FOR THE YEAR ENDED 30 JUNE 2021**

*Local Government Act 1995  
Local Government (Financial Management) Regulations 1996*

**STATEMENT BY CHIEF EXECUTIVE OFFICER**

The attached financial report of the City of Cockburn for the financial year ended 30 June 2021 is based on proper accounts and records to present fairly the financial position of the City of Cockburn at 30 June 2021 and the results of the operations for the financial year then ended in accordance with the Local Government Act 1995 and, to the extent that they are not inconsistent with the Act, the Australian Accounting Standards.

Signed on the 25 day of November 2021

A handwritten signature in black ink, appearing to be 'Anthony Brun'.

Anthony Brun  
Chief Executive Officer





**CITY OF COCKBURN**  
**STATEMENT OF COMPREHENSIVE INCOME**  
**BY NATURE OR TYPE**  
**FOR THE YEAR ENDED 30 JUNE 2021**

		2021	2021	2020
	NOTE	Actual	Revised Budget	Actual
		\$	\$	\$
<b>Revenue</b>				
Rates	29(a)	108,305,167	108,588,103	106,223,439
Operating grants, subsidies and contributions	2(a)	15,363,201	13,792,564	13,724,805
Fees and charges	2(a)	30,280,412	30,216,567	27,357,438
Interest earnings	2(a)	1,786,797	1,830,000	4,500,685
		155,735,577	154,427,234	151,806,367
<b>Expenses</b>				
Employee costs		(62,845,278)	(62,270,344)	(60,211,849)
Materials and contracts		(35,998,197)	(38,150,155)	(37,952,938)
Utility charges		(6,002,003)	(5,919,371)	(5,483,944)
Depreciation on non-current assets	11(b)	(38,568,690)	(35,641,134)	(40,772,796)
Interest expenses	2(b)	(1,174,733)	(696,000)	(721,414)
Insurance expenses		(1,681,861)	(1,723,200)	(1,533,725)
Other expenditure		(8,732,562)	(9,764,514)	(8,694,216)
		(155,003,324)	(154,164,718)	(155,370,882)
Non-operating grants, subsidies and contributions	2(a)	21,254,356	21,690,012	25,604,896
Profit on asset disposals	11(a)	504,360	1,081,225	1,523,132
(Loss) on asset disposals	11(a)	(362,880)	0	(259,197)
Fair value adjustments to financial assets at fair value through profit or loss		5,172	0	2,305
Adjusted share former associates loan liabilities	18(b)	(36,683)	0	630,030
Share of net profit of associates accounted for using the equity method	27(a)	0	0	(675,004)
(Loss) on revaluation of Other infrastructure - marina	10(a)	(6,476,864)	0	0
		14,887,461	22,771,237	26,826,162
<b>Net result for the period</b>		<b>15,619,714</b>	<b>23,033,753</b>	<b>23,261,647</b>
<b>Other comprehensive income</b>				
<i>Items that will not be reclassified subsequently to profit or loss</i>				
Changes in asset revaluation surplus	14	22,254,558	0	29,394,970
<b>Total other comprehensive income for the period</b>		<b>22,254,558</b>	<b>0</b>	<b>29,394,970</b>
<b>Total comprehensive income for the period</b>		<b>37,874,272</b>	<b>23,033,753</b>	<b>52,656,617</b>

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







**CITY OF COCKBURN**  
**STATEMENT OF COMPREHENSIVE INCOME**  
**BY PROGRAM**  
**FOR THE YEAR ENDED 30 JUNE 2021**

		2021	2021	2020
	NOTE	Actual	Revised Budget	Actual
		\$	\$	\$
<b>Revenue</b>				
Governance		151,203	133,321	456,336
General purpose funding		114,751,073	112,642,459	116,529,403
Law, order, public safety		1,454,422	1,126,711	999,207
Health		418,876	466,354	328,179
Education and welfare		7,959,408	9,008,756	8,166,946
Community amenities		12,467,200	12,385,132	10,417,466
Recreation and culture		12,127,147	12,379,340	9,400,979
Transport		221,737	192,027	277,307
Economic services		2,337,995	2,252,205	1,763,225
Other property and services		3,846,516	3,840,931	3,467,319
		155,735,577	154,427,236	151,806,367
<b>Expenses</b>				
Governance		(11,172,555)	(11,914,002)	(13,170,743)
General purpose funding		(292,788)	(244,156)	(1,095,173)
Law, order, public safety		(6,962,821)	(6,893,063)	(7,000,600)
Health		(2,473,411)	(2,656,824)	(2,442,713)
Education and welfare		(15,438,384)	(16,703,653)	(15,182,975)
Community amenities		(32,385,258)	(31,353,680)	(33,409,514)
Recreation and culture		(46,909,936)	(45,360,976)	(43,730,616)
Transport		(31,624,909)	(30,775,699)	(31,362,870)
Economic services		(2,987,913)	(2,965,235)	(2,694,409)
Other property and services		(3,580,616)	(4,601,432)	(4,559,854)
		(153,828,591)	(153,468,720)	(154,649,467)
<b>Finance Costs</b>				
Governance		(3,843)	0	(8,542)
General purpose funding		(526,017)	(526,000)	(617,805)
Law, order, public safety		(36)	0	(47)
Education and welfare		(385)	0	(555)
Community amenities		(641,498)	(170,000)	(89,339)
Recreation and culture		(869)	0	(1,263)
Other property and services		(2,085)	0	(3,864)
	2(b)	(1,174,733)	(696,000)	(721,415)
Non-operating grants, subsidies and contributions	2(a)	21,254,356	21,690,012	25,604,896
Profit on disposal of assets	11(a)	504,360	1,081,225	1,523,132
(Loss) on disposal of assets	11(a)	(362,880)	0	(259,197)
Fair value adjustments to financial assets at fair value through profit or loss		5,172	0	2,305
Adjusted share former associates loan liabilities	18(b)	(36,683)	0	630,030
Share of net profit of associates accounted for using the equity method	27(a)	0	0	(675,004)
(Loss) on revaluation of Other infrastructure - marina	10(a)	(6,476,864)	0	0
		14,887,461	22,771,237	26,826,162
<b>Net result for the period</b>		<b>15,619,714</b>	<b>23,033,753</b>	<b>23,261,647</b>
<b>Other comprehensive income</b>				
<i>Items that will not be reclassified subsequently to profit or loss</i>				
Changes in asset revaluation surplus	14	22,254,558	0	29,394,970
<b>Total other comprehensive income for the period</b>		<b>22,254,558</b>	<b>0</b>	<b>29,394,970</b>
<b>Total comprehensive income for the period</b>		<b>37,874,271</b>	<b>23,033,753</b>	<b>52,656,617</b>

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





**CITY OF COCKBURN**  
**STATEMENT OF FINANCIAL POSITION**  
**AS AT 30 JUNE 2021**

	NOTE	2021 \$	2020 \$
<b>CURRENT ASSETS</b>			
Cash and cash equivalents	3	4,606,858	5,133,910
Trade and other receivables	6	6,770,687	7,640,553
Other financial assets	5(a)	197,500,000	169,400,000
Inventories	7	39,896	31,107
Other assets	8	5,396,926	4,500,651
<b>TOTAL CURRENT ASSETS</b>		<b>214,314,367</b>	<b>186,706,221</b>
<b>NON-CURRENT ASSETS</b>			
Trade and other receivables	6	1,324,079	1,361,772
Other financial assets	5(b)	1,089,135	1,093,670
Property, plant and equipment	9	339,326,772	333,321,662
Infrastructure	10	890,486,978	871,151,088
Intangible assets	13(a)	19,010,399	20,636,687
Right-of-use assets	12(a)	310,363	708,987
<b>TOTAL NON-CURRENT ASSETS</b>		<b>1,251,547,726</b>	<b>1,228,273,866</b>
<b>TOTAL ASSETS</b>		<b>1,465,862,093</b>	<b>1,414,980,087</b>
<b>CURRENT LIABILITIES</b>			
Trade and other payables	15(a)	17,194,160	15,351,658
Other liabilities	16	6,552,672	713,380
Lease liabilities	17(a)	218,182	421,881
Borrowings	18(a)	4,020,624	3,226,983
Employee related provisions	19	9,499,673	7,953,702
Other provisions	20	0	800,000
<b>TOTAL CURRENT LIABILITIES</b>		<b>37,485,311</b>	<b>28,467,604</b>
<b>NON-CURRENT LIABILITIES</b>			
Trade and other payables	15(b)	2,010,562	884,565
Other liabilities	16	23,478,448	15,527,154
Lease liabilities	17(a)	115,739	344,141
Borrowings	18(a)	11,445,281	16,171,527
Employee related provisions	19	1,481,992	2,093,180
Other provisions	20	32,062,428	31,583,854
<b>TOTAL NON-CURRENT LIABILITIES</b>		<b>70,594,450</b>	<b>66,604,421</b>
<b>TOTAL LIABILITIES</b>		<b>108,079,761</b>	<b>95,072,025</b>
<b>NET ASSETS</b>		<b>1,357,782,332</b>	<b>1,319,908,062</b>
<b>EQUITY</b>			
Retained surplus		555,827,438	561,835,270
Reserves - cash/financial asset backed	4	171,410,638	149,783,094
Revaluation surplus	14	630,544,256	608,289,698
<b>TOTAL EQUITY</b>		<b>1,357,782,332</b>	<b>1,319,908,062</b>

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





**CITY OF COCKBURN**  
**STATEMENT OF CHANGES IN EQUITY**  
**FOR THE YEAR ENDED 30 JUNE 2021**

	NOTE	RESERVES CASH/FINANCIAL			TOTAL EQUITY
		RETAINED SURPLUS	ASSET BACKED	REVALUATION SURPLUS	
		\$	\$	\$	\$
<b>Balance as at 1 July 2019</b>		<b>563,455,916</b>	<b>142,586,242</b>	<b>578,894,728</b>	<b>1,284,936,886</b>
Change in accounting policy		(17,685,441)	0	0	<b>(17,685,441)</b>
<b>Restated balance at the beginning of the financial year</b>		<b>545,770,475</b>	<b>142,586,242</b>	<b>578,894,728</b>	<b>1,267,251,445</b>
Comprehensive income					
Net result for the period		23,261,647	0	0	23,261,647
Other comprehensive income	14	0	0	29,394,970	29,394,970
Total comprehensive income		23,261,647	0	29,394,970	52,656,617
Transfers from reserves	4	41,223,343	(41,223,343)	0	0
Transfers to reserves	4	(48,420,195)	48,420,195	0	0
<b>Balance as at 30 June 2020</b>		<b>561,835,270</b>	<b>149,783,094</b>	<b>608,289,698</b>	<b>1,319,908,062</b>
<b>Restated balance at 1 July 2020</b>		<b>561,835,270</b>	<b>149,783,094</b>	<b>608,289,698</b>	<b>1,319,908,062</b>
Comprehensive income					
Net result for the period		15,619,714	0	0	15,619,714
Other comprehensive income	14	0	0	22,254,558	22,254,558
Total comprehensive income		15,619,714	0	22,254,558	37,874,272
Transfers from reserves	4	40,482,863	(40,482,863)	0	0
Transfers to reserves	4	(62,110,406)	62,110,406	0	0
<b>Balance as at 30 June 2021</b>		<b>555,827,438</b>	<b>171,410,638</b>	<b>630,544,256</b>	<b>1,357,782,332</b>

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



**CITY OF COCKBURN**  
**STATEMENT OF CASH FLOWS**  
**FOR THE YEAR ENDED 30 JUNE 2021**

	NOTE	2021 Actual \$	2021 Budget \$	2020 Actual \$
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>				
<b>Receipts</b>				
Rates		109,208,389	108,321,259	107,575,107
Operating grants, subsidies and contributions		20,007,151	6,808,728	13,877,283
Fees and charges		30,280,412	28,013,718	27,357,438
Interest received		1,786,797	2,930,000	4,500,685
Goods and services tax received		4,625,722	11,925,610	4,214,404
		165,908,471	157,999,315	157,524,917
<b>Payments</b>				
Employee costs		(62,131,292)	(61,163,841)	(58,990,864)
Materials and contracts		(36,122,559)	(36,628,285)	(41,407,197)
Utility charges		(6,002,003)	(5,749,538)	(5,483,944)
Interest expenses		(1,174,733)	(696,000)	(721,414)
Insurance paid		(1,681,861)	(1,723,200)	(1,533,725)
Goods and services tax paid		(3,348,808)	(5,962,805)	(5,500,877)
Other expenditure		(8,732,563)	(9,580,919)	(8,694,216)
		(119,193,819)	(121,504,588)	(122,332,237)
<b>Net cash provided by operating activities</b>	21	46,714,652	36,494,727	35,192,681
<b>CASH FLOWS FROM INVESTING ACTIVITIES</b>				
Payments for purchase of property, plant & equipment	9(a)	(19,508,521)	(25,603,900)	(11,128,321)
Payments for construction of infrastructure		(16,264,940)	(25,621,963)	(22,337,191)
Non-operating grants, subsidies and contributions		12,369,680	9,339,600	11,372,253
Payments for financial assets at amortised cost		(28,090,293)	(250,000)	(11,950,334)
Receipts of Public Open Space payments		5,419,364	0	0
Proceeds from sale of property, plant & equipment	11(a)	1,512,958	836,100	2,693,952
<b>Net cash used in investing activities</b>		(44,561,752)	(41,300,163)	(31,349,641)
<b>CASH FLOWS FROM FINANCING ACTIVITIES</b>				
Repayment of borrowings	18(b)	(3,969,288)	(3,900,000)	(3,905,043)
Net receipts/(refund) of bonds		1,702,756	0	(1,920,960)
Payments for principal portion of lease liabilities	17(b)	(413,420)	0	(469,799)
Proceeds from new borrowings	18(b)	0	5,277,400	0
<b>Net cash used in financing activities</b>		(2,679,952)	1,377,400	(6,295,802)
<b>Net decrease in cash held</b>		(527,052)	(3,428,036)	(2,452,762)
Cash at beginning of year		5,133,910	11,677,896	7,586,674
<b>Cash and cash equivalents at the end of the year</b>	21	4,606,858	8,249,860	5,133,910

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



**CITY OF COCKBURN**  
**RATE SETTING STATEMENT**  
**FOR THE YEAR ENDED 30 JUNE 2021**

	NOTE	2021 Actual \$	2021 Budget \$	2020 Actual \$
<b>OPERATING ACTIVITIES</b>				
Net current assets at start of financial year - surplus/(deficit)	30 (b)	12,171,050	2,000,000	7,236,184
		12,171,050	2,000,000	7,236,184
<b>Revenue from operating activities (excluding rates)</b>				
Governance		151,203	133,321	456,336
General purpose funding		6,968,591	4,871,800	10,850,266
Law, order, public safety		1,454,422	1,131,711	999,207
Health		418,876	466,354	328,179
Education and welfare		7,959,408	9,008,756	8,166,946
Community amenities		12,467,200	12,385,132	10,417,466
Recreation and culture		12,127,147	12,379,340	9,400,979
Transport		495,639	662,751	492,261
Economic services		2,337,995	2,252,205	3,071,403
Other property and services		4,076,973	4,446,432	3,467,319
		48,457,452	47,737,802	47,650,362
<b>Expenditure from operating activities</b>				
Governance		(11,176,398)	(11,914,002)	(13,179,285)
General purpose funding		(818,805)	(770,156)	(1,712,978)
Law, order, public safety		(6,962,857)	(6,893,063)	(7,157,321)
Health		(2,473,411)	(2,656,824)	(2,442,713)
Education and welfare		(15,438,769)	(16,703,653)	(15,183,530)
Community amenities		(33,026,756)	(31,523,680)	(33,498,853)
Recreation and culture		(47,273,685)	(45,360,976)	(43,731,879)
Transport		(31,624,909)	(30,775,699)	(31,362,870)
Economic services		(2,987,913)	(2,965,235)	(2,694,409)
Other property and services		(10,059,564)	(4,601,432)	(4,666,241)
		(161,843,067)	(154,164,720)	(155,630,079)
Non-cash amounts excluded from operating activities	30(a)	52,791,958	36,599,817	37,150,738
<b>Amount attributable to operating activities</b>		(48,422,607)	(67,827,101)	(63,592,795)
<b>INVESTING ACTIVITIES</b>				
Non-operating grants, subsidies and contributions	2(a)	21,254,356	21,690,012	25,604,896
Proceeds from disposal of assets	11(a)	1,512,958	836,100	2,693,952
Proceeds from financial assets at amortised cost - self supporting loans		0	(250,000)	0
Purchase of property, plant and equipment	9(a)	(19,508,521)	(25,603,900)	(11,128,321)
Purchase and construction of infrastructure	10(a)	(27,681,546)	(25,621,963)	(36,569,834)
Recognition of rehabilitation asset	13(a)	(307,177)	0	1,098,378
<b>Amount attributable to investing activities</b>		(24,729,930)	(28,949,751)	(18,300,929)
<b>FINANCING ACTIVITIES</b>				
Repayment of borrowings	18(b)	(3,969,288)	(3,900,000)	(3,905,043)
Proceeds from borrowings	18(c)	0	5,277,400	0
Payments for principal portion of lease liabilities	17(b)	(413,420)	0	(469,799)
Transfers to reserves (restricted assets)	4	(62,110,406)	(60,293,640)	(48,420,195)
Transfers from reserves (restricted assets)	4	40,482,863	71,751,849	41,223,343
<b>Amount attributable to financing activities</b>		(26,010,250)	12,835,609	(11,571,694)
<b>Surplus/(deficit) before imposition of general rates</b>		(99,162,788)	(83,941,243)	(93,465,418)
<b>Total amount raised from general rates</b>	29(a)	107,750,971	107,770,659	105,636,468
<b>Surplus/(deficit) after imposition of general rates</b>	30(b)	<b>8,588,183</b>	<b>23,829,416</b>	<b>12,171,050</b>

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



**CITY OF COCKBURN**  
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**FOR THE YEAR ENDED 30 JUNE 2021**

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**CITY OF COCKBURN**  
**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT**  
**FOR THE YEAR ENDED 30 JUNE 2021**

**1. BASIS OF PREPARATION**

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

The *Local Government Act 1995* and accompanying Regulations take precedence over Australian Accounting Standards where they are inconsistent.

The *Local Government (Financial Management) Regulations 1996* specify that vested land is a right-of-use asset to be measured at cost. All right-of-use assets (other than vested improvements) under zero cost concessionary leases are measured at zero cost rather than at fair value. The exception is vested improvements on concessionary land leases such as roads, buildings or other infrastructure which continue to be reported at fair value, as opposed to the vested land which is measured at zero cost. The measurement of vested improvements at fair value is a departure from AASB 16 which would have required the City to measure any vested improvements at zero cost.

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

**THE LOCAL GOVERNMENT REPORTING ENTITY**

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

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

All monies held in the Trust Fund have now been transferred back to reserves as per the Town Planning Act.

**INITIAL APPLICATION OF ACCOUNTING STANDARDS**

During the current year, the City adopted all of the new and revised Australian Accounting Standards and Interpretations which were compiled, became mandatory and which were applicable to its operations.

These were:

- AASB 1059 *Service Concession Arrangements: Grantors*
- AASB 2018-7 *Amendments to Australian Accounting Standards - Definition of Materiality*

The adoption of these standards had no material impact on the financial report.

**NEW ACCOUNTING STANDARDS FOR APPLICATION IN FUTURE YEARS**

The following new accounting standards will have application to local government in future years:

- AASB 2020-1 *Amendments to Australian Accounting Standards - Classification of Liabilities as Current or Non-current*
- AASB 2020-3 *Amendments to Australian Accounting Standards - Annual Improvements 2018-2020 and Other Amendments*
- AASB 2021-2 *Amendments to Australian Accounting Standards - Disclosure of Accounting Policies or Definition of Accounting Estimates*

It is not expected these standards will have an impact on the financial report.

**CRITICAL ACCOUNTING ESTIMATES**

The preparation of a financial report in conformity with Australian Accounting Standards requires management to make judgements, estimates and assumptions that effect the application of policies and reported amounts of assets and liabilities, income and expenses.

The estimates and associated assumptions are based on historical experience and various other factors that are believed to be reasonable under the circumstances; the results of which form the basis of making the judgements about carrying values of assets and liabilities that are not readily apparent from other sources. Actual results may differ from these estimates.





**CITY OF COCKBURN**  
**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT**  
**FOR THE YEAR ENDED 30 JUNE 2021**

**2. REVENUE AND EXPENSES**

**(a) Grant revenue**

Grants, subsidies and contributions are included as both operating and non-operating revenues in the Statement of Comprehensive Income:

	2021 Actual \$	2021 Revised Budget \$	2020 Actual \$
<b>Operating grants, subsidies and contributions</b>			
Governance	103,391	85,940	293,609
General purpose funding	4,424,943	2,019,256	4,224,085
Law, order, public safety	387,416	436,660	318,712
Health	32,901	55,254	34,586
Education and welfare	7,517,937	8,166,530	6,925,336
Community amenities	1,369,832	1,302,371	747,294
Recreation and culture	809,076	906,706	693,832
Transport	(18,923)	(47,973)	107,239
Economic services	1,687	4,000	5,862
Other property and services	734,940	863,820	374,252
	15,363,201	13,792,564	13,724,805
<b>Non-operating grants, subsidies and contributions</b>			
General purpose funding	3,026,000	0	3,768,966
Law, order, public safety	13,636	15,000	0
Community amenities	207,853	4,006,606	95,182
Recreation and culture	3,539,310	6,892,427	1,752,220
Transport	14,302,440	10,628,454	17,603,196
Other property and services	165,116	147,525	2,385,332
	21,254,356	21,690,012	25,604,896
<b>Total grants, subsidies and contributions</b>	<b>36,617,557</b>	<b>35,482,576</b>	<b>39,329,701</b>
<b>Fees and charges</b>			
Governance	47,811	47,381	162,256
General purpose funding	240,393	205,100	1,599,405
Law, order, public safety	1,067,006	690,051	680,495
Health	385,975	411,100	293,594
Education and welfare	435,245	842,225	1,224,028
Community amenities	11,097,369	11,082,761	9,670,173
Recreation and culture	11,318,071	11,472,633	8,707,147
Transport	240,660	240,000	170,068
Economic services	2,336,308	2,248,205	1,757,363
Other property and services	3,111,574	2,977,111	3,092,908
	30,280,412	30,216,567	27,357,438

There were no changes to the amounts of fees or charges detailed in the original budget.

**SIGNIFICANT ACCOUNTING POLICIES**

**Grants, subsidies and contributions**

Operating grants, subsidies and contributions are grants, subsidies or contributions that are not non-operating in nature.

Non-operating grants, subsidies and contributions are amounts received for the acquisition or construction of recognisable non-financial assets to be controlled by the local government.

**Fees and Charges**

Revenue (other than service charges) from the use of facilities and charges made for local government services, sewerage rates, rentals, hire charges, fee for service, photocopying charges, licences, sale of goods or information, fines, penalties and administration fees.



**CITY OF COCKBURN**  
**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT**  
**FOR THE YEAR ENDED 30 JUNE 2021**

**2. REVENUE AND EXPENSES (Continued)**

**(a) Revenue (Continued)**

**Contracts with customers and transfers  
for recognisable non-financial assets**

Revenue from contracts with customers and transfers to enable the acquisition or construction of recognisable non-financial assets to be controlled by the City was recognised during the year for the following nature or types of goods or services:

	2021 Actual \$	2021 Revised Budget \$	2020 Actual \$
Operating grants, subsidies and contributions	15,363,201	13,792,564	13,724,805
Fees and charges	30,280,412	30,216,567	27,357,438
Non-operating grants, subsidies and contributions	21,254,356	21,690,012	25,604,896
	66,897,968	65,699,144	66,687,139

Information about receivables, contract assets and contract liabilities from contracts with customers along with financial assets and associated liabilities arising from transfers to enable the acquisition or construction of recognisable non financial assets is:

Trade and other receivables from contracts with customers	4,538,533	3,342,043
Contract liabilities from contracts with customers	(6,552,672)	(713,380)
Grant liabilities from transfers for recognisable non financial assets	(18,059,084)	(15,527,154)

Impairment of assets associated with contracts with customers are detailed at note 2 (b) under 'Other expenditure'.

Contract liabilities for contracts with customers primarily relate to grants with performance obligations received in advance, for which revenue is recognised over time as the performance obligations are met.

Information is not provided about remaining performance obligations for contracts with customers that had an original expected duration of one year or less.

Consideration from contracts with customers is included in the transaction price.

Performance obligations in relation to contract liabilities from transfers for recognisable non financial assets are satisfied as project milestones are met or completion of construction or acquisition of the asset. All associated performance obligations are expected to be met over the next 12 months.



**CITY OF COCKBURN**  
**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT**  
**FOR THE YEAR ENDED 30 JUNE 2021**

**2. REVENUE AND EXPENSES (Continued)**

**(a) Revenue (Continued)**

**Revenue from statutory requirements**

Revenue from statutory requirements was recognised during the year for the following nature or types of goods or services:

	2021 Actual \$	2021 Revised Budget \$	2020 Actual \$
General rates	107,750,971	107,770,659	105,636,468
Specified area rates	554,196	550,600	586,971
Statutory permits and licences	1,532,903	0	1,002,729
Fines	845,327	0	226,674
Developer contributions	7,490,562	0	6,247,423
Public open space contributions	0	0	751,809
	118,173,960	108,321,259	114,452,074
<b>Interest earnings</b>			
Rates instalment and penalty interest (refer Note 29(c))	(607)	0	249,376
Other interest earnings	1,787,404	1,830,000	4,251,309
	1,786,797	1,830,000	4,500,685

**SIGNIFICANT ACCOUNTING POLICIES**

**Interest earnings**

Interest income is calculated by applying the effective interest rate to the gross carrying amount of a financial asset except for financial assets that subsequently become credit-impaired. For credit-impaired financial assets the effective interest rate is applied to the net carrying amount of the financial asset (after deduction of the loss allowance).

**Interest earnings (continued)**

Interest income is presented as finance income where it is earned from financial assets that are held for cash management purposes.



**CITY OF COCKBURN**  
**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT**  
**FOR THE YEAR ENDED 30 JUNE 2021**

**2. REVENUE AND EXPENSES (Continued)**

(b) Expenses

**Auditors remuneration**

- Audit of the Annual Financial Report
- Other services

**Interest expenses (finance costs)**

- Borrowings
- Accretion expense
- Lease liabilities

**Other expenditure**

- Sundry expenses

Note	2021 Actual \$	2021 Revised Budget \$	2020 Actual \$
	75,000	75,000	81,000
	13,014	32,225	10,999
	88,014	107,225	91,999
18(b)	688,838	696,000	840,664
	478,574	0	(133,771)
17(b)	7,321	0	14,521
	1,174,733	696,000	721,414
	8,732,562	9,764,514	8,694,216
	8,732,562	9,764,514	8,694,216



**CITY OF COCKBURN**  
**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT**  
**FOR THE YEAR ENDED 30 JUNE 2021**

**2. REVENUE AND EXPENSES**

**REVENUE RECOGNITION POLICY**

Recognition of revenue is dependant on the source of revenue and the associated terms and conditions associated with each source of revenue and recognised as follows:

Revenue Category	Nature of goods and services	When obligations typically satisfied	Payment terms	Returns/Refunds/Warranties	Determination of transaction price	Allocating transaction price	Measuring obligations for returns	Timing of revenue recognition
Rates - general rates	General rates	Over time	Payment dates adopted by council during the year	None	Adopted by council annually	When taxable event occurs	Not applicable	When rates notice is issued
Rates - specified area rates	Rates charge for specific defined purpose	Over time	Payment dates adopted by council during the year	Refund in event monies are unspent	Adopted by council annually	When taxable event occurs	Not applicable	When rates notice is issued
Grant contracts with customers	Community events, minor facilities, research, design, planning evaluation and services	Over time	Fixed terms transfer of funds based on agreed milestones and reporting	Contract obligation if project not complete	Set by mutual agreement with the customer	Based on the progress of works to match performance obligations	Returns limited to repayment of transaction price of terms	Output method based on project milestones and/or completion date matched to performance obligations as inputs are shared
Grants, subsidies or contributions for the construction of non-financial assets	Construction or acquisition of recognisable non-financial assets to be controlled by the local government	Over time	Fixed terms transfer of funds based on agreed milestones and reporting	Contract obligation if project not complete	Set by mutual agreement with the funding body	Based on the progress of works to match performance obligations	Returns limited to repayment of transaction price of terms	Output method based on project milestones and/or completion date matched to performance obligations
Grants, subsidies or contributions with no contractual commitments	General appropriations and contributions with no reciprocal commitment	No obligations	Not applicable	Not applicable	Cash received	On receipt of funds	Not applicable	When assets are controlled
Fees and charges - administration fees	Fees relating to FESA, Service Charges, Building, Pet Registration, Impounding, Licencing, Planning, Search and Supervision fees	Single point in time	Payment in full in advance	None	Set by State legislation or adopted by council annually	Based on the timing of issue and/or transfer of rights	Not applicable	When the service is rendered and complete or upon payment of the licence, registration or approval
Fees and charges - fines	Fines issued for breaches of local laws	Single point in time	Payment in full within defined time	None	Adopted by council through local law	When taxable event occurs	Not applicable	When fine is issued
Fees and charges - memberships	Gym and pool memberships	Over time	Payment in full in advance	Refund for unused portion on application	Adopted by council annually	Apportioned equally across the access period of facility	Returns limited to repayment of transaction	Output method over 12 months matched to access right
Fees and charges - other inspections	Regulatory food, health and safety check	Single point in time	Full payment prior to inspection	None	Adopted by council annually based on State Government Legislation	Applied fully on timing on inspection	Not applicable	After inspection event occurs
Fees and charges - pool inspections	Pool compliance safety check	Single point in time	Equal proportion based on an equal annual fee	None	Set by State legislation	Apportioned equally across the inspection cycle	Not applicable	After inspection event occurs
Fees and charges - property hire and entry	Use of halls and facilities	Single point in time	In full in advance	Refund if event cancelled within 7 days	Adopted by council annually	Based on timing of entry to facility	Returns limited to repayment of transaction	On entry or conclusion of hire
Fees and charges - sundry sales	Sale of minor items	Single point in time	In full in advance	Returns for faulty items	Adopted by council annually	When taxable event occurs	Returns limited to repayment of transaction	On delivery of good
Fees and charges - waste management collections	Kerbside collection services	Over time	Payment on an annual basis	None	Adopted by council annually	Apportioned equally across the collection period	Returns limited to repayment of transaction	Based on regular weekly and fortnightly period proportionate to collection service
Fees and charges - waste management entry fees	Waste treatment, recycling and disposal service at disposal sites	Single point in time	Payment in advance at gate or on normal terms if credit provided	None	Adopted by council annually	Based on the timing of entry to the facility	Not applicable	On entry to facility
Fees and charges for other goods and services	Works for drainage modifications, kerbing or any other private works not associated with crossovers	Single point in time	When works are complete	None	Quotes determined by scale and nature of project and should match expenditure	Applied fully upon successful completion of works	Not applicable	After works are complete



**CITY OF COCKBURN**  
**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT**  
**FOR THE YEAR ENDED 30 JUNE 2021**

**3. CASH AND CASH EQUIVALENTS**

	NOTE	2021 \$	2020 \$
Cash at bank and on hand		4,606,858	5,133,910
<b>Total cash and cash equivalents</b>		<b>4,606,858</b>	<b>5,133,910</b>
<b>Restrictions</b>			
The following classes of assets have restrictions imposed by regulations or other externally imposed requirements which limit or direct the purpose for which the resources may be used:			
- Cash and cash equivalents		3,709,844	3,846,465
- Financial assets at amortised cost		179,973,871	150,667,659
		<b>183,683,715</b>	<b>154,514,124</b>
The restricted assets are a result of the following specific purposes to which the assets may be used:			
Reserves - cash/financial asset backed	4	171,410,637	149,783,094
Contract liabilities from contracts with customers	16	6,552,672	713,380
Bonds & deposits		5,720,406	4,017,650
<b>Total restricted assets</b>		<b>183,683,715</b>	<b>154,514,124</b>

**SIGNIFICANT ACCOUNTING POLICIES**

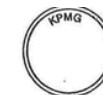
**Cash and cash equivalents**

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

**Restricted assets**

Restricted asset balances are not available for general use by the local government due to externally imposed restrictions. Externally imposed restrictions are specified in an agreement, contract or legislation. This applies to reserves, unspent grants, subsidies and contributions and unspent loans that have not been fully expended in the manner specified by the contributor, legislation or loan agreement.





**CITY OF COCKBURN**  
**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT**  
**FOR THE YEAR ENDED 30 JUNE 2021**

**4. RESERVES - CASH/FINANCIAL ASSET BACKED**

	2021	2021	2021	2021	2021	2021	2021	2021	2020	2020	2020	2020
	Actual	Actual	Actual	Actual	Revised	Revised	Revised	Revised	Actual	Actual	Actual	Actual
	Opening	Transfer to	Transfer	Closing	Opening	Transfer to	Transfer	Closing	Opening	Transfer to	Transfer	Closing
	Balance		(from)	Balance	Balance		(from)	Balance	Balance		(from)	Balance
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
(a) Staff Payments & Entitlements	1,633,128	0	(40,000)	1,593,128	1,633,128	0	(40,000)	1,593,128	1,679,842	143,286	(190,000)	1,633,128
(b) Plant & Vehicle Replacement	11,400,754	3,117,086	(2,647,846)	11,869,994	11,400,754	3,024,727	(4,479,848)	9,945,633	11,016,204	3,178,961	(2,794,410)	11,400,754
(c) Information Technology	501,249	1,200,000	(774,650)	926,599	501,249	1,200,000	(1,090,651)	610,598	302,718	203,531	(5,000)	501,249
(d) Major Building Refurbishment	16,677,163	3,000,000	(2,335,874)	17,341,289	16,677,163	3,000,000	(3,170,032)	16,507,131	14,878,218	1,801,413	(2,467)	16,677,163
(e) Waste & Recycling	12,200,267	1,964,254	(1,640,862)	12,523,659	12,200,267	1,964,254	(5,509,393)	8,655,128	15,481,387	1,194,695	(4,475,815)	12,200,267
(f) Land Development and Investment Fund	11,002,645	2,211,775	(350,700)	12,863,720	11,002,645	5,568,114	(11,444,682)	5,126,077	9,638,807	1,790,200	(426,362)	11,002,645
(g) Roads & Drainage Infrastructure	10,442,059	4,638,533	(2,877,047)	12,203,545	10,428,351	4,638,533	(7,850,304)	7,216,580	12,944,726	2,243,228	(4,745,895)	10,442,059
(h) Naval Base Shacks	1,161,639	81,260	0	1,242,899	1,161,639	18,287	0	1,179,926	1,132,099	43,225	(13,685)	1,161,639
(i) Community Infrastructure	27,777,436	3,500,000	(9,520,055)	21,757,381	27,777,436	3,500,000	(12,973,688)	18,303,748	19,187,585	10,370,689	(1,780,838)	27,777,436
(j) Insurance	2,235,907	500,000	(63,233)	2,672,674	2,235,907	500,000	(100,000)	2,635,907	1,806,509	696,102	(266,705)	2,235,907
(k) Greenhouse Action Fund	741,641	200,000	(232,703)	708,938	741,641	200,000	(288,330)	653,311	572,892	206,419	(37,670)	741,641
(l) Aged and Disabled Asset Replacement	391,623	40,711	(9,462)	422,872	391,623	41,973	(35,675)	397,921	372,120	112,111	(92,607)	391,623
(m) Welfare Projects Employee Entitlements	1,611,878	903,894	(664,999)	1,850,773	1,611,878	918,465	0	2,530,342	1,044,584	699,089	(131,796)	1,611,878
(n) HWRP Post Closure Management & Contaminated Sites	3,501,513	250,000	(835,839)	2,915,674	3,501,513	250,000	(908,602)	2,842,911	2,373,754	1,133,336	(5,577)	3,501,513
(o) Municipal Elections	1,420	150,000	0	151,420	1,420	150,000	0	151,420	80,756	664	(80,000)	1,420
(p) Port Coogee Special Maintenance - SAR	1,820,480	374,034	(213,614)	1,980,900	1,820,480	422,245	(219,815)	2,022,909	1,864,041	471	(44,032)	1,820,480
(q) Port Coogee Waterways - SAR	102,267	93,989	(50,000)	146,256	102,267	56,891	(50,000)	109,159	(73,780)	459,772	(283,725)	102,267
(r) Community Surveillance	864,697	200,000	(131,827)	932,870	864,697	200,000	(135,050)	929,647	856,666	58,031	(50,000)	864,697
(s) Waste Collection	4,199,528	2,339,328	(26,000)	6,512,856	4,199,528	2,339,328	(151,000)	6,387,856	4,113,202	208,257	(121,932)	4,199,528
(t) Family Day Care Accumulation Fund	11,474	85	0	11,559	11,474	0	0	11,474	(899,514)	1,452,205	(541,216)	11,474
(u) Community Infrastructure (DCA 13)	4,782,645	5,125,095	(3,074,748)	6,832,991	4,782,645	3,017,282	(3,065,564)	4,734,363	4,782,512	133	0	4,782,645
(v) Naval Base Shack Removal	652,448	140,367	0	792,815	652,448	38,475	0	690,923	652,448	0	(0)	652,448
(w) Environmental Offset	308,011	0	(59,252)	248,759	308,011	0	(59,252)	248,759	251,049	56,962	0	308,011
(x) Bibra Lake Management Plan	521,086	0	(328,118)	192,968	521,086	0	(520,000)	1,086	524,211	3,623	(6,748)	521,086
(y) Restricted Grants & Contributions	5,786,772	2,805,355	(3,417,993)	5,174,134	4,982,925	0	(4,686,384)	296,541	5,845,277	6,305	(64,810)	5,786,772
(z) CIHCF Building Maintenance	9,327,472	1,360,665	0	10,688,137	9,327,472	1,458,228	0	10,785,700	10,166,184	5,649,946	(6,488,658)	9,327,472
(i) Cockburn ARC Building Maintenance	3,718,365	1,500,000	0	5,218,365	3,718,365	1,500,000	0	5,218,365	2,137,584	1,584,281	(3,500)	3,718,365
(j) Carry Forward Projects	2,850,851	17,918,715	(8,902,343)	11,867,223	2,850,851	17,918,715	(12,782,585)	7,986,981	1,186,832	1,664,019	0	2,850,851
(j) Port Coogee Marina Assets Replacement	1,484,887	300,000	0	1,784,887	1,484,887	300,000	0	1,784,887	4,566,687	8,780,584	(11,862,384)	1,484,887
(~) Port Coogee Waterways - WEMP	1,302,071	9,711	(65,245)	1,246,537	1,302,071	15,831	(100,000)	1,217,902	1,108,816	314,855	(121,600)	1,302,071
(*) Cockburn Coast SAR	25,209	35,753	(10,318)	50,644	25,209	30,465	(11,330)	44,344	83,847	15,659	(74,297)	25,209
(E) Developer Contribution Plans	10,744,509	2,365,468	(1,883,884)	11,226,093	10,758,217	2,256,857	(1,107,961)	11,907,113	10,736,140	24,927	(16,558)	10,744,509
(.) POS Reserve	0	5,784,328	(326,251)	5,458,077	0	5,764,971	(971,703)	4,793,268	2,171,837	4,323,218	(6,495,055)	0
	149,783,094	62,110,406	(40,482,863)	171,410,637	148,979,248	60,293,640	(71,751,849)	137,521,039	142,586,242	48,420,195	(41,223,343)	149,783,094

All reserves are supported by cash and cash equivalents and financial assets at amortised cost and are restricted within equity as Reserves - cash/financial assets backed.



**CITY OF COCKBURN**  
**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT**  
**FOR THE YEAR ENDED 30 JUNE 2021**

In accordance with Council resolutions or adopted budget in relation to each reserve account, the purpose for which the reserves are set aside and their anticipated date of use are as follows:

Name of Reserve	Anticipated date of use	Purpose of the reserve
(a) Staff Payments & Entitlements	ongoing	This Reserve provides for payment of various staff entitlements including separation, bonus, awards and other payments made to Staff either through contractual or statutory entitlement, other than leave liabilities already provided for within the City's net asset position.
(b) Plant & Vehicle Replacement	ongoing	This Reserve provides for the orderly replacement of plant and vehicles. Annual transfers into this Reserve are based on the estimated depreciation charge for plant each year. Funds are drawn as required to meet annual plant replacement costs.
(c) Information Technology	ongoing	This Reserve is used to provide for the capital cost of upgrading/replacement of Council's computer hardware and software.
(d) Major Building Refurbishment	ongoing	This Reserve provides funding for future major refurbishment of Council buildings as they become necessary. Annual transfers are usually made to this Reserve from any end of year surplus.
(e) Waste & Recycling	majority by 2040	This Reserve provides funding for capital costs associated with the development and management of a waste disposal site. Transfers to this Reserve are made based on planned future capital funding requirements for waste management.
(f) Land Development and Investment Fund	ongoing	This Reserve is to accommodate and facilitate the purchase, development and disposal of land under the Council's land development strategies with the ability to loan funds on an interest payable basis to other reserve accounts of the City.
(g) Roads & Drainage Infrastructure	ongoing	The purpose of this Reserve is to provide for the renewal and refurbishment of roads and drainage infrastructure and for the provision of matching funds for Federal & State Government road grants.
(h) Naval Base Shacks	ongoing	This Reserve provides funds for the development & refurbishment of the Naval Base shacks site. It will also fund rehabilitation costs when the Park reverts back to the State Government. Annual transfers to this Reserve are fully funded by part of the lease income derived from the shacks.
(i) Community Infrastructure	ongoing	This Reserve funds the provision of community and recreation facilities within the City as the need arises. The requirement for these facilities over the next five to ten years is significant due to the rapid rate of development within the city and the associated population growth.
(j) Insurance	ongoing	This Reserve is used to minimise and smooth annual budgetary impacts from the City's performance based insurance schemes, including deductibility levels.
(k) Greenhouse Action Fund	ongoing	This Reserve will be used to purchase carbon offsets and fund projects to support energy efficiency, waste management and renewable energy installations.
(l) Aged and Disabled Asset Replacement	ongoing	This Reserve is fully funded from the operating government grants received by the services and has no budgetary impact on Municipal funds.
(m) Welfare Projects Employee Entitlements	ongoing	This Reserve is fully funded from the operating government grants received by the services and has no budgetary impact on Municipal funds.
(n) HWRP Post Closure Management & Contaminated Sites	ongoing	This Reserve is required to cover any costs associated with clean-up & remediation works at contaminated sites within the district as enforced by the Contaminated Sites Act.
(o) Municipal Elections	ongoing	This Reserve provides funding to cover election expenses during election years to smooth out annual budgetary impacts.
(p) Port Coogee Special Maintenance - SAR	ongoing	This Reserve is used to manage funds raised through the specified area rate (SAR) for the Port Coogee development. These funds are required for the specialised maintenance requirements of the development.
(q) Port Coogee Waterways - SAR	ongoing	This Reserve is used to manage funds raised through the specified area rate (SAR) for the Port Coogee development on land directly adjacent to the waterways. These funds are required for the maintenance of the waterways surrounding Port Coogee marina and associated infrastructure.
(r) Community Surveillance	ongoing	This Reserve funds activities in relation to Community Surveillance.
(s) Waste Collection	ongoing	This reserve provides funding for future capital requirements related to the Waste Collection service.
(t) Family Day Care Accumulation Fund	ongoing	This Reserve is fully funded from the operating government grants received by the services and has no budgetary impact on Municipal funds.
(u) Community Infrastructure (DCA 13)	ongoing	This reserve is used to account for funds generated from the Community Infrastructure Development Contributions Scheme (DCP13) established under the City's Town Planning Scheme No. 3.
(v) Naval Base Shack Removal	uncertain	Established for the purposes of the future removal of leasehold dwellings at Reserve 24308, Naval Base. All funds raised are to be accounted for on a property lease by lease basis, and not on who paid the actual payment at the time of the payment. Funds raised will be reimbursed to leaseholders when dwelling is removed and the This Reserve is used to manage funds required to undertake environmental rehabilitation of land associated with road construction as approved by the relevant government agency.
(w) Environmental Offset	ongoing	This Reserve is used to manage funding to implement the Bibra Lake Management Plan as adopted by Council.
(x) Bibra Lake Management Plan	ongoing	This Reserve is used to quarantine monies received for restricted purposes across financial years.
(y) Restricted Grants & Contributions	ongoing	This Reserve is used to manage funding for major building maintenance of the Cockburn Integrated Health and Community Facility (CIHCF).
(z) CIHCF Building Maintenance	ongoing	This Reserve is used to manage funding for the major building maintenance of the Cockburn ARC recreation facility.
(1) Cockburn ARC Building Maintenance	ongoing	This reserve is used to manage municipal funding for incomplete projects carried forward to the following financial year.
(l) Carry Forward Projects	ongoing	This Reserve provides for the replacement of marina infrastructure assets. Funding is provided from pen fees to reflect estimated depreciation costs.
(3) Port Coogee Marina Assets Replacement	ongoing	This Reserve is used to manage the funds paid by the developer of the Port Coogee marina development in accordance with the Waterways Environmental Management Plan (WEMP). The funds will be used to maintain and manage the marina waterways.
(~) Port Coogee Waterways - WEMP	ongoing	This Reserve is used to manage funds raised through the specified area rate (SAR) providing funding to ensure that the parks and public areas (including custom street lighting) within the Cockburn Coast Development are maintained in accordance with the higher standards agreed to between the City and the Developer.
(*) Cockburn Coast SAR	ongoing	This Reserve is used for the management of contributions and costs with respect to Development Contribution Areas as established by and in accordance with Town Planning Scheme 3.
(€) Developer Contribution Plans	ongoing	
(.) POS Reserve		



**CITY OF COCKBURN**  
**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT**  
**FOR THE YEAR ENDED 30 JUNE 2021**

**5. OTHER FINANCIAL ASSETS**

**(a) Current assets**

Financial assets at amortised cost

2021	2020
\$	\$
197,500,000	169,400,000
197,500,000	169,400,000

**Other financial assets at amortised cost**

Term deposits

197,500,000	169,400,000
197,500,000	169,400,000

**(b) Non-current assets**

Financial assets at amortised cost

Financial assets at fair value through profit and loss

941,521	951,228
147,614	142,442
1,089,135	1,093,670

**Financial assets at amortised cost**

Emerald Reverse Mortgage Securities

941,521	951,228
941,521	951,228

**Financial assets at fair value through profit and loss**

Units in Local Government House Trust

147,614	142,442
147,614	142,442

**SIGNIFICANT ACCOUNTING POLICIES**

**Other financial assets at amortised cost**

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

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

**Financial assets at fair value through profit and loss**

The City classifies the following financial assets at fair value through profit and loss:

- debt investments which do not qualify for measurement at either amortised cost or fair value through other comprehensive income.
- equity investments which the City has not elected to recognise fair value gains and losses through other comprehensive income.

**Impairment and risk**

Information regarding impairment and exposure to risk can be found at Note 31.



**CITY OF COCKBURN**  
**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT**  
**FOR THE YEAR ENDED 30 JUNE 2021**

**6. TRADE AND OTHER RECEIVABLES**

**Current**

Rates receivable  
 Trade and other receivables  
 GST receivable

**Non-current**

Pensioner's rates and ESL deferred  
 Accrued debtors

	2021	2020
	\$	\$
Rates receivable	2,153,253	2,942,695
Trade and other receivables	4,538,533	3,342,043
GST receivable	78,901	1,355,815
	<b>6,770,687</b>	<b>7,640,553</b>
Pensioner's rates and ESL deferred	1,056,416	1,092,961
Accrued debtors	267,663	268,811
	<b>1,324,079</b>	<b>1,361,772</b>

**SIGNIFICANT ACCOUNTING POLICIES**

**Trade and other receivables**

Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business.

Trade receivables are recognised at original invoice amount less any allowances for uncollectible amounts (i.e. impairment). The carrying amount of net trade receivables is equivalent to fair value as it is due for settlement within 30 days.

**Impairment and risk exposure**

Information about the impairment of trade receivables and their exposure to credit risk and interest rate risk can be found in Note 31.

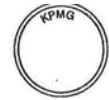
**SIGNIFICANT ACCOUNTING POLICIES (Continued)**

**Classification and subsequent measurement**

Receivables expected to be collected within 12 months of the end of the reporting period are classified as current assets. All other receivables are classified as non-current assets.

Trade receivables are held with the objective to collect the contractual cashflows and therefore measures them subsequently at amortised cost using the effective interest rate method.

Due to the short term nature of current receivables, their carrying amount is considered to be the same as their fair value. Non-current receivables are indexed to inflation, any difference between the face value and fair value is considered immaterial.



**CITY OF COCKBURN**  
**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT**  
**FOR THE YEAR ENDED 30 JUNE 2021**

**7. INVENTORIES**

**Current**

Fuel and materials

The following movements in inventories occurred during the year:

**Balance at beginning of year**

Additions/(reductions) to inventory

**Balance at end of year**

	2021	2020
	\$	\$
	39,896	31,107
	39,896	31,107
	31,107	33,335
	8,789	(2,228)
	39,896	31,107

**SIGNIFICANT ACCOUNTING POLICIES**

**General**

Inventories are measured at the lower of cost and net realisable value.

Net realisable value is the estimated selling price in the ordinary course of business less the estimated costs of completion and the estimated costs necessary to make the sale.



CITY OF COCKBURN  
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8. OTHER ASSETS

Other assets - current

Prepayments  
Accrued income

2021	2020
\$	\$
605,421	474,498
4,791,505	4,026,153
5,396,926	4,500,651

SIGNIFICANT ACCOUNTING POLICIES

Other current assets

Other non-financial assets include prepayments which represent payments in advance of receipt of goods or services or that part of expenditure made in one accounting period covering a term extending beyond that period.

Accrued income

Accrued income represents income which has been earned by the City but which have not been invoiced or received at balance sheet date.





CITY OF COCKBURN  
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9. PROPERTY, PLANT AND EQUIPMENT

(a) Movements in Balances

Movement in the balances of each class of property, plant and equipment between the beginning and the end of the current financial year.

	Land	Buildings - non- specialised	Total land and buildings	Furniture and equipment	Plant and equipment	Computer equipment	Total property, plant and equipment
	\$	\$	\$	\$	\$	\$	\$
Balance at 1 July 2019	82,952,040	233,613,717	316,565,757	1,634,608	13,523,749	4,039,032	335,763,146
Additions	176,697	5,127,930	5,304,627	36,110	4,211,685	1,575,899	11,128,321
(Disposals)	(158,000)	(259,197)	(417,197)	0	(1,012,820)	0	(1,430,017)
Revaluation increments / (decrements) transferred to revaluation surplus	0	(557,365)	(557,365)	0	0	0	(557,365)
Depreciation (expense)	0	(6,453,057)	(6,453,057)	(361,264)	(3,284,696)	(1,483,406)	(11,582,423)
Balance at 30 June 2020	82,970,737	231,472,028	314,442,765	1,309,454	13,437,918	4,131,525	333,321,662
Comprises:							
Gross balance amount at 30 June 2020	82,970,737	316,362,349	399,333,086	3,556,888	23,915,413	8,543,865	435,349,252
Accumulated depreciation at 30 June 2020	0	(84,890,321)	(84,890,321)	(2,247,434)	(10,477,495)	(4,412,340)	(102,027,590)
Balance at 30 June 2020	82,970,737	231,472,028	314,442,765	1,309,454	13,437,918	4,131,525	333,321,662
Additions	280,000	14,264,988	14,544,988	0	3,774,304	1,189,229	19,508,521
(Disposals)	(383,662)	(362,880)	(746,542)	0	(624,936)	0	(1,371,478)
Revaluation increments / (decrements) transferred to revaluation surplus	2,242,125	(1,995,558)	246,567	0	0	0	246,567
Depreciation (expense)	0	(6,440,036)	(6,440,036)	(349,808)	(3,289,721)	(1,579,491)	(11,659,056)
Transfers	0	(719,444)	(719,444)	0	0	0	(719,444)
Balance at 30 June 2021	85,109,200	236,219,098	321,328,298	959,646	13,297,565	3,741,263	339,326,772
Comprises:							
Gross balance amount at 30 June 2021	85,109,200	328,876,864	413,986,064	2,363,780	24,907,560	9,690,899	450,948,303
Accumulated depreciation at 30 June 2021	0	(92,657,766)	(92,657,766)	(1,404,134)	(11,609,995)	(5,949,636)	(111,621,531)
Balance at 30 June 2021	85,109,200	236,219,098	321,328,298	959,646	13,297,565	3,741,263	339,326,772



CITY OF COCKBURN  
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT  
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9. PROPERTY, PLANT AND EQUIPMENT (Continued)

(b) Carrying Value Measurements

Asset Class	Fair Value Hierarchy	Valuation Technique	Basis of Valuation	Date of Last Valuation	Inputs Used
(i) Fair Value					
Land and buildings					
Land	Level 2 and 3	Market Approach, Cost Approach using Current Replacement Cost	Independent Registered Valuer	June 2021	Inputs other than quoted prices included within Level 1 that are observable for the asset or liability, either directly or indirectly. Unobservable inputs for the asset or liability. Unobservable inputs shall be used to measure fair value to the extent that relevant observable inputs are not available, thereby allowing for situations in which there is little, if any, market activity for the asset or liability at the measurement date.
Buildings - non-specialised	Level 2 and 3	Market Approach, Cost Approach using Current Replacement Cost	Independent Registered Valuer	June 2021	Inputs other than quoted prices included within Level 1 that are observable for the asset or liability, either directly or indirectly. Unobservable inputs for the asset or liability. Unobservable inputs shall be used to measure fair value to the extent that relevant observable inputs are not available, thereby allowing for situations in which there is little, if any, market activity for the asset or liability at the measurement date.

(ii) Cost

Following a change to Local Government (Financial Management) Regulation 17A, plant and equipment type assets (being plant and equipment and furniture and equipment) are to be measured under the cost model, rather than at fair value. This change was effective from 1 July 2019 and represented a change in accounting policy. Revaluations carried out previously were not reversed as it was deemed fair value approximated cost at the date of change.



**CITY OF COCKBURN**  
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**10. INFRASTRUCTURE**

**(a) Movements in Balances**

Movement in the balances of each class of infrastructure between the beginning and the end of the current financial year.

	Infrastructure - roads	Other infrastructure - drainage	Other infrastructure - footpaths	Other infrastructure - parks equipment	Other infrastructure - landfill	Other infrastructure - marina	Other infrastructure - coastal	Total Infrastructure
	\$	\$	\$	\$	\$	\$	\$	\$
Balance at 1 July 2019	429,249,487	215,592,798	60,255,356	61,839,916	20,560,705	12,223,049	29,935,895	829,657,206
Additions	18,338,198	3,428,722	2,826,503	10,702,906	363,062	485,284	425,159	36,569,834
Revaluation increments / (decrements) transferred to revaluation surplus	19,728,398	25,401,669	(978,880)	(14,198,853)	0	0	0	29,952,334
Depreciation (expense)	(13,859,488)	(2,649,191)	(1,764,829)	(4,685,437)	(1,091,178)	(423,661)	(554,502)	(25,028,286)
Balance at 30 June 2020	453,456,595	241,773,998	60,338,150	53,658,532	19,832,589	12,284,672	29,806,552	871,151,088
Comprises:								
Gross balance at 30 June 2020	721,840,835	299,295,154	86,286,620	76,187,582	37,435,931	16,190,135	34,548,415	1,271,784,672
Accumulated depreciation at 30 June 2020	(268,384,240)	(57,521,156)	(25,948,470)	(22,529,050)	(17,603,342)	(3,905,463)	(4,741,863)	(400,633,584)
Balance at 30 June 2020	453,456,595	241,773,998	60,338,150	53,658,532	19,832,589	12,284,672	29,806,552	871,151,088
Additions	13,494,183	6,750,574	2,227,607	4,608,793	306,972	277,932	15,485	27,681,546
Revaluation increments / (decrements) transferred to revaluation surplus	0	0	0	0	(2,558,164)	0	24,566,155	22,007,991
Revaluation (loss) / reversals transferred to profit or loss						(6,476,864)		(6,476,864)
Depreciation (expense)	(12,384,835)	(2,988,755)	(1,774,262)	(4,197,319)	(1,054,445)	(517,558)	(1,679,053)	(24,596,227)
Transfers	2,668,450	0	0	3,384,225	0	0	(5,333,231)	719,444
Balance at 30 June 2021	457,234,393	245,535,817	60,791,495	57,454,231	16,526,952	5,568,182	47,375,908	890,486,978
Comprises:								
Gross balance at 30 June 2021	738,739,252	306,045,728	88,514,227	85,796,375	48,680,902	8,827,367	53,103,903	1,329,707,754
Accumulated depreciation at 30 June 2021	(281,504,859)	(60,509,911)	(27,722,732)	(28,342,144)	(32,153,950)	(3,259,185)	(5,727,995)	(439,220,776)
Balance at 30 June 2021	457,234,393	245,535,817	60,791,495	57,454,231	16,526,952	5,568,182	47,375,908	890,486,978



CITY OF COCKBURN  
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10. INFRASTRUCTURE (Continued)

(b) Carrying Value Measurements

Asset Class	Fair Value Hierarchy	Valuation Technique	Basis of Valuation	Date of Last Valuation	Inputs Used
(i) Fair Value					
Infrastructure - roads	3	Cost Approach Using Current Replacement Cost	Management Valuation	June 2020	Estimates of residual value, useful life, pattern of consumption and asset condition and relationship to the assessed level of remaining service potential of the depreciable amount
Other infrastructure - drainage	3	Cost Approach Using Current Replacement Cost	Management Valuation	June 2020	Estimates of residual value, useful life, pattern of consumption and asset condition and relationship to the assessed level of remaining service potential of the depreciable amount
Other infrastructure - footpaths	3	Cost Approach Using Current Replacement Cost	Management Valuation	June 2020	Estimates of residual value, useful life, pattern of consumption and asset condition and relationship to the assessed level of remaining service potential of the depreciable amount
Other infrastructure - parks equipment	3	Cost Approach Using Current Replacement Cost	Management Valuation	June 2020	Estimates of residual value, useful life, pattern of consumption and asset condition and relationship to the assessed level of remaining service potential of the depreciable amount
Other infrastructure - landfill	3	Cost Approach Using Current Replacement Cost	Independent Registered Valuer	June 2021	Estimates of residual value, useful life, pattern of consumption and asset condition and relationship to the assessed level of remaining service potential of the depreciable amount
Other infrastructure - marina	3	Cost Approach Using Current Replacement Cost	Independent Registered Valuer	June 2021	Estimates of residual value, useful life, pattern of consumption and asset condition and relationship to the assessed level of remaining service potential of the depreciable amount
Other infrastructure - coastal	3	Market Approach Cost Approach Using Current Replacement Cost	Independent Registered Valuer	June 2021	Estimates of residual value, useful life, pattern of consumption and asset condition and relationship to the assessed level of remaining service potential of the depreciable amount



**CITY OF COCKBURN**  
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**11. FIXED ASSETS**

**SIGNIFICANT ACCOUNTING POLICIES**

**Fixed assets**

Each class of fixed assets within either plant and equipment or infrastructure, is carried at cost or fair value as indicated less, where applicable, any accumulated depreciation and impairment losses.

**Initial recognition and measurement between mandatory revaluation dates**

Assets for which the fair value as at the date of acquisition is under \$5,000 are not recognised as an asset in accordance with *Financial Management Regulation 17A (5)*. These assets are expensed immediately

Where multiple individual low value assets are purchased together as part of a larger asset or collectively forming a larger asset exceeding the threshold, the individual assets are recognised as one asset and capitalised.

In relation to this initial measurement, cost is determined as the fair value of the assets given as consideration plus costs incidental to the acquisition. For assets acquired at zero cost or otherwise significantly less than fair value, cost is determined as fair value at the date of acquisition. The cost of non-current assets constructed by the City includes the cost of all materials used in construction, direct labour on the project and an appropriate proportion of variable and fixed overheads.

Individual assets that are land, buildings, infrastructure and investment properties acquired between initial recognition and the next revaluation of the asset class in accordance with the mandatory measurement framework, are recognised at cost and disclosed as being at fair value as management believes cost approximates fair value. They are subject to subsequent revaluation at the next anniversary date in accordance with the mandatory measurement framework.

**Revaluation**

The fair value of land, buildings, infrastructure and investment properties is determined at least every five years in accordance with the regulatory framework. This includes buildings and infrastructure items which were pre-existing improvements (i.e. vested improvements) on vested land acquired by the City.

**AUSTRALIAN ACCOUNTING STANDARDS - INCONSISTENCY**

**Revaluation (Continued)**

At the end of each period the valuation is reviewed and where appropriate the fair value is updated to reflect current market conditions. This process is considered to be in accordance with *Local Government (Financial Management) Regulation 17A (2)* which requires land, buildings, infrastructure, investment properties and vested improvements to be shown at fair value.

Increases in the carrying amount arising on revaluation of assets are credited to a revaluation surplus in equity. Decreases that offset previous increases of the same class of asset are recognised against revaluation surplus directly in equity. All other decreases are recognised in profit or loss.

**Land under roads from 1 July 2019**

As a result of amendments to the *Local Government (Financial Management) Regulations 1996*, effective from 1 July 2019, vested land, including land under roads, is treated as right-of-use assets measured at zero cost. Therefore, the previous inconsistency with AASB 1051 in respect of non-recognition of land under roads acquired on or after 1 July 2008 has been removed, even though measurement at zero cost means that land under roads is still not included in the statement of financial position.

**Vested improvements from 1 July 2019**

The measurement of vested improvements at fair value in accordance with *Local Government (Financial Management) Regulation 17A(2)(iv)* is a departure from AASB 16 which would have required the City to measure the vested improvements as part of the related right-of-use assets at zero cost.

Refer to Note 12 that details the significant accounting policies applying to leases (including right-of-use assets).



**CITY OF COCKBURN**  
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**11. FIXED ASSETS**

**(a) Disposals of Assets**

	2021	2021	2021	2021	2021	2021	2021	2021	2020	2020	2020	2020
	Actual	Actual	Actual	Actual	Revised	Revised	Revised	Revised	Actual	Actual	Actual	Actual
	Net Book	Sale	Profit	Loss	Budget	Budget	Budget	Budget	Net Book	Sale	Profit	Loss
	Value	Proceeds	\$	\$	Value	Proceeds	Profit	Loss	Value	Proceeds	\$	\$
Land - freehold land	383,662	483,147	99,485	0	4,800,000	5,300,000	500,000	0	158,000	1,376,364	1,218,364	0
Buildings - non-specialised	362,880	0	0	(362,880)					259,197	0	0	(259,197)
Plant and equipment	624,936	1,029,811	404,875	0	953,844	1,535,069	581,225	0	1,012,820	1,317,588	304,768	0
	1,371,478	1,512,958	504,360	(362,880)	5,753,844	6,835,069	1,081,225	0	1,430,017	2,693,952	1,523,132	(259,197)

The following assets were disposed of during the year.

	2021	2021	2021	2021
	Actual	Actual	Actual	Actual
	Net Book	Sale	Profit	Loss
	Value	Proceeds	\$	\$
<b>Plant and Equipment</b>				
Transport	310,630	584,532	273,902	0
<b>Other property and services</b>				
	314,306	445,279	130,973	0
	624,936	1,029,811	404,875	0
<b>Land</b>				
Other Property and Services	383,662	483,147	99,485	0
	383,662	483,147	99,485	0
<b>Buildings - non-specialised</b>				
Recreation and culture	362,880	0	0	(362,880)
	362,880	0	0	(362,880)
	1,371,478	1,512,958	504,360	(362,880)





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**11. FIXED ASSETS**

**(b) Depreciation**

	2021	2021 Revised Budget	2020
	Actual	Budget	Actual
	\$	\$	\$
Buildings - non-specialised	6,440,036	6,630,780	6,453,057
Furniture and equipment	349,808	355,008	361,264
Plant and equipment	3,289,721	3,209,478	3,284,696
Computer equipment	1,579,491	1,591,308	1,483,406
Infrastructure - roads	12,384,835	12,189,504	13,859,488
Other infrastructure - drainage	2,988,755	2,728,560	2,649,191
Other infrastructure - footpaths	1,774,262	1,817,460	1,764,829
Other infrastructure - parks equipment	4,197,319	4,662,444	4,685,437
Other infrastructure - landfill	1,054,445	1,145,724	1,091,178
Other infrastructure - marina	517,558	538,044	423,661
Other infrastructure - coastal	1,679,053	537,816	554,502
Right-of-use assets - plant and equipment	379,943	235,008	526,835
Intangible assets - rehabilitation costs	1,933,465	0	3,635,252
	<b>38,568,690</b>	<b>35,641,134</b>	<b>40,772,796</b>

**SIGNIFICANT ACCOUNTING POLICIES**

**Depreciation**

The depreciable amount of all fixed assets including buildings but excluding freehold land and vested land, are depreciated on a straight-line basis over the individual asset's useful life from the time the asset is held ready for use. Leasehold improvements are depreciated over the shorter of either the unexpired period of the lease or the estimated useful life of the improvements.

The assets residual values and useful lives are reviewed, and adjusted if appropriate, at the end of each reporting period.

An asset's carrying amount is written down immediately to its recoverable amount if the asset's carrying amount is greater than its estimated recoverable amount.

Gains and losses on disposals are determined by comparing proceeds with the carrying amount. These gains and losses are included in the statement of comprehensive income in the period in which they arise.

**Depreciation rates**

Typical estimated useful lives for the different asset classes for the current and prior years are included in the table below.

**Depreciation on revaluation**

When an item of property, plant and equipment is revalued, any accumulated depreciation at the date of the revaluation is treated in one of the following ways:

- The gross carrying amount is adjusted in a manner that is consistent with the revaluation of the carrying amount of the asset. For example, the gross carrying amount may be restated by reference to observable market data or it may be restated proportionately to the change in the carrying amount. The accumulated depreciation at the date of the revaluation is adjusted to equal the difference between the gross carrying amount and the carrying amount of the asset after taking into account accumulated impairment losses; or
- Eliminated against the gross carrying amount of the asset and the net amount restated to the revalued amount of the asset.

**Amortisation**

All intangible assets with a finite useful life, are amortised on a straight-line basis over the individual asset's useful life from the time the asset is held for use.

The residual value of intangible assets is considered to be zero and the useful life and amortisation method are reviewed at the end of each financial year.

Amortisation is included within Depreciation on non-current assets in the Statement of Comprehensive Income and in the note above.



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## 12. LEASES

### (a) Right-of-Use Assets

Movement in the balance of each class of right-of-use asset between the beginning and the end of the current financial year.

**Balance at 1 July 2019**

Additions

Depreciation (expense)

**Balance at 30 June 2020**

Remeasurement

Depreciation (expense)

**Balance at 30 June 2021**

Right-of-use assets - plant and equipment	Right-of-use assets Total
\$	
1,132,354	1,132,354
103,468	103,468
(526,835)	(526,835)
708,987	708,987
(18,681)	(18,681)
(379,943)	(379,943)
310,363	310,363

The following amounts were recognised in the statement of comprehensive income during the period in respect of leases where the entity is the lessee:

Interest expense on lease liabilities

Lease principal payment

**Total amount recognised in the statement of comprehensive income**

Total cash outflow from leases

2021 Actual	2020 Actual
\$	\$
(7,321)	(14,522)
(413,420)	(469,799)
(420,741)	(484,321)
(420,741)	(484,321)

### SIGNIFICANT ACCOUNTING POLICIES

#### Leases

At inception of a contract, the City assesses if the contract contains or is a lease. A contract is, or contains, a lease if the contract conveys the right to control the use of an identified asset for a period of time in exchange for consideration.

At the commencement date, a right-of-use asset is recognised at cost and lease liability at the present value of the lease payments that are not paid at that date. The lease payments are discounted using the interest rate implicit in the lease, if that rate can be readily determined. If that rate cannot be readily determined, the City uses its incremental borrowing rate.

All contracts that are classified as short-term leases (i.e. a lease with a remaining term of 12 months or less) and leases of low value assets are recognised as an operating expense on a straight-line basis over the term of the lease.

Leases for right-of-use assets are secured over the asset being leased.

#### Right-of-use assets - valuation

Right-of-use assets are measured at cost. This means that all right-of-use assets (other than vested improvements) under zero cost concessionary leases are measured at zero cost (i.e. not included in the statement of financial position). The exception is vested improvements on concessionary land leases such as roads, buildings or other infrastructure which are reported at fair value.

Refer to Note 11 for details on the significant accounting policies applying to vested improvements.

#### Right-of-use assets - depreciation

Right-of-use assets are depreciated over the lease term or useful life of the underlying asset, whichever is the shortest. Where a lease transfers ownership of the underlying asset, or the cost of the right-of-use asset reflects that the City anticipates to exercise a purchase option, the specific asset is amortised over the useful life of the underlying asset.



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**13. INTANGIBLE ASSETS**

**(a) Rehabilitation Assets**

**Non-current**

Rehabilitation asset

Less: accumulated depreciation

<b>2021</b>	<b>2020</b>
<b>Actual</b>	<b>Actual</b>
<b>\$</b>	<b>\$</b>
35,866,621	35,559,444
(16,856,222)	(14,922,757)
<b>19,010,399</b>	<b>20,636,687</b>

Movements in carrying amounts of waste landfill assets during the financial year are shown as follows:

**Carrying amount at 1 July**

Recognition of rehabilitation asset

Amortisation expense

**Carrying amount at 30 June**

**TOTAL INTANGIBLE ASSETS**

20,636,687	25,370,319
307,177	(1,098,378)
(1,933,465)	(3,635,252)
<b>19,010,399</b>	<b>20,636,687</b>
<b>19,010,399</b>	<b>20,636,687</b>

**SIGNIFICANT ACCOUNTING POLICIES**

**Rehabilitation assets**

The City complies with the full provision method for accounting provisions in respect of restoration, rehabilitation and site monitoring costs. Charges are made to expenses based on the estimated costs of restoring, rehabilitating and monitoring the landfill site. The rate charge is reviewed annually and is based on an estimated cost per tonne. The cost per tonne is arrived at after taking into account a standard engineering cost per cubic metre of landfill, the density of the waste and the most recent aerial surveys. Engineering rates differ according to the nature of the obligation to provide the service. The provision is recorded at the net present value of expected future costs discounted using the applicable government bond

rates.

The liability for estimated future capping expenditure is provided for through a rehabilitation provision on a phase-by-phase basis and is discounted to its present value, with the unwinding of the discount being charged to the statement of comprehensive income within the amortisation charge. The discounted present value of the future capping expenditure is also capitalised as part of the rehabilitation asset and is amortised on a straight-line basis. Changes in estimates are recognised prospectively with corresponding adjustments to the provision and associated costs.



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14. REVALUATION SURPLUS

	2021 Opening Balance	2021 Revaluation Increment	2021 Revaluation (Decrement)	Total Movement on Revaluation	2021 Closing Balance	2020 Opening Balance	2020 Revaluation Increment	2020 Revaluation (Decrement)	Total Movement on Revaluation	2020 Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Revaluation surplus - Land - freehold land	107,394,794	2,242,125	0	2,242,125	109,636,919	107,394,794	0	0	0	107,394,794
Revaluation surplus - Buildings - non-specialised	22,304,288	0	(1,995,558)	(1,995,558)	20,308,730	22,861,653	0	(557,365)	(557,365)	22,304,288
Revaluation surplus - Infrastructure - roads	242,583,514	0	0	0	242,583,514	222,855,116	19,728,398	0	19,728,398	242,583,514
Revaluation surplus - Other infrastructure - drainage	180,649,687	0	0	0	180,649,687	155,248,018	25,401,669	0	25,401,669	180,649,687
Revaluation surplus - Other infrastructure - footpaths	44,505,093	0	0	0	44,505,093	45,483,973	0	(978,880)	(978,880)	44,505,093
Revaluation surplus - Other infrastructure - parks equipment	8,253,626	0	0	0	8,253,626	22,452,479	0	(14,198,853)	(14,198,853)	8,253,626
Revaluation surplus - Other infrastructure - landfill	2,598,696	0	(2,558,164)	(2,558,164)	40,532	2,598,696	0	0	0	2,598,696
Revaluation surplus - Other infrastructure - coastal	0	24,566,155	0	24,566,155	24,566,155	0	0	0	0	0
	608,289,698	26,808,280	(4,553,722)	22,254,558	630,544,256	578,894,729	45,130,067	(15,735,098)	29,394,970	608,289,698



**CITY OF COCKBURN**  
**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT**  
**FOR THE YEAR ENDED 30 JUNE 2021**

**15. TRADE AND OTHER PAYABLES**

**(a) Current**

Sundry creditors  
 Prepaid rates  
 ATO liabilities  
 Bonds and deposits held  
 Other prepaid income

**(b) Non-Current**

Non-Current Sundry Deposits & Bonds

	2021	2020
	\$	\$
Sundry creditors	11,078,563	9,571,568
Prepaid rates	2,071,781	1,994,546
ATO liabilities	0	220,797
Bonds and deposits held	3,709,844	3,133,085
Other prepaid income	333,972	431,662
	17,194,160	15,351,658
Non-Current Sundry Deposits & Bonds	2,010,562	884,565
	2,010,562	884,565

**SIGNIFICANT ACCOUNTING POLICIES**

**Trade and other payables**

Trade and other payables represent liabilities for goods and services provided to the City prior to the end of the financial year that are unpaid and arise when the City becomes obliged to make future payments in respect of the purchase of these goods and services.

The amounts are unsecured, are recognised as a current liability and are normally paid within 30 days of recognition

**Prepaid rates**

Prepaid rates are, until the taxable event has occurred (start of the next financial year), refundable at the request of the ratepayer. Rates received in advance are initially recognised as a financial liability. When the taxable event occurs, the financial liability is extinguished and the City recognises revenue for the prepaid rates that have not been refunded.



**CITY OF COCKBURN**  
**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT**  
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**16. OTHER LIABILITIES**

**Current**

Contract liabilities

**Non-current**

Liabilities under transfers to acquire or construct non-financial assets to be controlled by the entity  
 Public Open Space payments

2021	2020
\$	\$
6,552,672	713,380
6,552,672	713,380
18,059,084	15,527,154
5,419,364	0
23,478,448	15,527,154
30,031,120	16,240,534

Performance obligations for each type of liability are expected to be recognised as revenue in accordance with the following time bands:

Less than 1 year  
 1 to 2 years  
 2 to 3 years  
 3 to 4 years  
 4 to 5 years  
 > 5 years

2021	2020
\$	\$
6,552,672	713,380
5,531,120	147,525
10,000,000	1,500,000
1,500,000	4,000,000
3,000,000	5,000,000
3,447,328	4,879,629
30,031,120	16,240,534

**SIGNIFICANT ACCOUNTING POLICIES**

**Contract liabilities**

Contract liabilities represent the the City's obligation to transfer goods or services to a customer for which the City has received consideration from the customer.

With respect to transfers for recognisable non-financial assets, contract liabilities represent performance obligations which are not yet satisfied.

Contract liabilities are recognised as revenue when the performance obligations in the contract are satisfied.

**Liabilities under transfers to acquire or construct non-financial assets to be controlled by the entity**

Grant liabilities represent the the City's performance obligations to construct recognisable non-financial assets to identified specifications which are yet to be satisfied.

Grant liabilities are recognised as revenue when the performance obligations in the contract are satisfied.

**Public Open Space (POS)**

All POS cash in lieu contributions received are placed in a reserve account for a specific purpose in accordance with section 154 of the Planning & Development Act 2005. The City recognises a non-current liability for all POS contributions not yet applied to the purpose they were received. The POS liabilities are recognised as revenue when the performance obligations in the contract are satisfied.





**CITY OF COCKBURN**  
**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT**  
**FOR THE YEAR ENDED 30 JUNE 2021**

**17. LEASE LIABILITIES**

**(a) Lease Liabilities**

	2021 \$	2020 \$
Current	218,182	421,881
Non-current	115,739	344,141
	333,921	766,022

**(b) Movements in Carrying Amounts**

Purpose	Lease Number	Institution	Lease Interest Rate	Lease Term	30 June 2021					30 June 2020				
					Actual Lease Principal 1 July 2020	Actual Remeasurement	Actual Lease Principal Repayments	Actual Lease Principal Outstanding	Actual Lease Interest Repayments	Actual Lease Principal 1 July 2019	Actual New Leases	Actual Lease Principal Repayments	Actual Lease Principal Outstanding	Actual Lease Interest Repayments
					\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
<b>Governance</b>														
Cisco Network Switches	E6N0162330	Maia Financial PI	1.49%	45 Months	107,969	0	(38,751)	69,218	(1,345)	136,222	0	(28,253)	107,969	(1,819)
Unified Communications System	E6N0160636	Maia Financial PI	1.45%	33 Months	74,605	0	(42,399)	32,206	(802)	105,698	0	(31,093)	74,605	(1,307)
Rack Mount Servers (5)	E6N0159693	Maia Financial PI	1.40%	18 Months	9,993	0	(9,993)	0	(41)	24,800	0	(14,807)	9,993	(244)
VDI Servers (6)	E6N0159752	Maia Financial PI	1.40%	18 Months	21,491	0	(21,491)	0	(88)	53,335	0	(31,844)	21,491	(524)
SAN Equipment (2)	E6N0160532	Maia Financial PI	1.40%	18 Months	52,003	0	(52,003)	0	(213)	129,058	0	(77,055)	52,003	(1,268)
Pure Storage Shelf x 2	E6N0162620	Maia Financial PI	1.40%	18 Months	38,827	0	(38,827)	0	(158)	0	103,468	(64,640)	38,828	(986)
Wifi Equipment	E6N0159943	Maia Financial PI	1.40%	21 Months	13,479	0	(13,479)	0	(79)	37,391	0	(23,913)	13,478	(342)
Firewall Equipment	E6N0159959	Maia Financial PI	1.40%	21 Months	4,137	0	(4,137)	0	(24)	11,116	0	(6,979)	4,137	(103)
LAN Equipment	E6N0159960	Maia Financial PI	1.40%	21 Months	18,650	0	(18,650)	0	(109)	42,413	0	(23,763)	18,650	(427)
LAN Equipment	E6N0160277	Maia Financial PI	1.40%	15 Months	7,047	0	(7,047)	0	(16)	27,991	0	(20,944)	7,047	(245)
Multi Functional Devices (MFD's) - 47	E6N0162022	Maia Financial PI	1.49%	48 Months	76,553	0	(25,139)	51,414	(969)	94,858	0	(18,305)	76,553	(1,277)
<b>Law, order, public safety</b>														
Multi Functional Devices (MFD's) - 47	E6N0162022	Maia Financial PI	1.49%	48 Months	2,823	0	(927)	1,896	(36)	3,499	0	(675)	2,824	(47)
<b>Education and welfare</b>														
Multi Functional Devices (MFD's) - 1	E6N0162166	Maia Financial PI	1.49%	48 Months	4,085	0	(1,342)	2,743	(52)	5,062	0	(977)	4,085	(68)
Hyundai i30 Lease	6244197	Easifleet Manage	1.45%	31 Months	6,290	0	(3,956)	2,334	(65)	11,998	0	(5,708)	6,290	(134)
Multi Functional Devices (MFD's) - 47	E6N0162022	Maia Financial PI	1.49%	48 Months	21,161	0	(6,949)	14,212	(268)	26,221	0	(5,060)	21,161	(353)
<b>Community amenities</b>														
Ford Ranger Vehicle Dual Cab Tray		Easifleet Manage	1.40%	21 Months	7,093	0	(7,093)	0	(41)	16,577	0	(9,485)	7,092	(170)
Multi Functional Devices (MFD's) - 47	E6N0162022	Maia Financial PI	1.49%	48 Months	4,832	0	(1,587)	3,245	(61)	5,987	0	(1,155)	4,832	(81)
<b>Recreation and culture</b>														
Health Club Equipment - Pin Loaded	E6N0159778	Maia Financial PI	1.45%	33 Months	34,869	0	(19,817)	15,052	(374)	49,402	0	(14,532)	34,870	(611)
Multi Functional Devices (MFD's) - 47	E6N0162022	Maia Financial PI	1.49%	48 Months	39,082	0	(12,834)	26,248	(495)	48,427	0	(9,345)	39,082	(652)
<b>Other property and services</b>														
ALC Baltic Laminator	E6N0162078	Maia Financial PI	1.43%	27 Months	4,306	(1,689)	(2,617)	0	9	6,834	0	(2,528)	4,306	(80)
Shark Barrier		Eco Shark Barrie	1.47%	41 Months	211,181	(16,992)	(78,835)	115,354	(2,071)	281,698	0	(70,518)	211,180	(3,649)
Signage Printer & Cutter	E6N0160864	Maia Financial PI	1.40%	18 Months	5,547	0	(5,547)	0	(23)	13,767	0	(8,220)	5,547	(135)
					766,023	(18,681)	(413,420)	333,921	(7,321)	1,132,354	103,468	(469,799)	766,023	(14,522)



**CITY OF COCKBURN**  
**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT**  
**FOR THE YEAR ENDED 30 JUNE 2021**

**18. INFORMATION ON BORROWINGS**

**(a) Borrowings**

	2021	2020
	\$	\$
Current	4,020,624	3,226,983
Non-current	11,445,281	16,171,527
	15,465,905	19,398,510

**(b) Repayments - Borrowings**

Particulars	Loan Number	Institution	Interest Rate	30 June 2021					30 June 2020				
				Actual	Actual	Actual	Actual	Actual	Revised	Revised	Revised	Revised	Actual
				Principal	Principal	Principal	Interest	Principal	Budget	Budget	Budget	Budget	Principal
				1 July 2020	repayments	adjustments	repayments	outstanding	1 July 2020	repayments	repayments	outstanding	1 July 2019
				\$	\$		\$	\$	\$	\$	\$	\$	\$
<b>Community amenities</b>													
Portion of SMRC borrowings for RRRRC waste recycling project repayable by the City		WATC	various	4,398,510	(1,469,288)	36,683	(162,821)	2,965,905	3,293,483	(1,400,000)	(170,000)	1,893,483	6,433,583
<b>Recreation and culture</b>													
To assist fund the Cockburn ARC recreation facility	8	WATC	2.96%	15,000,000	(2,500,000)	0	(528,017)	12,500,000	15,000,000	(2,500,000)	(528,000)	12,500,000	17,500,000
				19,398,510	(3,969,288)	36,683	(688,838)	15,465,905	18,293,483	(3,900,000)	(696,000)	14,393,483	23,933,583
				19,398,510	(3,969,288)	36,683	(688,838)	15,465,905	18,293,483	(3,900,000)	(696,000)	14,393,483	23,933,583

\* WA Treasury Corporation



**CITY OF COCKBURN**  
**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT**  
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**18. INFORMATION ON BORROWINGS (Continued)**

**(c) New Borrowings - 2020/21**

Particulars/Purpose	Institution	Loan Type	Term Years	Interest Rate %	Amount Borrowed		Amount (Used)		Total Interest & Charges	Actual Balance Unspent
					2021 Actual	2021 Budget	2021 Actual	2021 Budget		
To assist fund the stage 2 of Marina infrastructure expansion	WATC	P & I	TBA	TBA	0	5,277,400	0	0	0	0
* WA Treasury Corporation					0	5,277,400	0	0	0	0

**(d) Undrawn Borrowing Facilities**  
**Credit Standby Arrangements**

	2021	2020
	\$	\$
Credit card limit	300,000	300,000
Credit card balance at balance date	(83,067)	(78,747)
<b>Total amount of credit unused</b>	<b>216,933</b>	<b>221,253</b>

**Loan facilities**

Loan facilities - current	4,020,624	3,226,983
Loan facilities - non-current	11,445,281	16,171,527
<b>Total facilities in use at balance date</b>	<b>15,465,905</b>	<b>19,398,510</b>

<b>Unused loan facilities at balance date</b>	<b>NIL</b>	<b>NIL</b>
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**SIGNIFICANT ACCOUNTING POLICIES**

**Financial liabilities**

Financial liabilities are recognised at fair value when the City becomes a party to the contractual provisions to the instrument.

Non-derivative financial liabilities (excluding financial guarantees) are subsequently measured at amortised cost. Gains or losses are recognised in profit or loss.

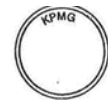
Financial liabilities are derecognised where the related obligations are discharged, cancelled or expired. The difference between the carrying amount of the financial liability extinguished or transferred to another party and the fair value of the consideration paid, including the transfer of non-cash assets or liabilities assumed, is recognised in profit or loss.

**Borrowing costs**

Borrowing costs are recognised as an expense when incurred except where they are directly attributable to the acquisition, construction or production of a qualifying asset. Where this is the case, they are capitalised as part of the cost of the particular asset until such time as the asset is substantially ready for its intended use or sale.

**Risk**

Information regarding exposure to risk can be found at Note 31.



**CITY OF COCKBURN**  
**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT**  
**FOR THE YEAR ENDED 30 JUNE 2021**

**19. EMPLOYEE RELATED PROVISIONS**

**(a) Employee Related Provisions**

	Provision for Annual Leave	Provision for Long Service Leave	Total
	\$	\$	\$
<b>Opening balance at 1 July 2020</b>			
Current provisions	4,809,588	3,144,114	7,953,702
Non-current provisions	0	2,093,180	2,093,180
	4,809,588	5,237,294	10,046,882
 Additional provision	68,635,094	84,873,028	153,508,122
Amounts used	(68,366,109)	(84,207,230)	(152,573,339)
<b>Balance at 30 June 2021</b>	5,078,573	5,903,092	10,981,665
 <b>Comprises</b>			
Current	5,078,573	4,421,100	9,499,673
Non-current	0	1,481,992	1,481,992
	5,078,573	5,903,092	10,981,665
 <b>Amounts are expected to be settled on the following basis:</b>	<b>2021</b>	<b>2020</b>	
	\$	\$	
Less than 12 months after the reporting date	9,499,673	7,953,702	
More than 12 months from reporting date	1,481,992	2,093,180	
	10,981,665	10,046,882	

Timing of the payment of current leave liabilities is difficult to determine as it is dependent on future decisions of employees. Expected settlement timings are based on information obtained from employees and historical leave trends and assumes no events will occur to impact on these historical trends.

**SIGNIFICANT ACCOUNTING POLICIES**

**Employee benefits**

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

**Short-term employee benefits**

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

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

**Other long-term employee benefits**

Long-term employee benefits are measured at the present value of the expected future payments to be made to employees. Expected future payments incorporate anticipated future wage and salary levels, durations of service and employee departures and are discounted at

**Other long-term employee benefits (Continued)**

rates determined by reference to market yields at the end of the reporting period on government bonds that have maturity dates that approximate the terms of the obligations. Any remeasurements for changes in assumptions of obligations for other long-term employee benefits are recognised in profit or loss in the periods in which the changes occur.

The City's obligations for long-term employee benefits are presented as non-current provisions in its statement of financial position, except where the City does not have an unconditional right to defer settlement for at least 12 months after the end of the reporting period, in which case the obligations are presented as current provisions.

**Provisions**

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

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



**CITY OF COCKBURN**  
**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT**  
**FOR THE YEAR ENDED 30 JUNE 2021**

**20. OTHER PROVISIONS**

	Provision for remediation costs	Total
	\$	\$
<b>Opening balance at 1 July 2020</b>		
Current provisions	800,000	800,000
Non-current provisions	31,583,854	31,583,854
	<u>32,383,854</u>	<u>32,383,854</u>
 Provision utilised	 (321,426)	 (321,426)
<b>Balance at 30 June 2021</b>	<b>32,062,428</b>	<b>32,062,428</b>
 <b>Comprises</b>		
Non-current	32,062,428	32,062,428
	<u>32,062,428</u>	<u>32,062,428</u>

**Provision for remediation costs**

Under the licence for the operation of the Henderson Waste Recovery Park, the City has a legal obligation to restore the site.

A provision for remediation is recognised when:

- there is a present obligation as a result of waste activities undertaken;
- it is probable that an outflow of economic benefits will be required to settle the obligation; and
- the amount of the provision can be measured reliably.

The estimated future obligations include the costs of restoring the affected areas and continued monitoring of the site.

The provision for future remediation costs is the best estimate of the present value of the expenditure required to settle the remediation obligation at the reporting date. Future remediation costs are reviewed annually and any changes in the estimate are reflected in the present value of the remediation provision at each reporting date.

Amounts which are expected to be paid out within 12 months of the reporting date are classified as current. Exact timing of payment of non-current obligations is unable to be reliably estimated as it is dependent on the remaining life of the waste facility.



**CITY OF COCKBURN**  
**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT**  
**FOR THE YEAR ENDED 30 JUNE 2021**

**21. NOTES TO THE STATEMENT OF CASH FLOWS**

**Reconciliation of Cash**

For the purposes of the Statement of Cash Flows, cash includes cash and cash equivalents, net of outstanding bank overdrafts. Cash at the end of the reporting period is reconciled to the related items in the Statement of Financial Position as follows:

	<b>2021 Actual</b>	<b>2021 Budget</b>	<b>2020 Actual</b>
	<b>\$</b>	<b>\$</b>	<b>\$</b>
Cash and cash equivalents	4,606,858	8,249,860	5,133,910
<b>Reconciliation of Net Cash Provided By Operating Activities to Net Result</b>			
Net result	15,619,714	9,719,749	23,261,647
Non-cash flows in Net result:			
Adjustments to fair value of financial assets at fair value through profit and loss	(5,172)	0	(2,305)
Adjusted share former associates loan liabilities	0	0	(630,030)
Depreciation on non-current assets	38,568,690	35,641,134	40,772,796
(Profit)/loss on sale of asset	(141,480)	117,744	(1,263,935)
Impairment of Investment in Associate	0	0	675,004
Population adjustment to long term borrowings	36,683	0	0
Loss on revaluation of fixed assets	6,476,864	0	0
Changes in assets and liabilities:			
(Increase)/decrease in receivables	907,559	0	(331,966)
(Increase)/decrease in other assets	(896,275)	0	(831,899)
(Increase)/decrease in inventories	(8,789)	0	2,228
Increase/(decrease) in payables	1,265,743	355,700	2,937,374
Increase/(decrease) in employee provisions	934,783	0	(2,346,431)
Increase/(decrease) in other provisions	(628,603)	0	0
Increase/(decrease) in other liabilities	5,839,290	0	(1,444,907)
Non-operating grants, subsidies and contributions	(21,254,356)	(9,339,600)	(25,604,896)
Net cash from operating activities	46,714,652	36,494,727	35,192,681





**CITY OF COCKBURN**  
**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT**  
**FOR THE YEAR ENDED 30 JUNE 2021**

**22. TOTAL ASSETS CLASSIFIED BY FUNCTION AND ACTIVITY**

	<b>2021</b>	<b>2020</b>
	<b>\$</b>	<b>\$</b>
Governance	35,674,338	60,702,649
General purpose funding	206,405,663	59,904,395
Law, order, public safety	714,829	1,368,088
Health	978,316	735,495
Education and welfare	1,240,200	3,351,011
Community amenities	8,143,493	53,577,141
Recreation and culture	121,762,433	119,858,925
Transport	732,518,366	740,070,676
Economic services	264,100	2,030,994
Other property and services	358,160,355	373,380,713
	<b>1,465,862,093</b>	<b>1,414,980,087</b>



CITY OF COCKBURN  
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT  
FOR THE YEAR ENDED 30 JUNE 2021

### 23. CONTINGENT LIABILITIES

Council resolved to acquire land from landowners abutting Jandakot Road to widen Jandakot Road. Eight of the landowners objected to the acquisition of the land and have progressed a claim for compensation against the City which totals an estimated \$20.5 million more than the compensation determined in accordance with the City's Valuer advice. The land was compulsorily acquired by 30 June 2021 and the compensation determined by the City was paid subsequent to year end. It is likely the claim will be resolved via a court case, but this has not progressed as yet.



**CITY OF COCKBURN**  
**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT**  
**FOR THE YEAR ENDED 30 JUNE 2021**

**24. CAPITAL AND LEASING COMMITMENTS**

**(a) Capital Expenditure Commitments**

Contracted for:

	2021	2020
	\$	\$
- capital expenditure projects	26,829,616	10,383,413
- Smart LED street lighting	10,730,919	0
- land acquisition - Cockburn Coast Oval	9,308,277	9,433,304
- plant & equipment purchases	1,055,256	1,124,349
	<b>47,924,068</b>	<b>20,941,066</b>

Payable:

	2021	2020
	\$	\$
- not later than one year	35,125,146	11,507,762
- later than one year but not later than five years	12,798,922	0
- later than five years	0	9,433,304
	<b>47,924,068</b>	<b>20,941,066</b>

**(b) Operating Lease Commitments**

Non-cancellable operating leases contracted for but not capitalised in the accounts (short term and low value leases).

Payable:

	2021	2020
	\$	\$
- not later than one year	0	35,968
- later than one year but not later than five years	0	0
- later than five years	0	0
	<b>0</b>	<b>35,968</b>

**SIGNIFICANT ACCOUNTING POLICIES**

**Leases**

Leases of fixed assets where substantially all the risks and benefits incidental to the ownership of the asset, but not legal ownership, are transferred to the City, are classified as finance leases.

Finance leases are capitalised recording an asset and a liability at the lower of the fair value of the leased property or the present value of the minimum lease payments, including any guaranteed residual values. Lease payments are allocated between the reduction of the lease liability and the lease interest expense for the period.

**Leases (Continued)**

Leased assets are depreciated on a straight line basis over the shorter of their estimated useful lives or the lease term.

Lease incentives under operating leases are recognised as a liability and amortised on a straight line basis over the life of the lease term.



**CITY OF COCKBURN**  
**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT**  
**FOR THE YEAR ENDED 30 JUNE 2021**

**25. ELECTED MEMBERS REMUNERATION**

	2021 Actual \$	2020 Actual \$
<b>Mayor Logan Howlett</b>		
Mayor's annual allowance	89,753	89,753
Meeting attendance fees	47,516	50,156
Other expenses	144	418
Annual allowance for ICT expenses	3,500	3,500
Milage expenses	0	67
	140,913	143,894
<b>Deputy Mayor Cllr Lara Kirkwood</b>		
Deputy Mayor's annual allowance	22,438	17,311
Meeting attendance fees	31,678	31,678
Other expenses	143	
Annual allowance for ICT expenses	3,500	3,500
Milage expenses	1,107	1,371
	58,866	53,860
<b>Cllr Lee-Anne Smith</b>		
Deputy Mayor's annual allowance	0	5,127
Meeting attendance fees	31,678	31,308
Other expenses	0	542
Annual allowance for ICT expenses	3,500	3,500
	35,178	40,477
<b>Cllr Philip Eva</b>		
Meeting attendance fees	31,678	31,678
Other expenses	0	745
Annual allowance for ICT expenses	3,500	3,500
	35,178	35,923
<b>Cllr Chamonix Terblanche</b>		
Meeting attendance fees	31,678	31,678
Child care expenses	6,944	0
Other expenses	0	536
Annual allowance for ICT expenses	3,500	3,500
Milage expenses	2,329	641
	44,451	36,355
<b>Cllr Kevin Allen</b>		
Meeting attendance fees	31,678	31,678
Annual allowance for ICT expenses	3,500	3,500
Milage expenses	489	34
	35,667	35,212
<b>Cllr Michael Separovich</b>		
Meeting attendance fees	31,678	31,678
Annual allowance for ICT expenses	3,500	3,500
	35,178	35,178
<b>Cllr Chontelle Sands</b>		
Meeting attendance fees	31,678	31,678
Annual allowance for ICT expenses	3,500	3,500
	35,178	35,178
<b>Cllr Phoebe Corke</b>		
Meeting attendance fees	31,678	22,160
Other expenses	25	0
Annual allowance for ICT expenses	3,500	3,500



**CITY OF COCKBURN**  
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**25. ELECTED MEMBERS REMUNERATION**

	2021 Actual	2020 Actual
	\$	\$
Milage expenses	1,393	816
	36,596	26,476
<b>Clr Tom Widenbar</b>		
Meeting attendance fees	31,678	22,160
Child care expenses	5,621	64
Other expenses	224	63
Annual allowance for ICT expenses	3,500	3,500
Milage expenses	994	357
	42,017	26,144
<b>Clr Carol Reeve-Fowkes</b>		
Meeting attendance fees	0	6,929
Other expenses	0	545
Milage expenses	0	642
	0	8,116
<b>Clr Stephen Pratt</b>		
Meeting attendance fees	0	9,568
	0	9,568
	499,220	486,382
Fees, expenses and allowances to be paid or reimbursed to elected council members.		
Mayor's allowance	89,753	89,753
Deputy Mayor's allowance	22,438	22,438
Meeting attendance fees	332,618	332,349
Child care expenses	12,565	64
Other expenses	536	2,849
Annual allowance for ICT expenses	35,000	35,000
Travel and accommodation expenses	6,311	3,928
	499,220	486,382



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**26. RELATED PARTY TRANSACTIONS**

**Key Management Personnel (KMP) Compensation Disclosure**

	2021 Actual	2020 Actual
The total of remuneration paid to KMP of the City during the year are as follows:	\$	\$
Short-term employee benefits	1,502,817	1,632,358
Post-employment benefits	150,165	169,127
Other long-term benefits	668,550	496,982
Termination benefits	0	350,771
	2,321,532	2,649,238

*Short-term employee benefits*

These amounts include all salary, fringe benefits and cash bonuses awarded to KMP except for details in respect to fees and benefits paid to elected members which may be found above.

*Post-employment benefits*

These amounts are the current-year's estimated cost of providing for the City's superannuation contributions made during the year.

*Other long-term benefits*

These amounts represent long service benefits accruing during the year.

*Termination benefits*

These amounts represent termination benefits paid to KMP (Note: may or may not be applicable in any given year).





**CITY OF COCKBURN**  
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**FOR THE YEAR ENDED 30 JUNE 2021**

**26. RELATED PARTY TRANSACTIONS (Continued)**

**Transactions with related parties**

Transactions between related parties and the City are on normal commercial terms and conditions, no more favourable than those available to other parties, unless otherwise stated.

No outstanding balances or provisions for doubtful debts or guaranties exist in relation to related parties at year end.

The City ceased to be a related party with Southern Metropolitan Regional Council (SMRC) in prior year. The waste disposal payments made to SMRC was \$1,408,632 in financial year 2019-20.

**Related Parties**

**The City's main related parties are as follows:**

*i. Key management personnel*

Any person(s) having authority and responsibility for planning, directing and controlling the activities of the entity, directly or indirectly, including any elected member, are considered key management personnel.



**CITY OF COCKBURN**  
**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT**  
**FOR THE YEAR ENDED 30 JUNE 2021**

**27. INVESTMENT IN ASSOCIATE AND JOINT ARRANGEMENTS**

	2021	2020
	\$	\$
<b>(a) Balance of investment in associate</b>		
Net decrease in share of associate entity's net assets	0	(675,004)
- Share of associates total comprehensive income arising during the period	0	0
<b>Balance at 1 July</b>	0	675,004
- Share of associates total comprehensive income arising during the period	0	0
- Impairment of investment	0	(675,004)

**SIGNIFICANT ACCOUNTING POLICIES**

**Interests in joint arrangements**

Joint arrangements represent the contractual sharing of control between parties in a business venture where unanimous decisions about relevant activities are required.

Separate joint arrangements providing joint ventures with an interest to net assets are classified as a joint venture and accounted for using the equity method. The equity method of accounting, whereby the investment is initially recognised at cost and adjusted thereafter for the post-acquisition change in the City's share of net assets of the associate. In addition, the City's share of the profit or loss of the associate is included in the City's profit or loss.

**Interests in joint arrangements (Continued)**

Joint operations represent arrangements whereby joint operators maintain direct interests in each asset and exposure to each liability of the arrangement. The City's interests in the assets, liabilities, revenue and expenses of joint operations are included in the respective line items of the financial statements.



**CITY OF COCKBURN**  
**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT**  
**FOR THE YEAR ENDED 30 JUNE 2021**

**28. INVESTMENT IN ASSOCIATES**

The City was previously a member of the Southern Metropolitan Regional Council (SMRC), a regional local government established in 1991 pursuant to the Local Government Act with a membership of five local governments. Council determined to withdraw from the SMRC establishment agreement, which became effective after 30 June 2019 (i.e. 1 July 2019). At reporting date, the City had no equity interest in the assets of the SMRC.

**City of Cockburn's withdrawal from the SMRC and all associated projects**

The City withdrew from the Regional Resource Recovery Centre (RRRC) Project Participants' Agreement, which became effective after 30 June 2017. At reporting date, the City had no equity interest in the assets of the RRRC. However, the City has recognised a liability for its share of the project's borrowings for which it has guaranteed (refer note 18b). The full repayment of all associated borrowings (expected June 2023) will trigger an equity share in the RRRC's remaining assets at that time (being those acquired through the borrowings). It is the City's position that any value remaining in those assets will be immaterial at that time and accordingly no asset has been recognised.

The City withdrew from the Office Accommodation Project Participant's Agreement, which became effective after 30 June 2019 (i.e. 1 July 2019). At reporting date, the City had no equity interest in the assets of the Office Accommodation Project and no liability for related borrowings.



**CITY OF COCKBURN**  
**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT**  
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**29. RATING INFORMATION**

**(a) Rates**

**RATE TYPE**

Differential general rate / general rate

**Gross rental valuations**

Improved Commercial/Industrial  
 Improved Commercial - Caravan Park  
 Improved Residential  
 Vacant

**Unimproved valuations**

Rural Vacant Land  
 Rural General

**Split Valuations**

Improved Commercial / Industrial  
 Rural General

**Sub-Total**

**Minimum payment**

**Gross rental valuations**

Improved Commercial/Industrial  
 Improved Residential  
 Vacant

**Unimproved valuations**

Rural Vacant Land  
 Rural General

**Sub-Total**

Discounts/concessions (Note 29(b))

Ex-gratia rates

Prepaid rates

Total amount raised from general rate

Specified Area Rate (Note 29(b))

**Totals**

	Rate in \$	Number of Properties	2020/21 Actual Rateable Value \$	2020/21 Actual Rate Revenue \$	2020/21 Actual Interim Rates \$	2020/21 Actual Back Rates \$	2020/21 Actual Total Revenue \$	2020/21 Budget Rate Revenue \$	2020/21 Budget Interim Rate \$	2020/21 Budget Back Rate \$	2020/21 Budget Total Revenue \$	2019/20 Actual Total Revenue \$
Improved Commercial/Industrial	0.08219	2,632	341,251,551	28,047,470	231,749	0	28,279,219	28,047,465	0	0	28,047,465	27,835,093
Improved Commercial - Caravan Park	0.11081	2	1,778,244	197,047	4,005	0	201,052	197,047	0	0	197,047	197,047
Improved Residential	0.08510	29,463	598,095,843	50,897,953	1,170,578	0	52,068,531	50,897,956	1,500,000	0	52,397,956	55,515,582
Vacant	0.09145	1,559	35,837,286	3,277,323	(17,956)	0	3,259,367	3,277,320	0	0	3,277,320	3,504,856
<b>Unimproved valuations</b>												
Rural Vacant Land	0.00413	49	62,254,000	257,109	(3,469)	0	253,640	257,109	0	0	257,109	282,622
Rural General	0.00268	70	49,825,000	133,531	1,094	0	134,625	133,531	0	0	133,531	134,002
<b>Split Valuations</b>												
Improved Commercial / Industrial		20	0	104,078	3,789	0	107,867	104,078	0	0	104,078	0
Rural General		0	0	16,203	1,515	0	17,718	16,203	0	0	16,203	0
<b>Sub-Total</b>		33,795	1,089,041,924	82,930,714	1,391,305	0	84,322,019	82,930,709	1,500,000	0	84,430,709	87,469,202
<b>Minimum payment</b>												
<b>Gross rental valuations</b>												
Improved Commercial/Industrial	786	204	1,548,591	160,344	0	0	160,344	160,344	0	0	160,344	162,702
Improved Residential	1,353	15,441	212,034,594	20,891,673	0	0	20,891,673	20,891,673	0	0	20,891,673	17,157,393
Vacant	727	1,529	9,513,453	1,111,583	0	0	1,111,583	1,111,583	0	0	1,111,583	1,004,905
<b>Unimproved valuations</b>												
Rural Vacant Land	958	1	13,000	958	0	0	958	958	0	0	958	2,874
Rural General	958	7	618,350	6,706	0	0	6,706	6,706	0	0	6,706	7,664
<b>Sub-Total</b>		17,182	223,727,988	22,171,264	0	0	22,171,264	22,171,264	0	0	22,171,264	18,335,538
		50,977	1,312,769,912	105,101,978	1,391,305	0	106,493,283	105,101,973	1,500,000	0	106,601,973	105,804,740
							(2,521,959)				(2,514,470)	(1,996,588)
							3,779,648				3,683,156	3,885,848
							0				0	(2,057,533)
							107,750,971				107,770,659	105,636,468
							554,196				550,600	586,971
							108,305,167				108,321,259	106,223,439

**SIGNIFICANT ACCOUNTING POLICIES**

**Rates**

Control over assets acquired from rates is obtained at the commencement of the rating period.

Prepaid rates are, until the taxable event has occurred (start of the next financial year), refundable at the request of the ratepayer. Rates received in advance are initially recognised as a financial liability. When the taxable event occurs, the financial liability is extinguished and the City recognises revenue for the prepaid rates that have not been refunded.



**CITY OF COCKBURN**  
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**29. RATING INFORMATION (Continued)**

**(b) Specified Area Rate**

Specified Area Rate	Basis of Valuation	Rate in \$	2020/21 Rateable Value	2020/21 Rate Revenue	2020/21 Interim Rate Revenue	2020/21 Back Rate Revenue	2020/21 Total Specified Area Rate Revenue	2020/21 Budget Rate Revenue	2020/21 Budget Back Rate Revenue	2020/21 Budget Interim Rate Revenue	2020/21 Total Budget Revenue	2019/20 Total Actual Revenue
		\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Port Coogee Special Maintenance	GRV	0.01268	27,550,620	349,287	12,023	0	361,310	400,000	0	0	400,000	441,348
Port Coogee Waterways	GRV	0.01268	7,249,147	91,905	1,324	0	93,229	55,600	0	0	55,600	56,830
Cockburn Coast Maintenance	GRV	0.01268	2,198,310	27,870	7,753	0	35,623	30,000	0	0	30,000	24,758
Specified Area Rates - Bibra Lake Sewer Stage 1	GRV	0.02020	3,169,408	64,035	0	0	64,034	65,000	0	0	65,000	64,035
			40,167,485	533,097	21,100	0	554,196	550,600	0	0	550,600	586,971

Specified Area Rate	Purpose of the rate	Area/properties Rate Imposed	2020/21 Actual Rate Applied to Costs	2020/21 Actual Rate Set Aside to Reserve	2020/21 Actual Reserve Applied to Costs	2020/21 Budget Rate Applied to Costs	2020/21 Budget Rate Set Aside to Reserve	2020/21 Budget Reserve Applied to Costs
			\$	\$	\$	\$	\$	\$
Port Coogee Special Maintenance	Specialised maintenance of the Port Coogee Development scheme	Coogee locality which are connected to the scheme.	213,614	147,696	0	195,315	204,685	197,680
Port Coogee Waterways	Specialised maintenance of the Port Coogee waterways and associated infrastructure assets	Properties in the Port Coogee locality which are connected with the waterways.	50,000	43,229	0	50,000	5,600	0
Cockburn Coast Maintenance	Specilaised maintenance of parks and public areas (including custom street lighting) as per the standard agreed to between the City and the Developer.	Properties in the Cockburn Coast Development area.	10,318	25,305	0	11,330	18,670	8,887
Specified Area Rates - Bibra Lake Sewer Stage 1	Construction of the Bibra Lake Sewer Stage 1 sewerage works as Gazetted under the Health (Miscellaneous Provisions) Act 1911.	Properties within the Bibra Lake southern industrial area from Newton Street Wastewater Pumping Station, Spearwood to the City of Cockburn Operations Centre.	64,034	0	0	65,000	0	64,035
			337,966	216,230	0	321,645	228,955	270,602



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**Waivers or Concessions**

Rate or Fee and Charge to which the Waiver or Concession is Granted	Type	Discount %	Discount \$	2021 Actual \$	2021 Budget \$	2020 Actual \$
Residential Improved	Concession	scaled	N/A	1,706,005	1,698,515	1,996,588
Improved Commercial / Industrial	Concession			709,267	709,267	0
Vacant	Concession			106,688	106,688	0
				2,521,959	2,514,470	1,996,588
Total discounts/concessions (Note 29(a))				2,521,959	2,514,470	1,996,588

Rate or Fee and Charge to which the Waiver or Concession is Granted	Circumstances in which the Waiver or Concession is Granted and to whom it was available	Objects of the Waiver or Concession	Reasons for the Waiver or Concession
Residential Improved	High GRV residential property concession	To ensure year on year rates increases for all GRV residential improved properties do not exceed council's adopted annual increase	This concession is necessary as fixed waste and security charges were previously incorporated into general rates adversely impacting high GRV properties.
Residential Improved	COVID Concession - for ratepayers that would have paid more because of the GRV revaluation.	To ensure year on year rates increases for all GRV residential improved properties do not exceed council's adopted annual increase	The concession for eligible properties effectively reduces the rates payable to the same level as 2019-20. The concession does not apply to properties that will pay the same or lower rates as a result of the GRV revaluation.
Improved Commercial / Industrial	COVID Concession - for ratepayers that would have paid more because of the GRV revaluation.	To ensure year on year rates increases for all GRV residential improved properties do not exceed council's adopted annual increase	The concession for eligible properties effectively reduces the rates payable to the same level as 2019-20. The concession does not apply to properties that will pay the same or lower rates as a result of the GRV revaluation.
Vacant	COVID Concession - for ratepayers that would have paid more because of the GRV revaluation.	To ensure year on year rates increases for all GRV residential improved properties do not exceed council's adopted annual increase	The concession for eligible properties effectively reduces the rates payable to the same level as 2019-20. The concession does not apply to properties that will pay the same or lower rates as a result of the GRV revaluation.



CITY OF COCKBURN  
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## 29. RATING INFORMATION (Continued)

### (c) Interest Charges & Instalments

Instalment Options	Date Due	Instalment Plan Admin Charge	Instalment Plan Interest Rate	Unpaid Rates Interest Rate
		\$	%	%
<b>Option One</b>				
Single full payment	18/09/2020	0.00	0.00%	0.00%
<b>Option Two</b>				
First instalment	18/09/2020	0.00	0.00%	0.00%
Second instalment	20/11/2020	0.00	0.00%	0.00%
Third instalment	29/01/2021	0.00	0.00%	0.00%
Fourth instalment	9/04/2021	0.00	0.00%	0.00%

	2021 Actual	2021 Revised Budget	2020 Actual
	\$	\$	\$
Interest on unpaid rates	(550)	0	212,276
Interest on unpaid ESL Levy	(57)	0	37,100
Interest on instalment plan	0	0	511,077
Charges on instalment plan	35	0	218,818
	(572)	0	979,271





**CITY OF COCKBURN**  
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**30. RATE SETTING STATEMENT INFORMATION**

		2020/21 (30 June 2021 Carried Forward)	2020/21 Budget (30 June 2021 Carried Forward)	2019/20 (30 June 2020 Carried Forward)
	Note	\$	\$	\$
<b>(a) Non-cash amounts excluded from operating activities</b>				
The following non-cash revenue or expenditure has been excluded from amounts attributable to operating activities within the Rate Setting Statement in accordance with <i>Financial Management Regulation 32</i> .				
<b>Adjustments to operating activities</b>				
Less: Profit on asset disposals	11(a)	(504,360)	0	(1,523,132)
Less: Movement in liabilities associated with restricted cash		2,531,930	840,939	(2,158,287)
Less: Fair value adjustments to financial assets at fair value through profit and loss		(5,172)	0	(2,305)
Less: Share of net profit of associates and joint ventures accounted for using the equity method		36,683	0	44,974
Movement in pensioner deferred rates and accrued debtors (non-current)		37,693	0	(343,616)
Movement in employee benefit provisions (non-current)		(611,188)	0	161,461
Movement in other provisions (non-current)		478,574	0	(60,349)
Movement in right-of-use-asset		0	0	0
Public open space payment		5,419,364	0	0
Add: Lease liabilities (non-current)				
Add: Loss on disposal of assets	11(a)	362,880	117,744	259,197
Add: Loss on revaluation of fixed assets	10(a)	6,476,864	0	0
Add: Depreciation on non-current assets	11(b)	38,568,690	35,641,134	40,772,796
<b>Non cash amounts excluded from operating activities</b>		52,791,958	36,599,817	37,150,739
<b>(b) Surplus/(deficit) after imposition of general rates</b>				
The following current assets and liabilities have been excluded from the net current assets used in the Rate Setting Statement in accordance with <i>Financial Management Regulation 32</i> to agree to the surplus/(deficit) after imposition of general rates.				
<b>Adjustments to net current assets</b>				
Less: Reserves - cash/financial asset backed	4	(171,410,638)	(137,521,039)	(149,783,094)
Less: Current assets not expected to be received at end of year				
- Bonds and deposits	15(b)	(2,010,562)	0	(884,565)
Add: Current liabilities not expected to be cleared at end of year				
- Current portion of borrowings	18(a)	4,020,624	2,500,000	3,226,983
- Financial assets - restricted - non current	5(b)	941,521	1,000,000	951,228
- Current portion of lease liabilities	17(a)	218,182	0	421,881
<b>Total adjustments to net current assets</b>		(168,240,873)	(134,021,039)	(146,067,567)
<b>Net current assets used in the Rate Setting Statement</b>				
Total current assets		214,314,367	156,928,487	186,706,221
Less: Total current liabilities		(37,485,311)	(20,382,897)	(28,467,604)
Less: Total adjustments to net current assets		(168,240,873)	(134,021,039)	(146,067,567)
<b>Net current assets used in the Rate Setting Statement</b>		8,588,183	2,524,551	12,171,050



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**31. FINANCIAL RISK MANAGEMENT**

This note explains the City's exposure to financial risks and how these risks could affect the City's future financial performance.

Risk	Exposure arising from	Measurement	Management
<b>Market risk - interest rate</b>	Long term borrowings at variable rates	Sensitivity analysis	Utilise fixed interest rate borrowings
<b>Credit risk</b>	Cash and cash equivalents, trade receivables, financial assets and	Aging analysis Credit analysis	Diversification of bank deposits, credit limits. Investment policy
<b>Liquidity risk</b>	Borrowings and other liabilities	Rolling cash flow forecasts	Availability of committed credit lines and borrowing facilities

The City does not engage in transactions expressed in foreign currencies and is therefore not subject to foreign currency risk.

Financial risk management is carried out by the finance area under policies approved by the Council. The finance area identifies, evaluates and manages financial risks in close co-operation with the operating divisions. Council have approved the overall risk management policy and provide policies on specific areas such as investment policy.

**(a) Interest rate risk**

**Cash and cash equivalents**

The City's main interest rate risk arises from cash and cash equivalents with variable interest rates, which exposes the City to cash flow interest rate risk. Short term overdraft facilities also have variable interest rates however these are repaid within 12 months, reducing the risk level to minimal.

Excess cash and cash equivalents are invested in fixed interest rate term deposits which do not expose the City to cash flow interest rate risk. Cash and cash equivalents required for working capital are held in variable interest rate accounts and non-interest bearing accounts. Carrying amounts of cash and cash equivalents at the 30 June and the weighted average interest rate across all cash and cash equivalents and term deposits held disclosed as financial assets at amortised cost are reflected in the table below.

	Weighted Average Interest Rate %	Carrying Amounts \$	Fixed Interest Rate \$	Variable Interest Rate \$
<b>2021</b>				
Cash and cash equivalents	0.10%	4,606,858	0	4,606,858
Financial assets at amortised cost	0.59%	198,589,135	197,500,000	1,089,135
<b>2020</b>				
Cash and cash equivalents	0.10%	5,133,910	0	5,133,910
Financial assets at amortised cost	1.52%	171,926,228	169,400,000	2,526,228

**Sensitivity**

Profit or loss is sensitive to higher/lower interest income from cash and cash equivalents as a result of changes in interest rates.

	2021 \$	2020 \$
Impact of a 1% movement in interest rates on profit and loss and equity*	46,069	51,339

\* Holding all other variables constant

**Borrowings**

Borrowings are subject to interest rate risk - the risk that movements in interest rates could adversely affect funding costs. The City manages this risk by borrowing long term and fixing the interest rate to the situation considered the most advantageous at the time of negotiation. The City does not consider there to be any interest rate risk in relation to borrowings. Details of interest rates applicable to each borrowing may be found at Note 18(b).



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**31. FINANCIAL RISK MANAGEMENT (Continued)**

**(b) Credit risk**

**Trade and Other Receivables**

The City's major receivables comprise rates annual charges and user fees and charges. The major risk associated with these receivables is credit risk – the risk that the debts may not be repaid. The City manages this risk by monitoring outstanding debt and employing debt recovery policies. It also encourages ratepayers to pay rates by the due date through incentives.

Credit risk on rates and annual charges is minimised by the ability of the City to recover these debts as a secured charge over the land, that is, the land can be sold to recover the debt. Whilst the City was historically able to charge interest on overdue rates and annual charges at higher than market rates, which further encourage payment.

The level of outstanding receivables is reported to Council monthly and benchmarks are set and monitored for acceptable collection performance.

The City applies the AASB 9 simplified approach to measuring expected credit losses using a lifetime expected loss allowance for all trade receivables. To measure the expected credit losses, rates receivable are separated from other trade receivables due to the difference in payment terms and security for rates receivable.

The expected loss rates are based on the payment profiles of rates and fees and charges over a period of 36 months before 1 July 2020 or 1 July 2021 respectively and the corresponding historical losses experienced within this period. Historical credit loss rates are adjusted to reflect current and forward-looking information on macroeconomic factors such as the ability of ratepayers and residents to settle the receivables. Housing prices and unemployment rates have been identified as the most relevant factor in repayment rates, and accordingly adjustments are made to the expected credit loss rate based on these factors.

The loss allowance as at 30 June 2021 for rates receivable was determined as follows:

	Current	More than 1 year past due	More than 2 years past due	More than 3 years past due	Total
<b>30 June 2021</b>					
Rates receivable					
Expected credit loss	0.00%	0.00%	0.00%	0.00%	0%
Gross carrying amount	2,153,253	0	0	0	2,153,253
Loss allowance	0	0	0	0	0
<b>30 June 2020</b>					
Rates receivable					
Expected credit loss	0.00%	0.00%	0.00%	0.00%	
Gross carrying amount	2,942,696	0	0	0	2,942,696
Loss allowance	0	0	0	0	0

The loss allowance as at 30 June 2021 and 30 June 2020 was determined as follows for trade receivables.

	Current	More than 30 days past due	More than 60 days past due	More than 90 days past due	Total
<b>30 June 2021</b>					
Trade and other receivables					
Expected credit loss	0.00%	0.00%	0.00%	0.00%	0%
Gross carrying amount	3,074,618	354,453	23,948	1,085,714	4,538,733
Loss allowance	0	0	0	0	0
<b>30 June 2020</b>					
Trade and other receivables					
Expected credit loss	0.00%	0.00%	0.00%	0.00%	
Gross carrying amount	2,205,304	43,115	147,650	945,975	3,342,043
Loss allowance	0	0	0	0	0



**CITY OF COCKBURN**  
**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT**  
**FOR THE YEAR ENDED 30 JUNE 2021**

**31. FINANCIAL RISK MANAGEMENT (Continued)**

**(c) Liquidity risk**

**Payables and borrowings**

Payables and borrowings are both subject to liquidity risk – that is the risk that insufficient funds may be on hand to meet payment obligations as and when they fall due. The City manages this risk by monitoring its cash flow requirements and liquidity levels and maintaining an adequate cash buffer. Payment terms can be extended and overdraft facilities drawn upon if required and disclosed in Note 18(d).

The contractual undiscounted cash flows of the City's payables and borrowings are set out in the liquidity table below. Balances due within 12 months equal their carrying balances, as the impact of discounting is not significant.

	Due within 1 year	Due between 1 & 5 years	Due after 5 years	Total contractual cash flows	Carrying values
	\$	\$	\$	\$	\$
<b>2021</b>					
Payables	17,194,160	2,010,562	0	19,204,722	19,204,722
Borrowings	5,192,874	13,298,281	0	18,491,155	15,465,905
Other liabilities	6,552,672	21,085,084	5,419,364	33,057,120	30,031,120
Lease liabilities	218,182	115,739	0	333,921	333,921
	29,157,888	36,509,666	5,419,364	71,086,918	65,035,668
<b>2020</b>					
Payables	15,351,658	0	0	15,351,658	15,351,658
Borrowings	3,226,983	16,171,527	0	19,398,510	19,398,510
Contract liabilities	713,380	15,527,154	0	16,240,534	16,240,534
Lease Liabilities	421,881	344,141	0	766,022	766,022
	19,713,903	32,042,822	0	51,756,724	51,756,724

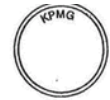


CITY OF COCKBURN  
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT  
FOR THE YEAR ENDED 30 JUNE 2021

32. EVENTS OCCURRING AFTER THE END OF THE REPORTING PERIOD

There are no subsequent events after the reporting period.





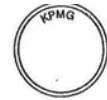
**CITY OF COCKBURN**  
**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT**  
**FOR THE YEAR ENDED 30 JUNE 2021**

**33. TRUST FUNDS**

Funds held at balance date which are required to be held in trust and which are not included in the financial statements are as follows:

	1 July 2020	Amounts Received	Amounts Transferred Out	30 June 2021
	\$	\$	\$	\$
Public Open Space Contributions	6,374,601	0	(6,374,601)	0
	6,374,601	0	(6,374,601)	0





**CITY OF COCKBURN**  
**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT**  
**FOR THE YEAR ENDED 30 JUNE 2021**

**34. OTHER SIGNIFICANT ACCOUNTING POLICIES**

**a) Goods and services tax (GST)**

Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Australian Taxation Office (ATO).

Receivables and payables are stated inclusive of GST receivable or payable. The net amount of GST recoverable from, or payable to, the ATO is included with receivables or payables in the statement of financial position.

Cash flows are presented on a gross basis. The GST components of cash flows arising from investing or financing activities which are recoverable from, or payable to, the ATO are presented as operating cash flows.

**b) Current and non-current classification**

The asset or liability is classified as current if it is expected to be settled within the next 12 months, being the City's operational cycle. In the case of liabilities where the City does not have the unconditional right to defer settlement beyond 12 months, such as vested long service leave, the liability is classified as current even if not expected to be settled within the next 12 months. Inventories held for trading are classified as current or non-current based on the City's intentions to release for sale.

**c) Rounding off figures**

All figures shown in this annual financial report, other than a rate in the dollar, are rounded to the nearest dollar. Amounts are presented in Australian Dollars.

**d) Comparative figures**

Where required, comparative figures have been adjusted to conform with changes in presentation for the current financial year.

When the City applies an accounting policy retrospectively, makes a retrospective restatement or reclassifies items in its financial statements that has a material effect on the statement of financial position, an additional (third) statement of financial position as at the beginning of the preceding period in addition to the minimum comparative financial statements is presented.

**e) Budget comparative figures**

Unless otherwise stated, the budget comparative figures shown in this annual financial report relate to the original budget estimate for the relevant item of disclosure.

**f) Superannuation**

The City contributes to a number of Superannuation Funds on behalf of employees. All funds to which the City contributes are defined contribution plans.

**g) Fair value of assets and liabilities**

Fair value is the price that the City would receive to sell the asset or would have to pay to transfer a liability, in an orderly (i.e. unforced) transaction between independent, knowledgeable and willing market participants at the measurement date.

As fair value is a market-based measure, the closest equivalent observable market pricing information is used to determine fair value. Adjustments to market values may be made having regard to the characteristics of the specific asset or liability. The fair values of assets that are not traded in an active market are determined using one or more valuation techniques. These valuation techniques maximise, to the extent possible, the use of observable market data.

To the extent possible, market information is extracted from either the principal market for the asset or liability (i.e. the market with the greatest volume and level of activity for the asset or liability) or, in the absence of such a market, the most advantageous market available to the entity at the end of the reporting period (i.e. the market that maximises the receipts from the sale of the asset after taking into account transaction costs and transport costs).

For non-financial assets, the fair value measurement also takes into account a market participant's ability to use the asset in its highest and best use or to sell it to another market participant that would use the asset in its highest and best use.

**h) Fair value hierarchy**

AASB 13 requires the disclosure of fair value information by level of the fair value hierarchy, which categorises fair value measurement into one of three possible levels based on the lowest level that an input that is significant to the measurement can be categorised into as follows:

**Level 1**

Measurements based on quoted prices (unadjusted) in active markets for identical assets or liabilities that the entity can access at the measurement date.

**Level 2**

Measurements based on inputs other than quoted prices included in Level 1 that are observable for the asset or liability, either directly or indirectly.

**Level 3**

Measurements based on unobservable inputs for the asset or liability.

The fair values of assets and liabilities that are not traded in an active market are determined using one or more valuation techniques. These valuation techniques maximise, to the extent possible, the use of observable market data. If all significant inputs required to measure fair value are observable, the asset or liability is included in Level 2. If one or more significant inputs are not based on observable market data, the asset or liability is included in Level 3.

**Valuation techniques**

The City selects a valuation technique that is appropriate in the circumstances and for which sufficient data is available to measure fair value. The availability of sufficient and relevant data primarily depends on the specific characteristics of the asset or liability being measured. The valuation techniques selected by the City are consistent with one or more of the following valuation approaches:

**Market approach**

Valuation techniques that use prices and other relevant information generated by market transactions for identical or similar assets or liabilities.

**Income approach**

Valuation techniques that convert estimated future cash flows or income and expenses into a single discounted present value.

**Cost approach**

Valuation techniques that reflect the current replacement cost of the service capacity of an asset.

Each valuation technique requires inputs that reflect the assumptions that buyers and sellers would use when pricing the asset or liability, including assumptions about risks. When selecting a valuation technique, the City gives priority to those techniques that maximise the use of observable inputs and minimise the use of unobservable inputs. Inputs that are developed using market data (such as publicly available information on actual transactions) and reflect the assumptions that buyers and sellers would generally use when pricing the asset or liability are considered observable, whereas inputs for which market data is not available and therefore are developed using the best information available about such assumptions are considered unobservable.

**i) Impairment of assets**

In accordance with Australian Accounting Standards the City's cash generating non-specialised assets, other than inventories, are assessed at each reporting date to determine whether there is any indication they may be impaired.

Where such an indication exists, an impairment test is carried out on the asset by comparing the recoverable amount of the asset, being the higher of the asset's fair value less costs to sell and value in use, to the asset's carrying amount.

Any excess of the asset's carrying amount over its recoverable amount is recognised immediately in profit or loss, unless the asset is carried at a revalued amount in accordance with another Standard (e.g. AASB 116) whereby any impairment loss of a revalued asset is treated as a revaluation decrease in accordance with that other Standard.

For non-cash generating specialised assets that are measured under the revaluation model, such as roads, drains, public buildings and the like, no annual assessment of impairment is required. Rather AASB 116.31 applies and revaluations need only be made with sufficient regulatory to ensure the carrying value does not differ materially from that which would be determined using fair value at the end of the reporting period.





**CITY OF COCKBURN**  
**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT**  
**FOR THE YEAR ENDED 30 JUNE 2021**

**35. ACTIVITIES/PROGRAMS**

City operations as disclosed in these financial statements encompass the following service orientated activities/programs.

PROGRAM NAME AND OBJECTIVES	ACTIVITIES
<b>GOVERNANCE</b>	
The administration and operation of facilities and services to the elected members of Council. Also includes other corporate type costs that are not related to the specific service areas covered under the other programs.	
<b>GENERAL PURPOSE FUNDING</b>	
The collection of general-purpose revenue including rates and penalties, general-purpose grants and interest on investments. This provides the funding for much of the City's programs/activities.	
<b>LAW, ORDER, PUBLIC SAFETY</b>	
Provision of community safety services including supervision of various by-laws, animal and dog control, a security patrol service, fire prevention and voluntary emergency services.	
<b>HEALTH</b>	
The provision of environmental health services including food quality and pest control.	
<b>EDUCATION AND WELFARE</b>	
The provision of support services to families and children, the aged and disabled and senior citizens. The provision of pre- schools and services and facilities for the youth.	
<b>COMMUNITY AMENITIES</b>	
Refuse collection, recycling and disposal, the operation of the Henderson Landfill site, protection of the environment, administration of the town planning scheme and maintenance of bus shelters.	
<b>RECREATION AND CULTURE</b>	
The provision and operation of community halls and recreation centres, parks and ovals, beach reserves and swimming areas and library facilities. The development and provision of arts and cultural events.	
<b>TRANSPORT</b>	
This program includes road, drainage and footpath construction and maintenance. The provision and maintenance of streetscapes is also included, as is the purchase of heavy plant and the operations of the council works depot	
<b>ECONOMIC SERVICES</b>	
Activities associated with the control of building activity within the city and the provision of facilities and services that encourage tourism.	
<b>OTHER PROPERTY AND SERVICES</b>	
Includes private works and engineering overheads and plant operating costs (both of which are allocated to the City's works program).	



**CITY OF COCKBURN**  
**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT**  
**FOR THE YEAR ENDED 30 JUNE 2021**

**36. FINANCIAL RATIOS**

	2021	2020	2019 Restated
	Actual	Actual	Actual
Current ratio	1.13	1.13	0.97
Asset consumption ratio	0.69	0.71	0.71
Asset renewal funding ratio	1.02	0.75	0.75
Asset sustainability ratio	0.53	0.71	0.46
Debt service cover ratio	6.68	8.25	8.72
Operating surplus ratio	0.01	(0.02)	0.01
Own source revenue coverage ratio	0.91	0.89	0.94

The above ratios are calculated as follows:

Current ratio	$\frac{\text{current assets minus restricted assets}}{\text{current liabilities minus liabilities associated with restricted assets}}$
Asset consumption ratio	$\frac{\text{depreciated replacement costs of depreciable assets}}{\text{current replacement cost of depreciable assets}}$
Asset renewal funding ratio	$\frac{\text{NPV of planned capital renewal over 10 years}}{\text{NPV of required capital expenditure over 10 years}}$
Asset sustainability ratio	$\frac{\text{capital renewal and replacement expenditure}}{\text{depreciation}}$
Debt service cover ratio	$\frac{\text{annual operating surplus before interest and depreciation}}{\text{principal and interest}}$
Operating surplus ratio	$\frac{\text{operating revenue minus operating expenses}}{\text{own source operating revenue}}$
Own source revenue coverage ratio	$\frac{\text{own source operating revenue}}{\text{operating expense}}$



## Auditor General

### INDEPENDENT AUDITOR'S REPORT 2021 City of Cockburn

To the Councillors of the City of Cockburn

## Report on the audit of the annual financial report

### Opinion

I have audited the financial report of the City of Cockburn (City) which comprises:

- the Statement of Financial Position at 30 June 2021, the Statement of Comprehensive Income by Nature or Type, Statement of Comprehensive Income by Program, Statement of Changes in Equity, Statement of Cash Flows and Rate Setting Statement for the year then ended
- Notes comprising a summary of significant accounting policies and other explanatory information
- the Statement by the Chief Executive Officer.

In my opinion the financial report of the City of Cockburn:

- is based on proper accounts and records
- fairly represents, in all material respects, the results of the operations of the City for the year ended 30 June 2021 and its financial position at the end of that period in accordance with the *Local Government Act 1995* (the Act) and, to the extent that they are not inconsistent with the Act, Australian Accounting Standards.

### Basis for opinion

I conducted my audit in accordance with Australian Auditing Standards. My responsibilities under those standards are further described in the Auditor's responsibilities section below. I am independent of the City in accordance with the *Auditor General Act 2006* and the relevant ethical requirements of the Accounting Professional & Ethical Standards Board's APES 110 *Code of Ethics for Professional Accountants (including Independence Standards)* (the Code) that are relevant to my audit of the financial report. I have also fulfilled my other ethical responsibilities in accordance with the Code. I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my opinion.

Page 1 of 3

7<sup>th</sup> Floor Albert Facey House 469 Wellington Street Perth MAIL TO: Perth BC PO Box 8489 Perth WA 6849 TEL: 08 6557 7500

### Responsibilities of the Chief Executive Officer and Council for the financial report

The Chief Executive Officer (CEO) of the City is responsible for the preparation and fair presentation of the financial report in accordance with the requirements of the Act, the Regulations and Australian Accounting Standards. The CEO is also responsible for managing internal control (as required by the CEO) to ensure the financial report is free from material misstatement, whether due to fraud or error.

In preparing the financial report, the CEO is responsible for assessing the City's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the State Government has made decisions affecting the continued existence of the City.

The Council is responsible for overseeing the City's financial reporting process.

### Auditor's responsibility for the audit of the financial report

As required by the *Auditor General Act 2006*, my responsibility is to express an opinion on the financial report. The objectives of my audit are to obtain reasonable assurance about whether the financial report as a whole is free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes my opinion. Reasonable assurance is a high level of assurance but is not a guarantee that an audit conducted in accordance with Australian Auditing Standards will always detect a material misstatement when it exists.

Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of the financial report. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations or the override of internal control.

A further description of my responsibilities for the audit of the financial report is located on the Auditing and Assurance Standards Board website. This description forms part of my auditor's report and can be found at [https://www.auasb.gov.au/auditors\\_responsibilities/ar4.pdf](https://www.auasb.gov.au/auditors_responsibilities/ar4.pdf).

### Report on other legal and regulatory requirements

In accordance with the Local Government (Audit) Regulations 1996 I report that:

- (i) In my opinion, the following material matter indicates a significant adverse trend in the financial position of the City:
  - a) The asset sustainability ratio as reported in Note 36 of the annual financial report has been below the Department of Local Government, Sport and Cultural Industries' standard for the last three financial years.
- (ii) All required information and explanations were obtained by me.
- (iii) All audit procedures were satisfactorily completed.
- (iv) In my opinion, the Asset Consumption Ratio and the Asset Renewal Funding Ratio included in the financial report were supported by verifiable information and reasonable assumptions.

### Other information

The other information is the information in the entity's annual report for the year ended 30 June 2021, but not the financial report and my auditor's report. The CEO is responsible for the preparation and the Council for overseeing the other information.

My opinion does not cover the other information and, accordingly, I do not express any form of assurance conclusion thereon.

**Matters relating to the electronic publication of the audited financial report**

This auditor's report relates to the financial report of the City of Cockburn for the year ended 30 June 2021 included on the City's website. The City's management is responsible for the integrity of the City's website. This audit does not provide assurance on the integrity of the City's website. The auditor's report refers only to the financial report described above. It does not provide an opinion on any other information which may have been hyperlinked to/from this financial report. If users of the financial report are concerned with the inherent risks arising from publication on a website, they are advised to refer to the hard copy of the audited financial report to confirm the information contained in this website version of the financial report.



Caroline Spencer  
Auditor General for Western Australia  
Perth, Western Australia  
30 November 2021





Our Ref: 7895-002

7th Floor, Albert Facey House  
469 Wellington Street, Perth

Mr Tony Brun  
Chief Executive Officer  
City of Cockburn  
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BIBRA LAKE DC WA 6965

**Mail to:** Perth BC  
PO Box 8489  
PERTH WA 6849

**Tel:** 08 6557 7500  
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Dear Mr Brun

#### **ANNUAL FINANCIAL REPORT FOR THE YEAR ENDED 30 JUNE 2021**

The Office has completed the audit of the annual financial report for your City. In accordance with section 7.12AD (2) of the *Local Government Act 1995*, we enclose the Auditor General's auditor's report, together with the audited annual financial report.

We have also forwarded the reports to the Mayor and the Minister for Local Government, as required by the Act. You are required to publish the annual report, including the auditor's report and the audited financial report, on your City's official website within 14 days after the annual report has been accepted by your Council.

#### **Management Control Issues**

While the result of the audit was satisfactory, we would like to draw your attention to the attached listing of deficiencies in internal control and other matters that were identified during the audit. These matters have been discussed with management and their comments have been included in the attachment.

Please note that the purpose of our audit was to express an opinion on the financial report. The audit included consideration of internal control relevant to the preparation of the financial report in order to design audit procedures that were appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of internal control.

An audit is not designed to identify all internal control deficiencies that may require management attention. The matters being reported are limited to those deficiencies that have been identified during the audit that are of sufficient importance to warrant being reported. It is possible that other irregularities and deficiencies may have occurred and not been identified as a result of our audit.

This letter has been provided for the purposes of the City and the Minister for Local Government and may not be suitable for other purposes.

We would like to take this opportunity to thank you, the management and the staff of the City for their cooperation with the audit team during our audit.

Feel free to contact the undersigned on 6557 7620 if you would like to discuss these matters further.

Yours faithfully

A handwritten signature in black ink, appearing to read "Steven Hoar", with a stylized flourish underneath.

Steven Hoar  
Acting Senior Director  
Financial Audit  
30 November 2021

Attach





**17.4 (2021/MINUTE NO 0249) Proposed Local Government Act Reform - WALGA Submission****Author** E Milne**Attachments** 1. Proposed Local Government Reforms - WA Local Government Association (WALGA) Paper [↓](#)**RECOMMENDATION**

That Council:

- (1) RECEIVES the “Summary of Proposed Reforms” Paper from the WA Local Government Association (WALGA);
- (2) SUPPORTS the WALGA Advocacy Positions and Recommendations contained therein; and
- (3) ADVISES WALGA of its decision.

**Council Decision**

MOVED Cr P Corke SECONDED Cr C Stone

That Council:

- (1) As per the Officer’s recommendation;
- (2) As per the Officer’s recommendation;
- (3) SEEKS clarification from WALGA of the requirements in Item 3.1 ‘Recordings and Live Streaming of all Council Meetings’, related to the recording of confidential items;
- (4) INFORMS WALGA of the City’s support for the reform relating to public vote for election of Mayor and President; and
- (5) ADVISES WALGA of its decision.

**CARRIED UNANIMOUSLY 9/0****Reasons**

Following feedback from the sector, the Minister has extended the consultation period for the Local Government Reform package until the 25th February 2022.

Deferring this item will allow the Officers to further review the report; allow further review and input from the Elected Members; and allow the Item to be considered at the February OCM.

The final point of Item 3.1 of the proposed reforms reads: ‘All Council meeting recordings would need to be published at the same time as the meeting minutes. Recordings of all confidential items would also need to be submitted to the DLGSC for archiving.



Were this reform to go through with this wording, it would make the recording of confidential items compulsory by default. At present there is no requirement to record confidential items so this would affect the responsibility of local government and, as such, we should ask for clarification from WALGA before giving our unequivocal support for this item.

Consistency across Local Governments of comparable sizes is to be encouraged and WALGA asked for local government feedback on this issue.

### **Executive Comment**

It is noted that the Western Australian Local Government Association (WALGA) has requested that submissions are made to them by the 28 January 2022 and as such a February consideration by Council would not meet these timelines, however Council may choose to independently make a submission to the Minister.

WALGA'S revised timeframes following the new Ministerial timeframes are as follows:

- Friday 28 January 2022 - Local Governments requested to provide feedback to WALGA by 5pm 28 January 2022
- February 2022 – Zone Meetings to consider a draft sector submission
- Wednesday 23 February at 4pm – WALGA Special Meeting of State Council via video conference to endorse submission
- Friday 25 February - WALGA to present submission to the State Government.

### **Background**

On 10 November 2021, the Minister for Local Government announced a series of proposed amendments to the *Local Government Act 1995* and legislative framework to address perceived anomalies in the current system, which state government believe need to be addressed. The Minister released the proposed amendment package for public consultation at the same time.

On 23 November 2021, WALGA released its response to the Minister's announcement within its advocacy role on behalf of the sector.

The WALGA position provides a broader view of the Minister's intended reforms and is seeking feedback from the sector in order to provide a more robust response.

WALGA is seeking feedback on its response paper by 12 January 2022.

### **Submission**

N/A



## Report

Given the limited consultation timeframes, WALGA intends to convene a Special Meeting of State Council to finalise an industry wide position prior to the 4 February 2022 deadline set by the Minister.

As the final Ordinary Council Meeting prior to that date is this meeting, the WALGA position is generally one of support to most of the Minister's proposals.

The following proposals are not supported by WALGA:

- CEO Performance Review Results being publicly available
- Introduction of Preferential Voting
- Public vote to elect Mayor (or President)
- Majority independent membership of the Audit Committee

Given the limited time available to prepare a formal submission on behalf of the City of Cockburn, it is recommended that Council supports the WALGA advocacy position at this stage, noting that the consultation process is not restrictive and submissions can be provided in a personal capacity to the Department of Local Government, Sport and Cultural Industries by the deadline date of 4 February 2022.

## Strategic Plans/Policy Implications

### Listening & Leading

A community focused, sustainable, accountable and progressive organisation.

- Best practice Governance, partnerships and value for money.

## Budget/Financial Implications

N/A

## Legal Implications

N/A

## Community Consultation

The public consultation process associated with the proposed reforms requires public and personal submissions to be provided by 4 February 2022.

The compressed timeframe to provide meaningful feedback to the proposed reforms is made unacceptable given the consultation period coincides with the summer holiday period, which will undoubtedly restrict the level of community and sector responses received.



**Risk Management Implications**

There is a “Moderate” level of “Brand/Reputation” risk associated with this item should unfavourable media attention be focussed on the sector as a result of the reform proposals.

**Advice to Proponent(s)/Submitters**

N/A

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

Nil



Local Government Reform – Consultation on Proposed Reforms

# Local Government Reform - Summary of Proposed Reforms

## **WALGA Advocacy Positions and Recommendations**

**November 2021**



Local Government Reform – Consultation on Proposed Reforms

## About WALGA

The WA Local Government Association (WALGA) is working for Local Government in Western Australia. As the peak industry body, WALGA advocates on behalf of 139 Western Australian Local Governments. As the united voice of Local Government in Western Australia, WALGA is an independent, membership-based organization representing and supporting the work and interests of Local Governments in Western Australia. WALGA provides an essential voice for 1,220 Elected Members, approximately 22,000 Local Government employees (16,500 Full Time Equivalent's) as well as over 2.5 million constituents of Local Governments in Western Australia.

## Contacts

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Chief Executive Officer  
[nsloan@walga.asn.au](mailto:nsloan@walga.asn.au)

Tony Brown  
Executive Manager Governance and  
Organisational Services  
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James McGovern  
Manager Governance and Procurement  
[jmcgovern@walga.asn.au](mailto:jmcgovern@walga.asn.au)

Local Government Reform – Consultation on Proposed Reforms

### Local Government Act Review Process

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WALGA through consultation with the Local Government Sector endorsed sector advocacy positions relating to Local Government Act amendments in March 2019 and December 2020. These advocacy positions were developed considering (but not limited to);

- The Department of Local Government, Sport and Cultural Industries (DLGSC) consultation on Act Reform (2017-2020)
- The City of Perth Inquiry Report (mid 2020)
- The State Parliament's Select Committee Report into Local Government (late 2020)

In December 2020, WALGA endorsed the following principles for any review of the Local Government Act.

### Local Government Reform – WALGA Principles

---

That the following key principles be embodied in the Local Government Act:

1. Uphold the general competence principle currently embodied in the Local Government Act
2. Provide for a flexible, principles-based legislative framework
3. Promote a size and scale compliance regime
4. Promote enabling legislation that empowers Local Government to carry out activities beneficial to its community taking into consideration Local Governments' role in creating a sustainable and resilient community through:
  - i. Economic development
  - ii. Environmental protection, and
  - iii. Social advancement
5. Avoid red tape and 'de-clutter' the extensive regulatory regime that underpins the Local Government Act, and
6. The State Government must not assign legislative responsibilities to Local Governments unless there is provision for resources required to fulfil the responsibilities.

It is worth noting that of the above principles, items 1, 2, and 3 are addressed in these legislative reform proposals and principles 4 and 5 are partially addressed.



## Local Government Reform – Consultation on Proposed Reforms

## Theme 1: Early Intervention, Effective Regulation and Stronger Penalties

CURRENT PROVISIONS	PROPOSED REFORMS	COMMENTS
<b>1.1 Early Intervention Powers</b>		
<ul style="list-style-type: none"> <li>The Act provides the means to regulate the conduct of local government staff and council members and sets out powers to scrutinise the affairs of local government. The Act provides certain limited powers to: <ul style="list-style-type: none"> <li>Suspend or dismiss councils</li> <li>Appoint Commissioners</li> <li>Suspend or, order remedial action (such as training) for individual councillors.</li> </ul> </li> <li>The Act also provides the Director General with the power to: <ul style="list-style-type: none"> <li>Conduct Authorised Inquiries</li> <li>Refer allegations of serious or recurrent breaches to the State Administrative Tribunal</li> <li>Commence prosecution for an offence under the Act.</li> </ul> </li> <li>Authorised Inquiries are a costly and a relatively slow response to significant issues. Authorised Inquiries are currently the only significant tool for addressing significant issues within a local government.</li> <li>The Panel Report, City of Perth Inquiry, and the Select Committee Report made various recommendations related to the establishment of a specific office for local government oversight.</li> </ul>	<ul style="list-style-type: none"> <li>It is proposed to establish a Chief Inspector of Local Government (the <b>Inspector</b>), supported by an Office of the Local Government Inspector (the <b>Inspectorate</b>).</li> <li>The Inspector would receive minor and serious complaints about elected members.</li> <li>The Inspector would oversee complaints relating to local government CEOs.</li> <li>Local Governments would still be responsible for dealing with minor behavioural complaints.</li> <li>The Inspector would have powers of a standing inquiry, able to investigate and intervene in any local government where potential issues are identified.</li> <li>The Inspector would have the authority to assess, triage, refer, investigate, or close complaints, having regard to various public interest criteria – considering laws such as the <i>Corruption, Crime and Misconduct Act 2003</i>, the <i>Occupational Safety and Health Act 1984</i>, the <i>Building Act 2011</i>, and other legislation.</li> <li>The Inspector would have powers to implement minor penalties for less serious breaches of the Act, with an appeal mechanism.</li> <li>The Inspector would also have the power to order a local government to address non-compliance with the Act or Regulations.</li> <li>The Inspector would be supported by a panel of <b>Local Government Monitors</b> (see item</li> </ul>	<p><b>Current Local Government Position</b></p> <p>Items 1.1, 1.2 and 1.3 <u>generally align</u> with WALGA Advocacy Position 2.6.8 - 'Establish Office of Independent Assessor'</p> <p><i>The Local Government sector supports:</i></p> <ol style="list-style-type: none"> <li>1. Establishing an Office of the Independent Assessor to replace the Standards Panel to provide an independent body to receive, investigate and assess complaints against Elected Members and undertake inquiries.</li> <li>2. Remove the CEO from being involved in processing complaints.</li> <li>3. That an early intervention framework of monitoring to support Local Governments be provided with any associated costs to be the responsibility of the State Government.</li> <li>4. An external oversight model for local level behavioural complaints made under Council Member, Committee Member and Candidate Codes of Conduct, that is closely aligned to the Victorian Councillor Complaints Framework.</li> </ol> <p><b>Comment</b></p> <p>The Local Government sector is in favour of early intervention and a swift response to potentially disruptive or dysfunctional behaviours. The Proposed Reforms state 'Local Governments would still be responsible for dealing with minor behavioural complaints' and therefore do not go as far as the Sector's recent request for an external</p>

## Local Government Reform – Consultation on Proposed Reforms

CURRENT PROVISIONS	PROPOSED REFORMS	COMMENTS
	<p>1.2).</p> <ul style="list-style-type: none"> <li>The existing Local Government Standards Panel would be replaced with a new <b>Conduct Panel</b> (see item 1.3).</li> <li><b>Penalties</b> for breaches to the Local Government Act and Regulations will be reviewed and are proposed to be generally strengthened (see item 1.4).</li> <li>These reforms would be supported by new powers to more quickly resolve issues within local government (see items 1.5 and 1.6).</li> </ul>	<p>oversight model for the independent assessment of local level complaints (State Council Res: 264.5/2021 – September 2021). However this will be mitigated with the Inspector able to respond to a Local Government having unresolved matters by appointing a monitor to assist the Local Government.</p> <p>It is expected the Local Government Inspector would be funded by the State Government, however it is noted that the cost of the Local Government Monitors and the Conduct Panel would be borne by the Local Government concerned.</p> <p><b>Recommendation</b></p> <ol style="list-style-type: none"> <li>1. Support the proposed reforms as they align with the sectors position on external oversight and support.</li> <li>2. Request the Minister to explore alternate mechanisms for resolving local level complaints.</li> </ol>
<b>1.2 Local Government Monitors</b>		
<ul style="list-style-type: none"> <li>There are currently no legislative powers for the provision of monitors/ temporary advisors.</li> <li>The DLGSC provides support and advice to local governments, however there is no existing mechanism for pre-qualified, specialised assistance to manage complex cases.</li> </ul>	<ul style="list-style-type: none"> <li>A panel of <b>Local Government Monitors</b> would be established.</li> <li>Monitors could be appointed by the Inspector to go into a local government and try to resolve problems.</li> <li>The purpose of Monitors would be to proactively fix problems, rather than to identify blame or collect evidence.</li> <li>Monitors would be qualified specialists, such</li> </ul>	As above

## Local Government Reform – Consultation on Proposed Reforms

CURRENT PROVISIONS	PROPOSED REFORMS	COMMENTS
	<p>as:</p> <ul style="list-style-type: none"> <li>○ Experienced and respected former Mayors, Presidents, and CEOs - to act as mentors and facilitators</li> <li>○ Dispute resolution experts - to address the breakdown of professional working relationships</li> <li>○ Certified Practising Accountants and other financial specialists - to assist with financial management and reporting issues</li> <li>○ Governance specialists and lawyers - to assist councils resolve legal issues</li> <li>○ HR and procurement experts - to help with processes like recruiting a CEO or undertaking a major land transaction.</li> </ul> <ul style="list-style-type: none"> <li>• Only the Inspector would have the power to appoint Monitors.</li> <li>• Local governments would be able to make requests to the Inspector to appoint Monitors for a specific purpose.</li> </ul> <p><b>Monitor Case Study 1 – Financial Management</b></p> <p>The Inspector receives information that a local government is not collecting rates correctly under the <i>Local Government Act 1995</i>. Upon initial review, the Inspector identifies that there may be a problem. The Inspector appoints a Monitor who specialises in financial management in local government. The Monitor visits the local government and identifies that the system used to manage rates is not correctly issuing rates notices. The Monitor works with the local government to rectify the error, and issue corrections to impacted ratepayers.</p>	

## Local Government Reform – Consultation on Proposed Reforms

CURRENT PROVISIONS	PROPOSED REFORMS	COMMENTS
	<p><b>Monitor Case Study 2 – Dispute Resolution</b></p> <p>The Inspector receives a complaint from one councillor that another councillor is repeatedly publishing derogatory personal attacks against another councillor on social media, and that the issue has not been able to be resolved at the local government level. The Inspector identifies that there has been a relationship breakdown between the two councillors due to a disagreement on council.</p> <p>The Inspector appoints a Monitor to host mediation sessions between the councillors. The Monitor works with the councillors to address the dispute. Through regular meetings, the councillors agree to a working relationship based on the council's code of conduct. After the mediation, the Monitor occasionally makes contact with both councillors to ensure there is a cordial working relationship between the councillors.</p>	
<b>1.3 Conduct Panel</b>		
<ul style="list-style-type: none"> <li>The Local Government Standards Panel was established in 2007 to resolve minor breach complaints relatively quickly and provide the sector with guidance and benchmarks about acceptable standards of behaviour.</li> <li>Currently, the Panel makes findings about alleged breaches based on written submissions.</li> <li>The City of Perth Inquiry report made various recommendations that functions of the Local Government Standards Panel be reformed.</li> </ul>	<ul style="list-style-type: none"> <li>The Standards Panel is proposed to be replaced with a new Local Government <b>Conduct Panel</b>.</li> <li>The Conduct Panel would be comprised of suitably qualified and experienced professionals. Sitting councillors will not be eligible to serve on the Conduct Panel.</li> <li>The Inspector would provide evidence to the Conduct Panel for adjudication.</li> <li>The Conduct Panel would have powers to impose stronger penalties – potentially including being able to suspend councillors for</li> </ul>	As above

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CURRENT PROVISIONS	PROPOSED REFORMS	COMMENTS
	<p>up to three months, with an appeal mechanism.</p> <ul style="list-style-type: none"> <li>For very serious or repeated breaches of the Local Government Act, the Conduct Panel would have the power to recommend prosecution through the courts.</li> <li>Any person who is subject to a complaint before the Conduct Panel would have the right to address the Conduct Panel before the Panel makes a decision.</li> </ul>	
<b>1.4 Review of Penalties</b>		
<ul style="list-style-type: none"> <li>There are currently limited penalties in the Act for certain types of non-compliance with the Local Government Act.</li> </ul>	<ul style="list-style-type: none"> <li>Penalties for breaching the Local Government Act are proposed to be strengthened.</li> <li>It is proposed that the suspension of councillors (for up to three months) is established as the main penalty where a councillor breaches the Local Government Act or Regulations on more than one occasion.</li> <li>Councillors who are disqualified would not be eligible for sitting fees or allowances. They will also not be able to attend meetings, or use their official office (such as their title or council email address).</li> <li>It is proposed that a councillor who is suspended multiple times may become disqualified from office.</li> <li>Councillors who do not complete mandatory training within a certain timeframe will also not be able to receive sitting fees or allowances.</li> </ul>	<p><b><u>Current Local Government Position</u></b></p> <p>Items 1.4 and 1.5 <u>expand upon</u> Advocacy Position 2.6.9 - 'Stand Down Proposal'</p> <p><i>WALGA supports, in principle, a proposal for an individual elected member to be 'stood down' from their duties when they are under investigation, have been charged, or when their continued presence prevents Council from properly discharging its functions or affects the Council's reputation, subject to further policy development work being undertaken. Further policy development of the Stand Down Provisions must involve active consultation with WALGA and specific consideration of the following issues of concern to the Sector:</i></p> <ol style="list-style-type: none"> <li><i>That the Department of Local Government endeavour to ensure established principles of natural justice and procedural fairness are embodied in all aspects of the proposed Stand Down Provisions; and</i></li> <li><i>That activities associated with the term 'disruptive behaviour', presented as reason to</i></li> </ol>

## Local Government Reform – Consultation on Proposed Reforms

CURRENT PROVISIONS	PROPOSED REFORMS	COMMENTS
		<p><i>stand down a defined Elected Member on the basis their continued presence may make a Council unworkable, are thoroughly examined and clearly identified to ensure there is awareness, consistency and opportunity for avoidance.</i></p> <p><b>Comment</b> The Local Government sector has long-standing advocacy positions supporting stronger penalties as a deterrent to disruptive Council Member behaviours. Clear guidance will be required to ensure there is consistent application of the power given to Presiding Members.</p> <p><b>Recommendation</b></p> <p><b>Supported</b></p>
<b>1.5 Rapid Red Card Resolutions</b>		
<ul style="list-style-type: none"> <li>Currently, local governments have different local laws and standing orders that govern the way meetings run. Presiding members (Mayors and Presidents) are reliant on the powers provided in the local government standing orders local laws.</li> <li>Differences between local governments is a source of confusion about the powers that presiding members have to deal with disruptive behaviours at council meetings.</li> <li>Disruptive behaviour at council meetings is a very common cause of complaints. Having the Presiding Member be able to deal with these problems should more quickly resolve problems that occur at council meetings.</li> </ul>	<ul style="list-style-type: none"> <li>It is proposed that Standing Orders are made consistent across Western Australia (see item 2.6). Published recordings of all meetings would also become standard (item 3.1).</li> <li>It is proposed that Presiding Members have the power to “red card” any attendee (including councillors) who unreasonably and repeatedly interrupt council meetings. This power would: <ul style="list-style-type: none"> <li>Require the Presiding Member to issue a clear first warning</li> <li>If the disruptions continue, the Presiding Member will have the power to “red card” that person, who must be silent for the rest of the meeting. A councillor issued with a red card will still vote, but must not speak or move motions</li> <li>If the person continues to be disruptive, the</li> </ul> </li> </ul>	As above



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CURRENT PROVISIONS	PROPOSED REFORMS	COMMENTS
	<p>Presiding Member can instruct that they leave the meeting.</p> <ul style="list-style-type: none"> <li>Any Presiding Member who uses the “red card” or ejection power will be required to notify the Inspector.</li> <li>Where an elected member refuses to comply with an instruction to be silent or leave, or where it can be demonstrated that the presiding member has not followed the law in using these powers, penalties can be imposed through a review by the Inspector.</li> </ul>	
<b>1.6 Vexatious Complaint Referrals</b>		
<ul style="list-style-type: none"> <li>No current provisions.</li> <li>The Act already provides a requirement for Public Question Time at council meetings.</li> </ul>	<ul style="list-style-type: none"> <li>Local governments already have a general responsibility to provide ratepayers and members of the public with assistance in responding to queries about the local government’s operations. Local governments should resolve queries and complaints in a respectful, transparent and equitable manner.</li> <li>Unfortunately, local government resources can become unreasonably diverted when a person makes repeated vexatious queries, especially after a local government has already provided a substantial response to the person’s query.</li> <li>It is proposed that if a person makes repeated complaints to a local government CEO that are vexatious, the CEO will have the power to refer that person’s complaints to the Inspectorate, which after assessment of the facts may then rule the complaint vexatious.</li> </ul>	<p><b>Current Local Government Position</b>  Item 1.6 <u>expands upon</u> Advocacy Position 2.6.11 – ‘Vexatious complainants in relation to FOI applications’  <i>WALGA advocates for the Freedom of Information Act 1992 (WA) to be reviewed, including consideration of:</i></p> <ol style="list-style-type: none"> <li>1. Enabling the Information Commissioner to declare vexatious applicants similar to the provisions of section 114 of the Right to Information Act 2009 (QLD);</li> <li>2. Enabling an agency to recover reasonable costs incurred through the processing of a Freedom of Information access application where the application is subsequently withdrawn; and</li> <li>3. Modernisation to address the use of electronic communications and information.</li> </ol> <p><b>Comment</b>  The Act has been expanded significantly in recent</p>



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CURRENT PROVISIONS	PROPOSED REFORMS	COMMENTS
		<p>years to permit an increased level of public involvement, scrutiny and access to information relating to the decisions, operations and affairs of Local Government in WA. Introducing a means to limit capacity for unreasonable complainants to negatively impact Local Governments will provide a necessary balance between the openness and transparency of the sector and the reasonable entitlement of citizens to interact with their Local Government.</p> <p><b>Recommendation</b></p> <p><b>Supported</b></p>
<b>1.7 Minor Other Reforms</b>		

## Local Government Reform – Consultation on Proposed Reforms

CURRENT PROVISIONS	PROPOSED REFORMS	COMMENTS
<ul style="list-style-type: none"> <li>Other minor reforms are being considered to enhance the oversight of local government.</li> <li>Ministerial Circulars have traditionally been used to provide guidance to the local government sector.</li> </ul>	<ul style="list-style-type: none"> <li>Potential other reforms to strengthen guidance for local governments are being considered.</li> <li>For example, one option being considered is the potential use of sector-wide guidance notices. Guidance notices could be published by the Minister or Inspector, to give specific direction for how local governments should meet the requirements of the Local Government Act and Regulations. For instance, the Minister could publish guidance notices to clarify the process for how potential conflicts of interests should be managed.</li> <li>It is also proposed (see item 1.1) that the Inspector has the power to issue notices to individual local governments to require them to rectify non-compliance with the Act or Regulations.</li> </ul>	<p><b><u>Current Local Government Position</u></b></p> <p>Item 1.7 <u>aligns</u> with Advocacy Position 2.6 - 'Support DLGSC as service provider / capacity builder'</p> <p><i>WALGA supports the continuance of the Department of Local Government, Sport and Cultural Industries as a direct service provider of compliance and recommend the Department fund its capacity building role through the utilisation of third party service providers. In addition, WALGA calls on the State Government to ensure there is proper resourcing of the Department of Local Government, Sport and Cultural Industries to conduct timely inquiries and interventions when instigated under the provisions of the Local Government Act 1995.</i></p> <p><b>Comment</b></p> <p>Operational guidance from the Department of Local Government, Sport and Cultural Industries leads to consistent understanding and application of statutory provisions by Local Government. The proposed reform that the Inspector issue non-compliance notices appears to replicate the Minister's powers under Section 9.14A – 'Notice to prevent continuing contravention'</p> <p><b>Recommendation</b></p> <p><b>Supported</b></p>

## Local Government Reform – Consultation on Proposed Reforms

## Theme 2: Reducing Red Tape, Increasing Consistency and Simplicity

CURRENT REQUIREMENTS	PROPOSED REFORMS	COMMENTS
<b>2.1 Resource Sharing</b>		
<ul style="list-style-type: none"> <li>The Act does not currently include specific provisions to allow for certain types of resource sharing – especially for sharing CEOs.</li> <li>Regional local governments would benefit from having clearer mechanisms for voluntary resource-sharing.</li> </ul>	<ul style="list-style-type: none"> <li>Amendments are proposed to encourage and enable local governments, especially smaller regional local governments, to share resources, including Chief Executive Officers and senior employees.</li> <li>Local governments in bands 2, 3 or 4 would be able to appoint a shared CEO at up to two salary bands above the highest band. For example, a band 3 and a band 4 council sharing a CEO could remunerate to the level of band 1.</li> </ul>	<p><b>Current Local Government Position</b></p> <p>Item 2.1 <u>aligns</u> with Advocacy Position 2.6 – Local Government Legislation – ‘Avoid red tape and ‘de-clutter’ the extensive regulatory regime that underpins the Local Government Act’ and Advocacy Position 2.3.1 - ‘Regional Collaboration’.</p> <p><i>Local Governments should be empowered to form single and joint subsidiaries, and beneficial enterprises. In addition, compliance requirements of Regional Councils should be reviewed and reduced.</i></p> <p><b>Comment</b></p> <p>The proposed reforms will rely upon statutory provisions that enable and enhance regional collaboration. Recent over-regulation of Regional Subsidiaries in 2016 resulted in no subsidiaries being formed since that time.</p> <p><b>Recommendation</b></p> <p><b>Supported</b></p>
<b>2.2 Standardisation of Crossovers</b>		
<ul style="list-style-type: none"> <li>Approvals and standards for crossovers (the section of driveways that run between the kerb and private property) are inconsistent between local government areas, often with very minor differences.</li> </ul>	<ul style="list-style-type: none"> <li>It is proposed to amend the <i>Local Government (Uniform Local Provisions) Regulations 1996</i> to standardise the process for approving crossovers for residential properties and residential developments on</li> </ul>	<p><b>Current Local Government Position</b></p> <p><b>Comment</b></p> <p>WALGA developed the Template Crossover Guideline and Specification resource in 2017 and have been part of the Minister’s working group on</p>

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CURRENT REQUIREMENTS	PROPOSED REFORMS	COMMENTS
<ul style="list-style-type: none"> <li>This can create confusion and complexity for homeowners and small businesses in the construction sector.</li> </ul>	<ul style="list-style-type: none"> <li>local roads.</li> <li>A Crossover Working Group has provided preliminary advice to the Minister and DLGSC to inform this.</li> <li>The DLGSC will work with the sector to develop standardised design and construction standards.</li> </ul>	<p>red tape reduction that has been looking at standardisation of crossovers.</p> <p><b>Recommendation</b></p> <p><b>Supported</b></p>
<b>2.3 Introduce Innovation Provisions</b>		
<ul style="list-style-type: none"> <li>The <i>Local Government Act 1995</i> currently has very limited provisions to allow for innovations and responses to emergencies to (such as the Shire of Bruce Rock Supermarket).</li> </ul>	<ul style="list-style-type: none"> <li>New provisions are proposed to allow exemptions from certain requirements of the <i>Local Government Act 1995</i>, for: <ul style="list-style-type: none"> <li>Short-term trials and pilot projects</li> <li>Urgent responses to emergencies.</li> </ul> </li> </ul>	<p><b><u>Current Local Government Position</u></b></p> <p>There is currently no advocacy position in relation to Item 2.3.</p> <p><b>Comment</b></p> <p>It is arguable communities expect all levels of Government will apply innovative solutions to complex and emerging issues difficult to resolve by traditional means. Exemptions constructed with appropriate checks and balances, particularly where expenditure of public funds are concerned, has potential to facilitate efficient and effective outcomes.</p> <p><b>Recommendation</b></p> <p><b>Supported</b></p>
<b>2.4 Streamline Local Laws</b>		
<ul style="list-style-type: none"> <li>Local laws are required to be reviewed every eight years.</li> <li>The review of local laws (especially when they are standard) has been identified as a burden for the sector.</li> <li>Inconsistency between local laws is</li> </ul>	<ul style="list-style-type: none"> <li>It is proposed that local laws would only need to be reviewed by the local government every 15 years.</li> <li>Local laws not reviewed in the timeframe would lapse, meaning that old laws will be automatically removed and no longer</li> </ul>	<p><b><u>Current Local Government Position</u></b></p> <p>Items 2.4, 2.5 and 2.6 <u>expand upon</u> Advocacy Position 2.6.35 - 'Local law-making process should be simplified'.</p> <p><i>The Local Law making process should be simplified as follows:</i></p>

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CURRENT REQUIREMENTS	PROPOSED REFORMS	COMMENTS
frustrating for residents and business stakeholders.	<p>applicable.</p> <ul style="list-style-type: none"> <li>Local governments adopting Model Local Laws will have reduced advertising requirements.</li> </ul>	<ul style="list-style-type: none"> <li><i>The requirement to give state-wide notice should be reviewed, with consideration given to Local Governments only being required to provide local public notice;</i></li> <li><i>Eliminate the requirement to consult on local laws when a model is used;</i></li> <li><i>Consider deleting the requirement to review local laws periodically. Local Governments, by administering local laws, will determine when it is necessary to amend or revoke a local law; and</i></li> <li><i>Introduce certification of local laws by a legal practitioner in place of scrutiny by Parliament's Delegated Legislation Committee.</i></li> </ul> <p><b>Comment</b> Proposed reforms meet the Sector's preference for simplified local law-making processes. Model local laws are supported, whilst recognising the models themselves will require review by State Government departments with the relevant head of power. For example, the Model Local Law (Standing Orders) 1998 formed the basis of many Local Government meeting procedures local laws but no review was completed. This model was superseded by individual local laws with added contemporary provisions. This pattern will repeat itself if model local laws are not reviewed to remain contemporary to the Sector's requirements.</p> <p><b>Recommendation</b></p> <p><b>Supported</b></p>

## Local Government Reform – Consultation on Proposed Reforms

CURRENT REQUIREMENTS	PROPOSED REFORMS	COMMENTS
<b>2.5 Simplifying Approvals for Small Business and Community Events</b>		
<ul style="list-style-type: none"> <li>Inconsistency between local laws and approvals processes for events, street activation, and initiatives by local businesses is frustrating for business and local communities.</li> </ul>	<ul style="list-style-type: none"> <li>Proposed reforms would introduce greater consistency for approvals for:               <ul style="list-style-type: none"> <li>alfresco and outdoor dining</li> <li>minor small business signage rules</li> <li>running community events.</li> </ul> </li> </ul>	As above
<b>2.6 Standardised Meeting Procedures, Including Public Question Time</b>		
<ul style="list-style-type: none"> <li>Local governments currently prepare individual standing order local laws.</li> <li>The <i>Local Government Act 1995</i> and regulations require local governments to allocate time at meetings for questions from the public.</li> <li>Inconsistency among the meeting procedures between local governments is a common source of complaints.</li> </ul>	<ul style="list-style-type: none"> <li>To provide greater clarity for ratepayers and applicants for decisions made by council, it is proposed that the meeting procedures and standing orders for all local government meetings, including for public question time, are standardised across the State.</li> <li>Regulations would introduce standard requirements for public question time, and the procedures for meetings generally.</li> <li>Members of the public across all local governments would have the same opportunities to address council and ask questions.</li> </ul>	As above





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CURRENT REQUIREMENTS	PROPOSED REFORMS	COMMENTS
<b>2.7 Regional Subsidiaries</b>		
<ul style="list-style-type: none"> <li>Initiatives by multiple local governments may be managed through formal Regional Councils, or through less formal “organisations of councils”, such as NEWROC and WESROC.</li> <li>These initiatives typically have to be managed by a lead local government.</li> <li>In 2016-17, provisions were introduced to allow for the formation of Regional Subsidiaries. Regional Subsidiaries can be formed in line with the <i>Local Government (Regional Subsidiaries) Regulations 2017</i>.</li> <li>So far, no Regional Subsidiary has been formed.</li> </ul>	<ul style="list-style-type: none"> <li>Work is continuing to consider how Regional Subsidiaries can be best established to:               <ul style="list-style-type: none"> <li>Enable Regional Subsidiaries to provide a clear and defined public benefit for people within member local governments</li> <li>Provide for flexibility and innovation while ensuring appropriate transparency and accountability of ratepayer funds</li> <li>Where appropriate, facilitate financing of initiatives by Regional Subsidiaries within a reasonable and defined limit of risk</li> <li>Ensure all employees of a Regional Subsidiary have the same employment conditions as those directly employed by member local governments.</li> </ul> </li> </ul>	<p><b><u>Current Local Government Position</u></b></p> <p>Item 2.7 <b>aligns</b> with Advocacy Position 2.3.1 - ‘Regional Collaboration’</p> <p><i>Local Governments should be empowered to form single and joint subsidiaries, and beneficial enterprises. In addition, compliance requirements of Regional Councils should be reviewed and reduced.</i></p> <p><b>Comment</b></p> <p>Under the Regional Subsidiary model, two or more Local Governments are able to establish a regional subsidiary to undertake a shared service function on behalf of its constituent Local Governments. The model provides increased flexibility when compared to the Regional Local Government model because regional subsidiaries are primarily governed and regulated by a charter rather than legislation. While the regional subsidiary model’s governance structure is primarily representative, the model also allows independent and commercially focussed directors to be appointed to the board of management.</p> <p>A key advantage of the regional subsidiary model is the use of a charter, as opposed to legislation, as the primary governance and regulatory instrument. Accordingly, the legislative provisions governing the establishment of regional subsidiaries should be light, leaving most of the regulation to the regional subsidiary charter, which can be adapted to suit the specific circumstances of each regional subsidiary.</p>



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CURRENT REQUIREMENTS	PROPOSED REFORMS	COMMENTS
		<b>Recommendation</b>  <b>Supported</b>

## Theme 3: Greater Transparency &amp; Accountability

CURRENT REQUIREMENTS	PROPOSED REFORMS	COMMENTS
<b>3.1 Recordings and Live-Streaming of All Council Meetings</b>		
<ul style="list-style-type: none"> <li>Currently, local governments are only required to make written minutes of meetings.</li> <li>While there is no legal requirement for livestreaming or video or audio recording of council meetings, many local governments now stream and record their meetings.</li> <li>Complaints relating to behaviours and decisions at meetings constitute a large proportion of complaints about local governments.</li> <li>Local governments are divided into bands with the largest falling in bands 1 and 2, and</li> </ul>	<ul style="list-style-type: none"> <li>It is proposed that all local governments will be required to record meetings.</li> <li>Band 1 and 2 local governments would be required to livestream meetings, and make video recordings available as public archives.</li> <li>Band 1 and 2 are larger local governments are generally located in larger urban areas, with generally very good telecommunications infrastructure, and many already have audio-visual equipment.</li> <li>Band 1 and 2 local governments would be required to livestream meetings, and make</li> </ul>	<p><b>Current Local Government Position</b></p> <p>Item 3.1 <u>expands upon</u> Advocacy Position 2.6 – ‘Promote a size and scale compliance regime’ and Advocacy Position 2.6.31 - ‘Attendance at Council Meetings by Technology’</p> <p><i>A review of the ability of Elected Members to log into Council meetings should be undertaken.</i></p> <p><b>Comment</b></p> <p>Local Governments introducing electronic meeting procedures and the means for remote public attendance in response to the COVID-19</p>

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CURRENT REQUIREMENTS	PROPOSED REFORMS	COMMENTS
<p>smaller local governments falling bands 3 and 4. The allocation of local governments into bands is determined by The Salaries and Allowances Tribunal based on factors<sup>1</sup> such as:</p> <ul style="list-style-type: none"> <li>○ Growth and development</li> <li>○ Strategic planning issues</li> <li>○ Demands and diversity of services provided to the community</li> <li>○ Total expenditure</li> <li>○ Population</li> <li>○ Staffing levels.</li> </ul>	<p>video recordings available as public archives.</p> <ul style="list-style-type: none"> <li>• Several local governments already use platforms such as YouTube, Microsoft Teams, and Vimeo to stream and publish meeting recordings.</li> <li>• Limited exceptions would be made for meetings held outside the ordinary council chambers, where audio recordings may be used.</li> <li>• Recognising their generally smaller scale, typically smaller operating budget, and potential to be in more remote locations, band 3 and 4 local governments would be required to record and publish audio recordings, at a minimum. These local governments would still be encouraged to livestream or video record meetings.</li> <li>• All council meeting recordings would need to be published at the same time as the meeting minutes. Recordings of all confidential items would also need to be submitted to the DLGSC for archiving.</li> </ul>	<p>pandemic led to a swift uptake of streaming Council meetings. The proposed reform that Band 1 and 2 Local Governments will only be problematic where technical capability such as reliable bandwidth impact the district.</p> <p><b>Recommendation</b></p> <p><b>Supported</b></p>

<sup>1</sup> See page 3 of the [2018 Salaries and Allowance Tribunal Determination](#)

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CURRENT REQUIREMENTS	PROPOSED REFORMS	COMMENTS
<b>3.2 Recording All Votes in Council Minutes</b>		
<ul style="list-style-type: none"> <li>A local government is only required to record which councillor voted for or against a motion in the minutes of that meeting if a request is made by an elected member at the time of the resolution during the meeting.</li> <li>The existing provision does not mandate transparency.</li> </ul>	<ul style="list-style-type: none"> <li>To support the transparency of decision-making by councillors, it is proposed that the individual votes cast by all councillors for all council resolutions would be required to be published in the council minutes, and identify those for, against, on leave, absent or who left the chamber.</li> <li>Regulations would prescribe how votes are to be consistently minuted.</li> </ul>	<p><b><u>Current Local Government Position</u></b> There is currently no advocacy position in relation to Item 3.2.</p> <p><b>Comment</b> There is an evolving common practice that Council Minutes record the vote of each Council Member present at a meeting.</p> <p><b>Recommendation</b></p> <p><b>Supported</b></p>
<b>3.3 Clearer Guidance for Meeting Items that may be Confidential</b>		
<ul style="list-style-type: none"> <li>The Act currently provides broad definitions of what type of matters may be discussed as a confidential item.</li> <li>There is limited potential for review of issues managed as confidential items under the current legislation.</li> </ul>	<ul style="list-style-type: none"> <li>Recognising the importance of open and transparent decision-making, it is considered that confidential meetings and confidential meeting items should only be used in limited, specific circumstances.</li> <li>It is proposed to make the Act more specific in prescribing items that may be confidential, and items that should remain open to the public.</li> <li>Items not prescribed as being confidential could still be held as confidential items only with the prior written consent of the Inspector.</li> <li>All confidential items would be required to be audio recorded, with those recordings submitted to the DLGSC.</li> </ul>	<p><b><u>Current Local Government Position</u></b> There is currently no advocacy position in relation to Item 3.3.</p> <p><b>Comment</b> Clarifying the provisions of the Act has broad support within the sector. New reforms requiring Local Governments to video or audio record Council meetings (Item 3.1) will add to the formal record of proceedings that includes written Minutes. While being supported, the requirement to provide audio recordings of confidential matters to the DLGSC is queried on the basis that written and audio records can be readily accessed from a Local Government if required.</p> <p><b>Recommendation</b></p> <p><b>Supported</b></p>

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CURRENT REQUIREMENTS	PROPOSED REFORMS	COMMENTS
<b>3.4 Additional Online Registers</b>		
<ul style="list-style-type: none"> <li>Local governments are required to provide information to the community through annual reports, council minutes and the publication of information online.</li> <li>Consistent online publication of information can substitute for certain material in annual reports.</li> <li>Consistency in online reporting across the sector will provide ratepayers with better information.</li> <li>These registers supplement the simplification of financial statements in Theme 6.</li> </ul>	<ul style="list-style-type: none"> <li>It is proposed to require local governments to report specific information in online registers on the local government's website. Regulations would prescribe the information to be included.</li> </ul> <p>The following new registers, each updated quarterly, are proposed:</p> <ul style="list-style-type: none"> <li><b>Lease Register</b> to capture information about the leases the local government is party to (either as lessor or lessee)</li> <li><b>Community Grants Register</b> to outline all grants and funding provided by the local government</li> <li><b>Interests Disclosure Register</b> which collates all disclosures made by elected members about their interests related to matters considered by council</li> <li><b>Applicant Contribution Register</b> accounting for funds collected from applicant contributions, such as cash-in-lieu for public open space and car parking</li> <li><b>Contracts Register</b> that discloses all contracts above \$100,000.</li> </ul>	<p><b>Current Local Government Position</b> There is currently no advocacy position in relation to Item 3.4.</p> <p><b>Comment</b> This proposal follows recent Act amendments that ensure a range of information is published on Local Government websites. WALGA has sought clarity that the contracts register excludes contracts of employment.</p> <p><b>Recommendation</b>  <b>Supported</b></p>
<b>3.5 Chief Executive Officer Key Performance Indicators (KPIs) be Published</b>		
<ul style="list-style-type: none"> <li>It is a requirement of the <i>Local Government Act 1995</i> that CEO performance reviews are conducted annually.</li> <li>The Model Standards for CEO recruitment and selection, performance review and</li> </ul>	<ul style="list-style-type: none"> <li>To provide for minimum transparency, it is proposed to mandate that the KPIs agreed as performance metrics for CEOs: <ul style="list-style-type: none"> <li>Be published in council meeting minutes as soon as they are agreed prior to (before the start of the annual period)</li> </ul> </li> </ul>	<p><b>Current Local Government Position</b> There is currently no advocacy position in relation to Item 3.5.</p> <p><b>Comment</b> In principle, this proposal has some merit and would be particularly effective if all CEO KPIs</p>

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CURRENT REQUIREMENTS	PROPOSED REFORMS	COMMENTS
<p>termination require that a local government must review the performance of the CEO against contractual performance criteria.</p> <ul style="list-style-type: none"> <li>Additional performance criteria can be used for performance review by agreement between both parties.</li> </ul>	<ul style="list-style-type: none"> <li>The KPIs and the results be published in the minutes of the performance review meeting (at the end of the period)</li> <li>The CEO has a right to provide written comments to be published alongside the KPIs and results to provide context as may be appropriate (for instance, the impact of events in that year that may have influenced the results against KPIs).</li> </ul>	<p>consistently reflect Strategic Community Plans and Corporate Business Plans of Local Governments, together with KPIs reflective of the CEO's statutory functions under Section 5.41 of the Act. This approach would inform the community of the CEO's performance related to the strategic direction and operational function of the Local Government.</p> <p>In practice, the drafting of statutory provisions will require sensitive consideration of certain KPIs i.e. those relating to issues affecting the workplace or identified risk-based concerns, to reflect the way Audit Committees currently deal with some internal control, risk and legislative compliance issues confidentially. This approach will protect the interests of Local Governments and other parties associated with such KPIs. It would be prudent for exemptions to be provided, based on matters of confidentiality.</p> <p>The proposed reforms and recent Act amendments signal a clear intent to permit closer community involvement and scrutiny of Local Government. However, negative consequences are likely if Local Government Council's responsibility as the employing authority of the CEO became blurred due to perceived community entitlement to comment, question and influence KPIs and the performance review process.</p> <p>Additionally, the publication of CEO KPI's will elevate this employment position to a high degree of public scrutiny seldom evident in the public or private sector, if at all. It is worth investigating whether the proposed reforms</p>

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CURRENT REQUIREMENTS	PROPOSED REFORMS	COMMENTS
		<p>considered whether this factor could impact on the recruitment of CEO's, particularly from outside the Local Government sector.</p> <p>The results of performance reviews should be confidential information between the employer and employee and should not be published and should remain within the confidential human resource records of the organisation.</p> <p><b>Recommendation</b></p> <ol style="list-style-type: none"> <li>1. <b>Conditionally Support the reporting of CEO KPIs that are consistent with the strategic direction and operational function of the Local Government, subject to exemptions for publishing KPI's of a confidential nature;</b></li> <li>2. <b>Do not support the results of performance reviews being published.</b></li> </ol>

## Theme 4: Stronger Local Democracy and Community Engagement

CURRENT REQUIREMENTS	PROPOSED REFORMS	COMMENTS
<b>4.1 Community and Stakeholder Engagement Charters</b>		
<ul style="list-style-type: none"> <li>• There is currently no requirement for local governments to have a specific engagement charter or policy.</li> <li>• Many local governments have introduced charters or policies for how they will engage with their community.</li> <li>• Other States have introduced a specific</li> </ul>	<ul style="list-style-type: none"> <li>• It is proposed to introduce a requirement for local governments to prepare a community and stakeholder engagement charter which sets out how local government will communicate processes and decisions with their community.</li> <li>• A model Charter would be published to assist</li> </ul>	<p><b><u>Current Local Government Position</u></b></p> <p>Items 4.1 and 4.2 <b>generally align</b> with Advocacy Position 2.6.34 - 'Support responsive, aspirational and innovative community engagement principles'</p> <p><i>The Local Government sector supports:</i></p>



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CURRENT REQUIREMENTS	PROPOSED REFORMS	COMMENTS
requirement for engagement charters.	local governments who wish to adopt a standard form.	<ol style="list-style-type: none"> <li>1. <i>Responsive, aspirational and innovative community engagement principles</i></li> <li>2. <i>Encapsulation of aims and principles in a community engagement policy, and</i></li> <li>3. <i>The option of hosting an Annual Community Meeting to present on past performance and outline future prospects and plans.</i></li> </ol> <p><b>Comment</b> As indicated in Item 4.1 commentary, many Local Governments have already developed stakeholder engagement charters, or similar engagement strategies, that reflect their unique communities of interest. The development of guidance by the DLGSC, based on standards such as the International Standard for Public Participation practice, is supported in favour of taking a prescriptive approach or conducting a survey for the sake of a survey.</p> <p>Item 4.2 has potential to provide benchmarking of community satisfaction levels across Band 1 and 2 Local Governments.</p> <p><b>Recommendation</b></p> <p><b>Supported</b></p>
<b>4.2 Ratepayer Satisfaction Surveys (Band 1 and 2 local governments only)</b>		
<ul style="list-style-type: none"> <li>Many local governments already commission independent surveying consultants to hold a satisfaction survey of residents/ratepayers.</li> <li>These surveys provide valuable data on the performance of local governments.</li> </ul>	<ul style="list-style-type: none"> <li>It is proposed to introduce a requirement that every four years, all local governments in bands 1 and 2 hold an independently-managed ratepayer satisfaction survey.</li> <li>Results would be required to be reported publicly at a council meeting and published on</li> </ul>	As above



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CURRENT REQUIREMENTS	PROPOSED REFORMS	COMMENTS
	<p>the local government's website.</p> <ul style="list-style-type: none"> <li>All local governments would be required to publish a response to the results.</li> </ul>	
<b>4.3 Introduction of Preferential Voting</b>		
<ul style="list-style-type: none"> <li>The current voting method for local government elections is first past the post.</li> <li>The existing first-past-the-post does not allow for electors to express more than one preference.</li> <li>The candidate with the most votes wins, even if that candidate does not have a majority.</li> <li>Preferential voting better captures the precise intentions of voters and as a result may be regarded as a fairer and more representative system. Voters have more specific choice.</li> </ul>	<ul style="list-style-type: none"> <li>Preferential voting is proposed be adopted as the method to replace the current first past the post system in local government elections.</li> <li>In preferential voting, voters number candidates in order of their preferences.</li> <li>Preferential voting is used in State and Federal elections in Western Australia (and in other states). This provides voters with more choice and control over who they elect.</li> <li>All other states use a form of preferential voting for local government.</li> </ul>	<p><b><u>Current Local Government Position</u></b></p> <p>Item 4.3 <b>does not align</b> with Advocacy Position 2.5.1 – 'First Past the Post voting system'</p> <p><i>The Local Government sector supports:</i></p> <ol style="list-style-type: none"> <li><i>Four year terms with a two year spill</i></li> <li><i>Greater participation in Local Government elections</i></li> <li><i>The option to hold elections through:</i> <ul style="list-style-type: none"> <li><i>Online voting</i></li> <li><i>Postal voting, and</i></li> <li><i>In-person voting</i></li> </ul> </li> <li><i>Voting at Local Government elections to be voluntary</i></li> <li><i>The first past the post method of counting votes</i></li> </ol> <p><b>Comment</b></p> <p>It should be noted that the sector's advocacy against compulsory voting and "All in All out" 4 year terms has been successful and these items are not included in the reform proposals.</p> <p>The introduction of preferential voting will be a return to the system of voting prior to the <i>Local Government Act 1995</i>. The Local Government Advisory Board reported on voting systems in 2006 (<i>'Local Government Structural Reform in Western Australia: Ensuring the Future Sustainability of Communities'</i>) and provided the following comments in support of both first past</p>

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CURRENT REQUIREMENTS	PROPOSED REFORMS	COMMENTS
		<p>the post voting and preferential voting:  <i>'Comments in support of retaining first past the post include:</i></p> <ul style="list-style-type: none"> <li>• <i>Quick to count. Preferential voting is time consuming to count.</i></li> <li>• <i>Easily understood.</i></li> <li>• <i>Removes politics out of campaigning. Preferential will encourage alliances formed for the distribution of preferences and party politics into local government.</i></li> <li>• <i>Preferential voting allows election rigging through alliances or 'dummy' candidates.</i></li> <li>• <i>In a preferential system, the person that receives the highest number of first preference votes does not necessarily get elected.'</i></li> </ul> <p><i>'Comments in support of replacing first past the post include:</i></p> <ul style="list-style-type: none"> <li>• <i>Preferential voting is more democratic and removes an area of confusion.</i></li> <li>• <i>Preferential voting ensures that the most popular candidates are elected who best reflect the will of the voters.</i></li> <li>• <i>Preferential system should be introduced. In FPP elections, candidates work together to get votes for each other. Preferential would make it more difficult for this practice to take place.</i></li> <li>• <i>FPP does not adequately reflect the wishes of electors when there are three candidates or more.</i></li> <li>• <i>FPP is unsuitable when there is more than one vacancy.</i></li> <li>• <i>Allows for a greater representation from a range of interest groups and prevents domination of elections by mainstream party politics.'</i></li> </ul> <p>The Sector supports first past the post voting for</p>

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CURRENT REQUIREMENTS	PROPOSED REFORMS	COMMENTS
		<p>its simplicity and fundamental apolitical nature, therefore the proposed reforms are not supported. Feedback is sought to ensure the advocacy position for first past the post elections remains the preferred option.</p> <p><b>Recommendation</b>  <b>Not currently supported - Local Government feedback requested</b></p>
<b>4.4 Public Vote to Elect the Mayor and President</b>		
<ul style="list-style-type: none"> <li>The Act currently allows local governments to have the Presiding Member (the Mayor or President) elected either: <ul style="list-style-type: none"> <li>by the electors of the district through a public vote; or</li> <li>by the council as a resolution at a council meeting.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Mayors and Presidents of all local governments perform an important public leadership role within their local communities.</li> <li>Band 1 and 2 local governments generally have larger councils than those in bands 3 and 4.</li> <li>Accordingly, it is proposed that the Mayor or President for all band 1 and 2 councils is to be elected through a vote of the electors of the district. Councils in bands 3 and 4 would retain the current system.</li> <li>A number of Band 1 and Band 2 councils have already moved towards Public Vote to Elect the Mayor and President in recent years, including City of Stirling and City of Rockingham.</li> </ul>	<p><b>Current Local Government Position</b></p> <p>Item 4.4 <b>does not align</b> with Advocacy Position 2.5.2 - 'Election of Mayors and Presidents be at the discretion of Local Government.'</p> <p><i>Local Governments should determine whether their Mayor or President will be elected by the Council or elected by the community.</i></p> <p><b>Comment</b></p> <p>There are 43 Band 1 and 2 Local Governments with 22 popularly electing the Mayor or President:  Band 1 - 15  Band 2 - 7</p> <p>The remaining 21 Local Governments have a Council-elected Mayor or President. The cited examples of the City of Rockingham and City of Stirling electors determining by referendum to change the process for electing the Mayor are examples of the current system working as</p>

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CURRENT REQUIREMENTS	PROPOSED REFORMS	COMMENTS
		<p>intended. There is no evidence of elector support for uniform direct election of Mayors.</p> <p><b>Recommendation</b></p> <p><b>Not currently supported - Local Government feedback requested</b></p>
<b>4.5 Tiered Limits on the Number of Councillors</b>		
<ul style="list-style-type: none"> <li>The number of councillors (between 5-15 councillors) is decided by each local government, reviewed by the Local Government Advisory Board, and if approved by the Minister.</li> <li>The Panel Report recommended electoral reforms to improve representativeness.</li> </ul>	<ul style="list-style-type: none"> <li>It is proposed to limit the number of councillors based on the population of the entire local government.</li> <li>Some smaller local governments have already been moving to having smaller councils to reduce costs for ratepayers.</li> <li>The <a href="#">Local Government Panel Report</a> proposed: <ul style="list-style-type: none"> <li>For a population of up to 5,000 – five councillors (including the President)</li> <li>population of between 5,000 and 75,000 – five to nine councillors (including the Mayor/President)</li> <li>population of above 75,000 – nine to fifteen councillors (including Mayor).</li> </ul> </li> </ul>	<p><b><u>Current Local Government Position</u></b></p> <p>Item 4.5 <b><u>does not align</u></b> with Advocacy Position 2.5.1 – ‘Councils consist of between six and 15 (including the Mayor/President)’</p> <p><i>Local Governments being enabled to determine the number of Elected Members required on the Council between six and 15 (including the Mayor/President)</i></p> <p><b>Comment</b></p> <p>The proposed reform to restrict Local Governments with populations under 5,000 to 5 Council Members does not reflect the varied communities of interest within this grouping. Some Local Governments are essentially regional centres such as the Shires of Katanning (9), Dandaragan (9), Merredin (9), Moora (9) and Northampton (9) (current Councillor numbers bracketed). Local Governments such as the Shire of Ngaanyatjarraku (9) manage substantial land areas, manage isolated communities such as the Shire of Meekatharra (7) and culturally diverse communities such as the Shire of Christmas Island (9). Some Local Governments with populations up to 5,000 warrant a greater</p>

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CURRENT REQUIREMENTS	PROPOSED REFORMS	COMMENTS
		<p>number of Councillors to effectively share the representative role that Council Members play within their communities.</p> <p>The additional proposed reforms in population categories over 5,000 generally reflect the current Councillor numbers.</p> <p><b>Recommendation</b></p> <p><b>Recommend 5 to 7 Council Members for populations up to 5,000 and support the remaining proposed reforms.</b></p>
<b>4.6 No Wards for Small Councils (Band 3 and 4 Councils only)</b>		
<ul style="list-style-type: none"> <li>A local government can make an application to be divided into wards, with councillors elected to those wards.</li> <li>Only about 10% of band 3 and 4 local governments currently have wards.</li> </ul>	<ul style="list-style-type: none"> <li>It is proposed that the use of wards for councils in bands 3 and 4 is abolished.</li> <li>Wards increase the complexity of elections, as this requires multiple versions of ballot papers to be prepared for a local government's election.</li> <li>In smaller local governments, the population of wards can be very small.</li> <li>These wards often have councillors elected unopposed, or elect a councillor with a very small number of votes. Some local governments have ward councillors elected with less than 50 votes.</li> <li>There has been a trend in smaller local governments looking to reduce the use of wards, with only 10 councils in bands 3 and 4 still having wards.</li> </ul>	<p><b><u>Current Local Government Position</u></b></p> <p>There are no advocacy positions in relation to Items 4.6, 4.7, 4.8 or 4.9.</p> <p><b>Comment</b></p> <p>The proposed reform to discontinue wards in Band 3 and 4 Local Governments brings alignment with the majority and provides that affected Local Governments will no longer have to conduct 8 year ward reviews or make representation to the Local Government Advisory Board to revert to a no wards system.</p> <p>Remaining proposed reforms will improve and clarify election processes.</p> <p><b>Recommendation</b></p> <p><b>Supported</b></p>

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4.7 Electoral Reform – Clear Lease Requirements for Candidate and Voter Eligibility		
<ul style="list-style-type: none"> <li>• A person with a lease in a local government district is eligible to nominate as a candidate in that district.</li> <li>• A person with a lease in a local government district is eligible to apply to vote in that district.</li> <li>• The City of Perth Inquiry Report identified a number of instances where dubious lease arrangements put to question the validity of candidates in local government elections, and subsequently their legitimacy as councillors.</li> </ul>	<ul style="list-style-type: none"> <li>• Reforms are proposed to prevent the use of “sham leases” in council elections. Sham leases are where a person creates a lease only to be able to vote or run as a candidate for council.</li> <li>• The City of Perth Inquiry Report identified sham leases as an issue.</li> <li>• Electoral rules are proposed to be strengthened:               <ul style="list-style-type: none"> <li>○ A minimum lease period of 12 months will be required for anyone to register a person to vote or run for council.</li> <li>○ Home based businesses will not be eligible to register a person to vote or run for council, because any residents are already the eligible voter(s) for that address.</li> <li>○ Clarifying the minimum criteria for leases eligible to register a person to vote or run for council.</li> </ul> </li> <li>• The reforms would include minimum lease periods to qualify as a registered business (minimum of 12 months), and the exclusion of home based businesses (where the resident is already eligible) and very small sub-leases.</li> <li>• The basis of eligibility for each candidate (e.g. type of property and suburb of property) is proposed to be published, including in the candidate pack for electors.</li> </ul>	As above
4.8 Reform of Candidate Profiles		



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<ul style="list-style-type: none"> <li>• Candidate profiles can only be 800 characters, including spaces. This is equivalent to approximately 150 words.</li> </ul>	<ul style="list-style-type: none"> <li>• Further work will be undertaken to evaluate how longer candidate profiles could be accommodated.</li> <li>• Longer candidate profiles would provide more information to electors, potentially through publishing profiles online.</li> <li>• It is important to have sufficient information available to assist electors make informed decisions when casting their vote.</li> </ul>	As above
<b>4.9 Minor Other Electoral Reforms</b>		
<ul style="list-style-type: none"> <li>• Other minor reforms are proposed to improve local government elections.</li> </ul>	<ul style="list-style-type: none"> <li>• Minor other electoral reforms are proposed to include:             <ul style="list-style-type: none"> <li>○ The introduction of standard processes for vote re-counts if there is a very small margin between candidates (e.g. where there is a margin of less than 10 votes a recount will always be required)</li> <li>○ The introduction of more specific rules concerning local government council candidates' use of electoral rolls.</li> </ul> </li> </ul>	As above

## Theme 5: Clear Roles and Responsibilities

CURRENT REQUIREMENTS	PROPOSED REFORMS	COMMENTS
<b>5.1 Introduce Principles in the Act</b>		
<ul style="list-style-type: none"> <li>• The Act does not currently outline specific principles.</li> <li>• The Act contains a short "Content and Intent" section only.</li> <li>• The Panel Report recommended greater articulation of principles</li> </ul>	<ul style="list-style-type: none"> <li>• It is proposed to include new principles in the Act, including:             <ul style="list-style-type: none"> <li>○ The recognition of Aboriginal Western Australians</li> <li>○ Tiering of local governments (with bands being as assigned by the Salaries and Allowances Tribunal)</li> </ul> </li> </ul>	<p><b>Current Local Government Position</b>            Item 5.1 <u>generally aligns</u> with Advocacy Position 2.6 - Legislative Intent  <i>Provide flexible, principles-based legislative framework.</i>  <b>Recommendation</b>  <b>Supported</b></p>



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CURRENT REQUIREMENTS	PROPOSED REFORMS	COMMENTS
	<ul style="list-style-type: none"> <li>Community Engagement</li> <li>Financial Management.</li> </ul>	
<b>5.2 Greater Role Clarity</b>		
<ul style="list-style-type: none"> <li>The Act provides for the role of council, councillor, mayor or president and CEO.</li> <li>The role of the council is to: <ul style="list-style-type: none"> <li>govern the local government's affairs</li> <li>be responsible for the performance of the local government's functions.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>The <a href="#">Local Government Act Review Panel</a> recommended that roles and responsibilities of elected members and senior staff be better defined in law.</li> <li>It is proposed that these roles and responsibilities are further defined in the legislation.</li> <li>These proposed roles will be open to further consultation and input.</li> <li>These roles would be further strengthened through <b>Council Communications Agreements</b> (see item 5.3).</li> </ul>	<p><b><u>Current Local Government Position</u></b></p> <p>Item 5.2 <b>aligns</b> with Advocacy Position 2.6.36 - 'Roles and Responsibilities'</p> <p><i>That clarification of roles and responsibilities for Mayors/ Presidents, Councillors and CEOs be reviewed to ensure that there is no ambiguity.</i></p> <p><b>Recommendation</b></p> <p><b>Supported</b></p>
	<p><b>5.2.1 - Mayor or President Role</b></p> <ul style="list-style-type: none"> <li>It is proposed to amend the Act to specify the roles and responsibilities of the Mayor or President.</li> <li>While input and consultation will inform precise wording, it is proposed that the Act is amended to generally outline that the Mayor or President is responsible for: <ul style="list-style-type: none"> <li>Representing and speaking on behalf of the whole council and the local government, at all times being consistent with the resolutions of council</li> <li>Facilitating the democratic decision-making of council by presiding at council meetings in accordance with the Act</li> <li>Developing and maintaining professional working relationships between councillors</li> </ul> </li> </ul>	As above

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CURRENT REQUIREMENTS	PROPOSED REFORMS	COMMENTS
	<p>and the CEO</p> <ul style="list-style-type: none"> <li>○ Performing civic and ceremonial duties on behalf of the local government</li> <li>○ Working effectively with the CEO and councillors in overseeing the delivery of the services, operations, initiatives and functions of the local government.</li> </ul>	
	<p><b>5.2.2 - Council Role</b></p> <ul style="list-style-type: none"> <li>• It is proposed to amend the Act to specify the roles and responsibilities of the Council, which is the entity consisting of all of the councillors and led by the Mayor or President.</li> <li>• While input and consultation will inform precise wording, it is proposed that the Act is amended to generally outline that the Council is responsible for: <ul style="list-style-type: none"> <li>○ Making significant decisions and determining policies through democratic deliberation at council meetings</li> <li>○ Ensuring the local government is adequately resourced to deliver the local governments operations, services and functions - including all functions that support informed decision-making by council</li> <li>○ Providing a safe working environment for the CEO;</li> <li>○ Providing strategic direction to the CEO;</li> <li>○ Monitoring and reviewing the performance of the local government.</li> </ul> </li> </ul>	As above

## Local Government Reform – Consultation on Proposed Reforms

CURRENT REQUIREMENTS	PROPOSED REFORMS	COMMENTS
	<p><b>5.2.3 - Elected Member (Councillor) Role</b></p> <ul style="list-style-type: none"> <li>• It is proposed to amend the Act to specify the roles and responsibilities of all elected councillors.</li> <li>• While input and consultation will inform precise wording, it is proposed that the Act is amended to generally outline that every elected councillor is responsible for: <ul style="list-style-type: none"> <li>○ Considering and representing, fairly and without bias, the current and future interests of all people who live, work and visit the district (including for councillors elected for a particular ward)</li> <li>○ Positively and fairly contribute and apply their knowledge, skill, and judgement to the democratic decision-making process of council</li> <li>○ Applying relevant law and policy in contributing to the decision-making of the council</li> <li>○ Engaging in the effective forward planning and review of the local governments' resources, and the performance of its operations, services, and functions</li> <li>○ Communicating the decisions and resolutions of council to stakeholders and the public</li> <li>○ Developing and maintaining professional working relationships with all other councillors and the CEO</li> <li>○ Maintaining and developing their knowledge and skills relevant to local government</li> </ul> </li> </ul>	As above

## Local Government Reform – Consultation on Proposed Reforms

CURRENT REQUIREMENTS	PROPOSED REFORMS	COMMENTS
	<ul style="list-style-type: none"> <li>Facilitating public engagement with local government.</li> <li>It is proposed that elected members should not be able to use their title (e.g. "Councillor", "Mayor", or "President") and associated resources of their office (such as email address) unless they are performing their role in their official capacity.</li> </ul>	
	<p><b>5.2.4 - CEO Role</b></p> <ul style="list-style-type: none"> <li>The <i>Local Government Act 1995</i> requires local governments to employ a CEO to run the local government administration and implement the decisions of council.</li> <li>To provide greater clarity, it is proposed to amend the Act to specify the roles and responsibilities of all local government CEOs.</li> <li>While input and consultation will inform precise wording, it is proposed that the Act is amended to generally outline that the CEO of a local government is responsible for: <ul style="list-style-type: none"> <li>Coordinating the professional advice and assistance necessary for all elected members to enable the council to perform its decision-making functions</li> <li>Facilitating the implementation of council decisions</li> <li>Ensuring functions and decisions lawfully delegated by council are managed prudently on behalf of the council</li> <li>Managing the effective delivery of the services, operations, initiatives and functions of the local government determined by the council</li> </ul> </li> </ul>	As above

## Local Government Reform – Consultation on Proposed Reforms

CURRENT REQUIREMENTS	PROPOSED REFORMS	COMMENTS
	<ul style="list-style-type: none"> <li>Providing timely and accurate information and advice to all councillors in line with the Council Communications Agreement (see item 5.3)</li> <li>Overseeing the compliance of the operations of the local government with State and Federal legislation on behalf of the council</li> <li>Implementing and maintaining systems to enable effective planning, management, and reporting on behalf of the council.</li> </ul>	

**5.3 Council Communication Agreements**

<ul style="list-style-type: none"> <li>The Act provides that council and committee members can have access to any information held by the local government that is relevant to the performance of the member in their functions.</li> <li>The availability of information is sometimes a source of conflict within local governments.</li> </ul>	<ul style="list-style-type: none"> <li>In State Government, there are written Communication Agreements between Ministers and agencies that set standards for how information and advice will be provided.</li> <li>It is proposed that local governments will need to have Council Communications Agreements between the council and the CEO.</li> <li>These Council Communication Agreements would clearly specify the information that is to be provided to councillors, how it will be provided, and the timeframes for when it will be provided.</li> <li>A template would be published by DLGSC. This default template will come into force if a council and CEO do not make a specific other agreement within a certain timeframe following any election.</li> </ul>	<p><b><u>Current Local Government Position</u></b></p> <p>There is no advocacy position in relation to Item 5.3.</p> <p><b><u>Comment</u></b></p> <p>The availability of information not already in the public domain to Councillors under Section 5.92 of the Act can become contentious in the absence of a clear statement in support of the function the Council Member is performing. This can place CEO's in the invidious position of ruling on the availability of a record of the Local Government, when it is also their function under Section 5.41(h) of the Act to <i>'ensure that records and documents of the local government are properly kept for the purposes of this Act and any other written law'</i>.</p> <p>Consistent availability of information motivates this proposed reform and it does not appear that</p>
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## Local Government Reform – Consultation on Proposed Reforms

		<p>individual Council Communication Agreements will be a means to that end. There is a better case for a uniform approach in the form of a regulated Agreement, in much the same way that the Communication Agreements between Ministers and agencies are based on provisions of the <i>Public Sector Management Act 1994</i>.</p> <p><b>Recommendation</b></p> <p><b>Support a consistent, regulated Communications Agreement.</b></p>
<b>5.4 Local Governments May Pay Superannuation Contributions for Elected Members</b>		
<ul style="list-style-type: none"> <li>Elected members are eligible to receive sitting fees or an annual allowance.</li> <li>Superannuation is not paid to elected members. However, councillors can currently divert part of their allowances to a superannuation fund.</li> <li>Councils should be reflective and representative of the people living within the district. Local governments should be empowered to remove any barriers to the participation of gender and age diverse people on councils.</li> </ul>	<ul style="list-style-type: none"> <li>It is proposed that local governments should be able to decide, through a vote of council, to pay superannuation contributions for elected members. These contributions would be additional to existing allowances.</li> <li>Superannuation is widely recognised as an important entitlement to provide long term financial security.</li> <li>Other states have already moved to allow councils to make superannuation contributions for councillors.</li> <li>Allowing council to provide superannuation is important part of encouraging equality for people represented on council – particularly for women and younger people.</li> <li>Providing superannuation to councillors recognises that the commitment to elected office can reduce a person's opportunity to undertake employment and earn superannuation contributions.</li> </ul>	<p><b>Current Local Government Position</b></p> <p>There is no advocacy position in relation to Item 5.4.</p> <p><b>Comment</b></p> <p>WALGA was in the process of consulting with the sector when this reform was announced. The feedback to date from Local Governments varied. The proposed discretionary approach will permit Local Governments to exercise general competence powers to make their own determination on paying superannuation to Council Members.</p> <p><b>Recommendation</b></p> <p><b>Supported</b></p>

## Local Government Reform – Consultation on Proposed Reforms

5.5 Local Governments May Establish Education Allowances		
<ul style="list-style-type: none"> <li>Local government elected members must complete mandatory training.</li> <li>There is no specific allowance for undertaking further education.</li> </ul>	<ul style="list-style-type: none"> <li>Local governments will have the option of contributing to the education expenses for councillors, up to a defined maximum value, for tuition costs for further education that is directly related to their role on council.</li> <li>Councils will be able to decide on a policy for education expenses, up to a maximum yearly value for each councillor. Councils may also decide not to make this entitlement available to elected members.</li> <li>Any allowance would only be able to be used for tuition fees for courses, such as training programs, diplomas, and university studies, which relate to local government.</li> <li>Where it is made available, this allowance will help councillors further develop skills to assist with making informed decisions on important questions before council, and also provide professional development opportunities for councillors.</li> </ul>	<p><b><u>Current Local Government Position</u></b></p> <p>Item 5.5 <b>generally aligns</b> with Advocacy Position 2.8 - Elected Member Training</p> <p><i>Support Local Governments being required to establish an Elected Member Training Policy to encourage training and include budgetary provision of funding for Elected Members;</i></p> <p><b>Comment</b></p> <p>The proposal augments recent Act amendments that require Local Governments to adopt a professional development policy for Council Members. Many Local Governments now budget for training requirements that align with the policy statement.</p> <p><b>Recommendation</b></p> <p><b>Supported</b></p>



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5.6 Standardised Election Caretaker period		
<ul style="list-style-type: none"> <li>There is currently no requirement for a formal caretaker period, with individual councils operating under their own policies and procedures.</li> <li>This is commonly a point of public confusion.</li> </ul>	<ul style="list-style-type: none"> <li>A statewide caretaker period for local governments is proposed.</li> <li>All local governments across the State would have the same clearly defined election period, during which:               <ul style="list-style-type: none"> <li>Councils do not make major decisions with criteria to be developed defining 'major'</li> <li>Incumbent councillors who nominate for re-election are not to represent the local government, act on behalf of the council, or use local government resources to support campaigning activities.</li> <li>There are consistent election conduct rules for all candidates.</li> </ul> </li> </ul>	<p><b><u>Current Local Government Position</u></b> There is no advocacy position in relation to Item 5.6</p> <p><b>Comment</b> WALGA developed a template Caretaker Policy in 2017 on request for a consistent approach. There are no know instances where Caretaker Policy have led to unforeseen or unmanageable consequences impacting on decision-making functions.</p> <p><b>Recommendation</b>  <b>Supported</b></p>

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5.7 Remove WALGA from the Act		
<ul style="list-style-type: none"> <li>The Western Australian Local Government Association (WALGA) is constituted under the <i>Local Government Act 1995</i>.</li> <li>The Local Government Panel Report and the Select Committee Report included this recommendation.</li> </ul>	<ul style="list-style-type: none"> <li>The <a href="#">Local Government Panel Report</a> recommended that WALGA not be constituted under the <i>Local Government Act 1995</i>.</li> <li>Separating WALGA out of the Act will provide clarity that WALGA is not a State Government entity.</li> </ul>	<p><b>Current Local Government Position</b> There is no advocacy position in relation to Item 5.7.</p> <p><b>Comment</b> WALGA is conducting its own due diligence on this proposal, previously identified in the Local Government Review Panel Report. The outcome of this reform would require a transition of WALGA from a body constituted under the Act to an incorporated association. It is important to the Local Government sector that the provisions relating to the mutual self-insurance scheme and tender exempt prequalified supply panels remain in the Act and are not affected by this proposal. Further work is being carried out by WALGA to fully understand the effect this proposal will have on WALGA and the sector.</p> <p><b>Recommendation</b> <b>WALGA to undertake its due diligence on this proposal and advise the sector accordingly.</b></p>

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5.8 CEO Recruitment		
<ul style="list-style-type: none"> <li>Recent amendments introduced provisions to standardise CEO recruitment.</li> <li>The recruitment of a CEO is a very important decision by a local government.</li> </ul>	<ul style="list-style-type: none"> <li>It is proposed that DLGSC establishes a panel of approved panel members to perform the role of the independent person on CEO recruitment panels.</li> <li>Councils will be able to select an independent person from the approved list.</li> <li>Councils will still be able to appoint people outside of the panel with the approval of the Inspector.</li> </ul>	<p><b>Current Local Government Position</b> There is no advocacy position in relation to Item 5.8.</p> <p><b>Comment</b> The proposed reform augments the CEO Standards in relation to recruitment introduced in February 2021.</p> <p><b>Recommendation</b> <b>Supported</b></p>

## Theme 6: Improved Financial Management and Reporting

CURRENT REQUIREMENTS	PROPOSED REFORMS	COMMENTS
6.1 Model Financial Statements and Tiered Financial Reporting		
<ul style="list-style-type: none"> <li>The financial statements published in the Annual Report is the main financial reporting currently published by local governments.</li> <li>Reporting obligations are the same for large (Stirling, Perth, Fremantle) and small (Sandstone, Wiluna, Dalwallinu) local governments, even though they vary significantly in complexity.</li> <li>The Office of the Auditor General has said that some existing reporting requirements are unnecessary or onerous - for instance, information that is not relevant to certain local governments, or that is a duplicate of other published information.</li> </ul>	<ul style="list-style-type: none"> <li>The Minister strongly believes in transparency and accountability in local government. The public rightly expects the highest standards of integrity, good governance, and prudent financial management in local government.</li> <li>It is critically important that clear information about the financial position of local governments is openly available to ratepayers. Financial information also supports community decision-making about local government services and projects.</li> <li>Local governments differ significantly in the complexity of their operations. Smaller local governments generally have much less operating complexity than larger local governments.</li> <li>The Office of the Auditor General has identified opportunities to improve financial</li> </ul>	<p><b>Current Local Government Position</b> Items 6.1 and 6.2 <u>generally align</u> with Advocacy Position 2.6 – Support a size and scale compliance regime and Advocacy Position 2.6.24 – Financial Management and Procurement.</p> <p><i>The Local Government sector:</i></p> <ol style="list-style-type: none"> <li>1. Requests the Minister for Local Government to direct the Department of Local Government to prepare a Model set of Financial Statements and Annual Budget Statements for the Local Government sector, in consultation with the Office of the Auditor General.</li> <li>2. Requests the Department of Local Government to re-assess the amount of detail required to be included in annual financial reports, in particular for small and medium sized entities as suggested by the Office of Auditor General.</li> </ol>

## Local Government Reform – Consultation on Proposed Reforms

CURRENT REQUIREMENTS	PROPOSED REFORMS	COMMENTS
	<p>reporting, to make statements clearer, and reduce unnecessary complexity.</p> <ul style="list-style-type: none"> <li>Recognising the difference in the complexity of smaller and larger local governments, it is proposed that financial reporting requirements should be tiered – meaning that larger local governments will have greater financial reporting requirements than smaller local governments.</li> <li>It is proposed to establish standard templates for <b>Annual Financial Statements</b> for band 1 and 2 councils, and simpler, clearer financial statements for band 3 and 4.</li> <li><b>Online Registers</b>, updated quarterly (see item 3.4), would provide faster and greater transparency than current annual reports. Standard templates will be published for use by local governments.</li> <li><b>Simpler Strategic and Financial Planning</b> (item 6.2) would also improve the budgeting process.</li> </ul>	<p><b>Comment</b></p> <p>The Sector has a long-standing position for a broad review of the financial management and reporting provisions of the Act, which remain largely unchanged since commencing in 1996.</p> <p><b>Recommendation</b></p> <p><b>Supported</b></p>
<b>6.2 Simplify Strategic and Financial Planning</b>		
<ul style="list-style-type: none"> <li>Requirements for plans are outlined in the Local Government Financial Management and Administration Regulations.</li> <li>There is also the Integrated Planning and Reporting (IPR) framework.</li> <li>While many councils successfully apply IPR to their budgeting and reporting, IPR may seem complicated or difficult, especially for smaller local governments.</li> </ul>	<ul style="list-style-type: none"> <li>Having clear information about the finances of local government is an important part of enabling informed public and ratepayer engagement and input to decision-making.</li> <li>The framework for financial planning should be based around information being clear, transparent, and easy to understand for all ratepayers and members of the public.</li> <li>In order to provide more consistency and clarity across the State, it is proposed that greater use of templates is introduced to make planning</li> </ul>	As above

## Local Government Reform – Consultation on Proposed Reforms

CURRENT REQUIREMENTS	PROPOSED REFORMS	COMMENTS
	<p>and reporting clearer and simpler, providing greater transparency for ratepayers.</p> <ul style="list-style-type: none"> <li>Local governments would be required to adopt a standard set of plans, and there will be templates published by the DLGSC for use or adaption by local governments.</li> <li>It is proposed that the plans that are required are: <ul style="list-style-type: none"> <li>Simplified <b>Council Plans</b> that replace existing Strategic Community Plans and set high-level objectives, with a new plan required at least every eight years. These will be short-form plans, with a template available from the DLGSC</li> <li>Simplified <b>Asset Management Plans</b> to consistently forecast costs of maintaining the local government's assets. A new plan will be required at least every ten years, though local governments should update the plan regularly if the local government gains or disposes of major assets (e.g. land, buildings, or roads). A template will be provided, and methods of valuations will be simplified to reduce red tape</li> <li>Simplified <b>Long Term Financial Plans</b> will outline any long term financial management and sustainability issues, and any investments and debts. A template will be provided, and these plans will be required to be reviewed in detail at least every four years</li> <li>A new <b>Rates and Revenue Policy</b> (see item 6.3) that identifies the approximate value of rates that will need to be collected</li> </ul> </li> </ul>	

## Local Government Reform – Consultation on Proposed Reforms

CURRENT REQUIREMENTS	PROPOSED REFORMS	COMMENTS
	<p>in future years (referencing the Asset Management Plan and Long Term Financial Plan) – providing a forecast to ratepayers (updated at least every four years)</p> <ul style="list-style-type: none"> <li>○ The use of simple, one-page <b>Service Proposals</b> and <b>Project Proposals</b> that outline what proposed services or initiatives will cost, to be made available through council meetings. These will become <b>Service Plans</b> and <b>Project Plans</b> added to the yearly budget if approved by council. This provides clear transparency for what the functions and initiatives of the local government cost to deliver. Templates will be available for use by local governments.</li> </ul>	
<b>6.3 Rates and Revenue Policy</b>		
<ul style="list-style-type: none"> <li>• Local governments are not required to have a rates and revenue policy.</li> <li>• Some councils defer rate rises, resulting in the eventual need to drastically raise rates to cover unavoidable costs – especially for the repair of infrastructure.</li> </ul>	<ul style="list-style-type: none"> <li>• The Rates and Revenue Policy is proposed to increase transparency for ratepayers by linking rates to basic operating costs and the minimum costs for maintaining essential infrastructure.</li> <li>• A Rates and Revenue Policy would be required to provide ratepayers with a forecast of future costs of providing local government services.</li> <li>• The Policy would need to reflect the Asset Management Plan and the Long Term Financial Plan (see item 6.2), providing a forecast of what rates would need to be, to cover unavoidable costs.</li> <li>• A template would be published for use or adaption by all local governments.</li> <li>• The <a href="#">Local Government Panel Report</a> included this recommendation.</li> </ul>	<p><b><u>Current Local Government Position</u></b></p> <p>Item 6.3 <b>generally aligns</b> with Advocacy Position 2.1.6 - Rate Setting and WALGA's <a href="#">Rate Setting Policy Statement</a>.</p> <p><i>Councils' deliberative rate setting processes reference their Integrated Planning Framework – a thorough strategic, financial and asset management planning process – and draw upon the community's willingness and capacity to pay.</i></p> <p><b>Recommendation</b></p> <p><b>Supported</b></p>

## Local Government Reform – Consultation on Proposed Reforms

CURRENT REQUIREMENTS	PROPOSED REFORMS	COMMENTS
<b>6.4 Monthly Reporting of Credit Card Statements</b>		
<ul style="list-style-type: none"> <li>No legislative requirement.</li> <li>Disclosure requirements brought in by individual councils have shown significant reduction of expenditure of funds.</li> </ul>	<ul style="list-style-type: none"> <li>The statements of a local government's credit cards used by local government employees will be required to be tabled at council at meetings on a monthly basis.</li> <li>This provides oversight of incidental local government spending.</li> </ul>	<p><b>Current Local Government Position</b></p> <p>There is no advocacy position in relation to Item 6.4.</p> <p><b>Comment</b></p> <p>This proposed reform reflects widespread common practice for credit card transactions to be included in monthly financial reports and lists of accounts paid.</p> <p><b>Recommendation</b></p> <p><b>Supported</b></p>
<b>6.5 Amended Financial Ratios</b>		
<ul style="list-style-type: none"> <li>Local governments are required to report seven ratios in their annual financial statements.</li> <li>These are reported on the MyCouncil website.</li> <li>These ratios are intended to provide an indication of the financial health of every local government.</li> </ul>	<ul style="list-style-type: none"> <li>Financial ratios will be reviewed in detail, building on work already underway by the DLGSC.</li> <li>The methods of calculating ratios and indicators will be reviewed to ensure that the results are accurate and useful.</li> </ul>	<p><b>Current Local Government Position</b></p> <p>Item 6.5 <u>aligns</u> with Advocacy Position 2.6.25 - Review and reduce financial ratios.</p> <p><i>Advocate to the Minister for Local Government to amend the Local Government (Financial Management) Regulations 1996 to prescribe the following ratios:</i></p> <ol style="list-style-type: none"> <li>Operating Surplus Ratio,</li> <li>Net Financial Liabilities Ratio,</li> <li>Debt Service Coverage Ratio, and</li> <li>Current Ratio.</li> </ol> <p><b>Recommendation</b></p> <p><b>Supported</b></p>
<b>6.6 Audit Committees</b>		



## Local Government Reform – Consultation on Proposed Reforms

CURRENT REQUIREMENTS	PROPOSED REFORMS	COMMENTS
<ul style="list-style-type: none"> <li>Local governments must establish an Audit Committee that has three or more persons, with the majority to be council members.</li> <li>The Audit Committee is to guide and assist the local government in carrying out the local government's functions in relation to audits conducted under the Act.</li> <li>The Panel Report identified that Audit Committees should be expanded, including to provide improved risk management.</li> </ul>	<ul style="list-style-type: none"> <li>To ensure independent oversight, it is proposed the Chair of any Audit Committee be required to be an independent person who is not on council or an employee of the local government.</li> <li>Audit Committees would also need to consider proactive risk management.</li> <li>To reduce costs, it is proposed that local governments should be able to establish shared Regional Audit Committees.</li> <li>The Committees would be able to include council members but would be required to include a majority of independent members and an independent chairperson.</li> </ul>	<p><u><b>Current Local Government Position</b></u></p> <p>Item 6.6 <u>does not align</u> with Advocacy Position 2.2.4 – Accountability and Audit  <i>That audit committees of Local Government, led and overseen by the Council, have a clearly defined role with an Elected Member majority and chair.</i></p> <p><u><b>Comment</b></u></p> <p>The Sector's view is well established, that the Council must maintain, and be seen by the community to have, majority involvement and investment in the purpose of an Audit Committee. There is sector support for some independent members on the Audit Committee, however not a majority.</p> <p>The dual effect of the proposed reform is to guarantee a place for a majority of independent persons on Audit Committees, with the additional requirement that an independent person Chair this Committee. Presently, not all Local Government Audit Committees are able to include an independent person. This may be for a variety of reasons not least of which is a lack of suitable, available candidates with the required qualification, skill and experience.</p> <p>It would be counter-productive if the proposed reforms led to the appointment of unsuitable independent persons to a skills-based role. The concept of Regional Audit Committees has apparent merit in this case but there is no detail regarding practicalities; for example, is the Regional Audit Committee intended to include the same independent persons who will meet</p>

## Local Government Reform – Consultation on Proposed Reforms

CURRENT REQUIREMENTS	PROPOSED REFORMS	COMMENTS
		<p>separately with each Local Government within the region?</p> <p>There is too little certainty that the imperative question of appropriate representation will be managed as a consequence of the proposed reforms for it to be supported.</p> <p>The proposal for the Audit Committees to also consider proactive risk management is supported.</p> <p><b>Recommendation</b></p> <ol style="list-style-type: none"> <li><b>1. Do not support majority independent members of the Audit Committee</b></li> <li><b>2. Support Audit Committees of Local Government with an Elected Member majority including independent members, and to consider proactive risk management issues.</b></li> </ol>
<b>6.7 Building Upgrade Finance</b>		
<ul style="list-style-type: none"> <li>The local government sector has sought reforms that would enable local governments to provide loans to property owners to finance for building improvements.</li> <li>This is not currently provided for under the Act.</li> <li>The Local Government Panel Report included this recommendation.</li> </ul>	<ul style="list-style-type: none"> <li>Reforms would allow local governments to provide loans to third parties for specific building improvements - such as cladding, heritage and green energy fixtures.</li> <li>This would allow local governments to lend funds to improve buildings within their district.</li> <li>Limits and checks and balances would be established to ensure that financial risks are proactively managed.</li> </ul>	<p><b><u>Current Local Government Position</u></b></p> <p>Item 6.7 <b>aligns</b> with Advocacy Position 2.6.26 - Building Upgrade Finance.</p> <p><i>The Local Government Act 1995 should be amended to enable a Building Upgrade Finance mechanism in Western Australia.</i></p> <p><b>Comment</b></p> <p>Building Upgrade Finance would enable Local Governments to guarantee finance for building upgrades for non-residential property owners. In addition to building upgrades to achieve environmental outcomes, Local Governments have identified an opportunity to use this approach</p>

## Local Government Reform – Consultation on Proposed Reforms

CURRENT REQUIREMENTS	PROPOSED REFORMS	COMMENTS
		<p>to finance general upgrades to increase the commercial appeal of buildings for potential tenants. In this way, BUF is viewed as means to encourage economic investment to meet the challenges of a soft commercial lease market and achieve economic growth.</p> <p><b>Recommendation</b></p> <p><b>Supported</b></p>
<b>6.8 Cost of Waste Service to be Specified on Rates Notices</b>		
<ul style="list-style-type: none"> <li>No requirement for separation of waste charges on rates notice.</li> <li>Disclosure will increase ratepayer awareness of waste costs.</li> <li>The Review Panel Report included this recommendation.</li> </ul>	<ul style="list-style-type: none"> <li>It is proposed that waste charges are required to be separately shown on rate notices (for all properties which receive a waste service).</li> <li>This would provide transparency and awareness of costs for ratepayers.</li> </ul>	<p><b>Current Local Government Position</b> There is no advocacy position in relation to Item 6.8.</p> <p><b>Comment</b> This proposed reform will require a relatively simple calculation,</p> <p><b>Recommendation</b></p> <p><b>Supported</b></p>

Local Government Reform – Consultation on Proposed Reforms



### Declarations of Interest

Mayor Howlett submitted a Declaration of Impartiality Interest, pursuant to r22 of *Local Government (Model Code of Conduct) Regulations 2021* for Item 17.5.

Nature of Interest: Mayor Howlett was referred to in the Authorised Inquiry into the City of Cockburn, and in addition, is considering legal advice regarding a Judicial Review of the Findings.

Cr Stone submitted a Declaration of Impartiality Interest, pursuant to r22 of *Local Government (Model Code of Conduct) Regulations 2021* for Item 17.5.

Nature of Interest: Cr Stone was named in the Inquiry into the City of Cockburn.

Cr Allen submitted a Declaration of Impartiality Interest, pursuant to r22 of *Local Government (Model Code of Conduct) Regulations 2021* for Item 17.5.

Nature of Interest: Cr Allen was named in the Inquiry into the City of Cockburn.

### 17.5 (2021/MINUTE NO 0250) Minutes of the Governance Review Steering Committee Meeting - 23 November 2021

**Author** D Green

**Attachments** 1. Governance Review Steering Committee - 23 November 2021 - Minutes (**Confidential**)

#### RECOMMENDATION

That Council:

- (1) RECEIVES the Minutes of the Governance Review Steering Committee Meeting held on 23 November 2021;
- (2) AMENDS the meeting scheduled for 22 February to 23 February 2022, and the meeting scheduled for 26 April to 27 April 2022; and
- (3) ADOPTS the recommendations contained therein.

#### Council Decision

MOVED Cr P Eva SECONDED Cr M Separovich

That the recommendation be adopted.

**CARRIED UNANIMOUSLY 9/0**

### Background

The Governance Review Steering Committee conducted a meeting on 23 November 2021. The Minutes of the meeting are required to be presented to Council.

### Submission

N/A

**Report**

The Committee recommendations made at the Meeting are now presented for consideration and if accepted, are endorsed as the decisions of Council.

Subsequent to the meeting, some conflicts with the scheduled meeting dates have come to light. The City is holding a Citizenship Ceremony on 22 February 2022, and on 26 April there is a South Metro Zone meeting.

Any Elected Member may withdraw any item from the Committee meeting Minutes for discussion and / or propose an alternative recommendation for Council's consideration.

Any such items will be dealt with separately and behind closed doors, as provided for in Council's Standing Orders.

**Strategic Plans/Policy Implications**Listening & Leading

A community focused, sustainable, accountable and progressive organisation.

- Best practice Governance, partnerships and value for money.

**Budget/Financial Implications**

N/A

**Legal Implications**

N/A

**Community Consultation**

N/A

**Risk Management Implications**

There is a "Moderate" level of "Brand / Reputation" risk associated with this item should details of the independent Governance Review be provided to unauthorised third parties at this stage.

**Advice to Proponent(s)/Submitters**

N/A

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

Nil



## Declarations of Interest

Mayor Howlett submitted a Declaration of Impartiality Interest, pursuant to r22 of *Local Government (Model Code of Conduct) Regulations 2021* for Item 17.6.

Nature of Interest: Mayor Howlett was referred to in the Authorised Inquiry into the City of Cockburn, and in addition, is considering legal advice regarding a Judicial Review of the Findings.

Cr Stone submitted a Declaration of Impartiality Interest, pursuant to r22 of *Local Government (Model Code of Conduct) Regulations 2021* for Item 17.6.

Nature of Interest: Cr Stone was named in the Inquiry into the City of Cockburn.

Cr Allen submitted a Declaration of Impartiality Interest, pursuant to r22 of *Local Government (Model Code of Conduct) Regulations 2021* for Item 17.6.

Nature of Interest: Cr Allen was named in the Inquiry into the City of Cockburn.

## 17.6 (2021/MINUTE NO 0251) Minutes of the Audit and Strategic Finance Committee Meeting - 25 November 2021

**Author** D Green

**Attachments** 1. Minutes of the Audit and Strategic Finance Committee Meeting - 25 November 2021 [↓](#)

### RECOMMENDATION

That Council:

- (1) RECEIVES the Minutes of the Audit and Strategic Finance Committee meeting held on 25 November 2021; and
- (2) ADOPTS the recommendations contained therein.

### Council Decision

MOVED Cr T Dewan SECONDED Cr P Eva

That the recommendation be adopted.

**CARRIED UNANIMOUSLY 9/0**

## Background

The Audit and Strategic Finance Committee conducted a scheduled meeting on 25 November 2021. The Minutes of the meeting are attached for the consideration of the Council Meeting.

## Submission

N/A



## Report

The Committee recommendations are presented for Council endorsement., following which they are formalised as the decisions of Council.

The matters considered by the Committee Meeting were:

1. Performance Audit of Safe and Viable Cycling in the Perth and Peel Region
2. Review of Monetary and Non – Monetary Investments for 2020 -2021
3. Annual Bad Debts Review and Write Offs for 2020 – 2021
4. Legal Proceedings Between the City and Other Parties and
5. Annual Financial Report and Audit Results for City of Cockburn for the Year Ending 30 June 2021

An Elected Member may withdraw any item from the Committee minutes for discussion or propose an alternative motion for consideration by the Council. Any such items will be dealt with separately, as provided for in the City of Cockburn Standing Orders.

## Strategic Plans/Policy Implications

### Listening & Leading

A community focused, sustainable, accountable and progressive organisation.

- Best practice Governance, partnerships and value for money.

## Budget/Financial Implications

N/A

## Legal Implications

Section 7.1A of the *Local Government Act 1995* and Regulation 16 of the *Local Government (Audit) Regulations 1996* refer.

## Community Consultation

N/A

## Risk Management Implications

There is a “Low” level of “Compliance” risk associated with this item, as there is a requirement for the Committee minutes to be adopted by a resolution of Council.

## Advice to Proponent(s)/Submitters

The Office of Auditor General and the City’s contracted auditor (KPMG) have been informed that the Minutes of the Meeting are to be presented to the Council Meeting scheduled for 9 December 2021.

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

Nil.





City of Cockburn  
Audit & Strategic Finance Committee  
**Minutes**

For Thursday, 25 November 2021

These Minutes are subject to confirmation

Presiding Member's signature

\_\_\_\_\_  
Date:

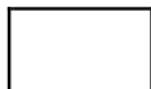
ASFC 25/11/2021

**CITY OF COCKBURN**

**Summary Of Minutes  
Audit & Strategic Finance Committee Meeting  
Thursday, 25 November 2021**

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**CITY OF COCKBURN**  
**Minutes**  
**Audit & Strategic Finance Committee**  
**Thursday, 25 November 2021**

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**PRESENT****ELECTED MEMBERS**

Mr K Allen	-	Councillor (Presiding Member)
Mr M Separovich	-	Councillor
Ms P Corke	-	Councillor
Mr T Dewan	-	Councillor
Mr G Geen	-	Independent Member

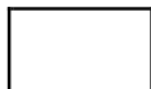
**IN ATTENDANCE**

Mr T Brun	-	Chief Executive Officer
Mr D Arndt	-	Chief of Built and Natural Environment
Mrs G Bowman	-	Chief of Community Services
Mr S Downing	-	Chief Financial Officer
Mr A Lees	-	Chief of Operations
Mr D Green	-	Executive Governance and Strategy
Ms J Iles	-	Executive People Experience and Transformation
Ms V Green	-	Executive Corporate Affairs
Ms E Milne	-	Executive Governance and Strategy
Mr N Mauricio	-	Head of Finance
Ms S Ng	-	Accounting Services Manager
Mr J Fiori	-	Risk and Governance Advisor
Mrs B Pinto	-	Governance Officer
Mrs S D'Agnone	-	Council Minute Officer

**GUESTS**

Mr S Hoar	-	Director, Financial Audit, Office of the Auditor General for Western Australia
Ms Yi Tah	-	Office of the Auditor General for Western Australia
Mr M Beevers	-	Partner, KPMG Australia
Hayden Rutters	-	KPMG Australia

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ASFC 25/11/2021

**1. Declaration of Meeting**

The Chief Executive Officer declared the meeting open at 6pm.

"Kaya, Wanju Wadjuk Budjar" which means "Hello, Welcome to Wadjuk Land"

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

**2. Appointment of Presiding Member (If required)**

The Chief Executive Officer advised that two nominations for the position of Presiding Member had been received, one each from Cr Dewan and Cr Allen, and invited any further nominations. No further nominations were forthcoming.

The Chief Executive Officer conducted a ballot for the position of Presiding Member.

After voting was complete and the ballots were counted, the Chief Executive Officer announced the results:

Cr Dewan: 1 vote

Cr Allen: 4 votes

The Chief Executive Officer declared Cr Allen as Presiding Member of the Audit and Strategic Finance Committee.

Cr Allen assumed the role of Presiding Member.

**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)**

Nil

**5. Apologies and Leave of Absence**

Cr C Terblanche - Absent

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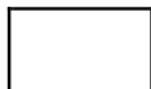
## 6. Public Question Time

**Anthony Certoma, Coogee**

- Q1. What assurance does the Audit and Strategic Finance Committee have that the City's governance review will adequately address the issues raised by the Report into The Inquiry of the City of Cockburn?
- A1. The Executive Governance and Strategy advised the question does not relate to a function of this Committee.
- Q2. Will management that have been named in the Inquiry Report be involved in the review process?
- A2. The Executive Governance and Strategy advised the question does not relate to a function of this Committee.
- Q3. How can residents be satisfied that there is real, independent oversight of how Council is managed in the future?
- A3. The Executive Governance and Strategy advised the question does not relate to a function of this Committee.
- Q4. Given the City's issues in recent years and the Risk Management Plan stating there is no appetite for non-compliance risk and specific governance risks that have occurred, why is the City not ensuring there is an annual external review of the Compliance Audit Return?
- A4. The Risk and Governance Advisor advised the 2020 Compliance Audit Return (CAR) was subjected to an Independent External Validation. An Independent External Validation is also envisaged for the 2021 CAR.
- Q5. Wouldn't this provide greater assurance that the most obvious governance issues are not occurring or re-occurring?
- A5. The Risk and Governance Advisor advised that Independent External Validation of the annual CAR is one way of providing assurance. The Department of Local Government, Sport and Cultural Industries reviews submitted CARs and may independently conduct its own audit.
- Q6. How does the Strategic Internal Audit Plan align with the Risk Register?
- A6. The Risk and Governance Advisor advised the Strategic Internal Audit Plan is based on the City's audit-risk universe using a risk-based methodology, including input and collaboration with the Senior Leadership Team, Risk Review Group, Audit and Strategic Finance Committee members, and external audit.
- Q7. For example, Risk 2, Technology use and change is rated as substantial. Therefore, wouldn't one's expectation be annual IT Security audits?
- A7. The Head of Finance advised the Information and Technology Business Unit runs an ongoing City-wide Cyber Security Awareness Program to increase cyber security awareness to all City staff.

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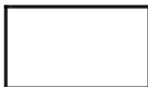


ASFC 25/11/2021

In addition, in the past 12 months, the Information and Technology Business Unit has conducted the following security audits:

- External ISO 27001 gap assessment: international standard for information security
- External network segmentation assessment
- External penetration testing (conducted yearly)
- Internal vulnerability assessments.

- Q8. What assurance do you have that the existing controls listed in the Risk Register are working effectively?
- A8. The Risk and Governance Advisor advised the City's Risk Register is enabled by RMSS, a licensed online Enterprise Risk Management (ERM) software solution. The City's ERM system is aligned to the Australian Standard AS ISO 31000:2018 *Risk Management-Guidelines* (AS ISO 31000). Risks are identified through the City's ERM system and undergo risk assessments which include risk analysis, and evaluation of controls and risk treatment available. In compliance with AS ISO 3100, controls are monitored for effectiveness. RMSS regularly sends email alerts to risk owners and managers requiring them to monitor and update risk control effectiveness.
- Q9. Which department or area oversees the internal audit program?
- A9. The Risk and Governance Advisor responded the Governance, Risk and Compliance Services within the Governance and Strategy Division.
- Q10. What is the annual budget for internal audits?
- A10. The Risk and Governance Advisor responded \$50,000.
- Q11. Who manages this budget?
- A11. The Risk and Governance Advisor responded the Risk and Governance Advisor.
- Q12. What are the total internal audit hours for 2020-2022?
- A12. The Risk and Governance Advisor responded approximately 98 hours.
- Q13. What is the time allocated for each audit?
- A13. The Risk and Governance Advisor advised the Privacy Impact Assessment Audit: approximately 70 hours, and the Compliance Audit Return Independent External Validation: approximately 8 hours.
- Q14. Are there additional hours allocated for ad-hoc audits that may be required?
- A14. The Risk and Governance Advisor advised the Internal Audit Plan is flexible, and emerging risks that may require priority investigating and auditing can be incorporated ad hoc into the Audit Plan.
- Q15. Who agrees the scope and objectives of engagements?
- A15. The Risk and Governance Advisor advised the Terms of Reference (TOR) are drafted by the Risk and Governance Advisor, including an internal review of the draft TOR by City subject matter experts, in accordance with the audit subject and then approved by the Executive.

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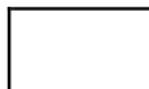
**ASFC 25/11/2021**

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They are either signed off by the Audit Committee or are in line with the Internal Audit Plan submitted to the Audit and Strategic Finance Committee. The City undertakes an Expression of Interest/RFT from pre-qualified suppliers. Once an external independent auditor is appointed, the TORs are reviewed and discussed with the selected auditor. A final audit scope is agreed by both parties prior to commencing the audit.

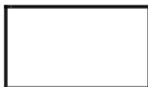
- Q16. Has there been consideration to spread the Financial Management Review areas across three years?
- A16. The Head of Finance advised Regulation 5(2)(c) of the *Local Government (Financial Management) Regulations 1996* requires the CEO to undertake reviews of the appropriateness and effectiveness of the financial management systems and procedures of the local government regularly (and not less than once in every three financial years). This requirement had previously been once in every four years, until amended in 2018. This was to align with similar requirements under the *Local Government (Audit) Regulations 1996* for the CEO to review systems and procedures for risk management, internal control, and legislative compliance. This had previously been required once every two calendar years but was also amended to once every three years in 2018, with two years considered unnecessarily frequent. The last independent financial management review was reported to Council in August 2019, containing a low level of findings (mostly minor or moderate) and strong assurance for the effectiveness of existing systems and processes. Given this result, the relatively high cost of independent review, and the reality that financial management procedures and systems do not change that frequently, the City considers a comprehensive independent review, carried out independently once every three years to be the most appropriate and cost effective response to the statutory requirement.
- Q17. How many internal audits are to be conducted in the 2021-2022 financial year?
- A17. The Risk and Governance Advisor advised five internal audits have been scheduled.
- Q18. Given that the Local Government Reform package currently out for community consultation proposes that local government credit cards used by local government employees will be required to be tabled at Council meetings on a monthly basis as it provides oversight of incidental local government spending, will the ASF Committee recommend to the City Administration that it should transition to this reporting requirement immediately?
- A18. The Chief Financial Officer advised the City is compliant with the Local Government Act and associated Local Government Regulations for disclosure relating to credit cards. The City is preparing changes to internal procedures to ensure it will meet the intention of the proposed local government reforms as announced by the Minister for Local Government recently.

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ASFC 25/11/2021

- Q19. Given that disclosure requirements brought in by individual Councils such as the City of Perth, City of Gosnells, City of Fremantle and City of Wanneroo, which all have average monthly credit card expenditure at less than half of ours, have shown a significant reduction of expenditure of funds, would this not also have the additional benefits of lower non-compliance risk and better accountability, transparency and good governance?
- A19. The Chief Financial Officer advised the City cannot make comment on matters associated with the City of Perth and City of Gosnells. The City of Cockburn complies with the requirements of the *Local Government Act 1995* regarding credit card spending subject to annual audit like all spending incurred by the City.
- Q20. Can the City confirm if the Independent Member, Mr. Glyn Geen, is a ratepayer within the City of Cockburn or resides outside the City?
- A20. The Risk and Governance Advisor advised there is no public interest in divulging this information.
- Q21. Can the City give a summary of Mr. Geen's academic qualifications, auditing qualifications and work experience, as well as Board and Committee memberships, as unfortunately ratepayers didn't have an opportunity to read his resume as it was deemed confidential?
- A21. The Risk and Governance Advisor advised that Mr Geen was considered appropriately qualified by the selection panel at the time of his appointment, and was subsequently endorsed by Council.
- Q22. Referring to ASFC 21/03/2019 Page 46 of 109 which is part of the A.G report into Controls Over Corporate Credit Cards, it states, "Reporting to Council on credit card expenditure was inconsistent as: half the local governments reported payment of the outstanding credit card balance, and the others reported individual purchases made on the credit card." Which category does the City falls within at the moment?
- A22. The Chief Financial Officer advised the City complies with the *Local Government Act 1995* and subsidiary regulations in disclosing credit card payments as well as the guidelines in relation to the CEO's credit card issued by the Auditor General.
- Q23. The report goes on to say "The latter approach clearly provides more transparent oversight of this expenditure as regular detailed review of all payments can help identify unusual card use. Councils interpreted Regulation 13 of the Local Government (Financial Management) Regulations 1996 inconsistently. This regulation requires local governments to present the details of all payments, including corporate credit card payments to Council on a monthly basis." Why didn't the ASFC refer this to the C.A at the time? Will it do so now, as we still aren't complying?
- A23. The Chief Financial Officer advised he is unsure what the acronym C.A. refers to, and as such could not comment on why the Audit and Strategic Committee should refer the issue of credit card payment reporting to it, however he would be happy to discuss the matter with Mr Certoma after the meeting.

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**7. Confirmation of Minutes**

**7.1 (2021/MINUTE NO 0008) Minutes of the Audit & Strategic Finance Committee Meeting - 15/07/2021**

**Recommendation**

That Committee confirms the Minutes of the Audit & Strategic Finance Committee Meeting held on Thursday, 15 July 2021 as a true and accurate record.

**Committee Recommendation**

MOVED Cr P Corke SECONDED Cr M Separovich

That the recommendation be adopted.

**CARRIED UNANIMOUSLY 5/0**

**8. Deputations**

Nil

**9. Business Left Over from Previous Meeting (if adjourned)**

Nil

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

Nil

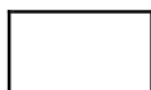
Prior to the commencement of consideration of Agenda Reports, Mr Hoar and Mr Beevers provided a brief summary and answered questions from Committee Members.

**6.31pm The following items were carried by 'En Bloc' Resolution of Council:**

11.1	12.2	15.1
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Item 11.1

ASFC 25/11/2021

**11. Built and Natural Environment****11.1 (2021/MINUTE NO 0009) Performance Audit of Safe and Viable Cycling in the Perth and Peel Region****Author** J Woolmer**Attachments** N/A**RECOMMENDATION**

That Council NOTES that the City of Cockburn is one of four Local Government Authorities included in the Performance Audit – Viable Cycling in the Perth Area, due to be tabled in Parliament in December 2021.

**Committee Recommendation**

MOVED Cr M Separovich SECONDED Cr P Corke

That the recommendation be adopted.

**CARRIED UNANIMOUSLY 5/0**

**Background**

Performance Audit – Viable Cycling in the Perth Area

The *Local Government Amendment (Auditing) Act 2017* makes the Auditor General responsible for local government financial and performance audits.

In October 2020 the Auditor General decided to undertake a performance audit of *Safe and Viable Cycling in the Perth and Peel Region*.

In January 2021 the Office of the Auditor General staff contacted Acting CEO Daniel Arndt, and Anton Lees, and consequently met with selected staff for an initial meeting.

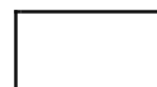
Four Local Government entities were included in the audit:

- City of Cockburn
- City of Bayswater
- City of Kalamunda
- City of Perth

Performance audits focus on the efficiency and effectiveness of activities, services and programs. These audits can identify improvement opportunities for audited entities, that may also be of relevance across the local and State government sectors.

To develop the performance audit report that the Auditor General will table in Parliament, the Office of the Auditor General works closely with staff at the selected LGAs to inform audit findings and consult with a range of stakeholders.

At the City of Cockburn, the Transport and Traffic Team Coordinator and TravelSmart Officer liaised with the Office of the Auditor General to provide information and access to staff as required as part of the audit process.



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ASFC 25/11/2021

Item 11.1

Extensive information was provided by the Team from January to the end of September regarding cycling related activities, services and programs provided by the City.

An online community consultation survey was conducted in March 2021 as part of this process and widely promoted throughout Perth.

The Department of Transport (DoT) is responsible for coordinating the development and implementation of the Western Australia Bicycle Network Plan.

Local government (LG) entities are responsible for the design, installation and maintenance of most recreational shared paths and on-road cycling infrastructure within their LG areas.

The objective of the audit is to assess the progress by State government entities against the recommendations from the 2015 audit *Safe and Viable Cycling in the Perth Metropolitan Area*, and the effectiveness of State and LG entities in facilitating cycling for the community.

The criteria are:

- Have the relevant State government entities completed the recommendations from the 2015 audit *Safe and Viable Cycling in the Perth Metropolitan Area*?
- Do State and LG entities provide well planned cycling infrastructure and education aligned with community needs?

A draft report will be sent to the City in November and the City will be given two weeks to review the report before it is finalised.

The audit report is proposed to be tabled in Parliament during November/December 2021.

#### **Submission**

N/A

#### **Report**

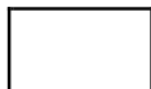
The audit report is proposed to be tabled in Parliament during November/December 2021.

#### **Strategic Plans/Policy Implications**

##### Local Economy

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

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Item 11.1ASFC 25/11/2021

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Environmental Responsibility

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

Community, Lifestyle and Security

A vibrant healthy, safe, inclusive, and connected community.

City Growth and Moving Around

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

Listening and Leading

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

**Budget/Financial Implications**

The City has a current bike plan account in place.

**Legal Implications**

The City needs to abide by The *Local Government Amendment (Auditing) Act 2017*. The report will be tabled in Parliament.

**Community Consultation**

Community consultation was conducted widely throughout Perth via an online survey in March 2021 by the Office of Auditor General. This was also promoted via WestCycle, Cockburn Bicycle User Group, along with the City social media and included in the City newsletters to ensure local reach.

**Risk Management Implications**

The findings of the audit will be legally binding. The City needs to abide by The *Local Government Amendment (Auditing) Act 2017* and address recommendations included in the report.

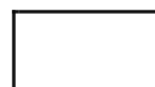
**Advice to Proponent(s)/Submitters**

N/A

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

The *Local Government Amendment (Auditing) Act 2017*

Performance audits focus on the efficiency and effectiveness of activities, services and programs. These audits can identify improvement opportunities for audited entities, that may also be of relevance across the local and State government sectors.



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ASFC 25/11/2021

Item 12.1

**12. Finance****12.1 (2021/MINUTE NO 0010) Review of Monetary and Non-Monetary Investments for 2020-2021****Author(s)** S Downing**Attachments** N/A**RECOMMENDATION**

That Council RECEIVES the information.

**Committee Recommendation**

MOVED Cr P Corke SECONDED Cr M Separovich

That the recommendation be adopted.

**CARRIED UNANIMOUSLY 5/0****Background**

Policy 'Investments of Funds' Clause 5.2 requires:

An Annual Report on the performance of the investment portfolio will be submitted to Council outlining the performance of the portfolio for the financial year."

**Submission**

N/A

**Report**

As per the Policy Investment of Funds, the following report is divided into two parts. The first part is a report on cash investments held by the City and the second is for non-cash investments.

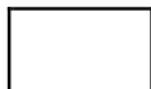
Cash Investments

The City earned the following interest income during 2020/21 (LY2019-2020):

- Municipal/Reserve Funds (MFR) \$1.775m (\$3.994m)
- Rates – Administration Interest \$Nil (\$0.511m)
- Rates – Penalty Interest \$Nil (\$0.212m)
- Deferred Pension Rates \$0.011m (\$0.023m)
- ESL Interest \$Nil (\$0.037m)
- Total Interest Income \$1.786m (\$4.727m).

Interest income from the surplus cash in the Municipal Fund and Reserves (MFR) totalled \$1.775m (\$3.994m).

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## Item 12.1

ASFC 25/11/2021

There was no interest from rates (administration and penalty interest) and Emergency Services Levy (ESL) as Council, in response to the State Government's COVID-19 Action Plan, resolved not to charge interest for 2020-2021. The interest rates earned by the MFR over the twelve months varied from 1.47% (2.53%) in July 2020 to 0.59% (1.52%) in June 2021.

The interest income usually earned (apart from 2020-2021), from the other four sources, Rates – Penalty Interest, Rates – Administration Interest, Deferred Pension Rates, and ESL Interest, was not earned on the management of surplus cash but on outstanding debts due to the Council.

The *Local Government Act 1995* provides the heads of power for a Council to impose interest on outstanding rates. Rates – Administration Interest and ESL Interest are charged at 3%, whilst Rates – Penalty Interest is charged at 6%. The *Local Government Act 1995* has a maximum interest rate of 11%. The Council has always elected to impose a lower interest rate.

Please note that Rates – Administration Interest and Rates – Penalty Interest was not charged in 2020-2021 as a result of Council's COVID-19 response, but was reintroduced in 2021-2022.

The rate for Deferred Pension Rates for 2019-2020 was 1.18% (1.06%). All surplus funds are invested in accordance with the *Local Government Act 1995*, associated regulations and Council's Investment Policy. All cash investments/term deposits were and are compliant with Council's Investment Policy.

The surplus funds are invested in term deposits with APRA regulated financial institutions, apart from one investment. The amendment to the regulations requiring Council's only invest in term deposits with a maturity of up to three years was gazetted with an over-rider allowing existing investments with a maturity greater than three years and in non-term deposits to go to maturity (grandfathering).

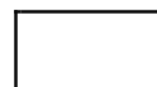
The last remaining grandfathered investment is the reverse mortgage backed security, Emerald. The original investment was \$3m in three \$1m tranches. The City is currently receiving interest at the rates of 0.46%, 0.76% and 0.9758% on the respective tranches.

Additional 'step-up' interest is also accruing on these three tranches at 0.9%, 1.5% and 1.9% respectively, which will be paid to the City upon maturity. The current balance of 'step-up' interest owing to the City is \$404,676.

The outstanding balance for the Emerald investment is \$2.5m as \$0.5m in capital has been returned to the City.

#### Non-Cash Investments

The City has substantial freehold land on its balance sheet. As at the 30 June 2021, that total was \$85.94m (LY \$82.97m). The makeup of the land comprises sums,



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Item 12.1

reserves, land available for sale, freehold parks, and land which Council buildings and facilities occupy.

The Council's Land Management Strategy had identified a range of land assets that are surplus to requirement, or land that could be made saleable with investment from Council.

The concept is to monetise freehold land (where possible) so as to re-invest in income producing property to receive a stream of rental income. The Land Management Strategy provides for a reconciliation of the freehold land and that which is surplus to requirements.

#### Rental Income

The rental income earned for 2020-2021 on commercial properties and lands including Cockburn Health and Community Centre, Port Coogee Marina Pens and Office, Youth Centre (office and commercial), commercial areas of Cockburn ARC totalled \$4.58m (LY \$4.66m), excluding GST and Variable outgoings.

As a result of COVID-19 in 2020/21, the City offered rent relief in line with State Government guidelines for three tenants totalling \$55,948.22.

The net rental revenue from the Cockburn Health and Community Centre is quarantined within a financial reserve for the purpose of future maintenance requirements for the facility.

This is to ensure that there is no future demand for the Municipal Fund to meet capital or operating maintenance costs. The City also quarantines funds received from the Naval Base Shacks, to meet the future capital maintenance needs of this unique asset.

#### Land Sales

Land sold and not settled in 2019-20:

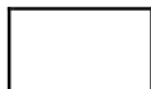
- 1 Semple Court, South Lake \$2.59m (December 2021)
- Lots 9004 and 805 Merevale Gardens, Beeliar \$6m  
Due to settle on 31 March 2022 (settlement delayed due to COVID-19).  
Planning Application to go to JDAP in February 2021
- Lot 1003 Bundegi Grove and 58 Tindal Avenue, Yangebup \$5.23m.

Funds received from the sale of surplus land are placed into the Council's Land Development and Investment Fund Reserve.

#### **Strategic Plans/Policy Implications**

#### Local Economy

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

- Increased Investment, economic growth and local employment.

**Budget/Financial Implications**

All items are reported in the financial statements of the City.

**Legal Implications**

Ensure compliance with COVID-19 mandate to offer rent relief to commercial tenants. The City complied with the relevant regulations.

**Community Consultation**

N/A

**Risk Management Implications**

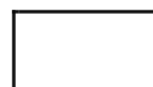
This is an information only report on the investments undertaken by the City on behalf of the Council.

**Advice to Proponent(s)/Submitters**

N/A

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

Nil



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**12.2 (2021/MINUTE NO 0011) Annual Bad Debts Review and Write-Offs for 2020-2021****Author** N Mauricio**Attachments** N/A**RECOMMENDATION**

That Council WRITES OFF two bad debts totalling \$36,769.38 (inc. GST), as detailed in the report.

**Committee Recommendation**

MOVED Cr M Separovich SECONDED Cr P Corke

That the recommendation be adopted.

**CARRIED ANANIMOUSLY 5/0**

**Background**

Section 6.12 (1)(c) of the *Local Government Act 1995* allows local governments to write off any amount of money owing to it (other than rates and service charges). This action is necessary where delinquent debts become uncollectible.

The City's administrative policy for debtor management states that bad debt write-offs should only be proposed when all avenues for recovery have been exhausted or pursuing the debt becomes unviable.

Council has provided delegated authority under its DA "Debt Write Off, Concession or Waiver" for the purpose of writing off bad debts, other than rates and service charges, up to an individual debt value of \$5,000.

This delegation sits with the CEO and Chief Financial Officer and it requires a summary of transactions utilising the delegation to be reported to the Audit & Strategic Finance Committee on an annual basis.

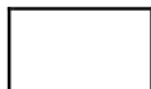
**Submission**

N/A

**Report**

The City has a good track record in managing and collecting its outstanding debts, with very little written off in recent years. This alleviates any need for the City to make provisions for write-offs in its financials, while continuing to satisfy audit requirements. However, there will always be some debts that become uncollectible, needing to be written off either under delegation or by Council.

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## Item 12.2

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The City's debtor profile comprises commercial debtors (mainly landfill trade debtors), regulatory debtors (applications, licences, infringements) and community debtors (hall and reserve hire and provision of community related services).

Bad debts are usually attributable to failed businesses, untraceable debtors, or insolvent community groups. Some debts are also not worth pursuing due to their relative low value compared to legal recovery costs.

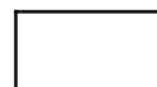
The City's revenue team actively manage outstanding debts and conduct regular reviews of those falling overdue. Only after using all reasonable endeavours to seek payment and following confirmation by the relevant business unit (debt owner) are bad debts proposed for write-off, either under delegation or by Council.

The following two debts greater than \$5,000 are referred to Council for write off, following unsuccessful efforts by the City to secure payment:

Debt Type	Debtor Number	Date of Debt	Amount Inc GST \$	Write Off Reason
Naval Base Shacks	414705	22/06/17	12,777.37	The City took possession of the property and demolished the shack. Debtor has ongoing health issues with no capacity to pay. Advised for write off by CS Legal.
Landfill Commercial Tip Fees	416257	30/06/19	23,992.01	Failed business with no assets. Means inquiry submitted by CS Legal for personal guarantor, who has now been declared bankrupt. No further action is viable.
			<b>36,769.38</b>	<b>(\$33,909.90 ex GST)</b>

The following summary of debts written off under delegation is provided in accordance with the requirements of Council's "Debt Write Off, Concession or Waiver" Delegated Authority:

Debt Category	No. of debts	Amount written-off \$ (ex gst)	Amount to be written-off \$ (inc gst)
Community (hall/reserve hire, services)	11	3,708.81	4,079.69
Commercial debtors – landfill	5	4,385.02	4,823.52
Other Sundry & Small Balance Write Offs	9	1,010.30	1,111.33
<b>Sundry Debts Sub-Total</b>	<b>25</b>	<b>9,104.13</b>	<b>10,014.54</b>
Infringements – FER recommended	176	34,936.45	34,936.45
Infringements – unregistered/interstate vehicles	52	5,889.50	5,889.50
<b>Infringement/Legal Write-Offs Sub-Total</b>	<b>228</b>	<b>40,825.95</b>	<b>40,825.95</b>
<b>Debt write off under delegation Total</b>	<b>253</b>	<b>49,930.08</b>	<b>50,840.49</b>



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Item 12.2

It is worth noting the relatively small amount of debt write offs for the Henderson Waste Recovery Park landfill. This commercial business represents the biggest risk area for the City's debt collection, with over \$11 million to be invoiced on standard credit terms this year. This good result provides comfort that the City's credit control practices are working effectively.

By far the City's largest revenue and debt source is property rates and service charges. These are secured against the property and therefore it is extremely rare for these to require write-off by Council. Although, some small balances within rates accounts mostly relating to interest charges are written off under delegation (these are immaterial).

The write-off of infringements amounts to roughly 10% of the outstanding balance and this has increased from previous years. The Fines Enforcement Registry are currently focused on addressing long outstanding and unrecoverable fines dating back up to eight years. It is envisaged this level of write-off will continue for the next year or so until they are caught up.

### Strategic Plans/Policy Implications

#### Listening and Leading

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

- Ensure good governance through transparent and accountable, planning, processes, reporting, policy and decision making.

### Budget/Financial Implications

Bad debts proposed to be written off by Council for \$33,909.90 (ex GST) will be expensed against the corresponding revenue item in this year's budget (i.e. landfill revenue and lease income). Given the relatively minor values compared to their respective line item budgets, there is no material budget impact at this time.

The total amount written off under delegation of \$49,930.08 (ex GST) has already been offset against associated revenue sources, with most of this amount relating to infringement write-offs (\$40,825.95).

Any budgetary impact on revenue from these write-offs will be assessed in the mid-year budget review.

### Legal Implications

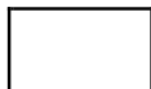
Uncollectable debts require Council authorisation to be written off under the provisions of the *Local Government Act 1995* Section 6.12 (1)(c), unless Council has delegated this power. Council has approved a Delegated Authority for writing off bad debts up to \$5,000, other than for rates and service charges.

### Community Consultation

N/A

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**Risk Management Implications**

It is considered good financial and risk management to regularly assess overdue debts to determine likelihood of collection. Those debts assessed as uncollectible should be written off to improve the accuracy of the receivables value recorded in the balance sheet (as is expected by financial audit).

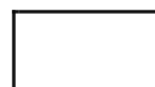
This also helps to ensure debt collection efforts and resources are better focused towards collectible debts.

**Advice to Proponents/Submitters**

N/A

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

Nil



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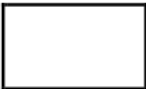
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**13. Operations**

Nil

**14. Community Services**

Nil



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**15. Governance and Strategy****15.1 (2021/MINUTE NO 0012) Legal Proceedings Between Council and Other Parties****Author(s)** J Fiori**Attachments** 1. Legal Register 1 July 2020 - 30 June 2021 Financial Year  
(Confidential)**RECOMMENDATION**

That Council RECEIVES the report on legal proceedings commenced or responded to by the City during the 2020-2021 Financial Year as noted in the Confidential Attachment.

**Committee Recommendation**

MOVED Cr M Separovich SECONDED Cr P Corke

That the recommendation be adopted.

**CARRIED UNANIMOUSLY 5/0**

**Background**

At its meeting on 13 December 2018, Council adopted the policy *Obtaining Legal and Other Expert Advice and Legal Proceedings Between City of Cockburn and Other Parties* (the Policy) and associated Delegated Authority *Obtaining Legal or Other Expert Advice and Legal Proceedings Between City of Cockburn and Other Parties*, to clarify the methodology by which legal or other expert advice is provided to Elected Members, to enable them to perform their civic function.

As a result, the 'Legal Advice Register', provided annually to the Audit and Strategic Finance Committee, is now limited to the notification of those issues which are in relation to or as a result of a Council resolution, or where the amount related to administrative advice is of such an amount to warrant Council's attention, which is capped at \$2,000 or above.

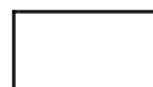
**Submission**

N/A

**Report**

Clause 1 *Application* of the Policy states:

'This Policy applies to legal and other expert advice sought by the City of Cockburn, and legal proceedings commenced or responded to by the City, or any person acting in their capacity as a representative of the City and for whom the City is vicariously liable.'



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Clause 3 *Commencing Legal Proceedings* of the Policy states:

'(7) The CEO shall establish and maintain a procedure which enables those matters which are subject to the terms of this section to be centrally recorded and updated.

(8) A record of the procedure mentioned in (7) above shall be presented to the Audit and Strategic Finance Committee at least annually, or as often as considered appropriate by the CEO or as requested by the Audit and Strategic Finance Committee.'

A summary of the legal proceedings commenced or responded to by the City during the 2020-2021 financial year, as a result of a Council resolution, or of a significant amount that warrants Council's attention, has been circulated under separate Confidential cover (refer Attachment 1).

### Strategic Plans/Policy Implications

#### Listening and Leading

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

- Ensure good governance through transparent and accountable, planning, processes, reporting, policy and decision making.

### Budget/Financial Implications

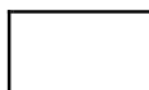
The table below highlights the legal fees expensed during 2020-2021 with commensurate, where relevant, reimbursements, fines and penalties arising from the incurring of the legal expenditure.

The table lists the legal services cost incurred for legal advice  $\geq$  \$2,000, per subject matter.

Costs $\geq$ \$2,000 incurred for legal services during 2020–2021 financial year	
Legal Firm	Fees Paid
APX Law Pty Ltd	\$9,091.91
CS Legal (rates and debt recovery, and court representation)	\$204,707.21
Cullen MacLeod	\$3,162.5
Horizon Legal	\$5,880.00
Jackson McDonald	\$138,229.00
Kott Gunning	\$8,720.69
McLeod Solicitors and Barristers	\$84,312.33
Vogt Graham	\$5,202.10
<b>Total legal firms fees</b>	<b>\$459,305.74</b>
Fines, penalties and recoveries income	(\$248,270.24)
<b>Net legal fees (after fines, penalties and recoveries)</b>	<b>\$211,035.50</b>

This year's net legal fees (after fines, penalties and recoveries) were \$211,035.50. For comparison, last year's net legal fees were \$608,826.82.

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Engaging CS Legal for rates and debt recovery, and associated court representation cost the City \$204,707.21, while leading to \$201,533 in cost recovery.

The above includes industrial relation issues, legal advice following authorised enquiries, unauthorised developments, untidy properties, litter, environmental health, debt recoveries for unpaid rates, and dog licence infringements.

**Legal Implications**

Part 9 Division 2 of the *Local Government Act 1995* refers.

**Community Consultation**

N/A

**Risk Management Implications**

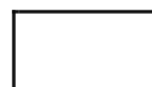
There are no risks associated with this recommendation, however failure to present this report to Council annually presents a 'Low' level of 'Compliance' risk in accordance with Council adopted Policy.

**Advice to Proponent/Submissioner**

N/A

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

Nil



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**16. Corporate Affairs**

Nil

**17. Office of the CEO**

Nil

**18. Motions of Which Previous Notice Has Been Given**

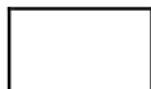
Nil

**19. Notices Of Motion Given At The Meeting For Consideration At Next Meeting**

Nil

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## 20. New Business of an Urgent Nature Introduced by Members or Officers

### 20.1 (2021/MINUTE NO 0013) Annual Financial Report and Audit Results for City of Cockburn Year Ending 30 June 2021

**Author** N Mauricio

**Attachments**

1. Auditor's Report for year ended 30 June 2021 (KPMG) [↓](#)
2. Audit Plan for year ended 30 June 2021 [↓](#)
3. Annual Financial Report for year ended 30 June 2021 [↓](#)
4. Interim/Final Management Letter (OAG) **(Confidential)**
5. Draft Audit Opinion (OAG) **(Confidential)**

#### RECOMMENDATION

That Council:

- (1) RECEIVES the Interim/Final Management Letter for the year ended 30 June 2021;
- (2) RECEIVES the Auditor's Report for the year ended 30 June 2021;
- (3) RECEIVES the draft Audit Opinion for the year ended 30 June 2021, as issued by the Office of the Auditor General; and
- (4) ADOPTS the Annual Financial Report for the year ended 30 June 2021; as attached to the Agenda.

#### Committee Recommendation

MOVED Cr M Separovich SECONDED Cr T Dewan

That Council:

- (1) As per Officer recommendation;
- (2) As per Officer recommendation
- (3) As per Officer recommendation;
- (4) ADOPTS the Annual Financial Report for the year ended 30 June 2021, subject to updating the wording on Note 23 for Contingent Liabilities to that provided by the Office of the Auditor General. .

**CARRIED UNANIMOUSLY 5/0**

#### Reason

The Office of the Auditor General have requested the rewording of Note 23 in the Financial Report. Although not changing the substance of the information reported, it is considered more concise and clearer for readers of the report.

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**Background**

Section 5.54 of the *Local Government Act 1995* requires Council to accept the Annual Report for a financial year no later than 31 December after that financial year. Section 5.53 requires that the Annual Report contains the Financial Report (prepared under Section 6.4) and the Auditor's Report (prepared under Section 7.9) for that financial year.

Regulation 9 (2) of the *Local Government (Audit) Regulations 1996* states that the principal objective of the external audit is for the auditor to carry out such work as is necessary to form an opinion as to whether: the accounts are properly kept; and that the Annual Financial Report:

- is prepared in accordance with financial records; and
- represents fairly the results of the operations of the Local Government at 30 June in accordance with Australian Accounting Standards and the *Local Government Act 1995*.

Section 7.12A of the *Local Government Act 1995* requires Local Governments to meet with the auditor at least once in every year and to:

- examine an Audit Report received by the Local Government.
- determine if any matters raised by the audit report require action to be taken by the Local Government.
- ensure that appropriate action is taken in respect of those matters.

As set out in its Terms of Reference, the Audit and Strategic Finance Committee (ASFC) is required to review the City's Annual Financial Report and associated Audit Report and recommend its adoption to Council. The auditor is attending this meeting to present their audit report and discuss any issues they have raised.

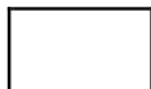
Amendments to the *Local Government Act 1995* in August 2017 transferred responsibility for oversight of Local Government audits to the Office of the Auditor General (OAG).

The OAG has since tendered out the performance of the City's audit, with KPMG having been awarded the audit contract for three financial years (commenced with the 2019 audit last year).

The audit plan for 2021 (as attached) was presented to the July meeting of this committee, and the auditor's report (attached) should be read in conjunction with this audit plan.

Key aspects of the audit included assessing the effectiveness of management internal controls, and the appropriateness of the City's accounting policies, disclosures, and accounting estimates. This audit work enables the OAG to express an opinion regarding the City's 2021 financial statements and associated financial ratios.

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**Submission**

N/A

**Report**2021 Annual Financial Report

The Annual Financial Report being presented to the AFSC contains a detailed set of financial statements prepared in accordance with Australian Accounting Standards, including all accounting and supporting notes. These are discussed and analysed below.

Statement of Comprehensive Income

The City's net result (before other comprehensive income) came in at \$15.62 million, \$7.6 million less than the previous year.

While net operating activities had an improved result of \$0.7 million (up \$4.3 million on last year), these were offset by a fall in the City's non-operating revenue of \$4.3 million, a loss of \$6.5 million on the revaluation of the marina assets, and a \$1.0 million fall in profit from asset disposals.

Operating revenue of \$155.7 million was up \$3.9 million (2.6%) on last year. The main contributors to this result were:

- Fees and Charges up \$2.9 million (+10.7%) to \$30.3 million
  - Cockburn ARC up \$2.7 million reversing prior year impacts from COVID19 related shutdowns
  - Landfill revenue was also up by \$1.4 million (23.7%) to \$7.2 million
  - Planning and building approval income up \$1.1 million (64.5%) to \$2.8 million, reflecting the current building boom
  - The previous year had included a one-off income lift of \$1.2 million from development bonds called in
  - Waste collection charges from commercial properties were down \$0.6 million year on year, reflecting removal of compulsory charges on properties not using the waste collection service.
- Interest earnings were also down \$2.7 million on last year due to the significant decline in prevailing interest rates.
- Operating grants, subsidies and contributions were up \$1.6 million year on year with the only material contributor being additional funding of \$0.6 million (total \$1.1 million) for the Roe 8 Rehabilitation project in line with delivered works.
- Rates revenue was up \$2.0 million (+2.0%) to \$108.30 million, comprising growth only due to the zero rates increase adopted by Council in response to the COVID19 pandemic.

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Operating expenditure for the year of \$155.0 million was down \$0.4 million (+1.0%) on the previous year. The main contributors were:

- Employee costs, the City's biggest operational expense item, were up \$2.6 million (+4.4%) to \$62.8 million. This reflected annual contract increases including the annual enterprise agreement increase of 2.0%, as well as growth in the City's workforce from insourcing (e.g. CoSafe) and increasing service delivery needs.
- Materials and contract costs were down \$2.0 million (-5.1%) to \$36.0 million, which included the following major items:
  - CoSafe contract costs down \$1.2 million year on year due to insourcing of supervisor positions.
  - Legal fees incurred were \$0.4 million lower for the year.
  - This year, the City did not incur postal voting or GRV revaluation expenses, saving a combined \$0.8 million on the previous year.
- Interest expenses of \$1.2 million were \$0.5 million higher, but this was due to finance costs recognised under the landfill site rehabilitation cost provision model.
- Combined Depreciation & Amortisation expenses (non-cash) of \$38.6 million were down a net \$2.2 million (-5.4%) on the previous year:
  - Depreciation on fixed assets of \$35.6 million was lower by \$0.5 million (-1.3%) on last year, mainly from decreased depreciation on road infrastructure (down \$0.8 million to \$13.1 million).
  - Amortisation of landfill rehabilitation assets was \$1.7 million lower at \$1.9 million, reflecting the effect of finishing capping cell 6 in the previous year.

Non-operating grants, subsidies, and contributions of \$21.2 million were down \$2.8 million (-11.0%) year on year. This was due to gifted development infrastructure assets down from \$14.2 million to \$11.4 million. Capital grants of \$4.1 million were also down \$1.0 million on last year, although this was offset by an extra \$1.0 million of developer contributions recognised to fund acquired assets.

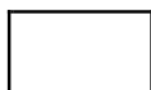
Net profit and loss from asset sales was also down on last year by \$1.1 million, mainly due to lower profits realised from the sale of land. A \$6.5 million revaluation loss on marina related assets was also included in the net result, given the City had no previous asset revaluation surplus amount to absorb this.

Other comprehensive income included \$22.3 million from asset revaluations (\$29.4 million last year), mostly due to an increase in coastal infrastructure values.

Total comprehensive income of \$37.9 million was down \$14.5 million for the year, reflecting the results discussed above.

#### Statement of Financial Position

The City's net assets and total equity increased year on year by \$37.9 million to \$1,357.8 million. This reflects total assets of \$1,465.9 million (+\$50.9 million) and total liabilities of \$108.1 million (+\$13.0 million).



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Current assets increased year on year by \$27.6 million to \$214.3million, mainly due to a greater holding of term deposits (up by \$28.1 million). This largely represents an increase of funds held in financial reserves.

The increase in non-current assets of \$23.3 million to \$1,251.5 million was mostly from the revaluation of land, buildings, landfill, marina, and coastal infrastructure assets during the year (+\$15.8 million). Most of this valuation uplift is attributed to coastal infrastructure (breakwaters and seawalls), having increased by 59% to \$47.4 million.

Land and building valuations were relatively stable with the City's land holdings increasing by 2.7% to \$85.1 million and buildings reducing by 0.9% to \$236.2 million. Other increases were constructed and purchased assets of \$35.8 million, and gifted subdivision assets of \$11.4 million, offset by reductions for depreciation of \$36.25 million and assets disposals of \$1.4 million (from plant trade-ins, minor land sales and building demolitions).

Current liabilities had a \$9.0 million increase year on year to \$37.5 million, with \$5.8 million of the increase attributable to contract obligations on unspent contributions, grants and subsidies received. Employee related provisions increased by \$1.5 million (+19%) to \$9.5 million, mainly due to an increase in entitled long service leave of \$1.4 million. Trade and other payables were also up by \$1.8 million to \$17.2 million, mostly from increased sundry creditors at year end.

Non-current liabilities increased overall by \$4.0 million on last year to \$70.6 million. Other liabilities included recognition of a \$5.4 million liability for Public Open Space cash in lieu contributions, transferred from the Trust Fund following a legislative change. Also included here were liabilities associated with unspent development contribution plans income were also up \$2.5 million to \$18.1 million.

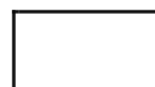
Non-current borrowings were down \$4.7 million to \$11.4 million, reflecting no new lending and the ongoing repayment of existing debt.

Non-current employee related provisions (LSL) were down \$0.6 million to \$1.5 million, with a greater amount being recognised in current liabilities this year. Other provisions (for remediation of landfill site) were up \$0.5 million to \$32.1 million, due to unwinding of discount as per the net present value model used to calculate the liability. Other non-current payables increased by \$1.1 million mostly relating to increased bonds held for land developments.

#### Changes in Equity

The City's retained surplus decreased by \$6.0 million over the year to \$555.8 million. This comprised the net result of \$15.6 million less net transfers to financial reserves of \$21.6 million.

Financial reserves increased from \$149.8 million to \$171.4 million, with a total \$62.1 million transferred into reserves during the year less drawdowns of \$40.5 million needed to fund budgeted capital and operating items.



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The Asset Revaluation Surplus increased by a net \$22.2 million to \$630.5 million from the revaluation of land, buildings, landfill, marina, and coastal infrastructure assets during the year. Coastal infrastructure (breakwaters, seawalls) had a significant uplift in value of \$24.6 million, while freehold land assets had a small gain of \$2.2 million. Landfill infrastructure (-\$2.6 million) and buildings (-\$2.0 million) were both revised downwards, offset against existing revaluation surplus balances.

#### Statement of Cash Flows

The City's net cash inflows from operating activities of \$46.7 million were \$11.5 million more than last year, due to an increase in receipts of \$8.4 million to \$165.9 million and a decrease in payments of \$3.1 million to \$119.2 million.

Net cash outflows for investing activities of \$44.6 million were up \$13.2 million for the year, comprising:

- Cash inflows from the sale of assets of \$1.5 million were down \$1.2 million on last year, due to less land sales.
- Cash outflows of \$35.8 million for combined spending on infrastructure (\$16.3m), and property, plant and equipment (\$19.5m) were up \$2.3 million on last year.
- Cash inflows from capital grants and developer contributions were also up by \$1.0 million to \$12.4 million.
- Net cash outflows of \$28.1 million from the investing of funds in term deposits were \$16.1 million higher than last year.

Net cash outflows from financing activities of \$2.7 million included the repayment of \$4.0 million in borrowings for the Cockburn ARC and SMRC (slightly up on last year). This was offset by a net cash inflow of \$1.7 million from bonds and deposits held mainly for development related purposes.

Cash and cash equivalents decreased marginally by \$0.5 million to \$4.6 million during the reporting year. This represents the amount held in short-term (less than 3 months) cash deposits as at 30 June 2021. It is worth noting that the City's term deposits totalling \$197.5 million are not considered cash equivalents under Australian Accounting Standards, although most mature within 12 months.

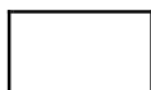
#### Rate Setting Statement

This statement provides the most insightful view of the City's financial performance for 2021 and demonstrates the municipal budget surplus calculation.

The City's closing surplus at 30 June 2021 was \$8.6 million, down \$3.6 million compared to last year's result. This result includes the \$8.3 million of municipal funding for uncompleted capital projects carried forward by Council at the September Council meeting.

The remaining \$0.3 million was the uncommitted surplus for the year, noting that Council conservatively budgeted for no uncommitted surplus to be brought forward in the 2021/22 annual budget.

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The total amount raised from general rates (i.e. not including specified area rates) was up \$2.1 million (2.0%) to \$107.7 million. This increase was completely attributable to growth in rateable properties from new developments, considering Council adopted a "zero rates" increase in response to the pandemic.

A unique aspect of the rate setting statement is the inclusion of capital works and projects. Assets totalling \$47.2 million were taken up by the City during the year, down \$0.5 million on last year. However, included in this result were gifted development assets totalling \$11.4 million, down \$2.8 million on the previous year. This included (\$11.0 million for roads related infrastructure and \$0.5 million for gifted park related assets.

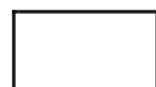
### Financial Ratios

The *WA Local Government (Financial Management) Regulations 1996* prescribe seven financial ratios that are to be included in the Annual Financial Report. These ratios are also used by the Department of Local Government, Sport and Cultural Industries (DLGSC) as a measurement of a Local Government's overall financial health. They form the basis of calculations used for the Financial Health Indicator (FHI) displayed on the MyCouncil website.

Ratio	2021	2020	2019	2018	Bench- mark	High
Current ratio	1.13	1.13	0.97	1.33	1.00	1.50
Asset consumption ratio	0.69	0.71	0.71	0.70	0.50	0.75
Asset renewal funding ratio	1.02	0.75	0.75	0.71	0.75	1.10
Asset sustainability ratio	0.53	0.71	0.46	0.74	0.90	1.20
Debt service cover ratio	6.68	8.25	8.72	5.53	2.00	5.00
Operating Surplus ratio	0.01	-0.02	0.01	-0.05	0.01	0.15
Own source revenue ratio	0.91	0.89	0.94	0.96	0.40	0.90
<b>Financial Health Indicator</b>	<b>72</b>	<b>62</b>	<b>73</b>	<b>78</b>	<b>70</b>	<b>100</b>

The City's FHI score for the year ending 30 June 2021 has increased to 72 (from 62) and exceeds the industry benchmark of 70. A score of at least 70 is an indication of sound overall financial health (as defined by the DLGSC), but this is only one factor to consider in assessing overall performance.

It is worth noting that six ratios either met or exceeded the DLGSC benchmarks, with the debt service and own source revenue ratios exceeding the high benchmark setting. Only one of the City's ratios failed to reach the DLGSC benchmark score, being the asset sustainability ratio.



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The asset sustainability ratio continues to fall below the departmental benchmark and has been flagged by audit as a significant adverse trend. However, as previously explained to Council, the City is confident that its financial and resource planning strategies are appropriate for the current high growth phase the City is experiencing. This ratio assesses the City's spend on renewing its existing asset base, as a percentage of the depreciation expense on these assets.

Almost half the City's depreciation is generated from its roads and road related assets, for which the City has well developed asset management plans determining the optimal timing for renewal spend. Cockburn's road network is in relatively good condition, with a significant proportion of roads having been contributed in recent years through subdivision developments.

Although these assets generate annual depreciation on a linear basis, the associated renewal spend will not be required until much later.

The City is currently focusing much of its road capital spend on several new roads to address urban growth and associated traffic issues. This is a typical scenario for an outer growth Council (opposed to a developed inner metropolitan Council) and the Asset Sustainability Ratio fails to distinguish between the two.

This ratio is expected to improve over the longer term as the City approaches full development and focuses on delivering renewal projects contained within the Community Sport and Recreation Facilities Plan.

#### Auditor's Report to ASFC & Management Letter (KPMG)

The 2021 Annual Financial Report was audited by KPMG under contract from the Office of Auditor General (OAG). *The Local Government Act 1995* requires the City to meet with the auditor at least once in every year and representatives from the OAG and KPMG will attend the meeting to present their audit report and audit findings.

Attached to the agenda is the auditor's report to this committee and the management letter. These show key issues identified during audit and any findings made, the implications and audit recommendations. The management letter has been made a confidential attachment at the request of the OAG.

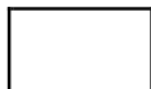
#### Draft Audit Opinion (OAG)

The OAG has issued a draft Independent Auditor's Report showing an unmodified audit opinion on the City's 2021 financial report.

In the report, the Auditor General does state an opinion that the asset sustainability ratio indicates a significant adverse trend in the financial position of the City, having been below the DLGSC standard benchmark for the last three financial years.

This was also the case last year and has been addressed in the discussion on the financial ratios earlier in this report.

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The audit opinion will be signed off and issued by the OAG following this meeting and after receipt of the signed statement by the CEO for the financial report.

The draft audit opinion is also attached to the agenda as a confidential item at the request of the OAG.

**Strategic Plans/Policy Implications**Listening and Leading

A community focused, sustainable, accountable, and progressive organisation

- Best practice Governance, partnerships, and value for money.

**Budget/Financial Implications**

The cost of the quoted external audit is sufficiently covered within the City's annual budget.

**Legal Implications**

- *Local Government Act 1995* Sections 5.53, 5.54, 6.4, and Part 7 - *Audit*
- *Local Government (Audit) Regulations 1996* Regulations 9, 9A and 10
- *Local Government (Financial Management) Regulations 1996* Part 4 - Financial Reports

**Community Consultation**

N/A

**Risk Management Implications**

It is a requirement under the *Local Government Act 1995* for Council to accept the City's Annual Report (including the Financial Report and Auditor's Report) by no later than 31 December each year. Failure to do so will lead to statutory non-compliance.

**Advice to Proponent(s)/Submitters**

N/A

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

Nil

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City of Cockburn  
Report to Audit & Strategic Finance Committee  
For the year ended 30 June 2021



## Introduction

### To the Audit & Strategic Finance Committee of the City of Cockburn

We are pleased to have the opportunity to meet with you on 25 November 2021 to discuss the results of our audit of the City of Cockburn ("the City"), as at and for the year ended 30 June 2021.

We are providing this report in advance of our meeting to enable you to consider our findings and hence enhance the quality of our discussions. This report should be read in conjunction with our audit plan for the year ended 30 June 2021. We will be pleased to elaborate on the matters covered in this report when we meet.

Our audit is substantially complete. Subject to the Committee's approval, we expect to be in a position to recommend to the OAG unmodified audit opinions on the City's financial report and financial ratios, provided that the outstanding matters noted on page 3 of this report are satisfactorily resolved.

We draw your attention to the important notice on page 17 of this report, which explains:

- the purpose of this report; and
- limitations on work performed;
- restrictions on distribution of this report.

We would like to thank management for their assistance during the audit process.

Matthew Beevers  
*Partner*



The graphic for the 'Contents' page features a light blue background on the left with the word 'Contents' in a large, dark blue serif font. Below the text is a photograph of a person's hands holding a tablet displaying a bar chart. To the right of the image are five colored rectangular boxes, each containing a large white number, a title, and a page reference. Box 1 is dark blue, Box 2 is medium blue, Box 3 is light blue, Box 4 is teal, and Box 5 is dark purple.

Contents	1 Executive Summary <a href="#">Page   3</a>	2 Audit focus areas <a href="#">Page   4</a>	3 Audit misstatements <a href="#">Page   12</a>
	4 Auditor's independence <a href="#">Page   14</a>	5 Appendices <a href="#">Page   15</a>	

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# Executive summary

## Key focus areas

	Page ref.
Existence and valuation of Infrastructure Assets	<a href="#">4</a>
Existence and valuation of Fixed Assets	<a href="#">5</a>
Revenue – rates, fees, charges, operating grants and subsidies, developer contributions plan	<a href="#">6</a>
Landfill site – Rehabilitation Provision	<a href="#">7</a>
Contracts and procurement	<a href="#">8</a>
Personnel costs and related liabilities	<a href="#">9</a>
Cash and cash equivalents and term deposits	<a href="#">10</a>
Financial Ratios	<a href="#">11</a>

## Audit misstatements

Please refer to page [12](#) for details on the corrected and uncorrected audit misstatements identified.

## Outstanding matters

In order to finalise our work, we require the following:

- Final review of the updated financial statements
- Receipt of signed financial statements declaration and certification
- Receipt of signed management representation letters
- Subsequent events procedures
- Final clearance comments of the Audit & Strategic Finance Committee of matters contained in this report.

## Fraud

We have not identified any instances of material fraud through our audit procedures.

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# Audit Focus Areas

## 01 Existence and valuation of Infrastructure Assets

### Summary

Our audit response to the existence and valuation of infrastructure assets comprises primarily of fully substantive approach.

We consider this an audit focus area due to:

- Valuation methodology and assumptions can be complex and judgmental
- Significant volume of individual assets
- ASA 540 (Revised) Auditing Accounting Estimates and Related Disclosures is now effective

Balance	FY21	FY20
Infrastructure	\$890,486,978	\$871,151,088

### Our substantive approach

- Considered the externally prepared valuations for the City's infrastructure assets (Landfill, Marina and Coastal assets) and the internally prepared valuations for the City's gifted assets during FY21.
- Assessed the competence and capabilities of the City's valuers, including valuation methods and assumptions used.
- Performed a roll forward from 1 July 2020 to 30 June 2021.
- On a sample basis, selected and tested asset additions to confirm existence and accuracy.
- Performed substantive analytical procedures over depreciation expense to assess reasonableness thereof
- Recalculated any revaluation gain/loss arising from the revaluation and ensured this has been appropriately recorded
- Considered management's impairment assessment for reasonableness and compliance with the Accounting Standards.
- Assessed the completeness and accuracy of capital WIP at year end, and for a sample selected, ensured the asset was capitalized at the correct date.

### Conclusion

During the audit, it came to our attention that selected Roads and Infrastructure assets funded by the City were incorrectly identified as gifted assets by the GIS team and therefore incorrectly valued as gifted assets. Management has reviewed the gifted asset listing and quantified the error as \$4,731,376. This error has been corrected in the financial statements.

Based on the audit procedures performed, no other reportable misstatements were noted.

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## Audit Focus Areas

### 02 Existence and valuation of Fixed Assets

#### Summary

Our audit response to the existence and valuation of fixed assets comprises a fully substantive approach.

We consider this an audit focus area due to:

- Valuation methodology and assumptions can be complex and judgmental when revaluations are performed
- Significant volume of individual assets
- ASA 540 (Revised) Auditing Accounting Estimates and Related Disclosures is now effective

Balance	FY21	FY20
Fixed assets	\$339,326,772	\$333,321,662

#### Our substantive approach

- Considered the externally prepared valuations for the City's Land and Buildings assets.
- Assessed the competence and capabilities of the City's valuers, including valuation method and assumptions used.
- Performed a roll forward from 1 July 2020 to 30 June 2021.
- On a sample basis, selected and tested fixed asset additions to confirm existence and accuracy.
- Assessed management's impairment assessment for reasonableness.
- Perform substantive analytical procedures over depreciation expense to assess reasonableness thereof.
- Recalculated any revaluation gain/loss arising from the revaluation and ensured this has been appropriately recorded.
- Assessed the completeness and accuracy of capital WIP at year end, and for a sample selected, ensured the asset was capitalized at the correct date.

#### Conclusion

Based on the audit procedures performed, no reportable misstatements are noted.

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## Audit Focus Areas

### 03 Revenue - rates, fees, charges, operating grants and subsidies

#### Summary

Our audit response to the revenue – rates, fees, charges, operating grants and subsidies comprises controls and substantive testing.

We consider this an audit focus area due to:

- High volume of transactions that management are required to process accurately
- Heighten area of focus for stakeholders

Balance	FY21	FY20
Rates	\$108,305,167	\$106,223,439
Operating grants and subsidies	\$15,363,201	\$13,724,805
Fees and charges	\$30,280,412	\$27,357,438
Non-operating grants and subsidies	\$21,254,356	\$25,604,896

#### Our controls approach

- Approval of rates, fees & charges by the Council for the 2021 financial year

#### Our substantive approach

- For a statistical sample selected, recalculated the rates revenue for the year ensuring the correct rates were used and verified the accuracy thereof.
- Focused testing around financial year ends to ensure revenue was recorded in the correct period.
- For a statistical sample selected, verified a sample of fees and charges to invoices and bank statements.
- Vouched grants received to relevant grant agreement and bank statement.
- Tested the completeness and accuracy of contract liabilities relating to developer contributions.
- Reviewed management's disclosures in relation to the revenue Accounting Standards (AASB 15 Revenue from Contracts with Customers and AASB 1058 Income for Not-For-Profit entities).
- Reviewed management's position paper and legal advice on the Public Open Space (POS) and assessed whether the accounting treatment for POS contribution is appropriate.

#### Conclusion

The City deviates from the Department's guidance on accounting for cash in lieu of open space issued on 3 June 2021 but the City has obtained legal advice to support its position. Based on the audit procedures performed, no reportable misstatements noted.

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## Audit Focus Areas

### 04 Landfill site - Rehabilitation provision

#### Summary

Our audit response to Landfill site - Rehabilitation provision comprises a fully substantive approach.

We consider this an audit focus area due to:

- Accounting for rehabilitation provisions is complex
- Accounting treatment can involve high levels of judgement and estimation uncertainty
- ASA 540 (Revised) Auditing Accounting Estimates and Related Disclosures is now effective

Balance	FY21	FY20
Rehabilitation asset	\$19,010,399	\$20,636,687
Provision for rehabilitation liability	\$32,062,428	\$32,383,854

#### Our substantive approach

- Tested management's landfill site rehabilitation provision and asset calculations.
- Verified the mathematical accuracy of the calculations received.
- Assessed the competence and capabilities of the experts engaged by the City, including valuation method and assumptions used.
- Tested and critically assessed the assumptions and inputs (such as discount rate, inflation rate) used in the model by management.
- Assessed the accuracy of component accounting for the rehabilitation asset, including related amortisation..

#### Conclusion

Based on the audit procedures performed, other than the error which has been corrected (refer to page 12) in relation to accretion expense for Cell 6, no reportable misstatements are noted.

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# Audit Focus Areas

## 05 Contracts and Procurement

### Summary

Our audit response to the contracts and procurement comprises controls and substantive testing.

We consider this an audit focus area due to:

- High volume of transactions that management are required to process accurately
- Heighten area of focus for stakeholders

Balance	FY21	FY20
Total operating expenditure (excluding employee costs)	\$92,158,046	\$95,159,033

### Our controls approach

- Testing of authorisation of purchases orders in line with the City's Delegation of Authority
- Testing of authorisation of purchases orders in line with the City's Procurement Policy

### Our substantive approach

- On a statistical sample basis for expenditure, agreed payments made to supporting documentation and confirmed authorisation of such payments was in line with the City's Delegation of Authority and Procurement Policy.
- For a sample of new contracts awarded during the year, reviewed the procurement process to ensure the City's Procurement Policy was adhered to
- Performed a search for unrecorded liabilities at year end
- Assessed the completeness and accuracy of leases disclosed by the City.

### Conclusion

Based on the audit procedures performed, no reportable misstatements are noted.

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# Audit Focus Areas

## 06 Personnel costs and related liabilities

### Summary

Our audit response to the personnel costs and related liabilities comprises a largely substantive approach.

We consider this an audit focus area due to:

- High volume of transactions that management are required to process accurately
- Existence and accuracy of payroll related costs

Balance	FY21	FY20
Employee costs	\$62,845,278	\$60,211,849

### Our controls approach

- Authorisation and approval of pay run payments.

### Our substantive approach

- Reconciled the payroll report transactions and trial balance as at 30 June 2021, including related payroll liabilities
- Substantive analytical procedures performed over payroll expenses.
- Substantive analytical procedures performed over annual leave and long service leave provisions as at 30 June 2021.

### Conclusion

Based on the audit procedures performed, no reportable misstatements are noted.

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# Audit Focus Areas

## 07 Cash and cash equivalents and term deposits

### Summary

Our audit response to cash and cash equivalents comprises a fully substantive approach.

We consider this an audit focus area due to:

- High volume of transactions of significant value
- Significant value of term deposits

Balance	FY21	FY20
Cash and cash equivalents	\$4,606,858	\$5,133,910
Term deposits	\$197,500,000	\$169,400,000

### Our substantive approach

- Obtained independent bank confirmations at year end.
- Reviewed the year end bank reconciliations and agree to bank confirmations received.
- On a sample basis, vouch term deposits to confirmations and consider appropriateness of classification.

### Conclusion

Based on the audit procedures performed, no reportable misstatements are noted.

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# Audit Focus Areas

## 08 Financial ratios

### Summary

We reviewed the financial ratios presented by the City for the year ended 30 June 2021.

Ratio	FY21	FY20	FY19	Significant Adverse Trend?
Current Ratio	1.13	1.13	0.97	No
Asset Consumption Ratio	0.69	0.71	0.71	No
Asset renewal funding ratio	1.02	0.75	0.75	No
Asset sustainability ratio	0.53	0.71	0.46	Yes
Debt service cover ratio	6.68	8.25	8.72	No
Operating surplus ratio	0.01	(0.02)	0.01	No
Own source revenue coverage ratio	0.91	0.89	0.94	No

### Our approach

- Tested the ratios presented by the City for the year ended 30 June 2021.
- Assessed the mathematical accuracy of the financial ratios.
- Assessed whether any ratios constituted a significant adverse trend in accordance with the OAG guidance.

### Conclusion

Based on the audit procedures performed, no reportable misstatements are noted.

Adverse trends have been identified for the Asset Sustainability ratio.

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# Audit Misstatements



We assess audit misstatements under the income statement method.

The income statement method considers the effect of uncorrected prior-period misstatements from an income statement perspective and uncorrected misstatements are quantified as the amount by which the current period income statement is misstated, after considering the reversing and correcting effects of uncorrected prior-period misstatements.

## Corrected misstatements

We noted and corrected the following errors, including the current year impact:

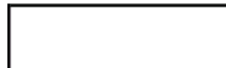
Accounts	SOFP adjustment Debit/ (Credit) (\$)	SOCI adjustment Debit/ (Credit) (\$)	Comment
1. Correcting the valuation of gifted assets as a result of incorrect classification in GIS			
Non-operating grants, subsidies and contributions		4,731,376	Selected assets funded by the City were incorrectly recorded as gifted assets as at 30 June 2021.
Infrastructure	(4,731,376)		
2. Correcting the accretion expenses related to Cell 6 (disclosure)			
Accretion expenses		(1,872,986)	Accretion expenses for Cell 6 was incorrectly classified (landfill rehabilitation).
Depreciation expenses		1,872,986	
Rehabilitation asset - cost	1,872,986		
Rehabilitation asset – accumulated amortisation	(1,872,986)		

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## Audit Misstatements (continued)

Accounts	SOFP adjustment Debit/ (Credit) (\$)	SOCI adjustment Debit/ (Credit) (\$)	Comment
<b>3. Correcting the liability related to compulsory land acquisition at Jandakot Road.</b>			
Non-operating expenses		1,528,429	The City has undertaken compulsory acquisition of land from landowners abutting Jandakot Road to widen the Jandakot Road. The City has resumed the land as at 30 June 2021, therefore has an obligation to pay the valuation amounts plus interest accrued to the land owners.
Trade and other payables	(1,528,429)		
<b>Total aggregate effect</b>	<b>(6,259,805)</b>	<b>6,259,805</b>	

### Uncorrected misstatements

No uncorrected misstatements identified.

### Omissions and Errors in Presentation and Disclosures

We have not identified any material omissions or errors in presentation and disclosures in the financial report.

In the course of our review of the financial statements we made a number of recommendations in relation to presentation matters, including the disclosure of the corrected adjustments as detailed above.

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## Auditor's Independence

We have strict rules and protocols to maintain our independence from City of Cockburn, including annual training and an annual staff declaration.

### Safeguard

Non-audit services did not involve partners or staff acting in a managerial or decision making capacity, or involve the processing or originating of transactions.

Non-audit services were only provided where we were satisfied that they did not impact on our auditor independence.

Partners and staff involved in the provision of non-audit services obtained approval from the lead engagement partner to deliver the service.

### Breaches

The APESB Code of Ethics for Professional Accountants ("the Code") requires us to communicate to you any breaches of the independence requirements of the Code.

On the rare instance of a significant breach of the Code, we will report our conclusions to you on the actions to be taken, or already taken within three working days. We will report less significant breaches in the Year-end Report to the Audit & Strategic Finance Committee.

We confirm that as at the date of this report, no such breaches have been identified.

### Non audit services

No non-audit services have been performed during or subsequent to the year ended 30 June 2021, other than approved Grant Acquittals in our capacity as external auditor.

### Conclusion

We confirm that, as at the date of this report, we have complied with the ethical requirements regarding independence.

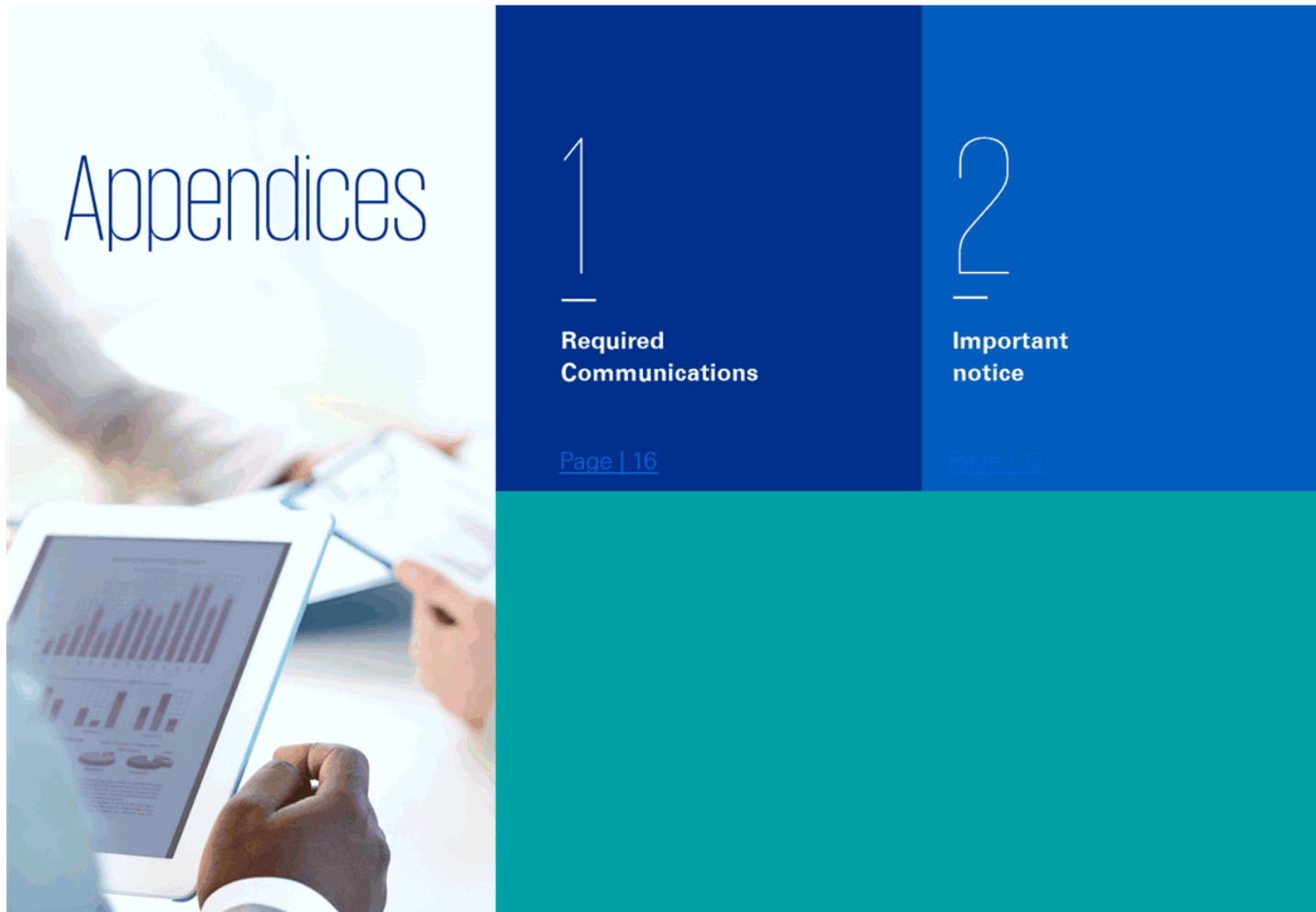
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## Required communications with the Committee

Type	Response
<b>Our draft management representation letter</b>	<b>OK</b> We have not requested any specific representations in addition to those areas normally covered by our standard representation letter for the year ended 30 June 2021.
<b>Related parties</b>	<b>OK</b> There were no significant matters that arose during the audit in connection with the entity's related parties.
<b>Other matters warranting attention by those charged with governance</b>	<b>OK</b> There were no matters to report arising from the audit that, in our professional judgement, are significant to the oversight of the financial reporting process.
<b>Control deficiencies</b>	<b>OK</b> Refer to management letter issued for control deficiencies noted.
<b>Modifications to auditor's report</b>	<b>OK</b> None.
<b>Actual or suspected fraud, non-compliance with laws or regulations or illegal acts</b>	<b>OK</b> No actual or suspected fraud management, employees with significant roles in internal control, or where fraud results in a material misstatement in the financial statements was identified during the audit.

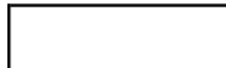
Type	Response
<b>Significant difficulties</b>	<b>OK</b> No significant difficulties were encountered during the audit.
<b>Disagreements with management or scope limitations</b>	<b>OK</b> The engagement team had no disagreements with management and no scope limitations were imposed by management during the audit.
<b>Other information</b>	<b>OK</b> This is to be completed once the preparation of the annual report is completed.
<b>Breaches of independence</b>	<b>OK</b> No matters to report. The engagement team and the firm have complied with relevant ethical requirements regarding independence.
<b>Accounting practices</b>	<b>OK</b> Over the course of our audit, we have evaluated the appropriateness of City of Cockburn's accounting policies, accounting estimates and financial statement disclosures. In general, we believe that these are appropriate.
<b>Significant matters discussed or subject to correspondence with management</b>	<b>OK</b> The significant matters arising from the audit were discussed with management and included within this Report.

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# Important notice

This report is presented under the terms of our audit contract with the OAG.

- Circulation of this report is restricted.
- The content of this report is based solely on the procedures necessary for our audit.

## Purpose of this report

This Report has been prepared in connection of our audit of the financial statements of the City of Cockburn (the "City"), prepared in accordance with the Australian Accounting Standards ('AASBs') as at and for the year ended 30 June 2021. This report also covers the associated compliance related opinions and the financial ratios.

This Report has been prepared for those charged with governance, whom we consider to be the Audit & Strategic Finance Committee, in order to communicate matters of interest as required by ASAs (including ASA 260 Communication with Those Charged with Governance), and other matters coming to our attention during our audit work that we consider might be of interest, and for no other purpose. The Audit & Strategic Finance Committee should not assume that reports from us indicate that there are no additional matters they should be aware of in meeting their responsibilities.

This report summarizes the key issues identified during our audit but does not repeat matters previously communicated to you.

## Limitations on work performed

This Report is separate from our audit report and does not provide an additional opinion on the City's financial statements, nor does it add to or extend or alter our duties and responsibilities as auditors.

We have not designed or performed procedures outside those required of us as auditors for the purpose of identifying or communicating any of the matters covered by this Report.

The matters reported are based on the knowledge gained as a result of being your auditors. We have not verified the accuracy or completeness of any such information other than in connection with and to the extent required for the purposes of our audit.

## Restrictions on distribution

The report is provided on the basis that it is only for the information of those charged with governance of the City's; that it will not be quoted or referred to, in whole or in part, without our prior written consent; and that we accept no responsibility to any third party in relation to it.

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City of Cockburn  
Report to the Audit & Strategic Finance Committee  
For the year ending 30 June 2021







# Introduction

## To the Audit and Strategic Finance Committee

We are pleased to have the opportunity to discuss our audit of the financial report of the City of Cockburn ("the City"), as at and for the year ending 30 June 2021.

This audit plan and strategy document is intended to provide the Audit and Strategic Finance Committee with our audit focus areas, our procedures over these areas, deliverables and timelines.

### Restrictions on distribution

This report is intended solely for the information of those charged with governance of the City and the report is provided on the basis that it should not be distributed to other parties; that it will not be quoted or referred to, in whole or in part, without our prior written consent; and that we accept no responsibility to any third party in relation to it.

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[Audit Approach](#)

[Audit Risk Assessment](#)

[Key Audit Focus Area](#)

[Accounting Estimates](#)

[Timeline of the Audit](#)

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## KPMG's audit responsibility



**On behalf of the Auditor General, KPMG's aim is to provide a high quality audit of the City's financial statements including the Asset Consumption Ratio and Asset Renewal Funding Ratio that is risk focused with independent insight on the key issues.**

- KPMG has been contracted by the Office of the Auditor General ("OAG") to perform the audit of the City. The contract requires KPMG to use their audit approach and methodology.
- KPMG conducts an independent audit in order to enable the OAG to express an opinion regarding the financial statements and Asset Consumption Ratio and Asset Renewal Funding Ratio included in the annual financial report. Our audit is conducted in accordance with Australian Auditing Standards in order to provide reasonable assurance as to whether the financial report is free of material misstatement. The nature of an audit is influenced by factors such as the use of professional judgment, selective testing, the inherent limitations of internal controls, and the availability of persuasive rather than conclusive evidence. Therefore, an audit cannot guarantee that all material misstatements will be detected.
- We perform procedures to assess whether the financial statements present fairly with the City's financial position as at 30 June 2021, and its performance for the year ending on that date in accordance with the Local Government Act 1995, Local Government (Audit) Regulations 1996, Australian Accounting Standards and other mandatory financial reporting requirements applicable to the City.
- We form our recommended audit opinion on the basis of these procedures, which include: examining, on a test basis, information to provide evidence supporting the amounts and disclosures in the financial report; and assessing the appropriateness of the accounting policies and disclosures used and the reasonableness of significant accounting estimates made by the City.
- We consider the effectiveness of management's internal controls over financial and performance reporting when determining the nature and extent of our procedures.
- We will express an opinion recommendation on whether:
  - The annual financial report of the City is based on proper accounts and records; and fairly represents, in all material respects, the results of the operations of the City for the year ended 30 June 2021 and its financial position at the end of that period in accordance with the Local Government Act 1995 (the Act) and, to the extent that they are not inconsistent with the Act, and Australian Accounting Standards.
  - The Asset Consumption Ratio and Asset Renewal Funding Ratio included in the annual financial report were supported by verifiable information and reasonable assumptions.
- The OAG and KPMG understand the importance of our role as auditors in the external reporting framework and we work to maintain an extensive system of quality control over our audit practices.



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# Audit Approach



The following table summarises our approach to the audit of the City:

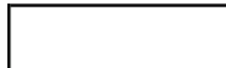
Area	Assessment & Approach
<b>Methodologies and activities</b>	<ul style="list-style-type: none"> <li>Our audit approach is tailored to address financial statement risks unique to the City. In tailoring our approach, we have held discussions with management, considered any changes to operations, and considered both external and internal developments that may impact our audit risk.</li> <li>A summary of the activities in each phase of our audit is provided.</li> <li>On completion, we will evaluate the evidence we obtained and report our findings to you.</li> </ul>
<b>Materiality</b>	<ul style="list-style-type: none"> <li>Planning materiality is determined at the overall financial statement level. Where appropriate, based on qualitative factors, we may lower our materiality threshold.</li> <li>The extent of audit procedures on balance sheet and income statement numbers is based on our professional judgement and materiality applicable to the City.</li> <li>During the course of our work, we will accumulate and report all identified uncorrected and corrected misstatements above our audit difference posting threshold, as well as material misstatements or omissions in presentation and disclosures, to the Audit and Strategic Finance Committee.</li> <li>As required by auditing standards, we will request correction of identified differences.</li> </ul>
<b>Risk assessment</b>	<ul style="list-style-type: none"> <li>Based on our experience, our knowledge of the City and discussions with management, we will perform an assessment of your business risks relevant to our audit and identify financial statement captions that may be affected by these risks to identify audit focus areas.</li> <li>We have summarised the relevant risks faced by the City; and</li> <li>The audit focus areas are identified, our planned procedures and key accounting and reporting matters for consideration.</li> </ul>
<b>Independence</b>	<ul style="list-style-type: none"> <li>Our audit services are subject to the OAG's, KPMG's and our profession's strict rules and policies regarding auditor independence.</li> <li>We will not undertake services that are incompatible with our role as your auditor, or that could compromise our independence in any way.</li> <li>We will continue to monitor our independence on an ongoing basis and will confirm our independence at the time of audit completion and signing the audit opinion.</li> </ul>
<b>Approach to fraud</b>	<ul style="list-style-type: none"> <li>The primary responsibility for preventing and detecting fraud rests with the Council and CEO.</li> <li>We are responsible for obtaining reasonable assurance that the financial report, taken as a whole, is free from material misstatement, whether caused by fraud or error. Owing to the inherent limitations of an audit there is an unavoidable risk that some material misstatements of the financial report may not be detected.</li> <li>We will assess the risk of fraud and design procedures that respond to that risk including, but not limited to, making enquiries of management about actual, suspected or alleged fraud and testing journal entry posting controls and a sample of journal entries.</li> <li>We request at this time the Council and CEO to identify matters relating to fraud consideration for incorporating into our audit approach. We will report fraud related issues identified to the Council if identified during our audit.</li> </ul>



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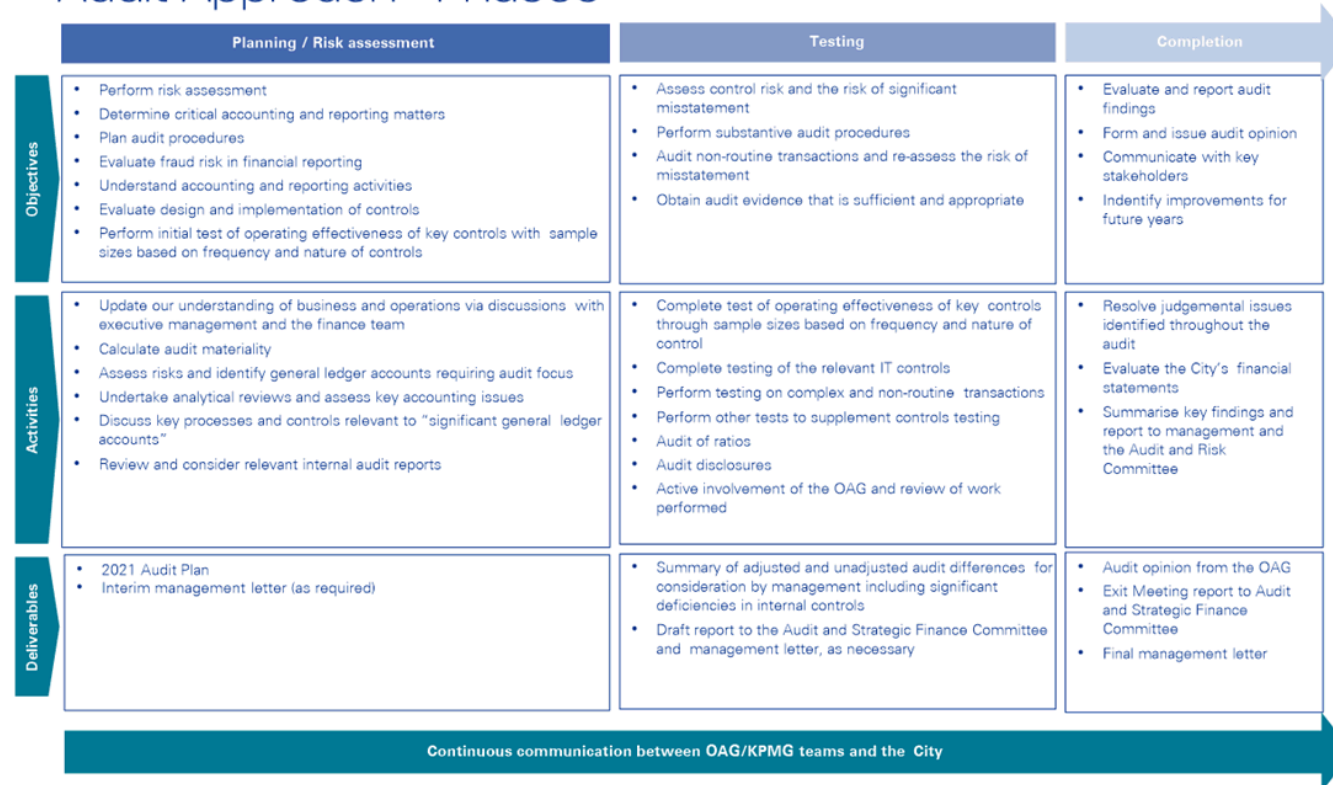
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# Audit Approach - Phases



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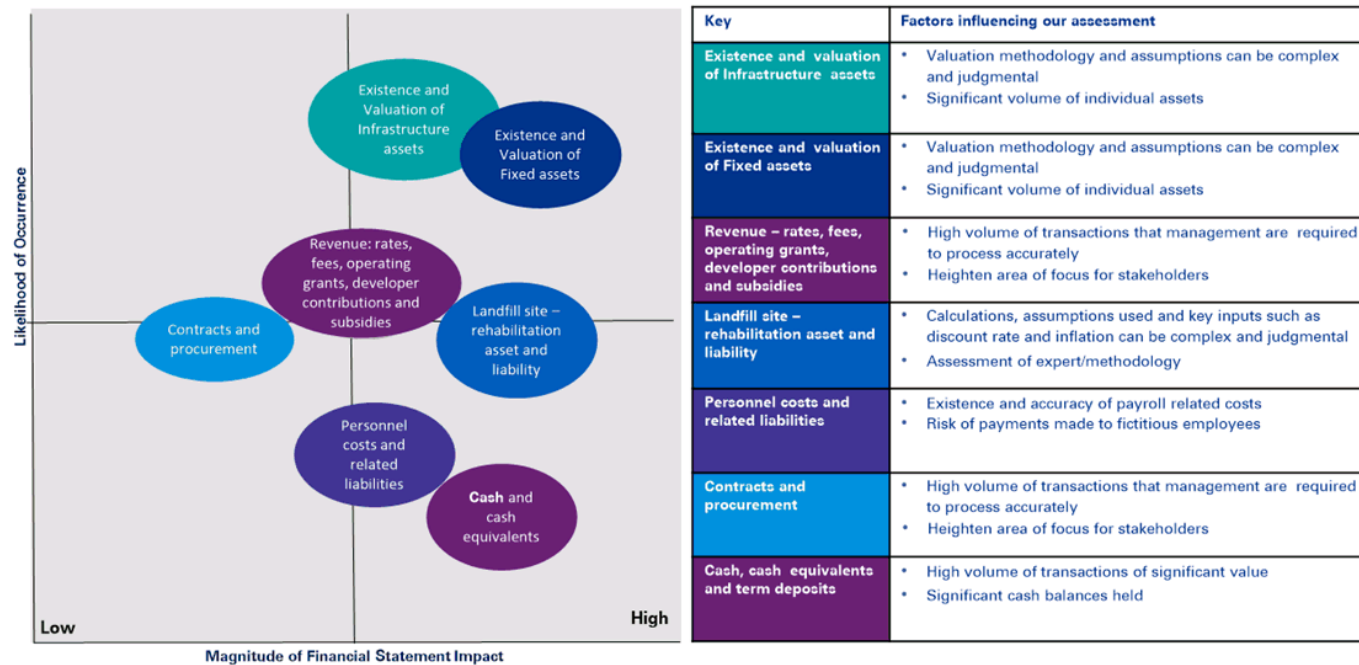
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# Audit risk assessment

In our assessment of inherent audit risks impacting the financial report, we consider the nature of the risk, likelihood of its occurrence and potential impact it could have on the City's financial report.



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# Key audit focus areas



## 1 Existence and valuation of Infrastructure Assets

Audit risk **H** Higher **M** Moderate **L** Lower

Significant Risks Size Complexity

**H**

**H**

### Areas of audit focus

- Valuation methodology and assumptions can be complex and judgmental
- Significant volume of individual assets
- ASA 540 (Revised) *Auditing Accounting Estimates and Related Disclosures* is now effective. Refer to page 12.

### Planned audit procedures

#### Test of Controls

- None planned

#### Substantive Procedures

- Review all independent/internally prepared valuations for the City's infrastructure assets (FY21: Marina Asset and Landfill Asset)
- Utilising our infrastructure valuation specialist, assess the competence and capabilities of the valuers, including valuation method and assumptions used

#### Substantive Procedures cont.

- Test the roll forward of infrastructure assets including additions and disposal (where material)
- On a sample basis, select assets for sighting noting their existence and physical condition
- Recalculate any revaluation gain/loss arising from the revaluation and ensure this has been appropriately recorded.
- Review management's impairment assessment/calculation for reasonableness
- Perform substantive analytical procedures over depreciation expense
- Assess appropriateness of asset classification
- Assess the completeness of capital WIP, and for a sample selected, ensure the asset was capitalised at the correct date



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# Key audit focus areas



## 2 Existence and valuation of Fixed Assets

Audit risk H Higher M Moderate L Lower

Significant Risks Size Complexity

H

H

### Areas of audit focus

- Valuation methodology and assumptions can be complex and judgmental
- Significant volume of individual assets
- ASA 540 (Revised) *Auditing Accounting Estimates and Related Disclosures* is now effective. Refer to page 12.

### Planned audit procedures

#### Test of Controls

- None planned

#### Substantive Procedures

- Review all independent/internally prepared valuations for the City's land and buildings
- Utilising our property valuation specialist, assess the competence and capabilities of the valuers, including valuation method and assumptions used

#### Substantive Procedures cont.

- Test the roll forward of fixed assets including additions and disposal (where material)
- On a sample basis, select assets for sighting noting their existence and physical condition
- Recalculate any revaluation gain/loss arising from the revaluation and ensure this has been appropriately recorded
- Review management's impairment assessment/calculation for reasonableness
- Assess appropriateness of asset classification
- Perform substantive analytical procedures over depreciation expense



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# Key audit focus areas



## 3 Revenue – rates, fees, charges, operating grants, developer contributions and subsidies

Audit risk **H** Higher **M** Moderate **L** Lower

Significant Risks Size Complexity

**H** **M**

### Areas of audit focus

- High volume of transactions that management are required to process accurately
- Heighten area of focus for stakeholders

### Planned audit procedures

#### Test of Controls

- City approval of rates and charges for FY2021
- Management review of monthly rates reconciliation

#### Substantive Procedures

- Management review of rates table
- Testing of controls over the Tech One system generated reports used
- Review the City's rates policy in place
- Review of Landgate's General Valuation of the Gross Rental Values (GRV's) of properties within the City and assess any changes as applicable
- Recalculate the rates revenue for the year ensuring the correct rates were used and verifying the accuracy thereof

#### Substantive Procedures cont.

- Focus testing around financial year ends to ensure revenue recorded in the correct period
- Assess the recoverability of the related debtor raised
- Agree a sample of fees and charges to supporting documents
- Vouch developer contributions to agreements and other supporting documentation
- Vouch grants to relevant grant agreement and bank
- Consider and review any new or amended service concession agreements entered into by the City during the current year
- Assess the City's assessment of the accounting treatment for Public Open Space contributions (as applicable)



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# Key audit focus areas

## 4 Landfill site – rehabilitation asset and liability

Audit risk **H** Higher **M** Moderate **L** Lower

Significant Risks Size Complexity

**M** **H**

### Areas of audit focus

- Accounting for rehabilitation provisions is complex
- Accounting treatment can involve high levels of judgement and estimation uncertainty
- ASA 540 (Revised) *Auditing Accounting Estimates and Related Disclosures* is now effective. Refer to page 12.

### Planned audit procedures

#### Test of Controls

- None planned

#### Substantive Procedures

- Review management's landfill site rehabilitation provision and asset calculations
- Verify the mathematical accuracy of the of the calculations received
- Assess the competence and capabilities of the experts engaged by the City, including valuation method and assumptions used
- Review and critically assess the assumptions and inputs (such as discount rate, inflation rate) used in the model by management and the expert
- Assess accuracy of component accounting for the rehabilitation asset, including related amortisation



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# Key audit focus areas



## 5 Contracts and Procurement

Audit risk H Higher M Moderate L Lower

Significant Risks Size Complexity

H L

### Areas of audit focus

- High volume of transactions that management are required to process accurately
- Heighten area of focus for stakeholders

### Planned audit procedures

#### Test of Controls

- Assessment of authorisation of payments in line with Delegation of Authority
- Assessment of review approval of contracts in line with Procurement Policy

#### Substantive Procedures

- Review of authorisation of payments in line with Delegation of Authority
- Review approval of contracts in line with Procurement Policy of the City
- Review of internal audit reports for internal controls tested, specific contracts reviewed or key findings noted in procurement
- Review of the City's procurement policy
- Review the City's contract register for long running contracts or overspent contracts
- On a sample basis for expenditure, agree payments made to supporting documentation and sighting authorisation of such payments in line with the Delegation of Authority
- Search for unrecorded liabilities at year end



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# Key audit focus areas



## 6 Personnel costs and related liabilities

Audit risk H Higher M Moderate L Lower

Significant Risks Size Complexity

H L

### Areas of audit focus

- High volume of transactions that management are required to process accurately
- Existence and accuracy of payroll related costs

### Planned audit procedures

#### Test of Controls

- Review and approval of payroll reconciliation
- Approval of employment and termination forms

#### Substantive Procedures

- Reconcile the payroll report and trial balance as at 30 June 2021, including related payroll liabilities
- Substantive analytical procedures to be performed over payroll expenses
- Substantive analytical procedures to be performed over annual leave and long service leave provisions as at 30 June 2021



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# Key audit focus areas

## 7 Cash, cash equivalents and term deposits

Audit risk **H** Higher **M** Moderate **L** Lower

Significant Risks Size Complexity

**H** **L**

### Areas of audit focus

- High volume of transactions of significant value
- Significant value of term deposits

### Planned audit procedures

#### Test of Controls

- Testing of monthly bank reconciliations

#### Substantive Procedures

- Identify key controls within the Treasury process, including controls surrounding the preparation and review of bank reconciliations
- On a sample basis, vouch term deposits to confirmations and consider appropriateness of classification
- Circularize independent bank confirmations at year end
- Review the year end bank reconciliation and agree to bank confirmations
- On a sample basis, verifying that the transfers to and from reserves have been appropriately approved.



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# Accounting Estimates



## Accounting estimates

See pages 5 – 6 and 8

- ASA 540 (Revised) *Auditing Accounting Estimates and Related Disclosures* is now effective and will influence the nature, timing and extent of our audit procedures.
- We will increase our focus on the issues critical to the City in these uncertain times, in particular financial reporting estimates, judgements and transparent disclosures.
- The risks of material misstatement relating to fair values of infrastructure assets and fixed assets are a key focus error due to the value of the assets and estimates used to determine fair value. Other estimates of the City include its landfill site rehabilitation provision, expected credit loss provision and leave provisions.
- To assess the risks, we will understand how management has understood the range of possible measurement outcomes, selected reasonable and verifiable assumptions (including considering alternatives) and data sources, and the related disclosures for the financial statements.
- We will evaluate the methods, assumptions and data used to derive the estimates for fair value of infrastructure assets and fixed assets to obtain evidence that they are appropriate in the context of the financial reporting framework and are, when appropriate, based on conditions and events at the measurement date. Where management have involved an expert, we will assess the competence, capability and objectivity of the expert.
- We will increase the involvement of KPMG specialists to assist in these evaluations.
- We will evaluate whether related disclosures comprise required disclosures, including significant assumptions about the future and other major sources of estimation uncertainty, and whether they include the information necessary to achieve the fair presentation of the financial statements as a whole.
- We will communicate our views about significant qualitative aspects of accounting estimates.



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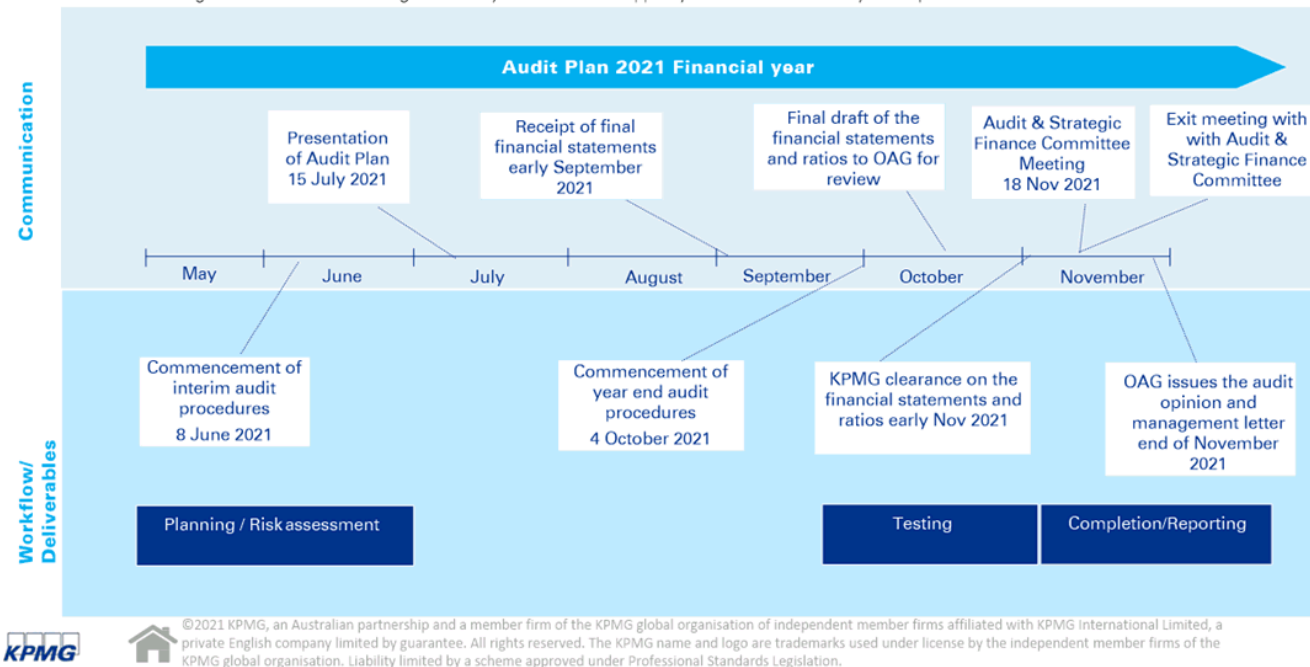
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## Timeline of the audit

Communicating with and reporting to the City, with no surprises, underpins the quality of our audit. There are two main elements: the formal audit report, and ongoing communications. Two-way communication with management is a key aspect of our reporting and service delivery. We stress the importance of keeping you informed of issues arising throughout the audit and of understanding your views.

We deliver insights on aspects of the audit and your business practices such as the appropriateness of accounting policies, the design and operation of financial reporting systems and controls, key accounting judgements and any matters where we may disagree with management's view, and any audit differences or errors identified. We ensure the content of these reports meets the requirements of auditing standards and we share our industry experience to encourage discussion and debate with management. We see these insights as a key mechanism to support you in the execution of your responsibilities.



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## Item 20.1 Attachment 2

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CITY OF COCKBURN  
FINANCIAL REPORT  
FOR THE YEAR ENDED 30 JUNE 2021

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COMMUNITY VISION

Cockburn the best place to be.

Principal place of business:  
Spearwood, WA



ASFC 25/11/2021

Item 20.1 Attachment 3

CITY OF COCKBURN  
STATEMENT OF COMPREHENSIVE INCOME  
BY NATURE OR TYPE  
FOR THE YEAR ENDED 30 JUNE 2021

		2021	2021	2020
	NOTE	Actual	Revised Budget	Actual
		\$	\$	\$
<b>Revenue</b>				
Rates	29(a)	108,305,167	108,588,103	106,223,439
Operating grants, subsidies and contributions	2(a)	15,363,201	13,792,564	13,724,805
Fees and charges	2(a)	30,280,412	30,216,567	27,357,438
Interest earnings	2(a)	1,786,797	1,830,000	4,500,685
		155,735,577	154,427,234	151,806,367
<b>Expenses</b>				
Employee costs		(62,845,278)	(62,270,344)	(60,211,849)
Materials and contracts		(35,998,197)	(38,150,155)	(37,952,938)
Utility charges		(6,002,003)	(5,919,371)	(5,483,944)
Depreciation on non-current assets	11(b)	(38,568,690)	(35,641,134)	(40,772,796)
Interest expenses	2(b)	(1,174,733)	(696,000)	(721,414)
Insurance expenses		(1,681,861)	(1,723,200)	(1,533,725)
Other expenditure		(8,732,562)	(9,764,514)	(8,694,216)
		(155,003,324)	(154,164,718)	(155,370,882)
Non-operating grants, subsidies and contributions	2(a)	21,254,356	21,690,012	25,604,896
Profit on asset disposals	11(a)	504,360	1,081,225	1,523,132
(Loss) on asset disposals	11(a)	(362,880)	0	(259,197)
Fair value adjustments to financial assets at fair value through profit or loss		5,172	0	2,305
Adjusted share former associates loan liabilities	18(b)	(36,683)	0	630,030
Share of net profit of associates accounted for using the equity method	27(a)	0	0	(675,004)
(Loss) on revaluation of Other infrastructure - marina	10(a)	(6,476,864)	0	0
		14,887,461	22,771,237	26,826,162
<b>Net result for the period</b>		<b>15,619,714</b>	<b>23,033,753</b>	<b>23,261,647</b>
<b>Other comprehensive income</b>				
<i>Items that will not be reclassified subsequently to profit or loss</i>				
Changes in asset revaluation surplus	14	22,254,558	0	29,394,970
<b>Total other comprehensive income for the period</b>		<b>22,254,558</b>	<b>0</b>	<b>29,394,970</b>
<b>Total comprehensive income for the period</b>		<b>37,874,272</b>	<b>23,033,753</b>	<b>52,656,617</b>

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

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## Item 20.1 Attachment 3

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**CITY OF COCKBURN**  
**STATEMENT OF COMPREHENSIVE INCOME**  
**BY PROGRAM**  
**FOR THE YEAR ENDED 30 JUNE 2021**

	NOTE	2021 Actual \$	2021 Revised Budget \$	2020 Actual \$
<b>Revenue</b>				
Governance		151,203	133,321	456,336
General purpose funding		114,751,073	112,642,459	116,529,403
Law, order, public safety		1,454,422	1,126,711	999,207
Health		418,876	466,354	328,179
Education and welfare		7,959,408	9,008,756	8,166,946
Community amenities		12,467,200	12,385,132	10,417,466
Recreation and culture		12,127,147	12,379,340	9,400,979
Transport		221,737	192,027	277,307
Economic services		2,337,995	2,252,205	1,763,225
Other property and services		3,846,516	3,840,931	3,467,319
		<b>155,735,577</b>	<b>154,427,236</b>	<b>151,806,367</b>
<b>Expenses</b>				
Governance		(11,172,555)	(11,914,002)	(13,170,743)
General purpose funding		(292,788)	(244,156)	(1,095,173)
Law, order, public safety		(6,962,821)	(6,893,063)	(7,000,600)
Health		(2,473,411)	(2,656,824)	(2,442,713)
Education and welfare		(15,438,384)	(16,703,653)	(15,182,975)
Community amenities		(32,385,258)	(31,353,680)	(33,409,514)
Recreation and culture		(46,909,936)	(45,360,976)	(43,730,616)
Transport		(31,624,909)	(30,775,699)	(31,362,870)
Economic services		(2,987,913)	(2,965,235)	(2,694,409)
Other property and services		(3,580,616)	(4,601,432)	(4,559,854)
		<b>(153,828,591)</b>	<b>(153,468,720)</b>	<b>(154,649,467)</b>
<b>Finance Costs</b>				
Governance		(3,843)	0	(8,542)
General purpose funding		(526,017)	(526,000)	(617,805)
Law, order, public safety		(36)	0	(47)
Education and welfare		(385)	0	(555)
Community amenities		(641,498)	(170,000)	(89,339)
Recreation and culture		(869)	0	(1,263)
Other property and services		(2,085)	0	(3,864)
	2(b)	<b>(1,174,733)</b>	<b>(696,000)</b>	<b>(721,415)</b>
Non-operating grants, subsidies and contributions	2(a)	21,254,356	21,690,012	25,604,896
Profit on disposal of assets	11(a)	504,360	1,081,225	1,523,132
(Loss) on disposal of assets	11(a)	(362,880)	0	(259,197)
Fair value adjustments to financial assets at fair value through profit or loss		5,172	0	2,305
Adjusted share former associates loan liabilities	18(b)	(36,683)	0	630,030
Share of net profit of associates accounted for using the equity method	27(a)	0	0	(675,004)
(Loss) on revaluation of Other infrastructure - marina	10(a)	(6,476,864)	0	0
		<b>14,887,461</b>	<b>22,771,237</b>	<b>26,826,162</b>
<b>Net result for the period</b>		<b>15,619,714</b>	<b>23,033,753</b>	<b>23,261,647</b>
<b>Other comprehensive income</b>				
<i>Items that will not be reclassified subsequently to profit or loss</i>				
Changes in asset revaluation surplus	14	22,254,558	0	29,394,970
<b>Total other comprehensive income for the period</b>		<b>22,254,558</b>	<b>0</b>	<b>29,394,970</b>
<b>Total comprehensive income for the period</b>		<b>37,874,271</b>	<b>23,033,753</b>	<b>52,656,617</b>

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

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Item 20.1 Attachment 3

**CITY OF COCKBURN**  
**STATEMENT OF FINANCIAL POSITION**  
**AS AT 30 JUNE 2021**

	NOTE	2021 \$	2020 \$
<b>CURRENT ASSETS</b>			
Cash and cash equivalents	3	4,606,858	5,133,910
Trade and other receivables	6	6,770,687	7,640,553
Other financial assets	5(a)	197,500,000	169,400,000
Inventories	7	39,896	31,107
Other assets	8	5,396,926	4,500,651
<b>TOTAL CURRENT ASSETS</b>		<b>214,314,367</b>	<b>186,706,221</b>
<b>NON-CURRENT ASSETS</b>			
Trade and other receivables	6	1,324,079	1,361,772
Other financial assets	5(b)	1,089,135	1,093,670
Property, plant and equipment	9	339,326,772	333,321,662
Infrastructure	10	890,486,978	871,151,088
Intangible assets	13(a)	19,010,399	20,636,687
Right-of-use assets	12(a)	310,363	708,987
<b>TOTAL NON-CURRENT ASSETS</b>		<b>1,251,547,726</b>	<b>1,228,273,866</b>
<b>TOTAL ASSETS</b>		<b>1,465,862,093</b>	<b>1,414,980,087</b>
<b>CURRENT LIABILITIES</b>			
Trade and other payables	15(a)	17,194,160	15,351,658
Other liabilities	16	6,552,672	713,380
Lease liabilities	17(a)	218,182	421,881
Borrowings	18(a)	4,020,624	3,226,983
Employee related provisions	19	9,499,673	7,953,702
Other provisions	20	0	800,000
<b>TOTAL CURRENT LIABILITIES</b>		<b>37,485,311</b>	<b>28,467,604</b>
<b>NON-CURRENT LIABILITIES</b>			
Trade and other payables	15(b)	2,010,562	884,565
Other liabilities	16	23,478,448	15,527,154
Lease liabilities	17(a)	115,739	344,141
Borrowings	18(a)	11,445,281	16,171,527
Employee related provisions	19	1,481,992	2,093,180
Other provisions	20	32,062,428	31,583,854
<b>TOTAL NON-CURRENT LIABILITIES</b>		<b>70,594,450</b>	<b>66,604,421</b>
<b>TOTAL LIABILITIES</b>		<b>108,079,761</b>	<b>95,072,025</b>
<b>NET ASSETS</b>		<b>1,357,782,332</b>	<b>1,319,908,062</b>
<b>EQUITY</b>			
Retained surplus		555,827,438	561,835,270
Reserves - cash/financial asset backed	4	171,410,638	149,783,094
Revaluation surplus	14	630,544,256	608,289,698
<b>TOTAL EQUITY</b>		<b>1,357,782,332</b>	<b>1,319,908,062</b>

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

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## Item 20.1 Attachment 3

ASFC 25/11/2021

CITY OF COCKBURN  
STATEMENT OF CHANGES IN EQUITY  
FOR THE YEAR ENDED 30 JUNE 2021

		RESERVES CASH/FINANCIAL		
	NOTE	RETAINED SURPLUS	ASSET BACKED	REVALUATION SURPLUS
		\$	\$	\$
Balance as at 1 July 2019		563,455,916	142,586,242	578,894,728
Change in accounting policy		(17,685,441)	0	0
Restated balance at the beginning of the financial year		545,770,475	142,586,242	578,894,728
Comprehensive income				
Net result for the period		23,261,647	0	0
Other comprehensive income	14	0	0	29,394,970
Total comprehensive income		23,261,647	0	29,394,970
Transfers from reserves	4	41,223,343	(41,223,343)	0
Transfers to reserves	4	(48,420,195)	48,420,195	0
Balance as at 30 June 2020		561,835,270	149,783,094	608,289,698
Restated balance at 1 July 2020		561,835,270	149,783,094	608,289,698
Comprehensive income				
Net result for the period		15,619,714	0	0
Other comprehensive income	14	0	0	22,254,558
Total comprehensive income		15,619,714	0	22,254,558
Transfers from reserves	4	40,482,863	(40,482,863)	0
Transfers to reserves	4	(62,110,406)	62,110,406	0
Balance as at 30 June 2021		555,827,438	171,410,638	630,544,256

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

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## ASFC 25/11/2021

## Item 20.1 Attachment 3

CITY OF COCKBURN  
STATEMENT OF CASH FLOWS  
FOR THE YEAR ENDED 30 JUNE 2021

NOTE	2021 Actual \$	2021 Budget \$	2020 Actual \$
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>			
<b>Receipts</b>			
Rates	109,208,389	108,321,259	107,575,107
Operating grants, subsidies and contributions	20,007,151	6,808,728	13,877,283
Fees and charges	30,280,412	28,013,718	27,357,438
Interest received	1,786,797	2,930,000	4,500,685
Goods and services tax received	4,625,722	11,925,610	4,214,404
	165,908,471	157,999,315	157,524,917
<b>Payments</b>			
Employee costs	(62,131,292)	(61,163,841)	(58,990,864)
Materials and contracts	(36,122,559)	(36,628,285)	(41,407,197)
Utility charges	(6,002,003)	(5,749,538)	(5,483,944)
Interest expenses	(1,174,733)	(696,000)	(721,414)
Insurance paid	(1,681,861)	(1,723,200)	(1,533,725)
Goods and services tax paid	(3,348,808)	(5,962,805)	(5,500,877)
Other expenditure	(8,732,563)	(9,580,919)	(8,694,216)
	(119,193,819)	(121,504,588)	(122,332,237)
<b>Net cash provided by operating activities</b>	21 46,714,652	36,494,727	35,192,681
<b>CASH FLOWS FROM INVESTING ACTIVITIES</b>			
Payments for purchase of property, plant & equipment	9(a) (19,508,521)	(25,603,900)	(11,128,321)
Payments for construction of infrastructure	(16,264,940)	(25,621,963)	(22,337,191)
Non-operating grants, subsidies and contributions	12,369,680	9,339,600	11,372,253
Payments for financial assets at amortised cost	(28,090,293)	(250,000)	(11,950,334)
Receipts of Public Open Space payments	5,419,364	0	0
Proceeds from sale of property, plant & equipment	11(a) 1,512,958	836,100	2,693,952
<b>Net cash used in investing activities</b>	(44,561,752)	(41,300,163)	(31,349,641)
<b>CASH FLOWS FROM FINANCING ACTIVITIES</b>			
Repayment of borrowings	18(b) (3,969,288)	(3,900,000)	(3,905,043)
Net receipts/(refund) of bonds	1,702,756	0	(1,920,960)
Payments for principal portion of lease liabilities	17(b) (413,420)	0	(469,799)
Proceeds from new borrowings	18(b) 0	5,277,400	0
<b>Net cash used in financing activities</b>	(2,679,952)	1,377,400	(6,295,802)
<b>Net decrease in cash held</b>	(527,052)	(3,428,036)	(2,452,762)
Cash at beginning of year	5,133,910	11,677,896	7,586,674
<b>Cash and cash equivalents at the end of the year</b>	21 4,606,858	8,249,860	5,133,910

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

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## Item 20.1 Attachment 3

ASFC 25/11/2021

CITY OF COCKBURN  
RATE SETTING STATEMENT  
FOR THE YEAR ENDED 30 JUNE 2021

	NOTE	2021 Actual \$	2021 Budget \$	2020 Actual \$
OPERATING ACTIVITIES				
Net current assets at start of financial year - surplus/(deficit)	30 (b)	12,171,050	2,000,000	7,236,184
		12,171,050	2,000,000	7,236,184
Revenue from operating activities (excluding rates)				
Governance		151,203	133,321	456,336
General purpose funding		6,968,590	4,871,800	10,850,266
Law, order, public safety		1,454,422	1,131,711	999,207
Health		418,876	466,354	328,179
Education and welfare		7,959,408	9,008,756	8,166,946
Community amenities		12,467,200	12,385,132	10,417,466
Recreation and culture		12,127,147	12,379,340	9,400,979
Transport		495,639	662,751	492,261
Economic services		2,337,995	2,252,205	3,071,403
Other property and services		4,076,973	4,446,432	3,467,319
		48,457,451	47,737,802	47,650,362
Expenditure from operating activities				
Governance		(11,176,398)	(11,914,002)	(13,179,285)
General purpose funding		(818,805)	(770,156)	(1,712,978)
Law, order, public safety		(6,962,857)	(6,893,063)	(7,157,321)
Health		(2,473,411)	(2,656,824)	(2,442,713)
Education and welfare		(15,438,769)	(16,703,653)	(15,183,530)
Community amenities		(33,026,756)	(31,523,680)	(33,498,853)
Recreation and culture		(47,273,685)	(45,360,976)	(43,731,879)
Transport		(31,624,909)	(30,775,699)	(31,362,870)
Economic services		(2,987,913)	(2,965,235)	(2,694,409)
Other property and services		(10,059,564)	(4,601,432)	(4,666,241)
		(161,843,067)	(154,164,720)	(155,630,079)
Non-cash amounts excluded from operating activities	30(a)	52,791,958	36,599,817	37,150,738
Amount attributable to operating activities		(48,422,608)	(67,827,101)	(63,592,795)
INVESTING ACTIVITIES				
Non-operating grants, subsidies and contributions	2(a)	21,254,356	21,690,012	25,604,896
Proceeds from disposal of assets	11(a)	1,512,958	836,100	2,693,952
Proceeds from financial assets at amortised cost - self supporting loans		0	(250,000)	0
Purchase of property, plant and equipment	9(a)	(19,508,521)	(25,603,900)	(11,128,321)
Purchase and construction of infrastructure	10(a)	(27,681,546)	(25,621,963)	(36,569,834)
Recognition of rehabilitation asset	13(a)	(307,177)	0	1,098,378
Amount attributable to investing activities		(24,729,930)	(28,949,751)	(18,300,929)
FINANCING ACTIVITIES				
Repayment of borrowings	18(b)	(3,969,288)	(3,900,000)	(3,905,043)
Proceeds from borrowings	18(c)	0	5,277,400	0
Payments for principal portion of lease liabilities	17(b)	(413,420)	0	(469,799)
Transfers to reserves (restricted assets)	4	(62,110,406)	(60,293,640)	(48,420,195)
Transfers from reserves (restricted assets)	4	40,482,863	71,751,849	41,223,343
Amount attributable to financing activities		(26,010,250)	12,835,609	(11,571,694)
Surplus/(deficit) before imposition of general rates		(99,162,789)	(83,941,243)	(93,465,418)
Total amount raised from general rates	29(a)	107,750,972	107,770,659	105,636,468
Surplus/(deficit) after imposition of general rates	30(b)	8,588,183	23,829,416	12,171,050

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

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**CITY OF COCKBURN**  
**INDEX OF NOTES TO THE FINANCIAL REPORT**  
**FOR THE YEAR ENDED 30 JUNE 2021**

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**CITY OF COCKBURN**  
**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT**  
**FOR THE YEAR ENDED 30 JUNE 2021**

**1. BASIS OF PREPARATION**

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

The *Local Government Act 1995* and accompanying Regulations take precedence over Australian Accounting Standards where they are inconsistent.

The *Local Government (Financial Management) Regulations 1996* specify that vested land is a right-of-use asset to be measured at cost. All right-of-use assets (other than vested improvements) under zero cost concessionary leases are measured at zero cost rather than at fair value. The exception is vested improvements on concessionary land leases such as roads, buildings or other infrastructure which continue to be reported at fair value, as opposed to the vested land which is measured at zero cost. The measurement of vested improvements at fair value is a departure from AASB 16 which would have required the City to measure any vested improvements at zero cost.

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

**THE LOCAL GOVERNMENT REPORTING ENTITY**

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

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

All monies held in the Trust Fund have now been transferred back to reserves as per the Town Planning Act.

**INITIAL APPLICATION OF ACCOUNTING STANDARDS**

During the current year, the City adopted all of the new and revised Australian Accounting Standards and Interpretations which were compiled, became mandatory and which were applicable to its operations.

These were:

- AASB 1059 *Service Concession Arrangements: Grantors*
- AASB 2018-7 *Amendments to Australian Accounting Standards - Definition of Materiality*

The adoption of these standards had no material impact on the financial report.

**NEW ACCOUNTING STANDARDS FOR APPLICATION IN FUTURE YEARS**

The following new accounting standards will have application to local government in future years:

- AASB 2020-1 *Amendments to Australian Accounting Standards - Classification of Liabilities as Current or Non-current*
- AASB 2020-3 *Amendments to Australian Accounting Standards - Annual Improvements 2018-2020 and Other Amendments*
- AASB 2021-2 *Amendments to Australian Accounting Standards - Disclosure of Accounting Policies or Definition of Accounting Estimates*

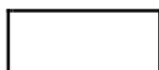
It is not expected these standards will have an impact on the financial report.

**CRITICAL ACCOUNTING ESTIMATES**

The preparation of a financial report in conformity with Australian Accounting Standards requires management to make judgements, estimates and assumptions that effect the application of policies and reported amounts of assets and liabilities, income and expenses.

The estimates and associated assumptions are based on historical experience and various other factors that are believed to be reasonable under the circumstances; the results of which form the basis of making the judgements about carrying values of assets and liabilities that are not readily apparent from other sources. Actual results may differ from these estimates.

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**CITY OF COCKBURN**  
**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT**  
**FOR THE YEAR ENDED 30 JUNE 2021**

**2. REVENUE AND EXPENSES**

**(a) Grant revenue**

Grants, subsidies and contributions are included as both operating and non-operating revenues in the Statement of Comprehensive Income:

	2021 Actual \$	2021 Revised Budget \$	2020 Actual \$
<b>Operating grants, subsidies and contributions</b>			
Governance	103,391	85,940	293,609
General purpose funding	4,424,943	2,019,256	4,224,085
Law, order, public safety	387,416	436,660	318,712
Health	32,901	55,254	34,586
Education and welfare	7,517,937	8,166,530	6,925,336
Community amenities	1,369,832	1,302,371	747,294
Recreation and culture	809,076	906,706	693,832
Transport	(18,923)	(47,973)	107,239
Economic services	1,687	4,000	5,862
Other property and services	734,940	863,820	374,252
	15,363,201	13,792,564	13,724,805
<b>Non-operating grants, subsidies and contributions</b>			
General purpose funding	3,026,000	0	3,768,966
Law, order, public safety	13,636	15,000	0
Community amenities	207,853	4,006,606	95,182
Recreation and culture	3,539,310	6,892,427	1,752,220
Transport	14,302,440	10,628,454	17,603,196
Other property and services	165,116	147,525	2,385,332
	21,254,356	21,690,012	25,604,896
<b>Total grants, subsidies and contributions</b>	<b>36,617,557</b>	<b>35,482,576</b>	<b>39,329,701</b>
<b>Fees and charges</b>			
Governance	47,811	47,381	162,256
General purpose funding	240,393	205,100	1,599,405
Law, order, public safety	1,067,006	690,051	680,495
Health	385,975	411,100	293,594
Education and welfare	435,245	842,225	1,224,028
Community amenities	11,097,369	11,082,761	9,670,173
Recreation and culture	11,318,071	11,472,633	8,707,147
Transport	240,660	240,000	170,068
Economic services	2,336,308	2,248,205	1,757,363
Other property and services	3,111,574	2,977,111	3,092,908
	30,280,412	30,216,567	27,357,438

There were no changes to the amounts of fees or charges detailed in the original budget.

**SIGNIFICANT ACCOUNTING POLICIES**

Grants, subsidies and contributions  
 Operating grants, subsidies and contributions are grants, subsidies or contributions that are not non-operating in nature.

Non-operating grants, subsidies and contributions are amounts received for the acquisition or construction of recognisable non-financial assets to be controlled by the local government.

Fees and Charges  
 Revenue (other than service charges) from the use of facilities and charges made for local government services, sewerage rates, rentals, hire charges, fee for service, photocopying charges, licences, sale of goods or information, fines, penalties and administration fees.

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CITY OF COCKBURN  
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT  
FOR THE YEAR ENDED 30 JUNE 2021

2. REVENUE AND EXPENSES (Continued)

(a) Revenue (Continued)	2021 Actual \$	2021 Revised Budget \$	2020 Actual \$
Contracts with customers and transfers for recognisable non-financial assets			
Revenue from contracts with customers and transfers to enable the acquisition or construction of recognisable non-financial assets to be controlled by the City was recognised during the year for the following nature or types of goods or services:			
Operating grants, subsidies and contributions	15,363,201	13,792,564	13,724,805
Fees and charges	30,280,412	30,216,567	27,357,438
Non-operating grants, subsidies and contributions	21,254,356	21,690,012	25,604,896
	66,897,968	65,699,144	66,687,139
Information about receivables, contract assets and contract liabilities from contracts with customers along with financial assets and associated liabilities arising from transfers to enable the acquisition or construction of recognisable non financial assets is:			
Trade and other receivables from contracts with customers	4,538,533		3,342,043
Contract liabilities from contracts with customers	(6,552,672)		(713,380)
Grant liabilities from transfers for recognisable non financial assets	(18,059,084)		(15,527,154)

Impairment of assets associated with contracts with customers are detailed at note 2 (b) under 'Other expenditure'. Contract liabilities for contracts with customers primarily relate to grants with performance obligations received in advance, for which revenue is recognised over time as the performance obligations are met. Information is not provided about remaining performance obligations for contracts with customers that had an original expected duration of one year or less. Consideration from contracts with customers is included in the transaction price. Performance obligations in relation to contract liabilities from transfers for recognisable non financial assets are satisfied as project milestones are met or completion of construction or acquisition of the asset. All associated performance obligations are expected to be met over the next 12 months.



CITY OF COCKBURN  
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT  
FOR THE YEAR ENDED 30 JUNE 2021

2. REVENUE AND EXPENSES (Continued)

(a) Revenue (Continued)	2021 Actual \$	2021 Revised Budget \$	2020 Actual \$
Revenue from statutory requirements			
Revenue from statutory requirements was recognised during the year for the following nature or types of goods or services:			
General rates	107,750,972	107,770,659	105,636,468
Specified area rates	554,196	550,600	586,971
Statutory permits and licences	1,532,903	0	1,002,729
Fines	845,327	0	226,674
Developer contributions	7,490,562	0	6,247,423
Public open space contributions	0	0	751,809
	118,173,960	108,321,259	114,452,074
Interest earnings			
Rates instalment and penalty interest (refer Note 29(c))	(607)	0	249,376
Other interest earnings	1,787,404	1,830,000	4,251,309
	1,786,797	1,830,000	4,500,685

SIGNIFICANT ACCOUNTING POLICIES

Interest earnings  
Interest income is calculated by applying the effective interest rate to the gross carrying amount of a financial asset except for financial assets that subsequently become credit-impaired. For credit-impaired financial assets the effective interest rate is applied to the net carrying amount of the financial asset (after deduction of the loss allowance).

Interest earnings (continued)  
Interest income is presented as finance income where it is earned from financial assets that are held for cash management purposes.



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CITY OF COCKBURN  
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT  
FOR THE YEAR ENDED 30 JUNE 2021

## 2. REVENUE AND EXPENSES (Continued)

(b) Expenses	Note	2021 Actual \$	2021 Revised Budget \$	2020 Actual \$
<b>Auditors remuneration</b>				
- Audit of the Annual Financial Report		75,000	75,000	81,000
- Other services		13,014	32,225	10,999
		88,014	107,225	91,999
<b>Interest expenses (finance costs)</b>				
Borrowings	18(b)	688,838	696,000	840,664
Accretion expense		478,574	0	(133,771)
Lease liabilities	17(b)	7,321	0	14,521
		1,174,733	696,000	721,414
<b>Other expenditure</b>				
Sundry expenses		8,732,562	9,764,514	8,694,216
		8,732,562	9,764,514	8,694,216

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**CITY OF COCKBURN**  
**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT**  
**FOR THE YEAR ENDED 30 JUNE 2021**

**2. REVENUE AND EXPENSES**

**REVENUE RECOGNITION POLICY**

Recognition of revenue is dependant on the source of revenue and the associated terms and conditions associated with each source of revenue and recognised as follows:

Revenue Category	Nature of goods and services	When obligations typically satisfied	Payment terms	Returns/Refunds/Warranties	Determination of transaction price	Allocating transaction price	Measuring obligations for returns	Timing of revenue recognition
Rates - general rates	General rates	Over time	Payment dates adopted by council during the year	None	Adopted by council annually	When taxable event occurs	Not applicable	When rates notice is issued
Rates - specified area rates	Rates charge for specific defined purpose	Over time	Payment dates adopted by council during the year	Refund in event monies are unspent	Adopted by council annually	When taxable event occurs	Not applicable	When rates notice is issued
Grant contracts with customers	Community events, minor facilities, research, design, planning evaluation and services	Over time	Fixed terms transfer of funds based on agreed milestones and reporting	Contract obligation if project not complete	Set by mutual agreement with the customer	Based on the progress of works to match performance obligations	Returns limited to repayment of transaction price of terms	Output method based on project milestones and/or completion date matched to performance obligations as inputs are shared
Grants, subsidies or contributions for the construction of non-financial assets	Construction or acquisition of recognisable non-financial assets to be controlled by the local government	Over time	Fixed terms transfer of funds based on agreed milestones and reporting	Contract obligation if project not complete	Set by mutual agreement with the funding body	Based on the progress of works to match performance obligations	Returns limited to repayment of transaction price of terms	Output method based on project milestones and/or completion date matched to performance obligations
Grants, subsidies or contributions with no contractual commitments	General appropriations and contributions with no reciprocal commitment	No obligations	Not applicable	Not applicable	Cash received	On receipt of funds	Not applicable	When assets are controlled
Fees and charges - administration fees	Fees relating to FESA, Service Charges, Building, Pet Registration, Impounding, Licencing, Planning, Search and Supervision fees	Single point in time	Payment in full in advance	None	Set by State legislation or adopted by council annually	Based on the timing of issue and/ or transfer of rights	Not applicable	When the service is rendered and complete or upon payment of the licence, registration or approval
Fees and charges - fines	Fines issued for breaches of local laws	Single point in time	Payment in full within defined time	None	Adopted by council through local law	When taxable event occurs	Not applicable	When fine is issued
Fees and charges - memberships	Gym and pool memberships	Over time	Payment in full in advance	Refund for unused portion on application	Adopted by council annually	Apportioned equally across the access period of facility	Returns limited to repayment of transaction	Output method over 12 months matched to access right
Fees and charges - other inspections	Regulatory food, health and safety check	Single point in time	Full payment prior to inspection	None	Adopted by council annually based on State Government Legislation	Applied fully on timing on inspection	Not applicable	After inspection event occurs
Fees and charges - pool inspections	Pool compliance safety check	Single point in time	Equal proportion based on an equal annual fee	None	Set by State legislation	Apportioned equally across the inspection cycle	Not applicable	After inspection event occurs
Fees and charges - property hire and entry	Use of halls and facilities	Single point in time	In full in advance	Refund if event cancelled within 7 days	Adopted by council annually	Based on timing of entry to facility	Returns limited to repayment of transaction	On entry or conclusion of hire
Fees and charges - sundry sales	Sale of minor items	Single point in time	In full in advance	Returns for faulty items	Adopted by council annually	When taxable event occurs	Returns limited to repayment of transaction	On delivery of good
Fees and charges - waste management collections	Kerbside collection services	Over time	Payment on an annual basis	None	Adopted by council annually	Apportioned equally across the collection period	Returns limited to repayment of transaction	Based on regular weekly and fortnightly period proportionate to collection service
Fees and charges - waste management entry fees	Waste treatment, recycling and disposal sites	Single point in time	Payment in advance at gate or on normal terms if credit provided	None	Adopted by council annually	Based on the timing of entry to the facility	Not applicable	On entry to facility
Fees and charges for other goods and services	Works for drainage modifications, kerbing or any other private works not associated with crossovers	Single point in time	When works are complete	None	Quotes determined by scale and nature of project and should match expenditure	Applied fully upon successful completion of works	Not applicable	After works are complete

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**CITY OF COCKBURN**  
**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT**  
**FOR THE YEAR ENDED 30 JUNE 2021**

**3. CASH AND CASH EQUIVALENTS**

	NOTE	2021 \$	2020 \$
Cash at bank and on hand		4,606,858	5,133,910
<b>Total cash and cash equivalents</b>		<b>4,606,858</b>	<b>5,133,910</b>
<b>Restrictions</b>			
The following classes of assets have restrictions imposed by regulations or other externally imposed requirements which limit or direct the purpose for which the resources may be used:			
- Cash and cash equivalents		3,709,844	3,846,465
- Financial assets at amortised cost		179,973,871	150,667,659
		<b>183,683,715</b>	<b>154,514,124</b>
The restricted assets are a result of the following specific purposes to which the assets may be used:			
Reserves - cash/financial asset backed	4	171,410,637	149,783,094
Contract liabilities from contracts with customers	16	6,552,672	713,380
Bonds & deposits		5,720,406	4,017,650
<b>Total restricted assets</b>		<b>183,683,715</b>	<b>154,514,124</b>

**SIGNIFICANT ACCOUNTING POLICIES****Cash and cash equivalents**

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

**Restricted assets**

Restricted asset balances are not available for general use by the local government due to externally imposed restrictions. Externally imposed restrictions are specified in an agreement, contract or legislation. This applies to reserves, unspent grants, subsidies and contributions and unspent loans that have not been fully expended in the manner specified by the contributor, legislation or loan agreement.

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CITY OF COCKBURN  
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT  
FOR THE YEAR ENDED 30 JUNE 2021

4. RESERVES - CASH/FINANCIAL ASSET BACKED

	2021 Actual Opening Balance	2021 Actual Transfer to	2021 Actual Transfer (from)	2021 Actual Closing Balance	2021 Revised Budget Opening Balance	2021 Revised Budget Transfer to	2021 Revised Budget Transfer (from)	2021 Revised Budget Closing Balance	2020 Actual Opening Balance	2020 Actual Transfer to	2020 Actual Transfer (from)	2020 Actual Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
(a) Staff Payments & Entitlements	1,633,128	0	(40,000)	1,593,128	1,633,128	0	(40,000)	1,593,128	1,679,842	143,286	(190,000)	1,633,128
(b) Plant & Vehicle Replacement	11,400,754	3,117,086	(2,647,846)	11,869,994	11,400,754	3,024,727	(4,479,848)	9,945,633	11,016,204	3,178,961	(2,794,410)	11,400,754
(c) Information Technology	501,249	1,200,000	(774,650)	926,599	501,249	1,200,000	(1,090,651)	610,598	302,718	203,531	(5,000)	501,249
(d) Major Building Refurbishment	16,677,163	3,000,000	(2,335,874)	17,341,289	16,677,163	3,000,000	(3,170,032)	16,507,131	14,878,218	1,801,413	(2,467)	16,677,163
(e) Waste & Recycling	12,200,267	1,964,254	(1,640,862)	12,523,659	12,200,267	1,964,254	(5,509,393)	8,655,128	15,481,387	1,194,695	(4,475,815)	12,200,267
(f) Land Development and Investment Fund	11,002,645	2,211,775	(350,700)	12,863,720	11,002,645	5,568,114	(11,444,682)	5,126,077	9,638,807	1,790,200	(426,362)	11,002,645
(g) Roads & Drainage Infrastructure	10,442,059	4,638,533	(2,877,047)	12,203,545	10,428,351	4,638,533	(7,850,304)	7,216,580	12,944,726	2,243,228	(4,745,895)	10,442,059
(h) Naval Base Shacks	1,161,639	81,260	0	1,242,899	1,161,639	18,287	0	1,179,926	1,132,099	43,225	(13,685)	1,161,639
(i) Community Infrastructure	27,777,436	3,500,000	(9,520,055)	21,757,381	27,777,436	3,500,000	(12,973,688)	18,303,748	19,187,585	10,370,689	(1,780,838)	27,777,436
(j) Insurance	2,235,907	500,000	(63,233)	2,672,674	2,235,907	500,000	(100,000)	2,635,907	1,806,509	696,102	(266,705)	2,235,907
(k) Greenhouse Action Fund	741,641	200,000	(232,703)	708,938	741,641	200,000	(288,330)	653,311	572,892	206,419	(37,670)	741,641
(l) Aged and Disabled Asset Replacement	391,623	40,711	(9,462)	422,872	391,623	41,973	(35,675)	397,921	372,120	112,111	(92,607)	391,623
(m) Welfare Projects Employee Entitlements	1,611,878	903,894	(664,999)	1,850,773	1,611,878	918,465	0	2,530,342	1,044,584	699,089	(131,796)	1,611,878
(n) HWRP Post Closure Management & Contaminated Sites	3,501,513	250,000	(835,839)	2,915,674	3,501,513	250,000	(908,602)	2,842,911	2,373,754	1,133,336	(5,577)	3,501,513
(o) Municipal Elections	1,420	150,000	0	151,420	1,420	150,000	0	151,420	80,756	664	(80,000)	1,420
(p) Port Coogee Special Maintenance - SAR	1,820,480	374,034	(213,614)	1,980,900	1,820,480	422,245	(219,815)	2,022,909	1,864,041	471	(44,032)	1,820,480
(q) Port Coogee Waterways - SAR	102,267	93,989	(50,000)	146,256	102,267	56,891	(50,000)	109,159	(73,780)	459,772	(283,725)	102,267
(r) Community Surveillance	864,697	200,000	(131,827)	932,870	864,697	200,000	(135,050)	929,647	856,666	58,031	(50,000)	864,697
(s) Waste Collection	4,199,528	2,339,328	(26,000)	6,512,856	4,199,528	2,339,328	(151,000)	6,387,856	4,113,202	208,257	(121,932)	4,199,528
(t) Family Day Care Accumulation Fund	11,474	85	0	11,559	11,474	0	0	11,474	(899,514)	1,452,205	(541,216)	11,474
(u) Community Infrastructure (DCA 13)	4,782,645	5,125,095	(3,074,748)	6,832,991	4,782,645	3,017,282	(3,065,564)	4,734,363	4,782,512	133	0	4,782,645
(v) Naval Base Shack Removal	652,448	140,367	0	792,815	652,448	38,475	0	690,923	652,448	0	(0)	652,448
(w) Environmental Offset	308,011	0	(59,252)	248,759	308,011	0	(59,252)	248,759	251,049	56,962	0	308,011
(x) Bibra Lake Management Plan	521,086	0	(328,118)	192,968	521,086	0	(520,000)	1,086	524,211	3,623	(6,748)	521,086
(y) Restricted Grants & Contributions	5,786,772	2,805,355	(3,417,993)	5,174,134	4,982,925	0	(4,686,384)	296,541	5,845,277	6,305	(64,810)	5,786,772
(z) CIHCF Building Maintenance	9,327,472	1,360,665	0	10,688,137	9,327,472	1,458,228	0	10,785,700	10,166,184	5,649,946	(6,488,658)	9,327,472
(l) Cockburn ARC Building Maintenance	3,718,365	1,500,000	0	5,218,365	3,718,365	1,500,000	0	5,218,365	2,137,584	1,584,281	(3,500)	3,718,365
(i) Carry Forward Projects	2,850,851	17,918,715	(8,902,343)	11,867,223	2,850,851	17,918,715	(12,782,585)	7,986,981	1,186,832	1,664,019	0	2,850,851
(j) Port Coogee Marina Assets Replacement	1,484,887	300,000	0	1,784,887	1,484,887	300,000	0	1,784,887	4,566,687	8,780,584	(11,862,384)	1,484,887
(-) Port Coogee Waterways - WEMP	1,302,071	9,711	(65,245)	1,246,537	1,302,071	15,831	(100,000)	1,217,902	1,108,816	314,855	(121,600)	1,302,071
(j) Cockburn Coast SAR	25,209	35,753	(10,318)	50,644	25,209	30,465	(11,330)	44,344	83,847	15,659	(74,297)	25,209
(E) Developer Contribution Plans	10,744,509	2,365,468	(1,883,884)	11,226,093	10,758,217	2,256,857	(1,107,961)	11,907,113	10,736,140	24,927	(16,558)	10,744,509
(.) POS Reserve	0	5,784,328	(326,251)	5,458,077	0	5,764,971	(971,703)	4,793,268	2,171,837	4,323,218	(6,495,055)	0
	149,783,094	62,110,406	(40,482,863)	171,410,637	148,979,248	60,293,640	(71,751,849)	137,521,039	142,586,242	48,420,195	(41,223,343)	149,783,094

All reserves are supported by cash and cash equivalents and financial assets at amortised cost and are restricted within equity as Reserves - cash/financial assets backed.

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**CITY OF COCKBURN**  
**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT**  
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In accordance with Council resolutions or adopted budget in relation to each reserve account, the purpose for which the reserves are set aside and their anticipated date of use are as follows:

Name of Reserve	Anticipated date of use	Purpose of the reserve
(a) Staff Payments & Entitlements	ongoing	This Reserve provides for payment of various staff entitlements including separation, bonus, awards and other payments made to Staff either through contractual or statutory entitlement, other than leave liabilities already provided for within the City's net asset position.
(b) Plant & Vehicle Replacement	ongoing	This Reserve provides for the orderly replacement of plant and vehicles. Annual transfers into this Reserve are based on the estimated depreciation charge for plant each year. Funds are drawn as required to meet annual plant replacement costs.
(c) Information Technology	ongoing	This Reserve is used to provide for the capital cost of upgrading/replacement of Council's computer hardware and software.
(d) Major Building Refurbishment	ongoing	This Reserve provides funding for future major refurbishment of Council buildings as they become necessary. Annual transfers are usually made to this Reserve from any end of year surplus.
(e) Waste & Recycling	majority by 2040	This Reserve provides funding for capital costs associated with the development and management of a waste disposal site. Transfers to this Reserve are made based on planned future capital funding requirements for waste management.
(f) Land Development and Investment Fund	ongoing	This Reserve is to accommodate and facilitate the purchase, development and disposal of land under the Council's land development strategies with the ability to loan funds on an interest payable basis to other reserve accounts of the City.
(g) Roads & Drainage Infrastructure	ongoing	The purpose of this Reserve is to provide for the renewal and refurbishment of roads and drainage infrastructure and for the provision of matching funds for Federal & State Government road grants.
(h) Naval Base Shacks	ongoing	This Reserve provides funds for the development & refurbishment of the Naval Base shacks site. It will also fund rehabilitation costs when the Park reverts back to the State Government. Annual transfers to this Reserve are fully funded by part of the lease income derived from the shacks.
(i) Community Infrastructure	ongoing	This Reserve funds the provision of community and recreation facilities within the City as the need arises. The requirement for these facilities over the next five to ten years is significant due to the rapid rate of development within the city and the associated population growth.
(j) Insurance	ongoing	This Reserve is used to minimise and smooth annual budgetary impacts from the City's performance based insurance schemes, including deductibility levels.
(k) Greenhouse Action Fund	ongoing	This Reserve will be used to purchase carbon offsets and fund projects to support energy efficiency, waste management and renewable energy installations.
(l) Aged and Disabled Asset Replacement	ongoing	This Reserve is fully funded from the operating government grants received by the services and has no budgetary impact on Municipal funds.
(m) Welfare Projects Employee Entitlements	ongoing	This Reserve is fully funded from the operating government grants received by the services and has no budgetary impact on Municipal funds.
(n) HWRP Post Closure Management & Contaminated Sites	ongoing	This Reserve is required to cover any costs associated with clean-up & remediation works at contaminated sites within the district as enforced by the Contaminated Sites Act.
(o) Municipal Elections	ongoing	This Reserve provides funding to cover election expenses during election years to smooth out annual budgetary impacts.
(p) Port Coogee Special Maintenance - SAR	ongoing	This Reserve is used to manage funds raised through the specified area rate (SAR) for the Port Coogee development. These funds are required for the specialised maintenance requirements of the development.
(q) Port Coogee Waterways - SAR	ongoing	This Reserve is used to manage funds raised through the specified area rate (SAR) for the Port Coogee development on land directly adjacent to the waterways. These funds are required for the maintenance of the waterways surrounding Port Coogee marina and associated infrastructure.
(r) Community Surveillance	ongoing	This Reserve funds activities in relation to Community Surveillance.
(s) Waste Collection	ongoing	This reserve provides funding for future capital requirements related to the Waste Collection service.
(t) Family Day Care Accumulation Fund	ongoing	This Reserve is fully funded from the operating government grants received by the services and has no budgetary impact on Municipal funds.
(u) Community Infrastructure (DCA 13)	ongoing	This reserve is used to account for funds generated from the Community Infrastructure Development Contributions Scheme (DCP13) established under the City's Town Planning Scheme No. 3.
(v) Naval Base Shack Removal	uncertain	Established for the purposes of the future removal of leasehold dwellings at Reserve 24308, Naval Base. All funds raised are to be accounted for on a property lease by lease basis, and not on who paid the actual payment at the time of the payment. Funds raised will be reimbursed to leaseholders when dwelling is removed and the Reserve is used to manage funds required to undertake environmental rehabilitation of land associated with road construction as approved by the relevant government agency.
(w) Environmental Offset	ongoing	This Reserve is used to manage funding to implement the Bibra Lake Management Plan as adopted by Council.
(x) Bibra Lake Management Plan	ongoing	This Reserve is used to quarantine monies received for restricted purposes across financial years.
(y) Restricted Grants & Contributions	ongoing	This Reserve is used to manage funding for major building maintenance of the Cockburn Integrated Health and Community Facility (CIHCF).
(z) CIHCF Building Maintenance	ongoing	This Reserve is used to manage funding for the major building maintenance of the Cockburn ARC recreation facility.
(f) Cockburn ARC Building Maintenance	ongoing	This reserve is used to manage municipal funding for incomplete projects carried forward to the following financial year.
(j) Carry Forward Projects	ongoing	This Reserve provides for the replacement of marina infrastructure assets. Funding is provided from pen fees to reflect estimated depreciation costs.
(j) Port Coogee Marina Assets Replacement	ongoing	This Reserve is used to manage the funds paid by the developer of the Port Coogee marina development in accordance with the Waterways Environmental Management Plan (WEMP). The funds will be used to maintain and manage the marina waterways.
(-) Port Coogee Waterways - WEMP	ongoing	This Reserve is used to manage funds raised through the specified area rate (SAR) providing funding to ensure that the parks and public areas (including custom street lighting) within the Cockburn Coast Development are maintained in accordance with the higher standards agreed to between the City and the Developer.
(J) Cockburn Coast SAR	ongoing	This Reserve is used for the management of contributions and costs with respect to Development Contribution Areas as established by and in accordance with Town Planning Scheme 3.
(E) Developer Contribution Plans	ongoing	
(.) POS Reserve		

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**CITY OF COCKBURN**  
**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT**  
**FOR THE YEAR ENDED 30 JUNE 2021**

**5. OTHER FINANCIAL ASSETS**

**(a) Current assets**

Financial assets at amortised cost

2021	2020
\$	\$
197,500,000	169,400,000
197,500,000	169,400,000

Other financial assets at amortised cost

Term deposits

197,500,000	169,400,000
197,500,000	169,400,000

**(b) Non-current assets**

Financial assets at amortised cost

Financial assets at fair value through profit and loss

941,521	951,228
147,614	142,442
1,089,135	1,093,670

Financial assets at amortised cost

Emerald Reverse Mortgage Securities

941,521	951,228
941,521	951,228

Financial assets at fair value through profit and loss

Units in Local Government House Trust

147,614	142,442
147,614	142,442

**SIGNIFICANT ACCOUNTING POLICIES**

**Other financial assets at amortised cost**

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

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

**Financial assets at fair value through profit and loss**

The City classifies the following financial assets at fair value through profit and loss:

- debt investments which do not qualify for measurement at either amortised cost or fair value through other comprehensive income.
- equity investments which the City has not elected to recognise fair value gains and losses through other comprehensive income.

**Impairment and risk**

Information regarding impairment and exposure to risk can be found at Note 31.



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CITY OF COCKBURN  
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6. TRADE AND OTHER RECEIVABLES

Current

Rates receivable  
Trade and other receivables  
GST receivable

Non-current

Pensioner's rates and ESL deferred  
Accrued debtors

2021	2020
\$	\$
2,153,253	2,942,695
4,538,533	3,342,043
78,901	1,355,815
6,770,687	7,640,553
1,056,416	1,092,961
267,663	268,811
1,324,079	1,361,772

SIGNIFICANT ACCOUNTING POLICIES

Trade and other receivables

Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business.

Trade receivables are recognised at original invoice amount less any allowances for uncollectible amounts (i.e. impairment). The carrying amount of net trade receivables is equivalent to fair value as it is due for settlement within 30 days.

Impairment and risk exposure

Information about the impairment of trade receivables and their exposure to credit risk and interest rate risk can be found in Note 31.

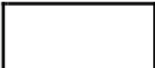
SIGNIFICANT ACCOUNTING POLICIES (Continued)

Classification and subsequent measurement

Receivables expected to be collected within 12 months of the end of the reporting period are classified as current assets. All other receivables are classified as non-current assets.

Trade receivables are held with the objective to collect the contractual cashflows and therefore measures them subsequently at amortised cost using the effective interest rate method.

Due to the short term nature of current receivables, their carrying amount is considered to be the same as their fair value. Non-current receivables are indexed to inflation, any difference between the face value and fair value is considered immaterial.





CITY OF COCKBURN  
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT  
FOR THE YEAR ENDED 30 JUNE 2021

7. INVENTORIES

Current

Fuel and materials

The following movements in inventories occurred during the year:

Balance at beginning of year  
Additions/(reductions) to inventory  
Balance at end of year

2021	2020
\$	\$
39,896	31,107
39,896	31,107
31,107	33,335
8,789	(2,228)
39,896	31,107

SIGNIFICANT ACCOUNTING POLICIES

General

Inventories are measured at the lower of cost and net realisable value.

Net realisable value is the estimated selling price in the ordinary course of business less the estimated costs of completion and the estimated costs necessary to make the sale.

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8. OTHER ASSETS

Other assets - current

Prepayments  
Accrued income

2021	2020
\$	\$
605,421	474,498
4,791,505	4,026,153
5,396,926	4,500,651

SIGNIFICANT ACCOUNTING POLICIES

Other current assets

Other non-financial assets include prepayments which represent payments in advance of receipt of goods or services or that part of expenditure made in one accounting period covering a term extending beyond that period.

Accrued income

Accrued income represents income which has been earned by the City but which have not been invoiced or received at balance sheet date.



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## Item 20.1 Attachment 3

CITY OF COCKBURN  
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT  
FOR THE YEAR ENDED 30 JUNE 2021

## 9. PROPERTY, PLANT AND EQUIPMENT

## (a) Movements in Balances

Movement in the balances of each class of property, plant and equipment between the beginning and the end of the current financial year.

	Land	Buildings - non- specialised	Total land and buildings	Furniture and equipment	Plant and equipment	Computer equipment	Total property, plant and equipment
	\$	\$	\$	\$	\$	\$	\$
Balance at 1 July 2019	82,952,040	233,613,717	316,565,757	1,634,608	13,523,749	4,039,032	335,763,146
Additions	176,697	5,127,930	5,304,627	36,110	4,211,685	1,575,899	11,128,321
(Disposals)	(158,000)	(259,197)	(417,197)	0	(1,012,820)	0	(1,430,017)
Revaluation increments / (decrements) transferred to revaluation surplus	0	(557,365)	(557,365)	0	0	0	(557,365)
Depreciation (expense)	0	(6,453,057)	(6,453,057)	(361,264)	(3,284,696)	(1,483,406)	(11,582,423)
Balance at 30 June 2020	82,970,737	231,472,028	314,442,765	1,309,454	13,437,918	4,131,525	333,321,662
Comprises:							
Gross balance amount at 30 June 2020	82,970,737	316,362,349	399,333,086	3,556,888	23,915,413	8,543,865	435,349,252
Accumulated depreciation at 30 June 2020	0	(84,890,321)	(84,890,321)	(2,247,434)	(10,477,495)	(4,412,340)	(102,027,590)
Balance at 30 June 2020	82,970,737	231,472,028	314,442,765	1,309,454	13,437,918	4,131,525	333,321,662
Additions	280,000	14,264,988	14,544,988	0	3,774,304	1,189,229	19,508,521
(Disposals)	(383,662)	(362,880)	(746,542)	0	(624,936)	0	(1,371,478)
Revaluation increments / (decrements) transferred to revaluation surplus	2,242,125	(1,995,558)	246,567	0	0	0	246,567
Depreciation (expense)	0	(6,440,036)	(6,440,036)	(349,808)	(3,289,721)	(1,579,491)	(11,659,056)
Transfers	0	(719,444)	(719,444)	0	0	0	(719,444)
Balance at 30 June 2021	85,109,200	236,219,098	321,328,298	959,646	13,297,565	3,741,263	339,326,772
Comprises:							
Gross balance amount at 30 June 2021	85,109,200	328,876,864	413,986,064	2,363,780	24,907,560	9,690,899	450,948,303
Accumulated depreciation at 30 June 2021	0	(92,657,766)	(92,657,766)	(1,404,134)	(11,609,995)	(5,949,636)	(111,621,531)
Balance at 30 June 2021	85,109,200	236,219,098	321,328,298	959,646	13,297,565	3,741,263	339,326,772

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CITY OF COCKBURN  
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT  
FOR THE YEAR ENDED 30 JUNE 2021

9. PROPERTY, PLANT AND EQUIPMENT (Continued)

(b) Carrying Value Measurements

Asset Class	Fair Value Hierarchy	Valuation Technique	Basis of Valuation	Date of Last Valuation	Inputs Used
(i) Fair Value					
Land and buildings					
Land	Level 2 and 3	Market Approach, Cost Approach using Current Replacement Cost	Independent Registered Valuer	June 2021	Inputs other than quoted prices included within Level 1 that are observable for the asset or liability, either directly or indirectly. Unobservable inputs for the asset or liability. Unobservable inputs shall be used to measure fair value to the extent that relevant observable inputs are not available, thereby allowing for situations in which there is little, if any, market activity for the asset or liability at the measurement date.
Buildings - non-specialised	Level 2 and 3	Market Approach, Cost Approach using Current Replacement Cost	Independent Registered Valuer	June 2021	Inputs other than quoted prices included within Level 1 that are observable for the asset or liability, either directly or indirectly. Unobservable inputs for the asset or liability. Unobservable inputs shall be used to measure fair value to the extent that relevant observable inputs are not available, thereby allowing for situations in which there is little, if any, market activity for the asset or liability at the measurement date.

(ii) Cost

Following a change to Local Government (Financial Management) Regulation 17A, plant and equipment type assets (being plant and equipment and furniture and equipment) are to be measured under the cost model, rather than at fair value. This change was effective from 1 July 2019 and represented a change in accounting policy. Revaluations carried out previously were not reversed as it was deemed fair value approximated cost at the date of change.

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## Item 20.1 Attachment 3

CITY OF COCKBURN  
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT  
FOR THE YEAR ENDED 30 JUNE 2021

## 10. INFRASTRUCTURE

## (a) Movements in Balances

Movement in the balances of each class of infrastructure between the beginning and the end of the current financial year.

	Infrastructure - roads \$	Other infrastructure - drainage \$	Other infrastructure - footpaths \$	Other infrastructure - parks equipment \$	Other infrastructure - landfill \$	Other infrastructure - marina \$	Other infrastructure - coastal \$	Total Infrastructure \$
Balance at 1 July 2019	429,249,487	215,592,798	60,255,356	61,839,916	20,560,705	12,223,049	29,935,895	829,657,206
Additions	18,338,198	3,428,722	2,826,503	10,702,906	363,062	485,284	425,159	36,569,834
Revaluation increments / (decrements) transferred to revaluation surplus	19,728,398	25,401,669	(978,880)	(14,198,853)	0	0	0	29,952,334
Depreciation (expense)	(13,859,488)	(2,649,191)	(1,764,829)	(4,685,437)	(1,091,178)	(423,661)	(554,502)	(25,028,286)
Balance at 30 June 2020	453,456,595	241,773,998	60,338,150	53,658,532	19,832,589	12,284,672	29,806,552	871,151,088
Comprises:								
Gross balance at 30 June 2020	721,840,835	299,295,154	86,286,620	76,187,582	37,435,931	16,190,135	34,548,415	1,271,784,672
Accumulated depreciation at 30 June 2020	(268,384,240)	(57,521,156)	(25,948,470)	(22,529,050)	(17,603,342)	(3,905,463)	(4,741,863)	(400,633,584)
Balance at 30 June 2020	453,456,595	241,773,998	60,338,150	53,658,532	19,832,589	12,284,672	29,806,552	871,151,088
Additions	13,494,183	6,750,574	2,227,607	4,608,793	306,972	277,932	15,485	27,681,546
Revaluation increments / (decrements) transferred to revaluation surplus	0	0	0	0	(2,558,164)	0	24,566,155	22,007,991
Revaluation (loss) / reversals transferred to profit or loss						(6,476,864)		(6,476,864)
Depreciation (expense)	(12,384,835)	(2,988,755)	(1,774,262)	(4,197,319)	(1,054,445)	(517,558)	(1,679,053)	(24,596,227)
Transfers	2,668,450	0	0	3,384,225	0	0	(5,333,231)	719,444
Balance at 30 June 2021	457,234,393	245,535,817	60,791,495	57,454,231	16,526,952	5,568,182	47,375,908	890,486,978
Comprises:								
Gross balance at 30 June 2021	738,739,252	306,045,728	88,514,227	85,796,375	48,680,902	8,827,367	53,103,903	1,329,707,754
Accumulated depreciation at 30 June 2021	(281,504,859)	(60,509,911)	(27,722,732)	(28,342,144)	(32,153,950)	(3,259,185)	(5,727,995)	(439,220,776)
Balance at 30 June 2021	457,234,393	245,535,817	60,791,495	57,454,231	16,526,952	5,568,182	47,375,908	890,486,978

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CITY OF COCKBURN  
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FOR THE YEAR ENDED 30 JUNE 2021

## 10. INFRASTRUCTURE (Continued)

## (b) Carrying Value Measurements

(i) Fair Value	Asset Class	Fair Value Hierarchy	Valuation Technique	Basis of Valuation	Date of Last Valuation	Inputs Used
Infrastructure - roads		3	Cost Approach Using Current Replacement Cost	Management Valuation	June 2020	Estimates of residual value, useful life, pattern of consumption and asset condition and relationship to the assessed level of remaining service potential of the depreciable amount
Other infrastructure - drainage		3	Cost Approach Using Current Replacement Cost	Management Valuation	June 2020	Estimates of residual value, useful life, pattern of consumption and asset condition and relationship to the assessed level of remaining service potential of the depreciable amount
Other infrastructure - footpaths		3	Cost Approach Using Current Replacement Cost	Management Valuation	June 2020	Estimates of residual value, useful life, pattern of consumption and asset condition and relationship to the assessed level of remaining service potential of the depreciable amount
Other infrastructure - parks equipment		3	Cost Approach Using Current Replacement Cost	Management Valuation	June 2020	Estimates of residual value, useful life, pattern of consumption and asset condition and relationship to the assessed level of remaining service potential of the depreciable amount
Other infrastructure - landfill		3	Cost Approach Using Current Replacement Cost	Independent Registered Valuer	June 2021	Estimates of residual value, useful life, pattern of consumption and asset condition and relationship to the assessed level of remaining service potential of the depreciable amount
Other infrastructure - marina		3	Cost Approach Using Current Replacement Cost	Independent Registered Valuer	June 2021	Estimates of residual value, useful life, pattern of consumption and asset condition and relationship to the assessed level of remaining service potential of the depreciable amount
Other infrastructure - coastal		3	Market Approach Cost Approach Using Current Replacement Cost	Independent Registered Valuer	June 2021	Estimates of residual value, useful life, pattern of consumption and asset condition and relationship to the assessed level of remaining service potential of the depreciable amount

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CITY OF COCKBURN  
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT  
FOR THE YEAR ENDED 30 JUNE 2021

11. FIXED ASSETS

SIGNIFICANT ACCOUNTING POLICIES

Fixed assets

Each class of fixed assets within either plant and equipment or infrastructure, is carried at cost or fair value as indicated less, where applicable, any accumulated depreciation and impairment losses.

Initial recognition and measurement between mandatory revaluation dates

Assets for which the fair value as at the date of acquisition is under \$5,000 are not recognised as an asset in accordance with *Financial Management Regulation 17A (5)*. These assets are expensed immediately

Where multiple individual low value assets are purchased together as part of a larger asset or collectively forming a larger asset exceeding the threshold, the individual assets are recognised as one asset and capitalised.

In relation to this initial measurement, cost is determined as the fair value of the assets given as consideration plus costs incidental to the acquisition. For assets acquired at zero cost or otherwise significantly less than fair value, cost is determined as fair value at the date of acquisition. The cost of non-current assets constructed by the City includes the cost of all materials used in construction, direct labour on the project and an appropriate proportion of variable and fixed overheads.

Individual assets that are land, buildings, infrastructure and investment properties acquired between initial recognition and the next revaluation of the asset class in accordance with the mandatory measurement framework, are recognised at cost and disclosed as being at fair value as management believes cost approximates fair value. They are subject to subsequent revaluation at the next anniversary date in accordance with the mandatory measurement framework.

Revaluation

The fair value of land, buildings, infrastructure and investment properties is determined at least every five years in accordance with the regulatory framework. This includes buildings and infrastructure items which were pre-existing improvements (i.e. vested improvements) on vested land acquired by the City.

AUSTRALIAN ACCOUNTING STANDARDS - INCONSISTENCY  
Revaluation (Continued)

At the end of each period the valuation is reviewed and where appropriate the fair value is updated to reflect current market conditions. This process is considered to be in accordance with *Local Government (Financial Management) Regulation 17A (2)* which requires land, buildings, infrastructure, investment properties and vested improvements to be shown at fair value.

Increases in the carrying amount arising on revaluation of assets are credited to a revaluation surplus in equity. Decreases that offset previous increases of the same class of asset are recognised against revaluation surplus directly in equity. All other decreases are recognised in profit or loss.

Land under roads from 1 July 2019

As a result of amendments to the *Local Government (Financial Management) Regulations 1996*, effective from 1 July 2019, vested land, including land under roads, is treated as right-of-use assets measured at zero cost. Therefore, the previous inconsistency with AASB 1051 in respect of non-recognition of land under roads acquired on or after 1 July 2008 has been removed, even though measurement at zero cost means that land under roads is still not included in the statement of financial position.

Vested improvements from 1 July 2019

The measurement of vested improvements at fair value in accordance with *Local Government (Financial Management) Regulation 17A(2)(iv)* is a departure from AASB 16 which would have required the City to measure the vested improvements as part of the related right-of-use assets at zero cost.

Refer to Note 12 that details the significant accounting policies applying to leases (including right-of-use assets).



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**CITY OF COCKBURN**  
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**FOR THE YEAR ENDED 30 JUNE 2021**

**11. FIXED ASSETS**

## (a) Disposals of Assets

	2021 Actual Net Book Value	2021 Actual Sale Proceeds	2021 Actual Profit	2021 Actual Loss	2021 Revised Budget Net Book Value	2021 Revised Budget Sale Proceeds	2021 Revised Budget Profit	2021 Revised Budget Loss	2020 Actual Net Book Value	2020 Actual Sale Proceeds	2020 Actual Profit	2020 Actual Loss
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Land - freehold land	383,662	483,147	99,485	0	4,800,000	5,300,000	500,000	0	158,000	1,376,364	1,218,364	0
Buildings - non-specialised	362,880	0	0	(362,880)					259,197	0	0	(259,197)
Plant and equipment	624,936	1,029,811	404,875	0	953,844	1,535,069	581,225	0	1,012,820	1,317,588	304,768	0
	1,371,478	1,512,958	504,360	(362,880)	5,753,844	6,835,069	1,081,225	0	1,430,017	2,693,952	1,523,132	(259,197)

The following assets were disposed of during the year.

	2021 Actual Net Book Value	2021 Actual Sale Proceeds	2021 Actual Profit	2021 Actual Loss
<b>Plant and Equipment</b>				
Transport	310,630	584,532	273,902	0
Other property and services	314,306	445,279	130,973	0
	624,936	1,029,811	404,875	0
<b>Land</b>				
Other Property and Services	383,662	483,147	99,485	0
	383,662	483,147	99,485	0
<b>Buildings - non-specialised</b>				
Recreation and culture	362,880	0	0	(362,880)
	362,880	0	0	(362,880)
	1,371,478	1,512,958	504,360	(362,880)

**CITY OF COCKBURN**  
**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT**  
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**11. FIXED ASSETS**

**(b) Depreciation**

	2021	2021	2020
	Actual	Revised Budget	Actual
	\$	\$	\$
Buildings - non-specialised	6,440,036	6,630,780	6,453,057
Furniture and equipment	349,808	355,008	361,264
Plant and equipment	3,289,721	3,209,478	3,284,696
Computer equipment	1,579,491	1,591,308	1,483,406
Infrastructure - roads	12,384,835	12,189,504	13,859,488
Other infrastructure - drainage	2,988,755	2,728,560	2,649,191
Other infrastructure - footpaths	1,774,262	1,817,460	1,764,829
Other infrastructure - parks equipment	4,197,319	4,662,444	4,685,437
Other infrastructure - landfill	1,054,445	1,145,724	1,091,178
Other infrastructure - marina	517,558	538,044	423,661
Other infrastructure - coastal	1,679,053	537,816	554,502
Right-of-use assets - plant and equipment	379,943	235,008	526,835
Intangible assets - rehabilitation costs	1,933,465	0	3,635,252
	38,568,690	35,641,134	40,772,796

**SIGNIFICANT ACCOUNTING POLICIES**

**Depreciation**

The depreciable amount of all fixed assets including buildings but excluding freehold land and vested land, are depreciated on a straight-line basis over the individual asset's useful life from the time the asset is held ready for use. Leasehold improvements are depreciated over the shorter of either the unexpired period of the lease or the estimated useful life of the improvements.

The assets residual values and useful lives are reviewed, and adjusted if appropriate, at the end of each reporting period.

An asset's carrying amount is written down immediately to its recoverable amount if the asset's carrying amount is greater than its estimated recoverable amount.

Gains and losses on disposals are determined by comparing proceeds with the carrying amount. These gains and losses are included in the statement of comprehensive income in the period in which they arise.

**Depreciation rates**

Typical estimated useful lives for the different asset classes for the current and prior years are included in the table below:

**Depreciation on revaluation**

When an item of property, plant and equipment is revalued, any accumulated depreciation at the date of the revaluation is treated in one of the following ways:

- The gross carrying amount is adjusted in a manner that is consistent with the revaluation of the carrying amount of the asset. For example, the gross carrying amount may be restated by reference to observable market data or it may be restated proportionately to the change in the carrying amount. The accumulated depreciation at the date of the revaluation is adjusted to equal the difference between the gross carrying amount and the carrying amount of the asset after taking into account accumulated impairment losses; or
- Eliminated against the gross carrying amount of the asset and the net amount restated to the revalued amount of the asset.

**Amortisation**

All intangible assets with a finite useful life, are amortised on a straight-line basis over the individual asset's useful life from the time the asset is held for use.

The residual value of intangible assets is considered to be zero and the useful life and amortisation method are reviewed at the end of each financial year.

Amortisation is included within Depreciation on non-current assets in the Statement of Comprehensive Income and in the note above.

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CITY OF COCKBURN  
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## 12. LEASES

## (a) Right-of-Use Assets

Movement in the balance of each class of right-of-use asset between the beginning and the end of the current financial year.

## Balance at 1 July 2019

## Additions

Depreciation (expense)

## Balance at 30 June 2020

## Remeasurement

Depreciation (expense)

## Balance at 30 June 2021

Right-of-use assets - plant and equipment \$	Right-of-use assets Total
1,132,354	1,132,354
103,468	103,468
(526,835)	(526,835)
708,987	708,987
(18,681)	(18,681)
(379,943)	(379,943)
310,363	310,363

The following amounts were recognised in the statement of comprehensive income during the period in respect of leases where the entity is the lessee:

Interest expense on lease liabilities

Lease principal payment

## Total amount recognised in the statement of comprehensive income

2021 Actual \$	2020 Actual \$
(7,321)	(14,522)
(413,420)	(469,799)
(420,741)	(484,321)
(420,741)	(484,321)

Total cash outflow from leases

## SIGNIFICANT ACCOUNTING POLICIES

## Leases

At inception of a contract, the City assesses if the contract contains or is a lease. A contract is, or contains, a lease if the contract conveys the right to control the use of an identified asset for a period of time in exchange for consideration.

At the commencement date, a right-of-use asset is recognised at cost and lease liability at the present value of the lease payments that are not paid at that date. The lease payments are discounted using the interest rate implicit in the lease, if that rate can be readily determined. If that rate cannot be readily determined, the City uses its incremental borrowing rate.

All contracts that are classified as short-term leases (i.e. a lease with a remaining term of 12 months or less) and leases of low value assets are recognised as an operating expense on a straight-line basis over the term of the lease.

Leases for right-of-use assets are secured over the asset being leased.

## Right-of-use assets - valuation

Right-of-use assets are measured at cost. This means that all right-of-use assets (other than vested improvements) under zero cost concessionary leases are measured at zero cost (i.e. not included in the statement of financial position). The exception is vested improvements on concessionary land leases such as roads, buildings or other infrastructure which are reported at fair value.

Refer to Note 11 for details on the significant accounting policies applying to vested improvements.

## Right-of-use assets - depreciation

Right-of-use assets are depreciated over the lease term or useful life of the underlying asset, whichever is the shortest. Where a lease transfers ownership of the underlying asset, or the cost of the right-of-use asset reflects that the City anticipates to exercise a purchase option, the specific asset is amortised over the useful life of the underlying asset.

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## 13. INTANGIBLE ASSETS

## (a) Rehabilitation Assets

## Non-current

Rehabilitation asset  
Less: accumulated depreciation

2021 Actual	2020 Actual
\$	\$
35,866,621	35,559,444
(16,856,222)	(14,922,757)
19,010,399	20,636,687

Movements in carrying amounts of waste landfill assets during the financial year are shown as follows:

## Carrying amount at 1 July

Recognition of rehabilitation asset

Amortisation expense

## Carrying amount at 30 June

## TOTAL INTANGIBLE ASSETS

20,636,687	25,370,319
307,177	(1,098,378)
(1,933,465)	(3,635,252)
19,010,399	20,636,687
19,010,399	20,636,687

## SIGNIFICANT ACCOUNTING POLICIES

## Rehabilitation assets

The City complies with the full provision method for accounting provisions in respect of restoration, rehabilitation and site monitoring costs. Charges are made to expenses based on the estimated costs of restoring, rehabilitating and monitoring the landfill site. The rate charge is reviewed annually and is based on an estimated cost per tonne. The cost per tonne is arrived at after taking into account a standard engineering cost per cubic metre of landfill, the density of the waste and the most recent aerial surveys. Engineering rates differ according to the nature of the obligation to provide the service. The provision is recorded at the net present value of expected future costs discounted using the applicable government bond

rates.

The liability for estimated future capping expenditure is provided for through a rehabilitation provision on a phase-by-phase basis and is discounted to its present value, with the inwinding of the discount being charged to the statement of comprehensive income within the amortisation charge. The discounted present value of the future capping expenditure is also capitalised as part of the rehabilitation asset and is amortised on a straight-line basis. Changes in estimates are recognised prospectively with corresponding adjustments to the provision and associated costs.

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## 14. REVALUATION SURPLUS

	2021 Opening Balance \$	2021 Revaluation Increment \$	2021 Revaluation (Decrement) \$	Total Movement on Revaluation \$	2021 Closing Balance \$	2020 Opening Balance \$	2020 Revaluation Increment \$	2020 Revaluation (Decrement) \$	Total Movement on Revaluation \$	2020 Closing Balance \$
Revaluation surplus - Land - freehold land	107,394,794	2,242,125	0	2,242,125	109,636,919	107,394,794	0	0	0	107,394,794
Revaluation surplus - Buildings - non-specialised	22,304,288	0	(1,995,558)	(1,995,558)	20,308,730	22,861,653	0	(557,365)	(557,365)	22,304,288
Revaluation surplus - Infrastructure - roads	242,583,514	0	0	0	242,583,514	222,855,116	19,728,398	0	19,728,398	242,583,514
Revaluation surplus - Other infrastructure - drainage	180,649,687	0	0	0	180,649,687	155,248,018	25,401,669	0	25,401,669	180,649,687
Revaluation surplus - Other infrastructure - footpaths	44,505,093	0	0	0	44,505,093	45,483,973	0	(978,880)	(978,880)	44,505,093
Revaluation surplus - Other infrastructure - parks equipment	8,253,626	0	0	0	8,253,626	22,452,479	0	(14,198,853)	(14,198,853)	8,253,626
Revaluation surplus - Other infrastructure - landfill	2,598,696	0	(2,558,164)	(2,558,164)	40,532	2,598,696	0	0	0	2,598,696
Revaluation surplus - Other infrastructure - coastal	0	24,566,155	0	24,566,155	24,566,155	0	0	0	0	0
	608,289,698	26,808,280	(4,553,722)	22,254,558	630,544,256	578,894,729	45,130,067	(15,735,098)	29,394,970	608,289,698

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**15. TRADE AND OTHER PAYABLES**

	2021	2020
	\$	\$
(a) <b>Current</b>		
Sundry creditors	11,078,563	9,571,568
Prepaid rates	2,071,781	1,994,546
ATO liabilities	0	220,797
Bonds and deposits held	3,709,844	3,133,085
Other prepaid income	333,972	431,662
	17,194,160	15,351,658
(b) <b>Non-Current</b>		
Non-Current Sundry Deposits & Bonds	2,010,562	884,565
	2,010,562	884,565

**SIGNIFICANT ACCOUNTING POLICIES****Trade and other payables**

Trade and other payables represent liabilities for goods and services provided to the City prior to the end of the financial year that are unpaid and arise when the City becomes obliged to make future payments in respect of the purchase of these goods and services. The amounts are unsecured, are recognised as a current liability and are normally paid within 30 days of recognition.

**Prepaid rates**

Prepaid rates are, until the taxable event has occurred (start of the next financial year), refundable at the request of the ratepayer. Rates received in advance are initially recognised as a financial liability. When the taxable event occurs, the financial liability is extinguished and the City recognises revenue for the prepaid rates that have not been refunded.

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**16. OTHER LIABILITIES****Current**

Contract liabilities

**Non-current**

Liabilities under transfers to acquire or construct non-financial assets to be controlled by the entity  
 Public Open Space payments

2021	2020
\$	\$
6,552,672	713,380
6,552,672	713,380
18,059,084	15,527,154
5,419,364	0
23,478,448	15,527,154
30,031,120	16,240,534

Performance obligations for each type of liability are expected to be recognised as revenue in accordance with the following time bands:

Less than 1 year  
 1 to 2 years  
 2 to 3 years  
 3 to 4 years  
 4 to 5 years  
 > 5 years

2021	2020
\$	\$
6,552,672	713,380
5,531,120	147,525
10,000,000	1,500,000
1,500,000	4,000,000
3,000,000	5,000,000
3,447,328	4,879,629
30,031,120	16,240,534

**SIGNIFICANT ACCOUNTING POLICIES****Contract liabilities**

Contract liabilities represent the the City's obligation to transfer goods or services to a customer for which the City has received consideration from the customer.

With respect to transfers for recognisable non-financial assets, contract liabilities represent performance obligations which are not yet satisfied.

Contract liabilities are recognised as revenue when the performance obligations in the contract are satisfied.

**Liabilities under transfers to acquire or construct non-financial assets to be controlled by the entity**  
 Grant liabilities represent the the City's performance obligations to construct recognisable non-financial assets to identified specifications which are yet to be satisfied.

Grant liabilities are recognised as revenue when the performance obligations in the contract are satisfied.

**Public Open Space (POS)**

All POS cash in lieu contributions received are placed in a reserve account for a specific purpose in accordance with section 154 of the Planning & Development Act 2005. The City recognises a non-current liability for all POS contributions not yet applied to the purpose they were received. The POS liabilities are recognised as revenue when the performance obligations in the contract are satisfied.

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**17. LEASE LIABILITIES**

(a) Lease Liabilities	2021	2020
	\$	\$
Current	218,182	421,881
Non-current	115,739	344,141
	333,921	766,022

**(b) Movements in Carrying Amounts**

Purpose	Lease Number	Institution	Lease Interest Rate	Lease Term	30 June 2021					30 June 2020				
					Actual Lease Principal	Actual Remeasurement	Actual Lease Principal Repayments	Actual Lease Principal Outstanding	Actual Lease Interest Repayments	Actual Lease Principal	Actual New Leases	Actual Lease Principal Repayments	Actual Lease Principal Outstanding	Actual Lease Interest Repayments
					1 July 2020					1 July 2019				
					\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
<b>Governance</b>														
Cisco Network Switches	E6N0162330	Maia Financial PI	1.49%	45 Months	107,969	0	(38,751)	69,218	(1,345)	136,222	0	(28,253)	107,969	(1,819)
Unified Communications System	E6N0160636	Maia Financial PI	1.45%	33 Months	74,605	0	(42,399)	32,206	(802)	105,698	0	(31,093)	74,605	(1,307)
Rack Mount Servers (5)	E6N0159693	Maia Financial PI	1.40%	18 Months	9,993	0	(9,993)	0	(41)	24,800	0	(14,807)	9,993	(244)
VDI Servers (6)	E6N0159752	Maia Financial PI	1.40%	18 Months	21,491	0	(21,491)	0	(88)	53,335	0	(31,844)	21,491	(524)
SAN Equipment (2)	E6N0160532	Maia Financial PI	1.40%	18 Months	52,003	0	(52,003)	0	(213)	129,058	0	(77,055)	52,003	(1,268)
Pure Storage Shelf x 2	E6N0162620	Maia Financial PI	1.40%	18 Months	38,827	0	(38,827)	0	(158)	0	103,468	(64,640)	38,828	(986)
Wifi Equipment	E6N0159943	Maia Financial PI	1.40%	21 Months	13,479	0	(13,479)	0	(79)	37,391	0	(23,913)	13,478	(342)
Firewall Equipment	E6N0159959	Maia Financial PI	1.40%	21 Months	4,137	0	(4,137)	0	(24)	11,116	0	(6,979)	4,137	(103)
LAN Equipment	E6N0159960	Maia Financial PI	1.40%	21 Months	18,650	0	(18,650)	0	(109)	42,413	0	(23,763)	18,650	(427)
LAN Equipment	E6N0160277	Maia Financial PI	1.40%	15 Months	7,047	0	(7,047)	0	(16)	27,991	0	(20,944)	7,047	(245)
Multi Functional Devices (MFD's) - 47	E6N0162022	Maia Financial PI	1.49%	48 Months	76,553	0	(25,139)	51,414	(969)	94,858	0	(18,305)	76,553	(1,277)
<b>Law, order, public safety</b>														
Multi Functional Devices (MFD's) - 47	E6N0162022	Maia Financial PI	1.49%	48 Months	2,823	0	(927)	1,896	(36)	3,499	0	(675)	2,824	(47)
<b>Education and welfare</b>														
Multi Functional Devices (MFD's) - 1	E6N0162166	Maia Financial PI	1.49%	48 Months	4,085	0	(1,342)	2,743	(52)	5,062	0	(977)	4,085	(68)
Hyundai i30 Lease	G244197	Easifleet Manage	1.45%	31 Months	6,290	0	(3,956)	2,334	(65)	11,998	0	(5,708)	6,290	(134)
Multi Functional Devices (MFD's) - 47	E6N0162022	Maia Financial PI	1.49%	48 Months	21,161	0	(6,949)	14,212	(268)	26,221	0	(5,060)	21,161	(353)
<b>Community amenities</b>														
Ford Ranger Vehicle Dual Cab Tray		Easifleet Manage	1.40%	21 Months	7,093	0	(7,093)	0	(41)	16,577	0	(9,485)	7,092	(170)
Multi Functional Devices (MFD's) - 47	E6N0162022	Maia Financial PI	1.49%	48 Months	4,832	0	(1,587)	3,245	(61)	5,987	0	(1,155)	4,832	(81)
<b>Recreation and culture</b>														
Health Club Equipment - Pin Loaded	E6N0159778	Maia Financial PI	1.45%	33 Months	34,869	0	(19,817)	15,052	(374)	49,402	0	(14,532)	34,870	(611)
Multi Functional Devices (MFD's) - 47	E6N0162022	Maia Financial PI	1.49%	48 Months	39,082	0	(12,834)	26,248	(495)	48,427	0	(9,345)	39,082	(652)
<b>Other property and services</b>														
ALC Baltic Laminator	E6N0162078	Maia Financial PI	1.43%	27 Months	4,306	(1,689)	(2,617)	0	9	6,834	0	(2,528)	4,306	(80)
Shark Barrier		Eco Shark Barrier	1.47%	41 Months	211,181	(16,992)	(78,835)	115,354	(2,071)	281,098	0	(70,518)	211,180	(3,649)
Signage Printer & Cutter	E6N0160864	Maia Financial PI	1.40%	18 Months	5,547	0	(5,547)	0	(23)	13,767	0	(8,220)	5,547	(135)
					766,023	(18,681)	(413,420)	333,921	(7,321)	1,132,354	103,468	(469,769)	766,023	(14,522)

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## 18. INFORMATION ON BORROWINGS

2021	2020
\$	\$
4,020,624	3,226,983
11,445,281	16,171,527
15,465,905	19,398,510

[illegible]

\* WA Treasury Corporation

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**18. INFORMATION ON BORROWINGS (Continued)**

(c) New Borrowings - 2020/21

Particulars/Purpose	Institution	Loan Type	Term Years	Interest Rate %	Amount Borrowed		Amount (Used)		Total Interest & Charges	Actual Balance Unspent
					2021 Actual	2021 Budget	2021 Actual	2021 Budget		
To assist fund the stage 2 of Marina infrastructure expansion	WATC	P & I	TBA	TBA	0	5,277,400	0	0	0	0
* WA Treasury Corporation					0	5,277,400	0	0	0	0

(d) Undrawn Borrowing Facilities

Credit Standby Arrangements

	2021	2020
	\$	\$
Credit card limit	300,000	300,000
Credit card balance at balance date	(83,067)	(78,747)
<b>Total amount of credit unused</b>	<b>216,933</b>	<b>221,253</b>

Loan facilities

Loan facilities - current	4,020,624	3,226,983
Loan facilities - non-current	11,445,281	16,171,527
<b>Total facilities in use at balance date</b>	<b>15,465,905</b>	<b>19,398,510</b>

Unused loan facilities at balance date

NIL NIL

**SIGNIFICANT ACCOUNTING POLICIES**

Financial liabilities

Financial liabilities are recognised at fair value when the City becomes a party to the contractual provisions to the instrument.

Non-derivative financial liabilities (excluding financial guarantees) are subsequently measured at amortised cost. Gains or losses are recognised in profit or loss.

Financial liabilities are derecognised where the related obligations are discharged, cancelled or expired. The difference between the carrying amount of the financial liability extinguished or transferred to another party and the fair value of the consideration paid, including the transfer of non-cash assets or liabilities assumed, is recognised in profit or loss.

Borrowing costs

Borrowing costs are recognised as an expense when incurred except where they are directly attributable to the acquisition, construction or production of a qualifying asset. Where this is the case, they are capitalised as part of the cost of the particular asset until such time as the asset is substantially ready for its intended use or sale.

Risk

Information regarding exposure to risk can be found at Note 31.

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## 19. EMPLOYEE RELATED PROVISIONS

## (a) Employee Related Provisions

	Provision for Annual Leave \$	Provision for Long Service Leave \$	Total \$
<b>Opening balance at 1 July 2020</b>			
Current provisions	4,809,588	3,144,114	7,953,702
Non-current provisions	0	2,093,180	2,093,180
	4,809,588	5,237,294	10,046,882
<b>Additional provision</b>	68,635,094	84,873,028	153,508,122
<b>Amounts used</b>	(68,366,109)	(84,207,230)	(152,573,339)
<b>Balance at 30 June 2021</b>	5,078,573	5,903,092	10,981,665
<b>Comprises</b>			
Current	5,078,573	4,421,100	9,499,673
Non-current	0	1,481,992	1,481,992
	5,078,573	5,903,092	10,981,665
<b>Amounts are expected to be settled on the following basis:</b>	<b>2021</b>	<b>2020</b>	
Less than 12 months after the reporting date	\$ 9,499,673	\$ 7,953,702	
More than 12 months from reporting date	1,481,992	2,093,180	
	10,981,665	10,046,882	

Timing of the payment of current leave liabilities is difficult to determine as it is dependent on future decisions of employees. Expected settlement timings are based on information obtained from employees and historical leave trends and assumes no events will occur to impact on these historical trends.

**SIGNIFICANT ACCOUNTING POLICIES****Employee benefits**

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

**Short-term employee benefits**

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

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

**Other long-term employee benefits**

Long-term employee benefits are measured at the present value of the expected future payments to be made to employees. Expected future payments incorporate anticipated future wage and salary levels, durations of service and employee departures and are discounted at

**Other long-term employee benefits (Continued)**

rates determined by reference to market yields at the end of the reporting period on government bonds that have maturity dates that approximate the terms of the obligations. Any remeasurements for changes in assumptions of obligations for other long-term employee benefits are recognised in profit or loss in the periods in which the changes occur.

The City's obligations for long-term employee benefits are presented as non-current provisions in its statement of financial position, except where the City does not have an unconditional right to defer settlement for at least 12 months after the end of the reporting period, in which case the obligations are presented as current provisions.

**Provisions**

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

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

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20. OTHER PROVISIONS

	Provision for remediation costs	Total
	\$	\$
Opening balance at 1 July 2020		
Current provisions	800,000	800,000
Non-current provisions	31,583,854	31,583,854
	32,383,854	32,383,854
Provision utilised	(321,426)	(321,426)
Balance at 30 June 2021	32,062,428	32,062,428
Comprises		
Non-current	32,062,428	32,062,428
	32,062,428	32,062,428

Provision for remediation costs

Under the licence for the operation of the Henderson Waste Recovery Park, the City has a legal obligation to restore the site.

A provision for remediation is recognised when:

- there is a present obligation as a result of waste activities undertaken;
- it is probable that an outflow of economic benefits will be required to settle the obligation; and
- the amount of the provision can be measured reliably.

The estimated future obligations include the costs of restoring the affected areas and continued monitoring of the site.

The provision for future remediation costs is the best estimate of the present value of the expenditure required to settle the remediation obligation at the reporting date. Future remediation costs are reviewed annually and any changes in the estimate are reflected in the present value of the remediation provision at each reporting date.

Amounts which are expected to be paid out within 12 months of the reporting date are classified as current. Exact timing of payment of non-current obligations is unable to be reliably estimated as it is dependent on the remaining life of the waste facility.

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## CITY OF COCKBURN

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## 21. NOTES TO THE STATEMENT OF CASH FLOWS

## Reconciliation of Cash

For the purposes of the Statement of Cash Flows, cash includes cash and cash equivalents, net of outstanding bank overdrafts. Cash at the end of the reporting period is reconciled to the related items in the Statement of Financial Position as follows:

	2021 Actual \$	2021 Budget \$	2020 Actual \$
Cash and cash equivalents	4,606,858	8,249,860	5,133,910
<b>Reconciliation of Net Cash Provided By Operating Activities to Net Result</b>			
Net result	15,619,714	9,719,749	23,261,647
Non-cash flows in Net result:			
Adjustments to fair value of financial assets at fair value through profit and loss	(5,172)	0	(2,305)
Adjusted share former associates loan liabilities	0	0	(630,030)
Depreciation on non-current assets	38,568,690	35,641,134	40,772,796
(Profit)/loss on sale of asset	(141,480)	117,744	(1,263,935)
Impairment of Investment in Associate	0	0	675,004
Population adjustment to long term borrowings	36,683	0	0
Loss on revaluation of fixed assets	6,476,864	0	0
Changes in assets and liabilities:			
(Increase)/decrease in receivables	907,559	0	(331,966)
(Increase)/decrease in other assets	(896,275)	0	(831,899)
(Increase)/decrease in inventories	(8,789)	0	2,228
Increase/(decrease) in payables	1,265,743	355,700	2,937,374
Increase/(decrease) in employee provisions	934,783	0	(2,346,431)
Increase/(decrease) in other provisions	(628,603)	0	0
Increase/(decrease) in other liabilities	5,839,290	0	(1,444,907)
Non-operating grants, subsidies and contributions	(21,254,356)	(9,339,600)	(25,604,896)
Net cash from operating activities	46,714,652	36,494,727	35,192,681

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CITY OF COCKBURN  
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22. TOTAL ASSETS CLASSIFIED BY FUNCTION AND ACTIVITY

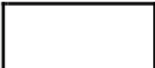
	2021	2020
	\$	\$
Governance	35,674,338	60,702,649
General purpose funding	206,405,663	59,904,395
Law, order, public safety	714,829	1,368,088
Health	978,316	735,495
Education and welfare	1,240,200	3,351,011
Community amenities	8,143,493	53,577,141
Recreation and culture	121,762,433	119,858,925
Transport	732,518,366	740,070,676
Economic services	264,100	2,030,994
Other property and services	358,160,355	373,380,713
	1,465,862,093	1,414,980,087



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23. CONTINGENT LIABILITIES

Council resolved to acquire land from landowners abutting Jandakot Road to widen Jandakot Road. Eight of the landowners objected to the acquisition of the land and have progressed a claim for compensation against the City which totals and estimated \$22mil. The land is being compulsorily acquired and the road widening is currently being constructed. It is likely the claim will be resolved via a court case, but this has not progressed as yet. The City has made offers to the eight landowners equal to the amount of compensation in accordance with the City's Valuer advice. A total of \$1,528,429 has been made to the eight landowners subsequent to year end.



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**CITY OF COCKBURN**  
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**24. CAPITAL AND LEASING COMMITMENTS****(a) Capital Expenditure Commitments**

Contracted for:

	2021 \$	2020 \$
- capital expenditure projects	26,829,616	10,383,413
- Smart LED street lighting	10,730,919	0
- land acquisition - Cockburn Coast Oval	9,308,277	9,433,304
- plant & equipment purchases	1,055,256	1,124,349
	47,924,068	20,941,066

Payable:

	2021 \$	2020 \$
- not later than one year	35,125,146	11,507,762
- later than one year but not later than five years	12,798,922	0
- later than five years	0	9,433,304
	47,924,068	20,941,066

**(b) Operating Lease Commitments**

Non-cancellable operating leases contracted for but not capitalised in the accounts (short term and low value leases).

Payable:

	2021 \$	2020 \$
- not later than one year	0	35,968
- later than one year but not later than five years	0	0
- later than five years	0	0
	0	35,968

**SIGNIFICANT ACCOUNTING POLICIES****Leases**

Leases of fixed assets where substantially all the risks and benefits incidental to the ownership of the asset, but not legal ownership, are transferred to the City, are classified as finance leases.

Finance leases are capitalised recording an asset and a liability at the lower of the fair value of the leased property or the present value of the minimum lease payments, including any guaranteed residual values. Lease payments are allocated between the reduction of the lease liability and the lease interest expense for the period.

**Leases (Continued)**

Leased assets are depreciated on a straight line basis over the shorter of their estimated useful lives or the lease term.

Lease incentives under operating leases are recognised as a liability and amortised on a straight line basis over the life of the lease term.

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CITY OF COCKBURN  
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## 25. ELECTED MEMBERS REMUNERATION

	2021 Actual \$	2020 Actual \$
<b>Mayor Logan Howlett</b>		
Mayor's annual allowance	89,753	89,753
Meeting attendance fees	47,516	50,156
Other expenses	144	418
Annual allowance for ICT expenses	3,500	3,500
Milage expenses		67
	140,913	143,894
<b>Deputy Mayor Cllr Lara Kirkwood</b>		
Deputy Mayor's annual allowance	22,438	17,311
Meeting attendance fees	31,678	31,678
Other expenses	143	
Annual allowance for ICT expenses	3,500	3,500
Milage expenses	1,107	1,371
	58,866	53,860
<b>Cllr Lee-Anne Smith</b>		
Deputy Mayor's annual allowance		5,127
Meeting attendance fees	31,678	31,308
Other expenses		542
Annual allowance for ICT expenses	3,500	3,500
	35,178	40,477
<b>Cllr Philip Eva</b>		
Meeting attendance fees	31,678	31,678
Other expenses		745
Annual allowance for ICT expenses	3,500	3,500
	35,178	35,923
<b>Cllr Chamonix Terblanche</b>		
Meeting attendance fees	31,678	31,678
Child care expenses	6,944	
Other expenses		536
Annual allowance for ICT expenses	3,500	3,500
Milage expenses	2,329	641
	44,451	36,355
<b>Cllr Kevin Allen</b>		
Meeting attendance fees	31,678	31,678
Annual allowance for ICT expenses	3,500	3,500
Milage expenses	489	34
	35,667	35,212
<b>Cllr Michael Separovich</b>		
Meeting attendance fees	31,678	31,678
Annual allowance for ICT expenses	3,500	3,500
	35,178	35,178
<b>Cllr Chontelle Sands</b>		
Meeting attendance fees	31,678	31,678
Annual allowance for ICT expenses	3,500	3,500
	35,178	35,178
<b>Cllr Phoebe Corke</b>		
Meeting attendance fees	31,678	22,160
Other expenses	25	
Annual allowance for ICT expenses	3,500	3,500

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## 25. ELECTED MEMBERS REMUNERATION

	2021 Actual	2020 Actual
	\$	\$
Milage expenses	1,393	816
	36,596	26,476
<b>Clr Tom Widenbar</b>		
Meeting attendance fees	31,678	22,160
Child care expenses	5,621	64
Other expenses	224	63
Annual allowance for ICT expenses	3,500	3,500
Milage expenses	994	357
	42,017	26,144
<b>Clr Carol Reeve-Fowkes</b>		
Meeting attendance fees	0	6,929
Other expenses		545
Milage expenses	0	642
	0	8,116
<b>Clr Stephen Pratt</b>		
Meeting attendance fees	0	9,568
	0	9,568
	499,220	486,382
Fees, expenses and allowances to be paid or reimbursed to elected council members.		
Mayor's allowance	89,753	89,753
Deputy Mayor's allowance	22,438	22,438
Meeting attendance fees	332,618	332,349
Child care expenses	12,565	64
Other expenses	536	2,849
Annual allowance for ICT expenses	35,000	35,000
Travel and accommodation expenses	6,311	3,928
	499,220	486,382

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CITY OF COCKBURN  
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26. RELATED PARTY TRANSACTIONS

Key Management Personnel (KMP) Compensation Disclosure

	2021 Actual	2020 Actual
The total of remuneration paid to KMP of the City during the year are as follows:	\$	\$
Short-term employee benefits	1,502,817	1,632,358
Post-employment benefits	150,165	169,127
Other long-term benefits	668,550	496,982
Termination benefits	0	350,771
	2,321,532	2,649,238

*Short-term employee benefits*  
These amounts include all salary, fringe benefits and cash bonuses awarded to KMP except for details in respect to fees and benefits paid to elected members which may be found above.

*Post-employment benefits*  
These amounts are the current-year's estimated cost of providing for the City's superannuation contributions made during the year.

*Other long-term benefits*  
These amounts represent long service benefits accruing during the year.

*Termination benefits*  
These amounts represent termination benefits paid to KMP (Note: may or may not be applicable in any given year).



CITY OF COCKBURN  
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26. RELATED PARTY TRANSACTIONS (Continued)

Transactions with related parties

Transactions between related parties and the City are on normal commercial terms and conditions, no more favourable than those available to other parties, unless otherwise stated.

No outstanding balances or provisions for doubtful debts or guaranties exist in relation to related parties at year end.  
The City ceased to be a related party with Southern Metropolitan Regional Council (SMRC) in prior year. The waste disposal payments made to SMRC was \$1,408,632 in financial year 2019-20.

Related Parties

The City's main related parties are as follows:

i. Key management personnel

Any person(s) having authority and responsibility for planning, directing and controlling the activities of the entity, directly or indirectly, including any elected member, are considered key management personnel.

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27. INVESTMENT IN ASSOCIATE AND JOINT ARRANGEMENTS

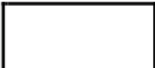
	2021 \$	2020 \$
(a) Balance of investment in associate		
Net decrease in share of associate entity's net assets	0	(675,004)
- Share of associates total comprehensive income arising during the period	0	0
Balance at 1 July	0	675,004
- Share of associates total comprehensive income arising during the period	0	0
- Impairment of investment	0	(675,004)

SIGNIFICANT ACCOUNTING POLICIES

**Interests in joint arrangements**  
Joint arrangements represent the contractual sharing of control between parties in a business venture where unanimous decisions about relevant activities are required.

Separate joint arrangements providing joint ventures with an interest to net assets are classified as a joint venture and accounted for using the equity method. The equity method of accounting, whereby the investment is initially recognised at cost and adjusted thereafter for the post-acquisition change in the City's share of net assets of the associate. In addition, the City's share of the profit or loss of the associate is included in the City's profit or loss.

**Interests in joint arrangements (Continued)**  
Joint operations represent arrangements whereby joint operators maintain direct interests in each asset and exposure to each liability of the arrangement. The City's interests in the assets, liabilities, revenue and expenses of joint operations are included in the respective line items of the financial statements.





CITY OF COCKBURN  
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**28. INVESTMENT IN ASSOCIATES**

The City was previously a member of the Southern Metropolitan Regional Council (SMRC), a regional local government established in 1991 pursuant to the Local Government Act with a membership of five local governments. Council determined to withdraw from the SMRC establishment agreement, which became effective after 30 June 2019 (i.e. 1 July 2019). At reporting date, the City had no equity interest in the assets of the SMRC.

**City of Cockburn's withdrawal from the SMRC and all associated projects**

The City withdrew from the Regional Resource Recovery Centre (RRRC) Project Participants' Agreement, which became effective after 30 June 2017. At reporting date, the City had no equity interest in the assets of the RRRC. However, the City has recognised a liability for its share of the project's borrowings for which it has guaranteed (refer note 18b). The full repayment of all associated borrowings (expected June 2023) will trigger an equity share in the RRRC's remaining assets at that time (being those acquired through the borrowings). It is the City's position that any value remaining in those assets will be immaterial at that time and accordingly no asset has been recognised.

The City withdrew from the Office Accommodation Project Participant's Agreement, which became effective after 30 June 2019 (i.e. 1 July 2019). At reporting date, the City had no equity interest in the assets of the Office Accommodation Project and no liability for related borrowings.

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CITY OF COCKBURN  
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## 29. RATING INFORMATION

## (a) Rates

## RATE TYPE

Differential general rate / general rate

## Gross rental valuations

Improved Commercial/Industrial

Improved Commercial - Caravan Park

Improved Residential

Vacant

## Unimproved valuations

Rural Vacant Land

Rural General

## Split Valuations

Improved Commercial / Industrial

Rural General

Sub-Total

## Minimum payment

## Gross rental valuations

Improved Commercial/Industrial

Improved Residential

Vacant

## Unimproved valuations

Rural Vacant Land

Rural General

Sub-Total

Discounts/concessions (Note 29(c))

Ex-gratia rates

Prepaid rates

Total amount raised from general rate

Specified Area Rate (Note 29(b))

Totals

Rate in \$	Number of Properties	2020/21 Actual Rateable Value \$	2020/21 Actual Rate Revenue \$	2020/21 Actual Interim Rates \$	2020/21 Actual Back Rates \$	2020/21 Actual Total Revenue \$	2020/21 Budget Rate Revenue \$	2020/21 Budget Interim Rate \$	2020/21 Budget Back Rate \$	2020/21 Budget Total Revenue \$	2019/20 Actual Total Revenue \$
0.08219	2,632	341,251,551	28,047,470	231,749	0	28,279,219	28,047,465	0	0	28,047,465	27,835,093
0.11081	2	1,778,244	197,047	4,005	0	201,052	197,047	0	0	197,047	197,047
0.08510	29,463	598,095,843	50,897,953	1,170,578	0	52,068,531	50,897,956	1,500,000	0	52,397,956	55,515,582
0.09145	1,559	35,837,286	3,277,323	(17,956)	0	3,259,367	3,277,320	0	0	3,277,320	3,504,856
0.00413	49	62,254,000	257,109	(3,469)	0	253,640	257,109	0	0	257,109	282,622
0.00268	70	49,825,000	133,531	1,094	0	134,625	133,531	0	0	133,531	134,002
	20	0	104,078	3,789	0	107,867	104,078	0	0	104,078	0
	0	0	16,203	1,515	0	17,718	16,203	0	0	16,203	0
	33,795	1,089,041,924	82,930,714	1,391,305	0	84,322,019	82,930,709	1,500,000	0	84,430,709	87,469,202
Minimum \$											
786	204	1,548,591	160,344	0	0	160,344	160,344	0	0	160,344	162,702
1,353	15,441	212,034,594	20,891,673	0	0	20,891,673	20,891,673	0	0	20,891,673	17,157,393
727	1,529	9,513,453	1,111,583	0	0	1,111,583	1,111,583	0	0	1,111,583	1,004,905
958	1	13,000	958	0	0	958	958	0	0	958	2,874
958	7	618,350	6,706	0	0	6,706	6,706	0	0	6,706	7,664
	17,182	223,727,988	22,171,264	0	0	22,171,264	22,171,264	0	0	22,171,264	18,335,538
	50,977	1,312,769,912	105,101,978	1,391,305	0	106,493,283	105,101,973	1,500,000	0	106,601,973	105,804,740
						(2,521,959)				(2,514,470)	(1,996,588)
						3,779,648				3,683,156	3,885,848
						0				0	(2,057,533)
						107,750,971				107,770,659	105,636,468
						554,196				550,600	586,971
						108,305,167				108,321,259	106,223,439

## SIGNIFICANT ACCOUNTING POLICIES

## Rates

Control over assets acquired from rates is obtained at the commencement of the rating period.

Prepaid rates are, until the taxable event has occurred (start of the next financial year), refundable at the request of the ratepayer. Rates received in advance are initially recognised as a financial liability. When the taxable event occurs, the financial liability is extinguished and the City recognises revenue for the prepaid rates that have not been refunded.

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CITY OF COCKBURN  
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## 29. RATING INFORMATION (Continued)

## (b) Specified Area Rate

Specified Area Rate	Basis of Valuation	Rate in \$	2020/21 Rateable Value \$	2020/21 Rate Revenue \$	2020/21 Interim Rate Revenue \$	2020/21 Back Rate Revenue \$	2020/21 Total Specified Area Rate Revenue \$	2020/21 Budget Rate Revenue \$	2020/21 Budget Back Rate Revenue \$	2020/21 Budget Interim Rate Revenue \$	2020/21 Total Budget Revenue \$	2019/20 Total Actual Revenue \$
Port Coogee Special Maintenance	GRV	0.01268	27,550,620	349,287	12,023	0	361,310	400,000	0	0	400,000	441,348
Port Coogee Waterways	GRV	0.01268	7,249,147	91,905	1,324	0	93,229	55,600	0	0	55,600	56,830
Cockburn Coast Maintenance	GRV	0.01268	2,198,310	27,870	7,753	0	35,623	30,000	0	0	30,000	24,758
Specified Area Rates - Bibra Lake Sewer Stage 1	GRV	0.02020	3,169,408	64,035	0	0	64,034	65,000	0	0	65,000	64,035
			40,167,485	533,097	21,100	0	554,196	550,600	0	0	550,600	586,971

Specified Area Rate	Purpose of the rate	Area/properties Rate Imposed	2020/21 Actual Rate Applied to Costs \$	2020/21 Actual Rate Set Aside to Reserve \$	2020/21 Actual Reserve Applied to Costs \$	2020/21 Budget Rate Applied to Costs \$	2020/21 Budget Rate Set Aside to Reserve \$	2020/21 Budget Reserve Applied to Costs \$
Port Coogee Special Maintenance	Specialised maintenance of the Port Coogee Development scheme	Coogee locality which are connected to the scheme.	213,614	147,696	0	195,315	204,685	197,680
Port Coogee Waterways	Specialised maintenance of the Port Coogee waterways and associated infrastructure assets	Properties in the Port Coogee locality which are connected with the waterways.	50,000	43,229	0	50,000	5,600	0
Cockburn Coast Maintenance	Speciliased maintenance of parks and public areas (including custom street lighting) as per the standard agreed to between the City and the Developer.	Properties in the Cockburn Coast Development area.	10,318	25,305	0	11,330	18,670	8,887
Specified Area Rates - Bibra Lake Sewer Stage 1	Construction of the Bibra Lake Sewer Stage 1 sewerage works as Gazetted under the Health (Miscellaneous Provisions) Act 1911.	Properties within the Bibra Lake southern industrial area from Newton Street Wastewater Pumping Station, Spearwood to the City of Cockburn Operations Centre.	64,034	0	0	65,000	0	64,035
			337,966	216,230	0	321,645	228,955	270,602

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CITY OF COCKBURN  
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Waivers or Concessions

Rate or Fee and Charge to which the Waiver or Concession is Granted	Type	Discount %	Discount \$	2021 Actual \$	2021 Budget \$	2020 Actual \$
Residential Improved	Concession	scaled	N/A	1,706,005	1,698,515	1,996,588
Improved Commercial / Industrial	Concession			709,267	709,267	0
Vacant	Concession			106,688	106,688	0
				2,521,959	2,514,470	1,996,588
Total discounts/concessions (Note 29(a))				2,521,959	2,514,470	1,996,588

Rate or Fee and Charge to which the Waiver or Concession is Granted	Circumstances in which the Waiver or Concession is Granted and to whom it was available	Objects of the Waiver or Concession	Reasons for the Waiver or Concession
Residential Improved	High GRV residential property concession	To ensure year on year rates increases for all GRV residential improved properties do not exceed council's adopted annual increase	This concession is necessary as fixed waste and security charges were previously incorporated into general rates adversely impacting high GRV properties.
Residential Improved	COVID Concession - for ratepayers that would have paid more because of the GRV revaluation.	To ensure year on year rates increases for all GRV residential improved properties do not exceed council's adopted annual increase	The concession for eligible properties effectively reduces the rates payable to the same level as 2019-20. The concession does not apply to properties that will pay the same or lower rates as a result of the GRV revaluation.
Improved Commercial / Industrial	COVID Concession - for ratepayers that would have paid more because of the GRV revaluation.	To ensure year on year rates increases for all GRV residential improved properties do not exceed council's adopted annual increase	The concession for eligible properties effectively reduces the rates payable to the same level as 2019-20. The concession does not apply to properties that will pay the same or lower rates as a result of the GRV revaluation.
Vacant	COVID Concession - for ratepayers that would have paid more because of the GRV revaluation.	To ensure year on year rates increases for all GRV residential improved properties do not exceed council's adopted annual increase	The concession for eligible properties effectively reduces the rates payable to the same level as 2019-20. The concession does not apply to properties that will pay the same or lower rates as a result of the GRV revaluation.

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CITY OF COCKBURN  
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FOR THE YEAR ENDED 30 JUNE 2021

29. RATING INFORMATION (Continued)

(c) Interest Charges & Instalments

Instalment Options	Date Due	Instalment Plan Admin Charge	Instalment Plan Interest Rate	Unpaid Rates Interest Rate
		\$	%	%
<b>Option One</b>				
Single full payment	18/09/2020	0.00	0.00%	0.00%
<b>Option Two</b>				
First instalment	18/09/2020	0.00	0.00%	0.00%
Second instalment	20/11/2020	0.00	0.00%	0.00%
Third instalment	29/01/2021	0.00	0.00%	0.00%
Fourth instalment	9/04/2021	0.00	0.00%	0.00%

	2021 Actual	2021 Revised Budget	2020 Actual
	\$	\$	\$
Interest on unpaid rates	(550)	0	212,276
Interest on unpaid ESL Levy	(57)	0	37,100
Interest on instalment plan	0	0	511,077
Charges on instalment plan	35	0	218,818
	(572)	0	979,271

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CITY OF COCKBURN  
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## 30. RATE SETTING STATEMENT INFORMATION

		2020/21 (30 June 2021 Carried Forward)	2020/21 Budget (30 June 2021 Carried Forward)	2019/20 (30 June 2020 Carried Forward)
Note		\$	\$	\$
<b>(a) Non-cash amounts excluded from operating activities</b>				
The following non-cash revenue or expenditure has been excluded from amounts attributable to operating activities within the Rate Setting Statement in accordance with <i>Financial Management Regulation 32</i> .				
<b>Adjustments to operating activities</b>				
	Less: Profit on asset disposals	11(a) (504,360)	0	(1,523,132)
	Less: Movement in liabilities associated with restricted cash	2,531,930	840,939	(2,158,287)
	Less: Fair value adjustments to financial assets at fair value through profit and loss	(5,172)	0	(2,305)
	Less: Share of net profit of associates and joint ventures accounted for using the equity method	36,683	0	44,974
	Movement in pensioner deferred rates and accrued debtors (non-current)	37,693	0	(343,616)
	Movement in employee benefit provisions (non-current)	(611,188)	0	161,461
	Movement in other provisions (non-current)	478,574	0	(60,349)
	Movement in right-of-use-asset	0	0	0
	Public open space payment	5,419,364	0	0
	Add: Lease liabilities (non-current)			
	Add: Loss on disposal of assets	11(a) 362,880	117,744	259,197
	Add: Loss on revaluation of fixed assets	10(a) 6,476,864	0	0
	Add: Depreciation on non-current assets	11(b) 38,568,690	35,641,134	40,772,796
	<b>Non cash amounts excluded from operating activities</b>	52,791,958	36,599,817	37,150,739
<b>(b) Surplus/(deficit) after imposition of general rates</b>				
The following current assets and liabilities have been excluded from the net current assets used in the Rate Setting Statement in accordance with <i>Financial Management Regulation 32</i> to agree to the surplus/(deficit) after imposition of general rates.				
<b>Adjustments to net current assets</b>				
	Less: Reserves - cash/financial asset backed	4 (171,410,638)	(137,521,039)	(149,783,094)
	Less: Current assets not expected to be received at end of year			
	- Bonds and deposits	15(b) (2,010,562)	0	(884,565)
	Add: Current liabilities not expected to be cleared at end of year			
	- Current portion of borrowings	18(a) 4,020,624	2,500,000	3,226,983
	- Financial assets - restricted - non current	5(b) 941,521	1,000,000	951,228
	- Current portion of lease liabilities	17(a) 218,182	0	421,881
	<b>Total adjustments to net current assets</b>	(168,240,873)	(134,021,039)	(146,067,567)
<b>Net current assets used in the Rate Setting Statement</b>				
	Total current assets	214,314,367	156,928,487	186,706,221
	Less: Total current liabilities	(37,485,311)	(20,382,897)	(28,467,604)
	Less: Total adjustments to net current assets	(168,240,873)	(134,021,039)	(146,067,567)
	<b>Net current assets used in the Rate Setting Statement</b>	8,588,183	2,524,551	12,171,050

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**CITY OF COCKBURN**  
**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT**  
**FOR THE YEAR ENDED 30 JUNE 2021**

**31. FINANCIAL RISK MANAGEMENT**

This note explains the City's exposure to financial risks and how these risks could affect the City's future financial performance.

Risk	Exposure arising from	Measurement	Management
Market risk - interest rate	Long term borrowings at variable rates	Sensitivity analysis	Utilise fixed interest rate borrowings
Credit risk	Cash and cash equivalents, trade receivables, financial assets and	Aging analysis Credit analysis	Diversification of bank deposits, credit limits. Investment policy
Liquidity risk	Borrowings and other liabilities	Rolling cash flow forecasts	Availability of committed credit lines and borrowing facilities

The City does not engage in transactions expressed in foreign currencies and is therefore not subject to foreign currency risk.

Financial risk management is carried out by the finance area under policies approved by the Council. The finance area identifies, evaluates and manages financial risks in close co-operation with the operating divisions. Council have approved the overall risk management policy and provide policies on specific areas such as investment policy.

**(a) Interest rate risk**

**Cash and cash equivalents**

The City's main interest rate risk arises from cash and cash equivalents with variable interest rates, which exposes the City to cash flow interest rate risk. Short term overdraft facilities also have variable interest rates however these are repaid within 12 months, reducing the risk level to minimal.

Excess cash and cash equivalents are invested in fixed interest rate term deposits which do not expose the City to cash flow interest rate risk. Cash and cash equivalents required for working capital are held in variable interest rate accounts and non-interest bearing accounts. Carrying amounts of cash and cash equivalents at the 30 June and the weighted average interest rate across all cash and cash equivalents and term deposits held disclosed as financial assets at amortised cost are reflected in the table below.

	Weighted Average Interest Rate %	Carrying Amounts \$	Fixed Interest Rate \$	Variable Interest Rate \$
<b>2021</b>				
Cash and cash equivalents	0.10%	4,606,858	0	4,606,858
Financial assets at amortised cost	0.59%	198,589,135	197,500,000	1,089,135
<b>2020</b>				
Cash and cash equivalents	0.10%	5,133,910	0	5,133,910
Financial assets at amortised cost	1.52%	171,926,228	169,400,000	2,526,228

**Sensitivity**

Profit or loss is sensitive to higher/lower interest income from cash and cash equivalents as a result of changes in interest rates.

Impact of a 1% movement in interest rates on profit and loss and equity\*

\* Holding all other variables constant

	2021	2020
	\$	\$
	46,069	51,339

**Borrowings**

Borrowings are subject to interest rate risk - the risk that movements in interest rates could adversely affect funding costs. The City manages this risk by borrowing long term and fixing the interest rate to the situation considered the most advantageous at the time of negotiation. The City does not consider there to be any interest rate risk in relation to borrowings. Details of interest rates applicable to each borrowing may be found at Note 18(b).



## Item 20.1 Attachment 3

ASFC 25/11/2021

## CITY OF COCKBURN

## NOTES TO AND FORMING PART OF THE FINANCIAL REPORT

## FOR THE YEAR ENDED 30 JUNE 2021

## 31. FINANCIAL RISK MANAGEMENT (Continued)

## (b) Credit risk

**Trade and Other Receivables**

The City's major receivables comprise rates annual charges and user fees and charges. The major risk associated with these receivables is credit risk – the risk that the debts may not be repaid. The City manages this risk by monitoring outstanding debt and employing debt recovery policies. It also encourages ratepayers to pay rates by the due date through incentives.

Credit risk on rates and annual charges is minimised by the ability of the City to recover these debts as a secured charge over the land, that is, the land can be sold to recover the debt. Whilst the City was historically able to charge interest on overdue rates and annual charges at higher than market rates, which further encourage payment.

The level of outstanding receivables is reported to Council monthly and benchmarks are set and monitored for acceptable collection performance.

The City applies the AASB 9 simplified approach to measuring expected credit losses using a lifetime expected loss allowance for all trade receivables. To measure the expected credit losses, rates receivable are separated from other trade receivables due to the difference in payment terms and security for rates receivable.

The expected loss rates are based on the payment profiles of rates and fees and charges over a period of 36 months before 1 July 2020 or 1 July 2021 respectively and the corresponding historical losses experienced within this period. Historical credit loss rates are adjusted to reflect current and forward-looking information on macroeconomic factors such as the ability of ratepayers and residents to settle the receivables. Housing prices and unemployment rates have been identified as the most relevant factor in repayment rates, and accordingly adjustments are made to the expected credit loss rate based on these factors.

The loss allowance as at 30 June 2021 for rates receivable was determined as follows:

	Current	More than 1 year past due	More than 2 years past due	More than 3 years past due	Total
<b>30 June 2021</b>					
Rates receivable					
Expected credit loss	0.00%	0.00%	0.00%	0.00%	0%
Gross carrying amount	2,153,253	0	0	0	2,153,253
Loss allowance	0	0	0	0	0
<b>30 June 2020</b>					
Rates receivable					
Expected credit loss	0.00%	0.00%	0.00%	0.00%	
Gross carrying amount	2,942,696	0	0	0	2,942,696
Loss allowance	0	0	0	0	0

The loss allowance as at 30 June 2021 and 30 June 2020 was determined as follows for trade receivables.

	Current	More than 30 days past due	More than 60 days past due	More than 90 days past due	Total
<b>30 June 2021</b>					
Trade and other receivables					
Expected credit loss	0.00%	0.00%	0.00%	0.00%	0%
Gross carrying amount	3,074,618	354,453	23,948	1,085,714	4,538,733
Loss allowance	0	0	0	0	0
<b>30 June 2020</b>					
Trade and other receivables					
Expected credit loss	0.00%	0.00%	0.00%	0.00%	
Gross carrying amount	2,205,304	43,115	147,650	945,975	3,342,043
Loss allowance	0	0	0	0	0

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CITY OF COCKBURN  
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT  
FOR THE YEAR ENDED 30 JUNE 2021

31. FINANCIAL RISK MANAGEMENT (Continued)

(c) Liquidity risk

Payables and borrowings

Payables and borrowings are both subject to liquidity risk – that is the risk that insufficient funds may be on hand to meet payment obligations as and when they fall due. The City manages this risk by monitoring its cash flow requirements and liquidity levels and maintaining an adequate cash buffer. Payment terms can be extended and overdraft facilities drawn upon if required and disclosed in Note 18(d).

The contractual undiscounted cash flows of the City's payables and borrowings are set out in the liquidity table below. Balances due within 12 months equal their carrying balances, as the impact of discounting is not significant.

	Due within 1 year	Due between 1 & 5 years	Due after 5 years	Total contractual cash flows	Carrying values
	\$	\$	\$	\$	\$
<b>2021</b>					
Payables	17,194,160	2,010,562	0	19,204,722	19,204,722
Borrowings	5,192,874	13,298,281	0	18,491,155	15,465,905
Other liabilities	6,552,672	21,085,084	5,419,364	33,057,120	30,031,120
Lease liabilities	218,182	115,739	0	333,921	333,921
	29,157,888	36,509,666	5,419,364	71,086,918	65,035,668
<b>2020</b>					
Payables	15,351,658	0	0	15,351,658	15,351,658
Borrowings	3,226,983	16,171,527	0	19,398,510	19,398,510
Contract liabilities	713,380	15,527,154	0	16,240,534	16,240,534
Lease Liabilities	421,881	344,141	0	766,022	766,022
	19,713,903	32,042,822	0	51,756,724	51,756,724

Item 20.1 Attachment 3

ASFC 25/11/2021

CITY OF COCKBURN  
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT  
FOR THE YEAR ENDED 30 JUNE 2021

32. EVENTS OCCURRING AFTER THE END OF THE REPORTING PERIOD

There are no subsequent events after the reporting period.



CITY OF COCKBURN  
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT  
FOR THE YEAR ENDED 30 JUNE 2021

33. TRUST FUNDS

Funds held at balance date which are required to be held in trust and which are not included in the financial statements are as follows:

	1 July 2020	Amounts Received	Amounts Transferred Out	30 June 2021
	\$	\$	\$	\$
Public Open Space Contributions	6,374,601	0	(6,374,601)	0
	6,374,601	0	(6,374,601)	0

## Item 20.1 Attachment 3

ASFC 25/11/2021

**CITY OF COCKBURN**  
**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT**  
**FOR THE YEAR ENDED 30 JUNE 2021**

**34. OTHER SIGNIFICANT ACCOUNTING POLICIES**

**a) Goods and services tax (GST)**

Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Australian Taxation Office (ATO).

Receivables and payables are stated inclusive of GST receivable or payable. The net amount of GST recoverable from, or payable to, the ATO is included with receivables or payables in the statement of financial position.

Cash flows are presented on a gross basis. The GST components of cash flows arising from investing or financing activities which are recoverable from, or payable to, the ATO are presented as operating cash flows.

**b) Current and non-current classification**

The asset or liability is classified as current if it is expected to be settled within the next 12 months, being the City's operational cycle. In the case of liabilities where the City does not have the unconditional right to defer settlement beyond 12 months, such as vested long service leave, the liability is classified as current even if not expected to be settled within the next 12 months. Inventories held for trading are classified as current or non-current based on the City's intentions to release for sale.

**c) Rounding off figures**

All figures shown in this annual financial report, other than a rate in the dollar, are rounded to the nearest dollar. Amounts are presented in Australian Dollars.

**d) Comparative figures**

Where required, comparative figures have been adjusted to conform with changes in presentation for the current financial year.

When the City applies an accounting policy retrospectively, makes a retrospective restatement or reclassifies items in its financial statements that has a material effect on the statement of financial position, an additional (third) statement of financial position as at the beginning of the preceding period in addition to the minimum comparative financial statements is presented.

**e) Budget comparative figures**

Unless otherwise stated, the budget comparative figures shown in this annual financial report relate to the original budget estimate for the relevant item of disclosure.

**f) Superannuation**

The City contributes to a number of Superannuation Funds on behalf of employees. All funds to which the City contributes are defined contribution plans.

**g) Fair value of assets and liabilities**

Fair value is the price that the City would receive to sell the asset or would have to pay to transfer a liability, in an orderly (i.e. unforced) transaction between independent, knowledgeable and willing market participants at the measurement date.

As fair value is a market-based measure, the closest equivalent observable market pricing information is used to determine fair value. Adjustments to market values may be made having regard to the characteristics of the specific asset or liability. The fair values of assets that are not traded in an active market are determined using one or more valuation techniques. These valuation techniques maximise, to the extent possible, the use of observable market data.

To the extent possible, market information is extracted from either the principal market for the asset or liability (i.e. the market with the greatest volume and level of activity for the asset or liability) or, in the absence of such a market, the most advantageous market available to the entity at the end of the reporting period (i.e. the market that maximises the receipts from the sale of the asset after taking into account transaction costs and transport costs).

For non-financial assets, the fair value measurement also takes into account a market participant's ability to use the asset in its highest and best use or to sell it to another market participant that would use the asset in its highest and best use.

**h) Fair value hierarchy**

AASB 13 requires the disclosure of fair value information by level of the fair value hierarchy, which categorises fair value measurement into one of three possible levels based on the lowest level that an input that is significant to the measurement can be categorised into as follows:

**Level 1**

Measurements based on quoted prices (unadjusted) in active markets for identical assets or liabilities that the entity can access at the measurement date.

**Level 2**

Measurements based on inputs other than quoted prices included in Level 1 that are observable for the asset or liability, either directly or indirectly.

**Level 3**

Measurements based on unobservable inputs for the asset or liability.

The fair values of assets and liabilities that are not traded in an active market are determined using one or more valuation techniques. These valuation techniques maximise, to the extent possible, the use of observable market data. If all significant inputs required to measure fair value are observable, the asset or liability is included in Level 2. If one or more significant inputs are not based on observable market data, the asset or liability is included in Level 3.

**Valuation techniques**

The City selects a valuation technique that is appropriate in the circumstances and for which sufficient data is available to measure fair value. The availability of sufficient and relevant data primarily depends on the specific characteristics of the asset or liability being measured. The valuation techniques selected by the City are consistent with one or more of the following valuation approaches:

**Market approach**

Valuation techniques that use prices and other relevant information generated by market transactions for identical or similar assets or liabilities.

**Income approach**

Valuation techniques that convert estimated future cash flows or income and expenses into a single discounted present value.

**Cost approach**

Valuation techniques that reflect the current replacement cost of the service capacity of an asset.

Each valuation technique requires inputs that reflect the assumptions that buyers and sellers would use when pricing the asset or liability, including assumptions about risks. When selecting a valuation technique, the City gives priority to those techniques that maximise the use of observable inputs and minimise the use of unobservable inputs. Inputs that are developed using market data (such as publicly available information on actual transactions) and reflect the assumptions that buyers and sellers would generally use when pricing the asset or liability are considered observable, whereas inputs for which market data is not available and therefore are developed using the best information available about such assumptions are considered unobservable.

**i) Impairment of assets**

In accordance with Australian Accounting Standards the City's cash generating non-specialised assets, other than inventories, are assessed at each reporting date to determine whether there is any indication they may be impaired.

Where such an indication exists, an impairment test is carried out on the asset by comparing the recoverable amount of the asset, being the higher of the asset's fair value less costs to sell and value in use, to the asset's carrying amount.

Any excess of the asset's carrying amount over its recoverable amount is recognised immediately in profit or loss, unless the asset is carried at a revalued amount in accordance with another Standard (e.g. AASB 116) whereby any impairment loss of a revalued asset is treated as a revaluation decrease in accordance with that other Standard.

For non-cash generating specialised assets that are measured under the revaluation model, such as roads, drains, public buildings and the like, no annual assessment of impairment is required. Rather AASB 116.31 applies and revaluations need only be made with sufficient regulatory to ensure the carrying value does not differ materially from that which would be determined using fair value at the end of the reporting period.

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**CITY OF COCKBURN**  
**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT**  
**FOR THE YEAR ENDED 30 JUNE 2021**

**35. ACTIVITIES/PROGRAMS**

City operations as disclosed in these financial statements encompass the following service orientated activities/programs.

PROGRAM NAME AND OBJECTIVES	ACTIVITIES
<b>GOVERNANCE</b>	
	The administration and operation of facilities and services to the elected members of Council. Also includes other corporate type costs that are not related to the specific service areas covered under the other programs.
<b>GENERAL PURPOSE FUNDING</b>	
	The collection of general-purpose revenue including rates and penalties, general-purpose grants and interest on investments. This provides the funding for much of the City's programs/activities.
<b>LAW, ORDER, PUBLIC SAFETY</b>	
	Provision of community safety services including supervision of various by-laws, animal and dog control, a security patrol service, fire prevention and voluntary emergency services.
<b>HEALTH</b>	
	The provision of environmental health services including food quality and pest control.
<b>EDUCATION AND WELFARE</b>	
	The provision of support services to families and children, the aged and disabled and senior citizens. The provision of pre- schools and services and facilities for the youth.
<b>COMMUNITY AMENITIES</b>	
	Refuse collection, recycling and disposal, the operation of the Henderson Landfill site, protection of the environment, administration of the town planning scheme and maintenance of bus shelters.
<b>RECREATION AND CULTURE</b>	
	The provision and operation of community halls and recreation centres, parks and ovals, beach reserves and swimming areas and library facilities. The development and provision of arts and cultural events.
<b>TRANSPORT</b>	
	This program includes road, drainage and footpath construction and maintenance. The provision and maintenance of streetscapes is also included, as is the purchase of heavy plant and the operations of the council works depot.
<b>ECONOMIC SERVICES</b>	
	Activities associated with the control of building activity within the city and the provision of facilities and services that encourage tourism.
<b>OTHER PROPERTY AND SERVICES</b>	
	Includes private works and engineering overheads and plant operating costs (both of which are allocated to the City's works program).

## Item 20.1 Attachment 3

ASFC 25/11/2021

CITY OF COCKBURN  
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT  
FOR THE YEAR ENDED 30 JUNE 2021

## 36. FINANCIAL RATIOS

	2021	2020	2019
	Actual	Actual	Restated Actual
Current ratio	1.13	1.13	0.97
Asset consumption ratio	0.69	0.71	0.71
Asset renewal funding ratio	1.02	0.75	0.75
Asset sustainability ratio	0.53	0.71	0.46
Debt service cover ratio	6.68	8.25	8.72
Operating surplus ratio	0.01	(0.02)	0.01
Own source revenue coverage ratio	0.91	0.89	0.94

The above ratios are calculated as follows:

Current ratio	$\frac{\text{current assets minus restricted assets}}{\text{current liabilities minus liabilities associated with restricted assets}}$
Asset consumption ratio	$\frac{\text{depreciated replacement costs of depreciable assets}}{\text{current replacement cost of depreciable assets}}$
Asset renewal funding ratio	$\frac{\text{NPV of planned capital renewal over 10 years}}{\text{NPV of required capital expenditure over 10 years}}$
Asset sustainability ratio	$\frac{\text{capital renewal and replacement expenditure}}{\text{depreciation}}$
Debt service cover ratio	$\frac{\text{annual operating surplus before interest and depreciation}}{\text{principal and interest}}$
Operating surplus ratio	$\frac{\text{operating revenue minus operating expenses}}{\text{own source operating revenue}}$
Own source revenue coverage ratio	$\frac{\text{own source operating revenue}}{\text{operating expense}}$

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ASFC 25/11/2021

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**21. Matters to be Noted for Investigation, Without Debate**

Nil

**22. Confidential Business**

Nil

**23. Closure of Meeting**

The Presiding Member thanked those present for their attendance and closed the meeting at 6.40pm.

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**17.7 (2021/MINUTE NO 0252) Minutes of the Delegated Authorities and Policies Committee Meeting - 25 November 2021****Author** D Green**Attachments** 1. Minutes of the Delegated Authorities and Policies Committee Meeting - 25 November 2021 [↓](#)**RECOMMENDATION**

That Council:

- (1) RECEIVES the Minutes of the Delegated Authorities and Policies Committee Meeting held on the 25 November 2021; and
- (2) ADOPTS the recommendations contained therein.

**TO BE CARRIED BY AN ABSOLUTE MAJORITY OF COUNCIL****Council Decision**

MOVED Mayor L Howlett SECONDED Cr T Dewan

That Council ADOPTS the recommendations of the Delegated Authorities and Policy Committee Meeting held on 25 November 2021, with the exception of:

- (1) Agenda Item 12.1 Governance and Strategy - Review of City Policies - (2021/MINUTE NO 0053) Policy "Administration Building Access";
- (2) Agenda Item 15.1 (2021/MINUTE NO 0059) Branding and Logo Policy; and
- (3) Agenda Item 15.2 (2021/MINUTE NO 0063) Attendance at Conferences, Seminars, Events and Training Policy.

**LOST 2/7****For:** Mayor L Howlett, Cr T Dewan**Against:** Deputy Mayor T Widenbar, Cr K Allen, Cr P Corke, Cr P Eva, Cr M Separovich, Cr C Stone, Cr C Terblanche**Council Decision**

MOVED Cr M Separovich SECONDED Cr C Stone

That Council:

- (1) RECEIVES the Minutes of the Delegated Authorities and Policies Committee Meeting held on the 25 November 2021; and
- (2) ADOPTS the recommendations contained therein.

**CARRIED BY ABSOLUTE MAJORITY OF COUNCIL 8/1****For:** Mayor L Howlett, Deputy Mayor T Widenbar, Cr P Corke, Cr T Dewan, Cr P Eva, Cr M Separovich, Cr C Stone, Cr C Terblanche**Against:** Cr K Allen

**Background**

The Delegated Authorities and Policies (DAP) Committee conducted a meeting on 25 November 2021. The Minutes of the meeting are attached for consideration by the Council.

**Submission**

N/A

**Report**

The recommendations of the Committee are contained in the Minutes and are now presented for consideration by the Council.

An Elected Member may withdraw any item from the Committee Minutes for discussion or to propose an alternative recommendation for the Council Meeting. Any such items will be dealt separately, as provided for in Council's Standing Orders.

The primary focus of the Meeting was to consider the Review of the City's Policies and Delegated Authorities, as contained within the Scope of the Governance Review to be undertaken as an outcome of the Inquiry into the City of Cockburn.

As an outcome of the Committee Meeting, there are proposed amendments to the following Policies:

1. "Sponsorship of City Events"
2. "Administration Building Access"
3. "Civic Hospitality and Gifts"
4. "Branding and Logos"
5. "Attendance at Conferences, Seminars, Events and Training"

Additionally, there were three proposed amendments to Local Planning Policies and one proposed amendment to the Policy "Extension of Time for Building and Demolition Permits"

**Strategic Plans/Policy Implications**Listening & Leading

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

- Best practice Governance, partnerships and value for money.

***Budget/Financial Implications***

N/A

**Legal Implications**

As referred to in the Minutes



**Community Consultation**

N/A

**Risk Management Implications**

There is a “Low” level of “Compliance” risk and a “Substantial” level of “Brand / Reputation” risk associated with this item.

**Advice to Proponent(s)/Submitters**

N/A

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

Nil





City of Cockburn  
Delegated Authorities & Policies  
Committee  
**Minutes**

For Thursday, 25 November 2021

These Minutes are subject to confirmation

Presiding Member's signature

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Date: 24 February 2022

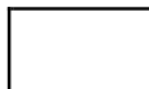
DAP 25/11/2021

## CITY OF COCKBURN

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**CITY OF COCKBURN****Minutes****Delegated Authorities & Policies Committee****Thursday, 25 November 2021****PRESENT****ELECTED MEMBERS**

Ms C Stone	-	Councillor (Presiding Member)
Mr T Widenbar	-	Deputy Mayor
Ms P Corke	-	Councillor
Mr T Dewan	-	Councillor
Mr M Separovich	-	Councillor

**IN ATTENDANCE**

Mr T Brun	-	Chief Executive Officer
Mr D Arndt	-	Chief of Built and Natural Environment
Mr S Downing	-	Chief Financial Officer (depart 8.50pm)
Mr A Lees	-	Chief of Operations
Mrs G Bowman	-	Chief of Community Services
Mr D Green	-	Executive Governance and Strategy
Ms V Green	-	Executive Corporate Affairs
Ms E Milne	-	Executive Governance and Strategy
Ms J Iles	-	Executive People Experience and Transformation
Mrs B Pinto	-	Governance Officer
Mrs S D'Agnone	-	Council Minute Officer

**1. Declaration of Meeting**

The Chief Executive Officer declared the meeting open at 7.53pm

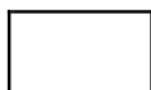
**2. Appointment of Presiding Member (If required)**

The Chief Executive Officer advised that one nomination for the position of Presiding Member had been received from Cr Stone, and invited any further nominations. No further nominations were forthcoming.

The Chief Executive Officer declared Cr Stone as Presiding Member of the Delegated Authority and Policies Committee.

Cr Stone assumed the role of Presiding Member.

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

Nil

### 4. Apologies & Leave of Absence

Cr C Terblanche - Absent

### 5. Confirmation of Minutes

#### 5.1 (2021/MINUTE NO 0045) Minutes of the Delegated Authorities & Policies Committee Meeting - 26/08/2021

#### Recommendation

That Committee confirms the Minutes of the Delegated Authorities & Policies Committee Meeting held on Thursday, 26 August 2021 as a true and accurate record.

#### Committee Recommendation

MOVED Cr P Corke SECONDED Deputy Mayor T Widenbar

That the recommendation be adopted.

**CARRIED UNANIMOUSLY 5/0**

### 6. Business Left Over from Previous Meeting (if adjourned)

Nil

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

Nil

7.57pm The following items were carried 'En Bloc' by Committee Resolution:

8.1	12.4	14.1
8.3		

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DAP 25/11/2021

Item 8.1

**8. Built and Natural Environment****8.1 (2021/MINUTE NO 0046) Modifications to Proposed Local Planning Policy 5.20 - Development in Local Reserves - Request for Readvertising****Author** L Dunstan**Attachments**  
1. Original Proposed LPP 5.20 [↓](#)  
2. Proposed Modifications [↓](#)  
3. Schedule of Submissions [↓](#)**RECOMMENDATION**

That Council:

- (1) ADOPTS the modifications to the proposed new Local Planning Policy 5.20 – Development in Local Reserves for the purposes of re-advertising, in accordance with Clause 4 of the Deemed Provisions of the *Planning and Development (Local Planning Schemes) Regulations 2015* (the Regulations), as shown in the Attachment 2; and
- (2) ADVISES those who lodged a submission during the public consultation period of the re-advertising.

**Committee Recommendation**

MOVED Cr M Separovich SECONDED Cr T Dewan

That the recommendation be adopted.

**CARRIED UNANIMOUSLY 5/0****Background**

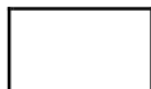
Proposed Local Planning Policy 5.20 – Development in Local Reserves (LPP 5.20) was adopted by Council for the purposes of advertising in accordance with Clause 4(1) of *Planning and Development (Local Planning Schemes) Regulations 2015* (the Regulations) at the 27 May 2021 Delegated Authorities and Policies Committee (DAP) meeting.

LPP 5.20 was subsequently advertised in accordance with Clause 4(1) of the *Regulations*, with 51 submissions being received during the consultation period.

Given LPP 5.20 is proposed to be re-advertised due to further modifications, those who lodged a submission will have a further opportunity to comment on the modifications. A full table of submissions received during the initial advertising is contemplated in Attachment 3.

LPP 5.20 has been drafted to provide guidance for all development proposed on local reserves.

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**Item 8.1****DAP 25/11/2021**

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LPP 5.20 does not address development on reserves reserved under the Metropolitan Region Scheme (MRS).

The intent of LPP 5.20 is to develop a set of criteria to exempt the requirement of development approval for certain development on local reserves reserved under the City's Town Planning Scheme No. 3 (TPS 3).

**Submission**

N/A

**Report**

LPP 5.20 applies to all development reserved as Local Reserve – Parks and Recreation and Local Reserve – Public Purpose.

It is not the intention of LPP 5.20 to provide more onerous requirements than the requirements for assessment under TPS 3 and the Regulations.

Where a proposal meets the provisions of LPP 5.20, no development approval is required.

The intent of LPP 5.20 is to exclude certain types of development from requiring development approval.

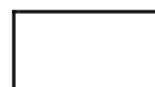
LPP 5.20 also discusses development approval criteria for:

- Minor infrastructure, walls, ablutions, retaining walls, artwork, sea containers, parking, fences, and walkways
- Play equipment, ramps and recreational nets, pillars, goal posts and pitches
- Seating, sand pits, shade sails, bird hides and litterbins
- Signage
- Pontoons and stormwater features
- Closed-Circuit Television (CCTV).

The modifications proposed are summarised below:

- Exempt temporary sea containers required to store items associated to development for an approved use where the location of the sea container is agreed to in writing by Head of Development and Compliance
- Modify the requirement that all Skate Parks, irrespective of location or setback, now require Development Approval
- Clarification with respect to exempt civil works with valid subdivision approval
- Minor edits to picnic shelters, BBQs, retaining walls and access streets.

Due to the modifications proposed, further public consultation will be required as cited further below in this report under the Community Consultation section.



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**Consultation**

Consultation was undertaken in accordance with the requirements of the *Planning and Development (Local Planning Schemes) Regulations 2015* with a total of 51 submissions being received, 27 in support, 14 in support with changes, nine opposing, and one with no opinion.

**Strategic Plans/Policy Implications**Local Economy

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

- A City that is 'easy to do business with'.

Environmental Responsibility

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

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

Community, Lifestyle and Security

A vibrant healthy, safe, inclusive, and connected community

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

City Growth and Moving Around

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

- An attractive, socially connected and diverse built environment.

Listening and Leading

A community focused, sustainable, accountable, and progressive organisation

- Best practice Governance, partnerships and value for money.

**Budget/Financial Implications**

N/A

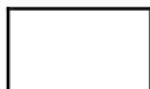
**Legal Implications**

N/A

**Community Consultation**

Consultation will be undertaken in accordance with the requirements of Clause 4 of the Deemed Provisions of the *Planning and Development (Local Planning Schemes) Regulations 2015*, for a minimum period of 21 days.

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**Risk Management Implications**

If the draft LPP 5.20 and its proposed modifications are not adopted, and therefore not progressed, some inconsistencies would occur in relation to existing practices. This practice needs to be formalised in a policy for consistency and reliability.

**Advice to Proponent(s)/Submitters**

The Proponent(s) and those who lodged a submission on the proposal have been advised that this matter is to be considered at the 25 November 2021 Delegated Authorities & Policies Committee.

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

Nil

## Item 8.1 Attachment 1

DAP 25/11/2021

<b>Title</b>	<b>Development on Local Reserves</b>
<b>Policy Number</b> (Governance Purpose)	<b>LPP 5.20</b>

**Policy Type**

Local Planning Policy

**Policy Purpose**

Part 61 of the *Planning and Development (Local Planning Schemes) Regulations 2015* (the Regulations) prescribes development which is exempt from the need to obtain development approval.

The intent of this Local Planning Policy (LPP) is to develop a set of criteria to exempt the requirement of development approval for Local Reserves reserved under the City's Town Planning Scheme No. 3 (TPS 3) only and does not address Reserves reserved under the Metropolitan Region Scheme.

This will allow the facilitation of development without development approval under Part 61(1)(i) of the Regulations which allow the carrying out of works as specified in an approved LPP.

The LPP does not negate the requirement for applicants to seek approvals under any other legislation or framework.

**(1) Application**

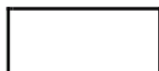
This policy applies to all development reserved as Local Reserve – Parks and Recreation and Local Reserve – Public Purpose.

It is not the intention of this LPP to provide more onerous requirements than the requirements for assessment under TPS 3 and the Regulations. Therefore a development may be deemed compliant if it conforms to the provisions of this LPP.

**(2) Implementation**

1. Where a proposal meets the provisions of this policy, no development approval is required.
2. Where a proposal does not meet the provisions of this policy, development approval is required, and advertising may be required subject to assessment of the impact on adjoining landowners.
3. Where a development approval is required, the application for development form, drawings, justification letter and checklist must be completed. The City will not require a copy of the Certificate of Title or the consent and indemnity form.

[1]





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Item 8.1 Attachment 1

<b>Title</b>	<b>Development on Local Reserves</b>
<b>Policy Number</b> (Governance Purpose)	<b>LPP 5.20</b>



### Policy Statement

#### (1) Provisions

Context	
Development type	Planning requirements and exemptions
Tree & shrub planting	<ul style="list-style-type: none"> <li>No Development Approval required for any tree planting, irrespective of plant size or height.</li> </ul>
Footpaths, Dual Use Paths	<ul style="list-style-type: none"> <li>No Development Approval required for footpaths or dual use paths that have obtained approval for their respective locations by either the City's Engineering or Parks Services as required.</li> </ul>
Sand pits	<ul style="list-style-type: none"> <li>No Development Approval required.</li> </ul>
Earthworks	<ul style="list-style-type: none"> <li>Development Approval is not required for Earthworks applications in line with approved civil drawings by the City, under an approved subdivision, where the land has already been ceded as a local reserve.</li> <li>Development Approval is required where the lot has not been ceded as a local reserve.</li> <li>Development approval is required for Earthworks where native vegetation is proposed to be cleared, unless the native vegetation is located within an easement or within 2m of any lot boundary.</li> </ul>
Play and Gym Equipment	<ul style="list-style-type: none"> <li>Manufactured play or gym equipment shall be exempt from Development Approval.</li> <li>Bespoke play or gym equipment shall be assessed by a qualified playground auditor and confirmed to be compliant to be deemed exempt from Development Approval.</li> </ul>
Drinking fountains	<ul style="list-style-type: none"> <li>No Development Approval required.</li> </ul>
Shade sails	<ul style="list-style-type: none"> <li>No Development Approval is required where replacing shade sails like for like, meaning the exact same location, footprint and height.</li> <li>Development Approval is not required for new shade sails setback 2m from all lot boundaries.</li> <li>Development Approval is required for new shade sails located within 2m of any lot boundary.</li> </ul>
Picnic & Barbecue areas and shelters	<ul style="list-style-type: none"> <li>No Development Approval required if setback 2m from all lot boundaries.</li> </ul>
Walkway shelters and sheltered roofed structures	<ul style="list-style-type: none"> <li>No Development Approval required if setback 2m from all lot boundaries.</li> </ul>

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## Item 8.1 Attachment 1

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<b>Title</b>	<b>Development on Local Reserves</b>
<b>Policy Number</b> (Governance Purpose)	<b>LPP 5.20</b>



Pot plants of any size and scale	<ul style="list-style-type: none"> <li>No Development Approval required.</li> </ul>
Retaining walls	<ul style="list-style-type: none"> <li>Development Approval is not required for Retaining Wall applications in line with approved civil drawings by the City, under an approved subdivision, where the land has already been ceded as a local reserve and Retaining Walls greater than 2m in height (measured from the Natural Ground Level) are setback 2m from all lot boundaries.</li> <li>Where Retaining Walls greater than 2m in height (measured from the Natural Ground Level) are setback within 2m from all lot boundaries – Development Approval is required.</li> <li>Development Approval is required where the lot has not been ceded as a local reserve.</li> </ul>
Free standing walling	<ul style="list-style-type: none"> <li>Development Approval is not required for free standing walls in line with approved civil drawings by the City, under an approved subdivision, where the land has already been ceded as a local reserve and the Free standing walls greater than 2m in height (measured from the Natural Ground Level) are setback 2m from all lot boundaries.</li> <li>Where the Free standing walls greater than 2m in height (measured from the Natural Ground Level) are setback within 2m from all lot boundaries – Development Approval is required.</li> <li>Development Approval is required where the lot has not been ceded as a local reserve.</li> </ul>
Seating	<ul style="list-style-type: none"> <li>No Development Approval required.</li> </ul>
Litterbins	<ul style="list-style-type: none"> <li>No Development Approval required.</li> </ul>
Access roads	<ul style="list-style-type: none"> <li>Development Approval is not required for access roads which are less than 20m in length and constructed from compacted materials (such as limestone) in with approved civil drawings by the City, under an approved subdivision, where the land has already been ceded as a local reserve.</li> <li>Development Approval is required for hard surface access roads which are constructed from asphalt or concrete, and are longer than 20m in length, where the land has already been ceded.</li> <li>Where the lot has not been ceded – development approval is required.</li> </ul>
Car parking	<ul style="list-style-type: none"> <li>No Development Approval is required where replacing car parking areas like for like, meaning</li> </ul>

[3]



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Item 8.1 Attachment 1

<b>Title</b>	<b>Development on Local Reserves</b>
<b>Policy Number</b> (Governance Purpose)	<b>LPP 5.20</b>



	<p>the exact same location, footprint and number of bays.</p> <ul style="list-style-type: none"> <li>Development Approval is required for all new car parking bays or car parking areas.</li> </ul>
Vehicle charger infrastructure	<ul style="list-style-type: none"> <li>No Development Approval required where locating this infrastructure within an approved car parking area.</li> <li>Development Approval is required for all new car parking bays and car parking areas which proposed vehicle charger infrastructure.</li> </ul>
Irrigation systems	<ul style="list-style-type: none"> <li>No Development Approval required.</li> </ul>
Bores	<ul style="list-style-type: none"> <li>No Development Approval required.</li> </ul>
Sports lights/ floodlighting	<ul style="list-style-type: none"> <li>No Development Approval is required where replacing sports lights, light poles/ floodlights like for like, meaning the exact same location, height and light omission.</li> <li>Development Approval is required for all new sports lights/ flood lights.</li> <li>No Development Approval is required for Shelter and footpath lighting and solar bollards.</li> </ul>
Goal posts and practice nets, volleyball posts, nets and cricket nets	<ul style="list-style-type: none"> <li>No Development Approval is required where replacing goal posts and practice nets like for like, meaning the exact same location, height and width.</li> <li>Development Approval is required for all new goal posts and practice nets.</li> </ul>
New volleyball courts, crickets pitches, hockey pitches and bowling greens	<ul style="list-style-type: none"> <li>Development Approval required.</li> </ul>
Drainage basins and sumps	<ul style="list-style-type: none"> <li>Development Approval is not required for drainage basins and sumps applications in line with approved civil drawings by the City, under an approved subdivision, where the land has already been ceded as a local reserve.</li> <li>Development Approval is required where the lot has not been ceded as a local reserve.</li> </ul>
Conversion of stormwater drainage swales into underground detention basins	<ul style="list-style-type: none"> <li>Development Approval required.</li> </ul>
Fences (all types)	<ul style="list-style-type: none"> <li>Development Approval is not required for fence applications in line with approved civil drawings by the City, under an approved subdivision, where the land has already been ceded as a local reserve.</li> </ul>

[4]

## Item 8.1 Attachment 1

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<b>Policy Number</b> (Governance Purpose)	<b>LPP 5.20</b>



	<ul style="list-style-type: none"> <li>Development Approval is required where the lot has not been ceded as a local reserve.</li> </ul>
Entry Statement signage	<ul style="list-style-type: none"> <li>Development Approval required.</li> </ul>
Jetty, Pontoons, Groynes and boardwalks	<ul style="list-style-type: none"> <li>Development Approval required.</li> </ul>
Skate parks and pump tracks	<ul style="list-style-type: none"> <li>Development Approval is not required where pump tracks and skate parks are constructed from propriety equipment and are setback 2m from all lot boundaries.</li> <li>Development Approval is required for bespoke pump tracks and skate parks construction.</li> </ul>
Water play	<ul style="list-style-type: none"> <li>Development Approval is not required for recycled water play where the location is setback greater than 2m to all lot boundaries.</li> </ul>
Toilet facility/ Ablutions	<ul style="list-style-type: none"> <li>Development Approval required.</li> </ul>
Artwork	<ul style="list-style-type: none"> <li>No Development Approval required for Artwork.</li> <li>Development Approval is required for any Artwork that proposes a variable message sign.</li> </ul>
New buildings/ facilities including enclosed bin storage areas	<ul style="list-style-type: none"> <li>Development Approval required.</li> </ul>
Bird Hides	<ul style="list-style-type: none"> <li>No Development Approval required.</li> </ul>
Closed-Circuit Television (CCTV)	<ul style="list-style-type: none"> <li>Development Approval is not required where CCTV is proposed to be affixed to an approved building or structure.</li> <li>Development Approval is required, where CCTV is proposed on a freestanding pole within 2m from all lot boundaries.</li> </ul>
Sea Containers and other Transportable Structures	<ul style="list-style-type: none"> <li>Development Approval required.</li> </ul>

[5]



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## Item 8.1 Attachment 1

<b>Title</b>	<b>Development on Local Reserves</b>
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<b>Strategic Link:</b>	Town Planning Scheme No.3
<b>Category</b>	Planning – Town Planning & Development
<b>Lead Business Unit:</b>	Development Assessment and Compliance
<b>Public Consultation:</b> (Yes or No)	Yes
<b>Adoption Date:</b> (Governance Purpose Only)	
<b>Next Review Due:</b> (Governance Purpose Only)	
<b>ECM Doc Set ID:</b> (Governance Purpose Only)	

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## Item 8.1 Attachment 2

DAP 25/11/2021

<b>Title</b>	<b>Development on Local Reserves</b>
<b>Policy Number</b> (Governance Purpose)	<b>LPP 5.20</b>

**Policy Type**

Local Planning Policy

**Policy Purpose**

Part 61 of the *Planning and Development (Local Planning Schemes) Regulations 2015* (the Regulations) prescribes development which is exempt from the need to obtain development approval.

The intent of this Local Planning Policy (LPP) is to develop a set of criteria to exempt the requirement of development approval for Local Reserves reserved under the City's Town Planning Scheme No. 3 (TPS 3) only and does not address Reserves reserved under the Metropolitan Region Scheme.

This will allow the facilitation of development without development approval under Part 61(1)(i) of the Regulations which allow the carrying out of works as specified in an approved LPP.

**(1) Application**

This policy applies to all development reserved as Local Reserve – Parks and Recreation and Local Reserve – Public Purpose.

It is not the intention of this LPP to provide more onerous requirements than the requirements for assessment under TPS 3 and the Regulations. Therefore a development may be deemed compliant if it conforms to the provisions of this LPP.

**(2) Implementation**

1. Where a proposal meets the provisions of this policy, no development approval is required.
2. Where a proposal does not meet the provisions of this policy, development approval is required, and advertising may be required subject to assessment of the impact on adjoining landowners.
3. Where a development approval is required, the application for development form, drawings, justification letter and checklist must be completed. The City will not require a copy of the Certificate of title or the consent and indemnity form.

[1]





## DAP 25/11/2021

## Item 8.1 Attachment 2

<b>Title</b>	<b>Development on Local Reserves</b>
<b>Policy Number</b> (Governance Purpose)	<b>LPP 5.20</b>

**Policy Statement**

## (1) Provisions

Context	
Development type	Planning requirements and exemptions
Tree & shrub planting	<ul style="list-style-type: none"> <li>No Development Approval required for any tree planting, irrespective of plant size or height.</li> </ul>
Footpaths, Dual Use Paths	<ul style="list-style-type: none"> <li>No Development Approval required for footpaths or dual use paths that have obtained approval for their respective locations by either the City's Engineering or Parks Services as required.</li> </ul>
Sand pits	<ul style="list-style-type: none"> <li>No Development Approval required.</li> </ul>
Earthworks	<ul style="list-style-type: none"> <li>Development Approval is not required for Earthworks applications in line with approved civil drawings by the City, under an approved subdivision, and where the land has already been identified a local reserve under an approved Structure Plan. Development Approval is not required for Earthworks applications in line with approved civil drawings under an approved subdivision by either the City's Engineering or Parks Services as required, where the land has already been ceded as a local reserve.</li> <li>Development Approval is required where the lot has not been ceded as a local reserve.</li> <li>Development approval is required for Earthworks where native vegetation is proposed to be cleared, unless the native vegetation is located within an easement or within 2m of any lot boundary, or required to implement an approved Structure Plan; or</li> <li>The State of Commonwealth has approved the clearing. Development approval is required for Earthworks where native vegetation is proposed to be cleared, unless the native vegetation is located within an easement or within 2m of any lot boundary.</li> </ul>
Play and Gym Equipment	<ul style="list-style-type: none"> <li>Manufactured play or gym equipment shall be exempt from Development Approval.</li> <li>Bespoke play or gym equipment shall be assessed by a qualified playground auditor and confirmed to be compliant to be deemed exempt from Development Approval.</li> </ul>
Drinking fountains	<ul style="list-style-type: none"> <li>No Development Approval required.</li> </ul>
Shade sails	<ul style="list-style-type: none"> <li>No Development Approval is required where replacing shade sails like for like, meaning the exact same location, footprint and height.</li> <li>Development Approval is not required for new shade sails setback 2m of any lot boundary or road</li> </ul>

[2]

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## Item 8.1 Attachment 2

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Title	Development on Local Reserves
Policy Number (Governance Purpose)	LPP 5.20



	<p><del>reserve, whichever is applicable 2m from all lot boundaries.</del></p> <ul style="list-style-type: none"> <li>Development Approval is required for new shade sails located within 2m of any lot boundary.</li> </ul>
Picnic & Barbecue areas and shelters	<ul style="list-style-type: none"> <li>No Development Approval required if setback <del>2m of any lot boundary or road reserve, whichever is applicable 2m from all lot boundaries.</del></li> </ul>
Walkway shelters and sheltered roofed structures	<ul style="list-style-type: none"> <li>No Development Approval required if setback <del>2m of any lot boundary or road reserve, whichever is applicable 2m from all lot boundaries.</del></li> </ul>
Pot plants of any size and scale	<ul style="list-style-type: none"> <li>No Development Approval required.</li> </ul>
Retaining walls	<ul style="list-style-type: none"> <li>Development Approval is not required for Retaining Wall applications in line with approved civil drawings under an approved subdivision by the <del>City's Engineering and Parks Services</del>, where the land has already been ceded as a local reserve and Retaining Walls greater than 2m in height (measured from the Natural Ground Level) are setback <del>2m of any lot boundary or road reserve, whichever is applicable 2m from all lot boundaries.</del></li> <li>Where Retaining Walls greater than 2m in height (measured from the Natural Ground Level) are setback within <del>2m of any lot boundary or road reserve, whichever is applicable 2m from all lot boundaries.</del> — Development Approval is required.</li> <li>Development Approval is required where the lot has not been ceded as a local reserve.</li> </ul>
Free standing walling	<ul style="list-style-type: none"> <li>Development Approval is not required for free standing walls applications in line with approved civil drawings under an approved subdivision by <del>either the City's Engineering or Parks Services</del> <u>the City</u> as required, where the land has already been ceded as a local reserve and the Free standing walls greater than 2m in height (measured from the Natural Ground Level) are setback <del>2m of any lot boundary or road reserve, whichever is applicable 2m from all lot boundaries.</del></li> <li>Where the Free standing walls greater than 2m in height (measured from the Natural Ground Level) are setback within <del>2m of any lot boundary or road reserve, whichever is applicable 2m from all lot boundaries.</del> — Development Approval is required.</li> <li>Development Approval is required where the lot has not been ceded as a local reserve.</li> </ul>
Seating	<ul style="list-style-type: none"> <li>No Development Approval required.</li> </ul>

[3]

<b>Title</b>	<b>Development on Local Reserves</b>
<b>Policy Number</b> (Governance Purpose)	<b>LPP 5.20</b>



Litterbins	<ul style="list-style-type: none"> <li>No Development Approval required.</li> </ul>
Access roads	<ul style="list-style-type: none"> <li>Development Approval is not required for access roads which are less than 20m in length and constructed from compacted materials (such as limestone) in line with approved civil drawings under an approved subdivision by <del>either the City's Engineering and Parks Services as required</del> <u>the City</u>, where the land has already been ceded as a local reserve.</li> <li>Development Approval is required for hard surface access roads which are constructed from asphalt or concrete, and are longer than 20m in length, where the land has already been ceded.</li> <li>Where the lot has not been ceded – development approval is required.</li> </ul>
Car parking	<ul style="list-style-type: none"> <li>No Development Approval is required where replacing car parking area like for like, meaning the exact same location, footprint and number of bays.</li> <li>Development Approval is required for all new car parking bays or car parking areas.</li> </ul>
Vehicle charger infrastructure	<ul style="list-style-type: none"> <li>No Development Approval required where locating this infrastructure within an approved car parking area.</li> <li>Development Approval is required for all new car parking bays and car parking areas which proposed vehicle charger infrastructure.</li> </ul>
Irrigation systems	<ul style="list-style-type: none"> <li>No Development Approval required.</li> </ul>
Bores	<ul style="list-style-type: none"> <li>No Development Approval required.</li> </ul>
Sports lights/ floodlighting	<ul style="list-style-type: none"> <li>No Development Approval is required where replacing sports lights/ floodlights like for like, meaning the exact same location, height and light omission.</li> <li>Development Approval is required for all new sports lights/ flood lights.</li> <li>No Development Approval is required for Shelter and footpath lighting and solar bollards.</li> </ul>
Goal posts and practice nets, volleyball posts, nets and cricket nets	<ul style="list-style-type: none"> <li>No Development Approval is required where replacing goal posts and practice nets like for like, meaning the exact same location, height and width.</li> <li>Development Approval is required for all new goal posts and practice nets.</li> </ul>
New volleyball courts, hockey pitches and	<ul style="list-style-type: none"> <li>Development Approval required.</li> </ul>

[4]

## Item 8.1 Attachment 2

DAP 25/11/2021

Title	Development on Local Reserves
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bowling greens	
Drainage basins and sumps	<ul style="list-style-type: none"> <li>Development Approval is not required for drainage basins and sumps applications in line with approved civil drawings under an approved subdivision by the <del>City's Engineering and Parks Services</del>City, where the land has already been ceded as a local reserve.</li> <li>Development Approval is required where the lot has not been ceded as a local reserve.</li> </ul>
Conversion of stormwater drainage swales into underground detention basins	<ul style="list-style-type: none"> <li>Development Approval required.</li> </ul>
Fences (all types)	<ul style="list-style-type: none"> <li>Development Approval is not required for fence applications in line with approved civil drawings under an approved subdivision by <del>either the City's Engineering or Parks Services</del>the City as required, where the land has already been ceded as a local reserve.</li> <li>Development Approval is required where the lot has not been ceded as a local reserve.</li> </ul>
Entry Statement signage	<ul style="list-style-type: none"> <li>Development Approval required.</li> </ul>
Jetty, Pontoons, Groynes and boardwalks	<ul style="list-style-type: none"> <li>Development Approval required.</li> </ul>
Skate parks and pump tracks	<ul style="list-style-type: none"> <li><del>Development Approval is not required where pump tracks and skate parks are constructed from propriety equipment and are setback 2m from all lot boundaries.</del></li> <li>Development Approval is required for bespoke pump tracks and skate parks construction required.</li> </ul>
Water play	<ul style="list-style-type: none"> <li>Development Approval is not required for recycled water play where the location is setback greater than <del>2m of any lot boundary or road reserve, whichever is applicable 2m to all lot boundaries.</del></li> </ul>
Toilet facility/ Ablutions	<ul style="list-style-type: none"> <li>Development Approval required.</li> </ul>
Artwork	<ul style="list-style-type: none"> <li>No Development Approval required for Artwork.</li> <li>Development Approval is required for any Artwork that proposes a variable message sign.</li> </ul>
New buildings/ facilities including enclosed bin storage areas	<ul style="list-style-type: none"> <li>Development Approval required.</li> </ul>

[5]

## DAP 25/11/2021

## Item 8.1 Attachment 2

Title	Development on Local Reserves
Policy Number (Governance Purpose)	LPP 5.20



Bird Hides	<ul style="list-style-type: none"> <li>No Development Approval required.</li> </ul>
Closed-Circuit Television (CCTV)	<ul style="list-style-type: none"> <li>Development Approval is not required where CCTV is proposed to be affixed to an approved building or structure.</li> <li>Development Approval is required, where CCTV is proposed on a freestanding pole within <u>2m of any lot boundary or road reserve, whichever is applicable 2m from all lot boundaries.</u></li> </ul>
Sea Containers and other Transportable Structures	<ul style="list-style-type: none"> <li>Development Approval <u>not</u> required <u>where:</u> <ol style="list-style-type: none"> <li><u>they relate to storage of items on a temporary basis for an approved use on the local reserve that has obtained Development Approval, and</u></li> <li><u>the location of the sea container is agreed to in writing by Head of Development and Compliance.</u></li> </ol> </li> </ul>

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Strategic Link:	Town Planning Scheme No.3
Category	Planning – Town Planning & Development
Lead Business Unit:	Statutory Planning
Public Consultation: (Yes or No)	Yes
Adoption Date: (Governance Purpose Only)	
Next Review Due: (Governance Purpose Only)	December 2022
ECM Doc Set ID: (Governance Purpose Only)	

[6]

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Attachment 3 – Schedule of SubmissionsLPP 5.2

No.	Name & Address	Submission	Officer's Recommendation
1	Name Withheld	<i>Support</i> 1. I believe the removal of unnecessary administrative obstacles will greatly streamline the processes of planning, funding, constructing and delivering community projects by City of Cockburn within the framework of a particular financial or budget year.	Noted.
2	Alison Waters 27 Scales Way, Spearwood	<i>Support with changes</i> 1. Need addition of water playgrounds using scheme water not requiring approval.	Noted. The City does not intent to modify this provision of the LPP, as requiring a DA for water playgrounds within the 2m of an affected neighbour is considered appropriate in order to address amenity concerns.  The LPP still exempts water playgrounds beyond the 2m setback.
3	Name Withheld	<i>Oppose</i> 1. As a rate payer with an interest in how our parks are managed, I think it is crucial that due diligence and transparency are followed so that input and regulations are adhered to. Thereby not allowing a single department within or by the Council to develop their own decisions and plans without adhering to or by-passing protective laws.	Noted. The intent is not to bypass approvals, the proposed LPP still mandates requirements for when a Development Application (DA) would be required.  Where a DA is not required, consultation with affected neighbours may still be required through a separate process by a different department in the City, mainly pertaining to new park infrastructure or recreational establishments.
4	Name Withheld	<i>Support with changes</i> 1. Though the frustration with red tape is understandable - I think in this case it is	Noted. Any set up of Public Open Space prior to being reserved for

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		<p>justifiable given that the preservation of any public space is so important for the wellbeing of the public, the environment and the survival of native flora and fauna. With more and more land being required to house our growing population - what remains as open space must be carefully managed to ensure preservation and protection of native flora and fauna.</p> <p>Sometimes human activity needs to be strictly controlled to ensure the survival of native species. If the balance between humans and nature is not preserved - health problems in the human population maybe exacerbated.</p> <p>When native flora and fauna are lost they are irreplaceable- whereas human activity can be placed away from fragile areas.</p> <p>Parks are wonderful recreational facilities but let's not forget they are also the ever decreasing habitats needed for the survival of our native environment.</p> <p>To understand the needs of the endangered wild life around us takes expertise in many areas and the Council must consult relevant authorities before any incursions into our few remaining open spaces.</p>	<p>that purpose is carefully considered in the earlier stages of strategic planning and is required to be referred to State Government Authorities. It also includes extensive environmental reports to ensure fauna and flora is appropriately preserved and managed.</p>
5	Sarah Gloversuccse 3 Bremer Way, Success	<p><i>Support</i></p> <p>1. On the whole, a sensible policy.</p> <p>Process query re below development type; if no planning approval is required, are risk assessments undertaken? e.g., Grass trees were planted along the central reservation on Hammond Road, nr Wentworth Parade. They were planted close to the traffic island, and as they grew, restricting visibility for people crossing the road. This is a high-risk area, as Success Primary School (east of Hammond Road) services families living in the Boronia Estate on the west side of Hammond Road. They have now been removed.</p> <p>Development type Tree &amp; shrub planting • No Development Approval required for any tree planting, irrespective of plant size or height.</p>	<p>Noted. If a species is found to cause a safety or sightline issue, at any stage the City is able to interject and manage the issue effectively. This is proposed to continue on this basis.</p>
6	Name Withheld	<p><i>Oppose</i></p> <p>1. Any infrastructure / footpaths / roads / drainage / bike/pump tracks etc. should require a DA and given to the residents for consultation, especially if affects them in ANY way, short term or long term.</p>	<p>Noted. Where a DA is exempt under the LPP, there may be requirements for the City to still consult with affected neighbours.</p> <p>However, where not required – the intent is to streamline the application type and mandate</p>

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			setbacks to reduce amenity impacts on affected neighbours.
7	Name Withheld	<i>Support with changes</i> 1. I feel the Retaining walls should have Development approval - due to retaining wall failures in housing developments on the news in 2020 Retaining walls • Development Approval is not required for Retaining Wall applications in line with approved civil drawings by the City, under an approved subdivision, where the land has already been ceded as a local reserve and Retaining Walls greater than 2m in height (measured from the Natural Ground Level) are setback 2m from all lot boundaries.	Noted. The retaining walls in Local Reserves will need to be approved by suitably qualified engineers and therefore the City does not intend to modify this provision in the LPP.
8	Nicola Beynon 1 Ranunculus Court, Beeliar	<i>Support with changes</i> 1. The ability to install 'off the shelf' skateparks, bump tracks and playgrounds without Planning Approval means that these might be installed without the required community consultation (affected properties). Cockburn has a lot of natural bush reserves which I feel need that extra layer of protection and process to give community time to hear about and respond to planned works.	Noted. The City has amended this provision in the LPP to mandate all skate parks require Development Approval.
9	Name Withheld	<i>Support</i> 1. More parks and less hassle is best for the community as a whole.	Noted.
10	Name Withheld	<i>Support</i> 1. Any changes that reduce red tape and allow the Council to move forward with improvements to our parks can only be a positive for both council & ratepayers/park users.	Noted.
11	Name Withheld	<i>Support</i> 1. It appears to be a common sense approach and still requires planning permission for things which might have a greater impact	Noted.
12	Name Withheld	<i>Support with changes</i> A) Picnic & barbecue areas & shelters have the potential to generate noise affecting adjoining residences located at the lot boundaries if the setback is at 2m. Please consider amending it to a minimum setback of 7.5m or DA required.  B) Regardless of propriety equipment skate parks & pump tracks have the potential to generate considerable noise affecting adjoining residences located at the lot	Noted. With respect to the point A & C – the City does not intend to amend the LPP to increase the setback requirements to 7.5m. It is considered the 2m is deemed appropriate to capture amenity issues. The City is still obliged to



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		<p>boundaries if the setback is at 2m. DA required.</p> <p>C) Water play have the potential to generate noise affecting adjoining residences located at the lot boundaries if the setback is at 2m. Please consider amending it to a minimum setback of 7.5m or DA required.</p> <p>D) Artwork – any form of artwork is very subjective and requires consultation with the residences located at the lot boundaries adjoining the local reserve. DA required.</p> <p>E) Bird Hides – increase in bird droppings are expected if located at the lot boundaries adjoining the local reserve. Please consider amending it to a minimum setback of 7.5m</p>	<p>consult with affected neighbours outside of the DA process in relation to new infrastructure in Local Reserves.</p> <p>With respect to point B Noted. The City has amended this provision in the LPP to mandate all skate parks require Development Approval.</p> <p>With respect to point D, if proposed artwork requires public consultation during the initial stages of planning outside of the requirements of a DA, the City may consult with affected neighbours.</p> <p>With respect to point E and specifically bird droppings, the City does not intend to modify the requirements of the LPP.</p>
13	Randal Graham 65 Sandpiper Loop, Yangebup	<p><i>Support</i></p> <p>1. To speed up development and keep costs down.</p>	Noted.
14	Name Withheld	<p><i>Support</i></p> <p>1. Looks reasonable, at the moment it takes the Council too long to get things done even after the funding is approved.</p>	Noted.
15	Name Withheld	<p><i>Support</i></p> <p>1. Looks pretty common sense. I'm supportive of the change.</p>	Noted.
16	Linda Healey 15 Armand Drive, Aubin Grove	<p><i>Support with changes</i></p> <p>1. I believe that skate parks, pump tracks, water play should have development approval. They are realistically changing the usage of the park dramatically and residents should have their input/knowledge.</p>	Noted. Public consultation is still undertaken by the City where new infrastructure such as those listed are proposed within a Local Reserve, this is done outside the

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			DA stage and a lot earlier in the process.  The City has amended this provision in the LPP to mandate all skate parks require Development Approval.
17	Name Withheld	<i>Support</i> 1. Happy to streamline works.	Noted.
18	Name Withheld	<i>Oppose</i> 1. Council has made many poor decisions and mistakes in the past. I am happy for them to follow the correct process as it stands.	Noted.
19	Name Withheld	<i>Support</i> 1. To speed things up, however, it will definitely still need to be controlled.	Noted.
20	Name Withheld	<i>Support</i> 1. Fantastic Job, Good to see a proactive team.  How about the Rat Runners around the Aubin Grove Area... The lack of SPEED reduction SPEED camera and Pedestrian Crossing will eventually LEED to an accident or even a death. I have spoken to a lot of local residents at school functions and it is becoming worse due to cars being funnelled into Aubin Grove Atwell by the 3 Lanes reverting back to 2 Lanes under the overpass.... Heading South the North bound entry to the Kwinana is a great asset for the morning run which influences drivers to cut through Aubin Grove at horrendous speeds... Lyon Road is 60 however I have witnessed vehicles doing double that.... On the back roads. Gaebler is my address and the traffic during the morning peak 0500hrs - 0900hrs and the evening peak 1500hrs - 1830hrs is dangerous normally at best and if there is contesting incidents during this time the traffic flow doubles... I have contacted the local police they carry out periodic patrols however several fixed speed signs that show your current speed would deter this kind of behaviour... Lyon Road and Gaebler Road require more attention and pedestrian crossings before someone is run over.... Happy to discuss this further as I have emailed the council more than once and passing the buck to the police is not the answer Town Planning is the solution.	Noted.  Your comments are noted, however are not in relation to the content of the LPP. Your comments have been referred internally to the Traffic Team.

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21	Name Withheld	<i>Support</i> 1. This is a step in the right direction and cutting a lot of RED TAPE and saving money. GO AHEAD. P/S I want a park bench at the end of my street.	Noted.
22	Paula Denis Orsino Blvd, North Coogee	<i>Oppose</i> 1. I do not support the proposed policy as it may have impacts on adjacent residents, for example trees being planted and blocking views, picnic and BBQ facilities, walkway, shelters, sand pits, play and gym equipment. These require adequate assessment through the development application process. I wish to ensure there is adequate consultation on such matters, with any residents/owners that may be affected by proposed changes. 2m noted in the policy is not a significant buffer and this needs revision. I propose that there be an addition to the policy that indicates any impacts on residents such as impacts on views of ocean from adjacent properties, then people impacted/owners/residents need to approve such a change.	Noted. Public consultation will still be considered where appropriate and where the use of a Local Reserve changes, this is done outside the avenue of a DA.  It is therefore not intended to modify this provision of the LPP.
23	Nathan Ferries 24 Crown Tce, Coogee	<i>Oppose</i> 1. There are many dodgy building companies out there that would build crappy jobs without any checks people and children would suffer as a consequence this country will become like China, I oppose.	Noted.
24	Name Withheld	<i>Oppose</i> 1. It gives the council too much license to install unsupported items, i.e. artwork, signage etc etc.	Noted.
25	Roland See Foppoli Mews, Hamilton Hill	<i>Support</i> 1. It appears to be a reasonable proposition to remove seemingly unnecessary red tape. So far, I have not heard about any objections, but I would be interested to hear them if they occurred. I believe areas like Beeliar Regional Parks (e.g. Manning Park Bushland) are not covered by this policy? If they were, I would oppose partially due to the ability to build paths (e.g. Mountain bike trails) without approval.	Noted. This LPP only addresses Local Reserves and not Regional Reserves.
26	Name Withheld	<i>Support</i> 1. Policy will reduce costs associated with construction and reduce timeframes for approvals.	Noted.
27	Name Withheld	<i>Support with changes</i> 1. I notice some inconsistency of policy, where some address the development approval	Noted. The LPP exempts development like for like where a

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		<p>requirement difference between new or existing amenities, and others don't.</p> <p>For example, on page 6 under Jetty, Pontoons, Groynes and boardwalks, there is no mention of whether development approval is needed for replacement of existing structures - the example here is the Boodjar Mooliny Reserve Jetty, Lake Coogee removal and possible replacement project. Is this considered a 'new' amenity or an 'existing' one?</p> <p>I'd recommend amending the policy document to make it clear in each section whether it is the same or different. So, in this case on page 6, state clearly whether the 'Development Approval required' is for replacement / repair of existing jetties, pontoons, groynes and boardwalks - so there is no doubt in the reader's mind.</p>	<p>formal approval has been issued. This does not, however, cover Regional Reserves.</p>
28	Haydn Smith 19 Sinagara Way, Yangebup	<p><i>Support</i></p> <p>1. All seems fair and reasonable.</p>	Noted.
29	Alexander Hislop 32 Lucretia Circle, North Coogee	<p><i>Support</i></p> <p>1. This proposal appears to be appropriate and fair to the residents living near or around reserves as I do.</p>	Noted.
30	Sven Varendorff 7 Quong Place, Atwell	<p><i>Support</i></p> <p>1. It likes this reduces the red tape. It considers larger items and new items to have the requirement and where sensible removes the requirements.</p>	Noted.
31	Name Withheld	<p><i>Support with changes</i></p> <p>1. Skate/pump park developments &amp; artwork should require development applications in all instances.</p>	Noted. The City does not intend on modifying this provision of the LPP.
32	Name Withheld	<p><i>Support</i></p> <p>1. Seems reasonable.</p>	Noted.
33	Name Withheld	<p><i>Oppose</i></p> <p>1. My neighbours and over 100 signatories have opposed a Skate Park being built at Radiata Park over the past 4 years. There was NEVER any consultation for this proposal and under your new proposal to remove any requirements for approval this project would have ignored the choice of local ratepayers based on the ruleset you intend to now give yourselves free reign to</p>	Noted. The City has amended this provision in the LPP to mandate all skate parks require Development Approval.

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		<p>do as you wish under the guise it's in our long term strategic planning. It took multiple deputations to council to get the City to finally engage residents on what they actually wanted in this suburb. Again, with this proposal to remove the provision for an approval process allows the city to do as it pleases ignorant of its ratepayers wishes. Convenient how this hasn't been mailed to residents for real consultation. I guarantee no one would wish to remove the requirement for development approval without actually consulting with those ratepayers affected. Bravo City of Cockburn</p>	
34	Bram Biesiekierski 98 Doolette St, Spearwood	<p><i>Support</i></p> <p>1. I hope that it will expedite the mountain bike track upgrades at Manning Park.</p>	Noted.
35	Name Withheld	<p><i>Support</i></p> <p>1. It seems pretty basic that the Council should be able to perform those functions listed.</p>	Noted.
36	Nicola Brinkley 77 Irvine Parade, Hammond Park	<p><i>Support</i></p> <p>1. Any removal of red tape where appropriate is a good thing.</p>	Noted.
37	Name Withheld	<p><i>Support with changes</i></p> <p>1. LPP 5.20. My concerns are with the development approval NOT REQUIRED where pump tracks and skate parks are constructed, etc. etc. I have 2 concerns regarding this, (1) \$' value. As a Ratepayer I would like to be made aware of the cost of development/facility. Also, who is responsible for insurance, Council (ratepayers), damage Council (ratepayers). There have been concerns raised re young (and older), people gathering at these areas, complaints by local residents, therefore bringing in CCTV (cost to Council (Ratepayers), etc. Substantial amounts can be spent on such facilities, especially as sometimes these are fads. Is my money being well spent?? (2) The setback in relation to boundaries, ie 2m from all lot boundaries. I would like to have knowledge, especially if they arise in my area, and be a part of the process of whether development of such facilities are in a suitable location. As stated above, at times, there are other related costs which occur post development. More transparency is required in relation to development in the Cockburn area. As the area is expanding at a rapid rate, I would hate to see any developments being proposed on where it may impact on green area.</p>	Noted. The City holds Public Liability insurance and property insurance.

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38	Shaun Lynch 385 Hamilton Hill	<i>Support with changes</i> 1. There needs to be a provision for consultation with private land holders that share boundaries with or reside within 50/100m of the reserve. Without the DA how can the public comment or review on proposed plans?	Noted. Public consultation will still be considered where appropriate and where the use of a Local Reserve changes, this is done outside the avenue of a DA.  It is therefore not intended to modify this provision of the LPP.
39	Name Withheld	<i>No Opinion</i> 1. There is no use giving my opinion, I gave my opinion last time for dogs to be allowed on leash on the Beeliar Oval, which was not even considered.	Noted.
40	Name Withheld	<i>Oppose</i> 1. Communication with the City of Cockburn has lacked transparency. I'm not sure one department should be free of accountability to another.	Noted.
41	Name Withheld	<i>Support</i> 1. We need good facilities but we also need what used to be known as public conveniences these seem to be in very short supply.	Noted.
42	Name Withheld	<i>Support</i> 1. Streamlining process, avoid unnecessary admin, as long as it meets agreed policy objectives - makes good sense. If complaints/issues come from this policy change, ensure adequate investigation of reasons of complaint and would have the policy not been changed - would the complaint still have happened.	Noted.
43	Renaë Ford 8 Blackford Turn, Success	<i>Support</i> 1. I've asked for over a year to have a basketball court be put in Success as my kids have to cross main roads to get to one in Hammond park, Bibra Lake or South Lake. There is so much room behind us on Wentworth and at the rugby club park but nothing is done because supposedly "within 50m of residence" although all of the other basketball courts have been built closer than this in City of Cockburn. Never know what to believe as this is a "free, healthy" outdoor activity for everyone in the community to use.	Noted.

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44	Brian H Clogged Holiday Park, Coogee	<i>Oppose</i> 1. Disgracefull The City are avoiding accountability for decision making g. This will allow Discovery Parks a free reign to implement whatever change they want at CHP irrespective of impact to environment and long term residents. This is a terrible policy.	Noted.
45	Asha Canty Borrtill St, Hamilton Hill	<i>Support</i> 1. Playgrounds shouldn't have to wait when in need of upgrading especially if dangerous	Noted.
46	Mimma Tassone 52 Fairbairn Road, Coogee	<i>Support</i> 1. There is no advantage to retaining the lengthy process of Development Approval for the works listed in the councils proposal. I feel it is reasonable to enable council to carry out these works at their discretion without Development approvals. However, I would like council to inform ALL electors on significant works being carried out using public monies within the city boundaries and allow ALL electors the opportunity to voice their approval or not in a survey format as this one. Additionally, the same to apply for any policy changes that apply to any areas within city boundaries. This is not unreasonable when using public monies as most electors will have email contacts or at least postal address.	Noted.
47	Joshua Jago 70 Indigo Bend, Wellard	<i>Support with changes</i> 1. As president of a junior cricket club. I find that it would be beneficial to the community, clubs and schools were contacted every couple of years for a review of the sporting reserves to provide feedback for potential upgrade of facilities and training areas. For example, Phoenix Beeliar Junior cricket club is growing to potentially have 10 teams of junior players whom all live in and around Beeliar. Trying to fit training days in a 4-5 day period with limited space of 2 pitches and 2 nets makes it very difficult. For a safety point of view, there has been numerous junior players slip and fall on the concrete whilst training. A full synthetic grass Training facility with 2 more nets at Beeliar would provide space and safety for everyone around the rapidly growing community.	Noted.
48	Robert Herrick 2 Azure Tce, Lake Coogee	<i>Support with changes</i> 1. I support cutting red tape to speed up the delivery of amenities to parks and recreational areas however I would like some clarity around the difference this makes to the approval process for changes in land use.	Noted.
49	Helen	<i>Support</i>	Noted.



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	Archibald 27 Claygate Road, Hamilton Hill	<p>1. I believe that there needs to be a far greater emphasis and importance put on keeping and valuing our open spaces and nature reserves. As humans, we fail to acknowledge that we are merely one species living amongst millions of others. We have taken enough homes, lives and habitats of other species, just for our own benefit and this needs to stop. We need to start valuing the amazing bush and open landscapes around us, because once it is gone, it can never be replaced.</p> <p>We have only recently moved into the Manning park precinct and are blown away by the natural beauty of the area and feel so privileged to be surrounded by so much open space. It is the first thing that attracted us to the area and is so unique in this concreted world.</p> <p>We only need to look at the detrimental damage we have already done to this amazing landscape worldwide. So much beauty and history has been lost so one species can have their 4x2 with a double carport and theatre room. I believe we need to stop any further development and treasure this amazing home for all.</p>	
50	Rebecca Bowden 2/104 Forrest Rd, Hamilton Hill	<p><i>Support with changes</i></p> <p>1. I do NOT want quicker approvals to result in possible harm to local fauna and flora - our native species need to be protected. I want protection of the park inhabitants to be an important consideration in all development plans.</p>	Noted.
51	Richard Noble Level 1/189 Hay Street, Subiaco	<p><b>Current wording:</b> Development Approval is not required for Earthworks applications in line with approved civil drawings by the City, under an approved subdivision, where the land has already been ceded as a local reserve.</p> <p><b>Proposed wording:</b> Development Approval is not required for Earthworks applications in line with approved civil drawings by the City, under an approved subdivision, and where the land has already been identified a local reserve under an approved Structure Plan.</p>	Noted. The City proposes these changes in the revised LPP.
		<p><b>Current wording:</b> Development approval is required for Earthworks where native vegetation is proposed to be cleared, unless the native vegetation is located within an easement or within 2m of any lot boundary.</p>	Noted. The City proposes these changes in the revised LPP.

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		<b>Proposed wording:</b> Development approval is required for Earthworks where native vegetation is proposed to be cleared, unless: <ul style="list-style-type: none"><li>the native vegetation is located within an easement or within 2m of any lot boundary; or</li><li>required to implement an approved Structure Plan; or</li></ul> The State of Commonwealth has approved the clearing.	
		Review to provide flexibility in the wording cognisant of: <ul style="list-style-type: none"><li>Approved Structure Plans which identify future POS;</li><li>The title creation process and the civil construction process not aligning with the proposed wording.</li></ul> The proposed modifications will enable work which will be undertaken anyway, remove unnecessary applications and result in a more efficient delivery of the infrastructure.	
		<b>Current wording:</b> ... 2m of any lot boundary.  <b>Proposed wording:</b> ... 2m of any lot boundary or road reserve, whichever is applicable.	Noted. The City proposes these changes in the revised LPP.

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Item 8.2

**8.2 (2021/MINUTE NO 0047) Proposed Amendment to Local Planning Policy 4.6 Cockburn Coast Design Guidelines for Robb Jetty and Emplacement Precincts (Consideration for Consultation)**

**Author** D Di Renzo

**Attachments** 1. Draft Amended Local Planning Policy 4.6 'Cockburn Coast Design Guidelines for Robb Jetty and Emplacement Precincts'  
[↓](#)

**RECOMMENDATION**

That Council:

- (1) ADOPTS the proposed amendments to Local Planning Policy 4.6 'Cockburn Coast Design Guidelines for Robb Jetty and Emplacement Precincts' for the purposes of advertising, as shown in Attachment 1 of the Agenda; and
- (2) ADVERTISES the amended Local Planning Policy 4.6 Cockburn Coast Design Guidelines for Robb Jetty and Emplacement Precincts, as per Recommendation 1 above, in accordance with Clause 5 of the *Planning and Development (Local Planning Schemes) Regulations 2015*.

**Committee Recommendation**

MOVED Cr T Dewan SECONDED Cr M Separovich

That the recommendation be adopted.

**CARRIED UNANIMOUSLY 5/0**

**Background**

The Cockburn Coast area has been the subject of extensive planning, commencing with the adoption of the Cockburn Coast District Structure Plan (CCDSP) by the Western Australian Planning Commission (WAPC) in 2009.

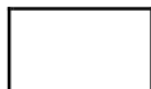
The CCDSP Plan (Part 2) was adopted by Council in 2012 and provided a refinement of the 2009 District Structure Plan to guide local structure plans.

The Robb Jetty Structure Plan (RJSP) was subsequently adopted to guide land use and development of the area west of Cockburn Road, bound by Rollinson Road to the north, and McTaggart Cove to the south.

The RJSP proposes a mix of zones and reserves, including an activity centre, public open space, residential (ranging up to R160 density), mixed business, mixed use, and a primary school site.

Local Planning Policy 4.6 'Cockburn Coast Design Guidelines for Robb Jetty and Emplacement Precincts' (LPP 4.6) was adopted to guide the development and urban form of the Robb Jetty and Emplacement Structure Plan areas to ensure that the design principles of those structure plans is achieved.

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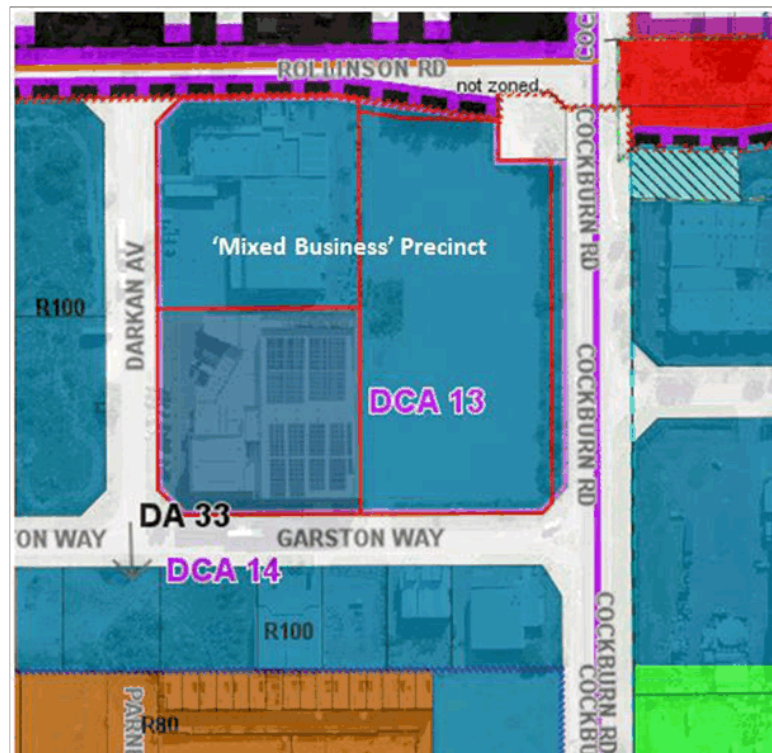
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### Item 8.2

N/A

The 'Mixed Business' precinct comprises three lots, 1 and 3 Darkan Avenue, and 2 Garston Way, North Coogee, as shown below.



The area is subject to the RJSP, and in accordance with Clause 27(1) of *Planning and Development (Local Planning Schemes) Regulations 2015* Schedule 2 'deemed provisions' and DA 32, the City will have 'due regard' to the Structure Plan in decision-making.

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The Structure Plan identifies residential uses as 'X' (not permitted) uses for the 'Mixed Business' zone. This aligns with the CCDSP (2009) which states that the mixed business classification has been applied in this location for the following reasons:

- to protect areas with existing industrial uses from pressure to relocate, as a result of any perceived or actual co-location of incompatible uses
- to ensure employment opportunities in the project area by providing enough suitably zoned and serviced land to allow the level of economic self-sufficiency sought for the Cockburn Coast.

This is further reiterated in the CCDSP Part 2 which states that the mixed business area has been nominated to facilitate a transition from the existing industrial business to lighter industry and commercial uses that do not have a detrimental impact on the future amenity of the surrounding residential uses.

LPP 4.6 is intended to provide more detailed guidance on development standards for the area. In accordance with Clause 67(2) of the 'deemed provisions', in considering an application for development approval, the local government is to have due regard to local planning policies.

LPP 4.6 includes the 'Mixed Business' and 'Mixed Use' zones together, providing for a mixed-use typology that includes residential (see Figure 5), conflicting with the Structure Plan.

Given that the Structure Plan is clear that residential uses are not to be supported in the 'Mixed Business' precinct, this is considered to be an anomaly that requires correction. Accordingly, the table below sets out the recommended modifications to provide clarity regarding this matter.

Section	Proposed changes (red)	Reason
1.2 Vision for Cockburn Coast – 'Robb Jetty LPP Area'	Update to include reference to a 'Mixed Business' precinct and activity centre main street, as follows:  The Robb Jetty LSP area will contain elements of mixed-use development along significant road links including Cockburn Road, <b>an activity centre main-street, and a 'Mixed Business' precinct</b> , but is otherwise set aside for medium to high density residential development.	Currently the vision is incomplete and does not reference the 'Mixed Business' precinct or activity centre main street. This change will make the vision more complete, reflecting the range of uses within the structure plan (not just residential and mixed use on Cockburn Road).
2. Typology Specific Guidelines	Add a new section under a heading - 'Mixed Business Typology' Facilitating a transition from the existing industrial businesses to lighter industrial or commercial uses that do not have a detrimental impact on the amenity of future surrounding residential uses. All new built form proposals shall provide an interface that is compatible and complementary with surrounding existing or future mixed-use development.	To provide clarity regarding the typology of the 'Mixed Business' precinct and to ensure any proposals are cognisant of the interface with future residential or mixed-use development.

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Clause 2.2 Mixed Use Typology	Delete reference to Figure 6 applying to both the 'Mixed Use' and 'Mixed Business' zone (so it will only apply to the 'Mixed Use' zone), as follows: The 'Mixed Use – Cockburn Road Typology' as shown in Figure 06 below, applies to <b>both the Mixed Use and Mixed Business zones</b> as shown on the approved Robb Jetty Local Structure Plan.	To ensure the 'Mixed Use' typology (with residential) does not apply to the 'Mixed Business' zone, in line with the permissible uses set out in the Structure Plan.
Figure 3 Built Form Typologies	Remove the 'Mixed Business' precinct from the 'Mixed Use' area (currently coloured blue) and hatch the precinct and annotate as 'Mixed Business'.	To ensure the 'Mixed Use' typology (with residential) does not apply, in line with the permissible uses set out in the Structure Plan.
Figure 6 Mixed Use built form typology	Remove the 'Mixed Business' precinct from the 'Mixed Use' area (currently coloured blue).	To ensure the 'Mixed Use' typology (with residential) does not apply, in line with the permissible uses set out in the Structure Plan.

If adopted by Council, the draft amended LPP 4.6 will be advertised in accordance with Clause 4(1) of the *Planning and Development (Local Planning Schemes) Regulations 2015* for a minimum of 21 days.

This will include letters to landowners within the 'Mixed Business' precinct itself and the adjacent area, a notice on Comment on Cockburn, and hardcopy available for inspection at the City's administration building.

#### Conclusion

Currently LPP 4.6 conflicts with the RJSP as it relates to the 'Mixed Business' zone and residential land uses. To correct this anomaly, it is recommended that proposed amendments to LPP 4.6, as discussed in this report, be advertised for public comment.

#### **Strategic Plans/Policy Implications**

##### Local Economy

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

- Increased Investment, economic growth and local employment.
- Thriving local commercial centres, local businesses and tourism industry.

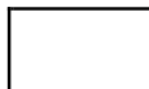
##### Community, Lifestyle and Security

A vibrant healthy, safe, inclusive and connected community.

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

#### **Budget/Financial Implications**

Costs involved with advertising the proposed amendment to LPP 4.6 will be met by the Strategic Planning advertising budget.





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**Legal Implications**

N/A

**Community Consultation**

Consultation will be undertaken in accordance with the requirements of the *Planning and Development (Local Planning Schemes) Regulations 2015*, as outlined in this report.

**Risk Management Implications**

The risk of not adopting the recommendation is that the local planning framework for the CCRJSP is conflicting, creating uncertainty for landowners and developers regarding what land uses are permitted in the area.

There is also a risk that unintended residential uses will be proposed in the 'Mixed Business' area without an appropriate interface being achievable.

**Advice to Proponent(s)/Submitters**

N/A

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

Nil.

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<b>Title</b>	<b>Cockburn Coast Design Guidelines for Robb Jetty &amp; Emplacement Precincts</b>
<b>Policy Number</b> (Governance Purpose)	<b>LPP 4.6</b>

**Policy Type**

Local Planning Policy

**Policy Purpose**

The Cockburn Coast Design Guidelines for the Robb Jetty and Emplacement Precinct have been prepared to guide the development and urban form (including subdivision) of Robb Jetty Local Structure Plan and Emplacement Local Structure Plan (LSP) areas.

The Design Guidelines will guide the creation of a quality development that ensures the design principles of the Robb Jetty and Emplacement LSP's are achieved.

**Policy Statement**

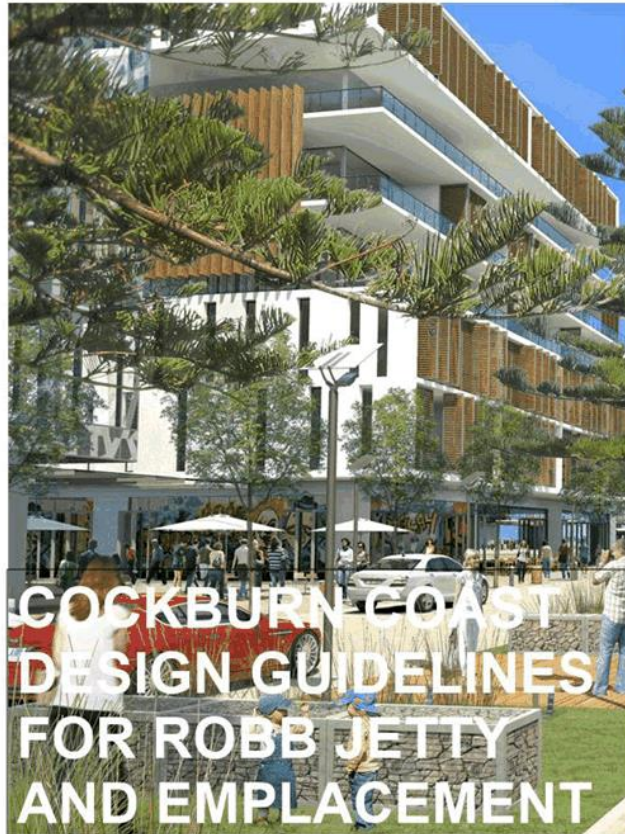
Appendix 1 contains the Cockburn Coast Design Guidelines for the Robb Jetty and Emplacement Precinct.

Development applications will be assessed under the Design Guidelines in conjunction with the Residential Design Codes of Western Australian (R-Codes), the approved structure plan, an approved local development plan and any other relevant local planning policy.

[1]



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[2]

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## 1. Background

### 1.1 Introduction

The Cockburn Coast Design Guidelines for the Robb Jetty and Emplacement precincts (henceforth referred to as the Design Guidelines) have been prepared to guide the development and urban form (including subdivision) of *Robb Jetty Local Structure Plan* (Robb Jetty LSP) and *Emplacement Local Structure Plan* (Emplacement LSP) areas. The design guidelines are focused on the creation of a quality development that ensures the design principles of the Robb Jetty and Emplacement LSP's are achieved.

The design guidelines will bring to fruition a lively and sustainable urban centre set amongst dense residential development. The design guidelines introduce standards for development to create the intended character and amenity within the Robb Jetty LSP and Emplacement LSP areas. Although some of the criteria are mandatory, the general approach is to provide a series of broad principles for development to follow while allowing flexibility in design outcomes over the project life span.

The design guidelines are a performance orientated assessment tool. Each design element is expressed as a design objective and one or more assessment criteria. Where a stated assessment criterion is proposed to be varied, development must demonstrate that it meets the related design objective. In this way a performance approach to design and assessment is facilitated.

The design guidelines are divided into two main sections:

#### Typology Specific Guidelines

A series of built form typologies are established in defined areas where specific guideline provisions apply that may expand on or vary the general provisions.

#### General Provisions

Contain the design guideline general provisions which are applicable to all development.

### 1.2 Vision for Cockburn Coast

Capitalising on a rare opportunity, these design guidelines set out to inform the development of an exciting mixed use community that celebrates the best of the Western Australian coastal lifestyle.

Cockburn Coast will be different from its neighbouring suburbs; it will be a place that offers choice and variety of living, recreation and working opportunities. Core to the success of the redevelopment is a well-connected Bus Rapid Transit (BRT) system which is intended to link the development to its surrounding areas. As well as connecting the design guideline area to its surrounds, this system will provide an internal system of movement which encourages more sustainable personal transportation choices.

The City of Cockburn's *Cockburn Coast District Structure Plan* (DSP) and *Cockburn Coast District Structure Plan Part 2* (DSP2) nominates three local structure plan areas being Robb Jetty, Emplacement and Power Station. Each of these areas is distinct in character and function. These design guidelines introduce standards for development to create the intended character and amenity within the Robb Jetty and Emplacement LSP areas following a detailed local structure planning process.

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**Robb Jetty LSP Area**

The Robb Jetty LSP area forms the north-western portion of the site and stretches from Rollinson Road in the north, to the Parkland Corridor in the south and Cockburn Road in the east. The area stretches west of Robb Road but excludes the beach.

*The Robb Jetty LSP area will contain elements of mixed use development along significant road links including Cockburn Road an activity centre main-street, and a Mixed Business precinct, but is otherwise set aside for medium to high density residential development. The area will also house supporting community facilities in the form of the two storey urban primary school and the area's key active playing field. A coastal character is proposed to complement the adjacent foreshore and areas of open space contained within it.*

*The BRT public transport alignment is set to pass through the heart of the area and be well connected to Fremantle and the rapidly emerging Cockburn Central. A variety of small but connected public spaces will offer a range of experiences from the quiet to the communal, the sheltered to the open and the organic to the formal.*

**Emplacement LSP Area**

The Emplacement LSP area forms the north-east portion of the project area and stretches from the northern boundary of the master plan area, to the middle parkland corridor to the south, to Cockburn Coast Drive in the east, and Cockburn Road in the west.

The distinct character of the Emplacement LSP area is a product of its elevated topography and this landform influences how it shall be treated. Development will be responsive to the topography and shall aim to retain as much of the existing natural character of the site as possible. The Emplacement LSP area will be predominantly mixed use in its north, residential in its south, and contain the east-west linear parks, providing strong connections from Beeliar Park and through Robb Jetty LSP area to the coastal foreshore.

The Emplacement LSP area will be the new highpoint, a manufactured horizon line that offers the opportunity for a new architectural topography and an integrated landscape of nature and built form.

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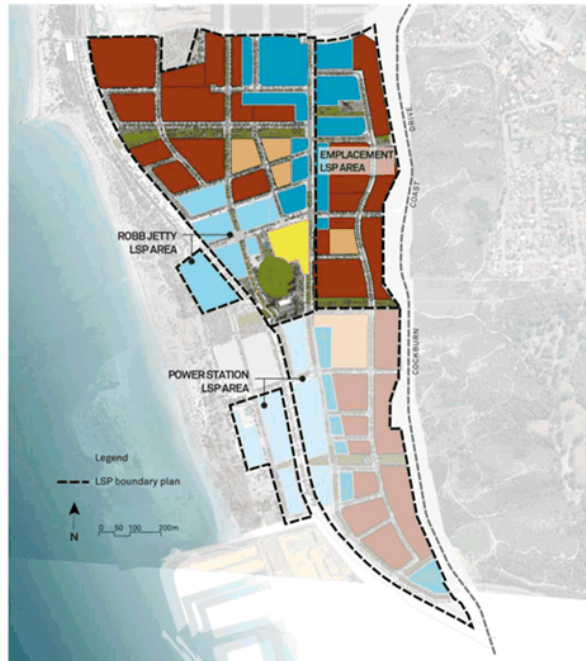


Figure 01\_Cockburn Coast Local Structure Plan areas

### 1.3 Context

The design guidelines complete a complex process of strategic planning to capitalise on the opportunity for redeveloping Cockburn Coast identified in the Western Australian Planning Commission's strategic planning document *'Directions 2031 and Beyond'*. The adoption of the DSP and later DSP2 2012 served to solidify the recognition of the Cockburn Coast's potential and identifies a number of key drivers and opportunities that underpin the vision and intent of the DSP and DSP2. Following an amendment (Amendment 89) to the City of Cockburn Town Planning Scheme No. 3 (The Scheme), which aligns the City of Cockburn's (the City) planning framework with that as proposed in the DSP and DSP2, local structure plans were produced for the Robb Jetty LSP and

[6]



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Emplacement LSP areas which establishes a development agenda and expands on the foundations of the DSP and DSP2.

These design guidelines bring to fruition a vision established and carried forward through a number of strategic planning documents and processes.

#### 1.4 Approach

The DSP established a vision which remains relevant to the ongoing planning of Cockburn Coast:

***"To create a vibrant, landmark destination that is connected, integrated, diverse and accessible."***

The vision seeks to create a place that offers new and exciting living, employment and recreation opportunities, whilst providing an appropriate level of compatibility and support for adjoining residents and existing enterprises in the area. These design guidelines are set to establish this vision by creating a sustainable community that celebrates the area's past as well as taking on creative ideas, innovation and development. Cockburn Coast will be an easily accessible place, with an integrated transit system offering contemporary lively cafes, restaurants, shops, residential and commercial areas, tourism, cultural and recreation activities.

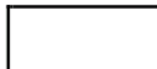
Integral to the vision of Cockburn Coast is the intention to establish a new benchmark for sustainable urban development. This means creating a place where people not only want to live and work today, but also in the future. Sustainable communities cater to the different needs of all its residents; they are safe and inclusive and offer equality of opportunity, they are sensitive to their environment and contribute to a high quality of life.

#### 1.5 Objectives

The development of Cockburn Coast is guided by a number of key objectives or drivers which will bring to fruition the vision of a sustainable landmark destination. These objectives have influenced the preparation of the design guidelines and underpin their purpose, being to:

- create a hierarchy of coastal nodes providing for the needs of local residents and visitors alike;
- create physical and emotional links between the urban environment and the coast allowing the coastal experience to translate into the urban setting;
- provide attractive, pedestrian-oriented streets and public spaces that create an environment for positive community engagement and business exchange;
- enable buildings and public realm to engage with pedestrians and facilitate a comfortable and safe urban environment;
- allow for activation at ground level by retail and hospitality uses in key streets identified by the Local Structure Plans;
- optimise residential development potential whilst maintaining the intended character of the Cockburn Coast;
- minimise the impact of car parking on the pedestrian experience and quality of the public realm;
- create a sustainable environment that allows for the implementation of green infrastructure; and
- promote the use of sustainable modes of transport and a health way of living through active engagement with the urban environment.

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#### 1.6 Purpose

These design guidelines have been prepared to guide development within the Robb Jetty LSP and Emplacement LSP areas under the Scheme. Implementation of the guidelines will ensure the realisation of Cockburn Coast as an urban environment providing both local and district centre activity centres.

#### 1.7 Design Guideline Policy Area

These design guidelines apply to the area of land within the Robb Jetty LSP and Emplacement LSP, henceforth referred to as the policy area. The policy area is bound by:

- Rollinson Road to the north;
- South Fremantle Power Station and the Western Power Switchyard to the south;
- Beeliar Regional Park to the east, and
- The foreshore reserve to the west.



Figure 02\_Design Guidelines Policy Area

#### 1.8 Relationship to Relevant Planning Documents

The design guidelines are adopted under the provisions of section 4 of the Planning and Development Regulations 2015 Procedures for Making Local Planning Policy. The provisions of these design guidelines vary the requirements of the State Planning Policy

[8]

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7.3 Residential Design Codes (R-Codes). Where these design guidelines are silent the provisions of the R-Codes and relevant local planning policies apply. It should be noted that the plot ratios of the R-Codes are varied and plot ratio will not form part of the assessment criteria for proposals in these precincts.

These design guidelines should be read in conjunction with the Scheme, the Robb Jetty LSP, the Emplacement LSP, any relevant Local Development Plan (LDP) and the R-Codes. In determining any application for development approval, the City will utilise these design guidelines in conjunction with the Scheme, any relevant LDP and policies.

#### 1.9 Relationship to the Robb Jetty LSP and Emplacement LSP

The Robb Jetty LSP and Emplacement LSP set out a number of development objectives relating to the DSP2 redevelopment area. In particular they establish land use, movement, activity, urban form and resource enhancement development standards to ensure Cockburn Coast operates as an effective urban environment.

These design guidelines build upon both LSPs and provide more detailed guidance on development standards in the form of an adopted local planning policy.

#### 1.10 Guideline Framework

The detailed design guidelines contained in the General Provisions section are set out with the following framework:

*Design Objective:*

Statements outlining the design philosophy and intent of the assessment criteria. It is mandatory for development to meet the design objective.

*Assessment Criteria:*

Standards that sets out the specific criteria to satisfy an associated design objective. Compliance with the applicable assessment criteria will achieve the design objective. However individual criteria are not mandatory and alternative solutions for complying with the design objective will be considered on a performance basis subject to supporting evidence.

The typology specific section of the design guidelines contains character statements. The character statements guide both the design objective and assessment criteria and as such, all development shall be consistent with the relevant character statement.

#### 1.11 Discretion

An important provision within the design guidelines is the opportunity for the applicant or owner to meet the design objective through an alternative solution.

The City may approve a development application or Local Development Plan where the applicant or owner has departed from the recommended assessment criteria. Variations may be considered where, in the City's opinion, the applicant or owner has demonstrated that the alternative solution is consistent with the Robb Jetty LSP or Emplacement LSP where relevant and meets the design objective. Variations will be considered where a proposal does not include an affordable housing component, but will be considered more favourably where it does.

[9]



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Where a development proposal is determined to be inconsistent with a design objective in a manner that may impact on the public realm or adjoining properties then the proposal may be refused or referred to Council for determination.

Where the applicant or owner has provided a sufficient affordable housing component, a relaxation of the assessment criteria may be considered where the alternative solution is consistent with the relevant LSP and meets the design objective. These design guidelines provide further guidance on those criteria considered suitable for variation.

Each application for development approval will be assessed on an individual basis and the approval of an alternative solution will not set a precedent for other developments.

#### 1.12 Definitions

*Noise Sensitive Premises (as defined in the Environmental Protection (Noise) Regulations 1997) includes premises occupied solely or mainly for residential or accommodation purposes, and premises used for the purpose of a hospital, sanatorium, educational establishment, public worship, aged care or child care.*

*Commercial Laneway includes any laneway within the mixed use or activity centre typology areas as set out by these design guidelines.*

All definitions included in the R-Codes are applicable to land affected by these Design Guidelines.

#### 1.13 Development Process

Owners, developers and/or agents are encouraged to arrange pre-application meetings with the City's Planning Department prior to lodgement of a formal development application. Once a development application is lodged, it will be assessed by the City to verify it meets all applicable design objectives and assessment criteria.

[10]

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Activity Centre – Main Street Typology



Mixed Use – Cockburn Road Typology



High Density Residential Typology



Medium Density Residential Typology

## 2. Typology Specific Guidelines

The policy area is divided into a number of built form typologies each with their own distinct character and function. There are also a number of landmark and gateway sites identified by the built form typology location plan. These sites are to be developed with a diverse and active facade to facilitate way finding and reflect the natural hierarchy and land use of the area.

### *Activity Centre - Main Street Typology*

Development in this area addresses and activates the identified pedestrian oriented "main" street whilst a high quality public realm creates a comfortable place in which locals meet and conduct business. This area provides a key link between the ocean and urban environment as well as providing for the retail and local service needs of the local community.

[11]





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#### *Mixed Use - Cockburn Road Typology*

A range of retail and commercial functions complemented by residential development are to be accommodated within this mixed use area. The presence of Cockburn Road informs the scale and built form of development and necessitates the promotion of an active ground floor.

#### *High Density Residential Typology*

The most intensely developed residential typology to afford the greatest access to the proposed bus rapid transit system. High density residential development is to create a new skyline in Cockburn Coast.

#### *Medium Density Residential Typology*

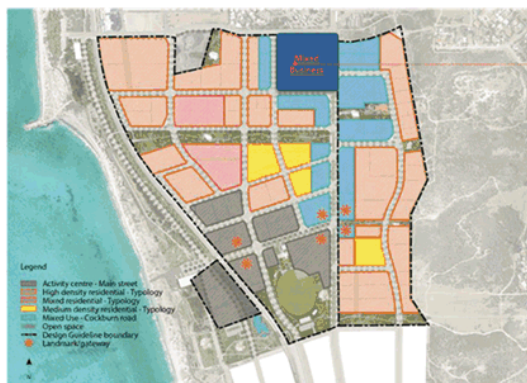
Providing a mix of housing opportunities near the Activity Centre, this typology will feature soft landscape public realm and contemporary urban development ranging from terrace housing to medium scale apartment style buildings.

#### *Mixed Residential Typology*

A special urban precinct designed around exploring contemporary urban forms, featuring a mix of housing opportunities, with living choices ranging from high density apartments to compact terrace housing, punctuated by innovative shared access streets and open spaces.

#### *Mixed Business Typology*

Facilitating a transition from the existing industrial businesses to lighter industrial or commercial uses that do not have a detrimental impact on the amenity of future surrounding residential uses. All new built form proposals shall address an interface that is compatible and complementary with surrounding existing or future residential or mixed use development.



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[12]

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Figure 03\_Built Form Typologies

### 2.1 Activity Centre – Main Street Typology

The activity centre typology is primarily a place for local residents and businesses, a walkable village that is intimate in scale and 'soft' in character. The beach comes to the main street and a variety of small but connected public spaces offer a range of experiences from the quiet to the communal. Buildings and land use will facilitate the creation of a central shopping and activity zone resulting in a walkable community hub.

The Main Street provides a convenient and inviting local shopping experience intended to be serviced by a rapid bus transit system. Street trading and active retail is concentrated in the western portion of the area creating a vibrant community hub. A diverse and contiguous streetscape will be developed with civic, business and retail services ensuring a suitable business mix. The oval and park within the activity centre typology represents the traditional village green and is therefore the focus of active recreation at Cockburn Coast. It is a place to be shared harmoniously by many for diverse purposes.

The built form is encouraged to take advantage of the abundant natural assets and create a comfortable outdoor environment that encourages social interactions in a relaxed and personal environment. Future built form should embody the feeling of seamless transition, from indoor to outdoor, from formal to informal, from exposed to protected. Respectful of nature, built form should reflect the natural characteristic of the vegetation and landscape.

Buildings generally of 5 to 8 storeys in height will promote a pedestrian friendly place through podium style built form and a focus on ground floor activation. Development embodies a warm architectural finish through the use of natural materials, whilst street awnings, wide footpaths and soft landscaped edges create a sense of intimacy and shelter pedestrians.

Opportunities for laneway development enhance and celebrate the distinctive environment by reflecting the neighbourhood character whilst allowing for it to be developed as a secondary small street. Laneways containing commercial uses will be characterised by small scale tenancies, evolving over time to provide an intimate and unique experience.

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Figure 04\_Activity Centre built form typology

#### Building Setbacks

##### Design Objective

- I. Building setbacks create tightly framed streetscapes and public open spaces
- II. Building setbacks help create highly urban streetscapes

##### Assessment Criteria

- I. Building setbacks are to be in accordance with the following table

Setback	Street (minimum and maximum)	Side/Rear(minimum)	Laneway (minimum)	Public Open Space (minimum)
Levels 1-5	Nil	Nil	Nil	4m to wall and 2m to balconies (cantilevered/Light weight only)
Levels 6+	5m to wall and 2m to balconies (cantilevered/light weight only)	3m	3m	5m to wall and 2m to balconies (cantilevered/light weight only)

\* Where there is a commercial laneway the minimum setback above 3 storeys should be a distance equivalent to the width of lane unless a variation to the assessment criteria outlined in clause 3.4.1(i)(c) of the general provisions is granted

Table 01\_ Building Setbacks for Activity Centre

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- ii. The public open space setback area shall include space for landscaping and if necessary an outdoor living area. Where additional outdoor living area is to be provided, the additional outdoor living area shall be absorbed into the building space (i.e. building shall cantilever over the outdoor living area)
- iii. Projections are permitted within the 4m setback to public parkland to maximum of 2m into the setback area
- iv. Balconies will be supported within the nil setback on levels 1-5 where a substantial facade is provided to ensure a continuous built form
- v. Balconies for Levels 6+ proposed to be setback between 2-5m shall be lightweight/cantilevered only

#### Building Articulation

##### Design Objective

- I. To ensure that building facades add positively to the public realm and its interest. Building articulation will encourage interaction with the street and passive surveillance of adjacent spaces
- II. To promote a pedestrian scale of buildings at street level
- III. The building design shall demonstrate an appropriate level of articulation to avoid building bulk appearing excessive
- IV. Building articulation will express a vibrant and modern design aesthetic

##### Assessment Criteria

- i. Permanent blank walls are not permitted to any street frontage. Major openings are required to provide for surveillance and interaction with the public realm
- ii. For commercial street level frontages a minimum of 80% of the frontage shall be glazed. For the street frontage for all upper floors a minimum of 40% of the frontage shall be glazed
- iii. Mixed use buildings should provide separate entries for non-residential and residential uses for legibility of pedestrian access
- iv. The facade detail may be simplified on loading areas, parapet walls and walls to 'back of house' areas
- v. Corner buildings are to address both frontages through the provision of:
  - a) distinct roof form at corners;
  - b) variation in materials and colours; and
  - c) varied balcony treatments.

#### Building Levels

##### Design Objective

- I. To ensure development maintains a positive relationship with the street such that pedestrian movement, sight lines and streetscape character are maximised
- II. To allow for the safe use of ceiling fans for cooling

##### Assessment Criteria

- i. Floor to floor heights on the ground floor should be 4.5m to allow for commercial use. Apartments shall achieve minimum floor to ceiling levels as outlined in Clause 4.3 of the Residential Design Codes Volume 2 – Apartments.
- ii. All other floors shall maintain a 3.1m floor to floor height for residential use and a 3.6m floor to floor height for commercial use
- iii. The ground floor should be flush with the adjacent footpath at the boundary
- iv. All development is to achieve a minimum finished floor level of +3.8AHD to ensure development takes into account coastal erosion and accretion patterns. Non habitable

[15]



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rooms and the provision of basement parking are exempt from the finished floor level stated above

#### Awnings

##### Design Objective

- I. To encourage a pedestrian scale of development
- II. To provide shelter from environmental conditions
- III. To encourage a seamless flow of the use and function of a building from internal to external
- IV. To maintain a safe separation between passing traffic and awnings

##### Assessment Criteria

- i. Awnings over footpaths are to be provided for no less than 80% of the primary and secondary street frontage. This requirement does not apply to laneways
- ii. The vertical clearance of awnings shall be consistent and generally 3.2m from pavement level
- iii. Awnings shall project 3.5m from the building line except where this results in a setback between the awning and the outer edge of the road pavement of less than 0.6m
- iv. Adjoining awnings are to form continuous coverage over the footpath
- v. Awnings are to be provided with non-structural veranda posts along the Robb Jetty Main street. In this respect awnings are to be suspended by cantilevered construction and not use load bearing posts

#### Building Height

##### Design Objective

- I. Building heights help create a compact urban built environment
- II. Consistent building heights create a recognisable urban character
- III. Building heights mean the Activity Centre Typology area is highly visible from a distance
- IV. Building heights do not visually overwhelm the streetscape
- V. Building heights avoids continual overshadowing of the streetscape

##### Assessment Criteria

- i. Building heights shall be in accordance with the Building Height Plan (Figure 14)
- ii. Development shall be a minimum of three storeys and six storeys (depending on site)

#### Building Materials

##### Design Objective

- I. To encourage a style of development that is consistent with the coastal location
- II. To provide for a consistency in the standard of finish and materials throughout Cockburn Coast.
- III. To foster a sense of place through an identifiable character and style of development

##### Assessment Criteria

- i. Extensive use of concrete tilt panels is discouraged. Where concrete tilt panels are used, they shall be integrally coloured (colour tinted concrete)
- ii. Moulded textures imprinted in the external surfaces of any concrete panels are encouraged
- iii. Painted finishes and rendered textures over concrete panels are not permitted
- iv. The use of natural materials such as stone, timber and other such natural products is encouraged in both interior and exterior finishes

[16]

## Item 8.2 Attachment 1

DAP 25/11/2021

<b>Title</b>	<b>Cockburn Coast Design Guidelines for Robb Jetty &amp; Emplacement Precincts</b>
<b>Policy Number</b> (Governance Purpose)	<b>LPP 4.6</b>

**Open Space**

## Design Objective

- I. To ensure that development provides an attractive and engaging interface with the public open space
- II. To maximise the potential for passive surveillance

## Assessment Criteria

- i. Where an area of public open space is provided the surrounding development must address the open space by maximising passive surveillance from habitable rooms; buildings must front onto the open space through placement of doors, windows and balconies to create a safe and comfortable pedestrian environment

**Landmark Sites**

## Design Objective

- I. To encourage a sense of place and identity
- II. To increase the legibility of place
- III. To demarcate the natural hierarchy of an area by identifying those places which are of significance

## Assessment Criteria

- i. Sites in key locations have been nominated as landmark sites as shown in Figure 04 Built Form Typologies shall:
  - a) Promote prominent architectural form on corner elements to provide a reference point in the built form and landscape;
  - b) Encourage additional height elements where appropriate to create a point of difference with the balance of the development area and demarcate points of entry and prominence; and
  - c) Variations to setback requirements will be considered in order to create prominent feature elements.

**Fencing**

## Design Objective

- I. To ensure that fencing does not detract from the function and appearance of the streetscape

## Assessment Criteria

- i. Fencing is not permitted forward of the building line adjacent to the primary or secondary street frontage
- ii. The interface between private lots and the public open space may be fenced to a maximum height of 1.2m from natural ground level, but must be visually permeable above a height of 1.0m above natural ground level

[17]



<b>Title</b>	<b>Cockburn Coast Design Guidelines for Robb Jetty &amp; Emplacement Precincts</b>
<b>Policy Number (Governance Purpose)</b>	<b>LPP 4.6</b>

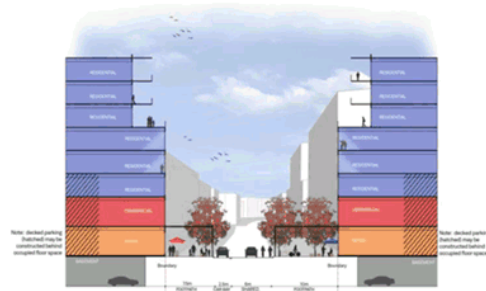


Figure 05\_Typical cross section for activity centre development

## 2.2 Mixed Use – Cockburn Road Typology

Cockburn Road is the main arterial road through Cockburn Coast and the policy area. Cockburn Road will be the focus of a mixed use form of development allowing for commercial, residential and retail uses. An active ground floor through retail and commercial uses will be encouraged with primarily residential development occupying the upper levels. The impact of the busy Cockburn Road will be softened by landscaping and an active footpath. Alfresco dining opportunities will be encouraged and facilitated by the built forms and land uses. The Mixed Use – Cockburn Road Typology as shown in Figure 06 below, applies to ~~the both~~ Mixed Use and Mixed Business zones as shown on the approved Robb Jetty Local Structure Plan.

[18]

## Item 8.2 Attachment 1

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Figure 06\_Mixed Use built form typology

**Building Setbacks****Design Objective**

- I. Building setbacks promote tightly framed streetscapes and public open spaces
- II. Building setbacks help create highly urban streetscapes

**Assessment Criteria**

- i. Building setbacks are to be in accordance with the following table

Table 02\_ Building Setbacks for Mixed Use development

Setback	Street (minimum and maximum)	Side/Rear (minimum)	Laneway (minimum)	Public Open Space (minimum)
Levels 1-3	Nil	Nil	Nil	4m to wall and 2m to balconies (cantilevered/light weight only)
Levels 4+	5m to wall and 2m to balconies (cantilevered/light weight only)	3m	3m	5m to wall and 2m to balconies (cantilevered/light weight only)

\* Where there is a commercial laneway the minimum setback above 3 storeys should be a distance equivalent to the width of lane unless a variation to the assessment criteria outlined in clause 3.4.1(ii)c of the general provisions is granted

[19]

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- ii. Buildings shall be setback 4m from any boundary adjoining public parkland. This setback area shall include space for landscaping and if necessary an outdoor living area. Where additional outdoor living area is to be provided, the additional outdoor living area shall be absorbed into the building space (i.e building shall cantilever over the outdoor living area)
- iii. Projections are permitted within the 4m setback to public parkland to maximum of 2m into the setback area
- iv. Balconies will be supported within the nil setback on levels 1-5 where a substantial facade is provided to ensure a continuous built form

#### Building Articulation

##### Design Objective

- I. To ensure that building facades add positively to the public realm and its interest. Building articulation will encourage interaction with the street and passive surveillance of adjacent spaces
- II. To promote a pedestrian scale of buildings at street level
- III. The building design shall demonstrate an appropriate level of articulation to avoid building bulk appearing excessive
- IV. Building articulation will express a vibrant and modern design aesthetic

##### Assessment Criteria

- i. Permanent blank walls are not permitted to any street frontage. Major openings are required to provide for surveillance and interaction with the public realm
- ii. For commercial street level frontages a minimum of 80% of the frontage shall be glazed. For the street frontage for all upper floors a minimum of 40% of the frontage shall be glazed
- iii. Mixed use buildings should provide separate entries for non-residential and residential uses for legibility of pedestrian access
- iv. The facade detail may be simplified on loading areas, parapet walls and walls to 'back of house' areas
- v. Corner buildings are to address both frontages through the provision of:
  - a) distinct roof form at corners;
  - b) variation in materials and colours; and
  - c) varied balcony treatments

#### Building Levels

##### Design Objective

- I. To ensure development maintains a positive relationship with the street such that pedestrian movement, sight lines and streetscape character are maximised
- II. To allow for the safe use of ceiling fans for cooling

##### Assessment Criteria

- i. Floor to floor heights on the ground floor should be 4.5m to allow for commercial use of the ground floor
- ii. All other floors shall maintain a 3.1m floor to floor height for residential use and a 3.6 metre floor to floor height for commercial use. Apartments shall achieve minimum floor to ceiling levels as outlined in Clause 4.3 of the Residential Design Codes Volume 2 – Apartments.
- iii. The ground floor should be flush with the adjacent footpath at the boundary
- iv. All development is to achieve a minimum finished floor level of +3.8AHD to ensure development takes into account coastal erosion and accretion patterns. Non habitable

[20]



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rooms and the provision of basement parking are exempt from the finished floor level stated above

#### Awnings

##### Design Objective

- I. To encourage a human scale of development
- II. To provide shelter from environmental conditions
- III. To encourage a seamless flow of the use and function of a building from internal to external
- IV. To maintain a safe separation between passing traffic and awnings

##### Assessment Criteria

- i. Awnings over footpaths are to be provided for no less than 80% of the primary and secondary street frontages. This requirement does not apply to laneways
- ii. The vertical clearance of awnings shall be consistent and generally 3.2m from pavement level
- iii. Awnings shall project 3.5m from the building line except where this resulting in a setback between the awning and the outer edge of the road pavement of less than 0.6m
- iv. Adjoining awnings are to form continuous coverage over the footpath
- v. Any veranda post provided to an awning shall be non-structural. In this respect awnings are to be suspended by cantilevered construction and not use load bearing posts

#### Building Height

##### Design Objective

- I. Building heights help create a compact urban built environment
- II. Consistent building heights create a recognisable urban character
- III. Building heights do not visually overwhelm the streetscape
- IV. Building heights avoids continual overshadowing of the streetscape

##### Assessment Criteria

- i. Building shall be in accordance with the Building Height Plan (Figure 14)
- ii. Development shall be a minimum of three storeys

#### Building Materials

##### Design Objective

- I. To encourage a style of development that is consistent with the coastal location
- II. To provide for a consistency in the standard of finish and materials throughout Cockburn Coast
- III. To foster a sense of place through an identifiable character and style of development

##### Assessment Criteria

- i. Extensive use of concrete tilt panels is discouraged. Where concrete tilt panels are used, they shall be integrally coloured (colour tinted concrete)
- ii. Moulded textures imprinted in the external surfaces of any concrete panels are encouraged
- iii. Painted finishes and rendered textures over concrete panels are not permitted
- iv. The use of natural materials such as stone, timber and other such natural products is encouraged in both interior and exterior finishes

[21]



<b>Title</b>	<b>Cockburn Coast Design Guidelines for Robb Jetty &amp; Emplacement Precincts</b>
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**Open Space**

## Design Objective

- I. To ensure that development provides an attractive and engaging interface with the public open space
- II. To maximise the potential for passive surveillance

## Assessment Criteria

- i. Where an area of public open space is provided the surrounding development must address the open space by maximising passive surveillance from habitable rooms; buildings must front onto the open space through placement of doors, windows and balconies to create a safe and comfortable pedestrian environment

**Landmark Sites**

## Design Objective

- I. To encourage a sense of place and identity
- II. To increase the legibility of place
- III. To demarcate the natural hierarchy of an area by identifying those places which are of significance

## Assessment Criteria

- i. Sites in key locations have been nominated as landmark sites as shown in Figure 06 Built Form Typologies. Development on Landmark Sites shall:
  - a) Promote prominent architectural form on corner elements to provide a reference point in the built form and landscape;
  - b) Encourage additional height elements where appropriate to create a point of difference with the balance of the development area and demarcate points of entry and prominence; and
  - c) Variations to setback requirements will be considered in order to create prominent feature elements.

**Fencing**

## Design Objective

- I. To ensure that fencing does not detract from the function and appearance of the streetscape

## Assessment Criteria

- i. Fencing is not permitted forward of the building line to the primary and secondary street frontages
- ii. The interface between residential development and the public open space may be fenced to a maximum height of 1.2m from natural ground level, but must be visually permeable above a height of 1.0m above natural ground level

[22]

Title	Cockburn Coast Design Guidelines for Robb Jetty & Emplacement Precincts
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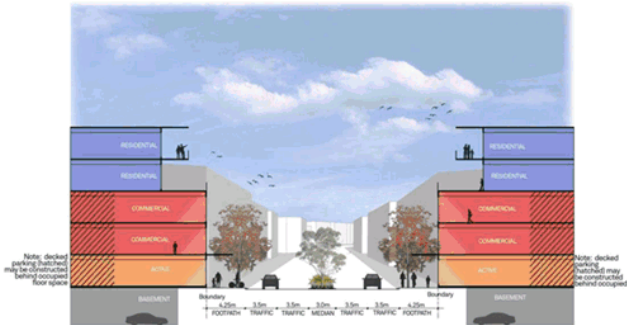


Figure U/\_typical cross section for mixed use development



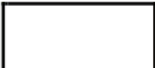
Mixed use development will encompass active street edges that create a comfortable pedestrian environment

2.3 High Density Residential Typology

High density housing opportunities along the Emplacement escarpment and within the Robb Jetty LSP area will create a new skyline for the Cockburn Coast. A manufactured horizon line of apartment buildings six to eight storeys in height will offer the opportunity for a new architectural topography and an integrated landscape of nature and built form. Residents will enjoy the expansive views but also the sense of containment and grounding in the environment. Facades and balconies shade and veil occupants whilst the ground level public realm is internalised and places focus on the residential communities' common interest.

Landscaped front setbacks and tree lined verges will combine to create a soft and comfortable urban setting for apartment buildings. Pocket parks and integrated greenery with built form create a calming natural feel throughout the area despite the intensity of development, acting as a backyard space and providing a link to the coast.

[23]



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Figure 8\_High Density built form typology

#### Building Setbacks

##### Design Objective

- I. Building setbacks frame streetscapes and public open spaces
- II. Building setbacks accommodate landscaping which slightly widen and softens the streetscape

##### Assessment Criteria

- i. Building setbacks are to be in accordance with the following table

Setback	Street (minimum)	Side/Rear (minimum)	Laneway (minimum)	Public Open Space (minimum)
Levels 1-3	3m	Nil	Nil	4m to wall and 2m to balconies (cantilevered/light weight only)
Levels 4+	5m to wall and 2m to balconies (cantilevered/light weight only)	3m	3m	5m to wall and 2m to balconies (cantilevered/light weight only)

Table 03\_Building Setbacks for high density residential development

- ii. Buildings shall be setback 4m from any boundary adjoining public parkland. This setback area shall include space for landscaping and if necessary an outdoor living

[24]

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- area. Where additional outdoor living area is to be provided, the additional outdoor living area shall be absorbed into the building space (i.e. building shall cantilever over the outdoor living area)
- ii. Projections are permitted within the 4m setback to public parkland to maximum of 2m into the setback area

**Building Articulation**

## Design Objective

- I. To ensure that building facades add positively to the public realm and its interest. Building articulation will encourage interaction with the street and passive surveillance of adjacent spaces
- II. To promote a pedestrian scale of buildings at street level
- III. The building design shall demonstrate an appropriate level of articulation to avoid building bulk appearing excessive
- IV. Building articulation will express a vibrant and modern design aesthetic

## Assessment Criteria

- i. Permanent blank walls are not permitted to any street frontage. Major openings are required to provide for surveillance and interaction with the public realm
- ii. The facade detail may be simplified on loading areas, parapet walls and walls to 'back of house' areas
- iii. Built form is to address parks, pedestrian access ways and in particular laneways by providing windows, balconies and suitable facade articulation facing these areas. These elevations are to match the design quality of the dwellings primary street elevation
- iv. Corner buildings are to address both frontages through the provision of:
  - a. distinct roof form at corners;
  - b. variation in materials and colours; and
  - c. varied balcony treatments

**Building Levels**

## Design Objective

- I. To ensure development maintains a positive relationship with the street such that pedestrian movement, sight lines and streetscape character are maximised
- II. To allow for the safe use of ceiling fans for cooling

## Assessment Criteria

- i. All development shall maintain a minimum floor to floor height of 3.1m. Apartments shall achieve minimum floor to ceiling levels as outlined in Clause 4.3 of the Residential Design Codes Volume 2 – Apartments.
- ii. All development is to achieve a minimum finished floor level of +3.8AHD to ensure development takes into account coastal erosion and accretion patterns. Non habitable rooms and the provision of basement parking are exempt from the finished floor level stated above
- iii. Where residential dwellings are proposed on the ground floor adjacent to a street or public open space, a grade separation from 0.5m to 1.2m between the finished floor level of the ground floor and the adjacent street or public open space is encouraged in order to create a visual distinction between the public and private space

**Building Height**

## Design Objective

[25]



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- I. Building heights will respond to the pedestrian scale, urban character, intended dwelling density, land use mix as well as the natural topography of the area
- II. The built form of an area shall provide a pedestrian scaled street interface with taller upper floors setback from the street alignment
- III. The built form shall minimise overshadowing to adjacent streets and public spaces

**Assessment Criteria**

- i. Development shall be in accordance with the Building Height Plan (Figure 14)
- ii. Development shall be a minimum of three storeys

**Building Materials**

**Design Objective**

- I. To encourage a style of development that is consistent with the coastal location
- II. To provide for a consistency in the standard of finish and materials throughout Cockburn Coast
- III. To foster a sense of place through an identifiable character and style of development

**Assessment Criteria**

- i. Extensive use of concrete tilt panels is discouraged. Where concrete tilt panels are used, they shall be integrally coloured (colour tinted concrete)
- ii. Moulded textures imprinted in the external surfaces of any concrete panels are encouraged
- iii. Painted finishes and rendered textures over concrete panels are not permitted
- iv. The use of natural materials such as stone, timber and other such natural products is encouraged in both interior and exterior finishes

**Open Space**

**Design Objective**

- I. To ensure that development provides an appropriate interface with the public open space
- II. To maximise the potential for passive surveillance

**Assessment Criteria**

- i. Where an area of public open space is provided the surrounding development must address the open space by maximising passive surveillance from habitable rooms; buildings must front onto the open space through placement of doors, windows and balconies to create a safe and comfortable pedestrian environment

**Fencing**

**Design Objective**

- I. To ensure that the provision of fencing does not detract from the function and appearance of the streetscape

**Assessment Criteria**

- i. The interface between private lots and the public open space may be fenced to a maximum height of 1.2m from natural ground level, but must be visually permeable above a height of 1.0m above natural ground level
- ii. Fencing shall generally not be permitted in the primary or secondary street setback areas

[26]

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Landscaping

Design Objective

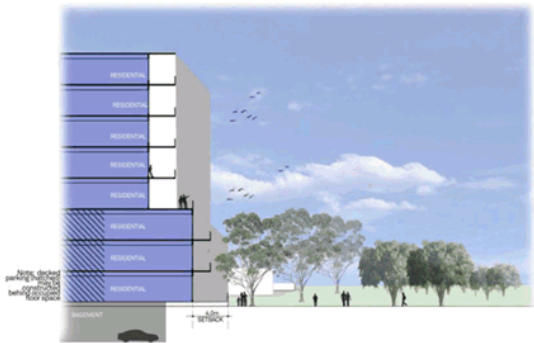
- I. To ensure an attractive streetscape environment
- II. To aid the sustainability of a building through the provision of permeable surface

Assessment Criteria

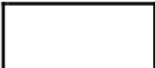
- i. The front setback area shall include provision for elements of soft landscaping
- ii. In ground landscaping is preferred over shallow landscaping above basements
- iii. Paving that is contiguous with foot paths and other paving in the public realm shall be of the same style and materials, matching exactly wherever possible



Figure 9\_Typical cross section of high density residential adjoining road



[27]





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Figure 10\_Typical cross section of high density residential directly adjoining public open space



Figure 11\_Typical cross section for high density residential development



High density Residential Development showing the use of natural materials in the facade and a provision of high quality building articulation in keeping with the objectives of these design guidelines

#### 2.4 Medium Density Residential Typology

The Robb Jetty area provides an important medium density housing area. Leafy streets and small softly landscaped front setbacks will combine to create a comfortable urban setting for contemporary apartment buildings. Future built form will embody a seamless transition from indoor to outdoor, from formal to informal, from exposed to protected.

[28]

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Built form will be respectful of nature and reflect the natural characteristics of the vegetation and landscape within Cockburn Coast.



Figure 12\_Medium Density built form typology

#### Building Setbacks

##### Design Objective

- I. Building setbacks create intimate streetscapes
- II. Building setbacks accommodate landscaping which slightly widen and softens the streetscape

##### Assessment Criteria

- I. Building setbacks are to be in accordance with the following table

Setback	Street (minimum)	Side (minimum)	Laneway (minimum)	Public Open Space (minimum)
Levels 1-3	2m (primary) 1m (secondary)	Nil	Nil	3m to wall and 2m to balconies (cantilevered/light weight only)
Levels 4+	5m to wall and 2m to balconies (cantilevered/light weight only)	3m	3m	5m to wall and 2m to balconies (cantilevered/light weight only)

Table 04\_Building Setbacks for medium density residential development

[29]

<b>Title</b>	<b>Cockburn Coast Design Guidelines for Robb Jetty &amp; Emplacement Precincts</b>
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- ii. Buildings shall be setback 3m from any boundary adjoining public parkland. This setback area shall include space for landscaping and if necessary an outdoor living area. Where additional outdoor living area is to be provided, the additional outdoor living area shall be absorbed into the building space (i.e. building shall cantilever over the outdoor living area)
- iii. Projections are permitted within the 3m setback to public parkland to maximum of 2m into the setback area

#### Building Articulation

##### Design Objective

- I. To ensure that building facades add positively to the public realm and its interest. Building articulation will encourage interaction with the street and passive surveillance of adjacent spaces
- II. To promote a pedestrian scale of buildings at street level
- III. The building design shall demonstrate an appropriate level of articulation to avoid building bulk appearing excessive
- IV. Building articulation will express a vibrant and modern design aesthetic

##### Assessment Criteria

- i. The facade detail may be simplified on loading areas, parapet walls and walls to 'back of house' areas
- ii. Built form is to address parks, pedestrian access ways and in particular laneways by providing windows, balconies and suitable facade articulation facing these areas. These elevations are to match the design quality of the dwellings primary street elevation
- iii. Balconies are encouraged but shall not run continuously along the facade. Separate individual balconies are appropriate
- iv. The primary frontage shall provide pedestrian access to the major entry (front door) of the building(s)
- v. Corner buildings are to address both frontages through the provision of:
  - a. distinct roof form at corners;
  - b. variation in materials and colours; and
  - c. varied balcony treatments.

#### Roof Form

##### Design Objective

- I. The roof form should be designed as a contemporary and integrated architectural structure as befits this unique metropolitan coastal location

##### Assessment Criteria

- i. Use of skillion roofs and modern materials is actively promoted
- ii. Use of pitched roofs and dark tiles is discouraged
- iii. Lighting or similar features may be used to accentuate the roofscape and provide a positive architectural feature at night
- iv. Flat roofs are acceptable where concealed behind a building parapet.

#### Building Levels

##### Design Objective

- I. To ensure development maintains a positive relationship with the street such that pedestrian movement, sight lines and streetscape character are maximised
- II. To allow for the safe use of ceiling fans for cooling

[30]

## Item 8.2 Attachment 1

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**Assessment Criteria**

- i. All development shall maintain a minimum floor to floor height of 3.1m. Apartments shall achieve minimum floor to ceiling levels as outlined in Clause 4.3 of the Residential Design Codes Volume 2 – Apartments.
- ii. All development is to achieve a minimum finished floor level of +3.8AHD to ensure development takes into account coastal erosion and accretion patterns. Non habitable rooms and the provision of basement parking are exempt from the finished floor level stated above
- iii. Where residential dwellings are proposed on the ground floor adjacent to a street or public open space, a grade separation from 0.5m to 1.2m between the finished floor level of the ground floor and the adjacent street or public open space is encouraged in order to create a visual distinction between the public and private space

**Building Height****Design Objective**

- i. Building heights will respond to the pedestrian scale, urban character, intended dwelling density, land use mix as well as the natural topography of the area
- ii. The built form of an area shall provide a pedestrian scaled street interface with taller upper floors setback from the street alignment
- iii. The built form shall minimise overshadowing to adjacent streets and public spaces

**Assessment Criteria**

- i. Building shall be in accordance with the Building Height Plan (Figure 14)
- ii. Development shall be a minimum of three storeys, with the exception of Lots 235-239 and 247-259 where the minimum height is two storeys as shown in a relevant Local Development Plan. For the purposes of assessing the number of storeys, a loft can be considered as a third storey, provided the building design gives the appearance of three storeys from the primary street frontage
- iii. Single storey development shall not be supported

**Building Materials****Design Objective**

- i. To encourage a style of development that is consistent with the coastal location
- ii. To provide for a consistency in the standard of finish and materials throughout Cockburn Coast
- iii. To foster a sense of place through an identifiable character and style of development

**Assessment Criteria**

- i. Extensive use of concrete tilt panels is discouraged. Where concrete tilt panels are used, they shall be integrally coloured (colour tinted concrete)
- ii. Moulded textures imprinted in the external surfaces of any concrete panels should also be applied
- iii. Painted finishes and rendered textures over concrete panels are not permitted
- iv. Warm exterior finishes are encouraged through the use of natural materials such as stone, timber, and other such natural products

**Open Space****Design Objective**

- i. To ensure that development provides an appropriate interface with the public open space
- ii. To maximise the potential for passive surveillance

[31]



<b>Title</b>	<b>Cockburn Coast Design Guidelines for Robb Jetty &amp; Emplacement Precincts</b>
<b>Policy Number</b> (Governance Purpose)	<b>LPP 4.6</b>



#### Assessment Criteria

- i. Where an area of public open space is provided the surrounding development must address the open space by maximising passive surveillance from habitable rooms; buildings must front onto the open space through placement of doors, windows and balconies to create a safe and comfortable relationship to the public open space

#### Fencing

##### Design Objective

- i. To ensure that fencing does not detract from the function and appearance of the streetscape

#### Assessment Criteria

- i. The interface between private lots and the public open space may be fenced to a maximum height of 1.2m from natural ground level, but must be visually permeable above a height of 1m above natural ground level

#### Landscaping

##### Design Objective

- i. To ensure an attractive streetscape environment
- ii. To aid the sustainability of a building through the provision of permeable surface

#### Assessment Criteria

- i. The front setback area shall include provision for elements of soft landscaping
- ii. In ground landscaping is preferred over shallow landscaping above basements, particularly in front setback areas which provides the opportunity for tree planting



Figure 13\_Typical cross section for medium density built form typology

[32]

## Item 8.2 Attachment 1

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## 2.5 Mixed Residential Typology

The Robb Jetty Precinct encourages the exploration of innovative approaches to higher density living, emphasising the need to reflect the Cockburn Coast vision of offering choice and variety of living and working opportunities in a form and density that supports the planned Bus Rapid Transit (BRT) system. The Mixed Residential typology area addresses the 'missing middle' by offering a range of medium density housing typologies. This Typology area evolved from an intensive, design-led, exploration of ground-breaking urban forms. It is intended that the urban form will be unique in the overall precinct and present a point of difference to development elsewhere in the Cockburn Coast district.

In addition to mid-rise apartment living around the western and southern edges, the area will feature a diverse mix of high quality compact single housing options, around a public realm design that blurs the lines between streets and open space. Streets will be designed with visual amenity, landscape and pedestrian movement assuming equal importance to the private vehicle. As a compact, high-density area the built form will be close, special setbacks will apply, and the relationship between private living space and public open space (POS) will be strong.

As a special precinct, the City is prepared to vary some requirements of the Robb Jetty Local Structure Plan (LSP), to facilitate the exploration of creative ideas, on the basis that planning for the area will undergo a rigorous process of consultative, design-led enquiry, including but not limited to, the following steps:

1. Vision definition, explaining how the precinct will differ from other precincts in the Robb Jetty LSP area;
2. An integrated design process, involving qualified architects, landscape architects, urban designers, and civil engineers;
3. Independent design input or peer review from an independent expert in urban design or architecture, such input to be formally documented;
4. Regular engagement with technical staff from the City of Cockburn and Department of Lands, Planning and Heritage, in the form of workshops and briefings, from the initial formation of a design vision to completion of a masterplan concept;
5. Preparation of a masterplan which illustrates a cohesive design that blends the built form, movement systems, open space and servicing, including, but not limited to, the following key elements:
  - a) An overall urban form - in terms of dwelling styles, streets and open space -- that displays a unique innovation precinct to address the 'missing middle' and provide a range of living choices that will present a new living choice to the precinct;
  - b) Illustration of proposed dwelling forms, building height and massing;
  - c) Demonstration that the dwelling yield identified in the Robb Jetty LSP is maintained;
  - d) Demonstration that the plan will offer a community benefit outcome equal to, or better than, the urban pattern envisaged under the Robb Jetty LSP;
  - e) Demonstration that the plan will not compromise the planned function or amenity of adjoining typology areas; and
  - f) An implementation strategy that ensures the public realm design will be developed in accordance with the plan and that the built form will be delivered in an orderly and progressive manner.

It is also required that any development application in the Mixed Residential Typology area is to be considered by the Design Review Panel (DRP)

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Figure 14 Mixed Residential built form typology

**Building Setbacks**

## Design Objective

- I. Building setbacks frame streetscapes and public open spaces
- II. Building setbacks accommodate landscaping which slightly widens and softens the streetscape

## Assessment Criteria

- i. Building setbacks are to be in accordance with the following table

Setback	Primary Street (minimum)	Secondary (minimum)	Laneway (minimum)	Public Open Space – Northern Drainage Swale (minimum)	Public Open Space – Central Spine (minimum)
Levels 1-3	3m	Nil	Nil	3m to wall and 2m to balconies (cantilevered/light weight only)	2m to wall and nil to balconies (cantilevered/light weight only)
Levels 4+	5m to wall and 2m to balconies (cantilevered/ light weight only)	3m to wall and 2m to balconies (cantilevered/ light weight only)	3m	5m to wall and 2m to balconies (cantilevered/light weight only)	4m to wall and 2m to balconies (cantilevered/light weight only)

Table 05\_ Building Setbacks for mixed residential development

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- ii. Buildings shall be setback from any boundary adjoining public parkland as specified in the above table. This setback area shall include space for landscaping, and if necessary, an outdoor living area. Where an additional outdoor living area is to be provided, the additional outdoor living area shall be absorbed into the building space (i.e. building shall cantilever over the outdoor living area)

#### Building Articulation

##### Design Objective

- I. To ensure that building facades add positively to the public realm and its interest. Building articulation will encourage interaction with the street and passive surveillance of adjacent spaces
- II. To promote a pedestrian scale of buildings at street level
- III. The building design shall demonstrate an appropriate level of articulation to avoid building bulk appearing excessive
- IV. Building articulation will express a vibrant and modern design aesthetic

##### Assessment Criteria

- i. Permanent blank walls are not permitted to any street frontage. Major openings are required to provide for surveillance and interaction with the public realm
- ii. The facade detail may be simplified on loading areas, parapet walls and walls to 'back of house' areas
- iii. Built form is to address parks, pedestrian access ways and in particular laneways by providing windows, balconies or suitable facade articulation facing these areas. These elevations are to match the design quality of the dwellings primary street elevation
- iv. Corner buildings are to address both frontages through the provision of:
  - a. distinct building form at corners;
  - b. variation in materials and colours; and
  - c. varied balcony treatments

#### Roof Form

##### Design Objective

- I. The roof form should be designed as a contemporary and integrated architectural structure as befits this unique metropolitan coastal location

##### Assessment Criteria

- i. Use of skillion roofs and modern materials is actively promoted
- ii. Use of dark tiles is discouraged
- iii. Lighting or similar features may be used to accentuate the roofscape and provide a positive architectural feature at night
- iv. Flat roofs are acceptable where concealed behind a building parapet

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#### Building Levels

##### Design Objective

- I. To ensure development maintains a positive relationship with the street such that pedestrian movement, sight lines and streetscape character are maximised
- II. To allow for the safe use of ceiling fans for cooling

##### Assessment Criteria

- i. All development shall maintain a minimum floor to floor height of 3.1m. Apartments shall achieve minimum floor to ceiling levels as outlined in Clause 4.3 of the Residential Design Codes Volume 2 – Apartments.
- ii. All development is to achieve a minimum finished floor level of +3.8AHD to ensure development takes into account coastal erosion and accretion patterns. Non habitable rooms and the provision of basement parking are exempt from the finished floor level stated above
- iii. Where residential apartments are proposed on the ground floor adjacent to a street or public open space, a grade separation from 0.5m to 1.2m between the finished floor level of the ground floor and the adjacent street or public open space is encouraged in order to create a visual distinction between the public and private space
- iv. Where single dwellings are proposed on the ground floor adjacent to a street or public open space, a transition between the public and private realm is encouraged to create a visual distinction,

#### Building Height

##### Design Objective

- I. Building heights will respond to the pedestrian scale, urban character, intended dwelling density, land use mix as well as the natural topography of the area
- II. The built form of an area shall provide a pedestrian scaled street interface with taller upper floors setback from the street alignment
- III. The built form shall minimise overshadowing to adjacent streets and public spaces

##### Assessment Criteria

- i. Development shall be in accordance with the Building Height Plan (Figure 14)
- ii. A Local Development Plan shall be prepared to stipulate more specific height limits for designated sites within the area

#### Building Materials

##### Design Objective

- I. To encourage a style of development that is consistent with the coastal location
- II. To provide for a consistency in the standard of finish and materials throughout Cockburn Coast
- III. To foster a sense of place through an identifiable character and style of development

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**Assessment Criteria**

- i. Extensive use of concrete tilt panels is discouraged. Where concrete tilt panels are used, they shall be integrally coloured (colour tinted concrete)
- ii. Moulded textures imprinted in the external surfaces of any concrete panels are encouraged
- iii. Painted finishes and rendered textures over concrete panels are not permitted
- iv. The use of natural materials such as stone, timber and other such natural products is encouraged in both interior and exterior finishes

**Open Space****Design Objective**

- I. To ensure that development provides an appropriate interface with the public open space
- II. To maximise the potential for passive surveillance

**Assessment Criteria**

- i. Where an area of public open space is provided the surrounding development must address the open space by maximising passive surveillance from habitable rooms; buildings must front onto the open space through placement of doors, windows and balconies to create a safe and comfortable pedestrian environment

**Fencing****Design Objective**

- I. To ensure that the provision of fencing does not detract from the function and appearance of the public realm

**Assessment Criteria**

- i. The interface between private lots and the public open space may be fenced to a maximum height of 1.2m from natural ground level, but must be visually permeable above a height of 1m above natural ground level
- ii. For apartment development, fencing shall generally not be permitted in the primary or secondary street setback areas

**Access and Parking****Design Objective**

- I. The design and location of vehicle crossovers should minimise the impact on the pedestrian amenity of the street environment
- II. Provide sufficient visitor parking for the proposed development precinct
- III. Promote street design that creates a shared environment for pedestrian, cyclists and vehicle movement

**Assessment Criteria**

- i. Open carports are permitted for terrace style or single dwellings where it is considered to improve streetscape character and surveillance, provided that storage and drying areas are suitably screened from public view

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- ii. Tandem parking will be permitted where two or more parking bays are provided for the exclusive use of the same dwelling
- iii. Car park entries, driveway crossovers, service areas and bin refuse collection points should be constructed from materials consistent with the road pavement and landscape design treatments of the of the adjacent street
- iv. Where terrace style or single residential lots are proposed the required visitor parking provision shall be located in streets that are immediately adjacent, or in close proximity, to the development

#### **Waste Management**

##### **Design Objective**

- I. Services required for the function of all proposed development shall be appropriately considered

##### **Assessment Criteria**

- i. Building design shall demonstrate compliance with an approved integrated Waste Management Strategy or as otherwise approved by the City
- ii. Rubbish bin storage areas shall be integrated into the development and located to minimise the impact on adjoining residences and the public realm

#### **Landscaping**

##### **Design Objective**

- I. To ensure an attractive streetscape environment
- II. To aid the sustainability of a building through the provision of permeable surface

##### **Assessment Criteria**

- i. The front setback area shall include provision for elements of soft landscaping
- ii. In ground landscaping is preferred over shallow landscaping above basements
- iii. Paving that is contiguous with foot paths and other paving in the public realm shall be of the same style and materials, matching exactly wherever possible

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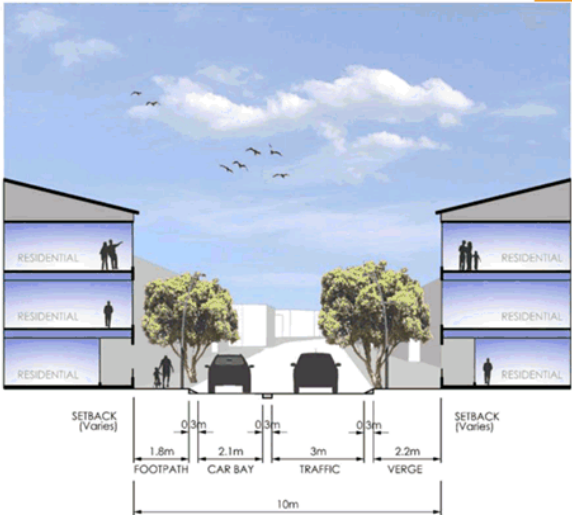
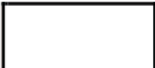


Figure 16\_Typical cross section of Mixed Residential adjoining road



Mixed Residential Development showing the use of natural materials in the facade and a provision of high quality building articulation in keeping with the objectives of these design guidelines



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### 3. General Provisions

#### 3.1 Built Form Requirements

Built form should provide a pedestrian scale and define streets and public spaces whilst contributing towards creating an urban presence. The built form will contribute towards the intended streetscape character and typology. Taking cues from the natural assets of the site building height responds to site topography, maximising views to the ocean particularly for residential development.

For private open space, visual privacy, storage for grouped and multiple dwellings requirements refers to the relevant section of the R-Codes. For private open space for single houses refer to the relevant Local Development Plan (LDP) or if not specified in the LDP refer to the City of Cockburn's Local Planning Policy LPP 1.16 Single House Standards for Medium Density Housing in the Development Zone. Other elements not listed in the relevant LDP or LPP 1.16 shall be assessed as per the Residential Design Codes.

##### 3.1.1 Building Height

###### Design Objective

- I. Building heights will respond to the pedestrian scale and urban character of Cockburn Coast, intended dwelling density and land use mix as well as the natural topography
- II. The built form of an area shall provide a pedestrian scaled street interface with taller upper floors setback from the street alignment
- III. The built form shall minimise overshadowing to adjacent streets and public spaces

###### Assessment Criteria

- i. Heights to be in accordance with the typology specific built form requirements and the Building Height Plan below in Figure 15
- ii. The proposed Primary School may be approved with a minimum of two storeys

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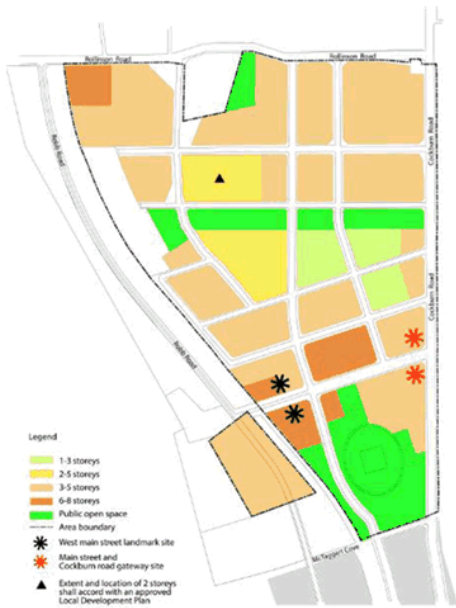
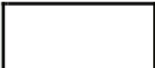


Figure 15 Building Height Plan

3.1.2 Facades

- Design Objective
- I. Building facades add significantly to the public realm and its interest. A vibrant and modern design aesthetic for Cockburn Coast will require the provision of visually engaging building exteriors which encourage interaction with the street and passive surveillance of adjacent spaces
- Assessment Criteria
- I. Fenestration, entrances, balconies and awnings shall be provided in a manner that creates visual cohesiveness, interest and interaction with the public realm
- ii. An exposed parapet or boundary wall must have the same standard of finish as the primary facade. Detailing for permanently exposed blank walls

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- shall include texture, patterns or suitable alternatives to the finish of the wall to address the objective
- iii. External ducting, air conditioners, plants, pipes, lift over-runs, service doors and similar building services must be screened from public view or adjacent property and incorporated into the building at the initial design stage
  - iv. Ground floor lobbies shall be clearly delineated, well lit and safe to access
  - v. Facade design shall address crime prevention through environmental design (CPTED) principles



Buildings shall provide a break up of bulk and scale through ar



Building facades are to be finished with fine grain architectural elements



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**3.1.3 Roof Form**

## Design Objective

- I. The roof form as seen from the street or adjoining sites should be designed to make a contemporary and positive architectural contribution to the streetscape and skyline. Where appropriate the roof form can be designed to enhance the architecture and contribute to creating local landmarks through the use of integrated architectural form and detailing

## Assessment Criteria

- i. Roof designs must conceal roof plant and equipment including lift over run structures from view from the public realm and street level
- ii. Lighting or similar features may be used to accentuate the roofscape to provide a feature at night
- iii. Flat roofs are acceptable where concealed behind a building parapet
- iv. Flat roof areas that are accessible concealed behind a building parapet and provide a minimum dimension of 2.4m may be used as an outdoor living area or communal open space, however shall not count towards the private open space area requirement.

**3.1.4 Lighting**

## Design Objective

- I. To ensure perceived and actual safety for all users of the area is achieved by providing lighting around public spaces that allows for a high degree of visibility of pedestrians at all times

## Assessment Criteria

- i. Lighting to be integrated into built form to highlight architectural features
- ii. Ensure inset spaces, access, egress and signage is well lit
- iii. Lighting is to be incorporated into building awnings over the footpath and building entrances

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Innovative lighting built into the facade of a building can contribute to an activated and interesting façade

### 3.1.5 Acoustics and Vibration

#### Design Objective

- I. To facilitate a sustainable mixed use environment where a variety of land uses can co-exist
- II. To ensure appropriate noise intrusion and noise emission mitigation measures are incorporated into building design and construction and where necessary, building refurbishment

#### Assessment Criteria

- i. Design of Noise sensitive premises must be give consideration to the following:
  - a) the identification of existing/potential environmental noise sources;
  - b) development orientation and layout taking into account the location of existing/potential environmental noise sources;
  - c) the location of bedrooms away from noise sources;
  - d) the location of balconies and windows away from noise sources;
  - e) the use of built form (blade walls, etc) to screen noise sources; and
  - f) the use of building design elements (balcony balustrades, decorative screens, etc) to provide some reduction in noise impact on windows.
- ii. Notifications are required to be applied to the created land title and any subsequent strata titles of any noise sensitive premises pursuant to section 70A of the Transfer of Land Act 1893, together with section 165 of the Planning and Development Act 2005 to inform prospective land owners and residents of the likelihood of higher noise levels associated within the inner city environment
- iii. An acoustic and vibration (as deemed required in the local structure plan) report and associated plans are required detailing compliance with the above design objectives and assessment criteria for noise sensitive and commercial developments. The report is to be prepared by a qualified and experienced acoustic consultant and submitted as part of a DA and should address the requirements of State Planning Policy 5.4 Road and Rail Transport Noise and

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Freight Considerations in Land Use Planning (and associated guidelines), the City of Cockburn's Local Planning Policy LPP 1.12 Noise Attenuation.

### 3.1.6 Active Edges and Street Relationship

#### Design Objective

- I. The activation of streets and other publicly accessible spaces are fundamental to providing an attractive and safe pedestrian environment throughout Cockburn Coast
- II. All development must be designed to activate streets and laneways. This can be achieved by utilising major openings to residential and commercial land uses, alfresco dining areas, pedestrian shelters and legible building entries to create a vibrant, diverse and safe environment

#### Assessment Criteria

- i. Passive surveillance of communal areas and public spaces shall be integrated into building design, providing for overlooking of the street, public space and communal open space
- ii. Pedestrian entrances are to be highly visible
- iii. Ground floor non-residential frontages should be designed as shop fronts with no less than 80% of the shop front glazed with clear glass
- iv. Car park entries are to be located appropriately to avoid disruption of the pedestrian experience
- v. Inactive ground floor uses are to be avoided within the Activity Centre and Mixed Use areas particularly on the Robb Jetty Main Street and surrounding the identified landmark development sites

### 3.1.7 Heritage Considerations

#### Design Objective

- I. Development of site adjacent to a heritage place shall be respectful of the recognised cultural heritage significance; and should not adversely affect the heritage significance

#### Assessment Criteria

- i. New buildings adjacent to a Heritage Place should conform with the provisions of the City's Heritage Conservation Guidelines policy to ensure that they respect the heritage significance of the place
- ii. Any new work adjacent to a significant tree should not affect the appearance or health of the tree

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Ground floor commercial land uses will provide active street edges

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### 3.2 Service Infrastructure and Access

Service infrastructure and access arrangements are an important part of allowing development to function effectively. However, these elements can often create unsightly urban environments and therefore appropriate treatment and coordination of these elements is required to make them an integral part of new development

#### 3.2.1 Internal Access

##### Design Objective

- I. Internal access within street blocks to perform as one coordinated and efficient movement network

##### Assessment Criteria

- i. Internal access ways servicing development to be designed to facilitate adjoining development and where logical allow for reciprocal access arrangements

#### 3.2.2 Parking

##### Design Objective

- I. Development will encourage and support alternative modes of transport to the car by limiting and screening the provision of car parking on site

##### Assessment Criteria

- i. Vehicle crossovers for non-residential development are required to be built underneath the building or provide design elements above the crossover to reduce the street impact and pedestrian environment
- ii. Reciprocal use of commercial car parking bays for uses within a comprehensive development with different peak usage requirements (such as restaurants and offices) may be considered
- iii. Residential parking is to be provided in accordance with the City of Cockburn Town Planning Scheme No.3 and the Residential Design Codes of Western Australia.

#### 3.2.3 Parking Location and Access

##### Design Objective

- I. The number of vehicle crossovers into a development is to be minimised to create a pedestrian friendly environment
- II. Parking is to be located so as to minimise the visual impact on the public realm

##### Assessment Criteria

- i. All on site car parking facilities are to be concealed from public view to ensure car parking does not dominate streetscapes or create conflict with pedestrian and vehicle movement
- ii. Car parking entry is to be subservient to pedestrian entries and shall address street spaces, building returns and recesses
- iii. Where terrace style or single residential lots are proposed vehicle access must be provided at the rear of the dwellings
- iv. Car parking is to be concealed from public view by habitable frontages, or high quality landscaping along minor/secondary streets
- v. Parking facilities should not be visible from public open space

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- vi. Where garage doors service only one dwelling they should be no wider than 6m

#### 3.2.4 Sieved Parking

##### Design Objective

- i. To screen multi storey car parks from the public realm and to provide active frontages to the street

##### Assessment Criteria

- All multi storey car parking structures should be sieved by development to ensure car parking is screened from view of the public realm
- Sieve above ground car parking structures with other uses, such as offices, residential and retail
- Where it is not possible for car parking structure to be screened any car parking structures that contain three or more levels must be appropriately designed and screened from adjacent or nearby buildings and the street through the use of innovative wall detailing, decorative screening, patterning and vegetation

#### 3.2.5 End of Trip Facilities

##### Design Objective

- i. To encourage the use of bicycles, walking and other alternative means of transport to reduce the use of private motor vehicles and contribute to public health

##### Assessment Criteria

- Provision of adequate bicycle and change room facilities. Secure lockers, bicycle storage and showers shall be provided within buildings
- Developments are to be provided with end of trip facilities in accordance with the following table

<b>Commercial</b>	1 Secure bicycle storage per 150m <sup>2</sup> of Net Lettable Area (NLA); and
Accessible showers	There must be a minimum of two female and two male showers, located in separate changing rooms, for the first 10 bicycle parking bays. Additional shower facilities to be provided at a rate of one male and one female shower for every 10 bicycle parking bays or part thereof.
Changing facilities	Including secure lockers at 1.5 for each bicycle parking bay.
Visitor Bicycle Storage	A minimum of 1 space per 750m <sup>2</sup> of NLA. Located and signed near the main public entrance to the building.
<b>Residential</b>	Bicycle parking facilities for multiple dwellings, short stay accommodation and serviced apartments shall be provided at a minimum of 1 bay per unit.

Table 05\_ End of trip facility provision rates

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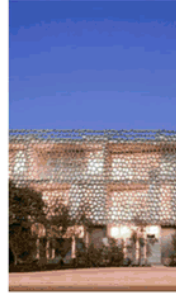
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End of trip facilities



Use of screening can minimise the impact of parking structures

**3.2.6 Site Services****Design Objective**

- i. Services and related elements required for the function of the building shall be appropriately screened or integrated into the building design

**Assessment Criteria**

- i. Air-conditioning units must not be visible from the streets and laneways
- ii. Service pipes and wired services are to be concealed from public view
- iii. All meters to be contained within development lots to the requirements of the appropriate authorities
- iv. Provide secure and accessible facilities for mail delivery
- v. Commercial utility and waste storage areas are to be screened or located behind buildings and not visible from public view and residential apartments
- vi. Fire booster cabinets and associated infrastructure are to be discretely designed into development and must not dominate any frontage

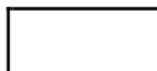
**3.3 Sustainability Requirements**

Integral to the sustainability of the development will be the provision of affordable housing and facilities to encourage alternative modes of transport to the private car. This will promote a healthy lifestyle that encourages people to actively engage with the urban environment and create a robust and diverse community

**3.3.1 Sustainable Travel****Design Objective**

- i. To reduce greenhouse gases through the reduction of motorised transport to and from Cockburn Coast and encourage residents and site visitors to improve their physical health through walking, cycling or other physically active forms of transport either solely or in combination with public transport

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#### Assessment Criteria

- i. Demonstrate that pedestrians and cyclists have been prioritised within the development
- ii. Surface finishes of all driveways and pathways to be safe and comfortable for pedestrians and cyclists
- iii. Grade changes between private and public spaces to be complementary and accessible

### 3.4 Laneways

#### 3.4.1 Residential and Commercial Laneways

##### Design Objective

- I. To create unique and attractive built form and character along laneways through sensitive and innovative design
- II. To encourage activity and interaction between public laneways and adjacent private uses at the ground level
- III. To reinforce the primary function of laneways as key service and vehicle access spaces within the development
- IV. Encourage development to provide highly articulated and well detailed facades that create visual interest, particularly at the lower levels
- V. Encourage development to orientate windows and balconies to overlook lane ways

##### Assessment Criteria

- i. Residential Laneways
  - a) For lots with a laneway frontage of 8m or greater, pedestrian access to the laneway from the lot should be provided
  - b) Buildings are to provide an elevation to the laneway that is articulated and similarly detailed to the front façade
- ii. Commercial Laneways
  - a) Laneways within the activity centre and mixed used zones are encouraged to be activated at ground floor level, but shall not be done so to the detriment to the activation of the primary or streetscape facade of the building
  - b) Buildings shall maintain a nil setback to the laneway for the first three storeys
  - c) The minimum setback above 3 storeys should be a distance equivalent to the width of the lane, unless it can be demonstrated that a lesser setback protects the quality of the pedestrian space at ground level including:
    - a. by maintaining or providing greater access to sunlight;
    - b. by maintaining or providing greater wind protection; and
    - c. by avoiding a sense of enclosed space.
  - d) Buildings are to provide an elevation to the laneway that is articulated and similarly detailed to the front facade
  - e) Development should contain a door which addresses the laneway or is accessed via its own pedestrian access gate

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<b>Policy Number</b> (Governance Purpose)	<b>LPP 4.6</b>



Activated laneways encourage vitality and interaction between public laneways and adjacent private uses

### 3.5 Communal Open Space

#### Design Objective

- i. To provide an adequate area of quality communal open space for multiple dwelling developments which will enhance residential amenity and provide opportunities for soft landscape areas.

#### Assessment Criteria

- i. Communal open space is provided for multiple dwellings in accordance with Clause 3.4 of the Residential Design Codes Volume 2 – Apartments.

Strategic Link:	Town Planning Scheme No. 3
Category	Planning - Town Planning & Development
Lead Business Unit:	Statutory Planning
Public Consultation: (Yes or No)	Yes
Adoption Date: (Governance Purpose Only)	12 March 2020
Next Review Due: (Governance Purpose Only)	March 2022
ECM Doc Set ID: (Governance Purpose Only)	4518689

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## Item 8.3

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**8.3 (2021/MINUTE NO 0048) Proposed Amendments to Local Planning Policy LPP 1.14 'Waste Management in Multiple Unit Developments'****Author(s)** C Hill**Attachments** 1. Proposed Amendments (Track Changes) to Local Planning Policy - LPP 1.14 'Waste Management in Multiple Unit Developments' [↓](#)**RECOMMENDATION**

That Council:

- (1) APOPTS the proposed changes to Local Planning Policy 1.14 'Waste Management in Multiple Unit Developments', for the purposes of advertising, as shown in Attachment 1 of the Agenda; and
- (2) ADVERTISES the Amended Local planning Policy 1.14 "Waste Management in Multiple Unit Developments", per recommendation 1 above, in accordance with Clause 5 (1) of the Deemed Provisions of the *Planning and Development (Local Planning Schemes) Regulations 2015* (the Regulations).

**Committee Recommendation**

MOVED Cr M Separovich SECONDED Cr T Dewan

That the recommendation be adopted.

**CARRIED UNANIMOUSLY 5/0****Background**

The proposed modifications to *Local Planning Policy 1.14 – Waste Management in Multiple Unit Developments* (LPP 1.14) have been drafted to provide additional clarification on the bin store and Waste Management Plan (WMP) requirements for Residential, Mixed Use and Non-Residential developments.

The intent of LPP 1.14 remains the same: to minimise the generation of waste and provide measures for effectively managing and storing waste produced by developments.

**Submission**

N/A

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**Report**

The proposed modifications to LPP 1.14 are summarised in the table below:

<b>Part of Local Planning Policy</b>	<b>Change Summary</b>
Policy Title	<p>Rename title from: <i>'Waste Management in Multiple Unit Developments'</i> To the following: <i>'Waste Management'</i>.</p> <p>As the policy covers both residential and non-residential development, the reference to only 'multiple units' was misleading.</p>
Policy Purpose	<p>Amend section: Section has been condensed to avoid repetition. The policy purpose is still clear.</p>
Policy Statement – Part (1)	<p>Add section:</p> <ul style="list-style-type: none"> <li>- Section added to ensure a communal bin store is accounted for at the subdivision stage, in the case of four (4) or more lots. This aligns with the existing requirement for a Waste Management Plan (WMP), (and hence communal bin store) for four (4) or more dwellings.</li> <li>- Section added to require the preparation of a WMP in the case of four or more lots.</li> <li>- The size and minimum dimension of the bin store area is clarified to be two (2) metres.</li> </ul> <p>This allows waste management to be considered at the earliest possible stage, at the time of designing the lots, and ensures developers take ownership of preparing the WMP. Given the City is not the determining authority for subdivision proposals, the policy will be referred to the Department of Planning, Lands and Heritage for comment.</p>
Policy Statement – Part (2) (1) Residential Development	<p>Amend section:</p> <ul style="list-style-type: none"> <li>- Clarifying that for grouped dwellings where there is no existing WMP, the WMP needs to be submitted through the development application process, and in cases where development approval is applied for individual lots within a development, the first application is to provide the WMP. The WMP shall provide scope to include additional lots when they reach the development application stage.</li> </ul> <p>This ensures WMPs are not missed where individual development applications are applied for.</p>
Policy	Amend section:

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Statement – Part (2) (3) Non-Residential Development	<ul style="list-style-type: none"> <li>- Clarification to ensure WMPs are required for all <i>new</i> non-residential development <u>and</u> where Change of Use applications are expected to generate significant waste.</li> </ul> <p>This allows discretion to not require a WMP for Change of Use applications where little/no additional waste is expected.</p>
Policy Statement – Part (3)  Information required for WMPs	<p>Amend section:</p> <ul style="list-style-type: none"> <li>- For all development, site plan requirements re-structured to be clearly contained under one subsection. Clarification also provided to note that the reduction in bin numbers applies only where four or more dwellings are proposed.</li> </ul>
Policy Statement – Part (3)  Information required for WMPs	<p>Amend section:</p> <ul style="list-style-type: none"> <li>- For residential development, clarification that all bin stores are required to have a two (2) metre minimum length and width dimension.</li> </ul> <p>The policy currently only refers to minimum dimensions where bin store areas are enclosed. This will also align with the added section above addressing the subdivision stage.</p> <ul style="list-style-type: none"> <li>- Requirement also added that bin store areas are to be suitably screened (if in public view) and separated from residents' outdoor living areas.</li> </ul> <p>This ensures the amenity of residents and the streetscape is preserved.</p>
Policy Statement – Part (4)  General Bin Store and Waste Collection Requirements  1. Mandatory (Required)	<p>Amend section:</p> <ul style="list-style-type: none"> <li>- Requirements for bin stores in basements grouped together to allow for more logical reading.</li> <li>- Clarification added for external bin stores serving less than five dwellings – that they are not required to be enclosed.</li> <li>- Requirements for all bin stores (except where less than five dwellings) grouped together to allow for more logical reading.</li> </ul>
Policy Statement – Part (4)  General Bin Store and Waste Collection Requirements	<p>Amend section:</p> <ul style="list-style-type: none"> <li>- Relocate consideration for thermal detectors from the mandatory section into this section, to ensure this is not too onerous for applicants.</li> </ul>

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2. Preferred (Recommended)	
Policy Statement – Part (5)  Advice	Amend section: <ul style="list-style-type: none"> <li>- Waste chutes no longer permitted in multiple dwelling or mixed-use developments. Waste chutes do not support recycling/waste minimisation and often experience mechanical issues.</li> <li>- Relocate advice regarding presentation of bins on one side of the laneway, from the mandatory section into this section. This information is advice only.</li> </ul>

### Summary

The modifications to LPP 1.14 will more clearly outline the waste management requirements for different types of development. The modifications will also ensure that waste management (in the form of bin store areas) is considered at the subdivision stage to ensure WMPs can be created and implemented more easily at the development application stage.

### Strategic Plans/Policy Implications

#### Environmental Responsibility

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

- Sustainable resource management including waste, water and energy.

#### Listening & Leading

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

- Best practice Governance, partnerships and value for money.

### Budget/Financial Implications

N/A

### Legal Implications

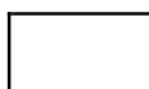
N/A

### Community Consultation

Under clause 5 (1) of the *Deemed Provisions of the Planning and Development (Local Planning Schemes) Regulations 2015*, amending a local planning policy requires public advertising unless the local government deems the amendment to be minor. The proposed amendments are not considered to be minor, therefore public consultation for a minimum period of 21 days is required.

### Risk Management Implications

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If the modification to LPP 1.14 is not adopted and therefore not progressed, some inconsistencies would occur in relation to existing practices.

This practice needs to be formalised for consistency, reliability, good governance and transparency.

**Advice to Proponent(s)/Submitters**

N/A

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

Nil

## Item 8.3 Attachment 1

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Waste Management in Multiple Unit Developments	
Policy Number	
(Governance Purpose)	



## Policy Type

Local Planning Policy

## Policy Purpose

The City regularly receives development applications for large scale grouped and multiple dwelling proposals, and multiple tenancies in the case of retail, commercial and industrial proposals. When occupied, these developments generate considerable waste. A considerable volume of waste is generated by large-scale grouped and multiple dwellings, Non-Residential developments and Mixed-Use developments. To ensure new development is functional, and for the purpose of protecting the amenity of a locality, particularly residential amenity in the vicinity of larger developments, on-site management and collection of waste requires due consideration at the subdivision and development application stages. Attention also needs to be paid to the issue of waste minimisation during the construction stage of a development (reducing landfill volumes), and the potential for resource recovery across the life of a project and building occupancy in perpetuity.

This policy details requirements pertaining to waste management and minimisation - to be considered in the, design, construction and management of larger developments. The policy is informed in part by the principles and objectives of the City's Sustainability Policy, Waste Management and Education Strategy 2013-2023. The State's Waste Avoidance and Resource Recovery Strategy 2030 and the State Government's Waste Avoidance and Resource Recovery Act.

The general objective of the policy is to achieve consistent, safe, efficient, orderly and proper practices in relation to the management and minimisation of waste associated with larger development, both residential and non-residential, within the City of Cockburn. If this objective is achieved, several environmental objectives will also be achieved including the more efficient use of materials together with the greater recovery and recycling of materials.

The purpose of this policy is to:

- (1) Provide standards and/or requirements aimed at minimising waste whilst achieving higher levels of resource recovery across the life of a development. This includes: pre-development stages in the process including demolition and remediation (if applicable), the construction stage and development occupancy;
- (2) Achieve development that is more functionally designed and effectively managed in terms of waste management and resource recovery for the benefit of a range of stakeholders, including: the developer, property owners and/or development occupants, property owners in the vicinity, waste collecting personnel/contractors, and waste management facilities/businesses;

[1]



<b>Title</b>	<b>Waste Management in Multiple-Unit Developments</b>
<b>Policy Number</b> (Governance Purpose)	<b>LPP 1.14</b>



- (3) ~~Achieve development that has greater regard for the amenity of adjoining development and a locality generally, including mixed use development where residential and non-residential development should co-exist successfully with minimal impact/s on the other;~~
- (4)(3) Provide for the safer, more hygienic handling (storage), collection and sorting of waste and recyclables by residents and employees, and those working in the waste management industry;
- (5)(4) Provide for waste management and minimisation in a manner that protects the environment, including: the prevention of both 'on' and 'off' site pollution, with a greater emphasis on Ecologically Sustainable Development (ESD), notably higher levels of resource recovery and increased recycling (contributing to a reduction in use of natural resources);
- ~~Provide for efficient, practical and safe waste collection.~~

#### Policy Statement

##### (1) ~~(4)~~ At the Subdivision Application stage:

1. ~~A communal bin store area shall be indicated where four (4) or more lots with common property are proposed. The following shall be provided:~~
  - (a) ~~A communal bin store area, conveniently located to the point of collection; and~~
  - (b) ~~The size of the communal bin store area shall be one (1) square metre per dwelling and shall have a two (2) metre minimum length and width dimension.~~

2. ~~A Waste Management Plan (WMP) shall be prepared where four (4) or more lots with common property are proposed.~~

##### (2) At the Development application stage:

~~A Waste Management Plan (WMP) is to be submitted and approved prior to the issue of planning approval with the following categories of Development Application: by the City for the following development proposals:~~

1. Residential ~~Development~~
  - (a) Grouped dwelling proposals where simple bin presentation for road-side collection is not possible or desirable as determined by City;
  - (b) Four or more ~~grouped or~~ multiple ~~or grouped~~ dwellings;
  - (c) Aged or dependant persons developments comprising more than 10 beds/dwellings or where simple bin presentation for road-side collection is not possible or desirable as determined by the City; and
  - (d) Lodging houses.

~~It is noted that (particularly in the case of grouped dwellings), development applications may be submitted for individual lots rather than for the~~

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## Item 8.3 Attachment 1

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development as a whole. In this case, the first development application to be submitted will be required to provide the WMP, and this WMP shall provide scope for modification to include the additional lots when they reach the development application stage. This requirement is only applicable where a WMP was not previously prepared at the subdivision stage.

2. Mixed Use Developments (comprising both Residential and Non-Residential).
  3. Non-Residential Development
    - (a) All types of new non-residential development where waste is generated, including commercial (office, showroom, warehouse), industrial (all types), retail (shops) and food and beverage type establishments (cafes, restaurants etc).
    - (b) Change of Use proposals where significant waste is expected to be generated, as determined by the City.
- (23) The WMP is to include the following: Information required for WMPs
1. In the case of demolition and/or remediation:
    - (a) Site plan showing on-site materials storage areas, collection points and vehicular access/egress arrangements;
    - (b) Details of materials and quantities thereof to be re-used (on-site), recycled or to be sent to landfill;
    - (c) Measures to be implemented for the purpose of minimising the delivery of waste generally to landfill.
  2. In the case of new all new development:
    - (a) Measures to be implemented for the purpose of minimising the delivery of waste to landfill-Waste minimisation measures during construction, including: the separation on-site of like materials for re-use or recycling, nominated on-site collection points, and the requirements/expectations of the builder and sub-contractors regarding waste.
    - (b) Measures to be implemented for the purpose of minimising the delivery of waste to landfill-Waste minimisation measures during occupation, including: the on-site separation of materials for recycling, on-site collection points, and the expectations of owners and/or occupants/tenants.
    - (c) A Site Plan identifying: showing the location and size of on-site storage, the collection point/s, pedestrian and vehicular access to the collection point/s (in the case of site collection) and/or the location of the bin pad in the case of road-side collection.
      - i. Location and size of the bin store area;
      - ii. In the case of on-site collection – collection points, pedestrian/vehicular access to these points, and swept paths; and
      - iii. In the case of road-side collection – location of the bin pad area.

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- (d) Detailed plan and elevation showing the size and design of the storage area in accordance with the minimum requirements below. If not shown on the Site Plan, turning circles (manoeuvring details) are to be shown on a separate plan.
- (ed) An estimation of waste volume likely to be generated when the development is occupied, including the potential for an increase in volume (due to an increase in the density of a residential development or a change of use in non-residential development). In this regard, the City provides a weekly recycling service. Where four (4) or more dwellings are proposed, the City requires a reduction in the bin numbers to 1 set (1 yellow-top recycling and 1-general waste red topgreen-top) of bins/3 residential units managed by a caretaker or equivalent.
- (fe) Details of the intended method of collection and associated equipment i.e. by the City of Cockburn and/or private contractor ensuring servicing bins can be completed by the waste truck without reversing, time and management of collection i.e. by individuals, strata managers and/or caretaker/s, cleaning and maintenance of on-site waste management areas etc;
- (gf) Details of advice to be provided to property owners and/or development occupants (both residential and non-residential) regarding the WMP;
- (hg) Details of any contract/s with cleaners and/or waste contractors, including the requirements of the contract/s;
- (ih) Plans to incorporate new waste management technologies and practices in the WMP;
- (ji) Details of how a WMP will continue to be applied in perpetuity across the life of a development, via for example, reference to such in the Strata Management Statement (including details regarding the process for changing a WMP and the City's involvement in such).

(3) Minimum requirements to be addressed in a WMP:

1. Residential

3. In the case of Residential Development only:

- (a) On-site storage capable of containing a minimum of one (1) weeks' waste and recycled material within a communal bin store;
- (b) The provision of a communal bin store that has a minimum size of minimum one (1) square metre per dwelling, with a two (2) metre minimum length and width dimension, for waste storage within a communal bin store. This requirement stands regardless of (2(ed) above) where the reduction in bin numbers is 1 set of bins/3 residential units or the waste volume estimates;
- (c) On-site storage being conveniently located to the point of collection, and out of public view or suitably screened, and having reasonable separation from residents' outdoor living areas;
- (d) Suitably located and signed (if required according to the City of Cockburn's specification) road side bin collection pad/s (taking into account pedestrian and vehicular movement across the front of, or

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## Item 8.3 Attachment 1

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- into and out of a property, walls, fencing and landscaping at the front of a property, and kerbside parking);
- (e) Removal of bins from the collection point (internal or road side) on the day of collection.

~~2. Non-Residential Development~~

~~4. In the case of Mixed Use and Non-Residential Development only:~~

- (a) On-site storage capable of containing a minimum of one (1) weeks' waste and recycled material;
- (b) Area of waste storage:
- Office/Showroom/Warehouse: 1 m<sup>2</sup>/200m<sup>2</sup> Gross Floor Area (GFA);
  - Industrial: 1m<sup>2</sup>/100m<sup>2</sup> GFA. Note: waste generated "use" specific and storage capacity to relate to industry type;
  - Retail (shop): 2m<sup>2</sup>/200m<sup>2</sup> GFA;
  - Restaurant/Café: 1m<sup>2</sup>/20 seats, or 1m<sup>2</sup>/100 meals served;
  - Tourist Accommodation (hotel, serviced apartments etc): 1m<sup>2</sup>/12 rooms.
- (c) The potential for up to two (2) collections per week taking place at food premises (restaurants/cafes) or premises involved in food processing/production (or similar activities).
- (d) Premises involved in the processing, retail and/or wholesale of animal products where the waste generated contains 20% by weight or volume of fish, poultry or meat, and/or generates 50 litres of seafood, poultry or meat waste per day, must refrigerate this waste prior to collection.
- (4) General Bin Store and Waste Collection Requirements (applicable to ~~both Residential and Non-Residential~~ all Development)

1. Mandatory (Required)

~~(a)~~ (a) For bin stores in basements:

- ~~i.~~ Bin stores shall be provided in the basement, part basement or undercroft level of a development when waste is collected from one, or all of these levels;

- ~~ii.~~ (b) Where waste and recyclables are to be collected in the basement level or similar, collection is to take place in the vicinity of the bin store. The bin presentation area or collection point is to be flat, with the travel path between the bin store and collection point/vehicle clear of steps or kerbs. The distance between the bin store and the presentation should be ideally no greater than 10m.

- ~~(c)~~ iii. Minimum clearance required in the basement, part basement or undercroft levels of a development is 2.4m. This includes clearance to all structural beams, pipe work, services or similar. The City's Waste Services shall be notified prior to any modification to the basement clearances.

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- ~~(d) Minimum driveway width is 4m. On-site manoeuvring (turning circles etc) is to provide for ease of collection and vehicle egress in a forward manner. Where a turn-table is to be installed to facilitate forward egress, the turn-table requires a minimum 20 tonne capacity. Basements must be designed such that the service of waste bins can occur without the requirement to reverse the waste vehicle. A 12.8m diameter minimum turning circle is required for the low profile waste truck.~~
- ~~(e) iv. Access ramps and driveway gradients serving basements, part basements or undercroft areas are to cater for long wheel base vehicles 7.2m in length with a maximum gradient of 1:4.5. v. The bin store shall be fitted with double doors.~~
- ~~(f) Minimum driveway width for on-site collection shall be four (4) metres. On-site manoeuvring shall be provided to ensure waste vehicle ingress/egress in forward gear.~~
- ~~(c) Where a turn-table is to be installed to facilitate forward ingress/egress, the turn-table shall have a minimum 20 tonne capacity.~~
- ~~(d) Where approval is given for the collection of waste and recyclables from the road (at the pre-application stage, or via the development application process), consideration needs to be given to a 12.5m long truck where access and/or manoeuvrability are difficult or limited.~~
- ~~(ge) Waste storage, management and collection for the Residential component and the Non-Residential component within in Mixed Use developments and/or buildings are to be separated and self-contained/secured (with separate access arrangements). Where waste storage is secured, a compatible key system is necessary to enable access by collecting personnel/contractors. This includes the City of Cockburn where the City is the collector. The City's Waste Services Unit is to be consulted regarding the system prior to installation. All costs associated with the system are the responsibility of the developer, property owner/s and/or the strata managers.~~
- ~~(hf) A caretaker or strata management representative is to manage waste and recycling to ensure bins are filled consecutively, with only full bins to be presented on collection day.~~
- ~~(ig) All putrescible waste awaiting collection is to be stored in a Mobile Garbage Bin/s (MGB). Alternative storage containers with permanent tight fitting lids and smooth washable internal surfaces may be approved by the City.~~
- ~~(j) External bin stores shall be surrounded by 1.8 metre high walls or fencing with a self-closing gate.~~
- ~~(h) Internal bin stores i.e. within a basement are to shall be separately ventilated with a system complying with Australian Standard 1668 (AS1668). The ventilation outlet is not to be in the vicinity of windows or intake vents associated with other ventilation systems.~~
- ~~(k) Bin stores shall be designed and erected in a manner that has regard for the design and appearance of the development of which they are a part. Suitable clearance to enable safe and unimpeded collection is also required. In this regard, clearance to buildings, hard and soft~~

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## Item 8.3 Attachment 1

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- landscaped elements, and on/off-site parking is to be taken into account.
- (li) ~~For all bin stores, except where less than five (5) dwellings are proposed:~~
- i. Bin stores shall have 75mm concrete floors grading to a 100mm industrial floor waste (including a charged 'water-trap' connected to sewer or an approved septic system), with a hose cock to enable bins and/or the enclosure to be washed out. An alternate floor surface may be approved by the City's Waste Manager. The bin store(s) must be a minimum of 2m wide to allow a horizontal bin wash and ensuring the effluent grades to sewer. ~~This clause does not apply to developments of five dwellings or less unless the bin store is enclosed.~~
  - (m) ii. Bin store internal walls shall be cement rendered (solid and impervious) to enable easy cleaning. Ceilings in bin stores shall be finished with a smooth faced, non-absorbent material capable of being easily cleaned. ~~This clause does not apply to developments of five dwellings or less unless the bin store is enclosed.~~
  - (n) iii. Bin store walls and ceilings shall be finished or painted in a light colour. ~~This clause does not apply to developments of five dwellings or less unless the bin store is enclosed.~~
  - (o) iv. Bin stores shall be constructed in a manner that prevents the entry of vermin;
  - (p) v. Bin stores shall be provided with artificial lighting, sensor or switch controlled both internal/external to the room or area. All lighting in open areas is to comply with AS4282-1997 (Control of Obtrusive Outdoor Lighting). This clause does not apply to developments of five dwellings or less unless the bin store is enclosed.
  - vi. ~~External bin stores shall be surrounded by 1.8m high walls/fencing with a self-closing gate.~~
  - (q) vii. Bin stores require the following signs and/or information to be displayed:
    - i. ~~1. A sign stating "NO STANDING" at the entrance to the room/area.~~
    - ii. ~~2. A clearly visible "DANGER" sign in the vicinity of the entrance to the room/area.~~
- Standard signage (details available in the City's Resource Recovery Calendar for Domestic Waste distributed with Rates Notices) explaining waste management and what materials are suitable for recycling (to be posted/erected in all bin stores.
- (r) Any external bin store greater than 20m<sup>2</sup> is required to be covered to prevent storm water entering the sewer.
- (s) ~~Bin stores in basements or ground floor car parks to be fitted with double doors.~~

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<b>Title</b>	<b>Waste Management in Multiple Unit Developments</b>
<b>Policy Number</b> (Governance Purpose)	<b>LPP 1.14</b>



- (t) ~~As waste vehicles idle for extended periods outside bin stores in basements or ground floor car parks, designers should consider the classification and placement of thermal detectors so as not to trigger a false alarm.~~
- (u) ~~As laneways are designed for the servicing of waste, the City may require residents to place their bins on one side of the laneway to increase the operating space and safe movement of the waste truck.~~

2. Preferred (Recommended)

- (a) Double doors should be fitted to bin stores to improve accessibility and bin movement.
- (b) Where applicable in the case of non-residential use or development, waste contract provisions should require the collection and recycling of low/high grade office paper and other office equipment, including: batteries, smoke detectors, fluorescent tubes, computers and televisions from the waste stream.
- (c) The provision of a minimum of 0.5m<sup>2</sup> per dwelling 'bulky' storage space in residential development.
- (d) A bulky storage or fenced in area in non-residential development. Minimum 8m in volume (m<sup>3</sup>), suitably signed and made available for the storage of electronic goods.
- (e) ~~As waste vehicles idle for extended periods outside bin stores basements or ground floor carparks, designers should consider the classification and placement of thermal detectors so as not to trigger a false alarm.~~

(5) Advice

1. Where road side collection is not considered appropriate by the City's Waste Manager due to concerns relating to pedestrian and/or vehicular conflict, and potential impacts on the amenity of a locality, alternate collection methods are to be determined and incorporated in the WMP in consultation with the Waste Manager.
2. Waste chutes are not permitted in Multiple Dwelling or Mixed Use developments, recommended or permitted without mechanical ventilation and the submission of details acceptable to the City of Cockburn outlining the long term cleaning and maintenance of such.
3. As laneways are designed for the servicing of waste, the City may require residents to place their bins on one side of the laneway to increase the operating space and safe movement of the waste truck.

Strategic Link:	Town Planning Scheme No. 3
Category	Planning - Town Planning & Development
Lead Business Unit:	Statutory Planning

[8]

Item 8.3 Attachment 1

DAP 25/11/2021

Title	Waste Management <del>in Multiple Unit</del> Developments
Policy Number (Governance Purpose)	LPP 1.14



Public Consultation: (Yes or No)	Yes
Adoption Date: (Governance Purpose Only)	12 December 2019
Next Review Due: (Governance Purpose Only)	December 2021
ECM Doc Set ID: (Governance Purpose Only)	4517800

[9]



## Item 8.4

DAP 25/11/2021

**8.4 (2021/MINUTE NO 0049) Extension of Time for Building and Demolition Permits****Author(s)** J West**Attachments** 1. OLPD22 - Approve or Refuse an Extension of Time for Building Permits and Demolition Permits [↓](#)**RECOMMENDATION**

That Council APPROVES the proposed change to Delegated Authority OLPD22, to facilitate an up to 24 month extension to building and demolition permits.

**Committee Recommendation**

MOVED Cr M Separovich SECONDED Deputy Mayor T Widenbar

That the recommendation be adopted.

**CARRIED UNANIMOUSLY 5/0**

**Background**

Building and demolition permits, when issued by Building Service, have an active duration of two years within which the proposed works must be complete.

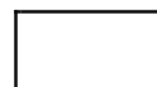
Recently it has been noted that more requests for extension of Building Permits have been received. Currently Delegation OLPD22 facilitates the extension of permits for a maximum of up to 12 months, which in most instances is adequate.

The onset and ongoing nature of the COVID-19 pandemic has affected the availability of skilled building industry personnel and has caused shortages of materials and equipment. This has resulted in works that are yet to commence on site or works that have already commenced being substantially delayed.

Some building permits have already been extended under delegation for a 12-month period due to delays caused by COVID-19. It is anticipated in the near term that the City will start to receive further requests to extend some permits that have already previously been extended for 12 months.

It is proposed to address the situation with a slight change to delegation OLPD22. The proposed change will facilitate an extension period of 24 months.

Current - OLPD22	(2) All delegates have the authority to extend the duration of both Building and Demolition Permits for up to a maximum of 12 months beyond the standard 2 years.
Proposed - OLPD22	(2) All delegates have the authority to extend the duration of both Building and Demolition Permits for up to a maximum of <u>24</u> months beyond the standard 2 years.



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Item 8.4

**Submission**

N/A

**Report**

In order to address likely requests to further extend a building/demolition permit duration beyond the 12 month period as defined in the current delegation OLPD22, it is proposed that the 12 month period in the delegation be extended to a maximum 24 months where substantial delays have occurred.

To not allow for an extension of up to the proposed 24 months could result in the need for a building proponent to obtain a fresh Building Permit.

To obtain a new building permit for the works may result in a partially constructed building having to be redesigned to comply with contemporary legislative requirements, that may have substantial design and cost implications for a building proponent.

**Strategic Plans/Policy Implications**Listening & Leading

A community focused, sustainable, accountable and progressive organisation.

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

**Budget/Financial Implications**

NA

**Legal Implications**

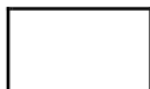
The existing 12 month extension period in delegation OLPD22, if extended to a maximum 24 months where substantial delays have occurred, is consistent with the *Building Act 2011* s.32 and Building Regulations 2012 r.23 and 24. To not properly consider or refuse an extension request in some instances could result in the building proponent seeking a review of the City's decision at the State Administrative Tribunal (SAT).

**Risk Management Implications**

By not facilitating a change to the delegation OLPD22 in regard to the ability to allow for a maximum 24 month permit extension due to valid substantial delays, could result in financial hardship for the City's ratepayers.

The City may also be perceived in a negative way, should the City's decision to not extend a reasonable extension request, results in the City's decision being overturned by the SAT.

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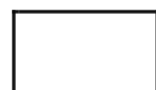
Whilst the City is not required under legislation to extend permits (in every instance), to not do so, where a reasonable permit extension is requested, would be inconsistent with the Building Act and Building Regulations.

**Advice to Proponent(s)/Submitters**

N/A

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

Nil



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## Item 8.4 Attachment 1

DAP 25/11/2021

DA	<b>BUILDING ACT 2011 - APPROVE OR REFUSE AN EXTENSION OF TIME FOR BUILDING AND DEMOLITION PERMITS</b>
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<b>DIVISION:</b>	Built and Natural Environment
<b>BUSINESS UNIT:</b>	Development Assessment and Compliance
<b>SERVICE UNIT:</b>	Building Services
<b>RESPONSIBLE OFFICER:</b>	Manager, Building Services
<b>FILE NO.:</b>	086/003; 021/005
<b>DATE FIRST ADOPTED:</b>	1997
<b>DATE LAST REVIEWED:</b>	10 September 2020
<b>ATTACHMENTS:</b>	N/A
<b>VERSION NO.</b>	10

Dates of Amendments / Reviews:		
DAPPS Meeting:	22 September 2011	26 May 2016
	24 May 2012	18 May 2017
	23 May 2013	24 May 2018
	22 May 2014	23 May 2019
	2 June 2015	27 August 2020
OCM:	13 October 2011	9 June 2016
	14 June 2012	8 June 2017
	13 June 2013	14 June 2018
	12 June 2014	13 June 2019
	11 June 2015	

**FUNCTION DELEGATED:**

The authority to extend the duration of a Building Permit and a Demolition Permit as prescribed by s32 of the Building Act 2011 and r24(1) of the Building Regulations 2012.

**CONDITIONS/GUIDELINES:**

- (1) All relevant legislation, including Council's Town Planning Scheme No.3.
- (2) All delegates have the authority to extend the duration of both Building and Demolition Permits for up to a maximum of 12 months beyond the standard 2 years.
- (3) Delegates can further impose conditions in relation to an extension of time.
- (4) All transactions utilising this delegation are to be recorded by the officer responsible for initiating the action taken, or by another officer under the direction of the initiating officer.

[1]





DAP 25/11/2021

Item 8.4 Attachment 1

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DA	BUILDING ACT 2011 - APPROVE OR REFUSE AN EXTENSION OF TIME FOR BUILDING AND DEMOLITION PERMITS
----	---

**AUTONOMY OF DISCRETION:**

As provided under legislation and Conditions (1) to (4) above.

**LEGISLATIVE REQUIREMENTS/COUNCIL POLICY:**

Building Act 2011, s127(6)A.

**DELEGATE:**

CEO

**SUB-DELEGATE/S:**

Manager, Building Services  
Senior Building Surveyors  
Co-ordinator, Building Services

[2]

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**9. Finance**

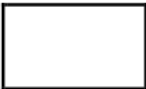
Nil

**10. Operations**

Nil

**11. Community Services**

Nil



## Item 12.1

DAP 25/11/2021

**12. Governance and Strategy****12.1 Review of City Policies****Author** D Green

- Attachments**
1. Review of City Policies and Delegations [↓](#)
  2. Policy - Proposed Amendment - House Numbering [↓](#)
  3. Policy - Proposed Amendment - Street and Public Open Space Lighting [↓](#)
  4. Policy - Proposed Amendment - Community Engagement [↓](#)
  5. Policy - Proposed Amendment - Sponsorship of City Events [↓](#)
  6. Policy - Proposed Amendment - Maintenance of Public Open Space and Road Reservations following Residential Subdivision [↓](#)
  7. Policy - Proposed Amendment - Artwork Collection [↓](#)
  8. Policy - Proposed Amendment - Installation of Recreational Equipment on Public Open Space [↓](#)
  9. Policy - Proposed Amendment - Procurement [↓](#)
  10. Policy - Proposed Amendment - Use of Closed Circuit Television (CCTV) System [↓](#)
  11. Policy - Proposed Amendment - Administration Building Access [↓](#)
  12. Policy - Proposed Amendment - Approval to Participate in Representative Delegations [↓](#)
  13. Policy - Proposed Amendment - Related Party Disclosures [↓](#)
  14. Policy - Proposed Amendment - Representation at City of Cockburn Related Forum [↓](#)
  15. Policy - Proposed Deletion - Smoke Free Environment [↓](#)

**RECOMMENDATION**

That Council:

- (1) RECEIVES the Report of City Policies and Delegations, undertaken by Conway Highbury, as shown in the attachment to the Agenda
- (2) APPROVES the minor amendments to the following policies, as recommended in the Report and as shown in the attachments to the Agenda:
  1. House Numbering
  2. Street and Public Open Space Lighting
  3. Community Engagement
  4. Sponsorship of City Events
  5. Maintenance of Public Open Space and Road Reservations Following Residential Subdivision
  6. Artwork Collection
  7. Installation of Recreational Equipment on Public Open Space
  8. Procurement
  9. Use of Closed - Circuit Television (CCTV) System

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Item 12.1

10. Administration Building Access
  11. Approval to Participate in Representative Delegations
  12. Awarding Honorary Freeman of the City
  13. Related Party Disclosures
  14. Representation at City of Cockburn Related Forum
- (3) DEFERS consideration of the following policies pending investigation into the potential for amalgamating the content into a single policy, as recommended in the Report:
1. Community Funding for Sporting Clubs and Individuals; Community Funding for Community Organisations and Individuals (Grants, Donations and Sponsorships); Community Funding to Support Local Economic Development Grants
  2. Commercial Leasing and Other Dispositions of City Owned or Controlled Property; Leasing of City Property for Community and / or Recreational Purposes (including Not for Profit); Establishment of Markets on Land Owned and Controlled by the City of Cockburn
  3. Usage and Management of Community and Sporting Facilities; Prohibition of Exotic Animals in Circuses
  4. Fraud and Misconduct Control and Resilience; Risk Management
  5. Promotional and Advertising Signs Within Road Reserves; LPP 3.7 Signs and Advertising
- (4) DEFERS Policy 'Appointment of Acting or Temporary Chief Executive Officer' to the next meeting of the Chief Executive Officer Performance Review Committee for further consideration
- (5) DELETES Policy "Promotion of a Smoke Free Environment"
- (6) APPROVES the remaining Council Policies listed in Appendix 2 of the Report, and
- (7) INCLUDES links to related strategic documents associated with approved Policies, where relevant, as mentioned in the Report

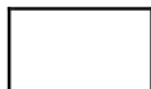
**(2021/MINUTE NO 0050) Complex Motion****Committee Recommendation**

MOVED Deputy Mayor T Widenbar SECONDED Cr M Separovich

That Item 12.1 be dealt with as a Complex Motion.

**CARRIED UNANIMOUSLY 5/0**

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## Item 12.1

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**(2021/MINUTE NO 0051)****Committee Recommendation**

MOVED Deputy Mayor T Widenbar SECONDED Cr M Separovich

That Council ADOPTS the recommendations, subject to withdrawing the following policies in sub recommendation (2), to be considered separately:

- 5. Policy "Sponsorship of City Events" and
- 11. Policy "Administration Building Access".

**CARRIED UNANIMOUSLY 5/0****(2021/MINUTE NO 0052) Policy "Sponsorship of City Events"****Committee Recommendation**

MOVED Deputy Mayor T Widenbar SECONDED Cr M Separovich

That Policy "Sponsorship of City Events" be amended, as follows:

- (1) Delete Clause (1) 2 (Ensure the suitability of the proposed sponsor) and
- (2) Delete Clause (2) 1. – 6. Inappropriate Sponsors.

**CARRIED UNANIMOUSLY 5/0****Reason for Decision**

The Sponsorship of City Events Policy creates unnecessary red tape in relation to the City seeking sponsorship of City events. Point 1.2 and 1.5 of the policy, state officers must ensure suitability of the proposed sponsor and alignment with our values. Sponsorship and marketing of cigarettes and tobacco related products is already prohibited under law, and restricting sponsors engaged in the manufacture, marketing or distribution of junk food or alcohol removes the city from approaching major retailers such as Coles/Woolworths CBH etc.

**(2021/MINUTE NO 0053) Policy "Administration Building Access"****Committee Recommendation**

MOVED Deputy Mayor T Widenbar SECONDED Councillor T Dewan

That Policy "Administration Building Access" be amended as follows:

- (1) Add to Clause (1) "13. Elected Members Office" and
- (2) Delete the last paragraph of Clause (1) and substitute the following:  
 "Hospitality offered in these areas is to be appropriate to the occasion and at the discretion of the Mayor, councillor/s or Chief Executive Officer. Beverage service staff and anyone serving alcohol to members of the public shall hold a current "Responsible Service of Alcohol Certificate".

**CARRIED 3/2**

**For:** Deputy Mayor Widenbar, Cr M Separovich, Cr C Stone  
**Against:** Cr P Corke, Cr T Dewan

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**Reason for Decision**

The intent of this policy is to clearly define the areas accessible by Elected Members, where Areas 1-12 are areas where, as a result of Paragraph 2 on page 182, the bar area is locked unless serviced by an Amenity Officer, removing access by Elected Members most of the time.

This amendment proposes to allow access to the bar area by Elected Members and place the onus of responsibility back onto the Elected Members through the Code of Conduct.

The intent of an Amenity Officer being present is to ensure responsible service of alcohol to the public, which is still met by this amendment to this policy.

13. Elected Members' office which adjoins the Elected Member lounge is currently not covered in the Administration Building Access and should be for completeness.

**Executive Comment**

In relation to the amendment to the proposed recommendation, it is noted that current and contemporary workplace practice seeks to minimise, and where practical, avoid the consumption of alcohol at the workplace.

This excludes the running of standard functions, events and meals (which occur outside of the work-related activities) and after the completion of meetings and which are serviced through RSA accredited staff and/or catering/contract staff.

The Department of Local Government, Sports and Cultural Industries (DLGSC) made certain findings, specially clause 76 relating to the consumption of alcohol.

Further, the City has been subject to increasing media scrutiny in relation to expenditure of alcohol.

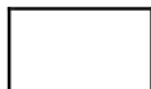
**Background**

The Inquiry into the City of Cockburn Report undertaken in 2020 concluded that the City should undertake a comprehensive Governance Review. Part of that review included a focus on the City's current Policy documents and Register of Delegated Authorities. The City subsequently engaged the services of Chris Liversage (Conway Highbury) Consultancy to undertake a review of these documents. Mr Liversage assisted the City in undertaking a major review of its Policy and Delegated Authority documents in 2018, which resulted in a streamlined outcome at that time.

The Review process was concluded in September 2021 and the Report provided, as shown in the attachment. The outcomes of the review indicated that the documents are generally in an acceptable form, with several minor amendments recommended, as identified in this report.

**Submission**

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N/A

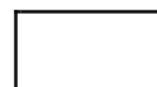
**Report**

In assessing the impact of the review Report on the City's policies, it is considered that only minor amendments are required to those policies identified in recommendation (2) above. These documents have not materially changed in their content / intent and therefore only require cosmetic adjustments to improve the standard of presentation, as shown in the attachments.

The recommended minor changes are highlighted in the table below:

Policy Title	Description	Comments
House Numbering	Policy Heading	Amend "Council" to "City"; Amend Officer Title
Street and Public Open Space Lighting	Amend Heading	Amend "Council" to "City"; Amend Officer Title
Community Engagement		Include "International Association of Public Participation"
Sponsorship of City Events	Amend Heading	
Maintenance of Public Open Space and Reservations Following Subdivision	Amend Heading	Amend "Council" to "the City"
Artwork Collection	Amend Heading	
Installation of Recreational Equipment on POS		Amend "Council" to "The City"
Procurement		Delete "Policy" where not applicable; Amend officer title
Use of CCTV System	Amend Heading	
Administration Building Access	Amend Heading	Amend "Council" to "City"
Approval to Participate in Representative Delegations		Delete last paragraph (not applicable)
Awarding Honorary Freeman of the City	Amend Heading	Delete "of Cockburn" in Heading and paragraph 1. (not required)
Related Party Disclosures		Amend "Council" to "The City"
Representation at City of Cockburn Related Forum		Additional text to paragraph (3) to highlight statutory role of Mayor as spokesperson for the City

In addition, the Report recommends that some current policies could be suitable for amalgamation and grouped into single content - based policies, as listed in sub – recommendation (3) above. These policies essentially deal with a similar subject and should be reviewed in greater detail by the relevant officer/s to determine the potential for streamlining the content into a single policy, dependent on suitability. For



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the purpose of this exercise, it is recommended that no changes be made at this stage and that the reviewed policies be referred back to the Committee at a future Meeting either in modified format, or as they currently exist, dependent on the assessments undertaken.

In accordance with the "Appointment of Acting / Temporary CEO" Policy, it is recommended that this Policy be deferred to the next CEO Review Committee Meeting scheduled for February 2022, as that is the normal process of review for this policy. As the current CEO has been employed for a period of less than one year, there is no need for any acting CEO to be appointed at this stage, in accordance with Policy, for 2022. That recommendation can be made at the February Committee Meeting, for subsequent endorsement by Council.

The Policy "Promotion of a Smoke Free Environment" is no longer necessary as the state government policy on smoking is the prevailing community messaging for this subject and it would be of no benefit to duplicate this information in a corresponding policy position of Council.

Also, the review suggests that a link to Policies which refer to associated strategic and other corporate documents be embedded within the relevant Policies. This can be done administratively in accordance with the Policies identified in Appendix 2, subject to Council endorsement.

With the exception of the aforementioned, the Consultant Report did not highlight any notable discrepancies with the policies which have not been addressed either in this report or separately and it is therefore recommended that the remaining policy documents, as shown in Appendix 2 attached, be adopted.

#### **Strategic Plans/Policy Implications**

##### Listening & Leading

A community focused, sustainable, accountable and progressive organisation.

- Best practice Governance, partnerships and value for money.

#### **Budget/Financial Implications**

Nil

#### **Legal Implications**

Section 2.7 (2) (b) of the *Local Government Act 1995* refers.

#### **Community Consultation**

N/A

#### **Risk Management Implications**

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**Item 12.1****DAP 25/11/2021**

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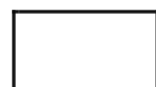
There is a "Low" level of "Financial" and "Compliance" risk associated with this item.

**Advice to Proponent(s)/Submitters**

N/A

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

Nil



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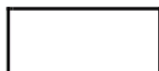


## Review of City Policies and Delegations

Sept 2021



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### Executive summary

This review was undertaken as part of measures by the City of Cockburn to respond to an Authorised Inquiry concluded in April 2021 and entailed a review of delegations of power and policies made by council.

In summary, there were no issues identified in the course of this review that are of significant concern.

The City has already taken steps to deal with the matters raised in the Authorised Inquiry, in particular council has:

- Adopted a policy as to how to deal with alleged complaints about elected member behaviour ('Elected Member Code of Conduct – Complaints of Alleged Behaviour Breach'); and
- Established of an internal committee under s5.9 of the Local Government Act 1995 to deal with allegations of certain behaviour breaches of the Code of Conduct by council members, committee members and candidates.

It is considered that these steps will be of significant assistance.

In addition, while outside the scope of this project council could consider widening the scope of this committee in future to allow elected members to air any concerns or issues they may have, with a view to dealing with them as early as possible and potentially before any formal complaints might be lodged – a 'house' committee as such. It is also considered important that this committee be comprised of elected members themselves and not employees of the City.

In relation to delegations and policies, the Inquiry identified the need to avoid the 'obscuring of the distinct and separate roles of the local government CEO and its Council'. There are still a number of small instances in delegations and policies where 'council' is used instead of the 'City of Cockburn' which may cause confusion. In addition, further clarity could be made between what is a 'delegation of authority' and an authorised person.

Recommendations where a further distinction may assist are listed below. In addition cases where 'council' should be replaced by 'the City' in delegations and policies are listed in Appendix 2 to assist when an annual review of delegations is undertaken, or when a particular policy comes up for review.

## Item 12.1 Attachment 1

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Recommendations

1. As a general principle in terms of policies and delegations, unless referring to the council itself or a document that the council itself must deal with, 'City' be used.
2. Consider using the term 'delegation of power' rather than 'delegation of authority' to reduce the potential for confusion between delegations and authorisations
3. The City either:
  - a. Keep a separate register of persons to whom the CEO has sub-delegated a power under the *Local Government Act 1995*; or
  - b. Add clarification to the template in its register of delegations of power to the effect that delegations from the CEO to other employees are not reviewed by council.
4. To deal with differences in enabling legislation, group all delegations into a single document, sub-divided by the enabling legislation. This would also allow matters such as:
  - a. Training of persons to whom delegations are given;
  - b. The provisions in the enabling Act to be listed at a high level (eg s5.42 of the *Local Government Act 1995* appears in many delegation listings, and delegations under this Act may generally only be to a committee or the CEO but other legislation is different);
  - c. Listing any appeal provisions (eg under Division 1 of Part 9 of the *Local Government Act 1995*) that might exist; and
  - d. For common matters like record keeping requirements to be spelt out at an early and overall stage.
5. In terms of the City's register of delegations and the template used:
  - a. As all delegations under the *Local Government Act 1995* by council must be to the CEO, delete 'Delegate' in the template;
  - b. Change 'Sub-delegate/s' to 'Delegation from the CEO to other employees';
  - c. Add any additional limitations or conditions that the CEO might place on the employee to whom the power is sub-delegated (and which must also comply with any conditions imposed by council);
  - d. Change 'Function delegated' to 'Power delegated';
  - e. Change 'Autonomy of discretion' to 'Conditions of delegation';
  - f. Place administrative information such as the date reviewed, file numbers etc at the end of the delegation rather than the beginning;
  - g. Remove information that is no longer applicable – eg, delegations under the *Local Government Act* require an annual review. All that is necessary is to list the date when a delegation was last reviewed. If in the unlikely event it is necessary to track when a change may have





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been made then this can be done by going back through meeting minutes;

h. Add any links or notes that might relate to the power delegated not covered above, such as policies, local laws or administrative procedures that might apply.

6. Establish a register of authorised persons (if not done so already); and
7. Deal with any particular matters that might relate to a specific policy, as listed in Appendix 2 of this report.

## Item 12.1 Attachment 1

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### Background and Scope

#### *Authorised Inquiry*

In April 2021 an Authorised Inquiry under Part 8, Division 1 of the Local Government Act 1995 into issues at the City of Cockburn was concluded.

A copy of the review can be found on the WA Department of Local Government, Sporting and Cultural Industries (DLGSCI) website at <https://www.dlgsc.wa.gov.au/department/publications/publication/report-of-the-inquiry-into-city-of-cockburn>

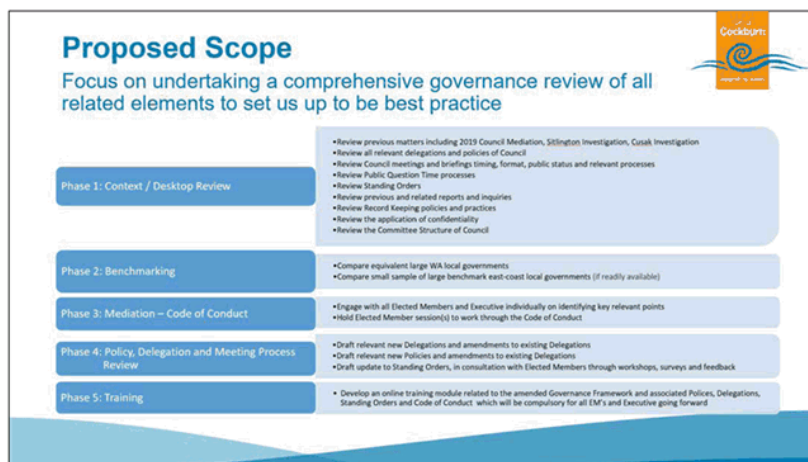
The Inquiry recommended that:

1. *The City undergo an independent governance review (with scope approved by the Director General) within three months of this report becoming final and provide the Director General with a copy of the review's findings and report upon its completion.*
2. *All elected members and members of the City's executive team undertake training and mediation as determined appropriate by the Director General, within six months of receipt of the final report, to enable them to work as a cohesive and well-governed group in the best interests of the local government.*
3. *Within six months of receipt of this report, the City's CEO is to deliver a report to the Director General of the Department outlining:*
  - i. *the steps taken in response to the above recommendations;*
  - ii. *identifying the persons who have attended training as set out in recommendation 2 and any reasons given for non-attendance;*
  - iii. *any other information considered to be relevant in respect to any further changes the City has made in response to the recommendations and/or information contained within this report.*

#### *Scope of this document*

The City subsequently adopted the following scope for the governance review required:





This document deals with part of Phase 1, being a review of all relevant delegations and policies of the City.

*Overall issue - the difference between 'council' and the 'City of Cockburn'*

It is not uncommon for confusion to exist about what a council of a local government, persons employed by the local government (including the CEO), and the local government itself mean.

The Inquiry Report noted a number of instances where this created problems, for example:

- In clause 83, when commenting on acceptable behaviours in briefing sessions noted that it was desirable to *'avoid(ing) the obscuring of the distinct and separate roles of the local government CEO and its Council'*; and
- In clause 113 *'the separation of the roles of the administration and Council appears to be obscured and good governance procedures ignored'*.

Language is important. 'Council' means just that – the group of elected members who make up the peak decision making body of a local government.

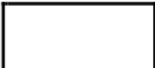
'Local government' means the City of Cockburn as a body corporate constituted under s2.5 of the Local Government Act 1995.

As a general principle, in terms of policies and delegations it is recommended that this separation be made clear as possible - unless referring to the council itself or a document that the council must deal with, references to matters like 'council' property should be amended to 'City' property. The entity that is the City of Cockburn

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owns the property, not the group of elected members - and who might make decisions about the property.



### Review of delegations

A number of Acts administered by local governments allow the peak decision making body (the Council) to delegate power to certain committees, its CEO, and in some cases employees or other persons.

As there can be differences in legislation, the City has made delegations that may be made under various Acts are set out by Act, rather than by employee or organisational structure.

In addition, some legislation allows sub-delegation (mainly the Local Government Act) from Council to the CEO, and from the CEO to other employees; others do not.

#### *Specific matters relating to delegations identified by the Authorised Inquiry*

While there were no specific matters identified by the Authorised Inquiry about delegations, a number of observations were made, including that 'the separation of the roles of the Council and administration appear(ed) to be obscured and good governance procedures ignored' (clause 113).

In terms of policies, in 2018 Conway Highbury undertook a review of the City's policy framework. Amongst other things, it was recommended that the City separate policies into:

- those that were to be reviewed and dealt with by Council itself;
- Planning policies; and
- Management policies or procedures.

A fundamental purpose behind this separation was to assist in ensuring that the roles of Council and its CEO (and staff) were not confused. The same principle applies to delegations, and appears to have been implemented by the City with respect to both delegations of power and policies, although some of the terminology used could be further amended, and is discussed further below.

#### *Complexity of legislative environment*

In fairness, the legislative environment within which local governments operate is inordinately complex and confusing – and as an observation, in one area the Inquirers themselves appeared confused.

For example, section 5.7 ('Absolute Majority Decision') of the Inquiry Report refers to the need to obtain a budget variation for a termination payment and hence in their view an Absolute Majority decision by council required. The Inquirers noted that the ACEO at the time thought that the amount in question could be covered in the existing budget provision, therefore no variation was required, and hence in his view was that no Absolute Majority vote was needed.

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Rightly or wrongly, at the time of a decision to terminate the contract it may not have been an overspend, it was only later that the budget was varied.

That aside, clause 6.8(1a) of the Local Government Act 1995 (which is what is referred to in the Inquiry report) provides that:

**additional purpose** means a purpose for which **no expenditure estimate** is included in the local government's annual budget.

(Emphasis added in red)

So if the budget provision included an expenditure estimate for payment of amounts due to employees on resignation and/or termination, then it is not an 'additional purpose', s6.8(1) does not apply and no Absolute Majority vote was required. The ACEO was, on face value correct.

Variations to budget estimates are dealt with elsewhere and including under R33A of the *Local Government (Finance) Regulations 1996*. This does require an Absolute Majority vote but nothing in that Regulation relates to having to make a decision in advance.

It is not ideal but not uncommon for capital works to go over budget and for the budget to be varied after the event under R33A. This allows for amounts to be moved about a budget (under expenditure as well as over) so that the impact is managed. This is logical - it would not be sensible to stop work if a project looked like going over budget while waiting for a council decision if the project is of an ongoing nature, typically in roadworks or construction projects. The alternative would be to make budget provisions well in excess of likely costs so as to avoid the possibility of delay.

The above points are not intended to highlight any shortcomings or issues, simply to underscore the complexity of the operating environment of the City of Cockburn - and that wherever possible, language used should be clear and unambiguous.

*The Interpretation Act 1984 – principles of delegation*

Section 59 of the *Interpretation Act 1984* prescribes the overall framework for how delegated authority must be structured in Western Australian law.

In summary:

1. The written law (head of power) must include an express power to delegate, which specifically enables a person (the delegator) to make a delegation;



2. In that same written law, there must be an express power or duty conferred or imposed on the delegator and it must be capable of being delegated. This means that:
  - a. The power or duty proposed for delegation must be written in the same law as the express power to delegate; and
  - b. That written law must not prohibit the power or duty from being delegated or contain limitations or conditions, which the proposed delegation exceeds.
3. The power to delegate cannot be delegated;
4. Delegations must be in writing (the instrument of delegation); and
5. Delegations must be advised to the delegate in writing.

Note that nothing prevents the delegating body or person from taking back a delegation or sub delegation, or actually making the relevant decision on a particular issue. Similarly, a delegator does not have to exercise the delegation and may refer the decision back to the delegator.

Similarly, section 59(2) provides that:

*The delegation of a power shall be deemed to include the delegation of any duty incidental thereto or connected therewith and the delegation of a duty shall be deemed to include the delegation of any power incidental thereto or connected therewith.*

#### *Delegations of Power – variations by legislation*

Some Acts of Parliament which confer powers on local governments allow a Council for example to delegate to a committee of the local government, the local governments CEO, other persons or employees and more.

The purpose of delegating a power is generally aimed at dealing with matters that are routine, may have a time constraint, can change rapidly, or is simply more efficient.

The extent of delegation, conditions that may be applied and records that must be kept depend on the various heads of power in the Acts themselves as does the obligation to review and/or amend which may be either the council or the CEO.

Western Australian legislation may be accessed online at the State Law Publisher's website at <https://www.legislation.wa.gov.au/>.

#### *Delegation by office or by name*

Section 53 of the Interpretation Act provides that a delegation can be to the holder of an office (whether acting or permanent) or by naming an individual:



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*Where a written law confers a power or imposes a duty upon a person to appoint or designate a person to —*

- (a) perform any function; or*
  - (b) be a member of any board, tribunal, commission, committee, council, or other similar body, whether corporate or unincorporate; or*
  - (c) be or do any other thing,*
- that person may make the appointment or designation either by appointing or designating a person by name or by appointing or designating the holder of an office by the term designating his office; and any such appointment or designation of the holder of an office shall be construed as the appointment or designation of the person from time to time holding, acting in, or lawfully performing the functions of the office.*

Overall requirements of the City when delegating power

The City should ensure that training of persons to whom a delegation of power is given. This should include:

Delegations of power - overall requirements

Before using a delegated power a delegate must familiarise themselves with the legislative framework, conditions and limitations relevant to the statutory power or duty that informs the decisions they will make.

The delegate must also consider and apply local laws, Council decisions, policy, procedures or standards that are relevant to the decisions they are empowered to make.

Right of appeal under Part 9 of the Local Government Act 1995

Any rights of appeal against a decision of a local government makes a decision under this Act as to whether it will —

- (a) grant a person an authorisation under Part 3 or under any local law or regulation that is to operate as if it were a local law; or
- (b) renew, vary, or cancel an authorisation that a person has under any of those provisions.

Conflicts of interest

Section 5.71 of the Local Government Act provides that employees must disclose interests relating to delegated functions:

**5.71. Employees to disclose interests relating to delegated functions**

*If, under Division 4, an employee has been delegated a power or duty relating to a matter and the employee has an interest in the matter, the employee must not exercise the power or discharge the duty and —*

- (a) in the case of the CEO, must disclose to the mayor or president the nature of the interest as soon as practicable*

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*after becoming aware that he or she has the interest in the matter; and*

- (b) in the case of any other employee, must disclose to the CEO the nature of the interest as soon as practicable after becoming aware that he or she has the interest in the matter.*

*Penalty: \$10 000 or imprisonment for 2 years.*

A conflict of interest arises where a personal interest is in conflict with the public interest. Delegates must disclose any conflict of interest which may require them to be removed from the decision making process.

A delegate may also refer the decision making back to the delegator, where they consider there is a risk or sensitivity, which makes it more appropriate for the delegator to make that decision.

The City's Code of Conduct also applies.

Requirement for annual return and disclosures by delegate

An employee to whom a duty or power is delegated under the Local Government Act 1995 is considered a 'designated employee' under section 5.74(1) of the Act and is required to complete a primary and annual return each year.

Keeping a record of decisions made under delegated authority

In accordance with Section 5.46(3) of the *Local Government Act 1995*, a person to whom a power or duty is delegated is to keep records in accordance with regulations in relation to the exercise of the power or the discharge of the duty.

Regulation 19 of the *Local Government (Administration) Regulations 1996* requires a delegate to keep a written record of:

- a. how the person exercised the power or discharged the duty;
- b. when the person exercised the power or discharged the duty; and
- c. the person or classes of persons, other than council or committee members or employees of the local government, directly affected by the exercise of the power or the discharge of the duty.

The City has decided that this applies regardless of the enabling legislation.

A central record of decisions made under a delegation is unnecessary but a record must be kept by the person exercising the power.

A record made that complies with the City's record keeping policy (eg a letter or email sent in accordance with that policy) is sufficient.

*Link between delegations, authorisations and policies*

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The language generally used in legislation and the like often gives rise to confusion. A 'delegation of authority' is not an authorisation. An 'authorisation' is a reasonably narrow concept and typically allows a person to make enquiries (such as asking a person's name, address, age), issue an infringement, a notice to do something.

A delegation of power is possibly a more accurate description as it involves an exercise of discretion or the making of a decision in response to a request of the local government for a permit or similar.

To confuse things further, a delegation of power can require a person to whom it is given, to refer to a policy for guidance when making a decision; and that person could also be authorised to under an Act, Regulation or local law to do certain things.

*The difference between a delegation, 'acting through' another person and an 'authorised person'*

Simply put, a delegation is the process prescribed in legislation to give the ability to exercise an express power or duty from the delegate to another person (named by position title or office) or an entity (the delegate).

Some legislation confers a power directly on a person. A person appointed to a statutory office does not need any further delegation or authorisation in order to fulfil those assigned powers and duties. For example:

- The Local Government Act lists statutory offices including Mayor, CEO and Returning Officer;
- The Public Health Act assigns duties to Environmental Health Officers;
- The Building Act to Building Surveyors; and
- The Local Government Act, Cat Act and Graffiti Vandalism Act also allow a local government CEO to delegate any powers or duties assigned to their office.

Employees do not always need delegations or sub delegations to carry out their tasks and functions on behalf of the local government. Basically, a function may be undertaken through the "acting through" concept where a person has no discretion in carrying out that function – the outcome will not be substantially different regardless of the circumstances or who exercised the power.

Section 5.16(4) of the Local Government Act provides that:

...

*(4) Nothing in this section is to be read as preventing a local government from performing any of its functions by acting through another person.*

Similarly, s5.45(2) Act provides that:



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*Nothing in this Division (Division 4 - Local Government Employees) is to be read as preventing –*

- a) a local government from performing any of its functions by acting through a person other than the Chief Executive Officer; or*
- b) a Chief Executive Officer from performing any of his or her functions by acting through another person.*

The key difference between a delegation and acting through is that a delegate exercises a decision making function in his or her own right. For example, an employee may pay an account or issue an approval if directed to do so by another employee who has the power to make such a decision and chooses to “act through” another employee.

#### *Authorised persons*

Authorised persons (and who under some Acts do not necessarily have to be employees of the local government but often are) are given powers to do certain things under an Act, Regulation or local law; usually to issue an infringement, make inquiries, enter on to property, issue a notice or to enforce a provision.

An authorised person, once appointed, is responsible for fulfilling the powers and duties assigned under law to an authorised person, which may be specified or limited in an Act or Regulation, or the certificate of authorisation. An authorised person cannot delegate their powers and duties to another person.

Who may appoint authorised persons depends on the enabling legislation, although many are covered by s9.10 of the Local Government Act which provides that:

#### **9.10. Appointment of authorised persons**

##### **(1) In this section —**

**law means any of the following —**

- (a) this Act;**
- (b) the Caravan Parks and Camping Grounds Act 1995;**
- (c) the Cat Act 2011;**
- (d) the Cemeteries Act 1986;**
- (e) the Control of Vehicles (Off road Areas) Act 1978;**
- (f) the Dog Act 1976;**
- (g) subsidiary legislation made under an Act referred to in any of paragraphs (a) to (f);**
- (h) a written law prescribed for the purposes of this section\*;**

**specified means specified in the instrument of appointment.**

- (2) The CEO may, in writing, appoint persons or classes of persons to be authorised persons for the purposes of 1 or more specified laws or specified provisions of 1 or more specified laws.**

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- (3) *An appointment under subsection (2) is subject to any specified conditions or limitations.*

(\*There were none as of 2 Sept 2021).

Authorised persons may or may not have delegated authority to undertake certain actions – the delegation of power is a separate matter, although they are often included in the same register for ease of reference and review.

The City should establish a register of authorised persons (if not done so already).

*Limitations on delegations*

Some legislation applies limits on what can be delegated. For example, s5.43 of the Local Government Act 1995 provides that:

**5.43. Limits on delegations to CEO**

*A local government cannot delegate to a CEO any of the following powers or duties —*

- (a) *any power or duty that requires a decision of an absolute majority of the council;*
- (b) *accepting a tender which exceeds an amount determined by the local government for the purpose of this paragraph;*
- (c) *appointing an auditor;*
- (d) *acquiring or disposing of any property valued at an amount exceeding an amount determined by the local government for the purpose of this paragraph;*
- (e) *any of the local government's powers under section 5.98, 5.98A, 5.99, 5.99A or 5.100;*
- (f) *borrowing money on behalf of the local government;*
- (g) *hearing or determining an objection of a kind referred to in section 9.5;*
- (ha) *the power under section 9.49A(4) to authorise a person to sign documents on behalf of the local government;*
- (h) *any power or duty that requires the approval of the Minister or the Governor;*
- (i) *such other powers or duties as may be prescribed.*

This may have implications for how a register of delegations might be best structured, and is discussed further below.

*Overall structure of delegations at the City of Cockburn*

The City lists delegations as separate documents on its website. This allows focus on an individual delegations but may mean they are considered in isolation.



It may help to group them into one document, but with headings by enabling legislation to ensure that the subtle differences in enabling legislation are accounted for and dealt with.

For example, a comprehensive list could be:

#### Overall matters

- The difference between a delegation, 'acting through' another person and an 'authorised person'
- The Interpretation Act 1984 – principles of delegation
- How the document is structured and what templates headings might mean
- Exercising delegated powers, record keeping requirements

#### Delegations made under the Local Government Act 1995

- Overall requirements of the Act
- Delegations from Council to committees
- Delegation to audit and risk committee
- Delegations from Council to the CEO
- Delegation of powers conferred directly by the Act on the CEO to employees:
  - Determine if an Emergency for Emergency Powers of Entry
  - Determine and Manage Conditions on Approvals to Obstruct a Public Thoroughfare
  - Determine and Manage Conditions on Permission for Dangerous Excavations on or on land adjoining Public Thoroughfares
  - Appoint persons (other than employees) to open tenders
  - Electoral Enrolment Eligibility Claims and Electoral Roll
  - Destruction of Electoral Papers
  - Information to be Available to the Public
  - Financial Management Systems and Procedures
  - Audit – CEO review of systems and procedures
  - Infringement Notices – Authority to Review, Amend and Withdraw
- Local Laws
  - Administer local laws
    - Council to CEO – all local laws
    - Delegation by CEO to other employees – Dogs Local Law
    - Delegation by CEO to other employees – Fencing Local Law
    - Delegation by CEO to other employees – Health Local Law
    - Delegation by CEO to other employees – Local Government Property Local Law
    - Etc

#### Delegations made under the Building Act 2011

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- 
- Overall requirements of the Act
  - Grant or refuse a Building Permit
  - Demolition permits
  - Occupancy Permits or Building Approval Certificates
  - Building Orders
  - Inspection and Copies of Building Records
  - Referrals and Issuing Certificates
  - Private Pool Barrier – Alternative and Performance Solutions
  - Smoke Alarms – Alternative Solutions
  - Designate employees as Authorised Persons

Delegations made under the Fines, Penalties, and Infringement Notices Enforcement Act 1984

- Overall requirements of the Act
- Designation of Prosecution Officers

Delegations made under the Strata Titles Act 1985

- Overall requirements of the Act
- Granting of a Certificate – Form 26

Delegations made under the Bush Fires Act 1954

- Overall requirements of the Act
- Bush Fires Act 1954 – powers and duties

Delegations made under the Cat Act 2011

- Overall requirements of the Act
- Cat Registrations
- Cat control notices
- Approval to breed cats
- Recovery of Costs – Destruction of Cats
- Applications to keep additional cats
- Reduce or Waive Cat Registration Fee
- Appointment of authorised persons
- Delegations direct from CEO to other employees under the Cat Act
- Infringement Notices – Extensions and Withdrawals

Delegations made under the Dog Act 1974

- Overall requirements of the Act
- Part payment of sterilisation costs / directions to veterinary surgeons
- Refuse or cancel registration of a dog
- Kennel establishments
- Recovery of moneys due under the Dog Act





- 
- Dispose of or sell dogs liable to be destroyed
  - Declare dangerous dog
  - Dangerous dog declared or seized – deal with objections and determine when to revoke
  - Deal with objection to notice to revoke dangerous dog declaration or destruction notice
  - Determine recoverable expenses for dangerous dog declaration

Delegations made under the Tobacco Products Control Act 2006

- Overall requirements of the Act

Delegations made under the Food Act 2008

- Determine Compensation
- Prohibition Orders
- Food Business Registrations
- Debt Recovery and Prosecutions
- Abattoir Inspections and Fees
- Food Businesses List – Public Access
- Appoint Authorised Officers and Designated Officers

Delegations made under the Graffiti Vandalism Act 2016

- Overall requirements of the Act
- Give Notice Requiring Obliteration of Graffiti
- Notices – Deal with Objections and Give Effect to Notices
- Obliterate Graffiti on Private Property
- Powers of Entry

Delegations made under the Public Health Act 2015

- Overall requirements of the Act
- Enforcement Agency Reports to the Chief Health Officer
- Determine Compensation for Seized Items
- Commence Proceedings
- Appoint Authorised Officer or Approved Officer (Asbestos Regulations)

Delegations made under the Health (Miscellaneous Provisions) Act 1911

- Overall requirements of the Act
- Discharge of powers and duties under the Act

Delegations made under the Caravan Parks and Camping Grounds Act 1995

- Overall requirements of the Act
- Issuing infringement notices

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Delegations made under the Liquor Control Act 2016

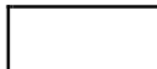
- Overall requirements of the Act
- Issue of certificates under sections 39 and 40, of the Liquor Control Act 1988

Delegations made under the Planning and Development Act 2005

- Overall requirements of the Act
- Delegations from Council to a committee
- Delegations by Council to the CEO
- Determination of Various Applications for Development Approval under the City's Local Planning Scheme
- Deal with illegal development under s214 of the Act
- Appoint authorised and designated persons under the Planning and Development Act 2005 and Local Planning Scheme No 2

*Structure of individual delegations of power*

Each delegation made by the council of the City of Cockburn contains a series of standard headings, for example:



DA	ACQUISITION AND DISPOSAL OF PROPERTY (LAND)	
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<b>DIVISION:</b>	Office of the Chief Executive Officer	
<b>BUSINESS UNIT:</b>	N/A	
<b>SERVICE UNIT:</b>	N/A	
<b>RESPONSIBLE OFFICER:</b>	Chief Executive Officer	
<b>FILE NO.:</b>	086/003	
<b>DATE FIRST ADOPTED:</b>	1997	
<b>DATE LAST REVIEWED:</b>	10 December 2020	
<b>ATTACHMENTS:</b>	N/A	
<b>VERSION NO.</b>	9	

<b>Dates of Amendments / Reviews:</b>		
DAP Meeting:	24 May 2012 23 May 2013 22 May 2014 2 June 2015 26 May 2016	18 May 2017 24 May 2018 23 May 2019 26 November 2020
OCM:	9 June 2011 14 June 2012 13 June 2013 12 June 2014 11 June 2015	9 June 2016 8 June 2017 14 June 2018 13 June 2019

**FUNCTION DELEGATED:**  
~~The authority to acquire and dispose of property.~~

**CONDITIONS/GUIDELINES:**

- (1) Value of transaction not to exceed \$750,000, in total.
- (2) Elected Members to be provided with notification in advance of the proposal and be able to request that it be determined by decision of Council.
- (3) All transactions utilising this delegation are to be recorded in the City's Record Keeping system (ECM) by the delegated officer or by another officer directed by the delegated officer.

**AUTONOMY OF DISCRETION:**  
 As provided under legislative requirements as above conditions.

**LEGISLATIVE REQUIREMENTS/COUNCIL POLICY:**  
 Local Government Act, 1995, Sec. 5.43 (d) refers.

**DELEGATE:**  
 Chief Executive Officer

**SUB-DELEGATE/S:**  
 Nil.

Recommendations about individual policies are made in **Appendix 2**, but in terms of the above template it may assist to either consolidate delegations into a single

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document, listed by the enabling legislation, or to develop an overarching document that points out the differences between a delegation of power, an authorisation and the subtle differences between the various Acts where delegations are permitted.

Note that the CEO may further delegate any delegations given to him/her by the council under s5.44 of the Local Government Act to other employees. There is no ability of council to direct the CEO to do this, nor for it to review or amend who he/she might sub-delegate this to. The City though includes a heading on its register recording where the CEO might have sub-delegated this to an employee, which could contribute to any confusion.

As such it may further assist to either:

1. Keep a separate register of persons to whom the CEO has sub-delegated a power; or
2. Add clarification to the template above to the effect that this item is not reviewed by council.

Finally, consider:

1. As all delegations under the Local Government Act by council must be to the CEO, delete 'Delegate';
2. Change 'Sub-delegate/s' to 'Delegation from the CEO to other employees';
3. Add any additional limitations or conditions that the CEO might place on the employee to who the power is sub-delegated (and which must also comply with any conditions imposed by council);
4. Change 'Function delegated' to 'Power delegated';
5. Change 'Autonomy of discretion' to 'Conditions of delegation';
6. Place administrative information such as the date reviewed, file numbers etc at the end of the delegation rather than the beginning;
7. Remove information that is no longer applicable – eg, delegations under the Local Government Act require an annual review. All that is necessary is to list the date when a delegation was last reviewed. If in the unlikely event it is necessary to track when a change may have been made then this can be done by going back through meeting minutes;
8. If any delegations could/should be made to committees under the Local Government Act 1995; and
9. Add any links or notes that might relate to the power delegated not covered above, such as policies, local laws or administrative procedures that might apply.

### Review of the City's policies

#### *Specific matters relating to policies identified by the Authorised Inquiry*

Policies are directly mentioned only on p12 of the Authorised Inquiry in the context of communications by elected members, in particular email and social media:

*69. Authorised Persons note that the City's elected members are also required to abide by the Elected Members Communication Policy, which outlines principles by which elected members should communicate with the administration and community. Although this policy mentions the use of email and social media, it does not include any reference to the expectations and requirements of their use by elected members.*

*70. It is the view of the Authorised Persons that the City's policy should be strengthened to better articulate best practice requirements for elected members using email and social media, with an added emphasis on the appropriate use of technology for communicating with members of the wider community. The City may also wish to consider the development of a new social media policy.*

At its meeting held on 11 March 2021, Council resolved to

*(1) ADOPT the Model Code of Conduct, as shown in Attachment 1, to apply to all Elected Members, Committee Members and candidates for election as an Elected Member (as applicable);*

...

(Item 13.1 refers)

The model code deals with behaviour in a comprehensive manner and sets out requirements in relation to the behaviour of council members, committee members and candidates seeking election to council.

In particular it provides that a council member, committee member or candidate:

- (a) must ensure that their use of social media and other forms of communication complies with this code; and
- (b) must only publish material that is factually correct.

This matter therefore appears to have been dealt with by the City.

#### *Purpose of policies made under Local Government Act 1995*

In most instances, policies are made to guide decision making. This can be in relation to long term matters and strategic objectives, issues that have been

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contentious, or simply a day to day or routine issue where it is efficient to have a consistent outcome.

They also serve as a store of the institutional memory of the City – why things are done and the way we do them.

There are some cases where a local government is required to have a policy, such as:

- A procurement policy under regulation 11A of the *Local Government (Functions and General) Regulations 1996*; and
- A gratuities policy under s5.50 of the Act and regulation 19A of the *Local Government (Administration) Regulations 1996* which sets out payments to employees in addition to a contract or award.

Other positions or statements that matters that local governments often make via a policy include an information statement under the Freedom of Information Act 1992, a code of conduct for council members, committee members and employees under s5.103 of the Act, safety goals under occupational health and safety legislation, and others.

#### *Types of policy*

There are three broad types of policy:

#### Council policies

These are policies made by a decision of the Council itself under s2.7 of the Local Government Act 1995 (the Act). They fall into a number of subsets:

- Those required by legislation to be made by Council;
- Those made by Council to provide direction to the CEO (staff and authorized persons) when:
  - Implementing a Council decision;
  - Acting under delegated authority (but which might be better housed in the City's register of delegations of authority made under s5.46 of the Act); and/or
  - Setting out possible conditions that could be attached to a permit or authorization (or a refusal to issue one).
- Those that establish a position on a matter or topic to guide or assist future decision making by Council.

The 'Council' means the body of elected members. It is a part of, but is not the local government.

A local government is made up of the elected council (councillors and the mayor), the CEO and employees, authorised persons, and the community of the district.



The role of the council includes making policies under s2.7(2)(b) of the *Local Government Act 1995*:

2.7. *Role of council*

- (1) *The council —*
- (a) *governs the local government's affairs; and*
  - (b) *is responsible for the performance of the local government's functions.*
- (2) *Without limiting subsection (1), the council is to —*
- (a) *oversee the allocation of the local government's finances and resources; and*
  - (b) *determine the local government's policies.*

There are no precise definitions as to what constitutes a 'policy' and it varies by local government. Similarly, there is no hard and fast rule as to what ought to be a council policy and what is an administration policy but as a guide:

- Council decides what is to be done; and
- The Chief Executive Officer (CEO) implements the decision.

As noted earlier in this report it is also possible for a council to delegate authority to make decisions to its CEO. In doing so, council can set conditions or limits on how the power is to be exercised, and often does so via a policy.

There are some decisions that can only be made by the council itself and which may be guided by a policy statement. The policy is not binding but serves to provide guidance and consistency on issues.

Administration policies

Under s5.41 of the Act the functions of the CEO include:

- (d) *manage the day to day operations of the local government;*
- ...
- (g) *be responsible for the employment, management supervision, direction and dismissal of other employees*
- (h) *ensure that records and documents of the local government are properly kept for the purposes of this Act and any other written law; and*
- (i) *perform any other function specified or delegated by the local government or imposed under this Act or any other written law as a function to be performed by the CEO.*

Administration policies are developed for operational purposes and have an internal focus. They are made by staff and approved by the CEO. These policies were not reviewed by this project.



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Planning policies

Planning policies are prepared in accordance with Clauses 3, 4 and 5 of Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015*.

These allow a local government to prepare local planning policies relating to planning or development in a Scheme area.

Local planning policies are required to be made available for public comment for a period of 21 days regardless of the extent of whether they are new or an amendment to an existing policy. Unlike policies made under the Local Government Act, policies made under this process have the force of law.

When developing a planning policy reference must be made to the City's Local Planning Scheme and the Regulations. There are 54 policies made by the City under the LPS.

Operating procedures

The City also uses operating procedures or guidelines may also be developed. An operating procedure might simply set out how a policy (council or administrative) might be implemented.

Operating procedures are made by staff and approved by the CEO.



## Appendix 1 - Summary of delegations and comments

Group	Subject/ title	Comments
Local Government Act 1995	Overall considerations	See recommendations in main body of report – if grouped by enabling Act, remove 'Local Government Act' from titles
	Acquisition and Disposal of Property (Land)	<p>Clarify application of delegation to specify if other property (eg plant and equipment etc) is also included.</p> <p>The title says '(Land)' so if it is only to apply to freehold property then amend references to 'property' in the policy to 'land'.</p> <p>Add requirement to conditions to ensure CEO complies with requirements of s3.58 of Local Government Act 1995 which sets out a prescribed process to be followed when disposing of property (which includes land amongst other things).</p> <p>Check overlap with:</p> <ul style="list-style-type: none"> <li>• Delegation regarding preparation of Business Plans for Disposal of Land;</li> <li>• Calling of tenders for prequalified panels etc which refers also to disposal of property,</li> </ul> <p>And possibly combine.</p>
	City of Cockburn (Local Government act) Local Laws – Applications to Keep More Than Two(2) Dogs at a Residential Property	Amend to refer to Dog Act 1976
	Community Funding For Sporting Clubs and Individuals	<p>Same as <i>Local Government Act, 1995 – Funding Assistance For Community Organisations And Individuals?</i></p> <p>If not, consider combining as a sponsorship policy</p>
	Debt Write off, Concession or Waiver	Consider combining with a general debt recovery/ write off delegation
	Funding Assistance – Community	Same as COMMUNITY FUNDING FOR SPORTING CLUBS AND INDIVIDUALS?

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Group	Subject/ title	Comments
	associations	Add hyperlink to policy mentioned in conditions
	Funding For Community organisations & Individuals (Grants, Donations & Sponsorships)	Add hyperlink to policy mentioned in conditions (albeit 'community funding for ...')
	Legal Representation – Elected Members & Employees	Dec 2020 version the most recent version.
	Local Government Act (Uniform Local Provisions) Regulations, 1996 – Obstruction of Streets	
	Local Government Act, 1995 – Calling of Tenders, Expressions of Interest or Panel of Pre-Qualified Suppliers	Add conditions that might be in City's Procurement Policy
	Local Government Act, 1995 – Contract Variations (Tender or Equivalent)	Consider amending to a % of contract value rather than an amount (currently \$750,000 in delegation) Add conditions that might be in City's procurement policy
	Local Government Act, 1995 – Dangerous Trees On Private Land	
	Local Government Act, 1995 – Funding Assistance For Community organisations and Individuals	Same as COMMUNITY FUNDING FOR SPORTING CLUBS AND INDIVIDUALS?
	Local Government Act, 1995 – Payments	

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Group	Subject/ title	Comments
	From Municipal and Trust Funds	
	Local Government Act, 1995 – Preparation of Business Plans For Disposal of Land	Consider combining this with the delegation relating to Acquisition and Disposal of Property (Land).
	Local Government Act, 1995 – Recovery of Rates and Service Charges – Leased Properties	Consider adding to a general delegation to take action for recovery and write off of debts owed to the City.
	Local Government Act, 1995 – Temporary Road Closures	
	Local Government Act, 1995 – advertising Proposed Differential Rates	
	Local Government Act, 1995 – Sand Drift	Amend to reflect power to issue a notice and then carry out notice provisions if owner/ occupier does not do so within period specified in the notice. Add a general power to recover costs to debt recovery delegation.
	Objections to The Rate Record & Rateable Status of Land	Clarify limit of amount that can be considered – per annum presumably?
	Procurement Selection & award	Cross check against Procurement Policy
	Requirement to Construct or Repair Crossing	Same as 'crossover' policy? If so combine and delete one or the other. If not, add reference or link to each other.
	Usage & Management of Community & Sporting Facilities	Combine with 'Renewal of Leases and Licenses for Council-City owned or Controlled Property' delegation.
'Pursuant to Council	Overall observations	Change to sort these delegations by enabling Act.

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Group	Subject/ title	Comments
policies'		This will also assist in dealing with the difference between a policy made under the LPS (which have legal effect) and others (which mostly do not).  Delegation might also be subject to consideration of requirements set out in a policy but not vice versa.
	Attendance At Conferences, Seminars, Events & Training	Clarify to explain what 'Council delegates' means.  Suggest amend title to 'Attendance at Conferences, Seminars, Events & Training by <b>Elected Members</b> ' if it applies only to Mayor and Councillors.
	Building Permits/ Strata Plans	Nil.
	City Of Cockburn - Local Law – Parking & Parking Facilities	Nil.
	Community Funding To Support Local Economic Development	Clarify what '1. Category A – Economic Development Grants' means or add link to it  Add link to policy
	Completion Of Firebreaks On Private Land	Appears to be appointment of an authorised person
	Employee Development	Not a delegation of power; add to management practice or operating procedures.
	Land Administration Act 1997 – Naming Of Streets & Public Open Space	Check if Land Administration Act allows delegation of power
	Location Of High Voltage Overhead Power Lines And Microwave Towers	A Planning Policy; add link to LPS
	Obtaining Legal Or Other Expert Advice & Legal Proceedings Between City Of Cockburn & Other Parties	Add cross reference to legal services (where elected member or employee involved) delegation of power; ensure no conflict between them.  Add cross reference to policy on same.

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Group	Subject/ title	Comments
	Payments To Employees In Addition To Contract Or Award	<p>This is a unique case whereby this is a policy required by s5.50 of the Local Government Act. It also has specific requirements in relation to advertising and amending it.</p> <p>Add conditions to the effect that:</p> <ul style="list-style-type: none"> <li>Neither the CEO or a sub-delegate can pay him/ herself a gratuity;</li> <li>Any payment above Award entitlements or as provided in the CEO's contract must be decided by the Council itself.</li> </ul> <p>Add link to Policy.</p>
	Renewal Of Leases And Licenses For Council Owned Or Controlled Property	<p>See overall comments regarding differentiating between 'council' and 'City'; amend title to 'City'.</p> <p>Reverse focus of the delegation of power so that CEO (or sub-delegate) must consider conditions in Policy not vice versa.</p> <p>Consider combining with other 'disposal of property' delegations.</p> <p>May also need to consider any applicable Management Order and conditions regarding leasing of Crown Reserves.</p> <p>Link to policy re same.</p>
	Sponsorship And Naming Rights On City Controlled Land And/ Or Buildings	Note use of 'City' controlled land etc.
	Structure Plans, Rezoning Applications And Metropolitan Region Scheme Amendments	<p>Policy made under the City's LPS.</p> <p>Clarify if it is a delegation of power or not – policy provides for there to be a 'nil' delegate; so why is it listed as a delegation of power?</p> <p>Check if Planning Regs allow delegation direct to an employee other than the CEO.</p>
'Extraneous to LG Act'	Overall	See notes in covering report recommending grouping by enabling legislation.
	Food Act 2008 – Appointment Of Authorised Persons & Designated Officers	Retain as the Food Act is not listed in the legislation that a CEO may appoint authorised persons under s9.10 of the <i>Local Government Act 1995</i>

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Group	Subject/ title	Comments
	Building Act 2011 – Appoint Authorised Persons	Retain as the Building Act is not listed in the legislation that a CEO may appoint authorised persons under s9.10 of the <i>Local Government Act 1995</i>
	Building Act 2011 - Approve Or Refuse A Demolition Permit	Nil.
	Building Act 2011 - Approve Or Refuse An Extension Of Time For An Occupancy Permit And Building Approval Certificate	Nil.
	Building Act 2011 - Approve Or Refuse An Extension Of Time For Building And Demolition Permits	Nil.
	Building Act 2011 - Approve Or Refuse Building Permit	Nil.
	Building Act 2011 - Issue An Occupancy Permit Or Building Approval Certificate	Nil.
	Building Act 2011 – Legal Proceedings	Add clarification about link to Legal Representation policy
	Building Act 2011 - Make An Order For Building Or Demolition Work	Combine with delegation re revocation of an Order
	Building Act 2011 - Revoke Order For Building Or Demolition Work	Combine with delegation re making an Order
	Bush Fires Act 1954 – Abatement Of A Fire Danger	Nil.

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Group	Subject/ title	Comments
	Bush Fires Act 1954 – Legal Proceedings	Add clarification about link to Legal Representation policy
	Bush Fires Act, 1954 – Powers And Duties	Expand title to reflect content of delegation
	Bush Fires Act 1954 –Prohibited And Restricted Burning Period	One of the few occasions where a delegation can be to a Mayor.
	Cat Act 2011 - Administration And Enforcement	Review to determine if part re appointing authorised persons still required, s9.10(1) (c) of the <i>Local Government Act 1995</i> now allows CEO to appoint authorised persons under the Cat Act.
	City Of Cockburn – Town Planning Scheme No.3 - Development Contributions	Check if this a delegation or a policy made under LPS (and which has force of law)
	Dog Act 1976 – Administration And Enforcement	Review to determine if part re appointing authorised persons still required, s9.10(1)(f) of the <i>Local Government Act 1995</i> now allows CEO to appoint authorised persons under the Dog Act.
	Food Act 2008 – Prohibition Orders	Nil.
	Food Act 2008 – Prosecutions	Nil.
	Food Act 2008 – Registration Of Food Business	Nil.
	Graffiti Vandalism Act 2016- Administration & Enforcement	Nil. Request addition to list of Acts under s9.10
	Public Health Act 2016- Appointment Of Authorised Officers	Nil. Request addition to list of Acts under s9.10
	Town Planning Scheme No. 3 – Development Control	Check if this a delegation or a policy made under LPS (and which has force of law)

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## Appendix 2 – Summary of policies and comments

(Policies as of 2 August 2021).

Policy	Comment
All	<p>It may assist to develop an overarching document which explains the difference between the different types of policy that may exist, how they are reviewed and by whom.</p> <p>Change 'council' to 'City' unless policy applies to the council itself (may also need some explanation about the difference between a policy made/ set by council or one by CEO).</p> <p>Note that 'admin' information is placed in a table at the end of policy docs (recommended for delegations of power)</p> <p>Add any links to delegations if applicable (or add field in 'admin' information that there are none) and vice versa in policies.</p> <p>Unless a noun, remove 'City of Cockburn...' from titles, eg: <del>City of Cockburn</del> Artwork Collection</p>
Access and Equity	Nil.
Access Street - Road Reserve & Pavement Standards - LPP5.15	Nil.
Acknowledgement of Traditional Custodians	Add link to Reconciliation Action Plan
Alfresco Dining - LPP3.5	Nil.
Appointment of Acting Chief Executive Officer	<p>Review to ensure complies with recent changes to Regulations.</p> <p>Unclear what '<i>Council will endorse the position of Acting CEO</i>' means in clause 1.</p>
Approval to Participate in Representative Delegations	Nil, although consider clarifying ' <i>This Policy is not to be used for purposes associated with administering Policy 'Attendance at Conferences, Seminars and Training'</i> ' at next review - not entirely clear what it means.
Asset Management	Link to AM requirements in financial

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Policy	Comment
	statements
Attendance at Conferences, Seminars, Events & Training	<p>Might help to add reference or link to relevant clause of 'the Act' on p1.</p> <p>Apply to elected members and CEO; suggested other staff be subject to 'admin' policy.</p> <p>What about elected members who pay for their own training?</p> <p>Check to ensure '<i>an annual allocation for the purpose of attending conferences, seminars and training relevant to their role as an Elected Member</i>' is in accordance with Act and Regulations.</p> <p>Separate into 2 documents:</p> <ul style="list-style-type: none"> <li>• Training; and</li> <li>• Attendance at conferences, seminars and other events by elected members and the CEO.</li> </ul>
Awarding 'Honorary Freeman of the City of Cockburn'	Remove 'of Cockburn' from title.
Building Envelopes - LPP2.5	Nil.
Child Care Premises - LPP3.1	Nil.
City of Cockburn Artwork Collection	Remove 'City of Cockburn' from title.
City of Cockburn Branding & Logos	Leave 'City of Cockburn' in on this occasion as the subject is the City's branding.
City of Cockburn Use of Closed Circuit Television (CCTV) System.	Remove 'City of Cockburn' from title.
Civic Hospitality & Gifts	Cannot delegate any power to Mayor. Consider changing to 'as determined by the Chief Executive Officer in consultation with the Mayor'
Cockburn Central North (Muriel Court) Structure Plan - Design Guidelines - LPP4.2	Nil.
Cockburn Coast Percent for Art - LPP5.14	Consider combining all 'percent for art policies into one document.
Percent for Art - LPP5.13	Consider combining all 'percent for art' policies into one document
Cockburn Central Percent For Art - LPP5.17	Consider combining all 'percent for art policies into one document.
Cockburn Coast Design Guidelines for	Nil.

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Policy	Comment
Robb Jetty & Emplacement Precincts - LPP4.6	
Commercial Leasing and other Dispositions of City of Cockburn Owned or Controlled Property	Clarify title – does this policy only applies to property leased to commercial entities?  Consider combining with others that relate to lease or hire (disposal) of City property.
Community Engagement	What is 'IAP2' in text of policy?
Community Funding for Community Organisations & Individuals (Grants, Donations & Sponsorships)	The City has three seemingly related policies: <ul style="list-style-type: none"> <li>Community Funding for Community Organisations &amp; Individuals (Grants, Donations &amp; Sponsorships)</li> <li>Community Funding for Sporting Clubs &amp; Individuals</li> <li>Community Funding to support local Economic Development (Grants)</li> </ul> It is not entirely clear what the difference is between them; Consider combining.
Community Funding for Sporting Clubs & Individuals	See comments above - same as sponsorship policy?
Community Funding to support local Economic Development (Grants)	Also listed as a delegation of power; add link.  Add link to 'Community Funding Guidelines for Economic Development' listed in para 3.  Change reference from 'council' to 'Subject to overall budgetary considerations, the City...' in para 1.  Add hyperlink to Strategic Community Plan 2020-2030 in para 2.
Community Gardens	Nil.
Completion of Firebreaks on Private Property	Add link to delegations register.
Compliments, Feedback & Complaints	Nil.
Control Measures for Protecting Water Resources in Receiving Environments - LPP5.3	Nil.
Coogee Residential Height	Nil.

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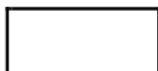


Policy	Comment
Requirements - LPP1.7	
Corporate Strategic Planning & Budget	Nil
Council Administration Building Access	Change to 'City'
Council Meetings	Delete section of policy that relates to voting at meetings as is covered by the Act – if an elected member is in the chamber, they must vote.  Cross check against Meeting Procedures local law
Crossovers	Add link to delegation of Power (Repair or install crossover).  Add 'Appendix 2' as mentioned in Policy (and Appendix if it exists).
Design Review Panel - LPP5.16	Nil.
Discretion to Modify Development Standards - Non-Residential Development - LPP3.10	Nil.
Domestic Satellite Dishes - LPP1.9	Nil.
Dust Management for Development sites	Engineering, Building or Planning responsibility?  Add hyperlink to City Policy SDP7 – Prevention of Sand Drift from Subdivision and Development Sites
Educational Establishments - LPP3.2	Nil.
Elected Member Communication	Nil but consider new policy that combines support to elected members, expenses, allowances and reimbursements.  Check title – 'Elected Member' or Elected Members'. Can give different meanings (tools for use by EMs or actions by EMs?)
Elected Members Appointment - Standing Committees, Reference Groups, Boards & External Organisations	Not sure of relevance of link to Strategic Community Plan; delete if no relevance or amend to clarify.
Elected Members Entitlements - Allowances & Reimbursements	Consider a combined 'support to elected members' policy.  Should claims by EMs be subject to review by a 'House' committee? Current policy sets up EMs and staff for potential conflict; what if CEO (employee) denies claim and EM is aggrieved?
Elections - Caretaker Period	Nil.

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Policy	Comment
Environmental Conservation	Some overlap with LPS – does LPS prevail? If so, clarify policy.
Establishing Markets on Land Owned or Controlled by the City of Cockburn	Consider combining into policy about disposal of City property.
Execution of Documents	Nil.
Executive and Senior Leadership Team Remuneration and Performance Management	Link to s5.37 ('senior employees')? Or separate at CoC (eg some 'senior employees' under policy might not be designated under s5.37).
Filling of Land - LPP5.11	Nil.
Flagpoles & Camera Poles - LPP1.8	Nil.
Flying of Flags & Bereavement Recognition	Nil, but check if delegation to Mayor – if of concern change to 'CEO in consultation with the Mayor'.
Food Act 2008 - Fee Exemption	Nil.
Formal Introduction and Review of Council Delegated Authorities and Policies	Note correct use of 'council' in this document – refers to the council itself.
Fraud and Misconduct Control and Resilience	Add links to relevant documents; consider combining with risk management policy.
Geographical Naming	Nil.
Graffiti Management and Response	Nil.
Health Studios - LPP3.3	Nil.
Heritage Conservation Design Guidelines - LPP4.4	Nil.
Incoming Sponsorship	Not clear what 'incoming sponsorship' means until policy is read.  Amend to 'Sponsorship of City Events by External Parties'?
Incorporating Natural Areas in Public Open Space and/or Drainage Areas - LPP5.2	Nil.
Industrial Subdivision - LPP3.8	Nil.
Industrial Development - LPP3.9	Nil.
Installation of Private Memorial Plaques in Public Open Space	Nil.
Installation of Recreational Equipment on Public Open Space	Change 'council' to 'the City' unless decisions to be made by council.



Policy	Comment
Investment of Funds	Nil.
Kerbside House Numbering	Is 'kerbside' needed? Simply 'house numbering'.  Change 'council' to City; add link to item 2 of Schedule 3.1 of Local Government Act (notices requiring certain things to be done like house numbering)
Landowner Biodiversity Conservation Grant Program	Nil.
Live streaming at (of?) council meetings	Nil, although consider combining all council meeting related policies (seating, PQT, recording, etc) into one
Leasing of City of Cockburn Property for Community and/or Recreational Purposes (including Non-for-Profit)	Consider combining with others that relate to lease or hire (disposal) of City property to ensure compliance with s3.58 LG Act.  Link to delegation of power re same.
Legal Representation & Costs Indemnification - Elected Members & Employees	Recently reviewed by City.
Library Services	Nil.
Licensed Premises (Liquor) - LPP3.6	Nil.
Local Area Traffic Management Investigation	Nil.
Local Development Plans - LPP5.5	Nil.
Location of High Voltage Overhead Power Lines & Microwave towers - LPP5.4	Nil.
Lodging Houses - LPP1.6	Nil.
Naval Base Holiday Park Heritage Area - LPP4.5	Nil.
Maintenance of Public Open Space and Road Reservations following Residential Subdivision - Policy	Delete reference to 'policy' in title.  Change 'council' to the City in Policy.
Newmarket Precinct Design Guidelines - LPP4.3	Nil.
Noise Attenuation - LPP1.12	Nil.
Non-Residential Uses in Residential Zones - LPP1.17	Nil.
Obtaining Legal & Other Expert Advice & Legal Proceedings Between City of Cockburn & Other Parties	Recently reviewed; add link to delegation of power.
Outbuildings - LPP2.4	Nil.



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Policy	Comment
Payments to Employees in Addition to Contract or Award	Review 'The City of Cockburn will recognise long periods of service by its employees <u>in a manner approved by the Chief Executive Officer from time to time</u> , subject to funding being available within the relevant area of the budget.' to ensure this complies with s5.50(1) of the LG Act; may also be a delegation of power.
Pedestrian Accessway Closures	Nil.
Phoenix Activity Centre Design Guidelines - LPP4.7	Nil.
Phoenix Business Park Design Guidelines - LPP4.1	Nil.
Procurement Policy	Add hyperlink to 'City's Procurement Framework Policy'  Not clear what the difference is on face value (suspect one is policy as required by LG Act, the other is internal procedures within CoC).
Prohibition of Exotic Animals in Circuses	Is '(3) The Chief Executive Officer is authorised to make decisions on Circuses Applications' a delegation of power? If so, add to policy re hire of facilities.  Consider combining provisions of this policy to one regarding hire and use of City facilities.
Promotion of a Smoke Free Environment	Nil but may not be required due to State Regulations.
Promotional & Advertising Sign(s) Within Road Reserve	Add hyperlink to signs in road reserves/thoroughfares local law.
Public Internet Use & Wireless Access	Nil.
Public Open Space - LPP5.1	Nil.
Recognition of Elected Members on Cessation of Service	Nil.
Records Management	Council or administrative policy? Act puts obligation on CEO but could amend to spell out that it applies to elected members as well.



Policy	Comment
Related Party Disclosures	Amend 'council property' etc to 'City owned'.
Renewable Energy Systems - LPP5.9	Nil.
Representation at City of Cockburn Related Forum	<p>Policy contains statement to the effect that:</p> <p><i>Elected Members wishing to initiate such meetings / visits shall send a request, in writing to the Chief Executive Officer for consideration. Where the request is supported all Elected Members shall be notified of the outcome.</i></p> <p>Consider making it clear that EMs should be free to initiate whatever they see suitable providing they do not represent them as official CoC meetings.</p> <p>Link to provisions of Act, viz 'Mayor speaks on behalf of the local government'</p>
Residential Design Codes Alternative Deemed to Comply Provisions - LPP1.1	Nil.
Residential Design Guidelines - LPP1.2	Nil.
Residential Rezoning & Subdivision Adjoining Midge Infested Lakes & Wetlands - LPP1.11	Nil.
Retaining Walls - LPP5.12	Nil.
Risk Management	Nil.
Rural Subdivision LPP2.1	Nil.
Sea Containers - LPP5.8	Nil.
Service Stations - LPP3.4	Nil.
Signs & (and) Advertising - LPP3.7	Nil, but cross check against signs in thoroughfares etc LL and policy to ensure congruence.
Single House Standards for Medium Density Housing in the Development Zone - LPP1.16	Nil.
Sister City Relationships and Engagement	Nil.
Special Purpose Dwelling(s) - LPP1.3	Nil.
Sponsorship and Naming Rights on City Controlled Land and/or Buildings	Nil.
Sports Hall of Fame	Nil.
Street and Public Open Space Lighting	Change 'Council' to 'the City' in opening

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Policy	Comment
	paragraph.
Street & (and) Reserve Tree Management	Nil, although consider if use of '&' is appropriate (could affect searches).
Street Verge Improvements	Combine with (or add link to) City's 'Verge Guidelines' as provided for under 'policy purpose'.
Structure for Administering the City of Cockburn	Nil.
Structure Plans & Telecommunications Infrastructure - LPP5.19	Nil.
Subdivision & Development - Street Trees - LPP5.18	Nil.
Subdivision Around Thomsons Lake - LPP1.10	Nil.
Subdivision Construction Standards	Clarify application - Engineering or planning policy?
Subdivision in Jandakot & Treeby - LPP2.2	Nil.
Sustainability	Nil
The Keeping of Horses & Other Animals in the Resource Zone - LPP2.3	Nil. Check that 'other animals' does not include cats and dogs
Tourist Accommodation - LPP1.15	Nil.
Uniform Fencing - LPP5.7	Nil but check if City has a Fencing LL for overlap and/or repeal if not required.
Uninhabitable Premises	Nil.
Usage and Management of Community and Sporting Facilities	Nil but consider if delegation of power requirement to approve applications for use of City facilities.
Vehicle Access - LPP5.6	Nil.
Waste Management in Multiple Unit Developments - LPP1.14	Nil.
Wastewise Events	Nil.



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Item 12.1 Attachment 2

Title	<del>Kerbside</del> House Numberings
-------	--------------------------------------

**Policy Type**

Council

**Policy Purpose**

The purpose is to provide authority to approve / refuse applications to apply kerbside property numbering within the City.

**Policy Statement**

The ~~Council~~ City will approve applications from companies wishing to print house numbers of the kerb subject to the following conditions and specifications:

- (1) Resident approval is necessary and residents to be made aware and provided by the contractors with a copy of these conditions.
- (2) Kerb numbers not in accordance with this specification are in contravention of the local laws. Council may request the removal of the number by the residents or carry out removal at the resident's expense.
- (3) Council will not be held responsible for kerb numbers which contravene this specification that are applied by a person or an organisation with this approval.
- (4) Maintenance of kerb numbers shall be the responsibility of the resident.
- (5) The resident shall ensure the correct house number only is painted on the kerb. Lot numbers are not permitted.
- (6) Council does not take responsibility for numbers destroyed or lost through kerb maintenance, reconstruction or street sweeping.
- (7) The house numbers shall be located on the kerb at the midpoint of the verge.
- (8) Prime Numbers shall be 140mm high Series E numerals in accordance with AS1744-1975, or similar, except where an appropriate alternative numeral size can be used when kerb size and/or shape dictates, all to the satisfaction of the ~~Director Engineering and Works~~ Chief of Operations. Where suffixes are required, these shall be 2/3 of the size of the prime number.
- (9) Plate colours shall be retro-reflective in accordance with AS1743-1975. The standard colour shall be reflective yellow letters on a matt olive green background.
- (10) Numerals shall be located centrally within the green background with a 30mm border all around and 30mm spacing, except where kerb size and/or shape

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dictates differently, when borders / spacing shall be to the satisfaction of the  
~~Director Engineering and Works~~ Chief of Operations.

Strategic Link:	Community Safety and CCTV
Category	Transport Traffic & Parking
Lead Business Unit:	Civil Infrastructure
Public Consultation: (Yes or No)	No
Adoption Date: (Governance Purpose Only)	<del>9 September 2021</del>
Next Review Due: (Governance Purpose Only)	September 2023
ECM Doc Set ID: (Governance Purpose Only)	4132773



Title	Street and Public Open Space Lighting
-------	---------------------------------------

**Policy Type**

Council

**Policy Purpose**

The purpose of this policy is to limit the range of decorative lighting being erected in the City's street environment to those approved by Western Power and subsequently wholly maintained by them.

The policy also provides for alternative decorative lighting to be established in public areas other than on streets; however, stipulates lighting standards and maintenance requirements prior to handover to **the City**.

**Policy Statement**

New residential subdivisions are being developed by a number of different land developers, and this has led to a variety of different street and public area lighting standards being adopted and erected. Whilst this infrastructure affords the City the opportunity to provide something unique in each new development area, lighting has significant long term implications in respect to maintenance, repair and replacement costs which must be considered.

**(1) Street Lighting**

1. The City of Cockburn will not support the installation of street lighting standards which are not approved by Western Power and therefore will not be maintained by them.
2. The subdivider shall only choose street lighting from the standard or decorative range approved by Western Power. Light pole types, colours and light fixtures are to be similar and consistent with the adjoining development.
3. Alternatively, the developer may request that Western Power incorporate the proposed lighting style within its decorative range; however, approval will not be given for the installation until the City has been formally advised of Western Powers agreement.
4. All street lighting including suitable illumination of traffic management treatments is to be provided in accordance with Western Power specification for illumination levels, materials and installation, and shall be designed in accordance with the latest edition of Australian Standard AS1158.
5. The developer shall liaise with Western Power to use the most energy efficient lights available so as to reduce carbon emissions and mitigate the impacts of climate change.

[1]

## Item 12.1 Attachment 3

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6. Illumination is not to spill beyond the front building line of the adjacent properties unless required for security purposes. Additionally, the developer shall select lights that reduce the light spill into surrounding natural areas to reduce the impact on native fauna.
7. Where practical the City will partner with organisations and government agencies to trial new lighting technologies that minimise energy use and reduce light spill

(2) Public Area Lighting

1. Applications for installation of unique Public area Lighting which differs from the Western Power decorative range will be considered on a case by case basis and approved by the **Chief of Operations**.
2. Each application should be accompanied by complete standards and specifications of the lighting design and styles proposed and a recommended maintenance schedule for the ongoing care and upkeep of the infrastructure.
3. The application will also include a statement by the lighting consultant outlining the intended application for the lighting proposed and a signed certification that the lighting is designed and installed in accordance with the relevant Australian Standard.
4. The developer will be responsible for all costs associated with the commissioning of the public area lighting and for the ongoing maintenance of the lighting for a 2 year period after commissioning. At the expiration of the 2 year period representatives of the developer, consultant and the City shall meet to inspect the lighting to satisfy them that the network is in good working order.
5. Where Public Area Lighting is not consistent with the decorative range approved by Western Power, the City shall be entitled to an additional 10% (minimum) of the total number of light poles, fittings, luminaries or any other fixture established as part of the network to be used as spares to ensure the ongoing operation of the lighting system.

[2]



## Item 12.1 Attachment 4

DAP 25/11/2021

Title	Community Engagement
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**Policy Type**

Council

**Policy Purpose**

To guide the City in its approach to seeking input from stakeholders on decisions which impact on them. This policy applies to all employees and consultants engaged by the City.

Community engagement is a planned process with the specific purpose of working across organisations, stakeholders and communities to help the City shape decisions or actions related to a problem, opportunity or outcome. (Based on [International Association of Public Participation \(IAP2\)](#) definition).

**Policy Statement**

The City is committed to seeking input from stakeholders on decisions which impact on them. Council is the ultimate decision-maker but values the insight provided by stakeholders. The purpose is to help make better decisions which reflect the interests and concerns of potentially affected people and organisations.

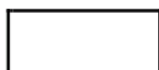
(1) Core Values – The City has followed the IAP2 Core Values including:

1. Public participation is based on the belief that those who are affected by a decision have a right to be involved in the decision-making process.
2. Public participation includes the promise that the public's contribution will be considered in making the decision.
3. Public participation promotes sustainable decisions by recognising and communicating the needs and interests of all participants, including decision makers.
4. Public participation seeks out and facilitates the involvement of those potentially affected by or interested in a decision.
5. Public participation seeks input from participants in designing how they participate.
6. Public participation provides participants with the information they need to participate in a meaningful way.
7. Public participation communicates to participants how their input affected the decision.

(2) Diversity Commitment

1. The City makes a commitment to provide equity in opportunities for people with diverse range of needs and views to participate fully in engagement activities.
2. As a statement of commitment, the City acknowledges the Nyungar people as the Traditional Custodians of this land. We commit to engaging with the

[1]



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Item 12.1 Attachment 4

Title	Community Engagement
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Aboriginal and Torres Strait Islander community and the Aboriginal Reference Group.

(3) Community Engagement Framework

The implementation of this policy will be guided by the Community Engagement Framework

Strategic Link:	City of Cockburn's Strategic Community Plan Community Engagement Framework Cockburn Community Development Strategic Plan Communications Strategy and Action Plan Disability Access and Inclusion Plan Reconciliation Action Plan
Category	Community Support
Lead Business Unit:	Community Development & Services
Public Consultation: (Yes or No)	Yes
Adoption Date: (Governance Purpose Only)	<del>14 March 2019</del>
Next Review Due: (Governance Purpose Only)	March 2021
ECM Doc Set ID: (Governance Purpose Only)	4133906

[2]

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## Item 12.1 Attachment 5

DAP 25/11/2021

Title

~~Incoming Sponsorships~~ Sponsorship of City Events**Policy Type**

Council

**Policy Purpose**

The City delivers an extensive annual events program mainly funded from the Municipal Budget. The City may seek external sponsorship to help off-set the cost of these community events.

This policy applies to all City of Cockburn employees in all business units and external service areas. The policy applies to cash and in-kind sponsorship.

The purpose of the Incoming Sponsorships policy is to:

1. Outline the objectives for seeking and accepting sponsorship.
2. Define the processes for approaching, negotiating and entering in to sponsorship agreements.
3. Maintain some consistency across sponsorships undertaken by different business units.
4. Clarify the accountability and responsibility pertaining to each sponsorship agreement.
5. Protect the City's brand and reputation through choice of sponsor, transparency and fulfillment of the sponsorship.

**Policy Statement**

The objective of procuring sponsorships for the City is to acquire funds or materials required outside of core operational budgets to enable the development of additional functions and enhancement of existing services and activities, which will benefit the Cockburn community.

Sponsorship agreements shall not impose or imply conditions which would limit, or appear to limit, the ability of the City of Cockburn to carry out its functions or restrict the City's ability to ensure that services, events and programs are accessible to all.

The City must consider when seeking sponsorship from any organisation, whether it is competing for funds with not-for-profit groups or charities. If it does, the officer requesting sponsorship must justify why it should, how it will benefit the community and why funds are not otherwise available. This does not apply when the sponsorship is sought for a benevolent purpose.

- (1) Officers must discuss potential sponsorships with the Marketing and Communications Coordinator or Manager, Corporate Communications prior to approaching a potential sponsor. This is to:

1. Ensure consistency with the Policy and procedures.

[1]



DAP 25/11/2021

Item 12.1 Attachment 5

Title

~~Incoming Sponsorships~~ Sponsorship of City Events

2. Ensure the suitability of the proposed sponsor (see 'Inappropriate Sponsors' below).
  3. Avoid multiple approaches by various City business units to one organisation
  4. Enable appropriate acknowledgement of sponsors by the Elected Members and in Council marketing activities.
  5. Ensure alignment with the City of Cockburn's values.
  6. Establish clearly defined objectives to enable the City to evaluate the outcome and results.
  7. Check that the sponsor is not in any dispute with the City (e.g. legislative)
- (2) Inappropriate sponsors, as mentioned below, must not be engaged in order to protect the City of Cockburn and its community from unnecessary controversy and criticism. Sponsors regarded as inappropriate include:
1. Any company linked to gambling (except for Lottery West) or engaged in the manufacture, marketing or distribution of cigarettes, tobacco related products, junk food or alcohol.
  2. Those of a distinct political nature (organization or individual).
  3. Any company which contravenes, or is not aligned with, the City of Cockburn's policies or activities.
  4. Any company that does not reflect the City of Cockburn's values and does not meet community standards relating to-reasonable expectations, or could bring the reputation of the City into disrepute in any way.
  5. Any company whose products are in conflict with the aims or objectives of the City of Cockburn.
  6. Any company where residents could perceive a conflict of interest. Sponsorship from lobby groups will be at the sole discretion of Council.
- (3) The following points must be adhered to when considering or accepting sponsorship:
1. Funds must be used to enhance the event, service or project they were secured for.
  2. The officer securing sponsorship must ensure that the cost in time or resource to secure and administer a sponsorship must be no more than the sponsorship amount secured.
  3. Each sponsorship must be supported by a written agreement outlining the benefits and obligations pertaining to both parties, signed by authorised

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## Item 12.1 Attachment 5

DAP 25/11/2021

Title	<del>Incoming Sponsorships</del> <u>Sponsorship of City Events</u>
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representatives of the City of Cockburn. For in-kind donations with a value of less than \$250 (ex-GST), an email confirmation will suffice.

4. The duration of sponsorship agreements shall be fixed and not usually exceed a period of one year unless approved by the Manager, Corporate Communications.
5. The City will provide a level of recognition to a sponsor, which fairly reflects the contribution and optimises the benefit derived from the association with the City.
6. The provision of free space at shopping centers does not require an agreement.
7. Officers securing sponsorship must update the incoming sponsorship register for the organisation, detailing the sponsor name, event/function supported, date, officer responsible, the benefits secured (e.g. money, products supplies), confirmation that the sponsor has been contacted after the event, the outcome and benefits of the sponsorship provided to demonstrate that the City has fulfilled its obligations, if necessary. The officer responsible for securing the sponsorship is responsible for updating this register (Doc Set ID Incoming Sponsorship Register). There is no need to add State or Federal Government funding which is recorded elsewhere.
8. Officers involved with securing sponsorship must declare an interest if they, or a member of their family, has a personal, or other, association with the sponsor.
9. It excludes giveaways such as pens, which are provided under approved co-funded or partnership activities.

Strategic Link:	Communications Strategy & Action Plan
Category	Governance
Lead Business Unit:	Corporate Communications
Public Consultation: (Yes or No)	No
Adoption Date: (Governance Purpose Only)	<del>10 December 2020</del>
Next Review Due: (Governance Purpose Only)	December 2022
ECM Doc Set ID: (Governance Purpose Only)	4131713

[3]



DAP 25/11/2021

Item 12.1 Attachment 6

Title	Maintenance of Public Open Space <b>and</b> Road Reservations following Residential Subdivision
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### Policy Type

Council

### Policy Purpose

To ensure an acceptable level of appearance is sustained following the completion of the two year maintenance period, to public open spaces and road reservations in residential subdivisions.

### Policy Statement

- (1) **Council-The City** will maintain the public open space following a residential subdivision in accordance with the level of service frameworks outlined in the Public Open Space Strategy 2014-2024 (5 Year Review) for open space classification.
- (2) **Council-The City** will maintain the central median islands and roundabouts constructed for the transport requirements of a residential subdivision in accordance with the level of service frameworks outlined in the Public Open Space Strategy 2014-2024 (5 Year Review).
- (3) Landscaped and irrigated verges that have been installed by the developer adjacent to residential properties shall become the responsibility of the property owner following the completion of the two year maintenance period. A letter from the developer to the property owner will outline the process prior to handover and provide an opportunity for residents to modify the existing irrigation system for connection to their respective water source.
- (4) Street trees will continue to be maintained by the **City-Council**.

Strategic Link:	Public Open Space Strategy 2014-2024 (5 Year Review)
Category	Assets & Maintenance
Lead Business Unit:	Environment, Parks & Streetscapes
Public Consultation: (Yes or No)	No
Adoption Date: (Governance Purpose Only)	9-September-2024
Next Review Due: (Governance Purpose Only)	September 2023
ECM Doc Set ID: (Governance Purpose Only)	8738398

[1]

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## Item 12.1 Attachment 7

DAP 25/11/2021

Title

City of Cockburn Artwork Collection

**Policy Type**

Council

**Policy Purpose**

The purpose of this policy is to convey why the City of Cockburn collects and commissions artworks, when it purchases artwork and what criteria are used to purchase artwork.

This policy applies to all aspects of commissioning, purchasing and auditing of artworks for the City.

**Policy Statement**

The City of Cockburn will purchase artworks to build a collection that reflects the history, people, place and diverse cultural identity of Cockburn.

In commissioning artwork the City will be:

- Developing and enhancing a sense of place, pride and ownership of public spaces.
- Improving the quality, attractiveness, functionality and design of public spaces.
- Increasing public awareness in the value of art.
- Contributing towards the development of cultural tourism opportunities.
- Giving added meaning to Cockburn's unique environment, history and multicultural community.
- Improving legibility by introducing artworks that assist in making streets and buildings more identifiable

Funding and purchasing artworks:

- One percent of the construction costs of the city's capital works projects will be allocated to public art on that site. This applies to new buildings and additions to existing buildings over the value of \$1,000,000.
- An annual budget will be allocated to commission, install, insure and maintain artworks.
- Works will be of the highest affordable quality.
- Commissioned works will be undertaken by professional artists with relevant specialist skill levels.
- Works will primarily be purchased from the Cockburn community and cultural council art and craft exhibition and the city of Cockburn's show off art exhibition with the ability to purchase works from other exhibitions, artist studio visits within Cockburn and broader afield such as sculptures by the sea.

[1]





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Item 12.1 Attachment 7

Title	City of Cockburn Artwork Collection
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The City's art collection will include:

- Innovative contemporary art that reflects the City's diverse community by artists who have lived in, worked in or have a strong connection with the city of Cockburn or the work will have relevance to the site and/or Cockburn culture/heritage
- Purchasing local Aboriginal art works.
- Two and three dimensional works in all media with reference to the existing strengths of the collection.

Strategic Link:	The Cultural Strategy (Art, Culture, Heritage and Events) 2016 – 2020
Category	Events, Arts, Culture and Heritage
Lead Business Unit:	Corporate Communications
Public Consultation: (Yes or No)	No
Adoption Date: (Governance Purpose Only)	13 December 2018
Next Review Due: (Governance Purpose Only)	December 2020
ECM Doc Set ID: (Governance Purpose Only)	8028150

[2]

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## Item 12.1 Attachment 8

DAP 25/11/2021

Title	Installation of Recreational Equipment on Public Open Space
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**Policy Type**

Council

**Policy Purpose**

To ensure a consistent and equitable process is implemented for the installation of recreational equipment on public open space. Recreational equipment includes; half court basket-ball, exercise equipment stations, playgrounds (including shade sails) and sports goals.

Skate parks and clay pump track locations are not covered by this policy and are subject to a wider community consultation process

**Policy Statement**

**Council**—The City will follow the process as outlined below:

- (1) Install signage for a two week period informing of the proposed active recreation equipment to be installed and the preferred location on the public open space.
- (2) Consultation will be in accordance with the catchment areas for the classification of the specified public open space, as per the Public Open Space Strategy, where the proposed recreational equipment is to be installed.
- (3) If any objections are received alternative locations or landscaping treatments will be identified in order to resolve the concerns.
- (4) The provision of recreational equipment will be in accordance with the Public Open Space Strategy and the provision of playground shade sails will be in accordance with the Playground Shade Sail Strategy.

Strategic Link:	Public Open Space Strategy Playground Shade Sail Strategy
Category	Sport & Recreation
Lead Business Unit:	Operations and Maintenance
Public Consultation: (Yes or No)	No
Adoption Date: (Governance Purpose Only)	<del>10 June 2021</del>
Next Review Due: (Governance Purpose Only)	June 2023
ECM Doc Set ID: (Governance Purpose Only)	4132779

[1]



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Item 12.1 Attachment 9

Title	Procurement
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### Policy Type

Council

### Policy Purpose

This Policy aims to ensure all procurement decisions are made in a consistent manner using an equitable process that will help to mitigate risk, demonstrate value and achieve the most advantageous outcome for the City.

The City of Cockburn (the City) is committed to delivering best practice in the procurement of goods, services and works in accordance with Council Policies and applicable statutory obligations. All procurement activities must comply with the Local Government Act 1995 and the Local Government (Functions and General) Regulations 1996 in respect to all purchases, contracts and asset disposal decisions.

### Policy Statement

Procurement decisions will be made using the following principles:

(1) Ethical Behaviour and Fair Dealing

Employees of the City must conduct all procurement and business relationships with honesty, integrity, fairness, diligence and a high degree of care, ensuring processes are appropriate and compliant. Procurement processes must be transparent and free from bias and will be supported by a Statement of Business Ethics, approved by the CEO outlining the behavioural standards expected by the City from its employees, suppliers and contractors in conducting its business.

(2) Value for Money

Achieving value for money reflects the best possible outcome by considering cost and non-cost factors in procurement decisions. Non-cost factors are important in reducing risk and determining whole of life outcomes that do not adversely impact the community. These include safety and quality considerations, fit for purpose (specification), timeliness, sustainability (social and environment), economic and relevant service benchmarks. The City recognises that in order to achieve long term value for money, appropriate relationships may be developed with suppliers for specific supply categories. The acceptance of higher priced submissions must always be supported by justification, in presenting demonstrable benefits proportionate to the level of activity.

(3) Open and Effective Competition

Competition is encouraged through the sourcing requirements of the procurement thresholds (below) and any allowable exemptions as outlined within the procurement framework policy. The document shall outline the acceptable manner in which information is to be presented and evaluated by the City.

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The expected level of effective competition will depend on the pre-determined market engagement strategy (public, selective, pre-qualified) as identified in the procurement plan and the assessed level of risk to the City. City employees are to source across a range of diverse suppliers, to ensure market opportunities are considered.

## Procurement Threshold Requirements

Expected Procurement or Category or Contract Value (initial period - excluding options and Ex GST)	Sourcing requirement
Up to \$1,000 (credit card use)	One (1) verbal quotation for adhoc activities.  Local suppliers are preferred, when available.  Discretion may apply to the Procurement controlled credit card. The City's Procurement Framework <b>Policy</b> will apply.
Up to \$1,999	One (1) verbal quotation (min) for low risk activities.  Local suppliers are preferred, when available.  The City's Procurement Framework <b>Policy</b> will apply
\$2,000 to \$19,999	One (1) informal written quotation (min) low risk activities.  One (1) formal written quotation (min) other risk activities. Local suppliers are preferred and considered, when available.  The City's Procurement Framework <b>Policy</b> will apply.
\$20,000 to \$89,999	Two (2) informal quotations (min) (for low risk activities) or  Two (2) formal quotations (min) (for medium/high risk) At least one (1) local supplier quote must be provided, when available, unless otherwise determined by an approved sourcing strategy for all pre-qualified, exempt or contracted supply. The City's Procurement Framework <b>Policy</b> will apply.
\$90,000 to \$249,999	Three (3) formal quotations (min) for all risk activities.  At least one (1) local supplier quote must be provided if available, unless otherwise determined by an approved sourcing strategy for all pre-qualified, exempt or contracted supply. Sourcing above \$150,000 requires a Procurement Plan to be completed and approved by

[2]



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Expected Procurement or Category or Contract Value (initial period - excluding options and Ex GST)	Sourcing requirement
	Procurement Services.  The City's Procurement Framework <del>Policy</del> will apply.
\$250,000 and above	Conduct a public process - Tender or similar for all risk activities, unless otherwise determined by an approved sourcing strategy for all pre-qualified, exempt or contracted suppliers. The City's Procurement Framework <del>Policy</del> will apply.

Unless otherwise approved (in writing) by the CEO and/or ~~relevant Executive Officer~~ ~~Directors/Executive Manager~~, the City will maintain a principle period of three (3) years for all initial procurement activities and contracts. The principle of competition will be satisfied where contracted Suppliers (where relevant) are utilised after considering alternative sourcing markets, including all cost and on-cost factors. Where a public notice process is utilised, a single or multiple contract may be executed based on the City's requirements as evaluated and stipulated in the award.

In addition, a panel of pre-qualified suppliers may be created where the City determines that there is or will be a continuing need and ongoing benefits from a panel arrangement.

The CEO and/or ~~Directors/Executive Manager~~ ~~relevant Executive Officer~~ at their discretion may waive the requirements of this principle where a written justifiable reason is accepted. Under this basis direct sourcing and contract extension can be applied, if applicable and justified.

#### (4) Sustainable Procurement

The City will consider environmental and social sustainability in all procurement decisions to maximise the positive impact on environmental and social outcomes within the community. This principle will consider the whole-of-life costing and social responsibility in sourcing goods, services or works when assessing value for money. Formal procurement decisions may set a sustainability criteria weight of up to 10%, (total) in considering the elements below.

1. Environmental  
Procurement that minimises unnecessary resource consumption, considers whole-of-life costs and delivers beneficial environmental outcomes is encouraged. Specifications should identify goods and/or services that satisfy this requirement.

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2. Social  
Procurement that delivers a beneficial social outcome is encouraged. Specifications should identify goods and/or services that satisfy this requirement. Procurement from organisations such as Aboriginal controlled businesses and social enterprises including Australian Disability Enterprises is encouraged and exemption may apply to these organisations, if registered and value can be demonstrated.

(5) Local and Regional Economy

The City encourages the development of competitive local businesses within its boundaries and within the broader South West Metropolitan Region. Where appropriate to do so, the City will seek participation of local and regional organisations in its supply chain in line with strategic objectives in the City's Strategic Community Plan. This principle seeks to balance competition with the attainment of economic benefits for the region. The City will preference local businesses within its boundary, greater than those within the broader South Western Metropolitan Region.

Formal procurement decisions will set an economic criteria weight of 10%, in total. Should the criteria not be applicable, the weighting will be proportioned equally across the remaining criteria. It is recognised that not all categories can be procured from a local or regional supplier. For the avoidance of doubt, Regional Price Preferences does not apply to this Policy.

1. Local Economy (within City boundaries)

The City will seek supply opportunities from local organisations that can demonstrate economic benefits, either through being a local business, the use of local sub-contractors or local employees. This will be dependent on the extent to which the local business can demonstrate their contribution to the local economy. As directed by the procurement thresholds, the City encourages local content in the assessment of value for money.

2. Regional Economy (within the South West Metropolitan Group of Councils)

The City encourages the development of competitive markets within the broader South West Metropolitan region. Supply opportunities for regional businesses may be available to the extent to which the business can demonstrate their contribution to the regional economy as reasonably practicable and provided there is no financial or other detriment to the City

(6) Procurement Governance

Procurement governance will be managed using a centre-led procurement function, including (but not limited to) the application process for exemptions, procurement probity oversight & audit and reporting requirements.

1. Evaluation & Award

[4]



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Title	Procurement
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Evaluation criteria must be developed for all formal procurement activities relevant to the complexity, risk and expected budget. The supplier selection process may consider compliance, informative, qualitative and quantitative (cost) criteria, where allocated weightings should reflect the respective degree of importance. The evaluation criteria developed must total 100% inclusive of the cost criteria.

Procurement recommendations are determined by an evaluation panel where the size and composition of the panel will be dependent on the value and complexity of the procurement. Panel members must be qualified and trained to ensure submissions are evaluated with due care and knowledge and free of any conflict of interest that might undermine the fairness of the evaluation process. Contracts may then be awarded to a supplier who is considered to provide the most advantageous outcome for the City, subject to Council delegations that may be in place. Post award, mutual acceptance of contractual terms must be agreed prior to the commencement of the contract.

~~Senior Managers, Directors Relevant Executive Officers~~ and/or the CEO are required to authorise and set the financial limit for employees who are required to approve requisitions and commit to suppliers.

## 2. Disability Access

The City has legislative responsibilities to provide equitable access for individuals with disabilities to all buildings, facilities, information and services. Employee's must meet the City's disability access & inclusion requirements or seek specialist advice from internal resources or engage external advice. This may include accessibility appraisals, specifications reviews, audits and advice on best practice. This principle will be applied to all significant infrastructure projects and redevelopment requirements.

## 3. Procurement Risk

All employees with procurement responsibilities will identify and mitigate risk within the entire procurement and contract management lifecycle. All procurement will be properly planned and carried out in a manner that protects the City's capability to prevent, withstand and recover from any interruption from the supply of goods, services or works. Due diligence may be carried out on suppliers / organisations to ensure compliance and financial viability.

Where applicable, the City will ensure all steps are taken to reduce the risk in procuring goods and/or services that support modern slavery. This includes the compliance to the Modern Slavery Act 2018 in respect to;

- (a) the assessment of modern slavery Statements from required businesses;
- (b) the use of specific criteria in formal evaluations on modern slavery;
- (c) monitoring contracts and take action on non-compliance, as required; and
- (d) providing awareness training to staff.

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## 4. Compliance

Exemptions to all (or part) of this Policy must be approved (in writing) by the CEO or ~~relevant Executive Officer-Director/Executive Manager~~. All exemptions shall be consistent with all policies, procedures and the allowable market engagement given the associated risk. The Procurement process requires strict confidentiality and disclosure requirements to be developed and followed. It is the responsibility of the officer undertaking the procurement activity to ensure all documents created and received during the procurement process are correctly recorded and retained within the City's electronic document management system.

## 5. Purchase and Contract Development

All procurement (purchases and contracted) will be based on proper planning to ensure quality decision making. This requires sufficient and acceptable documentation to be developed in a timely manner, with an estimated cost.

Procurement template documents and forms will be used to ensure quality, unless otherwise approved. Purchase Orders must be issued to all suppliers prior to the supply of the goods, services or works, unless otherwise exempt.

Employees with procurement responsibility must be appropriately trained to carry out their duties in a competent and efficient manner.

The City is expected to utilise existing or known contracted suppliers / service providers unless substantiation is provided and approved.

Where the procurement of goods, services or works is determined to be available from only one source of supply (manufacturer, supplier or agency), after best endeavours to determine alternative sources have failed, then written approval must be provided by the CEO or the ~~Directors~~ **relevant Executive Officer** to support that finding.

## 6. Contractor Performance Management

Contracts and contractors shall be proactively managed to ensure contract obligations are met and performance enforced. The City requires all suppliers and contractors to comply with all risk control measures and all applicable OH&S legislation and safety procedures. Appropriate, processes shall include;

- (a) an evaluation to assess the capabilities and competencies to perform work in a safe, environmentally sound manner;
- (b) a safety risk assessment to be undertaken in accordance with the risk framework;
- (c) provide specific commentary against this Principle in all relevant procurement recommendation reports and where deficient, the award must be contingent on evidence being provided.

[6]



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Title	Procurement
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Strategic Link:	Local Government Act 1995 and the Local Government (Functions and General) Regulations 1996
Category	Corporate Planning, Budgeting and Procurement
Lead Business Unit:	Procurement Services
Public Consultation: (Yes or No)	No
Adoption Date: (Governance Purpose Only)	11 June 2020
Next Review Due: (Governance Purpose Only)	June 2022
ECM Doc Set ID: (Governance Purpose Only)	4134032

[7]

## Item 12.1 Attachment 10

DAP 25/11/2021

Title

**City of Cockburn Use of Closed Circuit  
Television (CCTV) System****Policy Type**

Council

**Policy Purpose**

The purpose of this policy is to provide a framework for the overarching use and installation of CCTV in public locations or private property where there is collaboration with the City. CCTV is an established technology and is continually evolving. The proliferation of CCTV within the community has been the result of the foreseen benefits of CCTV.

**Policy Statement**

The City of Cockburn has endorsed a Community Safety and CCTV Strategy which details Council's level of support for the implementation of Closed Circuit Television as a tool to reduce criminal and anti-social activity.

CCTV does not absolutely prevent crime or anti-social behaviour, but can reduce the incidence of opportunistic anti-social behaviour and may provide forensic evidence when such events occur. In 2016, the City of Cockburn signed a Memorandum of Understanding with the WA Police to share data from the City's CCTV system to further enhance community safety.

Evidence suggests that CCTV improves the public perception of safety and reduces their fear of being a victim of crime in public places.

This Policy describes the criteria to be used when a new installation is being considered for deployment.

- (1) CCTV will be installed where recurrent anti-social or criminal behaviour has been identified or installed in as a proactive measure to minimise damage to Council facilities.
- (2) CCTV installations will meet the requirements of the City of Cockburn Community Safety and CCTV Strategy and the Australian New Zealand Policing Advisory Agency - Recommendations for CCTV Systems or any other relevant industry standards considered appropriate.
- (3) CCTV installations will be clearly signed. In some instances, where covert cameras are used for monitoring breaches to Local Laws, such as dumping of rubbish, it may not be appropriate to install signage, but all efforts will be made to advise nearby residents as required.
- (4) The use of "dummy" or replica Cameras is not permitted
- (5) CCTV cameras may be passive or "event activated" for recording purposes.

[1]



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Item 12.1 Attachment 10

Title	<b>City of Cockburn Use of Closed Circuit Television (CCTV) System</b>
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- (6) CCTV installations may be deployed on City or private land, with the permission of the land owner. Installations may be permanent or temporary. At times, the City may need to negotiate for the use of land and use of utilities, such as power, during the installation and ongoing operation of the CCTV system.
- (7) Access to any CCTV footage and other operational matters will be controlled through a Code of Practice that is consistent with all CCTV relevant State and Commonwealth legislation.
- (8) A CCTV system may use automated software to:
1. Scan passive footage to identify vehicles;
  2. Alert of the presence of people;
  3. confirm a specific activity has occurred; and
  4. identify people
- (9) The City may store images of vehicles, people and other identifying details for the purposes of evidence retention community safety and assisting law enforcement agencies provisioned through a Memorandum of Understanding or an order by a court.

Strategic Link:	Community Safety and CCTV Strategy
Category	Public Health & Security
Lead Business Unit:	Recreation and Community Safety
Public Consultation: (Yes or No)	Yes
Adoption Date: (Governance Purpose Only)	<b>10 December 2020</b>
Next Review Due: (Governance Purpose Only)	December 2022
ECM Doc Set ID: (Governance Purpose Only)	8968124

[2]

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## Item 12.1 Attachment 11

DAP 25/11/2021

Title	Council Administration Building Access
-------	--

**Policy Type**

Council

**Policy Purpose**

This policy designates areas within the Council-City of Cockburn Administration Building, their intended use and access protocols.

**Policy Statement**

The Council-City Administration Building has defined areas for Elected Members, staff and the public. These areas are shown on the layout diagram at the end of this policy and use/access is described below.

**(1) Elected Members' Area**

The Elected Members' Area is primarily for the use of Elected Members and includes:

1. Council Chamber - used for all Ordinary and Special Meetings of Council, as well as Electors' Meetings.
2. Mayor's suite – used by the Mayor for Council related business; or in the Mayor's absence, an Elected Member performing Council duties pursuant to Sec. 5.34 or 5.35 of the Local Government Act, 1995.
3. Elected Members' suite – used for Council related business. If an Elected Member is hosting a member of the public within this suite, they are responsible for conduct and security. Members of the public are not to be in the facility without a host.
4. Function Room/Reception Area (including bar) – used for public meetings, workshops and civic functions.
5. Dining Room – used for meetings, briefings and meals.
6. Committee Room 1- used by staff but use by Elected Members takes precedence.
7. Committee Room 2 - used by staff but use by Elected Members takes precedence.
8. Bar – mainly used for civic functions.
9. Kitchen – commercial kitchen for use by catering and civic support staff.
10. Upper level foyer
11. Gallery
12. Toilets

[1]



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Item 12.1 Attachment 11

Title	Council Administration Building Access
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Requests for use other than that listed above may be considered by the Mayor, Councillors or Chief Executive Officer.

Hospitality offered in these areas is to be appropriate to the occasion and at the discretion of the Mayor or Chief Executive Officer. Any occasion where alcohol is served in these areas is to have at least one Amenity Officer on duty to manage the bar and all beverage service staff and anyone serving alcohol shall hold a current 'Responsible Service of Alcohol' certificate.

(2) Staff Area

Staff Work Areas are those designated for the staff to conduct their normal employment duties. These areas are not to be accessed by Elected Members or the public without the authorisation of a senior member of staff (manager or above). The Mayor has authorisation to access the Executive and Civic Support areas.

(3) Public Areas

The entry level foyer on the ground floor may be freely accessed by the public to conduct business with Council, during business hours. Outside of business hours, access is restricted. Access to the upper level areas is restricted at all times to ensure security.

(4) Security

All areas are subject to a range of security including swipe card access, surveillance cameras, alarms, physical locks and security personnel. Evacuation plans and signage is located throughout all the areas. Access to the building is controlled by Civic Support, Executive Support and Customer Service as appropriate.

Strategic Link:	Governance Framework
Category	Elected Members
Lead Business Unit:	Governance, Risk and Compliance
Public Consultation: (Yes or No)	No
Adoption Date: (Governance Purpose Only)	11 March 2021
Next Review Due: (Governance Purpose Only)	March 2023
ECM Doc Set ID: (Governance Purpose Only)	4133966

[2]

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## Item 12.1 Attachment 12

DAP 25/11/2021

Title	Approval to Participate in Representative Delegations
-------	---

**Policy Type**

Council

**Policy Purpose**

To ensure the capability of the City of Cockburn's interests being protected at all times through facilitating a process by which the City can be represented in a delegation(s), usually interstate, to promote a position favourable to the District, or the adjacent Region, to key stakeholders and/or decision makers who are in a position to influence, support and make commitments on behalf of the City or the Region and which may provide a benefit(s) to the area.

**Policy Statement**

Council supports the principle of enabling representatives of the City of Cockburn to attend delegations or visits to present information to key stakeholders with the objective of soliciting support which will assist the City in fulfilling its corporate goals.

For this purpose, the Mayor and the Chief Executive Officer (CEO), or their specified representative(s), may nominate to attend any such delegation which may be arranged, either in conjunction with an associated organisation or independently, in order to promote the interests of the District, or adjacent Region, to persons or organisations which may be able to influence, support, and/or make commitments towards the achievement of a favourable outcome for the District or Region.

~~This Policy is not to be used for purposes associated with administering Policy 'Attendance at Conferences, Seminars and Training'.~~

Strategic Link:	Strategic Community Plan
Category	Elected Members
Lead Business Unit:	Governance, Risk Management and Compliance
Public Consultation: (Yes or No)	No
Adoption Date: (Governance Purpose Only)	10 June 2021
Next Review Due: (Governance Purpose Only)	June 2023
ECM Doc Set ID: (Governance Purpose Only)	4132645

[1]





DAP 25/11/2021

Item 12.1 Attachment 13

Title	Related Party Disclosures
-------	---------------------------



### Policy Type

Council

### Policy Purpose

To provide guidance in the preparation of City of Cockburn (the City) financial statements to ensure disclosure requirements are met for Australian Accounting Standards Board Standard AASB: 124 Related Party Disclosures (AASB 124).

### Policy Statement

The objective of AASB 124 is to ensure that an entity's financial statements contain the disclosures necessary to draw attention to the possibility that its financial position and profit or loss may have been affected by the existence of 'related parties' and by transactions and outstanding balances, including commitments, with such parties.

#### (1) Identification of Related Parties

AASB 124 provides that the City will be required to disclose in its Annual Financial report, related party relationships, transactions and outstanding balances. 'Related Parties' include a person or entity that has significant influence over the reporting entity. The City will therefore be required to assess all transactions made with these persons or entities.

#### (2) Review of Related Parties

1. The Chief Executive Officer (CEO) will regularly review Key Management Personnel (KMP) where changes are made to existing persons.
2. For the purposes of determining whether a related party transaction has occurred, the following transactions or provisions of services have been identified as meeting this criterion:
  - (a) Paying fees and charges or any other amount to the Council
  - (b) Use of Council owned or operated facilities (whether charged a fee or not)
  - (c) Attending Council functions that are opened to the public
  - (d) Employee compensation whether it is for KMP or close family members of KMP
  - (e) Lease arrangements for properties (whether for a Council owned property or property sub-leased by the council)
  - (f) Monetary and non-monetary transactions between the Council and any business or associated entity owned or controlled by the related party (including family) in exchange for goods and/or services provided by/to the Council

[1]

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## Item 12.1 Attachment 13

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Title	Related Party Disclosures
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- (g) Sale or purchase of property owned by the Council to a person identified above
- (h) Sale or purchase of property owned by a person identified above to the Council
- (i) Loan arrangements
- (j) Contracts and agreements for construction, consultancy or services

## (3) Required Disclosures and Reporting

For the purposes of determining relevant transactions, Elected Members and KMP, as identified above, will be required to complete a Related Party Disclosures – Declaration in ATTAIN (the City's online compliance register) for submission to Financial Services.

The notification requirement above does not apply to:

1. Related party transactions that are ordinary citizen transactions not assessed as being material; and
2. For Elected Members, allowances and expenses incurred that are provided to an Elected Member during the financial year, under the Local Government Act 1995 and City of Cockburn Policy 'Elected Members Entitlements – Allowances and Reimbursement', the particulars of which are contained in Council's annual report pursuant to the Local Government Act 1995 and Local Government (Administration) Regulations 1996.

## (4) Register of Related Party Transactions

The City uses ATTAIN will maintain and keep up to date a register of related party transactions that captures and records information required for disclosure purposes for each existing or potentially related party transaction (including any ordinary citizen transaction assessed) as being material in nature during a financial year.

Definitions:

Close family members or close members of the family:	<p>In relation to a KMP:</p> <ul style="list-style-type: none"> <li>• Family members who may be expected to influence, or be influenced by, that KMP in their dealings with <b>the City-Council</b> and include: <ul style="list-style-type: none"> <li>(a) that person's children and spouse or domestic partner</li> <li>(b) children of that person's spouse or domestic partner;</li> <li>(c) dependents of that person or that person's spouse or domestic partner.</li> </ul> </li> </ul> <p>For the purposes of AASB 124, close family members could include extended members of a family (such as, without limitation, parents, siblings, grandparents, uncles/aunts or cousins) if they could be expected to influence, or be influenced by, the Key Management Person in their dealings with <b>the City-Council</b>.</p>
Entity:	May include a body corporate, a partnership of trust, incorporated

[2]



DAP 25/11/2021

Item 12.1 Attachment 13

Title	Related Party Disclosures
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	association, or unincorporated group or body.
Control:	Control of an entity is present when there is: (a) power over the entity; and (b) exposure or rights to variable returns from involvement with the entity; and (c) the ability to use power over the entity to affect the amount of returns received, as determined in accordance with Australian Accounting Standard AASB 10 Consolidated Financial Statements, paragraphs 5 to 18, and Appendices A (Defined Terms) and B (Application Guidance).
Joint Control:	The contractually agreed sharing of control of an arrangement, which exists only when decisions about the relevant activities require the unanimous consent of the parties sharing control.
KMP:	Key Management Personnel defined as persons having authority and responsibility for planning, directing and controlling the activities of the entity, directly or indirectly.  For the purposes of determining the application of AASB 124, the City has identified the following persons as meeting the definition of 'Related Party':  (a) A Council member (b) KMP being a person employed under section 5.36 or 5.37 of the Local Government Act 1995 in the capacity of CEO or Chiefs and Executives. (c) Close members of the family of any person listed above, including that person's child, spouse or domestic partner, children of a spouse or domestic partner, dependents of that person or person's spouse or domestic partner. (d) Entities that are controlled or jointly controlled by a Council member, KMP or their close family members. (Entities include companies, trusts, joint ventures, partnerships and non-profit associations such as sporting clubs).  The <b>Council-City</b> will therefore be required to assess all transactions made with these persons or entities.
Materiality:	Management will apply professional judgement in consultation with <b>Council's the City's</b> external auditors to assess the materiality of transactions disclosed by related parties and their subsequent inclusion in the financial statements.  In assessing materiality, management will consider both the size and nature of the transaction, individually and collectively.
Ordinary Citizen Transactions (OCTs):	Transactions that an ordinary citizen would undertake <del>with the City Council</del> , which is undertaken on arm's length terms and in the ordinary course of carrying out <b>Council's the City's</b> functions and activities. Examples of ordinary citizen transactions assessed to be not material in nature include: (a) fees and charges approved by Council that are on terms

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## Item 12.1 Attachment 13

DAP 25/11/2021

Title	Related Party Disclosures
-------	---------------------------



	and conditions to the general public and by their nature or amount are not material; (b) using Council's public facilities after paying the corresponding fees.
Related Party:	A person or entity that is related to <del>Council</del> the City as defined in AASB124, paragraph 9. Examples of related parties are: (a) Council subsidiaries; (b) KMP; (c) close family members of KMP; (d) entities that are controlled or jointly controlled by KMP or their close family members
Related Party Transactions:	Is a transfer of resources, services or obligations between the <del>Council</del> City and a related party, regardless of whether a price is charged.

Strategic Link:	Governance Framework
Category	Governance
Lead Business Unit:	Governance, Risk Management and Compliance
Public Consultation: (Yes or No)	No
Adoption Date: (Governance Purpose Only)	<del>10 June 2021</del>
Next Review Due: (Governance Purpose Only)	June 2023
ECM Doc Set ID: (Governance Purpose Only)	6725236

[4]



DAP 25/11/2021

Item 12.1 Attachment 14

Title	Representation at City of Cockburn Related Forum
-------	--



### Policy Type

Council

### Policy Purpose

To stipulate a protocol by which City of Cockburn representation to attend occasional meetings, forums or visits as deemed appropriate, can be effected.

### Policy Statement

Meetings, other than Council Meetings, which are either required to be conducted by Council (e.g. Elector Meetings) or are sought by, or requested of, City representatives to be held for any specific purpose (e.g. Public Meetings / Meetings with Ratepayers / Site Visits / Developers / Politicians) will be chaired by the Mayor or nominee and attended, as appropriate, by Councillors and facilitated by nominated staff.

- (1) Elected Members wishing to initiate such meetings / visits shall send a request, in writing to the Chief Executive Officer for consideration. Where the request is supported all Elected Members shall be notified of the outcome.
- (2) Staff attendance at any such meetings will be at the discretion of the Chief Executive Officer and where staff do attend it will be to provide technical advice only.
- (3) It will be the responsibility of the Mayor and Councillors present at these meetings to respond to or promote any Council statements or position.
- (4) Unless a formal position on the subject matter has been previously resolved by Council, no indication of Council support or otherwise can be portrayed by any Council representatives to third parties in attendance, **noting that any outcomes which require a formal statement to be issued on behalf of the City can only be released by the Mayor, or the CEO with the approval of the Mayor.**

Strategic Link:	Strategic Community Plan
Category	Elected Members
Lead Business Unit:	Governance, Risk Management and Compliance
Public Consultation: (Yes or No)	No
Adoption Date: (Governance Purpose Only)	10 June 2021
Next Review Due: (Governance Purpose Only)	June 2023
ECM Doc Set ID: (Governance Purpose Only)	4133931

[1]

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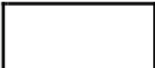
Item 12.1 Attachment 14

DAP 25/11/2021

Title	Representation at City of Cockburn Related Forum
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[2]





DAP 25/11/2021

Item 12.1 Attachment 15

Title	Promotion of a Smoke Free Environment
-------	---------------------------------------



### Policy Type

Council

### Policy Purpose

The purpose of this policy is to reduce the community's as well as City's employees' exposure to environmental tobacco smoke. In addition, the intention is that this policy will assist to increase awareness of the dangers of exposure to environmental tobacco smoke and to assist employees that would like assistance to quit smoking.

This policy supports restricting smoking in certain outdoor areas as well as City operated buildings and workplaces.

### Policy Statement

Creating policies that limit the public places that people may smoke, assists to protect the community from the potential harmful effects of environmental tobacco smoke and in addition, creating policies that limit City employees from smoking under certain circumstances, in turn protects the City employees and sets a positive example to the community. This will be undertaken specifically through:

The creation of policies that restrict smoking around playgrounds, sporting facilities, playing fields, beaches, dunes or jetties as well as covered bus stops, council owned or managed buildings and Council run events.

The creation of policies for City employees sets out criteria that encourages the cessation of smoking and discourages smoking in and around the workplace.

#### (1) Council Property and Buildings

1. Council Offices grounds are designated as Smoke Free Areas. This includes the City of Cockburn offices, associated land, car parks and all grassed areas.
2. Smoking in City owned vehicles is prohibited.
3. Appropriate disposal/ash-bins to be installed at access points to Council Office grounds (e.g. at the foot of the car park steps) and at other appropriate locations to ensure proper disposal of smoking paraphernalia.
4. Ensure appropriate signage/stickers are erected at appropriate locations to Council owned enclosed public places, which clearly states smoking is prohibited in and around the buildings.
5. Job advertisements to state that the City of Cockburn offers a smoke-free work environment.

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## Item 12.1 Attachment 15

DAP 25/11/2021

Title	Promotion of a Smoke Free Environment
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6. Letter of acceptance for contract of employment at the City of Cockburn to include information regarding the Council offices grounds, Council owned buildings, and vehicles being smoke-free.
  7. Council buildings that are leased, licensed or hired by Council will have smoke-free clauses inserted into their agreements for use.
  8. Assistance and support to nicotine dependent staff will be made available. This includes a free health assessment; access to the Fresh Start quit smoking course free of charge during work hours (courses organized by Health Services); and nicotine replacement therapy as approved by the CEO.
  9. Council Officers that smoke within the municipality during work hours must smoke in discreet areas, and safely dispose of cigarette butts while working out of the office but within the City. Officers must also adhere to the signage in the public places.
  10. Tenders and contracts for work with the City of Cockburn will stipulate adherence to this Policy as a contractual condition.
- (2) Public Places
1. Smoking will be prohibited:
    - a. Within 10 metres of all children's playground equipment
    - b. Within 10 metres of sporting facility building entrances
    - c. Within 10 metres of any other persons on Council playing fields or sporting grounds.
    - d. Within 10 metres of any other persons on City of Cockburn beaches, dunes or jetties.
    - e. Within all covered bus stops.
    - f. Within 10 metres of the entrances of Council owned or managed buildings including balconies or covered areas of the buildings.
    - g. At all Council run or sponsored events on its beaches, reserves, parks, ovals and playing fields.
  2. Signs and/or stickers will inform the community that these areas are smoke-free. Compliance will be self-regulatory.

[2]



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Item 12.1 Attachment 15

Title	Promotion of a Smoke Free Environment
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Strategic Link:	Public Health Plan
Category	Public Health & Security
Lead Business Unit:	Environmental health
Public Consultation: (Yes or No)	No
Adoption Date: (Governance Purpose Only)	11 March 2021
Next Review Due: (Governance Purpose Only)	March 2023
ECM Doc Set ID: (Governance Purpose Only)	8028349

To be deleted

[3]

DAP 25/11/2021

Item 12.2

**12.2 (2021/MINUTE NO 0054) Review of Delegated Authority****Author** D Green

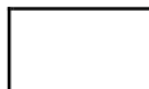
- Attachments**
1. Consultant Comments Appendix 1 [↗](#)
  2. Delegated Authority - Proposed Amendment - Contract Variations (Tenders or Equivalent) [↗](#)
  3. Delegated Authority - Proposed Amendment - Objections to Rate Record and Rateable Status of Land [↗](#)
  4. Delegated Authority - Proposed Amendment - Payments to Employees in Addition to Award or Contract [↗](#)
  5. Delegated Authority - Proposed Amendment - Recovery of Rates and Services Charges - Lease Properties [↗](#)
  6. Delegated Authority - Proposed Amendment - Sand Drift [↗](#)
  7. Delegated Authority - Proposed Amendment - Bush Fires Act 1954 - Delegation of Powers and Duties [↗](#)
  8. Delegated Authority - Proposed Amendment - Completion of Firebreaks [↗](#)
  9. Delegated Authority - Proposed Amendment - Cat Act 2011 - Delegation of Powers and Duties [↗](#)
  10. Delegated Authority - Proposed Amendment - Town Planning Scheme No.3 - Development Contributions [↗](#)
  11. Delegated Authority - Proposed Deletion - Land Administration Act 1997 - Naming of Streets and Public Open Space [↗](#)
  12. Delegated Authority - Proposed Deletion - Location of High Voltage Overhead Power Lines and Microwave Towers [↗](#)
  13. Delegated Authority - Proposed Deletion - Structure Plans, Rezoning Applications and Metropolitan Region Scheme Amendments [↗](#)

**RECOMMENDATION**

That Council:

- (1) APPROVES the minor amendments to the following Delegations, as recommended in the Report and as shown in the attachments to the Agenda:
1. Contract Variations for Tenders (or Equivalent)
  2. Objections to Rate Record and Rateable Status of Land
  3. Payments to Employees in Addition to Contract or Award
  4. Recovery of Rates and Service Charges – Leased Properties
  5. Requirement to Construct or Repair Crossovers
  6. Sand Drift
  7. Bush Fires Act 1954 – Delegation of Powers and Duties
  8. Completion of Firebreaks on Private Land
  9. Cat Act 2011 – Delegation of Powers and Duties
  10. Town Planning Scheme No 3 – Development Contributions
- (2) DEFERS further consideration of the following Delegations pending

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## Item 12.2

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investigation into the potential for amalgamating the content into a single Delegated Authority:

1. Community Funding for Sporting Clubs and Individuals; Funding for Community Organisations and Individuals (Grants, Donations and Sponsorships); Community Funding to Support Local Economic Development; Funding Assistance – Community Associations
  2. Acquisition and Disposal of Land; Preparation of Business Plans for Disposal of Land; Renewal of Leases and Licenses for City or Controlled Property; Calling of Tenders, Expressions of Interest or Panel of Pre – Qualified Suppliers
  3. Obtaining Legal or Other Expert Advice and Legal Proceedings Between the City and Other Parties; Building Act 2011 - Legal Proceedings; Bush Fires Act 1954 – Legal Proceedings
  4. Building Act 2011 – Make an Order for Building or Demolition Work; Building Act 2011 – Revoke an Order for Building or Demolition Work
  5. Dog Act 1976 – Administration and Enforcement; Dog Act 1976 – Applications to Keep More Than Two Dogs at a Residential Property
- (3) DELETES the following the following Delegations:
1. Land Administration Act 1997 – Naming of Streets and Public Open Space (to be converted to an Administration Policy)
  2. Location of High Voltage Overhead Power Lines and Microwave Towers (contained in LPP 5.4)
  3. Structure Plans, Rezoning Applications and Metropolitan Region Scheme Amendments (contained in Local Planning Policy), and
- (4) APPROVES the remaining Delegations listed in Appendix 1 of the Conway Highbury Report.

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

**Committee Recommendation**

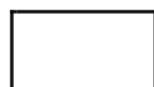
MOVED Cr P Corke SECONDED Deputy Mayor T Widenbar

That the recommendation be adopted.

**CARRIED UNANIMOUSLY 5/0**

**Background**

The Inquiry into the City of Cockburn Report undertaken in 2020 concluded that the City should undertake a review of its formal policies and delegations of authority (power). The City subsequently engaged the services of a Consultant (Mr Chris Liversage) to undertake a review of these documents.



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Item 12.2

The review process was concluded in September 2021 and the Report provided. A copy of the Report is attached to the previous item (Review of City Policies). The outcomes of the review indicated that the documents are generally in an acceptable form, with several minor amendments recommended, as identified in the following report.

### Submission

N/A

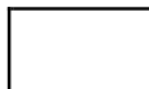
### Report

In assessing the impact of the review Report on the City's Delegated Authority documents, it is considered that only minor amendments are required to those delegations identified in recommendation (1) above. These documents have not materially changed in their intent and therefore only require slight adjustments to improve their presentation, as shown in the attachments.

The recommended minor changes are highlighted in the table below:

Delegated Authority	Description	Comments
Contract Variations for Tenders (or Equivalent)	Amend Heading	
Objections to the Rate Record and Rateable Status of Land	Amend Conditions/ Guidelines	Include "per annum" in Conditions (1)
Payments to Employees in Addition to Contract or Award	Amend Conditions/ Guidelines	Addition to Condition (1) to reference "Employee Contract" to cater for all employment arrangements
Recovery of Rates and Service Charges	Amend Heading	Leased Properties
Requirement to Construct or Repair Crossing	Amend Legislative Requirements/Council Policy" Heading	Add "Crossovers" Policy
Sand Drift	Amend Heading	
Bush Fires Act 1954	Amend Heading	
Delegation of Powers and Duties		
Completion of Fire Breaks		Amend "Council" to "The City"; Add relevant Section of statute; Add effect of statute (acting through permitted)
Cat Act 2011 - Delegations of Powers and Duties	Amend Function Delegated	Delete Clause 2 of Function Delegated (CEO authorised to appoint)

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## Item 12.2

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Delegated Authority	Description	Comments
Town Planning Scheme No. 3 Development Contributions	Amend Heading	

In addition, the Report recommends that some current delegations could be suitable for amalgamation and grouped into similar content – based documents, as listed in sub – recommendation (2) above.

These delegations seem to deal with similar subjects and content and should be further examined in detail by the relevant officer/s to determine the potential for streamlining the content into a single delegation, dependent on suitability.

Accordingly, it is recommended that no changes be made at this stage and that the reviewed delegations be referred back to the Committee at a future Meeting either in a modified format, or as they currently exist, dependent on the assessments undertaken.

Also, there are three current delegations which are recommended for deletion, as they are no longer necessary due to changed circumstances. These are:

1. Naming of Streets and Public Open Space – Now subject to Land Gate Guidelines, enabling the Delegation to be converted to an Administration Policy, with Guidelines established to reflect the Conditions
2. Location of High Voltage Overhead Power Lines and Microwave Towers – replaced by Local Planning Policy (LPP)
3. Structure Plans, Rezoning Applications and Metropolitan Region Scheme Amendments – replaced by Local Planning Policy

With the exception of the aforementioned, the Consultant Report did not highlight any notable discrepancies with the policies which have not been addressed either in this report or separately and it is therefore recommended that the remaining documents, as contained in the attachment to the previous item, be adopted.

The Consulted made suggested formatting amendments which will be reviewed further and be subject of a separate report to the Committee in 2022.

### Strategic Plans/Policy Implications

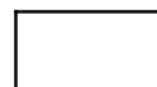
#### Listening & Leading

A community focused, sustainable, accountable and progressive organisation.

- Best practice Governance, partnerships and value for money.

### Budget/Financial Implications

Nil



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Item 12.2

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**Legal Implications**

Sections 5.42, 5.43 and 5.44 of the *Local Government Act 1995* refers.

**Community Consultation**

N/A

**Risk Management Implications**

There is a "Low" level of "Compliance" risk associated with this item.

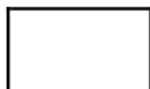
**Advice to Proponent(s)/Submitters**

N/A

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

Nil

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Item 12.2 Attachment 1

## Appendix 1 - Summary of delegations and comments

Group	Subject/ title	Comments
Local Government Act 1995	Overall considerations	See recommendations in main body of report – if grouped by enabling Act, remove 'Local Government Act' from titles
	Acquisition and Disposal of Property (Land)	<p>Clarify application of delegation to specify if other property (eg plant and equipment etc) is also included.</p> <p>The title says '(Land)' so if it is only to apply to freehold property then amend references to 'property' in the policy to 'land'.</p> <p>Add requirement to conditions to ensure CEO complies with requirements of s3.58 of Local Government Act 1995 which sets out a prescribed process to be followed when disposing of property (which includes land amongst other things).</p> <p>Check overlap with:</p> <ul style="list-style-type: none"> <li>• Delegation regarding preparation of Business Plans for Disposal of Land;</li> <li>• Calling of tenders for prequalified panels etc which refers also to disposal of property,</li> </ul> <p>And possibly combine.</p>
	City of Cockburn (Local Government act) Local Laws – Applications to Keep More Than Two(2) Dogs at a Residential Property	Amend to refer to Dog Act 1976
	Community Funding For Sporting Clubs and Individuals	<p>Same as <i>Local Government Act, 1995 – Funding Assistance For Community Organisations And Individuals?</i></p> <p>If not, consider combining as a sponsorship policy</p>
	Debt Write off, Concession or Waiver	Consider combining with a general debt recovery/ write off delegation
	Funding Assistance – Community	Same as COMMUNITY FUNDING FOR SPORTING CLUBS AND INDIVIDUALS?

Review of City of Cockburn Delegations and Policies

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Item 12.2 Attachment 1

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Item 12.2 Attachment 1

Group	Subject/ title	Comments
	associations	Add hyperlink to policy mentioned in conditions
	Funding For Community organisations & Individuals (Grants, Donations & Sponsorships)	Add hyperlink to policy mentioned in conditions (albeit 'community funding for ...')
	Legal Representation – Elected Members & Employees	Is Dec 2020 version the most recent?
	Local Government Act (Uniform Local Provisions) Regulations, 1996 – Obstruction of Streets	
	Local Government Act, 1995 – Calling of Tenders, Expressions of Interest or Panel of Pre-Qualified Suppliers	Add conditions that might be in City's Procurement Policy
	Local Government Act, 1995 – Contract Variations (Tender or Equivalent)	Consider amending to a % of contract value rather than an amount (currently \$750,000 in delegation) Add conditions that might be in City's procurement policy
	Local Government Act, 1995 – Dangerous Trees On Private Land	
	Local Government Act, 1995 – Funding Assistance For Community organisations and Individuals	Same as COMMUNITY FUNDING FOR SPORTING CLUBS AND INDIVIDUALS?
	Local Government Act, 1995 – Payments	

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## Item 12.2 Attachment 1

DAP 25/11/2021

Group	Subject/ title	Comments
	From Municipal and Trust Funds	
	Local Government Act, 1995 – Preparation of Business Plans For Disposal of Land	Same as delegations listed above, in particular Acquisition and Disposal of Property (Land)?  If not, consider combining.
	Local Government Act, 1995 – Recovery of Rates and Service Charges – Leased Properties	Just leased properties?  Consider adding to a general delegation to take action for recovery and write off of debts owed to the City
	Local Government Act, 1995 – Temporary Road Closures	
	Local Government Act, 1995 – advertising Proposed Differential Rates	
	Local Government Act, 1995 – Sand Drift	Amend to reflect power to issue a notice and then carry out notice provisions if owner/ occupier does not do so within period specified in the notice. Add a general power to recover costs to debt recovery delegation.
	Objections to The Rate Record & Rateable Status of Land	Clarify limit of amount that can be considered – per annum presumably?
	Procurement Selection & award	Cross check against Procurement Policy
	Requirement to Construct or Repair Crossing	Same as 'crossover' policy? If so combine and delete one or the other.  If not, add reference or link to each other.
	Usage & Management of Community & Sporting Facilities	Combine with 'Renewal of Leases and Licenses for Council-City owned or Controlled Property' delegation.
'Pursuant to Council	Overall observations	Change to sort these delegations by enabling Act.

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Group	Subject/ title	Comments
policies'		This will also assist in dealing with the difference between a policy made under the LPS (which have legal effect) and others (which mostly do not).  Delegation might also be subject to consideration of requirements set out in a policy but not vice versa.
	Attendance At Conferences, Seminars, Events & Training	Clarify to explain what 'Council delegates' means.  Suggest amend title to 'Attendance at Conferences, Seminars, Events & Training by Elected Members' if it applies only to Mayor and Councillors.
	Building Permits/ Strata Plans	Nil.
	City Of Cockburn - Local Law – Parking & Parking Facilities	Nil.
	Community Funding To Support Local Economic Development	Clarify what '1. Category A – Economic Development Grants' means or add link to it  Add link to policy
	Completion Of Firebreaks On Private Land	Appears to be appointment of an authorised person
	Employee Development	Not a delegation of power; add to management practice or operating procedures.
	Land Administration Act 1997 – Naming Of Streets & Public Open Space	Check if Land Administration Act allows delegation of power
	Location Of High Voltage Overhead Power Lines And Microwave Towers	A Planning Policy; add link to LPS
	Obtaining Legal Or Other Expert Advice & Legal Proceedings Between City Of Cockburn & Other Parties	Add cross reference to legal services (where elected member or employee involved) delegation of power; ensure no conflict between them.  Ditto – add cross reference to policy on same.

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## Item 12.2 Attachment 1

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Group	Subject/ title	Comments
	Payments To Employees In Addition To Contract Or Award	<p>This is a unique case whereby this is a policy required by s5.50 of the Local Government Act. It also has specific requirements in relation to advertising and amending it.</p> <p>Add conditions to the effect that:</p> <ul style="list-style-type: none"> <li>Neither the CEO or a sub-delegate can pay him/ herself a gratuity;</li> <li>Any payment above Award entitlements or as provided in the CEO's contract must be decided by the Council itself.</li> </ul> <p>Add link to Policy.</p>
	Renewal Of Leases And Licenses For Council Owned Or Controlled Property	<p>See overall comments regarding differentiating between 'council' and 'City'; amend title to 'City'.</p> <p>Reverse focus of the delegation of power so that CEO (or sub-delegate) must consider conditions in Policy not vice versa.</p> <p>Consider combining with other 'disposal of property' delegations.</p> <p>May also need to consider any applicable Management Order and conditions regarding leasing of Crown Reserves.</p> <p>Link to policy re same.</p>
	Sponsorship And Naming Rights On City Controlled Land And/ Or Buildings	Note use of 'City' controlled land etc.
	Structure Plans, Rezoning Applications And Metropolitan Region Scheme Amendments	<p>Policy made under the City's LPS.</p> <p>Clarify if it is a delegation of power or not – policy provides for there to be a 'nil' delegate; so why is it listed as a delegation of power?</p> <p>Check if Planning Regs allow delegation direct to an employee other than the CEO.</p>
'Extraneous to LG Act'	Overall	See notes in covering report recommending grouping by enabling legislation.
	Food Act 2008 – Appointment Of Authorised Persons & Designated Officers	Retain as the Food Act is not listed in the legislation that a CEO may appoint authorised persons under s9.10 of the <i>Local Government Act 1995</i>

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Group	Subject/ title	Comments
	Building Act 2011 – Appoint Authorised Persons	Retain as the Building Act is not listed in the legislation that a CEO may appoint authorised persons under s9.10 of the <i>Local Government Act 1995</i>
	Building Act 2011 - Approve Or Refuse A Demolition Permit	Nil.
	Building Act 2011 - Approve Or Refuse An Extension Of Time For An Occupancy Permit And Building Approval Certificate	Nil.
	Building Act 2011 - Approve Or Refuse An Extension Of Time For Building And Demolition Permits	Nil.
	Building Act 2011 - Approve Or Refuse Building Permit	Nil.
	Building Act 2011 - Issue An Occupancy Permit Or Building Approval Certificate	Nil.
	Building Act 2011 – Legal Proceedings	Add clarification about link to Legal Representation policy
	Building Act 2011 - Make An Order For Building Or Demolition Work	Combine with delegation re revocation of an Order
	Building Act 2011 - Revoke Order For Building Or Demolition Work	Combine with delegation re making an Order
	Bush Fires Act 1954 – Abatement Of A Fire Danger	Nil.

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## Item 12.2 Attachment 1

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Group	Subject/ title	Comments
	Bush Fires Act 1954 – Legal Proceedings	Add clarification about link to Legal Representation policy
	Bush Fires Act, 1954 – Powers And Duties	Expand title to reflect content of delegation
	Bush Fires Act 1954 –Prohibited And Restricted Burning Period	One of the few occasions where a delegation can be to a Mayor.
	Cat Act 2011 - Administration And Enforcement	Review to determine if part re appointing authorised persons still required, s9.10(1) (c) of the <i>Local Government Act 1995</i> now allows CEO to appoint authorised persons under the Cat Act.
	City Of Cockburn – Town Planning Scheme No.3 - Development Contributions	Check if this a delegation or a policy made under LPS (and which has force of law)
	Dog Act 1976 – Administration And Enforcement	Review to determine if part re appointing authorised persons still required, s9.10(1)(f) of the <i>Local Government Act 1995</i> now allows CEO to appoint authorised persons under the Dog Act.
	Food Act 2008 – Prohibition Orders	Nil.
	Food Act 2008 – Prosecutions	Nil.
	Food Act 2008 – Registration Of Food Business	Nil.
	Graffiti Vandalism Act 2016- Administration & Enforcement	Nil. Request addition to list of Acts under s9.10
	Public Health Act 2016- Appointment Of Authorised Officers	Nil. Request addition to list of Acts under s9.10
	Town Planning Scheme No. 3 – Development Control	Check if this a delegation or a policy made under LPS (and which has force of law)



DAP 25/11/2021

Item 12.2 Attachment 2

DA	<b>LOCAL GOVERNMENT ACT, 1995 — CONTRACT VARIATIONS (TENDER OR EQUIVALENT)</b>
----	--

<b>DIVISION:</b>	Governance and Strategy
<b>BUSINESS UNIT:</b>	Legal, Governance and Risk Management
<b>SERVICE UNIT:</b>	Legal, Governance and Risk Management
<b>RESPONSIBLE OFFICER:</b>	Executive Committee Members (Ex-Co)
<b>FILE NO.:</b>	086/003
<b>DATE FIRST ADOPTED:</b>	1997
<b>DATE LAST REVIEWED:</b>	10 December 2020
<b>ATTACHMENTS:</b>	N/A
<b>VERSION NO.</b>	10

Dates of Amendments / Reviews:		
DAP Meeting:	24 May 2012	18 May 2017
	23 May 2013	24 May 2018
	22 May 2014	23 May 2019
	2 June 2015	26 November 2020
	26 May 2016	
OCM:	9 June 2011	9 June 2016
	14 June 2012	8 June 2017
	13 June 2013	14 June 2018
	12 June 2014	13 June 2019
	11 June 2015	

**FUNCTION DELEGATED:**

The authority to approve variations for a specific Contract executed from tenders (or equivalent), expressions of interests or a panel of pre-qualified suppliers for the provision of goods and services to Council.

**CONDITIONS/GUIDELINES:**

- (1) The overall amount being within the Budgeted allocation.
- (2) Details of any variations to be listed in the Contracts System.
- (3) Any delegate has the authority to deal with such matters as relevant to this declaration.
- (4) All transactions utilising this delegation are to be recorded in the Contracts System by the officer responsible for initiating the action taken, or by another officer under the direction of the initiating officer.
- (5) Any variation to a specific Contract that exceeds \$750,000 (Ex GST) must be approved by Council.

[1]

## Item 12.2 Attachment 2

DAP 25/11/2021

DA	<b>LOCAL GOVERNMENT ACT, 1995 — CONTRACT VARIATIONS (TENDER OR EQUIVALENT)</b>
----	--

**AUTONOMY OF DISCRETION:**

As provided under Legislative requirements and conditions (1) to (3) above.

**LEGISLATIVE REQUIREMENTS/COUNCIL POLICY:**

Local Government Act 1995, Sections 3.57 and 3.58  
Local Government (Functions and General) Regulations 1996, Part 4.

**DELEGATE:**

Chief Executive Officer

Note: The Chief Executive Officer will sub-delegate this authority to:-

**SUB-DELEGATE/S:**

Chief Financial Officer  
Chief of Operations  
Chief of Community Services  
Chief of Built and Natural Environment  
Executive Governance and Strategy  
Executive Corporate Affairs  
Executive People, Culture and Safety

[2]



DAP 25/11/2021

Item 12.2 Attachment 3

DA	OBJECTIONS TO THE RATE RECORD & RATEABLE STATUS OF LAND
----	---

DIVISION:	Finance
BUSINESS UNIT:	Finance
SERVICE UNIT:	Rates & Revenue
RESPONSIBLE OFFICER:	Chief Financial Officer
FILE NO.:	086/003
DATE FIRST ADOPTED:	13 December 2013
DATE LAST REVIEWED:	10 December 2020
ATTACHMENTS:	N/A
VERSION NO.	8

Dates of Amendments / Reviews:		
DAP Meeting:	28 November 2013	18 May 2017
	22 May 2014	24 May 2018
	2 June 2015	23 May 2019
	26 May 2016	26 November 2020
OCM:	13 December 2013	8 June 2017
	12 June 2014	14 June 2018
	11 June 2015	13 June 2019
	9 June 2016	

**FUNCTIONS DELEGATED:**

- (1) Authority to extend the time for a person to make an objection in relation to the rate record.
- (2) Authority to consider any objections to the rates record and allow/disallow the objection either wholly or in part.
- (3) After making a decision on the objection the delegated officer is to promptly serve upon the person by whom the objection was made, written notice of their decision on the objection and a statement of their reason for that decision.
- (4) In considering objections to the rate record, grant non rateable status for Land used for purposes in accordance with the Local Government Act 1995 Section 6.26 (2).

**CONDITIONS/GUIDELINES:**

- (1) Objections allowed on the grounds of non-rateability of Land are limited to where general rates to be charged do not, or would not, exceed \$5,000, per annum.

[1]

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## Item 12.2 Attachment 3

DAP 25/11/2021

DA	OBJECTIONS TO THE RATE RECORD & RATEABLE STATUS OF LAND
----	--

- (2) All transactions utilising this delegation are to be recorded in the City's Recording Keeping system (ECM) by the delegated officer or by another officer directed by the delegated officer.

**AUTONOMY OF DISCRETION:**

As provided under Legislative requirements

**LEGISLATIVE REQUIREMENTS/COUNCIL POLICY:**

Section 6.26, 6.76, 5.42 and 5.44 of the *Local Government Act 1995*.

**DELEGATE:**

Chief Executive Officer

Note: The Chief Executive Officer will sub-delegate this authority to:-

**SUB/DELEGATE/S:**

Chief Financial Officer

Head of Finance

[2]



DAP 25/11/2021

Item 12.2 Attachment 4

DA	PAYMENTS TO EMPLOYEES IN ADDITION TO CONTRACT OR AWARD	
----	--	--

DIRECTORATE:	Executive Services
BUSINESS UNIT:	Executive Services
SERVICE UNIT:	Executive Services
RESPONSIBLE OFFICER:	Chief Executive Officer
FILE NO.:	086/003
DATE FIRST ADOPTED:	1997
DATE LAST REVIEWED:	10 September 2020
ATTACHMENTS:	N/A
VERSION NO.	4

<b>Dates of Amendments / Reviews:</b>	
DAPPS Meeting:	24 May 2012 27 February 2014 25 February 2016 27 August 2020
OCM:	14 June 2012 13 March 2014 10 March 2016

**FUNCTION DELEGATED:**

The authority to approve payments of gifts and/or functions to employees of the City of Cockburn, in recognition of long periods of employment service.

**CONDITIONS/GUIDELINES:**

- (1) As provided in Council Policy 'Payments to Employees in Addition to Contract or Award', or as specified in relevant employee Contract.
- (2) Any relevant requirements of the Local Government Act, 1995, to be complied with.
- (3) All transactions utilising this delegation are to be recorded in the City's record keeping system (ECM) by the delegated officer, or by another officer directed by the delegated officer.

**AUTONOMY OF DISCRETION:**

As provided in Council Policy 'Payments to Employees in Addition to Contract or Award'.

**LEGISLATIVE REQUIREMENTS/COUNCIL POLICY:**

Council Policy "Payments to Employees in Addition to Contract or Award" refers.

**DELEGATE:**

Chief Executive Officer

**DELEGATE/S AUTHORISED:**

N/A

## Item 12.2 Attachment 5

DAP 25/11/2021

DA	<b>LOCAL GOVERNMENT ACT, 1995 — RECOVERY OF RATES AND SERVICE CHARGES – LEASED PROPERTIES</b>
----	---

<b>DIVISION:</b>	Finance
<b>BUSINESS UNIT:</b>	Finance
<b>SERVICE UNIT:</b>	Management Accounting
<b>RESPONSIBLE OFFICER:</b>	Chief Financial Officer
<b>FILE NO.:</b>	086/003
<b>DATE FIRST ADOPTED:</b>	1997
<b>DATE LAST REVIEWED:</b>	10-December-2020
<b>ATTACHMENTS:</b>	N/A
<b>VERSION NO.</b>	10

Dates of Amendments / Reviews:		
DAP Meeting:	24 May 2012	18 May 2017
	23 May 2013	24 May 2018
	22 May 2014	23 May 2019
	2 June 2015	26 November 2020
	26 May 2016	
OCM:	9 June 2011	9 June 2016
	14 June 2012	8 June 2017
	13 June 2013	14 June 2018
	12 June 2014	13 June 2019
	11 June 2015	

**FUNCTION DELEGATED:**

The authority to recoup rates and service charges from lease property by the service of notice requiring the lessee to pay any rent, as it falls due, off the outstanding rates and service charges.

**CONDITIONS/GUIDELINES:**

- (1) Any delegate has the authority to deal with such matters relevant to this declaration.
- (2) All transactions utilising this delegation are to be recorded in the City's Record Keeping system (ECM) by the delegated officer or by another officer directed by the delegated officer.

**AUTONOMY OF DISCRETION:**

As provided under Legislative requirements and conditions.

**LEGISLATIVE REQUIREMENTS/COUNCIL POLICY:**

Local Government Act 1995, Sections 6.60 to 6.62

**DELEGATE:**

Chief Executive Officer

Note: The Chief Executive Officer will sub-delegate this authority to:-

[1]





DAP 25/11/2021

Item 12.2 Attachment 5

DA	<del>LOCAL GOVERNMENT ACT, 1995</del> — RECOVERY OF RATES AND SERVICE CHARGES – LEASED PROPERTIES
----	--

SUB-DELEGATE/S:

Chief Financial Officer  
Head of Finance

[2]

## Item 12.2 Attachment 6

DAP 25/11/2021

DA	<b>LOCAL GOVERNMENT ACT, 1995 — SAND DRIFT</b>
----	--

<b>DIVISION:</b>	Operations
<b>BUSINESS UNIT:</b>	Operations and Maintenance
<b>SERVICE UNIT:</b>	Environment, Parks and Landscape
<b>RESPONSIBLE OFFICER:</b>	Head of Operations
<b>FILE NO.:</b>	086/003
<b>DATE FIRST ADOPTED:</b>	1997
<b>DATE LAST REVIEWED:</b>	10 December 2020
<b>ATTACHMENTS:</b>	N/A
<b>VERSION NO.</b>	10

Dates of Amendments / Reviews:		
DAP Meeting:	24 May 2012	18 May 2017
	23 May 2013	24 May 2018
	22 May 2014	23 May 2019
	2 June 2015	26 November 2020
	26 May 2016	
OCM:	9 June 2011	9 June 2016
	14 June 2012	8 June 2017
	13 June 2013	14 June 2018
	12 June 2014	13 June 2019
	11 June 2015	

**FUNCTION DELEGATED:**

The authority to issue a notice on the owner of land and initiate necessary proceedings to prevent sand drifts on the land adversely affecting other property under Sec 3.25(1) (Schedule 3) Division 1.6) of the Local Government Act, 1995.

**CONDITIONS/GUIDELINES:**

- (1) Assessment by a person suitably qualified to provide guidance on such matters should be obtained, if appropriate, prior to issue of a Notice under the provisions.
- (2) All transactions utilising this delegation are to be recorded in the City's Record Keeping system (ECM) by the delegated officer or by another officer directed by the delegated officer.

**AUTONOMY OF DISCRETION:**

As provided under Legislative requirements and conditions above.

**LEGISLATIVE REQUIREMENTS/COUNCIL POLICY:**

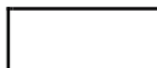
Local Government Act, 1995, s3.25(1) ((Schedule 3) Division 1.6), s5.42 and s5.44.

**DELEGATE:**

Chief Executive Officer

Note: The Chief Executive Officer will sub-delegate this authority to:-

[1]



DAP 25/11/2021

Item 12.2 Attachment 6

DA	<del>LOCAL GOVERNMENT ACT, 1995</del> SAND DRIFT
----	--

SUB-DELEGATE/S:

Chief of Operations  
Head of Operations and Maintenance  
Senior Development Engineer

[2]

## Item 12.2 Attachment 7

DAP 25/11/2021

DA	BUSH FIRES ACT, 1954 – <b>DELEGATION OF POWERS AND DUTIES</b>	
----	---	--

DIRECTORATE:	Executive Support Department
BUSINESS UNIT:	Executive Services
SERVICE UNIT:	Executive Services
RESPONSIBLE OFFICER:	Director, Governance & Community Services
FILE NO.:	086/003
DATE FIRST ADOPTED:	1997
DATE LAST REVIEWED:	10-September-2020
ATTACHMENTS:	N/A
VERSION NO.	10

Dates of Amendments / Reviews:		
DAPPS Meeting:	31 May 2007	18 May 2017
	24 May 2012	24 May 2018
	23 May 2013	23 May 2019
	2 June 2015	27 August 2020
	26 May 2016	
OCM:	14 June 2007	9 June 2016
	14 June 2012	8 June 2017
	13 June 2013	14 June 2018
	12 June 2014	13 June 2019
	11 June 2015	

**FUNCTION DELEGATED:**

All powers, duties and functions of the local government under the Bush Fires Act 1954.

**CONDITIONS/GUIDELINES:**

- (1) Includes the authority to appoint officers to Fire Control Officers for the City of Cockburn and to the Volunteer Bush Fire Brigades established within the City of Cockburn in accordance with S41 and 43 of the Bush Fires Act 1954;
- (2) Power to withdraw infringement notices according to s59A(3) of the Bush Fires Act 1954, and Bush fires Infringements Regulation 4 (a)

Excludes powers and duties that:

- are prescribed in the Act with the requirement for a resolution by the local government;
- are prescribed in the Act for performance by prescribed offices; or,
- are subject to separate delegated authority within this register..

[1]



DAP 25/11/2021

Item 12.2 Attachment 7

DA	BUSH FIRES ACT, 1954 – <b>DELEGATION OF POWERS AND DUTIES</b>	
----	---	--

- (3) All transactions utilising this delegation are to be recorded by the officer responsible for initiating the action taken, or by another officer under the direction of the initiating officer.

**AUTONOMY OF DISCRETION:**

As per abovementioned condition.

**LEGISLATIVE REQUIREMENTS/COUNCIL POLICY:**

S.48 Bush Fires Act, 1954

**DELEGATE:**

CEO

**SUB – DELEGATE/S:**

Nil  
(No Sub-delegation provision under the Bush fire Act 1954)

[2]

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## Item 12.2 Attachment 8

DAP 25/11/2021

DA	COMPLETION OF FIREBREAKS ON PRIVATE LAND
----	--

DIRECTORATE:	Governance & Community Services
BUSINESS UNIT:	Recreation & Community Safety
SERVICE UNIT:	Ranger & Community Safety Services
RESPONSIBLE OFFICER:	Manager, Recreation & Community Safety
FILE NO.:	086/003
DATE FIRST ADOPTED:	1997
DATE LAST REVIEWED:	10 September 2020
POLICY REF.:	ACS5
VERSION NO.	5

Dates of Amendments / Reviews:	
DAPPS Meeting:	24 May 2012 28 August 2014 25 August 2016 27 August 2020
OCM:	9 April 2009 14 June 2012 11 September 2014 8 September 2016

**FUNCTION DELEGATED:**

The authority to issue Infringement Notices against land holders who contravene Fire Break requirements.

**CONDITIONS/GUIDELINES:**

- (1) If fire breaks are not completed by the date specified in the Fire Order, an infringement notice be issued and City will arrange for the construction of a fire break, with all associated costs to be borne by the land owner.
- (2) ~~Council~~The City advise contractors that extensions in time will not be allowed in accordance with (1) above.
- (3) All requirements of the Bush Fires Act, 1954, are to be complied with where necessary.

**AUTONOMY OF DISCRETION:**

As provided in Conditions above

**LEGISLATIVE REQUIREMENTS/COUNCIL POLICY:**

Bush Fires Act, 1954 (Section 48 (4))  
Council Policy "Completion of Firebreaks on Private Land" refers.

[1]



DAP 25/11/2021

Item 12.2 Attachment 8

DA	COMPLETION OF FIREBREAKS ON PRIVATE LAND
----	--

DELEGATE:

Chief Executive Officer

Note: Chief Executive Officer will sub-delegate this authority to:-

DELEGATE/S AUTHORISED:

Acting through

- 1. Chief Bush Fire Control Officer
- 2. Rangers

[2]



## Item 12.2 Attachment 9

DAP 25/11/2021

DA	CAT ACT 2011 – <b>DELEGATION OF POWERS AND DUTIES -ADMINISTRATION AND ENFORCEMENT</b>	
----	---	--

DIRECTORATE:	Governance & Community Services
BUSINESS UNIT:	Recreation & Community Safety
SERVICE UNIT:	Ranger & Community Safety
RESPONSIBLE OFFICER:	Manager, Recreation & Community Safety
FILE NO.:	086/003
DATE FIRST ADOPTED:	12 September 2013
DATE LAST REVIEWED:	10 September 2020
ATTACHMENTS:	N/A
VERSION NO.	7

Dates of Amendments / Reviews:		
DAPPS Meeting:	22 August 2013	18 May 2017
	22 May 2014	24 May 2018
	2 June 2015	23 May 2019
	26 May 2016	27 August 2020
OCM:	12 June 2014	8 June 2017
	11 June 2015	14 June 2018
	9 June 2016	13 June 2019

**FUNCTION DELEGATED:**

~~1.~~ Exercise of any of its powers or the discharge of any of its duties under the Cat Act 2011.

~~2. Appointment of authorised persons~~

**CONDITIONS/GUIDELINES:**

- A power or duty under sections 63, 64, or 65 of the Cat Act 2011 cannot be performed by an authorised person;
  - Content of Infringement Notice
  - Extension of Time
  - Withdrawal of Notice
- Appointment of authorised persons function is not sub-delegated

**AUTONOMY OF DISCRETION:**

N/A

**LEGISLATIVE REQUIREMENTS/COUNCIL POLICY:**

Cat Act 2011 s44 Delegation by local government  
 Cat Act 2011 s45 Delegation by CEO of local government  
 Cat Act 2011 s48 Authorised persons

[1]



DAP 25/11/2021

Item 12.2 Attachment 9

DA	CAT ACT 2011 – DELEGATION OF POWERS AND DUTIES -ADMINISTRATION AND ENFORCEMENT	
----	--	--

DELEGATE:

CEO

SUB-DELEGATE/S:

Manager, Recreation & Community Safety  
Ranger and Community Safety Service Manager (except appointment of authorised persons)

[2]

## Item 12.2 Attachment 10

DAP 25/11/2021

DA	<b>CITY OF COCKBURN—TOWN PLANNING SCHEME NO.3 - DEVELOPMENT CONTRIBUTIONS</b>
----	---

<b>DIVISION:</b>	Built and Natural Environment
<b>BUSINESS UNIT:</b>	Planning
<b>SERVICE UNIT:</b>	Strategic Land Planning
<b>RESPONSIBLE OFFICER:</b>	Chief of Built and Natural Environment
<b>FILE NO.:</b>	086/003
<b>DATE FIRST ADOPTED:</b>	1997
<b>DATE LAST REVIEWED:</b>	<del>10 September 2020</del>
<b>ATTACHMENTS:</b>	N/A
<b>VERSION NO.</b>	12

<b>Dates of Amendments / Reviews:</b>		
DAPPS Meeting:	24 May 2012	26 May 2016
	23 May 2013	18 May 2017
	22 August 2013	24 May 2018
	22 May 2014	23 May 2019
	2 June 2015	27 August 2020
	26 November 2015	
OCM:	10 April 2008	10 December 2015
	14 June 2012	9 June 2016
	13 June 2013	8 June 2017
	12 September 2013	14 June 2018
	12 June 2014	13 June 2019
	11 June 2015	

**FUNCTION DELEGATED:**

The authority to adopt Cost Contribution Schedules for Development Contribution Areas and set the annual contribution rates.

**CONDITIONS/GUIDELINES:**

- (1) The requirements specified in clause 5.3 and Table 10 of Town Planning Scheme No 3.
- (2) All transactions utilising this delegation are to be recorded in the City's Record Keeping system (ECM) by the delegated officer or by another officer directed by the delegated officer.

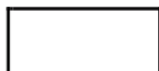
**AUTONOMY OF DISCRETION:**

As provided in Condition (1) above.

**LEGISLATIVE REQUIREMENTS/COUNCIL POLICY:**

City of Cockburn Town Planning Scheme No.3  
Planning & Development Act 2005

[1]



DAP 25/11/2021

Item 12.2 Attachment 10

DA	<del>CITY OF COCKBURN</del> —TOWN PLANNING SCHEME NO.3 - DEVELOPMENT CONTRIBUTIONS
----	---

**DELEGATE:**

CEO

**SUB-DELEGATE/S:**

Chief of Built and Natural Environment  
Head of Planning  
Co-ordinator, Strategic Planning  
Development Contributions Officer

[2]

## Item 12.2 Attachment 11

DAP 25/11/2021

DA	LAND ADMINISTRATION ACT 1997 – NAMING OF STREETS & PUBLIC OPEN SPACE	
----	---	--

DIRECTORATE:	Planning & Development
BUSINESS UNIT:	Strategic Planning Services
SERVICE UNIT:	Land Administration Services
RESPONSIBLE OFFICER:	Property & Lands Officer
FILE NO.:	021/005; 086/003
DATE FIRST ADOPTED:	1997
DATE LAST REVIEWED:	10 September 2020
ATTACHMENTS:	N/A
VERSION NO.	7

Dates of Amendments / Reviews:		
DAPPS Meeting:	31 May 2007	26 February 2015
	24 May 2012	26 November 2015
	23 May 2013	27 August 2020
	22 August 2013	
OCM:	14 June 2007	12 September 2013
	14 June 2012	12 March 2015
	13 June 2013	10 December 2015

**FUNCTION DELEGATED:**

The expressed authority of the Council of the City of Cockburn is given to deal with the naming of streets and public open space to recommend to the Geographic Names Committee the adoption of the street name and the naming of Public Open Space, under the provisions of the Land Administration Act, 1997.

**CONDITIONS/GUIDELINES:**

- (1) All Elected Members are to be notified of proposals and be given the opportunity to comment prior to the submission being forwarded to the Geographic Names Committee. If one or more Elected Members disagree with the proposal then the matter is to be placed before Council (no response will indicate acceptance).
- (2) If amending a street name, following advice from the relevant Elected Members, the landowners of the affected street are to be advised of the proposal and their comments sought. If more than 50% of those surveyed agree with the proposal, the amendment is to proceed. If more than 50% of those surveyed disagree with the proposal then the matter is to be placed before Council for determination. (No response will indicate acceptance).
- (3) All transactions utilising this delegation are to be recorded in the City's record keeping system (ECM) by the delegated officer, or by another officer directed by the delegated officer.

**AUTONOMY OF DISCRETION:**

[1]



DAP 25/11/2021

Item 12.2 Attachment 11

DA	LAND ADMINISTRATION ACT 1997 – NAMING OF STREETS & PUBLIC OPEN SPACE	
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Limited to above conditions, and Land Administration Act, 1997, s26(a)

**LEGISLATIVE REQUIREMENTS/COUNCIL POLICY:**

Naming of Streets & Public Open Space POL-APD73  
Local Government Act 1995, S 5.44

**DELEGATE:**

CEO

**SUB-DELEGATE/S**

Manager, Strategic Planning  
Administration Officer – Strategic Planning  
Property and Lands Officer

To be deleted

[2]

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## Item 12.2 Attachment 12

DAP 25/11/2021

DA	LOCATION OF HIGH VOLTAGE OVERHEAD POWER LINES AND MICROWAVE TOWERS	LPP 5.4
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DELEGATED AUTHORITY CODE:	LPP 5.4
DIRECTORATE:	Planning & Development
BUSINESS UNIT:	Planning Services
SERVICE UNIT:	Statutory and Strategic Planning
RESPONSIBLE OFFICER:	Director, Planning & Development
FILE NO.:	086/003
DATE FIRST ADOPTED:	1997
DATE LAST REVIEWED:	10 September 2020
ATTACHMENTS:	N/A
VERSION NO.	7

<b>Dates of Amendments / Reviews:</b>		
DAPPS Meeting:	24 May 2012	26 November 2015
	22 August 2013	26 May 2016
	26 February 2015	27 August 2020
OCM:	9 April 2009	12 March 2015
	14 June 2012	10 December 2015
	12 September 2013	9 June 2016

**FUNCTION DELEGATED:**

- (1) The authority to make recommendations and to negotiate with Western Power in respect of new high voltage power lines within the district.
- (2) The authority to make recommendations to the Western Australian Planning Commission regarding subdivision proposals within close proximity to existing high voltage power lines.
- (3) The authority to negotiate with developers preparing Structure Plans for future urban areas regarding the policy measures.
- (4) All transactions utilising this delegation are to be recorded in the City's record keeping system (ECM) by the delegated officer, or by another officer directed by the delegated officer.

**CONDITIONS/GUIDELINES:**

The requirements specified in Council Local Planning Policy LPP 5.4 'Location of High Voltage Overhead Power Lines & Microwave Towers'.

**AUTONOMY OF DISCRETION:**

As provided in Conditions above.

**LEGISLATIVE REQUIREMENTS/COUNCIL POLICY:**

[1]





DAP 25/11/2021

Item 12.2 Attachment 12

DA	LOCATION OF HIGH VOLTAGE OVERHEAD POWER LINES AND MICROWAVE TOWERS	LPP 5.4
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Council Policy LPP 5.4 'Location of High Voltage Overhead Power Lines & Microwave Towers'.

**DELEGATE:**

Nil.

**DELEGATE/S AUTHORISED:**

Director, Planning & Development  
Manager, Strategic Planning  
Manager, Statutory Planning  
Coordinator, Strategic Planning  
Coordinator, Statutory Planning

**To be deleted**

[2]

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## Item 12.2 Attachment 13

DAP 25/11/2021

DA	STRUCTURE PLANS, REZONING APPLICATIONS AND METROPOLITAN REGION SCHEME AMENDMENTS	
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DIRECTORATE:	Planning & Development
BUSINESS UNIT:	Strategic Planning
SERVICE UNIT:	Strategic Planning
RESPONSIBLE OFFICER:	Manager, Strategic Planning
FILE NO.:	086/003
DATE FIRST ADOPTED:	1997
DATE LAST REVIEWED:	10 September 2020
ATTACHMENTS:	N/A
VERSION NO.	7

Dates of Amendments / Reviews:		
DAPPS Meeting:	24 May 2012	26 November 2015
	22 August 2013	26 May 2016
	26 February 2015	27 August 2020
OCM:	9 April 2009	12 March 2015
	14 June 2012	10 December 2015
	12 September 2013	9 June 2016

## FUNCTION DELEGATED:

## (1) Structure Plans

1. In accordance with Clause 17(1) of the Deemed Provisions, the authority to determine whether:
  - a. A Proposed Structure Plan complies with Clause 16(1) of the Deemed Provisions; or
  - b. Further information from the applicant is required before a Proposed Structure Plan can be accepted for assessment and advertising.
2. In accordance with Clause 17(1)(b) of the Deemed Provisions, the authority to estimate and provide to the applicant the fee for dealing with a Proposed Structure Plan in accordance with the Planning and Development Regulations 2009.
3. In accordance with Clause 18 of the Deemed Provisions, the authority to advertise the Proposed Structure Plan;
4. In accordance with Clause 19(1) of the Deemed Provisions the authority:
  - a. To request further information from a person who prepared a Proposed Structure Plan and;
  - b. To advertise any modifications proposed to a Proposed Structure Plan to address issues raised in submissions.
5. In accordance with Clause 29(3) of the Deemed Provisions, the authority to decide not to advertise an amendment to a Structure Plan if, in the opinion of the officer, the amendment is of a minor nature.

[1]



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Item 12.2 Attachment 13

DA	STRUCTURE PLANS, REZONING APPLICATIONS AND METROPOLITAN REGION SCHEME AMENDMENTS	
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6. In accordance with Clause 20(1) of the Deemed Provisions, the authority to prepare a report on an amendment to a Structure Plan, where the amendment is considered to be minor in nature, and to submit this directly to the Commission.

(2) Activity Centre Plans

1. In accordance with Clause 33(1) of the Deemed Provisions, the authority to determine whether:
  - a. A Proposed Activity Centre Plan complies with Clause 32(1) of the Deemed Provisions; or
  - b. Further information from the applicant is required before a Proposed Activity Centre Plan can be accepted for assessment and advertising.
2. In accordance with Clause 33(1)(b) of the Deemed Provisions, the authority to estimate and provide to the applicant the fee for dealing with a Proposed Activity Centre Plan in accordance with the Planning and Development Regulations 2009.
3. In accordance with Clause 34 of the Deemed Provisions, the authority to advertise the Proposed Activity Centre Plan;
4. In accordance with Clause 35(1) of the Deemed Provisions the authority:
  - a. To request further information from a person who prepared a Proposed Activity Centre Plan and;
  - b. To advertise any modifications proposed to a Proposed Activity Centre Plan to address issues raised in submissions.
5. In accordance with Clause 45(3), the authority to decide not to advertise an amendment to an Activity Centre Plan if, in the opinion of the officer, the amendment is of a minor nature.
6. In accordance with Clause 36(1) of the Deemed Provisions, the authority to prepare a report on an amendment to an Activity Centre Plan, where the amendment is considered to be minor in nature, and to submit this directly to the Commission.

**CONDITIONS/GUIDELINES:**

- (1) Where an amendment to a Structure Plan or Activity Centre Plan may be considered minor in nature
  1. As per Clause 17 of the Structure Plan Framework, a minor amendment to a Structure Plan or Activity Centre Plan is a change or departure that:
    - a. Does not materially alter the purpose and intent of the structure plan;
    - b. Does not change the intended lot / dwelling yield by more than 10 per cent;
    - c. Does not adversely impact upon the amenity of adjoining landowners and occupiers;
    - d. Does not restrict the use and development of adjoining land;
    - e. Does not significantly impact on infrastructure provision;
    - f. Does not impact upon the environment;

[2]

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## Item 12.2 Attachment 13

DAP 25/11/2021

DA	STRUCTURE PLANS, REZONING APPLICATIONS AND METROPOLITAN REGION SCHEME AMENDMENTS	
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- g. Is consistent with Council adopted policies; and
- h. Is deemed to be consistent with orderly and proper planning.

- (2) All transactions utilising this delegation are to be recorded in the City's record keeping system (ECM) by the delegated officer, or by another officer directed by the delegated officer.

**AUTONOMY OF DISCRETION:**

As provided in (1) of Conditions/Guidelines above

**LEGISLATIVE REQUIREMENTS/COUNCIL POLICY:**

City of Cockburn Town Planning Scheme No.3  
Planning and Development Act 2005  
Planning & Development (Local Planning Schemes) Regulation 2015

**DELEGATE:**

Nil.

**DELEGATE/S AUTHORISED:**

Director, Planning and Development  
Manager, Strategic Planning  
Coordinator, Strategic Planning  
Senior Strategic Planning Officers

To be deleted

[3]



## Item 12.3

DAP 25/11/2021

**12.3 (2021/MINUTE NO 0055) Amendment to Council Policy "Live Streaming at Council Meetings"****Author** D Green**Attachments** 1. Policy - Proposed Amendment - Live Streaming at Council Meetings [↓](#)**RECOMMENDATION**

That Council ADOPTS the amended Policy "Live Streaming of Meetings", as shown in the attachment to the Agenda

**Committee Recommendation**

MOVED Cr P Corke SECONDED Deputy Mayor T Widenbar

That the recommendation be adopted.

**CARRIED UNANIMOUSLY 5/0**

**Background**

At the Special Electors Meeting held in July 2021, a motion to include Electors Meetings within the "Live Streaming of Council Meetings" Policy was presented and carried.

Subsequently, the matter was considered by Council in September 2021, where it was resolved that the relevant Policy be referred to the Delegated Authorities and Policy (DAP) Committee for consideration.

**Submission**

N/A

**Report**

The relevant Policy has been reviewed in terms of its initial intent and application. At the time of endorsement, Council was of the opinion that enabling a live streaming function to be installed would increase transparency of the Council Meeting process.

Live streaming represents a convenient alternative for the public to view meetings should they not wish to attend in person. The same function is applied to the Audit Committee, as those meetings are also subject to being conducted with open doors for the public to access. There is no capacity for those who prefer to view online meetings to participate in Public Question Time at these meetings.

Electors' Meetings are subject to very different statutory requirements and are required to be held only on an annual basis, or upon the receipt of a petition representing at least 100 verified electors, for a special electors meeting.

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Only electors and ratepayers are permitted to participate in these meetings, although the City of Cockburn allows non electors to attend the meetings as observers only. The meetings are governed in their content and any decisions made at them are non-binding on the Council, although each decision must be formally considered at a Council Meeting.

It is unusual for these meetings to be attended in large numbers, however, in February 2021 the City of City of Cockburn Annual Electors' Meeting was attended by approximately 80 electors, and a Special Electors' Meeting in July attracted some 90 electors.

Despite Electors' Meetings not being required to be open to the general public, there is also no impediment for them to be conducted as closed sessions.

Accordingly, there would appear to be no reason for Electors' meetings not to be live streamed, as there is no capacity for the viewing audience to be able to participate in the meetings, thus eliminating any potential influence from non-electors.

Therefore, it is recommended that an amendment be made to the prevailing Policy to allow for meetings of Electors to be live streamed, as shown in the attachment.

A secondary amendment is proposed to remove the reference in the Policy to live captions, as this is a function that is not included in the operating system at this stage, and it is proving to be problematic to find an effective solution which incorporates legible live captioning.

**Budget/Financial Implications**

N/A

**Legal Implications**

Sections 5.26, 5.27 and 5.28 of the *Local Government Act 1995* refer

**Community Consultation**

N/A

**Risk Management Implications**

There is a "Low" level of "Compliance" risk associated with this item.

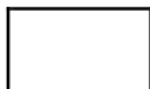
**Advice to Proponent(s)/Submitters**

N/A

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

Nil

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Item 12.3 Attachment 1

Title

Live Streaming at ~~Council~~ Meetings

### Policy Type

Council

### Policy Purpose

Council has approved the live streaming of Council meetings through the website to make the meetings more accessible. Live streaming means that residents are able to watch the Council meeting from home if they are unable to leave home because of personal circumstances or would prefer the convenience of viewing meetings from an external location, such as;

- ~~may not have a babysitter,~~
- ~~feel unsafe leaving home in the evening,~~
- ~~have a disability that makes it difficult to attend,~~
- ~~are otherwise unwell / injured~~
- ~~only interested in one item and do not wish to sit through the whole Council meeting.~~

A further benefit is increased transparency of Council's processes.

The recording of the meeting will also serve as a record of the minutes.

This policy details which meetings will be live streamed and how the public will be made aware.

### Policy Statement

Ordinary Council meetings, Special Council Meetings, ~~and~~ Audit and Strategic Finance Committee Meetings and Electors Meetings will be audio visually recorded and live streamed with live captions from the start of the meeting until the end of the meeting except when the Council meeting has resolved to go behind closed doors.

The recording with transcript ~~and captions~~ will be uploaded to the website as soon as practical after the meeting.

The Presiding Member will make an announcement at the start of every meeting, drawing attention to the fact that Council these meetings will be web streamed and that the recordings will be made available on the website. The Presiding member ~~He~~ will advise the public that they should be aware of this when speaking at the meeting.

A sign will be prominently displayed at each Council Meeting notifying attendees that the meeting will be web streamed.

[1]

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## Item 12.3 Attachment 1

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Title	Live Streaming at <b>Council</b> Meetings
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The City will ensure that all information is accessible and offered in alternative formats upon request in line with the City's commitment contained within its Disability Action and Inclusion Plan.

All recordings are to be retained as part of the City's records in accordance with the State Records Act, 2000.

Strategic Link:	Corporate Governance Charter
Category	Governance
Lead Business Unit:	Corporate Communications
Public Consultation: (Yes or No)	No
Adoption Date: (Governance Purpose Only)	<del>10 December 2020</del>
Next Review Due: (Governance Purpose Only)	December 2022
ECM Doc Set ID: (Governance Purpose Only)	9019782

[2]



## Item 12.4

DAP 25/11/2021

**12.4 (2021/MINUTE NO 0056) Proposed Amendments to Policy 'Corporate Strategic Planning and Budget'****Author(s)** C Thomson**Attachments** 1. Proposed amendments to Policy 'Corporate Strategic Planning and Budget' [↓](#)**RECOMMENDATION**

That Council ADOPTS the proposed amendments to Policy 'Corporate Strategic Planning and Budget', as shown in the attachment to the Agenda.

**Committee Recommendation**

MOVED Cr M Separovich SECONDED Cr T Dewan

That the recommendation be adopted.

**CARRIED UNANIMOUSLY 5/0**

**Background**

At the 11 November 2021 Ordinary Council Meeting, Council noted the first FY22 quarterly status report on the progress of the Chief Executive Officer Corporate Key Performance Indicators and Corporate Business Plan (CBP) Key Performance Indicators (KPIs).

It was recommended in the report that the quarterly status reports on the progress of the CBP KPIs replace the CBP six-monthly progress report that is provided to Council between January and March each year.

The City's Policy 'Corporate Strategic Planning and Budget' is now subject to review to reflect this recommendation.

**Submission**

N/A

**Report**

At the 22 July 2021 Chief Executive Officer Performance Review and Key Projects Appraisal Committee Meeting and the 12 August 2021 Ordinary Council Meeting, Council endorsed the FY22 Chief Executive Officer Corporate KPIs and CBP KPIs.

The KPIs endorsed by Council reflect more contemporary management measures of success and are also more easily measurable and defined.

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The new KPI framework is based on three key principles:

- Ensuring that all objectives have a defined measure of success (KPI)
- All objectives and KPIs have an assigned executive who is accountable for their delivery
- Reporting of the KPIs becomes transparent and is reported publicly via a quarterly update contained in a report at an Ordinary Council Meeting.

The KPIs form part of the Executive and Senior Leadership Team annual review process being made up of three parts:

1. Chief Executive Officer Corporate KPIs (30%)
2. Corporate Business Plan KPIs (50%)
3. Behavioural Measures (20%)

The first quarterly status report on the progress of the KPIs for FY22 (1 July 2021 to 30 September 2021) was noted by Council at the 11 November Ordinary Council Meeting.

The City currently provides Council with a six-monthly progress report for the current year of the CBP. It is recommended to the Committee that the quarterly status reports on the progress of the KPIs replace the six-monthly progress report.

By linking leadership performance to the strategic objectives and increasing the frequency of CBP progress reports, Council is provided with increased transparency on the delivery of the planned outcomes.

In addition to the quarterly progress reports, Council will be provided with a mid-year review of the service plans at the February Ordinary Council Meeting for decision (adoption).

### **Strategic Plans/Policy Implications**

#### Listening and Leading

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

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

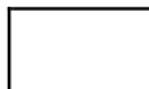
### **Budget/Financial Implications**

There are no direct budget or financial implications from the proposed policy change, but improved accountability in delivering strategic priorities through the budget and corporate performance reporting is expected.

### **Legal Implications**

Sections 5.38 and 5.39A (1) (b) of the *Local Government Act 1995* and Division 3 Schedule 2 of Regulation 18FA of the *Local Government (Administration) Regulations 1996* refer.

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*Local Government Act 1995* Section 5.56 and Regulation 19C and 19D of the *Local Government (Administration) Regulations 1996* refer.

**Community Consultation**

N/A

**Risk Management Implications**

Given the minor nature of the proposed policy changes, there are minimal risk implications. However, adopting the proposed changes will increase accountability and reduce ambiguity, improving Council's reputation.

**Advice to Proponent(s)/Submitters**

N/A

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

Nil

## Item 12.4 Attachment 1

DAP 25/11/2021

Title

Corporate Strategic Planning &amp; Budget

**Policy Type**

Council

**Policy Purpose**

The City's vision 'Cockburn, the best place to be' is underpinned by our purpose 'Support our communities to thrive by providing inclusive and sustainable services which reflect their aspirations'. To achieve this vision high level long term strategic objectives and business planning processes have been established. The Strategic Community Plan outlines the community's long-term vision, aspirations and priorities. It contains details of the City's Vision, the desired outcomes and the key factors that will help deliver these outcomes – referred to as the 'Strategic Objectives'.

The Strategic Community Plan undergoes a major review (including community consultation) every four years and a desktop review every two years. The Strategic Community Plan is functionally delivered and resourced through the Corporate Business Plan and the Annual Budget process. The Corporate Business Plan is reviewed annually and outlines the actions, projects, and services that the City's administration will undertake over a four-year period to achieve the Strategic Community Plan outcomes and objectives. Whereas the Annual Budget provides the financial allocations and resources for the relevant financial year.

The Local Government (Administration) Regulations 1996, Regulations 19C and 19D, set the requirements for the Strategic Community Plan and Corporate Business Plan. They derive from the Local Government Act 1995 Section 5.56.

Section 6.2 (1) of the Local Government Act 1995 requires Council to prepare and adopt a budget for its municipal fund during the period 1 June to 31 August for the following financial year.

Section 6.2 (2) requires Council to have regard to the contents of the plan for the future of the district in the preparation of the annual budget and to prepare estimates for revenues and expenditure in order to determine the amount required to be raised from rates.

Section 6.34 puts a limit on budget surpluses or deficits at no more than 10% of the rates amount required to achieve a balanced budget. Ministerial approval is required to vary this limit.

Part 3 of the Local Government (Financial Management) Regulations 1996 prescribes the form and content for the annual budget and the requirement to review the performance of the budget between 1 January and 31 March each year.

This policy has been formulated to articulate Council's requirements and processes for Strategic and Corporate planning and managing the annual budget in a manner that is both compliant with legislative requirements and pertinent to Council's operating needs.

[1]



DAP 25/11/2021

Item 12.4 Attachment 1

Title	Corporate Strategic Planning & Budget
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### Policy Statement

This policy establishes a framework for the City of Cockburn's Strategic and Corporate Planning processes that focuses on community priorities, statutory requirements, and the Integrated Planning and Reporting Framework and Guidelines. This policy provides the strategic guidance for an integrated business planning and resourcing approach when considering major decisions which will affect the City into the future.

This policy establishes a framework for the formulation, administration and management of Council's budget that meets both statutory and Council's requirements. It serves to provide strategic guidance to staff and sets out various guiding principles to be followed when developing the annual budget.

#### (1) Budget Formulation Principles

The following principles shall guide the preparation of the initial draft budget:

1. The Strategic Community Plan, Corporate Business Plan, Council adopted strategies, informing strategies the Community Survey and the Customer Satisfaction Survey should provide strategic guidance to management in determining budget priorities.
2. The projects and financial indicators listed within Council's Long Term Financial Plan (10 year Plan), and the Corporate Business Plan will form the basis and provide the general parameters for the annual budget. Budget submissions should be congruent with the objectives listed within the Strategic Community Plan.
3. Rating revenue is to be set at a level that will produce a balanced or small surplus budget. For this purpose, surplus/deficit calculations will be made in accordance with Local Government Operational Guidelines - Number 08 June 2013 "Net Current Assets (Opening and Closing Funds) Used in the Annual Budget and the Annual Financial Report.
4. Provisional allocation for Donations and Grants is to be up to a maximum of 1.5% of Rates Revenue (excluding any specified area rates). The Council committee (established for this purpose) makes recommendations regarding individual donations and grants.
5. Provisional allocation for Community Events is to be up to a maximum of 0.8% of Rates Revenue (excluding any specified area rates). Council approves the annual calendar of events each year.
6. Provisional allocation for project contingency fund is to be up to a maximum of 0.5% of rates revenue (excluding any specified area rates). These funds are set aside for the purpose of funding high priority projects identified during the year.
  - 6.1 Contingency funds are to be used for capital and operating projects identified either through:

[2]

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## Item 12.4 Attachment 1

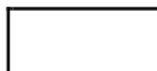
DAP 25/11/2021

Title	Corporate Strategic Planning & Budget
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- 6.1.1 the budget preparation process and not funded; or
- 6.1.2 during the relevant financial year and there are insufficient funds available to complete the project.
- 6.2 Request to access the contingency fund will require the relevant Department Head and/or Divisional Executive to submit a request to the Chief Financial Officer and CEO to approve. Where an allocation greater than \$10,000 is approved to be made from the Contingency Fund, Elected Members will be advised in advance of the allocation and its purpose.
- 6.4 Any advance allocation of contingency funds is to be submitted to Council at the next Ordinary Council Meeting as a budget amendment for adoption.
- 6.5 A reconciliation is to be included in the monthly financial report to Council, listing all allocations made and the balance of funds remaining in the Contingency Fund.
- 7. All budget submissions are to include detailed cash flow requirements in order to facilitate budget variance reporting each month.
- 8. Sustainability issues need to be considered when assessing all new initiatives, as well as value for money.
- 9. Standards established in other City policies, (such as verge maintenance), are to be adhered to. Where this causes a significant increase in costs, alternatives may be recommended.
- 10. The end of year current surplus/deficit position will need to be estimated during the formulation of the annual budget. This estimate, together with carried forward works and projects, will be brought to Council as a budget amendment to reflect actual positions once the end of year accounts have been finalised.
- 11. General Rates revenue will be budgeted using a Differential Rates model pursuant to the Local Government Act 1995 that seeks to rate land in the district equitably and proportionally based on appropriate land use/type characteristics.
- 12. Modelling of the proposed Differential Rates is to be presented to the Elected Members at a Budget Forum, with a focus on the residential improved rate in the dollar/minimum payment, particularly during a Gross Rental Value (GRV) revaluation year.
- 13. Specified Area Rates adopted by Council will be reviewed annually and set at levels that raise sufficient funding to meet anticipated needs (both short and long term).

[3]





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Item 12.4 Attachment 1

Title	Corporate Strategic Planning & Budget
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## (2) Budget Considerations for Reserve Funds

The requirement for each Reserve Fund and associated target values will be reviewed each budget cycle and net transfers to Reserves will be managed in line with the objective of attaining target values set within Council's Long Term Financial Plan (LTFP). Any budget surplus identified at the end of each financial year is to be transferred to an appropriate Reserve consistent with the objective of attaining target values.

A number of Reserves are subject to budget discipline and quarantining requirements as follows:

1. Carried Forwards Reserve – Municipal funding for carried forward works and projects included in the end of year surplus is to be quarantined into this reserve to fund the completion of those works in the following year.
2. Plant & Vehicle Reserve - the replacement program for major plant and fleet vehicles will be funded from the annual replenishing of this reserve, that based on the depreciation charge for applicable assets.
3. CIHF Building Maintenance Reserve – is replenished from the net commercial lease revenue from the Cockburn Integrated Health & Community Facility.
4. Waste & Recycling Reserve – net surplus/deficit for the Henderson Waste Recovery Park is managed through this reserve.
5. Waste Collection Reserve – transfers to this reserve are based on a hypothetical profit and loss for the Waste Collection Service.
6. Land Development & Investment Fund Reserve – net proceeds from land sales under the City's Land Management Strategy are transferred into this reserve, as is net commercial lease revenue from the Coogee caravan park and other commercial properties.
7. Developer Contribution Area (DCA) Reserves – net contributions from each DCA area are transferred into each respective reserve in accordance with the City's Town Planning Scheme.
8. Specified Area Rate Reserves – surplus funds raised and unspent at year end are to be quarantined into the respective reserve for future use in accordance with the LG Act.
9. Naval Base Shack/Shack Removal Reserves – net lease revenue is managed through these reserves for current and future maintenance and capital costs.
10. Marina Asset Replacement Reserve – net revenue from the lease of pens is required to be transferred into this reserve for future asset renewal and replacement needs. This should at least cover annual depreciation.

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## Item 12.4 Attachment 1

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Title	Corporate Strategic Planning & Budget
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11. Insurance Reserve – any annual savings attained and surplus dividends given by LGIS are to be quarantined to this reserve, which is used to smooth out future spikes in premiums and excess payments.
12. Restricted Grants and Contributions Reserve – some external funding remaining unspent at year end and not resulting in an accounting liability will be quarantined within this reserve.

## (3) Form and Content of Budget and Working Papers

Before presentation to Council, the budget will be developed and considered at a series of executive briefings and budget forums involving the Elected Members.

The draft budget to be presented to and considered at the various executive briefings and budget forums is to include the following elements:

1. A Rating Objects and Reasons paper.
2. A summary of all Reserve Funds and their anticipated movements based on known capital works/replacement programs and any other relevant information.
3. Details of proposed new initiatives, both capital and operating.
4. Details of proposed Capital Works program for Infrastructure.
5. Details of proposed new Staff positions.
6. Details of proposed new Information Technology.
7. A fees and charges schedule.
8. A summary of the Corporate Business Plan projects, service changes, strategies and actions for the upcoming year

The formal budget presented to Council for adoption will be in a format that complies with the Part 3 of the Local Government (Financial Management) Regulations 1996 and is to include any other information deemed relevant (e.g. summaries of the new initiatives and capital programs).

Council's significant accounting policies are to be updated and included within the formal budget to provide direction for the year ahead and explain the basis of preparation for the statutory financial statements

## (4) Adjustment for Estimated Surplus/Deficit and Addition of Carried Forwards

Once the end of financial year accounts have been finalised and audited, the actual opening budget surplus/deficit will be determined and reported to Council. Any excess surplus to the estimated final position will be transferred to Reserves in accordance with this policy. Also at this time, a detailed listing of carried forward works and projects will be presented to Council for incorporation into the City's amended annual budget.

(5) Mid-Year Budget Review and Corporate Business Plan Quarterly Progress Reports

Council will conduct a mid-year budget review for the principal purpose of addressing budget variations that may arise or come to the attention of management during the first half of the year, in line with financial regulations.

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Title	Corporate Strategic Planning & Budget
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The review is not intended for the purpose of funding new initiatives or capital works. New initiatives will only be submitted to Council where they are deemed essential and have an identified funding source. The Project Contingency Fund should be considered a funding source for essential items.

Council is bound by legislation to conduct a review of the budget between January and March each year.

Annually after the adoption of the Corporate Business Plan, the CEO and Executive Team in conjunction with the Senior Leadership Team will assign Key Performance Indicators (KPIs) to individual Corporate Business Plan outcomes.

Each financial year, quarterly status reports on the progress of the KPIs will be contained within a report to a Council Meeting. A six-monthly progress report for the current year of the Corporate Business Plan will be provided to Council between January and March each year.

(6) Community Engagement of Draft Budget

Upon the completion of the draft Municipal Budget, (due by the end of April each year), the draft capital and operating new initiatives, the rating objects and reasons and the draft fees and charges schedule will be:

1. Placed on Comment on Cockburn providing 28 days to allow feedback
2. Presented to a meeting of the Cockburn Community Development Group (community resident groups).
3. Elected Members will be provided the feedback in June each year, either at a briefing or by email.
4. The proposed differential rates will be advertised in accordance with the Local Government Act 1995, seeking additional (and formal) feedback. All feedback received on the budget will be summarised and included in the budget adoption report to Council.

(7) Budget Management Timetable

The following timetable includes all the major activities comprising Council's budgeting regime including the adoption of the Budget by a Special Meeting of Council in June of each financial year. It is indicative and may be subject to minor variations.

October	<ul style="list-style-type: none"> <li>Community Resident Groups invited to consider budget requests and priorities for the following financial years' budget.</li> </ul>
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## Item 12.4 Attachment 1

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November	<ul style="list-style-type: none"> <li>Community Resident Groups submissions to be submitted by the end of November.</li> <li><u>First quarterly status progress report for KPIs to Council for noting.</u></li> <li><u>Mid-year draft service plans issued to Senior Leadership Team.</u></li> </ul>
December	<ul style="list-style-type: none"> <li>Long Term Financial Plan reviewed and adopted (Biennially).</li> <li><del>Progress report on Corporate Business Plan projects, and actions drafted</del></li> <li>Mid-year budget review procedures and submission templates issued to Managers.</li> <li>Community and Business Group submissions to be assessed by relevant Business Unit Managers in line with LTFP, Corporate Business Plan, adopted Strategies and Asset Management Plans.</li> </ul>
January	<ul style="list-style-type: none"> <li>Mid-year budget review submissions due back from Managers.</li> <li>Executive to consider the proposed budget review.</li> <li><del>Corporate Business Plan six-month review updated with year-to-date financial data and progress against actions.</del></li> <li>Completion of budget <u>and mid-year service plans review and Corporate Business Plan progress report</u> for Council adoption or consideration.</li> <li>Budget guidelines, procedures and submission templates issued to Managers for next year's budget.</li> <li>Budget Review amendments included in the monthly reports for February</li> </ul>
February	<ul style="list-style-type: none"> <li>New initiatives/capital works submissions due back to Management Accounting.</li> <li>Proposed new initiatives/capital works considered by the Executive.</li> <li>Advertising of differential rates.</li> <li>Review of fees and charges register by management.</li> <li>Completed operational budgets returned to Finance</li> <li>Council to adopt the Budget Review <del>and consider the Corporate Business Plan progress review.</del></li> <li><u>Second quarterly status progress report for KPIs to Council for noting.</u></li> <li><u>Mid-year review of service plans to Council for decision (adoption).</u></li> </ul>

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March	<ul style="list-style-type: none"> <li>Review &amp; Update of Activity Based Costing Model.</li> <li>Annual review of the Corporate Business Plan prepared by management.</li> <li>The Executive considers initial draft of Budget and Corporate Business Plan review.</li> <li>First Budget and Corporate Business Plan Forum for Elected Members. Summary of Corporate Business Plan, service plans, corporate projects, capital works projects and community resident group submissions.</li> <li>Fees &amp; Charges Schedule updated.</li> </ul>
April	<ul style="list-style-type: none"> <li>Second Budget Forum for Elected Members covering the operational budget and differential rating model.</li> <li>Review of completed budget by the Executive.</li> <li>Finalisation of Statutory Budget and draft annual review of the Corporate Business Plan.</li> </ul>
May	<ul style="list-style-type: none"> <li>At beginning of May, commence community engagement of draft budget on Comment on Cockburn providing 28 days to provide feedback.</li> <li>Presentation to Cockburn Community Development Group meeting</li> <li>Advertise proposed differential rates including objects and reasons seeking feedback.</li> <li><u>Third quarterly status progress report for KPIs to Council for noting.</u></li> </ul>
June	<ul style="list-style-type: none"> <li>Briefing to Elected Members on feedback from community engagement</li> <li>Report back to Community Resident Groups on the draft budget submissions included in the draft budget for consideration by Council</li> <li>Carried forward projects estimated by management</li> <li>Adoption of reviewed Corporate Business Plan and Budget at Special Council Meeting.</li> </ul>
<u>July</u>	<ul style="list-style-type: none"> <li><u>Fourth quarterly status progress report for KPIs to Council for noting.</u></li> </ul>
September	<ul style="list-style-type: none"> <li>Budget amended to reflect final position with regard to estimated carried forward projects and end of financial year current surplus/deficit.</li> </ul>

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Title	Corporate Strategic Planning & Budget
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## Corporate Strategic Planning Process



Strategic Link:	Long Term Financial Plan, Strategic Community Plan
Category	Corporate Planning, Budgeting & Procurement
Lead Business Units:	Finance; Strategy
Public Consultation: (Yes or No)	Yes (budget only)
Adoption Date: (Governance Purpose Only)	9 September 2021
Next Review Due: (Governance Purpose Only)	September 2023
ECM Doc Set ID: (Governance Purpose Only)	4134024

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## Item 12.5

DAP 25/11/2021

**12.5 (2021/MINUTE NO 0057) Proposed Amendments to Policy "Civic Hospitality and Gifts"****Author** D Green**Attachments** 1. Amendments to Civic Hospitality and Gifts Policy [↓](#)**RECOMMENDATION**

That Council ADOPTS the proposed amendments to Policy "Civic Hospitality and Gifts", as shown in the attachment to the Agenda.

**Committee Recommendation**

MOVED Deputy Mayor T Widenbar SECONDED Cr M Separovich

That the recommendation be adopted, subject to amending the Policy, as follows:

- (1) Delete paragraph one of the Policy Statement and substitute the following:  
 "A program of events and budget is approved each year to provide hospitality such as functions to recognise community volunteers, pioneers and individuals and organisations who contribute significantly to the City. The program may vary at the discretion of the Council in consultation with the CEO."
- (2) Delete last paragraph, Item 2, and replace with the following:  
 "Should an invited person be unable to attend, an Elected Member shall be notified and given the opportunity to invite a replacement guest."

**CARRIED 4/1****For:** Deputy Mayor T Widenbar, Cr M Separovich, Cr P Corke, Cr C Stone**Against:** Cr T Dewan**Reason for Decision**

Whilst the role of the Mayor is to carry out civic and ceremonial duties, the Council should consider and approve the list of events and the budget to ensure a level of transparency and accountability expected of a best practice Council.

**8.50pm The Chief Financial Officer departed the meeting and did not return.**

**Background**

The City's Policy on the provision of hospitality and gifts was introduced as a means of recognising the community contributions of individuals and organisations within the district. The Policy mentions that "authority" be provided to the Mayor in certain circumstances related to the offering of hospitality and gifts.

The recent review of the City's corporate Policies identified that it is not legally possible to "authorise" the Mayor to commit expenditure related to the provision of



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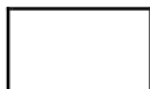
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hospitality and gifts. Such authority rests with the CEO, with an understanding that consultation with the Mayor is necessary on such occasions.

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## Item 12.5

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**Submission**

N/A

**Report**

While the Policy clearly indicates that a collegiate approach by the Mayor and CEO is in place, relative to the arrangements made for certain Civic events, it has been identified that the "authorisation" of expenditure can only be extended to the CEO.

In order to clarify the context within the Policy document itself, some changes to reflect the principle have been recommended for inclusion in the Policy.

The general intent of the City providing acknowledgement to well deserving community members remains, however, the content has been changed to reflect the statutory responsibility remains with the CEO.

As mentioned, the procedure to require liaison between the CEO and the Mayor is retained within the amendments and it is only the legislative requirement which is now reflected in the arrangements.

In addition, it has been identified that there is no capacity for elected members to be provided with "gifts" from the City, except on completion of their term of office, Therefore, reference to that effect has been deleted from the Policy.

**Strategic Plans/Policy Implications**Listening & Leading

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

- Best practice Governance, partnerships and value for money.

**Budget/Financial Implications**

All expenditure associated with the provision of civic hospitality is contained with the City's adopted Municipal budget.

**Legal Implications**

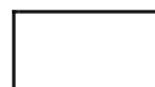
Section 6.10 and 5.100A of the *Local Government Act 1995* and Regulation 13 of the *Local Government (Financial Management) Regulations 1996* refer.

**Community Consultation**

N/A

**Risk Management Implications**

There is a "Moderate" level of "Compliance" Risk associated with this item.



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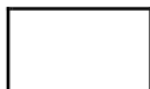
**Advice to Proponent(s)/Submitters**

N/A

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

Nil

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Title	Civic Hospitality & Gifts
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### Policy Type

Council

### Policy Purpose

This policy provides the authority and guidance for civic hospitality including functions, entertainment and gifts.

### Policy Statement

One of the roles of the Mayor is to carry out civic and ceremonial duties on behalf of the local government. A program of events and budget is approved each year to provide civic hospitality such as functions to recognise community volunteers; pioneers; and individuals and organisations who contribute significantly to the City. The program may vary from year to year at the discretion of the ~~Mayor and~~ Chief Executive Officer ~~in consultation with~~ Mayor.

The ~~CEO, in consultation with the~~ Mayor, approves invitation lists and generally partners are included. Some events are tailored to the guests and the following guidance should be used.

- (1) Pioneers Event:  
A Pioneers event is held annually to celebrate the history of the City and acknowledge the pioneers of the area. To be eligible for an invitation, residents must satisfy the criteria that they have been continuous residents of the City of Cockburn for at least 60 years. The guest list includes State and Federal Parliamentary Representatives, whose electorates are contained within the District; Honorary Freeman of the City; the Mayor and Councillors of the City; the Aboriginal Reference Group Co-Chairs and the City's Executive.
- (2) Annual Civic Function:  
The City hosts an annual function to recognise individuals and organisations who contribute significantly to the City's development. This event may also be combined with other events such as a milestone celebration (40<sup>th</sup> Anniversary of the City of Cockburn).

The guest list is drawn from:

1. State and Federal Parliamentary Representatives, whose electorates are contained within the District;
2. Honorary Freeman of the City;
3. Mayor and Councillors of the City;
4. Mayor and CEO of adjoining local government Districts;

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5. Minister and/or Director General of state government portfolios/Departments, as considered appropriate;
6. Representatives of local business and industries within the City of Cockburn, as considered appropriate;
7. Representatives of community organisations within the district, with whom Council has an association. A maximum of one (1) representative per organisation, per year, will be invited;
8. Individuals who have contributed to the community and individuals who the Elected Members recognise for their volunteering and voluntary support within the community of Cockburn. Such individuals may include former Elected Members;
9. The Aboriginal Reference Group (ARG) - Co Chairs;
10. City's Executive; and
11. Staff (maximum three per year) at the discretion of the CEO.

Elected members may suggest up to six names of individuals in total, for consideration as guests drawing from individuals who fall within point's six to eight above.

(3) Volunteer Emergency Services Event:

An annual event is usually held to acknowledge the contribution of volunteers from local emergency service organisations. The guest list is comprised of:

1. Members of the Department of Fire and Emergency Services (DFES);
2. Members of State Police;
3. Volunteers from local Bushfire Brigades;
4. Volunteers from Cockburn Volunteer Sea, Search and Rescue (CVSSR);
5. Local representatives of the State Emergency Services;
6. Relevant City Reference Group members;
7. Mayor and Councillors of the City; and
8. Staff (maximum five per year) at the discretion of the CEO.

Due to Council's duty of care and the size of this event, those under 18 years are not invited where the event is held on licensed premises.

(4) Hospitality

Other than the events listed, the Mayor, Councillors and/or Chief Executive Officer may offer hospitality including refreshments, within the confines of the Elected Members area of the Administration Building.

The ~~Mayor and/or~~ Chief Executive Officer may also ~~offer~~ **authorise** hospitality off site such as meals and refreshments consumed by Elected Members and other stakeholders during tours of facilities, site inspections and meetings where these are

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Title	Civic Hospitality & Gifts
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relevant to the City of Cockburn. ~~This authority is extended to Councillors when the Mayor is not present.~~

The Mayor and/or Chief Executive Officer may also offer hospitality ~~or a small gift (up to \$200)~~ to recognise a milestone achieved or notable civic act performed by ~~an Elected Member or~~ community member.

(5) Promotional Gifts and Mementos

The Mayor and/or Chief Executive Officer may make gifts of promotional items or small items to guests at civic functions or if visiting or attending functions at other organisations whether local, interstate or overseas. Councillors may request such items through the Chief Executive Officer. A budget is to be provided for such items.

Strategic Link:	Strategic Community Plan
Category	Elected Members
Lead Business Unit:	Governance, Risk and Compliance
Public Consultation: (Yes or No)	No
Adoption Date: (Governance Purpose Only)	11 March 2021
Next Review Due: (Governance Purpose Only)	March 2023
ECM Doc Set ID: (Governance Purpose Only)	8030117

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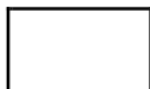
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**13. Corporate Affairs**

Nil

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Item 14.1

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**14. Office of the CEO****14.1 (2021/MINUTE NO 0058) Proposed Amendments to Policy 'Structure for Administering the City of Cockburn'****Author** T Brun**Attachments** 1. Policy - Proposed Amendments - Structure for Administering the City of Cockburn [U](#)**RECOMMENDATION**

That Council APPROVES the updated Policy 'Structure for Administering the City of Cockburn', as shown in the attachment to the Agenda.

**Committee Recommendation**

MOVED Cr M Separovich SECONDED Cr T Dewan

That the recommendation be adopted.

**CARRIED UNANIMOUSLY 5/0****Background**

Council adopted the new structure for the administration of the City in March 2021.

Since adoption, the Chief Executive Officer (CEO) has undertaken a recruitment process for the new members of the Executive Team and implemented the new structure as at 1 April 2021, and had the business and finance systems (including the FY22 budget) reflect the new structure.

During the implementation and recruitment phase, based on skills and experience of some of the new members of the Executive, and through the organisational consultation, there were several minor amendments to the structure made, consistent with the CEO's delegation.

This paper seeks to update the Policy to reflect the minor amendments and structural changes.

**Submission**

N/A

**Report**

Section 5.2 of the *Local Government Act 1995* requires Council to have an appropriate structure for administering the local government.

- 5.2. *Administration of local governments*  
*'The Council of a local government is to ensure that there is an appropriate structure for administering the local government.'*

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**Strategic Plans/Policy Implications**Listening and Leading

A community focused, sustainable, accountable and progressive organisation.

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

**Budget/Financial Implications**

Nil

**Legal Implications**

N/A

**Community Consultation**

N/A

**Risk Management Implications**

There is a 'low' level of 'Operations/Service Disruption' risk associated with this item.

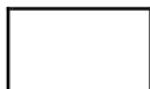
**Advice to Proponent(s)/Submitters**

N/A

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

Nil.

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Item 14.1 Attachment 1

Title	Structure for Administering the City of Cockburn
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### Policy Type

Council

### Policy Purpose

The City of Cockburn is administered through a structure of seven Divisions, 12 Business Units and 54 Service Units. This structure is managed by a Chief Executive Officer, one Senior Officer, four Chiefs, three Executives and a number of Managers and Coordinators. The structure is aligned to the activities and functions of the City and is reviewed regularly. It is changed when the City embarks on new business opportunities, divests itself of service functions or when there is a need to reorganise functions into different units for better management.

The policy ensures that the City of Cockburn complies with the obligation imposed on it by Section 5.2 of the *Local Government Act, 1995*, (the Act) which prescribes that the Council "...is to ensure that there is an appropriate structure for administering the local government".

### Policy Statement

- (1) Council recognises its responsibility pursuant to s5.2 of the Act, and considers the attached *Structure for Administering the City of Cockburn* an appropriate structure for administering its local government.
- (2) Council approval is required to implement any variation to the *Structure for Administering the City of Cockburn* in relation to the seven divisions, however the CEO may undertake minor variations as they see fit with regards to the allocations of functions and resources across those seven divisions.
- (3) The *Structure for Administering the City of Cockburn* describes the principal functions that Council directs are to be undertaken by each Business and Service Unit.
- (4) In accordance with the Act, the CEO's function is to manage the day-to-day operations of the local government and be responsible for employing those employees not designated as "senior employees".
- (5) Consistent with the functions described in (4) above, Council notes the CEO will allocate employees across functions and activities, where he or she considers doing so increases organisational efficiency.
- (6) The role of Executive Governance and Strategy is deemed to be a senior role and designated as a Senior Employee, pursuant to Section 5.37 of the Act. This is to ensure a distinction in this role between the Governance function of the organisation and the Governance responsibilities of the Council.

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Title

Structure for Administering the City of Cockburn



## Departments Organisational Structure



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Governance and Strategy Division		
Executive Governance and Strategy		
Corporate Strategy Service Unit	Civic Services Service Unit	Legal, Governance and Risk Management Service Unit
<ul style="list-style-type: none"> <li>Corporate Integrated Planning and Reporting</li> <li>Corporate Performance</li> <li>Services Planning</li> </ul> <p>To support the City in the development and integration of corporate planning</p>	<ul style="list-style-type: none"> <li>Civic functions</li> <li>Elected Members Communication and Support</li> </ul> <p>To focus on the civic and ceremonial functions, including planning, security, building amenities, and Elected Member communication.</p>	<ul style="list-style-type: none"> <li>Policies and Local Laws</li> <li>Compliance and Returns</li> <li>Internal Audit</li> <li>Risk Management</li> </ul> <p>To ensure that Council's Compliance and Risk Management responsibilities are fulfilled in a timely manner within statutory and best practice standards.</p>

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Finance Division		
Chief Financial Officer		
Finance Business Unit		
Head of Finance		
Management Accounting Service Unit	Rates and Revenue Service Unit	
<p>To establish and maintain systems and processes enabling the transacting and management of the City's financial information, as well as providing accounting support and services for the City's business activities, financial planning, performance reporting and auditing needs.</p> <ul style="list-style-type: none"> <li>Budgeting</li> <li>Insurance</li> </ul>	<p>To raise, collect and account for the City's rates and other revenue and administer its banking and online payment systems, as well as maintaining the City's property database and co-ordinating preparation of the electors roll for Council.</p> <ul style="list-style-type: none"> <li>Debt Management</li> </ul>	
Procurement Business Unit		
Procurement Coordinator		
Purchasing Service Unit		
<p>To provide effective centre-led procurement services and support for competitive sourcing and the associated contract management, whilst also ensuring organisational compliance with statutory tendering and internal procurement requirements.</p> <ul style="list-style-type: none"> <li>Contracts and Compliance</li> </ul>		

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Title	Structure for Administering the City of Cockburn
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Finance Division		
Chief Financial Officer		
Information and Technology Business Unit		
Head of Information and Technology		
Technology Service Unit	Information Management Service Unit	GIS Service Unit
Supports the rest of the organisation using technology to achieve their strategic objectives. Functions include: • Service desk & Customer support • Maintaining ICT laptops, desktops, mobile fleet • Maintaining networks, servers, storage and other ICT infrastructure • Improve the City's cyber security	Provision of a records management service to the organisation including but not limited to: • Processing/registration of incoming and outgoing mail • ECM system administration, support and training • Assisting with the development of records and information management policies • Providing advice about records management practices • Providing a records management service that complies with the City of Cockburn's Recordkeeping Plan, Records Management Policy, Recordkeeping Guidelines and WA State Records Office requirements • Managing the City's archives, including the disposal of records in accordance	Develop, support and maintain all spatial products and services in the City including but not limited to: • Internal/external mapping and spatial support • Development of Esri and IntraMaps.
Business Systems Service Unit		
Develop, support and maintain the City's business systems to enhance effectiveness and efficiency of Council's operations through the use of technology. • Review and improve business processes to increase quality and efficiency.		

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Title	Structure for Administering the City of Cockburn
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<ul style="list-style-type: none"><li>• Advise the business on technology and non-technology solutions.</li><li>• Integrate existing systems with new systems to consolidate data and information to add value to existing solutions.</li></ul>		
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Title	Structure for Administering the City of Cockburn
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Built and Natural Environment Division		
Chief of Built and Natural Environment		
Development Assessment and Compliance Business Unit		
Head of Development Assessment and Compliance		
Building Services Service Unit	Statutory Planning Service Unit	Public Health Service Unit
To ensure that buildings and structures within the district provide acceptable levels of public safety, amenity and comply with all relevant building Codes, Standards and regulations.	To provide control and management of development, land use and subdivision functions within the City to ensure standards of amenity are maintained. The Service also undertakes compliance and enforcement action against unapproved development.	To ensure that the conduct and operation of premises and activities within the district comply with accepted standards and practices for public health and to ensure that the quality of the environment is protected and improved.
Subdivisional Service Unit		
To review all applications for sub-division of land within the City and ensure that they meet the requirements for the range of services and utilities to affect the approvals provided by the WAPC.		
Planning Business Unit		
Head of Planning		
Community Planning Service Unit	Transport and Traffic Service Unit	Strategic Land Planning Service Unit
Assess the prioritisation of all major infrastructure needs from the different service units (recreation, public open space, cultural, civic, etc.) against projected urban growth and income sources, and creates an overarching plan to implement and facilitate these needs for the entire community.	Provides technical support that contributes to the management of a safe and efficient transport network by investigating and responding to complaints, enquiries, requests and submissions received by the City. The Team assists with the delivery of transport related actions, plans, policies, and strategies across the City.	Provides a wide range of roles related to long term land use planning of the City's neighbourhoods, natural areas, activity and employment centres. This includes structure plans and amendments to the local planning scheme. They also manage the City's development contribution plans and provide a cartography function to other units.

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## Item 14.1 Attachment 1

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Title	Structure for Administering the City of Cockburn
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Built and Natural Environment Division (Continued)		
Chief of Built and Natural Environment		
Sustainability & Environment Business Unit		
Head of Sustainability and Environment		
Sustainability and Climate Change Service Unit	Environmental Management, Policy and Planning Service Unit	Coastal Planning Service Unit
To develop strategies and plans which guide the City's sustainability and climate change aspirations to make a better tomorrow.	To develop environmental and planning policies, undertake studies and provide advice on environmental matters for the protection and management of areas of environmental significance and lead towards a sustainable built environment.	To develop coastal adaptation plans, foreshore management plans and adopt planning controls to mitigate the impacts of coastal erosion.

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Title	Structure for Administering the City of Cockburn
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Community Services Division		
Chief of Community Services		
Library and Cultural Services Business Unit		
Head of Library and Cultural Services		
Lifelong Learning Service Unit	Branch Libraries Service Unit	Technology and Digital Services Service Unit
Provide and support a range of inclusive library programs, environments and collections that support the early and continued development of literacy skills in the children and young people of the City of Cockburn.	Manage a public facility that provides spaces and staff to enable capacity building, community collaborations and to deliver collections and services specific to the catchment demographic of the branch.	Provide and support a range of relevant digital and technology systems and to promote and market events and programs to ensure the needs and expectations of our community are met.
Cultural Services Service Unit		
To provide a range of entertainment, cultural and heritage events and activities, to the community that properly and positively reflect the City's commitment to deliver quality and cost-effective programs, services and activities. Manage the arts, culture and events occurring in the City, including the calendar of municipally funded annual events.		
Recreational Services Business Unit		
Head of Recreation Services		
Recreation Services Service Unit	Cockburn ARC Service Unit	Port Coogee Marina
Provide community need identification and assessment for the future provision and design of sport, recreation, and community facilities.	Provision of a range of affordable centre-based aquatic, indoor sports and recreation programs / services from Cockburn ARC.	To manage the Port Coogee Marina Facility including business development, penholder liaison and daily service operations.

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## Item 14.1 Attachment 1

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Community Services Division (Continued)		
Chief of Community Services		
Community Safety and Ranger Services Business Unit		
Head of Community Safety and Ranger Services		
Rangers Service Unit	CoSafe Service Unit	Fire and Emergency Services
To provide Improved safety to our growing communities by applying state and local laws for a variety of matters local governments are responsible for managing. The Ranger's team use a host of education, prevention and mitigation strategies to improve proactive compliance before regulatory enforcement is required	Provides a community safety responses service to our community at times when they feel unsafe or when they witness anti-social behaviour. CoSafe work with a range of organisations and law enforcement agencies to improve the overall perception of safety within our community and provide added reassurance to the community.	The team work with the City's and DFES volunteers to establish a safer and more resilient community through Prevention, Preparedness, Response and Recovery from a range of emergencies that may impact the Cockburn residents. The team work collaboratively with stakeholders to ensure hazards are identified, communicated and managed appropriately
Safer Cities		
To assist in the planning, design, management and delivery of inclusive and high-quality crime prevention and community safety programs and policies in partnership with local communities, government agencies and non-government organisations		

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Item 14.1 Attachment 1

Title	Structure for Administering the City of Cockburn
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Community Services Division (Continued)		
Chief of Community Services		
Community Development Business Unit		
Head of Community Development and Services		
Seniors Service Unit	Family and Community Development Service Unit	Youth Services Service Unit
Administer Council funded services, programs and facilities aimed at providing and developing increased social support, activity and leisure opportunities for the senior citizens of Cockburn.	To provide a range of individual, family and child focussed services for residents, via a community development approach or direct service delivery including information, referral, advocacy or direct assistance and support. To provide capacity building mechanisms to strengthen and support community groups and volunteers operating within the City of Cockburn.	Administer grant and Council funded services, programs and facilities aimed at providing and developing increased social support, amenity, activity and leisure opportunities for the young people of Cockburn. Youth services offers three streams of services for young people – youth work, youth centre programs and youth development.
Cockburn Care Service Unit	Child Care Services	Community Grants Service Unit
Administer grant and fee funding provided to Council for the operation of the Home Support Program (CHSP), Home Care Packages (HCP), National Disability Insurance Scheme (NDIS) including Social Club services and Kwobarup Aboriginal Club for NDIS participants. Provide programs and Services for residents who are aged or have a disability to assist them in maintaining their independence.	To equitably and effectively administer fees provided to Council for the operation of the Family Day Care.	To provide a central City of Cockburn coordinating service for the distribution of grants, donations and sponsorship to community organisations and individuals. To seek grants from Commonwealth, State Government and other sources for services and facilities for residents of the City. To carry out research on matters related to issues of concern and interest to the City of Cockburn and to promote the interests of the City.

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## Item 14.1 Attachment 1

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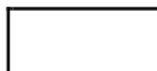
Title	Structure for Administering the City of Cockburn
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Operations Division		
Chief of Operations		
Operations and Maintenance Business Unit		
Head of Operations and Maintenance		
Environment, Parks and Landscape Service Unit	Civil Infrastructure Service Unit	Fleet Management Service Unit
The operational maintenance of Public Open Space, Natural Areas and Streetscapes to provide functional and attractive locations for recreational activities by the Community.	This service unit will review, implement and manage all activities associated with the extensive civil infrastructure including roads, drains, sumps, footpaths and cycle ways.	To repair, maintain, replace and manage the City's fleet, plant and equipment.
Waste Services Service Unit		
To operate a landfill site at Henderson to accept waste in accordance with the requirements of a Class II site under the Environmental Protection Act and maximise the financial return.		
To provide a regular, reliable and safe waste and recycling collection service for every premise within the district and dispose of it in an environmentally acceptable manner.		

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Item 14.1 Attachment 1

Title	Structure for Administering the City of Cockburn
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Operations Division (Continued)		
Chief of Operations		
Projects Business Unit		
Head of Projects		
Project Development Service Unit	Project Delivery Service Unit	Program Management Office (PMO) Service Unit
Lead the development (initiation and design phases) of the City's major and minor infrastructure projects.	Lead the delivery stage of the City's major and minor infrastructure projects.	To manage the development and delivery of project and asset management frameworks, systems, processes and procedures. Provision of services for best practice asset and project management, including in the delivery of the City's major building and facility and other infrastructure capital works programs and operational activities.
Property and Assets Business Unit		
Head of Property and Assets		
Land and Property Services Unit	City Facilities Service Unit	Asset Management Service Unit
The service unit is tasked with the effective implementation and management of City owned land assets, including strategic purchasing and disposal of land, resumption of private land (via taking order) for roads and infrastructure projects, dealing with crown land and land under management order from the State, managing caveats, easements and other encumbrances on City owned or managed land, and dealing with pedestrian access way closures. The service unit also administers leases and licenses which span commercial, community and tourism purposes across the	The service unit is tasked with delivering effective facilities services across all City owned buildings, to ensure that they remain functional, safe, modern and useful to the City and the community. This includes planned and preventative building maintenance, minor capital works programs, upgrades and repairs, contractor management, works cost management, and preventative and legislative maintenance to mitigate public liability risk and ensure maximum safety for the occupants and visitors to each City owned building.	The service unit is tasked with the implementation and management of the City's asset management and capital planning systems. The service unit is responsible for the collection and analysis of information that contributes towards asset condition assessment, financial management, level of service measures, asset replacement programs, anticipated useful life assessments, asset revaluations for long term planning, and forward works programming. The information generated by the service unit is critical to the implementation of the City's corporate business plan, strategic community

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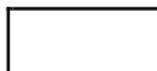
Title	Structure for Administering the City of Cockburn
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City's portfolio, in order to achieve the best use for each asset. In particular, this includes the management of the City of Cockburn Integrated Health Facility.		plan and long-term financial plan.
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Item 14.1 Attachment 1

Title	Structure for Administering the City of Cockburn
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Corporate Affairs Division		
Executive Corporate Affairs		
Advocacy and Engagement Service Unit	Communications and Marketing Service Unit	Customer Experience Service Unit
To manage our key stakeholder and influencer understanding of City, and Council, priorities and issues.  To provide advice and guidance on best practice community engagement and consultation on major projects, services and areas of interest.	To provide a range of communications material and services that ensures that the community is informed about the City's services and programs. To ensure whole of City marketing services are undertaken to enhance our brand, reputation and recognition.	To provide a range of services that deliver quality, timely and cost-effective customer service to the community.
Business and Economic Development Service Unit		
To plan and implement the Business Engagement and Economic Development Framework.		

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## Item 14.1 Attachment 1

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Title	Structure for Administering the City of Cockburn
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People Experience and Transformation Division		
Executive People Experience and Transformation		
People Experience Service Unit	Transformation Service Unit	Workplace Health and Safety Service Unit
<p>To provide HR policy, programs and advice that shapes the workforce to ensure it can achieve the business objectives now and in the future.</p> <p>To pay employees and maintain accurate information regarding leave, personal details and entitlements.</p> <ul style="list-style-type: none"> <li>• People Experience (Human Resources)</li> <li>• Organisational Development</li> <li>• Payroll</li> </ul>	<p>Lead our transformation program through culture initiatives, staff surveys, improved systems and processes, ideas and leadership capability building to deliver sustainable outcomes.</p> <ul style="list-style-type: none"> <li>• Culture Development</li> <li>• Change Management</li> <li>• Innovation</li> </ul>	<p>To provide advice and support in the areas of safety, worker's compensation and rehabilitation.</p> <ul style="list-style-type: none"> <li>• Workplace Health and Safety</li> <li>• Injury Management and Rehabilitation</li> <li>• Workers Compensation</li> </ul>

Strategic Link:	Workforce Plan
Category:	Governance
Lead Business Unit:	Human Recourse
Public Consultation: (Yes or No)	No
Adoption Date: (Governance Purpose Only)	TBA
Next Review Due: (Governance Purpose Only)	TBA
ECM Doc Set ID: (Governance Purpose Only)	TBA

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Item 15.1

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**15. Motions of Which Previous Notice Has Been Given****15.1 (2021/MINUTE NO 0059) Branding and Logo Policy****Author(s)** S Seymour-Eyles and V Green**Attachments** 1. City of Cockburn Branding and Logos Policy.pdf [↓](#)**RECOMMENDATION**

That Council ADOPTS Option\_\_\_\_\_ as the "Branding and Logos" Policy for the City of Cockburn and amends the Policy accordingly, as required.

8.53pm Cr Separovich departed the meeting and returned at 8.55pm.

**Committee Recommendation**

MOVED Deputy Mayor T Widenbar SECONDED Cr C Stone

That Council AMENDS the policy to resurrect the Council crest (not the office of the Mayor crest) for Councillors' use in all Councillor communications, including badges, shirts, e-signatures, headed paper, envelopes, business cards etc., and maintain the Office of the Mayor crest as per the current policy.

**CARRIED UNANIMOUSLY 5/0**

**Background**

Cr Stone has submitted the following Notice of Motion:

That Council:

- (1) Amends the City of Cockburn Branding and Logos Policy section (1) paragraph 1, by adding "and for Councillor name badges" to read:  
"The Office of the Mayor Gold Crest (the crest) retains the historical and ceremonial significance of the City. The crest is used on all Mayoral stationary, e-Signature, the Mayor's name badge, the Mayoral chain, Mayoral attire, the City flag (used for Civic Events), decor in and around the Mayor's office and for other Mayoral related activities. It may also be used in combination with the City's logo on invitations to civic events and for Councillor name badges. Otherwise the Crest is not to be used for any other purpose".
- (2) Amends the City of Cockburn Branding and Logos policy section (3) paragraph 1 by removing "badge" to read:  
"Councillors may only use City of Cockburn branded material, including but not limited to, stationary, e-signatures, headed paper, envelopes, for the purpose of their official duties".
- (3) Issues all Councillors new badges with the crest (as per what we had initially) for consistency.

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**Reason**

Some Councillors still have the old name badges with the Crest, whilst others have badges with the Corporate logo. Elected Members are often mistaken for staff at events. Changing this policy will ensure consistency of branding for Elected Members and differentiate from staff.

**Submission**

N/A

**Report**

Under the current policy the Mayor has exclusive use of the Office of the Mayor crest, the Council crest was retired, and the Councillors and employees currently use the City of Cockburn corporate logo.

Cr Stone has requested that Councillors use the Office of the Mayor Crest as opposed to the 'retired' Council crest. This is understandable as the Council crest is no longer in the current policy, having been retired in November 2020. Neither of the three options below consider the option for Councillors to use the Office of the Mayor crest; the options instead refer to the Council crest.

There are three options that the committee and Council might consider further to Cr Stone's Notice of Motion:

**Option 1**

**Should Council wish to adopt Option 1, an appropriate Alternative Recommendation would be:**

Maintain the current policy because any 'board', and the organisation it represents, should all be working towards the same goals, which in the City's case is to:

- fulfil our vision, to make Cockburn, the best place to be
- achieve our Strategic Community Plan objectives.

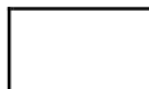
It is highly unusual for different people associated with an organisation to have different logos. Any perceived confusion of Councillors being mistaken for employees can be addressed through ensuring that badges and uniforms clearly state Councillor on them.

**Option 2**

**Should Council wish to adopt Option 2, an appropriate Alternative Recommendation would be:**

Amend the policy to resurrect the Council crest (not the office of the Mayor crest) for Councillors use in all Councillor communications, including badges, shirts, e-signatures, headed paper, envelopes, business cards etc. and maintain the Office of the Mayor crest as per the current policy. The merits of this option are that there is a clear distinction between Elected Members and the City operations.

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Should Council opt for this option the crest would need re-creating before any collateral could be ordered, as it does not exist in the modern formats required to use it at a high quality.

**Option 3**

**Should Council wish to adopt Option 3, an appropriate Alternative Recommendation would be:**

Amend the policy to resurrect the crest for councillor use on badges only and maintain the corporate logo for councillors use on all other collateral. Officers recommend that if DAP and Council adopt the crest for use on Councillor badges, it would be preferable for consistency to adopt the crest for use on all Council materials that relate to Councillors.

**City of Cockburn Corporate Logo****Council Crest**

The red cross is as currently shown in the Corporate Style Guide.

**Office of the Mayor Crest**

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**Strategic Plans/Policy Implications**Listening & Leading

A community focused, sustainable, accountable and progressive organisation.

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

**Budget/Financial Implications**

Changing to the crest for councillors would cost an estimated \$2,000-\$2,500 if all nine received new shirts, headed paper, badges, business cards.

Some time and cost to update corporate style guide; update e-signatures and design the above.

**Legal Implications**

N/A

**Community Consultation**

N/A

**Risk Management Implications**

There is little risk in adopting any of the above options.

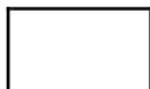
**Advice to Proponent(s)/Submitters**

N/A

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

Nil

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Item 15.1 Attachment 1

Title	City of Cockburn Branding & Logos
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**Policy Type**

Council

**Policy Purpose**

To protect and clarify the use of the City's corporate branding and logos and to control the use of the title 'City of Cockburn'.

**Policy Statement****(1) Office of the Mayor Gold Crest**

The Office of the Mayor Gold Crest (the crest) retains the historical and ceremonial significance of the City. The crest is used on all Mayoral stationary, e-Signature, the Mayor's name badge, the Mayoral chain, Mayoral attire, the City flag (used for Civic Events), decor in and around the Mayor's office and for other Mayoral related activities. It may also be used in combination with the City's logo on invitations to civic events. Otherwise the Crest is not to be used for any other purpose.

**(2) City of Cockburn corporate logo**

The logo represents the City of Cockburn and must be used on all online and hard copy internal and external communications and marketing material used by staff and Councillors.

**(3) Use of the corporate logo by Councillors**

Councillors may only use City of Cockburn branded material, including but not limited to stationary, badge, e-signatures, headed paper, envelopes, for the purpose of their official duties.

**(4) The corporate logo may not be used for promoting the political interest of Elected Members or of any State or Federal Political Party or representative.****(5) Community usage of the logo**

In cases where the City supports an organisation financially or in kind, or is a project partner, it may be part of the agreement that the organisation must use the City's logo in agreed marketing material for the duration of the agreement.

[1]

Document Set ID: 4133992  
Version: 5, Version Date: 16/12/2020

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## Item 15.1 Attachment 1

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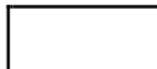
Title	City of Cockburn Branding & Logos
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Strategic Link:	Communications Strategy & Action Plan
Category	Governance
Lead Business Unit:	Corporate Communications
Public Consultation: (Yes or No)	No
Adoption Date: (Governance Purpose Only)	10 December 2020
Next Review Due: (Governance Purpose Only)	December 2022
ECM Doc Set ID: (Governance Purpose Only)	4133992

[2]

Document Set ID: 4133992  
Version: 5, Version Date: 16/12/2020



## Item 15.2

DAP 25/11/2021

**15.2 (2021/MINUTE NO 0063) Attendance at Conferences, Seminars, Events and Training Policy****Author** D Green**Attachments** 1. Policy - Proposed Amendment - Attendance at Conferences, Seminars, Events and Training [↓](#)**RECOMMENDATION**

That Council ADOPTS the proposed amendments to the Policy "Attendance at Conferences, Seminars, Events and Training", as shown in the attachment to the Agenda.

**(2021/MINUTE NO 0060) Suspension of Standing Orders****Committee Recommendation**

MOVED Cr M Separovich SECONDED Cr P Corke

That Council, pursuant to Clause 22.1 of the Standing Orders Local Law, suspend Standing Orders, the time being 9.03pm.

**CARRIED 4/1****For:** Cr M Separovich, Cr P Corke, Cr C Stone and Deputy Mayor T Widenbar**Against:** Cr T Dewan**(2021/MINUTE NO 0061) Resumption of Standing Orders****Committee Recommendation**

MOVED Councillor T Dewan SECONDED Deputy Mayor T Widenbar

That Council resume Standing Orders, the time being 9.08pm.

**CARRIED UNANIMOUSLY 5/0****(2021/MINUTE NO 0063) Committee Recommendation**

MOVED Deputy Mayor T Widenbar SECONDED Cr P Corke

That the recommendation be adopted, subject to amending the Policy, as follows:

1. Add the following paragraph to Clause (3):  
 "All Elected Members are offered the opportunity to attend a minimum of two end of year school award ceremonies, where the City and/or the Mayor have been invited to attend or present an award, and where the school is able to accommodate the attendance of Councillors"
2. Delete the third last paragraph of Clause (3) and substitute the following:  
 "Where an invitation to attend an event, including tickets, is received by the Mayor and/or the City and is extended to multiple unspecified or all Elected Members, the Mayor will distribute the invitation, including tickets, to all Councillors"

**CARRIED 4/1****For:** Deputy Mayor T Widenbar, Cr M Separovich, Cr P Corke, Cr C Stone**Against:** Cr T Dewan
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**Reason for Decision**

1. Cr Stone moved a motion to offer Elected Members the opportunity to present awards at end of year school award ceremonies, a responsibility that is a requirement of the Mayor. Councillors should instead be able to attend end of year school events where schools have invited the Mayor/City to present an award, and where the school is able to accommodate additional guests. This amendment does not inhibit the Mayor in carrying out his statutory duties, and provides Elected Members with the opportunity for professional development.
2. This amendment would remove any ambiguity as to the distribution of invitations that the City and or Mayor's office receive, and would compel the invitation to be extended to all Elected Members. This removes the possibility of favouritism and provides the level of transparency expected of a best practice Council.

**Background**

Cr Stone has submitted the following Notice of Motion:

That Council:

- (1) Amends the *Attendance at Conferences, Seminars, Events and Training policy*, Section 3, paragraph 5.

**Current:** *Where an invitation to attend an event, including tickets, is received by the Mayor and is extended to multiple unspecified elected members, the Mayor will have the right to distribute the invitation, including tickets, to Councillors of their choosing.*

**Proposed:** *Where an invitation to attend an event, including tickets, is received by the Mayor and is extended to all elected members, the Mayor will distribute the invitation, including tickets, to all Councillors.*

- (2) Amends the *Attendance at Conferences, Seminars, Events and Training policy*, Section 3, by including a new paragraph 6 as follows:

**Proposed:** *All Elected Members are offered the opportunity to present a minimum of two end-of-year school award ceremonies on behalf of the City within their ward. If an Elected Member is unable to attend, their allocation may be redistributed to the other Elected Members by the Mayor.*

Reason:

- Under section 7.5, *Professional Development and New Councillor Induction, of the City of Cockburn, Independent Governance Review 2021, Report October 2021*, there is evidence that Councillors would welcome the opportunity for more advanced continuing professional development relevant to their roles.

■ [REDACTED]

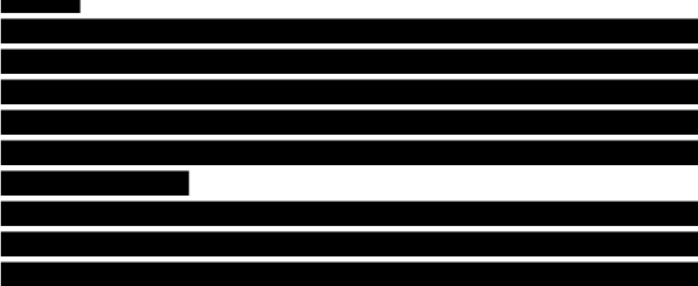
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- Currently, the Mayor has discretion over which Councillors can attend events when generic invites are received, and Councillors can be unaware they have been invited to these events. By ensuring all Councillors receive event invites, it will enhance transparency of opportunity and enable Councillors to further support groups or events in the community.
  - Providing each Elected Member with the opportunity to represent the City at local schools supports the enhancement of capabilities to deliver civic performance outcomes, shares the workload and provides the opportunity for Elected Members to strengthen relationships with local schools.

## Submission

N/A

## Report

Point (1) of the Notice is capable of being implemented in circumstances where the relevant event is an open-ended invitation, intended for all Elected Members to attend. The proposed alternative clarifies and provides guidance to this effect. Where there are limited invitations, the previous Clauses of the current Policy confirm the process to be followed by the Mayor in those circumstances.

Point (2) of the Notice is more problematic, as it appears to contradict the statutory role of the Mayor to “*carry out civic and ceremonial duties on behalf of the local government*” as stated in Section 2.8 (1) (c) of the *Local Government Act 1995*.

Events such as presentations at School Graduation Ceremonies are clearly captured by this and therefore it is at the discretion of the Mayor of the day to determine how this function is to be performed.

It would be possible for Councillors to register their interest in performing that function, in particular circumstances, with the Mayor at the appropriate time, however, any final decision would solely be at the Mayor's calling.

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A further suggested recommendation is put forward to clarify that where the City is invited to attend a ticketed event as a representative of the City and there is a cost associated with the invitation, that the cost be borne in advance by the City.

Point (4) has been removed which relates to staff which will be transferred to an Administration Policy.

**Strategic Plans/Policy Implications**Listening & Leading

A community focused, sustainable, accountable and progressive organisation.

- Best practice Governance, partnerships and value for money.

**Budget/Financial Implications**

Minor costs associated with relevant “ticketed” events are contained within the City’s Governance Budget for elected members

**Legal Implications**

Sections 2.8 (1) (c) and 5.102 of the *Local Government Act 1995*, refers

**Community Consultation**

N/A

**Risk Management Implications**

There is a “Moderate” level of “Compliance” risk associated with this item.

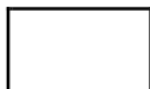
**Advice to Proponent(s)/Submitters**

N/A

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

Nil

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Item 15.2 Attachment 1

Title	Attendance at Conferences, Seminars, Events & Training
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**Policy Type**

Council

**Policy Purpose**

This policy provides the guiding principles for attendance of Elected Members **and staff** at conferences, seminars and training.

Attendance by Elected Members **and staff** at conferences, seminars and training is supported provided the activity is relevant to Council business and within budget.

Specified training for newly Elected Members is mandatory, following amendments to the Local Government Act, 1995 (The Act) in October 2019.

A Policy related to the attendance at specified events by Elected Members and the Chief Executive Officer is also required, as a result of a new provision related to this matter being included in the Act.

**Policy Statement****(1) Elected Members**

Elected Members will receive an annual allocation for the purpose of attending conferences, seminars and training relevant to their role as an Elected Member. This will be administratively equally allocated to each Elected Member as part of the overall budget allocation except for the Mayor's allocation which will allow for attendance at two interstate conferences.

The allocation will operate from November to October, in line with local government elections. Residual funds for individual Elected Members from year one will carry over each year to a maximum of two years allowance, after which all unspent funds will be returned to the Municipal Fund when a fresh allocation will be made to Elected Members following the elections.

Multiple Elected Members may attend conferences at the same time, provided that such attendance does not unduly interfere with the business of Council (i.e. conflicts with a Council or Committee Meeting which may affect a quorum).

Where an Elected Member has insufficient funds in their allocation, another Elected Member may agree to meet the costs from their own allocation. Both Elected Members are to advise the CEO in writing if this is to occur.

Where an Elected Member is no longer able to attend the booked conference, seminar or training, the CEO in consultation with the Mayor, may substitute another Elected Member if appropriate.

[1]

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## Item 15.2 Attachment 1

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Title	Attendance at Conferences, Seminars, Events & Training
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All registrations are to be done through Civic Support.

The cost of training that is specifically arranged for attendance by all Elected Members, (eg governance) shall be paid from a separate allocation not considered part of any individual allocation.

A Report on the activities and presentations made at the Conference shall be forwarded by the delegate to the CEO within one month after the event. Following review, the Report shall be located on the elected Members Hub for information.

(2) Training

All new Elected Members are required to undertake the following mandatory training within 12 months of their election to Council:

The course titled 'Council Member Essentials' that:

- (a) consists of the following modules—
  - (i) Understanding Local Government
  - (ii) Serving on Council
  - (iii) Meeting Procedures
  - (iv) Conflicts of Interest
  - (v) Understanding Financial Reports and Budgets; and
- (b) is provided by any of the following bodies—
  - (i) North Metropolitan TAFE
  - (ii) South Metropolitan TAFE; or
  - (iii) WA Local Government Association (WALGA)

Any other training opportunities that elected members may wish to attend are required to be submitted to the CEO for prior assessment and determination. The CEO will consider each application on the basis that the training is relevant to the role and responsibilities of an elected member.

At the conclusion of each financial year, a report on the training completed by Elected Members is to be compiled and displayed on the City's website.

(3) Events

The City of Cockburn will allow Elected Members to accept invitations, including tickets, from third parties to attend events falling into the following categories:

- (a) Concerts;
- (b) Conferences;
- (c) Functions; and
- (d) Sporting Events

Where an invitation, including tickets, is extended to a specified elected member or members, the relevant individual elected member is able to accept or decline, the invitation in their own right.

[2]



## DAP 25/11/2021

## Item 15.2 Attachment 1

Title	Attendance at Conferences, Seminars, Events & Training
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If an elected member is unable, or does not wish, to attend the event to which the invitation relates, the member is to advise the event organiser of their unavailability, or may distribute it to another elected member of their choosing, if the event organiser agrees. Otherwise, it is at the sole discretion of the event organiser, whether the invitation, or tickets, can be redistributed to another elected member of the City of Cockburn.

Where an invitation to attend an event, including tickets, is extended to the City of Cockburn and is addressed to the Mayor, the Mayor will have the right to accept the invitation, or to offer the invitation to the Deputy Mayor in the first instance. If the Deputy Mayor declines the invitation, the Mayor may offer the invitation to another Councillor of their choosing.

Attendance at any event accepted by the City, in accordance with the previous clause and for which there is an associated ticket cost, will be paid for in advance by the City to be represented by one elected member delegate and accompanying partner.

Where an invitation to attend an event, including tickets, is received by the Mayor and is extended ~~to multiple unspecified all~~ elected members, the Mayor will ~~have the right to~~ distribute the invitation, including tickets, to all Councillors ~~of their choosing~~.

Where an Elected Member attends any ticketed function in accordance with this Policy, the value of the ticket is to be declared and entered in the City's Gift Register unless the cost of the ticket is paid for by the City, in accordance with this policy.

This Policy does not apply to events organised by the City of Cockburn which involve any form of refreshment or entertainment provided by the City and to which there is an expectation that elected members (including spouse) will be invited to attend.

~~(4) Staff~~

~~1. Conferences and Seminars~~

~~The Chief Executive Officer (CEO) may endorse the recommendation of Directors and Executive Manager, Strategy and Civic Support in respect of staff attendance at conferences and seminars, subject to expenditure being contained within the budget.~~

~~Registrations for interstate or overseas conferences, seminars and training are to be done through Executive Support.~~

~~A Report on the activities and presentations made at the Conference shall be forwarded by the delegate to the CEO within one month after the event. Following review, the Report shall be located on the Elected Members Hub for Information.~~

~~2. Events~~

~~The City of Cockburn will allow the CEO to accept invitations, including tickets, addressed to either the CEO specifically, or the City of Cockburn, from third parties to attend events falling into the following categories –~~

[3]

## Item 15.2 Attachment 1

DAP 25/11/2021

Title	Attendance at Conferences, Seminars, Events & Training
-------	--



- (a) — Concerts;  
 (b) — Conferences;  
 (c) — Functions; and  
 (d) — Sporting Events

If the CEO is unable, or does not wish, to attend the event to which the invitation relates, the CEO is to advise the event organiser of their unavailability, or may distribute it to another staff member of their choosing, if the event organiser agrees. Otherwise, it is at the sole discretion of the event organiser, whether the invitation, or tickets, can be redistributed to another staff member of the City of Cockburn.

Where multiple invitations, including tickets, are received by the CEO to attend an event, the CEO will have the right to distribute the invitation, including tickets, to staff members of their choosing.

(45) Expenses

Expenses to be met by Council for Elected Members and staff are:

1. Interstate and Overseas

- (a) Registration Fees (including conference dinner and official delegate tours).
- (b) Accommodation costs.
- (c) All reasonable expenses for example, meals and refreshments, laundry and dry cleaning and fares relevant to the conference, seminar or training.
- (d) Economy return air fare (allowing flexibility for preferred travel arrangements).
- (e) Business Class travel for flights longer than six hours duration leaving Australia.

2. State

- (a) Registration Fees (including conference dinner and official delegate tours).
- (b) Accommodation costs.
- (c) All reasonable expenses for example meals and refreshments, laundry and dry cleaning and fares relevant to the conference, seminar or training.
- (d) If applicable, economy return airfare (allowing flexibility for preferred travel arrangements).

3. Conference expenses for accompanying Partner

- (a) Conference or main function meal only.

Reimbursements for relevant expenditure not initially paid by the City may be made on the basis of receipts provided.

[4]



DAP 25/11/2021

Item 15.2 Attachment 1

Title	Attendance at Conferences, Seminars, Events & Training
-------	--

**(56) Insurance**

Those attending conferences, seminars and training are insured for travel to and from the activity (from home or office). All airline tickets purchased are also insured.

Strategic Link:	Governance Framework
Category	Elected Members
Lead Business Unit:	Governance, Risk and Compliance
Public Consultation: (Yes or No)	No
Adoption Date: (Governance Purpose Only)	<del>11 March 2021</del>
Next Review Due: (Governance Purpose Only)	March 2023
ECM Doc Set ID: (Governance Purpose Only)	4132631

[5]

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DAP 25/11/2021

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**16. Notices Of Motion Given At The Meeting For Consideration At Next Meeting**

Nil

**17. New Business of an Urgent Nature Introduced by Members or Officers**

Nil

**18. Matters to be Noted for Investigation, Without Debate**

Nil

**19. Confidential Business**

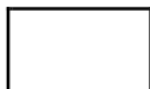
Nil

**20. Closure of Meeting**

The Presiding Member thanked all in attendance and closed the meeting at 9.09pm.

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**18. Corporate Affairs**

Nil

**19. Office of the CEO**

Nil





**20. Motions of Which Previous Notice Has Been Given****20.1 (2021/MINUTE NO 0253) Elected Members' Record of Activities****Author** E Milne**Attachments** N/A**RECOMMENDATION**

That Council INVITES all Elected Members to submit a list of Council related and community activities they have participated in during each month for display on the Chamber notice board prior to each Council Meeting and on the City's website.

**Council Decision**

MOVED Cr C Stone SECONDED Cr T Dewan

That the recommendation be adopted.

**CARRIED UNANIMOUSLY 9/0**

**Background**

Mayor Howlett has submitted the following Notice of Motion:

That Council requires all Elected Members to complete a list of activities they have participated in during each month, starting from the day following the Ordinary Council Meeting of one month, to the day of the Ordinary Council Meeting in the following month, as per the format being utilised by the Mayor.

The information to be provided to the Senior Executive Assistant to the Mayor and Councillors, Civic Services, by 10am on the morning of the Ordinary Meeting of Council.

**Reason**

Ratepayers and resident should be provided with a list of activities Elected Members have participated in on a monthly basis.

The information will help to inform the community of the extent of their service to the community. As Mayor I have provided this information to the community since 2009.

The lists would be provided on the notice board prior to each Ordinary Council Meeting and also on the City's website alongside the Elected Members' profile information.

**Submission**

N/A



## Report

The *Local Government Act 1995* defines the role of Mayor and Councillors. The most notable role of Elected Members is to participate in the decision-making process of Council, through attendance at Council and Standing Committee meetings. The roles also require the Mayor and Councillors “to provide leadership and guidance to the community”.

In addition, Councillors “represent the interests of electors, ratepayers and residents” and “facilitate communication between the community and the Council”.

While there is no further expansion of what those provisions formally require Elected Members to undertake, it can be broadly explained as interacting with the community to facilitate a level of communication with its locally elected representatives.

The suggestion by Mayor Howlett could go some way to providing some detail as to the level of interaction and involvement that Elected Members have with the community. Whether this information is of any relevance or interest to community members is unknown, but it is not an issue that has been actively raised in the community or conveyed to the City.

Given that the motion raised by Mayor Howlett is framed in a regulatory sense, if it was to be carried in the form provided, it would become a mandated position of the Council, thus requiring all Elected Members to comply with the decision. This would then require monitoring to be undertaken by staff and any non-compliance could possibly lead to a complaint being lodged against Councillors who have not provided the necessary information.

A less formal manner of dealing with the issue would be for all Elected Members to voluntarily participate in the program and provide the information on a discretionary basis should they choose to do so, in line with the example set by Mayor Howlett.

Any such information by Councillors would then be displayed in the same way as that of Mayor Howlett (ie: Notice board located outside the Council Chamber and on the City’s website) following each Council Meeting.

## Strategic Plans/Policy Implications

### Listening & Leading

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

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

## Budget/Financial Implications

N/A



**Legal Implications**

N/A

**Community Consultation**

N/A

**Risk Management Implications**

There is a “High” level of assessed “Compliance” risk associated with this item, should Council pass the Motion, as submitted

**Advice to Proponent(s)/Submitters**

N/A

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

Nil



**20.2 (2021/MINUTE NO 0254) Telecom Tower****Author** A Davis**Attachments** N/A**RECOMMENDATION**

That Council:

- (1) NOTES this report; and
- (2) WRITES to all major telecommunications companies requesting that they prioritise planning and land acquisition for network expansion purposes.

**Council Decision**

MOVED Cr C Stone SECONDED Cr T Dewan

That the recommendation be adopted.

**CARRIED UNANIMOUSLY 9/0****Background**

Cr Dewan submitted the following Notice of Motion on 10 November 2021:

That Council advocate to the Federal Government/Telstra/Optus etc. for an urgent action in finalising a time bound plan to implement the Telecom Tower and associated equipment, servicing the Treeby area.

**Submission**

N/A

**Report**

The City is aware of the community's view that there is limited mobile phone network coverage currently available in the Treeby Area, and has been actively engaging with Telstra and their consultant team to identify a suitable site for the construction of a mobile phone tower and associated infrastructure. At his request, the Federal Member for Fremantle, Josh Wilson, has also been advised of the City's efforts to identify an appropriate mobile phone tower site.

Consulting with telecommunications companies commences early in the planning process, with major providers being requested to assess and comment on proposed structure plans.

Reinforcing this consultation, at its 17 December 2017 Ordinary Council Meeting, Council endorsed a local planning policy to prioritise the planning for future telecommunications towers in the City.



Local Planning Policy 5.19 – Structure Plans and Telecommunications Infrastructure stipulates that all submitted structure plans must demonstrate ‘*consultation with all telecommunications infrastructure providers.*’

Notwithstanding this early consultation, telecommunication providers rarely identify sites in proposed developments suitable for their infrastructure needs prior to land being subdivided, developed, and sold. This subsequently creates the problem that unencumbered, suitably sized and located land is rarely available, creating delays in identifying and making available other sites for this purpose.

At the time of writing this report, the City has identified a potential site suitable for a mobile phone tower and is undertaking internal consultation prior to advising Telstra and commencing the Crown land procedures necessary to make suitable tenure available.

It should also be noted that a new mobile phone tower site has also been identified in Atwell South and scheduled for activation in late December 2021. Telstra have advised this new infrastructure will also improve coverage in Treeby.

The early identification and provision of land suitable for telecommunications in new subdivisions is an ongoing problem for residents and the City, with providers hesitant to commit prior to development for a range of technical reasons, including changing technology, and unknown levels of demand.

The City’s continual raising of this matter to both providers and other levels of government will assist in prioritising this issue and potentially avoiding mobile telephone coverage gaps in future development.

### **Strategic Plans/Policy Implications**

#### Local Economy

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

- Thriving local commercial centres, local businesses and tourism industry.
- A City that is 'easy to do business with'.

#### Community, Lifestyle & Security

A vibrant healthy, safe, inclusive and connected community.

- Accessible and inclusive community, recreation and cultural services and facilities that enrich our community.
- A safe and healthy community that is socially connected.

#### Listening & Leading

A community focused, sustainable, accountable and progressive organisation.

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



**Budget/Financial Implications**

N/A

**Legal Implications**

N/A

**Community Consultation**

N/A

**Risk Management Implications**

As the City is not responsible for identifying or making land available for telecommunications infrastructure, there is no real risk to the local government in taking no action in this matter.

Notwithstanding, as quick access to emergency services depends on mobile phone coverage, the City should and does recognise its implications for risk management.

**Advice to Proponent(s)/Submitters**

N/A

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

Nil.



**21. Notices Of Motion Given At The Meeting For Consideration At Next Meeting**

Nil



## 22. New Business of an Urgent Nature Introduced by Members or Officers

### 22.1 (2021/MINUTE NO 0255) Leave of Absence - Cr Terblanche

**Author** E Milne

**Attachments** 1. Policy – Elected Member Leave of Absence [↓](#)

#### **RECOMMENDATION**

That Council GRANTS a Leave of Absence to Cr Terblanche from attending:

- (1) the six Ordinary Council Meetings to be held between 9 February 2022 and 18 July 2022, plus any Special Council Meetings conducted during this period;
- (2) the Audit and Strategic Finance Committee to be held on 17 March 2022 and the Delegated Authorities and Policies Committee held on 17 February 2022 and 19 May 2022; and
- (3) all other City related commitments during this period, in accordance with Clause 5. (4) of the attached Policy.

#### **Council Decision**

MOVED Cr C Stone SECONDED Cr M Separovich

That the recommendation be adopted.

**CARRIED 8/1**

**For:** Mayor L Howlett, Deputy Mayor T Widenbar, Cr K Allen, Cr M Separovich, Cr P Corke, Cr C Terblanche, Cr T Dewan, Cr C Stone

**Against:** Cr P Eva

## **Background**

The following request was received on 6 December 2021 from Cr Terblanche:

I would like to apply for a Leave of Absence for one school semester (five months) from Council, from 9 February 2022 until 8 July 2022.

Reason

My three children have been accepted to undertake a six-month trial period at the specialist school, Silkwood, which is based in Queensland.

If the trial is successful it may lead to a branch being opened in Perth.

## **Submission**

N/A



**Report**

Council is able to resolve to grant a leave of absence to an Elected Member of no more than six consecutive Ordinary Council Meetings. Cr Terblanche has requested leave for a period of six months for personal reasons.

This duration includes the six Ordinary Council Meetings for February, March, April, May, June and July 2022, plus three Standing Committee Meetings for which Cr Terblanche is an appointed member.

It is recommended that Council supports this request on the basis that Cr Terblanche not seek to attend any Meetings or events while on leave of absence, in accordance with the intent of Clause (5) 4 of the relevant City Policy. In this regard, it is noted that Cr Terblanche has nominated to be a Member of the South West Metropolitan Joint Development Assessment Panel and that it would not be consistent with the intent of the Policy if she was to appointed by Council in this capacity.

**Strategic Plans/Policy Implications**Listening & Leading

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

- Best practice Governance, partnerships and value for money.

Policy “Elected Members Leave of Absence” refers

**Budget/Financial Implications**

N/A

**Legal Implications**

Section 2.25 of the *Local Government Act 1995* refers.

**Community Consultation**

N/A

**Risk Management Implications**

There is a “Low” level of “Compliance” risk associated with this item.

**Advice to Proponent(s)/Submitters**

Cr Terblanche has been advised that this matter is to be considered at the 9 December 2021 Ordinary Council Meeting.

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

Nil



**Policy****ELECTED MEMBERS LEAVE OF ABSENCE****Policy Type**

Council

**Policy Purpose**

To provide guidance and criteria for elected members to include in applications for leave of absence from attending to Council related duties and responsibilities, pursuant to Section 2.25 of the Local Government Act 1995

**Policy Statement**

- (1) Applications by elected members for formal Leave of Absence from Council commitments are to be provided in writing to the CEO
- (2) Applications are required to include the following information, as a minimum:
  1. Period of Leave sought (dates from beginning to end)
  2. Reason for Absence (e.g. Holiday, Health, Work Related)
  3. Expected number of Ordinary Council Meetings held during applicable period of leave
  4. Any Meetings, Briefings or other functions conducted by the City during the requested period of leave which the member expressly wishes to attend
- (3) Where the period of absence is anticipated to be less than three (3) months, members should consider lodging an apology for Ordinary Council Meetings which fall within the related leave of absence period.
- (4) Any application for a period of leave which would result in the relevant member being absent for three (3) or more consecutive Ordinary Council Meetings will be presented to a Council Meeting for consideration, as soon as practicable, to ensure the matter is dealt with in a timely manner
- (5) All applications will be subject to an officer report and recommendation, on the following basis:
  1. The application conforms with the requirements of (1) and (2) above,
  2. The details and reasons provided in the application are considered valid,
  3. The member is unable to submit an apology on or before an Ordinary Council Meeting, where the period of leave requested is for less than three (3) months
  4. The member is expected to be absent from all City related commitments during the applicable period, including Ordinary Council Meetings, except for those to which the member has already notified their attendance

[1]

Policy	ELECTED MEMBERS LEAVE OF ABSENCE
--------	----------------------------------



Strategic Link:	Strategic Community Plan
Category:	Elected Members
Lead Business Unit:	Governance, Risk Management and Compliance
Public Consultation: (Yes or No)	No
Adoption Date: (Governance Purpose Only)	
Next Review Due: (Governance Purpose Only)	
ECM Doc Set ID: (Governance Purpose Only)	

[2]

## 23. Matters to be Noted for Investigation, Without Debate

### 23.1 (2021/MINUTE NO 0256) Traffic Calming Options Along Semple Court, South Lake

**Authors** M Zhu and D Koncar

**Attachments**

1. Semple Court Crash Data 1/1/16 to 31/12/20 [↓](#)
2. Semple Court Traffic Calming Warrant System [↓](#)

#### RECOMMENDATION

That Council:

- (1) NOTES the report;
- (2) SUBMITS a proposal to Main Roads WA, including design drawings, for approval of the line marking and sign treatments along Semple Court, as recommended by the findings of the Local Area Traffic Management (LATM) assessment;
- (3) REQUESTS review by the MRWA of the posted speed limit within the study area with aim of providing additional speed signs; and
- (4) RECEIVES a report on the results of the MRWA assessments within the three months from the date of submission.

#### Council Decision

MOVED Cr C Stone SECONDED Cr T Dewan

That the recommendation be adopted.

**CARRIED UNANIMOUSLY 9/0**

#### Background

On 8 July 2021 Cr Widenbar submitted a Matter to be Noted for Further Investigation and has requested a report on traffic calming options along Semple Court, South Lake.

#### Reason

Local residents directly abutting Semple Court have raised concerns about the volume of traffic, both heavy and light, as well as speeding and dangerous driving by vehicles and motor cycles for some time.

Options for traffic calming need to be investigated with a view to speed reduction and mitigation of driver behaviour, in consultation with local residents.

#### Submission

N/A



## Report

The approximately 1.0 km length of Semple Court between Berrigan Drive and North Lake Road in South Lake is classified as a Local Distributor road under the road hierarchy classification within the City of Cockburn.

The function of these roads is to collect and distribute traffic from access streets, linking to the major collector roads within the neighbourhood. They can also provide secondary connections to the external arterial road network within the residential, industrial and commercial areas.

A preliminary assessment of the current traffic environment has been completed which includes a traffic survey, a review of traffic count data, and a review of traffic crash history over the last five years, particularly on intersections.

The current Council Policy - Local Area Traffic Management Investigation, has been used to evaluate the request for traffic management devices to manage the behaviour of vehicle traffic on South Lake Drive.

The mid-block sections of Semple Court and intersections of Semple Court with Verna Court, Beroona Way, Briggs Street, Marra Way, Boogalla Court and Thomas Street have been assessed for traffic management.

### Strategic planning context

The function of the existing Semple Court is ultimately planned to be realigned as part of the development of the Muriel Court development cell to the immediate east, with the construction of Ngort Drive. This will then require a number of changes to the existing Semple Court, north of Anning Park, meaning it will no longer serve as a connection between North Lake Road and Berrigan Drive and small sections will be closed.

This is shown on the extract of the Muriel Court structure plan shown below. These changes were advertised as part of that plan's consideration just over a decade ago (following significant workshopping with the landowner group).

Development in this cell has been slow but in recent years this has increased and delivery of some medium density housing has occurred. As the development is unfolding at such a slow rate, it has also elongated the time the community experiences between the previous road layout and the ultimate proposed layout.

The realignment of Ngort Drive for example is hampered by the land still being in private ownership. City officers are investigating how we may create momentum to see the delivery of Ngort Drive but there is a real risk that will take time.

A matter which is within the City's control, and can run parallel, is to investigate how the impact of this implementation phrase might be eased somewhat and whether those interim solutions are worth pursuing.







### Traffic Volume

The traffic count surveys completed between August and October 2019 (refer to Table 1 below) show the average weekday traffic for South Lake Drive was between 5,527 and 6,164 vpd. This is in line with the desirable maximum volume of 7,000 vpd proposed by revised Western Australian Road Hierarchy from August 2021.

Location	Average Weekday Traffic	AM Peak Traffic	AM Peak Traffic	Average Speed km/h	85th percentile speed (km/h)	% of Heavy Vehicles
90m south of Berrigan Drive	6164	459	514	47	54	7.3
200m south of Berrigan Drive	6059	463	524	52	61	7.0
100m north of Thomas Street	5652	431	495	49	55	5.4
150m north of North Lake Road	5527	421	497	56	63	8.0

Table 1: Traffic Volume and Speed along Semple Court

\*85th percentile speed = the speed that 85% of vehicles are travelling at, or slower, under free-flow conditions (i.e. with >4 seconds headway)

\*\*Heavy vehicles = Austroads Vehicle Class 3 or greater, including buses.

The posted speed limit of Semple Court is 50km/h default speed of Built-up Area. MRWA's Recommended Operating Speed for the Local Distributor Road within a Built-up Area is 50-60 km/h (desired speed). The traffic speed presented in Table 1 shows the average speed of 4 locations are 47, 52, 49 and 56km/h, and the 85th percentile speed are 54, 61, 55 and 63 km/h, which indicate there are minor speeding issues along Semple Court.

### Crash Data Analysis

Crash data at the intersections of Semple Court with Verna Court, Beroona Way, Briggs Street, Marra Way, Boogalla Court and Thomas Street and the mid-block sections of South Lake Drive was reviewed.

MRWA Crash Analysis Reporting (CAR) data indicates these are recorded a total of 5 crashes during the five-year period ending in December 2020 – refer Figure 1 below. A copy of the detailed crash history is included in Attachment 1 for reference.

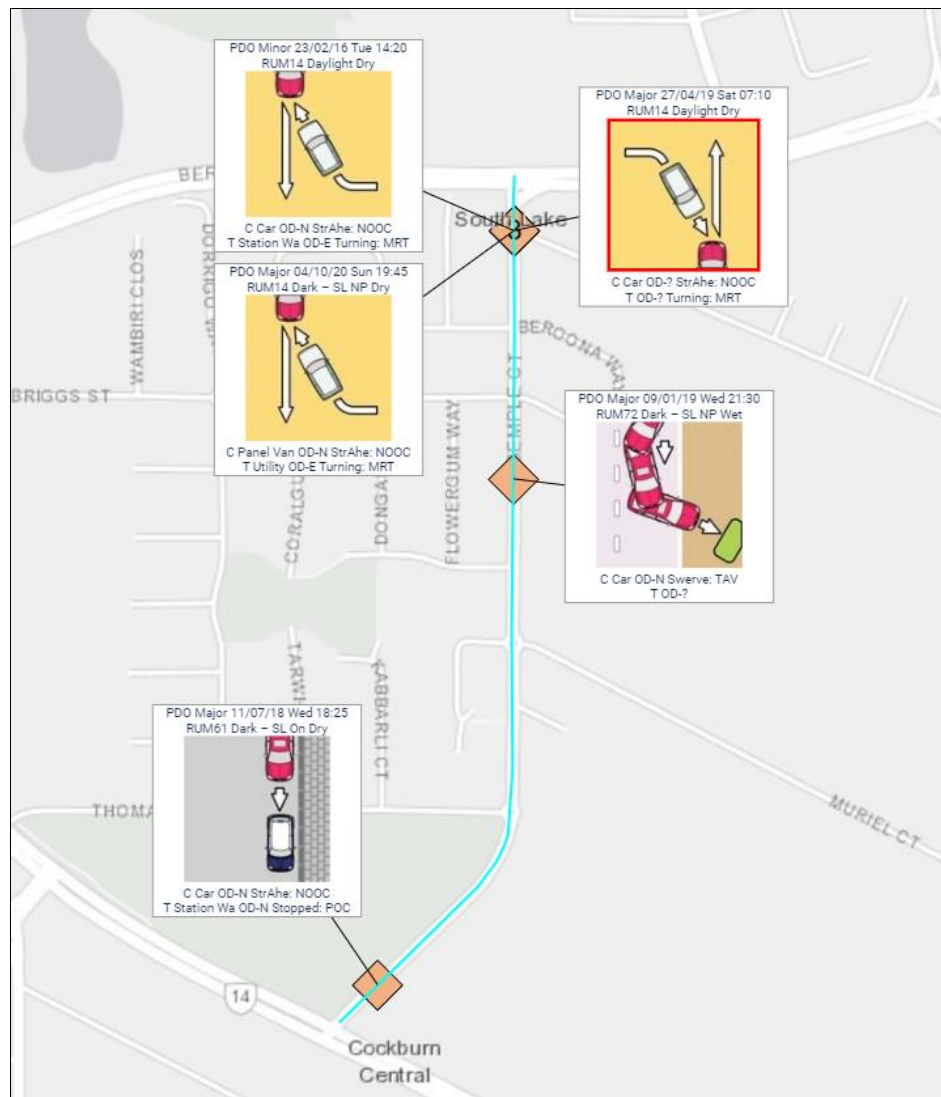


Figure 1: Summary of Crash Data (source: MRWA CAR)

As shown in Figure 1, there are three crashes at the intersection Semple Court/Verna Court and two crashes at mid-block of the road. Severity of all crashes is property damage only and none of them resulted in casualty crashes.

#### Existing Local Area Traffic Management and Pavement Marking

Currently, Semple Court has some Local Area Traffic Management (LATM) treatments installed along the road including two roundabouts (at intersections with Muriel Court and Thomas Street), road central line marking between Berrigan Drive and North Lake Road, give way controls at the intersections with Beroona Way and Briggs Street and entry statement at the intersection with Marra Way.

Pedestrian paths are provided on the both sides of Semple Court between Thomas Street and Berrigan Road. Section between North Lake Road and Thomas Street has pedestrian path on east side of the Semple Court.



There are four bus stops on Semple Court. Bus route 520 runs along the road. The route connects to the Fremantle Station and Cockburn Central Station and provide opportunities to transfer to other connecting bus services and Mandurah railway line.

#### Proposed Local Area Traffic Management (LATM)

The City uses the MRWA approved Traffic Management Warrant Model which is a point score system to guide the assessment and prioritisation of required treatments (if any).

The model considers various factors and parameters such as speed, traffic volumes, crash data, road design and topography, vulnerable road users, etc. Based on the total point score, assessed sites are grouped into three decision criteria (major, minor, or low safety and amenity concerns).

The outcome of the Traffic Management Warrant analysis presented in Attachment 2 resulted in the following finding: A minor technical problem site – consider low cost solutions (e.g. traffic signs and pavement markings, if appropriate. Review again after 2 years).

Based on information compiled to date on the traffic data, crash analysis and warrant analysis, there is no requirement for additional traffic calming treatments along Semple Court. Based on this assessment, deferral of any consultation with local residents is recommended until it has been determined, through further analysis that the investment in time and feedback will be of value.

#### Recommendation

The recommendation from LATM assessment was that a review of the study area signage and line marking needs to be undertaken to ensure appropriate signs and line marking is installed on the roads where appropriate.

The provision of traffic signs and pavement markings in Western Australia should be in accordance with the Australian Standard Manual of Uniform Traffic Devices 1742 and Relevant Parts and Austroads Guidelines.

Under Clause 297(1) of the Road Traffic Code 2000, the Commissioner of Main Roads Western Australia has the sole power to "erect, establish or display, and may alter and or take down any road sign or traffic control signal."

City officers commenced the signage and line marking review within the study area and will prepare drawings, which will include all changes to be sent to MRWA for their approval and installation.

Speed zone review within the study area was completed and it was found that there are some sections of Semple Court that have issue with minor speeding. As such, the signage and line marking review within the study area will include request for installation of 50 km/h speed signs.



The request will be sent to MRWA with a proposal for speed sign installation along sections where warrants are met. The MRWA speed zones assessment process takes up to eight to twelve weeks dependant on the site complexity. All proposed new speed signs must be approved by the MRWA prior to implementation.

### **Strategic Plans/Policy Implications**

#### Community, Lifestyle & Security

A vibrant healthy, safe, inclusive and connected community.

#### City Growth & Moving Around

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

#### Listening & Leading

A community focused, sustainable, accountable and progressive organisation.

### **Budget/Financial Implications**

The cost for design, assessment and application to MRWA for the signage and line marking will be costed from the budget allocation for Traffic Safety Management CW2375/WC00217. The cost for signage and line marking installation will be covered by MRWA.

### **Legal Implications**

N/A

### **Community Consultation**

Based on the evaluation identifying a very minor technical problem, no consultation has been undertaken.

There would, of course, be a need to inform the community when the more significant changes are ultimately implemented as per the strategic planning carried out some time ago.

### **Risk Management Implications**

There are minimal risk implications associated with the recommendation, as the report has demonstrated how due diligence is applied by officers to address residents' concerns regarding speeding vehicles.

To ensure a safe environment for all road users, it is necessary to review and modify signage and line marking. The improvement of signage and line marking enables better traffic flow, maximises road capacity, minimises overtaking and reduces crash risk.



While MRWA are responsible for approval of signage and line marking across the State, changes of signage and line marking on local roads are at the request of the local government. An investigation and assessment is then carried out, prior to any change being approved.

**Advice to Proponent(s)/Submitters**

N/A

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

Nil



Detailed Crash History



Report Criteria

Road	SLK	CWY
1030050 - Semple Ct	0.00 to 1.03	All

Parameter	Value	Description
From Date	01/01/2016	
To Date	31/12/2020	
Crash Type	All	
Severity	All	

Road	Road Name	SLK	CWY	True Dist	Intersection	Date	Day	Time	Severity	Crash No.	Type	Light Cond	Road Cond	Speed Limit	Traffic Control	Road Feature	Road Alignment	Speed Factor	MR Nature	Location	RUM	Unit	Unit Type	From Dir	To Dir	Veh/Ped Move	First Object Hit	Second Object Hit	Third Object Hit	Target Impact Point	
1030050	Semple Ct	0.00	S	0.00	NORTH LAKE RD (014088)	30/06/2017	Friday	1845	PDO Major	2017212300	Intersection	Dark - Street Lights On	Wet	70	No Sign Or Control	3-way Intx (T-junction)	Straight		Rear End	On Cway	33:Same Dirn: Same Lane Right Rear	Colliding	Station Wagon	S - NORTH LAKE RD	N - SEMPLE CT	Out Of Control: Other					
1030050	Semple Ct	0.00	S	0.00	NORTH LAKE RD (014088)	30/06/2017	Friday	1845	PDO Major	2017212300	Intersection	Dark - Street Lights On	Wet	70	No Sign Or Control	3-way Intx (T-junction)	Straight		Rear End	On Cway	33:Same Dirn: Same Lane Right Rear	Target	Car	S - NORTH LAKE RD	N - SEMPLE CT	Turning: To Make Right Turn				Rear	
1030050	Semple Ct	0.00	S	0.00	NORTH LAKE RD (014088)	22/10/2018	Monday	1810	PDO Minor	2018285672	Intersection	Daylight	Dry	70	Give Way Sign	3-way Intx (T-junction)	Straight		Right Angle	On Cway	12:Intx: Right - Thru	Colliding	Car	N - SEMPLE CT	N - NORTH LAKE RD	Turning: To Make Right Turn					
1030050	Semple Ct	0.00	S	0.00	NORTH LAKE RD (014088)	22/10/2018	Monday	1810	PDO Minor	2018285672	Intersection	Daylight	Dry	70	Give Way Sign	3-way Intx (T-junction)	Straight		Right Angle	On Cway	12:Intx: Right - Thru	Target	Station Wagon	S - NORTH LAKE RD	N - NORTH LAKE RD	Straight Ahead: Not Out Of Control				Side	
1030050	Semple Ct	0.00	S	0.00	NORTH LAKE RD (014088)	02/04/2019	Tuesday	1530	Medical	2019090690	Intersection	Daylight	Dry	70	Give Way Sign	3-way Intx (T-junction)	Straight		Right Angle	On Cway	17:Intx: Thru - Left	Colliding	Car	N - SEMPLE CT	S - NORTH LAKE RD	Turning: To Make Left Turn					
1030050	Semple Ct	0.00	S	0.00	NORTH LAKE RD (014088)	02/04/2019	Tuesday	1530	Medical	2019090690	Intersection	Daylight	Dry	70	Give Way Sign	3-way Intx (T-junction)	Straight		Right Angle	On Cway	17:Intx: Thru - Left	Target	Bicycle	N - NORTH LAKE RD	S - NORTH LAKE RD	Straight Ahead: Not Out Of Control				Side	
1030050	Semple Ct	0.00	S	0.00	NORTH LAKE RD (014088)	17/11/2019	Sunday	0722	Hospital	2019324674	Intersection	Daylight	Dry	70	Give Way Sign	3-way Intx (T-junction)	Straight		Right Angle	On Cway	14:Intx: Thru - Right	Colliding	Four Wheel Drive (Not Car Design )	N - SEMPLE CT	N - NORTH LAKE RD	Turning: To Make Right Turn					
1030050	Semple Ct	0.00	S	0.00	NORTH LAKE RD (014088)	17/11/2019	Sunday	0722	Hospital	2019324674	Intersection	Daylight	Dry	70	Give Way Sign	3-way Intx (T-junction)	Straight		Right Angle	On Cway	14:Intx: Thru - Right	Target	Bicycle	N - NORTH LAKE RD	S - NORTH LAKE RD	Straight Ahead: Not Out Of Control				Side	
1030050	Semple Ct	0.00	S	0.00	NORTH LAKE RD (014088)	11/08/2020	Tuesday	0735	Medical	2020780036	Intersection	Daylight	Dry	70	Give Way Sign	3-way Intx (T-junction)	Straight		Right Angle	On Cway	14:Intx: Thru - Right	Colliding	Truck	N - SEMPLE CT	N - NORTH LAKE RD	Turning: To Make Right Turn					
1030050	Semple Ct	0.00	S	0.00	NORTH LAKE RD (014088)	11/08/2020	Tuesday	0735	Medical	2020780036	Intersection	Daylight	Dry	70	Give Way Sign	3-way Intx (T-junction)	Straight		Right Angle	On Cway	14:Intx: Thru - Right	Target	Car	N - NORTH LAKE RD	S - NORTH LAKE RD	Straight Ahead: Not Out Of Control				Side	
1030050	Semple Ct	0.00	S	0.00	NORTH LAKE RD (014088)	22/10/2020	Thursday	0845	Medical	2020876522	Intersection	Daylight	Dry	70	No Sign Or Control	3-way Intx (T-junction)	Straight			Rear End	On Cway	33:Same Dirn: Same Lane Right Rear	Colliding	Utility	N - SEMPLE CT	N - NORTH LAKE RD	Straight Ahead: Not Out Of Control				
1030050	Semple Ct	0.00	S	0.00	NORTH LAKE RD (014088)	22/10/2020	Thursday	0845	Medical	2020876522	Intersection	Daylight	Dry	70	No Sign Or Control	3-way Intx (T-junction)	Straight			Rear End	On Cway	33:Same Dirn: Same Lane Right Rear	Target	Car	N - SEMPLE CT	N - NORTH LAKE RD	Stopped: Prepared To Turn Right				Rear



Detailed Crash History																														
Road	Road Name	SLK	CWY	True Dist	Intersection	Date	Day	Time	Severity	Crash No.	Type	Light Cond	Road Cond	Speed Limit	Traffic Control	Road Feature	Road Alignment	Speed Factor	MR Nature	Location	RUM	Unit	Unit Type	From Dir	To Dir	Veh/Ped Move	First Object Hit	Second Object Hit	Third Object Hit	Target Impact Point
10300 50	Simple Ct	0.00	S	0.00	NORTH LAKE RD (014088)	30/11/2020	Monday	0825	PDO Major	20209 04894	Intersection	Daylight	Wet	70	No Sign Or Control	Median Opening	Curve		Rear End	On Cway	33: Same Dirn: Same Lane Right Rear	Colliding	Car	N - SEMPLE CT	N - NORTH LAKE RD	Straight Ahead: Not Out Of Control				
10300 50	Simple Ct	0.00	S	0.00	NORTH LAKE RD (014088)	30/11/2020	Monday	0825	PDO Major	20209 04894	Intersection	Daylight	Wet	70	No Sign Or Control	Median Opening	Curve		Rear End	On Cway	33: Same Dirn: Same Lane Right Rear	Target	Car	N - SEMPLE CT	N - NORTH LAKE RD	Stopped: Prepared To Turn Right				Rear
10300 50	Simple Ct	0.07	S	0.07		11/07/2018	Wednesday	1825	PDO Major	20181 89890	Midblock	Dark - Street Lights On	Dry	51	No Sign Or Control		Straight		Rear End	On Cway	61: On Path: Parked	Colliding	Car	N	S	Straight Ahead: Not Out Of Control				
10300 50	Simple Ct	0.07	S	0.07		11/07/2018	Wednesday	1825	PDO Major	20181 89890	Midblock	Dark - Street Lights On	Dry	51	No Sign Or Control		Straight		Rear End	On Cway	61: On Path: Parked	Target	Station Wagon	N	S	Stopped: Parked On Cway				Rear
10300 50	Simple Ct	0.70	S	0.70		09/01/2019	Wednesday	2130	PDO Major	20190 22300	Midblock	Dark - Street Lights Not Provided	Wet	51	No Sign Or Control		Straight		Hit Object	On Left Verge After Leaving Cway	72: Off Path On Straight: Off Left Cway Obj	Colliding	Car	N	S	Swerving: To Avoid Veh	Tree			
10300 50	Simple Ct	0.97	S	0.97	VERNA CT (041694)	23/02/2016	Tuesday	1420	PDO Minor	20160 58435	Intersection	Daylight	Dry	50	No Sign Or Control	3-way Intx (T-junction)	Straight		Right Angle	On Cway	14: Intx: Thru - Right	Colliding	Car	N - SEMPLE CT	S - SEMPLE CT	Straight Ahead: Not Out Of Control				
10300 50	Simple Ct	0.97	S	0.97	VERNA CT (041694)	23/02/2016	Tuesday	1420	PDO Minor	20160 58435	Intersection	Daylight	Dry	50	No Sign Or Control	3-way Intx (T-junction)	Straight		Right Angle	On Cway	14: Intx: Thru - Right	Target	Station Wagon	E - VERNA CT	N - SEMPLE CT	Turning: To Make Right Turn				Side
10300 50	Simple Ct	0.97	S	0.97	VERNA CT (041694)	27/04/2019	Saturday	0710	PDO Major	20191 15455	Intersection	Daylight	Dry	51	Give Way Sign	3-way Intx (T-junction)	Straight		Right Angle	On Cway	14: Intx: Thru - Right	Colliding	Car			Straight Ahead: Not Out Of Control				
10300 50	Simple Ct	0.97	S	0.97	VERNA CT (041694)	27/04/2019	Saturday	0710	PDO Major	20191 15455	Intersection	Daylight	Dry	51	Give Way Sign	3-way Intx (T-junction)	Straight		Right Angle	On Cway	14: Intx: Thru - Right	Target				Turning: To Make Right Turn				Side
10300 50	Simple Ct	0.97	S	0.97	VERNA CT (041694)	04/10/2020	Sunday	1945	PDO Major	20208 26586	Intersection	Dark - Street Lights Not Provided	Dry	51	No Sign Or Control	3-way Intx (T-junction)	Straight		Right Angle	On Cway	14: Intx: Thru - Right	Colliding	Panel Van	N - SEMPLE CT	S - SEMPLE CT	Straight Ahead: Not Out Of Control				
10300 50	Simple Ct	0.97	S	0.97	VERNA CT (041694)	04/10/2020	Sunday	1945	PDO Major	20208 26586	Intersection	Dark - Street Lights Not Provided	Dry	51	No Sign Or Control	3-way Intx (T-junction)	Straight		Right Angle	On Cway	14: Intx: Thru - Right	Target	Utility	E - VERNA CT	N - SEMPLE CT	Turning: To Make Right Turn				Side
10300 50	Simple Ct	1.03	S	1.03	BERRIGAN DR (080712)	24/02/2016	Wednesday	0800	PDO Major	20160 61305	Intersection	Daylight	Dry	70	Give Way Sign	3-way Intx (T-junction)	Curve		Sideswipe Same Dim	On Cway	38: Same Dirn: Parallel Lanes - Turn Right S/swipe	Colliding	Car	S - SEMPLE CT	N - BERRIGAN DR	Turning: To Make Right Turn				
10300 50	Simple Ct	1.03	S	1.03	BERRIGAN DR (080712)	24/02/2016	Wednesday	0800	PDO Major	20160 61305	Intersection	Daylight	Dry	70	Give Way Sign	3-way Intx (T-junction)	Curve		Sideswipe Same Dim	On Cway	38: Same Dirn: Parallel Lanes - Turn Right S/swipe	Target	Car	S - SEMPLE CT	N - BERRIGAN DR	Turning: To Make Right Turn				Side
10300 50	Simple Ct	1.03	S	1.03	BERRIGAN DR (080712)	28/06/2016	Tuesday	0740	Medical	20161 96361	Intersection	Daylight	Dry	70	No Sign Or Control	3-way Intx (T-junction)	Straight		Right Turn Thru	On Cway	27: Opposite Dirn: U - Turn	Colliding	Car	S - BERRIGAN DR	N - BERRIGAN DR	Straight Ahead: Not Out Of Control				
10300 50	Simple Ct	1.03	S	1.03	BERRIGAN DR (080712)	28/06/2016	Tuesday	0740	Medical	20161 96361	Intersection	Daylight	Dry	70	No Sign Or Control	3-way Intx (T-junction)	Straight		Right Turn Thru	On Cway	27: Opposite Dirn: U - Turn	Target	Car	N - BERRIGAN DR	N - BERRIGAN DR	Turning: To Make U Turn				Side
10300 50	Simple Ct	1.03	S	1.03	BERRIGAN DR (080712)	09/11/2016	Wednesday	1530	PDO Major	20163 86551	Intersection	Daylight	Dry	70	No Sign Or Control	Median Opening	Straight		Rear End	On Cway	33: Same Dirn: Same Lane Right Rear	Colliding		S - SEMPLE CT	N - BERRIGAN DR	Straight Ahead: Not Out Of Control				
10300 50	Simple Ct	1.03	S	1.03	BERRIGAN DR (080712)	09/11/2016	Wednesday	1530	PDO Major	20163 86551	Intersection	Daylight	Dry	70	No Sign Or Control	Median Opening	Straight		Rear End	On Cway	33: Same Dirn: Same Lane Right Rear	Target	Car	S - SEMPLE CT	N - BERRIGAN DR	Stopped: Prepared To Turn Right				Rear
10300 50	Simple Ct	1.03	S	1.03	BERRIGAN DR (080712)	16/01/2017	Monday	1545	PDO Major	20170 14222	Intersection	Daylight	Dry	70	Give Way Sign	3-way Intx (T-junction)	Straight		Rear End	On Cway	33: Same Dirn: Same Lane Right Rear	Colliding	Utility	S - SEMPLE CT	N - BERRIGAN DR	Straight Ahead: Not Out Of Control				





## Detailed Crash History



Road	Road Name	SLK	CWY	True Dist	Intersection	Date	Day	Time	Severity	Crash No.	Type	Light Cond	Road Cond	Speed Limit	Traffic Control	Road Feature	Road Alignment	Speed Factor	MR Nature	Location	RUM	Unit	Unit Type	From Dir	To Dir	Veh/Ped Move	First Object Hit	Second Object Hit	Third Object Hit	Target Impact Point
10300 50	Simple Ct	1.03	S	1.03	BERRIGAN DR (080712)	16/01/2017	Monday	1545	PDO Major	20170 14222	Intersection	Daylight	Dry	70	Give Way Sign	3-way Intx (T-junction)	Straight		Rear End	On Cway	33: Same Dim: Same Lane Right Rear	Target	Motor Cycle	S - SEM PLE CT	N - BER RIGA N DR	Stopped: Prepared To Turn Right				Rear
10300 50	Simple Ct	1.03	S	1.03	BERRIGAN DR (080712)	02/04/2017	Sunday	0720	PDO Major	20171 22254	Intersection	Daylight	Dry	70	Give Way Sign	3-way Intx (T-junction)	Straight		Right Angle	On Cway	14: Intx: Thru - Right	Colliding	Utility	N - BER RIGA N DR	S - BER RIGA N DR	Straight Ahead: Not Out Of Control				
10300 50	Simple Ct	1.03	S	1.03	BERRIGAN DR (080712)	02/04/2017	Sunday	0720	PDO Major	20171 22254	Intersection	Daylight	Dry	70	Give Way Sign	3-way Intx (T-junction)	Straight		Right Angle	On Cway	14: Intx: Thru - Right	Target	Station Wagon	S - SEM PLE CT	N - BER RIGA N DR	Turning: To Make Right Turn				Side
10300 50	Simple Ct	1.03	S	1.03	BERRIGAN DR (080712)	10/04/2017	Monday	0810	PDO Major	20171 25194	Intersection	Daylight	Dry	70	No Sign Or Control	Median Opening	Curve		Rear End	On Cway	33: Same Dim: Same Lane Right Rear	Colliding	Car	S - SEM PLE CT	N - BER RIGA N DR	Straight Ahead: Not Out Of Control				
10300 50	Simple Ct	1.03	S	1.03	BERRIGAN DR (080712)	10/04/2017	Monday	0810	PDO Major	20171 25194	Intersection	Daylight	Dry	70	No Sign Or Control	Median Opening	Curve		Rear End	On Cway	33: Same Dim: Same Lane Right Rear	Target		S - SEM PLE CT	N - BER RIGA N DR	Stopped: Prepared To Turn Right				Rear
10300 50	Simple Ct	1.03	S	1.03	BERRIGAN DR (080712)	02/05/2017	Tuesday	0740	PDO Major	20171 48666	Intersection	Daylight	Dry	70	Give Way Sign	3-way Intx (T-junction)	Straight		Right Angle	On Cway	12: Intx: Right - Thru	Colliding	Utility	S - SEM PLE CT	N - BER RIGA N DR	Turning: To Make Right Turn				
10300 50	Simple Ct	1.03	S	1.03	BERRIGAN DR (080712)	02/05/2017	Tuesday	0740	PDO Major	20171 48666	Intersection	Daylight	Dry	70	Give Way Sign	3-way Intx (T-junction)	Straight		Right Angle	On Cway	12: Intx: Right - Thru	Target	Station Wagon	S - BER RIGA N DR	N - BER RIGA N DR	Straight Ahead: Not Out Of Control				Side
10300 50	Simple Ct	1.03	S	1.03	BERRIGAN DR (080712)	25/05/2017	Thursday	0715	PDO Major	20171 54863	Intersection	Daylight	Dry	70	No Sign Or Control	3-way Intx (T-junction)	Straight		Right Angle	On Cway	12: Intx: Right - Thru	Colliding	Car	S - SEM PLE CT	N - BER RIGA N DR	Turning: To Make Right Turn				
10300 50	Simple Ct	1.03	S	1.03	BERRIGAN DR (080712)	25/05/2017	Thursday	0715	PDO Major	20171 54863	Intersection	Daylight	Dry	70	No Sign Or Control	3-way Intx (T-junction)	Straight		Right Angle	On Cway	12: Intx: Right - Thru	Target	Station Wagon	S - BER RIGA N DR	N - BER RIGA N DR	Straight Ahead: Not Out Of Control				Side
10300 50	Simple Ct	1.03	S	1.03	BERRIGAN DR (080712)	13/07/2017	Thursday	1630	PDO Minor	20172 32493	Intersection	Daylight	Dry	70	Stop Sign	3-way Intx (T-junction)	Straight		Rear End	On Cway	31: Same Dim: Same Lane Rear End	Colliding	Station Wagon	S - SEM PLE CT		Straight Ahead: Not Out Of Control				
10300 50	Simple Ct	1.03	S	1.03	BERRIGAN DR (080712)	13/07/2017	Thursday	1630	PDO Minor	20172 32493	Intersection	Daylight	Dry	70	Stop Sign	3-way Intx (T-junction)	Straight		Rear End	On Cway	31: Same Dim: Same Lane Rear End	Target	Utility	S - SEM PLE CT		Stopped: To Avoid Veh				Rear
10300 50	Simple Ct	1.03	S	1.03	BERRIGAN DR (080712)	27/11/2017	Monday	0800	PDO Major	20173 44294	Intersection	Daylight	Dry	70	Give Way Sign	Median Opening	Straight		Rear End	On Cway	33: Same Dim: Same Lane Right Rear	Colliding	Utility	S - SEM PLE CT	N - BER RIGA N DR	Straight Ahead: Not Out Of Control				
10300 50	Simple Ct	1.03	S	1.03	BERRIGAN DR (080712)	27/11/2017	Monday	0800	PDO Major	20173 44294	Intersection	Daylight	Dry	70	Give Way Sign	Median Opening	Straight		Rear End	On Cway	33: Same Dim: Same Lane Right Rear	Target	Station Wagon	S - SEM PLE CT	N - BER RIGA N DR	Stopped: Prepared To Turn Right				Rear
10300 50	Simple Ct	1.03	S	1.03	BERRIGAN DR (080712)	07/12/2017	Thursday	0640	PDO Minor	20173 71756	Intersection	Daylight	Dry	70	Stop Sign	3-way Intx (T-junction)	Straight		Right Angle	On Cway	12: Intx: Right - Thru	Colliding	Station Wagon	S - SEM PLE CT	N - BER RIGA N DR	Turning: To Make Right Turn				
10300 50	Simple Ct	1.03	S	1.03	BERRIGAN DR (080712)	07/12/2017	Thursday	0640	PDO Minor	20173 71756	Intersection	Daylight	Dry	70	Stop Sign	3-way Intx (T-junction)	Straight		Right Angle	On Cway	12: Intx: Right - Thru	Target	Car	S - BER RIGA N DR	N - BER RIGA N DR	Straight Ahead: Not Out Of Control				Side
10300 50	Simple Ct	1.03	S	1.03	BERRIGAN DR (080712)	29/01/2018	Monday	1950	Medical	20180 04530	Intersection	Dawn Or Dusk		70	Give Way Sign	3-way Intx (T-junction)			Right Angle	On Cway	12: Intx: Right - Thru	Colliding	Car	S - SEM PLE CT	N - BER RIGA N DR	Turning: To Make Right Turn				
10300 50	Simple Ct	1.03	S	1.03	BERRIGAN DR (080712)	29/01/2018	Monday	1950	Medical	20180 04530	Intersection	Dawn Or Dusk		70	Give Way Sign	3-way Intx (T-junction)			Right Angle	On Cway	12: Intx: Right - Thru	Target	Car	S - BER RIGA N DR	N - BER RIGA N DR	Straight Ahead: Not Out Of Control				Side
10300 50	Simple Ct	1.03	S	1.03	BERRIGAN DR (080712)	30/01/2018	Tuesday	0815	PDO Major	20180 36811	Intersection	Daylight	Dry	70	Give Way Sign	3-way Intx (T-junction)	Straight		Right Angle	On Cway	12: Intx: Right - Thru	Colliding	Truck & 1 Trailer	S - BER RIGA N DR	N - BER RIGA N DR	Straight Ahead: Not Out Of Control				
10300 50	Simple Ct	1.03	S	1.03	BERRIGAN DR (080712)	30/01/2018	Tuesday	0815	PDO Major	20180 36811	Intersection	Daylight	Dry	70	Give Way Sign	3-way Intx (T-junction)	Straight		Right Angle	On Cway	12: Intx: Right - Thru	Target	Car	S - SEM PLE CT	N - BER RIGA N DR	Turning: To Make Right Turn				Side

Detailed Crash History																														
Road	Road Name	SLK	CWY	True Dist	Intersection	Date	Day	Time	Severity	Crash No.	Type	Light Cond	Road Cond	Speed Limit	Traffic Control	Road Feature	Road Alignment	Speed Factor	MR Nature	Location	RUM	Unit	Unit Type	From Dir	To Dir	Veh/Ped Move	First Object Hit	Second Object Hit	Third Object Hit	Target Impact Point
10300 50	Simple Ct	1.03	S	1.03	BERRIGAN DR (080712)	10/04/2018	Tuesday	1045	PDO Major	20181 02574	Intersection	Daylight	Dry	70	No Sign Or Control	3-way Intx (T-junction)	Straight		Rear End	On Cway	33:Same Dim: Same Lane Right Rear	Colliding		S - SEMPLE CT	N - BERRIGAN DR	Straight Ahead: Not Out Of Control				
10300 50	Simple Ct	1.03	S	1.03	BERRIGAN DR (080712)	10/04/2018	Tuesday	1045	PDO Major	20181 02574	Intersection	Daylight	Dry	70	No Sign Or Control	3-way Intx (T-junction)	Straight		Rear End	On Cway	33:Same Dim: Same Lane Right Rear	Target	Station Wagon	S - SEMPLE CT	N - BERRIGAN DR	Turning: To Make Right Turn				Side
10300 50	Simple Ct	1.03	S	1.03	BERRIGAN DR (080712)	10/05/2018	Thursday	1400	Medical	20181 26540	Intersection	Daylight	Dry	70	No Sign Or Control	3-way Intx (T-junction)	Straight		Right Turn Thru	On Cway	22:Opposite Dim: Thru - Right	Colliding	Car	N - BERRIGAN DR	S - BERRIGAN DR	Straight Ahead: Not Out Of Control				
10300 50	Simple Ct	1.03	S	1.03	BERRIGAN DR (080712)	10/05/2018	Thursday	1400	Medical	20181 26540	Intersection	Daylight	Dry	70	No Sign Or Control	3-way Intx (T-junction)	Straight		Right Turn Thru	On Cway	22:Opposite Dim: Thru - Right	Target	Station Wagon	S - BERRIGAN DR	S - SEMPLE CT	Turning: To Make Right Turn				Side
10300 50	Simple Ct	1.03	S	1.03	BERRIGAN DR (080712)	11/07/2018	Wednesday	1330	PDO Major	20181 90424	Intersection	Daylight	Dry	70	Give Way Sign	Median Opening	Straight		Rear End	On Cway	33:Same Dim: Same Lane Right Rear	Colliding	Car	S - SEMPLE CT	N - BERRIGAN DR	Straight Ahead: Not Out Of Control				
10300 50	Simple Ct	1.03	S	1.03	BERRIGAN DR (080712)	11/07/2018	Wednesday	1330	PDO Major	20181 90424	Intersection	Daylight	Dry	70	Give Way Sign	Median Opening	Straight		Rear End	On Cway	33:Same Dim: Same Lane Right Rear	Target	Motor Cycle	S - SEMPLE CT	N - BERRIGAN DR	Stopped: Prepared To Turn Right				Rear
10300 50	Simple Ct	1.03	S	1.03	BERRIGAN DR (080712)	17/07/2018	Tuesday	1240	Medical	20181 95700	Intersection	Daylight	Dry	70	Give Way Sign	3-way Intx (T-junction)	Straight		Right Angle	On Cway	14:Intx: Thru - Right	Colliding	Station Wagon	N - BERRIGAN DR	S - BERRIGAN DR	Straight Ahead: Not Out Of Control				
10300 50	Simple Ct	1.03	S	1.03	BERRIGAN DR (080712)	17/07/2018	Tuesday	1240	Medical	20181 95700	Intersection	Daylight	Dry	70	Give Way Sign	3-way Intx (T-junction)	Straight		Right Angle	On Cway	14:Intx: Thru - Right	Target	Car	S - SEMPLE CT	N - BERRIGAN DR	Turning: To Make Right Turn				Front
10300 50	Simple Ct	1.03	S	1.03	BERRIGAN DR (080712)	21/09/2018	Friday	1305	PDO Major	20182 57370	Intersection	Daylight	Dry	70	No Sign Or Control	3-way Intx (T-junction)	Straight		Right Angle	On Cway	12:Intx: Right - Thru	Colliding	Car	S - BERRIGAN DR	N - BERRIGAN DR	Overtaking: Cut In From Left				
10300 50	Simple Ct	1.03	S	1.03	BERRIGAN DR (080712)	21/09/2018	Friday	1305	PDO Major	20182 57370	Intersection	Daylight	Dry	70	No Sign Or Control	3-way Intx (T-junction)	Straight		Right Angle	On Cway	12:Intx: Right - Thru	Target		S - SEMPLE CT	N - BERRIGAN DR	Turning: To Make Right Turn				Side
10300 50	Simple Ct	1.03	S	1.03	BERRIGAN DR (080712)	11/10/2018	Thursday	0900	PDO Minor	20182 92403	Intersection	Daylight	Dry	70	No Sign Or Control	3-way Intx (T-junction)	Curve		Rear End	On Cway	33:Same Dim: Same Lane Right Rear	Colliding	Car	S - SEMPLE CT	N - BERRIGAN DR	Straight Ahead: Not Out Of Control				
10300 50	Simple Ct	1.03	S	1.03	BERRIGAN DR (080712)	11/10/2018	Thursday	0900	PDO Minor	20182 92403	Intersection	Daylight	Dry	70	No Sign Or Control	3-way Intx (T-junction)	Curve		Rear End	On Cway	33:Same Dim: Same Lane Right Rear	Target	Station Wagon	S - SEMPLE CT	N - BERRIGAN DR	Turning: To Make Right Turn				Rear
10300 50	Simple Ct	1.03	S	1.03	BERRIGAN DR (080712)	01/11/2018	Thursday	0710	PDO Major	20182 97900	Intersection	Daylight	Dry	70	Give Way Sign	3-way Intx (T-junction)	Straight		Right Angle	On Cway	12:Intx: Right - Thru	Colliding	Four Wheel Drive (Not Car Design )	S - BERRIGAN DR	N - BERRIGAN DR	Straight Ahead: Not Out Of Control				
10300 50	Simple Ct	1.03	S	1.03	BERRIGAN DR (080712)	01/11/2018	Thursday	0710	PDO Major	20182 97900	Intersection	Daylight	Dry	70	Give Way Sign	3-way Intx (T-junction)	Straight		Right Angle	On Cway	12:Intx: Right - Thru	Target	Car	S - SEMPLE CT	N - BERRIGAN DR	Turning: To Make Right Turn				Side
10300 50	Simple Ct	1.03	S	1.03	BERRIGAN DR (080712)	16/05/2019	Thursday	0755	PDO Major	20191 35626	Intersection	Daylight	Wet	70	Give Way Sign	3-way Intx (T-junction)	Straight		Right Angle	On Cway	12:Intx: Right - Thru	Colliding		S - SEMPLE CT	N - BERRIGAN DR	Turning: To Make Right Turn				
10300 50	Simple Ct	1.03	S	1.03	BERRIGAN DR (080712)	16/05/2019	Thursday	0755	PDO Major	20191 35626	Intersection	Daylight	Wet	70	Give Way Sign	3-way Intx (T-junction)	Straight		Right Angle	On Cway	12:Intx: Right - Thru	Target		S - BERRIGAN DR	N - BERRIGAN DR	Straight Ahead: Not Out Of Control				Side
10300 50	Simple Ct	1.03	S	1.03	BERRIGAN DR (080712)	22/08/2019	Thursday	1445	PDO Minor	20192 35262	Intersection	Daylight	Dry	70	Stop Sign	3-way Intx (T-junction)	Curve		Right Angle	On Cway	12:Intx: Right - Thru	Colliding	Car	S - SEMPLE CT	N - BERRIGAN DR	Turning: To Make Right Turn				
10300 50	Simple Ct	1.03	S	1.03	BERRIGAN DR (080712)	22/08/2019	Thursday	1445	PDO Minor	20192 35262	Intersection	Daylight	Dry	70	Stop Sign	3-way Intx (T-junction)	Curve		Right Angle	On Cway	12:Intx: Right - Thru	Target	Car	S - BERRIGAN DR	N - BERRIGAN DR	Straight Ahead: Not Out Of Control				Side



Detailed Crash History																															
Road	Road Name	SLK	CWY	True Dist	Intersection	Date	Day	Time	Severity	Crash No.	Type	Light Cond	Road Cond	Speed Limit	Traffic Control	Road Feature	Road Alignment	Speed Factor	MR Nature	Location	RUM	Unit	Unit Type	From Dir	To Dir	Veh/Ped Move	First Object Hit	Second Object Hit	Third Object Hit	Target Impact Point	
10300 50	Sample Ct	1.03	S	1.03	BERRIGAN DR (080712)	18/12/2019	Wednesday	1630	PDO Major	20193 50191	Intersection	Daylight	Dry	70	Give Way Sign	3-way Intx (T-junction)	Straight		Right Angle	On Cway	14: Intx: Thru - Right	Colliding	Car	N - BERRIGAN DR	S - BERRIGAN DR	Straight Ahead: Not Out Of Control					
10300 50	Sample Ct	1.03	S	1.03	BERRIGAN DR (080712)	18/12/2019	Wednesday	1630	PDO Major	20193 50191	Intersection	Daylight	Dry	70	Give Way Sign	3-way Intx (T-junction)	Straight		Right Angle	On Cway	14: Intx: Thru - Right	Target	Car	S - SEMPLE CT	N - BERRIGAN DR	Turning: To Make Right Turn				Side	
10300 50	Sample Ct	1.03	S	1.03	BERRIGAN DR (080712)	29/04/2020	Wednesday	1920	PDO Major	20206 94776	Intersection	Dark - Street Lights On	Dry	70	Give Way Sign	3-way Intx (T-junction)	Straight		Right Angle	On Cway	12: Intx: Right - Thru	Colliding	Station Wagon	S - SEMPLE CT	N - BERRIGAN DR	Turning: To Make Right Turn					
10300 50	Sample Ct	1.03	S	1.03	BERRIGAN DR (080712)	29/04/2020	Wednesday	1920	PDO Major	20206 94776	Intersection	Dark - Street Lights On	Dry	70	Give Way Sign	3-way Intx (T-junction)	Straight		Right Angle	On Cway	12: Intx: Right - Thru	Target	Utility	S - BERRIGAN DR	N - BERRIGAN DR	Straight Ahead: Not Out Of Control				Side	
10300 50	Sample Ct	1.03	S	1.03	BERRIGAN DR (080712)	06/08/2020	Thursday	1610	PDO Minor	20207 75814	Intersection	Daylight	Dry	70	Give Way Sign	3-way Intx (T-junction)	Straight			Rear End	On Cway	33: Same Dim: Same Lane Right Rear	Colliding	Car	S - SEMPLE CT	N - BERRIGAN DR	Straight Ahead: Not Out Of Control				
10300 50	Sample Ct	1.03	S	1.03	BERRIGAN DR (080712)	06/08/2020	Thursday	1610	PDO Minor	20207 75814	Intersection	Daylight	Dry	70	Give Way Sign	3-way Intx (T-junction)	Straight			Rear End	On Cway	33: Same Dim: Same Lane Right Rear	Target	Station Wagon	S - SEMPLE CT	N - BERRIGAN DR	Stopped: To Avoid Veh				Rear
10300 50	Sample Ct	1.03	S	1.03	BERRIGAN DR (080712)	11/11/2020	Wednesday	1800	PDO Major	20208 98723	Intersection	Dawn Or Dusk	Dry	70	No Sign Or Control	3-way Intx (T-junction)	Curve			Right Turn Thru	On Cway	22: Opposite Dim: Thru - Right	Colliding	Car	S - BERRIGAN DR	S - SEMPLE CT	Turning: To Make Right Turn				
10300 50	Sample Ct	1.03	S	1.03	BERRIGAN DR (080712)	11/11/2020	Wednesday	1800	PDO Major	20208 98723	Intersection	Dawn Or Dusk	Dry	70	No Sign Or Control	3-way Intx (T-junction)	Curve			Right Turn Thru	On Cway	22: Opposite Dim: Thru - Right	Target	Utility	N - BERRIGAN DR	S - BERRIGAN DR	Straight Ahead: Not Out Of Control				Front



### City of Cockburn Traffic Calming Warrant System

Road name: **Seiple Court (Road No. 1030050)**  
 Suburb: **South Lake**  
 Location detail: **(SLK 0.00 - 0.50), SLK 0.00- North Lake Road, section 1**  
 Road classification: **Local Distributor**  
 Reason for analysis: **OCM**

Analysis officer: Kana Pathmarajah

Date: 19/11/2021

*Table 1 – Warrant criteria and weightings*

**Note:** Maximum road length for each analysis = 500 metres

<u>PARAMETER</u>		<u>VALUE</u>	<u>SCORE</u>
Traffic speed		55	5
Traffic volume		5,652	12
Reported crash data (5-year period)	Fatalities	0	0.0
	Injuries	0	0.0
	Non-injuries	1	1.0
Road design and topography	Restricted sight crest curve	No	0
	Restricted sight horizontal curve	No	0
	Bends with unrestricted sight	No	0
	Steep hill	No	0
Vulnerable road users	Major bicycle or ped. crossing point	No	0
	Important bicycle route	No	0
Activity generators	College	No	0
	School	No	0
	Retail	No	0
Amenity factors	Heavy vehicles	5.4%	12
	Peak hour volume	8.8%	0
		<b>Total:</b>	<b>30.0</b>

*Table 2: Intervention warrant*

A site with low safety and amenity concerns - no further action required.

**A minor technical problem site - consider low cost non-capital works solutions.**

A technical problem site - identify solutions for consideration for funding and implementation

Notes:

Traffic data collected in October 2019 100m north of Thomas St

5-year reported crash history is from 2016 to 2020 inclusive

Reduction factor applied to crash score due to traffic volume 0.5

Transperth buses on Route 520 & 515 (50/day) not excluded from heavy vehicle percentage



### City of Cockburn Traffic Calming Warrant System

Road name: **Seiple Court (Road No. 1030050)**  
 Suburb: **South Lake**  
 Location detail: **(SLK 0.50 - 1.03), SLK1.03- Berrigan Drive, section 2**  
 Road classification: **Local Distributor**  
 Reason for analysis: **OCM**

Analysis officer: Kana Pathmarajah

Date: 19/11/2021

Table 1 – Warrant criteria and weightings

**Note:** Maximum road length for each analysis = 500 metres

<u>PARAMETER</u>		<u>VALUE</u>	<u>SCORE</u>
Traffic speed		54	5
Traffic volume		6,164	12
Reported crash data (5-year period)	Fatalities	0	0.0
	Injuries	0	0.0
	Non-injuries	4	8.0
Road design and topography	Restricted sight crest curve	No	0
	Restricted sight horizontal curve	No	0
	Bends with unrestricted sight	No	0
	Steep hill	No	0
Vulnerable road users	Major bicycle or ped. crossing point	No	0
	Important bicycle route	No	0
Activity generators	College	No	0
	School	No	0
	Retail	No	0
Amenity factors	Heavy vehicles	7.3%	12
	Peak hour volume	8.3%	0
		<b>Total:</b>	<b>37.0</b>

Table 2: Intervention warrant

A site with low safety and amenity concerns - no further action required.

**A minor technical problem site - consider low cost non-capital works solutions.**

A technical problem site - identify solutions for consideration for funding and implementation

Notes:

Traffic data collected in October 2019 90m south of Berrigan Drive

5-year reported crash history is from 2016 to 2020 inclusive

Reduction factor applied to crash score due to traffic volume 0.5

Transperth buses on Route 520 & 515 (50/day) not excluded from heavy vehicle percentage

## 23.2 Greyhound Racing Position Statement

Cr Terblanche has requested a report be presented to a future Council meeting about the creation of a position statement that identifies that the City of Cockburn do not support Greyhound racing.

### Reason

The City does not have a position statement about whether it supports greyhound racing activities in the Cockburn District. There are currently no greyhound racing facilities in Cockburn, but if the City has a position statement on the prohibition of greyhound racing activities taking place within Cockburn it may help Racing and Wagering Western Australia understand the City's position on this important animal welfare issue.

## 24. Confidential Business

### 24.1 (2021/MINUTE NO 0257) Confidential Land Matter

This report and its attachments are **CONFIDENTIAL** in accordance with Section 5.23(2) (d) of the *Local Government Act 1995*, which permits the meeting to be closed to the public for business relating to the following:

*legal advice obtained, or which may be obtained, by the local government and which relates to a matter to be discussed at the meeting.*

**TO BE CARRIED BY ABSOLUTE MAJORITY**

#### Council Decision

MOVED Cr K Allen SECONDED Cr P Corke

That Council ADOPTS the recommendations contained in the Confidential Report.

**CARRIED BY ABSOLUTE MAJORITY 9/0**

**25. (2021/MINUTE NO 0258) Resolution of Compliance****RECOMMENDATION**

That Council is satisfied that resolutions carried at this Meeting and applicable to items concerning Council provided services and facilities, are:-

- (1) integrated and co-ordinated, so far as practicable, with any provided by the Commonwealth, the State or any public body;
- (2) not duplicated, to an extent Council considers inappropriate, services or facilities as provided by the Commonwealth, the State or any other body or person, whether public or private; and
- (3) managed efficiently and effectively.

**Council Decision**

MOVED Cr K Allen SECONDED Cr C Stone

That the recommendation be adopted.

**CARRIED UNANIMOUSLY 9/0**

**26. Closure of Meeting**

Before closing the meeting, Mayor Howlett took the opportunity make the following announcement:

‘I would like to wish Elected Members, staff, those in the public gallery, and members of the community all the very best for the festive season and for 2022.

The New Year is set to be full of challenges and opportunities and I know we will be looking to provide the very best of services to our growing community.’

Mayor Howlett closed the meeting at 9.43pm.

